



AWARDS HANDBOOK

Special Olympics Pennsylvania

AWARDS HANDBOOK

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Special Olympics
Pennsylvania



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What is the purpose of an Awards Handbook?

The purpose of this handbook is to show you the different aspects of the Awards Ceremonies. As the Awards Manager for your venue, you will be responsible for planning and coordinating all Awards Ceremonies for your sport. Awards Ceremonies should honor and respect the dignity and performance of all athletes.

The 10 Must-Haves for an awards ceremony

1. Established and organized awards staging area and plan
2. Established and organized awards preparation area
3. Efficient and reliable information flow from competition to awards
4. Communication devices to communicate directly to competition and venue directors (hand-held radios, mobile phone apps, group texts) and established/dedicated line of communication from finish/results to awards.
5. Elevated platform(s) for athletes/teams to stand on
6. Music – for ceremony and downtime
7. Voice/sound amplification (bullhorns as a last resort)
8. Dignified presenters (of minimum event volunteer age)
9. Pre-event training for **all** awards volunteers
10. Established Awards Schedule

Overview

The Awards Ceremonies are the portion of the Games that are dedicated to highlighting the athletes and Unified Partners accomplishments for each given event. The ceremonies are set forth in a dignified manner, in the Olympic tradition.

Individuals will receive awards for each event in which they participate. Medals will be given for individuals who place 1st-3rd, and ribbons will be given to those individuals who place 4th-8th.

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. In addition, 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.

Personnel

There are several key positions within Awards Ceremonies; these positions will all be filled by key volunteers. If volunteers are not available, knowledgeable SOPA staff should assume the role. A list of key positions is shown below, followed by a brief description of the responsibilities:

Awards Manager	This individual Oversees all procedures for Awards.
Awards Staging Coordinator	This individual oversees all areas of the staging process from start to finish. This function will also check for water and refreshments in the staging area to ensure the comfort of the athletes while being staged.
Awards Staging Assistant(s)	These individuals are responsible for ensuring that an entire division of athletes is present and have reported to the staging area, organizing them for the procession onto the awards podium.
<i>*Results Runners</i>	<i>These individuals will be responsible for delivering the hard copies of the results which will detail the Division, Times/Scores, Order of Finish, Name of Participants, Name of Delegation, etc. There will be a minimum of three copies needed for Awards; Announcer, Staging, Preparation area.</i>
Awards Preparation Coordinator	This individual oversees the preparation of medals, ribbons, and award trays. The coordinator also ensures that the presenters are present and have been trained. Also responsible for setting up the awards presentation area. This includes placing the “look” elements including the backdrop, decorations and the podiums in the area and testing the stability of the podiums and ensuring the safety of the equipment.
Awards Preparation Assistants	These individuals are responsible for placing the correct awards on the award trays and verifying the results sheet as it arrives in the awards area.
Awards Presentation Coordinator	This individual oversees the presentation of awards, including music and announcer coordination, coordinates Presenters with the Honored Guest Program, and ensures that Awards Athlete Escorts and Awards Tray Bearers are in place for the procession.
Awards Music Technician	This individual will work closely with the announcer ensuring that the microphone is prepared, the script is available and assist the announcer with other duties. This individual will also be responsible for ensuring the music for the processional is cued and in working order for the ceremony, and will be the individual that will start the music after being cued (including exit music).
Awards Tray Bearers	These individuals are responsible for carrying the award trays in the procession and assisting the presenters with the presentation of awards on the podium.
Awards Announcer	This individual will follow the script provided by the Games Organizing Committee and will not deviate from the script in any manner. The announcer will verify the division and names of athletes prior to the procession.
Awards Athlete Escorts	These individuals will escort the athletes through the staging area and continue as escorts during the procession to ensure the athletes stay in order during the procession. These individuals will also, on occasion, provide assistance to athletes that may have limited physical mobility.
<i>*Presenters</i>	<i>These individuals are Honored Guests, VIP's, Dignitaries and other appropriate individuals such as uniformed Law Enforcement Officers. The presenters simply present the awards to the athletes during the ceremony. Presenters should be of the minimum event volunteer age.</i>

**These positions do not fall under the Awards Team, but rather, provide support and service from other areas of the competition venue.*

Awards Volunteer Duties and Responsibilities

Awards Manager

Duties and Responsibilities

- Be the main contact with the Sports Areas and other Functional Areas (Logistics, IT, Honored Guests, etc.) when dealing with all elements of the awards ceremonies.
- Responsible for training all awards coordinators.
- Ensures that the awards ceremony follows the exact protocol and design that is developed in the Ops Plan.
- Ensures the Special Olympics awards script and proper protocol is used at all venues.
- Ensures all equipment/stands/supplies have arrived and in place.
- Be responsible for the proper set-up of the awards ceremony.
- Be the main contact with the Honored Guest Manager to train and coordinate the honored guest presenters into the awards ceremonies.
- Oversees all areas of awards for assigned sport(s), including Staging, Preparation and Presentation to ensure a dignified Award Ceremony after each final event.
- Work with the Sports Committee to receive Athletes and event results to start the Awards process (staging and preparation).
- Ensures staging is executed properly to allow for seamless presentations.

