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# 2018 USA Games

# Team Indiana Handbook

*July 1 – July 6, 2018*

**Special Olympics**  
Indiana





# Overview of 2018 USA Games

## General

The 2018 Special Olympics USA Games will bring 3,500 athletes to the greater Seattle area to compete in a variety of sports. Hosted at some of the region's top athletic facilities including the University of Washington, King County Aquatics Center and Federal Way's Celebration Park, the USA Games will offer athletes, their coaches, and families a week of national competition while surrounded by Seattle's beauty and world-class attractions.

## Team Indiana

For the 2018 Special Olympics USA Games, Team Indiana will consist of 75 members (40 athletes, 13 Unified partners, 14 coaches, and 8 support staff). Team Indiana will compete in 8 sports (Basketball, Bocce, Bowling, Golf, Powerlifting, Softball, Swimming, and Track & Field). The selection process begins with the 2016 Unified Bowling State Tournament and concludes with the 2017 EKS Games. No selections will be based on 2018 state championships.

Team Indiana will focus on the team - eight sports, but only one Team Indiana. We will be prepared physically and mentally for competition. Our success is not determined by medals. Our success is determined by becoming the best we can be – striving for maximum potential.

### Head of Delegation (HOD)

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## Other Support Staff Roles

Athlete Development Coordinator; Medical Coordinator; Laundry Coordinator; Public Relations & Media Coordinator; Family Coordinator; and Equipment Manager.



## Team Composition

Below, Team Indiana’s composition is outlined based on female athletes, male athletes, partners and coaches. Secondly, in Golf, Swimming, and Track & Field, competitors are placed in categories/levels which then list the events in those categories/levels. When nominating athletes and partners, be sure those competitors have the ability to compete in the events and/or distances listed for each sport.

In team sports (Basketball and Softball), athletes and partners are limited to 1 event. In individual sports, athletes and partners are limited to 3 events – with the following exceptions: Golf (1) and Powerlifting (4).

Sport	General	Events	
<b>Basketball</b>	10 athletes <i>(may be male or female)</i> 3 coaches <i>Athletes and Coaches will be from the same County Program</i>	Traditional Team - Male Division	
<b>Bocce</b>	2 Unified Pairs <i>(1 athlete &amp; 1 partner for each pair)</i> 1 coach	Singles <i>(athletes only)</i> Unified Doubles Unified -4 Person Team	
<b>Bowling</b>	2 Unified Pairs <i>(1 athlete &amp; 1 partner for each pair)</i> 1 coach	Singles <i>(athletes only)</i> Unified Doubles Unified -4 Person Team	
<b>Golf</b>	2 Unified Pairs <i>(1 athlete &amp; 1 partner for each pair)</i> 1 coach	Unified Pair: 9-Hole Alternate Shot Team Play <i>(Level 2)</i>	
<b>Powerlifting</b>	1 female athlete 1 male athlete 1 coach	Bench Press Deadlift Squat Combination	
<b>Softball</b>	8 athletes <i>(may be male or female)</i> 7 Unified partners <i>(may be male or female)</i> 3 coaches	Unified Team - Male Division	
<b>Swimming</b>	3 female athletes 3 male athletes 2 coaches <i>(1 female &amp; 1 male)</i> <i>NOTE: 1 male swimmer (Category 3) will be a "HIGH PERFORMANCE" based selection.</i>	<b>Category 2:</b> 2 female & 2 male athletes 25m Backstroke 25m Breaststroke 25m Butterfly 50m Backstroke 50m Breaststroke 50m Butterfly 50m Freestyle 100m Freestyle Relays (4x50m, 4x100m Freestyle & Medley)	<b>Category 3:</b> 1 female & 1 male athlete 100m Backstroke 100m Breaststroke 100m Butterfly 100m Freestyle 100m Individual Medley 200m Backstroke 200m Breaststroke 200m Butterfly 200m Freestyle 200m Individual Medley 400m Freestyle 400m Individual Medley 800m Freestyle Relays (4x50m, 4x100m Freestyle & Medley)
<b>Track &amp; Field</b>	4 female athletes 4 male athletes 2 coaches <i>(1 female &amp; 1 male)</i> <i>NOTE: 1 male athlete (Category 3) will be a "HIGH PERFORMANCE" based selection.</i>	<b>Category 2:</b> 1 female & 1 male athlete 400m Walk 800m Walk 1500m Walk Mini-Javelin Shot Put  <b>Category 3:</b> 2 female & 2 male athletes 100m Dash 200m Dash 400m Dash Relays (4x100m & 4x400m) Mini-Javelin Running Long Jump Shot Put	<b>Category 4:</b> 1 female & 1 male athlete 400m Dash 800m Run 1500m Run Relays (4x00m & 4x400m) Mini-Javelin Running Long Jump Shot Put



