



***Special Olympics***  
***Alberta***

**WINNING AT LIFE**

**2009**

**PROVINCIAL SUMMER GAMES  
&  
5 PIN BOWLING CHAMPIONSHIPS**

**Bid Guidelines and  
Games Expectations**



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## ◆ PREFACE TO SPECIAL OLYMPICS ◆

Special Olympics is an international organization that provides a full continuum of sport training and competitive opportunities to athletes with mental disabilities. For over 30 years, Special Olympics has brought important benefits to the lives of people with an intellectual disability:

- Improving physical wellbeing
- Increased confidence and self-respect
- Enhanced social and adaptive skills

As part of the largest international sport governing body, Special Olympics Alberta has programs operating in communities across the province. Currently, more than 3000 athletes participate in 15 official and 4 unofficial sports. Athlete participation is supported by over 1800 volunteers, registered with 30 Affiliate Management Committees and 2 Community Programs, in numerous Alberta communities.

The primary instrument of program delivery is the Affiliate sports club, which gives athletes the opportunity to train twelve months of the year. Club competitions and local meets occur frequently, and athletes advance through a regular cycle of Provincial Games to compete in both National and World Games.

Special Olympics Alberta staff and volunteers are governed by a Provincial Board of Directors. This is primarily a governance Board and the daily operations of Special Olympics Alberta are under the direction of an Executive Director. Special Olympics Alberta's activities are guided by a Policy and Procedures Manual that is developed by volunteer committees within SOA and are approved by the Provincial Board of Directors. As an accredited Chapter of Special Olympics Canada, SOA also adheres to policies set by the National Sport Body.

Special Olympics Alberta is a charitable non-profit organization that relies on sponsorship and donations to maintain office staff and provide programs and services to our athletes and volunteers.

## ◆ OVERVIEW OF PROVINCIAL GAMES ◆

The ultimate goal of Special Olympics Alberta is to provide a positive competitive opportunity for athletes with intellectual disabilities. The focus of the games should be on athlete centered activities.

Approximately 600 athletes and coaches participate in the **Provincial Summer Games**, in the following official sports:

- Aquatics
- Athletics (track and field)
- Powerlifting
- Rhythmic gymnastics
- Soccer
- Softball
- Ten-pin bowling

An additional 375 participants will attend the **Provincial Five Pin Bowling Championships** held in conjunction with, but separately from, the Summer Games.

Each competitive opportunity should be positive and rewarding. Although, we offer traditional sports by name, many sports have additional rules and regulations that make these experiences more appropriate for Special Olympics athletes. It should be noted here that divisioning is the corner stone of Special Olympics activities and a fundamental understanding of how it is done and its implications is vital.

Divisioning ensures that athletes are competing within their own ability level and are rewarded for accomplishments within their ability level. This means that many medals are awarded at Special Olympics Provincial Games and the 5 Pin Championship. This does not mean that ALL athletes should receive a medal, and it is important to promote fair play and good sportsmanship.

The Games Experience for many of these athletes is the very reason why they participate. Meeting new people and seeing old friends is very important to Special Olympics athletes, and social activities should allow for maximum socialization. Travelling to a new community for many is exciting and a new experience, as well as sleeping in unfamiliar surroundings, and eating in a large area with many people. All of these and many more need to be considered carefully, to ensure that the athletes have the best games experience possible.

## ◆ PROCEDURE FOR SELECTING A HOST COMMUNITY ◆

### 1. Bid Requirements

The deadline for submitting a bid to the Provincial Office of Special Olympics Alberta is **February 16, 2007**.

Please include with the bid:

- Indication of which event you are applying to host – **Provincial Summer Games** and/or **5 Pin Bowling Championships**.
- An overview of the “Guidelines for Preparing Bid Submissions” as outlined in this package
- Letters of support from organizations and agencies in the community
- A list of members of the bid committee.
- Name, address, and telephone number of a contact person

Please send submissions to:

Special Olympics Alberta  
11759 Groat Road  
Edmonton, AB T5M 3K6

### 2. Review of Submissions

Special Olympics Alberta (SOA) will review the submissions, tour the bid communities and select the Host Community based on established criteria (see Bid Guidelines). Games dates that are suitable will be specified by SOA and the Host Community will select from suggestions.

