

## Event Management Guide and Minimum Standards for Local/Regional Special Olympics GB and Partnership Events

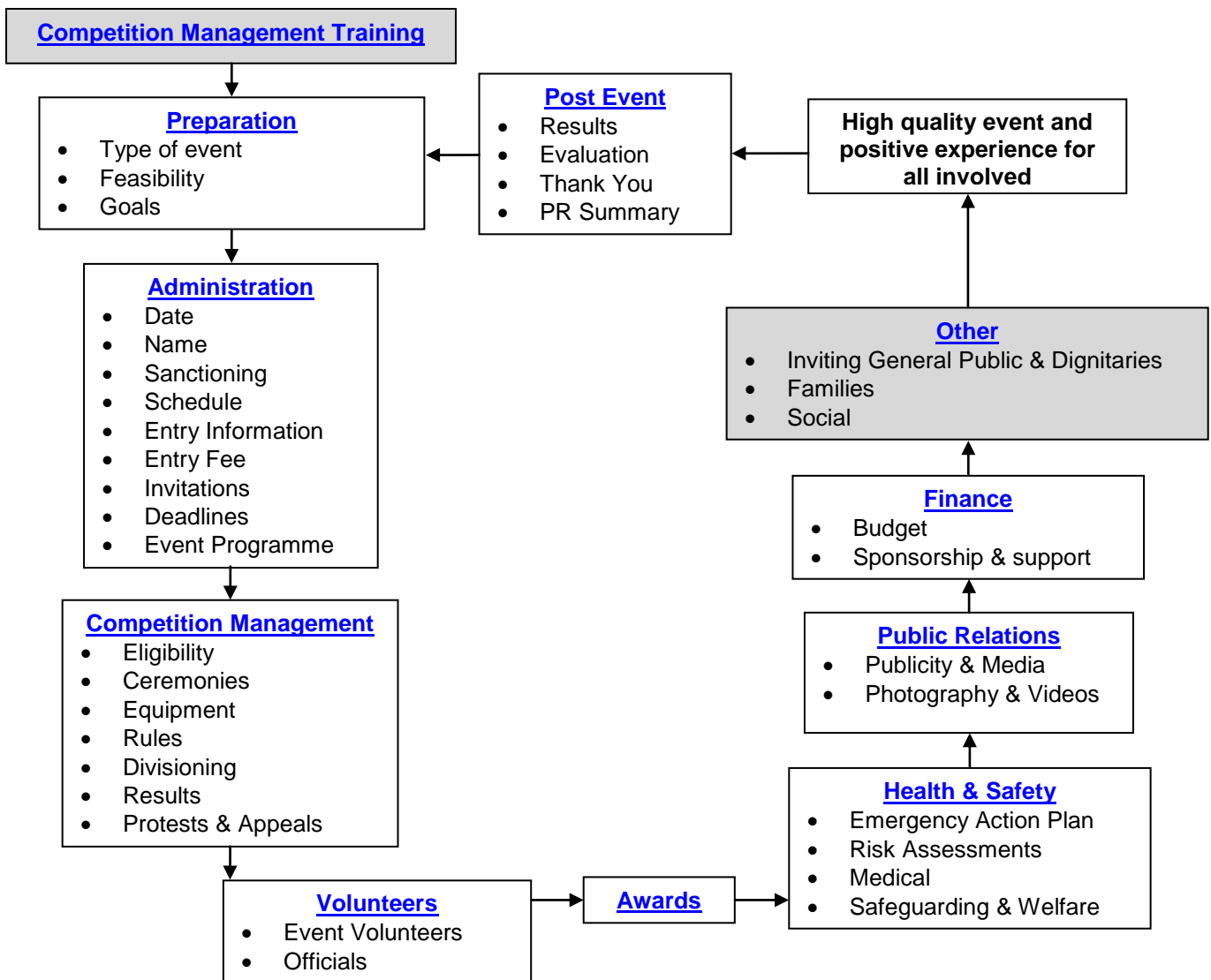
This document will assist event managers in the organisation of **local/regional** Special Olympics GB or partnership events and sets out minimum standards for such events.

### General

The purpose of any Special Olympics event is to allow competitors the opportunity to compete at their best. This means event managers should strive to provide a **well organised** event of the highest possible **quality** and a **consistent standard** (venue, rules, equipment and volunteers) across all Special Olympics GB sports.

The uniqueness of each event makes it impossible to list all specifics in one document but the **diagram below** sets out the common steps that should be taken and the following document gives detail on each of these areas. Within each section of this document the information is boxed into **essential** (clear boxes) and **desirable** (shaded boxes) targets.

### Steps for organising a local/regional competition



## Preparation

An **Event Manager** must be appointed for each event to be responsible for the overall planning, development and implementation of the event but organising an event should be a team effort by an [Event Management Team](#) (EMT). This is critical to the smooth running and success of any event.

