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**SPECIAL  
OLYMPICS  
BASKETBALL**

Sport Management Team Guide

*Part of the Special Olympics Sports Management System*

**Third Edition**

**2009**

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Created by the Joseph P. Kennedy, Jr. Foundation

Authorized and Accredited by Special Olympics International for the Benefit of Citizens  
with Intellectual Disabilities

## FORWARD

The following guidelines have been drawn up in an effort to assist organizers in the planning and preparation of a basketball event.

Every effort has been made to cover every essential area but the smooth running of such an event depends on each co-coordinator working through their own specific area, making lists and sticking to deadlines. The Organizing Committee should meet regularly to keep up to date.

While areas outlined mainly deal directly with basketball, other areas such as souvenirs, families, etc. which help to enhance the overall quality of the event, have also been included.

Additional areas such as accommodations, ceremonies, and entertainment, which would be included as part of a residential games, have not been outlined.

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## **Managing a Special Olympics Basketball Competition**

Thank you for volunteering to be a member of the Basketball Competition Management Team. Your time, expertise and energy are greatly appreciated. Conducting a successful Special Olympics competition takes dedication and a lot of hard work. The results can be one of the most satisfying experiences in sports.

As a member of the Basketball Competition Management Team, you are responsible for conducting an event that will meet a number of goals. These goals include:

- Providing a safe competition environment for all involved.
- Providing a competition in which all teams and individuals have an opportunity to compete against others of similar abilities
- Providing a competition that is fair, honest and consistent with to the highest standards of sportsmanship.
- Creating an "Olympic" atmosphere around the event
- Providing a positive and inspiring experience for participants, volunteers, and spectators
- Increasing public awareness, education and appreciation for the abilities of individuals with cognitive disability
- Providing quality events and competition venues.

This Competition Management Team Guide provides the information needed to achieve these goals. Committees involved with large, Program-level competitions may need to expand some of this information. The basic principles, however, should remain the same for any level of competition.

## **Official Events**

### **Individual Skills Competition**

The Individual Skills Competition (ISC) is designed for athletes who do not yet possess the skills to meaningfully compete in team competition.

### **Modified Team Competition**

Half-court basketball (3-on-3) is the modified team competition for basketball. 3-on-3 is designed for athletes with low to average ability who are able to understand the basics of team play and who have the physical ability to compete meaningfully and safely. It provides the transition from individual skills competition to the traditional game of basketball, and is also a means of increasing the number of teams competing at a Special Olympics event.

Court dimensions and rules can be found in the Official Special Olympics Summer Sports Rules book.

### **Team Competition**

Full court basketball (5-on-5) is designed for athletes with average to high ability that is able to respond to the additional physical and mental demands of the game. **Note:** Special Olympics offer Basketball competition in male, female, and Unified Sports divisions. Any team with one or more male players must be entered in a male division.

### **Unified Team Competition**

Special Olympics Unified Sports brings together athletes with and without intellectual disabilities to train and compete on the same team. Athletes should be of similar ages and abilities.

The court dimensions and rules are based on the NGB and FIBA rules with modifications that are detailed in the Official Special Olympics Summer Sports Rules book.

Some competitions are mixed - Areas/Regions should develop opportunities for all female / all male teams.

## Basketball Organizing Committee

The Basketball Organizing Committee is responsible for the smooth and efficient running of the event. The Committee is made up of a group of trained individuals who in turn will have a committee or individuals who will assist them in carrying out their role.

They should meet on a regular basis to review progress and set deadlines for completion of future work.

The Organizing Committee should include the following:-

- Venue Coordinator
- Event Coordinator
- Volunteer Coordinator
- Medical Coordinator
- Security Coordinator
- Officials Coordinator
- Signage and Decoration
- Awards
- Families & Souvenirs
- PA
- PR - VIP's / Celebrities



## **Event Coordinator**

The Event Coordinator / Event Director are responsible for recruiting, training, organizing and managing all basketball committee personnel - it may be the Regional Head Coach or the National Basketball Coordinator or a member of their technical committee.

