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JANUARY

Call-in, GMS registration due for State Winter Games
Vandersloot & Bunbury nominations due to state office
SOMI must notify ADs of drops for State Winter Games
Missing levels & payment due to state office for State Winter Games
Second mailing to ADs for State Winter Games
Call-in, GMS registration, roster info sheets due for Unified Basketball
Call-in, GMS registration, roster info sheets and all athlete physicals due for State District Basketball Finals
Polar Plunge Season Starts
Wertz Warriors Ride

FEBRUARY

Wertz Warriors Ride
State Winter Games
Board Meeting at Winter Games
SOMI must notify ADs of drops for Unified Basketball
3 Basketball game scores due to state office for Unified Basketball Finals, if not received by due date you will get participation only ribbons
Payment due to the state office for State Unified Basketball Finals
Confirmed delegation form emailed to ADs for State Summer Games
SOMI must notify AD's of drops for District Basketball
Payment due to state office for District Basketball Finals
3 Basketball game scores due for District Basketball Finals, if not received by due date you will get participation only ribbons
Call-in, GMS registration, roster info sheets due for State Basketball Finals, Rockford, Female, Jr. & Skills only
State Unified Basketball (Western Michigan University)
Polar Plunges continue

MARCH

SOMI must notify ADs of drops for State Basketball Finals
Confirmed delegation form due at the state office for State Summer Games
District Basketball Finals (Various Sites)
Notify SOMI of Sr. Male team advancing to State Finals and housing due
Missing skills scores due to state office for State Basketball Finals

MARCH

Basketball games scores due to state office for State Basketball Finals (Female & Juniors) if not received by due date you will get participation only ribbons
Inspirational Athlete, Outstanding Coach, Volunteer, & Spartan Healthy Athlete Nominations Due
Begin Summer Sports Practice
State Basketball Finals, Calvin College
Registration information emailed to ADs for State Summer Games
GMS registration opens for State Summer Games

APRIL

Call in, GMS registration, Roster Info Sheets due for State Summer Games

MAY

SOMI must notify ADs of drops for State Summer Games
Second mailing to ADs for State Summer Games
Missing event scores & payment due for State Summer Games
3 Volleyball games scores due to the state office, if not received by due date you will get participation only ribbons
Volunteer and Coaches Banquet
Capitol Day – Lansing

JUNE

State Summer Games
Unified Champion School Day at Summer Games
Board Meeting, Mount Pleasant
Begin Practice Fall Sports

JULY

Send GMS backup and quarterly census numbers to state office
Registration information sent for State Fall Games
GMS registration opens for State Fall Games
Water Warriors Ride

AUGUST

Call in and GMS registration, roster info sheets due for State Fall Games
Confirmed delegation form emailed to ADs for State Poly Hockey Finals
Budgets due for Southeast & Southwest
SOMI must notify ADs of drops for State Fall Games
Budgets due for Northern and UP

SEPTEMBER

Outstanding Service Award, Spirit Award, Hall of Fame nominations due to state office
Perkins/Cottee nominations due to state office
Payment due for State Fall Games
3 games scores due for Team Sports
Missing golf, skills and cycling scores due to the state office
Confirmed delegation due for State Poly Hockey to state office

LETR Run Week

Begin Poly Hockey & Unified Bowling Practice
Second mailing sent to AD's for State Fall Games

Registration information emailed to ADs for State Unified Poly Hockey & Bowling Finals

State Fall Games

Board Meeting
GMS registration opens for Unified Poly Hockey & Bowling Finals

OCTOBER

Accreditation emailed to ADs
Call-in, GMS registration, roster info sheets due for State Unified Poly Hockey & Bowling Finals
SOMI must notify ADs of drops for State Unified Poly Hockey & Bowling
Missing Bowling, skills & games scores due to State Office and payment due for Unified Poly Hockey & Bowling
Confirmed delegation form emailed out to ADs for State Winter Games
Ties and Tennies Gala

NOVEMBER

Second mailing at ADs for State Unified Poly Hockey & Bowling Finals
Leadership Conference
Board Meeting in Mount Pleasant
Confirmed delegation form due to state office for State Winter Games
State Unified Poly Hockey & Bowling Finals
Begin Winter Sports Practice
Registration information emailed to ADs for State Winter Games
GMS registration opens for State Winter Games
Area Accreditation due to state office

DECEMBER

Registration information emailed to ADs for District Basketball
Registration information emailed for Unified Basketball Finals
GMS registration opens for District Basketball
Registration information emailed to ADs for State Basketball Finals
All your bills into accounting for year end
GMS template sent for Unified Basketball Finals
Begin Basketball Practice

DECEMBER

GMS registration opens for State Basketball Finals
Chrysler Flame of Hope Grant & Directors Fund Grant due to state office

SPORTS TRAINING

Training Mission

Sports training is the center of the Special Olympics mission. SOMI's goal is to make appropriate, high quality sports training available to every Special Olympics athlete year-round. Training allows athletes to improve their physical fitness, sports skills, interpersonal skills, and competitive ability. Special Olympics promotes the healthy athlete because the skills learned in Special Olympics training often translate into greater success in the athlete's family life, schoolwork, employment, and community life.

Athlete Training Requirements

In order for an individual or team to participate in competition, the athlete or team must be involved in an eight-week training program and receive training and competition opportunities. A minimum 10 hours of training must occur before a culminating event. Training usually consists of 1-4 hours each week for eight weeks.

Although it is the desire to include every athlete that is training in all the games we offer, due to the many athletes we have competing in the state, it is not always possible. That is why we offer area, regional and a variety of state events to give all the athletes quality competition opportunities.

Coaches who are training athletes in a particular sport should follow the established SOMI sports seasons (see notes under each sport in this Program Guide). The sports season is 8-12 weeks prior to the state competition for that sport. SOMI establishes sports seasons to provide maximum training time for the athletes and to coincide with competition opportunities.

Athletes must compete in area or regional Spring/Winter Games prior to competition at the state level. Training in team sports must include at least three competitions or games played against other Special Olympics teams, unless approved by SOMI Sports Director. SOMI encourages year-round fitness training and life-long involvement in recreation/leisure activities.

Coach/Chaperone Responsibility

1. Places athletes' health and safety first

Coaches/chaperones shall place the health and safety of Special Olympics athletes above all else. When traveling to state competitions, coaches/chaperones are expected to provide for their athletes' physical and emotional needs 24 hours a day. Responsibility for the athletes does not stop after their competitions or after they have gone to bed in the evening. Coaches/chaperones must act at all times as the parent or guardian providing praise /commendation as well as discipline.

2. Knowledgeable in sports rules

Coaches shall be knowledgeable of all existing Special Olympics (both SOMI and SOI) and National Governing Body competition rules and regulations and prepare their athletes prior to competition in accordance with those rules.

3. Willing to follow the rules and model good sportsmanship

Coaches/chaperones shall abide by the letter and spirit of the rules and be responsible for conducting themselves with appropriate behavior and in a sportsmanlike manner at all times. Coaches who do not conduct themselves in this manner or who are offensive by action or language toward athletes, other coaches, volunteers, opponents, officials, and/or spectators may be prohibited from coaching.

4. Encourages athletes to put forth their best efforts

Coaches/chaperones shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and finals, or he/she may be prohibited from coaching by the Games and/or Sports Rules Committee at the specific competition. Coaches should review the Athlete Code of Conduct with athletes before or at the first practice.