Awards Staging Coordinator

Duties and Responsibilities

- Ensures that athletes and heat sheets/results arrive at awards area.
- Tracks what divisions have arrived at the awards area. Responsible for checking water in the staging area. Will notify Awards Manager when water is low.
- Serve as the contact in the event that the coach may need to remove an athlete from the awards staging area to compete in another event. Will need to note on the results sheet that the athlete will be back later to receive their award.
- Responsible for guiding Awards Staging Assistants in how to stage athletes.
 - For individual sports, ensures the number on the back of chair corresponds to the way the awards are placed on the awards trays and the way the athletes will walk onto the podium. Entering from the left hand side of the stage (7, 5, 3, 1, 2, 4, 6, 8) or entering from the right hand side of the stage (8, 6, 4, 2, 1, 3, 5, 7).
 - For team sports, ensures the alphabetical order athletes are sitting corresponds to the way the athletes will walk onto the podium. Entering from the left hand side of the stage (Z - A) or entering from the right hand side of the stage (A - Z).
- Ensures athletes are dressed properly. Athletes must be dressed either in their warm-up uniforms (both tops and bottoms) or their official Delegation attire during all Awards Ceremonies. No sponsor branding is permitted on clothing. Prohibited clothing items for Awards Ceremonies includes: swimsuits, towels, and jeans. Flip-flops will only be permitted during Awards Ceremonies for Swimming Athletes; all other Athletes must wear shoes.

Awards Staging Assistants

Duties and Responsibilities

- Escorts athletes into the staging tent and assists with getting them water.
- Ensures athletes sit together based on the division they competed with.
- Orders athletes according to results, placement order (7, 5, 3, 1, 2, 4, 6, 8 or 8, 6, 4, 2, 1, 3, 5, 7) for individual sports or (A – Z or Z – A) for team sports.
- Moves group of athletes on results sheet over to Awards Athlete Escorts.
- Keep athletes moving together through staging area.

Awards Preparation Coordinator

Duties and Responsibilities

- Ensures that the proper numbers of awards are present.
- Organizes and supervises the volunteers in the awards preparation area.
- Responsible for setting up the awards presentation area. This includes placing the “look” elements including the backdrop, decorations and the podiums in the area and testing the stability of the podiums and ensuring the safety of the equipment.
- Ensures that the awards that correspond to a specific division are placed on an awards tray and the results sheet is placed with it.
 - For individual sports, order from left to right on the tray should be 8, 6, 4, 2, 1, 3, 5, 7.
 - For team sports, a tray should be set up based on placement (i.e. all gold on one tray, all silver on one tray, etc.).

Awards Preparation Assistants

Duties and Responsibilities

- Group awards according to placement.
- Receive results from staging area and determine number of medals needed for awards tray.
- Places awards on tray and ensures tray bearers pick up appropriate trays for the procession and presentation.

Awards Presentation Coordinator

Duties and Responsibilities

- Organizes the lineup of the athletes with the presentation team(Presenter/Tray Bearer/Escorts) for the awards ceremonies.
- Ensures that the Honored Guest Presenters are present and trained.
- Ensures that the proper awards are on the tray and match to the athletes lined up.
- Ensures the announcer has the right results sheet for announcing.

Awards Athlete Escorts

Duties and Responsibilities

- These individuals will escort the athletes through the staging area and continue as escorts during the procession to ensure the athletes stay in order during the procession.
- As part of the procession, one escort should lead the athletes, and one follows behind to ensure athletes remain in the proper order.
- Assist athletes onto the podium as needed, and remain near the podium (never on) during the presentation.
- On occasion, provide assistance to athletes that may have limited physical mobility.
- Advise the presentation coordinator that the athletes are staged and ready for their respective presentations.
- Flower bouquets are an optional enhancement given at the conclusion of the awards ceremony. Assist as needed.

Awards Tray Bearers

Duties and Responsibilities

- These individuals are responsible for carrying the award trays in the procession and assisting the presenters with the presentation of awards on the podium.
- Receive the tray, with awards, from the preparation team.
- Line up either at the front or the back of the line of the procession.
- Carry the tray with awards to the podium as part of the procession, staying off of the podium.
- Follow the presenter and assist in identifying which award is being presented to each athlete.

- Remain with the presenter until awards are presented and follow the procession off the podium.

Awards Music Technician

Duties and Responsibilities

- This individual will work closely with the announcer ensuring that the microphone is prepared and working properly.
- Plays the music as athletes are escorted to the awards area and then fades out, fades the music back in as athletes are escorted from the awards area.

