



***Special
Olympics***
Washington

**Special Olympics Washington
Fundraising Events Guide**
Current as of 05/01/21

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 usage.

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 training of volunteers and development of your event.

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

At minimum each event will be required to include:

- Event lead and Safety Squad volunteers will need to watch a pre-recorded safety briefing before the event. Safety Squad volunteers will managed all safety checks for arriving guests and contact tracing form.
- Collect signed Liability Waiver for all attendees and volunteers.
- Safety check upon arrival with temperature check, COVID-19 symptom questions and completed contract tracing form.
- Follow all COVID-19 guidelines and safety protocols as outlined by your venue/county/state at time of the event.
- Return all waivers and contract tracing form to your SOWA staff contact within two business days post event.

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.

If an athlete is requested for a specific role such as a speaker at the event, this will need to be pre-approved by Special Olympics Washington and included as part of the fundraising event and activity application process. In addition, any athlete-led fundraisers such as a car wash or walk-a-thon will need to follow all Return to Activity protocols as outlined in the Return to opportunities.

Athlete involvement 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.

Personal Protective Equipment

PPE supplies will need to 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. These will not be provided by Special Olympics Washington. 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

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

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](#)
- Event Lead will need to complete SOWA COVID-19 Safety Training for event leads **link coming soon!**
- Trained Safety Squad volunteers will be needed onsite. Training for Safety Squad volunteers leads **link coming soon!**
- All gatherings must follow all COVID-19 trainings and safety precautions as outlined **on page 5 of this guide.**
- All groups will be will be required to sign off on an agreed upon plan with SOWA staff that includes:
 - Collecting signed participant/COVID-19 waiver
 - Screening and Tracking of participants for COVID symptoms
- All gatherings must adhere to any state, county and venue requirements for in person events
- PPE supplies will need to be provided by Third-Party at own cost and available to all registered participants

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
- Each athlete must complete the same safety requirements as an event participant (Event Waiver, Screened Onsite, etc.)
- 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 dlindsay@sowa.org or
Ellie Hardwick at 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.



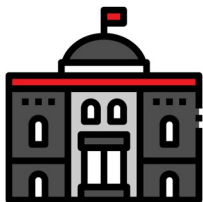
FACE MASKS

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.



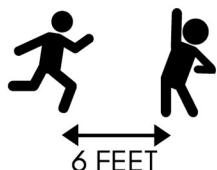
FOLLOW LOCAL GOVERNMENT GUIDANCE

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.



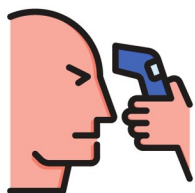
MAKE HAND WASHING FACILITIES AVAILABLE

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



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Volunteers must wear PPE if they are checking in and screen participants. During the event all volunteers 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.



SYMPTOMS

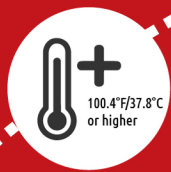


COUGH



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**



**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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