5. Follows no recreational swimming rule

It is the responsibility of the coach/chaperone to follow and adhere to the guideline of "no swimming" during all SOMI Events. The health and safety of athletes is all-important. Coach/chaperone take athletes swimming at hotels, this will be considered a violation of the Code of Conduct, and the persons responsible will receive a letter of warning and may be separated from the program.

6. Follows the "no alcohol/tobacco/or controlled substances" policy

The use of alcoholic beverages, tobacco, and/or controlled substances is not permitted at any training or competition venue per Section 4.09a of the SOI General Rules.

7. Carries all athletes' forms

It is the responsibility of the coach/chaperone to carry a copy of each athlete's Application for Participation form at practices and competition.

8. Obey all laws

I will obey all federal, state and local laws and facility, venue, and Special Olympics rules. I will not bully or harass any other person. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts via internet, cell phone, or electronic communication device) that is reasonably perceived as being motivated either by any sexual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off the field, at any Special Olympics event, or in a vehicle.

9. Coach/Chaperone Code of Conduct Forms are available on the SOMI website, under the Resource section.

Unified Coaches

The most important person to the success of the Unified Sports® team is the coach. The key elements in coaching a unified team include:

1. Role – An effective and successful coach is not simply one who helps a team win. Equally important is his or her contribution to the teaching, improving, and application for sports skills, building team spirit and sportsmanship on and off the field, and helping instill positive values in all members of the team. Remember that the athletes look up to their coaches as role models, therefore, it is important that coaches represent the program appropriately. The most important thing to remember as a coach is that the athletes are looking to have fun – that should be your goal as well.

2. Sports Knowledge – Coaches must possess a good knowledge of the sport, the rules of each sport, and be able to apply that knowledge in practice and competition settings. It is important that coaches take part in organized training sessions to upgrade their knowledge about the sport, learn new practice activities, study game strategies, and share ideas and knowledge with other coaches.

3. Practices – Each coach must encourage regular attendance at training sessions for all athletes on the team. This leads to the further improvement of sports skills, increased teamwork, camaraderie, and improved performance during games and competitions. Every athlete should receive a minimum of one and one half hours of practice per week under the direction of a qualified coach. It is desirable to practice more often than one time per week. If transportation precludes practicing more than one time per week, coaches should have team members arrive early on game days to take part in additional practice sessions. In addition, coaches can develop individualized home training plans for athletes.

4. Coach Everyone – Each member of the team will benefit from the directions of a qualified coach. Find ways to involve each team member in your program or conditioning, skills development, and team play. Everyone on your team plays a different role to the team's success.

5. Focus on Teamwork – Do not allow any member of the team to dominate play. A solid teamwork approach should be present from the first practice to the final game of the tournament. Sometimes supporting the efforts of your team to extend their relationships off of the playing field helps establish strong bonds among team members. The Unified Sports® motto is, "During the game we're teammates, after the game we're friends."

6. Coach and Partner – Unified Coaches can act as a coach and partner for the following sports: Bowling, Golf and Cycling. All Unified Team Sports must have a non-playing coach

Training for Coaches

Today's coaches—whether in Special Olympics or other sports programs—are expected to know

the rules and skills relevant to the sport they coach and practice good sportsmanship. To ensure that Special Olympics athletes receive training and competition of the highest quality, SOMI provides educational sessions for all individuals who work with athletes. Courses are offered in coaching a specific sport, coaching principles, managing venues/games, officiating, and first aid/CPR. A general orientation, protective behavior and concussion training online course is also required.

SOMI's courses are intended to keep all coaches and volunteers up-to-date on new rules, issues, techniques, and safety concerns. SOMI encourages both new and long-term coaches as well as volunteers to attend these courses as there is always more to be learned. The head coach of team sports and head coach of individual sports 1 for 16 athletes, must be certified to get awards at state competition. Areas not in compliance will be notified and athletes (teams) will participate for participation ribbons only.

Training guides and resources are available at www.specialolympics.org.

Courses Offered by SOMI General Orientation and Protective Behavior & Concussion Training

This basic introduction to Special Olympics covers the organization's mission and philosophy, organizational structure, intellectual disabilities and eligibility, policies and procedures, sports opportunities, initiatives, and required rules. The General Orientation, Protective Behaviors and Concussion Training are required for all interested in working with Special Olympic athletes (Protective Behaviors and Concussion Training must be updated every 3 years). Can be found at: <http://somi.org/sports/coaches.html>

Sport-Specific Skills Course

The *Skills Course* is offered in each sport that is offered by SOMI and focuses on the basic skills and strategies of that sport. It provides an application of the Special Olympics Mission and philosophy in a sports-specific way. The *Skills Course* includes a classroom session, an activity session performing the skills with the trainers, and a model training session with SOMI athletes at some trainings.

Coaching Special Olympics Athletes Course

This course is designed for the new coach with sport experience and the veteran Special Olympics coach looking to improve his or her training and coaching skills. This course deals with coaching athletes with intellectual disabilities including mental, psychological, and other social considerations. This course is offered through American Sports Education Program for \$16.95. It is a great course for new coaches in preparation for their first Special Olympics coaching role. This course prepares coaches to use their sport-specific knowledge in coaching athletes with intellectual disabilities. For veteran Special Olympics coaches, this course serves as a reminder of the essentials sometimes forgotten after years of coaching. This course can be found at http://www.asep.com/asep_content/org/SONA.cfm

Unified Sports® Course

Special Olympics Unified Sports® is a program that combines approximately equal numbers of Special Olympics athletes and athletes without intellectual disabilities (partners) on sports teams for training and competition. Age and ability matching of athletes and partners is specifically defined on a sport-by-sport basis. Unified Sports® enables athletes to develop higher-level sports skills and experience meaningful inclusion in their community. This training can be taken online @ NFHSlern.com/courses/36000 In addition to taking the Unified Sports Course each person needs to obtain sports specific certification to be certified coach.

Principles of Coaching Course

This course is non-sport specific and seeks to expand more of the sport sciences. It addresses the basic principles of coaching, coaching philosophy, planning and coaching administration, fitness and conditioning, and safety and risk management. This course offered through West Virginia Continuing Education for \$35.00. Coaches who have completed a Sport Specific Skills or Coaching Special Olympics Athletes Course may take this course to maintain or upgrade certification in their respective sports. This non-sport specific course is based on the sciences of successful coaching. This course is equivalent to the

classroom POC course.
<http://continuinged.wvu.edu>

Intro to Autism

This three part course is offered through Special Olympics Virginia for FREE! As the diagnosis of autism is becoming more prevalent, it is important for coaches and volunteers to be trained to work alongside athletes who have Autism Spectrum Disorders. This training course gives an introduction to the disorder and also provides strategies for coaching athletes with Autism. This course can be found at

<http://specialolympicsva.org/sports/coaches-corner/a-coachs-playbook-autism>

Games Management Training School

This session covers the major management areas of Special Olympics games and tournaments, such as administration, financial development, public relations, support services, special events, competitions, and volunteers. It also includes instruction on organization and management, committee work, and delegation.

Official Training Course

This session offers general information about Special Olympics, rules interpretations and modifications, and practical experience with athletes. The training school is designed for individuals who want to officiate and who have no other officiating certifications from a national governing body, high school, college, or intramural program and also for officials who wish to become more familiar with SOMI athletes prior to serving as an official. Potential to have training with governing body.

