



## Safety and well being

The organiser on the day of the event should:

- Carry out a safety inspection of the venue before people arrive.
- Monitor the venue for safety issues throughout the day.
- Check in and brief volunteers on their own role.
- Brief volunteers on the evacuation procedures for the venue.
- Remind volunteers of the need to ensure that exits / floors / pitches are kept clear of obstructions and potential risks.
- Ensure appropriate First Aid cover is on-site.

The venue, type of sport and number of participants will dictate the level of First Aid required. At a minimum there should be:

- One qualified First Aid person on site (an attending coach or volunteer may be qualified to take on this role).
- First Aid kit available.

In addition, organisers need to be aware of the location of the nearest Accident & Emergency hospital and/or local GP.

## Awards

Official Special Olympics awards, i.e. medals 1st-3rd and ribbons 4th-8th may not be awarded at an inter-club activity.

## Insurance

Inter-club activities are covered under the Special Olympics Ireland Combined Liabilities Policy. Note: There is no umbrella policy for Personal Accident Cover.

## Benefits of an Inter-Club Activity

### For Athletes

- Increased opportunities to learn and develop skills.
- Increased opportunities for competition.
- Motivational.
- Social aspect - new friends / new experiences beyond own club.

### For Clubs

- Additional competition and/or training opportunities.
- Event may be tailored for specific needs of athletes, e.g. age, gender, ability.
- May serve as an introduction to competition for some club athletes not yet involved at competitive level.
- Flexibility in terms of
  - when the event happens
  - format of the event
  - participants
  - level of formality

### For Coaches

- Opportunities for sharing ideas / experience.
- Relationship-building with local clubs.

### For Others

- Opportunity for family involvement at local level.
- Volunteers gain experience running events.

For further information, go to the following resources on the Special Olympics Website:

- Event Management Guide
- A Quick Guide to Special Olympics Competition
- Club Handbook

[www.specialolympics.ie](http://www.specialolympics.ie)



**Special Olympics**  
Ireland

# A guide to organising an Inter-Club Activity



## Introduction

Most athletes who train in a sport want opportunities to compete.

For the most part, Special Olympics competitions around Ireland have been offered as part of a calendar of Official Competition Events within each Region. There are also annual leagues which have been a great step towards providing year round competition for athletes.

As the number of athletes involved in Special Olympics Ireland continues to grow, a need exists to explore other avenues for competitive opportunities.

An Inter-club activity is an ideal way to meet this need through “friendly” or “challenge” competitions or matches. It may also offer more, such as opportunities to train with others and maybe develop new skills. Many events will include both training and competitive elements.

This leaflet provides guidelines on the key elements to consider when organising an inter-club activity.

### An Inter-Club Activity involves:

- Two clubs or maximum of 30 athletes (if outside these guidelines, please contact your Regional Special Olympics Office).
- One club taking responsibility for hosting and organising the event.
- Costs associated with hosting the event being either covered by the host club or an agreement being reached with participating clubs in advance.
- Registered volunteers that are sourced from within the participating clubs.

### Each Participating Club needs to ensure:

- Appropriate coach-to-athlete numbers.
- Athlete Participation Forms for each athlete are on site at the event.

## Planning & Organising Your Inter-Club Activity

ITEMS	CONSIDERATIONS	ACTIONS	TICK
Date	Venue availability, timing for clubs.	Agree date and book venue.	<input type="checkbox"/>
Venue	Is it suitable and safe? How will the venue be set up?	Draft a simple diagram of how the venue will be set up. Obtain copy of the venue Evacuation Plan. Ensure venue set up complies with Evacuation Plan.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Number of athletes and events offered	Space, time and volunteers are required.	Decide the number of athletes to be invited and events to be offered.	<input type="checkbox"/>
Format of Event	What (if any) is the training / development focus? What (if any) is the competition format? What rules will be in place? How will results be recorded? Duration of event?	Confirm format and agree rules in advance.	<input type="checkbox"/>
Clubs to invite	Sport / age / gender/ ability of the athletes. Number of clubs that can be safely managed.	Invite clubs and confirm number of athletes.	<input type="checkbox"/>
Fair Competition	Age / gender / ability of the athletes.	Group athletes / teams into events.	<input type="checkbox"/>
Roles and Responsibilities	Number of volunteers required: <ul style="list-style-type: none"> <li>• Before the event</li> <li>• On the day</li> </ul> Type of volunteers: <ul style="list-style-type: none"> <li>• Officials required / any trained coaches</li> <li>• Referee</li> <li>• First Aid</li> <li>• Other</li> </ul>	Assign: <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Officials</li> <li>• First Aider(s)</li> <li>• Brief volunteers on role and other relevant information.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Equipment Required	Readily available and safe to use?	Obtain any extra equipment. Carry out safety checks in advance.	<input type="checkbox"/> <input type="checkbox"/>
Schedule	Start / Finish time, time to run event(s), breaks, socialising time, etc.	Plan schedule and issue to participating club(s).	<input type="checkbox"/>
Social Aspect	Will there be an opportunity for socialising during the event? Will refreshments be provided?	Cater for numbers required.	<input type="checkbox"/>
Contingency	Weather, other delays, etc. System in place for communication to all if change in plan.	Agree who communicates to clubs and volunteers.	<input type="checkbox"/>