



SPECIAL OLYMPICS WASHINGTON 2017

SUMMER GAMES

Technical Manual

Everett, Washington: August 18-20

TABLE OF CONTENTS

Table of contents	1
What's NEW for Summer Games	2
CODES OF CONDUCT	2
Team & Athlete Check-IN/registration.....	4
Housing Information	5
Meals and food.....	5
competition details	6
sport venue information	7
Golf	7
Softball	8
Medical.....	9
Activities and Initiatives	10
Friday night activities – opening ceremony.....	10
SATURDAY AND sUNDAY aCTIVITIES	11
Olympic town.....	11
Additional activities	11
volunteer information	11
General information and rules while at the games.....	12

WHAT'S NEW FOR SUMMER GAMES

This year brings many new and motivating changes to the Summer Games, including more sophisticated sporting events for which our athletes are up to the challenge. The goal is to continue to raise SOWA standards to fit with Special Olympics International. In addition to the Sports Venues, other changes come with challenges. Here are some of the changes you will see:

- **New Name:** Summer Sports Classic is now **SUMMER GAMES!**
- **New Sports:** Bocce Ball
- **New Venues:** Battle Creek Golf Course

CODES OF CONDUCT

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

- Friday-Opening Ceremony Packet Pickup, 4:00 PM – 7:00 PM
 - Location: Everett High School
- Saturday Pickup, 7:00 AM - all packets remaining from registration the night before will be delivered to the venue sites and distributed at the coaches meeting.

Credentials-ID Badges

Each athlete, coach and chaperone will be **REQUIRED** to wear an official credential. **It must be worn at ALL times**, except while competing. This is not only each person's ID, it also serves as a meal ticket, access pass to venues, access to earned prizes at Olympic Towns and identification in case an athlete is lost. Families are also asked to register and receive a credential for competition weekend.

The purposes of these badges are as follows:

- **Safety** – Only those with credentials will be allowed in the housing areas.
- **Competition** – Event information for athletes and access to venues.
- **Olympic Standard** – Credentials are part of International Olympic Committee.
- **Special Access and Control** - Allows visible identification of athletes, coaches and families.
- **Meals** – The credentials is your ticket to access all meals.

- **Water** – Credentials will be required to redeem two bottles of water.

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.

MEALS AND FOOD

All meals provided at the Summer 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

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

Bocce / Softball

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

Dinner

Italian food will be provided from 5:30pm-7:30pm at Everett HS Cafeteria followed by the dance and other festivities.

Concessions

Food and beverage items will be available for purchase at Boeing Field, Kasch Park and Battle Creek.

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

Athlete and Family Lounges

We are excited to expand the opportunities provide for Athletes and Families by offering lounges at multiple sport locations. Where space permits, competition and/or activities venues will have a lounge for credentialed athletes to socialize and spend time between events. Extra hygiene items, brochures on Athlete Leadership, Athlete Input Surveys, and more will be provided!

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

Softball-awards will be located at Kasch Park for all teams competing. Individual Skills awards will take place at 1PM on Saturday after the completion of skills, and all team awards will be given upon completion of competition either Saturday or Sunday.

Golf- will have their own awards presentation on site at Battle Creek. They will be on the South side of the club house. Individual Skills awards will be given at the conclusion of competition, please prepare for an hour gap after the last competitor finishes before awards are given.

Bocce-awards will be located at Kasch Park for all teams competing. All awards will be given upon completion of competition either Saturday or Sunday.

Games Evaluation

There are a few ways to be heard and provide feedback about the 2017 Summer 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

GOLF

Location: Battle Creek Golf Course, Marysville WA.

Competition Days: Saturday (ONLY), August 19th - 7AM-3:00PM

Coaches Meeting: will be held at 6:30 AM in the banquet area of the club house. This is a mandatory meeting where you will receive competition information and score cards.

Spectator Rules

If you are a spectator moving throughout the course, please be wary of carts on the path and other golfers on the course. Spectators must stay on the concrete path of the course, and are not permitted to walk with the athlete unless they are a caddy or walking score keeper.

Competition Format-Individual and team 9 and 18 hole (unified and non-unified) will be offered at the state competition. Summer rules are in play. Please bring any questions or clarifications on summer rules to the coaches meeting at 6:30AM on Saturday morning.

Individual Skills-will be held at 9am on the greens and pitching stations. Starting positions will be provided on documents distributed to coaching staff. Please make sure to arrive at the appropriate starting station before skills begins.

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

Other Information

- Warm-Ups: greens and pitching stations will be available for warm up. Please do not remove any of the setup for individual skills, but work around the stations.
- Awards: will follow completion of competition. Prepare for a short gap of wait time to calculate results.
- Lunch: is based on information provided by coaches and coordinators. It will available from 10:30AM—12:30 PM.

SOFTBALL

Location: Kasch Park and Boeing Activities Center

Competition Days:

- Saturday, 8:30 AM—5:00 PM
- Sunday, 8:30 AM—4:00 PM

Coaches Meeting

There will also be a mandatory Coaches' Meeting on Saturday, August 19th at 7:30AM at both venue locations with the umpires and coaches. This will be to go over any last minute questions. Listed Head Coaches will receive a "COACH" polo shirt.

