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February 13-15, 2024

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## 45<sup>th</sup> Special Olympics Pennsylvania Winter Games



**2024 HOD HANDBOOK**  
**#PAWinterGames**

**Special Olympics Pennsylvania Winter Games**

**MASTER SCHEDULE of EVENTS**

In an effort to provide you with the best event possible, this schedule is subject to change. Updates will be provided in the final mailing, in the Coaches Handbooks and at the first HOD Meeting.

**Tuesday, February 13, 2024**

2:30 – 3:30 p.m.	Medical Team Meeting	Snowflake
3:00 – 3:50 p.m.	Delegation Registration	Stag Pass
3:00 – 5:00 p.m.	Olympic Village	Exhibit Hall
3:00 – 5:00 p.m.	Columbia Jacket Pick-up	Exhibit Hall
3:00 – 5:30 p.m.	AHN Chill Room: A Mindfulness Program	Seasons Room
4:00 – 5:00 p.m.	Head of Delegation Meeting	Snowflake
4:00 p.m.	Hotel Check in (as rooms become available)	Stag Pass
4:30 p.m.	Head Coaches Meetings Alpine	Alpine – Sunburst
5:30 – 7:00 p.m.	President’s Welcome (by invitation)	Winterberry
5:30 – 6:45 p.m.	Dinner	Grand Ballroom
6:00 – 6:45 p.m.	Opening Ceremonies Walkthrough	Festival Plaza
6:15 – 6:45 p.m.	Athlete and VIP Staging for Opening Ceremonies	Grand Ballroom
6:30 - 7:15 p.m.	Unified Sports Experience	Adjacent to Festival Plaza
7:30 – 8:30 p.m.	Opening Ceremonies	Festival Plaza
8:45 p.m.	Head Coaches Meetings Snowshoe	Snowflake

**Wednesday, February 14, 2024**

6:00 – 8:00 a.m.	Breakfast	Grand Ballroom
6:30 a.m.	Head of Delegation Meeting	Snowflake Room
8:00 – 9:00 a.m.	Ski Fittings	Seven Springs Ski Resort Rental Shop
8:15 a.m.	Snowshoe Coaches briefing	Bubly Tubing Park
8:15 a.m.	Snowshoe Courses Open for Inspection	Bubly Tubing Park
8:30 a.m.	Snowshoe Competition Begins	Bubly Tubing Park
9:15 a.m.	Alpine Courses Open for Inspection	Seven Springs Ski Resort
9:30 – 11:30 a.m.	Alpine Giant Slalom Preliminaries	Seven Springs Ski Resort
11:00 – 1:00 p.m.	Lunch	Grand Ballroom
1:30–2:30 p.m.	Alpine Entry Level Preliminaries	Seven Springs Ski Resort
1:30 – 3:00 p.m.	Snowshoe Finals (200M, 1600M, 4x100M relay,)	Bubly Tubing Park
1:30 – 3:00 p.m.	Alpine Giant Slalom Finals	Seven Springs Ski Resort
3:00 – 9:00 p.m.	AHN Chill Room: A Mindfulness Program	Seasons Room
5:00 – 7:00 p.m.	Dinner	Grand Ballroom
7:00 – 9:00 p.m.	Victory Dance	Exhibit Hall

**Thursday, February 15, 2024**

6:00 – 8:00 a.m.	Breakfast	Grand Ballroom
6:30 a.m.	Head of Delegation Meeting	Snowflake
8:00 a.m. – 3:00 p.m.	AHN Chill Room: A Mindfulness Program	Seasons Room
8:15 a.m.	Snowshoe Head Coaches Briefing	Bubly Tubing Park

8:15 a.m.	Snowshoe Courses Open for Inspection	Bubly Tubing Park
8:30 a.m.	Snowshoe Competition Begins	Bubly Tubing Park
9:15 a.m.	Alpine Courses Open for Inspection	Seven Springs Ski Resort
9:30 – 11:00 a.m.	Alpine Super G Finals	Seven Springs Ski Resort
10:00 – 11:00 am	Alpine Entry Level Finals	Seven Springs Ski Resort
10:00 – 3:00 p.m.	Snowshoe Awards - Rolling	Bubly Tubing Park
11:00 – 1:00 p.m.	Lunch	Grand Ballroom
11:15 – 1:30 pm	Slalom Finals	Seven Springs Ski Resort
12:30 – 1:00 p.m.	Alpine Entry Level Awards	Seven Springs – Grand Ballroom
1:00 – 1:30 p.m.	Alpine Novice Awards	Seven Springs – Grand Ballroom
1:30 – 2:00 p.m.	Alpine Advanced Awards	Seven Springs – Grand Ballroom
2:00 – 3:00 p.m.	Alpine Intermediate Awards & Closing Ceremonies	Seven Springs – Grand Ballroom
3:30 p.m.	Departure	

# ADMINISTRATION

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## Credentials

Credentials are to be worn **at all times** except during actual competition. They must be returned to boxes at the venues or hotel luggage rooms on Thursday. If a credential is lost during the event, contact Bruce Bach to have a new tag issued. The credential will serve as proper identification for competition, meals, housing, special events and security needs.

Credentials will be required for admittance to all meals. There will be staff and committee stationed by the entrance for each meal, please make sure all credentials are worn and visible for all members of the delegation.

### Format of Credential

Name  
Age, County Name  
Head Coach's Name  
Event(s)  
Special Medical Information (on back of credential)

**Medical Information** - Please place a copy of each athlete's application (formerly known as the athlete's medical) inside of his or her credential. Pertinent medical information on the athlete will be listed on a label on the back of the credential.

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## Delegation Registration

Tuesday, February 13, 2024  
Time 3:00-3:50  
Conference Center/Stag Pass

**Only the Head of Delegation may register his/her delegation.** At this time, the HODs should present the registration committee with a list of scratches/activations, as well as any missing information. HODs will be asked to give a cell phone number for emergency purposes if not already provided.

