



HOD HANDBOOK
March 1 - 2, 2025
York, PA

Dear HODs, Managers and Coaches,

Welcome to the 2025 Indoor Winter Games!

The committee has been working hard to ensure that you and your athletes feel welcome and that their accomplishments during this event will inspire everyone who attends.

This handbook is provided as a supplement to the material that your delegation has already received by email. Please review this document carefully.

Important to Note:

- **Transportation:**
 - Delegations are responsible for transportation to/from the hotel as well as venues.
 - There will not be any shuttles.
- **Opening Ceremony:** Saturday morning at 10:00 am at respective venues
- **Dinner and Dance:** Saturday evening at York Expo Center

On behalf of the IWG Games Organizing Committee, we hope that the efforts of the volunteers will bring you and your competitors many great memories. ***Good luck to your athletes!***

If you have any questions before or during the event, please contact Erika Christiansen, Central Competition Director at (917) 509-5290.



FACT SHEET

DATES:	March 1-2, 2025 (Saturday and Sunday)
SITE:	York Expo Center: 334 Carlisle Ave, York, PA 1740 NEW * Suburban Bowlerama: 1945 S. Queen Street, York PA 17403 Colony Park Lanes: 1900 Pennsylvania Ave, York, PA 17404 Laser Alleys: 3905 E Market St, York, PA 17402 York Ice Arena: 941 Vander Ave, York, PA 17403
SOPA LIAISON:	Erika Christiansen, Central Competition Director 917-509-5290 echristiansen@specialolympicspa.org
PROGRAM FORMAT:	Two days of preliminary and final competition in individual and relay events.
PARTICIPATING PROGRAMS:	All Pennsylvania area/county programs currently offering training and competition in winter sports. Also including athletes and coaches from the states of Delaware, Maryland and Virginia.
PROJECTED # OF ATHLETES:	600
PROJECTED # OF COACHES:	200
NUMBER OF VOLUNTEERS:	1,200 recruited from the community, corporations, schools and universities
SPORTS OFFERED:	Bowling Figure Skating Floor Hockey and Floor Hockey Skills Floorball and Floorball Skills Speed Skating

Special Olympics Pennsylvania Indoor Winter Games
MASTER SCHEDULE of EVENTS – TENTATIVE!

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 and at the first HOD Meeting.

Saturday March 1st, 2025

9:00 – 10:00 a.m.	Delegation Registration	Respective Venues
9:30 a.m. - 9:45 a.m.	Figure Skating / Speed Skating Warm-ups	York Ice Arena
9:45 a.m. - 10:00 a.m.	Coaches Meeting	Respective Venues
9:45 a.m. - 10:00 a.m.	Head of Delegation Meeting	York Expo Center
9:45 a.m. - 10:15 a.m.	Ice Resurfacing	York Ice Arena
10:00 a.m. - 10:15 a.m.	Opening Ceremonies	Respective Venues
10:30 a.m. - 12:30 p.m.	Speed Skating Preliminaries Figure Skating Competition	York Ice Arena
10:30 a.m. - 12:00 p.m.	Floor Hockey Preliminaries Floorball Preliminaries	York Expo Center
10:30 a.m. - 12:30 p.m.	Floor Hockey Skills Floorball Skills	York Expo Center
10:30 a.m. - 1:30 p.m.	Bowling Competition	Bowlerama: Singles Lasery Alley: Singles Colony Park: Doubles/Teams/UD/UT
12:00 p.m. - 1:30 p.m.	Lunch	Respective Venues
12:00 p.m. - 4:00 p.m.	Olympic Village Movies	Hallways of the York Expo Center Room adjacent to OV
12:30 p.m. - 2:30 p.m.	President’s Reception	Left side Dinning Room York Expo Center
1:00 p.m. -4:30 p.m.	Floor Hockey Competition Floorball Competition	York Expo Center
1:30 p.m. - 2:30 p.m.	Athletes in Action	York Expo Center
1:30 p.m. - 4:00 p.m.	FF/SS Competition	York Expo Center
3:30 p.m. - 5:30 p.m.	Hotel Check-in	Hotels
4:00 p.m. - 8:00 p.m.	Olympic Village Movies	York Expo Center
5:30 p.m. - 7:00 p.m.	Dinner	York Expo Center
7:00 p.m. - 8:00 p.m.	Dance	York Expo Center
8:00 p.m.	Depart	Hotels

Sunday March 2nd, 2025

6:00 – 8:00 a.m.	Breakfast	Respective Hotels
7:30 a.m. - 8:30 a.m.	Delegations to Depart for Competition	Respective Venues
8:30 a.m. - 12:30 p.m.	Olympic Village Movies	Expo Center
9:00 a.m. - 4:00 p.m.	Figure Skating Finals	York Ice Arena
9:00 a.m. - 12:00 p.m.	Bowling Competition	Bowlerama: Singles Lasery Alley: Singles Colony Park: Doubles/Teams/UD/UT
9:00 a.m. - 1:00 p.m.	Floor Hockey Floorball	York Expo Center
9:20 a.m.	Speed Skating Warm Ups	York Ice Arena
9:50 a.m. - 4:00 p.m.	Speed Skating Finals	York Ice Arena
12:00 p.m. - 1:00 p.m.	Lunch	
	AWARDS (Rolling)	
9:00 a.m.	Figure Skating (not rolling)	
9:30 a.m.	Floor Hockey Floorball	
9:40 a.m.	Speed Skating	
11:30 a.m.	Bowling	Bowlerama: Singles Lasery Alley: Singles Colony Park: Doubles/Teams/UD/UT
3:30 p.m.	DEPARTURE	Respective Venues

ADMINISTRATION

- Arrival • Registration/Credentials • General Information • Coach Requirements •
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Arrival

- Friday Arrivals:
 - Delegations arriving on Friday will go directly to their assigned hotel.
 - Delegations can check in after 3 pm.
 - HOD should check in and will receive room keys from the front desk for their delegation.
 - Breakfast will be provided at your hotel.
- Saturday Arrivals:
 - 9:00 a.m. HOD to report to York Expo Center for Delegation Registration and HOD meeting.
 - Athletes and Coaches report directly to respective venues.
 - **Hotel keys** will be distributed to HOD **11:00 am** at the Expo Center.

Delegation Registration

Delegation Registration will begin Saturday at **9:00 a.m. and run until 10:00 a.m.** in the **York Expo Center Lobby**. Only the head of delegation (HOD) must attend delegation registration. HOD will declare all scratches at this time. All coaches and athletes should go directly to their respective competition venue.

A welcome bag will be provided. It will contain the following:

- Athlete credentials (Floor Hockey only)
- Coaches' credentials (HOD and Floor Hockey only)
 - All other athletes and coaches will receive their credentials at their competition venue.
- Any updated information or schedules
- Delegation reports
- Missing Credential & Scratch Form

ATHLETE, UNIFIED SPORTS PARTNER, COACH AND VOLUNTEER INFORMATION

Contact Person – Sports and Competition Coordinator

- Each program's Sports Team Leader/Sports and Competition Coordinator will serve as the single point of contact for all communications between the local program and the respective Regional Sports Director.
- The HOD and/or Coach Handbooks, containing more specific event information, will be e-mailed to the contact two (2) weeks prior to the event.

Athlete Application for Participation (Medical)

- A copy of all current, fully completed (both sides) applications dated no more than three (3) years prior to the date of your competition must be in the athletes' database record. It is important that athlete applications be up-to-date in the SOPA database prior to the entry deadlines. Athletes without current medicals as of 3/01/24 will not be eligible to attend Indoor Winter Games.
- All coaches are required to have a hard copy of their athlete' medical on hand at the event.

Alternates

- Athletes may be registered in only one sport for each competition unless registration forms indicate that registration for or competition in multiple sports is allowed. In addition, an individual may be listed as an athlete or an alternate on only one team.
- For individual sports, alternates must be activated by February 5 to be eligible to compete. Individual sports include, Alpine Skiing, Aquatics, Aquatics, Athletics, Basketball Skills, Bowling Singles, Skiing, Equestrian, Figure Skating, Flag Football Individual Skills, Floor Hockey Individual Skills, Golf, Gymnastics, LDRW, Powerlifting, Snowboarding, Snowshoe, Soccer individual Skills, Speed Skating, Tennis and Volleyball Individual Skills.
- Scratch and Activation Forms will be sent to the Sport Team Leader/Sports and Competition Coordinators after the registration deadline.

