

# Event Policies

## DEADLINES

1. Games entry forms, final rosters, games record forms must be received in the State Office by the established IN-HOUSE deadline.
2. Entry materials will be accepted only from County Programs registered with the State Office. Contact the State Office to learn how to become a registered program.
3. Forms may be mailed, faxed or emailed.

Special Olympics Indiana  
6200 Technology Center Drive, Suite 105  
Indianapolis, IN 46278-1752  
Fax: 317-328-2018  
Email: [entries@soindiana.org](mailto:entries@soindiana.org)

## FEES

1. The entry or registration fee will be transferred from the County account to the State account on the deadline date. Insufficient funds in the County account is cause to reject the entries or registration.
2. The County Program is responsible to notify the Vice President of Programs/COO *before* the deadline if special circumstances exist.

## PARTICIPATION AND MEDICAL FORMS

1. All athletes must have an *Application for Participation* on file with the State Office. New applications must be submitted to the State Office by the entry deadline. New applications will not be accepted at the event.
2. A current and complete *Medical Form* must be completed for each Special Olympics athlete listed on the roster, and on-hand for any Special Olympics-related activity.
3. *Medical Forms* will be checked at registration for each event.
4. Athletes without *Medical Forms* will NOT be allowed to participate.

## COACH-CHAPERONE FORMS

1. Any volunteer who has regular contact with athletes (coach, chaperone & Unified Sports® partner) must obtain Class A volunteer certification.
2. All Class A volunteers (coaches, chaperones & Unified Sports® partners) entered by a County Program MUST be registered in the Volunteer Management System (VMS) and have completed an application, background screening, *Coach/Volunteer Orientation*, *Protective Behaviors* training, and *Concussion Awareness* training.
3. Entry materials must include a list of all Class A volunteers (coaches and chaperones) who will supervise athletes during the event.

## WEATHER PLAN

SO Indiana's number one priority is the safety and well being of athletes, coaches, and volunteers. Therefore, we ask that County Coordinators use their best judgment when bad weather endangers or prohibits safe travel to and from events, as well as athlete participation during events.

Beginning 24 hours before a scheduled event, County Coordinators, coaches, chaperones, and families can call the Special Olympics WEATHER HOTLINE for the latest update on the status of an event if weather issues are a concern.

- Onsite Cell Phone: (317) 902-8601
- Toll-free: (800) 742-0612 ext. 200
- Local Indianapolis: (317) 328-2000 ext. 200

The Event Director may cancel, delay or change the event in case extreme weather or other conditions may affect the safety and health of the participants. If the weather is severe enough for Special Olympics to cancel an event partially or entirely, the event will *not* be rescheduled. When inclement weather interferes with an event, Special Olympics reserves the right to credit County Programs for entry fees.

Please keep in mind that weather conditions at the competition site may differ from weather in local areas. If a County Program decides not to attend an event because weather in their region interferes with safe travel, they should call the cell phone number at the event site provided in the coaches packet to notify the games authorities.

For any competition event cancelled prior to the final round of competition, athletes/teams will receive participation ribbons.

# Event Policies

## GUIDELINES FOR LIGHTNING SAFETY

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning.

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Criteria for suspension and resumption of play/practice/outdoor activity:
  - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - b. 30-minute rule. Once activity has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.

## HEAT INDEX GUIDELINES

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Heat Index	Procedure
<b>Under 95 degrees</b>	<ul style="list-style-type: none"> <li>• Provide ample amounts of water*</li> <li>• Ice-down towels for cooling*</li> <li>• Watch/monitor athletes carefully*</li> </ul>
<b>95 degrees to 102 degrees</b>	<ul style="list-style-type: none"> <li>• Time/innings/games/matches/events may be reduced due to medical/sport decisions on athlete safety</li> <li>• Provide ample amounts of water*</li> <li>• Allow longer time between innings for water breaks</li> <li>• Ice-down towels for cooling*</li> <li>• Watch/monitor athletes carefully*</li> <li>• Allow for changes to dry t-shirts and shorts if necessary*</li> </ul>
<b>Above 102 degrees</b>	Medical/sport decisions on competition would be driven by athlete safety; accommodations to schedule would be determined accordingly, with potential delays or postponements of games/matches/events
* These modifications are the primary responsibility of the coach.	

## EVENT SANCTION

Event sanction is required for all Special Olympics Indiana competitions that involve more than two (2) County Programs or more than 30 athletes. An approved *Event Application* (on Page 192 and online at [www.soindiana.org](http://www.soindiana.org)) completed at least 30 days before a competition, guarantees the Special Olympics program that:

1. The event is covered by Special Olympics insurance
2. The current event guidelines and rules are utilized

## EVENT FEES TRANSFER FORM

The *Event Fees Transfer Form* (on Page 193 and online at [www.soindiana.org](http://www.soindiana.org)) is for competition hosts to request reimbursement from attending County Programs. Without a completed and approved *Event Application*, no fees will be transferred. Hosts must communicate fees and cancellation policies prior to accepting entries from visiting County Programs. Without a specified cancellation policy, the State's policy is to be used.

## EVENT AND ACTIVITIES CONTRACTUAL AGREEMENTS

This policy applies to all Area and County Program events (sports competitions, sports practices, social activities, fundraisers and outreach or promotional activities).

Area and County Programs, and their leadership, are not authorized to enter into any contractual agreement (whether application, permit or contract) to secure a facility, rent equipment, raise funds, solicit contributions, etc.

All proposed agreements, along with an *Event Application* (on Page 192 and online at [www.soindiana.org](http://www.soindiana.org)), must be submitted to the State Office at [entries@soindiana.org](mailto:entries@soindiana.org) for review and approval.

Failure to comply with this policy will render the agreement null and void and shall in no way be binding upon Special Olympics Indiana, Inc.