

2024 STATE FALL GAMES HANDBOOK PART 1



This Games Handbook is designed to provide you with important information about the 2024 Fall Games in Glens Falls, NY.

Please take the time to read this handbook. It will answer many of your questions and allow for an organized and safe event for the athletes and coaches involved.

All schedules are subject to change. Any changes made due to weather conditions will be announced as soon as they are known to the Control Center.

Changes made prior to the event will be announced at the Head of Delegation meeting.

Event schedules and Hotel Transportation to follow in Part 2.

Best of luck to you and the athletes!

General Schedule

Friday, October 18th

Time	Event	Location
1:00 pm - 5:00 pm	Delegation Check-in	Queensbury Hotel - 2nd floor
4:30 pm - 6:45 pm	Healthy Athletes	Glens Falls City Park- Maple
4:30 pm - 6:30 pm	Dinner	Queensbury Hotel, ADK Rooms
6:00 pm - 7:15 pm	Honored Guest Reception	Queensbury Hotel, Gold Room
6:00 pm - 6:30 pm	Head of Delegation Mtg	Queensbury Hotel, Albany Room
7:30 pm - 8:00 pm	Opening Ceremonies	Glens Falls City Park
10:30 pm	Curfew	All Hotels

Saturday, October 19th

Time	Event	Location
6:00 am - 7:30 am	Breakfast	All Hotels
7:45 am - 4:00 pm	Softball	ADK Sports Dome & Morse
8:00 am - 4:00 pm	Equestrian	Skidmore , Riding Center
8:00 am - 3:30 pm	Golf and Golf Skills	Brookhaven Golf Course
8:00 am - 4:00 pm	Football (Soccer)	Morse Athletic Complex
8:00 am - 3:00 pm	Bocce	ADK Sports Dome
8:30 am - 1:30 pm	Cycling	Warren County Municipal Center
9:00 am - 3:00 pm	Softball Skills	ADK Sports Dome
9:00 am - 3:00 pm	Football (Soccer) Skills	Morse Athletic Complex
9:15 am - 12:00 pm	Cross Country Running	Cole's Woods
10:30 am - 1:00 pm	Lunch Distribution	All Competition Venues
Throughout the day	Health Programs	Select Competition Venues

Sport schedules and competition times forthcoming

Delegation Check-in

Only Head of Delegations should report to Check-In located on the 2nd floor Mezzanine of the Queensbury Hotel. Athletes and coaches should not be entering the hotel. Head of Delegation or Program Representative must identify themselves and will have to visit each station prior to leaving the check-in area. Below are instructions for the process.

STATION “A” - Adds and Scratches Directions

Station “A” is where we check adds and scratches. A "Scratch" is someone who is no longer part of the delegation and will no longer be in attendance. An “add” is someone who is listed as an alternate who is being “added” to participate in an event. In order to activate an “alternate” someone must be scratched from the original team roster. Please clearly communicate and ensure understanding of the onsite staff who is being scratched and who is being added. It is also very important to communicate that the alternates you are not activating should be scratched from GMS.

STATION “B” - State Games Registration check point

Station “B” is where Delegation Registrations forms are checked.

Each HOD / Program Rep. will review the submitted Delegation registration forms with delegation check in to ensure all effective dates are entered in GMS and that all required paperwork has been submitted to the Share point.

STATION “C” - Competition Review

HOD/Program Rep. will stop at Station C to review and verify the competition data that includes all Divisioning Criteria, Team sizes, Athlete Partner Ratios, and proper skill level selection. Any changes to competition registration should occur at this station.

STATION “D” - "Nurse - Medications and HOD Phone Check"

HOD's are to stop at Station C to confirm that the onsite medical personnel has the correct contact number. EMS should be able to reach HOD's mobile phone Via text or call at all times during state games events.

STATION “E” - Housing

Check in with Lauren for any housing questions or turn in any hotel rooms for scratches.

Housing

Quiet hours are from curfew to 8AM. Please be respectful of others staying in your hotel. No workouts, loud music, or games in the hallways.

Credentials

Please note that credentials will be needed for entrance to all meals in dining areas and competition venues. Volunteers will be enforcing this therefore, parents and guardians will not be allowed in dining areas. Athletes will show wristbands and coaches/chaperones will show their credentials.

In the event a registered delegation member needs a credential, temporary badges will be at Delegation Check in on Friday and at the control center throughout the weekend.



