



***Special  
Olympics***  
*Washington*

**Special Olympics Washington  
Fundraising Events Guide**  
Current as of 7/7/21

From July – September 2021 the following protocols are in effect.

## Guidance on COVID-19 Return to Fundraising Events

Information on COVID-19 is changing daily. Transmission rates vary across the countries in which Special Olympics Washington operates. Local and national governments, school districts, and health agencies are developing their own guidance and mandates. It will be incumbent upon leaders at all levels of the Special Olympics movement to continually monitor this ever-changing situation and adjust decision-making accordingly while adhering to the guidance contained herein.

Additionally, the information in this document is not intended or implied to be a substitute for professional medical advice, diagnosis, or treatment. The knowledge and circumstances around COVID-19 are changing constantly and, as such, Special Olympics makes no representation and assumes no responsibility for the accuracy or completeness of this information. Further, you should seek advice from medical professionals and/or public health officials if you have specific questions about symptoms and/or diagnoses related to COVID-19.

Each event will be assigned one staff lead to help facilitate all fundraising events. Please work closely with your event lead as you prepare for your upcoming fundraising event.

**Please note:** Protocols and regulations for fundraising events differ from return to activities (RTA) for athlete involved programming. For guidance on program activities please speak with your Area Services Manager.

## Fundraising Event Overview

In person fundraising events and activities will be permitted within a limited, pre-approved structure which differs from the general sports Return to Activity. These events will be broken down into two categories:

- Third-Party Events
- Co-Operated Activities or Events hosted by an Area, Team or LETR Agency in coordination with Special Olympics Washington.

A third-party event or gathering can be defined as any activity by a group or individual benefiting Special Olympics Washington. Special Olympics Washington will have no fiduciary responsibilities and no staff/volunteer involvement day of or in the planning process.

Please note that Third Party Events are fully run and supported outside of Special Olympics Washington. Although Special Olympics Washington will have no fiducial responsibility or be involved in the planning of the event, they will provide a list of best practices and will need to pre-approve any logos usages.

All Co-Operated Events (including Area, Team or LETR) will be required to submit a request and have approval before they begin to market any in-person activity.

Each event will be assigned a staff lead after submission of our Event Approval Form to help assist you with the development of your event.

 [Link to event approval form here.](#)

### **At minimum, each event will be required to include:**

- Collect signed Liability Waiver for all attendees and volunteers.
- Follow all COVID-19 guidelines and safety protocols as outlined by your venue/county/state at time of the event.
- Complete review call with SOWA staff two weeks prior to event to verify no extra precautions need to be taken due to a change in COVID status of the county the event will be held.
- Return all waivers and to your SOWA staff contact within two business days post event.

### **If requested by SOWA staff due to current COVID and vaccinate rates in your county**

- Safety check upon arrival with temperature check, COVID-19 symptom questions and completed contract tracing form onsite
- Return all contract tracing form to your SOWA staff contact within 2 business days.
- Mask requirements for athlete involvement

## **Athlete Involvement**

Keeping athletes safe remains our number one priority. If an athlete wishes to participate in a fundraising event as a paying entrant/registrant, like any other supporter, they are welcome to but would need to assume all liability for their own health and safety, as would all other event participants/members of the public. Athletes must pay full price to attend and cannot fill any volunteer or support roles. Athletes will not be asked to do anything on-site a general participant wouldn't do, such as address the crowd or share their SOWA story.

Athlete involvement with pre-determined roles such as a speaker will be discussed with your Staff Lead for your event. Staff will re-evaluate athlete involvement upon request up to 2 weeks before your event date due to the ever-changing nature of the pandemic. Pending current COVID and vaccine rates in your county athlete restrictions may be increased and a final decision will be made on the 2 week out review call. Athlete ambassadors will be approved on a case by case basis.

## **PPE**

Special Olympics Washington strongly suggests having PPE supplies be available for all attendees which will be the responsibility of the group hosting the event. Event leads should include PPE supply needs in the expenses for the event if they do not already have them. These will not be provided by Special Olympics Washington. PPE supplies may include disposable masks, hand sanitizer, and touchless thermometer.

