

Event Management Guide and Minimum Standards for National Special Olympics GB and Partnership Events

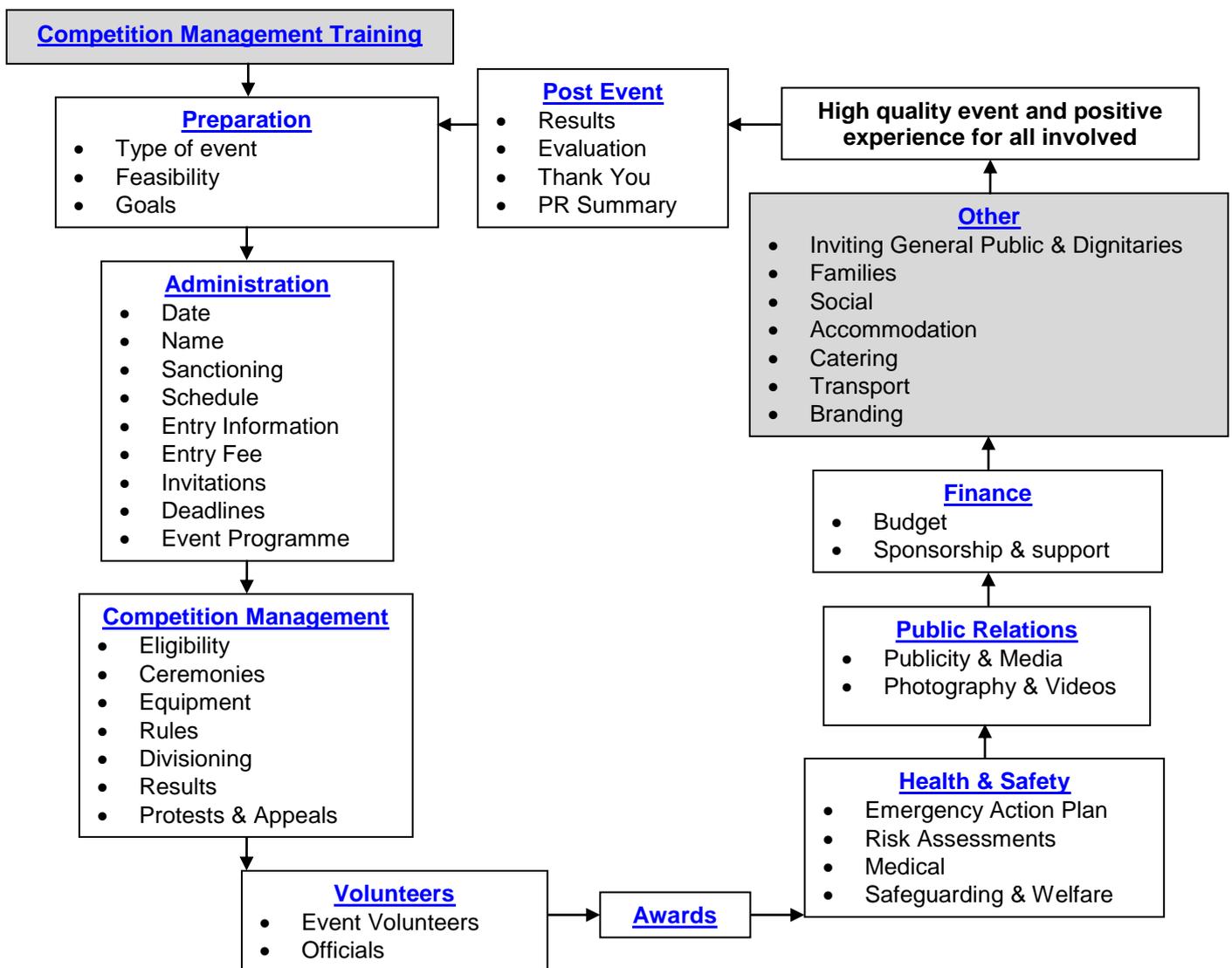
This document will assist event managers in the organisation of **national** Special Olympics GB or partnership events and sets out minimum standards for such events.

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 national 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?¹
- 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.

National Special Olympics GB Competition

- Takes place either annually, biennially, triennially or on a quadrennial basis²
- Organised by a Special Olympics GB region, a specific Special Olympics GB branch/associate or an individual (with supporting EMT) on behalf of Special Olympics GB
- All Special Olympics regions with a coaching programme in the sport are entitled to enter
- Place awards **must** be given to all participants
- Participation makes athletes/unified partners eligible to advance to international Special Olympics events

National Partnership Competition³

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

¹ 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.

² See the [‘Special Olympics GB National Competition 4 year Cycle Explained’](#) document for further details.

³ See the [‘Special Olympics GB Partnership Competition Definition’](#) document for further details.

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 must 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).

Event managers must also contact Special Olympics GB's Competition Development Manager; [Emily Onley](#) in order to check against the overall calendar of national events (some of which may not be sanctioned yet) to make sure there are no clashes.

Name

A Special Olympics GB competitive event **cannot** be referred to as 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 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.

The following format must be used when naming your event:

"Special Olympics GB *insert year* National *insert name of sport* Competition"

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 GB".

