

# How to Host a Snowshoeing Competition

**Special Olympics**  
Newfoundland & Labrador



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# How to Host a Snowshoeing Comp

## 1 FACILITIES:

- Snowshoe Track or area for a track
- Area inside with electricity (GMS Team)
- Washrooms
- Accessibility

## 2 VENUE REQUIREMENTS

- Track (Groomed)
- Marshaling Area (6 rows of 6-8 chairs with tents)
- Sound System (Microphone or Megaphone)
- Warming area
- Parking (team buses and volunteers)
- Medical area
- Painted lines on track
- Spectator Area

## 3 NECESSARY EQUIPMENT

- Stop Watches (8)
- Recording Sheets
- Clapper or Gun (for starting races)
- Whistle (False Start)
- Clipboards (25)
- Pencils (40 Sharp)
- Large Ziplock Baggies
- Pylons/markers (40-50+) – various sizes
- Bell (lap count)
- Umpire Flags (2 for False Start)
- Club signs
- Bibs and safety pins
- Stop Signs/False Start Flags/Rope

## 4 ADDITIONAL EQUIPMENT

- Tents (for marshalling area)
- Benches/seating (for marshalling area)
- Barriers/Barricades as needed around track/parking etc.
- Megaphone or sound system
- Identifiable safety vests for volunteers/officials
- Chair/Benches
- Results Board/Area (Large – preferably for coach access only)
- Photocopier access (High-speed preferably)

- Medals/Ribbons
- Podiums (if available)
- 2-way radios for official use
- Proper Signage
- Security barriers

## 5 OFFICIALS

- **Convener or Meet Manager** - Organizes all aspects of meet. Finds and books venues.
- **Sub Committee**
  - Looks after volunteers – all aspects of meet (medals, food, medical etc.)
  - Head Officials
  - Facility Management – person who volunteers or works at track facility
  - Communications – sends out results
  - Safety – Oversees security and prepares an Emergency Action Plan
  - Facility support – often town officials who can prepare venue:
    - Provide barriers
    - Setup tents
    - Set up chairs/benches
    - Salt/Sand for walkways and parking lots

## 6 GENERAL

- **Runners** (1-2 for each discipline) – To bring result sheets from finish line/field event to Games Management System. To bring documented results to viewing/positing area.
- **Announcer** (1-2) – to call athletes to marshalling area for a given event. To announce awards as presented.
- **Statisticians/Results Input** (Games Management System) – Input results and provide in a prudent manner.
- **Medal presenters** (MHA, deputy Mayor and representatives from LETR)

## 7 TRACK

- **Starter (2)** – Uses clapper or gun to start races
- **Starter Assistant (1)** – Help place racers in lanes prior to race start
- **Marshall (6-8)** – Organizes athletes by race/heat etc. in marshalling area. Bring athletes to start area from designated marshalling area (by division or in larger groups) and helps organize them in divisions at start area. Does so in a safe manner. May also return athletes to finish area to join teams following relay races.
- **Umpires (2-3)** – Has multiple roles
  - Stop athletes from running following a false start. Would be about 10m past the start line.
  - Positioned around infield to track & watch for infractions; out of lane, interference or obstruction, stop coaches from running with athletes, stop people from crossing over track during race, tend to an injured athlete until medical arrives.
  - On turns for distance events to ensure athletes do not cut corners.

- In relays placed in transfer zones to ensure transfer done in designated transfer zone.
- **Timers (1-3 per lane)** – use stopwatches to time racers
- **Chief Timer** – ensures times of timers are accurate prior to documenting
- **Bell Ringer** – rings bell for final lap of each runner in races greater than 800m
- **Track Judges (1 per lane)** – Has several roles
  - Determines finish order and has athletes stay in own lane at finish line following race or in order of finish when lanes not used.
  - Counts laps for athletes in long distance races starting with high number to low number. Notifies bell ringer for bell or final lap for each race.
- **Recorder (1)** – records time & finish placement for each racer. Would, also record DQ's or other relevant information before submitting heat sheets to timing area crew.

## 8 VENUE VOLUNTEERS

- Security
- Venue set up and cleanup

## 9 AWARDS

- 2-3 people to prepare awards, designate presenters.
- Marshalls (1-2) – to assist with marshalling athletes to and from award area.
- Announcer- to announce all awards

## 10 MEDICAL

- 2-3 people with a background in emergency first aid and CPR
- Chair / cot where possible
- First aid kit and medical supplies
- Medical area (Heated)

## 11 MEALS

- Venue large enough to hold all team members / volunteers etc.
- Wheelchair Accessible
- Washrooms
- PA System (in case announcement need to be made)
- Close to sport venue when possible
- Ensure meals are suitable for all in attendance (notes dietary/allergy needs)
- Healthy Meals when possible
- # of volunteers needed will depend on # of individuals responsible for during meals
- Volunteers to set up meals, provide meals and clean up from meals

## 12 SOCIAL

- DJ or equivalent with appropriate clean lyric music provided
- Space is large enough for all attendees
- Washrooms
- Wheelchair Accessible

- Access to water (either fill station provided, or teams asked to bring their own)
- Note if appropriate indoor footwear is required
- Supper followed by dance and medals (Good transition from supper to dance)
- Communicate to visiting clubs any equipment needed (i.e., indoor shoes for dance)

### **13 VENUE SIGN OFF FORM**