



Guide to Competition

2021

Special Olympics
Great Britain



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Introduction

A guide to competition

This document will assist accredited programme Main Contacts and Competition/Event Managers in the organisation of a Special Olympics GB or Partnership event and sets out minimum standards for such events.

This document provides:

- Explanation of Special Olympics International Competition Criteria and Special Olympics GB Advancement Pathway
- A step by step guide to follow when developing and delivering Special Olympics GB events
- Access to Competition Rules and Resources
- Information on the Selection Criteria for International Special Olympics Competition

Special Olympics competition and events

The Special Olympics local to international competition programme is non elite and is open to all abilities thanks to an inclusive divisioning system which offers athletes with intellectual (learning disabilities) the opportunity to compete among those with similar ability.

Any Special Olympics GB athlete from the age of eight has the opportunity to take part in local, regional, national and international level Special Olympics competitions in a variety of 27 sports.

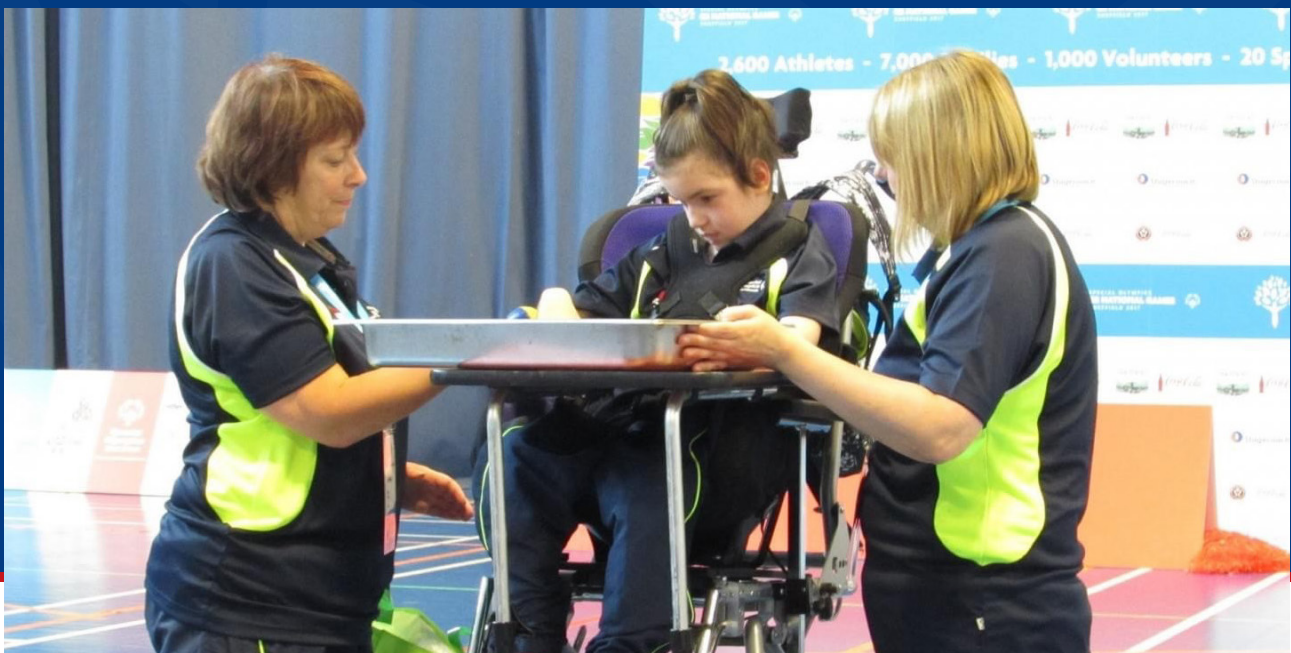
Special Olympics GB offers to its athletes a progressive and fair competition pathway, in which an athlete can progress up to the next level after having competed in previous levels. For example, an athlete can only take part at a national competition after having competed in local and regional events first.



Competition Explained

01

Special Olympics GB Competition Criteria



Competition Explained

All Special Olympics GB Competitions must be:

- **Delivered under the direction of Special Olympics GB** via an Accredited Programme or an identified Partner Organisation on behalf of Special Olympics GB
- **Sanctioned and approved** by Special Olympics GB National Office. see [here](#)
- **Open to athletes of all abilities** with equal opportunities for athletes to advance to the next level of competition
- **For people with an intellectual disability** - Athletes competing in Special Olympics GB and International competitions must be registered and active within Special Olympics GB. All athletes that are registered will have completed the SAM registration process and demonstrated that they have met the Special Olympics GB eligibility criteria with the exception of Unified Partners who are individuals without an intellectual disability that participate in Unified Sport. Read the eligibility information [here](#)
- **Ability banded** so every competitor/team has the opportunity to win their event. Special Olympics calls this process 'Divisioning' and an explanatory video is available which we recommend you watch. In order to create meaningful competition, there should be no less than 3 and no more than 8 competitors/teams in each division. Watch the video [here](#)
- **Awards should be presented for each division** (medals can be given for 1st-3rd places, but another type of award such as ribbons, should be given for 4th-8th places). Participation awards should be given for disqualifications (for reasons other than unsportsmanlike conduct) or for those who do not finish an event



