

**Villanova Special Olympics
Fall Festival 2023**

“Together as a Team, Our Dreams are Closer Than They Seem.”

Head of Delegation Handbook



Villanova Special Olympics Committee

203 Dougherty Hall | Villanova University | 800 E. Lancaster Ave. | Villanova, PA 19085

The time is finally here for the 35th annual Special Olympics Pennsylvania Fall Festival! On behalf of the 2023 Fall Festival Committee and the entire Villanova University community, we would like to welcome all of the athletes and coaches back to Villanova's campus! We are excited to continue to celebrate the persistence, determination, and hard work of all of the athletes.

This year, we highlight the power of individuality and connection. The theme for the 35th Fall Festival is, "Together as a team, our dreams are closer than they seem!" This theme allows us to better relate to each other through our ability to dream, literally and figuratively. We celebrate our authentic selves, with Fall Festival fostering our dreams and aspirations coming to fruition.

Whether it's the dream of winning a medal, dreaming about a job, or dreaming of friendship, our minds are filled with visions of possibilities. There is no better place than Fall Festival to help push past our fears and reach our dreams together. Let us all be brave in the attempt of accomplishing our dreams this Fall Festival and beyond.

This year, we have several new exciting additions to Fall Festival. We are expanding our presence off of Villanova's campus venues at The Agnes Irwin School and The Coliseum Sports Complex for Volleyball and Bocce, respectively. Through ramps and access points, we aim to increase accessibility throughout our campus, including on Pike Field for soccer competitions. Fall Fest Experience of Unified Sports will increase non-competitive sporting options with pickleball and basketball games. We are focusing on nourishment and community through our inaugural food trucks and live music gathering before the Opening Ceremony. We will celebrate our Victory Jamboree for the first time outdoors in both high and low sensory tents on Mendel Field. We are expanding Healthy Athletes initiatives through Setting Up for Success, a new initiative dedicated to increasing professional and leadership opportunities far past competition for people with intellectual disabilities. Inclusion zones throughout campus will provide spaces for mindfulness. Through a new SOPA mobile app and Ask Me Booths around campus, we strive to increase communication and awareness throughout Fall Festival weekend. We encourage you to absorb everything this weekend has to offer and celebrate the friendships that will be formed.

This handbook includes information to ensure a fun and safe weekend and will answer many of your questions. Please make note of emergency action plans, parking plans, and venue adjustments. Be sure to pay attention to signage around campus as well as many campus maps. Thank you in advance for your patience, understanding, and cooperation.

We hope that you enjoy the spirit of competition, the encouragement of your fellow coaches and teammates, and the endless cheers and support from the Villanova community. The 35th annual Fall Festival will be a true celebration of the talents and victories of all athletes, whether it be their first or 35th year competing in Fall Festival. We look forward to seeing you all soon!

Sincerely,

A handwritten signature in black ink that reads "Moira Horan". The signature is written in a cursive, flowing style.

Moira Horan
2023 Fall Festival Director

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Campus Map

Villanova Fall Fest Main Campus



- ★ = Shuttle Stops
- ✕ = Vols Registration
- 🏆 = Awards Locations

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| <ol style="list-style-type: none"> 1. Villanova Stadium <ol style="list-style-type: none"> a. 5v5 Soccer 2. Jake Nevin Field house <ol style="list-style-type: none"> a. Closing Ceremonies b. Volleyball All Stars c. Volleyball champions d. Awards 3. Finneran Pavilion <ol style="list-style-type: none"> a. Opening Ceremonies 4. The Exchange at Bartley Hall <ol style="list-style-type: none"> a. Young Athletes Program 5. The Quad <ol style="list-style-type: none"> a. Olympic Town b. Torch run 6. Dougherty Hall 7. Connelly Center <ol style="list-style-type: none"> a. Powerlifting b. Awards 8. Austin Field <ol style="list-style-type: none"> a. Flag Football b. Flag Football Individual Skills | <ol style="list-style-type: none"> 9. Lancaster Avenue Parking Lots <ol style="list-style-type: none"> a. Overflow Athlete and Volunteer Parking 10. Ithan Ave Parking Garage <ol style="list-style-type: none"> a. Volunteer Parking b. Pay to Park 11. Mendel Field <ol style="list-style-type: none"> a. Victory Jamboree 12. Pike Field <ol style="list-style-type: none"> a. 7v7 Soccer b. Soccer Individual Skills 13. Driscoll Hall <ol style="list-style-type: none"> a. Healthy Athletes Screenings 14. Performing Arts Center <ol style="list-style-type: none"> a. Awards 15. Sheehan Beach <ol style="list-style-type: none"> a. Long Distance Running/Walking 16. Finneran Pavilion Parking Lot <ol style="list-style-type: none"> a. Athlete Parking (FRIDAY) 17. SAC Parking Garage <ol style="list-style-type: none"> a. Athlete Parking (SATURDAY & SUNDAY) |
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2023 Competition Schedule Overview

Competition Schedule. See below for coaches meetings, check-in, and warm-ups times.

SPORT		LOCATION	FRIDAY	SATURDAY	SUNDAY
Bocce		EL1 Sports / Coliseum	1:30 P.M. – 4:30 P.M.	8:00 A.M. – 5:30 P.M.	8:00 A.M. – 12:00 P.M.
LDR/W		Sheehan Beach	1:30 P.M. - 2:30 P.M.	9:00 A.M. – 1:00 P.M.	8:30 A.M. – 10:00 A.M.
Flag Football	TEAM	Austin Field	1:30 P.M. - 5:00 P.M.	8:00 A.M. – 4:00 P.M.	8:00 A.M. – 11:00 A.M.
	Individual Skills	Austin Field	1:30 P.M. -2:30 P.M.	12:00 P.M. – 1:00 P.M.	
Powerlifting		Villanova Room, Connelly Center Weigh-Ins: St. David Room, Connelly Center	2:00 P.M. - 5:30 P.M.	8:30 A.M. – 4:30 P.M.	
Soccer	Individual Skills	Pike Field		8:00 A.M. – 11:00 A.M. 1:00 P.M. – 4:00 P.M.	
	5 v 5	Villanova Stadium	1:30 P.M. – 4:15 P.M.	8:00 A.M. – 4:00 P.M.	8:00 A.M. – 11:15 A.M.
	7 v 7	Pike Field	1:30 P.M. – 4:00 P.M.	8:00 A.M. – 1:00 P.M.	8:00 A.M. – 11:15 P.M.
Volleyball	Individual Skills	St. Mary's Gym		8:00 A.M. - 11:00 A.M. 1:00 P.M. - 5:00 P.M.	
	All-Stars	Jake Nevin Field House (Friday) Agnes Irwin School Gym (Saturday & Sunday)	1:30 P.M. – 5:00 P.M.	8:00 A.M. – 5:00 P.M.	8:00 A.M. – 11:30 A.M.
	Champions	Jake Nevin Field House	1:30 P.M. – 5:00 P.M.	8:00 A.M. – 5:00 P.M.	8:00 A.M. – 11:30 A.M.

Fall Fest Schedule of Events

Friday November 3rd, 2023

Friday November 3rd, 2023		
7am - 5pm	Volunteer Registration	Sheehan Beach
9am-12:30 pm	Delegation Arrival	Main Campus, Villanova University
10am-1pm	Head of Delegation (HOD) Registration	Villanova Room, Connelly Center
12pm-1pm	LDRW Course Inspection	Sheehan Beach
12pm-3pm	Healthy Habits & Success Stations	Riley Ellipse
12pm-12:30pm	Powerlifting Coaches Meeting	Haverford Room, Connelly Center
12:30pm-1:30pm	Powerlifting Weigh Ins/Rack Heights	St. David Room, Connelly Center
12:30pm-1pm	LDRW Coaches Meeting	Sheehan Beach, Villanova University
12:30-1pm	Volleyball Coaches Meeting (All Team Competition and I-Skills)	Jake Nevin Field House
12:30pm-1pm	Bocce Coaches Meeting	EL1 Sports Coliseum
1pm-1:30pm	LDRW Warm-ups and Registration	Sheehan Beach
1pm-1:30pm	Flag Football Welcome Coaches Meeting	Austin Field
1:00pm	Soccer 5v5 Coaches Meeting	Villanova Stadium
1:15pm-1:30pm	Soccer 7v7 Coaches Meeting	Pike Field
1:15pm-1:30pm	Volleyball Modified Serving Testing	Jake Nevin Field House
1:30pm-2pm	Powerlifting Flight A Warm-ups	St. David Room, Connelly Center
1:30pm-2:30pm	Flag Football Preliminary I-Skills	Austin Field
1:30pm-4:15pm	Soccer 5v5 Competition	Villanova Stadium
1:30-4:30pm	Bocce Competition	EL1 Sports Coliseum
1:30-pm-4:15pm	Soccer 7v7 Competition	Pike Field
1:30pm-5pm	Volleyball All-Stars Competition	Jake Nevin Field House
1:30pm-5pm	Volleyball Champions Competition	Jake Nevin Field House
1:30pm-5pm	Flag Football Competition	Austin Field

1:30pm	LDRW 1500m Walk/Unified Sports Walk	Sheehan Beach
2pm	LDRW 1500m Walk/Unified Sports Walk Rolling Awards	Sheehan Beach Tent
2pm-3pm	Head of Delegation (HOD) Meeting	Cinema, Connelly Center
2pm-5:30pm	Powerlifting Competition (2 Flights of 2 Combo Powerlifting – Bench Press First, Deadlift Second)	Villanova Room, Connelly Center
2pm	LDRW 1500m Run/Unified Sports Run	Sheehan Beach
2:30pm	LDRW 1500m Run/Unified Sports Run Rolling Awards	Sheehan Beach Tent
3pm-3:45pm	Law Enforcement Torch Run Arrival	The Quad
3pm-4:30pm	Hotel Registration	Entrance to Villanova Room, Connelly Center
4pm-5:30pm	VIP Unified Sports Experience & Reception	Villanova Stadium
4:30pm	Soccer I-Skills Coaches Meeting	Bartley 2001
5pm-7pm	Dinner	Dougherty Dining Hall Donahue Court, Café Nova of Dougherty Hall and tent (Accessible Dining)
5pm - 7pm	Friday Night Entertainment Live Music and Food Trucks	Rowan Campus Green and Riley Ellipse
5:30pm-7:05pm	President's Welcome Reception	Davis Club, Finneran Pavilion
6:00pm	Volleyball Team Coaches Meeting	Jake Nevin Field House
6pm-6:30pm	Flag Football Coaches Meeting	Bartley Hall, Room 025
6pm-6:45pm	Soccer 5v5 and 7v7 Coaches Meeting	Bartley Hall, Room 2010 for 5v5 and Room 2001 for 7v7
6:40pm	Doors Open for Opening Ceremonies	Finneran Pavilion
7:30pm-9pm	Opening Ceremonies	Finneran Pavilion

Saturday November 4th, 2023

6am-5pm	Volunteer Registration	Sheehan Beach
6:30am-9:30am	Breakfast	Dougherty Dining Hall Donahue Court, Café Nova of Dougherty Hall and tent (Accessible Dining)
8am-8:30am	Powerlifting Flight of Squats Warmup	St. David Room, Connelly Center
8am-8:30am	LDRW Registration	Sheehan Beach
8am-8:30am	Soccer I-Skills Check-In and Warm-Ups	Pike Field
8am-4pm	Soccer 5v5 Competition	Villanova Stadium
8am-1pm	Soccer 7v7 Competition	Pike Field
8am-5:30pm	Bocce Competition	El1 Sports Coliseum
8am-5pm	Volleyball All-Stars Competition	Agnes Irwin School Gym
8am-5pm	Volleyball Champions Competition	Jake Nevin Field House
8am-11am	Volleyball I-Skills Competition	St. Mary's Gym
8am-4pm	Flag Football Competition	Austin Field
8:30am-4:30pm	Powerlifting Competition Starts, Starting With Squats	Villanova Room, Connelly Center
8:30am-9am	LDRW Warm-Ups	Sheehan Beach
9am-11am	Soccer I-Skills Preliminary Competition	Pike Field
9am-10am	LDRW 5000m Run/Unified Sports Run	Sheehan Beach
10am-5pm	Healthy Athletes Fit Feet	Driscoll Hall Room 248
10am	LDRW 5000m Run/Unified Sports Run Rolling Awards	Sheehan Beach Tent
10am-5pm	Olympic Town	The Quad
10:00	LDRW 3000m Walk/Unified Sports Walk	Sheehan Beach
10am-2pm	Fall Fest Experience	Driscoll Tennis Courts
10am-5pm	Healthy Habits & Success Stations	Riley Ellipse
10am-6pm	Healthy Athletes (FUNfitness Healthy Hearing, Health Promotion, Opening Eyes, Special Smiles, Strong Minds and Fit Feet)	Driscoll Hall (FUNfitness tent outside Driscoll)
11am-2pm	Lunch	Dougherty Dining Hall Donahue Court, Café Nova of Dougherty Hall and tent (Accessible

		Dining)
11:00am	LDRW 3000m Run/Unified Sports Run	Sheehan Beach
11:30am	Powerlifting Bench Press Starts	Villanova Room, Connelly Center
11:45am	LDRW 3000m Run/Unified Sports Run Rolling Awards	Sheehan Beach Tent
12pm-1pm	Flag Football I-Skills Competition	Austin Field
12pm	Soccer I-Skills Coaches Meeting	Pike Field
12pm-1pm	Flag Football I-Skills Competition	Austin Field
12:30pm	Volleyball I-Skills Divisioning Meeting	St. Mary's Gym
1pm-4pm	Soccer I-Skills Competition	Pike Field
1pm-5pm	Volleyball I-Skills Competition	St. Mary's Gym
2pm	Powerlifting Deadlift Starts	Villanova Room, Connelly Center
2pm-4pm	Alumni Luncheon	Inn at Villanova
4pm	Soccer 7v7 Coaches Meeting	Bartley Hall Room 2001
5pm	Soccer 5v5 Coaches Meeting	Bartley Hall Room 2010
5pm-7pm	Dinner	Dougherty Dining Hall Donahue Court, Café Nova of Dougherty Hall and tent (Accessible Dining)
6pm	Volleyball Team Coaches Meeting	Jake Nevin Field House
6:30pm	Flag Football Coaches Meeting	Bartley Hall, Room 025
7pm	Arrivals Begin for Victory Jamboree	Mendel Field
7:30pm-9:30pm	Victory Jamboree (Dance, Dream Boards, Dream Journals, Bingo, Movie)	Mendel Field

Sunday November 5th, 2023

6am-10am	Volunteer Registration	Sheehan Beach
6am-11am	Hotel Checkout	Hotels
6:30am-9:30am	Breakfast	Dougherty Dining Hall Donahue Court, Café Nova of Dougherty Hall and tent (Accessible Dining)
8am-8:30am	LDRW Warm-Ups	Sheehan Beach
8am-11:15am	Soccer 5v5 Competition	Villanova Stadium
8am-11:00am	Flag Football Competition	Austin Field
8am-11:30am	Volleyball All-Stars Competition	Agnes Irwin School Gym
8am-11:30am	Volleyball Champions Competition	Jake Nevin Field House
8am-11:15am	Soccer 7v7 Competition	Pike Field
8am-12pm	Bocce Competition	EL1 Sports Coliseum
8:30am-10am	LDRW 10K Unified Sports Run/5000m Unified Sports Walk	Sheehan Beach
8:30am	Powerlifting Awards	Villanova Room, Connelly Center
9am	Volleyball I-Skills Awards	O’Dea Lounge, Talley Athletic Center
9am-12pm	Olympic Town	The Quad
9am	Bocce Awards (Rolling)	EL1 Sports Coliseum
9am-10am	Young Athletes Program	The Exchange, Bartley
10am	Soccer I-Skills Awards	Topper Theatre, Mullen Performing Arts Center
10am	LDRW 10K Run/5K Walk and Unified Sports Rolling Awards	Sheehan Beach Tent
11:00am	Volleyball Champions and All-Stars Rolling Awards	O’Dea Lounge, Talley Athletic Center
11am-12pm	Head of Delegation Meeting	President’s Lounge, Connelly Center
11:30am	Soccer 5v5 Awards	Topper Theatre, Mullen Performing Arts Center
11:30am	Flag Football Team Competition Awards and I-Skills Awards	Villanova Room, Cinema
12pm-1:30pm	Lunch	Jake Nevin Field House Courtyard

12:30pm	Soccer 7v7 Awards	Topper Theatre, Mullen Performing Arts Center
1:30pm	Doors Open for Closing Ceremonies	Jake Nevin Field House
2pm-3pm	Closing Ceremonies	Jake Nevin Field House
3pm	Departure from Villanova	Main Campus, Villanova University

Important Information

Addresses

Competition

Villanova University | Bocce, Flag Football, LDR/W, Powerlifting, Soccer (Individual Skills, 7 v 7, 5 v 5), Volleyball (Upper Division [Champions League], Individual Skills)
800 E. Lancaster Avenue, Villanova, PA, 19085

Agnes Irwin School | Volleyball Lower Division [All-Star League]
275 S Ithan Ave, Bryn Mawr, PA 19010

The Coliseum Sports Complex | Bocce
EL1 450 Colwell Ln, Conshohocken, PA 19428

Hotels

- Courtyard Marriott Plymouth Meeting | 651 Fountain Road Plymouth Meeting, PA 19462
- SpringHill Suites Philadelphia-Plymouth Meeting | 430 Plymouth Rd. Plymouth Meeting, PA 19462
- DoubleTree Philadelphia West | 640 Fountain Road Plymouth Meeting, PA 19462
- Crowne Plaza King of Prussia | 260 Mall Blvd King of Prussia, PA 19406
- Fairfield Inn King of Prussia | 258 Mall Blvd King of Prussia, PA 19406
- Holiday Inn Express & Suites Fort Washington | 432 Pennsylvania Ave. Fort Washington, PA 19034
- Hyatt Place Philadelphia | 440 American Avenue, King of Prussia, PA 19406
- Holiday Inn Express KOP | 260 N. Gulph Road, King of Prussia, PA 19406
- The Alloy - A DoubleTree by Hilton | 301 W Dekalb Pike, King of Prussia, PA 19406
- Valley Forge Casino Resort | 1160 1st Ave, King of Prussia, PA 19406

Hospitals

- Bryn Mawr Hospital | 130 S. Bryn Mawr Avenue, Bryn Mawr, PA, 19010
- Lankenau Hospital | 100 E. Lancaster Avenue, Wynnewood, PA, 19096

Smoking Policy

Special Olympics Pennsylvania and Villanova University have a no-smoking policy. In addition, participants should not use any addictive substances during the events. Smoking is absolutely prohibited at all venues, special events, and building entrances.

General Questions

See the Important Reference Information section of this handbook for ways to receive the most up to date information!

Operations Center and Command Center

Medicurity (Medical and Security) staff will be located in the Operations Center (Dougherty 102 - Office of Student Involvement also known as OSI), Command Center (Dougherty 206), and the Medical Tent (outdoors in the Connelly Circle) during all hours to assist you with any emergency issues that may arise. The Medical Tent will serve as a check-in location for medical personnel, as well as a central location for general concerns from HODs and coaches. Missing or lost credentials must be reported to and picked up from the Connelly Information Desk (on the top floor of the Connelly Center). EMS, Public Safety Officers, and Radnor Police will be monitoring all radio communications from the Command Center. Medicurity Committee Members will be located at both the Operations Center and Command Center throughout the weekend, and the Medical Tent will be staffed with Medical Volunteers

Hours of Operation (for Operations Center and Command Center)

6:00 A.M. – 10:00 P.M. for the duration of Fall Festival

The Operations Center will relocate to the Finneran Pavilion (Fri), Mendel Field (Sat) and Jake Nevin Field House (Sun) from:

- 7:00 P.M. – 10:00 P.M. on Friday in the Finneran Pavilion (for the duration of Opening Ceremonies)
 - Will be run out of the Upper Level of Finneran Pavilion
- 7:00 P.M. – 10:30 P.M. on Saturday in the Mendel Field Tent (for the duration of the Victory Jamboree)
 - Will be run out of the area in front of John Barry
- 12:30 P.M. – 2:30 P.M. on Sunday in Jake Nevin (for the duration of Closing Ceremonies).
 - Will be run out of the meeting room in the Upper Level of Jake Nevin

In case of a non-emergency, call the Operations Center

From a campus phone: 9-4210

From an off-campus phone: (610) 519-4210

Radio Channel #1 (when radio access is available)

In case of an emergency, call the Command Center

From a campus phone: 9-7203

From an off-campus phone: (610) 519-7203 or 911

When calling the Command Center:

1. Talk to the dispatcher in a calm, clear voice.
2. Give the dispatcher your name, delegation, location, and the nature of the emergency.
3. Stay on the phone so the dispatcher can get additional information from you if needed.

Lost and Found

Please ensure that all items are labeled with the athlete and delegation name so that lost items may be returned. Lost and Found items can be taken to or picked up at the Main Information Desk at the top floor of the Connelly Center (610-519-7274). After Fall Festival, call the SOPA Norristown office at (800) 235-9058 x234 for all lost items.

Emergency Procedures

Medical Procedures

In Case of Injury or Illness During Competition

- All medical concerns that require an incident report must be reported to the medical volunteers at the venue and/or members of the Medical Committee, and to the Command Center (Dougherty 206).
- **Suspected or Confirmed Concussion** - Effective January 1, 2015, 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. The care of any athlete with a suspected concussion should be rendered to a roaming physician, who is available on-site to render an evaluation. The physician shall have final authority as to the removal or return to play of the participant.
- Always stay with the athlete or person who needs assistance. If the injury or illness is severe, **do not move the patient**. Never leave a patient alone.
- Have someone else seek help at the nearest Medical Personnel.
- Send someone to find the athlete's coach or guardian immediately.
- If the HOD of the patient's delegation cannot be found, Medical Personnel will try to reach him or her by cell phone and will leave a message at the delegation's hotel.
- **A Medical volunteer will assist in filling out an incident report** (First Report of Accident/Incident – see the end of this handbook for the form) and will leave the incident report form in the medical bag. The last medical volunteer of the day will return the medical bag with the incident report forms to the Medical Tent (Connelly Center).
- **Non-ALS trauma injury** is to be treated under the normal protocol. The care of a stable patient with any treatable on-site trauma injury may be transferred to the athletic trainer or roaming doctor, who can then make the decision to escalate care, or treat the patient in the on-site triage center located in the Medical Tent outside of the Connelly Circle.

