



**Special Olympics**  
**Olympiques spéciaux**  
Canada

# Bid Guidelines

Special Olympics Canada Summer Games 2030

November 2024



@specialocanada | specialolympics.ca





# Content

- 03 · Overview and General Information
- 11 · The Bid Process and Requirements
- 18 · National Games Specifications
- 25 · Sport Technical Specifications
- 39 · Appendices/Examples





# Overview & General Information





# Special Olympics **Canada**

For more than 50 years, Special Olympics Canada (SOC), a program within the worldwide movement, has been dedicated to enriching the lives of Canadians with an intellectual disability through active participation in sport. SOC is a national, grassroots, charitable organization that provides best of class sport training, nutrition education, health screenings and competition opportunities for athletes of all ages and abilities.

Year-round programming is available in hundreds of communities across Canada, supported by thousands of volunteers.

Special Olympics is an inclusive movement powered by sport - transforming the lives of individuals and families, while creating more inclusive communities from coast to coast to coast. SOC's programs are funded and supported by; individual donors, corporate sponsorship, fundraising activities, Federal/ Provincial/Territorial governments, foundations, and the involvement of volunteers in communities across the country. Special Olympics in Canada follows a federated program delivery model with a National Office and incorporated Chapters in twelve Provinces and Territories.





# Games Overview

The Special Olympics Canada Summer & Winter Canada Games started in 1974 and are national multi-sport Games for athletes with an intellectual disability. Over 41,200 athletes compete in training and competitions all across Canada supported by over 17,700 volunteers.

It is the country's largest multi-sport event for people with intellectual disabilities and provides our athletes with a development and competitive opportunity that prepares and qualifies them for the Special Olympics World Games.

There will be approximately 1,700 Games participants competing in 10 sports for our Summer Program. The Summer and Winter Games are held every other year, alternating between Summer and Winter (i.e. 2028 Winter, 2030 Summer etc.). Special Olympics World Games are held the following year after each National Games (i.e. following the 2026 National Summer Games, the 2027 World Summer Games will be held).

The Special Olympics Canada Summer Games are typically held over 5 days in July or August. Note – teams would arrive one day before and leave the day following competition, meaning 7 days of hosting participants.





# National Games Objectives

- Create a competitive opportunity that celebrates all athletes with diverse identities and needs by creating a safe, welcoming, and inclusive environment;
- Provide the country's athletes with an intellectual disability a high quality sport environment and a venue to pursue excellence and qualify for World Games;
- Provide athletes with a venue to participate in a healthy, active lifestyle through competition;
- Establish an athlete centered environment, informed by the athlete experience and representation throughout the planning and execution;
- Host competitive opportunities that allow Canadians to see our country's athletes perform and showcase their abilities;
- Establish a community legacy for safe sport and disability inclusive-trained volunteer capacity for future event hosting;
- Establish a community legacy for sport development for people with intellectual disabilities and;
- Develop and strengthen partnerships that inform and promote disability inclusion in everyday workplaces, recreation and leisure, and in like-minded partners;
- Celebrate and recognize local volunteers;
- Provide an opportunity for communities across Canada to showcase Special Olympics athletes as well as their community's infrastructure and hosting all abilities.





# Relationship Overview

The National Games are a fantastic collaboration between three main parties: the bidder/Games Organizing Committee (GOC), Special Olympics Canada, and the Host Special Olympics Chapter.

While the GOC leads the execution of the Games, support is required from the host SO Chapter in order to be successful and create a lasting legacy.

Special Olympics Canada, as the governing body, oversees the overall execution of the Games and is involved to support and guide the GOC as needed. SOC provides an operating grant of \$500,000 to the GOC, as well as participant registration, which generally amounts to about \$170,000 in additional revenue. Finally, SOC works with its partner National Sport Organizations (where applicable) to oversee all sport technical aspects of the Games in conjunction with the GOC and sport leads.





# Obligations of each Partner

## Bidder/Games Organizing Committee

### Bid Development

- Lead the development of the bid
- Obtain required support
- Obtain agreement from Host SO Chapter

### Games Organization

- Establish the GOC
- Secure revenue required to host Games
- Manage budget & act as deficit guarantor
- Execute the Games
- Deliver legacy initiatives
- Complete evaluation, reports and transfer of knowledge

## Special Olympics Canada

### Bid Development

- Provide consultive support as needed
- Receive and evaluate bids
- Manage site selection and naming of Games location

### Games Organization

- Provide financial hosting grant
- Provide ongoing support to GOC
- Act as governing body for sport technical (alongside NSO partners)
- Oversee the organization of the Games
- Complete evaluation, final reports and transfer of knowledge

## Host SO Chapter

### Bid Development

- Agree on the bidding of the Games
- Provide support to the GOC in the development of the bid information
- Engage athlete and local SO leaders in support of the bid
- Establish legacy goals in conjunction with the bidder

### Games Organization

- Collaborate with the GOC to deliver legacy initiatives
- Support key position recruitment and athlete involvement
- Collaborate on marketing, comms, etc. efforts
- Support involvement of local SO athletes, volunteers, etc.





# Why Host **The Games**

A STEAMPRO Economic Impact Assessment from the Special Olympics Canada Winter Games 2024 had the following results:

	Calgary	Alberta	Canada
Initial Expenditure	\$5,737,928	\$5,737,928	\$5,737,928
GDP	\$4,050,878	\$4,888,844	\$6,072,846
Wages & Salaries	\$2,631,834	\$2,995,015	\$3,662,284
Employment	34.8	38.6	49.4
Total Taxes	\$1,002,387	\$1,193,722	\$1,575,178
Federal	\$551,312	\$652,868	\$826,786
Provincial	\$338,906	\$403,406	\$575,035
Municipal	\$112,387	\$137,449	\$173,357
Industry Output	\$7,629,138	\$8,470,021	\$10,914,376

“The spirit of inclusion is exactly what Special Olympics is all about. As the welcoming and diverse city that we are and city that loves its winter sports, we recognize the value of hosting the Games to bring people together and showcase athletes of all abilities. It is in that spirit that Calgarians, businesses and service organizations are showing up for this event as volunteers as sponsors and as partners” – **Mayor Jyoti Gondek**





# Hosting Agreement

The Hosting Agreement is the legal or contractual document signed by Special Olympics Canada and the Games Organizing Committee (GOC).