## **Welcome packets will include:**

- Athletes' credentials
- Coaches' and Head of Delegation's credentials
- Updated event schedule and last-minute updates and information
- Delegation Roster
- Racing Bibs

## **Alternates**

- No athlete / alternate can be added after the entry information deadline.
- Alternates will only attend the competition in place of scratched athletes or coaches.
- Alternates may be activated up to the Monday (2/5) before the games.
- Activated athletes must be the same sex as scratched athletes/coaches for housing purposes.
- To activate alternates before the competition, complete the appropriate forms and email to [bbach@specialolympicspa.org](mailto:bbach@specialolympicspa.org).

**Credential Policy** (*Policy taken from Management Team Reference Library-Bylaws & Policies from September 6, 2005, pages 28-29 located in the Resource Tab of the SOPA Database*)

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

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

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

## **Head of Delegation Meeting**

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Tuesday, February 13, 2024

Time 4:00-5:00 p.m.

Snowflake Room

HODs are responsible for all athletes and for their arrival to all activities on time and at the appropriate location/venue. Any concerns that the HOD may have should be addressed to the Winter Games Management Team or SOPA staff. Information for each day will be available after 6:30 a.m. Wednesday and Thursday mornings. Text messages will be sent to HODs who have requested it if there is any information that must be passed on (i.e., weather, competition changes, etc.).

## **Housing Registration**

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Tuesday, February 13, 2024

Approximately 4:00pm

Stag Pass

**The resort will bring the room keys to Stag Pass as they become available.** As the rooms become available we will notify the HOD to come to the Wintergreen room to receive their keys. Rooming lists will provide each HOD with all room keys. Please note that we are asking for final housing lists after you check into your hotel to help

ensure the safety of all athletes and coaches in case of an emergency. A copy should be turned into the front desk and kept for your reference.

If your mode of transportation to the games is staying on site for the duration, please leave your luggage in the vehicles until you get your room keys. This will help avoid clutter in the resort. If your delegation is being dropped off please contact Bruce Bach to arrange for a luggage storage area prior to room check in.

**Please contact Bruce Bach (215-718-6967) if you are going to be late and need to make arrangements to receive the hotel registration information.**

The Head of Delegation is responsible for ensuring that all keys are returned by 11:00 a.m. on Thursday (unless you've made prearrangements to stay over on Thursday night) to the respective hotel registration desk.

Delegations may store their luggage in a designated room during the day on Thursday. They should check with the front desk for the designated room details.

## **Guidelines for Delegations while at the Resort**

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- All hotel damages or additional charges will be billed to your delegation.
- All room changes must be reported to the front desk and Bruce Bach for security reasons. Please return an updated housing form.
- Medical and security will be present at the resort. Signs will be posted at the front desk with their room numbers.
- **Athletes may swim during pool hours. Athletes should be accompanied by a coach at all times.**

### **Courtesy Rules:**

Head of Delegation and coaches are responsible for the conduct of their athletes at all times.

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

## **Smoking Policy**

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No tobacco products will be used at competition venues, in housing or meal areas, and special events.

## **Responsibilities**

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### **All Participants:**

- Participants must agree to abstain from the use of alcohol and other habit-forming drugs throughout the event. This abstention begins at departure from the local pick-up point through the return of the athletes to their families.
- Participants should dress and act at all times in a manner which will be a credit to Special Olympics.
- 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).
- All participants must abide by the Honest Effort Rule.

## All Coaches:

Coaches attending Winter 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.

- 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 hotel.
- **Technology is becoming more and more a part of our lives. Please be mindful of this and enforce the appropriate use of cameras, imaging and digital devices. For example, use of such devices in showers, restrooms, or other areas where privacy is expected by participants is prohibited.**
- 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
- 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
- Enforce and abide by the Honest Effort Rule.
- Practice good hygiene habits all the time! Please remind athletes and assistant coaches to also practice good hygiene habits.

## Heads 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.
- All HODs must attend all scheduled HOD meetings.
- All HODs are responsible for ensuring that incident/accident report forms are completed.
- All HODs are responsible for the conduct of their coaches at all times.
- Ensure that credential holders and ski bibs are returned prior to departure.
- Ensure that information is disseminated to all head coaches.
- Technology is becoming more and more a part of our lives. Please be mindful of this and enforce the appropriate use of cameras, imaging and digital devices. For example, use of such devices in showers, restrooms, or other areas where privacy is expected by participants is prohibited.

## Head Coaches:

- Responsible for the actions of all assistant coaches and all athletes in their respective sport (See "Code of Conduct").
- Ensure athletes are at competition sites at least 15 minutes prior to competition and properly equipped for that sport. Athletes will be scratched if more than 15 minutes late for competition. Heats will not be delayed for missing athletes.
- Any problems relating to a given athlete or coach during 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 or buddies, to the athlete's schedule, behavior, and needs.

- All head coaches should know NGB Rules and Official Special Olympics Winter Sports Rules for their sport.
- Update competition times/scores before event for better divisioning (see “Honest Effort Rule”).
- If certified, the head coaches are the only persons allowed to file a protest within 30 minutes of the completion of the event.
- Technology is becoming more and more a part of our lives. Please be mindful of this and enforce the appropriate use of cameras, imaging and digital devices. For example, use of such devices in showers, restrooms, or other areas where privacy is expected by participants is prohibited.

**Assistant Coaches:**

- Assistant coaches are 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/her place.
- Although assistant coaches may not file protests for athletes, they should be familiar with the rules of the particular sport that they coach.
- Technology is becoming more and more a part of our lives. Please be mindful of this and enforce the appropriate use of cameras, imaging and digital devices. For example, use of such devices in showers, restrooms, or other areas where privacy is expected by participants is prohibited.

**Social Media**

Celebrate your victories, share your stories, and commemorate your moments! SHARE your photos, videos and messages on all social media platforms and use the hashtag **#PAWinterGames**. Also, be sure to follow us on twitter @SpecialOlympicsPA so that we can share your moments as well and ‘LIKE’ us on FB at Facebook.com/specialolympicspa.

# MEDICAL AND EMERGENCY

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The medical staff consists of licensed athletic trainers, athletic training students, physicians, and EMTs. The medical staff will also be assisted by Somerset and Cambria County Emergency Management Services with local EMT services available throughout the Games. Identification for the medical staff will be a red medical shirt, or medical bib, and first aid locations will be labeled with signage. The medical staff will assist with any medical situation, emergency or injury during the event. Seven Spring’s Ski Patrol is on call.