Awards Announcer

Duties and Responsibilities

- This individual will follow the script provided by the Games Organizing Committee. The announcer will verify with the Awards Presentation Coordinator that they have the right results sheet for announcing prior to the procession.
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There are three distinct areas within the Awards Ceremonies:

- Staging
- Preparation
- Production & Presentation

Awards Staging (Individual Sports/Events)

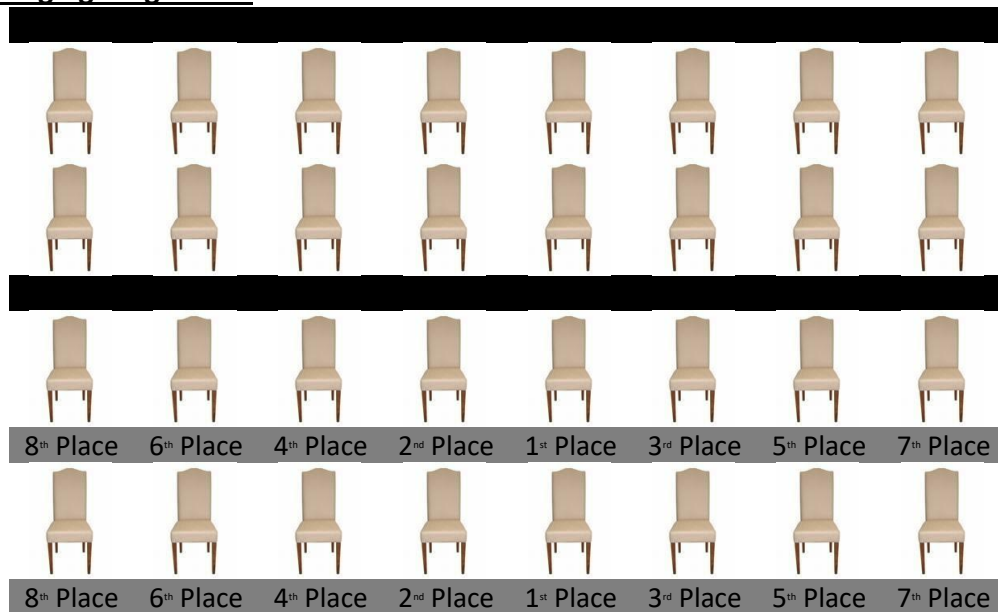
This area is crucial for the entire process. Athletes will report to the awards staging area following the completion of the event during the finals competition (each sport will vary depending upon the schedule and events). The staging personnel will greet the athletes at an area that will be designated as a pre-staging area. The purpose of the pre-staging area is to ensure that the correct athletes have arrived and the entire division is represented. Once the division is checked, the athletes will proceed to the staging area.

There will be several rows of chairs designated for the athletes. The athletes will be seated in the chairs as a full division. The chairs will be set-up in rows of eight for individual sports. This will be adapted slightly for team sports as well as events that offer relay events.

The chairs may be labeled on the back or in another location to designate places 1-8. The chairs should be labeled in a manner that is appropriate for the athlete procession, having the individuals in order as they will appear on the podiums. Depending upon the side of the procession, the numbers on the chairs may need to be reversed. It is imperative that a practice walk through is completed before each session of awards to ensure the flow is correct and the volunteers know their responsibility.

See Individual Staging Diagram #1 of chairs in staging. This is for an awards ceremony where the athletes are entering from the right hand side of the stage.

Individual Staging Diagram #1



Awards Preparation (Individual Sports/Events)

This portion of the awards process is critical regarding personnel and equipment as it serves as the catalyst for the presentation of awards. The medals, ribbons and award trays are prepared for the presentation within this area. The personnel will ensure that the proper number of awards is placed on the correct trays and the awards are in order on the trays. Personnel 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.

- If two trays are being used for a division of five or more athletes, place 8, 6, 4, & 2 on one tray and 7, 5, 3, & 1 on separate tray. When there are five or more athletes in a division, two trays should be used when possible.
- If only one tray is being used place awards on tray from left to right in the order of 8, 6, 4, 2, 1, 3, 5, 7.

The personnel that will gather in the preparation area are the escorts, presenters and award tray bearers. These individuals will be instructed as to their respective roles during the presentation process.

The final results will be delivered to the following areas; awards staging, awards preparation and to the announcer. The final results will be signed off by the Sports Committee to verify the results are final. Depending upon the venue, results will be printed at the Sports Operations Tent and walked to the awards area or the results will be emailed to the awards area. For a complete list of the flow of results from the Sports Operations Tent to the Awards Area, see Appendix A.

The personnel for the processional will consist of Award Bearers, Presenters, Escorts and Athletes. The line-up will be as follows:

Using 2 Presenters

Presenter
Tray Bearer
Escort
Athletes
Escort
Tray Bearer
Presenter

Using 1 Presenter

Tray Bearer
Escort
Athletes
Escort
Tray Bearer
Presenter

Awards Presentation (Individual Sports/Events)

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 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.

Overview of the Ceremony (Individual Sports/Events)

The Special Olympics awards ceremony is the ceremony to highlight and recognize the athletes' accomplishments. This is a dignified and enthusiastic ceremony and will be the time and place for the athletes to receive the awards. This ceremony reflects the Olympic tradition and will be taken as seriously as any other World Class award ceremony. It will honor the athletes with dignity and highlight the achievements of each athlete. The ceremony will be energetic with Olympic fanfare music and excitement, VIP's and Honored Guests will have an opportunity to present the awards and highly trained announcers will follow the official event script.