Comprehensive Mentoring

This process is intended for those coaches who have coached outside of Special Olympics for many years (possibly at the high school or college level). To obtain certification through the mentoring program coaches have to coach alongside an established certified, mentoring Special Olympics coach (minimum of 5 years of experience is required to be a mentoring coach) in their particular sport for ten hours and do some additional work outlined on the application, including developing practice plans, attending competitions, and completing the required Class A volunteer documents. After the coach has coached for the ten hours and done the additional work outlined on the form, they submit the form to the State Office. Once approved, the

individual will be certified to coach the following sport season (for example, if a coach completes mentoring for basketball during the 2017 season they will be certified to coach in 2018).

Mandatory Concussion Training

This concussion training is a state law requirement that coaches are required to take for sport organizations. We recommend all volunteers complete this training as well. SOMI is offering all coaches to take this course online through the CDC. Concussion training information will be shared with coaches at training, online, and at coaches meetings

1. Here's the link you need.
<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>
2. A pop-up will immediately appear when you open the link. It will ask you to put your name in the box. Please put your FIRST & LAST NAME. If you don't do that right away, you'll have to take the whole training over again!
3. The training will take about 30 minutes.
4. After you're done with the training, you must send a copy to the state office. Here are your options:
 1. Print out the certificate and send to SOMI State Office.
 2. Save the certificate as a PDF, and then email it to the Coordinator of Sports and Volunteers.

How to Register for a Course or Training School

SOMI, along with the local areas and regions, hold numerous courses throughout the year. To receive information for training schools or to register visit <http://somich.vsyshost.com/vsys>

Registration for all training schools must be done through the state office. An area may submit registrations for a group, or each person may enroll individually. The fee for a training school is \$10.00 per person which covers the cost of certification material, i.e. printing, id badge and certificate.

Participants are encouraged to register early as courses and training schools may be canceled due to lack of registrants.

Certification for Coaches

SOMI offers certification for coaches through Special Olympics, Inc. The certifications are for

coaching, officiating, venue management, and games management. Each coach must update their certification every 3 years. Once the coaches certification has expired,

Recertification can be obtained by viewing an online recertification video and taking a quiz, completing the online concussion training, or attending a CPR training (only allowed once every six (6) years), Sports rules meeting, i.e. High School Athletic Association Meeting, First Aid, any training that will enhance coaching skills or mentoring into another sport. All certifications and re-certifications are month and date specific. All certifications will advance to the month and date of your most recent completed recertification. Proof of each training must be sent to the state office. Other governing bodies certification may be allowed, contact SOMI Sports Department for approval.

For coaches to be certified by SOI, they must meet the following requirements:

1. Complete the on-line General Orientation and Protective Behavior quizzes at www.somi.org/getinvolved/coaches.
2. Completion of a sport-specific training school.
3. Complete and turn in a Volunteer A form and Application for Sports Training.
4. Complete the online Concussion Training and submit proof of completion to the State Office.
5. Coaches also can be certified through the mentoring program. In this case, the coach must meet the following requirements:

Mentoring

1. Complete and turn in Volunteer A Form, Application for sports training, and mentor log.
2. Complete the online General Orientation, Concussion Training and Protective Behavior Quiz at www.somi.org/sports/coaches
3. Completion of sports-specific instruction from a coach certified in that sport, must be approved by Area Director and Director of Sports and Training.
4. Completion of the coach - mentor log form.
5. Completion of a 10-hour practicum in the sport for which they are trained, with athletes in attendance.

6. Review mentor training agenda with certified coach doing the mentoring and complete the check list.

Mandatory Coaches Certification

Head Coach Definition: The head coach is considered to be the lead coach that is training the athletes in preparation for competition.

Team Sports

The head coach for each team must be certified (in that sport) in order for the team to attend the state-culminating event and obtain an award. Upon registration to a state event, each area must fill out Team Registration form stating who their certified coach is and any assistant coaches to be turned in with registration. Each area will be notified by the correction date on who does not have a certified coach for that sport. The head coach must be listed on the roster information sheets provided to the state office at the time of registration and can only coach one team at the culminating event. Each team must have their own coach at events.

Individual Sports

The head coach for a group of athletes training in a sport must be certified at a ratio of one certified coach for every 16 athletes. (This does not change the 4:1 athlete to chaperone ratio required to attend state events). The head coach, by definition, must be the coach that has been training the athletes in preparation for competition.

The head coach must be listed on the coaches' registration that must be provided to the state office at the time of registration.

Resources for Coaches (and others in competition positions)

Special Olympics, Inc. publishes resources for coaches and competition personnel:

1. Sports Skills Program Guides (SSPs)

Guides for each sport that list the skills needed to be successful in the sport. SSPs are written in simple terms with a task analysis for each skill. They also include exercises and drills for the athletes and coaches to use during practices. * Log on to www.specialolympics.org/sports.aspx?loc=footer

2. Unified Sports® Handbook

This handbook serves as a rulebook and a resource for the Unified Sports® program.*

* Available at www.somi.org **Resource Page**

3. Special Olympics Web Site

The Special Olympics, Inc. web site is an excellent source for SOMI coaches. The site has coaching guides for all of the sports that are offered along with the SOI rules. The address is www.specialolympics.org.

Special Olympics Michigan offers web pages for each sport we offer, www.somi.org click on get involved, then the sport you need.

Contact the SOMI state office to learn more about gaining access to any of these materials.

4. Young Athletes™(YA)

Special Olympics offers Young Athletes™. This program is designed for athletes age 2 –7 years old and offers an interactive activity program. This program introduces young children and their families to the world of Special Olympics. To download the Young Athletes Activity and Resource Guide go to:

<http://www.somi.org/resources/yap/2013%20YAP%20Booklet.pdf>

Equipment

BSN SPORTS and US Games were recently awarded a government contract for athletic equipment and are offering this to Special Olympics for sports equipment. This program is a free service for all S.O. members to utilize and includes the following:

- Up to 22% off catalog price for PE equipment
- Up to 18% off catalog price for athletic equipment
- Up to 35% off for team uniforms and apparel
- Free shipping
- No order minimum

To have the contract pricing applied, please order through Aaron Goodnough via email at agoodnough@bsnsports.com or via phone at (248) 872-6930. Please have billed to Chris Betka, Chris can be reached at betka1cm@cmich.edu

SOMI CULMINATING EVENTS INFORMATION

Registration

Dates and Deadlines

Registration dates and deadlines are published annually and will be enforced (see Board policy)

Board Policy on the Calendar

The SOMI Board of Directors will annually establish a state calendar of events from which the President/CEO will establish due dates for athlete registration. These dates and deadlines must be adhered to, or areas/athletes will not be allowed to compete in state or district events. The Board Program Committee will handle any appeals to these dates and deadlines.

Reapproved June 2, 2005

General Guidelines on Culminating Event Registration

- If a team roster or individual entry is postmarked past the deadline, the team or individual cannot compete in that event. This applies to both athletes, partners and alternates.
- Current Application for Participation forms or Unified Partner form for all athletes must be on file when registration is sent to the state office. If forms are not on file, the Area Director will be notified the athlete will be dropped from the upcoming event. The payment will be taken from the area account on the "payment due date".
- All coaches/chaperones must have a Volunteer A form on file at registration (call in) date and complete the online General Orientation, Protective Behavior and concussion training.
- In multi-sport competitions coaches may only coach one sport. Exception may be made for Fall Games.

