

Special Olympics
Pennsylvania



**44th Annual
Special Olympics
Pennsylvania Summer Games**

**2013 COACHES
HANDBOOK**

June 6-8, 2013

2013 SUMMER GAMES COMMITTEE

Ed Gannon, Event Director
Roger Hamer, Advisor

Administration

Jule Weaver, Registration
Chelsea Emel, Registration
William F. Reiber, Evaluation
Tom Shuey, Evaluation

Competition

Tom Hilands, Aquatics
Col. Gerald Russell, Athletics
Dave Egger, Athletics
Kim Smith, Basketball
Jack McDougal, Basketball
Chris Charney, Basketball
Lee Grover, Basketball
Lonnie Nolen, Bowling
Ron Ritter, Bowling
Hope Bratton, Equestrian
Jere Willey, Golf
Jim Dunlop, Golf
Ken Baldwin, Golf
Jack Heckendorn, Golf
Barbara Ford, Gymnastics
Monica Kieffer, Gymnastics
Janice & Bill Keough, Softball
Mary Lou Shaaf, Softball Skills
Ellen Scheaffer, Softball Skills
Tom Flynn, Tennis

Sport Directors

Alice Moat, Aquatics
Dan Cunkleman, Athletics
Herb Packer, Basketball
Jo Kleinmann-Wood, Equestrian
Luci Bromberg, Golf
Bernadette Murphy, Softball
Cheree Jones, Tennis

Volunteers

Tommy Songer, Director
Jeff Smith
Trish Weidemann
Susie Hassinger

Operations

Dave Gummo, Co-Director
Frank Pugliese, Co-Director
Sue Myers, Volunteer Operations Coordinator
Larry Beahm, Ask Me
Tom Myers, Transportation
Gregg Heny, Emergency Services
Tammy Thomas, Athletic Trainers
Brandy Sanford, Athletic Trainers
Kim Stoudt, Athletic Trainers
Jayme Galdieri, Athletic Trainers
Betty Gummo, Communications
Todd Tresp, Communications
Bob & Nancy Wise, Communications & Field Operations

Special Events

David Will, Co-Director
Sue Paterno, Co-Director
Ellen Grubb, Ceremonies
Linda Bair, Awards
Denise Rockey, Awards
Vic Campbell, Healthy Athlete®
Steve Newburg, Olympic Village
Donna Newburg, Olympic Village
Stacy Newburg, Olympic Village
Wade Michael, Sports Fest
Kathy Crilley, Families
Col. Gerald Russell, Ceremonies

Support Services

Mike O'Brian, Co-director
Matt Jones, Co-Director
Brooke Jodan, Food Services
Kay Cain, Food Services
Steve Oskin, Water Truck
Brenden Bagley, Signage
Matt Leah, OPP

SOPA Staff Liaisons

Jennifer Tresp, Sr. Competition Director

CHANGES FOR 2013

1. In East Halls, The dorms Tener and Packer will be down for repairs. So, we will be using some dorms in Pollock: Shunk, Ritner and Wolf.

Walking Path – Delegations who are staying in Pollock Halls and wish to walk to Findlay Commons or evening activities may do so on the following lighted path.

- Using the crosswalk at the corner of Pollock and Bigler Roads, cross Bigler Road and proceed on the sidewalk towards Curtain Road.
- After you pass the outdoor tennis courts and outdoor pool turn right onto the McCoy Natatorium Access Road. You will not be able to continue passed McCoy Natatorium due to sidewalk closures for the beautification project.
- This small road leads to a walkway that will take you past the McCoy Natatorium, old tennis court and the Bigler fields used for Sports Festival.
- Prior to the Wagner Drill Deck, take a left onto the sidewalk that will lead you to Curtain Road and Findlay Commons.

2. Construction is on campus again this year.

- **Aquatics** - Entrance to the McCoy Natatorium will be changed due to a beautification project at the main entrance. Athletes and Coaches may enter at the entrance by the tennis courts. Spectators must enter through the temporary walkways at the main entrance.
- **3v3 Basketball** will be moving to the White Building. Transportation will be provided to and from the venue **from the shuttle pick-up on Curtain Road.**
- **5v5 and Basketball Individual Skills** will take place in the IM building. Construction is taking place on the front of the IM building so the entrance will be on the side of the building closes to the tennis court. This entrance does have a ramp for accessibility.

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**2013 SPECIAL OLYMPICS PENNSYLVANIA
SUMMER GAMES (revised 4/15/13)
TENTATIVE SCHEDULE OF EVENTS**

WEDNESDAY, JUNE 5, 2013

1:00 pm – 5:00 pm	Head of Delegation (HOD) Registration	Findlay Commons 124
4:00 pm - 5:00 pm	New Head of Delegation Orientation	Big Onion in Findlay Commons
5:15 pm – 6:30 pm	Head of Delegation Meeting	Roxy’s in Findlay Commons
6:00 pm – 9:00 pm	Early Horse Arrival	Ag Arena Stable
6:30 pm - 8:00 pm	Head of Delegation Dinner	Roxy’s in Findlay Commons

THURSDAY, JUNE 6, 2013

7:30 am - 8:30 am	HOD & Wednesday Night Guest Breakfast	Findlay Dining Hall
8:00 am – 11:00 am	Horse Arrival	Ag Arena Stable
9:00 am – 12:00 pm	Delegation Registration Open	Findlay Commons 124
11:00 am - 2:00 pm	Athlete/Coach Arrival	East Halls
11:30 am - 12:30 pm	HOD & Wednesday Night Guests Lunch	Findlay Dining Hall
11:30 am - 4:00 pm	Golf Express Bus	Curtain Road Bus Stop
11:30 am – 1:00 pm	Bowling Express	Outdoor Basketball Court
11:30 pm - 6:00 pm	Bus Loop	Curtain Road Bus Stop
12:00 pm	Equestrian Head Coaches Meeting	Snider Ag Arena
	Horse Assignments	Snider Ag Arena
12:30 pm	Golf Head Coaches Meeting	Centre Hills Golf Course
12:30 pm	Bowling Head Coaches Meeting for Doubles and Teams	Northland Bowl
12:30 pm – 4:30 pm	Equestrian Showmanship, Gaming & Trail Review	Ag Arena
12:30 pm – 4:00 pm	Aquatics Prelims/Finals	McCoy Natatorium
1:00 pm – 3:30 pm	Healthy Athletes - Opening Eyes	East Halls Lawn Tent
1:00 pm – 4:00 pm	Tennis – Individual Skills Prelims	Sarni Tennis Facility
	Softball – Traditional & Unified Team Prelims	
1:00 pm - 4:30 pm	Preliminary Competition – Athletics	PSU Track
	Golf – Day 1 Competition	Centre Hills Golf Course
	Bowling Doubles and Teams	Northland Bowl
	Tennis Athlete Rating & Warm-Up	Sarni Tennis Facility
1:00 pm - 5:00 pm	Olympic Village	East Halls Lawn
	Family Registration	East Halls Lawn
1:30 pm – 3:30 pm	Basketball Individual Skills Prelims	IM Building
1:30 pm – 4:30 pm	Basketball 5v5 Preliminary Competition	IM Building
	Basketball 3v3 Preliminary Competition	White Building Gym
2:00 pm – 4:00 pm	Gymnastics Work Out	White Building, Room 107

THURSDAY, JUNE 6, 2013 (continued)

3:00 pm	Bowling Head Coaches Meeting for Singles and Ramp	Findlay 124
3:00 pm – 4:30 pm	Bowling Express Bus	Northland Bowl
4:00 pm	Gymnastics Head Coaches Meeting	White Building
4:45 pm	Softball Team Divisioning Meeting	Park Avenue Fields
4:30 pm – 6:30 pm	Dinner	Findlay Dining Hall
5:00 pm	Tennis Coaches Meeting	Sarni Tennis Facility
5:15 pm	VIP Reception (Invitation Only)	Porter Gardens
6:00 pm – 6:30 pm	Opening Ceremonies Staging	University Drive/Curtin Rd.
6:30 pm	Parade of Athletes	Curtin Rd. to Medlar Field
7:15 pm – 8:30 pm	Opening Ceremonies	Medlar Field
9:00 pm – 9:30 pm	Head Coaches Meetings	
	- Golf	Fisher 102
	- Softball	Hastings Hall, Ground Floor
	- Athletics	Findlay 124
9:30 pm – 10:30 pm	Head Coaches Meetings	
	- Aquatics	Wagner Building 317
	- Basketball 5v5 and Individual Skills	Wagner Building 305
	- Basketball 3v3	Wagner Building 205

FRIDAY, JUNE 7, 2013

6:30 am – 8:30 am	Breakfast	Findlay Dining Hall
	Pollock Breakfast Express	Pollock Bus Stop
7:00 am – 7:30 am	Head of Delegation Meeting	Findlay 124
7:00 am – 6:00 pm	Track Express Bus	Curtain Road Bus Stop
	Bus Loop	Curtain Road Bus Stop
7:00 am – 3:00 pm	Golf Express Bus	Curtain Road Bus Stop
7:30 am – 9:30 pm	Bowling Express Bus	Outside Basketball Court
8:00 am – 8:30 am	Equestrian Showmanship Award & Gaming Awards	Snider Ag Arena
8:00 am – 5:00 pm	Aquatics Competition	McCoy Natatorium
	Athletics Competition	PSU Track
	Basketball 5v5 Competition	IM Building
8:00 am – 10:30 am	Basketball Individual Skills Competition	IM Building
8:15 am – 12:30 pm	Bowling Competition – Singles	Northland Bowl
8:30 am – 2:30 pm	Golf Competition and Awards	Centre Hills Golf Course
8:30 am – 2:30 pm	Equestrian – Dressage Competition	Snider Ag Arena
	Equestrian - Trail Competition	Snider Ag Arena
9:00 am – 5:00 pm	Basketball 3v3 Competition	White Building Gym

FRIDAY, JUNE 7, 2013 (continued)

9:00 am – 2:30 pm	Healthy Athletes – Opening Eyes	East Halls Lawn
9:00 am – 11:30 am	Tennis Competition	Sarni Tennis Facility
	Tennis Individual Skills Finals	Sarni Tennis Facility
9:00 am – 12:00 pm	Gymnastics Competition	White Building, Room 107
9:00 am – 4:00 pm	Healthy Athletes – Healthy Hearing	Johnston 133F
	Healthy Athletes – Fit Feet	Johnston 103
	Softball – Team Competition	Park Avenue Fields
	Family Registration	East Halls Lawn
10:00 am – 3:00 pm	Healthy Athletes – Special Smiles	Johnston 102
10:00 am – 5:00 pm	Olympic Village	East Halls Lawn
10:15 am	Softball Individual Skills Staging	Park Avenue Fields
10:45 am	Softball Individual Skills Preliminaries	Park Avenue Fields
11:00 am – 2:00 pm	Lunch	Findlay Dining Hall
11:00 am – 12:30 pm	Bowling Express Bus – Teams/Singles	Curtain Road Bus Stop
12:00 pm – 4:00 pm	Healthy Athletes – Health Promotions	Findlay 124
1:00 pm	Gymnastics Head Coaches Meeting	White Building, Room 107
1:00 pm – 3:00 pm	Bowling Competition Team/Doubles	Northland Bowl
1:30 pm – 5:00 pm	Tennis Competition – Singles/Doubles	Sarni Tennis Facility
	Tennis Competition – Short Court	Sarni Tennis Facility
1:30 pm	Golf Awards	Centre Hills Golf Course
2:00 pm	Golf Coaches Meeting	Centre Hills Golf Course
2:30 pm	Equestrian - Gaited Horse Demonstration	Snider Ag Arena
3:30 pm – 4:30 pm	Equestrian Dressage/Trail Awards	Snider Ag Arena
3:00 pm – 4:00 pm	Bowling Team/Doubles Awards	Northland Bowl
3:30 pm – 4:30 pm	Bowling Express Bus – Teams	Northland Bowl
4:00 pm – 4:30 pm	Equestrian Head Coaches Meeting	Snider Ag Arena
4:30 pm – 7:00 pm	Dinner	Findlay Dining Hall
5:00 pm – 5:30 pm	Tennis Head Coaches Meeting	Sarni Tennis Facility
6:00 pm – 7:00 pm	Athlete Input Council	Wagner Building 317
6:00 pm – 7:30 pm	Dessert Tailgate	East Halls Lawn
	Family Ice Cream Social	East Halls Lawn
7:00 pm – 8:30 pm	Sports Fest	Bigler Field
8:30 pm – 9:30 pm	Victory Dance	Bigler Field
9:00 pm	Head Coaches Meetings	
	- Basketball 5v5 and Individual Skills	Wagner Building 305
	- Basketball 3v3	Wagner Building 205
9:30 pm – 10:00 pm	Head Coaches Meetings	
	- Athletics	Findlay 124
	- Softball	Hastings Hall, Ground Floor Lounge
10:00 pm – 11:00 pm	Head Coach Meeting – Aquatics	Wagner Building 317

Saturday June 8, 2013

6:30 am – 8:30 am	Breakfast	Findlay Dining Hall
	Pollock Breakfast Express	Pollock Bus Stop
7:00 am – 7:30 am	Head of Delegation Meeting	Findlay 124
7:00 am – 3:30 pm	Track Express Bus	Curtain Road Bus Stop
7:00 am – 3:30 pm	Bus Loop	Curtain Road Bus Stop
7:30 am – 9:00 am	Bowling Express Bus – Singles	Outdoor Basketball Court
7:45 am – 3:30 pm	Aquatics Competition and Awards	McCoy Natatorium
8:00 am – 1:00 pm	Gymnastics Competition and Awards	White Building
8:00 am – 2:00 pm	Basketball 5v5 Competition and Awards	IM Building
8:00 am – 3:30 pm	Athletics Competition and Awards	PSU Track
8:15 am – 12:30 pm	Bowling Competition – Singles and Awards	Northland Bowl
8:30 am – 1:00 pm	Equestrian Competition and Awards	Snider Ag Arena
9:00 am – 12:00 pm	Tennis Competition – Finals	Sarni Tennis Facility
	Healthy Athletes – Fit Feet	Johnston 103
9:00 am – 3:00 pm	Healthy Athletes	
	- Healthy Hearing	Johnston 133F
	- Health Promotion	Findlay 124
	- FunFitness	Findlay Lounge
9:00 am – 2:00 pm	Basketball 3v3 Competition and Awards	White Building Gym
9:00 am – 2:30 pm	Softball Team Competition	Park Avenue Fields
9:30 am	Softball Individual Skills Staging	Park Avenue Fields
10:00 am – 12:00 pm	Softball Individual Skills Finals	Park Avenue Fields
10:00 am – 3:00 pm	Olympic Village	East Halls Lawn
11:00 am – 2:00 pm	Lunch	Findlay Dining Hall
11:30 am – 1:00 pm	Bowling Express Bus – Singles	Northland Bowl
12:00 pm	Softball Individual Skills Awards	Back of IM Building
1:30 pm	Tennis Awards	Sarni Tennis Facility
1:30 pm – 2:30 pm	Athlete Input Council	East Halls Lawn Opening Eyes Tent
2:30 pm	Softball Awards	Basketball Court – Findlay Commons
4:30 pm – 5:00 pm	Closing Ceremonies	Bigler Field
4:30 pm – 8:00 pm	Key Return	Findlay Commons – Housing Desk
5:30 pm	Departure 1**	
6:00 pm	Departure 2	
6:30 pm	Departure 3	
7:00 pm	Departure 4	
7:30 pm	Departure 5	
8:00 pm	Dorms Close (except for the dorm open for delegations staying Saturday night)	

**All buses must stop at Bryce Jordan Center to check-in and get their bag dinners.

ADMINISTRATION

Directions to Penn State University:

From Northeast & Northwest:

Take Interstate 80 to Bellefonte Exit 161 (old exit #24) to Route 220 South to State College. **Take** Exit 74 to Penn State University/Innovation Park. After taking the exit stay in the left lane and follow signs to Penn State University. This off-ramp becomes Park Avenue. Travel straight on Park Avenue through to the 4th light and turn left onto Porter Road and follow directions from University Officials who are directing traffic.

From Central & Southeast:

Pennsylvania Turnpike (Interstate 76) to Exit 247 (old exit 19 Harrisburg East). Follow signs to 322 West and State College. Take the Innovation Park/Penn State University Stadium Exit. At the traffic light, bear right onto Park Avenue. Travel straight on Park Avenue through to the 3rd light and turn left onto Porter Road and follow directions from University Officials who are directing traffic.

From Pittsburgh & Southwest:

Pennsylvania Turnpike (Interstate 76) to Exit 146 (old exit 11 Bedford). 220 North to 322 East. Take Exit 73 Innovation Park/Penn State University Stadium Exit onto Park Avenue. At the traffic light, bear right onto Park Avenue. Travel straight on Park Avenue through to the 2nd light and turn left onto Porter Road and follow directions from University Officials who are directing traffic.

Directions to Off-Campus Venues & Stores:

Bowling - Northland Bowl & Sports Center, Inc.:

From Bryce Jordan Center Parking Lot, make a left onto Curtin Road. Beaver Stadium is directly across from you. At the stoplight turn right onto University Drive. At the next stoplight turn left onto Park Avenue. Follow Park Avenue to the stoplight on North Atherton Street. Make a right onto North Atherton Street. At the 3rd stoplight, make a left onto Clinton Avenue. Take the second right onto Martin Street. Northland Bowl will be on your right, just after Weis Market.

