



Special Olympics Indiana Basketball Tournament Standards

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Management Team

To ensure a smooth tournament it is recommended to have a management team to help with the tournament, here are some recommended roles:

- Tournament Director
 - o Oversee the entire tournament organization, from planning to execution.
 - o Coordinate with all management team members
 - o Make key decisions related to logistics, scheduling, and emergencies.
 - o Ensure that the tournament runs according to the set rules and regulations.
- Operations Coordinator
 - o Coordinate event logistics, including venue setup, equipment, and transportation.
 - o Ensure that all facilities, courts, and amenities are ready for use.
 - o Handle any technical or operational issues that arise.
 - o Manage a team of event staff or volunteers for setup and breakdown.
- Competition Coordinator
 - o Create and manage the tournament schedule (game times, team matchups, etc.).
 - o Ensure that games start and end on time.
 - o Coordinate with referees, scorekeepers, and team managers for timely game flow.
- Officials Coordinator
 - o Recruit and manage referees for all games.
 - o Ensure that referees are properly trained and familiar with the tournament rules.
 - o Handle any referee-related issues that arise during the games.
- Volunteer Coordinator
 - o Recruit and manage volunteers who will help with various tasks during the tournament.
 - o Assign volunteers to specific duties like registration and table volunteers
 - o Ensure that volunteers are properly trained and motivated.
- Marketing, Communications, and Media Manager
 - o Promote the tournament before, during, and after the event through social media, press releases, and other communication channels.
 - o Capture high-quality photos and videos of the games for promotional purposes or media coverage.
 - o Ensure clear communication with spectators about the schedule, venue, and any changes.
- Medical and First Aid Team
 - o Ensure that medical support is available in case of injuries during the games.
 - o Set up first aid stations at key locations in the venue.
 - o Work with local emergency services for any major medical incidents
- Sponsorship/Partnership Coordinator
 - o Secure sponsorships and partnerships for the event (e.g., local businesses, brands).
 - o Ensure that sponsors are properly acknowledged during the tournament.
 - o Manage sponsor activations or promotional materials at the venue.

Facility

- Spectator Seating
 - o When selecting a venue think about the amount of space available for spectators. When estimating how many people will attend your tournament, estimate each athlete bringing 1 person with them. If you have 12 people on a basketball team and 2 coaches, then prepare for at least 12 people to come with the team, 24 people per game.
- Bathrooms:
 - o Ensure that there is bathroom and/or locker room access when selecting your facility space. A good rule of thumb is to provide at least 1 restroom per 15 – 20 participants.
 - o Providing Bathrooms at your tournament is required, however providing locker room access is not.
 - o If there is locker room access, you can communicate this to teams in your fact sheet.
 - o For up to 500 spectators, provide at least 6 – 8 restrooms.
 - o When meeting with your facility contact, ask about if there is maintenance during the event and who to contact if there are bathroom issues.
- Concessions:
 - o It is not mandatory to have concessions at your games. However, it is a great way to fundraise or could be a way that the facility could make money. If you are using a school to host a tournament, talk with your school on if there are any sports teams that would like to fundraise by hosting a concession stand.
- Parking:
 - o An adequate parking area for participating teams, officials, volunteers, spectators, etc. is required. Parking for Special Olympics basketball tournaments should be free of charge. Parking for buses or large vans should also be available. When determining if there is adequate parking, numbers will be dependent on the number of teams participating and expectation of number of volunteers and spectators. It is suggested to plan for at least 10 cars per team.
- Scoreboards
 - o An electronic scoreboard must be provided at the facility. At a minimum, the scoreboard must display home and visiting scores, game time, and periods and/or innings, etc. If an electronic scoreboard is not provided the management team is responsible for having a flip scoreboard.

Date

- The date of your tournament should be prior to the game records deadline.
- All deadlines can be found in the Program Information Guide.

Name of the Tournament

In the General Rules of Special Olympics, Article 7.04: Names of Program and Fund-Raising Events; Identification of Sponsors: Accredited Programs shall not permit any corporate sponsor or other organizational supporters of the Accredited Program to add its organizational or product names to the name of any Special Olympics Games, Tournament, demonstrations, or any other training or competition event.

