



May 19 - 21

2016 SPECIAL OLYMPICS IOWA

SUMMER GAMES HANDBOOK

Special Olympics Iowa
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Special Olympics Iowa Delegation Managers, Coaches, Families, Volunteers, and Athletes:

The 2016 Special Olympics Iowa State Summer Games are quickly approaching. The Summer Games Planning Committee and Special Olympics Iowa staff are working diligently preparing for your arrival to Iowa State University.

Special Olympics Iowa greatly appreciates the City of Ames, the Ames Convention and Visitors Bureau, Iowa State University and the Planning Committee for their continued support and dedication to the State Summer Games. The entire Ames community is committed to the success of the Summer Games and welcomes everyone to ISU.

Please review the handbook in full. The handbook is designed to provide each delegation with the information necessary to have a successful Summer Games. **We ask that the Delegation Managers share the handbook with the coaches, support staff, athletes, family members and anyone else attending the Summer Games with your delegation.**

Please contact John Arnold at jarnold@soiowa.org or 515-986-5520, ext. 104 or Rhonda Schwarzkopf at rschwarzkopf@soiowa.org or 515-986-5520, ext. 112 if you have any questions.

We look forward to seeing you in Ames at Iowa State University!

Important Summer Games Updates and Notes

- **Delegation Registration:** All delegations must have a representative stop at the Delegation Registration tent in Lot 100, south of the Lied Recreation Center to pick up their Delegation Packet on May 19 or May 20 prior to proceeding to check-in at any competition venue. Packets will be picked up on May 21 at the event staging area in the Lied Recreation Center. Delegation packets will include Bib #'s for athletes competing in all sports, excluding aquatics. Bib #'s **will not** be available for pick up at competition venues. There is one bib number per athlete. All information in the packet is to be distributed to other members of the delegation as needed.
- Access to Beach Road will be limited throughout the Summer Games. Lot 63, Maple-Willow-Larch parking passes are available to delegations staying in the dorms or attending the bocce tournament. Contact John Arnold at jarnold@soiowa.org prior to the Summer Games for the passes.
- 20 minute passes are available at the Beach Road checkpoint to drop off people and equipment.
- Delegation Managers & coaches are responsible for athletes throughout the Summer Games, including travel time. It is the delegation's responsibility to know the whereabouts of the athletes at all times. Delegations should maintain, at a minimum, a ratio of 1 Class A volunteer to every 4 athletes at all times.
- Special Olympics Iowa staff John Arnold, 641-351-5547 and Gary Harms, 515-321-0488 are the first call regarding any reports of physical, sexual, or emotional abuse reported to any member of a delegation. Please see additional information on page 22 regarding additional steps that must be taken to report any allegations of abuse that may occur while on campus for Summer Games.
- Gender will be combined in some sports to provide quality competition for the athletes.
- Review the general Schedule of Events and all sport-specific schedules & information in this handbook to ensure that athletes arrive in plenty of time at their events to avoid disqualification.
- Olympic Festival will be open from 10:00 a.m. – 4:00 p.m. on Friday. The festival is located in Lot 100, south of the Lied Recreation Center. Athletes may enjoy festival activities when they are not competing.
- Souvenirs will be sold in the Olympic Festival.



2016 Special Olympics Iowa Summer Games

Schedule of Events

Current as of 4/26/16



Thursday, May 19		
7:30 am – 5:00 pm	Delegation Registration - for ALL delegations & athletes	Lot 100, South of the Lied Rec. Center * tent on the west side of the lot
7:00 am – 5:00 pm	Competition Shuttle Service	S Parking Lots S6, S7, S8, to Maple-Willow-Larch bus stop for Bocce, to Lied Recreation Center & back to the S Parking Lots (continuous loop)
9:00 am – 4:30 pm	Team Bocce Competition	Maple-Willow-Larch Intramural Fields
9:00 am	Cycling Competition Begins	Iowa State Center Parking Lot
9:00 am – 4:30 pm	Individual Skills & Singles Tennis Competition	Forker Building Tennis Courts
9:00 am – 6:00 pm	Residence Hall Check-In	Maple Willow-Larch Commons Desk
10:00 am – 11:30 am	Souvenir Sales	Cycling Venue
10:00 am	Team Soccer Competition Begins	Lied Recreation Center outdoor fields *east of Lied
10:00 am	Soccer Skills Competition 10:00 am – 11:00 am 8-11 M/F 11:00 am – 11:45 am 12-15 M/F 11:45 am – 12:15 pm 16-21 M/F 12:15 pm – 12:30 pm 22-29 M/F 12:30 pm – 1:00 pm 30 + M/F	Lied Recreation Center outdoor fields *east of Lied
12:00 pm – 4:00 pm	Souvenir Sales	Olympic Festival – Lot, 100 south of Lied Recreation Center
1:00 pm	Athletics - Race Walk Competition Begins	Lied Recreation Center
2:00 pm – 3:00 pm	Sports Clinic	Maple-Willow-Larch Intramural Fields
3:00 pm – 3:45 pm	Cheerleading Clinic	Room 198, Forker Building
4:15 pm – 6:30 pm	Dinner	Maple-Willow-Larch Dining Center, Seasons Marketplace
6:00 pm – 6:45 pm	Opening Ceremony Shuttle	Maple-Willow-Larch Residence Halls to Hilton Coliseum
6:15 pm	Opening Ceremony Parade Line-up	Parking Lot C-2, south side of Hilton Coliseum
7:00 pm – 9:00 pm	Opening Ceremony	Hilton Coliseum
8:45 pm – 9:15 pm	Opening Ceremony Shuttle	Hilton Coliseum to Maple-Willow-Larch Residence Halls

Friday, May 20		
7:00 am – 3:00 pm	Delegation Registration - for ALL delegations & athletes	Lot 100, South of the Lied Rec. Center * tent on the west side of the lot
6:30 am – 8:30 am	Breakfast	Maple-Willow-Larch Dining Center, Seasons Marketplace
6:30 am – 5:00 pm	Competition Shuttle	S Parking Lots S6, S7, S8 to Maple-Willow-Larch bus stop for Bocce, to Lied Recreation Center, to Beyer Hall & back to S Parking Lots (continuous loop)
8:00 am	Coaches Meeting (only if inclement weather)	Maple-Willow-Larch Commons
8:15 am	Aquatics Competition Begins (warm-ups)	Beyer Hall
8:30 am	Doubles Tennis Competition begins	Forker Building Tennis Courts
9:00 am	Athletics Competition Begins	Lied Recreation Center
9:00 am – 1:00 pm	Singles Bocce Competition	Maple-Willow-Larch Intramural Fields
9:00 am – 2:00 pm	Healthy Athletes Screenings: Opening Eyes – Room 0202W Special Smiles – Tent outside of Forker FUNFitness – Room 213 Fit Feet – Tent outside of Forker Health Promotion – Tent outside of Forker	Forker Building
9:00 am – 4:00 pm	Souvenir Sales	Lot 100, South of Lied Rec. Center
10:00 am	Athletics - Developmental Events Begin	Forker Building
10:00 am – 11:30 am	Souvenir Sales	Aquatics – Beyer Hall south entrance
10:00 am – 4:00 pm	FIT Program Assessments	Lot 100, south of Lied Rec. Center
10:00 am – 4:00 pm	Olympic Festival	Lot 100, south of the Lied Recreation Center
10:00 am – 4:00 pm	Sport Clinics	East of Lied Recreation Center
11:15 am – 1:15 pm	Lunch	Maple-Willow-Larch Dining Center, Seasons Marketplace
4:15 pm – 6:30 pm	Dinner	Maple-Willow-Larch Dining Center, Seasons Marketplace
6:30 pm – 7:00 pm	Dance Shuttle	Maple-Willow-Larch to Hilton Coliseum
7:00 pm – 9:00 pm	Celebration Dance	Hilton Coliseum
9:00 pm – 9:30 pm	Dance Shuttle	Hilton Coliseum to Maple-Willow-Larch

Saturday, May 21		
6:30 am – 8:30 am	Breakfast	Maple-Willow-Larch Dining Center, Seasons Marketplace
7:30 am	Delegation Registration - for those athletes participating on Saturday only	Event Staging Area inside the Lied Recreation Center
8:30 am	Athletics Competition Begins	Lied Recreation Center
8:30 am – 11:30 am	Souvenir Sales	Lot 100, south of Lied Rec. Center

COMPETITION INFORMATION

Delegation Registration

All delegations must have a representative stop at the Delegation Registration tent in Lot 100, south of the Lied Recreation Center to pick up their Delegation Packets on May 19 & May 20 prior to proceeding to check-in at any competition venue. Delegation Registration will be located in the event staging area of the Lied Recreation Center on May 21. The representative will distribute the contents of the delegation packet to other members of the delegation as needed. **Packets should be picked up early enough to allow athletes plenty of time to arrive at their events.** Each delegation packet will include the following:

- Delegation Report
- Schedule of Events
- Venue Maps
- Bib numbers for athletes competing in all sports excluding aquatics

It is the delegation's responsibility to ensure that athletes have their Bib numbers on their t-shirts or uniforms **prior to** checking in at their sport venue. There is one bib # per athlete. **Track and Field, soccer skills & tennis bib #'s are to be on the front of the shirts & bocce, cycling & team soccer bib #'s are to be on the back.** Again, bib numbers will NOT be distributed at the sport venues.

Delegation registration will be held at the following:

Dates and Times: May 19; 7:30 am – 5:00 pm
May 20; 7:00 am – 3:00 pm
Location: Lot 100, South of the Lied Recreation Center
Tent designated as Delegation Registration

Date & Time: May 21; 7:30 a.m.
Location: Event staging area in the Lied Recreation Center

Delegations are to go to the Delegation Registration tent upon their arrival on campus before proceeding to the dorms and any competition venue to pick up their delegation packet.

Aquatics (Swimming)

Where:

Beyer Hall

Beyer Hall is located near the corner of Bissel Road & Union Drive.
Swimmers & coaches enter at the south doors of the building along Union Drive.

When:

May 20

Awards:

Awards will be given out following the completion of a division.

Important Aquatics Information:

- Only swimmers competing in the freestyle, breaststroke, butterfly, individual medley & flotation device events dress & warm-up in the morning.
- The pool deck will be cleared of all athletes & coaches.
- Athletes & coaches will be seated in the spectator seating area & called to the staging area for their events. The staging area is located in the south hall.
- No coaches are allowed on the deck, except to assist athletes requiring physical assistance.
- After competition, athletes will receive their awards & then return to the spectator seating area.
- Backstroke & relay swimmers may dress and warm-up prior to the start of the afternoon session.
- Results will be posted on the trophy case outside the spectator seating area.