Head of Delegation

Each region has designation a person or persons to serve as Head of Delegation. The Head of Delegation is directly responsible for the coordination and management of the region in matters that affect the entire region, particularly as it relates to the appropriate conduct of coaches, transportation, housing, meals, and special events.

Meeting

Each delegation must send a representative to the Head of Delegation meeting. This is a mandatory meeting to preview the next day's activities, answer questions, and gather information.

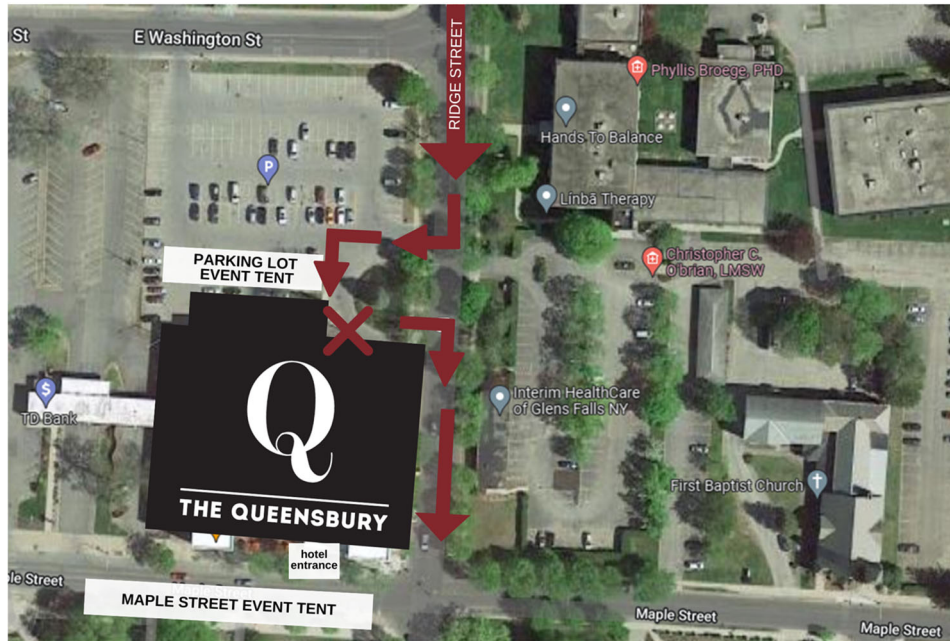
The HOD meeting will be at 6:00 PM on Friday, October 18th in the Queensbury Hotel, Albany Room

Housing Addresses

Control Center Delegation Check-in Dinner, Opening Ceremonies	The Queensbury Hotel
	88 Ridge St
	Glens Falls, NY 12801
Western Region	Fairfield Inn & Suites
	21 Big Boom Rd
	Queensbury, NY 12804
Genesee Region	Holiday Inn & Suites Express
	216 Corinth Road
	Queensbury, NY 12804
Hudson Valley Sothern Tier Region	Comfort Inn & Suites
	4054 NY-9L
	Lake George, NY 12845
New York City	Country Inn & Suites
	1130 US 9
	Queensbury, NY 12804
Long Island	Sleep Inn
	906 US 9
	Queensbury, NY 12804
Central Region	Best Western
	2452 State Hwy 9N,
	Lake George, NY 12845

