

## **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 (earaches, 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 5:00pm 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).

### **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 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: 4/6/2020

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 Hannah Creasey or Courtney Payne:  
[Hannah.Creasey@specialolympicsga.org](mailto:Hannah.Creasey@specialolympicsga.org) or [Courtney.Payne@specialolympicsga.org](mailto: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 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.**

## **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.





### **LETR Merchandise**

SOGA will be selling Law Enforcement Torch Run merchandise on Friday and Saturday at State Horse Show!

T-Shirts: \$20

Hats: \$20

Sports Pins: \$3



## **SPECIAL OLYMPICS GEORGIA PARADE OF ATHLETES LINE-UP & AGENCY FLAG / BANNER REQUIREMENTS**

The following are the requirements concerning the Parade of Athletes and Flag/Banner's for all Special Olympics Georgia Opening Ceremony's:

- ♦ The parade line-up can only contain 2 Athletes & 1 Coach per delegation. If you have more, you will not be allowed to walk in the parade.
- ♦ Flag or Banner should be 3' x 5' on a 5' pole (if desired).
- ♦ Flag or Banner should be made of cotton, vinyl, felt, or other like material.
- ♦ Flag or Banner should be able to be rolled up for safety after the Parade of Athletes.
- ♦ Flag or Banner should display the Special Olympics Georgia logo.
- ♦ No Flag or Banner should display a commercial sponsor, commercial message, or their product. *(This is not a recommendation but a policy of Special Olympics, Inc.).*

**There will be no parade of athletes in 2021**

## **APPLAUSE REMINDER**

**In an effort to keep our riders safe**, please remember to be considerate of the horses: no flash photography, excessive moving or noisy applause allowed during any competition.

When applauding the athletes, use sign-language “clapping”.

## Cheat Sheet for Horse Show Coach / Chaperone Allotments

The following is a breakdown of approved allotments for the Horse Show.

These individuals will be housed by Special Olympics Georgia.

**All numbers outside of the approved allotment will be paid for completely by the agency.**

Please refer to the table below in calculating how many coaches, horse handlers, side walkers, chaperones, additional assistants, and extra persons not in quota will be allotted per number of athletes/partners.

### APPROVED ALLOTMENT

<u># of Athletes / Partners</u>	<u># Coaches (includes Chaperones, Horse Handlers, etc.</u>	<u># Additional Assistants</u>	<u># Extra Persons not in quota</u>
1-3	1	1	1
4-6	2	1	2
7-9	3	1	2
10-12	4	1	3
13-15	5	1	3
16-18	6	2	4
19-21	7	2	4
22-24	8	2	4
25-27	9	2	5
28-30	10	2	5

In GMS Registration:

Athletes are entered as **“Athlete”**

Unified Partners and entered as **“Unified Partner”** (Unified Partners are allowed in the ring during other competitions to serve as a Horse Handler)

Coaches are entered as **“Coach”** (and are not allowed in the ring during any competition)

Horse Leaders and Side Walkers are entered as **“Horse Handler”** (people allowed in ring during competition.) Horse Handlers are counted in the ratio above for housing.

Other People your delegation is bringing to volunteer can be listed as **“Other Person”** in GMS. These Other People are allowed in the ring but exceed the approved allotment for housing and **will not be housed by SOGA.** (This is may include parents, caretakers, horse owners, etc).



## HORSE SHOW SCRATCH / CHANGE POLICY

The Problem Sheet / Substitution / Change deadline for the 2021 State Horse Show is April 30, 2021. No class changes will be made after April 30<sup>th</sup>.

Be sure to put your athletes in the appropriate classes prior to April 30<sup>th</sup>. **NO changes will be made at the Horse Show.** Please keep this in mind when completing your Rider Profiles.

You will be able to scratch athletes up to, and during, the Horse Show.

Horse changes at the show will be done only for safety reasons. Notify the GOC member in charge of that ring at the time of the change. Please keep these changes to minimum.

All Unified Partners must complete the Volunteer / Unified Partner Form and return it to SOGA by the Paperwork/Eligibility Deadline (April 2nd). All Athletes and Unified Partners must be registered with Special Olympics Georgia by the Paperwork/Eligibility Deadline (April 2nd) in order to compete in the State Horse Show.

**2021 Horse Show**  
**Thursday Night Housing Policy**  
**Showmanship, Dressage, Western Riding Events**  
**ONLY**

- Agencies that are competing in Friday events (Showmanship, Western Riding, and Dressage) and are **200 or more miles away** from the Wills Park Equestrian Center will be given the option to receive housing for Thursday night. Please note whether you will need SOGA to provide your Thursday night housing on the Housing Commitment Form.

