



**Special Olympics**  
**WORLD SUMMER GAMES**  
**ATHENS 2011**



# HOD MANUAL – 1st Edition

Join the Wonderful Winning World!



WITH THE SUPPORT OF THE



CITY OF ATHENS



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## **Chapter 1: SOWSG ATHENS 2011, the Host Country and the Host City**

### **1.1 The SOWSG ATHENS 2011 Games**

With the support of the Greek State, Athens was successful in winning the bid to organize and host the Special Olympics World Summer Games which will be held in Athens from June 20 to July 4, 2011.

Some years ago, in 2004, Greece hosted the Olympic and Paralympic Games with great success. By being offered the opportunity to host the 2011 Special Olympics World Summer Games, Greece will be one of the four countries that will have organized the entire range of great Athletic Multiple-sport events. Moreover, the legacy of a widespread international recognition of the successful organization and wonderful presentation of the Athens 2004 Olympic and Paralympic Games has created a unique platform for organizing the most successful Games ever in the Special Olympics' history, thus uplifting the Special Olympics' vision and legacy to a superior level.

7,500 athletes with intellectual disabilities from over 180 countries, 2,500 coaches, 3,000 officials and 25,000 volunteers will participate in the Games, while it is estimated that 40,000 athletes' family members will come to Greece, from every corner of the world, to participate in the celebration of the triumph of the spirit and will power of our special athletes, who have made tremendous efforts to be part of the sports that, taking place in an atmosphere of respect and general acceptance, will make them happy and proud of their accomplishment. It is estimated that 3,000 media representatives, from all over the world, will be accredited to cover and record the moments of triumph after the effort, and promote the skills and accomplishments of our special athletes.

Apart from the competition, there will be special non sport events whose aim is to educate the youth and make the general public aware of issues related to the integration of the "different" in the daily activities of our society. High-profile personalities and celebrities from around the world will contribute to the success of these special events. 22 Heralds of Volunteerism and 13 Goodwill Ambassadors from the communications' world have already committed themselves to promote the message of the Games. This special campaign has been granted the auspices of H.E. the President of the Hellenic Republic, Dr. Karolos Papoulias.



## SOWSG ATHENS 2011 in Numbers

Host Town Program	June 20-24, 2011
Opening Ceremony	June 25, Kallimarmaron Panathinaikon Stadium
Closing Ceremony	July 4, Kallimarmaron Panathinaikon Stadium
Sports	22
Venues	30
Athletes	7.500
Coaches	2.500
Technical Officials/Referees	3.000
Volunteers	25.000
Special Olympics Families	40.000
Media Representatives	3.000
Special Olympics Villages	Aghios Andreas, Nea Makri, Marathonas South Coast Hotels

## The Emblem

The Emblem of the Special Olympics World Summer Games ATHENS 2011 is a radiant sun, the source of life that underlines the excellence and power of the athlete that takes part in the Games. Excellence is depicted in the olive branch and power in the spiral form in the center of the sun. The colors reflect the Greek landscape and portray emotions like passion for life in the warm red, optimism in the orange, determination in the blue, freedom in the light blue and hope in the green.



## The Official Mascot



The Sun is the symbol of optimism, joy and glory. Its light and warmth are considered a source of life and happiness. Greece, widely known for its longlasting sunshine has, since ancient times, worshiped the Sun as God.

Its selection as the Mascot of the Special Olympics World Summer Games ATHENS 2011, aims to convey the message of joy and optimism towards all athletes and





welcome them in Greece with a big warm hug.

In the Olympic Games, Apollon, as the god of the Sun, is present only in the Torch lighting ceremony after being called by the High Priestess. In the Special Olympics of Athens, Apollon will be present, spreading its light to all our athletes, while they are competing in the sports fields, by keeping the Flame of Hope alight.

### The Slogan



The slogan “I’m in” delivers a dynamic message, which reflects the significance of participation. It is an inspiration, an incentive, an impulse for all of us, volunteers, athletes, guests, as well as the general public towards endorsing the values of the Special Olympics Movement.

At the same time, the slogan invites us all to embrace these –really unique- Games that constitute the biggest international humanitarian, sporting event, hosted by our country in the year 2011.

The slogan is in perfect harmony with the Hellenic philosophy and culture, as we Greeks, as a nation, always rally round for a greater common cause.

## 1.2 Greece and Athens

Greece is located in south-eastern Europe. It has a population of 11,262.000 people. Greece, a Presidential, Parliamentary Democracy, acceded to the European Union in 1981. Athens is located in the Attica prefecture, in particular in the Attica basin, which is encompassed by Mount Aegaleo, Mount Parnitha, Mount Penteli and Mount Hymettos. Athens, its suburbs and the neighboring town of Piraeus constitute an urban entity (greater urban complex of the capital) with a population of about 4 million residents.

### 1.2.1 General Information about the Country and the Host City

Athens, having been inhabited since the Neolithic age, is considered Europe’s historical capital. During its long, everlasting and fascinating history the city reached its zenith in the 5th century B.C (the “Golden Age of Pericles”), when its values and civilization acquired a universal significance and glory. Political thought, the arts, theatre, philosophy, science, architecture, among other forms of intellectual thought, reached an epic acme, in a period of intellectual flourishing unique in world history.





Athens undoubtedly constituted the cradle of western civilization. A host of Greek words and ideas, such as democracy, harmony, music, drama, art, mathematics, gastronomy, architecture, logic, Eros, euphoria and many others, enriched a multitude of languages, and inspired civilizations.

Throughout the ages, several conquerors occupied the city and erected splendid monuments of great significance, thus creating a rare historical palimpsest.

Endowed with the legacy of its glorious classical past, Athens became the capital of the modern Greek state in 1834. In the next nearly two hundred years the city developed into an attractive, modern metropolis with unrivalled charm and great archaeological interest.

Today, it offers visitors a unique experience. A “journey” in its 6,000-year history, offers the chance to see renowned monuments and masterpieces of art of the antiquity and the Middle Ages, as well as the architectural heritage of the 19th and 20th centuries. Lingering under the brilliant light of the attic sky to survey the magnificent landscape of either mountainous country or rocky zig-zag coastline in the city environs, you cannot help being in silent awe. The modern infrastructure of the city and the unique verve of its inhabitants are also things to enjoy.

Year-round visitors are fascinated by Athens, one of the most attractive capitals of Europe with its charm lying in the evocation of its sharp contrasts.

### 1.2.2 Language

Greek, an independent branch of the Indo-European family of languages, is the official language. Native to the southern Balkans, it has the longest documented history of any Indo-European language, spanning 34 centuries of written records. Its writing system for the majority of its history has been the Greek alphabet (though other systems, such as Linear B and the Cypriot syllabary, were previously used). The alphabet arose from the Phoenician script, and was in turn the basis of the Latin, Cyrillic, Coptic, and many other writing systems.

The Greek language holds an important place in the histories of Europe, the more loosely defined "Western" world, and Christianity; the canon of ancient Greek literature includes works of monumental importance and influence for the future Western canon, such as the epic poems *Iliad* and *Odyssey*. Greek was also the language in which many of the foundational texts of Western philosophy, such as the Platonic dialogues and the works of Aristotle, were composed. The New Testament of the Christian Bible was written in Koiné Greek and the liturgy continues to be celebrated in the language in various Christian denominations (particularly the Eastern Orthodox and the Greek Rite of the Catholic Church). Together with the Latin texts and traditions of the Roman world (which was profoundly influenced by ancient Greek society), the study of the Greek texts and society of antiquity



constitutes the discipline of Classics.

