

# EVENT POLICIES

## ENTRY INFORMATION

1. County Programs must be registered with the State Office to enter this event.
2. All entry forms must be IN HOUSE by the deadline. Entries may only be submitted using electronic forms provided by State Office staff. Entries submitted on outdated paper forms will NOT be accepted.
3. The entry or registration fee will be transferred from the County account to the State account. Insufficient funds in the County account is cause to reject the entries or registration. The County Program is responsible to notify the Regional Manager *before* the deadline if special circumstances exist.
4. Once past the entry deadline, no refunds will be given. In the event of cancellation of the entire event, entry fees will be refunded.
5. All athletes must have completed the online Athlete Registration process and have a current Medical on file on record in GMS. This process is done online and must be finalized prior to athlete participation in any practices, games, or registration for state level competitions. If this is not completed, the athlete will be ineligible to participate or register for that event. Unified Partners must be Class A Certified prior to event registration.
6. The *Medical Form* must be current (within 3 years of the gathering or event) and on-hand for any Special Olympics-related activity. *Medical Forms* will be checked at registration. Athletes will **NOT** be allowed to participate if the *Medical Form* is not on site.
7. 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.
8. Athletes are expected to be properly trained for a minimum of eight (8) weeks prior to the event.

## DEADLINES

1. Games entry forms, final rosters, and 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. Entries will only be accepted using electronic forms provided by the State Office. Outdated paper entry forms will NOT be accepted.

## 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 are cause to reject the entries or registration.
2. The County Program is responsible to notify the Regional Manager *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

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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.

State Office staff will update County Coordinators on status of a state level event if weather issues are a concern leading up to the state event. If a County Coordinator or coach has questions on the status of an event, they should contact event personnel using the event phone number provided in the event’s coaches’ packet.

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 event 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.

## 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.	

## SWIMMING SAFETY POLICY

The following requirements must be established before a pool can be used for Special Olympics training, competition, or

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recreation. Recreational swimming is any swimming or swimming-like activity that occurs outside of sanctioned Special Olympics swimming training or competition. Examples include participating in swimming or swimming-like activities (Jacuzzis, hot tubs) at pools, lakes, oceans, rivers, water parks, or other bodies of water during an athlete, team, or delegation's "down time" during a Special Olympics training, competition, or activity. This includes but is not limited to housing and activity locations such as hotels, dormitories, military base housing, private residences, parks, and host town accommodations.

## 1. BASIC RULES

- a. This policy is in effect from the time a coach or volunteer takes responsibility of an athlete to the time that athlete is returned to their parent or guardian.
- b. There must be at least one (1) certified lifeguard for every 20 participants in the water. If the facility has a stricter ratio, then it must be followed.
- c. Athlete Medical Forms shall be on site and relevant medical information on participants should be discussed with the lifeguard and medical personnel on duty in advance of the activity.
- d. The sole function of the lifeguard shall be to guard. If no lifeguard is available, the pool must be emptied, even for short durations when a lifeguard must leave the pool side.
- e. A copy of the Emergency Action Plan, the pool's emergency procedures, and current rules must be reviewed prior to using the pool or body of water on each occasion.
- f. Pool depths must be marked and clearly visible.
- g. The minimum pool depth for racing starts (off of starting blocks or off of the pool deck) is four (4) feet.
- h. "No Diving" must be posted in any area with a pool depth less than five (5) feet.
- i. For recreational swimming or training sessions, safety lines must be in place to divide shallow and deep water areas.
- j. An athlete with Down syndrome who has been diagnosed with Atlanto-Axial Instability may not participate in butterfly events, individual medley events, diving starts, or diving.
- k. All Local Health and Safety Code standards must be followed.

## 2. EMERGENCY ACTION PLAN

- a. An Emergency Action Plan shall be in place prior to any Special Olympics participants entering the water for any reason, be it training, competition, or recreation. The original plan should be written and reviewed by the event personnel on hand. The plan shall include the following:
  - i. The procedure for obtaining emergency medical support if a medical doctor or medical support is not present.
  - ii. The posts and areas of responsibilities for each lifeguard.
  - iii. The procedure for obtaining weather information or weather watch information, particularly if the event is outside.
  - iv. The procedure for reporting accidents.
  - v. The chain of command in case of a serious accident, including who is assigned to talk to the press.

## EVENT APPROVAL

Event approval by the State Office is required for all sports practices and competitions, fundraising, promotional/outreach, and social events, and other activities conducted by an area or county program. An approved *Event Application* must be submitted online at [www.soindiana.org](http://www.soindiana.org) at least 30 days prior to event start date. This guarantees that:

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

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* must be submitted to the State Office at [soindiana.org](http://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.

## EVENT FEES TRANSFER FORM

The *Event Fees Transfer Form* is for competition hosts to request reimbursement from attending County

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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.

## INFORMATION NEEDED TO SUBMIT EVENT APPLICATION

1. Type of event: sports competition/practice, social event, fundraising event, promotional/outreach event, other
2. Either the venue where event will be held or the company/organization you will be working with
  - a. All information listed is required:
    - Address
    - Name of contact person at the venue
    - Contact person's phone number
    - Contact person's email address
3. All Event Documents/Paperwork
  - a. Any facility use/rental agreement, or any type of agreement/contract required by the venue/facility that is a legally-binding contract (requires signature of renter/user). Please upload/attach all paperwork to the event application where indicated. **PLEASE REMEMBER THAT NO AREA OR COUNTY PROGRAM IS ALLOWED TO SIGN AN AGREEMENT/CONTRACT. THE CEO AND COO OF SPECIAL OLYMPICS INDIANA ARE THE ONLY AUTHORIZED SIGNERS IN THE ORGANIZATION.**
  - b. Any written insurance requirements that accompany the facility use agreement; does the company/venue require being listed as an additional insured on a certificate of insurance?
  - c. Promotional materials (if on website or social media - text that will be used)
  - d. Any documents that will be completed by participants or vendors for the event or activity
  - e. Any maps, event venue layouts, artwork, designs, ad copies or other information that would be helpful to understand the full scope of the event activity
4. All Event or Activity Details
  - a. Name of the event (basketball practice at "xyz high school", end-of-year-banquet, etc.)
  - b. Detailed description the activities that will take place at or during the event:
    - Event start/end dates
    - Event start/end times for session(s)
    - Entry fee required? If so, please list amount per person/team
    - If applicable, estimated revenue and expenses
    - Will food/alcohol be served? **NO ALCOHOL ALLOWED AT SPORTS COMPETITIONS/PRACTICES**
    - For fundraisers or social activities - if alcohol will be sold:
      - How (describe those that apply in detail)
        1. Event ticket or entry is sold that includes a designated number of drinks
        2. Concessions
        3. Beer Cart
        4. Cash Bar
        5. Other - if so, elaborate
      - Who is serving the alcohol?
      - Who has the liquor license?
      - Who has the liquor liability?
      - Will Special Olympics receive any proceeds from the sale of alcohol?
    - Is recreational swimming involved?
    - Will Special Olympics Indiana souvenirs be sold?
  - c. If any other organization or company is helping organize, fund or run the event or activity (excluding vendors)
    - List their information, using the above guidelines regarding venue/company/organization in section 2.
    - What each (*if more than one*) organization or company has agreed to be responsible for
    - If your program has agreed to do something for the other organization or company, describe what that is