

***Special
Olympics
Pennsylvania***



2025 EASTERN FALL SECTIONAL



**DESALES UNIVERSITY
Center Valley, PA
SUNDAY, OCTOBER 5, 2025**

COACHES HANDBOOK



Greetings Coaches,

Welcome to the 2025 Eastern Fall Sectional. This year's GOC Event Director is Braedon DeGrazia. The DeSales Special Olympics Committee has been hard at work preparing for your arrival and cannot wait for your athletes to experience all the fun of this event!

This handbook provides supplemental material that your delegation has already received through email. Please review this document carefully. If you have any questions before or during the event, please contact Bruce Bach, Sr. Competition Director, at bbach@specialolympicspa.org prior to the event and 215-718-6967 during the event.

We hope that the efforts of the management team, committee, staff, and volunteers will bring you and your competitors many great memories.

Good luck to your athletes!



Eastern Fall Sectional FACT SHEET

EVENT:	2025 Special Olympics Pennsylvania Eastern Fall Sectional	
DATE:	Sunday, October 5, 2025	
ADDRESS:	DeSales University: 2755 Station Avenue, Center Valley PA 18034 Southern Lehigh HS: 5800 Main St # 1, Center Valley, PA 18034	
SITES:	Bocce	Billera Hall Main Court
	Long Distance Running/Walking	LDR Start/Finish (Plaza at Baseball Stadium)
	Flag Football	Soccer practice fields
	Powerlifting	DeSales University Center (DUC)
	Soccer Skills	Grass outside stadium
	Soccer 7v7	Turf 2
	Soccer 5v5	Stadium Turf
	Volleyball Ind. Skills	Southern Lehigh High School
	Volleyball Competition	Billera Hall Rec Courts
EVENT DIRECTOR:	Braeden DeGrazia, DeSales Student	
University SOPA LIAISON:	Bruce Bach, Sr. Competition Director (215) 718-6967 bbach@specialolympicspa.org	
PROGRAM FORMAT:	One-day competition in team & individual events	
AREAS:	All Eastern Special Olympics Pennsylvania programs currently training in the sports offered.	
# OF ATHLETES:	900+ athletes and Unified Partners	
# OF COACHES:	375+ coaches and assistant coaches	
# OF VOLUNTEERS:	500+ volunteers recruited from DeSales University, area clubs and organizations, schools, and individuals from the community.	
SPORTS OFFERED:	Bocce (Doubles & Unified Sports® Doubles) Flag Football (I- Skills and Team) Long Distance Running/Walking, Unified Sports® Powerlifting Soccer (Individual Skills, 5v5 and 7v7) Volleyball (Individual skills and Team)	



Eastern Fall Sectional Sunday, Oct 5, 2025

<u>Time</u>	<u>Event</u>	<u>Location</u>
6:45 a.m. - 3:30 p.m.	Volunteer Check-in	Billera Hall
8:00 a.m. - 8:30 a.m.	Head of Delegation Registration Powerlifting Weigh-ins Athlete Drop-Off LDRW Course Inspection	Billera Hall Concourse DeSales University Center Billera Hall LDRW Start/Finish
8:30 a.m.	Head of Delegation Meeting Competition Volunteers Meeting	Billera Hall Team Room Respective Venues
8:30 a.m. - 8:45 a.m.	Opening Ceremonies Staging	Stadium Turf Field
8:45 a.m. - 9:00 a.m.	Powerlifting Coaches Meeting	DeSales University Center
9:00 a.m. - 9:30 a.m.	Opening Ceremonies	Stadium Turf Field
9:00 a.m. - 9:15 a.m.	Powerlifting Opening Ceremony	DeSales University Center
9:15 a.m.	Powerlifting Competition Begins Competition Officials Training	DeSales University Center Respective Venues
9:30 a.m.	Teams and Volunteers proceed to venues: Bocce LDR/W Soccer Soccer Skills Flag Football Volleyball Team Volleyball Skills	Billera Hall, Main Gym LDR/W Start/Finish Turf Fields Grass outside stadium Soccer practice fields Billera Rec Courts Southern Lehigh HS
9:30 a.m.	Volleyball Skills Shuttle Begins	Outside Billera Hall
9:45 a.m.	Volleyball Modified Serving Test Coaches Meetings: Bocce LDRW Soccer Soccer Skills Flag Football Volleyball Team	Billera Rec Courts Billera Hall, Main Gym LDRW start/finish line Stadium Turf Scoreboard Grass outside stadium Soccer practice fields Billera Rec Courts
10:00 a.m.	Coaches Meeting: Volleyball Skills Competition begins: Bocce LDR/W Warm Up	Southern Lehigh HS Billera Hall, Main Gym LDR/W Start/Finish



