



**Football**



**SPECIAL OLYMPICS**  
**GB NATIONAL GAMES**  
SHEFFIELD 2017



Sheffield Hallam University Sports Park (SHUSP), Bawtry Road,  
Sheffield, S9 1UA

# Head Coach Manual



SPECIAL OLYMPICS  
**GB NATIONAL GAMES**  
SHEFFIELD 2017



*Special Olympics*  
Great Britain



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Welcome to the Special Olympics GB 2017 National Summer Games in Sheffield!

We are thrilled to be back in Sheffield – the City hosted the Games in 1993 – and on behalf of Special Olympics GB, I would like to officially and warmly welcome you to the Games.

This year's Special Olympics GB National Summer Games – which are held every four years – will be the biggest disability sports event in the country in 2017, with 2,600 athletes with intellectual disabilities from across England, Scotland and Wales taking part in 20 different sports.

Competing at a National Games provides our athletes with a platform where they can strive to achieve personal bests and to demonstrate their abilities to the community but it also enables them to build their self-confidence and self-esteem, travel and socialise with other competitors and make new friends.

I want to thank you for giving up your time and energy to prepare, train and ready your athletes to compete at these Games and we are working hard to ensure that they will remember the experience forever. To ensure this and to deliver a first class Games for you, we have recruited a further 1200 volunteers to help us in creating a backdrop of energy and enthusiasm for the event from start to finish.

All that remains is for me to wish your delegation a most memorable Games and I look forward to seeing you in Sheffield this August.

With warmest best wishes

**Karen Wallin**

Special Olympics GB Chief Executive Officer

### Special Olympics Oaths

**Athletes Oath** “Let me win. But if I cannot win, let me be brave in the attempt.”

**Coaches 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 sports and training opportunities in a safe environment for all athletes.”

**Officials 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.”

### Important Note

The information in this document is correct at the time of publishing but is subject to change. Any updates will be communicated to Head Coaches as soon as possible.



## Contents

Important Contact Details .....	4
Welcome .....	5
Participation Statistics .....	5
Competition Venue.....	6
Sports Information Desk .....	6
Sports Rules .....	7
Divisioning and Classification .....	9
Maximum Effort Rule .....	9
Protest Protocol .....	10
Competition Schedule.....	10
Uniform, Clothing and Equipment.....	13
Head Coach Meetings .....	15
Results .....	15
Awards .....	15
Closing Ceremony .....	16
Codes of Conduct .....	16
Medical.....	17
Safeguarding and Welfare .....	18
Health and Safety .....	19
Photography Policy & Usage of Phones.....	20
Restricted Areas.....	21
Catering.....	21
Additional Information .....	21
Venue Map.....	23
2019 World Summer Games .....	25



## Important Contact Details

### Venue Management Team



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Venue Operations Manager

Charlene Sharp



Event Services Manager

Mark Smith



Competition Manager

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Deputy Competition Manager

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Head Referee

Alan Geddes

### Special Olympics GB National Office



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Competition Development Manager

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07972 142754

### Sports Specific Jury

Role	Name
Competition Manager	Danny Hayter
Deputy Competition Manager	Tom Coltman
Head Referee	Alan Geddes



## Welcome

We hope this manual will help you and your sports squad navigate through and enjoy every aspect of the competition.

We have tried our best to include as much essential information as possible which we hope will ensure a great atmosphere to go with a great Games.

Danny Hayter

Football Competition Manager

## Participation Statistics

The Special Olympics GB 2017 National Summer Games will take place in the city of Sheffield between 7 – 12 August and the Football competition will involve 236 athletes (24 teams) from 12 different delegations.



**2600** Athletes with intellectual disabilities of all ages and abilities



**7000** Family members and supporters



**1000** Games Volunteers



**200** Sports Officials



**900** Coaches



**20** Sports



**20** Delegations from Across Great Britain and Australia



A **huge** media reach



The **largest** disability multisport event in the UK



## Competition Venue

Sheffield Hallam University Sports Park (SHUSP), Bawtry Road, Sheffield, S9 1UA.

The football venue is 5 miles from the delegation accommodation. Driving time can average 15-20 minutes in traffic.

The upstairs of the pavilion at the venue is open to all and has a cafeteria on this floor. There will also be a small food marquee outside the front entrance of the pavilion.

At one end of the pavilion, there is a marquee reserved for Games volunteers and delegations.

## Car Parking

Delegations will be dropped off and picked up in the lower car park before walking 100 metres to the main pavilion. Car parking will also be in the lower car park, with blue badge parking available in the upper car park. Marshals will be on hand to offer advice and it is planned to provide a golf cart and trailer to assist in conveying heavy kit bags.

## Changing Facilities and Toilets

Changing rooms and toilets are on the ground floor of the main pavilion.

## Field of Play

The competition will be played on natural grass across four pitches (maximum: 70m x 50m, minimum: 50m x 35m) to the side of the main pavilion.

## Seating

Delegations will have restricted access to the players' marquee and inside the playing area when attending their own games.

