



**Special Olympics BC
Winter Games**

Kamloops 2023



**2023 SPECIAL OLYMPICS BC
WINTER GAMES
KAMLOOPS, BC**

GAMES HANDBOOK

CONGRATULATIONS.....

You have been selected to be a part of the 2023 Provincial Winter Games hosted by Special Olympics BC!

The Games Organizing Committee (GOC) has been working tirelessly for the past year to ensure that your four days in Kamloops are the best ever!

We know that not everything will run as smoothly in real time as it appears on paper so we ask that you do your part to work with the GOC to fix what doesn't work in the most positive way possible. Since they too are volunteers, they may not always be able to respond to your wish/request on site but will do their best to find a solution that works for everyone.

Keeping to the schedule provided to you will be imperative. We can only move and feed people efficiently if everyone keeps to the schedules created. Even if it appears that there is room for you to move in and eat at a time when you are not scheduled, please do not do so as it is likely someone is running late and will arrive just in time to eat.

You will receive specific schedules for meals and transportation for the accommodation you are staying at prior to your arrival so you can familiarize yourself with your routine. **PLEASE SAVE TO AN ACCESSIBLE DEVICE &/OR PRINT AND BRING THEM** so that you can ensure you are prepared to assist your athletes. These will also be posted at a to be determined location in your accommodation.

Thank you for all of the time and effort you have put in to getting your athletes ready for this amazing weekend of competition and comradery. We truly appreciate everything you have done and hope you enjoy the 2023 Special Olympics BC Winter Games.

COACHES ROLE AT GAMES:

Games are a very exciting time, but it can also be a very demanding time for coaches. The expectation is that you provide 24 hour supervision for ALL your assigned athletes, even the athletes that normally live independently or you feel would not require supervision. This means that athletes may not leave an accommodation site, even just to walk around outside, without a coach present.

When you are in the accommodations, you can allow the athletes a bit of leeway but you are still responsible for knowing where they are, at all times.

The process for athletes and families and friends to interact during the Games is listed in this document under 'Families & Supporters.' We take the security of our athletes very seriously and while you may feel an individual is fine to take an athlete away from the group and spend time with them, you may not know all individuals who would like to have access to the athletes (like aunts, uncles, family friends) so our policy is the same for all and we ask that you respect that. It can be very embarrassing for everyone if security is asked to step in when an athlete is not accompanied by a coach or is found with family and friends in an area they should not be in (*See Families and Supporters section of this handbook for more information*).

Some policies you should ensure you are familiar with prior to going into the Games:

Coaching Attire: Coaches may not wear jeans of any kind during competition. Shorts, athletic pants, etc. are appropriate but coaches will be asked to change if they show up at the competition with blue jeans on. Most of you will have clothing that your Local/Region has provided to you as this is the most appropriate attire for competition days. If a shirt was not provided, you may wear any shirt (**with the exception of t-shirts with large logo's, brand names, or offensive language**). Obviously since this is a winter games, you may be wearing your own warm jackets (that are not SO logoed) and that is completely appropriate.

Athlete Attire: Please familiarize yourself with the *Competition and Program Attire* policy before you arrive to ensure that both you and your athletes are prepared or ask your Chef de Mission or Local Coordinator if you have any questions. Information on sport specific attire can be found in the Sport Technical Package.

You will also want to familiarize yourself with the *Alcohol Policy*, which states that no one will consume alcohol from the time they depart their home community until they arrive back home.

You can find these and other policies that relate to competition by going to www.specialolympics.bc.ca
Resources → Admin → SOBC policies

Games can be an overwhelming experience but being a part of the team and seeing your athletes achieve the goals that they have set for themselves is worth the sleepless nights and the hurry up-and-wait process. So, read through the information provided here so that you can be as prepared as possible for one of the best sport experiences of your life!

PRIOR TO ARRIVAL:

REVIEW OF TECHNICAL PACKAGE

All coaches should have received the Sport Technical Package for their specific sport by this time. Be sure that you read through it to familiarize yourself with exactly how your sport will operate at the Winter Games. If you have questions about the technical package you can email the following:

Ailey Jarvis, Sport Coordinator – Competition ajarvis@specialolympics.bc.ca

Michelle Cruickshank, Sport & Program Manager mcruickshank@specialolympics.bc.ca

Please ensure that you know the rules for your sport. Should an athlete not follow the rules, they can be disqualified so it is important that you feel comfortable with the rules. Again, these can be found on our website under **Resources → Coaching → Sport Rules, Resources & Videos → Winter Sports**

REVIEW OF HEAT SHEETS & ATHLETE LISTS

For Snowshoe, Cross Country, and Speed Skating you will receive the heat sheets for your athletes. PLEASE go through these ASAP and if there is an error, an athlete has not been entered in an event, or they need to be scratched from an event, please advise Ailey Jarvis, ajarvis@specialolympics.bc.ca right away.

