Special Olympics Club Event Management Timeline

Event Confirmation

Responsibility: Regional Sports Coordinator, Event Manager, GMS Lead	When: Friday, Three Months Before Event

Regional Sport Coordinator (RSC)/Event Manager (EM)
- RSC contacts the EM to confirm the event's status and get basic event details.
- RSC completes internal Event Management Form (EMF) and uploads it to Sharepoint.
- RSC updates the Master Calendar and notifies the GMS Lead of EMF upload.

GMS Lead
- GMS Leads creates an Entry Form, uploads it to Sharepoint, and notifies the RSC of upload.

Invitation & Entry Form

Responsibility: Regional Sports Coordinator, Event Manager, Club Managers	When: Friday, Eight Weeks Before Event

Regional Sport Coordinator (RSC)/Event Manager (EM)
- RCS and EM develop Event Invitation using the template.
- RCS sends Invitation and Entry Form to the attending clubs.

Regional Sport Coordinator (RSC)/Club Managers (CMs)
- CMs review the entry form and request corrections from the RSC if necessary.
- CMs send the completed entry forms to the RSC.
- RSC reviews the completed entry forms and request corrections from the CM if necessary.

Regional Sport Coordinator (RSC)
- RSC sends reminders to the CMs in the lead up to the entry deadline.

Entry Deadline

Responsibility: Regional Sports Coordinator, Club Managers, GMS Lead	When: Friday, Three Weeks Before Event

Regional Sport Coordinator (RSC)/Club Managers (CMs)
- RSC sends final reminders to all clubs that have not yet submitted their entry form.
- CMs send all outstanding completed entry forms to the RSC.

Regional Sport Coordinator (RSC)
- RSC provides a summary and copy of the entry forms to the EM to support their planning.
- RSC uploads the completed entry forms to Sharepoint.
- RSC updates the Master Calendar and notifies the GMS Lead of entry form upload.

GMS Lead
- GMS Lead creates the games in GMS and imports the entry form data.

Note:
All clubs who have not submitted an entry form by the closing date will be unable to attend the games.

Games Checking Reports

Responsibility: GMS Lead, Regional Sports Coordinators, Club Managers, Administration Officer.

When: Friday, Three Weeks Before Event

GMS Lead
- GMS Lead will check for expired/missing certificates/vetting's/registrations, and for T2 attendance requirements.
- GMS Lead will scratch all ineligible participants. Note that athletes with unverified medical certificates will be accepted on good faith, but volunteers with unverified police vettings will be scratched.
- GMS Lead will create club specific checking reports and email these to the relevant stakeholders (Club Manager, Club, Administration Officer, Regional Sports Coordinator). All scratched/unregistered participants will be noted in the email body.

Club Managers (CMs)
- CMs will review the checking report and request corrections and dispensations by replying to the email, and submit applications for certificates/vetting's/registrations online.
- CMs will conduct all communication within the original email chain and make use of the 'Reply all' feature.

GMS Lead/Administration Officer (AO)/Partnership and Sports Manager (PSM)
- GMS Lead will action any CM corrections that need to be made in GMS.
- AO will action any CM corrections that need to be made in Sporty and advise GMS Lead if necessary.
- PSM will action any CM requests for dispensation and advise GMS Lead if necessary.
- AO will action any online submissions and advise CM and GMS Lead if necessary.

GMS Lead
- Once advised, GMS Lead will un-scratch all required participants.

Note:
All participants with unresolved eligibility issues by the closing date (Friday, one week before event) will be unable to attend the games.

Event Programme

Responsibility: GMS Lead, Event Manager, Regional Sports Coordinator

When: Mon/Tuesday, Five Days Before Event

GMS Lead/Event Manager (EM)
- GMS Lead creates the programme and sends it, along with the games and report GMS exports, to the EM and any other stakeholders noted on the EM form.
- EM reviews the programme and requests corrections from the GMS lead if necessary.

Regional Sport Coordinator (RSC)/Event Manager (EM)
- RSC works with the EM to send final communications, event information, and a copy of the programme to participating clubs.

Note:
Once the EM has approved the programme, no further changes to that programme will be made.

Event Manager (EM)
- EM sends a copy of the games including results to the RSC within two days of event completion.

Regional Sports Coordinator (RSC)
- RSC imports the games into the national copy of GMS.
- RSC creates results reports and sends them to clubs by the end of the week following the event.