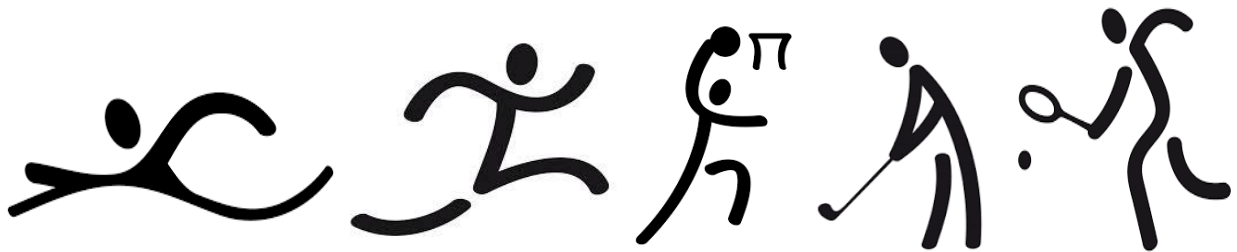




# **2018 SPECIAL OLYMPICS PENNSYLVANIA**

## **CENTRAL SPRING SECTIONAL**



**COACHES HANDBOOK  
APRIL 29, 2018**



**2018 SPECIAL OLYMPICS PENNSYLVANIA  
CENTRAL SPRING SECTIONAL**

April 29, 2018  
Saint Francis University - Loretto

Dear Coaches,

Welcome to the 2018 Central Spring Sectional!

This handbook is provided as a supplement to the material that your delegation has already received in the mail. Review this document carefully.

Qualifier - Basketball 3v3 teams and 5v5 teams will be drawn Tuesday in the Norristown Office. At this time the number of allocations for the Central Section for teams to attend the 2018 Summer Games is TBD. We will share final allocations prior to WSS.

If you have any questions before or during the event, please contact Teresa Amaturio, Central Competition Director, at (800) 235-9058 x 238 or 484-335-3112.

We sincerely hope our efforts result in a successful and memorable experience for each of your athletes and coaches.

*Best of luck to you and your athletes!*

Central Spring Sectional Committee

# **FACT SHEET**

**EVENT:** 2018 SOPA Central Spring Sectional

**DATE:** Sunday, April 29, 2018

**SITE:** Saint Francis University – Loretto

- Aquatics – Maurice Stokes Pool
- Athletics – Central Cambria HS Track
- Basketball – Main Gym/IM Gym
- Golf - Immergrün Golf Club
- Tennis - Ebensburg Tennis Center

**EVENT DIRECTOR:** Jess Caruso

**SAINT FRANCIS EVENT COORDINATORS:** Lisa Georgiana and Jaime Lipski

**SOPA LIAISON:** Teresa Amaturio, Central Competition Director  
610-630-9450 Ext. 238  
[tamaturio@specialolympicspa.org](mailto:tamaturio@specialolympicspa.org)

**FORMAT:** One day competition in individual, relay and team events.

**ATHLETES:** 290

**COACHES:** 120

**VOLUNTEERS:** 125

**AREAS:** All county/area programs in Central Pennsylvania currently offering training and competition in aquatics, athletics, golf, tennis, and basketball.

**SPORTS OFFERED:** Aquatics (entry-level, individual and relay events)  
Athletics (individual and relay events)  
Basketball (5v5, 3v3, and individual skills)  
Golf (Level 1, Level 2 & Level 4)  
Tennis (individual skills/short court and Singles/Doubles)

**April 29, 2018**

**TENTATIVE SCHEDULE OF EVENTS**

<u><b>Time</b></u>	<u><b>Event</b></u>	<u><b>Location</b></u>
8:00 a.m. – 8:30 a.m.	Delegation Registration	Maurice Stokes Lobby
8:30 a.m.	Head of Delegation Meeting	Maurice Stokes Conference Room (upstairs)
8:45 a.m.	Athletes assemble for Parade	Maurice Stokes Lobby
9:00 a.m. - 9:30 a.m.	Opening Ceremonies	DeGol Arena
9:30 a.m.	Head Coaches Meetings Aquatics  Basketball	Maurice Stokes Conference Room (upstairs) Basketball Conference Room (upstairs)
	Athletes warm up <b>Tennis - Travel to Venue</b> <b>Athletics – Travel to Venue</b> <b>Golf – Travel to Venue</b>	All Venues <b>Ebensburg Tennis Center</b> <b>Central Cambria HS</b> <b>Immergrün Golf Club</b>
9:45 a.m. -10:30 a.m.	Basketball 5v5 Prelim Competition Basketball 3v3 Prelim Competition	DeGol Arena - Courts 3 & 4 DeGol Arena - Court 1
10:00 a.m. - 10:30 a.m.	Basketball Individual Skills	DeGol Arena - Court 2
10:00 a.m. – 4:00 p.m.	Aquatics Competition Entry Level Awards at 12:30 pm  (Traditional Aquatics events awards will be presented at the conclusion of each heat in the pool area)	Pool <b>Maurice Stokes (upstairs)</b>
10:30 a.m. - 11:00 a.m.	Basketball Ind. Skills Finals*	DeGol Arena - Court 2
10:00 a.m. – 2:00 p.m.	Tennis Competition	Ebensburg Tennis Center
10:45 a.m.	Basketball 5v5 & 3v3 Divisioning Meeting	Conference Room
11:00 a.m. – 2:30 p.m.	Athletics Competition	Central Cambria HS
11:00 a.m. – 2:00 p.m.	Lunch – Aquatics, Basketball	Maurice Stokes (upstairs)
11:00 a.m. – 3:00 p.m.	Olympic Village	Twyman Room and Court

**2018 CENTRAL SPRING SECTIONAL  
APRIL 29, 2018**

**TENTATIVE SCHEDULE OF EVENTS**

11:00 a.m. – 3:00 p.m.	Healthy Habits	Maurice Stokes
11:15 a.m. – 2:00 p.m.	Basketball 5v5 Finals* Basketball 3v3 Finals*	Courts 1, 2, 3 & 4 Court 5
11:30 a.m.	Lunch – Tennis	Ebensburg Tennis Court
12:00 a.m. – 1:00 p.m.	Lunch – Athletics	Central Cambria HS
12:30 p.m.	Awards - Aquatics – Entry Level	Maurice Stokes (upstairs)
1:00 p.m.	Awards - Basketball Individual Skills Awards – Golf	Maurice Stokes (upstairs) Immergrün Golf Club
3:00 p.m.	Awards - Tennis	Ebensburg Tennis Center
4:15 p.m.	All Competition Concludes	
5:00 p.m.	Departure	

**Awards Information:**

- Athletics
  - All Athletics Events – Rolling Awards at Central Cambria HS track
- Aquatics –
  - Entry Level – 1:00 pm – Maurice Stokes (upstairs)
  - Traditional Events - Pool area after each division
- Basketball Teams – Court 1 & 2 at the end of each division
- Golf – 1:00 pm – Immergrün Golf Club
- Tennis – 3:30 pm – Ebensburg Tennis Center

**Lunch Information:**

- All athletes and coaches must have their credential in order to receive lunch.
- Family members will be offered lunch only after all athletes, coaches and volunteers have received lunch.

