



**Motor Activity Training Programme**  
(MATP)



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*  
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.



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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  
Helen Derby  
[matp@sogb.org.uk](mailto:matp@sogb.org.uk)  
07920 827114



Deputy Competition Manager  
Angela Lydon  
[angela.lydon@westsilc.org](mailto:angela.lydon@westsilc.org)  
07951 400121

### Special Olympics GB National Office



Sports & Development Director  
Andy Heffer  
[andy.heffer@sogb.org.uk](mailto:andy.heffer@sogb.org.uk)  
07973 838988



Competition Development Manager  
Emily Onley  
[emily.onley@sogb.org.uk](mailto:emily.onley@sogb.org.uk)  
07972 142754



## 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.

*H. Derby*

Helen Derby

Motor Activity Training Program (MATP) 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 MATP will involve 34 athletes from 4 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



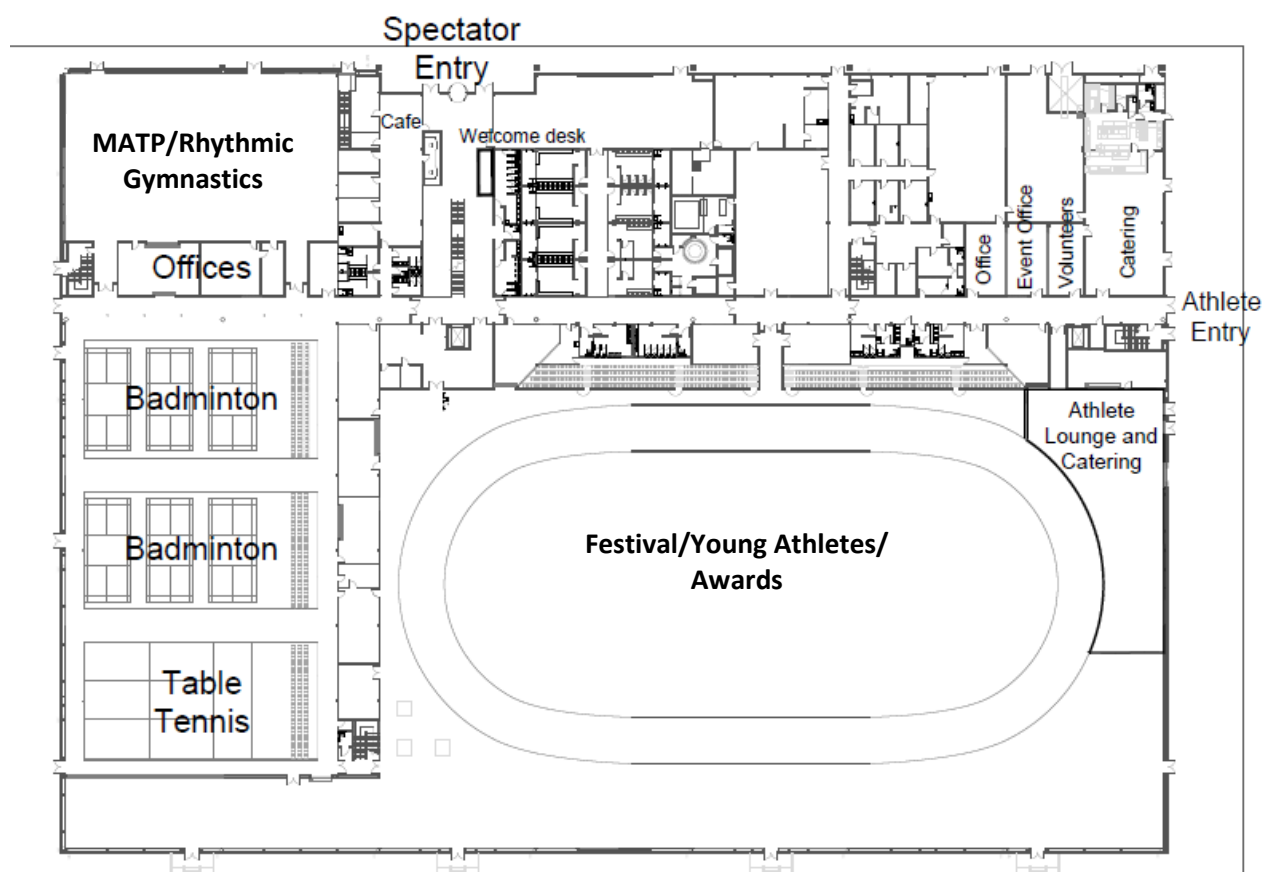
## Competition Venue

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

The English Institute of Sport Sheffield is a multi-sports training centre where five National Summer Games sports are being hosted 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.