Competition Schedule:

8:15 am – 8:45 am	Warm-ups
8:45 am	Coaches Meeting
9:15 am – 12:15 pm	200 Yard Freestyle (M & F, all ages) 100 Yard Freestyle (M & F, all ages) 50 Yard Freestyle (M & F, all ages) 25 Yard Freestyle (M & F, all ages) 100 Yard Breaststroke (M & F, all ages) 50 Yard Breaststroke (M & F, all ages) 25 Yard Breaststroke (M & F, all ages) 50 Yard Butterfly (M & F, all ages) 25 Yard Butterfly (M & F, all ages) 200 Yard Individual Medley (M & F, all ages) 100 Yard Individual Medley (M & F, all ages) 25 Yard Flotation Race (15 minutes maximum time limit) * 15 Yard Flotation Race (10 minutes maximum time limit) * *Athletes may participate in one flotation race only.
12:15 pm – 1:00 pm	Lunch Break
1:00 pm – 1:20 pm	Warm-ups
1:30 pm – 3:30 pm	4 x 25 Yard Relay (Male, Female, Co-ed & Unified) 25 Yard Backstroke (M & F, all ages) 50 Yard Backstroke (M & F, all ages) 100 Yard Backstroke (M & F, all ages)

Aquatics Tips:

- Circle swim in the lanes during warm-ups. Swim on the right side of the lane to avoid athletes hitting heads.
- No jewelry may be worn during competition.
- Athletes need to wear footwear when off the deck.
- Breaststroke – toes point out.
- Butterfly – arms move simultaneously.

Frequent Aquatics Rules Violations Reminders:

Backstroke

- Athletes must remain on their backs throughout the entire race.
- The turn requires that some part of the swimmers body contact the end wall.
- The finish requires contact with the wall by any part of the body.

Breaststroke

- Some portion of the head must break the water surface sometime during each stroke cycle.
- The stroke requires both hands be pushed forward from the breast simultaneously on, above or under the surface of the water.
- The kick requires the feet be drawn up with the knees bent. The feet must be turned outward during the propulsive part of the kick. All movement of the legs & feet shall be simultaneous & in the same horizontal plane. Scissors, flutter &/or or downward butterfly kicks are not permitted.
- The turn requires a simultaneous wall touch with two hands, not necessarily on the same plane, after which any manner of turn is permitted.
- The finish requires contact with the wall with both hands touching simultaneously, but not necessarily on the same plane.

Butterfly

- The stroke requires that both arms simultaneously pull backward under the water, then simultaneously recover over the water.
- The kick requires that both legs & feet move up & down simultaneously in the vertical plane. Scissors, breaststroke & alternating up & down movements of the legs are not permitted.
- The turn requires simultaneous wall touch with two hands, not necessarily on the same plane, after which any manner of turn is permitted.
- The finish requires contact with the wall when both hands touch simultaneously, not necessarily on the same plane & shoulders horizontal.

The penalty for not properly executing the strokes & kicks as noted above is disqualification from the event. The determination of proper execution of strokes & kicks is made by the meet judges.

Athletics (Track & Field)

Where:

Lied Recreation Athletic Center

Events: Running, Walking, Pentathlon, High Jump, Running Long Jump & Standing Long Jump

Outside of the Lied Recreation Center, east of the center

Events: Mini Jav, Shot Put & Softball Throw

The Lied Recreation Center is located on Beach Road, north of Lincoln Way.

When:

May 19 - 21

Thursday, May 19 Schedule

Time	2 K Race Walk	400 M Race Walk	800 M Race Walk
1:00 pm	All Ages, M & F		
1:45 pm		All Ages, M & F	
2:30 pm			All Ages, M & F

Friday, May 20 Schedule

Time	100 M Dash 100 M Walk 100 M WC	50 M Dash 50 M Walk	800 M Run	Standing Long Jump	Running Long Jump	High Jump	Shot Put Softball Throw Mini Jav
9:00 am			All Ages		Pentathlon	All Ages	22-29 M
9:30 am	16-21 M	30-50 M		12-15 M & F			22-29 F
10:00 am	16-21 F	30-50 F			12-15 M & F	Pentathlon	8-11 M
10:30 am	22-29 M	51+ M		16-21 M & F			8-11 F
11:00 am	22-29 F & Pentathlon	51+ F			16-21 M & F		30-50 M
11:30 am	12-15 M	16-21 M		22-29 M & F			30-50 F
Noon	12-15 F	16-21 F		8-11 M & F	8-11 M & F		Pentathlon with 400M following Shot Put
12:30 pm – 1:30 pm	Lunch						
1:30 pm		8-11 M			22-29 M & F		16-21 M
2:00 pm	100M WC	8-11 F		30+ M & F			16-21 F
2:30 pm	8-11 M	22-29 M			30+ M & F		12-15 M
3:00 pm	8-11 F	22-29 F					12-15 F
3:30 pm	30+ M	12-15 M					51+ F
4:00 pm	30+ F	12-15 F					51+ M ***

*** Shot Put: 51 + Male & Female athletes will compete at 3:30 pm ***

Saturday, May 21 Schedule

Start Time	1500 M Run	400 M Run	200 M Run	4x100 M Relay
8:30 am	All Ages			
		All Ages		
			All Ages	
				All Ages

Athletics (Track & Field) Continued:

Saturday events, with the exception of the 1500M Run, will begin at the conclusion of the preceding event. **Athletes who arrive late will not be allowed to compete.** Athletes MUST wait on the reserved bleachers in the northeast corner of Lied to be called to the staging area.

Important Athletics Information:

- Athletes should report to the staging area for their specific events 15 minutes prior to the scheduled start time of their event.
 - The locations of the track field staging areas are included on the venue maps on pages 35-37.
- After athletes finish competing they are to report to the awards area of their specific event.
- No drinks, food, coolers or chairs are allowed in the Lied Recreation Center. A tent will be located in the Olympic Festival in Lot 100, south of the Lied Recreation Center where delegations can keep their coolers, food & drinks. Volunteers will be overseeing the tent throughout the day.
- Softball throw competition will be held on the soccer field.
- The shot put and mini jav competitions will be held south of the soccer fields. Athletes competing in the shot put must adhere to the following:
 - Shot shall touch or be in close proximity to the chin.
 - Shot is put from the shoulder (in front of ear) with one hand only.
 - Shot at release does not drop behind or below the shoulder.
- After athletes finish their competition in the throwing events they will receive their awards at the awards area adjacent to the specific throwing areas.
- **Pentathlon** competitors will report at 8:30 am to the announcers table at the infield of the Lied Recreation Center where they will be placed into their divisions. There will be escorts assigned to each division to take athletes to their events. Athletes will be finished shortly after 12:00 pm. Pentathlon athletes can be picked up at the awards area at this time.
- Final Delegation Reports will be e-mailed to Delegation Managers for review. **Corrections to events, times, distances, etc. should be reported to Hayley Gross at hgross@soiowa.org by Monday, May 9. The state office will not accept any additional corrections or additions to athletes' events or scores nor will the office accept any additional entries for a delegation after Monday, May 9.** Scratches can be sent to Hayley Gross at hgross@soiowa.org or by fax to 515-986-5530. E-mail is the preferred method of communicating scratches.
- Walking Events: Athletes must have one foot in contact with the track at all times to be considered walking. Athletes competing in the 25 M, 50 M & 100 M walk events who run will be disqualified. Athletes competing in the 400 M, 800 M & 2 K Race Walks will be given one verbal warning for running & will be disqualified for running a second time. Athletes will be given a 30 second penalty for impeding another athlete in the 400 M, 800 M & 2 K Race Walks.

Developmental (Athletics) Events

Events: 25 M Walk, 25 M Walk with Me, 25 M & 30 M Wheelchair & Tennis Ball Throw
Where: Forker Building, Gyms 175 & 184
 The Forker Building is located on Beach Road directly west of the Lead Recreation Center.
When: May 20

Competition Schedule:

	Gym 175 (Male)	Gym 184 (Female)
10:00 am	25 M Walk & 25 M Walk with Me	25 M Walk & 25 M Walk with Me
10:45 am	25 M Manual Wheelchair Straight Race	25 M Manual Wheelchair Straight Race
11:15 am	4 x 25 M Wheelchair Relay (co-ed)	
11:30 am	30 M Manual Wheelchair Slalom	30 M Manual Wheelchair Slalom
12:00 pm – 12:30 pm	Lunch	Lunch
12:30 pm	30 M Motorized Wheelchair Slalom	30 M Motorized Wheelchair Slalom
12:45 pm	30 M Motorized Wheelchair Straight Race	30 M Motorized Wheelchair Straight Race
1:15 pm	Tennis Ball Throw	Tennis Ball Throw

Awards: Awards will be given out immediately following the completion of a division.
Additional Information: Coaches are to bring a rope for any athlete who requires one for competition.
 Room 198 will be used as a quiet area. Changing areas will also be available.

Bocce

Where: Maple-Willow-Larch Intramural Fields
 The fields are located east of the Maple-Willow-Larch Residence Hall complex.
When: May 19 for Four Person Team; 9:00 am
 May 20 for Singles; 9:00 am

Registration: Check in at the staging table 30 minutes prior to the scheduled game time.
Awards: Awards will be given out following completion of the teams/singles last match.

Important Bocce Information:

- Each team & singles athlete will play at least two games.
- Competition schedules will be posted on www.soioowa.org & sent to the Delegation Managers.
- A shuttle stop will be available on Beach Road by the Maple-Willow-Larch Residence Halls for athletes, coaches, chaperones, volunteers & spectators attending the bocce competition venue.
- Bocce parking passes for Lot 63 are available by contacting John Arnold at jarnold@soioowa.org.
- In both Four Person Team and Singles competition, teams & athletes will alternate ends for each new frame.
- Delegations must bring their own ramps. Spectators may bring their own lawn chairs.
- A ramp team is a team in which every member uses the ramp in order to compete. In non-ramp divisions, one or more of the athletes may use the ramp to compete.
- Bocce is considered an individual sport. Therefore coaches cannot “coach” athletes during competition.
- Coaches, parents & spectators **are not** allowed beyond the staging area without prior approval from Venue Director Sally Briggs (sbriggs@soioowa.org).
- Each match will be limited to: 30 minutes in length or 16 points in team competition or 12 points in single.
- A practice field will be available on site for athletes to use when not competing.
- Lunch may be purchased from a food truck vendor located at the venue site.