**Locations of First Aid Stations**

<b>Alpine Skiing:</b>	A First Aid station will be located in the Maple Room near the staging area at all times during competition. Seven Springs Patrol will be patrolling the slopes. Each alpine event will also have a first aid station with licensed athletic trainers.
<b>Snowshoeing:</b>	A first aid station will be located in the Lodge at the tubing park. Licensed athletic trainers will be on the course and at the staging area.
<b>Resort:</b>	There will be medical and security rooms at the resort. We will try to get them as close to the front desk as possible. Room numbers will be posted at the front desk and by the elevators.
<b>Olympic Village:</b>	A first aid station will be located in Festival Hall when it is open for athletes. Licensed athletic

trainers will be on site.
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## 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:

- Notify medical staff; they will evaluate injury/incident and call for appropriate action (calling 911 or managing the incident/injury in house: medical staff will work with coach to complete injury/accident form).
- Notify personnel with access to radio communications at competition site who in turn will assist medical staff. Also, they will notify the venue coordinator and SOPA liaison at the venue.
- The SOPA liaison for Winter Games will communicate with the SOPA President and other appropriate individuals.
- Notification of action to be taken will be made in the appropriate manner.
- If action needs to be taken in regard to inclement weather during the Games, appropriate signage will be placed at meals, hotels and venues. Heads of delegation will also be notified in their daily morning update and through the text message system, if you have elected that option.
- In case of a seriously injured participant or an unusual situation which may impact the program or the welfare of a participant, please see the medical staff in red (near first aid signs) immediately and notify Bruce Bach (215-718-6967) or another SOPA staff member.
- A First Report of Accident (Incident Report) Form should be completed by the medical staff and head coach.
- Coaches should keep a copy of each athlete application/medical information with them or put it in each athlete's credential holder.
- If an athlete should become lost, please contact a SOPA staff member or a committee member preferably one with a walkie-talkie. You should also contact your Head of Delegation and head coach.
- You will be instructed of any emergency plans that the facility utilizes. If any event is to be canceled due to weather for the entire week, all Heads of Delegation will be contacted by 5:00 p.m. Monday or breakfast each morning with the head of delegation report.
- **Under no circumstances should any information or comments be given to media regarding incidents during the event. All media inquiries shall be referred to SOPA Chief Operating Officer, Nate Garland at (410) 490-3165 (cell).**

## Medical Concerns

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**Hypothermia: a condition in which core temperature drops below the required temperature for normal metabolism and body functions.**

### Signs and Symptoms

- Trembling.
- Uncontrollable fits of shivering.
- Slurred and slow speech.
- Poor judgment.
- Skin color ranging from cyanosis to waxen; skin often appears gray and bloodless.
- Increased blood pressure, heart and respiratory rates at first; decreased heart and respiratory rates, irregular heartbeat, weak, shallow or absent pulse and respiration as hypothermia progresses.
- Low blood pressure.



## Emergency Care for Hypothermia

- If on venue, contact First Aid station.
- Activate EMS – 911.
- TOP PRIORITY - never allow the athlete to stay in a cold environment.

## Suspected or Confirmed Concussion

A participant who is suspected of sustaining a concussion in a practice, game or competition shall be removed from practice, play or competition at that time. Qualified medical professionals are available on-site to render an evaluation and these professionals shall have final authority as to the removal or return to play of the participant.

## Frostbite:

True freezing of body tissue often accompanies hypothermia. This condition commonly affects the hands, feet, ears, nose and cheeks - occurs when ice crystals form between the cells of the skin and then grow by extracting fluid from the cells. Circulation is obstructed, causing additional damage to the tissue affected.

## Factors that increase Frostbite

- Any kind of trauma; always check for frostbite in trauma victims who are injured in cold weather.
- Age; the elderly and newborn are most susceptible.
- Tight or tightly-laced footwear.
- Use of alcohol during exposure to cold (alcohol acts as a vasodilator and lowers the ability to conserve heat).
- Wet clothing.
- Loss of blood.
- Race; African-Americans are six times more likely to get frostbite.

## Stages of Frostbite

- Incipient - usually involves the tips of the ears, nose, cheeks, toes or fingers.
- Superficial - involves the skin and the tissue just beneath the skin (this area usually feels soft).
- Deep - the tissue beneath the skin is solid to the touch. This is an extreme emergency and can result in permanent tissue loss.

Emergency Care – If on venue, contact First Aid Station & call EMS – 911.

Remove the patient immediately, if possible, from the cold environment

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***Help prevent the spread of the Flu, colds and other contagious conditions.***

***Visit CDC's Hand washing Website at [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)***

## WHEN TO WASH YOUR HANDS...

- Before, during, and after preparing food.
- Before eating food.
- Before and after caring for someone who is sick.
- Before and after treating a cut or wound.
- After using the toilet.
- After changing diapers or cleaning up a child who has used the toilet.
- After blowing your nose, coughing, or sneezing.
- After touching garbage.

## HOW TO WASH YOUR HANDS...

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

### Other Hygiene Practices

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- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs like the flu.

## SAFETY AND SECURITY

### OVERALL POINTS OF INTEREST

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

- Be sure all athletes and coaches are wearing their credentials at all times.
- Be generally aware of your surroundings. Seek out a SOPA volunteer, staff member, or hotel staff if anything seems suspicious to you.
- Carry a copy of all athlete applications/medical 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.
- Remember that there is a zero tolerance policy in effect for any pranks concerning safety issues by athletes, coaches, and volunteers. Anyone violating that policy will be asked to leave the event with potential for further action.
- Set up (if not already in place) a phone chain with parents and families back home so that they can be notified of an early arrival.
- Carry a flashlight in your backpack.

### EXTRA PRECAUTIONS AT THE RESORT

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- Write down the names and room numbers of all athletes.
- 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 hotel in case of emergency.
- Write down the room number of the medical/security room in your hotel.
- 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 hotel 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**

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Once on-site at Winter Games, you will receive the meeting points for the hotels and the venues, along with the room number for the SOPA staff person in your hotel and the room number for the medical/security room in your hotel.

