

2007



SPORTS HANDBOOK



Special Olympics Created by the Joseph P. Kennedy, Jr. Foundation
Special Olympics New York, Inc. is authorized and accredited by Special Olympics International
for the Benefit of Citizens with Intellectual Disabilities.

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SPECIAL OLYMPICS, INC.

GOAL

The primary goal of Special Olympics is to help persons with intellectual disabilities participate as productive and respected members of society at large, by offering them a fair opportunity to develop and demonstrate their skills and talents through sports training and competition. An equally important goal is to increase the public's awareness of their capabilities and needs.

MISSION

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

FOUNDING PRINCIPLES OF SPECIAL OLYMPICS

The "founding principles" on which Special Olympics was founded, and which must continue to guide the operation and expansion of the global Special Olympics Movement, include the following:

- **People** with intellectual disabilities can, with proper instruction and encouragement, enjoy, learn and benefit from participation in individual and team sports, adapted as necessary to meet the needs of those with special mental and physical limitations.
- **Consistent** training under the guidance of qualified coaches, with emphasis on physical conditioning, is essential to the development of sports skills, and competition among those of equal abilities is the most appropriate means of testing these skills, measuring progress and providing incentives for personal growth.
- **Through** sports training and competition: people with intellectual disabilities benefit physically, mentally, socially and spiritually; families are strengthened; and the community at large, both through participation and observation, is united with people with intellectual disabilities in an environment of equality, respect and acceptance.
- **Every** person with intellectual disabilities who meets the eligibility requirements set out in the General Rules should have the opportunity to participate in and benefit from the sports training and athletic competition programs offered by Special Olympics.
- **Special Olympics** must transcend all boundaries of race, gender, religion, national origin, geography and political philosophy and offer sports training and competition opportunities to all eligible persons with intellectual disabilities in accordance with uniform worldwide standards.
- **Special Olympics** celebrates and strives to promote the spirit of sportsmanship and a love of participation in sports for its own sake. To that end, Special Olympics aims to provide every athlete with an opportunity to participate in training and competition events which challenge that athlete to his or her fullest potential, regardless of the athlete's level of ability. Special Olympics, therefore, requires that Special Olympics Games and Tournaments offer sports and events which are appropriate for athletes of all levels of ability, and in the case of team sports, provide every athlete with an opportunity to play in every game.
- **Special Olympics** encourages sports training and competition opportunities at the local, Area, Regional and community level (including schools) as a means of reaching the greatest number of eligible athletes.

SPECIAL OLYMPICS NEW YORK

Special Olympics New York ("SONY"), authorized and accredited by Special Olympics Inc. ("SOI"), is a private, nonprofit organization that serves to fulfill the mission of Special Olympics within New York State.

Special Olympics New York is headed by a Board of Directors, which is charged with establishing policies and directing the priorities of the organization. Members of the Board of Directors possess varied backgrounds and serve in a volunteer capacity. The Board of Directors employs a full-time staff to conduct the day-to-day programs of Special Olympics New York in accordance with Board policies.

The State of New York is divided into 14 Local programs and 5 Regional programs for the purpose of conducting training and competition. Each Local program is led by a volunteer Area Coordinator and Area Committee. Regional programs employ staff to oversee management functions. Local training clubs exist within each Area or Regional program and are typically made up of schools, institutions, community groups and other agencies serving citizens with intellectual disabilities.



PARTICIPATION STATEMENT

Special Olympics seeks to uphold the spirit of sportsmanship and love of participation for their own sake. Special Olympics, in its training of coaches and officials, believe in the philosophy that every athlete should participate in events that challenge their ability level and to their fullest potential. This means that, in team sports, each coach must offer every athlete the opportunity to play in each game. To the Competition Directors, this means that each games and tournament should offer as many sports and events for all levels of athletes eligible for Special Olympics.

ATHLETE ELIGIBILITY

1. Special Olympics training and competition is open to every person with intellectual disabilities who is at least eight years of age and who registers to participate in Special Olympics as required by the General Rules.
2. There is no maximum age limitation for participation in Special Olympics. An Accredited Program may permit children who are at least six years old to participate in age-appropriate Special Olympics training programs offered by that Accredited Program, or in specific (and age-appropriate) cultural or social activities offered during the course of a Special Olympics event. Such children may be recognized for their participation in such training or other non-competitive activities through certificates of participation, or through other types of recognition approved by SOI which are not associated with participation in Special Olympics competition. However, no child may participate in a Special Olympics competition (or be awarded medals or ribbons associated with competition) before his or her eighth birthday.
3. Participation in Special Olympics training and competition is open to all persons with intellectual disabilities who meet the age requirements of this section, regardless of the level or degree of that person's disability, and whether or not that person also has other intellectual or physical disabilities, so long as that person registers to participate in Special Olympics as required by the General Rules.
4. A person is considered to have intellectual disabilities for purposes of determining his or her eligibility to participate in Special Olympics if that person satisfies any one of the following requirements:
 - a) The person has been identified by an agency or professional as having an intellectual disability determined by their localities; or
 - b) 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
 - c) 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 as partners in Unified Sports, if they otherwise meet the separate eligibility requirements for participation in Unified Sports which are set for in the SOI Sports Rules.

5. Participation by Individuals with Down Syndrome who have Atlanto-axial Instability

In light of medical research indicating that up to 15% of individuals with Down syndrome have a mal-alignment of the cervical vertebrae C-1 and C-2 in the neck known as Atlanto-axial instability, exposing them to possible injury if they participate in activities that hyperextend or radically flex the neck or upper spine, all Accredited Programs must take the following precautions before permitting athletes with Down syndrome to participate in certain physical activities:

- a. Athletes with Down syndrome may participate in most Special Olympics sports training and competition, but shall not be permitted to participate in any activities which, by their nature, result in hyper-extension, radical flexion or direct pressure on the neck or upper spine, unless the requirements of (b) and (c) below are satisfied. Such sports training and competition activities include: butterfly stroke and diving starts in swimming, diving, pentathlon, high jump, squat lifts, equestrian sports, artistic gymnastics, football (soccer), alpine skiing and any warm-up exercise placing undue stress on the head and neck.

ATHLETE ELIGIBILITY (Continued)

- b. An athlete with Down syndrome may be permitted to participate in the activities described in (a) above if that athlete is examined (including x-ray views of full extension and flexion of neck) by a physician who has been briefed on the nature of the Atlanto-axial instability condition, and who determines, based on the results of that examination, that the athlete does not have an Atlanto-axial instability condition.
- c. An athlete with Down syndrome who has been diagnosed by a physician as having an Atlanto-axial instability condition may nevertheless be permitted to participate in the activities described in (a) above if the athlete, or the parent or guardian of a minor athlete, confirms in writing his or her decision to proceed with these activities notwithstanding the risks created by the Atlanto-axial instability, and two (2) Licensed Medical Professionals certify in writing that they have explained these risks to the athlete and his/her parent or guardian, and that the athlete's condition does not, in their judgment, preclude the athlete from participating in Special Olympics. These statements and certifications shall be documented and provided to Accredited Programs using the standardized form approved by SOI, entitled "Special Release for Athletes with Atlanto-axial Instability," and any revisions of that form, approved by SOI (the "**Special Release Concerning Atlanto-axial Instability**").

6. Participation by Persons that are Blood Borne Contagious Infection Carriers

No accredited Program or GOC may exclude or isolate from participation in any Special Olympics training or competition any athlete who is known to be a carrier of a blood-borne contagious infection or virus, or otherwise discriminate against such athletes solely because of that medical condition. In view of the risk that one or more Special Olympics athletes may have a blood-borne contagious infection or virus, in conducting Special Olympics training and competition events, Accredited Programs and Games Organizing Committee shall follow so-called "Universal Precautions", or "Universal Blood and Body Fluid Precautions" for every exposure to any person's blood, saliva or other bodily fluid. SOI shall keep Accredited Programs apprised of the written Universal Precautions which meet the requirements of this statement.

PARTICIPATION FEES

It is against the policy of Special Olympics to charge any athlete participation fees for authorized programs. Participation in Special Olympics is not based on your ability to pay for meals, housing, transportation or anything else. Such payment, fees or charges would be in direct conflict with the goal of Special Olympics to provide every person with intellectual disabilities with the opportunity to participate in sports training and competition, regardless of financial circumstances. The money for these items is raised through various fundraising events, with which you may be asked to help.

SPECIAL PROVISIONS FOR ATHLETES HAVING RELIGIOUS OBJECTIONS TO MEDICAL TREATMENT

The Athlete Consent Form requires that the appropriate Special Olympics entities (e.g.; the Accredited Program, SOI, A GOC, etc.) be given permission to arrange for emergency medical treatment for an athlete if a medical emergency arises during the athlete's participation in Special Olympics and neither the athlete nor his/her parent or guardian is able or available to consent to emergency treatment. If, however, any athletes or the parents of minor athletes have religious objections to granting such permission, the Accredited Program may permit such athletes or parent(s) to delete or strike out the provisions of the Athlete Consent Form which contain the authorization for emergency medical treatment (but not any other provisions of the Athlete Consent Form). In lieu of those stricken provisions, such athletes or parents shall sign and submit a separate release form addressing how medical emergencies are to be handled (the "Special Emergency Treatment Release"). The content and format of the Special Emergency Treatment Release shall be subject to SOI's approval. Unless otherwise authorized in writing by SOI, the Special Emergency Treatment Release form used by all Accredited Programs must conform to the form entitled, "Special Provisions Regarding Medical Treatment for Athletes Having Religious Objections to Standard Form," and any supplement or amendment to that form, approved by SOI. The Special Emergency Treatment Release must be signed by an adult athlete or by the parent or guardian of an athlete who is legally a minor.

PARTICIPATION IN SPECIAL OLYMPICS UNIFIED SPORTS

Person's who are eligible to participate in Special Olympics Unified Sports as a Special Olympics Unified Sports Partner, shall be required by Accredited Programs to complete and sign a standardized application and release form approved by SOI. This form shall conform to the application and release form entitled "Application for Participation in Special Olympics by a Special Olympics Unified Sports Partner" (or any amendment or supplement to that form approved by SOI (the "Special Olympics Unified Sports Release Form). The Special Olympics Unified Sports Partner Release Form shall be signed by every Special Olympics Unified Sports Partner who is an adult or by his or her parent or guardian if that athlete is a minor.