A conference call will be hosted on August 10th 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 fencing of the fields. No spectators are allowed in the dug outs unless they are the Head Coach or registered assistant coach. Please be respectful of the umpires 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 Wednesday, August 10th at 7PM.

Softball Rules Clarification- because of two major changes that were released at a late date, please refer to the follow two rules for clarification at the state event:

- Pitching Distance
 - All Divisions will pitch between 40 and 55 ft. Please refer to the 2016 Special Olympics Rules at www.specialolympics.org
- Batting the Lineup
 - Teams will bat 10 players.

Individual Skills-start at 10AM on Field 5 of Kasch Park and will be ran by Everett High School Fast pitch and their head coach. Please have athletes report to their assigned start position before the skills competition begins.

Protests

All protests need to be submitted within 30 minutes of incident. Division round and final judgments cannot be protested. USA Umpires, John Wright, Steve Hoffman and Nick Nickerson will lead the protest committees on any plays or incidents in question.

Lunch and Awards Information

- **Awards:** team awards will start at the completion of each team's competition on Saturday or Sunday morning at Kasch Park. Individual Skills awards will take place at 1PM on Saturday.
- **Lunches:** will be provided by the Knights of Columbus at each sports venue and the numbers are based on information provided by coaches and coordinators. It will be available from 10:30AM—12:30 PM.

BOCCE BALL

Location: Kasch Park – Grass Fields

Competition Days:

- Saturday, 8:30 AM—5:00 PM
- Sunday, 8:30 AM—4:00 PM

Coaches Meeting

A conference call will be hosted on August 10th 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.

There will also be a mandatory Coaches' Meeting on Saturday, August 19th at 7:30AM with the sports commissioner and technical delegates. This will be to go over any last minute questions. Listed Head Coaches will receive a "COACH" polo shirt.

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.

Competition Format

Please review the one sheet on competition format and bring any remaining questions to the coaches meeting conference call hosted on Wednesday, August 10th at 7PM.

Protests

All protests need to be submitted within 30 minutes of incident. Division round and final judgments cannot be protested. ASA Umpires, John Wright, Steve Hoffman and Nick Nickerson will lead the protest committees on any plays or incidents in question.

Lunch and Awards Information

- **Awards:** team awards will start at the completion of each team's competition on Saturday or Sunday morning at Kasch Park. Individual Skills awards will take place at 1PM on Saturday.
- **Lunches:** will be provided by the Knights of Columbus at each sports venue and the numbers are based on information provided by coaches and coordinators. It will be available from 10:30AM—12:30 PM.

MEDICAL

Emergency Numbers

SOWA Medical Team: 206-681-9377

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 Kasch Park, Boeing Field and Battle Creek Golf Course.
- 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.

Sunscreen and Hydration

It is important to bring special **Sports Sunscreen**. Ordinary sunscreen can be carried by the sweat into the eyes, causing eye irritation and discomfort. The weather will be hot, so please be prepared.

There will be water bottles and water coolers around all sites and venues, please make sure to also bring your own water bottles to refill to make sure you are staying hydrated.

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 contingent plan information that they will execute if need be.

ACTIVITIES AND INITIATIVES

FRIDAY NIGHT ACTIVITIES – OPENING CEREMONY

The 2017 Opening Ceremony is a time to recognize those 1100 Athletes who have endured an incredible amount of training prior to competing in the 2017 Summer Games.

Location: Everett HS Civic Auditorium

Date: Friday, August 18th

Time: Opening-7:00 p.m. – 8:30 p.m. (Promptly)

Staging: 6:00 p.m. - 7:00 p.m. Everett High School cafeteria.

SATURDAY AND SUNDAY ACTIVITIES

Victory Dinner and Dance

Location: Everett HS Cafeteria

Date: Saturday, August 19

Dinner: 5:30 PM—7:30 PM (meals will not be served after this time)

Dance: 7:30 PM—9:00 PM (promptly)

Entertainment: DJ Shane

OLYMPIC TOWN

Below are the times for Olympic Town:

Olympic Town Locations	Times and Days Available
Everett High School	Saturday, 2:00 pm—9:00 pm

ADDITIONAL ACTIVITIES

Relaxation Stations

Where space permits, areas with heavy congestion or noise will have Relaxation Stations exclusively for athletes negatively affected by noise/crowds are who need quiet space to avoid escalation. These will be available at Opening Ceremony and you can also see them as Athlete Lounges at the Sports venues.

Community Resource Area

Keep an eye out for a Community Resource Area at Olympic Town area for community organizations will be hosting tables with information and resources for families.

VOLUNTEER INFORMATION

Volunteers play a vital role in the success of Summer Games – thousands 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://sowasummergames2017.my-trs.com/>

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 Olympics 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 Opening Ceremony and Victory Dinner/Dance. Other locations will be available. Please ask the information booth when you are at the Games.
- APP for iPhone and droid: 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.