For Example:

INCORRECT: Pacer Entertainment Special Olympics Basketball Tournament

CORRECT: Special Olympics Basketball Tournament presented by Pacers Entertainment

Competition Rules

Tournaments for Special Olympics Indiana Basketball must follow the same rules that Special Olympics Indiana follows.

- National High School Federation Rules
- Special Olympics Basketball Rules
- Special Olympics Indiana Basketball Rules

Events

Determine what events you are going to host.

- Are you going to host Men's (Coed), Women's, Unified, and/or Youth?
- Are you going to host every level?
- Are you going to have skills?

Once you have determined this information please include the deadlines in a fact sheet.

Fact Sheet

Having a fact sheet is helpful when it comes to communication. When you send out the schedule and brackets it is suggested to also send a fact sheet that includes:

- Location (with address)
- Dates
- Tournament Director
- Contact number
- Any important information regarding schedules, brackets, check in process, concessions, souvenirs, medical, rules, etc.

**SPECIAL OLYMPICS INDIANA
2024 MEN'S & WOMENS STATE BASKETBALL TOURNAMENT
FACT SHEET**



DATES: Saturday & Sunday, March 23rd & 24th, 2024
All times listed are Eastern

SITE: Pacers Athletic Center
200 E. 186th St.
Westfield, IN 46074

TOURNAMENT DIRECTORS: Katie Hilt (SOIN Staff)

OPERATIONS CENTER: (317) 328-2011 (for issues day of event)

GENERAL INFORMATION:

1. Final Schedules and Brackets for the Men's, Women's, and Unified State Tournament will not be available until March 18th.
2. Final Delegation reports for Skills with final divisions will be sent on March 18th with the final schedule and brackets.
3. All medicals have been reviewed prior to the State Tournament. Copies of all medicals will be on site with the Basketball Sport Management Team. While, it is not mandatory for teams to have medicals at the event, it is highly encouraged that teams bring the PDF medical report with them to the tournament.
4. Restrooms will be available as a changing area for teams. The area will remain unlocked throughout the day. Please refrain from leaving valuables in the locker room. Special Olympics Indiana and Pacers Athletic Center will not be held responsible for any lost, stolen, or damaged items.
5. Opening ceremonies will take place on Court 1 at 12:00pm on Saturday, April 23rd and Sunday, April 24th. All teams and spectators are invited and encouraged to attend.
6. Awards ceremonies for team competition will take place on the court at the conclusion of each game. Awards ceremonies for skills will take place after the each division has completed all 3 of their events.
7. There will be an athletic trainer on-site in case of injury. Please notify the scoring table or tournament staff if you need medical assistance.
8. Concessions will be available at the venue. There are also some food options within a 10-minute drive of the venue.
9. Souvenirs will be available for purchase throughout the weekend.
10. Please keep in mind that the scoring table crews and most tournament staff are volunteers giving up their time to help run this tournament. Be sure to thank them for their help throughout the day.
11. Coaches Handbook will be distributed with the brackets and schedules on March 18th.

Registration

It is recommended to have registration for your tournament at least 2 or 3 weeks prior to the tournament date.

When setting your registration deadline, I would set it so that you are able to create, finalize, and send out all your schedules and brackets at least 1 week in advance.

Registration can be done by using GMS or by using forms.

Your registration form should include:

- Team Name
- County Name
- Coach Name
- Coach Phone Number
- Coach Email Address
- Team Level
- Team Gender
- Team Age
- Team Classification

Scheduling and Bracketing

Teams have already been placed into levels. Please first look at the Basketball directory to see what classification each team is in. When scheduling your games please follow the following guidelines:

- Teams must play other teams of the same gender and age category. Female teams play female teams, Junior teams play junior teams, senior teams play senior teams, master teams play master teams, and Unified teams play Unified teams.
- Unified teams should not be playing against traditional teams (this does not count toward a game record).
- Level 1 teams can play against other Level 1 or Level 2 teams. Level 2 teams can play against other Level 2, Level 1, or Level 3 teams. Level 3 teams can play against other Level 3, Level 2, or Level 4 teams. Level 4 teams can play against other Level 4 or Level 3 teams.
- Teams will play no more than two games in a day.