It is vital that this person is well trained in all aspects of managing a basketball event and has a thorough knowledge of Special Olympics.

He/She will obtain all event personnel and will meet regularly to ensure all aspects are meeting deadlines.

He/She is responsible to the Events Director (Regional / National Games) and will prepare a budget estimate to include all estimated costs and submit it for approval to the relevant areas.

Costs may include hire of halls, equipment, awards, PA, photocopying, printing, insurance, training of volunteers / officials.

After the Games, a final report including budget figures is submitted to the relevant areas, i.e. Games Director, National Co-Coordinator or Regional Head Coach.

- **Venue Coordinator**

The Venue Co-Coordinator is responsible for securing and booking the venue well in advance. The following points should be taken into consideration in the choice of venue:-

- the number of courts
- is there a warm up area
- location / distance of venue to participating centers
- accessibility - parking and wheelchair access
- restaurant and toilet facilities
- seating for athletes and spectators
- PA system - may already be in place - check condition and suitability
- consideration for location of other areas, i.e. registration, awards, souvenirs, family center etc.
- control of facilities.

Submit a layout of the venue with all areas clearly outlined. This could be included as part of the program or go out separately.

- **Officials Coordinator**

The Officials Coordinator is responsible for securing all necessary officials for the event. The Co-Coordinator must have a good working knowledge of all rules in effect at the Games, and experience with Special Olympics basketball competitions.

*Officials will include:-*

- referees (see Appendix for guidelines for referees)
- scorers (1 per court)
- timers (1 per court)
- 30-second shot-clock operators (1 per court)
- Announcer

All result sheets should be signed by the Co-Coordinator to make them official.

- **Sports Rules Committee**

The Sports Rules Committee is responsible for ensuring that the rules for their respective sport are in place and enforced.

A Sports Rules Committee acts only when a head/centre coach files a written protest (on an Official Protest Form) with the Chairperson of the Rules Committee within the time specified.

In all cases, the Sports Rules Committee must rule on the protest depending on the level of the Games, immediately, or within one hour after it is filed.

A Sports Rules Committee is composed of three persons, one of whom is the Event Co-Coordinator and all of whom must have extensive experience in the particular sport and in Special Olympics, e.g. coaches, area co-coordinators, officials.

In addition, an alternate is chosen who serves as a full member of the committee in place of one of the selected members only when there is an appeal involving an athlete or team of the selected member.

The committee should be prepared to meet at all times to resolve protests and distribute copies of all rulings to the appropriate areas, i.e. Head Coach, Games Director of competitions.

After the Games, a detailed final report should be prepared and submitted to the Games Director, Regional / Head Coach or area co-coordinator, including all copies of the committee's rulings.

- **Volunteer Coordinator**

The Volunteer Coordinator will secure all volunteers other than officials for the event.

The Volunteer Coordinator ensures all volunteers are well trained in all aspects of the specific job to be undertaken - at present this is undertaken by the National Coordinator or Basketball Head Coach of each Region. For large events, a head volunteer may be appointed - all volunteers should be at the venue one hour before start of event to check-in and be assigned t-shirts / bibs. All areas should be monitored to maintain sufficient numbers.

*Areas which will require volunteers include:-*

- Registration
- Information Desk
- Equipment
- Awards
- Staging
- General Patrol of the Venue
- Runners - scoresheets to office / control area, results to awards and announcer, ball collectors

Training should be done well in advance - if possible have a dry run at a local event, ideally at the venue. If this is not possible, all volunteers will have to be brought through an orientation of the venue site well before commencement of the event.

It may be possible to double up on some volunteers, but it is essential that they are sufficient in number at the start of the event.

When and if task completed, they should return to the volunteer check-in area to check-out and return bibs or to be assigned a further task.

***REMEMBER:***

**If you have a specific job to do on the day and for any reason you are unable to do it - you must inform the relevant areas and / or find a suitable replacement**



- **Medical Coordinator**

The Medical Coordinator checks that a medical form has been submitted for each athlete participating and ensures every section is completed prior to the event.