Good planning will save time, effort and resources therefore, aiming to complete key tasks by achievable timelines is important.

The responsibility of each area should be shared out amongst the EMT; Administration, Competition Management, Volunteers, Awards, Health & Safety, Public Relations, Finance, Other and Post Event. Sub Committees for each area can be appointed if required.

## Type of Event

An event manager needs to determine:

- What sport(s) will be involved?<sup>1</sup>
- Will it be a competitive or non-competitive event?
- What participants will be invited?
- Who is part of the EMT?

Event managers should then read below to determine what type of event is being organised.

### **Come & Try Event**

- Non-competitive event
- Organised by a Special Olympics GB region/branch/associate or an individual (with supporting EMT) on behalf of the Special Olympics GB region/branch/associate with the aim of increasing membership numbers or to spread awareness
- No opening or closing ceremonies
- Place awards **cannot** be given but certificates can be distributed for attendance
- Participation does **not** qualify athletes/unified partners to advance to any stage of the [Special Olympics competition pathway](#)

### **Training Event**

- Non-competitive event
- Specialised events (not just a weekly training session) organised by a Special Olympics GB region/branch/associate or an individual (with supporting EMT) on behalf of the Special Olympics GB region/branch/associate to enhance specific areas of an athlete/unified partners sporting ability
- No opening or closing ceremonies
- Place awards **cannot** be given but certificates can be distributed for attendance
- Participation does **not** qualify athletes/unified partners to advance to any stage of the [Special Olympics competition pathway](#)

### **Informal Competition**

- Organised by a Special Olympics GB branch/associate
- Provides an introduction to competition for athletes/unified partners from the host club and are against another Special Olympics GB branch/associate

<sup>1</sup> Although there are 'official' and 'nationally popular' sports within Special Olympics GB, events can be offered in other sports as long as it is approved by Special Olympics GB in advance to ensure that the Special Olympics GB [public liability insurance](#) can cover the event.

- No opening or closing ceremonies
- Place awards **cannot** be given but certificates can be distributed for attendance
- Participation does **not** qualify athletes/unified partners to advance to any stage of the [Special Olympics competition pathway](#)
- (This provides a valid competition experience but is normally a lot less resource intensive e.g. a friendly football match)

### **Local Competition/Games**

- Organised by a Special Olympics GB branch/associate or an individual (with supporting EMT) on behalf of the Special Olympics GB branch/associate
- Primarily provides competition for athletes/unified partners from the host club
- If more participants are needed to make a viable competition, other Special Olympics GB branch/associates from within that Special Olympics region can be invited. If there are still more places to be filled, specific Special Olympics GB branch/associates from other Special Olympics GB regions can also be invited
- Place awards **must** be given to all participants (see '[Awards](#)' section)
- Participation makes athletes/unified partners eligible to advance to the Special Olympics GB regional level of competition in that sport

### **Regional Competition/Games**

- Organised by a Special Olympics GB region, a specific Special Olympics GB branch/associate or an individual (with supporting EMT) on behalf of the Special Olympics region
- Primarily provides competition for athletes/unified partners from that Special Olympics GB region
- All Special Olympics GB branch/associate clubs in that Special Olympics GB region with a coaching programme in the sport are entitled to enter. If more participants are needed to make a viable competition, other specific Special Olympics GB regions (but not specific Special Olympics GB branch/associates) can be invited. This should not however be done if it will deny opportunities to those from the host region
- Place awards **must** be given to all participants (see '[Awards](#)' section)
- Participation makes athletes/unified partners eligible to advance to the Special Olympics GB national level of competition in that sport

### **Super Regional Competition/Games**

- For the purpose of super regional competitions Special Olympics GB is split into three 'areas':
  - **North** (Special Olympics; North West, Northern, Scotland and Yorkshire & Humberside)
  - **Midlands** (Special Olympics; East Midlands, Wales and West Midlands)
  - **South** (Special Olympics; Greater London, Eastern, South East, South West and Southern)
- Competitions are organised by a Special Olympics GB 'area' or by a Special Olympics GB region/branch/associate or an individual (with supporting EMT) on behalf of the Special Olympics area
- All Special Olympics GB regions within the host area can participate
- Super regional competitions can currently **only** be staged in the following target sports; athletics, aquatics, artistic gymnastics, bowls, football (7-a-side)
- Every Special Olympics GB area should aim to hold a super regional competition in each target sport once within a two year cycle

- The competition should be completed within one day, use suitable facilities and only involve qualified officials
- Place awards **must** be given to all participants (see '[Awards](#)' section)
- Participation makes athletes/unified partners eligible to advance to the Special Olympics GB national level of competition in that sport

### **Partnership competition<sup>2</sup>**

Competitions can be run in partnership with other organisations as Special Olympics GB recognises that this can save on resources, promote inclusion, raise awareness of athletes with an intellectual disability and increase the number of competition opportunities for its membership.