Golf - Centre Hills Country Club:

From Bryce Jordan Center Parking Lot, make a left onto Curtin Road. Beaver Stadium is directly across from you. At the stoplight turn left onto University Drive. At fifth stop light (just about two miles); turn left onto Business Route 322. At 4th light (one mile), turn left onto Scenery Drive. Travel 5/10 of a mile into the residential community of Canterbury Crossings and turn left after the 2nd house (4th left turn). Golf course is directly in front of you.

To the Closest Hospital:

Mount Nittany Medical Center:

From Bryce Jordan Parking Lot, make a right onto Curtin Road; at the stop sign make a left onto Porter Road. At the stoplight turn right onto Park Avenue. At the first stoplight turn right onto Hospital Drive and follow Hospital Drive to emergency room entrance.

To the Nittany Mall:

From Bryce Jordan Center lot turn right onto Curtin Road (Beaver Stadium is in front of you). At the stoplight, turn right onto Porter Road. At the next light make a left onto Rt. 26 (College Avenue). Continue on Rt. 26 for approximately two miles until the road splits. At the split bear left and the Nittany Mall will be on your right and Wal-Mart on your left.

To Target:

From Bryce Jordan Center parking lot, turn left onto Curtin Road (Beaver Stadium is in front of you). At the stoplight, turn right onto University Drive. At first stoplight, turn left onto Park Avenue. Continue on Park Avenue until you reach the stoplight for North Atherton. Make a right onto North Atherton and travel to either the 10th or 11th stoplight and Target is on your right.

To Wal-Mart:

From Bryce Jordan Center parking lot, turn left onto Curtain Road (Beaver Stadium is in front of you). At the stoplight, turn right onto University Drive. At first stoplight, turn left onto Park Avenue. Continue on Park Avenue until you reach the stoplight for North Atherton. Make a right onto North Atherton and travel to the 6th stoplight and Wal-Mart is on your right.

Lost & Found

Lost and found items can be taken to or picked up at Special Olympics Safety (SOS) in Findlay-Johnston or at the Findlay Commons Desk. After the Games, call the State College office at (800) 865-3600.

Alternates

New for 2013:

- I. 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.
- II. For **Individual Sports**, alternates must be activated by 5:00 pm the 3rd day prior to the start of a competition (**i.e. for the 2013 Summer Games - Monday, June 4 by 5:00 pm**) 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. **Activation of alternates in individual sports will not be allowed at HOD or Delegation Registration at Summer Games.**
- III. For **Team Sports**, we encourage activation by the 3rd day 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.
- IV. At events where housing is provided alternates should be of the same gender and age range as the athlete they are replacing so they can be housed in the room vacated by the scratched athlete or there must be another existing room which can, in compliance with the SOPA Housing Policy, accommodate the activated athlete.
- V. Forms will be sent to the Sports and Competition Coordinator after the registration deadline for use in submitting all scratches and activations. Please do not submit scratches and activations in any other manner than on the Summer Games Scratch and Activation Form.

Registration

HEAD OF DELEGATION ARRIVAL & REGISTRATION

Wednesday, June 5, 2013

1:00 pm - 5:00 pm

Findlay Commons

Heads of Delegation (HOD) are the only authorized people who may check in their athletes and coaches during registration, located in Findlay Commons in the East Halls Housing Complex of Penn State University. The Head of Delegation will complete the declaration of athletes, receive additional Games materials and verify housing allotments. Heads of Delegation may park in the Findlay lot behind Findlay Commons off Bigler Road. To enter Findlay lot from Park Avenue turn onto University Drive. At the first stoplight turn right onto Curtin Road. Travel past the East Halls and at the stoplight turn right onto Bigler. Findlay Lot entrance is on your right.

NOTE: Delegations' completed phone list MUST be received before delegation packets will be distributed.

*Remember your pillow and blanket! If you forget your pillow, you can purchase one at Wal-Mart, Target or the Nittany Mall. Directions to these locations are located on pages 10 and 11.

ROOM KEY DISTRIBUTION - Wednesday, June 5, 2013

1:00 pm - 5:00 pm - Findlay Commons

Heads of Delegation may pick up the room keys for their area/county on Wednesday evening and then proceed to open up the rooms and prepare for the arrival of their delegation.

The Head of Delegation is responsible for returning the room keys of any person(s) who did not attend the Games (scratches). Keys must be turned in at the Findlay Commons desk no later than 4:00 pm on Thursday, June 4.

Room keys for East Halls will be picked up and returned to the Findlay Commons Desk. **Any room keys not returned will be billed \$58.00** to the program assigned to that room. We will have volunteers to check the keys back in on Saturday.

Do not write on keys in marker or you will be billed for the replacement of the keys.

****If you accidentally take the keys home with you, do not bother sending the keys back. Any key not returned at check-out is replaced immediately due to sports camps arriving on Sunday. After Saturday, your program will still be invoiced for the key even if returned. (Unless your delegation is staying Saturday night.)**

DELEGATION ARRIVAL - Thursday, June 6, 2013

12:00 pm - 4:00 pm - Findlay Commons

When delegations arrive, the bus **MUST** check-in at the Bryce Jordan/Beaver Stadium pull off. This way we can direct you to your drop off point and check off that your delegation has arrived. Volunteers will be available at each drop off spot to assist the delegations with moving luggage into the housing facilities.

DELEGATION DEPARTURE - Saturday, June 8, 2013

Key Return – 4:00 pm to 8:00 pm

Horse Departure – 4:00 pm to 8:00 pm

Delegation – 5:30 pm to 8:00 pm

Each Programs Head of Delegation should prepare to check out between 4:00 pm and 8:00 pm.

- **The HOD must meet with a front desk representative to do one of the following with the keys:**
 - **Check in each individual key or**
 - **Sign-off that you will let the representative check in the keys and pay for what is missing.**
- **Delegations will be charged \$58.00 for any unreturned key.**

Buses should report to their designated bus stops where volunteers will be available to assist delegations with loading luggage and departure.

Dorm rooms:

- All bed linens are to remain in the assigned room. Any lost linens will be billed to the area/county occupying the room.
- Please close the windows, turn out the lights and lock the door.
- Remember to take your pillow home with you!

Credentials

All athletes will be issued an around-the-neck credential, which must be worn at all times except during competition. The following information will be placed on the I.D. tag:

Last Name, First Name, Middle Initial, Sex, Age, County/Area, Head Coach and Sport & Events.

All Heads of Delegation, athletes, coaches, SOPA staff/board and games management team members will also be issued an around-the-neck I.D. tag **to be worn at all times** while participating in Special Olympics events and activities.

The I.D. tags will be color-coded as follows:

Athletes

Aquatics	Blue
Athletics	Green
Basketball	Salmon
Bowling	Goldenrod
Equestrian	Tan
Golf	Canary Yellow
Gymnastics	Cherry
Softball	Orchid
Tennis	Pink

Coaches/Staff

Head of Delegation	White with Green Dot
Head Coach	White with Blue Dot
Assistant Coach	White with Orange Dot
SOPA Staff	Terra Green
Games Committee	Cosmic Orange
Evaluation Team	Fireball Fuchsia
Delegation Volunteer & 1:1's	Red
Officials	Solar yellow
Healthy Athletes	Buff
Athletic Trainers	White with Red Dot

If an athlete or coach loses a credential, they should report to Special Olympics Safety (SOS) in Findlay Commons to receive a new credential.

Credentials - (Policy taken from Manager's Resource Library 2004 pg. 28 of "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:

- A. 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.
- B. 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, he/she will be removed from our volunteer listing for no less than one year.

Coaches' Role for Training & Competition

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 coaches at competitions within the 1 coach to 4 athletes' ratio. Coaches, athletes and Unified Sports® partners may not chaperone family members during competition.

Head of Delegation Meetings

The Summer Games Committee is attempting to provide as much information in advance as possible. However, it is important that we schedule these meetings in order to update materials and schedules affecting the welfare of the athletes. These meetings are separate from the Head Coach meetings. Head of Delegation meetings are meant to deal with all non-competition concerns. Sport-specific questions should be addressed at the Head Coach meetings.

Wednesday, June 5 4:00 pm..... Findlay Commons - Big Onion Lounge - NEW HODs ONLY!
 Wednesday, June 5 5:15 pm..... Findlay Commons - Roxy's, 2nd Floor
 Friday, June 7 & 8 7:00 am..... Findlay Commons – Room 124

Information Centers (ASK ME)

SOPA Summer Games headquarters is located in the SOS/Operations Center in the Findlay Commons building. The headquarters will be staffed from 6:30 am until midnight. The Findlay Desk will cover the hours between midnight and 6:30 am with SOS staff on call for emergencies during this period. The following facilities and information centers will be available in Findlay Commons:

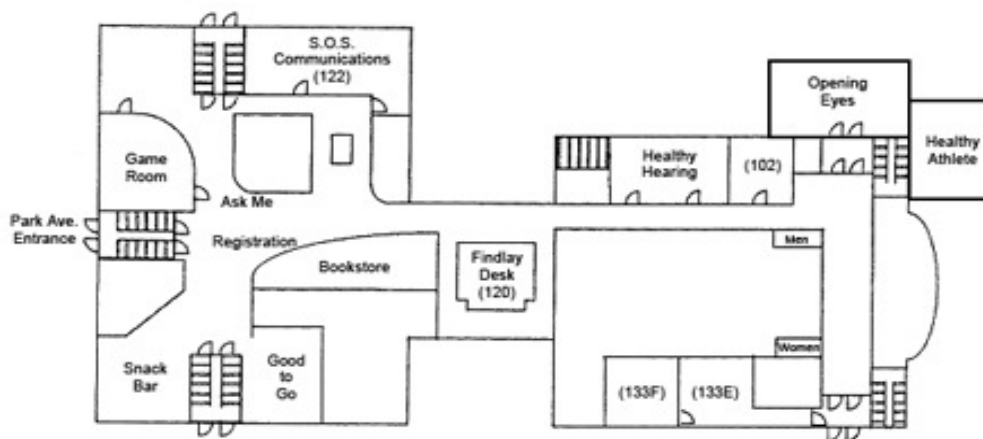
The Games Information Committee (ASK ME) is designed to answer your questions about any area of the Games. The Games Information Committee will be stationed in Findlay Commons to answer any questions, or to provide the assistance you may need during the Games.

Special Olympics Safety (SOS) will provide communication from Findlay Commons to all venues and activity sites. Telephone services will be available in Findlay Commons. Telephones for on-campus calls will be located in all HOD rooms and pay phones are located on the main floor of each resident hall. Incoming messages for coaches and athletes will be available at the Information Desk in Findlay Commons, (814) 865-0465. A message board will be available to post any non-emergency messages. The board will be stationed across from the Findlay Commons Information/Housing Desk.

Volunteer Registration will take place on the corner of Curtin Road and University Drive.

Family Registration will take place in Olympic Village. See Families section of this handbook for times.

FINDLAY COMMONS



Athlete Escorts

Day-of-event volunteers or “escorts” are assigned to delegations to assist the coaches and chaperones during events. In case of a shortage of escorts, those delegations that returned the escort request form will be given first priority. We offer the following tips to help make the escort-athlete partnership a rewarding experience for everyone:

- Pick up escorts by 9:00 am at the corner of Curtin Road and University Drive. Escorts not picked up on time may be re-assigned to another area/county.
- When assigning escorts to athletes, use common sense with regard to age, gender and size.
- Introduce yourself to the escort. Indicate where you or your coaches will be located in case of emergency.
- Give the escort all pertinent information regarding the athlete’s scheduled events.
- Make sure the escort knows where and when to meet you at the end of the day and for meals.
- Make sure the escort understands the information on the athlete’s credential.
- Specific requests or concerns regarding escorts should be made at the volunteer registration area on the corner of Curtin Road and University Drive.
- Never give escorts an athlete’s medication to hold.

COMPETITION

General Rules

The rules for the National Governing Body of each sport and the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org) will be followed throughout the event. Where there is conflict between the two sets of rules, the Official Special Olympics Summer Sports Rules will be followed.

Only registered athletes shall be eligible to participate in the Games. Decisions about ineligibility due to improper registration shall be reviewed by the Games Committee.

Athletes must be at least eight years of age as of June 6, 2013, to be eligible for competition.

For competition, athletes will be grouped in accordance with Special Olympics rules for equalizing divisions.

Coaches will not be allowed access to the staging area and are not permitted in the competition area. However, coaches may be allowed to assist hearing or visually impaired athletes during time trials and competition, when appropriate. In instances where assistance is required, the Head coach must request the exemption from the Sports Rules Committee at the Head coaches meeting. The request must fully explain the circumstances which mandate the on-course assistance.

Events that hold preliminary competition, classification rounds or time trials are required competition for all athletes. Failure to compete in preliminary events will result in the disqualification of athlete(s) from that event or competition.

In case an athlete is too ill to participate in time trials or preliminaries, an exception may be granted by the Games Committee or Sports Rules Committee prior to the event.

Staging areas will be clearly designated at each event. A three-call system for staging will be used with final call at time of event.

APPROPRIATE ATTIRE

Athletes arriving at the venue dressed inappropriately will be unable to compete until appropriately dressed. Denim pants/shorts are not appropriate attire unless mandated by the official sport rules (Ex. Equestrian Western Trail). Please see the directions section of this handbook for local stores.

AWARDS

Please check each sport for award times. Please note the following:

- **Athletes are to be dressed in competition attire for awards.**
- Athletes who start competition and do not finish receive a participation ribbon.
- Athletes disqualified due to the Honest Effort Rule (HER) will 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, these two teams receive gold medals, and the next placed team receives a bronze medal.

COACHES SPORT CERTIFICATION AND UNIFIED SPORTS PARTNERS

- **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.**
- **If the certified coach scratches prior to departure the team may not attend Summer Games.**
- **If your Unified Sports™ Softball team, unified relays or bowling doubles and teams drop below the minimum number of partners this team may not attend Summer Games. PLEASE check these numbers before departing for the Games.**
 - a. Softball – minimum is 6 partners per team
 - b. Relays – athletics & aquatics – 2 partners per team
 - c. Bowling – doubles 1 partner or team 2 partners
- **Any team without a certified coach or the appropriate number of unified partners will be sent home from Summer Games. The delegation will be responsible for the transportation home.**

CODE OF CONDUCT

Please see Responsibilities section of this handbook.

COMPETITION SCHEDULE CHANGES

Any changes to the competition schedule will be announced no later than each morning of competition at the Head of Delegation meeting (and possibly announced at the Head coaches' meeting) and posted at each venue and in Findlay Commons. It is important that each delegation has a representative at these meetings and that the representative communicates changes to the appropriate coaches.

HONEST EFFORT RULE (HER)

The Honest Effort Rule (HER) is in effect. Athletes, partners and coaches, who do not participate honestly and with maximum effort in all events, or in a sportsman-like manner, will be disqualified from current and possibly future events. Any athlete or partner disqualified for the HER will receive a participation ribbon.

- Team Sports (basketball 3v3 & 5v5 and softball) -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 1st or 2nd game in pool play).
- Timed/Measured Individual Sports (aquatics, athletics and golf) - Athletes racing/scoring 25% faster/better than their best time/score (either prelim or entry score) will receive a participation award.
 - This includes athletics field events and aquatics entry-level events.
 - It does not include individual skills in team sports.
 - When aquatics or athletics events do not have preliminary competition, entry times will be used.
Updated scores and times will be accepted until 3 days prior to the start of the event. Updated scores/times are due by 5:00 pm, Monday June 3rd.
- Golf - athletes will be disqualified for the HER if their 9-hole score is 25% better than the average of their six-game submitted scores for one day events or if, during a two-day event the first round (preliminaries) is rained out.

PROTESTS

Protests may be filed by a Special Olympics certified head coach only. Any other person attempting to file a protest will be immediately rejected. The head coach must file the protest within 30 minutes after the completion of the protested event. Protests may only be filed for the following reasons:

- Misinterpretation of a playing rule.
- Failure of a referee or judge to apply a penalty for a given violation. For example, a basketball referee awards the ball to the wrong team after a free throw shot.
- Judgment calls by a judge or official will not be considered. For example, a softball umpire calls a player out after a close play.

All forms must be submitted to the scorer/announcer table at the venue or to the venue coordinator. The sports rules committee will then rule on the protest. The head coach filing the protest will be notified of the decision.

GAMES RULES COMMITTEE

A certified Head coach may appeal a denied protest. The following individuals will act as the deciding body to rule on the final decision:

Ed Gannon, Event Director
Jennifer Tresp, SOPA Liaison/Senior Director of Competition
Head of Delegation & Alternate Head of Delegation – TBD

SPORTS RULES COMMITTEES*

Aquatics: Tom Hilands, Alice Moat, Dave Lapinski
Athletics: Col. Gerald Russell, Dave Egger,
Basketball: Jack McDougal, Chris Charney, Lee Grover, Herb Packer
Bowling: Ron Ritter, Larry Stobert, Harry O'Brien
Equestrian: Hope Bratton, Jo Kleinmann-Wood
Golf: Jack Heckendorn, Jim Dunlap, Luci Bromberg, Dennis Manno
Gymnastics: Barbara Ford, Monica Kieffer
Softball: Janice & Bill Keough, Bernadette Murphy
Tennis: Tom Flynn, Cheree Jones,

*Officials, coaches and alternate coaches will be announced at the Head Coaches meeting.