Once you have received your registrations, start by grouping your teams based on gender, age, classification, and level.

If using brackets, it is best practice to group your teams into groups of 4, for 4 team brackets. This allows you to ensure that each team will get at least two games.

Once you have your groups of 4, then you will randomly draw for their position in your brackets. Then you will use your schedule to determine when they will be playing.

Schedule:

2024 STATE BASKETBALL TOURNAMENT
 Site: Pacers Athletic Center
 Date: Sunday March 24, 2024
 Courts 5-8



Time	Court 5	Court 6	Court 7	Court 8
	Game #	Game #	Game #	Game #
9:00 AM	SvS Home vs. Visitor Hendricks Co. Lakers vs. Howard Co. Bobcats	SvS Hancock Co. Fever vs. Johnson Co. Lady Warriors	SvS Madison Co. Mustangs vs. Shelby Co. Magic	SvS Hendricks Co. Spirit vs. Monroe Co. Hornets
Division	TMM Blue	Women Seafoam Green	TMM Purple	TMM Green
10:00 AM	SvS Home vs. Visitor Hamilton Co. Lady Tigers vs. Howard Co. Wildcats	SvS Perry Co. Storm vs. Madison Co. Hawks	SvS Shelby Co. Cardinals vs. Elkhart Co. Imperials	SvS Allen Co. Tigers vs. Gibson Co. Wolverines
Division	Women Seafoam Green	TMM Green	TMM Dark Green	TMM Dark Green
11:00 AM	SvS Home vs. Visitor Howard Co. Bobcats vs. St. Joe Lions <i>Possible Medal Game</i>	SvS Marion Co. West Heat vs. Washington Twp. Panthers	SvS Shelby Co. Magic vs. Gibson Co. Pirbulls <i>Possible Medal Game</i>	SvS Boone Co. Allstars vs. Marion Co. West Jazz
Division	TMM Blue	Unified Dark Red	TMM Purple	Unified Dark Red
12:00 PM	OPENING CEREMONY			
1:00PM	SvS Home vs. Visitor St. Joe Lions vs. Hendricks Co. Lakers <i>Medal Game</i>	SvS Washington Twp. Pride vs. Washington Twp. Jazz <i>Medal Game</i>	SvS Loser Game 62 vs. Loser Game 69 <i>Winner = Bronze, Loser = 4th</i>	SvS Loser Game 64 vs. Loser Game 70 <i>Winner = Bronze, Loser = 4th</i>
Division	TMM Blue	Women Unified Brown	Women Seafoam Green	TMM Green
2:00 PM	SvS Home vs. Visitor Winner Game 71 vs. Winner Game 72 <i>Winner = Gold, Loser = Silver</i>	SvS Winner Game 81 vs. Winner Game 82 <i>Winner = Gold, Loser = Silver</i>	SvS Gibson Co. Pirbulls vs. Madison Co. Mustangs <i>Medal Game</i>	SvS Winner Game 64 vs. Winner Game 70 <i>Winner = Gold, Loser = Silver</i>
Division	TMM Dark Green	Women Aqua	TMM Purple	TMM Green
3:00 PM	SvS Home vs. Visitor Winner Game 78 vs. Winner Game 80 <i>Winner = Gold, Loser = Silver</i>		SvS Loser Game 78 vs. Loser Game 80 <i>Winner = Bronze, Loser = 4th</i>	
Division	Unified Dark Red		Unified Dark Red	

