

Villanova Special Olympics

Fall Festival 2018

“Once Upon a Fall Fest: A Story of Bravery”

Head of Delegation Handbook



Villanova Special Olympics Committee

215 Dougherty Hall
Villanova University
800 E Lancaster Ave.
Villanova, PA 19085

On behalf of Villanova University and the 2018 Fall Festival Committee, welcome to the 30th Annual Special Olympics Pennsylvania Fall Festival! Our 98-student and athlete committee has been eagerly awaiting your arrival since February, when we began our nine-month planning to make this weekend the best experience for you.

Get ready to celebrate your own Fall Fest Story, as we commemorate the legacy, achievements, and bravery from the past 30 years! This year's theme for Fall Fest is "Once Upon a Fall Fest: A Story of Bravery." The victories of respect, friendship, and unity achieved through Special Olympics do not fall just within these three days. The mission has grown so much as we look back over the years, and it has so many possibilities looking forward. To highlight the past 30 years of Special Olympics at Villanova, the Oreo will feature a collection of commemorative pieces. Outside of competition, we will provide plenty of entertainment for all at Opening and Closing Ceremonies, in Olympic Town, and at the Victory Dance. We also encourage you to visit Healthy Athletes in Driscoll Hall, which provides free health screenings and other activities to promote healthy living for the athletes.

Please take the time to review this Handbook. It includes information to ensure a fun and safe weekend and will answer many of your questions. As you will notice, we have made several changes to venue and parking locations based on construction at Villanova, as well as your feedback from past Fall Festivals. This year, we are expanding our presence on Villanova's campus by hosting two venues on West Campus! There are also off-campus venues at The Shipley School and Marple Sports Arena. Be sure to pay attention to all signage and take advantage of "Ask-Me!" booths and maps. Thank you in advance for your patience, understanding, and cooperation.

We hope you enjoy the spirit of competition, the encouragement of your fellow coaches and teammates, and the endless cheers and support from the Villanova community. The 30th Annual Fall Festival will be a true celebration of the talents and victories of all athletes, whether it be their first or 30th year competing in Fall Fest. We are excited to see you on campus and wish you safe travels!

Sincerely,

A handwritten signature in black ink that reads "Julia Berger". The script is cursive and fluid, with the first name "Julia" and last name "Berger" clearly distinguishable.

Julia Berger
2018 Fall Festival Director

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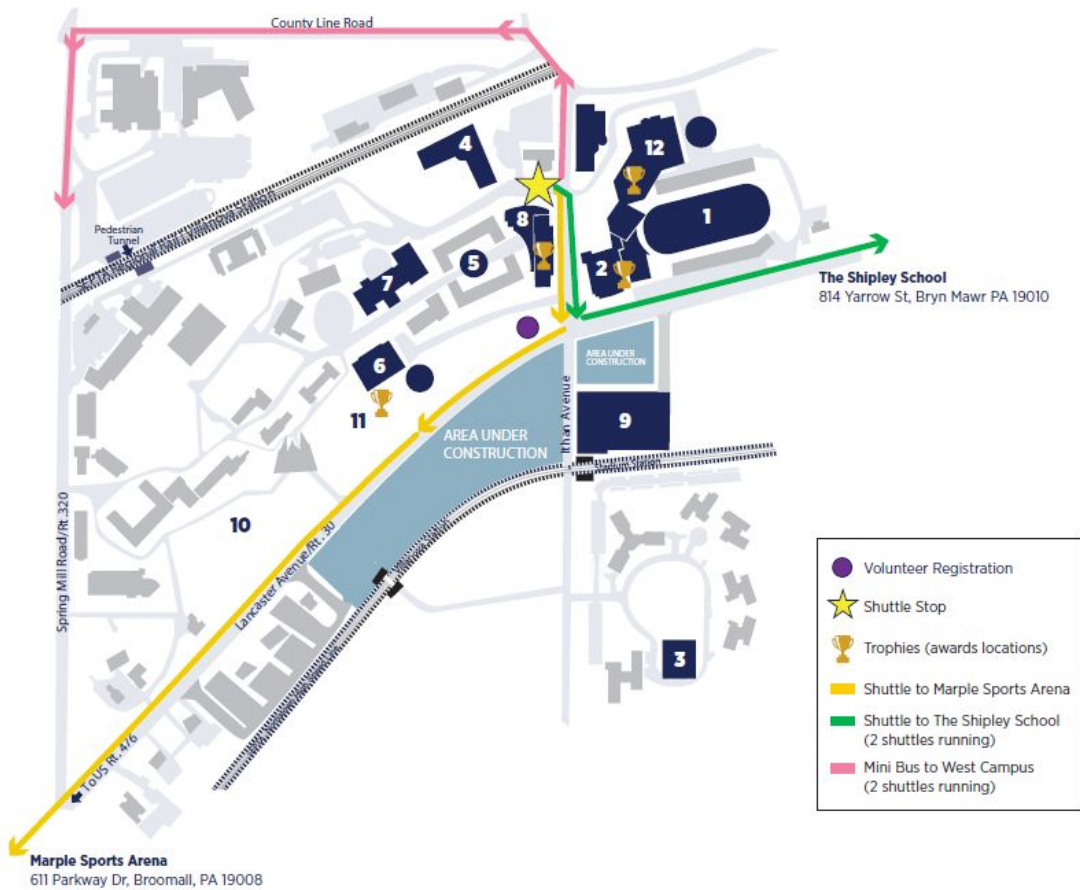
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Campus Map

Villanova Special Olympics Fall Festival
Villanova Main Campus Map



VENUE KEY

1. **Villanova Stadium**
—11 v 11 Soccer
2. **Jake Nevin Field house**
—Closing Ceremonies
—Volleyball Champions
3. **Donahue Court**
—Credential Dining Hall Location
4. **Driscoll Hall**
—Healthy Athletes
5. **The Quad**
—Olympic Town
—Torch Run
6. **Dougherty Hall**
—Credential Dining Hall Location
7. **Connelly Center**
—Powerlifting, The Villanova Room
in the Connelly Center
8. **The Exchange at Bartley Hall**
—Shuttle Stop
—Young Athletes Program
9. **Parking Garage**
—Athlete Parking
10. **Tolentine Field**
11. **Austin Field**
—The Fall Fest Experience
—Long Distance Running/Walking
12. **The Pavilion**
—Opening Ceremonies
—Victory dance
—Bocce

Schedule Overview

SPORT		LOCATION	FRIDAY	SATURDAY	SUNDAY
Bocce		Finneran Pavilion	1:30 P.M. – 5:00 P.M.	8:00 A.M. – 4:00 P.M.	8:00 A.M. – 11:00 A.M.
LDR/W		Austin Field		9:00 A.M. – 1:00 P.M.	8:30 A.M. – 10:00 A.M.
Powerlifting		Villanova Room, Connelly Center	4:00 P.M. – 6:00 P.M. (Weigh-Ins)	8:00 A.M. – 6:00 P.M.	
Roller Skating		Marple Sports Arena	1:00 P.M. – 5:00 P.M.	7:45 A.M. – 12:30 P.M.	7:45 A.M. – 11:30 A.M.
Soccer	Individual Skills	West Campus	3:00 P.M. – 4:30 P.M.	9:30 A.M. – 11:30 A.M.	
	5 v 5	Wolfson Athletic Field Complex, The Shipley School	2:00 P.M. – 4:00 P.M.	8:00 A.M. – 2:00 P.M.	8:00 A.M. – 12:00 P.M.
	7 v 7	Higgins Soccer Complex (West Campus)	2:30 P.M. – 5:00 P.M.	8:00 A.M. – 2:00 P.M.	8:00 A.M. – 12:00 P.M.
	11 v 11	Villanova Stadium	2:30 P.M. – 5:00 P.M.	8:00 A.M. – 2:00 P.M.	8:00 A.M. – 12:00 P.M.
Volleyball	Individual Skills	St. Mary's Gymnasium	2:00 P.M. – 6:00 P.M.	8:00 A.M. – 1:30 P.M.	
	Team	Jake Nevin Field House, The Shipley School	2:30 P.M. – 5:00 P.M.	8:00 A.M. – 5:00 P.M.	8:00 A.M. – 11:30 A.M.
Young Athletes Program		The Bartley Exchange		9:30 A.M. – 2:30 P.M.	

Schedule of Events

Friday, November 2, 2018

7:00 A.M.	Volunteer Registration	Sheehan Beach
11:30 A.M. – 2:00 P.M.	Delegation Arrival	Connelly Circle
10:00 A.M. – 6:00 P.M.	Healthy Athletes	Connelly Tent
11:30 A.M. – 2:00 P.M.	Roller Skating Athletes Arrival	Marple Sports Arena
12:30 P.M. – 2:00 P.M.	Delegation Registration	Villanova Room, Connelly Center
12:45 P.M. – 1:00 P.M.	Roller Skating Head Coaches' Briefing	Marple Sports Arena
1:00 P.M. – 5:00 P.M.	Speed Roller Skating (Preliminaries)	Marple Sports Arena
1:00 P.M.	Bocce Head Coaches' Briefing	Finneran Pavilion
1:30 P.M. – 5:00 P.M.	Bocce Competition	Finneran Pavilion
1:30 P.M.	5 v 5 Soccer Coaches' Briefing	Wolfson Athletic Field Complex, The Shipley School
1:30 P.M. – 2:00 P.M.	5 v 5 Soccer Check-in/Warm-ups	Wolfson Athletic Field Complex, The Shipley School
1:00 P.M. – 1:30 P.M.	Volleyball Head Coaches' Briefings: Team Competition (All Teams and Divisions)	Jake Nevin Field House
1:30 P.M. – 2:00 P.M.	Individual Skills	St. Mary's Gymnasium
2:00 P.M. – 3:00 P.M.	Head of Delegation Meeting	Cinema, Connelly Center
2:00 P.M. – 2:15 P.M.	Soccer Head Coaches' Briefings: 7 v 7 Soccer	Higgins Soccer Complex, West Campus
	Individual Skills	West Campus
	11 v 11 Soccer	Villanova Stadium
1:30 P.M. – 1:45 P.M.	Volleyball Modified Serving Testing	Jake Nevin Field House
2:00 P.M. – 4:00 P.M.	5 v 5 Soccer Competition (Preliminaries)	Wolfson Athletic Field Complex, The Shipley School
2:00 P.M. – 4:00 P.M.	LDR/W Course Inspection	Austin Field
2:00 P.M. – 6:00 P.M.	Individual Skills Volleyball (Preliminaries)	St. Mary's Gymnasium
2:30 P.M. – 5:00 P.M.	Team Volleyball Competition (Preliminaries)	Jake Nevin Field House
		The Shipley School Gymnasium
2:30 P.M. – 5:00 P.M.	Soccer Competition (Preliminaries): 7 v 7	Higgins Soccer Complex, West Campus
	11 v 11	Villanova Stadium
2:30 P.M. – 3:00 P.M.	Individual Skills Soccer Check-in/Warm-ups	West Campus
3:00 P.M. – 4:30 P.M.	Individual Skills Soccer (Preliminaries)	West Campus
3:00 P.M. – 3:45 P.M.	Law Enforcement Torch Run	The Quad
3:00 P.M. – 4:00 P.M.	Powerlifting Head Coaches' Meeting	Bryn Mawr Room, Connelly Center
3:00 P.M. – 5:00 P.M.	Hotel Registration	Villanova Room, Connelly Center
4:00 P.M. – 6:00 P.M.	Powerlifting Weigh-Ins	Bryn Mawr Room, Connelly Center
4:15 P.M. – 5:00 P.M.	LDR/W Coaches' Meeting	Room 1010, Bartley Hall
5:00 P.M. – 7:00 P.M.	Dinner	Dougherty Dining Hall/Donahue Court
6:00 P.M. – 7:00 P.M.	President's Welcome Reception	Villanova Club, Finneran Pavilion
6:00 P.M.	Roller Skating Head Coaches' Meeting	Room 1010, Bartley Hall
6:30 P.M.	Volleyball Divisioning Meeting (Team & Individual Skills)	Room 1001, Bartley Hall
6:30 P.M.	Doors Open for Opening Ceremonies	Finneran Pavilion
7:30 P.M.	Opening Ceremonies	Finneran Pavilion
9:00 P.M. – 10:00 P.M.	Head Coaches' Meetings: 5 v 5 Soccer	Room 2001, Bartley Hall
	7 v 7 Soccer	Room 2010, Bartley Hall
	11 v 11 Soccer	Room 2044, Bartley Hall
	Team Volleyball	Room 1001, Bartley Hall

Saturday, November 3, 2018

6:00 A.M.	Volunteer Registration	Sheehan Beach
6:30 A.M. – 9:30 A.M.	Breakfast	Dougherty Dining Hall/Donahue Court
6:30 A.M. – 7:15 A.M.	Breakfast – Speed Roller Skating	Marple Sports Arena
7:15 A.M.	Athletes Stretching Program	Each Competition Venue
7:15 A.M.	Speed Roller Skating Warm-ups	Marple Sports Arena
7:30 A.M.	Roller Skating Head Coaches' Briefing	Marple Sports Arena
7:30 A.M.	Bocce Warm-ups	Finneran Pavilion
7:45 A.M. – 12:30 P.M.	Speed Roller Skating Finals	Marple Sports Arena
8:00 A.M. – 2:00 P.M.	Soccer Competition	
	5 v 5	Wolfson Athletic Field Complex, The Shipley School
	7 v 7	Higgins Soccer Complex, West Campus
	11 v 11	Villanova Stadium
8:00 A.M. – 6:00 P.M.	Family "Ask Me" Information Booths	Dougherty Drive, North Main Gate, The Ellipse
8:00 A.M. – 1:30 P.M.	Individual Skills Volleyball Competition	St. Mary's Gymnasium
8:00 A.M. – 5:00 P.M.	Volleyball Team Competition	Jake Nevin Field House
		Yarnall Gymnasium, The Shipley School
8:00 A.M. – 4:00 P.M.	Bocce Competition	Finneran Pavilion
8:00 A.M. – 6:00 P.M.	Powerlifting Competition	Villanova Room, Connelly Center
8:30 A.M. – 9:00 A.M.	LDR/W Warm-Ups	Austin Field
9:00 A.M. – 1:00 P.M.	LDR/W Competition	Austin Field
9:00 A.M. – 9:30 A.M.	Individual Skills Soccer Check-in/Warm-ups	West Campus
9:30 A.M. – 11:30 A.M.	Individual Skills Soccer Competition	West Campus
9:30 A.M. – 2:30 P.M.	Young Athletes Program	The Exchange, Bartley Hall
10:00 A.M. – 6:00 P.M.	Healthy Athletes (Clinician Screenings)	Driscoll Hall
10:00 A.M. – 11:30 A.M.	LDR/W Awards (5000m R) (3000m W)	Austin Field
10:00 A.M. – 5:00 P.M.	Olympic Town	The Quad
11:00 A.M. – 2:00 P.M.	Lunch	Dougherty Dining Hall
		The Commons, The Shipley School
11:00 A.M. – 4:00 P.M.	Healthy Athletes (Healthy Habits)	Various Locations
12:30 P.M.	Individual Skills Soccer Awards	O'Dea Lounge, Andy Talley Center
2:00 P.M.	Speed Roller Skating Awards	O'Dea Lounge, Andy Talley Center
2:00 P.M.	LDR/W Awards (1500m R/W, 3000m R)	Austin Field
3:30 P.M.	Individual Skills Volleyball Awards	Cinema, Connelly Center
5:00 P.M. – 7:00 P.M.	Dinner	Dougherty Dining Hall
6:00 P.M.	All Competition Ends	
6:00 P.M. – 7:00 P.M.	Athlete Input Council	East Lounge, Dougherty Hall
6:30 P.M. – 7:15 P.M.	Head Coaches' Meetings:	
	5 v 5 Soccer	Room 2001, Bartley Hall
	7 v 7 Soccer	Room 2010, Bartley Hall
	11 v 11 Soccer	Room 2044, Bartley Hall
	Team Volleyball	Room 1010, Bartley Hall
	<i>(All other Head Coaches' Meetings immediately after competition at venues.)</i>	
7:15 P.M. – 7:25 P.M.	30th Anniversary Fireworks Celebration	The Oreo
7:00 P.M.	Doors Open for Victory Dance	Finneran Pavilion
7:30 P.M. – 9:30 P.M.	Victory Dance	Finneran Pavilion
	Movie Night	Connelly Cinema

