



Special Olympics Utah Handbook 2021

Special Olympics
Utah



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Section 1: Introduction

Special Olympics Utah Mission

The mission of Special Olympics Utah is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

Special Olympics Athlete Oath

"Let me win. But if I do not win, let me be brave in the attempt."

Goal of Special Olympics Utah

The goal of Special Olympics is to help persons with intellectual disabilities participate as productive and respected members of society at large, by offering them an opportunity to develop and demonstrate their skills and talents through sports training and competition, and by increasing the public's awareness of their capabilities and needs. The Founding Principle supports this goal by emphasizing that people with intellectual disabilities can enjoy, learn, and benefit from participate in individual and team sports, underpinned by consistent training and by competition opportunities for all gender, religion, national origin, geography, and political philosophy. They also state that every person with an intellectual disability should have the opportunity to participate and be challenged to achieve their full potential, with the focus at community level, to reach the greatest number of athletes, strengthen their families and create an environment of equality, respect, and acceptance.

Impact

It is a demonstrated fact that involvement in Special Olympics prolongs the life of individuals with intellectual disabilities by at least 5 years. The quality of life for people with intellectual disabilities who are involved with Special Olympics is improved through physical activity as well as increased self-confidence, self-esteem, general well-being, happiness, employability and job performance. More than half (52%) of adult Special Olympics athletes in the United States hold jobs. Estimates about employment and people with intellectual disabilities vary, but are typically cited at around 10%. Special Olympics Utah's programming is important and vital to the community because the organization provides a forum where athletes are able to build confidence and become successful contributors and skilled members of their community.

Special Olympics, Inc.

Special Olympics, Inc. has the right and the responsibility to ensure that all sports training and competitions offered to persons with intellectual disabilities under the name or auspices of “Special Olympics” are organized, financed and conducted in accordance with uniform international standards, and in a manner that preserves the quality and reputation of Special Olympics and best serves the interests of persons with intellectual disability worldwide. To that end, SOI has the authority to interpret, issue and periodically amend or update the General Rules and the Special Olympics Movement including, to the extent necessary in SOI’s judgement, authority on all matters affecting the organization accreditation, financing and conduct of Accredited Programs and other Special Olympics Programs rests with SOI as the creator, developer, and world governing body for Special Olympics.



Rules of Accredited Programs

SOI licenses and accredits qualified Accredited Programs throughout the world to operate Special Olympics training and competition programs within their respective geographic boundaries. To the extent permitted by the General Rules, Accredited Program may, in turn, directly operate, or license and accredit other qualified organization to operate local Sub-Programs within their respective geographical jurisdictions.

Appropriate Terminology Standards and Guidelines

The words that we chose to use can cultivate understanding and respect for people with disabilities. Words can also create barriers or stereotypes that are not only demeaning to persons with a disabilities, but can rob them of their individuality. The following language guidelines have been developed for anyone writing or speaking about people with intellectual disabilities to ensure that all people are portrayed with individuality and dignity.

- Participants in Special Olympics are referred to as Special Olympics Athletes rather than Special Olympians or Special Olympic athlete. In no case should the word athlete appear in quotations when referring to Special Olympics athletes.
- People first! Refer to the person or people with intellectual disabilities, not intellectually disabled person or the intellectually disabled.
- Distinguish between adult and children with intellectual disabilities. Do not use the label “kid” when referring to Special Olympics athletes. Adult athletes are an integral part of the movement.
- Do not use the R-word when referring to a person with intellectual disability.

Program Offerings

Annually, Special Olympics Utah presents state-level events and area-level competitive events. Throughout the course of year-round special events, Special Olympics Utah serves nearly 1,700 children and adults with intellectual disabilities across the state. Over 500 coaches and 2,000 additional individuals volunteer time and energy to SOUT's competitors, initiatives, and fundraising efforts. SOUT offers athletics, aquatics, basketball, bocce, bowling, golf, snowshoe, softball, soccer, and motor activities training program. In addition to year-round sports training and competition, SOUT's special initiatives including:

Young Athletes™ is a unique play-based activity and sport program for children with intellectual disabilities, focused on fun essential to mental and physical growth. Children ages 2 to 7 develop motor skills and hand-eye coordination while receiving an early introduction to sports and the world of Special Olympics. Children have the opportunity to play and enjoy the games and activities while increasing strength and coordinator. It also introduces children to group play, cooperation, and awareness to rules while playing. If there is any interest in hosting a Young Athletes Program, please contact Sierra Webster at youngathletes@sout.org



Our **Special Olympics Healthy Athletes** program, developed in 1996, addresses health disparities in the population with intellectual disabilities and helps Special Olympics athletes improved their health and fitness, leading not only to an enhanced sports experience but also improved well-being and health care. We provide free health screenings for athletes and Unified Sports® partners in the fields of vision, dental, hearing, overall health and fitness, and podiatry – services often unavailable to our athletes who receive state or federal assisted health-care. Athletes also receive free assistive devices including prescription eyeglasses, and follow-up materials to take back to their primary physicians.

SOUT offers **Unified Sports** opportunities in several sports available to our constituents. Unified Sports teams combine relatively equal numbers of athletes with and without intellectual disabilities onto a team for training and competitive purposes. Through the Unified Sports, those without intellectual disabilities become partners on teams with SOUT athletes. This integration helps build awareness, understating, and acceptance of people with intellectual disabilities. It also expands sports opportunities for athletes seeking new challenges, dramatically increase integration in the community, and increases public awareness of the spirit and skills of individuals with intellectual disability. It also enables the families of Special Olympics athletes to participate as team members or capabilities through a spirit of equality and team unity.

SOUT has partners with **UHSAA** to offer soccer and track & field at the Unified Sports level within many high schools across the state. Contact your high school administration for more information regarding the school's opportunities. For more information about SOUT relationship with UHSAA, please contact Ashlee Taylor at chatterton@sout.org

Unified Champion School Special Olympics Unified Schools focuses on creating and sustaining a positive school climate that values and manifests appropriate and effective engagement leading to inclusion, acceptance, respect and human dignity. Special Olympics Unified Champion Schools is funded by the US Department of Education that is implemented within elementary, middle and high schools across the nation. Its goal is to activate youth around the country in an effort to promote the importance of inclusive school activities. A Special Olympics Unified Champion School includes the components of Unified Sports, Inclusive Leadership, and Whole School Engagement. This program provides a framework, philosophy and set of practices that engage all students in activities that improve achievement and lead to lifelong success.

Spread the Word to End the Word is a campaign created by youth, in an ongoing effort with Special Olympics and Best Buddies International, to engage schools, organizations and communities by raising the consciousness of society about the dehumanizing and hurtful effects of the word "retarded" and encouraging everyone to stop using the R-word. March 7th, 2018 is the annual day of awareness by organizing signings, rallies, and other events. It is devoted to educating and raising awareness of the positive impact individuals with intellectual disabilities have in our communities and why the R-word is hurtful. To get involved, tools and resources to plan a campaign/event, and for more information on Spread the Word to End the Word, visit www.r-word.org or contact Ashlee Taylor chatterton@sout.org.



SOUT's **Athlete Leadership** programs further the education and development of our athletes. They include "Global Messenger" trainings, which educate athletes to serve as ambassadors for SOUT by providing instruction on public speaking techniques and an understanding of SOUT sports team and individual sports, and the "Athletes on Boards" trainings which facilitate the effective inclusion of Special Olympics athletes on a variety of Boards. Currently, Special Olympics Utah has athletes serving on our Program Committee and Board of Directors.

Athlete Council is an opportunity for athletes to serve and have a voice. Special Olympics Utah wants to both listen and give a platform in which the athletes can guide the path of SOUT. After that we will want to look at how Athletes and Program committees can meet without conflicting. The Athlete Council will be made up of six to ten athletes representing every area. There will be a selection process for this committee from athletes nominated.

Program Committee, (formally known as the Program and Outreach Committee) will give delegations the opportunity to provide constructive input on programming to assist our athletes. This committee will be made up of six to ten HOD's, athletes, coaches, volunteers, and program staff. The goal of this committee is to explore ideas that will benefit the athletes. We would like for every area to be represented and to meet on a quarterly basis. If there is a member of the delegation or if anyone knows of someone that would be valuable to this committee and would be willing to commit to taking the time required, please email the Area Manager. This committee will be reorganized every two years.

SOUT **Motor Activity Training Program** is designed for athletes with severe or profound intellectual disability who are unable to participate in Official Special Olympics sport competitions because of their skill and/or functional abilities. The Motor Activity Training Program is designed to prepare athletes with severe or profound intellectual disability, including athletes with significant physical disabilities, for sport-specific activities appropriate for their abilities. As a unique sport-based program, the Motor Activity Training Program does not exclude any athlete. It is designed to provide individualized training programs to all athletes with significant disabilities.

Coaches Trainings are provided for coaches to gain the necessary skills to coach athletes in both traditional and Unified Sports. These trainings are held throughout the year and coaches can become certified through these trainings for the specific sports which they will coach. Coaches will be trained regarding rules and technique of the sport as well as specifics in how to coach Special Olympics athletes, team play, practice formats, and tips for putting together effective practices. Special Olympics Incorporated (SOI) mandates that all Special Olympics Coaches must be certified in any sport for which they are a head coach. The SOI Coaches Education Program will help coaches fulfill the needed requirement and more information can be found in Section 5 of this handbook.

The SOUT **Home Training Program** helps to build upon athletes training with their coaches by creating an at home program that will improve athletic performance and help promote social interaction between athletes and their families. This program consists of warm-up and stretching, basic skills and agility activities, and conditioning activities.



2021 Sports Seasons Calendar

The timeline below gives a general idea when training should begin for each season and the sports offered:

Snowshoe Invitational – March 5th



10m walk & walk assisted, 25m walk & run, 50m walk & run, 100m walk & run

No area competitions

Basketball Skills – March 13th



Basketball Skills
Competition

South Area Competitions March 27th.

Summer State Games – June 18th - 19th



Track & Field
Softball Skills
Swimming
MATP

Area Competitions will take place April-May. Exact dates determined by Area Manager

State Bowling Competition - August 21st



Area Competitions will take place in July and August. Exact dates Determined by Area Manager.

Fall Sports Classic - October 19th-20th



Golf
Bocce
Soccer, 5v5 Traditional and Unified Soccer & Soccer Skills
MATP

Area Competition will take place August-September. Exact dates determined by Area Manager

Section 2: Starting a New Delegation

Where do I Start?

Starting a brand new Special Olympics Utah (SOUT) delegation can seem like a daunting task, however, with the support of the SOUT staff and few simple steps, a delegation can get up and running quickly.

Step 1

Contact Special Olympics Utah and the Area Manager to help with the process of getting a delegation established and assist through the steps in organizing and understanding SOUT guidelines.

Identify who will help manage and run the Special Olympics delegation. This may consist of a few of volunteers, parents, friends, coaches, teachers, etc. One or two people should be selected to be the head of delegation (HOD). This person will act as the point of contact between SOUT and the delegation. Meet together with those that will be running the delegation to decide who will take on what role. For more information about delegation management and the different roles individuals can take on, see Section 3.



Step 2

Identify the athlete population that the delegation will serve. Will it be community based? School based? Provided based? If there is already an athlete population to serve, meet with potential athletes and their guardians to see which sports in which they are interested in participating. If there are not athletes in mind already, decide as a management team how they will recruit athletes. For more ideas on athlete recruitment see Section 6.

Step 3

Decide which sports in which the delegation will compete. Athletes can participate in only one sport per season; however, the delegation can compete in more than one sport per season. Athletes must train for 8 weeks before the state competition for any season. Consult with the Area Manager and refer to the competition schedule to know when to start meeting with the delegation and set up practice. When choosing the sports a delegation will participate in, please take into consideration what practice facilities will be needed and what facilities are in the area and have access to.

Step 4

Complete the short delegation accreditation course. This can be found online under the coaches section of the website. The Area Manager can help answer any questions the delegation may have about this information or the accreditation process. These forms must be completed annually for delegation to be accredited and in good standing for the upcoming competitive year. More details on funding and fundraising can be found in Section 4 of this manual.

Step 5

Decide and submit the delegations name for approval as well as colors. SOUT will help develop the delegation logo based on logo guidelines. Complete the delegation mark form through our website. This logo will be used for future uniform needs for the team. The delegation name will be what the team will be known by at all Special Olympics Utah events and competitions.

CONGRATULATIONS!

Once these basics are set up for the delegation and received support and approval, begin having coaches complete the certification process and start holding team practices for upcoming competitive seasons. Other sections of the manual will discuss specifics on how to run the delegation and answer other questions that may arise. Make sure to contact the Area Manager to receive support and help through the process.

Section 3: Delegation Management

Organizing Volunteers & Coaches

Coaches and volunteers are essential to the success of Special Olympics Utah. They provide the weekly training and support that is necessary for athletes to compete in area and state events. A delegation may have a small core of coaches that help to train and run the delegation, or this may be a larger network of volunteers (Delegation Management Team) that help in many aspects of the delegation. Below are positions in which individuals can serve the delegation. Many of these positions may be merged together with one individual serving multiple smaller roles. At the minimum, delegations should have one Head of Delegation, with 2-3 head coaches and assistant coaches over specific sports. When organizing and managing the delegation, the primary concern is to have enough coaches and support to provide a safe and encouraging training opportunity for the amount of athletes that are served.

Special Olympics would not exist today — and could not have been created -- without the time, energy, commitment and enthusiasm of our volunteers. We owe so much to these millions of people who find the time to make the world a better place.

Head of Delegation (HOD):

This person will be the primary contact for the delegation and be responsible for all contact and coordinator with their Area Manager. They will recruit, train, and provide direct supervision of the delegation's management team and head coach for each sport. They will be responsible to ensure the timely collection and/or completion of all required paperwork such as medical and consent forms, coach registration, and competition registrations. With the head coaches, they will assist to schedule and oversee the delegation's weekly sport training sessions in preparation for area and state games. They will represent the delegation at all Special Olympics Utah meetings including area HOD meetings. They will ensure the delegation is properly accredited and following all procedures relating to purchasing, fundraising, and competitions. They will also manage athlete, volunteer, and family conduct at all activities by providing clear delegation rules and consequences within the guidelines of Special Olympics Utah.

Quick Glance at Head of Delegation responsibilities:

- Serve as a liaison between the delegation, Area Managers and State Office.
- Provide ongoing communication with Area Manager, State Office, delegation volunteers, which include coaches, athletes, and athletes families and/or support staff.
- Complete and submit all forms in full required for participation in all competitions.
- Ensure proper supervision of all athletes at all events (1:4 ratio /Green Level - Class A Volunteer)
- Ensure all competition material are distributed throughout the delegation as needed (coaches, volunteer and family member).
- Inform the Area Manager or State Office of any starches.
- Submit Green Level Class A volunteer applications 1 week prior to any competition. All Athlete Medical and Consent forms must be received to State Office one week prior to area and state competitions. They will not be accepted at competition events.