## Team Member Requirements – *for all athletes, partners, coaches, and support staff*

- Must be a resident of Indiana.
- Must be nominated by your County Coordinator (excluding support staff).
- Must be in good standing with SO Indiana.
- Read, sign, and submit the Code of Conduct form.
- Complete, sign, and submit all required registration forms, medical forms, and other forms as needed.
- Must have the ability to function and be away from home for ten days or more.
- Must possess the skills to be able to function as a part of the delegation (e.g. cooperation, sharing, group living, following directions, basic social skills, good behavior, etc.).
- Must be able to travel long distance and stand for long periods of time on a daily basis (excludes applicants in wheelchairs, but still have the stamina for such activities).
- Must be able to lift 25 pounds.
- Must agree to refrain from the use of alcohol and tobacco products during training camps and USA Games.
- Participate in all training camps and attend all portions of those camps.
- Participate in all Team Indiana promotional and fundraising events.
- Must agree to the Team Indiana finance arrangement as outlined later.
- Participate in STRIVE fitness assessments and Healthy Athletes screenings at training camps and at USA Games – athletes and partners required; coaches and support staff are encouraged to participate.

## Coach, Unified Partner & Support Staff Requirements

- Must be a Class A volunteer with SO Indiana, according to its Volunteer Management System, which includes:
  - Completed & signed Coach/Volunteer Application,
  - Completed (and passed) criminal background check,
  - Completed Coach/Volunteer Orientation,
  - Completed Online Protective Behaviors training, and
  - Completed Concussion Awareness training.
- FOR COACHES: Achieve Level 2 and Level 3 coaching certifications of the SO Indiana Coach Education Program.
  - **Level 2: Coaching Special Olympics Athletes, Coaching Unified Sports, Sports Nutrition, and Sportsmanship online courses.**
  - **Level 3: Fundamentals of Coaching, Concussion in Sports, Bullying Hazing & Inappropriate Behaviors, and Heat Illness Prevention online courses.**
- FOR COACHES: Develop a training plan for athletes and partners (from November 2017 through the Games), utilizing the STRIVE and Unified Fitness Club programs.
  - Training plans will be distributed to athletes and partners at the end of Training Camp 1.
  - Coaches will have time during the training camp to adjust plans based on performance during STRIVE assessments, Healthy Athletes screenings, and camp practices.
  - But coaches must come to the first training camp with a training plan developed with only minor modifications needed at camp.



- FOR COACHES: Communicate weekly with athletes and partners on training progress and daily nutrition journals.
- FOR COACHES: Report monthly to the HOD and Athlete Development Coordinator on athlete and partner training progress.
  - Provide success stories (i.e. weight loss, personal bests achieved) for promotion.
  - Identify issues and barriers.
  - Work with the HOD and Athlete Development Coordinator to address issues and overcome barriers.

## Selection Process

The selection process is outlined in SOI's *General Sports Rules* and will be followed by SO Indiana. Our quota is described earlier in this handbook.

- If the number of eligible (nominated) athletes or teams does not exceed the quota, all athletes and teams shall advance, provided the athletes and teams compete in the state championship for that sport.
- If the number of eligible (nominated) athletes or teams exceeds the quota, athletes or teams that advance shall be selected as follows:
  - Priority is given to first place finishers from all divisions of the sport/event in the state championship. If the number of first place finishers exceeds the quota, select athletes or teams to advance by random draw.
  - If there are not enough first place finishers to fill the quota, all first place finishers shall advance. The remaining quota shall be filled by a random draw of second place finishers from all divisions of the sport/event in the state championship.
  - If the quota is large enough for all second place finishers to advance, the remaining quota shall be filled by a random draw of third place finishers from all divisions of the sport/event in the state championship.
  - Repeat this process, adding each place of finish as necessary, until the quota is filled.
- These procedures apply to both individual and team sports.
- Exceptions apply for quota positions given to "High Performance" athletes. Athletes achieving the standard in a particular event automatically places the athlete at the top of the selection process. Those event standards are:
 