Night Injury or Illness:

If an illness or injury occurs during the night, the Head of Delegation is to report directly to the hotel front desk who will contact the on-site medical personnel and SOPA representative.

Medical Assistance Locations:

There will be a medical assistance location at each competition venue and one central facility on Villanova University's campus in the Medical Tent (adjacent to Connelly Circle). **Familiarize yourself with this location upon arrival to the venue.** Medical assistance will also be available at the hotels during the night. There will be a designated medical triage room in each hotel. There will be BLS ambulances (VEMS) on campus to

assist with any major injuries or emergencies and for transport to Bryn Mawr and Lankenau Hospitals. Additionally, we have notified ALS (Radnor EMS) of the Fall Festival 2023 dates.

Medical assistance will be at all special events. The south west basement of the Pavilion will be the Medical Triage Site for Opening Ceremonies, a table outside of John Barry Hall for the Victory Jamboree, and Meeting Room 1 in Jake Nevin will be the Medical Triage Site for Closing Ceremonies.

Medical Forms and Recording Procedures:

- Athlete applications (medical forms) for the athletes will be kept on-site and will be accessible to medical personnel at all times. **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, held in the Fall Festival Games file and forwarded to American Specialty Insurance Services, Inc.

Medications:

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.

Diet:

A balanced diet is essential to an athlete's performance at Fall Festival. The diet should contain extra carbohydrates, fresh fruits, and vegetables prior to and during the Festival, along with a normal intake of salt. Athletes should be discouraged from eating greasy, fried, or fatty foods during the Festival. Villanova Dining Services works with our Committee to ensure that all athletes are provided with healthy choices for every meal. Water stations will be provided at each venue site to help prevent dehydration.

Pre-Competition Warm-up:

Encourage your athletes to properly stretch with warm-up exercises before the competition. Stretching prevents muscle pulls, strains, and other injuries that may occur if these exercises are not performed. Every competition site will have warm-up areas where the athletes can stretch before competing.

Past Medical History:

Coaches should be aware of athletes' medical conditions and whether there are factors that would precipitate a medical emergency or complicate an injury situation.

Emergency Scenarios and Plans

Scenario 1 – An Athlete Needs Medical Attention

At each venue, there will be a designated Fall Festival Committee member and an appropriate number of medical volunteers. These medical volunteers include roaming physicians, certified athletic trainers, and students. Medical professionals will be wearing red medical shirts while student volunteers will be wearing pink medical shirts. A medical volunteer radios the Command Center to inform them of the emergency. Each venue will have an athletic trainer or doctor assigned. They will evaluate the situation and determine the course of action, which can vary from onsite treatment to ALS/ offsite hospital services. The Command Center will dispatch the appropriate personnel to the venue. If an injury occurs at The Coliseum Sports Center or Agnes Irwin School, medical

personnel will call 911 to request medical evaluation and then the Command Center to inform them of the emergency.

Scenario 2 – A Missing Athlete

When an athlete is missing, please immediately report the following information to the Operations Center or to a Committee member with a radio:

1. County/Delegation
2. Head coach's name/Location
3. Team name/Location/Sport
4. Description of athlete including clothing color
5. Last known location of athlete

The Operations Center will send a text message to all Fall Festival Committee members informing them of the situation. An extensive lost athlete protocol has been developed and will be in place. Once the situation is resolved, a follow-up text message will be sent out informing the Committee that the athlete has been found.

**Note: Athletes names will NEVER be mentioned over radios.*

Scenario 3 – A Located Athlete

When an athlete is located, the Operations Center must be notified. Stay with the athlete in the location where he or she was found until he or she meets up with his or her chaperone.

Scenario 4 – A Reunited Athlete

When an athlete is located and reunited with their coach or delegation.

Scenario 5 – Evacuation of the Pavilion during Opening Ceremonies or the Victory Jamboree

In the event of a fire alarm or other emergency: All people on the Upper Level of the Pavilion will proceed out the Main Entrance of the Pavilion. They will then be directed across Ithan Avenue to Main Campus or up Ithan Avenue to Jake Nevin Field House. In order to employ a safe crossing of Ithan Avenue, road guards will be posted accordingly. All people on the Lower Level of the Pavilion will be directed out the emergency exits located on the North side of the Pavilion. They will then be directed to the Stadium parking lot.

Scenario 6 – Evacuation of Mendel Field during the Victory Jamboree

In the event of a fire alarm or other emergency: All people will be directed to leave Mendel Field and head under Mendel Arch towards the area behind SAC garage. If further evacuation is needed, people will then be directed to walk further towards their respective modes of transportation (ie. buses at SAC garage or cars at South garage).

Scenario 7 – Evacuation of the Jake Nevin Field House during Closing Ceremonies

People will be directed out of the Main West Entrance and the Southwest Entrance of Jake Nevin Field House towards either the area in front of Jake Nevin Field House or across Lancaster Avenue into the Main Parking Garage. In order to employ a safe crossing of Lancaster Avenue, road guards will be posted accordingly.

Overall Points of Interest At All Times

The safety of all Special Olympics participants is our utmost priority. As a HOD, it is your primary responsibility to ensure the safety of your athletes.

- All athletes and coaches must wear their credentials at all times.
- Be aware of your surroundings. Seek out a SOPA staff member or hotel staff if you are suspicious of anything.
- Carry a copy of all athlete applications (medical forms) and coach volunteer forms (updated and listing medical concerns and insurance information) with you at all times.
- Carry emergency phone numbers (in this 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, ensure that the Fall Festival Committee has your number.
- Remember, there is a zero tolerance policy in effect for any pranks regarding safety of athletes, coaches, or volunteers. Anyone violating this 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 that may happen before, during, or at the end of the Fall Festival.

Extra Precautions at the Hotels

- For safety purposes, neither coaches nor HODs may change hotel room assignments without the explicit permission of the Fall Festival Housing Chairperson.
- Keep an up-to-date record of the athletes' hotel room numbers. Make sure that the Games Committee has your most updated list of all delegates' room numbers.
- Write down the room numbers of the medical rooms in your hotel.
- Write down any coaches' room numbers for the athletes so they can call if they need help.
- Give each coach a specific set of rooms to notify and account for in the event of an emergency.
- Confer with all coaches to confirm a meeting point for your delegation in the event of an emergency.
- Do a final room check before going to bed to ensure that all athletes are in their rooms.
- Have athletes leave their shoes and coats in a place near the door so they can quickly be put 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 in case of emergency: car/van keys, cell phone, emergency numbers, athlete medications, wallet, shoes, coat, and a flashlight.

Meeting Points in the Event of Emergency

During Registration, HODs will receive a list of up-to-date meeting points for the hotels and venues, and the room numbers of the SOPA staff members and the medical rooms in their hotels.

Venues

In the event of an emergency, it is the HOD's responsibility to ensure that coaches have accounted for all their athletes and fellow coaches. When leaving a building, use the nearest exit and follow the instructions of Security Personnel. In the event that we need to transport away from a venue, gather your delegation and head towards the following meeting points:

AT VILLANOVA

Opening/Closing Ceremonies	SAC Garage
Victory Jamboree	SAC Garage
Flag Football	Sidewalk in front of Villanova Church
Long Distance Running	Sidewalk in front of the Villanova Church
Powerlifting	SAC Garage
Soccer (Stadium/5v5)	Ithan Garage (level two by the elevators)
Soccer (Pike Field/7v7/I-skills)	Sidewalk in front of The Mullen Center
Volleyball (Jake Nevin/Team)	Jake Nevin Field House Parking Lot
Volleyball (St. Marys/I-Skills)	St. Mary's Gym
Dougherty Dining Hall	Sheehan Beach
Connelly Center	SAC Garage
The Quad (O-Town)	Sheehan Beach
Donahue Dining Hall	Lawn in front of Stanford Hall

OFF CAMPUS VENUES

Agnes Irwin School	Main Parking Lot
The Coliseum (EL1 Sports)	Parking Lot

HOTELS

Courtyard Plymouth Meeting	Parking Lot
Crowne Plaza Valley Forge	Parking Lot
Double Tree Philadelphia West	Parking Lot
Fairfield Inn Valley Forge - KOP	Parking Lot
Holiday Inn Express KOP	Parking Lot
Holiday Inn Express & Suites - Ft. W	Parking Lot
Spring Hill Suites PHL - Plymouth Mtg.	Parking Lot
Hyatt Place Philadelphia	Parking Lot
Valley Forge Casino Hotel	Parking Lot
The Alloy - DoubleTree by Hilton	Parking Lot

Evacuation

In the event of evacuation, the Head of Delegation should assemble and account for all members of the delegation and report accountability status to SOPA as soon as possible after the evacuation.

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 or Committee will notify each HOD by mass text or through a meeting (if time permits) of need to evacuate. We have a master list to ensure we contact everyone.
- If 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.
- HODs will account for all coaches and athletes and their belongings.
- HODs will secure transportation for trips out of the area; if transportation is needed contact the Operations Center at (610) 519-4210 or Bruce Bach, Senior Competition Director for SOPA at (215) 718-6967.
- If an athlete is missing and the delegation is ready to depart, contact a staff person at your hotel or a staff person at the venue from which you are leaving. If time is crucial and you must 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 staff person will arrange to take all parties back to their home program. You may also go up to someone with a radio and call in the missing athlete to channel 1.

Inclement Weather Plan

In the event of rain or other inclement weather, indoor events will continue as scheduled. Outdoor competitions will continue until Officials determine that competition is unsafe. Competition will then cease, and an announcement will be made at all venues. For inclement weather prior to the start of competition, the plan will be to place competition on stand-by and wait for the weather to pass.

In the event of weather delay:

- Athletes and coaches should proceed to an indoor venue for shelter.
- Status updates about the delay will be announced at all competition venues and Olympic Town. Official weather delay updates will be available in the Operations Center and posted on the SOPA Competition App.
- When/If it is deemed safe to continue, competition will resume and announcements will be made appropriately.

The Fall Festival Management Team will make every effort to conduct all events at Fall Festival. However, all Officials and Referees have the authority to suspend or cancel any events for the health and safety of participants.

Please refer to the Important Reference Information section of this handbook for ways to receive weather related updates.

Festival Responsibilities

Head of Delegation (HOD)

- This individual is responsible for the coordination and management of the delegation in matters that affect the entire delegation, particularly as it relates to appropriate conduct of coaches, transportation, housing, meals, entertainment, etc.
- HODs must attend ALL scheduled HOD Meetings. Any concerns that an HOD may have should be addressed to the Fall Festival Management Team and/or SOPA officials at the HOD meetings. Any urgent issues, particularly those related to weather and competition, will be announced at each hotel's front desk and in the two dining halls for breakfast.
- HODs must ensure:
 - that all athletes arrive to all activities on time and at the appropriate location/venue;
 - that accident report forms are completed and submitted to the Operations Center (Dougherty Hall room 102) prior to Sunday at 12:00 P.M.;
 - that credential holders and athlete evaluations are returned before departure; and
 - that information is disseminated to Head Coaches.
- HODs are responsible for the conduct of their coaches at all times.

Head of Delegation (HOD) Meetings

Friday, 2:00 P.M. – 3:00 P.M. | Cinema, Connelly Center

Sunday, 11:00 A.M. – 12:00 P.M. | President's Lounge, Connelly Center

Coaches

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

- 24-hour supervision of athletes, working in cooperation with other coaches. **If an athlete needs to leave at any time with a parent/guardian, the parent/guardian must fill out a release form and have it signed by the head coach. These forms will be available at the Operations Center in Dougherty Hall room 102. Once completed these forms need to be signed by a SOPA Staff Member.**
- Ensure that athlete credentials are worn at all times including during Victory Jamboree.
- Assist in reporting to competition area at the proper time.
- Assist in accounting for athletes' luggage and personal items at all times.
- Assist in taking full advantage of Special Events.
- Assist in maximizing the benefits achieved through participation in all events.
- Assist in moving to and from the hotels and venues.
- Assist in being assembled at the proper time and place for Special Events.
- Assist with taking prescribed medications and injections at the proper times.
- Ensure the whereabouts of athlete medications at all times.

Head Coaches

- Are responsible for the actions of all Assistant Coaches and all athletes in their respective sport (See the *Special Olympics Policies* on the Special Olympics website for more information).
- Are responsible for addressing any problems relating to a given athlete or coach during competition.
- Are responsible for having on site for competition all athlete and partner medicals.
- Ensure that athletes are at competition sites at least **15 minutes** prior to competition and are properly equipped for that sport. **Athletes will be scratched if they are more than 15 minutes late for competition. Heats will not be held for late athletes;**
- Attend all Head Coaches' Meetings for their sport;
- Know National Governing Body Rules and Official Special Olympics Fall Sports Rules Book (Revised Edition) for their sport;
- Update competition times/scores before event for better divisioning (see the Honest Effort Rule section of this handbook); and
- File a protest (if certified) within 30 minutes of the completion of the event. The Head Coach is the only person allowed to file a protest, and only if he/she is certified to do so.

Assistant Coaches

- The Assistant Coach is responsible for assisting the Head Coach at all times.
- If a Head Coach is unable to attend a Coaches' Meeting, an Assistant Coach may attend in his/her place.
- Although Assistant Coaches may not file protests for athletes, they should be familiar with the rules of the particular sport that they coach.

Participants

- Participants must agree to abstain from the use of alcohol and other habit-forming drugs throughout the event.
- Participants should dress and act at all times in a manner that will be a credit to Special Olympics.
- Participants must evince good sportsmanship at all times.
- All emergencies **must be reported** to the appropriate authorities after immediate action is taken to ensure the health and safety of the participants (see the Emergency Medical Procedures section of this handbook).

Important Reference Information

Primary Information Sources

Android and iPhone App	SOPA Competition
Facebook	VillanovaSpecialOlympics
Instagram	@villanovaspecialolympics
Tik Tok	@VillanovaSpecialOlympics
SOPA Website	https://www.specialolympicspa.org
NovaSpO Website	https://www.novaspo.org

Use #novaspo & #sopafallfest to connect with us on social media!

Emergency

Operations Center (Dougherty Hall, Room 102)	(610) 519-4210
Command Center (Dougherty Hall, Room 206)	(610) 519-7203
VEMS: Villanova University Emergency Medical Services	(610) 519-4444
Bryn Mawr Hospital	(610) 526-3577
Lankenau Hospital	(610) 645-2000
The Coliseum	(610) 615-8140
Radnor Fire Company	(610) 688-0500
Bryn Mawr Fire Company	(610) 525-7702
SOPA Emergency Number	(855) 701-9030
Bruce Bach (Sr. Comp Director)	(215) 718-6967
Chelsea Hammell (VP of Mission Integration)	(215) 630-7859
Steve Koch (Villanova Advisor)	(610) 212-4048

**Coaches, in the event of an emergency ON CAMPUS,
contact the Command Center at (610) 519-7023.**

**In the event of an emergency OFF CAMPUS at The Coliseum (Bocce)
or at The Agnes Irwin School (Volleyball), call 911.**

**To notify Villanova that an emergency occurred OFF CAMPUS,
have a Villanova Committee Member (in navy fleece) call the
Operations Center at (610) 519-4210.
Do this only after the 911 call has been placed.**

Registration

Delegation Arrival

Friday | 9:00 a.m. – 12:30 P.M.
Main Campus, Villanova University

Your bus should head north on Ithan Avenue after turning off of Lancaster Avenue and then turn left to enter the North Gate (across from the Davis Center and Finneran Pavilion), to drop off athletes. You will be dropped off in Connelly Circle for registration and your bus will exit to park on West Campus for the day.

Delegation Registration

Friday | 10:00 A.M. – 1:00 P.M.
Villanova Room, Connelly Center

- Step 1 Only the delegation's HEAD OF DELEGATION (HOD) may attend Delegation Registration. The HOD will pick up their delegation's credentials.

- Step 2 The HOD must give the Computers & Registration Chairperson a cell phone number and the cell service carrier where he or she can be reached immediately in case of emergency.

- Step 3 The HOD will register with the Computers & Registration Chairperson in the Villanova Room of the Connelly Center. The HODs must present the Computers & Registration Chairperson with a list of scratches and activations* at this time, as well as any missing information. The HOD will pick up credentials for all currently activated coaches and athletes. The Computers & Registration Team will provide the HOD with the delegation's box of credentials for active coaches and athletes.

- Step 4 The HOD must return all extra credentials to the Computers & Registration Chairperson, and must request all missing credentials using the included "Missing Credential" sheet. Missing credentials will be available to pick up at the conclusion of Housing Registration.

*Under no circumstances will additional housing be provided to accommodate the activation of an athlete. Alternates cannot be activated after Registration is completed. Registration fees will not be refunded for scratched athletes. Alternate athletes and unified partners may only be activated at Delegation Registration in team sports. The deadline to activate alternate athletes and unified partners in individual sports is 5:00 P.M. on Thursday, October 27th.

Hotel Registration

Friday | 3:00 P.M. – 4:30 P.M.

Entrance to Villanova Room, Connelly Center, Villanova University

- Step 1 HODs must come with a copy of the housing form that was filled out as part of the Delegation Registration packet. Please verify that every athlete has been housed in your hotel in accordance with the updated SOPA housing policy. If verification is not correct, please email Bruce Bach and the Fall Festival Housing Committee. (bbach@specialolympicspa.org, housing@villanovaspo.com)
- Step 2 HODs will arrive at the Villanova Room beginning at 3:00. They will check in with a Housing Committee member and be given an athlete letter and tote bag for each athlete in their county. They will then be given hotel room keys provided by the hotel representatives.
- Step 3 After Hotel Registration, the HOD will pick up and distribute all room keys to the delegation. Room keys WILL NOT be available before this time. The HOD is responsible for returning the room keys of any scratched athletes who did not attend Fall Festival by 4:30 P.M. on Friday.
- Step 4 Any changes to housing arrangements must be made during Hotel Registration and coordinated with both the Hotel Representative and the Fall Festival Housing Chairperson no later than 5:00 P.M. on Friday. It is the HOD's responsibility to ensure that all parties are notified of the changes. Coaches and HODs are not permitted to change hotel assignments without the explicit permission of the Fall Festival Housing Chairperson.

For security and medical reasons, no room assignments may be changed after the updated housing form is submitted.

Guidelines for Delegations While at Hotels

- All long distance phone services and pay television services (e.g., movies, games, etc.) will be turned off. Coaches who would like to reactivate these services must go to the hotel's front desk and make arrangements on their own.
- Any hotel damages or additional charges will be billed to your delegation.
- For emergency purposes, any changes to housing arrangements made after 5:00 P.M. on Friday must be reported to:
 - Hotel Representative
 - Fall Festival Housing Chairperson (Anna Baldwin; Cell: (240) 750-8269) and SOPA Senior Competition Director (Bruce Bach (215) 718-6967))
 - Operations Center (610-519-4210)
 - All parties must have an updated copy of all Housing Arrangements. Please retain at least one copy of the updated list for yourself. **The Fall Festival Housing Chairperson must explicitly approve any and all such changes.**
- Courtesy Rules:
 - HODs and Coaches are responsible for their athletes' conduct at all times.

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

Hotel Check-Out

Sunday | 6:00 A.M. – 11:00 A.M.

The HOD is responsible for checking his/her delegation out of the hotels prior to competition on Sunday morning and for paying any incidental charges at this time. All Delegations must check out of their hotel by 11:00 A.M. on Sunday.

Support Services

Transportation

- Each delegation is responsible for arranging their own transportation to and from all events.
- We emphasize prompt arrival for Opening Ceremonies staging (taking place in the Fitzgerald Club in the Finneran Pavilion) on Friday evening at 7:00 P.M.
- Shuttle buses will be provided for athletes and volunteers attending competition for bocce at The Coliseum from the Bartley Exchange.
- Buses will be provided for athletes and volunteers attending competition for volleyball at Agnes Irwin from the Bartley Exchange to Agnes Irwin.
- Buses will be provided for athletes and volunteers attending competition for volleyball at Agnes Irwin to Donahue Court for lunch and back to Agnes Irwin.
- An on-campus shuttle will run to St. Mary's on West Campus and Donahue Hall on South Campus
- Shuttle Schedules can be found below.

Wheelchair Reservations:

Please contact medical@villanovaspo.com to reserve a wheelchair. Pickup is at Dougherty Hall.

Golf Carts:

Athletes and coaches are not allowed to ride in the golf carts or Villanova Vans throughout the weekend.

Parking

Our Parking will be as follows:

- Athletes will be dropped off on the main campus at Villanova University behind the Connelly Center.
- Buses will be required to park on West Campus throughout the day.
- On **Friday** all vans, mini-vans, and vehicles transporting athletes will be parked behind The Finneran Pavilion. On **Saturday and Sunday** these vehicles transporting athletes will park in the St. Augustine Center parking garage.
- A limited number of handicap-accessible parking will be available at the St. Augustine Center parking garage.
- SOPA staff and VIPs will also be parking at the St. Augustine Center parking garage on **Friday**, but **Saturday and Sunday** will be in the parking lot behind The Finneran Pavilion
- Volunteers and spectators may park in the **L-2** Parking Lot (across the street from the St. Thomas of Villanova Church, next to The Commons), the **S-4** and **S-5** Parking Lots on West Campus, the **I-2** Parking Lot on South Campus, or in the **I-1** Ithan Garage, which has a fee.
- For all garage parking, please make sure to check the garage height restrictions outlined in the Parking and Transportation Handbook. The Lancaster Avenue parking lots are alternatives for athlete parking.