Competition Advancement Pathway



**Special
Olympics**
Great Britain

Led by:

Special Olympics International/
Special Olympics Europe Eurasia

Special Olympics GB National Office,
Accredited Programmes, Partners,
Games/Local Organising Committees
for National Summer Games and/or
National Winter Sport Events

Special Olympics GB
Accredited Programmes
in collaboration with
National Office,
Projects and Partners

International

National

Regional /
Super Regional

Local

Come and Try and
Training Events

When:

World Games (operate on a 4-year
cycle with separate events for
summer and winter sports
traditionally held every 2 years)

Multi/Single Sport (hosted
annually, attendance by invitation)

National Summer Games (held every
4 years)

National Single Sport Competitions -
held annually - sport dependent

Multi/Single Sport competitions
usually hosted annually

For Special Olympics GB members
from accredited programmes across
a region/number of regions.

Regular competitions held all year
round for local members in their
community

Recreational engagement
events for both members and
participants of
Special Olympics GB

Event type	Description (Competition - Single Sport. Games - Multiple Sports)
<p>Come & Try/Informal /Training Event</p>	<ul style="list-style-type: none"> • Non-competitive/recreational competition • Organised by Special Olympics GB accredited programmes, projects and partners • Recreational events for both active registered members and non-registered participants of Special Olympics GB with the aim of increasing membership, awareness and engagement • No Opening/Closing Ceremonies • No formal Awards, however, Participation Certificates/Awards are welcomed • Does not qualify registered, active athletes for further Advancement
<p>Local Competition/Games</p>	<ul style="list-style-type: none"> • Entry level of formal competition advancement • Organised by Special Olympics GB accredited programmes, projects and partners • Primarily provides competition opportunity for registered, active Athletes (& Unified Partners) within the host programme • Should additional athletes be required to ensure the event is viable, other Special Olympics GB accredited programmes from within the same region may be invited • Place Awards are given to all participants (See Awards Section) • Participation enables registered, active Athletes (& Unified Partners) to advance to the Regional level of Competition within that sport.
<p>Regional Competition/Games</p>	<ul style="list-style-type: none"> • Organised by Special Olympics GB accredited programmes, projects and partners • Primarily provides competition opportunity for registered, active Athletes (& Unified Partners) within the host programme • All accredited Special Olympics GB programmes with a coaching programme in the sport from within the host region are entitled to enter. Should additional athletes be required to ensure the event is viable, accredited programmes from other Special Olympics GB regions may be invited providing this does not deny opportunities for athletes (& Unified Partners) from within the host region • Invitations outside of the host region should go to Regional Main Contacts and not directly to individual athletes or accredited programmes • Place Awards are given to all participants (See Awards Section) • Participation enables registered, active Athletes (& Unified Partners) to advance to the National level of Competition within that sport

Event type	Description (Competition - Single Sport. Games - Multiple Sports)
<p>Super-Regional Competition/Games</p>	<ul style="list-style-type: none"> Organised by Special Olympics GB accredited programmes, projects and partners in collaboration with Special Olympics GB National Office Primarily provides competition opportunity for registered, active Athletes (& Unified Partners) within a number of identified Regions All accredited Special Olympics GB programmes with a coaching programme in the sport from within the identified Regions are entitled to enter. Should additional athletes be required to ensure the event is viable, accredited programmes from other Special Olympics GB regions may be invited providing this does not deny opportunities for athletes (& Unified Partners) from within the identified Regions Invitations outside of the identified Regions should go to Regional Main Contacts and not directly to individual athletes or accredited programmes The competition should be completed within one day, use suitable facilities and only involve qualified officials Place Awards are given to all participants (See Awards Section) Participation enables registered, active Athletes (& Unified Partners) to advance to the National level of Competition within that sport
<p>National Competition/Games</p>	<ul style="list-style-type: none"> Organised by Special Olympics GB National Office, Special Olympics GB accredited programmes/Regions, Partners, Games/ Local Organising Committees for National Summer Games and/or National Winter Sport Events (including National Office Staff) All accredited Special Olympics GB programmes with a coaching programme in the sport are eligible to enter National Summer Games (held every 4 years) and National Single Sport Competitions held annually (sport and resource dependent) Place Awards are given to all participants (See Awards Section) Participation enables registered, active Athletes (& Unified Partners) to be eligible to apply for selection for International Competition



