Tennis

Graves Health & Sports Centre, Bochum Parkway, Sheffield, S8 8JR

Head Coach Manual
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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
Laura Harris

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07972 142754

Sports Specific Jury

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition Manager</td>
<td>Mel Whitehead</td>
</tr>
<tr>
<td>Deputy Competition Manager</td>
<td>Lesley Whitehead</td>
</tr>
<tr>
<td>Chief Umpire</td>
<td>Jonathan Tuffs</td>
</tr>
</tbody>
</table>
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.

*Mel Whitehead*

Mel Whitehead

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 Tennis competition will involve 63 athletes from 10 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**

Graves Health & Sports Centre, Bochum Parkway, Sheffield, S8 8JR.

The distance to the venue from the delegation accommodation is about 6 miles (about 18 minutes driving).

Upon arrival at Graves Health & Sports Centre, delegations will be dropped off at the side of the building and will then enter by the existing entrance. The entrance areas will be used as the athletes lounge and there is also access to changing facilities, toilets and storage lockers from here.

Spectators will enter the building through the main entrance.

The Tennis competition will take place on Courts 1, 5, 6 and 7.

All Tennis delegation members and spectators should access Courts 5-7 via the Court 5-8 entrance. Access to Court 1 for Tennis delegation members will be via the on court automatic door from the delegation area (spectators will access Court 1 from the court 1-4 entrance).

Drinks must be in a sealed container. Hot drinks are not permitted on court and food must not be consumed on the courts.

**Car Parking**

There is limited car parking at the venue and the venue will remain open to the public so may be more limited at times throughout the day. The planned event car park is currently subject to building works and updated information will be supplied nearer to the Games. There is on street car parking across the dual carriage way so if you are using this, please cross the road using the pedestrian crossings. Please give yourself an extra 20 minutes to park and get back to the venue.

**Changing Facilities and Toilets**

Changing facilities will be shared between the Short Mat Carpet Bowls and Tennis athletes. Changing Room 1 will be allocated as a female changing area and Changing Room 2 will be allocated as a male changing area. We would advise all athletes to arrive changed, ready to compete.

Do not leave anything in the changing rooms unattended. There are lockers in the corridor outside the changing rooms which take £1 coins (refundable).

Both standard and accessible toilets for members of the delegation will be located in the corridor between the courts entrance and the athletes lounge area.

Additional toilets (shared with members of the public), are available in the main public area.
Field of Play

Four indoor acrylic courts.

Seating

Temporary grandstand seating will be available on Court 4 and Court 8 across the two halls. All delegation members should use their allocated seating and if necessary, help fill any remaining seats with spectators to ensure as many people as possible have a good view of the events. The seating for viewing Court 1 will be shared with Short Mat Carpet Bowls who are using Courts 2 and 3. Seating is limited in both halls.

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 a 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 Competition Management Team to sign in and to pick up information updates. They must also inform the Competition Management Team 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 Tennis Federation 2017 Rules of Tennis
  - 2016 version of the Special Olympics 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 Tennis Sports Rules and the International Tennis Federation 2017 Rules of Tennis.

Please note that there are the following mistakes in the 2016 version of the Special Olympics Tennis Sports Rules:

Section 4.1:
- The Level 4 tennis rating should read ‘4.0-4.9’

Section 4.3:
- The sentence should read ‘The Special Olympics Tennis Rating above are for singles, the range of rating should be doubled when athletes are playing doubles matches, i.e. Level 4 would become 8.0 – 9.9’

On page 9
- The Level 4 tennis rating should read ‘4.0-4.9’

Games Specific Rules

Competition will be governed by the Rules of Tennis from the official code of the International Tennis Federation. Please note items of particular interest below.

Competition will be in a round-robin boxes format. Open age groups

Athletes may enter a maximum of one singles and one doubles event. Both members of a doubles team must be from the same delegation.

