

# SOMO State Indoor Games Coaches' Handbook

March 28<sup>th</sup> – 29<sup>th</sup>, 2025  
St. Charles, MO

***Special Olympics***  
*Missouri*



February 27, 2025

Dear Coaches:

Thank you for taking the time to be a Special Olympics Missouri Coach! Your dedication and commitment to our athletes is simply amazing. We thank you for taking the time to train your athletes and for making it possible for them to attend the State Indoor Games in St. Charles March 28<sup>th</sup> – 29<sup>th</sup>, 2025. These Games would not be possible without you!

This Coaches' Handbook should provide the necessary information and details about the SOMO State Indoor Games. Please take the time to read it completely to ensure that you are properly prepared for the games and to make sure your athletes have an outstanding experience.

Don't hesitate to reach out with any questions, comments, or suggestions. Feel free to contact me or any of our amazing volunteers and SOMO staff on the Games Management Team.

You can go to [www.somo.org/indoor](http://www.somo.org/indoor) for updated information. All updates with any new information will be posted there and on our social media pages.

Again, thank you for coaching and making a difference in the lives of our athletes! We can't wait to see you at the Games!

Sincerely,

Craig Hall  
Director of Competition and Outreach

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# STATE INDOOR GAMES TENTATIVE SCHEDULE

Subject to change

<b>Thursday, March 27th, 2025</b>	
After 3:00 p.m.	Arrival and check-in at hotels
3:00 p.m. – 7:00 p.m.	Coaches' Registration/Packet Pick-Up at Knights of Columbus Hall

<b>Friday, March 28<sup>th</sup>, 2025</b>	
6:00 a.m. – 7:30 a.m.	Breakfast – at hotel
7:00 a.m. – 8:00 a.m.	Coaches Registration/Packet Pick-Up at Knights of Columbus Hall
8:00 a.m. – 4:30 p.m.	Bowling Competition – Multiple Venues
11:00 a.m. – 1:00 p.m.	Lunch – at Competition Venues
After 3:00 p.m.	Arrival and check-in at hotels
3:00 p.m. – 6:00 p.m.	Coaches Registration/Packet Pick-Up at Knights of Columbus Hall
5:00 p.m. – 9:00 p.m.	Fanwear / Souvenirs – St Charles West High School
5:00 p.m. – 6:30 p.m.	Dinner – St Charles West High School
5:30 p.m. – 9:30 p.m.	The Zone
6:30 p.m.	Line up for Parade of Athletes – St Charles West High School
6:45 p.m. – 7:15 p.m.	Opening Ceremony – St Charles West High School
7:15 p.m. – 9:30 p.m.	Healthy Athletes: Health Promotion, Special Smiles, Fit Feet, Healthy Hearing – St. Charles West High School
7:30 p.m. – 9:30 p.m.	Dance & Bingo – St Charles West High School

<b>Saturday, March 29<sup>th</sup>, 2025</b>	
6:00 a.m. – 7:30 a.m.	Breakfast at hotel
7:00 a.m. – 8:00 a.m.	Coaches' Registration/Packet Pick-Up – Knights of Columbus Hall
8:00 a.m. – 3:00 p.m.	Fanwear / Souvenirs – Hyland Arena at Lindenwood University
8:00 a.m. – 4:00 p.m.	Basketball Competition – Multiple Venues
9:30 a.m. – 2:00 p.m.	Healthy Athletes: Opening Eyes, FUNfitness – Hyland Arena VIP Room, Health Promotion – Hyland Arena Entrance area
11:00 a.m. – 1:00 p.m.	Lunch – at Competition Venues
11:30 a.m.–12:30p.m.	Athlete Input Council- Lindenwood University
5:00 p.m.	Competition Ends; Departure

<b>Wednesday, April 2<sup>nd</sup>, 2025</b>	
6:00 p.m. – 7:00 p.m.	Coach Input Council – Via Zoom