REGISTRATION FORMS/REQUIREMENTS

1. Eligible individuals register for Special Olympics training by completing a **Medical Release and Consent Form**. Forms are available from your Area Coordinator, Regional office or the Special Olympics New York Office in Schenectady.
2. **Medical Release Forms are valid for up to three (3) years. Consent Forms are considered permanent until an athlete reaches adulthood and/or his or her guardianship changes.** Once completed, both of these forms in duplicate should be submitted to your Area Coordinator or Regional office. Distribution of the forms is as follows:

ORIGINAL - Placed with each athlete's coach and present during all Special Olympics activities.
LEGIBLE COPY* - Forwarded to the SONY Office, Schenectady, for computerized tracking.
3. In addition, every athlete must be registered with their local training club by the Head Coach and Area Training Director or Regional Program Director. **Training Club Registration Forms** identify the athletes, sports training in, location and duration of training and other pertinent data. These forms are renewed annually and should be submitted to Special Olympics New York by the established deadlines. Forms are available from your Area Training Director, Regional Program Director or the Special Olympics New York Office in Schenectady.
4. Competition results on athletes at Area/Regional and local levels.
5. For Special Olympics, Inc. census purposes, athletes must train the required duration and compete at least once during a calendar year.

OFFICIAL SPORTS/SPORTS RULES

The **Official Special Olympics Sports Rules** shall govern all Special Olympics sports competitions. As an international sports program Special Olympics has created these rules based upon rules from National Governing Bodies. National Governing Body rules shall be employed except when they are in conflict with the Official Special Olympics Sports Rules. In such cases, the most recent revision of the Official Special Olympics Sports Rules shall apply. For Basketball, SONY will follow Public High School Federation rules.

When one becomes a member of a local Special Olympics training club, it is understood that the rules must be followed to preserve equity and protect each participating athlete.

Coaches and athletes need to work together to choose an appropriate sport(s). It is recommended that coaches direct athletes into age-appropriate sports, select sports that they are qualified to coach, stress the carry-over skills of the lifetime and leisure time activities and utilize professional resources to develop their own coaching skills.

It is strongly recommended that all coaches read the Special Olympics Sports Rules and secure a copy of the official sports rules in their respective sport. Rule books can be purchased from each of these organizations. See Appendix for addresses.

OFFICIAL SPORTS/SPORTS RULES (Continued)

Special Olympics New York offers the following Official and Demonstration Sports for athlete participation:

Alpine Skiing	Golf*
Aquatics (<i>Swimming</i>)	Gymnastics (<i>Artistic</i>)
Athletics**	Motor Activities (<i>Training Only</i>)*
Basketball***	Nordic Skiing
Bocce	Powerlifting
Bowling *	Roller Skating (<i>Artistic and Speed</i>)
Cycling*	Softball***
Equestrian	Speed Skating
Figure Skating	Tennis
Floor Hockey***	Sailing*
Football (<i>Soccer</i>)***	Volleyball***

* *These sports are also offered as Unified events where teams are made up of an equal number of athletes with intellectual disabilities and typical persons who have similar abilities.*

** *Track & Field; inc. specialized events for wheelchair and low functioning athletes*

*** *Team and Individual Skills*

PROHIBITED SPORTS

Prohibited sports and events are activities which the Special Olympics Sports Medicine Committee has determined do not meet the minimum health and safety standards of Special Olympics International. Competitions in these sports have been found to expose athletes to an unnecessarily high risk of injury, especially injuries having life-long, deleterious effect. In addition to the health and safety consideration, there are certain philosophical reasons for prohibiting a sport. A sport that includes one-on-one combative competition is in direct conflict with the basic principles of Special Olympics and shall not be included.

The following prohibited sports shall not be a part of any Special Olympics competition event, training program, clinic, etc.:

Javelin	Platform Dives	Wrestling	Shooting	Boxing
Hammer Throw	Discus	All Martial Arts	Pole Vault	Karate
Fencing	Trampoline	Nordic Jumping		

All types of contact sports (i.e., Rugby, American Football, etc.)

OFFICIAL LOGO

The Special Olympics logo is the official trademark of the worldwide Special Olympics program and is registered with the U.S. Patent Office. Permission for the use of this logo may be granted only by SOI or its duly authorized agents.

The logo must be produced in its official form and may be enlarged or reduced. It may not be distorted in any way. The trademark symbol must appear, as pictured, as part of the logo at all times. This is to protect the logo's use and to prevent individuals and organizations from using it without the express permission of the Special Olympics organization.

The Official Special Olympics Style Guide contains the complete guidelines on the required and recommended uses of the Special Olympics Logo, Symbol and Seal and Accompanying language to which Accredited Programs and all other users must adhere. This publication is available through the Special Olympics New York offices statewide.



ASSOCIATION OF SPECIAL OLYMPICS NAME OR LOGO WITH TOBACCO PRODUCTS & ALCOHOLIC BEVERAGES

No Accredited Program shall knowingly permit the use of any alcohol or tobacco products at any Special Olympics training or competition venue.

No Accredited Program shall permit the name "Special Olympics", the SO Logo or any other SO Mark to be publicly or visibly connected or associated with the name or trademark of any of the following:

1. Any tobacco product or the manufacturer or distributor of a tobacco product; or;
2. Any alcoholic beverage, or the manufacturer or distributor of an alcoholic beverage.

The prohibition set forth in this policy shall not prevent an Accredited Program from engaging in or authorizing any of the following:

1. Accepting a so-called "blind" contribution which is not publicized, promoted or publicly acknowledged by the Accredited Program in any way (except to the extent that the source of the contribution must be reported on tax returns or other filings made with governmental authorities, which are then available for public inspection);
2. Allowing the name "Special Olympics" ("SO"), the SO Logo, and/or other SO Marks to be publicly associated with the names of products which are not tobacco products or alcoholic beverages, even if they are manufactured or distributed by companies which also manufacture or distribute tobacco or alcoholic beverages;
3. Allowing the name "Special Olympics", the SO Logo and/or other SO Marks to be publicly associated with the names of manufacturers or distributors of alcoholic beverages, as distinguished from the products or the product names themselves, if those company names do not contain the brand name or generic title of an alcoholic beverage.

DATING POLICY

Special Olympics prohibit any Special Olympics staff member or volunteer (excluding spouses of athletes and athletes who are Class C volunteers) from dating or having a sexual relationship with any Special Olympics athlete. In the event that a Special Olympics organization learns of any dating or sexual relationship, the organization immediately shall require either: i) that the staff member or volunteer end his or her association with Special Olympics; or ii) that the association between the staff member or volunteer and Special Olympics will be terminated.

In the case of a Special Olympics athlete who is also a staff member or volunteer, the Chief Executive Officer of the organization where the athlete competes must evaluate the circumstances on a case-by-case basis and determine if an authority relationship exists between the staff/volunteer athlete and the competing athlete, and if it is determined that there is such a relationship, then apply the above policy in the same manner as the policy is applied to non-athlete staff or volunteers.

Each Special Olympics Program should determine whether it is required by its national or local laws to report certain relationships between Special Olympics staff or volunteers and Special Olympics athletes to the appropriate authorities under any "mandatory reporting" or other requirements in place for that Program's jurisdiction and comply with those requirements.

Special Olympics respects the right of athletes to have a full range of human relationships available to other human beings. This policy shall not be interpreted as a limitation on the rights of athletes, but only as a restriction on Special Olympics staff and volunteers.

GAMES/EVENT SPONSORSHIP

When a corporation or other organization provides financial support for a Special Olympics competition, that corporation or organization may describe itself, and/or may be listed in signage, publicity and promotional materials, only as a "sponsor" of the Special Olympics event. To protect the ownership and integrity of the Special Olympics name and proprietary symbols, sponsors may never include their corporate, organization or product names in the title or name of the event itself. For example, if "Company" is the sponsor of a Basketball Tournament, the event shall not be named and described as the "Company's Special Olympics Basketball Tournament".

If a sponsor conducts its own event to benefit Special Olympics, the sponsor's event shall be identified as such: "Company Fun Run - to Benefit Special Olympics".

SUMMARY OF INSURANCE

The following information is intended as an outline of the Special Olympics Corporate Insurance Program (SOCIP) provided by Special Olympics International. Exact terms and conditions, as well as procedures for filing a claim or request for insurance certificate, may be secured from the Special Olympics New York State Headquarters in Schenectady.

GENERAL LIABILITY: This policy protects Special Olympics organizations, athletes and registered volunteers from claims of bodily injury, property damage and personal injury due to their alleged negligence during the conduct of a Special Olympics activity. Negligence must be proven in order for there to be an obligation to pay a loss under this policy; however, the insurer has a "duty to defend" under the policy whether a claim involves negligence or not. In addition, the general liability policy has been endorsed to provide coverage for losses resulting from damage to property in the care, custody or control of Special Olympics. The loss must occur during a Special Olympics conducted/sponsored event. The limit of liability is \$100,000, subject to a \$1,000 deductible per loss. **Notation:** If you have an event requiring liquor liability coverage, coverage can be endorsed to this policy for a minimum premium of \$100. Events which are outside the normal scope of Special Olympics activities, including events which involve firearms, fireworks, skydiving or use of any other form of aircraft are **NOT** covered by the general liability policy.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY: This policy provides protection to Special Olympics organizations, athletes and registered volunteers for liability claims arising as a direct result of the use of a non-owned or hired automobile. In order for coverage to be effective, the vehicle must be used for Special Olympics business. This policy applies in excess of any other automobile liability insurance which the owner of the automobile must carry. **Restrictions:** Excess of any valid and collectible insurance (liability only). **Notations:** No coverage is afforded for those losses caused by an uninsured/underinsured motorist.

HIRED AUTO PHYSICAL DAMAGE: This policy provides protection to Special Olympics organizations, athletes and registered volunteers for physical damage claims arising as a direct result of the use of a commercially rented vehicle. In order for coverage to be effective, the vehicle must be used for Special Olympics business. This policy is first dollar coverage, subject to a \$25,000 per vehicle limit and \$1,000 deductible per accident.

MEDICAL VOLUNTEER MALPRACTICE: This policy provides protection against Medical malpractice claims for emergency services rendered at a Special Olympics sponsored event by registered medical professional volunteers. This policy provides excess Medical Malpractice coverage for all volunteer medical personnel, except doctors. Coverage is not provided under the policy for commercial firms volunteering the services of their paid employees. However, should these employees volunteer their services on a personal basis separate from their employment status, coverage would be extended to them if they are registered Special Olympics volunteers. Coverage is subject to each such medical personnel being a registered volunteer.