### 3. Official Notification

The President of Special Olympics Alberta will officially notify the Host Community and announce the site of the Summer Games.

## ◆ ROLES AND RESPONSIBILITIES ◆

### 1. Role of the Host Community

The Bid Chairperson will, in conjunction with SOA, select/identify the members of the organizing committee. The organizing committee will plan and implement the Games in accordance with the standards established by Special Olympics Alberta/Canada,

To ensure smooth operations of the Games, the Committee will provide information outlined in the Bid Guidelines and Games Expectations to SOA as requested.

Must provide recommendations for a Games Organizing Committee that is representative of each major facet of the Games; ie: accommodation, food, registration, etc. (See Appendix I)

It is recommended that the Bid Committee include representation from the local Special Olympics Affiliate, where available

### 2. Role of Special Olympics Alberta

In collaboration with Bid Chairperson, select/identify members of the Games Organizing Committee.

Provide designated liaison(s), which will normally be the SOA Competitions Manager and the SOA President & CEO for the Games Organizing Committee and its subcommittees. As members of the Games Committee, the Competitions Manager will regularly attend Committee meetings and the President & CEO will attend as required. A liaison between the GOC and Affiliate Management Committee located within host community is recommended. The SOA President and Executive Director are ex-officio members. Special Olympics Alberta will provide staff to responsibilities as noted.

Ensure adherence to the philosophy, policies, standards and guidelines that are established by Special Olympics (Alberta/Canada), including:

- Competition format and facilities
- Promotions/public relations
- Sport co-ordinators/volunteers and officials
- Medical provisions
- Transportation

Promote the Games to all Affiliates

Special Olympics Alberta will have final authority over all decisions as they pertain to Games development.



## **PROMOTIONS**

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- Must promote awareness of the Games within the community and within Alberta (develop and co-ordinate the printing of posters)
- Must co-ordinate media involvement prior to and during the Games
- Must provide souvenir items for resale
- Must compile information, prepare and provide for the printing of the Coach Handbook, program and any other material

## **PROTOCOL**

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- Host Opening and Closing Ceremonies, VIP reception, Athlete Dance and Coaches Social
- Coordinate VIP invitations, registration and involvement in games. Special Olympics Alberta will provide a list of Provincial VIP's to be included
- Opening Ceremonies: ensure it is an athlete centered event
- Medal presentations must be coordinated for each sport (medals provided by Special Olympics Alberta)
- Host/hostesses assigned to each Affiliate Team. Coordinate with volunteer committee
- Coordinate Law Enforcement Torch Run

## **REGISTRATION**

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- Provide accreditation for athletes, coaches, volunteers, and VIP'S
- Coordinate on-site registration for athletes, coaches, volunteers and VIP's
- Use database as established by Special Olympics Alberta

## **SECURITY**

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- Provide security at accommodation sites (minimum overnight coverage) as well as at venue and activity sites
- Determine number of personnel required
- Determine how security will be identified and accredited
- Have emergency procedures/protocol in place
- Ensure all volunteers are trained for this role
- Ensure internal communication system is in place

## **SPORT COMPETITION (See Appendix II)**

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- Must provide sport facilities that:
  - are wheelchair accessible
  - meet the minimum technical requirements for each sport
- Must develop individual sport schedules and provide sport competition that follows Special Olympics Canada and Special Olympics Alberta policies
- Secure sports technical people to manage each sport
- With SOA, provide officials, referees as required by each sport

## **TRANSPORTATION**

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- Must provide wheelchair accessible internal transportation for athletes and coaches to and from all Games activities
- Assist the food committee to deliver meals, snacks, water to sports venues and other activities as required

## **VOLUNTEERS**

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- Provide enough volunteers so that the games can run effectively
- Keep records of all volunteers
- Provide committees with lists of assigned volunteers
- Provide volunteer orientation and training
- Provide volunteer identification, so they can be easily recognized
- Provide a volunteer recognition event