Event type	Description (Competition - Single Sport. Games - Multiple Sports)
<p>International Competition/Games</p>	<ul style="list-style-type: none"> • Highest level on Special Olympics GB Advancement Pathway • Organised by Special Olympics International/Europe Eurasia, alternative Special Olympics National Programmes, Partners, Games/Local Organising Committees • Quota allocated by organising body is fulfilled by registered, active Athletes that have been nominated by their local/regional programmes, have progressed through the appropriate levels of the advancement pathway and been selected by games specific Special Olympics GB Management team consisting of Head and Assistant Head of Delegation and National Office staff, in line with the Special Olympics GB International Event Selection Criteria • World Games operate on a 4-year cycle with separate events for summer and winter sports traditionally held 2 years apart • Multi/Single Sport hosted annually, attendance by invitation

Partner Competitions – Events can be run in partnership with other organisations as Special Olympics GB recognises that this can maximise on resources, promote inclusion, raise awareness and increase the number of competition opportunities available for people with an intellectual disability.



Special Olympics GB Competition Eligibility

In line with Special Olympics International rules, Special Olympics GB competitions are for athletes that are registered and active within the organisation.

This means that the athlete:

- Has completed the Special Olympics GB Athlete Membership (SAM) registration process to become a member of Special Olympics GB via their accredited local programme and has a SAM number
- Has provided evidence that they meet the Special Olympics GB Eligibility Criteria
- Appears as 'Active' on a local programme's Active Member Register
- Has trained for a minimum of 8 weeks in their respective sport(s) (for Regional – International Competitions)

A SAM registered Unified Partner is an individual who does not meet the Special Olympics GB eligibility criteria, however, competes alongside SAM registered athletes in Unified Sports.

Should Competition/Event Managers wish to invite non-SAM registered participants to local/regional competitions, they must detail this on their sanction form, but note that these individuals can only compete as a 'guest' on one competitive occasion. This process should be used to encourage individuals to become SAM registered.

For Special Olympics GB National Competitions and above, all competitors MUST be SAM registered.



**Delivering
Special
Olympics GB
Events**

02

Delivering Events and Competitions

01. Preparation



02. Administration and Sanctioning



03. Event and Competition Delivery



04. Post-Event Follow Up



Preparation

Event Management and Preparation

An Event Manager must be appointed for each event to be responsible for the overall planning, development and implementation of the event. Organising and delivery of the event, however, 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 and Safety, Public Relations, Finance, Other and Post Event. Sub-Committees for each area can be appointed if required.

Before progressing further the Event Manager needs to determine:

- What Type of Event are you organising – [See event type descriptions](#)
- What sport(s) will be involved?
- Will it be a competitive or non-competitive event?
- What participants will be invited?



Event Viability

Special Olympics GB Competitions should:

- Provide a safe environment
- Provide high quality and fair competition for all
- Promote the Special Olympics GB Values
- Provide a positive experience for all
- Increase public awareness of Special Olympics GB

Central to their success is ensuring that they meet the points above but that they are also viable, and provide a meaningful experience. It is important when planning an Event/Competition viability to consider:

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



Event Management and Preparation

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.



Alpine Skiing



Aquatics



Athletics



Badminton



Basketball



Bocce



Boccia



Bowls



Cricket



Cycling



Equestrian



Figure Skating



Football



Golf



Gymnastics Artistic



Gymnastics Rhythmic



Judo



Kayaking



MATP



Netball



New-Age Kurling



Open Water Swimming



Powerlifting



Sailing



Table Tennis



Ten Pin Bowling



Tennis

Event 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 outset.

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.

Delegation/Entry Contribution Fees

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 GB competition opportunity. It is, however, permissible to set a Delegate/Entry contribution fee for each athlete/unified partner that is taking part. Costs relating to Delegate/Entry fees are chargeable to the Special Olympics GB accredited programme per member registered to take part. It is recommended that this is included within the Entry Pack.

As Special Olympics GB is a non-profit organisation, any Delegate/Entry contribution fee 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.



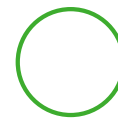
Preparation checklist

Essential

Completed

Appointment of Event Manager

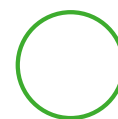
- An Event Management Team should be appointed to ensure effective planning and efficient, high quality delivery of all areas of the event.



Event Type

Determine the type of Event that is to be organised by reviewing the Event Type Definitions. Consider:

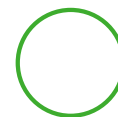
- What sport(s) will be involved?
- Competitive/non-competitive
- Level on the advancement pathway



Viability

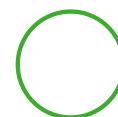
Determine feasibility of Event. Consider:

- Does it meet Special Olympics GB Competition Criteria?
- How many competitors are required to ensure it is meaningful and viable?
- How many volunteers and officials are required to ensure it is a positive and safe experience for all
- Is the timing appropriate – No clashes with other major events, aligns with Advancement Pathway progression
- Is there a suitable venue available?