PARTICIPANT MEDICAL ACCIDENT: This coverage responds when a Covered Accident has occurred during a Covered Event or during Covered Travel to or from a Covered Event. This is an accident medical policy, not an illness medical policy. For example, it could cover the medical expenses caused by a broken leg but not by appendicitis. An accident must occur. The accident medical insurance policy is excess of any other valid and collectible insurance or medical plan that the injured participant may have. Covered Accident means an accident which results in accidental bodily injury, frostbite, fainting, heat stroke or exhaustion; or any accident where epilepsy or a seizure may be a contributing factor and which occurs to an insured person while the insured person's coverage is in effect and while the insured person: (a) is participating in a Covered Event or performing duties assigned directly in connection with a

SUMMARY OF INSURANCE (Continued)

Covered Event; or (b) is traveling to or from the location of a Covered Event as defined in covered travel. **Covered Event** means any scheduled activity authorized, organized and supervised by Special Olympics. With respect to competition activities, this includes pre-competition activities and practice sessions. **Covered Travel** means travel which is (a) directly to or from the location of a Covered Event; (b) authorized by Special Olympics; and (c) supervised by staff members or designated representative of Special Olympics. **Covered Travel to a Covered Event** commences upon departing from the designated meeting place for such travel and terminates upon arrival at the location of the Covered Event. **Covered Travel from a Covered Event** commences upon departing from the location of the Covered Event and terminates upon return directly to the original, designated meeting place. **Insured persons**: All athletes, managers, coaches, officials, chaperones, supervisors and other volunteers whose names are on file (registered) with Special Olympics while participating in a Covered Event.

UMBRELLA: This policy provides protection in excess of scheduled underlying corporate insurance program policies for all U.S. Programs and SOI at the rate of \$20,000,000 per occurrence, with an Annual Policy Aggregate of \$20,000,000.

DIRECTORS' AND OFFICERS' LIABILITY: This policy provides protection against liability caused by the wrongful acts by directors, officers and trustees of Special Olympics. It DOES NOT cover bodily injury, property damage or personal injury losses. Directors, officers or trustees must be named in a lawsuit in order for coverage to respond.

CRIME: This policy provides protection only to the Special Olympics International, Inc., Special Olympics U.S. Programs and the Joseph P. Kennedy, Jr. Foundation against fraudulent, dishonest or criminal acts committed by a Special Olympics employee or board member acting alone or in collusion with others and causing Special Olympics to suffer a loss of money and/pr securities. Coverage does not extend to Area or local offices or other personnel.

**FOR MORE INFORMATION REGARDING INSURANCE,
TO FILE A CLAIM OR REQUEST A CERTIFICATE OF INSURANCE,
OR INFORMATION REGARDING CONTRACTS ADMINISTRATION,
PLEASE CONTACT SONY HEADQUARTERS IN SCHENECTADY.**

POLICY STATEMENT

Special Olympics New York athletes are required to participate in a minimum of eight weeks of training in a registered training club under the supervision of a certified coach prior to entering a competitive event. Athletes have to be registered on a Training Club Registration Form by their Head Coach for each sport they train in.

THE IMPORTANCE OF TRAINING

Sports' training is designed to improve the participants' physical fitness and skill in various sports. Training programs are developed and directed by the coach after an individual assessment of an athlete's skills. Several individuals, including parents, the Special Olympics Sports and Training Director and other sports experts, may be used as resources in constructing a program.

Through a Special Olympics Training Program, an athlete learns the importance of proper warm up, cool down, and strength and fitness training. Additionally, an athlete improves in sports skills by progressing toward measurable goals at his/her own pace. Proper training reduces sports injuries and increases safety awareness in sport. Finally, as training is required of all athletes, events will match a trained athlete against another trained athlete, thus creating equitable competition.

It is up to each and every one of us associated with Special Olympics to be sure that athletes receive the necessary and proper training in order to fully enjoy and achieve the maximum benefit from participation.

TRAINING CLUB REGISTRATION

Special Olympics New York maintains computerized athlete training records at the State office by training club, sport and Area program. For training clubs registered the previous program year, Area Training Directors will receive a computer printout of the athletes within that training club so that corrections, additions and/or deletions may be noted. New training clubs are registered on a separate form so that each athlete's information can be added to the system.

Training Club registration forms need to be submitted to the SONY Schenectady office, on or before October 1, 2006, in order to be eligible for assessment rebate. In addition, if training club registration forms are not received by October 15, 2007, Area/Regional State Quotas will be negatively affected.

Regions/Areas which offer team Sports (Softball, Volleyball, Basketball, Floor Hockey and Football [Soccer]) must insure each team is registered. This should be done by filing a new Training Club Registration form for that specific team. This will serve as the team's official roster, which cannot deviate between Local, Area, Sectional/Regional and State level competitions.

Areas must register training clubs for that season in order to be eligible for Sectional/Regional and State Competitions.

TRAINING RESOURCES

SPORTS SKILLS PROGRAM GUIDES are available for every official and demonstration Special Olympics sport and are designed for persons with intellectual disabilities who may exhibit any number of associated learning impairments.

The program guide utilizes goals, short term objectives, task analyzed activities, assessments and teaching suggestions for individualizing and integrating sports skills instructions into other subject areas of the students' curriculum. Each sport has been task analyzed by physical educators and recreation specialists who have had success in teaching that particular sport to individuals with intellectual disabilities. The format of each Special Olympics skills instructional unit includes: Overview; Long Term Goals; Short Term Objectives; Modifications and Adaptations; Sports Skills Assessment; Skill Sequence; Task Analysis; Teaching Suggestions; Infusion Chart; Terminology and Resources.

MOTOR ACTIVITIES TRAINING PROGRAM GUIDE is an adjunct to the Special Olympics program and is designed for persons with severe intellectual disabilities who are not yet able to compete in a rigorous sports program using objective and universal sports rules. It includes many and varied training activities that have been developed and tested by experts and professionals with practical experience in working with people with severe motor learning problems. The MATP provides suggestions for age appropriate activities to enjoy and to achieve the personal best.

LEVEL II SPORTS AND RELATED ACTIVITIES HANDBOOK highlights those sports and events from the Official Sports Rules Book which may be better suited to lower functioning athletes, as well as describing related activities to enhance the participatory experience of the athletes.

ALL TRAINING RESOURCE MATERIALS ARE AVAILABLE THROUGH YOUR REGIONAL/AREA TRAINING DIRECTOR OR SCHENECTADY SONY OFFICE

TRAINING SAFETY

In order to ensure a safe and effective training program for all Special Olympics athletes:

AQUATICS Training Clubs need to complete a ***Site Selection Checklist for Aquatics*** form annually.

COMMUNITY BASED TRAINING CLUBS are required to complete, and have present at all training sessions, an ***Emergency Response Packet***.

These forms, as well as additional information and safety guidelines, are available from your Regional/Area Training Director or the Special Olympics New York office.

OFFICIALS TRAINING

Officials Training Schools in Floor Hockey, Volleyball, Basketball and Football (Soccer) are also organized and conducted annually by SONY. For more information, contact your nearest SONY office.



COACHES CERTIFICATION

All coaches training Special Olympics athletes must become certified in at least one sport. Coaches for Gymnastics, Powerlifting, Equestrian, Aquatics and Alpine Skiing are required to be certified in the sport they are coaching. At least one sport specific coach per sport venue must accompany each Area's athletes to Regional and State level events. In addition, all coaches must complete their Type I Volunteer application to become certified.

There are two ways to become a certified coach:

SPECIAL REQUEST - An application may be submitted for review by SONY to issue certification based upon an individual's sports knowledge, prior coaching experience and awareness of Special Olympics programs. Applications are available from Regional Program Directors, Area Coordinators and Training Directors or the SONY office and can be forwarded to the State office at any time during the year. Examples of persons who might be eligible for certification under the special request procedure are; adaptive physical education teachers or school personnel who have coaches certification with the New York State Department of Education. Individuals with expertise in a sport area but no prior experience with handicapped persons or Special Olympics may be approved for certification pending attendance at only the relevant parts of a regular Coaches Training School (described in item 2).

TRAINING SCHOOL - Persons wishing to become certified in a Special Olympics sport may attend a Coaches Training School, complete a ten-hour practicum in the sport trained in with Area Special Olympics athletes and forward their certification application to the SONY office for approval. Training schools are sport specific and follow the general outline listed below:

GENERAL SESSION: *Overview of Special Olympics; description of intellectual disabilities; guidelines for appropriate training activities and schedules; first aid and emergency procedures and; specific information on coaching individuals with intellectual disabilities. All Type I Volunteers must complete this registration process.*

COACH WITH COACH: *Instruction from an expert clinician on the proper steps to teaching an athlete the skills necessary to learn, improve and perform the specific sport addressed.*

COACH WITH ATHLETE: *An opportunity for training school attendees to practice with Special Olympics athletes under the guidance of the training school clinicians.*

Coaches Training Schools are organized annually by the SONY office to ensure adequate opportunity for certification in all available sports. In addition, Regions/Areas may host training schools for their local coaches. These training schools must be approved and coordinated through the State office, with a minimum of six notices to SONY's Vice President – Program required.

COACHES CREDENTIALS

All certified coaches are required to wear Photo ID Credentials while attending SONY competitive events. Certified coaches can obtain their credentials by sending signed Coaches/Chaperones' Responsibility Form and two passport-size pictures to, including Type 1 Volunteer Application and proof of Protective Behavior training:

**Vice President - Program
Special Olympics New York
504 Balltown Road, Bldg. 12C
Schenectady, NY 12304-2290**

COACHING AT OVERNIGHT TRAVEL/STATE EVENTS

The following **ratios** are used to determine the number of coaches allotted to a Region/Area for Overnight Travel and State competitions. These coaches attend at SONY's expense. Those Regions/Areas wishing to increase their coach's quota should do so, in writing, with the registration materials for the competition. Additional coaches attend at the Region/Area's expense, unless otherwise specified.

All Individuals Sports	1 Coach/4 Athletes	
Athletics only	1 Coaches/3 Athletes	
<u>Team Sports:</u>	Softball / Floor Hockey / Soccer	3 Coaches/Team
	Basketball / Volleyball	2 Coaches/Team

Areas may request 1:1 coaches for non-ambulatory or multiply disabled athletes

The following **certification requirements** are enforced at all Regional and State competitions:

- ***All coaches within the quota must be certified.***
- ***All Coaches in Aquatics, Gymnastics, Alpine Skiing, Powerlifting and Equestrian must be certified in the sport they are coaching.***
- ***At least one coach per sport must be certified in the sport they are coaching by venue (e.g., Athletics, Bowling, Volleyball, etc.)***

Areas experiencing difficulties in securing the services of appropriately certified coaches to attend Regional and State competitions should contact the SONY Schenectady office for assistance.