## ◆ RESPONSIBILITIES OF SPECIAL OLYMPICS ALBERTA ◆

### **FINANCE**

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- Manage the financial transactions of the Games Committee
- A bank account for the games must be established
- Provide the Games Committee and Special Olympics Alberta with detailed monthly financial statements
- Book keeping must be set and maintained on one of the following computerized programs; simply accounting, MYOB, ACCPAC or Quickbooks
- Track gifts in kind. Donations are to be reported monthly to the Provincial Office. Tax receipts will be issued monthly for each gift

### **FUNDRAISING**

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- Responsible for fundraising required beyond registration fees in order to make the games a financial success
- In conjunction with Provincial Office, develop a sponsorship package to be utilized for pursuing cash, gifts in kind and other donations. Coordinate with the Provincial Office any fundraising activities
- Ensure all sponsors are appropriately recognized prior to, during and after the games
- Work with all committees to explore alternate funding options, gifts in kind, etc. for equipment and services as required

### **REGISTRATION**

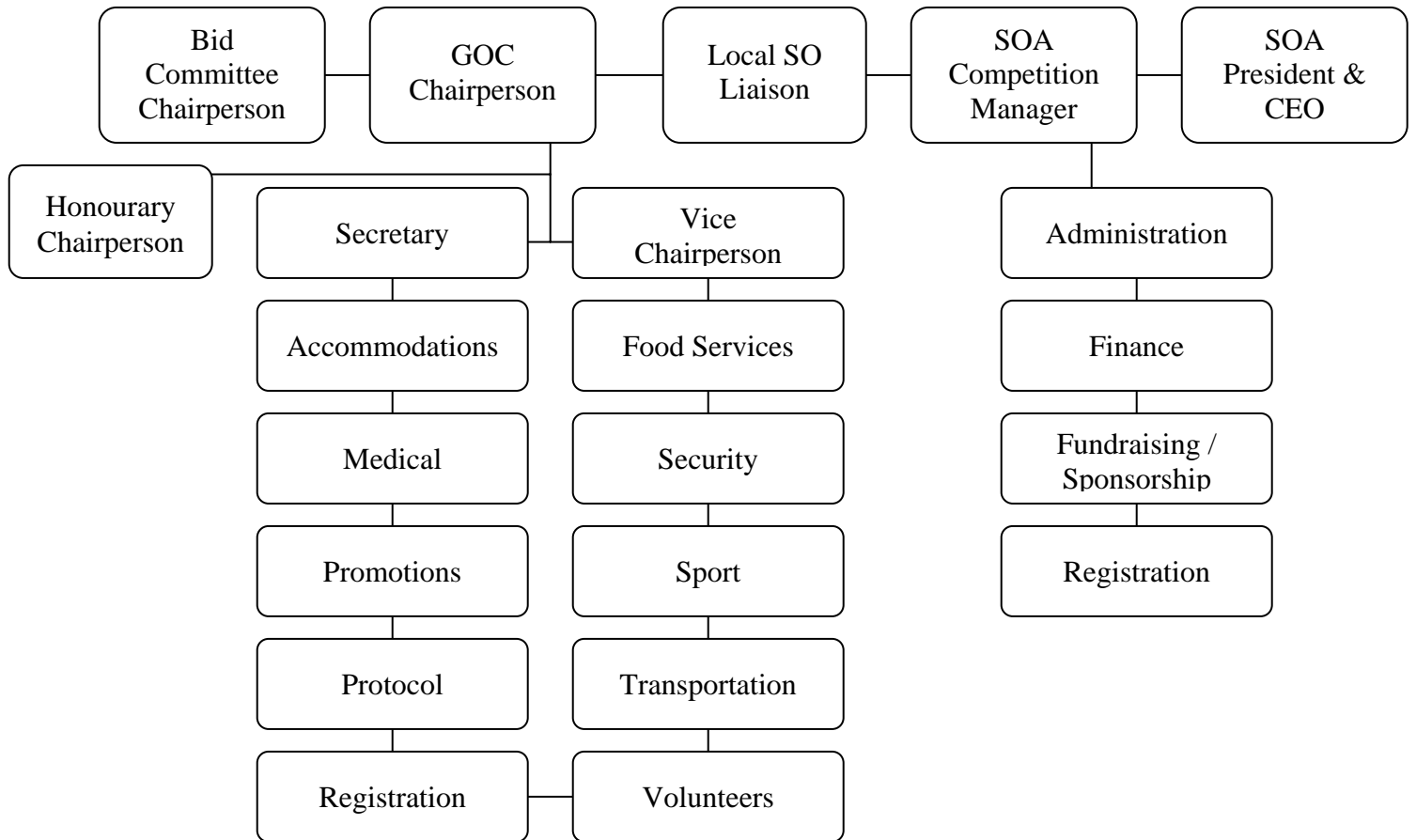
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- Prepare Games Registration Package and distribute to affiliates
- Gather Registration data and prepare in Games Management System
- Provide participant registration information to the Games Organizing Committee