- Ensure that all Head Coaches are certified in the sport they are coach by attending coaches training.
- Keep accurate records of Application for Participation (athlete medical and consent form) when they were turned into the State Office and when they will expire. Application for Participation serves as the athlete's applications to participate in SOUT.



Job Title: Head Coach

Purpose: A head coach should be appointed over each specific sport for which the delegation will participate.

Job Duties:

- The Head Coach will be certified in the sport by taking Level 2 – Sports Specific Skills Course
 - Oversee the training plan to prepare the athletes for competition. Prepare practice plans for the season and ensure athletes are in good health to compete.
 - If the delegation is offering Unified Sports, complete certification for Level 1a – Unified Sports Course.
- The Head Coach will oversee the assistant coaches for that sport and help provide specified training for teams and individuals.
 - As a head coach, work with the assistant coaches and aid in the athletes' development. This means that coaches will empower athletes to grow as individuals, on their team, and in everyday society.
 - The more a coach invests in, understands and support athletes, the more opportunity they have to develop.
 - The Head Coach will run assessments and help collect needed information for registration for area and state competition. This will be communicated to the HOD and Administration Chairperson so the registration for area and state competition are completed on time.
 - Coordinate with HOD and Facilities/Equipment Chairperson where and when practice will be held and any costs are communicated to the Purchasing/Fundraising Chairperson.
 - Communicate to HOD and Facilities/Equipment Chairperson if equipment or uniforms are needed.
 - Communicate regularly with other chairpersons, coaches, and HODs.
 - Work closely with the delegation management team and other chairperson to ensure a successful season and meaningful involvement for the athletes.

Time Requirement: During competition season, this chair position may require a minimum of 4-5 hours a week as well as year around support to the delegation and the delegation management team.

- Qualifications:
1. Have good organization skills and communication skills
 2. Complete Green Level (Class A) Volunteer requirements
 3. Know how to use a computer and have access to email and internet.
 4. Positive attitude and the ability and willingness to work with others.

Job Title: Assistant Coaches

Purpose: The assistant coach will support the Head Coach at practice and competitions. They will help the Head Coach with practice plans and all other duties associated with coaching an athlete.

Job Duties:

- Serve under the head coach for specific sports and help with the weekly training for the athletes. Plan and execute a training program for the athletes to prepare them for competition in individual or team sports.
- As an assistance coach, work with other coaches and assist in the athletes' development. This means that the coaches are to empower athletes to grow as individuals on their team and in everyday society.
- The more a coach invests in, understands and support athletes, the more opportunity they have to develop.
- Assist the Head Coach with assessments and help collect needed information for registration for area and state competition.
- Communicate regularly with other chairpersons, coaches, and HODs.
- Work closely with the delegation management team and other chairperson to ensure a successful season and meaningful involvement for the athletes.

Time Requirement: During competition season, this chair position may require a minimum of 4-5 hours a week as well as year around support to the delegation and the delegation management team.

- Qualifications:
1. Have good organization skills and communication skills
 2. Complete Green Level (Class A) Volunteer requirements
 3. Know how to use a computer and have access to email and internet.
 4. Positive attitude and the ability and willingness to work with others.

As a season approaches the Head of Delegation, Head Coach, and Assistant Coaches need to ask a few questions to help plan a successful sports season and meaningful involvement in Special Olympics Utah.

- What sports will the delegation offer?
- How many athletes will the delegation have participating and is there a need to recruit?
- Where and when will practice be and does reservations need to be made? When and how much does the practice facility cost? When does this cost need to be paid? When are the appropriate form due to Special Olympics Utah to ensure facility cost is paid?
- What is the competition season schedule and registration deadlines? What important information needs to be shared with athletes, parents, and support system?
- Does the delegation have enough coaches or does the delegation need to recruit more volunteer coaches? Who is responsible for coaching what sport and what training do coaching need to complete?

Other Delegation Management Roles

The Head of Delegation should also recruit chairpersons to help manage the delegation. Chairpersons can be parents/family or support staff of participating athletes. They can be volunteers who want to be involved with Special Olympics Utah but do not have the desire or skills to be a coach. It is important that a delegation has a strong and supportive management team, over seen by the HOD, to ensure that all requirements to participate are met and to help with responsibilities that can be too much for one person. All members of the Delegation Management Team must have a Green Level (Class A) Volunteer status.

Job Title: Facilities/Equipment Chairperson

Purpose: This person is responsible for securing adequate training facilities for each sports season as dictated by sport interest/participating (soccer fields, running track, gyms, etc.). They are also responsible to ensure that the delegation has all needed equipment for the season/sports the delegation is choosing to participate in.

Job Duties:

- If rental costs are incurred they will need to coordinate with the Purchasing Chairperson and HOD to budget, request, and pay for the facilities.
- This individual will also make sure the delegation has the appropriate equipment to train for each sport. They will also need to secure and provide safe storage for the team's sports equipment and uniforms.
- Ensure that equipment and uniforms are in good condition and safe for use.
- If equipment is needed, coaches will contact the Facilities/Equipment Chairperson so a request can be made. The Facilities/Equipment Chairperson will follow SOUT policy in submitting for equipment request. Contact the Area Manager for further assistance.
- If uniforms are needed, coaches will contact the Facilities/Equipment Chairperson so a request can be made. The Facilities/Equipment Chairperson will follow SOUT policy in submitting for uniform orders. Contact the Area Manager for further assistance.
- Oversee the distribution and collection of delegation uniforms before and after competition. Devise a plan with the delegation management team on how uniforms will be cleaned and stored.
- Keep an ongoing inventory of all equipment (sports equipment and uniforms).
- Communicate regularly with other chairpersons, coaches, and HODs.
- Work closely with the delegation management team and other chairperson to ensure a successful season and meaningful involvement for the athletes.

Time Requirement: During competition season, this chair position may require a minimum of 2 hours a week as well as year around support to the delegation and the delegation management team.

Qualifications: 1. Have good organization skills and communication skills

2. Know how to use a computer and have access to email and internet.

3. Positive attitude and the ability and willingness to work with others.

4. Green Level (Class A) Volunteer status

Job Title: Purchasing/Fundraising Chairperson

Purpose: This person would help to complete online forms for purchase requests as well as payment requests after purchases are made. They would also help to plan and coordinator the delegations efforts in participating in at least 4 fundraisers throughout the year with at least 20% of the team participating.

Job Duties:

- Be aware of SOUT financial policies and procedures. (see Section 4: Delegation Finances)
- Responsible for completing the online report form after each of these fundraising efforts. If the delegation is interested in participating in their own fundraising efforts, this person would be responsible for coordinating these efforts with the state office, completing the fundraising request forms, and having prior approval before beginning the fundraiser.
- Communicate and coordinate outreach and fundraising events organized by the state office. Work with the HOD, coached, athletes, family members, and support staff to participate in there events.
- Work with coaches to complete required forms to request needed equipment and uniforms.
- Complete required forms secure and pay for practice facilities and any other expenses associated with operating a delegation that is paid for by SOUT under our policies of Reasonable and Customary Team Expenses.
- Communicate regularly with other chairpersons, coaches, and HODs.
- Work closely with the delegation management team and other chairperson to ensure a successful season and meaningful involvement for the athletes.



Time Requirement: During competition season, this chair position may require a minimum of 2-3 hours a week as well as year around support to the delegation and the delegation management team.

- Qualifications:
1. Have good organization skills and communication skills
 2. Know how to use a computer and have access to email and internet.
 3. Positive attitude and the ability and willingness to work with others.
 4. Green Level (Class A) Volunteer status

Job Title: Family/Support Chairperson

Purpose: This chairperson can help organize efforts with family/supports in providing support to the athletes. This may be in the form of snacks for competitions, planning a team activity, providing spirit and support at competitions, etc. They can also be an additional resource to families/supports by helping to communicate about upcoming events and competitions.

Job Duties:

- Complete and keep an up to date contact list of all the athlete’s family/support contacts for the delegation.
- Organize family/support groups to provide additional supports while at practice and events.

- Be an additional resource to the HOD and assist in communicating and answering any questions the delegation's family/support members might have.
- Work with Purchasing and Fundraising Chairperson to communicate and organize family/support member to support outreach and fundraising activities.
- Communicate regularly with other chairpersons, coaches, and HODs.
- Work closely with the delegation management team and other chairperson to ensure a successful season and meaningful involvement for the athletes.

Time Requirement: During competition season, this chair position may require a minimum of 1-2 hours a week as well as year around support to the delegation and the delegation management team.

Qualifications:

1. Have good organization skills and communication skills
2. Know how to use a computer and have access to email and internet.
3. Positive attitude and the ability and willingness to work with others.
4. Green Level (Class A) Volunteer status

Job Title: Administration Manager

Purpose: This individual would be responsible for athletes, Unified Sports partners, and coaches' paperwork. Copies of the athlete and Unified Sports partner medical forms should be kept by this individual and brought to all practices and competitions.

Job Duties:

- Keep accurate record and copies of athlete's Application for Participation (athlete medical, consent, and concussion) and Unified Sports Partner Application. This record will also include when athlete's medical and concussion expire. Communicate the expiration dates to HOD and also Family/Support Chairperson to ensure that the athlete renews all needed forms to participate in competition.
- Ensure coaches have completed their Green Level (Class A) Volunteer requirement. Keep accurate record of each coach when they competed this requirement as well as any other certifications.
- Turn in copies of all paper into Area Manager or state office.
- They may also assist in completing registration paperwork for area and state competitions.
- Copy, Organize, and bring all medical forms to practice and competition.
- Communicate regularly with other chairpersons, coaches, and HODs.
- Work closely with the delegation management team and other chairperson to ensure a successful season and meaningful involvement for the athletes.

Time Requirement: During competition season, this chair position may require a minimum of 2-3 hours a week as well as year around support to the delegation and the delegation management team.

Qualifications:

1. Have good organization skills and communication skills
2. Know how to use a computer and have access to email and internet.
3. Positive attitude and the ability and willingness to work with others.
4. Green Level (Class A) Volunteer status



Job Title: Recruitment Chairperson

Purpose: This person helps to recruit volunteers to be coaches and other support for the delegation as well as recruiting athletes to participate with the delegation.

Job Duties:

- This position could be an essential position in the early stages of the delegation to recruit athletes and coaches.
- Be the contact person for new athletes to get information.
- Organize a committee that will help education the local community about SOUT and how to become a part of the delegation.
- Become aware and use the recruiting tools provided by SONA and SOI to help build the delegation and find volunteer support to make the athlete's involvement more meaningful.
- Communicate regularly with other chairpersons, coaches, and HODs.
- Work closely with the delegation management team and other chairperson to ensure a successful season and meaningful involvement for the athletes.

Time Requirement: During competition season, this chair position may require a minimum of 3-4 hours a week as well as year around support to the delegation and the delegation management team.

Qualifications: 1. Have good organization skills and communication skills

2. Know how to use a computer and have access to email and internet.
3. Positive attitude and the ability and willingness to work with others.
4. Green Level (Class A) Volunteer status.

The Delegation Management Team can also appoint other chair positions as needed to help support the delegation no matter the size. Other positions could include Assistant HOD. This is someone who can fill in for HOD position if the HOD is unable to participate and will have the knowledge to oversee the Delegation Management Team. If the delegation is large or a collage based delegation there may be a need for Transportation Chairperson. Other ideas include Coaches Training/Certification Chairperson and Athlete Home Training, Nutrition, and Healthy Life Style Chairperson. Any question about how to organize or manage a delegation and/or Delegation Management Team, please contact the Area Manager or state office. Build the delegation management team to meet the needs of the delegation as well as change what a chairperson does.

Section 4: Delegation Finances

Special Olympics Utah programming is free to athletes. Special Olympics Utah does not charge delegations or their athletes to compete in any area or state level event. SOUT provides the basic needs for delegations to train and compete in the sports offered. In order to request purchases, delegations must be accredited and in good standing with Special Olympics Utah by completing the following procedures.

Delegation Accreditation Course

Each Head of Delegation (or representative) for an existing or new delegation will complete the delegation accreditation course which includes submitting Delegation Budget Request annually. Special Olympics Utah (SOUT) staff members will review the documents and pass them along with recommendations to the Board of Directors. Delegations will be notified regarding the approval of their accreditation and annual budget following review. ***Accredited teams agree to participate in at least four (4) fundraising or outreach and awareness efforts throughout the year to help support SOUT.***

Delegation Financial Procedure

Delegations will complete forms as they plan, purchase, and pay for necessary facilities, equipment, and uniforms for their delegation throughout the year. Through the accreditation course the delegation will learn how to use and submit the following form.

Delegation Budget Request – submitted annually.

Delegation Purchase Request – serves to notify SOUT of any upcoming expenses to be incurred by a delegation. All purchases must be preapproved and this form should be completed 45 days prior to the purchase. Form must be completed for ALL expenditures.

Delegation Request for Payment – utilized as a purchase order and reimbursement request. Must be completed 30 days prior to expected payment due date or within 60 days of the purchase (reimbursements). An approved Delegation Purchase Request must accompany this form. All reimbursements for a given calendar year must be submitted by December 31st.

Delegation Fundraising and Outreach Activity Report Form – utilized to accurately capture each delegation's participation to ensure the delegation retains their annual accreditation. Complete within 30 days following the approved activity.

In-Kind Donation Report – utilized to record in-kind contributions to Special Olympics Utah solicited by SOUT staff members, delegations, LETR representatives and other volunteers. In-kind contributions are non-cash donations such as training or competition venues, meals, equipment, uniforms, transportation, etc. An in-kind donation must be able to be assigned a cash value.



Team Fundraising Event Request – application to conduct a fundraising event on behalf of SOUT. All fundraising events must be approved annually. Requests must be received 30 days prior to the event.

Third Party Event Application – This application should be used when the delegation seeks to partner with a third party to raise funds or awareness for SOUT and should be submitted 30 days prior to the event.

Reasonable and Customary Team Expenses

Below are categories and specific items that are considered reasonable and customary team expenses that will be considered for budget request items.



Uniforms

Special Olympics Utah is establishing minimum uniform standards to increase the quality of programs offered to Special Olympics Utah athletes. As Special Olympics Utah is a sports organization, we train our athletes for competition and expect them to take their training seriously, but we often fail to have our athletes dressed in the proper uniforms. From little league to professional sports, those participating are taught proper dress, provided proper uniforms and are expected to wear and care for their official uniforms. We have the same

expectations for the athletes of SOUT. Listed below are the uniform standards for each sport.

The established minimum dress standards must be met for each sport in order for participants to compete at area and state games. We are focused on providing each delegation with appropriate and essential uniforms for the sports in which they participate. **Denim of any style is not permitted in any sport.** Below are the requirements for uniforms for each sport as well as which portion will be provided by the delegation through SOUT and which items are the responsibilities of the participant.