Detailed instructions and directions will be communicated via email closer to Fall Festival in the Parking and Transportation Handbook

Parking Rates

Ithan Ave Parking Garage:

0-1 Hour:	Free
1-2 Hours:	\$2.00
2-4 Hours:	\$5.00
4-6 Hours:	\$7.00
6-12 Hours:	\$10.00
12-24 Hours:	\$20.00
Lost Ticket:	\$50.00

Shuttle Services

There will be two on-campus shuttles to West Campus and South Campus Saturday, and on-campus shuttles to South Campus and parking locations running Sunday. There will be two off-campus shuttles running to the EL1 Coliseum Sports Complex Friday, Saturday, and Sunday. There will also be two off-campus shuttles running to Agnes Irwin Saturday and Sunday.

Food Services

All meals will be catered and served by Villanova University Dining Services. To improve mealtime efficiency, it is imperative that all teams adhere to their assigned time and location. All athletes and coaches will be provided meals throughout the weekend free of charge. Be sure to check out all of the healthy dining options offered during all meal times.

- SOPA will be providing boxed lunches for athletes with competition off-campus at EL1 Sports/Coliseum.
- For athletes with competition at Agnes Irwin, shuttles will be running from 11:00 A.M. - 1:30 P.M. to take athletes to lunch on Saturday at Donahue Court. All athletes with competition at Agnes Irwin, no matter the county, will be permitted to eat lunch at Donohue Court.
- On Friday, dinner will be served in Dougherty Dining Hall and Donahue Court.
- On Saturday, breakfast will be served in Dougherty Dining Hall and Donahue Court.
- On Saturday, lunch will be served in Dougherty Dining Hall and Donahue Court.
- On Saturday, dinner will be served in Dougherty Dining Hall.
- On Sunday, breakfast will be served in Dougherty Dining Hall and Donahue Court.

Please enter and exit dining halls promptly so that other delegations may enter the halls.

Friday			
Dinner	Menu		
4:30 P.M. – 7:00 P.M.	- Turkey -Roasted Tomato Gratin - Whole Green Beans	- Mashed Potatoes w/gravy - Pan Rolls	- Fruit Salad and Hand Fruit

	- Vegetable Blend	-Salad Bowl w/two dressings
	Dougherty Dining Hall	Donahue Court
	<p><u>4:30 - 5:15 P.M.</u> Adams, Beaver, Bedford, Cambria, Clarion, Clearfield, Dubois/ Jefferson, Lebanon, Montgomery, Northampton, Schuylkill, and Somerset</p> <p><u>5:15 - 6:00 P.M.</u> Allegheny, Area M, Armstrong/Indiana, Bethlehem, Chester, Franklin, Lawrence, Lycoming, Mercer, Monroe, and York</p> <p><u>6:00 - 6:45 P.M.</u> Blair, Bradford Sullivan, Bucks, Butler, Columbia Mountor, Delaware, Lancaster, Philadelphia, Washington/Green, and Westmoreland</p>	<p><u>4:30P.M. – 5:45 P.M.</u> Erie, Centre, Clinton, Elk Cameron, Northumberland/Snyder</p> <p><u>5:45 P.M. – 7:00 P.M.</u> Area P, Berks, Carbon, Lehigh, Luzerne</p>

Saturday

	Menu	
	- Scrambled eggs - Turkey sausage - Hot Cereal - (Oatmeal and Grits)	-Oatmeal - Potatoes O'Brien - Fresh cut fruit - Waffles
	Dougherty Dining Hall	Donahue Court
	Adams, Bradford/Sullivan, Beaver, Bucks, Butler, Chester, Clarion, Dubois/ Jefferson Franklin, Lancaster, Lebanon, Mercer, Montgomery, Northampton, Philadelphia, Schuylkill, Somerset, Westmoreland, York	Allegheny, Area M, Area P, Armstrong/Indiana, Bedford, Berks, Bethlehem, Blair, Cambria, Carbon, Centre, Clinton, Columbia/Montour, Delaware, Elk/Cameron, Erie, Lawrence, Lehigh, Luzerne, Lycoming, Monroe, Northumberland/Snyder, Potter, Washington/Greene

	Menu	
	-Breakfast items -Cheeseburgers/Veggie burgers - Grilled chicken	- French fries - Broccoli - Salad bowl - Fruit salad
	Dougherty Dining Hall	Donahue Court

Breakfast
6:30 A.M. – 9:30 A.M.

Lunch
11:00 A.M. – 2:00 P.M.

	Adams, Area M, Armstrong/Indiana, Bedford, Bethlehem, Bradford Sullivan, Bucks, Cambria, Chester, Clarion, Clearfield, Columbia Montour, Dubois Jefferson, Franklin, Lancaster, Lawrence, Lebanon, Lycoming, Mercer, Monroe, Montgomery, Northampton, Philadelphia, Schuylkill, Somerset, Washington-Greene, Westmoreland	Allegheny, Area P, Beaver, Berks, Blair, Butler, Carbon, Centre, Clinton, Delaware, Elk/ Cameron, Erie, Lehigh, Luzerne, Northumberland/ Snyder, York
Dinner 4:30 P.M. – 7:15 P.M.	Menu	
	<ul style="list-style-type: none"> - Meatballs (rolls for sandwiches) - Baked ziti - Chicken parmesan - Vegan White Beans & Lentils in Tomato Sauce - Roasted Cauliflower - Roasted Brussel Sprouts - Salad bowl - Fresh cut fruit - Vanilla and chocolate pudding, jello 	
	Dougherty Dining Hall	
	<p style="text-align: center;"><u>4:30 - 5:15 P.M.</u></p> <p>Adams, Beaver, Bedford, Bradford Sullivan, Cambria, Centre, Clarion, Clearfield, Dubois Jefferson, Elk Cameron, Lebanon, Lehigh, Montgomery, Northampton, Schuylkill, and Somerset</p> <p style="text-align: center;"><u>5:15 - 6:00 P.M.</u></p> <p>Alleghany, Area M, Armstrong/ Indiana, Berks , Bethlehem, Chester, Erie, Franklin, Lawrence, Lycoming, Monroe, and York</p> <p style="text-align: center;"><u>6:00 - 6:45 P.M.</u></p> <p>Area P, Blair, Bucks, Butler, Carbon, Clinton, Columbia Mountor, Delaware, Lancaster, Luzerne, Mercer, Philadelphia, Washington/Green, Northumberland/ Snyder, and Westmoreland</p>	
Sunday		
Breakfast 6:30 A.M. – 9:30 A.M.	Menu	
	<ul style="list-style-type: none"> - Hot Cereal (Oatmeal and cream of rice) - Scrambled eggs - French Toast sticks - Sliced Ham - Turkey Sausage - Tater tots - Fresh cut fruit 	
	Dougherty Dining Hall	Donahue Court
	Adams, Bradford/Sullivan, Beaver, Bucks, Butler, Chester, Clarion, Dubois/ Jefferson Franklin, Lancaster, Lebanon, Mercer, Montgomery, Northampton, Philadelphia, Schuylkill, Somerset, Westmoreland, York	Erie, Centre, Clinton, Elk/Cameron, Potter, Columbia/Montour, Lycoming, Northumberland/Snyder, Area P, Luzerne, Berks, Bethlehem, Carbon, Lehigh, Monroe, Washington/Greene, Bedford,

		Cambria, Blair, Lawrence, Area M, Allegheny, Delaware, Armstrong/Indiana
Lunch 12:00 P.M. – 1:30 P.M.	Menu	
	Boxed Sandwich lunches from Wawa (vegetarian and gluten-free available)	
Lunch will be served in Jake Nevin Field House Courtyard.		

Meal Accommodations

There will be gluten-free and vegetarian options available at all meals. All halls are nut-aware (do not cook with nuts). Otherwise, allergies or other meal accommodations will be dealt with on an as-needed basis. Please let a committee member know of an allergy upon entering the Dining Hall if necessary.

Dining Hall Procedures

- Dougherty Dining Hall: Athletes should enter the main door of Dougherty Hall from the Riley Ellipse and follow volunteer directions to enter the Dining Hall, Tent, or Café Nova. Athletes should not enter dining hall from the driveway door to Dougherty. There should be someone outside of that door directing athletes to enter through the Riley Ellipse doors.
- Donohue Court: Athletes should enter the main door of Donohue Court on the Good Counsel side of the hall and follow volunteer directions to enter the dining facility.
- All dining facilities are handicap accessible
- Every athlete and coach **MUST** wear his or her credentials at all times. Entrance will not be permitted without a credential.
- In order to avoid overcrowding and confusion, you will only be served at the assigned time and location. It is imperative that teams adhere to the designated dinner time and location.
- Notify the Food Committee member checking your team into the dining hall if an athlete has prescribed dietary specifications.
- Remember to arrive during Dining Hall Hours of Operation; Dining Halls will close on time and latecomers will not be permitted to enter.
- Coaches should assist Dining Services staff by having their athletes leave the Dining Hall immediately after they have finished their meal. This will help move everyone through efficiently with less confusion.
- If any member of your dining party needs accommodations in seating arrangements, notify a Food Committee member upon arrival in the Dining Hall.
- If competition interferes with your assigned meal time, we will work to accommodate your party upon arrival.

Competition

Head Coaches Meetings and Briefings

SPORT	FRIDAY	SATURDAY	SUNDAY
Bocce	12:45 P.M., The EL1 Coliseum		
Flag Football	1:00 P.M., Austin Field, 6:00 P.M., Bartley Hall, Room 025	6:30 P.M., Bartley Hall, Room 025	
LDR/W	12:30 P.M. – 1:00 P.M., Sheehan Beach		
Powerlifting	12:00 P.M. - 12:30 P.M., Haverford Room, Connelly Center		
	12:30 P.M. – 1:30 P.M. (Weigh-ins) St. David Room, Connelly Center		
Soccer	1:00 P.M., Villanova Stadium (5 v 5)	12:00 P.M., Pike Field (I-skills) 4:00 P.M., Bartley Hall, Room 2001 (7 v 7) 5:00 P.M., Bartley Hall, Room 2010 (5 v 5)	
	1:15 P.M., Pike Field (7 v 7)		
	4:30 P.M., Bartley Hall, Room 2001 (I-skills)		
	6:00 P.M., Bartley Hall, Room 2001 (7 v 7)		
	6:00 P.M., Bartley Hall, Room 2010 (5 v 5)		
Volleyball	12:45 P.M., Jake Nevin Field House, All Team Competition and I-Skills	12:00 P.M., St. Mary's Gym, Individual Skills 6:00 P.M., Jake Nevin Field House, All Team Competition	
	6:00 P.M., Jake Nevin Field House, All Team Competition		
	12:45 P.M., Jake Nevin Field House, All Team Competition		

General Rules

The Official Special Olympics rules shall govern all Special Olympics competitions. As an international sports program, Special Olympics has created these rules based upon the International and National Governing Bodies (NGB). NGB rules shall apply except when they are in conflict with the Official Special Olympics rules. In such cases, the Official Special Olympics rules shall prevail.

- Only registered athletes will be eligible to participate in the Games. The Games Committee shall review decisions about ineligibility due to improper registration.
- Athletes must be at least eight years of age as of November 1st, 2022 to be eligible for competition. The Young Athletes Program is offered in-person for those athletes less than eight years of age.
- Coaches will not be allowed access to the staging area and are not permitted in the competition area. However, coaches may be allowed to assist aurally or visually impaired athletes during competition, when appropriate. In instances where assistance is required, the Head Coach must request the exemption from the Sports Rules Committee at the Head Coaches Meeting. The request must fully explain the circumstances that mandate the on-course assistance.
- Athletes may be required to participate in time trials or preliminary events. Failure to do so may result in the disqualification of athletes from competition.
- In case an athlete is too ill to participate in time trials or preliminaries, an exemption may be granted by the Games Committee or Sports Rules Committee prior to the event.
- All flag football, soccer and volleyball teams must stay at their respective venues until the end of preliminaries so that we may properly division all teams.
- Any team or athlete more than 15 minutes late will be automatically forfeited.
- Divisions will be determined based upon ability, age, sex, and final times/scores from sectional or prior competition, team skills assessment scores, and classification rounds. If an athlete is registered with no entry time or does not compete in preliminary competition, they will be placed in a heat of his/her own and will be given a participation ribbon.
- **Wearing cleats of any kind is prohibited in any indoor, non-athletic spaces.**

Everybody Plays

Special Olympics celebrates and strives to promote the spirit of sportsmanship and a love of participation in sports for its own sake. To that end, Special Olympics aims to provide every athlete with an opportunity to participate in training and competition events which challenge that athlete to his or her fullest potential, regardless of the athlete's level of ability. Special Olympics therefore requires that Special Olympics Games and Tournaments offer sports and events that are appropriate for athletes of all levels of ability, and in the case of team sports, provide every athlete with an opportunity to play in every game.

Honest Effort Rule

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 a MER violation will receive a participation ribbon. It is the responsibility of the head coach or head of delegation to ensure that the best time or score is submitted to the committee and updated, if necessary, prior to the event.

- Team Sports (Bocce, Flag Football, Soccer, and Volleyball) – The Divisioning Committee or Sports Rules Committee reserves the right to change a team's division during the final competition. This will take place during the 1st or 2nd game in pool play.
- Individual Sports (LDR/W) – Athletes that are timed 25% better than their best time/score (either preliminary or entry score) will receive a participation award.

Code of Conduct

Please see the Special Olympics Policies on the Special Olympics website for more information.

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 team tie occurs, all competition from the disqualified team will be disregarded from the standings. The team who forfeits receives zero (0) points. The opponent in bocce receives 12 points; the opponent in soccer receives two (2) points; and the opponent in volleyball receives 25 points (25 for two games; best of three (3) match).

Protests

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

- Misinterpretation of a playing rule
- Failure of a referee/judge/official to apply the correct rule or penalty for a given violation

Protests regarding judgment calls by officials will not be considered.

All forms must be submitted to the scorer/announcer's table at the venue or to the Fall Festival Committee member at the venue. The Rules Committee will then rule on the protest. The members of the Sports and Games Rules Committees will be announced at each Head Coaches' Meeting. The Head Coach filing the protest will be notified of the decision. He or she may then decide to appeal a rejected protest to the Games Rules Committee (submit to scorer's table) and have the Games Rules Committee paged.

Appeals of denied protests may be submitted to the officials' table at each venue or at the Head Coaches' Meetings that evening. An appeal will be decided within 24 hours after it is submitted.

Protest and appeal forms can be obtained from the officials' or scoring tables at each venue.

Games Rules Committee

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

Kate Delaney – Director of Competition

Bruce Bach – SOPA Senior Competition Director and Staff Liaison

Michelle Boone – SOPA VP of Sports

Head of Delegation & Assistant Head of Delegation – will be announced at the Head of Delegation Meeting

Sports Rules Committees

Bocce		Deb Andrews, Laura Davis, Jennifer Tresp, Luis Soto, Olivia Morin, Tim Kiely
Flag Football		Kathy Reilly, Jason Merola, Al Garzon, Olivia Hoeing, Kiely Fleming, Katherine Carney, James Manion
LDR/W		Scott Otterbein, Jessie Mercke, Ashley Herr, Nick Spencer, Julia Geib, John Bishop
Powerlifting		Joe Braca, Alice Moat, Will Harlan, Hannah Phillips, Isabella Ailanjian
Soccer		Henry Lawley, Shannon Pechart, Kim Lope, Daniel McQueston, Carissa Van Veen, Teddy Archer, Izzy Guiliano, Jane Butler
Volleyball		MaryEllen Brown, Erika Christiansen, Brynne Wacker, Gilly Goodwin, Michael Lavin, Carly Newbold, Aaron Cook

Bocce

Overview

National Governing Body:	International Federation for Bocce
Fall Festival Chairperson:	Luis Soto (bocce@villanovaspo.com)
Fall Festival Assistants:	Olivia Morin, Tim Kiely
Sports Director:	Deb Andrews
Sport Management Team:	Laura Davis
SOPA Representative:	Jennifer Tresp

Location

EL1 Sports - The Coliseum Sports Complex – 450 Colwell Ln, Conshohocken, PA 19428

Events

Traditional Doubles
Unified Doubles

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 12:45 P.M., EL1 Coliseum Sports Complex, Conshohocken, PA 19428

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

An athlete who is not appropriately dressed will not be able to participate in competition. 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 T-shirts. Red denotes the medical staff. We have chosen this color so volunteers can be easily identified and quickly located.

Spikes may not be worn on the courts; only turf or tennis shoes will be allowed. Teams are encouraged to wear unified colors.

Equipment

Bocce balls, pallina, and measuring tape will be provided for the athletes. Seats will also be provided for both athletes and one coach courtside. The coaches and athletes will sit at opposite ends of the court.

Facilities

Villanova will provide water for athletes in the meeting room outside the competition space.

Lunch will be catered at the competition venue for athletes. Food will be provided in the meeting room and must be consumed in the outdoor tent. No food is permitted in the competition area.

The awards ceremony will take place on Sunday at 9:00am in the outside tent.

Athletes should arrive at the venue ready for competition. Restrooms will also be available inside the Coliseum Sports Complex.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: Spectator seating area

Unacceptable areas: On the court or the team area/benches

EL1 Coliseum Information

Competition Schedule

Friday, November 3rd, 1:30pm - 4:30pm

Saturday, November 4th, 8:00am - 5:30pm

Sunday, November 5th, 8:00am - 12:00pm

Spectators should bring lawn chairs to sit in the designated spectator areas

It is highly recommended that delegations bring their own activities for athletes while waiting for games in the spectator areas. These activities include:

Card games

Board games

No food or drink is allowed on the astro turf. The only drink that is permitted in the competition area is water.

Athletes and spectators are recommended to bring their own reusable water bottles. Bringing blankets is also recommended if you are planning on seating in the spectator seating area.

Cooperation and patience will be needed with the new venue and all volunteers. With a focus on cooperation with volunteers, competition will run efficiently. If there are any concerns during the competition, please contact the SOPA representatives that will be present at the event.

Awards

Sunday | 9:00 A.M. (ROLLING), Tent outside EL1 Coliseum Sports Center

Rules

A. Competition

- a. Pool play or brackets will be used depending upon the size of the division.
- b. Teams 15 minutes late from the scheduled start time will forfeit that game.
- c. Pool Play games will be played on Friday afternoon and Saturday morning. Games are played for 20 minutes or until a team earns 12 points. The Scorekeeper will announce a 7 minute and 2 minute warning prior to the end of the 20 minute game end time.
 - i. 1 minute timeouts cannot be used when 5 minutes remain in the game
 - ii. After the 2 minute warning the frame in play will be completed and one additional frame will be played.
- d. If time allows, Final rounds will be played Saturday afternoon. Final games will be played for 30 minute or 12 points whichever comes first .
- e. Paddles will be used by the official to show which team is up to roll the bocce.

B. Divisioning

- a. Athletes will be placed in divisions by their submitted entry score.
- b. Each athlete will play eight balls at three distances (30, 40, & 50 ft)
- c. Each distance is measured and the three closest scores are recorded.
- d. The entry score is the combined total of these nine distances.

C. General Rules

- a. Each team must designate a “Team Captain”. The Captain will witness the coin toss and may request a measurement at the end of each frame.
- b. A coin toss by the referee will determine which team has the pallina and choice of ball color.
- c. Rotation of Players – The players of any given team may elect to play their ball in any rotation, provided the one who tosses the pallina delivers the first bocce ball. The rotation may vary from frame to frame; however, no one player may deliver more than his/her allotted number of balls.
- d. Balls may be rolled, banked, etc. They may also “spock” or hit opponents’ balls to try to gain position or push opponents “out”.
- e. A player can grip the ball by placing his or her hand over or under the ball, as long as the ball is delivered in an underhand style. An underhand delivery is defined as releasing the ball below the waist.
- f. Volunteers will be provided to assist athletes in and out of the service box.

D. Scoring

- a. Points are given to the team who has established the “in” position by the end of the frame. That team is also given an additional point for every one of their balls that is closer to the pallina than their opponent’s balls.
- b. Measurements will be taken from the center side of the bocce ball to the center side of the pallina.

E. Coaches

- a. Coaches may coach their athletes during competition at the following times:

- i. Prior to the match
 - ii. When the athlete is not in the service box
- b. Coaches/spectators may not:
 - i. Call the athletes out of the service box
 - ii. Enter the service box
 - iii. Coach from the sideline or coach at any time during play
- c. Coaches will receive one warning about coaching during play at the coaches meeting prior to competition. If a coach receives a second warning during competition, they lose their right to sit at the score table for the remainder of the tournament. If the behavior continues, the athletes will forfeit that match.
- d. No coaching from the sidelines by coaches, and/or spectators
- e. Coaches/spectators may not enter the service box. One warning will be given at the coaches meeting prior to competition and if the behavior continues, the athletes will forfeit that match.

F. Ties

- a. Ties during frame: The team that rolled last will continue to roll until the tie is broken
- b. Ties at the end of the frame: In the event that the two balls closest to the pallina belong to opposing teams and are tied, no points will be awarded. The pallina returns to the team that last delivered it. Play resumes from the end of the court from which the frame was last played.
- c. Tournament ties: Tie breaking procedures for teams involved in the tie only:
 - i. Head to head competition (for a two-way tie)
 - ii. Least points scored against (all games for the teams tied within pool play)
 - iii. Point differential (all games for the teams tied within pool play)

G. Unified Sports Team

- a. Each Unified Sports doubles team shall consist of one athlete and one partner.
- b. Each game shall commence with a coin toss. Either member of the team that wins the toss starts the game by throwing the pallina and the first ball. The second ball is thrown by either member of the opposing team.

Flag Football

Overview

National Governing Body:	SOPA
Fall Festival Chairperson:	Olivia Hoeing (flagfootball@villanovaspo.com)
Fall Festival Assistants:	James Manion, Katherine Carney, Kiely Fleming
Sports Director:	Al Garzon
SOPA Representative:	Jason Merola

Location

Austin Field, Villanova University
See Appendix G for venue maps.