A Special Olympics banner should hang behind the awards podium with other Special Olympics flags and flowers decorating the area. This includes look elements, banner/backdrop to complement the awards podium, step and repeat banners and feather flags.

The Awards Presentation will occur once the official results have been distributed and pending event schedules. Presentation schedules should take into consideration event schedules, sport considerations, overall event schedule, and the individual venues.

The Awards Staging Coordinator (or their designee) will greet the athletes when the event/division/game has been completed. The Staging Coordinator will then assist the athletes to the awards staging area. The athletes will be staged in seats, awaiting the processional. Athletes will be seated in the order in which the athletes will be standing on the podium. (That is 8, 6, 4, 2, 1, 3, 5, and 7 or 7, 5, 3, 1, 2, 4, 6, 8, depending upon the side in which the athletes will be proceeding to the podium area). Coaches should not be in this area, unless requested by the Awards Team.

Awards Tray Bearers and Presenters will meet the athletes at the exit of Awards Staging for the processional.

Athletes on the podium will be positioned in accordance with their final event placement, walking from one side of the podium to the correct place.

- The placement of the podiums is such that when an individual is looking at the podiums, the even numbered podiums will be on the left and the odd numbered podiums will be to the right. The podium for the 1st place finisher will be located in the middle.
- An athlete receiving a participation award should stand on the last placement of the division (i.e 8th place). Present the award in the usual fashion when he/she is announced. They may walk out with the other athletes at the end of the procession.

The Awards Music Technician will be cued to play the Awards Music once the processional is ready. When athletes have reached their respective positions, the music should fade out and the announcer should begin. 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.

Please note that for Athletics, two stages will be utilized for the awards ceremony. As two divisions are processing the next two divisions are escorted to the on-deck area, ready to process once the two divisions ahead of it recesses.

Awards Athlete Escorts will 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. After the pause, music is cued and the recessional begins in same manner as the processional.

Awards Tray Bearers and Presenters then lead athletes off to the exit area, where the coaches or other designated delegation members will escort the athletes from the exit area. Awards Tray Bearers and Presenters should then return to the appropriate staging area. An individual will supervise the transition/release of athletes to the delegation representative.

As this division exists, the next division begins their processional.

After each division proceeds to Awards Staging, receives Awards, and Exits after all athletes have received their awards, the athletes will be met by their coach or delegation representative. Note that athletes will be staged and sitting in order of their placement. Numbers are taped on the back of chairs to assist the stager in proper placement. When one division is escorted to the Awards area/stands, the next division stands "on deck." Another division is staged. In essence, two divisions are readied so that when one marches off the awards stand, the next marches on.

Awards Staging (Team Sports)

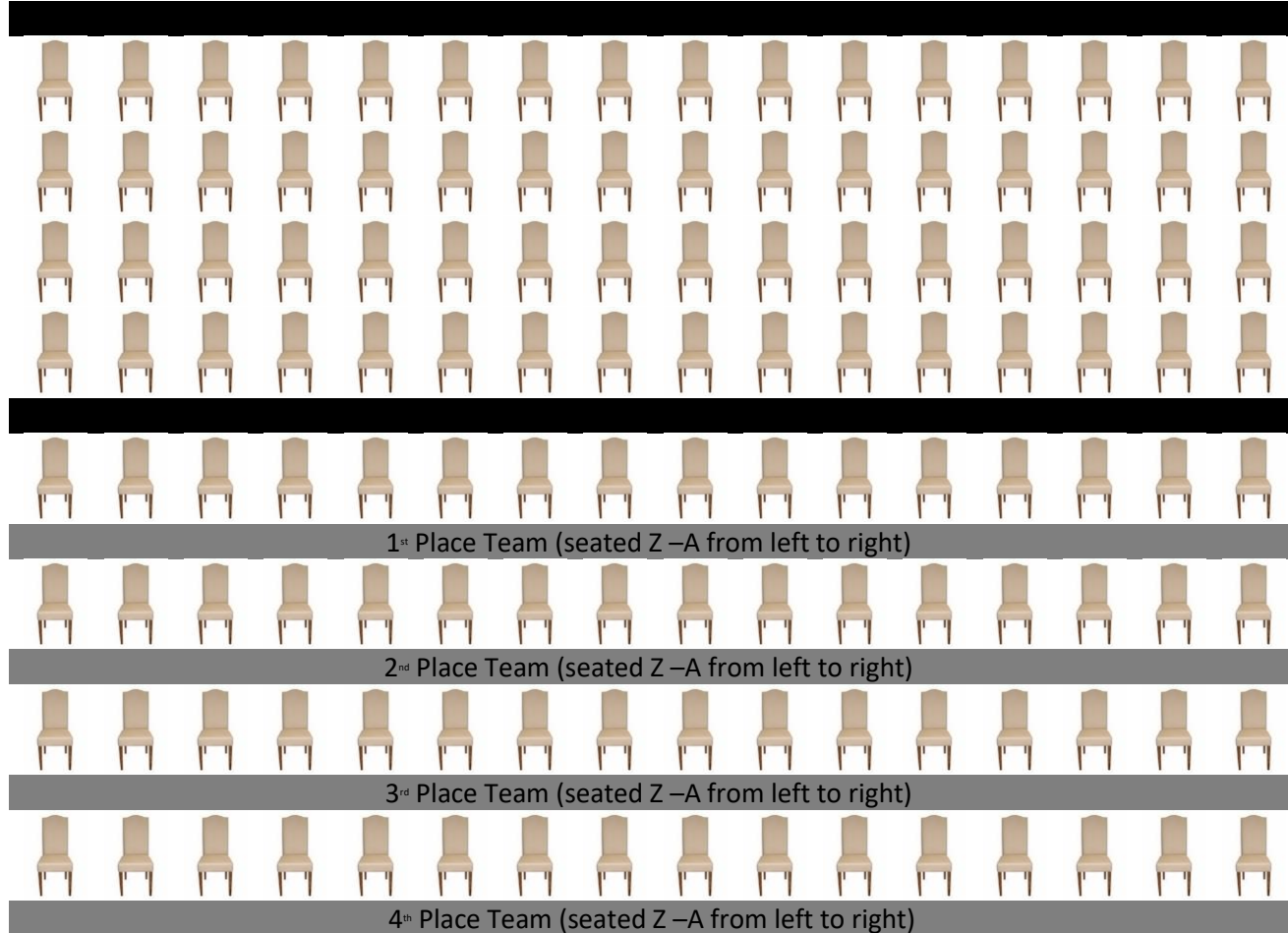
This area is crucial for the entire process. Teams will report to the awards staging area following the completion of their division of finals competition (each sport will vary depending upon the schedule and events). The staging personnel will greet the athletes at an area that will be designated as a pre-staging area. The purpose of the pre-staging area is to ensure that the correct teams have arrived and the entire division is represented. Once the division is checked, the teams will proceed to the staging area.