## 2018 CENTRAL SPRING SECTIONAL INFORMATION

### Alternates

Alternates will only attend the competition in place of scratched athletes or coaches.

- Athletes may be registered in only one sport for each competition unless registration forms indicate that registration for or competition in multiple sports is allowed. In addition, an individual may be listed as an athlete or an alternate on only one team.
- For **Individual Sports**, alternates must be activated by 5:00 p.m. the Monday prior to the start of a competition (i.e. 5:00 p.m. Wednesday for a Saturday competition) in order to be eligible to compete. Individual sports include Alpine Skiing, **Aquatics**, **Athletics**, Basketball Skills, Bowling Singles, Cross Country Skiing, Equestrian, Figure Skating, Floor Hockey Individual Skills, **Golf**, Gymnastics, LDR/W, Powerlifting, Roller Skating, Soccer Skills, Speed Skating, Snowshoeing, **Tennis** and Volleyball Skills.
- For **Team Sports**, we encourage activation by the Monday prior, but will continue to accept scratches and activations of alternates up through the end of registration at the event. Team sports include **Basketball (3v3 and 5v5)**, Bocce Doubles, Bowling Doubles and Four Person Team, Floor Hockey, Soccer (5v5, 7v7 and 11v11), Softball and Volleyball.

Forms will be sent to the Sports and Competition Coordinator after the registration deadline for use in submitting all scratches and activations.

To activate alternates, call the Norristown office at (800) 235-9058 ext. 238 or let the registration desk know the morning of registration.

### Attire

Athletes participating in this competition must wear appropriate sports attire (i.e., no jeans) for competition. A reminder that no commercial advertising may be worn by the athlete during ceremonies, competition, or awards.

- **If an athlete is not appropriately attired, they will not be able to participate. Jeans are not appropriate for any competition.** Athletes traveling long distances who may not have time to change should arrive in appropriate attire.
- **T-Shirt Color-** Please refrain from wearing solid red or orange T-shirts during special events. Special events include opening and closing ceremonies, dances, and Olympic Village. Red denotes our medical team and orange, our security team. We have chosen these colors so that our essential volunteers can be easily and quickly located during a time of need at our special events.
- Coaches are asked to help set a good example for the athletes by not wearing denim pants/shorts during competition.
- **Golf and Tennis – Competition will take place outside, please dress in layers.**

### Awards

- Athletics – Rolling awards at track as events end
- Aquatics –
  - Entry Level – Maurice Stokes North Balcony at 1:00pm
  - Traditional Events – Pool after each division
- Basketball Teams –
  - Skills - Maurice Stokes North Balcony at 1:00pm
  - Team Court 1 & 2 at the end of each division
- Tennis - 3:30pm Ebensburg Tennis Center
- Golf – 1:00pm Immergrün Golf Club

- Athletes placing first, second, or third in their division will receive a gold, silver or bronze Special Olympics sectional medal, respectively. Athletes placing fourth, fifth, sixth, seventh or eighth in their division will receive the pertinent ribbon.
- Athletes who start competition and do not finish receive a participation ribbon.
- **Athletes who do not compete or are disqualified due to misconduct will not receive an award.**
- If a tie occurs the two teams/individuals will receive the same placement and the next team/individual will receive the following placement. (*Example: If two teams tie for first place the two teams receive gold medals and the next placed team receives bronze medals.*)
- Award labels will be provided for each award received. Coaches are asked to record the athlete's name and place on these labels, and place them on the athlete's award.

### **Coaches**

All delegations are required to bring a 1:4 coach/athlete ratio for all competitions. This means that there must be one volunteer coach for every four athletes.

- It is the responsibility of each coach to be neat in appearance and well groomed. A coach should dress in an appropriate manner for competition and wear clothing that is moderately fitting and in good taste. We encourage coaches to set good sports examples for their athletes, which includes not wearing denim pants/shorts during competition.
- Assistant coaches attending one-day events must be 16 years of age or older and overnight event assistant coaches and head coaches must be a minimum of 18 years of age. All head coaches must be at least 18 years old at either overnight or one-day events.
- All coaches must have one role during trainings or, in particular, during competitions. This means that sport directors, heads of delegation, officials or games management team members may not be registered as Unified Sports® partners and may not chaperone family members during competition.

### **Coaches Sport Certification**

- One coach from each sport must be certified. If the program cannot provide at least one certified coach, that delegation will need to scratch that specific sport.
- For more information on sport certifications contact [sportstraining@specialolympicspa.org](mailto:sportstraining@specialolympicspa.org).

### **Concussion Training Certification:**

All SOPA coaches (volunteer with or without a coach certification who trains athletes) must complete a Concussion Training course. There are two options available online, both are free. Once completed place your name & county in the certificate (ex. Michael Daley, Centre) in the certificate and forward the certificate to [sportstraining@specialolympicspa.org](mailto:sportstraining@specialolympicspa.org). You may use concussion training for continuing education once every nine years. Include a Sports Training Application listing the sports you would like to update with your certification.

- National Federation of State High School Associations Concussion in Sports training course which is available at <https://nfhslearn.com/courses/38000>
- The Center for Disease Control's Heads-Up Concussion in Youth Sports training course, which is available at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

### **Departure**

Before departing, each head coach should return all athletes and coaches' credential holders, head coach bibs, and evaluation forms to the information table in the lobby of Maurice Stokes Athletic Center.

**Please dispose of the ID card inside the credential holder before returning it.**

### **St Francis Address:**

117 Evergreen Drive  
Loretto, PA 15940

**Ebensburg Tennis Center Address:**

257 Lakeview Road  
Ebensburg, PA 15931

**Central Cambria High School Address:**

204 Schoolhouse Road  
Ebensburg, PA 15931

**Immergrün Golf Club**

105 St Elizabeth St  
Loretto, PA 15940

**Divisioning**

Divisions will be determined based upon ability levels, entry times or scores and gender (when appropriate) for individual sports and team skills assessment scores, prior competitions and classification rounds for team sports. Athletes will be placed in heats with athletes in the same division. In order to expedite the competition, small heats or divisions of three or fewer athletes may race at the same time in aquatics and athletics but will be awarded separately.

**Emergency Situations & Medical Assistance**

In case of a seriously injured participant or any unusual situation, please see the medical staff in red shirts (near First Aid signs) immediately and notify Teresa Amaturio or another SOPA staff member. A First Report of Accident (Incident Report) Form should be completed by the medical staff and head coach and returned to Teresa Amaturio at the end of the day.

- You will be instructed of any emergency plans that the facility utilizes for fires, tornadoes, and other emergency situations at the head of delegation and coaches meetings. Medical assistance (athletic trainers) will be available at all venues.
- Coaches should keep a copy of each athlete's medical with them or put it in each athlete's credential holder.
- We also suggest that each coach have a copy of their new volunteer form listing medical concerns and insurance information.
- The HOD should keep a copy of all volunteer forms.

**Please see additional emergency procedures at the end of this handbook.**

**Rain Plan:** There is no rain/snow date. In case of inclement weather forecast, Teresa Amaturio will call the heads of delegation by 5:00 p.m. Saturday to cancel or change the affected competition.