10:00 a.m. - 3:00 p.m.	Soccer Team Soccer Skills Volleyball: Prelims Flag Football Olympic Village	Stadium Turf Grass outside stadium Billera Rec Courts Soccer practice fields Billera Parking lot
10:15 a.m.	10K, 5K Run and 5K Walk Volleyball Skills Begin	LDR/W Start/Finish Southern Lehigh High School
11:30 a.m. - 1:00 p.m.	Lunch Soccer/Bocce Volleyball Team Flag Football Powerlifting LDRW Volleyball Skills	Main food tent - Stadium Billera Hall Tent Soccer practice fields DeSales University Center Baseball complex Southern Lehigh HS
11:15 a.m.	LDRW Awards	Baseball Complex
11:30 p.m.	Divisioning Meetings: FF, Soccer, VB	Respective Venues
12:00 p.m. - 5:00 p.m.	Team Finals	Respective Venues
12:15 p.m.	3000 M Walk	LDR/W Start/Finish
12:30 p.m. - 5:00 p.m.	Volleyball Skills	Southern Lehigh HS
1:15 p.m.	3000 M Run	LDR/W Start/Finish
2:00 p.m.	1500 M Walk	LDR/W Start/Finish
2:30 p.m.	1500 M Run	LDR/W Start/Finish
2:00 p.m. - 5:00 p.m.	Awards: Remaining LDR/W Soccer Volleyball Bocce Flag Football Powerlifting Volleyball Skills	LDR/W Start/Finish Stadium Turf Billera Hall, Rec Court Billera Hall, Main Gym Soccer practice fields DeSales University Center Southern Lehigh HS
5:00 p.m.	Departure	



IMPORTANT UPDATES

QUALIFIER REMINDERS!

- All Fall sports are **Qualifiers from Sectionals to State Games**.
- Athletes **MUST** attend Sectional competitions and compete for a spot at Fall Fest.

LDR/W Rule Reminder

Guidelines for mixing Run/Walk events for one individual.

- Beginning with the 2025 LDR/W season we will allow an individual to enter races in **both walking and running events**; this is meant to be a tool for development of athletes. We have a lot of athletes participating in the 1500 events and we want to train them, so they are capable of doing more advanced races. Here are some guidelines that must be followed as you make these decisions:
 - Cannot walk and run in same event. Each athlete and UP can only be entered once at each distance.
 - Athletes cannot run in an advanced event and walk in a lower distance event (i.e., cannot run the 5K and walk the 1500M).
 - Good example of entry would be 1500M Run and 3000K Walk or 1500M/3K Run and 5K Walk.
- Coaches will need to assess the capability of a mixed event type competitor – are they successfully able to differentiate their walking and running events and not end up DQ'ing because they are running in a walking event. It is asking them to do two different things on the same day for a sectional or local tournament event and that we will still enforce the no running rule for the walkers. It can be confusing!

ARRIVAL

- All **Powerlifters and Powerlifting coaches** should report directly to **DeSales University Center**.
 - They will need to be dressed for weigh-ins.
 - Powerlifters will not attend Opening Ceremonies.
 - Powerlifters will have their own Opening Ceremonies at the DeSales University Center.
 - Credentials will be picked up at the DeSales University Center.
- Delegation Registration will be held at Billera Hall. **ONLY** the HOD needs to check-in.
 - Athletes and coaches can go to the stadium for Opening Ceremonies.
- All buses/vans should report directly to Billera Hall for athlete/delegation drop off.
- There will be parking volunteers stopping your bus/vehicle in front of Billera to allow the HOD to exit the bus and register your delegation and volunteers to assist athletes/coaches in exiting the bus.
- Bus Parking – Buses will be directed to the Bus Parking lot after making drop-offs.
- Parking at the front entrance of Billera Hall will be reserved for handicapped parking, SOPA staff, and sport officials.



