

# ***Kiwanis Special Games***

## Group Leader 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

*Welcome to the Special Games.* Your job is fun, easy, and VERY important.

- **TRAINING** -- Location on the Track Map, 9:00 AM.
- You will lead a Group of up to 6 athletes through their Events.
- Our 850+ athletes are divided by their athletic abilities into about 150 Groups.
- **Need anything?** (helpers, ribbons, ...) contact Registration.

**SAFETY** Read through the "EMERGENCY!" sheet before the start of Games. Solo athletes are never OK. Be alert. Control the situation. Contact Athlete Services or go to the Medical Tent anytime.

**THE PARADE** The highlight of the opening ceremonies is the parade. The paraders will march past the MC, grouped by schools. Athletes will keep marching until all schools have paraded past the MC, but **STAY ON THE TRACK FOR THE OPENING CEREMONIES!** All of you will help move the marchers along.

**GROUPS WITH MORE THAN 6 ATHLETES** If there are more than 6 Athletes listed on the GROUP ROSTER, there should be at least 2 Group Leaders assigned.

- The GROUP ROSTER will identify the "Responsible Adult" assigned to the Group.
- Each Event is designed to accommodate up to a maximum of 6 Athletes for a competition. With more than 6 Athletes, at each event your Group will need to be divided into smaller groups.
- Work with the Responsible Adult at each Event to ensure no more than 6 Athletes participate at a time.
- Athletes in these larger Groups might have different abilities. If an athlete cannot compete in a given Event they can still participate – encourage them to cheer!

### **YOUR GROUP**

After the opening ceremonies, pick up your sign, (hold it high!) and meet up with your group at the **FIRST EVENT** listed on your GROUP ROSTER (see Track Map for location).

- Help everyone find their Groups.
- Spend a few minutes greeting and getting to know everyone.
  - If an athlete is **DEFINITELY MISSING** mark it on the Roster.
  - Note that all your athlete's nametags include the Group Letter.
  - Red outline on the name tag means **NO Photos**.
- **IMPORTANT** -- give each athlete a purple "participant" ribbon (in the envelope). (**BUT** – please don't fill out the ribbon tags.)

- Other adults will almost certainly be present in the Group.
- *If you are the ONLY non-athlete, immediately contact registration for help.*
- *Do not leave your group. Ask others to accompany athletes on bathroom runs.*
- *The medical team is able to handle all special bathroom needs.*
- *Keep the Group together, keep everyone in sight, check roll frequently.*

## THE EVENTS

- **WAITING.** When you arrive at an Event, you will be greeted and settled in the "corral". While your group is waiting, build suspense, and encourage your athletes to watch and cheer on others, but stay in the waiting area, and avoid spilling into the event site.
- **STAGING.** When your Group is "up", work with the corral managers to always have the athletes for the next contest staged and ready to go. For some events, your Group will be split into two Contests, but avoid having your athletes compete against athletes from another Group.
- **CEREMONY.** Our athletes truly appreciate the competitive nature of the Games. Formality and ceremony give the Games a sense of importance. After each contest, pause for a brief awards ceremony. Every athlete gets a prize ribbon for each Event. (no "losers" in the Special Games!)

## ORDER AND NUMBER of EVENTS

The objective is to keep your Group active for the whole two hours from 10:30 to 12:30.

- You are not expected to complete all the events on your list.
- It's OK to visit events on your list IN ANY ORDER.
- It's OK to repeat events.
- If your athletes are exhausted, it's OK to stop early.

## TRACK MAP

- Restrooms
- Medical Station
- "Camp Ground" -- School gathering areas
- Registration -- if you need ribbons, workers
- Lost and Found -- at the MC's Table
- Drink Table -- Refreshing orange drinks (plus many water locations)

## AFTER THE GAMES

- See that all of your athletes get back to their school "Camp Ground" for lunch.
- Please return sign to the staging location near the truck, and the envelope to registration.

THANKS FOR VOLUNTEERING -- HAVE FUN