N.B. Blank spaces will not suffice.

For one day Games, some areas / regions have a system in place whereby centers/clubs arrive with medical forms on the day of the event. This in practice is not a good one as there is not sufficient time for the forms to be reviewed and queries dealt with before competing.

**Under no circumstances should any athlete compete if a medical form has not been fully completed and is available on site**

- The First Aid area must be clearly identified and manned, i.e. St. John's Ambulance/ Order of Malta, etc.
- Doctor on call and hospital notified.
- Accident forms available.
- After event, all medical forms should be returned to centre/club/Event Co-Coordinator and all accident forms submitted to Event Co-Coordinator who in turn should submit them to the Special Olympics Ireland office.



- **Security Coordinator**

It is usual to provide some form of security due to the location of the venues / sports halls. The Special Olympics security usually link in with the overall security at large events. Ideally the Coordinator should have some background in security.

Know the venue well and look out for possible hazards, e.g. entrance / exit close to roads, car parks, etc. Parking may be restricted so this area may need to be controlled.

Know emergency procedures and back up available.

Security personnel need to be readily identifiable from all other volunteers, so bibs / t-shirts of a different color are necessary.

- **Equipment Coordinator**

***Transport of Equipment***

Obtain a list of all requirements from each Coordinator, i.e. where it can be collected from etc. Arrange collection of all equipment prior to the event and either brings to a central location prior to or on the morning of the event.

**Equipment Check List**

- Practice Balls (4 per court)
- Game Balls (1 per court)
- Air Pump and Valves
- Team Benches (2 per court)
- Spectator Seating
- Scoreboard (1 per court)
- Table Clock (1 per court)
- 30 Second Shot Clocks (2 per court)
- Stop Watches (1 per court)
- Scorer's Table (1 per court)
- Official Scoresheets & Pencils
- Athlete Cards for Skills
- PA System
- Water Coolers and Cups
- Rules Book - NGB and Official Special Olympics Summer Sports Rules Book
- Official Protest Forms
- Numbered Bibs (4 sets per court)
- Results and Schedule Board
- Bunting and Decoration
- Mop / Bucket



- **Signage & Decoration Coordinator**

Checks list of all requirements prior to the event and puts up all signage and decoration securely.

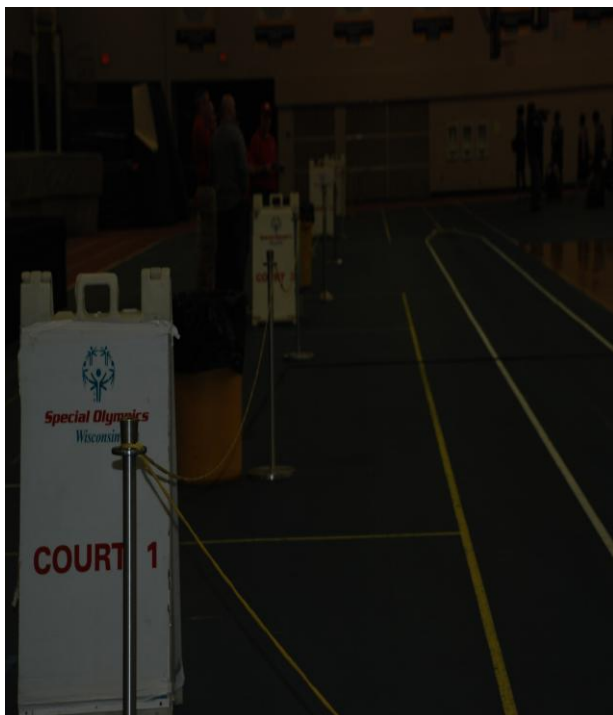
Venue should be well decorated with bunting / flags / banners and all signs securely in place in sufficient time.

Periodic checks should be made to ensure that all stay firmly in place.

