



2025 WINTER SEASON



Winter Events & Programs



TABLE OF CONTENTS

WINTER SEASON OFFERINGS.....	3
REGION LEADERSHIP CONTACTS	3
EAST REGION CONTACTS.....	3
NORTHWEST REGION CONTACTS.....	3
SOUTHWEST REGION CONTACTS	3
GENERAL RESOURCES	4
MULTI-SPORT ATHLETE POLICY	4
DIVISIONING & ARTICLE 1	4
BASKETBALL REGISTRATION RULES & CODES	5
ALPINE SKIING REGISTRATION RULES & CODES	6
SNOWBOARDING REGISTRATION RULES & CODES.....	7
SNOWSHOEING REGISTRATION RULES & CODES	9
FIGURE SKATING REGISTRATION RULES & CODES.....	10
SPEED SKATING REGISTRATION RULES & CODES	11
CHEERLEADING REGISTRATION RULES & CODES.....	12
CODE OF CONDUCT VIOLATIONS.....	13
CODE OF CONDUCT RESOURCES.....	13
CODE OF CONDUCT POLICIES & PROCEDURES.....	14
CODE OF CONDUCT VIOLATIONS AT EVENTS	16
INCIDENT REPORT FORM PROCEDURE	17
SPECIAL OLYMPICS INSURANCE POLICY & COVERAGE.....	17
INCIDENT & ACCIDENT REPORT PROCESS.....	17
CRISIS COMMUNICATION.....	18
SPECIAL OLYMPICS WASHINGTON CRISIS TEAM	18
CRISIS COMMUNICATION PLAN: STEP BY STEP OVERVIEW	19



WINTER SEASON OFFERINGS

2025 Winter Season offerings will include the following in-person competitive and local / recreational sports:

Basketball – *Regional & State*
Alpine Skiing – *State Games Only, West Side Regional*
Snowboarding – *State Games Only, West Side Regional*
Cheerleading – *State Games Only*
Figure Skating – *State Games Only*
Speed Skating – *State Games Only*

Cross Country Skiing – *State Games Only*
Snowshoeing – *State Games Only*
Walking Club – *Local / Recreational*
Fit 5 – *Local / Recreational*

REGION LEADERSHIP CONTACTS

EAST REGION CONTACTS

Sr. Manager of Competition & Operations, East Region
Grant Opland

Email: gopland@sowa.org | Phone: 206-231-6014

Program Manager, East Region

Tim Toon

Email: ttoon@sowa.org | Phone: 206-681-9385



NORTHWEST REGION CONTACTS

Sr. Manager of Competition & Operations, Western Washington

Nicole Becker

Email: nbecker@sowa.org | Phone: 206-736-7087

Program Manager, Northwest Region

Chad VanderPoel

Email: cvanderpoel@sowa.org | Phone: 206-736-6235

SOUTHWEST REGION CONTACTS

Sr. Manager of Competition & Operations, Western Washington

Nicole Becker

Email: nbecker@sowa.org | Phone: 206-736-7087

Program Manager, Southwest Region





Cheyenne Terry

Email: cterry@sowa.org | Phone: 206-681-9386



GENERAL RESOURCES

DIVISIONING & ARTICLE 1 The Official Special Olympics Sports Rules provide standards for Special Olympics training and competition. [Article 1](#) provides general principles not found in the sport- specific rules and is essential knowledge for all people involved with Special Olympics sports.

General Links	Regional Sports Pages		
Registration Portal	Southwest	Northwest	East
bit.ly/SOWA-Reg	bit.ly/SOWA-SW	bit.ly/SOWA-NW	bit.ly/SOWA-EAST
			

MULTI-SPORT ATHLETE POLICY

1. Athletes can train and compete in an individual sport and a team sport in the same season (i.e. swimming and soccer). However, if an athlete qualifies to compete at state in both the individual sport and the team sport, the team sport (soccer) must be prioritized because it impacts a larger group of people or a roster of people.
2. Athletes can train and compete in two individual sports in the same season (i.e. athletics and swimming). If the athlete qualifies to compete at state in both sports, the athlete will have to choose which sport they will advance in. If athletes are competing and qualify in Team Relays, they will still need to choose the sport with the relay as that qualifies as a 'Team'
3. Athletes may NOT train and compete in two team sports (i.e. soccer and softball) in the same season. The primary issue here is that if both of your teams qualify in different sports, you will have to choose and will impact one of the teams or rosters. In this scenario, the athlete would impact the soccer or the softball rosters.