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 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 Basketball = 20 points, 5v5 Basketball = 2 points, Softball Teams (Traditional and Unified) = 9 runs and Tennis = 4 points

Continuing Education Clinics

The following continuing education clinics will be offered. These clinics are offered to all coaches and athletes but only certified coaches in that sport will sign-in and receive their continuing education credit. Remember you must have one credit every 3 years in order to maintain your certification in that sport.

Equestrian – Gaited Horse Demo on Friday, June 7, 2013 at 2:30 pm. Gaited horse attire, tack and bridles/bits used on/with gaited horses will be discuss along with good conformation of a gaited horse, what breeds are typically used, along with a little bit of history and how the gaited horse developed. Demonstrations on the different gaits will also take place.

Additional clinics may be added during the Games. Your venue coordinator will inform you of any additional scheduled clinics during the first Coaches Meeting.

Head Coaches Meetings

The head coach is responsible for the coordination and management of those athletes from the delegation competing in a given sport. The head coach is primarily responsible for ensuring that athletes are at the various competition sites and events, properly equipped, and trained for that event. Any problems relating to a given athlete during the sports activities will be addressed to the head coach.

The following meetings are scheduled for head coaches in each sport to address matters relating to their sports:

	<u>Location</u>	<u>Thursday</u>	<u>Friday</u>
Aquatics.....	Wagner Building 317.....	9:30 pm.....	10:00 pm
Athletics.....	Findlay 124.....	9:00 pm.....	9:30 pm
Basketball 5v5/ Skills	Wagner Building 305.....	9:30 pm.....	n/a
Basketball 3v3.....	Wagner Building 205.....	9:30 pm.....	n/a
Bowling.....	Northland Bowl.....	12:30 pm (Teams and Doubles Only).....	n/a
Bowling.....	Findlay 124.....	3:00 pm (Singles Only).....	n/a
Equestrian.....	Snider Ag Arena.....	12:00 pm.....	4:30 – 5:00 pm
Golf.....	Fisher 102.....	9:00 pm.....	2:00 pm
Gymnastics.....	White Building.....	4:00 pm.....	1:00 pm
Softball.....	Park Avenue Field.....	4:45 pm.....	n/a
Softball.....	Hasting Hall, 1 st Floor Lounge	9:00 pm.....	9:30 pm
Tennis.....	Sarni Tennis Facility.....	4:15 pm.....	5:00 pm

2014 National Games

This event is a qualifier for the 2014 National Games being held in New Jersey. Athletes had the opportunity to show their intent to attend the National Games on their sport registration form. Athletes who were marked as interested and receive a gold medal will be placed in a hat for that sports drawing. The drawing will take place the week after Summer Games. If Summer Games would be cancelled due to unforeseen circumstances, and those sports that are qualifiers for National Games could not take place. All athletes who indicated they are interested in attending National Games will be placed in a hat and selected through random draw.

- Here are our 2014 National Games allocations:

Individual Sports

Sport	Athletes	Breakdown
Aquatics	16	8 Male and 8 Female
Athletics	32	16 male and 16 Female
Bowling	16	8 Male and 8 Female
Bowling Unified	8	4 Male and 4 Female Partners
Golf	4	2 Male and 2 Female
Golf Partner	2	2 Level 2 Partners (1 M & 1 F)
Gymnastics – Artistic	6	6 Female
Tennis	2	1 Male and 1 Female

Team Sports

Sport	Athletes	Number of Teams	Age Group
Basketball (5v5)	20	2	22 & Older
Softball – Traditional	15	1	22 & Older
Softball – Unified	16 (8 Athletes and 8 Unified Sports Partners)	1	22 & Over

The age group for a team is determined by the age of the oldest athlete competing on that team. Not all athletes must fall within the age group to compete on that team for National Games.

Coach applications are available for the following sport:

Sport	# of Coaches
Aquatics	4 Coaches
Athletics	8 Coaches
Bocce	6 Coaches
Bowling	6 Coaches
Golf	2 Coaches
Artistic Gymnastics	2 Coaches
Powerlifting	2 Coaches
Tennis	1 Coach

Additional information on Team Pennsylvania’s allocations, including the breakdowns by levels or categories, for the 2014 USA National Games and coaches applications can be found on the National Games page of the SOPA Website at <http://www.specialolympicspa.org/sports/national-games>.

The Sheetz Family Award of Excellence

The Sheetz Family Award of Excellence was created to capture the great sporting moments that distinguish our athlete’s for the Summer Games. The award recognizes the athlete whose determination and effort can only be understood by the power of the human spirit to overcome obstacles and inspire greatness. The award distinguishes the athlete who may not win, but whose courage, sportsmanship, effort and determination is award winning.

Nomination forms are located in the SOS Room. Applications need to be returned to the SOS Room in Findlay Commons by 10:00 a.m. on Saturday, June 8. Delegations/coaches can nominate more than one athlete. The successful athlete will be announced at Closing Ceremonies.

The nomination form is located on page 66 of this handbook.

Spectator Seating

Special Olympics Pennsylvania welcomes families and friends to cheer for their athletes. Please keep in mind that while competition is taking place, family and friends need to remain on the sidelines for their own safety and the safety of the athletes.

Sport	Acceptable	Not Acceptable
Athletics	Bleachers	Competition and heating areas
Aquatics	Bleachers	Competition and heating areas and pool deck
Basketball 5v5 & Skills	Bleachers and chairs along wall noted as spectator seating	On the court or team benches
Basketball 3v3	Bleachers	On the court or team benches
Bowling	Behind spectator tables	Bowling circle
Equestrian	Bleachers	Competition area, heating areas and stables
Golf	30 feet behind athlete	Walking with the athlete or on competition area
Gymnastics	Chairs in marked spectator area	On or near apparatus in use
Softball	Bleachers	On the field or team benches
Tennis	Bleachers	Competition and heating areas

Aquatics

Venue Coordinator: Tom Highlands

Sport Director: Alice Moat

Venue: McCoy Natatorium

COMPETITION:

Thursday

-This year Thursday's competition starts at 12:30 pm. All athletes competing in the 100 yd IM, 50 yd freestyle, 800 yd freestyle, and entry level events should be dressed and ready for competition.
- All relay participants should be ready to go by 2:00 pm.

RULES

Aquatics competition will be conducted according to the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org) and the United States Diving and Swimming Rules.

- Dive starts will be permissible from the deck. Athletes who are medically identified as positive or non-test for Atlanto-Axial Instability are required to wear wristbands alerting pool officials that the athlete must start their race from the water. If a coach wishes an athlete to start in the water, wristbands will be available at the Head coaches Meeting.
- Preliminary competition will be held for all relays and events of less than 100 yards to help place athletes in more equitable heats. Awards will be based upon order of finish in the finals.
- Athletes participating in flotation races must provide their own personal flotation devices. Flotation devices are not allowed for any race other than the specified flotation races and assisted swims.
- Only one-piece swimsuits are acceptable.
- Athletes should be able to swim the full distance in the event in which they are entered.
- Athletes with hearing impairments may receive hand signal starts from the starter or a designated official.
- Disqualifications:
 - Athletes who propel themselves from the lane lines or walk on the bottom of the pool during competition will be disqualified (except walking events).
 - An aide is not allowed to touch the swimmer from the time of the starting signal until all swimmers have completed the race (except for the assisted races).
- The order of finish will be determined as follows:
 - 1) Judges call - two place judges watch all six lanes.
 - 2) If the two place judges disagree, the stopwatch times and the electronic timing will decide the placement.
- Electronic timing will be used at this event in the form of touch pads.

Aquatics - Tentative Schedule of Events

THURSDAY

12:30 pm 100 Yard Individual Medley

12:45 pm 50 Yard Freestyle
1:30 pm 15 Yard Walk
15 Yard Float
10 Yard Assisted Swim
15 Yard Unassisted Swim
25 Yard Float

2:45 pm* 800 Yard Freestyle

3:30 pm* 4 x 25 Yard Medley Relay & Unified
4 x 25 Yard Freestyle Relay & Unified
4 x 50 Yard Medley Relay & Unified
4 x 50 Yard Freestyle Relay & Unified

9:30 pm. Head Coaches Meeting - Wagner 317

FRIDAY

8:00 am.....Awards for 800 Yard Freestyle & IM
Yard Individual Medley

200 Yard Backstroke
200 Yard Breaststroke
25 Yard Backstroke
25 Yard Breaststroke
100 Yard Breaststroke
25 Yard Butterfly
25 Yard Float

11:00 am* **4 x 25 Yd Medley Relay & Unified**
4 x 25 Yd Freestyle Relay & Unified
4 x 50 Yd Medley Relay & Unified
4 x 50 Yd Freestyle Relay & Unified

11:00 am* **15 Yard Walk**
15 Yard Float
10 Yard Assisted Swim
15 Yard Unassisted Swim

1:00 pm* **100 Yard backstroke**
25 Yard Freestyle
100 Yard Freestyle
50 Yard Breaststroke
100 Yard Butterfly
50 Yard Backstroke
50 Yard Butterfly

10:00 p.m. Head Coaches Meeting –
Wagner 317

Saturday

8:00 am **400 Yard Freestyle**
25 Yard Freestyle
200 Yard Freestyle
25 Yard Butterfly
25 Yard Breaststroke
50 Yard Breaststroke
50 Yard Backstroke
50 Yard Butterfly
200 Yard Individual Medley

1:00 pm* **25 Yard Backstroke**
50 Yard Freestyle

All events shown in bold type are finals.

*Approximate start time, please be prepared to compete as soon as the previous race ends.

Athletics

Venue Coordinator: Col. Gerald Russell and Dave Egler

Sport Director: Dan Cunkleman

Venue: PSU Outdoor Track

Rain Location: Multi-Sport Indoor Facility

COMPETITION:

Thursday

- Open Pit - All athletes participating in the standing long jump, mini jav (jr. & sr.), softball throw, and pentathlon long jump must check-in at the field tent between 1:00 pm and 3:00 pm to compete in Prelims. Check in for these Prelims ends at 3:00 pm and competition will end at 4:00 pm.
- Athletes who do not participate in prelims will not move on to the final rounds or receive any type of awards.
- Track events will start at 1:00 pm on Thursday with the Pentathlon 100 Meter Run, immediately followed by the 110 Meter Hurdles Finals (Female & Male) all relays and finally the 200 meter run (Females).
- All competition will end by 4:00 pm.
- The 200 meter run (females) awards will be presented on Friday at 2:00 pm.

RULES

- Athletics competition will be conducted according to the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org), and the USA Track and Field Rules.
- Athletes will be escorted to the appropriate staging area, placed in divisions and then escorted in divisions to the starting line of each race. At the completion of the race, athletes will be escorted to the awards area and presented with their award according to the order of finish. Athletes will then be escorted to the athlete pick-up area, where coaches should pick up the athletes immediately following awards.
- The standing long jump, running long jump, softball throw, shot put and high jump will use a three non-consecutive rotation system with the best score/jump being used for scoring.
- All equipment for the throwing events will be provided. No personal softballs or shot puts will be allowed.
- In running long jump, an athlete must be able to jump one meter, which is the distance between the take-off board and the jumping pit. The distance jumped 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.
- 800m or greater - runners will run in the lanes through the first turn and break towards lane one at the breakline marked after the first turn. In 4 x 400m relay, the first leg will be run entirely in the lanes. The second leg shall start in their lane and break toward lane one, at a breakline marked after the first turn.
- In wheelchair races the 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.
- No rescheduling will be done for athletes who miss their heats.
- Disqualifications:
 - In all races of 400m or less, each competitor shall keep within his allocated lane from start to finish. If the 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.
 - If an athlete either runs outside his/her lane in the straight or runs outside of his/her lane in the bend, with no material advantage being gained and no other runner obstructed, then the competitor will not be disqualified.
 - In shot put, the throw shall be called foul if, after entering the circle and starting the put, the competitor commits the following:
 - Use of any method contrary to the definition of legal put.
 - Causes the shot put to fall on or outside the lines marking the landing sector.
 - Puts a shot which does not conform to the legal requirements.
 - In race walking events, the athlete must have one foot in touch with the ground at all times.
 - Wheelchair races – Athletes may not be pushed, pulled or otherwise assisted during these events.
 - Motorized wheelchairs - Failure to complete the course or the coach (or assistant) enters the course during competition.
- All awards will be presented immediately following each race or division. See schedule for 200 Meter Dash Female awards
- Preliminary competition will be held for the mini jav (sr. & jr.), 100m dash, standing long jump, softball throw and all relays. All other events will be divisioned by the entry score. Therefore, it is imperative that times are updated before Summer Games so athletes are not disqualified due to the Honest Effort Rule.

- The order of finish will be as follows:
 - 1) In track events, the judges' call will determine finish. If the place judges disagree, the stopwatch time will be used.
 - 2) In field events, the finish determination will be the furthest distance or the highest jump.
- Rain plan schedules will be distributed at the Head coaches Meeting on Thursday.

Athletics - Tentative Schedule of Events

THURSDAY		
1:00 p.m.	Track Pentathlon - 100 Meter Run (All) 110 Meter Hurdles (Female) - Final 100 Meter Hurdles (Male) – Final 4 x 100 Meter Relay - Prelim 4 x 400 Meter Relay - Prelim 200 Meter Run (Female) ** **Awards Friday at 2:00 pm	Field Open Pit Prelims for: Mini Jav Jr. & Sr (All) *Softball Throw (All) – Prelim *Standing Long Jump (All) – Prelim Pentathlon – Long Jump (All)
3:00 p.m.		Open Pit Check in closes
4:00 p.m.	All Competition Ends	
9:00 p.m.	Coaches Meeting Findlay 124	
FRIDAY		
Friday	Track	Field
8:00 a.m.	5000 Meter Run (All) 100 Meter Walk (Female) 100 Meter Walk (Male) Pentathlon – 400 Meter Dash 100 Meter Run Prelims (Male) 100 Meter Run Prelims (Female) 100 Meter Wheelchair Race (All)	Running Long Jump (Female) - Final Pentathlon High Jump (All) High Jump (All) *Softball Throw (Male) - Final
Lunch		
1:00 p.m.	800 Meter Run (All) 800 Meter Walk *10 Meter Assisted Walk (All) *10 Meter Wheelchair Race (All) 200 Meter Run (Male) 200 Meter Wheelchair (All) 1500 Meter Run (All) *25 Meter Assisted Walk (All) *25 Meter Walk (All) *25 Meter Run (All) 4 x 100 Meter Relay - Final 4 x 400 Meter Relay - Final	*Softball Throw (Female) – Final *Ball throw for Distance –Tennis Ball (All) Pentathlon - Shot Put (All) Running Long Jump (Male) - Final Mini Jav Jr. (Male and Female) Final
*2:00 p.m.	Friday - 200 Meter Run (Female) Awards	
4:30 p.m.	Competition Ends	
9:30 p.m.	Coaches Meeting – Findlay 124	
*Entry Level Events		

SATURDAY

Track

8:00 a.m. 3000 Meter Run (All)
 400 Meter Run (Female)
 400 Meter Run (Male)
 400 Meter Wheelchair Race (All)
 400 Meter Walk (Male)
 400 Meter Walk (Female)
 *30 Meter Motorized Wheelchair Slalom (All)
 *30 Meter Wheelchair Slalom (All)
 *50 Meter Motorized Wheelchair Slalom (All)
 *50 Meter Run (Female)
 *50 Meter Run (Male)
 *50 Meter Assisted Walk (All)
 *25 Meter Wheelchair Race (All)

Lunch

1:00 p.m. *50 Meter Walk (All)
 100 Meter Run Finals (Male)
 100 Meter Run Finals (Female)

Field

Shot Put (Males & Wheelchair) Final
 *Standing Long Jump (Female) Final

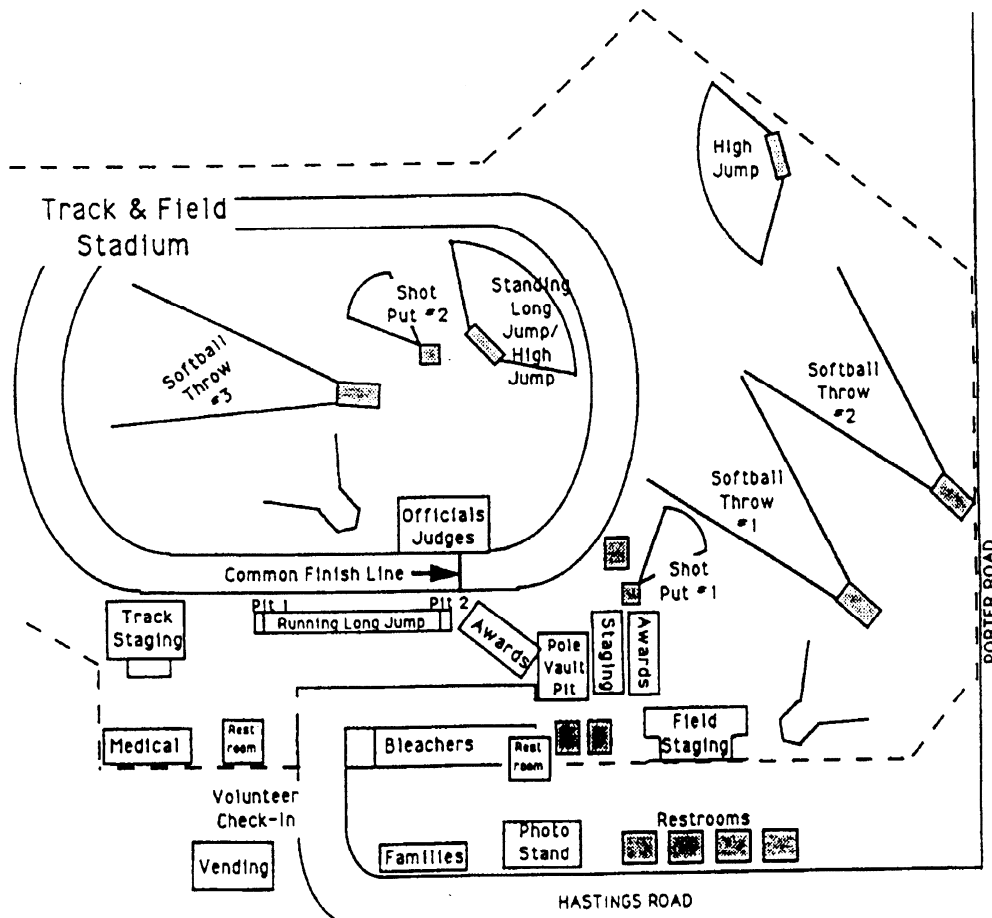
Mini Jav Sr. (Female) Final
Mini Jav Sr. (Male) Final

Shot Put (Females & Wheelchair)

*Standing Long Jump (Male) Final

3:30 pm Competition Ends

* This denotes entry level events. Athletes entered in entry level events may not compete in traditional events.



