



# Hosting Unstaffed Events

## HTG Hosting Grant

Each Special Olympics Unified Champion School host school that hosts an unstaffed event (an event where staff are not on site to support) will receive our hometown games host grant. These grants can be used at the schools' discretion towards the special education program, students, or towards future SOO events/equipment. For example, Schools have used funds for qualifier participation fees, new equipment and jerseys, pizza parties, school championships, and extra services for the events they are hosting. Funding is based on the scale of the event. Schools can expect to receive \$300 - \$500. Unstaffed events give SOO the opportunity to expand the number of events and communities we serve and give us greater time and attention to developing and improving our core programming. We appreciate your continued support.

## Schedule for the day:

9:00 am	Volunteers arrive, help with set up and assigned roles
9:30-10:00 am	Athletes arrive & team registration
10:15 am	Opening ceremonies
10:30 am	Competition begins
11:45-12:10 pm	Lunch (if schedule allows)
1:30 pm	Competition ends and athletes depart
1:30-2:00 pm	Clean up facility

Note: Some flexibility can be afforded to work in accordance with different school board schedules

## The competition schedule would typically be as follows:

Timeslot 1	10:30 am to 10:55 am
Timeslot 2	10:55 am to 11:20 am
Timeslot 3	11:20 am to 11:45 am
Timeslot 4	11:45 am to 12:15 pm (Lunch break)
Timeslot 5	12:15 pm to 12:40 pm
Timeslot 6	12:40 pm to 1:05 pm
Timeslot 7	1:05 pm to 1:30 pm

## Equipment

In terms of running the event, we will ship the following items to your school before the event:

- Sport equipment (soccer ball/basketball/bocce/floor hockey)
- Volunteer shirts
- Copy of schedule
- Clipboards with a score sheet for scorekeeping
- Scoreboards
- Pens
- No photo stickers
- Pinnies
- A hard copy of the registration & technical package

## Special Olympics Ontario

65 Overlea Boulevard, Suite 200, Toronto, ON, M4H 1P1

Tel 416-447-8326 / 1-888-333-5515 Fax 416-447-6336

Web [www1.specialolympicsontario.com/schools](http://www1.specialolympicsontario.com/schools)

Facebook/Instagram/X @SOOSchoolChamps

Registered Charitable Number - 11906 8435 RR0001

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.



- Registration packages for each school will include:
  - A technical package
  - Schedule
  - Ribbon for each athlete
  - A script for opening ceremonies

### What to communicate with other schools when they arrive

- Which entrance should the schools use when they arrive?
- Does your school have accessible washrooms for students with mobility issues to use?
- Where can the students from other schools put their jackets, boots and backpacks?
- Is there space for the students from other schools to eat lunch?
- Is there a spot for students and teachers from other schools to sit between games?
- Have any maintenance issues arisen before the event that would affect scheduling and accessibility? e.g. plumbing issues, construction outside

### Volunteers

We typically ask host schools to recruit about 10-20 student volunteers. If students are not available, the volunteers could be teachers, parents, or community members. Most of the time, volunteers are a Leadership Class from the host school.

What we expect from volunteers:

- Bring great energy
- Be respectful to the athletes and staff
- Be willing to help
- Cheer on all teams
- Most importantly, have FUN!

The volunteers should arrive at the site by 9:00 am for orientation, wear comfortable clothing, and be prepared to stay until about 2:00 pm. Knowledge of the sport isn't a necessity (although it helps); a positive and supportive attitude, as well as the willingness to help, are the most important qualities.

Volunteers should bring their own lunch, snacks, and water bottle. Each volunteer will receive a SOO volunteer t-shirt to wear at the event (and it is theirs to keep).

Roles for volunteers:

- Registration table
- Scorekeeper
- Timekeeper
- Referee (bocce & floor hockey only)
- Team ambassador
- Photos/Music

### Special Olympics Ontario

65 Overlea Boulevard, Suite 200, Toronto, ON, M4H 1P1

Tel 416-447-8326 / 1-888-333-5515 Fax 416-447-6336

Web [www1.specialolympicsontario.com/schools](http://www1.specialolympicsontario.com/schools)

Facebook/Instagram/X @SOOSchoolChamps

Registered Charitable Number - 11906 8435 RR0001

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.



## Set-Up

We suggest volunteers begin setting up at 9:00 am, ensuring that playing surfaces are ready to go and labelled (court/field 1, 2, 3, etc.). Each court/field should have the following:

- A table
- A scoreboard
- A clipboard with the scoresheet
- Pen to record scores
- Stopwatch (phones can also be used)
- Team benches
- Ball/bocce set/hockey puck

## Registration

Set up a registration table near the court/field entrance and assign volunteer(s) to give out team registration packages and no photo stickers to schools that request them. Volunteers are to have the coach go through their roster and mark down any athlete absences/changes on the registration sheet.