Standing spectator viewing is freely available at the side of each football pitch and a grandstand will be erected at the side of Pitch 1. There is also viewing available from the balcony of the main sports pavilion but this has limited capacity. Ample seating is however available in the cafe inside.

## Sports Information Desk

The venue will have a Sports Information Desk close to the entrance. The purpose of the Sports Information Desk is to act as the main point of contact for Head Coaches with the Competition Management Team and to provide accurate and timely information about the competition to each delegation.

The Sports Information Desk will open at least half an hour prior to the start of competition and remain in operation until half an hour after the conclusion of the day's competition.



On arrival at the venue, the Head Coach must report to the Sports Information Desk to pick up information updates. They must also inform the Sports Information Desk if there are any athletes missing from those listed on the competition schedule.

Members of the delegation wanting to contact the Competition Management Team may also do so via the Sports Information Desk.

The Sports Information Desk will:

- Distribute and post results
- Show bulletins
- Provide competition schedules and updates
- Have available copies of:
  - [Protest Forms](#)
  - [Football Foundation Rules](#)
  - 2016 version of the [Special Olympics Football Sports Rules](#)
  - [Accident, Incident, Ill Health, Hazzard Report Forms](#)
  - [Safeguarding and Welfare Report Forms](#)
  - Any other sports specific information

## Sports Rules

### General Sports Rules

The competition will run in accordance with Article 1 of the Special Olympics Sports Rules, the 2016 version of the [Special Olympics Football Sports Rules](#) and the [Football Foundation Rules](#).

### Games Specific Rules

For the duration of the Games the [Special Olympics Football Sports Rules](#) amendments around kick offs and the carding/disciplinary procedures will be in place as marked\* below

#### Points scored

- 3 points for a win
- 1 points for a draw
- 0 points for a loss

#### Game Duration

Each game shall be two equal periods of 15 minutes with a halftime interval of five minutes.

For 'Play off' games, overtime will be used to break a tie. Overtime will consist of two five minute periods with an immediate kick off between periods. Should the result remain tied penalties will be used.



In the case of extreme heat, the Competition Management Team may signal to the referee to introduce a water break (maximum of three minutes) at a natural break of play approximately halfway through each half.

### **Start of Play**

\*The ball may be kicked in any direction from the centre spot (replaces rule 4.2.9.1).

All players are permitted to enter the penalty areas.

### **Goal Clearance**

(A goal clearance is the equivalent to a goal kick or when the goalkeeper gains possession of the ball in his hands during open play).

For a goal clearance the keeper, standing within his penalty area, shall throw the ball back into play beyond his own penalty area but no further than the halfway line (i.e. the ball must touch the ground or another player before crossing the halfway line).

### **Coaching from the Bench Area**

Each team will be allocated a 'bench area' in which all subs/coaches must remain.

An exception of one coach may stand in the provided technical area.

Failure to adhere to this may lead to the coach/players being sent from the field of play.

Coaches are expected to restrict their coaching to simple verbal encouragement.

Verbal abuse of players or officials, or excessive and explicit coaching from the sidelines will be considered unsportsmanlike and may result in a warning from the Referee/Competition Management Team. If such behaviour persists the Referee/Competition Management Team may eject the offending coach from the field.

### **\*Fouls and Misconduct (the below procedures replace rule 4.2.14.2)**

A red and yellow card system will apply: two yellow cards within a game will result in a red.

A player receiving a straight red card in a game will face a three game ban.

Any player who accumulates two red cards will be suspended from the remainder of the tournament.

A player accumulating two yellow cards across the tournament will face a one game ban.

Should the accumulation of yellows continue to a total of four, said player will face suspension for the remainder of the tournament.



On any occasion that a player be suspended from partaking in a fixture, said player will not be allowed to enter the competition staging area nor take a position on the subs bench.

Any player suspended from the tournament will not receive any Games awards.

### Overtime/Penalty kick

Overtime and penalties will only apply to Play-off games. In the event of penalties the referee will decide the goal to be used and will toss a coin, the winning captain from which will decide to kick first or second.

Each team will select five players.

Kicks will be taken alternately, highest total wins. Should after five kicks, each of the teams be level, sudden death will become effective with the same players kicking in the same order.

## Divisioning and Classification

Divisioning will be based upon the information provided by delegations prior to the Games (from the Special Olympics GB [Football Prior Divisioning Forms](#) and [Football Player Rating Forms](#)) as well as well as a Divisioning Committee's observations of a team and classification events held on Tuesday 8 August.

Divisioning will be done in accordance with [Article 1 of the Special Olympics Sports Rules \(Section I\)](#) to ensure fair competition. The divisioning process will make every attempt to yield no fewer than three and no more than eight teams per division. Teams will be divisioned based on ability.

Head Coaches must make sure that all player ratings/prior divisioning forms submitted for the competition are accurate.

Divisioning of teams into final competition will be performed by a Divisioning Committee utilizing the Games Management System (GMS). Divisioning is not subject to protest.

