

Special Olympics Pennsylvania



**Softball Championship
August 22 - 24, 2025**

COACHES HANDBOOK

SPECIAL OLYMPICS PENNSYLVANIA SOFTBALL CHAMPIONSHIP SCHEDULE OF EVENTS

Time	Event	Location
Friday, August 22, 2025		
10:00 a.m.	* Delegation Arrival	In the Net
10:00 a.m. - 10:30 a.m.	Day of Volunteer Registration	WellSpan Field 1
11:00 a.m. – 2:45 p.m.	Preliminary Round - Team	Fields 1 - 5
11:00 a.m. – 2:30 p.m.	Olympic Village	Turf field
11:00 a.m. - 2:00 p.m.	Lunch	Food Tent
3:00 p.m.	Hotel Check-in	Various hotels
5:00 p.m. - 6:00 p.m.	Dinner	Hersheypark Pavilion
6:00 p.m. - 6:30 p.m.	Opening Ceremonies	Hersheypark Pavilion
6:30 p.m. - 6:45 p.m.	Head Coaches Meeting	Hersheypark Pavilion
6:30 p.m. – 9:00 p.m.	Hersheypark Experience	Hersheypark
9:15 p.m.	Depart to hotels	Various Hotels
10:00 p.m.	Lights Out	Various Hotels
Saturday, August 23, 2025		
Check with hotel	Breakfast at hotels	Various Hotels
7:00 a.m. – 7:30 a.m.	Day of Volunteer Registration	WellSpan Field 1
8:00 a.m. – 6:30 p.m.	Pool Play Games	Fields 1, 2, 3, 4, 5
8:30 a.m. - 8:45 a.m.	Individual skill staging	Field 6
9:00 a.m. – 11:30 a.m.	Individual skills competition preliminary round	Field 6
9:00 a.m. – 4:00 p.m.	Special Smiles and AHN Chill Room	Turf Field
9:00 a.m. – 4:00 p.m.	Olympic Village	Turf Field
11:00 a.m. – 2:00 p.m.	Lunch	Food Tent
5:00 p.m.	Dinner and on your own	Various Venues
10:00 p.m.	Lights out	Various Hotels
Sunday, August 24, 2025		
Check with hotel	Breakfast at hotels	Various hotels
7:00 a.m. – 7:30 a.m.	Day of Volunteer Registration	WellSpan Field 1
8:00 a.m. – 2:45 p.m.	Medal rounds - Team	Fields 1, 2, 3, 4, 5
8:30 a.m. - 8:45 a.m.	Individual skills staging	Field 6
9:00 a.m. – 11:30 a.m.	Individual skills competition final round	Field 6
9:00 a.m. - 12:00 p.m.	Olympic Village	Turf field
11:00 a.m. – 2:00 p.m.	Lunch	Food Tent
11:45 a.m. - 12:30 p.m.	Awards – Individual Skills	Turf field
1:15 p.m. – 1:45 p.m.	Awards – Bronze medal round	Turf field
3:00 p.m. - 3:45 p.m.	Award – Gold medal round	Turf field
3:00 p.m. - 4:00 p.m.	Delegation Departure	Various Locations

* Times will vary depending on the preliminary schedule.

ADMINISTRATION

Directions to In the Net:

Competition Venue

In the Net: 798 Airport Rd, Palmyra, PA 17078

In the Net webpage

Directions to Off-Campus Venues:

To the Closest Hospital:

Milton S. Hershey Medical Center: 500 University Dr. Hershey, PA 17033

To Hersheypark:

Hersheypark: 100 Hersheypark Dr, Hershey, PA 17033

Lost & Found

Lost and found items can be taken to or picked up at the shed located between fields 2 and 3. After the Games, email bbach@specialolympicspa.org.