## VENUES

- Cave Springs Lanes – 4055 Mexico Rd, St Peters, MO 63376 (Bowling)
  - Duchesne High School – 2550 Elm St, St Charles, MO 63301 (Basketball)
  - Frontier Bowl – 177 Frontier Park Dr, O Fallon, MO 63366 (Bowling)
  - Knights of Columbus Hall - 20 Westbury Dr, St Charles, MO 63301 (Coach Registration/Package Pick-Up)
  - Lindenwood University – 209 S Kings highway St, St Charles, MO 63301 (Basketball, Opening Ceremony,)
  - St Charles Boys & Girls Club – 1211 Lindenwood Ave, St Charles, MO 63301 (Basketball)
  - St. Charles Lanes – 2187 1st Capitol Dr, St Charles, MO 63301 (Bowling)
  - St. Charles West High School – 3601 Droste Rd, St Charles, MO 63301 (Basketball) Dance/Bingo, Healthy Athletes, Sports Zone, Fanwear/Souvenirs
  - More Basketball Venues to come
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## COMMUNICATION DURING THE GAMES

### EMERGENCY NUMBER

- For all emergencies, call 911 and then **573-680-7436**

### SOCIAL MEDIA

- SOMO Social Media pages may also be used for updates and communication during the Games:
    - Facebook: <https://www.fb.com/specialolympicsmo>
    - X: <https://www.X.com/somissouri>
    - Instagram: <https://www.instagram.com/somissouri>
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## WEATHER CANCELLATION GUIDELINES

### 1. For Snow and/or Ice

- If school is cancelled at the location of the event, the event should be cancelled.
- If the prediction is for 75% chance of snow and/or ice on the last day of the event the remainder of the event should be cancelled.
- If school has been cancelled at the point of departure to a state event, then agencies should stay home. SGA's will be used for future events if this is warranted in the opinion of the Senior Director of Programs.

### 2. For Heat

- If the temperature is 100° F or higher and/or the Heat Index is 105° F or higher, then the event should use a heat schedule or be cancelled

### 3. For Cold and/or Rain

- Anytime the temperature is 45°F or lower and there is precipitation of any kind the event should be cancelled.
  - If the Wind Chill is below 35°F the event should be cancelled.
  - If Thunder is heard or lightning has been seen then all participants shall be sent for cover, preferably indoors. This shall be enforced for at least 30 minutes after the last thunder is heard or lightning seen or until a lightening detector shows it to be safe to resume competition.
  - All participants in a pool, indoor or outdoor shall be removed from the pool following the same guidelines as stated above.
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## COACHES' REGISTRATION

- Coaches Registration for Thursday arrivals will be at Knights of Columbus Hall – 3:00 p.m. – 7:00 p.m.
- Coaches Registration for Friday arrivals will be at Knights of Columbus Hall – 7:00 a.m. – 8:00 a.m. and 3:00 p.m. to 6:00 p.m.
- Coaches Registration for Saturday morning arrivals will be at Knights of Columbus Hall – 7:00 a.m. – 8:00 a.m.
- ALL Coaches should turn in their Coaches' Hours recorded online at [www.somo.org/coachhours](http://www.somo.org/coachhours) to be able to pick up their registration packets.
- Registration packets will include:
  - Updated brackets and information
  - Wristbands for Chaperones
  - ID Cards for athletes and coaches\*
    - Please provide photos of athletes to your Area Staff 3 weeks before the event.
    - Wristbands and ID Cards will be your meal tickets and should be worn at all times when not competing for security purposes.

**\*Note: ID cards are essential for the safety of our athletes. They are the first tool used to identify an athlete that is lost or injured. For their safety, it is imperative that athletes wear their ID cards when they are not competing. Thank you for respecting and following this very important procedure.**

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## COACHES' MEETINGS

- We will hold coaches' meetings **via ZOOM before the State Indoor Games**, and we encourage all coaches to attend. We will cover reminders, rules, safety issues, change of plans, Q&A, etc.
    - Bowling and Basketball Coaches Meeting – Tuesday, March 25<sup>th</sup> 5:00 – 5:30 p.m.
    - Link for ZOOM meetings: <https://us02web.zoom.us/j/5736351660>
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## AWARDS

- All sports will be awarded at their respective venues as divisions are completed unless otherwise noted.
  - Medals will be awarded for 1<sup>st</sup> through 3<sup>rd</sup> place, and ribbons for all other places.
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## MEALS