For further details on [divisioning](#), please view the Special Olympics GB website or view the [divisioning video](#) provided online by Special Olympics International.

## Maximum Effort Rule

Coaches must ensure that competitors participate honestly and with maximum effort in all classification rounds and/or final competition as per [Article 1 of the Special Olympics Sports Rules \(Section 11\)](#). Individuals who are identified as not participating to their full potential with the intent of being placed in a lower division will be



disqualified from the competition. For further details on the [Maximum Effort Rule](#), please view the Special Olympics GB website.

## Protest Protocol

Only the Head of Delegation or Head Coach or a designated Coach registered as such (in the absence of the Head Coach) can file a protest and must do so abiding by the rules of each sport. The Head of Delegation/Head Coach must complete a [Protest Form](#) in order for the Sport Specific Jury to consider the protest.

There are three main guidelines for what is considered as a situation of protest:

1. Misinterpretation of sport rules
2. Failure of the Referee or Judge to apply the correct rule at a given situation
3. Failure to impose the correct penalty at a given violation

Any protest involving the judgment of the Referee or Judge will not be taken under consideration. Divisioning and meaningful involvement decisions can also not be protested.

A protest must cite each violation by stating the specific number noted in the 2016 version of the [Special Olympics Football Sports Rules](#) and a clear description of why the Head of Delegation/Head Coach feels that the rule has not been followed.

Protests must be put in writing on the appropriate [Protest Form](#) (fully completed) and submitted within **30 minutes** of the conclusion of the event and before any awards are presented. Copies of [Protest Forms](#) will be available from the Sports Information Desk.

Protests must be accompanied by a **£20.00** deposit, which will be refunded if the protest is upheld.

Video recordings will not be acceptable as evidence to support a protest.

There is no right of appeal for a Sports Specific Jury's decision, however the Games Rules Jury will review all protests at the end of competition each day and their decision shall be final.

## Competition Schedule

A detailed schedule of the Football competition will be available on the Games website ([www.sheffield2017.org.uk/](http://www.sheffield2017.org.uk/)) in July 2017.

Please see below for an overview of the Football competition days at Sheffield Hallam University Sports Park (SHUSP).



### Tuesday 8 August

Activity	Notes	Times
Breakfast	At accommodation	TBC
Arrival of Delegations	At SHUSP	8.00am
Head Coach Meeting	Competition Staging Area	8:30am-8.45am
Warm Up	40mins before kick off	8.30am onwards
Classification		9.00am-12.00pm
1 <sup>st</sup> Departure of Delegations	From SHUSP	10.30am
2nd Departure of Delegations	From SHUSP	12.30pm
Lunch	At accommodation	TBC
Opening Ceremony	Bramall Lane Stadium	5.00pm-9.00pm
Dinner	Packed	During Opening Ceremony

### Wednesday 9 August

Activity	Notes	Times
Breakfast	At accommodation	TBC
Arrival of Delegations	At SHUSP	10.00am
Head Coach Meeting	Competition Staging Area	10.30am-10.45am
Warm Up	40mins before kick off	10.30am onwards
Competition	Pool Play	11.00am-7.00pm
Lunch	Packed	1.00pm-2.00pm
Departure of Delegations (1st 16 teams)	From SHUSP	5.30pm
Departure of Delegations (last 9 teams)	From SHUSP	7.30pm
Dinner	At accommodation	TBC

### Thursday 10 August

Activity	Notes	Times
Breakfast	At accommodation	TBC
Arrival of Delegations (1st 16 teams)	At SHUSP	10.00am
Head Coach Meeting	Competition Staging Area	10.30am-10.45am
Warm Up	40mins before kick off	10.30am onwards
Competition	Pool Play	11.00am-7.00pm
Arrival of Delegations (last 9 teams)	At SHUSP	12.00pm
Lunch	Packed	1.00pm-2.00pm
Departure of Delegations (1st 16 teams)	From SHUSP	5.30pm
Departure of Delegations (last 9 teams)	From SHUSP	7.30pm
Dinner	At accommodation	TBC



### Friday 11 August

Activity	Notes	Times
Breakfast	At accommodation	TBC
1st Arrival of Delegations	At SHUSP	8.00am
Head Coach Meeting	Competition Staging Area	8:30am-8.45am
Warm Up	40mins before kick off	8.30am onwards
Competition	Play-Off Finals	9.00am-4.00pm
2nd Arrival of Delegations	At SHUSP	10.00am
Lunch	Packed	1.00pm-2.00pm
Awards Ceremony	On the field of play	4.00pm-5.00pm
Venue Closing Ceremony	On the field of play	4.00pm-5.00pm
Departure of Delegations	From SHUSP	5.00pm
Dinner	At accommodation	TBC

### Events

#### Events Offered

The only event being offered is: 7-a-side Team Competition – Male (Senior).