Alternates

1. Athletes may be registered in only one sport for each competition unless registration forms indicate that registration for or competition in multiple sports is allowed. In addition, an individual may be listed as an athlete or an alternate on only one team.
2. For **Individual Sports**, alternates must be activated by **Thursday, August 14th by 11:59 pm**. Individual sports include Alpine Skiing, Athletics, Basketball Skills, Bowling Singles, Cross Country Skiing, Equestrian, Figure Skating, Floor Hockey Individual Skills, Golf, Gymnastics, LDR/W, Powerlifting, Roller Skating, Soccer Skills, **Softball Skills**, Speed Skating, Snowshoeing, Swimming, Tennis and Volleyball Skills.
3. For **Team Sports**, we encourage activation by Thursday prior but will continue to accept scratches and activations of alternates up through the end of registration at the event. Team sports include Basketball (3x3 and 5v5), Bocce Doubles, Bowling Doubles and Four Person Team, Floor Hockey, Soccer (5v5, 7v7), **Softball** and Volleyball.
4. At events where housing is provided, alternates should be of the same gender and age range as the athlete they are replacing so they can be housed in the room vacated by the scratched athlete or there must be another existing room which can, in compliance with the SOPA [Housing Policy](#), accommodate the activated athlete.

Delegation Registration

HEAD OF DELEGATION ARRIVAL & REGISTRATION

Friday, August 22, 2025

10:00 a.m. (Time will depend on preliminary schedule)

Check-in shed by fields 2 and 3

Heads of Delegation (HOD) are the only authorized delegation members who may check in their athletes and coaches during registration. The Head of Delegation will receive credentials and report scratched athletes. Heads of Delegation may park in either lot.

Credentials

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

Name, delegation role, and program

All Heads of Delegation and coaches will also be issued an around-the-neck I.D. tag **to be worn at all times** while participating in Special Olympics events and activities.

The credentials will be color-coded as follows:

Volunteers/Staff

Athlete / Unified Partner	Red
Head of Delegation	Yellow
Head Coach	Blue
Assistant Coach	Turquoise
SOPA Staff	White with clear credential
Delegation Volunteer & 1:1's	Green
Officials	Black
Healthy Athletes	White with clear credential
Medical	Medical Red

If an athlete or coach loses a credential, they should report to SOPA Headquarters in shed by fields 2 and 3 to receive a new credential.

Credentials - (Policy taken from Manager's Resource Library 2004 pg. 28 of "Bylaws and Policies" section.) All Special Olympics Pennsylvania programs will register athletes with SOPA (on a local or state-level) competition according to the procedures governing any particular event. If anyone is not pre-registered at any given event and it is brought to the attention of a volunteer or staff member, the following will take place:

- A.** The coach will be directed to stop the activity until arrangements for home transportation are finalized. This transportation will be the responsibility of the program in violation.
- B.** After a complete review and verification of the circumstances by the manager of the home program, the event liaison and the president of SOPA, and it is determined that the coach/volunteer did in fact cause the deception intentionally, he/she will be removed from our volunteer listing for no less than one year.

Coaches' Role for Training & Competition

All coaches must have one role during training or, in particular, during competitions. This means that sport directors, heads of delegation, officials or games management team members may not be registered as coaches at competitions within the 1 coach to 4 athletes' ratio. Coaches, athletes and Unified Sports® partners may not chaperone family members during competition.

Head of Delegation Meetings

The Competition Director will meet with the Head of Delegation upon arrival at the Check-In Shed located by fields 2 and 3.

COMPETITION

APPROPRIATE ATTIRE

All athletes must be in a team uniform that complies with [SOPA Brand Guidelines](#). Athletes arriving at the venue dressed inappropriately will be unable to compete until appropriately dressed.

AWARDS

Please note the following:

- **Athletes are to be dressed in competition attire for awards.**

- **No credentials to be worn during the awards presentation.**
- Athletes who start the competition and do not finish will receive a participation ribbon.
- Athletes who do not compete or are disqualified due to misconduct will not receive an award.
- If a tie occurs in Individual Skills, athletes will receive the same placement, and the next individual will receive the following placement. Example: If two athletes tie for first place, these two athletes receive gold medals, and the next placed athlete receives a bronze medal.

COACHES SPORT CERTIFICATION AND UNIFIED SPORTS PARTNERS

- One coach from each sport must be certified. If the program cannot provide at least one certified coach, that delegation will need to scratch that specific sport.
- If the certified coach scratches prior to departure the team may not attend the Softball Championship.
- If your Unified Sports™ Softball team drops below the minimum number of partners, this team may not attend the Softball Championship. PLEASE check these numbers before departing for the Games.
 - a. Softball – minimum is 6 Unified Partners per team.
- Any team without a certified coach or the proper number of Unified Partners will be sent home from the Softball Championship. The delegation will be responsible for the transportation home.
- Individual Skills must have one certified head coach per 25 athletes.