DIVISIONING & ARTICLE 1

The Official Special Olympics Sports Rules provide standards for Special Olympics training and competition. [Article 1](#) provides general principles not found in the sport- specific rules and is essential knowledge for all people involved with Special Olympics sports.

Watch this quick video for an overview on [Special Olympics Divisioning](#)



BASKETBALL REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Coaching Guide](#) – Basketball Terms, Conditioning examples, practice planning, basketball drills, etc.
- [Rules](#): Team Rules for 5v5 Play
- [Rules](#): Individual Skills & Team Skills
- [Individual BSAT for Team Play](#): Worksheet to determine overall team BSAT score – complete for each individual, put score on BSAT Summary Form
- [Basketball Team BSAT Summary Form](#): Submit this form with final competition rosters in Smartsheet
- [Individual Skills Scoresheet](#): Worksheet & Scoresheet for Individual Skills Competition
- [Team Skills Scoresheet](#): Worksheet & Scoresheet for Team Skills Competition

Special Olympics Washington Updates & Modifications

- Athletes may participate in one event.
- All basketball team entries must be identified by a team name that includes city/location.
- The age of the oldest team member determines the age group in which a team competes.
- Events identified with ** are designed for athletes with lower availability levels.
- Athletes using wheelchairs and assisted walking devices are eligible for individual and team skills only due to safety concerns.
- Scrimmages: teams and programs are encouraged to participate in 3-4 scrimmages throughout the season and prior to major competitions. Scrimmages can come in many different forms: inner squads or practicing against another team in your program, entering your team into a recreational league to get more games, working with other programs to organize invitationals or league plays prior to each season, etc.
- Roster sizes: Team rosters (for both Team Competition and Team Skills Competition) must have a minimum of 5 players and a maximum of 10 players. There will be no exceptions to the maximum participants.

Events

Basketball Individual Skills Competition**
Team Skills Competition**

Special Olympics Team Competition - Juniors (8-15)
Special Olympics Team Competition - Seniors (16-21)
Special Olympics Team Competition - Masters (22+)

Unified® Team Competition - Juniors (8-15)
Unified® Team Competition - Seniors (16-21)
Unified® Team Competition - Masters (22+)



ALPINE SKIING REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Alpine Rules](#)
- [Alpine Resource Page](#)
- [Alpine Coaching Guide](#)

Special Olympics Washington Updates & Modifications

- Athletes may participate in up to three events.
- A level of competition (N, I, or A) and qualifying time must be submitted for all athletes entered. **Placement of athletes in proper levels is important.**
- Unified® races shall consist of one Special Olympian and one Partner skiing together with the results determined by the average of each competitor's time.
- **Athletes and Partners may not participate in like events. i.e. ... may not participate in Slalom and Unified® Slalom / Super G and Unified® Super G**
- Events identified with ** are designed for athletes with lower ability levels who are unable to participate in the other events.
- Finish time for the Super G competition is determined by the time of one run.
- Finish time for the slalom and giant slalom competition is determined by the combined time of two runs.
- Unified Partners need to attend all practices and competitions in order to participate on the team. State Games: Partners must be present and compete for preliminary times that are scheduled. No time will be scheduled outside of preliminary rounds on Friday. Unified Partners are considered Athletes and are held to the same expectations as everyone on the roster.
- All Athletes and Unified Partners must participate in any and all qualifying rounds or preliminary rounds in order to compete in the Games.