COACH MEETINGS: Times & Locations by Sport

Sport	Time	Location
Bocce	9:45 AM	Bocce Head table
LDR/W	9:45 AM	LDR/W Start/Finish Line
Powerlifting	8:45 AM	DeSales University Center
Soccer Team	9:45 AM	Stadium Turf – Under Scoreboard
Soccer Skills	9:45 AM	Grass outside stadium
Volleyball Team	9:45 AM	Billera Gym Ct. 2
Volleyball Skills	10:00 AM	Southern Lehigh HS
Flag Football	9:45 PM	Soccer Practice Fields



COMPETITION REMINDERS

- Each **team** must have at least **ONE** certified coach for **flag football, soccer, and volleyball**. This means if you have three volleyball teams, each team must have ONE certified coach.
- Individual sports such as **Bocce, LDRW, Powerlifting, and Individual Skills** need **ONE** certified coach per **25** athletes. This means if you have 28 LDRW athletes, you must have 2 head coaches.
- **Individual skills - athletes will not be able to be alternates for teams due to the different ability levels** of the players. Athletes must be registered as either an individual skills athlete or a team athlete.
- For a team to compete at **sectionals or state games** they must have the minimum number of players, but there is also a maximum number of players allowed.
- See below

Sport	Minimum	Maximum
Flag Football	5	10
Soccer 5 a-side	5	10
Soccer 7 a-side	7	12
Volleyball	6	10

Alternates:

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

- Athletes may be registered in only one sport for each competition. In addition, an individual may be listed as an athlete or an alternate on only one team.
- For **Individual Sports**, alternates must be activated by 5:00 p.m. the Monday prior to the start of a competition to be eligible to compete. Individual sports include Alpine Skiing, Aquatics, Athletics, Basketball Skills, Bowling Singles, Cross Country Skiing, Equestrian, **Flag Football Skills**, Figure Skating, Floor Hockey Individual Skills, Golf, Gymnastics, **LDR/W, Powerlifting**, Roller Skating, **Soccer Skills**, Speed Skating, Snowshoeing, Tennis and **Volleyball Skills**.
- For **Team Sports**, we encourage activation by the Monday prior but will continue to accept scratches and activations of alternates up through the end of registration at the event. Team sports include Basketball (3x3 and 5v5), **Bocce Doubles**, Bowling Doubles and Four Person Team, Floor Hockey, **Soccer (5v5, 7v7)**, Softball and **Volleyball**.
- Scratch and Activation Forms will be sent to the Sports Team Leaders to submit all scratches and activations. Remember to use this form for all activations, scratches, and score updates by the above deadlines.

Attire:

Athletes participating in this competition must wear appropriate sports attire (appropriate running shoes, cleats, or plastic spikes). A reminder that no commercial advertising may



be worn by the athlete during ceremonies, competitions, or awards.

- **If an athlete is not appropriately attired, they will not be able to participate. Denim pants or shorts are not appropriate for any competition.** Athletes traveling long distances who may not have time to change should arrive in appropriate attire.
- **T-shirt color** – Please refrain from wearing solid red or orange T-shirts during special events. Special events include Opening and Closing Ceremonies, dances, and Olympic Village. Red denotes our medical team and orange, our security team. We have chosen these colors so our essential volunteers can easily be identified and quickly located during a time of need at our special events.

Awards:

- Awards will be presented at the conclusion of each division at these respective locations:
 - Bocce: Billera Hall
 - Flag Football: Soccer Practice Fields
 - LDR/W: LDR Finish Line (Outside Baseball Stadium)
 - Powerlifting: DeSales University Center
 - Soccer: Outside Stadium Turf
 - Volleyball:
 - Individual Skills: Southern Lehigh High School
 - Teams: Billera Rec Courts
- Athletes placing first, second or third in their division receive a gold, silver, or bronze Special Olympics Sectional Medal. 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 for misconduct will not receive an award.
- Any athlete/team that is disqualified for breaking the Honest Effort Rule will receive a participation ribbon.
- If a tie occurs, the two teams/individuals will receive the same placement, and the next team/individual will receive the placement for the order they crossed the finish line. *Example: If two teams tie for first place, the two teams receive gold medals, and the next placed team receives bronze medals.*

Credentials:

Credentials are non-transferable due to participant safety reasons, etc. Each credential may only be worn by the person whose name is on the credential for this event. Please see the registration policy in this handbook for those in violation of this policy.