### 1.2.3 Weather

Athens has a mild climate, with sunshine more than 260 days a year. The average temperature is:

#### 3rd 10-day of June

Meteorological-Weather Station	UTC*	Average Rel. Humidity	Max. Rel. Humidity	Average Temp. in °C	Max. Temp. in °C	Min. Temp. in °C	Average Wind Speed (m/s)	Max Wind Speed (m/s)
MARATHONAS AREA	9:00	56,9	100,0	25,1	31,4	20,2	2,5	14,4
MARATHONAS AREA	15:00	44,1	100,0	28,9	36,6	22,6	5,4	12,9
MARATHONAS AREA	21:00	56,9	92,0	25,0	30,0	19,4	1,8	11,8
OAKA Olympic Stadium	9:00	49,2	100,0	25,3	31,8	17,0	2,1	9,3
OAKA Olympic Stadium	15:00	32,3	92,0	31,9	39,4	18,4	4,4	11,3
OAKA Olympic Stadium	21:00	48,5	100,0	26,3	32,6	18,4	2,4	11,3
HELLINIKON AREA	9:00	52,6	82,0	25,5	31,2	19,6	2,9	11,8
HELLINIKON AREA	15:00	44,7	92,0	29,4	36,0	16,8	4,8	11,3
HELLINIKON AREA	21:00	50,8	87,0	26,4	32,2	18,2	3,8	11,3

\*UTC: Coordinated Universal Time

#### 1st 10-Day of July

Meteorological-Weather Station	UTC*	Average Rel. Humidity	Max. Rel. Humidity	Average Temperature in °C	Max. Temperature in °C	Min. Temperature in °C	Average Wind Speed (m/s)	Max Wind Speed (m/s)
MARATHONAS AREA	9:00	56,4	100,0	26,4	32,4	19,8	2,8	12,3
MARATHONAS AREA	15:00	43,1	100,0	30,5	42,6	24,0	5,8	10,3
MARATHONAS AREA	21:00	51,1	100,0	26,6	34,6	20,2	2,1	7,7
OAKA Olympic Stadium	9:00	49,2	88,0	25,8	32,8	18,8	2,2	11,3
OAKA Olympic Stadium	15:00	32,7	83,0	32,4	44,0	20,4	4,6	13,4
OAKA Olympic Stadium	21:00	49,7	100,0	26,6	36,4	19,0	2,7	10,3
HELLINIKON AREA	9:00	52,6	82,0	25,5	31,2	19,6	2,9	11,8
HELLINIKON AREA	15:00	44,7	92,0	29,4	36,0	16,8	4,8	11,3
HELLINIKON AREA	21:00	50,8	87,0	26,4	32,2	18,2	3,8	11,3

\*UTC: Coordinated Universal Time

#### Source:

Hellenic National Meteorological Service

Division of Climatology – Applications, Section of Control-Analysis, Archive of Climatological Data

### 1.2.4 Currency

The national currency of Greece since March 1<sup>st</sup>, 2002, is the **euro (€)**. One can exchange currency at the airport, at private currency exchanges, and banks.



### 1.2.5 Religion

The Greek population is composed of a 97% of Christian Orthodox. The rest of the population is Muslim, Roman Catholic and Jewish.

### 1.2.6 Electric Current

The standard electric current in Greece is 220V (50Hz) alternating current.

### 1.2.7 Dialing Code

The international dialing code of Greece is ++30.

### 1.2.8 Time Zone

Athens time is seven hours ahead of Eastern Standard Time, two hours ahead of Greenwich Mean Time (GMT+2:00), and one hour ahead of Central European Time.

### 1.2.9 Tourist Information and Useful Websites

#### **Greek National Tourism Organisation (E.O.T.)**

Central Office: 7, Tsoha Str  
115 21 Athens, tel. 210 8707000, 210 8708088, 1572  
email: info@gnto.gr  
website: www.visitgreece.gr

#### **Athens International Airport “Eleftherios Venizelos”**

Information center:  
tel. 210 3530445-447, fax: 210 3532334  
email: venizelos@gnto.gr  
website: www.aia.gr

#### **Tourist Police**

A department of the Greek Police (EL.AS), manned by specially trained men and women, provides information and assistance to tourists. The Tourist Police are authorized to settle minor disputes between tourists and tourist businesses. Tourist Police speak foreign languages. Officers wear the insignia “Tourist Police” on the shoulder.

For tourist information dial 171 any time and day, at any location in the country.

#### **Athens Tourist Police Station:**

43-45, Veikou Str, Koukaki  
tel. 210 9200724-26-27-29-30-32

**Piraeus Tourist Police Station:**

Xaveriou Str  
tel. 210 4290664-5

**USEFUL WEBSITES**

GREEK NATIONAL TOURISM ORGANIZATION (E.O.T): [www.visitgreece.gr](http://www.visitgreece.gr)

ATHENS MUNICIPALITY: [www.cityofathens.gr](http://www.cityofathens.gr)

OFFICIAL TOURIST PORTAL OF THE MUNICIPALITY OF ATHENS:  
[www.breathtakingathens.com](http://www.breathtakingathens.com)

MINISTRY OF CULTURE AND TOURISM: Information on archaeological sites and historical monuments: [www.culture.gr](http://www.culture.gr)

MODERN ARCHITECTURE IN ATHENS-ATTICA: [www.culture2000.tee.gr](http://www.culture2000.tee.gr)

ATHENS ARCHAEOLOGICAL SITES UNIFICATION COMPANY (E.A.X.A.): [www.astynet.gr](http://www.astynet.gr)

ATHENS CONVENTION BUREAU (ACB): [www.athensconventionbureau.gr](http://www.athensconventionbureau.gr)

ATHENS NEWS AGENCY: [www.ana-mpa.gr](http://www.ana-mpa.gr)

SPECIAL OLYMPICS WORLD SUMMER GAMES - ATHENS 2011: [www.athens2011.org](http://www.athens2011.org)

### 1.2.10 Maps of Greece and Attica Prefecture





### 1.2.11 Acronyms and Abbreviations

- AIA:** Athens International Airport  
**ASF:** All-Star Fans  
**AHOD:** Assistant Head of Delegation  
**APB:** Achieving Personal Best  
**DAL:** Delegation Assistant Liaison  
**DSC:** Delegations Services Center  
**DWC:** Delegations Welcome Center  
**EOT:** Greek National Tourism Organization  
**ELPA:** Automobile and Touring Club of Greece  
**ELTA:** Hellenic Post Office  
**GYAS:** Global Youth Activation Summit  
**GMS:** Games Management System  
**GOC:** Games' Organizing Committee  
**HOD:** Head of Delegation  
**HTP:** Host Town Program  
**KTEL:** Inter-urban domestic buses  
**MedOC:** Medical Operations Center  
**MMC:** Main Media Center  
**MVP:** Most Valuable Player  
**OAKA:** Athens Olympic Sports Complex  
**OASA:** Athens Urban Transport Organization  
**OSE:** Hellenic Railways Organization  
**OTE:** Hellenic Telecommunications Organization  
**SEF:** Peace and Friendship Stadium  
**SID:** Sports Information Desk  
**SOI:** Special Olympics International  
**SOV:** Special Olympics Village(s)  
**SOWSG:** Special Olympics World Summer Games  
**USE:** Unity Sports Events  
**3PL:** Third Party Logistics Provider



### 1.2.12 Key Dates and Deadlines

<b><i>Date</i></b>	<b><i>Subject / Action</i></b>
March 2010	Formal Invitation to SOWSG ATHENS 2011 by the President of the Organizing Committee
March 2010	Delegation Services Department Start Operations
14-18 October 2010	HOD Seminar
15 October 2010	GMS Exchange / Paper Registration begins
1 March 2011	Registration Deadline
1 May 2011	Last day to Activate Alternates (Substitutes / Reserves)
15 May 2011	Deadline for Additional Staff (AS Staff) registration payment
9 June 2011	The lighting of the "Hope of Flame" in Pnyx, Athens
20 -24 June 2011	Host Town Program
25 June 2011	Opening Ceremony of the SOWSG ATHENS 2011
26 June-3 July 2011	Competition
4 July 2011	Closing Ceremony of the SOWSG ATHENS 2011



## **Chapter 2: National Programs' Responsibilities**

### **2.1 Delegation Responsibilities**

#### **2.1.1 Head of Delegation (HOD): Role and Responsibilities**

The HODs are responsible for the successful preparation of their Delegation to attend the SOWSG ATHENS 2011. They are expected to work closely with the GOC to ensure that their Delegation members will be provided with all opportunities to maximize their potential while attending the SOWSG ATHENS 2011.

