

2017 SPECIAL OLYMPICS INDIANA EKS GAMES

COACHES HANDBOOK

SEPTEMBER 15-16



**Special
Olympics**
Indiana

Special Olympics Mission

The mission of Special Olympics 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 Olympic athletes and the community.

SPECIAL OLYMPICS INDIANA

Special Olympics Indiana

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Indianapolis, IN 46278

Telephone: 317.328.2000

EVENT PERSONNEL and Sport Rules Committee

SPORT MANAGEMENT TEAM:

Anita Bean, Vigo County

Robin Cramer, Vigo County

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Special Olympics Coaches' Code of Conduct

Special Olympics is committed to the highest ideals of sport and expects all coaches to honor sports and Special Olympics regulations. Coaches coming to the 2017 Special Olympics Indiana EKS Games must accept and adhere to these ideals. Any violation may result in the coach losing his/her coaching privileges. All Special Olympics coaches agree to observe the following code:

Respect for others

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

Ensure a positive experience

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

Act professionally and take responsibility for my actions

1. My language, manner, punctuality, preparation, and presentation will demonstrate high standards.
2. I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).
3. I will encourage athletes to demonstrate the same qualities.
4. I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions or during competition and hereby acknowledge that it is prohibited.
5. I will refrain from any form of personal abuse towards athletes and others, including verbal, physical and emotional abuse.
6. I will be alert to any form of abuse from other sources directed toward athletes in my care.
7. I will be thoroughly familiar with all the information in the Coaches Guide.

Quality service to the athletes

1. I will seek continual improvement through performance evaluation and ongoing coach education.
2. I will be knowledgeable about the Sports Rules and skills of the sport(s) I coach.
3. I will provide a planned training program.
4. I will ensure that each athlete has the opportunity to participate in every game.
5. I will keep copies of the medical, training, and competition records for each athlete I coach.
6. I will assure that athletes are reporting to competition at the proper time.
7. I will follow Special Olympics, International Federation and National Federation/Governing Body rules for my sport(s).

Health and safety of the athletes

1. I will provide for the general welfare, safety, health, well-being, and conduct for each athlete.
2. I will ensure that the equipment and facilities are safe to use.
3. I will ensure that the equipment, rules, training and the environment are appropriate for the age and ability of the athletes.
4. I will review each athlete's medical form and be aware of any limitations on participation noted on that form.
5. I will encourage athletes to seek medical advice when required.
6. I will maintain the same interest and support towards sick and injured athletes as towards the healthy.
7. I will allow participation in training and competition only when appropriate.
8. I will provide 24 hours of supervision in cooperation with other coaches in the area.
9. I will assure that the athletes are properly attired and their credentials are worn at all times.
10. I will aid in accounting for luggage and personal items belonging to the athletes at all times.

I understand that if I violate this Code of Conduct I will be subject to a range of consequences, including possibly being prohibited from coaching in Special Olympics.

Athletes' Responsibilities

Athletes competing in the 2017 EKS Games must accept and carry out these responsibilities. Any disregard or violation of these responsibilities may result in the individual being disqualified from competition.

Sportsmanship

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team and Special Olympics.
- I will not use bad language.
- I will not swear or insult other persons.
- I will not fight with other athletes, coaches, volunteers or staff.

Training and Competition

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen to my coaches and the officials and ask questions when I do not understand.
- I will always try my best during training, divisioning and competitions.
- I will not "hold back" in preliminary competition just to get into an easier finals competition division.

Responsibility for My Actions

- I will not make inappropriate or unwanted physical, verbal or sexual advances on others.
- I will not smoke in non-smoking areas.
- I will not drink alcohol or use illegal drugs at Special Olympics events.
- I will not take drugs for the purpose of improving my performance.
- I will obey all laws and Special Olympics rules, as well as the International Federation and National Federation/ Governing Body rules for my sport(s).

COMPETITION INFORMATION FOR EQUESTRIAN



Venue Description

Hendricks County 4-H Fairgrounds and Conference Complex
1900 East Main Street
Danville, IN 46122

The spectacular Equine Center, featuring a 34,000 square foot Horse Pavilion and 43,840 square foot covered Horse Arena, is one of the premier facilities in the Midwest. The Equine Center amenities include 150 stalls, indoor and outdoor make up arenas, indoor and outdoor wash stalls, covered seating for 1,000, an air-conditioned announcer stand and wheelchair accessible restrooms. Adjacent to the arena is an additional building that could accommodate 120 more horse stalls.