Coach/Chaperone to Athlete Ratio Board Policy on Coach/Chaperone to Athlete Ratio

The ratio of a coach/chaperone to athlete participating in any Games, tournament or event is a ratio of one registered coach/chaperone to a maximum of four (4) athletes participating unless exempt by specific prior policy (i.e. one on one participants). It is recommended that area directors not chaperone at any annual State

Games.

Amended June 3, 2016

When entering a delegation for an event, you must have a coach/chaperone-to-athlete ratio of at least one to four. The only exception is that Area Directors, coaches or chaperones may choose to have a ratio for athletes who are blood-borne contagious infection carriers (1:1 ratio is not required). A BBCIC athlete should never share a bed with another person. An area can choose to have a smaller ratio if required within reason and affordability for behavior or medical concerns.

Areas that do not adhere to the one-to-four ratio for housing will be charged for extra rooms used. Other options: Areas can purchase cots, bring extra bedding, sleeping bags or put mattresses on the floor.

Athletes may serve as chaperones/assistant coaches for an event if over the age of 18. They cannot participate as an athlete for that sport and they must have a Volunteer A form completed and on file and a background check will be conducted.

Unified Partners can act as a chaperone if over the age of 18 with Area Director approval, and a back ground check will be conducted however, they may not act as a coach in that sport, except in bowling, golf and cycling.

Selecting Athletes to Attend SOMI Culminating Events

Coaches should be sure that the athletes they bring to SOMI Culminating Events are not only physically trained in their sport, but also prepared to handle the emotional challenges that may face them. A decision to bring athletes with severe behavioral problems should be carefully considered. All too often these athletes cannot adjust to their new environment. This experience is not beneficial or enjoyable for the athlete or others traveling with him/her. (Also see Criteria for Advancement to Higher Level Competition) All athletes are required to travel and stay with the area delegation. All registered coaches are required to travel and stay with the area delegation.

Registration Packet

Prior to each SOMI Culminating Event, a registration packet will be e-mailed to each Area

Director. It is the responsibility of the Area Director to make copies of these materials and disseminate them to all coaches and local programs within their area. A typical registration packet includes:

1. Call-In Sheet
2. Coaches Contact information Sheet
3. Team Evaluation Questionnaires
4. Games Score Sheet
5. Housing Sheets if applicable

The registration process includes call-in and postmark dates, and payment dates. Only Area Directors and Assistant Area Directors may call-in registrations. ***All information sheets and scores must be returned to the state office by the requested date or you receive participation only ribbons.***

Call-in

On the call-in deadline, the Area Director should call the state office to report the numbers of athletes, number of teams, and type of teams (Junior, Senior, Modified, Unified, etc.); the number of coaches, chaperones and guests; as well as how many hotel rooms the area will need. All registration must be processed on the GMS system no later than call-in day. This is the last day that athletes and teams can be registered for the event. No athletes will be accepted after this date.

Billing

Billings will be prepared based on the call-in numbers. Registration payments will be deducted from your account on the payment date. For Summer and Winter Games if call in does not match confirmed delegation, the area will relinquish the rooms or be charged for the extra spots for the rooms.

Missed Deadlines/Conciliation Process

If the call-in and postmark deadline or any other dead-line is missed, requests for exception must be taken to the SOMI Board Program Committee and the Area Director must be the one to make the request. The Area Director will be notified prior to the meeting, but may or may not be requested for the Program Committee Meeting, which is usually done via conference call.

Area Appeal/Conciliation Process

To assist area delegations in registering for state events in a timely manner, the Board of Directors has established an appeals process to resolve problems outside of the state office jurisdiction prior to any state tournament. The appeal is reviewed by the Board's Program Committee, and its decision is final and binding on the full board with no further right of appeal by the area. The Chief Program Officer of Special Olympics Michigan presents problems to the committee after a request is made by the Area Director for an appeal and after the established deadline has passed.

Registration Cancellations and Refunds

In order to meet reservation commitments for SOMI Culminating Events, canceled registrations for a particular event and any request for refunds will not be authorized or given after 5:00 p.m. on the call in date that registrations is due the state office.

Athlete Alternates

Alternates attend the event only when replacing a registered athlete who does not attend. When dropping an athlete prior to a SOMI Culminating Event or at the event site, only registered alternate athletes can be added. A pool of alternates from your own area can be formed for bowling, bocce, horseshoes and golf (nine-hole and unified only). Alternates do not attend state events unless activated in the sport. Awards are only given to team members listed on rosters and present the day of event. (Example: if you have eight people listed on your original roster you can only bring eight people to the event, if you drop one athlete they are replaced with one alternate.) It is strongly suggested to list alternate athletes. Alternate athletes must be specific to the sport they are training in.

Unified Partner alternates will follow the same procedures as athlete alternates

Rosters

Each roster must:

1. Be completed on the GMS computer system.
2. List the minimum required number of athletes as well as alternates.
3. Include a Team Evaluation Questionnaire.

4. List the results of three games. (Results must be e-mailed, faxed or mailed to the state office by the date listed in the initial mailings.) They should include area#, full team name and scores.

Rosters cannot be changed after being submitted to the state office.

Team Evaluation Questionnaires

Team Evaluation Questionnaires are a mandatory part of registration for SOMI Culminating Events with team sports. The Area Director will be informed about any non-submitted team evaluation questionnaires by SOMI's "drop date" deadline.

After being informed, if the team does not submit a Team Evaluation Questionnaire by the "last day to correct problems" deadline, the team will be placed in a division, and the team will only participate for participation ribbons. Team Evaluation Questionnaires are to be completed online at SOMI.org/sports/coaches.html

Games Scores

Three (3) mandatory game scores must be submitted to the SOMI State Office. If more games are played all scores should be submitted. These scores must be from games played among Special Olympics teams only- preferably teams within the tentative divisions, or other teams if approved by SOMI sports director before scores are due. Scores must be submitted with both team name and areas in which they are from. Teams may play other sports organizations, if approved by the Director of Sports Training in extenuating circumstances, again before the due date of scores. Game scores must be played against other teams in the same sport ex: Softball plays softball team. Incorrect: softball team plays soccer team.

Volleyball – Traditional best of 3 sets equal 1 match, 3 matches (9 total set scores must be submitted to the state office) Modified – minimum 6 total set scores must be submitted.

Volleyball- A match is equal to one full game, therefore 3 match scores are due to the State Office. Within a match there are sets; each set is played to 25 points except the deciding 3rd or 5th set, which is played to 15. Traditional division matches will play the best 3 out of 5 sets, with the winner being the team who wins

three sets. Modified division matches will play the best 2 out of 3 sets, with the winner being the team who wins two sets. Match scores, as well as the set scores within those matches, should all be turned in. For Traditional teams 3 Match Scores are due (minimum of 9 set scores); for Modified teams 3 Match scores are due (minimum of 6 set scores).

