

Athlete Speaker Workshop

Speech Coach Manual

***Special Olympics
Olympiques spéciaux
Canada***





Table of Contents

Criteria and Job Descriptions	Page 3
Expectations and Goals	Page 5
Speech Coach Duties	Page 7
Athlete's Oath	Page 8
Benefits of Special Olympics	Page 10
Presentation Outline	Page 12
Mission and Overview	Page 15
Language Guidelines	Page 16
Key Talking Points	Page 18
What is Special Olympics?	Page 20
Special Olympics Sports and My Sports	Page 22
Why is Special Olympics Great?	Page 23
Special Olympics is great because...	Page 24
Video	Page 25
"Are there any Questions?"	Page 26
Presentation Tips for Athlete Speakers	Page 29
How do you feel?	Page 30
Tips for Social Situations	Page 31
Sargent Shriver Global Messengers	Page 34
Speech and Presentation Opportunities	Page 35
Athlete Speaker Biographies	Page 36
Substitute Speech Coach	Page 37
Athlete Speaker Goal Sheet	Page 38
Athlete Presentation Checklist	Page 39
Speech Coach Checklist	Page 40
Athlete Speaker Presentation Evaluation	Page 41

Criteria and Job Descriptions

To be recognized by Special Olympics Canada as a qualified representative he/she will first need to complete a workshop that will provide athletes with the necessary resources needed through training sessions and in a take home toolkit. Following successful completion of the workshop, athletes will be recognized as certified Special Olympics Canada athlete speakers. It is expected that the athlete commits to their role and responsibilities for a minimum of one year.

Criteria of a certified athlete speaker:

- Registered at least 2 years as a Special Olympics athlete
- Be 16 years of age or over
- Cannot have had any previous Special Olympics speaker training
- Provincial Games experience is an asset
- Enthusiastic to learn more about giving great presentations and feels positive about the experience
- Able to speak loudly and clearly
- Good voice intonation
- Demonstrates leadership qualities
- Be willing to travel
- Be fairly independent and comfortable with new people and places
- Reading skills are essential and writing skills are an asset
- Excels at social situations and encompasses the ability to “work a room”
- Be enthusiastic about Special Olympics and their experiences within the program

Job description of the certified athlete speaker is:

- To work with a speech coach after the workshop to prepare and modify speeches and presentations for a variety of groups in the community
- Give presentations when asked by the Regional/Local Committee or their Chapter
- Available on occasion to speak in public to a variety of community groups and for events such as fundraisers
- Proficiently send an email or phone their Chapter in a timely manner once a presentation has been done
- Athletes will be certified as an athlete speakers for at least a one year duration

The speech coach and athlete speaker will work together as a team in preparation for speaking engagements at community and organization events. An important role of the speech coach is to help the athlete in preparing their speeches, and in practicing and delivering high quality presentations. Furthermore, the speech coach is there to assist the athlete with any other additional needs such as

transportation, escorting the athlete to presentations, and acting as a supportive confidant.

Criteria of a speech coach:

- Be 18 years of age or over
- Current involvement in Special Olympics as a coach, committee member or family member
- Must be registered as a volunteer with Special Olympics and must be in good standing with the provincial/territorial Chapter
- Willing to attend and participate in the athlete speaker workshop
- Willing to represent Special Olympics in a professional manner
- Must be comfortable speaking in public
- Willing to work with the Regional/Local Committee in finding venues for presentations
- Available to take athletes to presentations and support them whenever needed
- Willing to work with the athlete, as needed, to create speeches and presentations to fit different audiences and purposes
- Willing to ensure athletes send an email or phone their provincial/territorial Chapter in a timely manner once a presentation has been done

Special Olympics Canada's Athlete Speaker Workshop

The athlete speaker program provides opportunities for athletes to develop public speaking and speech writing skills, as well as poise and self-confidence while educating others about the organization and the Special Olympics movement.

Athlete and speech coach manuals

The athlete manual has been designed to assist an athlete in preparing a captivating and enlightening speech and presentation using their own words and experiences. The speech coach manual comprises of all material found in the athlete manual in addition to a few more resources. The additional pages in the speech coach manual are intended to help the speech coach thoroughly guide the athlete throughout this process.

Expectations of all participants during the workshop

- Be attentive during training
- Respect all other participants
- Learn facts about Special Olympics and its mission
- Share personal stories about Special Olympics
- Make a three to five minute speech and/or presentation about those ideas
- Learn different ways to provide information to a diverse crowd of people about Special Olympics

Athlete speaker goals for the workshop

This workshop will allow you to learn how to be a successful speaker for Special Olympics in your community. By sharing information and your stories about being a Special Olympics athlete, you will raise awareness and bring new athletes and volunteers to Special Olympics programs.

By the end of the speaker workshop, the athlete must:

1. Know how to effectively prepare a presentation and/or speech
2. Become very familiar with Special Olympics' facts and mission
3. Create a speech that will:
 - Bring new athletes and/or volunteers into Special Olympics
 - Thank sponsors and motivate financial participation of individual donors
 - Change attitudes toward people with an intellectual disability
 - Engage the community to make a commitment to Special Olympics
4. Be able to recognize various social situations and learn how to be confident with them
5. Be confident to return to their Regional/Local community to give speeches and/or presentations about Special Olympics

Speech coach goals for the workshop

Thank you for your time and enthusiasm for this project. This is such a wonderful opportunity for Special Olympics athletes and you as a Special Olympics volunteer. Speech coaches play a vital role in all aspects of the speaker program. By providing your time and sharing your skills, the athlete speaker will have the expertise and confidence they need to speak and present in the community.