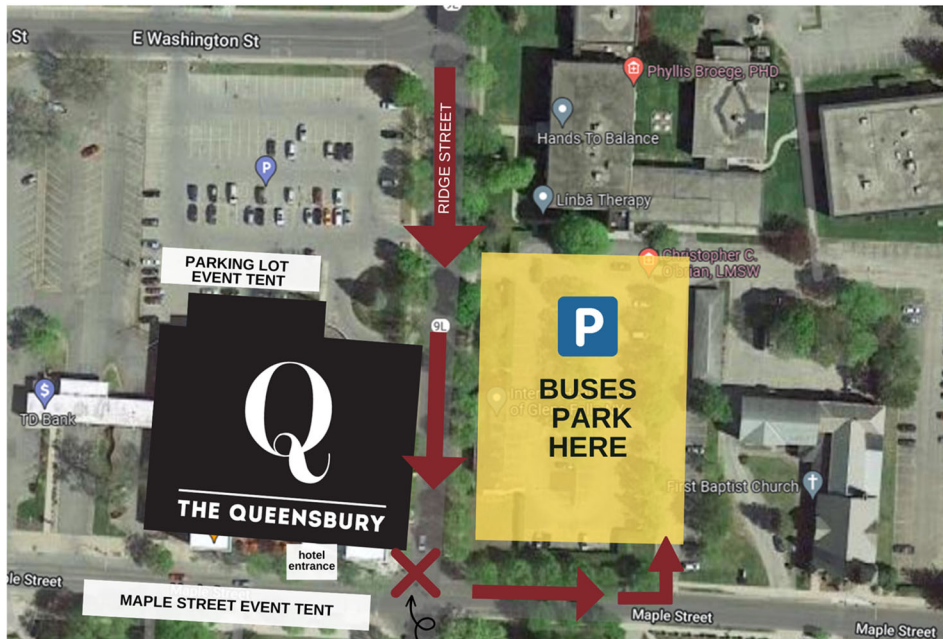
Maps

FRIDAY = HOD REGISTRATION



X = MOTORCOACH ENTRANCE / DROP OFF STATION

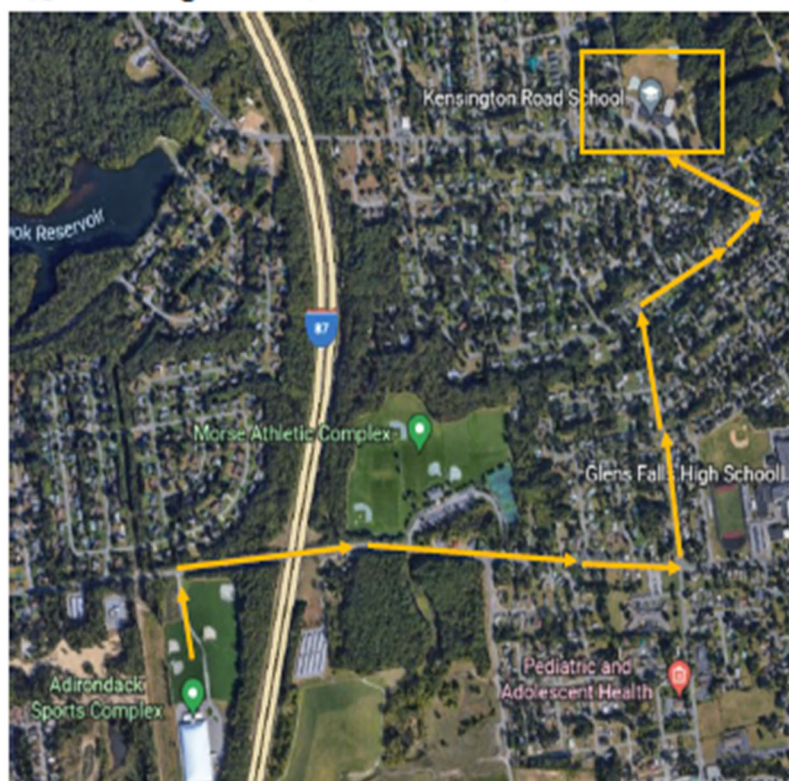
FRIDAY & SATURDAY DINNER BUS DROP-OFF: CORNER OF MAPLE & RIDGE



X MAPLE/RIDGE CORNER: BUSES OFFLOAD HERE

State Fall Games offsite parking

From ADK Dome to
Kensington Elementary School
43 Kensington Rd, Glens Falls, NY 12801



- ◆ Once the lot is filled all parking will be rerouted here, shuttles available every 20 mins
- ◆ NO bus parking at the ADK Dome
- ◆ **Charter Bus parking at Dragons Baseball Fields, 175 Dix Avenue, Glens Falls NY, 12801**

Hotel Transportation: in Part 2

Shuttle Transportation: *for Morse and ADK Dome only*

EVENT	VENUE	PICK UP TIME	VENUE <i>not a loop</i>	DROP OFF TIME	RETURN TIME
Softball Shuttle Buses to fields after divisoning	Morse Athletic Complex 267 Sherman Ave, Queensbury, NY	9/9:30 AM	ADK DOME 326 Upper Sherman Ave, Queensbury NY	9:45 AM	4/4:30

There is very limited car parking and NO Bus parking at the ADK Dome so shuttles have been arranged

These will loop every 20 mins from the Elementary school to Morse to ADK and back around.