If there is a fire in the hotel 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, **leave all room doors open**, follow instructions of hotel staff/facility personnel and use nearest exit door. Stay where instructed until notified by hotel/facility/SOPA staff. **Each head coach should account for all athletes and coaches in his/her sport and report back to his/her HOD. All HODs should report to the SOPA Staff person at his/her venue or hotel.**

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

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If SOPA has to ask delegations to evacuate from Winter 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 Bruce Bach at (215-718-6967).
- Once everyone is accounted for, HOD will call (215-718-6967) and talk to Bruce Bach, 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 hotel 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/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 staff person will arrange to take all parties back to home program.

# SUPPORT SERVICES

## Directions to Special Olympics Winter Games Venues

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(For additional assistance or directions, please contact Seven Springs Mountain Resort at (814) 352-7777 or visit [www.7springs.com](http://www.7springs.com).)

### Seven Springs Mountain Resort (777 Water Wheel Drive, Seven Springs, PA 15622)

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*From the East (Bedford/Breezewood):*

- Get on I-70 W from State Rte 2029 and U.S. 30 E
- Follow I-70W/I-76W to exit 146-2 for I-70W/I-76W toward Pittsburgh
- Take exit 110 (U.S. 219) from I-70W/I-76W
- Turn right onto N Center Ave.
- Turn right onto W Main St.
- Turn left onto Harrison Ave.
- Take the first right onto PA-281 S/Tayman Ave.
- Turn right onto Cross Rd.
- Turn right onto Sr3029, continue onto County Line Rd.
- Turn left onto Main St.
- Take the second right to stay on Main St.
- Turn right to stay on Main St.
- Continue onto Ski View Ave.
- Turn left onto Ski Lodge Ln/Waterwheel Dr.

*From the West (Pittsburgh):*

- Get on I-376E toward Monroeville
- Take Exit 85 for I-76
- Keep right at the fork to continue on exits 359-67, follow signs for I-76E/Harrisburg and merge onto I-76E
- Take exit 91 for PA-31 toward PA-711/Ligonier
- Turn left onto PA-31 E/State Rte 31 E
- Turn right onto PA-381 S/PA-711 S
- Turn left onto County Line Rd
- Turn left onto Cemetery Rd.
- Continue onto Pheasant St./ Saltlick Rd.
- Turn right to stay on Pheasant St. Slight right onto Ski Lodge Ln/Water Wheel Dr.

*From the South (Somerset):*

- Get on PA-281 S/Tayman Ave.
- Turn right onto Cross Rd.
- Turn right onto Sr3029 and continue onto County Line Rd.
- Turn left onto Main St.
- Take second right to stay on Main St.
- Continue onto Ski View Ave.
- Turn left onto Ski Lodge Ln/Water Wheel Dr.

*From the North (Ebensburg):*

- Get on US-219 S toward US-22/Johnstown
- Take the PA-281 exit toward Friedens/Somerset
- Turn right onto PA-281 S/Stoystown Rd.
- Turn left onto N Pleasant Ave.
- Turn Right onto E Main St.
- Turn Left onto Harrison Ave.
- Take the first right onto PA-281 S/Tayman Ave.
- Turn right onto Cross Rd.
- Turn right onto Sr3029
- Continue onto County Line Rd.
- Turn left onto Main St.
- Take the second right to stay on Main St.
- Turn right to stay on Main St.
- Continue onto Ski View Ave.
- Turn left onto Ski Lodge Ln/Water Wheel Dr.

## Meals

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Meals will be provided for all credentialed participants in the assigned areas and times. Your cooperation is greatly appreciated.

### Breakfast

<u>When:</u>	<u>Who:</u>	<u>Where:</u>
<b>Wednesday/Thursday</b>		
6:00 – 8:00 a.m.	All credentialed delegation members	Grand Ballroom

### Lunch

<u>When:</u>	<u>Who:</u>	<u>Where:</u>
<b>Wednesday/Thursday</b>		
11:00 – 1:00 p.m.	All credentialed delegation members	Grand Ballroom

### Dinner

<u>When:</u>	<u>Who:</u>	<u>Where:</u>
<b>Tuesday/Wednesday</b>		
5:30 – 6:45 p.m.	All credentialed delegation members	Grand Ballroom

## Transportation

Each delegation is responsible for providing transportation to and from the event.

# COMPETITION

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The rules for the National Governing Body of each sport and the Official Special Olympics Winter Sports Rules Book (<http://www.specialolympics.org/sports.aspx>) will be followed throughout the event. Where there is conflict between the two sets of rules, Special Olympics Official Rules will be followed.

## General Rules

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- Only registered athletes shall be eligible to participate in the Games. The games committee shall review decisions about ineligibility due to improper registration.
- Athletes must be at least eight years of age as of February 11, 2019, to be eligible for competition.
- For competition, athletes will be grouped in accordance with Special Olympics rules for equalizing divisions. See Article 1 in the official Special Olympics Sports Rules at <http://www.specialolympics.org/content.aspx?id=6627&terms=Article+1>.
- 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 aurally 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.
- Any individual electing to forfeit a race must seek the approval of the sports rules committee. If approved, the individual/team must compete or be disqualified from the games.
- Athletes may be required to participate in time trials and preliminary events. Failure to do so may result in the disqualification of athlete(s) from competition.
- If an athlete is too ill to participate in time trials or preliminaries, the games committee or sports rules committee prior to the event may grant an exception.
- 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.
- **Any team or athlete more than 15 minutes late will be automatically forfeited.**
- Divisions will be determined based upon gender, ability levels, and final times/scores from preliminary competition. Athletes registered with no entry time or who do not compete in preliminary competition will be placed in a heat of their own and will be given a participation ribbon.

