



Rhythmic Gymnastics



SPECIAL OLYMPICS
GB NATIONAL GAMES
SHEFFIELD 2017



English Institute of Sport Sheffield, Coleridge Road, Sheffield, S9 5DA
(Badminton Hall)

Head Coach Manual



SPECIAL OLYMPICS
GB NATIONAL GAMES
SHEFFIELD 2017



Special Olympics
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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.



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Important Contact Details

Venue Management Team



Venue Manager
 Tim Barry



Venue Operations Manager
 Ben de Vos/
 James Swallow-Gaunt



Event Services Manager
 Fiona Addison



Competition Manager
 Kay Salter
kay.salter@btopenworld.com
 07967 346060



Deputy Competition Manager
 Laura Ytre-Eide
Laura.ytreeide@yahoo.com



Head Judge
 Barbara Bailey

Special Olympics GB National Office



Sports & Development Director
 Andy Heffer
andy.heffer@sogb.org.uk
 07973 838988



Competition Development Manager
 Emily Onley
emily.onley@sogb.org.uk
 07972 142754

Sports Specific Jury

| Role | Name |
|----------------------------|-----------------|
| Competition Manager | Kay Salter |
| Deputy Competition Manager | Laura Ytre-Eide |
| Head Judge | Barbara Bailey |



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.

Kay A Salter

Kay Salter

Rhythmic Gymnastics 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 Rhythmic Gymnastics competition will involve 27 athletes from 7 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

English Institute of Sport Sheffield, Coleridge Road, Sheffield, S9 5DA (Badminton Hall).

The English Institute of Sport Sheffield is a multi-sports training centre which is located 4.5 miles from the delegation accommodation and takes about 18 minutes by car.

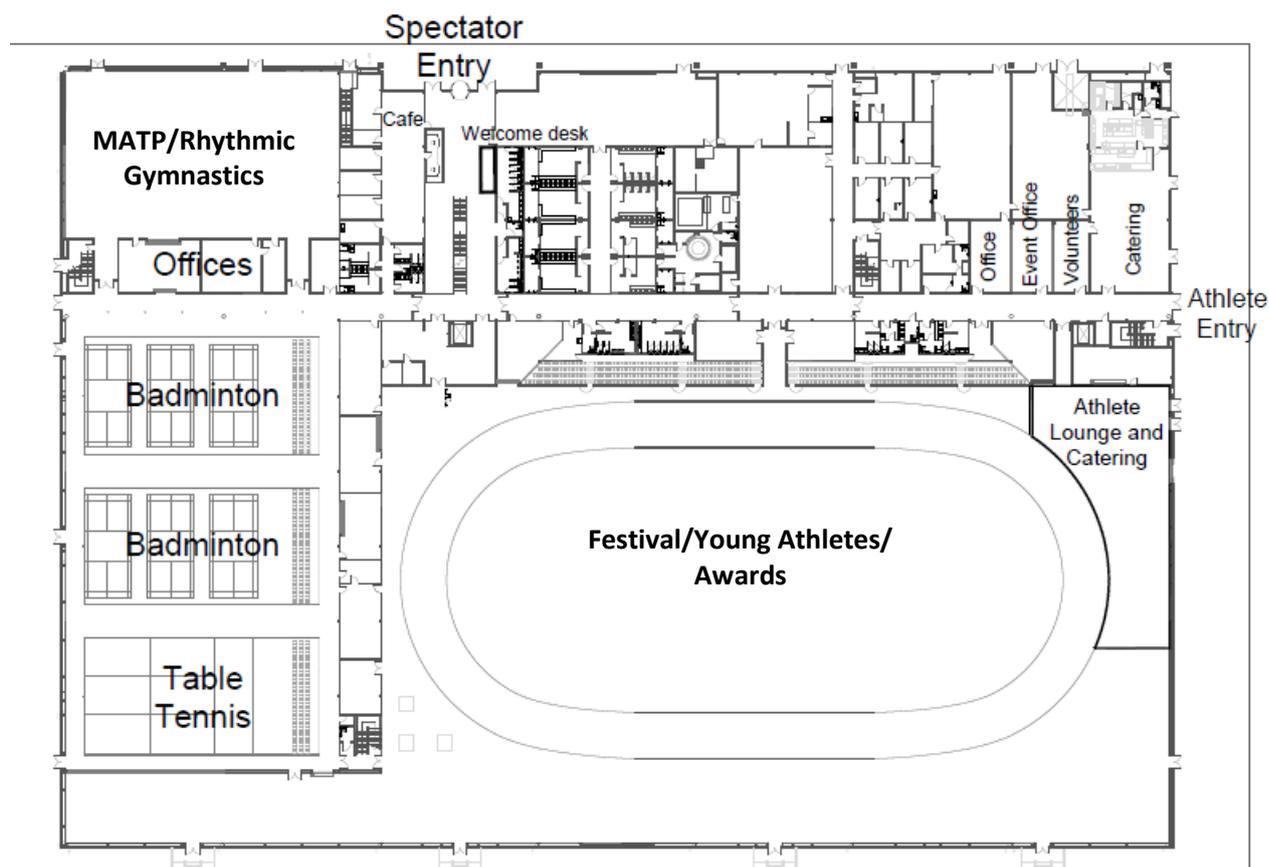
Five National Summer Games sports are being hosted at this venue as well as the Activity Festival and Young Athletes:

- Badminton and Table Tennis will take place in the Netball Hall (two courts for Badminton and one court for Table Tennis).
- Judo will take place in the Multi-Purpose Hall located on the first floor.
- MATP and Rhythmic Gymnastics will be in the Badminton Hall.
- The Activity Festival, Young Athletes and then Award Ceremonies will be held on the Indoor Athletics Track.

Delegations will access the venue through the fire exit to the side of the building which is adjacent to where they will be dropped off.

The indoor throws area will be set up as the athlete lounge and catering area.

English Institute of Sport Sheffield Ground Floor





Car Parking

Public car parking is available at the venue, subject to availability. Over flow parking will be available on the hard standing overflow next to Ice Sheffield. Car parking stewards will be available to assist.

Changing Facilities and Toilets

There are athletes changing rooms for Badminton and Table Tennis opposite their competition area (Rhythmic Gymnastics will also use this).

Field of Play

The competition will be held in the English Institute of Sport Sheffield in the Badminton Hall. There will be a rhythmic carpet provided for the competition.

Seating

Bleacher seating or free standing chairs will be available for delegations and spectators to use for viewing each of the sports being held at the English Institute of Sport Sheffield. Where possible, delegations will be allocated an area within the bleacher seating that is separate from spectators to view the competition from when not competing.

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](#)
 - [British Gymnastics Rhythmic Competition Rules 2017](#)



- 2016-2023 version of the [Special Olympics Rhythmic Gymnastics Sports Rules](#)
- [Accident, Incident, Ill Health, Hazard 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 2016-2023 version of the [Special Olympics Rhythmic Gymnastics Sports Rules](#) and [British Gymnastics Rhythmic Competition Rules 2017](#)

Divisioning

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 athletes per division. Athletes will be divisioned based on age and ability, with ability being the primary factor.

Divisioning for this competition has been based primarily upon levels and ages rather than prior submitted scores. Please note that **age groups will be combined** to provide meaningful competition in accordance with the Special Olympics Sports Rules (e.g. if there are less than three in a division).

Divisioning of athletes 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

The [Maximum Effort Rule](#) will not apply for this competition as there is only one round of competition and divisioning will be based primarily upon levels and ages.

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 2016-2023 version of the [Special Olympics Rhythmic Gymnastics 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 Rhythmic Gymnastics competition will be available on the Games website (www.sheffield2017.org.uk/) in July 2017.

Please see below for an overview of the Rhythmic Gymnastics competition days at the English Institute of Sport Sheffield (EISS).

Tuesday 8 August

| Activity | Notes | Times |
|------------------|----------------------|-------------------------|
| Breakfast | At accommodation | TBC |
| 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 |
| Lunch | At accommodation | TBC |
| Arrival of Delegations | At EISS | 5.15pm |
| Head Coach Meeting | Badminton Hall | 5.30pm-5.45pm |
| Podium Training | Badminton Hall | 5.45pm-7.45pm |
| Dinner | Packed | 7.00pm-8.00pm |
| Departure of Delegations | From EISS | 8.00pm |