Sunday, November 4, 2018

6:00 A.M. – 10:00 A.M.	Volunteer Registration	Sheehan Beach
6:00 A.M. – 11:00 A.M.	Hotel Check-Out	Hotels
6:30 A.M. – 9:30 A.M.	Breakfast	Dougherty Dining Hall/Donahue Court
6:30 A.M. – 7:30 A.M.	Breakfast–Artistic Roller Skating	Marple Sports Arena
7:30 A.M.	Artistic Roller Skating Warm-ups	Marple Sports Arena
	Roller Skating Head Coaches' Briefing	
7:45 A.M. – 11:30 A.M.	Artistic Roller Skating (Finals)	Marple Sports Arena
8:00 A.M. – 12:00 P.M.	Soccer Competition	
	5 v 5	
	7 v 7	
	11 v 11	
8:00 A.M. – 11:30 A.M.	Volleyball Team Competition (Finals)	Wolfson Athletic Field Complex, The Shipley School
		Higgins Soccer Complex, West Campus
8:00 A.M. – 11:00 A.M.	Bocce Competition (Finals)	Villanova Stadium
8:00 A.M. – 8:30 A.M.	LDR/W Warm-ups	Jake Nevin Field House
8:30 A.M.	Powerlifting Awards	Yarnall Gymnasium, The Shipley School
8:30 A.M.	LDR/W: <i>Steve English Memorial 10K</i> Start & 5K W	Finneran Pavilion
		Austin Field
		Villanova Room, Connelly Center
		Austin Field
9:00 A.M. – 12:00 P.M.	Healthy Athletes (Healthy Habits)	Various Locations
9:00 A.M. – 12:00 P.M.	Olympic Town	The Quad
9:00 A.M.	Bocce Awards (Rolling)	Fitzgerald Club, Finneran Pavilion
9:30 A.M.	Volleyball Team Awards (Rolling)	O'Dea Lounge, Andy Talley Center
9:30 A.M.	The Fall Fest Experience Registration	Austin Field
10:00 A.M. – 12:45 P.M.	The Fall Fest Experience	Austin Field
10:00 A.M.	LDR/W Awards (5K W/10K Run)	Austin Field
10:00 A.M.	Soccer Team Awards 5 v 5 (Rolling)	The Commons, The Shipley School
11:00 A.M.	Head of Delegation Meeting	President's Lounge, Connelly Center
11:30 A.M.	Soccer Team Awards 11 v 11, 7 v 7 (Rolling)	Villanova Room, Connelly Center
11:30 A.M. – 1:00 P.M.	Lunch	Jake Nevin Field House Courtyard
12:00 P.M.	Artistic Roller Skating Awards	Cinema, Connelly Center
12:30 P.M.	Doors Open for Closing Ceremonies	Jake Nevin Field House
1:00 P.M. – 1:45 P.M.	Closing Ceremonies	Jake Nevin Field House
1:45 P.M.	Departure from Villanova	

Important Information

Addresses

Competition

Villanova University | Bocce, LDR/W, Powerlifting, Soccer (Individual Skills, 7 v 7, 11 v 11), Volleyball (Upper Division [Champions League], Individual Skills)
800 Lancaster Avenue, Villanova, PA, 19085

Marple Sports Arena | Roller Skating
611 South Park Way, Broomall, PA, 19008

The Shipley School | 5 v 5 Soccer, Volleyball (Lower Divisions [All-Stars League])
814 Yarrow Street, Bryn Mawr, PA, 19010

Hotels

- Holiday Inn Express | 260 N Gulph Road King of Prussia, PA 19406
- Double Tree Philadelphia West | 640 Fountain Road Plymouth Meeting, PA 19462
- Embassy Suites | 888 Chesterbrook Blvd Wayne, PA 19087
- Holiday Inn Express & Suites Fort Washington | 432 Pennsylvania Ave. Fort Washington, PA 19034
- Hilton Garden Inn Philadelphia/Ft. Washington | 530 Pennsylvania Ave. Fort Washington, PA 19034
- Spring Hill Suites PHL – Willow Grove | 2480 Maryland Rd. Willow Grove, PA 19090
- Spring Hill Suites PHL – Plymouth Meeting | 430 Plymouth Rd. Plymouth Meeting, PA
- Crowne Plaza Valley Forge | 260 Mall Blvd, King of Prussia, PA 19406 *Family Hotel*
- Fairfield Inn Valley Forge-KOP | 258 Mall Blvd, King of Prussia, PA 19406
- Doubletree – King of Prussia | 301 West Dekalb Pike King of Prussia PA 19406

Hospitals

- Bryn Mawr Hospital | 130 S. Bryn Mawr Avenue, Bryn Mawr, PA, 19010
- Lankenau Hospital | 100 E. Lancaster Avenue, Wynnewood, PA, 19096
- Kindred Hospital | 2000 Old West Chester Pike, Havertown, PA, 19083

Smoking Policy

Special Olympics Pennsylvania and Villanova University have a no-smoking policy. In addition, participants should not use any addictive substances during the events. Smoking is absolutely prohibited at all venues, special events, and building entrances.

General Questions

For general questions, please consult the “Ask Me!” booths (see p. 62 for details).
See Important Reference Information (pg 21) for ways to receive the most up to date information!

Operations Centers and Command Center

Security and Medical staff will be located in both the Operations Center and Command Center during all hours to assist you with any emergency issues that may arise. The Operations Center (Dougherty 102) will serve as a check-in location for medical and security personnel, as well as a central location for lost-and-found and general questions from HODs and coaches. Missing or lost credentials must be reported to and picked up from the Operations Center. EMS, Public Safety Officers, and Radnor Police will be monitoring all radio communications from the Command Center (Dougherty 206). Medical and Security Committee Members will be located at both the Operations Center and Command Center throughout the weekend.

Hours of Operation (for Operations Center and Command Center)

6:00 A.M. – 10:00 P.M. for the duration of Fall Festival

The Operations Center will relocate to the Stadium (Fri) or Jake Nevin (Sat/Sun) from:

- 7:00 P.M. – 10:00 P.M. on Friday in the Finneran Pavilion (for the duration of Opening Ceremonies)
 - Will be run out of the Upper Level of Finneran Pavilion
- 7:00 P.M. – 10:30 P.M. on Saturday in Finneran Pavilion (for the duration of the Victory Dance)
 - Will be run out of Upper Level of Finneran Pavilion
- 12:30 P.M. – 2:30 P.M. on Sunday in Jake Nevin (for the duration of Closing Ceremonies).
 - Will be run out of the meeting room in the Upper Level of Jake Nevin

In case of a non-emergency, call the Operations Center

From a campus phone: 9-4210

From an off-campus phone: (610)519-4210

In case of an emergency, call the Command Center

From a campus phone: 9-7203

From an off-campus phone: (610)519-7203 or 911

When calling the Command Center:

1. Talk to the dispatcher in a calm voice.
2. Give the dispatcher your name, delegation, location, and the nature of the emergency.
3. Stay on the phone so the dispatcher can get additional information from you if needed.

Lost and Found

Please ensure that all items are labeled with the athlete and delegation name so that lost items may be returned. Lost and Found items can be taken to or picked up at the Operations Center. After Fall Festival, call the SOPA Norristown office at (800) 235-9058 x234 for all lost items.

Emergency Procedures

Medical Procedures

In Case of Injury or Illness During Competition

- All medical concerns, regardless of how minor they may appear, must be reported to the medical volunteers at the venue and/or members of the Medical Committee, and to the Command Center (Dougherty 206).
- **Suspected or Confirmed Concussion** - Effective January 1, 2015, a participant who is suspected of sustaining a concussion in a practice, game or competition shall be removed from practice, play or competition at that time. The care of any athlete with a suspected concussion should be rendered to a roaming physician, who is available on-site to render an evaluation. The physician shall have final authority as to the removal or return to play of the participant.
- Always stay with the athlete or person who needs assistance. If the injury or illness is severe, **do not move the patient**. Never leave a patient alone.
- Have someone else seek help at the nearest emergency medical station.
- Send someone to find the athlete's coach or guardian immediately.
- If the HOD of the patient's delegation cannot be found, Medical Personnel will try to reach him or her by cell phone and will leave a message at the delegation's hotel.
- **A Medical or Security volunteer will fill out an incident report** (First Report of Accident/Incident – Page 66) and will leave the incident report form in the medical bag. The last medical volunteer of the day will return the medical bag with the incident report forms to the Operations Center (Dougherty 102).
- **Non-ALS trauma injury** is to be treated under the normal protocol. The care of a stable patient with any treatable on-site trauma injury may be transferred to the roaming doctor, who can then make the decision to escalate care, or treat patient in the on-site triage center located in the Finneran Pavilion.

Night Injury or Illness:

If an illness or injury occurs during the night, the Head of Delegation is to report directly to the SOPA medical staff present at the hotel. HODs will be notified of these room numbers at the first HOD meeting on Friday afternoon and during check in at the hotel.

Medical Assistance Locations:

There will be a medical assistance location at each competition venue and one central facility on Villanova University's campus in the Operations Center (Dougherty 102). **Familiarize yourself with these locations upon arrival to the venue.** Medical assistance will also be available at the hotels during the night. There will be both ALS and BLS ambulances on campus to assist with any major injuries or emergencies and for transport to Bryn Mawr and Lankenau Hospitals.

Medical assistance will be at all special events. The south west basement of the Pavilion will be the Medical Triage Site for Opening Ceremonies as well as the Victory Dance, and Meeting Room 1 in Jake Nevin will be the Medical Triage Site for Closing Ceremonies.

Medical Forms and Recording Procedures:

- Athlete applications (medical forms) for the athletes will be kept on-site and will be accessible to medical personnel at all times. **Coaches MUST have copies of their athletes' athlete applications with them at all times and/or in the athletes' credential holders.**

- Coaches should notify the parent or guardian of an injured athlete when a serious injury occurs. In case of hospitalization, records of the incident will be completed in accordance with EMT protocol, held in the Fall Festival Games file and forwarded to American Speciality Insurance Services, Inc.

Medications:

It is the responsibility of each coach to make sure that any athlete requiring medication has enough for the weekend and takes it as prescribed. Please remember to keep track of the times and dosages taken in case of a medical emergency.

Diet:

A balanced diet is essential to an athlete's performance at Fall Festival. The diet should contain extra carbohydrates, fresh fruits, and vegetables prior to and during the Festival, along with a normal intake of salt. Athletes should be discouraged from eating greasy, fried, or fatty foods during the Festival. Villanova Dining Services works with our Committee to ensure that all athletes are provided with healthy choices for every meal. Water stations will be provided at each venue site to help prevent dehydration.

Pre-Competition Warm-up:

Encourage your athletes to properly stretch with warm-up exercises before the competition. Stretching prevents muscle pulls, strains, and other injuries that may occur if these exercises are not performed. Every competition site will have warm-up areas where the athletes can stretch before competing.

Past Medical History:

Coaches should be aware of athletes' medical conditions and whether there are factors which would precipitate a medical emergency or complicate an injury situation.

Emergency Scenarios and Plans

Scenario 1 – An Athlete Needs Medical Attention

At each venue, there will be a designated Fall Festival Committee member and an appropriate number of security volunteers (wearing orange Security shirts) and medical volunteers (wearing red Medical shirts). These medical volunteers include roaming physicians, certified athletic trainers, and students. In the event of an emergency, the security volunteers will help to control the situation, while a medical volunteer radios the Command Center to inform them of the emergency. **All medical volunteers will be CPR certified.** The Command Center will dispatch the appropriate personnel to the venue. If an injury occurs at the Marple Sports Arena, medical personnel will call 911 to request medical evaluation and then the Command Center to inform them of the emergency.

Scenario 2 – A Missing Athlete

When an athlete is missing, please immediately report the following information to the Operations Center or to a Committee member with a radio:

1. County/Delegation
2. Head coach's name/Location
3. Team name/Location/Sport
4. Description of athlete including clothing color
5. Last known location of athlete

The Operations Center will send a text message to all Fall Festival Committee members informing them of the situation. An extensive lost athlete protocol has been developed and will be in place. Once the situation is

resolved, a follow-up text message will be sent out informing the Committee that the athlete has been found.
Note: Athletes names will NEVER be mentioned over radios.

Scenario 3 – A Located Athlete

When an athlete is located, the Operations Center must be notified. Stay with the athlete in the location where he or she was found until he or she meets up with his or her chaperone.

Scenario 4 – A Reunited Athlete

When an athlete is located and reunited with their coach or delegation.

Scenario 5 – Evacuation of the Pavilion during Opening Ceremonies or the Victory Dance

In the event of a fire alarm or another emergency: All people on the Upper Level of the Pavilion will proceed out the Main Entrance of the Pavilion. They will then be directed across Ithan Avenue to Main Campus or up Ithan Avenue to Jake Nevin Field House. In order to employ a safe crossing of Ithan Avenue, road guards will be posted accordingly. All people on the Lower Level of the Pavilion will be directed out the emergency exits located on the North side of the Pavilion. They will then be directed to the Stadium parking lot.

Scenario 6 – Evacuation of the Jake Nevin Field House during Closing Ceremonies

People will be directed out of the Main West Entrance and the Southwest Entrance of Jake Nevin Field House towards either the area in front of Jake Nevin Field House or across Lancaster Avenue into the Main Parking Garage. In order to employ a safe crossing of Lancaster Avenue, road guards will be posted accordingly.

Overall Points of Interest At All Times

The safety of all Special Olympics participants is our utmost priority. As an HOD, it is your primary responsibility to ensure the safety of your athletes.

- All athletes and coaches must wear their credentials at all times.
- Be aware of your surroundings. Seek out a security volunteer, SOPA staff member, or hotel staff if you are suspicious of anything.
- Carry a copy of all athlete applications (medical forms) and coach volunteer forms (updated and listing medical concerns and insurance information) with you at all times.
- Carry emergency phone numbers (in this handbook) with you at all times.
- Meet and get to know any day-of volunteers who are assigned to your group.
- Be sure athletes know not to go off alone with unknown persons or to carry anything for anyone.
- Carry a cell phone if you have one and write down/carry cell phone numbers of other coaches in your delegation. If you are an HOD, ensure that the Games Committee has your number.
- Remember, there is a zero tolerance policy in effect for any pranks regarding safety of athletes, coaches, or volunteers. Anyone violating this policy will be asked to leave the event with potential for further action.
- Set up (if not already in place) a phone chain with parents and families back home so that they can be notified of an early arrival or a change/cancellation in the schedule that may happen before, during, or at the end of the Fall Festival.

Extra Precautions at the Hotels

- For safety purposes, neither coaches nor HODs may change hotel room assignments without the explicit permission of the Fall Festival Housing Chairperson.
- Keep an up-to-date record of the athletes' hotel room numbers. Make sure that the Games Committee has your most updated list of all delegates' room numbers.
- Write down the room numbers of the medical and security rooms in your hotel.
- Write down any coaches' room numbers for the athletes so they can call if they need help.
- Give each coach a specific set of rooms to notify and account for in the event of an emergency.
- Confer with all coaches to confirm a meeting point for your delegation in the event of an emergency.
- Do a final room check before going to bed to ensure that all athletes are in their rooms.
- Have athletes leave their shoes and coats in a place near the door so they can quickly be put on before leaving the hotel in the event of a fire.
- Keep a backpack or bag with the following items in it near the door so that you can quickly grab it in case of emergency: car/van keys, cell phone, emergency numbers, athlete medications, wallet, shoes, coat, and flashlight.

Meeting Points in the Event of Emergency

During Registration, HODs will receive a list of up-to-date meeting points for the hotels and venues, and the room numbers of the SOPA staff members and the medical and security rooms in their hotels.

Venues

In the event of an emergency, it is the HOD's responsibility to ensure that coaches have accounted for all their athletes and fellow coaches. When leaving a building, use the nearest exit and follow the instructions of Security Personnel. In the event that we need to transport away from a venue, gather your delegation and head towards the following meeting points:

AT VILLANOVA

Opening/Closing Ceremonies	Main Garage
Victory Dance	Main Garage
Bocce	Main Garage
Long Distance Running	Sidewalk in front of the Villanova Church
Powerlifting	Driscoll Field
Soccer (Stadium)	Main Garage and Pike Field
Soccer (West Campus)	West Campus Apartments Quad
Volleyball (Team)	Jake Nevin Field House Parking Lot
Dougherty Dining Hall	Sheehan Field
Connelly Center	Driscoll Field
Driscoll Hall (Healthy Athletes)	Sidewalk in Front of The Exchange at Bartley Hall by Bartley Gate
The Quad (O-Town)	Sheehan Field
Donahue Dining Hall	Lawn in front of Stanford Hall
Young Athletes	In front of Austin Hall (Lancaster side)

OFF CAMPUS

Marple Sports Arena	Sports Arena Parking Lot of Rink
The Shipley School	Parking Lot

HOTELS

Holiday Inn Express	Parking Lot
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Double Tree Philadelphia West	Parking Lot
Embassy Suites	Parking Lot
Holiday Inn Express & Suites	Parking Lot
Hilton Garden Inn Phil./Ft. Washington	Parking Lot
Spring Hill Suites PHL - Willow Grove	Parking Lot
Spring Hill Suites PHL - Plymouth Mtg.	Parking Lot
Crowne Plaza Valley Forge	Parking Lot
Fairfield Inn Valley Forge - KOP	Parking Lot
Doubletree - King of Prussia	Parking Lot

Evacuation

In the event of evacuation, the Head of Delegation should assemble and account for all members of the delegation and report accountability status to SOPA as soon as possible after the evacuation.

