



Guide to Sanctioning a Local Competition

(Open or Invitational)

This guide will walk you through what is required for a competition to be sanctioned and includes instructions on how to use the new online Microsoft form version of competition sanctioning.

The Microsoft version of the sanctioning form is still in development. Word document versions of sanctioning will still be accepted until July 2027. We appreciate your attempt to use the new microsoft form FIRST, before attempting other methods. If you have questions, please email competition@specialolympics.bc.ca

Competition is a major component of the athlete and coach experience and enables Special Olympics BC athletes the opportunity to showcase their skills against athletes of similar ability. For a competition to be safe and fair it must meet SOBC minimum requirements. **It is our duty to maintain the integrity of the sport and set our athletes and coaches up for success across all levels.**

NEW - Fall 2026: Budgets are now a mandatory part of the sanctioning process.

(See page 3 for details)

Please direct any questions to
competition@specialolympics.bc.ca

Competition & Sanctioning Package

(Local Open and Invitational Competitions)

A **Local Open or Invitational Competition** is defined as a competition where the opportunity is extended to other Locals/Regions, is not a qualifier, and athlete & coach development is considered the focus. Any competition/event that involves more than 2 Locals requires sanctioning.

The following information should be used to ensure all SOBC competition requirements are met:

Local Approval - All competition must be approved by the Local prior to submitting sanctioning.

Sanctioning - All competition must be sanctioned by Special Olympics BC prior to distributing registration. Sanctioning ensures all participants are covered by Special Olympics BC insurance, allows SOBC to provide support where necessary, and supports delivery of consistent quality competitions across the province. The submission will be reviewed and a response will be provided within 2-3 business days.

Registration Package - The Registration Package tells Coaches the details of the event and clearly states what rules will be used, what the registration fee is, and the registration deadline.

The Registration Package should include, at minimum, the following information:

- date of competition
- start and finish times
- registration fee
- address of venue
- events being offered
- schedule (if known)
- clearly state that the competition will follow sport rules as posted on the SOBC website
- indicate whether snacks/meals are being provided and ask for identification of dietary restrictions/allergies (if applicable)
- event contact information for questions and registration purposes
- roster form (note min/max # of athletes as well as athlete - coach ratios)

Sport Rules - A strong effort should be made to follow Special Olympics rules and regulations to ensure athlete safety and consistency across the province. Sport Rules can be found on the Special Olympics BC website located at www.specialolympics.bc.ca under "Resources: Sport Rules, Resources".

Competition Venues & Safety - All competitions must use appropriate facilities that ensure a safe and accessible environment. Facility requirements include onsite washrooms accessible for athletes with physical disabilities. Competition Coordinators should have an Emergency Action plan in place for the day of the event and share the EAP in attendance.

Officials - At times, trained/certified officials can be difficult to locate, however all efforts should be made to ensure the appropriate number of trained officials are onsite. Contacting Local Sport Clubs or using volunteers with experience and knowledge of the specific sport are great starting points. If volunteers require training, please contact competition@specialolympics.c.ca

Meals/Snacks - If meals and snacks are provided, every effort must be made to ensure healthy options are available. Special Olympics BC is firmly committed to promoting a healthy lifestyle. Registration packages should include whether dietary restrictions can (or cannot) be accommodated and space should be left on the registration form to include any dietary restrictions.

Competition Attire - All athletes and coaches should be properly attired based on the specific sport being played. Refer to the SOBC website under "Resources Policies" for the "Practice & Competition Attire" policy. Jeans are not allowed for coaches or athletes.

Awards - For Local Competitions, awards should consist of 1st, 2nd and 3rd place ribbons for each event and division. Providing participation ribbons is optional. The cost for ribbons is \$0.61 / ribbon (subject to change). Requests should be submitted to competition@specialolympics.bc.ca at least two weeks in advance of your competition to allow for mailing time.

Results - must be provided to participating Locals and the SOBC Competition Coordinator at competition@specialolympics.bc.ca within 14 days from the completion of the event.

Budget - Competitions are required to send in a proposed budget. The budget should include all costs and income including but not limited to venue rental, first aid, officials, food/snacks, water/sports drinks, awards, registration fees etc. It needs to include all expenses and income (registration fees) and should break even. **The budget can be a draft and will not affect sanctioning but is mandatory to be submitted.** If changes need to be made after submission, the SOBC Competition Coordinator will be in contact to assist.