Other sports will be provided a list of athletes registered. It is imperative that you check to confirm that the correct athletes are registered prior to arrival at games. Again, if you note any errors you must notify Ailey Jarvis, ajarvis@specialolympics.bc.ca immediately.

ACCREDITATION

You will receive your accreditation tag upon arrival to the Games. You and your athletes must wear these AT ALL TIMES (you can take them off to shower and sleep!). Athletes should give their accreditation tags to their coaches as they enter the marshalling area or while they are competing and then put them back on directly following the event/game. If a tag is lost, please let your Mission Staff or Chef de Mission know immediately and they will do their best to get a replacement. Access will be denied to certain areas based on these accreditation tags so it is important that you have yours on.

AT GAMES:

ARRIVAL

Arrival to the Games can be a tight timeline as inclement weather, bus issues &/or accommodation check-in times may create a short turnaround for getting settled, having dinner and getting to Opening Ceremonies for an on time start.

Your Chef de Mission or a member of your Mission Staff will provide you with the number of the room you will be staying in. When you arrive, please stay on the bus until the Chef de Mission or your Mission Staff gives the go ahead to exit the bus (this may take a few minutes but if you are patient, the process will go that much smoother). When you are given the go head, exit the bus and assist the athletes assigned to you to gather all of their luggage, bedding etc.

Regions should work together to ensure that all athletes are supported as they move into their rooms. Obviously you may not be able to be with your athletes in their rooms if they are of the opposite gender. Team staff & coaches - based on gender - will be assigned to each accommodation area. As a team you should work out who will assist those athletes assigned to you if their accommodation is in a different area to get them safely into the room with all of their gear.

Because time is so tight on arrival day it will be important to know the schedule, how much time you have to set up your room, and when you need to be ready to get to dinner. Please follow the schedule set out as things are timed for the number of people we have attending the Games! Opening Ceremonies will start at 7:00 pm SHARP and will be livestreamed for family and friends who can't attend, therefore we all need to work together on Thursday to make this tight timing work!

ACCOMMODATION

There will be safety volunteers and SOBC staff in the hotel. Go to them if you have any questions. These individuals will be checking ID tags to ensure only individuals authorized to be in the accommodation are provided access to the team floors. PLEASE REMEMBER these individuals are volunteers doing a job they have been asked to do. Please respect that and ensure that you show your ID. They also have strict orders to keep parents and family members out of the accommodation area so please do not ask permission for a parent to enter. They will refuse entry and will contact your Chef de Mission.

Athletes and coaches will be staying in rooms with 2 to 3 per room depending on availability. For those in a room of 3 someone must bring their own sleeping gear (air mattress or foamy, sleeping bag, pillows etc.). Due to the tight quarters, we ask that people bring a single mat / mattress to provide as much space as possible.

If, at any time during the Games, you need to make a rooming change, please go to your Chef de Mission and they will authorize the change and ensure that the individuals at the Information/Security Desk know of the change as well as changing the assignment of the room.

We ask that everyone only use the entrances identified. All others should only be accessed in the case of an emergency. We appreciate your assistance in this.

Smoking is not allowed on the properties and we will leave it to each team to choose a spot off site where your team will go. Athletes must have a coach with them when they are in the smoking area. We also ask that SOBC logos not be visible (turn jackets inside out if required) and we ask that you respect this area and clean up after yourselves.

EMERGENCY ACTION PLAN (EAP)

We will have EAP's created for each accommodation and venue. If feasible they will be forwarded in advance of Games to your Chef de Mission for distribution. Once at games, please ensure you familiarize yourself and your athletes with these plans. You should have medical forms for your athletes with you at all times so that they are readily available in case of an emergency.

TRANSPORTATION

Buses will be used to transport you and your athletes to meals and all events. They will depart and arrive at the same location so please be sure to look at where you are dropped off at each venue. It will also be important to ensure that you get on the right bus so if you are not sure, ask the bus driver which venue or accommodation they are going to. There will also be colour coded signage on each bus with a clear indication of where the bus is heading.

You will receive a transportation schedule specifically for your sport. Please ensure that you are at the pick-up location at least 5 – 10 minutes prior to the time on the sheet as that is the departure time. Buses will not wait as they need to get the others to their event on time. **NOTE:** If buses are not at the pickup time exactly as per the schedule, please wait for 10 minutes before you contact Transportation to see if there is an issue.

Please check to be sure your athletes have all of their gear and medication **prior** to departure. If for some reason you need to return for something someone has forgotten, please contact your Mission Staff or Chef de Mission and they will try to arrange transportation to take you back. If an SOBC staff member is at the venue they will also try to assist you!

PLEASE NOTE: for insurance purposes, everyone except the Chef de Mission must take Games transportation. Personal vehicles may not be used.

