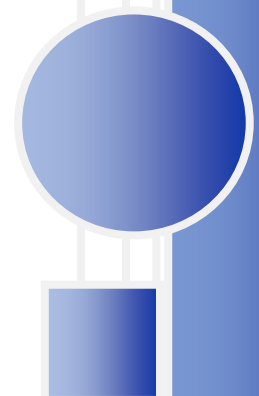




REGIONAL GAMES MANUAL

The OSAGA 55+ (Ontario Senior Games Association) is committed to providing its Member Districts and their participants several different opportunities to take part in friendly competitions with other 55+ active adults in Ontario who share a common recreational interest. One of the ways it endeavours to do this is through the support of Regional 55+ Games in the five Regions throughout Ontario.

This Manual is a guide to help Regional Games Organizing Committees in each Region who are preparing to host Regional 55+ Games. It is not meant to replace the ideas and uniqueness of each committee but rather assist in the planning and implementation process.





Regional Games Overview

OVERVIEW:

The main objective of this module is to provide resources for the districts to allow them to continually strive for the betterment of our organization.

What are Regional Games?

Regionals Games are sets of games held every 2 years in the 5 regions in Ontario.

- organized by local volunteers,
- usually held over 1 or 2 days
- provide another opportunity for 55+ adults in a friendly atmosphere.
- provide continuity to the OSGA program.

Goals and Objectives

- provide another opportunity for 55+ adults to compete, socialize, make friend and keep active in a friendly atmosphere.
- raise awareness of the 55+ games in the Districts
- increased participation which brings increased exposure, more volunteers to run even more quality events at the local level and even more sponsorship /donations to help fund local programs
- showcase district/community
- Low cost

OSGA 55+ Regions

Northern Region – Districts 1, 1A, 2, 2A, 3, 3A, 3B

Eastern Region - Districts 5, 6, 7A, 8, 9, 10

Central Region – Districts 4, 11, 12, 13, 14, 28

South Central Region – Districts 15, 16, 17, 19, 20, 21, 22, 24

Southwest Region – Districts 25, 26, 27, 29, 30, 31, 32, 33, 33A

NOTES:

STEP 1 - Games Organizing Committee Format

- Choose chair (s) – see chair description for details on position
- Decide on GOC Format
- Suggested Formats:
 - A) Community-based – committee formed by interested parties from within the community, including the local district(s)
 - Pros
 - Community representation
 - Expertise/new ideas
 - New partnership opportunities
 - Spreading the word about the OSGA
 - Cons
 - Less knowledgeable about OSGA/district
 - B) District-based – committee made up of members/committee of local district
 - Pros
 - Knowledge
 - Already involved in the 55+ community
 - Cons
 - Burnout – too much work
 - Set in ways of operating
 - Unable to devote enough time to both district and regional games
 - District games suffer

NOTES:

STEP 2 – GOC Committee Members/Roles

- Executive/ Administration/registration (2 co-chairs)
- Sport Technical (2 or more co-chairs)
 - Split events between co-chairs
- Financial (2)
- Volunteers (2)
- Secretary/Administration (1)
- Registration (2)
- OSGA 55+ Representative (ex-officio)
- Add other chairs as needed (marketing/sponsorship/ceremonies/medical)

*see detailed job descriptions for each co-chair position on subsequent pages

STEP 3 – Games Date/Location

- Set a tentative date
 - Consider holidays (both nationally recognized and cultural holidays)
 - All dates must be approved by OSGA 55+ to avoid conflicts with other events
- Decide on type of closing ceremony
 - Location – conference centre/arena/park
 - Type – BBQ/traditional dinner/dinner/dance etc.
 - Number of Participants –
 - how many participants can your chosen closing type accommodate?
 - How many participants can local facilities hold?
 - Closing may determine the number of events and participants

NOTES:

STEP 4 – Events/Venues

- Determine Events
 - Include traditional and non-traditional events (both events in the Ontario 55+ Games and events not currently in the games)
 - Include both active and passive events
 - Plan for a minimum of 10 events
 - Survey districts within the region for potential events
 - Construct a planning chart to indicate possible numbers (ie: district gold, silver medalists etc.)
- Identify potential venues
 - Contact local venues to confirm availability and capacity
 - Decide on the maximum number of participants
 - Based on both event venue capacity and closing banquet venue capacity

STEP 5 – Budget

- Develop draft budget
 - Participation fee
 - Sources of funding (ie. Grants, sponsors, municipal, in-kind donations etc.)

STEP 6 –Timeline

- Create timeline & potential deadlines (recommend working back from event date)
 - Decide on meeting dates & locations



Getting Started

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

The GOC Committee needs to develop a general timeline that may includes

- **Special dates ie Kick-off, registration deadline, etc**
- **Deadlines for committee tasks**

Each Sub-Committee needs to develop a timeline for their committee which also shows interaction with other committees.

Critical path plan which shows who is responsible for certain tasks is also helpful

- **An overall GOC plan as well as one for each committee could be developed**

NOTES:

18 months from event

- Confirm host commitment

12 months from event

- Committee established
 - Co-Chairs
 - Sport
 - Finance
 - Admin
- Bank account opened
- Games Timeline
- Closing Ceremony Format Determined
- Meeting with Region (OSGA Regional Meeting)

9 months from event

- Closing Venue Confirmed – contract completed
- Events decided
- Most Venues confirmed
- Marketing plan created
- Sponsorship package & plan
- Budget completed and approved
- Grant applications decided upon and completed
- Recruitment of other chairs as needed
- Recruitment of convenors started

6 months

- All venues confirmed – contracts completed
- Convenors confirmed
- Meal Plan
- First information blast to District Coordinators
- Registration Package Developed
- Awards format decided (trophies, medals etc.)
- Price out awards

3 months

- Finalized Closing Ceremonies
- Regional Meeting
- Second information blast to District Coordinators
- Registration package published
- On-line presence/information via website, OSGA website etc
- Volunteer recruitment plan and implementation

2 months

- Venue needs – washrooms
- Create medical plan
- Secure equipment
- Registration open (6 – 8 weeks)
- Look into giveaways, volunteer recognition
- Awards Ordered
- Promotion – local, districts
- Design program

1 month

- Registration closed
- Finalize registration numbers
- Invoice districts
- Create schedules
- Finalize meals numbers & plan
- Third information blast to District Coordinators
- Convenor meeting
- Volunteer meeting
- Convenor kit
- Participant package

2 weeks

- Check all venues
- Finalize banquet program
- Confirm equipment needs
- Assemble convenor kits
- Print all items

1 week or less

- Assemble participant packages
- Final overall check of venues, equipment etc

NOTES:



Timeline

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

What is a GOC Co-Chair(s)?
 A GOC co-chair(s)' responsibilities are to oversee all aspects related to games, to facilitate meeting and oversee all committees.

NOTES:

- Responsible for:**
- Attend and co-chair all GOC Meetings
 - Develop agenda for all GOC Meetings

 - Facilitate an effective communication system with the GOC
 - Facilitate the creation of a work plan/schedule for the delivery of the games

 - Assist with the establishment of all Policies and Procedures
 - Serve as Signing Officer

 - Act as a spokesperson for the games
 - Develop a procedure/process for media relations

 - Provide support and direction to sub-committee chairs
 - Serve as an ex-officio member of all committees
 - Facilitate the completion of the final report to the OSGA 55+ after games completion
 - Final Report to include:
 - Financials
 - Results
 - Statistics
 - Games Overview



**Games Organizing Committee
(GOC) Co-Chair Responsibilities**

What we already have.

What we need.

Action Plan

Write down the steps you plan to take to reach your goal.

What is a Committee Co-Chair ?