CODE OF CONDUCT

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

PRELIMINARIES

Athletes who do not play in preliminaries will not be able to play in pool play or final competition.

EVERYBODY PLAYS

All athletes registered and in attendance at the games must play in prelims, pool play, and finals.

PROTESTS

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

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

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

GAMES RULES COMMITTEE

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

Bruce Bach, Sr. Competition Director
 Michelle Boone, VP of Sports
 Jason Merola, Regional Sport Director and lead of Softball Sport Management Team
 HOD not involved in the protest

Forfeits

Any head coach who elects to forfeit a game must seek the approval of the sports rules committee. If approved, the team will take a loss for that game. If denied, the team must play the opposing team or be disqualified from the tournament. If a tournament tie occurs, all competition from the disqualified team will be disregarded from the final standings.

Head Coaches Meeting

The head coaches' meeting will take place on Friday at 6:30 p.m. at the Hersheypark Pavilion.

Spectator Seating

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

Softball

SOPA Support: Jason Merola, Michelle Boone and Chase Proudfit

Venue: In the Net: 798 Airport Road, Palmyra, PA 17078

RULES

- Softball competition will be conducted according to the Official Special Olympics [2024 Softball Rules](#) and the [USA Softball](#) Rules.
- A 0.44 polycore official softball will be used for all competition.
- For safety reasons, teams that drop below 10 athletes (traditional) and 12 athletes and Unified Partners (Unified) prior to the event will be scratched.
- We will be using a double first base. Please review this with your athletes. The double base is white on one side and orange on the other. This base is designed for the safety of the first baseman's ankle. The first baseman uses the white base to await the throw of the ball and the batter runs through the orange portion of the base. We will also be using a double home plate. Please note the differences to your athletes.
- All batters and base runners must wear a batter's helmet with chin strap.
- Catchers must wear a mask with a throat protector, and it is recommended they wear a chest protector
- Teams and athletes (as in any tournament) are expected to bring their own equipment (bat, gloves, balls for warming-up, batting helmets, etc).
- Home and away will be determined by coin toss.
- **Unlimited courtesy foul balls will be tested this year. Participants will not be out when hitting a foul ball with two strikes.**
- **Preliminary games: 7 innings or 45 minutes** each and will have a 5 run per inning limit with no tie breaker.
- **Pool play games: 7 innings or 90 minutes** each and will have a 5 run per inning limit with no tie breaker.

Pool play Ties will be broken by:

- Head-to-head competition (for 2-way tie)
- Least points scored against (all games for the teams tied within pool play)
- Point Differential (all games for the teams tied within pool play)
- Tie
- **Medal round games: 7 innings or 90 minutes** each and will NOT have a run limit. The Internation Tie-Breaker (ITB) will be in effect.

ITB Tie-Breaker

When regulation innings are completed and the score is tied, the ITB rule places a runner on second base, who is the last batter to complete their at-bat in the previous inning, with one out. The inning then proceeds as normal. If the score remains tied, the process is repeated until a winner is determined.

- Runner Placement: The runner is placed on second base, and the runner is the last player who completed their at-bat in the previous inning.
- Outs: The inning begins with one out.
- At-Bat: The batters count starts at 1-1
- Continuing the Game: The inning is played out under normal softball rules.
- Tie Resolution: If the score is still tied after the inning, the ITB rule is applied again the next inning, with the last batter of the previous inning placed on second base with one out. This process repeats until a winner is determined.

Mercy Rule for medal rounds only

- A 20-run rule after three innings will be observed for the medal rounds. This means that at the completion of the 3rd inning, if a team is ahead by 20 or more runs, that the team is declared the winner.