Speech coaches must promise:

1. **To enhance and support the athlete.** This is the athlete's time to shine, so make sure that he/she puts their best foot forward. You are there to supervise and ensure that the athlete excels on stage while the message is creatively getting across to the audience. Remember that their final product will be a speech which the athlete should adjust for various audiences.
2. **To facilitate the best of the athletes ability.** As with athletes in sport, increased support will be necessary for some more than others. The key is to show value and respect for the athlete's thoughts and opinions. You will have to decide how independently each person can be in their presentation as we go through the course, but please remember to let them be challenged.
3. **To ensure future successes.** To work with your local committee to find places to speak where your athlete can recruit new athletes and volunteers, thank sponsors and educate the public.

We value all of your opinions and appreciate your input. Please feel free to make suggestions as we go along and please ask questions. Thanks, in advance, for your support in the process. Please call us if you have any inspirations after you go home. We look forward to hearing about your Athlete Speaker's presentations.

Speech Coach Duties

1. Assist the athlete in creating a speech

- During the workshop, work with the athlete to get his/her thoughts down in an easy to follow manner
- Make sure his/her speech is well structured and easy to follow
- When opportunities to present in the community arise, help the athlete to adjust his/her speech to meet the needs of the audience. What is the speech for? The athlete must ensure they know why they are invited to talk. For example, is a speech needed to thank a donor, or are they attending an information session on behalf of Special Olympics?

2. Assist in searching for speaking opportunities for the athlete and take them to the presentation location

- Become a 'public relations coordinator' for the athlete and work directly with the Regional/Local Committee to book opportunities for your athlete
- You may be contacted by the Chapter office to present at a Provincial/Territorial fundraising event or to a sponsor

3. When an opportunity to present arises, acquire necessary details to ensure both you and the athlete are prepared:

- What equipment is available to you? (laptop, TV/DVD player, microphone)
- Time limit on speech
- Audience size and room size
- Time you should arrive at the venue
- Venue address and room name

4. After the presentation, evaluate the speech with the athlete to make improvements:

- The more they practice, the better speakers they will become
- Talk about the positives and negatives of the speech and modify it accordingly
- Fill out the presentation evaluation form and mail, email, or fax it to your Chapter office

Special Olympics
Olympiques spéciaux
Canada



Let me win.
But if I cannot win,
let me be brave
in the attempt.

- Athlete's Oath

Special Olympics Athlete's Oath

What does this mean to you?

Tip: The Athlete's Oath can be put up as a visual aid during your speech or your presentation as it is a powerful statement in itself. It is included in your toolkit:

1. On your DVD PowerPoint slide show
2. Printed on an overhead transparency

Benefits of Special Olympics

It is a given that Special Olympics is a great opportunity for the athletes' personal development. We also know that there are numerous advantages for the community to get involved with our organization. Listed below are some selling points to use in a speech based upon the audience that the athlete speaker will be speaking to. Always remember though that *everyone* can benefit from Special Olympics.

Workplace selling points

Benefits to the Athlete:

- Helps with social and coordination skills that will carry over
- Helps with learning self-discipline skills
- Gives self-confidence
- Helps with transfer of competitive skills
- Helps with learning how to work in a team

Benefits to the Workplace/Company:

- Community acknowledges that your business understands and shares Special Olympics' mission statement and vision
- The knowledge that your company helps enrich the lives of individuals with an intellectual disability
- Making your workplace an inclusive environment
- Engaging employees in meaningful and sound causes

Families selling points

Benefits to the Athlete:

- New social avenues
- New recreational avenues
- Increases self-esteem

Benefits to the Families:

- Brothers and sisters take an interest
- Strengthening in family bond
- Chance for the whole family to feel proud
- Chance for families to meet other understanding families with similar needs

School selling points

Benefits to the Athlete:

- Improves physical fitness and sports skills
- Improves self-esteem
- Improves competitiveness
- Able to participate in sports with their peers
- Able to receive recognition from their peers

Benefits to the School:

- Increased social interaction between all students
- Increased school spirit
- Inclusive school environment

Group home selling points

Benefits to group home individuals:

- Learn different sports
- Have fun
- Travel out of town
- Learn to use community facilities
- Meet sports celebrities
- Win medals and ribbons
- Be part of a team

Parks and Recreation selling points

Benefits to Parks and Recreation:

- Community acknowledges your facilities are accessible and that broader product is available for a “niche market”
- Community acknowledges that your facilities understand and share Special Olympics’ mission statement and vision
- Knowing you are fulfilling the need to offer sport and recreation to individuals with an intellectual disability
- Making your workplace an inclusive environment
- Engaging employees in meaningful and sound causes

Presentation Outline

The following items are suggestions as to what should be included in an athlete speaker's speech. Please note that the opening, body and closing portions of the speech do not need to include all items. Depending on the flow of your speech, the type of speech, and how much time you are given, you must decide what items are most important to keep.

Opening Paragraph:

- Thank the audience
- Introduce yourself
- Tell the audience why you are there

Body of the Speech:

- What is Special Olympics
- What I do in Special Olympics (opportunity to tell a story)
- Sports I participate in
- Why I like Special Olympics (opportunity to tell a story)
- Special Olympics is great because... (opportunity to tell a story)
- Athlete's Oath
- DVD

Closing Paragraph:

- How to get involved
- Brochures
- Questions
- Thank you

Presentation Outline – Expanded

Speech Coaches will be given guidelines as to how much time is allowed for the athlete to speak. Please outline the athlete's speech according to the time allotted.