- Please fill out the jotform (**deadline is March 7<sup>th</sup>**) for meal counts and rooming information here: <https://form.jotform.com/SpecialOlympicsMO/2025-state-indoor-games-meal-and-ro>
  - For efficiency and accuracy of counting meals by agency, we ask that each agency check in and eat together so that we can check-in the entire group at one time.
  - Agencies who do NOT eat meals they have requested will be charged for the cost of the meal.
  - Meals are provided for athletes and coaches only.
  - For those athletes and teams who are done by 11:00 AM, please do not order meals.
  - SOMO is not providing concessions, but each venue has been given the opportunity to open concession stands, Concessions will likely be available for purchase at all bowling alleys and at most basketball venues.
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## HOUSING

Any agencies within a 100-mile radius of Lindenwood University will not have housing provided by Special Olympics Missouri. Athletes, teams, Unified Partners, and coaches from these agencies will either commute or provide their own housing accommodations.

Please fill out the jotform (**deadline is March 7th**) for meal counts and rooming information here:

<https://form.jotform.com/SpecialOlympicsMO/2025-state-indoor-games-meal-and-ro>

Use the form on page 18 to attach your rooming info to the Jotform, and please remember to include bus drivers in your room counts.

Below is the list of host hotels for Athletes and Coaches:

- Best Western Plus - 1425 S 5th St Charles, MO 63301
- Courtyard Marriott - 4341 Veterans Memorial Parkway, St Peters, MO 63376
- Hampton Inn - 1410 South 5<sup>th</sup>, St Charles, MO 63310
- Holiday Inn Express & Suites St. Peters - 50 Richmond Center Blvd, St Peters, MO 63376
- Holiday Inn Express & Suites St. Charles – 3098 Elm Point Industrial Dr., St. Charles MO

**Families: Because we cannot guarantee rooms, we have found families can find better pricing online**

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## SPECIAL EVENTS

### Opening Ceremony, Healthy Athletes, The Zone, Dance, Bingo, Input Councils, & Fanwear

#### OPENING CEREMONY, DANCE, and BINGO

- Opening Ceremony will take place at St Charles West High School at 6:45 p.m.
- **Up to 2 athletes per agency** may walk in the Parade of Athletes. Athletes who are participating in the Parade of Athletes should report to the Parade staging area by 6:30 p.m.
- The Dance and Bingo will follow the Opening Ceremony at 7:30 p.m.

#### The ZONE

The Zone will be at St. Charles West from 5:30 p.m. to 9:30 p.m. on Friday, March 28<sup>th</sup>.

The ZONE will feature the following Performance Stations for athletes:

- Fitness Station
- Nutrition Station
- Hydration Station
- SMART Goals!
- Coaches, Family, Caregivers, & Friends Area
- Pledge Wall
- Local Resource Booths – Fontbonne University Dietetics, St. Louis University Dietetics, Conquer Therapy Services, Missouri Family Partnership Program, and more!

The Zone is all about our Athletes, Coaches, & Families. Be sure to grab a free Sports Zone item after:

1. Competing in the Fitness station.
2. Visiting the Performance Stations
3. Signing the Pledge Wall

## HEALTHY ATHLETES

Athletes receive FREE giveaways when going through the Healthy Athletes screenings. After attending EACH screening, Dr's sign the Athletes checklist. Athletes then drop the form into the box for a drawing to win additional prizes!

- Friday, March 28<sup>th</sup>:
  - 7:15 p.m. – 9:30 p.m. St Charles West High School – Health Promotion, Fit Feet, Special Smiles; Healthy Hearing
- Saturday, March 29<sup>th</sup>:
  - 9:30 a.m. – 2:00 p.m. Lindenwood University – Opening Eyes, FUNfitness – Hyland Arena VIP Room, Health Promotion – Hyland Arena main entrance area

## FANWEAR /SOUVENIR CENTER

- Friday, March 28<sup>th</sup>:
  - 5:00 p.m. – 9:00 p.m. at St Charles West High School
- Saturday, March 29<sup>th</sup>:
  - 8:00 a.m. – 3:00 p.m. at Lindenwood University

## ATHLETE INPUT COUNCIL

The Athlete Input Council is a time for athletes to share their opinion on what worked and what needs improvement at the State Indoor Games. Coaches, families, and Unified Partners are welcome to attend, but we ask that our athletes are the only ones who share their opinions. Please ensure your athletes join this Zoom meeting for the Input Council because we really do take what they have to say seriously. It is scheduled:

- Saturday, March 29<sup>th</sup> from 11:30-12:30 p.m. at Lindenwood University

## COACH INPUT COUNCIL

The Coach Input Council is a time for coaches to share their opinion on what went well, what needs improvement, suggestions, concerns, and more.