Practice Information

Practice time in the main arena (Arena A & B) and back arena (Arena C) is before competition begins on Friday 4:00 p.m. - 5:30 p.m. and on Saturday 6:30 a.m. - 7:30 a.m.

Delegation Registration

One person per County Program/Riding Center (representative with medical forms) will check-in at the event registration desk Friday 3:00 p.m. - 6:00 p.m. or Saturday 7:00 a.m. - 8:00 a.m. All athlete medical forms will be checked. Any athlete without a current medical form on-site will not be allowed to compete.

Horse: Loading/Unloading

The horse barn will open Friday at 1:00 p.m. No delegation/riding center will be permitted to deliver horses or equipment prior to 1:00 p.m. All horses must be unloaded and loaded at the **TWO (2) WEST DOORS TO THE HORSE BARN.** Upon arrival please see the Barn Manager and he can help you to your stalls. In order to keep this area flowing smoothly we ask that you only park there long enough to drop off or pick up your horses, then move your trailers and truck to the designated parking areas (see the attached maps). We have lots of horses to get in and out in a relatively short amount of time, so your cooperation with this is greatly appreciated. There will be volunteers present to help direct you and to keep the process moving.

Tentative Competition Schedule - Please note that the competition schedule is subject to change.

EKS Games

Equestrian Schedule of Events

**Special
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Indiana



Friday Schedule:

5:00pm Coaches Meeting (Arena C)

6:00pm Opening Ceremonies

6:10pm Dressage (Full Arena)
Drill Teams (Full Arena)
Team Relay (Full Arena)
Driving (Full Arena)

****Awards will be given as each division finishes on Friday night.*

Saturday Schedule:

8:00am Opening Ceremonies

Arena A (Staged by division)

9:00am Showmanship
Spoon Race
LUNCH BREAK (45 Minutes)
English Equitation
Western Equitation
Western Riding

****Awards will be given as each division finishes for events in Arena A.*

Arena B (Come as ready)

9:00am - 11:00am English Trail (Level B)
English Trail (Level C)

11:00am - 12:30pm **LUNCH BREAK**

12:30pm - 3:00pm Western Trail (Level A)
Western Trail (Level B)
Western Trail (Level C)

****Awards for English Trail will begin at 12:00pm.*

****Awards for Western Trail will begin at 4:00pm.*

Arena C (Come as ready)

9:00am - 11:00am Horse Part Identification

11:00am - 12:00pm **LUNCH BREAK**

12:00pm - 3:00pm Barrel & Stake Races

****Awards for Horse Part Identification will begin at 11:30am.*

****Awards for Barrel & Stake Races will begin at 3:30pm.*

Coaches Meeting

A coaches meeting will be held in the Competition Staging Area at the Hendricks County 4-H Fairgrounds and Conference Complex at 5:00 p.m. on Friday. Please come prepared with any scratches and/or changes. Documentation for any Medical and/or Physical requests needed for an Athlete's competition needs must be presented at this meeting. Time update requests for athletes and updates on the official schedule will be discussed at this time.

Competition Rules

The Official Special Olympics Sports Rules for Equestrian shall govern all Special Olympics competitions. As an international sports program, Special Olympics has created these rules based upon Federation Equestre Internationale (FEI) rules for equestrian. FEI or National Governing Body (NGB) rules shall be employed except when they are in conflict with the Official Special Olympics Sports Rules for Equestrian or Article I. In such cases, the Official Special Olympics Sports Rules for Equestrian shall apply.

An athlete may be disqualified for their horse entering arena more than six times in one competition day, or any unsportsmanlike behavior. An athlete with Down Syndrome who has been diagnosed with Atlanto-axial instability may not participate in this sport.

Divisioning

Athletes will be divisioned once the 2017 Special Olympics Indiana EKS Games to ensure fair competition. The divisioning process will make every attempt to yield no fewer than three and no more than eight athletes per division. Athletes will be divisioned by ability as set down in the Official Special Olympics Summer Sports Rules.