Basketball

Venue Coordinators: Kim Smith, Jack McDougal, Chris Charney & Lee Grover

Sport Director: Herb Packer

Venue: IM Building

COMPETITION:

- All basketball teams and individual skills athletes must be prepared to compete at 1:30 pm on Thursday
- Basketball 3v3 will take place in the White Building. The gym has 2 full courts for competition. Bus transportation will be provided to and from the White Building. Bus Pick-up will be located on Curtain Road

RULES

- Basketball competition will be conducted according to the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org), and the Pennsylvania Interscholastic Athletic Association Rules (PIAA).
- If a 3v3 team drops below four athletes or a 5v5 team drops below six athletes prior to the event, the team will be dropped and an alternate team will be activated in its place. During the event, all teams must start the games with three or five players for 3v3 or 5v5 respectively.
- In the classification round, teams will play one or more games with each game lasting no longer than six minutes.
- Divisions for team competition shall be determined by team roster, results from sectionals or other tournaments, the new team assessment summaries, and classification rounds.
- During classification games:
 - No time outs or foul shots will be given.
 - Each 5v5 team will be required to start the top five of the ten players whose scores comprise the team score from the Basketball Rating Team Summary Form.
 - Each 3v3 team will be required to start the top three of the five players whose scores comprise the team score from the Basketball Rating Team Summary Form.
- 3v3 competition will be played for 20 minutes, with a running clock except in the last minute, or until one team scores 20 points, whichever comes first.
- 5v5 competition will play four, six-minute periods with a running clock. Clock stops the last two minutes of the second and fourth quarters.
- Officials may grant a player's or coach's oral or hand signal request for a time-out.
- Competition will be held in pool play format. Medal rounds may be played if time allows. Ties will be broken by:
 - Head-to-head competition (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
- Teams that are 10 minutes late from scheduled start time will forfeit that game.
- Proper attire should be worn by athletes during their competition. Players must have numbers on jerseys.

Basketball – Tentative Schedule of Events

THURSDAY

1:30 pm -3:30 pm	Individual Skills Preliminaries, Court 4
1:30 pm	Classification Rounds
	5v5 – IM Building Courts 4 and 6
	3v3 – White Building Courts 1 & 2
9:30 pm	5v5 & Individual Skills Head Coaches Meeting, Wagner Building 305
	3v3 Head Coaches Meeting, Wagner Building 205

FRIDAY

8:00 am - 10:30 am	Individual Skills Competition
8:00 am - 5:00 pm	5v5 – IM Building Courts 1, 3, 4 & 6
9:00am – 5:00 pm	3v3 – White Building Courts 1, 2, 3 & 4
9:00 pm	5v5 Head coaches Meeting,
	3v3 Head coaches Meeting,

SATURDAY

8:00 am - 2:00 pm	5v5 – IM Building Courts 1, 3, 4 & 6
9:00am – 2:00 pm	3v3 – White Building Courts 1, 2, 3 & 4

Awards for individual skills will take place immediately following final competition behind the IM Building.

Awards for 3v3 and 5v5 will take place behind the IM Building immediately following the completion of each division.

Bowling

Venue Coordinators: Ron Ritter and Lonnie Nolen

Technical Delegate: Harry O'Brien

Venue: Northland Bowl & Sport Center, Inc.

COMPETITION:

- Only coaches for doubles and teams should attend the coaches meeting at Northland Bowl on Thursday at 12:30 pm. All Teams and Doubles should be ready to compete by 1:00 pm on Thursday.
- A coaches meeting for single bowlers will be held on campus in Findlay 124 at 3:00 pm. on Thursday.

RULES

- United State Bowling Congress (USBC) Rules and the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org) will be followed for this event.
- **Competition will take place using a 100% handicap based on a 15-game scratch average.**
- **The order of finish will be the combined two-day total (all game results (six games) plus the athlete's or team's six-game handicap). The winner will be determined by the highest score in the assigned division.**
- **Team and doubles will have one scratch average. This average is found by adding the team members' 15-game scratch averages together and subtracting from 800 for a team and 400 for a doubles. Team competition final score will be determined by adding the final score of the six games of all competitors to the six-game team handicap for two days of competition.**
- Athletes entered in ramp-assisted or unassisted bowling must supply their own ramp.
- **ABSENT OR WITHDRAWAL OF BOWLERS**
 - **Doubles Play (2 persons) – for a doubles competition a legal line-up is considered to be two players. If a player is unable to attend on the day of competition, the doubles pairing becomes void.**
 - **Team Play (4 persons) – for a team competition a legal line-up is considered to be four players. If any player is unable to attend on the day of competition, the team becomes void. * Note – national programs may allow a team of 3 to compete but must re-division the team on the sum of the three averages.**
 - **Bowlers who complete at least three frames and cannot continue will receive one-tenth of their average per remaining frames toward their event score.**
 - **Bowlers who do not start or bowlers who do not complete three frames receive a zero score toward their event score and are not eligible for an award**
- **Dead Ball**
 - **A ball shall be declared dead if any of the following occur:**
 - **After a delivery (and before the next delivery on the same lane), attention is immediately called to the fact that one or more pins were missing from setup of the pins.**
 - **A player bowls on the wrong lane or out of turn. Or one player from each team on the pair of lanes bowls on the wrong lane.**
 - **Any pin is moved or knocked down as a player delivers the ball but before the ball reaches the pins.**
 - **A delivered ball comes in contact with a foreign obstacle.**
- **Bowling on the Wrong Lane**
 - **A dead ball shall be called and the players or players required shall re-bowl on the correct lane when one player bowls on the wrong lane.**
 - **A dead ball shall be called and the player or players required shall re-bowl on the correct lane when one player from each team on the pair of lanes bowls on the wrong lane.**
 - **If more than one player on the same team bowls on the wrong lane in turn, that game will be completed without adjustment. Any succeeding game must be started on the correct scheduled lane.**

Bowling - Tentative Schedule of Events

THURSDAY

11:30 am – 1:00 pm	Bowling Express Bus	Outdoor Basketball Court lot on Park Avenue
12:30 pm	Coaches Meeting for Teams & Doubles	Northland Bowl
1:00 pm - 4:30 pm	Teams & Doubles Competition	
3:00 pm – 4:30 pm	Bowling Express Bus – from Northland Bowl	
3:00 pm	Coaches Meeting for Singles/Ramps	Findlay 124

FRIDAY

7:30 am - 9:30 am	Bowling Express Bus	Outdoor Basketball Court lot on Park Avenue
8:15 am	Singles Warm-Up	
8:30 am - 12:30 am	Singles Competition	
11:00 am - 12:30 pm	Bowling Express Bus	
12:30 pm	Teams & Doubles Warm-Ups	
1:00 pm – 3:30 pm	Teams & Doubles Competition	
3:00 pm	Teams & Doubles Awards	
3:30 pm - 4:30 pm	Bowling Express Bus	

SATURDAY

7:30 am - 9:00 am	Bowling Express Bus	Outdoor Basketball Court lot on Park Avenue
8:15 am	Singles Warm-Up	
8:30 am - 11:30 am	Singles Competition	
11:45 am - 12:30 pm	Awards	
11:30 am – 1:00 pm	Bowling Express Bus – to and from Northland Bowl	

Equestrian

Venue Coordinators: Hope Bratton
Sport Director: Jo Klienmann Woods
Venue: Snider Ag Arena

COMPETITION:

- A coaches meeting and horse assignments will be held at 12:00 pm on Thursday. Athletes competing in showmanship or gaming should be ready for competition at 12:30 pm. On Thursday.
- The Trail and Showmanship patterns will be posted Wednesday with extra copies for coaches.

RULES

- The Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org) and the American Horse Shows Association (AHSA), Federation Equestre Internationale (FEI) and American Quarter Horse Association (AQHA) will be followed for this event.
- All riders must wear protective SEI-ASTM approved helmets with full harness.
- Horse owners will be required to present a valid health certificate issued by the Pennsylvania Department of Agriculture, Bureau of Animal Industry and proof of Coggins and Rabies vaccination within 1 year of the event before a horse will be permitted to enter the grounds. Horses should be serviceably sound.
- Horse handlers and side-walkers may be used as specified for each level of ability. Unauthorized assistance will be cause for the rider to be penalized. Remember horse-handlers and side-walkers must be a minimum of 16 years old.
- Riders may use adaptive equipment without penalty, but must in no way be attached to the horse or saddle. Saddles must fit horse and rider. Specially adapted saddles must be approved by the venue coordinator. Bridles must be appropriate to the event entered.
- Programs transporting their own horses will be responsible for bedding, feed, and clean-up of their assigned area. Programs using horses provided by other programs will be responsible for clean-up of assigned area and payment reimbursement to that program. SOPA will provide 2 bales of bedding; additional bedding is the responsibility of the program.
- Due to Hoof and Mouth Disease - Any horse or person that has been out of the country two weeks prior to the Games will not be eligible to attend the equestrian venue. This includes both the indoor and outdoor rings.
- Jeans may be worn for the following events **ONLY**:
 - Showmanship **IF** Western Halter
 - Trail
 - Western Equitation/Gaming Classes

Equestrian – Tentative Schedule of Events

WEDNESDAY

6:00 pm – 9:00 pm	Horse Arrival	Ag Arena Stable
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THURSDAY

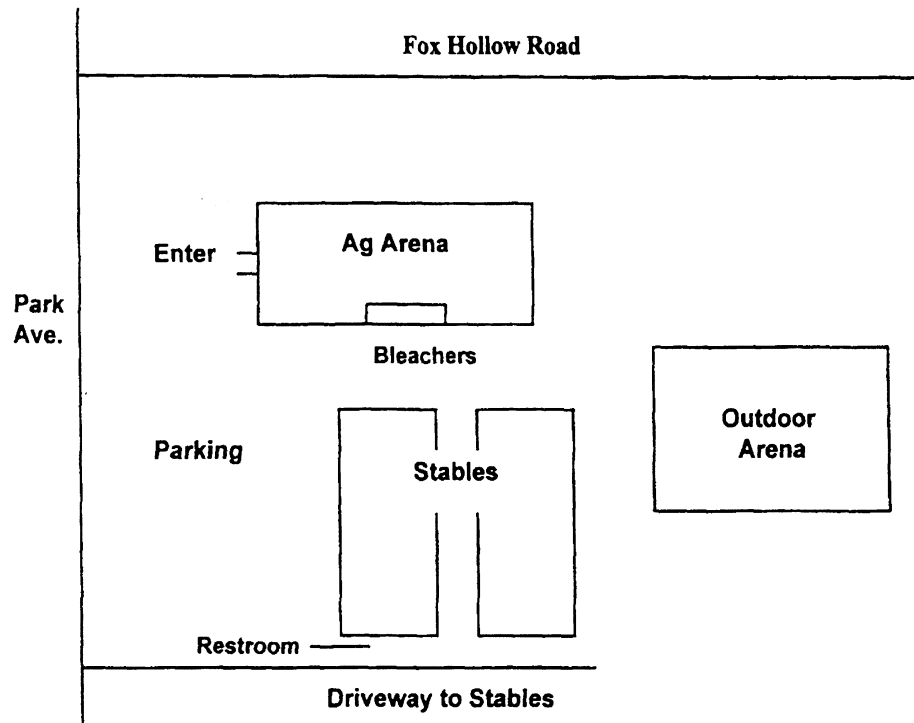
8:00 am – 11:00 am	Horse Arrival	Ag Arena Stables
12:00 pm	Head Coaches Meeting..... Horse Assignment	Snider Ag Arena
12:30 pm – 4:30 pm	Showmanship followed by Gaming	Outdoor Arena

FRIDAY

8:00 am – 8:30 am	Showmanship & Gaming Awards	Snider Ag Arena
8:30 am – 2:30 pm	Dressage Competition.....	Snider Ag Arena
8:30 am – 2:30 pm	Trail Competition.....	Outdoor Arena
2:30 pm – 3:30 pm	Gaited Horse Demo(Continuing Ed. Credit)	Ag Arena
3:30 pm – 4:30 pm	Dressage & Trail Awards	Ag Arena
4:30 pm – 5:00 pm	Head Coaches Meeting.....	Snider Ag Arena

SATURDAY

8:30 am - 1:00 pm	Equitation & Awards.....	Snider Ag Arena
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Golf

Venue Coordinators: Jack Heckendorn, Jim Dunlop, Jere Willey & Ken Baldwin

Sport Director: Luci Bromberg

Marshall: Denni Manno

Venue: Centre Hills Country Club

COMPETITION:

- Thursday - Level 2 & 4 will tee off at 1:00 pm and All Level 1 will begin competing at 1:15 pm.
- Individual Skills – The Bunker Shot is an official skills event. All athletes in Individual Skills will compete in Level 1.

RULES

- Golf competition will be conducted according to the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org), and the United States Golf Association.
- Golfers must provide their own clubs, caddies and pull carts. Riding carts are not permitted.
- Attire is collared shirt and dress pants or dress shorts, but no cut-offs denim shorts or pants. Golf shoes, if worn, must be soft spike shoes.
- Box lunches will be provided on Friday as players' complete competition.
- All Level 1 golfers will compete on the driving range, putting green and pitching green. The first day athletes will compete by delegation and the second day, by divisions.
- Levels 2 & 4 will compete on the nine-hole course using a shot gun start.
- All men's & women's tees for Levels 2 and 4 will be individually marked. Women's tees will be shorter than the men's tees. All tees will be measured to ensure compliance with official Special Olympics Rules.
- Honest Effort Rule:
 - Level 4 golfers' two-day score will be averaged and those athletes scoring over 75 will receive a participation ribbon.
- Levels 2 & 4 golfers will be disqualified for Honest Effort Rule if their nine-hole score on day two is 25% better than day 1 or the average of their six-game submitted score if it rains on day one.
- Level 2 – alternate shot team play (nine holes). Shots alternate between partner and player. The athlete starts on the first tee. The partner starts on next tee.
- A swing and a miss are counted as a stroke. After the miss, the shot is alternated to the other player.
- Level 4 – individual play (nine holes)
 - Golfers may use caddies.
 - The caddy may carry or pull clubs, assist in choosing the club, assist in spotting the ball and assist in "reading" a putt.
 - The caddy may not touch the ball, swing a club or physically align an athlete for a shot.
- All Levels – Athletes and partners must walk during play (pull carts are allowed).
- Scoring:
 - Level 1 – The athlete receives a score for each of the seven individual skills. Score will be the sum of five attempts of each skill.
 - Levels 2 & 4 – Final score is the sum of the nine holes for both days.
 - Levels 2 & 4 – If a 10th stroke is played without holing the shot, the players shall receive a score of 10x and proceed to the next hole.
- Divisioning:
 - Level 1 – Athletes are divisioned by their day 1 scores or the total of the submitted scores if it rains on day 2.
 - Levels 2 & 4 – Athletes are divisioned by the average of their six-game submitted scores.
- Ties:
 - Levels 2 & 4 – If teams/individual players tie for first place, the team with the fewest 10x scores on the second day shall be declared the winner. If there are an equal number of 10x scores on the second day, the team with the fewest 10x scores on the first day is the winner. If there is still an equal number of 10x scores, there will be a sudden death playoff to start at the nearest hole. All other ties shall remain as ties and all players will be presented with the same award.
- National Games - If both days of Summer Games Golf would be cancelled due to unforeseen circumstances, all athletes who indicated they are interested in attending National Games will be placed in a hat and selected through random draw.