The GOC will cooperate with HODs in order to provide Delegations with all necessary conditions, facilities and services ensuring that the ATHENS 2011 experience will become a benchmark for all participating Delegations towards expanding the Special Olympics movement globally.

According to their role, the HODs are expected to support the following actions:

#### **Before the Games:**

- Comply with the deadlines set by the Games Organizing Committee and Special Olympics International in respect of the registration documentation and other relevant to Delegation information that needs to be communicated to the GOC.
- Ensure that the members of the Delegation are fully trained and aware of their role for the Games.
- Ensure that all members of the Delegation are familiar to Special Olympics Rules.
- Ensure that Delegation registration booklet is accurately completed and submitted to SOI by the deadlines set according to the Delegation registration process.
- Provide information in regards to the visa issuing process for the members of their Delegation in case needed.
- Prepare all necessary documentation for the Delegation's travel to Greece.
- Make copies of medical forms available for Coaches
- Conduct all communication with the GOC's Delegation Services Department in regard to his Delegation's participation in the Games.
- Share the information provided in the "Delegation Updates" communicated by the GOC, with all members of their Delegation.

#### **During the Games:**

- Be responsible for the arrival process of their Delegation in Greece. If the Delegation arrives at the Athens International Airport, HODs are responsible





to handle all necessary formalities (passport control, baggage collection) and to cooperate with the GOC staff in order to complete these formalities successfully.

- Be responsible to verify and sign registration documents upon arrival in Athens at the Delegation Welcome Center (DWC), as well as to confirm to the GOC Credentialing that all credentials received are correct. In case these are not correct, HODs should notify the GOC for the items to be corrected.
- Coordinate with the GOC staff the Delegation's check-in at the official accommodation sites.
- Attend the HOD Advanced, as well as the Daily HOD Meetings, and ensure that the information provided during these meetings is appropriately distributed to the members of their Delegation.
- Cooperate with the GOC in regard to the Delegation participation in the Opening and Closing Ceremonies of the SOWSG ATHENS 2011.
- Ensure that their Delegation members comply with the rules that apply to their accommodation venues as well as to the competition venues, such as :
  - The consumption of alcoholic beverages and / or controlled substances is prohibited.
  - The use of any tobacco products at all venues is prohibited.
  - Inappropriate contact with athletes or volunteers is prohibited.

### **Head of Delegation Entitlements during the SOWSG ATHENS 2011**

The HODs will be provided with:

- a single room at the respective accommodation site of the Delegation
- a mobile phone and a Greek number (it will be delivered upon arrival in Athens)
- a designated car and a volunteer driver, available on shifts from 07:00-23:00
- Invitation to participate in various social and entertainment events as specified by the Games Agreement.

#### **2.1.2 Coaches' Responsibilities**

Coaches participating in the SOWSG ATHENS 2011 must accept and carry out the following responsibilities. Any disregard or violation of these responsibilities may result in the individual losing his/her coaching privileges:

- Be responsible for the general welfare, safety, health, well-being and conduct of each athlete under his/her direct supervision.



- Abide by the clauses and spirit of the rules and be responsible for conducting himself / herself in a sportsman-like manner at all times. Profanity, taunting and other forms of poor sportsmanship are subject to immediate ejection from competition.
- Ensure that their Delegation be present before boarding the official Games Transportation Shuttles.
- Be knowledgeable about all existing Special Olympics and International Governing Body competition rules and regulations, applicable to their sport, shall educate the athletes about the rules and prepare them prior to competition in accordance with those rules.
- Ensure that athletes compete in events within their sport that challenge their potential and are appropriate to their ability.
- Be honest and instruct athletes to compete with maximum effort in all competition, in accordance with Special Olympics divisioning Rules.
- Be responsible for ensuring that the entry scores and scores achieved during divisioning accurately reflect the ability of their athletes. If, for any reason, the coach does not consider this assessment or score correct, it is the responsibility of that coach to notify the competition management staff.
- Ensure that each athlete has the opportunity to participate in every game (according to the rules of that sport).
- Treat athletes, volunteers and competition officials with respect and communicate in a courteous manner.
- Bring a copy of the Special Olympics Rules and International Governing Body Rules for the sport.
- Report all emergencies to the appropriate authorities after taking immediate action to ensure the health and safety of athletes and other Delegation members.
- Attend all coaches' meeting as scheduled.
- Have with them copies of athlete medical information at all times.
- Supervise athletes 24 hours in cooperation with other Delegation members in the area.
- Ensure that athletes wear credentials at all times.
- Ensure that athletes are properly attired.
- Ensure that athletes report to competition areas in good time.
- Assist in counting luggage and personal items, when necessary.
- Assist athletes in participating in other activities, such as the Healthy Athletes Program.
- Assist in maximizing the benefits achieved through participation.
- Help athletes be in the right place at the right time for special events.



- Know the medical history of all athletes under his/her supervision, and ensure that prescribed medications are taken at the appropriate times.
- Ensure that their Delegation members comply with rules that apply to their accommodation venues as well as to the competition venues, such as :
  - The consumption of alcoholic beverages and / or controlled substances is prohibited.
  - The use of any tobacco products at all venues is prohibited.
  - Inappropriate contact with athletes or volunteers is prohibited.
- Ensure that all athletes understand the Athletes' Responsibilities listed below.

### 2.1.3 Athletes' Responsibilities

Athletes participating in the SOWSG ATHENS 2011 must accept and carry out the following responsibilities. Any disregard or violation of these responsibilities may result in the individual being disqualified from competition:

- Abide by the clauses and spirit of the Special Olympics Rules and be responsible for conducting himself / herself in a sportsman – like manner at all times. Profanity, taunting and other forms of poor sportsmanship are subject to immediate ejection from competition.
- Participate honestly and with maximum effort in all preliminary trials and / or finals.
- Be knowledgeable about the existing Special Olympics and International Governing Body Rules and regulations applicable to their sport and be prepared for competition in accordance with those Rules.
- Respect all competition facilities and equipment.
- Treat all athletes, volunteers and competition officials with respect and communicate in a courteous manner.
- Treat their opponents with respect and communicate in a courteous manner.
- Be aware that the consumption of alcoholic beverages and / or controlled substances is prohibited.
- Be aware that the use of any tobacco products at competition venues is prohibited.
- Be aware that inappropriate contact with athletes or volunteers is prohibited.



## 2.2 Pre-Departure Information

### 2.2.1 Visa Issue

All members of Delegations that require a visa to enter Greece will have the privilege of obtaining their visa, for the time period of the Games, free of charge, providing that their visa application is approved by Schengen.

Upon your registration you need to provide GOC with certain information in order to start the visa issuing process, if this applies to your case.

The information that is mandatory for the process is:

- Full name (as it is written on the passport)
- Date of birth
- Place of birth
- Nationality
- Sex
- Passport number
- I.D. No (In case you do not have passport, and you need an invitation letter in order to apply for a passport)
- Date of expiration of the passports
- Entitlement (delegate, coach, etc)
- Embassy or Consulate where you will apply for the Greek visa

#### Some tips:

- ✓ **Check the current validity of your passport (travel documents)**  
All travelers will need a passport valid for at least 90 days following the departure date from Greece.
- ✓ **Make sure your passport has blank Visa pages**  
Most destinations, including Greece, require that you have adequate un-used pages in your passport, allowing for any necessary stamps upon arrival and departure
- ✓ **Confirm if transit visa is required for any connections**  
Please consult with your airline to confirm travel documents. It may be the case that countries you pass through en route to your destination may require a separate transit visa.

**Visa issuing Process:**

As soon as GOC receives the above information via the Games registration process for all Delegation members, it will issue an invitation letter and send it via email and/or fax to the Head of Delegation. The invitation letter will also be sent to the same person, by mail, in case it is needed.