#### Entry Regulations

- An athlete must not be entered into more than **one** team
- **7-a-side:**
  - Maximum squad size for the 7-a-side competition is 12 athletes
  - Minimum squad size for the 7-a-side competition is 9 athletes
  - Members of senior teams must all be **16 years old** on 8 August 2017
  - All members of a senior team must be male
  - All teams should contain similar ability level and aged athletes
- A Special Olympics GB [Football Player Rating Form](#) must be submitted for each athlete and a Special Olympics GB [Football Prior Divisioning Form](#) must be submitted for each team

#### Competition Format

Each division will run as a league format with round robins followed by play offs to determine the final awards.

Divisions containing five or six teams all will play each other once (round robin)

Divisions containing three or four teams all will play each other twice (double round robin).

Where teams finish equal on points, final position within their group will be determined in the order of

- 1) Goal difference
- 2) Head to head record
- 3) Goals scored
- 4) Goals conceded
- 5) Disciplinary (red and yellow card) record



## Pay offs

Final placings will be decided by play-off games:

- For divisions containing three teams: 2<sup>nd</sup> v 3<sup>rd</sup>, loser will receive bronze, winner will play 1<sup>st</sup> for gold/silver.
- For divisions containing 4 teams: 1<sup>st</sup> v 2<sup>nd</sup> for gold/silver and 3<sup>rd</sup> v 4<sup>th</sup> for bronze and placing.
- For divisions containing 5 teams: 1<sup>st</sup> v 2<sup>nd</sup> for Gold/Silver, 4<sup>th</sup> v 5<sup>th</sup> winner plays 3<sup>rd</sup> in bronze play off.
- For divisions containing six teams: 1<sup>st</sup> v 2<sup>nd</sup> for gold/silver, 3<sup>rd</sup> v 4<sup>th</sup> for bronze and placing, 5<sup>th</sup> v 6<sup>th</sup> for placing.

## Warm Up Area and Times

Teams will be allocated a warm up area 20 minutes prior to their competition staging point time. Coaches should note that the overspill warm up area is an artificial playing surface and only appropriate footwear is permitted (no studs).

## Competition Staging

The competition staging area is an area close to the Field of Play and it serves as a holding area for teams prior to them competing in order to ensure that all teams are present for their event.

Only two coaches per team are permitted within the competition staging area.

Competitors are required to check-in at least **20 minutes** prior to competition. Coaches are responsible for ensuring that teams arrive at the competition staging area wearing appropriate competition attire.

Teams who fail to report to the competition staging area 20 minutes prior to their event will forfeit the game which will record a 3-0 loss.

The exact location of competition staging area will be announced at the first Head Coach Meeting.

Coaches must ensure that athletes are wearing their accreditation pass when they arrive at the competition staging area.

## Uniform, Clothing and Equipment

All competitors must be appropriately dressed and Head Coaches are reminded that competition uniform must be in accordance to the regulations as per the [Special Olympics General Rules \(Section 5.08\)](#).

Competing teams must report to competition staging area wearing accreditation and changed into their designated kit ready for playing.



Teams/individuals will face a game forfeit if they are not wearing the correct uniform/clothing.

Shirts must be numbered and in accordance with player registration and players must be wearing the same shirt number for all games.

Prior to the tournament a goal keeper and a reserve goal keeper must be nominated. If a goalkeeper is to be played outfield, they must wear a top as per the team which bears their squad number or have a second 'outfield' number allocated.

Any logos not meeting the requirements noted below will need to be taped over prior to competition.

Coaches should note that the overspill warm up area is an artificial playing surface and no studs are permitted on this surface.

### Commercial Messages and National Flags

The following rules apply to competition, Opening and Closing Ceremonies, and Award Ceremonies:

- No national flags are permitted on the athletes uniform
- Athletes are prohibited from wearing clothing, bibs, or signs with commercial names or commercial messages, other than "normal commercial markings" of the clothing manufacturer. Normal commercial markings include:
  - On larger clothing items, such as shirts, jackets, pants, jerseys, and sweatshirts, one logo or commercial name per clothing item is permissible, if that name or logo display does not exceed an area of six square inches or 38.7 square cm (such as a display measuring 2" x 3" or 5.08 cm x 7.62 cm)
  - On small clothing items, such as caps, socks, hats, gloves and belts, one logo or commercial name per clothing item is permissible, if that name or display does not exceed an area of three square inches or 19.35 square cm
  - On athletic shoes, no logos or commercial names are permissible except for names or logos, which are included by the manufacturer on athletic shoes that are sold to the general public

Athletes may wear, carry or use clothing and/or non-apparel items that are not part of their sports equipment, which contain small and attractively designed identifications of corporate or organisational sponsors at sports venues (other than the sites of competition, such as at training or practice sessions outside of competition venue).

For the complete rules regarding athletes uniforms, please see the [Special Olympics General Rules \(Section 5.08\)](#).



## Head Coach Meetings

Head Coach meetings will be held at the following times:

Date	Location	Time
Tuesday 8 August	Competition Staging Area	8:30am-8.45am
Wednesday 9 August	Competition Staging Area	10.30am-10.45am
Thursday 10 August	Competition Staging Area	10.30am-10.45am
Friday 11 August	Competition Staging Area	8:30am-8.45am

Attendance at these meetings is mandatory. Only the Head Coach or an appointed representative from the delegation in the absence of the Head Coach may attend Head Coach meetings.