**Agencies that are eligible for the 200 mile or more policy are:**

*Jacobs Ladder*

*Pegasus Riding Academy*

**\*\*\* This policy will be reviewed on an annual basis. \*\*\***

**\*\*\*If you can't come in on Thursday night, please note on the Housing Commitment Form. \*\*\*\***

If you have any questions, please feel free to contact Liz Smith at  
(770) 414-9390 ext. 1108 or [liz.smith@specialolympicsga.org](mailto:liz.smith@specialolympicsga.org)



## CHECK-IN, COGGINS PAPERS, AND EMERGENCY

### CONTACT SHEET REMINDER!!!

If you intend to arrive on Thursday please contact Liz Smith ([liz.smith@specialolympicsga.org](mailto:liz.smith@specialolympicsga.org)). The cut-off date to notify Liz that you are arriving early is the Problem Sheet Deadline (April 2<sup>nd</sup>).

Thursday Barn Check in times will be 5 pm - 9 pm. No earlier arrivals will be allowed thru the gate. This is a facility policy. Barn check-in will be at the show office. Only agencies that meet the mileage requirement will check in on Thursday.

Friday barn check-in hours are from 7:30 am to 10 am. If you need to arrive early on Friday, please contact Liz Smith at [liz.smith@specialolympicsga.org](mailto:liz.smith@specialolympicsga.org) (770-414-9390 ext. 1108)

The GOC will be available during these times to direct you to your assigned stall.

### **DO NOT CHANGE STALL ASSIGNMENTS!!**

**Each horse must have a copy of its current Coggins papers attached to the front of their stall AND an emergency contact person with mobile phone.**

**NOTHING SHOULD COVER THESE DOCUMENTS!**

### **Unified Drill Competition Schedule Change**

There will be NO practice time in competition area prior to final competition.

Each Unified Drill Team will be assigned a time to practice in the practice arena. They are to report to the practice arena at that time to practice until they are called into the Red or Blue Arena to compete. There will only be one drill team allowed in the practice arena at a time. Each team will go directly to the competition arena to compete from the practice arena. Each team will need to bring music for the practice time and for use during competition.

Know that the scheduled times are approximate and to listen out for your drill as well as watching the clock!

#### **Team Composition (*NOTE – CHANGED FOR 2021 COMPETITION*):**

For the 2021 State Horse Show, ***all*** Unified Drill Teams must be 4 or 6 Rider teams (2 Special Olympics Georgia Athletes and 2 Unified Partners or 3 Special Olympics Georgia Athletes and 3 Unified Partners).

If you have any questions, email [liz.smith@specialolympicsga.org](mailto:liz.smith@specialolympicsga.org)



## **IMPORTANT CHANGE TO STATE GAMES PAPERWORK**

The Problem Sheet Deadline will be strictly enforced! ALL problems listed on the Problem Sheet must be cleared by the Problem Sheet Deadline! Any problem not corrected by the deadline (April 30, 2021) will result in a scratch for the individual(s) listed on the problem sheet.

All coaches, chaperones, horse handlers, bus drivers, nurses, Unified Partners (18 and over) must have the following items completed in order to attend State Games:

- Volunteer and Unified Partner Profile form. (Unified Partners must have this completed before April 2, 2021)
- Complete Background Screening via Sterling Volunteers.  
[www.verifiedvolunteers.com](http://www.verifiedvolunteers.com) (Good deed code: wnoc4cz)
- Signed Coach Code of Conduct.
- Completion of Online Protective Behaviors.  
[www.specialolympics.org/protectivebehaviors](http://www.specialolympics.org/protectivebehaviors)
- Completion of Online Concussion Training.  
<http://nfhslearn.com/courses?utf8=%E2%9C%93&searchText=concussion+in+sports>

**Anyone wishing to substitute for a coach, chaperone, horse handler, bus driver, nurse, or Unified Partner after the Problem Sheet deadline must have all items completed by the Problem Sheet deadline. In other words, you may only substitute someone after the problem sheet deadline that has already completed all necessary paperwork and submitted it to the State Office.**

**\*\*NOTE:** Anyone you feel might attend State Games with you in any of these roles, go ahead and get them to complete all necessary paperwork\*\*

Updated 1/28/21

## **RULES / POLICIES / GUIDELINES FOR THE STATE HORSE SHOW**

The following rules / policies / guidelines will be in effect for the 2021 State Horse Show. Agencies that do not adhere to these rules / policies / guidelines will be asked to dismiss themselves from the Show. Please know that these rules / policies / guidelines shall be abided by all volunteers, sidewalkers, horse handlers, coaches, parents, athletes, unified partners, etc. Any agency not following these guidelines could be asked to leave the show and the responsible coach could face possible suspension.