	Set 1	Set 2	Set 3	Set 4	Set 5	Winner
Team A	25	22	19	25	15	X
Team B	20	25	25	18	13	

Minimum Housing Standards and Best Practices (refer to Board policy in Section 1)

- SOMI must provide for adequate separation of participants in order to allow for personal privacy.
- The housing facility will provide adequate sheets, blankets and towels, or each athlete must have available to them a personal sleeping bag and towels.
- Cots should be requested from the facility to increase the number of beds available, when available.
- Air mattresses may be utilized to increase the number of beds available.
- Area Directors should use discretion when putting athletes in rooms and consider age, gender, team, etc. A chaperone should be in each room. Area Directors should notify parents when special rooming situations occur.
- Supervision- Hotels – Whenever possible, reserve connecting rooms so chaperones have direct access to the athletes' rooms. If connecting rooms are not available and the chaperone is in a room separate from the athletes for which they are responsible:
 - Ensure the chaperone has a key to the athletes' room.
 - Ensure the athletes know how to reach the chaperone at all times.
 - Consider hall monitors.
 - Whenever possible leave the doors to private rooms open so chaperones can monitor each room.
 - Whenever possible, the chaperone should be assigned to a location in close proximity to the athletes he/she is supervising.

- Family Members – family members are prohibited from staying in athlete housing unless the family member is an official member of the registered delegation.
- Athletes are required to stay in the room they are registered for. They are not to leave the delegation and stay with family members that are housed separately from the registered delegation.
- Accommodations will be made to accommodate delegations with circumstances that include transgender, one on one athletes and BBCIC athletes.

g. If a facility other than a hotel, motel, or dormitory is being used for housing, the owner of the facility must provide in advance to SOMI a letter stating their approval for the use of the facility to house a Special Olympics delegation.

- Limited cots or rollaway beds will be available by the hotel so it is recommended areas bring air mattresses or sleeping bags as the situation arises and it is recommended that one person be in each bed whenever it is possible. If bed sharing is required, Programs may consider having athletes pack sleeping bags and require athletes to sleep in his/her sleeping bag on top of linens that are provided.
- If areas choose to stay overnight for a one day event they must follow minimum housing standards.

Victory Dances

Only athletes who are registered athletes for that event may attend the dance.

Early Release Forms

The Area Director must approve early departures of athletes. An Early Release form should be signed by a guardian or relative. If they are not available, then a coach and the Area Director must sign it and it should be kept on file with the Area Director.

Procedures for Divisioning

The procedures for divisioning have been developed to assist competition managers in applying the principles of fair and equitable competition to athletes of all ability levels. An athlete's ability is the primary factor in divisioning. The ability of an athlete or team is determined by an entry score from a prior competition or is the result of a time trial or preliminary event at the competition itself. Other factors in establishing competitive divisions are age, gender and roster information sheets

Ideally, a sufficient number of athletes or teams will participate at every competition so that equitable divisions of three to eight athletes or teams can be structured.

Experience has shown that in some competitions, however, there will not be a sufficient number of athletes within every age, gender and ability level to structure ideal divisions.

At each SOMI Culminating Event, tentative divisions will be set based upon submitted game scores, roster information sheets, previous years' results, and/or any additional competitive play.

If a coach feels they have been placed in a wrong division, they should notify the SOMI Director of Sports & Training following the initial division process. It is highly recommended that the coach be involved in the division process.

Age Groups

Special Olympics Michigan will utilize age groups as follows:

- Young Athletes
Ages 2-7
- Individual Sports
Ages 8-11
Ages 12-15
Ages 16-21
Ages 22-29
Ages 30+
- Team Sports
Ages 15 and under (junior)
Ages 16 and over (senior)

Age/gender groups may be combined if a sufficient number of athletes are not registered within offered events.

Division Categories for Team Sports

Divisions will be based on the following categories:

Basketball - Male, Female, Junior, Senior & Unified

Volleyball – Male, Female, Junior, Senior & Unified

Softball - Male, Female, Junior, Senior, Unified & T-Ball

Soccer – Junior, Senior & Unified 11-a-side, 7-a-side, 5-a-side

Poly Hockey – Male, Female, Junior, Senior & Unified

Flag Football – Male, Female, Junior, Senior & Unified

Divisions may need to be combined, based on gender and/or age, if there are not at least three teams within an offered category. It is highly recommended that the coach or a representative be involved in the division process. If not specified by category, teams will be placed in Senior Male division.

Divisioning for Team Sports

Each team must play at least three (3) games against another Special Olympics team prior to the State Final Tournament entry deadline. SOMI will initially set divisions based on a pre-tournament procedure, the roster information sheet, past history of the team, and recent games scores.

Preliminaries, Time Trials, and Team Sports

To ensure equitable divisions in individual sports, athletes must participate in mandatory preliminaries or time trials, when prelims or time trials are held. If an individual misses the prelim or time trial, or has not submitted a qualifying score, he or she is placed in a non-competitive division only.

Three (3) games must be played in basketball, softball, soccer, poly hockey, flag football and volleyball and scores turned in on the designated date.

Forfeits

During divisional play, forfeit times (defined as 15 minutes after the scheduled start time) will be strictly enforced. If a team is not ready to play, a forfeit will be called. If a team forfeits a game at a SOMI Culminating Event the game will count as a loss and the team will still have the opportunity to compete for an award.

If extenuating circumstances arise, coaches must make every attempt to contact the Games Director to inform of a delay or cancellation, and if time allows consideration may be given by the Games Director.

Tie-Breaking Procedures

In the event of a three-way tie in a three-team round-robin division, runs or points allowed will be the determining factor in breaking the tie. The tie break would be (1) the team that allowed the least number of runs/points from the total of both games. If records are still even, double awards will be given. (2) the team that allowed the least number of runs/points in their best game. If teams are still tied,

The following is an example under scenario (2). The scores of three games were:

Team A beat Team B 5-3;
Team B beat Team C 4-1; and
Team C beat Team A 6-3

Team B, which allowed six runs, would be in first place. Team C, which allowed seven runs, would be in second place. Team, A which allowed nine runs, would be in third place.

Uniform Guidelines

About Uniforms

For uniform guidelines and specifics, please refer to the Special Olympics Brand Identity Guidelines found in the Resource Center of the SOMI website in the Resource Center.

All team uniforms are required to have a SOMI logo. Penalty for each team sport without logoed uniforms the area will be FINED the cost of putting the logos on the uniforms. Area Directors will be notified after the event when a team is in violation.

The following guidelines apply to uniforms for all Special Olympics sports:

- Blue jeans and denim-type clothing are not permitted.
- Please refrain from using neon safety green (color) at state events as they coincide with medical and cause confusion during an emergency.
- It is forbidden to wear any object that may cause injury or give an artificial advantage to any player. Forbidden objects include, but are not limited to, head gear, jewelry, casts, or braces. Exceptions will be made for religious or medical medallions and flat wedding bands. If worn, they must be removed from chains and taped or sewn under the uniform.
- T-shirts, if worn, must be of uniform type and quality and be sanctioned by the area.
- The name of the program may be placed on the front of the jersey or shirt. The name of the athlete may be placed on the back of the jersey or shirt.
- All team members should have uniforms that are identical in color and style unless otherwise indicated in specific sports rules (such as goalie attire).
- The SOMI logo must be on all team uniforms that are in the property of Special Olympics. Sponsorship logos are NOT allowed on competition uniforms.

Please refer to the section for your sport within this Program Guide for detailed uniform instructions.

Uniform guidelines can be modified as needed to accommodate the individual disability or medical condition of an athlete.