Budget

- Set Budget – include essential and non essential items
- Determine if there will be a Delegation/Entry Contribution Fee





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Coca-Cola

International Alpine
Cup 2020
CRANS
MONTANA
Absolutly

67

Special Olympics
Great Britain



Administration and 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.

Event/Competition sanctioning ensures that all sports events (competitive and non-competitive) held in the name of Special Olympics are:

- Conducted in accordance with the relevant Official Special Olympics Sports Rules
- Following Special Olympics GB policies and procedures
- Covered by the Special Olympics GB public liability insurance
- Providing athletes/unified partners with a meaningful opportunity to move through the Special Olympics GB Competition Advancement Pathway.

The Event Manager must have read and understood the Special Olympics GB – Guide to Competition and have completed and submitted an online sanction form to Special Olympics GB for approval at least 3 months prior to a Regional - National Event/Competition and 2 months prior to a local event, come and try event and training event to allow sufficient time for planning.

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 GB 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

Event 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 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 formats should be used when naming your event:

Host	Advised Formats	Example
Special Olympics GB Accredited Programme	“Special Olympics insert name of Special Olympic GB branch/region, insert type of event, insert name of sport Competition”	“Special Olympics Sutton Coldfield Local Swimming Gala”
	“Special Olympics insert name of associate club, insert type of event, insert name of sport Competition held in association with Special Olympics GB”	“Special Olympics Eastern Regional Boccia Competition hosted by Special Olympics St Albans”
Partner/Project	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 it is being “run in partnership with Special Olympics insert name of Special Olympics GB programme/project”	“Pershore Learning Disability Tennis Competition in partnership with SO West Midlands”



Event Entry Pack

It is the Event Manager's responsibility to ensure that an Entry Pack and Entry Form are sent out along with invitations.

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
- 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 declaration: "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.



Event Invitations

Minimum and maximum number of competitors, volunteers and officials required or the competition format in use should be identified in order to ensure a viable and safely managed event. This will determine who invites can be extended to outside of the host club/region. 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 25 years old)
- All ability levels are represented

The 'type of event' section of this document details who invites can be extended to, however, please note that any National and/or International invitations (including Northern Ireland) must firstly be approved by Special Olympics GB by a request being sent to competitions@sogb.org.uk. Event Managers should identify during the Sanctioning process the programmes they are intending to invite to the event.

Event Entries

The closing date for entries should be no less than 6 weeks prior to the event. Entry lists should be submitted to Special Olympics GB National Office no later than 4 weeks before the event for review.

Event 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 GB 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.

Event Results should be submitted to Special Olympics GB National Office no later than 4 weeks post event.

Health and 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.

As part of the sanctioning process and to ensure a minimum standard of Health and Safety across all Special Olympics GB events the below are mandatory requirements that must be in place before a Special Olympics GB Event can be approved to take place and thus be covered by Special Olympics GB insurance.

First Aid/Medical

Every Special Olympics GB event must have adequate medical provisions on site including medical personnel, first aid stations and emergency procedures. Event Managers must identify what first aid provision will be present on the day(s) of the event whether it is provided by the venue or being delivered by an external organisation (i.e. St John's Ambulance).

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.

Venue Risk Assessment

Event Managers must obtain this prior to the event, upload it to the sanction form and ensure all relevant individuals are aware of its content.

Event Risk Assessment

Event Managers must complete and upload a risk assessment containing suitable reference to the events itself, individuals with an intellectual disability, the sport(s) being delivered (and the set up that will be in use) and COVID-19 Illness Management Protocols. A template for the Event Risk Assessment can be found [here](#).

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/in the event programme of the venue's 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



Safeguarding and 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 and Welfare Policy** 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 types of abuse and/or 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 Network Development Manager (Safeguarding) as soon as possible thereafter.

The event manager must ensure that they have made available copies of the Special Olympics GB **Safeguarding and Welfare incident Report Form** and the contact details for the Network Development Manager (Safeguarding) : **(+44) 07859484694 /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.



Ceremonies and Awards

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 (See Oaths section below)
- 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.

Oaths

Athletes Oath: "Let me win. But if I cannot win, let me be brave in the attempt."

Coach's Oath: "In the name of all coaches and in the spirit of sportsmanship, I promise that we will act professionally, respect others, and ensure a positive experience for all. I promise to provide quality sports and training opportunities in a safe environment for all athletes."

Official's Oath: "In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship."



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 presented on the basis of final placing regardless of whether the competitor is SAM registered or a 'guest'.