Events

Unified & Traditional Team Competition
Individual Skills Competition

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 1:00 P.M., Austin Field
Friday | 6:00 P.M., Bartley Hall, Room 025
Saturday | 6:30 P.M., Bartley Hall, Room 025

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

All participants must have a playing uniform consisting of matching shirts/shorts/pants and matching numbers on front and back which can be tucked in at the waist to avoid obstruction of Flag Pulling. No blue jeans will be allowed. All players must wear athletic shorts without pockets.

No jewelry may be worn (rings, bracelets, necklaces, earrings, etc.)

Players must wear rubber-cleated or flat-soled athletic shoes. Metal cleats, spikes, hiking boots or other equipment deemed dangerous by officials will not be allowed.

Equipment

A Protective Mouthpiece Must Be Worn At All Times.

A one-piece, three-flag belt will be worn during the game all times.

Facilities

All games will be played on grass. Restrooms will be available in Dougherty Hall.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: Along the field/sideline marked for spectators

Unacceptable areas: On the field or on the team area/benches, paths for LDRW racers

Awards

Team Competition & Individual Skills: Sunday | 11:30 A.M., Villanova Room, Connelly Center

Rules

Special Olympics Flag Football is non-contact.

The games shall be played between two (2) teams of five (5) players. Five (5) players are required to start the game.

Traditional Teams

- The team roster may contain a maximum of ten (10) players.
- Teams shall field five (5) players to start the game (required).

Unified Teams: Five (5) players are required to start the game, three (3) athletes and two (2) partners.

Substitutions (athlete for athlete/partner for partner)

- Any player on the roster may enter upon the completion of a play (dead ball).
- Each substitute must play at least one (1) down prior to being replaced.
- A replaced player must leave the field immediately.

Points of Emphasis

1. No team shall repeatedly commit penalties/fouls which halve the distance to the goal line.
2. Neither team shall commit any act which, in the opinion of the referee, tends to make a travesty of the game.
This includes intentionally committing penalties/fouls to gain an advantage.
3. The referee will enforce any penalty they consider equitable, including the award of a score for an unfair act.

Coin Toss

1. A coin toss determines first possession.
2. Each team will provide two (2) captains.
3. The officials and team captains will meet three (3) minutes prior to the start of the contest to conduct the coin toss.
 - The visiting team captain will be given the choice of heads or tails prior to the toss.
 - The winner of the coin toss shall have to choose whether their team will start on offense or defense

Possessions

1. All possessions, except following an interception, start at the offensive team's 5-yard line.
2. The offense has four (4) downs to cross mid-field.
3. Once the offense crosses mid-field, they have four (4) additional downs to score a touchdown.
4. If the offensive team fails to cross mid-field or score a touchdown in a prescribed number of downs, possession of the ball changes and the opposite team starts at their 5-yard line.
5. When determining forward progress, mark the forward point of the ball, not the player, when the ball becomes dead by rule (ball carrier's flag belt is pulled or hand/knee touches ground, whistle sounds, etc.).

Game Timing

Game Length

1. Standard Timing
 - The game shall consist of two (2) 20-minute halves (running clock) until the last (1) minute of each half.
 - During the last (1) minute of each half the clock:
 - i Stops for: incomplete passes, scoring plays, changes of possession, out of bounds, or first downs.
 - ii Restarts on the snap.
 - iii Does not start for extra point attempts (untimed down).

General Timing

1. Each team receives one (1) 60-second time-out per half.
 - An unused time-out from the first half does not carry over to the second half.
 - The clock will stop for all time-outs and restart on the snap.
2. There shall be a 5-minute halftime.
3. Officials can stop the clock at their discretion (injuries, delays, etc.).

Overtime

1. Occurs if the score is tied at the end of regulation play.
2. All regulation rules and penalties are in effect during overtime.
3. There are no time-outs.
4. A coin toss is held to determine first possession (called by the home team).
5. Each team receives two (2) downs beginning at midfield to score or gain the most yards.
 - If the team with the first attempt in overtime scores on the first play, the opposing team must score on its first play also. There are no attempts at extra points in overtime.
 - If both teams score a touchdown, or gain the same yardage, the procedure is repeated until one (1) team wins.

Teams will alternate possessions towards the same goal until there is a winner if there are multiple overtimes.

The team that started with the first overtime possession will possess the ball second in the next overtime.

The team gaining the most points or gaining the most yards is awarded one (1) extra point to the tied score and wins the game. Exceptions to this rule are interception: The team that intercepts the pass automatically wins the game.

Scoring

- Touchdown: six (6) points.
- Extra Point
 1. One (1) point from the 6-yard line.
 2. Two (2) points from the 12-yard line.
 3. Penalty enforcement will change the spot of the attempt, not the point value of the extra point attempt.
- Safety: two (2) points: A safety is scored when the ball becomes dead in the defense's end zone.

Mercy Rule: If a team is up twenty five (25) or more points in the last minute of the game, the clock will continue to run.

Live Ball & Dead Ball

A. Live Ball

A live ball is a ball in play. A ball becomes live when the ball is legally snapped, and a down is in progress.

Generally used in regard to penalties, live ball penalties are considered part of the play and must be enforced before the down is considered complete.

B. Dead Ball

1. Refers to the period of time immediately before or after the play.
2. Play is ruled dead when:
 - The ball carrier's flag is pulled.
 - The ball carrier loses their flag.
 - The ball carrier steps out of bounds.
 - The ball carrier's knee or hand touches the ground.
 - A touchdown, extra point, or safety is scored.
 - When a forward pass strikes the ground.
 - When a forward pass is caught simultaneously by opposing players (the offense retains possession).
3. A pass is intercepted (no returns).
4. An offensive receiver without a flag belt catches a ball.
5. A snapped ball touches the ground.
6. The ball is immediately dead if fumbled (hits the ground).
 - i If fumbled forward, the ball is spotted where the ball carrier's feet were at the time of the fumble.
 - ii If ball falls backwards, it is marked where it hits the ground.

7. When there is an inadvertent whistle (official's whistle that is blown in error)

Running the Ball

A. Running

1. The quarterback (first player gaining possession of the snap) cannot advance the ball across the line of scrimmage at any point during a down even if a legal handoff has occurred (illegal procedure).
2. Ball carriers MUST make an effort to avoid defenders with an established position.
3. Only direct handoffs behind the line of scrimmage are legal.
 - Direct handoffs may be forward, backwards, or to the side of the quarterback/offensive player but must occur behind the line of scrimmage.
 - i Transferring possession from one (1) teammate to another without throwing, tossing, or kicking the ball.
 - The offense may have unlimited handoffs until the ball crosses the line of scrimmage.
4. The ball is marked at the spot where the forward point of the ball is when the player is declared down (ball carrier's flag belt is pulled or hand/knee touches ground).

B. No Run Zones

1. Located 5-yards before the mid-field line and goal line.

Any ball snapped from on or in these zones must be passed.

The purpose of no run zones is to avoid short yardage, power running situations.

If the line of scrimmage is broken by a runner, prior to being passed in a no running zone, it is an illegal procedure penalty.

Passing & Receiving

A. Passing and Receiving by the offense

1. All passes must be forward and received beyond the line of scrimmage.
 - a. Backwards passes (laterals or pitches) are illegal regardless of field location.
 2. Shovel passes are allowed but must be received beyond the line of scrimmage.
 3. All players are eligible to receive a forward pass, even the quarterback following a legal handoff.
 - Unified Sports® exception: if a partner throws a pass, only athletes are eligible receivers. No partner-to- partner passes.
 - If a player steps out of bounds, they may not be the first player to touch the ball.
 4. Only one (1) offensive player is allowed in motion but may not be moving toward the line of scrimmage at the snap.
 5. A player must have at least one (1) foot in bounds when making a catch.
 6. Interceptions become dead at the spot of the catch and belong to the intercepting team at that spot.
 - a. Exception: A ball intercepted in the end zone is spotted at the 5-yard line.

Rushing the Quarterback

A. All defensive players who rush the quarterback must be a minimum of seven (7) yards from the line of scrimmage when the ball is snapped.

1. A special marker, placed by the official, will designate the spot seven (7) yards from the line of scrimmage when the ball is snapped.

- Players not rushing the quarterback may defend the line of scrimmage.
- Once the quarterback hands off the ball, all defenders are eligible to rush.

Long Distance Running/Walking

Overview

National Governing Body:	United States Track & Field (USATF)
Fall Festival Chairperson:	Nick Spencer (ldr@villanovaspo.com)
Fall Festival Assistants:	Julia Geib, John Bishop
Sports Director:	Scott Otterbein
SOPA Representative:	Ashley Herr

Location

Sheehan Beach (Adjacent to Austin Field), Villanova University
See Appendix A for course maps.

Events

1500 Meter Walk/Unified Sports Walk-Friday 1:30PM
1500 Meter Run/Unified Sports Run-Friday 2:00 PM
5000 Meter Run/Unified Sports Run-Saturday 9:00AM
3000 Meter Walk/Unified Sports Walk-Saturday 10:00AM
3000 Meter Run/Unified Sports Run-Saturday 11:00AM
5000 Meter Walk/Unified Sports Walk-Sunday 8:30AM
10000 Meter Run/Unified Sports Run-Sunday 8:30AM

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 12:30 P.M. – 1:00 P.M., Sheehan Beach, Villanova University

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards. **An athlete who is not appropriately dressed will not be able to participate in competition.**

T-shirt color: please refrain from wearing solid red T-shirts. Red denotes the medical staff. We have chosen this color so volunteers can be easily identified and quickly located.
Proper running shoes are to be worn, with the exception of running spikes. Shirt must be tucked into running pants.

Equipment

Bib numbers and safety pins will be provided during registration for all athletes. Race numbers should be displayed on the front of the athlete.

Flags and/or pylons will mark the course. Course marshals will be situated along the course during the competition. Athletes and coaches will be able to inspect the course at the following times:

1. Prior to competition
2. Friday afternoon between 11:30 A.M. and 12:30 P.M.

Facilities

Restrooms will be available in Dougherty Hall.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: In the marked areas near start/finish line

Unacceptable areas: On the course or at the start/finish line

Awards (Rolling)

1500m Walk: Friday | 1:45-2:30 P.M., Tent on Sheehan Beach

15000m Run: Friday | 2:15-3 P.M., Tent on Sheehan Beach

5000m Run: Saturday | 9:30-10:30 A.M., Tent on Sheehan Beach

3000m Walk: Saturday | 10:30-11:30 A.M., Tent on Sheehan Beach

3000m Run: Saturday | 11:15 A.M.-12 P.M., Tent on Sheehan Beach

5000m Walk, Steve English Memorial 5K Walk/10K Run and Unified Sports:

Sunday | 9:15-10:30 A.M., Tent on Sheehan Beach

Rules

- A. Divisioning
 - a. Athletes will be divisioned based upon entry times. Please be sure to submit the best competition time for this season to the hundredths of a second (e.g., 1:06:16) to ensure more accurate divisions.
- B. Finish
 - a. The winner will be determined by the fastest person in each division.
- C. Unified
 - a. One Unified Sports Team will consist of a Special Olympics athlete and a non-Special Olympics partner of comparable ability.
 - b. The place of finish will be determined by the combined time of both partners.

Powerlifting

Overview

National Governing Body:	USA Powerlifting
Fall Festival Chairperson:	Will Harlan (powerlifting@villanovaspo.com)
Fall Festival Assistant:	Bella Ailanjian, Hannah Phillips
Sports Director:	Joe Braca
SOPA Representative:	Alice Moat

Location

Villanova Room, Connelly Center

Events

Bench Press
Deadlift
Squat
Combination (Bench Press and Deadlift)
Combination (Bench Press, Deadlift, and Squat)

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 12:00 P.M. - 12:30 P.M., Haverford Room, Connelly Center

Attire

Athletes participating in this competition must wear appropriate sports attire. Please remember that no commercial advertising may be worn by the athlete during ceremonies, competition or awards.

If an athlete is not appropriately dressed 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 T-shirts. Red denotes the medical staff. We have chosen this color so volunteers can be easily identified and quickly located.

Proper attire should be worn (no jeans or sweat suits)

1. A one-piece lifting suit or wrestling singlet should be worn. The only exception is the full-length aerobic suit worn in the bench press by athletes with physical disabilities (*see modifications under 4*). **Long pants are not permitted.**
2. Wraps may be used: maximum size=8 cm wide and 2 m long. The wrap may not be more than 10 cm above or 2 cm below the wrist.

3. Participants in the squat or bench press must wear a T-shirt during competition. Women must also wear a T-shirt when competing in the deadlift.
4. Athletes with physical disabilities (ex. wheelchair, cerebral palsy, amputees), may wear a two-piece outfit with both upper and lower pieces being form fitting, either snug fitting track trousers or snug fitting shorts may be worn. A full-length aerobic suit may be worn while performing the bench press. Lifting with a prosthesis is allowed and orthotics with shoes will be allowed.

Equipment

- Leather or vinyl belts may be worn. They can be no more than 10 cm wide, 13 mm thick and may encircle the body only once. (SO Rulebook 3.3.5)
- Wrist wraps may be used: maximum size=8 cm wide and 1m long. The wrap may not be more than 10 cm above or 2 cm below the wrist. (SO Rulebook 3.3.6)
- Athletes not properly attired (including belt/wrist wrap size) will be disqualified.

Facilities

There are restrooms downstairs next to the Villanova Room. The restrooms will serve as the changing/locker rooms. Signs will designate the gender of the changing/locker rooms.

There will be a warm-up area for the athletes separated by wooden panel doors from the competition area in the Radnor/St. David's Room. This area will be available to athletes participating in squat events to clearly demonstrate that they are able to perform the necessary motion to compete safely.

As needed, there is an elevator located at the top floor of the Connelly Center near the information desk that can be used to access both the upper and lower levels of the facility.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: The Connolly Center Cinema, Connelly Center Villanova Room

Unacceptable areas: Heating/warm-up area and competition platform

Awards

Sunday | 8:30 A.M., Villanova Room, Connelly Center

Rules

A. Divisioning

- a. Athletes will be divisioned according to Special Olympics rules, which consider the gender, age, weight class, and starting attempt:
 - i. Divisions of fewer than three athletes may be combined by age group first, then by weight class to ensure divisions have at least three participants.
 - ii. The Wilkes Formula will be applied to score events if divisions consist of multiple weight classes. The Wilkes Formula is also applied in case of ties to determine placement.
 - iii. The Wilkes coefficient is determined from the lifter's body weight (BW) as listed in the Summer Sports Rules. That coefficient is multiplied by the lifter's total score/best lift. This equals the lifter's Wilkes Formula Total (WFT), which is used for placement.

- iv. Divisions will never combine male and female participants.

B. Equipment

- a. The following guidelines should be followed for all safety equipment
 - i. No gloves are allowed.
 - ii. Non-stretch/non-metal (with the exception of the buckle) belts may be worn. The belt is to be no more than 10 cm wide, 13 mm thick, and can circle the body only one time.
 - iii. Chalk and powder are legal substances to be added to the body and/or attire.
 - iv. All scored events will be in the metric system (kilograms). Conversion charts will be provided on Friday; additional charts will be available during competition.

C. Finish

- a. Scoring of the events shall be the maximum weight lifted for each event multiplied by the Wilkes Coefficient (if applicable) and the combination maximum weight for both events or for all three events.

D. Qualifications

- a. All athletes must be at least 14-years-old to compete in powerlifting.

E. Weigh-In

- a. All athletes must be weighed in prior to competition. The weigh-in results will not be made known until all the lifters in a particular weight class have been weighed in.
 - i. Only those greater or lighter than the category limit are allowed to return to the scales within the limits of the hour and 30 minutes allowed from the beginning of the weigh-in.
 - ii. An athlete weigh-in above the upper limit for a weight class will be moved to the next heavier weight class.
 - iii. An athlete weighing in below the minimum limit for a weight class may, at the discretion of the chief referee, be permitted to lift in the next lightest weight class if that competition is available.
 - iv. If competition in the lighter weight class is not available, the athlete will be permitted to lift outside the official competition and receive a participation ribbon.
 - v. Weigh-ins will occur on the first floor of the Connelly Center on Friday from 12:30 P.M. – 1:30 P.M. Weigh-ins will take place in the St. David Room.
 - vi. Coaches must give starting weights for the competition at weigh-in.

F. Squat Competition

- a. Head coaches who have attended an approved squat lift clinic may enter their athletes in the squat lift.
 - i. Those athletes wishing to perform the squat must be assessed during weigh-in Friday afternoon, unless they were assessed during Fall Sectionals.
 - ii. Specific details of event competition times will be sent to head coaches later

G. Next Attempts

- a. The coach has 1 minute to give the scoring table the weight for their next attempt. Next attempt forms will be available at the scoring table and must be used.

H. Weight Classes

Men	Women
53.0 kg/111.0 lbs	43.0 kg/95.75 lbs
59.0 kg/130.0 lbs	47.0 kg/103.0 lbs

66.0 kg/145.5 lbs
74.0 kg/163 lbs
83.0 kg/183.0 lbs
93.0 kg/205.0 lbs
105.0 kg/231.0 lbs
120.0 kg/264.50 lbs
Over 120.0 kg/ over 264.50 lbs

52.0 kg/114.50 lbs
57.0 kg/125.50 lbs
63.0 kg/139.0 lbs
72.0 kg/158.5 lbs
84.0 kg/185.0 lbs
Over 84.0 kg/over 185.0 lbs

Soccer

Overview

National Governing Body:	United States Soccer Federation
Fall Festival Chairperson:	Daniel McQueston (soccer@villanovaspo.com)
Fall Festival Assistants:	Carissa Van Veen, Izzy Guiliano, Teddy Archer, Jane Butler
Sports Director:	Henry Lawley
SOPA Representatives:	Mike Ermer, Shannon Pechart, Kim Lope

Location

7 v 7 – Friday: Pike Field, Villanova University
Saturday: Pike Field, Villanova University
Sunday: Pike Field, Villanova University

5 v 5 – Friday: Villanova Stadium, Villanova University
Saturday: Villanova Stadium, Villanova University
Sunday: Villanova Stadium, Villanova University

Individual Skills – Saturday: Pike Field, Villanova University

See Appendix B for venue maps.

Events

7 v 7 Team Competition
5 v 5 Team Competition
Individual Skills Competition*

**This is an entry level event. Athletes entered in this event may not participate in other events.*

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 1:00 P.M., Villanova Stadium (5 v 5)
Friday | 1:15 P.M., Pike Field (7 v 7)
Friday | 4:30 P.M., Bartley Hall, Room 2001 (I-Skills)
Friday | 6:00 P.M., Bartley Hall, Room 2001 (7 v 7)
Friday | 6:00 P.M., Bartley Hall, Room 2010 (5 v 5)
Saturday | 12:00 P.M., Pike Field (I-skills)
Saturday | 4:00 P.M., Bartley Hall, Room 2001 (7 v 7)
Saturday | 5:00 P.M., Bartley Hall, Room 2010 (5 v 5)

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

An athlete who is not appropriately dressed will not be able to participate in competition. 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 T-shirts. Red denotes the medical staff. We have chosen this color so volunteers can be easily identified and quickly located.

Shorts, jerseys, stockings, and soccer shoes with soft and yielding cleats (no metal studs) must be worn. Jerseys must be marked with 25cm numbers on the back. Goalies must wear distinguishing colors from other teammates.

Cleats cannot be worn inside any indoor venues.

Equipment

All athletes must wear shin guards during competition.

Facilities

Players should come dressed for competition. All games will be played on grass or turf. All 5 v 5 soccer athletes may use the facilities and portable restrooms provided at Villanova Stadium on Friday, Saturday and Sunday. Individual Skills athletes and 7 v 7 athletes will have access to portable restrooms near Pike Field, as well as bathrooms in the Performing Arts Center.

Spectator Seating

Villanova Stadium will have designated seating for spectators and Pike Field will have designated areas for spectators to place their own chairs. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: Bleachers or along the field marked for spectators

Unacceptable areas: On the field or on the team area/benches

Awards

Individual Skills: Sunday | 10:00 A.M. Topper Theater, Performing Arts Center

5 v 5: Sunday | 11:30 A.M., Topper Theater, Performing Arts Center

7 v 7: Sunday | 12:30 P.M., Topper Theater, Performing Arts Center

Rules

A. *5 v 5 Competition:*

- a. The roster size may not exceed 10 players for this competition.
- b. Divisions are based upon the team skills assessment scores and preliminary round of play. The top 5 players must start each preliminary or classification game on Friday.
- c. The duration of the game shall be two equal periods of 15 minutes with a half-time interval of five minutes.
- d. Round-robin tournament play will be used for divisions of three or more teams. A best of three series will be used for divisions of two teams.
- e. If overtime is used to break a tie, two five-minute overtime periods are used. If the game is still tied, penalty kicks will be used to break the tie.
- f. If a player is expelled from the game (two yellow or one red card issued), the team is to play with one player down for either two minutes or until the next goal is scored. The player ejected may not return to play.
- g. The process to be used to break a tie record for the tournament will be as follows:
 - i. a. Head to head competition (for a two-way tie)
 - ii. b. Least points scored against (all games for the teams tied within pool play)
 - iii. c. Point differential (all games for the teams tied within pool play)
 - iv. d. Tie

**In the final standings of round robin competition, a team can only win or lose by a maximum of four goals per match. For example, a team that wins a match 8-2 will get the maximum +4 point differential. A team that loses 6-1, will get the maximum -4 point differential.*

B. 7 v 7 Competition:

- a. The roster size may not exceed 12 players for this competition.
- b. Divisions are based upon the team skills assessment scores and preliminary round of play. The top 7 players must start each preliminary or classification game on Friday.
- c. The duration of the game shall be two equal periods of 20 minutes with a half-time interval of 5 minutes.
- d. Round-robin tournament play will be used for divisions of three or more teams. A best of three series will be used for divisions of two teams.
- e. If overtime is used to break a tie, one 5-minute, sudden death overtime period is used (first goal scored wins). If the game is still tied after the first overtime, another 5-minute sudden death overtime is used. If the game is still tied after the overtime periods, penalty kicks will be used to break the tie: five players shall be selected from the competing players on the field for each team.
- f. If a player is expelled from the game (two yellow or one red card issued), the team is to play with one player down for either two minutes or until the next goal is scored. The player ejected may not return to play.
- g. The process to be used to break a tied record for the tournament will be the same as in 5 v 5.