After the event - all should be taken down and any necessary repairs carried out - ready for Transport Coordinator to return to central storage.

Special Olympics Ireland has signs and decorations available upon the Loan Form (available in the Program Information Manual) being completed and submitted to the office. Some Regions are also building up stock. Ensure to give sufficient notice for arrangements to be made for collection. All signs and decoration borrowed must be returned or a charge for replacement will be levied.

Flowers / plants add enormously to the overall decoration, particularly around presentation / awards areas - local centers / areas are usually very obliging about loaning, but again must be returned unless other arrangements have been made.



- **P.A. - Public Address**

Know venue requirements - some venues may have own system - check working order and suitability for needs.

If bringing in a system ensure venue can accommodate - i.e. sufficient power points etc.

Consider the value of using 2-way radios for large events and venues. Have a check-in/out system for all handsets and ensure that all individuals know how to use them correctly - see attached form in Appendix.

Head-set type is best for large events and is recommended when a central base is located outside of the sports centre.

***Announcer***

Two individuals are required. It is important that they are familiar with Special Olympics and also the sport. They will introduce the teams, the starting line-ups (visiting team first), identify the captains and the coaches.

They should also introduce the officials.

During the game they should provide some commentary - points scored, substitution, fouls etc.

At half time they should provide the score and names of both team's players and points they scored.

Other announcements may include upcoming games or other tournament information, special events etc.

At the conclusion of the game, the final score is announced and if time permits, final statistics - each team name, players - points scored.

- **Awards Coordinator**

Know the medal and ribbon requirements and ensure adequate supply of all - obtain cushions.

Organize cushion bearers - athletes, Irish Dancers, Girl Guides, Scouts, etc.

Teams should be accompanied by one or two volunteers from the staging area to the awards area, at centre court or in front of the scorer's table. Usually one volunteer leads the team and the other follows at the end of the team.

As each athlete is individually presented with his/her award, it is usual for the announcer to individually introduce him / her.

Coaches can accompany their athletes through the awards ceremony. They should be recognized by the announcer.

Individual skills contest awards should use a podium for presentation. Athletes are escorted by division and take up their positions on the podium.



## **Competition Safety Considerations**

Providing a safe competition environment is the priority for the Competition Management Team. All Special Olympics Basketball events must be conducted in accordance with the rules and procedures outlined in the Official Special Olympics Summer Sports Rules. The following is a list of safety considerations that should apply to any competition.

### **Venue Safety checklist (Sample in Addenda)**

It is strongly recommended that a safety checklist be developed and then completed by gym managers prior to the start of any competition. This checklist should include:

### **Emergency Action Plan / Crisis Plan (Sample in Addenda)**

An Emergency Action Plan should be in place prior to any Special Olympics competition. The plan should define:

- Procedure for obtaining emergency medical support
- Procedure for obtaining weather information
- Procedure for informing attendees and public of postponements
- Procedure for reporting accidents
- Chain of command in case of a serious accident, including who is assigned to talk to the media

### **Risk Management Orientation**

A Special Olympics risk management orientation should be given to all competition management personnel. This orientation should identify:

- Focus on safety issues (emphasizing critical problem areas and solutions)
- Procedures for assisting with first-aid and medical needs
- Discussion of the Emergency Action Plan and assignment of responsibilities

### **First Aid**

A medical area should be designated for first-aid care. The area should be as private as possible with easy access for rescue personnel. The location should be known to all staff and well marked for spectators, volunteers, coaches and athletes. Ice should be available to treat minor injuries. Medical personnel should have ready access to Parent/Medical Release forms for reference before treating injuries.

### **Water**

Dehydration can be a potential problem for Special Olympics Basketball athletes. Athletes should have access to a plentiful supply of water at the gym.

### **Exits**

All exits to the facility should be clearly marked and unobstructed.