Important: Please DO NOT designate a competition as a “fun” tournament. Every tournament is meant to be fun; however, all levels of competition must adhere to the rules and regulations of the sport as well as the policies and procedures of Special Olympics BC and Special Olympics Canada (including roster sizes and divisioning requirements).
If this is a Developmental Competition, please label and advertise it as such.

We sincerely thank you for your commitment to providing quality competition opportunities to athletes and coaches in your community.

Using the Microsoft Form to Submit Sanctioning

Link to the form: <https://forms.cloud.microsoft/r/LcqBmrug7r>

This form was created to in an attempt to streamline the sanctioning process. This new version of the sanctioning form is still in development. Word document versions of sanctioning will continue to be accepted until July 2027. **We appreciate your attempt to use this new Microsoft form FIRST, before attempting other methods.** If you have questions, please email competition@specialolympics.bc.ca

Step 1: Fill out the form to the best of your knowledge

Step 2: When prompted, follow the instructions on page 5 & 6 of this guide to upload your Registration Package to SharePoint

Step 3: After uploading your Registration Package, return to the Microsoft form and continue filling it out

Step 4: When prompted, follow the instructions on page 7 & 8 of this document to upload your Budget to SharePoint

Step 5: After uploading your Budget, return to the Microsoft form and continue filling it out

Step 6: Click Submit! *Please be sure to hit submit when you reach the last page of the form*

Things to note:

- a red asterisk on a question means it is mandatory and the form will not let you continue without choosing an answer
- please complete the form to the best of your knowledge. The Competition Coordinator will reach out with clarifying questions if necessary
- there is an optional spot at the end to provide comments, notes, or additional information if you prefer
- based on your answers, the form will direct you to provide information that is relevant to the type of competition you are hosting
- it is recommended to fill out this form on a computer

Uploading Your Registration Package to SharePoint

Step 1: When prompted, click the link to enter the SharePoint folder (see yellow arrow)

Local Competition Sanctioning Form

Registration Package

Please click the link to upload your Registration Package to the folder labelled **Registration Package Submissions 2026-27**. Here is the link: [Registration Package Submissions 2026-27](#)

Have you uploaded your registration package to the folder labelled Registration Package Submissions 2026-27?

☐ Yes

☐ No, I will be emailing it to competition@specialolympics.bc.ca

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Step 2: A window will pop-up and ask how you would like to open the link. Select **Open Link** and it will open in a new tab.

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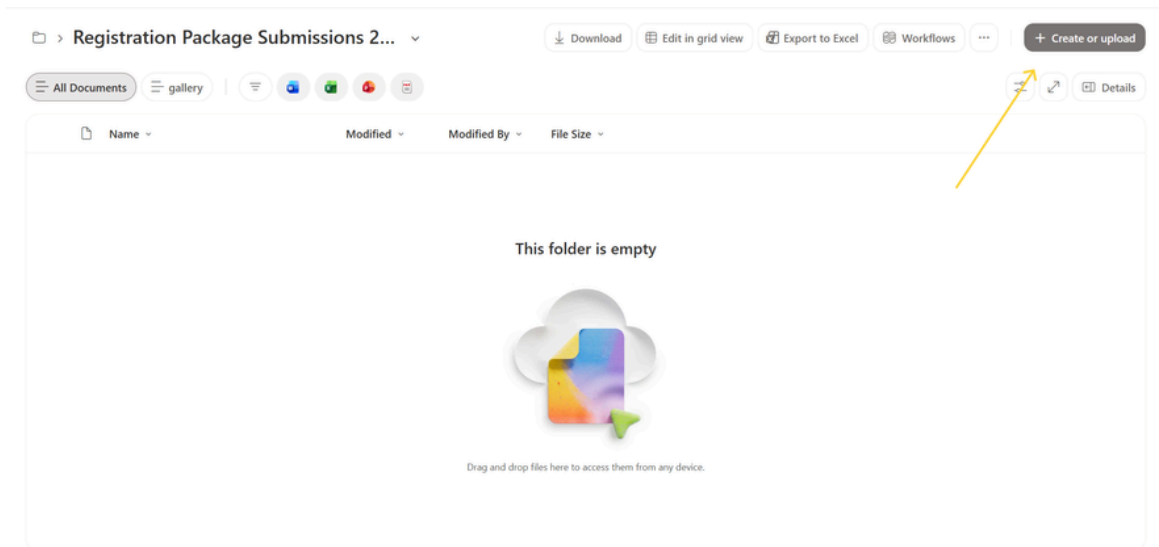
https://specialolympicsbc.sharepoint.com/f/s/SOBCStaff/IgBMrYUW7t3Rr_...