### **Feasibility**

In order to identify the goals of an event you must first determine its feasibility by considering:

- Number of competitors
- Venue pros and cons
- Available volunteers
- Financial resources

### **Goals**

Planning an event must involve setting goals for the EMT as well as the necessary steps to achieve these goals.

To provide a successful, event it is therefore important to remain focused on:

- Providing a safe environment
- Providing high quality and fair competition for all
- Showing respect for all
- Providing a positive experience for all
- Increasing public awareness of Special Olympics GB

## **Administration**

### **Date**

Prior to deciding the date, the event manager should:

- View the [Special Olympics GB events calendar](#) to ensure it doesn't conflict with another already sanctioned event of a similar type (same sport, geographical area or level)
- Contact the relevant Special Olympics Regional Competition Coordinator for that region and make sure there are no clashes of events (some of which may not be sanctioned yet) within the region. They may also be able to support in the organisation and provide additional advice

### **Name**

It is important to take note of the following when naming the event:

- A Special Olympics GB competitive event **cannot** be referred to as a "Championships" as this would imply that there is one winner and therefore goes against the Special Olympics philosophy
- It is preferable that the term 'competition' is used but in some sports, more applicable

<sup>2</sup> See the '[Special Olympics GB Partnership Competition Definition](#)' document for further details

terms can be used such as: 'gala', 'match', 'tournament', 'league', 'meeting' and 'regatta'

- A Special Olympics GB competitive event can **only** be classed as a 'Games' if it involves more than one sport

**For an event run by an accredited Special Olympics GB branch**

The following format must be used when naming your event:

"Special Olympics *insert name of Special Olympic GB branch/region, insert type of event, insert name of sport* Competition"

e.g. "Special Olympics Redditch Local Swimming Gala"

You may also detail who the event is hosted by

e.g. "Special Olympics Eastern Regional Boccia Competition hosted by Special Olympics St Albans"

**For an event run by an associate club accredited to Special Olympics GB**

The following format must be used when naming your event:

"Special Olympics *insert name of associate club, insert type of event, insert name of sport* Competition held in association with Special Olympics GB"

e.g. "Blackpool Polar Bears Local Swimming Come and Try Event held in association with Special Olympics GB"

If it is a regional competition, you can also detail who the event is hosted by in a similar format to the above:

e.g. "Special Olympics Greater London Regional Athletics Competition hosted by Enfield Sports Organisation in association with Special Olympics GB"

**For a Super Regional competition hosted by a Special Olympics area**

The following format must be used when naming your event:

"Special Olympics *insert name of area* Super Regional *insert name of sport* Competition hosted by Special Olympics *insert name of Special Olympics GB region/branch/associate*"

**For a partnership competition**

The name of the event may vary and must be approved by Special Olympics GB first but where possible should follow a similar format to the above and must note that is being "run in partnership with Special Olympics *insert name of Special Olympics GB region/branch/associate*".

**Sanctioning**

All events held in the name of Special Olympics, using its logo, music, merchandise and/or any monies raised in the name of Special Olympics must be sanctioned by Special Olympics GB National Office.

A local/regional sanction form<sup>3</sup> must be completed by the relevant event manager to ensure that all sports events (competitive and non-competitive) held in the name of Special Olympics are conducted in accordance with the [Official Special Olympics Sports Rules](#), the event follows [Special Olympics GB policies and procedures](#) and the event can be covered by the [Special Olympics GB public liability insurance](#).

A Regional Competition Coordinator must sign off the sanction form.

A fully completed and signed sanction form should be submitted to Special Olympics GB National Office at least **3 months prior to a regional event** and **2 months prior to a local event, come and try event and training event** to allow sufficient time for planning.

### Schedule

Event managers should create a realistic schedule that will allow the event to run smoothly.

Some factors to consider in the schedule are the time required for: the venue set up and pack down, participants to arrive/register/warm up, volunteers/officials briefings, the competition itself (being mindful of athlete fatigue) as well as time required for opening/closing/award ceremonies, breaks/lunch and a certain tolerance for any contingency plans to be put into action.

### Entry Information

It is the event manager's responsibility to ensure that an Entry Pack and Entry Form are sent out along with invites.