Here is a small guideline:

1. If the athlete is given 2 minutes to speak – make it a basic speech. There will probably not be enough time to include all or many PowerPoint slides or a video. With a small window of opportunity, focus on the details of one particular topic.
2. If the athlete is given 4-5 minutes to speak – make it an enhanced speech. This gives the athlete a chance to include details of several topics and sufficient time to even show a video.

The following are pointers on how to make the athlete's speech more detailed, thorough and personal.

Opening

Thank the audience

- Thank the organizing group for the opportunity to speak and share information about Special Olympics and to share your story

Introduce yourself

- The athlete maybe be introduced by a host or the speech coach may be asked to introduce the athlete. Confirm these details with the organizing group in advance. This way the speech coach and the athlete can tailor the introduction accordingly
- Introductions may include your name, where you live, how long you have been involved, how you first got involved

Tell the audience why you are there

- i.e. "I am here to talk about Special Olympics.", "I am here to share my Special Olympics story with you."

Body

What is Special Olympics?

- Use overhead or PowerPoint slides for visual tools
- Use the identified key talking points to help you

What I do in Special Olympics

- This is perfect opportunity to tell a story of how you got involved in Special Olympics and how far you have come as a Special Olympics athlete
- Why are you involved in SO?
- What was your best competition or sport?

- Show an award you have received – mention where and when you won it, and why it made you proud
- Talk about a favorite coach or your teammates

Sports I participate in

- Name the sports in your Region/Local and what you are involved in

Why I like Special Olympics

- This is perfect opportunity to share your favourite inspiring story while you were in competition or in practice
- Why do you think Special Olympics is a good organization?
- What are your favorite things about Special Olympics?

Special Olympics is great because...

- This is perfect opportunity to tell a story about how Special Olympics has changed your life and the great things that has happened since you have gotten involved
- Use the overhead or PowerPoint slide to tell people why they should get involved

Athlete's Oath

- Say it with pride and tell the audience what it means to you
- You may ask the audience to say it with you

Closing

How to get involved

- Tell the audience how they can get involved. Use the overhead or PowerPoint slide that has your Special Olympics Chapter contact information as supportive visual aid
- Give out information sheets, brochures

Questions from the audience

- Depending on the format/setting of the presentation determine if it is appropriate to ask "Are there any questions?"

Thank you

- Don't forget to smile!

The Mission of Special Olympics

Special Olympics Canada's Mission Statement

Special Olympics Canada is dedicated to enriching the lives of Canadians with an intellectual disability through sport.

The Mission of Special Olympics Inc.

To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.

Athlete Eligibility

Special Olympics was created and developed to give individuals with an intellectual disability the opportunity to train and compete in sport activities. No person shall, on the grounds of gender; race; religion; color; national origin; or financial constraint be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of Special Olympics.

To be eligible for participation in Special Olympics, an individual with an intellectual disability must agree to observe and abide by the Special Olympics Canada Sports Rules.

Backgrounder: An Overview of Special Olympics

Special Olympics is an international organization that changes lives by encouraging and empowering people with intellectual disabilities, promoting acceptance for all, and fostering communities of understanding and respect worldwide.

Founded in 1968 by Eunice Kennedy Shriver, the Special Olympics movement has grown to include nearly 3.1 million athletes in 228 programs in 175 countries, providing year-round sports training, athletic competition, and other related programs, including Special Olympics Healthy Athletes™.

Special Olympics provides people with intellectual disabilities continuing opportunities in a variety of Olympic-type sports so that they may realize their potential, develop physical fitness, demonstrate courage, and experience joy and friendship.

Language Guidelines

Words matter. Words can open doors to cultivate the understanding and respect that enable people with disabilities to lead fuller, more independent lives. Words can also create barriers or stereotypes that are not only demeaning to people with disabilities, but also rob them of their individuality. The following language guidelines have been developed by experts for use by anyone writing or speaking about people with intellectual disabilities to ensure that all people are portrayed with individuality and dignity.

A Word about Language

Special Olympics Canada refers to individuals with intellectual deficits as “people with an intellectual disability”. Other terms are currently in use as well. Schools refer to students with an intellectual disability as students with “special needs”, or as students with “intellectual challenges”.

The current usage in Special Olympics replaces the term “person with a mental handicap”, which was the acceptable terminology throughout the 1980’s and 1990’s. Prior to then, the clinical term “mental retardation” was the common usage throughout North America.

(Jordan, J. “Make No Small Plans: Celebrating 40 years of Special Olympics in Canada”. Canada, 2009)

Appropriate Terminology

- Refer to participants in Special Olympics as Special Olympics athletes rather than Special Olympians or Special Olympic athletes.
- Refer to individuals, persons or people with intellectual disabilities, rather than intellectually disabled people or the intellectually disabled.
- A person has intellectual disabilities, rather than is suffering from, is afflicted with or is a victim of intellectual disabilities.
- Distinguish between adults and children with intellectual disabilities. Use adults or children, or older or younger athletes.
- "Down syndrome" has replaced Downs Syndrome and mongoloid.
- Refer to participants in Special Olympics as athletes. In no case should the word athletes appear in quotation marks.
- When writing, refer to persons with a disability in the same style as persons without a disability: full name on first reference and last name on subsequent references. Do not refer to an individual with intellectual disabilities as "Bill" rather than the journalistically correct "Bill Smith" or "Smith."
- Use the words "Special Olympics" when referring to the worldwide Special Olympics movement.

- The words "Special Olympics" are never written without the "s" at the end of "Olympics" i.e. Special Olympics programs, Special Olympics athletes, Special Olympics Games, etc.