A copy of the invitation letter will be sent by the GOC to the Embassy or Consulate where you will be applying together with a letter from the President of the SOWSG ATHENS 2011 Organizing Committee that will certify your participation in the Games and the particulars of your residence while in Greece.

After having received the invitation letter for his/her Delegation, the HOD (Head of Delegation) needs to get into contact with the closest Embassy or Consulate in his/her country in order to apply for the visa issuance of his/her Delegation.

**It is the responsibility of the HOD to get into contact with the appropriate authority for the visa issuance of his Delegation.**

Please bear in mind that the visa issuing process may take longer than you think. Therefore please contact the respective Greek authority of your country as early as possible in order to get information about the processing, and the deadlines that need to be followed.

**IMPORTANT NOTICE**

In the case of drop out or substitute, the visa will be cancelled if it has already been issued.

**Useful contacts:**

*Ministry of Foreign Affairs, Countries requiring or not requiring a Visa:*

<http://www.mfa.gr/www.mfa.gr/en-US/Services/Visas/Visas+for+Foreigners+travelling+to+Greece/Countries+requiring+or+not+requiring+a+Visa/>

*Ministry of Foreign Affairs, Visa-Issuing Authorities:*

<http://www.mfa.gr/www.mfa.gr/en-US/Services/Visas/Visas+for+Foreigners+travelling+to+Greece/Visa-Issuing+Authorities/>



### 2.2.2 Freight Forwarding

The ATHENS 2011 GOC will appoint an experienced Freight Forwarder and Third Party Logistics Provider (3PL) who will deliver all Logistics related services on behalf of the GOC. In due course, all Delegations shall be notified about the 3PL/Forwarder's details, in order to be able to establish a direct contact. As a result, all Delegations will be supported in importing into Greece items and sports equipment and delivering them to their preferred Athens locations.

### 2.2.3 Customs and Quarantine

The 3PL/Forwarder will also be the entity specified by the GOC to provide the Delegations with clear and concise information about several customs issues, such as problem areas to avoid, routing information for smooth import/export, handling procedures and associated costs.

The 3PL/Forwarder will undertake the formalities and procedures for the transport and customs clearance of imported and exported goods, storage services at its facilities in Athens, and distribution and logistics services during the Games.

To avoid delays in delivery, the 3PL/Forwarder will need to be informed at least three (3) months before the date of delivery of the goods, as well as, the destination to which each Delegation, or its representative wishes to deliver its goods.

A full description of all the instruments and equipment to be sent will enable the 3PL/Forwarder to cooperate with each Delegation directly or with each Delegation's representative, to ensure compliance and the smooth importation of their goods to Greece.

### 2.3.4 Accompanied Baggage and Carry-on Items

Customs control of articles carried in accompanying baggage takes place at the first Customs Entry Point into the country.

- 1) At entry into Greece, personal items of the traveler intended for personal use and due to be re-exported upon departing the country, are eligible for temporary import status and are exempt from applicable duty and tax.
- 2) Articles for the personal use of the traveler or of a member of their family, or to be given as presents, the value of which does not exceed €175, may be imported duty and tax-free. The articles listed below may also be imported tax-free insofar as they do not exceed the permitted individual quantities per passenger:



- a) Spirits and spirituous liquors (for travelers over 17 years of age):
    - i) Drinks with more than 22% alcohol by volume (whisky, vodka, &c); denatured ethyl alcohol at least 80% by volume: 1 liter; or
    - ii) Drinks with 22% alcohol or less by volume; sparkling wines, liqueur wines, wine-based aperitifs: 2 liters; or
    - iii) A proportionate combination of the products listed in a) and b) above.
    - iv) Stabilized wines (wines ready to drink): 2 litres
  
  - b) Tobacco products (for travelers over 17 years of age):
    - i) Up to 50 cigars or 100 cigarillos, (with a maximum weight of 3 grams apiece), or
    - ii) 200 cigarettes; or
    - iii) 250 grams of tobacco; or
    - iv) a proportionate combination of these various products.
  
  - c) 50 grams of perfume; 0.25 litres of eau-de-cologne
  
  - d) Medicines in a quantity corresponding to the personal needs of the traveler for as long as he or she remains in the country. A prescription or doctor's letter must accompany these.
- 3) Products not fulfilling the conditions of eligibility for temporary import or for duty-free delivery must be declared on entry and the appropriate duties and taxes must be paid.

Especially, in the framework of the preferential agreements for products that are not imported by way of trade, it is not required to submit a certificate of origin, not only for the products which are sent as small packages between private persons, but also goods which are included in the travelers' personal luggage.

## 2.2.5 Importation of Pharmaceuticals and Drugs

### 2.2.5.1 Medicines

The Hellenic National Pharmaceutical Organization (EOF) permits visitors to carry medicines required for their own use or consumption for as long as they are in Greece. Only the quantity of medicinal dosage required while in Greece may be imported. The team's doctor or trainer must certify with medical prescription, for each case, the medical dosage, medicines and medical instruments.





The medicine details, i.e. the name of the person using the product, and the dosage must all be written in English. Permission from EOF is required for importation of quantities in excess of those that may reasonably be brought by an individual. If Hellenic Customs do not agree with the quantity of medicines being imported, the consignment may be subject to refusal, delay or confiscation. In any case GOC staff and volunteers will assist the HODs to fill out of the necessary forms, if needed.

#### **2.2.5.2 Medical equipment**

In case a Delegation wishes to import any kind of medical equipment, the Head of Delegation should notify the GOC well in advance (not later than January 2011), stating the type, number and technical specifications of such equipment.

#### **2.2.5.3 Drugs**

Possession, importation, transport, storage, supply, processing, circulation and trading of drugs and psychotropic substances are forbidden. Under certain circumstances their importation is allowed for medical reasons, following a medical prescription in the English language.

Furthermore, as per Article 75 of the Application Convention of the Schengen Agreement, transport of drugs and psychotropic substances is permitted within the Schengen area for personal use, as part of a therapeutic treatment following a medical prescription and provided that the bearers must show at every inspection.

### **2.2.6 Insurance**

#### **General Liability**

Liability Insurance offers financial protection against any lawsuits brought against the GOC, which may result from persons being injured or their property being damaged through the negligent acts of the GOC.

The insured parties are the:

Games Organizing Committee, Special Olympics, Inc., Accredited Special Olympics Programs, Employees, Board Members, registered Volunteers, registered Athletes, staff members, registered LETR volunteers, Youth Summit participants (including those participating through Project Unified), International Global Messengers, International Volunteers.

The policy will provide coverage for suits filed anywhere in Greece. General liability coverage will be in place from the first date of operation through to the dissolution of the games.



### **Participant's Accident Insurance**

GOC, in conjunction with the relevant government agencies, has agreed for the provision of free hospital care and treatment, equivalent to that which would be given to a public patient in a public hospital, to the Special Olympics accredited members in a hospital that is part of the designated Special Olympics Hospital Network. Free outpatient services and free medication are also to be provided during the hospital stay. The coverage is valid throughout the duration of the Games.

GOC will purchase Participant Accident Insurance to complement the above health care and treatment scheme.

Covered Accidents include an accident which results in accidental bodily injury which occurs to an Insured Person while the Insured Person's coverage is in effect, and while the Insured Person is participating in a Covered Event or performing duties assigned directly in connection with a Covered Event, or is traveling to or from the location of a Covered Event.

The Insured parties are:

GOC and SOI staff Members, registered Volunteers, Delegation members, Unified Partners, registered LETR Volunteers, Youth Summit participants (including those participating through Project Unified), International Global Messengers, International Volunteers.

A Covered Event is any scheduled activity authorized, organized, and supervised by the Named Insured including travelling to/from and/or participating in any Games activities (including those in the Special Olympics Village). 24-hour coverage is required while at the Games, including-- but not limited to--travelling to/from the event.

Coverage is valid through the Host Town program and the Games-time period and involves activities related to the games.

