



## Table Tennis



SPECIAL OLYMPICS  
**GB NATIONAL GAMES**  
SHEFFIELD 2017



English Institute of Sport Sheffield, Coleridge Road, Sheffield, S9 5DA  
(Netball 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  
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Head Umpire  
 Jacquelyn Williams

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### Sports Specific Jury

Role	Name
Competition Manager	Dave Cochrane
Deputy Competition Manager	Steve McFadyen
Head Umpire	Jacquelyn Williams



## 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.

Dave Cochrane

Table Tennis 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 Table Tennis competition will involve 61 athletes from 9 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 (Netball 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.

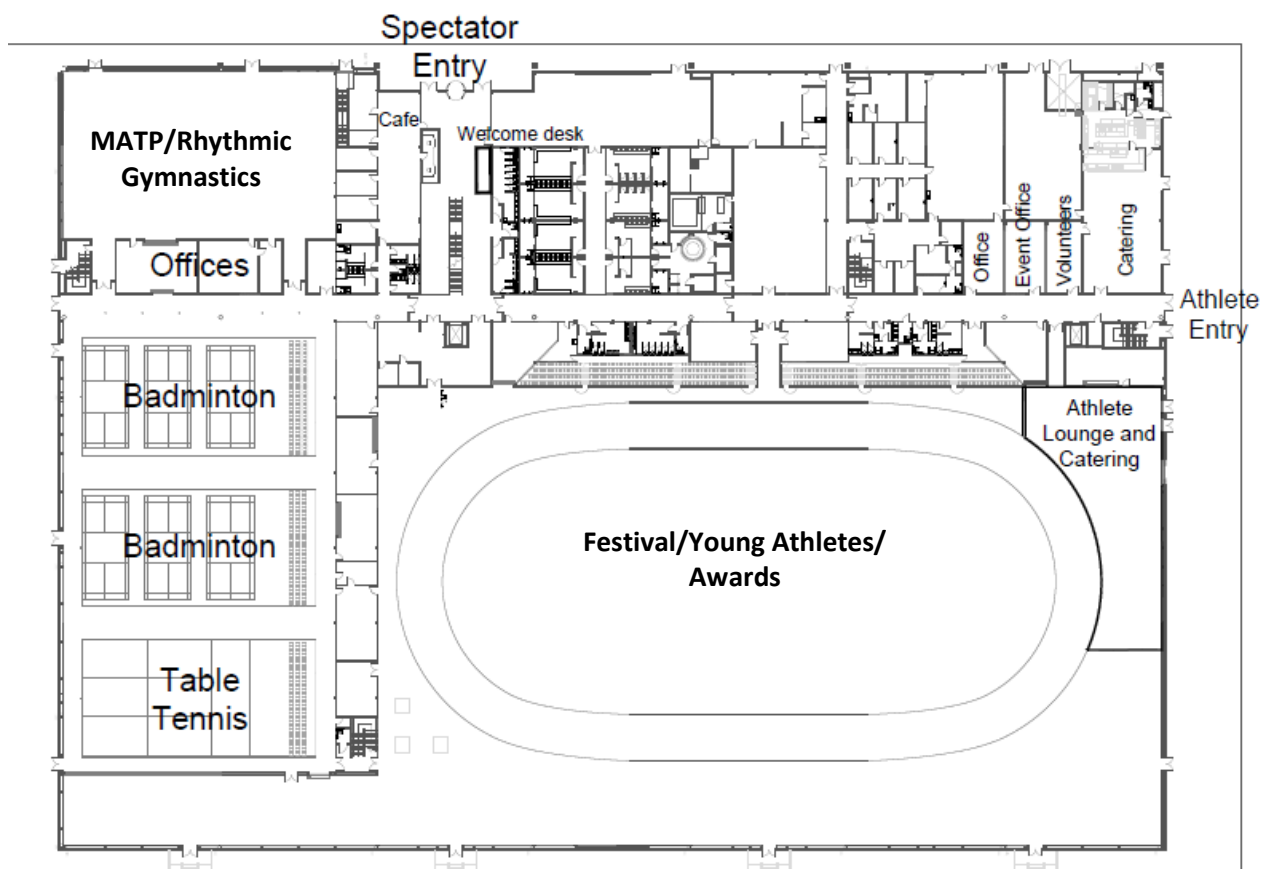
Five National Summer Games sports are being hosted at this venue as well as the Activity Festival and Young Athletes:

- 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 field of play is made up of eight courts measured 9m by 5m each.

### 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](#)
  - [International Table Tennis Federation Handbook 2017](#)
  - 2016 version of the [Special Olympics Table Tennis 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 version of the [Special Olympics Table Tennis Sports Rules](#) and the [International Table Tennis Federation Handbook 2017](#).

### Games Specific Rules

All matches will be best of 5 games up to 11 points (must win by 2 points clear).

A Timeout of 1 minute is allowed per player per match but can only be called in between points.

No coaching is allowed during classification events.

## Divisioning and Classification

Divisioning will be based upon the information provided by delegations prior to the Games from the Special Olympics GB [Table Tennis Skill Test Forms](#) as well as 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 athletes/doubles pairings per division. Athletes/Doubles Pairing will be divisioned based on gender and ability, with ability being the primary factor.

Males and females will be divisioned separately except for in mixed doubles events.