Terminology to Avoid

- Refer to the person's disability only when it is relevant and necessary.
- Do not use the label "kids" when referring to Special Olympics athletes. Adult athletes are an integral part of the movement.
- Do not use the word "the" in front of Special Olympics unless describing a specific Special Olympics event or official.
- Do not use the adjective "unfortunate" when talking about persons with an intellectual disability.
- Disabling conditions do not have to be life-defining in a negative way.
- Do not sensationalize the accomplishments of persons with disabilities. While these accomplishments should be recognized and applauded, people in the disability rights movement have tried to make the public aware of the negative impact of referring to the achievements of people with physical or intellectual disabilities with excessive hyperbole.
- Use the word "special" with extreme care when talking about persons with intellectual disabilities. The term, if used excessively in references to Special Olympics athletes and activities, can become a cliché.

Key Talking Points

Athlete speakers can draw from these Special Olympics Canada approved statements for ideas for their speech. However, athletes *must* make sure to use them only as ideas and use their own words. Suggested phrasing also follows.

- Founded in 1968 by Eunice Kennedy Shriver, Special Olympics provides year-round training and athletic competition to nearly 3 million athletes with an intellectual disability in 180 countries.
- Special Olympics arrived to Canada in 1969, largely due to the vision of Harry “Red” Foster, a broadcast legend, an advertising executive and generous philanthropist.
- Dr. Frank Hayden provides an interesting Canadian connection to Special Olympics. In the early 1960s, he studied the effects of regular exercise on the fitness levels of children with an intellectual disability and showed how sport could transform their lives. He proved that it was simply *the lack of opportunity to participate* that caused their fitness levels to suffer. Given the opportunity, people with an intellectual disability could become physically fit and acquire the necessary skills to participate in sport.
- Dr. Hayden’s concept for a national competition caught the attention of Eunice Kennedy Shriver, and became the foundation upon which the Special Olympics movement was born in 1968 in Chicago, Illinois, on Soldier Field.
- We are a movement through which the power of sport transforms the lives of people with an intellectual disability and also unites everyone by fostering community-building and civil society.
- If you are a fan of sports that create unity, athletes who inspire, and connections that foster acceptance, then you are already a fan of Special Olympics.
- Our vision is a world where every person, regardless of their ability or disability, is accepted, welcomed and valued – where each person can contribute to the strength and goodness of his or her family, community, and country.
- Special Olympics empowers athletes with an intellectual disability to be leaders in society by providing them opportunities to learn skills that transcend the playing field. Our athletes hold jobs, go to school, and are active members in their communities.
- In Canada, Special Olympics can be found in every province and territory except for Nunavut. From community playgrounds to soccer fields to ski hills, more than 34,000 athletes of different ages and abilities, train and compete in any of the 17 winter and summer sports that are offered through local sport clubs.
- In Canada, there are more than 14,600 volunteers supporting Special Olympics. About 13,000 are coaches who are trained in the sport they are coaching through the National Coaching Certification Program (NCCP).
- Individuals with an intellectual disability who are as young as two years can register in Active Start, a Special Olympics program for two to six years olds.

They can continue to expand on their movement skills by registering in FUNdamentals which targets six to nine year olds.

- Club competitions and local meets occur often and athletes can advance through a cycle of provincial or territorial competitions to compete at the national level as well as at Special Olympics World Games.
- National competitions occur every two years, alternating between summer and winter sports. An athlete can be selected to Team Canada to participate at the international level based on his or her performance at nationals.
- Special Olympics Canada's programs are supported by individual donors, corporate sponsorship, fundraising activities and the federal government.

Suggested Phrasing:

"... Special Olympics can be seen at work each and every day in towns and cities in 180 countries around the world.

It is for people with an intellectual disability like me.

Today, in Canada, more than 34,000 athletes like me take part in Special Olympics. Some are children, who are as young as two years and who get involved through two programs called Active Start and FUNdamentals.

You should also know that you can never be too old to be in Special Olympics either. Special Olympics is a great way to keep fit and healthy for life.

There are 18 sports offered in summer and winter, and you can train and compete on your own, or as part of a team.

Special Olympics also gives everyone the chance to train and compete at higher levels. As athletes, we can narrow our focus to a sport, commit to train more in that sport and move on to compete at regional competitions, then to nationals, and maybe even earn a spot on the national team. If we do that, we represent Canada at world games.

And all of this couldn't happen without our fantastic volunteers. There are more than 14,600 volunteers who will coach, run our programs, or organize events across our country.

Here in {town/city}, {number} athletes enjoy {list a few of the sports offered throughout the year}. More than {number} volunteers support us. ..."

Updated: March 2010.

Source: Special Olympics Canada, Marketing & Public Relations Department. Statistics will be updated again in June 2010, and each quarter thereafter. Key talking points will be updated as necessary. Athlete ambassadors will receive updates through their chapters.

What is Special Olympics?

- A year round sport movement
- For individuals with an intellectual disability



Winter



Summer

- Involves training and competition



Training



Competition

- 18 individual and team sports



Individual Sport



Team Sport

What is Special Olympics?

- Programs for ages 2 and older



Youth



Adults

- A worldwide movement



World Games 2009



Speed Skating
Team Canada 2009

- Almost 37,000 athletes in Canada and 3 million athletes worldwide



		My SO Region or Local Sports		
SUMMER SPORTS	Special Olympics Canada Sports		My Sports	
	Athletics			
	Bowling – 5 and 10 pin			
	Powerlifting			
	Rhythmic Gymnastics			
	Soccer			
	Softball			
	Swimming			
	Basketball			
	Bocce			
Golf				
WINTER SPORTS	Alpine Skiing			
	Cross Country Skiing			
	Curling			
	Figure Skating			
	Floor Hockey			
	Snowshoeing			
	Speed Skating			

Activity – Why is Special Olympics Great?