○ Swimming – 100yd Freestyle	Males 1:02.27	Females 1:23.33
○ Track & Field – 100m Dash	Males 13.44	Females 16.23

## Priority

Over the course of the 2017-18 (August to July) training period leading up to USA Games, conflicts may arise between an athlete's, partner's, or coach's local participation and Team Indiana commitments. Upon being named to Team Indiana, no matter athlete, partner or coach, the team member's first Special Olympics priority is to Team Indiana. Scheduling decisions will favor Team Indiana in all instances.

## Alternates

During the selection process for athletes, partners and coaches, alternates will be included. These alternates will replace Team Indiana members when members are no longer able to attend USA Games or no longer comply with team requirements. In cases where the alternate is not needed to replace a team member, the alternate will not attend USA Games.



## Training Plan

The official training season for USA Games begins August 1, 2017 for those athletes and partners selected before that date. For Golf and Softball, the training season begins October 1, 2017. The training season concludes with the Closing Ceremonies of USA Games. Training will be approximately 11 ½ months.

During this time, athletes and partners may participate in other sports at the local, area or state level. However, their #1 focus must be their USA Games sport. At all times, they should be in training in that sport; complemented by secondary sports.

The Special Olympics STRIVE fitness program tests athletes at various physical fitness stations and educates them at nutritional stations. In the end, each coach will work with athletes and partners identifying areas of excellence and areas for improvement. In addition, SO Indiana has developed a generalized sports training program to strengthen the “core” area of the body. An athlete, if properly trained in this program, will improve physical fitness and athletic performance.

County Programs should consider creating Unified Fitness Clubs if any of their athletes and partners are selected to Team Indiana.

### TRAINING EXPECTATIONS

- From August 1, 2017 to Training Camp 1, athletes and partners are expected to train in accordance to the fitness plan as outlined by the Athlete Development Coordinator. For Golf and Softball, this begins October 1, 2017.
- From Training Camp 1 through USA Games, athletes and partners are expected to train in accordance to the fitness plan and to the sport-specific training plan as outlined by the coach.
- Throughout the training season, athletes and partners are expected to keep a daily nutritional journal.
- Athletes and partners are expected to communicate weekly to the coach their training progress and nutritional journal entries.
- The “Training Plan General Guidelines” section (below) outlines the training plan progression from beginning to the Games. Specific plans will be provided upon selection and upon dismissal from training camps. “Sport-Specific” refers to the athlete’s or partner’s USA Games sport. Secondary sports (the sport in which the athlete or partner is participating for their County) should not be included in the training guidelines below.
- NOTE: Training Camp 1 will include 4 fitness workouts and 1 team practice. Athletes and partners are to arrive to the first training camp in shape.

### TRAINING PLAN GENERAL GUIDELINES

Time Frame	% of Workout General Fitness	% of Workout Sport-Specific	Workout Duration	Workouts per Week
August '17 to Camp 1	100	0	60 minutes	3-5
Camp 1 to Camp 2	75	25	60-90 minutes	4-6
Camp 2 to Camp 3	50	50	60-90 minutes	4-6
Camp 3 to USA Games	25	75	30-60 minutes	3-5

### STRIVE FITNESS ASSESSMENTS / HEALTHY ATHLETES SCREENINGS

- |                    |                      |           |
|--------------------|----------------------|-----------|
| • Training Camp 1: | November 10-12, 2017 | Mandatory |
| • Training Camp 2: | February 10, 2018    | Mandatory |
| • Training Camp 3: | April 28, 2018       | Mandatory |
| • USA Games:       | As schedule allows   | Mandatory |



## Training Camps

At designated times during the training period, Team Indiana’s athletes, partners, coaches and support staff will meet for team building, review important materials, receive updates, practice, and better prepare the individual and team for Seattle.