C. Individual Skills Competition:

- a. Individual skills athletes may not participate with the 5-a-side, or 7-a-side teams.
- b. In the medal round, each player should perform each event twice. The total score from the two rounds (in the medal round) is added together to give the final score for awards placement.
- c. After kicking, the athlete must return to the starting line.
- d. 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.
- e. Standard Skills Competition
 - i. 15-Meter Dribble, Run and Pass, 6-Meter Shot
 - ii. This event is offered for athletes 8 years of age or older who have not scored 130 points or higher in this event. Those with a score of 130 points or higher must compete in the Advanced Skills Competition.
- f. Advanced Skills Competition

- i. 12-Meter Slalom Dribble, Control and Pass, Gather-Dribble-Shot
- ii. This event is offered for athletes and Unified Partners 8 years of age or older who have scored 130 points or more in the Standard Skills Competition.

D. *Substitutions:*

- a. Substitutions are unlimited in number; players may return to the field after being substituted. Substitutions can be made any time the ball is out of bounds, between periods, after a goal is scored, or during a timeout for an injury. The coach must signal the referee or linesman in order to make a substitution. A substituted player can only come onto the field when given a signal by the referee.

Volleyball

Overview

National Governing Body:	United States Volleyball Association
Fall Festival Chairperson:	Gilly Goodwin (volleyball@villanovaspo.com)
Fall Festival Assistants:	Mike Lavin, Carly Newbold, Aaron Cook
Sports Director:	MaryEllen Brown
SOPA Representatives:	Erika Christiansen, Brynne Wacker

Location

Champions – Friday: Jake Nevin Field House, Saturday: Jake Nevin Field House, Sunday: Jake Nevin Field House

All-Stars – Friday: Jake Nevin Field House, Saturday: Agnes Irwin School, Sunday: Agnes Irwin School

Individual Skills – Saturday: St. Mary's Gym

Events

Team Competition

Individual Skills Competition*

*This is an entry level event. Athletes entered in this event may not participate in other events.

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Volleyball Modified Serving Testing will be from 1:15 PM-1:30 PM Friday, November 4 in Jake Nevin Field House gym.

Friday | 12:45 P.M., Jake Nevin Field House, All Team Competition and Individual Skills

Friday | 6:00 P.M., Jake Nevin Field House, All Team Competition

Friday | 12:45 P.M., Jake Nevin Field House, All Team Competition

Saturday | 12:00 P.M., St. Mary's Gym, Individual Skills

Saturday | 6:00 P.M., Jake Nevin Field House, All Team Competition

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

An athlete who is not appropriately dressed will not be able to participate in competition. 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 T-shirts. Red denotes the medical staff. We have chosen this color so volunteers can be easily identified and quickly located.

Shorts, jerseys, and light pliable shoes (leather or rubber soles without heels) shall be worn. Jerseys shall be marked with numbers no less than 3 inches high on the front and 6 inches high on the back.

Equipment

All competition equipment will be provided. Closed-toed shoes must be worn at all times.

Facilities

Restrooms will be available in the Jake Nevin Field House and St. Mary's Gym

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: at the end of the courts

Unacceptable areas: on the court or on the team area/benches

Awards

Individual Skills: Sunday | 9:00 A.M., O'Dea Lounge, Andrew J. Talley Athletic Center

Team: Sunday | 10:30 P.M., O'Dea Lounge, Andrew J. Talley Athletic Center

Rules

A. *Individual Skills:*

- a. Individual skills athletes may not participate in team competition.
- b. They will perform each event once for preliminaries and once for finals.
- c. 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.

B. *Libero Players*

- a. Any team has the option of using a Libero player. This player must be listed on the roster.
 - i. You may only have one (1) Libero player per set.
- b. The Libero player must wear a uniform of a different and contrasting color than the rest of the team.
- c. The Libero may replace a player in the back row position. The Libero may not serve, block, or attempt to block or attack when the ball is higher than the net. The Libero may not come into the front zone.
- d. When the Libero replaces a player in the back zone, it is not counted as a substitution.
- e. These replacements are unlimited. Only the players whom he/she replaced may replace the Libero.

C. *Serving*

- a. A served ball touching the net shall remain in play and the receiving team has three plays to return the ball to the opponents.
 - b. All teams must serve within designated areas. (If service area does not have a minimum of a three-foot perimeter, then one step past the designated service line is permissible.)
 - c. There will be no modified servers for the highest division competition.
 - d. In the lowest division, there will be a maximum three-side out serving format.
- D. *Substitutions:*
- a. Each team may have a maximum of 12 substitutions per game (except for the Libero).
- E. *Team Competition:*
- a. The roster size may not exceed 10 players for this competition.
 - b. Divisions will be based upon the team skills assessment scores, prior to competition, and preliminary round of play. Top players must start each preliminary or classification game on Friday.
 - c. After divisions are selected, round-robin tournament play will be used for divisions of three or more teams. If there are only two teams, a best of three series will determine the outcome.
 - d. Final competition will be conducted as follows:
 - i. Rally scoring shall be used. When the serving team wins a rally, it scores a point and continues to serve. If the receiving team wins the rally, it scores a point and gains the right to serve. A game is won by the team which first scores 25 points with a minimum lead of two points.
 - ii. The first team receiving shall rotate upon the first side out.
 - iii. A match is won by the team that wins the best of three games.
 - iv. If there is a tie, the deciding (third) game is played as a tiebreaker with rally point scoring procedures to 15 points. A 45-minute time limit will be used for all matches.
 - e. The process to be used to break a tied record for the tournament for teams involved in the tie only will be as follows:
 - i. Head to head competition (for a two-way tie)
 - ii. Least points scored against (all games for the teams tied within pool play)
 - iii. Point differential (all games for the teams tied within pool play)
 - f. If time permits, medal rounds will be played to determine the final standings. In medal round competition, the following format will be used:
 - i. A one-game playoff match will be played and won by the team that scores 15 or more points.
 - ii. Teams change sides when one team has scored eight points.
- F. *Modified Servers*
- a. If athletes were not tested during sectionals, then they may be tested on Friday from 1:15 P.M. - 1:30 P.M. in Jake Nevin Field House to determine modified server status. Those athletes considered modified servers will receive a wristband at this time. There will be no modified servers allowed in Division I.

Special Events

Opening Ceremonies

Friday, November 3 | 7:30 P.M. (**Doors open at 6:40 PM**)
Villanova Finneran Pavilion, Villanova University

Athletes, coaches, spectators, VIPs, and families can begin to arrive at the main entrance to the Finneran Pavilion along North Ithan avenue starting at 6:40 P.M. Athletes designated as banner carriers should report to the staging area in the Fitzgerald Club no later than 7:00 P.M. to pick up their delegation's banner and begin staging for the procession.

It is very important that athletes and coaches follow the posted seating chart at the Finneran Pavilion for Opening Ceremonies. Signs showing seating will also be available in the individual sections. Coaches should direct their athletes to their seats as quickly as possible and remain in their seats until Moira Horan, the 2023 Fall Festival Director, releases each county at the conclusion of the ceremony.

Highlights of the Event

- Welcome by Moira Horan, 2023 Fall Festival Director
- Retrospective Fall Fest video celebrating 35 years of inclusion
- The Villanova Band, Villanova Cheerleaders, the Torch Lighting, and more!
- Streamer Toss!

Family Events

Throughout the weekend there will be activities for family and friends of athletes competing at Fall Festival. All spectators are responsible for providing their own housing and meals.

CEREMONIES

All friends and family are invited and encouraged to attend:

- Opening Ceremonies - Seating in the Back Upper Level Bleachers of the Finneran Pavilion
- Closing Ceremonies - Seating in the Rafters of Jake Nevin Field House
- All Competition Venues and Awards Ceremonies
- Olympic Town

Achievement Awards

Philadelphia Insurance Award of Valor

Awarded to a Fall Festival participant who may not be the most talented athlete, but is the hardest worker and the very best teammate he or she can be. Through hard work, dedication, and the right attitude, this athlete has

gotten the most out of his or her abilities and has helped others around him or her to achieve more through his or her support and work ethic. The way this athlete approaches his or her area of competition should be emulated. A nomination form can be found at the end of this handbook.

Recipients can be nominated using the form provided at the end of this handbook. All submissions will be due to the Operations Center in Dougherty Hall by 12:00 P.M. on Saturday.

Awards

Friday, Saturday and Sunday

Various Locations

- Athletes finishing first, second, and third will receive a gold, silver, and bronze Special Olympics PA medal, respectively. Athletes placing fourth, fifth, sixth, seventh, and eighth in their division will receive a ribbon.
- Any athlete who does not finish or is disqualified will receive a participation ribbon. Athletes who are disqualified for misconduct or who do not compete 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 placement for the order they crossed the finish line. Example: if two teams tie for first place, both teams will receive gold medals and the next placed team will receive bronze medals.
- Each sport has designated a number of additional awards for sportsmanship, spirit, etc. These will be presented during the regular ceremony by a member of Villanova Special Olympics.

Important Notes:

- Each Awards venue will have a check-in table staffed by volunteers. Coaches should plan to check in their athletes and/or teams to ensure everyone is present.
- There will be reserved seating for athletes and coaches for the following ceremonies: Soccer Team 5v5 (Mullen Center for the Performing Arts), Soccer Team 7v7 (Mullen Center for the Performing Arts), and Flag Football I-Skills and Team (Villanova Room). Ushers will be present to direct everyone to their seats.
- There are no cleats allowed for ceremonies taking place in the Mullen Center for the Performing Arts (Soccer 5v5 and Soccer 7v7). Please remind athletes competing in soccer team competition to bring a different pair of shoes for Sunday's awards ceremonies.

The following chart details Awards Presentations by sport. Please note that bocce, LDRW, and volleyball team awards ceremonies are rolling ceremonies. Times are subject to change:

Friday, November 3th			
	Time	Location	Sport
	1:45-2:30 PM	Austin Field Tent	LDRW 1500m Walk/Unified Sports Walk Rolling Awards
	2:15-3 PM	Austin Field Tent	LDRW 1500m Run/Unified Sports Run Rolling Awards
Saturday, November 4th			
	Time	Location	Sport
	9:30-10:30 AM	Austin Field Tent	LDRW 5000m Run/Unified Sports

			Run Rolling Awards
	10:30-11:30 AM	Austin Field Tent	LDRW 3000m Walk/Unified Sports Walk Rolling Awards
	11:15 AM-12 PM	Austin Field Tent	LDRW 3000m Run/Unified Sports Run Rolling Awards
Sunday, November 5th			
	Time	Location	Sport
	8:30 AM	Villanova Room	Powerlifting Awards
	9:00 AM	O'Dea Lounge	Volleyball I-Skills Awards
	9:00 AM	El Coliseum	Bocce Awards (Rolling)
	9:15 AM-10:30 AM	Austin Field Tent	LDRW 10K Run/5K Walk and Unified Sports Rolling Awards
	10:00 PM	Topper Theater	Soccer I-Skills Awards
	10:30 AM	O'Dea Lounge	Volleyball Champions and All-Stars Awards (Rolling)
	11:30 AM	Topper Theatre	Soccer 5v5 Awards
	11:30 AM	Villanova Room	Flag Football Team Competition Awards and I-Skills Awards
	12:30 PM	Topper Theatre	Soccer 7v7 Awards

Friday Night Entertainment

Friday | 5:00 P.M. – 7:00 P.M.

Campus Green and Riley Ellipse, Villanova University

Join us for a new event including live music, food trucks, fire pits, and yard games! Grab a snack, socialize, enjoy some tunes, and relax after the first day of competition. Yard games and food trucks will be occurring at the Riley Ellipse while live music and fire pits will be on the Campus Green.

Olympic Town

Saturday | 10:00 A.M. – 5:00 P.M.

Sunday | 9:00 A.M. – 12:00 P.M.

“The Quad,” Villanova University (between Sheehan and Sullivan Halls and extending up to the Connelly Plateau)

Olympic Town provides entertainment and recreational fun for all those attending Fall Festival. This year’s O-Town includes exciting new games, arts and crafts, snacks, special guest appearances, and performances by a multitude of diverse groups. There will be appearances by Villanova student performers, themed characters, and DJ Dave.

Dreams Shooting Star and Inclusion Letters

Everyday | The Riley Ellipse
Mendel Field, Villanova University

Friday, Saturday, and Sunday, there will be a wooden shooting star set up on the Riley Ellipse. Athletes can write their dreams on pieces of ribbon and tie them to the shooting section of the star. Athletes and anyone who wishes can come by, add their dreams to the star, take a picture, and chat about their dreams!

There will also be “INCLUSION” letters which will offer a photo opportunity!

Victory Jamboree

Saturday, November 5 | 7:30 P.M. – 9:30 P.M. (Doors open at 7:00 P.M.)
Mendel Field, Villanova University

The Victory Jamboree is a great way for athletes and coaches to unwind following the conclusion of Saturday’s events! This year the event will have multiple activities; crafting, dancing, a movie, and food, to allow all participants to find something they enjoy!

Special Olympics Pennsylvania and the Villanova Special Olympics Committee requires all attendees to possess and wear credentials to enter the Victory Jamboree. Family members and guests will not be permitted to enter the Victory Jamboree. Fall Festival Committee members, SOPA staff members, and Public Safety officers will be checking credentials at the entrance to the Pavilion. Credentials MUST be worn and visible at all times.

We will also have a room stocked with water as an “Inclusion Zone” for anyone who would like to take a break from any of the activities. Student committee members will be in place to direct athletes from the events to the “Inclusion Zone,” as needed, which will be located in a quiet room in White Hall.

Diversity, Equity, Inclusion Statement

Villanova Special Olympics is deeply committed to representing and reflecting the unique experiences, perspectives and viewpoints of our athletes, coaches, committee members, and volunteers. As we think about diversity, equity, and inclusion, we aim to honor one another’s stories, be present for each other, and strive for empathic action in every moment. We recognize that disability is only one aspect of diversity and work towards acknowledging all members' intersectionality. We are rooted in unity and practice inclusion through genuine interactions and simply showing each other we care.

Diversity, Equity, Inclusion and Awareness Table

Friday | 12:00 P.M. – 5:00 P.M. @ Riley Ellipse
Saturday | 10:00 A.M. – 5:00 P.M. @ Olympic Town
Sunday | 9:00 A.M. – 12:00 P.M. @ Olympic Town

Friday, Saturday, and Sunday, DEI & Awareness will be running a booth as a hub for the conversations from the pin activity (see instructions below). Provided will be more pins and conversation cards to facilitate the activity. There is also an activity where everyone will have the opportunity to share their dreams and goals with all of O-Town. We will also have resources for DEI and furthering conversation, including an ASL handout, information about pronouns, and pamphlets on educational topics (neurodiversity, ability, understanding, and more!) Be sure to stop by and collect pins!

Pin Conversation Activity

DEI & Awareness has an overarching mission to inspire meaningful connection and form diverse relationships between all members of Fall Fest. To encourage conversation we created a pin exchange.

Start: Every volunteer and athlete was given 6 of the same pin via housing packets or volunteer meetings. Additionally, each person was given a conversation card with instructions and questions. There are a total of 6 different pins spread throughout campus.

Goal: Each member of Fall Fest is to collect all 6 different pins by trading with volunteers and athletes. Each time a pin is traded a question from the conversation card will be asked during the exchange. Once all 6 pins have been collected, you will tally the amount of times you trade each pin on the conversation card. Once you collect all the pins and trade them more than once, come take a picture at the DEI & Awareness table!

Directions:

1. **Collect:** Expand your collection by trading pins with the people around you
2. **Converse:** Ask the corresponding question to the pin you are trading or ask one of your own
3. **Connect:** Have meaningful conversations to form deeper relationships - keep trading and chatting and see how many tallies you can get

Questions:

Shooting Star - What are you passionate about?

Moon - What's something about you that most people don't know?

Helping Hands - Who is your biggest supporter?

Clouds - How do you take care of your mind?

Sunset - What was your childhood dream? Has it changed?

Butterfly - How have you transformed over the past few years?

Or:

Ask your own question and keep the conversation going!

Discover the Dimensions of Diversity by Trading Pins

Collect, Converse, & Connect



For each pin traded, tally below



Inclusion Zones

At four locations on Villanov's main campus, "Inclusion Zones" will be implemented in which a quiet space will be available for anyone who would like to step away from the excitement Fall Fest brings. Noise-canceling headphones and fidgets will be available at each station, as well as DEI team members/volunteers to engage in conversation and facilitate the pin-trading activity. The locations will be at Austin Hall, Mullen Center, Connelly Center, and Jake Nevin throughout the weekend starting Friday, November 3.

Healthy Athletes Initiatives

Healthy Habits

Friday | 12:00 P.M. – 3:00 P.M.

Riley Ellipse

Saturday | 10:00 A.M. – 5:00 P.M.

Riley Ellipse

Healthy Habits will include tables from various groups and student volunteers with engaging games and interactive activities for the athletes to participate in and learn ways to carry out a healthier lifestyle. There will

also be numerous raffles for athletes to enter. This is guaranteed to be fun and enjoyable, while delivering important information.

Healthy Habits Hub is the center of all the action for Healthy Habits. This will be where athletes will ideally start and end their journey.

An Attitude of Gratitude gives athletes the opportunity to reflect on their life and appreciate all the amazing parts of it. Although there may be some inconveniences in life, there are so many other things to be grateful for! Athletes will participate in an activity to learn it is better to focus on all the amazing things in their life.

Self Love Club highlights the importance of loving yourself and positive affirmations. There are so many ways to love and appreciate yourself as everyone has amazing qualities that should be celebrated. This station will give some tips on how to love yourself!

Daily Self-Care will describe the importance of hygiene and healthy practices to incorporate in daily life. This will give athletes the opportunity to see and grab which products they could bring along to their daily routines, practices, and travel competitions.

Dream On! will encourage athletes to set up realistic routines to help them feel their best on and off the field. The athletes will discover different tips to get a better sleep and have more energy throughout the day.

Cybersecurity teaches athletes how to navigate the web in a safe manner, while also enjoying the fun activities that come with it. There are many dangers on the internet, but when learning how to use it safely, it can provide many great resources and opportunities for athletes.

Support System emphasizes the importance of fostering strong relationships. Recognizing these support systems can be a powerful reminder that they are loved and have a strong support system they can always rely on. Athletes will engage in an activity to visualize their support systems and make connections with others in seeing their different support systems as well.

Any athlete that visits 4 of the 6 stations has the chance to enter in a raffle to win prizes.

Setting Up for Success

Friday | 12:00 P.M. – 3:00 P.M.

Riley Ellipse

Saturday | 10:00 A.M. – 5:00 P.M.

Riley Ellipse

This newest initiative will provide athletes with resources beyond the area of competition. It will allow athletes to realize that their opportunities are endless and there are no limits to their dreams whether that be in the competition area or not. There will be several organizations coming to help provide their insight, advice, and support for athletes in regards to job opportunities and other opportunities they can become involved with during the year. Organizations include Villanova Best Buddies, Villanova Career Center, The Arc of Philadelphia, and more. Athletes have so many talents and skills, and Setting Up for Success will allow them to use their amazing abilities for more than just competition.

Performance Stations

Friday

Connelly Center | 12:50 p.m. — 5:20 p.m.

Pike Field | 12:50 p.m. — 4:00 p.m.

Jake Nevin | 12:50 p.m. — 4:50 p.m.

LDRW/Flag Football | 12:40 p.m. - 3:15 p.m.

Saturday

LDRW/Flag Football | 8:20 a.m. — 3:00 p.m.

Connelly Center | 7:50 p.m. — 4:20 p.m.

Pike Field | 7:10 a.m. — 2:50 p.m.

Villanova Stadium | 7:20 a.m. — 12:50 p.m.

Agnes Irwin | 7:20 a.m. — 4:50 p.m.

Performance Stations are tables at, or near, the competitions venues that are designed to educate and activate athletes and their supporters in the tenets of fitness: nutrition, hydration and physical activity. These stations directly connect fitness to sport performance, and show how incorporating these tenets can enhance training, performance at competition, and health. The stations are a seamless part of competition.

Snack like a Champion! An opportunity for everyone to create a healthy snack mix to enjoy throughout the day and learn about the various food combinations that make up a trail mix.

Stretch to Success offers athletes the opportunity to dynamically stretch prior to competition and acknowledges how athletes have been exerting themselves during competition. Trainers will also be there to help lead stretches so the athletes can be ready for competition.

Sweet or Sneaky is a station where athletes can become more aware of their average sugar intake. This activity will allow athletes to learn more about which foods and beverages contain a high sugar content which may be surprising.

Pledge Wall offers an opportunity for athletes to write down their goals on a banner to share with others. Athletes are able to write words of encouragement for themselves and others to help create a positive and encouraging environment.

Champion's Checklist offers a checklist in which athletes learn more about what gameday items are important for them to prepare for their competitions. Athletes will also be given some gameday items as well.

Healthy Athlete Screenings

10:00 AM - 6:00 PM Saturday November 4: FUNFitness, Health Promotion, Healthy Hearing, Opening Eyes, Special Smiles, Strong Minds, Fit Feet, Caregiver Resources

Driscoll Hall, Various Room Locations (See Below)

Healthy Athletes is a terrific opportunity for athletes to partake in free health screenings and to receive free health information. Clinicians and students volunteer their time and talents to improve the health and well-being of the

athletes and conduct all screenings. All participants are asked to bring the completed “Consent for Athlete Participation in Healthy Athletes” included in this packet. Forms will also be available at the Healthy Athletes registration desk within Driscoll Hall.

Athletes who visit Healthy Athletes will be entered into different raffles. Come stop by and enjoy the Healthy Athletes experience! One important requirement to note is that no cleats will be allowed in Driscoll Hall, so please tell your athletes to bring another pair of shoes or socks.