Heats/Flights for the preliminary events will be based on the qualifying times submitted on the athlete's registration form or an improved performance submitted by the Head Coach at Final Declaration.

Divisions for finals will be based on the Athletes entry information in their respective competition event.

Placement in Heats cannot be protested unless it has been misapplied.

Honest Effort Rule

The Honest Effort Rule is at the heart of a fair and challenging competition. The Sport Management Team will be responsible for enforcing this rule during all pool and finals competition.

Athletes/unified partners must participate honestly and with maximum effort in all pool games and/or finals. The Head Coach has ultimate responsibility for the conduct of his/her team. Coaches must totally encourage and support this honest effort on the part of the athletes and team or they may face sanctions from the Sport Management Team.

For comprehensive information regarding Honest Effort please refer to Special Olympics, Inc. Article 1, Section J, pages 10-11.

Appeals and Protest Procedures

Only the head coach or designated registered coach (in the absence of the head coach) can protest and must do so no later than 30 minutes after the conclusion of a game or an event. He/she must complete the protest form in full in order for the Sport Management Team to consider the protest. These forms will be at the Registration Desk at each sport venue. Once the protest is filed, it will be given to the Sport Management Team for a ruling. Once the Sports Rules Management Team has made its decision, the coach can either accept the ruling or appeal the ruling to the Games Rules Committee. All decisions made by the Games Rules Committee will be final.

There are three main guidelines for what is considered a situation of protest: 1) misinterpretation of a playing rule, 2) failure of the referee or judge to apply the correct rule to a given situation, and 3) failure to impose the correct penalty for a given violation. Any protest involving divisioning and the judgment of the referee or judge will not be given consideration.

Uniform/Equipment Requirements

Uniform

1. Clothing must be workmanlike and neat.
2. All athletes must wear long pants. While show clothes are appropriate for the class entered are highly encouraged, they are not required. Jeans and/or khakis may be worn. Shirts must have sleeves. No tank tops, halter tops, tube tops, etc. allowed.
3. All athletes are required to wear hard-soled boots with a heel. Riders who must wear other footwear as the result of a physical disability must have a physician's statement submitted with their entry forms.
4. English tack style riders must use Peacock safety stirrups, S-shaped stirrups or Devonshire boots.
5. All athletes MUST wear a SEI-ASTM or BHS approved helmet with full chin harness which is fastened at all times when working with a horse.
6. Competitors must wear their assigned bib number prominently displayed on their backs during competition and while in the competition staging area.
7. Referees have the authority to exclude any competitor whose riding attire does not comply with Federation Equestre Internationale rules.
8. Commercial Messages - refer to the Official Special Olympics Summer Sports Rules for guidelines regarding commercial messages.

Equipment

Athletes are required to bring their own team Western or English attire, helmet, hard-soled boots. Riding Centers are responsible for bringing horses, tack, feeders, water containers, shovels, pitch forks, bedding (unless made arrangements to pick-up on site).

Staging

Athletes should be in the competition staging area when called. Any athlete who does not participate in their divisioning (preliminary) round will not be eligible to advance to finals. Once the athlete leaves the staging area they will be escorted by a volunteer. After the competition, the coach may meet the athlete in competition dismounting area or at the awards area. This will be reviewed at the Coaches Meeting.

Awards Ceremonies

Awards will immediately follow finals competition. Awards will take place at Covered pavilion (southeast of arena) near concession stand at Hendricks County 4-H Fairgrounds and Conference Complex in Danville. No horses are allowed.

Awards Policies

Awards will be presented to athletes/teams as follows: Medals will be presented to athletes/teams finishing in places 1st through 3rd place. Ribbons will be presented to athletes/teams finishing in places 4th through 8th place. Athletes/Teams disqualified for technical rules violations or athletes/teams that do not finish, in the final round, will be awarded a participation ribbon next to the award podium. Athletes who are disqualified for unsportsmanlike behavior will not receive an award.

In most cases, it is the intention that the Awards ceremony will take place within 30 minutes, or as soon as possible following completion of the divisioned event. Awards will not wait for a protest or a ruling of a protest before presenting Awards (unless noted by the National Federation).