APPROPRIATE SUPERVISION

1. Athletes are required to be in attendance from the designated registration/check in time until the formal closing/check out time of each event.
2. While attending a SONY event, athletes are required to stay at the designated housing and/or venue sites. Off-site housing and/or side trips away from the organized activities are not permitted without prior approval from SONY.
3. Transportation to and from the event site shall normally be provided by the Region/Area program, unless otherwise coordinated with the parent/guardian and the Regional Director/Area Coordinator or his/her designee. Coaches, Volunteers and/or staff are not permitted to release athletes to family, friends or acquaintances of the athletes without prior written approval from the parent/guardian.
4. Additional athletes attending as spectators are not considered a part of a Region/Area's contingent to a SONY event. They are the sole responsibility of the agency or individual who has brought them to the event. These individuals may not register with the official Region/Area contingent and cannot be housed in the athlete/coach locations. When available, they may participate in any arrangements provided for families traveling to an event (i.e., reduced cost housing). All expenses are the responsibility of the agency or individual bringing the (spectator) athlete, as is the 24-hour supervision. Persons responsible for spectators may not also be identified as a coach for participating athletes.
5. Coaches registered for Special Olympics events shall assume 24-hour responsibility for the appropriate supervision of participating Special Olympics athletes. They may not bring their own children, friends or additional persons needing their care and attention to a Special Olympics event as this could compromise the supervision of the Special Olympics athletes to whom they are assigned.
6. Delegations and clubs are responsible for providing coaches as a ratio of 4:1 for individual sports athletes (except Athletics - 3:1) and 3 coaches per team (Softball, Floor Hockey, Soccer); 2 coaches per team (Basketball & Volleyball) to all SONY events. This same ratio shall be maintained during travel to and from the event. Requests to allow fewer coaches must be authorized by the SONY staff member responsible for the event.





Special Olympics Created by the Joseph P. Kennedy, Jr. Foundation
Special Olympics New York, Inc. is authorized and accredited by Special Olympics International
for the Benefit of Citizens with Intellectual Disabilities.

MEDICAL AND SAFETY REQUIREMENTS

MINIMUM MEDICAL FACILITIES AT LARGE COMPETITIONS

1. A qualified emergency medical technician must be in attendance or readily available at all times.
2. A licensed medical professional must be on-site or on immediate call at all times during the competition.
3. All first aid areas must be clearly identified and adequately equipped and staffed by a qualified emergency medical technician for the duration of the event.
4. An ambulance, resuscitator and other appropriate medical equipment, particularly equipment for handling seizures, must be readily available at all times.

MINIMUM SAFETY PRECAUTIONS AT COMPETITIONS

1. Adequate precautions must be taken to avoid exposing athletes to sunburn, hyperthermia, hypothermia or other conditions or illnesses caused by exposure to the elements.
2. Special precautions must be taken when holding competitions at high altitudes, including providing training recommendations for athletes before the competition and equipping the competition venues with oxygen tanks.
3. Ample water or other liquids must be provided for athletes throughout the competition and athletes should be encouraged to take appropriate water breaks.
4. Special precautions must be taken to insure that each participant receives any medications which have been prescribed for his/her use.
5. Competition organizers, officials and coaches must take into account the cardiovascular effect and strenuousness of a sport when setting the competition schedule for that sport, taking into account the length of competition, weather conditions, the physical ability of the participants, and the need for adequate rest periods. In general, athletes should be given adequate time between trials, finals and competitions, and teams should be given adequate time between the end of one competition and the next round of competition.
6. Protective eyewear is required for monocular athletes participating in dynamic reactive sports; i.e., basketball, volleyball, softball and strongly recommended for athletes who wear street glasses and participate in these activities.
7. No person should be permitted to use tobacco products or to consume alcoholic beverages at competition venues, whether or not a competition is actually in progress.
8. Our procedure at a training or competition venue on seizures and how long after a seizure should an athlete be allowed to participate/compete, etc., is handled on a case by case basis. Seizures can range in type and intensity, as well as vary depending on the athlete's physical condition at the time of the seizure. In general, the decision is made between the medical personnel at an event and the coach. If there is a difference of opinion on whether or not an athlete should compete, then the final decision would be made by the event director. The opinion of the medical personnel is the one that would be given the most weight.

VENUE SAFETY

Special Olympics New York is concerned about preventing losses to people and property. Taking these measures will help prevent losses or unhappy surprises:

- Inspect all venues before the event.
- Repair or improve the venues to meet safety standards.
- Obey safety rules and use good judgment and common sense.

In general, the venue should supply these items to ensure the highest level of safety:

- Adequate lighting to illuminate the entire venue, including the parking lot.
- Communications systems to connect with safety and medical services.
- Guest and spectator comforts such as fresh water and universally accessible restroom facilities.
- Fire prevention, protection and suppression systems.
- Safe walking areas free of slip, trip and fall hazards for participants and spectators.
- Safe spectator seating and access to the seating.
- Participant safety in locker rooms, competition and training areas.
- Working public address system.

LEVELS OF COMPETITION

LOCAL meets and events are encouraged as additional training and competition experiences prior to an Area event and should be conducted with the same competition rules each athlete will encounter at subsequent levels of competition. A local meet involves athletes from one or more training clubs within an Area but not the entire Area.

AREA competition involves all athletes and training clubs within Area training in the sport to be competed and is considered the primary competition for advancement purposes. Each Area is required to have a minimum of 2 Area competitions a year. The Event Director, under guidance from the Area Coordinator is responsible for insuring that the organization and quality of the event meet the standards of Special Olympics New York. Competition must be conducted according to the Official Special Olympics Sports Rules Books and the National Governing Bodies for each sport, where applicable.

REGIONAL competitions have begun to take place in the Long Island, Genesee, Hudson Valley and Central Regions as Special Olympics New York begins the process of shifting to a Regional management structure. Over the next two to three years, more Regions will be created.

STATE events are the showcase for the skills and accomplishments of the Special Olympians and are organized by a Host Site Committee, under the guidance of SONY Staff. They are expected to be well organized and conducted in a manner that the athletes, coaches and families deserve; and the community should feel proud that an event is taking place in their neighborhood. State level events are conducted in compliance with the Special Olympics rules and Board policies. Competition events follow the Official Special Olympics Sports Rules and the National Governing Body of each sport, where applicable. State level events are not the appropriate time or place to continue teaching sport skills that have yet to be learned; they are the arena to display those skills that have been achieved through quality training programs.

NATIONAL CHAMPIONSHIPS will be conducted in all sports prior to the World Games. The National Championships will serve as an invitational to all 50 United States Chapters for additional competition in a given sport. Competitions will be conducted in accordance with the Special Olympics Sports Rules Book and the National Governing Body of each sport, where applicable. These events will also serve as a component for the selection of the delegation to represent the United States at the World Games.

WORLD GAMES are offered every two years on an alternating Winter and Summer Games basis. The next World Summer Games will be in 2007, 2011, etc., with World Winter Games in 2009, 2013, etc. Since the 1993 World Winter Games, each state was no longer represented at the World Games. Instead, a USA delegation made up of athletes from all United States Chapter programs were selected to attend. World Games will follow the Official Special Olympics Sports Rules and the International Federation Rules for each sport, where applicable.

PLEASE REMEMBER:

Each athlete must have a completed Medical Release and Consent Form on file in the SONY office prior to attending Regional and State level events. Regions/Areas are responsible for having these forms with the athletes, including transportation to and from the event, and available during competition at the athlete's venue. MR/C forms will be checked during on-site registration and athletes without proper documentation will be sent home.

QUOTA DISTRIBUTION POLICY

INDIVIDUAL SPORTS SLOTS

1. Slots are distributed by sport for each State event based upon each Region/Area's registered training and competition totals from the previous year.
2. Any Region/Area that has a training and competition percentage greater than 25% of the statewide total will only receive 25% of the available slots. The remainder of the slots will be equally shared with all other Regions/Areas of the State.

TEAM SPORTS SLOTS

In order to properly plan and budget for State competitive events, team sport quotas are based on the previous year's athlete registration in training, as well as local, Area and Regional competitions. Each Region/Area training in a team sport for at least one year prior to a State event will receive a slot at the State level. **The team which represents each Region/Area at the State level must have participated in the Regional competition under the same name and with the same roster.**

UNIFIED SPORTS SLOTS

Quotas for Unified competition will be provided at the Regional level: Unified Softball, Unified Golf and Unified Cycling (Fall Season); Unified Basketball, Unified Volleyball and Unified Bowling (Summer Season) (Adult Bowling - Fall Season).

QUOTA ADJUSTMENTS

1. Quotas for all State events are determined at the beginning of the program year. Quota adjustments are managed through the quota survey process immediately preceding each event and confirmed by the State Event Manager through a final quota sheet distributed with the event registration packet. Areas are not permitted to adjust quotas between sports outside of the quota survey process, and **failure to respond to the quota survey is interpreted as disinterest in attending that event.**
2. **Regions/Areas who still wish to increase their slots after the registration packet is distributed should register alternates for that purpose in the space provided on the entry forms. Approval of these additional slots will be confirmed by the State Event Manager.**
3. **Regions/Areas who drop more than 10% of their athletes from the adjusted quotas to the actual event will receive a quota equal to that actual number for the next year's event.** The remainder of that Region/Area's quota will be redistributed to other Regions/Areas who have met their quota and have requested additional slots.

COACHES QUOTAS/CERTIFICATION REQUIREMENTS

1. Coaches quotas are based on the following: three coaches per team; and a 1:4 ratio of coaches to athletes in individual sports (except Athletics - 1:3). **All coaches must minimally be Special Olympics Certified.** All coaches in Aquatics, Gymnastics, Equestrian, Powerlifting and Alpine Skiing must be sports specific certified. At least one coach per sport must be sports-specific certified for all other sports.
2. If the above specifications cannot be met, a waiver must be approved by the State Event Manager. Additional support personnel (bus drivers, nurses, etc.), must be registered as such and will participate at the expense of the Region/ Area. SONY will cover on-site costs for coaches within the Region/Area's quota and necessary 1:1 wheelchair support. All additional chaperones must complete a Type 1 Volunteer application.
3. Because numbers fluctuate throughout the registration process, the final number of coaches allowed will be determined at on-site registration, based on the actual number of athletes in attendance. Region/Areas will be billed for additional coaches.

STATE EVENTS QUOTAS ARE LOCATED AT THE END OF THIS SPORTS HANDBOOK AND INCLUDE REGION/AREA SPECIFIC ATHLETE AND COACH QUOTAS FOR EACH SPORT.

Requests will be filled to the greatest extent possible above the original quotas and up to a maximum threshold as defined by the number of available beds or space at specific competition venues.

A separate Head Coach has been included in the coach's quota for each Region/Area, as well as an Assistant Head of Delegation per each 100 athletes competing.

Regions/Areas will receive a quota in a team sport provided the Region/Area has had a Training Club in that sport for the prior year and during the current training season (i.e.; for the 2006 State events, a Region/ Area must have been training in 2005, as well as 2006). Roster sizes for team sports have been established, as follows, to provide for the broadest possible Area representation, as well as balancing available slots for individual sports.