Procedures for Total Evacuation from Area

If SOPA has to ask delegations to evacuate from the Games completely, the following procedures will be followed:

- SOPA or Committee will notify each HOD by mass text or through a meeting (if time permits) of need to evacuate. We have a master list to ensure we contact everyone.
- If leaving the vicinity and not the Games entirely, we will provide a meeting point and directions.
- If the Games have been cancelled and we are sending delegations home, we will give you any time constraints and any evacuation routes to follow if appropriate.
- HODs will account for all coaches and athletes and their belongings.
- HODs will secure transportation for trip out of area; if transportation is needed contact the Operations Center at (610) 519-4210 or Gina Reid, Senior Sports Director for SOPA at (610)-247-2180.
- If an athlete is missing and delegation is ready to depart, contact a staff person at your hotel or a staff person at the venue from which you are leaving. If time is crucial and you must leave the area, one staff person and one coach/volunteer from your delegation will stay behind to look for the missing athlete while the rest of the delegation departs. Once athlete is found, the coach and staff person will make plans to either meet up with the delegation if nearby or staff person will arrange to take all parties back to home program.

Inclement Weather Plan

In the event of rain or other inclement weather, indoor events will continue as scheduled. Outdoor competitions will continue until Officials determine that competition is unsafe. Competition will then cease, and an announcement will be made at all venues. For inclement weather prior to the start of competition, the plan will be to place competition on stand-by and wait for the weather to pass.

In the event of weather delay:

- Athletes and coaches should proceed to an indoor venue for shelter.
- Status updates about the delay will be announced at all competition venues and Olympic Town. Official weather delay updates will be available in the Operations Center and posted on the NovaFallFest App.
- When/If it is deemed safe to continue, competition will resume and announcements will be made appropriately.

The Fall Festival Management Team will make every effort to conduct all events at Fall Festival. However, all Officials and Referees have the authority to suspend or cancel any events for the health and safety of participants.

Please refer to Important Reference Information (pg 21) for ways to receive weather related updates.

Festival Responsibilities

Head of Delegation (HOD)

- This individual is responsible for the coordination and management of the delegation in matters that affect the entire delegation, particularly as it relates to appropriate conduct of coaches, transportation, housing, meals, entertainment, etc.
- HODs must attend ALL scheduled HOD Meetings. Any concerns that an HOD may have should be addressed to the Fall Festival Management Team and/or SOPA officials at the HOD meetings. Any urgent issues, particularly those related to weather and competition, will be announced at each hotel's front desk and in the two dining halls for breakfast.
- HODs must ensure:
 - that all athletes arrive to all activities on time and at the appropriate location/venue;
 - that accident report forms are completed and submitted to the Operations Center (Dougherty Hall room 102) prior to Sunday at 12:00 P.M.;
 - that credential holders and athlete evaluations are returned before departure; and
 - that information is disseminated to Head Coaches.
- HODs are responsible for the conduct of their coaches at all times.

Head of Delegation (HOD) Meetings

Friday, 2:00 P.M. – 3:00 P.M. | Cinema, Connelly Center

Sunday, 11:00 A.M. – 12:00 P.M. | President's Lounge, Connelly Center

Coaches

Coaches attending Fall Festival must accept and carry out the following responsibilities while providing for the general welfare, safety, health, and well-being of each Special Olympics athlete under their supervision:

- 24-hour supervision of athletes, working in cooperation with other coaches. **If an athlete needs to leave at any time with a parent/guardian, the parent/guardian must fill out a release form and have it signed by the head coach. These forms will be available at the Operations Center in Dougherty Hall room 102. Once completed these forms need to be signed by a SOPA Staff Member.**
- Ensure that athlete credentials are worn at all times including during Victory Dance.
- Assist in reporting to competition area at the proper time.
- Assist in accounting for athletes' luggage and personal items at all times.
- Assist in taking full advantage of Special Events.
- Assist in maximizing the benefits achieved through participation in all events.
- Assist in moving to and from the hotels and venues.
- Assist in being assembled at the proper time and place for Special Events.
- Assist with taking prescribed medications and injections at the proper times.
- Ensure the whereabouts of athlete medications at all times.

Head Coaches

- Are responsible for the actions of all Assistant Coaches and all athletes in their respective sport (See the *Special Olympics Policies* on the Special Olympics website for more information).
- Are responsible for addressing any problems relating to a given athlete or coach during competition.
- Are responsible for having on site for competition all athlete and partner medicals.

- Ensure that athletes are at competition sites at least **15 minutes** prior to competition and are properly equipped for that sport. **Athletes will be scratched if they are more than 15 minutes late for competition. Heats will not be held for late athletes;**
- Attend all Head Coaches' Meetings for their sport;
- Know National Governing Body Rules and Official Special Olympics Fall Sports Rules Book (Revised Edition) for their sport;
- Update competition times/scores before event for better divisioning (see Honest Effort Rule, p. 30); and
- File a protest (if certified) within 30 minutes of the completion of the event. The Head Coach is the only person allowed to file a protest, and only if he/she is certified to do so.

Assistant Coaches

- The Assistant Coach is responsible for assisting the Head Coach at all times.
- If a Head Coach is unable to attend a Coaches' Meeting, an Assistant Coach may attend in his/her place.
- Although Assistant Coaches may not file protests for athletes, they should be familiar with the rules of the particular sport that they coach.

Participants

- Participants must agree to abstain from the use of alcohol and other habit-forming drugs throughout the event.
- Participants should dress and act at all times in a manner that will be a credit to Special Olympics.
- Participants must evince good sportsmanship at all times.
- All emergencies **must be reported** to the appropriate authorities after immediate action is taken to ensure the health and safety of the participants (see Emergency Medical Procedures, pg 13).

Important Reference Information

Primary Information Sources

Android and iPhone App	NovaFallFest
Facebook	Villanova Special Olympics Fall Festival
Twitter	@VillanovaSpO
Instagram	@villanovaspecialolympics
Flickr (how to find Fall Fest photos)	Go to flickr.com, search “villanovaspo” in “search people”

Use #novaspo & #sopafallfest to connect with us on social media!

Emergency

Operations Center (Dougherty Hall, Room 102)	(610) 519-4210
Command Center (Dougherty Hall, Room 206)	(610) 519-7203
VEMS: Villanova University Emergency Medical Services	(610) 519-4444
Bryn Mawr Hospital	(610) 526-3577
Lankenau Hospital	(610) 645-2000
Kindred Hospital Philadelphia-Havertown (Closest to Marple Sports Arena)	(610) 853-2572
The Shipley School	(610) 525-4300
Marple Sports Arena	(610) 338-0111
Radnor Fire Company	(610) 688-0500
Bryn Mawr Fire Company	610) 649-4200
SOPA Emergency Number	(855) 701-9030
Gina Reid (SOPA Staff Liaison)	(610) 247-2180
Michelle Boone (SOPA Staff Liaison)	(267) 927-5904

In the event of an emergency on campus or at The Shipley School, coaches are to contact the Command Center at (610) 519-7023.

In the event of an emergency at the Marple Sports Arena, call 911.

Registration

Delegation Arrival

Friday | 11:30 A.M. – 2:00 P.M.

Main Campus, Villanova University

Your bus should head north on Ithan Avenue after turning off of Lancaster Avenue and then turn left to enter the North Gate (across from the Davis Center and Pavilion), to drop off athletes. You will be dropped off in Connelly Circle for registration and your bus will exit to park on West Campus for the day.

Delegation Registration

Friday | 12:30 P.M. – 2:00 P.M.

Villanova Room, Connelly Center

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| Step 1 | Only the delegation's HEAD OF DELEGATION (HOD) may attend Delegation Registration. The HOD will pick up their delegation's credentials. |
| Step 2 | The HOD must give the Computers & Registration Chairperson a cell phone number and the cell service carrier where he or she can be reached immediately in case of emergency. |
| Step 3 | The HOD will register with the Computers & Registration Chairperson in the Villanova Room of the Connelly Center. The HODs must present the Computers & Registration Chairperson with a list of scratches and activations* at this time, as well as any missing information. The HOD will pick up credentials for all currently activated coaches and athletes. The Computers & Registration Team will provide the HOD with the delegation's box of credentials for active coaches and athletes. |
| Step 4 | The HOD must return all extra credentials to the Computers & Registration Chairperson, and must request all missing credentials using the included "Missing Credential" sheet. Missing credentials will be available to pick up at the conclusion of Housing Registration. |

*Under no circumstances will additional housing be provided to accommodate the activation of an athlete. Alternates can not be activated after Registration is completed. Registration fees will not be refunded for scratched athletes. Alternate athletes and unified partners may only be activated at Delegation Registration in team sports. The deadline to activate alternate athletes and unified partners in individual sports is 5:00 P.M. on Monday, October 29th.

Hotel Registration

Friday | 3:00 P.M. – 5:00 P.M.

Villanova Room, Connelly Center, Villanova University

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| Step 1 | HODs must come with a copy of the housing form that was filled out as part of the Delegation Registration packet. Please verify that every athlete has been housed in your hotel in accordance with the updated SOPA housing policy. |
| Step 2 | After Hotel Registration, the HOD will pick up and distribute all room keys to the delegation. Room keys WILL NOT be available before this time. The HOD is responsible for returning the room keys of any scratched athletes who did not attend Fall Festival by 4:30 P.M. on Friday. |
| Step 3 | Any changes to housing arrangements must be made during Hotel Registration and coordinated with both the Hotel Representative and the Fall Festival Housing Chairperson no later than 5:00 P.M. on Friday. It is the HODs responsibility to ensure that all parties are notified of the changes. Coaches and HODs are not permitted to change hotel assignments without the explicit permission of the Fall Festival Housing Chairperson. |

For security and medical reasons, no room assignments may be changed after the updated housing form is submitted.

Guidelines for Delegations While at Hotels

- All long distance phone services and pay television services (e.g., movies, games, etc.) will be turned off. Coaches who would like to reactivate these services must go to the hotel's front desk and make arrangements on their own.
- Any hotel damages or additional charges will be billed to your delegation.
- For emergency purposes, any changes to housing arrangements made after 5:00 P.M. on Friday must be reported to:
 - Hotel Representative
 - Fall Festival Housing Chairperson (Kyra Schell; Cell: 570-926-5122)
 - Operations Center (610-519-4210)
 - All parties must have an updated copy of all Housing Arrangements. Please retain at least one copy of the updated list for yourself. **The Fall Festival Housing Chairperson must explicitly approve any and all such changes.**
- Courtesy Rules:
- HODs and Coaches are responsible for their athletes' conduct at all times.
 - Quiet hours begin at 11:00 P.M. each night.
 - There will be no running in the hallways.
 - If going from your room late at night, be sure not to disturb people who may be trying to sleep.
 - Refrain from horseplay or rowdy behavior.
 - Refrain from playing radios or televisions loudly.

Hotel Check-Out

Sunday | 6:00 A.M. – 11:00 A.M.

The HOD is responsible for checking his/her delegation out of the hotels prior to competition on Sunday morning and for paying any incidental charges at this time. All Delegations must check out of their hotel by 11:00 A.M. on Sunday.

Support Services

Transportation

- Each delegation is responsible for arranging their own transportation to and from all events.
- We emphasize prompt arrival for Opening Ceremonies staging (taking place in the Fitzgerald Club in the Finneran Pavilion) on Friday evening at 7:00 P.M.
- Shuttle buses will be provided for athletes and coaches competing at The Shipley School and the Marple Sports Arena.

Wheelchair Reservations:

Please contact medical@villanovasp.com to reserve a wheelchair. Pickup is at Dougherty Hall.

Golf Carts:

Athletes and coaches are not allowed to ride in the golf carts throughout the weekend, except for the mobility shuttles available after Opening and Closing Ceremonies, as well as the Victory Dance and for medical emergencies.

Parking

Due to heavy construction on Villanova's campus this year, the parking situation will be considerably different than years past. Thank you in advance for your participation and understanding!

- Athletes will be dropped off on the main campus at Villanova University behind the Connelly Center.
- Buses will be required to park on West Campus throughout the day.
- All non-bus vehicles transporting athletes who are competing on West Campus but are not eating breakfast at Villanova University may park in the Law School Parking Garage (S-4) for competitions.
 - Note: If you are parked in S-4, please **move your car** after the completion of your competition before Opening Ceremonies, The Victory Dance, and Closing Ceremonies from S-4 to the Finneran Pavilion Lot.
- All other non-bus vehicles transporting athletes will be parked behind The Finneran Pavilion.
- A limited number of handicap-accessible parking will be available at the St. Augustine Center parking garage.
- SOPA staff and VIPs will be given a parking pass to allow them to park in the St. Augustine Center parking garage on either the ground or 2nd floor after 2 P.M. on Friday, but prior to 2 P.M. will be in the Ithan Garage.
- Volunteers and spectators may park in the Ithan Garage free of charge with overflow parking in the Moriarty Lot (across the street from the Villanova Church and west of the apartment construction zone in the former Main Lot).
- There will be **NO PARKING** on The Shipley School campus on Friday, November 2nd. Please utilize the shuttle services provided to travel to The Shipley School for any competition.

****Detailed instructions and directions will be communicated via email closer to Fall Festival in the Parking and Transportation Handbook****

Shuttle Services

There will be Shuttles available to The Shipley School and the Marple Sports Arena on Friday, Saturday, and Sunday from The Bartley Exchange. There will be a shuttle stop outside of Donahue Dining Hall on Saturday and Sunday morning for athletes going to The Shipley School that were allocated to Donahue Dining Hall. Further, there will be an on-campus shuttle that can be utilized for transportation from Villanova University’s Main Campus to Villanova University’s West Campus.

Food Services

All meals will be catered and served by Villanova University Dining Services, Marple Sports Arena, and The Shipley School. To improve mealtime efficiency, it is imperative that all teams adhere to their assigned time and location. All athletes and coaches will be provided meals throughout the weekend free of charge.

- On Friday, dinner will be served in Dougherty Dining Hall and Donahue Court. Dinner venues and times will be noted on athletes’ credentials.
- On Saturday, breakfast will be served in Dougherty Dining Hall and Donahue Court. Roller Skating athletes will be served breakfast according to their competition schedule at Marple Sports Arena.
- Saturday lunch will be served in Dougherty Dining Hall; in addition, dining halls will be open on Saturday for lunch at The Shipley School for off campus athletes.
- Saturday dinner will be served only in Dougherty Dining Hall.
- Be sure to check out all of the healthy dining options offered during all meal times and speak to our nutritional greeter volunteers in the dining halls.

Please enter and exit dining halls promptly so that other delegations may enter the halls.