Athlete/Coach Indoor Winter Games Roster

- Athletes and coaches must be listed within the Attendance Tracker to be eligible to attend Indoor Winter Games.
- Everyone interested in attending Winter Games must be indicated with an "X" in column L on the Attendance Tracker by Monday, January 29.
- Must include alternate coaches and athletes. This should be indicated with an "ALT" in column L on the Attendance Tracker.
- If you are unable to activate an athlete or coach, contact your Regional Sport Director for assistance.

Coaches and Unified Partners

- **MUST HAVE CURRENT BACKGROUND CLEARANCES.**
- Coaches, HOD's, Unified Sports® Partners, Delegation Volunteers, 1-on-1 staff, chaperones, etc. are all considered Class "A" volunteers and in order to attend a Special Olympics Pennsylvania competition or stay in SOPA provided housing as a member of a participating delegation, must have all of the following:
 - A record in the SOPA database.
 - Completed Class A Training
 - General Orientation – Ages 16 and over
 - Protective Behaviors – Ages 16 and over
 - Concussion Training – Ages 16 and over (does not include DV or 1 on 1)
- Coaches may have one role only during training and competitions. Sports Directors, HOD's, Officials, or Games Management Team members may not be registered as coaches at competitions within the one-coach –to-four-athletes ratio.
- Coaches may not chaperone additional non-athlete family members during competitions.
- Team Sports: 1 certified coach per team.
- Individual Sports and Individual Skills: 1 certified coach for every 25 athletes. Each individual sport such as Alpine Skiing and Snowboarding must have (1) certified coach for every 25 athletes at the competition.
- Contact your Regional Sport Director for any questions on certified coaches.

Delegation Volunteer (DV)

- This is any added volunteer above the 1:4 ratio that has necessary delegation duties such as bus driver, nurse, group home chaperone, etc.
- This volunteer must meet all Class A volunteer standards and have completed the background check process, in order to be housed with the delegation. If not, the delegation volunteer will need to find their own accommodations and meals.

- A delegation's bus driver who does not have current Background Clearances will need to make their own arrangements for the driver's housing and will be charged for a single room.
- Delegation volunteers must be listed on the Coach/Volunteer Registration Form.

TRANSPORTATION INFORMATION

Transportation

- Each area/county is responsible for their transportation to and from the event.

Concussions

Concussion Training Certification:

All SOPA coaches (volunteer with or without a coach certification who trains athletes) must complete a Concussion Training course. To update your concussion training go to your Vysy portal under class A volunteer training courses.

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. If a qualified medical professional is available on-site to render an evaluation, that person shall have final authority as to the removal or return to play of the participant.

Lost & Found

Lost and found will be located at a table located in the Expo Center Lobby. Please check for lost and found in this area before departure. After the event contact Erika Christiansen at (800) 234-8750 ext. 238 if you discover you lost an article.

Departure

Before departing, each head coach should return coaches', HOD, delegation volunteers, credentials. We will collect credentials at the off-site venues and at the Expo Center. **Athletes may keep their credential as a souvenir.**

Refund Procedures

If Special Olympics Pennsylvania cancels the event due to inclement weather or unforeseen circumstances and no competition occurs, then a full refund will be issued to each program. If a county scratches all or part of their delegation after the Letter of Intent deadline, then no refund will be provided to the program. **You will be responsible for any requested athletes granted whether they attend the event or not.**

COMPETITION

GENERAL Information

Athlete Registration

- Only registered athletes shall be eligible to participate in the Games. Decisions about ineligibility due to improper registration shall be reviewed by the Games Committee.
- Individual Skills athletes may not be listed as alternates or compete with the teams.

Appropriate Attire

Athletes participating in this competition must wear appropriate sports attire for competition.

- A reminder that no commercial advertising may be worn by the athlete during ceremonies, competition, or awards.
- **If an athlete is not appropriately attired, they will not be able to participate.**
 - Denim pants are not appropriate for any competition.
 - Athletes traveling long distances who may not have time to change should arrive in appropriate attire
- **Bowling:**
 - Athlete attire should consist of neat and clean outfits. The tops are to be short-sleeved and collared. The rest of the attire may consist of long pants or dress or walking shorts. Women may also wear knee-length skirts. No athletic-type shorts are to be worn for competition. All competitors must wear bowling shoes. Socks are required.
- **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.

Code of Conduct – See back of handbook

Equipment

Athletes and delegations should bring their own regulation personal equipment (pads, helmet, mask, shin guards, etc.) and warm-up rings. All venue and court equipment (i.e., pylons, nets, competition rings, etc.) will be provided. Please clearly label all personal equipment with full name and delegation. Contact the State Office (610-630-9450, ext. 238) after the event for lost items.

Forfeits

Any head coach who elects to forfeit a game or match must seek the 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 final standings.
- Teams who forfeit receive 0 points and the opposing team receives 3 points

Honest Effort Rule

Athletes, who do not participate honestly and with maximum effort in all events, or in a sportsmanlike manner, may be disqualified. Athletes who are disqualified for breaking the Honest Effort Rule will receive a participation ribbon. It is the head coach and/or head of delegation's responsibility to ensure that the most recent and best time/score be submitted to the competition committee and updated, if necessary, by 5pm on the Monday prior to the event.

- **Team sports (Floor Hockey & Floorball) – The divisioning committee or sports rules committee reserve the right to change a team’s division during final competition (this will take place during the first or second game in pool play).**

Protests

Only certified head coaches 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 competition or event.

Protests may only be filed for the following reasons:

- Misinterpretation of playing rule
- Failure of referee or judge to apply a penalty for a given violation. For example, a basketball referee awards the ball to the wrong team after a team just shot a free throw.

Judgment calls by a judge or official will not be considered. For example, a softball umpire calls a player out after a close play. All forms must be submitted to the scorer's/announcer's table at the venue or to the venue coordinator's attention. The sports rules committee will then rule on the protest. The head coach filing the protest will be notified of the decision. Protest forms are located at each timing table. Members of the sports rules committee will be confirmed at the head coaches meeting.

Coach Responsibilities

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

- Athletes or coaches may not change events the day of competition from the listed events on the entry forms. They may scratch athletes from events, however.
- 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, use of such devices in showers, restrooms, or other areas where participants expect privacy is 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 the accident report if needed and return it to the SOPA liaison.

- **Athletes can keep their credentials as a souvenir. Everyone else must return their credentials**, without ID labels, at the awards area where there will be a 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.

SPORT SPECIFIC INFORMATION:



Bowling

National Governing Body: United States Bowling Congress (USBC)

Competition Director: Carol Seitz & Jim Meile

Venue Coordinator:

- Suburban Bowlerama: Tim Miller
- Laser Alley: Joey Mong
- Colony Park Lanes: Jen Sparks

SOPA Staff Liaison:

Bruce Bach
Tom Robinson
Lauren Parody

Sports Rules Committee:

Will be confirmed at the first coaches meeting.

Location:

- Suburban Bowlerama: 1945 S. Queen Street, York PA 17403 (Singles)
- Colony Park Lanes: 1900 Pennsylvania Ave, York, PA 17404 (Doubles Bowling, Team Bowling, U Doubles, U Teams)
- Laser Alleys: 3905 E Market St, York, PA 17402 (Singles)

Divisioning

Divisions are determined based upon bowling averages and age. Athletes in the same division will compete on the same set of lanes when possible. Any athlete that does not have a 15-game scratch average submitted will be placed in a division of his/her own and will receive a participant ribbon.

