



# 2024 FALL SEASON



**Special  
Olympics**  
Washington

## Fall Events & Programs



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## FALL SEASON OFFERINGS

2024 Fall Season offerings will include following in-person competitive and local / recreational sports:

- Bowling – *Regional Games Only*
- Flag Football – *Regional Games Only*
- Volleyball – *Local / Recreational*
- Gymnastics – *Local / Recreational*





# REGION LEADERSHIP CONTACTS

## EAST REGION CONTACTS

**Sr. Manager of Competition & Operations, East Region**  
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## NORTHWEST REGION CONTACTS

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## SOUTHWEST REGION CONTACTS

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# 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

Registration Portal  
[bit.ly/SOWA-Reg](http://bit.ly/SOWA-Reg)



### Regional Sports Pages

Southwest

[bit.ly/SOWA-SW](http://bit.ly/SOWA-SW)



Northwest

[bit.ly/SOWA-NW](http://bit.ly/SOWA-NW)



East

[bit.ly/SOWA-EAST](http://bit.ly/SOWA-EAST)





## FLAG FOOTBALL RULES & REGISTRATION GUIDELINES

1. Events identified with \*\* are intended for athletes unable to participate in the other events listed.
2. Athletes may compete in one event.
3. All entries on teams must be identified with a team name. Team Names must include a prefix (city), and a self-identifying team name as the suffix.
  - a. Example: Goldendale Timberdogs – Team 1
4. Each team shall have a non-playing head coach responsible for the line-up and conduct of team during competition.
5. Team rosters may have a minimum of five (5) players and a maximum of ten (10) players.
6. Unified Sports® - During competition, the line-up shall never exceed three Special Olympics athletes and two Unified Sports® partners at any time. Failure to adhere to the required ratio results in a forfeit.
7. The age of the oldest team member will determine the teams grouping for both Special Olympics and Unified Sports® teams.
8. Wheelchairs and/or walkers are NOT allowed in team play unless the entire team is made up of wheelchair athletes - to compete in the tournament there must be at least one other wheelchair team. This rule is in place for the safety of all non-wheelchair participants.
9. Competition attire includes:
  - a. All players must have a mouthpiece.
  - b. All players must have a playing uniform with numbers on FRONT and BACK.
  - c. All uniforms must be tucked in at the waist.
  - d. No jewelry may be worn.
  - e. No blue jeans allowed, players must wear athletic shorts or pants without pockets.
  - f. Players must wear rubber-cleated or flat-soled athletic shoes.
10. The Official Special Olympics Sports Rules for Flag Football shall govern all Special Olympics competitions. Special Olympics has created these rules based upon rules from a National Flag Football Organization.

## FLAG FOOTBALL EVENTS

- Individual Skills Competition \*\*  
(*Run & Catch, Throwing for Accuracy, Throwing for Distance, Agility & Speed, Flag Pulling*)
- Special Olympics Team Competition
- Unified Sports® Team Competition



## BOWLING RULES & REGISTRATION GUIDELINES

1. Athletes must compete at all subsequent levels of competition in order to be eligible for advancement. If an athlete misses a SubRegional or Regional event, they would not be eligible to advance to the next level of competition.
2. Athletes may participate in one event.
3. **A 9-game average or an established ABC or WIBC book average must be submitted as an entry score for all bowlers.**
4. All bowling team entries must be identified by a team name. A team name shall only be used once.
  - Example: Goldendale Timberwolves – Chesney / Mcintire
5. Special Olympics Bowling teams shall consist of 2 Bowlers (Doubles) or 4 bowlers (Teams).
6. Unified doubles or teams shall consist of an equal number of athletes and partners (1:1 or 2:2).
7. The final score for Unified doubles or teams shall be the sum of each competitor's total score.
  - All members of the team should be registered with their own unique average.
8. The oldest team member's age will determine the age group for Team and Unified Team bowling.
9. Bowlers using a ramp are not to be divisioned with non-ramp bowlers.
10. The use of bumpers is not allowed in tournament play.
11. Rules governing competition include Official Special Olympics Sport Rules, Federation Internationale des Quilleurs (FIQ) Rules as well as World Bowling (WB) Rules for bowling. FIQ, WB or National Governing Body (NGB) rules shall be employed except when they are in conflict with the Official Special Olympics Sports Rules for Bowling or Article I.