## Budget Outline

<b>Expenditure:</b>	Hire of Venue	_____
	Hire of Equipment	_____
		_____
		_____
	Medals/ribbons per set	_____
	P.A. System	_____
	Photocopying / Printing	_____
	Postage	_____
	Volunteer Training	_____
	Transportation (equipment)	_____
Other	_____	
	_____	
	_____	
	_____	
<b>Income:</b>	Entry Fees	_____
	Sponsorship	_____



**Tournament Central**

- Equipment - fax, copier, telephones, computers, printer, cell phones
- Set-up - tables, desks and chairs
- Load the schedule and pool winner on the computer
- Put up enlarged Pool Play and Brackets on the wall
- Receive and post scores (computer and pool and brackets) after every game
- Update the won and loss column for each team after each game
- Update all gyms with scores after every game
- Determine winner of pools after pool play or what teams advance
- Fax scores to newspaper and other sources
- Collect and file score sheets for each day
- Be sure that all scores are posted, win-loss information is updated, web page is updated and scores have been faxed before leaving each day.
- Charge telephones for next day

Pre-tournament checklist and needs

Appendix –

- A. Pre-Tournament Checklist
- B. Crisis Documents
- C. Emergency Plan
- D. Tournament Evaluation
- E. Announcer’s Script
- F. Guidelines for Officials

## Pre-Tournament Protocol and Checklist

Gym Inspection - Gym inspections should be done 2 - 3 weeks prior to the event

- \_\_\_ Reconfirm that no work is being done in gym during tournament
- \_\_\_ Check A/C in gym (actually turn A/C in gym to determine if the unit is cooling)
- \_\_\_ Reconfirm (with school or school system) that A/C will be on at all times during tournament
- \_\_\_ Reconfirm (with school or school system) that someone will be available to repair A/C, if needed
- \_\_\_ Inspect playing floor for any hazards and ensure that any hazards are removed before tournament
- \_\_\_ Set-up and run game clock to ensure it works properly (repair, if needed)
- \_\_\_ Check scoreboard lights (replace lights, if needed)
- \_\_\_ Check team locker rooms for cleanliness
- \_\_\_ Check officials' locker rooms for cleanliness
- \_\_\_ Inspect water fountains
- \_\_\_ Inspect bleachers for hazards
- \_\_\_ Check rest rooms for cleanliness
- \_\_\_ Ensure sound system (microphone) is working properly
- \_\_\_ Reconfirm the number and location tables and chairs needed to support tournament
- \_\_\_ Reconfirm that custodian will be available during tournament

**Note: check playing floor, locker rooms, rest rooms, water fountains each day upon arrival**

## **Divisioning**

In competition, Special Olympics teams are placed in divisions in order to compete against teams of similar ability and, whenever possible, against teams of similar age. In order to do this it is important to obtain as much information as possible about each team prior to the tournament.

This can include:-

- Record of results in leagues or local tournaments - see Appendix 1
- Evaluation from the Regional Head Coach

The Head Coach must submit the scores from the three Basketball Skills Assessment Tests (BSAT) i.e. rebounding, dribbling, and perimeter shooting, for each player on his/her roster prior to competition (Special Olympics Summer Rules Book p. 76-78).

The Head Coach must also identify his / her best players in terms of their on court playing ability by placing a star next to their names on the roster.

The “team score” shall be determined by adding the top seven players’ scores and then dividing that total by seven.

- An on-site assessment can be carried out to finalize the divisioning. All players should play in the divisioning games.

## On-Site Divisioning Procedure

(Sample based on 12 teams)

### Organization

The Divisioning Committee includes three groups of Assessors (2-3 per group). Three gyms should be used with one group of Assessors per gym. Teams are initially grouped and ranked according to the Skills Assessment Tests and other information submitted during the registration process.