Courts & Balls
- Athletes who are rated 3.9 or below will compete on an orange size court with orange balls
- Athletes with a rating of 4.0 to 4.9 will compete on a full size court with green balls
- Athletes with a rating of 5.0 and higher will compete on a full size court with yellow tennis balls

The Service
- Service motion may be underarm or overarm
- The ball shall not bounce before being struck

Scoring
- One, 6-game, no-ad set will be used, with a 7 point tie-break (first to 7, winning by 2 clear points) played at 6-games all
The umpire will call traditional scoring of love, fifteen, thirty, etc. At deuce, the server serves into the court chosen by the receiver.

At deuce in mixed doubles, male players shall serve to male players and female players shall serve to female players, into whichever side of the court the same sex player is receiving.

**Continuous Play**

- 20 seconds between points
- 90 seconds on change-overs
- No break after 1st game

**Coaching**

- Players may receive coaching from a designated coach (from their delegation) only when the player changes ends at the end of a game (not after the 1st game and not during a tie-break)
- Only one coach may be on court with a player

**Officials**

- Matches will have a solo chair umpire, who will call the score, all lines, service lets, foot faults, time violations and code violations under the International Tennis Federation three step Point Penalty System (PPS).

**Three step PPS**

- First violation………………………………..warning
- Second violation………………………………point
- Third violation………………………………game

Thereafter games will be deducted or player will be defaulted at the discretion of the Umpire, Competition Manager or the Coaching and Competition Advisor (formerly Technical Advisor).

- Lateness for matches will be penalized in accordance with the PPS

A player will be defaulted if, 15 minutes after his/her match has been called he/she is not on court, unless in the opinion of the Competition Manager and Referee this was unavoidable.

**Medical Timeouts and Toilet Breaks**

- A designated coach may evaluate a players condition to decide if the player needs medical treatment from a First Aider
- A player may not receive treatment for the following conditions;
  - Any condition that cannot be treated appropriately or that will not be improved by available medical treatment within the time allowed
  - Any pre-existing condition that has not been aggravated during play
  - General fatigue
• Any conditions requiring injections, intravenous infusions or oxygen (except for diabetes where injections may be administered off court)
• Muscle cramping
  o Where a coach’s request for a medical time-out is granted, the First Aider will evaluate the condition. If treatable the three minute medical time-out will begin
  o During a match a player may receive on-court evaluation and treatment only when the players change ends at the end of a game. This is subject to the permission of the Chair Umpire. If the condition is considered acute the medical time out may be taken at any time
  o If a player is bleeding, play must be stopped as soon as possible and the Chair Umpire may allow up to five minutes to control the bleeding. If blood has spilled onto the court or its immediate vicinity play must not be resumed until the spill has been cleaned accordingly
  o A player may request one toilet break during the match

**Divisioning**

Divisioning will be based upon information provided by delegations prior to the Games on Special Olympics GB [Tennis Player Rating Forms](#). Knowledge of the athlete’s ability levels and results at recent tournaments will also be taken in to account.

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 five athletes/doubles pairings per division. Athletes/Doubles Pairings will be divisioned based on gender and ability, with ability being the primary factor.

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

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**

The Maximum Effort Rule will be monitored during the course of the competition by the Competition Manager and Deputy Competition Manager. 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 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

Please see below for an overview of the Tennis competition days at Graves Health & Sports Centre (Graves).

**Tuesday 8 August**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Notes</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>At accommodation</td>
<td>TBC</td>
</tr>
<tr>
<td>Arrival of Delegations</td>
<td>At Graves</td>
<td>8.00am</td>
</tr>
<tr>
<td>Head Coach Meeting</td>
<td>Upstairs in Officials room</td>
<td>8.15am-8.30am</td>
</tr>
<tr>
<td>Warm Up</td>
<td>On court</td>
<td>8.15am-8.50am</td>
</tr>
<tr>
<td>Competition</td>
<td>Singles</td>
<td>9.00am-1.00pm</td>
</tr>
<tr>
<td>Departure of Delegations</td>
<td>From Graves</td>
<td>1.15pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>At accommodation</td>
<td>TBC</td>
</tr>
<tr>
<td>Opening Ceremony</td>
<td>Bramall Lane Stadium</td>
<td>5.00pm-9.00pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>Packed</td>
<td>During Opening Ceremony</td>
</tr>
</tbody>
</table>