Competition

- **Coaches will not be permitted past the steps leading to the bowling competition area.** If coaches, parents, or spectators enter this area, it could result in the disqualification of the athlete. The Sport Rules committee has the final decision in this matter.
- **Bowling Handicap**
Per Special Olympics Bowling rules we use a 100% handicap. To determine the handicap, use the following formulas:
 - Singles – 200 minus the 15-game average
 - Doubles – 400 minus the 2 athletes combined 15-games average
 - Team – 800 minus the 4 athletes combined 15-games average

The handicap is added to the athlete's bowled score for each game. The total of the athletes' Six bowled game scores plus their three handicap scores (1 for each game) are added together to determine the athletes final score for placement and awards.

Example:

- Athlete has a 15-game average of 120.
- Athlete’s handicap is 80 (200-120=80)
- The athlete bowls three games with scores of 100, 120, and 125.
- The athlete’s final score for placement and awards would be 100+80+120+80+125+80=585

Forfeits

Any individual/team who elects to forfeit a game must seek the approval of the sports rules committee. If approved, the individual/team will take a loss for that game. If denied, the bowler must bowl or be disqualified from the tournament.

Spectator Seating

During competition, spectators may view the competition from behind the bowling circle; no spectators may enter the bowling circle. This may cause disqualification of an athlete.

Acceptable	Not Acceptable
Table behind bowling area	Bowling Circle Steps leading to lanes

RULES OF COMPETITION:

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

GOVERNING RULES

The Official Special Olympics Sports Rules for Bowling shall govern all Special Olympics competitions.

OFFICIAL EVENTS:

The range of events is intended to offer competition opportunities for athletes of all abilities. Programs may determine the events offered and, if required, guidelines for the management of those events. Coaches are responsible for providing training and event selection appropriate to each athlete’s skill and interest.

The following is a list of official events available at Indoor Winter Games.

- Individual Events
 - Singles (one bowler)
 - Ramp Unassisted Bowl (one bowler)
 - Ramp Assisted Bowl (one bowler)
- Doubles Events:
 - Mixed Doubles (one Male bowler and one Female bowler)
 - Unified Sports Mixed Doubles (one Male/Female athlete and one Male/Female partner)

- Team Bowling:
 - Mixed (two Male bowlers and two Female bowlers)
 - Unified Sports Mixed (two Male/Female athletes and two Male/Female partners)

ATHLETE ATTIRE:

Athlete attire should consist of neat and clean outfits. The tops are to be short-sleeved and collared. The rest of the attire may consist of long pants or dress or walking shorts. Women may also wear knee-length skirts. No athletic-type shorts are to be worn for competition. All competitors must wear bowling shoes. Socks are required.

EQUIPMENT:

- **Bowling Balls:** Must be approved and identifiable as a ball listed in the “Approved Bowling Balls” list. FIQ (WTBA) chapter 11 page 65 advises to check list on the <http://www.bowl.com/> website for approved bowling balls. If the serial number can no longer be identified, it must be replaced by engraving another serial number, provided the ball’s original product name and manufacturer’s name are still visible for the ball to be used in competition. House balls may be used if on the approved bowling ball list.
- **Special Equipment to Grip the Ball:** A player may use special equipment to aid in grasping and delivering the ball if it is in place of a hand, or major portion thereof, lost by amputation or otherwise. A player may, if granted permission by Special Olympics and each league or tournament in which the player participates, use one or either hand and/ or use special equipment to aid in grasping and delivering the ball. The aid cannot incorporate a mechanical device with moving parts that would impart force or impetus to the ball unless permission is granted by Special Olympics and tournament officials.
- **Bowling Shoes:** Must be worn during bowling for the safety of the athletes. Bowling shoes are made with special soles so the bowler can slide right before the release of the ball. The bottom of the bowling shoes needs to stay clean and dry, so the bowler does not stick on the approach. Bowling shoes provided by the bowling center may also be worn.
- **Bowling Ball Ramps:** Are used when an athlete does not have the physical ability to roll a ball with their hand or hands. Ramps are a two-piece metal unit, one stand and one sloped piece. The stand is a minimum height of 24 inches and maximum height of 28 inches. The stand width is 24 to 25 inches across. Sloped piece: from connecting point to stand to first bend is 16 inches and from first bend to bottom of sloped piece is 54 inches. Bowling ramps and other assistance devices may be used with the approval of the Competition Committee. Athletes using ramps may be placed in separate divisions from other bowlers only for singles competition. All other tournament rules shall apply to athletes in the ramp divisions.

SCHEDULE OF EVENTS FOR BOWLING

Saturday March 1st, 2025	
9:00 a.m.	Bowling arrival to Bowling Alleys
9:45 a.m.	Coach's meetings
10:00 a.m.	Opening Ceremonies
10:30 a.m.	Bowling Competition Suburban Bowlerama: Singles Colony Park: Teams/Doubles/U Doubles/U Teams Laser Alley: Singles
12:00 p.m. - 1:30 p.m.	Bowling Lunch
1:30 p.m. – 3:30 p.m.	Bowling Competition continues

Sunday March 2, 2025	
8:00 a.m.	Delegations drive to bowling houses
9:00 – 12:00 p.m.	Bowling Competition
11:30 p.m.	Awards (rolling)
12:00 – 1:00 p.m.	Lunch – Bowling Houses

Figure Skating

Competition Director: Lin Huber
Venue Coordinator: Lin Huber

National Governing Body: United States Figure Skating
SOPA Staff Liaison: Shannon Pechart

Sports Rules Committee:
Will be confirmed at the first coaches meeting.



Location: York Ice Arena

ATHLETE ATTIRE

The procedures for dress are as follows:

- For preliminaries, females should wear a simple fitted figure skating dress, skirt, jumper with turtleneck and/or sweater.
- Males should wear simple fitted pants with a sweater and/or turtleneck. Sweatpants and jeans are unacceptable.
- For finals, females may have beading, sequins and/or lace and males may have simple decorations.
- Loose-fitting jewelry should not be worn.
- Props should not be used.

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 Books for a more complete listing of rules to be adhered to during this competition.

- **Preliminaries** - Compulsories will be conducted on Saturday and finals on Sunday.
- **Programs** - To determine the program or element group for each level, please see the official rules.
- **Scoring** - Skaters must compete in both compulsory and freestyle programs to qualify. See rules to see how judges' marks will be valued during the competition. ISIA and USFSA judges will be used for all figure skating competition.
- **Finish** - Awards will be determined by the highest score for each level.
- **Music** - **Athletes must provide their own music for their routine which must be a CD.** Cassette tapes will not be accepted.

Please contact Lin Huber if you have questions or concerns regarding any of the rules.

E-mail: huberstable@gmail.com

SCHEDULE OF EVENTS FOR FIGURE SKATING

Saturday March 1, 2025:	
9:00 a.m.	Delegation Arrivals
9:30 – 9:45 a.m.	Figure Skating Warm-ups
9:45 a.m. – 10:00 a.m.	Coaches Meetings / Ice Resurfacing
10:00 a.m.	Opening Ceremonies
10:30 a.m. - 12:30 p.m.	Figure Skating Competition
10:00 a.m.	Opening Ceremonies
12:00 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 3:30 p.m.	Figure Skating Resumes

Sunday March 2, 2025:	
8:00 a.m. – 8:30 a.m.	Delegation to venues
9:00 a.m. – 4:00 p.m.	Figure Skating Finals
9:00 a.m.	Awards
12:00 – 1:00 p.m.	Lunch

Floor Hockey

National Governing Body:

International Street & Ball Hockey Federation (ISBHF)

Competition Director: Jennifer Tresp

SOPA Staff Liaison: Jennifer Tresp

Venue Coordinator: Maryellen Brown

Sports Rules Committee:

Will be confirmed at the first coaches meeting.

Location: York Expo Center



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 Rules found on the Special Olympics website at www.specialolympics.org, choose sports and games then click on our sports. Midway down the page click on Floor Hockey. 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 website for a more complete listing of rules to be adhered to during this competition.