## BOWLING EVENTS

- Singles Competition
- Unassisted Ramp Competition
- Assisted Ramp Competition
- Traditional Doubles (*Two athletes*)
- Unified Sports® Doubles (*athlete & unified partner*)
- Traditional Team Competition (*Four athletes*)
- Unified Sports® Team Competition (*2 athletes & 2 unified partners*)



## **VOLLEYBALL RULES & REGISTRATION GUIDELINES**

1. Athletes may enter one event.
2. Each Unified Sports® team shall have a non-playing head coach responsible for the lineup and conduct of the team during competition.
3. Teams must include a team name with their registration.
4. Team rosters may have a minimum of six players and a maximum of twelve players.
5. The age of the oldest team member will determine the teams grouping for both Special Olympics and Unified Sports® divisions.
6. The line-up for Unified Sports® teams must consist of three athletes and three partners at all times. Failure to adhere to this will result in a forfeit.
7. Competition attire includes:
  - a. Jersey or T-shirt (long sleeved desired)
  - b. Numbers on front and back of jersey (required)
  - c. Shorts or sweatpants (no jeans)
  - d. Court shoes and socks
8. (If Applicable) All Individual competitors, Individual Skills competitors, Special Olympics teams and Unified Sports® teams must participate in a region event to be eligible for advancement to the State tournament. Rosters must remain the same from Regional Competition to State Competition.
9. Wheelchairs and/or walkers are NOT allowed unless the entire team is made up of wheelchair athletes - to compete in the tournament there must be at least one other wheelchair team. This rule is in place for the safety of all non-wheelchair participants.

## **VOLLEYBALL EVENTS**

- Individual Skills Competition \*\*  
(*Overhead Passing/Setting, Serving, Passing/Forearm Passing*)
- Special Olympics Team Competition
- Unified Sports® Team Competition



## **GYMNASTICS RULES & REGISTRATION GUIDELINES**

1. Gymnasts may compete in all events offered within the same level (all Around) or may be “specialists,” competing in one, two, or three events but not all events.
2. Gymnasts competing as ‘specialists’ may be allowed to compete in events one (1) level different and must be previously approved by tournament director.
3. Participants who advance from local/regional games to state games will be required to compete at the same level of competition unless otherwise indicated by the official games committee.
4. During competition there will be a rotation order of events as noted below. Gymnasts may be scheduled to start the meet on any event but must continue their rotation in order.
  - a. The rotation order for Women’s Artistic will be: Vault, uneven bars, balance beam, and floor exercise.
  - b. The rotation order for Men’s Artistic will be: floor exercise, pommel horse, rings, vault, parallel bars, and horizontal bars.
5. Uniforms
  - a. For male gymnasts, the preferred uniform is a tank top (leotard) and long manufactured gymnastics pants or shorts. A T-shirt that is tucked in may replace the tank top.
  - b. For female gymnasts, the preferred uniform is a long-sleeved manufactured gymnastics leotard with bare legs. Colored tights with bare feet are permitted but will be a deduction of (0.1) from the score.
  - c. Sleeveless leotards may be worn if temperature or body type warrants it.
  - d. No jewelry, except for one pair of stud earrings (one in each ear). All other piercings should be REMOVED, not just covered with tape.
  - e. Hair Should be pulled back from the face. Long hair should be secured in a bun, ponytail, or braid.

## **GYMNASTICS EVENTS**

### **Women’s Artistic Gymnastics Routines:**

Women’s Artistic Gymnastics – Level A: [CLICK HERE](#)  
Women’s Artistic Gymnastics – Level 1: [CLICK HERE](#)  
Women’s Artistic Gymnastics – Level 2: [CLICK HERE](#)  
Women’s Artistic Gymnastics – Level 3: [CLICK HERE](#)

### **Men’s Artistic Gymnastics Routines:**

Men’s Artistic Gymnastics – Level A: [CLICK HERE](#)  
Men’s Artistic Gymnastics – Level 1: [CLICK HERE](#)  
Men’s Artistic Gymnastics – Level 2: [CLICK HERE](#)  
Men’s Artistic Gymnastics – Level 3: [CLICK HERE](#)



## 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 preseason 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 \(Link\)](#)

## 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

### **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.

**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.

1. **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.
2. **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.
3. **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.

Probation is a flexible but defined period (which may contain temporary activity participation restrictions) during which the person under probation must demonstrate corrective behavior required to remain in the program. Probation can be applied by Special Olympics Washington at any time but may be the result of the in-person meeting mentioned in the previous section or after a suspension expires. Decision and Approval to be made by Special Olympics Washington Staff. Please complete the Conduct Report form and submit it to staff within 24-48 hours of incident.