[Copy link](#) [Open link](#)

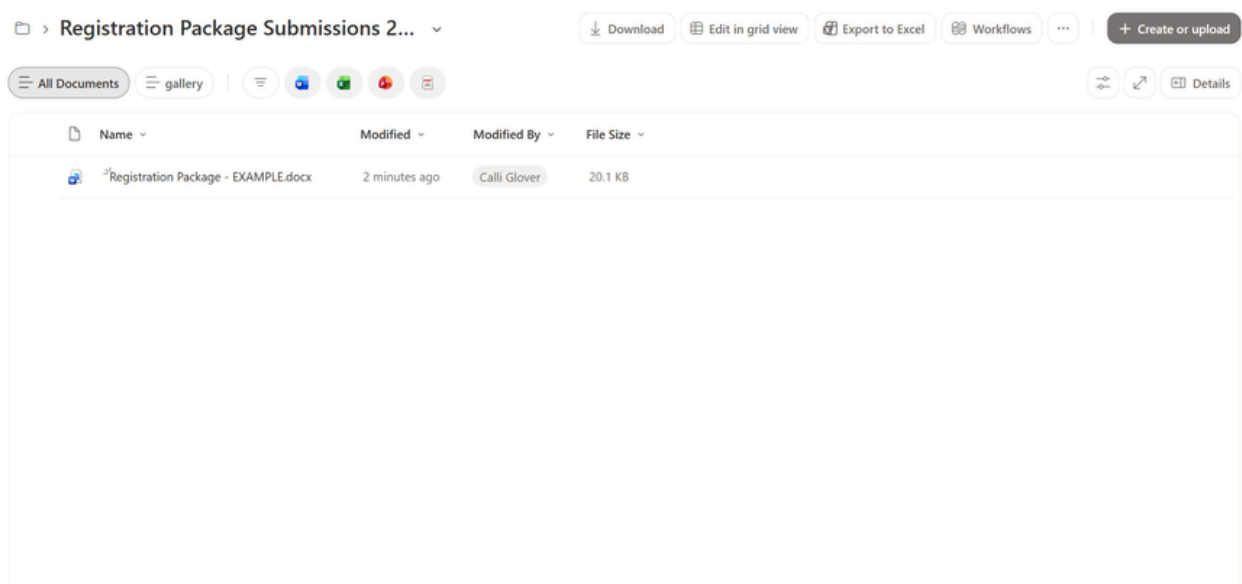
Step 3: After clicking the link, you will be brought to the Registration Package Submissions 2026-27 SharePoint folder.

There are 2 options to upload your Registration Package:

- click & drag your Registration Package into the SharePoint Folder
- OR
- click '+ Create or Upload' button in the top right corner (see yellow arrow)



Step 4: Upload complete! You will know that your Registration Package has successfully uploaded when you can see it in the folder.



Step 5: Once you can see your successful upload, return to the Microsoft form and continue filling it out

Uploading Your Budget to SharePoint

Competitions are required to send in a proposed budget. The budget should include all costs and income including but not limited to venue rental, first aid, officials, food/snacks, water/sports drinks, awards, registration fees etc. It needs to include all expenses and income (registration fees) and should break even. **The budget can be a draft and will not affect sanctioning but is mandatory to be submitted.** If changes need to be made after submission, the Competition Coordinator will be in contact to assist.

Step 1: When prompted, click the link to enter the SharePoint folder (see yellow arrow)

Local Competition Sanctioning Form

Budget

Please upload a breakdown of your budget for this event into the folder labelled **Budget Submissions 2026-27**. Here is the link to upload: [Budget Submissions 2026-27](#)

Have you uploaded your budget to the folder labelled Budget Submissions 2026-27?