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 national sanction form⁴ must be completed by the relevant event manager to ensure that all sports events held in the name of Special Olympics are conducted in accordance with

⁴ Please contact [Emily Onley](#) for a copy of this form.

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 fully completed and signed sanction form must be submitted to Special Olympics GB National Office no later than **4 months prior to a national event** to allow sufficient time for planning.

A Regional Competition Coordinator must sign off the sanction form.

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 completed for the national event and templates of these will be provided and must be used for Special Olympics GB national events.

For partnership events a template Entry Pack and Entry Form can be provided however the event managers own format can be used as long as it is first approved by Special Olympics GB.

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.

Entry information and invites will be distributed to the Special Olympics GB membership by Special Olympics GB National Office and invites for national events must be open to all Special Olympics GB members who have met the qualifying criteria.

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 complete an Event Programme containing all the final information concerning the event.

A template for this will be provided and must be used for Special Olympics GB events.

For partnership events a template Event Programme can be provided however the event managers own format can be used as long as it is first approved by Special Olympics GB. This will then be distributed to participating regions by Special Olympics GB National Office.

Competition Management

Eligibility

All athletes/unified partners entering a Special Olympics GB national 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 and active **SAM registration at least 6 months** prior to the start date of the national competition
- Have completed sufficient training:
 - They must have been following a supervised training programme in the relevant sport for a minimum of **8 weeks** prior competing in a local Special Olympics competition, then been following a supervised training programme in the relevant sport for a minimum of a **further 26 weeks** before competing in a Special Olympics regional competition, then been following a supervised training programme in the relevant sport for a minimum of a **further 26 weeks**⁵ before competing in the national competition
 - 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](#) is a requirement for a national level event.

An opening ceremony gives the event a sense of occasion but it does not have to be extravagant or very formal. It can include a number of components but as a minimum, it

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

should include:

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

Holding a closing ceremony is also a requirement for national level events.

A closing ceremony again does not have to be extravagant or very formal. A [Closing Ceremony](#) template for this can be provided however as a minimum, it should include:

- An appropriate person declaring the event closed
- Individuals thanked (the competitors, coaches, dignitaries, officials, facility staff, event 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.

Rules⁶

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.

Divisioning

The competition must be divisioned⁷ 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

⁶ 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](#).

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

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 appeal⁸:

- 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 must 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 volunteers⁹; 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 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 form¹⁰, 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

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

⁹ For more advice on this please contact Special Olympics GB National Volunteer Office on 01295 709378 or volunteer@sogb.org.uk

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

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.

Officials¹¹

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.

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 1st, 2nd and 3rd place winners and that ribbons should be presented to athletes/unified partners who finish in 4th - 8th position.

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 (1st - 8th) must be presented for each division and awards are to be given on the basis of final placing.

Some competitions will be limited for time but a suitable [awards ceremony](#) must be held and should be run preferably with a podium and suitably decorated to express the prestige

¹¹ 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](#).

of the occasion.

For Special Olympics GB national events or national partnership events using Special Olympics awards, event managers must determine the number of awards that are required and order a sufficient supply of each award via [Emily Onley](#).

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

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 Policy¹² 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 Form¹³ and the contact details for the Safeguarding and Welfare Manager: 07534 114300/safeguarding@sogb.org.uk.

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 & Media¹⁴

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 dignity¹⁵.

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

¹² Please email the [Special Olympics GB National Volunteer Office](#) for a copy of this policy

¹³ Please email the [Special Olympics GB National Volunteer Office](#) for a copy of this form

¹⁴ For press release templates, guidance on media liaison or for more information please contact [Chris Hull](#).

¹⁵ Contact [Elliot Forward](#) for further information, guidelines and for a general photographer brief.

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 and this must be detailed on the national sanction form.

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.

Sponsorship & Support

You can apply for sponsorship/support to help cover the costs of the event but Special Olympics rules¹⁶ 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 National 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

¹⁶ For details concerning rules surrounding sponsorship/support for events please contact [Jessica Pointon](#).

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 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.

Accommodation

As national events are attended by competitors from all over the country; some will have to travel a considerable distance to attend. Some events may also be run over multiple days. This will mean that overnight accommodation may be required.

Whilst it is optional for event managers at national events to make all of the accommodation arrangements for the participating individuals, they must however at the very least provide details of the nearest suitable accommodation available in the Entry Pack.

Catering

Whilst it is optional for event managers at national events to make all of the catering arrangements for the participating individuals, they must however at the very least provide details of the nearest catering facilities available in the Entry Pack.

Transport

Whilst it is optional for event managers at national events to make transport arrangements

to assist those participating during the event, they must however at the very least provide in the Entry Pack details of the nearest public transportation links and distances between venues i.e. if it is a multi-day event and therefore accommodation is required.

Branding

There are a number of items and branding that will be sent from National Office a few days before the event. This includes copies of the oaths, awards, red pillow trays for the awards, music, pin badges for volunteers, the Special Olympics GB flag, mesh banners, and feather flag banners. Some of the branding will be mandatory to have on display at the event and you will need to discuss with [Emily Onley](#) what your requirements are for the event.

Post Event

Results

Copies of the full results must be sent to each competing club/region and to Special Olympics GB National Office¹⁷ 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

¹⁷ 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.

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.

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:

- Possible monetary support from Special Olympics GB National Office
- 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](#).