LOOPING busses	VENUE	START TIME	1st stop	2nd stop	End TIME
Overflow Park Shuttle Buses	Kensington Elem School 43 Kensington Rd, Glens Falls, NY	6:30 AM	Morse Complex 267 Sherman Ave, Queensbury, NY	ADK DOME 326 Upper Sherman Ave, Queensbury NY	5 PM

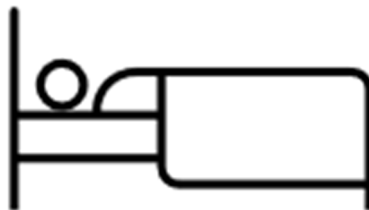
Overnight Travel: Guidance

Special Olympics New York (SONY) has implemented a delegation curfew for overnight events establishing restful quiet hours for sleep as well as the safety of our athletes and delegation members. Curfew times will be set by the Games Director for each overnight, communicated in the Games Handbook and reviewed at the HOD meeting(s).

Each delegation will appoint a HOD and Assistant HOD(s), one for each housing property assigned to the delegation.

In addition, each delegation will appoint one Special Olympics regional staff member to be the regional On-call. The HOD(s) and On-call will work collaboratively to monitor curfew and overnight safety. SONY Control Center is always available for support and emergencies throughout the Games.

The Control Center will maintain a curfew check-in report for each overnight. Each Region will list the HOD(s) and On-call names, including cellphone contact information on this form. Curfew check-in will be monitored by the Control Center.



Curfew Check-in Process:

- ⇒ At the designated curfew time for each overnight, athletes and delegates will return to their assigned rooms and prepare for bed.
- ⇒ **15 minutes** past curfew the HOD at each housing location will complete a room check for each delegate in their delegation, assuring that room assignments are complete, delegates are present and preparing for bed.
- ⇒ HOD(s) to monitor curfew and room checks for a minimum of **30 minutes** past the designated curfew.
- ⇒ At any time, should room check prove problematic, the HOD(s) should notify the regional On-call for support. Room checks to be repeated **10 minutes** after disturbances, until check is clear.
- ⇒ HOD(s) notify Control Center of clear check status before they retire for the night. Ideally this would be **30-45 minutes** past scheduled curfew. Control Center: Phone: (315) 320-7820
- ⇒ If there is a problem or unresolved concern, HOD or staff On-call notify the control center **immediately**.
- ⇒ Control Center will notify Games Director of all-clear upon HOD final check-in or alternatively **45 minutes** past designated curfew if delegations fail to check-in.
- ⇒ In the event of a failed curfew check-in, Games Director will work with the HOD and On-call staff to resolve issues and assure safety.
- ⇒ Curfew Check-in will remain active **throughout the overnight** until safety related concerns are resolved.

Meal Schedules

Friday, October 18th Athletes & Coaches

Dinner will be indoors in the Queens ballroom and ADK ballroom. Coaches, staff, and volunteers should monitor the amount of food & beverages athletes are consuming, especially prior to competitions. Everyone must bus their own dishes to the designated tray return station when they exit the dining area.

Dinners are for the Athletes and Coaches only. Check in will be done at the door—please be prepared to show credentials/wristbands.

Temporary badges will be at Delegation Check in and at the control center for registered delegation members only.

Steps to enjoying your evening:

1. Arrive on site & go straight to dinner, we have a lot of people to feed in a tight time.
2. Enjoy your dinner
3. Visit Healthy Athletes

IF dining is full you will be redirected to Healthy Athletes first to avoid lines—please follow instruction from volunteers.

4. At 6:45 PM head to athlete line up for staging for Opening Ceremonies
5. Find your region sign for ATHLETE line up and get ready for Opening Ceremonies!

Saturday, October 19th Athletes & Coaches

A hot breakfast will be served at each hotel location.

**Eat where you compete!
Lunches served at each sport venue**

Coach & Chaperone Responsibilities

I will place the health and safety of Special Olympic Athletes, myself and other participants ABOVE ALL, on my way to, during and returning from Special Olympics events;

I agree to be responsible for the athlete(s) assigned to me during travel to, from and while at the Special Olympics events;

I will follow the SONY Policy on Alcohol and Controlled Substance Use during all SONY events;

While I may not be responsible for the dispensing of medicine, I will become familiar with the medical history of the medications required by the athlete(s) for whom I have responsibility;

I will follow written and oral instructions of event organizers when applicable to me;

I will have the athlete(s) assigned to me at the appropriate events and activities on time;

I will familiarize myself with the fire exit route, first aid stations and emergency procedures;

I will display only the highest level of sportsmanship and moral behavior;

I am 18 years of age or older;

I am familiar with the special needs of the people with intellectual disabilities;

I will conduct myself in a manner commensurate with my role as coach/chaperone;

I will wear my credential (Coaches must wear photo ID card) and understand that it must be visible during events;

I am specifically granting permission to you to use my likeness, voice and words in television, radio, films, newspapers, magazines and other media; and in any other form not heretofore described, for the purpose of advertising or communicating the purposes and activities of Special Olympics and in appealing for funds to support such activities.

