General Policies for All Special Olympics Events

MANDATORY SCREENING
- All individuals (18 and over) responsible for athletes overnight, or traveling with an agency in any capacity, must clear a background screening before attending State Games.
- No person under the age of 18 will be screened. If an individual is not 18 years of age, is considered a coach or assistant coach, he or she will be required to fill out a Volunteer Coach and Profile Form. It must be noted at the top of the form “MINOR”. A minor’s SS# is not required on the form.
- If the “minor” is a Unified Partner, he or she must have a completed Partners Form on file with Special Olympics Georgia by the eligibility deadline.
- Any “minor” attending games – as a coach, assistant coach, or Unified Partner -- MAY NOT be responsible for athletes overnight. An individual, over the age of 18, that has a clear background screening before attending State Games, must be responsible for the athletes overnight in the hotel / dorm rooms.

PROHIBITION ON CHARGING FEES
- Article 7, Section 7.02 of the Special Olympics, Inc. General Rules states the following concerning the charging of fees for athletes or their families:
  - “No Accredited Program may require Special Olympics athletes or their families to pay or promise to pay any type of admission, registration, training, participation, or competition fee, or any other fee or charge of any type as a condition for admission to any Special Olympics event of activity, or as a fee for the athletes’ participation in any Special Olympics or competition (collectively, “Prohibited Fees”).

Curfew & Supervision of Athletes
- Athletes & Coaches should be in rooms & quiet by curfew (11:00 pm). Assistant Coaches / Coaches / Chaperones are responsible for the conduct of their athletes AT ALL TIMES. Remind your athletes that there are other paying customers in the hotels. Any athlete(s) found unsupervised, or who are engaged in disruptive behavior can be disqualified from the Games. Please ensure the safety of your athletes and help provide an enjoyable weekend by being responsible for their whereabouts.

Accident Insurance
- Athletes, Coaches, and Assistant Coaches that are part of the official delegation are covered by accident insurance while attending the Games. Coverage is secondary to any primary coverage the individual has. If the individual has no coverage, the insurance becomes the primary coverage up to $5,000. This applies ONLY to accidents (ear aches, stomach aches, etc. are not covered).
- Accident Insurance forms can be obtained from the Nerve Center.

Alcohol, Illegal Drugs
- Violation of these regulations will be cause for immediate expulsion from the Games.
- The possession or use of alcoholic beverages or illegal drugs by athletes, coaches, asst. coaches, and Head of Delegations is not permitted during the Games weekend.

NO Swimming Policy
- Please make sure that your coaches and assistant coaches enforce the policy of NO recreational swimming at Special Olympics Events. This includes pools, spas, hot tubs, beaches, lakes, etc.
STATE GAMES LATE GAMES PAPERWORK POLICY
***REMEMBER: NO faxed paperwork will be accepted!!
- All State Games Paperwork is due in the State Office no later than 4:00pm on the deadline date and must have been entered into GMS using Web Registration. All athletes, unified partners, and coaches must have been entered through Web Registration.
- All delegations must participate in GMS Web Registration. **Failing to participate will result in a $250 fee.**
- Paperwork received in the State Office up to 3 days after the deadline will be accepted as follows:
  - For paperwork that is received after the deadline date or up to 3 days after the deadline date, the agency will be assessed a $250 late fee.
- After 3 days, **NO GAMES PAPERWORK WILL BE ACCEPTED.**
- The $250 late assessment fee is due in the State Office by the Problem Sheet deadline date for State Games.
- Agencies failing to pay the $250 late assessment fee by the Problem Sheet deadline date will be unable to attend the State Games.
- **PLEASE MAKE EVERY EFFORT TO GET IN ALL PAPERWORK BY THE DEADLINE FOR ALL STATE GAMES.**
*** PLEASE NOTE: **THIS POLICY DOES NOT APPLY TO THE ELIGIBILITY DATE FOR MEDICAL FORMS AND PARTNER FORMS. THESE FORMS MUST BE TURNED IN BY THE ELIGIBILITY DEADLINE FOR ALL STATE GAMES.***