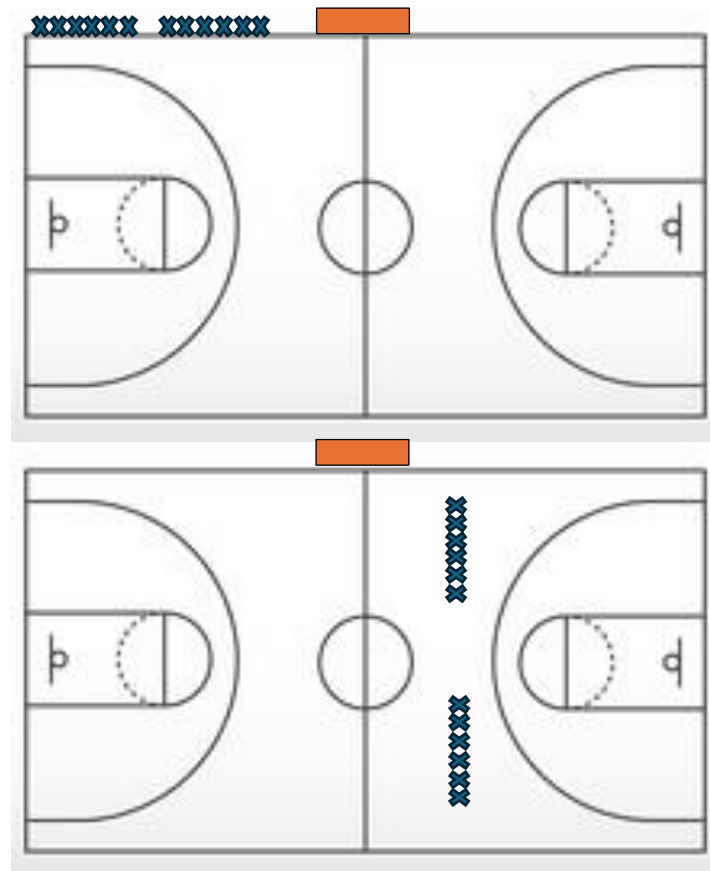
Bracket



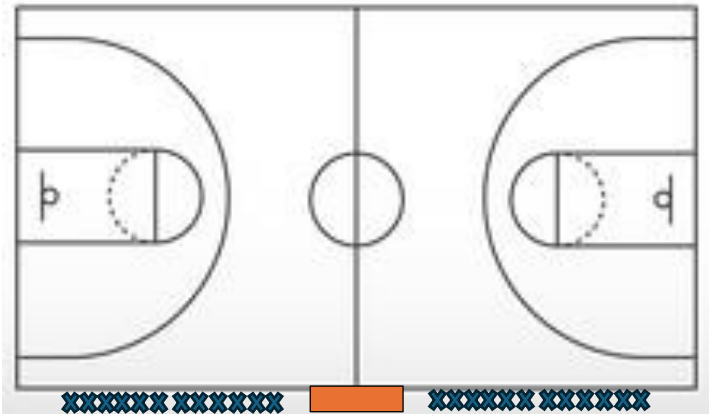
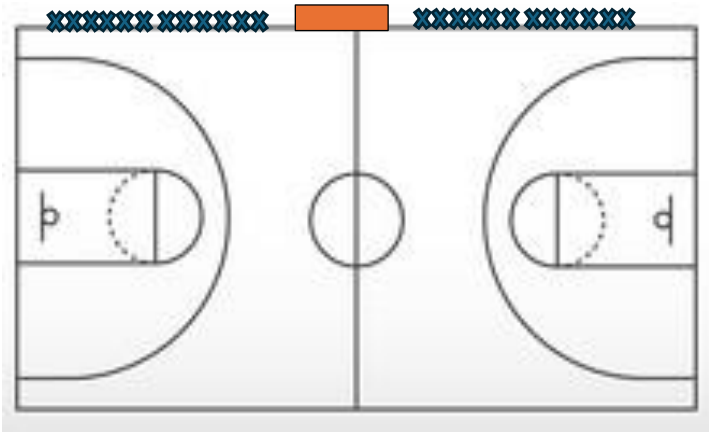
Court Set Up