- Wednesday, April 2<sup>nd</sup> from 6:00-7:00 p.m. via Zoom
- Use this link to join the meeting: <https://us02web.zoom.us/j/5736351660>

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## SPORT-SPECIFIC INFORMATION

### **BOWLING**

Date: Friday, March 28<sup>th</sup>, 2025  
Competition Time: 8:00 a.m. to 5:00 p.m.  
Location: Cave Springs Lanes, Frontier Bowling, St. Charles Lanes  
Check In: 30 min prior to scheduled competition  
Lunch: 11 a.m. to 1 p.m.  
Rules Committee: Zach Tallevast, Craig Hall, Susan Shaffer  
Rules: <https://somo.org/sports/>  
Coaches' Hours: [www.somo.org/coachhours](http://www.somo.org/coachhours)  
Coaches' Meeting: via Zoom Tues, March 25<sup>th</sup>, 2024 at 5:00 p.m. - <https://us02web.zoom.us/j/5736351660>

### **Basketball**

Date: Saturday, March 29<sup>th</sup>, 2025  
Competition Time: 8:00 a.m. to 5:00 p.m.  
Location: Duchesne High School, Lindenwood University, St Charles Boys and Girls Club, St. Charles West High School, more to be determined  
Check In: 15 min prior to scheduled competition  
Lunch: 11 a.m. to 1 p.m.  
Rules Committee: Craig Hall, Luke Lamb, Scott Williams  
Rules: <https://somo.org/sports/>  
Coaches' Hours: [www.somo.org/coachhours](http://www.somo.org/coachhours)  
Coaches' Meeting: via Zoom Tues, March 25<sup>th</sup>, 2024 at 5:00 p.m. - <https://us02web.zoom.us/j/5736351660>

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## PROTESTS

Should there be a protest, the following procedures shall be followed:

- Any protest made must be based on a rules violation. Protests cannot be made on judgment decisions.
- A protest must occur no more than 30 minutes following the rules infraction.
- Only a certified head coach may fill out a protest form (the form can be found at the end of this Handbook).
- The protest form is given to an Event Manager who will get it to a member of the Rules Committee.
- The Rules Committee shall meet, review the protest, and decide whether or not a rules violation was committed, as soon as the protest is received. Appropriate action will be taken based on the determination.

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## 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.

### 1. Protect those involved

- In the case of a medical emergency (i.e. – heart attack, seizure, accident, 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."

### 4. Fill out Incident Report form

- Submit to a SOMO staff member (the form can be found at the end of this Handbook).
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## SPECIAL OLYMPICS MISSOURI PARTICIPANT CODE of CONDUCT

BOARD APPROVED AUGUST 9, 2003 - Revised 11/17/2022

The purpose of the Special Olympics Missouri (SOMO) Code of Conduct 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 wellbeing of the team. Participants will have complete freedom in choices of appearance, lifestyle, 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.

### ATHLETE'S OATH

"Let me win. But if I cannot win, let me be brave in the attempt."

### COACH'S OATH

"In the name of all coaches and in the spirit of sportsmanship, I promise that we will act professionally, respect others, and ensure a positive experience for all. I promise to provide quality sport and training opportunities in a safe



environment for all athletes.”

### **OFFICIAL’S OATH**

“In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship.”