[Entry Pack](#) and [Entry Form](#) templates are available for use however if event managers create their own, it should contain the following sections:

#### **Entry Pack:**

- The name, date and location of the event (including the postcode)
- Any relevant logos of the host club and supporters/sponsors of the event
- General information about the event:
  - Provisional itinerary
  - How to enter, entry deadlines, cost of entry, what's included in this cost and how to make payments
  - Venue
  - Accommodation
  - Catering
  - Transport
  - Medical services
  - Insurance
  - Photo/Videos (see '[Photography & Videos](#)' section)
  - Social
- Eligibility information surrounding the actual competition:
  - Athlete/Unified Partner eligibility
  - Volunteer (Coach/Escort) eligibility
  - Athlete to Volunteer (Coach/Escort) ratio

<sup>3</sup> Available to download from the [Special Olympics GB website](#).

- Sports specific information about the actual competition:
  - Events (including the competition format in use)
  - Sports rules (the ones that will be in use as well as details of the maximum effort rule as noted in [Article 1 of the Special Olympics Sports Rules \(Section J\)](#))
  - Divisioning (the process that will be used)
  - Uniform, clothing and equipment
  - Officials decisions (a reminder to respect them)
  - Protests and appeals
  - Awards
- A reminder for Head Coaches to carry [Health Information Forms](#) with them for their entire squad (see '[Medical](#)' section)

If everything about the event is detailed clearly in an Entry Pack, clubs/regions can make an informed decision on if they wish to accept the invite.

### **Entry Form:**

- The name, date and location of the event (including the postcode)
- Any relevant logos of the host club and supporters/sponsors of the event
- Space made available for competitors to submit the following details:
  - Club/Region
  - Name
  - SAM Number (Special Olympics GB Athlete Membership Number)
  - Gender
  - Age (at time of competition)
  - Events they wish to enter
  - Entry score/distance/time/category for each event
  - Qualifying competition details
  - Payment amount
- Space for the Head Coach to sign that they understand and abide by the following deceleration: *"I certify that all athlete/unified partners listed on this form are eligible to participate in Special Olympics in accordance with the [Official Special Olympics Sports Rules](#) and that they have fulfilled the minimum training/competition requirements to participate in this event"*

For partnership events, the relevant Special Olympics GB region/branch/associate that the event is being run in partnership with should approve the Entry Pack/Entry Form before they are sent out.

### **Entry Fee**

Event managers must note that no athlete (or their family on their behalf) must be made to pay any type of fee related to entering a Special Olympics competition opportunity. It is however permissible to set an [entry fee](#) for each athlete/unified partner that is taking part, but the **sole responsibility for any costs relating to entry fees must sit with the Special Olympics Club/Region to which they are a member.** It is worth noting this in the Entry Pack.

As Special Olympics GB is a non-profit organisation, any entry fees charged should be reasonable and set at a cost to allow the event to break even i.e. fees should not be charged with the purpose of making a substantial profit.

## Invitations

Minimum and maximum number of competitors required for the competition format in use must be calculated to ensure a viable and safely managed event. This will determine who invites can be extended to outside of the host club/region.

The '[type of event](#)' section of this document details who invites can be extended to however please note that any international invitations (including Northern Ireland) must firstly be approved by Special Olympics GB by a request being sent to [Emily Onley](#).

Where possible event managers should aim to ensure that with regards to the competitors:

- Males and females are represented equally
- 30% are young people (under 25years old)
- All ability levels are represented

## Deadlines

There is a culture within Special Olympics of not observing entry deadlines. This can create major difficulties for event managers. You are therefore strongly recommended not to accept entries after the closing date. You should correspondingly ensure that you observe dates for sending out further information to those participating.

## Event Programme

Event managers must produce and distribute to those participating, a document which contains all the final information concerning the event (an Event Programme).

An [Event Programme](#) template is available for use however if event managers wish to create their own, it should contain the following sections:

- The name, date and location of the event (including the postcode)
- Any relevant logos of the host club/region and supporters/sponsors of the event
- A welcome note
- Map of the venue
- The confirmed itinerary
- A list of competitors (by club/region)
- A reminder of the sports rules that will be in use and the maximum (honest) effort rule as detailed in [Article 1 of the Special Olympics Sports Rules \(Section J\)](#).
- If you are holding an opening, closing or award ceremony you may also want to detail who is reading the oaths and if any dignitaries are attending
- Details of medical provisions available during the event
- Adverts for any up and coming events or any other info including social activities
- A reminder of the [Athlete & Unified Partner's Code of Conduct](#)
- A reminder of the [Volunteers Code of Conduct](#)
- Any relevant thank yous
- Details of the EMT and who to contact for different enquiries prior to and during the event

## Competition Management

### Eligibility

All athletes/unified partners entering a Special Olympics competition must:

- Be at least **8 years old** on the start date of the competition
- Have been diagnosed as having an **intellectual disability** (i.e. they meet the [Special](#)



[Olympics GB eligibility criteria](#)). This is not applicable to unified partners

