

**Special  
Olympics**  
New York



# NEW YORK CITY REGION METRO INVITATIONAL

2024 Guide



Saturday, June 1, 2024  
Queens High School of Teaching  
74-20 Commonwealth Blvd, Bellerose, NY 11426

## How to Use

Welcome to the New York City Region Metro Invitational 2024 Guide!

This guide contains information about event offerings, athlete paperwork, coach certifications, and other important competition details that will help make your competition experience the best it can be.

Please reference the Table of Contents on pages 3 and 4, and feel free to contact any Special Olympics New York staff member using the table on pages 16 and 17 if you have any additional questions.

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## What is the New York City Region Metro Invitational?

Our Special Olympics New York New York City Region Metro Invitational is New York City's largest summer competition. This event will offer Athletics (Track and Field), Young Athletes, and Healthy Athletes on Saturday, June 1 at Queens High School of Teaching.

Approximately 150 athletes ages 8 and up compete as part of training clubs (teams) in this competition.

Training clubs can be made up of athletes from your school or your community.

Each training club will participate in an official Special Olympics Opening Ceremonies to kick off Metro Invitational, followed by a day of competition and medal ceremonies for each sport.

## What is offered at this event?

Two sports programs and one health program are offered at this event.



Athletics  
(Track and Field)



Healthy Athletes  
(Free Health Screenings)

## How do I register my training club?

Visit our [competition website](#) to access the competition registration form for the specific program you wish to register for. The competition registration form should be sent to the Downstate Competition Team (see page 17).

However, there is more to this event than just registering — please review this guide to learn more about how Special Olympics can assist your program with coach certifications, equipment, transportation, and more.

## What athletics (track and field) events are offered at Metro Invitational?

### Track Events and Registration Codes

25M Walk	AT25MW
50M Walk	AT050W
100M Walk	AT100W
400M Walk	AT400W
800M Walk	AT800W
25M Run	AT025M
50M Run	AT050M
100M Run	AT100M
200M Run	AT200M
400M Run	AT400M
800M Run	AT800M
1500M Run	AT1500M
3000M Run	AT3MR
5000M Run	AT5CMR
4x100M Relay	AT4x100M
4x100M Unified Relay	AT4x100U
10M Wheelchair Race	AT10WH
25M Wheelchair Race	AT25WH
50M Motorized Wheelchair Slalom	AT50MS