### **Medical Evacuation/Repatriation**

The coverage includes pre/post medical repatriation for accidents/sickness arising out of the Insured's participation in sporting activities and/or losses arising from seizures, Return of Mortal Remains. The coverage will not exclude pre-existing conditions. The program will provide worldwide medical repatriation.

The covered parties are: GOC employees and Board Members, SOI staff Members, registered Volunteers, Unified Partners, Delegation members, registered LETR Volunteers, Youth Summit participants (including those participating through Project Unified), International Global Messengers and International Volunteers.

Coverage is valid through the Host Town program and the Games-time period and involves activities related to the games.



### **Personal Property / Inland Marine**

GOC will provide insurance coverage for any losses or damage to luggage, property and equipment in transit to/from the Insured.

The insured party is the GOC, and the coverage will apply during the operation of the GOC.

## **2.3 Delegation Registration Procedure**

GMS Exchange / Paper Registration begins: **Friday 15 October 2010**

Registration Deadline: **Tuesday 1 March 2011**

Last day to Activate Alternates (Substitutes / Reserves): **Sunday 1 May 2011**

There will be two ways to register for the Special Olympics World Summer Games ATHENS 2011:

#### a.) Using GMS Exchange (Preferred method)

1. If you choose to use GMS Exchange, you must request the Games setup from SOI, Please contact Reuben Silva at: [rsilva@specialolympics.org](mailto:rsilva@specialolympics.org) If you do not use SOI's Games setup, your GMS exchange file will not be accepted.
2. The only paper forms that will be required are B1, C1, C2, C3 (if it applies), Form D, F, G, H, J and K.
3. You will be allowed to make changes using GMS Exchange until 1 March 2011.

#### b.) Paper Form

1. All paper forms must be received by your Regional Sports Director by the Deadline of 1 March 2011.
2. All forms must be complete when sent to your Regional Sports Director.

### **Registration for Additional Staff (AS Staff)**

Each Delegation may include, at the Delegation's own expense, a limited number of Additional Staff according to their quota.

Registration fee will be **€100.00 per day**, per person, from June 24<sup>th</sup> to July 5<sup>th</sup>, 2011. Therefore, the total amount of the fees for the whole period of the Games will be €1.100,00, per AS Staff. This fee will include official credentials, housing, meals, and access to Delegation transportation network. Every effort will be made to provide



housing for Additional Staff with their respective Delegations.

The above fees must be paid by **May 15<sup>th</sup>, 2011**. Further information on the payment method will be provided at a later stage. No fees apply for the participation of the AS Staff to the ATHENS 2011 Host Town Program.



## **Chapter 3: Arriving in Athens**

### **3.1 Arrival at the Athens International Airport “El. Venizelos”**

The GOC expects that the majority of the Delegations will arrive in Athens through the Athens International Airport (AIA) “Eleftherios Venizelos”.

Athens International Airport is the only International Airport covering Athens and the greater Attica Area. For more information please visit: [www.aia.gr](http://www.aia.gr) and review the included Airport maps.

### **3.2 Airport Meet and Greet**

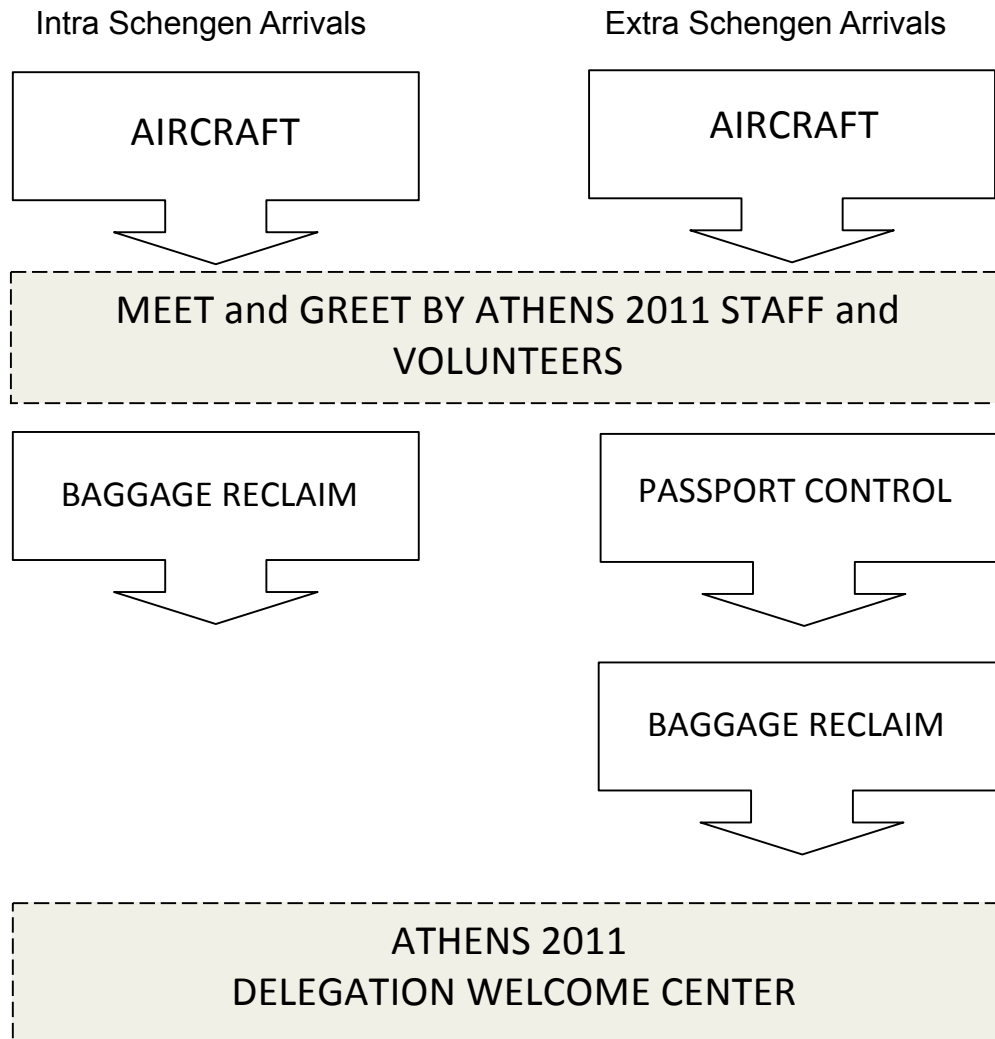
On arrival at the Athens International Airport, the GOC staff and volunteers will meet and greet Delegation members right after their disembarkation and will direct them to the Delegation Welcome Center, soon after having completed all the necessary airport formalities.

### **3.3 Passport Control**

Those Delegations arriving on Extra Schengen flights will proceed to the Immigration Clearance before they retrieve their baggage. There will be dedicated ATHENS 2011 Immigration Booths for Delegations in order to facilitate the smooth processing of the athletes, coaches and delegates. Appropriate signage as well as GOC staff and volunteers will assist Delegation members to recognize the ATHENS 2011 dedicated Immigration booths.



### Arrival at the Athens International Airport (AIA) Process Diagram





### **3.4 Baggage Claim**

Airlines and their respective ground-handling agents are responsible for baggage handling and delivery at Athens International Airport (AIA).

The GOC will provide Delegations with the official SOWSG ATHENS 2011 baggage tags that Delegation members must attach to each piece of their luggage. Delegations are kindly asked to limit their baggage to two bags per person. Baggage tags will be shipped to Delegations along with their respective credentials. Additional tags may become available upon request.

Delegation members should recover their luggage directly from the carousel at the baggage claim area on the ground level of the Passenger Terminal. It is recommended that the HOD appoints a person responsible for the count of the bags of his/her Delegation.

### **3.5 Lost and Found**

In the event of mishandled or damaged baggage, Delegation members will follow their airline process, lodging paperwork. ATHENS 2011 staff may assist with the completion of this paperwork as required.

