

# How to Host a Competition

Muskoka Sport Conference 2017

***Special Olympics***  
*Ontario*



# Overview



- Types of Competitions
- Organizing a Competition
- Competition Committees
- Fundraising for Competitions
- Upcoming Provincial Competitions



*For more information, please see Section 11 of our Information Portal  
<http://info.specialolympicsontario.ca>*

# Types of Competition

What are they?

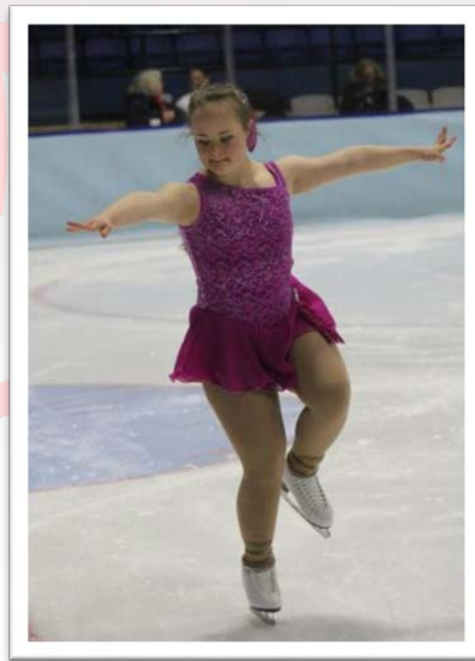
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# Types of Competitions



- Friendlies
- Invitationals
- Provincial Competitions
- Hometown Games
- Virtual Competitions



# Types of Competitions



## **Friendlies**

- Low key competition opportunities
- Very helpful for new/inexperienced athletes, for those clubs with few athletes or few competition opportunities

# Types of Competitions



## Invitationals

- Hosted anywhere in the province by a registered SOO coach/volunteer
- Host sends out general invitations, which can be extended outside of their District/Conference
- Any requests for changes to sport rules or SOO policies must be submitted to the Sport and Competitions Developer, and, when approved, clearly communicated on tournament invitations



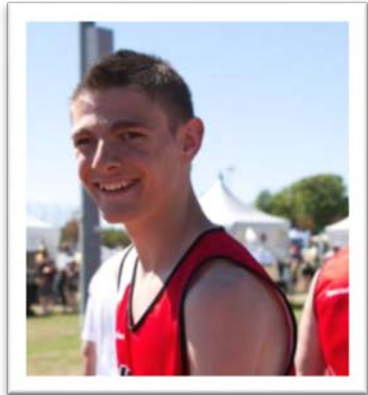
# Types of Competitions



## Provincial Qualifier

- Hosted in the sport season prior to that season's Provincial Games
- Divisioning/seeding must occur, as well as adherence to all SOC sport rules and SOO rule supplements unless otherwise approved by SOO
- Each Qualifier receives a pre-determined quota which will determine the number of athletes who will qualify from that competition

# Types of Competitions



## Hometown Games

- Addresses the need for more local sport competition
- Host partner takes responsibility for the operational order and funding of the event
- For more information, the *Hometown Games Communication Package* is available from the Marketing Resources Coordinator at Special Olympics Ontario.



# Types of Competitions



## Virtual Competitions

- Clubs from across the district or province submit scores from a simulated competition in a training session
- Enables athletes' performances to be compared with others', even if the club doesn't have many competition opportunities
- Virtual Competitions website instructions can be found on our Information Portal, under section 11.02.1

# Organizing a Competition

Prior to the competition

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# Organizing a Competition



## **Prior to competition:**

- Speak with community council regarding hosting a competition
- Set a date and send competition information (date, location and competition host info) to the District Developer to be submitted to the events calendar on the website
- Recruit Organizing Committee or others who will assist you in preparation
- Prepare budget (sample budget on Info Portal)
- Book facilities

# Organizing a Competition



## Prior to competition (Cont'd):

- Fundraise
- Volunteers
- Plan for lunch, if it is being offered
- Provide nutritious snacks and refreshments (fruit and water)
- Prepare and send out Registration Package including tournament format, rules, schedules, etc. at least six weeks in advance.
- Consult with SOO's Sport & Coach Education Developer to ensure correct application of sport rules/formats
- Secure appropriate equipment for competition
- Book Officials and ensure they are familiar with SOO rules

# Organizing a Competition



## Prior to competition (Cont'd):

- Receive registrations and registration fees, submit to community council for deposit
- Set up competition structure, schedules based on registrations
- Prepare Coaches packages
- Recruit a volunteer to operate the GMS program if necessary
- Prepare score sheets, tournament score boards, etc.
- Team Sports: receive athlete skill assessments to assist with divisioning
- Conference Competition: Recruit three people to sit on seeding committee with preference of at least one member to be from the generic sport organization
- Order ribbons from SOO
- Confirm three volunteers to sit on protest committee
- Contact facility to confirm venue contact for day of competition

# Organizing a Competition

Day of the competition

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# Organizing a Competition



## Day of Competition:

- Venue Set Up and Equipment and Venue Safety Check
- Confirm Emergency Action Plan
- Confirm Extreme Weather Guidelines
- Athlete Registration: Team Rosters confirmed on day of event and authenticated by coach (Head Coach signature is required)
- Coach Verification: Head Coach to verify the coaches in attendance from his club
- Provide Coaches Packages to all coaches and officials
- Facilitate Pre-Competition Coaches Meeting, if time permits
- Make sure all head coaches or their designate are in attendance to discuss rules, behavioural expectations, schedules, Emergency Action Plan
- Coaches meeting hosted with opportunity to clarify competition format, rules, introduction to medical personnel and tournament committee