Friday				
Dinner 5:00 P.M. – 7:00 P.M.	Menu <div> <div>- Roast Beef</div> <div>- Sacco’s Rice</div> <div>- Whole Green Beans</div> <div>- Vegetable Blend</div> </div> <div> <div>- Mashed Potatoes w/gravy</div> <div>- Pan Rolls</div> <div>-Salad Bowl w/two dressings</div> </div> <div>- Fruit Salad and Hand Fruit</div>			
	Dougherty Dining Hall	Donahue Court		
	<u>5:00 P.M. –6:00 P.M.</u> LDR/W, Bocce, Powerlifting <u>6:00 P.M. –7:00 P.M.</u> Volleyball (all), Roller Skating	<u>5:00 P.M. –7:00 P.M.</u> Soccer (all)		
Saturday				

Breakfast 6:30 A.M. – 9:30 A.M.	Menu <div> <div>- Scrambled eggs</div> <div>- Turkey sausage</div> </div> <div> <div>- Pork Sausage</div> <div>- Oatmeal</div> <div>- Hash brown patty</div> </div> <div> <div>- Assorted breakfast pastry</div> <div>- Fresh fruit salad</div> <div>- Waffles</div> </div>			
	Dougherty Dining Hall	Donahue Court	Marple Sports Arena	
	Bocce, Volleyball (Individual Skills), Soccer (excluding 11v11)	Soccer (11v11), Roller Skating (Artistic), Powerlifting, LDR/W, Volleyball (excluding Individual Skills)	Roller Skating (Speed)	
Lunch 11:00 A.M. – 2:00 P.M.	Menu <div> <div>-Breakfast items</div> <div>-Cheeseburgers/Veggie burgers</div> <div>- Grilled chicken</div> <div>- Hot dogs</div> </div> <div> <div>- French fries</div> <div>- Broccoli</div> </div> <div> <div>- Salad bowl</div> <div>- Fruit salad</div> </div>			
	Dougherty Dining Hall	The Commons, The Shipley School		
	LDR/W, Volleyball (Upper Division & Individual Skills), Powerlifting Soccer (excluding 5 v 5), Roller Skating, Bocce	Soccer (5 v 5), Volleyball (Lower Division)		
Dinner 5:00 P.M. – 7:00 P.M.	Menu <div> <div>- Meatballs (rolls for sandwiches)</div> <div>- Baked ziti</div> <div>- Chicken parmesan</div> </div> <div> <div>- Vegan Tamale Pie</div> <div>- Broccoli, cauliflower, red pepper blend</div> <div>-Carrots</div> </div> <div> <div>- Salad bowl</div> <div>- Vanilla and chocolate pudding, jello</div> </div>			
	Dougherty Dining Hall			
	<u>5:00 P.M. - 6:00 P.M.</u> LDR/W, Roller Skating, Soccer (all) <u>6:00 P.M. -7:00 P.M.</u> Bocce, Powerlifting, Volleyball (all)			

Sunday				
Breakfast 6:30 A.M. – 9:30 A.M.	Menu <div> - Oatmeal - Scrambled eggs - French Toast sticks </div> <div> - Bacon - Turkey Sausage </div> <div> - Tater tots - Breakfast pastries - Fresh cut fruit </div>			
	Dougherty Dining Hall	Donahue Court	Marple Sports Arena	
	Bocce, Volleyball (Individual Skills), Soccer (excluding 11v11)	Soccer (11v11), Roller Skating (Artistic), Powerlifting, LDR/W, Volleyball (excluding Individual Skills)	Roller Skating (Artistic)	
Lunch 11:30 A.M. – 1:00 P.M.	Menu Sandwich Wraps from Villanova Dining Services (vegetarian and gluten-free available)			
	Lunch will be served in Jake Nevin Field House Courtyard.			

Meal Accommodations

There will be gluten-free and vegetarian options available at all meals. All halls are nut-aware (do not cook with nuts). Otherwise, allergies or other meal accommodations will be dealt with on an as-needed basis. Please let a committee member know of an allergy upon entering the Dining Hall if necessary.

Guest Rates

Family and guests may eat in Dougherty Dining Hall and Donahue Court. The guest cash rates are as follows:

Breakfast	\$5.00
Lunch	\$5.00
Dinner	\$8.00

Family and guests may eat lunch on Saturday at The Shipley School. The guest cash rates are as follows:

Lunch	\$10.00
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These prices are all subject to change at the door. Guests will pay as they enter the Dining Hall.

Dining Hall Procedures

- Dougherty Dining Hall: Athletes should enter the main door of Dougherty Hall and follow volunteer directions to enter the Dining Hall via the inside stairwell on the side of the building. Athletes requiring handicapped-accessible accommodations will eat in Café Nova on the first floor of Dougherty Hall.
- Every athlete and coach MUST wear his or her credentials at all times. Entrance will not be permitted without a credential.
- Athlete credentials will have an identification indicating the athlete's assigned Dining Hall. In order to avoid overcrowding and confusion, you will only be served at that time and location. It is imperative that teams adhere to the designated dinner time and location.

- Notify the Food Committee member checking your team into the dining hall if an athlete has prescribed dietary specifications.
- Remember to arrive during Dining Hall Hours of Operation; Dining Halls will close on time and latecomers will not be permitted to enter.
- Coaches should assist Dining Services staff by having their athletes leave the Dining Hall immediately after they have finished their meal. This will help move everyone through efficiently with less confusion.
- If any member of your dining party needs accommodations in seating arrangements, notify a Food Committee member upon arrival in the Dining Hall.

Special Notes

If your county needs to take lunch to-go on Sunday, please fill out a to-go lunch request located in the Operations Center. To-go lunches will be ready for your county by noon on Sunday.

Competition

Head Coaches Meetings and Briefings

SPORT	FRIDAY	SATURDAY	SUNDAY
Bocce	1:00 P.M. (Briefing) Finneran Pavilion		
LDR/W	4:15 P.M. (Meeting) Room 1010, Bartley Hall		
Powerlifting	3:00 P.M. (Meeting) Bryn Mawr Room, Connelly Center		
Roller Skating	12:45 P.M. (Briefing) Marple Sports Arena 6:00 P.M. (Meeting) Room 1010, Bartley Hall	7:30 A.M. (Briefing) Marple Sports Arena (Speed Skating Coaches only)	7:30 A.M. (Briefing) Marple Sports Arena (Artistic Skating Coaches only)
Soccer	1:30 P.M. (Briefing) Wolfson Athletic Field Complex, The Shipley School 2:00 P.M. (Briefings) Pike Field (7 v 7); Softball Field Individual Skills); Phelps Field, The Agnes Irwin School (11 v 11) 9:00 P.M. (Meetings) Room 2001, Bartley Hall (5 v 5); Room 2010, Bartley Hall (7 v 7); Room 2044, Bartley Hall (11 v 11)	6:30 P.M. (Meeting) Bartley 2001 (5 v 5); Bartley 2010 (7 v 7); Bartley 2044 (11 v 11)	
Volleyball	1:00 P.M.: Team Competition (All Divisions) - Jake Nevin Field House 1:30 P.M.: Individual Skills - St. Mary's Gym 6:30 P.M.: Mandatory Divisioning Meeting (Team Competition & Indiv. Skills) - Bartley Hall Room 1001	6:30 P.M. (Meeting) Room 1010, Bartley Hall (Team)	

General Rules

The Official Special Olympics rules shall govern all Special Olympics competitions. As an international sports program, Special Olympics has created these rules based upon the International and National Governing Bodies (NGB). NGB rules shall apply except when they are in conflict with the Official Special Olympics rules. In such cases, the Official Special Olympics rules shall prevail.

- Only registered athletes will be eligible to participate in the Games. The Games Committee shall review decisions about ineligibility due to improper registration.
- Athletes must be at least eight years of age as of November 2nd, 2018 to be eligible for competition. The Young Athletes Program is offered for those athletes less than eight years of age.
- Coaches will not be allowed access to the staging area and are not permitted in the competition area. However, coaches may be allowed to assist aurally or visually impaired athletes during competition, when appropriate. In instances where assistance is required, the Head Coach must request the exemption from the Sports Rules Committee at the Head Coaches Meeting. The request must fully explain the circumstances that mandate the on-course assistance.
- Athletes may be required to participate in time trials or preliminary events. Failure to do so may result in the disqualification of athletes from competition.
- In case an athlete is too ill to participate in time trials or preliminaries, an exemption may be granted by the Games Committee or Sports Rules Committee prior to the event.
- All soccer and volleyball teams must stay at their respective venues until the end of preliminaries so that we may properly division all teams.
- Any team or athlete more than 15 minutes late will be automatically forfeited.
- Divisions will be determined based upon ability, age, sex, and final times/scores from sectional or prior competition, team skills assessment scores, and classification rounds. If an athlete is registered with no entry time or does not compete in preliminary competition, they will be placed in a heat of his/her own and will be given a participation ribbon.
- **Wearing cleats of any kind is prohibited in any indoor, non-athletic spaces (Driscoll Hall, The Shipley School, The Agnes Irwin School, etc).**

Everybody Plays

- Special Olympics celebrates and strives to promote the spirit of sportsmanship and a love of participation in sports for its own sake. To that end, Special Olympics aims to provide every athlete with an opportunity to participate in training and competition events which challenge that athlete to his or her fullest potential, regardless of the athlete's level of ability. Special Olympics therefore requires that Special Olympics Games and Tournaments offer sports and events which are appropriate for athletes of all levels of ability, and in the case of team sports, provide every athlete with an opportunity to play in every game.

Maximum Effort Rule (formally known as Honest Effort Rule)

Athletes, partners, and coaches who do not participate honestly and with maximum effort in all events, or in a sportsmanlike manner, will be disqualified from current and possibly future events. Any athlete or partner disqualified for an HER violation will receive a participation ribbon. It is the responsibility of the head coach or head of delegation to ensure that the best time or score be submitted to the committee and updated, if necessary, prior to the event.

- Team Sports (Bocce, Soccer, and Volleyball) – The Divisioning Committee or Sports Rules Committee reserves the right to change a team's division during final competition. This will take place during the 1st or 2nd game in pool play.

- Individual Sports (LDR/W and Roller Skating) – Athletes that are timed 25% better than their best time/score (either preliminary or entry score) will receive a participation award.

Code of Conduct

Please see the Special Olympics Policies on the Special Olympics website for more information.

Forfeits

Any coach who elects to forfeit a game or individual match must seek approval of the Sports Rules Committee. If approved, the team will take a loss for that game or match; if denied, the team must play the opposing team or be disqualified from the tournament. If a team tie occurs, all competition from the disqualified team will be disregarded from the standings. The team who forfeits receives zero (0) points. The opponent in bocce receives 12 points; the opponent in soccer receives two (2) points; and the opponent in volleyball receives 25 points (25 for two games; best of three (3) match).

Protests

Protests may be filed by a Special Olympics certified head coach only. Any other person attempting to file a protest will be immediately rejected. The head coach must file the protest within 30 minutes after the completion of the protested competition or event. Protests may only be filed for the following reasons:

- Misinterpretation of a playing rule
- Failure of a referee/judge/official to apply the correct rule or penalty for a given violation

Protests regarding judgment calls by officials will not be considered.

All forms must be submitted to the scorer/announcer's table at the venue or to the Fall Festival Committee member at the venue. The Rules Committee will then rule on the protest. The members of the Sports and Games Rules Committees will be announced at each Head Coaches' Meeting. The Head Coach filing the protest will be notified of the decision. He or she may then decide to appeal a rejected protest to the Games Rules Committee (submit to scorer's table) and have the Games Rules Committee paged.

Appeals of denied protests may be submitted to the officials' table at each venue or at the Head Coaches' Meetings that evening. An appeal will be decided within 24 hours after it is submitted.

Protest and appeal forms can be obtained from the officials' or scoring tables at each venue.

Games Rules Committee

In case of an appeal to a denied protest, the following individuals will act as the deciding body to rule a final decision:

Megan Kutzner – Director of Competition

Gina Reid – SOPA Senior Competition Director and Staff Liaison

Michelle Boone – SOPA Senior Sports Director

Head of Delegation & Assistant Head of Delegation – will be announced at the Head of Delegation Meeting

Sports Rules Committees

Bocce		Deb Andrews, Laura Davis, Cardon Furry, Trevor Case, Chris McMahon
LDR/W		Scott Otterbein, Addie Doyle, Naomi Vora
Powerlifting		Joe Braca, Colin Armstrong, Bryan Blasband
Roller Skating		Al Garzon, Emma Taylor, Idalis Figueroa
Soccer		Henry Lawley, Mike Ermer, Hannah Clarke, Abigail Nash, Patrick LaBella, Caitlyn Sarles, Riley Lovett
Volleyball		MaryEllen Brown, Allis Soto, Matt Bakey, Mary Helen Baudinet, Danny Henry, Nick Conti

Bocce

Overview

National Governing Body:	International Bocce Association
Fall Festival Chairperson:	Cardon Furry (bocce@villanovaspo.com)
Fall Festival Assistants:	Trevor Case, Chris McMahon
Sports Official:	Deb Andrews, Laura Davis

Location

Finneran Pavilion, Villanova University

Events

Traditional Doubles
Unified Doubles

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 1:00 P.M., Finneran Pavilion, Villanova University

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

An athlete who is not appropriately dressed will not be able to participate in competition. Denim pants or shorts are not appropriate for any competition. Athletes traveling long distances who may not have time to change should arrive in appropriate attire.

T-shirt color: please refrain from wearing solid red or orange T-shirts. Red denotes the medical staff and orange, the security staff. We have chosen these colors so volunteers can be easily identified and quickly located.

Spikes may not be worn on the courts; only turf or tennis shoes will be allowed. Teams are encouraged to wear unified colors.

Equipment

Bocce balls, pallina, and measuring tape will be provided for the athletes.

Facilities

Villanova will provide lunch for athletes and coaches on Saturday in Dougherty Dining Hall. The awards ceremony will also take place in The Fitzgerald Club in the Finneran Pavilion in rolling format as competition ends on Sunday.

Athletes should come to the venue ready for competition. Restrooms are available at the venue.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: Spectator Seating

Unacceptable areas: on the court or the team area/benches

Awards

Sunday | 9:00 A.M., The Fitzgerald Club, Finneran Pavilion

Rules

A. Competition

- a. Pool play or brackets will be used depending upon the size of the division.
- b. Medal rounds may be played – time permitting
- c. Teams 10 minutes late from the scheduled start time will forfeit that game.
- d. Games are played for 20 minutes or 12 points whichever comes first. The Scorekeeper will announce a 2 minute warning prior to the end of the 20 minute game end time. At this time the frame in play will be completed and one additional frame will be played.
- e. Paddles will be used by the official to show the teams which team is up to roll the bocce.

B. Divisioning

- a. Athletes will be placed in divisions by their submitted entry score.
- b. Each athlete will play eight balls at three distances (30, 40, & 50 ft)
- c. Each distance is measured and the three closest scores are recorded for each distance.
- d. The entry score is the combined total of these nine distances.

C. General Rules

- a. Each team must designate a “Team Captain”. The Captain will witness the coin toss and may request a measurement at the end of each frame.
- b. A coin toss by the referee will determine which team has the pallina and choice of ball color.
- c. Rotation of Players – The players of any given team may elect to play their ball in any rotation, provided the one who tosses the pallina delivers the first bocce ball. The rotation may vary from frame to frame; however, no one player may deliver more than his/her allotted number of balls.
- d. Balls may be rolled, tossed, bounced, banked, etc. They may also “spock” or hit opponents’ balls to try to gain position or push opponents “out”.
- e. A player can grip the ball by placing his or her hand over or under the ball, as long as the ball is delivered in of an underhand style. An underhand delivery is defined as releasing the ball below the waist.

- f. Volunteers will be provided to assist athletes in and out of the service box.

D. Scoring

- a. Points are given to the team who has established the “in” position by the end of the frame. That team is also given an additional point for every one of their balls that is closer to the pallina than their opponent’s balls.
- b. Measurements will be taken from the center side of the bocce ball to the center side of the pallina.

E. Coaches

- a. Coaches may coach their athletes during competition at the following times:
 - i. Prior to the match
 - ii. When the athlete is not in the service box
- b. Coaches/spectators may not:
 - i. Call the athletes out of the service box
 - ii. Enter the service box
 - iii. Coach from the sideline
- c. Any coach who disrupts the flow of the game will be given a warning. If the behavior continues, the athletes will forfeit that match.
- d. No coaching from the sidelines by coaches, and/or spectators
- e. Coaches/spectators may not enter the service box. One warning will be given and if the behavior continues, the athletes will forfeit that match.

F. Ties

- a. Ties during frame: The team that rolled last will continue to roll until the tie is broken
- b. Ties at the end of the frame: In the event that the two balls closest to the pallina belong to opposing teams and are tied, no points will be awarded. The pallina returns to the team that last delivered it. Play resumes from the end of the court from which the frame was last played.
- c. Tournament ties: Tie breaking procedures for teams involved in the tie only:
 - i. Head to head competition (for a two-way tie)
 - ii. Least points scored against (all games for the teams tied within pool play)
 - iii. Point differential (all games for the teams tied within pool play)

G. Unified Sports Team

- a. Each Unified Sports doubles team shall consist of one athlete and one partner.
- b. Each game shall commence with a coin toss. Either member of the team that wins the toss starts the game by throwing the pallina and the first ball. The second ball is thrown by either member of the opposing team.

Long Distance Running/Walking

Overview

National Governing Body:	United States Track & Field (USATF)
Fall Festival Chairperson:	Addie Doyle (ldr@villanovaspo.com)
Fall Festival Assistants:	Naomi Vora
Sports Official:	Scott Otterbein and Joe Kraher

Location

Austin Field, Villanova University

See Appendix A for course maps.