- A 15-run rule after four innings will be observed for the medal rounds. This means that at the completion of the 4th inning, if a team is ahead by 15 or more runs, that the team, is declared the winner.
- A 12-run rule after five innings will be observed for the medal rounds. This means that at the completion of the 5th inning, or any subsequent inning, if a team is ahead by 12 or more runs, that team is declared the winner.
- Teams will be divisioned by committee and Team Rating Forms will be used that were submitted by each team.
- Teams that are 10 minutes late from the scheduled start time will forfeit that game.
- **Traditional softball teams must have 10 players or 11 (EP) to participate in competition. Unified Softball Teams must have a minimum of 12 (6 athletes and 6 partners) athletes to participate in competition. If any team arrives with fewer than the minimum number or cannot start a game with the minimum players they will be disqualified from competition and may be sent home from the Games.**
 - Batting line-up:
 - 10 defensive players with one EP (11 total); Unified play allows 12 (6 athletes, 6 partners)
 - Traditional Teams playing with Unified Team:
 - If traditional team sare playing against Unified teams, the traditional team may bat 12 batters.
- Proper softball attire must be worn by the teams in the competition. (Rubber and plastic spikes are allowed! Metal spikes ARE NOT permitted!) All uniforms must have numbers on the back. There may be no sponsorship logos on athlete uniforms. This also applies to athletes participating in Unified Sports® competition.
- Bats must be labeled with 2000 certification mark or the ASA certified 2004 certification mark. For a listing of non-approved bats, visit USA Softball's website at USA Softball.

LINEUPS AND SUBSTITUTIONS

- Coaches must supply a game starting lineup to the scorer's table 15 minutes prior to the start of preliminary competition, pool play, and medal rounds. Line up should list first and last names along with field positions.
- **EPs:** Traditional = 1 EP (11 players). Unified = 2 EPs (12 players total, must be athlete + partner).
- **Re-entry rule:** Players may re-enter once in the original lineup spot. Starter and sub cannot be on the field at the same time.
- **Infield fly rule** applies with runners on 1st & 2nd or bases loaded and < 2 outs.
- **No bunting or chopping** downward at the ball.

OBSTRUCTION

Occurs when:

- A defender without the ball impedes a runner.
- A fake tag is made.
- A defender pushes a runner off base or impedes progress without making a play.

INTERFERENCE

Occurs when:

- Offense hinders a defensive play.
- A spectator or coach reaches into the field and interferes.

UNIFIED RULES

- Lineup cards must show "A" for athlete, "P" for partner.
- **Batting order must alternate:** Athlete / Partner.
- **No required defensive positions**, but meaningful involvement must be maintained.
- **Partner dominance is not permitted.**

CONFERENCES

- 3 allowed. Must make a change on the 4th and beyond.
 - Substitutions and pitching changes do not count as charged conferences.

HOME RUNS

- Unlimited in traditional play; **Unified = max 2 HRs**. Extra HRs = dead ball outs.

TALKING TO UMPIRES

- Wait until play ends to approach.
- Call time calmly and go to home plate umpire.
- No yelling or running.
- Ask to speak to the ump who made the call.
- May request help on rules, but not on judgment calls.
- Never argue balls and strikes.

KEY REMINDERS

- No chewing gum
- No sunflower seeds
- No metal cleats (this is a Special Olympics rule)
- If you have a question about rules, ask the umpire for clarification. If you don't agree with the call, calmly ask the umpire to consult with the Umpire in Chief and SOPA staff. This must happen before the next play—once play resumes, we can't go back and change a call. All interactions with umpires must be calm and respectful. Failure to do so will lead to disciplinary action.
- Double-check that all bats are legal before arriving at the tournament.
- Ensure your team has correct uniforms—including visible numbers and no duplicate numbers on the same team.

MEANINGFUL INCLUSION

- Athletes must play **at least 2 innings over 2 games**.
- Athletes may serve as EP (hit only).
- Must get **1 at-bat per day**.
- Partners cannot cut in front of athletes.
- Athletes must throw the ball themselves.
- At home, the **catcher covers the plate** unless the play demands otherwise.

Softball – Schedule of Events

FRIDAY	
11:00 a.m. - 2:45 p.m.	Preliminary Competition (Unified Sports® & Team Competition) Fields 1 - 5 <u>No Individual Skills</u>
6:30 p.m.	Head Coaches Divisioning Meeting (Head Coaches Only) Hersheypark Pavilion
SATURDAY	
8:00 a.m. - 6:30 p.m.	Pool Play Competition (Unified Sports® & Team Competition)
8:30 a.m. - 8:45 a.m.	Individual Skills Staging Field 6
9:00 a.m. - 11:30 p.m.	Individual Skills Preliminaries Field 6

SUNDAY

8:00 a.m. - 2:45 p.m.	Medal Round Competition (Unified Sports® & Team Competition)
8:30 a.m. - 8:45 a.m.	Individual Skills Staging Field 6
9:00 a.m. - 11:30 a.m.	Individual Skills Finals Field 6
11:45 a.m. - 12:30 p.m.	Individual Skills awards – Turf field
1:15 p.m. - 1:45 p.m.	Bronze medal awards – Turf field
3:00 p.m. - 3:30 p.m.	Gold medal awards – Turf fields

MEDICAL PROCEDURES

Emergency Procedures

In case of an EMERGENCY

Follow the steps below...

