



Hosting a Champions in Motion (Staffed)

Thank you for agreeing to host one of our Special Olympics Ontario's Champions in Motion event.

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:

8:00am	SOO staff arrives on-site
9:00am	Volunteers arrive to help set up and assign roles
9:30am-10:00am	Students arrive/Welcome Line
10:00am	Opening Ceremonies/ Teacher meeting
10:05 – 11:30am	Skill building
10:30am	Activities begin
11:35am-12:05pm	Lunch break
12:10 – 1:00pm	Game play
1:05pm	Activities end, students depart

Preparation and Set-Up

The students will be organized into groups of about 5-8 ahead of time by the SOO staff (flexible based on numbers and schools)

Students will run through a group warm-up before a participating in a four station rotation, with each station building on the skill of the previous one. All groups will participate in the same activities at the same time, with activities rotating approximately every 20 minutes. There will be a five minute break between each rotation to allow for a break. Once each group has worked on each skill, we will break for lunch before moving into competition in the afternoon.

Special Olympics Ontario

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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.

Bocce 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/ Teacher meeting	Gym 1
10:05am - 10:25am	Rotation 1	Gym 1
10:35am - 11:00am	Rotation 2	Gym 1
11am - 11:20am	Rotation 3	Gym 1
11:20am - 11:30 am	Rotation 4	Gym 1
11:35 am - 12:05pm	Lunch	Cafeteria
12:10pm - 1:00 pm	Game Play	Gym 1

Basketball 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/ Teacher meeting	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

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 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 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 bring info documents to hand out to schools as they arrive.**

The SOO rep will bring all needed equipment – unless otherwise agreed to ahead of time. Occasionally, the rep may ask for some additional equipment to supplement what he/she has brought.

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 1:30pm. 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, inform 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.