



THE MISSION OF SPECIAL OLYMPICS MISSOURI

The mission of Special Olympics Missouri is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children eight years of age and older as well as adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

THE PURPOSE OF SPECIAL OLYMPICS

Special Olympics is an international movement which, through year-round sports training and competition in the Olympic tradition, gives people with intellectual disabilities the chance to strengthen their character, develop their physical skills, display their talents and fulfill their human potential.

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General Information

SPECIAL OLYMPICS LANGUAGE GUIDE

Words matter. Words can open doors to enable persons with disabilities to lead fuller, more independent lives. Words can also create barriers or stereotypes that are not only demeaning to persons with disabilities, but also rob them of their individuality. The following language guidelines have been developed by experts in intellectual disabilities for use by anyone writing or speaking about persons with disabilities to ensure that all people are portrayed with individuality and dignity.

Appropriate Terminology

- Refer to participants in Special Olympics as Special Olympics athletes rather than Special Olympians or Special Olympic athletes.
- Refer to people with intellectual disabilities as individuals, persons or people with intellectual disabilities, rather than intellectually disabled people or the intellectually disabled.
- A person has intellectual disabilities, rather than is suffering from, is afflicted with or is a victim of intellectual disabilities.
- Distinguish between adults and children with intellectual disabilities. Use adults or children, or older or younger athletes.
- A person uses a wheelchair, rather than is confined or restricted to a wheelchair.
- “Down Syndrome” has replaced Down’s Syndrome and mongoloid.
- Refer to participants in Special Olympics as athletes. In no case should the word athletes appear in quotation marks.
- When writing, refer to persons with a disability in the same style as persons without a disability: full name on first reference and last name on subsequent references. Do not refer to an individual with an intellectual disability as “Bill” rather than the journalistically correct “Bill Smith” or “Smith.”
- A person is physically challenged or disabled rather than crippled.
- Use the words “Special Olympics” when referring to the worldwide Special Olympics movement.

Terminology to Avoid

- Do not use the label “kids” when referring to Special Olympics athletes. Adult athletes are an integral part of the movement.
- Do not use the word “the” in front of Special Olympics unless describing a specific Special Olympics event or official.
- Do not use the adjective “unfortunate” when talking about persons with intellectual disabilities. Disabling conditions do not have to be life-defining in a negative way.
- Do not sensationalize the accomplishments of persons with disabilities. While these accomplishments should be recognized and applauded, people in the disability rights movement have tried to make the public aware of the negative impact of referring to the achievements of physically or intellectually challenged people with excessive hyperbole.

Use the word “special” with extreme care when talking about persons with intellectual disabilities. The term, if used excessively in references to Special Olympics athletes and activities, can become a cliché.

SPECIAL OLYMPICS MISSOURI

Sports Offered

State Sports

Aquatics *

Athletics *

Basketball *

Bocce *

Bowling

Flag Football

Golf

Powerlifting

Soccer *

Softball *

Tennis *

Volleyball *

Includes Unified Sports *

Area/Local Sports

Alpine Skiing

Equestrian

Figure Skating

Floor Hockey *

Gymnastics

Horseshoes

Nordic Skiing

Snow Shoeing

Speed Skating

TRAINING AND COMPETITION SEASONS

Sports	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Alpine Skiing												
Aquatics												
Athletics(Track/Field)												
Basketball												
Bocce												
Bowling												
Figure Skating												
Flag Football												
Floor Hockey												
Golf												
Nordic Skiing												
Powerlifting												
Snowshoeing												
Soccer												
Softball												
Speeding Skating												
Tennis												
Volleyball												



Indicates Sport Training Season



Indicates Sport Competition Season

HEADQUARTERS STAFF

(See Website www.somo.org)

AREA OFFICES

(See Website www.somo.org)

BOARD OF DIRECTORS

(See Website www.somo.org)

SPORTS MANAGEMENT TEAM

(See Website www.somo.org)



POLICIES FOR COACHES, VOLUNTEERS & CHAPERONES

COACHING LEVELS

Coaches teach the skills and spirit that define a true athlete. Coaches are role models and character-builders.

Special Olympics coaches go even further -- they help athletes with [intellectual disabilities](#) find their own strengths and abilities. They also show them how to build on those strengths and improve every day.

As a Special Olympics coach, you bring enthusiasm, commitment and a positive attitude to each practice, event and competition. You will enrich the lives of our athletes in many life-changing ways. The skills and confidence an athlete learns through sports have a long and lasting effect. They can help an athlete succeed in school or even find a job.

Coaches also get a lot in return. They get to know athletes who inspire -- athletes who are brave and determined, despite the odds against them. Coaches become more than teachers, mentors and role models -- they are seen as leaders in the community.

A Special Olympics coach is a person who selects, assesses and provides Special Olympics athletes with comprehensive sports training and preparation for competitions, while knowing, understanding and abiding by the rules of the sport being coached, Special Olympics General Rules and Official Sports Rules. The following coach descriptions outline the expectations from a Special Olympics coach.

Special Olympics Missouri requires that all agencies have a certified head coach in the respective sport.

Team Sports: Each team must have one head coach. A head coach may only be the coach of one team. The coach's name submitted on the entry form must be that of a certified head coach. The head coach must be on the field or on the court with the team during any and all competition. In the event an emergency should arise, a certified assistant coach may take over as the head coach, but this shall require prior approval by the Competition Director. For an example if you have four 3-on-3 teams you need to have four different head coaches.

Individual Sports: The coach's name submitted on the entry form must be that of a certified head coach. It is not necessary to have a certified head coach present at each venue where athletes participate, however only a head coach may file a protest.

Listed below are the levels and requirements of coaches that Special Olympics Missouri will recognize.

Bench Coach: This is an individual who has the primary responsibility to be an aid to the coaching staff. Example: This can be a high school student

*The following course is required to be a bench coach

General Session

Concussion Awareness Training

Skills Coach/ Team Skills: An individual who has the primary responsibility of instructing athletes in individual skills of their sport.

*The following courses are required to be an individual skills coach

General Session
Sports Specific Coaches Training
Concussion Awareness Training

Assistant Coach: Is an individual who has the duties that involve assisting with setting up practice schedules, lesson plans, observing practice and games, and etc.

*The following courses are required to be an assistant coach

General Session
Sports Specific Coaches Training
Principles of Coaching
Concussion Awareness Training

Head Coach: The Special Olympics head coach is responsible for providing athletes with comprehensive sports training and preparation for multilevel sport competition.

- Provide proper planning for each step of training and competition
- Provide and maintain a safe and secure physical environment
- Use acceptable and safe equipment
- Ensure appropriate sport skills instruction and safe competition
- Match athletes according to ability, size and strength. Continually assess each athlete for participation in appropriate activities within, not challenged beyond their capabilities.
- Inform athletes of inherent risks associated with a specific sport
- Ensure acceptable supervision and maintain an adequate assistant coach-to-athlete ratio
- Provide appropriate medical support at all times
- Maintain accurate records

*The following courses are required to be a head coach

General Session
Sports Specific
Principles of Coaching
Cardiopulmonary Resuscitation (CPR)/First Aid (FA)
Concussion Awareness Training

COACHES TRAINING

Special Olympics Missouri requires that all head coaches advancing athletes to a state competition must be certified as a head coach in the respective sport.

1. Head coach certification requirements are:
 - a. **General Session/Principles of Coaching Course** – a course that introduces Special Olympics by describing what it is and how it works. This course is required only once and is good for all sports. This is a coaching education program designed to instruct professionals, volunteers and family members in the basic strategies of coaching in Special Olympics. It is available on our website www.somo.org/coach
 - b. **Coach Certification Course** – a sports specific-skills instructional course, which is designed for volunteers, family members and professionals who train Special Olympic Athletes in a sport. These are offered at trainings throughout the year.
 - c. **CPR/First Aid** – Cardiopulmonary Resuscitation (CPR) Certification and First Aid Certification are required for all head coaches.

** Additionally a head coach is required to attend additional sport-specific courses as determined necessary by the Competition Director. Such a course would update the coach on any new developments in that sport. **
2. Team Sports - Each team must have one head coach. A head coach may only be the coach of one team. The coach's name submitted on the entry form must be that of a certified head coach. The head coach must be on the field or on the court with the team during any and all competition. In the event an emergency should arise, a certified volunteer coach may take over as the head coach, but this shall require prior approval by the Competition Director.
3. Individual Sports - The coach's name submitted on the entry form must be that of a certified head coach. It is not necessary to have a certified head coach present at each venue where athletes participate, however only a head coach may file a protest.
4. Coach Mentoring Program – Coaches may opt to be mentored by a certified head coach for one year instead of taking a sports-specific training course. The coach would still be required to be CPR and First Aid certified, as well as take the General Session and Principles of Coaching courses. Coach mentors must be approved by the area program staff. If you're interested in becoming a coach mentor for a new coach, also contact your area program staff.
5. Additionally it is strongly recommended that any coach with athletes less than 80 pounds should take the child AND the adult CPR course.

