



HANDBOOK

Special Olympics ***Iowa***



On behalf of the volunteers of the Games Organizing Committee & state office staff, welcome to the 2024 Special Olympics Iowa Winter Games. We look forward to an exciting & memorable competition for the over 300 athletes & Unified Partners, coaches, chaperones, family members & volunteers coming to the Dubuque area for competition in alpine skiing, cornhole, cross country skiing, figure skating, speed skating, & snowshoeing.

This handbook is designed to provide you with the information necessary to best manage your participation in the Winter Games. Please review the information in great detail & share the handbook with members of your delegation as well as family members attending the event. Please contact Special Olympics Iowa at 515-986-5520 or info@soiowa.org if you have any questions.

Thank you for your assistance. We look forward to seeing you at the 2024 Special Olympics Iowa Winter Games.

2024 Special Olympics Iowa Winter Games Schedule of Events

Monday, 01/08/2024

Time	Albrecht Acres Snowshoeing	ImOn Arena Figure & Speed Skating	Sundown Mountain Alpine & Cross-Country Skiing
10:00 am	Registration		AS & CC Registration & Equipment Checkout
10:00 am - 11:30 am	Practice		
10:30 am - 11:30 am			Alpine Ski - Intermediate Clinic @ Intermediate Hill
11:00 am -1:00 pm	Lunch	Lunch	Lunch
11:30 am		Registration	
12:00 pm		Figure Skating Practice	Fueling Station: 12pm – 1pm Mountain Lodge 1pm-2pm North Lodge
12:30 pm	800 M Time Trial	Speed Skating Practice	Alpine Ski - Clinic @ Bunny Hill
12:45 pm	All Other Time Trials		Alpine Ski - Skill Assessments & Time Trials @ Beginner, Intermediate & Advanced Hills
1:00 pm – 3:30 pm		Speed Skating Preliminaries	Cross Country Ski - Skill Assessment & Time Trials
2:30 pm	800 M Competition		
5:45 pm	Winter Parade Line-up at the Grand Harbor Hall		
6:00 pm	Opening Ceremony inside in the Grand River Center		
6:30 pm	Dinner in the Grand River Center Exhibit Hall B		
6:30 pm – 8:00 pm	Souvenir Sales outside of Exhibit Hall B		
7:00 pm – 8:30 pm	Dance in the Grand River Center Exhibit Hall B		

Tuesday, 01/09/2024

7:30 am – 9:00 am	Breakfast on the 2 nd floor of the Grand Harbor Resort in Tony Romas		
9:00 am	400 M & 200 M Competition		
10:00 am – 11:30 am			Cross Country Ski - 500 M Competition
10:00 am – 11:30 am			Alpine Ski - Clinic @ Bunny Hill
10:00 am - 11:30 am			Alpine Ski - Slalom @ Beginner Hill
10:00 am – 11:30 am		Figure Skating Warm-ups & Finals	Alpine Ski - Slalom @ Intermediate & Advanced Hills
10:30 am – 10:45 am		Speed Skating Warm-ups	
10:45 am – 12:00 pm		Speed Skating Finals	
11:00 am – 1:00 pm	Lunch	Lunch	Lunch
12:00 pm – 1:30 pm	Fueling Station		
12:30 pm – 1:30 pm	100 M & 4 x 100 M Relay Competition		Alpine Ski Clinic - 10 M Glide @ Bunny Hill
12:30 pm – 1:30 pm			Cross Country Ski - 100 M Competition
12:30 pm – 1:30 pm			Alpine Ski – Giant Slalom Competition @ Beginner, Intermediate & Advanced Hills
1:00 pm – 2:30 pm			Alpine Ski – Super Glide Competition @ Beginner Hill
1:30 pm – 2:30 pm			Cross Country Ski - 1 K Competition
3:30 pm	Cornhole Coaches Meeting in the Grand River Center Exhibit Hall B		
4:00 pm – 7:00 pm	Cornhole Tournament in the Grand River Center Exhibit Hall B		
5:30 pm – 7:00 pm	Souvenir Sales outside of Exhibit Hall B		
6:00 pm	Banquet in the Grand River Center Exhibit Hall B		
7:30 pm – 9:00 pm	Celebration party in the Grand Harbor Aquatics Center		

General Information & Special Events

Delegation Registration

- Delegation packets will be distributed at the sport venues starting at 10:00 am on Monday, January 8th.
- All athletes & Unified partners must attend the practice time at the Winter Games. Athletes competing in alpine skiing, cross country skiing, figure skating, speed skating, & snowshoeing must complete a time trial as well. No one is allowed to go directly to competition without practicing. Unified partners must complete a time trial as well.
- All athletes must wear their designated bib number during practice, time trials & competition.