Departure:

Before departing, each head coach should return all coaches' credentials to the registration table or box at Billera Hall Concourse. **Please dispose of the ID card inside the credential holder before returning it.**

Divisioning:

- Bocce - divisioned based on submitted entry scores
- LDR/W – divisioned based on submitted entry scores



- Flag Football
 - Skills: divisioned based on their preliminary scores.
 - Team: Divisions will be discussed immediately following preliminary competition at the head coach's divisioning meeting. Please see the schedule for exact time and location.
- Powerlifting – divisioned by weight class and gender
- Soccer
 - Skills - divisioned based on their preliminary scores.
 - Team - Divisions will be discussed immediately following preliminary competition at the head coach's divisioning meeting. Please see the schedule for exact time and location.
 - For the divisioning committee to determine fair divisions, top players must start each preliminary game.
- Volleyball
 - Skills: divisioned based on their preliminary scores.
 - Team: Divisions will be discussed immediately following preliminary competition at the head coach's divisioning meeting. Please see the schedule for exact time and location.
 - For the divisioning committee to determine fair divisions, top players must start each preliminary game.

Emergencies:

In case of a seriously injured participant or an unusual situation that may affect the program or the welfare of a participant, please see the medical staff in red shirts (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 and submitted to Bruce Bach. Coaches should keep a copy of each athlete's medical with them or put it in each athlete's credential holder.

In case of an EMERGENCY

Follow the steps below...

1. Survey the situation.
2. Contact the proper authorities or emergency personnel (Ex. 911)
3. Assure the safety of those around.
4. Notify program manager or SOPA contact based on the level of emergency.
5. Institute Internal Rumor Controls
6. Complete an Incident Report Form

****If the situation has the potential to damage SOPA's reputation, you must contact the state office's Crisis Communications Coordinator (Nicole Jones) at 855-701-9030. She will serve as the single designated spokesperson for media inquiries.***

WHAT IS AN EMERGENCY?

- **Level 1 Emergency:** is a localized emergency, minor incident (Ex. Delayed Event, Injured Participant not requiring hospitalization).
- **Level 2 Emergency:** is a moderate to serious emergency, incident, accident, or situation (Ex. Missing Coach/Athlete Cancelled Event, Behavioral Crisis).



- **Level 3 Emergency:** is a critical incident affecting beyond the immediate area, where extensive aid assistance is required (Ex. Fire, Bomb Threat, Fatal Accident, Contagious Health Threat, and Criminal Activity).

*NOTE: Some Level 2 and ALL Level 3 Emergencies Require Notifying the State Office!
If you are in doubt, contact the Crisis Communications Coordinator.*

- **Lost Athletes:** If an athlete should become lost the following steps should be taken:
 - Contact a SOPA staff member or a committee member (**SAPPHIRE shirts**), preferably one with a 2-way radio.
 - You should also contact your head of delegation and head coach.
- **Inclement Weather:** (Rain/Snow Plans): If any event is to be canceled or changed due to weather, all heads of delegation will be contacted by 5:00 p.m. Saturday evening. There is no rain date.

Everybody Plays:

Special Olympics Pennsylvania supports Article 1.03F as the guiding principle for participation of athletes registered as members of a team for competition at any SOPA Sectional or State Competition. As such, each athlete on a team roster must be given an opportunity to play in every game for which his or her team is scheduled. Special Olympics Pennsylvania will not dictate the amount of time that each athlete must play during a game, but the goal is to provide a meaningful competition experience for every athlete on every team.

The only exceptions to this requirement will be in cases of illness or injury, where an athlete is not physically able to play, or behavioral issues, where a coach chooses not to play an athlete in order to address inappropriate behaviors. In situations where an athlete will not be playing due to illness or injury or behavior issues, the athlete shall not dress in their competition uniform for the game and if appropriate supervision is available, will not be seated on the bench with the team for that game.

If the illness or injury or the behavior issue is such that an incident report or misconduct report is completed this report should be provided to the programs HOD who should then forward to the Program Manager and if appropriate, a representative of the Games Organizing Committee (GOC) or a SOPA staff person. The coach should also be prepared to provide an explanation to the GOC or SOPA staff, if requested, as to the reason why an athlete is not dressed and playing in a particular game. As a reminder, athletes who do not participate in preliminary games may not participate in pool play or medal round games.