### Field Events and Registration Codes

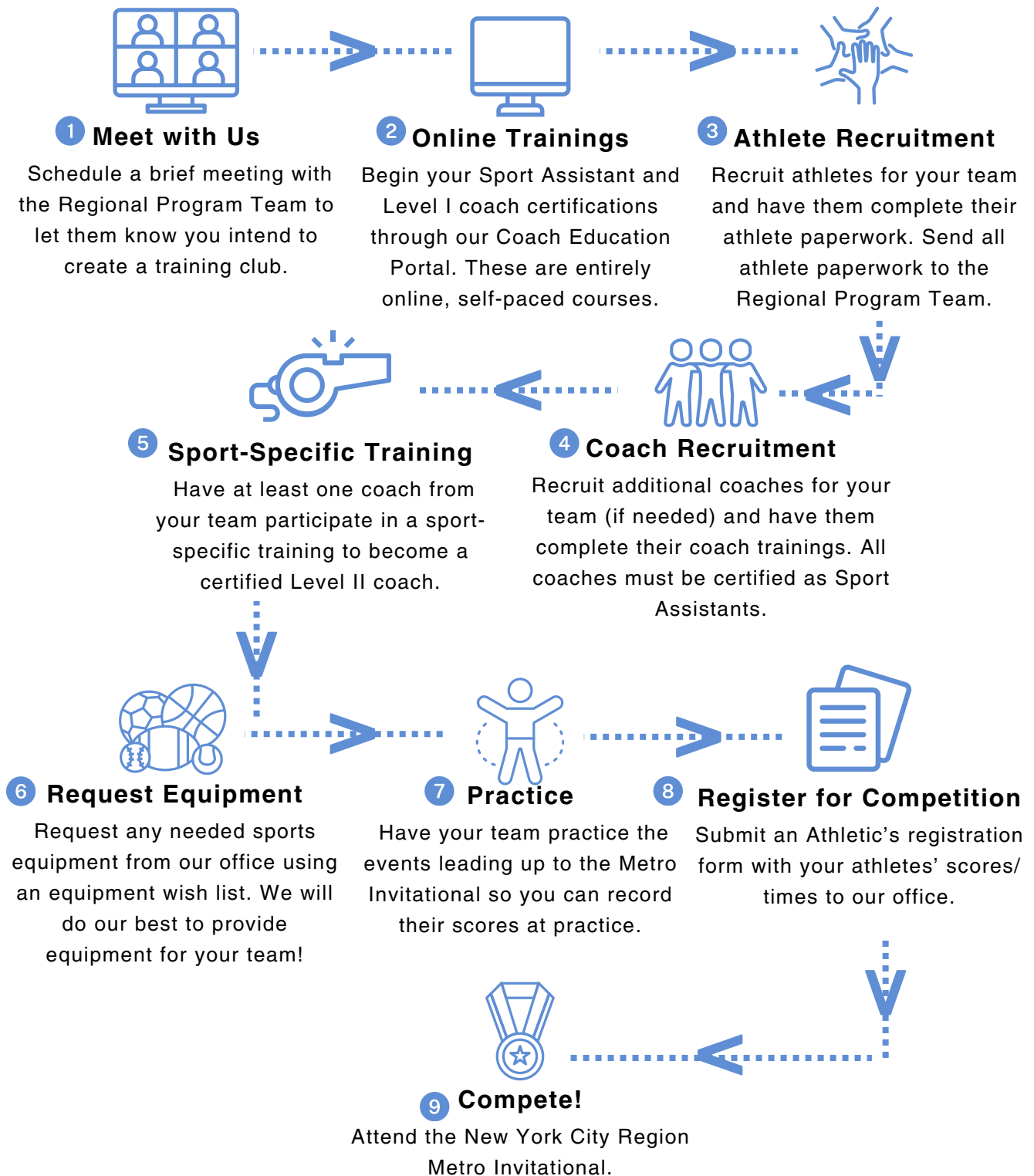
Shot Put Men (8-11) 3kg	ATSP2M
Shot Put Men 4kg	ATSP4M
Shot Put Women (8-11) 1.81kg	ATSP1W
Shot Put Women 3kg	ATSP2W
Wheelchair Shot Put Men 1.81kg	ATWSP1M
Wheelchair Shot Put Women 1.36kg	ATSP1
Standing Long Jump	ATSTLJ
High Jump	ATHIJP
Long Jump	ATLNJP
Turbo Jav 300gr Men/Women (8-15)	ATMJA3
Turbo Jav 400gr Men	ATMJA4
Turbo Jav 300gr Women	ATWJA3
Softball Throw	ATSOBT
Tennis Ball Throw	ATTBTD

#### Please Note:

- These wheelchair races are designated as manual wheelchair races. If you would like to have an athlete compete in a motorized wheelchair race, please contact our office.
- We have other events that we may be able to offer upon request. Please contact our office if your athlete's desired event is not located here.

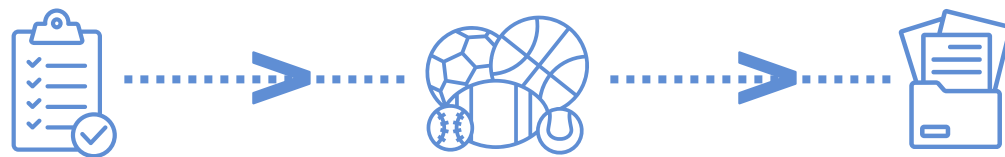
# My school or group has never competed at this competition before. What do we need to do?

Please see the diagram below. If you have any questions about this process, the Regional Program Team (see page 17) is more than happy to assist!



# My school or group has competed at this competition in the past. What do we need to do for this year?

Please see the diagram below. If you have any questions about this process, the Regional Program Team (see page 17) is more than happy to assist!



**1 Send Roster**

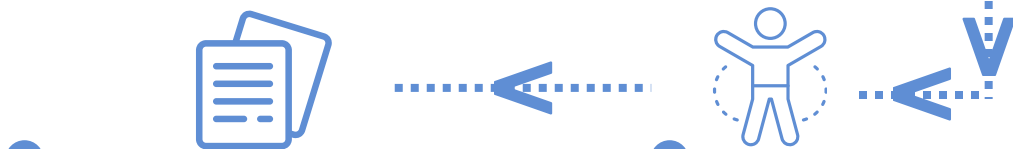
Send the Regional Program Team your team roster. We will create a report showing what athlete paperwork or coach certifications may be expired.

**2 Request Equipment**

Request any needed sports equipment from our office using an equipment wish list. We will do our best to provide equipment for your team!

**3 Collect Paperwork**

Collect athlete paperwork and ensure your coaches' certifications are up-to-date by using the report created by the Regional Program Team.