MEDICAL:

There will be medical coverage at all sport venues. If it is not obvious where these individuals are, please ask either the Provincial Technical Advisor or the Venue Manager and they will assist you with the medical protocol for your venue. Medical personnel will be wearing red vests. There will be medical coverage at all Special Events while athletes are there. There will be floating medical personnel on duty overnight in accommodation hubs to assist you. To speed up the process, please try to bring the athlete's medical form with you when you access the medical services.

All teams also have Regional Medical Liaisons. The Regional Medical Liaisons have met with the Medical Director for the games and understand their role at the games. They will be able to dispense over the counter medication and assist in assessing the severity of medical issues, so for small incidents feel free to speak with them and they will know how to assist you.

MEALS

Our meals for the Games are being served by volunteers. This team of volunteers will do everything in their power to provide hot, tasty meals. Please remember, we are cooking for over 1000 people so they will not be working to meet individual tastes, however the selections provided should work for most everyone.

All food will be prepared and served out of a large dining room in select accommodations. Team members may be required to walk (several accommodations are VERY close to each other) or will be picked up at their accommodation each morning and transported to breakfast after which they will be taken directly to their sport venue. Upon completion of competition on Friday, they will return to the designated accommodation for dinner prior to returning to their designated team accommodation.

Please refer to the schedules provided which will provide information on when you will be transported to your meals.

Again, it is important that you eat at the time listed as we can only accommodate a certain number of people at one time. These meals will have servers who will provide each athlete and coach with a proper portion of the item they are serving. If your athlete is unable to eat more than one or two things provided, let the server know and they will give the athlete a larger portion. However, this should only be done if the athlete is unable to eat the other choices, not because they like one item more than the others. Please do not linger at the tables as there will be athletes and coaches waiting to move into your spots.

Coaches will be responsible for ensuring that athletes eat healthy portions. If too much waste is noticed, portions will be cut back (as in the past a lot of food went to waste as people's eyes were bigger than their stomachs).

Lunches for all sports (**with the exception of:** Curling, Speed Skating & Figure Skating) will need to be picked up after breakfast prior to leaving the hotel for your Sport Venue. Lunches will be boxed by Region and Sport. **NOTE:** If you have an athlete or coach with a dietary restriction that was submitted by your Chef de Mission there will be a sandwich in that sports box with the individuals name on it.

We will not individually box lunches, but will provide you with a variety of sandwiches etc. that you can hand out to your athletes. This will eliminate waste of food that athletes may not want to eat. Only dietary restrictions that have been submitted will be able to be accommodated.

Snacks will be available at all hotels after 9:00 p.m. Each team will organize their distribution.

NOTE: If the dietary needs of an athlete cannot be fully met & they need to bring their own packaged food this **MUST** be kept in their coaches mini fridge provided in their accommodation. The accommodation has agreed that this food can be brought into the dining room to be eaten with their fellow team members at meal times.

<u>SPECIAL EVENTS:</u>

OPENING CEREMONIES:

Opening ceremonies will be held on Thursday night. You will leave your accommodation for dinner and then on to Opening Ceremonies based on the regional schedule you have been given. You will need to be in your region's "Walk on Uniform" prior to leaving the accommodation site. Please ensure that you only wear the items outlined by your Chef de Mission. Only hats that are a part of the Regions walk on uniform may be worn. Also, only coaches may carry in any type of bag and these must be logo free (only manufacturer logos are allowed (i.e. Nike swoosh). If athletes wish to bring cameras, etc., they should be put in this bag to be given out when they are seated. Taking selfies during walk-in slows the process and is discouraged. This will ensure everyone gets into their seats in a timely manner and items won't be left behind in their hurry to depart.

The buses transporting you to Opening Ceremonies will be color-coded and numbered for each accommodation. Please remember what color and number the bus is that you were transported in. You can leave your heavy jackets on the bus as you will be getting back on the same bus to go back to the hotel.

Teams will march in by Region, take their seats, and then the show will start! **At the end of the Opening Ceremonies, please remain seated until your Region is asked to exit.** We will hold you until your bus has arrived to take you back to your accommodation sites.

HEALTHY ATHLETE SCREENING (HAS):

On Friday night there will be an opportunity for athletes to participate in a Healthy Athletes Screening event. This event is being hosted in the evening at one of the designated hotels. Teams from nearby hotels are encouraged to walk over and participate.

HAS is an amazing opportunity for athletes to receive free health screening from a variety of medical disciplines. For these Games they will get first class dental care and hearing tests with referrals if needed. There will also be Health Promotion stations set up to educate on several topics that aid in healthy lifestyle. Health Promotion provides the athletes with lots of valuable information in a fun, interactive way as well as many great take away items! Your Chef de Mission will have shared registration information with you to give your athletes so they can indicate in advance what they would like to sign up for. All requests should be sent by the deadline to the contact indicated on the HAS form.