Uniform Numbering

For teams using their uniforms for more than one sport, it is recommended that shirts be numbered utilizing the basketball regulations. This type of numbering allows shirts to be used in most other sports offered by SOMI. Basketball rules state that numbers are required on the front and back of uniforms. Numbers on the front must be at least four inches high and six inches high on the back. No digits higher than 5 can be used, i.e. 55 okay, 66 no.

For Unified Sports team the athlete should have even number jerseys and the partner will have odd number jerseys. This is recommended but not mandatory.

Uniforms for Opening Ceremonies

For the Opening Ceremonies of the State Summer Games or Winter Games, all athletes in a delegation should wear matching shirts, which display the area program name and logo. Matching hats are optional. Sponsorship logos are NOT allowed.

Registration for State Winter Games and State Summer Games

Each Area must turn in a confirmed delegation request form approximately three months prior to the State Winter Games and State Summer Games.

How SOMI determines quotas

1. SOMI receives confirmed delegation request forms from the areas.
2. SOMI receives a total number of beds available from the host facility.
3. SOMI determines a membership percentage for each area (the total number of athlete forms for the area on file at the state office multiplied by 100 then divided by the total number of athletes in Michigan).
4. SOMI determines guaranteed area slots membership percentage multiplied by beds available.
5. SOMI then compares request forms to guaranteed slots and distributes the slots to areas, which requested less slots than they were guaranteed. The remaining slots are considered "extra" slots available for distribution. (For example, Area 1 requests eleven slots and the area's membership percentage provides for 43 slots. Area 1 is given its eleven slots and the remaining 32 slots are available to areas which

did not have their total request met). Each area is guaranteed 12 slots.

6. Areas who received their request are removed from further consideration.

7. SOMI determines the remaining number of beds available.

8. SOMI determines which areas have not had their total request met and totals the membership percent-ages. The total of the membership percentages is multiplied by a number, which allows the total to equal 100%.

9. SOMI determines the extra slots to be redistributed (new membership percentage multiplied by extra slots).

10. SOMI continues this procedure until all available slots are distributed.

Note: For Summer and Winter Games, if call in does not match confirmed delegation the area will be charged for the extra spots for the rooms.

Recording Scores - Summer Games

For Summer Games registration, a time, distance, or score should be recorded for each event the athlete participates in (there are a few exceptions for some events) by score due date. The score submitted should be the best score the athlete has performed in a recent practice or competition. Areas should make every effort to obtain a current score, and, as a last resort, they can refer to last year's final delegation reports for repeat athletes. Please reference sport rules for measurement specifications.

Scores – Winter Games

For Winter Games registration, levels if needed for sports must be submitted by score due date. Final heats will be determined after preliminary time trials are completed at the event.

Athlete Alternates

For individual events we recommend you have 25% alternates listed. For bowling, bocce, and horseshoes, areas can register a pool of alternates that will only replace a dropped athlete in the same sport and area. For team sports, athletes must be on the roster at time of call-in. Any individuals registered for doubles without a partner will be automatically placed as an alternate and will only be activated in replacing a drop.

One-Sport Rule

Athletes are invited to compete in only one sport at both the State Winter and State Summer

Games. Within the sport, athletes can compete in two events at the State Winter Games and three events at the State Summer Games. Athletes competing in team sports must choose between team competition and individual skills contest competition.

* Refer to the specific event registration materials for additional restrictions on number of events available to athletes.

* Exception may be made for State Fall Games.

Corrections at Summer Games

Scores and times should be submitted by score due date. Honest effort events can be submitted at event site 30 minutes prior to event. Those events are Softball Throw, 50 M Dash, 100 M Dash, 300 M Dash and 400 M Dash. The state office should be notified of wrong age or gender but no changes to events will take place. Area Directors are responsible for athlete corrections during the registration process.

Challenging Athletes

Special Olympics Michigan encourages coaches to challenge the athletes to reach their full potential. Although very appropriate for some Special Olympics athletes, participation in events such as the Standing Long Jump, Softball Throw, and the 50 Meter Dash do not truly allow most athletes to maximize their skills.

Coaches should attempt to enter athletes in events where training and effort allow the athlete to achieve success at the highest possible level.

Athletes must participate honestly and with maximum effort in all preliminary and final competitions. Sportsmanship will be enforced at all state events

Basketball Competition

The District Basketball Tournament will be conducted throughout the state in early March. There will be a State Sr. Male Basketball Finals offered for senior males the end of March.

All Basketball competition will be single elimination competition with a consolation round, unless there is a division of three. A division of three will play round robin. All teams are guaranteed two games. Divisions will be set up to have 3 or 4 teams. Five team divisions will be used in rare cases only.

Special Olympics Michigan follows the Michigan High School Athletic Association rules for basketball with the modifications listed in this Program Guide.

Please note that there is only one set of rules that all teams will be using. The modifications will apply to everyone.

Every possible effort is made to ensure fair and equitable competition for teams and their placement in division. (Byes may be offered to the State Senior Basketball to teams that have been determined “clearly superior” or “clearly inferior” by SOMI staff and the District Basketball Tournament Director.) These teams would have their status determined upon the completion of the events and must participate in their assigned division at the District Basketball Tournament. “Clearly superior” teams identified prior to the District Basketball Tournaments may be moved to another district site in which equitable competition opportunities exist.

Awards

Area/Invitational events

Place ribbons and/or participation awards can be given to all athletes. If medals are awarded they may not be larger than $1\frac{3}{8}$ inch and cannot have SO logo on them and must be awarded to all participants. The same award must go to all participants.

Regional events

Awards may be presented at regional events and ordered by the hosting area, after approval from SOMI.

Team Regional Events- trophies or ribbons may be presented. If medals are awarded they may not be larger than $1\frac{5}{8}$ inch. Medals and ribbons must be ordered through MTM. Any questions contact Janice Sager at 800-644-6404 or Janice.sager@cmich.edu

District events

Special awards or ribbons will be awarded at all districts basketball tournaments.

State events

Medals and ribbons will only be awarded to athletes present the day of the event.

Alternates will not receive an award unless replacing a dropped athlete.

Registration for Regional/Area/Invitational Events

The hosting area must submit a GMS 7 Games Creation Form to the state or regional office in your area to have the games established. All registration must be processed on the **GMS 7** system no later than date established by the hosting area. Starting in 2018 this is **MANDATORY!**

Regional Event Information

Regional events are a higher caliber event in which areas within a region combine efforts and resources to offer competition. An example of this is to offer Spring Games as a Regional event. The purpose of a Regional Event allows areas to come together resulting in saving of resources, volunteer hours and opportunities for sponsorship. Regional Sports Events are identified as events attended by areas from the same region and organized and hosted by an area within that region.

- At least three areas within the region must attend the regional event.
- Special Olympics competitions, at the regional level, are high caliber and modeled after State competition, enabling more athletes to experience quality, higher level competition.
- SOMI State Competition Rules must be enforced.
- Sponsorship will be sought for regional competitions by host area or SOMI Staff.
- Awards may be presented at regional competition. Awards will be ordered by the hosting area after approval from SOMI. Information can be obtained through the Sports Department at the state office.
- If assistance is needed contact the Director of Sports and Training.
- Opening Ceremonies take place and awards ceremonies or closing ceremonies must occur.
- No invitational, regional, or area event can be held on the same day as a state event.

