Purpose:

To ensure that athletes have the opportunity to compete under the best and safest conditions possible.

1 Year Prior to Event

Pre-event Report (form 7000-B) submitted to Regional Leadership Team for approval in conjunction with the Director of Competition and Officials Development.

12 Weeks Prior to Event

Submit to Director of Competitions and Officials Development:

- Meet Package;
- Safety Procedure Rules;
- Pre-Budget Form (form 7000-B); and
- Officials List.

Upon receiving the above, the Director of Competition and Officials Development will examine them and if all is in order, grant a sanction number.

The sanction number will guarantee that all results will be official, and Special Olympics Canada Insurance will be in effect.

8 Weeks Prior to Event

Once you receive your sanction number, Registration packages must be circulated to all invited clubs.

3 weeks Prior to the Event

Registrations due unless specific arrangements are made by a coach with the event manager/Director of Competitions.

1 week Prior to the Event

Divisioning is complete.

14 Days After the Conclusion of Event

Submit to Director of Competition and Officials Development:

- two (2) copies of results (timer's copy & computer copy);
- Post-event report (7000-C);
- Coach evaluation forms;
- list of officials and/or volunteers.

One copy of official results circulated to each club and posted on the SOM website.