These rules / policies / guidelines have been put into place for the safety of Special Olympics Athletes. Please ensure that all of your volunteers, sidewalkers, horse handlers, etc. are familiar with the following:

**SAFETY of the Athlete(s) is of the utmost importance in EVERY situation! All Coaches are responsible for their prospective Sidewalkers, Horse handlers, volunteers, etc. Please reiterate to all of your volunteers that this is TRUE competition for Special Olympics Athletes. All volunteers are to uphold the code of conduct at all times.**

- Any horse that is dismissed from the ring will be dismissed for the remainder of the show weekend. (A horse that is dismissed will be marked). \*\*Can be reviewed on a case by case basis\*\*
- The use of cell phones, walkie talkies, or any other electronic device (by anyone) inside any ring is prohibited.
- Prior to arriving at the Horse Show, sidewalkers and horse handlers should train with the athlete they are assisting. If a case arises where an unfamiliar volunteer must be used for assistance, please allow time for the volunteer to familiarize themselves with the athlete before sending into the ring.
- Any volunteer that you use as a sidewalker or horse handler needs to be familiar with the athlete they are assisting. They must show respect for the rider!
- Sidewalkers and horse handlers must follow all guidelines and should be aware of the pattern in which the rider is riding.
- Coaches should review the patterns and rules with all sidewalkers and horse handlers and ensure that each is able to demonstrate the proper technique in handling the horse in any situation (so as to not cause potential harm to the athlete).
- All judges, gate keepers, staging attendants, etc. shall be treated with respect. Any coach, sidewalker or horse handler disputing a judge or showing disrespect to safety workers or athletes will be dismissed and could face possible ejection for the remainder of the show weekend.
- There should be no crowding around the gate entrances, area between rings A and B, staging areas, etc. Agencies should inform any spectators that they should remain in the bleachers.

**Thank you all, in advance, for supporting these rules / policies / guidelines to ensure the best Horse Show for our Athletes.**

## **POLICY CONCERNING REQUIREMENTS OF CLASS A VOLUNTEERS EFFECTIVE AS OF FEBRUARY 23, 2018**

### **VOLUNTEER / UNIFIED PARTNER PROFILE FORM**

The Volunteer Profile form and Unified Partner form have been condensed into one form. This form is required for all Class A Volunteers, and must include 2 non-family references and a copy of photo ID.

### **OTHER CERTIFICATIONS**

The following outlines the needed information for all Class A Volunteers (Coaches, Chaperones, Unified Partners, Bus Drivers, General Volunteer, GOC / committee member, Local / Area Management Team):

- All Coaches / Assistant Coaches, Chaperones, and Bus Drivers 18 and over must complete the Volunteer / Unified Partner Profile Form, Online Protective Behaviors Training ([www.specialolympics.org/protectivebehaviors](http://www.specialolympics.org/protectivebehaviors)), Code of Conduct, Online Concussions Training (<http://nfhslearn.com/courses?utf8=%E2%9C%93&searchText=concussion+in+sports>), and Background Screening via Sterling Volunteers ([www.verifiedvolunteers.com](http://www.verifiedvolunteers.com)) ( Login & use Good Deed Code: wnoc4cz).
- Assistant Coaches (must be 16 years old or older) 16—17 years of age must complete the Volunteer / Unified Partner Profile Form, Online Protective Behaviors ([www.specialolympics.org/protectivebehaviors](http://www.specialolympics.org/protectivebehaviors)), and Code of Conduct, and Online Concussions Training (<http://nfhslearn.com/courses?utf8=%E2%9C%93&searchText=concussion+in+sports>).
- Athletes as Assistant Coaches (must be 18 years old or older) must complete the Volunteer / Unified Partner Profile Form, Online Protective Behaviors ([www.specialolympics.org/protectivebehaviors](http://www.specialolympics.org/protectivebehaviors)) , Code of Conduct, Online Concussions Training (<http://nfhslearn.com/courses?utf8=%E2%9C%93&searchText=concussion+in+sports>) and Background Screening via Verified Volunteers ([www.verifiedvolunteers.com](http://www.verifiedvolunteers.com)) (Login & use Good Deed Code: wnoc4cz).
- Unified Partners 18 and over must complete the Volunteer / Unified Partner Profile Form, Online Protective Behaviors ([www.specialolympics.org/protectivebehaviors](http://www.specialolympics.org/protectivebehaviors)), and Background Screening via Verified Volunteers ([www.verifiedvolunteers.com](http://www.verifiedvolunteers.com)) (Good Deed Code: wnoc4cz).
- Unified Partners 17 and under must complete the Volunteer / Unified Partner Profile Form. (Not mandatory to complete Online Protective Behaviors or Background Screening via Verified Volunteers)

### **POLICY CONCERNING ATHLETE BACKGROUND SCREENINGS**

- Special Olympics Georgia will no longer screen all adult athletes. Any athlete screening will be done on a case by case basis.
- Athletes that are 18 and over and are volunteering as Assistant Coaches will continue to be screened.