SOGA Hotel/Dorm/Venue Emergency Plan
- In the case of an emergency please respond accordingly.
- In the case of a fire/false alarm please make sure your entire delegation calmly vacates the building and that they are all accounted for. Remember to take your keys and your housing list. (The Head of Delegation should make a final sweep of the housing/building counting your athletes/coaches and make sure you have everyone when exiting or re-entering)
- In the case of bad weather (tornado, flooding) please make sure your entire delegation is in a secure and safe environment until the weather has cleared. Make sure that each athlete/coach in your delegation is accounted for after the weather has cleared. Remember to take your keys.
- In the case of a missing member of your delegation (athlete, coach, family member) please contact the Nerve Center/SOGA Staff as soon as possible. Please calmly provide a detailed description of the situation and adhere to the SOGA Crisis Plan regarding the dissemination of information.
- The Nerve Center phone number can be found in your Information Guide (Coaches Handbook) and on your Credentials.

AGENCIES FAILING TO REPORT SCRATCHES AT STATE GAMES
- It is the responsibility of the Head of Delegation for each agency to report any scratches at the time of housing registration.
- Problems in the past with agencies not scratching athletes / partners / coaches at the time of housing registration in order to spread others out in the allotted rooms for housing have been noted by athletes or partners not participating in their events.
- If your agency does not report scratches at the time of housing registration and athletes or partners do not show up for their events, Special Olympics Georgia will re-calculate your housing numbers.
- If it is found that you should have had fewer rooms than given, you will be assessed a per room, per night charge which will need to be paid to SOGA immediately. Further assessment of the situation could result in non-participation for the next State Games.

Substitution Policy
- Substitutions are not to be made for **individual sports** after the substitution/problem sheet deadline.
- All **team sports** substitutions must be made by, or at, the time of registration for state games.
- **NO** substitutions are allowed after registration is over for state games
Commercial Messages on Athlete Uniforms and Competition Numbers

In order to avoid commercial exploitation of persons with intellectual disabilities at World, Regional or Multi-Program level Games, no uniforms, and no bibs or other signs bearing competition numbers, which are worn by Special Olympics athletes while competing or during any opening, closing, or award ceremonies of any Games may be emblazoned with commercial names or commercial messages. The only commercial markings which may be displayed on athletes' and coaches uniforms during Games competitions and opening and closing ceremonies are the normal commercial markings of the manufacturer. For purposes of this Section 5.08(a), "normal commercial markings" are limited to the following:

1. On larger clothing items, such as shirts, jackets, pants, jerseys, and sweatshirts, one logo or commercial name per clothing item is permissible, if that name or logo display does not exceed an area of six square inches or 38.7 square centimeters (such as a display measuring 2" x 3" or 5.08 cm x 7.62 cm);
2. On small clothing items, such as caps, socks, hats, gloves and belts, one logo or commercial name per clothing item is permissible, if that name or display does not exceed an area of three square inches or 19.35 square centimeters; and
3. On athletic shoes, no logos or commercial names are permissible except for names or logos which are included by the manufacturer on athletic shoes which are sold to the general public.

Commercial Markings on Other Athlete Apparel or Accessories

Special Olympics athletes who are not engaged in competition or in opening/closing ceremonies may wear, carry or use at Games venues other than the sites of competition (such as at training or practice sessions) clothing and/or non-apparel items which are not part of their sports equipment (such as tote bags), which contain small and attractively designed identifications of corporate or organizational sponsors.

5.08 (C)

Displays of Commercial Messages by Volunteers

Volunteers may wear clothing which bears small and attractively designed names or logos identifying corporate or organizational sponsors while attending Games competitions, so long as those displays do not exceed an area of six square inches or its metric equivalent.