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

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

WHAT IS AN EMERGENCY?

Level 1 Emergency: is a localized emergency, minor incident (Ex. Delayed Event, Injured Participant not requiring hospitalization.)

Level 2 Emergency: is a moderate to serious emergency, incident, accident or situation (Ex. Missing Coach/Athlete, Canceled Event, Behavioral Crisis.)

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

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

Lost or Missing Athlete

If an athlete becomes lost or missing, please notify Bruce Bach at 215-718-6967 or the SOPA staff member at each field.

HYGIENE AND SAFETY

Practice good hygiene habits all the time! Please remind everyone to:

- Keep your hands clean by washing thoroughly with soap and warm water or using an alcohol-based hand sanitizer;
- Keep cuts and scrapes clean and covered with a bandage until they are healed;
- Avoid contact with other people's wounds or bandages;
- Avoid sharing personal items such as towels, razors, or clothing;

- Routinely clean commonly used items like athletic equipment. Don't forget to clean equipment shared by athletes. (helmet, pads, etc.);
- Do not share cups, glasses, dishes, or cutlery;
- Avoid touching your face, eyes, nose, and mouth with your fingers;
- Cough or sneeze into a disposable tissue.

Overall Points of Safety

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

- Be sure all athletes and coaches wear their credentials.
- Be generally aware of your surroundings. Seek out a SOPA staff member if anything seems suspicious to you.
- Be sure athletes know not to go off alone with unknown people or to carry anything for anyone.
- Carry a cell phone if you have one and write down/carry cell phone numbers of other coaches in your delegation. If you are a HOD or a coach.
- Remember that there is a zero-tolerance policy in effect for any pranks concerning safety issues by athletes, coaches or volunteers. Anyone violating that policy will be asked to leave the event with potential for further action.
- Set-up (if not already in place) a phone chain with parents and families back home so that they can be notified of an early arrival or a change/cancellation in the schedule which may happen before, during, or at the end of the event.
- Carry a flashlight in your backpack.

Medication Management

- Please refer to [Special Olympics Pennsylvania's Best Practice for Medication Assistance](https://specialolympicspa.org/forms). This information can also be accessed on the Special Olympics Pennsylvania website on the Forms page: <https://specialolympicspa.org/forms>.
- Please ensure your athletes are completing the Medication Assistance Consent Form and your Class A volunteers traveling with the delegation are completing the Medication Assistance Tracker (on the next page).

Special Olympics Pennsylvania
Medication Assistance Tracker

Name of Athlete: _____

Name of Class A Volunteer: _____

[illegible]

In Case of Injury or Illness

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

NIGHT INJURY OR ILLNESS

If an illness or injury occurs during the night, contact SOPA staff located in your hotel. A representative of the athletes' county will be required to be present during all treatment and travel to the hospital if it is required.

MEDICAL ASSISTANCE at In the Net

Athletic trainers will be stationed at Field 1 and lunch tent, fields 2 and 3, and fields 4, 5, and 6.

SUN PROTECTION

Athletes should have a good sunscreen (SPF 15 or better). Each athlete should test the sunscreen before the Games to be sure that it does not cause skin irritation or an allergic reaction. Water is provided at all fields; please remember to stay hydrated during the events.

DIET

Encourage a balanced diet including all food groups; fruit, vegetables, whole grains, lean proteins, and dairy.

