

Special Olympics
New York



2025 State Winter Games Coach/HOD Info Packet

Rochester, NY
February 21-23



2025 State Winter Games * Rochester, NY

Event sport schedule to follow closer to the event



Friday, February 21

Time	Event	Location
1:00 – 5:00 pm	Delegation Check-In & Control Center	Hyatt Rochester
4:30 - 6:45 pm	Dinner for All Athletes/Coaches	Riverside Convention Center
5:30 – 6:30 pm	Honored Guest Reception	Riverside Convention Center
6:00 – 6:30 pm	Head of Delegation Meeting	Riverside Convention Center
7:00 – 8:00 pm	Opening Ceremonies	Riverside Convention Center
10:30 pm	Curfew in hotel rooms	At each housing location

Saturday, February 22

Time	Event	Location
6:00 am	Breakfast for All Athletes/Coaches	At each housing location
8:30 am	Floorball	Nazareth Golisano Training Center
9:00 am	Alpine Skiing & Snowboarding	Swain Ski Resort
9:00 am	Cross Country Skiing I	Bristol Mountain
9:00 am	Cross Country Skiing II	Rochester Comm. Sports Complex
9:30 am	Snowshoeing	Rochester Comm. Sports Complex
10:00 am	Figure Skating	Tim Horton's Ice Complex
12:00 pm	Gymnastics	Town of Henrietta Recreation Dept.
10:30 am – 1:00 pm	Lunch Distribution to Athletes/Coaches	All Event Venues
5:30 pm – 6:45 pm	Victory Dinner	Riverside Convention Center
5:30 pm – 8:30 pm	Olympic Village- Healthy Athletes	Riverside Convention Center
7:00 pm – 9:00 pm	Closing Ceremonies and Victory Dance	Riverside Convention Center
10:30 pm	Curfew in hotel rooms	At each housing location

Sunday, February 23

Time	Event	Location
6:30 am	Breakfast for All Athletes/Coaches	At each housing location
7:00 – 11:00am	Delegation Check-out	Hyatt Rochester

Sports Offered:

Alpine Skiing • Cross County Skiing • Figure Skating • Floorball • Gymnastics • Snowshoe • Snowboarding

Venue Sites:

Alpine Skiing & Snowboarding: Swain Mountain, 2275 Co Rd 24, Swain, NY 14884

Cross County Skiing: Bristol Mountain Top, 5589 S Hill Rd, Canandaigua, NY 14424

Figure Skating: Tim Horton's Ice Complex, 2700 Brighton Henrietta Townline Rd, Rochester, NY 14623

Floorball: Nazareth Golisano Training Center, 4245 East Ave, Rochester, NY 14618

Gymnastics: Town of Henrietta Recreation Dept, 605 Calkins Rd., Henrietta, NY 14623

Snowshoe: Rochester Comm. Sports Complex, 460 Oak St, Rochester, NY 14608

Snowshoe No Snow Plan: Bristol Mountain Top, 5589 S Hill Rd, Canandaigua, NY 14424

Control Center: Hyatt Rochester, 125 E Main St, Rochester, NY 14604

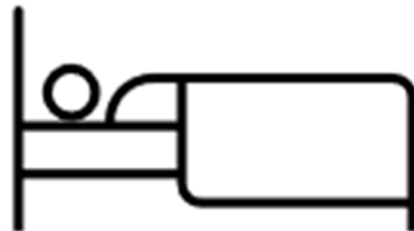
Opening/Closing Ceremonies, Healthy Athletes: Riverside Conv Ctr, 123 E Main St, Rochester, NY 14604

Overnight Travel: Curfew 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 designated form. Curfew check-in will be monitored by the Control Center using this form.

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.

LOGISTICS AND SERVICES

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MEALS



- Breakfasts will be served on Saturday & Sunday morning at hotels.
- All participants will receive boxed lunches that will be delivered to their competition venue on Saturday. Eat where you compete.
- Dinners will served Friday and Saturday on the lower level Convention Center Ballroom. Please eat on arrival as this is a 'rolling' dinner and seating is limited. IF a volunteer or staff has indicated that seating is full—please visit the Olympic Village area first to avoid lines. There will be enough time and food for everyone to get through.

Please indicate on the Competition Registration Sheets of any special requests for meals, such as gluten-free or vegetarian requests. These **MUST be received by January 30th** to ensure we can provide an option.