- **If the entire event is cancelled due to unforeseen circumstances, all basketball teams interested in attending Summer Games will be placed in a hat and teams will be randomly drawn.**

**Lost Athletes:** If an athlete should become lost, the following steps should be taken:

- Contact a SOPA staff member or a committee member in a green t-shirt
- Contact your head coach/HOD.

**Equipment**

- Aquatics – Athletes must bring any needed equipment for the flotation races. Personal flotation devices, goggles, towels, bathing caps, and bathing suits are the responsibility of the athletes or delegation.
- Athletics - Athletes should bring any personal equipment needed, including starting blocks.
- Basketball - Athletes should bring any personal equipment needed.
- Tennis – balls will be provided, athletes should provide racquets and any personal equipment needed.



- Golf – Athletes should bring any personal equipment needed.

**Facilities** - Locker rooms will be available for all sports in the Maurice Stokes Athletic Center.

- Aquatics - The pool has six lanes and minimal spectator seating.
- Athletics - Locker rooms will be available at Central Cambria High School. Central Cambria High School has a full outdoor all-weather track with plenty of spectator seating.
- Basketball - Maurice Stokes Athletic Center has two gymnasiums for basketball competition. DeGol Arena holds courts 1, 2 & 3; the IM gym holds court 4 & 5 with plenty of spectators seating.
- Golf – The Immergrum Golf Course is on the campus of Saint Francis University. Please use the locker rooms in Maurice Stokes Athletics Center prior to leaving for the course.
- Tennis – three outdoor courts will be used for competition.

### **Family Information**

Special Olympics certainly encourages spectators to come to our events and experience the inspiring achievements of our athletes. We're counting on our families to help us maintain a supportive and positive environment so that everyone involved – athletes, coaches, officials, spectators and volunteers – enjoys the moment and keeps coming back for more. Please have your athlete's families and friends stop by the Family Registration Table in the main lobby. At this table they can sign-in and receive copies of updated schedules and menus of the local eateries.

### **Forfeits**

Any head coach who elects to forfeit a game or individual race must seek the approval of the sports rules committee. If approved, the team will take a loss for that game or race. If your request is denied, the team must play the opposing team or be disqualified from the tournament. If a tournament tie occurs, all competition from the disqualified team will be disregarded from the final standings. The following points would be awarded to the opponent of the forfeiting team: 3v3 = 20 points and 5v5 = 2 points.

### **Headquarters**

There will be an information table and a lost and found area in the lobby of Maurice Stokes Athletic Center. There will be a volunteer there to answer any questions or to direct athletes and coaches all day. If anyone would like to leave a message they can do so at this table. **Please check this lost and found area before departure. Contact the Norristown Office at (800) 235-9058 ext. 238 after the event for lost articles.**

### **Honest Effort Rule**

Athletes, partners and coaches, who do not participate honestly and with maximum effort in all events, or in a sportsmanlike manner, may be disqualified from future events. It is the responsibility of the head coaches and the heads of delegation to ensure that the most current team/individual score be submitted to the committee and updated if necessary prior to the event. Any athlete or partner disqualified for the HER will receive a participation ribbon.

- Team Sports – The divisioning committee or sports rules committee reserves the right to change a team's division during final competition (this will take place during the 1<sup>st</sup> or 2<sup>nd</sup> game in pool play).
- Timed/Measured Individual sports – Athletes racing/scoring **25%** faster/better than their best time/score (either entry score prelim) will receive a participation award.
  - This includes athletics field events and aquatics entry-level events.
  - It does not include individual skills events in team sports.
  - Where athletics and aquatics do not have preliminary competition, entry times will be used. Updated scores and times will be accepted until the night prior to competition for state events and two days prior to competition for sectional events.

## Housing

Delegations are responsible for their own overnight accommodations. Recommended hotels are:

### *Ebensburg Area Hotels:*

Comfort Inn (814) 472-6100

Cottage Inn (814) 472-8002

### *Johnstown Area Hotels:*

Comfort Inn (814) 266-3678

Days Inn (814) 269-3366

Holiday Inn (814) 535-7777

## Meals

Lunch will be provided for all athletes, coaches and volunteers in the North Balcony. You must show a credential in order to pick up your lunch. It will consist of sub, chips and drink. Delegations are responsible for all other meals. **Once all athletes, coaches and volunteers have received lunch, family members are welcome to have lunch. We do not guarantee that there will be enough lunches to feed family members.**

**A list of local restaurants will be provided at the family registration table the morning of the event.**

## Protests

Protests may be filed by the certified head coach only. Any other person attempting to file a protest will be immediately rejected.

- The head coach must file the protest within thirty (30) minutes after the completion of the protested competition or event.
- All forms must be obtained and submitted to the scorer's/announcer's or awards table at the venue or to the venue coordinator.
- The rules committee will then rule on the protest. The members of the sports and games rules committees will be announced at the head coaches meeting.
- The head coach filing the protest will be notified of the decision. Head coaches may then appeal to the games rules committee (submit to the scorer's table) and have the games committee paged.
- Protests may be filed based on a misinterpretation of a playing rule or on the failure of a judge or official to apply the correct rule or penalty. **No protests will be accepted on matters involving a judgment call by officials.**

## Refund Procedures

If Special Olympics Pennsylvania cancels the event due to inclement weather or unforeseen circumstances and no competition occurs, then a full refund for those athletes whose competition was canceled will be issued to each program. If a program scratches all or part of their delegation after the letter of intent deadline, then no refunds will be provided to the program.

- **If the entire event is cancelled due to unforeseen circumstances, all basketball teams interested in attending Summer Games will be placed in a hat.**

## Registration

Registration will begin at 8:00 a.m. in the Maurice Stokes Athletic Center Lobby. Please remember that only the head of delegation may register the delegation. Please declare all scratches and return their credentials at this time. A welcoming packet will be provided. It will contain the following:

Athlete/Coaches Credentials

Delegation Roster

Athletics pin-on numbers with pins

Any Updated Information or Schedules

## Credentials

(Policy taken from Management Team Reference Library 2004 disk "Bylaws and Policies" section):

All Special Olympics Pennsylvania programs will register athletes with SOPA (on a local or state level) competition according to the procedures governing any particular event. If anyone is not pre-registered at any given event and it is brought to the attention of a volunteer or staff member, the following will take place:

- The coach will be directed to stop the activity until arrangements for home transportation are finalized. This transportation will be the responsibility of the program in violation.

- After a complete review and verification of the circumstances by the manager of the “home” program, the event liaison and the president of SOPA and it is determined that the coach/volunteer did in fact cause the deception intentionally, they will be removed from our volunteer list for no less than one year.

**Qualifier** - Basketball 3v3 teams and 5v5 teams will be drawn at the end of the competition. At this time the number of allocations for the Central Section for teams to attend Summer Games is TBD. This information will be shared once we receive all of the LOI information across the state and determine how many teams are interested.

**2018 Basketball Qualifier Numbers**

	<b>5v5</b>	<b>3v3</b>
<b>Central</b>	<b>TBD</b>	<b>TBD</b>
<b>West</b>	<b>TBD</b>	<b>TBD</b>
<b>East</b>	<b>TBD</b>	<b>TBD</b>

**Spectator Seating**

Coaches and spectators will not be permitted in the staging or officials/score table area. There will be provisions made for wheelchair athletes if necessary.