Golf – Tentative Schedule of Events

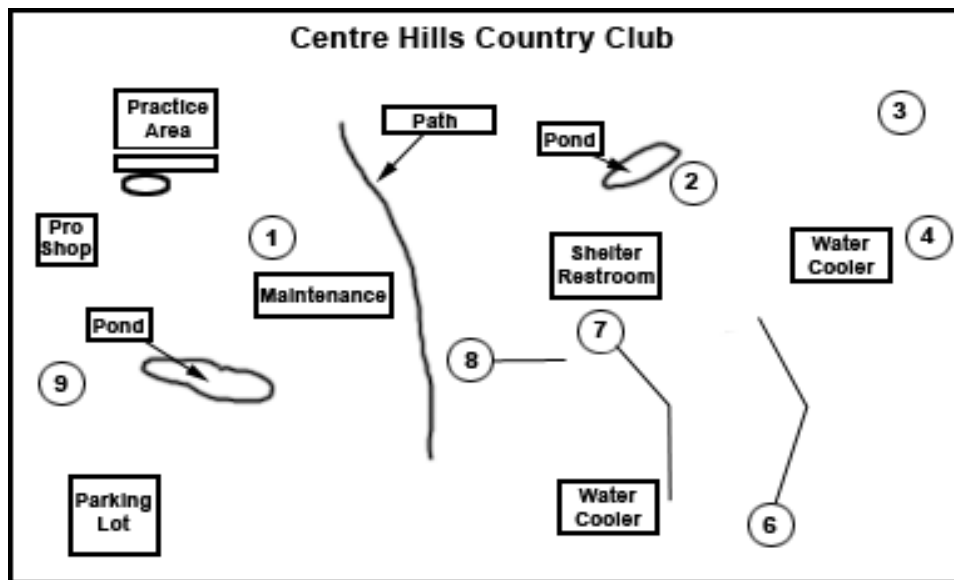
Thursday

11:30 am - 4:00 pm	Golf Express
12:00 pm – 12:45 pm	Driving Range Open
12:30 pm	Head Coaches Meeting at Venue
1:00 pm	Level 2 & 4 Competition Starts
1:15 pm	Level 1 Competition Starts
9:00 pm	Head Coaches Meeting, Fisher 102

Friday

7:00 am - 3:00 pm	Golf Express
7:30 am - 8:15 am	Driving Range Open
8:30 am	Level 2 & 4 Competition Starts
8:45 am	Level 1 Competition Starts
	Awards, Outside the Lodge*
	Lunch
2:00 pm	Head Coaches Meeting at venue

*Awards will follow the completion of each level. All awards will be at the golf course.



Gymnastics

Venue Coordinator: Monica Kieffer and Barbara Ford

Venue: White Building

Thursday – Workout with the Lions

From 2 – 4 pm Penn State University Woman’s Gymnastic Team under the direction of Jeffrey and Rachel Thompson will be available to work out with our gymnasts during the Open Workout time.

Friday and Saturday

Penn State University Woman’s Gymnastic Team will be assisting with awards and will be available afterwards for photos and autographs.

RULES

- The gymnastics competition will be conducted according to the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org), and the United States of America Gymnastics (USAG) Rules.
- There are five levels of artistic competition:
 - Level A
 - Level I (beginner)
 - Level II (intermediate)
 - Level III (advanced)
 - Level IV (compulsories & optionals)
- There are five levels of rhythmic competition:
 - Levels A and B (mixed gender)
 - Levels I, II and III (females only)
- Athletes should be able to safely perform all of the skills in their level.
- Proper attire must be worn while competing in gymnastics: Men should wear gymnastics uniforms or gym shorts or sweats, t-shirt or tank top, and athletic socks. Women should wear long-sleeve leotard, bare legs and feet (gym shorts and beam shoes are optional).

Gymnastics – Tentative Schedule of Events

THURSDAY

2:00 pm – 4:00 pm Open Workout
4:00 pm Coaches Meeting, White Building

FRIDAY

7:45 am – 9:00 am Warm-ups
9:00 am – 9:15 am Line-up for March in
9:15 am – 9:30 am March in and Opening Ceremonies
9:30 am – 1:00 pm Competition
 Women's Artistic - Vault, Bean and Uneven Bars
 Men's - Parallel Bars, Pommel Horse and Floor Exercise
 Level A - Vault and Horizontal Bar
 Rhythmic - Clubs, Hoop and Rope
1:00 pm Coaches Meeting

SATURDAY

7:45 am – 9:00 am Warm-ups
9:00 am – 9:15 am Line-up for March in
9:15 am – 9:30 am March in and Opening Ceremonies
9:30 am – 1:00 pm Competition
 Women's Artistic – Floor Exercise
 Men's – Vault, High Bars and Rings
 Level A – Tumbling, Floor Exercise and Beam
 Rhythmic – Ball and Ribbon
1:00 pm Awards

Softball

Venue Coordinators: Janice and Bill Keough

Sport Director: Bernadette Murphy

Venue: Park Avenue Fields

RULES

- Softball competition will be conducted according to the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org), and the Amateur Softball Association (ASA) Rules.
- A 0.44 polycore official softball will be used for all competition.
- For safety reasons, teams that drop below 12 athletes prior to the event will be scratched.
- We will be using a double first base. Please review this with your athletes. This new double base is white on one side and orange on the other. This base is designed for the safety of the first baseman's ankle. The first baseman uses the white base to await the throw of the ball and the batter runs through the orange portion of the base.
- All batters and base runners must wear a batter's helmet with chin strap.
- Schedules for preliminary games will be available at the athlete registration area. Preliminary games will last no longer than 30 minutes each.
- Teams and athletes (as in any tournament) are expected to bring their own equipment (bat, gloves, balls for warming-up, batting helmets, etc).
- A 10-run rule after five innings will be observed for the tournament. This means that at the completion of the 5th or any subsequent inning, if a team is ahead by 10 or more runs, that team is declared the winner.
- A 1-1/2 hour time limit per game will also be enforced.
- Teams will be divisioned according to a team score compiled by prior competition new team assessment summaries and classification rounds. Each team will be required to start all of the players whose team skills assessment scores were submitted to comprise the team score at their proper field position.
- Teams that are 10 minutes late from the scheduled start time will forfeit that game.
- **Traditional softball teams must have 10 players or 11 (EP) to participate in competition. Unified Softball Teams must have a minimum of 12 (6 athletes and 6 partners) athletes to participate in competition. If any team arrives with fewer than the minimum number or cannot start a game with the minimum players they will be disqualified from competition and may be sent home from the Games.**
- Proper softball attire should be worn by the teams in the competition. (Rubber and plastic spikes are allowed! Metal spikes ARE NOT permitted!) All uniforms must have numbers on the back. There may be no sponsorship logos on athlete uniforms. This also applies to athletes participating in Unified Sports® competition.
- Bats must be labeled with 2000 certification mark or the ASA certified 2004 certification mark. For a listing of non-approved bats, visit ASA's Web site at www.ASAsoftball.com.
- Coaches must supply a game starting lineup to the scorer's table 15 minutes prior to the start of preliminary competition and games on Friday and Saturday. Line up should list first and last names along with field positions.
- Competition will be held in pool play format, depending on time allotments. Ties will be broken by:
 - Head-to-head competition (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
- Medal rounds may be played if time allows.
- **Rain Plan:** Will be announced at Thursday night's coaches' meeting.
- **National Games** – If Summer Games Softball Competition would be cancelled due to unforeseen circumstances, all athletes who indicated they are interested in attending National Games will be placed in a hat and selected through random draw.

Softball – Tentative Schedule of Events

THURSDAY

1:00 pm - 4:30 pm	Divisioning Games (Unified Sports™ & Team Competition)	Park Avenue Fields
4:45 pm	Head Coaches Divisioning Meeting (Head Coaches Only)	Park Avenue Fields
9:00 pm	Head Coaches Meeting	Hastings Hall Ground Floor Lounge

FRIDAY

9:00 am - 5:00 pm	Team Competition	Park Avenue Fields
10:15 am - 10:45 am	Individual Skills Staging	Park Avenue Fields
10:45 am	Individual Skills Preliminaries	Park Avenue Fields
9:30 pm	Head Coaches Meeting -	Hastings Hall Ground Floor Lounge

SATURDAY

9:00 am - 2:30 pm	Team Competition	Park Avenue Fields
10:15 am - 10:30 am	Individual Skills Staging	Park Avenue Fields
10:00 am - 12:00 pm	Individual Skills Finals	Park Avenue Fields
12:00 pm	Individual Skills Awards	Behind IM Building
2:30 pm	Team Awards	Outdoor Softball Fields

Tennis

Venue Coordinator: Tom Flynn

Sport Director: Cheree Jones

Venue: Sarni Tennis Facility and Natatorium Courts

Rain Site: Indoor Tennis Courts

COMPETITION:

- Thursday 1:00 pm:
 - New singles athletes and athletes rated prior to 2010 must have their ratings updated. This rating will assess the athlete's ability in the following categories: forehand, backhand, movement, first serve, return of serve and volley. Based on observation during 10-15-minute games, the athlete's ability will be assessed and given a number to assist the divisioning committee in creating better divisions for singles and doubles competition.
 - If your athlete was rated in 2010 through 2013 and you feel your athlete's rating has changed and would like to have their rating reviewed, please bring the athletes to the courts at 1:00 pm on Thursday.
REMEMBER: Individual Skills athletes do not need to be rated.

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), and the United States Tennis Association (USTA) Rules.
- Athletes must sign in each morning of the competition.
- Athletes should provide their own racquets.
- Proper tennis attire is required.
- After each match, athletes must report to the score table to verify the score.
- 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.
- 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.
- 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.
 - Short Court Tennis Competition will take place on Friday afternoon and will finish on Saturday morning if needed.
 - Short Court Rules:
 - Format:
 - 1 – No Ad Set (1st 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 3rd, 5th etc games
- 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 7 point tie-breaker will be played, the winner of this tie-break must win by 2 points.

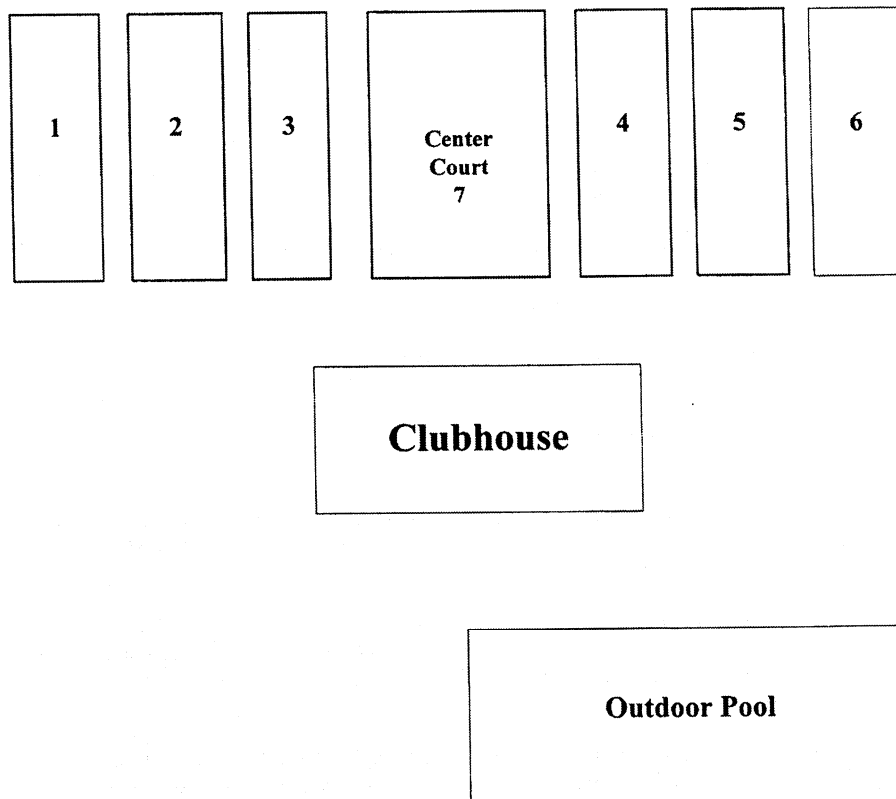
Tennis – Tentative Schedule of Events

THURSDAY	
1:00 - 4:00 pm	Athlete Rating and Warm-Up Individual Skills Preliminary Competition
5:00 pm	Head Coaches Meeting – Sarni Tennis Facility

FRIDAY	
9:00 am - 11:30 am	Individual Skills Final Competition Singles Competition
12:00 pm	Lunch
1:30 pm - 5:00 pm	Singles & Doubles/Mixed Doubles Competition Short Court Tennis Competition
5:00 pm	Head Coaches Meeting, Sarni Tennis Facility

SATURDAY	
9:00 am - 12:00 pm	Short Court Tennis Finals Doubles/Mixed Doubles Finals
1:30 pm	Awards

Individual skills competition is an entry level event. Athletes who compete in individual skills are not eligible for singles or doubles competition.



MEDICAL AND SAFETY

Emergency Procedures

An emergency constitutes an unforeseen combination of circumstances that requires necessary action. In the event that an emergency arises during the course of the Games, the following steps are to be taken:

1. Notify SOS or Summer Games Staff personnel with access to radio communications at competition site.
2. They will notify the venue coordinator and/or event director and SOPA liaison at the venue.
3. The event director and SOPA liaison will meet with the SOPA President and other appropriate individuals.
4. Notification of action to be taken will be made in the appropriate manner.
5. If action needs to be taken in regard to inclement weather during the Games, appropriate signage will be placed at meals and residence halls. Heads of Delegation will also be notified at their daily morning meeting.
6. In the event of an emergency, DO NOT make comments to the media. The SOPA Communications Department will handle all media inquiries.

Important Phone Numbers

In case of an emergency, coaches are to contact Safety & Security (SOS). If you are unsure whether to notify SOS, err on the safe side and contact SOS. If unable to reach SOS, call 911. This will alert the campus police to respond.

Fire, Ambulance, Police.....911
Findlay Commons Desk.....(814) 865-0465
Mount Nittany Medical Center(814) 231-7000
PSU Police - Non-Emergency(814) 863-1111
SOS (6:30 am - 12:00 am) (SOPA Headquarters)(814) 863-5570

When Calling 911 you will need to provide the following information:

- What the emergency is
- Where the emergency is
- Who is reporting the emergency
- Give a telephone number that they can call back
- Remain on the phone until released by the officer
- Assist in directing the emergency personnel to where they are needed

Lost or Missing Athlete

If an athlete becomes lost or missing, please notify the Special Olympics Safety (SOS) representative at your venue (identified wearing a bright orange Special Olympics Shirt) or contact, the SOS Operations Center at (814) 863-5570. If you cannot contact SOS, dial (814) 863-1111 to alert campus police.

SAFETY AND SECURITY

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 equipment shared by athletes. (helmet, pads, etc.);
- Do not share cups, glasses, dishes, or cutlery;
- Avoid touching your face, eyes, nose, and mouth with your fingers;
- Cough or sneeze into a disposable tissue.

Overall Points of Safety

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.
- 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 write down/carry cell phone numbers of other coaches in your delegation. If you are a HOD or a coach, 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 or 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.

Extra Precautions at the Dorms

- Write down the names and hotel/dorm room numbers of all athletes. Make sure that the Games Committee has your most updated list of all delegates' room numbers.
- Write down the coaches' room numbers for the athletes so they can call if they need help.
- Give each coach a specific set of rooms (and keys) to notify and account for athletes in the event of an emergency.
- Confer with all coaches to confirm meeting point for your dorm in case of emergency.
- Do a final room check before going to bed to ensure all athletes are in rooms.
- Have athletes leave their shoes and coats in a place near the door so they can quickly put these on before leaving the dorm in the event of a fire.
- Keep a backpack or bag with the following items in it near the door so that you can quickly grab it on your way out: car/van keys, cell phone, emergency numbers, athlete medicals, wallet, shoes, and coat.

Meeting Points in Event of Emergency

Once on site at the Games, you will receive the meeting points for the dorms and the venues.

If there is a fire in the dorm or 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 until notified by resident hall/facility/SOPA staff.

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. If transportation is needed contact SOPA at (814) 883-0291. If these cell phone numbers are out of service, then telephone (800) 235-9058 ext. 245.
 - Once everyone is accounted for, HOD will call (814) 234-8750 or (800) 235-9058 ext. 245 and either talk to or leave a message on voice mail with the following information:
 - Your Name
 - Delegation
 - Time of Departure
 - Final Destination
 - 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 delegation is ready to depart, contact a staff person at your dorm or 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 or 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.

Medical Emergencies

Medical care for Summer Games will be provided by Penn State University and will include the following services:

- In the event that an athlete or coach needs to be picked up at the hospital, arrangements can be made with SOS Operations Center in Findlay Commons.
- Athletic trainers and emergency medical technicians (EMT's) will be available at most venues to provide immediate emergency care for all participants throughout the Games.
- To request emergency medical or police assistance, contact the EMT or SOS Volunteer on your venue or call 911. Cases requiring an ambulance will be transferred directly to the hospital. The hospital is located three miles from Penn State Campus on the East Park Avenue extension, between Beaver Stadium and the Route 322 bypass.
- University emergency ambulance services are provided 24 hours daily for all visitors to the campus. Call (814) 863-1111 to receive ambulance service.