VOLUNTEER REGISTRATION

SOMO Board Approved Aug. 6, 2005

Special Olympics has the right and responsibility to take all reasonable steps to promote and ensure a safe environment for all participants: athletes, coaches, volunteers and staff. With this in mind, Special Olympics Incorporated has developed and implemented a mandatory volunteer screening policy to set certain standards for each of the US programs to follow with regard to Class A and Class B Volunteers.

VOLUNTEER CLASSIFICATIONS

- Class A Volunteers

- Volunteers who have regular, close physical contact with athletes
- Unified® Partners
- Volunteers in a position of authority or supervision with athletes
- Volunteers in a position of trust of athletes
- Volunteers who handle \$5,000 or more of cash or other assets of Special Olympics Missouri (SOMO)

Examples could include but are not limited to coaches, chaperones, drivers, committee members, etc.

- Class B Volunteers

- Volunteers who only have limited contact with athletes or who have contact with athletes accompanied by coaches and chaperones

Examples could include but are not limited to day-of event volunteers, athlete buddies, Healthy Athlete volunteers, etc.

TYPE OF SCREENING

- Class A (Adult)

- Completion and submission of a volunteer application form along with photo ID (government issued), screened using a national vendor.

- Class A (Minor)

- Completion and submission of a volunteer application form, two personal/professional references (one of whom is from the volunteer applicant's school, church, civic group, etc. -- reference to exclude relative or legal guardian.), along with photo ID (only required to extent available).

- Class B (adults and minors)

- Completion of a volunteer registration form or sign-in sheet and photo ID check or identification verification check at events (for minors, IDs are only required to the extent available).

MINIMUM ACCEPTABLE BACKGROUND SCREENING

- Class A volunteers must be screened using a national vendor that includes the sex offender registry for each state in which the sex offender registry is available electronically. In addition to, but not in place of, the check through the national vendor, SOMO may conduct a statewide criminal background check.
- If the applicant answers “yes” to either of the questions regarding suspension or revocation of driver’s license on the volunteer application or if SOMO has received information through the screening process that the applicant may have motor vehicle related convictions then a motor vehicle record check is required to be able to drive on behalf of SOMO.

PHASE IN AND FREQUENCY

- New Volunteers

- Effective Jan 1, 2006, SOMO shall not permit a new Class A volunteer applicant to participate as a Class A volunteer until that person has been screened and approved by the SOMO headquarters office.
- Volunteers registered on or after Jan. 1, 2006, must be re-screened at least every three years.
- Class A paperwork for anyone coaching (head coach or assistant coach) or anyone person regularly attending practice or providing transportation to any athlete other than their own family should be turned in prior to any practice or meetings with athletes and are required eight-weeks prior to any state event that they will be attending as a coach. Chaperones who ONLY attend the state event to fulfill the one-to-four ratio may turn in their Class A paperwork two-weeks prior to the state event.

- Existing Volunteers

- Programs must screen all existing volunteers (those registered prior to Jan. 1, 2006) no later than July 1, 2008.
- Volunteers registered prior to Jan 1, 2006, must be re-screened every three years following the date of initial screening.

DISCLOSURE AND AUTHORIZATION REQUIREMENTS

Volunteers should fill out a form that meets the requirements as set forth below. The background form, required for SOMO, can be signed electronically or have a legal signature. Once the form is signed and returned to the SOMO headquarters office, an initial background check is completed and will be run every three years that the volunteer is active in the program.

- Class A volunteer form must include:

- Full name and other information necessary to conduct the required check under the policy
- The answers to the five questions currently required by General

Rules Section 7.13

- A legally sufficient authorization to conduct the necessary screening
- A release that protects the Special Olympics movement from liability in connection with the program conducting the screening
- Consent to use the volunteer's name and likeness to promote and publicize the purposes of Special Olympics

- **Class B volunteer registration materials must include:**
 - Full name, complete address, telephone number and, if applicable, the name of the civic group or corporate sponsor with which they are associated
 - Consent to use each the volunteer's name and likeness to promote and publicize the purposes of Special Olympics

RESULTS OF BACKGROUND CHECK USING NATIONAL VENDOR

Automatic Disqualifiers

- Conviction for crime of:
 - child abuse
 - sexual abuse of a minor/adult
 - causing a child's death
 - neglect of child or any other individual for whom the potential volunteer had/has responsibility
 - kidnapping
 - murder
 - manslaughter
 - felony assault
 - arson
 - criminal sexual conduct
 - stalking

- Three or more moving violation convictions within the past three years or a DWI/DUI conviction within the last seven years automatically disqualifies the volunteer from driving on behalf of Special Olympics.

- **Disqualifiers if within the last four years**
 - Adverse judgment for damages or civil penalty involving sexual or physical abuse of a minor
 - Conviction for
 - prostitution-related crime
 - controlled substance crime
 - fraud
 - larceny or other financial crime
 - under court order for domestic violence
 - being the subject of any court order involving any sexual abuse or physical abuse of a minor that restricts contact with a minor

ACTIONS BASED ON THE REPORT FROM NATIONAL VENDOR

- Competition Director

- Reviews the application verification reports, and approves or denies applicant based upon policy.
- If applicant is denied:
 - Prints the criminal report and submits letter to applicant indicating restrictions.
 - Submits copy of letter to appropriate staff and agency coordinator.
 - The criminal report and a copy of letter will be reviewed and initialed by SOMO President/CEO.
- If applicant is approved:
 - Welcome letter along with directions for completing Protective Behaviors Training is sent to applicant.
 - Appropriate documentation in SOMO database to ensure applicant is noted as a “qualified” or “disqualified” volunteer

CODE OF CONDUCT Board Approved August 9, 2003

THE PURPOSE OF THE SOMO CODE OF CONDUCT (THE “CODE”) IS TO ENCOURAGE ALL athletes, coaches, family members, spectators, chaperones, volunteers, members of the SOMO Board of Directors, and officials participating in a SOMO-sponsored activity (“participants”) TO CONDUCT THEMSELVES IN A WAY THAT BRINGS CREDIT AND HONOR TO THEMSELVES AND TO SOMO. THE CODE ALSO ESTABLISHES A UNIFORM PROCEDURE FOR RESOLVING CONDUCT INFRACTIONS TO ENSURE THAT ALL PARTICIPANTS ARE TREATED FAIRLY.

Nothing in this code will be deemed to restrict the individual freedom of a participant in matters not affecting SOMO, their status as a SOMO participant or the well-being of the team. Participants will have complete freedom in choices of appearance, life-style, behavior, or speech while not traveling or participating in a SOMO-sponsored activity, provided their statements and actions do not adversely affect the name and reputation of SOMO.

All SOMO participants will:

1. Conduct themselves in a sportsmanlike manner at all times, showing respect for other participants through words and actions.
2. Respect the spirit of fair-play and non-violence and behave accordingly in competition.
3. Maintain dignity at the opening, closing and awards ceremonies at all SOMO activities.
4. Be responsible for their personal belongings at all times and assist in maintaining the cleanliness, safety and security of their assigned areas.

5. Refrain from smoking in competition or athlete training venues.
6. Fully abide by the rules of SOMO and the Games Management Team of any SOMO-sponsored activities.
7. Fully abide by the provisions of the Athlete Code of Conduct Pledge or Coach Code of Conduct Pledge, if applicable.

SOMO participants understand that if they violate the code, they will be subject to the SOMO disciplinary procedures, including being held financially and legally responsible for any damage that they purposely or knowingly cause.

SOMO DISCIPLINARY PROCEDURE

GENERAL STATEMENTS OF PRINCIPLE

1. The following disciplinary procedures are intended to be used when other informal disciplinary procedures have failed. SOMO participants and staff members should try to resolve the problem informally before making a formal report.
2. If resort to disciplinary procedures is necessary, all parties should carry out these procedures in a way that minimizes disruption of other SOMO participants and SOMO-sponsored activities.