## Referees

Referees will be provided for Soccer by the Ontario Soccer Association and for Basketball by the Ontario Basketball Association). Compensation for all officials will be taken care of by SOO. Volunteers will be required to referee our Bocce and Floor Hockey qualifiers. Proper training and resources will be provided by SOO staff prior to the event. At times we have had some reliability issues with officials, so we also suggest having volunteers prepared to ref just in case.

## Medical

Special Olympics Ontario endeavors to have medical staff on site to attend swiftly to any issues that arise during the day. We currently have a partnership with SportSide Medical to provide trained and certified medical personnel at our qualifier events. Special Olympics Ontario will book these professionals and pay their compensation. They will provide help with everything injury-wise from cuts to a rolled ankle. We suggest having someone out front to show both referees and medical staff where the gym is located.

## Law Enforcement (LETR)

Ontario's Law Enforcement are huge supporters of Special Olympics and a key force in our ability to offer programs. We always invite local Law Enforcement to come to our events, to welcome athletes as they arrive, and say a few words of support during the Opening Ceremonies. Special Olympics Ontario will communicate with each school board to confirm whether Law Enforcement may attend.

## Opening Ceremony & Coaches Meeting

We will have a copy of the opening ceremony script in the sports bin. Typically, we welcome everyone, do a land acknowledgment thank all the important parties (medical, volunteers, refs...) do a quick roll call and a cheer from the teams, re-iterate the location of washrooms, which court is which (i.e. court 1, 2, 3), lunchtime and location, and then we close off with an athlete from the host school reciting the athlete's oath.

### Special Olympics Ontario

65 Overlea Boulevard, Suite 200, Toronto, ON, M4H 1P1

Tel 416-447-8326 / 1-888-333-5515 Fax 416-447-6336

Web [www1.specialolympicsontario.com/schools](http://www1.specialolympicsontario.com/schools)

Facebook/Instagram/X @SOOSchoolChamps

Registered Charitable Number - 11906 8435 RR0001

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.



The coaches meeting is to answer any questions coaches may have and go over a few key reminders. This includes a schedule review, going over key venue locations (medical, washrooms, water station), lunch arrangements, safety requires and so on. All games are 20 minutes long, with two 10-minute halves with running time (the clock does not stop). There will be 2-minute halftime.

### Payment

We ask schools to mail their cheque to our office (65 Overlea Blvd Suite 200, Toronto, ON M4H 1P1). However, if a school brings a cheque to the qualifier, we ask you to write the school's name on the envelope and put the cheque in the sports that will be shipped back to us.

### Results & Shipping Back to SOO

Equipment, along with our scoreboards, scoresheets and registration information, can be shipped back after the conclusion of the event. A shipping return label will be included in the original shipment.

Please ensure to email and or ship a master score sheet (indicated on one event schedule handout) of all the scores for each game, as well as the registration sheet noting absences or roster changes and any registration fees. This information is paramount for determining qualifications for our school championships.

### Extras

Some other things that schools have done in the past that you could consider are:

- Make signs or banners to welcome the other schools. This makes your guests feel comfortable, shows school spirit and makes the event seem larger in scale.
- Arrange for the school mascot, school band, cheerleaders or just a mob of students in the lobby for when other schools arrive. It makes for an electric atmosphere when the students arrive to a party!
- Have a DJ or soundtrack playing in the background during the games. We can also provide the soundtrack, but if you have a student in your school who loves to entertain, this could be the job for them.
- Have an SO student-athlete ready to recite the athlete's oath during the Opening Ceremonies. This would be a great opportunity for one of your athletes to show off their school pride!
- Occasionally a school will set up a snack stand to raise money for their extra-curricular activities or sports programs. This ends up being a popular feature at some events, and a good money maker for the school.

### What if Something Goes Wrong?

Please review our contingency planning document that outlines what to do when there is an issue and how to mitigate and respond to potential problems at and before the event: [Contingency Planning For Unstaffed Events](#)

#### Special Olympics Ontario

65 Overlea Boulevard, Suite 200, Toronto, ON, M4H 1P1

Tel 416-447-8326 / 1-888-333-5515 Fax 416-447-6336

Web [www1.specialolympicsontario.com/schools](http://www1.specialolympicsontario.com/schools)

Facebook/Instagram/X @SOOSchoolChamps

Registered Charitable Number - 11906 8435 RR0001

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.