Events

1500 Meter Walk/Unified Sports Walk: 12:00pm, Saturday November 3
1500 Meter Run/Unified Sports Run: 12:30pm, Saturday November 3
3000 Meter Walk/Unified Sports Walk: 10:00am, Saturday November 3
3000 Meter Run/Unified Sports Run: 11:30am, Saturday November 3
5000 Meter Run/Unified Sports Run: 9:00am, Saturday November 3
5000 Meter Walk/Unified Sports Run: 8:30am, Sunday November 4
10000 Meter Run/Unified Sports Run: 8:30am, Sunday November 4

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 4:15 P.M. – 5:00 P.M., Room 1010, Bartley Hall

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards. **An athlete who is not appropriately dressed will not be able to participate in competition.**

T-shirt color: please refrain from wearing solid red or orange T-shirts. Red denotes the medical staff and orange, the security staff. We have chosen these colors so volunteers can be easily identified and quickly located.

Proper running shoes are to be worn, with the exception of running spikes. Shirt must be tucked into running pants.

Equipment

Bib numbers and safety pins will be provided during registration for all athletes. Race numbers should be displayed on the front of the athlete.

Flags and/or pylons will mark the course. Course marshals will be situated along the course during the competition. Athletes and coaches will be able to inspect the course at the following times:

1. Prior to competition
2. Friday afternoon between 2:00 P.M. and 4:00 P.M.

Facilities

Restrooms will be available in Dougherty Hall.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: In the marked areas near start/finish line

Unacceptable areas: On the course or at the start/finish line

Awards

5000m Run, 3000m Walk: Saturday | 10:00 A.M., Tent on Austin Field

3000m Run, 1500m Run/Walk: Saturday | 2:00 P.M., Tent on Austin Field

5000m Walk, Steve English Memorial 10K: Sunday | 10:00 A.M., Tent on Austin Field

Rules

- A. Divisioning
 - a. Athletes will be divisioned based upon entry times. Please be sure to submit the best competition time for this season to the hundredths of a second (e.g., 1:06:16) to ensure more accurate divisions.
- B. Finish
 - a. The winner will be determined by the fastest person in each division.
- C. Unified
 - a. One Unified Sports Team will consist of a Special Olympics athlete and a non-Special Olympics partner of comparable ability.
 - b. The place of finish will be determined by the combined time of both partners.

Powerlifting

Overview

National Governing Body:	USA Powerlifting
Fall Festival Chairperson:	Colin Armstrong (powerlifting@villanovaspo.com)
Fall Festival Assistants:	Bryan Blasband
Sports Official:	Joe Braca

Location

Villanova Room, Connelly Center

Events

Bench Press
Deadlift
Squat
Combination (Bench Press and Deadlift)
Combination (Bench Press, Deadlift, and Squat)

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 3:00 P.M., Bryn Mawr Room, Connelly Center

Attire

Athletes participating in this competition must wear appropriate sports attire. Please remember that no commercial advertising may be worn by the athlete during ceremonies, competition or awards.

If an athlete is not appropriately dressed they will not be able to participate. Denim pants or shorts are not appropriate for any competition. Athletes traveling long distances who may not have time to change should arrive in appropriate attire.

T-shirt color: please refrain from wearing solid red or orange T-shirts during Special Events (including Opening and Closing Ceremonies, the Victory Parade, the Victory Dance and Olympic Town). Red denotes the medical staff and orange, the security staff. We have chosen these colors so volunteers can be easily identified and quickly located during a time or need at our Special Events.

Proper attire should be worn (no jeans or sweat suits)

- A one-piece lifting suit or wrestling singlet should be worn. The only exception is the full-length aerobic suit worn in the bench press by athletes with physical disabilities (*see modifications under 4*). **Long pants are not permitted.**
- Wraps may be used: maximum size=8 cm wide and 2 m long. The wrap may not be more than 10 cm above or 2 cm below the wrist.

- Participants in the squat or bench press must wear a T-shirt during competition. Women must also wear a T-shirt when competing in the deadlift.
- Athletes with physical disabilities (ex. wheelchair, cerebral palsy, amputees), may wear a two-piece outfit with both upper and lower pieces being form fitting, either snug fitting track trousers or snug fitting shorts may be worn. A full-length aerobic suit may be worn while performing the bench press. Lifting with a prosthesis is allowed and orthotics with shoes will be allowed.

Equipment

- Leather or vinyl belts may be worn. They can be no more than 10 cm wide, 13 mm thick and may encircle the body only once.
- Wrist wraps may be used: maximum size=8 cm wide and 1m long. The wrap may not be more than 10 cm above or 2 cm below the wrist.
- Athletes not properly attired (including belt/wrist wrap size) will be disqualified.

Facilities

The Bryn Mawr Room and Rosemont Room (upstairs, Connelly Center) will serve as the changing/locker rooms. Signs will designate the gender of the changing/locker rooms. There are restrooms downstairs next to the Villanova Room.

There will be a warm-up area for the athletes separated by wooden panel doors from the competition area in the Radnor/St. David's Room. This area will be available to athletes participating in squat events to clearly demonstrate that they are able to perform the necessary motion to compete safely.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: Designated spectator seating areas

Unacceptable areas: Heating/warm-up area and competition platform

Awards

Sunday | 8:30 A.M., Villanova Room, Connelly Center

Rules

A. Divisioning

- a. Athletes will be divisioned according to Special Olympics rules, which consider the gender, age, weight class, and starting attempt:
 - i. Divisions of fewer than three athletes may be combined by age group first, then by weight class to ensure divisions have at least three participants.
 - ii. The Wilkes Formula will be applied to score events if divisions consist of multiple weight classes. The Wilkes Formula is also applied in case of ties to determine placement.
 - iii. The Wilkes coefficient is determined from the lifter's body weight (BW) as listed in the Summer Sports Rules. That coefficient is multiplied by the lifter's total score/best lift. This equals the lifter's Wilkes Formula Total (WFT), which is used for placement.
 - iv. Divisions will never combine male and female participants.

B. Equipment

- a. The following guidelines should be followed for all safety equipment
 - i. No gloves are allowed.
 - ii. Non-stretch/non-metal (with the exception of the buckle) belts may be worn. The belt is to be no more than 10 cm wide, 13 mm thick, and can circle the body only one time.
 - iii. Chalk and powder are legal substances to be added to the body and/or attire.
 - iv. All scored events will be in the metric system (kilograms). Conversion charts will be provided on Friday; additional charts will be available during competition.

C. Finish

- a. Scoring of the events shall be the maximum weight lifted for each event multiplied by the WFT (if applicable) and the combination maximum weight for both events or for all three events.

D. Qualifications

- a. All athletes must be at least 14-years-old to compete in powerlifting.

E. Weigh-In

- a. All athletes must be weighed in prior to competition. The weigh-in results will not be made known until all the lifters in a particular weight class have been weighed in.
 - i. Only those greater or lighter than the category limit are allowed to return to the scales within the limits of the hour and 30 minutes allowed from the beginning of the weigh-in.
 - ii. An athlete weigh-in above the upper limit for a weight class will be moved to the next heavier weight class.
 - iii. An athlete weighing in below the minimum limit for a weight class may, at the discretion of the chief referee, be permitted to lift in the next lightest weight class if that competition is available.
 - iv. If competition in the lighter weight class is not available, the athlete will be permitted to lift outside the official competition and receive a participation ribbon.
 - v. Weigh-ins will occur upstairs in the Connelly Center on Friday from 4:00 P.M. – 6:00 P.M. For those athletes unable to attend Friday weigh-in for a valid reason, an alternate weigh-in will occur on Saturday from 6:00 A.M. – 8:00 A.M. Weigh-ins will take place in the Bryn Mawr Room. The coaches of athletes requiring Saturday morning weigh-in must contact SOPA Sports Director Gina Reid at greid@specialolympicspa.org and Powerlifting Chairperson Colin Armstrong at powerlifting@villanovaspo.com prior to Thursday, November 9th.
 - vi. Coaches must give starting weights for the competition at weigh-in.

F. Squat Competition

- a. Head coaches who have attended an approved squat lift clinic may enter their athletes in the squat lift.
 - i. Those athletes wishing to perform the squat must be assessed during weigh-in Friday afternoon, unless they were assessed during Fall Sectionals.
 - ii. Squat competition for approved athletes will take place before the deadlift and bench press competitions. It is expected that squat lifters will do all lifts in the morning; those doing one or two lifts will lift in the afternoon (and should report around 11 A.M.).

G. Next Attempts

- a. The coach has 1 minute to give the scoring table the weight for their next attempt. Next attempt forms will be available at the scoring table and must be used.

H. Weight Classes

Men

53.0 kg/111.0 lbs
59.0 kg/130.0 lbs
66.0 kg/145.5 lbs
74.0 kg/163 lbs
83.0 kg/183.0 lbs
93.0 kg/205.0 lbs
105.0 kg/231.0 lbs
120.0 kg/264.50 lbs
Over 120.0 kg/ over 264.50 lbs

Women

43.0 kg/95.75 lbs
47.0 kg/103.0 lbs
52.0 kg/114.50 lbs
57.0 kg/125.50 lbs
63.0 kg/139.0 lbs
72.0 kg/158.5 lbs
84.0 kg/185.0 lbs
Over 84.0 kg/over 185.0 lbs

Roller Skating

Overview

National Governing Body:	USA Roller Sports (USARS)
Fall Festival Chairperson:	Emma Taylor (rollerskating@villanovaspo.com)
Fall Festival Assistants:	Idalis Figueroa
Sports Official:	Al Garzon (Speed/Artistic)

Location

Marple Sports Arena

Events

Speed Events

100 m individual
200 m individual
300 m individual
500 m individual
700 m individual
1000 m individual
2×100 m relay
2×100 m relay Unified
2×200 m relay
2×200 m relay Unified
4×100 m relay
4×100 m relay Unified
30 m straight line race *^
30 m slalom *^
50 m half lap^

Artistic Events

School Figures (Level II, III, & IV)
Freestyle Singles (Level II & III)
Freestyle Pairs (Level I & II)
Solo Dance (Level II, III, & IV)
Co-Ed Team Dance (Level II, III, & IV)
School Figures (Level I)*
Freestyle Singles (Level I)*
Solo Dance (Level I)*
Co-Ed Dance Team (Level I)*

** Designates events that provide meaningful competition for athletes with lower ability levels*

^ These are entry-level events. Athletes entered in these events may not participate in other individual events. They may, however, be listed as alternates for team events

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 12:45 P.M., Marple Sports Arena (Speed Skating Coaches Only)

Friday | 6:00 P.M., Room 1010, Bartley Hall

Saturday | 7:30 A.M., Marple Sports Arena (Speed Skating Coaches Only)

Sunday | 7:30 A.M., Marple Sports Arena (Artistic Skating Coaches Only)

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

An athlete who is not appropriately dressed will not be able to participate in competition. Denim pants or shorts are not appropriate for any competition. Athletes traveling long distances who may not have time to change should arrive in appropriate attire.

T-shirt color: please refrain from wearing solid red or orange T-shirts. Red denotes the medical staff and orange, the security staff. We have chosen these colors so volunteers can be easily identified and quickly located.

Leotards and tights, jumpsuits, stretch pants, shorts and shirts must be worn.

Equipment

All competitors in speed events must wear a helmet (Anzi 90.4 Rated or Snell) when on the floor.

Facilities

All Roller Skating competition will be held at Marple Sports Arena in Broomall, PA. The sport court floor of Marple Sports Arena is 170 ft long by 75 ft wide. There are restrooms at the skating arena.

NOTE : The jungle gym and arcade areas will be off-limits to all during the course of the weekend.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: Bleachers and benches around rink or in concession stand area

Unacceptable areas: On the rink or in the jungle gym area

Awards

Speed Roller Skating: Saturday | 2:00 P.M., O'Dea Lounge, Andy Talley Center

Artistic Roller Skating: Sunday | 12:00 P.M., Cinema, Connelly Center

Rules

The Special Olympics International Roller Skating Rules (2016 Update) will be used for all Roller Skating competition.

Please be aware of the following rule changes to be implemented in accordance with Special Olympics International.

- A. Equipment for Speed Events
 - a. Helmets are required.
 - b. No gum or jewelry will be allowed on the Field of Play.

- B. Personnel for Speed Events: A Starter will be responsible for commencing the race by utilizing a starter gun or whistle. The Starter is also responsible for signaling the last lap of the race with a bell and a flag to signal the finish of the race.
- C. Rules of Competition for Speed Events: Disqualification will be the penalty for any of the following infractions:
 - a. Skating inside a pylon or straddling a pylon (when a skate is in contact with the floor on the inside or outside of the pylon).
 - b. Falling in a place that limits another skater's ability to compete.
 - c. If a skater falls in the finals and does not get up.
- D. Rules of Competition for Relay Races:
 - a. There is a box marked on the skating surface inside the track, across from the finish line. The relay area should be large enough for all the skaters waiting to make a relay. These dimensions are generally 5 m (16 ft, 5 in) by 3 m (9 ft, 10.25 in).
 - b. For relays, one partner starts on the line while the other partner(s), wait in the relay box. Once the race has begun, the relaying partner skates to the legal hand tag area between pylons 4 and 1 attempting to match their partner's speed by the time of the hand tag. A hand tag must be used. Athletes leaving the relay box area shall not enter the track until the tag between pylons 4 and 1. Once the tag is made, the partner must remain on the floor at the end of the floor without leaving the skating surface.
 - c. Disqualification will be the penalty for any of the following infractions:
 - 1. Missing a hand tag
 - 2. Using a push tag
 - 3. Relieved partner(s) not remaining at the end of the skating floor until the event is completed.

For full details of the Rule Changes, please contact the Regional Sport Director.

Soccer

Overview

National Governing Body:	United States Soccer Federation
Fall Festival Chairperson:	Hannah Clarke (soccer@villanovaspo.com)
Fall Festival Assistants:	Abigail Nash, Patrick LaBella, Caitlyn Sarles, Riley Lovett
Sports Official:	Henry Lawley

Location

11 v 11 – Villanova Stadium, Villanova University
7 v 7 – Higgins Soccer Complex, West Campus, Villanova University (*Pending Villanova Soccer Playoff Schedule*)
5 v 5 – Wolfson Athletic Field Complex, The Shipley School
Individual Skills – West Campus, Villanova University

See Appendix B for venue maps.

Events

11 v 11 Team Competition
7 v 7 Team Competition
5 v 5 Team Competition
Individual Skills Competition*

**This is an entry level event. Athletes entered in this event may not participate in other events.*

Head Coaches' Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches' responsibility and obligation to attend all Head Coaches' Meetings.

Friday | 1:30 P.M., The Shipley School (5 v 5)
Friday | 2:00 P.M., West Campus (Individual Skills), Higgins Soccer Complex (7 v 7), Villanova Stadium (11 v 11)
Friday | 9:00 P.M., Bartley Hall, Room 2001 (5 v 5), Room 2044 (11 v 11), Room 2010 (7 v 7)
Saturday | 6:30 P.M., | Bartley Hall, Room 2001 (5 v 5), Room 2044 (11 v 11), Room 2010 (7 v 7)

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

An athlete who is not appropriately dressed will not be able to participate in competition. Denim pants or shorts are not appropriate for any competition. Athletes traveling long distances who may not have time to change should arrive in appropriate attire.

T-shirt color: please refrain from wearing solid red or orange T-shirts. Red denotes the medical staff and orange, the security staff. We have chosen these colors so volunteers can be easily identified and quickly located.

Shorts, jerseys, stockings, and soccer shoes with soft and yielding cleats (no metal studs) must be worn. Jerseys must be marked with 25cm numbers on the back. Goalies must wear distinguishing colors from other teammates.

Cleats cannot be worn inside any indoor venues.

Equipment

All athletes must wear shin guards during competition.

Facilities

Players should come dressed for competition. All games will be played on grass or turf. There will be a heated tent located at the Higgins Soccer Complex on West Campus. All 5 v 5 soccer athletes may use the facilities and restrooms provided at The Shipley School in the Yarnalll Gymnasium. 7 v 7 and Individual Skills soccer athletes will have access to Port-a-Potties on West Campus. 11 v 11 soccer athletes will have access to restrooms in the walkways under the stands in the Villanova Stadium .

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: Spectator Tent or along the field marked for spectators

Unacceptable areas: On the field or on the team area/benches

Awards

Individual Skills: Saturday | 12:30 P.M., O'Dea Lounge, Andy Talley Center

5 v 5: Sunday | 10:00 A.M. (rolling), The Commons, The Shipley School

7 v 7 and 11 v 11: Sunday | 11:30 A.M. (rolling), Villanova Room, Connelly Center

Rules

A. 11 v 11 Competition:

- a. The roster size may not exceed 16 players for this competition.
- b. The duration of the game shall be minimally two, 20-minute halves.
- c. Divisions are based upon the team skills assessment tests, results from sectional competition and preliminary round of play. The top 11 players must start each preliminary or classification game on Friday.
 - i. Round-robin tournament play will be used for divisions of three or more teams. A best of three series will be used for divisions of two teams.
- d. If overtime is used to break a tie, two 7 1/2-minute sudden death overtime periods are used (first goal scored wins). If the game is still tied after the overtime periods, penalty kicks will be used to break the tie: five players shall be selected from the competing players on the field for each team.

