



Local Competition Playbook

July 2018

Special Olympics

Alaska





Local Competition Playbook

This playbook was developed as a tool for Special Olympics Alaska sub-program coaches and competition leaders to aid in planning and executing a local competition.

- **Pre-Competition**
 - Ensure Midseason Report is completed by deadline (if applicable)
 - Ensure athlete/team assessments are complete toward the beginning of the season to establish baseline and determine levels
 - Ensure athletes, Unified partners and volunteers have current forms on file
- **Review Dates/Deadlines for registration and results submission**
 - Ensure local competition is scheduled prior to local results and state registration deadline
- **Complete Local Games Sanction Form & Submit by Deadline**
- **Reserve Competition Venue(s)**
 - Work through Special Olympics Alaska Community Resource Manager to ensure Certificate of Insurance is properly filed, if needed: sage@specialolympicsalaska.org or 222-7625 ext 610
- **CMT Roles and Involvement**
 - Identify which CMT members will be involved and what role they will serve
- **Evaluate Volunteer Needs**
 - Set up/tear down volunteers, scorers/timers, referees/officials, etc.
 - Consider training officials prior to competition, if needed
 - Establish day of volunteer check in plan



- **Develop competition schedule & order of events**
 - Will competition take place in one day? Will it be spread out over multiple days?
 - If full day event, is there a lunch break?
 - Is lunch provided, or does each athlete bring their own?
 - What time do coaches/volunteers arrive?
 - What time do athletes need to arrive?
- **Opening Ceremony/Closing Ceremony Plan**
 - Welcome/Introductions
 - Honored Guest recognition
 - Athlete's Oath
- **Uniform Distribution Plan**
 - Ensure all athletes and Unified partners compete in their team uniform
 - Inventory Uniforms
 - Gather everyone's uniform sizes and needs
 - Uniform Check Out/Check In Plan
- **Equipment Needs**
 - Inventory sport equipment
 - Inventory operational equipment
 - Tables, chairs, pens, pencils, paper, banners, etc
 - Consider event equipment needs
 - Porta potties, garbage cans, etc.
- **Invite Dignitaries/Honored Guests**
 - I.e. Mayor, Law Enforcement, Miss/Mrs./Miss Teen Alaska, Local Celebrity, etc.
 - Invite to attend Opening/Closing Ceremonies, present awards, volunteer at event



- **Develop Media Plan**
 - Contact local media outlets to cover event (radio, TV, newspaper, etc)
 - Assign volunteer/CMT member to take pictures, post to social media sites
 - Highlight event before, during and after competition
- **Determine Eligibility for Competition**
 - Athletes/Partners must have minimum 10 hours of training over 8-week period in order to be eligible to compete at Locals
 - Finalize rosters
 - Ask those who do not qualify to compete to volunteer in some way
- **Division for Competition**
 - Work through Special Olympics Alaska Director of Sports & Competition: emily@specialolympicsalaska.org, 222-7625 ext. 608
- **Determine Tournament Format**
 - Bracketed, round robin, double/single elimination, etc.
- **Awards Plan**
 - Inventory/Order – Awards orders can be placed through Sage Caswell, Community Relations Manager: sage@specialolympicsalaska.org, 222-7625 ext. 610. *Please allow up to 3 weeks for requests to be processed. Awards orders placed less than 3 weeks in advance may incur rush shipping charges.*
 - Presentation Plan
 - After all competition is complete? Ongoing? Later date?
 - Who will be presenting? Guest presenters?
- **Quota Selection/Advancement to higher competition**
 - Determine who advances to higher competition. Develop plan to notify those who advance
 - Identify alternates/substitutes



- **Risk Management**
 - Develop crisis communication plan
 - Develop inclement weather plan
 - Ensure athletes, Unified partners and volunteers have current forms on file
- **Closeout**
 - Send out Volunteer Thank Yous
 - Determine End of Season Victory Celebration Plan
 - State Games/Tournament Preparation and Submission
 - Identify chaperones and finalize delegation roster
 - Finalize housing assignments
 - Set date for travel/delegation meeting (only for those who advance)
 - Submit Results and Registration to Special Olympics Alaska by the deadline
 - Debrief (put in writing to be reviewed before next years' competition)
 - Things to consider
 - What can be done differently next year?
 - Were there enough volunteers?
 - Did the venue space work?
 - Did the time frame work?