Cycling

Where: **Iowa State Center Parking Lot**
University Boulevard and Center Street

When: **May 19**

Competition Schedule:

9:00 am – 3:00 pm	Registration & Bike Inspection
9:30 am	10 K Races (per heat schedule) 1 K Races (per heat schedule) 5 K Races (per heat schedule)
Approx. 1:30 pm	250 M Races (will mix modified and 2-wheel bikes per heat schedule)

Schedule Notes:

- There will be no break between the 10 K, 1 K & 5 K races.
- The only break between the 5 K & 250 M races will be to move the course, move the awards area & to get officials set up on the new course.
- If events are moving ahead of schedule, the next event will start early.
- Athletes who are not at the venue when their race begins will not be allowed to compete later.

Awards: **Awards will be given out immediately after completion of each race.**

Important Cycling Information:

- All bikes will be inspected on site. Please allow enough time for the mechanics to inspect personal bikes.
- Mark all equipment with the name of the athlete & the delegation.
- Athletes must bring their own helmets for proper fit & health reasons. Gloves are to be worn during the competition. Gloves will be available to athletes who do not have their own.
- Special Olympics Iowa encourages athletes to train and compete using their own well maintained & properly fitted equipment. Athletes will be more comfortable competing with their own equipment rather than competing with bikes & gloves from another source.
- Lunch may be purchased from an on-site vendor.

Soccer Skills

Where: **Lied Recreation Center - Outdoor Fields**
Fields are located east of the Lied Recreation Center located on Beach Road, north of Lincoln Way.

When: **May 19**

Competition Schedule:

Time	Soccer Skills
10:00 am	08 – 11 Male & Female
11:00 am	12 – 15 Male & Female
11:45 am	16 – 21 Male & Female
12:15 pm	22 – 29 Male & Female
12:30 pm	30 + Male & Female

Awards: **Awards will be presented immediately following completion of a division.**

Important Soccer Skills Information:

- Day of event scratches should be called into Venue Director Dianne Modlin at 515-249-1360.

Team Soccer

Where: **ISU Lied Recreation Center - Outdoor Fields**
Fields are located east of the Lied Recreation Center located on Beach Road, north of Lincoln Way.

When: **May 19**

Competition Schedule: **First Round Games will begin at 10:00 am.**

Awards: **Awards will be presented immediately following completion of a division.**

Important Team Soccer Information:

- Competition schedules will be posted on www.soiowa.org and sent to the Delegation Managers.

Tennis

Where: **Forker Building Courts**
Courts are located south of the Forker Building on Beach Road.

When: **May 19, Singles Competition and Individual Skills; 9:00 am – 4:30 pm**
May 20, Doubles Competition; 8:30 am

Awards: **Awards will be presented immediately following completion of a division.**

Important Tennis Information:

- Competition schedules will be posted on www.soiowa.org and sent to the Delegation Managers.

Sports Rules

All Special Olympics competitions shall be conducted in accordance with the Official Special Olympics Sports Rules & corresponding National Governing Bodies; Athletics - Athletic Congress of the USA; Aquatics - United States Swimming; Soccer - United States Soccer Federation; Tennis - United States Tennis Association; Cycling - United States Cycling Federation & Bocce - International Bocce Ball Assoc.

Special Olympics sports rules are found on the national website of www.specialolympics.org or by contacting the state office. All Delegation Managers, coaches and members bringing athletes to competition are responsible for knowing & understanding the rules of the sport in which their athletes are competing.

Sport & Venue Directors

A Sport or Venue Director for protest will be at each site. Please contact the director & he/she will review the sport rules & protest made. It is the certified Delegation Manager or certified Head Coaches' responsibility to complete the Protest Form & give it to the Sport or Venue Director.

Aquatics: Duane Sorenson

Athletics: John Arnold

Bocce: Sally Briggs

Cycling: Ray Strekal

Developmental: Debby Eldred

Soccer Skills: Dianne Modlin

Team Soccer: Gary Cummings

Tennis: Colleen & Hannah Schwartz

Protests

In the case of a disqualification of an athlete, or in regards to any other matters during the conduct of the competition, the certified Delegation Manager or certified head coach may submit the following protest form within 30 minutes of the completion of the athlete's competition. The protest must address the "facts" or the "interpretation" of the applicable rules. The official shall review the protest with the appropriate officials & render a decision.

Protest Form

Must be submitted to the Director of the sport no later than 30 minutes after the conclusion of the event being protested.

Date: _____ Time Submitted: _____ Sport: _____

Event: _____ Age Group: _____ Division/Heat: _____

Athlete's Name: _____ Delegation: _____

Reason for Protest: _____

Signature of Delegation Manager or Head Coach: _____

Decision by Sports / Venue Director: Protest Approved: _____ Protest Denied: _____

Signed: _____

Time: _____

Coach Responsibilities

- Provide for the general welfare, safety, health & well-being of each Special Olympics athlete in their charge.
- Be familiar with the information in this handbook & wear their SOIA issued Class A volunteer credential.
- Provide the following specific services for each Special Olympics athlete in their charge:
 - Supervision - 24 hours a day regardless of the athletes' ability levels.
 - Assistance in getting to all meals at appointed times.
 - Assistance in reporting to competition on time.
 - Assurance that prescribed medications are taken.
 - Assistance for being assembled at the proper time & place for special events.
- Dress & act at all times in a manner which will be a credit to Special Olympics.
- Report all emergencies to appropriate authorities after taking immediate action to insure the health & safety of participants & submit the Special Olympics First Report of Accident / Incident Form in this handbook to John Arnold at jarnold@soiowa.org.
- Be respectful to all volunteers.
- Attend the coaches meetings if inclement weather requires one. The meeting will be held in the upper level of the Maple-Willow-Larch Commons. For updated weather information please listen to KASI 14.30 am or WHO 10.40 am.
- Have a copy of the athlete's Application for Participation (physical / release) at practice & competition.
- If staying at a hotel, no athlete should be in pool area unchaperoned.
- Report **immediately** to a Special Olympics Iowa staff member any reports made of physical, sexual or emotional abuse toward an athlete or any other individual attending a Special Olympics Iowa competition or event.

SPECIAL EVENTS OFFERED DURING THE SUMMER GAMES

Celebration Dance

Where:	Hilton Coliseum Hilton Coliseum is located north of Jack Trice Stadium on Lincoln Way & University Boulevard.
When:	May 20; 7:00 pm – 9:00 pm
Who:	Special Olympics Athletes, Delegation Members & Family Members
Transportation:	Shuttle service will be available from 6:30 pm to 7:00 pm from the West side of Maple-Willow-Larch residence halls to Hilton & from Hilton to the residence halls after the dance from 9:00 pm – 9:30 pm.
Concessions:	Concession stands will be open for the dance with limited items.

Cheerleading Clinic

- What:** SOIA athletes will learn a specific cheer that will be performed that evening during the Opening Ceremonies which begin at 7:00 p.m. at Hilton Coliseum.
- Where:** Forker Building, Room 198
The Forker Building is located on Beach Road directly west of the Lied Recreation Center.
- When:** May 19
3:00 pm – 3:45 pm

Important Cheerleading Clinic Info:

- All athletes must register for the cheerleading clinic by May 6.
 - Registration forms are available at www.soiowa.org under the Summer Games participation forms.
 - Contact Rhonda Schwarzkopf at rschwarzkopf@soiowa.org or 515-986-5520 with any questions.

FIT: Fitness Improvement Training

- What:** Delegation Members can participate in fitness stations for baseline measurements. Walking club information will be available.
- Where:** Parking Lot 100, South of the Lied Recreation Center
- When:** May 19; 10:00 am – 4:00 pm

Olympic Festival

- Where:** Parking Lot 100, south of Lied Recreation Center
- When:** Friday, May 20 from 10:00 am – 4:00 pm

Important Olympic Festival Information:

- Boone Schools & a variety of companies will provide fun, interactive activities for the athletes.
- Souvenirs will be located on the west end of the Olympic Festival.
- Delegations may bring their coolers for storage to a designated tent within the Olympic Festival.

Sport Clinics

- When:** May 19 from 2:00 pm to 3:00 pm
- Where:** West side of the Maple-Willow-Larch intramural fields next to the Team Bocce competition venue.
- When:** May 20 from 10:00 am – 4:00 pm
- Where:** East of the Lied Recreation Center

Souvenir Sales

Schedule:

Date and Times	Location
Thursday, May 19	
10:00 am – 11:30 am	Cycling Competition Venue; Iowa State Center lots
12:00 pm – 4:00 pm	Lot 100, south of Lied Recreation Center
Friday, May 20	
10:00 am – 11:30 am	Aquatics Competition Venue: Beyer Hall entrance (south)
9:00 am – 4:00 pm	Lot 100, south of Lied Recreation Center
Saturday, May 21	
8:30 am – 11:30 am	Lot 100, south of Lied Recreation Center

***Cash, checks and credit cards will be accepted as payment for souvenir sales.**

Healthy Athletes Program

When:

Friday, May 20 from 9:00 am – 2:00 pm

What is Special Olympics Healthy Athletes?

Special Olympics Healthy Athletes is a program designed to help Special Olympics athletes improve their health & fitness. This can lead to a better sports experience & improved wellbeing. Athletes receive a variety of health services through clinics conducted in welcoming environments at Special Olympics competitions. Clinics will be set up to conduct Special Smiles, Opening Eyes, FUNfitness, Fit Feet & Health Promotions to SOIA athletes at no charge.

Special Smiles: Special Olympics Smiles offers athletes oral screening, oral health education, preventative products, free giveaways & information concerning needed follow-up care by community based dentists or educational institutions. Dentists & dental hygienists have been recruited to conduct exams on SOIA athletes during the Summer Games. All have received specialized training to work with this population. **Location: Tent outside of the Forker Building.**

Rain Plan – Rooms 278 & 279 in the Forker Building.