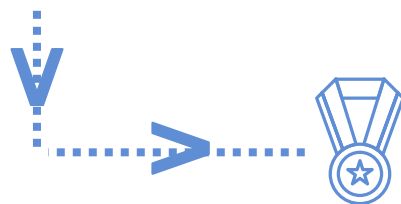


**5 Register for Competition**

Submit an Athletic's registration form with your athletes' scores to our office.

**4 Practice**

Have your team practice the events leading up to the Metro Invitational so you can record their scores at practice.



**6 Compete!**

Attend the New York City Region Metro Invitational.



## Venue Information

All athletes will be competing at Queen's High School of Teaching.

Queens High School of Teaching  
74-20 Commonwealth Blvd  
Bellerose, NY 11426

## Projected Schedule of Events

Games will take place on Saturday, June 1, 2024. A schedule of events is listed below. Please note this schedule is subject to change.

7:30 AM: Check-In (Coach & Volunteer)

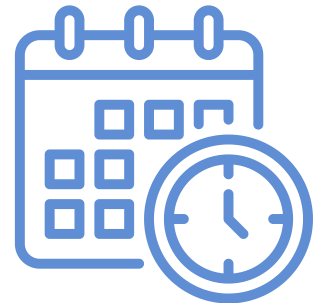
9:00 AM to 10:00 AM: Healthy Athletes

10:00 AM: Opening Ceremonies

10:45 AM: Competition Begins

11:00 AM to 1:00 PM: Young Athletes on Infield

3:00 PM: Competition Ends



## When will we receive the full schedule of events?

Training clubs competing will receive their schedule of events from Sport Directors on the day of the event.

## Who will my athletes compete against?

All athletes will be divisioned based upon entry times, distances, or scores listed on their team's competition registration form to ensure they compete against athletes of similar ability.

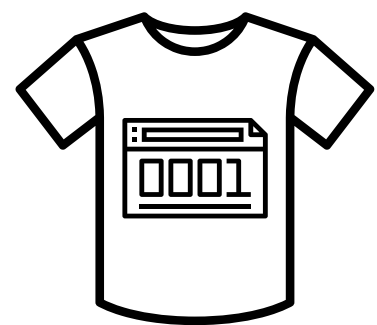
Please put the correct times, distances, and/or scores on the competition registration form. The Games Management Team, in conjunction with sport officials, have the right to disqualify athletes if their final times, distances, and/or scores on competition day are significantly greater than their entry times, distances, and/or scores, in accordance with [Special Olympics Sports Rules Article 1](#).

## Competition Guidelines and Attire

Athletes must wear appropriate clothing to train and compete successfully. Inappropriate clothing can impact an athlete's ability to run and, in some cases, may be a safety hazard.

All other athletes should be appropriately outfitted for competition in shorts, t-shirts, sweatpants, sneakers, etc. Bib numbers must be visible during competition.

Athletes are **not permitted** to wear jeans or khakis.



## What paperwork do athletes need to compete?

All athletes must have current athlete paperwork on file with the office to compete. All athlete paperwork should be submitted to the Regional Program Team (see page 17).

This paperwork includes:

1. Athlete Registration Form
2. Athlete Release Form
3. Athlete Medical Form\*
4. Communicable Disease Waiver

\*Please note that the Athlete Medical Form must be signed a licensed medical professional. The athlete does not need a new physical (the doctor can use the information from the most recent well visit), but it does have to be on our paperwork with the date of the exam.

## When does athlete paperwork expire?

An athlete's medical form expires after 3 years from the date of the exam.

Otherwise, **athlete paperwork does not expire**. Other forms do not need to be re-submitted every year unless the athlete's personal information has changed.

## How many coaches do I need on my team?

There is no maximum number of coaches a team can have. However, you must keep a 1:3 ratio of coaches to athletes.

Anyone who is coaching or volunteering with your team must be certified as a Sport Assistant or higher (see diagram below).

At least one person per team must be certified as a Level II Coach and is considered the head coach of the team. There is no limit to the number of Level II coaches on a team.

## What certifications do coaches need?



## How do I obtain these coach certifications?

All Sport Assistant and Level I Coach certifications can be obtained entirely online through our Coach Education Portal. The Regional Program Team (see page 17) can provide you with the appropriate link.

The Level II Sports-Specific Course varies. Please contact the Regional Program Team for details.

## When do coach certifications expire?

The Background Check, Protective Behaviors Training, Concussion Course, and Sports-Specific Course expire 3 years after the date on which they were completed.

