



***Special
Olympics***
New York

2024 SUMMER GAMES
HANDBOOK
PART 1

This Games Handbook is designed to provide you with important information about the 2024 Summer Games in Ithaca, NY.

Please take the time to read this handbook. It will answer many of your questions and allow for an organized and safe event for the athletes and coaches involved.

All schedules are subject to change. Any changes made due to weather conditions will be announced as soon as they are known to the Control Center.

Changes made prior to the event will be announced at the Head of Delegation meeting.

Best of luck to you and the athletes!

General Schedule

Event competition times to follow

Friday, June 14

Time	Event	Location
1:00 – 5:00 pm	Delegation Check-In	A&E Center, IC
4:30 - 6:30 pm	Dinner for All Athletes/Coaches	Campus Center
5:00 - 6:45 pm	Performance Stations	A&E Center, IC
5:00 - 6:30 pm	Honored Guest Reception	Ithaca College
5:00 - 9:00 pm	Late Housing Check in	Housing Office
6:00 – 6:30 pm	Head of Delegation Meeting	A&E Center, IC
7:00 – 8:30 pm	Opening Ceremonies	A&E Center, IC
10:00 pm	Curfew	Residence Halls

Saturday, June 15

Time	Event	Location
6:00 am– 9:00 am	Breakfast for All Athletes/Coaches	Dining Hall
7:30 am	Athletics	Ithaca High School
9:30 am	Basketball Team	Cornell University
9:00 am	Basketball Skills	Ithaca Middle
9:00 am	Bowling	Midway Lanes
11:00 am	Gymnastics	Hill Center, IC
7:00 am	Powerlifting	Fitness Center, IC
8:00 am	Swimming	A&E Center, IC
8:30 am	Tennis	Reis Center, Cornell
8:00 am	Volleyball	Hill Center, IC
11:00 – 1:30 pm	Lunch Distribution to Athletes/Coaches	All Event Venues
5:45 – 8:30 pm	E-Sports - Healthy Athletes	A&E Center, IC
5:30- 6:40 pm	Victory Dinner	Campus Center
7:00 -8:30 pm	Closing Ceremony & Dance	A&E Center, IC
10:00 pm	Curfew	Residence Halls

Sunday, June 16

Time	Event	Location
6:00 – 8:30 am	Breakfast for All Athletes/Coaches	Dining Hall
7:00 – 11:00 am	Housing & Delegation Check-out	A&E Center

Competition information and locations with sport specific pages to be sent

Delegation Check-in

Only Head of Delegations should report to Check-In located in the A&E Center on Ithaca College Campus. Athletes and coaches should not be entering the area. Head of Delegation or Program Representative must identify themselves and will have to visit each station prior to leaving the check-in area. Below are instructions for the process.

STATION “A” - Adds and Scratches Directions

Station “A” is where we check adds and scratches. A "Scratch" Is someone who is no longer part of the delegation and will no longer be in attendance. An “add” is someone who is listed as an alternate who is being “added” to participate in an event. In order to activate an “alternate” someone must be scratched from the original team roster. Please clearly communicate and ensure understanding of the onsite staff who is being scratched and who is being added. It is also very important to communicate that the alternates you are not activating should be scratched from GMS.

STATION “B” - State Games Registration check point

Station “B” is where Delegation Registrations forms are checked.

Each HOD / Program Rep. will review the submitted Delegation registration forms with delegation check in to ensure all effective dates are entered in GMS and that all required paperwork has been submitted to the Share point.

STATION “C” - Competition Review

HOD/Program Rep. will stop at Station C to review and verify the competition data that includes all Divisioning Criteria, Team sizes, Athlete Partner Ratios, and proper skill level selection. Any changes to competition registration should occur at this station.

STATION “D” - "Nurse - Medications and HOD Phone Check"

HOD's are to stop at Station C to confirm that the onsite medical personnel has the correct contact number. EMS should be able to reach HOD's mobile phone Via text or call at all times during state games events.

STATION “E” - Housing

Check in with Lauren for any housing questions or turn in any dorm rooms for scratches.