## Awards

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Athletes placing first, second, or third in their division will receive a gold, silver or bronze Special Olympics Winter Games state medal, respectively. Athletes placing fourth, fifth, sixth, seventh or eighth in their division will receive the pertinent ribbon. Athletes who are disqualified or do not finish will receive a participant ribbon. Athletes who do not compete or are disqualified due to misconduct will not receive an award. Those violating the Honest Effort Rule (see next page for more information) will receive a participation ribbon. If a tie occurs, the two individuals will receive the same placement and the next individual will receive the next placement. (Example: If two individuals tie for first place, the two individuals receive gold medals and the next placed individual receives a bronze medal).

## Results

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SOPA will post the results on the SOPA Web site at <http://www.specialolympicspa.org> at the conclusion of the Games.

## Code of Conduct

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Please see Responsibilities Section of this handbook.

## Competition Schedule Changes

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Any changes to the competition schedule will be announced each morning of competition in the head of delegation updates and head coaches meetings in the afternoon or evening, and posted at each venue and meal area. It is important that each delegation have a representative at these meetings.

## Protests

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Only a Special Olympics certified head coach may file protests. 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, official or judge to apply a penalty for a given violation. For example, a basketball referee awards the ball to the wrong team after a team just shot a free throw.
- Judgment calls by a referee 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/award table at each venue or to the venue coordinator. Protest forms can be obtained from the official's table at each venue. The sports rules committee will then rule on the protest. The head coach filing the protest will be notified of the decision.

## Appeals

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Appeals of denied protests may be submitted to the officials or awards table at each venue or at the head coaches meeting that evening. An appeal will be decided within 24 hours after it is submitted. Appeal forms can be obtained from the official's or award's table at each venue.

## Head Coaches Meetings

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The Tuesday afternoon coaches meeting for Alpine/Snowboard will be held at 4:30PM in the Sunburst Room. Tuesday night coaches meetings for Snowshoeing will be held in the Snowflake Room immediately following Opening Ceremonies.

## Games Rules Committee

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In case of an appeal to a denied protest, the following individuals will act as the deciding body to rule on the final decision:

Michelle Boone	SOPA VP of Sports
Bruce Bach	Sr. Competition Director
Jessie Merckle	Sports Director

## Racing Bibs / Lift Tickets

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Athletes competing in skiing will receive two forms of identification: racing bibs and a lift ticket for the Games. Alpine coaches will receive a special lift ticket to gain access to the ski lifts. **ANY ATHLETE FOUND WITHOUT HIS OR HER RACING BIB WHILE AT SEVEN SPRINGS WILL BE DISQUALIFIED.** Athlete ID cards in their bibs will be color coded according to their level:

Purple – Entry Level  
Green – Novice  
Light Blue – Intermediate  
Pink – Advanced  
Bright Yellow – Snowshoe Entry Level  
Orange – Snowshoe Freestyle

**If your athlete's level is changed, please ensure they get the correct color card for their racing bib. This is for safety reasons.**

## **Spectator Areas**

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Designated areas will be marked off and provided for all event spectators at each competition venue. Please encourage all spectators to follow guidelines and signage indicating where they can and cannot view the competition. SOPA's suggested spectator guidelines are included in the back of the handbook and posted at all venues.

## **Scratches**

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**Any athlete that is more than 15 minutes late for his or her scheduled event will be scratched from that event.** Athletes who do not compete in preliminaries or who do not have an entry time will be placed in participation heats for finals. Please plan to report to events at least 15 minutes prior to the scheduled time. Please check for changes during the event at the respective venue information area.



## **Alpine Skiing & Snowboarding**    **National Governing Body:** United States Ski Association

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Sport/Competition Director: Mike Suman  
Asst. Competition Director: Richie Sanders and Aaron Yothers

SOPA Liaison: Erika Christiansen  
SOPA Liaison: Chase Proudfit  
Venue Coordinator: Louise Wilhelm

**Location:** Seven Springs Mountain Resort

### **EVENTS**

Athletes may compete in all three events (Giant Slalom, Slalom, and Super G) or all three entry-level events (Glide, 10M Walk, Super Glide), but not both.

### **ALPINE - RACE ORDER**

Will be determined prior to the events and distributed at the Tuesday Head Coach meeting.

### **ATTIRE**

Athletes must wear hats, gloves, socks and bibs while in competition. Please be advised that all participants should wear extra layers of clothing. Ski pants and jackets (**jeans are not permitted for safety reasons**) should be worn. **Helmets are required for all events for both preliminaries and finals.**

### **RULES**

All rules and any modifications thereof will be strictly adhered to according to the National Governing Body (NGB) in each sport and the Official Special Olympics Sports Rules at (<http://www.specialolympics.org/sports.aspx>). It is advised that these rules be followed for proper training of all athletes. Below is a brief synopsis of the general rules and modifications to be followed in preparation for this year's event. Please refer to the Special Olympics and National Governing Body Rules for a more complete listing of rules to be adhered to during this competition.

#### **Qualifications**

- Athletes competing in the Slalom, Giant Slalom, and Super G must be trained in riding ski lifts and in using rope tows. Also, all athletes competing must wear an approved alpine ski helmet.

#### **Divisioning**

- Final divisions will be based upon gender, age, ability levels, entry times and preliminary trials.
- Preliminary trials will be conducted in the Giant Slalom (one good run) to division for all three alpine events (Giant Slalom, Slalom and Super G).
- Preliminary trials will also be conducted in all entry-level events (10M Walk, Glide, Super Glide). Each event will be run twice with the exception of Intermediate which will have only 1 run. The best time of the two runs will be used to division athletes in each race.
- If an athlete disqualifies during preliminaries, she/he shall still proceed to final competition.
- During these trials, an athlete's level (i.e., entry level, novice, intermediate or advanced) may be changed at the discretion of the sport rules committee for the safety of the athlete.
- If an athlete's level is changed, she/he must run a preliminary race on the new course to be put into a proper division.
- ***NOTE: Please provide any last minute athlete division changes at the HOD Meeting on Tuesday. NO***

***changes will be accepted after the Head Coaches Meeting schedule for 4:30PM on Tuesday.***

### **Disqualifications**

- During competition, if the competitor moves out of the general direction of the line of the course (fall, miss a gate, lose a ski, etc.) he/she shall have a set amount of time from the time of deviation to re-enter the course. A competitor who fails to adhere to this time limit, or receives assistance of any kind, shall be disqualified. The time limit for Novice skiers shall be two minutes. The time limit for Intermediate and Advanced skiers shall be one minute. Disqualification shall be determined on the gate card by the Gate Judge assigned to the gate closest to where the infraction occurred. The Gate Judge is responsible for timing advancement.
- A competitor is disqualified if she/he fails to complete the course on both skis with the following exceptions:
  1. She/he finishes with one ski from the last gate before the finish line.
  2. When a competitor falls in the immediate finish area, she/he must cross the finish line with both feet.
  3. When hand timing, the time is taken when the competitor's foot crosses the line. The finish referee is responsible for all such decisions.