In Case of Injury or Illness

- All medical concerns, no matter how minor they appear, must be reported to the medical emergency personnel located at the first aid areas.
- Minor injuries can be brought to SOS in the Findlay Commons.
- If the condition is severe, stay with the athlete or person who needs assistance. Do not move the patient.
- Have someone seek help at the nearest emergency medical station or SOS Volunteer. Send someone to find the athlete's coach immediately.
- If requests of the coaches or chaperones are contradicted by the nature of the physical situation, the EMT protocol for providing medical treatment will prevail.

NIGHT INJURY OR ILLNESS

If an illness or injury occurs during the night, contact EMS by calling 911. A representative of the athlete's county will be required to be present during all treatment and travel to the hospital if it is required. Remember to take a copy of the athlete's application for participation (medical) with you to the hospital.

MEDICAL ASSISTANCE LOCATIONS

During Summer Games, athletic trainers and EMTs will be stationed at the venues and identified by a First Aid sign and red t-shirts with a white cross.

ATHLETIC TRAINERS

Coaches should know their athletes' needs for protection or special athletic equipment. Our athletic trainers are willing to assist with taping ankles, getting supports and other special needs.

ATHLETE APPLICATIONS (MEDICAL FORMS) & RECORDING PROCEDURES

- Each athlete must have a current athlete application for participation (medical/parent) release form signed by an MD or DO. The form must be dated no earlier than Jun 6, 2010. Incomplete forms will be returned if they are not filled out in the stated manner.
- Athlete applications will be kept on-site and will be accessible to medical personnel at all times. Coaches must have copies of their athletes' application/release forms with them at all times.
- Coaches should notify the parent or guardian of an injured athlete when a serious injury occurs. In case of hospitalization, records of the incident will be completed in accordance with EMT protocol and held in the Summer Games file.

MEDICATIONS

Individuals taking medication should have a list of the medications used, as well as a schedule indicating the exact dosage and times of medications. Should an athlete or delegation member require treatment, the medical staff must have accurate information regarding that person's medication. Medical staff may not dispense medications or injections. Medications should never be given to athlete escorts to hold for athletes. If medications must be refrigerated, we suggest they be stored in the refrigerator located in the Head Coach's dorm room. The medication should be in the original prescription bottles with the physician's name and telephone number.

IMMUNIZATIONS

Athletes and coaches should have up-to-date immunizations, which include tetanus toxoid booster, during the last 10 years. It is suggested that all athletes and coaches consult their physician on this matter. The date of the most recent tetanus toxoid booster should be indicated on each athlete's application for participation (medical).

UNIVERSAL PRECAUTIONS

Please remember to use universal precautions when treating injuries. Wear rubber gloves and wash hands before and after treatment.

SUN PROTECTION

Athletes should have a good sunscreen (SPF 15 or better). Each athlete should test the sunscreen before the Games to be sure that it does not cause skin irritation or an allergic reaction. Sunscreen is available at the first aid area of all outdoor venues.

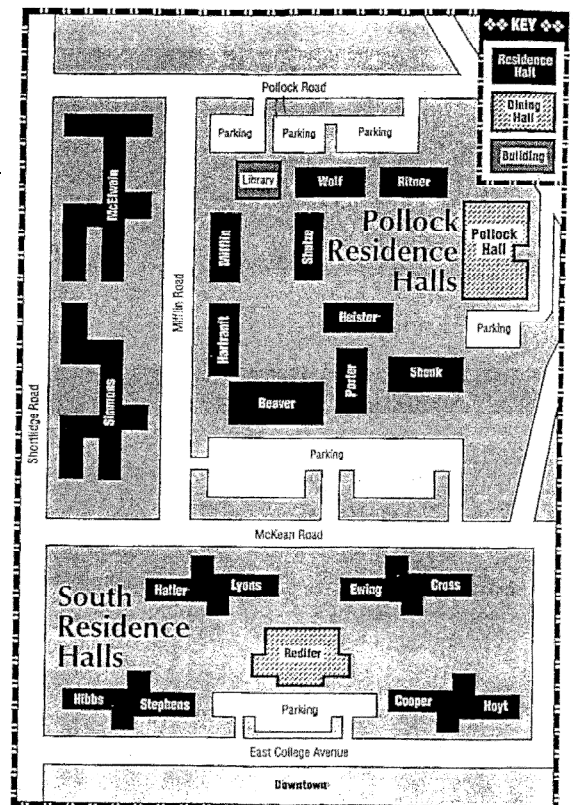
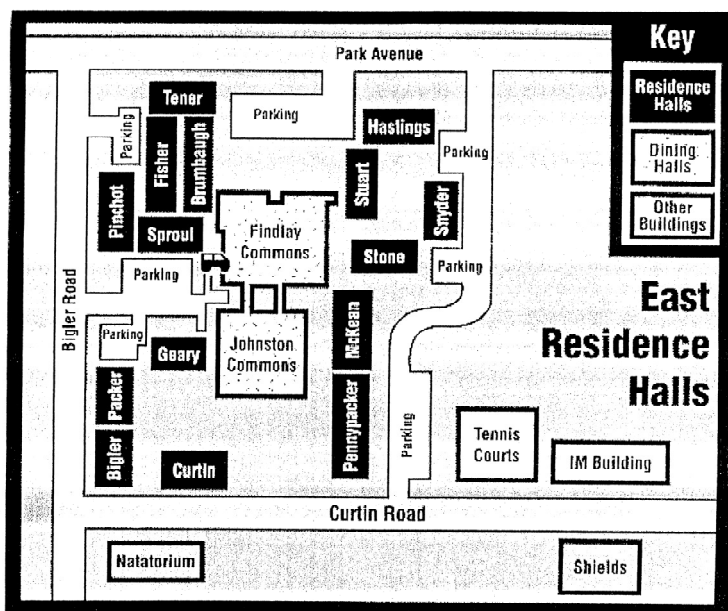
DIET

A balanced diet is essential to an athlete's performance at the Games. The diet should contain extra carbohydrates and fresh fruits and vegetables prior to and during the Games, along with a normal intake of salt. Athletes should be discouraged from eating greasy, fried or fatty foods during the Games. Don't allow your athletes to overeat, especially before a competition in hot weather. Water stations will be provided at each venue site to help prevent dehydration. Athletes should be encouraged to drink plenty of water whether or not they feel thirsty.

FIRE SAFETY

This section will provide you with basic information to help you make sound judgments in the event of a fire emergency. Vacate the building as quickly as possible by using the stairs, not the elevator. In some cases, you may be safer in your room. Please take a few moments to read this -- it could save your life:

- As soon as you get to your room, locate the nearest fire exit. Count the number of doors from your room to the fire exit - you may have to find that fire exit "blind" in a dark or smoke-filled hallway.
- After hearing the fire alarm, don't panic. Before opening the door, feel it at the bottom (first) and the top (second). If the door is cool, proceed to the nearest fire exit.
- Be prepared to retreat.
You may enter a fire exit stairwell that is clear on the upper floor, only to find thick smoke as you go down. Don't try to force your way through. Go back to your room or the roof.
- If the door is hot, there may be fire or super-heated gas in the hall. Do not open the door. Stuff sheets or towels around cracks in the door to keep the smoke out.
- Open a window, but be prepared to close it if smoke comes in. Before you break a window to let in fresh air, consider that you might let in more smoke instead, with no way of closing the broken window. Once the window is open, wave a towel or a piece of clothing out the opening so fire rescue personnel can identify where you are.
- **PLEASE NOTE:** The Head of Delegation is responsible for supervising the safe evacuation of the entire delegation in accordance with the above fire safety information. In the event of evacuation, the Head of Delegation should assemble and account for all members of their delegation and report accountability status to the SOS desk as soon as possible after evacuation.



SUPPORT SERVICES

Recycling Centers

Special Olympics Pennsylvania and Penn State University recycle. Please ensure that your cans, pizza boxes, glass and plastic bottles end up in the appropriate receptacles which can be found on each venue. Think Green!

Housing

ATHLETE HOUSING GUIDELINES

Safety Statement

Special Olympics Pennsylvania (SOPA) is responsible for providing appropriate and safe environments for all facets of the program, and the health and safety of every athlete is the highest priority for SOPA.

Risk management principles will be applied to all aspects of Special Olympic Pennsylvania activities. Although it is not possible to avoid all risks associated with sports trainings and competition and other Special Olympics activities, we must consider ways to avoid or minimize identifiable risks when practical. The risk of most concern to Special Olympics Pennsylvania is any threat to the safety of Special Olympics athletes.

Guidelines for Athlete Housing During Overnight Travel

In situations where athletes are required to travel and stay overnight in hotel/motel/dorm accommodations, the Special Olympics Pennsylvania will provide appropriate supervision. It is understood that this can be maintained without a volunteer being present in every room at all times.

1. Under no circumstances may a SOPA coach, Unified Partner, volunteer or chaperone be assigned to share a room with an athlete of any age or gender unless the chaperone is the same gender parent, guardian or other family-designated adult, and that chaperone has been properly registered and screened. For purposes of this requirement “properly registered and screened” means the individual has completed Class A volunteer screening.
2. Individuals of opposite gender shall not be assigned to the same room except as provided below (NEW). **Please note that Special Olympics has approved these exception but The Penn State Housing Policy does not allow for individuals of the opposite sex to be housed on the same floor or same room.**
 - I. A required one-on-one chaperone who is a parent, guardian or other family-designated adult who has been properly registered and screened (received Class A volunteer screening).
 - II. Married athletes who are both attending the event as members of a registered delegation. This exception does not apply to the spouse of an athlete who is not participating in the event, but attending solely as a spectator.
 - III. Married volunteers who are both attending the event as members of a registered delegation. This exception does not apply if one of the volunteers is required to share a room with an athlete except as noted below in 3) a) (other than the married couple’s child) as this scenario will create a situation whereby an athlete is housed with a volunteer of the opposite sex.
 - IV. Housing in a facility that has multiple private rooms in addition to living space (such as a condominium or dormitory). Both males and females may be assigned to one condominium, if necessary, but private rooms may not be shared by individuals of the opposite sex. Chaperones must also be housed in the condominium and that chaperone/athlete ratio (as outlined above) must be maintained.
 - V. Use of barracks or other facilities (such as a gym) where a large number of individuals are assigned to one room. Athletes and volunteers must be separated as much as possible by gender, (for example, females on one side of the gym and males on the other side).

3. All reasonable efforts will be made to house athletes (or Unified Partners) of appropriate age ranges together.
 - a. In order to participate in an overnight event, athletes (or Unified Partners) under the age of ten (10) must be accompanied by a properly registered and screened parent, guardian or other family-designated adult individual for the duration of the event.
 - b. Under no circumstances is an athlete (or Unified Partner) 18 years of age or older permitted to room with an athlete (or Unified Partner) 13 years of age or younger. When athletes (or Unified Partners) over 18 years of age are rooming with athletes (or Unified Partners) under 18 years of age, there shall be no more than a four year age difference between those athletes (or Unified Partners). To the maximum extent possible, when athletes (or Unified Partners) between the ages of 10 and 17 will be housed together, they shall be housed such that there is no more than a four year age difference between the youngest and oldest.
4. All reasonable efforts should be made to house athletes of similar functional abilities together. Local programs must note special needs (wheelchair access, allergies, etc.) when submitting housing requests, and reasonable attempts will be made to accommodate such needs within the constraints of this policy and the limitations of the facility itself. If any such special need cannot be met the local program shall give notice to the athlete(s) affected or, in the case of a minor or athlete incapable of consenting on his/her own, to his or her parent or guardian.
5. If an athlete is required to have one-to-one supervision due to a previously reported incident/action, the athlete and same gender chaperone may not stay in the same room with other members of the delegation.
6. Please assign athletes (or Unified Partners) of the same gender one per bed, and two to a room.
7. For athletes under the age of 10, please assign a properly registered and screened same gender parent, guardian or other family-designated adult individual to their room. If the adult staying with the 8 or 9 year old athlete would not otherwise be attending the competition, please register them as a delegation volunteer and note their role as a chaperone for a young athlete on the coach entry form. Programs will not be charged an additional fee for this chaperone.
8. Please follow the new guidelines carefully. **You are required to assign as many athletes to each room as possible (2) while adhering to the requirements of these new guidelines.**
9. Please include the athlete's (or Unified Partners) age on the HOUSING REQUEST FORM.

SOPA will attempt to station medical and security personnel at each hotel/motel/dorm and a specific room(s) will be designated for these personnel. In addition, where possible, a SOPA staff person will be housed in each hotel/motel/dorm. Whenever feasible, overnight roaming security patrols will be implemented for delegation safety.

Special Olympics athletes, coaches and heads of delegation will be housed in the East and Pollock Halls housing areas of Penn State University. Delegations will be housed in the same residence hall whenever possible - however, males and females will be separated by floors. It is the responsibility of the coaches to supervise all athletes in the residence hall. Participants requiring the use of a wheelchair will be housed on the ground floor of each facility in specially equipped rooms when available.

East Halls Complex

The East Halls complex contains 11 residence halls with Findlay/Johnston Commons acting as the SOPA headquarters. All rooms within each building will house two occupants. The rooms contain two single beds with linen provided by Penn State, two desks and chairs, two chests of drawers, one large sliding door closet and a small refrigerator with microwave oven. Delegations should bring their own towels, face cloths, soap, pillows, pillowcases and fans.

Pollock Halls Complex

Pollock Halls complex contains 5 residence halls. We will occupy halls Wolfe, Ritner and Shunk. All rooms and supplies are the same as in the East Halls. Athletes and coaches staying in Pollock Halls will have a direct shuttle to Findlay Commons for breakfast. This shuttle will from form 6:30 am – 8:30 am.

NOTE: Plastic protective coverings for beds being used by bed wetter's will not be provided. If necessary, delegations should make arrangements to bring plastic mattress covers. Delegations will be billed for any damaged mattresses; missing linen or lost keys (\$58.00 per key). Cleaning supplies can be obtained at the information desk at Findlay Commons.

HOUSING SECURITY

Each residence hall will be locked at all times. Swipe cards must be used to enter each resident hall. Persons may not enter or leave the facility after 11:00 pm without proper authorization. University Police Services will patrol the perimeter of the East and Pollack Halls Complex from 11:00 pm to 7:00 am. Coaches will be given swipe cards to enter buildings after Coaches Meetings. For all security problems, contact the following personnel during the specified time period:

8:00 am - 11:00 pm: SOPA Headquarters in Findlay Commons, (814) 863-5770
Other Times: Penn State staff on duty at Findlay Housing and Information Desk (814) 865-0465
or University Police Services, (814) 863-1111.

Keep your door locked at all times. Do not leave personal items or valuables out in the open or unattended. The best deterrent to theft is a locked door. Should theft occur, report it immediately to SOPA headquarters in Findlay Commons. The University and SOPA, Inc. assume no responsibility for items lost or stolen or damaged by fire, water or any foreign material.

SMOKING POLICY

SOPA and the University have a no smoking policy. Smoking is prohibited within all buildings. In addition, participants should not use any addictive substances during the events. Smoking is absolutely prohibited at venues, special events or building entrances.

WINDOWS

Screens must remain in place at all times. Throwing trash or any other articles from the windows, exits or stairwells will result in action against the visitor assigned to that room.

VANDALISM

Damage to property belonging to the University or to others may require restitution from the person(s) responsible for such damage as well as subjecting the person(s) responsible to legal action. Cost of damage or loss of University property will be charged to individual delegations.

TRESPASSING

The unauthorized presence in or use of any university building or facility is prohibited by law. Only residents, properly registered guests or university officials are authorized to have access to residence halls. All violators will be subject to criminal prosecution.

VENDING MACHINES

Vending machines are located in each residence hall. Requests for refunds resulting from the loss of money or product dissatisfaction should be reported to the vending company. Their contact information is located on the vending machine.

LAUNDRY FACILITIES

Washer and dryers are located on alternating floors of all residence halls. To use these facilities you can add money to your swipe card or purchase a Lion Cash card at the Housing Desk in Findlay Commons. Please note that money placed on these cards cannot be returned so only put on the card what you think you will use.

COURTESY RULES

Coaches and Heads of Delegation are responsible for the conduct of their athletes at all times.

- Quiet time begins at 11:00 pm each night.
- There will be no running in the hallways.
- When going from your room late at night, do not disturb people who may be trying to sleep.
- Refrain from horseplay or rowdy behavior.
- Refrain from playing radios loudly.

FIRE EXTINGUISHERS

Fire extinguishers and fire alarms are to be used in case of fire. Buildings must be completely evacuated for all fire alarms. Anyone found discharging a fire extinguisher for purposes other than a fire or tampering with alarms, hose or smoke detectors will be fined and may be turned over to authorities.