Opening Eyes: Special Olympics Opening Eyes offers athletes extensive vision & eye tests, refraction's for those requiring further screening, prescription glasses (free to the athletes), prescription protective sports eye wear (free to the athletes), free giveaways & referral advice for follow-up care. Optometrists & eye care professionals have been recruited to conduct eye exams on SOIA athletes during the Summer Games. All have received specialized training to work with this population. **Location: Room 0202W in the Forker Building.**

FUNfitness: The purposes of Special Olympics FUNfitness are to assess & improve flexibility, strength & balance; to educate athletes, coaches, families & caregivers about the importance of flexibility, strength & balance & to provide a hands-on opportunity for Special Olympics athletes to learn about physical therapy. Physical therapists work with athletes & coaches, making recommendations for optimal function in their sports training & competition & discussing warm-ups & risk prevention. **Location: Room 213 in the Forker Building.**

Fit Feet: Many Special Olympics athletes suffer from foot & ankle pain or deformities that impair their performance. Athletes are not always fitted with the proper shoes & socks for their particular sport. Volunteer health care professionals will be screening athletes' feet & ankles for deformities as well as checking for infections, nail care & proper shoes & socks. **Location: Tent outside of the Forker Building. Rain Plan - Room 198 in the Forker Building.**

Health Promotions: Health Promotions offers athletes health tips on nutrition, adequate hydration, personal hygiene maintenance, safety, fitness, danger of tobacco use, sun safety & other health concerns. Athletes will have a chance to get their weight taken, their height measured & a bone density scan. Handouts & giveaways will be available to all athletes who participate. **Location: Tent outside of the Forker Building.**

Opening Ceremony

- Where:** Hilton Coliseum, located at the corner of University Boulevard between Lincoln Way & Center Drive.
- When:** Thursday, May 19
Parade line up begins at 6:15 pm.
Opening Ceremonies will begin with the Parade of Athletes at 7:00 p.m.
- Parking:** South of Hilton Coliseum
Delegations may utilize the provided shuttle bus transportation.
- Walking:** Delegations walking should exit the west side of Maple Hall & go south on Beach Avenue, cross Lincoln Way & angle on the sidewalk toward Hilton Coliseum.
- Bussing:** Shuttle bus transportation from Maple-Willow-Larch to Hilton and back will be available from 6:00 p.m. to 6:45 pm and 8:45 pm to 9:15 pm. Bus pick-up will be on the west side of Maple Hall.
- Parade Line-Up:** Delegations will line up by area on the south side of Hilton Coliseum. Delegations are to find their area banner and get in line. Delegation members who use wheelchairs or have trouble walking may enter Hilton before the parade by using the upper ramp on the east side of the building & use the elevator to reach the lower level to meet their teams at the bottom of the ramp.
Parade Order: Central, East Central, East, West Central, Southwest, Southeast, South Central, Northwest, North, North Central & Northeast.
Athletes will enter from the lower ramp entrance on the east side of Hilton Coliseum. Athletes will walk into Hilton and be seated by ushers. Wheelchair delegation members will be directed to seating on the main floor. Please bring delegation banners for the Parade of Athletes.
- Restrooms:** Restrooms will be available outside on the east side of Hilton Coliseum near the delegation entrance & inside the coliseum as well.
- Interpreter:** A sign interpreter will be utilized during the Opening Ceremony. Please contact Rhonda Schwarzkopf at rschwarzkopf@soiowa.org or 515-986-5520 to request appropriate seating.
- Program:** The Opening Ceremony will include the Parade of Athletes, welcomes from the Ames & ISU communities, award recognitions, Flame of Hope / torch lighting & entertainment.

HOUSING, MEALS & TRANSPORTATION DURING THE SUMMER GAMES

Housing General Information

Maple, Willow & Larch Residence Halls will be utilized. Delegations may drive down Beach Road to get to the assigned residence hall parking lot by showing the parking pass received from the state office to the parking attendees at the entrance. All parking for the residence halls will be in the lots close to Maple-Willow-Larch. Delegations staying in the residence halls, may use the shuttle bus service throughout the Games. Beach Road is closed to through traffic.

Most of the residence halls utilized by SOIA are not built for wheelchairs. The showers have a lip on their entrance and the toilets are only 32" wide. The showers & restrooms at the Lied Recreation Athletic Center will be easier to use, but further to go to, so please plan accordingly. It is necessary that the delegation bring extra help to stay with wheelchair athletes. Wheelchair athletes should be noted as such on the Residence Hall Roster. These athletes will be assigned to lower floors in Maple Hall unless the state office is informed differently.

Each guest will receive a blanket, sheets, pillow, pillowcase, towel, washcloth & soap as part of the room & meal package. Each building will have several Department of Residence representatives whom delegations may contact with questions or emergencies. These staff will stay overnight on each floor from 9:15 pm until 7:00 am. Delegations may also contact the Department of Residence staff at the Conference Desk located on the middle level of the Maple-Willow-Larch Commons which will be staffed 24 hours a day during the Summer Games.

Check-in will be held at the desk from 9:00 am through 6:00 pm. Delegations may wish to use the exterior entrance to the MWL Commons on the northwest corner. If needed, just inside is an elevator which travels between the ground & middle level of the commons. Further down the hall to the south is another elevator which travels between the ground & the top level of the commons.

Keys will be issued to the delegations at check-in. The delegation must return the keys in their packets prior to departure. There is a fee of \$122 for each room / suite lost key, \$10 for each lost keycard & \$3 for each lost key holder. Fees will be charged to the occupant.



Smoking is prohibited on all university grounds, including parking lots & in all university owned or operated buildings, residence halls & apartments. Alcoholic beverages are not permitted within the Residence Halls. All athletes & delegation members should be quiet & in their rooms by 10:30 pm. Everyone needs to be respectful of others at this time. Some of the athletes are young children.

The East Side Market convenience store located on the middle level of the Maple-Willow-Larch Commons, offers bottled beverages, fountain soda, Godfather's pizza-by-the-slice during lunch/dinner hours, personal care items, laundry cards, novelties & many convenience items. It will be open on May 19 from 10:00 am to 11:00 pm, May 20 from 6:00 am to 11:00 pm and May 21 from 6:00 am to 9:00 am. Card-operated washers & dryers are available in the Willow Residence Hall. Telephone lines are not active in guest rooms. Hallway & exterior building telephones will be active for emergency & local calls; long-distance calls require a calling card. Should it be necessary to be contacted, a message can be relayed by calling the Conference Desk at 515-294-8401, 24 hours a day.

There will be a **Medical Room** in room C3115 in the *southeast* corner of the top level of the Maple-Willow-Larch Commons, accessible 24 hours a day. If there is an emergency such as a fire or an immediate safety problem, call 911. In the event of a tornado warning, proceed to an interior hallway on the lowest floor of the building. Stay away from glass windows & doors. In case of a fire, please make note of the exit routes from the building & predetermine a place away from the building to meet with other members in your party. Use the staircase to exit the building; do not use an elevator in the event of a fire.

ISU Dining Meals

Seasons Marketplace, the dining center on the ground level in Maple-Willow-Larch Commons, will be open for SOIA. The entrance is located at the *northwest* corner of the commons. Meal wristbands will be given to each person staying in the residence halls at check-in. These bands must be worn on the wrist at all times for entry into the dining center. The meal package includes dinner on May 19, breakfast, lunch & dinner on May 20 & breakfast on May 21.

Seasons Marketplace has a variety of food serving stations & beverage/silverware areas around the perimeter of the dining center. A return area for dishes is located a few steps south of the entrance & also serves as the center exit.

Delegations not taking advantage of the room & meal package, may make advance arrangements to purchase meals only. Contact the Department of Residence Conference Services Office at 515-294-8384 at least two weeks in advance to make a reservation & payment arrangements. Meals obtained from providers other than ISU Dining are not allowed within or adjacent to Department of Residence facilities without prior consent from ISU Dining.

Serving Times:

Breakfast	6:30 am – 8:30 am
Lunch	11:15 am – 1:15 pm
Dinner	4:15 pm – 6:30 pm

Individual Meal Prices at the Door:

Breakfast	\$ 8.00 adults & \$5.75 children under 9
Lunch	\$10.00 adults & \$7.00 children under 9
Dinner	\$10.00 adults & \$7.00 children under 9

Menu: Thursday, May 19

Closed for breakfast	Closed for Lunch	Dinner:
		Roast beef
		Fish sandwich on a bun
		Wild rice
		Whole kernel corn
		Salad bar & condiments
		Buttermilk brownie
		Ice Cream Novelties
		Fresh fruit
		Assorted beverages

Menu: Friday, May 20

Breakfast:	Lunch:	Dinner:
Scrambled eggs	Chunky chicken noodle soup	Chicken nuggets w/light ranch or BBQ
Sliced ham	Cheese ravioli casserole	¼ lb. hamburger on a bun
Potato rounds	Hot ham & cheese on a bun	Chris cut French fries
Assorted donuts	Breadsticks	Broccoli spears
Toast, jelly & condiments	Green beans	Salad bar & condiments
Assorted breakfast cereal	Salad bar & condiments	Angel food cake w/ strawberry sauce
Assorted beverages	Chocolate chip cookie	Ice Cream novelties
	Fresh fruit	Fresh fruit
	Assorted beverages	Assorted beverages

Menu: Saturday, May 21

Breakfast:	Closed for Lunch	Closed for Dinner
Whole wheat pancakes w/sugar-free syrup		
Turkey sausage patty		
Breakfast potatoes		
Cinnamon rolls		
Toast, jelly & condiments		
Assorted breakfast cereal & beverages		

ISU Chaperone Information & Expectations for Youth Programs – Summer 2016

Welcome to Iowa State University! On behalf of the Department of Residence Conference Services Office, we hope your stay with us will be an enjoyable one, and that your program is successful.

This information outlines responsibilities for chaperones for the youth in your program. Your assistance and cooperation will help provide a safe, comfortable, and clean environment within the residence halls which will increase the satisfaction of all guests.

The Conference Desk is located on the second level of the Maple-Willow-Larch Commons. It is staffed from 7:00 am until 10:00 pm seven days a week. Staff may be contacted in person or by calling telephone number 515-294-8401 (call 4-8401 if dialing from an on-campus number).

Your group has Department of Residence live-in staff assigned to your building. They will be present from approximately 9:30 pm each night until 7:00 am the following morning. Our live-in staff is expected to act as a liaison between your conference/camp and the Department of Residence, and assist with a building or facility emergency. Chaperones should feel free to introduce themselves to our live-in staff and to contact our live-in staff with questions or concerns.

If a behavioral situation needs to be immediately addressed, our staff will do so and follow up with a chaperone from your program. Otherwise, our staff will bring any behavioral problems within your group to a chaperone's attention so your staff can handle the situation appropriately. When necessary, our staff may contact the sponsor of your program or other university staff for assistance.

As a chaperone, you are expected to assist in enforcing Department of Residence rules and regulations. These are necessary for the safety and health of our guests. Participants under the age of 18 years of age must be under adult supervision at all times inside and on the grounds adjacent to Department facilities, including all meal times. Minors should be able to identify and easily contact their chaperones at all times. Consumption of alcoholic beverages by supervisory staff in Department facilities or on any Iowa State University grounds is prohibited and active chaperones should not be under the influence while responsible for minors.