- Have a current active **SAM registration**<sup>4</sup>
- Have completed sufficient training:
  - They must have been following a supervised training programme in the relevant sport for a minimum of **8 weeks** prior to a **local** competition
  - They must have competed in a local competition and then been following a supervised training programme in the relevant sport for a minimum of a **further 26 weeks** prior to a **regional** or a **super-regional** competition<sup>5</sup>
  - For a **partnership** competition, the event manager will determine the training requirements but it is advised that they follow the above criteria or that noted on the [Competition Advancement Pathway](#)
- Be technically capable of competing at the level of competition that they are entering
- Abide by the [Athlete & Unified Partner's Code of Conduct](#) at all times

## Ceremonies

Holding an [Opening Ceremony](#) gives the event a sense of occasion but it does not have to be very formal.

When an opening ceremony is held, it can include a number of components but as a minimum it should include:

- Welcoming everyone
- [Special Olympics Athletes Oath](#) taken by an athlete
- Event declared open

It is not essential to have a [Closing Ceremony](#) for a local/regional level event but if it can be arranged, an appropriate person should declare the event closed and thank the competitors, coaches, dignitaries, officials, venue staff, volunteers etc. It may form part of the end of the awards ceremony.

## Equipment

Event managers must ensure that suitable equipment is available for the event. This includes 'field of play' equipment e.g. pitch markings (football), nets (badminton), the correct weight shot puts (athletics) but it also includes equipment such as a public address system, branding, signage, tables, chairs, stationery, IT equipment, refreshments, lighting and air-conditioning.

## Rules<sup>6</sup>

All competitions must be conducted in accordance with [Article 1 of the Special Olympics Sports Rules](#) and the current [Official Special Olympics Sports Rules](#) and/or National Governing Body (NGB) rules.

<sup>4</sup>It must be detailed on the sanction form if non-SAM registered athletes/unified partners are to be invited but note that these individuals can only compete as a 'guest' on **one competitive** occasion. This process can be used to encourage individuals to become SAM registered however, all participating athletes must meet the [Special Olympics GB eligibility criteria](#) i.e. they must have an intellectual disability and not just a learning difficulty or another impairment.

<sup>5</sup> Unless there has been no competition at the lower level for the athlete to enter.

<sup>6</sup> If you require guidance on the current [Official Special Olympics Sports Rules](#) please contact the relevant Special Olympics GB [National Coaching and Competition Advisor](#) or [Emily Onley](#).

## Divisioning

The competition must be divisioned<sup>7</sup> in accordance with [Article 1 of the Special Olympics Sports Rules \(Section I\)](#).

Divisioning places competitors into groups according to age, gender and ability to provide fair and equitable competition. Ability is the overriding factor when divisioning.

While it's acceptable to combine age groups to achieve divisions of similar abilities, generally children and adults should not be mixed. For some events genders can also be mixed.

Individuals/teams who don't submit a time/distance/score/category prior to the competition for divisioning purposes should not be allowed to compete. Similarly no substitutions should be allowed.

## Results

For any competition, there must be a system in place for calculating final placings and displaying this information.

Results must be posted prominently as they become available during the competition.

Special Olympics competitions can use the Games Management Software (GMS) for calculating results however it requires trained individuals to operate it. Alternative computer packages can be used to record results but with a manual backup system in place as well.

## Protests & Appeals

For any competition, there must be a system in place for delegations to make a protest and an appeal<sup>8</sup>:

- A Sports Specific Jury Committee must be appointed to review all protests (if required)
- A Jury of Appeal must be appointed to review all appeals (if required)
- [Protests and Appeals Forms](#) must be available during the competition

Details concerning the protest and appeals procedure should be noted in the Entry Pack.

## Volunteers

To run a high quality event that achieves its goals you must have all areas supported adequately with volunteers.

### Event Volunteers

There are many options for sourcing event volunteers<sup>9</sup>; these include using registered volunteers from your club, recruiting from athletes/unified partner's family members, reaching out to local or regional corporate partners or posting a request for volunteers on [Special Olympics GB Facebook page](#).

An event volunteer is an individual who is attending a one-off Special Olympics GB event to help and support its running. Occasionally, some event volunteers may be required to help with the prior organisation of the event as well. They may or may not already be a

<sup>7</sup> An explanatory [video](#) of divisioning is available which we recommend you watch.

<sup>8</sup> See [Article 1 of the Special Olympics Sports Rules \(Section G\)](#)

<sup>9</sup> For more advice on this please contact Special Olympics GB National Volunteer Office on 01295 709378 or [volunteer@sogb.org.uk](mailto:volunteer@sogb.org.uk)

Special Olympics GB registered volunteer with a region and/or a club.