<b>Sport</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
Aquatics	Benches on side of pool	Heating benches or award staging benches
Athletics	Stadium bleachers	Competition area
Basketball Courts 1, 2 & 3	Upper level bleachers	Team benches or on the court
Basketball Courts 4 & 5	Bleachers at the end of the courts	Team benches or on the court
Golf	20 – 30 yards	Walking with the foursome
Tennis	Spectator area provided	Competition area

**Transportation**

Transportation to and from the event is the responsibility of the local program.

**Volunteers**

If your delegation is in need of volunteers during competition, please declare your needs during registration. Volunteers will meet your delegation during Opening Ceremonies.



## **SPECTATOR GUIDELINES**

**(These guidelines are for all SOPA events training, competitions, fund raising, social, etc.)**

As fans (family, friends, and supporters) of Special Olympics Athletes, you can play a positive role at SOPA events by following these suggested guidelines:

1. Please refrain from using abusive or offensive language towards anyone - especially toward officials, coaches, and opponents.

- Lead by positive example.
- Keep your emotions under control. Don't let your emotions interfere with our mission or oath. Remember, these individuals are volunteers and amateur athletes.
- It may help if you understand the rules of the event. If you need further information or clarification, ask your home program for a copy of the rules pre-event or during the season so you're a well-informed fan/spectator.

2. Special Olympics venues are positive encouraging arenas. Please conduct yourself appropriately.

- Lead by positive example.
- De-emphasize winning and losing.
- Let the coaches' coach the players - refrain from shouting instructions.
- Provide general cheers or positive comments after the fact/play. (Remember to abide by sport-specific rules (i.e., silence at the start of races, during a tee-off in golf)).

3. Spectators are provided designated areas. (You are prohibited in the competition and/or training areas. Only coaches and athletes who are participating may be in these areas.)

Failure to comply with the above guidelines may result in penalties being assessed toward your program/team/delegation or you being escorted from the venue.

**DON'T LET THIS HAPPEN! ENJOY BEING A GREAT FAN!**

# **2018 CENTRAL SPRING SECTIONAL EMERGENCY PROCEDURES**

## **SAFETY AND SECURITY & OVERALL POINTS OF INTEREST**

Please be sure to read over the following safety and security points. As always, the safety of all Special Olympics participants is the utmost priority. As a coach, it is your responsibility to ensure the safety of the athletes in your care.

- Be sure all athletes and coaches are wearing their credentials at all times.
- Be generally aware of your surroundings. Seek out a SOPA security volunteer or staff member if anything seems suspicious to you.
- Carry a copy of all athlete medicals and coach volunteer forms (updated ones listing medical concerns and insurance information) with you at all times.
- Carry emergency phone numbers (in the coaches' handbook) with you at all times.
- Meet and get to know any "day of" volunteers who are assigned to your group.
- Be sure athletes know not to go off alone with unknown persons or to carry anything for anyone.
- Carry a cell phone if you have one and carry cell phone numbers of other coaches in your delegation. If you are an HOD, make sure that the games committee has your number.
- Remember that there is a zero tolerance policy in effect for any pranks concerning safety issues by athletes, coaches and volunteers. Anyone violating that policy will be asked to leave the event with potential for further action.
- Set up (if not already in place) a phone chain with parents and families back home so that they can be notified of an early arrival or a change/cancellation in the schedule, which may happen before, during or at the end of the event.
- Carry a flashlight in your backpack.

## **MEETING POINTS IN EVENT OF EMERGENCY**

Once on site at the games, you will receive the meeting points for the each venue. If there is a fire at a venue and you need to leave the facility, be sure coaches have accounted for all their athletes and fellow coaches. When leaving the building, follow instructions of SOPA staff/facility personnel and use nearest exit door. Stay where instructed below until notified by SOPA staff.

**SAINT FRANCIS – PARKING LOT ON THE RIGHT SIDE OF THE BUILDING AS YOU EXIT THROUGH THE FRONT DOORS. IF EXITING THROUGH THE BACK DOORS PARKING LOT IS ON YOUR LEFT.**

**EBENSBURG TENNIS CENTER – MAIN PARKING LOT**

**CENTRAL CAMBRIA HIGH SCHOOL – MAIN PARKING LOT**

**GOLF CENTER – MAIN PARKING LOT**

## **2018 CENTRAL SPRING SECTIONAL EMERGENCY PROCEDURES CONTINUED . . .**

### **PROCEDURES FOR TOTAL EVACUATION FROM AREA**

If SOPA has to ask delegations to evacuate from the games completely, the following procedures will be followed:

- SOPA will notify each HOD by phone or through a meeting (if time permits) of need to evacuate. We have a master list to ensure we contact everyone.
- If we are only leaving the vicinity and not the Games entirely, we will provide a meeting point and directions.
- If the Games have been cancelled and we are sending delegations home, we will give you any time constraints and any evacuation routes to follow if appropriate.
- Heads of delegation will account for all coaches and athletes and their belongings.
- HOD will secure transportation for trip out of area.
- Once everyone is accounted for, HOD will call (484)335-3112 and either talk to Teresa Amaturio, SOPA Liaison, or leave a message on voice mail with the following information:
  - a. Your name
  - b. Delegation
  - c. Time of departure
  - d. Final destination
  - e. If possible, phone number where delegation can be reached (cell phone of HOD, coach or Bus Company if available).
- If an athlete is missing and the delegation is ready to depart, contact a staff person at the venue you may be leaving from. If time is crucial and you need to leave the area, one staff person and one coach/volunteer from your delegation will stay behind to look for the missing athlete and the rest of delegation will depart. Once the athlete is found, the coach and staff person will make plans to either meet up with the delegation if nearby or the staff person will arrange to take all parties back to home program.

Don't let all your great training go to waste!!! Practice good hygiene habits all the time!

Please remind everyone to:

- Keep your hands clean by washing thoroughly with soap and warm water or using an alcohol-based hand sanitizer;
- Keep cuts and scrapes clean and covered with a bandage until they are healed;
- Avoid contact with other people's wounds or bandages;
- Avoid sharing personal items such as towels, razors, or clothing;
- Routinely clean commonly used items like athletic equipment. Don't forget to clean if athletes share equipment (helmet, pads, etc.);
- Do not share cups, glasses, dishes, or cutlery;
- Avoid touching your face — eyes, nose, and mouth — with your fingers; and
- Cough or sneeze into a disposable tissue. Why is this here in the middle of emergency procedures?

# 2018 CENTRAL SPRING SECTIONAL SPORTS RULES

All rules and any modifications thereof will be strictly adhered to the National Governing Body (NGB), and the Official Special Olympics Summer Sports Rules found on the Special Olympics website (specialolympics.org). It is advised that these rules be followed for proper training of all athletes. Below is a brief synopsis of the general rules and modifications to be followed in preparation for this year's event. Please refer to the Special Olympics Rules Book and National Governing Body Rules for a more complete listing of rules to be adhered to during this competition.

## **I. Aquatics**

### **NGB: United States Swimming & Diving (USS & USD)**

#### **A. Competition:**

1. Dive starts will be permitted except for those athletes designated as "non-divers" on the entry form. Wristbands will be available for those athletes with positive atlantoaxial subluxation as well as other non-divers.
2. In order to expedite the competition, small heats or divisions of three (3) or fewer athletes may race at the same time but will be awarded separately.
3. A false start rope will be used. Athletes who clearly false start will be disqualified, in accordance with the U. S. Swimming Rules Book. Please train athletes to hold their starts.