Housing

- The Grand Harbor Resort & Waterpark located at 350 Bell Street in Dubuque is the SOIA Winter Games headquarters. Housing, Opening Ceremony, & celebration dances will be held at the Grand Harbor.
- Hotel registration at the Grand Harbor will be by delegation name, not by individual name.
- Special Olympics Iowa will only pay for rooms for delegations that completed the appropriate housing form.
- Any phone calls, movie rental, room service food & drink & incidentals are the responsibility of the delegation assigned to the room.

Meals

- Lunch will be served at the sport venues on Monday, January 8th & Tuesday, January 9th for delegations that requested lunches on the Winter Games registration form.
- A free continental breakfast will be offered on the second floor of the Grand Harbor Resort in Tony Romas on January 9th & 10th from 6:30 am – 9:00 am for all delegation members staying at the hotel.
- Dinner will be served at the Grand Harbor Resort Exhibit Hall B on January 8th & 9th for delegations that requested dinner on the Winter Games registration form. Tentative meals are listed below.
 - Monday: Pepperoni Pizza, Salad, Cookies & Water
 - Tuesday: Chicken Nuggets, French Fries, Sheet Cake & Water

Souvenirs

- Souvenirs will be sold outside of Exhibit Hall B. Souvenir sale times are listed below.
 - Monday: 6:30 pm – 8:00 pm
 - Tuesday: 5:30 pm – 7:00 pm

Medical Coverage

- Alpine Skiing & Cross-Country Skiing: Ski Patrol at Sundown Mountain.
- Figure Skating & Speed Skating: 911 or on-site medical service if available
- Snowshoeing: 911 or on-site ambulance service if available.

Opening Ceremony

- Will be held inside in the Grand River Center.
- Delegations will line up near the skywalk on the second floor of the hotel. Delegations will walk along the skywalk to the Grand River Center.

Cornhole Unified Partner Social

- Join us for a social event with your cornhole partner at the Banquet. Athletes can expect to get to know their unified partner from the University of Iowa before the cornhole competition on Tuesday. This social event will include some ice breaker games and activities to get to know one another. All athletes that signed up to participate in the cornhole tournament are suggested to be at this social event so their unified partner can get to know them and spend some more time with your athlete.

Cornhole Coaches Meeting

- Join us for a coaches meeting to go over the rules, competition, and any questions you may have about the tournament.

Fueling Stations

- Fueling & refueling with the right foods helps our bodies compete to their highest ability & recover well. We will have fresh fruit & other healthy snack items to snack on throughout the day. Make sure to take advantage of this opportunity & snack wisely throughout competition days. There will be nutrition information available to help you decide on the best snack option for you!
- We will also be blending & serving protein smoothies at each venue throughout the event at Recovery Shake Stations. We encourage athletes to try one out after practicing or competing. The blending schedule will go as follows:
- Monday from 12:00-1:00 PM: Sundown Mountain-Mountain Lodge
- Monday from 1:00-2:00 PM: Sundown Mountain-North Lodge
- Tuesday from 12:00-1:30 PM: Albrecht Acres

Lost & Found

- Lost & Found will be located at Delegation/Athlete Registration at each sport venue & in the Grand Harbor Resort Exhibit Hall B.

Sport Information

Sport Rules

- All Special Olympics Iowa competitions shall be conducted in accordance with the Official Special Olympics Sports Rules & corresponding national governing bodies. Any rule protests will be handled by the Venue Directors.