Athletics (track & field) – Athletes will wear gym shorts or sweats and t-shirt or jersey that includes the Special Olympics Utah and delegation logo. Gym-type shoes will also be worn. No jeans or street shoes are allowed. Numbered bibs will be provided and must be worn on the front of the athlete's shirt.

SOUT approved budget items: t-shirts or jerseys

Athlete responsibilities: athletic shorts, appropriate athletic shoes



Swim– Athletes will wear swimsuits that are not transparent, even when wet. Female athletes must wear one-piece suits. Male athletes will wear “brief”, “boxer” or “jammer” type swimwear. Deck shoes are encouraged.

SOUT approved budget items: swim cap

Athlete responsibilities: Swim suite, deck shoes or other appropriate footwear



Softball – Athletes will wear appropriate uniforms. Jerseys will include the Special Olympics Utah and delegation logo. The uniform shirt must have 4-inch numbers on the front and 6-inch numbers on the back. Gym-type shoes or softball cleats are appropriate. Metal cleats are allowed for softball.

SOUT approved budget items: jerseys, matching shorts or pants, socks, hats

Athlete responsibilities: appropriate shoes or cleat

Bowling - Athletes must wear collared shirts and slacks, shorts, or athletic style pants or shorts. Bowling or gym shoes will be worn. No open toed shoes will be permitted. Denim jeans are not allowed.

SOUT approved budget items: collared shirts

Athlete responsibilities: slacks, shorts, or athletic style pants or shorts and bowling or gym shoes



Basketball – Athletes will wear appropriate basketball uniforms. Jerseys and matching shorts will include the Special Olympics Utah and delegation logo. The uniform shirt must have 4-inch numbers on the front and 6-inch on the back. Gym shoes must be worn.

SOUT approved budget items: jerseys and matching shorts

Athlete responsibilities: appropriate gym shoes

Bocce – Athletes must wear collared shirts and slacks, shorts, or athletic style pants or shorts. Gym shoes will be worn. No open toed shoes will be permitted. Denim and spiked shoes are not allowed.

SOUT approved budget items: collared shirts

Athlete responsibilities: slacks, shorts, or athletic style pants or shorts and gym shoes



Soccer – Athletes will wear appropriate uniforms. Jerseys will include the Special Olympics Utah and delegation logo. The uniform shirt must have 4-inch numbers on the front and 6-inch numbers on the back. Gym-type shoes or cleats soccer socks are appropriate. Metal cleats are not allowed in soccer.

SOUT approved budget items: jerseys, matching shorts, socks, shin guards

Athlete responsibilities: appropriate shoes or cleat



Golf – Athletes must wear golf or gym- type shoes, collared shirt and slacks or shorts. Denim is not permitted.

SOUT approved budget items: collared shirt

Athlete responsibilities: slacks or dress shorts, golf or gym-type shoes

Snowshoeing – Athletes must dress for the wintry weather such as winter coat, snow pants, snow boots, and hat and gloves. Denim is not permitted.

SOUT approved budget items: Collared shirt, snowshoes (if athlete does not own a pair and unable to purchase a pair)

Athlete responsibilities: Winter clothing and gear, snow boots

Motor Activity Training Program – Shirt with Special Olympics Utah and delegation logo. It needs to be presentable and comfortable. Jeans are not permitted.

SOUT approved budget items: shirt with Special Olympics Utah and delegation logo

Athlete responsibilities: athletic shorts or pants, appropriate shoes

Uniforms for coaches (team shirt/polo) will only be provided on a 4:1 athlete/coach ratio. Please note that delegations should collect all uniform items from athletes, partners, and coaches as these belong to Special Olympics Utah (and the approved delegation) and are not the personal property of any athlete, partner or coach.

Sports Equipment and Hardware

This category includes items that are necessary for safe and successful training and competition in a sport. Items include (but are not necessarily limited to): shot-puts, relay batons, basketballs, bocce sets, soccer balls, measuring tapes, softballs/softball bats/catcher's equipment, floatation devices, cones, stopwatches, whistles, etc.

Items that are to be rented that are necessary for safe and successful sports training and competition may also be included here (golf club rental, etc.). If the delegation has a unique situation regarding an athlete's or partner's ability to provide such information, please contact SOUT for approval on a case by case situation.

A general rule of thumb is that if an item will only benefit a single athlete, it should not be included (athletic shoes, golf clubs/balls, softball mitt (case by case), shin guards (case by case), batting glove). Please note that delegations should keep all equipment as these belong to Special Olympics Utah (and the approved delegation) and are not the personal property of any athlete, partner or coach.



Transportation

May include busses, rental vehicles and transportation to/from sanctioned Special Olympics Utah training or competition events in personal vehicles. Payment and/or reimbursement for these expenses will be considered and approved/denied on a case by case basis.

Mileage will be reimbursed at the current rate set by the IRS – as of December 13, 2012 this is \$.14 per mile driven in the service of a charitable organization.

Taxpayers always have the option of calculating the actual costs of using their vehicles rather than using the standard rates. If a reimbursement for mileage is

receive please be sure to notify tax advisor. Mileage will only be approved for registered, Green Level, volunteers/coaches that have a valid Driver's License and insurance. Delegations who operate as a part of a school or provider-based teams should discuss opportunities with the district/management regarding utilization of school or company transportation services.

Housing

Housing is provided to delegations attending a State-level competition if the Head of Delegation ("home base" of the delegation) is more than 75 miles from the host facility. Special Olympics Utah believes this provides an equitable and practical way to ensure that it is not a hardship for teams to participate in State-level events.

If the delegation has a particular issue or situation that may need special consideration, please contact the Area Manager for additional information or to make a special request. Delegations may not request housing outside of this policy in the delegation budget.

Meals

Meals are only to be included if a delegation qualifies for housing as per the current Special Olympics Utah policy. Meals may be reimbursed for delegation participants travelling to/from state-level competitions.

Currently team banquets, delegation snacks (for practice or competition), and recognition dinners are not approved budget items.



Sport Venues and Facilities

This budget category includes gym rentals, greens fees, track rentals, swimming pool rentals, etc. Budgets should only include 8 weeks of training (sport dependent) and will be considered with the understanding that the delegation will participate in the respective SOUT competition at the area and/or state level.

If a delegation requires a storage unit to safely and securely store the sport's equipment, uniforms, etc. for the delegation, the unit **MUST** be rented in the name of Special Olympics Utah and Special Olympics Utah **MUST** be provided the combination or key for the lock.

Supplies

Supplies includes any other necessary item to support the delegation. This may include copies, mailing, clipboards, tape (duct, painters, etc.) Special Olympics Utah will not reimburse delegations for ink or paper.

Fundraising

Coaches and athletes are encouraged to get involved in fundraising and public awareness for Special Olympics Utah – we are proud of our athletes and coaches and are so pleased when our athletes are able to demonstrate their gifts and skills to the community. We happily accept donations from coaches, athletes and families if they wish to donate. We also encourage the delegation to ask others to join in supporting Special Olympics Utah on behalf of our athletes who receive services and opportunities that would otherwise not exist for them.



Each delegation will be required to submit a budget request annually. Special Olympics Utah (SOUT) staff members will review these and pass them along with recommendations to the Board of Directors. All delegations with an approved budget must participate in (4) events/activities annually with **at least 20%** of athletes and coaches involved in each activity or event. Family members and volunteers can also count toward the goal. Get everyone involved in helping the athletes by supporting SOUT!

Fundraising and outreach activities can vary widely from team to team. Some examples include:

- Harmons Root Beer Float Says
- Polar Plunge participation and sponsors
- Champions Campaign
- Secure an individual or corporation donation (over \$250)
- Project Unify outreach activities
- Work at professional sporting events serving food/beverages to attendees
- Dine-to-Donate restaurant fundraisers
- Other third-party events

Please note that a fundraising form or third party fundraising form must be submitted and approved prior to the event. It is required that all proceeds are forwarded to directly to Special Olympics Utah.



The following are a few examples of major special events/projects and sponsors that are utilized by the National and or State office, and some have opportunities for involvement – please note that some of these opportunities may be available by invitation only.

- ◆ Special Olympics, Inc. Direct Mail ◆ Walmart and Sam’s Club Volunteer Action Program grants
- ◆ Larry H Miller/Jazz ◆ Knights of Columbus ◆ Law Enforcement Torch Run
- ◆ Texas Roadhouse and other Restaurants (Tip-A-Cop) ◆ Polar Plunges ◆ Hall of Fame ◆ Legislative support
- ◆ Harmons Events ◆ Utah Section PGA—Utah Open

Special Olympics Utah has created a variety of programs so that local teams can participate in some of these signature fundraising events and can volunteer and/or raise funds to benefit Special Olympics Utah – this includes the delegation! Members of the delegation also have an opportunity to be creative and bring their ideas to the table. We know that working together brings greater visibility and support for the mission of Special Olympics Utah and that by cooperating and collaborating we can all celebrate in our success together.



Section 5: Coaches

As a Special Olympics coach, bring enthusiasm, commitment and a positive attitude to each practice, event and competition. A coach will enrich the lives of our athletes in many life-changing ways. The skills and confidence an athlete learns through sports have a long and lasting effect. They can help an athlete succeed in school or even find a job. Coaches also get a lot in return. They get to know athletes who inspire -- athletes who are brave and determined, despite the odds against them.

Coaches Oath "In the name of all the coaches, we shall follow written and verbal instructions of the Special Olympics Utah directors and officials at all times, have our athletes at the appropriate events and activities at the proper times and abided by all of the Special Olympics official rules and policies, in the spirit of sportsmanship."

Steps to Coach Certification

All coaches must complete the following to meet the minimum criteria for coach certification. Coaches that haven't been certified before January 1, 2015 must make sure their Green Level (Class A) status is current and complete all three levels listed below within the time parameters given.

Green Level (Class A) Volunteer Requirements

The following requirements are intended for coaches, games organizing committee members, board members, area management team members, staff members and other long term volunteers. **All coaches must obtain a Green Level (Class A) Volunteer status before being able to register as a coach at state level event or before being alone with any athletes.**

Complete the following application form and general orientation:

- Coach and Volunteer Registration Form
- General Orientation

Complete the following background waiver and trainings including the quizzes listed at the end. **Please note that both the Background Waiver and Protective Behaviors Training and concussion training must be completed every 3 years to remain active.**

- Background Waiver
- Protective Behaviors Training
- Concussion Training



Level 1 - Coaching Special Olympics Athletes

This level must be completed before being able to register as a coach at a state level event. Coaches must pass the Green Level (Class A) requirements before completing Level 1.



Through ASEP: Offered through American Sports Education Program, this 3-hour course is a self-paced online course designed for coaches to prepare them to coach athletes with intellectual disabilities. This course satisfies the Special Olympics certification and continued education requirements. There is a one-time cost of \$16.95 to complete this course online..

-or-

Through SOUT: A free, online training covering these materials will be offered through our website covering the same materials with a short quiz at the end. A paper copy of the course and quiz are available upon request.

Level 1a - Unified Sports Course (required for coaches of Unified Sports teams)

This level must be completed before being able to register the team as a Unified Sports team for any competitive event. Each Unified Sports team must have at least one coach who has completed level 1a.

This course, provided by National Federal of State High School Associations, helps coaches to understand and implement the most successful strategies for coaching teams that include Special Olympics athletes (individuals with intellectual disabilities) and Unified Partners (individuals without intellectual disabilities). This is a free online course that can taken at coaches own pace.



Level 2 - Sport Specific Skills Course

This level must be completed within two years of beginning participation as a coach with Special Olympics Utah. Coaches must pass the Green Level (Class A) requirements and Level 1 before completing Level 2.

Sport Specific Trainings are available for each of the sports offered by Special Olympics Utah. These trainings occur around the beginning of the sports training season. These free courses cover techniques and practice skills for a specific sport as well as key reminders for coaches regarding rules, registration procedures, and uniform requirements specific to Special Olympics Utah. When these courses are not offered, we encourage coaches to use the coaching guide resources provided at specialolympics.org. Check the SOUT website calendar or contact the Area Manager for details about upcoming sports skills training courses offered in Utah. Pre-registration is required. When possible these courses will be offered online on our web site, www.sout.org.

- Coaches' trainings are offered in two ways. We will continue to have the scheduled multi-sport training schools that will be open to every coach to attend. Each delegations also has the option to request trainings. We are willing to come to the delegations area and provide trainings when it works best for the delegation coaches.

Level 3 - Principles of Coaching Course

This level must be completed within two years of beginning participation as a coach with Special Olympics Utah. Coaches must pass the Green Level (Class A) requirements and Level 1 before completing Level 3.

Complete a Principles of Coaching Course. This course helps coaches to identify their coaching philosophy, identify practical methods for enhancing Special Olympics athlete performance and apply the principles of strength, endurance, coordination, agility and flexibility. This can be completed one of two ways:



Through WVU: Offered through Western Virginia University, this is a self-paced course designed to prepare coaches for working with athletes with intellectual disabilities. This course satisfies the Special Olympics certification and continued education requirements. There is a one-time cost of \$35.00 to complete this course online. To begin this course on WVU's website, [click here](#).

-or-

Through SOUT: A free, online training covering these materials will be offered through our website covering the same materials with a short quiz at the end. A paper copy of the course and quiz are available upon request.

Once the coach/volunteer has completed the green level (class A) volunteer requirements and completed levels 1 & 2 above, volunteers will receive a Special Olympics coach certification certificate. This certificate expires every three years. Level 3 should be completed within two years.

Volunteer Screening

Special Olympics Utah has the right and responsibility to ensure the safety and well-being of all participants and will take all reasonable steps to provide a safe environment. With this in mind, Special Olympics International has developed and implemented a mandatory volunteer screening policy to set certain standards for each of the US programs to follow with regard to Green Level and Red Level Volunteers.



Green Level (Class A) – (coaches, assistant coaches, team chaperones, etc.)

- Volunteers who have regular, close physical contact with athletes
- Volunteers in a position of trust, authority, or supervision with athletes
- Volunteers who will be alone with athletes
- Volunteers who stay as registered coach with the athletes when housing is provided by SOUT

Requirements for Green Level (Class A) –

- Must be 18 years of age
- Completion of Special Olympics Utah coach and volunteer registration form
- Completion of a background check through an email contact who completes our background checks (completed online through sout.org)
- Completion of Protective Behaviors Training (completed online through sout.org)
- Completion of General Orientation Training (completed online through sout.org)
- Completion of Concussion
- Copy of photo ID on file with Special Olympics Utah

Red Level – (day-of event volunteers, other limited volunteers)

- Volunteers who only have limited contact with athletes or who have contact with athletes accompanied by coaches and chaperones who have a green level certification

Requirements for Red Level –

- Completion of a Special Olympics Utah coach and volunteer registration form or sign in sheet and photo ID check at events.