The agreement defines each party's responsibility in the following areas:

- Operating contributions
- Self-generated revenue targets
- Payment schedules
- Responsibilities of the Games Organizing Committee
- Requirement of GOC and SOC to embed Truth and Reconciliation Calls to Action within planning and operations of Games
- Conflict of interest
- Purchasing and tendering policy
- Insurance requirements
- Distribution of assets
- Use of surplus
- Responsibilities for deficit
- Operational deliverables (transportation, medical, meals and accommodation)
- Venue requirements (including sport and Healthy Athletes)
- Special event and program deliverables
- SOC National Sponsor and Partner Involvement (including LETR)
- Communications
- Official languages
- Use of rights and properties
- Any other areas deemed necessary

While many of the requirements are noted in this document, the details of the Hosting Agreement are negotiated, under the lead of Special Olympics Canada, by representatives of each of the party's so that the agreement is custom designed for the needs of each Games.

Any deviations from the Bid Document that are not specifically addressed in the Hosting Agreement or the Multi-Party Agreement must be approved by Special Olympics Canada.

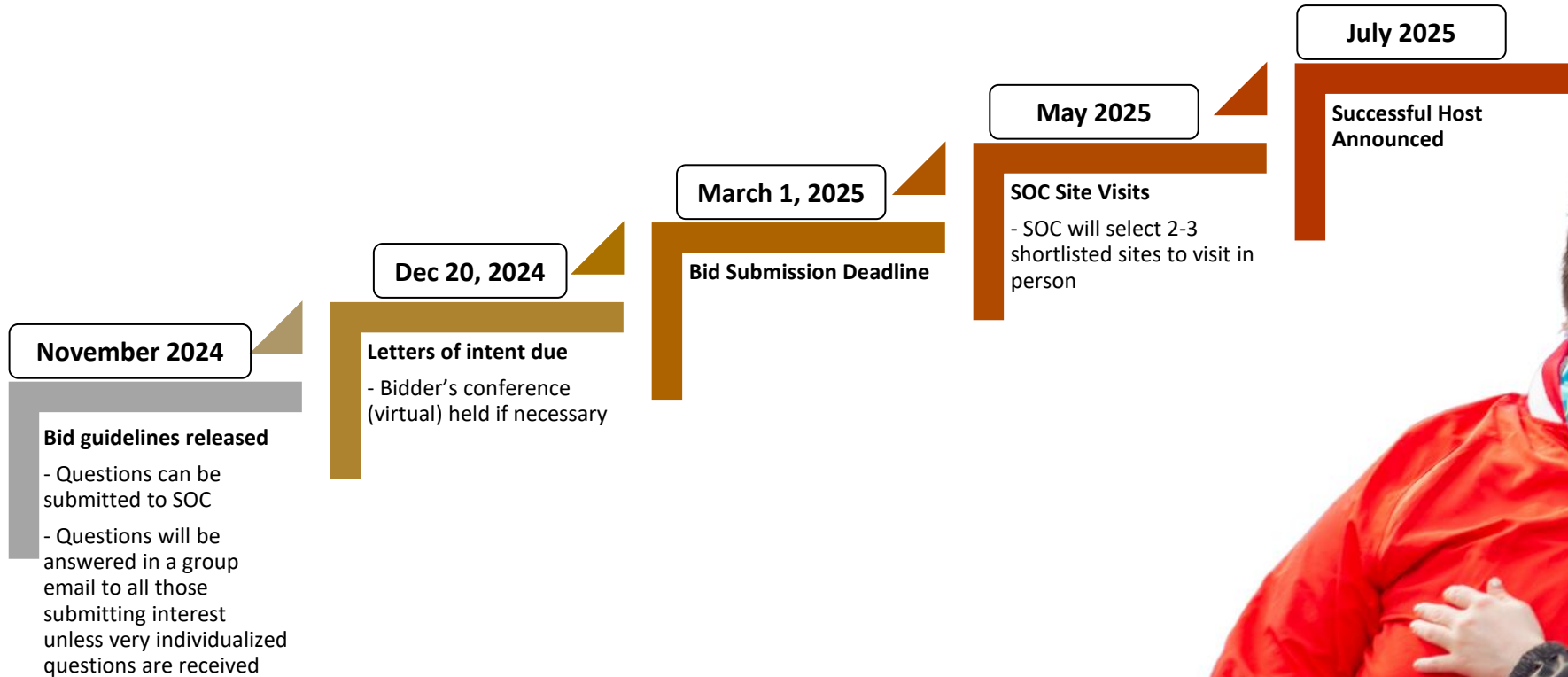


# The Bid Process and Requirements





# Bid Process & Timelines



All communication regarding bids and the bid process can be directed to Kirsten Bobbie, Director, Sport & Competition at [kbobbie@specialolympics.ca](mailto:kbobbie@specialolympics.ca)





# Bid Process

- **Letter of Intent** – Communities interested in submitting a bid to host the Games are required to submit a letter of intent. The letter of intent will provide an opportunity for SOC to make direct contact with you to provide any necessary assistance in preparation for the bid. **Submitting a letter of intent does not commit a community to submitting a bid, but provides an opportunity to consult with SOC to determine if it is the right opportunity for your community.**

Letters are to be submitted by 5pm ET December 20, 2024 to Kirsten Bobbie at [kbobbie@specialolympics.ca](mailto:kbobbie@specialolympics.ca)

- **Bidders Virtual Call OR Group response to questions submitted** – Depending on the number of letters of interest received we will conduct a bidder's virtual call or an email to all that have submitted a letter to address any questions regarding the bid process.