- Fruits and vegetables can be high in fiber and provide many vitamins and minerals.
- Whole grains are less processed than white/refined grains. They provide more nutrients and fiber which is heart healthy and keeps us feeling full.
- Protein helps our muscles to build and recover after workouts, it also helps us feel full and satisfied. Lean proteins have less saturated fats. Saturated fats can increase our risk for heart disease and strokes.
- Dairy foods provide calcium that helps us maintain strong bones, they are also a good source of protein. Dairy may not always be included at every meal, but when it is we want to choose low fat and non-fat dairy to reduce our intake of saturated fats. Dairy and dairy alternative foods should be consumed 2-3 servings a day.
- Beverages keep us hydrated but many contain large amounts of excess sugar, providing empty calories that can lead to weight gain and increase risk for chronic diseases. Drink mostly water to avoid excess sugar.



SUPPORT SERVICES

Housing

[Spark by Hilton Hershey](#)

84 Sipe Avenue, Hummelstown, Pa 17036

Check-in at 3:00 p.m.

Check-out at 12:00 p.m.

Crawford, Montgomery, Delaware

[Best Western Premier, the Central Hotel](#)

800 East Park Drive | Harrisburg, PA 17111

Check-in at 3:00 p.m.

Check-out at 11:00 a.m.

Allegheny

[Hampton Inn Harrisburg East \(Hershey area\)](#)

4230 Union Deposit Road, Harrisburg, PA 17111

Check-in at 3:00 p.m.

Check-out at 11:00 a.m.

Area M, Lancaster, Adams, York

[Holiday Inn Harrisburg-Hershey](#)

604 Station Rd, Grantville, PA 17028

Check-in at 4:00 p.m.

Check-out at 12:00 p.m.

Northumberland Snyder, Bedford, Cambria, Bethlehem, Northampton, Schuylkill, Berks, Centre

ROOM KEY DISTRIBUTION – Friday, August 22, 2025

3:00 p.m. - 4:30 p.m.

Pick-up is at each hotel

The Head of Delegation will pick up the keys at the front desk of the assigned hotel and distribute them to the delegation.

The Head of Delegation is responsible for returning the room keys of any person(s) who did not attend the Games (scratches). Keys must be turned into the hotel front desk.

ROOM KEY RETURN – Sunday, August 24, 2025

No later than 11:00 a.m.

Return to each hotel front desk

The Head of Delegation is responsible for returning the room keys for the delegation to be turned into the hotel front desk.

Family Hotel

[Holiday Inn Harrisburg-Hershey](#)

Contact the Sales Office directly at (717) 469-0661

Let them know you are with the Special Olympics Softball group, and a discounted rate will be provided

ATHLETE HOUSING GUIDELINES

Safety Statement

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

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

Guidelines for Athlete Housing During Overnight Travel

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

SMOKING POLICY

There will be no smoking or vaping at SOPA Events! Thank you!

TRANSPORTATION

Local programs will be responsible for all transportation to and from the event. This includes off-campus venues and restaurants.

Parking at In the Net

There are two main parking lots at In the Net. The main parking lot will be for fields 1, 2, and 3 and the overflow parking lot will be used for fields 4, 5, and 6.

Parking at Hersheypark

Specific parking directions will be shared with the Head of Delegation

[Hersheypark Parking map](#)

Meals

Friday, August 22

Lunch: 11:00 a.m. - 2:00 p.m.

In the Net Food Tent - Wawa

Dinner: 5:00 p.m. - 6:00 p.m.

Hersheypark Pavilion

Saturday, August 23

Breakfast:

Hotel

Check with your hotel to confirm breakfast times

Lunch: 11:00 a.m. - 2:00 p.m.

In the Net Food Tent - Sheetz

Dinner: 5:00 p.m.

On your Own

* See below for guidance and local restaurants

Sunday, August 24

Breakfast:

Hotel

Check with your hotel to confirm breakfast times

Lunch: 11:00 a.m. - 2:00 p.m.

In the Net Food Tent – Jersey Mikes

Teams will be on their own for **Saturday** dinner

- The HOD should obtain a SOPA credit card (if not available Visa Gift Card) from their regional team.
- SOPA will only cover official delegation members (credentialed individuals), families/spectators are welcome to join your group but need to pay their own bill.
- Cost per person (should this be registered athlete and coach for this event only) should not exceed \$25.

- HQ will cover this cost – a detailed receipt must be handed in with your credit card to the regional team.
 - Consumption of alcohol during Special Olympics events is not allowable under the SOPA Code of Conduct. No alcohol should be consumed during this meal.
- If looking to visit a restaurant we suggest making reservations (the last games Saturday should finish around 6:15 p.m.)