Event Managers must determine the number of awards that are required and order 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 reflect the occasion.



Media and Publicity

Event Managers should use Special Olympics GB Events to increase awareness, raise the profile of Special Olympics GB and showcase meaningful opportunities for individuals with intellectual disability. This can be done by distribution of press releases, engagement of local/regional media and promotion through Social Media.

As part of the Eventsanctioning process Event Managers are required to identify a Media Manager/Contact and provide their name and contact Information, We also ask that you identify and share social media accounts, handles and hashtags that you are intending to utilise for the event.

Professional Photography

Where there is an event photographer/videographer in place, you are reminded that individuals with an intellectual disability should always be portrayed with dignity. The standard Special Olympics GB Athlete and 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, include this in the Entry Pack.

Contact the National Office Team for further information, guidelines and for a general photographer brief

Special Olympics GB does not currently require people taking photos/videos at Special Olympics GB 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 registration documents are available for use if the venues does not have its own system. Please note this on your Special Olympics GB sanction form or contact competitions@sogb.org.uk if required.

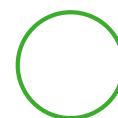
Event Sanctioning Checklist

Essential

Completed

Event Manager & Host Programme/Organisation Information

- Name of Event Manager
- Contact Information
- Host Organisation Information



Event Information

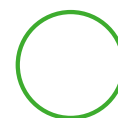
- Event Type
- Region/Home Country
- Name
- Date & Time
- Venue
- Sport(s)



Competition Criteria

Confirm meets the Special Olympics Competition Criteria

- Open to athletes of all abilities
- For People with an Intellectual Disability
- Ability banded
- Awards should be presented for each division



Event Invitations, Entries and Results

- Closing date for entries – Should be no less than 6 weeks prior to the event
- Total Number of Competitors (including breakdown of athletes with an ID)
- Total Number of Event Volunteers required (including breakdown of Officials)
- Minimum Number of entries required to host event
- Maximum number of entries
- Opportunity to include Entry Pack and Event Information to be included on Special Olympics GB Website
- Confirmation Entry List shall be sent to Special Olympics GB National Office no less than 4 weeks prior to the event
- Confirmation that Results shall be sent to Special Olympics GB National Office no later than 4 weeks post event
- Identify Accredited Programmes that shall be invited



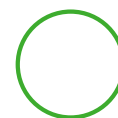
Event Sanctioning Checklist

Essential

Completed

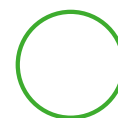
Health & Safety

- First Aid
- Venue Risk Assessment
- Special Olympics GB Risk Assessment (inclusive of COVID-19 Protocols)
- Emergency Action Plan



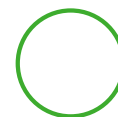
Ceremonies & Awards

- Will there be Opening & Closing Ceremonies?
- Outline Awards in line with Special Olympics GB Competition Criteria & Official Rules



Media & Publicity

- Appointment of Media Manager/Contact, Name & Contact Information
- Identify social media accounts, handles and hashtags that you are intending to utilise for the event.
- Photography
- Formal photography? Y/N?
- Does venue have a camera registration policy
– See SOGB Resources
- Ensuring permissions have been given and following of protocols for individuals that have not given permission



Declaration, Submission & National Office Approval

- Review Form to ensure all information is completed and correct
- Sign Declaration and Data Protection & Privacy Statements
- Submission to Special Olympics GB National Office for Approval





Special
Olympics
Great Britain

WORLD
GAMES
ABU DHABI 2019

العالمية
الاولمبية
العالمية
2019

393

ها هم أصحابهم
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Special
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Great Britain



Australia

WORLD
GAMES
ABU DHABI 2019

العالمية
الاولمبية
العالمية
2019

057

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Events/Competitions Delivery

Competition Rules

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 fundamental difference between Special Olympics competitions and those of other sports organisations is that athletes of all ability levels are encouraged to participate, and every athlete is recognised for his/her performance. Competitions are structured with ability banding or divisioning in order for athletes to compete with other athletes of similar ability in equitable divisions.

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.

[Click here for further information on Divisioning](#)



Maximum Effort Rule

The Divisoning process used at Special Olympics competitions is unique. It ensures that athletes are competing against other athletes of similar ability. It also ensures the awards process provides recognition to all competitors. As a result, it is sometimes necessary to employ the Maximum Effort Rule to ensure that participants are competing with Maximum Effort at all stages of competition. Therefore, the Maximum Effort Rule is used:

- To provide a fair competitive environment for athletes
- To provide a resource for officials/event directors to create a fair competitive environment

Further information on the Maximum Effort Rule and its application can be found in [**Article 1 of the Special Olympics Sports Rules**](#)

Officials

Event Managers must try to obtain the services of National Governing Body (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.