Credentials

Please note that credentials will be needed for entrance to all meals in dining areas and competition venues. Volunteers will be enforcing this therefore, parents and guardians will not be allowed in dining areas. Athletes, Coaches and delegation support will show the wristbands or lanyards provided by HOD's as credentials.

In the event a registered delegation member needs a wristband, they will be at Delegation Check in on Friday and at the control center throughout the weekend.

Head of Delegation

Each region has designated a person or persons to serve as Head of Delegation. The Head of Delegation is directly responsible for the coordination and management of the region in matters that affect the entire region, particularly as it relates to the appropriate conduct of coaches, transportation, housing, meals, and special events.

Meeting

Each delegation must send a representative to the Head of Delegation meeting. This is a mandatory meeting to preview the next day's activities, answer questions, and gather information.

**The HOD meeting will be at 6:00 PM on Friday, June 14th,
A&E Center, 2nd floor, conference room by info desk**

Opening Ceremonies

At Opening Ceremonies, local programs will be marching in under the Regional Banner. When lining up for the Ceremony, please look for your regional banner. Volunteers will be at the line-up to help organize. The ceremonies will be standing only—no seats

Please be advised of the following during Opening Ceremonies:
Flashing Lights
Police Sirens
Loud Music

Housing

Ithaca College will provide housing for athletes, coaches, and staff arriving on Friday, June 14th, and departing on Sunday, June 16th.

Ithaca College will provide bundled bed linens, towels and face clothes. Pillows will be provided. All linens bundles will be on the beds upon arrival.

Residents will be expected to make their own beds. Ithaca College Campus Living Staff will pre-inspect rooms to ensure all are in standard operating condition. However please alert SONY staff or Ithaca College staff of any damages or missing items in rooms.

Residence Halls

Capital	Hood
Central	Rowland
Genesee	Hilliard
Hudson valley	Holmes
Long Island	Tallcott
NYC	Lyon
North County	Hood
Southern Tier	Rowland
Western	Hilliard & Rowland

Sport Venue Addresses

Ithaca College Athletics & Events (A&E) Center:
953 Danby Rd, Ithaca, NY 1485

Aquatics-Upper level, Bird Natatorium

Ithaca College Fitness Center:
953 Danby Rd, Ithaca, NY 1485

Powerlifting

Ithaca College Hill Center:
953 Danby Rd, Ithaca, NY 1485

Gymnastics

Volleyball

Ithaca High School:
1401 N Cayuga St, Ithaca, NY
14850

Athletics

Ithaca Middle School:
1601 N Cayuga St, Ithaca, NY
14850

Basketball Skills

Cornell University:
Baron Hall
117 Statler Drive, Ithaca, NY
14853 - enter from Garden Ave

Basketball Team

Cornell University:
Reis Tennis Center,
230 Pine Tree Rd, Ithaca, NY
14853

Tennis

Midway Lanes:
213 N Jensen Rd, Vestal, NY 13850

Bowling

Meal Schedules

Athletes & Coaches Dinner **June 14th & June 15th**

Ithaca College Campus Center, dining areas

Coaches, staff, and volunteers should monitor the amount of food & beverages athletes are consuming, especially prior to competitions. Everyone must bus their own dishes to the designated tray return station when they exit the dining area. The Ithaca College will post adequate signage stating tray return areas. Volunteers will be there to assist if help is necessary.

Dinners are for the Athletes and Coaches only. Check in will be done at the door—please be prepared to show credentials/wristbands.

Steps to enjoying your Friday evening:

Arrive on site, get settled in dorm, go to dinner starting at 4:30, we have a lot of people to feed in a tight time. Follow the instructions that volunteers and staff give on site for where to eat.

Enjoy your dinner & head to the A&E Center for Opening Ceremonies



Athletes & Coaches Breakfast
Saturday, June 15th & Sunday, June 16th

A hot breakfast will be served at Ithaca College Campus Center dining areas; Saturday 6am & Sunday 6:00am.