REPORTING CODE VIOLATIONS

1. Anyone may report a violation of the code.
2. A reporting party must complete and sign an incident report form, which includes:
 - (a) An identification of the person who violated the code;
 - (b) A description of the specific behavior that violated the code;
 - (c) The date and location of the violation; and
 - (d) The names of any witnesses.
3. The Games/Event Director must be notified of any code violations reported in an incident report that occur, and are discovered, during a SOMO event.
4. Code violations reported in an incident report that occur after a SOMO-sanctioned activity, or are discovered outside of a SOMO-sanctioned activity, must also be reported to the area program staff who serve(s) the home area(s) of all involved participant(s). "Involved participants" include both the participant(s) who violated the code and any participant(s) harmed by the violators' actions.

5. The person reporting the incident must complete and file an incident report form within two weeks of when the violation occurred or was discovered.

CODE VIOLATION DETERMINATIONS

1. Upon being notified of a code violation, the games/event director or area program staff will immediately take appropriate disciplinary or remedial actions, which may include:
 - (a) Dismissing the complaint;
 - (b) Communicating with the reporting party and other witnesses to evaluate the truth of the allegation;
 - (c) Notifying the participant identified in the incident report form of the undesirable behavior, and, as a condition of further participation in the present event, requiring the participant to correct the situation;
 - (d) Immediately expelling the participant for the remainder of the present event for serious code violations; and
 - (e) Any other action that the games/event director or area program staff may deem to be appropriate.
2. After taking initial remedial action, the games/event director or area program staff will complete the submitted incident report form by:
 - (a) Making necessary corrections, additions or deletions to the facts alleged by the reporting party;
 - (b) Including a description of any action he/she took in response to the violation
 - (c) Including a recommendation of further action that he/she deems appropriate, if applicable; and
 - (c) Signing and dating the form.
3. The games/event director or area staff will send a copy of the completed incident report form to the director of area administration.
4. After receiving a copy of an incident report form and upon recommendation of further action by the games/event director or area program staff, the Senior Director of Operations will form an Incident Review Group (IRG) to investigate and resolve the matter.

5. The IRG will be comprised of the Senior Director of Operations and one or more area and/or department directors selected by the Director of Senior Director of Operations. These area or department directors, however, may not include any director actively involved in the initial remedial action.
6. The IRG will submit to the participant(s) named in the incident report by certified mail a notification letter that includes:
 - (a) A brief explanation of the violation;
 - (b) A reference to the code provision violated;
 - (c) The name of the person(s) reporting the violation (unless the Senior Director of Operations finds that there is an important reason not to identify the reporting party);
 - (d) An invitation in writing to respond to the allegation(s) contained in the complaint. Participants named in the complaint will have two weeks from the date of the notification letter to respond to the allegations. Any response that a participant makes must appear in writing.
7. Within three weeks of mailing the notification letter, but not before providing the participant named in the complaint a full opportunity to respond, the IRG will consider all information available to it about the alleged incident in making its determination. The IRG will have the power to:
 - (a) Dismiss the complaint;
 - (b) Warn the participant of the undesirable behavior, and require him/her to correct the situation as a condition to participate in future SOMO activities;
 - (c) Require the participant to make a written or oral apology to the affected parties;
 - (d) Require the participant to pay for damage that he/she purposely or knowingly caused, either as a condition of further participation in SOMO, or as a condition of avoiding legal action by SOMO;
 - (e) Temporarily suspend the participant from participating in future SOMO activities and activities;
 - (f) Temporarily or permanently limit the participant's type or level of participation in SOMO activities and activities;
 - (g) Any other action the IRG deems appropriate.

8. The IRG may also permanently expel the participant from participating in SOMO events and activities with approval from the SOMO President.
9. Upon making its determination, the IRG will promptly send to the affected parties by certified mail a decision letter notifying them of their decision. Decision letters that involve expulsions must be signed by the SOMO President. Copies of the decision letter will go to the area program staff(s) representing the home area(s) of all involved participant(s), the members of the SOMO Executive Committee and the SOMO President.

SOMO APPEALS PROCESS

APPEAL OF INITIAL CODE DETERMINATIONS

Determinations made on-site by a Games/Event Director for code violations, including temporary expulsion from the remainder of an event, may not be appealed.

APPEAL OF CODE DETERMINATIONS

1. Determinations in response to code violations may not be appealed unless:
 - (a) The determination calls for a participant's permanent expulsion from SOMO activities; or
 - (b) The Games/Event Director, area program staff or IRG substantially deviated from the disciplinary procedures set forth in the SOMO Disciplinary Procedures.
2. In either of the two cases listed above, a participant may appeal the decision to the SOMO Executive Committee of the SOMO Board of Directors. To do so, the participant must send an appeals letter to the Executive Committee, explaining why the participant disagrees with the decision. The appeals letter must be sent within two weeks of the date on the decision letter.
3. Upon receiving an appeals letter, the SOMO Executive Committee will review all information about the incident contained in the materials and information brought before the IRG. Within three weeks of receiving the appeals letter, the Executive Committee will make a final decision resolving the issue. The Executive Committee will then record the decision in the official minutes. The committee will mail copies of its decision by certified mail to all involved participants, the area director(s) representing the home area(s) of all involved participant(s) and the SOMO President.
4. Any decision of the Executive Committee is final.

COACH

CODE OF CONDUCT PLEDGE

Respect for others

- I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators in Special Olympics.
- I will treat everyone equally regardless of sexual preference, ethnic origin, religion or ability.
- I will be a positive role model for the athletes I coach.

Ensure a positive experience

- I will ensure that for each athlete I coach, the time spent with Special Olympics is positive.
- I will respect the talent, developmental stage and goals of each athlete.
- I will ensure each athlete competes in activities that challenge that athlete's potential and are appropriate to that athlete's ability.
- I will be fair, considerate and honest with athletes, using simple, clear language.
- I will ensure that accurate scores are provided for entry of an athlete into any event.
- I will instruct each athlete to perform to the best of the athlete's ability at all competitions (including preliminary events) in accordance with the Official Special Olympics Sports Rules.

Act professionally and take responsibility for my actions

- My language, manner, preparation, appearance and presentation will demonstrate high standards.
- I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc), and encourage athletes to demonstrate the same qualities.
- I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions or during competition.
- I will refrain from any form of personal abuse toward athletes and others, including verbal, physical and emotional abuse.
- I will be responsible for supervising the conduct of athletes in my care at SOMO-sponsored activities.
- I will be alert to any form of abuse from other sources directed toward athletes in my care.
- I will be on-hand and available at all times during any SOMO activity or event in which I have chosen to participate and will remain responsible for the athletes in my care from the time of my arrival until the time my departure.

Quality service to the athletes

- I will seek continual improvement through performance evaluation and on-going coach education.
- I will be knowledgeable about the skills and techniques of the sport(s) I coach.
- I will provide a planned training program.
- I will keep copies of the medical, training and competition records for each athlete I coach.
- I will teach and follow the Official Special Olympics Sports Rules for the sport(s) I coach.

Health and safety of the athletes

- I will ensure that the equipment and facilities at practice sites and SOMO-sponsored activities are safe to use.
- I will ensure that the equipment, rules, training and the environment are appropriate for the age and ability of the athletes I coach.
- I will review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form.
- I will encourage athletes to seek medical advice when required.
- I will maintain the same interest and support towards sick and injured athletes.
- I will allow further participation in training and competition only when appropriate.

DATING POLICY

Among the Special Olympics movement's highest priorities is the well-being of and respect for the dignity of Special Olympics athletes. The purpose of this document is to make clear Special Olympics' policy on volunteers and staff dating Special Olympics athletes and to protect all participants in the Special Olympics movement, including athletes, coaches and staff, as well as Special Olympics organizations around the world.

Every Special Olympics program must take all reasonable steps to ensure that athletes participating in Special Olympics do so in an environment that is free from abuse, intimidation, fear, pressure or coercion from any person in a position of authority, including Special Olympics staff, coaches, and other volunteers. At the same time, Special Olympics respects the right of every Special Olympics athlete to be treated with dignity and to have the same rights as every other human being.

POLICY:

Special Olympics prohibits any Special Olympics staff member or volunteer 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 President/CEO 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.

Special Olympics Missouri will 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 the 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.

SUPERVISION GUIDELINES for COACHES, VOLUNTEERS and CHAPERONES

Common sense can play a large part in avoiding problems when any volunteer is with the athletes. Our athletes depend upon the guidance of the coaches, chaperones and volunteers. The relationship between the athletes and all volunteers creates a trust, which allows the program to function smoothly and efficiently. If this trust is broken, then the athlete and the program itself can suffer. In order to maintain the relationship between athletes and coaches, guidelines for supervision must be implemented. These guidelines are to protect the athletes, all volunteers and the integrity and credibility of the program.