There will be several rows of chairs designated for the teams. The athletes will be seated in the chairs as a full team, grouped by their division. The chairs will be set-up in rows of sixteen for Team Sports (or the maximum number of athletes allowed on a roster for a given team sport). Athletes on a team need to be seated and staged in alphabetical order, by last name. Depending upon the side of the procession, the Athletes on a team need to be seated and staged in reverse alphabetical order, by last name. It is imperative

that a practice walk through is completed before each session of awards to ensure the flow is correct and the volunteers know their responsibility.

See Team Staging Diagram #1 of chairs in staging. This is for an awards ceremony where the athletes are entering from the right hand side of the stage.

Team Staging Diagram #1



Awards Preparation (Team Sports)

This portion of the awards process is critical regarding personnel and equipment as it serves as the catalyst for the presentation of awards. The medals, ribbons and award trays are prepared for the presentation within this area. The personnel will ensure that the proper number of awards is placed on the trays by placement (i.e. all gold on one tray, all silver on one tray, etc.). Personnel 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.

- When there are five or more athletes on a team, two trays should be used if possible.

The personnel that will gather in the preparation area are the escorts, presenters and award tray bearers. These individuals will be instructed as to their respective roles during the presentation process.

The final results will be signed off by the Sports Committee to verify the results are final. Depending upon the venue, results will be printed at the Sports Operations Tent and walked to the awards area or the results will be emailed to the awards area. For a complete list of the flow of results from the Sports Operations Tent to the Awards Area, see Appendix A.

The personnel for the processional will consist of Award Bearers, Presenters, Escorts and Athletes. The line-up will be as follows:

<u>Using 2 Presenters</u>	<u>Using 1 Presenter</u>
<i>Presenter</i>	<i>Tray Bearer</i>
<i>Tray Bearer</i>	<i>Escort</i>
<i>Escort</i>	<i>Athletes</i>
<i>Athletes</i>	<i>Escort</i>
<i>Escort</i>	<i>Tray Bearer</i>
<i>Tray Bearer</i>	<i>Presenter</i>
<i>Presenter</i>	

Awards Presentation (Team Sports)

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 the left side of the podium to the right handing out all of the awards.

If there are two Presenters, one should give out half of the awards, and stay on that side of the podium while the other gives out the remaining awards.

Overview of the Ceremony (Team Sports)

The Special Olympics awards ceremony is the ceremony to highlight and recognize the athletes' accomplishments. This is a dignified and enthusiastic ceremony and will be the time and place for the athletes to receive the awards. This ceremony reflects the Olympic tradition and will be taken as seriously as any other World Class award ceremony. It will honor the athletes with dignity and highlight the achievements of each athlete/team. The ceremony will be energetic with Olympic fanfare music and excitement, VIP's and Honored Guests will have an opportunity to present the awards and highly trained announcers will follow the official event script.

The Awards Presentation will occur once the official results have been distributed and pending event schedules. Presentation schedules should take into consideration event schedules, sport considerations, overall event schedule, and the individual venues.