Division I: Teams 1-4  
Division II: Teams 5-8  
Division III: Teams 9-12

The Assessors should use the Divisioning Assessment Record found later in this guide to record their evaluations. **Assessment forms see: Special Olympics Basketball Rating Program and Team Roster and Skills Assessment**

**Conduct and evaluate classification games of 6 minutes with a running clock.**

Gym 1: 1v3 2v4  
Gym 2: 5v7 6v8  
Gym 3: 9v11 10v12

**Re-rank within each division according to the performance assessment.**

**Evaluate teams in cross-divisional play.**

The bottom two teams in Division I play against the top two teams in Division II. (**Note:** Team 3 in Division I should play Team I in Division II, etc.)

Gym 1: I-3 v II-1 I-4 v II-2

The bottom two teams in Division II play the top two teams of Division III.

Gym 2: II-3 v III-1 II-4 v III-2

Give all other teams the opportunity to play again.

Gym 3: I-1 v I-2 III-3 v III-4

If time permits, additional games may be scheduled to finalize divisions.

**The Divisioning Committee meets to make final Divisioning placements.**

All division placements are FINAL. Coaches may not protest these placements.

*Estimated Assessment Time: 1 hour*

## Divisioning Assessment Record

Assessors can use this form to record their divisioning evaluations and recommendations.

Classification Division No.: \_\_\_\_\_

### Initial Ranking from Pre-Competition Information

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Adjusted Ranking After Divisioning

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Write a “U” next to teams that would be clearly **uncompetitive** in this division.

Write a “D” next to teams that would easily **dominate** this division.

### Divisioning Record and Game Observations

	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Win/Los s Record	Comments
<b>Team 1</b>								
<b>Team 2</b>								
<b>Team 3</b>								
<b>Team 4</b>								
<b>Team 5</b>								
<b>Team 6</b>								

## Game Evaluations

GAME 1. \_\_\_\_\_ v \_\_\_\_\_ Score \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

GAME 2. \_\_\_\_\_ v \_\_\_\_\_ Score \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

GAME 3. \_\_\_\_\_ v \_\_\_\_\_ Score \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

## Cross-Divisional Game Evaluations

GAME 1

Division I, Team 3 \_\_\_\_\_ v Division II, Team 1 \_\_\_\_\_

Score \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

GAME 2

Division I, Team 4 \_\_\_\_\_ v Division II, Team 2 \_\_\_\_\_

Score \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

GAME 3

Division II, Team 3 \_\_\_\_\_ v Division III, Team 1 \_\_\_\_\_

Score \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

GAME 4

Division II, Team 4 \_\_\_\_\_ v Division III, Team 2 \_\_\_\_\_

Score \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

## Competition Divisions

Division \_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Division \_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Division \_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Division \_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## Competition Schedule

### Guidelines:

1. Offer as many playing opportunities as possible given the time available. If possible, allow teams to have at least a half hour rest between games.
2. Even if time is short, do not eliminate on-site divisioning. The placement of teams into appropriate divisions is critical to the success of any competition.
3. Effectively manage pre-game procedures. Competing teams should move off and onto the courts as quickly as possible so that time is not lost between games.
4. Start the games on time; stay on schedule.
5. Team awards follow a team's last game. ISC awards follow an individual's division.

### Recommended Competition Formats:

In a two-day competition, it is recommended that pool play with play-offs be offered. When time is short, offer a modified single elimination / consolation competition.

### *Sample One Day Schedule*

<b>Time</b>	<b>Team Competition / Individual Skills Contest</b>
8.00 - 9.00 am	Registration
9.00 - 9.30 am	Opening Ceremonies
9.45 - 11.15 am	Divisioning for Team Competition and Individual Skills Contest
11.15 am	Games Begin
11.30 - 1.00 pm	Lunch (when teams are not competing)
12.15 pm	Games
2.30 pm	Finals and Consolations / Individual Skills Contest
5.30 pm	Closing Ceremonies

### *Sample Two Day Schedule*

<b>Day 1 / Time</b>	<b>Team Competition / Individual Skills Contest</b>
8.00 - 9.00 am	Registration
9.00 - 9.30 am	Opening Ceremonies
10.00 - 11.30 am	Divisioning for Team Competition and Individual Skills Contest
11.45 am	Pool Play
11.30 - 1.00 pm	Lunch (when teams are not competing)
1.00 pm	Pool Play / Individual Skills Contest

### **Day 2**

9.00 am	Play-Offs / Clinics for ISC Athletes
10.30 am	Consolation Games
12.00 pm	Medal Games / ISC Awards
1.30 pm	Closing Ceremonies



## **Staging & Pre-Game Protocol**

### **Staging:**

45 minutes before the scheduled game time, the team and coach should check in at registration.