In the event of an athlete leaving the Awards Staging Area to participate in an additional event, this athlete will receive their award at a scheduled time following completion of the additional event. Every effort will be made to ensure that the time spent in Awards staging will be kept to a minimum.

No county banners, state/national flags shall be displayed by any athletes, coaches, or other members of the Official Delegation at any awards ceremonies. Athletes that do not follow this procedure will not be allowed to participate in the Awards Ceremony.

Athletes will not be permitted to bring any belongings into the Awards Staging Area. Athletes will need to give their belongings to someone from their Delegation or a family member prior to coming to the Awards Staging Area.

Food Service

At the Equestrian Competition on Saturday, September 19, participants will present their bib number at the concession stand plus a drink ticket. Additional meals can be purchased at the concession stand.

Please visit www.soindiana.org for a list of restaurants. A concession stand will be open at each venue. (Cash only)

Medical Services

The 2017 Special Olympics Indiana EKS Games Medical Committee will provide services for all attending delegation members and officials. The committee has designed several levels and areas of care to ensure for the proper provision of medical services. Please note the following guidelines:

Medical Records

Coaches and Head of Delegation should have in their possession at all times the following documents for each athlete:

- A copy of the Athlete Medical Form
- If applicable, the signed Special Release of Athletes with Atlanto-axial Instability form

Medications

Each delegation member must have a sufficient supply of all prescription medications to last for his/her entire stay. In addition to the necessary medications, each delegation member should have:

- An accurate generic list of medications being taken by every team member.
- A schedule of these medications indicating the dosage and times for administration in US Eastern Time.
- A notation of why each delegation members is taking such medication.
- All Medications must be in original pharmacy container with the Athlete's name and all prescribing information legible.
- All OTC Medications (Acetaminophen, Ibuprofen, Seasonal Allergy) must be sent with the Athlete with a release form from the parent/guardian stating permission for the administration and the dose to be given.
- Athletes prescribed Epi-Pens for severe allergic reaction must bring 2 Epi-Pens for severe allergic reactions with the prescribing information on the container. These must be kept with the coach/chaperone that will be with the Athlete at all times.

Medication Administration Policy

Athletes who take responsibility for self-administration of medications while at home will continue to do so during their stay in Indianapolis.

Athletes who are assisted by a parent, guardian, or other responsible person when taking medications may be assisted by the coach/chaperone who accompanies them to the 2015 Special Olympics Indiana EKS Games.

Eyeglasses

Delegation members or officials wearing contact lenses or eyeglasses should bring an extra pair of contacts or eyeglasses if at all possible. If this is not possible, it is advised that a copy of the lens prescription be available to facilitate replacement in the case of loss or breakage.

Dentures

Dentures should have the owner's name inscribed on the appliance.

Medical Support

Every effort will be made to return athletes to competition as quickly as medically possible. Medical services will be available to all delegation members.

Hospitals

The location of the venue will determine which local hospital will be utilized for further Medical management. The on-site Medical staff will assist the Coach/Chaperone with directions and/or transportation to the hospital.

Safety

Indiana has the potential for high humidity and extreme heat during the summer months. Exposure to such heat may make a person seriously ill. The likelihood of heat-related illness depends on factors such as physical activity, clothing, wind, humidity, working and living conditions, and a person's age and state of health. People at risk for a heat-related illness include those who work or exercise outdoors, the elderly, young children, and people with specific health problems, such as poor circulation. Once the signals of a heat-related illness begin to appear, the victim's condition can quickly worsen. It is important to get help fast if you experience any of the following signs of a heat-related illness:

- Heat Cramps: painful muscle spasms that usually occur in the legs and abdomen.
- Heat Exhaustion: a more severe condition than heat cramps. Signs include cool, moist, pale or flushed skin; headache; nausea; dizziness; weakness; and exhaustion.
- Heat Stroke: The least common but most severe heat emergency. It most often occurs when people ignore the signals of heat cramps or exhaustion. Heat stroke develops when the systems of the body are overwhelmed and begin to stop functioning. Heat stroke is a serious medical emergency. Signs include red, hot, dry skin; changes in consciousness; a rapid or weak pulse; and heightened shallow breathing.

Heat-related illness detected in its early stages can usually be reversed. Get out of the heat, call for medical assistance immediately, loosen any tight clothing and apply cool, wet cloths, such as towels or sheets. If conscious, a person may sip cool water or a commercial sports drink.