**Wednesday 9 August**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Notes</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
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</tr>
<tr>
<td>Warm Up</td>
<td>On court</td>
<td>8.15am-8.50am</td>
</tr>
<tr>
<td>Competition</td>
<td>Singles</td>
<td>9.00am-6.00pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>Packed</td>
<td>12.30pm-1.30pm Rolling lunch (no break)</td>
</tr>
<tr>
<td>Departure of Delegations</td>
<td>From Graves</td>
<td>6.15pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>At accommodation</td>
<td>TBC</td>
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</tbody>
</table>

**Thursday 10 August**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Notes</th>
<th>Times</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>At accommodation</td>
<td>TBC</td>
</tr>
<tr>
<td>Arrival of Delegations</td>
<td>At Graves</td>
<td>8.00am</td>
</tr>
<tr>
<td>Head Coach Meeting</td>
<td>Upstairs in Officials room</td>
<td>8.15am-8.30am</td>
</tr>
<tr>
<td>Warm Up</td>
<td>On court</td>
<td>8.15am-8.50am</td>
</tr>
<tr>
<td>Competition</td>
<td>Singles &amp; Doubles</td>
<td>9.00am-6.00pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>Packed</td>
<td>12.30pm-1.30pm Rolling lunch (no break)</td>
</tr>
<tr>
<td>Awards Ceremony</td>
<td>Singles</td>
<td>6.15pm-7.15pm</td>
</tr>
<tr>
<td>Departure of Delegations</td>
<td>From Graves</td>
<td>7.15pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>At accommodation</td>
<td>TBC</td>
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</tbody>
</table>
**Friday 11 August**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Notes</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>At accommodation</td>
<td>TBC</td>
</tr>
<tr>
<td>Arrival of Delegations</td>
<td>At Graves</td>
<td>8.00am</td>
</tr>
<tr>
<td>Head Coach Meeting</td>
<td>Upstairs in Officials room</td>
<td>8.15am-8.30am</td>
</tr>
<tr>
<td>Warm Up</td>
<td>On court</td>
<td>8.15am-8.50am</td>
</tr>
<tr>
<td>Competition</td>
<td>Doubles</td>
<td>9.00am-3.00pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>Packed</td>
<td>12.30pm-1.30pm</td>
</tr>
<tr>
<td>Awards Ceremony</td>
<td>Doubles</td>
<td>3.00pm-4.30pm</td>
</tr>
<tr>
<td>Venue Closing Ceremony</td>
<td>Tennis Courts</td>
<td>4.30pm-5.00pm</td>
</tr>
<tr>
<td>Departure of Delegations</td>
<td>From Graves</td>
<td>5.00pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>At accommodation</td>
<td>TBC</td>
</tr>
</tbody>
</table>

**Events**

**Events Offered**

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

All events will be offered at the following levels:

- Level 3 – 60’ Court – Orange ball – Tennis Rating of 3.9 or below
- Level 4 – 78’ Court – Green ball – Tennis Rating of 4.0 – 4.9
- Level 5 – 78’ Court – Yellow ball – Tennis Rating of 5.0 – 8.0

**Entry Regulations**

- Athletes can enter a maximum of **two** events but one of these events must be the ‘Singles’ event
- A Special Olympics GB [Tennis Player Rating Form](#) must be submitted for each athlete
- For doubles events where possible, pairings should be of a similar rating but if the playing ability levels are different, an average of their rating will apply. This may mean players may play at a different level in singles and doubles

**Competition Format**

All events will be run as a round robin competition format.

- Scoring will be 1 Set
- The first to 6 games by a margin of 2 games
- At 6 games, all a 7 point tie breaks shall be played to determine the winner
- No-ad scoring will be used in match play
- The umpire will use traditional scoring of love, fifteen, thirty etc.
- For No-ad scoring, at deuce, the server serves into the side of the court chosen by the receiver (deciding point, receiver’s choice)
At deuce in mixed doubles, male players shall serve to male players and female players shall serve to female players, into whichever side of the court the same sex player is receiving.