# Organizing a Competition



## Day of Competition (Cont'd):

- At least one qualified official on site (team competition must have at least one qualified ref for each playing surface/field.) All officials must be clearly identified.
- Individual Sports: GMS (or another suitable computer program) used for divisioning
- Opening Remarks with Athlete's Oath
- Teams: Seeding games to confirm divisions (in the Conference competition)
- Seeding committee should include members of generic sport organization (in the Conference Competition)
- Individual sports: Divisioning to occur with qualifying entries.
- Awards presented to athletes if time permits
- Provide results to coaches
- Evaluate the Event



# Organizing a Competition

After the competition

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# Organizing a Competition



## After Competition:

- Final payment of all invoices in conjunction with community council
- Final budget completed, submit final budget to grant committee if necessary
- Collect evaluation forms from coaches
- Thank you letter to volunteers
- Results sent to each Head Coach and District Developer
- Collect competition evaluation forms and copy of any accident/incident forms and send to SOO Competition Developer and SSCT

# Organizing a Competition



## Eligibility of Participants

All athletes and coaches who participate in any competition **MUST HAVE** a current SOO registration number. Due to insurance implications, athletes or coaches who do not have a current SOO number are **NOT** eligible to participate in any competition.

Athletes must be actively training with a SOO registered sports club to be eligible to participate in an SOO sanctioned competition.

# Organizing a Competition



## At all types of competition...

- Risk Management procedures should never be compromised
  - Insurance requisition
  - First Aid/Medical Services
  - Emergency Action Plans
  - Accident/Incident Reports
- See Section 11.12.1 and Section 18 for more information on Risk Management

# Competition Committees



- Successful hosting of a competition means relying on a team of volunteers who have effectively delegated tasks into specialized areas:
  - Competition Host
  - Volunteer Lead
  - Fundraising Lead
  - Registration Lead
  - Meals and Accommodation Lead (if applicable)
  - Sport Technical Lead
  - Awards and Ceremonies Lead
  - Public Relations Lead (if possible/applicable)

# Competition Committees



## Competition Host

- Oversees overall operation of the competition and organizing committee
- Ensures that all members are aware of their responsibilities and deadlines
- Prepares competition budget and pays all necessary invoices for the competition
- Liaises with Community Council where applicable
- Books facilities
- Prepares Competition Evaluation
- Accounts for Risk Management

# Competition Committees



## Volunteer Lead

- Determine need for volunteers
- Recruit volunteers and send reminders
- Host volunteer orientation and/or training
- Oversee volunteer needs throughout the competition
- Volunteer recognition



# Competition Committees



## Fundraising Lead

- Look for local sponsorship for the tournament including in-kind contributions of facilities and equipment, and donations of lunch, water, and refreshments
- Plan and arrange for sponsorship recognition on competition site – “Sponsor Levels” signage, field/lane/court sponsorship, etc.
- Liaise with local sponsorship representatives before, during, and after competition



# Competition Committees



## Registration Lead

- Responsible for compiling and distributing registration packages and receiving registration and payments from clubs
- Disseminate information to appropriate committee members
- Assemble Coaches Package that can be delivered with registration confirmation or on day of event
- Register athletes and coaches upon arrival at competition

# Competition Committees



## Meals and Accommodation Lead

- Arrange for and distribute nutritious meals, snacks and refreshments during the competition
- Ensure sufficient amount of food for all participants
- Arrangements for dietary needs
- Recommend adequate accommodation options in the area, if needed

# Competition Committees



## Sport Technical Lead

- Knowledge of rules and regulations of Special Olympics sports
- Secure necessary equipment and facilities
- Attain necessary officials
- Set up competition schedule
- Place athletes in competition divisions
- Use of GMS for divisioning and generating results where applicable
- Ensure “results” board is maintained throughout competition

# Competition Committees



## Awards and Ceremonies Lead

- Brief opening and closing ceremonies
- Acquisition and distribution of all awards



# Competition Committees



## Public Relations Lead

- Coordinate overall promotion and publicity for the competition including community or team signage
- Seek local-level advertisements
- Invite local politicians
- Responsible for all media relations

# Fundraising for Competitions



- Max registration fees of \$25 per athlete or \$40 per golfer – but ideally, this could be reduced...
- Seek donations for food, drinks, snacks, etc. – and promote these donations vigorously at events
- Seek alternate source of fund-raising – especially sponsorship
  - create bronze, silver, gold-level sponsorship packages, and create signage accordingly
  - Naming rights such as competition name, “sell” lanes/courts/fields/turfs/rinks/sheets to local businesses and refer to those surfaces in all correspondence/signage/scheduling

# Upcoming Provincial Competitions



- Provincial Summer Games (2017)
- Winter Provincial Qualifiers (2018)
- Floor Hockey Qualifiers (2018)
- Spring Provincial Qualifiers (2019)
- Winter Provincial Games (2019)
- Provincial Floor Hockey Championships (2019)





# **Feedback Support Experiences**







**Thank You**