Have you ever asked long-time Special Olympics athletes why they stay involved? How about our volunteers or family members of athletes? The reasons any of these groups would give are great in defining why Special Olympics is important. These reasons are also excellent proclamations to use when trying to engage or recruit new athletes, volunteers, donors or sponsors in your speech.

Group Activity

This is a little brainstorming activity to get athletes and speech coaches thinking about why Special Olympics is great and why athletes love to stay involved.

1. Athletes and speech coaches will gather in their own separate groups and brainstorm reasons.
2. When brainstorming be creative - think about what athletes get to do, how it makes athletes feel, what athletes gain by being involved, etc.
3. Both groups will have to come up with as many reasons as possible. Groups must rank their reasons in order from the most important to the least important reason why Special Olympics is great.

My group's reasons:	Group Ranking
Example: for training and competition	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Remember, keep these reasons in mind when writing your speeches. Check out the next page for additional reasons to think about!

Special Olympics is great because...

- It changes attitudes
- It brings people together
- It builds stronger communities
- I am accepted and respected
- I am part of a team
- I meet new friends
- I develop new skills
- I have gained confidence
- I am more fit and healthy



Video

The following video was produced by Bradford Productions (Toronto, 2009). No part of this video may be reproduced without prior permission from Special Olympics Canada.

Any enquiries should be directed to the marketing and public relations department at Special Olympics Canada. Call toll-free, 1-888-888-0608, during regular business hours, from 9am to 5pm EST.

Historical Overview (2:52): <http://www.youtube.com/watch?v=5oLEuvRLv8>

This video provides a brief overview of the origins of the Special Olympics movement in Canada, with specific mentions of founder Eunice Kennedy Shriver and two Canadian champions. Includes rare archival footage of the first Special Olympics Games held in Chicago, Illinois in 1968.

Harry “Red” Foster, LL.D., FCIA and also an Officer of the Order of Canada (O.C.), was a visionary, a broadcast legend, advertising executive and generous philanthropist who succeeded in bringing the movement to Canada in 1969, one year after it was introduced in the US. He continued to nourish its growth and development well into the 1970s.

Dr. Frank Hayden, O.C., PhD, LL.D., was a sport scientist whose groundbreaking research in the area of fitness and intellectual disability and his particular concept for a national competition caught the attention of the Kennedy Foundation in the mid-1960s. He worked with the foundation for a number of years, first as its fitness director, then as its director of international development in the 1980s.

Voiceover by TSN’s Vic Rauter

"Are there any Questions?"

Below are frequently asked questions that both athlete speakers and speech coaches should be prepared to answer. Speech coaches should discuss these questions and answers with their athlete speaker. Bring brochures and flyers from the Regional/Local or Chapter office to hand out.

From potential athletes:

Question: How much does it cost to join?

Answer: We are really pleased to say that there are no fees to join Special Olympics programs!

Question: What if you don't have any money?

Answer: There is no cost to join Special Olympics however small costs may come naturally, for example with certain sports and perhaps with travelling. Though you will find that your Regional/Local Committee consistently and successfully holds fundraisers to help off set the costs for all its athletes.

Question: How do I join? Who do I phone?

Answer: Please contact the Regional/Local Coordinator. His/her name is _____ . The phone number is _____ .

Question: Where can I bowl? Or where is the pool?

Answer: There are a number of places for you to go to train or play recreationally. There are a lot of Special Olympics programs available that use many different facilities. My Special Olympics Regional/Local Committee can definitely find something out there for you!

Question: Do I have to compete or can I just play a sport?

Answer: If you wish to join Special Olympics to play recreationally or simply for the choice to stay "active for life", there are programs for you. We do have athletes who join a Special Olympics sport program in hopes to compete. These are athletes who choose to go to higher levels of competition like Canada Games or World Games.

Question: How do I get to travel? Where can I go?

Answer: If you decide to compete and you qualify to go to a competition, you could be travelling to cities from within your province/territory or perhaps as far as another country for World Games.

Question: What do I have to wear?

Answer: Appropriate athletic wear is important for you to perform well in your sport. You may want to talk to you Regional/Local club to see what you may need to make your Special Olympics sporting experience the best it can be.

Question: Can someone pick me up?

Answer: We look to the athletes to coordinate transportation with family or friends since we do not encourage volunteers to provide transportation. It is your responsibility to get to and from practices and competitions unless group transportation has been organized by the Regional/Local.

From potential volunteers:

Question: When are the Special Olympics?

Answer: Many people think that Special Olympics is an event that happens every few years. But in fact, it is a year round movement that runs everyday of the week! While the cycle of competitions occurs at the provincial and national level every two years, alternating between summer and winter, there are hundreds of Special Olympics programs running at community and recreation centres or in schools every day of the week in communities across Canada.

Question: How often do I have to volunteer?

Answer: How often you volunteer depends upon the volunteering responsibilities you decide to take on. Different volunteer roles have different levels of commitment. Whatever commitment you make, it is greatly acknowledged!

Question: Will someone show me what to do?

Answer: New volunteers will receive training appropriate to the role and position they take on. Our goal is to prepare you for working with individuals with an intellectual disability and to make this experience rich and fun!

Question: Are there any coaching courses that I can take?

Answer: Special Olympics will make sure you have the tools you need to succeed in your volunteer role. If you are a first-time coach, Special Olympics will prepare you for working with individuals with an intellectual disability through one of two Special Olympics coaching courses affiliated with the Coaching Association of Canada's National Coaching Certification Program (NCCP).