Please make sure all participants in your group have been informed of these rules:

- Smoking is prohibited on all university grounds, including parking lots, and in all university-owned or operated buildings, residence halls and apartments.
- Alcoholic beverages are not allowed in Department of Residence facilities.
- Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed in Department facilities.
- Tampering with elevators, fire alarms, security cameras, and other Department of Residence building property is prohibited. Resulting damages or labor costs will be assessed to the Sponsor. Complete evacuation of the building is required in the event of a fire alarm.
- Participants must present their meal ticket/card (or other ISU-Dining designated proof of access) at all meals served within the ISU Dining Facilities. Food and beverages may not be carried out of the dining rooms.
- Window screens may not be removed. A charge of \$50 will be assessed for each removal.
- Participants shall not engage in conduct which is disruptive to other participants, University programs, or the programs of other Sponsors. Participants shall not endanger or threaten to endanger the safety or property of others.
- Participants are not allowed in Department of Residence facilities which are not assigned to their group.

If any member of your program leaves prematurely, please communicate this to the head of your program who should notify our department so we will have an up-to-date list of who is present in our halls in case of an emergency.

Plan a meeting place with your party outside of the residence halls, in the unlikely event of a fire alarm or a separation.

Prior to check-out time, please remind (or help) participants to make one last check of their entire room to make sure they have not left any personal items behind. Checking behind the door, under the beds, etc. may turn up a valuable stray item. Make sure all members are aware of the procedures for checking out and returning their keys by the check-out deadline arranged for your group.

If you suspect physical or sexual child abuse, report the situation as soon as possible to ISU Police. If you are covered as a statutory mandatory reporter under Iowa Code Chapter 232, you must report all forms of child abuse such as child neglect (not just physical or sexual abuse) to Department of Human Services (1-800-362-2178) within 24 hours.

If you suspect child abuse other than physical or sexual abuse and you are not a statutory mandatory reporter, you are still encouraged to report to ISU Police (515-294-4428) or to the Department of Human Services. On campus, everyone must report to the ISU Police. Call 515-294-4428 or go to the Armory located at the intersection of Pammel Drive & Bissel Road. For incidents occurring off campus, report to local law enforcement at 911. You must also immediately contact and make a report to John Arnold with Special Olympics Iowa at 641-351-5547.

ISU's policies also require the reporting of other criminal activity to ISU Police, especially if the crime may result in harm to individuals or property damage or loss.

Thank you for using our facilities during your stay at Iowa State University. Please let us know if there is anything we can do to make your stay more enjoyable.

- *ISU Conference Services Staff*

Shuttle Transportation / Parking

SOIA has arranged free bus shuttle transportation to assist delegation members, families & spectators attend the Summer Games. Beach Road is closed to through traffic to keep everyone safe. Delegation staying at the Residence Halls may enter the parking lots with passes issued from the state office & keep their vehicle parked throughout the games. SOIA will offer transportation to all sporting events, the Opening Ceremony & the Celebration Dance.

Only delegations staying in the residence halls or attending the bocce tournament **and** have parking passes from the state office will be able to leave their vehicles in Lot 63. All other vehicles must be moved from Lot 63 & parked in Lot S6, S7 or S8 east of Jack Trice Stadium. Contact John Arnold at jarnold@soiowa.org for parking passes.

Delegations have the option of parking near the Lied Recreation Center in Lot 63 or Richardson Court for 20 minutes to drop off athletes & equipment ONLY. The operator of the vehicle will need to move it to stadium Lots S6, S7 or S8 within 20 minutes or risk being ticketed and / or towed. The shuttle bus can take the operator of the vehicle back to the Lied Recreation Center from the stadium lots. The option also exists for all members of the delegation to park in the stadium lots & ride the shuttle over to the Lied.

Volunteers will monitor the amount of time vehicles are in Lot 63 or Richardson Court & will attempt to contact the drivers to ask them to move the vehicles after 20 minutes.

Thursday Shuttles:

Shuttle One - Competition will make a continuous loop from the S Parking Lots S6, S7 & S8 east of Jack Trice Stadium, to the Maple-Willow-Larch bus stop for bocce, to the Lied Recreation Center & then back to the S lots from 7:00 am to 5:00 pm. A second bus stop will be added in the S lots to reduce the distance people have to walk to get on a shuttle bus. Because of the cycling event, cars & buses will not be allowed on some parts of Center Drive & South 4th St.

Shuttle Two – Opening Ceremony will take people from the west side of the Maple-Willow-Larch Residence Halls to Hilton Coliseum for the Opening Ceremony. The shuttle will run from 6:00 pm to 6:45 pm. It will return everyone back to the Residence Halls from 8:45 pm to 9:15 pm.

Friday Shuttles:

Shuttle One – Competition will make on a continuous loop from the S Parking Lots S6, S7 & S8 east of Jack Trice Stadium, to the Maple-Willow-Larch bus stop for bocce, to the Lied Recreation Center, to Beyer Hall & back to the S parking lot. It will run from 6:30 am to 5:00 pm. A second bus stop will be added in the S lots to reduce the distance people have to walk to get on a shuttle bus. This run will take delegation members to Beyer Hall for aquatics. Delegation members staying at the Residence Halls & need a ride to Beyer Hall can catch the shuttle in front of the Lied Recreation Center. The shuttle will bring delegation members back from Beyer to the Residence Hall for lunch & at the end of the aquatics competition.

Shuttle Two – Celebration Dance will be from the Maple-Willow-Larch Residence Halls to the west side of Hilton Coliseum for the Celebration Dance. The shuttle will run from 6:30 pm to 7:00 pm. After the dance it will run from 9:00 pm to 9:30 pm to take the delegation members back to the Residence Halls.

Two HIRTA buses will be utilized in addition to the regular shuttle buses. The HIRTA buses should be used for wheelchair athletes. Others may use them if available.

Please note that all delegation members are to ride on the Special Olympics provided shuttle buses. No one is to ride on Cyride.

Parking by Competition Venue

Aquatics located at Beyer Hall

- Park in Lot #3 just off of Bissel Road. Delegations may also take the shuttle from Lots S6, S7, or S8 located east of Jack Trice Stadium.

Athletics (Track, Race Walking and Field Events) located at the Lied Recreation Center

- Park in Lots S6, S7 or S8 east of Jack Trice Stadium. Delegations may take the shuttle bus to the Lied Recreation Center. Please note there is no shuttle service provided on Saturday.
- Delegation vehicles can drop off delegations in Lot 63, Maple-Willow-Larch, but cannot stay parked there after drop-off. All vehicles without parking passes need to park in Lots S6, S7, or S8.

Developmental Events located in the Forker Building

- Park in Lot 50A, west of the Forker Building. The wheelchair entrance is located on the east side of the building. Access may be reached from Beach Road.

Bocce located on the Maple-Willow-Larch Intramural Fields

- Park in Lots S6, S7 or S8 east of Jack Trice Stadium. Delegations may take the shuttle bus to Maple-Willow-Larch Residence Hall bus stop on Beach Road. Delegations may request bocce tournament parking passes from John Arnold at jarnold@soiowa.org.

Soccer Skills and Team Soccer located on the soccer fields east of Lied Recreation Center

- Park in Lots S6, S7 or S8 east of Jack Trice Stadium. Delegations may take the shuttle bus to the Lied Recreation Center.
- Delegation vehicles can drop off delegations in Lot 63, Maple-Willow-Larch, but cannot stay parked there after drop-off. All vehicles without parking passes need to park in Lots S6, S7 or S8.

Tennis located on the Forker Building Tennis Courts

- Park in Lots S6, S7 or S8 east of Jack Trice Stadium. Delegations may take the shuttle bus to the Lied Recreation Center.
- Delegation vehicles can drop off delegations in Lot 63, Maple-Willow-Larch, but cannot stay parked there after drop-off. All vehicles without parking passes need to park in Lots S6, S7 or S8.

Cheerleading Clinic located in the Forker Building, Room 198

- Park in Lots S6, S7 or S8 east of Jack Trice Stadium. Delegations may take the shuttle bus to the Lied Recreation Center.
- Delegation vehicles can drop off delegations in Lot 63, Maple-Willow-Larch, but cannot stay parked there after drop-off. All vehicles without parking passes need to park in Lots S6, S7 or S8.

GENERAL SUMMER GAMES INFORMATION

Hotel / Lodging

Delegations & families not staying in the ISU dorms may make their own hotel accommodations. Delegations may mention that they are with Special Olympics when making lodging arrangements. Unless otherwise notes, the rates listed are for double queen rooms. Rates may vary for single king rooms & suites.

Ames Hotels:

AmericInn

515-233-1005
2507 SE 16th Street
Rate: \$109.00

Best Western University Park Inn & Suites

515-296-2500
2500 University Boulevard
Rate: \$119.00

Country Inn and Suites

515-233-3935
2605 SE 16th Street
Rate: \$109.00

Days Inn

515-232-0280
229 S Duff Avenue
Rate: \$99.95

Gateway Hotel & Conference Center

515-292-8600
2100 Green Hills Drive
Rate: \$119.00

Holiday Inn

515-268-8808
2609 University Boulevard
Rate: \$109.00

Holiday Inn Express

515-232-2300
2600 E 13th Street
Rate: \$119.99

Hotel 1400

515-239-9999
1400 S Dayton Avenue
\$109.00

Microtel Inn & Suites

515-233-4444
2216 SE 16th Street
Rate: \$99.99 (2 night minimum stay required)

Quality Inn & Suites

515-232-9260
2601 E 13th Street
Rate: \$69.00

SleepInn & Suites

515-337-1171
1310 Dickinson Avenue
Rate: \$129.00

Area Hotels:

Baymont Inn Boone

515-432-8168
1745 SE Marshall Street, Boone
Rate: \$109.65

Courtyard by Marriott Ankeny

515-422-5555
2405 SE Creekview Drive, Ankeny
Rate: \$129.00 (single king)

Homewood Suites by Hilton Ankeny

515-963-0006
2455 SE Creekview Drive, Ankeny
Rate: \$159.00

Concessions/ On-Site Food Vendors

Venue:	Location:	Date
Aquatics	Parking lot outside of Beyer Hall	May 20
Athletics, Soccer & Tennis	Outside of Lied Recreation Center	May 19
Athletics, FIT, Olympic Festival & Tennis	Outside of Lied Recreation Center	May 20
Bocce	Soccer fields east of Maple-Willow-Larch	May 19
Cycling	ISU Center Parking Lot	May 19

Information Booths

Where: Parking Lot S8, east of Jack Trice Stadium in the Volunteer Registration tent
When: May 19 & 20 from 8:00 am to 4:00 pm

Where: West of the Lied Recreation Center near the shuttle bus drop off area
When: May 19 & May 20 from 8:00 am to 4:00 pm

Where: Inside the Lied Recreation Center near the west entrance
When: May 19 and May 20 from 8:00 am to 4:00 pm
 May 21 from 8:00 am to 12:00 pm

Coolers / Outside Food / Beverages

Drinks, food and coolers are not allowed in the Lied Recreation Center. Delegations may bring coolers to the Olympics Festival for storage. Olympic Festival is located in Lot 100, south of the Lied Recreation Center. Please mark all coolers with the delegation name, contact person & a cellular number. Let the Olympic Festival volunteers know when the coolers will be picked up.