At Events:

- Teams must complete lineup cards, with numbers & names.
- Bottom of the card – those who are not playing and why.
- Scorekeeper will check the players as they enter the game.
- Code of conduct will be filed on the coach if all players are not played.

Equipment:

Athletes and delegations should bring their own regulation personal equipment (pads, shin



guards, belts, etc.) and warm-up balls. All venue and court equipment (i.e., pylons, nets, competition balls, etc.) will be provided. Athletes participating in this competition must wear appropriate sports attire for competition (i.e., appropriate running shoes or spikes (no steel); shorts and shirts for other sports; no denim). Please clearly label all personal equipment with full name and delegation. For lost items, you may contact the volunteer table outside the Student Union before departure. After the event, contact the Norristown Office for lost items.

Facilities:

- Changing facilities (restrooms) will **NOT** be available at all venues. Athletes should come dressed for participation.
- **Bocce** will have six courts in Billera Hall.
- **LDR/W** will be held at LDR Start/Finish Line (Outside Baseball Stadium).
- **Flag Football:** Soccer Practice Fields.
- **Powerlifting** will be held at DeSales University Center.
- **Soccer 5v5 and 7v7** Stadium Turf.
- **Soccer Skills** will be played on the grass outside the stadium.
- **Volleyball Team competition** will be held in Billera on the Rec Courts.
- **Volleyball Individual Skills** will be held in the main gym of Southern Lehigh High School (Shuttle available from the front of Billera Hall to Southern Lehigh High School).

Forfeits:

Any coach who elects to forfeit a game or individual match must seek approval of the sports rules committee.

- If approved, the team will take a loss for that game or match.
- 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 standings. The team who forfeits receives 0 points. The opponent in volleyball receives 25 points (25 for each game-best of three matches), the opponent for bocce will receive 12 points and the soccer opponents will receive 2 points (one for each half).

Family Information:

Special Olympics certainly want and encourage spectators to come to our events and experience the inspiring achievements of our athletes. We are counting on our families to help us maintain a supportive and positive environment so that everyone involved – athletes, coaches, officials, spectators, and volunteers – enjoys the moment and keeps coming back for more.

Honest Effort Rule:

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 sportsmanlike 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 (Soccer and Volleyball) – 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 (such as Long-Distance Running/Walking) – Athletes racing/scoring 25% faster/better than their best time/score (either prelim or entry score) will receive a participation ribbon.
 - The HER does not pertain to individual skills in team sports.
 - At sectionals where long distance running/walking does not have preliminary competition, entry times will be used.
 - Updated scores and times will be accepted until 5:00 pm the Monday prior to competition to ensure that no athletes are disqualified due to HER.

Inclement Weather:

- If an event or a portion of an event is rained out, unfortunately we do not have enough time to reschedule before the State Event. Here is what happens to the qualifier sports that are rained out:
 - All teams who indicated (on their tracker) were interested in attending the State Games are placed in a random drawing.
 - Teams are drawn until all allocations are full.
 - Two or three alternate teams are drawn.
 - Program Team Leaders will be notified after the drawing.

Meals:

Lunch will be provided for all athletes, coaches, and volunteers. Your credential will act as your meal ticket. After the athletes, volunteers and coaches are fed, extra lunches will be available for family members at 2:00 p.m. Lunch will consist of sub, chips, and a drink. Delegations are responsible for all other meals. A listing of local restaurants can be found at the back of this handbook. The DeSales University Center cafeteria will be open 9 a.m. - 7:30 p.m.

Lunch is provided at the following venues from 11:30 -1pm .

- **Bocce and Soccer:** Outside Billera/Olympic Village
- **Volleyball Team:** Outside Billera Rec Courts
- **LDRW:** Baseball Complex
- **Flag Football:** Soccer Practice Fields
- **Powerlifting:** DeSales University Center
- **Volleyball Skills:** Southern Lehigh High School

Protests:

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

- The head coach must file the protest within thirty (30) minutes after the completion of the protested competition or event.
- All forms may be obtained and must be submitted to the scorer /announcer's table at the venue for the venue coordinator.



- The rules committee will then rule on the protest. The members of the sports and games rules committee will be announced at each head coaches meeting.
- The head coach filing the protest will be notified of the decision. They may then decide to appeal a rejected protest to the game's rules committee (submit to scorer's table) and have the games committee paged.
- Protests may be filed based on a misinterpretation of a playing rule or on the failure of a judge or official to apply the correct rule or penalty. No protests will be accepted on matters involving a judgment call by the officials.