### **Starts**

- The start commands for all alpine skiing competitions shall be as follows: "5, 4, 3, 2, 1, GO!"

### **Entry Level Events**

- Athletes competing in the 10-meter Walk, the Glide, or the Super Glide will not be permitted in other higher-level races and vice-versa.
- Athletes will be divisioned based upon preliminary time trials.
- During preliminaries, all athletes will complete each event twice with the best time used to division the athletes in each event.
- In finals, the order of finish will be determined by the combined time of two runs for each event.

### **Finals**

- In the Slalom and Giant Slalom, the winner in each division shall be determined from the combination of both runs and the Super G will be the best time of the one run.
- If the athlete disqualifies in one of the two runs for the Giant Slalom or Slalom, then that athlete will receive a participation ribbon.

### **Honest Effort Rule**

- The HER (25%) will **not** be in effect.

**Contingency Plan for a One-Day Competition:** if the competition has to take place in one day due to weather related delays, the following will occur:

- A.M. – One preliminary run in Giant Slalom followed by one final Giant Slalom run
- P.M. – One final run in the Super G

### **Tentative Courses pending weather and slope conditions:**

- Entry-Level=Beginner Bowl

- Novice=Easy Rider
- Intermediate=Sunset (old NASTAR)
- Advanced= Lower Avalanche

**Ski Storage:** Athletes and coaches will be able to store their equipment at ski check located near Emio’s Pit at base ski lodge.

**Competition Headquarters:** The competition headquarters will be located in the main lodge in the Maple Room at Seven Springs. Look for signage in the main lodge area. If there is a protest, please file them here. This is also where the security base station will be located. Competition volunteers should check in here.

**Alpine Volunteer Check-In:** Athlete escort check-in will be located in the main lodge at Seven Springs. Look for signage in the main lodge area.

### SCHEDULE OF EVENTS

<b>Wednesday, February 14, 2024</b>		
8:00 – 9:00 a.m.	Ski Fittings	Seven Springs Ski Resort - Rental Shop
9:00 a.m.	Courses Open for Inspection	All Levels
<i>(Delegations will receive a preliminary schedule at Tuesday’s head coaches meeting)</i> <i>(Athletes must complete one good run to division them for all races)</i>		
9:30 – 11:30 a.m.	Novice, Intermediate and Advanced Preliminaries (Giant Slalom courses)	Novice and Advanced Skiers (2 runs) Intermediate (1 good run)
11:00 – 1:00 p.m.	Lunch	Seven Springs - Grand Ballroom
1:30 – 2:30 p.m.	Entry Level Preliminaries (2 runs per event)	Entry Level Skiers
1:30 – 3:00 p.m.	Giant Slalom Finals (2 runs)	All Novice & Advanced Skiers
1:30 – 3:00 p.m.	Giant Slalom Finals (1 run)	All Intermediate Skiers
<b>Thursday, February 15, 2024</b>		
9:00 a.m.	Courses Open for Inspection	All Levels
9:30 – 11:00 a.m.	Super G Finals (1 run)	All Intermediate, Novice & Advanced Skiers
10:00 – 11:00 a.m.	Entry Level Finals (2 runs/event)	Male & Female Skiers
10:00 – 11:15 a.m.	Course Reset for Slalom	As venues finish Super G races
11:00 – 1:00 p.m.	Lunch	Seven Springs Ski Lodge
11:15 – 1:30 p.m.	Slalom Finals (2 runs)	Advanced & Novice Skiers
11:15 – 1:30 p.m.	Slalom Finals (1 run)	Intermediate Skiers
12:30 – 1:00 p.m.	Entry Level Awards	Seven Springs- Grand Ballroom
1:00 – 1:30 p.m.	Novice Awards	Seven Springs- Grand Ballroom
1:30 – 2:00 p.m.	Advanced Awards	Seven Springs- Grand Ballroom
2:00 – 3:00 p.m.	Intermediate Awards & Closing Ceremonies	Seven Springs- Grand Ballroom

### **Sports Rules Committee**

Will be confirmed at first coaches meeting.

# Snowshoeing

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**National Governing Body:** United States Ski Association and Special Olympics, Inc.  
(Snowshoeing)

Snowshoe State Sport Director: Tom Mereen

SOPA Liaison: Jessie Merckle & Kim Lope

**Location:** Seven Springs Mountain Seasons Resort Bubby Tubing Park

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## EVENTS

- **Snowshoe Events: \*25M, \*50M, 100M, 200M, 400M, 800M, 1600M, 4x100M, and 4X400M Relays.**
  - Athletes may participate in three events and one relay.

\* The 25 and 50 meter events in Snowshoeing are established for novice athletes. These athletes may not be entered in any other snowshoeing events.

## ATTIRE

Athletes must have hats, gloves and socks. Ski pants and jackets (***no jeans are permitted***) should be worn. Please layer clothing to prepare for various weather conditions. Avoid clothing with cotton. All competitors must wear racing bibs while competing.

## DIVISIONING

Divisions will be determined based upon preliminary trial times, age, entry times and sex. If time allows, the better of the two preliminary times will be used. In order to assure valid competition, male and female athletes may be divisioned together.

## RULES

All rules and any modifications thereof will be strictly adhered to according to the National Governing Body (NGB) in each sport and the Official Special Olympics Winter Sports Rules <http://www.specialolympics.org/sports.aspx>. It is advised that these rules be followed for proper training of all athletes. Below is a brief synopsis of the general rules and modifications to be followed in preparation for this year's event. Please refer to the Special Olympics and National Governing Body Rules Books for a more complete listing of rules to be adhered to during this competition.