EVENTS

Glide Event **

10 Meter Ski Race **

Slalom (Novice, Intermediate & Advanced)

Unified® Slalom (Novice, Intermediate & Advanced)

Giant Slalom (Novice, Intermediate & Advanced)

Unified® Giant Slalom (Novice, Intermediate & Advanced)

Super G (Novice, Intermediate & Advanced)

Unified® Super G (Novice, Intermediate & Advanced)



SNOWBOARDING REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Snowboarding Rules](#)
- [Snowboarding Resource Page](#)
- [Snowboarding Coaching Guide](#)

Special Olympics Washington Updates & Modifications

1. Athletes may participate in up to three events.
2. A level of competition (N, I, or A) and qualifying time must be submitted for all athletes entered.
Placement of athletes in proper levels is important.
3. Unified® races shall consist of one Special Olympian and one Partner snowboarding together with the results determined by the average of each competitor's time.
4. **Athletes and Partners may not participate in like events. i.e. ... may not participate in Slalom and Unified® Slalom. Super G and Unified® Super G.**
5. Events identified with ** are designed for athletes with lower ability levels who are unable to participate in the other events.
6. Finish time for the Super G competition is determined by the time of one run.
7. Finish time for the slalom and giant slalom competition is determined by the combined time of two runs.
8. Unified Partners need to attend all practices and competitions in order to participate on the team. State Games: Partners must be present and compete for preliminary times that are scheduled. No time will be scheduled outside of preliminary rounds on Friday. Unified Partners are considered Athletes and are held to the same expectations as everyone on the roster.
9. All Athletes and Unified Partners must participate in any and all qualifying rounds or preliminary rounds in order to compete in the Games.

EVENTS

- Glide Event **
- 10 Meter Skate Race **
- Slalom (Novice, Intermediate & Advanced)
- Unified® Slalom (Novice, Intermediate & Advanced)
- Giant Slalom (Novice, Intermediate & Advanced)
- Unified® Giant Slalom (Novice, Intermediate & Advanced)
- Super G (Novice, Intermediate & Advanced)
- Unified® Super G (Novice, Intermediate & Advanced)



CROSS COUNTRY REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Cross Country Rules](#)
- [Cross Country Resources Page](#)
- [Coaching Guide](#)

Special Olympics Washington Updates & Modifications

1. Athletes may participate in up to two events and a relay.
2. A qualifying time must be submitted for all athletes and partners entered.
3. All Athletes and Unified Partners must participate in any and all qualifying rounds or preliminary rounds in order to compete in the Games.
4. Unified Partners need to attend all practices and competitions in order to participate on the team. State Games: Partners must be present and compete for preliminary times that are scheduled. No time will be scheduled outside of preliminary rounds on Friday. Unified Partners are considered Athletes and are held to the same expectations as everyone on the roster.
5. Special Olympics and Unified® races of the same distance will be contested at the same time, therefore an athlete cannot be in both. (i.e. 1K Special Olympics race and 1K Unified race)
6. Unified® relay teams shall consist of two Special Olympians and two Partners. The order of racing is left up to the coaches' decision.
7. Events identified with ** are designed for athletes with lower ability levels who are unable to participate in the other events.
8. If there are not enough athletes to properly division separate Classical and Free Technique events of similar distances, the events shall be combined and follow Free Technique Rules

EVENTS

- 10 Meter Ski Race** - Classical Technique
- 25 Meter Ski Race** - Classical Technique
- 50 Meter Ski Race** - Country Skiing Race - Classical Technique
- 100 Meter Race** - Country Skiing Race - Classical Technique
- 500 Meter Race – Country Skiing Race
- 1 Kilometer Race – Country Skiing Race
- 2.5 Kilometer Race – Country Skiing Race
- 5 Kilometer Race – Country Skiing Race
- 7.5 Kilometer Race – Country Skiing Race
- 10 Kilometer Race – Country Skiing Race
- 4 x 1 Kilometer Relay Race – Country Skiing Relay
- 4 x 1 Kilometer Unified® Relay Race – Country Skiing Relay



SNOWSHOEING REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Snowshoe Rules](#)
- [Snowshoe Resources Page](#)
- [Snowshoe Coaching Guide](#)

Special Olympics Washington Updates & Modifications

- Athletes may participate in up to two events and a relay.
- A relay team consists of four competitors.
- Unified relay teams shall be made up of two Special Olympics athletes and two Unified partners. The order of racing is left up to the coaches' decision.
- Relay teams must have a "team name" assigned to them on final registration.
- A qualifying time must be submitted for all athletes and partners entered.
- Events identified with ** are designed for athletes with lower ability levels who are unable to participate in the other events.
- The Official Special Olympics Rules shall govern all Special Olympics Snowshoeing competitions. Special Olympics, Inc. is the International Governing Body for Snowshoeing