A final decision if any of these items will be an event requirement will be determined on the 2 week out review call, as a result of current COVID and vaccinate rates in your county. Event leads should include PPE supply needs in the expenses for the event. All events should include disposable masks, hand sanitizer, and touchless thermometer.

## **Questions**

If you are interested in hosting a fundraising event or activity for a Team or Area, please contact Donna Lindsay at [dlindsay@sowa.org](mailto:dlindsay@sowa.org)

If you are interested in hosting a fundraising event or activity for LETR or a Third Party, please contact Ellie Hardwick at [ehardwick@sowa.org](mailto:ehardwick@sowa.org)

## COVID-19 Protocol Addendum

### If the Event is hosted in a green county per SOWA policy –

- LOW COMMUNITY COVID RATE**
- < 10 new cases daily per 100,000 people \*\*
- OR**
- HIGH VACCINATION RATE**
- > 80 of participants are fully vaccinated\*
- AND**
- COVID rate is < 50 new cases per 100,000 people

Participants good to go – follow all venue guidelines.

- Signed general event waiver – pending event type.
- Send best practices for COVID safety (training in a safe environment)

Athlete Ambassadors need to be pre- approved via SOWA staff

- Sign Participant Waiver and COVID-19 Participant Code of Conduct and Risk Assessment Form return to SOWA within 2 business days.
- Masks and other guidelines – strongly encouraged.
- Athlete numbers will be limited based on SOWA staff recommendations.
- Athletes should be from same county as the event being held to limit travel and exposure.

### If the Event is hosted in a yellow county per SOWA policy –

- MODERATE COVID RATE**
- 11-15 new cases daily per 100,000 people\*\*
- AND**
- <80% of participants are fully vaccinated\*

Participants good to go – follow all venue guidelines

- Signed general event waiver – pending event type
- Send best practices for COVID safety (training in a safe environment)

Athlete Ambassadors need to be pre- approved via SOWA staff

- Sign Participant Waiver and COVID-19 Participant Code of Conduct and Risk Assessment Form return to SOWA within 2 business days
- Be verbally screened onsite.
- Masks and other guidelines – Required
- Athlete numbers will be limited based on SOWA staff recommendations
- Athletes should be from same county as the event being held to limit travel and exposure.

**If the Event is hosted in a orange county per SOWA policy –**

**SIGNIFICANT COVID RATE**

Community rates are >15 new cases daily per  
100,000 people\*\*

AND

<80% of participants are fully vaccinated\*

Participants good to go – follow all venue guidelines

- Signed general event waiver – pending event type
- Send best practices for COVID safety (training in a safe environment)

Athlete Ambassadors need to be pre- approved via SOWA staff

- Sign Participant Waiver and COVID-19 Participant Code of Conduct and Risk Assessment Form return to SOWA within 2 business days
- Completed screening and tracking form, return to SOWA within 2 business days
- Masks and other guidelines – Required
- Athlete numbers will be limited based on SOWA staff recommendations
- Athletes should be from same county as the event being held to limit travel and exposure.

**Is Special Olympics' brand associated with the event or is Special Olympics responsible for any aspect of the event?**

If no, this is not a Special Olympics event. Please refer to **\*Third-Party Events definition below**

If yes, determine who "owns" the event/activity by considering who has primary responsibility for all activities associated with the event, including:

- Location of the Event/Activity/Gathering
- Venue Responsibility
- Transportation and Parking
- Supervision
- Financial Responsibility (use of budgeted funds)
- Registration/Insurance

**\*Third Party Event**

- A third party event or gathering can be defined as any activity by a group or individual benefiting Special Olympics Washington. Special Olympics Washington will have no fiduciary responsibilities and no staff involvement day of or in the planning process.
- The use of the organizational name and logo placement may be approved to be used throughout the event with prior approval from Special Olympics Washington.
- All state, county, and venue guidelines for COVID must be met.
- If a Third Party Events does ask or need support further than this definition it will be taken on a case by case basis with instructions from 'Rules Rules/Guidelines/Insurance' bucket below.