#### **B. Disqualification:**

1. Athletes may rest on lane lines during competition. However, if the lines are used to propel an athlete, then they will be disqualified.
2. The aide is not allowed to touch the swimmer from the time of the starting signal until all swimmers have completed the race (the exception to this is the assisted races).
3. Athletes may touch the bottom of the pool with their feet and rest. Disqualification will occur if they walk or jump from the bottom of the pool (except for the 15 yard walk).

**C. Divisioning:** Divisions will be determined based upon entry times, age and sex.

#### **D. Equipment:**

1. Athletes with hearing impairments may receive hand signal starts from the starter or a designated official.
2. No flotation device is allowed for any race other than the specified flotation races and assisted swims.

**E. Events:** Athletes may enter three (3) individual events and one (1) relay. Athletes entered in entry level events may not participate in other events (see enclosed guideline page).

#### **F. Finish:**

1. The athlete finishing first in their heat without disqualifying will be declared the winner.
2. Relay winners will be determined by the fastest relay time (all four swimmers combined) in each heat without disqualifying.
3. Athlete must touch the end of the pool with any part of their body to finish the race.
4. Athlete may not walk on the bottom of pool but may touch bottom to regain position.

## **GUIDELINES FOR ENTRY-LEVEL AQUATICS EVENTS**

### **A. General rules:**

1. Athletes who participate in the 10 meter and 15 meter swimming events and the 25-meter flotation race cannot participate in any other official events.

### **B. 15 Meter Flotation Race/25 Meter Flotation Race:**

1. Athlete must use a P. F. D. (personal flotation device). Example: For flotation races, each

athlete is responsible for their own flotation device. The device must be of the body wrap-around type such that if the athlete were to not be able to hold on to the device, the device would still support the athlete with the face out of the water, (flotation devices such as kick boards or floats that wrap around the arms are not acceptable).

2. An assistant or coach may assist an athlete with their position at start.
3. Athlete must touch the end of the pool with any part of their body to finish the race.

**C. 10 Meter Assisted Swim:**

1. Athlete may utilize a P. F. D., but it is not mandatory.
2. Assistant or coach may touch, guide or direct the athlete, but may not support or assist the athlete's forward movement.
3. Athlete must touch the end of the pool with any part of their body to finish the race.
4. Athlete may not walk on the bottom of pool, but may touch bottom to regain position.

**D. 15 Meter Unassisted Swim:**

1. Athlete may not utilize any type of P. F. D.
2. Assistant, starter or coach may help the athlete maintain their position at the start line.
3. Athlete must touch the end of the pool with any part of their body to finish the race.
4. Assistant or coach may walk in back of the athlete for safety, but may not assist or touch the athlete.

**II. Athletics**

**NGB: United States Track & Field (UST&F)**

**A. Competition:**

1. Athletes may use starting blocks in all events up to and including the 400M.
2. In order to expedite the competition, small heats or divisions of three (3) or fewer athletes may race at the same time but will be awarded separately.
3. Absolutely no coaches will be permitted beyond the staging area unless a specific request is made at the head coaches meeting.
4. For race walking, the athlete must have one foot in touch with the ground at all times.
5. In the standing long jump, the following will apply:
  - a. A competitor shall use both feet on the take-off. They may rock backward and forward lifting their heels and toes alternately, but they may not lift either foot clear off the ground.
  - b. Distance will be measured from the closest impression on the landing area made by any part of the body including arms or hands, to the take-off line.
6. In the softball throw competitors may use any type of throw.
7. All measurements shall be made in metric units

**7. Visually Impaired athletes:**

- a. A rope or sighted guide runner may be provided to assist athletes who are visually impaired.
- b. A sighted guide runner may not be ahead of the athlete in any manner. At no time may the guide runner pull the athlete or propel the athlete forward by pushing.
- c. Guide runner must wear a bright orange running vest so that they are clearly distinguished from competitors. The games organizing committee will provide these vests.

**B. General Rules**

**1. Starts**

- a. A tap start will be used for an athlete who is both deaf and blind.
- b. For the 25M and 50M the following rules apply:
  - b. The command of the starter shall be "on your marks," "set" and when all competitors are set the gun will be fired.
  - c. In races 800m or longer, the command shall be "on your mark" and when all competitors are steady, the gun will be fired. A competitor may not touch the ground with their hands.



- d. Starting races longer than the 400m:
  - i. 800m distance: runner will run in the lanes through the first run and break toward lane one at the breakline marked after the first turn.
  - ii. 1500m and greater distances: A waterfall start shall be used.
  - iii. 1600m relay: a three-turn stagger start shall be used to start. The first leg shall be run entirely in lanes. The second leg shall start in their lane and break toward lane one at a breakline marked after the first turn.
  - iv. Wheelchair: athlete is timed from the smoke of the starter's pistol to when two wheels of the wheelchair reach the perpendicular plane of the nearer edge of the finish line.
- 2. In the long jump:**
  - a. Each competitor will get three (3) non-consecutive jumps with the best jump used for scoring.
  - b. **An athlete must be able to jump one meter, which is the distance between the take-off board to the sand pit.**
  - c. Distance will be measured from the closest impression on the landing area made by any part of the body or limbs to the take-off line for all jumps.
- 3. In all jumping events:**
  - a. Prior to competition, athletes may have assistance from an official to make their take-off mark.
- 4. Shot Put:**
  - a. A legal put shall be made from within the circle and the athletes, or their wheelchair, in the course of an attempt may not touch the top edge of the stop-board, the top of the iron ring or any surface outside of the circle. It is legal to touch the inside of the stop board, or the iron band.
  - b. For protective purposes only the wrist may be taped.
  - c. The shot shall be put from the shoulder with one hand only. The competitor takes a stance in the circle to commence a put, the shot shall touch or be in close proximity to the neck or the chin and the hand shall not be dropped below the position during the action of putting. The shot shall not be taken behind the line of the shoulders.
  - d. All three throws shall be measured and recorded for breaking ties. The longest measurement of the three throws will be used for scoring.
- 5. Mini Javelin (Turbo Jay)**
  - a. One thrower on the field at a time.
  - b. After the throw is completed, the athlete may leave the throwing line and the officials will mark the throw.
  - c. Each thrower is allowed three throws in the order that is specified by the officials.
  - d. The thrower may not step over the toe board. If the thrower does steps over the toe board, the throw will be called foul and thus not marked.
  - e. The thrower must throw the mini javelin within the guidelines set up by the marker cones. If the thrower throws outside the marker cones, the throw will be called foul and thus not marked.
  - f. The mini javelin must land nose first. If the mini javelin lands facing the wrong way or the tail hits first, the throw shall be called foul and thus not marked.

Mini Jav Continued. .

  - g. The winning throw will be determined by the athlete who throws the furthest for 1st place, second furthest for 2<sup>nd</sup> place and so on.
- 6. Pentathlon**
  - a. Athletes entered in the Pentathlon will be allowed to enter and a relay as well.
  - b. The Pentathlon athlete will not be allowed to enter any other events outside of the Pentathlon and a relay.