FUNfitness provides instruction to participants about how to stretch, strengthen and improve balance and fitness. **(Tent outside Driscoll)**

Health Promotion takes an athlete's height, weight, and blood pressure, bone density, and provides important information about nutrition, exercise, and sun safety. **(Driscoll Hall Room 244)**

Healthy Hearing is designed to assess the prevalence of possible hearing loss among Special Olympics athletes and to identify specific athletes who need audiological evaluations to determine if hearing loss exists and requires treatment. **(Driscoll Hall Room 206)**

Opening Eyes gives athletes the opportunity to get their vision checked and if needed, receive a pair of prescription glasses, sunglasses, sports goggles and/or swimming goggles! **(Driscoll Hall Room 223, Room 225, and Room 227)**

Special Smiles offers free dental checkups, dental hygiene tips, and items including sports mouth guards, toothbrushes, toothpaste, and dental floss. **(Driscoll Hall 246)**

Strong Minds provides athletes various opportunities to assess and improve upon their mental health as well as various stations for mental health education. The inaugural year for strong minds will be very exciting! **(Driscoll Hall Room 221)**

Fit Feet evaluates the condition of athlete's feet and ankles, as well as focus on gait and footwear in regards to competition. This year, we will be having a doctor making insoles on site! Come and get your feet checked and leave with a brand new pair of insoles, socks and/or shoelaces! **(Driscoll Hall Room 248)**

Caregiver Corner is where you will find materials to benefit all caregivers. The resources will support you in caring for your athlete and also finding tips and tricks to prioritize your own self-care. When you care for yourself, your athlete will benefit too! **(Driscoll second floor lobby)**

Finish Line is providing a free pair of sneakers to any athlete that visits Fit Feet. Supply is limited so sneakers will be given out on a first come first serve basis **(Tents outside Driscoll)**

All athletes who visit at least 5 disciplines for screening will be entered into a raffle for an Xbox One. All athletes who attend at least one screening will be entered for raffles including \$50 Wawa and Sheetz gift cards.

CONSENT FOR ATHLETE PARTICIPATION

Healthy Athletes is designed to improve athletes' health and fitness in order to enhance their ability to train and compete in Special Olympics. All of these programs are non-invasive screenings designed to offer additional support at no cost to our athletes and their families. Healthy Athletes is made up of seven disciplines (noted below).

Please fill out this form and return it to cstein@specialolympicspa.org or bring it with you to this year's event.

Program Name (i.e. Adams /Area P, etc.): _____

Athlete Name (Please print): _____

May participate in the checked Healthy Athletes discipline, all of which will be held at Special Olympics Pennsylvania's 2023 Fall Festival. I understand that the participation in the Healthy Athletes venue is voluntary, and that authorization can be withdrawn at any time without penalty. I understand that the provision of this health service is not intended as a substitute or alternative to regular care that has been received in the past or that may be recommended in the future. I understand that information that is gathered as part of the screening process may be used in group form to assess and communicate the overall health needs of athletes, and to develop programs to address those needs.

Authorized signature(s) required below:

Signature of Adult Athlete (If over 18 yrs old) X _____
Signature of Parent/Guardian for Minor Athlete X _____
Signature of Witness X _____

**This table
MUST be
filled in and
signed for
athlete to
participate!**

Please check next to the discipline(s) in which athlete is to participate in:

- Fit Feet (podiatry)
- Health Promotion (better health & well-being)
- FUNfitness (physical therapy)
- Special Smiles (dentistry)
- Opening Eyes (vision)
- Healthy Hearing (audiology)
- Strong Minds (emotional health)

Athletes who visit 5 or more disciplines will be entered into different raffles!



Special Olympics
Healthy Athletes®

▲ **NOVEMBER 4TH, 2023**
10 AM - 6 PM

DRISCOLL HALL, VILLANOVA CAMPUS

BEHIND OLYMPIC VILLAGE

Visit Healthy Athletes on November 4th for free health screenings open to all athletes. Opportunities for giveaways include **FREE GLASSES, FREE MOUTHGUARDS, FREE INSOLES, referrals for FREE HEARING AIDS** and more! All athletes who complete their Fit Feet Screening will receive a pair of **NEW FREE SNEAKERS** courtesy of the Finish Line Foundation, while supplies last!

FINISH LINE
FOUNDATION



Victory Jamboree

Saturday, November 5 | 7:30 P.M. – 9:30 P.M. **(Doors open at 7:00 P.M.)**

Connelly Center, Villanova University

The Victory Jamboree is a great way for athletes and coaches to unwind following the conclusion of Saturday's events! This year the event will have multiple activities; scrapbooking, dancing, bingo, a movie, and food, to allow all participants to find something they enjoy!

Special Olympics Pennsylvania and the Villanova Special Olympics Committee requires all attendees to possess and wear credentials to enter the Victory Jamboree. Family members and guests will not be permitted to enter the Victory Jamboree. Fall Festival Committee members, SOPA staff members, and Public Safety officers will be checking credentials at the entrance to the Pavilion. Credentials **MUST** be worn and visible at all times.

We will also have a room stocked with water and coloring designated as a "Cool Down Station" for anyone who would like to take a break from any of the activities. Student committee members will be in place to direct athletes from the events to the "Cool Down Station," as needed, which will be located in a quiet room on the same floor of the Connelly Center.

Closing Ceremonies

Sunday, November 5 | 2:00 P.M. – 3:30 P.M.

Jake Nevin Field House, Villanova University

Closing Ceremonies will celebrate all of the achievements of the athletes who competed in Fall Festival. Doors for the event will open at **1:30 P.M.**

Highlights of the Event

Appearances by Fr. Rob Hagen, LPH "Dance-along"

Presentation of the Philadelphia Insurance Valor Award

Display of Athletes Dreams

Fall Festival 2023 Weekend Video

Family Events

Throughout the weekend there will be activities for family and friends of athletes competing at Fall Festival. All spectators are responsible for providing their own housing and meals.

CEREMONIES

All friends and family are invited and encouraged to attend:

- Opening Ceremonies - Seating in the Upper Level Bleachers of the Finneran Pavilion
- Closing Ceremonies - Seating in the Rafters of Jake Nevin Field House
- All Competition Venues and Awards Ceremonies
- Olympic Town

Achievement Awards

Philadelphia Insurance Award of Valor

Awarded to a Fall Festival participant who may not be the most talented athlete, but is the hardest worker and the very best teammate he or she can be. Through hard work, dedication, and the right attitude, this athlete has gotten the most out of his or her abilities and has helped others around him or her to achieve more through his or her support and work ethic. The way this athlete approaches his or her area of competition should be emulated. A nomination form can be found at the end of this handbook.

NEW FOR 2023: the Philadelphia Insurance Companies Valor Award nomination form is digital/online ONLY. The submission deadline for nominations is **12 Noon on Wednesday, November 1st.** *There will **NOT** be a paper nomination form available at Fall Fest.*

To nominate an athlete for this year's Fall Festival:

Click here: <https://forms.gle/kSKcGCC819n6Vywc6>

- or -

Scan this QR Code:



Administration

Young Athletes Program

Overview

Fall Festival Chairperson: Emily Malatesta (athleteinvolvement@villanovaspo.com)
Fall Festival Assistants: Ace Carr, James Lehman, Catherine Bartushak
SOPA Contact: Jordan Schubert (jschubert@specialolympicspa.org)

Location

Bartley Exchange with parking in the A-1 lot

Description

Special Olympics International developed the Young Athletes Program to engage future Special Olympics athletes, children ages two through seven. Young Athletes™ is a unique sport and play program for children with intellectual disabilities. The focus is on immersing children in fun activities that are important to mental and physical growth.

Children ages two to seven enjoy games and activities that develop motor skills and hand-eye coordination. Young Athletes is an early introduction to sports and to the world of Special Olympics. The children learn new skills, play together and have lots of fun!

The Young Athletes Program will be hosted in person on Sunday morning from 9 a.m.-10 a.m. in the Bartley Exchange. This event will be filled with smiles, dancing, and sports activities.

Any Local Program interested in adding Young Athletes is invited to observe and meet with staff liaison, Jordan Schubert to learn more about the program. If unable to observe the exhibition, please contact Jordan at jschubert@specialolympicspa.org following Fall Fest.

Fall Fest Experience

Overview

Fall Festival Chairperson: Philip Osborn (unified@villanovaspo.com)

Fall Festival Assistant: Caite Cohen

Location

Driscoll Courts, Villanova University, Saturday, November 4th from 10 AM - 2 PM

Description

Fall Fest Experience is a showcase of Unified Sports and Villanova's Special Olympics Fall Festival. Individuals who are competing in Fall Festival can come to the Unified Fall Fest Experience after their competition ends and experience Unified competition in a lighthearted atmosphere.

This year, Fall Fest Experience will consist of a variety of sports. There will be pickleball games, yard games, basketball shoot around, and arts and crafts. The event will be hosted on Saturday morning at the Driscoll tennis courts. The location will allow lots of space for participants to engage in a variety of activities. Each participant will be partnered with a Villanova student, in true Unified Sport fashion.

The goal of the program is to introduce as many new people to Special Olympics and Unified Sports as possible and to expand these individuals' connections to the SOPA and Villanova communities. Through Fall Fest Experience, participants will leave campus with new friendships and experiences that can inspire their future activities and goals.

Credentials

Credentials are to be worn at all times including during competition. If a credential is lost during the weekend, contact the Operations Center (610-519-4210), and a new credential will be issued. All plastic credential holders must be returned to boxes near the exits of the Jake Nevin Field House after Closing Ceremonies. If your delegation departs prior to Closing Ceremonies, please return all plastic credential holders and to the Operations Center or to your LPHs.

Format of Credential

Name (Bold Print)
County/Delegation Name
Age
Sport
Role

All HODs, Head and Assistant Coaches, SOPA Staff and Board Members, and Fall Festival Committee Members will also be issued an around-the-neck credential to be worn at all times during the Festival Weekend. The credentials will be color-coded according to the position of its bearer. Credentials are non-transferable and **must be worn at all times** while on campus.

Position	Color of Credential
Head of Delegation	Green
Head Coach	Gray
Assistant Coach	Orchid
Athlete	White
Evaluations Team	Canary
Fall Festival Committee	Light Blue
SOPA Staff/Board Members	Red
Volunteer Coordinators	Peach
Local Program Host	Light Green
Medical	Goldenrod
Delegation Volunteer	Purple
Msc.	Ivory
Healthy Athletes	Orange
Unified Partner	Lime Green
Photography Volunteers	Bright Pink
Official	Violet

The SOPA Registration Policy states:

All Special Olympics Pennsylvania programs will register athletes with SOPA (on a local or state level competition) according to the procedures governing any particular event. If anyone is not pre-registered at any given event and it is brought to the attention of a volunteer or staff member, the following will take place: The coach will be directed to stop the activity until arrangements for home transportation are finalized. This transportation will be the responsibility of the program in violation.

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

Evaluations

- Throughout the weekend, various Evaluations Volunteers will be circulating through events with both written and electronic evaluations. There will also be QR codes around campus that can be scanned to fill out an evaluation form yourself. You can find the Evaluations team at the front desk at the Connelly Center this year! If you are free, please answer some of the various questions we have. You can also find any of the evaluation volunteers in "Evaluation" t-shirts. The feedback you provide and ideas you propose helps us make improvements for next year's Fall Festival!
- Based on evaluations this year, there are many improvements that have been implemented this year. One of these improvements include having "information booths" around campus. If you, an athlete, or spectator have any questions, feel free to ask someone in the booth. If they don't answer, they will get it ASAP.

Human Resources

Volunteer and Staff Identification

For your convenience, all shirts for volunteers and staff members have been color-coded as follows:

Fall Festival Committee	Navy Long Sleeve T-Shirts, Navy Fleece Light Blue Credentials
Volunteer Coordinators	Light Blue Long Sleeve T-Shirts Peach Credentials
Medical	Red T-Shirts with White Cross Goldenrod Credentials
Student Medical Volunteers	Berry T-Shirts Goldenrod Credentials
Local Program Hosts	Safety Orange Long Sleeve Shirts Light Green Credentials
Inclusion Crew	Light Pink Long Sleeve Shirts Bright Blue Credentials
Volunteers	Neutral Short Sleeve Shirts
Fans in the Stands	Dark Purple Short Sleeve Shirts
Young Athletes Program	Teal Short Sleeve Shirts
Evaluations Volunteers	Light Yellow Short Sleeve Shirts

Volunteer Coordinator (VC)

Volunteer Coordinators (VCs) are Villanova students who coordinate with Committee members to run venues. In addition to running venues, VCs will coordinate volunteers. Examples include lining volunteers on the LDRW course, assisting at Healthy Athletes stations, etc. VCs will be identified by Light Blue Long Sleeve T-Shirts and Peach Credentials.

The Inclusion Crew (IC)

Inclusion Crew, also known as IC, is a specialized group of volunteers from Villanova's student body. Inclusion Crew members are of all ages and all experiences. This large crew of 700+ members is broken up into smaller groups, nicknamed "IC Cubes." Each "IC Cube" is trained in a particular area(s) of Fall Fest. These members will be present throughout the weekend at their designated area (ex: Awards, Soccer, Media and Publicity.) Inclusion Crew's new specialized focus has replaced the Pro-Vol program. Inclusion Crew Members have free time to explore Fall Fest, enjoy athlete interaction, and jump in in areas of need.

Inclusion Crew Members will:

- Be designated by Light Pink Long Sleeve Shirts labeled "Inclusion Crew" on the back
 - Assist/cheer/volunteer at their area of specialization
 - Be trained in their area of specialization
-
-

Local Program Host (LPH)

Through our Local Program Host (LPH) program, each delegation will be designated five to twenty Villanova first-year students to serve as their personal tour guides, ambassadors, and cheerleaders for the duration of Fall Festival.

LPHs will:

- Be designated by Bright Orange Long Sleeve Shirts and Light Green Credentials;
- Meet you immediately following the HOD meeting on Friday afternoon;
- Work hard to be present at nearly all sports competitions and awards presentations;
- Act as a tour guide of the Villanova campus and answer any VU questions;
- Communicate with you in case you have any suggestions or concerns;
- Cheer on athletes at all their competition venues;
- Eat meals with members of your delegation;
- Attend the Victory Jamboree with your athletes; and
- Work with you to distribute and collect athlete evaluations.

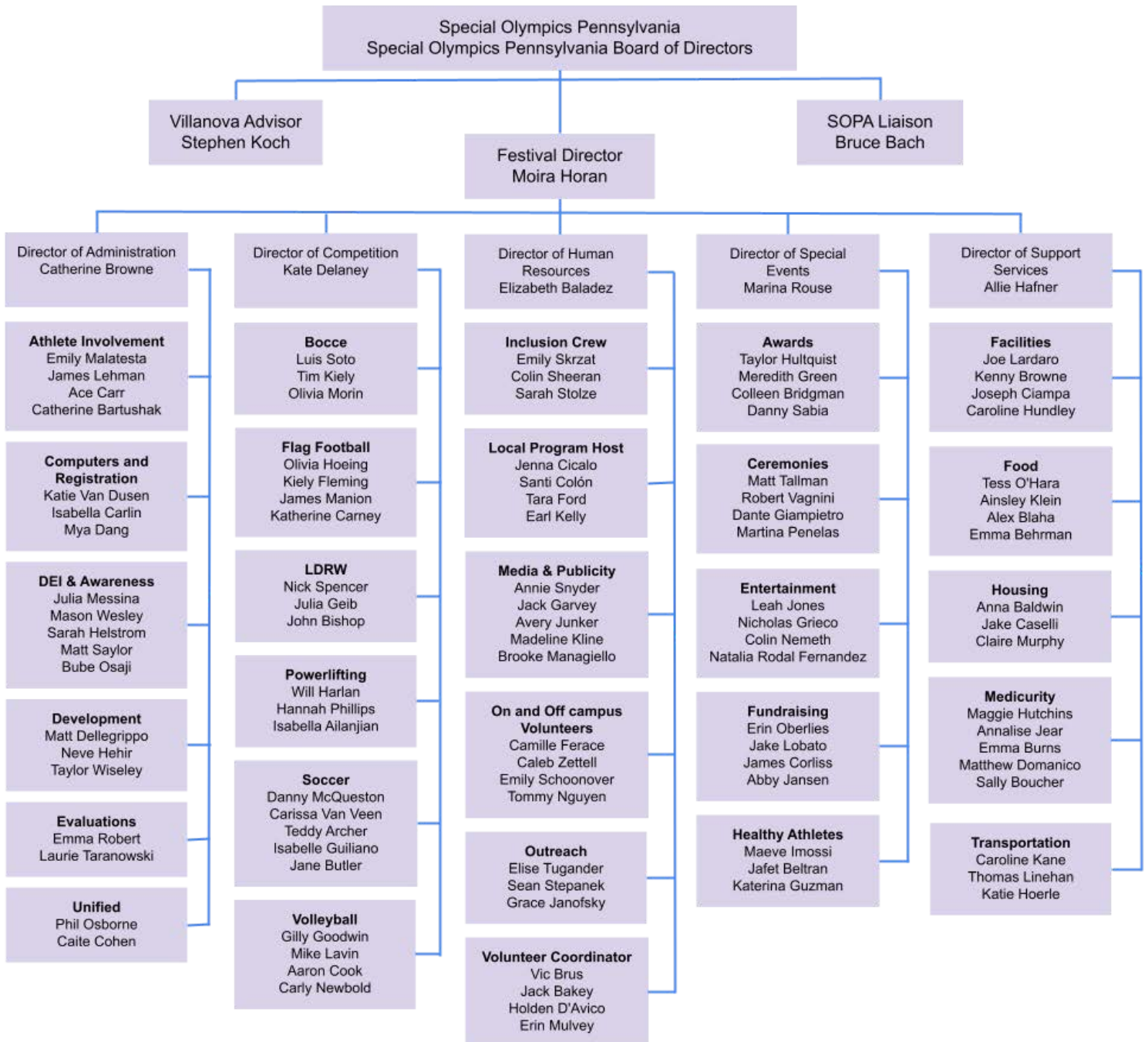
LPHs will NOT:

- Be responsible for chaperoning athletes at any time;
- Stay in the hotels with your delegation;
- Volunteer at sports venues as timers, officials, etc.;
- Do laundry;
- Be able to go to off-campus activities, other than competition, with your athletes;
- Hold medications or other personal items; or
- Act as a “gopher.”

Hospitality Table

The Development committee will have hospitality tables located at all competition venues and various tents on Villanova’s campus. Each table will provide hydration station refreshments for athletes, families, coaches, volunteers, and anyone else.

2022 Fall Festival Committee

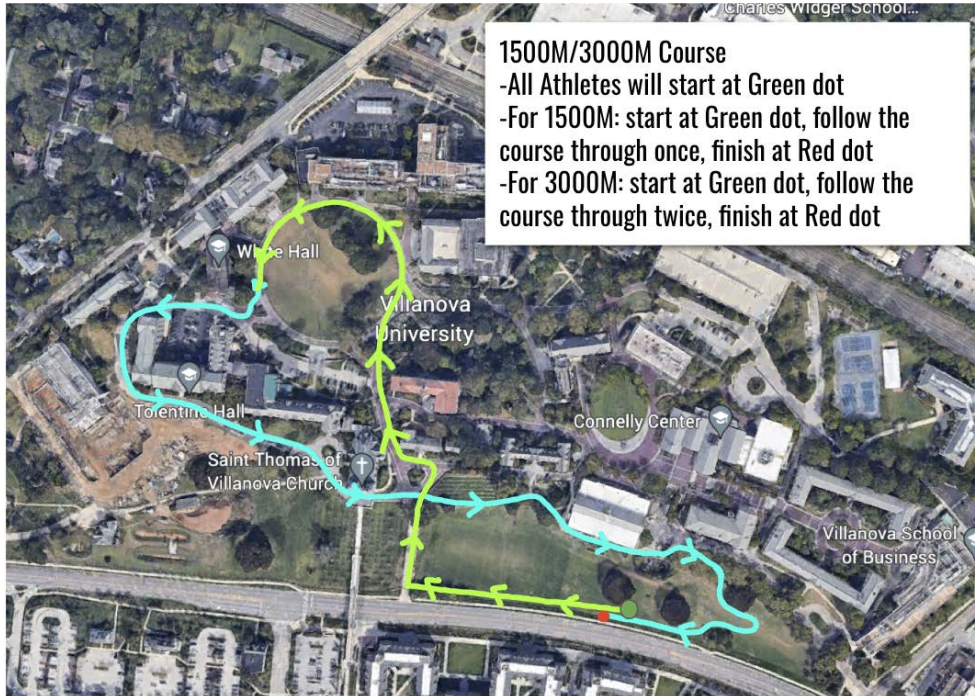


Appendices

Appendix A

Friday Course

Friday 1500 Course/Saturday 3K Course (2 laps)