The background screening is completed by a third party. Once SOUT has received your email information, coaches will receive an email from the third party background screening company. Please follow the instructions in the email for the screening process to be complete. Background screening process will be run every 3 years that the volunteer is active in the program. Green Level Coach volunteers must be screened using a national vendor that includes the sex offender registry for each State in which the sex offender registry is available electronically. In addition to, but not in place of, the check through the national vendor, SOUT may conduct a state wide criminal background check.



Results of background check using national vendors can result in automatic disqualification for Green Level status with no appeals process if there is the conviction for any of the following crimes: murder, manslaughter, felony assault, child abuse, sexual abuse of a minor/adult, criminal sexual assault, causing a child's death, neglect of child or any other individual for whom the potential volunteer had/has responsibility, kidnapping, or arson.

There is an appeals process in place for individuals whose

background check returns with a conviction for theft of funds, fraud, larceny or other financial crime, prostitution-related crime, controlled substance abuse, or adverse judgement for damages or civil penalty involving sexual or physical abuse of a minor, being the subject of any court order involving any sexual abuse or physical abuse of a minor that restricts contact with a minor. Each program has the authority to make the final decision as to any volunteer or applicant in the potential disqualifier category.

Code of Conduct

By checking the box on the Class A Volunteer Application, volunteer acknowledges that they have read or have had read to them, the Volunteer Code of Conduct and that they agree to the Code of Conduct. If any participant of Special Olympics Utah witness a Code of Conduct violation, we ask a *Volunteer Code of Conduct Incident Report* be completed and submit to the Area Manager or VP of Sports Programs as soon as possible.

Special Olympics Utah adheres to the highest ideals of sport in the tradition of the Olympic movement. The Special Olympics Oath, "Let me win, but if I cannot win, let me be brave in the attempt," represents the ideal of competition that every Special Olympics athlete tries to achieve.

Participating in Special Olympics as a volunteer is a call to excellence to teach in ways that bring honour to the athletes and to Special Olympics. All member of the delegation and coaches have pledge to uphold the spirit of this Code of Conduct, which is only a general guide for conduct and does not describe all types of good behaviour and bad behaviour. By not following the Code of Conduct, the delegation or SOUT staff may suspend a volunteer from Special Olympics, either temporarily or permanently. If for some reason a person is suspended from Special Olympics, an appeal can be submitted on the decision in accordance with Appeal Process.

Volunteer Code of Conduct

Special Olympics Utah is committed to the highest ideals of sport and expects all coaches to honor sport and Special Olympics. All Special Olympics coaches agree to observe the following code:

Respect for Others

- I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators in Special Olympics.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- I will be a positive role model for the athletes I coach.

Ensure a Positive Experience

- I will ensure that for each athlete I coach, the time spent with Special Olympics is a positive experience.
- I will respect the talent, developmental stage and goals of each athlete.
- I will ensure each athlete competes in events that challenge that athlete's potential and are appropriate to that athlete's ability.
- I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.
- I will ensure that accurate scores are provided for entry of an athlete into any event.
- I will instruct each athlete to perform to the best of the athlete's ability at all preliminaries and final heats in accordance with the Official Special Olympics Sports Rules.

Act Professionally and Take Responsibility for My Actions

- My language, manner, punctuality, preparation and presentation will demonstrate high standards.
- I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).
- I will encourage athletes to demonstrate the same qualities.
- I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions, competition or during Games.
- I will refrain from any form of personal abuse towards athletes and others, including inappropriate or unwanted sexual advances on others, verbal, physical and emotional abuse.
- I will be alert to any form of abuse from other sources directed toward athletes in my care.
- I will abide by the Special Olympics policy on the prohibition of coaches dating athletes.

Quality Service to the Athletes

- I will seek continual improvement through performance evaluation and ongoing coach education.
- I will be knowledgeable about the Sports Rules and skills of the sport(s) I coach.
- I will provide a plan for a regular training program.
- I will keep copies of the medical, training and competition records for each athlete I coach.
- I will follow the Special Olympics Sports Rules for my sport(s).

Health and Safety of Athletes

- I will ensure that the equipment and facilities are safe to use.
- I will ensure that the equipment, rules, training and environment are appropriate for the age and ability of the athletes.
- I will review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form.
- I will encourage athletes to seek medical advice when required.
- I will maintain the same interest and support toward sick and injured athletes.
- I will allow further participation in training and competition only when appropriate.
- I understand that if I violate this Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from coaching in Special Olympics.

Disciplinary Steps for Violating Volunteer Code of Conduct

The following progressive disciplinary steps may be taken with the program beginning at whichever step is deemed appropriate under the circumstances by the staff of Special Olympics Utah. A volunteer includes such roles as a HOD, coach, chaperone, delegation member, volunteer, and family/Support member.

Step 1: Verbal warning to the volunteer with a written copy of the Incident Form to the Area Director and State Office.

Step 2: A written Incident Report must be completed giving warning to the volunteer with a copy to the Area Director and State Office.

Step 3: The State Office and Area Director will conduct a personal meeting with the volunteer to review unacceptable behavior and to agree on a plan for improvement.

The meeting will be documented in writing and copies distributed to the volunteer, Area Manager and VP of Sports Programs.

Step 4: Suspension from volunteer for a specific time period.

The State Office, VP of Sports Programs, and Area Manager will discuss the circumstances and must approve/disapprove the action. The action will be documented in writing and presented to the volunteer and a copy will be sent to the local program.

- Any further action must be approved by the VP of Sports Programs and State Office.
- Further Action could be, but is not limited to:
 - Suspension for a longer period
 - Permanent expulsion

Volunteer Appeal Process

The volunteer has the right to appeal any disciplinary action to the State Office. The volunteer must submit a written notice of appeal, with a copy to the Area Manager and to the VP of Sports Programs. This notice must include a request for a meeting within 30 days of being notified of the disciplinary action.

The appeal will be heard by a designated advisory committee. A decision must be rendered in writing within 21 days following the meeting and may reverse, amend or affirm the disciplinary action. The decision shall be submitted to the volunteer and to their delegation and should include, if applicable, a plan of action for the volunteer to correct the unacceptable behavior that led to the disciplinary action.

Section 6: Athletes

Special Olympic Athlete Qualifications

Every person with an intellectual disability who is at least eight years of age is eligible to participate in Special Olympics. The causes of intellectual disabilities are varied including not just Down Syndrome but also Fragile X Syndrome, Fetal Alcohol Syndrome, and various developmental causes such as autism. There are some Special Olympics athletes who may also have a physical disability but this is not what qualifies them to participate in the program.

From the Special Olympics General Rules:

2.01(D) Identifying Persons with Intellectual disabilities

A person is considered to have an intellectual disability for purposes of determining his or her eligibility to participate in Special Olympics if that person satisfies any one of the following requirements:

- The person has been identified by an agency or professional as having an intellectual disability as determined by their localities; or
- The person has a cognitive delay, as determined by standardized measures such as intelligent quotient or "IQ" testing or other measures which are generally accepted within the professional community in that Accredited Program's nation as being a reliable measurement of the existence of a cognitive delay; or
- The person has a closely related developmental disability. A "closely related developmental disability" means having functional limitations in both general learning (such as IQ) and in adaptive skills (such as in recreation, work, independent living, self-direction, or self-care). However, persons whose functional limitations are based solely on a physical, behavioral, or emotional disability, or a specific learning or sensory disability, are not eligible to participate as Special Olympics athletes, but may be eligible to volunteer for Special Olympics.



2.01(B) Age Requirements

There is no maximum age limitation for participation in Special Olympics. The minimum age requirement for participation in Special Olympics competition is eight years of age. The Young Athletes program introduces children, two to seven years old to the world of sport, with the goal of preparing them for Special Olympics sports training and competition when they get older.

Special Olympics Athlete Oath:

"Let me win. But if I cannot win, let me be brave in the attempt."

Recruiting Athletes

Finding athletes to participate with the delegation can happen in several ways. Contact the Area Manager for more ideas and help with recruiting. First, start by identifying the cities which this delegation would geographically serve. Be aware of other delegations in the area and make them aware of the delegation. Some delegations may not offer sports that other will and may have athletes that will want to compete with another delegation in those sports. Schools, community groups, and support organizations are all good places to start to let them know about a delegation in their area, what sports will be offered, and provide them with the necessary information so they may inform potential athletes of the delegation. This process may be slow at first, but don't get discouraged. Small delegations are still great delegations! Once the delegation has a few athletes on the team, they will often be the best course of recruiting their friends and making more people aware the delegation.

Registration of Athletes

An individual with an intellectual disability who meets the eligibility requirement may register as a SOUT athlete by submitting athlete medical, consent form, and concussion form. All athletes must have a completed application submitted to the state office prior to training and competition. The Application for Participation must be filled out completely and applications with blank sections will not be accepted.

The medical and concussion forms are valid for 3 years from the examination date and parent/guardian consent date. If one date expired before the other, then the portion that is expired will need to be completed and sent to the state office before appropriate deadline.

Any physical other than the Application for Participation for Special Olympics Utah will not be accepted other than if the athlete has a pre participation athletic form from a school. This can be submitted in lieu of the SOUT form. It MUST be from an accredited school and must have all required information filled out completely for it to be accepted. If an athlete is transferring from another Special Olympics state program, we may accept their physical upon review.

Frequently Missed Sections

Please double check these sections of the Application for Participation before sending it to the state office to ensure the athlete's eligibility to participate. Incomplete applications will not be accepted.

- Athlete Name, Birth date, Gender, Delegation
- Practitioner's Signature and Exam Date
- Parent/Guardian/Adult Athlete Signature and Date

SIGNATURES - Parent/guardian/adult athlete and medical practitioner signatures must be original and preferably both signatures are on the same Application form. Verbal consents will not be accepted from parent/guardian/adult athlete for a signature due to liability reasons.

MEDICAL CLEARANCE - The Medical Clearance section must be completed, signed and dated by a medical practitioner licensed to administer physical examinations by the state in which he/she practices. This person, by signing the Medical Clearance, is stating that the athlete is in good health and can safely participate in Special Olympics sports training and competition.

After completing the application, the athlete or Head of Delegation should make a copy of the Application for Participation and send it to Special Olympics Utah or email to the Area Manager. The application can also turn in or email Application for Participation to the Area Manager. If the copy is not legible, we may ask for the original copy. In this case, please make sure to keep a copy. Once it is received, the state office will then validate the Application for Participation. An Application for Participation will not be validated until all information is correct and completed on the approved form. All Applications for the event in question must be valid throughout the completion of that competition. Applications not on file or in receipt of by the specified deadline will not be accepted.

Atlantoaxial Instability

Atlantoaxial instability can be defined as an abnormal increase of mobility of the two upper cervical vertebrae (C-1 and C-2) located at the top of the neck (Cooke, 1974). The stability of the atlantoaxial joint is determined by the integrity of the cranovertebrae ligaments and other factors (Aung, 1973). A displacement of the C-1 vertebrae in relation to the C-2 vertebrae results in atlantoaxial dislocation (Shriver, 1983). According to Aung (1973), this dislocation, which only rarely affects individuals with Down syndrome, "...occurs spontaneously or can be induced by minor injury." (p.197) The results of this dislocation is generally an excessive anterior movement of the upper spine and has quite serious implications (Giblin & Micheli, 1979). There is evidence from medical research that up to 10% of individuals with Down syndrome suffer from a mal-alignment of the cervical vertebrae C-1 and C-2 in the neck. This condition exposes Down syndrome individuals to the possibility of injury if they participate in activities that hyper-extend or radically flex the neck or upper spine.

Restrictions of individuals with Down syndrome to participate in certain activities apply:

- National and U.S. Programs may allow all individuals with Down syndrome to continue in most Special Olympics sports training and competition activities. However, such individuals shall be temporarily restricted from participating in sports training and competition activities which, by nature, result in hyper-extension, radical flexion, or direct pressure on the neck or upper spine, unless the requirements below are satisfied. Such sports training and competition activities include: butterfly stroke and diving starts in swimming, diving, pentathlon, high jump, equestrian sports, artistic gymnastics, football (soccer), alpine skiing, and any warm-up exercise placing undue stress on the head and neck;

Restriction from participation in the above-listed activities continue until an individual with Down syndrome has been examined (including x-ray views of full extension and flexion of the neck) by a physician who has been briefed on the nature of the atlantoaxial instability condition, and the results of such an examination demonstrate that the individual does not have the atlantoaxial instability condition; OR

- For any individual diagnosed as having the atlantoaxial instability condition, the examining physician shall notify the athlete’s parents or guardians of the nature and extent of the individual’s condition, and such athlete shall be allowed to participate in the activities listed above only if the athlete submits written certifications from two physicians, on forms prescribed by SOUT, combined with an acknowledgement of risks signed by the adult athlete or his or her parents or guardian if the athlete is a minor.

Unified Sports® Partners

Unified Sports partners are those without intellectual disabilities that compete alongside of athletes on Unified Sports Teams. They commit to train and compete on a team with Special Olympics athletes under the direction of a trained coach.

The Unified Sports Application for Participation in Special Olympics – Partner Medical Form is required to be on file with the Head of Delegation and the Special Olympics Utah office before a partner begins sports training. This document includes the required consent information and may be signed by an adult partner or the parent/guardian of a youth partner. This form does not require a medical professional’s signature.



Because Unified Sports partners have regular, close physical contact with athletes and/or may share a private sleeping room with their teammates, the following information is also required:

- **Background Waiver:** Special Olympics Utah conducts background checks on volunteers every three years. Required if 18 years of age or older.
- **General Orientation:** This online training is an overview of Special Olympics, the movement and other general information. A quiz at the completion of the training is required.
- **Protective Behaviors:** This online training focuses on the prevention of emotional, physical, and sexual abuse – specifically of Special Olympics athletes. An online quiz is required upon completion.

ATHLETE CODE OF CONDUCT

(Coaches keep for their record)

Special Olympics Utah adheres to the highest ideals of sport in the tradition of the Olympic Movement. The Special Olympics Oath, "Let me win, but if I cannot win, let me be brave in the attempt," represents the ideal of competition that every Special Olympics athlete tries to achieve.

I understand that my participation in Special Olympics is a call to excellence for me to train and compete in ways that bring honor to me, to my family, and to Special Olympics. I pledge to uphold the spirit of this Code of Conduct, which is only a general guide for my conduct and does not describe all types of good behavior and bad behavior. If I do not obey this Code of Conduct, my Delegation or a Games Organizing Committee may suspend me from Special Olympics, either temporarily or permanently. If I am suspended from Special Olympics, I can appeal the decision in accordance with the attached Special Olympics Athlete's Appeal Process.