A cooler will be available by the information booth in the Lied Recreation Center for the storage of insulin. Please label any packages of insulin with the athletes' name, coaches' name, delegation name and a cellular number.

Help Van

The Department of Public Safety's Parking Division will have their Help Van, a motorist assist program, available to help any visitors to the ISU campus during the Summer Games. This is a free service that will help with:

- Battery jump starts
- Providing tools for flat tires
- Ride to nearest gas station for assistance in getting gas
- Air tank for low tires

Hours of operation are 7:30 am – 3:00 am on May 19 - 20 & 7:30 am – 12:00 pm on May 20. These services are only available on ISU property. Please call 515-294-4444 for assistance.

Lost & Found People

- When:** May 19 & 20 from 9:00 am – 4:00 pm
Where: Information booth at the Lied Recreation Center
- When:** May 19 & 20 evenings, excluding the dance
Where: Residence Hall office
- When:** May 19 during the Opening Ceremonies & May 20 during the Celebration Dance
Where: Hilton Coliseum, 3rd floor medical room
- What:** A safe place staffed by SOIA volunteers where anyone who is lost should be taken to or recovered from.

Medical Emergencies & Procedures

All Delegation Managers, coaches & chaperones must be totally familiar with the medical conditions of all participants. Any precautions, medication requirements, etc., must be known prior to attending the Summer Games. The Medical Room on the upper floor of the Maple-Willow-Larch Commons will have a refrigerator for medicines that require refrigeration. **A Delegation Manager, coach or chaperone is responsible for administering medications to the athletes.** All delegations must have with them copies of their athletes most recent Application for Participation Form.

Medical Coverage teams will be present at the Opening Ceremony, the Celebration Dance & all competition sites. There will be a Medical Room in the southeast corner room, C3115, in the Upper Commons area of the Maple-Willow-Larch Residence Halls with a nurse 24 hours a day. If an athlete is having difficulties, take him/her to the nearest medical set-up as soon as possible. If a medical problem is serious, the athlete will be transported by ambulance to the Mary Greeley Medical Center. Call 911 if necessary. A person familiar to the athlete must accompany him/her. Directions to the Mary Greeley Medical Center are listed below.

At each medical site, water & ice will be provided to the athletes & delegation members. Make sure that everyone drinks sufficient water throughout the day to help avoid any possible heat related problems. Also bring sunscreen for athletes & other delegation members to wear.

Emergency Transportation Directions

- A. From Beyer Hall to Mary Greeley Emergency Room (1111 Duff Avenue, Ames, IA 50010)
 - 1. Head east on Union Drive toward Bissell Rd
 - 2. Turn left to stay on Union Drive
 - 3. Turn right onto Morrill Road
 - 4. Turn left onto Lincoln Way
 - 5. Turn left onto Duff Ave
 - 6. Destination will be on the left

- B. From Residence Halls & Lied Recreation Athletic Center to Mary Greeley Emergency Room (1111 Duff Avenue)
 - 1. Head south on Beach Road
 - 2. Turn left onto Lincoln Way
 - 3. Use the left 2 lanes to turn left onto Grand Ave
 - 4. Turn right onto 9th Street
 - 5. Turn left onto Duff Ave
 - 6. Destination will be on the left

Medical Team Set-Ups

Venue:	Location:	Date & Time:	Event Director:
Aquatics	Pool office, next to the 3 M diving board at Beyer Hall	May 20: 8:30 am - 3:30 pm	Duane Sorenson
Athletics	Infield of the Lied Rec. Center	May 19; 1:00 pm – 4:00 pm May 20; 8:30 am – 4:00 pm May 21; 8:30 am – 12:00 pm	John Arnold
Bocce	Maple-Willow-Larch fields	May 19; 9:00 am – 4:00 pm May 20; 9:00 am – 1:00 pm	Sally Briggs
Cycling	Cyclone Stadium Parking Lot	May 19; 9:00 am – 4:00 pm	Ray Strekal
Developmental	Gym 175, Forker Building	May 20; 10:00 am – 3:00 pm	Debby Eldred
Soccer	ISU Soccer Complex	May 19; 10:00 am – 4:00 pm	Gary Cummings & Dianne Modlin
Tennis	Forker Tennis Courts	May 19; 9:00 am – 4:30 pm May 20; 8:30 am – 2:00 pm	Colleen & Hannah Schwartz

Venue:	Location:	Date & Time:
Celebration Dance	First Aid Room, Hilton Coliseum	May 20; 7:00 pm – 9:00 pm
Maple-Willow-Larch Complex	Room C3115, Upper Commons area	May 19; 12:30 pm to May 21; 10:00 am
Olympic Festival	Infield of the Lied Recreation Center	May 20; 10:00 am – 4:00 pm
Opening Ceremonies	First Aid Room, Hilton Coliseum	May 19; 6:00 pm – 9:00 pm

Additional Important Medical Information:

- Medical personnel will wear a red Special Olympics Iowa volunteer t-shirt with “Medical” printed on the front.
- Emergency telephone numbers:
 - Emergency: 911
 - Hospital: 515-239-2155
 - Police: 515-239-5133
- Special Olympics Iowa Staff Contact Information:
 - Gary Harms, President / CEO: 515-321-0488
 - John Arnold, Program VP: 641-351-5547

Special Olympics Iowa Emergency Action Plan

Communication is vital in emergency situations. Therefore the following steps should be followed:

Step 1: Whomever receives the phone call, message, or witnesses an emergency or potential emergency, should determine whether or not the proper authorities (police, rescue squad, fire department) have been notified. The first objective is to prevent further injury & give the necessary treatment to those injured. Call 911 if it has not been done.

Step 2: Locate the Venue Director & direct him/her to the scene if an emergency occurs at a venue. The Venue Director should immediately notify Gary Harms at 515-321-0488 or John Arnold at 641-351-5547 with the state office.

Venue Event Directors:

Aquatics:	Duane Sorenson	Athletics:	John Arnold	Bocce:	Sally Briggs
Cycling:	Ray Strekal	Developmental:	Debby Eldred	Soccer Skills:	Dianne Modlin
Team Soccer:	Gary Cummings	Tennis:	Colleen Schwartz		

Celebration Dance:	Rhonda Schwarzkopf
Conference Desk / Housing:	Conference Manager on Duty
Opening Ceremony:	Katie Lickteig & Brittney Rutherford

All questions from the media should be directed to Gary Harms. A volunteer need only say, "Special Olympics Iowa is in the process of gathering information about the situation. A statement will be released by Special Olympics Iowa after they have reviewed the situation".

Step 3: Special Olympics Iowa will gather the facts regarding the emergency & take the necessary action.

Facilities Emergency Action Plan for Inclement Weather

The ISU student-staff at the facilities will ensure that steps are taken to protect the patrons during inclement weather. Tornado warning instructions are listed below. KASI 14.30 am & WHO 10.40 am will provide current weather info.

Beyer Hall

- Follow the directions of the staff, go to the locker rooms or the racquetball courts hallway & stay away from glass windows & doors.

Bocce & Sport Clinics on the Maple-Willow-Larch Intramural Fields

- Go into the residence halls, proceed to an interior hallway on the lowest floor & stay away from glass windows & doors.

Cycling @ ISU Center Parking

- Go into Hilton Coliseum, follow the directions from the staff or ushers & stay away from glass windows & doors.

FIT, Olympic Festival & Sport Clinics outside of the Lied Recreation Center

- Go into the Lied Recreation Center, follow the directions of the staff, go the first floor & enter the locker rooms.

Forker Building

- Follow the directions of the staff & go to the first floor locker rooms.

Hilton Coliseum

- Follow the directions from the staff or ushers & stay away from glass windows & doors.

Lied Recreation Center & outdoor fields to the east

- Go into the Lied Recreation Center, follow the directions of the staff, go the first floor & enter the locker rooms.

Maple-Willow-Larch Residence Halls

- Proceed to an interior hallway on the lowest floor & stay away from glass windows & doors

Venue Rain / Inclement Weather Plans

Remain in the resident halls or campus buildings during storm warnings. Follow instructions given by ISU personal. KASI 14.30 & WHO 10.40 am will provide current weather information. If necessary, a coaches meeting will be held at 8:00 am on May 20 in the Maple-Willow-Larch Commons Area to discuss inclement weather issues.

Aquatics

- No change in location or schedule.

Athletics – Track Events & Field Jumping Events

- No change in location or schedule.

Athletics – Field Throwing Events

- One hour delay if clearing weather is forecasted.
- Location change to the lower level of Hilton Coliseum if the weather forecast prohibits outdoor competition.

Bocce

- Location change to the Hansen Agricultural Student Learning Center located at 2508 Mortensen Road in Ames.

Celebration Dance

- No change in location or schedule.

Cycling

- Location change to the Lied Recreation Center racquetball courts where each athlete will compete on a stationary bike in one event only – the event based on the longest race the athlete registered for.
 - Athletes will be awarded on the distance biked in the time allotted.
 - 10 K athletes will ride for 15 minutes.
 - 5 K athletes will ride for 10 minutes.
 - 1 K & 250 M athletes will ride for 5 minutes.

FIT

- No change in location or schedule – will remain in outside tent.

Healthy Athletes

- Location change to the Forker Building for outside disciplines.

Olympic Festival

- No change in location or schedule – will remain in outside tents.

Opening Ceremony

- No change in location.
- Parade of Athletes will be cancelled.
 - Delegations will enter on the west side of Hilton Coliseum when they arrive & will be seated immediately according to where their Area banners are located.

Soccer Skills

- One hour delay if clearing weather is forecasted.
- Location change to the infield of the Lied Recreation Center if the weather forecast prohibits outdoor competition.

Team Soccer

- One hour delay if clearing weather is forecasted.
- Location change to the Bergstrom Football Complex west of Jack Trice Stadium if the weather forecast prohibits outdoor competition.
 - Field size will be 50 M x 35 M & 5-a-side soccer will be played.

Sport Clinics

- Location change to the Lied Recreation Center racquetball courts.