The Awards Presentation will occur once the official results have been distributed following the competition in each event per sport.

The Awards Staging Coordinator (or their designee) will greet the athletes/teams when the event/division/game has been completed. The Staging Coordinator will then assist the athletes to the awards staging area. The athletes/teams will be staged in seats, awaiting the processional. Athletes will be seated in the order in which the athletes will be standing on the podium. (That is A - Z or Z - A, depending upon the side in which the athletes will be proceeding to the podium area). Coaches should not be in this area unless requested by the Awards Team.

Awards Tray Bearers and Presenters will meet the athletes at the exit of Awards Staging for the processional.

Athletes on the podium will be positioned in alphabetical order from left to right.

- Teams receiving a participation award will have their awards presented first. Then 8th – gold will follow. The team will have their awards presented in the usual fashion when their team is announced.

The Awards Music Technician will be cued to play the Awards Music once the processional is ready. When the team is all present on the stage, the music should fade out and the announcer should begin. 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.

APPENDIX CONTENT

Appendix A- Scenarios

Appendix B – FAQ's

Appendix C- Awards – Individual Script

Appendix D- Awards - Team Script

Appendix E - SOPA Staff Assistance

Appendix F - Helpful Hints

Appendix G - Supply List

Appendix A: Scenarios

Training Resource—Scenarios

One athlete likes to get up out of seat and hug everyone

- This is in staging tent. Athletes need to be in order before they proceed to the podium.

Two athletes trade places in line while walking to the podium

- If you catch this make sure to put them back in the correct place, even if this means lining everyone up again. In general though, someone on your awards team should have a results sheet with placements and corresponding bib numbers/credentials; have this person do a quick check once all the athletes are on the podium.

One athlete has a state flag he/she wants to carry to the podium

- Volunteer in tent should find a way to convince athlete they can't take the flag on the podium with them. State flags are not allowed on the podium. If the athlete cannot be convinced, proceed to get the coach.

During the presentation of awards, one athlete wants a medal instead of a ribbon

- If the athlete absolutely refuses to accept the ribbon, ~~but~~ put it back on the tray and continue. You will give the appropriate ribbon to the athlete's coach later.

During the presentation of awards, two athletes trade places on the podium

- Try to put them back in place. If this does not work either lead everyone off the podium and line up again or make sure the announcer knows and give them the appropriate ribbon regardless of their place on the podium. All efforts should be made to get athletes at the proper place.

While on the podium during the ceremony, one athlete will not accept the award around his/her neck. He/she becomes agitated and will not let the presenter near him/her

- If the athlete will not accept the award around his/her neck, try simply handing it to him/her. If he/she still will not accept the award, place it back on the tray, continue, and give it to the athlete's coach later.

One athlete will not take his/her place on the podium and has an attitude

- Do your best to get them on the podium. If they are too troublesome, you could delay the ceremony until a coach or someone else can calm them down.

Relay Team Presentation

- During relay team presentations, all of the athletes on a relay team should stand on the same podium. As their names are called, they should be presented with their awards in the usual manner.

An athlete jumps off the stage and starts hugging the presenter

- In this situation, if the athlete hugs them momentarily and returns to the podium, there should not be an issue. However, if the athlete is persistent in hugging the presenter, try to lead them back to their podium or off to the side.

An athlete accepts an award and then throws it down

- Pick the award up and give it to the coach later.

Awards FAQ's

Special Olympics
Pennsylvania



Q: What Awards are given to athletes?

A: Medals are presented to athletes finishing in places 1-3. Ribbons will be presented to athletes finishing in places 4th through 8th place. Athletes disqualified for technical rules violations or athletes that do not finish, in the final round, will be awarded a participation ribbon next to the award podium, but will not stand on an official Awards podium. Athletes who are disqualified for unsportsmanlike behavior will not receive an award.

Q: What is the timeframe for the presentation of Awards?

A: : It is the intention that the Awards ceremony will take place within 30 minutes, or as soon as possible following completion of the divisioned event. Awards will not wait for a protest or a ruling of a protest.

Q: What if there is a tie?

A: If there is a tie, duplicate awards will be given to each athlete. The place immediately following will be skipped. Ex: 2 athletes are tied for 2nd, award 2 silver, skip bronze, and continue with 4th place.

Q: What if an athlete or team says they received the wrong award?

A: Do NOT ask the athletes to give back their awards. Have athletes continue on with their other events, and consult SOPA staff on site as soon as possible to double check the standings. Once SOPA staff has approved the places and verified that there was an incorrect awarding, give the teams their appropriate award in addition to the incorrect one they received. If athletes volunteer to give back their award, it is ok to take it. However, do not ask the athletes to return their awards. Report the situation immediately to the Competition Director.

Q: Is there a dress code for Awards?

A: Athletes must be dressed either in their warm-up uniforms (both tops and bottoms) or their official Delegation attire during all Awards Ceremonies. Flip-flops will only be permitted during Awards Ceremonies for Aquatics Athletes, all other Athletes must wear shoes. Athletes are not allowed to display any political or sponsor affiliation on their clothing. Competition equipment is also not allowed on the Awards Podiums.