For items lost in the Terminal areas, please contact Airport Lost Property, operated by the Hellenic Police. The office is located at the Arrivals Level (public area) next to the Post Office and operates on a 24-hour basis.

GOC staff will be present at the baggage claim area to facilitate this process.

### **3.6 ATHENS 2011 Delegation Welcome Center (DWC)**

The ATHENS 2011 GOC will set-up a Delegation Welcome Center (DWC), at a close proximity to the airport, to facilitate the arrival, the real time badging/credentialing of the Delegations, confirmation of necessary documents, as well as their on-forwarding process to the Host Towns.

On arrival at the Athens International Airport, GOC staff and volunteers will meet and greet Delegation' members right after their disembarkation from the aircraft and will direct them to the coach-bus load zones outside the Terminal for their transfer to the Delegation Welcome Center. HODs will meet with their Delegation Assistant(s) Liaison(s) (DALs) upon their arrival.





At the Delegation Welcome Center the HOD, assisted by the DAL, will validate the registration information and collect any reissued credentials for his/her Delegation. Delegation members can rest and remain at the center as long as it is required before they get on the coach-buses that will transfer them to their designated Host Town. Medical services will be provided by the First Aid and Medical Center of the Athens International Airport.

#### **Operations in the Delegation Welcome Center:**

1. Reception of Delegation members
2. Delegation registration/confirmation of GMS reports
3. Credentials' real time badging
4. Allotment and rooming list confirmation
5. Handover of documentation and equipment

Right after their arrival at the DWC, the delegation members will be welcomed by GOC staff and volunteers and will be directed to the appropriate rest area. Light snacks, water and refreshments will be available, at no charge, for the Delegation members while at the DWC. An entertainment program will be established especially for the DWC providing athletes with activities, shows and other entertaining events.

### **3.7 Arriving by Road, by Train, by Sea**

ATHENS 2011 GOC coach-buses will transfer Delegations arriving in Athens by other means of transportation, other than Air, from the respective stations (train or bus) or from the Port of Piraeus to their designated host town, either directly or through the Piraeus Port and Train station.

GOC staff will be present on site, to assist athletes and escorts upon their arrival and facilitate their re-embarkation on the coach-buses towards the Host Towns.

### **3.8 Transport to the Host Town**

The Delegations will be transferred to the Host Towns by road, by ship, or a combination of both, soon after their arrival in Athens.

### **3.9 Important Notices**

- If family, media or guests arrive at the same time, they will be separated from the official Delegation.



- It is very important that the HOD submits the relevant arrival and departure details, at his/her earliest possible convenience and not later than March 1<sup>st</sup>, 2011.

## **Chapter 4: Games Services**

### **4.1 Special Olympics Village / Accommodation**

#### **4.1.1 Accommodation Assignments**

During Games time, Delegations will be accommodated in several locations, of similar standards and consistent level of service. All selected accommodations are in areas that are safe, with convenient access to venues, offering adequate and clean quarters for all Athletes, Coaches, and Delegates.

The philosophy that underlines the assignment / allocation of Accommodation to all teams will be guided by the principle that all members of a Delegation should be housed in one location, and every effort will be made to do so. However, in some instances, participants in certain sports may need to be housed by their sport in locations close to their competition venues, to avoid extensive commuting. Where possible, every effort will be made to house all members of a Delegation on the same floor. Moreover, every effort will be made to accommodate any room requests from the Delegations; however, room availability may not always be possible. It should be noted that no unauthorized room changes should take place after the room allocations, as all room changes must be handled through the Delegation Services Center/Front Desk.

Regardless of the accommodation assignments, the SOWSG ATHENS 2011 will make sure that the service provided will be of a consistent standard in every accommodation site.

Accommodation Services will assign housing based on a number of factors. Specifically, males and females will be allocated in separate rooms. Members of different Delegations will not be housed in the same room. Each HOD and Assistant HOD will be allocated in single rooms. If a Delegation is housed in two different locations, then the Delegation will be asked separately for its preferred HOD location. A GOC appointed DAL will also be housed in close proximity to the Delegation.

Wheelchair accessibility will dictate placement of Delegations according to the total number of wheelchair athletes and team officials.

Over the next 8 months, Accommodation staff will develop several allocation plans based on up-to-date estimated team sizes and preferences expressed by each



Special Olympics Delegation. The final allocation will occur once GOC has determined the exact team size.

One of the locations where Delegations will be housed is the **Aghios Andreas complex**. This Special Olympics Village (SOV), located at the east end of Athens at the seaside town of Aghios Andreas, is just 30 minutes from the city center of Athens. Aghios Andreas is a complex of villas and low-rise buildings surrounded by a pine-tree forest of approximately one million square meters. It features a beautiful sandy-beach, movie theatres, outdoor cafes, and various sports facilities.



#### 4.1.2 Accommodation Arrangements

Accommodation will be available free-of-charge to assigned Delegations from June 24<sup>th</sup>, 2011, until July 5<sup>th</sup>, 2011, one-day after the Closing ceremony. Any accommodation requirements outside of these dates will be at the expense of the Delegation.

All accommodations will be open 24 hours a day for persons with appropriate credentials only. Access control, safety staff shall be on duty at all times.

Each room will have a bed(s), chair, drawers, overhead light, trash/garbage receptacle, and clothes hanging space. Air-conditioning units will be available.

##### 4.1.2.1 Bathrooms and Showers

One bathroom with one shower, one sink and one toilet per four (4) Delegation members will be available. All bathrooms will include trash/garbage receptacles and mirrors. Each shower will have curtains. The bathroom and shower floor will not be slippery and it will be easy to clean.

##### 4.1.2.2 Linens and towels

Every bed will have a clean mattress and a set of linen when the Delegations move in. A linen package will include a flat sheet, fitted sheet, pillow case and pillow. The linen shall be changed every five days. Extra linen, as well as, mattress protectors will be available from the Front Desk and can be requested by the HOD. Every Delegation member will have two towels available. Towels will be changed every second day. Extra towels shall be available from the Front Desk on a one-for-one exchange basis.



#### **4.1.2.3 Housekeeping and Laundry Facilities**

A light cleaning of the bedrooms, bathrooms and common areas will take place daily. A more in-depth cleaning will take place every fifth day, whereas all common areas will be cleaned daily, or as needed. Trash will be removed daily.

Each Delegation will have access to free self-serve laundry facilities every day, where available. Please note that dry-cleaning and ironing services will not be provided.

#### **4.1.2.4 Meetings Rooms**

A meeting room that can be booked by Delegations will be available within each accommodation area. For reservations, Delegation members will need to inform the staff at the DSC/Front Desk, prior to their use of a meeting room.

#### **4.1.2.5 Facilities for Leisure Activities**

Space for leisure activities – such as watching television, playing games and relaxing – will be available within each accommodation venue for the Delegation members. In addition, entertaining activities will take place at each accommodation venue (ref. Chapter 11.5.2).

#### **4.1.2.6 Security and Access Control**

All entrances into the Delegation accommodation area shall have 24-hour access control for the duration of the Games. Only persons with appropriate credentials will have **access**.

#### **4.1.2.7 Dining Facilities and Meals**

The GOC will provide free-of-charge nutritious meals, beverages, and refreshments on a timely basis, in each accommodation venue.

The capacity of the dining facilities will depend on the layout of the accommodation venue. Each dining facility will have sufficient capacity to efficiently serve all the residents with minimum waiting time. The location of the dining facilities will be situated in a walking distance location within accommodation venues.

Three meals a day will be provided in each accommodation: Breakfast will normally be served between 6:00 – 9:00, lunch between 13:30 – 16:30, and dinner between 19:00 – 22:00. In some cases, these times may change to suit competition schedules, or other Games related activities.



#### **4.1.2.8 Medical Services**

The Medical Services team will provide professional and timely first aid and medical care at all accommodation sites.

Their task will be to provide emergency medical services to Athletes, Delegations, Special Olympics International representatives, and other people involved in the Games.

The Medical Operation Center (MedOC) will operate on a 24-hour basis directly addressing issues such as emergency transfers to a hospital, etc.