For the purpose of event delivery and registration, Officials should be considered Event Volunteers.

Volunteers

To run a high quality event that achieves its goals you must have all areas supported adequately with volunteers. There are many options for sourcing event volunteers; these include using active registered volunteers from Special Olympics GB accredited programmes, 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 that volunteers less than six times per year Special Olympics GB events to help and support their 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 an accredited programme. Event volunteers are covered by insurance at specific sanctioned events only.

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 general 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 Volunteer Registration Form , unless they are already a current Special Olympics GB active registered volunteer but a DBS/PVG check is not required.



Volunteers

Event Volunteers should not

- have unsupervised contact with people with an intellectual disability on a residential trip
- have duty of care responsibilities for people with an intellectual disability and will always work under supervision.

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 an Event Brief containing key information about the event in good time before the event to allow them to sort any travel/accommodation needs. This should include:

- Dates
- Venue address and parking facilities
- Start/End 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
- Health and Safety and Safeguarding and Welfare Protocols if there is any secure storage provision for personal items (i.e. lockers) or not
- Role descriptions and allocation (if possible)
- Event Schedule/Competition Schedule for Officials

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, aim to have time with volunteers to say goodbye, capture any initial feedback and (most importantly) to say 'thank you', Special Olympics GB events do not happen without the time and dedication of our volunteers whether they be regular or event only.

Event Programme

Event Managers should 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 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.
- 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
- Advertises for any up and coming events or any other info including social activities
- A reminder of the Athlete and Unified Partner's Code of Conduct
- A reminder of the Volunteers Code of Conduct
- Any relevant Thank You/Acknowledgments
- Details of the EMT and who to contact for different enquiries prior to and during the event

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.

Guests and Spectators

Honoured Guests

Event Manager 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 guests 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

Events are the perfect environment 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.

Codes of conduct

Special Olympics is committed to the highest ideals of sport and expects all athletes to honour sports and Special Olympics.

All registered members of Special Olympics GB are required to sign a Code of Conduct as a part of the Special Olympics GB registration process.

Special Olympics GB Codes of Conduct can be found on the **Special Olympics GB Website here**

Special Olympics International Codes of Conduct can be reviewed **here**



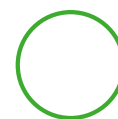
Competition Delivery

Essential

Competition Rules

Ensure you are familiar with:

- General rules for Special Olympics Competition
- Rules for specific sport Competition (both NGB and Special Olympics GB)
- Divisioning



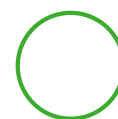
Officials & Volunteers

- Recruitment of required Officials and Volunteers
- Ensure all are appropriately registered to Special Olympics GB
- Create Event Brief the provides key information such as:
 - Dates
 - Venue address and parking facilities
 - Start/End 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
- Health and Safety and Safeguarding and Welfare Protocols
- If there is any secure storage provision for personal items (i.e. lockers) or not
- Role descriptions and allocation (if possible)



Guests & Spectators

- Identify potential and feasibility for any individuals/groups that you would like to event as an 'Honoured Guests'
- Formalise Event invitation that includes key event information
- If guests are invited, identify and appoint (if appropriate) a Guest Escort & Guest Area to support their visit.
- Ensure Families and Spectators have access to Event Information (ahead of and during the event)



Codes of Conduct

- Ensure that all involved are aware of and adhere to the Special Olympics GB Codes of Conduct.





Special
Olympics
South East

Post Event

Evaluation

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

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 valued 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 Event Management Team.

PR and Event 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 high resolution, good quality photos (maximum 6 pictures) and a short paragraph describing the highlights of your event to competitions@sogb.org.uk.



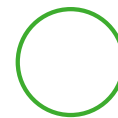
Post Event Checklist

Essential

Completed

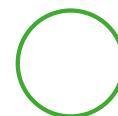
Results

- Ensure Event Results are submitted to Special Olympics GB National Office no later than 4 weeks post event.



Evaluation

- Complete an evaluation of the event (Templates available), ensuring feedback from a variety of groups (Athlete, Volunteer etc.)



Thank you's

- Send Thank You's to all involved
- Share information of any future/upcoming events
- Share information/links to where attendees can find results, any photos/social media



PR and event summary

- Share an Event Summary with Special Olympics GB National Office Team including any high resolution images taken





Muscular Dystrophy UK
Fighting muscle-wasting conditions

Special Olympics
Great Britain

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Great Britain

Special Olympics
Great Britain

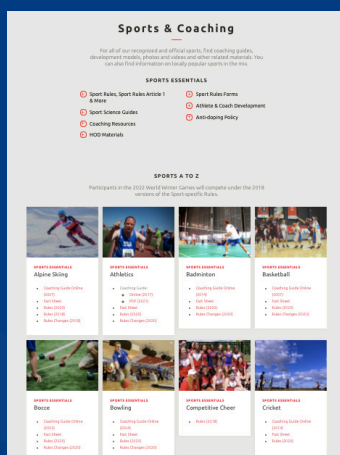
**Special
Olympics
Rules, Policies
and Resources**