Competition Age Groups & Divisioning

- Special Olympics Iowa follows the guidelines provided by Special Olympics Incorporated for divisioning competition at the Winter Games. In order to provide meaningful, quality competition opportunities for our athletes & Unified partners, we combine where necessary in all Winter Games sports. Our guidelines for divisioning state that ability should be the primary consideration for divisioning.
- **Athletes cannot change any events or alpine ski hills during the Winter Games.**

Equipment

- Athletes & Unified partners are to bring their own sport equipment & Special Olympics approved alpine ski helmets. Delegations are to ensure that all equipment they bring is safe & in proper working order.

Clothing

- Athletes & Unified partners are to wear appropriate winter wear including coats, snow pants, snow boots, hats, gloves, & mittens.

Award Presentations

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

Inclement Weather

- In case of extreme weather conditions, some events may be modified, shortened, or cancelled for safety reasons.

Coach Responsibilities

- Coaches attending the Winter Games are asked to accept & carry out the following responsibilities:
 - Provide for the general welfare, safety, health & well-being of each Special Olympics athlete & Unified partner in their charge.
 - Familiarize themselves with the information in this handbook.
 - Provide supervision for athletes & Unified partners as necessary.
 - Ensure that athletes & Unified partners report to competition venues on time.
 - Provide assistance to athletes & Unified partners in getting to meals at appointed times.
 - Ensure that medical & prescribed medications protocols are followed.
 - Ensure that athletes & Unified partners are properly attired for competition & special events.
 - Report all emergencies to appropriate authorities after taking immediate action to ensure the health & safety of participants.
 - Be courteous & professional in all dealings with volunteers.
 - Carry a copy of the athlete's medical release.

SOIA Staff Contact

- Dallas Hinkhouse, Alpine Ski: 515-867-7985
- Katie Wiese, Cross Country Ski: 515-745-2887
- Kirsten Selsor, Ice Skating: 712-209-6744
- Sydney Sloan, Snowshoeing: 641-895-3872

Competition Information

Alpine Skiing

- Join the University of Iowa volunteers as they lead warmups, stretches and workouts throughout the day.
- Delegations will report to Mountain Center at Sundown Mountain Resort located at 16991 Asbury Road in Dubuque. Registration, check-in, awards & lunch for alpine ski athletes, coaches & chaperones will be held at the Mountain Center.
- Review the Sundown Mountain Resort alpine ski trail map for the location of each hill.
- Review the "Special Olympics Alpine Ski Helmet Requirements & Guidelines" list to ensure that every athlete has their own ski helmet that meets the requirements listed. Alpine ski helmets will not be provided by Special Olympics Iowa or Sundown Mountain Resort.
- Athletes not bringing their own equipment, excluding helmets, will be fitted with the appropriate equipment. All equipment is to be returned to the checkout area at the end of the day.
- Slalom & Giant Slalom races consist of two-timed runs. The combined times of each run will determine the results for awards.
- Ski lift tickets for coaches who must be on the ski areas to assist athletes are \$20 each.
- Family members & chaperones who wish to ski must purchase their own lift tickets, at regular price, from Sundown Mountain Resort.

Cross Country Skiing

- Join the University of Iowa volunteers as they lead warmups, stretches and workouts throughout the day.
- Delegations will report to the North Lodge at Sundown Mountain Resort located at 16991 Asbury Road in Dubuque. Registration, check-in, awards & lunch for cross country ski athletes, coaches & chaperones will be held at the North Lodge.
- Athletes not bringing their own equipment will be fitted with the appropriate equipment. All equipment is to be returned to the checkout area at the end of the day.
- Coaches will sign for their athlete's skis as they are checked in & out each time. Skis will not be handed out without a completed "Cross Country Ski Check-Out Card."

