



# **FALL SPORTS**

## **Technical Manual**

King County, Washington: December 9-10



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## WHAT'S NEW - FALL GAMES

This year we are excited to be launching the Fall Games. Our goal is to continue to raise SOWA standards to fit with Special Olympics International. In addition to the new state event we are also launching a few new sports. Here are some of the additions you will see:

- **New Event: FALL GAMES!**
- **New Sports:** Gymnastics, Volleyball
- **New Venues:** Seattle Gymnastics Academy & Boing Enterprise Recreation

## Coaches Code of Conduct

Special Olympics Washington is a non-profit organization that sponsors high quality physical fitness training and sports competitions for persons with intellectual disabilities.

The primary purpose of this Code of Conduct is to establish a high standard of behavior for coaches to model as well as to ensure the safety and well-being of all athletes involved in training and competition.

Coaches are expected to meet the following standards while participating in Special Olympics, whether in transit, during practice, at a competition or in any associated social activity.

1. Abide by the rules and policies of Special Olympics Washington.
2. Exhibit good sportsmanship and act as role models for Special Olympics Washington.
3. Refrain from and prohibit physical and verbal abuse, profanity and other inappropriate behavior.
4. Refrain from and prohibit the use of alcohol, illegal drugs, and controlled substances. **(No smoking/tobacco use in restricted areas.)**
5. Guarantee adequate supervision of athletes.
6. Refrain from illegal activities (felonies and misdemeanors), including the possession of harmful weapons.
7. Within 24 hours, notify the Senior Region Manager of any offense in Category "A" of the Athlete Code of Conduct.

If a coach does not meet these standards, Special Olympics Washington:

- ✓ Will notify the coach of the undesirable behavior; and
- ✓ May suspend the coach indefinitely; or
- ✓ May expel the coach.

## Athlete Code of Conduct

Special Olympics Washington prides itself in sponsoring high quality physical fitness training and sports competitions. The primary purpose of this code of conduct is to establish a high standard of athlete behavior, which will ensure the safety, and well-being of all athletes involved in training and competition. All athletes are expected to abide by the code of conduct and standards of behavior as established by Special Olympics Washington.

### **Athlete Standards of Behavior**

While participating in Special Olympics—whether in transit, during practice, at a competition, or in any associated social activity—athletes are expected to exhibit good sportsmanship and to comply with the following standards of behavior:

## ***Refrain from:***

### Category A

- Use of alcohol, illegal drugs or any controlled substance.
- Unwanted physical or verbal sexual overtures.
- Physical abuse or any unwelcome physical contact.
- Violent or disruptive behavior.
- Felonies and misdemeanors (or any other illegal or socially unacceptable behavior which seriously disrupts or impedes participation of an athlete or others) and the possession of harmful weapons.

### Category B

- Profanity or verbal abuse.
- Tobacco use in restricted areas.
- Frequent unexcused absences.
- Poor personal hygiene.

## **Athlete Disciplinary Measures**

- In *Category A*, Special Olympics Washington (defined as State staff) reserves the right to immediately suspend any athlete, pending an investigation of the offense.
- In *Category A*, the Staff member will exercise the following progressive disciplinary measures.
  1. Verbal warning given to the athlete.
  2. Personal meeting with the athlete.
    - a. A parent/guardian or caseworker will accompany athletes under 18. The meeting will be documented in writing with copies distributed to the athlete, Senior Region Manager, State Office, coach's file, and parent/guardian or caseworker.
  3. Individual disciplinary action taken.

The action may include suspension or expulsion. In cases of suspension or expulsion, a review may be conducted at the end of the suspension period. In cases of very serious or repeated incidents, permanent expulsion may be required.

In *Category B*, the following progressive disciplinary measures are to be exercised by the coach:

1. Verbal warning given the athlete.
2. Written warning issued to the athlete, with copy to Region Sports & Training Manager.
3. Suspension from practices or competition during the specific sport season.
4. Further action must be referred to the Senior Region Manager or State staff.

The athlete has the right to appeal, with written plan in place, to improve behavior.

## **Volunteer Code of Conduct**

As a Special Olympics volunteer, I agree that while serving as a volunteer, I will:

1. Provide for the general welfare, health and safety of all Special Olympics athletes and volunteers.
2. Dress and act in an appropriate manner at all times.
3. Follow the established rules and guidelines of Special Olympics and/or any agency involved with Special Olympics.
4. Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
5. Abstain from the consumption or use of all alcohol, tobacco products and illegal substances while involved with any Special Olympics event, competition or training school.
6. Not engage in any inappropriate contact or relationship with athletes, volunteers or other participants of Special Olympics.