I Pledge that:

Sportsmanship

- I will practice good sportsmanship and act in ways that will bring respect to my coaches, my team, Special Olympics Utah and me.
- I will not use bad language, such as swearing or insulting other persons, and will not verbally or physically make inappropriate contact with other athletes, coaches, volunteers or staff

Training & Competition

- I will train regularly and attend scheduled practices and meet training criteria set by my coaches.
- I will try my best during, training/practice and competitions
- I will learn and follow the rules of my sport

Personal Responsibility

- I will not make unwanted physical, verbal or sexual advances on others
- I will dress and act, at all times, in a professional manner that will be a credit to Special Olympics Utah
- I will not drink alcohol, smoke tobacco in non-smoking areas or use illegal drugs at Special Olympics sites
- I will obey all laws and Special Olympics rules

By signing below, I am saying that I have read, or have had read to me, this Athlete Code of Conduct and that I agree to obey this Code of Conduct. If I violate this Code of Conduct and disagree with the consequences, I agree to follow the Special Olympics Athlete's Appeal Process and I will accept their decision as final.

Athlete

Date

Parent/Guardian or Witness

Relationship to Athlete

If any participant of Special Olympics Utah witness a Code of Conduct violation, they are asked to complete *an Athlete Code of Conduct Incident Report* and submit to their Area Manager or VP of Sports Programs as soon as possible.

Disciplinary Steps for Violating Athlete Code of Conduct

The following progressive disciplinary steps may be taken with the program beginning at whichever step is deemed appropriate under the circumstances by a sanctioned representative. The representative must notify the Area Director and State Office of any action that is taken.

Step 1: Verbal warning to the athlete and to the parent/guardian or caseworker with a written copy of the Incident Form to the Area Director and State Office.

Step 2: A written Incident Report must be completed giving warning to the athlete with a copy to the Area Director, State Office, and parent/guardian or caseworker.

Step 3: The Coach will conduct a personal meeting with the athlete to review unacceptable behavior and to agree on a plan for improvement. If necessary the State Office and Area Director will attend the meeting.

If the athlete is under 18, or over 18 and has a guardian, he/she will be accompanied by his/her parent/guardian or caseworker. If the athlete is over 18 his/her own guardian, he/she may choose to have another adult present. The meeting will be documented in writing and copies distributed to the athlete, Area Director, State Office, and parent/guardian or caseworker.

Step 4: Suspension from practices or competition for a specific time period (such as during the specific Sport season).

A SOUT staff must be contacted before an athlete is suspended. The action will be documented in writing and presented to the athlete, parent/guardian or caseworker, Area Manager and a copy sent to the State Office.

Any further action must be approved by the VP of Sports Competition

Further action could be, but is not limited to:
Suspension for a longer period
Permanent expulsion

Athlete Appeal Process: The athlete has the right to appeal any disciplinary action to the State Office. The athlete or the athlete's representative must submit a written notice of appeal, with a copy to the Area Manager and to the VP of Sports Programs of Special Olympics Utah. This notice must include a request for a meeting within 30 days of being notified of the disciplinary action.

The appeal will be heard by a designated advisory committee, such as the Program Committee. A decision must be rendered in writing within 21 days following the meeting and may reverse, amend or affirm the disciplinary action. The decision shall be submitted to the athlete and to their local program and should include, if applicable, a plan of action for the athlete to correct the unacceptable behaviour that led to the disciplinary action.

Section 7: Training for Competition

Planning a Training Season

One of the focus of the HOD and coaches should be the training of the athletes leading up to competitions. To provide the best competitive experience, our athletes must be trained properly, in advance, with the basic skills and game knowledge for their sport. Allowing athletes who miss most practices or decide to try a sport right before the competition is a disservice to the athlete and their competitors at events who have trained and prepared for the event. Special Olympics Utah mission is to provide training and competitive experiences, not just competitive events open to all.



Start by creating a season plan that covers 8 weeks of practice before the state level competition for that sport. This season plan should include the input of the head coaches for each sport the delegation will have athletes. Make sure the plan includes where and when practices will be held for each sport and a goal for at least one skills practice and one competitive experience (practice game) per week (can be held at the same practice session). Once athletes and volunteers have been identified, conduct a preliminary meeting to make introductions, outline the season plan and explain roles and expectations of all involved including athletes and their families. Training seasons should be planned and based around the athlete's skills and abilities and works towards measurable goals in their sports skills. Proper training is the only way to fully achieve the maximum benefit from participation in Special Olympics Utah programming.

Here's an example checklist things to consider before the training season begins.

1. Training facility secured within approved budget amount
2. Equipment secured from approved budget items
3. Coaches established for each sport with at least one certified in that sport (see Section 5)
4. Athletes, families and volunteers distributed copies of season start dates, trainings and competition dates and confirmation of transportation arrangements
5. Medical forms and release forms are up to date for each athlete and Unified Sports Partner

Coaching Plan

In meeting with the coaching staff to set up the training season, make sure that the delegation has at least one certified coach for each sport the delegation is offering. Make sure all other coaches have completed the appropriate certifications and trainings prior to working with the athletes to ensure the safety and proper training of the athletes. Beyond making sure the coaches are certified and trained, it's important to make sure coaches have the tools and resources they will need for successful training sessions.

Each coach should have a hard copy and access to the online copy of the rules for the sport they are coaching. These rules are updated in a rotating schedule. Check www.specialolympics.org for the most up to date copy of the rules for each sport. In conjunction with these rules, make sure all coaches have a copy and access to the information guide for the sports season from Special Olympics Utah. This gives specific information like the events offered by Special Olympics Utah (which is often only a selection of those listed in the rules) as well as specific levels of play offered in Utah. Coaches also need to be aware of the uniform standards for Special Olympics Utah that can be found in Section 4 of this manual. Improper attire at competition may result in disqualification and can lead to severe injury.

Coaches should have a clear understanding of the registration information needed for their sport. Team sports such as soccer, softball, and basketball require a team assessment score to be calculated based on a variety of skills and a specific assessment form while individual sports such as track and field or aquatics require a time or distance for each event. Registration requires proper spelling of athlete's first and last names as well as the athlete's birthdate. Coaches should include in their season's training plan a time for these assessments to be completed and the proper registration information collected from the athletes (usually the second practice or later). Make sure coaches take into consideration the registration deadline for that sport set by SOUT.



Finally, make sure all coaches have copies of the medical forms for their athletes on hand at every practice as well as at every competition. It is also a good idea to have contact information (phone numbers, email address, and mailing addresses) for the athletes and their families/guardians not only for emergencies, but to distribute importation information regarding the team's schedule, changes, competition times, etc. A team directory is a fantastic way to get all needed contact information to all coaches as well as team members who may be arranging carpooling or other accommodations between teammates.

Detailed training models and outlines are reviewed in the sports specific coaches training sessions, however a brief example of a practice outline is found below:

- Warm-ups and stretching 5-10 minutes
- Review of previously learned skills 10-20 minutes
- Introduction of new skills 15-20 minutes
- Game situations 15-20 minutes
- Strength and conditioning exercises 10-20 minutes
- Cool-down 5-10 minutes



Uniforms & Equipment

Uniforms and equipment are provided by Special Olympics Utah and are property of Special Olympics Utah for use by the athletes and coaches of accredited delegations. Uniforms and equipment should be kept by the head of delegation or head coach. Athletes should not keep their uniforms even if they play the same sport from year to year. Uniforms should be washed and cared for making note of any damage and replacement of uniforms that may be needed for the next season. It is helpful to keep a spreadsheet or other type of documented inventory of uniforms and sizes as well as equipment. Keeping an up to date inventory will help in planning a budget for the year as well as ensuring at the beginning of a season that will have the proper amount and sizes of uniforms for the athletes that will be participating.

Uniform distribution can be done at the competition prior to their competitive event. Make sure to allow enough time for athletes to arrive and change before their first scheduled game or race. Make sure athletes know when they are expected to be returned (at the end of the day, after their event, etc). Uniforms may also be distributed at the practice prior to a competitive event if coaches would like the athletes to arrive dressed. If this is the case, it is a good idea to have athletes and their families sign a uniform check-out form at the beginning of each season. This form will help to ensure that athletes return the uniform, understand when it is to be returned, and consequences if they do not return it or return it damaged. When athletes know their obligations, they are more likely to meet expectations.

Athlete Forms

Medical and consent forms for athletes should be completed and turned into the head coach or head of delegation before the athletes begins practices with that delegation. These medical and consent forms must be kept by the head coach or head of delegation (whichever will be at each practice) and must be kept on hand at all practices and competitions. This is crucial information to have readily available when an incident occurs. Please note that medical and concussion policy forms expire three years from the signed date on the form. Consent forms never expire. The HOD can receive an updated team roster with medical, concussion, and consent form expiration dates for the team's athletes each year as requested.

Family Involvement

Special Olympics families can play a key role in helping athletes learn sport skills. The athletes' family members and friends are usually the most important influences in their lives. Family members can lend tremendous support by giving love and encouragement to the Special Olympics athletes' efforts in reaching their personal goals. Research has shown that when families participate in Special Olympics activities with their athletes they develop an increased sense of pride and respect for athletes' abilities and potential. Family and friends are also the ones that can help athletes change and create positive habits relating to health, wellness, and physical fitness outside of their team practices and throughout the year. A few examples of ways families can be involved:



- Help their athlete practice specific skills at home
- Practice and play the game as a family
- Provide athlete with transportation to and from practices and competitions
- Help athletes set and achieve goals relating to skills learned at practice
- Participate in a home training program
- Set good eating habits that whole family can follow together
- Exercise together as a family

Make sure to have a good line of communication with the athlete's families or other support systems. This can take the form of emails, text messages, or phone trees. There are many free apps such as Remind, TeamSnap, and Teamer that can help provide easy ways to send texts or other messages to all involved with the team. This will be key in getting athletes to practice and competitions as well as making sure they are prepared with what they will need. Starting the season with a family and athlete orientation is a great way to start with good communication as well as getting families involved beyond dropping off and picking up their athletes. Families can be key not only to the athlete's success, but can be essential in the success of the delegation.

Section 8: Area & State Competitions

Each sport training season culminates with a state level competition. Many of these competitions require participation in the area level competition to qualify to compete at the state level. To compete at both area and state competitions, delegations must register athletes and Unified Partners. Delegations must also register their Head of Delegation and all attending coaches. This can be done through our online registration process found on our website, www.sout.org, under Sports & Fitness Programs. Choose the season and complete all online forms specific to the sport, coaching staff, and housing (if applicable). Be sure to answer all required fields and to give correct information. Once registration has been submitted for the delegation, the Area Manager will then register the team for the competition. The information that is entered will be used to division athletes for individual sports and sports team competition. Information Guide for each sport season that will give details on the sports offered and other important information pertaining to registration guidelines and competition and can be found on the specific games pages of the website.

General Practice and Guidelines for Competition

- No late entries will be accepted. SOUT will not accept late entries or incomplete forms. Delegations must register on or prior to registration due date for any competitions. **Athlete Medical, Consent and Concussion** as well as **Sports Application for Participation in Special Olympics** for Unified Partners must be turned in to the state office one week before state games. **Green Level (Class A) Volunteer Application** for HOD and Coaches must also be completed and turned in one week prior to state-level events. We will not accept these forms at state-level competitions. Athletes or volunteer coaches who do not have a current medical or volunteer form on file will be scratched and no credentials will be available for them at the event. We will accept medicals at all area events which may submit to the person in charge of the area event.
- At competition events, no additions or corrections can be made. Only scratches will be accepted. Please review the delegation report as soon as it is received for an event and contact the Area Manager or person over the event.
- Athletes must have a current Athlete Medical/Consent Application on file with the state office. Athletes cannot practice or compete without a valid medical.
- Athlete may only participate in sport per season (both at area and state level competitions).
- All Area Competitions are held in different locations and within the area the delegation is a part of (North, Metro, Central, Northeast, Southcentral, Southeast, and South). Area Competition and events dates can be found on the SOUT website calendar. The Area Manager will schedule, oversee, and communicate about Area Competitions. This information is then passed on, through the HOD of the delegation.
- At all Special Olympics competition events, delegation must follow uniform standards.
- Rules for Official Sports – SOI has the ultimate authority to determine what rules will govern the conduct of training and competition in a particular Official Sport. All such rules shall be published in

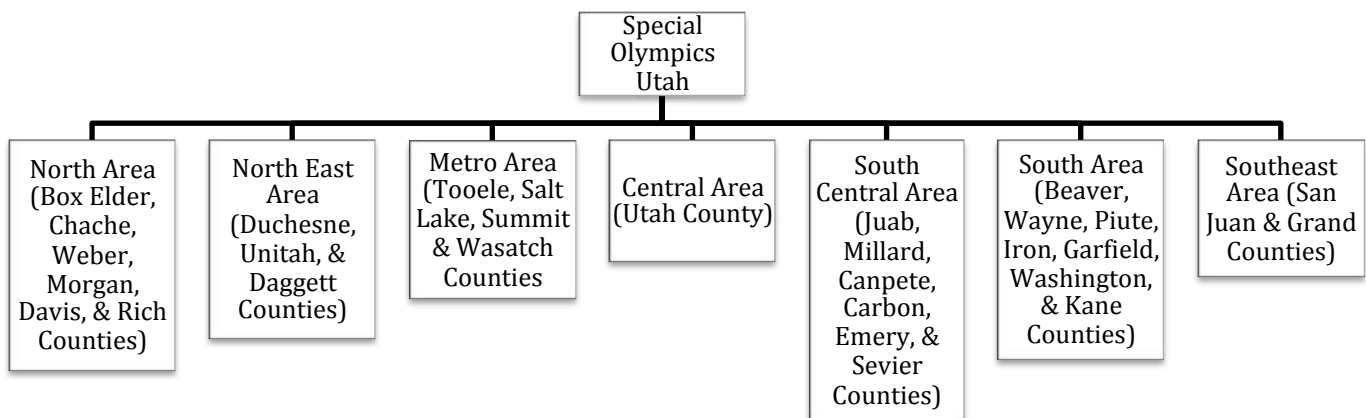
the SOI Sports Rules and disseminated to all Accredited Programs. Coaches can find coaching resources, competition guides, and sports rules on Special Olympics, Inc. 's website at http://www.specialolympics.org/sections/sports-and-games_and_games.aspx

- Rules of Sports Federations – Accredited Programs and GOC's shall follow the rules for specific sports which are issued from time to time by the International Sports Federations, as provided in Section 2.12.

If the delegation does not have access to the internet or/and compute and are unable to register online through our website, please talk with the Area Manager to make other arrangements to register the delegation.

Area Competitions

Special Olympics Utah is broken into seven different geographical areas. Each of these areas conduct area competitions for various sports. Below is a breakdown by county of these seven areas:



The Area Manager for each area is the contact person for all program related needs. They can give more information, help with registration or other paperwork, and address any concerns.