Here is a list of restaurants local to In the Net and the hotels:

Restaurants around In the Net:

- [Funks, Palmyra](#) - [MAP](#)
- [Babe's Grill House](#) - [MAP](#)
- [Sinkhole Saloon & Grill](#) - [MAP](#)
- [Houlihan's Hershey](#) - [MAP](#)

Restaurants around hotels:

Spark By Hilton Hershey

- [Fuddruckers](#) - [MAP](#)
- [Applebee's](#) - [MAP](#)

Best Western Premier (Central Hotel) & Hampton Inn Harrisburg East

- [P.J. Whelihan's](#) - [MAP](#)
- [Texas Roadhouse](#) - [MAP](#)
- [Ruby Tuesday](#) - [MAP](#)
- [Applebee's](#) - [MAP](#)

Holiday Inn Harrisburg-Hershey

- [The Eatery @ Penn National Race Course](#) - [MAP](#)
- [Harper's Tavern](#) - [MAP](#)

SPECIAL EVENTS

Opening Ceremonies/Hersheypark Experience

Date: Friday, August 22, 2025

Time: Dinner
5:00 p.m. - 6:00 p.m.

Opening Ceremonies
6:00 p.m. - 6:30 p.m.

Hersheypark
6:30 p.m. - 9:00 p.m.

Location: **Hersheypark Pavilion** [100 Hersheypark Dr, Hershey, PA 17033](#)
[Hersheypark Parking Map](#)
[Hersheypark Map](#)

Olympic Village

Location: Turf field

Days/Times:
Friday: 11:00 a.m. – 2:30 p.m.
Saturday: 9:00 a.m. - 4:00 p.m.
Sunday: 9:00 a.m. - 12:00 p.m.

Special Smiles – Healthy Athletes

Location: Turf field

Dates/Times: Saturday: 9:00 a.m. - 4:00 p.m.

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

AHN Chill Room

Location: Turf field

Dates/Times: Saturday 9:00 a.m. – 4:00 p.m.

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

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

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 2024 Summer Games. 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 disciplines will be entered into different raffles!



SPECIAL OLYMPICS
FIRST REPORT OF ACCIDENT / INCIDENT



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

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

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

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

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

Social Security Number: _____ - _____ - _____

Type of Injury/ Accident:

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

Injured Party:

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

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

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

Site / event where accident occurred: _____

Accident Occurred During:

- ☐ Training/Practice
☐ Competition
☐ Traveling to or from SO event
☐ Other: Personal time.

Type of Injury:

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

Disposition:

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

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

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

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

Relationship to the injured person: _____ Employer Name: _____

Name: _____ Employer Address: _____

Address: _____

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

Does the injured person have medical insurance? ☐ Yes ☐ No

If yes, insurance is provided by: ☐ Injured Person ☐ Care Provider/Responsible Party

Please provide name of Company and Policy Number: _____

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

Witness #1 Name: _____ Daytime Phone: (____) _____ - _____

Witness #2 Name: _____ Daytime Phone: (____) _____ - _____

Transfer of Care Name and Signature: _____ / _____

Printed Name

Signature

Special Olympics Official / Representative (other than claimant)

Name: _____

Signature: _____

Daytime Phone: (____) _____ - _____

If injury was serious or a fatality:

1. IMMEDIATELY notify American Specialty Insurance Services, Inc.
Telephone: (800) 566-7941 (24 hours a day / 7 days a week)

2. AND contact the SOPA Crisis Coordinator: 855-701-9030

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

Send completed form to:

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

AND one copy to:

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

Special Olympics Pennsylvania

Suggested Packing List

CLOTHING

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

TOILETRIES

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

MISCELLANEOUS

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

FOR COACHES

- _____ Coaches Handbook
- _____ Sports Rules Books (SOI)
- _____ First Aid Kit
- _____ Athlete Medications
- _____ Flashlight
- _____ Backpack
- _____ Emergency #s
- _____ Cooler (Outdoor Sports)
- _____ Shade Canopy (Outdoor Sports)

PLEASE DO NOT BRING

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

In THE NET

SPORTS COMPLEX



Athletes

How is Your Softball Championships Experience? Let us hear your voice!



**Scan this QR code with
your phone's camera.**



Special Olympics
Pennsylvania