Tennis

- No change in location or schedule on May 19 for Levels 1 & 2 – remain in Gym 184, Forker Building.
- Location change on May 19 for Levels 3 – 5 to Ames Racquet & Fitness Center located at 320 S 17th Street.
- Location change on May 20 for doubles competition to Ames Racquet & Fitness Center located at 320 S 17th St.

MISCELLANEOUS INFORMATION



Special Olympics Iowa Adventureland Weekend

May 28 & 29, not May 21 & 22

Athletes who visit Adventureland on May 28 or 29 will get in free by wearing a medal or ribbon received at the 2016 Special Olympics Iowa Summer Games. Adventureland discount coupons for May 28 & 29 for Delegation Managers, coaches, family members & friends will be available at the information booth located inside the Lied Recreation Center. Each coupon allows up to six individuals a special discount price of \$27 per person, tax included. This is a savings of \$15 off the regular admission price. Adventureland is open from 10:00 am to 9:00 pm on Saturday & Sunday and features over 100 rides, shows & attractions. The amusement park is located at 305 34th Avenue NW in Altoona. The ticket is also valid for use at the Adventureland Bay Water Park which is open from 10:00 am to 7:00 pm.

Please note: The Adventureland tickets are for May 28 & 29, not for May 21 & 22 due to Summer Games being scheduled prior to Memorial Weekend.

Ames Information & Coupons

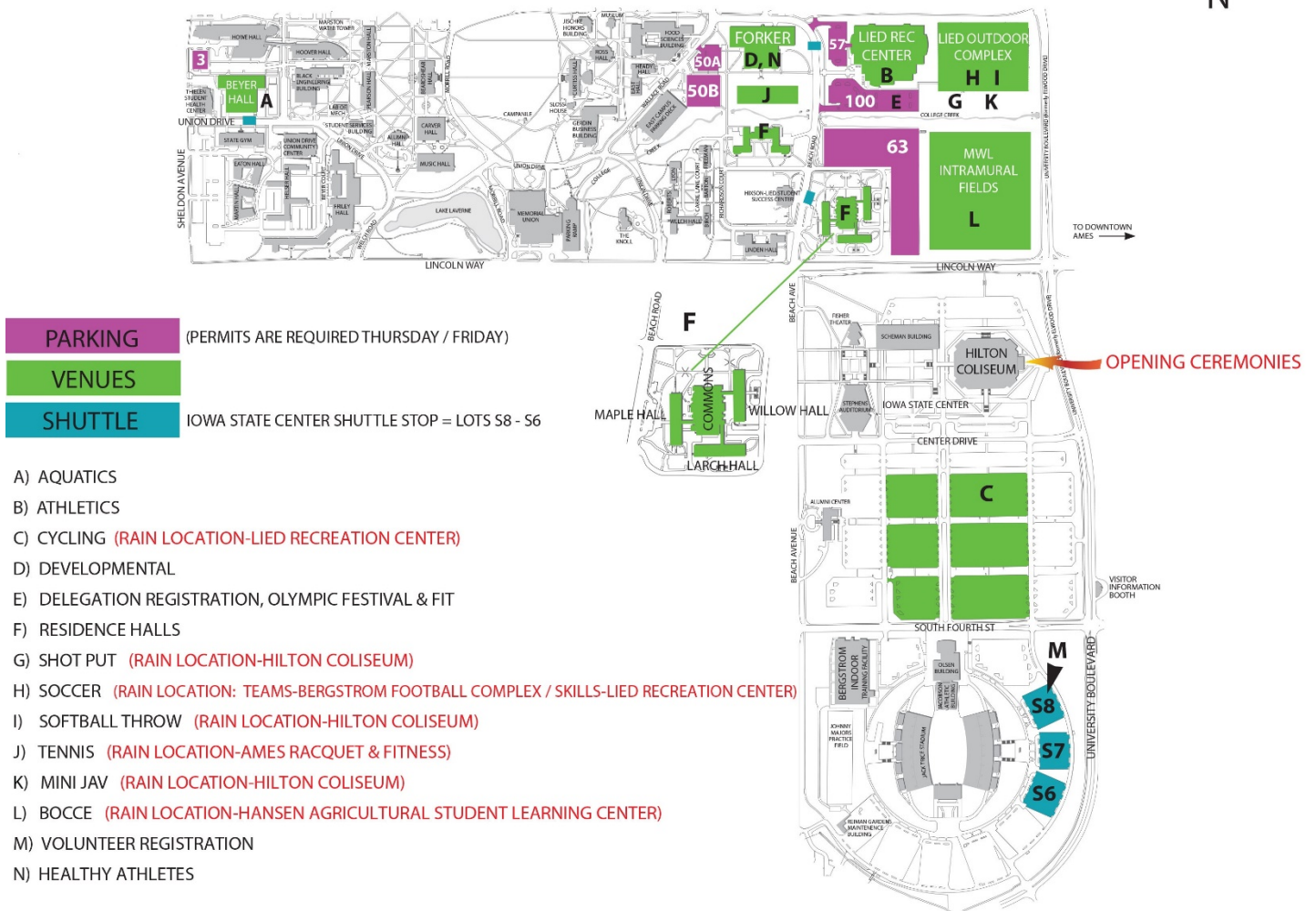
Ames is proud to host the Special Olympics Iowa Summer Games. Stop by the information desk located inside the Lied Recreation Center for an Ames Visitors Guide. A variety of coupons from Ames area businesses will be available while supplies last.

Summer Games Organizing Committee

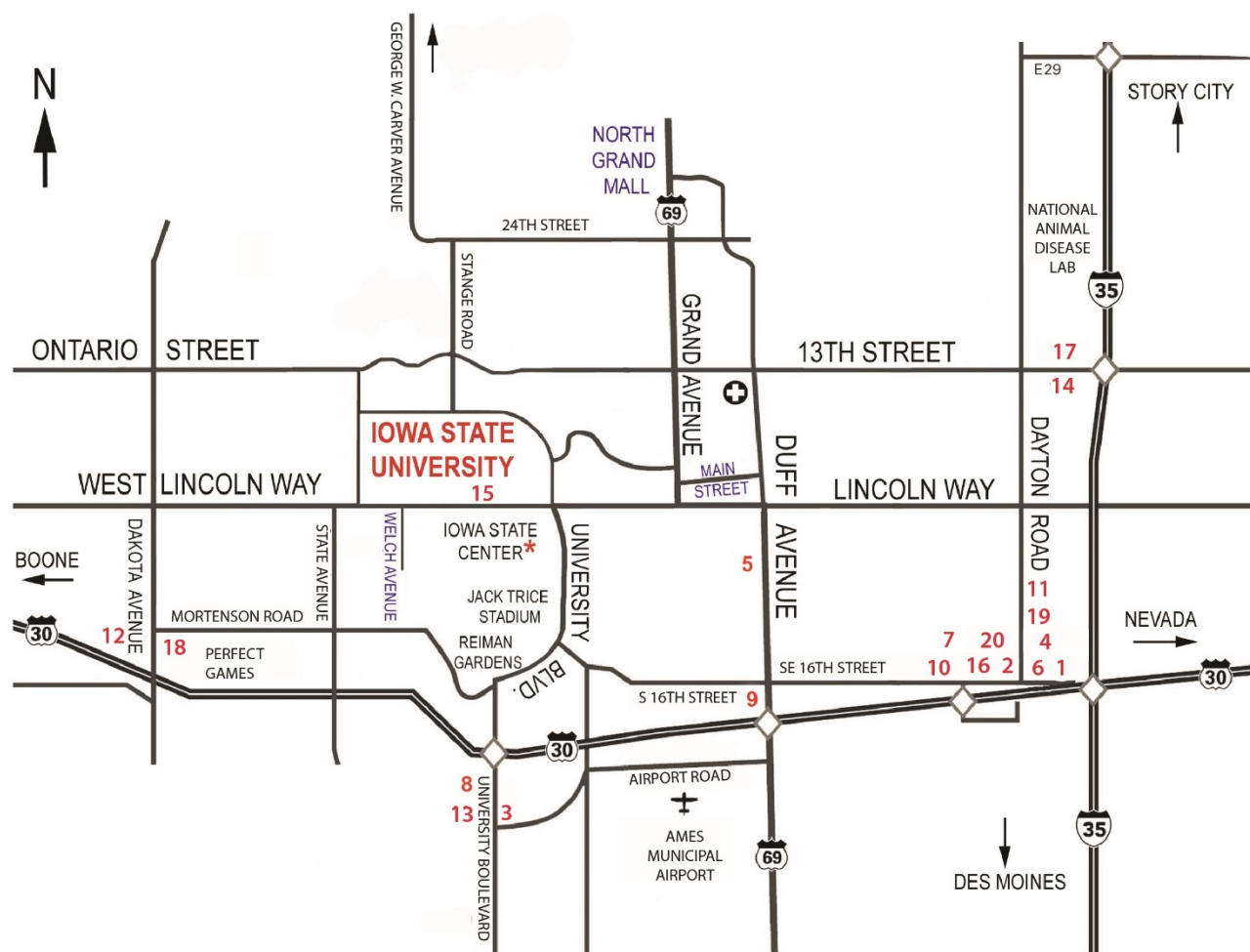
Thousands of volunteers assist with the implementation of the Summer Games. Key volunteers & members of the Summer Games steering committee commit hundreds of hours preparing for the three day event. Led by co-chairs Matt Wenger and Jan Williams, the committee looks forward to welcoming everyone to Ames & ISU.