EVENTS

25 Meter Race **

50 Meter Race **

100 Meter Race

200 Meter Race

400 Meter Race

800 Meter Race

1600 Meter Race

5K Meter Race

10K Meter Race

4 x 100 Meter Relay Race

4 x 200 Meter Relay Race

4 x 400 Meter Relay Race

4 x 100 Meter Unified Relay Race

4 x 200 Meter Unified Relay Race

4 x 400 Meter Unified Relay Race



FIGURE SKATING REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Figure Skating Rules](#)
- [Figure Skating Resource Page](#)

Special Olympics Washington Updates & Modifications

Events

1. A level of competition must be submitted for all athletes entered.
2. Special Olympics will offer events in the Singles Competition, Free Skate Levels 1 – 6.

Competition Clothing

- Clothing of the Competitors must be modest, dignified and appropriate for athletic competition, not garish or theatrical in design. Clothing may, however, reflect the character of the music chosen.
- The clothing must not give the effect of excessive nudity inappropriate for the discipline. Men must wear full length trousers and must not wear tights. In addition, in Ice Dance, Ladies must wear a skirt. Accessories and props are not permitted.
- Clothing not meeting the requirements will be penalized by a deduction of 0.5 point.
- The decorations on costumes must be non-detachable. Part of the costume or decoration falling on the ice will be penalized by a deduction of 0.5 point.

Competition Music:

1. All competitors shall furnish competition music of excellent quality on CD or in any other approved format.
2. Each program (Short Program/Free Skating) must be recorded on one track and on a separate disc.

Singles Free Skate: Levels 1 - 6

LEVEL 1	LEVEL 2	LEVEL 3
MANDATORY ELEMENTS: CLICK HERE COACHING VIDEO: CLICK HERE	MANDATORY ELEMENTS: CLICK HERE COACHING VIDEO: CLICK HERE	MANDATORY ELEMENTS: CLICK HERE COACHING VIDEO: CLICK HERE
LEVEL 4	LEVEL 5	LEVEL 6
MANDATORY ELEMENTS: CLICK HERE COACHING VIDEO: CLICK HERE	MANDATORY ELEMENTS: CLICK HERE COACHING VIDEO: CLICK HERE	MANDATORY ELEMENTS: CLICK HERE COACHING VIDEO: CLICK HERE



SPEED SKATING REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Speed Skating Resource Page](#)
- [Speed Skating Rules](#)

Special Olympics Washington Updates & Modifications

1. Athletes may participate in up to three of the events listed below.
2. A qualifying time must be submitted for all athletes entered.
3. Events identified with ** are designed for athletes with lower ability levels who are unable to participate in the other events.

Equipment: All speed skaters are required to wear the following safety equipment:

- Long-sleeved and long-legged uniforms.
- Knee pads or have padded knee protection as part of their uniform.
- Shin guards or have cut protection in the lower leg portion of their uniform.
- Cut resistant neck protector.
- Cut resistant gloves or mittens.
- The following are recommended but not mandatory for competition:
 - Elbow pads and wrist guards are optional safety equipment.
 - Eye protection meeting the ANSI Z87.1 Standard is recommended.
 - Cut resistant under garments.
- Helmets are Mandatory.

EVENTS

25 Meter Straight Race**

55 Meter Half Lap Race**

111 Meter Race

333 Meter Race

500 Meter Race

777 Meter Race



CHEERLEADING REGISTRATION RULES & CODES

Special Olympics Rules & Resources

- [Special Olympics Competitive Cheer Rules 2022](#)
- [ICU Special Ability Rules](#)
- [Competitive Cheer Resource Page](#)

Special Olympics Washington Updates & Modifications

- a. Athletes may participate in individual performances or team competitions but not both. Athletes and Unified Partners may also only participate within one level of one event.
- b. For all Unified Sports® team competition, the number of Special Olympics athletes must be equal to or exceed the number of Unified Partners by one
- c. Ability is the primary divisioning factor in Special Olympics. In the sport of cheerleading, the ability of an athlete or team is determined by the event in which they are competing.