For doubles events, athletes are divisioned according to the higher rated athlete.

Head Coaches must make sure that all skill test forms submitted for the competition are accurate. No coaching is allowed during classification events.

Divisioning of athletes/doubles pairings 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 Table Tennis 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 Table Tennis 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 Table Tennis competition days at the English Institute of Sport Sheffield (EISS).

### Tuesday 8 August

Activity	Notes	Times
Breakfast	At accommodation	TBC
Arrival of Delegations	At EISS	8.00am
Head Coach Meeting	Table Tennis Referee Desk	8.15am-8.25am
Warm Up	Table Tennis Field of Play	8.30am-9.00am
Classification	Table Tennis Field of Play	9.00am-12.00pm
Departure of Delegations	From EISS	12.15pm
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 (competing in am)	At EISS	8.00am
Head Coach Meeting	Table Tennis Referee Desk	8.15am-8.25am
Warm Up	Table Tennis Field of Play	8.30am-9.00am
Competition (Singles)	Table Tennis Field of Play	9.00am-12.30pm
Arrival of Delegations (competing in pm)	At EISS	12.00pm
Lunch	Packed	12.30pm-1.30pm
Warm Up	Table Tennis Field of Play (on any table tennis tables not in use)	8.30am to 9am and over lunch
Competition (Singles)	Table Tennis Field of Play	1.00pm-4.00pm
Awards Ceremony	Singles	4.30pm-5.30pm @ Table Tennis Area
Departure of Delegations	From EISS	5.30pm
Dinner	At accommodation	TBC



### Thursday 10 August

Activity	Notes	Times
Breakfast	At accommodation	TBC
Arrival of Delegations (competing in am)	At EISS	8.00am
Head Coach Meeting	Table Tennis Referee Desk	8.15am-8.25am
Warm Up	Table Tennis Field of Play (on any table tennis tables not in use)	8.30am-9.00am And during lunch
Competition (Doubles)	Table Tennis Field of Play	9.00am-12.30
Arrival of Delegations (competing in pm)	At EISS	12.00pm
Lunch	Packed	12.30pm-1.30pm
Warm Up	Table Tennis Field of Play (on any table tennis tables not in use)	8.30am-9.00am And during lunch
Competition (Doubles)	Table Tennis Field of Play	1.30pm-4.00pm
Awards Ceremony	Doubles	4.30pm-5.00pm @ Indoor Athletics Track
Departure of Delegations	From EISS	5.00pm
Dinner	At accommodation	TBC

### Friday 11 August

Activity	Notes	Times
Breakfast	At accommodation	TBC
Arrival of Delegations (competing in am)	At EISS	8.00am
Head Coach Meeting	Table Tennis Referee Desk	8.15am-8.25am
Warm Up	Table Tennis Field of Play (on any table tennis tables not in use)	8.30am-9.00am
Competition (Mixed Doubles)	Table Tennis Field of Play	9.00am-12.30pm
Arrival of Delegations (for closing ceremony)	At EISS	12.00pm
Lunch	Packed	12.30pm-1.30pm
Awards Ceremony	Mixed Doubles	12.45pm-1.30pm @ Indoor Athletics Track
Venue Closing Ceremony	Indoor Athletics Track	4.30pm-5.00pm
Departure of Delegations	From EISS	5.00pm
Dinner	At accommodation	TBC



## Events

### Events Offered

- Singles (Male and Female)
- Doubles (Male and Female)
- Mixed Doubles

### Entry Regulations

- Athletes can enter a maximum of **three** events
- A Special Olympics GB [Table Tennis Skill Test Form](#) must be submitted for each athlete must be submitted for each athlete

## Competition Format

All divisions will be groups (round robins) of three, four or five. All matches are the best of 5 games up to 11 points.

As per International Table Tennis Federation regulations for group calculation each, athlete gets: 2 match points for a win and loser gets 1 for a match that is completed.

## Warm Up Area and Times

All athletes can practice on any of the competition tables anytime when not in use, there are eight in total. Competition matches must take priority.

## 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 5 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 \(Section 5.08\)](#).

Athlete's competition kit can be any colour except for white (as it's same colour as ball).

## 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	Table Tennis Referee Desk	8.15am-8.25am
Wednesday 9 August	Table Tennis Referee Desk	8.15am-8.25am
Thursday 10 August	Table Tennis Referee Desk	8.15am-8.25am
Friday 11 August	Table Tennis Referee Desk	8.15am-8.25am

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

Final placings will be calculated as per the [International Table Tennis Federation Handbook 2017](#) for group competition (page 51).

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 venue on the wall next to the referee desk.

### Disqualification Codes

Code	Description
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 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/Doubles Pairings 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/doubles pairing that has achieved the same result shall receive the award for the highest place.

Awards ceremonies will be held at two different locations at the English Institute of Sport Sheffield:

Date	Awards	Time	Location
Wednesday 9 August	Singles	4.30pm-5.30pm	Table Tennis Area
Thursday 10 August	Doubles	4.30pm-5.00pm	Indoor Athletics Track
Friday 11 August	Mixed Doubles	12.45pm-1.30pm	Indoor Athletics Track

## Closing Ceremony

There will not be a central Games Closing Ceremony. Instead each sport/venue will have its own closing ceremony. For Table Tennis, 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.

### 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)



## 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**

