



## Hosting a Sport Festival (Staffed)

Thank you for agreeing to host one of Special Olympics Ontario's Sport Festivals. Your contribution to the lives of local students with Intellectual Disabilities is very much appreciated.

This document outlines the specifics of how the day should go, and some items to prepare ahead of time.

### An itinerary for the day would look something like this:

<b>9:00am</b>	Volunteers arrive to help set up and assign roles
<b>9:30am-10:00am</b>	Students arrive/Welcome Line
<b>10:00am</b>	Teachers meeting
<b>10:15am</b>	Opening ceremonies
<b>10:30am</b>	Activities begin
<b>11:30am-12:15pm</b>	Lunch break
<b>12:15pm</b>	Activities resumes
<b>1:15pm</b>	Activities end, Closing ceremonies
<b>1:30pm</b>	Students depart
<b>1:30pm-2:00pm</b>	Clean-up of the facility

### Preparation and Set-Up

The students should be organized into groups of about 10-12 ahead of time, with name tags displaying a colour/shape combo (eg. Red Triangle, Blue Circle). That colour/shape will signify each student's group for the day.

#### 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.

There will be six stations set up in the morning, featuring different activities promoting teamwork and introductory movement skills. Each group will be assigned a station to start at, and then rotate through all six in ten-minute intervals. Once each group has tried all the activities, break for lunch and set up six new stations for the afternoon. The afternoon stations are more sport-specific.

### **Morning Program**

We will set up 6 stations with group activities:

Timeslot 1 – 10:30am to 10:40am

Timeslot 2 – 10:40am to 10:50am

Timeslot 3 – 10:50am to 11:00am

Timeslot 4 – 11:00am to 11:10am

Timeslot 5 – 11:10am to 11:20am

Timeslot 6 – 11:20am to 11:30am

**Lunch break (11:30am to 12:15pm)**

### **Afternoon Program**

We will set up 6 new stations with sport-specific activities:

Timeslot 7 – 12:15pm to 12:25pm

Timeslot 8 – 12:25pm to 12:35pm

Timeslot 9 – 12:35pm to 12:45pm

Timeslot 10 – 12:45pm to 12:55pm

Timeslot 11 – 12:55pm to 1:05pm

Timeslot 12 – 1:05pm to 1:15pm

## Please let us know the following

- How much space is available to use on the day of the event? eg. Double Gym, square footage
- Which entrance should the schools use when they arrive?
- Does the venue have accessible washrooms for students with mobility issues?
- Where can the students put their jackets, boots and backpacks?
- Is there space for the students from other schools to eat lunch?
- Is there a spot for students from other schools to sit and take a break?
- Have any maintenance issues arisen before the event that would affect scheduling and or accessibility? eg. plumbing issue, construction outside

Please ensure that there is a registration desk with chairs near the area that will be used. **SOO will send you relevant information and documents ahead of time which should be handed out to schools as they arrive.**

SOO will also let you know which equipment is necessary or recommended for the Sport Festival ahead of time.

### Volunteers

We typically encourage host schools to recruit about 20 high-energy student volunteers. If students are not available, the volunteers could be teachers, parents, or community members.

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

Volunteers should bring their own lunches, snacks, and water bottles. Each volunteer will receive a SOO Volunteer T-Shirt to wear at the event (and is theirs to keep).

*Some volunteer jobs could be: registration desk, photographer, and activity leader.*

## **Medical Staff**

Special Olympics Ontario ensures medical staff is on-site at all of our events, 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. SOO will communicate the time and location to SportSide.

## **Law Enforcement**

Ontario's Law Enforcement are huge supporters of Special Olympics programs. We always invite local Law Enforcement to come to our events, to welcome athletes as they arrive, and to say a few words of support during the Opening Ceremonies. SOO will communicate the time and location to local Law Enforcement.

## **Teachers Meeting**

Before the ceremonies, the SOO on-site rep will gather the teachers together to go over a few key points:

- Ensure that all teachers understand the rotation system, and how/when their students will get a chance to try each activity.
- Ask if there are any other questions about the how the day will go
- Introduce the medical personnel, and tell the teachers to seek them out if needed
- Explain the time and location for lunch break
- Remind teachers that participation ribbons and a swag item for their students are in their welcome package.
- Remind teachers with students designated as "No Photo" must display their stickers on the front of their shirt.

## **Opening Ceremonies**

Before the day starts, the SOO on-site rep will have everyone come together, and kick off the day with our Opening Ceremonies! During the ceremony, we will welcome all the schools individually, and cheer on each one as they are announced. We will thank the host school, volunteers, Law Enforcement representatives, and medical staff for their contributions. We finish off the ceremonies with the Special Olympics Athlete's Oath (*Let me win. But if I cannot win, let me be brave in the attempt*). Some host schools like to have everyone sing O Canada as a group. Lastly, we have everyone do a warm up dance as a group, and then jump into the activities!

## 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.