Floor Hockey - 13	max, 11 min.	Softball – 13	max, 10 min
Basketball - 10	max, 8 min	Football (Soccer) – 10	max, 7 min
Volleyball – 10	max, 8 min		

Teams will not be allowed to exceed the maximum numbers and teams falling below the minimum will be moved to skills.

PROCESS

Prior to each competition, a survey will be sent to each Region/Area to determine their planned usage of original slots within the quota and any additional slots they wish to be considered for.

Initially, Regions/ Areas will be given an opportunity to secure additional individual sports slots (and corresponding number of coach slots) as part of the quota survey process. **Team Rosters may not be enlarged above the designated quota size.** Written confirmation of approved additional slots will be provided, following receipt and consideration of all requests.

Regions/Areas wishing to secure additional slots must do so on the form provided. Forms must be returned by the due date. The Regional Director/Area Coordinator or his/her designee is the only one in the Region/Area authorized to request additional athlete/coach slots.

Regions/Areas that are close in distance (within 1 1/2 hours of site) to the event may also purchase "day" athlete and coach slots in individual sports. Two options will be given: lunch only and lunch/dinner-dance. Day athletes will be required to participate in all preliminary and final rounds of competition. Day athlete/coach slots will be made available after the original and additional slots have been distributed. The cost per coach or athlete without overnight accommodations (Day-Trippers) will be determined prior to the event, based on actual cost of meals to SONY.

CRITERIA FOR ATHLETE ADVANCEMENT

INDIVIDUAL SPORTS

1. To advance to a higher level of competition in a particular year, an athlete must have participated for a minimum of eight weeks in an organized training program in the sport or sports in which he or she is entered for higher level competition. (A planned training regimen under a volunteer coach, teacher or parent is considered an organized training program.)
2. To advance to a higher level of competition, an athlete must have placed 1st, 2nd or 3rd at the Region/Area level of competition in the same sport or sports (e.g., an athlete may not advance to International/multinational competition in a given sport unless he or she has competed in that sport at National/Chapter competition and placed 1st, 2nd or 3rd). If no Region/Area competition is held, a lower level or Regional level competition may be substituted
3. Athletes should be chosen for higher level competition by random selection from among 1st, 2nd and 3rd place winners from all divisions by event. Athletes selected may also enter other events in which they have not placed 1st, 2nd or 3rd at the next lower level competition.

CRITERIA FOR ATHLETE ADVANCEMENT (Continued)

4. When conditions exist which preclude all 1st, 2nd or 3rd place winners from advancing to higher level competition (e.g., a Chapter has 100 1st, 2nd and 3rd place winners in the 100 meter dash and a quota of 5 athletes for the 100 meter dash at the next International Games), athletes shall be selected as follows:
 - a. *First Priority: athletes shall be 1st place winners in at least the event at the next lower level of competition. If the number of 1st place winners exceeds the quota, athletes shall be chosen by random selection from among all division winners.*
 - b. *Second priority: athletes who were 2nd place finishers in the event shall be chosen next by random selection, then 3rd place finishers.*
 - c. *A team having no competition at a specific level shall be declared a winner. The team shall not receive a place award; however, the team shall be eligible to advance to the next higher level of competition.*
5. An athlete shall not be barred from future competition because of prior competition (e.g., an athlete who competed in the 1995 International Summer Special Olympics Games is eligible to compete in the 1999 International Summer Special Olympics Games unless he or she fails to meet some other eligibility criteria).

TEAM SPORTS

In order for a team to advance to State level competition, that team must have competed at the appropriate Local, Area and Regional level competitions prior to the State Event, unless granted a waiver from the Vice President, Program. Such a waiver will only be granted in the case of extemporaneous circumstances.

1. Official rosters for each team sport shall be configured according to the following distribution:

Floor Hockey - 13	max, 11 min.	Softball – 13	max, 10 min
Basketball - 10	max, 8 min	Football (Soccer) – 10	max, 7 min
Volleyball – 10	max, 8 min		
2. Alternate team members are to serve as last minute replacements for official team members. It is expected that these alternates be included in all regular training sessions to the greatest extent possible. A team's roster shall remain consistent from training through Local, Area, Regional and State level competition.
3. The official team members and alternate team members, as well as the team name, are to be identified on the Training Club Registration Form.
4. The appropriate Regional/Area and State staff will verify that teams registered for competitions are consistent with team rosters.
5. Results of Local/Area/Regional team competitions, including team rosters, will be delivered to the SONY Vice President/Competition following the competition in a timely manner. Results of Regional team competition, including team rosters, will be given to the appropriate State Event Manager of the upcoming Regional event.
6. If in the hierarchy of competition, a team is not provided with a Local/Area/ competition, then this team may go directly to Regional competition.
7. If in the event of extemporaneous circumstances where an Area level team cannot attend its own Regional competition and needs to cross over to attend another Region's competition, approval must be sought from the Vice President / Competition.
8. If in the event of extenuating circumstances, teams requesting a waiver from participation at the Regional level of competition must submit, in writing, a description of the Local, Area, Invitational or Regional competition in which they competed, including teams participating, competition divisions, game scores and final places within each division. This documentation must be submitted on or before the competition registration deadline.

COMPETITION DIVISIONS

INTRODUCTION

Special Olympics competitions provide athletes with the opportunity to demonstrate the sports skills they have acquired during training. Special Olympians, like all dedicated athletes, strive for their best performance at each competition. To enhance their competitive experience, competitions should be organized to highlight the athletes. In Special Olympics, this means that, regardless of an athlete's place of finish, each performance is considered a personal victory. The athlete is paramount.

Special Olympics have developed modified rules, when necessary, in order to maximize the successful participation of all athletes and encourages competition throughout every level of the organization. Competitions must be conducted consistently, in accordance with these recognized rules and capably officiated. In addition, family, friends and spectators should be given the opportunity to share in the athletes' achievements during the competition.

The fundamental difference which sets Special Olympics competitions apart from those of other sports organizations is that athletes of all ability levels are encouraged to participate and every athlete is recognized for his or her performance. Competitions are structured so that athletes compete with other athletes of similar ability in "equitable" divisions. Historically, Special Olympics suggested that all divisions be created where the variance between the highest and lowest scores within that division did not differ by more than 10%. The "10% rule" is no longer included in the following procedures because, in many instances, it is not possible to implement due to the available athlete pool from which divisions must be created. As a goal, however, it is still a valid concept; since an "equitable" division is defined as one in which all participants, based upon their entry scores, have a reasonable chance to place first within that division. It is through this divisioning process that Special Olympics give each athlete a fair and objective arena in which to compete.

RESPONSIBILITIES OF THE COMPETITOR

Athletes shall abide by the letter and spirit of the rules and be responsible for conducting themselves in a sportsmanlike manner at all times. Athletes who do not conduct themselves in this manner, or who are offensive by action or language toward other athletes, coaches, volunteers, opponents, officials and/or spectators, may be disqualified from participating.

Athletes who do not participate honestly and with maximum effort in all preliminary trials and/or finals shall be disqualified from all remaining events by the Sports Specific Rules Committee at the competition.

RESPONSIBILITIES OF THE COACH

Coaches shall place the health and safety of Special Olympians above all else.

Coaches shall abide by the letter and spirit of the rules and be responsible for conducting themselves in a sportsmanlike manner at all times. Coaches who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, other coaches, volunteers, opponents, officials and/or spectators, may be prohibited from coaching.

Coaches shall be knowledgeable of all existing Special Olympics and National Governing Body competition rules and regulations and prepare their athletes prior to competition in accordance with those rules.

Coaches shall ensure that athletes compete in events within their sport which challenge their potential and are appropriate to their ability.

Coaches shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and/or finals or he/she shall be prohibited from coaching by the Sports Specific Rules Committee at the competition.

Team Coaches shall ensure that athletes of all ability levels on a team participate in every game.

RESPONSIBILITIES OF THE COMPETITION MANAGER

Competition Managers shall ensure that a complete range of events is scheduled in each sport to maximize competitive opportunities for athletes.

Competition Managers shall organize competitions in accordance with Special Olympics principles and conduct all events to the letter and spirit of the sports rules.

Competition Managers shall utilize the procedures for divisioning when structuring Special Olympics competitions.

PROCEDURES FOR DIVISIONING

An athlete's ability is the primary factor in divisioning Special Olympics competition. The ability of an athlete or team is determined by an entry score from a prior competition or is the result of a seeding round or preliminary event at the competition itself. Other factors which are significant in establishing competitive divisions are age and sex.

Ideally, competition is enhanced when all divisions accommodate at least three (3) and no more than eight (8) competitors or teams of similar ability. In some cases, however, the number of athletes or teams within a competition will be insufficient to achieve this goal. The following procedures describe the sequential process for creating equitable divisions by event and also provide guidance for managing athlete participation when factors preclude ideal divisioning.

INDIVIDUAL SPORTS

STEP ONE: Divide Athletes by Sex

1. Divide athletes into two groups based upon sex. Female athletes shall compete against other female athletes and male athletes shall compete against other male athletes. A relay team which consists of both male and female athletes shall compete in the male division of the competition.

Athletes shall compete against other athletes of the same sex, UNLESS:

- a. The sport specifically allows co-ed events (e.g., pair's figure skating, table tennis, ice dancing, tennis, etc.).
- b. There are only two male or two female athletes within an event. These athletes may compete against one another or be divisioned with athletes of the opposite sex who are of similar age and ability.
- c. There is only one male or one female athlete within an event. This athlete shall be divisioned with athletes of the opposite sex who are of similar age and ability.
- d. There is only one athlete, male or female and of any age or ability, registered to compete in an event. This athlete shall be allowed to compete in a single person division in that event.

STEP TWO: Divide Athletes by Age

1. An athlete's age group shall be determined by the athlete's age on the opening date of the competition.
2. Divide male and female athletes into the following age groups: ages 8 - 11; 12 - 15; 16 - 21; 22 - 29 and ages 30 years and over. An additional age group may be established if there are a sufficient number of competitors in the '30 and over' age group.

PROCEDURES FOR DIVISIONING (Continued)

3. Athletes shall compete against other athletes within the same age group, UNLESS:
 - a. There are less than three competitors within an age group. These athletes shall compete in the next oldest age group. That age group shall then be renamed to accurately reflect the entire range of competitors within that age group.
 - b. After completing Step Three, "Divide Athletes by Ability", age groups are broadened and/or individual athletes are reassigned to other age groups to improve the similarity of scores between athletes within a division.