◆ APPENDICES ◆

Appendix I – Event Organization Chart

**GAMES COMMITTEE**



## ◆ APPENDICES ◆

### Appendix II – Minimum Sport Facility Requirements

All sports shall be governed by Special Olympics Canada Official Sport Rules and each of the sports National Rules. In cases where rules are in conflict, SOC rules shall be employed.

**\*\*All venues must be wheelchair accessible.**

#### Support Facilities and Requirements for all sports:

**Washroom facilities**  
**Locker / change rooms**  
**Medical / First Aid room**  
**Eating facilities**  
**Equipment storage**  
**Spectator area**  
**Practice / Warm-up area**  
**Proper lighting**

**Athlete marshalling area**  
**Officials room**  
**Award podium**  
**Photocopier**  
**Telephone**  
**Results room**  
**Certified Officials**  
**Public Address System**

<b>10 Pin Bowling</b>	bowling alley
<b>Athletics</b>	a) 400 metre track (8 lanes) b) 2 long jump pits c) 2 shot put circles
<b>Powerlifting</b>	gymnasium or weight room
<b>Rhythmic Gymnastics</b>	gymnasium
<b>Soccer</b>	minimum 1 field
<b>Softball</b>	minimum 2 diamonds
<b>Swimming</b>	25 metre pool (minimum 6 lanes)

<b>5 Pin Bowling Championships</b>	bowling alley
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## ◆ APPENDICES ◆

### Appendix III – Sample Budget

#### REVENUES

Registration Fees	\$	37,500.00 *
Donations, Grants and gifts in kind to be solicited	\$	37,500.00
<b>TOTAL REVENUE</b>	<b>\$</b>	<b><u>75,000.00</u></b>

#### EXPENSES

<b>Facilities</b>		\$	1,500.00 **
	10 Pin Bowling (alley)		
	Aquatics (pool)		
	Athletics (track)		
	Powerlifting		
	Rhythmic Gymnastics (gym)		
	Soccer (fields)		
	Softball (ball diamonds)		
<b>Accommodation</b>		\$	2,000.00
	Athletes Village		
	Officials		
	Honored Guests		
	Sport Technical		
<b>Meals</b>		\$	22,000.00
	Friday supper		
	Saturday, breakfast, lunch		
	Sunday, breakfast, lunch		
	Bag lunches		
	Refreshments at all venues		
<b>Athletes Banquet</b>		\$	12,500.00
	Facility		
	Full supper		
	Entertainment (dance)		
<b>Transportation</b>		\$	2,000.00
	Internal to all venues		
	Courtesy vehicles		
<b>Medical Supplies</b>		\$	500.00
<b>Opening/Closing Ceremonies</b>		\$	5,000.00
	Facility		
	Full supper		
	Entertainment (dance)		
<b>Public Relations/Communications</b>		\$	20,000.00
	Printing/Promotional Material		
	Media		
	Athlete participation bags		
	Equipment		
	Souvenirs		
	Advertising		
<b>Volunteer Administration</b>		\$	7,000.00
	Volunteer administration		
	Volunteer appreciation		
<b>General Administration</b>		\$	2,500.00
<b>TOTAL EXPENSES</b>		<b>\$</b>	<b><u>75,000.00</u></b>

\* Calculation based on 500 athletes/coaches at a \$75.00 registration fee.

\*\* This budget amount depends on the communities access to facilities.