### **All SOMO Participants will:**

1. Always conduct themselves in a sportsmanlike manner, showing respect for other Participants through words and actions.
2. Respect the spirit of fair-play, non-violence and behave accordingly in competition.
3. Maintain dignity at the Opening, Closing, and Awards Ceremonies at all SOMO activities.
4. Be always responsible for their personal belongings and assist in maintaining the cleanliness, safety, and security of their assigned areas.
5. Refrain from vaping/smoking in competition, athlete training venues, and all non-smoking areas.
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, Coach Code of Conduct Pledge, and Officials 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. (Procedure attached)**

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## **SPECIAL OLYMPICS MISSOURI ATHLETE’S AND UNIFIED PARTNER’S CODE of CONDUCT**

**Special Olympics Missouri is committed to the highest ideals of sport and expects all athletes to honor sports and Special Olympics. All Special Olympics Missouri athletes and Unified Partners agree to the following code:**

### **Sportsmanship**

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team, and Special Olympics. I will not use bad language.
- I will not swear or 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 coaches and the officials and ask questions when I do not understand.
- I will always try my best g 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/vape 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 always responsible for my personal belongings and will assist in maintaining the cleanliness, safety, and security of my team’s assigned area.

## **SPECIAL OLYMPICS MISSOURI COACH’S CODE OF CONDUCT**

**Special Olympics Missouri is committed to the highest ideals of sport and expects all coaches to honor Sport and Special Olympics Missouri. All Special Olympics Missouri Coaches agree to observe the following code:**

### **Respect for Others**

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

### **Ensure a Positive Experience**

- I will ensure that for each athlete I coach, the time spend 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 preliminary competitions and finals competitions in accordance with the Official Special Olympics Missouri Sports Rules.

### **Act Professionally and Take Responsibility for My Actions**

- My language, manner, punctuality, preparation, 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.).
- I will encourage athletes to demonstrate the same qualities.
- I will not drink alcohol, smoke/vape, or take illegal drugs while representing Special Olympics at training sessions or during competition.
- I will refrain from any form of personal abuse towards athletes and others, including verbal, physical and emotional abuse.
- I will be responsible for supervising the conduct of athletes in my care at all Special Olympics sponsored activities.
- I will be alert to any form of abuse from other sources directed toward athletes in my care.
- I will be always on hand and available 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 of my departure.

### **Quality Service for the Athletes**

- I will seek continual improvement through performance evaluation and ongoing coach education.
- I will be knowledgeable about the Special Olympics Missouri sports rules, 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 Missouri Sports Rules for the sport(s) I coach.

### **Health and Safety of 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 area 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.
- I understand that if I violate this Code of Conduct, I will be subject to a range of consequence, up to and including being prohibited from coaching in Special Olympics Missouri.

## **SPECIAL OLYMPICS MISSOURI SPORT OFFICIAL'S CODE OF CONDUCT**

**Special Olympics Missouri is committed to the highest ideals of sport and expects all sport officials to honor Sport and Special Olympics Missouri. All Special Olympics sport officials agree to observe the following code:**

- I will be aware of Special Olympics conception, regulations, and sports rules. I will perform my duty seriously, fairly, earnestly, and accurately.
- I will be righteous, disciplined, and impartial and stick to the principles.

- I will be vigorous, dress properly, well-groomed and refrain from smoking/vaping in the competition site and drinking alcohol during the event.
- I will ensure athletes equal opportunity and enable them to build up physical fitness, experience joy and promote friendship through participation of the events.
- I will not discriminate athletes because of their physical disability. I will protect their privacy and respect athletes' right and value.
- I will encourage athletes during their competition, provide safety and be responsible for my conduct that conforms to the Games' spirit.
- I will respect coaches, staff, audiences, and family members.

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## **INFRACTIONS OF THE SPECIAL OLYMPICS MISSOURI CODE OF CONDUCT GUIDELINES**

Most infractions can be resolved on site or by the area director(informal). However, some situations do require additional investigation. Examples of these situations might be:

1. Physically hitting someone else
2. Very abusive language (athlete to athlete; coach to athlete; athlete to coach; coach/athlete to volunteer, etc.)
3. Extremely poor sportsmanship that has been addressed by a venue coordinator or staff member and it continues to be extreme to the point that it is disrupting competition and jeopardizing the integrity of SOMO.
4. Blatantly breaking the rules of SOMO (bringing chaperones that have not been properly screened).
5. Inappropriate or unwanted physical, verbal or sexual advances on others.
6. Alcohol, vaping/smoking, or drugs
7. A behavior that is unbecoming of a SOMO participant (as outlined in the Code of Conduct) and has been addressed more than once at an event and continues to be an issue.