Figure Skating

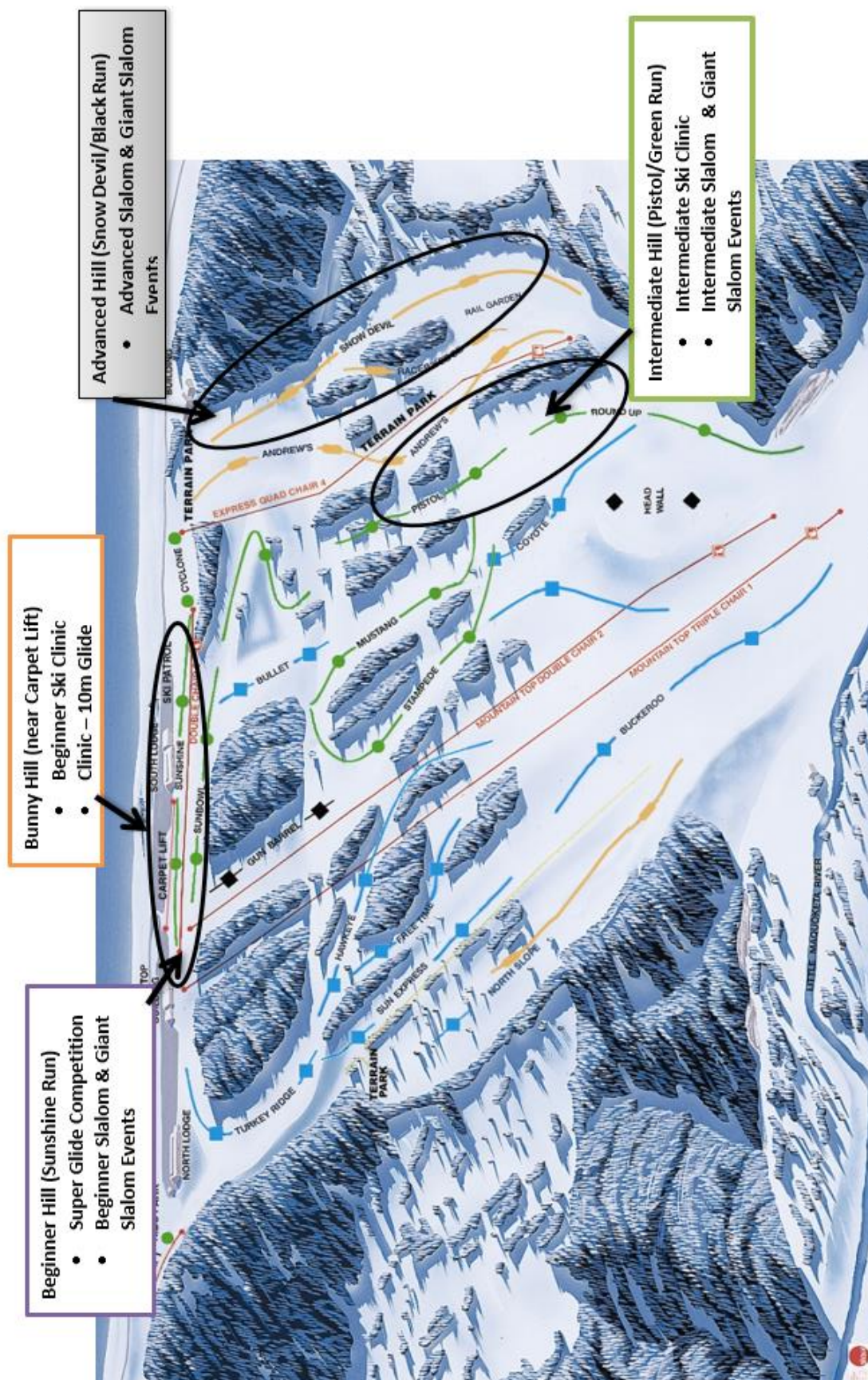
- Delegations will report to ImOn Arena located at 1800 Admiral Sheehy Drive in Dubuque. Registration, check-in, awards & lunch for figure skating athletes, coaches & chaperones will be held at ImOn Arena.

Snowshoeing

- Join the University of Iowa volunteers as they lead warmups, stretches and workouts throughout the day.
- Delegations will report to Camp Albrecht Acres located at 14837 Sherrill Road in Sherill. Registration, check-in, awards & lunch for snowshoe athletes, coaches & chaperones will be at Camp Albrecht Acres.
- Athletes & Unified partners are to bring their own snowshoes for practice, time trials & competition. Delegations are not to rely on other delegations or Special Olympics Iowa to provide snowshoes. Snowshoes provided by other delegations will be first used by athletes & Unified partners within their own delegation. If the snowshoes are not being used by these athletes & Unified partners, only then will they be available for other competitors. Therefore, delegations should provide their own snowshoes to ensure that their athletes & Unified partners are fitted appropriately & that the snowshoes will be available for competition.
- Snow boots must be worn during practice, time trials & competitions.
- Coaches will sign for their athlete's snowshoes as they are checked in & out each time.