## Results

As well as being displayed on the Games website ([www.sheffield2017.org.uk/](http://www.sheffield2017.org.uk/)) the results will also be displayed at the Sports Information Desk.

### Disqualification Codes

Code	Description
AST	DQ - Assistance
DNF	Did not finish
DNS	Did not show
DQ	Disqualified
FOR	DQ - Forfeit
ME	DQ - Maximum Effort
TEC	DQ - Technical
UNI	DQ - Uniform violation
US	DQ - Unsportsmanlike conduct

## Awards

### Awards Staging

The awards staging area is designated as a holding area for athletes prior to their awards ceremony in order to ensure that all athletes are present for their awards ceremony.

At the end of the competition, all athletes should report to the awards staging area.

Coaches are responsible for ensuring that athletes arrive at the awards staging area wearing appropriate attire e.g. fully dressed in a delegation tracksuit.

Athletes may not leave the awards staging area without permission from the Awards Coordinator. After an awards ceremony, a coach from the relevant delegation must



collect their athletes. The specific details of this process will be outlined at the Head Coach meeting.

Coaches, family members and spectators are not allowed within the awards staging area.

### Awards Ceremonies

All awards ceremonies will take place in accordance with [Article 1 of the Special Olympics Sports Rules \(Section K\)](#), giving due respect to the athletes and highlighting their achievements. Medals will be presented to first, second and third place finishers, while ribbons will be awarded to fourth through to eighth place finishers. Teams who are disqualified (for reasons other than unsportsmanlike behaviour or violations of the divisioning requirements of the sports rules) shall be presented with a participation ribbon.

In the case of a tie, each team that has achieved the same result shall receive the award for the highest place.

Awards ceremonies will be held on the field of play from 4.00pm-5.00pm on Friday 11 August.

### Closing Ceremony

There will not be a central Games Closing Ceremony. Instead each sport/venue will have its own closing ceremony. The Football closing ceremony will be held following the final awards ceremony on the field of play on Friday 11 August between 4.00pm-5.00pm.

### Codes of Conduct

#### Athletes/Unified Partners Code of Conduct

All athletes/unified partners are expected to adhere to the [Special Olympics GB Athletes/Unified Partners Code of Conduct](#) at all times during the Games.

Any disciplinary issues arising concerning athletes/unified partners will be dealt with in accordance with Special Olympics GB rules and (where relevant) Special Olympics GB's Disciplinary Procedures.

#### Volunteers Code of Conduct

All members of the delegation who are not athletes/unified partners are bound by the Special Olympics GB [Staff & Volunteers Code of Conduct](#) at all times during the Games.



Any disciplinary issues arising concerning members of the delegations who are not athletes/unified partners will be dealt with in accordance with Special Olympics GB rules and (where relevant) Special Olympics GB's Disciplinary Procedures.

## Medical

It is the Head Coaches responsibility to ensure that **all** individuals attending the competition as part of their sports squad complete either an [Athletes/Unified Partners Health Information Form](#) or a [Volunteers Health Information Form](#) (whichever is relevant). The Head Coach must keep a copy of this on them at all times during the Games because the Health Information Forms must be available should an athlete or delegation volunteer require medical treatment while at the Games.

### Athletes with Atlanto-Axial Instability

As covered on the first page of the [Athletes/Unified Partners Health Information Form](#), Special Olympics GB no longer requires an athlete to have an X-Ray to check for Atlanto-Axial Instability. Instead any athlete who shows any signs of neurological symptoms should have a full neurological examination by a competent doctor, which may or may not include an X-Ray at the discretion of the doctor.

The Special Olympics International Medical Advisory Committee has reviewed the available evidence and concluded that the X-Ray alone may have false positives and false negatives (meaning some athletes may be incorrectly identified as not at risk, and miss those who may be at risk). Therefore, it is neurological symptoms that count and that these should be investigated in all athletes rather than in some athletes with specific diagnoses and for only some sports.

### General First Aid

First Aid Posts will be available at all venues during the hours of competition.

These will be manned by a doctor/nurse/physiotherapist on a rota.

First Aid Posts will triage, treat or refer to further services.

### Medical Centre

The Games Medical Centre will be located at the delegation accommodation (Endcliffe). Medical Volunteers consisting of doctors, nurses and physiotherapists will be available. Medical Centre Volunteer will triage, treat or refer to Sheffield Hospitals or external GP services.

Triage Clinics run by General Practitioners will be held at the following times:

Monday 7 August	6.00pm - 7.00pm
Tuesday 8 to Friday 11 August	9.00am - 10.00am
Wednesday 9 to Friday 11 August	6.00pm - 7.00pm



### Physiotherapy Support

This will be available at selected venues as part of the first aid team and will also be available at the delegation accommodation (Endcliffe).

