



PRE COMPETITION | DURING COMPETITION | POST COMPETITION

PRE COMPETITION

• **TRAINING SEASON**

- Attendance Tracker
- Training Log
- Timeline for each sport program

• **ADMINISTRATION/REGISTRATION**

- General Registration forms completed
- General Registration forms submitted
- Dietary Forms completed
- Dietary Forms submitted
- Medical Forms completed / Blister packs for medications arranged
- Financial payments submitted
- Certificates of Conduct with Vulnerable Sector Check up to date
- Sport Specific Registration completed
- Sport Specific Registration submitted
- Technical Package Received
- Technical Package Reviewed
- Sport conference call times and date noted
- Team Roles/Responsibilities and roles filled in a proper manner
- Team meeting held include; packing list/schedule/medicals/allergies/team financials
(Note: Competition Booklet for Clubs Template:
<http://www.specialolympics.ca/newfoundland-and-labrador/volunteers/resources-volunteers-and-coaches>)
- Emergency Action Plan / Crisis Intervention Plan completed

• **SPORT SPECIFIC**

- Sport equipment checked and ready
- Team Uniforms
- Sport Specific Clothing (following SOC Branding Guidelines)
- All SOC Coaching Courses are up to date

• **TRANSPORTATION**

- Transportation booked/confirmed/Bus Driver Name/phone #/ Seating Capacity
- Bus Driver Accommodations confirmed (Note Bus Drivers driving time limits)
- All information submitted to SONL/GOC if requested
- Accessible vehicle for team if needed
- Meals while traveling confirmed

• **ACCOMMODATIONS**

- Accommodations confirmed (special requirements communicated i.e. fridge in rm)
- Travel/Accommodation Policies followed
- All information submitted to SONL/GOC if requested



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DURING COMPETITION

• **TRANSPORTATION**

- EAP / Attendance / Medicals / Buddy System
- Note Bus Drivers driving time limits
- Entertainment while traveling
- Hand sanitizer / First aid kit with inventory list
- Planned stops / calling ahead when needed
- Secondary Vehicle in place if needed
- Plan in place if athlete/coach becomes ill and needs to stay behind during the trip/games
- Food – dietary requirements/healthy snacks/meals during travel, note the schedule and meals that are provided by the GOC versus Club/Team responsibility
- Noting when a bus is a Team Bus VRS Games Bus – communicating to driver

• **ACCOMODATIONS**

- Rooming List
- Equipment / Storage
- Room keys
- Athlete room checks (snack bags etc.)

• **REGISTRATION**

- Note locations/times
- Plan in place regarding picking up registration items, escorting athletes to their rooms etc.

• **SPORT SPECIFIC**

- Sport schedules/venues
- Opening ceremonies schedule/venue
- Equipment/uniforms in order prior and during competition
- Knowledge of venue/ washroom locations, medical areas etc.
- Meals/Snacks provided at venues – note dietary/allergy issues prior to games
- Results posting area, head coach meetings time/locations
- Competition schedule / marshalling areas etc.
- Team meetings nightly to debrief/plan



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POST COMPETITION

- **TRANSPORTATION**
 - Note same as Pre Competition

- **TEAM MEETINGS**
 - Debrief with other team members regarding games experience
 - SWOT Analysis could be completed (SONL can provide template upon request)
 - Decide what are Club Handled Issues that arose, if any and what issues need to be communicated to SONL, if any arose
 - Team Meetings with Athletes/other team members to discuss event if needed

- **PUBLIC RELATIONS**
 - Communicating Team/Club success to community

- **QUALIFYING YEARS**
 - Following up with SONL as requested regarding Athlete Selection for Provincial Teams in a timely manner

- **SONL COMMUNICATION**
 - Complete surveys/communication as requested by SONL/GOC
 - Documentation regarding Ambulance calls during games (Incident Report/Invoices) are communicated to SONL