### Honest Effort Rule

The HER (25%) will not be in effect. The committee reserves the right to redivision.

## Snowshoeing Rules

### Equipment

- The snowshoe frame itself shall not be smaller than 7" X 20" (17.78cm X 50.8cm)
- Factory installed toe and heel traction claws are acceptable. The attachment of spikes is not permitted.

### The Start

- At the start of the race, competitors' must have both tips of his/her snowshoes behind the starting line, which is identified in the snow with either color or some form of marking. No part of the competitors' body or clothing can be in contact with the starting line or the snow ahead before the start of the race.
- All supports, such as blocks or holes, which give an advantage at the start are prohibited.
- In every event, each division shall be a mass start. There will be no interval starts.
- Competitors may leave the start area after the start command "Racers ready...GO"

- A false start requires a restart of the race. A false start occurs when an athlete significantly moves any body part before the start signal after coming to a still set position after “Racers Ready” command and before the starting “Go” signal. An official should notify and identify the athlete that is charged with a false start.

**The Race**

- If during a race a competitor falls, has difficulty with a snowshoe or binding, or leaves the track, he/she has two minutes to correct the problem.
- A competitor may not progress forward more than three (3) meters unless they have both snowshoes attached to their feet.

**Passing**

- When passing, the responsibility for an obstruction or collision shall be upon the snowshoer who is passing, provided that the competitor being passed does not act improperly.

**The Finish**

- A snowshoer has finished the race when his/her torso reaches the vertical plane of the finish line with both snowshoes on his/her feet.

**Disqualifications:** The following are reasons for disqualifications of an athlete:

- Leaving the designated course
- She/he receives unauthorized assistance.
- Improperly overtaking or impeding another competitor, or in any way interfering with another competitor.
- Preventing another competitor to pass
- Making two false starts
- Failing to adhere to the two minute limit
- Progressing more than 3 meters without snowshoes attached to his/her feet
- Crossing the finish line without both snowshoes on his/her feet.
- Making an improper exchange on the relay exchange area.
- In any race 100 meters or longer a competitor must progress at least 20 meters towards the finish line every two minutes. A competitor who fails to adhere to the two-minute limit or receives assistance of any kind shall be disqualified. The closest field judge will be responsible for providing a one-minute warning and timing of the violation.

**Contingency Plan for a One-Day Competition:** if the competition has to take place in one day due to weather related delays, the following will occur:

- The Snowshoeing will complete all their events in one day.
  1. Full Day – All snowshoe events; prelims, finals, and awards.

**SCHEDULE OF EVENTS**

**Snowshoe**

<b><u>Wednesday, February 14, 2024</u></b>	
8:15 a.m.	Coaches briefing and course inspection
8:30 a.m.	SN Prelim: 400M, 25M, 50M, 100M, 200M SN Final: 1600 (upper parking lot)
11:00a.m. – 1:00p.m.	Lunch: Grand Ballroom
1:30 p.m.	SN Finals: 200M, 4x100M relays

<b>Thursday, February 15, 2024</b>	
8:15 a.m.	Coaches briefing and course inspection
8:30 a.m.	Finals: 400M, 25M, 50M, 100M,
10:30 a.m.	Finals: 800M (upper parking lot) 4x400M Relay
11:00a.m. – 1:00p.m.	Lunch: Grand Ballroom
10:00 – 2:00	Rolling Awards: Snow tubing club house

## SPECIAL EVENTS

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### Opening Ceremonies

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Date: Tuesday, February 13, 2024

Time: 7:30 – 8:30 p.m.

Place: Seven Springs Mountain Resort

Kick off the Winter Games with an exciting, outdoor ceremony celebrating our 45<sup>th</sup> Winter Games! The athletes will be staged in the Grand Ballroom at 6:15 p.m., then parade out of the resort and to festival plaza area at the base of the mountain.

- Athletes will be staged for the parade in the Grand Ballroom at 6:15 p.m. Note: Athletes should have their jackets, gloves, scarves, hats, etc. off until their delegation is called into the staging line, this will prevent the athletes from overheating.
- Opening Ceremonies will start at 7:30 p.m. and will include a parade of athletes, choir, color guard, and fans to cheer on the athletes, the oaths, and the Lighting of the Flame of Hope.

### Victory Dance

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Date: Wednesday, February 14, 2024

Time: 7:00 – 9:00 p.m.

Place: Seven Springs Exhibit Hall

**Wear your party clothes** and enjoy a fun-filled dance to the tunes of the 70's, 80's, 90's and 00's, along with snacks, photos, and fun!

### Olympic Village

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Date: Tuesday, February 13, 2024

Time: Sunday 3:00 p.m. – 5:00 p.m.

Place: Seven Springs Exhibit Hall

Olympic Village provides entertainment and recreational fun for all Winter Games attendees. This year's fun includes exciting games. Also during this time is when Columbia Jackets, hats and gloves will be distributed.

### ANH Chill Room

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Date/Location: Tuesday, February 12<sup>th</sup> from 3 p.m. – 5:00 p.m

Wednesday, February 14<sup>th</sup> from 3:00 p.m. – 9:00 p.m.

Thursday, February 15<sup>th</sup> from 8:00 a.m. – 3:00 p.m

Allegheny Health Network (AHN) will be offering their “Chill Project.” The Chill Project aims to bring a safe, calm atmosphere when participants need time to experience calmness, learn evidenced-based coping strategies, and talk through their concerns.

The AHN Chill Project is providing a drop-in space and two mental health professionals, preventive written materials, and strategies to help our athletes cope with stress, anxiety, failure, and a range of other topics.

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# Special Olympics Pennsylvania

## Winter Games

### Suggested Packing List

*Our thanks to the Lycoming County athlete committee for compiling this list*

Athletes and coaches should wear the appropriate dress for competition in cool, cold, wet, and snowy weather (see specific information in the Medical Section). We stress extra clothing in case of rain/snow and an extra outfit for Wednesday night's Victory Dance.