June 15th—Competition day, move to sport mode and know your schedule.

Plan accordingly in order to stay on schedule, you need to follow your bus times for eating and catching your bus.

Athletes & Coaches Lunch
Saturday, June 15th— Eat where you compete
11am -1pm

Competition	Location
Athletics	Ithaca High School, tent
Swimming	A&E Center near pool area
Basketball Team	Cornell, Barton Hall courts
Basketball Skills	Ithaca Middle School, tent
Bowling	Midway Lanes
Gymnastics	IC, inside Hill Ctr Rm 104
Powerlifting	IC, Fitness Ctr, Dance room
Tennis	Reis Center, Cornell
Volleyball	IC, inside Hill Ctr Rm 107

Overnight Travel: Guidance

Special Olympics New York (SONY) has implemented a delegation curfew for overnight events establishing restful quiet hours for sleep as well as the safety of our athletes and delegation members. Curfew times will be set by the Games Director for each overnight, communicated in the Games Handbook and reviewed at the HOD meeting(s).

Each delegation will appoint a HOD and Assistant HOD(s), one for each housing property assigned to the delegation.

In addition, each delegation will appoint one Special Olympics regional staff member to be the regional On-call. The HOD(s) and On-call will work collaboratively to monitor curfew and overnight safety. SONY Control Center is always available for support and emergencies throughout the Games.

The Control Center will maintain a curfew check-in report for each overnight. Each Region will list the HOD(s) and On-call names, including cellphone contact information on this form. Curfew check-in will be monitored by the Control Center.



Curfew Check-in Process:

- ⇒ At the designated curfew time for each overnight, athletes and delegates will return to their assigned rooms and prepare for bed.
- ⇒ **15 minutes** past curfew the HOD at each housing location will complete a room check for each delegate in their delegation, assuring that room assignments are complete, delegates are present and preparing for bed.
- ⇒ HOD(s) to monitor curfew and room checks for a minimum of **30 minutes** past the designated curfew.
- ⇒ At any time, should room check prove problematic, the HOD(s) should notify the regional On-call for support. Room checks to be repeated **10 minutes** after disturbances, until check is clear.
- ⇒ HOD(s) notify Control Center of clear check status before they retire for the night. Ideally this would be **30-45 minutes** past scheduled curfew. Control Center: Phone: (315) 320-7820
- ⇒ If there is a problem or unresolved concern, HOD or staff On-call notify the control center **immediately**.
- ⇒ Control Center will notify Games Director of all-clear upon HOD final check-in or alternatively **45 minutes** past designated curfew if delegations fail to check-in.
- ⇒ In the event of a failed curfew check-in, Games Director will work with the HOD and On-call staff to resolve issues and assure safety.
- ⇒ Curfew Check-in will remain active **throughout the overnight** until safety related concerns are resolved.

Health Program

Friday, June 14th - 5 - 6:45 pm

Performance Stations in Glazer Arena at the A & E Center

Visit the Performance Stations before opening ceremonies to learn about how fitness can improve your sport performance and collect some awesome prizes! Stations will include focuses on physical activity/stretching, nutrition, hydration, and goal setting/positive mindset.

Saturday, June 15th - 5:45 - 8:30pm

Healthy Athletes in Glazer Arena at the A & E Center

Check out the Healthy Athletes event during closing ceremonies to receive free healthcare screenings and enter for your chance to win a raffle prize! Visit 4 of the 6 Health disciplines to enter to win the raffle:

Special Smiles - Receive a free dental screening, learn how to correctly brush and floss your teeth, get a mouthguard, and grab a free toothbrush, toothpaste and floss to use at home!

Health Promotion - Learn how to maintain an advanced level of fitness and wellness by developing healthy habits in nutrition, hydration, tobacco avoidance, sun safety and hand washing. Grab some healthy snacks and a water bottle to help you stay fueled and hydrated!



Health Program

FUNFitness - Stop by to learn about your flexibility, strength, balance, and aerobic fitness. Our volunteers will provide guidance and exercise recommendations to prevent and reduce the risk of injury, and help you be the best athlete you can be!