Personal:

- a. Maintain a minimum of one chaperone/coach per four athletes ratio.
- b. No volunteer should place himself or herself in a position that could be construed as compromising.
- c. Only touch athletes in ways that are acceptable for the sports activity or social activity.
- d. Do not make comments that might lead an athlete to think a relationship is more than program related.
- e. Any inappropriate behavior observed, whether by athletes, coaches or chaperones, should be reported to the area staff and dealt with immediately. A follow-up written report should be given to the area staff as soon as possible.
- f. All SOMO representatives must conform to the Special Olympics Missouri Code of Conduct.

Transportation:

- Coaches and Chaperones should be strategically placed on the bus.
- Coaches and Chaperones should be aware of what is going on around them at all times.
- On trips that are several hours long or occur during darkness, the coaches and chaperones should change seats periodically.

**Housing:
Athlete Housing Policy
Effective Jan 1, 2014**

Board Approved Nov 15, 2013

The health and safety of all Special Olympics participants is of paramount importance to Special Olympics Missouri (SOMO). Participants should feel that every Special Olympics event is a safe and positive experience and should not be fearful of other athletes, coaches or volunteers.

Arranging housing for overnight events involves the consideration of a variety of factors, including the varying abilities, ages and behaviors of athletes, the availability of housing and the costs associated with overnight accommodations. SOMO is adopting the following written housing policy.

POLICY REQUIREMENTS:

1) Gender –Athletes and volunteers may not share a room with an athlete or volunteer of the opposite sex with the following exceptions:

a. Married athletes who are both attending the event as members of a registered delegation. This exception does not apply to the spouse of an athlete who is not participating in the event, but attending solely as a spectator or volunteer.

b. Married volunteers who are both attending the event as members of a registered delegation. This exception does not apply if one of the volunteers is required to share a room with an athlete (other than the married couple's child), if this scenario will create a situation whereby an athlete is housed with a volunteer of the opposite sex.

c. Family members of the opposite sex who serve as a one-to-one chaperone for the related athlete.

d. When a group home requires a staff in the room and they send a staff of the opposite sex the group home sends a letter stating this and releases Special Olympics Missouri from any liability resulting from any incidents which may occur as a result of the rooming of chaperones with athletes of the opposite sex.

e. Housing in a facility that has multiple private rooms in addition to living space (such as a condominium or dormitory). Both males and females may be assigned to one condominium, if necessary, but private rooms will not be shared by individuals of the opposite sex. Chaperones must also be housed in the condominium and the chaperone/athlete ratio must be maintained.

f. Use of barracks or other facility (such as a gym) where a large number of individuals are assigned to one room. Athletes and volunteers must be separated as much as possible by gender (for example, females on one side of the gym and males on the other side).

2) Supervision -The chaperone/athlete ratio of at least one properly registered chaperone to every four athletes must be maintained during overnight events. Proper supervision can be maintained without having a chaperone present in the

room at all times. All chaperones must be screened in accordance with SOMO Volunteer Screening Policy.

3) Young Athletes (ages 3-7) –Young Athletes events that involve overnight activities require increased supervision and therefore, Young Athletes participants must be accompanied by a properly registered and screened parent, guardian or an individual designated by a parent or guardian at all overnight activities. Rooming assignments for Young Athletes should be separate from the remainder of the delegation, whenever possible (for example, separate hotel rooms).

4) Acknowledgment –Utilizing the Athlete Physical Form SOMO will secure a parent’s/guardian’s signature acknowledging they are aware that SOMO has a policy relative to housing arrangements and Policy is available on SOMO Website. Athletes who are legally responsible for themselves are permitted to provide acknowledgment on their own behalf.

- a. New athletes (athletes registering for the first time on or after Jan 1, 2014) will acknowledge the possibility of overnight stays at the time of their initial registration.
- b. Existing athletes (athletes registered prior to Jan 1, 2014) will acknowledge the possibility of overnight stays concurrent with their next athlete medical renewal due date.

5) Policy Implementation –This policy is in place for any event that requires overnight housing for SOMO athletes and will be the responsibility of the event planner.

6) Best Practices

a. Rooming Assignments

- Consider matching athletes based on size, level of maturity, ability and age.
- Assign connecting rooms to those athletes who require additional assistance or supervision if the chaperone will not be in the same room.

b. Sleeping Arrangements

- Whenever possible, each member of the delegation should be assigned his/her own bed. If bed sharing is required, an athlete may not share a bed with a chaperone unless the chaperone is a parent or sibling of the athlete and has been screened in compliance with the Special Olympics U.S. Volunteer Screening Policy.
- Ensure that the chaperone has a key to the athletes’ room(s)
- Ensure that the athletes know how to reach the chaperone at all times
- Consider using hall monitors
- Condo/dorm (or other facility with multiple private rooms) –Whenever possible, leave the doors to private rooms open so that chaperones can monitor each room.

-Barracks (or other facility with a large number of beds in one room) –Whenever possible, chaperones should be assigned to a location in close proximity to the athletes he/she is supervising.

c. Family members are prohibited from staying in athlete housing unless the family member is an official member of the registered delegation and is screened in compliance with SOMO Volunteer Screening Policy.

- There shall no more than four persons per room.
- All agencies MUST submit a rooming to the area office 10 days prior to the event. NOTE: Each area may have different requirements for when these forms should arrive.

Competition/Practice:

- Treat all injuries with extreme care.
- Use discretion when checking an athlete to determine the extent of an injury.
- Do not place yourself in a one-on-one situation with an athlete of either sex for an extended period of time.
- Always turn in cell phone number or telephone number at registration of ALL events in case of emergency.

Concussion Awareness and Safety Policy **Board Approved Jan. 17, 2015**

Introduction

It is Special Olympics Missouri's intent to take steps to help ensure the health and safety of all Special Olympics participants. All Special Olympics participants should remember that safety comes first and they should take reasonable steps to help minimize the risks for concussion or other serious brain injuries.

Defining a concussion

A concussion is defined by the Centers for Disease Control as a type of traumatic brain injury caused by a bump, blow or jolt to the head as well as serial, cumulative hits to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull. Although concussions are usually not life-threatening, their effects can be serious and therefore proper attention must be paid to individuals suspected of sustaining a concussion.

Suspected or confirmed concussion

Effective Jan. 1, 2015, a participant who is suspected of sustaining a concussion in a practice, game or competition shall be removed from practice, play or competition at that time. If a qualified medical professional is available on-site to render an evaluation, that person shall have final authority as to whether or not a concussion is suspected. If applicable, the participant's parent or guardian should be made aware that the participant is suspected of sustaining a concussion.

Return to play

A participant who has been removed from practice, play or competition due to a suspected concussion may not participate in Special Olympics Missouri sports activities until either of the following occurs (i) at least seven (7) consecutive days have passed since the participant was removed from play and a currently licensed, qualified medical professional provides written clearance for the participant to return to practice, play and competition or (ii) a currently licensed, qualified medical professional determines that the participant did not suffer a concussion and provides written clearance for the participant to return to practice play immediately. Written clearance in either of the scenarios above shall become a **permanent record**.

Required training and timeline

All coaches are required to complete the following concussion awareness training on-line course:

- The Center for Disease Control's Heads-Up Concussion in Youth Sports training course, which is available at http://www.cdc.gov/concussion/HeadsUp/online_training.html. Certificate of completion must be submitted to their respective area office.

For new coaches beginning after Jan. 1, 2015, this training must be completed prior to being recognized as a coach. Current Special Olympics Missouri coaches must complete this training no later than Dec. 31, 2015.

Frequency of training

Concussion awareness training must be completed by all coaches at least once every three years.

Special Olympics Missouri Logo Guidelines for Teams



There are a number of lock-ups of the mark that provide flexibility for different layout situations. The standard lock-up has been optimized for placement of the mark in the top-right or bottom-right of regular print items.



Single line lock-up



Centered lock-up



Web lock-up

Colors: The 2-color mark should only be used against white. Ideally when using a single color the mark should be printed in Special Olympics Red (Pantone® 186), Special Olympics Grey (Pantone® 418) or Black against a light, low-contrast background. The white mark is for use against dark solid colors and appropriate photographic images. A range of secondary colors have been specified to support the primary palette. For a list of approved colors, email communications@somo.org.



White logo

T-shirts and Uniforms: When creating shirts for teams, a lock-up can be used that gives primacy to the actual team name. This acknowledges the importance of local teams within Special Olympics and facilitates the creation of distinct team identities for games within a program. The choice of typeface and design of the team name is at the discretion of the agency. SPECIAL OLYMPICS MISSOURI is set in all capitals Ubuntu Bold as illustrated here. The Special Olympics symbol must be centered beneath the program name. Club or team T-shirts may also be locked up in a shield format, created in one or two colors. Email communications@somo.org for the T-shirt or shield template.