Team Bench

3 on 3



5 on 5



Basketball Skills

- Volunteer Needs:
 - o Staging Lead: (1 person)
 - Calls out Division numbers to audience and stages athletes by division in competition staging area. After staging athletes, they will be moved to “On-Deck” Staging on the court and then progress to Competition Area. This position oversees the movement from staging to “On-Deck” to Competition.
 - o Prep Lead: (1 person)
 - Receives scratches from Check-in Team. Works with Staging Lead to communicate scratches for staging. Organizes and assigns competitor scoresheets on clipboards to give to Athlete Escort volunteers.
 - o Results Lead: (1 person)
 - Athlete Escort volunteers will return completed athlete scoresheets. After receiving every athlete’s scoresheet in a division, they will complete an awards heat sheet/results sheet to list out the places for each division and hand to the runner to give to awards.
 - o Awards Lead: (1 Person)
 - Oversee the volunteers that are working in the awards area: athlete awards staging, medal staging, and medal presentation.
 - o Station Volunteers:
 - 10-meter dribble (1-2 Per Station)
 - Target Pass (1-2 Per Station)
 - Spot Shot (2 Per Station)
 - o Athlete Station Escort Volunteer
 - 16 to allow for 2 divisions to be staged with a volunteer escort waiting to go on the court.
 - o Award Staging Volunteers
 - 3 to help present awards (1 tray holder, 1 medal presenter, 1 announcer)
 - 1 to help stage awards (medals & ribbons)
 - 1 to help stage athletes (Athlete Escort volunteers will escort athletes to the Awards staging area where this position will stage them by division and once the result sheet is brought by the runner, this position will stage each division by earned place for awards.)
- Equipment
 - o Seating area for staging (roped off for separation)
 - o Recommend Cones with numbers to help designate staging zones
 - o 2 speakers systems (1 for awards, 1 for staging)
 - o 2 sets of all equipment for each station listed

Flow of Athletes, Prep Lead, Staging Lead & Station Volunteers:

- The Staging Lead will announce the division number and instruct athletes to report to the designated staging zone. At the state level, there is a bench that serves as the “On-Deck” staging zone. Here, athletes will be paired with their volunteer escorts, who will have the athlete’s scoresheet. Once the skills stations are cleared of the previous division, athletes and their volunteers will proceed to each station to complete the

skills and receive their scores. The volunteers assisting the athlete are the ones recording the score. After completing all three stations, the volunteer will submit the athlete's scoresheet to the Results Lead Volunteer. They will then escort the athlete to the awards staging area and coordinate with the Awards Lead. The athlete will be staged to receive their award, and the volunteer will report back to the Prep Lead Volunteer to get their next clipboard with the next scoresheet of an athlete.

Flow of Stations & Volunteers

- At State competition, we have two of each station. The slowest station is the hop shot so will volunteers and athletes are going through each station we remind them to constantly to go to hop shot if it's open. Volunteers for each specific station only have to worry about learning their station competition details and helping the athlete get through the station. The volunteers escorting the athlete will record the score.

Runner & Results Lead Volunteers

- After athletes compete at each of the stations the volunteer escorts for the athletes will turn in the completed score sheet to the prep lead volunteer. After the prep lead volunteer receives all scoresheet for the division they will complete a heat sheet/result page for that division and hand to the runner volunteer to take to the awards staging volunteer.

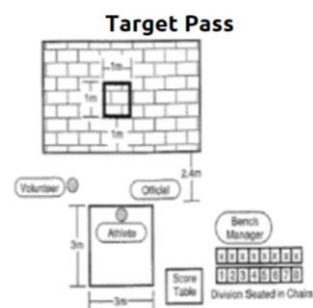
Awards Volunteers:

- Award Lead and 1 awards volunteer will welcome the athletes into the staging area after their competition and release the volunteer escort that came with the athlete. After welcoming the athletes the Awards Lead and volunteer will stage the athletes by their division, and wait for the heat sheet/results that will come from the Prep Lead Volunteer. After receiving the results from the prep lead the awards lead and volunteer will order the athletes in the correct order of awards earned.

SKILLS STATIONS

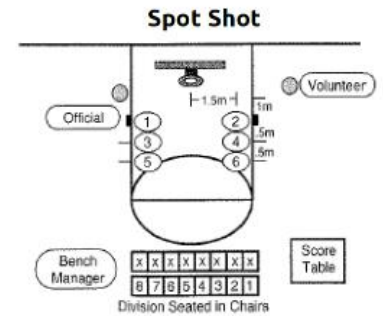
Target Pass

- Using floor tape and painters tape you will make two squares on the floor and the wall. If your facility will allow you use one type of tape on the wall and the floor, then I would select one type of tape.
- Start with the square on the wall.
 - 1. Measure out 4 strips of tape that are 1 meter by 1 meter (3.2ft or 39 inches)
 - 2. We will stick the bottom of the square on the wall first. Measure 1 meter (3.2ft or 39 inches) from the ground, stick one piece of tape horizontally at this place. Then stick the rest of the pieces of tape to make the rest of your square.
- Move to the square on the floor.
 - 3. Measure out 4 strips of tape that are 3 meters by 3 meters (9.8 ft or 118 in)
 - 4. The top of this square will be 2.4 meters (7.8ft) from the wall. Measure 7.8ft from the wall and place your first piece of tape horizontally, The stick the rest of the pieces of tape to make the remainder of your square