☐ Yes

☐ No, I would like to type out my budget in the next question

☐ No, I will be emailing it to competition@specialolympics.bc.ca

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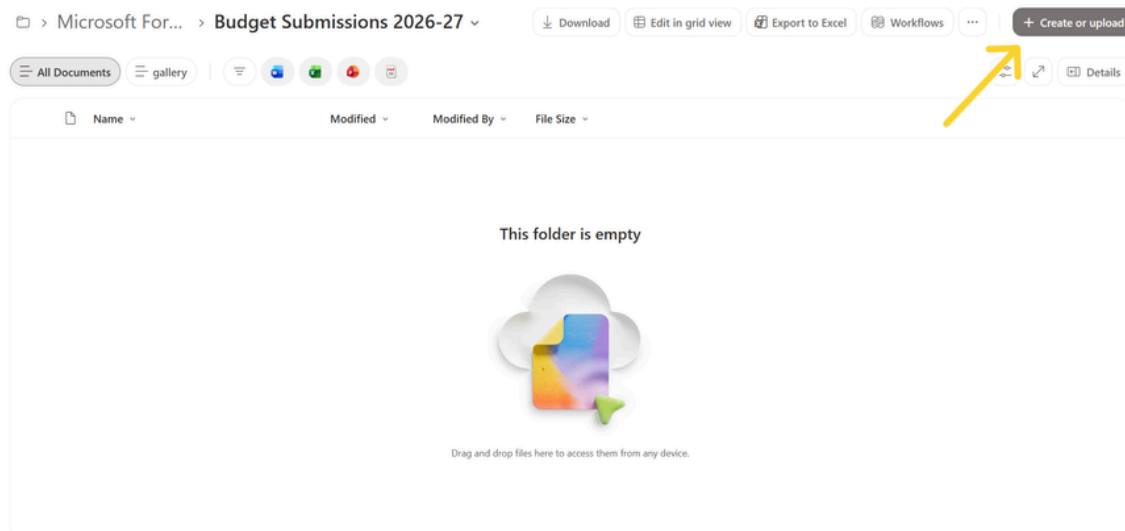
<https://specialolympicsbc.sharepoint.com/t/s/SOBCStaff/gD5EgH3s9IeQ6...>

[Copy link](#) [Open link](#)

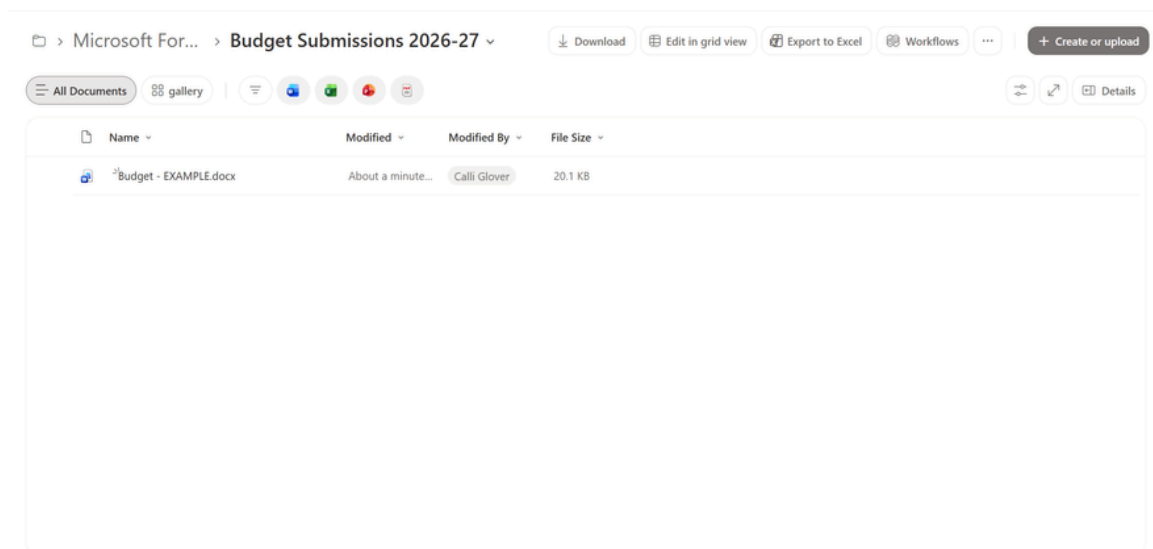
Step 3: After clicking the link, you will be brought to the Budget Submissions 2026-27 SharePoint folder.

There are 2 options to upload your Budget:

- click & drag your Budget document into the SharePoint Folder
- OR
- click '+ Create or Upload' button in the top right corner (see yellow arrow)



Step 4: Upload complete! You will know that your Budget has successfully uploaded when you can see it in the folder.



Step 5: Once you can see your successful upload, return to the Microsoft form and continue filling it out

After sanctioning is submitted, you will be contacted within 2-3 business days regarding the status of your competition. If you have any questions regarding sanctioning or had difficulty with the form, please reach out to competition@specialolympics.bc.ca

Thank you for providing an opportunity to athletes and coaches in your community!



***Special
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British Columbia