Area/Invitational Sports Events

Invitational events are planned opportunities for areas to compete as additional competition.

This is a good way for teams to get their scores in, games opportunities and additional practice outside their areas. Invitational Sports Events can involve areas from more than one region.

All invitational events should be posted on the area calendar and submitted to Director of Sports & Training. The purpose of this includes the following:

- 1.** Invitational events are planned by the host area that invites areas to compete.
- 2.** SOMI Competition Rules will be enforced.
- 3.** SOMI can forward information to other areas for participation Rules/Guidelines can be reviewed before the event is announced.
- 4.** Place ribbons and/or participation awards can be awarded at an area or invitational event.
- 5.** Host area must complete the Games Creation Form and return to the State Program Staff. The form is available online at our website www.somi.org, or contact State Program Staff.
- 6.** No invitational, regional, or area event can be held on the same day as a state event.

PROCEDURES FOR ADDING OR DELETING

SPORTS AT SOMI STATE EVENTS

Adding a sport or event

While offering 24 official Special Olympics sports, SOMI recognized that a number of sports or events sanctioned by Special Olympics, Inc., are still available to local and agency programs and could be added to the official list of SOMI sports offered at the state level.

Criteria for development of new sports

The proposed sports or event must be an officially recognized sport by Special Olympics, Inc.

All athletes or coaches participating in the proposed sport or event must adhere to the policies and/or rules established by SOMI and SOI.

The suggestion or inquiry for a new sport or event can come from anyone involved with SOMI (coach, Area Director, state staff, family members, offering at World Games, etc.).

SOMI medical advisory committee must review the sport or event to determine if it meets the accepted health and safety standards.

A survey will be going out to coaches and Area Directors to determine interest.

Once interest is demonstrated, the sport or event will have a two-year developmental period where it can be offered at area, regional, and state events.

Demonstration of the sport or event must be held at state games or the November Leadership Conference.

Training schools would be offered to promote the new sports or event.

A sports management team comprised of sports-special individuals would be developed to assist with training.

After the two-year demonstration period and a demonstration is held at state games or the November Leadership Conference, the sport or event would be evaluated for meaningful competition.

If meaningful competition is assured, the Program Committee will be consulted.

In a team sport, it is suggested that meaningful competition means that 16 teams are participating to make at least four divisions. This is a guideline and will be reviewed by the Program Committee for assessment of equitable competition.

In individual sports, adding a sport will be on a case by case basis given that the above considerations are met.

The Program Committee along with the President Advisory Council will make the final recommendation to the Chief Program Officer about whether the sport or event should be added at the state level.

Deleting a sport or event

Summary

The elimination of a sport from SOMI state events will be determined using the listed criteria.

Criteria for the elimination of a sport

Answering the questions below should determine if a sport is "at risk:"

- Are there enough athletes participating in the sport to have meaningful competition?
- Are there adequate numbers of qualified coaches to train athletes safely?
- Are sports rules well-defined for SOMI athletes to compete?
- Is the sport cost-effective?
- Are there safe and appropriate facilities for competition?

Once a sport is determined as "at risk," it will enter a two-year probationary period. (It will be considered "at risk" for one-year and then enter the two-year probationary period.)

A survey will go out to determine if interest in the sport remains and whether interest exists in reviving the sport.

During the probationary period, efforts will be made to revive the sport.

Efforts to revive the sport during the probationary period will include the following:

Emphasis will be placed on training schools for that sport. Area Directors, coaches, parents, etc. will be informed that the sport is at risk and needs to be revived or it will be deleted.

The state office will offer additional support as needed in order to help rebuild the sport. The sport management team for that sport will help with additional support. Bonus quotas may be given to state games for that sport. After the probationary period, it is suggested that a team sport or event must have 16 teams or at least four divisions to continue to be offered at the state level. This is a guideline and will be reviewed by the Program Committee for assessment of equitable competition.

Individual sports will be reviewed on a case by case basis. The Program Committee along with the President Advisory Council will make a recommendation to the Chief Program Officer on whether the sport or event should be deleted at the state level.

PROCEDURES FOR HOSTING A REGIONAL OR INVITATIONAL EVENT

Selecting a Name for Your Event

When picking a name for your event, keep in mind that you must include the word "regional" or "invitational." The reason for this is that we have had many unfortunate misunderstandings about exactly what type of event is being held. If it is named a regional event, then every area within the region should be aware of the plans and have the opportunity to give some input into the organization of the event.

Inviting/Accommodating Participants

a. Each area is managed by an Area Director who must be notified about your event if you want to invite that area's individuals and/or teams. All participants must be approved by the Area Director to attend.

b. The SOMI Application for Participation must be valid and filed on site for each Special Olympics athlete. We recommend that you ask for these forms ahead of time so you and/or your medical staff have time to review them. You must adhere to the Special Olympics Michigan Board-approved Athlete Registration Policy for your event.

c. If housing is offered, refer to the Special Olympics Michigan Minimum Housing Standards Policy for regional or invitational events and the Coach/Chaperone to Athlete Ratio.

Rules

You must use the rules published by the SOMI State Office, Special Olympics, Inc., and the National Governing Body at your regional or invitational event. If you have questions regarding these rules, please call the Director of Sports & Training.

Event Committees

- Ceremonies: Each event must begin with an Opening Ceremonies. Events must also include an award presentation and/or a Closing Ceremonies. The award presentation can serve as the Closing Ceremonies depending on what event is being held.
- Special Events: Special events must be organized if the athletes will have a lot of free time. Short, one-day events may not need this committee.
- Officials: Each sanctioned event must use certified or trained officials.
- Games Management Resource Guide: Refer to Games Management Structure for other optional committee ideas.

CRITERIA FOR ADVANCEMENT TO HIGHER LEVEL COMPETITION

State Competition

Attending and competing in Special Olympics Michigan state events is a privilege for any athlete. Unfortunately, not all athletes can attend every event.

The number of athletes that the area sends to state events depends on the following issues:

1. Area funds available

The amount that the area can afford to send financially. Registration fees, housing, meals, transportation, uniforms, equipment and other expenses are all paid out of the area funds.

2. Quotas

Whether quotas have been established by Special Olympics Michigan. Sometimes quotas are set due to limited space and housing. If a quota is set, invitations to events will be determined by local membership numbers of athletes registered and training within a specific sport.

Although it is the desire to include every athlete that is training in all the games we offer, due to the many athletes we have competing in the state, it is not always possible. That is why we offer area, regional and a variety of state events to give all the athletes quality competition opportunities.

Criteria for advancement to state events

Each athlete has the opportunity to represent the local program at state events. The final choice of which athletes will be selected depends on the following criteria:

- A valid Application for Participation form for the athlete must be on file in the area office.
- The athlete must be at least eight years or older.
- The athlete is required to participate in an eight-week training program.
- The athlete must compete at the local/area or regional competition for that sport.
- Good sportsmanship and appropriate behavior must be displayed by the athlete at all times.

- Athlete must be able to travel with fellow athletes and volunteers.
- The athlete must compete at the local, area or regional level for that sport. (Meaning that competition in any of those venues meets the criteria for advancement to higher level competition)

Higher-Level Competition

Athletes may have the opportunity to advance to multi-state competitions, national competitions, pre-World Games, World Games, or other out-of-state competitions.