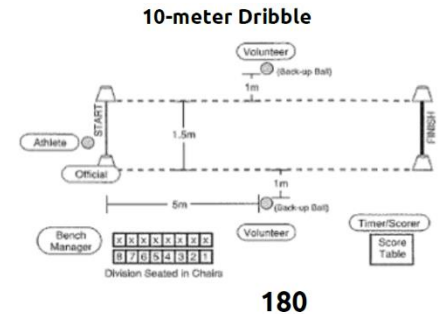
Spot Shot

- We will be make 6 spots on the floor for Spot Shot. There are a variety of ways to mark these spots on the ground. You can use floor tape to make an X on the ground, you can tape down pieces of paper on the ground, or you can use rubber circles to mark the 6 spots. As long as these 6 spots are clearly defined.
- Start at a spot on the floor under the front of the rim
- For spot 1, measure to the left 1.5m (4.9ft or 59in) then 1 meter (3.2ft or 39 inches) back
- For spot 2, measure to the left 1.5m (4.9ft or 59in) then 1 meter (3.2ft or 39 inches) back
- For spot 3, measure .5 meter from spot 1
- For spot 4, measure .5 meters from spot 2
- For spot 5, measure .5 meters from spot 3
- For spot 6, measure .5 meters from spot 4



10-meter Dribble

- Using floor tape, we will start by making the start line. Measure out 1 strip of tape that measures 1.5 meters (4.9ft or 59in)
- Place this piece of tape where you would like your start line on the court. Place two cones on both sides of this piece of tape.
- From the start line measure out 10 meters (32ft or 393in)
- Next using floor tape make the finish line. Measure out 1 strip of tape that measures 1.5 meters (4.9ft or 59in)
- Place this piece of tape where you would like your finish line on the court. Place two cones on both sides of this piece of tape.
- The athletes should stay within the 1.5m lane as shown in the diagram. On both sides of this lane, place an extra basketball 1 meters away, in case an athlete loses control of the ball



Volunteers:

Determine what volunteers you will need, how many, and for how long. Below are a few examples of common volunteer roles.

- Check In Volunteers
- Table Volunteers
 - o Each court should have 2 – 3 volunteers at the table in the following roles:
 - o Clock Operator
 - Review operation of scoreboard controls (training provided prior to start of shift).
 - Operates scoreboard, game clock, and possession arrow during game according to Special Olympics rules and standards.
 - Monitor elapsed time during timeouts.
 - o Bookkeeper
 - The bookkeepers shall receive both teams' lineup cards 10 minutes prior to the game.
 - The cards must list all players (designating the starting five) and their uniform numbers.

- Scratch any player not in attendance from the scoresheet.
 - Inform Tournament Director of any discrepancies.
 - Double check team information with court schedule prior to the start of the game.
 - Maintain scoresheet during game according to Special Olympics rules and standards.
 - Ensure accuracy of scoresheet prior to giving it to Operations Center for results.
- Announcer
 - Introduce teams 5 minutes prior to game time.
 - Follow announcement script during game (baskets, fouls, timeouts, etc.).
 - Follow announcement script for awards ceremonies following the game.
 - Play music during timeouts, halftime, between games, etc.
- Skill Volunteers
 - Skills will have volunteers for the staging area and for the stations.
 - Staging Volunteers will line up athletes in each of their divisions and get them ready to go through each station.
 - There should be 3 – 4 volunteers for each skills station.
- Volunteers Awards
 - If this is a Sectional tournament, then you will want volunteers to assist with awards preparation and presentation.
 - It is suggested to have between 8 – 12 volunteers for awards.
 - Please see this SONA Awards Guide for trainings, set up, and guidelines:
<https://app.smartsheet.com/b/publish?EQBCT=cf14c03e3765475fb22bc7a9335ae5c9>