An event volunteer may include the following roles (this is not an exhaustive list):

- Event Manager
- Athlete Registration
- Field of Play Volunteer (e.g. setting up equipment, raking sand, caddying)
- Awards Team (including staging and awards carriers)
- Results recording

All event volunteers for Special Olympics GB events must be aged 16 years or over. If under 18 years they will be required to be under the direct supervision of another Special Olympics GB registered volunteer whilst fulfilling their role.

All event volunteers must complete a V4 registration form<sup>10</sup>, unless they are already a current Special Olympics GB registered volunteer but a DBS/PVG check is **not** required.

All event volunteers must sign in on arrival. This ensures that the event manager is aware of what volunteers they have and enables volunteers to be allocated where needed. It will also be used to check against if an evacuation of the venue becomes necessary.

All event volunteers should be sent event information in good time before the event to allow them to sort any travel/accommodation needs:

- Dates
- Venue address and parking facilities
- Start times for volunteers
- The dress code and if any uniform will be provided
- Lunch provision – where possible the event manager should seek to provide a light lunch and soft drink/water, or a voucher to obtain this from onsite facilities. However if this is not possible, the volunteers **must** be informed in advance so they can make their own arrangements
- If there is any secure storage provision for personal items (i.e. lockers) or not

At the start of the day, the event manager should arrange a volunteer briefing to cover how the day will run, what's expected of them, emergency procedures etc. For multi-day events, take into account volunteers who may not have attended the first day.

At the end of the event, say 'goodbye' as this can also be used to capture ad hoc feedback and to say 'thank you' too.

### **Officials<sup>11</sup>**

Event managers must try to obtain the services of NGB qualified officials.

Event managers must ensure that all event officials are conversant with the relevant Special Olympics and NGB rules. This is particularly important for NGB officials as Special Olympics rules may differ from those of the NGB but in the event of a conflict, the [Official Special Olympics Sports Rules](#) take precedence.

<sup>10</sup> Please email the [Special Olympics GB National Volunteer Office](#) for a copy of this form

<sup>11</sup> For advice or support in obtaining the services of suitable competition officials please contact the relevant Special Olympics GB [National Coaching and Competition Advisor](#) or [Emily Onley](#).

There is a tendency for some NGB officials to be lenient with regards to some technical infractions e.g. an incorrect stroke in swimming, however all officials must be encouraged to strictly apply the rules in such respects to ensure that competition is fair and an individual's performance/progress can be correctly measured/assessed.

## Awards

[Article 1 of the Special Olympics Sports Rules \(Section K\)](#) specifically states that medals should be presented to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners and that ribbons should be presented to athletes/unified partners who finish in 4<sup>th</sup> - 8<sup>th</sup> position.<sup>12</sup>

Athletes/unified partners who are disqualified (for reasons other than unsportsmanlike conduct) or who do not finish an event should be presented with a participation award. This includes individuals disqualified for the maximum (honest) effort rule as detailed in [Article 1 of the Special Olympics Sports Rules \(Section J\)](#).

One set of awards (1<sup>st</sup> - 8<sup>th</sup>) must be presented for each division and awards are to be presented on the basis of final placing regardless of whether the competitor is SAM registered or a 'guest'.<sup>13</sup>

Event managers must determine the number of awards that are required and order<sup>14</sup> a sufficient supply of each award.

Some competitions will be limited for time but where possible, a suitable [awards ceremony](#) should be run, preferably with a podium which is suitably decorated to express the prestige of the occasion.

## Health & Safety

Event managers must consider the health and safety aspects of their event very carefully to ensure potential risks are minimised. Providing adequate shade, shelter, access to refreshments, changing facilities and toilets as well as suitable security measures are vital for a Special Olympics GB event.

## Emergency Action Plan

Event managers must liaise with venue staff prior to the event and obtain copies of any relevant procedures, in particular those for an **emergency evacuation**.

All Head Coaches of the participating clubs/regions must be briefed on their arrival to the event concerning the venues emergency action plan and any potential hazards.

A [health and safety announcement](#) must be made at the start of the event detailing:

- What the emergency evacuation signal for the venue is
- What to do if the emergency evacuation signal sounds
- Where the nearest emergency exits are
- Where the evacuation muster point is for the venue

<sup>12</sup> Special Olympics GB understands that presenting ribbons for 4<sup>th</sup> to 8<sup>th</sup> place is not always feasible and so it will sanction local/regional events that plan to use a suitable alternative such as a certificate.

<sup>13</sup> 'Guests' must be given the same awards as SAM registered athletes/unified partners e.g. if a guest finishes first and SAM registered athletes are placed second and third, the guest must be awarded a gold medal and the SAM registered athletes receive silver and bronze.

<sup>14</sup> For advice concerning awards suppliers please contact [Emily Onley](#).