A committee co-chair(s)' responsibilities are to oversee all aspects related to the sub-committee area of the games,

NOTES:

Responsibilities:

- Setting Goals and Objectives for your sub-committee
- Creating and following the timelines set out for your sub-committee
- Monitoring budget spending for your sub-committee
- Submitting financial requests and in kind requests to the Co-chairs and Treasurer for approval
- Recruiting sub-committee members and delegate tasks to group members
- Attending GOC Meetings
- Verbally reporting sub-committee progress to the GOC
- Communicating with the Co-chairs on a regular basis your sub-committee's progress, issues, and concerns
- Liaison with other sub-committees as necessary
- Managing your sub-committee's tasks during the event

Additional Support:

- There will be assistance with typing materials, creating forms and handout material, photocopying, distributing information, etc through the Co-chairs.



**Committee Co-Chair
Responsibilities**

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

What is a Sport Co-Chair?

The Sport Co-Chairs oversee all aspects of the games events including convenors, venues, schedules and day of event activities

NOTES:

Responsibilities:

- Update GOC at each meeting
- Review and be knowledgeable in all event rules. Prepared to reference as needed
- Confirm all competition venues
- Confirm convenors

- With assistance from convenors,
 - develop a list of needed equipment for each event
 - develop a list of needed volunteers for each event
 - develop event schedules

- Assist with volunteer recruitment

- Plan meetings (recommended minimum 2) of event convenors to review rules/schedules/plans etc.

- With assistance from Administration
 - Develop venue/sport binders for each event (includes venue info, rules, procedures etc.)
 - Assist in determining needed signage, event day materials for each venue

- Develop a process for reporting results with appropriate forms

- Work with convenors to ensure all venues are set up for event day
- Ensure all event convenors are present at their event and that events have started on time and address any complications
- Attend as many of events as possible

- Ensure all results are reported to the GOC and the OSGA



Sport Co-Chair Responsibilities

What we already have.

What we need.

Action Plan

Write down the steps you plan to take to reach your goal.

What is an Event Convenor ?

An Event Convenor is responsible for all aspects of a specific event(s). The convenor should be knowledgeable in event/tournament planning.

NOTES:

Responsibilities:

- Attend all convenor meetings
- Communicate with the Sport Co-chairs on a regular basis progress, issues, and concerns
- Organize and run specific event following OSGA 55+ Rules and Policies
- Be familiar with OSGA 55+ rules and adaptations for event
- Review event specific policies such as Protests...
- Be familiar with the venue
- Complete Risk Management Check-list prior to the event
- Recruit and train officials/event volunteers with assistance from GOC
- Prepare event schedules and submit to Sport Co-Chair for approval
- Work with the Sport Co-Chair to ensure all needed equipment for event is available
- Oversee scoring and result taking. Approve all results and report to GOC using established procedure
- Provide a meaningful opening and closing to the event including opening introduction and medal presentation
- Supervise set-up and tear down of event



Event Convenor Responsibilities

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.



Administrative Co-Chair Responsibilities

What is an Administrative Co-Chair ?

An Administrative Co-chair is responsible for providing administrative assistance to all committees.

Responsibilities:

- Updating the GOC at each meeting
- Keeping accurate records including minutes, financial records, correspondence
- Communicating with all committee (meetings etc.)

- Preparing forms to be used (letterhead etc.) with Games logo
- Developing and purchasing awards with assistance from Marketing/Sponsorship Committee

- Coordinating supplies for all games committees
- Coordinating printing needs for all games committees
- Ordering/confirming signage for all committees/events

- Working with Sport Co-Chairs to create venue/event kits (binders, equipment, signage etc.)

- Coordinating mailings/email blasts (work with marketing chair)

- Arranging for/set up Game Day Office (central location)

- Day of Event: Collecting results from Event Convenors and Report to Sport Chair

NOTES:



**Administrative Co-Chair
Responsibilities**

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.