#### **4.1.2.9 Access to Banks, Merchandise Vendors, etc.**

Delegations will have easy access to Games merchandise vendors, a bank and post/mail services from each accommodation venue.

#### **4.1.2.10 Delegation Services Center / Front Desk / Sports Information Desk**

##### **Delegation Services Center (DSC)**

Delegation Services Centers (DSC) will be available in every accommodation site; they will be centrally located for easy access and will be Delegations' first point of reference for any need.

Their primary function will be to provide Delegations with general information and assistance. In the DSC, HODs or assisting personnel may submit their Issue Reporting Forms or report any other issue related to the Games.

The DSC will be set up in all Special Olympics Villages and will operate from 07:00 – 21:00 daily.

In the DSC the following services will be available:

- Access to PCs, printer, fax, photocopiers
- Access to Language Services (ref: chapter 8)
- Pigeon-Holes for all Delegations
- Notice Board
- Issue Reporting Forms
- Delegations will have Internet Access in the Accommodation areas, where available (ref: chapter 6)

##### **Front Desk**



The Front Desk will operate 24 hours a day and will be the first point of contact for each resident in all matters relating to the Accommodation Venues' activities and services. Staff operating this service will have a thorough knowledge of the SOWSG ATHENS 2011 operating procedures and policies. Key services offered therein will include:

- Coordination of arrivals and departures
- Allotment of rooms
- Key distribution and collection
- Answering questions about room facilities and their usage
- Maintenance of room registers and authorization of room changes
- Booking of meeting rooms
- Coordination of housekeeping requests
- Coordination of maintenance requests
- Tracking lost property
- Providing information about other services

### **Sports Information Desk**

All information distributed at the Sports Information Desk at the venues will also be distributed to the pigeonholes/trays in the appropriate Sports Information Desk at the Special Olympics Villages and Accommodation Venues. For information about the services provided at the Sports Information Desk, please refer at the chapter 9.5

#### **4.1.2.11 Check-in and Key Distribution**

All rooms will be pre-allocated in co-operation with the HOD or AHOD. The HOD or AHOD will receive the keys for the entire Delegation, once he/she completes the allotment process for his Delegation on arrival, at the accommodation. For the safety of each person, it is essential that Delegations should adhere to the pre-allocated rooms, and inform the staff at the Delegation Services Center/Front Desk if any changes occur after the allotment process.

Accommodation staff will assist Delegation members with their luggage, where necessary, and will direct them to their rooms.

When keys have been issued to a Delegation at check-in, they will remain in the Delegation's possession for the duration of their stay until check-out. In case a key is reported lost, every effort will be made to replace it as soon as possible. A report must be filled-in and signed by the HOD and brought to the Front Desk, before a new key can be issued. The Delegation will be responsible for any incurred costs. Access to the room will be gained by master key, once credentials have been checked.

#### **4.1.2.12 Prohibition of Tobacco and Alcohol Products**

All accommodation venues prohibit the use of any tobacco or alcohol products.



#### **4.1.2.13 Check Out**

Check out will take place on or before July 5<sup>th</sup>, 2011 for all Delegations, till 12.00 midday. Delegations unable to travel on this day will be responsible for additional costs incurred in extending their stay. The GOC will not be able to guarantee that Delegations can stay in the same rooms for any additional nights after the previously mentioned date.

The HOD or nominated person(s) from a Delegation will be responsible for collecting keys from the entire Delegation and for signing them over to a member of the Delegation Service Center Desk/Front Desk, at least two hours before their departure. Delegations should allow sufficient time on the day of departure to collect all keys and to ensure that the handover procedure is completed.

Delegations will be liable to cover the cost of any damage to property of the accommodation venue caused by any of their Delegation members. An inspection of all rooms will take place by the accommodation team and a representative from the Delegation, before check-out is completed.

**Floor Plan (Village and Accommodations)** - Aghios Andreas area







## **4.2 Games Transportation**

The GOC will provide all credentialed participants of the SOWSG ATHENS 2011 with transportation services, according to their respective Transport entitlement. These services are designed to meet each participant's essential needs with the highest efficiency, safety and convenience.

### **4.2.1 Transport Policies**

#### **4.2.1.1 Exclusive Delegations Transport Services**

All transportation services that Official Delegations will be provided with, by the GOC during the SOWSG ATHENS 2011 will be exclusively available, only to Delegations members, DALs and designated GOC staff, with the appropriate transport privilege (T4) in their credential.

No other Games participants will have access to the Exclusive Delegations Transport Services.

The Exclusive Delegations Transport Services will connect Delegations' accommodation sites with Sports Venues and transfers during:

- The arrival/departure phases
- The departures and arrivals to/from host towns
- The Opening /Closing Ceremonies

Note: During the stay in the Host Town, transportation will be offered and managed locally by the Host Town.

#### **4.2.1.2 Public Transport**

Free of charge access to public transport has been arranged for all Games Credential holders with the appropriate transport privilege (T5) in their credential.

This includes all ground public transportation Network of Athens, consisting of Metro, public buses, Tram, Trolleys and suburban rail to/from the Athens International Airport, which are under the umbrella of the Athens Public Transport Organization.

For more information please visit: [www.oasa.gr](http://www.oasa.gr)



## **Athens Public Transportation Network**



### **4.2.1.3 Venue Access and Parking**

Access and parking at Venues will only be allowed to vehicles bearing the appropriate Vehicle Access and Parking Permit (VAPP) endorsed by the SOWSG ATHENS 2011 Organizing Committee.

Delegations' own buses will not be allowed to access and park at all Venues. However, on the days of arrival and departure, temporary permits will be endorsed by the Special Olympics Village Transport manager for disembarkation and embarkation, of the Delegation members, respectively.

Access to Venues will be controlled by Hellenic Police at each Venue Access point, while parking in the appropriate and/or designated areas inside the Venues perimeter will be controlled by GOC Transport staff.

### **4.2.2 Transport Arrangements**

#### **4.2.2.1 Official Delegations**

##### **Heads of Delegations:**

Heads of Delegations, with the appropriate transport privilege (T1) in their



credential, will be offered a designated car and a volunteer driver.

The designated car will be available at each HOD's respective accommodation site upon their arrival in Athens from the Host Town.

The provided car will be at the HOD's disposal from 06:30 till 21:30 and it is only allowed to be driven by the assigned drivers, with a mid-day break between 13:00-13:30 for shift change.

The provided car can only be driven within the limits of Attica County (Athens greater area, including the venues of Schinias and Markopoulo Olympic Equestrian Center.)

#### **Other members of official Delegations:**

- **Arrival and Departure:** Dedicated loading zones will be set up outside the Airport Terminal for the embarkation of Delegations, upon arrival and transfer to the Delegation Welcome Center (DWC). GOC staff and volunteers will facilitate the embarkation of Delegations at these zones.

During the departure phase, private coach-buses will be available for the transfer of official Delegations from their respective accommodation to the Airport, Port or Stations. GOC staff and volunteers will facilitate the embarkation of Delegations at the loading zones at the respective accommodation sites.

- **Host Town Program:** Transportation services, with private coach buses, will be available to Delegations members for their transfers to and from their designated Host Towns.

The Delegation Welcome Center will be the main hub for the transfer of Delegations to their designated Host Towns. GOC staff and volunteers will be available to facilitate the embarkation of Delegations to the coach-buses, at designated loading zones adjacent to the DWC.

Note: During the stay in the Host Town, transportation will be offered and managed locally by the Host Town

- **Competition Venues:** Shuttle services operating according to a schedule, will link Accommodation sites with all Sports Venues. These services will be conducted by OASA buses – the Athens public buses company that operates a modern fleet of buses throughout Athens.

Daily schedules will be in accordance with the competition schedule of each venue. The specific service schedules, lines, terminals and Venues' load zones details will be announced at a later stage.