# Bid Submission Requirements

## **Operational:**

- Letter from host City/Municipality indicating support for the bid
- Letter outlining financial guarantor plan
- Letter of Support from local Special Olympics Chapter (SO Province/Territory)
- Games Organizing Committee structure
- Organization chart identifying GOC members/positions
- Proposed GOC leadership (identify members if any solidified)
- Transition plan between Bid Committee and an operational GOC
- Identify the proposed dates of the Games (generally February or early March)
- Identify plans to enhance environmental sustainability of the event
- High level risk register (does not need to be detailed by area, but identify risks at this stage and mitigation plans where appropriate)

## **Community Impact:**

- Describe how inclusivity, diversity, equity and accessibility will be embedded into all aspects of your Games and promoted/influenced throughout the community and partnerships
- Identify how the input and views of Special Olympics athletes will be incorporated within your planning and execution
- Identify how local Indigenous communities and/or Indigenous urban organizations will be involved in the planning, execution and participation
- Local territorial protocols are learned, respected and celebrated, using the Games as an opportunity for education and a positive legacy for local communities and participants
- Community overview and support (including previous event hosting achievements highlighting venues and amenities)
- Identify any current environmentally friendly initiatives within your community which could be applied to the Games



# Bid Submission Requirements cont'd

## **Sport and Healthy Athletes:**

- A Venue/Sport evaluation form for each sport identifying designated venues (i.e. playing surface dimensions, accessibility access points, spectator capacity, etc.)
- A map outlining facility locations including travel distances between accommodations and venues
- Outline how medals will be presented following the completion of each competition
- Outline how medical services will be available at all sport venues for athletes and spectators, and polyclinic services within accommodations
- Provide an overview of plan for location and local medical profession engagement in Healthy Athletes screenings at Games (separate from sport/polyclinic medical)
- Capacity for competition live streaming
- Sponsor recognition and VIP hosting opportunities

## **Food & Accommodations:**

- Identify proposed location(s) for the Athlete's Village
- Identify accommodation location(s) on a venue map
- Identify the number of fully and partially accessible rooms
- Provide a meal plan for all registered participants, officials and volunteers

## **Transportation:**

- Provide a transportation plan for registered participants and sport equipment from accommodations to sport venues and ceremonies (NOTE: Accessible transportation must be provided if required)
- Within the transportation plan identify the closest airport, train and bus station and how participants will be transported to and from each



# Bid Submission Requirements cont'd

## **Volunteers:**

- A plan to recruit, train, schedule and recognize the volunteers
- Outline a meal plan for volunteers (volunteers working over a certain number of hours and/or over a meal time must be fed)
- A plan to do police record checks and screen all volunteers who will be working in direct contact with Games participants
- Identify local sport groups or clubs that would have volunteers available to provide sport technical support during the Games

## **Marketing and Communications:**

- Identify a Media and Communications Centre location and set up
- Include a Media and Communications Plan
- Identify a plan to address Official Language Services Requirements
- Provide initial broadcast plan (include streaming/webcast as well)

## **Ceremonies & Events:**

- Identify suggested programs and a proposed venue for the Opening Ceremony & Closing Ceremony/Athlete Dance
- Provide a plan for a VIP Reception during the Games
- Identify if any other special events are planned

## **Logistics & Operations:**

- Identify pre-Games working environment for staff/volunteers (office, meeting space, employment structure)
- A plan for warehouse, fleet vehicles, shipping/receiving/deliverables
- Identify potential Main Operations Centre





# Bid Submission Requirements cont'd

## **Medical:**

- Identify medical suppliers in the community that have committed their support to the Games (i.e. physio and athletic therapists, doctors, etc)
- Identify local hospitals and medical services available in the community
- Identify plans for any other medical support provided (i.e. Physio/Massage clinics at Athlete's Village or priority access referrals).
- Collaborate with local public health authority and SOC on a detailed emergency action plan

## **Fundraising:**

- Submit plans and objectives for the fundraising program.
- Provide a list of any current sponsorship commitments including municipal, Provincial/Territorial and federal government funding.
- Provide a list of potential sponsors and fundraising initiatives.

## **Finance:**

- Proposed Budget including all anticipated revenues & expenditures (Appendix B – Sample Winter Games Budget)
- SOC Summer Games must include a staffing plan
- Potential sources of revenue generation with letters of commitment and list of corporate support
- Legacy Plan – 30% of any financial surplus must be provided to SOC following a financial audit of the Games.
- Proposed Financial Contribution (cash or value in kind) of City/Municipality to ensure mandatory minimum of break-even budget



# National Games Specifications

The following pages outline Games specifications and information for elements in addition to sport technical requirements.

SOC will provide successful hosts with a hosting standards document which will outline all of the following items in more detail to assist in the initial planning of the Games.



# National Games Specifications

## **Intertwining inclusivity, diversity, equity, accessibility, and safe sport:**

- Individuals with an intellectual disability will be involved in all planning levels and aspects of the Games. This includes SO athletes as members of the GOC and GOC executive committee
- Relationships will be built with local Indigenous leaders to ensure all aspects of the Games act as an opportunity for meaningful involvement, purposeful education, and positive learnings for the future, and explore how the Games can contribute to existing work being done in local Indigenous communities or urban Indigenous organizations
- Indigenous communities and GOC will have ongoing collaboration throughout the Games, including meaningful participation in all ceremonies and events
- Ensuring that Indigenous peoples' territorial protocols are learned and respected
- All areas of all venues and published materials (ie wayfinding signage, programs, website) will be accessible and address accessible considerations proactively
- Accessible and gender inclusive signage and language used throughout Games
- Individual's gender identity and gender expression will be respected and valued by using gender inclusive language and practices
- Anti-racism and gender inclusivity education and reputable resources will be available for all GOC members and volunteers
- Ceremonies and performances will include individuals with intellectual disabilities
- All volunteers and GOC members will complete safe sport training and disability inclusion training (resources available through SOC)
- All participants, GOC members and volunteers will abide by the SOC Code of Conduct. All spectators will abide by the SOC Spectator Code of Conduct
- SOC and the GOC will abide by all safe sport requirements laid out by the federal government to ensure an abuse-free sport experience



# National Games Specifications cont'd

## **Legacy & Sustainability:**

- The GOC will establish legacy plans that will enhance the positive impact of hosting the Games in collaboration with SOC and the host Chapter
- The GOC will make every effort to ensure the Games are environmentally friendly
- The GOC will produce a transfer of knowledge program through hosting an in-Games observers program and post-Games reporting