STEP THREE: Divide Athletes by Ability

1. To complete the divisioning process, follow guidelines listed below based on the event you are divisioning.
 - a. In events which are measured in time, distance or points:
 - 1). For both sexes and all age groups, rank athletes in descending order based upon submitted entry or preliminary scores.
 - 2). Group as many of these ranked athletes into divisions where the highest and lowest scores are as similar as possible and the number of competitors does not exceed eight (8).
 - 3). **In situations where the highest and lowest scores within a division are extreme:**

The age group may be broadened. Athletes within the new age groups should then be re-ranked and grouped into divisions. This process should be repeated until the highest and lowest scores within each division are as similar as possible.

- OR -

Athletes may be individually reassigned to another division which is more similar to their own ability, regardless of age group.
 - b. In events which are judged and where preliminary events will be conducted during the competition:
 - 1). For both sexes and all age groups within a Performance Level, rank athletes in descending order, based upon preliminary scores.
 - 2). Group as many of these ranked athletes into divisions where the highest and lowest scores are as similar as possible and the number of competitors does not exceed eight (8).
 - 3). **In situations where the highest and lowest scores within a division are extreme:**

The age group may be broadened. Athletes within the new age groups should then be re-ranked and grouped into divisions. This process should be repeated until the highest and lowest scores within each division are as similar as possible.

- OR -

Athletes may be individually reassigned to another division which is more similar to their own ability, regardless of age group.
 - c. In events which are judged and where preliminary events will NOT be conducted during the competition:
 - 1). The nature of judging precludes the use of scores from prior competition(s) in divisioning. Without scores from preliminary competition, Performance Level remains as the only criterion of athlete ability.

PROCEDURES FOR DIVISIONING (Continued)

- 2). For both sexes and all age groups, identify athletes by Performance Level.
- 3). If more than eight (8) athletes are in the same sex and age group of a Performance Level, group athletes into divisions of no less than three (3) and no more than eight (8) competitors.

TEAM SPORTS

STEP ONE: Divide Teams by Sex

1. Divide Teams into two groups based upon sex. Female teams shall compete against other female teams and male teams shall compete against other male teams. A 'Mixed' Team (i.e., males and females on the same team) shall compete in the male division of the competition.

Teams shall compete against other teams of the same sex, UNLESS:

- a. There is only one male or one female team within the competition. This team shall be divisioned with teams of the opposite sex who are of similar age and ability.

STEP TWO: Divide Teams by Age

1. The age group of a team is determined by the age of the oldest athlete on that team on the opening date of the competition.
2. Divide male and female teams into the following age groups: ages 15 and under; 16-21 and 22 and over. An additional age group may be established if there are a sufficient number of teams in the "22 and over" age group.
3. **Teams should compete against other teams within the same age group.**

STEP THREE: Divide Teams by Ability

1. All Special Olympics team sport competitions shall utilize the Sports Specific Skill Assessment Tests and a preliminary seeding round to assess the level of ability of the participating teams.

Refer to the Special Olympics Sports Rules for each team sport for a description of the skill assessment tests and additional information regarding the assessment of team sports for divisioning purposes.

2. Group teams according to ability based upon the skills assessment tests and results of the preliminary seeding round.
3. Create divisions of no more than eight (8) teams by applying age groups to the teams within each ability group.
4. Within each ability group, age groups may be combined to create divisions.
5. If there are only two male or two female teams within the competition, these teams shall compete against each other.
6. If there is only one team within an age or ability group, that team must be divisioned with other teams, regardless of age or ability.
7. Two team heats.

AGE GROUPS

1. **Athletes must be at least eight (8) years of age to participate in Special Olympics competition.** Certain sports and events may further restrict athlete participation based on age. If pertinent, additional age requirements are indicated in the specific rules for each sport in the Special Olympics International Sports Rules Book.

2. **The following age groups shall normally be used for all Special Olympics competitions:**

Individual Sports: Ages 8 - 11; 12 - 15; 16 -21; 22 - 29; 30 and over.

Team Sports: Ages 15 and under; 16-21; 22 and over.

Additional age groups may be established if there are a sufficient number of competitors in the "30 and over" or "22 and over" age groups.

3. **Age Groups may be combined under the following circumstances:**

In individual sports, if there are less than three competitors within an age group, the athletes shall compete in the next oldest age group. Age groups may also be combined to reduce the variance between the highest and lowest scores within a division.

In team sports, within each ability group, age groups may be combined to create divisions. If there is only one team within an age or ability group, that team must be combined with other teams for competition.

4. An athlete's age group is determined by the athlete's age on the opening date of the competition.
5. The age group of a team is determined by the age of the oldest athlete on that team on the opening date of the competition.

AWARDS

GENERAL GUIDELINES

1. Awards shall be presented to athletes within each division in a ceremony which highlights their achievements.
2. Athletes or teams placing first through third within a division shall be awarded a placement ribbon or a medal.
3. Athletes or teams placing fourth through eighth within a division shall be awarded ribbons only. Medals shall not be awarded to athletes placing fourth through eighth within a division.
4. In the case of a tie, each athlete or team who has achieved the same result shall receive the award for the highest place (e.g., two athletes who tie for third place shall both receive the third place ribbon or bronze medal). Athletes or teams who follow shall receive the appropriate award for their order of finish (e.g., an athlete who crosses the finish line fourth shall receive the fourth place award, regardless of whether or not the athletes who preceded him or her tied).
5. In addition to medals and ribbons, athletes may receive special recognition for significant accomplishments (e.g., Highest Pins over Average, Most Improved Athlete, Sportsmanship, etc.), following the official awards ceremony.
6. All athletes at a competition may be presented with a memento in recognition of their attendance at that event. These mementos, however, shall not be similar to the competitive awards presented to athletes at the event.
7. One person heats.

INDIVIDUAL SPORTS

1. An athlete who is the sole competitor in an event shall receive a first place award for his or her performance.
2. An athlete who is the only male or female within an event and has been divisioned with athletes of the opposite sex may receive a first place award for his or her performance, if this practice is permitted by the National Governing Body for that sport. (World or Multi-National Games shall use the International Sports Federation rules in similar cases.)
3. An athlete who "Did Not Show", "Did Not Finish" or is "Disqualified" for a sports rules infraction may receive a participation ribbon at the discretion of the competition Rules Committee.
4. An athlete who has been found to have not participated honestly and with maximum effort in all preliminary trials and/or finals shall not receive an award of any kind.
5. An athlete who has been ejected from the competition for unsportsmanlike conduct shall not receive an award of any kind.
6. When two or more divisions compete at the same time (e.g., all divisions of the 1500 meter run are conducted together), awards for each division shall be determined independently, based on the results of each division within that event.

TEAM SPORTS

1. A team trophy may be awarded to teams placing first through third within a division at any Special Olympics competition; however, individual athletes on those teams may receive a trophy only at a single-team sport tournament.
2. When there is only one male or female team within an event which has been divisioned with teams of the opposite sex, this team may receive a first place award for their performance if this practice is permitted by the National Governing Body for that sport. (World or Multi-National Games shall use the International Sports Federation rules in similar cases.)
3. Entire teams or individual members of a team who "Did Not Show", "Did Not Finish" or are "Disqualified" for a sports rules infraction may receive a participation ribbon at the discretion of the Competition Rules Committee.
4. Entire teams or individual members of a team, who have been found, by the Sports Specific Rules Committee at a competition, to have not participated honestly and with maximum effort in all preliminary trials and/or finals, shall not receive an award of any kind.
5. Entire teams or individual members of a team who have been ejected from the entire competition for unsportsmanlike conduct shall not receive an award of any kind. (This does not include those athletes ejected from one round of competition who are allowed to return to play in the next round of team play.)

COMMERCIAL IDENTIFICATION

1. International Olympic Committee Rules state that advertising is not permitted on the equipment used or the uniforms and/or numbers worn by contestants and officials in Olympic Games, other than the normal commercial markings on retail goods. In fact, nothing may be worn on the uniforms of contestants or on any person with an official function, except the flag or emblem of the National Olympic Committee as approved by the IOC.
2. IOC Rules also state that: "the display of any clothing or equipment, such as shoes, skis, handbags, hats, etc., marked conspicuously with something other than the normal commercial markings on retail goods, for the purpose of advertisement by participants (whether competitors, coaches, trainers or anyone else associated with an Olympic team in an official capacity), shall normally result in immediate disqualification from the Games and may result in a loss of eligibility for participating in other amateur sports competitions."
3. The above rules apply to Special Olympics Games and competitions because of the relationship which Special Olympics has with the Olympic movement. However, because of the voluntary nature of most Special Olympics.



COMMERCIAL IDENTIFICATION (Continued)

Games Organizing Committees, the following rules of thumb regarding commercial messages may be followed:

Volunteers and officials may wear jackets, T-shirts, caps and other apparel bearing small and attractively designed identifications of corporate or organization sponsors at sports venues.

*Athletes **not** in competition and not at sports venues (e.g., at training sessions, practices, trips, or away from competition sites) may wear apparel bearing small and attractively designed identification of corporate or organization sponsors.*

Athletes may carry and use non-apparel, non-sports equipment items, such as tote bags, bearing small and attractively designed identification of corporate or organizational sponsors.

Opening and Closing Ceremonies sites are deemed to have the same status as sports venues during Games. Hence, team or delegation members and officials shall not wear warm-up suits, jackets, caps, etc., which bear corporate or organizational identification which might be considered as advertising.

APPROPRIATE ATTIRE/EQUIPMENT

In addition to compliance with the policy on Commercial Identification, SONY promotes the use of appropriate attire by athletes when training and competing. This includes, but is not limited to:

APPROPRIATE FOOTWEAR - (e.g.; sneakers or running shoes for athletics, figure skates for figure skating, speed skates when speed skating, bowling shoes for bowling, etc.). **AT NO TIME ARE STREET SHOES TO BE WORN FOR TRAINING/COMPETITION ACTIVITIES.**

APPROPRIATE UNIFORMS - (e.g.; leotards for gymnastics, jerseys for softball, etc.). **AT NO TIME ARE BLUE JEANS APPROPRIATE FOR TRAINING/COMPETITION ACTIVITIES.**

APPROPRIATE SEASONAL DRESS - (e.g.; layered loose-fitting cotton clothes for summer sports, appropriate head cover, mittens/gloves and boots for skiing and outdoor winter sports, shorts or light cotton warm-ups for active indoor sports, etc.)

APPROPRIATE ATHLETIC EQUIPMENT - Each Special Olympics sport has its own specifications for both required and recommended attire and equipment, with listings available in the Official Rules Book for Softball and Floor Hockey. In addition to those items listed, the catcher in softball must also wear a chest protector, shin guards, a throat protector and where appropriate, an athletic supporter. All Floor Hockey players must wear a helmet with full face guard.