Jordan Allen, SOIA Volunteer Manager
John Arnold, SOIA VP of Program Services & Athlete Experiences
Doug Arrowsmith, ISU Recreation Facilities
Liz Beck, MVP Reception
Sally Briggs, SOIA Class A Processing & Bocce Venue Director
Kate Bruns, Information & Publicity
Traci Carney, ISU Department of Residence/Dining
Mark Crouch, Aquatics Venue Director
Gary Cummings, Soccer Venue Director
Brent Cunningham, ISU Recreation Services
Seann DeMaris, Ames Convention & Visitors Bureau
Erica Fischer, Awards Director
Gary Harms, SOIA President/CEO
Kara Herbert, Sport Clinics
Elaine Hieber, Community Liaison
Kim Hill, Volunteer Hospitality
Brian Honnold, ISU Athletic Department
John Kliegl, SOIA VP of Development
Mike Kromminga, Olympic Festival Venue Director
Deb Larkin, ISU Police
Katie Lickteig, Opening Ceremony
Ron Leibold, Fork Building Liaison
Kim Lively, Athlete Representative
Megan Main, Ames Convention & Visitors Bureau
Linda Marticke, Developmental Coordinator
Mary Meier, ISU Athletic Training
Dianne Modlin, Soccer Skills Venue Director
Kelly Nelson, ISU-FPM
Shannon Peel, ISU Athletic Training
Connie Peters, Medical Coordinator
Jenny Pollard, Developmental Assistant
Erin Rosacker, Information & Publicity
Martha Royer, ISU Department of Residence & Dining
Brittney Rutherford, Opening Ceremony
Colleen & Hannah Schwartz, Tennis Venue Directors
Rhonda Schwarzkopf, SOIA Director of Sports
Eric Snyder, Ames Police Community Liaison
Duane Sorenson, Aquatics Venue Director
Aaron Steffen, ISU Department of Public Safety/Parking
Stuart Steffy, SOIA Individual Giving Officer
Ray Strekal, Cycling & Mini Jav Venue Director
Lana Voga, SOIA Board of Director Representative
Julie Weeks, Ames Convention & Visitors Bureau
Matt Wenger, Co-Chair
Jan Williams, Co-Chair
Landon Wolfe, Sport Clinics

2016 SPECIAL OLYMPICS IOWA SUMMER GAMES



SPECIAL OLYMPICS IOWA SUMMER GAMES 2016

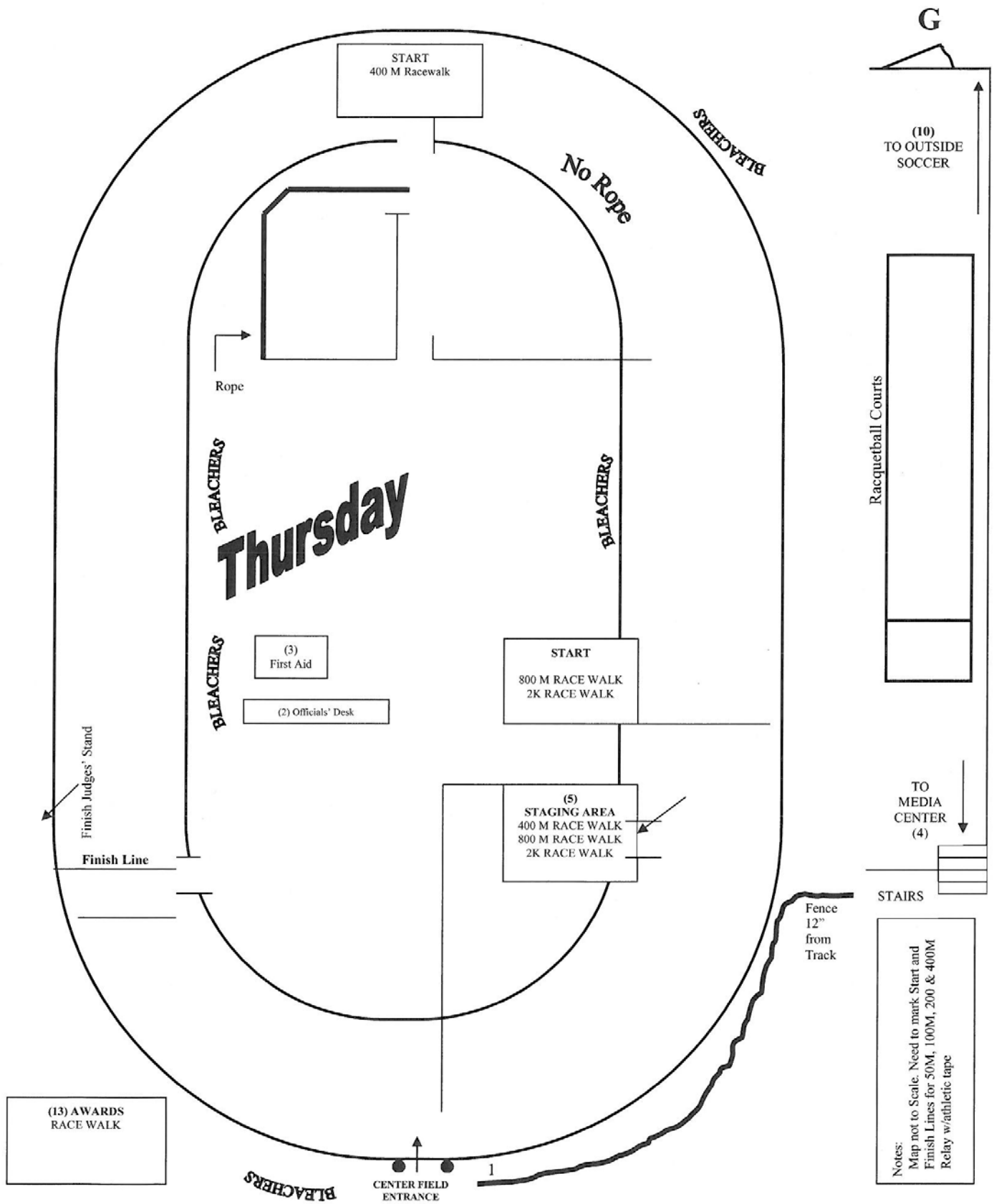


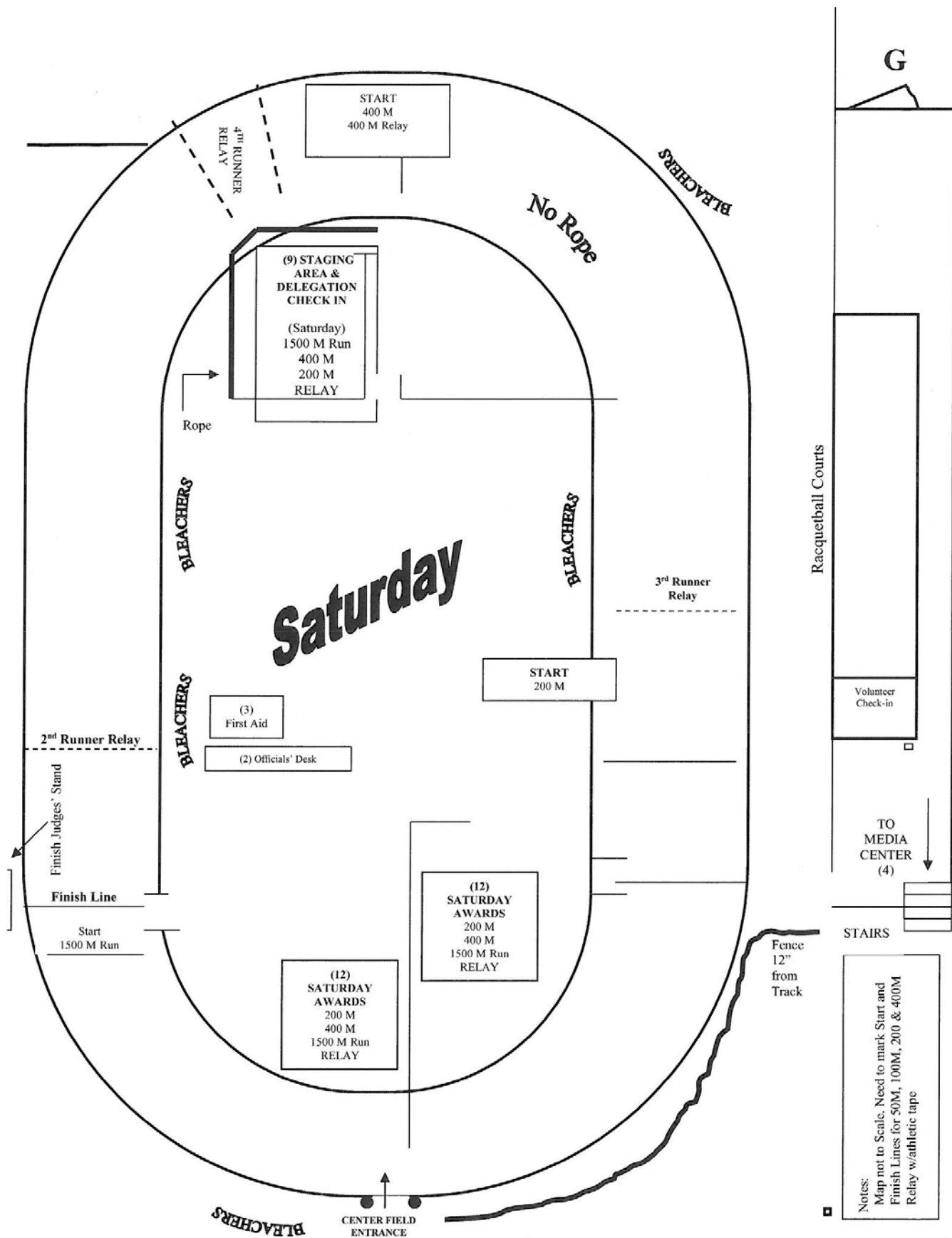
- 1) Americinn Motel and Suites
- 2) Baymont Inn & Suites (formerly Comfort Inn)
- 3) Best Western University Park Inn and Suites
- 4) Country Inn and Suites
- 5) Days Inn
- 6) Econolodge
- 7) Fairfield Inn
- 8) Gateway Hotel and Conference Center
- 9) Grandstay Residential Suites
- 10) Hampton Inn & Suites

- 11) Hotel 1400
- 12) Hilton Garden Inn
- 13) Holiday Inn Ames Conference Center
- 14) Holiday Inn Express Hotel and Suites
- 15) Iowa State University Memorial Union
- 16) Microtel Inn and Suites
- 17) Quality Inn and Suites Starlite Village
- 18) Sleep Inn & Suites
- 19) Super 8 Motel
- 20) TownePlace Suites

* Fisher Theater
Hilton Coliseum
Scheman Building
Stephens Auditorium

⊕ MARY GREELEY MEDICAL CENTER





Thank you to our Statewide Partners

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SUMMER GAMES

Special Olympics Iowa would like to thank the following individuals, groups & organizations who have contributed at least \$1,000 in support of the 2016 Special Olympics Iowa Summer Games. Your support is instrumental in providing a quality competition experience for the over 2,500 athletes attending Summer Games in 2016.

Thank you!

Ames Chamber and Economic Development	Ames Convention and Visitor's Bureau
Barilla	Danfoss Power Solutions
Grinnell Mutual	Farm Bureau
Iowa State University	Iowa Cheerleading Coaches' Association
Mary Greely Medical Center	Kingland Systems Corp.
McFarland Clinic	Rotary Club of Ames
U.S. Bank	United Healthcare
Windsor Windows & Doors	Todd & Sargent