### TRAINING CAMP 1

- MANDATORY for all athletes, partners, coaches & support staff.
- Higher Ground Retreat Center, West Harrison IN.
- Friday – Sunday, November 10-12, 2017
- Meals & lodging are provided.
- Objectives:
  - Participate in team building exercises.
  - Practice.
  - Select events, qualifying scores, relay order.
  - Finalize entries, registration forms & medicals.
  - Take photos for credentials & Team Indiana promotional materials.
  - Host mock interview for athletes, partners & coaches to identify the “hidden media gems”.
  - Take measurements for uniforms & team clothing.
  - Update on fundraising goals.
  - Host STRIVE fitness assessment and/or Healthy Athletes screenings.
- Participants: Team Indiana only.
- Family members may transport Team Indiana members to and from the training camp but will not stay – other than an information meeting on Sunday morning.

### TRAINING CAMP 2

- MANDATORY for all athletes, partners, coaches & support staff.
- Site TBD.
- Saturday, February 10, 2018
- Lunch is provided.
- Objectives:
  - Participate in team building exercises.
  - Review & track progress towards training plans.
  - Host STRIVE fitness re-assessment and/or Healthy Athletes screenings.
  - Update on fundraising goals.
  - Update family & friends on USA Games news.
  - Take re-measurements for team uniforms (if needed).
- Participants: Team Indiana & family members; though family members are on their own for lunch and will not participate in all sessions or activities.

### TRAINING CAMP 3

- MANDATORY for all athletes, partners, coaches & support staff.
- Site TBD.
- Saturday, April 28, 2018
- Lunch is provided.
- Objectives:
  - Participate in team building exercises.
  - Review & track progress towards training plans.
  - Hold final opportunity for team practices before the Games.
  - Host STRIVE fitness re-assessment and/or Healthy Athletes screenings.
  - Update on fundraising goals.
  - Update family & friends on USA Games news.
- Participants: Team Indiana & family members; though family members are on their own for lunch and will not participate in all sessions or activities.



## Finance Arrangement

For USA Games previous to 2014, athletes and partners were solely responsible for fundraising their portion of the cost. While coaches and support staff were asked to raise a token amount of the overall budget (usually \$200 per coach or support staff), the majority of the responsibility fell to the athletes, partners and their County Programs.

Under a new arrangement in 2014, Team Indiana fundraised as a team. In Princeton, we competed as a team; and, we fundraised as one team – one unit – one program. As the Musketeers once said, “All for one; and one for all”.

If this arrangement does not work for your County Program, then you should not nominate an athlete, partner or coach for Team Indiana. The arrangement also creates fundraising opportunities not always used by County Programs. As a result, County Programs will not use their current fundraising events and strategies towards Team Indiana.

County Programs are responsible for \$100 per person only – that is when Team Indiana reaches its fundraising goal of \$100,000. With the projected surplus, portions of the surplus will be directed back to the County Programs (see below).

Fundraising events and promotions are requirements, just as attendance at training camps. If athletes, partners, coaches or support staff do not support the fundraising efforts of Team Indiana, then the HOD and AHOD reserve the right to replace those individuals with the designated alternates.

The commitments are outlined below, including the SO Indiana’s commitment to Team Indiana (50% of the overall budget).

### COMMITMENT FEE

- All County Programs with selected athletes, partners, coaches & support staff agree to a \$100 “commitment” fee per person.
- Commitment fees are due within one month of being selected.
- Commitment fees are non-refundable.
- For athletes, partners & coaches, commitment fees are the responsibility of your County Program, and fees will be transferred from your County’s account.

### PLANE PULL (August 2017)

- Athletes, partners, coaches & support staff selected prior to June 30, 2017 will be part of Team Indiana’s 2017 Plane Pull teams.
- Participation is a requirement.
- Plane Pullers will raise a minimum of \$750 each.

### POLAR PLUNGE (February 2018)

- For the fall sports competitors (selected after the Plane Pull), they will participate in the 2018 Polar Plunge.
- If plunging, they will be responsible for raising a minimum of \$750 each.
- If preferring not to plunge, they will raise a minimum of \$750 each and attend the Polar Plunge as a “virtual” plunger in SO Indiana’s new virtual plunge program.