TOBACCO

- SMOKING IS NOT PERMITTED AT COMPETITION VENUES -

Additionally, as part of the Special Olympics Healthy Athletes effort, Special Olympics New York has been designated **Tobacco Free**. Smoking and use of other tobacco products (such as snuff and chew) will not be permitted at any Special Olympics training or competition, except in specific designated outdoor areas.

Non-smoking and tobacco-free expressly include:

- Any enclosed place of public access
- Any indoor venue (competitive and non-competitive)
- The field of play at any venue
- The team and spectator areas at any outdoor venue
- Olympic Village
- Dining areas
- Any bedroom or living quarters of hotels or dormitories
- In any Games transport vehicles

This practice has been put into place in an effort to protect the athletes, volunteers, spectators and staff from the harmful effects of tobacco. This practice reflects Olympic tradition, as well as community and sports expectations regarding the hosting of sporting events.

We trust that coaches and Regional/Area personnel will assist us with implementation of this Healthy Athletes initiative. Please share this information with all those participating in Special Olympics. Those not adhering to these rule swill be asked to leave.

ALCOHOL

Alcohol is prohibited at all SONY training and competitive events. This includes Local, Area, Sectional, Regional and State levels. Those not adhering to these rule swill be asked to leave.

BALLOONS

In order to support a cleaner and safer environment, Special Olympics prohibits open air balloon releases. Tethered balloons used to make archways or other appropriate decorative displays do not appear to be a significant risk, and the risks from balloons given out to individuals do not appear to be significant. Birds (such as doves or homing pigeons) may be released instead of balloons.

CLOWNS, CARTOON CHARACTERS AND FACE PAINTING

Clowns and cartoon-related and product-related characters should be restricted to Olympic Village as entertainment events and are specifically prohibited from appearing at the following: Opening Ceremonies; Closing Ceremonies; Awards Venues; Sports Venues and Victory Banquets. This restriction is necessary to ensure that Special Olympics Games continue to be true sports events conducted with true Olympics dignity and pageantry.

Face painting activities should be prohibited at any official Special Olympics games, tournaments, competitions, exhibitions or demonstrations. Face painting activities should not be part of Olympic Village activities at any Special Olympics events.

VOLUNTEER GUIDELINES

Type I Volunteers are persons of high level responsibility or authority within Special Olympics. Examples are: coaches, committee members, event directors, chaperones, etc. Type I Volunteers must be at least 16 years old and cannot chaperone athletes alone or go on an overnight trip until they are 18 years old.

Type II Volunteers are short-term volunteers who work at a specific event but do not have responsibility for that event or direct responsibility for athletes. Examples are: timers, scorekeepers, officials, food distribution workers, etc. Type II Volunteers must be at least 16 years old or 13 years old and working with a parent or guardian.

2007 WINTER GAMES

DATES: February 23-25, 2007

SITE: Syracuse, New York

SPORTS: Alpine Skiing Nordic Skiing
 Figure Skating Speed Skating
 Snowshoeing Floor Hockey Team
 Floor Hockey Skills

REGISTRATION: **REGISTRATION FORMS DUE: JANUARY 19, 2007**

HOUSING: Various Hotels

MEALS: Provided for all registered athletes and coaches, beginning with dinner on Friday, concluding with breakfast on Sunday.

TENTATIVE SCHEDULE:

Friday, February 23, 2007

1:00 - 5:00 pm Registration
5:30 - 7:30 pm Dinner
7:15 pm Head of Delegation Meeting
8:00 pm Opening Ceremonies

Saturday, February 24, 2007

6:00 - 8:30 am Breakfast
8:00 - 5:00 pm Competition
6:00 pm Victory Dinner
8:00 pm Closing Ceremonies/Dance

Sunday, February 25, 2007

7:00 - 9:00 am Breakfast & Departure



**SPECIAL OLYMPICS NEW YORK
2007 WINTER GAMES QUOTAS**

REGION/ AREA	AS	NS	SS	FIG SK	SP SK	FH TM	FH SK	TOTAL ATH	TOTAL COA	AREA TOTAL
Long Island	0	8	0	5	1	26	8	48	14	62
Genesee	12	12	8	3	6	52	10	103	28	131
Hudson Valley	6	6	4	2	6	52	20	96	26	122
Central	5	7	4	0	0	39	34	89	24	113
NY City	5	14	6	3	0	78	56	162	42	204
8	4	4	0	0	0	0	0	8	3	11
9	0	4	0	0	0	13	4	21	6	27
10	2	4	0	0	0	0	0	6	3	9
13	0	0	2	0	0	0	0	2	2	4
14	6	4	4	0	0	13	8	35	10	45
17	6	2	5	0	0	0	0	13	6	19
22	0	0	4	0	0	13	8	25	7	32
23	0	2	2	0	0	13	1	18	7	25
24	0	4	0	0	0	13	4	21	6	27
25	0	2	4	0	0	13	6	25	8	33
26	0	4	1	0	0	0	0	5	3	8
27	0	0	0	0	0	0	4	4	2	6
37	2	0	0	0	0	0	0	2	2	4
38	1	0	0	0	0	0	0	1	2	3
TOTALS	49	77	44	13	13	325	163	684	201	885

** Total coaches include your Head of Delegation**

2007 SUMMER GAMES

DATES: June 14-17, 2007

SITE: Albany, NY

SPORTS:

Aquatics	Athletics
Basketball Team	Basketball Skills
Bowling (21 & Under)	Gymnastics
Powerlifting	Tennis
Volleyball Team	Volleyball Skills

REGISTRATION: ***REGISTRATION FORMS DUE: MAY 11, 2007***

HOUSING/MEALS: Athletes and coaches will be housed dormitory style
And fed cafeteria style at the University at Albany

**TENTATIVE
SCHEDULE:**

Thursday, June 14, 2007

1:00 - 5:00 pm	Registration
5:30 - 7:30 pm	Dinner
7:15 pm	Head of Delegation Meeting
8:00 - 9:00 pm	Opening Ceremonies

Friday, June 15, 2007

6:30 - 9:00 am	Breakfast
8:00 - 5:00 pm	Competition
5:00 - 7:00 pm	Dinner
7:30 pm	Ice Cream Social
9:30 pm	Head of Delegation Meeting

Saturday, June 16, 2007

6:30 - 9:00 am	Breakfast
8:00 - 10:00 pm	Competition
5:00 - 7:00 pm	Victory Dinner
8:00 pm	Closing Ceremonies
8:30 - 10:00 pm	Athletes Victory Dance

Sunday, June 17, 2007

7:00 - 9:00 am	Breakfast & Departure
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SPECIAL OLYMPICS NEW YORK

2007 SUMMER GAMES QUOTAS

AREA/ REGION	VB TM	BB TM	VB SK	BB SK	AQ	AT	-21 BWL	G Y	PL	TEN	TOT ATH	TOT CO A	AREA TOT
LI Region	10	20	4	8	12	62	12	1 2	0	13	153	45	198
Genesee	40	40	12	24	32	52	12	1 5	4	0	231	62	293
Hudson Valley	30	60	12	18	16	58	8	7	1 2	4	225	61	286
Central	30	30	9	12	38	39	18	0	6	3	185	51	236
New York City	40	60	21	48	40	16 0	16	0	2 1	6	412	11 9	531
8	10	10	4	4	16	10	6	0	0	0	60	17	77
9	10	10	4	4	0	6	0	0	2	1	37	11	48
10	10	10	4	4	8	18	0	0	1	0	55	16	71
13	0	10	3	2	2	9	0	0	0	0	26	9	35
14	10	10	10	10	14	14	8	0	4	6	86	25	111
17	10	10	2	2	4	4	2	0	0	0	34	11	45
22	10	10	4	2	0	4	0	0	0	0	30	9	39
23	10	10	2	4	6	10	4	0	0	0	46	14	60
24	10	10	2	2	4	12	4	0	2	0	46	14	60
25	10	10	10	4	4	5	4	0	0	0	47	13	60
26	0	10	0	3	4	8	0	0	0	4	29	9	38
27	0	10	2	2	0	8	0	0	0	1	23	9	32
37	0	0	0	4	7	12	0	0	0	0	23	8	31
38	0	10	0	2	16	0	0	0	0	0	28	8	36
TOTALS	24 0	34 0	10 5	15 9	22 3	49 1	94	3 4	5 2	38	177 6	51 1	228 7

*****Total coaches include your Head of Delegation*****



2007 FALL GAMES

DATES: October 5-7, 2007

SITE: Rochester, New York

SPORTS:

Bocce	Cross Country Running
Equestrian	Cycling
Golf	Roller Skating
Football Team	Football Skills
Softball Team	Softball Skills

REGISTRATION: ***REGISTRATION FORMS DUE: SEPTEMBER 7, 2007***

HOUSING/MEALS: Hotels in the Rochester area

TENTATIVE SCHEDULE:

Friday, October 5, 2007

1:00 pm	Registration
5:30 - 7:30 pm	Dinner
8:00 - 9:30 pm	Opening Ceremonies
7:30 pm	Coaches Meeting

Saturday, October 6, 2007

6:30 - 7:30 am	Breakfast
9:00 - 5:00 pm	Competition/Awards
11:30 - 1:30 pm	Lunch
5:00 - 7:30 pm	Victory Dinner
8:00 - 9:30 pm	Closing Ceremonies/Victory Dance

Sunday, October 7, 2007

7:00 - 8:00 am	Breakfast
8:00 - 10:00 am	Check-Out/Departure

**SPECIAL OLYMPICS NEW YORK
2007 FALL GAMES QUOTAS**

REGION/ AREA	SB Team	FB Team	SB Skills	FB Skills	Bo cce	XC Run	CY	EQ	RSK	GF	TOTAL Athletes	TOTAL Coaches	AREA TOTAL
LI Region	26	24	8	6	2	4	0	6	0	10	86	24	110
Genesee	52	36	14	12	16	2	4	16	12	24	188	49	237
Hudson Valley	52	48	8	8	12	3	10	2	0	12	155	41	196
Central	13	24	16	18	18	0	16	7	0	12	124	34	158
New York City	65	12	21	8	4	4	0	4	8	12	138	36	174
8	13	0	4	0	0	0	0	4	0	4	25	7	32
9	13	12	4	4	0	0	0	0	0	2	35	10	45
10	13	0	4	0	0	0	0	6	0	0	23	7	30
13	0	12	0	4	0	0	2	0	0	0	18	6	24
14	13	12	12	12	8	4	8	8	0	12	89	23	112
17	13	0	2	0	4	2	6	6	0	2	35	12	47
22	0	12	2	4	0	0	0	4	0	0	22	7	29
23	13	0	4	0	4	0	2	0	0	0	23	7	30
24	13	0	3	0	0	0	0	0	8	4	28	8	36
25	13	12	2	4	0	0	0	0	4	2	37	11	48
26	13	0	4	0	2	0	0	0	0	0	19	6	25
27	13	0	2	2	4	0	0	0	0	2	23	8	31
37	0	0	0	0	0	0	0	0	0	4	4	2	6
38	0	0	2	0	0	0	1	0	0	10	13	6	19
TOTAL	338	204	112	82	74	19	49	63	32	112	1085	304	1389