For additional questions, please email communications@somo.org or call 800.846.2682.

August 2012



Secondary colors may be used to cover large areas or to provide highlights within a design. Colors may also be combined to create gradients. To maintain a fresh and clean look and feel, gradients should be created from colors within the same color family. Please refer to color specifications in the appendix for full CMYK, RGB, Pantone and Hexidecimal references.



Avoid using too many secondary colors on a design. We suggest that you limit the colors on any item to the primary color palette plus colors from within the same range within the secondary palette.

Please use process color mix created for artwork. Colors should be visually matched to an up-to-date Pantone® Swatch.

A range of secondary colors have been specified to support the primary palette. These colors can be used to add personality to designs and to differentiate between communication items.



Special Olympics Missouri Logo Guidelines



There are a number of lock-ups of the mark that provide flexibility for different layout situations. The standard lock-up has been optimized for placement of the mark in the top-right or bottom-right of regular print items.



Single line
lock-up



Centered lock-up



Special
Olympics
Missouri

Web lock-up

Colors: The 2-color mark should only be used against white. The following colors are also approved:



Ideally when using a single color the mark should be printed in Special Olympics Red (Pantone® 186), Special Olympics Grey (Pantone® 418) or Black against a light, low-contrast background. The white mark is for use against dark solid colors and appropriate photographic images. A range of secondary colors have been specified to support the primary palette. For a list of approved colors, email communications@somo.org.

Additional Notes:

The mark should always be used in its full lockup version (Symbol, Logotype and Program Name) for all initial touch points.

Ubuntu is the preferred typeface of Special Olympics. It has been chosen for its clarity and accessibility both in print and on screen. Ubuntu is available as a free Mac or PC download at font.ubuntu.com

For additional questions, please email communications@somo.org or call 800.846.2682.

August 2012

MINIMUM AGE for COACHES, CHAPERONES & VOLUNTEERS

All head coaches and chaperones must be at least 18 years old, and one adult, at least 21 years old, shall accompany each agency. Unified Partners may be allowed to act as chaperones provided that they meet the minimum age of 18. Unified Partners will not be counted as part of the one-to-four ratio of coaches to athletes unless they are under the age of 16.

For day-of volunteers, there shall be no minimum age as long as anyone under the age of 14 is accompanied by an adult of at least 21 years old.

DRUG, ALCOHOL & TOBACCO POLICY

1. Any Special Olympics Missouri (SOMO) representatives (a Special Olympics Missouri representative is a competitor, coach, family member, chaperone, volunteer, officials, staff or board member who is participating at any Special Olympics Missouri sponsored activity) may consume medications or drugs that licensed treating physicians have prescribed for his/her use for diagnosed conditions, provided that such medication or drug is used for the specific treatment of that condition. Special Olympics Missouri strictly prohibits athletes from using any medication or drug for the sole or primary purpose of improving an athlete's performance in Special Olympics competition or training.
2. Special Olympics Missouri strictly prohibits the use of illegal drugs by any SOMO representative at any time.
3. SOMO representatives shall not consume or possess alcoholic beverages within the confines of a Special Olympics venue, stadium, competition, training site, or event, before or during the scheduled time frame of any Special Olympics competition or training. Additionally, SOMO representatives shall not arrive at Special Olympics competitions or training sessions under the influence of alcohol or drugs.
4. Special Olympics Missouri strongly discourages the use of tobacco products by SOMO representatives. SOMO representatives shall not use tobacco products during any scheduled individual event (e.g. 50 M Dash, 100 M Freestyle, Golf round, etc.) or team (e.g. Softball, Soccer, etc.) competition in which he/she is directly involved. Use of tobacco before or after competition is permitted, but only in designated smoking areas.
5. No SOMO representative shall consume or possess alcohol and/or illegal drugs while directly responsible for the supervision of Special Olympics Missouri athletes.
6. Any violation of this policy can result in the following disciplinary action:
 - a. Suspension from any current event or training in which the employee, official, delegate, coach or volunteer is involved.
 - b. Suspension from Special Olympics Missouri participation in any capacity for a designated time period.
 - c. The President of Special Olympics Missouri and/or appointed representative shall determine and impose any such suspensions. The duration of the suspension will be no more than one year from the initial suspension date. Any

suspension applies to all Special Olympics Missouri events and training that occur during the suspension period.

d. A second offense will result in immediate and permanent expulsion from participating in Special Olympics Missouri in any capacity.

15-Passenger Van Policy

Special Olympics Programs are prohibited from using 15-passenger vans (with or without the back seat) to transport athletes or other individuals to and from Special Olympics events, and Special Olympics strongly discourages other organizations from using 15-passenger vans to transport people to or from Special Olympics events.

Special Olympics recognize that it is up to each non-Special Olympics organization to determine whether to use 15-passenger vans. By using 15-passenger vans, a non-Special Olympics organization understands that:

- 1.** Anyone operating a 15-passenger van owned by a non-Special Olympics organization for the purpose of transporting Special Olympics athletes or other persons to or from Special Olympics activities is acting as the employee or volunteer of the organization and not on behalf of Special Olympics.
- 2.** The driver's operation of the 15-passenger van will be considered to be in the course and scope of the driver's employment for or volunteer responsibilities for the non-Special Olympics organization, and not for or on behalf of Special Olympics.
- 3.** Non-Special Olympics organizations that operate 15-passenger vans should comply with the applicable safety standards promulgated by the National Highway Traffic Safety Administration (NHTSA).

SWIMMING POOL POLICY

- 1.** There shall be NO swimming at any Special Olympics event unless authorized by the Special Olympics authority in charge of the event.
- 2.** There must be at least a four-to-one athlete to chaperone/coach ratio at any time during which athletes are swimming in a recreational setting. Additionally, there must be at least one certified lifeguard per 25 people in the pool area.
- 3.** No athletes in the pool after 10 p.m. regardless of posted pool hours.
- 4.** This policy is intended for any official Special Olympics' event including travel to and from the event. Swimming pool management will adhere to SOI Swimming Pool Policy.

5. The coach(es) must be inside the fence surrounding the pool or if there is no fence, the coach(es)/chaperone(s) must be within 12 feet of the pool.
6. This policy applies to all programs within Special Olympics Missouri. There will be no exceptions.
7. Any coach/chaperone not adhering to this policy will be subject to a Code of Conduct review.
8. The area involved in the infraction will not be allowed to stay at a hotel with a pool at the next state event. This includes all teams from said area.

OUT OF STATE COMPETITION GUIDELINES

1. Any chapter affiliate (any area, agency, team or individual representing Special Olympics through the Special Olympics Missouri chapter) desiring to participate in a sports event, game, or tournament with a team(s) or individual(s) from outside the state of Missouri must submit a request (see Appendix) to SOMO at least 30 days prior to the event.
2. This policy includes teams or individuals going across the state line and teams or individuals coming across the state line.
3. There will be no out-of-state competitions in lieu of chapter events.

INSURANCE

1. Certificate of Insurance:
 - a. American Specialty Insurance Services handles the issuance of Certificates of Insurance.
 - b. After completion of the Request for Certificate of Insurance Form, it is to be mailed to the SOMO State Office to be reviewed by the President. The State Office will then forward form to American Specialty Insurance Services. Any request without the President's signature will not be valid.
 - c. The processing time for a Certificate of Insurance is approximately two weeks.
2. For all automobiles driven by the owners to a Special Olympics event, Special Olympics Incorporated only provides secondary insurance.

For all non-owned and hired vehicles used to transport athletes to Special Olympics events, the renter MUST sign next to his/her name "for Special Olympics Missouri." This will allow the automobile to be covered for liability by Special Olympics insurance.

3. Special events conducted by Special Olympics Missouri that include alcohol require a caterer/vendor with a current legal liquor license to provide and/or serve alcoholic beverages. The caterer/vendor shall provide Special Olympics Missouri with a certificate of insurance with at least \$1,000,000 coverage for general liability and liquor liability and list Special Olympics Missouri as additional insured. A copy of this certificate must be forwarded to Special Olympics Missouri Headquarters prior to the event.

REPORTING AN INCIDENT

An incident is defined as an accident or event that may result in injury to a person, damage to property, any allegation of negligence or any threat to take legal action against Special Olympics.