Should there be an infraction of the SOMO Code of Conduct please take the following action:

1. Fill out the Code of Conduct Infraction report form.
2. It is important you get all the necessary contact information of the person who has made the alleged code of conduct infraction.
3. There is space in the form, a statement of what occurred should be recorded by you or whoever is reporting the incident.
4. If at a state event, contact Luke Lamb, Competition Director and the Program Staff of the person who has made the alleged infraction.
5. If you are not the witness, please make sure that you acquire the appropriate contact information (name, phone, and email) so that the Incident Review Group can follow up as necessary.

Any questions regarding this process should be directed to the Senior Director of Program.

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## **SPECIAL OLYMPICS MISSOURI DISCIPLINARY PROCEDURE**

Board Approved August 9, 2003 - Revised 11/17/2022

### **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 resorting 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.

### **OFFICIAL REPORTING CODE OF CONDUCT VIOLATIONS**

1. Anyone may report a violation of the Code.
2. A reporting party must complete and sign a Code of Conduct Infraction Report Form (See Appendix), 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
  - d. The names of any witnesses.
3. The Games/Event Director must be notified of any Code violations reported in an Infraction Report which occur, and are discovered, during a SOMO event.
  4. Code violations reported in an Infraction Report which occur after a SOMO-sanctioned activity or are discovered outside of a SOMO-sanctioned activity, must also be reported to the Program Staff(s) who serve(s) the home area(s) of all Involved Participant(s). "Involved Participants" includes 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 Infraction 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 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 Program Staff may deem to be appropriate.
2. After taking initial remedial action, the Games/Event Director or 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
  - d. Signing and dating the Form.
3. The Games/Event Director or Program Staff will send a copy of the completed Incident Report Form to the Senior Director of Program.
4. After receiving a copy of an Incident Report Form and upon recommendation of further action by the Games/Event Director or Program Staff, the Senior Director of Program will form an Incident Review Group ("IRG") to investigate and resolve the matter.
5. The IRG will be comprised of the Senior Director of Program and one or more Program and/or Department Directors selected by the Senior Director of Program. These Program 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 Program 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 3 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 Program Staff(s) representing the home area(s) of all Involved Participant(s), the members of the SOMO Executive Committee, and the SOMO President.

## **SPECIAL OLYMPICS MISSOURI 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, 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 2 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 3 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 Program Staff(s) representing the home area(s) of all Involved Participant(s), and the SOMO President
4. Any decision of the Executive Committee is final.