03

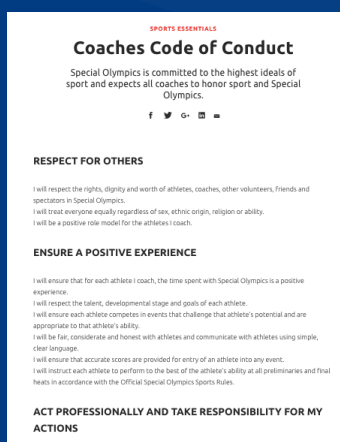
Rules, policies and procedures



Special Olympics Sport Rules can be found [here](#)



Special Olympics Sports and Coaching Essentials (Including Sport Guides can be found [here](#)



Special Olympics GB Policies and Guidance can be found on our website [here](#)

Prohibition and Display of National Flags

To comply with Special Olympics Founding Principles that Special Olympics transcends national origin and political philosophy, no national flags shall be displayed and no national anthems shall be sung or otherwise performed by any athletes, coaches, or other members of any accredited programme's Official Delegation at any World, Regional or Multi-Program level Games event. A Games Organising Committee may, however, display the flags of those nations competing in World or Regional Games and the flag of the host nation at opening, closing and award ceremonies and Games venues.

Prohibition of Face Painting

Special Olympics Athletes, coaches and volunteers shall not paint their faces during competitions, Games, opening and closing ceremonies, at awards venues or victory banquets. This prohibition includes a prohibition against a display of commercial messages and the display of national flags painted on the face.

Clowns

SOI, a Games Organising Committee or an accredited programme shall ensure that clowns shall be restricted to Olympic town entertainment events and are prohibited from appearing at or participating in competitions, Games, opening and closing ceremonies, award venues, sports venues or victory banquets.

Use of Alcoholic Beverages and Tobacco Product

No accredited programme shall knowingly permit the use of any alcohol or tobacco products at any Special Olympics training or competition venue.

Click [here](#) for further information.



Event and Kit Sponsorship

Special Olympics GB accredited programmes are encouraged to apply for sponsorship/support to help cover the costs of the event but Special Olympics rules 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

Please liaise with the **Special Olympics GB National Office Team** prior to confirming any Event specific Sponsorship agreements to ensure that there is no conflict of interest or relationships with existing Corporate Partners.

IMPORTANT: There are also rules surrounding the use of a sponsor's logo on kit for Special Olympics competitions that contribute to the Special Olympics Advancement Pathway. Athlete T-shirts or uniforms used for competitions should not carry any sponsorship branding. They can, however, be branded with the accredited programme logo mark.

Sponsor branding may feature on T-shirts or clothing associated with Come and Try/Informal/Training/Engagement Events.

For clothing created for specific Special Olympics events the event branding may be included.

For further information on branding for kit and general advice on use of the Special Olympics brand, please see the **Special Olympics International Guides Here**

International Competition Selection Criteria

04

Selection Criteria for International Competition

International Events like the World Summer Games, World Winter Games and International Invationals are the pinnacle of the Special Olympics GB Competition Advancement Pathway.

Special Olympics GB has an open and transparent selection process, ensuring the opportunity to take part in an International Event and represent #TeamSOGB is open to all of our active, registered members.

Process

1. Notification of Event - Special Olympics GB National Office will announce the event and notify the membership of the detail including allocated quota, nomination/application process and timelines for applying to be selected as a part of the team to represent Special Olympics GB.

2. Application/Nomination Process - Application/Nomination Forms from those that wish to apply are completed by Special Olympics GB registered Athletes/Unified Partners/Volunteers, signed off by the relevant Special Olympics GB Regional Steering Group and submitted to Special Olympics GB National Office by a designated deadline. Should positions be unable to be filled, applications/nominations may be reopened for further submissions.

3. Acknowledgement of Application/Nomination - When applications are received, Special Olympics GB National Office will send an acknowledgement email to the person who submitted the form as well as to the relevant Special Olympics GB Accredited Programme/Region if they did not submit it themselves. All applications are then collated and filed ready to pass on to the selection panel after the submission deadline.

4. Selection - A selection panel (minimum of three people) is convened for the recruitment of individuals to each role within the GB Team and where required for each role, advice may be sought from other relevant individuals.