**Warm Up Area and Times**

The four indoor courts will be available each day from 8.15am-8.50am.

**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 when the previous match on their allocated court begins. 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 as described above 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. The coach will collect the accreditation pass 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 **must** wear recognised tennis clothing or their regional shirts. Athletes must wear appropriate tennis shoes (non-marking). Black soled shoes and running shoes are not permitted.

Athletes should supply their own rackets and delegations are advised to bring spare rackets as stringing facilities are limited.

Regulation tennis balls will be provided for competition and warm-up.

**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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 8 August</td>
<td>Upstairs in Officials Room</td>
<td>8.15am-8.30am</td>
</tr>
<tr>
<td>Wednesday 9 August</td>
<td>Upstairs in Officials Room</td>
<td>8.15am-8.30am</td>
</tr>
<tr>
<td>Thursday 10 August</td>
<td>Upstairs in Officials Room</td>
<td>8.15am-8.30am</td>
</tr>
<tr>
<td>Friday 11 August</td>
<td>Upstairs in Officials Room</td>
<td>8.15am-8.30am</td>
</tr>
</tbody>
</table>

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 venue on the noticeboard at the Sport Information Desk.
Disqualification Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AST</td>
<td>DQ - Assistance</td>
</tr>
<tr>
<td>DNF</td>
<td>Did not finish</td>
</tr>
<tr>
<td>DNS</td>
<td>Did not show</td>
</tr>
<tr>
<td>DQ</td>
<td>Disqualified</td>
</tr>
<tr>
<td>FOR</td>
<td>DQ - Forfeit</td>
</tr>
<tr>
<td>ME</td>
<td>DQ - Maximum Effort</td>
</tr>
<tr>
<td>TEC</td>
<td>DQ - Technical</td>
</tr>
<tr>
<td>UNI</td>
<td>DQ - Uniform violation</td>
</tr>
<tr>
<td>US</td>
<td>DQ - Unsportsmanlike conduct</td>
</tr>
</tbody>
</table>

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 competition on Thursday 10 August and Friday 11 August, 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 and fifth 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 between two players/pairs the result of the match between the players/pairs involved will determine the positions. If three or more players/pairs are tied, the positions will be decided by calculating the percentage of total number of games won divided by the total number of games played.

Awards ceremonies will be held on the Short Mat Carpet Bowls field of play area from 6.15pm-7.15pm on Thursday 10 August (Singles) and 3.00pm-4.30pm on Friday 11 August (Doubles).

**Closing Ceremony**

There will not be a central Games Closing Ceremony. Instead each sport/venue will have its own closing ceremony. For Graves Health and Sports Centre a venue closing ceremony will be held following the final awards ceremony. This will be held on the Tennis field of play 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, Officials 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.
Transport

Upon arrival at Graves Health & Sports Centre, delegations will be dropped off at the side of the building and will then enter by the existing entrance. The entrance areas will be used as the athletes lounge and there is also access to changing facilities, toilets and storage lockers from here.

Spectators will enter the building through the main entrance.

Catering

Lunch will be provided for the times agreed and should be collected by the Head Coach for each delegation.

Water will also be available for all delegations throughout the Games.

There are a number of vending machines and a cafe onsite selling additional snacks and beverages.

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

An existing café is available to use in the venue. Meal deals are in place (see signage for details).

Spectating

Temporary seating grandstands will be in place for Tennis.

Parking at Graves Health & Sports Centre

Car parking at this venue is limited. If you find there are no spaces available we ask that drivers use the on street parking spaces across the dual carriage way and cross the road using pedestrian crossings on your return. Please give yourself an extra 20 minutes to park and get back to the venue.

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

The venue is located at Bochum Parkway, Sheffield, S8 8JR

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
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)
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
#SeeingIsBelieving & #Sheffield17

Sheffield2017.org.uk