Athlete Attire

1. Goalkeeper:
 - a. Helmet with a face mask
 - b. Protective gloves
 - c. Regulation size ice hockey goalkeeper pads
 - d. Goalie Chest Protector
2. Players:
 - a. Athletic Supporter
 - b. Helmets with face masks or shields that cover the entire face
 - c. Shin guards
 - d. Protective gloves, mouthpieces and elbow/Knee pads are recommended
 - e. Each floor hockey player must wear a shirt with distinctive team color and markings with a 15-20 cm number on the back of the shirt.
 - f. Proper athletic footwear such as running shoes must be worn by all persons on the playing surface during play.
 - g. Elbow pads are recommended

Divisioning

1. Teams are initially grouped in divisions according to their team skills assessment test scores and prior competition.
2. Prelims: A classification round is then conducted as a means of finalizing the divisioning process.
 - a. In this round, teams will play one or more games with each game lasting at least one period.
 - b. **Top 3 players must stay in for all of the prelims. Remaining players will sub in.**
3. Each team will be required to play all players who contribute to the team score on the roster.
Remember to start each classification round with your top five players.

Time of Play

1. Games will consist of three nine-minute periods, with one-minute rest periods between each period.
2. The last three minutes of the third period (the 9th line) shall be stop time unless waived by both coaches prior to the start of the line.
3. Only 1-one minute time-out allowed per team per game.
4. Teams may change ends after each period or play. If a team desires to change ends, the head coach must inform the referees prior to the beginning of play. If neither team requests this option, the teams will remain, throughout the game, on the same side of the surface they began.
5. Time of play must be a running time. However, when a goal is scored or a penalty is called, the game and penalty clocks will be stopped. Play is resumed with a face-off and the sound of the referee's whistle. The clock will also be stopped for time-outs, line changes, and whenever the referee so designates.

Players and Line Rotations

Teams shall start a game with a minimum of 11 players and a maximum of 16 players.

1. The goalkeeper may play the entire game or may alternate playing time with another goalkeeper. If two goalkeepers are designated during the same game, by completion of the game, they must have played within one line of each other.

Overtime

1. It shall consist of one additional period of nine minutes with regular rotation of line continued. Remember, each player must be within one line of each other when play is finished.
2. The first team to score a goal shall be declared the winner.
3. If, at the end of the overtime period, the score is still tied and no winner is needed for the competition to be completed, the game shall result in a tie. If a winner is needed, then the game continues until a goal is scored.

Tournament Play/Finish

Round-robin tournament play will be used unless a division of two (2) teams must be formed. All two (2) team divisions will play a best of three (3) game series. A championship or medal round will determine the final standings with round-robin competition, if time permits. If a team does not show for its scheduled match, it will result in a forfeit loss of 3-0.

Tiebreaker

If, at the end of round-robin play, two or more teams' records are tied, the following tie-breaking procedure will be used:

1. Head-to-Head (for 2 way tie)
2. Least points scored against (all games for the teams tied within pool play)
3. Point Differential (all games for the teams tied within pool play)
4. Tie

Head Coach

The team's conduct before, during, and after the game is the responsibility of the head coach. If the referee determines that a team's play is too rough or inappropriate the referee will give the head coach one warning and then the head coach may be subject to a two-minute penalty for

unsportsmanlike conduct. If the problem persists, the head coach may receive a one-minute major penalty and be removed from the game.

Individual Skills Competition

- Competitors entered in this contest may not compete in team play.
- Individual skills athletes may not be listed as alternates for team competition.
- The final score and placement are determined by adding together the total score in each of the five events.

SCHEDULE OF EVENTS FOR FLOOR HOCKEY

Saturday March 1, 2025:	
9:00 a.m.	Arrive at York Expo Center
9:45 a.m. - 10:00 a.m.	Coaches Meeting
10:00 a.m.	Opening Ceremonies
10:30 a.m.	Skills / Teams Prelims
12:00 p.m. - 1:30 p.m.	Lunch
1:30 p.m. – 3:00 p.m.	Floor Hockey Resumes
1:30 p.m. - 2:30 p.m.	Athletes in Action

Sunday March 2, 2025:	
8:00 a.m.	Arrive at Expo Center for Competition
9:00 a.m. – Noon	Pool Play and Bracket Play
9:00 a.m. – Noon	Skills Final Competition
12:00 – 1:00 p.m.	Lunch – When Teams Can Eat
1:00 p.m.	Skills Awards Teams Awards
3:30 p.m.	Depart

Floorball

National Governing Body:

International Floorball Federation Rules and Regulations

Competition Director: Jennifer Tresp
Venue Coordinator: Maryellen Brown

SOPA Staff Liaison: Jennifer Tresp

Sports Rules Committee:
Will be confirmed at the first coaches meeting.

Location: York Expo Center



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 Rules found on the Special Olympics website at www.specialolympics.org, choose sports and games then click on our sports. Midway down the page click on Floor Hockey. 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

Events Offered

- 5v5 Competition: 4 field players, 1 goalie

Roster Size

- 5v5 Team Roster may have a minimum of five players and a maximum of 10 players
 - Teams may travel with 5 players
- You must start every game with 5 players. A team may drop below five after the start of the game due to injury or illness but must have 5 to start the game. There must be a minimum of 4 players (including Goalie) on the court.

Prelims

- 7 minutes with a running clock with open substitution
- The team must start the top 5 players for the first 3 minutes

The Game

- Duration:
 - The game will be played for two 15-minute periods, 2–5-minute halftime
 - In Tournament style play 5-10 minutes should be scheduled between each game
 - Clock: Running clock, stoppage after penalties

Equipment

- Each player will have a Floorball stick, more information on sticks and purchasing can be found here: <https://www.floorballplanet.com/>
- Ball - Official floorball
- Under 16, eye protection is required
- Field players desiring to wear a helmet must wear a soft helmet, this NOT required

Goalie Equipment

- Helmet
- Chest padding & Pants
- Knee pads
- Gloves

Goalkeeper Area

- Goalkeeper Area – 1m x 2.5m
- No field players can step into the goalkeeper area - only sticks can enter

Substitutions

- Substitution Zones
 - The zone shall be marked on both sides of the board (with painters' tape on the border patrol).
 - The width of the substitution zones must not exceed three meters, measured from the board.
 - The substitution of players may take place at any time and an unlimited number of times during a match.
 - All substitution shall take place in the team's own substitution zone.
 - A player leaving the rink has to be on his way passing over the board before a substitute may enter the rink.
 - An injured player leaving the rink outside his own substitution zone must not be replaced until play is interrupted.

Timeouts

- Each team is allowed 1 timeout per game.
- The time out lasts 30 seconds

Extra Time (overtime)

- If a match that must be decided ends with a tie, it shall be extended to a maximum extra time of 5 minutes.
- Before extra time, the teams have the right to a 2-minute intermission, but no changing of ends shall take place.
- During extra time the same rules apply to starting and stopping time as during regular game time.
- Penalty time remaining after regular game time shall continue during extra time.
- The first team to score in extra time will win the match.

Tournament Play/Finish

- Round-robin tournament play will be used unless a division of two (2) teams must be formed. All two (2) team divisions will play a best of three (3) game series.
- A championship or medal round will determine the final standings with round-robin competition, if time permits.

- If a team does not show for its scheduled match, it will result in a forfeit loss of 2-0.
- If the score is still tied after extra time, the match shall be decided by penalty shots

Individual Skills Competition

- Competitors entered in this contest may not compete in team play.
- Individual skills athletes may not be listed as alternates for team competition.
- The final score and placement are determined by adding together the total score in each of the five events.

SCHEDULE OF EVENTS FOR FLOORBALL

Saturday March 1, 2025:	
9:00 a.m.	Arrive at York Expo Center
9:45 a.m. - 10:00 a.m.	Coaches Meeting
10:00 a.m.	Opening Ceremonies
10:30 a.m.	Floorball Skills / Teams Prelims
12:00 p.m. - 1:30 p.m.	Lunch
1:30 p.m. – 3:00 p.m.	Floorball Resumes
1:30 p.m. - 2:30 p.m.	Athletes in Action

Sunday March 2, 2025:	
8:00 a.m.	Arrive at Expo Center for Competition
9:00 a.m. – Noon	Pool Play and Bracket Play
9:00 a.m. – Noon	Skills Final Competition
12:00 – 1:00 p.m.	Lunch – When Teams Can Eat
1:00 p.m.	Skills Awards Teams Awards
3:30 p.m.	Depart

Speed Skating

National Governing Body:

US Speedskating

Competition Director: Brett Eshenour

SOPA Liaison: Shannon Pechart

Competition Assistants:

- Bob Halden
- Gibby Bozicevich

Sports Rules Committee: *Will be confirmed at the first coaches meeting.*

Location: York City Ice Arena

RULES

The link below takes you to the SOI Official rules.