## Risk Assessments

Event managers must liaise with venue staff prior to the event and obtain copies of any relevant risk assessments and ensure all relevant individuals are aware of the content.

If the venue risk assessment does not contain suitable reference to individuals with an intellectual disability or the sport(s) you are running an event in (and the set up that will be in use), event managers must complete an additional [risk assessment](#).

## Medical

Every Special Olympics event must have adequate medical provisions on site including medical personnel, first aid stations and emergency procedures. It is likely that the venue will have staff trained in first aid and they may be happy to provide this medical service but you will need to clarify this with them first.

Any incidents or accidents requiring medical treatment must be reported to Special Olympics GB National Office (no matter how minor).

If another organisation is providing the first aid you must advise them prior to the event that you will need to obtain a copy of any completed accident forms in order to submit to Special Olympics GB.

Event managers must place a reminder in the Entry Pack that Head Coaches must carry with them copies of their teams up-to-date [Health Information Form](#) in case someone needs treatment during the event.

The official [Special Olympics GB Accident, Incident, Ill Health or Hazard Report Form](#) can be used for reporting medical incidents and [guidance notes](#) for its use are also available.

Details of the medical provisions available at the event should be noted in the Event Programme.

## Safeguarding & Welfare

Special Olympics GB are committed to providing an environment where the health, safety and wellbeing of its athletes/unified partners and volunteers are paramount.

The Special Olympics GB Safeguarding & Welfare Policy<sup>15</sup> identifies the various forms of inappropriate language and behaviour that the organisation would find unacceptable and would not tolerate – this can range from a breach in Special Olympics GB Code of Conduct which all registered Athletes/Unified Partners and Volunteers are required to sign and fulfil, through to more serious incidents involving abuse aggression.

All incidents that arise during the course of an event must be recorded in full and in confidence. This should be submitted to the Safeguarding and Welfare Manager as soon as possible thereafter.

The event manager must ensure that they have made available copies of the Special Olympics GB Safeguarding & Welfare incident Report Form<sup>16</sup> and the contact details for the Safeguarding and Welfare Manager: 07534 114300/[safeguarding@sogb.org.uk](mailto:safeguarding@sogb.org.uk).

<sup>15</sup> Please email the [Special Olympics GB National Volunteer Office](#) for a copy of this policy

<sup>16</sup> Please email the [Special Olympics GB National Volunteer Office](#) for a copy of this form

In the unlikely event that you witness an incident where an individual or individuals are likely to be subjected to serious harm or injury, you should contact the emergency services immediately.

## Public Relations

### Publicity & Media<sup>17</sup>

Event managers should try to use their event to increase awareness and positively raise the profile of Special Olympics and sport for individuals with an intellectual disability by distributing press releases, encouraging local/regional media to cover the event and using social media appropriately.

### Photography & Videos

Where there is an event photographer/videographer in place, you are reminded that individuals with an intellectual disability should always be portrayed with dignity<sup>18</sup>.

#### **Photo Permission**

The standard [Special Olympics GB Athlete & Unified Partner Release Form](#) gives Special Olympics GB (including regions and clubs) permission to use an athlete/unified partners' name and any photos taken of them in the press or for publicity to promote Special Olympics. If this permission has not been given for an athlete/unified partner, it is the responsibility of the club of which they are a member of to notify the event manager in advance so that appropriate action can be taken. You must therefore be advised to mention this in the Entry Pack.

Special Olympics GB does not currently require people taking photos/videos at Special Olympics events to register their details however we do advise that this is done.

Some venues require a camera registration system to be in place and so camera registration documents are available for use if the venue does not have its own system;

- [Event Photography Policy](#)
- [Camera Registration Sign](#)
- [Camera Registration Form](#)
- [Camera Registration Badges](#)

## Finance

### Budget

[Budget](#) can often become a limiting factor with events so it is important to have a realistic and flexible one in place from the onset.

Anything included in the event with an associated cost should be detailed in the budget.

There will be items that are 'essential' but you must also list the non-essential 'nice to have' things e.g. t-shirts for volunteers or a better quality but more expensive venue.

The budget will need to be continually reviewed and the aim should be for the event to break even.

<sup>17</sup> For press release templates, guidance on media liaison or for more information please contact [Chris Hull](#).

<sup>18</sup> Contact [Elliot Forward](#) for further information, guidelines and for a general photographer brief.

## Sponsorship & Support

You can apply for sponsorship/support to help cover the costs of the event but Special Olympics rules<sup>19</sup> place some restrictions on this. The most significant are that you cannot obtain sponsorship relating to alcohol or tobacco and that you cannot give any company 'naming' rights for your event i.e. The Special Olympics Barclays Regional Football Tournament.