EVENTS

Team Competition: Small Team Division (Traditional & UNIFIED)

Events: Team Cheer Routine

Levels:

- Introductory
- Level 0 (beginner)
- Level 1 (novice)
- Level 2 (intermediate)

Team Size: Minimum of four (4) and maximum of fifteen (15).

Unified Division Ratio: Team competing in this category should follow the Unified Sports Competitive Model. The ratio of athletes to Unified partners must be 1:1. In the event of an odd-numbered team, there must be one less Unified partner than total number of athletes.



CODE OF CONDUCT VIOLATIONS

The Codes of Conduct were designed to establish a high standard of behavior for athletes, unified partners, coaches, volunteers, and family members to ensure the safety and well-being of everyone involved in our program. Whether in transit, during practice, at a competition, or at associated social or fundraising activity, all participants are expected to abide by the Codes of Conduct held by Special Olympics Washington.

Each participant should be aware of the Codes of Conduct to ensure behavior is in line with Special Olympics standards of behavior and should be given a copy at their first practice.

- If the participant is not aware of the 'Code of Conduct', we ask that a Program Coordinator or designated volunteer present them with a copy for review.
- It is the responsibility of Program Coordinators and Coaches to educate participants and uphold the Special Olympics Code of Conduct. It is recommended that each Code of Conduct is reviewed at a team practice or pre-season meeting to ensure all participants understand.

CODE OF CONDUCT RESOURCES

[Athlete & Unified Partner Code of Conduct \(Link\)](#)

[Family Code of Conduct \(Link\)](#)

[Coaches Code of Conduct \(Link\)](#)

[Spectator Code of Conduct \(Link\)](#)

[Code of Conduct Violation Report \(Link\)](#)

Code of Conduct Definitions and Guidelines

Incidents should be recorded on a Conduct Report Form and submitted to staff within 24-48 hours of occurrence. Participants who violate the Code of Conduct will be notified when a Conduct Report has been filed.



CODE OF CONDUCT POLICIES & PROCEDURES

Below are examples of unacceptable behavior listed in the 'Codes of Conduct' that would be grounds for possible restriction, suspension, or permanent ban from Special Olympics Washington:

Code of Conduct Behavior Examples:

- Poor Sportsmanship and/or cheating
- Disrespect for others, including officials and staff
- Use of profanity or verbal abuse
- Violence of any kind
- Use of alcohol, drugs, or any controlled substance
- Inappropriate or unwanted physical, verbal, or sexual advances
- Committing crimes or having a criminal history that violates Special Olympics Washington policies for participation
- Violating Special Olympics General rules and/or policies

Warnings: a notice of recorded behavior that could lead to a more severe course of disciplinary action. Warnings defined below should be done in order that they appear (for example: verbal warning, written warning, in-person meeting, etc.), however, Special Olympics Washington may skip warning levels depending on the severity and nature of the violation. At every level of warning, the Code of Conduct should be reviewed and signed to ensure understanding and acknowledgement.

- **First Warning – Verbal:** A Verbal warning can be issued by head coaches, program coordinators, or Special Olympics Washington Staff. Coaches or Program Coordinators must document warning and notify Special Olympics Washington staff of the incident and supply documentation for records. Warning may be given in person or via phone. Please provide completed Conduct Report to staff within 24–48 hours of the incident.
- **Second Warning – Written:** A Written warning can be issued by the head coach or program coordinator but must be approved by Special Olympics Washington staff. Please provide completed Conduct Report to staff within 24–48 hours of the incident and they will provide more guidance on any additional documentation required for written warnings.
- **Third Warning – Investigation / In-person meetings:** Special Olympics Washington staff must be notified and approve of the meeting and may on occasion, if appropriate, attend to facilitate and support. This meeting should include the person at the center of the violation, involved coach/program coordinator, parent/guardian (if applicable) and/or other relevant parties. An in-person meeting should be organized within 2 weeks of the occurrence and should never be conducted as a 1v1 meeting. The Conduct Report Form should be used here and submitted to Staff for records within 24-48 hours of incident. A third warning may include Probation, Suspension, and up to expulsion from Special Olympics Washington Program.