### CORPORATE SPONSORS

- SO Indiana guarantees at least 50% of Team Indiana’s budget will be covered by corporate sponsorships.
- Coaches, athletes, and partners may secure additional corporate sponsors, which will count towards their fundraising goals.
- Team Indiana members must coordinate corporate sponsorship efforts with the AHOD, prior to asking and meeting with potential corporate sponsors.





## ACCOUNTING

- All contributions for Team Indiana, whether Plane Pull, Polar Plunge, corporate sponsorships, etc., will be deposited directly into the Team Indiana account, utilizing the SO Indiana consolidated accounting system.
- Team Indiana donations should NOT be deposited into the County Program's account.
- Online donations will be received using Team Indiana's FirstGiving pages, created by SO Indiana.
- FirstGiving individual giving pages will be created and maintained by SO Indiana, specifically the AHOD. No other online fundraising websites will be allowed.
- Any other financial arrangements must receive prior authorization from Team Indiana's HOD or AHOD.

## FINANCIAL SURPLUS

If fundraising revenue exceeds expenses, the surplus will be divided with 50% distributed back to County Programs with selected Team Indiana members and 50% to SO Indiana:

- The 50% distributed to the County Programs will be distributed as such:
  - 5% of the surplus will be directed to the County Program of the athlete raising the most funds from the 2017 Plane Pull.
  - 5% of the surplus will be directed to the County Program of the athlete raising the most funds from the 2018 Polar Plunge.
  - 40% of the surplus will be directed to the County Programs proportionally to the number of athletes, partners, coaches, and support staff on Team Indiana.

## FINANCIAL SHORTFALL

- If fundraising revenue does not exceed expenses, the shortfall will be the responsibility of SO Indiana (50%) and the County Programs (50%).
- The County Programs' portion of the shortfall will be distributed proportionally to the number of athletes, partners, coaches, and support staff on Team Indiana.





## TIMELINE

<b>October 2016</b>	USA Games session at SO Indiana State Conference (Indianapolis)
<b>November 2016</b>	Distribution of BOWLING nomination forms. BOWLING nominations due (Fall bowling season) – Unified pairs & coach.
<b>December 2016</b>	State Unified Bowling Tournament – Indianapolis
<b>January 2017</b>	Distribution of BASKETBALL team nomination forms.
<b>February 2017</b>	BASKETBALL nominations due – team & coaches.
<b>March 2017</b>	Men’s State Basketball Tournament – Terre Haute
<b>April 2017</b>	Selection of BASKETBALL team & coaches. Distribution of BOCCE, BOWLING, POWERLIFTING, SWIMMING and TRACK & FIELD nomination forms.
<b>May 2017</b>	BOCCE, BOWLING, POWERLIFTING, SWIMMING and TRACK & FIELD nominations due – athletes, Unified pairs (Bocce & Bowling), & coaches.
<b>June 2017</b>	Summer Games – Terre Haute Selection of athletes, partners & coaches for BOCCE, BOWLING, POWERLIFTING, SWIMMING and TRACK & FIELD.
<b>July 2017</b>	Distribution of GOLF and SOFTBALL nomination forms.
<b>August 2017</b>	Training season begins for Team Indiana athletes and partners selected to date. GOLF and SOFTBALL nominations due – team (Softball), Unified pairs (Golf) & coaches (both). Plane Pull – Indianapolis Unified Golf Sectionals – Greensburg, Lafayette & Kokomo
<b>September 2017</b>	EKS Games – Indianapolis, Greenwood Selection of athletes, partners & coaches for GOLF and SOFTBALL.
<b>October 2017</b>	Training season begins for Team Indiana athletes selected from GOLF and SOFTBALL.
<b>November 2017</b>	TRAINING CAMP 1 – November 10-12 (Higher Ground Retreat Center, West Harrison IN) Team Indiana entry deadline with USA Games Organizing Committee
<b>February 2018</b>	TRAINING CAMP 2 – February 10 (Site TBD)
<b>April 2018</b>	TRAINING CAMP 3 – April 28 (Site TBD)
<b>June-July 2018</b>	June 29 – Team Indiana arrives to team hotel for departure. June 30 – Departure for USA Games July 1 – Opening Ceremonies & Games begin! July 6 – Closing Ceremonies July 7 – Return home