<https://media.specialolympics.org/resources/sports-essentials/sport-rules/Sports-Essentials-Short-Track-Speed-Skating-Rules-2024.pdf>.

The below link takes you to the SOI Rule Changes.

<https://media.specialolympics.org/resources/sports-essentials/sports-rules-changes/Sports-Essentials-Short-Track-Speed-Skating-Rule-Change-Summary-2024.pdf>

The general racing rule is that the Skaters/Relay Teams by their way of skating shall contribute to the honest sporting and safe progress of the race in order to determine the result of the race on its merits. All rules and any modifications thereof will be strictly adhered to according to the International Skating Union (ISU) and the Official Special Olympics Winter Sports Rules Book (Latest – June 2018 - Edition). 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 ISU (<https://isu.org/isu-statutes-constitution-regulations-technical/special-regulations-and-technical-rules/17839-2018-special-regulations-and-technical-rules-short-track-speed-skating-final-070818/file>) for a more complete listing of rules to be adhered to during this competition.

- All races will be conducted on a 111-meter track

- Overtaking is allowed at all times, but the responsibility for any obstruction or collision shall be upon the skater overtaking, provided that the skater being overtaken does not act improperly.
- A skater on the outside of the track shall be deemed to be the skater overtaking if the skaters are side-by-side entering the first curve.
- A competitor or team has completed the distance when the skater has reached the finish line with the leading tip of the skate blade.
- Awards will be determined by the fastest time in each final division.
- A skater who is penalized shall be presented with a participation ribbon.
- When a skater has fallen, and refuses or is unable to get up and continue the race, thereby endangering him or herself or other skaters by remaining on the track, the referee may stop the race and order an immediate restart. The skater for whom the race was stopped shall be excluded from the restart. If this occurs during preliminary competition the skater will not be permitted to skate in the final at that distance.
- If two skaters fall and the fall was the result of a rule infraction for which a penalty is assessed, the penalized skater shall be excluded from the restart; however, the other skater will be allowed in the restart unless unable to do so. If this occurs during preliminary competition the penalized skater will not be permitted to skate in the final at that distance. If the other skater is unable to take part in the restart, that skater will be given a time computed in accordance with the procedures for a fallen skater and allowed to advance to the final at that distance.
- Any skater who is bound to be lapped, either for the first time or other time, will be instructed to move to the outside or may not interfere with the skater(s) overtaking him/her. Failure to do so will result in a warning during preliminary competition and in a penalty during final competition to the skater being lapped if there is a change in the relative positions of the passing skaters.
- OFF-TRACK: skating with one or both skates on the left side of the curve, marked by track marking blocks. If a skater skates inside the blocks, the skater MAY NOT circle back around. The skater is automatically penalized. Skaters may not clear this penalty by skating back around. If a skater is falling inside or pushed inside, it is not considered an offense that would result in a penalty. No need to go back around the blocks.
- If, during a race, any irregularity that may affect the result does take place, the Referee may stop the race and order an immediate re-start of the race. During final competition, any Skater who causes the race to be stopped will not be allowed to take part in the re-start. The result of Skater(s) excluded for this reason will show "no finish."

Equipment

The following guidelines should be followed:

- All helmets must be approved safety helmets with a solid hard shell with no slots large enough to enable a skate blade to pass through them. It must have a chin strap.
- Speed skaters must wear speed or hockey skates. There will be sufficient hockey skate rentals at the York Ice Arena for all athletes.
- Klap style speed skates may not be worn
- Long-sleeved and long-legged uniforms
- Helmets
- **Cut resistant gloves**
- Thin guards and knee pads must be worn during warm-ups and competition.

- Elbow pads are optional but recommended.
- No skin should be visible around the ankles or near the wrists.
- Cut resistant bib type throat/neck protectors must be worn during warm up and competition. They will be provided if necessary.

Entry Level

These events are

- 25-meter straight-away,
- 55-meter half-lap,
- 111-meter race.

These events are for new skaters or skaters with an average lap time greater than 55 seconds.

*Competitors entered in the 55-meter half lap race and the 111-meter race may also enter the 222-meter event.

Entry level skaters may also enter the entry level relay.

Entry Level Unified Team Sprint will be competed as 333 and 500. This event is being provided for younger unified partners and their athlete partner.

Divisioning

- Divisioning will be done using the SOI computer program.
- Divisioning will be done using the entry times submitted by the coaches for the Preliminary competition. Divisioning for the Final Competition will be based on the results of the Preliminary competition.
- A skater who falls in a preliminary race will be divisioned using a computed time for that event based on lap times from an event in which the skater did not fall.
- In the unlikely event that the Preliminary competition is cancelled due to weather, divisioning for the finals will be based on the coaches' submitted entry times.
- A skater who does not start a preliminary race will not be permitted to skate in the final event at that distance.
- The Honest Effort Rule will be in effect for Final competitions.

Final Competition-Semi Finals and Finals

When a final division consists of between 5 and 8 skaters, the preliminary times will be used to seed the skaters into "A" and "B" finals as follows:

Skaters in a Final Division

- 5: Top 3 to the "A" final, bottom 2 to the "B" final
- 6: Top 3 to the "A" final, bottom 3 to the "B" final
- 7: Top 4 to the "A" Final, bottom 3 to the "B" final
- 8: Top 4 to the "A" final, bottom 4 to the "B" final

In each case, skaters in the "A" final will skate for 1st to 3rd (or 4th) place while skaters in the "B" final will skate for the remaining positions.

SCHEDULE OF EVENTS FOR SPEED SKATING

Saturday, March 1, 2025

- 8:00 a.m. Volunteer Arrival / Training / Rink Setup
- 9:00 a.m. Team Arrival
- 9:30 a.m. **2-7-minute warm ups.** Each participating delegation will be permitted to have one (1) coach on the ice during warm up, if desired. *
- 9:45 - 10:15 a.m. Resurfacing / Head Coaches Mtg / **Opening Ceremonies** / National Anthem
- 10:30 a.m. – 3:30 p.m. **Speed Skating Preliminaries:**

- 777 Meter Race
- 25 Meter Straightaway (entry level)
- 222 Meter Race
- 1000 Meter Race
- 333 Meter Individual
- 3 Lap Entry Level Relay
- 20 Lap Unified Sports Relay

Lunch break - Ice Resurfacing

- 500 Meter Unified Sports Team Sprints
- 333 Meter Entry Level Unified Team Sprint
- 111 Meter Race
- 1500 Meter Individual
- 500 Meter Race
- 55 Meter Half Lap (entry level)
- 500 Meter Entry Level Unified Team Sprint
- 13.5 Lap Traditional Relay – 4-person Event
- 1000 Meter Unified Sports Team Sprints

Head Coaches Mtg during dance

Sunday, March 2, 2025

- 8:00 a.m. Building Opens for Teams/Volunteers/Rink Setup Volunteer Training
- 9:00 - 9:15 pm Head Coaches Mtg if not done during dance
- 9:00 am **2-8-minute warm ups.** Each participating delegation will be permitted to have one (1) coach on the ice during warm up. *
- 9:20 a.m. Resurfacing

9:35 a.m. - 3:00 pm Speed Skating Finals:

- 777 Meter Race
- 25 Meter Straightaway (entry level)
- 222 Meter Race
- 1000 Meter Race
- 333 Meter Individual
- 3 Lap Entry Level Relay
- 20 Lap Unified Sports Relay

Lunch break - Ice Resurfacing

- 500 Meter Unified Sports Team Sprints
- 333 Meter Entry Level Unified Team Sprint
- 111 Meter Race
- 1500 Meter Individual
- 500 Meter Race
- 55 Meter Half Lap (entry level)
- 500 Meter Entry Level Unified Team Sprint
- 13.5 Lap Traditional Relay – 4-person Event
- 1000 Meter Unified Sports Team Sprints

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 offers its athletes. Why?