Question: Can I volunteer at special events?

Answer: Yes, you can volunteer for an event but you will need to contact the Volunteer Coordinator in the Regional/Local Committee for information on opportunities.

Question: Where do you get your volunteers from?

Answer: Volunteers come from all walks of life and tend to be people interested in sport and in volunteering to prepare them for careers.

Question: How do I get involved?

Answer: Contact the Volunteer Coordinator from my Regional/Local, his/her name is _____. The phone number is _____. Also please visit our website.

Question: Who are your sponsors?

There are a wide range of National and Provincial/Territorial supporters. These include a wide range of national brands, government, local companies and individual donors.

From potential donors and sponsors:

Question: What is the money used for?

Answer: Funds raised in the Regional/Local are used to run sport programs in the area and for uniforms, travel, and equipment. The Regional/Local is responsible for the cost of training athletes and having them compete in various competitions. The Provincial/Territorial funds go towards athletes who pursue Provincial/Territorial Games and Canada Games.

Question: Do you have any corporate sponsors?

Answer: Yes, we have many levels of Special Olympics supporters. These include a wide range of national brands, government, local companies and individual donors.

Question: How can we get our employees involved?

Answer: Special Olympics recognizes companies today are trying to engage their employees in meaningful and sound causes. Companies can commit to our cause and have employees help with a specific event (i.e. timing for a swim meet or doing a barbeque for an athlete registration day), in-house fundraising events involving Special Olympics athletes or by organizing their own fundraiser.

Presentation Tips for Athlete Speakers

Before you make a presentation, practice your speech out loud and in your mind.

Print your speech in Times New Roman size 20 font and do not staple the pages. Number each page to keep the pages in order.

If you can, arrive early so that you are able to practice with the microphone. This may have to be arranged in advance with the venue.

If you are using a DVD, arrive early to test it with the venue's AV equipment.

If you need to use the washroom, do so well before it is your turn to speak.

After you are introduced, thank that person and continue with your speech.

If the person who introduces you extends their hand, be sure to shake hands with them and look them in the eye.

Put your materials on a desk or at the podium in a quiet manner.

Speak slowly and clearly. Speak loud enough for everyone to hear.

Make eye contact with your audience.

Be aware of the amount of time you have and make sure you are on track during your presentation. If there are a lot of questions and they seem to be filling up too much time, ask people to speak to you later.

When you are finished your speech, quietly pick up your papers and return to your seat. Do not sort your papers out at this time, but wait until you go home. It is too disruptive for the audience.

Pick up your DVD and/or other materials after all presentations are finished, or once the event is done.

Say goodbye to the person in charge once the event is coming to end and you are heading home. If you leave early or go to the washroom, slip out quietly.

Don't forget to SMILE! 😊

Feeling nervous?

*Take deep breaths. Count to 7, inhaling and exhaling.

*Clear your mind and focus on your breathing.

*Take a sip of water.

*Think of the audience in their underwear.

*Say to yourself – "I can do this!"

How do you feel?

If...

- You feel nervous or worried
- Your mouth is dry
- You have butterflies in your stomach
- Your heart is beating quickly

You can...

- Take 3 deep breathes
- Count to 7 – clear your mind
- Have a sip of water
- Practice what you are going to say
- Say to yourself – “I CAN DO THIS!”

Tips for Social Situations

Grooming:

- You should always make sure to shower, use deodorant, and brush your teeth
- Do not wear too much perfume or cologne
- If you are wearing makeup, do not apply too much
- Check your appearance in the mirror just before your speech
- Make sure your hair is clean and cut and bring a comb or brush with you
- Check your fingernails for dirt, and make sure you wash your hands before eating and after using the restroom
- Do not chew gum or suck on candy when in a social situation or giving a speech. A breath mint right before an event is OK.

Attire:

- Make sure your clothes are clean and pressed, even if it is a casual event
- Make sure your clothes match, ask someone's advice if you are unsure

Dress appropriately for the occasion. If you are unsure of what to wear, it is OK to ask. If in doubt, dress up. It is better to be slightly overdressed than underdressed. Many times a formal invitation will tell you how to dress.

Here are some terms that are used:

Black Tie – Men need to wear a tuxedo. Women need to wear a long formal gown.

Formal – Men need to wear a suit or tuxedo, women a formal gown.

Semi-formal – Men need to wear a suit or nice slacks and a jacket. Women can wear a nice dress, or short cocktail dress.

Business – Men need to wear a suit and tie, and women need to wear a nice pantsuit, suit or dress.

Business Casual – Men need to wear dress slacks and a business type shirt or casual blazer. Women need to wear slacks and a nice top, or a slightly more casual dress.

Casual – Men or women can wear casual pants, jeans, or shorts in the summer. Women can also wear a more casual sundress or outfit. You may want to wear something slightly nicer than a t-shirt, and make sure your clothes are clean and go together. Don't look sloppy

Dining in Public:

- Do not sit at the table until invited to do so, unless it is a large banquet or buffet.
- Wait until everyone at your table is seated and has received their food before starting to eat.
- Keep your hands in your lap when not using them to eat or pass food.
- Take small bites, and chew with your mouth shut. Do not talk with food in your mouth, people find it offensive.
- Do not smoke or chew gum at the dinner table. If you have gum in your mouth, excuse yourself to discard it in the restroom.
- Talk in a low voice, and keep your conversations pleasant and friendly. Do not talk about things that are unappetizing.
- If in a buffet, do not load your plate too full of food. Take only one serving. If you need to get more food, you can do that later.
- Pass food to the right, or the same direction that the rest of the food is being passed.
- If you are going to someone's home for a small dinner party, it is polite to bring a gift as a gesture. Sometimes you can ask if there is anything you should bring. Flowers, a bottle of wine, or other thoughtful gifts are appropriate.