- i. Each kick is taken by a different player and after five kicks if the game is still tied other eligible players (those who were on the field at the end of play) must take a kick before any player can take a second kick. After the initial five kicks, kicks continue to be taken until one team has scored a goal more than the other from the same number of kicks.
- e. The process to be used to break a tie record for the tournament will be as follows:
 - i. a. Head to head competition (for a two-way tie)
 - ii. b. Least points scored against (all games for the teams tied within pool play)
 - iii. c. Point differential (all games for the teams tied within pool play)
 - iv. d. Tie

**In the final standings of round robin competition, a team can only win or lose by a maximum of four goals per match. For example, a team that wins a match 8-2 will get the maximum +4 point differential. A team that loses 6-1, will get the maximum -4 point differential.*

B. 5 v 5 Competition:

- a. The roster size may not exceed 10 players for this competition.
- b. Divisions are based upon the team skills assessment scores and preliminary round of play. The top 5 players must start each preliminary or classification game on Friday.
- c. The duration of the game shall be two equal periods of 15 minutes with a half-time interval of five minutes.
- d. Round-robin tournament play will be used for divisions of three or more teams. A best of three series will be used for divisions of two teams.
- e. If overtime is used to break a tie, two five-minute overtime periods are used. If the game is still tied, penalty kicks will be used to break the tie..
- f. If a player is expelled from the game (two yellow or one red card issued), the team is to play with one player down for either two minutes or until the next goal is scored. The player ejected may not return to play.
- g. The process to be used to break a tied record for the tournament will be the same as in 11 v 11.

C. 7 v 7 Competition:

- a. The roster size may not exceed 12 players for this competition.
- b. Divisions are based upon the team skills assessment scores and preliminary round of play. The top 7 players must start each preliminary or classification game on Friday.
- c. The duration of the game shall be two equal periods of 20 minutes with a half-time interval of 5 minutes.
- d. Round-robin tournament play will be used for divisions of three or more teams. A best of three series will be used for divisions of two teams.
- e. If overtime is used to break a tie, one 5-minute, sudden death overtime period is used (first goal scored wins). If the game is still tied after the first overtime, another 5-minute sudden death overtime is used. If the game is still tied after the overtime periods, penalty kicks will be used to break the tie: five players shall be selected from the competing players on the field for each team.
- f. If a player is expelled from the game (two yellow or one red card issued), the team is to play with one player down for either two minutes or until the next goal is scored. The player ejected may not return to play.
- g. The process to be used to break a tied record for the tournament will be the same as in 11 v 11.
- h. Addendum: With the possibility of a Villanova Women's Soccer playoff game being hosted at the Higgins Soccer Complex on Saturday, 7v7 Competition may be moved to an alternate location for Saturday's games. This information will be communicated closer to the start of Fall Festival Weekend.**

D. Individual Skills Competition:

- a. Individual skills athletes may not participate with the 11-a-side, 5-a-side, or 7-a-side teams.
- b. In the medal round, each player should perform each event twice. The total score from the two rounds (in the medal round) is added together to give the final score for awards placement.
- c. After kicking, the athlete must return to the starting line.

- d. Individual skills-athletes **will not** be able to be alternates for teams due to the different ability levels of the players. Athletes must be registered as *either* an individual skills athlete *or* a team athlete.
- e. Standard Skills Competition
 - i. 15-Meter Dribble, Run and Pass, 6-Meter Shot
 - ii. This event is offered for athletes 8 years of age or older who have not scored 130 points or higher in this event. Those with a score of 130 points or higher must compete in the Advanced Skills Competition.
- f. Advanced Skills Competition
 - i. 12-Meter Slalom Dribble, Control and Pass, Gather-Dribble-Shot
 - ii. This event is offered for athletes and Unified Partners 8 years of age or older who have scored 130 points or more in the Standard Skills Competition.

E. *Substitutions:*

- a. Substitutions are unlimited in number; players may return to the field after being substituted. Substitutions can be made any time the ball is out of bounds, between periods, after a goal is scored, or during a timeout for an injury. The coach must signal the referee or linesman in order to make a substitution. A substituted player can only come onto the field when given a signal by the referee.

Volleyball

Overview

National Governing Body:	United States Volleyball Association
Fall Festival Chairperson:	Matthew Bakey (volleyball@villanovaspo.com)
Fall Festival Assistants:	Mary Helen Baudinet, Danny Henry, Nick Conti
Sports Official:	MaryEllen Brown

Location

Upper Division – Jake Nevin Field House
Lower Division – Yarnall Gymnasium, The Shipley School
Individual Skills – St. Mary’s Gym, Villanova West Campus

Events

Team Competition
Individual Skills Competition*

*This is an entry level event. Athletes entered in this event may not participate in other events.

Head Coaches’ Meetings and Briefings

The following meetings are scheduled for Head Coaches to obtain sports-specific information and address competition concerns. It is the Head Coaches’ responsibility and obligation to attend all Head Coaches’ Meetings.

Friday | 1:00 P.M., Jake Nevin Field House, All Team Competition
Friday | 1:30 P.M., St. Mary’s Gym, Individual Skills
Friday | 6:30 P.M., Room 1001 Bartley Hall, Team & Individual Skills
Friday | 9:00 P.M., Jake Nevin Field House, Team & Individual Skills
Saturday | 6:30 P.M., Room 1010 Bartley Hall, Team Competition

Attire

Athletes participating in competition must wear appropriate sports attire. Please remember that the athlete may wear no commercial advertising during ceremonies, competition, or awards.

An athlete who is not appropriately dressed will not be able to participate in competition. Denim pants or shorts are not appropriate for any competition. Athletes traveling long distances who may not have time to change should arrive in appropriate attire.

T-shirt color: Please refrain from wearing solid red or orange T-shirts. Red denotes the medical staff and orange denotes the security staff. We have chosen these colors so volunteers can be easily identified and quickly located.

Shorts, jerseys, and light pliable shoes (leather or rubber soles without heels) shall be worn. Jerseys shall be marked with numbers no less than 3 inches high on the front and 6 inches high on the back.

Equipment

All competition equipment will be provided. Close-toed shoes must be worn at all times.

Facilities

Restrooms will be available in the Jake Nevin Field House and at The Shipley School.

Spectator Seating

Each venue will have designated seating or areas for spectators. Respect the areas designated for coaches and athletes. Note the following areas to be aware of for the safety and fun of all participants:

Acceptable areas: at the end of the courts

Unacceptable areas: on the court or on the team area/benches

Awards

Individual Skills: Saturday | 3:30 P.M., Cinema, Connelly Center

Team: Sunday | 9:30 A.M., O'Dea Lounge, Andy Talley Center

Rules

A. *Individual Skills:*

- a. Individual skills athletes may not participate in team competition.
- b. They will perform each event once for preliminaries and once for finals.
- c. Individual skills - athletes **will not** be able to be alternates for teams due to the different ability levels of the players. Athletes must be registered as either an individual skills athlete or a team athlete.

B. *Libero Players*

- a. Any team has the option of using a Libero player. This player must be listed on the roster.
 - i. You may only have one (1) Libero player per set.
- b. The Libero player must wear a uniform of a different and contrasting color than the rest of the team.
- c. The Libero may replace a player in the back row position. The Libero may not serve, block, or attempt to block or attack when the ball is higher than the net. The Libero may not come into the front zone.
- d. When the Libero replaces a player in the back zone, it is not counted as a substitution.
- e. These replacements are unlimited. Only the players whom he/she replaced may replace the Libero.

C. *Serving*

- a. A served ball touching the net shall remain in play and the receiving team has three plays to return the ball to the opponents.
- b. All teams must serve within designated areas. (If service area does not have a minimum of a three-foot perimeter, then one step past the designated service line is permissible.)

- c. There will be no modified servers for the highest division competition.
- d. In the lowest division, there will be a maximum three-side out serving format.

D. *Substitutions:*

- a. Each team may have a maximum of 12 substitutions per game (except for the Libero).

E. *Team Competition:*

- a. The roster size may not exceed 10 players for this competition.
- b. Divisions will be based upon the team skills assessment scores, prior to competition, and preliminary round of play. Top players must start each preliminary or classification game on Friday.
- c. After divisions are selected, round-robin tournament play will be used for divisions of three or more teams. If there are only two teams, a best of three series will determine the outcome.
- d. Final competition will be conducted as follows:
 - i. Rally scoring shall be used. When the serving team wins a rally, it scores a point and continues to serve. If the receiving team wins the rally, it scores a point and gains the right to serve. A game is won by the team which first scores 25 points with a minimum lead of two points.
 - ii. The first team receiving shall rotate upon the first side out.
 - iii. A match is won by the team that wins the best of three games.
 - iv. If there is a tie, the deciding (third) game is played as a tiebreaker with rally point scoring procedures to 15 points. A 45-minute time limit will be used for all matches.
- e. The process to be used to break a tied record for the tournament for teams involved in the tie only will be as follows:
 - i. Head to head competition (for a two-way tie)
 - ii. Least points scored against (all games for the teams tied within pool play)
 - iii. Point differential (all games for the teams tied within pool play)
- f. If time permits, medal rounds will be played to determine the final standings. In medal round competition, the following format will be used:
 - i. A one-game playoff match will be played and won by the team that scores 15 or more points.
 - ii. Teams change sides when one team has scored eight points.

F. *Modified Servers*

- a. If athletes were not tested during sectionals, then they may be tested on Friday from 1:30 P.M. - 1:45 P.M. in Jake Nevin Field House to determine modified server status. Those athletes considered modified servers will receive a wristband at this time. There will be no modified servers allowed in Division I.

Young Athletes Program

Overview

Fall Festival Chairperson: Olivia Hacker (athleteinvolvement@villanovaspou.com)
Fall Festival Assistants: Mia McDonough, Leah Waltrip

Location

The Exchange at Bartley Hall

Description

Special Olympics International developed the Young Athletes Program to engage future Special Olympics athletes, children ages two through seven. Young Athletes™ is a unique sport and play program for children with intellectual disabilities. The focus is on immersing children in fun activities that are important to mental and physical growth.

Children ages two to seven enjoy games and activities that develop motor skills and hand-eye coordination. Young Athletes is an early introduction to sports and to the world of Special Olympics. The children learn new skills, play together and have lots of fun!

Athletes will also be given the opportunity to express their creativity during an arts and crafts portion. The children will be able to take home their handmade souvenirs to serve as a memento.

Young Athletes starts everybody on the right track. The children learn skills and push their limits in a fun way. Family members and supporters see more of the children's abilities, not their disabilities. And everyone becomes part of the Special Olympics community.

Young Healthy Athletes

It is with great excitement that we announce the Healthy Athletes® initiative will be offered for participants in the Young Athletes Program. Healthy Athletes® is a great opportunity for athletes to partake of free health screenings and to receive free health information. The services that will be extended to children in Young Athletes include Healthy Hearing, Special Smiles and Fit Feet ONLY. Clinicians and students volunteer their time and talents to improve the health and well-being of the athletes and conduct all screenings. All participants are asked to bring the completed "Consent for Athlete Participation in Healthy Athletes" included in this packet. Forms will also be available at the Healthy Athletes registration desk within Driscoll Hall if a legal guardian is present.

Special Events

Opening Ceremonies

Friday | 7:30 P.M.

Villanova Finneran Pavilion, Villanova University

Athletes, coaches, spectators, VIPs, and families can begin to arrive at the main entrance to the Pavilion along North Ithan avenue starting at 6:30 P.M. Athletes designated as banner carriers should report to the staging area in the Fitzgerald Club no later than 7:00 P.M. to pick up their delegation's banner and begin staging for the procession.

It is very important that athletes and coaches follow the posted seating chart at the Stadium for Opening Ceremonies. Signs showing seating will also be available in the individual sections. Coaches should direct their athletes to their seats as quickly as possible and remain in their seats until Julia Berger, the 2018 Fall Festival Director, releases each county at the conclusion of the ceremony.

Highlights of the Event

- Welcome by Julia Berger, 2018 Fall Festival Director
- Appearances by Villanova Men's Basketball, Villanova Head Coach Jay Wright, Villanova Cheerleaders, Loretta Claiborne, and the Torch Lighting
- Welcome Video

Awards

Saturday and Sunday

Various Locations

- Athletes finishing first, second, and third will receive a gold, silver, and bronze Special Olympics PA medal, respectively. Athletes placing fourth, fifth, sixth, seventh, and eighth in their division will receive a ribbon.
- Any athlete who does not finish or is disqualified will receive a participation ribbon. Athletes who are disqualified for misconduct or who do not compete will not receive an award.
- If a tie occurs, the two teams/individuals will receive the same placement and the next team/individual will receive the placement for the order they crossed the finish line. Example: if two teams tie for first place, both teams will receive gold medals and the next placed team will receive bronze medals.

The following chart details Awards Presentations by sport. Times are subject to change:

Saturday, November 3rd			
	Time	Location	Sport
	10:00 A.M.	Austin Field	LDR/W (5000M Run) (3000M Walk)
	12:00 P.M.	The Exchange, Bartley Hall	Young Athletes Program
	12:30 P.M.	O'Dea Lounge, Andy Talley Center	Individual Skills Soccer
	2:00 P.M.	O'Dea Lounge, Andy Talley Center	Speed Roller Skating
	2:00 P.M.	Austin Field	LDR/W (3000M Run, 1500M Run/Walk)
	3:30 P.M.	Cinema, Connelly Center	Individual Skills Volleyball
Sunday, November 4th			
	8:30 A.M.	Villanova Room, Connelly Center	Powerlifting
	9:00 A.M.	Fitzgerald Club, Finneran Pavilion	Bocce (Rolling)
	9:30 A.M.	O'Dea Lounge, Andy Talley Center	Team Volleyball (Rolling)
	10:00 A.M.	Austin Field	LDR/W (5000M Walk, 10K Run)
	10:00 A.M.	The Commons, The Shipley School	5 v 5 Soccer (Rolling)
	11:30 A.M.	Villanova Room, Connelly Center	7 v 7, 11 v 11 Soccer
	12:00 P.M.	Cinema, Connelly Center	Artistic Roller Skating
	12:00 P.M.	Austin Field	Fall Fest Experience

Olympic Town

Saturday | 10:00 A.M. – 5:00 P.M.

Sunday | 9:00 A.M. – 12:00 P.M.

“The Quad,” Villanova University (between Sheehan and Sullivan Halls and extending up to the Connelly Plateau)

Olympic Town provides entertainment and recreational fun for all those attending Fall Festival. This year's O-Town includes exciting new games, arts and crafts, snacks, special guest appearances, and performances by a

multitude of diverse groups. There will be appearances by Villanova student performers, the Philly Phanatic, themed characters, and DJ Dave.

With some Soccer and Volleyball competition taking place on West Campus this year, there will also be games and activities located on the West Campus outdoor basketball court during competition hours.

Healthy Athletes Initiatives

Friday | 10:00 P.M. – 6:00 P.M. (Fit Feet, Special Smiles, FUNfitness)

Connelly Center Tent, Villanova University

Saturday | 10:00 A.M. – 6:00 P.M. (ALL disciplines; Opening Eyes ending at 5:00pm)

Driscoll Hall Classrooms, Villanova University

Healthy Athletes is a terrific opportunity for athletes to partake in free health screenings and to receive free health information. Clinicians and students volunteer their time and talents to improve the health and well-being of the athletes and conduct all screenings. All participants are asked to bring the completed “Consent for Athlete Participation in Healthy Athletes” included in this packet. Forms will also be available at the Healthy Athletes registration desk within Driscoll Hall.

Athletes who visit Healthy Athletes will be entered into different raffles. Come stop by and enjoy the Healthy Athletes experience! One important requirement to note is that no cleats will be allowed in Driscoll Hall, so please tell your athletes to bring another pair of shoes or socks.

Healthy Hearing is designed to assess the prevalence of possible hearing loss among Special Olympics athletes and to identify specific athletes who need audiological evaluations to determine if hearing loss exists and requires treatment.

Special Smiles offers free dental checkups, dental hygiene tips, and items including sports mouth guards, toothbrushes, toothpaste, and dental floss.

Fit Feet evaluates the condition of athlete’s feet and ankles, as well as focus on gait and footwear in regards to competition. This year, we will be having a doctor making insoles on site! Come and get your feet checked and leave with a brand new pair of insoles, socks and/or shoelaces!