Speed Skating

- Delegations will report to ImOn Arena located at 1800 Admiral Sheehy Drive in Dubuque. Registration, check-in, awards & lunch for figure skating athletes, coaches & chaperones will be held at ImOn Arena.
- Athletes not bringing their own equipment will be fitted with the appropriate equipment. All equipment is to be returned to the checkout area at the end of the day.



SUNDOWN MOUNTAIN - RELEASE OF LIABILITY

I, the Participant in Special Olympics at Sundown Mountain or parent or legal guardian of a Participant, know, understand, & agree that skiing & snowboarding involve both known & unknown risks, dangers, & hazards.

Signing on my own behalf, I agree as a condition of being allowed to use the ski area facility & premises that I freely accept & voluntarily assume all risks of personal injury, death, or property damage, & I RELEASE, INDEMNIFY & HOLD HARMLESS SUNDOWN MOUNTAIN & ITS AGENTS, EMPLOYEES, VOLUNTEERS, DIRECTORS, OFFICERS & SHAREHOLDERS FROM ANY & ALL LIABILITY WHICH RESULTS IN ANY WAY FROM ITS ALLEGED NEGLIGENCE OR FAULT, CONDITIONS ON OR ABOUT THE PREMISES & FACILITIES, THE OPERATIONS OF THE SKI AREA (INCLUDING, BUT NOT LIMITED TO, GROOMING, SNOW MAKING, SKI LIFT OPERATIONS, SKI PATROL OPERATIONS, ACTIONS OR OMISSIONS OF EMPLOYEES, VOLUNTEERS, OR AGENTS OF THE AREA), OR MY PARTICIPATION IN SKIING/SNOWBOARDING/RIDING OR OTHER ACTIVITIES AT THE AREA, ACCEPTING FOR MYSELF THE FULL RESPONSIBILITY & LIABILITY FOR ANY & ALL DAMAGE OR INJURY OF ANY KIND WHICH MAY RESULT.

Signing on behalf of another (as parent or legal guardian), I agree TO DEFEND, INDEMNIFY, & HOLD HARMLESS SUNDOWN MOUNTAIN & ITS AGENTS, EMPLOYEES, VOLUNTEERS, DIRECTORS, OFFICERS & SHAREHOLDERS FROM ANY & ALL LIABILITY WHICH RESULTS IN ANY WAY FROM ITS ALLEGED NEGLIGENCE OR FAULT, CONDITIONS ON OR ABOUT THE PREMISES & FACILITIES, THE OPERATIONS OF THE SKI AREA (INCLUDING, BUT NOT LIMITED TO, GROOMING, SNOW MAKING, SKI LIFT OPERATIONS, SKI PATROL OPERATIONS, ACTIONS OR OMISSIONS OF EMPLOYEES, VOLUNTEERS, OR AGENTS OF THE AREA), OR PARTICIPANT'S SKIING/SNOWBOARDING/RIDING OR OTHER ACTIVITIES AT THE AREA, AGREEING TO DEFEND, INDEMNIFY, & HOLD HARMLESS SUNDOWN MOUNTAIN ON ANY CAUSE OF ACTION WHICH MAY RESULT FROM MINOR PARTICIPANT'S USE OF THE PREMISES.

Further, I agree to visually inspect the ski trail prior to the event in which I will be participating. If I am not willing to accept the risk of injury associated with the event I will not participate.

In signing below, I certify that I have read, understand, & accept this Release of Liability Agreement. I also understand this Release of Liability to be legally binding.