## 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

MATP athletes have their own changing room/feeding room which is directly opposite their competition area.

## Field of Play

MATP will be held in the Badminton Hall. This will be an open space. Equipment will be set out or available close to hand for athletes to come out and showcase their motor skills when asked to do so.

## Seating

Bleacher seating will be available to view MATP from the first floor.

## 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 MATP sessions to each delegation.

The Sports Information Desk will open at least half an hour prior to the start of the MATP sessions and remain in operation until half an hour after their conclusion.

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 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:
  - [Accident, Incident, Ill Health, Hazzard Report Forms](#)
  - [Safeguarding and Welfare Report Forms](#)
  - Any other sports specific information

## Sports Principles

MATP is about the individual athlete developing motor skills that are relevant and challenging to the individual.





The MATP Challenge Event is about showcasing and celebrating the achievements of the individual athlete in the field of motor skills and activities.

Support and celebration tailored to the individual are the focus of MATP.

## Schedule

Please see below for an overview of the MATP schedule at the English Institute of Sport Sheffield (EISS).

### Tuesday 8 August

Activity	Notes	Times
Come & Try	Informal	10.15am-1.15pm
Departure of Delegations	From EISS	2.00pm
Opening Ceremony	Bramall Lane Stadium	5.00pm-9.00pm
Dinner	Packed	During Opening Ceremony

### Wednesday 9 August

Activity	Notes	Times
Breakfast	At Copthorne Hotel	Until 9.00am
Delegations depart	From Copthorne Hotel	9.10am
Arrival of Delegations	At EISS	9.35am
Head Coach Meeting	EISS Foyer	9.40am
Warm Up	EISS Badminton Hall	10.00am-10.15am
Challenge Event	EISS Badminton Hall	10.15am-1.00pm
Awards/Closing Ceremony	EISS Badminton Hall	12.30pm-1.00pm
Lunch	Packed	1.00pm-2.00pm
Departure of Delegations	From EISS	2.00pm-3.00pm

## Events

The MATP Challenge Day is open to all Special Olympics GB clubs with an approved MATP programme.

The MATP Come and Try event is for local schools and community groups.

## Format

- Athlete parade into the EISS Badminton Hall
- Warm-up using large parachute and balloons
- Introduction of different delegations represented by Compere
- Athletes called out singly, in pairs or small groups to showcase their Motor Activities
- Cool down with large parachute, slow music
- Athletes form large circle for medal presentations
- Closing ceremony (dancing)
- Athletes leave when ready



### Warm Up Area and Times

The warm-up will be part of the Challenge Event following the athlete parade and reading of the oath.

### Competition Information

Athletes required to check-in at least **20 minutes** prior to the event. Coaches are responsible for ensuring that athletes arrive at the Badminton Hall ready for the athlete parade at 9.55am.

There will not be a specific staging area but athletes will need to be lined up in the corridor outside the Badminton Hall by 9.55am ready for the athlete parade.

Coaches must ensure that athletes are wearing their accreditation pass when they arrive at the Badminton Hall. Games Volunteers will collect accreditation passes from athletes before they perform and return them afterwards.

### Uniform, Clothing and Equipment

All Athletes must be appropriately dressed and Head Coaches are reminded that uniform must be appropriate and safe for the activities the athletes and taking part in.

Details of equipment the athletes will need and equipment they will need providing for their motor activities must be sent to [MATP@sogb.org](mailto:MATP@sogb.org) four weeks prior to the event.

### 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

A Head Coach meeting will be held in the EISS Foyer on Wednesday 9 August at 9.40am:

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

## Awards

### Awards Ceremonies

As a conclusion to the Challenge Day, medals will be presented to all athletes who have participated in the event and showcased their achievements.