Health Promotion takes athlete’s height, weight, and blood pressure, bone density, and provide important information about nutrition, exercise, and sun safety.

FUNfitness provides instruction to participants about how to stretch, strengthen and improve balance and fitness.

Opening Eyes gives athletes the opportunity to get their vision checked and if needed, receive a pair of prescription glasses, sunglasses, sports goggles and/or swimming goggles!

Healthy Habits

Saturday | 11:00 A.M. – 4:00 P.M.

Driscoll Hall Lobby, Oreo, Connelly Center, Finneran Pavilion, West Campus, Jake Nevin Fieldhouse, Stadium, & Austin Tent Field

Sunday | 9:00 A.M. – 12:00 P.M.

Oreo, Connelly Center, Finneran Pavilion, West Campus, Jake Nevin Fieldhouse, Stadium, Austin Tent Field

Healthy Habits will include tables from various groups and student volunteers with engaging games and interactive activities for the athletes to participate in and learn ways to carry out a healthier lifestyle. This is guaranteed to be fun and enjoyable, while delivering important information.

Athlete Input Council

Saturday | 6:00 P.M. – 7:00 P.M.

East Lounge, Dougherty Hall, Villanova University

The Athlete Input Council is an open forum for all competing athletes that wish to share their event feedback to make next year's Fall Festival even better. Additionally, it is also an opportunity to learn more about Athlete Leadership. Athletes can request a to-go box from the dining hall and eat during the Input Council.

At the end, all athletes will receive free giveaways. One lucky athlete will also walk away with a souvenir from Special Olympics' 50th Anniversary Celebration in Chicago back in July!

Fireworks

Saturday | 7:15 P.M. – 7:25 P.M.

The Oreo, Villanova University

On Saturday evening, there will be a fireworks celebration in honor of the 30th Anniversary of Fall Festival! Beginning promptly at 7:15 P.M., the ceremony will last approximately 10 minutes with the main viewing location being at the Oreo between Dougherty Hall and the Connelly Center. For safety precautions, the entrance to the Connelly drop-off area will be closed from 6:00 P.M.-8:00 P.M. The alternate bus drop-off location will be in front of the Finneran Pavilion, where there will be a secondary viewing location for the fireworks display.

For any athletes who may be sensitive to loud noises, the doors to the Victory Dance will be opened at 7:00 P.M. for athletes to enjoy the festivities while the fireworks event is taking place outdoors.

Victory Dance

Saturday | 7:30 P.M. – 9:30 P.M.

The Finneran Pavilion, Villanova University

The Victory Dance is a great way for athletes and coaches to enjoy dancing, food, and live music at the conclusion of Saturday's events!

Special Olympics Pennsylvania and the Villanova Special Olympics Committee requires all attendees to possess and wear credentials to enter the Victory Dance. Family members and guests will not be permitted to enter the Victory Dance. Fall Festival Committee members, SOPA staff members, and Public Safety officers will be checking credentials at the entrance to the the Pavilion. Credentials MUST be worn and visible at all times.

We will also have a room stocked with water and other crafts/games designated as a “Cool Down Station” for anyone who would like to take a break from dancing. Student committee members will be in place to direct athletes from the dance floor to the “Cool Down Station,” which will be located in the lower level of the pavillion.

Note: Masks are not allowed at the dance.

Closing Ceremonies

Sunday | 1:00 P.M. – 2:00 P.M.

Jake Nevin Field House, Villanova University

Closing Ceremonies will celebrate all of the achievements of the athletes who competed in Fall Festival. Doors for the event will open at 12:30 P.M. Lunch will be served prior to the event at the Jake Nevin Field House Courtyard. In the event of rain, lunches will be provided as delegations enter the Jake Nevin Field House.

Highlights of the Event

Appearances by Fr. Peter Donohue, the Villanova Band, Villanova Performing Arts Groups

Healthy Athletes Raffle

2019 World Games Competitor Recognition

Fall Festival 2018 Montage Video

Family Events

Throughout the weekend there will be activities for family and friends of athletes competing at Fall Festival. All spectators are responsible for providing their own housing and meals.

All friends and family are invited and encouraged to attend:

- Opening Ceremonies - Seating in the Upper Level Bleachers of the Finneran Pavilion
- Closing Ceremonies - Seating in the Rafters of Jake Nevin Field House
- All Competition Venues and Awards Ceremonies
- Olympic Town

Achievement Award

Philadelphia Insurance Award of Valor

Awarded to a Fall Festival participant who may not be the most talented athlete, but is the hardest worker and the very best teammate he or she can be. Through hard work, dedication, and the right attitude, this athlete has gotten the most out of his or her abilities and has helped others around him or her to achieve more through his or her support and work ethic. The way this athlete approaches his or her area of competition should be emulated. A nomination form can be found on page 72 of this handbook.

Recipients can be nominated using the form provided on page 72 of this Handbook. All submissions will be due to the Operations Center in Dougherty Hall by 12:00 P.M. on Sunday.

Administration

Credentials

Credentials are to be worn at all times including during competition. If a credential is lost during the weekend, contact the Operations Center (610-519-4210), and a new credential will be issued. All plastic credential holders must be returned to boxes near the exits of the Jake Nevin Field House after Closing Ceremonies. If your delegation departs prior to Closing Ceremonies, please return all plastic credential holders and to the Operations Center or to your LPHs.

Format of Credential

Name (Bold Print)
County/Delegation Name
Age
Sport
Role
Dinner Times and Locations (on back of credential)

All HODs, Head and Assistant Coaches, SOPA Staff and Board Members, and Fall Festival Committee Members will also be issued an around-the-neck credential to be worn at all times during the Festival Weekend. The credentials will be color-coded according to the position of its bearer. Credentials are non-transferable.

Position	Color of Credential
Head of Delegation	Green
Head Coach	Gray
Assistant Coach	Orchid
Athlete	White
Evaluations Team	Salmon
Fall Festival Committee	Light Blue
SOPA Staff/Board Members	Red
Volunteer Coordinators	Peach
LPH	Lime Green
Medical	Goldenrod
Delegation Volunteer	Pink
Msc.	Ivory
Young Athletes	Bright Pink
Photography Volunteers	Bright Blue

The SOPA Registration Policy states:

All Special Olympics Pennsylvania programs will register athletes with SOPA (on a local or state level competition) according to the procedures governing any particular event. If anyone is not pre-registered at any given event and it is brought to the attention of a volunteer or staff member, the following will take place: The coach will be directed to stop the activity until arrangements for home transportation are finalized. This transportation will be the responsibility of the program in violation.

- After a complete review and verification of the circumstance by the manager of the home program, the event liaison and the president of SOPA, and it is determined that the coach/volunteer did in fact cause the deception intentionally, she will be removed from our volunteer listing for no less than one year.

Evaluations

Throughout the weekend, various Evaluations Volunteers will be circulating through events with both written and electronic evaluations. If you are free please answer some of the various questions we have. The feedback you provide helps us make adjustments for next year's Fall Festival!

Human Resources

Volunteer and Staff Identification

For your convenience, all shirts for volunteers and staff members have been color-coded as follows:

Fall Festival Committee	Grey Long-Sleeve T-Shirts, Green Fleece Light Blue Credentials
Volunteer Coordinators	Purple Long Sleeve T-Shirts Peach Credentials
Medical	Red T-Shirts w/ White Cross Goldenrod Credentials
Security	Orange T-Shirts
Local Program Hosts	Light Blue Long Sleeve Shirts Lime Green Credentials

Local Program Host (LPH)

Through our Local Program Host (LPH) program, each delegation will be designated two to five Villanova freshmen to serve as their personal tour guides, ambassadors, and cheerleaders for the duration of Fall Festival.

LPHs will:

- Be designated by light blue shirts and lime green credentials;
- Meet you immediately following the HOD meeting on Friday afternoon;
- Present you with a personal introduction letter for your delegation;
- Work hard to be present at nearly all sports competitions and awards presentations;
- Act as a tour guide of the Villanova campus and answer any VU questions;
- Communicate with you in case you have any suggestions or concerns;
- Cheer on athletes at all their competition venues;
- Eat meals with members of your delegation;
- Attend the Victory Dance with your athletes; and
- Work with you to distribute and collect athlete evaluations.

LPHs will NOT:

- Be responsible for chaperoning athletes at any time;
- Stay in the hotels with your delegation;
- Volunteer at sports venues as timers, officials, etc.;
- Do laundry;
- Be able to go to off-campus activities, other than competition, with your athletes;
- Hold medications or other personal items; or
- Act as a “gopher.”

Hospitality Table

The Development committee will have hospitality tables located at all venues and various tents on Villanova's campus. Each table will provide refreshments for families, coaches, and VIPs.

“Ask Me!” Booths

General Festival information, as well as Lost and Found Information, can be obtained at the “Ask Me!” Booths located at the corner of Lancaster and Ithan Avenues (near the Crosswalk), The Exchange at Bartley Hall (between Bartley Hall and the Health Services Building), and on the The Ellipse. The booths will be operated during the following times:

Friday	12:00 P.M. – 6:00 P.M.
Saturday	8:00 A.M. – 6:00 P.M.
Sunday	8:00 A.M. – 2:00 P.M.