Officials

- It is encouraged that officials are ISHAA certified, especially for 5 on 5 competitions.
- 5 on 5 games should have at least 2 officials and 3 on 3 games should have at least 1 official.
- Create a schedule assigning each official to their games/courts prior to the competition so that when officials arrive, they know where and when they will be officiating.
- Officials should receive the Special Olympics rules prior to competition then the Officials Coordinator or Tournament Director should have a meeting with officials on site to go over rules and any questions.
- At least a week in advance send an email to all officials with the rules, officials schedule, and details on the officials meeting.
- Officials can be volunteers, or they can be paid for the services. If you are paying officials it is recommended for local tournaments to pay \$10 per 3 on 3 games and \$25 per 5 on 5 game.

Medical

- The management team must have a medical volunteer on site for the duration of the tournament. These medical personnel must be licensed professionals. The first options would be: Athletic Trainers EMS, or Doctors, the second option would be Nurses.
- The management team is required to ensure that the necessary emergency equipment is on site and easily accessible for the duration of the tournament. This includes: first aid kit and AED. The management team must have an option to call ambulance services if it is needed.
- The Red Cross recommends that all first aid kits for a family of four include the following:
 - 2 absorbent compress dressings (5 x 9 inches)
 - 25 adhesive bandages (assorted sizes), also found within our Family First Aid Kit

- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets (approximately 1 gram)
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 emergency blanket
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress
- 2 pair of nonlatex gloves (size: large)
- 2 hydrocortisone ointment packets (approximately 1 gram each)
- 1 3 in. gauze roll (roller) bandage
- 1 roller bandage (4 inches wide)
- 5 3 in. x 3 in. sterile gauze pads
- 5 sterile gauze pads (4 x 4 inches)
- Oral thermometer (non-mercury/nonglass)
- 2 triangular bandages
- Tweezers
- Emergency First Aid instructions

Souvenirs:

- It is not mandatory to sell souvenirs. However anyone is able to sell souvenirs, this could be as small as one tournament T-shirt or multiple items.
- Special Olympics Indiana only sells souvenirs at State Tournaments and events.

Smoking, Tobacco, & Alcohol Use at Facility

- Special Olympics events are smoke free. Even if the facility allows smoking outdoors, it is still prohibited due to being a Special Olympics event.
- Alcohol may not be served at any Special Olympics basketball tournaments.

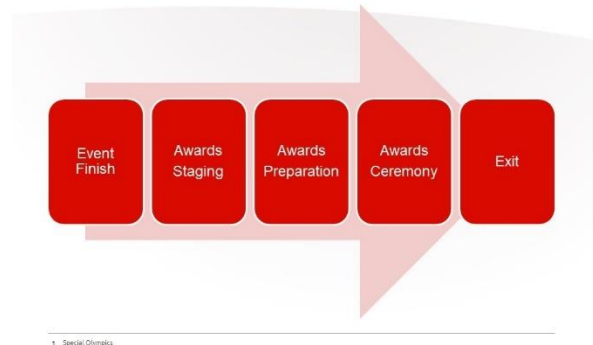
Tickets/Admission

- All Special Olympics events are free. There should be no admission fees or tickets sold for entry.
- Local tournaments may charge a registration fee to enter into the tournament.

Awards

Local tournaments are not required to give awards. The only tournaments that require awards to be given are Sectionals and State. It is under the discretion of the management team whether they would like to give awards. Local medals and ribbons can be purchased from MTM Recognition. If awards are given out, the awards process outlined by Special Olympics International should be followed.

Phases of Awards Ceremony



Event Finish:

- Individuals/Teams will report to the awards staging area following the completion of their division of finals competition. NOTE: Depending on the sport, reporting times may vary.
- The final results should be confirmed by the management team then walked to the awards area.