### Emergency Procedures

The Head of Delegation/Head Coach should contact Dr Janet Chelliah (**07377475653**) if an athlete needs to be seen between 8.30am and 9.00am, or 10.00am and 6.00pm, when there is no triage clinic. Dr Chelliah will arrange for the athlete to see an appropriate person. Outside these times, there will be a nurse, physiotherapist or GP on site at the delegation accommodation (Endcliffe).

An on-call nurse is available for emergencies between 7.00pm and 8.30am and is contactable on **07377475653**.

The National 111 service also provides medical advice. Dial 111 free from any mobile or landline. If necessary, this service will offer telephone advice, refer people to local hospitals, or will visit the residential address if needed.

Please ensure all medical information is available in accordance with Special Olympics GB Procedures.

An ambulance and paramedic services will be available at the venue.

Sometimes it may be necessary to call **999** if there is a **life-threatening medical emergency**. After doing this please immediately notify the Venue Manager (if at a sports venue) or call the emergency number on the back of your accreditation pass (if at the delegation accommodation or elsewhere).

### Safeguarding and Welfare

Special Olympics GB acknowledges the duty of care to safeguard and promote welfare of all our members and are committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

Special Olympics GB has recruited a qualified and experienced Safeguarding & Welfare team for the Games led by the Ann Craft Trust. The Safeguarding & Welfare Officers will be based at the University Campus and there will be 24 hour cover. There will also be a safeguarding and welfare volunteer based at all venues. The Safeguarding & Welfare team will be visible throughout the games and wearing bright yellow games t-shirts.

Any safeguarding or welfare related incidents or allegations during the Games must be referred to the Safeguarding & Welfare team and will be dealt with in accordance with current Special Olympics GB policies and procedures.



There is a **24 hour hotline number** for use during the Games which will go directly to the Safeguarding & Welfare team: **07957 334905** (this number will also be on the reverse of all accreditation passes).

The Games Safeguarding & Welfare Plan will be sent out to all delegations prior to the Games.

## Health and Safety

At the Head Coaches meeting at the start of each day, the Head Coaches will be briefed on the hazards, precautions and safety procedures for the venue.

The Head Coach shall then brief their delegation on the venues hazards and precautions. All coaches shall ensure their delegation complies with the safety rules throughout the event obeying any instructions given to them by Games Volunteers or facility staff.

Members of the delegation must ensure that all stairs and walkways are always kept clear.

Head Coaches are reminded that during the Games, their sports squad will need to be kept healthy protected from the **sun and remain hydrated by drinking water**.

## Emergency Evacuation

In the event that the fire alarm sounds:

- Facility staff will supervise the evacuation of the building
- Leave the venue in an orderly fashion through the closest fire exit as directed by the facility staff (do not take any personal belongings with you)
- Upon leaving the building, you will be directed to the relevant muster point by the facility staff
- No one is to re-enter the building until the announcement is made by the Facility Manager that it is safe to do so

## Accident Reporting

All accidents and incidents, ill health and hazards must be reported to the Games Management using a [Special Olympics GB Accidents, Incidents, Ill Health or Hazards Report Form](#).

## Security

There are about 100 safety deposit boxes in the changing rooms available at a first come, first served, basis but delegations are responsible for their own valuables and possessions at all times.

Accreditation passes must be worn at all times by all members of the delegation (except for athletes during actual competition). Access to certain areas will only be possible with the correct accreditation pass.



## Photography Policy & Usage of Phones

### Usage of Phones (athletes)

Although all Special Olympics delegations will encourage all athletes to phone home or contact their family during the Games, we are keen that a strict policy of athletes' mobiles being switched off is adhered to whilst in Games competition or training venues in Sheffield, as they can disrupt the sessions. Parents, family and friends should be reminded not to contact athletes by phone or text or e-mail while the athletes are at their sports venue.

### Photography Policy (Delegations)

In this social media and modern world, athletes will want to take photos with their phones and upload them on various media platforms for their family and friends to see. However, there is a very strict Special Olympics GB directive on this which must be monitored and implemented.

Unintentionally, an athlete may capture the image of another athlete who, for legal and personal reasons, may not be photographed or has not given their permission to be photographed. If that image was then made public on a social media site it could have serious legal consequences for the athlete posting the photo, the supervising coach, the Special Olympics delegation and Special Olympics GB.

Athletes should of course be given the opportunity to take photos in a supervised and coach controlled environment – where there is no danger of anyone walking into a shot unintentionally. Please talk these restrictions through with your athletes prior to them leaving for Sheffield.

However, the issues remains, where we must be vigilant, that athletes may inadvertently take a photo of an athlete who has a custody order, similar serious safeguarding protection, etc. Even an athlete in these categories being accidentally photographed in the background of a picture is a potentially significant issue.

**It is the responsibility of each delegation to ensure that any athletes must be indicated by the Head of Delegation and/or Head Coaches to the Venue Manager/Media Officer at the start of each day at their sports venue. Currently we are only aware of two athletes with such restrictions so please check and let Special Olympics GB know if you have any athletes within your delegation who for legal reasons cannot be photographed.**

We will be registering all photo and video devices at venues this will include volunteers, families, friends and any public supporters as well as briefing and registering Games professional photographers and Games volunteer media photographers about this policy.