Conversations at Social Events:

Be relaxed. Some people are shy in social situations and feel awkward. This is normal, so just think good thoughts, and try to meet some friendly people who will make you feel more comfortable.

Introduce yourself. When you walk up to someone, you can extend your right hand to shake and say, "Hello, my name is _____" then you can tell them something about yourself, for example where you are from, that you are an Athlete speaker, or something else very brief. Usually the other person or persons will then introduce themselves. Then you can say, "Very nice to meet you" or "Good to see you." Then you can ask a question, or make a polite comment to get a conversation started. In some cultures they hug or kiss each other on the cheeks or even bow. If unsure, look around the room to see what other people are doing, but a handshake is generally acceptable.

Use your manners. Remember to use polite words, and say "please" and "thank you". With people you do not know, it is wise to be respectful and use Sir and Ma'am. When someone asks you a question, respond with a clear "Yes" or "No" not a "Yeah" or "Nope" or other casual term. If you need to get by someone, say "Pardon Me" or "Excuse Me."

Think before you speak. Try to talk about things that other people may be interested in. Do not talk too long on any one subject. Do not talk about things that may offend someone, or be inconsiderate. You don't want to be hurtful or rude.

Ask good questions. Most people like to talk about things they know about. You can ask them questions about their jobs, hobbies, or another subject that you think they may be interested in. Make sure you do not ask them questions that may be too personal or private.

Compliment someone. One good way to meet someone is to give a sincere compliment. Maybe you like their suit, or the way their hair is styled. Comment on their nice smile or personality. Just don't say something that you don't mean, or people will figure it out. If you are given a compliment, simply say "Thank You" or "Aren't you nice to say that". Do not put yourself down.

Be positive. Do not talk badly about someone or something. If someone is talking badly about something, try to change the subject, or think of something positive to say.

Don't Brag. People don't like to hear someone bragging about himself or herself. It is OK to talk about things that you have accomplished, so long as it fits into a conversation, and you don't do it too often or for too long. Don't "name drop."

Don't Interrupt. When someone else is talking, wait until they have finished their sentence or thought before you try to speak. If you have to cut into a conversation, always say "Excuse me for interrupting, but..." If you need to leave, excuse yourself, and give a polite reason for leaving.

Have good posture. Make sure you stand up straight, and sit up straight. Walk with your head up and arms at your side. This makes you appear more confident.

Make eye contact. When talking with someone, you should look at them, but not stare. You can look away for short periods of time, but not for long.

Don't stand too close! Make sure that you stand far enough away from the person you are talking to. A good rule of thumb is to be an arm's length away.

Don't fidget or shift. Before you go into public, make sure your shirt is tucked in, and your clothes are adjusted properly. Don't play with your jewellery or objects in your pockets. Keep your hands down at your side, or clasped in front of you.

Smile! Make sure that you smile and have positive facial expressions

A Future Opportunity to Consider: **Sargent Shriver Global Messengers**

Special Olympics International 's Sargent Shriver Global Messenger Program invites athletes from around the world to help spread the message and vision of the movement and as well as share what they have achieved by participating in Special Olympics. These selected athletes are responsible for communicating to the public the powerful declarations of hope, acceptance, dignity and courage of all Special Olympics athletes worldwide. Every two years, a class of twelve athletes from around the world is selected to train and serve as International Global Messengers. Special Olympics Canada encourages its future athlete speakers to consider this important and unique role.

The criteria for the nominated Special Olympics athlete (as outlined by SOI):

- Must have been involved with Special Olympics or have been a Special Olympics athlete for at least 5 years
- 18 years of age or older is suggested
- Good Public Speaker: In some cases, Global Messengers are asked to give presentations to large and influential audiences. Some athletes are excellent at giving such enthusiastic, motivational and highly substantive presentations
- Must have a good understanding and ability to work on abstract thoughts such as policy building
- Have a good life story: These athletes have very interesting or motivational life stories that help in presenting the breadth of ability and wisdom frequently overlooked in our athlete population. These athletes should also be very good at telling their own story or expanding upon it once presented in various situations such as media or VIP functions;
- Ability to "work a room": There are athletes who excel at social, one-on-one interaction. These athletes have proven over time to be excellent in fundraising and/or lobbying situations.

Please remember throughout one's term as an athlete speaker, several items must be accumulated for the successful submission of candidacy for the Sargent Shriver Global Messenger Program. All applicants must build a portfolio which includes the following material:

- A video file of the nominee speaking in public, or making a statement for this nomination, as well as any relevant news articles or media opportunities representing the nominee's speaking experience;
- No more than three (3) newspaper or magazine articles about the nominee;
- A recent photograph of the Athlete Nominee that can be used for promotional purposes.

For further detail on the Sargent Shriver Global Messenger Program please visit www.specialolympics.org.

Speech and Presentation Opportunities

As a speech coach, you will quickly find the potential your athlete has as a skilled Special Olympics representative. And you will soon find yourself on the look out for opportunities where your athlete can speak or present.

Special Olympics encourages speech coaches to bring potential speech and presenting opportunities to your Regional/Local Committee. Please continuously liaise back with your Regional/Local Committee on your new fantastic leads and ideas for new sponsors and supporters. It is your responsibility as a speech coach to bring these important items to the forefront.