Suspension is a temporary or defined period in which a person is barred from Special Olympics Washington but may have the opportunity to return to the program. Decision and Approval to be made by Special Olympics Washington Staff. Please complete the Conduct Report form and submit it to staff within 24-48 hours of incident. Participants may submit an appeal for review if they disagree with the decision.

Expulsion (sometimes referred to as a ban) is permanent dismissal from Special Olympics Washington with no possibility to return. Decision and Approval to be made by Special Olympics Washington Staff. Please contact your Program Manager if there is a concern that needs to be addressed around the removal of a participant. Participants may submit an appeal for review if they disagree with the decision.

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

- Copy of completed Conduct Report Forms, if applicable
- Written summary of situation, that includes all steps taken to correct behavior of participant
- Written testimonials from witnesses on site
- Written references in support of person
- 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.
  - a. Program Coordinator and Coaches may seek support from a Special Olympics Washington (SOWA) staff member any time they wish during an event.
  - b. 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. Program Coordinators and Coaches immediately notify a staff member when, but not limited to:
    - i.
  - c. Program Coordinators and Coaches should be aware of the designated staff member(s) available at the event to handle such situations.
  - d. 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**

- Complete Incident Report Form
- 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.
- Once fully completed and signed, the Incident Report will then be filed in by Special Olympics Washington Staff.
- 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 too 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?

- In any case where the incident requires a large scale response by emergency services.
- Any incident listed below marked 'Contact SOWA'.
- In the event that an crisis has potential to make headlines in the media.
- 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:

1. 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.
  - a. Attend and assess any victims.
  - b. Request first aid assistance or call 9-1-1. Have medical form ready if applicable.
  - c. 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.
  - d. Request staff/volunteers to maintain crowd control.



- e. 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.
2. 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).
3. Contact the appropriate member of the Crisis Communication Team as listed in the section above.
4. 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.
5. Cooperate with any medical personnel and/or law enforcement in completing any necessary paperwork.
6. 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."**
  - a. 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.
  - b. 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.**
7. 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.
8. 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.
9. Complete an Incident Report Form and submit to Special Olympics Washington within 24 hours.

## **POSSIBLE CRISIS SITUATION AND LEVELS OF IMPACT**

In the event of a crisis situation at any level, it is critical that the appropriate Special Olympics individuals are contacted according to the list above. If you aren't sure if the incident qualifies as a crisis, err on the side of contacting the SOWA Crisis Communication team. Below are levels of crisis situations, some of which require immediate attention to Special Olympics Washington

### **Level 1 – A minor incident or accident**

- Delayed event (but to be held the same day)
- Sick participant not requiring hospitalization
- Injured participant/spectator/volunteer treated on-site or taken to emergency room but released
- Minor venue property damage
- Severe weather watch



## **Level 2 – A serious incident, accident, or situation**

- Canceled event
- Postponed event
- Moved event/change of venue
- Injured or ill participant/spectator/volunteer – requiring hospitalization
- Food poisoning/contamination
- Allegations of wrongdoing by or arrest of a participant/spectator/volunteer/staff/guest or celebrity (if financial, see level 3)
- Missing participant
- Illegal use of drugs/alcohol
- Major venue property damage
- Transportation accident
- Severe weather warning
- Honored Guest concerns, e.g.: crowds, protection, threats
  - -Contact SOWA
- Protests/Demonstrations
  - -Contact SOWA
- Allegations or actions against an organization that impacts Special Olympics (i.e., Paralympics, INAS)
  - -Contact SOWA
- Attack by the media against Special Olympics or constituents
  - -Contact SOWA
- Negative campaigning against Special Olympics or Special Olympics-involved party
  - -Contact SOWA
- Alleged discrimination against Special Olympics participant within or outside of Special Olympics
  - -Contact SOWA

## **Level 3 – A critical incident or situation**

*All situations considered Level 3 should be directed to SOWA*

- National/State or Provincial declared emergency (e.g., natural disaster, power outage, terrorist attack).
- Actual impact of severe weather (e.g., , tornado)
- Flood (if it shuts down office operations)
- Bomb threat
- Contagious health threat or outbreak
- Missing participant under suspicious circumstances
- Death of a participant
- Death of spectator or volunteer
- Fire
- Criminal activity
- Financial fraud or fundraising scandal
- Sexual abuse