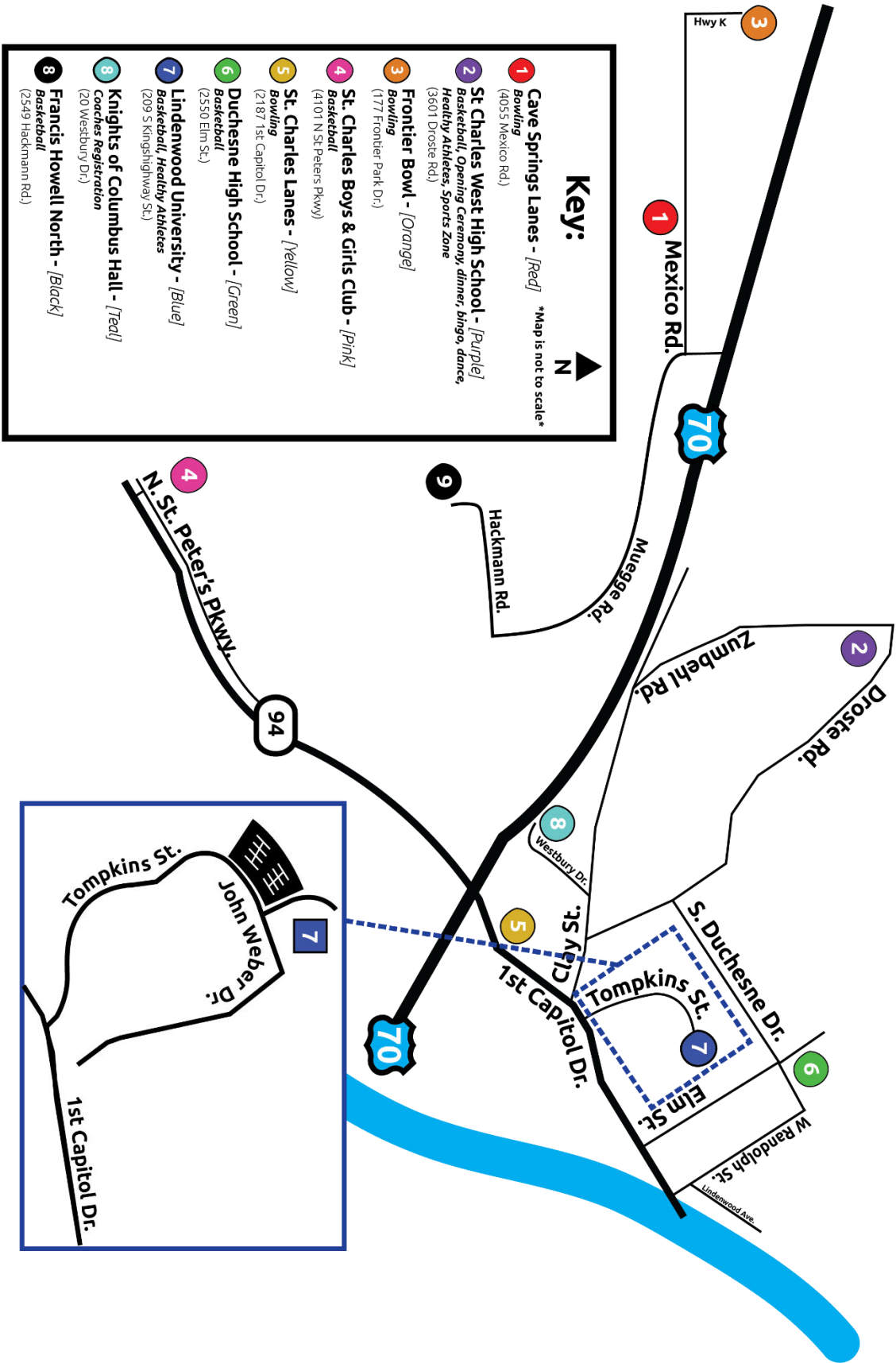
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## **GAMES EVALUATION FORM**

We truly want to hear from you so we can continue to improve as we strive to make each event the best it can be for our athletes, coaches, families, and communities. Please provide us with feedback after the Games are over by going here: <https://form.jotform.com/222366099067160>

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# VENUE MAP





**PROTEST FORM**

**MUST BE SUBMITTED TO THE GAMES RULES COMMITTEE NO LATER THAN 30 MINUTES AFTER THE CONCLUSION OF THE EVENT OR GAME BEING PROTESTED.**

Date: \_\_\_\_\_

Time Submitted: \_\_\_\_\_

Sport: \_\_\_\_\_

Event: \_\_\_\_\_

Age Group: \_\_\_\_\_

Division/Heat: \_\_\_\_\_

Athlete/Team Name: \_\_\_\_\_

Area: \_\_\_\_\_

Identification Number: \_\_\_\_\_

School/Agency: \_\_\_\_\_

Reason for Protest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Head Coach: \_\_\_\_\_  
**(Must be a Certified Coach)**

Decision By the Games Rule Committee:

Protest Approved: \_\_\_\_\_ Protest Denied:

Signed:

Time: \_\_\_\_\_ Date: \_\_\_\_\_



**Special  
Olympics**  
*Missouri*  
**CODE OF CONDUCT  
INFRACTION REPORT FORM**

Date of Incident		Location of Incident	
Person (s) in Violation			
Address			
City		State	Zip
Day Phone		Evening Phone	
Email			
Name of Person Filing Report			
Address			
City		State	Zip
Day Phone		Evening Phone	
Email			
Affiliation with SOMO <input type="checkbox"/> Staff <input type="checkbox"/> Coach <input type="checkbox"/> Other <input type="checkbox"/> Board Member <input type="checkbox"/> Venue Coordinator			
If applicable, please list any other witnesses to the incident. We ask that each witness fill out an Incident Report Form.			
Name		Daytime Phone	
Name		Daytime Phone	
Please provide a description of the specific behavior that violated the Code of Conduct. Please use additional paper if necessary to give a complete account of the incident.			