## **GOC Structure:**

- The Games will name a chair or co-chairs for the Games. This is a volunteer position
- The Games will hire a General Manager as the lead paid position for the Games
- An executive committee will be formed consisting of the Games Chair(s), General Manager, SOC sport leadership, host SO Chapter lead, a minimum of one SO athlete, and any other positions they see fit (ie host Tourism contact)
- SOC suggests a minimum of 5 additional paid staff to assist the GM in leading the GOC. Additional short term contract paid positions are highly suggested
- The remaining GOC roles will be filled by volunteers
- The SOC Manager, Games & Competitions will be the main point of contact at SOC for the GM

## **Registration/Accreditation/Security:**

- Participants will register and provide all required documentation and information through an existing SOC registration platform. The GOC will have access to this information
- The GOC will oversee accreditation printing for all participants, volunteers, officials, staff, etc. with appropriate venue access
- Security is required at all venues during competition and in Athlete's Village at all times



# National Games Specifications cont'd

## Finance & Fundraising:

- The host will act as the deficit guarantor of the Games
- GOC will oversee the Games budget and provide updates to SOC monthly
- Registration fees from Chapters will be paid directly to the GOC
- Hosting grant (\$500,000) from SOC will be paid directly to the GOC
- GOC is required to submit audited financial statement following the completion of the Games
- Games surplus distribution (70% to local SO Chapter and 30% to SOC) is required following the closure of Games finances
- The GOC executive committee will propose legacy initiatives to be supported through any surplus funds
- The GOC is required to raise all funds necessary to operate the Games with intentional effort to not impede on local SO Chapter fundraising efforts, but rather collaborate and coordinate efforts

## Marketing & Communications:

- SOC will assist the GOC with establishing a brand, logo etc. that meets the guidelines of SOI
- SOC will strategically engage all SOC National Partners with the GOC. The GOC will work with SOC to ensure there are no Games sponsors in conflict of National Partners. National Partners will be recognized in all Games marketing.
- All public facing information and coverage of the Games must be in both English and French and meet accessibility standards
- SOC will work with the GOC to amplify and synergize the communications plan and marketing strategy for the Games



# National Games Specifications cont'd

## **Volunteers:**

- The GOC is responsible for recruiting the approximate 1,500 volunteers required for the Games
- The GOC will train, schedule, and recognize volunteers
- SOC has a minimum training requirement that all volunteers will also need to complete (currently CAC Safe Sport and SOC Volunteer Orientation – both virtual courses)
- Police record checks are required for GOC positions of leadership, handling or dealing with money, or that may be in direct individual contact with SO athletes
- Additional screening requirements for specific roles will be required (ie proof of licensing/good standing with medical college for medical positions, valid drivers license/abstract for logistics positions and self-disclosure screenings for various roles)

## **Accommodation and Meals:**

- Participants will reside within close proximity to one another creating an Athlete's Village type atmosphere (ie school residences, close hotels, etc.)
- Accommodations must be made available to participants for the duration of the Games (Traditionally Monday to Sunday – 6 nights but there might be early arrivals depending on the location of the Games and flight schedules)
- Participants must be separated by identified gender within rooms (Ideal target – gender-based floors/wings)
- 3 meals will be provided per day, plus adequate athlete grazing. All dietary restrictions and allergies will also be included. Additional meals/grazing may be required for early/late events (ie post-ceremony meals)



# National Games Specifications cont'd

## Healthy Athletes:

- Healthy Athletes is a program overseen by SOC that is dedicated to providing health services and education to SO athletes, and changing the way health systems interact with people with intellectual disabilities. Through free health screenings, training for healthcare professionals, and evaluation of the health status of people with an intellectual disability, Healthy Athletes screenings at Games are a great way to provide access to SO Athletes to increased care.
- The GOC will work with SOC to secure a facility to host 5-8 Healthy Athlete screening disciplines
- SOC will work with healthcare practitioners to plan this program and will work with the GOC to involve local health care providers

## Medical:

- Appropriate field of play medical coverage will be provided at every sporting venue
- On-site medical coverage will be present at all ceremonies and events
- Overnight medical support for participants will be available
- A polyclinic with the Athlete's Village will be set up
- The Games will name a Chief Medical Officer and Chief Therapist
- The GOC and SOC will create a detailed emergency action plan

## Transportation:

- Participant transportation to and from closest major airport will be booked and covered by SOC and SO Chapters
- The GOC is responsible for all participant travel once participants have landed at the closest major airport



# National Games Specifications cont'd

## **Ceremonies:**

- The Law Enforcement Torch Run (LETR) will be involved in all ceremonies
- An Opening Ceremony will be hosted with public spectating availability (free of charge) at the start of the Games
- The Opening will include a parade of athletes, the entrance of the torch and lighting of the cauldron, alongside performances of the choice of SOC
- Ahead of the Opening Ceremony, a VIP reception will be held by the GOC which includes SOC's Games Experience program
- A Closing Ceremony will be held at the end of the Games for participants only. The cauldron will be extinguished and the SO flag will be passed to the next Games host
- Following a short Closing, an athlete celebration dance will be hosted. This is the marquee event of the Games!

## **Law Enforcement Torch Run (LETR):**

- As the long-standing charity of choice for the Canadian Association of Chiefs of Police, SOC has a well established relationship with law enforcement of all levels across the country. Law enforcement members will host a "final leg" in the days leading into the Games. As the official guardians of the flame of hope (the Special Olympics flame), LETR is the only entity that can light, travel with, and oversee the torch, as well as light and extinguish the Games cauldron.
- The GOC will work alongside national and local LETR representatives to include them in the planning of the Games and ceremonies

## **Special Events:**

- The GOC will host a family and friends reception during the Games (tickets can be sold for this)
- The GOC may opt to host a variety of additional events throughout the Games to showcase their host location





# Sport Technical Specifications





# Sport Technical Overview

In the following sections you will find sport specific technical details, requirements and specifications.

Overall, SOC requires Games sporting facilities to be of high competition standards, and include the following requirements:

- Accessible access for field of play and spectating areas
- Gender neutral washrooms and changerooms available
- Inclusive signage
- Venue security and access control
- Awards location
- Eating facilities
- Media area
- Medical room and medical coverage on site
- Results room with printer and location for results posting
- Officials room and changeroom
- Strong wifi/internet access
- Spectating area separate from coach/athlete area
- Announcement system

## Technical Delegates & Officials

SOC will assign one technical delegate per sport (NSO rep or SOC rep) who will be on-site to oversee and assist GOC in all sport technical elements. SOC will work with the GOC and NSO (when applicable) to recruit, name, and support the training of technical officials for each sport. All efforts will be made to ensure local officials are used for the Games, but may include officials from across Canada in some circumstances.