## TEAM & ATHLETE CHECK-IN/REGISTRATION

- Opening Ceremony and Packet Pickup at Sports Venues
  - Renton Stadium for Flag Football
  - Kenmore Lanes for Bowling
  - Boeing Enterprise Recreation for Volleyball
  - Seattle Gymnastics Academy for Gymnastics Lake City
- Saturday Pickup, 8:00 AM for Flag Football and Volleyball at the event venue. Saturday 2pm Gymnastics event venue, Sunday pick up for bowling- All packets will be delivered to the venue sites and distributed at the coaches meeting.

## HOUSING INFORMATION

All accommodations for surrounding area hotels have been assigned by Senior Region Managers prior to arrival onsite. All teams have been notified of their assigned locations, if you have any questions please contact your Region Manager.

Continental breakfast will be available at all hotel locations, please check for hours available as you check in. This only applies for teams staying overnight for the event. Please check in with your regional directors.

## MEALS AND FOOD

All meals provided at the Fall Games are for registered coaches and athletes and pre-registered families of athletes. The food provided is intended to meet many nutritional and dietary needs, however, if you or any of your team members believe the food is not adequate, please purchase food (at your own expense) from one of the many local vendors.

### Requirements for Obtaining Meals

Credentials provided by SOWA must be shown to attain meals. All meal numbers are based on coach's submission to their Region Managers.

## **Breakfast**

For those staying at hotels, there is a complimentary continental breakfast provided. If you are traveling, please be prepared to provide your own breakfast for this tournament.

## **Lunch**

Bowling-lunches will be provided the Knights of Columbus and can be picked up by a team representative between 10:30a – 1:30p.

Flag Football/Volleyball

- Lunches will be provided The Knights of Columbus and can be picked up by a team representative between 10:30a – 1:30p at the venue registration area.

**Hospitality booth is provided for Gymnastic only due to the event being at a later time. Some snack will be provided. Lunch and dinner on your own.**

## **Concessions**

Food and beverage items will be available for purchase at Kenmore Lanes and Renton Stadium.

## **Water**

Teams are responsible for providing their own water bottles in order to meet the Athlete's and program needs. Bottled water will be available at each sports venue along with water provided in your lunches.

## **COMPETITION DETAILS**

### **Scratches**

Please turn any scratches into the designated command center located at each of the competition site.

### **Divisioning**

Special Olympics competitions provide athletes with the opportunity to demonstrate sport skills they have acquired during training. Special Olympics Athletes, like all dedicated athletes, strive for their best performance at each competition.

Athletes will be divisioned by age, gender, and ability unless there is not enough participants to create a competitive division within these parameters. Based on Special Olympics International's Article 1, divisions must be created with a minimum of 3 and a maximum of 8 participants. In the event that there are not enough participants to accommodate age, gender and ability while also abiding by the minimum and maximum division numbers, we will combine the categories above in order to make equitability competition. We will always strive to create the best divisions.

### **Protests**

Locations for protest is mentioned below in each Sporting Venue Section. Should these locations change, coaches will receive a new location at Registration. All protests must be turned in no later than 30 minutes after the infraction. Judgment calls and Divisioning cannot be protested.

### **Awards Information**

All awards will be given upon completion of competition either Saturday or Sunday at the competition location.

### **Games Evaluation**

There are a few ways to be heard and provide feedback about the 2017 Fall Games. A Feedback Form will be included in your Registration packet, with a link on the APP and website.

Anyone is able to view and provide an evaluation of the games. Your feedback is an opportunity to provide valuable feedback to the Games Management Team, as they continually work toward making these games more enjoyable for everyone involved. Please tell us what you like about the current program, along with any ideas about processes needing improvement.

Please also make sure to have Athletes visit the Athlete Lounge and provide input on their experience.

## **SPORT VENUE INFORMATION**

### **FLAG FOOTBALL**

**Location:** Renton Stadium.

**Competition Date:** Saturday, December 9<sup>th</sup>

**Coaches Meeting:** There will also be a mandatory Coaches' Meeting on Saturday, December 9<sup>th</sup> at 8:30AM. This will be to go over any last minute questions.

A conference call will be November 16<sup>th</sup> at 7PM to review the competition format for divisioning and is created to give extra time outside of competition to facilitate any needs coaches have.

**Spectator Rules:** Spectators will be restricted to the bleachers and areas outside the competition area. No spectators are allowed in the competition area unless they are the Head Coach or registered assistant coach. Please be respectful of the referees and Athletes. If you have an issue you would like to review, please talk with a staff member or head coach.