**Co-Operated Activity  
Special Olympics Washington &  
Area/Team/LETR**  
Neither party has primary responsibility for the event itself, but both parties are responsible for certain aspects of the event

**Rules/Guidelines/Insurance**  
Special Olympics **AND** Area/Team/LETR policies and procedures apply. These include:

- Gatherings will need to be approved by SOWA staff in advance through the registration applications [here](#)
- All gatherings must follow all COVID-19 trainings and safety precautions as outlined in this guidebook
- All gatherings must adhere to any state, county and venue requirements for in person events
- Everyone must sign and return general event participation waiver (located on page 9)
- PPE supplies will need to be provided by Third-Party at own cost and available to all registered participants per SOWA's guidelines (pending county phase)
- Event leads will be responsible for attending a review call 2 weeks before scheduled event with SOWA staff to determine athlete involvement and onsite safety precautions which will be determined based on current COVID and vaccinate rates in the event county

**SOWA Athlete Involvement—Specific Role**

- In the spirit of equity and respect, athletes may participate if they are playing a specific leadership role in the event
- Athlete involvement will be carefully reviewed for safety and alignment to the Return to Activity phase for in person training and competition - approval of athlete invite will come from SOWA
- Pending current COVID and vaccinate rates athlete restrictions may be increased and a final decision will be made two weeks before the event is held
- Athletes may be asked to follow stricter guidelines onsite such as wearing a mask and completing the Athlete code of Conduct and Risk Assessment Form
- Each athlete will be properly trained and educated for their role, including safety behaviors and will not be pressured into attending

**SOWA Athlete Involvement—Participant**  
If an athlete wishes to participate in a fundraising event as a paying entrant/registrant, like any other supporter, they are welcome to but would need to assume all liability for their own health and safety, as would all other event participants/ members of the general public.

For more information please contact:  
Donna Lindsay at [dilindsay@sowa.org](mailto:dilindsay@sowa.org) or  
Ellie Hardwick at [ehardwick@sowa.org](mailto:ehardwick@sowa.org)

**All approvals are subject to change due to any Special Olympics Washington, County, Washington State, or National policy changes from the time of approval to the date of event.**



## **BE AWARE**

If you need to sneeze or cough, use the inside of your elbow or a tissue instead of your hands. Try not to touch your face. If you do, wash your hands or use hand sanitizer before and after!



## **PRACTICE PHYSICAL DISTANCING**

We love hugs and high fives as much as you do, but at this time, it is important to stay 6 feet apart. Special Olympics events will look a little different for a while to help everyone stay safe.



## **WASH YOUR HANDS**

Wash your hands for 20 seconds with soap and water. You can also use hand sanitizer with an alcohol content of 60% or more.



## **KEEP IT CLEAN**

Frequently clean and sanitize commonly touched objects with an antibacterial cleaner.



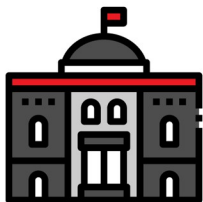
## **FACE MASKS**

Wear a face mask outside of your home, especially if you have a cough, runny nose, or are sneezing. At Special Olympics practice and events, you will be expected to wear a face mask, except during active physical activity.



## **STAY HOME**

If you feel sick, or are showing symptoms, stay home and call your healthcare provider for evaluation.



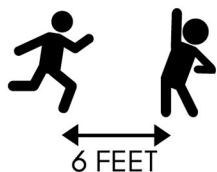
## **FOLLOW LOCAL GOVERNMENT GUIDANCE**

Follow your local government's activity guidance and all venue safety protocols at the time of your event.



## **EDUCATE YOUR ATTENDEES AND VOLUNTEERS**

Educate your attendees and volunteers on the signs and symptoms of COVID-19. Follow all contact tracing protocols should someone report being sick.



## **MAINTAIN PHYSICAL DISTANCING**

Ensure physical distancing is possible at your event. Mark sections at your check-in table to maintain all social distance requirements.