MISCELLANEOUS HOUSING RULES

The following are strictly prohibited anywhere in the residence halls:

- Gambling
- Possession, sale or use of any controlled substance without a physician's prescription
- Possession or use of candles, lanterns, volatile solutions, explosives, fireworks or other dangerous materials
- Possession or use of any weapon or firearm, whether or not a license has been issued
- Possession or use of air conditioners or outside television antennas
- Possession or use of food heating, cooking or other food preparation devices not provided by Penn State University
- Possession or use of alcoholic beverages
- Wearing of spikes, cleats, skates or other athletic shoes which will damage floor or carpeting
- Water guns and cannons
- Skateboards, roller blades or roller skates

Transportation

BUS ROUTE SCHEDULE

All venue buses will pick up and drop off at East Halls.

- **Venue loop buses** will run continuously during competition hours, from 12:00 pm to 6:00 pm Thursday and from 7:00 am to 6:00 pm Friday and Saturday.
 - Pick-up will be located on Curtin Road by Olympic Village.
 - The venue loop will provide service to White Building, PSU outdoor track and the Ag Arena throughout the day.
- The following shuttles will pick-up along Curtain Road by Olympics Village:
 - The **Track Express** will provide service directly to the track from 7:00 am to 6:00 pm on Friday and 7:00 am to 3:30 pm on Saturday.
 - The **Golf Express** will be provide service directly to Centre Hills Golf Course on Thursday from 11:30 am to 4:00 pm and on Friday from 7:00 am to 3:00 pm.
- The **Bowling Express** will provide bus service and handicap bus service from the parking lot between Park Avenue and the basketball courts in front of Findlay Commons to Northland Lanes on Thursday from 11:30 am – 1:00 pm and 3:00 am 4:30 pm, Friday from 7:30 am to 9:30 am, 11:00 am to 12:30 pm and 3:30 pm to 4:30 pm and on Saturday from 7:30 am to 9:00 am, 11:30 am to 1:30 pm
- The **Pollock Breakfast Express** will be available from Pollock Halls on Friday, and Saturday from 6:30 am – 8:30 am. (Pending room assignment of athletes and staff in Pollock Halls)

PARKING

Penn State University has provided special parking arrangements for Summer Games that will allow staff, participants, volunteers and parents to park their vehicles on campus without charge provided that the vehicles are located in the designated lots. The following lots are designated for Special Olympics:

East Halls Housing Facility, Stadium West Lot 44 and the lot by Medlar Field

PLEASE NOTE: One-day volunteers may park in Stadium West Lot. **Those choosing to park in the Parking Garage will be responsible for the fee accumulated. The garage is not free parking.**

PARKING REGULATIONS

From Monday through Friday, parking permits are required in any faculty and staff lots between 7:00 am - 5:00 pm, except for the lots listed above. After 9:00 pm parking is permitted in any faculty/staff parking lot. Vehicles must be parked between the lines designated as a proper parking space. Parking is prohibited on walks, along curbs, loading zones and service drives. Check the signs as you enter each lot for additional parking restrictions.

WHEELCHAIR TRANSPORTATION

Wheelchair transportation arrangements may be made by contacting Special Olympics SOS in Findlay Commons. Wheelchair transportation will only be provided for athletes and coaches.

WHEELCHAIR VEHICLE PARKING

Requests for special wheelchair parking permits must be requested at the Head of Delegation meeting. Permits would allow vehicles closer access to parking near assigned residence halls.

GOLF CARTS

Golf carts are for Summer Games official use only. We recommend that Heads of Delegation bring bicycles along to travel around campus.

Meals

Wednesday, June 6

Dinner (HODS & registered guests only) immediately following the HOD meeting

Thursday, June 7

Breakfast (HODS, registered guests and staff only) 7:30 am - 8:30 am

Lunch 11:30 am - 12:30 pm (HODS, registered guests committee and staff only)

Dinner 4:00 pm - 6:30 pm

Friday, June 8

Breakfast 6:30 am - 8:30 am

Lunch 11:00 am - 2:00 pm

Dinner 4:30 pm – 7:00 pm **Dessert will be served in the East Hall Lawn from 6:00 to 7:30 pm.

Saturday, June 10

Breakfast 6:30 am – 8:30 am

GUEST MEAL RATES*

Family and guests may eat in the Findlay Dining Room. The guest cash rates are as follows:

Dinner - Wednesday \$15.00 (must order in advance through HOD)

	<u>Adults</u>	<u>Children (under 10)</u>	<u>Children (under 3)</u>
Breakfast	\$6.00	\$3.00	FREE
Lunch	\$9.00	\$6.00	FREE
Dinner	\$11.00	\$7.00	FREE

*Prices are all subject to change at the event.

Tickets may be purchased from the “ASK ME” desk in Findlay Commons or at the family table in Olympic Village.

DINING HALL PROCEDURES

- Each participant and coach must wear their credential when entering the dining hall.
- Swipe cards must be used to enter the cafeteria. If lost, you must report to the Findlay Housing desk to receive a new one.
- Each swipe card is good for one meal at a time. If you attempt to use the card more than once, the second swipe will not be accepted.
- Notify the meal volunteer checking in the athletes to the dining hall if the athlete has been prescribed dietary specifications.
- Remember to arrive during dining hall hours of operation; the dining hall will close on time and latecomers will not be able to enter.
- There will be bagged lunches served at the golf venue on Friday. In all other sports, coaches are responsible for getting their athletes to the dining hall for meals. Due to the change in the athletic schedule, all competitors should have time to go to lunch in the dining room. Notify volunteer escorts of your athletes' meal times.
REMEMBER THAT IF YOU EAT A BAGGED LUNCH AT YOUR VENUE THEN YOU CANNOT EAT THAT MEAL IN THE DINING ROOM.
- The bus route routinely stops near the dining hall, so travel to and from the cafeteria should not be a problem. For those spectators observing gymnastics events at the White Building, the Hetzel Union Building (HUB) is located next to the event site, providing an array of dining areas on the ground floor. Individuals must pay for food at the HUB otherwise the meals at Findlay Dining Hall are included in your stay for coaches and athletes.
- Coaches should assist the food services staff by having the participants leave the dining room immediately when they are finished with the meal. This will help move everyone through in a shorter time with less confusion.
- Parents and guests must purchase meal tickets in Olympic Village at the family registration table or at the “ASK ME” desk in Findlay Commons.

Menu

Thursday, June 6

Breakfast (HOD & Staff Only)

Scrambled Eggs/Egg Whites
Grilled French Toast w/ Syrup
Oatmeal
Home Fries
Sliced Bacon
Assorted Bakery Items
Assorted Cold Cereal
Fruit Bar

Lunch (HOD & Staff Only)

Chicken Noodle Soup w/ Crackers
Burger Station – Hamburgers,
Cheeseburgers, Vegetarian
Burgers, and Toppings
Zucchini Ribbon Pasta
French Fries
Sliced Bacon
Sautéed Mushrooms
Tossed Salad
Assorted Dressings
Italian Vegetables
Honeydew Slices
Chewy Chocolate Chip Cookies

Dinner

Grilled Chicken Breast
Italian Red Skinned Potatoes
Italian Vegetables
Chicken Noodle Soup
Dinner Rolls & Bread
Corn
Angel Food Cake
Fruit cup with Melon
Assorted Ice Cream

Friday, June 7

Breakfast

Fruit Bar
Scrambled Eggs/Egg Whites
Tater Tots
Sausage Links
Oatmeal
Assorted Cold Cereal
Grilled French Toast
Maple Syrup
Assorted Bakery Items

Lunch

Beef Rice Soup
Crackers
Chicken Nuggets/sauces
Baked Potato/Sour Cream
Broccoli Florettes
Carrots
Pineapple Chunks
Chocolate Chip Cookie
Ice Cream Bar
Assorted Breads

Bag Lunch

Sheetz Sandwich
Chips
Water

Dinner

Beef Rice Soup
Roast Turkey w/ Gravy
Whipped Potatoes
Long Green Beans
Cantaloupe Slices
Mixed Vegetables
Assorted Bakery Items
Ice Cream Cups

Tailgate desserts at Bigler Field

Saturday, June 8

Breakfast

Fruit Bar
Pancakes
Sausage Patty
Scrambled Eggs/Whites
Home Fries
Assorted Bakery Items
Assorted Cold Cereal
Maple Flavored Syrup
Oatmeal

Lunch

Vegetarian Vegetable Soup
Crackers
Spirals
Milano Sauce
Meatballs
Peas
Assorted Bakery Items
Kyoto Blend
Applesauce
Ice Cream Bar
Sugar Cookies w/ Sprinkles

Bag Lunch

Sheetz Sandwich
Chips
Water

Dinner

Box Dinners

Menu – Gluten Free

Special Olympics Gluten Free Menu 2013

Thursday June 6th Dinner

Grilled Chicken
Corn or Italian Vegetables
Italian Redskin Potatoes (without parmesan cheese)
Fruit Cup w/ Mixed Melon
GF Dessert

Friday June 7th Breakfast

Scrambled Eggs
Home Fries
Egg & Cheese on Gluten free Bagel

Friday June 7th Lunch

Turkey & Cheese Sandwich (GF Cheese & Bread)
Broccoli Florettes or Whole Baby Carrots
Pineapple Chunks
GF Dessert

Friday June 7th Dinner

Roast Turkey (from pre-sliced turkey lunch meat)
Mixed Vegetables or Long Green Beans
Mashed Redskin Potatoes
GF Dessert

Saturday June 8th Breakfast

Scrambled Eggs
GF Pancakes
Home Fries

Saturday June 8th Lunch

Vegetarian Vegetable Soup
Gluten Free Pasta with Red Sauce
Kyoto Blend or Peas
Applesauce
GF Dessert

SPECIAL EVENTS

Opening Ceremonies

Date: Thursday, June 6
Time: 7:15 pm
Location: Medlar Field at Lubrano Park

Agenda

6:00 pm – 6:30 pm Delegations assemble on the corner of Curtin and University
6:45 pm Parade of Athletes: Delegation will march from the corner of University and Curtin Road to Medlar Field.

NOTE: Bus transportation will be available in the Wagner Building driveway for those who require it.

Rain Site: Multi-Sport Facility (If this site is used, buses will be provided from the East Halls Curtain Road bus stop beginning at 6:00 pm.)

OPENING CEREMONIES INFORMATION WILL BE PROVIDED AT THE HEAD OF DELEGATION MEETING ON JUNE 7.

Olympic Village

Location: East Halls Lawn
Rain Site: Findlay Commons

Dates/Times:

Thursday 1:00 pm - 5:00 pm
Friday 10:00 am - 5:00 pm
Saturday 10:00 am - 3:00 pm

Olympic Village provides entertainment and recreational fun for all athletes attending the Games. This area provides exciting games, arts and crafts, snacks and special guest appearances. The following is a tentative schedule of activities. More activities may be added at a later date.

Panda Express - On Saturday from 11:00 am – 1:30 pm Panda Express will be in Olympic Village serving steamed rice, orange chicken and mixed veggies to athletes, coaches, families and friends.

SO Jewelry Sale – Special pendants and earrings are \$10.00, pins and magnets are \$5.00. All profits go to the county purchasing the items. Jewelry will be available late Friday afternoon and Saturday morning.



ACTIVITIES & ENTERTAINMENT

Arts & Crafts
Petting Zoo
Sheetz Prize Wheel and Hummer
Sheetz Coffee Truck
Dominion Science Center
Shaver's Creek Nature Center
Volleyball
Music
Family Tent

Pop Corn
Cotton Candy
Snow Cones
Lawn Games
Empire Beauty School
Mascots
Rabbits
Eat n'Park Cookie Making

Dunk Tank
Motorcycles
Bingo
Fire Trucks
Clowns
Dogs
Basketball Machine

Dessert Tailgate

Date: Friday, June 7
Time: 6:00 pm - 7:30 pm
Location: East Halls Lawn
Rain Site: Cafeteria

After dinner athletes and coaches can head to Bigler field to the dessert tailgate to try different desserts and meet and greet with the PSU Sport Teams, Cheerleaders and the Nittany Lion himself.

Sports Fest

Date: Friday, June 7
Time: 7:00 pm - 8:30 pm
Location: Bigler Field
Rain Site: Multisport Facility

Sports Fest offers athletes a wide variety of new sports, leisure activities and dancing with a DJ. Sports Fest provides clinics, demonstrations and participation through group activities and is open to all guests of Summer Games. This year's activities will include:

Badminton	Golf Putting/Driving	Tennis
Balance Beam	Soccer	Mini Jav
Basketball	Softball Hitting	Wiffleball
Bocce	Softball Throw	Volleyball
Cooperative Sports	Table Tennis	Gymnastics
Frisbee		

Rain Site: Multi-Sport Facility Hall (If this site is used, buses will loop from Pollock Halls bus stop to East Halls Curtin Road bus stop to Multi-Sort Hall beginning at 6:00 pm.)

Victory Dance

Date: Friday, June 7
Location: Bigler Field
Time: 8:30 pm – 9:30 pm

Coaches and Heads of Delegation should wear their credentials at all times and must be sure athletes do so as well.

Family members and guests should register prior to the dance at the family registration tables in Olympic Village or outside Multi-Sport Facility at the registration table. Family members must wear their credentials at all times.

Rain Site: Multi-Sport Facility Hall (If this site is used, buses will loop from Pollock Halls bus stop to East Halls Curtin Road bus stop to Multi-Sort Hall beginning at 6:00 pm.)

Athlete Input Council

An input council is a forum for athletes to report to other athletes what is happening in their areas, voice their opinions about important issues, and gain leadership training and experience.

Who: 1 or 2 Athletes from each Program *

You can attend either session but do not need to attend both

Session 1: Friday 6-7 pm Wagner Building

Session 2: Saturday 1:30-2:30 East Hall Lawn
(Opening Eyes Tent)

Healthy Athletes® Initiative

Location: East Halls Area

Dates/Times: During Olympic Village Hours – detailed times to be provided at HOD meeting.

For athletes to participate in the following screenings they must do the following:

- If the athlete is under 18 years old, signature of a parent or guardian is required
- Adult athlete signatures are required along with the signature of an on-site witness

These consent forms are available with your program's contact person for Summer Games and at the venue.

Please note that all times and locations are subject to change.

Opening Eyes

Location: East Halls Area – Tent

Dates/Times: Thursday, 1:00 pm – 3:30 pm
Friday, 9:00 am – 2:30 pm

Opening eyes screening offers FREE vision and eye examinations, prescription eyeglasses if needed and prescription protective sports eyewear if needed. Athletes in need of glasses will be able to select their frames and in most cases, will receive their glasses by the end of the weekend. *This screening is for athletes only.*

Special Smiles

Location: Johnston 102

Dates/Times: Friday 10:00 am – 3:00 pm

Special Smiles offers FREE dental check-ups, tips on how to clean your teeth, sports mouth guards if needed, toothbrushes, toothpaste, and dental floss. *This screening is for athletes only.*

Healthy Hearing Screening

Location: Johnston 133F

Dates/Times: Friday, 9:00 am – 4:00 pm
Saturday, 9:00 am – 3:00 pm

This program is designed to assess the prevalence of possible hearing loss among Special Olympics athletes, and to identify specific athletes who need audiological evaluations to determine if hearing loss exists and requires treatment.

- This screening is for athletes, Unified Sports® partners, coaches and family members.

Fit Feet

Location: Johnston 103
Dates/Times: Friday, 9:00 am – 4:00 pm
Saturday, 9:00 am – 12:00 am

This program is designed to evaluate foot and ankle deformities by evaluating the skin, nails, bones and joints of the feet, examining the function of the feet and gait and examining the shoes and socks of the athletes. *This screening is for athletes only.*

FUNFitness

Location: Findlay Lounge
Date/Time: Saturday, 9:00 am – 3:00 pm

FUNfitness is a screening designed to assess and improve flexibility, function, strength, and balance and to provide a hands-on opportunity for athletes to learn about physical therapists. *This screening is for athletes only.*

Health Promotion

Location: Findlay 124
Dates/Times: Friday, 12:00 pm – 4:00 pm
Saturday, 9:00 am – 3:00 pm

This program encourages Special Olympics Athletes to improve their nutrition, keep physically active, and modify lifestyles to lower disease risk.

- Information, encourages and facilitation of healthy lifestyles choices
- Improve self images and quality of life

Provides athletes the means to work toward their own health and well-being. *This screening is for athletes only.*

Closing Ceremonies

Date: Saturday, June 9
Location: Bigler Field
Time: 4:30 pm

Closing Ceremonies will celebrate all the achievements of Summer Games with remarks by a global messenger and the announcement of the Sheetz Family Award of Excellence.

Family Events Schedule

Thursday, June 6		
1:00 pm - 5:00 pm	Olympic Village	East Halls Lawn
	Family Registration	East Halls Lawn
7:15 pm - 8:30 pm	Opening Ceremonies	Medlar Field

Friday, June 7		
10:00 am - 5:00 pm.....	Olympic Village	East Halls Lawn
	Family Registration	East Halls Lawn
6:30 pm – 7:30 pm.....	Family Dessert Tailgate**	Bigler Field
7:00 pm - 9:00 pm	Sports Fest.....	Bigler Field
8:30 pm – 9:30 pm.....	Victory Dance	Bigler Field

Saturday, June 8		
10:00 am – 3:00 pm.....	Olympic Village	East Halls Lawn
10:00 am – 1:00 pm.....	Family Registration	East Hall Lawn
4:30 pm - 5:30 pm	Closing Ceremonies	East Halls Lawn

RESPONSIBILITIES

All Participants

1. Participants must agree to abstain from the use of alcohol and other habit-forming drugs throughout the event. This abstention begins upon departure from the local pick-up point through the return of the athletes to their families.
2. Participants should dress and act at all times in a manner which will be a credit to Special Olympics.
3. All emergencies must be reported to the appropriate authorities after immediate action is taken to ensure the health and safety of the participants (see Medical Emergency Procedures on page 41).
4. Abide by the Honest Effort Rule (page 16).
5. Practice good hygiene habits all the time.
6. Recycle all cans and bottles in the available containers.