North Area – Alisa Graham, graham@sout.org, 801-644-4877

Northeast Area – Frank Crowther, crowther@sout.org, 801-790-5933

Metro – Alisa Graham, graham@sout.org, 801-644-4877

Central Areas – Alisa Graham, graham@sout.org, 801-644-4877

South, South Central, and Southeast Areas – Frank Crowther, crowther@sout.org, 801-790-5933



Snowshoe Invitational – February 24, 2018

Mountain Dell Nordic Park, Salt Lake City

We are excited to have snowshoeing return in 2018 in effort to bring year around sporting events for our athletes. Snowshoeing is a energetic and exciting winter sport that will offer both a walk and run competition for athlete.

Snowshoe Invitational will only offer snowshoeing for participation ribbon. This is not a state competition and there will not be area competitions for this sport. The snowshoe invitational will give an opportunity for athlete to participate in an event during winter months.

Registration for snowshoeing is due **February 2, 2018**. Registration can be completed online at www.sout.org . Please contact your Regional Program Manager with questions concerning registration or the event.

Registration process for specific sports and uniform standards:

Snowshoe

We offer snowshoe walk and run races. Please see the Information Guide found on our website under Snowshoe Invitational. The Information Guide will give details on events offered and rules. Contact the Area Manager for more information

To register for Snowshoe Invitational each athlete will need to be registered for an event (up to 3) plus their time for each event. We will be offering the 10m assisted walk, 10m walk, 25m walk and run, 50m walk and run, and the 100m walk and run. Fill out all requested information including full name and date of birth. This form can be found on our website at www.sout.org under Sports and Competition. The athlete's time for each event as well as their age, will be used to division them for the competition. As a coach, attend a coaches training and use resource on www.sout.org and www.specialolympics.org.

Snow Uniform Standards: Athletes will wear appropriate winter appeal including winter jackets, snow boots, gloves, and hats to help stay warm and safe while completing outdoors. They may wear a polo under their winter clothing with Special Olympics logo and delegation logo.

State Basketball Tournament– March 23-24, 2018

University of Utah, Salt Lake City



State Basketball in event for our 2018 season and will show case athlete's skills in 3v3 Traditional, 5v5 Traditional and Unified Sports® Basketball, Basketball Skills, and MATP. This state events gives an opportunity for all athletes with varying skills levels to participate in basketball.

Area competition is held for all basketball events and must be attended to continue to State Basketball Tournament. Athlete can only compete on one team. For example, athletes cannot play on a 3v3 team and a 5v5 team or compete in skills and with a 3v3 team. They must choose one event in basketball to participate in at both the area and state level.

Registration for State Basketball Tournament and for area competitions are due **February 16, 2018.**

2018 Area Competition Dates: Please check the event calendar on our web site, ww.sout.org or contact the Regional Program Manager for area event schedule.

Registration process for specific sports and uniform standards:

Basketball

We offer 3v3 Traditional Basketball, 5v5 Traditional and Unified Sports® Basketball, Basketball Skills, and MATP. Please see the Information Guide found on our website under State Basketball Tournament. The Information Guide will give details on events offered and rules.

- MATP Basketball, Basketball Skills, 3v3,5v5 Unified Sports® Basketball and 5v5 Traditional Basket

Basketball Team: To register for 3v3 Basketball, 5v5 Traditional Basketball, or 5v5 Unified Sports® Basketball complete our online Basketball Team registration forms. Athletes can only participate at one level. For example, they cannot participate in basketball skill and on a basketball 3v3 team. Fill out all requested information on the team registration form including the team assessment score. The maximum allowable roster is 6 players for 3-on-3 and 10 players for 5-on-5. All scores should be between 2 & 8. To find the total team assessment score complete a basketball skill assessment for individuals. This form, which can be found on our website, assesses the athlete or Unified Partners ball handling, passing, movement, game awareness, shooting, and rebounding. The assessment form will walk the coach through on how to score the skills area between 2 & 8. After completing the assessment divide the total score by 6 to determine the overall rating, rounding to the nearest 10th. For example, $6.97 = 7.0$ or $3.43 = 3.4$. Once there is an assessment score for each individual, total the scores and divide by the number of players on the team to get team assessment score. This assessment score is used to division the teams. As a coach, attend a coaches training and use resources on www.sout.org and www.specialolympics.org to help perform more accurate assessments for proper divisioning and competition at events.

Basketball Skills: To register for Basketball Skills, coaches must complete our online Individual Sports Registration Form and select Basketball Skills in the drop-down menu. Each athlete completes in a set of skills and is scored by their performance. The skills competition is composed of three events: spot shot, 10-meter dribble, and target pass. The athlete's final score is determined by adding together the scores achieved in each of these four events. The skills and the process for scoring is found in the official rules at www.specialolympics.org. This scoring form is also used as area and state level competitions. Contact the Area Manager for more information.

Basketball Uniform Standards: Athletes will wear appropriate basketball uniforms. Jerseys and matching shorts will include the Special Olympics Utah and delegation logo. The uniform shirt must have 4-inch numbers on the front and 6-inch on the back. Gym shoes must be worn.

Summer Games – June 8-9, 2018



Utah County – TBA *Each sports venue will be in a different location but close in proximity.

Summer Games is Special Olympics Utah's largest event of the year. With over 1,000 athletes and Unified Partners competing, it is a great culminating event for a season of hard work and training.

In 2018 Swim, Softball (Traditional and Unified Softball), and Track & Field will be offered at Summer Games. Area competition is held for Track & Field and Swim and must be attended to continue to Summer State Games. There is not an area competition for Softball. Teams will participate at the State level only.

Registration for all summer games sports are due **May 18, 2018**. Please note special adjusted registration dates for the delegation area. These dates will be set by the Regional Program Manager and posted to the calendar.

2018 Summer Area Competition Dates: Please check the event calendar on our web site, ww.sout.org or contact the Area Manager for area event schedule.

Registration process for specific sports and uniform standards:

Softball

We offer Unified Sports Softball, Traditional Softball Team, and Softball Skills. Please see the Information Guide found on our website under Summer State Games. The Information Guide will give details on events offered and rules. Contact the Area Manager for more information

Softball Team: To register traditional softball team, complete our online Softball Team Registration Form. Fill out all requested information including the team assessment score, which is the total of all player scores divide by the total number of players. All scores should be between 2 & 8. To find the total team assessment score complete a softball skills assessment for individuals. This form, which can be found on our web site, assesses the athlete hitting, fielding, base running, game awareness, throwing, pitching, and catching. The assessment form will walk through on how to score the skill area between 2 to 8. After completing the assessment divide the total score by 7 to determine the overall rating, rounding off to the nearest 10th. For example, $5.97=6.0$ or $4.53 = 4.5$. Once there is an assessment score for each individual, total the scores and divide by the number of players on the team to get the team assessment score. This assessment score is used to division the teams. As a coach, attend a coaches training and use resource on www.sout.org and www.specialolympics.org to help perform more accurate assessments for proper division and competition at events.

Softball Skills: To register for Softball Skills, coaches must complete our online Individual Sports Registration Form and select Softball Skills in the drop down menu. On this form the coach or HOD will submit the total skill score for the athletes. Each athlete completes in a set of skills and is scored by their performance. The skills competition is composed of four events: Base Race, Throwing, Fielding and Hitting. The athlete's final score is determined by adding together the scores achieved in each of these four events. The skills and the process for scoring is found in the official rules at www.specialolympics.org. This scoring form is also used as area and state level competitions. Contact the Area Manager for assistance.



Softball Uniform Standards: Athletes will wear appropriate uniforms, jerseys, matching shorts or pants, socks, hats (for softball only). Jerseys will include the Special Olympics Utah and delegation logo. The uniform shirt must have 4-inch numbers on the front and 6-inch numbers on the back. Gym-type shoes or softball cleats (preferred) are appropriate. Metal cleats or cleats with detachable plastic cleats are NOT allowed for softball. Caps or (soft) visors are optional. If they are worn they must be matching for all team member.

Track & Field

We offer both walk and run race, relay (traditional and unified), as well as field events. Please see the Information Guide found on our website under Summer State Games. The Information Guide will give details on events offered and rules. Contact the Area Manager for more information.

To register an athlete or Unified Partner (Unified Sports Athletics Relay events only) for Track & Field, complete our online Individual Sports Registration Form found on our website. Select in the drop down menu under sports, Athletics (track & field). Athletes may compete in a total of four events. In the spaces provided on the online form, select the event the athlete or partner will be participating in and the corresponding time (track event) or distance (field events). When completing registration for track events submit time in minutes and seconds. An athlete must compete in consecutive track events. For example: 400m dash, 800m run, 1500m run. Or, 50m walk, 100m walk, 200m walk. An athlete may compete in the walk and run of the same distance provided it is the longest distance they compete in (50m dash, 100m dash, 200m dash, 200m walk). In assisted walk events "equipment" refers to an athletes who may use a walking aid, but may not receive physical assistance from coaches, officials, etc. If an athlete is receiving assistance from a coach the athletes require a coach to walk along side or help in any way except to provide forward movement/propulsion to the athlete. These athletes may also use assistive equipment.



Relay Events: A delegation has the option to register a traditional relay team consisting of 4 athletes or a Unified Sports Athletic Relay team which consist of two athletes and two unified partners. To register a relay team complete the relay registration form on our web site. List each athlete and/or unified partner with the total team time of all four members on the relay team.

Field Events: Athletes will be allowed 3 non-consecutive attempt and the longest of the 3 attempts will be their final score. This should be the distance that is turned in for registration. When completing registration, submit all distances/heights in METERS! 1 foot = 0.3048 meters. Athletes may compete in the Turbo Jav AND the Shot Put but cannot compete in the Turbo Jav and/or Shot Put and the Softball Throw or Ball Throw for Distance. They also cannot compete in both Softball Throw and Ball Throw for Distance. Athletes who are able to throw further than 25 meters in the Ball Throw for Distance or Softball Throw must move to the Turbo Jav or Shot Put.

Athletes may be registered for either the standing long jump or the (running) long jump, but not both. In the Long Jump event (not standing) the athlete must be able to jump at least 1 meter which is the distance from the take off point to the pit.

Athletics Uniform Standards (track & field): Athletes will wear athletic gym shorts or sweats and t-shirt or jersey that includes the Special Olympics Utah and delegation logo. Athletic Gym-type shoes will also be worn. No jeans or street shoes are allowed. Numbered bibs will be provided and must be worn on the front of the athlete's shirt.

Aquatics (Swim)

We offer traditional swim events and modified swim events that are short in length and includes walk and assisted races. Please see the Information Guide found on our website under Summer State Games. The Information Guide will give details on events offered and rules. Contact the Area Manager for more information.

To register an athlete or Unified Partner (Unified Sports Aquatics Relay events only) for Swim, complete our online Individual Sports Registration Form found on our website. Select in the drop-down menu under sports, Swim. Athletes may compete in a total of four events. In the spaces provided on the online form, select the event the athlete or partner will be participating in and the corresponding time. When completing registration for swim events submit time in minutes and seconds. An athlete must compete in consecutive events. If an athlete is receiving assistance from a coach in swim races, the coach walks alongside cannot help in any way except to provide forward movement/propulsion to the athlete. These athletes may also use assistive equipment if form of a flotation device. Please refer to the Swim Rules on what type of floatation devices can be used.

Relay Events: A delegation has the option to register a traditional relay team consisting of 4 athletes or a Unified Sports Swim Relay team which consist of two athletes and two unified partners. To register a relay team, complete the relay registration form on our web site. List each athlete and/or unified partner with the total team time of all four members on the relay team.

Swim Uniform Standards: Athletes will wear swimsuits that are not transparent, even when wet. Female athletes must wear one-piece suits. Male athletes will wear “brief”, “boxer” or “jammer” type swimwear. Deck shoes are encouraged and at some pools required. Athletes may choose to provide their own swimsuits as long as they fit within the above guidelines. If the delegation purchases a swimsuit through SOUT, it must be returned for future use by the delegation at the end of the aquatics season.

MOTOR ACTIVITIES TRAINING PROGRAM (MATP)

MATP is offered at all area and state competitions: The Motor Activity Training Program encourages a high level of consistency for the athlete and a high level of flexibility for the coach to modify activities to meet the athlete's abilities and interests. To register for MATP use the athlete and partner registration form online. Training programs should include only a few skills, recognizing that several activities may be utilized to teach each sport skill. To set goals, short-term objectives, and select appropriate training activities coaches should determine the athlete's present ability level on each motor skill. There is a Motor Skills Assessment form to assist with setting a goal and steps to meet the goal.

Athlete's participating in the Motor Activity Training program should submit a goal summary and description of program with registration. This can be found on our web site and can also be requested from the Area Manager.

Motor Activity Training Program Uniform Standards: Shirt with Special Olympics Utah and delegation logo. It needs to be presentable and comfortable. Jeans are not permitted. Athletic shorts or pants and appropriate shoes specific to the MATP skill they will be performing.



2018 Regional Bowling Invitational – July/August 2018

Location to be announced depending on event date.



Bowling is a popular sport that we are excited to have back for a second year. We offer two regional bowling invitationals in which a delegation may participate in one of these events based on their location.

Regional Bowling Invitational will only offer bowling, but participant will be awarded in their divisions. This is not a state competition and there will not be area competitions for this sport.

Registration due dates and competition schedule:

South, South East, and North East – Registration due date July 13th

Competition date July 28th

North, Metro, and Central – Registration due date July 20th

Competition date August 4th

Bowling

Athletes can only participate in one event. Events we will be offering are Ramp (assisted and unassisted), singles, doubles (unified and traditional) and team (unified and traditional). Team and doubles will be using the Baker Style of bowling. Any athlete, who participates in singles with an average of 60 or below, will be considered developmental. Developmental divisions will only bowl two game in competition.

Assisted and Unassisted Ramp Bowlers – 2 games

Developmental singles Bowlers (average 60 or below) – 2 games

Single bowlers (average 61 or above) – 3 games

Double (traditional and unified) – 5 games

4 Person Team (traditional and unified) – 7 games

To register for bowling please complete our online registration forms found on our website. For singles use the online individual sports registration form and for doubles and 4-person team use the bowling team registration form. An athlete can only participate on one team or as a single, but both or on two teams. Fill out all requested information on the online registration form. Please see the Information Guide found on our website under Regional Bowling Invitational. The Information Guide will give details on events offered and rules. Contact the Regional Program Manager for more information.

Bowling Uniform Standards: Athletes must wear collared shirts and slacks, shorts, or athletic style pants. No jeans are allowed. Bowling shoes will be worn. No open toed shoes will be permitted.

Fall Sports Classic – October 19-20, 2018

Salt Lake City – TBA *Each sports venue will be in a different location but close in proximity.

Fall Games, known as the Fall Sports Classic is a great opportunity for both teams and individual athletes to compete in their sport they have been training in the weeks and months leading up to this state event.