### **C. Disqualifications:**

1. In all races run in lanes, each competitor shall keep within his allocated lanes from start to finish.
2. If a competitor is pushed or forced by another person to run outside his lane, and no material advantage is gained, the competitor should not be disqualified.
3. If an athlete either:
  - a. Runs outside their lane in the straight, or
  - b. Runs outside the outer line of his lane in the bend, with no material advantage thereby being gained and no other runner obstructed, and then the competitor should not be disqualified.
4. In the high jump, if a competitor performs a deliberate forward dive or two-foot takeoff during warm up, then that competitor shall be disqualified from the event and receive a participant ribbon.
5. In the shot put, the put will be declared a foul and not measured if, after entering the circle and starting the put, the competitor commits any of the following:
  - a. Uses any method contrary to the definition of legal put.
  - b. Causes the shot to fall on or outside the lines marking the putting section.
  - c. Puts a shot that does not conform to the legal requirements.
  - d. Wears any illegal device or tape on the putting area, wrist, hand, or fingers.
6. In wheelchair events, athletes shall not be pushed, pulled or otherwise assisted during these events.
7. In motorized wheelchair events, the following will result in disqualification:
  - a. Failure to complete the course designed (athletes must go around all cones and not over them)
  - b. The competitor's coach or assistants enter the boundaries during the running of the obstacle course.

**D. Divisioning:** Divisioning will be determined based upon sex, entry times and age. Athletes without an entry time will be placed in a participation heat and compete for a participation ribbon.

### **E. Finish:**

1. The athlete finishing first in their heat without disqualifying will be declared the winner.
2. A runner completes the race when their torso reaches the perpendicular plane of the nearer edge of the finish line.
3. Relay winners will be determined by the fastest relay time (all four runners combined) in each heat without disqualifying.
4. Wheelchair races: when two wheels of the wheelchair reach the perpendicular plane of the nearer edge of the finish line.

## **III. Basketball**

### **NGB: Pennsylvania Interscholastic Athletic Association**

**A. Competition:** Round robin tournament play for the team competition may be conducted for divisions of three or more teams with the best of three series for divisions of two teams.

1. A team may be granted four time-outs per game, cumulative.
2. The three second rule restriction is in force when team control exists in the opponent's front court.
3. The free throw shooter shall release the ball within ten seconds from the time it is placed at the shooter's disposal by one of the officials.
4. 3v3 competition will play for 20 minutes, with a running clock. Clocks stops the last two minutes of the second and fourth quarters.
5. 5v5 competitions will play 4 six-minute periods with a running clock. Clock stops the last two minutes of the second and fourth quarters and one minute after the first and third quarters.
6. **Tie breaking procedure for teams involved in the tie only:**
  - **Head to Head (for 2 way tie)**
  - **Least points scored against (all games for the teams tied within pool play)**

**- Point Differential (all games for the teams tied within pool play)**

**- Tie**

7. 3v3 and 5v5 competition will be used as qualifying events for Summer Games.
8. Teams that are ten (10) minutes late from scheduled start time will forfeit that game.
9. Officials may grant a player or a coach's oral or hand signal request for a time-out.
10. All athletes must participate in every prelim, pool play and medal round game. Those programs who violate the "Everybody Plays" policy will have a code of conduct filed on the coach.

**B. Divisioning:**

1. Divisioning for team competition shall be based upon sex, basketball individual summery Scores, prior competition and classification rounds.
2. Each team is required to play all team members during classification rounds.

**C. Individual Skills:**

1. Those athletes entered in team competition may not participate in individual skills.
2. Divisioning shall be determined by sex, entry scores, preliminary rounds and age.
3. The final score is determined by adding together the scores achieved in each of the three (3) events.

**D. Violations:** The following will constitute violations:

1. Double dribbling
1. A player may take two (2) steps beyond what is allowable. However, if a player scores," travels," or escapes the defense as a result of these extra steps, an advantage is gained and a violation called.
3. A foul is an infraction of the rules involving personal contact with an opponent or unsportsmanlike behavior. It is charged against the offender.
4. An offensive player, including the shooter, may remain in the free throw lane for only three seconds. The penalty for this infraction is loss of possession.
5. A player making a throw-in shall have five seconds to release the ball. The penalty for taking more than five seconds shall be loss of possession.

**IV. Golf**

**NGB: United States Golf Association**

**A. Level – Individual Play**

**i. Events –**

- Level 1A - Short Putt, Long Putt, Iron Shot, Wood Shot, Pitch Shot, and Chip Shot.
- Level 1B – The 5 traditional events + the bunker shot

**ii. Scoring:**

1. The athlete's score for each individual skill event will be the sum of the six (or attempts/skill.
2. The final score will be the sum of all six skill scores.

**B. Level 2 – Unified Sports Alternate Shot Team Play Competition (9-Hole):**

1. Definition of a team - A team shall consist of one golfer with intellectual disabilities and one golfer without intellectual disabilities.
2. This golfer without an intellectual disability may be an assistant coach and must have a current CRC on file and a current and complete 3-year medical.
3. Form of play - The form of play will be Foursome Rule 29 under the Rules of Golf. (Alternate Shot) - The players play alternating from the teeing grounds and then alternate strokes until the ball is holed.
4. Scoring:
  - a. Once the ball is in play on each hole, the player shall alternate turns hitting the ball until the ball is holed, or until 10 strokes have been played. Note: a swing

and miss counts as a stroke.

b. If a 10th stroke is played without holing the shot, the team's score is a 10x and they proceed to the next hole.

c. Teams **scoring above 80 during this one-day competition will receive a participation ribbon.**

5. Ties:

a. Of the teams tied for first place, the team with the fewest number of 10x scores shall be declared the winner.

b. If teams have an equal number of 10x scores they shall enter a sudden death playoff to start at the hole determined by the tournament committee.

c. All other ties shall remain as ties and all players should be presented with the same award.

6. Foursomes – Rule 29 of the Rules of Golf (Alternate Shot) The players play alternately from the teeing grounds and then alternate strokes until the ball is holed. Example: If Player “A” plays from the tee on the odd-numbered holes, then Player “B” would play from the tee on the even-numbered holes. Only one ball is in play on a hole.

C. Level 4 - Individual Stroke Competition (9 holes):

1. Purpose for this level of play: This level is designed to meet the needs of those Special Olympics Golfers who wish to play individually in a tournament where the stipulated round is nine-hole.

2. The player shall be capable of playing independently and must be able to walk during the entire nine-hole round.

3. Athlete must have an average of 75 or less from their six entry scores.

4. Scoring - If a tenth stroke is played without holing the shot, the player shall receive a score of 10x and proceed to the next hole.

▪ **Athletes scoring above 80 in this one day competition will be disqualified.**

5. Ties:

a. First place ties shall be decided on in the following manner:

b. Of the players tied for first place, the player with the fewest number of 10x scores shall be declared the winner.

c. If the players have an equal number of 10x scores they shall enter a sudden death playoff to start at the hole determined by the tournament committee.

d. All other ties shall remain as ties and all players should be presented with the same award.

6. Caddies:

a. Each athlete (in Level 4 only) may use a caddie.

b. A caddie may be a one-day volunteer provided by the delegation or provided by the Games Management Team (GMT).

c. Your program may provide one-day volunteer caddies. They register at the volunteer table and request to caddie for your athlete.