Registration Co-Chair Responsibilities

What is a Registration Co-Chair ?

A Registration Co-Chair is responsible for developing and coordinating the registration process for the Games

NOTES:

Responsibilities:

- Update GOC at each meeting
- Liaison with the Sport Co-chair throughout the process.

- Develop registration form
- Develop a timeline and process for registration.
- Work with the finance committee to develop process for payments and invoicing

- Prepare registration package for Districts i.e forms, summary, waivers etc
- Communicate with districts on the registration process

- Receive in-service on online registration systems before process begins
- Process registrations through online system
- Prepare participant lists for each event

- Develop on-site registration package (Name tags, event information, maps etc.) with assistance from Administration Co-chair

- Liaison with the OSGA 55+ Office to confirm participant eligibility and membership



**Registration Co-Chair
Responsibilities**

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.



Finance Co-Chair Responsibilities

What is a Finance Co-Chair ?
A Finance Co-Chair is responsible for overseeing all financial matters related to the games. Often is referred to as the Treasurer

NOTES:

- Responsibilities:**
- Setting up a Games Bank Account
 - Being primary Signee on Games Bank Account
 - Preparing policies/procedures for purchasing, expenses etc

 - Preparing Games budget with other co-chairs
 - Providing monthly finance updates to GOC
 - Overseeing all committee budgets

 - Track all contracts/financial obligations of games committee
 - Work with Registration Co-Chairs to process registration payments and issue invoices

 - Work with Games Co-Chairs to prepare grant applications when applicable

 - Provide final financial report for the OSGA



Finance Co-Chair Responsibilities

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

Grants and alternative funding are an important part of operating Regional Games. Before applying to grants, consideration and discussion on types and deliverables should be discussed at a GOC Meeting.

NOTES:

Grants

- Ontario Trillium Foundation
 - The OTF has changed their funding model. OTF grants need to be done through the OSGA office. It is the GOC's responsibility to write the grant according to their particular needs in consultation with the OSGA staff.
- New Horizons
 - This grant has no definite dates for when it is available so care must be taken to check frequently for submission dates.
- Ontario Seniors Secretariat
- Other

With all grant applications, the OSGA 55+ is available to assist/consult and should be included in any grant application discussions. As the incorporated body of the games, all grants need to be filed through the OSGA 55+ office.

Other options for funding include:

- Donations
 - In-kind (supplies that may be needed i.e water, equipment, printing)
- Sponsorship
 - Event sponsors
 - Approach local businesses, people to sponsor a particular event or items such as medals, lanyards, volunteer shirts etc
 - Local service clubs
 - OSGA expectation
- Municipal partnership
 - Approach municipalities for
 - free or discounted facilities
 - municipal labour for setup/tear down



What we already have.

What we need.

Action Plan

Write down the steps you plan to take to reach your goal.



Marketing/Sponsorship Co-Chair Responsibilities

What is a Marketing/Sponsorship Co-Chair ?

A Marketing/Sponsorship Chair is responsible for promoting the Games event to potential participants, the local community and potential sponsors.

NOTES:

Responsibilities:

- Providing updates to the GOC at each meeting
- Creating marketing plan and timeline for event
- Researching potential media (radio, print etc.) opportunities in the area

- Arranging for the creation of a Games Logo
- Arranging for creation of marketing materials (flyers, posters, banners etc.)
- Partnering with Administration Co-Chair to distribute marketing materials

- Communicating marketing strategy to participating districts
- Developing a web marketing plan (website, Facebook etc.)
- Working with Administration Co-Chair on regular updates to participants (ie newsletter)

- Arranging for photo to be taken during games

- Developing a Sponsor package
- Developing a plan to obtain sponsorship
- Creating a sponsor recognition plan



**Marketing/Sponsorship Co-Chair
Responsibilities**

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

What is an Volunteer Co-Chair ?