Q: What if a Delegation leaves prior to Awards Ceremony?

A: Delegations that leave the Games prior to any final competition of an athlete or team will not receive an award for the given athlete or team, including Participation Ribbons. Athletes or Teams must compete in the Finals in order to receive an award. Teams that must leave before the conclusion of the Games, but do participate in the Final round of competition for their division may receive an award. In this case, awards will be mailed to the HOD.

Awards Script – Individual Events

Special Olympics
Pennsylvania



Ladies and gentlemen, please direct your attention to the stage for the awards ceremony. It is my pleasure to announce the results for (event) for the Special Olympics (sport) competition.

Presenting the medals is (Name of Presenter and title or organization).

Receiving a participation medal is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

In 8th place is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

In 7th place is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

In 6th place is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

In 5th place is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

In 4th place is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

Winning the bronze medal is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

Winning the silver medal is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

Winning the gold medal is _____ from _____ County.
(Name of athlete and County they are from).

Pause for award presentation. Presenter gives award & offers personal congratulations.

“Ladies and Gentlemen, please recognize these outstanding athletes.”

Awards Script – Team Events

Special Olympics
Pennsylvania



Ladies and gentlemen, please direct your attention to the stage for the awards ceremony. It is my pleasure to announce the results for the (EVENT) for the Special Olympics (SPORT) competition.

Presenting the awards will be _____ - _____.
(Name) (Description of Presenter)

In 8th place is _____ representing _____ County.
(Team)

Coach will read names slowly from roster:

Ladies and gentleman, please join me in recognizing these outstanding athletes.

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 stand to allow for pictures. After the pause, music is cued and the recessional begins in same manner as the processional. Awards Tray Bearers and Presenters then lead the team off to exit area, where the coaches or other designated delegation members will escort the team from the exit area. Awards Tray Bearers and Presenters should then return to the appropriate staging area. An individual will supervise the transition/release of athletes to the delegation representative. As this team exists, the next team begins their processional.

******* Repeat for each team and placement *******



THANK YOU for agreeing to help with Awards! Below is information that will help your venue be successful.

Getting all of the athletes to the awards area.

- The athletes will be excited about finishing their event, but have a tendency to scatter if there is too much down time before Awards begin.
- Please work with the Awards Team to be aware of the schedule.
 - *For example*, if Division 1 is being awarded and it includes Chester, Centre and Beaver, please do your best to make sure those athletes are in the general area. If not, please help to locate them.

Getting some coaches or delegation members to the awards ceremony.

- The athletes will be excited about receiving a medal and we want to make sure someone from their delegation is there to be excited with them.
- In general, we want as many people as possible watching awards to help us celebrate our athletes!
- If this is a team event, please help designate a coach who will announce the athletes name as they are awarded.
- Please help to cheer and take pictures!

Staging Awards

- The key to a successful and efficient awards ceremony is the athlete staging
- The Awards Team will have most of the ceremony under control. However, staging is always an area where help is needed.
- If division 1 is being awarded and you know division 2 is next, please help to make sure division 2 is ready to go as soon as division 1 is complete.
- The best way to do this for individual events is based on how the awards stands are set up.
 - *For example*, if you have 3 athletes in a division the best way to line them up would be 3rd, 1st, 2nd because that is the order in which they will file onto the awards stand.
 - For team awards, please line them up in descending order. They should be lined up 3rd, 2nd, 1st. The awards team will decide whether or not they want to bring them all up at once or start with bronze and go forward from there.

Announcing awards

- You may be selected to help announce awards. A general script will be available in each venue bin. Each Awards Team will have copies as well.
- The key is to be engaging and excited while you announce the athletes!

Other important jobs: If you do not have a specific job at the awards ceremony, you can still be very helpful. Please try to help with one of the following.

Athlete assistance

- Some of our athletes may need help stepping onto and walking across the awards stand. Please be there to provide assistance and guide them until they are stable and comfortable.

Award tray set up

- Another key to an efficient awards ceremony is having the award trays prepared in advance. Once the Awards table receives completed competition sheets, please make sure they are placed with an award tray and the appropriate medals and/or ribbons are placed on the tray. Arranging the awards in the same order as the stands may be helpful.

Celebrity Status

- At all of our award venues there should be some type of figure head. (someone in uniform, someone important from the university, someone significant from the program). However, if there is nobody at the awards venue to present you may be asked to assist. Make sure the announcer knows your name and position with SOPA. Please make sure there is a volunteer walking with you and holding the tray. They should walk with you to each individual, or member of a team, as they are announced. At this time please make sure you are placing the appropriate medal around the athlete's neck.

Loitering

- It is important to keep the awards ceremonies moving smoothly. Once athletes have been awarded, please wait about 15 seconds after for applause and additional pictures, and then kindly help the athletes exit the awards area.

THANK YOU FOR YOUR HELP, ENJOY!