Displays of Commercial Messages by Sports Officials

Sports officials may not wear, carry or use clothing or other apparel items which contain the names or logos of corporate or organizational sponsors (except for the normal commercial markings permitted under subsection (a) above) during the opening or closing ceremonies of any Games, at the sites of any Games competition or demonstration, or while officiating at any Games competition or demonstration. At other times, or at Games venues other than the sites of opening and closing ceremonies, competitions or demonstrations (such as at the sites of training and practice sessions), officials may wear, carry or use clothing or other items which contain sponsors’ names or logos if those displays comply with those permitted to be displayed by volunteers under Section 5.08(c).
Special Olympics Georgia Supervision Policy:

All Accredited Special Olympics Georgia Programs are responsible for the supervision of all registered Athletes, Unified Partners, Coaches, Assistant Coaches and Chaperones 24/7 at all Special Olympics Georgia events and activities. This includes all training sessions, local games, area games, Invitationals, State Games, USA and World Games. During State Game Events, the registered Head of Delegation and registered Coaches, Assistant Coaches and Chaperones are responsible for 24/7 supervision of all registered Athletes and Unified Partners from departure from home until returning home after the conclusion of the State Event. Athletes and Unified Partners should be supervised during all festivities during the State Event, including hotel/dorm nights the Delegation stays. Special Olympics Georgia strives to provide the safest environment at all events and activities for all registered participants.
STATE GAMES FEES REIMBURSEMENT POLICY

This reimbursement policy applies to registration for all State level competitions. While we wish we could reimburse all money your agency has paid, we incur certain costs for those of you registered for the competition, regardless of whether you attend, including:

➢ First night hotel expenses for your agency’s rooms
➢ Food preparation / expenses for meals
➢ Cost of credentials and printed materials for your agency

We are making every effort to assist your agency as much as possible when unexpected situations arise. We know how precious every dollar is to your program. If you have any questions, please contact the SOGA State Office or call your Sports & Program Manager’s Office.

IF SPECIAL OLYMPICS GEORGIA CANCELS A COMPETITION:
If SOGA cancels a State competition, by Thursday before the competition, due to dangerous weather conditions or other events beyond our control, athlete and coach assessment fees for that competition will be refunded. If SOGA cancels a State competition after competition begins, no fees will be refunded.

IF AN ENTIRE AGENCY SCRATCHES BEFORE A COMPETITION:
If an entire agency must scratch before a competition, SOGA will refund 40% of the registration fees, if the agency scratches by the problem sheet deadline date for the competition. This refund policy applies only if the ENTIRE agency scratches, not just a team or a few members of your delegation. If an agency must scratch after the problem sheet deadline, no money will be refunded.

STATE GAMES FEES SHEET:
If Games Fees are not paid in full by the problem sheet deadline, the entire agency will be scratched from games. If an agency scratches anyone from their agency after the games paperwork is due, no money will be reimbursed. In the case where fees are not paid by the paperwork deadline, the original fees (fees for the original number of agency members on paperwork) are still to be paid by the problem sheet deadline. In other words, if paperwork is turned in with no fees and an agency has scratches before fees are paid, original payment obligation cannot be decreased due to scratches. NO PARTIAL PAYMENTS WILL BE ACCEPTED.
To: Special Olympics Georgia Agencies and Volunteers          Date: 9/5/2019

Thank you for your continued support of the athletes involved in the Special Olympics Georgia program, we appreciate your time and dedication.

Special Olympics Georgia has adopted some changes to our background screening policy for Class A Volunteers (See below list/descriptions of Class A Volunteers).

Our background screening policy is as follows:

All Class A volunteers will need to have a current, clear background screening on file with the Special Olympics Georgia state office. From the date of completion of the screening, each background screening will be valid for 3 years. After 3 years, the current background screening will cease to be valid and a new background screening will be required before said volunteer can continue in any Class A volunteer position or activity with Special Olympics Georgia. All background screenings completed before December 31, 2014 will be considered current until December 31, 2017, at which time a new screening will need to be procured. The only background screenings that will be accepted by Special Olympics Georgia, in order to be considered a Class A volunteer, are those screenings procured from an approved vendor through Special Olympics Georgia. Currently, the only approved vendor is Sterling Volunteers, Inc.