When an incident occurs, the Special Olympics First Report of Incident form must be completed and submitted to area program staff as promptly and accurately as possible. This allows the claims process to be initiated quickly.

It is important that the First Report of Incident form be completed as fully as possible. Always include the name of any witness and a brief description of the actual incident. If more space is needed, use the back of the report form or attach an additional page.

CLAIMS PROCEDURES

American Specialty will respond to each incident report as appropriate. In the event of injury to an athlete, coach, Unified Partner or volunteer, an informational letter claim form will be forwarded directly to the individual who sustained an injury. If a parent, guardian, or care provider is indicated on the First Report of Incident form, the claim form will be forwarded to that individual. This letter will explain coverage and procedure for filing any claims.

DESCRIPTION OF COVERAGE

This coverage responds to a "covered event" (defined as any scheduled activity authorized, organized and supervised by Special Olympics) or during covered travel (defined as travel directly to or from the location of a covered event; authorized by Special Olympics and supervised by staff member or designated representatives of Special Olympics). This is an accident medical policy not a sickness or illness medical policy.

The accident medical insurance policy is excess of any other valid and collectible insurance or medical plan applicable to the injured participant. Individual's insurance is primary carrier and American Specialty is secondary.

COMMUNICABLE DISEASE PRECAUTIONS

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids.

Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood contaminated surfaces and equipment with a solution made from a 1-10 dilution of household bleach or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of and/or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthparts and other articles containing body fluids.

CRISIS PLAN

What to do in a Crisis or Emergency at a Special Olympics Event:

Examples of a crisis: Medical emergency, alleged rape, alleged sexual misconduct, alleged assault, death or an unexpected situation or incident posing potential or actual harm to Special Olympics Missouri (SOMO) reputation or viability.

Dealing with the crisis:

1. Protect those involved

- In the case of a medical emergency i.e. heart ...etc. contact medical assistance immediately.
- In the case of alleged assault, alleged rape or related emergency, keep the involved parties separated and protected, the area program staff should contact medical assistance if needed.

2. **Notify your area program staff immediately of the situation**

- If admitted to the hospital, area program staff should notify the SOMO President

3. **Don't talk to the media**

- Under no circumstances should anyone except a designated spokesperson make any comment to the media regarding the crisis situation. If approached by the media please say, "A statement will be released by Special Olympics Missouri after the organization has gathered all the facts and had time to review the situation."

The designated spokesperson is Mark Musso, SOMO President. If Mark is not reachable at the event, please call him at 573-635-1660

General information for coaches

- Rule changes -- Coaches can submit rule changes to the Sports Management Advisory Council (SMAC) (See Rule Change Form in Appendix)
- SOMO strongly encourages all coaches to use the approved medical form (See Appendix). This form should be filled out with a list of ALL medications taken by an athlete including all medications an athlete is allergic to. This should include over-the-counter medications as well. This form should be filled out and kept updated and used for all events.
- Special Privilege Form – shall be used at state events and should be turned in along with the registration forms. This form should be used for all athletes that cannot perform their event as the rules state due to a physical disability. It may, also, be used to allow a coach to stay with an athlete from staging through awards if the athlete requires constant attention. NOTE: this may ONLY be a certified coach.
- Coaches are strongly urged to play all of their players at all times. This means that every player should play an equal amount of time during divisioning as well as competition.

NEW AGENCY

All new agencies shall submit an agency form to their area office prior to their initial competition. The area will forward a copy all new agency forms to SOMO HQ office upon receipt.



POLICIES AND GUIDELINES FOR ATHLETES

POLICIES AND GUIDELINES FOR ATHLETES

PHYSICAL FORM/ RELEASE FORM

1. In accordance with Special Olympics Inc.'s policies (General Rules, 6.02), an eligible athlete must have a completed medical history and release form to compete and register for official training and competition. If these forms are not on file at the SOMO headquarters office, the athlete **MAY NOT** participate at any level of training or competition. The **PHYSICAL FORMS** are, by policy, renewed every three years. To validate the physical forms, a copy of any new or renewed physical or release form must be on file in the SOMO headquarters office in Jefferson City.

Copies of the forms should be distributed as such:

Original - should be retained by the coach, which **MUST** be carried to all training and competition sites. For example: if you have three basketball teams in your agency, each coach should have a copy of the physical on site with them during training and competition.

Copy - must be sent to the area office. The forms shall be reviewed by the program staff to make certain that all necessary items are completed prior to sending them to the SOMO headquarters office. If items need to be completed, the forms should be returned to the individual and completed before sending them to the SOMO Headquarters Office.

Copy – shall be sent to the SOMO headquarters office by the area office for official registration.

Physical Procedures

- All physicals will be valid for three years from the date of the examiner's signature.
 - All **NEW** physicals will be due to SOMO HQ two weeks prior to the event in which the athlete will compete. **NO** athlete shall practice without a valid physical.
 - SOMO staff will make every effort to be proactive in reminding athletes, parents, and coaches of the expiration dates, by sending expired delegation reports in the fall of the year to all those with expiring physicals in the following year, and offering med-fests at state events. Education is the key. We must educate all constituents that this is mandatory for the safety of our athletes
2. The following points of emphasis are specific to medical forms or parent releases:
 - a. **PHYSICAL FORM** (see website a stand alone form)

The form **MUST** be signed and dated by a doctor, chiropractor or nurse practitioner for **ALL** athletes. This includes new as well as renewal athletes. The form **MUST** be on file at the SOMO headquarters office before event registration. The athlete **MUST** have a current physical form on file before any type of participation (**WHICH INCLUDES PRACTICE**).

 - **CHECK** physicals to make sure all required fields are filled out.
 - First & last name legible (**ONLY** use legal names)
 - Agency #

- Complete address (city, state and zip)
- Gender
- Birth date
- Parent/guardian/emergency contact
- Signature of person completing the form
- Doctor's signature
- Signature of parent/guardian/caregiver/adult athlete

If athlete has Down syndrome please make sure the X-ray date is on the physical and that the Atlanto-Axial Instability form is completed. Check for the doctor's signature and parent/guardian information.

- b. RELEASE FORM (see website a stand alone form)
Only the parent, legal guardian, or an adult athlete deemed legally competent may sign this form. A copy of this form **MUST** be on file at the SOMO Headquarters Office in Jefferson City along with the current medical form.
This form only needs to be submitted once.
 - c. ATLANTO-AXIAL INSTABILITY RELEASE FORM (if applicable)
Two physicians **MUST** sign the form only the parent, legal guardian, or an adult athlete deemed legally competent may sign this form.
 - d. SPECIAL PROVISIONS REGARDING MEDICAL TREATMENT (if applicable)
Only the parent, legal guardian, or an adult athlete deemed legally competent may sign this form
4. Unified Sports® partners **MUST** sign a release, or if the partner is a minor, a parent or legal guardian must sign. This form is a stand alone form on the website.

STATEMENT OF ELIGIBILITY

1. There is no maximum age limitation for participation in Special Olympics. The minimum age requirement for participation in Special Olympics competition is eight (8) years of age. Any person meeting age requirements and is identified, as having intellectual disabilities by an agency or a professional in any given local area is considered eligible for Special Olympics. Other terms that may be used synonymously with intellectual disabilities include: cognitive disabilities, mental handicaps or mental disabilities.
2. An accredited program may permit children who are at least six (6) years of age 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-competition 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. When the term "mental disabilities" or other similar descriptor is not used to identify the person in a local area, eligibility should be determined by whether or not the person has functional limitations in both general learning and adaptive skills. "Developmental disability" is the term most often used to describe persons with both limitations. Other terms that may be used synonymously with developmental disability are developmental handicap, developmentally delayed, or severe disabilities.

- a.** General Learning Limitations refers to substantial deficits in conceptual, practical and social intelligence that will result in performance problems in academic learning and/or general life functions. Learning limitations may be assessed by standardized testing (e.g., intelligence or achievement tests) or through criterion-referenced measures (e.g., teacher/parent observations or actual performance samples).
- b.** Adaptive Skill Limitations refers to on-going performance deficits in skill areas considered essential to successful life functioning. These adaptive skill areas include: communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, recreation/leisure, and work. Adaptive skills limitations may be measured by standardized tests (e.g., adaptive behavior scales or checklists) or through criterion-referenced measures (e.g., teacher/parent observations or actual performance samples).
- c.** If the person is identified as having a developmental disability with functional limitations in both general learning and adaptive skills, an agency or a professional must still determine whether or not the functional limitations are solely due to mental disabilities or a closely related developmental disability. If the functional limitations are solely due to: physical disabilities, emotional disturbance, behavior disorders, specific learning disabilities, visual impairments, or sensory disabilities, this person is not eligible for Special Olympics.