Being prepared to face the heat is important. Dressing appropriately, drinking plenty of water and taking frequent rest breaks can help you to stay healthy. Watch or listen to area weather for heat indexes and be prepared.

Alcohol and Drug Policy

Alcohol and illegal drugs will not be tolerated during any Special Olympics event. Any athlete, unified partner or coach who is under the influence will be asked to leave the competition and will be reported to his/her respective program or agency the following Monday for disciplinary action.

No Smoking Policy

Special Olympics Indiana will enforce a "no smoking" policy at all competition venues during this event. This includes the arena, barn, warm-up areas, tack check, mounting, staging, dismounting areas, awards and registration. Please be respectful of others and don't smoke around athletes.

Pets

No pets of any kind will be permitted on the fairgrounds, please inform your families and fans of this rule. They will be asked to keep the pet in their camper or vehicle.

Souvenirs

A limited number of Special Olympics souvenirs will be available near the registration tables on Saturday. Make sure you shop early for your best selection.

Parking

Accessible parking is located on the southwest corner of the horse arena in the designated spots. Regular parking is available free of charge on the north and west sides of the fairgrounds (see the map enclosed/attached). These lots are grass. In case of heavy rain, we will park in the gravel and/or paved parking lots at the front of the fairgrounds (near the south main entrance/exit) off Old U.S. 36. Horse trailers will be able to drop off their horses on the west side of the barn first, and then move their trailers and vehicles to the parking area. **All vehicles should enter using the SOUTH MAIN ENTRANCE/EXIT (off of Old US 36). Please keep all roads clear of parked vehicles in case of emergencies. NO Parking in the gravel drive behind the horse barn!**

Competition Areas

For the safety of all involved, only Certified Coaches, Athletes, Volunteers, and Games/Event Management Officials will be permitted in the tack check, mounting, staging and dismounting areas. Knowledgeable horse people will supervise competition areas during the entire show.

Dress

In the spirit of a horse show we encourage all athletes to dress in show clothes appropriate to their events. While show clothes appropriate to their events are highly encouraged, they are not required. All athletes must wear a **SEI-ASTM** approved helmet when working with a horse.. All athletes must wear long pants (jeans or khakis may be worn) and hard soled shoes with a heel or boots. No tank tops, halter tops, or tube tops are allowed. **Volunteers working around the horses must also wear hard soled shoes or boots (no tennis shoes or sandals will be allowed).**

Tack Check

All athletes will go through tack check before entering the mounting area. Each rider must pass this safety check before they are allowed into the mounting area each time they compete. **THIS IS A RESTRICTED AREA.**

Mounting Area

This area will be divided into 2 areas: one for those athletes needing to mount using the portable ramp (see area designated on the map) and one for those mounting traditionally or with only a step stool. **THIS IS A RESTRICTED AREA.**

Competition Staging

Athletes will be staged in the south part of the horse barn (see map enclosed/attached). **Coaches must be aware that we will be staging two classes in addition to the class waiting to enter the arena.** Announcements will be made to find missing riders, but riders not responding in a reasonable amount of time could be scratched. To keep the event running smoothly, please pay attention to the staging boards and have your athletes at the staging area promptly! **THIS IS A RESTRICTED AREA.**

Dismounting Area

Refer to your map for the location of the dismounting area. Athletes will be escorted from the dismounting area to the awards area following completion of their class. **THIS IS A RESTRICTED AREA.**

Families/Spectators

Areas are available for spectators to take photographs of athletes receiving their awards. Please remind families and spectators that they are supposed to stand 2 feet away from the arena fence to watch competitions in order to not distract riders or their horses. There are restricted areas (tack check, staging, mounting, and dismounting) where nobody but athletes, coaches, volunteers and qualified games officials are allowed due to safety issues. We ask that everyone please comply with these rules to keep participants, volunteers, and family members safe.

Check-out and Facility Clean-up

It is mandatory that you must check-out with the Barn Manager prior to departing at the end of the show. Everyone must be out of the building within 2 hours after the show. Please help us keep the fairgrounds clean by picking up after yourself throughout the day. It is a beautiful facility and we hope to be welcomed back for years to come.