Athlete, Unified Partner, and Coach expenses to attend National and World Games events are paid by Special Olympics Michigan, and the local area program. Family members who choose to attend Games in support of their athlete must pay their own travel and incidental expenses to, from, and during the event. Area funds may not be used.

Criteria for athlete advancement to higher-level events

Athletes are eligible to advance to the next higher level of competition provided that they meet training and conduct criteria outlined below:

1. Training

They have trained for a minimum of eight weeks. "Training" is defined as participation in an organized training program directed by a qualified coach. The organized training program must be consistent with the Special Olympics Sports Skills Guide and occur at a frequency level that would provide the athlete with the necessary skill acquisition and preparation for competition in specific sports and events.

2. Good sportsmanship and appropriate conduct

Athletes must earn the right to represent Special Olympics by conducting themselves in such a way that is both courteous and safe to others and themselves. Any athlete whose conduct is judged to be inappropriate will not be given consideration for attendance to events outside the area or state.

Criteria to be met by a program

Area must have:

1. Permission of the Field Service Staff

2. History of financial stability in the area
3. Participation at the state level in that particular sport.

As official delegation members, only coaches, chaperones, and athletes can be funded by the area.

Sportsmanship

Having good sportsmanship is crucial to the well-being of the athletes and all affiliates of Special Olympics. Please remember the following points when attending any Special Olympics event:

Good Sportsmanship

- Remember that Special Olympics is about giving athletes an opportunity to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship.
 - Support the athlete without ridiculing or intimidating
 - Do NOT use profane or abusive language at any time.
 - Allow coaches to coach, and officials to officiate.
 - Programs should remind delegates, family & friends of these Sportsmanship guidelines to make an enjoyable experience for all who attend.
 - Be a positive role model for all athletes, coaches and fans.
 - Respect every athlete, coach and official.
 - Applaud good performances and efforts from all individuals and teams. Congratulate all participants on their performance, regardless of the game's outcome.
 - Focus on the athletes' effort and performance, rather than whether they win or lose.
 - Encourage athletes to play according to the rules and to settle disagreements without resorting to hostility or violence.
 - Show respect for your team's opponents. Without them, there would be no game.
 - Swearing and/or inappropriate language will not be tolerated at Special Olympics Michigan events.
 - Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Focus on the athletes' effort and performance, rather than whether they win or lose.
 - Encourage athletes to play according to the rules and to settle disagreements without resorting to hostility or violence.
 - Never ridicule or yell at people for making a mistake or losing the competition.
 - Remember that athletes learn best by example. Appreciate good performance and skillful plays by all participants.
 - Respect the decisions of officials and teach athletes to do the same.
 - Show appreciation for volunteer coaches, officials, teachers and administrators. (Remember, without them there would be no participation).
 - Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
 - Show respect for your team's opponents. Without them, there would be no game.
 - Encourage athletes and coaches to follow the rules and the officials' decisions.
 - Swearing and/or inappropriate language will not be tolerated at Special Olympics Michigan events.
 - Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
 - Obey all federal, state and local laws, facility and venue rules and Special Olympics rules.

Parent/Spectator Code of Conduct

Special Olympics are committed to the highest ideals of sport and expect all parents and spectators to honor Sport and Special Olympics. All Special Olympics parents and spectators should observe the following code:

- Remember athletes are participating for their enjoyment. Encourage participation, but do not force it.
- Applaud good performances and efforts from all individuals and teams. Congratulate all participants on their performance, regardless of the game's outcome.

Special Olympics Michigan reserves the right to dismiss parents and/or spectators from any Special Olympics Michigan event if the Parent and Spectator Code of Conduct are violated.

Disciplinary Steps for Violating the Parent/Spectator Code of Conduct

1st Violation: distribution of the Parent and Spectator Code of Conduct warning.

2nd Violation: removal from Special Olympics Michigan event for the remainder of the day.

3rd Violation: removal for remainder of the season.

Refer to the Athlete Code of Conduct
Refer to the Coach Code of Conduct

EVENT COST FOR 2018

2018 Events	Total Budgeted Cost for 2018 Events	Discounted Area Cost per person
State Winter Games (4 day)	<u>\$555</u>	\$125
District Basketball (1 day)	<u>\$57</u>	\$21
Unified Basketball (1 day)	<u>\$126</u>	\$21
State Sr. Male, Females, Juniors & Skills Basketball Finals (2 day)	<u>\$224</u>	\$62
State Summer Games (3 day)	<u>\$237</u>	<u>\$115</u>
State Fall Games (3 day) (2 day) (1 day)	<u>\$204</u>	\$105 \$62 \$21
State Poly Hockey Finals (2 day) & Unified Bowling (1 day)	<u>\$152</u>	\$62
Training Schools	\$25 (name badge & material)	\$10

Flat Rate Fee Structure:

- 1-Day event \$21
- 2-Day event \$62
- 3-Day event \$105 or \$115
- 4-Day event \$125

The registration fee will be transferred from the Area account to the state account on the payment date.

TEAM ROSTER SIZE

Roster sizes for team events reflect the minimum requirements of the National Governing Bodies. Roster minimums and maximums are as follows:

Sport	Min.	Max.
<u>5 A-Side Soccer</u>	<u>6</u>	<u>10</u>
<u>5-A-Side Unified Soccer</u>	<u>7</u>	<u>10</u>
<u>7-A-Side Soccer</u>	<u>8</u>	<u>14</u>
<u>7-A-Side Unified Soccer</u>	<u>9</u>	<u>14</u>
<u>11-A-Side Soccer</u>	<u>12</u>	<u>16</u>
<u>11-A-Side Unified Soccer</u>	<u>12</u>	<u>16</u>
<u>Basketball</u>	<u>6</u>	<u>12</u>
<u>Unified Basketball</u>	<u>7</u>	<u>12</u>
<u>Flag Football</u>	<u>6</u>	<u>12</u>
<u>Flag Football Unified</u>	<u>7</u>	<u>12</u>
<u>Handball</u>	<u>8</u>	<u>12</u>
<u>Poly Hockey</u>	<u>7</u>	<u>13</u>
<u>Poly Hockey Unified</u>	<u>9</u>	<u>13</u>
<u>Softball</u>	<u>11</u>	<u>15</u>
<u>Volleyball</u>	<u>7</u>	<u>12</u>
<u>Volleyball Unified</u>	<u>8</u>	<u>12</u>

You may register 3 alternate players for every team sport.

Unified Sports® may register 4 total (2 athletes & 2 partners) alternate players for every team sport. When replacing dropped athletes an athlete must replace an athlete and a Unified Partner will replace a Unified Partner. Unified Sports® teams must register proportionate athletes and partners. Unified Partners are a peer without intellectual disability.

Sport rules and guidelines are located on SOMI.org

Note: Any Michigan teams selected for World Games/National Games must use the approved World Games/National Games roster sizes. Usually, the World Games/National Games roster sizes are smaller than the number of athletes allowed by SOMI.

Honest Effort

Athletes must participate honestly and with maximum effort in all preliminary and/or final competition. Any athlete that achieves a final score 15% better than the preliminary score, for the event that they are participating in, shall be subject to disqualification from the competition. SOMI will submit to the Area Director all disqualification scores. Area Directors will discuss with coaches an action plan to eliminate future athlete violations.

During State Athletics competition, if an athlete performs substantially different than their preliminary score they will be reheated into a division that is a better representation of their ability.