7. Registration and Divisioning:

a. Each player shall register by submitting a verified handicap or the most recent six scores over nine holes. (Level 4 must have an average score of 75 or lower to enter this event.)

b. The scores must be accompanied by the par for the course for each score.

c. Signature of the golf professional, club secretary, or the Golf Associate Director must verify all scores.

d. All holes will be within the maximum allowed according to the Special Olympics Rulebook

## **V. Tennis**

### **A. General Rules –**

- Tennis competition will be conducted according to the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at [www.specialolympics.org](http://www.specialolympics.org)), and the United States Tennis Association (USTA) Rules.
- A player may receive coaching from a designated Special Olympics coach when the player changes ends at the end of a game, but not when a player changes ends during a tie-break game.

**B. Equipment** - Athletes should provide their own racquets and proper tennis attire is required.

**C. Divisioning** - Mixed doubles teams may compete where there are not a sufficient number of athletes to form an all-male or all-female team. A mixed doubles team shall compete in the men's division of that team competition if there are not a sufficient number of mixed teams to form a specific division

### **D. Individuals Skills/Short Court Tennis:**

- Competition will be made up of seven (7) skills: Forehand Volley, Backhand Volley, Forehand Groundstroke, Backhand Groundstroke, Serve – Deuce Court, Serve Ad Court and Alternating Strokes with Movement.

### **E. Short Court Rules:**

- Format:
  - 1 – No Ad Set (1<sup>st</sup> player to win 6 games by 2 games)
  - At 6 games all – 7 point tie break is played
  - Traditional scoring (15, 30, 40 game)
- Court Size Service boxes only
- Tennis Ball PTR Speed Ball
- Rules: USTA rules apply
  - Coin Flip for serve
  - Serve crosscourt from behind service lines
  - Change ends on odd games
  - Water break after 3<sup>rd</sup>, 5<sup>th</sup> etc games

### **F. Singles and doubles/mixed doubles:**

- A game consists of the first person/team to win 4 points.
- We are using no Ad scoring.
- The players switch sides of the court after the completion of each odd numbered game.
- If the score is 6-6 a 10 point tie-breaker will be played, the winner of this tie-break must win by 2 points.

## ***WHY SPECIAL OLYMPICS OFFICIALS ENFORCE RULES***

*Taken from the 1991 Special Olympics International Games  
Volunteer Handbook*

If you watch a coach working with Special Olympics athletes, you will notice a great deal of emphasis on learning the rules. Also, if you watch a Special Olympics competition, you will see officials strictly enforcing those rules. Because Special Olympics is a sports program for people with intellectual disabilities, people sometimes question the "fairness" of such strict rule enforcement. As veteran coaches will tell you, knowing and playing by the rules is one of the biggest benefits Special Olympics offer its athletes. Why?

1. Special Olympics athletes are capable of learning and competing within sports rules. Challenging them in this manner adds to the pride and sense of accomplishment they experience.
2. It is unfair to athletes who are properly trained and who are following the rules to compete against others who are not.
3. Many Special Olympics athletes eventually move on to other sports programs (in schools, recreation departments, etc.). They will be better prepared for that transition if learning and competing by rules is one of the skills they take with them.

Special Olympics uses organized sports, training and competition as a vehicle for children and adults with intellectual disabilities to grow as complete individuals. Enforcing sports rules plays an important role in that process. Join us in helping Special Olympics athletes discover how much they can do.

## 2018 CENTRAL SPRING SECTIONAL COACH'S RESPONSIBILITIES

Coaches attending this and all events must accept and adhere to the following responsibilities. Thank you for your help and cooperation!

- **Technology is becoming more and more a part of our lives. Please be mindful of this and enforce the appropriate use of cameras, imaging and digital devices. For example, use of such devices in showers, restrooms, or other areas where privacy is expected by participants is prohibited.**
- Do not leave your athlete unattended at any point. Keep their safety and welfare in mind at all times.
- Be sure that prescribed medications are taken at appropriate times. Do not let volunteers hold athlete medication.
- Practice good hygiene habits all the time! Please remind athletes and assistant coaches to also practice good hygiene habits found on page 16 of this handbook.
- Orient each volunteer on their assigned athlete. The volunteer should be acquainted with the athlete's event schedule, medical and physical needs, and behavioral habits.
- Do not consume any alcoholic beverages or any controlled substances, such as cigarettes or chewing tobacco.
- Set a good example for the athletes by dressing appropriately. (Such as not wearing denim pants/shorts, extremely short shorts etc.)
- Know when and where all activities are taking place and ensure that your athletes are there on time.
- Be responsible for all athletes and their actions during the day (see Code of Conduct).
- Return all credential holders, without ID cards, at the registration table before departing.
- Complete and return an evaluation form to help improve the event for you and your athletes for the next year. Athletes are welcome to complete a form also.
- Head coaches are responsible for having athletes present at the staging when events are announced.
- Absolutely no coaches or spectators will be permitted beyond the staging area unless a specific request is made at the head coaches meeting. Any special needs athletes requiring additional assistance should be declared at this meeting.
- Athletes or coaches may not change events the day of competition from the listed events on the entry forms. They may scratch athletes from events, however.
- Accompany or have an assistant coach or athlete escort take all athletes to activities.
- Ensure completion of athlete incident report if needed and return to the SOPA liaison.
- The head coach should have a copy of each athlete's medical or place a copy of the medical in athlete's credential holder.

## Code of Conduct

*In an effort to become a more inclusive organization, Special Olympics Pennsylvania has created a Code of Conduct to help everyone of all ability levels understand how to appropriately conduct themselves and make SOPA a safe and fun organization for everyone involved.*

### **GENERAL GUIDELINES**

#### **Respect & Sportsmanship:**

- I will respect participants, coaches, officials, volunteers, spectators, training/competition facilities, SOPA Staff, and myself.
- I will respect the decision of officials and SOPA staff and will communicate any difference of opinion I may have in accordance to SOPA guidelines.
- I will respect all individuals regardless of their ability or limitations.
- I will demonstrate good sportsmanship at all times regardless win or lose.

#### **Behavior:**

- I will wear appropriate attire with pride to the delegation that is required at all times.
- I will keep my appearance and hygiene appropriate at all times.
- I will not use profanity or insulting language and/or gestures while representing Special Olympics PA.
- I will not smoke, use tobacco products, consume alcohol or take any drugs or drugs not prescribed to me while representing Special Olympics PA.
- I will not take pictures and/or videos of participants, coaches, officials, volunteers, spectators and SOPA Staff that may make them or someone else uncomfortable or are inappropriate.
- I will not engage in inappropriate contact, relationships, or any other physical/verbal/sexual advances or any conduct that may make someone else feel uncomfortable.
- I understand SOPA's No Dating Policy between athletes and volunteers/staff and I will contact SOPA's Senior VP of Programming if further explanation is required.
- I will represent Special Olympics PA with appropriate behavior in competitive and non competitive situations which include, but are not limited to: restrooms, locker rooms, housing and dining facilities.

#### **Responsibility for Actions:**

- I know that personal belongings (cell phone, hand held audio/video devices, wallet, keys, etc.) I bring to training, competition, and traveling are my responsibility and my local program and/or SOPA are not responsible.
- I will express any concerns I may have to the appropriate person in a positive manner.
- I will obey all local, state and Federal laws.