### **Pre-Game Protocol:**

10 - 15 minutes before the start of the game, teams will warm-up at their respective baskets.

5 minutes before the start of the game, each team is met by one of the officials. They are led onto the court in single file and numerical order (lowest number first).

The teams take the court along the free throw line, in front of that team's bench. Both teams turn and face one another.

Once the teams are in position, the officials move to centre court, opposite to, facing the scorer's table.

The introduction of each team, the coaches and the officials follow.

The coaches lead their team to their respective benches and officials return to the court for the game to begin.

### **Coaches Meeting**

#### *One Day Event*

For a one day event, it will be necessary to organize a short meeting on the morning of the event. This will be held on the day of registration for a residential event and generally a Head Coaches meeting each day prior to competition.

Briefing and orientation of how system works will be outlined.

Programs can be distributed and any queries which have arisen answered. Include how presentation system works also.

It is important that the coaches who have attended these meetings in turn pass on the information, i.e. to other coaches from centre or Region.

Irrespective of whether it is a one day or residential event, it is vital that the Head / Centre coach of the team arrives in sufficient time to attend the orientation meeting so that the event can commence at the planned starting time.

## Team Competition Formats

It is recommended that pool play be employed. Pool play provides the best competition opportunity for all teams within a division to have a reasonable chance to win.

For a six-team division, there are two pools of three teams. Each team in that pool plays each other. After this round robin play, the top two teams in Pool A and the top two teams in Pool B play each other. The third team in each pool plays for fifth and sixth place. Because each team will play several games in one day, it is suggested that the following occur:-

- 10 minute pre-game warm-up
- 6 minute quarters with the clock stopped on all whistles
- 1 minute intermission between quarters 1 & 2 and 3 & 4
- 5 minute intermission at half time

Pool play consists of a round robin schedule of games within each pool.

Teams break for lunch when they are not competing.

Based on the pool play results, teams are placed in a single elimination / consolation format with playoffs for all places. Awards are presented following a team's last game.

**If time does not permit, a single elimination / consolation format should be played. For competition involving a four-team division, four teams are seeded on the basis of the divisioning process.**

Possible format for Divisioning are as follows:

4-Team Division

Seeds	Teams	Gm 1	Gm 2	Gm 3	Medals
Seed 1	Court				Best Record
Seed 2	1	1v4	1v2	1v3	2nd best record
Seed 3	2	2v3	3v4	2v4	3rd best record
Seed 4					4th best record
Seed 5					5th best record

**Tie Breakers**

- 1 Head vs. Head
- 2 Fewest Points Allowed  
Point differential (total points vs points allowed in all games played)
- 3 Total points scored
- 4

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Seeds	Teams	Gm 1	Gm 2	Gm 3	Then go to tournament style
Seed 1	Court				
Seed 2	1	1v4	1v2	1v3	<u>Seed 1</u>
Seed 3	2	2v3	3v4	2v4	<u>Seed 4</u> <u>Winner</u>
Seed 4					<u>Seed 3</u> <u>Winner</u> <u>Winner</u>
					<u>Seed 4</u> <u>Winner</u> <u>Gold</u>
					<u>Seed 4</u> <u>Winner</u> <u>Winner</u> <u>Gold</u>
					<u>Seed 4</u> <u>Winner</u> <u>Winner</u> <u>Gold</u> <u>Winner</u>
					<u>Seed 4</u> <u>Winner</u> <u>Winner</u> <u>Gold</u> <u>Winner</u> <u>Loser</u>
					<u>Seed 4</u> <u>Winner</u> <u>Winner</u> <u>Gold</u> <u>Winner</u> <u>Loser</u> <u>Gm 1</u>
					<u>Seed 4</u> <u>Winner</u> <u>Winner</u> <u>Gold</u> <u>Winner</u> <u>Loser</u> <u>Gm 1</u> <u>Loser</u> <u>GM 2</u> <u>Bronze medal winner</u>

