

IV. SPECIAL EVENTS

Games Management Team Special Events Team

ADMINISTRATION

- Computer
- Finance & Fundraising
- Public Relations
 - Program
- Registration
- Volunteers
- Evaluation

COMPETITION

- Fall Tournament
 - Bowling
 - Cycling
 - Equestrian
 - Soccer
- Winter Games
 - Alpine Skiing
 - Cross Country
 - Snowboarding
 - Snowshoeing
- Summer Games
 - Aquatics
 - Athletics
 - Basketball
 - Gymnastics
 - Power lifting
- Golf Tournament
- Softball Tournament

- Competition Director
- Venue Director
- Competition Coordinators
- Officials Coordinator

You may or may not need the Directors positions based on the size of the event

- Do you need to combine interests for a smaller team?
- Or split out responsibilities to include a larger group

SUPPORT SERVICES

- Housing
- Meals
- Communications
- Medical
- Facilities, Signage and Equipment
 - Set-up and clean-up

SPECIAL EVENTS

- Awards
- Ceremonies
- Banquet
- Olympic Town
- Hospitality
 - Demonstrations
 - Entertainment
 - Families

IV. SPECIAL EVENTS

A. Opening Ceremonies required recommended optional
Staff Liaison:

Every Special Olympics event should begin with the tradition of Opening Ceremonies. This provides an opportunity to join together before the event as well as providing the opportunity for spectators to gather and show their interest and support of the event. This is also the opportune time to wish the participants good luck and thank the volunteers.

Determine if an Opening Ceremonies is appropriate to the event; next determine how long you want the ceremonies to last:

Recommended agenda for Opening Ceremonies:

Master of Ceremonies: Be creative, an athlete, local dignitary or name, someone with enthusiasm

- | | |
|--|--|
| ○ Introduction and Welcome | Master of Ceremonies |
| ○ Parade of Athletes | Master of Ceremonies |
| ○ God Bless America | |
| ○ or National Anthem | Local Band, singer or taped |
| ○ Invocation | |
| ○ Welcome | Special Olympics Representative |
| ○ Welcome | Host community or facility representative |
| ○ Remarks | Global Messenger |
| ○ Oath | Special Olympics Athlete (Can be done with sports celebrity) |
| ○ Officials Oath or Statement of Sportsmanship | |
| ○ Torch Arrival | |
| ○ Games officially opened | Local celebrity or dignitary |

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B. Closing Ceremonies required recommended  optional

The Closing Ceremonies will bring everyone together to reflect upon their successful experiences. Closing Ceremonies can be something as simple as a friendship circle with a few words said and maybe a song such as Auld Lang Syne, or The Coke Song (I'd like to teach the world to sing), or invite a local entertainer to perform. Ceremony should be brief.

## IV. SPECIAL EVENTS

### B. Families

required    recommended    optional

Staff Liaison: Steve Nelson [snelson@specialolympicswy.org](mailto:snelson@specialolympicswy.org)

Families activities at Special Olympics Games are organized to give families a chance to socialize, the opportunity to share in the accomplishments of their athletes and ensure their visit during the games is most enjoyable. Utilize this opportunity to recruit family members to volunteer on future committees.

Some suggested activities or ideas:

- 👥 Family Hospitality Center: Arrange for a parent information booth with information packets, distribute badges to identify family members or answer questions.
- 👥 Opening Ceremonies
- 👥 Games Management Team Members
- 👥 Develop communication system with all incoming families prior to games.

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### C. Free Time Activities

required     recommended     optional  
Staff Liaison: Steve Nelson [snelson@specialolympicswy.org](mailto:snelson@specialolympicswy.org)

Free Time activities can enhance the overall event and provide for a more comprehensive experience. The actual time spent in sports competition is limited, so provide recreational and educational experiences during those times when athletes are not involved in their sports competition to keep them interested and active..

Learn-by-doing and demonstration clinics should be arranged. Activities should be centered around the interests and needs of the participants keeping in mind the various age groups.

- Arts and Crafts
- Puzzles
- Video's or pinball machines
- Board Games
- Music or movies or picture taking
- Small Animals
- Refreshments

Provide sports and recreational clinics to increase the skill level of participants and increase the alternatives available for leisure time experiences.

#### Clinics

- Experiential Clinics
- Instructional Clinics

Provide entertainment, such as special shows and bands that perform during the event .

- Magic Shows
- Puppet shows

Provide exposure to the cultural arts through an arts festival, i.e, dance, drama, painting, drawing, sculpture, music – vocal and instrumental.

Exhibits – Motorcycles, trucks, fire engines, antique cars, sports cars, police cars, military equipment, helicopters.

Additional Ideas: Game booths, hayride, horseback riding, mounted deputies.

## IV. SPECIAL EVENTS

### D. Awards

required    recommended    optional

Staff Liaison: Shane Kiesner [skiesner@specialolympicswy.org](mailto:skiesner@specialolympicswy.org)

Please be sure to include the Law Enforcement Community when possible in awards presentations. Contact Erin Gamroth [egamroth@specialolympicswy.org](mailto:egamroth@specialolympicswy.org) for a Law Enforcement Contact.

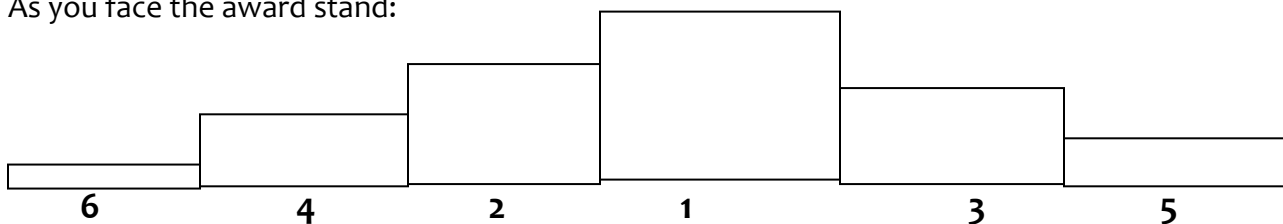
Awards Procedures: It is important that this is handled efficiently, personally and in a meaningful way. Awards stands should be located in key positions at each event area and close to the announcer's table.

- Escorts take the athletes to the Awards area along with the result sheet.
- Stage receives athletes and assists them to staging seating area (if needed) and places them in correct order.
- Ribbon writers transcribe athlete's name, event, and score from the result sheet to ribbon.
- Prepared ribbons are passed to Ribbon Presenters on award pillows.
- Ribbon Bearers and VIP Presenter approach the awards stand together accompanied by background music.
- Announcer then proceeds with script in an enthusiastic and dignified manner by announcing each athlete's name and finishing place starting with 5th, 4th, 3rd, 2nd, 1st.

**Ladies and Gentlemen, it is my pleasure to announce the results of (division) of the (age and sex group), (event). In 5th place with a score of \_\_\_\_.** In descending order to first place.

- As each athlete is announced, the presenter hangs that athlete's medal/ribbon around his/her neck, shaking hands and saying: **"Congratulations, Job well done"**.
- In all instances, any inquiry or protest will be channeled to the Venue Manager and **should not** be handled by any awards personnel.

As you face the award stand:



- The GMS Computer program can print out standard address labels which would include the athlete name and event.

- Formula for ordering awards:

1. # of athletes (estimate high)

2. X Average # of events                      Summer – 4                      Winter – 3                      Fall – 3

3. / Average heat size

4. =# of sets needed for each place

Also order in descending order - i.e. 100 Gold or first, 95 Silver or second, 90 Third or bronze, 75 fourth, 50 fifth etc.