Delegation Registration:

Only the head of delegation can check in at the registration table and declare the number of scratches in each sport at this time. They should return all credentials of scratched athletes to the registration table. A welcoming packet will be provided which will contain the following:

- Athlete Credentials
- Coaches Credentials
- Any Updated Information and/or Schedules
- LDR/W Bibs

Registration Policy:

All Special Olympics Pennsylvania programs will register athletes with SOPA (on a local or state level competition) according to the procedures governing any 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 circumstance by the team leader 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 will be removed from our volunteer listing for no less than one year.

Special Events:

- Opening Ceremonies will be held at the Stadium Turf Field.
- Olympic Village begins at 10 a.m. – 3:00 p.m.

Spectator Seating:

We welcome all friends, families, and spectators to attend our events. Please remind all spectators of the following **seating areas:**



Sport	Acceptable Areas	Unacceptable Areas
Bocce	In the bleachers	Within reaching distance of the courts
LDRW	Marked area near the finish	On the course or at the start/finish line
Powerlifting	Seated in chairs	Heating/warm-up area or competition platform
Soccer	In the bleachers or chairs along the perimeter of the field - lawn chairs are recommended	On the field or on the team area/benches
Volleyball	Marked spectator seating or above the court along the concourse (lawn chairs welcome)	On the court or on the team area/benches
Flag Football	In the bleachers or chairs along the perimeter of the field – lawn chairs are recommended	On the field or on the team area/benches

Transportation:

- Each program will be responsible for their transportation to and from the event.
 - Delegation registration begins at 8:00 AM.
 - There is ample parking for delegations and buses.
 - Buses will be directed to the bus parking lot (Library) once they are unloaded.
- Shuttle transportation will be provided for athletes/coaches competing in Volleyball Skills that will be competing at Southern Lehigh High School.



Why Special Olympics Officials Enforce Rules:

Taken from the 1991 Special Olympics International Games Volunteer Handbook

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

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

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

Special Olympics uses organized sports training and competition as a vehicle for children and adults with mental retardation 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.



2025 Eastern Fall Sectional Spectator Guidelines

(These guidelines are for all SOPA events – training, competitions, fundraising, 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. Do not 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 rule's pre-event or during the season so you are a well-informed fan/spectator.

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

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

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

Failure to comply with the above guidelines may result in penalties being assessed toward your program/team/delegation or you being escorted from the venue. **DON'T LET THIS HAPPEN!**

ENJOY BEING A GREAT FAN!



2025 Eastern Fall Sectional Coaches Responsibilities

Coaches attending this and all events must accept and adhere to the following responsibilities:

- Athletes or coaches may not change events on the day of competition from the listed events on the entry forms. However, they may scratch athletes from events.
- The head coach should have a copy of each athlete's participation application (medical) or place a copy of the application in the athlete's credential holder.
- **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, the use of such devices in showers, restrooms, or other areas where participants expect privacy is strictly prohibited.**
- Do not leave your athlete unattended at any point. Keep the athlete's safety and welfare in mind at all times.
- Be sure that prescribed medications are taken at appropriate times. Do not let volunteers hold the athlete's medication.
- Orient each volunteer on his or her assigned athlete. The volunteer should be acquainted with the athlete's event schedule, medical and physical needs, and behavioral habits.
- Accompany or have an assistant coach or athlete escort all athletes to activities. **Remember athlete escorts are not to be used in place of an assistant coach.**
- Do not consume any alcoholic beverages or any controlled substances such as cigarettes or chewing tobacco.
- Know when and where all activities are taking place and ensure your athletes are there on time.
- Be responsible for all athletes and their actions during the day (see Code of Conduct).
- Head coaches are responsible for having athletes present at the staging area when events are announced.
- Absolutely no coaches or spectators will be permitted beyond the staging area unless a specific request is made at the head coaches meeting. Any special needs athletes requiring additional assistance should be declared at this meeting.
- Ensure completion of accident report if needed and return it to the SOPA liaison.
- **Return all credential holders**, without ID labels, at the registration table or in the designated box before departing.
- Complete and return evaluation forms to help improve the event for you and your athletes for next year. Help athletes to complete an evaluation also.

Thank you for your help and cooperation!