In 2018 athletes and Unified Partners can choice from Soccer (traditional and Unified Sports® Soccer), Golf, Bocce, and Motor Activities Training Program (MATP). There is an area competition event for Bocce only. Delegations must participate on the area level to advance to state in bocce only.

Registration schedule for all fall games sports is as follows;

Registration due August 20, 2018. (North Area Bocce due August 8th)

Registration for Golf and Soccer to compete at Fall Sports Classic is September 24, 2018

Please note special adjusted registration dates for the delegation area. These dates will be set by the Regional Program Manager and posted to the calendar.

2018 Fall Area Competition Dates: Please check the event calendar on our web site, www.sout.org or contact the Regional Program Manager for area event schedule.

Registration process for specific sports and uniform standards:

Soccer

We offer 5v5Unified Sports ®, 5v5 Traditional Football (Soccer) team, and Soccer Skills. Please see the Information Guide found on our website under Fall Sports Classic. The Information Guide will give details on events offered and rules. Contact the Area Manager for more information.

Soccer Team: To register 5v5Unified Sports ® and Traditional Football (Soccer) team, complete our online Soccer Team Registration Form. Athletes cannot participate in both. Fill out all requested information including the team assessment score, which is the total of all player scores divide by the total number of players. All scores should be between 2 & 8. To find the total team assessment score complete a soccer skills assessment for individuals. This form, which can be found on our web site, assesses the athlete or Unified Partners in ball skills, passing, movement, game awareness, shooting, defence, and goal keeping. The assessment form will walk the coach through on how to score the skill area between 2 to 8. After completing the assessment divide the total score by 7 to determine the overall rating, rounding off to the nearest 10th. For example, $5.97=6.0$ or $4.53 = 4.5$. Once there is an assessment score for each individual, total the scores and divide by the number of players on the team to get the team assessment score. This assessment score is used to division the teams. As a coach, attend a coaches training and use resource on www.sout.org and www.specialolympics.org to help perform more accurate assessments for proper division and competition at events.

Soccer Skills: To register for Soccer Skills coaches must complete our online Individual Sports Registration Form and select Soccer Skills in the drop-down menu. On this form submit the total skill score for the athletes. Each athlete completes in a set of skills and is scored by their performance. The competition consists of three events: dribbling; shooting; and run and kick. The skills and the process for scoring is found in the official rules at www.specialolympics.org. This scoring form is also used as area and state level competitions. Contact the Area Manager for more information.

Soccer Uniform Standards: Athletes will wear appropriate uniforms, jerseys, matching shorts or pants, socks, hats (for softball only). Jerseys will include the Special Olympics Utah and delegation logo. The uniform shirt must have 4-inch numbers on the front and 6-inch numbers on the back. Gym-type shoes or cleats and softball or soccer socks are appropriate.

Bocce

We offer Developmental Bocce singles, Bocce Doubles (traditional 2-person team), and Bocce Unified Sports® 4 person team. Please see the Information Guide found on our website under Fall Sports Classic. The Information Guide will give details on events offered and rules. Contact the Area Manager for more information.

Bocce Developmental Single and Team: To register for Unified Sports® Bocce 4-person team, Bocce Doubles Traditional two person team, or Developmental Bocce singles, need to complete our online Bocce Registration forms. An athlete can only participate on one team. Fill out all requested information on the Bocce Registration form including the team assessment score. To find the total team assessment score complete a Bocce assessment for each athlete.

Finding the Assessment Scores for Bocce:

Each athlete should play three modified games, called a set. The athlete should alternate from each end of the court and play the following allotted balls. The athlete should not surpass the foul line when he/she plays the allotted balls:

- a. The referee will place the pallina at the marked spot (center) of the 9.15-meter (30-foot) line, and the player should play eight balls. The referee will measure the closest three balls and record their distance in centimeters.
- b. The referee will then place the pallina at a marked spot in the center of the court at the 12.20-meter (40-foot) mark, and the player should play eight balls. The referee will measure the closest three balls and record their distance in centimeters.
- c. The referee will then place the pallina at the marked spot (center) of the 15.24-meter (50-foot) line, and the player should play eight balls. The referee will measure the closest three balls and record their distance in centimeters.

During the divisioning process, if the pallina is moved from its spot at 9.15- meters (30ft), 12.20-meters (40ft) or 15.24-meters (50ft), it is to be replaced on the spot before the next ball is rolled and before any measurements are taken.

Measurements will be taken from the center side of the bocce ball to the center side of the pallina, for a total of nine measurements, the sum of which becomes the athlete's divisioning score.

For Doubles and Teams, the sum of the athlete's divisioning scores shall be the Doubles and Team's divisioning score.

This assessment score is used to division the teams. As a coach, attend a coaches training and use resources on www.sout.org and www.specialolympics.org to help perform more accurate assessments for proper divisioning and competition at events.

Bocce Uniform Standers: Athletes must wear collared shirts and slacks, shorts, or athletic style pants or shorts. Gym shoes will be worn. No open toed shoes will be permitted. Denim and spiked shoes are not allowed.

Golf

We offer Level 1 – Skills Competition, the development of these skills is necessary prior to advancing to Level 1a & 1b or Level 2, Levels 1a & 1b (developmental par-3 golf), Level 2 – 9 Hole Alternate Shot Team Play, Level 3 – Unified Sports ® Team Play (18 hole), Level 4 – 9 Hole Individual Stroke Play, and Level 5 – 18 Hole Individual Stroke Play. Please see the Games Guide found on our website under Fall Sports Classic. The Fall Sports Information Guide will give details on events offered and rules. All review and know Golf Sports Rules found on specialolympics.org and our website. Contact the Area Manager for more information.

Golf Level 1a & 1b -5: To register for any golfing event complete our online Golf Registration forms. An athlete can only participate on one team. Fill out all requested information on the Golf Registration form including their golf score.

Level 1/Golf Skill: The purpose of the Individual Skills Competition is to allow athletes to train and compete in basic golf skills. The development of these key skills is necessary prior to advancing to Level 2-5. A maximum of 140 points may be scored in Level I, if the bunker shot is included. An example of the Individual Skills Competition Scoresheet can be found in the Golf Rules. Skills events include: short putt, long putt, chip shot, pitch shot, bunker shot. The score from the Skills Competition is used for registration.

Golf Uniform Standers: Athletes must wear collared shirts and slacks, shorts, or athletic style pants or shorts. Golf and gym shoes will be worn. No open toed shoes will be permitted. Denim are not allowed.

MOTOR ACTIVITIES TRAINING PROGRAM (MATP)

MATP is offered at all area and state competitions: The Motor Activity Training Program encourages a high level of consistency for the athlete and a high level of flexibility for the coach to modify activities to meet the athlete's abilities and interests. To register for MATP use the athlete and partner registration form online. Training programs should include only a few skills, recognizing that several activities may be utilized to teach each sport skill. In order to set goals, short-term objectives, and select appropriate training activities coaches should determine the athlete's present ability level on each motor skill. There is a Motor Skills Assessment form to assist with setting a goal and steps to meet the goal.

Athlete's participating in the Motor Activity Training program should submit a goal summary and description of program with registration. This can be found on our web site and can also be requested from the Area Manager.

Motor Activity Training Program Uniform Standards: Shirt with Special Olympics Utah and delegation logo. It needs to be presentable and comfortable. Jeans are not permitted. Athletic shorts or pants and appropriate shoes specific to the MATP skill they will be performing.

General Procedures for Competitions, Games, and Tournaments

Coaches' Responsibilities at Competitions, games, and Tournaments

The delegation (HOD, coaches, family/support, delegation volunteers) are responsible for athletes throughout SOUT competitions and events, including travel to and from the events and any overnight stays.

1. It is up to the delegation to ensure that the athletes' physical and emotional needs are met.
2. Coaches need to ensure that athletes are properly warmed-up and cooled down after.
3. Take precautions to avoid sunburn and heat exhaustion by using sunscreen, drinking plenty of water and taking advantage of shaded areas whenever possible. Verify that athletes are not allergic to sunscreen prior to application.
4. Be sure needed first aid is administered promptly. Bring a first aid kit if possible.
5. Be sure athletes get adequate rest.
6. Security has the authority to remove individuals from the dormitories, hotels or venue sites if behavior cannot be controlled.
7. Be sure athletes eat properly; avoid overeating or missing meals.
8. Be aware that the excitement of the games may encourage inappropriate behaviors. Close supervision while in the dormitories and at all activities is required.
9. The delegation should be aware of athlete's possessions.
10. The delegation and coaches is expected to be totally familiar with the medical conditions, precautions, and medication requirements of the athlete. It is the coaches' responsibility to insure that medication is administered properly and appropriately. Knowledge of the medication regimen (what, how much, and when) is essential.
11. The HOD or coach is expected to carry a copy of the valid medical forms for each athlete at all times.
12. The HOD, coach, and supporting delegation members must be totally familiar with all schedules; sports, special events, and meals. It is the HOD and coaches' responsibility to ensure the athlete is on time for all sports competition and also has the opportunity to participate in special activities.
13. The coach is expected to be familiar with Special Olympics sports rules. Questions or concerns about sports events should be addressed to the program Vice President.
14. Protest Procedure – Only an HOD or Certified Coach may file a protest to the appropriate venue SOUT staff within 30 minutes of the event.
15. ALCOHOLIC BEVERAGES AND SMOKING ARE NOT ALLOWED AT SPECIAL OLYMPICS EVENTS.

Please do not hesitate to ask questions prior to or during the competition. The more a coach knows, the less confusion will be experienced.

Protest Procedure

In the case of a disqualification of an athlete, or in regards to any other matters during the conduct of the competition, the certified delegation manager or certified head coach may submit a *protest form* within 30 minutes of the completion of the athlete's competition (For example – race, jump, throw, game, match).

The protest must address the "facts" or the "interpretation" of the applicable rules. The competition manager/staff shall review the protest with the appropriate officials and render a decision.

Section 9: Safety & Risk Management

Sports Safety and Awareness

Many factors contribute to the Special Olympics Team and individual athlete's success in sports performance. Athlete training, commitment, capabilities and injuries avoidance all play a part. A Special Olympics Utah coach is responsible to ensure a safe environment for athletes. While a vast majority of sports injuries are minor, there are instances when every second counts. Through training and resource provided by Special Olympics and Special Olympics Utah it is our hope that coaches will be familiar with various types of injuries and medical concerns (seizures, medication side effects, etc.) and how to best respond to them. While not all sport injuries are preventable, preparation of coaches, athletes, supporting family members, and the playing environment can drastically reduce the amount of injury as well as the severity.

As a prepared coach we recommend that they become certified in CPR and First Aid or recruit a volunteer who already have first aid or medical training that would be of great assistance to the delegation. The coach/delegation should review their team's athlete medical forms and have them available at all practices and completions. The information on an athlete medical could be invaluable to emergency medical personal in the event of an emergency.

Other areas to consider and become aware of:

1. Assuring adequate supervision during practices and competitions.
2. Equipment is safety to use and properly used.
3. Facility is accessible and safe for the athletes to use.
4. Proper warm up and stretching before and after practice.
5. Proper training and conditioning for the sports the athlete will be participating in.
6. Good nutrition, healthy diet, and proper hydration throughout the year and especially during the training season.
7. Have a first kit at all practices and competitions with first hand medical and medication information on all athletes.
8. Develop an emergency management plan that can be activated when an athlete is injured to ensure quick and accurate response, communication, and proper medical care.
9. Prepare the athletes by teaching them warning signs of possible injuries or medical condition and to report such warning signs to coaches.



Risk Management Responsibilities

Coaches have the ultimate responsibility to reduce the risks of participation for athletes involved in the sport that they are coaching.

Conducting a Safe Program

Field of Play

The field of play should be checked before and after all practices and events for any obstacles. An indoor court should be clear of any obstacles or obstructions surrounding the out-of-bounds areas. The actual playing surface should be clear, safe and dry. All lines should be clearly visible. Any indoor facility must have proper ventilation, especially in warm climates. Outdoor facilities should be checked for uneven playing surfaces, including holes, uneven grade, or moisture. The playing area should be also checked for additional obstacles. Out-of-bounds areas should be clear of obstructions. All boundaries should be clearly marked.

Other areas being used by players, such as locker rooms and showers, should be reviewed for safety and accessibility. Floors should be properly drained and have nonslip surfaces. Areas utilized by spectators, families and other nonparticipating players should be assessed for safety and accessibility.

Equipment

Athletes need to have the proper equipment for each sport, and if equipment must be worn, it should fit properly. The following areas should be addressed:

Adequate amount of equipment—all necessary equipment should be available for all practices and events. Athletes should be able to use the equipment for warm-up and participation.

Well-maintained equipment—all equipment should be checked prior to the start of practice or competition. Equipment that is routinely or occasionally used should be maintained and checked before each use.

Proper use of equipment—manufacturers develop equipment for specific uses. The coaching staff should instruct their players in the correct use of the equipment. Improper use is not only unsafe but may invalidate the warranty.

Proper size of equipment—equipment should adhere to the specifications designated by the sport.

Proper fit of equipment—any equipment used in the context of a sport should be fitted to each athlete.

Proper warranty and safety criteria—review of the safety criteria and appropriate use is recommended.

Traveling

The coaching staff is responsible for all their athletes when traveling to play and compete. The coach should review any special instructions for each player with the parents or guardian or support so they know where to travel and travel safely. The mode of transportation should be safe, as should any drivers. Weather conditions should be reviewed before leaving for any competition.

Supervisory Planning

The coach needs to provide appropriate supervision for all practices and events. Any other personnel or volunteers should be properly trained and supervised in their work with the athletes. Suitable credentials are recommended for those who are involved, such as Special Olympics and National Governing Body (NGB) coaching credentials and CPR and First Aid Certification.

Prevention of Injury

Many factors contribute to the prevention of injury or the reduction of risk for injury.

Appropriate assessment of athlete readiness and skill—the coaching staff should determine a starting point for each athlete based on his readiness and skill. Motivation, interest, and physical skill all contribute to development of a plan of action.

Training program for year-round fitness—the coach should work with each athlete and family to develop and encourage compliance with a year-round fitness and nutrition plan to foster and develop positive health behaviors as well as physical preparation for activity.

Sport-specific training plan—the coach should work with the athlete and family to develop an individualized sports training plan for development of the appropriate skills and conditioning for sport.

*Availability and completion of medical forms and special medical instructions are recommended for all practices and games. First aid kits should be available at all practices and games.

Consider the Weather and the Environment

Heat—athletes should gradually adjust to exercising in the heat over a two-week period. Initially, they should exercise in light clothing during the cooler portions of the day. Gradually expose athletes to short periods of exercise during the hotter part of the day, similar to the time of competition. If the sport involves heavy clothing and equipment, they should first adjust to wearing their uniforms, and then adjust to wearing the uniform in the heat. Hydration should be maintained at all practices and games.

Cold—athletes should adjust to the cold over a period of several days. They should learn to layer their clothing so they can adjust attire for the temperature. Hats and gloves should be worn if necessary.

