



# SOO UCS Hosting Checklist

## Before the Event

- ☐ Secure 15+ volunteers (**who can be present for the whole event**)
- ☐ Educate your volunteers on what Special Olympics and Unified Champion Schools Is
- ☐ Arrange Lunch/Area for teams to congregate
- ☐ Prepare equipment
- ☐ Check your email regarding the event details
- ☐ Read the technical package
- ☐ Go through the technical package & unified rules with volunteers
  - Volunteers should know the rules of the sport
- ☐ Host a demo game for volunteers/officials to get familiar
- ☐ Assign roles to volunteers – you can use this [Volunteer Role Template](#)
- ☐ Remind volunteers there may not be a lunch break on the schedule

## Day of the Event

- ☐ Signage for court/field
- ☐ Set up scoring & registration tables
- ☐ Set up team benches
- ☐ Registration check-in
- ☐ Opening Ceremonies (athlete for the oath, LETR if present)
- ☐ Coaches meeting [*for unstaffed events only*]
- ☐ Check in on everyone & collect scores
- ☐ Keep the games on schedule by ensuring teams are on their correct courts
- ☐ Take a group volunteer photo
- ☐ If possible, play music
- ☐ If there is an incident ensure sport side medical fill out the [Incident Report](#)

## After the Event

- ☐ Take photos of the score and email them to SOO as soon as possible [*for unstaffed events only*]
- ☐ Ship items back to SOO head office [*for unstaffed events only*]
- ☐ Upload photos to our photo [drive](#).
- ☐ Fill out our [Hosting Feedback Form](#)

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Registered Charitable Number - 11906 8435 RR0001

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