This may not seem like much but we know from past experience many of our athletes would not get these services without Healthy Athletes Screening.

MERCHANDISE:

Merchandise is currently available for purchase on the SOBC website. Online Orders will be available for pickup at the Hotel designated by your Region. Additional merchandise will be sold at the locations indicated below during the Games. As always, each athlete and coach will be given a \$15.00 Coupon to use at the merchandise booths towards the cost of their purchase. There will be a number of items that cost \$15.00 and we will do everything in our power to have a line for participants who are only interested in “purchasing” those items, rather than wait in line with those looking to purchase multiple items.

Merchandise will be sold at the hotels on Friday evening, victory dance on Saturday and we believe at McArthur Island on Saturday.

VICTORY DANCE AND CLOSING CEREMONIES:

The Victory Dance and Closing Ceremonies are only open to the athletes and coaches participating in the Games. The theme this year will be a “NEON Party”. Athletes and coaches can dress up to celebrate neon/glow fun. Please ensure all dress is appropriate.

All athletes and coaches must attend the event unless the Chef de Mission signs off on them staying at the accommodation site; buses will begin to return to the schools around 8:30 p.m.

SPORTS:

Each sport will be hosted by a Sport Technical and Venue Manager who have been working tirelessly to put on top quality competition. All events will be run according to the sport rules for that sport so please ensure that you are familiar with all the rules. Officials have been told that the 2023 Winter Games is a qualifying event so all infractions, disqualifications, etc. must be called.

As stated in the “Prior to Arrival” section of this manual, once you have read through the sport technical package for your sport, if you have any questions, please do not hesitate to contact the identified SOBC Staff member.

Medal ceremonies will be held at the sport venues or as identified in your technical packages. ALL athletes must be in their competition uniform for awards. For team sports, coaches must be in their team shirt if they wish to be in the awards area. **Note:** coaches do not receive medals in any sports.

Saying you were not aware of a rule or policy will not mean your athlete will not be DQ'd so reach out if you have questions!

TEAM SELECTION – TEAM BC 2024:

Applications will be forwarded to you by your Chef de Mission or you can contact one of our SOBC Sport Staff.

Coaches wishing to apply for Team BC to the 2024 National Games being held in Calgary, Alberta will need to complete an application and forward it to the Provincial Office by **Friday, March 3rd, 2023**.

All coaches who attend the Provincial Games will be eligible to apply for a position on Team BC. Special Olympics BC is dedicated to building a Provincial Team that includes both coaches with National Games experience and Coaches who may be attending Provincial Games for the first time, so if you are interested, you should apply!

Please Note: Coaches of team sports must also apply. Should you not and your team is selected to move forward other coaches will be selected.

The Selection Committee, which consists of the Chef de Missions, and members of the Leadership Council, will observe coaches at the Games. They will encourage coaches to apply for a spot on Team BC and will note coaches they feel did a great job and should be considered.

Athletes will be selected on a sport by sport basis as per the selection policy posted on the SOBC website.

Team BC will be announced on the SOBC website. Only individuals selected to the team will be notified personally.

FAMILIES AND SUPPORTERS:

While parents, friends, and supporters are an important part of the Games, it is SOBC's responsibility to keep all participants safe and focused. While you may know all of the individuals personally who are coming to support your athletes, this is not always the case with all of our athletes. Again, the one rule for all applies and athletes will not be permitted to go off, even to buy a drink, with anyone other than the coaches and Mission Staff who are part of your team. If athletes do go off with the parents, even with your permission, they will be removed from the Games. We take the safety of the athletes very seriously.

We also ask that you not invite parents, friends, and supporters into "Participant Only" areas. This includes individuals who may coach in your community but are not part of the team. If they are found in that area, they will be removed by Safety Volunteers which will be embarrassing for everyone and upsetting to the athletes. Remember, Safety Volunteers are just doing the job they have been asked to do!

During competition, you may take all of your athletes and go and sit in the spectator area so that families and friends may visit with the athletes. Again, you may not let athletes leave with a family member (to go to the washroom, buy merchandise or food) but you may let families and friends visit with the athletes between events. However, do not forget that you must stay with athletes. Families and friends will not have access to the Accommodation Site, Victory Dance, or Healthy Athletes at any time.

If you have questions or challenges with this at Games, please speak directly to your Chef de Mission, Team Managers, or Provincial Office Staff and they will be happy to assist you.

CONCLUSION:

We hope that this information will help you to plan for the Games. If you have any questions that have not been answered either here or at the Regional Team meetings held by your Chef de Mission please feel free to contact them directly or to contact VP of Sport, Lois McNary by email

lmcnary@specialolympics.bc.ca or phone 604-616-1341!

We look forward to welcoming you to Kamloops!