## Restricted Areas

Restricted areas will be signposted throughout the venue. This is to allow the Venue Management Team and Games Volunteers the space needed to run the competition, and for security reasons, these areas may be restricted to delegations and Games Volunteers only. Some areas may also restrict access for delegation Coaches. No unauthorised persons may enter these areas without permission from the Competition Manager/Venue Manager. Any infraction of this rule may lead to the disqualification of the individual(s) concerned without the right of appeal.

## Catering

Water and packed lunches will be available for delegations to collect from the players' marquee adjacent to the main pavilion.

Snacks and other beverages will be available for purchase from the cafe on the first floor of the main pavilion and from a small marquee adjacent to the entrance door of the main pavilion.

## Additional Information

### Delegation Information

Heads of Delegation and Head Coaches are responsible for ensuring that the Competition Management Team has all of the relevant and current information regarding their sports squad entering the Games.

There will be a Lions Clubs Families Coordinator located in the cafe area on the first floor of the main pavilion. This will also be the location for the handling of things like lost property.

### Families and Spectators

#### Catering

The existing café and temporary catering facilities will be available selling hot and cold food and drinks.

#### Spectating

For pitches 1 and 2 there is a temporary grandstand with folding seats available. For pitches 3 and 4 it is standing spectating only. There is also limited standing spectating from the balcony of the clubhouse. All of the seating is outdoors so please bring appropriate clothing. Access to pitch 3 and 4 is over grass so please bring appropriate footwear.

Accessible viewing for pitches 3 and 4 is via the balcony of the clubhouse.



## Parking at Sheffield Hallam University Sports Park

Only blue badge car parking is permitted inside the venue. All other spectators are asked to park on Bawtry Rd (park partly on the verge if possible) or on the local streets. Please park mindful of the local residents and do not block driveways. Take care crossing Bawtry Rd.

Please give yourself extra time to park and get into the venue. It is a large venue to walk around so please give yourself time and ask for assistance if it is required.

## Media

Our Communications Team is delighted to confirm that numerous television crews, radio stations and media outlets – including BBC, ITV, Sky, etc. will be visiting and reporting on our athletes and the 20 sports during the Special Olympics GB National Games and this is a great opportunity for us to continue to raise the awareness and profile of Special Olympics GB.

All media will be wearing official media accreditation, so everyone can identify them as they move around the venues and Opening Ceremony but the media will not have access to the delegation only areas such as accommodation, changing rooms or dining areas.

If any member of the media approaches you in your capacity as a delegation coach (e.g. for interviews) please feel free to talk to them. If not or should you require any guidance - please contact **Chris Hull on 07713193927** or **Elliot Forward on 07947199015**.

We have an Emergency Communication Protocol established for the Games so if there are any emergency situations, (e.g. an athlete/volunteer accident) delegation members are not authorised to talk to the media. Please refer all media issues immediately during such incidents or situations to Chris or Elliot who will be based at the Media Centre at the English Institute of Sport Sheffield or the athlete village.

## Honoured Guests

Honoured Guests will be attending the Games to present awards at each venue.

Each day there will also be Honoured Guests who are in Sheffield and may go to the venue for a look around and to spectate.

Please feel free to encourage members of your delegation to introduced themselves and interact with the Honoured Guests where appropriate.

## Alcohol and Tobacco

All delegations are reminded that as detailed in [Article 5 of the Special Olympics General Rules](#), **no alcohol or tobacco products** are allowed at any Special Olympics training or competition venue. In addition to this, it is Special Olympics GB policy that no member of a delegation may consume alcohol at any time while Special Olympics has 'duty of care' responsibility for Special Olympics Athletes/Unified Partners.



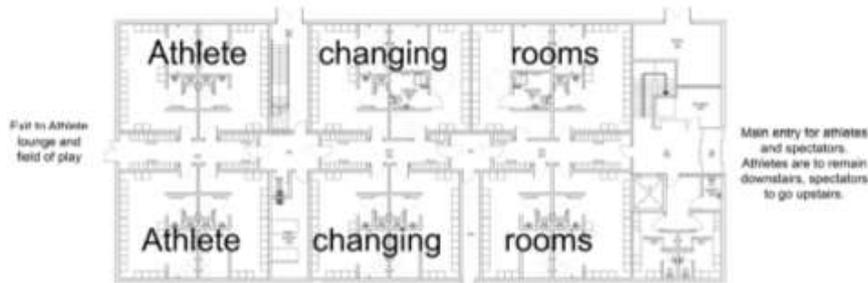
### Insurance

Special Olympics GB always puts the safety of the participants first and will have in place all insurance required for an event of this size including but not limited to our usual £10 million public liability indemnity. The insurance coverage starts from the moment when each delegation arrives in Sheffield, and expires upon the conclusion of the Games, not including any extended period of stay arranged by the delegations themselves after the Games.