Event managers must take note of the following:

- **Donations** - This is a gift and nothing is required in return however the donor could be advertised as a 'supporter' of the event
- **Sponsorship** - This is liable to VAT and implies that there is a benefit in return for the sponsorship and would require some sort of contract to be in place

Special Olympics GB has national [sponsors and supporters](#) so when approaching local sponsors/supporters you are kindly requested to avoid approaching direct competitors of these partners. If you wish to make any approach to a local office of one of Special Olympics GB main sponsors/supporters please contact [Jessica Pointon](#).

## Other

### Inviting General Public & Dignitaries

You should try to encourage and make the event accessible to enable interested members of the general public to attend as well as local schools, sports disability officers, politicians, prominent sportspeople, media or celebrities. This may help to secure their support in the future and will also make the local press more likely to cover the event.

If dignitaries are invited it is advised that you designate someone to look after them (which includes making sure they are able to access refreshments and food) for the duration of their visit.

### Families

Family members of Special Olympics GB athletes/unified partners are the main supporters of the national programme and very often the only spectators at Special Olympics events. Event managers are advised to acknowledge their support by greeting them on arrival and making sure they have a good day. This can be achieved as follows:

- Set up a Families Information Desk where they can come on arrival, pick up an Event Programme and any information that they might find useful about the day i.e. where they can get a tea/coffee/snacks, where the nearest toilets are and any latest Special Olympics GB news that might be of interest
- Designate a families seating area which where possible, should be separate from the competitors seating area
- Have a designated person that families can contact prior to and during the event if they have any questions
- In the absence of any dignitaries, invite family members to present some awards
- Say 'goodbye' and make them feel part of the event from start to finish
- Involve family members in the evaluation process

### Social

Events can be a chance for social interaction with other clubs. This will naturally occur

<sup>19</sup> For details concerning rules surrounding sponsorship/support for events please contact [Jessica Pointon](#).

when individuals are in the same venue but you may consider organising extra activities to increase social interaction and the sense of occasion. This could be in the form of music playing, a come and try event, a coaching clinic, a raffle, cultural/art activities or even an evening meal/disco after the event.

Any details of organised activities should be mentioned in the Entry Pack and Event Programme.

## Post Event

### Results

Copies of the full results must be sent to each competing club/region and to Special Olympics GB National Office<sup>20</sup> within two weeks of the event.

### Evaluation

Following an event, you should aim to do an evaluation to look at your own thoughts about how the event went and the thoughts of others involved: the competitors, coaches, event volunteers, officials, families, spectators and sometimes the venue as well.

An [Evaluation Form](#) can be provided and used to evaluate most areas of your event.

It is advisable to ask individuals to complete an evaluation form at the end or as soon after the event as possible otherwise it becomes harder to get them returned.

Completed forms should provide information about how others felt the event has gone and constructive criticism that can also be used to help revise/improve future events.

### Thank You

It is important after an event to thank those involved. Making people feel that their contribution was valid can have a huge difference in whether or not they will support/attend again in the future. This includes the competitors, coaches, event volunteers, officials, the venue, dignitaries and the EMT.

### PR Summary

We are keen to help you raise awareness of your efforts in running events by posting on the internet a short summary of the competition. To do this you will however need to send a small selection of good quality photos (maximum 6 pictures) and a short paragraph describing the highlights of your event to [Elliot Forward](#).

### Important note

You must not knowingly permit the use of any alcohol or tobacco products at any Special Olympics training or competition venue.

It is advised that alcohol and tobacco should not be included as any raffle prizes. If alcohol or tobacco is used as a raffle prize, then any winning ticket of an individual under the age of 18 must be given the opportunity to take an alternative prize or it must be collected with the support of an appropriate member of their delegation e.g. the Head Coach or family member.

<sup>20</sup> Results sent to National Office will be posted on the [results section](#) of the Special Olympics GB website and also sent to the relevant Special Olympics GB [National Coaching and Competition Advisor](#) to view.



## Support Available

Special Olympics GB National Office is able to provide a variety of support for event managers to ensure they have covered all bases and are equipped to run a high quality event.

The following support is available:

- Advice from:
  - Special Olympics GB National Office in general
  - Special Olympics GB National Volunteers Office to obtain volunteers
  - [Special Olympics GB National Coaching and Competition Advisors](#)
- [Competition Management Training](#) (course must be booked in advance)
- Pointers gathered from previously submitted evaluation forms by contacting [Emily Onley](#)
- Social media support from [Elliot Forward](#)
- Resources on Special Olympics websites
  - A variety of Special Olympics GB [event templates](#)
  - [Article 1 of the Special Olympics Sports Rules](#)
  - [Official Special Olympics Sports Rules](#)
  - [Special Olympics Event Directors Guide](#)

For any further information or advice on the support available for running events please contact [Emily Onley](#).