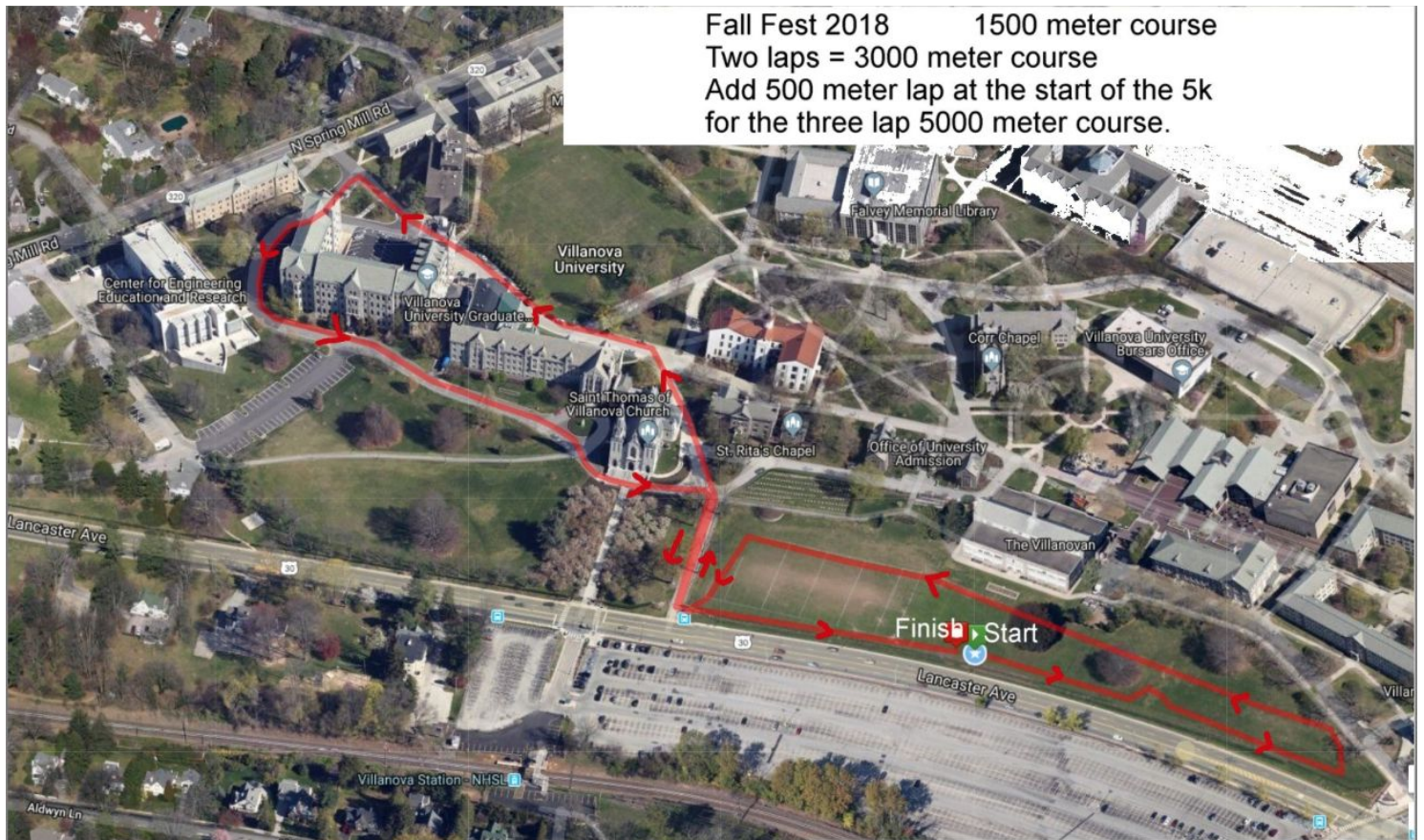
2018 Fall Festival Committee



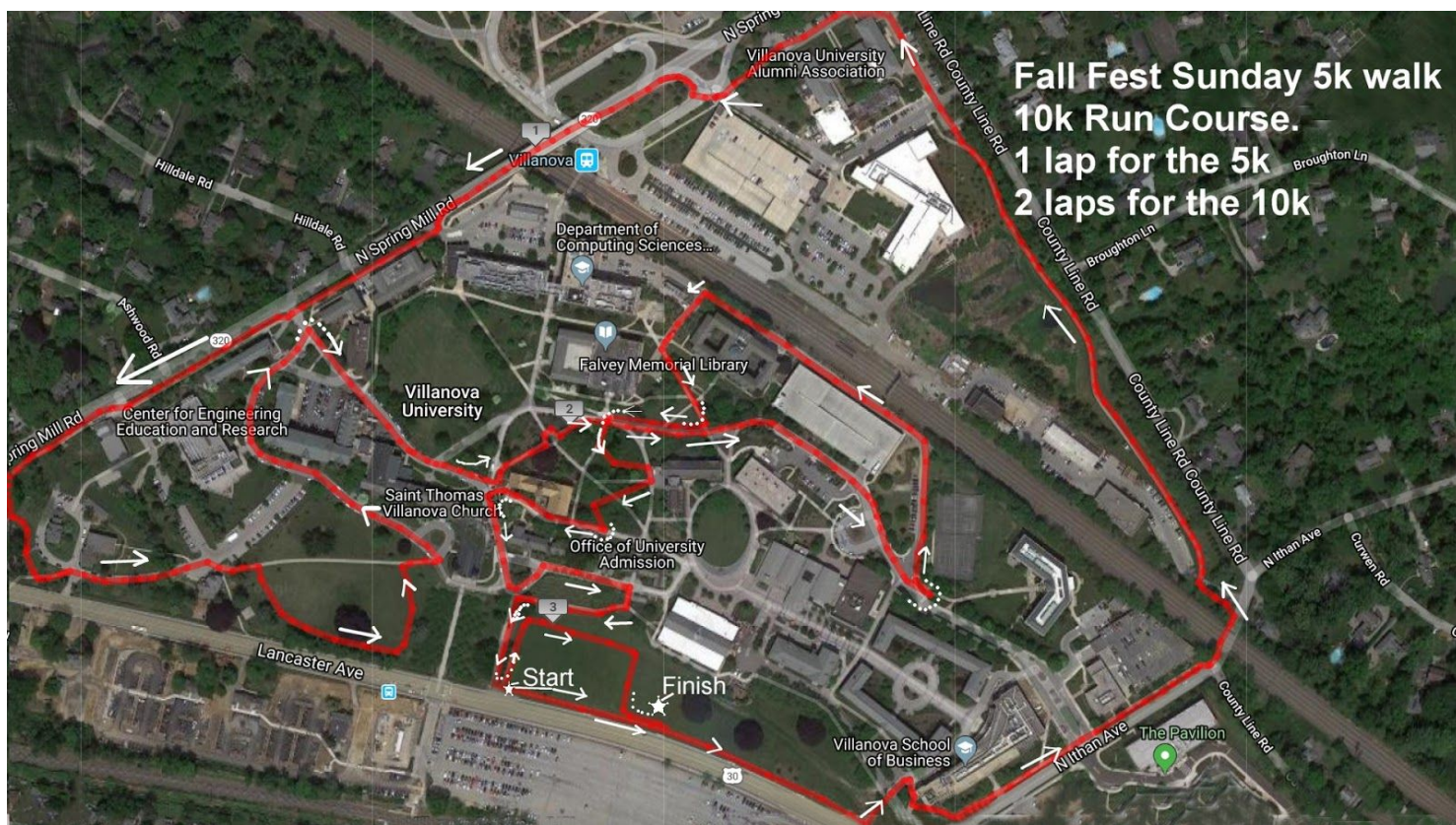
Appendices

Appendix A

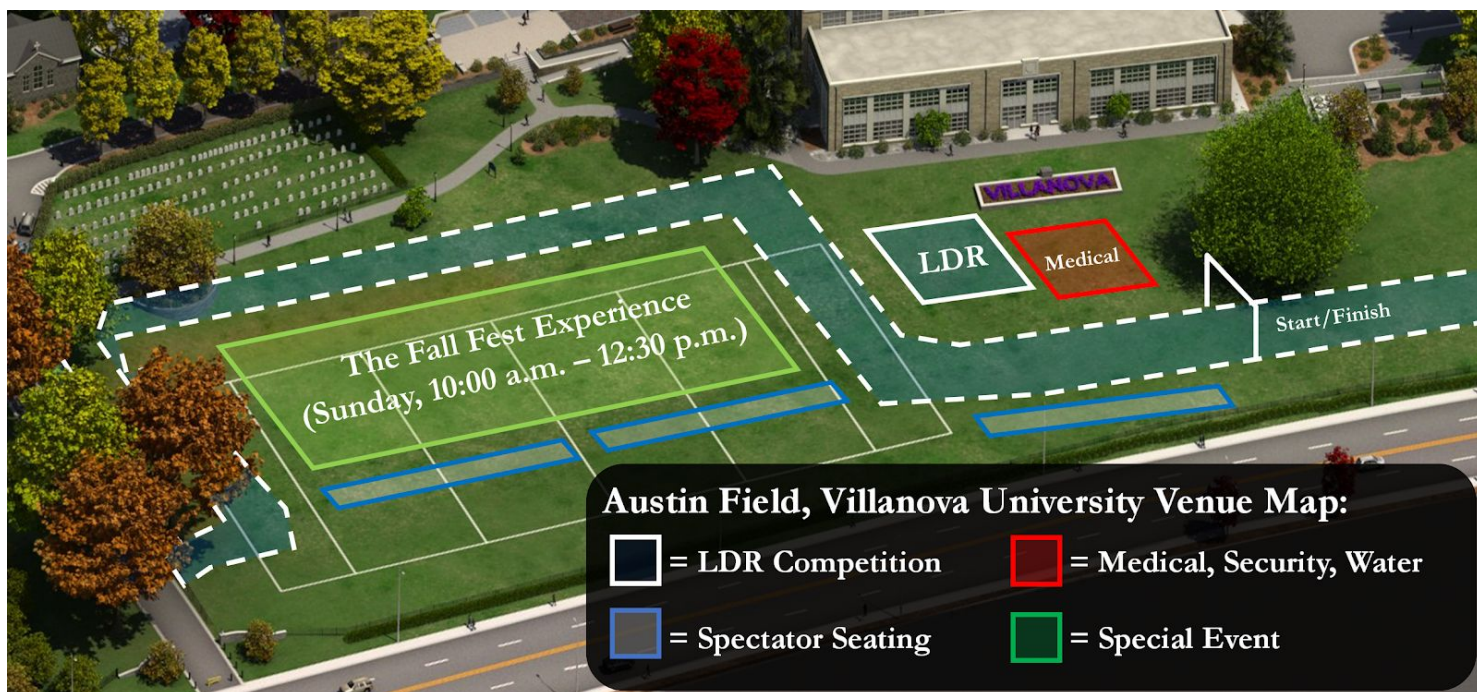
Saturday Course



Sunday Course



Austin Field

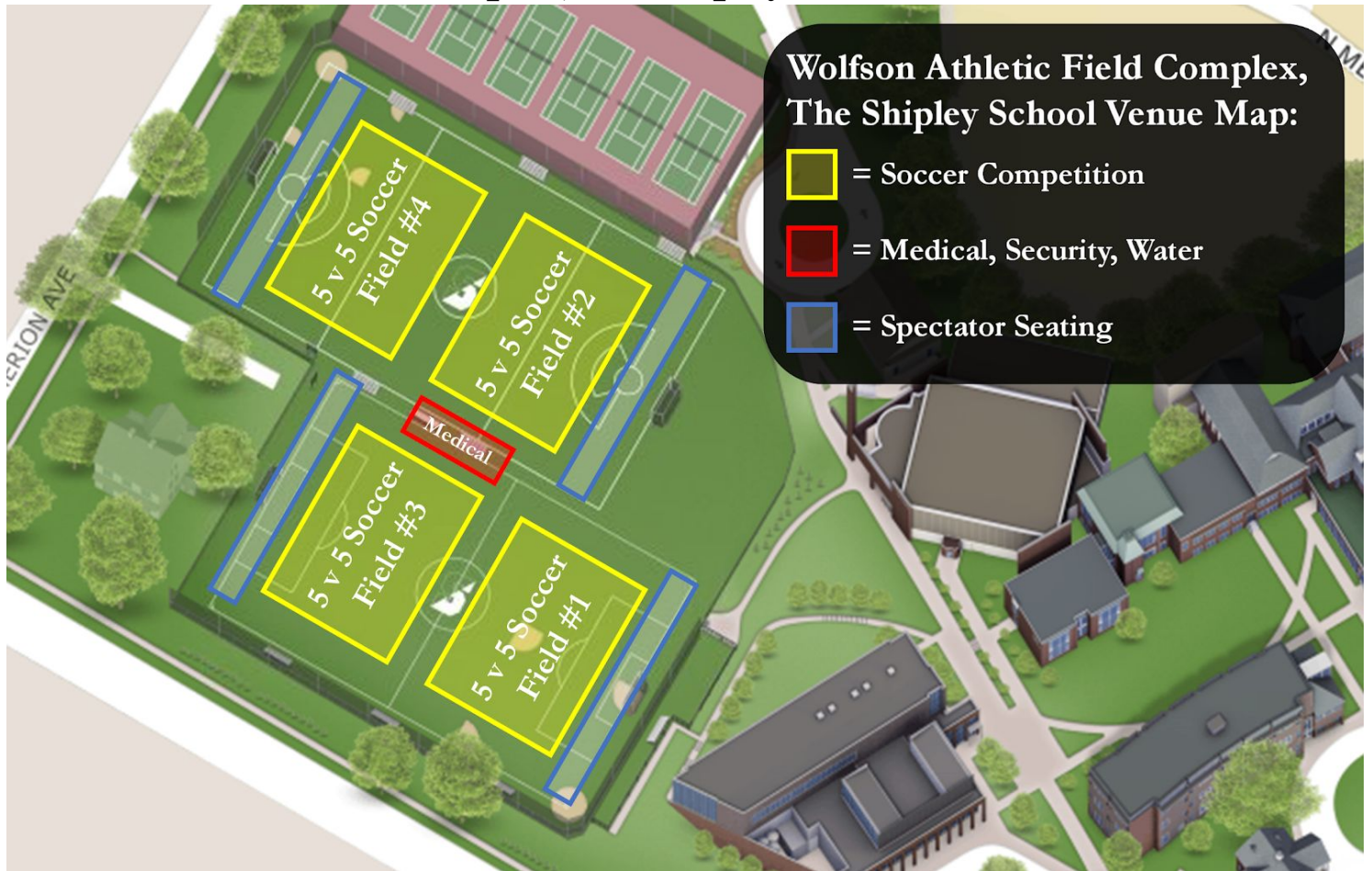


Appendix B

Higgins Soccer Complex, West Campus at Villanova



Wolfson Athletic Field Complex, The Shipley School





SPECIAL OLYMPICS

FIRST REPORT OF ACCIDENT / INCIDENT



U.S. Program/Area: _____ **Date of Incident:** _____

Injured Person/Party Information Date of Birth: _____ Age: _____

Name: _____ (Last) (First) (MI)

Address: _____ (Street) (City) (State) (Zip)

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Gender: ☐ Male ☐ Female Social Security Number: _____ - _____ - _____

Type of Injury/ Accident: ☐ Bodily Injury ☐ Property Damage ☐ Automobile ☐ Other: _____

Injured Party: ☐ Athlete ☐ Volunteer ☐ Coach ☐ Employee ☐ Spectator ☐ Unified Partner ☐ Property Owner ☐ Other: _____

Description of Accident (If automobile accident occurred, please attach a copy of the police report).

Describe how the accident occurred (Attach a separate sheet if necessary): _____

Site / event where accident occurred: _____

Accident Occurred During:

- ☐ Training/Practice
☐ Competition
☐ Traveling to or from SO event
☐ Other: _____ Personal time.

Type of Injury:

- ☐ Severe cut w/ bleeding
☐ Less serious bruise or cut
☐ Break/fracture
☐ Concussion
☐ Paralysis
☐ Other: _____

Disposition:

- ☐ Released to parent
☐ Refusal of care
☐ Refer to doctor
☐ Refer to hospital or clinic
☐ Medical attention
☐ EMS transport
☐ Patient requested EMS transport
☐ Released to personal vehicle
☐ Police
☐ Ambulance
☐ Report only
☐ Other: _____

Sport:

- ☐ Alpine Skiing
☐ Aquatics
☐ Athletics
☐ Badminton
☐ Baseball
☐ Basketball
☐ Bocce
☐ Bowling
☐ Cheerleading
☐ Cross Country
☐ Ski
☐ Cycling
☐ Equestrian
☐ Figure Skating
☐ Floor Hockey
☐ Golf
☐ Gymnastics

Body Part Injured:

- ☐ Kickball
☐ Power Lifting
☐ Relay Game
☐ Roller Skating
☐ Sailing
☐ Snowboarding
☐ Snowshoe
☐ Soccer
☐ Softball
☐ Speed Skating
☐ Swimming
☐ Table Tennis
☐ Team Handball
☐ Tennis
☐ Track & Field
☐ Volleyball
☐ Other: _____
- ☐ Head
☐ Neck
☐ Torso
☐ Back
☐ Hand (L / R)
☐ Finger (L / R)
☐ Elbow (L / R)
☐ Shoulder (L / R)
☐ Leg (L / R)
☐ Knee (L / R)
☐ Thigh (L / R)
☐ Shin (L / R)
☐ Toe (L / R)
☐ Other: _____

Contact / Care Provider Information

If an athlete or underage volunteer was injured, please identify the care provider and/or responsible party (e.g. parent, legal guardian).

Relationship to the injured person: _____ Employer Name: _____

Name: _____ Employer Address: _____

Address: _____ Work Phone: (____) _____ - _____

Home Phone: (____) _____ - _____

Does the injured person have medical insurance? ☐ Yes ☐ No

If yes, insurance is provided by: ☐ Injured Person ☐ Care Provider/Responsible Party

Please provide name of Company and Policy Number: _____

Witness Information (Please provide names and phone numbers of any witnesses to the incident)

Witness #1 Name: _____ Daytime Phone: (____) _____ - _____

Witness #2 Name: _____ Daytime Phone: (____) _____ - _____

Special Olympics Official / Representative (other than claimant)

Name: _____ Daytime Phone: (____) _____ - _____

Signature: _____

Send completed form to:

American Specialty Insurance Services, Inc., 7609 W. Jefferson Blvd. Suite 100, Fort Wayne, IN 46804-4133; Fax: 260.969.4729

AND one copy to

Special Olympics Pennsylvania, 2570 Blvd. of the Generals, Suite 124, Norristown, PA 19403 or Fax: (610) 630-9456

If injury was serious or a fatality:

IMMEDIATELY notify American Specialty Insurance Services, Inc.

Telephone: (800) 566-7941 (24 hours a day / 7 days a week)

AMER: 150525 - SpecOlym Inc. Rep. Form 02-03



MISCONDUCT/BEHAVIOR REPORT

This form is to be used to document (kept on file) or report misconduct or behavior incidences involving anyone (athlete, volunteer, staff, spectator, etc.) with Special Olympics Pennsylvania. Once fully completed, please forward to the appropriate individual(s) (Program Manager, Event Director, SOPA Staff, etc.) who will follow up as appropriate. Please be sure that your Program Manager receives a copy for his/her files and any future incidences involving the same individual(s). **Note:** Please consult your Program Manager or SOPA staff before imposing suspensions.

This report should be completed and forwarded for follow-up within 24 hours of the incident.

WHO was involved?

Name:	Name:
Address:	Address:
City, State:	City, State:
Day Phone #: ()	Day Phone #: ()
Evening Phone #: ()	Evening Phone #: ()
E-Mail:	E-Mail:
SOPA Program:	SOPA Program:
Name:	Name:
Address:	Address:
City, State:	City, State:
Day Phone #: ()	Day Phone #: ()
Evening Phone #: ()	Evening Phone #: ()
E-Mail:	E-Mail:
SOPA Program:	SOPA Program:

WITNESS

PERSON completing this report

Name:	Name:
Address:	Address:
City, State:	City, State:
Day Phone #: ()	Day Phone #: ()
Evening Phone #: ()	Evening Phone #: ()
E-Mail:	E-Mail:
SOPA Position:	SOPA Position:
SOPA Program:	SOPA Program:

WHERE (venue court, hotel room, training site locker room, fundraising event, etc.) did the incident occur?

Name of SO Event: 2010 Winter Games	Exact Location:
City:	

WHEN did the incident occur? (Please provide as much detail as possible.)

Date	Day	Time

- OVER-SIDE TWO -

WHAT occurred? (Please provide as much detail as possible.)

WHAT action or follow up occurred on site or to date? Check here if not involved with the follow up: _____

If more room is needed, please attach additional sheets.

For SOPA or Local Program Use Only

RESULT/ACTION taken?

Date by which authority (Manager, SOPA, official, etc.) will notify parties involved: _____

Timeframe for the result/action? (i.e. Suspended for a year, overnight travel restricted for a month, etc.)

Beginning Date	End Date

WHO conducted the result/action?

Name:
Address:
City, State:
Day Phone #: ()
Evening Phone #: ()
E-Mail:
SOPA Program:
SOPA Position/Relationship to Athlete:

ADDITIONAL information pertinent to this situation/athlete(s):

Cc: Manager, SOPA (Event Staff Liaison, Field Director, etc.)
 Parent/Guardian of Athlete
 Other: _____

Revised Oct. 21, 2003

CONSENT FOR ATHLETE PARTICIPATION

Healthy Athletes is designed to improve athletes' health and fitness in order to enhance their ability to train and compete in Special Olympics. All of these programs are non-invasive screenings designed to offer additional support at no cost to our athletes and their families. Healthy Athletes is made up of six disciplines (noted below).

Please fill out this form and return it to cdrob@specialolympicspa.org or bring it with you to this year's event.

Program Name (i.e. Adams /Area P, etc.): _____

Athlete Name (Please print): _____

May participate in the checked Healthy Athletes discipline, all of which will be held at Special Olympics Pennsylvania's 2018 Fall Festival. I understand that the participation in the Healthy Athletes venue is voluntary and that authorization can be withdrawn at any time without penalty. I understand that the provision of this health service is not intended as a substitute or alternative to regular care that has been received in the past or that may be recommended in the future. I understand that information that is gathered as part of the screening process may be used in group form to assess and communicate the overall health needs of athletes, and to develop programs to address those needs.

Authorized signature(s) required below:

Signature of Adult Athlete (If over 18 yrs old)

X _____

Signature of Parent/Guardian for Minor Athlete OR Young Athlete Participant (2-7 yrs old)

X _____

Signature of Witness

X _____

This table
MUST be filled
in and signed
for athlete to
participate!

Please check next to the discipline(s) in which athlete is to participate in:

- ☐ Fit Feet (podiatry)
- ☐ Health Promotion (better health & well-being)
- ☐ FUNfitness (physical therapy)
- ☐ Special Smiles (dentistry)
- ☐ Opening Eyes (vision)
- ☐ Healthy Hearing (audiology)

NEW! Healthy Athletes will take place:

Friday, November 2nd from 10 AM to 6PM within a tent outside of the Connelly Center.

- Disciplines offered: Fit Feet, FUNfitness and Special Smiles ONLY.

Saturday, November 3rd from 10 AM to 6PM within Driscoll Hall.

- All disciplines offered!



**Fall Festival Achievement Award
Award of Valor
Presented by Philadelphia Insurance**

Special Olympics Pennsylvania is looking for Fall Festival athletes who may not necessarily win a medal at the Festival, but their effort, determination and sportsmanship is award-winning and inspirational. We're looking to recognize the power of the human spirit to overcome challenges and to inspire greatness. Please use this form to highlight an athlete who should be considered.

Applications need to be submitted by 12:00 p.m. on Saturday at the Operations Center in Dougherty Hall.

Name of Athlete: _____

County: _____ Sport: _____

Coach & Cell Phone _____

HOD & Cell Phone _____

In the space below, please write about the athlete's determination, hard work and inspirational journey to compete at the Fall Festival. Use the back of this form for additional space if necessary.