EMERGENCY PROCEDURED

Overall Points of Interest

Please be sure to read over the following safety and security points. As always, the safety of all Special Olympics participants is our utmost priority. As a coach, you are responsible for ensuring the safety of the athletes in your care.

- A. Be sure all athletes and coaches are wearing their credentials at all times.
- B. Be generally aware of your surroundings. Seek out a SOPA security volunteer or staff member if anything seems suspicious to you.
- C. Carry a copy of all athletes' medical and coach volunteer forms (updated ones that list medical concerns and insurance information) with you at all times.
- D. Carry emergency phone numbers (in the coaches' handbook) with you at all times.
- E. Meet and get to know any "day of" volunteers assigned to your group.
- F. Be sure athletes know not to go off alone with unknown persons or to carry anything for anyone.
- G. 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, make sure that the games committee has your number.
- H. Remember that there is a zero-tolerance policy in effect for any pranks concerning safety issues by athletes, coaches, or volunteers. Anyone violating this policy will be asked to leave the event with the potential for further action.
- I. 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.
- J. Carry a flashlight in your backpack.

Do not 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 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 such as athletic equipment. Do not forget to clean between uses if athletes share equipment (helmets, 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 or your sleeve.



Meeting Points in Event of Emergency

Meeting points for each venue: In Case of Thunder/Lightening:

- Opening Ceremony - Evacuate to the Billera Rec Courts (Inclement Weather Location)
- LDRW - Evacuate to the DeSales University Center (DUC) or Billera Hall
- 5v5, 7v7 - Evacuate to Billera Hall
- Soccer skills - Evacuate to Billera Hall
- Flag Football – Evacuate to Billera Hall

Evacuation Location in Case of an Emergency in the Facilities:

- Billera Hall - Stadium Turf Field
- Southern Lehigh High School - Baseball Field behind the High School

If there is a fire at a venue and you need to leave the facility, be sure that coaches account for all of their athletes and fellow coaches. When leaving the building, follow the instructions of SOPA staff/facility personnel and use the nearest exit door. Stay where instructed until notified otherwise by 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 that 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 are cancelled, we will give you any time constraints and any evacuation routes to follow if appropriate.
- HOD will account for all coaches, athletes, and their belongings.
- HOD will secure transportation for trips out of area.
- If an athlete is missing and the delegation is ready to depart, contact a staff person at the venue from where you are leaving. 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 while the rest of the delegation departs. 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.




Dining Options near DeSales University

- **DeSales University Center - Open 9am-7:30pm**
To go and cold items are available 9am-7:30pm. Serves Sunday brunch 11am-2pm and dinner 4:30-7:30pm.
- **Copperhead Grille: 5737 PA-378, Bethlehem, PA 18015**
A spacious, upscale sports bar and eatery offering American pub fare, with game-day drinks & wing deals.
- **Coopersburg Diner: 336 N 3rd St, Coopersburg, PA 18036**
A favorite go to dinner for students, the Coopersburg Diner is located off PA-309S and is just a five-minute drive from campus.
- **Tony's Pizza: 40 S Main St, Coopersburg, PA 18036**
A pizzeria that serves great pizza and garlic knots.
- **The Inside Scoop: 301 N 3rd St, Coopersburg, PA 18036**
Old-school ice cream parlor offering a variety of homemade flavors in retro digs with chrome stools.
- **Bubba's Potbelly Stove Restaurant: 1485 N West End Blvd, Quakertown, PA 18951**
Informal dining option offering family style and familiar eats such as sandwiches, steak, and seafood in a casual log cabin.
- **Red Robin's: 2845 Center Valley Pkwy #440, Center Valley, PA 18034**
Quakertown Location: 690 N West End Blvd Route 309, Quakertown, PA 18951. Offers gourmet burgers and shakes, with other American comfort fare.
- **Eastern Gourmet: Fairmont Village Shopping Center 7001 PA-309, Coopersburg, PA 18036** Chinese cuisine located minutes from DeSales campus.
- **Bar Louie: 2960 Center Valley Pkwy #700, Center Valley, PA 18034**
Located in the Promenade Shopping Center, an upbeat grill chain with American grub.
- **Taps Tavern: 3731 PA-378, Bethlehem, PA 18015**
Offers American food, including buffalo wings, burgers, and cheesesteaks, and fan-favorite entrees such as shrimp tacos and chicken parmesan.