I have read carefully, the above responsibilities and stipulations relative to being a coach or chaperone during a Special Olympics New York event. I agree to conduct myself in accordance with the above stipulations and will assume the responsibilities as described. I further agree that any failure on my part to meet my responsibilities will be reason for immediate expulsion from the Special Olympics New York site and activities; I will incur all subsequent expenses.

Coaches Meetings

Saturday, October 19, 2024

Location to be on site determined by the Sport Director

Sport	Time	Venue
Bocce	8:45 AM	ADK Dome
Cross County Running	9:30 AM	Coles Woods, Finish Line
Cycling	8:45 AM	Warren County Municipal Center
Equestrian	8:15 AM	Skidmore College
Golf	8:30 AM	Brookhaven Golf Club
Softball Team	8:00 AM	Morse Athletic Complex
Softball Skills	9:45 AM	ADK Dome
Soccer Team	8:30 AM— following pairing games	Morse Athletic Complex
Soccer Skills	9:45 AM	Morse Athletic Complex

Control Center

The EMS volunteers at Fall Games will provide 24 hour coverage for all athletes and coaches in attendance. You, as a coach, serve as the liaison between medical volunteers and your athletes. Special Olympics NY encourages you to handle any minor situation you can.

Medical volunteers are available at all competition, housing, and special event venues throughout games. If you are unable to immediately locate the medical volunteer, call the Control Center. Each venue will have radio communication to call for medical assistance.

Emergency Numbers:

Control Center: Phone: (315) 320-7820

Fax: (315) 320-7822

All Others: 911

Local Hospital:

Glens Falls Hospital 100 Park St, Glens Falls, NY 12801

Remember if you are using a cell phone from outside the area you must dial the area code. The area code for the area is **(518)**.

Emergencies should be reported IMMEDIATELY to the police, who will dispatch assistance as needed and you should then contact the Control Center.

The following types of incidents should be reported directly to the police:

Serious or Life Threatening Situations - accidents, injuries or situations where participants have been seriously harmed. This includes transports to the hospital for all injuries, admissions to the hospital, etc.

Potentially Dangerous or Hazardous Situations - such as extreme cold, overcrowding, severe weather, etc. which requires immediate action and response to avoid serious damage or harm to participants.

Report of Serious Crime - including allegations of crimes involving force, sexual misconduct, controlled substances and/or those which threaten the health and safety of participants.

Emergency Protocols

Non-emergency incidents should be reported directly to the Control Center. Types of incidents that should be reported to the Control Center are as follows:

Violations - of SONY's policy on the strict prohibition of Alcohol by all people associated with any event which involves athletes in training or competition.

Media Exposure - any situation or complaint which may result in negative or controversial media exposure and will require implementation of SONY's Crisis Communication Plan. This would typically be linked to other incidents described in this section, but may also include disgruntled volunteers, spectators, parents, etc., any type of boycott/demonstration, etc. Please ALSO notify the police.

Other Incidents/Situations - which may not be of an emergency nature, but should be reported in the event an incident report needs to be filed, as well as for information/communication purposes should the situation arise again.

Hotel Emergency Evacuations—whether emergency or drills, when the alarm sounds safely exit the building using the nearest safe stairwell. **Do not use elevators. Evacuations are mandatory.** Do not take time to gather personal belongings.

LEAVE THE BUILDING

1. Follow the signs and exit the building as quickly and safely as possible and proceed away from the building.
2. Once outside the building follow all instructions given to you.

The Head of Delegation and/or On-Call Regional Staff Member should report any missing persons or injuries to the emergency responders; Fire Department, etc. SONY Medical protocol will then follow.

NO ONE MAY NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE BY THE FIRE DEPARTMENT, AND THEY HAVE AUTHORIZED RE-ENTRY.

Protest Procedure

Protests on sports rules infractions may be filed by notifying the Sport Director at each venue. Please remember that judgment calls, heating, divisioning, etc., are not protestable.