This will happen immediately following the cooldown activity at the end of the Challenge. The athletes will form a large circle in the centre of the sports hall that the Challenge has taken place in and will be presented with their medals as the compere announces their name and delegation.

## Closing Ceremony

There will not be a central Games Closing Ceremony. Instead each sport/venue will have its own closing ceremony. For MATP, a closing ceremony will be held at the end of both the come and try event and the challenge day. For MATP this will involve a celebration with all athletes who wish to participate where we play music, dance, play with balloons, streamers and noise makers.

## 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

Prior to the start of the MATP sessions, there will be a short orientation announcement so that everyone is aware of the safety procedures of the venue in case of any emergencies.

Members of the delegation must ensure that all stairs and walkways are kept clear and immediately obey any instructions given to them by Games Volunteers or facility staff.

Head Coaches are reminded that during the Games, their sports squad will need to **remain hydrated by taking on sufficient fluids**, in particular 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 (except for athletes during actual competition) by all members of the delegation. 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.

## 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.

They will also be responsible for ensuring the Competition Manager is in possession of the completed Participation Forms in advance of the event.

### 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

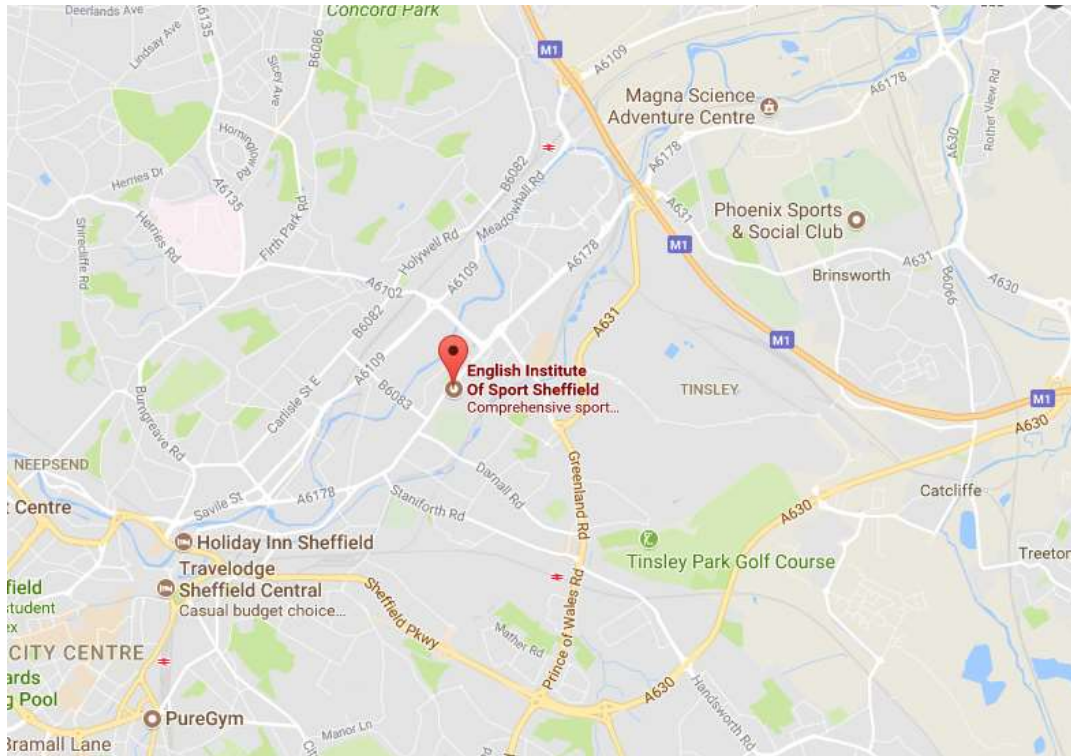
All delegations are reminded that as detailed in [Article 5 of the Special Olympics General Rules](#), **no alcohol or tobacco products** are allowed at any Special Olympics training or competition venue. In addition to this, it is Special Olympics GB policy that no member of a delegation may consume 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](http://www.welcometosheffield.co.uk)

## 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**