Thursday 10 August

| Activity | Notes | Times |
|--|------------------|-----------------|
| Breakfast | At accommodation | TBC |
| Arrival of Delegations (Levels 1, 3 & C) | At EISS | 12.00pm |
| Head Coach Meeting | Badminton Hall | 12.00pm-12.15pm |
| Warm Up | Levels 1, 3 & C | 12.15pm-1.15pm |
| Competition Staging | Levels 1, 3 & C | 1.15pm-1.30pm |
| Competition: Orientation for 1st apparatus (Levels 1, 3 & C) Compete on 1st apparatus (Levels 1, 3 & C) Orientation for 2nd apparatus (Levels 1, 3 & C) Compete on 2nd apparatus (Levels 1, 3 & C) Orientation for 3rd apparatus (Levels 1, 3 & C) Compete on 3rd apparatus (Levels 1, 3 & C) Orientation for 4th apparatus (Levels 1, 3 & C) Compete on 4th apparatus (Levels 1, 3 & C) | | 1.30pm-5.30pm |
| Lunch (Levels 1, 3 & C) | Packed | 1.30pm-2.30pm |
| Lunch (Levels 2 & 4) | At accommodation | 1.30pm-2.30pm |
| Awards Ceremony | Levels 1, 3 & C | 6.00pm-7.30pm |
| Departure of Delegations (Levels 1, 3 & C) | From EISS | 8.00pm |
| Dinner | At accommodation | TBC |

Friday 11 August

| Activity | Notes | Times |
|--|------------------|----------------|
| Breakfast | At accommodation | TBC |
| Arrival of Delegations (Levels 2 & 4) | At EISS | 9.00am |
| Head Coach Meeting | Badminton Hall | 9.00am-9.15am |
| Warm Up | Levels 2 & 4 | 9.15am-9.45am: |
| Competition Staging | Levels 2 & 4 | 9.45am-10.00am |



| | | |
|--|------------------------|----------------|
| Competition: Orientation for 1st apparatus (Levels 2 & 4) Compete on 1st apparatus (Levels 2 & 4) Orientation for 2nd apparatus (Levels 2 & 4) Compete on 2nd apparatus (Levels 2 & 4) Orientation for 3rd apparatus (Levels 2 & 4) Compete on 3rd apparatus (Levels 2 & 4) Orientation for 4th apparatus (Levels 2 & 4) Compete on 4th apparatus (Levels 2 & 4) | | 10.00am-2.00pm |
| Lunch (Levels 2 & 4) | Packed | 1.30pm-2.30pm |
| Lunch (Levels 1, 3 & C) | At accommodation | 1.30pm-2.30pm |
| Awards Ceremony | Levels 2 & 4 | 2.30pm-3.30pm |
| Arrival of Delegations (Levels 1, 3 & C) | At EISS | 4.00pm |
| Venue Closing Ceremony | Indoor Athletics Track | 4.30pm-5.00pm |
| Departure of Delegations | From EISS | 5.00pm |
| Dinner | At accommodation | TBC |

Events

Events Offered

- Level C (Male and Female); Rope, Hoop, Ball, Ribbon, All Round
- Level 1 (Female); Rope, Hoop, Ball, Ribbon, All Round
- Level 2 (Female); Rope, Hoop, Clubs, Ribbon, All Round
- Level 3 (Female); Hoop, Ball, Clubs, Ribbon, All Round
- Level 4 (Female); Rope, Ball, Clubs, Ribbon, All Round

Entry Regulations

- Athletes can only participate in events at **one** level
- A gymnast may be a specialist (one or more events) or All Round (at all events in that level)
- Rhythmic Gymnasts may not also compete in the Artistic Gymnastics competition
- Level C is for lower ability gymnasts only
- The competition at level C is mixed gender
- Level C includes compulsory routines performed standing
- Levels 1, 2, and 3 includes compulsory routines for female athletes only
- Level 4 routines are optional routines for females only. Athletes perform original choreography to music of choice (following International Gymnastics Federation guidelines for music)

Competition Format

There will be one round of competition for all levels.

There will be two panels of judges. Competitors will be informed during the warm up which panel they should present to.

On Thursday 10 August, Levels C, 1 and 3 will work alternating between the two panels. On Friday 11 August, the same arrangement will be used for Levels 2 and 4.



Details will be provided on the day. Head Coaches should be aware of all times when there competitors are due to enter the floor area.