Re-seed based on best record through pool play

## Individual Skills

This event is designed for athletes who are not proficient in the basic skills required to participate safely and meaningfully in team play. The three non-starting players of a team may also participate in this event. It consists of three events and rules etc. can be found in the Official Special Olympics Sports Rules book page 70-73.

As with team competition, athletes are grouped into initial divisions using the scores submitted - they will also participate in a divisioning (classification) round. They are then placed in competition divisions and competition is conducted as per Special Olympics rules, i.e. 3 to 8 competitors, comprising athletes of similar ability etc.

### Individual Skills Contest

This event provides meaningful competition for athletes with lower ability levels. It is not for athletes who can already play the game. Three events make up the Individual Skills Contest: Target Pass, 10-Meter Dribble and Spot Shot. The athlete's final score is determined by adding together the scores achieved in each of these three events. Athletes will be pre-division according to their total scores from these three events. Each event is diagrammed with the suggested number and placement of volunteers who will administer them. It is also suggested that the same volunteers remain at an event throughout the competition so that consistency is provided.

See Appendix "Individual Skills Competition Rules"



## General

### Souvenirs:

While souvenirs are always available at Residential Games, it is now becoming more the norm to have them available also at one day events. This helps to heighten the awareness of Special Olympics and adds to the overall color and atmosphere of the Games. The Co-Coordinator will need to obtain samples and costs from a variety of companies. Be aware that where costs vary considerably, it may be due to poor quality.

3-4 volunteers (mature) will be needed to man the site.

For safety, large sums of money should not be kept at this site, so suitable arrangements should be made to have it bagged and removed, preferably to a bank. After the event, all unsold stock should be bagged and returned to a central location. All receipts and moneys should be accounted for. Most Regions now have their own supply of souvenirs or Special Olympics Ireland souvenirs are available through the office - ensure to give sufficient notice for arrangements to be made for collection.

### Families:

Before the event, contact as many family members as possible with relevant details and encourage them to support the event.

Set up a family centre with tea / coffee available. Have available any publicity materials re Special Olympics - brochures, newsletters, etc. Consider the possibility of having the Special Olympics video playing. Copies of the program should also be available. Ensure adequate supplies of refreshments / paper cups etc.



## **Post Event**

This is an often overlooked part of the event - generally personnel are tired and just want to get home after a long day, but with each Co-Coordinator taking responsibility and looking after their own area, nothing should be overlooked, i.e. equipment gathered, signage taken down etc.

Venue - it is vital that the venue is left as obtained, i.e. all rubbish gathered and put into plastic bags for disposal.

All result sheets should be compiled and a copy distributed to the relevant areas including Regional Coach / National Co-Coordinator.

Reports and Evaluation Forms completed - copies sent to relevant areas, i.e. Regional / National Coach, including copy of results.

Final budget should be completed and forwarded to the Games Organizing / Regional committee. Ensure that all bills are paid promptly.

Thank you notes should be sent out - try to ensure that no one is left out, so keep a list. You may wish to re-use the facility and officials / volunteers again, and a simple thank you goes a long way to retaining goodwill.

## **Appendix**

Team Basketball Rating Form

Announcer Script

Team Basketball Rules

SOI Team Basketball Rules

SOI Basketball Rules for Officials

Team Basketball Division Format Breakdown

Pre-Tournament Checklist

Individual Skills Contest / Rules

Gymnasium Inspection Checklist

Team Basketball Roster Form

Team Basketball Rating Form

Crisis Review Questions / Checklist

Emergency Plan

Competition Feedback Form