Start/Finish Location: All Start & Finish between Austin Field and Sheehan Beach



Saturday Courses

Saturday 5K Course



Start/Finish Location: All Start & Finish between Austin Field and Sheehan Beach

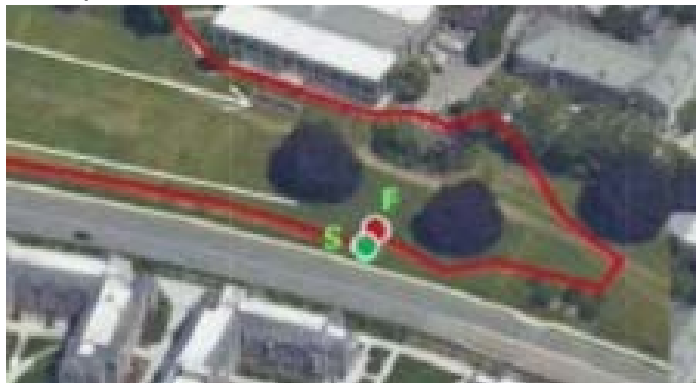


Sunday Course

Sunday 5K and 10K



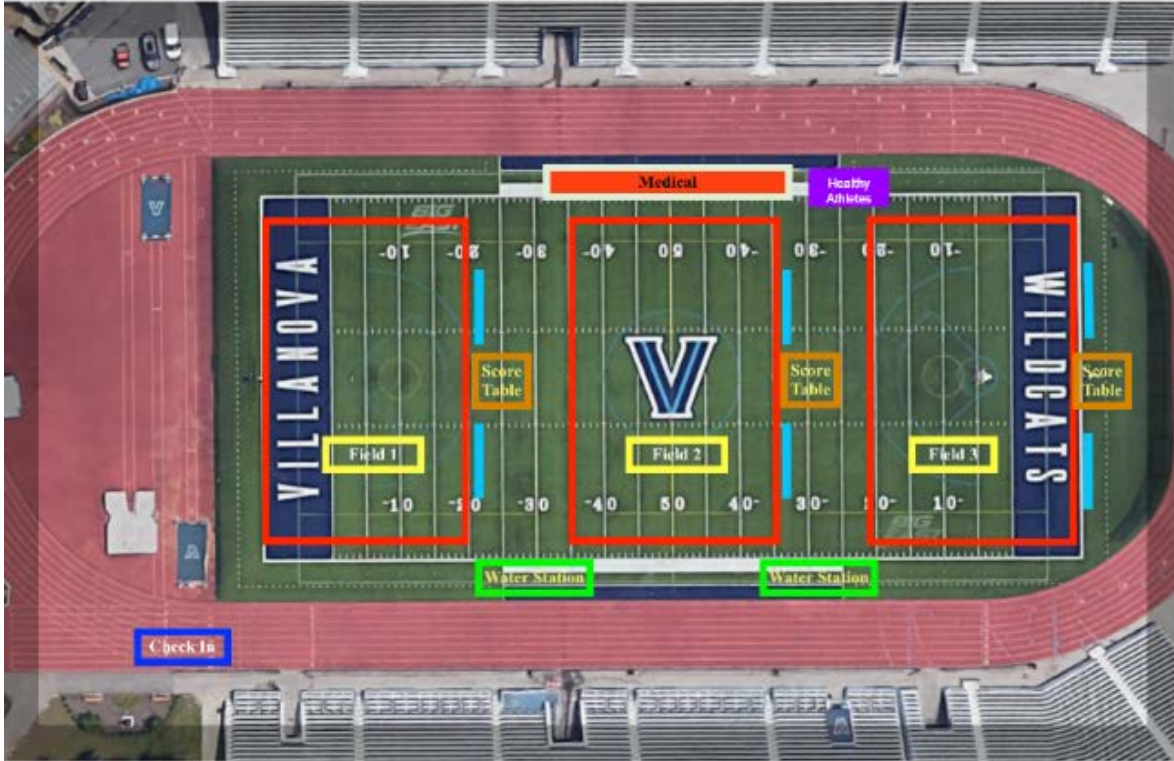
Start/Finish Location: All Start & Finish between Austin Field and Sheehan Beach



Appendix B

5 v 5 Soccer

Friday, Saturday and Sunday, Villanova Stadium, Villanova University



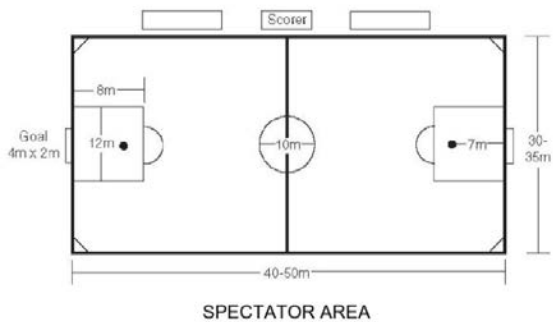
5 v 5
size:
35 x 50 m

- 1 Medical
- 3 Fields
- 3 score tables
- 2 water stations
- 1 check in table
- 1 Healthy Athletes Table

Villanova Stadium 5v5 Soccer (Friday, Saturday, Sunday)	
Location	Number of Fields
Villanova Stadium	3

	Dimensions	
	Maximum	Minimum
Length	50	40
Width	35	30

SOPA 5v5 Dimensions



7 v 7 Soccer

Friday, Saturday and Sunday, Pike Field, Villanova University



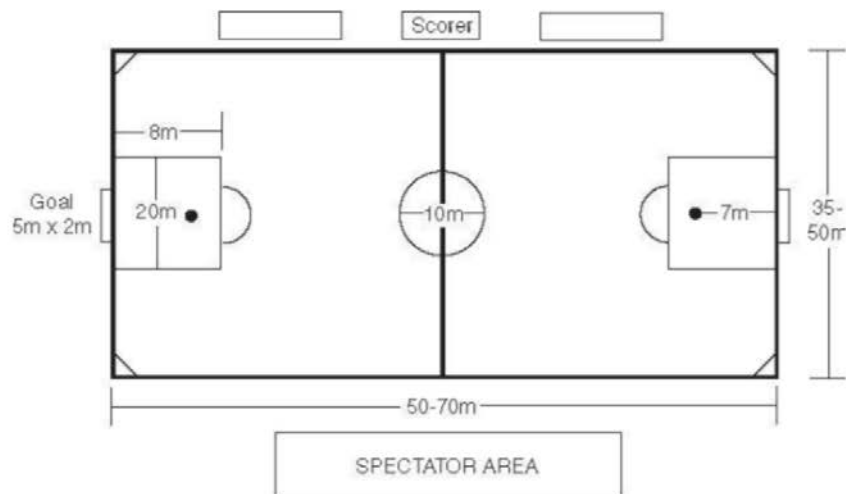
7v7

- 1 50x70 m fields
- 1 medical table
- 2 water tables
- 2 benches
- 2 score tables
- 1 check in table
- 1 HA table
- 1 Warm up area
- accessible ramp

Pike Field - 7v7

Location	Number of Fields	
Pike Field	2	
7v7 Dimensions		
	Maximum	Minimum
Length	70 Meters	50 Meters
Width	50 Meters	35 Meters

SOPA 7v7 Field Dimensions Diagram



Soccer Individual Skills

Friday and Saturday, Pike Field, Villanova University

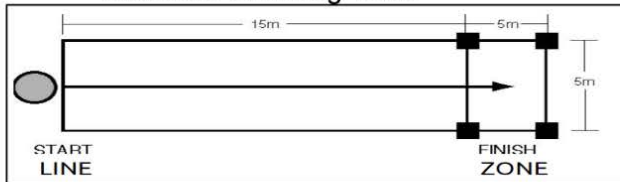


I-skills

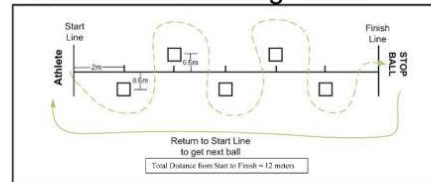
- Standard Dribbling: 15x5 m
- Advanced Dribbling: 12x5 m
- Standard Run+Kick: 8x8 m
- Advanced Run+Kick: 15x8 m
- Standard Shooting: 4x10 m
- Advanced Shooting: 12x12 m

-include check in and water table
-will share med/vol table with 7v7

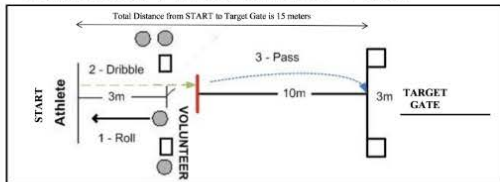
Standard Dribbling-15x5



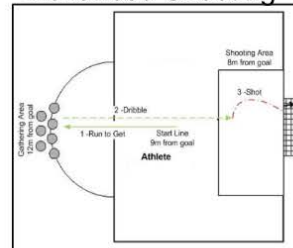
Advanced Dribbling- 12x5



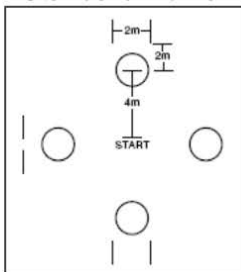
Advanced Run and Kick -15x8



Advanced Shooting- 12x12

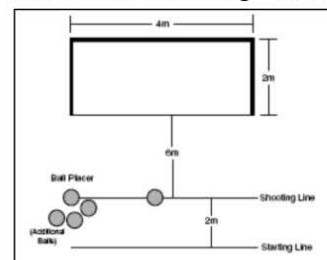


Standard Run and Kick - 8x8



More I-Skills Layouts!

Standard Shooting- 4x10



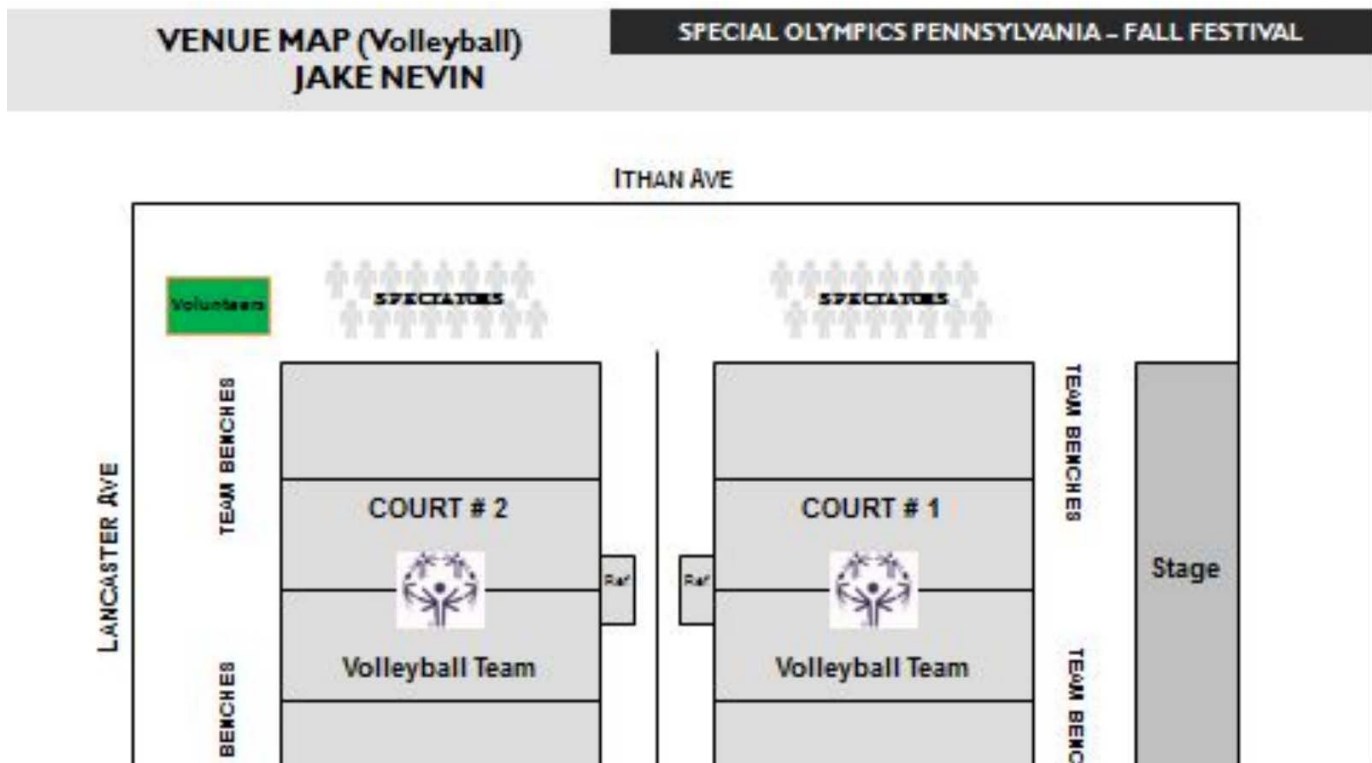
Mendel Field- Individual Skills

Location	Number of Fields				
Mendel Field	Individual Skills (6 stations lined)				
Individual Skills Dimensions (Regular)		Individual Skills Dimensions (Advanced)			
Dribbling - Length	15 Meters	Adv. Dribbling - Length	12 Meters		
Dribbling - Finish Zone Length	5 Meters	Adv. Dribbling - Obstacles	2 Meters apart, 0.5 Meters from center line, alternating sides		
Dribbling - Total Length	20 Meters	Adv. Shooting - "Gather Area" Line	12 Meters from goal		
Dribbling - Width	5 Meters	Adv. Shooting - Box	8 Meters from goal		
Shooting - Starting Line to Shooting Line	2 Meters	Adv. Shooting - Start Line	9 Meters from goal, centered		
Shooting - Shooting Line to Goal Line	6 Meters	Adv. Run and Kick - Total Distance (Length, Start to Gate)	15 Meters		
Shooting - Width	4 Meters	Adv. Run and Kick - Width	3 Meters		
Run and Kick - Center Point to Balls	4 Meters	Adv. Run and Kick - Line 1	3 Meters from start line		
Run and Kick - Width of "Gate"	2 Meters	Adv. Run and Kick - Line 2	10 Meters from end line		
Run and Kick - Between Ball Points and Gates	2 Meters				

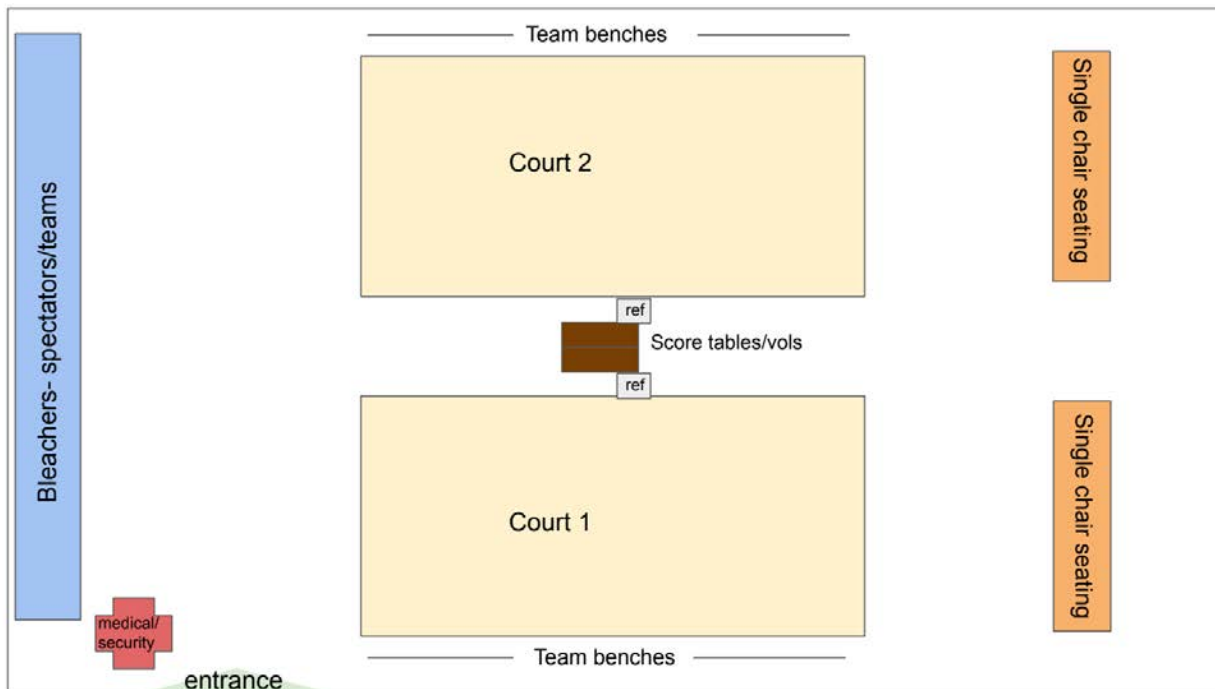
Appendix C

Champions (Jake Nevin Field House, Friday-Sunday) and All-Stars (Friday: Jake Nevin Field House, Saturday and Sunday: Agnes Irwin School Gym)

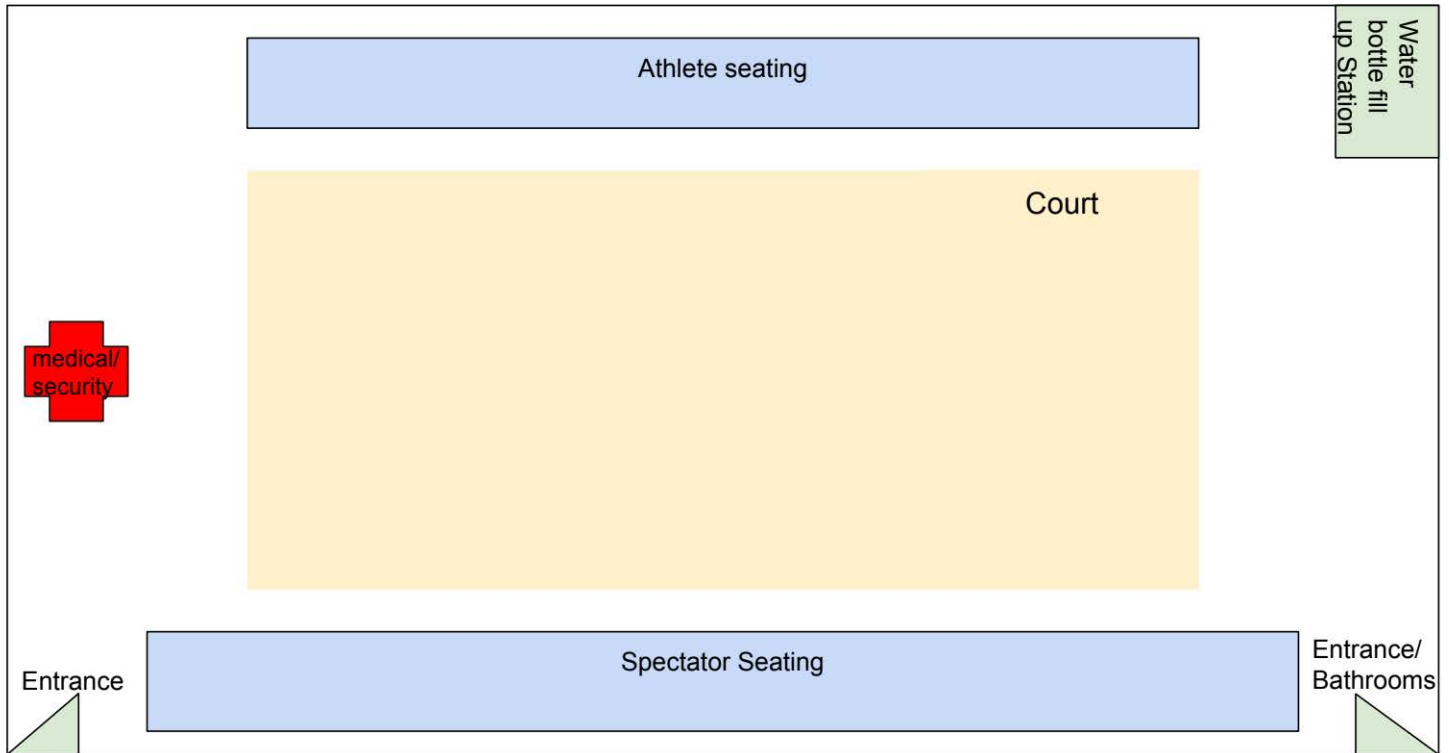
Jake Nevin Field House:



Agnes Irwin School Gym:



Individual Skills, Saturday, St. Mary's Gym (Saturday)