Delegation Name: _____ Delegation Manager: _____

DM Email: _____ DM Telephone: _____

Date: _____

(Participant's Signature)

(Please Print Participant's Name)

(Signature of Parent or Guardian if participant is under 18 years of age)

Special Olympics Alpine Ski Helmet Requirements & Guidelines

All Special Olympics Iowa alpine ski athletes must provide their own helmets for competition at the SOIA Winter Games. All helmets must meet the following requirements:

- Bear a CE mark & conform to recognized & appropriate standards such as CEH.Din 1077, ASTM F2040, SNELL S98 or RS 98.
- Have a conformity label affixed by the manufacturer in a non-removable way, at the back of the helmet, in a position where it is not covered by the goggle strap.
- The conformity label must contain the text "Conform to FIS Specifications RH 2013."
- Helmets must cover the head & ears.
- Helmets with spoilers or edges that stick out are not permitted.
- Protective features, such as chin guards on SL helmets are permitted.
- Soft ear protection is only permitted for helmets used is SL.



PARTICIPANT RELEASE & WAIVER

Liability Release. To be read & understood by all persons intending to do participate in Special Olympics activities at Camp Albrecht Acres. Participant does hereby release & forever discharge & hold harmless Camp Albrecht Acres from all liability claims & demands which arise from their participation in activities & events on Albrecht Acres' grounds. The participant assumes the risk of injury or harm in the activities & releases Camp Albrecht Acres from all liability for injury, illness, death, or property damage resulting from the activities.

Discrimination Policy. Camp Albrecht Acres prohibits any action or conduct which may discriminate against or harass other employees/participants, harass any Camp affiliated family or Camper. Camp Albrecht Acres does not tolerate any actions, words, jokes, or comments based on an individual's sex, sexual orientation, race, ethnic background, religion, physical condition, or other legally protected characteristic. Any actions, therefore, which demean or are hurtful to people of a certain sex, sexual orientation, race, ethnic background, religion, physical condition, or other legally protected characteristics are prohibited. Participants exhibiting this behavior may be asked to end their participant relationship with Camp Albrecht Acres.

Medical Treatment. I hereby consent to the administration of first aid & other medical treatment in the event of an injury & agree to pay the costs of any such medical expenses. I hereby release & forever discharge Camp Albrecht Acres & it's staff from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with my activities at Camp Albrecht Acres.

Assumption of Risk. I understand that some of the activities in my participation in Special Olympics while at Camp Albrecht Acres may be hazardous. I hereby expressly & specifically assume the risk of injury or harm in the activities & release Camp Albrecht Acres & its affiliated members from all liability, illness, death, or property damage resulting from the activities.

Insurance. I understand that I will not be covered by any medical, health, accident, disability, or other insurance coverage provided by Camp Albrecht Acres or its staff.

Media Release. I hereby consent to the unrestricted use by Camp Albrecht Acres and/or persons authorized by them of any photographs, recordings, interviews, videotapes, motion pictures or similar visual recording of me.

Other. In all activities, as a participant, I understand that I share the responsibility for my own safety & for the safety of the group.

I hereby state that I have read this agreement carefully before signing & I understand what it means & what I am agreeing to by signing.

Signed on _____ day of _____ 20____.

(Please Print Participant's Name)

(Signature of Parent or Guardian if participant is under 18 years of age)

Delegation Name: _____ Delegation Manager: _____

Delegation Mgr. Email: _____ Delegation Mgr. Cell Phone: _____

Emergency Contact

Emergency Contact Cell Phone



VOLUNTEER RELEASE & WAIVER

Persons less than 16 years of age are only permitted to volunteer under the supervision of a responsible adult.

Liability Release. To be read & understood by all people intending to do volunteer work for Camp Albrecht Acres. Volunteer does hereby release & forever discharge & hold harmless Camp Albrecht Acres from all liability claims & demands which arise from volunteer's work for our organization, whether on Albrecht Acres' grounds or other such volunteer work. The volunteer assumes the risk of injury or harm in the activities & releases Camp Albrecht Acres from all liability for injury, illness, death, or property damage resulting from the activities.