Awards Staging:

- The staging volunteers will greet the athletes and organize them in order based on the final results.
- The athletes will be staged in seats or in a queue, awaiting the processional. Coaches should not be in this area, unless requested by the Awards Team.
- For Individual Sports, Athletes will be seated or queued by final place in the division in the order in which the athletes will be standing on the podium.
- For Team Sports, Athletes will be seated or queued alphabetically by last name in the order in which the athletes will be standing on the podium.
- Video for Awards Staging: https://www.dropbox.com/scl/fi/hgxpknwr3ckt75q4u3z3/2-AwardsStaging_Draft2.mp4?rlkey=vj6p7309tcskecynsqui0jsxt&e=1&dl=0

Awards Preparations:

- The medals, ribbons and award trays are prepared for the presentation within this area. The volunteer will ensure that the proper number of awards is placed on the correct trays and the awards are in order on the trays.
- Volunteers will also ensure that the announcer has the correct results for the division that is being awarded, and that the announcer also has the correct list of the presenters for acknowledgement.
- Video for Awards Preparation: https://www.dropbox.com/scl/fi/omm6kkfly0vf2enprlzc/1-AwardsPreparation_Draft2.mp4?rlkey=lm0e9fn9vx4600imrv7oenvloj&e=1&dl=0

Awards Ceremony:

- The volunteers for the processional will consist of award tray bearers, presenters, and escorts. They will gather in the awards preparation area as the divisions are being staged.
- Awards Tray Bearers, escorts and presenters will meet the athletes at the exit of Awards Staging for the processional.
- The processional will then move towards the awards podiums. For individual events, Athletes will be positioned in accordance with their final event placement, walking from one side to the correct place. In team sports, Athletes will be positioned alphabetical order from left to right.
- Awards should be presented with the lowest placement going first. Gold medal winners, first place, should always receive their medals last. For example, a division that has 8 participants the order of awarding should go 8, 7, 6, 5, 4, 3, 2, 1.
- Participation ribbons will be given to individuals that are unable to complete an event, given that the individual starts the event. Participation ribbons will also be given to individuals that are disqualified for reasons other than unsportsmanlike conduct. Individuals that are disqualified for reasons of unsportsmanlike conduct will not receive an award and will not participate in the award ceremonies. Athletes receiving a participation award will have their awards presented first. An athlete receiving a participation award should stand on the last placement of the division. Present the award in the usual fashion when he/she is announced.
- Athletes that do not show up or participate in the final event for any reason (including early departures from the Games) will not be given an award of any kind.
- As one division is processing the next division is escorted to the on-deck area, ready to process once the division ahead of it recesses.
- Individuals and teams receive awards for each event in which they participate. Official Special Olympics Medals will be given for 1st through 3rd place, and ribbons will be given to those that place 4th-8th.
- The Presenter places the award over the head of the Athlete, and then offers a handshake. If there is only one Presenter, he/she should walk from one side of the podium to the other. The Awards Tray Bearer will meet the Presenter at the appropriate podium for the next award to be presented.
- If there are two Presenters, one should give out 8, 6, 4, & 2 and stay on that side of the podium while the other gives out 7, 5, 3, & 1 on his/her side of the podium.
- After the distribution of all awards for a division, pause for recognition of the athletes, while pictures are taken by spectators and family members. During this time Awards Tray Bearers and Presenters should step to the side of the awards podium to allow for pictures.
- Video for Awards Ceremony: https://www.dropbox.com/scl/fi/f6q7u96pelnkfgkxicqtg/3-AwardsPresentation_Draft2.mp4?rlkey=mi7gk8suy1q70c67qs1t4rc0x&e=1&dl=0

For more information related to awards ceremony please visit here:

<https://app.smartsheet.com/b/publish?EQBCT=cf14c03e3765475fb22bc7a9335ae5c9>

Equipment

Each Court:

- Basketballs (men 29.5 or women 28.5)
- Scoreboards (if not provided by facility)
- Stopwatches for timeouts
- Extra officials' jersey
- Extra whistle
- Portable PA (if announcing the game)
- Possession Arrow (if not on scoreboard)
- Pencils
- Towel
- Printed Materials: Copy of the rules, scoresheets, schedule, line up cards, announcer script

General Equipment:

- Extra basketballs
- Medical kit
- Extension cord
- Power strips
- Signs or banners
- Ball inflator
- Painters tape

Skills Equipment:

- 30m measuring tape
- Basketballs (28.5)
- Clipboards
- Cones
- Painters Tape
- Pencils
- Poly dots
- Stopwatches
- Skill scorecards
- Basketball rules