### **Competition Format**

Please review the one sheet on competition format and bring any remaining questions to the coaches meeting conference call hosted on. November 16<sup>th</sup> at 7PM

Rules Clarification: Any questions can be addressed on the coach's calls and coaches meeting.

**Individual Skills will be provided at the football venue only**

### **Protests**

All protests need to be submitted within 30 minutes of incident. Divisioning and final judgments made

by the referees cannot be protested.

### **Lunch and Awards Information**

- **Awards:** All awards will start at the sport venues of each team's competition on
- **Lunches:** will be provided Jimmy John's at each sports venue and the numbers are based on information provided by coaches and coordinators. It will be available from 10:30AM—1:30 PM.

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## **GYMNASTICS**

**Location:** Seattle Gymnastic Academy at the Lake City Gym: 12535 26th Ave NE. Seattle WA 98125

**Competition Date:** Saturday, December 9th, 2017

3:45 pm – Arrive (please do not arrive earlier, as they have a prior event in the gym)

4:00pm – Warm Up

4:15pm – March Out

5:45pm – Tentative End Time

We will do capital cup warm up (meaning they will warm up and then compete on each event). Four events will be running at a time.

**Coaches Meeting:** A conference call will be hosted on Tuesday November 13<sup>th</sup> at 7:00PM to review the competition format for divisioning and is created to give extra time outside of competition to facilitate any needs coaches have.

**Spectator Rules:** Please be respectful of the officials and follow designated signage. If you have an issue you would like to review, please approach the sports information desk and ask for venue leadership.

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## **BOWLING**

**Location:** Kenmore Lanes, Kenmore, Washington - 7638 Bothell Way NE, Kenmore, WA 98028

**Competition Date:** Sunday, December 10th- 8AM-5:00PM

**Coaches Meeting:** will be held at 8:30 AM at each competition venue. This is a mandatory meeting where you will receive competition information.

A conference call will be hosted on Tuesday November 14<sup>th</sup> at 7:00PM to review the competition format for divisioning and is created to give extra time outside of competition to facilitate any needs coaches have.

**Spectator Rules:** Please respect the designated area for spectators and stay away from the competition area.

**Competition Format-** 2 games for each competitor, the sum of both games will determine the final score including handicap.

**Protests:** Please turn in to the Command Center within 30 minutes of event



## Other Information

- Awards: will follow completion of competition at the lanes. Prepare for a short gap of wait time to calculate results.
- Lunch: is based on information provided by coaches and coordinators. It will be available from 10:30 AM—12:30 PM.

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## VOLLEYBALL

**Location:** Boeing Recreation Facility: 6400 36<sup>th</sup> Ave W, Everett, WA 98203.

**Date:** Saturday, December 9<sup>th</sup>

**Coaches Meeting:** will be held at 8:30 AM at each competition venue. This is a mandatory meeting where you will receive competition information.

**Spectator Rules:** Please respect the designated area for spectators and stay away from the competition area.

**Protests:** Please turn into competitive pool staging area within 30 minutes of event

## MEDICAL

### Emergency Numbers

**SOWA Medical Team: Fawzi Belal (206) 910 3182 Life Threatening Emergency: dial 911**

### Special Olympics Medical Services

- Medical services will be available and provided by Seattle Children's Hospital on competition days at Renton Stadium, Kenmore Lane and Seattle Gymnastics Academy.
- If you have a medical emergency, please call 911.

### Inclement Weather Information

In the event of extreme weather (cold, hot, rain, etc.) it is the Coach's responsibility to provide protective gear (blankets, rain gear, sunscreen, etc.) for their athletes.

### Contingency Plan

In the event of an unexpected, but dangerous situation please retreat to the nearest sheltered location until instructed otherwise. Be sure to always be aware of your surroundings and nearest sheltered areas in case of an emergency situation. Always have an evacuation plan in mind. Each venue location has emergency and contingency plan information that they will execute if needed.

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## HEALTHY COMMUNITIES

The best athletes are healthy athletes! Each venue will have a table providing information on SOWA's Healthy Communities programs available for athletes, coaches, and family members. Visit the Healthy Communities tables to learn how you can participate in fitness, nutrition, and wellness initiatives.

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## ADDITIONAL ACTIVITIES

### Community Resource Area

Keep an eye out for a Community Resource Area at the football venue at Renton Stadium (weather permitting) for community organizations will be hosting tables with information and resources for athletes & families.

