

SPECIAL OLYMPICS ONTARIO HOMETOWN GAMES MANUAL



"Let me win, but if I cannot win, let me be brave in the attempt."
Athlete Oath

Host Committee

The Host Committee is led by a volunteer Host Manager. It will be his/her responsibility to oversee the organization of the Hometown Games and manage all aspects for preparing and staging the event.

There will be some specific functions that will be the responsibilities of current SOO volunteers and or staff, i.e. All sport technical issues. You will never be in an awkward position to make a decision regarding rules, equipment or eligibility.

The strength of your organization is its ability to mobilize individuals to volunteer for quick, efficient and short-term assignments directly related to the staging of a successful Hometown Games. We guarantee that the volunteer experience will be a positive and most rewarding one.

The Host Committee will require a small number of key volunteers to oversee various specific functions. They are listed below. Each Hometown Games will be unique in its scope and character. Therefore, positions on the Host Committee may vary and change from community to community. Hometown Games Advisor will work with the Host Manager to fully determine the precise volunteer needs and requirements.

Key Volunteer Positions on Host Committee

1. Host Manager
2. Treasurer
3. Volunteer Coordinator
4. Fundraising Coordinator
5. Registration Coordinator
6. Meal Services Coordinator
7. Awards and Ceremonies Coordinator
8. Public Relations Coordinator

*Any of these positions can be held by more then one person.

Host Committee Job Descriptions

This is a general overview of the main responsibilities for each Host Committee member.

The 'scope' of each Hometown Games will determine the level of deliverable items. The aim is to keep each Hometown Games simple in format and easily executable. However there are some absolute "must accomplish" tasks and SOO staff will work with the Host Committee to ensure specific requirements are met.

1. Host Manager

- Meet with SOO staff for a Hometown Games orientation.
- Determine Hometown Games date(s) with SOO staff.
- Recruit volunteer committee members.
- Responsible for overall operation and function of committee members. To keep them on target and working together.
- Ensure that all committee members are aware of their responsibilities and deadlines.
- Responsible for calling meetings.
- Prepare budget for competition.
- Communicate with SOO staff and volunteers.

2. Treasurer

- Meet with SOO staff or a Hometown Games orientation.
- Work with other committee members to create a budget
- Maintain accurate financial records of the games transaction, including receipts and bank statements
- Prepare payables and receivables for SOO

3. Volunteer Coordinator

- Work with other committee members to establish volunteer needs.
- Recruit volunteer members and maintain accurate lists.
- Ensure volunteers are properly trained/oriented with Hometown Games and their responsibilities.
- Responsible for volunteer recognition (i.e. T-shirt).
- Communicate with SOO staff and volunteers as required.
- Report to the Host Manager.

4. Fundraising Coordinator

- Responsible for overall fundraising plan for Hometown Games.
- Select fundraising opportunities with Host Committee.
- Ensure appropriate recognition takes place, i.e. thank you notes.
- Communicate with SOO staff and volunteers as required.
- Report to the Host Manager.

5. Registration Coordinator

- Responsible for compiling and distribution of registration packages.
- Responsible for registering athletes and coaches upon arrival.
- Communicate with SOO staff and volunteers as required.
- Reports to the Host Manager.

6. Meal Services Coordinator

- Arrange a nutritious meal, snacks and refreshments for athletes, coaches and volunteers during the competition.
- Responsible for securing necessary products.
- Communicate with SOO staff and volunteers as required.
- Report to the Host Manager.

7. Awards and Ceremonies Coordinator

- Responsible for brief Opening and Closing Ceremonies.
- Responsible for securing PA system.
- Responsible for securing and distributing awards.
- Communicate with SOO staff and volunteers as required.
- Coordinate with Public Relations for the VIPs to present awards.
- Report to the Host Manager.

8. Public Relations Coordinator

- Working with SOO staff, will be responsible for overall promotions, and awareness of Hometown Games. I.e. distribution of posters.
- Responsible for any media relations before and during the event. i.e. welcoming media to event, distribution of press kits.
- Arrange a volunteer event photographer.
- Welcome and accompany VIPs at the event.
- Communicate with SOO staff and volunteers as required.
- Report to the Host Manager.

Hometown Games Competition Requirements

OPENING CEREMONIES	<ul style="list-style-type: none"> - brief - include athlete's oath - line-up/parade of athletes - brief greeting
DURATION	- 1 day i.e. 8:00 - 5:00 (Northern regions may require overnight accommodations)
FUNDING	<ul style="list-style-type: none"> - registration fees - cost reduction (in-kind donations) - fundraising
TECHNICAL	<ul style="list-style-type: none"> - trained officials with one on site qualified official - coaches meeting prior to start of competition - follow SOO official rules - results must be posted - use of proper equipment
MEDICAL	- must have medical personnel present for duration of competition i.e. St. John's Ambulance
PROTOCOL	- awards presentations (ribbons)
VOLUNTEERS	<ul style="list-style-type: none"> - orientation - volunteer handout - volunteer check-in - job descriptions - volunteer recognition
ADMINISTRATION	<ul style="list-style-type: none"> - registration package - heat sheets - competition schedule
RISK MANAGEMENT	<ul style="list-style-type: none"> - emergency action plan - venue safety check - access to phone - correct coach/athlete ratio - accident/incident report
CLOSING	<ul style="list-style-type: none"> - thank-you's - wrap-up

Hometown Games Budget

Hometown Games Advisor will assist the Host Committee in preparing a realistic and achievable budget. A sample is listed below. By serving as the Host Sponsor of these Games, your organization is to be congratulated for already minimizing the expense of sport competition in the community. It will be a “standard” expectation that a thank you advertisement be inserted in the local newspaper recognizing sponsors and the “Your Committee” for hosting a Special Olympics Hometown Games.

Sample Hometown Games Budget		
Revenue		
Cash Sponsorship		5,000.00
Fundraising Activities		1,000.00
Athlete Registrations 150 x \$ 10.00 each		1,500.00
In-Kind Gifts		
Food, Subway Subs 200 x \$ 5.00		1,000.00
Drinks 300 x 1.00	300.00	
Other miscellaneous		200.00
Total Revenue:		9,000.00

Expenses		
Facility fee		500.00
Meals		1,500.00
Awards		1,000.00
Newspaper Advertisement		1,000.00
Volunteer Recognition (t-shirt)		750.00
Total Expenses:		\$ 5,000.00

An important responsibility of the Host Committee is to raise awareness for our athletes and generate new funds. SOO staff will assist the Host Committee in identifying effective fundraising ideas. We will provide suggestions on proven methods and trends in community fundraising. However, your organization knows far better than anybody what fundraising ideas will best work in your community. Your organization’s reputation in the community will help leverage the Hometown Games brand, and justify SOO as a credible charity. As the Irish proverb says “many hands make the work lighter.”

Recommendations and Final Report

At the conclusion of the Hometown Games we ask members of the Host Committee to evaluate the organization of the event and make recommendations.

Specifically, SOO needs to know the positives as well as the negatives. We want to know “what went well” and “what did not”. SOO staff will create an evaluation form and require the Host Committee to provide their comments.

As part of hosting the Hometown Games we will also require a brief Final Report. The Final Report is a Summary of the key activities of the Committee including the final financial information.

Thank you,
If you require any further information please contact:

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