Opening Eyes - Receive a comprehensive eye assessment and a free, customizable pair of prescription glasses, sport goggles or sunglasses!

Strong Minds - Stop by to learn about adaptive coping skills and strategies to maintain emotional wellness. Athletes will practice relaxation breathing, muscle relaxation, win prizes and more!

Healthy Hearing - Receive a comprehensive hearing screening to detect possible ear and hearing problems!

NEW THIS YEAR!

If an athlete is identified as needing follow-up care and they do not have a provider to go to, the athlete/their caregiver may be contacted by National Care Advisors (NCA).

NCA has partnered with Special Olympics to offer athletes and their caregivers support in coordinating follow-up care appointments free of charge.

Since 2008, National Care Advisors has supported individuals with complex care needs in the areas of life care planning, quality of life, insurance and benefits, education, and case management.

Coach & Chaperone Responsibilities

I will place the health and safety of Special Olympic Athletes, myself and other participants ABOVE ALL, on my way to, during and returning from Special Olympics events;

I agree to be responsible for the athlete(s) assigned to me during travel to, from and while at the Special Olympics events;

I will follow the SONY Policy on Alcohol and Controlled Substance Use during all SONY events;

While I may not be responsible for the dispensing of medicine, I will become familiar with the medical history of the medications required by the athlete(s) for whom I have responsibility;

I will follow written and oral instructions of event organizers when applicable to me;

I will have the athlete(s) assigned to me at the appropriate events and activities on time;

I will familiarize myself with the fire exit route, first aid stations and emergency procedures;

I will display only the highest level of sportsmanship and moral behavior;

I am 18 years of age or older;

I am familiar with the special needs of the people with intellectual disabilities;

I will conduct myself in a manner commensurate with my role as coach/chaperone;

I will wear my credential (Coaches must wear photo ID card) and understand that it must be visible during events;

I am specifically granting permission to you to use my likeness, voice and words in television, radio, films, newspapers, magazines and other media; and in any other form not heretofore described, for the purpose of advertising or communicating the purposes and activities of Special Olympics and in appealing for funds to support such activities.

I have read carefully, the above responsibilities and stipulations relative to being a coach or chaperone during a Special Olympics New York event. I agree to conduct myself in accordance with the above stipulations and will assume the responsibilities as described. I further agree that any failure on my part to meet my responsibilities will be reason for immediate expulsion from the Special Olympics New York site and activities; I will incur all subsequent expenses.

Coaches Meetings

Saturday, June 15, 2024

Location to be on site determined by the Sport Director

Sport	Time	Venue
Swimming	8:30 AM	IC, A&E Center
Athletics	8:00 AM	Ithaca High School
Powerlifting	8:30 AM	IC, Fitness Center
Basketball Skills	9:30 AM	Ithaca Middle School
Tennis	9:00 AM	Reis Center, Cornell
Bowling	9:45 AM	Midway Lanes
Basketball Team	Following pairing games	Barton Hall, Cornell
Gymnastics	12:55 PM	IC, Hill Center

Protest Procedure

Protests on sports rules infractions may be filed by notifying the Sport Director at each venue. Please remember that judgment calls, heating, divisioning, etc., are not protestable.

Protest forms must be completed and turned in to the Sports Director at each venue, who will then page the necessary individuals for deliberation.

Protest must be lodged no later than 30 minutes following the event. In the case of team sports, officials must be notified of a protest at the point of contention, with the remainder of the games being played under protest.

Whenever possible, awards presentations will be held until resolution of the protest. Should awards be distributed prior to the resolution, and the outcome of the protest results in different awards placements, duplicate awards will be presented. Awards will not be taken away from an athlete once received in the awards ceremony.



Proper Competition attire

In previous state games we had several athletes who were disqualified for not wearing the appropriate attire for their competitions. Please be aware that we will again be following Special Olympic General Rules which clearly states that “proper attire is required for all of our competitions”. If coaches have any questions about what constitutes “proper attire” please review sports rules found for each sport at www.specialolympics.org

Be aware, not wearing proper attire is grounds for automatic disqualification from competition. Let’s all be proactive and avoid any unfortunate incidents.

