

Special Olympics
Ontario



Champions in Motion

New this Year

- Registration Process
- Schedule
- Guide
- Volunteer Information
- Group warm-up



Hosting Preparation

- Secure Facility Space (Gym, Washrooms, Lunch Space)
- Secure Volunteers & Assign Roles
- Confirm capacity, LETR, staffed/unstaffed
- Activity Guide Review
- Checklist/hosting package review



Day of Event Guidelines

- Signage
- Set-Up
- Registration
- Medical
- LETR
- Opening Ceremonies



Schedule

Time	Event	Location
9:00am - 9:30am	Court Set-Up/Volunteer Training	Gym 1
9:30am - 9:50am	Athlete Arrival/ Registration	Gym 1
10am	Opening Ceremonies	Gym 1
10:05am - 10:15am	Rotation 1	Gym 1
10:15am - 10:45am	Rotation 2	Gym 1
10:45am - 11:00am	Rotation 3	Gym 1
11:00am - 11:20am	Rotation 4	Gym 1
11:20am- 11:35	Rotation 5	Gym 1
11:35 am - 12:05pm	Lunch	Cafeteria
12:10pm - 1:00 pm	Game Play	Gym 1



Post Event

- Ship Items Back to Head Office (if event is unstaffed)
- Upload photos to our Drive
- HTG Host Grant
- Feedback



Volunteer Expectations

- 10-20+, depending on the region
- **Students are trained and prepared ahead of the event**
 - **Complete Volunteer document**
 - **Review stations in the activity guide**
- Energy and Enthusiasm
- Engagement with the athletes
- Lunch Break
- Educator support



Responsibilities

- Establish roles prior to the event
- Event Lead
- [Roles Reporting Tool](#)
- Roles:
 - Set-Up & Tear Down
 - Registration & Check In
 - Dance Warm-Up Lead
 - Station Leaders
 - Team Ambassadors
 - Fun Zone
 - Photos & Music



Unified

- Recommended 1:1 ratio but flexibility
- Meaningful involvement between peers
- Activity guide recommendations



Resources - Elementary Hub

1. [Hosting Checklist](#)
2. [Staffed Event Hosting](#)
3. [Unstaffed Events Hosting](#)
4. [Activity Guide](#) Bocce
5. [Activity Guide](#) Basketball
6. [Information Sheet](#)





Thank you!
Questions?