Protest forms must be completed and turned in to the Sports Director at each venue, who will then page the necessary individuals for deliberation.

Protest must be lodged no later than 30 minutes following the event. In the case of team sports, officials must be notified of a protest at the point of contention, with the remainder of the games being played under protest.

Whenever possible, awards presentations will be held until resolution of the protest. Should awards be distributed prior to the resolution, and the outcome of the protest results in different awards placements, duplicate awards will be presented. Awards will not be taken away from an athlete once received in the awards ceremony.

Proper Competition attire

In previous state games we had several athletes who were disqualified for not wearing the appropriate attire for their competitions. Please be aware that we will again be following Special Olympic General Rules which clearly states that “proper attire is required for all of our competitions”. If coaches have any questions about what constitutes “proper attire” please review sports rules found for each sport at www.specialolympics.org

Be aware, not wearing proper attire is grounds for automatic disqualification from competition. Let's all be proactive and avoid any unfortunate incidents.

No Smoking Policy

As part of the Special Olympics Healthy Athletes effort, Special Olympics New York has been designated **Tobacco Free**. Smoking and use of other tobacco products (such as vapes, snuff and chew) will not be permitted at any Special Olympics training or competition, except in specific designated outdoor areas.

Nonsmoking and tobacco-free areas expressly include:

- Any enclosed place of public access
- Any indoor venue (competitive and non-competitive)
- The field of play at any venue
- The team and spectator areas at any outdoor venue
- Olympic Village
- Dining areas
- Any bedroom or living quarters of hotels
- In any Games transport vehicles



This practice has been put into place in an effort to protect the athletes, volunteers, spectators, and staff from the harmful effects of tobacco. This practice reflects Olympic tradition, as well as community and sports expectations regarding the hosting of sporting events.

We trust that coaches and area personnel will assist us with implementation of this Healthy Athletes initiative. Thank you in advance for your support of making Special Olympics Tobacco Free.

Health Programs

Friday, October 18th Athletes & Coaches

Healthy Athletes

5:00—7:15pm —Glens Falls City Park

Come out to our Healthy Athletes event before opening ceremonies to receive free healthcare screenings and giveaways! **The first 240 athletes to go through a Healthy Athletes screening will receive a Special Olympics New York branded bag!** (One per athlete while supplies last—Pick up at prize table by the last Healthy Athletes tent)

Health Programs

Friday, October 18th Athletes & Coaches

IF dining is full you will be redirected to Healthy Athletes first to avoid lines, please follow instruction from volunteers.



We will have local medical professionals and students volunteering for screenings in 5 different Health disciplines:

Fit Feet

Stop by for a free evaluation of your ankles, feet and lower extremity biomechanics, while learning about proper shoe and sock gear. Sneaker ball and quick lace giveaways will also be available!

Fun Fitness

Learn about your flexibility, strength, balance, and aerobic fitness. Our volunteers will provide guidance and exercise recommendations to prevent and reduce the risk of injury, and help you be the best athlete you can be! Receive a stretching strap giveaway after your screening.

Health Programs

Friday, October 18th Athletes & Coaches

Health Promotion

Learn how to maintain an advanced level of fitness and wellness by developing healthy habits in nutrition, hydration, tobacco avoidance, sun safety, and hand washing. Grab some healthy snacks to help you stay fueled!

Special Smiles

Receive a free dental screening, learn how to correctly brush and floss your teeth, get a mouthguard, and grab a free toothbrush, toothpaste, and floss to use at home!

Strong Minds

Stop by to learn about adaptive coping skills and strategies to maintain emotional wellness. Athletes will practice relaxation breathing, muscle relaxation, win prizes and more!

NEW THIS YEAR: If an athlete is identified as needing follow-up care and they do not have a provider to go to, the athlete/their caregiver may be contacted by National Care Advisors (NCA). NC-A has partnered with Special Olympics to offer athletes and their caregivers support in coordinating follow-up care appointments free of charge. Since 2008, National Care Advisors has supported individuals with complex care needs in the areas of life care planning, quality of life, insurance and benefits, education, and case management.

Saturday, October 19th Athletes & Coaches

Performance Stations

10:00am-2:00pm—Glens Falls Morse Athletic Complex

Come out to our Performance Stations event during a break in competition to learn about how fitness can improve your sport performance and collect some awesome prizes! Stations will include focuses on physical activity/stretching, nutrition, hydration, competition readiness, and goal setting/positive mindset.