If a suspension or expulsion is being considered, the following documentation may be requested:

1. Copy of completed Conduct Report Forms, if applicable
2. Written summary of situation, that includes all steps taken to correct behavior of participant
3. Written testimonials from witnesses on site
4. Written references in support of person
5. Incident report form (provided by Special Olympics Washington), if applicable

Appeal Process

Participants may appeal against any disciplinary actions imposed by Special Olympics Washington and should follow the appeal process outlined in the letter issued by Special Olympics Washington. The participant must submit a written request for appeal within 14 days of receiving disciplinary notice.

Special Olympics Washington will review the request and determine whether to uphold the disciplinary action or if additional information is needed.

Issues After Suspension

If suspended or expelled participant attends sanctioned Special Olympics Washington event or continues to harass constituents of Special Olympics Washington, increased action may be taken by the organization.

Re-Entering Special Olympics Washington

At the end of the suspension, if there are no additional issues that occurred during the suspension period, participant may re-enter program on a probationary basis. See probation definition above.

If a participant is expelled from Special Olympics Washington, they may not re-entry the program.



CODE OF CONDUCT VIOLATIONS AT EVENTS

1. Immediate Action – Seek Support. SOWA Staff are on site at most events to support Coaches and Program Coordinators during event days.

- Program Coordinator and Coaches may seek support from a Special Olympics Washington (SOWA) staff member any time they wish during an event.
- In a case where an incident has escalated beyond what would constitute an initial or verbal warning, a Program Coordinator or Coach should immediately seek the support of an onsite staff member. Staff should be notified in situations when, but not limited to:
 - i. Verbal Abuse of a Coach, Participant, or another Spectator
 - ii. Physical violence or Physical Altercations between persons
 - iii. Threats of violence on a person or a place
 - iv. Criminal Activity
 - v. Use of Drugs or Alcohol at a Special Olympics Event
- Program Coordinators and Coaches should be aware of the designated staff member(s) available at the event to handle such situations.
- In the event that a staff member is not present, please refer to the Crisis Communication Plan and seek immediate support from a designated Staff Member.

2. Notification Requirement: It is imperative that the volunteer notifies Special Olympics Washington staff immediately following the incident. Prompt notification ensures that the situation is handled according to the organization's protocols and that all necessary steps are taken to ensure the safety and well-being of all participants.

3. Documentation: Even when SOWA staff is involved, it remains the responsibility of coaches and any witnesses to complete and submit the Special Olympics Code of Conduct Report Form. This documentation should be provided to the staff within 24-48 hours of the incident to ensure that all details are accurately recorded and reviewed.



INCIDENT REPORT FORM PROCEDURE

Special Olympics has an accident medical policy for Insured participants that responds when a covered accident has occurred during a covered event or during covered travel to or from a covered event. This is not a sickness or illness policy. An accident must occur for coverage to apply.

SPECIAL OLYMPICS INSURANCE POLICY & COVERAGE

This policy is excess of any other valid and collectible insurance or medical plan that the injured participant may have, and participants must submit through their own insurance provider before submitting to HSR. Special Olympics Washington insurance is secondary to all other insurance the participant may have including Medicare and Medicaid. In order to access the secondary accident medical policy a First Report of Accident/Incident Form must be completed and submitted as soon as possible.

To be covered, the injury must occur while: (a) participating in activities that are authorized, organized and supervised by Special Olympics; or (b) traveling to, during, or after such activities as a member of a group in transportation furnished or arranged by Special Olympics. Covered Event is defined as any scheduled activity authorized, organized and supervised by Special Olympics. With respect to competition activities, this includes pre-competition activities and practice sessions.

Covered Event also includes activities authorized by Special Olympics that are Directly Supervised by Registered Class A Volunteers (practice), but only when participation is part of the Special Olympics athlete's overall sports training for Special Olympics, or for the purposes of qualifying for Special Olympics competition. Directly Supervised is defined as supervised in person by a Registered Class A Volunteer.

Insured Persons are defined as U.S. Special Olympics athletes (including Young Athletes), unified partners, managers, coaches, officials, chaperones, supervisors, fundraising participants, and other volunteers (whose names are on file with Special Olympics) while participating in a Covered Event.