**PLEASE RETURN THIS FORM WITHIN TWO WEEKS FROM THE DATE OF THE INCIDENT TO: SOMO HEADQUARTERS, INCIDENT REVIEW GROUP, 305 Special Olympics Drive, Jefferson City, MO 65109. Thanks!**





# SPECIAL OLYMPICS FIRST REPORT OF ACCIDENT / INCIDENT



U.S. Program/Area:  Date of Incident: \_\_\_\_\_

**Injured Person/Party Information** Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Gender:  Male  Female Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Type of Injury/ Accident:**

- Bodily Injury
- Property Damage
- Automobile
- Other: \_\_\_\_\_

**Injured Party:**

- Athlete
- Volunteer
- Coach
- Employee
- Spectator
- Unified Partner
- Property Owner
- Other: \_\_\_\_\_

**Description of Accident** (If automobile accident occurred, please attach a copy of the police report).

Describe how the accident occurred (Attach a separate sheet if necessary): \_\_\_\_\_

Site / event where accident occurred: \_\_\_\_\_

**Accident Occurred During:**

- Training/Practice
- Competition
- Traveling to or from SO event
- Other: \_\_\_\_\_

**Type of Injury:**

- Severe cut w/ bleeding
- Less serious bruise or cut
- Break/fracture
- Concussion
- Paralysis
- Fatality
- Other: \_\_\_\_\_

**Disposition:**

- Released to parent
- Refusal of care
- Refer to doctor
- Refer to hospital or clinic
- Medical attention
- EMS transport
- Patient requested EMS transport
- Released to personal vehicle
- Police
- Ambulance
- Report only
- Other: \_\_\_\_\_

*Sport*

- Alpine Skiing
- Aquatics
- Athletics
- Badminton
- Baseball
- Basketball
- Bocce
- Bowling
- Cheerleading
- Cross Country Ski
- Cycling
- Equestrian
- Figure Skating
- Floor Hockey
- Golf
- Gymnastics
- Kickball
- Power Lifting
- Relay Game
- Roller Skating
- Sailing
- Snowboarding
- Snowshoe
- Soccer
- Softball
- Speed Skating
- Swimming
- Table Tennis
- Team Handball
- Tennis
- Track & Field
- Volleyball
- Other: \_\_\_\_\_

**Body Part Injured:**

- Head
- Neck
- Torso
- Back
- Hand (L / R)
- Finger (L / R)
- Elbow (L / R)
- Shoulder (L / R)
- Leg (L / R)
- Knee (L / R)
- Thigh (L / R)
- Shin (L / R)
- Toe (L / R)
- Other: \_\_\_\_\_

**Contact/Care Provider Information** If an athlete or underage volunteer was injured, please identify the care provider and/or responsible party (e.g. parent, legal guardian).

Relationship to the injured person: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Does the injured person have medical insurance?

Yes  No

If yes, insurance is provided by:

Injured Person  Care Provider/Responsible Party

Please provide name of Company and Policy Number: \_\_\_\_\_

**Witness Information** (Please provide names and phone numbers of any witnesses to the incident)

Witness #1 Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Witness #2 Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Special Olympics Official / Representative** (other than claimant)

Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_

Send completed form to:  
If injury was serious or a fatality:

Special Olympics Missouri 305 Special Olympics Drive, Jefferson City, MO 65109 Fax: 573-635-8233  
IMMEDIATELY notify American Specialty Insurance & Risk Services, Inc.  
Telephone: (800) 566-7941 (24 hours a day / 7 days a week)

**ROOMING ASSIGNMENT LIST**

Jotform - <https://form.jotform.com/SpecialOlympicsMO/2025-state-indoor-games-meal-and-ro>

Special Olympics Missouri

1-3 per room -1/01/25

Agency Name \_\_\_\_\_  
 Agency Lead \_\_\_\_\_  
 Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Area	Room#	First/Last Name	Ath, Coach, Chaperone	Thur Night	Fri Night	Sat Night	ADA Room
Example:	1	Susan Shaffer	Coach		x	x	