



Phase One – Learning about your area and Special Olympics sports

- Determine sports offered at area level – based on those offered by SOMT (18 sports)
- Determine competitions to be offered at area level – winter, spring, bowling, basketball, etc.
- Review the following sport resources:
 - Article 1 of Sports Rules - https://media.specialolympics.org/resources/sports-essentials/general/Sports-Rules-Article-1-2017.pdf?_ga=2.143897781.1073164113.1547409266-1554469589.1487542338
 - Sport specific rule books - https://resources.specialolympics.org/Taxonomy/Sports_Essentials/All_Sport_Rules_and_Rule_Changes.aspx (scroll part way down the page to see all sport rule books)
- Determine if any sports offered at area level are unified. If so, complete online unified sports coach training.
 - Unified Sports Coaches Training - <https://nfhslearn.com/courses/36000/coaching-unified-sports>

Phase Two – Planning for your competition(s)

- Event Management
 - Work with Finance Coordinator to determine/review budget for each offered competition
 - Create/review timeline and task list for each competition
 - Create/review venue contact lists
 - Secure venues needed for competitions – work with SOMT Insurance Assistance (staff member) to complete contracts and provide insurance certificates
 - Review current volunteer contact Lists
 - Plan for volunteer recruitment
 - Venue Directors
 - “Day of” Volunteers
 - Schedule and facilitate committee meetings
 - Create/review equipment lists
 - Create and distribute registration materials: will be working with volunteer GMS Coordinator
 - Schedule of Events
 - Competition Timeline
 - Registration Forms
 - Green List: Athlete & Volunteer Paperwork (distributed by SOMT GMS and Sports Assistant)
 - Create plan for providing lunch during competition



Key Terms & Definitions:

- **Venue Directors** – responsible for managing and running one sport during area competition.
Example: volunteer to manage bocce or athletics at area spring games.
 - Recruit volunteers
 - Training “day of” volunteers
 - Manages specific sport competition the day of the event
 - Assists with evaluation of the sport
- **Games Management System (GMS)** – global database used to create heats for games and track paperwork for athletes, unified partners, volunteers and coaches.
- **GMS Coordinator:**
 - Responsible for setting up competition in GMS
 - Responsible for entering registrations gathered by Competition Coordinators
 - Responsible for divisioning, setting heats
 - Responsible for printing heat sheets
- **Opening Ceremonies** – required event at competition
 - Emcee
 - Colors & National Anthem
 - Parade of Athletes
 - Athlete Oath
 - Law Enforcement Torch Run (LETR)
 - *Entertainment - optional*
- **Awards** – required event at competition
 - Ribbons or area medals
 - Awards stand/area
 - Law Enforcement Torch Run (LETR) to drape ribbons/medals
 - Announcer
- **Dinner/Dance - optional**
 - *Food*
 - *Music*
 - *Transition Ceremony*