ATHLETE RESTRICTIONS

1. Athletes are discouraged from driving to events on their own. American Specialties will not cover any athlete driving to an event own his/her own or riding with another athlete. Therefore it is strongly urged that no athlete drive to and/or from an event
2. Athletes must adhere to the following dress code during a Special Olympics event;
 - NO there shall be no butts, bras, breasts, bellies, boxers, briefs, or backs during any part of a Special Olympics event.

ATHLETE

CODE OF CONDUCT PLEDGE

Sportsmanship

- I will practice good sportsmanship.
- I will act in ways that bring respect to my coaches, team, Special Olympics and me.
- I will maintain dignity at the opening, closing, and awards ceremonies at all Special Olympics activities.
- I will not use curse words.
- I will not insult other persons.
- I will not fight with other athletes, coaches, volunteers or staff.

Training and competition

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen to my coach and the officials and ask questions when I do not understand.
- I will always try my best during training, divisioning and competitions.
- I will not "hold back" in preliminary competition just to get into an easier finals competition division.

Responsibility for my actions

- I will not make inappropriate or unwanted physical, verbal or sexual advances on others.
- I will not smoke in non-smoking areas.
- I will not drink alcohol or use illegal drugs at Special Olympics activities.
- I will not take drugs for the purpose of improving my performance.
- I will be responsible for my personal belongings at all times and will assist in maintaining the cleanliness, safety, and security of my team's assigned area.

Athletes' and Volunteers' Policy, Missouri's Registration of Sex Offenders

Special Olympics Missouri (SOMO) wishes to provide a safe environment for participants at all SOMO events.

Effective immediately the following policy will apply to all athletes and volunteers participating in SOMO.

Any SOMO athlete or volunteer who is alleged to have committed, or is under investigation for committing a crime of a sexual nature must notify SOMO immediately in writing of the investigation or allegation and the facts surrounding it.

Anyone who has been alleged to have committed, or is under investigation for committing a crime of a sexual nature will be suspended indefinitely from participating in any SOMO activity, pending resolution of that allegation or investigation.

Any person who is required by state or federal law to register with any Sex Offenders Registry is permanently barred from participating as an athlete or volunteer in any SOMO activity.

SOMO will aggressively pursue all legal remedies available to it against any individual (or that individual's parent or legal guardian) covered by this policy who willfully or negligently fails to comply with this policy's reporting and suspension requirements.

Approved and adopted by the Special Olympics Board of Directors on April 28, 2007.



POLICIES AND GUIDELINES FOR COMPETITION

COMPETITION POLICIES AND GUIDELINES

AREA COMPETITIONS

1. Special Olympics Missouri shall offer a variety of competitions at the level. Each Special Olympics Missouri area shall offer training sessions in each sport that they offer. Training sessions should be conducted for no less than an eight (8) week period of time.

a. Chapter competitions shall be held in the following sports:

State Indoor Games to include:

Basketball & Unified Sports® Basketball
Bowling & Unified Sports® Bowling

Summer Games to include:

Aquatics & Unified Sports® Aquatics
Athletics & Unified Sports® Athletics
Powerlifting
Soccer & Unified Sports® Soccer
Volleyball & Unified Sports® Volleyball

State Outdoor Games to include:

Bocce & Unified Sports® Bocce
Flag Football Unified Sports® Flag Football
Golf & Unified Sports® Golf
Softball & Unified Sports® Softball
Tennis & Unified Sports® Tennis

- b.** Low motor and individual skills competition shall be offered at all events.

2. **Weather cancellation guidelines**

- a. For snow and ice if school is cancelled at the location of the event, then the event should be cancelled.
- b. If the prediction is for 75 percent chance of inclement weather for the last day of the event then the final day should be cancelled.
- c. If the local school has been cancelled at the point of departure to a state event then the agency should stay home.
- d. If the heat index is 105°F or higher then event should use a heat schedule or be cancelled.
- e. Anytime the temperature is 50°F or lower and raining, the event should be cancelled.
- f. If the wind-chill is 35°F or below the event should be cancelled.
- g. If there is thunder or lightning which can be heard or seen then the event should be put on hold and all participants sent to safety until it has been at least 30 minutes from the last sound or sighting of lightning.
- h. All participants will be removed from a pool in the event of lightning or thunder regardless of whether the pool is indoor or outdoor.
- i. Inclement weather plans shall always be based on the safety of the athlete first. Event directors will be responsible for making the decision to cancel, postpone, or play.

3. **Competition entry forms** -- Entry forms are the official documents used to register athletes for participation in competition (these documents can be found online at www.somo.org).

- a. Entry forms for state and district/regional events must be received in the headquarters office **by close of business on the entry due date**. Entry forms not in by the deadline will not be accepted.

- b.** All athletes **MUST** attend an area (individual sports athletics, aquatics, bowling, etc.) or a district, regional and area event (team sports) prior to a state event.
- c.** Age groups for individual sports are 8-11, 12-15, 16-21, 22-29, and 30+. For team sports the age groups are juniors (8-15), seniors (16-21), masters (22-39), and senior-masters (40+) (At least 80% of the athletes on a senior masters team must be 40 or older and this age group shall be used **ONLY** if enough teams of this age group are available). An athlete or team may be moved up one age group if there is no competition for them in their own age group. On teams, junior age athletes may play on teams in a higher age group, however **ONLY** with a signed age waiver form from the parent/guardian and area director (see appendix).
- d.** 5-7 year olds may not participate as a Special Olympics Missouri athlete.
- e.** To be accepted, entry forms **MUST** be completed entirely. Any form not completed properly will be returned to the area office and will be due back within 24 hours with the corrections.
- f.** Teams may pick up one player if the team has two or fewer substitutes on the roster. This player should be from a team that has been eliminated and may not be of a different age or gender than the majority of the team. This player may **NOT** have a qualifying score higher than everyone else on the time.
- g.** All team rosters may be composed of more than one agency or even one area.

4. **State Games Assessments (SGA)**

- a.** Team brackets cancellation must be made by close of business on Monday after brackets are released any cancellation after the release of brackets shall be assessed the State Games Assessment (SGA)
- b.** Individual sports cancellation must be made by the end of review week any cancellation after the review shall still be assessed the State Games Assessment (SGA) fee.

SGA Procedures

AS of 10/24/2014 the following procedures will be required to pay SGAs for all future state events:

- 1) The total SGA amount owed by each agency will be determined two weeks after each state games using GMS to get a final count of the athletes and Unified Partners who attended.
- 2) A count of those spending the night will be determined from the rooming lists turned in prior to the state event.
- 3) The amount to invoice will be turned over to the comptroller to send the SGA invoices to the agencies, directing them to remit the payment back to their area offices.
- 4) The invoice amount will be determined and the invoices will be sent within two weeks of the conclusion of the state games.
- 5) The agencies will have 30 days from the receipt of the invoice to pay it, either with cash, check or fan club funds.
- 6) If the SGA is not paid within the 30 days, the agency will not be allowed to attend the next state event to include regional events leading up to that event.
- 7) If some individuals from an agency pay their SGA, but others do not, it will be up to the agency to report to the area who did not pay and those individuals will not be allowed to attend the next state/regional event.
- 8) The area will be responsible for tracking these athletes and submitting them to the Senior Director of Sports Initiatives.
- 9) Form letters will be put on the shared drive for the areas to send to the agencies not paying their SGA within the 30 days to inform them that they will not be allowed to advance to the

next state/regional event and that they must make their SGA payment 30 days before the regional/state following the one they missed in order to advance to it.

10) A hardship may be requested if an athlete may not pay his/her SGA, unless the athlete is involved with an agency that has a Fan Club (unless the Fan Club is broke or defunct).

5. Team forfeit/disqualification

a. If a team forfeits a game due to lack of equipment and/or uniforms, that team will be disqualified for the remainder of the tournament.

b. If a team is disqualified for not having enough players, that team may play later on in that tournament as long as they have enough players.

c. If a team is disqualified for being late or missing a game, they may still participate in the rest of tournament.

6. Meals at state events

a. Agencies that request meals and fail to eat them shall be charged the cost of those meals. If they do not pay for the meals they will not be allowed to attend any state events until they have paid for them.

7. Face painting

a. There shall no face painting allowed at any event. Arm and hand painting shall be allowed but is discouraged during competition.

8. Competition uniforms/wear requirements:

a. General – this does not include sport specific competition uniform rules.