SPECIAL OLYMPICS
FIRST REPORT OF ACCIDENT / INCIDENT



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

Injured Person/Party Information Date of Birth: _____ Age: _____ Gender: Male Female

Name: _____

Address: _____

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

Social Security Number: _____ - _____ - _____

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

Type of Injury/ Accident:
 Bodily Injury
 Property Damage
 Automobile
 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: _____ **Body Part Injured:**

Accident Occurred During:	Disposition:	<input type="checkbox"/> Head
<input type="checkbox"/> Training/Practice	<input type="checkbox"/> Released to parent	<input type="checkbox"/> Neck
<input type="checkbox"/> Competition	<input type="checkbox"/> Refusal of care	<input type="checkbox"/> Torso
<input type="checkbox"/> Traveling to or from SO event	<input type="checkbox"/> Refer to doctor	<input type="checkbox"/> Back
<input type="checkbox"/> Other: Personal time	<input type="checkbox"/> Refer to hospital or clinic	<input type="checkbox"/> Hand (L / R)
Type of Injury:	<input type="checkbox"/> Medical attention	<input type="checkbox"/> Finger (L / R)
<input type="checkbox"/> Severe cut w/ bleeding	<input type="checkbox"/> EMS transport	<input type="checkbox"/> Elbow (L / R)
<input type="checkbox"/> Less serious bruise or cut	<input type="checkbox"/> Patient requested EMS transport	<input type="checkbox"/> Shoulder (L / R)
<input type="checkbox"/> Break/fracture	<input type="checkbox"/> Released to personal vehicle	<input type="checkbox"/> Leg (L / R)
<input type="checkbox"/> Contusion	<input type="checkbox"/> Police	<input type="checkbox"/> Knee (L / R)
<input type="checkbox"/> Paralysis	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Thigh (L / R)
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Report only	<input type="checkbox"/> Shin (L / R)
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Toe (L / R)
		<input type="checkbox"/> 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	

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: _____ **Employer Name:** _____
 Name: _____ **Employer Address:** _____
 Address: _____
 Home Phone: (____) _____ - _____ **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:** (____) _____ - _____

Transfer of Care Name and Signature: _____ / _____

Printed Name
Signature

Special Olympics Official / Representative (other than claimant)
 Name: _____
 Signature: _____
 Daytime Phone: (____) _____ - _____

Send completed form to:
American Specialty Insurance Services, Inc.
 7609 W. Jefferson Blvd. Suite 100
 Fort Wayne, IN 46804-4133 or Fax: (260) 969-4729

AND one copy to:
Special Olympics Pennsylvania
 2570 Blvd. of the Generals, Suite 124
 Norristown, PA 19403 or Fax: (610) 630-9456

If injury was serious or a fatality:
 1. IMMEDIATELY notify American Specialty Insurance Services, Inc.
 Telephone: (800) 566-7941 (24 hours a day / 7 days a week)
 2. **AND** contact the SOPA Crisis Coordinator: 855-701-9030

AMER: 150525 - SpecOlym Inc. Rep. Form 02-03 (SOPA revision 2018)



Special Olympics Pennsylvania Code of Conduct – Revised November 2015

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 with SOPA guidelines.
- I will respect all individuals regardless of their ability or limitations.
- I will demonstrate good sportsmanship at all times regardless of 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 illicit 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, handheld audio/video devices, wallet, keys, etc.) I bring 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 or 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 are up to date to ensure a positive experience and safety for 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 notes of limitations that anyone on my team may have that are included in their Application for Participation.

Misconduct/Behavior Report

Directions: This form is to be used to document (kept on file) or report misconduct or behavior incidents 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:	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:	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: _____



EMERGENCY NUMBERS

Norristown Office	(610) 630-9450, ext. 234
Bruce Bach <i>Sr. Competition Director</i>	(215) 718-6967
DSU Campus Police <i>Emergency Number</i>	(610) 282-1002
Fire or Police	911
Lehigh Valley Hospital	(610) 402-8000
Poison Control Center	(800) 222-1222

TO LEHIGH VALLEY HOSPITAL

Start on Preston Lane.
Follow Preston Lane to Camp Meeting Rd.
Turn Left onto Camp Meeting Rd.
Turn Right onto PA-309N.
Get on I-78W/PA-309N.
Take exit 55 to S Cedar Crest Blvd.
Turn Left onto S Cedar Crest Blvd.
Hospital will be on the Right just past the bridge.