A Volunteer Co-Chair's role is to oversee all aspects of volunteer recruitment, training, and deployment

NOTES:

Responsibilities:

- Provide an update to the GOC at each meeting
- Create a Volunteer Recruitment Plan
- Develop marketing materials for volunteer recruitment
- Contact local volunteer agencies and create advertisements as required
- Create a volunteer registration form
- Create a tracking system for all volunteers
- Work with Sport Co-Chair and Convenors to determine volunteer needs for each event
- Plan a volunteer information/training session prior to the games
- Train volunteers on key OSGA 55+ policies and safety requirements
- Contact volunteers as needed with updates etc.
- Develop a volunteer recognition plan (shirts, meals, recognition event/letter)
- Games Day – Ensure there are enough volunteers at each event and redeploy as needed



**Volunteer Co-Chair
Responsibilities**

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

What is a Medical Co-Chair ?

A Medical Co-Chair is responsible for ensure that all aspects of the Games are conducted in a safe and responsible manner.

NOTES:

Responsibilities:

- Update the GOC at each meeting.
- Classifying each event/venue based on risk (low/high)
- Determine medicals needs for each venue/event
- Ensure safe environment for each event (with Sport Co-Chair)
- Provide information/in-service to Convenors regarding risk management and first aid
- Provide documentation on available nearby services to convenors and participants
- Inform local medical facilities of event (EMS, Hospitals etc.)
- Identify volunteers with medical credentials and assign as needed
- Arrange for professional medical personnel for high risk events as needed
- Ensure basic first aid availability at each venue
- Provide basic first aid equipment as needed
- Ensure each venue has adequate water as needed
- Ensure adequate shelter as needed (ie. Shade from sun/weather)
- Report any incidents to GOC and OSGA 55+ using supplied forms



**Medical Co-Chair
Responsibilities**

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

What is a Ceremonies /Special Events Co-Chair?

A Ceremonies/Special Events Co-chair, with assistance from other committee members is responsible for all aspects of the closing ceremonies, as well as other events taking place at the in preparation for the games.

This may include media events, announcements, 100-day event

NOTES:

- Responsibilities:**
- Recruit volunteers for committee
 - Assist the GOC in selecting and booking venue for all events, and closing ceremonies in particular
 - Provide recommendations to GOC on format, food, entertainment, supplies, equipment etc.
 - Arrange for food services for the closing, as well as lunches at each event
 - Oversee all aspects of the event on the day of event.



**Ceremonies/Special Events
Co-Chair Responsibilities**

What we already have.

What we need.

Action Plan
Write down the steps you plan to take to reach your goal.

OVERVIEW:

A Venue Binder provides the information needed for the convenor to run an event.

An Event Box contains all the material need for the event.

NOTES:

Venue Binder:

Sample Pages:

1. Opening Letter
2. Location and Contact Information
3. Games & Venue Information (all events)
4. Directions to Closing (if needed)
5. Game Day Timetable
6. Note to Convenors
7. Convenors Guidelines
8. Responsibilities checklist
9. Dealing with Media
10. Emergency Information
11. Risk Management
12. Incident Report Form
13. Safe Play Procedures
14. Results Sheet
15. Protest Policy
16. Evaluation and Recommendations

Event Box:

Sample Items:

1. Convenor Binder
2. Lunch arrangements Information
3. Signage –
 - a. Event, Sponsor, and Overall Sponsor for the wall
 - b. arrows to direct (if applicable)
 - c. Welcome signs for the door/entrance
4. Registration list
 - a. Name Tags
 - b. Registration forms that need signatures/information
5. Score sheets
 - a. Large Result Sheets – if applicable
 - b. Result Sheets for the office
6. Equipment – for events i.e. cards, balls, watches, whistles, pylons etc
7. Supplies – paper, pencils, tape, markers, bristol board etc.
8. First aid kit (if needed)
9. Medals