

Event Management Timeline for Special Olympics Club Events

14 weeks prior to event

- RSCs will contact their Club chairs who are hosting an event within the next 3 months to confirm that the National Sports Calendar is correct and these events are still to be offered by the club.
- RSCs will advise the Sports Director and GMS & Insights Lead if anything is not going ahead as planned. The Administration Officer will update the online calendar if required.
- The RSC will send an Event Management (EM) form to the Event Manager/Club Coordinator. This must be completed and returned to your RSC at least 10 weeks prior to the event.

12 weeks prior to the event (and ongoing)

- The RSC and Event Manager should discuss event logistics and details – e.g. venue booking and equipment, volunteer needs, timing, cost, contact details, any considerations specific to the sport or event etc.
- The RSC will provide the Event Manager with an invitation template and support them to update as required.
- Any challenges or issues the Event Manager or RSC foresees should be raised and worked through. Ongoing communication between the RSC and Event Manager is critical to effective event preparations.

8 weeks prior to event

- The GMS & Insights Lead creates the competition within the Games Management System (GMS) and produces an entry form.
- The GMS & Insights Lead provides the entry form to the RSC with an entry close off date of 3 weeks before the date of competition.
- Once the entry and invite details have been confirmed by the Event Manager, the RSC will send the event information to invited clubs. Entries should be directed to both the RSC and the Event Manager, so both parties can track these.
- The RSC will provide the Event Manager with the sport-specific RAMs template. The Event Manager should consider risks and their mitigations throughout the planning process, and add to this document as required. This is due back to the RSC two weeks prior to the event.
- The RSC and Event Manager should have ongoing communication to assess progress on event planning and resourcing, including volunteer roles and responsibilities.

4 weeks prior to event

- The RSC will send a final reminder to all clubs that were on the original invite list. Entries should be directed to both the Event Manager and the RSC, so both parties can track these.

3 weeks prior to event

- Entries close. No entries are accepted after the close off date.
- The RSC will provide a copy of entries to the Event Manager, to ensure all entries are understood and accounted for and planning around things like catering can proceed.
- The RSC will save entry forms for the GMS & Insights Lead.
- If the Event Manager is facing any unresolved challenges, they should discuss and work these through with the RSC.

2 weeks prior to event

- The GMS & Insights Lead sends a Games Report to each entered club, showing the athletes entered along with Times, Distances, Scores or Team information as appropriate. Clubs/coaches are required to check all data has been entered correctly.



- Any Expired Athlete Medicals will be identified and given a cut-off date by when a current medical is required to be uploaded via the online registration form, in order for the athlete to be eligible to compete. If a current medical is not provided by this date, the athlete will regrettably be scratched from the event.
- Any Expired Volunteer Registrations will be identified and asked to be replaced as the Police Vetting will not be complete before the event.
- The Event Manager will provide the completed RAMs assessment to the RSC.

1 week prior to event

- The GMS & Insights Lead finishes creating the event in GMS and produces a preliminary programme. The RSC will provide this to the Event Manager for any feedback and sign off.
- Once the programme is signed off, the GMS & Insights Lead will create all necessary reports needed to run the event.
- The GMS & Insights Lead sends the RSC a copy of the competition for the Event Manager to upload onto their local copy of GMS for use at the event, along with a copy of the programme.
- The Event Manager now has the *MASTER* copy of the event, so any changes will need to be made on this version of the competition. No further changes are made by the GMS & Insights Lead from this point.
- The RSC will send final event information to all participating clubs (programme, scoresheets, RAMs etc)
- The Event Manager can now print off the programme for attending clubs - as well as marshals and other officials. These will need to be made available on the day of the competition.

Day before the event

- The RSC and Event Manager should have a final check-in to ensure everything is in place for the event to run smoothly.

Post event

- The Event Manager should return the completed GMS event file to the RSC for them to upload into the terminal server copy of GMS, within two days of the event finishing.
- The RSC will create the full results reports and send these to clubs, also seeking any feedback around the event, by the end of the week following the event.
- The RSC and Event Manager should debrief the event and ensure any learnings for both the club and SONZ are captured.