Athletes may wear

Shorts

- Running shorts
- Basketball shorts
- Biker shorts
- Sweatpants
- Jogging pants

Shirts

- T-shirts
- Tank tops
- Sweatshirts

Footwear

- Athletic shoes
- Tennis shoes
- Basketball shoes
- Running shoes
- Cross-Trainers

Athletes may NOT wear

Shorts

- Denim slacks or shorts
- Casual wear
- Dress slacks or shorts
- Tennis shorts
- Any pants or shorts with buttons and/or zippers

Shirts

- Button-down casual shirts
- Golf shirts
- Shirts with collars

Footwear

- Hard-soled shoes
- Sandals
- Hiking boot style

- b. The following definition of competition shorts will apply to all sports. They must have elastic waist or string tied shorts, no belt loops, zippers, buttons, no jean shorts and no dress shorts. The only exception to this will be the softball short/pant.
- c. Athletes may NOT wear medals or ribbons during competition.
- d. Athletes may NOT wear any jewelry while competing except medic alert necklaces or bracelets. The medic alert necklace or bracelet MUST be taped down during competition.

9. SOMO National Governing Bodies (NGB)

- a. NGBs are the governing bodies of the rules by sport.
- b. SOMO will use MSHSAA as the National Governing Body (NGB) for all sports except bocce, softball which will use ASA, bowling which will use USA bowling congress and golf which will use USGA.

10. SOMO sportsmanship criteria

- 1) Any athlete/coach/spectator that trash talks and/or uses any unsportsmanlike behavior shall be warned once. Any official or venue coordinator may give a warning. The warning shall include the entire team. A second offense will result in being dismissed from the game. A dismissal shall only be for one game. Any athlete/coach dismissed from a game shall automatically be remanded to a Code of Conduct review for further disciplinary action regardless of the event.
- 2) ANY abuse or personal attack on any volunteer, to include officials, scorekeepers, timers, line judges or anyone else associated with the event shall be cause for automatic dismissal from the rest of the event and a Code of Conduct review for further disciplinary action regardless of the event.
- 3) Unsportsmanlike behavior includes, but is not limited to:
 - a) Profane language and/or gestures
 - b) Slamming, throwing or kicking any equipment in any manner deemed unsafe
 - c) Throwing or kicking or hitting any other object around the playing area, such as chairs, water coolers, etc.
 - d) Fouling or running into an opponent with undue force
 - e) Showing undue dismay or criticism of an officials call
 - f) Showing disrespect in anyway to opponents, teammates or anyone else involved in the event

11. Minimum distance from a state event to overnight

- a. Any team within 100 miles of an event may not overnight at that event

12. In case of an emergency at a state event

- a. Each area will be responsible for contacting their coaches in the event of an emergency.

Please share the following information with your families and fans:

Any announcements during the Games will be posted on: The website at www.somo.org/summergames, www.somo.org/outdoor and www.somo.org/indoor

On the SOMO Facebook page at www.facebook.com/specialolympicsmo

On the SOMO Twitter page at www.twitter.com/somissouri

• Text updates

o We'll text you if there are urgent announcements at State Games. To sign up: Text **SOMO** to **51555**

o Standard messaging rates apply.

ELEGIBILITY FOR STATE EVENTS

1. Eligibility for all team sports will be determined by participation at an area competition (and a regional competition in basketball). Qualification will be determined by the following criteria a team must play at area competition to advance on to regional competition. A team must place first or second to advance to state from regional.
2. Eligibility for all individual sports will be determined by participation at area/district competitions and placing first or second in a division.
3. Eligibility to advance will be ultimately be determined by the available courts, lanes, or space for competition at the next level.

COMPETITION DIVISIONS – EQUALIZING COMPETITION

1. In keeping with the Special Olympics philosophy that every athlete should be encouraged to perform to the best of his or her ability and should have a reasonable chance to win while competing against fellow athletes of similar ability, athletes are placed in competition according to the following guidelines:
 - a. Athletes shall be divided into competition divisions based upon their age, gender and ability.
 - b. Competition divisions shall be established so they are "even." An even division is one in which all participants based on performance records, have a reasonable chance to win.
 - c. In structuring even divisions for individual sports, participants shall be ranked in descending order of performance. The difference in times of performance scores between the best performing athlete in a division and the lowest score shall not normally differ by more than 10 percent where feasible.
 - d. In team competition, the team assessment scores and/or regional competition and evaluation is used for determining divisions.
 - e. In sports such as gymnastics, figure skating or diving, all of which require judging, the 10 percent rule is not appropriate for use in divisioning. Nevertheless, athletes shall be placed in even divisions based upon performance capabilities.
 - f. SOMO may combine age groups that are within one age group of each other, or they may combine teams/individuals of opposite genders as long as ability levels are the same. The minimum number participants/teams per division shall be two unless determined to be unfair by the Games Rules Committee.
 - g. ONLY female alternates may be used on female teams.

- h. Up to two individual skills athletes and two team athletes may be absent at area and/or districts and still be eligible for state at the discretion of the area program staff.
- i. Athletes may compete in ONE team sport and ONE individual sport at state events

PROTEST PROCEDURE

1. Any protest made must be based on a rules' violation. Protests cannot be made on judgment decisions.
2. A protest must occur no more than 30 minutes following the rules infraction.
3. Only a certified head coach may fill out a protest form.
4. The protest form is given to the Games Rules Committee (A sample of the formal protest is located in the Appendix).
5. The Games Rules Committee shall meet, review the protest and make a determination whether or not a rules' violation was committed, as soon as the protest is received. Appropriate action will be taken as a result of the determination.

SELECTION for HIGHER COMPETITION -- USA GAMES/WORLD GAMES

See Official Special Olympics Summer Sports Rule Book Section AA.

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 regimen of training 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 lower level of competition in the same sport or sports (e.g. an athlete may not advance to World Games/Multi-National Competition in a given sport unless he or she has competed in that sport at national/area competition and placed 1st, 2nd or 3rd).
3. Athletes should be chosen for higher-level competition by random selection from among 1st, 2nd or 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.

National/area Programs may establish additional criteria for advancement to higher level competition based on behavior, medical or judicial considerations. These criteria would be applied to athletes on an individual basis. Additional criteria should not conflict with any part of the Official Special Olympics Sports Rules.

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 or 3rd place winners in the 100 meter dash and a quota of five athletes for the 100 meter dash at the next World 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 at a World Games (e.g. an athlete who competed in the 1995 Summer World Games is eligible to compete in the 1999 Summer World Games unless he or she fails to meet some other eligibility criterion). However a lower priority will be given to any athlete that has already participated at a World Games
 6. The above criteria shall be used for selecting athletes for advancement to World Games and any other higher levels of competition.
 7. All Special Olympics Missouri athletes shall be given the chance to either be nominated or apply to advance to the next higher level of competition provided that they meet the above criteria.
 - a. A random selection of at least three athletes per slot shall be selected to attend a Selection Camp.
 - b. Based on the behavior, medical, and judicial considerations of those attending the Selection Camp, athletes will be selected to advance to the next higher level of competition.

AWARDS

1. In accordance with Special Olympics Inc.'s policies (General Rules I.E. 14), each athlete at all competitions will receive some type of award for their participation regardless of their finishing placement. If an athlete is disqualified for a rule infraction or is unable to continue an event, they shall be awarded a participation ribbon.
 - a. **Local and area competitions:**
 - All areas shall use medals for 1st, 2nd and 3rd place winners and ribbons for 4th through 8th place winners.
 - Areas have the option of using local size medal (1 3/8") or area size medals (1 5/8") for their area games.
 - Medals are **not** required for local competitions.
 - b. **Regional competitions:**
 - Sectional size medals (1 3/4") shall be distributed for 1st through 3rd places and ribbons shall be distributed for 4th through 8th places at all regional events (basketball and softball).
 - c. **State competitions:**
 - Medals are distributed for 1st through 3rd places and ribbons are awarded for 4th through 8th.
 - State level competitions shall use the summer medal (2").
2. All official Special Olympics medals must be purchased through SOI's official supplier, Midwest Trophy & MTM Recognition. A catalogue may be obtained by calling 1-800-324-5996.



STATE INDOOR GAMES

(late March/early April)

Sports Offered:

BASKETBALL
BOWLING



STATE SUMMER GAMES

(late May/early June)

Sports Offered:

ATHLETICS (Track/Field)
AQUATICS
POWERLIFTING
VOLLEYBALL



STATE OUTDOOR GAMES

(late September/early October)

Sports Offered:

BOCCE
FLAG FOOTBALL
GOLF
SOFTBALL
TENNIS

Revisions

Feb. 2, 2015