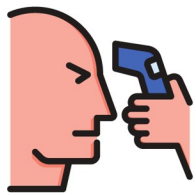
## **MAKE HAND WASHING FACILITIES AVAILABLE**

Ensure the facility has adequate hand washing facilities. If not, make sure hand sanitizer is available.



## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

During the event all volunteers and athlete ambassadors must adhere to current PPE regulations of the venue/county/state.



## **SET ASIDE SPACE TO SCREEN PARTICIPANTS**

You must set aside space to collect answers to the symptom survey and take the temperature of all attendees if required at your event.





# SYMPTOMS

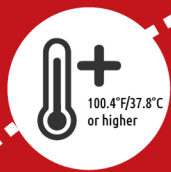


**COUGH**



**SHORTNESS OF BREATH**

**OR AT LEAST TWO OF THE BELOW SYMPTOMS**



**FEVER**



**CHILLS**



**REPEATED  
SHAKING  
WITH CHILLS**



**MUSCLE  
PAIN**



**HEADACHE**



**SORE  
THROAT**



**NEW LOSS  
OF TASTE  
OR SMELL**



**IF YOU FEEL SICK, OR ARE SHOWING SYMPTOMS, STAY HOME  
AND CALL YOUR HEALTHCARE PROVIDER FOR EVALUATION**

**FOR ADDITIONAL INFORMATION AND RESOURCES VISIT  
[WWW.SPECIALOLYMPICS.ORG](http://WWW.SPECIALOLYMPICS.ORG)**



**SPECIAL OLYMPICS WASHINGTON  
RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND  
INDEMNITY, AND PARENTAL CONSENT AGREEMENT ("AGREEMENT")**

In consideration of participating in the Special Olympics Washington, \_\_\_\_\_ ("Activity"), I represent that I understand the nature of \_\_\_\_\_ events and that I and/or my minor child am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I and/or my minor child believe event conditions are unsafe, I and/or my minor child will immediately discontinue participation in the Activity.

I fully understand that \_\_\_\_\_ events involve risks of serious bodily injury, including viral infections, bacterial infections and other communicable diseases and illnesses, permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releasees" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I and/or my minor child incur as a result of my and/or my minor child's participation in the Activity.

I hereby release, discharge, and covenant not to sue Special Olympics, Inc., Special Olympics Washington, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my and/or my minor child's behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releasees from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, AND PARENTAL CONSENT AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

\_\_\_\_\_  
Printed name of participant

\_\_\_\_\_  
Signature of Participant (only if age 18 or over)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(if participant under age 18)

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Emergency Contact Phone Number



## SCREENING PROTOCOL:

1. Must set-up a space for screening that maintains physical distance (6ft) during screening. Volunteers/staff who have completed the Safety Squad training are to conduct all trainings.
2. All participants must sign and return a Liability Waiver before participating in the fundraising event.
3. Must ask the following questions upon arrival
  - a. In the last 14 days, have you had contact with someone who has been sick with COVID-19?
  - b. Have you had a fever in the last week (temperature of 100.4°F/37.8°C or higher)?
  - c. Do you have a cough and/or difficulty breathing?
  - d. Do you have any other signs or symptoms of COVID-19 (fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)?
4. Conduct onsite measurement of temperature using thermometer (preferred non-touch thermal scanning thermometer if possible).
  - Fever equals temperature of 100.4°F/37.8°C or higher.
  - If high, may re-test after 5 minutes to ensure temperature is accurate.
5. Must record all names, results and contact information for contact tracing if needed. Please send a copy to your SOWA staff event contact.
  - a. If yes to any questions, participants MUST be isolated from the group (at minimum, kept 2m/6ft apart from others and with mask on), be sent home, and instructed to contact their healthcare provider for evaluation.

Meet with your venue to discuss local COVID-19 prevention protocols (e.g. facemasks, physical distancing, hygiene, and disinfection/sanitation), and have all volunteers briefed before the event. Sample signage and reminders available.

All participants and volunteers at an event must be documented in case someone in attendance is diagnosed with COVID-19 and contract tracing is needed.

### Questions? Please contact

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