# Divisioning & Results

Divisioning is the process by which athletes and/or teams are grouped by competition gender and ability. Divisioning ensures a competitive structure, which enables athletes and teams of a certain ability to compete against athletes and teams of similar ability levels. SOC in consultation with the GOC shall appoint a Divisioning Team of technical support to the Games.

For individual sports, athletes race in prelim or divisioning races and are then grouped together by competition gender and ability ranges of 15% differential. This means that there will be multiple divisions for each competition gender for each event distance/type. For team sports, teams play short games against other teams while a committee evaluates their skills relative to the other teams. The committee then groups the teams together based on similar abilities observed in those games, as well as pre-submitted skills forms from teams.

SOC will provide training for all sport and divisioning committee volunteers, as well as on site support at sport venues during divisioning days. For individual sport, divisioning is done through software owned by SOC. SOC will have a team of technical volunteers on site to lead usage of this software and assist the GOC team with divisioning, results, and competition schedule planning as needed.

The same SOC technical team will assist with results management. The software owned by SOC is able to relay official results to the Games website. The GOC results and sport members will liaise directly and have on-site support from a member of the SOC technical team member for the duration of the Games.



# 10-Pin Bowling



## Official Events:

- Singles
- Doubles
- Team (4 athletes)

## Competition Schedule:

- 3 days of competition, 1 day of practice

## Sport Specific Technical Requirements:

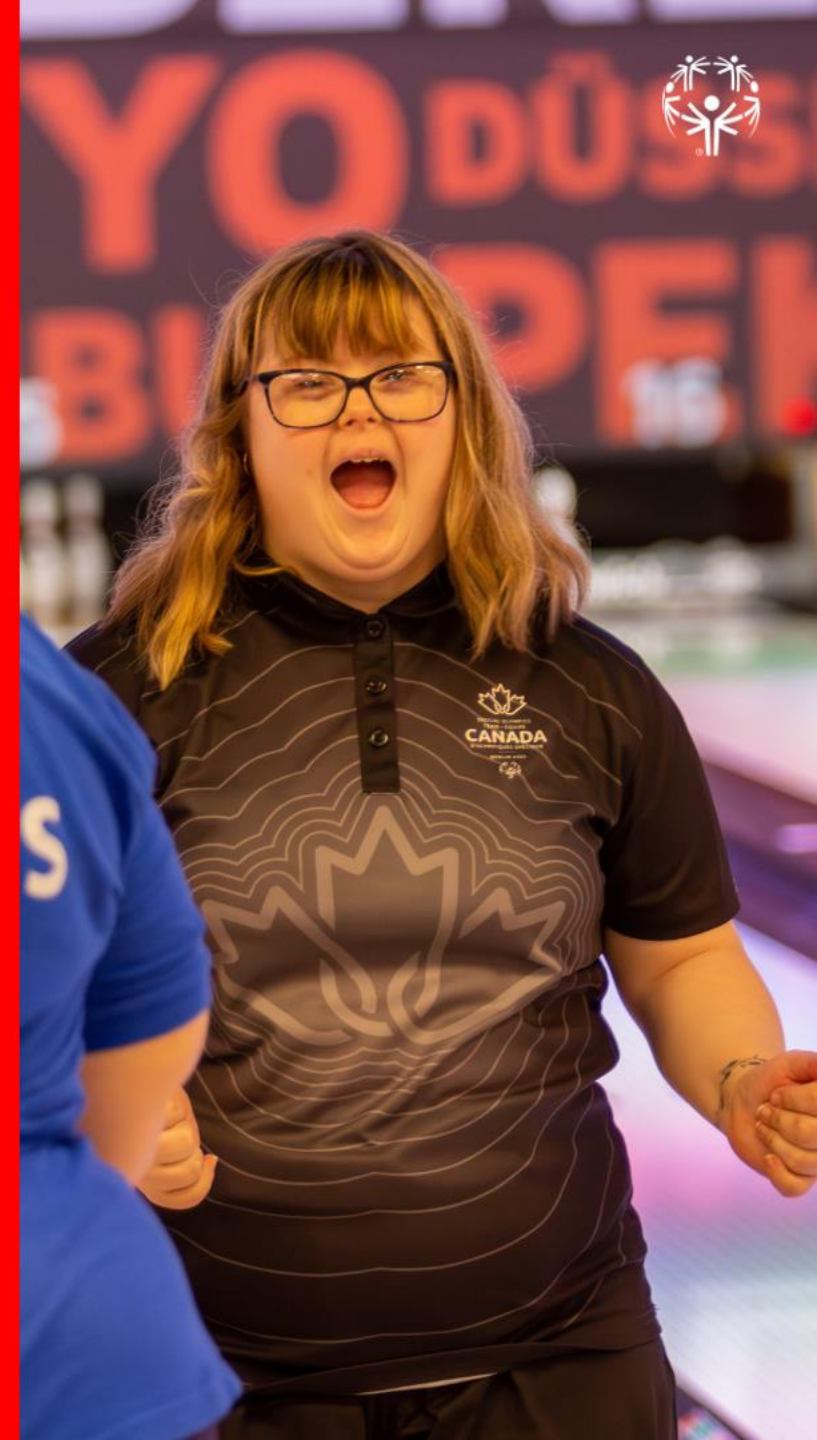
- Minimum 16 lane bowling alley (meets Canadian Tenpin Federation standards)
- Warm up area
- Foul lights and computer score system

**Approx. Number of Athletes:** 100

**Recommended Spectating Area:** 200

## Other:

- Rental shoes available
- Balls available
- Technician on site
- Coach-only area behind each lane



# Athletics



## Official Events:

- 50M, 100M, 200M, 400M, 800M, 1500M, 3000M, 5000M, 10000M, Hurdles, Running Long Jump, Standing Long Jump, High Jump, Shot Put, Mini Javelin, Pentathlon, 25M Wheelchair, 4X100M, 4X400M

