

Kiwanis Special Games

General Event Instructions

Presented by the Kiwanis Clubs of CalNevHa Divisions 34 &12, managed by:
 The Los Altos Kiwanis Club -- organization and operation
 The DeAnza Kiwanis Club -- equipment and venue

These procedures apply to every Event

Equipment	Podium, Event Flag, Event Envelope, Ribbon Case, Specific Event Equipment. Podium, Event Flag, and Field Markers will be deployed by special teams.
Setup	The number of people needed for setup is given in the "Event Team Size" table. All the gear, ordered by event number, is staged to the left of the truck along the outside edge of the track. Find the location of the event on the Track Map. The Event specific instructions describe how to set up your event. The Event envelope includes all the information you need.
Running the Event	<p>THE BOTTOM LINE. We are told repeatedly that the SG is the most important day in the lives of these determined athletes. The reason is that this is the one day when they are validated, rather than excused, for their physical abilities. It is essential that the conduct of the Games be formal and official, and above all, competitive. The value is not just going through the motions of the Event, the value is in trying your hardest, and WINNING that ribbon as a recognition of your determination and success in a demanding physical endeavor. Do everything you can to make the games both fun and formal.</p> <p>To facilitate this, the Event staff is divided into 2 operation teams, the Corral Wranglers (2-4 people) manage the traffic flow, and are always ready with the athletes for the next Contest, to pass them to the Event Team (the rest) to run through the Event. Please divide your workers into these two teams, and read the attached docs, addressed to these 2 teams.</p> <p>Keep the flow of Athletes through the Event crisp, and clear, and formal, and organized. If staffing permits, dedicate a spotter to each place (1st, 2d, 3d, B.E.), who awards that ribbon. After each Contest, make the awarding of ribbons a focused ceremony, a high-energy celebration.</p> <p>Make your Event fun and exciting, full of action and life, always active, never passive.</p>
Shutdown	See next page for important shutdown tips. Return the Event envelope and ribbon case to the registration desk. Please pack out any trash that might have been left at the Event site. Especially, watch for the little caps off the water bottles.

GROUPS AT YOUR EVENT. Groups have discretion of which events they visit. Groups may repeat events if they wish. Award ribbons for subsequent visits normally. We have plenty of ribbons. Some groups authorized to visit your event will run out of time before they get to you. Do not pack up your Event before 12:30.

YOUR EVENT FLAG. Your event is identified by a big vertical flag. When you establish your corral, move the flag to the point that you want arriving athletes to aim for. Moving the flag is easy -- lift off the flag, grab the base by the spindle, move it, put the flag back.

SPECIAL INSTRUCTIONS FOR PUTTING THE FLAG AWAY !

AFTER THE GAMES ...

PUTTING THE FLAG AWAY --

The flag lifts straight up off the base. Just lay the flag, still tight on its pole, on the surface of the playing field. The flag team will be by in a moment to carefully store it away.

The weight bag is fragile, so be careful with this next step.

Grab the spindle and carry the base over to the infield grass. Using 2 people (4 hands) carefully lift the bag off the base and lay it on the grass. Unscrew the cap and remove the plug that it holds in place. Be very careful not to lose the cap and the plug !!

Using all 4 hands, carefully turn the bag upside down and drain the water out onto the grass. Get the bag absolutely as dry as you can.

Replace the plug and the cap.

Return the bag and the base to the "Event" staging area.

ALSO: Please do the same for all WATER flags in your vicinity.

TAKE BACK TO REGISTRATION --

(Please don't pack these things in any container – they must NOT go on the truck.)

The ribbon case
The envelope and everything in it
All ribbons & documents
The clipboard

Everything else goes back to your Staging Area (the "Where's My Stuff" map.)

Thanks!