Warm Up Area and Times

Warm up will be held in the Badminton Hall where the Rhythmic Gymnastics carpet will be seen. While one competitor is performing their routine a further two or three competitors can prepare on a separate matted area. Directions will be given to Floor Marshalls and Head Coaches on arrival for orientation.

Competition Staging

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

Competitors are required to check-in at least **20 minutes** prior to competition. Coaches are not allowed in the competition staging area. Coaches are responsible for ensuring that athletes arrive at the competition staging area wearing appropriate competition attire.

Athletes who fail to report to the competition staging area 20 minutes prior to their event will be disqualified from that event.

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. Games Volunteers will collect accreditation passes from athletes before they compete and return them after competition is completed.

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 \(Section 5.08\)](#).

Athletes should wear skirted leotards, leotard with neatly fitting shorts or a unitard for the competition. If for religious/health or any other reason this is not possible, then an application should be made to the Competition Manager prior to the event requesting a waiver.

Athletes must have their hair neatly tied back. If for any reason this is not possible, the Competition Manager should be informed at the first Head Coaches meeting.

Athletes must provide their own equipment and bring this to orientation and competition. Spare apparatus will be provided at the side of the floor area in case equipment goes out of bounds during a routine and athletes can use this equipment



instead of retrieving their own. If for any reason an athlete is unable to provide their own equipment, please notify the Competition Manager prior to the event so that spare apparatus can be sourced.

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 |
|--------------------|------------------------|----------------|
| Wednesday 9 August | Badminton Hall at EISS | 5.30pm-5.45pm |
| Thursday 10 August | Badminton Hall at EISS | 2.00pm-12.15pm |
| Friday 11 August | Badminton Hall at EISS | 9.00am-9.15am |

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/) the results will also be displayed at the venues Sports Information Desk.

Disqualification Codes

| Code | Description |
|------|--|
| AST | DQ - Assistance |
| DNF | Did not finish |
| DNS | Did not show |
| DQ | Disqualified |
| ME | DQ - Maximum Effort |
| TEC | DQ - Technical |
| UNI | DQ - Uniform violation |
| US | DQ - Unsportsmanlike conduct |
| CO | (GOC) Competed and received zero score |
| CV | (GCV) Competed but voided score |
| PO | (GPO) Presented but did not compete |

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 each day of competition, all relevant 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.



For all events, medals will be presented to first, second and third place finishers, while ribbons will be awarded to fourth through to eighth place finishers. Athletes 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 athlete that has achieved the same result shall receive the award for the highest place.

Awards ceremonies will be held on the Indoor Athletics Track at the English Institute of Sport Sheffield from 6.00pm-7.30pm on Thursday 10 August (Level 1, 3 & C) and 2.30pm-3.30pm on Friday 11 August (Level 2 & 4).

Closing Ceremony

There will not be a central Games Closing Ceremony. Instead each sport/venue will have its own closing ceremony. For Rhythmic Gymnastics a venue closing ceremony will be held on the Indoor Athletics Track from 4.30pm-5.00pm on Friday 11 August.

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.

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 is no facility for leaving valuables at the venue and 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

The indoor throws area will be set up as the athlete lounge and catering area.

Lunches for delegations will be provided and must be picked up at the allocated times.

Water will also be available for all delegations throughout competition.

Snacks and other beverages can also be purchased from the existing venue café.

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.

Should an athlete have a hearing impairment and need the music to be louder, please notify the Competition Manager during podium training on Wednesday 9 August.

Two copies of each individual apparatus sheets for **Level 4** athletes should be given to the Head Judge at orientation on Wednesday 9 August.

Individual CDs for each piece of apparatus for **Level 4** athletes must be sent to Special Olympics GB National Office prior to the Games (**by 10 July 2017**).

Families and Spectators

Catering

The existing café will be serving hot and cold food and drinks.

Spectating

Spectating is on existing venue seating.

Other Tips

English Institute of Sport Sheffield is hosting five sports plus the Activity Festival at the Games and will be busy. Please give yourself time to park and get to the right part of the venue. Ask a volunteer for help if required.

Getting to English Institute of Sport Sheffield

There will be free car parking at English Institute of Sport Sheffield. Please follow the instructions of the car parking stewards.



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



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



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

07534 366756

Andrea Manson

2019 World Summer Games
GB Team Assistant Head of
Delegation



andrea.manson@talktalk.net

07801 868691

Emily Onley

Special Olympics GB
Competition Development
Manager



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