## Competition Schedule:

- 4 days of competition, 1 day of practice

## Sport Specific Technical Requirements:

- 400m rubberized, all-weather surface oval track
- 8 lanes
- Shot put circles and mini-javelin throwing area
- One long jump pit, one standing long jump pit
- High jump area

**Approx. Number of Athletes:** 200

**Recommended Spectating Area:** 250-500

## Other:

- Warm up area, ideally a rubberized track surface near the competition track
- Starting blocks
- Electronic timing and PA system
- Marshalling area and shade tents



# Basketball



## Official Events:

- Team competition (teams of 10)

## Competition Schedule:

- 4 days of competition, 1 day of practice/divisioning

## Sport Specific Technical Requirements:

- 2-3 basketball courts
- Min 24x12 metres, max 28x15 metres
- Hoop 3.05 metres above floor
- Warm up area

**Approx. Number of Athletes:** 140

**Recommended Spectating Area:** 200

## Other:

- Electronic scoreboard and timing system
- PA system
- Players benches
- Secure equipment storage



# Bocce



## Official Events:

- Singles
- Doubles
- Team (four athletes)

## Competition Schedule:

- 4 days of competition, 1 day of practice/divisioning

## Sport Specific Technical Requirements:

- 10 bocce courts (can be court outlines or walled courts)
- Court surface options: stone dust, dirt, clay, grass, or artificial turf
- Warm up area
- Bocce balls and pallina for all courts

**Approx. Number of Athletes: 70**

**Recommended Spectating Area: 100**

## Other:

- Measuring devices required
- Shaded players' benches
- PA system



# Golf



## Official Events:

- Level 4 (9 holes)
- Level 5 (18 holes)

## Competition Schedule:

- 3 days of competition, 1 day of practice

## Sport Specific Technical Requirements:

- No holes with a carry more than 50 yards
- Driving range and practice/warm up area
- Note: all athletes will attend with their own caddie

**Approx. Number of Athletes: 50**

**Recommended Spectating Area: 100 (On Course)**

## Other:

- PA system
- Push carts and power carts available
- Secure equipment storage on site
- Scorer for each group





# Powerlifting



## Official Events:

- Squat
- Bench press
- Deadlift

## Competition Schedule:

- 1-2 days of competition, 2 days of practice

## Sport Specific Technical Requirements:

- Auditorium or Gymnasium with stage
- Warm up area with equipment
- On site weigh-in room
- Calibrated weigh scale
- Equipment check station

**Approx. Number of Athletes: 30**

**Recommended Spectating Area: 300**

## Other:

- PA system
- Scoring and live feed available in warm up area
- Qualified volunteers to support on stage



# Rhythmic Gymnastics



## Official Events:

- Levels 1 to 4 (ribbon, hoop, ball, floor, clubs, all round)

## Competition Schedule:

- 2 days of competition, 1 day of practice

## Sport Specific Technical Requirements:

- Regulation Rhythmic Gymnastics floor with carpet
- Ceiling height minimum 12 metres
- Warm up area with same ceiling height as competition space

**Approx. Number of Athletes: 50**

**Recommended Spectating Area: 300**

## Other:

- PA and music system
- Judges and scoring tables



# Soccer (7-a-side)



## Official Events:

- Team competition (teams of 12)

## Competition Schedule:

- 4 days of competition, 1 day of practice/divisioning

## Sport Specific Technical Requirements:

- 4 grass or turf fields
- Min 50x35 metres, max 70x50 metres in size
- Goal 5x2 metres
- Goal posts and nets (FIFA approved)

**Approx. Number of Athletes:** 150

**Recommended Spectating Area:** 300

## Other:

- Warm up area
- Shaded players benches
- PA and scoring system



# Softball



## Official Events:

- Levels 1 to 4 (ribbon, hoop, ball, floor, clubs, all round)

## Competition Schedule:

- 4 days of competition, 1 day of practice/divisioning

## Sport Specific Technical Requirements:

- 3 softball diamonds (conform to Softball Canada standards)
- Warm up area
- Infield – skinned area of dirt and topsoil preferred
- Outfield – grass
- Foul territory – dirt area preferred

**Approx. Number of Athletes: 180**

**Recommended Spectating Area: 200**

## Other:

- Rubber home plat mat
- Movable pitcher's rubber mat
- 1<sup>st</sup> safety base
- Scoreboard visible to all
- Shaded dugouts
- PA system
- Practice fields preferred



# Swimming



## Official Events:

- Freestyle, Backstroke, IM, Breaststroke, Butterfly, Freestyle, 4X25, Medley 4x100 and 4x50

## Competition Schedule:

- 4 days of competition, 1 day of practice

## Sport Specific Technical Requirements:

- 25M bulkhead
- 8 lanes
- Lane dividers and markings on the bottom of the pool

**Approx. Number of Athletes: 200**

**Recommended Spectating Area: 300-500**

## Other:

- Warm up area and pool
- Large deck area
- Electronic timing
- PA system
- Full list of distances for each event available in the rules listed here:  
<https://www.specialolympics.ca/official-sports-and-rules-0>





# Healthy Athletes

Special Olympics Healthy Athletes is a global health program that offers free health screenings and education to Special Olympics athletes. Its goal is to improve the overall health of individuals with intellectual disabilities, who often face significant health disparities. The program addresses gaps in healthcare by providing services in various health disciplines, supporting athletes' ability to perform at their best in sports and everyday life. These disciplines together aim to address health disparities and promote the well-being of Special Olympics athletes, empowering them to achieve their goals both on and off the field.

SOC will work closely with the GOC to plan and host 5-8 of the disciplines below at the Games. Athletes will attend optional but encouraged screenings between competition, and SOC and the GOC will work closely to utilize a combination of trained clinicians (SOC) and local volunteers from each medical field (GOC).

Each discipline requires a classroom/meeting room in close proximity to other disciplines with no windows. Tables and chairs are required for each room, as is a general check in/waiting area.