All Coaches

Coaches attending Summer Games must accept and carry out the following responsibilities while providing for the general welfare, safety, health and well-being of each Special Olympics athlete under their supervision.

Coaches must provide the following specific services to each Special Olympics athlete in their charge:

- 24-hour supervision of athletes, working in cooperation with other coaches
- Assurance that athlete credentials are worn at all times
- Assistance in reporting to competition area at the proper time
- Assistance in accounting for luggage and personal items at all times
- Assistance in taking full advantage of clinics and other special events
- Assistance in maximizing the benefits achieved through participation
- Assistance in moving to and from the dormitory
- Assistance in being assembled at the proper time and place at all events
- Assistance that prescribed medications and injections are taken at proper times
- Ensure the whereabouts of athlete medication at all times
- Enforce the Honest Effort Rule (see page 16).
- Assistance in getting the athlete to meals during assigned times
- Be neat in appearance and well groomed. A coach should be dressed in an appropriate manner for competition and wear clothing that is moderately fitting and in good taste.
- Set a good example for the athletes by not wearing denim pants or shorts during competition.
- Practice good hygiene habits all the time! Please remind athletes to also practice good hygiene habits found on page 40 of this handbook.
- Recycle all cans and bottles in the available containers.

Head of Delegation (HOD)

Each local program has designated a person to serve as Head of Delegation. This is the individual responsible for the coordination and management of the delegation in matters that affect the entire delegation, particularly as it relates to the following: appropriate conduct of coaches, transportation, housing, meals, entertainment, etc. The HOD may not be assigned to coach a sport.

- Provide 2 copies of the Travel form to the registration table upon arrival Wednesday
- Attend all scheduled head of delegation meetings
- Communicate and give all head coaches information regarding their sports
- Ensure that accident report forms are completed

- Ensure the conduct of their coaches at all times
- Ensure credential holders and coach and athlete evaluations are returned before departure
- Ensure that delegation rosters are updated and returned to the competition committee.
- Relay all schedule changes and meeting information to all coaches.
- Enforce the Honest Effort Rule (see page 16).
- Be neat in appearance and well groomed. An HOD should be dressed in an appropriate manner for competition and wear clothing that is moderately fitting and in good taste.
- Practice good hygiene habits all the time! Please remind athletes and all coaches to also practice good hygiene habits found on page 40 of this handbook.
- Recycle all pizza boxes, cans and bottles in the available containers.

Head Coach

The head coach is the individual directly responsible for the coordination and management of those athletes competing in a given sport.

- Responsible for the actions of all assistant coaches and all athletes in the respective sport (See Code of Conduct).
- Ensure athletes are at competition sites at least 10 minutes prior to competition and properly equipped for that sport (athletes will be scratched if more than 10 minutes late for competition. Heats will not be held for missing athletes.)
- Any problems relating to a given athlete during the competition will be addressed to the head coach
- All head coaches are required to attend all coaches meetings in their sport.
- Orient all athlete escorts to the athletes' schedules, behaviors and needs.
- All head coaches should know NGB Rules and the Official Special Olympics Summer Sports Rules (found on the Special Olympics Web site at www.specialolympics.org), for their sport.
- Ensure that team rosters are updated and returned to the competition committee.
- Enforce the Honest Effort Rule (see page 16).
- Practice good hygiene habits all the time! Please remind athletes and assistant coaches to also practice good hygiene habits found on page 40 of this handbook.
- Recycle all pizza boxes, cans and bottles in the available containers.

Assistant Coach

The assistant coach is responsible for assisting the Head coach at all times.

- If a head coach is unable to attend a Coaches Meeting, an assistant coach may attend in his place.
- Enforce the Honest Effort Rule (see page 16).
- Although assistant coaches may not file protests for athletes, it is helpful for them to be familiar with the rules of the particular sport.
- Supervise athletes while the head coach attends meetings.
- Practice good hygiene habits all the time! Please remind athletes to also practice good hygiene habits found on page 40 of this handbook.
- Recycle all pizza boxes, cans and bottles in the available containers.

FORMS



Special Olympics First Report of Accident / Incident



U.S. Program/Area: _____ Date of Incident: _____

Injured Person/Party Information Date of Birth: ____/____/____ Age: _____

Name: _____
(Last) (First) (MI)

Address: _____
(Street) (City) (State) (Zip)

Home Phone: (____)____-____ Work Phone: (____)____-____

Gender: Male Female Social Security Number: _____-____-____

Type of Injury/ Accident:

- Bodily Injury
- Property Damage
- Automobile
- Other: _____

Injured Party:

- Athlete
- Volunteer
- Coach
- Employee
- Spectator
- Unified Partner
- Property Owner
- Other: _____

Description of Accident (If automobile accident occurred, please attach a copy of the police report).

Describe how the accident occurred (Attach a separate sheet if necessary): _____

Site / event where accident occurred: _____

Accident Occurred During:

- Training/Practice
- Competition
- Traveling to or from SO event
- Other: _____

Type of Injury:

- Severe cut w/ bleeding
- Less serious bruise or cut
- Break/fracture
- Concussion
- Paralysis
- Other: _____

Disposition:

- Released to parent
- Refusal of care
- Refer to doctor
- Refer to hospital or clinic
- Medical attention
- EMS transport
- Patient requested EMS transport
- Released to personal vehicle
- Police
- Ambulance
- Report only
- Other: _____

Sport

- | | |
|--|---|
| <input type="checkbox"/> Alpine Skiing | <input type="checkbox"/> Power Lifting |
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Relay Game |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Roller Skating |
| <input type="checkbox"/> Badminton | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Snowboarding |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Snowshoe |
| <input type="checkbox"/> Bocce | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Speed Skating |
| <input type="checkbox"/> Cross Country Ski | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Table Tennis |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Team Handball |
| <input type="checkbox"/> Figure Skating | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Floor Hockey | <input type="checkbox"/> Track & Field |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Kickball | |

Body Part Injured:

- Head
- Neck
- Torso
- Back
- Hand (L / R)
- Finger (L / R)
- Elbow (L / R)
- Shoulder (L / R)
- Leg (L / R)
- Knee (L / R)
- Thigh (L / R)
- Shin (L / R)
- Toe (L / R)
- Other: _____

Contact / Care Provider Information If an athlete or underage volunteer was injured, please identify the care provider and/or responsible party (e.g. parent, legal guardian).

Relationship to the injured person: _____

Name: _____

Address: _____

Home Phone: (____)____-____

Employer Name: _____

Employer Address: _____

Work Phone: (____)____-____

Does the injured person have medical insurance? Yes No

If yes, insurance is provided by: _____

Injured Person Care Provider/Responsible Party

Please provide name of Company and Policy Number: _____

Witness Information (Please provide names and phone numbers of any witnesses to the incident)

Witness #1 Name: _____

Daytime Phone: (____)____-____

Witness #2 Name: _____

Daytime Phone: (____)____-____

Special Olympics Official / Representative (other than claimant)

Name: _____

Daytime Phone: (____)____-____

Signature: _____

Send completed form to:
 If injury was serious or a fatality:

American Specialty Insurance Services, Inc., P.O. Box 459, Roanoke, IN 46783-0309; Fax: (260) 673-1291
 IMMEDIATELY notify American Specialty Insurance Services, Inc.
 Telephone: (800) 566-7941 (24 hours a day / 7 days a week)

Code of Conduct (revised 3/7/98)

Policy:

Unsportsman-like or inappropriate behavior displayed by a coach, athlete, volunteer or staff member during SOPA, Inc. training or competition events is not acceptable. Failure to behave appropriately could result in loss of eligibility.

Rationale:

To ensure appropriate sportsman-like behavior of all athletes, coaches, volunteers and staff members.

Code of Conduct

Procedure:

While attending a SOPA, Inc. state competition or training event, athletes, coaches, volunteers and staff members are encouraged to behave appropriately in accordance with the mission and philosophy of Special Olympics Incorporated. Inappropriate behavior occurring at or outside the venue sites will result in the following disciplinary actions:

Venue Site: Defined as the area where a SOPA competition or training event is taking place. Coaches and athletes will adhere to SOI, SOPA and NGB rules of competition. The venue coordinator has the highest authority and may therefore enforce stronger penalties above and beyond SOI, SOPA and NGB rules during competition play or on the venue grounds. Code of Conduct violations on the venue site will result in the following:

A. During Play

1. First warning will be given to the Head coach by the official or venue coordinator regarding the behavior of an athlete or coach. The official scoring table is responsible for documenting the warning.
2. Second warning requires an automatic ejection from the current game/event, to be enforced by the official or venue coordinator. The Head coach is then informed and asked to replace the athlete or coach before play will be resumed. All second warnings are to be documented by the venue coordinator by submitting a Misconduct Report Form to the SOPA event liaison.

B. After Play

If a violation occurs after the completion of a game, the official or venue coordinator may complete and submit a Misconduct Report Form to the SOPA liaison without warning.

C. Serious Violations

Depending upon the severity of the violation, suspension for subsequent games(s) or dismissal from sponsored SOPA competition or training events. Only the venue coordinator has the authority to submit a Misconduct Report Form immediately to the SOPA event liaison, who then makes a decision in a timely manner.

*** In the event the violation is serious and/or compromises the environment, the individual(s) will be asked to leave the premises. Arrangements for transportation will be made at the expense of the individual(s).**

Outside Venue: Defined as all activities occurring outside competition or training venues while attending a SOPA event. This includes, but is not limited to, awards ceremonies, Olympic Village, housing, etc. Code of Conduct violations outside of the venue will result in the following disciplinary actions:

- A. Any behavior that is determined to be inappropriate will not be tolerated. If an inappropriate behavior occurs a Misconduct Report Form must be submitted to the SOPA liaison for review. A decision is to be made in a reasonable time period to ensure swift and immediate action.

B. **Serious Violations**

Depending upon the severity of the violation, suspension for subsequent games(s) or dismissal from sponsored SOPA competition or training events may occur. Only the venue coordinator has the authority to submit a Misconduct Report Form immediately to the SOPA event liaison who then makes a decision in a timely manner.

*** In the event the violation is serious and/or compromises the environment, the individual(s) will be asked to leave the premises. Arrangements for transportation will be made at the expense of the individual(s).**

Note: All Misconduct Report Forms are kept on file to document recurring violations. SOPA reserves the right to impose stronger sanctions on repeat offenders.

All decisions are final and no protests will be accepted.



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?

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

WITNESS

PERSON completing this report

Name: Address: City, State: Day Phone #: ()) Evening Phone #: ())	Name: Address: City, State: Day 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
-------------	------------	-------------

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?

Name:
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
 Other: _____

Revised October 21, 2003

EVENT EVALUATION

Please fill out this event evaluation form prior to your departure. Your input, through this evaluation, will assist the development and organization of future events.

Sport: _____

Event: 2013 Summer Games

Area/County: _____

Date: June 6-8, 2013

I. **I am a(n):** _____ Athlete _____ Coach _____ Family Member/Friend _____ Volunteer/Spectator

II. Pre-event information and communications

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor, Fair or Average, please share with us ways that we can improve this area to make it good or excellent

III. Registration

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

IV. Opening Ceremonies

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

V. Facilities

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

VI. Competition/Sport

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

EVENT EVALUATION Continued

Sport: _____

Event: 2013 Summer Games

Area/County: _____

Date: June 6-8, 2013

VII. Special Events/Olympic Village

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

VIII. Awards Presentation

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

IX. Medical (Availability and Response, if used)

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

XI. Quality of Volunteers

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

X. Overall Event

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

If you circled Poor or Fair, or Average, please share with us ways that we can improve this area to make it good or excellent

**Please return to: Jennifer Tresp, Senior Competition Director, Special Olympics Pennsylvania
PO Box 1017, Lemont, PA 16581-10177**



**Sheetz Family Award of Excellence
Application**

Purpose:

The Sheetz Family Award of Excellence was created to capture the great sporting moments that distinguish our athletes at the Summer Games. The award recognizes the athlete whose determination and effort can only be understood by the power of the human spirit to overcome obstacles and inspire greatness. The award distinguishes the athlete who may not win, but whose courage, sportsmanship, effort and determination is award winning.

Please use this form to nominate an athlete(s). Applications need to be returned to the SOS Room in Findlay Commons by 10:00 a.m. on Saturday, June 8th. Delegations/coaches can nominate more than one athlete. The successful athlete will be announced at Closing Ceremonies.

Name of Athlete: _____

County: _____

Sport _____

Coach _____

HOD: _____

Please write about the athlete's participation in the Summer Games, outstanding achievements and ability to demonstrate greatness. You can use the back of this form for additional space. Thank you.

Special Olympics Pennsylvania



Special Olympics Pennsylvania 2013 Summer Games

Release Form

In the event that a parent, legal guardian or other responsible party wants to take an athlete home from this event on Saturday or Sunday, they must complete this form. These times should not conflict with the athlete's competition.

I, _____ request Special Olympics Pennsylvania to allow athlete,
(Printed name)

_____ to be released to my custody on _____, ____/____/13
(Printed name of athlete) (Day) (Date)

EVENT RELEASE

I agree to the following arrangements;

- Pick Up Point (location): _____
- Time of Pick up: _____ a.m. / p.m. (circle one)
- Name of Person Picking Up Athlete: _____
- Reason for release: _____

RETURN INFORMATION

- Return Point (location): _____
- Return Time: _____ a.m. / p.m. (circle one)**

**Please note: due to a time schedule events will not be held if the athlete is returned late and misses their competition.

I further understand that by signing this statement I release Special Olympics Pennsylvania and their agents (staff and volunteers) from any responsibility for any incidence that may occur while the above athlete is in my care.

(Signature)

(Relationship to athlete)

____ / ____ / 2013
(Date)

SOPA Staff Signature: _____ ____/____/2013
(Date)

Local Program Head of Delegation's Signature: _____ ____/____/2013
(Date)

Note: SOPA Staff has the right to deny this request. If guardianship is questioned, an athlete will not be released.

Special Olympics Pennsylvania Summer Games Suggested Packing List

CLOTHING

- _____ Competition Uniform
- _____ Light Jacket or Sweater
- _____ Sweatshirt and Sweatpants
- _____ Socks
- _____ Underwear
- _____ Athletic Supporter/Athletic Bra
- _____ Jeans(for evening Activities)
- _____ Additional Shorts and T-shirts
- _____ Pajamas
- _____ Tennis/Athletic Shoes (2 pairs)
- _____ Hat or Visor
- _____ Shoes

TOILETRIES

- _____ Soap
- _____ Shampoo
- _____ Deodorant
- _____ Toothpaste/Toothbrush
- _____ Hairbrush/Comb
- _____ Razor/Shaving Cream
- _____ Feminine Hygiene Items
- _____ Towels/Face Cloth
- _____ Hair Dryer/Curling Iron
- _____ Sunscreen/Lip Balm
- _____ Shower Thongs

MISCELLANEOUS

- _____ Pocket Change
- _____ Water Bottle
- _____ Fanny pack/Backpack
- _____ Sunglasses
- _____ Insect Repellent
- _____ Rain Gear
- _____ Fan
- _____ **PILLOW**
- _____ Blanket

FOR COACHES

- _____ Coaches Handbook
- _____ Sports Rules Books (SOI & NGB)
- _____ Copies of Athlete Applications for Participation
- _____ First Aid Kit
- _____ Athlete Medications
- _____ Athlete Entry Forms (pink copies)
- _____ Flashlight
- _____ Backpack
- _____ Evacuation procedures/Emergency #s
- _____ Cooler (Outdoor Sports)
- _____ Shade Canopy (Outdoor Sports)

PLEASE DO NOT BRING

- _____ Valuables
- _____ Radios, iPods, Walkmans, etc.
- _____ A large sum of money
- _____ Alcohol, Cigarettes
- _____ Chewing tobacco or any other
- _____ Non-prescription drugs

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Special Olympics *Pennsylvania*



Important Phone Numbers

Fire, Ambulance, Police.....	911
Findlay Commons Desk.....	(814) 865-0465
Mount Nittany Hospital	(814) 231-7000
PSU Police – Non Emergency Number	(814) 863-1111
Special Olympics Safety (SOS) - 6:30 am - 12:00 am (SOPA Headquarters)	(814) 863-5570
SOPA State College Office.....	(800) 865-3600
* Voicemail: Box #1 for messages/changes	
Jennifer Tresp, SOPA Competition Liaison-Cell Phone.....	(814) 883-0291
Nicole Jones, SOPA Director of Communications	(855) 701-9030

In case of an emergency, coaches should call 911.