Role	Application/Nomination	Selection Panel
Head of Delegation (HoD) /Assistant Head of Delegation(s) (AHOds)	Open to all Registered, Active Special Olympics GB Volunteers	Special Olympics GB Staff, Athlete Leadership Team Representative, Special Olympics GB Board
Additional Management/ Support Team Roles i.e Medical, Physio, Safeguarding and Welfare, Family Representative	Open to all Registered, Active Special Olympics GB Volunteers, however, also involved targeted recruitment due to bespoke technical nature and skill requirements of roles	Special Olympics GB Staff, Head of Delegation, Assistant Head of Delegation(s)
Head Coach	Open to all Registered, Active Special Olympics GB Coaches	Special Olympics GB Staff, Head of Delegation, Assistant Head of Delegation(s)
Athletes, Unified Partners and Coaches	Open to all Registered, Active Special Olympics GB Athletes, Unified Partner and Coaches	Special Olympics GB Staff, Head of Delegation, Assistant Head of Delegation(s)

Panels that are going through the process of selection of the Special Olympics GB delegations select the team based on the information provided in the application/nomination forms as well as the below considerations.

Selection of Management Team, Additional Volunteers, Head Coaches

Consideration Criteria:

- Membership Status (inc. history) – Registered and Active
- Experience with athletes with intellectual disability (sport and care)
- Experience in Special Olympics GB
- Experience in role
- Commitment
- Teamwork
- Sport and Role specific:
 - Skills
 - Qualifications
 - Strengths/weaknesses
 - Knowledge

Selection of Athletes/Unified Partners

When selecting Athletes and Unified Partners, applications/nominations are considered on the gender, category/ability level as detailed in the quota allocation in addition to the below criteria.

Consideration Criteria:

- Membership Status (inc. history) – Registered and Active
- Training History
- Appropriate Advancement in Competition – must have attended either National competition in selected sport. Where there has not been an opportunity to attend a national event, the next highest level of competition is required
- Competition Level and Results – linking to quota availability
- Competition History
- Travel Experience
- Personal Goals
- Ambassadorial/Leadership Qualities
- Supporting Information from accredited programme/region



Other factors the Selection Panels need to consider when making selection include:

- Where possible have a good geographical spread of team members from across Great Britain
- Gender quotas will have already been determined by the Games Organising Committee
- Category/Ability levels will have already been determined by the Games Organising Committee
- Sometimes quota places in the GB Team are received for athletes who are only over 45 years old (Masters Category)
- The number of volunteer places that a sports squad will be assigned is on a 4:1 Athlete : Coach ratio – in some instances dependent care needs of selected athletes the care ratio can be amended
- The overall size of the GB Team will determine how many Additional Staff (AS) places are assigned to the GB Team:
- AS places can be used for any volunteer roles but the GB Management Team will decide where the AS places are required
- In the past, AS places have been used to ensure that at least two volunteers are supporting each sports squad (i.e. one HC and one Coach) when there have only been four athletes in the sports squad. They have also been used for Medical, Family, and Safeguarding and Welfare roles etc.
- If it is deemed that a particular athlete/sports squad require extra support, then AS places can be used for this purpose - it is important to know this information prior to selecting athletes
- It is preferable to have a good balance of 'experienced' and 'new' volunteers within the GB Team i.e. those who have been to an international Special Olympics event before and those that have not. In some cases the same applies for athletes/unified partners within a sports squad
- In the event that it is deemed that no applicant is suitable for the available place/role or that no application forms are received for the place/role, the selection panel may reopen nomination and proactively engage individuals who may be eligible to fill them and refer them to the application/nomination process.

Top Tips for completing International Event Application/Nomination Forms

- Give as much honest and accurate detail as possible for each question
- Vital information such as health/medical/behaviour issues must not be omitted as the selection panel needs to make informed decisions
- Fill out all the boxes
- Try to show passion for the role
- Give evidence as to why they would make a good candidate
- Ensure the the applicant/nominee are correctly registered with Special Olympics GB
- Ensure the Special Olympics GB accredited programme know the applicant/nominee well enough to be able to provide suitable supporting information





Guide to Competition - Support Available

We hope you have found this Guide to Competition Resource helpful. Further resources, training and support is available to aid our programmes and partners to develop Special Olympics GB events via the Special Olympics GB Website – [Here](#)

Additional Special Olympics International Resources and Learning can be accessed via the Special Olympics International Online Learning Portal – [Here](#)

If you have any questions regarding any of the information provided within this document or require further support please contact Competitions@sogb.org.uk or a member of the Special Olympics GB National Office Team.

Thank you for your ongoing support, **#TeamSOGB**



Let me win.
But if I cannot win,
let me be brave
in the attempt.
- Special Olympics athlete oath

For more information and to get involved:

Special Olympics GB, C/O Two Circles,
WeWork, Aviation House, 125 Kingsway,
London, WC2B 6NH

Main Switchboard: +44 (0) 20 7247 8891

Email: Info@sogb.org.uk

Website: www.specialolympicsgb.org.uk

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