### Venue Map

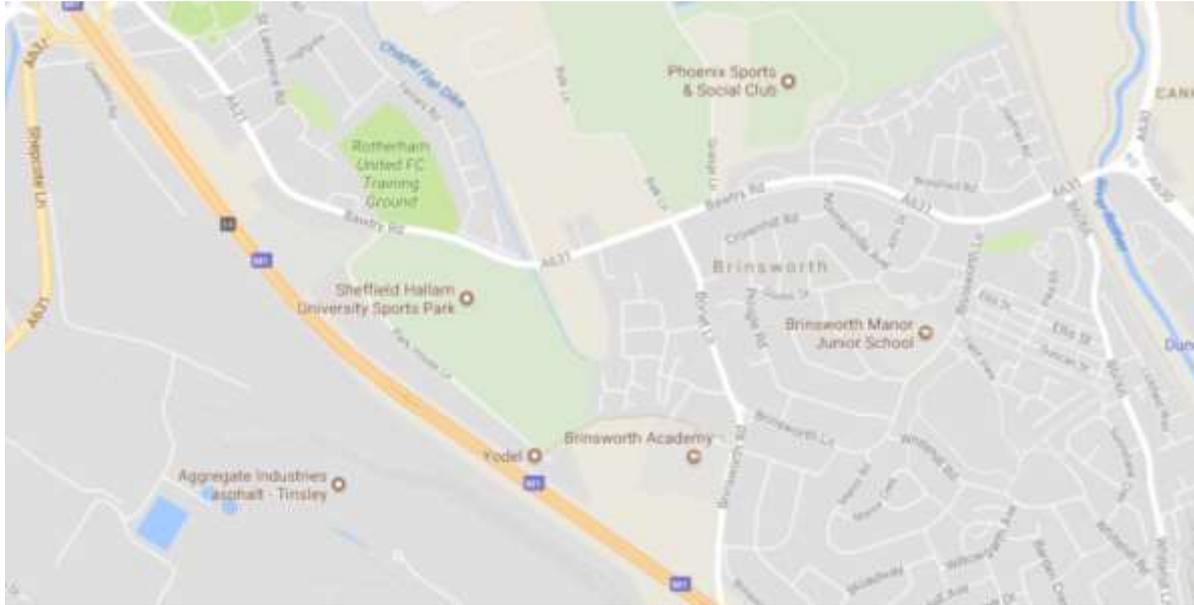


First Floor Plan



Ground Floor Plan





For general information on the local area please drop in to:

**Visitor Information Centre**, Unit 1, The Winter Garden, Surrey Street, Sheffield, S1 2LH.

- Mon-Fri: 9.30am-1.00pm and 1.30pm-5.00pm
- Sat: 9.30am-1.00pm and 1.30pm-4.00pm

Phone: 0114 275 7754

[www.welcometosheffield.co.uk](http://www.welcometosheffield.co.uk)



## 2019 World Summer Games



SPECIAL OLYMPICS | الأولمبياد الخاص  
**WORLD GAMES** | **الألعاب العالمية**  
ABU DHABI 2019 | أبو ظبي 2019

The Special Olympics 2019 World Summer Games are taking place in **Abu Dhabi** from **14 to 21 March 2019** and Special Olympics GB are recruiting **Head Coaches** and **Coaches** to lead each of the GB sports squads at the Games. We are also welcoming **Athlete/Unified Partner** applications for each of the official summer sports.

If you are interested in applying you can download the details from the Special Olympics GB website (<http://specialolympicsgb.org.uk/events/15th-special-olympics-world-summer-games-2019>) or talk to one of the following people:

### **Laura Baxter**

2019 World Summer Games  
GB Team Head of  
Delegation



[laurasteviebaxter@gmail.com](mailto:laurasteviebaxter@gmail.com)

07534 366756

### **Andrea Manson**

2019 World Summer Games  
GB Team Assistant Head of  
Delegation



[andrea.manson@talktalk.net](mailto:andrea.manson@talktalk.net)

07801 868691

### **Emily Onley**

Special Olympics GB  
Competition Development  
Manager



[emily.onley@sogb.org.uk](mailto:emily.onley@sogb.org.uk)

07972 142754

- Head Coach application deadline: **12.00pm Tuesday 29 August 2017**
- Coach as well as Athletes/Unified Partners\* application deadline: **12.00pm Monday 30 October 2017**

\*Athlete/Unified Partner Application Forms will not be made available until after Monday 4 September 2017)

## Notes

## Spread Out Your Joy And Pride!

Facebook, Twitter and Instagram are great ways to let the world know about your pride for the National Summer Games. Please post your support before, during and after the games.

Please follow our Facebook, Twitter and Instagram pages for games updates, imagery and information.

Facebook: **@SpecialOlympicsGB**

Twitter: **@SOGreatBritain**

Instagram: **@SpecialOlympicsGB**

Remember to tag us in your posts and use the hashtags

**#SeeingsBelieving & #Sheffield17**

**Sheffield2017.org.uk**