Emergency Protocols

Non-emergency incidents should be reported directly to the Control Center. Types of incidents that should be reported to the Control Center are as follows:

Violations - of SONY's policy on the strict prohibition of Alcohol by all people associated with any event which involves athletes in training or competition.

Media Exposure - any situation or complaint which may result in negative or controversial media exposure and will require implementation of SONY's Crisis Communication Plan. This would typically be linked to other incidents described in this section, but may also include disgruntled volunteers, spectators, parents, etc., any type of boycott/demonstration, etc. Please ALSO notify the police.

Other Incidents/Situations - which may not be of an emergency nature, but should be reported in the event an incident report needs to be filed, as well as for information/communication purposes should the situation arise again.



Dorm or Hotel Emergency Evacuations—whether emergency or drills, when the alarm sounds safely exit the building using the nearest safe stairwell. **Do not use elevators. Evacuations are mandatory.** Do not take time to gather personal belongings.

LEAVE THE BUILDING

1. Follow the signs and exit the building as quickly and safely as possible and proceed away from the building.
2. Once outside the building follow all instructions given to you.

The Head of Delegation and/or On-Call Regional Staff Member should report any missing persons or injuries to the emergency responders; Fire Department, etc. SONY Medical protocol will then follow.

NO ONE MAY NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE BY THE FIRE DEPARTMENT, AND THEY HAVE AUTHORIZED RE-ENTRY.

No Smoking Policy

As part of the Special Olympics Healthy Athletes effort, Special Olympics New York has been designated **Tobacco Free**. Smoking and use of other tobacco products (such as snuff and chew) will not be permitted at any Special Olympics training or competition, except in specific designated outdoor areas.

Nonsmoking and tobacco-free areas expressly include:

- Any enclosed place of public access
- Any indoor venue (competitive and non-competitive)
- The field of play at any venue
- The team and spectator areas at any outdoor venue
- Olympic Village
- Dining areas
- Any bedroom or living quarters of hotels
- In any Games transport vehicles



This practice has been put into place in an effort to protect the athletes, volunteers, spectators, and staff from the harmful effects of tobacco. This practice reflects Olympic tradition, as well as community and sports expectations regarding the hosting of sporting events.

We trust that coaches and area personnel will assist us with implementation of this Healthy Athletes initiative. Thank you in advance for your support of making Special Olympics Tobacco Free.

Local Hospital Contact Information:

Cayuga Medical Center
101 Dates Drive
Ithaca, NY 14850.

ER Phone (607) 274-4011

Control Center

The EMS volunteers at Summer Games will provide 24 hour coverage for all athletes and coaches in attendance. You, as a coach, serve as the liaison between medical volunteers and your athletes. Special Olympics NY encourages you to handle any minor situation you can.

Medical volunteers are available at all competition, housing, and special event venues throughout games. If you are unable to immediately locate the medical volunteer, call the Control Center. Each venue will have radio communication to call for medical assistance.

Emergency Protocol

Control Center: (315) 320-7820
Ithaca College A&E Center, 2nd floor VIP Room

All Others: 911

Remember if you are using a cell phone from outside the area you must dial the area code. The area code for the area is **(607)**.

Emergencies should be reported IMMEDIATELY to the police, who will dispatch assistance as needed and you should then contact the Control Center.

The following types of incidents should be reported directly to the police:

Serious or Life Threatening Situations - accidents, injuries or situations where participants have been seriously harmed. This includes transports to the hospital for all injuries, admissions to the hospital, etc.

Potentially Dangerous or Hazardous Situations - such as extreme cold, overcrowding, severe weather, etc. which requires immediate action and response to avoid serious damage or harm to participants.

Report of Serious Crime - including allegations of crimes involving force, sexual misconduct, controlled substances and/or those which threaten the health and safety of participants.

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bit.ly/CoachesResourcePage



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