Effective as of January 1, 2015, Special Olympics Georgia will no longer cover the entire cost of a Class A volunteer’s background screening. The entire cost of one background screening through Sterling Volunteers, Inc. is $5.00. Special Olympics Georgia will pay $3.00 of every background screening for Class A volunteers. We will require the other $2.00 be paid by the Class A volunteer requiring the background screening. This cost will be required of the Class A volunteer at the time the background screening is ordered from Sterling Volunteers, Inc. Ordering of the background screening will be completed by the Class A volunteer on the Sterling Volunteer, Inc. website. Special Olympics Georgia will provide the Class A volunteer with the website link via an e-mail invite from Sterling Volunteers, Inc. Before said volunteer will be allowed to submit his/her order on line, the $2.00 payment will be required. The web link provided in the e-mail invite must be utilized in order for the background screening to be linked with Special Olympics Georgia’s account.

Once a background screening has been reviewed by Sterling Volunteers, Inc., a report will be provided automatically to the Class A volunteer and to Special Olympics Georgia via the secure online account through Sterling Volunteers, Inc. Volunteer positions that are required to be Class A status are as follows:

- Local Coordinators
- Area Management Team members
- Local Management Team members
- Certified coaches
- State Games, Games Organizing Committee Members
- Bus drivers, nurses, chaperones, unified partners and any other volunteer attending a State Competition with a Special Olympics Georgia delegation.

If you have additional questions, please email Kelli Bonner or Courtney Payne:

Kelli.Bonner@specialolympicsga.org or Courtney.Payne@specialolympicsga.org
POLICY CONCERNING COACHES / CHAPERONES / NURSES / BUS DRIVERS / ETC

- This policy applies to all State Games except for the Horse Show.
- All coaches / chaperones / nurses / bus drivers / etc. who are a part of an agency’s official delegation that exceed the quota listed below, will be assessed a fee of $25.00 per person to attend State Games.
- The official agency delegation will consist of athletes / partners, plus the following allotment of coaches / chaperones / bus drivers / nurses / etc.

- TEAMS –
  3 coaches per team allotted for floor hockey teams, softball teams, basketball teams, volleyball teams, flag football teams and soccer teams.

  1 coach per team allotted for bowling and bocce.

- INDIVIDUAL SPORTS –
  1 coach per 3 athletes allotted.

- WHEELCHAIR & LEVEL A ATHLETES
  1 coach per 1 athlete allotted.

- ADDITIONAL –
  1 additional coach will be added to your allotment to be utilized as necessary by your agency.

ALL additional coaches / chaperones / nurses / bus drivers, not in the above allotment, will be assessed a fee of $25.00 (covers meals, credentials, processing expenses and insurance) per person to attend State Games. Agencies ARE responsible for securing additional housing for these additional persons. **SOGA will no longer provide additional housing for any agency.**

HOTEL HOUSING: Special Olympics Georgia houses 4 persons per room in a Double / Double or King with pullout sofa and 2 persons per room in a King.

DORM HOUSING: Special Olympics Georgia houses 1 person per bed, up to 4 persons per room.
**CHEAT SHEET FOR SPORTS NUMBERS FOR STATE GAMES ATTENDANCE**

<table>
<thead>
<tr>
<th>TEAM SPORT</th>
<th># PLAYERS PER TEAM</th>
<th># COACHES PER TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bocce</td>
<td>4 (Unified) or 4 (Traditional)</td>
<td>1</td>
</tr>
<tr>
<td>Basketball</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Basketball (3vs.3)</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Bowling</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Floor Hockey</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>Soccer</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Softball</td>
<td>12 (Traditional)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12 (Modified)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14 (Unified)</td>
<td>3</td>
</tr>
<tr>
<td>Volleyball</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Flag Football</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

**ALL OTHER SPORTS INCLUDING SKILLS FOR TEAM SPORTS**

- 3 Athletes / 1 Coach

**LEVEL A / WHEELCHAIR**

- 1 Athlete / 1 Coach

**ADDITIONAL COACH / CHAPERONE**

- 1 Additional Coach allowed per delegation (floating coach, nurse, bus driver, etc.)

**NOTE:** All athletes must be trained by a certified coach. The certified coach’s name must appear on the roster form sent in with the State Games paperwork.
INDIVIDUAL ROLES & REQUIREMENTS AT STATE GAMES

➢ **Athlete** = A Special Olympics Athlete competing in the Games. All Athletes MUST have an active Doctor signed medical form on file with SOGA by the eligibility/paperwork deadline in order to compete at any State Event. The medical expiration date (expires every three years) must not expire before or during the date of the State Event.

