Special Olympics Club Event Management Timeline

Event Confirmation

Responsibility: RSCs & Event Manager   **When:** Three Months Before Event

- RSC connects with the Event Manager to confirm the event's status and get basic event details
- RSC completes internal Event Management Form

Invitation & Entry Form

Responsibility: GMS Lead, RSCs & Event Manager   **When:** Eight Weeks Before Event

- GMS Lead creates the event in GMS, produces an Entry Form and provides to RSC
- RSC & Event Manager develop Event Invitation using the template
- RSC sends Invitation and Entry Form to invited clubs
- Clubs should ensure accurate completion of entry forms; RSC verifies entries are complete as they come in; follow up with clubs for missing information as required
- Entries should be directed to both the RSC and Event Manager for tracking
- RSC to monitor entries and send reminders in the lead up to the entry deadline

Entry Deadline

Responsibility: RSCs & Event Manager   **When:** Three Weeks Before Event

- RSC sends final reminder to all clubs on the original invite list ahead of the entry deadline
- *After the entry deadline*
    - RSC provides a summary and copy of entries to Event Manager to support their planning

Games Checking Reports

Responsibility: GMS Lead   **When:** Three Weeks Before Event

- GMS Lead sends a Checking Report to each entered club, showing athlete information, times/distances or team details as relevant. The purpose of the Checking Report is to ensure entry information has been recorded correctly and to highlight any eligibility issues.
- Clubs/coaches check accuracy and communicate any required amendments to the GMS Lead if required.
- GMS Lead will identify any expired volunteer registrations or athlete medicals alongside the Checking Report- these must be addressed by the set deadline (app. two weeks prior to event) to be eligible.
- GMS Lead will schedule an online meeting with the RSC and Event Manager to confirm event details and logistics that enable the programme to be developed.

Event Programme

Responsibility: GMS Lead   **When:** Two Weeks Before Event

- GMS Lead produces the event in GMS and creates a preliminary programme.
- GMS Lead sends the preliminary programme to the Event Manager for feedback and sign-off. Any programming or divisioning considerations directed to the GMS Lead (not RSC).
- Once the Event Manager has approved the programme, the GMS Lead generates all necessary event reports. No further changes can be made from this point.
- GMS Lead sends the competition to the Event Manager for upload into their local GMS copy, along with the programme and all necessary paperwork.
- RSC will work with the Event Manager to send final communications and event information to participating clubs (copy of the programme, on the day details etc)

Results

Responsibility: Event Manager and RSC   **When:** Post-Event

- Event Manager returns the completed GMS event file to RSCs within two days of the event
- RSC uploads results into the terminal server copy of GMS.
- RSC creates full results reports and sends them to clubs by the end of the week following the event.