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

Special Olympics uses organized sports training and competition as a vehicle for children and adults with intellectual disability 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 EVENTS

- Opening Ceremony • Olympic Village • Healthy Athletes •
 - Awards •
-

Opening Ceremonies/Dance

Opening Ceremonies are scheduled for 10:00 a.m. at all respective venues. The Ceremony will be Athlete Oath, Coaches Oath, Torch and MC.

Olympic Village

Olympic village will take place on the West Side at the York Expo Center on Saturday morning/afternoon/evening and Sunday morning/afternoon.

Awards

- **Awards will be presented at all venues.**
- **All athletes must be in their team uniforms to receive their awards.**
- **Team** - Awards will be presented at the conclusion of the division.
- **Individual skills awards**
 - Athletes placing first, second, or third in their divisions will receive a gold, silver or bronze Special Olympics State medal, respectively. Athletes placing fourth, fifth, sixth, seventh or eighth in their divisions will receive the pertinent ribbon.
 - Athletes who start competition and do not finish receiving a participation ribbon.
 - Participation ribbons will also be awarded if an athlete is disqualified from an event per the rules or exceeds the Honest Effort Rule (see explanation below).
 - **Athletes who do not compete or are disqualified due to misconduct will not receive an award.**
 - If a tie occurs, the two teams/individuals will receive the same placement and the next team/individual will receive the following placement. (Example: Joe and Jim tie for second place and Jack finished next. They both receive a silver medal and Jack will receive the 4th place ribbon).

SUPPORT SERVICES

• Housing • Meals • Medical • Security • Transportation •

HOUSING

Housing assignments were made based on housing forms that were submitted prior to the event. It is the expectation that all competing athletes are staying with the delegation unless you have submitted for and exception and were granted an exception. Long distance calling and pay TV will be turned off. SOPA will not be responsible for incidentals.

If you have questions or concerns about housing contact Erika Christiansen echristiansen@specialolympicspa.org or call 917-509-5290.

SOPA & Medical Coverage at the Hotels

Each hotel will have a SOPA staff member and a medical professional assigned to the hotel. The medical staff will be onsite from 8:00 p.m. until 8:30 a.m. the next morning.

Courtesy rules: Please remember we are not the only ones in the hotel

Coaches and heads of delegation are responsible for the conduct of their athletes at all times.

- Quiet time begins at 10:00 p.m. each night.
- There will be no running in the hallways.
- When going from your room late at night, do not disturb people who may be trying to sleep.
- Refrain from horseplay or rowdy behavior.
- Refrain from playing radios loudly.

Athletes and Delegation Volunteers will be housed in 12 hotels near the Expo Center:

- Best Western Westgate Inn: 1415 Kenneth Rd, York, PA 17408
- Country Inn & Suites: 245 St Charles Way, York, PA 17402
- Four Points by Sheraton: 1650 Toronita St, York, PA 17402
- Hampton Inn York: 1550 Mt Zion Rd, York, PA 17402
- Hampton Inn & Suites York South: 2159 S Queen St, York, PA 17402
- Best Western Plus Heritage Rail Inn & Suites at Leader Heights: 140 Leader Heights Rd, York, PA 17403
- Home2 Suites: 212 Pauline Dr, York, PA 17402
- La Quinta Inn & Suites: 1405 Kenneth Rd, York, PA 17408
- Tru by Hilton York: 1520 Toronita St, York, PA 17402
- Wyndham Garden York: 2000 Loucks Rd, York, PA 17408

Arrivals

- Friday Arrival (Must have made arrangements with SOPA in advance):
 - Check in AFTER 3 p.m. on Friday
 - HOD will check in delegation at the assigned hotel
 - Medical staff and SOPA staff will be assigned to your hotel for Friday night
 - If you need either Medical or SOPA support, contact the front desk at your hotel
 - Breakfast is provided Saturday morning, have your HOD check upon arrival for breakfast start times.
 - Delegations should report to the York Expo Center on Saturday between 9:00 and 10 a.m. for Delegation Check in.
 - Sunday check out by 11 a.m.

- Saturday Arrival:
 - Hotel Keys will be distributed at the Expo Center at 11:00 a.m.
 - Sunday check out by 11 a.m.

Extra Precautions at the Hotel

- Write down the names and hotel room numbers of all athletes.
- **Make sure that the games committee has your most updated list of all delegates' room numbers.**
- Write down the coaches' room numbers for the athletes so they can call if they need help.
- Give each coach a specific set of rooms (and keys) to notify and account for athletes in the event of an emergency.
- Confer with all coaches to confirm meeting point for your hotel in case of emergency.
- Write down the room number of the medical/security room in your hotel, contact front desk if you need this information.
- 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.

MEALS

Dietary Needs

If you have athletes or volunteers that have special dietary needs, please identify those individuals and their specific needs with Erika Christiansen echristiansen@specialolympicspa.org. Erika will do our best to accommodate those requests.

- **Breakfast:** Breakfast will be provided at all of our hotels. Please make sure you check with your hotel for breakfast hours and serving plan.
- **Lunch:** Lunch will be provided on Saturday and Sunday by Sheetz. Lunch will include:
 - Hoagie
 - Chips
 - Water
- **Dinner:** Dinner on Saturday will be held at the York Expo Center and will run from 5:30 – 7:00 p.m. Dinner.
- **Other Meal Options:**
 - All of the venues will have snack bars with food available for purchase
 - We will have a list of restaurants available for families at delegation check-in

MEDICAL

Emergency Situations and Medical Assistance

In case of a seriously injured participant, please see the medical staff in red shirts (near First Aid signs) immediately and notify Erika Christiansen or another SOPA staff member in a staff shirt. A First Report of Accident (Incident Report) Form should be completed by the medical staff and head coach and returned to Erika Christiansen at the end of the day. You will be instructed of any emergency plans that the facility utilizes for fires, tornadoes, and other emergency situations at the head of delegation and coaches' meetings. Medical assistance will be available at all three

houses. Coaches should keep a copy of each athlete's medical with them or put it in each athlete's credential holder. The HOD should keep a copy of all volunteer forms listing medical information of their coaches.

Medical Assistance Locations

- There will be a medical assistance location at each competition venue.
- Medical will be headquartered at the York Expo Center.
- Additionally, we will staff each hotel with medical coverage from 8 p.m. – 8:30 a.m. in the morning.

Night Injury or Illness

If an illness or injury occurs during the night, the Head of Delegation is to contact the front desk and they will take your room information and contact the SOPA medical staff present at the hotel. Hotel desk staff will have contact information for SOPA and Medical contacts in each hotel.

Medical Forms and Recording Procedures

- Coaches **MUST** have copies of their athletes' athlete applications with them at all times and/or in the athletes' credential holders.
- Coaches should notify the parent or guardian of an injured athlete when a serious injury occurs.
- In case of hospitalization, records of the incident will be completed in accordance with EMT protocol and forwarded to American Specialty Insurance Services, Inc.

Medication

It is the responsibility of each coach to make sure that any athlete requiring medication has enough for the weekend and takes it as prescribed. Please remember to keep track of the times and dosages taken in case of a medical emergency.

SAFETY AND SECURITY

Overall Points of Interest

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

- The Head of Delegation for each SOPA local program is responsible for implementing these guidelines at IWG and ensuring that the volunteers and chaperones are familiar with and carrying out the guidelines.
- Be sure all athletes and coaches are wearing their credentials.
- Be generally aware of your surroundings. Seek out a SOPA security volunteer or staff member if anything seems suspicious to you.
- Carry a copy of all athlete medicals and coach volunteer forms (updated ones listing medical concerns and insurance information) with you at all times.
- Carry emergency phone numbers (on the back cover of the coaches' handbook) with you at all times.
- Meet and get to know any day-of volunteers who are assigned to your group.
- Be sure athletes know not to go off alone with unknown persons or to carry anything for anyone.
- Carry a cell phone if you have one and write down/carry cell phone numbers of other coaches in your delegation. If you are an HOD, make sure that the games committee has your number.