➢ **Unified Partner** = A Unified Partner, with a complete Volunteer & Unified Partner Profile form on file, competing in the Games. Any Unified Partner that is 18 years of age or older must be screened by Special Olympics Georgia via the Verified Volunteers website and complete the Online Protective Behaviors Course. Unified Partners participating in the Games are not to be held responsible or liable for the Athletes. The ultimate responsibility and liability belongs to the Head of Delegation for all Athletes and Unified Partners.

➢ **Head of Delegation** = Individual that has completed the Volunteer & Unified Partner Profile form, screened by Special Olympics Georgia via the Verified Volunteers website, completed the Online Protective Behaviors Course, signed and submitted the Coach Code of Conduct form and completed the Concussion Training Online Course. The Head of Delegation is responsible for all Athletes and Unified Partners competing in the Games.

➢ **Coach(es)** = Individual responsible for team or individual sports athletes competing in the Games that has completed the Volunteer & Unified Partner Profile form, screened by Special Olympics Georgia via the Verified Volunteers website, completed the Online Protective Behaviors Course, signed and submitted the Coach Code of Conduct form and completed the Concussion Training Online Course.

➢ **Chaperone(s) & Extra people not in quota** = Individual responsible for athletes competing in the Games that has completed the Volunteer & Unified Partner Profile form, screened by Special Olympics Georgia via the Verified Volunteers website, completed the Online Protective Behaviors Course, signed and submitted the Coach Code of Conduct form and completed the Concussion Training Online Course.

➢ **Horse Handlers / Side Walkers** = Individual responsible for assisting athletes competing in the Games and has completed the Volunteer & Unified Partner Profile form. Any Horse Handler or Side Walker that is 18 years of age or older must be screened by Special Olympics Georgia via the Verified Volunteers website, complete the Online Protective Behaviors Course, and complete the Concussion Training Online Course.

➢ **Bus or Van Driver** = Individual responsible for transporting the delegation during the Games. Any Bus or Van Driver that is 18 years of age or older must complete the Volunteer & Unified Partner Profile form, be screened by Special Olympics Georgia via the Verified Volunteers website, complete the Online Protective Behaviors Course, sign and submit the Coach Code of Conduct form and complete the Concussion Training Online Course.
SPECIAL OLYMPICS GEORGIA
PARADE OF ATHLETES LINE-UP

For the 2020 State Masters Bowling parade of athletes, delegations DO NOT NEED TO BRING THEIR AGENCY BANNERS! Special Olympics Georgia will be providing all delegations that walk in the parade of athletes a special 50th Anniversary banner board to carry. The banner boards will have the Special Olympics Georgia 50th Anniversary logo on them, as well as the specific delegation name underneath the logo. The SOGA team will have all the banner boards at the parade of athletes staging area in the hallway of Southside Baptist Church to give to the agencies as they check-in and stage. Once the parade is complete, agencies will return the banner boards to our staff at the staging area where the parade began. Below is the design for the banner boards.
MASTERS BOWLING
GENERAL RULES

The Official Special Olympics Sports Rules for Bowling shall govern all Special Olympics competitions. As an international sports program, Special Olympics has created these rules based upon Federation Internationale des Quilleurs (FIQ) Rules as well as World Bowling (WB) Rules for bowling found at http://www.worldbowling.org. FIQ, WB or National Governing Body (NGB) rules shall be employed except when they are in conflict with the Official Special Olympics Sports Rules for Bowling or Article I. In such cases, the Official Special Olympics Sports Rules for Bowling shall apply.