Altitude—athletes who are not accustomed to exercising at high altitudes should adjust gradually over a period of 10-14 days. Exercise should be gradually increased in length and intensity. Altitude sickness, consisting of nausea, dizziness, shortness of breath, and flu-like symptoms are common without gradual adjustment.

Sun or snow blindness—to prevent both sun and snow blindness, athletes are required to wear dark glasses with lateral shields during outdoor activities. Glasses should have ultraviolet blocking.

Sunburn—visors or long-sleeve shirts should be worn if athletes will be exposed to the sun during their activities. Sunscreen with a minimum SPF 15 should be used on all exposed body parts, including the nose, ears, face, lips and any bald spots on the scalp.

Wind—wind can cause an increase in chills, dry skin and eye irritation. Glasses will provide some protection, as will eye drops or artificial tears. Lip balm maintains moisture of the lips. Proper clothing will provide protection from skin irritation and chilling.

Risk management is a method for identifying risks and developing and implementing programs to protect the organization and prevent loss and to maximize safety of athletes, volunteers and spectators.

Emergency Preparedness and Planning

Developing Emergency Medical Plan

Planning and preparation are the keys to appropriate handling of athletic injuries. Regardless of the seriousness of an injury, failure to properly prepare for every foreseeable occurrence is inexcusable. In the case of a severe injury, careful preparation and an effective emergency plan can have a major effect on the outcome. All incidents should be reported to SOUT within 24 hours using the Special Olympics Accident / Incident Report Form.

First Aid Kit

The initial focus for preparation is equipment and supplies required for treating injuries. Never begin a practice or event without a properly stocked first aid kit that is immediately accessible. All first aid kits should be updated/checked/re-stocked prior to any practice, event or travel situation.

Minimum components are:

- Plastic adhesive strips (various sizes) and adhesive tape.
- Gauze pads (sterile and non-sterile) and rolled gauze.
- Triangle bandages and elastic wraps.
- Squirt-top container of sterile water and cotton swabs.
- Antibacterial cream, petroleum jelly and sun block cream.
- Scissors and sharp knife.
- Phone numbers for emergency services.
- Emergency information card for each athlete.
- Medical gloves.

Other essential items to have at the activity are:

- Adequate supply of ice in a well-insulated container.
- Water reserved for emergency care.
- Towels, blankets and splints

Access to Emergency Medical Services (EMS)

The term "Access EMS" is used frequently in medical circles. This simply means that the highest level of pre-hospital care available in the area should be summoned as quickly as possible.



There are several principles that will aid in the rapid responses of EMS;

- Know whom to call before the need arises. The type of service available varies in different locales. It is important that a coach have knowledge of the services in the area. To locate this service, contact the hospital(s) in the area (or in the area where the event or practice is held) and ask what emergency services are available. If anyone waits until service is needed, valuable time will be wasted.
- Record the phone numbers of local EMS services and have them available at all times. An index card will be useful when sending the assigned person to make the call for emergency help, and should be kept in the first aid kit. In addition, including this number in one's cell phone contact list is strongly advised. This is even more important when 911 is not available.
- Know the location of the nearest operational phone at all times during practice and games. Cell phones should be carried at all times in case of emergency. Establish a procedure for obtaining this information when traveling to an "away" event or practice site.
- Know the street name at all practices and games. This is especially true when the area is unfamiliar territory. It is much better to give too many directions than too few.
- Know the easiest entrance to the field or building. Be sure that the access gate(s) or door(s) is unlocked, or have all necessary keys.
- Assign a person to meet and direct the emergency units to the scene. That person must remain at designated "entrance" until all EMS units have arrived.
- Ensure that coaches are prepared and available to give a complete report to arriving EMS personnel. Have the athletes' medical information in hand and remain until questions are answered.
- Ensure that coaches have all athletes' insurance coverage information on hand. This will save time and avoid possible delays in treatment due to concern about payment of medical expense.
- Keep parents, spectators and others calm and well informed. It is often better to keep families away from the injured athlete, but not at risk of a confrontation. Keep them fully advised at what is happening and allow them to accompany the athlete if ambulance transport is required (assuming the ambulance company/EMT's will allow it).
- Remain calm and cooperative. Stress that everyone involved in the care of an injured athlete must work together.

It is essential that the plan for handling medical emergencies be set forth in writing and distributed to all. Anyone who may be called upon to assist in an emergency situation must receive, and be completely familiar with the plan. Include specific indications of policies and procedures to be followed.

Key concerns are: Notification of parents, notification of administration, selection of transport method, designation of hospital, accompanying athlete to treatment, supervision of remaining athletes, and preparation of injury report. If an athlete is injured during practice or a competition, delegations are to work with medical personnel to determine when the athlete can return to training and activities.

Concussions

Concussion and its long term effects are becoming more of a concern in sports and for Special Olympics. About 4% of Special Olympics athletes have a medical history of sustaining a concussion, though it is suspected that concussion is both under-recognized and underreported in this athlete population. The highest risk sports for concussions in Special Olympics is floor hockey, floorball, basketball, softball, soccer, equestrian sports, downhill skiing, and bicycling, though concussions may occur while participating in any sport. Special Olympics has implemented a Concussion Awareness and Safety Recognition Policy. All coaches are required to complete an awareness training course either through the Center of Disease Control's Heads-Up Concussion or through the National Federation of State High School Association Concussion in Sports training. Information on both online courses can be found through Special Olympics Utah training guidelines. Concussion awareness training must be completed by all coaches at least once every three years. Special Olympics Utah and coaches are required to communicate in writing to all participants and/or parents/guardians, the concussion awareness and safety recognition program, as outlined in the Suspected or Confirmed Concussion and Return to Play sections of the policy. Included in this section is the Concussion Awareness and Safety Recognition Policy that is to be shared with the delegation which includes coaches, athletes, Unified Partners, various volunteers associated with the delegation, providers, and family member/parents/guardians. This policy will also be included with all athlete consent forms.

CONCUSSION AWARENESS AND SAFETY RECOGNITION POLICY

Objective

It is Special Olympics' intent to take steps to help ensure the health and safety of all Special Olympics participants. All Special Olympics participants should remember that safety comes first and should take reasonable steps to help minimize the risks for concussion or other serious brain injuries.

Defining a Concussion

A concussion is defined by the Centers for Disease Control as a type of traumatic brain injury caused by a bump, blow, or jolt to the head as well as serial, cumulative hits to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull. Although concussions are usually not life-threatening, their effects can be serious and therefore proper attention must be paid to individuals suspected of sustaining a concussion.

Suspected or Confirmed Concussion

Effective January 1, 2015, a participant who is suspected of sustaining a concussion in a practice, game or competition shall be removed from practice, play or competition at that time. If a qualified medical professional is available on-site to render an evaluation, that person shall have final authority as to whether or not a concussion is suspected. If applicable, the participant's parent or guardian should be made aware that the participant is suspected of sustaining a concussion.



Return to Play

A participant who has been removed from practice, play or competition due to a suspected concussion may not participate in Special Olympics sports activities until either of the following occurs (i) at least seven (7) consecutive days have passed since the participant was removed from play and a currently licensed, qualified medical professional provides written clearance for the participant to return to practice, play and competition or (ii) a currently licensed, qualified medical professional determines that the participant did not suffer a concussion and provides written clearance for the participant to return to practice play immediately. Written clearance in either of the scenarios above shall become a permanent record.

Special Olympics Accident Insurance Coverage

All incidents should be reported within 24 hours of the incident to SOUT, using the Special Olympics Accident / Incident Report Form. This can be emailed or faxed. Please contact the Area Manager or the VP of Sports Programs.

For Special Olympics Corporate Insurance Program inquiries please contact the State Office.

Certificate of Insurance

Please submit all facility use contract and agreements and Certificate of Insurance requests to the Area Manager or VP of Sports Programming. Contract and agreements with any insurance verbiage must be approved by American Specialty before they can be signed by the State Office. Please contact VP of Sports Programming to help answer any questions. Contract and agreements and certificate requests should be submitted three weeks prior to the start date of the event.

Section 10: Terminology

Disability Language Guidelines

Words matter. Words can open doors to cultivate the understanding and respect that enable people with disabilities to lead fuller, more independent lives. Words can also create barriers or stereotypes that are not only demeaning to people with disabilities, but also rob them of their individuality. The following language guidelines have been developed by experts for use by anyone writing or speaking about people with intellectual disabilities to ensure that all people are portrayed with individuality and dignity.

Appropriate Terminology

Refer to participants in Special Olympics as Special Olympics athletes rather than Special Olympians or Special Olympic athletes. Refer to individuals, persons or people with intellectual disabilities, rather than intellectually disabled people or the intellectually disabled. A person has intellectual disabilities, rather than is suffering from, is afflicted with or is a victim of mental retardation/intellectual disabilities. Distinguish between adults and children with intellectual disabilities. Use adults or children, or older or younger athletes. A person *uses* a wheelchair, rather than is confined or restricted to a wheelchair.

"Down syndrome" has replaced Downs Syndrome and mongoloid. Refer to participants in Special Olympics as athletes. In no case should the word athletes appear in quotation marks. When writing, refer to persons with a disability in the same style as persons without a disability: full name on first reference and last name on subsequent references. Do not refer to an individual with intellectual disabilities as "Bill" rather than the journalistically correct "Bill Smith" or "Smith." A person has a physical disability rather than crippled. Use the words "Special Olympics" when referring to the worldwide Special Olympics movement.

Terminology to Avoid

Do not use the label "kids" when referring to Special Olympics athletes. Adult athletes are an integral part of the movement. Do not use the word "the" in front of Special Olympics unless describing a specific Special Olympics event or official. Do not use the adjective "unfortunate" when talking about persons with an intellectual disability. Disabling conditions do not have to be life-defining in a negative way. Do not sensationalize the accomplishments of persons with disabilities. While these accomplishments should be recognized and applauded, people in the disability rights movement have tried to make the public aware of the negative impact of referring to the achievements of people with physical or intellectual disabilities with excessive hyperbole.

Use the word "special" with extreme care when talking about persons with intellectual disabilities. The term, if used excessively in references to Special Olympics athletes and activities, can become a cliché.

Frequently Used Words & Phrases:

The words and phrases listed below have the following meanings whenever they are used in General Rules or in reference to Special Olympics:

“Accredited Program(s)” means any National Program, U.S. Program, Sub-Program, or other organization accredited by or through SOI’s authority to organize and conduct Special Olympics training and competition programs within a particular jurisdiction. Unless otherwise indicated by a specific Section of these General Rules, the phrase “Accredited Program” is a generic reference to both National Programs and U.S. Programs. Where required by the context, the phrase “Accredited Program” also includes Sub-Programs.

“Board of Directors/National Committee” means the board of directors of any Accredited Program which is operated as an independent legal entity, or the committee or association which has the ultimate legal responsibility for governing the affairs of any National Program which is not operated as an independent legal entity.

“Games” means, generally, any Special Olympics Summer Games and/or Special Olympics Winter Games offered or conducted by SOI, a GOC, an Accredited Program, or any other organization or entity licensed by SOI to conduct Games under the name or auspices of Special Olympics.

“GOC(s)” means, individually and collectively, the Games Organizing Committee(s) licensed and authorized by SOI to organize, finance and conduct specific World Games and/or any other SOI-sanctioned events.

“MATP” is defined in Section 2.

“National Games” means any Summer Games and/or Winter Games offered or conducted on a national basis by a National Program.

“Official Sport(s)” means, individually and collectively, the Official Summer Sports and/or the Official Winter Sports.

“SOI” means Special Olympics, Inc.

“SOI Sports Rules” means the separate document entitled “Official Special Olympics Sports Rules,” which is issued periodically by SOI for the use of all Accredited Programs and GOCs in conducting training and competition in each Official Sport, as amended and updated from time to time by SOI.

“SO Mark(s)” means, individually and collectively: (1) the mark and name “Special Olympics,” regardless of how that name is used or displayed, and specifically, whether or not it is used by itself or with SOI’s name, the name of an Accredited Program, the name or logo of a GOC, or the name of a Special Olympics event; (2) the SO Logo; (3) any Games or GOC logo, slogan or theme used by SOI, a GOC or an Accredited Program; (4) Unified Sports®; (5) The Law Enforcement Torch Run® for Special Olympics; (6) any figures or logos used by SOI or any GOC continued as symbols for Official Sports; and (7) any other mark, name, logo, emblem, slogan, motto, depiction or other expression which SOI has approved for use in connection with Special Olympics, for which SOI has filed ownership registration(s) with the U.S. Patent and Trademark Office and/or

any other trademark registration entity or governmental authority, or which SOI determines has become identified and associated with Special Olympics through repeated usage in connection with Special Olympics programs or events.

“Special Olympics,” or “Special Olympics Movement,” when used in these General Rules without any other modifying or limiting term, is intended as a generic reference to the Special Olympics program of sports training and competition and the global Special Olympics movement established and administered by SOI.

“Sub-Program(s)” means a local or community program located within the jurisdiction of an Accredited Program, which local/community program is specifically accredited and authorized by an Accredited Program or by SOI, in accordance with these General Rules, to organize and conduct local Special Olympics programs within a defined area that is located entirely within the geographic jurisdiction of the accrediting Program.

“Summer Games” means any Special Olympics competition offered or conducted by SOI, a GOC, or an Accredited Program in more than four (4) Official Summer Sports, with at least one (1) of these four Official Summer Sports being a team sport.

“Torch Run/LETR” means, individually and collectively: (1) the Law Enforcement Torch Run® for Special Olympics, which consists of the relay run during which the Special Olympics Torch is carried from a pre-determined location (and from Athens, Greece in the case of any World Games) to the site of the opening ceremonies of any Games held by an Accredited Program, or, where applicable, to the site of the opening ceremonies of any Regional Games or World Games; and (2) fund-raising and public awareness activities in support of the Law Enforcement Torch Run® for Special Olympics.

“Unified Sports®” is defined in Section 7.11.

“Uniform Standards” means, individually and collectively, these General Rules, the SOI Sports Rules, the World/Regional Games Charter, the Graphics Standards Guide, the Accreditation Standards, the Accreditation License, any subsequent changes or additions to any of these documents, and any other policies adopted by SOI by written notice to the affected Accredited Programs.

“U.S. Program” means the Accredited Program licensed and authorized by SOI as provided continued in these General Rules to operate Special Olympics programs within the boundaries of a particular state or territory of the United States.

“U.S. Program Games” means any Summer Games and/or Winter Games offered or conducted on a state-wide basis by a U.S. Program.

“Winter Games” means any Special Olympics competition offered or conducted by SOI, a GOC, or an Accredited Program in more than two (2) Official Winter Sports.

“World Games” means any Summer Games and/or Winter Games offered or conducted on a worldwide and international basis by SOI or a GOC.