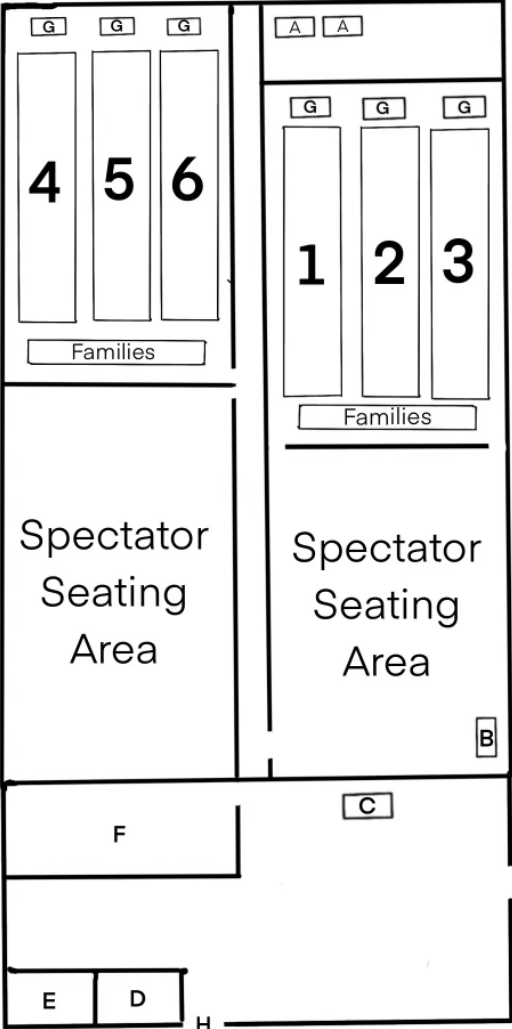
Appendix D

**Bocce Competition, EL1 Coliseum Sports Complex, 450 Colwell Ln,
Conshohocken, PA**

Friday, Saturday and Sunday



Coliseum Map

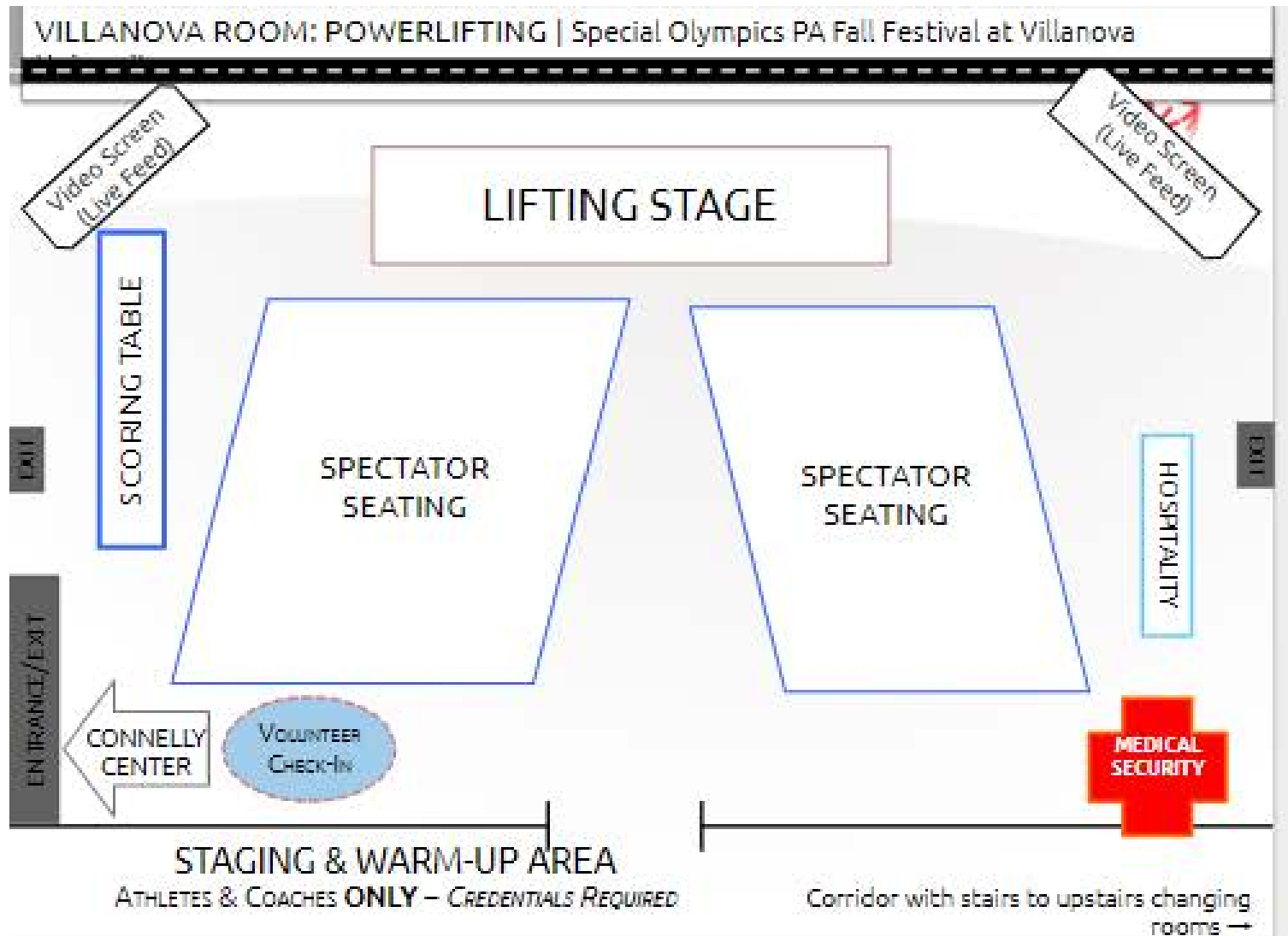


Key:

- A: Headquarters
- B: Medical Table
- C: Front Desk
- D: Women's Restroom
- E: Men's Restroom
- F: Food Service
- G: Scorer's Tables
- H: Accessible Entryway

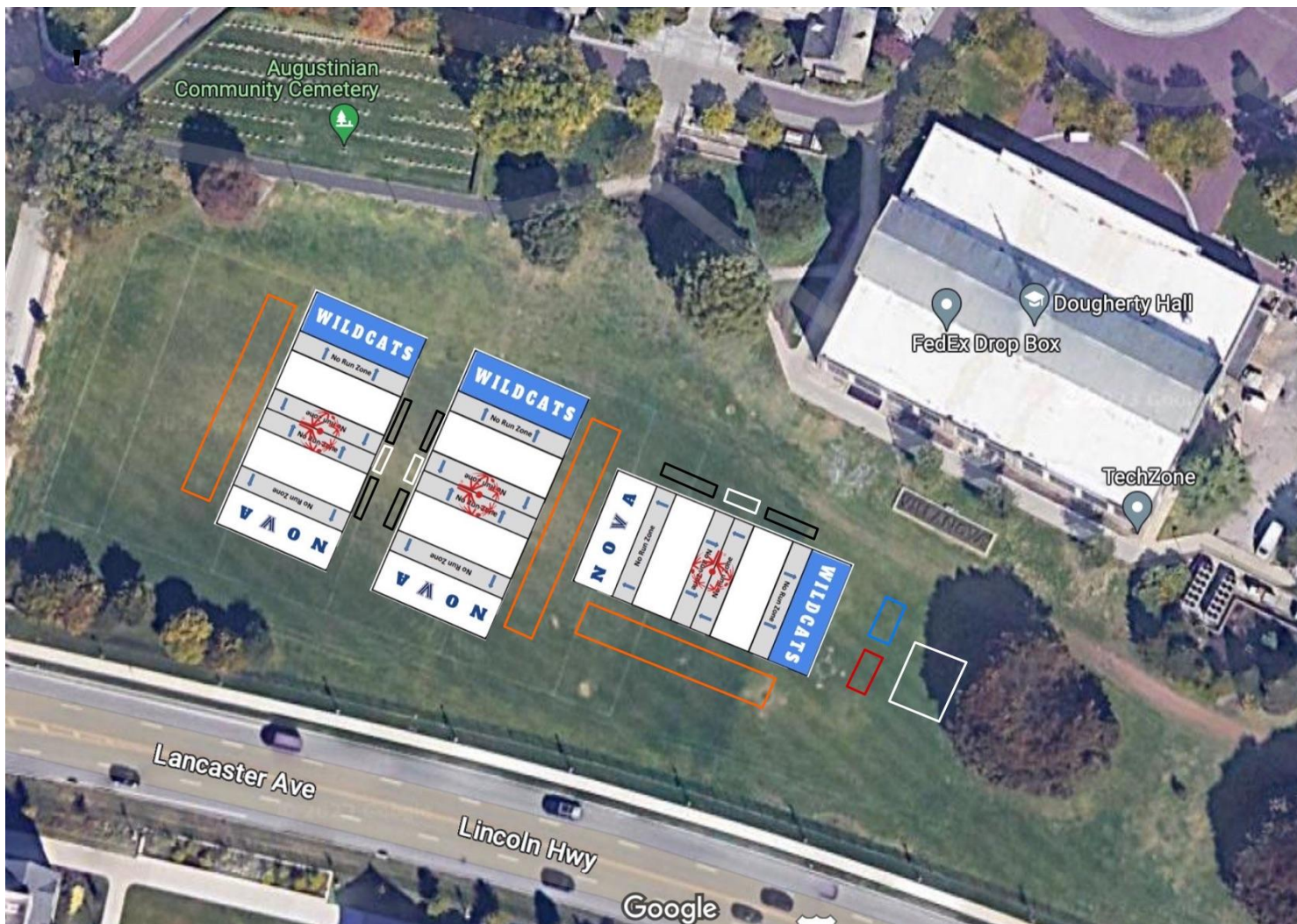
Appendix F

Powerlifting Competition, Villanova Room in Connelly Center



Appendix G

Flag Football Competition, Austin Field



Appendix H

Transportation Shuttle Schedules – Off Campus Loops

Friday

COLISEUM SHUTTLE 1 SCHEDULE (GREEN LOOP)		COLISEUM SHUTTLE 2 SCHEDULE (GREEN LOOP)	
<i>Friday</i>		<i>Friday</i>	
Event Start	1:30 PM	Event Start	1:30 PM
Event End	4:30 PM	Event End	4:30 PM
The Bartley Exchange	Coliseum	The Bartley Exchange	Coliseum
12:30 PM	1:00 PM	12:45 PM	1:15 PM
1:30 PM	2:00 PM	1:45 PM	2:15 PM
2:30 PM	3:00 PM	2:45 PM	3:15 PM
3:30 PM	4:00 PM	3:45 PM	4:15 PM
4:30:00 PM	5:00 PM	4:45:00 PM	5:15 PM

Saturday

AGNES IRWIN SCHOOL SHUTTLE 1 SCHEDULE VOLLEYBALL (BLUE LOOP)		AGNES IRWIN SCHOOL SHUTTLE 2 SCHEDULE VOLLEYBALL (BLUE LOOP)	
<i>Saturday</i>		<i>Saturday</i>	
Event Start	8:00 AM	Event Start	8:00 AM
Event End	5:00 PM	Event End	5:00 PM
THE BARTLEY EXCHANGE	AGNES IRWIN SCHOOL	THE BARTLEY EXCHANGE	AGNES IRWIN SCHOOL
7:00 AM	7:20 AM	7:20 AM	7:40 AM
7:40 AM	8:00 AM	8:00 AM	8:20 AM
8:20 AM	8:40 AM	8:40 AM	9:00 AM
9:00 AM	9:20 AM	9:20 AM	9:40 AM
9:40 AM	10:00 AM	10:00 AM	10:20 AM
10:20 AM	10:40 AM	10:40 AM	11:00 AM
<i>BREAK BREAK BREAK</i>		11:20 AM	11:40 AM
12:20 PM	12:40 PM	12:00 PM	12:20 PM
1:00 PM	1:20 PM	<i>BREAK BREAK BREAK</i>	
1:40 PM	2:00 PM	2:00 PM	2:20 PM
2:20 PM	2:40 PM	2:40 PM	3:00 PM
3:00 PM	3:20 PM	3:20 PM	3:40 PM
3:40 PM	4:00 PM	4:00 PM	4:20 PM
4:20 PM	4:40 PM	4:40 PM	5:00 PM
5:00 PM	5:20 PM	5:20 PM	5:40 PM

COLISEUM SHUTTLE SCHEDULE (GREEN LOOP)	
<i>Saturday</i>	
event start	8:00 AM
event end	5:30 PM
THE BARTLEY EXCHANGE	COLISEUM
7:00:00 AM	7:30 AM
8:00 AM	8:30 AM
9:00 AM	9:30 AM
10:00 AM	10:30 AM
11:00 AM	11:30 AM
12:00 PM	12:30 PM
1:00 PM	1:30 PM
2:00 PM	2:30 PM
3:00 PM	3:30 PM
4:00 PM	4:30 PM
5:00 PM	5:30 PM

COLISEUM SHUTTLE SCHEDULE (GREEN LOOP)	
<i>Saturday</i>	
event start	8:00 AM
event end	5:30 PM
THE BARTLEY EXCHANGE	COLISEUM
7:15:00 AM	7:45 AM
8:15 AM	8:45 AM
9:15 AM	9:45 AM
10:15 AM	10:45 AM
11:15 AM	11:45 AM
12:15 PM	12:45 PM
1:15 PM	1:45 PM
2:15 PM	2:45 PM
3:15 PM	3:45 PM
4:15 PM	4:45 PM
5:15 PM	5:45 PM

Sunday

AGNES IRWIN SCHOOL SHUTTLE 1 SCHEDULE VOLLEYBALL (BLUE LOOP)	
<i>Sunday</i>	
Event Start	8:00 AM
Event End	11:30 AM
THE BARTLEY EXCHANGE	AGNES IRWIN SCHOOL
7:00 AM	7:20 AM
7:40 AM	8:00 AM
8:20 AM	8:40 AM
9:00 AM	9:20 AM
9:40 AM	10:00 AM
10:20 AM	10:40 AM
11:00 AM	11:20 AM
11:40 AM	12:00 PM
12:20 PM	12:40 PM
1:00 PM	1:20 PM

AGNES IRWIN SCHOOL SHUTTLE 2 SCHEDULE VOLLEYBALL (BLUE LOOP)	
<i>Sunday</i>	
Event Start	8:00 AM
Event End	11:30 AM
THE BARTLEY EXCHANGE	AGNES IRWIN SCHOOL
7:20 AM	7:40 AM
8:00 AM	8:20 AM
8:40 AM	9:00 AM
9:20 AM	9:40 AM
10:00 AM	10:20 AM
10:40 AM	11:00 AM
11:20 AM	11:40 AM
12:00 PM	12:20 PM
12:40 PM	1:00 PM
1:20 PM	1:40 PM

COLISEUM SHUTTLE SCHEDULE (GREEN LOOP)	
Sunday	
Event Start	8:00 AM
Event End	12:00 PM
THE BARTLEY EXCHANGE	COLISEUM
7:00:00 AM	7:30 AM
8:00 AM	8:30 AM
9:00 AM	9:30 AM
10:00 AM	10:30 AM
11:00 AM	11:30 AM
12:00 PM	12:30 PM
1:00 PM	1:30 PM

COLISEUM SHUTTLE SCHEDULE (GREEN LOOP)	
Sunday	
Event Start	8:00 AM
Event End	12:00 PM
THE BARTLEY EXCHANGE	COLISEUM
7:15:00 AM	7:45 AM
8:15 AM	8:45 AM
9:15 AM	9:45 AM
10:15 AM	10:45 AM
11:15 AM	11:45 AM
12:15 PM	12:45 PM
1:15 PM	1:45 PM

Transportation Shuttle Schedules – On-Campus Loops Saturday

ON CAMPUS SHUTTLE 1 (PINK LOOP)		
Saturday		
CONNELLY CIRCLE	DONAHUE: SOUTH CAMPUS TO WEST CAMPUS	WEST CAMPUS TO CONNELLY CIRCLE
7:00 AM	7:15 AM	7:30 AM
7:45 AM	8:00 AM	8:15 AM
8:30 AM	8:45 AM	9:00 AM
9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM
10:45 AM	11:00 AM	11:15 AM
11:30 AM	11:45 AM	12:00 PM
12:15 PM	12:30 PM	12:45 PM
1:00 PM	1:15 PM	1:30 PM
<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
2:45 PM	3:00 PM	3:15 PM
3:30 PM	3:45 PM	4:00 PM
4:15 PM	4:30 PM	4:45 PM

ON CAMPUS SHUTTLE 2 (PINK LOOP)		
Saturday		
CONNELLY CIRCLE	DONAHUE: SOUTH CAMPUS TO WEST CAMPUS	WEST CAMPUS TO CONNELLY CIRCLE
7:15 AM	7:30 AM	7:45 AM
8:00 AM	8:15 AM	8:30 AM
8:45 AM	9:00 AM	9:15 AM
9:30 AM	9:45 AM	10:00 AM
10:15 AM	10:30 AM	10:45 AM
<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
12:00 PM	12:15 PM	12:30 PM
12:45 PM	1:00 PM	1:15 PM
1:30 PM	1:45 PM	2:00 PM
2:15 PM	2:30 PM	2:45 PM
3:00 PM	3:15 PM	3:30 PM
3:45 PM	4:00 PM	4:15 PM
4:30 PM	4:45 PM	5:00 PM

Sunday

ON CAMPUS SHUTTLE 1 (PINK LOOP)	
Sunday	
CONNELLY CIRCLE	DONAHUE: SOUTH CAMPUS
7:00 AM	7:15 AM
7:30 AM	7:45 AM
8:00 AM	8:15 AM
8:30 AM	8:45 AM
9:00 AM	9:15 AM
9:30 AM	9:45 AM
10:00 AM	10:15 AM
10:30 AM	10:45 AM
11:00 AM	11:15 AM
11:30 AM	11:45 AM
12:00 PM	12:15 PM
12:30 PM	1:30 PM

ON CAMPUS PARKING SHUTTLE 2 (ORANGE LOOP)		
Sunday		
CONNELLY CIRCLE	SOUTH CAMPUS TO LAW SCHOOL LOT	LAW SCHOOL LOT TO L1
7:00 AM	7:15 AM	7:30 AM
7:45 AM	8:00 AM	8:15 AM
8:30 AM	8:45 AM	9:00 AM
9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM
10:45 AM	11:00 AM	11:15 AM
11:30 AM	11:45 AM	12:00 PM
12:15 PM	12:30 PM	12:45 PM
1:00 PM	1:15 PM	1:30 PM



SPECIAL OLYMPICS FIRST REPORT OF ACCIDENT/INCIDENT



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

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

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

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

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

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

TYPE OF INJURY/ACCIDENT:

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

INJURED PARTY:

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

Description of Accident (If automobile accident occurred, please attach a copy of the police report). Describe how the accident occurred (attach a separate sheet if necessary): _____

Site/event where accident occurred: _____

ACCIDENT OCCURRED DURING:

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

TYPE OF INJURY:

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

DISPOSITION:

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

BODY PART INJURED:

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

SPORT:

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

SPORT cont.

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

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

Relationship to the injured person: _____

Name: _____

Address: _____

Home Phone: (____) _____ - _____

Employer Name: _____

Employer Address: _____

Work Phone: (____) _____ - _____

Does the injured person have medical insurance? Yes No
 If yes, insurance is provided by: Injured Person Care Provider/Responsible Party
 Please provide name of Company and Policy Number: _____

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

Witness #1 Name: _____

Daytime Phone: (____) _____ - _____

Witness #2 Name: _____

Daytime Phone: (____) _____ - _____

Special Olympics Official / Representative (other than claimant)

Name: _____

Daytime Phone: (____) _____ - _____

Signature: _____

SUBMIT ACCIDENT MEDICAL CLAIMS TO:
HEALTH SPECIAL RISK, INC. (HSR)
 HSR, 8400 Belleview Drive, Suite 150, Plano, TX 75024
 Toll Free: 800.328.1114 | Fax: 972.512.5820
 Email: claims@hsri.com

Special Olympics Policy Number: SR2014DC-P-050866

SUBMIT LIABILITY CLAIMS TO:
AMERICAN SPECIALTY INSURANCE
 7609 W. Jefferson Blvd., Suite 150, Fort Wayne, IN 46804
 Toll Free: 800.566.7941 | Fax: 260.969.4729
 Email: claims@americanspecialty.com

IF INJURY WAS SERIOUS OR FATAL, IMMEDIATELY NOTIFY
AMERICAN SPECIALTY at 800.566.7941.
 We provide 24/7 Emergency Claims Phone Coverage.

HOW TO FILE A CLAIM:

Excess Accident Medical Coverage

Special Olympics Corporate Insurance Program; Excess Accident Medical Coverage

FIRST REPORT OF ACCIDENT/INCIDENT

1. The claim form should be fully completed and submitted within 90 days from the date of injury. Please also answer and complete the section regarding other medical insurance under “Contact/Care Provider Information” by marking either yes or no, and providing the Company and Policy Number. Incomplete claim forms are one of the most frequent reasons for claim payments being delayed.
2. The claim form must be signed by a Special Olympics representative.
3. Only one claim form for each accident needs to be submitted to **HSR**.
4. Once completed, we suggest keeping a copy for your records, and mailing the original to the address shown below.
5. If medical expenses are incurred as a result of an accidental injury at a Special Olympics event, it is recommended that providers are notified of this secondary insurance, including the policy number listed on the incident report form and the contact information for **HSR**.

YOUR BILLS

1. As outlined above, please advise all doctors/hospitals regarding this coverage so they may forward us their itemized bills.
2. If you have already been to the doctor/hospital and did not know about this coverage, then please send all the itemized bills to **HSR** at the address shown below.
3. The bills should include the name of the doctor/hospital, their complete mailing address, telephone number, the date you were seen by the doctor/hospital, what the doctor saw you for (diagnosis) and the specific itemized charges (description of treatment including the CPT/procedure code). Contact your medical provider for a UB04 or HCFA 1500 billing form.
 - **Please note that an itemized bill is defined as a bill/claim form from the provider via UBO4 or HICFA-1500 claim form. Submitting itemized bills in any other format will delay the claims process. Providers are familiar with this process, so please be sure to (1) contact the provider and share the details above and request that the provider submit outstanding balances directly to **HSR**; or (2) secure a copy of the UBO4 or HICFA 1500s provided to the primary insurer and submit a copy to **HSR** for consideration.**
4. Due to HIPAA Privacy laws **HSR** is unable to request this information from your medical provider. “Balance Due” or “Balance Forward” statements do not contain sufficient information to complete your claim. **HSR** cannot pay your bills using only the Primary Insurance Carrier’s EOB.

EXCESS ACCIDENT MEDICAL INSURANCE

1. If the policy provides coverage on a secondary/excess basis and you have any other primary insurance coverage you need to send the bills to your primary insurance first.
2. **HSR** will consider benefits after your primary insurance has processed the claim.
3. We will require a copy of your primary insurance Explanation of Benefits (EOB) which you should receive from your primary insurance letting you know what was paid or denied, and the reason(s) why. **HSR** will not be able to consider your claim without this information.

If you have any questions, please contact Customer Service at (866) 523-3199. They are available from 8:00 a.m. to 5:00 p.m. Central time, Monday – Friday. You may also forward any documents by fax to (972) 512-5820 or email to claims@hsri.com.

HOW TO FILE A CLAIM:

General Liability and Automobile Liability

Special Olympics Corporate Insurance Program; General Liability and Automobile Liability

FIRST REPORT OF ACCIDENT/INCIDENT

It is recommended that incidents that may give rise to a liability claim (for example, serious bodily injury to participant, spectator or volunteer, automobile accident, or property damage to a facility used for an event), or if you receive a legal summons or a letter from an attorney as a result of such an incident, please report this information to the American Specialty claims team as outlined below:

1. Complete the First Report of Accident Claim form.
2. Submit the First Report of Accident and/or the Summons/Letter from Attorney to:
American Specialty Insurance & Risk Services, Inc.
7690 W Jefferson Blvd, Suite 150
Fort Wayne, IN 46804
Customer Service: 800-566-7941
claims@americanspecialty.com
3. If Injury was serious or fatal, immediately notify American Specialty at 800-561-7941. We provide 24/7 Emergency Claims Phone Coverage.

If you have questions, please contact Customer Service at 800-566-7941. Representatives are available from 8:00 a.m. to 5:00 p.m. (EST) Monday – Friday. The customer service line includes information for contacting a representative after-hours, if needed. You may also forward any documents by email to: claims@americanspecialty.com.