- I will follow all rules implemented by SOPA and/ or the host of any other event I am representing Special Olympics PA.

### **ATHLETE/UNIFIED PARTNER GUIDELINES**

#### **Responsibility for Actions:**

- I will not use my cell phone and any other electronic devices while training and competing unless in an emergency.
- If I am caught using a personal device at an inappropriate time and/or in an inappropriate manner (i.e. making a phone call/texting during training and competition), I understand the device I used may be taken away by my coach(es) or local management team member for a period of time.
- I will follow all training, competition and travel instructions by my coach(es).
- I will stay with my delegation at all times.
- I will use locker rooms and housing facilities appropriate to my gender.

#### **Honest Effort:**

- I will learn and follow the rules of my sport.
- I will give my best effort while training and competing.
- I will not hold back during preliminary rounds by playing below my ability level to get placed into an easier division.

#### **Well-Being:**

- I will have my Application for Participation current prior to the start of the season.
- I will communicate all changes that may occur on my Application for Participation during any season.

### **COACH/LOCAL PROGRAM VOLUNTEER GUIDELINES**

#### **Responsibility For Actions:**

- I will not use my cell phone and any other electronic devices while training and competing unless in an emergency.
- I will ensure my team is aware that they may lose the use of their personal electronic devices for a period of time if used inappropriately (i.e. making a phone call/texting during training and competition).
- I will make sure my team follows instructions while training, competing, and traveling.
- I will chaperone the athletes and unified partners assigned to me.
- I will make sure my team uses locker rooms and housing facilities appropriate to their gender.
- I will make sure my sports knowledge and coaches training is up to date to ensure a positive experience and safety of the athletes.

**Honest Effort:**

- I will follow the rules of my sport and will educate my team if needed.
- I will ensure that accurate scores are provided for entry into any event.
- I will encourage my team to give their best effort during training and competition.
- I will not encourage my team to hold back during preliminary rounds by playing below their ability level to get placed into an easier division.

**Well-Being:**

- I will make sure that I always have the most up to date copies of Application for Participation forms for my team during each training and competition.
- In cases of severe injury and/or illness (i.e. concussion) I will ensure approval of a certified medical professional before allowing a sick/injured member to resume physical activities.
- I will read and take note of limitations that anyone on my team may have that are included on their Application for Participation.

**SIGN OFF**

- I have read, or have had read to me, both the general guidelines for the SOPA Code of Conduct, as well as the guidelines in regards to my position as an Athlete, Unified Partner, Coach, or Local Program Volunteer. By signing this Code of Conduct, I understand any violations may result in the loss of my eligibility to participate in and attend Special Olympics PA events.
- On behalf of \_\_\_\_\_, I have read and explained to them both the general guidelines for the SOPA Code of Conduct, as well as the guidelines in regards to their position as an Athlete, Unified Partner, Coach, or Local Program Volunteer. By signing this Code of Conduct on their behalf, I understand any violations may result in the loss of their eligibility to participate in and attend Special Olympics PA events.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# MISCONDUCT/BEHAVIOR REPORT



**Directions:** This form is to be used to document (kept on file) or report misconduct or behavior incidences involving anyone (athlete, volunteer, staff, spectator, etc.) with Special Olympics Pennsylvania. Once fully completed, please forward to the appropriate individual(s) (Program Manager, Event Director, SOPA Staff, etc.) who will follow up as appropriate. Please be sure that your Program Manager receives a copy for his/her files and any future incidences involving the same individual(s).

NOTE: Please consult your program manager or SOPA staff before imposing suspension(s).

THIS REPORT SHOULD BE COMPLETED AND FORWARDED FOR FOLLOW UP WITHIN 24 HOURS OF THE INCIDENT.

**WHO was involved?**

<i>Name:</i>	<i>Name:</i>
Address:	Address:
City, State:	City, State:
Day Phone #: (     )	Day Phone #: (     )
Evening Phone #: (     )	Evening Phone #: (     )
E-Mail:	E-Mail:
SOPA Program:	SOPA Program:
<i>Name:</i>	<i>Name:</i>
Address:	Address:
City, State:	City, State:
Day Phone #: (     )	Day Phone #: (     )
Evening Phone #: (     )	Evening Phone #: (     )
E-Mail:	E-Mail:
SOPA Program:	SOPA Program:

**WITNESS**

**PERSON completing this report**

<i>Name:</i>	<i>Name:</i>
Address:	Address:
City, State:	City, State:
Day Phone #: (     )	Day Phone #: (     )
Evening Phone #: (     )	Evening Phone #: (     )
E-Mail:	E-Mail:
SOPA Position:	SOPA Position:
SOPA Program:	SOPA Program:

**WHERE (venue court, hotel room, training site locker room, fundraising event, etc.) did the incident occur?**

Name of SO Event:	Exact Location:
City:	

**WHEN did the incident occur? (Please provide as much detail as possible.)**

Date	Day	Time

-OVER-SIDE TWO-

WHAT occurred? (Please provide as much detail as possible.)


WHAT action or follow up occurred on site or to date?  here if not involved with the follow up: \_\_\_\_\_


If more room is needed, please attach additional sheets.

For SOPA or Local Program Use Only

RESULT/ACTION taken?


Date by which authority (Manager, SOPA, official, etc.) will notify parties involved: \_\_\_\_\_

Timeframe for the result/action? (I.e., Suspended for a year, overnight travel restricted for a month, etc.)

Beginning Date	End Date

WHO conducted the result/action?

<i>Name:</i>
Address:
City, State:
Day Phone #: (     )     )
Evening Phone #: (     )     )
E-Mail:
SOPA Program:
SOPA Position/Relationship to Athlete:

ADDITIONAL information pertinent to this situation/athlete(s):


Cc:     Manager, SOPA (Event Staff Liaison, Field Director, etc.)  
       Parent/Guardian of Athlete\



# EMERGENCY NUMBERS

Norristown Office (800) 235-9058 ext. 238

Teresa Amaturio Cell Phone (484) 335-3112  
(Day of the event)

Ebensburg Tennis Center (814) 471-2980  
257 Lakeview Road  
Ebensburg, PA 15931

Central Cambria High School  
204 Schoolhouse Road  
Ebensburg, PA 15931

Immergrün Golf Club  
105 St Elizabeth St  
Loretto, PA 15940

Conenaugh Memorial (814) 534-9845  
Medical Center (non-emergency)  
1086 Franklin Street  
Johnstown, Pa 15905

Fire or Police 911

## **Directions to Conenaugh Memorial Medical Hospital –**

- **Turn Left out of the gates at Saint Francis University**
- **At the Stop Light turn left onto Munster Rd.**
- **Take the US – 22W ramp**
- **Merge onto US – 22W (6.4 miles)**
- **Turn Left onto Pensacola Road**
- **Turn Left onto US – 22E**
- **Take the US – 219S ramp towards Johnstown**
- **Merge onto US-219 S. (13.7 miles)**
- **Take the PA-56 W/Johnstown Expressway exit**
- **Merge onto PA-56W (5.3 Miles)**
- **Turn Right onto PA-403**
- **Stay straight to go onto Franklin Street**