Here are a few groups and locations in which you can further look into and bring forward to your Regional/Local Committee:

- Schools and Colleges
- Family Meetings – through local associations for people with an intellectual disability.
- School District Professional Day Workshops
- Group Homes
- Companies
- Information Nights on Volunteering in the Community
- Clubs – local sports club, Rotary club, etc.

Athlete Speaker Biographies

If the athlete speaker is giving a presentation at a formal or fundraising event, the speech coach may be asked for the athlete's biography. This is so the Master of Ceremonies can formally introduce the athlete or it may be used in a program booklet for the event. The trick is to not include any of the information that is in the speech. Additionally, have the biography written or typed out before you get there.

Please discuss with your athlete what could be shared with the audience. It could include: place of birth, how long the athlete has lived in the community, place of residence, place of employment, hobbies, how long he/she has been involved in Special Olympics, aspirations in Special Olympics or any other information that gives the audience some background about the speaker.

Here is a sample biography:

Tanya Parris

Tanya is a very successful thirty year old Special Olympics athlete who has qualified for and competed in three Special Olympics World Games, twice in speed skating and once in powerlifting. On all three occasions she has brought home medals. Over the past twelve years, Tanya has also competed in swimming and track and field. When she is not training, Tanya works as a janitor for Arcteryx, a sportswear manufacturer. Tanya is an energetic and dedicated athlete who enjoys challenges and strives for excellence. It is my pleasure to introduce to you, Tanya Parris.

Substitute Speech Coach

If the speech coach is unable to attend an event with the athlete speaker, here are some directions to follow to properly inform the person who will be filling in for you:

1. At least two weeks prior to the event, talk to the substitute speech coach to inform them about the purpose of the speech - to thank someone or a group; to get people involved as athletes, coaches or supporters, etc. They need to know venue details, how large the audience will be, if there is a microphone, and if there is a projector and screen.
2. Send a copy of the speech and/or presentation outline to the substitute speech coach. Tell them this should be printed and taken to the presentation.
3. Arrange with the athlete how they will get to the event. Remind the athlete to bring their speech and tell them the substitute speech coach also has a copy to back them up if necessary.
4. Provide the substitute speech coach with tips on how to prepare the athlete to speak and ensure they are comfortable with setting up the AV equipment. Let them know they might want to arrive with the athlete early and do a run through of the speech. You can give them a copy of the presentation tips from this manual for their preparation.
5. Let the substitute speech coach know that they should be comfortable answering any questions that the athlete is not able to answer. You can give them a copy of the question and answer section in this manual to prepare them.

Athlete Speaker Goal Sheet

This goal sheet is a guide to help you decide what you want your next step to be. Remember, your speech coach is there to support you!

As a certified athlete speaker, I _____ would like to (i.e. how many presentations would you like to do? Who do you want to present to? Is there a specific group of people you would like to hear your story?):

I would like to accomplish this by (i.e. speaking at a local high school, talking to a local community sports club): _____

Now get in contact with your Regional/Local Coordinator or Committee to discuss your goal and how you can work together to make it happen!

Athlete's Presentation Checklist

Make copies of this page after the workshop. When an event has been booked for you to speak or present at, use this to keep track of all the information the Region/Local or Chapter office gives you.

Presentation Date: _____ Time: _____

Location: _____

Contact name: _____

Length of presentation: _____ # of Audience Members: _____

Check off all the items down below which you will need to remember to bring with you for your speaking/presenting event.

Do I have everything I need?

- | | |
|--|--|
| <input type="checkbox"/> Speech and presentation notes | <input type="checkbox"/> Awards or medals to show |
| <input type="checkbox"/> Athlete Speaker Workshop manual | <input type="checkbox"/> Sporting equipment |
| <input type="checkbox"/> Athlete speaker golf shirt or
Appropriate dress | <input type="checkbox"/> Pictures or posters |
| <input type="checkbox"/> DVD (ask your speech coach for
availability of DVD/TV at facility) | <input type="checkbox"/> PowerPoint slideshow or overhead
transparencies |
| <input type="checkbox"/> Regional/Local or Provincial
brochures | <input type="checkbox"/> Sign up sheet for names and contact
information (if appropriate) |

Speech Coach's Presentation Checklist

Make copies of this page after the workshop. When an event has been booked for your athlete, use this to keep track of all the information the Region/Local or Chapter office gives you and the athlete.

Presentation Date: _____ Time: _____

Location: _____

Contact name: _____

Length of presentation: _____ # of Audience Members: _____

Check off all the items down below which you will need to remember to bring for the athlete.

Do we have everything we need?

- | | |
|--|--|
| <input type="checkbox"/> Speech (copy) | <input type="checkbox"/> Tips for nervousness |
| <input type="checkbox"/> Athlete Speaker Workshop
Speech Coach Manual | <input type="checkbox"/> Words of encouragement and
support for athlete |
| <input type="checkbox"/> Local and/or provincial/territorial
brochures | <input type="checkbox"/> PowerPoint slides/overheads |
| <input type="checkbox"/> DVD | <input type="checkbox"/> Athlete introduction/biography |
| <input type="checkbox"/> AV Equipment availability (TV, DVD machine, microphone) | |

Athlete Speaker Evaluation of Speech/Presentation

After your presentation, please complete this evaluation with you speech coach and ensure that it is returned to your Chapter office.

Name: _____ Local: _____

Presentation Date: _____ Time: _____

Location: _____

Length of presentation: _____ # of Audience Members: _____

What was the purpose of your presentation? _____

Did you enjoy the presentation? (Was it fun?) _____

What was the best part? _____

What was the worst part? _____

If you had to do it again, what would you do differently? _____

Thank you for taking the time to fill this out.