Total coaches include your Head of Delegation

**SPECIAL OLYMPICS NEW YORK
2007 STATE COMPETITIONS
REGISTRATION CYCLE**

EVENT DATE	COMPETITION LOCATION	QUOTA SURVEY MAILED	QUOTA SURVEY DUE	REGISTRATION PACKET MAILED	REGISTRATION DUE	SCRATCH DEADLINE
February 23-25	Winter Games Syracuse	11/11/06	12/11/06	12/20/06	1/19/07	2/2/07
June 14-17	Summer Games SUNY Albany	3/2/07	4/6/07	4/13/07	5/11/07	6/8/07
October 5-7	Fall Games Rochester	7/6/07	8/3/07	8/10/07	9/7/07	9/21/07

Contact Director of Competition, Chris Porreca

AREA PROGRAM CONTACT INFORMATION

Southern Tier Region				
AREA	COUNTIES	CONTACT	PHONE #	
13	Delaware/Otsego/ Chenango	Linda Kukulech PO Box 154 Edmeston, NY 13335	607-965-8557 607-965-6812	Work Home FAX
			kookie660@hotmail.com	Email
14	Broome/Tioga	John Crosby 9 Londonderry Lane Owego, NY 13827	607-751-2444 607-687-2957 john-gae@clarityconnect.com	Work Home Email
17	Cortland/Tompkins	Janet Krizek 128 Poole Road Ithaca, NY 14850	607-255-5709 607-273-0566 607-255-2428	Work Home FAX
			sonyarea17@yahoo.com	Email
Western New York Region				
AREA	COUNTIES	CONTACT	PHONE#	
22	Niagara/Orleans	Liz Baker 4608 Hindsburg Road Holley, NY 14470	585-638-6684 585-638-6684	Home FAX
23	Erie	Deborah Fleetwood PO Box 214 West Seneca, NY 14224	716-677-0144	Office
24	Chautauqua	Bob Goold 4885 Merritt Road Bemus Point, NY 14712	716-569-3255 716-386-2288 716-569-4681	Work Home FAX
25	Allegany/ Cattaraugus	Dr. Carl Case 3799 S. Nine Mile Rd., Suite 121 Allegany, NY 14706	716-372-1238 716-701-1136	FAX
			ccase@sbu.edu	Email

Capital District Region				
AREA	COUNTIES	CONTACT	PHONE #	
8	Saratoga	Mary Schwartz	518-899-9442	Home
		43 Cedarwood Drive	518-899-1561	FAX
		Ballston Lake, NY 12019	clown1m@aol.com	
9	Fulton/Hamilton/ Montgomery	Nancy Murphy	518-773-7931 X262	Work
	Lexington Center	518-725-2850	FAX	
	127 E State Street	recdept@lexcenter.org	Email	
		Gloversville, NY 12078	-	
10	Albany/Columbia/ Greene/Rensselaer	Edward W. Swanson	518-877-6670	Home
	234 Round Lake Road	518-877-0510	FAX	
	Ballston Lake, NY 12019-1726	ewsesqcpa@aol.com	Email	
		Peg Adams	518-695-6174	Home
37	Warren/Washington	Hidden Spirit Farm		
		164 Hanehan Road		
		Schuylerville, NY 12871		
		John Wessels	518-370-7400	
38	Schenectady/ Schoharie	Capital District DDSO		
		504 Balltown Road		
		Schenectady, NY 12304		
North Country Region				
26	Clinton/Essex	Barbara Thomas	518-834-1188	Work
		18 Tom Miller Road	518-834-1155	FAX
		Plattsburg, NY 12901		
		Martha Bowen	518-483-1250 x 250	Work
27	Franklin/ St. Lawrence	6 Barbara St.	518-483-5904	Fax
		Malone, NY 12953	specoly27@aol.com	Email



SONY CRISIS MANAGEMENT PLAN

In the event of crisis, take the following steps:

1. Take necessary steps to ensure the safety and security of athletes, volunteers and others who may be affected.
2. If necessary, contact appropriate emergency or police services.
3. Determine if there are special medical needs.
4. Contact the Event Director. If you are not able to speak with her/him directly, contact a member of the Crisis Management Team ("CMT"), beginning with your supervisor.

NOTE: Those reporting a crisis should remain in contact while facts are gathered and, where appropriate, collect names and contact information of witnesses and others involved.

The following steps will be the responsibility of one or more CMT members:

5. Retrieve a copy of medical release form.
6. Complete Incident Report Form.
7. A member of the CMT will collect incident information for internal and external distribution.
8. Brief the spokesperson on possible media questions and prepare talking points.
9. Politely, refer all questions from the media to the Vice President, Public Affairs.
10. If appropriate, select site for news briefing away from the site of the incident.
11. Prepare statement or news release and limit it to basic information.
12. Keep a log of all media contacts and coverage.
13. Prepare regular updates for all appropriate constituents (Board members, agencies, head of delegations, media and staff).

SONY CRISIS COMMUNICATIONS PLAN

SONY Crisis Management Team includes: The SONY Senior Management Team:

- President & CEO
- Vice President - Finance and Administration
- Vice President - Program
- Assistant to the President
- Vice President - Development

*Others could be added or consulted as needed, at the discretion of the President/CEO.

President/CEO, or designee, will serve as the ONLY AUTHORIZED spokesperson for the organization.
SONY Crisis Communications Plan (cont'd.)

Vice President, Development/Public Relations will prepare written background statements to be kept on hand and ready for distribution to internal and external audiences when needed. These would include statements of mission and philosophy; procedures relating to volunteer management, athlete training and eligibility; security for volunteers and athletes; financial policies and safeguards; fund raising and development policies.

Crisis Management Team will gather all information as quickly as possible, discuss the situation, and President/CEO, or designee, will issue information through the Vice President, Public Affairs to internal and external audiences.

Additional statements will be issued to necessary constituencies as information about a specific situation is collected and discussed by the Crisis Management Team.

This procedure outline should be adapted to serve all levels of the organization. When a potential crisis situation arises at any level, or at any specific event, this procedure should be followed. No Regional/Area level staff or any volunteers at any level of the organization should speak on behalf of Special Olympics in a crisis situation without first consulting with the President/CEO or his/her designee.

Reporters or photographers should not be given access to athletes, volunteers or staff without prior approval of President/CEO or his/her designee. All volunteers, athletes and staff should not offer information or opinions to anyone. Requests for statements should be politely refused, and all inquiries referred to the SONY Public Affairs Department.

WHAT CONSTITUTES A CRISIS?

In General, a crisis is: A significant disruption in the day-to-day functions of an organization, which has the potential to stimulate extensive news coverage and public scrutiny that interferes with the organization's normal activities. A crisis can range from a natural disaster that alters an event or causes its cancellation to improper and widespread use of the organization's name.

A crisis may occur suddenly, demand quick response, interfere with organizational performance and create uncertainty and stress. It may threaten the assets and reputation of the organization, escalate in intensity and/or cause outsiders to scrutinize the organization.

Two Types of Crisis Situations: Sudden and Ongoing

Sudden crisis situations can include:

- Missing athletes.
- Serious accidents involving athletes, volunteers and/or staff.
- Natural disasters, extreme heat, violent weather, etc. during an event.
- Criminal actions taken by - or against - athletes, volunteers or staff.
- Internal and external security threats
- Improper use of funding or gifts.
- Inappropriate behavior by athletes, volunteers and/or staff, such as fights between individuals and teams.

Ongoing crisis situations could include:

- Action by disgruntled volunteer or staff person.
- Improper and unauthorized use of our name and/or logo.
- Ongoing negative public perception.

UNITED STATES GOVERNING BODIES

AQUATICS (SWIMMING)

United States Swimming, Inc. (USS)
One Olympic Plaza
Colorado Springs, CO 80909

BASKETBALL

National Federation of State High
School Associations
PO Box 20626
Kansas City, MO 64195

BOWLING

American Bowling Congress (ABC) or
International Bowling Congress (WIBC)
5301 South 76th Street
Greendale, WI 53129

EQUESTRIAN

American Horse Shows Assoc.
220 East 42nd Street
New York, NY 10017

FLOOR HOCKEY

Special Olympics Inc.
1325 G Street, NW, Suite 500
Washington, DC 20005

ROLLER SKATING

U.S. Amateur Confederation
of Roller Skating
PO Box 83067 - 7700 "A" Street
Lincoln, NE 68501

SKIING (ALPINE)

U.S. Ski & Snowboard Assoc.
PO Box 100
Park City, UT 84060

SKIING (CROSS COUNTRY)

U.S. Ski & Snowboard Assoc.
PO Box 100
Park City, UT 84060

SOFTBALL

Amateur Softball Assoc. of America
2801 NE 50th Street
Oklahoma City, OK 73111

VOLLEYBALL

USA Volleyball
3595 East Fountain Boulevard, Suite I-2
Colorado Springs, CO 80910

ATHLETICS (Track & Field)

USA Track & Field (USATF)
One RCA Dome, Suite 140
Indianapolis, IN 46225

BOCCE

U.S. Bocce Federation Main Office
16090 Mays Avenue - John Ross, President
Monte Sereno, CA 95030

CYCLING

Women's U.S. Cycling Inc.
One Olympic Plaza
Colorado Springs, CO 80909

GYMNASTICS

United State Gymnastics Federation
201 South Capitol Avenue, Suite 300
Indianapolis, IN 46225

POWERLIFTING

United State Powerlifting Federation
2103 Langley Avenue
Pensacola, FL 32504

SKATING (FIGURE)

U.S. Figure Skating Assoc. (USFSA)
20 First Street
Colorado Springs, CO 80909

SKATING (SPEED)

U.S. Speed Skating Assoc. (USSSA)
PO Box 16157
Rocky River, OH 44116

SOCCER (FOOTBALL)

United States Soccer
1801-1811 South Prairie Avenue
Chicago, IL 60616

TENNIS

United States Tennis Association
70 West Red Oak Lane
White Plains, NY 10604

***** PLEASE NOTE:**

United States National Governing
Bodies will be used for year-round competition
in New York, superseded only by Special
Olympics Sports Rules. International
Sports Rules will govern all International
Sports Competitions.

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