TRANSPORTATION

On-site transportation will be provided on Saturday only for those delegations who cannot use their own method of transport. Please fill out the prelim transportation form to capture the counts should this be needed. There will be follow up on February 5th to confirm all needs.



Please know we are counting this as actual people needing the service so your adherence to this is critical to its success- think of this as a reservation form.

Please note on Competition Registration Sheets under *Special Considerations* if wheelchair or walker transportation needs to be provided.

POLICIES AND PREPARATIONS

POLICY ON THE CONSUMPTION OF ALCOHOL

The consumption of alcohol by all persons associated with Special Olympics New York is prohibited from the time of departure for the event, until arrival back at your Region/Area.

SMOKING

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 area. Anyone found using tobacco will be asked to stop.

SERVICE ANIMALS

Special Olympics New York appreciates the service animal industry and welcomes service dogs to the State Winter Games. For best onsite results: Pre-registration- allow us to know they are attending, it's helpful if service certification papers/ID are brought on arrival.

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.



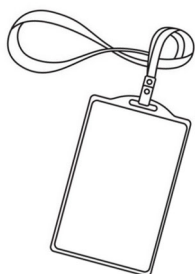
Proper Competition attire

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.

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.

MEDICAL

MEDICAL INFORMATION

1. Coaches must be familiar with participants' health problems, medications, dosages, etc.
2. All coaches should learn where phones and telephone numbers are as soon as they arrive in the housing area.
3. Medical personnel and emergency vehicles will be at competition sites.
4. First Aid personnel will be in attendance for the entire weekend. Designated medical personnel will be on 24 hour call. Medical personnel are trained in both CPR and first aid and will be readily identifiable.
5. Be certain that athletes dress appropriately. Liquid refreshments will be available at various locations around the venues.
6. If there is medication that must be refrigerated, let the housing staff or the medical personnel know when you register. Be sure you have access to the medication when needed.
7. All accidents or medical concerns, no matter how minor they may appear, must be reported to the medical personnel.

COACHES ARE RESPONSIBLE FOR INSURING THAT EACH ATHLETE'S MEDICAL RELEASE AND CONSENT FORM ARE WITH HIM/HER DURING ALL ACTIVITIES AT STATE GAMES. THIS INCLUDES COMPETITION, OPENING AND CLOSING CEREMONIES, SPECIAL EVENTS, TRAVEL TIME AND WHILE IN THE HOUSING AREA.

MEDICATION

Each athlete or delegation member who is taking medication should have a complete supply of medications in **original container**. It is important that those individuals who are taking medication also bring an accurate list of medication use, as well as a schedule indicating the exact dosages.

CLOTHING

Athletes should bring appropriate dress for competition. Snow/Rain Gear is encouraged as we will compete in the elements.

EQUIPMENT

Athletes who require adaptive equipment should bring their own.



IN CASE OF INJURY OR ILLNESS

1. During the competition - Athletes, coaches, officials and volunteers should seek help from EMS on-site. Emergency care will be rendered there, or, if appropriate, referral to the hospital will be arranged by medical personnel.
2. Other Events - All events will have medical personnel in attendance, identified by a medical badge. The names and location of medical personnel staying at the hotels will be made available at registration.
3. Identification Wrist Bracelets - It is important that each athlete keeps his or her wrist bracelet on at all times. This simple procedure will expedite the identification and treatment of an injured athlete.

Emergency Protocol



Control Center: Phone: (315) 320-7820
Fax: (315) 320-7822

Hyatt Rochester, 125 E Main St, Rochester, NY 14604, 25th floor suite

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 **(585)**.

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.

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.

Evacuation Protocol

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

- ♦ Follow the signs and exit the building as quickly and safely as possible and proceed away from the building.
- ♦ 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.



Hospital Designations

by location

Location	Hospital Name	Address	ER Phone
City of ROCHESTER	Strong Memorial	601 Elmwood Avenue, Rochester, NY 14642	585-275-4551
	Highland Hospital	1000 South Avenue Rochester, NY 14620	585-341-0583
Bristol	F. F. Thompson Hospital	350 Parrish Street Candandaigua, NY 14424	585 396-6820
Swain	St. James Hospital	411 Canisteo Street, Hornell, NY 14843	(607) 324-8890
	Noyes Memorial Hospital	111 Clara Barton Street, Dansville, NY 14427	(585) 335-4240

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.