## Healthy Athletes disciplines:

- Opening Eyes
- Special Smiles
- Health Promotion
- Strong Minds
- FUNfitness
- Healthy Hearing
- Fit Feet
- MedFest

More information on Healthy Athletes can be found at <https://www.specialolympics.ca/programs/healthyathletes>





# Games Schedule **Example**

## Competition & Events Schedule

## Horaire de compétitions et d'événements

Version: July 2018

Subject to change - Pourrait changer

Denotes medal presentation @ Special Olympics 50th Square

Indique cérémonies de remise de médailles à la Place du 50<sup>e</sup> d'Olympiques Spéciaux

Sport or Event Sport ou événement	Venue Site	Tuesday mardi July 31 juillet	Wednesday mercredi August 1 août	Thursday jeudi August 2 août	Friday vendredi August 3 août	Saturday samedi August 4 août
Ceremonies Cérémonies	Keating Millennium Centre 1140 Convocation Blvd.	20:00 – 22:00				19:00 – 20:00
Athletics Athlétisme	StFX Oland Stadium 3020 Martha Dr.		8:30 – 11:30 11:30 – 12:00 13:30 – 16:30 16:30 – 17:00	8:30 – 11:30 11:30 – 12:30 13:30 – 16:30 16:30 – 17:00	8:30 – 11:30 11:30 – 12:30 13:30 – 16:30 16:30 – 17:30	8:30 – 11:30 11:30 – 13:00
Bocce Boccia	StFX Memorial Field 3017 Martha Dr.		8:30 – 10:30 14:00 – 17:30	8:30 – 12:00 13:00 – 16:30	8:30 – 12:00 13:00 – 16:30	8:30 – 12:00 13:00 – 14:00
Basketball Basketball	StFX Oland Centre 1140 Convocation Blvd.		8:00 – 12:00 13:00 – 18:00	8:00 – 12:00 13:00 – 17:00 18:00 – 20:00	8:00 – 12:00 13:00 – 17:00 18:00 – 20:00	8:00 – 12:00 13:00 – 15:00 16:00 – 17:00
Golf Golf	Antigonish Golf & Country Club 76 Golf Course Rd.		8:00 – 12:00	8:00 – 12:00	8:00 – 12:00	10:00 – 11:00
Powerlifting Dynamophilie	Keating Millennium Centre 1140 Convocation Blvd.		17:00 – 22:00	10:00 – 11:30		
Rhythmic Gymnastics Gymnastique rythmique	Keating Millennium Centre 1140 Convocation Blvd.				9:00 – 12:00 13:00 – 16:30	8:30 – 15:00 16:30 – 17:00
Soccer Soccer	StFX Soccer Complex 2300 Notre Dame Ave.		8:00 – 12:30 14:30 – 17:00	8:00 – 12:00 13:00 – 17:00	8:00 – 12:00 13:00 – 17:00	8:00 – 12:00 14:00 – 15:00
Softball Balle-molle	Dr. John Hugh Gillis Regional High 105 Braemore Ave.		8:00 – 11:00 12:00 – 18:00	8:00 – 17:00	8:00 – 17:00	8:00 – 14:00 15:00 – 16:00
Swimming Natation	StFX Alumni Aquatic Centre 1120 Convocation Blvd.		8:45 – 11:30 14:30 – 17:00 19:00 – 20:30	8:45 – 11:30 14:30 – 17:00 19:00 – 20:30	8:45 – 11:30 14:30 – 17:00 19:00 – 20:30	8:45 – 11:00 11:30 – 12:30
Special Olympics 50 <sup>th</sup> Square Place du 50 <sup>e</sup> d'Olympiques Spéciaux	StFX Memorial Field 3017 Martha Dr.		11:30 – 20:30	10:00 – 22:00	10:00 – 22:00	10:00 – 17:00
VIP Reception (Honored Guests) Réception VIP (Invités d'honneur)	StFX Schwartz School of Business 3090 Martha Dr.	18:00 – 19:00				
Athlete Experience Event (Teams Only) Événement d'expérience (Équipes seulement)	Crystal Cliffs Beach Crystal Cliffs Farm Rd.	12:30 – 16:30				
Family and Friends Event Événement pour les amis et familles	St. Andrew Junior High School 2 Appleseed Dr.			18:00 – 21:00		
Healthy Athletes Program (scheduled per sport) Programme Athlètes en santé (prévu par sport)	StFX Schwartz School of Business 3090 Martha Dr.		9:00 – 17:00	9:00 – 17:00	9:00 – 17:00	
Athletes' Dance (athletes only) Danse des athlètes (athlètes seulement)	Keating Millennium Centre 1140 Convocation Blvd.					20:00 – 22:00
Games Merchandise Marchandises des Jeux	Keating Millennium Centre 1140 Convocation Blvd.		9:00 – 17:00	9:00 – 17:00	9:00 – 17:00	9:00 – 17:00
Meals (Teams Only) Repas (Équipes seulement)	Morrison Hall 4500 Alumni Cr	<b>Aux Rink</b> 1140 Convocation Blvd.	Breakfast: 6:00 – 8:30 Lunch: 11:00 – 14:00 Supper: 15:30 – 18:30	Breakfast: 6:00 – 8:30 Lunch: 11:00 – 14:00 Supper: 16:30 – 19:30	Breakfast: 6:00 – 8:30 Lunch: 11:00 – 14:00 Supper: 16:30 – 19:30	Breakfast: 6:00 – 8:30 Lunch: 11:00 – 14:00 Supper: 15:30 – 18:30