- Remember that there is a zero-tolerance policy in effect for any pranks concerning safety issues by athletes, coaches and volunteers. Anyone violating that policy will be asked to leave the event with potential for further action.
- Set up (if not already in place) a phone chain with parents and families back home so that they can be notified of an early arrival or a change/cancellation in the schedule, which may happen before, during or at the end of the event.
- Carry a flashlight in your backpack.

In case of an EMERGENCY

Follow the steps below...

- Survey the situation
- Contact the proper authorities or emergency personnel (Ex. 911)
- Assure the safety of those around
- Notify program manager or SOPA contact based on the level of emergency
- Institute Internal Rumor Controls
- 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 at 855-701-9030, who 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, Criminal Activity.)

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

Lost or Missing Athletes

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

- Contact a SOPA staff member or committee member preferably one with a two-way radio.
- Contact your head coach.

Meeting Points in Event of Emergency

Meeting Points are as follows:

- York Expo Center – Far end of Parking Lot near opposite building
- York Ice Arena – Exit the door closest to the entrance of the rink and walk across street to York Catholic Parking Lot
- Laser Alley – Exit the door closest to the entrance, turn right, and follow to the parking lot to the side of the building.
- Colony Park Lanes – Exit the front door and proceed to the far end of the parking lot to the left.

If there is a fire at a venue and you need to leave the facility, be sure coaches have accounted for all their athletes and fellow coaches. When leaving the building, follow instructions of SOPA

staff/facility personnel and use the nearest exit door. Stay where instructed until notified by SOPA staff.

Procedures for TOTAL Evacuation of an Event

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

- SOPA will notify each HOD by phone or through a meeting (if time permits) of need to evacuate. We have a master list to ensure we contact everyone.
- If we are only leaving the vicinity and not the games entirely, we will provide a meeting point and directions.
- If the games have been canceled and we are sending delegations home, we will give you any time constraints and any evacuation routes to follow if appropriate.
- Each head of delegation will account for all coaches, athletes and their belongings
- HOD will secure transportation for trip out of area.
- Once everyone is accounted for, HOD will call 484-335-3112 and either talk to Erika Christiansen, SOPA Liaison, 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 the delegation is ready to depart, contact a staff person at the venue you may be leaving from. If time is crucial and you need to leave the area, one staff person and one coach/volunteer from your delegation will stay behind to look for the missing athlete and the rest of the 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 the home program.

Inclement Weather

There is no rain/snow date. In case of inclement weather forecast, SOPA staff will contact the head of delegation by 5:00 p.m. Friday to cancel or change the affected competition.

****If the entire Indoor Winter Games is canceled due to extenuating circumstances, such as the weather, the tournament will not be rescheduled.**

FORMS

- Packing List
- Incident Report
- Code of Conduct
- Misconduct Report
- Spectator Guidelines

PACKING LIST

CLOTHING

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

PLEASE DO NOT BRING

- Valuables
- Radios, Tape Players, Walkmans, iPods
- Nonprescription drugs
- A large sum of money
- Alcohol, Cigarettes, Vapors
- Chewing tobacco or any other

TOILETRIES

- _____ Soap
- _____ Shampoo
- _____ Deodorant
- _____ Toothpaste/Toothbrush
- _____ Hairbrush/Comb
- _____ Razor/Shaving Cream
- _____ Feminine Hygiene Items
- _____ Hair Dryer/Curling Iron
- _____ Shower Thongs or non-skid mat

MISCELLANEOUS

- _____ Pocket Change
- _____ Water Bottle
- _____ Fanny pack/Backpack
- _____ Rain Gear

FOR COACHES

- _____ Coaches Handbook
- _____ Sports Rules (SOI)
- _____ Copies of Athlete Medical Forms
- _____ First Aid Kit
- _____ Athlete Medications
- _____ Flashlight
- _____ Backpack
- _____ Evacuation Procedures & Emergency Numbers

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 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 loss.

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 noncompetitive 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.

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

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

All decisions are final and no protests will be accepted.



MISCONDUCT/BEHAVIOR REPORT

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

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

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

WHO was involved?

Name:	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

-OVER-SIDE TWO-

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

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

If more room is needed, please attach additional sheets.

For SOPA or Local Program Use Only

RESULT/ACTION taken?

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

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

Beginning Date	End Date

WHO conducted the result/action?

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 _____



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: _____

Employer Name: _____

Name: _____

Employer Address: _____

Address: _____

Work Phone: (____) _____ - _____

Home 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 Plaza II, 4100 Medical Parkway, Carrollton, TX 75007
Toll Free: 800.328.1114 | Fax: 972.512.5820
Email: claims@hsri.com

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.

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!

EMERGENCY NUMBERS

SOPA	
Erika Christiansen Cell Phone	(917) 509-5290
Chelsea Hammel Cell Phone	(215) 630-7859
SOPA Crisis Communication Line	(855) 701-9030
HOSPITAL	
WellSpan York Hospital 1001 S. George St. York, PA 17403	(717) 851-2345
HOTELS	
Best Western Westgate Inn	(717) 767-6931
La Quinta Inn & Suites	(717) 767-2400
Country Inn & Suites	(717) 814-5961
Hampton Inn York South	(717) 741-0900
Home2 Suites	(717) 747-0360
Four Points by Sheraton	(717) 846-4940
Tru by Hilton York	(717) 812-0001
Wingate Hotel	(717) 848-2100
Comfort Inn & Suites	(717) 699-1919
Hampton Inn York	(717) 840-1500
Holiday Inn Express at Leader Heights	(717) 741-1000
Wyndham Garden York	(717) 846-9500
COMPETITION VENUES	
Colony Park Lanes	(717)8486262
Laser Alley	(717) 755-2946
York City Ice Arena	(717)848-1084
York Expo Center	(717)848-2596
EMERGENCY	
Fire, Ambulance, Police	911

ADDRESSES & DIRECTIONS

ADDRESSES

Competition Venues

- York Expo Center: 334 Carlisle Ave, York, PA 17404
- York City Ice Arena: 941 Vander Ave, York, PA 17403
- Suburban Bowlerama: 1945 S. Queen Street, York PA 17403
- Colony Park Lanes: 1900 Pennsylvania Ave, York, PA 17404
- Laser Alleys: 3905 E Market St, York, PA 17402

Directions

Directions to York Expo Center: York Expo Center: 334 Carlisle Ave, York, PA 17404

[Map](#)

From The North:

Take I 83 S to Exit 22 (N. George St.). At first traffic light, make a right. At the second traffic light, make a right on to 30 W. Stay in right hand lane and watch for Carlisle Ave./Rt. 74 Exit.* At end of exit, turn left at traffic light on to Carlisle Ave (74 S). Stay in left-hand lane. The expo center is approx. 1 mile on the right-hand side. You can't miss it ! *Approx. 3 miles

From The South:

Take I 83 N to Exit 15 (S. George St.) At the third traffic light (Country Club Rd.) make a left. At the second traffic light (Richland Ave.) make a right turn; stay on Richland Ave until the sixth traffic light (W. Market St.) make a left. The expo center is approx. 2 blocks down on the right-hand side. You can't miss it !

From the East:

Take Rt. 30 West to Carlisle Ave./Rt. 74 Exit. At end of exit, make a left at the traffic light (74 S). Stay in left-hand lane. The expo center is approx. 1 mile on the right-hand side. You can't miss it !

From the West

From Rt. 30 take Route 462 (W. Market St.). Follow Market St. to Highland Ave. Turn left onto Highland Ave. to the expo center on right. (Highland Ave. Gate 6)

DIRECTIONS TO COMPETITION:

From Expo Center to York City Ice Arena: (3 miles/12 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

York City Ice Arena: 941 Vander Ave, York, PA 17403

Exit Expo Center and turn right onto Carlisle Ave. Carlisle Ave/PA-74. Turn **left** onto W Market St/PA-462/PA-74. Turn **right** onto S Queen St/PA-74. Turn **left** onto E College Ave/PA-124. Continue to follow PA-124. Turn **right** onto Vander Ave. York City Ice Arena, 941 VANDER AVE is on the **left**.

