

*Special
Olympics*



Event Leader

Overview

March 2022

**ATHLETE
LEADERSHIP**

Event Leader

Overview

? Why?

The motto “**Nothing About Us Without Us**” relies on this principle of participation for people with disabilities. Athletes represent Special Olympics daily at our events. They should be involved in the planning and execution of all our events.

Special Olympics hosts many types of events, and to execute successful events, athletes must lead these efforts and not only be beneficiaries. This includes sport competitions at a local, national, and international level, fundraising events, and even Special Olympics programming events about health, schools, and leadership, among others.

The experience that athletes have **participating** in some of these events could prove useful and applicable in **planning** similar events for other athletes. They understand what other athletes need and want.

✓ What?

The role of an Event Leader is to participate in the planning, promotion, and execution process of Special Olympics events. There are several types of leadership roles athletes can do before, during, and after events. Depending on their skills, experience, and interests, they will decide how they want to be involved in Special Olympics events.

Event Leaders with ID are not just a sounding board for committees to take their ideas to AFTER they have come up with them.

Event leaders **NEED** to be involved from the very beginning and involved in the strategic planning process.



Leadership Roles

Here are examples of leadership roles Event Leaders with ID can participate in:

1. Planning events

Event site selection

Functional area committee member (e.g., evaluation committee, logistics, public relations, transportation, volunteers, community involvement, fundraising, etc.)

2. Promoting events

Spokesperson (e.g. doing interviews, designing or creating event materials, messaging through social media.)

3. Executing events

Volunteering or working at events.



Training

The purpose of the training course is to provide event leaders with ID the required knowledge that will allow them to take on leadership roles in the planning, promotion, and execution of Special Olympics events.

The Event Leader training course is divided in two parts:

PART I

These lessons focus on Special Olympics events and what types of leadership roles are available. All aspiring event leaders with ID must complete these trainings.

PART II

This part is devoted to skill development and the courses will depend on the leadership role the event leader with ID wants to take on.

PART I

Topic	Description	Estimated time
Lesson 1: Special Olympics Events	You will learn the types of events Special Olympics hosts all over the world.	25 mins
Lesson 2: Planning a Special Olympics Event	You will learn what types of leadership roles you can have planning an event	60 mins
Lesson 3: Promoting a Special Olympics Event	You will learn important information about how Special Olympics promotes its events	30 mins
Lesson 4: Volunteering at a Special Olympics Event	You will learn what volunteer roles you can have in Special Olympics events	30 mins

PART II

Leadership Role	Courses	Estimated time
Event Planner	Managing time Athlete Representative Lesson 1 Preparing for meetings Lesson 2 Meeting Behaviors Lesson 5 Committees	<ul style="list-style-type: none"> • 2 hrs • 2.5 hrs
Event Promoter	Global Messenger or Health Messenger	<ul style="list-style-type: none"> • 4.5 hrs • 8 hrs
Event Volunteer	Managing Time Engaging with others Unified Leadership	<ul style="list-style-type: none"> • 2 hrs • 2 hrs • 2 hrs



Delivery Method and Resources

- You can use these resources to offer the training in whatever way works best for you – virtually or in-person.

Handbook

The handbook is designed to be used by the participants during the sessions.

Facilitator's guide

The facilitator's guide is to assist staff in facilitating a discussion via virtual webinar.

PowerPoint slides

The PowerPoint slides are to be used as a visual during the discussion.

You can access all **Event Leader** resources [here](#).

<https://www.dropbox.com/sh/4buhrduqlhaicsu/AAAHxuccN2t6sJnKailW7DDa?dl=0>