Awards

Helpful Information

Special Olympics
Pennsylvania



The Awards Ceremonies are the portion of the Games that are dedicated to highlighting the athletes and Unified Partners accomplishments for each given event. The ceremonies are set forth in a dignified manner, in the Olympic tradition.

Basic Info:

- Award Scripts are located in the venue bins for each sport
- Awards:
 - Medals for 1st – 3rd place
 - Ribbons for 4th – 8th place
 - Participant Ribbon = DQ, Violation of HER
 - No Ribbon = Misconduct Disqualification

Important Items to consider:

- Have an established and organized staging area and plan
- Have an established and organized awards preparation area
- Have an efficient and reliable information flow from competition to awards
- Have a communication plan to communicate directly between competition and venue directors (hand-held radios, mobile phone apps, group texts) and established/dedicated line of communication from finish/results to awards Elevated platform(s) for athletes/teams to stand on
- Have music available – Olympic Fanfare for ceremony and other music for downtime
- Have voice/sound amplification – speaker systems or megaphones
- Invite Honored Guests, VIP's and Dignitaries as Presenters
- Conduct a pre-event training for **all** awards volunteers
- Create an established Awards Schedule

Volunteer Position	Description
Awards Manager	Oversees all procedures for Awards.
Awards Staging Coordinator	Oversees all areas of the staging process from start to finish. This function will also check for water and refreshments in the staging area to ensure the comfort of the athletes while being staged.
Awards Staging Assistant(s)	These individuals are responsible for ensuring that an entire division of athletes is present and have reported to the staging area, organizing them for the procession onto the awards podium
<i>*Results Runners</i>	<i>These individuals will be responsible for delivering the hard copies of the results which will detail the Division, Times/Scores, Order of Finish, Name of Participants, Name of Delegation, etc. There will be a minimum of three copies needed for Awards; Announcer, Staging, Preparation area.</i>
Awards Preparation Coordinator	Oversees the preparation of medals, ribbons, and award trays. The coordinator also ensures that the presenters are present and have been trained. Also responsible for setting up the awards presentation area. This includes placing the "look" elements including the backdrop, decorations and the podiums in the area and testing the stability of the podiums and ensuring the safety of the equipment.
Awards Preparation Assistants	These individuals are responsible for placing the correct awards on the award trays and verifying the results sheet as it arrives in the awards area.
Awards Presentation Coordinator	Oversees the presentation of awards, including music and announcer coordination, coordinates Presenters with the Honored Guest Program, and ensures that Awards Athlete Escorts and Awards Tray Bearers are in place for the procession.
Awards Music Technician	The Awards Music Technician will work closely with the announcer ensuring that the microphone is prepared, the script is available and assist the announcer with other duties. This individual will also be responsible for ensuring the music for the procession is cued and in working order for the ceremony, and will be the individual that will start the music after being cued (including exit music).
Awards Tray Bearers	These individuals are responsible for carrying the award trays in the procession and assisting the presenters with the presentation of awards on the podium.
Awards Announcer	The announcer will follow the script provided by the Games Organizing Committee and will not deviate from the script in any manner. The announcer will verify the division and names of athletes prior to the procession.
Awards Athlete Escorts	These individuals will escort the athletes through the staging area and continue as escorts during the procession to ensure the athletes stay in order during the procession. These individuals will also, on occasion, provide assistance to athletes that may have limited physical mobility.
<i>*Presenters</i>	<i>The presenters are Honored Guests, VIP's, Dignitaries and other appropriate individuals such as uniformed Law Enforcement Officers. The presenters simply present the awards to the athletes during the ceremony. Presenters should be of the minimum event volunteer age.</i>

**These positions do not fall under the Awards Team, but rather, provide support and service from other areas of the competition venue.*

Awards Supplies

Special Olympics
Pennsylvania



Awards Supplies				
Area	Supplies	Number	Notes	Provided By:
Venue Set-Up	Tent	1 per ceremony	If ceremony is outside	SOPA
	Podium	1 Per ceremony		Venue
	Speaker System/Megaphone	1 Per ceremony		SOPA
	Chairs for Staging	50		Venue
	Tables	3	Vol Check in, Awards Organization	Venue
	Signage		Banners, backdrops	SOPA
	Ceremonies diagram and flow	2 Copies		SOPA
	Music: Olympic Fanfare	1 Per ceremony		SOPA
	Flowers			SOPA/Venue
	Paper	25 sheets	Label chairs 1-8 for 3 events	SOPA
	Tape	1 roll		SOPA
	Dry Erase Boards	3-5	Used to Identify Events	SOPA
Awards	Medals: Traditional			SOPA
	Medals: Unified			SOPA
	Ribbons			SOPA
	Medal Trays			SOPA
Paperwork	Roster	2 Copies	List of coaches with contact info for each county inclusive of jersey color	SOPA
	Results	2 Copies		SOPA
Office Supplies	Pens			SOPA
	Binder Clips			SOPA
	Stapler			SOPA
	Staples			SOPA
	Highlighters			SOPA
	Clipboards	6	Announcer, Awards Organizer, Presenter, Stagers	SOPA