From Expo Center to Colony Park Lanes: (2.1 miles/6 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Colony Park Lanes: 1900 Pennsylvania Ave, York, PA 17404

Exit Expo Center and turn right heading **southeast** on Carlisle Ave/PA-74 toward Maryland Ave. Take the 2nd **left** onto Pennsylvania Ave. Colony Park Lanes, 1900 Pennsylvania Ave, York, PA, 1900 PENNSYLVANIA AVE. Colony Park Lanes is just past Colony Dr. If you get to Ney Rd, you went too far.

From Expo Center to Laser Alley: (6.6 miles/20 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Laser Alleys: 3905 E Market St, York, PA 17402

Exit Expo Center and turn right heading southeast on Carlisle Ave/PA-74 toward Maryland Ave. Turn left onto W Market St/PA-462/PA-74. Continue to follow W Market St. Travel approx. 6 miles. Alley is on the left

Hotels:

Hotels	Address	Distance to Expo Center
Best Western Westgate Inn	1415 Kenneth Rd, York, PA 17408	<u>2.7 miles</u>
Country Inn & Suites	<u>245 St Charles Way, York, PA 17402</u>	<u>6.2 miles</u>
Four Points by Sheraton	<u>1650 Toronita St, York, PA 17402</u>	<u>4.2 miles</u>
Hampton Inn York	<u>1550 Mt Zion Rd, York, PA 17402</u>	<u>8.0 miles</u>
Hampton Inn & Suites York South	<u>2159 S Queen St, York, PA 17402</u>	<u>6.6 miles</u>
Best Western Plus Heritage Rail Inn & Suites	<u>140 Leader Heights Rd, York, PA 17403</u>	<u>6.1 miles</u>
Home2 Suites	<u>212 Pauline Dr, York, PA 17402</u>	<u>6.6 miles</u>
La Quinta Inn & Suites	<u>1405 Kenneth Rd, York, PA 17408</u>	<u>2.8 miles</u>
Tru by Hilton York	<u>1520 Toronita St, York, PA 17402</u>	<u>3.7 miles</u>
Wyndham Garden York	<u>2000 Loucks Rd, York, PA 17408</u>	<u>2.0 miles</u>

DIRECTIONS TO HOTELS:

From Expo Center to Country Inn & Suites: (5.6 miles/12 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Country Inn: 245 St Charles Way, York, PA 17402

Take N Highland Ave to PA-462 E/W Market St in West York

Drive from S Richland Ave, Country Club Rd, S George St and Powder Mill Rd to Spry

From Expo Center to Four Points Sheraton: (3 miles/8 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Four Points Sheraton: 1650 Toronita St.; York, PA 17402

Exit Expo Center and turn right heading **southeast** on Carlisle Ave/PA-74 toward Maryland Ave.

Take the 2nd **left** onto Pennsylvania Ave. Travel 1.7 miles and turn **right** onto Loucks Rd/US-30 E. Continue to follow US-30 E. Travel 1 mile. Turn **left** onto Toronita St. Hotel is on your left. If you get to Loucks Mill Rd, you went too far.

From Expo Center to Holiday Inn Express at Leader Heights: (5.1 miles/11 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Holiday Inn Express – Leader Heights: 140 Leader Heights Rd.; York, PA 17403

Exit Expo Center and turn right heading **southeast** on Carlisle Ave/PA-74. Take the 1st **right** onto Madison Ave. Take the 1st **left** onto N Richland Ave. Travel 1.3 miles. Turn **left** onto Country Club Rd. Travel .3 miles. Turn **right** onto Grantley Rd. Travel 1.8 miles. Grantley Rd becomes Joppa Rd. Travel .2 miles Turn **slight right** onto S George St/PA-892. Travel .7 miles. Turn **left** onto Leaders Heights Rd/PA-182. If you get to Reynolds Mill Rd, you went too far. Travel .4 miles to the hotel.

From Expo Center to La Quinta York: (1.8 miles/3 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

LaQuinta: 1405 Kenneth Rd.; York, PA 17408

Exit Expo Center and turn right heading **southeast** on Carlisle Ave/PA-74. Make a **U-turn** at Maryland Ave onto PA-74. Travel .9 miles. Merge onto US-30 E toward **Lancaster**. Travel .75 miles.

Turn **left** onto Kenneth Rd. 1405 KENNETH RD is on the **right**. If you get to Rodney Rd. you went too far.

From Expo Center to Wyndham Garden York: (1.8 miles/4 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Wyndham Garden York: 2000 Loucks Rd.; York, PA 17408

Exit Expo Center and turn right heading **southeast** on Carlisle Ave/PA-74. Make a **U-turn** at Maryland Ave onto PA-74. Travel 1.65 miles. Turn **right** onto Loucks Rd. Travel .2 miles. Hotel is on right.

From Expo Center to Best Western York: (1.9 miles/4 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Best Western: 1415 Kenneth Road; York, PA 17408

Exit Expo Center and turn **southeast** on Carlisle Ave/PA-74 toward Maryland Ave. Make a U-turn at Maryland Ave onto PA-74. Merge onto US-30 E toward Lancaster. Turn left onto Kenneth Road. If you reach Rodney Road, you have gone too far.

From Expo Center to Comfort Inn & Suites: (4.6 miles/15 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Comfort Inn & Suites: 2250 N. George St, York PA 17406

Exit Expo Center and turn right onto N. Highland Rd. Turn left to get onto Carlisle Ave/PA-74, turn right to merge onto US-30 E toward Lancaster I-83. Travel 2.5 miles before turning left onto PA 181 N/N. George St. Turn left onto Masonic Dr. Hotel is on left.

From Expo Center to Tru by Hilton York: (3.7 miles/13 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Tru by Hilton York: 1520 Toronita St, York, PA 17402

Exit Expo Center and turn right onto N. Highland Rd. Turn right onto Carlisle Ave/PA-74, turn left on Pennsylvania Ave. Turn right onto Loucks Rd, continue onto Arsenal Rd, continue straight onto US-30 E. Turn right onto Toronita St.

From Expo Center to Wingate Hotel: (3.5 miles/12 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Wingate Hotel: 105 State St, York, PA 17404

Exit Expo Center and turn right onto N. Highland Rd. Turn right onto Carlisle Ave/PA-74, turn left on Pennsylvania Ave. Turn right onto Parkway Blvd, turn left onto N. George St, turn right toward State St, turn left onto State St. Hotel will be on right.

From Expo Center to Home2Suites: (6.6 miles/17 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Home2Suites: 212 Pauline Dr, York, PA 17402

Exit Expo Center and turn left onto N. Highland Ave. Turn left onto W. Market St, turn right onto S. Richland Ave, continue straight to stay on S. Richland Ave. Turn left onto Country Club Rd, turn right onto S. George St, turn left onto Powder Mill Rd. Turn left onto Dew Drop Rd, continue onto St. Charles Way. Continue onto Pauline Dr, turn left at Center Ave. Hotel will be on right.

From Expo Center to Hampton Inn York: (7.4 miles/20 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Hampton Inn York: 1550 Mt Zion Rd, York, PA 17402

Exit Expo Center and turn right onto N. Highland Rd. Turn right onto Carlisle Ave/PA-74, turn left on Pennsylvania Ave. Turn right onto Loucks Rd, continue onto Arsenal Rd, continue straight onto US-30 E,

take the PA 24-N exit. Turn left onto PA 24-N/Mt. Zion Rd, turn left towards York Galleria, turn right onto York Galleria. Hotel will be on right.

From Expo Center to Hampton Inn & Suites York South: (6.6 miles/18 minutes)

York Expo Center: 334 Carlisle Ave, York, PA 17404

Hampton Inn York South: 2159 S Queen St, York, PA 17402

Exit Expo Center and turn left onto N. Highland Ave. Turn left onto W. Market St, turn right onto S. Richland Ave, continue straight to stay on S. Richland Ave. Turn left onto Country Club Rd, turn right onto S. George St, turn left onto Powder Mill Rd. Turn left onto Dew Drop Rd, continue onto St. Charles Way. Continue onto Pauline Dr, turn left, turn left, turn right. Hotel will be on right.