INCIDENT & ACCIDENT REPORT PROCESS

1. Complete Incident Report Form
2. Once complete, the form must be signed by all applicable parties, including any witnesses and Special Olympics Washington Staff, if applicable. The Program Coordinator should send this to their Regional Program Manager.
3. Once fully completed and signed, the Incident Report will then be filed in by Special Olympics Washington Staff.
4. Once a medical bill is received by the injured party (after they have submitted through their own insurance. This would be any costs after the fact.), submit the completed incident report form and the medical bill to American Specialty at the email below.



CRISIS COMMUNICATION

SPECIAL OLYMPICS WASHINGTON CRISIS TEAM

Who to Reach out to in the event of a Crisis?

For State Events: In the event of a crisis at a state event, immediately contact the Director of Competition. If unavailable, then contact one of the following individuals on their cell phones in this order, Special Olympics Washington COO, CEO

For Regional/Local Events: For a regional or local event, please contact your onsite staff person. In the event that an onsite staff person is not present, please contact a member of your Region Leadership team such as your Region Program Manager, or Region Manager of Competition & Operations. If Unavailable, please call the Director of Sports Development, Tyler Bjork at (253) 880-5915.

Local Practices: Please contact a member of your Region Leadership team such as your Region Program Manager, or Region Manager of Competition & Operations. If Unavailable, please call the Director of Sports Development, Tyler Bjork at (253) 880-5915.

When Should I call or escalate a situation to SOWA Staff?

1. In any case where the incident requires a large scale response by emergency services.
2. Any incident listed below marked 'Contact SOWA'.
3. In the event that an crisis has potential to make headlines in the media.
4. When a Program Coordinator or Coach is seeking support or guidance.

In all cases, if the crisis has the potential to make headlines or should have large scale response from first responders, the following contacts should be notified in order: Region Manager of Competition/Operations, Director of Sports Development, VP of Competition/Operations, CEO, VP of Marketing and Communications.



CRISIS COMMUNICATION PLAN: STEP BY STEP OVERVIEW

The following are the steps that should be taken by staff/volunteers the event of a crisis:

- In case of an emergency, determine whether proper authorities have been notified (e.g., police, fire department, rescue squad). The first priority is to prevent further injury and give necessary treatment to individuals who are injured.
 - Attend and assess any victims.
 - Request first aid assistance or call 9-1-1. Have medical form ready if applicable.
 - Administer CPR by a qualified person only, if it is appropriate. Instruct volunteer(s) to not render any treatment beyond his/her training. Do not move an injured individual unless he/she is in immediate danger.
 - Request staff/volunteers to maintain crowd control.
 - If an ambulance is not necessary and a family member/guardian/friend cannot accompany the victim to the hospital, either stay with the athlete or appoint someone to do so until a family member/guardian/friend can arrive.
- If necessary, take a count of athletes, coaches, volunteers, etc. to keep the group together, whether in a hotel or at an event (remember to always keep a list of individuals who are attending the event with your team).
- Contact the appropriate member of the Crisis Communication Team as listed in the section above.
- If necessary, the Special Olympics Washington staff will notify appropriate field staff, the insurance company, legal representative, athlete/family members, Board of Directors, key sponsors/volunteers and Special Olympics North America.
- Cooperate with any medical personnel and/or law enforcement in completing any necessary paperwork.
- In the event of media presence, the standard response is **"A statement will be released by Special Olympics Washington after the organization has gathered all the facts and has time to review the situation."**
 - Refer all media to call the VP of Communications or an available member of the Crisis Team. The Special Olympics Washington Crisis Team representative will gather all facts (which will be kept confidential) and formulate a statement to release to the media. Credibility is built much easier if a select few remain the lead contacts.
 - While volunteers' assistance will be requested in providing information to the crisis team for the preparation of an official statement, **under no circumstance should a volunteer attempt to answer questions from media representatives at the scene.** A hastily given response lends itself to the emotions of the crisis and can very often be misinformation, which may damage the program. **Such misinformation is hard, if not impossible, to correct.**
- Record names and phone numbers of directly involved individuals present at the time of the incident for use on the Incident Report Form and for subsequent questions.
- Once the incident/crisis is over and all involved have been released to their own supervision or the supervision of others, call the Crisis Team to apprise the status.
- Complete an Incident Report Form and submit to Special Olympics Washington within 24 hours.