OFFICIAL EVENTS OFFERED
1. Individual Ramp (singles assisted and unassisted)
2. Individual (singles)
3. Mixed Unified Team – Any combination of males and females

SECTION A – GENERAL RULES
1. Competition will follow World Bowling rules.
2. Athletes will bowl three games. Warm-up / practice balls may be granted at the discretion of the venue director depending on schedule, time constraints, etc. An athlete(s) may be moved to a different set of lanes due to mechanical malfunction or other issues; such as, slow play at the discretion of the venue director.
3. A scratch score based on a 15-game average shall be used for divisioning.
4. Athletes will alternate lanes after each frame (singles and team only).
5. From the approach, athletes have 45 seconds to deliver the ball. If the athlete fails to release the ball after 45 seconds, a zero is recorded for that ball.
6. Ramp bowlers may be allowed to bowl three consecutive frames (at discretion of venue director) and will not alternate lanes.
7. Athletes in a wheelchair are able to compete on a bowling team only if they are able to bowl retrieve the ball, transport the ball, and release the ball, independently.
8. All athletes bowling on a team must be able to bowl independently.
9. In tournament play, an average of 15 games will be used for divisioning purposes.
10. Legal line up for team competition:
   a. A team must register four players to be eligible. However, if a team is short-handed, the legal line-up shall consist of three players with the fourth position counted as a “blind” bowler.
b. Unified Teams will consist of two registered Special Olympics Athletes and two registered Unified Partners. Note: The “blind” bowler on a short-handed team can only be a Unified Partner. This rule is consistent with Special Olympics Unified Sports Rules. The number of athletes must be equal to Unified Partners on a playing field or more than Unified Partners on an unequal playing field.

11. Any player or team arriving late may start any time before the fourth frame; otherwise, they will be scratched. The bowler or team may not make up frames that have been missed and will receive zero points on the missed frames.

12. If a lane must be moved due to equipment malfunction (at the discretion of the venue director), athletes will start in the frame they left off on.

13. Any protests or rules infractions must be brought to the attention of the sports rules committee.

14. Coaches, chaperones, parents, etc., are not allowed on the lanes during competition. Once competition begins, coaches and spectators are not allowed to coach.

**NOTE:** “Special Needs Athlete” – If Special Needs is noted, this athlete’s coach will be allowed on the lanes for consultation with the volunteer during a special time period set up just prior to the beginning of competition. A “special needs athlete” is one who has a communication limitation, hearing impairment, visual impairment, special equipment adaptation or behavioral need.

15. Athletes and volunteers are not allowed to smoke, eat food or drink during competition. Water will be provided for hydration. (The only other exception is for athletes with a medical condition requiring a regular intake of food or beverage. This must be communicated to the venue director prior to the competition.)

16. Athletes, coaches, volunteers or any other Special Olympics supporters are not allowed to drink alcoholic beverages or smoke at the competition site.

17. Uniform / clothing – Athletes must be neat in their dress and wear proper bowling clothing. No cut off shorts or shirts with advertising are allowed. Team bowlers must wear like shirts. No jeans or camouflage (pants, capris, or shorts) shall be worn for competition. It is suggested that bowlers wear khaki or colored shorts, slacks, or sweat pants and a collared shirt or nice tee.

**SECTION B – RAMP BOWLING**

1. Ramp bowlers include those athletes in wheelchairs, the visually impaired, and only those ambulatory athletes with conditions too severe to allow for sufficient balance.

2. Ramp bowlers will compete only against other ramp bowlers and divisioned by assisted or unassisted.
   
   a. Assisted – Athlete needs assistance with retrieving ball, positioning the ramp, etc.

   b. Unassisted – Athlete can retrieve the ball and position the ramp.
3. Athletes must initiate the forward motion of the ball with his / her hand touching the ball.

4. The coach may interact with the volunteers on the lane to aid in proper procedures for interacting with their athletes. (Refer to Section A, 14.)

SECTION C – FOULS
1. A foul occurs when a part of the player encroaches on or goes beyond the foul line and touches any part of the lane, equipment of building during or after the delivery. A ball is in play after a delivery until the same or another player is on the approach in position to make a succeeding delivery.

2. Foul lights shall be used for all bowlers (singles, team, and ramp).

3. When a foul occurs on the first ball of a frame, an “F” should be placed in the box (pins down will not count) and the pins will be re-racked. The number of pins knocked down on the second ball will be scored.

4. When a foul occurs on the second ball of a frame, an “F” should be placed in the box and the pins knocked down will not be scored for that ball.

5. If all pins are knocked down on the second ball, after a foul with the first, it is scored as a spare.

Updated 8/29/2018