Discrimination Policy. Camp Albrecht Acres prohibits any action or conduct which may discriminate against or harass other employees/volunteers, harass any Camp affiliated family or Camper. Camp Albrecht Acres does not tolerate any actions, words, jokes, or comments based on an individual's sex, sexual orientation, race, ethnic background, religion, physical condition, or other legally protected characteristic. Any actions, therefore, which demean or are hurtful to people of a certain sex, sexual orientation, race, ethnic background, religion, physical condition, or other legally protected characteristics are prohibited. Volunteers exhibiting this behavior may be asked to end their volunteer relationship with Camp Albrecht Acres. *It is the policy of Camp Albrecht Acres to check all volunteer names against the national sex offender registry during the camp season. By signing below, you hereby give Camp Albrecht Acres the permission to perform the above-named check.

Medical Treatment. I hereby consent to the administration of first aid & other medical treatment in the event of an injury & agree to pay the costs of any such medical expenses. I hereby release & forever discharge Camp Albrecht Acres & it's staff from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with my activities at Camp Albrecht Acres.

Assumption of Risk. I understand that some of the activities in my volunteer services may be hazardous. I hereby expressly & specifically assume the risk of injury or harm in the activities & release Camp Albrecht Acres & its affiliated members from all liability, illness, death, or property damage resulting from the activities.

Insurance. I understand that I will not be covered by any medical, health, accident, disability, or other insurance coverage provided by Camp Albrecht Acres or its staff & that I will not be eligible for any workers compensation benefits.

Media Release. I hereby consent to the unrestricted use by Camp Albrecht Acres and/or persons authorized by them of any photographs, recordings, interviews, videotapes, motion pictures or similar visual recording of me.

Other. I understand that I will not be paid for my services. In all activities, as a volunteer, I understand that I share in the responsibility for my own safety & for the safety of the group.

I hereby state that I have read this agreement carefully before signing & I understand what it means & what I am agreeing to by signing.

Signed on _____ day of _____ 20____.

Printed Name

Signature (Parent/Guardian if under 18)

Address

Emergency Contact

Volunteer Group Name: _____

Phone

Emergency Contact Phone

Camp Albrecht Acres

14837 Sherrill Road · Sherrill, IA · (563) 552-1771 · office@albrechtacres.org

Special Olympics Iowa Emergency Management Plan

In the event of an emergency situation (bus accident, hotel fire, athlete/coach/volunteer death, etc.) we must be ready to act. Specific assignments, in order to acquire & disseminate information & data, will be necessary in order for us to make necessary decisions. Communication among ourselves is vital in order for us to manage the situation, rather than just be reactionary. With that as a preface, the following is our initial plan for managing an emergency situation:

Step One – Whoever receives the phone call or message or witnesses an emergency or potential emergency, should determine whether or not the proper authorities (police, rescue squad, fire department, etc.) have been notified. Our first objective is to give the necessary treatment to those injured & to prevent further injury.

Step Two – If an emergency should occur at a venue, the Event Director should be located & directed to the scene. The Event Director should notify Special Olympics Iowa Staff.

SOIA Staff / Event Directors:

President/CEO (contact for all venues, banquet, dances, etc.): John Kliegl

Alpine Skiing: Dallas Hinkhouse

Cross Country Skiing: Katie Wiese

Figure & Speed Skating: Kirsten Selsor/Ray Strekal

Snowshoeing: Sydney Sloan

If an emergency should occur on the way to or from an event, please notify John Kliegl at 515-418-7339. We ask that everyone direct media inquiries & representatives to John Kliegl, SOIA President/CEO, or his designee.

Thank You to Our Partners!

Champion Statewide Partners



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State Council



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Special Olympics Iowa thanks the following individuals, groups, colleges, & organizations for their contributions to the success of the 2024 Special Olympics Iowa Winter Games. Without these generous individuals & organizations Special Olympics Iowa would not be able to offer the quantity & quality of events we do for our athletes, Unified partners, coaches, families, & volunteers.

Winter Games Organizing Committee & Venue Hosts

Bruce Barnett
Jana Beau
Adam Drury-Aldrich
Matt Goedken
Mark Gordon
Kristina Gordon
Lorene Hynes
Anna Jensen
Adrienne Johnson
Tobi Luetkemeier

Eric Oeth
Cindy Kohlmann
Michelle Rhoades
Cole Schmelzer
Nancy Shannon
Ray Strekal
Eric Veltstra
Dan Wachtel
Cory Ward
Mark Zalaznik

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University of Iowa