#### **CLOTHING**

- Competition Uniform/equipment (i.e., skis, skates)
- Heavy Jacket
- Warm Knit Cap/scarf
- Gloves (3 pairs)
- Sweatshirt and sweat pants
- Jeans (for evening activities)
- Sneakers (1 pair)
- Boots
- Socks and underwear
- Athletic supporter/athletic bra
- Pajamas
- Accessories (belts, hair-bands, etc.)
- Dress or Party clothes for dance (if you wish)
- Suitcase (plus backpack)

#### **ADDITIONAL ITEMS**

- Water Bottle
- Hand and foot warmers
- Goggles/sunglasses
- Rain gear
- Pillow (if desired)

#### **PERSONAL ITEMS**

- Soap
- Shampoo
- Deodorant
- Toothbrush/toothpaste
- Hairbrush/comb
- Razor/shaving cream
- Feminine Hygiene Items
- Lip balm
- Towels/face cloth
- MEDICINE AND ATHLETE APPLICATION (to be given to your coach)

#### **MISCELLANEOUS**

- Pocket change
- Fanny Pack
- Shorts/t-shirts

#### **FOR COACHES**

- Coaches Handbook
- Sports Rules (SOI & NGB)
- Season's training records
- Copies of Athlete Applications
- Athlete Medication
- Athlete entry forms
- First Aid Kit
- Flash Light
- Backpack

#### **PLEASE DO NOT BRING**

- Valuables
- Large sums of money
- Radios/CD players



# SPECIAL OLYMPICS POLICIES & PROCEDURES

## Coaches' Roles for Training & Competition

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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 athlete's ratio. Coaches, athletes and Unified Sports partners may not chaperone family members during competition.

## Why Special Olympics Officials Enforce Rules

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

If you watch a coach working with Special Olympics athletes, you will notice a great deal of emphasis on learning the rules. Also if you watch a Special Olympics competition, you will see officials strictly enforcing those rules.

Because Special Olympics is a sports program for people with intellectual disabilities, people sometimes question the "fairness" of such strict rule enforcement. As veteran coaches will tell you, knowing and playing by the rules is one of the biggest benefits Special Olympics offers its athletes. Why?

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

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



# 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  Spectator
- Volunteer  Unified Partner
- Coach  Property Owner
- Employee
- 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
- Fatality
- 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: \_\_\_\_\_

**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: \_\_\_\_\_

**SPORT:**

- Alpine Skiing
- Aquatics
- Athletics
- Badminton
- Baseball
- Basketball
- Bocce
- Bowling
- Cheerleading
- Cross Country Ski
- Cycling
- Equestrian
- Figure Skating
- Floor Hockey
- Golf
- Gymnastics
- Kickball

**SPORT cont.**

- Power Lifting
- Relay Game
- Roller Skating
- Sailing
- Snowboarding
- Snowshoe
- Soccer
- Softball
- Speed Skating
- Swimming
- Table Tennis
- Team Handball
- Tennis
- Track & Field
- Volleyball
- Other: \_\_\_\_\_

**Contact/Care Provider Information** If an athlete or underage volunteer was injured, please identify 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: \_\_\_\_\_

**SUBMIT ACCIDENT MEDICAL CLAIMS TO:**

**HEALTH SPECIAL RISK, INC. (HSR)**

HSR, 8400 Belleview Drive, Suite 150, Plano, TX 75024

Toll Free: 800.328.1114 | Fax: 972.512.5820

Email: claims@hsri.com

Special Olympics Policy Number: SR2014DC-P-050866

**SUBMIT LIABILITY CLAIMS TO:**

**AMERICAN SPECIALTY INSURANCE**

7609 W. Jefferson Blvd., Suite 150, Fort Wayne, IN 46804

Toll Free: 800.566.7941 | Fax: 260.969.4729

Email: claims@americanspecialty.com

**IF INJURY WAS SERIOUS OR FATAL, IMMEDIATELY NOTIFY**

AMERICAN SPECIALTY at 800.566.7941.

We provide 24/7 Emergency Claims Phone Coverage.

**Special  
Olympics  
Pennsylvania**



## **SPECTATOR GUIDELINES**

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

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

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

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

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

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

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

- Lead by positive example.

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

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

## Special Olympics Pennsylvania Code of Conduct

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

### **GENERAL GUIDELINES**

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

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

#### **Behavior:**

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

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

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

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

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

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

- I will stay with my delegation at all times.
- I will use locker rooms and housing facilities appropriate to my gender.

**Honest Effort:**

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

**Well-Being:**

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

**COACH/LOCAL PROGRAM VOLUNTEER GUIDELINES**

**Responsibility For Actions:**

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

**Honest Effort:**

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

**Well-Being:**

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



**MISCONDUCT/BEHAVIOR REPORT**

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 suspensions.

**This report should be completed and forwarded for follow-up within 24 hours of the incident.**

**WHO was involved?**

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

**WITNESS**

**PERSON completing this report**

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

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

Name of SO Event: <b>2010 Winter Games</b>	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? Check 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 Oct. 21, 2003



# Lost & Found

Please report any lost items to your HOD.  
HOD's please check with venue coordinators, SOPA staff and  
with Bruce Bach before leaving for home.  
Event Management team will notify Managers after the  
event of found articles.  
Managers will have 2 weeks to let us know what they want  
returned at the program's expense.





## **VENUE INFORMATION**

*Snowshoeing, and Alpine Skiing*

**Seven Springs Mountain Resort**

777 Water Wheel Drive

Seven Springs, PA 15622

(814) 352-7777

[www.7springs.com](http://www.7springs.com)

## **EMERGENCY NUMBERS**

**Bruce Bach** – SOPA Senior Competition Director

(215) 718-6967

**For immediate medical assistance:**

**Bob Schilken, MD**

(412)-760-7698

**Sarah Manspeaker** – SOPA medical coordinator

(410) 845-9149

**SOPA Emergencies**

(610) 322-6440

**Excelsa Health Westmoreland Hospital**

**532 New Alexandria Road, Greensburg, PA**

(724) 832-4000

**Somerset Hospital – Emergency Department**

(814) 443-5183

**\*Directions to hospitals are located in the Safety & Security Addendum**