### Family Support Presentation

Siblings, parents, and other family members of SOWA athletes are invited to come learn about important topics such as self-care, tutorials on guardianship, SSI, DDA, and more. Details on location and timing can be found on the SOWA Facebook page for families: "Special Olympics Washington Family Support Network" or on the Fall Games event page at [www.sowa.org](http://www.sowa.org).

### Athlete Leadership Q + A

SOWA is working to be more inclusive by following the motto "Nothing about us without us" when it comes to athletes. We encourage athletes of all abilities to help lead the movement by volunteering, speaking, fundraising, and more. We have trainings available if needed. To learn more from athletes who have already begun leading, athletes are invited to a question and answer session. For details, visit the Facebook page "Special Olympics Washington Athlete Leadership & Input" or visit the fall games event page on our website.

## VOLUNTEER INFORMATION

Volunteers play a vital role in the success of Fall Games – hundreds of dedicated and enthusiastic persons are needed in the days before, during and after Games Weekend. Whether you are volunteering with your co-workers, your family members and friends, or if you're here on your own, THANK YOU! Below is important information that you will need to know so that your volunteer experience is an enjoyable one:

**Registration** – if you haven't already, please register online at: <https://sowaFallgames2017.my-trs.com/>

Whichever shifts you sign up for in the online applications is your schedule for the weekend. Make sure you can make all your commitments. To cancel, log into your volunteer account and edit your schedule.

**Group Registration** - If you are interested in registering a large group, please email [volunteers@sowa.org](mailto:volunteers@sowa.org).

**Check-in-** make sure to check-in for your volunteer at the volunteer check in desk at your venue. You will check in at the time designated in the application that you registered with. To view your schedule, log back into the application on "view schedule"

**Volunteer Hospitality-** hospitality will be available at every venue for volunteers to enjoy. If you have any dietary restrictions, please make sure to bring your own food.

## GENERAL INFORMATION AND RULES WHILE AT THE GAMES

Please remember as you go through this experience throughout the weekend that each of you has been selected or volunteered your time, you are a representation of your programs and of Special Olympics Washington. Please follow all Special Olympic Washington and site venue rules at all times:

- **Smoking Policy:** Smoking is not allowed at ANY Special Olympics Washington event or competition area. Please use the designated smoking areas identified by the venue, which requires 25 feet or more from a public entrance.
- **Credential Policy:** must be worn at all times with the exception of competition. Your badge is a way to identify each individual and it allows for them to reach certain access points. **Pet Policy:** NO pets are allowed unless they are service/working animals or part of the exhibitions at Olympic Towns. Please be prepared to show proof of service as requested by staff.

### Other Details

- **Souvenirs:** souvenirs will be sold at Renton Stadium. Other locations may be available as well. Please ask the information booth when you are at the Games.
- **APP for iPhone and Android:** if you search "Special Olympics Washington" in your applications search bar, you will find the app for Washington's state games. You will have access to competition schedules, maps, directions, as well as promotional items. Updates and schedule changes will also be pushed out through the APP.
- **Lost and Found:** Each venue will have a lost and found at the Command Center or main check in area of the venue. Please report all athlete lost item information to the **command center at each location**.
  - Lost and found for all venues will be delivered to the SOWA office on Monday. All unclaimed articles will be delivered to the SOWA office and held for no more than 14 days. After the 14 days, unclaimed articles will be donated to a local charity.

Healthy athletes are the best athletes! Starting this winter season, teams will have the option to incorporate health into their practices through SOWA's new Healthy Communities programs. Healthy Communities serves to raise awareness around the issue of health disparities facing people with ID, foster development focused on delivering care to people with ID, and ultimately create communities where Special Olympics athletes and others with ID have the same access to health and wellness resources and can attain the same level of good health as others. Examples of local Healthy Community programs available for teams during winter season 2017 are:



Fit 5 – based on the three simple goals of exercising 5 days per week, eating 5 total fruits and vegetables per day, and drinking 5 water bottles of water per day. Fit 5 provides tips and information to lead a healthy lifestyle through physical activity, nutrition, and hydration. Fit 5 can be lead or co-led by SOWA coaches, athletes, and unified partners.



SOfit – an Unified approach to wellness, which pairs athletes with a Unified Partner, with the primary goal of the program being to guide, educate and encourage athletes and partners to maintain a healthy lifestyle through increased physical activity and improved daily nutrition. SOfit can be lead or co-lead by SOWA coaches, athletes, and unified partners.

Teams interested in improving their health and bettering their athletic performance should contact Samantha Thompson to learn how to begin a Healthy Communities program.

Samantha Thompson  
sthompson@sowa.org  
(206) 681-9386

