



## **SOEE REGIONAL MULTI NATIONAL COMPETITIONS MINIMUM STANDARDS REQUIREMENTS**

This document was developed based on the European Leadership Council and SOEE CTAC recommendations to establish Minimum Standards Requirements for all Special Olympics sports events involving more than five national SO Programs such as: single - sport events, national invitational games and tournaments (involving more than 5 countries) or Regional Games (e.g. Central Asia, Scandinavian or Mediterranean Games).

All SO Programs bidding to host such events should first consider if they are ready to fulfill all the requirements listed below:

### **1. LEADERSHIP**

Competition Organizing Committee (COC) should consist of a minimum of 9-10 members covering the principle elements of the Games Management System and led by a competent and experienced COC Director:

- Sports and Venues Management
- Support Services (housing, meals, drinks, transportation, communication, signage, information)
- Delegation Services
- Volunteers
- Public Relation and Media Services
- Finance and Fundraising
- Medical Services and Security
- Ceremonies (Opening/ Closing)
- Special Events

### **2. COMPETITION MANAGEMENT**

All sports venues to be used for the SO Multinational Competitions should be approved by the National Governing Body to organize international events.

All these sports venues should allow:

- Easy access for all athletes (including wheelchair users)
- Easy flow of athletes with adequate room for staging and awards areas
- Traffic-free access between the venue and the games transportation drop-off/pick-up point
- Easy access to an adequate number of toilets for everybody
- Easy flow of spectators and adequate spectator seating
- Easy flow of communication and flow of papers
- Competition area separated from the spectators and controlled access to the field of play
- Easy access to medical services (ambulance or at least one fully qualified person available at all times)
- Clear information for all athletes, coaches, spectators, family members, media etc.
- Officials sanctioned by National Governing Body (at least one per each event)
- Officials must be briefed before the competition. This must include working with SO athletes, differences between IGB and SO Sports Rules and adhering to technical standards



- Wherever possible the officially sanctioned Special Olympics competition management computer software ( **GMS** ) must be used
- Somewhere for athletes who are not participating in competition to rest in a comfortable place (ideally Olympic Village)
- A clearly audible public address system
- Games Rules Committee and Sports Rules Committee (Jury) in place

### **3. HOUSING**

All the housing sites should be inspected by COC member(s) before the final decision is taken to submit bid form to SOEE EELC and CTAC.

Housing offered for multinational events should have:

- rooms with no more than 6 beds
- one bed per person
- no more than 10-12 persons per one toilet and one shower
- breakfast facilities on site or nearby
- rooms and toilets should be clean
- rooms should be locked during competition
- security should be provided to ensure controlled access to housing
- medical services should be available after competition including all night
- A games volunteer on who will be responsible for all issues at the housing area

### **4. FOOD and DRINKS**

Three meals a day and at least one meal during each day of the event should be warm (lunch or dinner).

COC should make all efforts to provide a large variety of food including fruit and vegetables. COC should be able to provide food for special diets per specific requests from each participating country.

COC should provide at least two soft drinks or bottled water per day for athletes and coaches during summer events and warm drinks (tea, coffee, chocolate) during winter events.

### **5. DELEGATION SERVICES**

COC should provide good conditions for all participants during and after competition including:

- free of charge on-site transportation or free access to public transportation (from the closest airport or train/bus station to the registration area and from housing to all venues and special events). Adapted transport for wheelchair users should be provided as per specific requests from each participating country
- volunteer – all efforts should be made to provide guide speaking language of the delegation or at least being able to communicate fully with Head of Delegation in other language than their native language 24 hours a day
- registration (accreditation) ID (with or without photo) for better safety and security
- HOD manual (guide) with all necessary information necessary during the event including emergency information in English



- free of charge medical services in case of illness or injuries that happened during the event; therefore strongly recommended is to provide medical insurance for all participants

## 6. CEREMONIES

**OPENING - should be organized in the most attractive location and include:**

- parade of all participants with **dignity**, highlighting all Programs equally
- preferable all participants be seated after the parade
- raising SO flag, reciting SO oath, lighting the flame (necessary only at Games with more than one sport)
- short official speeches including Opening declaration
- **dynamic artistic performance**

The COC must comply with all aspects of the SO Rules concerning the display of national flags and commercial messages.

**CLOSING – should include:**

- parade of the athletes
- pulling down SO Flag
- Closing declaration

### **AWARDS**

- awards stand should have 8 places
- awards area should be located in view of the spectator seating and allow an easy flow of athletes
- awards area should be appropriately decorated
- enough sets of medals and ribbons for all participants
- awards are presented from last place to first
- all athletes must be highlighted by the announcer
- seating must be provided for athletes waiting to receive their awards

## 7. SPECIAL EVENTS

At least one special event (attraction) apart from the Opening and Closing Ceremonies should be provided to all the participants (city sight-seeing, dancing evening, Olympic Village etc.)

## 8. ATHLETES LEADERSHIP PROGRAM (ALPs)

At least one element of the ALPs Program should be included in the event:

- Athlete as a speaker
- Athletes as officials
- Athletes as volunteers
- Athletes as coach assistants
- Athletes as reporters

## 9. FAMILY PROGRAM



At each event COC should provide at least a small Family Program. This might include:

- Inviting Family members from other countries and providing basic assistance such as a housing list, public transportation time table, access to Opening Ceremonies
- Involving local Family members (Family Committee) in the Event Management

## 10. EVALUATION COMMITTEE

An Evaluation of the event must be conducted. The composition of the Evaluation Committee will be agreed between the COC and SOEE but will include at least one representative appointed by SOEE and should also include a COC member.

The COC must provide all possible assistance to the Evaluation Committee to allow it to fully observe the event and complete its report.

## 11. TECHNICAL DELEGATE (SPORTS ADVISOR)

COC staff should always fully respect all recommendations from SOEE Sports Advisors (Technical Delegate) regarding technical aspects of the Games and especially SO Inc. rules interpretation.

## 12. SPECIAL OLYMPICS SPORTS RULES

The Sports Rules govern all Special Olympics competition and the COC must ensure that it complies fully with the Sports Rules.

## 13. MEDIA & PUBLIC RELATIONS

***COC should include at least one person in charge of communication with media  
Press conference in the best possible location should be organized before the event  
Appropriate PR materials should be prepared and distributed to all Media representatives  
Media Center (at least small) should be organized in all sports venues.***

***Strongly recommended*** component of the event management of all regional competitions should be Healthy Athletes Program and Torch Run initiatives.