All other courses do not expire.

## How do I know what athletes or coaches on my team need new paperwork or certifications?

The Regional Program Team will create a report called an **Errors and Exceptions** that shows exactly which athletes and coaches have expired paperwork and/or certifications.

To receive an Errors and Exceptions for your team, please submit a roster of all your athletes and coaches to the Regional Program Team. They will use that roster to create an Errors and Exceptions, which they will send to you that describes exactly who needs updated paperwork or renewed certifications.

The earlier in the season you can send the office your roster, the sooner you will receive an Errors and Exceptions.

## Can I get equipment for my team from Special Olympics New York?

Yes! Pending our budget, we can provide equipment to teams that need it for training purposes. To request equipment, please contact the Regional Program Team (see page 17).

## Does Special Olympics New York provide transportation to the New York City Region Metro Invitational?

Yes! Pending our budget, we can provide transportation to athletes and coaches via a bus. We cannot provide transportation to parents or siblings of athletes or other non-certified school staff.

If you would like to request transportation to the New York City Region Metro Invitational, please complete a transportation request form, which can be found on the [website](#), and submit to the Downstate Competition Team (see page 17). **Please be aware that you will most likely be riding with another team.**



## **Are there other Special Olympics competitions besides the New York City Region Metro Invitational to compete in?**

Yes! There are other competitions throughout the year.

All unexpired athlete paperwork applies to other competitions. The only new form needed for a regional or super-regional competition is a registration form for that specific competition.

We also offer competitions in other sports during our fall and winter seasons. To view our calendar of events, please visit [our website](#).

## **Can my company or organization support the New York City Region Metro Invitational and/or Special Olympics New York?**

Yes! We offer various opportunities to sponsor or become vendors at our signature events, including the New York City Region Metro Invitational. We anticipate approximately 150 athletes, 50 coaches, and 40 volunteers in attendance, which cannot happen without the support of our New York City community. We hope to see you there!

For more information on sponsorship, donations, or how to become a vendor, please contact the Development Team (see page 18).

## Important Dates

Please see the list below of important dates to keep in mind throughout the season. Please note that these dates are subject to change.

**Monday, February 26**  
Training season officially opens

**Friday, May 6**  
Competition Registration Forms due date

**Tuesday, May 28 through Thursday, May 30**  
Coach Pre- Check- In is available in the New York City office. Coaches can submit athlete paperwork and collect competition materials.

**Saturday, June 1**  
Competition date

## What is Coach Pre-Check-In? Is it required?

Coach Pre-Check-In is an opportunity offered to our coaches to visit our office in Manhattan in the week leading up to Metro Invitational to receive competition materials, such as athlete t-shirts, wristbands, and bibs. Coaches will also verify that all athlete paperwork and coach certifications are up-to-date at Coach Pre-Check-In.

Coach Pre-Check-In is not required, but it is strongly recommended to ensure a more efficient check-in process on the date of the competition. (It will save you a lot of time on event day if you come to Pre-Check-In!)



## Staff Contact Information

If you have a question that is not listed in this guide or if you need to obtain a form, link, etc. from a staff member, please use the table below:

I need more information on...	Who should I contact?	Staff Emails
Athlete paperwork	New York City Program Team	Lindsey Coyle Director of Program School & Community lcoyle@nyso.org
Coach certifications		Fatoumata Ouatarra Associate Director of Program School & Community fouattara@nyso.org
Equipment requests		Andra Espinoza-Hunter Associate Director of Program School & Community aespinozahunter@nyso.org
Transportation	Downstate Competition Team	David Durandisse Director of Competition ddurandisse@nyso.org
Sport Rules		Emmanuel Lindsay Associate Director of Competition elindsay@nyso.org
Competition Registration		

**New York City Office Address**  
 211 East 43rd St., Suite 1100  
 New York, NY 10017

## Staff Contact Information

If you have a question that is not listed in this guide or if you need to obtain a form, link, etc. from a staff member, please use the table below:

I need more information on...	Who should I contact?	Staff Emails
Unified athlete paperwork	New York City Program Team	Vance Toure Director of Program- Unified Sports & Community Outreach  Lashawn Nixon Associate Director of Program- Unified Sports & Community Outreach
Unified coach certifications		
Unified equipment requests		
Sponsoring or becoming a vendor	New York City Development Team	Kaitlin Rosner Senior Director of Development krosner@nyso.org  Caitlin Anderson Associate Director of Development canderson@nyso.org

**New York City Office Address**

211 East 43rd St., Suite 1100

New York, NY 10017