# Budget & Legacy Example

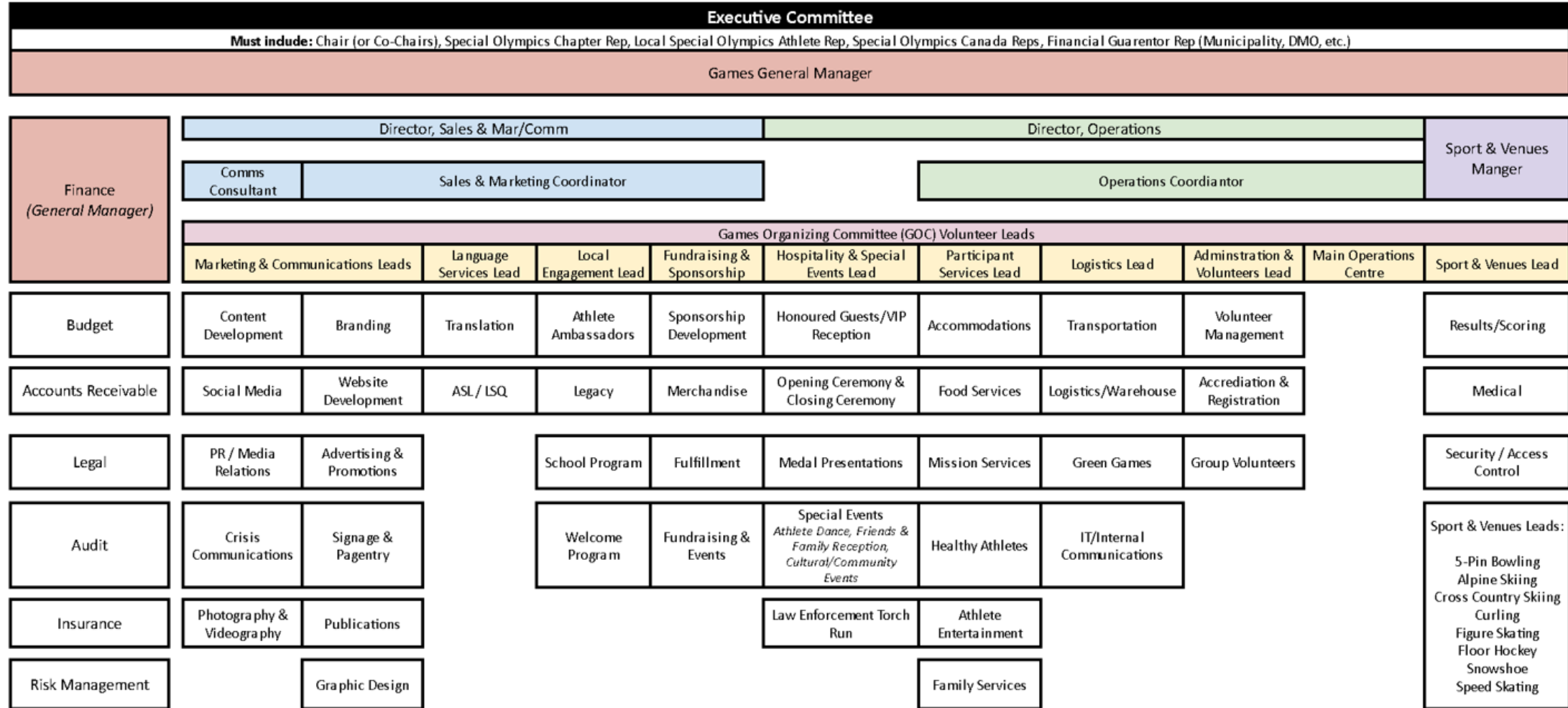


	IN-KIND	CASH	TOTAL
<b>REVENUE</b>			
Government (Provincial & Municipal)	\$ 25,000.00	\$1,200,000.00	\$1,225,000.00
Special Olympics Canada Grant		\$ 500,000.00	\$ 500,000.00
Sponsorship	\$ 650,000.00	\$1,500,000.00	\$2,150,000.00
Grants		\$ 250,000.00	\$ 250,000.00
Donations		\$ 100,000.00	\$ 100,000.00
Merch. Sales		\$ 15,000.00	\$ 15,000.00
Family Reception Registration		\$ 10,000.00	\$ 10,000.00
Games Registration		\$ 120,000.00	\$ 120,000.00
<b>TOTAL REVENUE</b>	<b>\$ 675,000.00</b>	<b>\$ 3,695,000.00</b>	<b>\$ 4,370,000.00</b>
<b>EXPENSES</b>			
Accommodations & Food Services	\$ 175,000.00	\$1,600,000.00	\$1,775,000.00
Finance	\$ 25,000.00	\$ 10,000.00	\$ 35,000.00
Administration & Volunteers	\$ 12,500.00	\$ 825,000.00	\$ 837,500.00
Communications & Marketing	\$ 200,000.00	\$ 250,000.00	\$ 450,000.00
Fundraising & Sponsorship		\$ 25,000.00	\$ 25,000.00
Hospitality & VIP Hosting	\$ 10,000.00	\$ 40,000.00	\$ 50,000.00
Transportation	\$ 50,000.00	\$ 85,000.00	\$ 135,000.00
Medical	\$ 7,500.00	\$ 40,000.00	\$ 47,500.00
Healthy Athletes		\$ 25,000.00	\$ 25,000.00
IT/Internal Communications	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00
<b>Sport Venues &amp; Equipment</b>			
Alpine Skiing	\$ 15,000.00	\$ 55,000.00	\$ 70,000.00
Cross Country Skiing	\$ 17,500.00	\$ 35,000.00	\$ 52,500.00
Curling	\$ 10,000.00	\$ 20,000.00	\$ 30,000.00
5-Pin Bowling	\$ 2,500.00	\$ 15,000.00	\$ 17,500.00
Figure Skating	\$ 5,000.00	\$ 35,000.00	\$ 40,000.00
Floor Hockey/Floorball	\$ 5,000.00	\$ 125,000.00	\$ 130,000.00
Snowshoeing	\$ 20,000.00	\$ 45,000.00	\$ 65,000.00
Speed Skating	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00
Sport & Venue Operations	\$ 20,000.00	\$ 100,000.00	\$ 120,000.00
Contingency		\$ 50,000.00	\$ 50,000.00
<b>Ceremonies &amp; Special Events</b>			
Opening Ceremonies	\$ 35,000.00	\$ 100,000.00	\$ 135,000.00
Closing Ceremonies/Athlete Dance	\$ 25,000.00	\$ 80,000.00	\$ 105,000.00
Friends and Family Event	\$ 10,000.00	\$ 35,000.00	\$ 45,000.00
Athlete Entertainment/Special Events	\$ 10,000.00	\$ 75,000.00	\$ 85,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 675,000.00</b>	<b>\$ 3,695,000.00</b>	<b>\$ 4,370,000.00</b>

Please note:  
sample budget is  
reflective of a  
Winter Games.  
Summer Games  
overall budget  
expected to be  
+/- \$50,000 due  
to variance in  
number of sports  
and participants



# GOC Org Chart Example





# Questions?

Contact:  
Kirsten Bobbie  
Director, Sport & Competitions  
[kbobbie@specialolympics.ca](mailto:kbobbie@specialolympics.ca)