- **Inter Venue Shuttle:** A connecting shuttle service will be available between the Athens Olympic Sports Complex (OAKA) – Hellinikon Olympic Complex and the Peace and Friendship Stadium (SEF) on a daily basis, during competition hours, throughout the Games period.

The frequency of this service and the locations of embarkation /disembarkation will be announced at a later stage. This service will only be available to Delegation members with T4 Transport privilege in their credential.

- **Healthy Athletes Program:** a daily shuttle service will be available between the OAKA and the Healthy Athletes Venue during Games time.

The frequency of this service and the locations of embarkation /disembarkation will be announced at a later stage.

- **Opening and Closing Ceremonies:** On the days of the Opening and Closing Ceremonies, transportation with private coach-buses will be arranged to transfer all Delegations from/to their respective accommodation sites and the Opening/Closing Ceremony Stadium.

- I. **Arriving at the Stadium:** All coach-buses must arrive at their respective load/unload zones at designated areas at close proximity with the Stadium, at a scheduled time before the start of the Opening/Closing Ceremony. DALs will travel together with their Delegation in the same coach-bus.

Upon arrival at the Stadium, GOC staff and volunteers will guide the Delegations towards their designated staging area for their parade into the stadium.

- II. **Departing from the Stadium:** At the end of the Opening/Closing Ceremony, Delegation members, residing at the same accommodation site, must depart from the stadium together, as one team.

GOC staff and volunteers will be available at the exit gates of the stadium to guide each member of the Delegation team to the appropriate load zones for their embarkation on the coach-buses for their respective accommodation site.

Delegations will be transported directly from the Closing Ceremony to their accommodation site. No transport service will be available to transfer Delegations directly from the Ceremony to the Airport or any other departure Gateway (train/bus stations and port).



Detailed information and final transport arrangements will be announced at a later stage.





#### 4.2.2.2 Families

**Method of transportation:**

Families are recommended to use Public Transport, throughout Games-time.

**Available Public Transport Systems:**

Metro, buses, tram, and suburban rail. For more information please visit: [www.oasa.gr](http://www.oasa.gr)

**Access to Public Transport Systems and Cost:**

Free of charge access to public transport has been arranged for all Games Credential holders with the appropriate transport privilege (T5) in their credential.

This includes all ground public transportation Network of Athens, consisting of Metro, public buses, Tram and suburban rail to/from the Athens International Airport, which are under the umbrella of the Athens Public Transport Organization : OASA.

To access the venues of Sailing and Open Water Swimming (Schinias Sailing Academy), Kayaking (Schinias Olympic Rowing and Canoeing Center), Equestrian (Markopoulo Olympic Equestrian Center) and Bowling (Blanos Sports Park – Spata), the GOC will provide a limited shuttle bus service, starting from the Family Center, down town Athens, running at a schedule based on the competition schedules of the above sports Venues.

Detailed information in regards to these shuttle services as well as final schedules will be announced at a later stage.

Alternatively, suburban buses (KTEL) can be used at a cost of 4,00€ per person, from Athens center to the venues of Schinias and 2,40€ to Markopoulo Olympic Equestrian Center, respectively (ticket fares may change).

For more detailed information please visit: [www.ktelattikis.gr](http://www.ktelattikis.gr)

**Parking:**

Limited parking space will be available for families that want to arrive with their own vehicles at the Sports Venues.

A GOC endorsed parking permit will be necessary to access the above mentioned designated parking areas of the Venues. Such permits must be endorsed in advance by the GOC's permits office at the GOC's headquarters.

**Opening/Closing Ceremonies:**

Families are recommended to use public transport only, as there will be no parking space available and no parking or access permits for the Stadium will be endorsed.



All private vehicles accessing the Stadium will be re-directed by Traffic Police, away from the stadium.





## **4.3 Food Services**

### **4.3.1 Delegation Catering**

The SOWSG ATHENS2011 will provide free-of-charge nutritious meals, beverages, and refreshments on a timely basis. The aim will be to offer an enjoyable and memorable dining for all participants, highlighting Greek cuisine. During the competitions, accredited members of official Delegations may use their credential, which will have a Knife and Fork picture indicator, to dine free of charge within the accommodation and competition venues.

The ATHENS 2011 GOC aims to provide wholesome menus of safe and nutritional value to all Delegations, offering a variety of foods that cater for participants with dietary and cultural restrictions.

In accommodation venues, three meals a day will be provided: Breakfast which will normally be served between 6:00 – 9:00, lunch between 13:30 – 16:30, and dinner between 19:00 – 22:00.

In competition venues, boxed lunches will be available for Delegations between 12:00 and 14:00, depending on the duration of the competition schedules. Refreshments and snacks will also be available for Delegations and Family members at Competition Venues, during competition.

In some cases, the above mentioned times may change to suit competition schedules, or other Special Olympics Games related activities (e.g. Opening and Closing ceremonies).

## **4.4 Credentialing**

The official identification for the SOWSG ATHENS 2011 is a valid credential, which will display information on the entitlements and zone access allowed to everyone attending the Games. The credential is only valid for its assigned bearer and must not be given away or transferred to other individuals.

Access to a venue or zone will only be granted to those wearing the correct credentialing pass. Access Control Monitors will be in operation at all venues where there is a change of zone and the GOC will notify persons concerned.

Delegations will receive by post their official Games credential in June 2011. The GOC kindly asks all Delegations to wear their credential when they arrive in Athens for the Games.



## 4.4.1 Credentialing Policies

### 4.4.1.1 Displaying Credential

All credentialed Games participants must wear and clearly display their credential at all times. Access to zoned areas of any venue will be denied to those not displaying the correct access rights.

### 4.4.1.2 Assignment of Credentialing Entitlements

Entitlements for the SOWSG ATHENS 2011 are assigned by the GOC in consultation with Special Olympics headquarters, and awarded in accordance with the role of a specific group or individual during Games time. Entitlements for accredited participants include venue access, zone access within the named venues, hospitality and transport. Entitlements do not include tickets to receptions or ceremonies.

Venue access will be granted to those wearing the correct credential. Under normal circumstances, only officials and coaches will be allowed to enter the field of play (as well as individuals authorized by the GOC). The credential holder also has access to the type of transportation service as displayed on the pass.

### 4.4.1.3 Issuing Credentials

Credentials will only be produced and issued to Games participants after all required information for that participant has been received, reviewed for accuracy, entered into the Games Management System (GMS) and verified.

### 4.4.1.4 Re-issuing Credentials

Credentials will be re-issued in only three circumstances:

1. If the credential has been lost or stolen and once the identity of the participant has been confirmed. The lost or stolen credential will be annulled upon re-issuing. The relevant HOD will be notified of the case, so that he/she may take further precaution measures.
2. If the credential is incorrect in some way, it will be re-issued once the identity of the participant has been confirmed and the incorrect information has been corrected and verified by the credentialing manager/team leader. Staff members of the Credentialing Center will retrieve the incorrect credential. The GOC may require participants to go to Credentialing Center and change their credential should it determine that such credential is incorrect.
3. If the credential is damaged by accident and once the identity of the participant has been confirmed.



During the Games, the GOC will operate three (3) re-credentialing centers, one in Special Olympic Village (Special Olympics Village Credentialing Center), one at the Athens International Airport “Eleftherios Venizelos” (Airport Credentialing Center) and one at the Helexpo Palace Venue (Main Credentialing Center) located at 39, Kifissias Avenue – Maroussi (next to OAKA complex). The re-credentialing centers will be able to produce all types of credentials except day and upgrade passes which will be issued at each competition venue.

Day or upgrade passes will be available at all competition and non-competition venues. Day passes are issued to delegation members who have misplaced or lost their credentials. Delegation members will be required to show photo identification, such as a driver’s license or passport and complete a day pass request form. The day pass will serve as a temporary credential only and will provide delegation members with access to the World Summer Games sites/events for the day indicated.

Upgrade passes will be used to allow access on a temporary basis to a zone/location that he/she normally does not have access to.

#### **4.4.1.5 Legend on Credentials**

Special Olympics Programs categories and functions:

Aa Athletes

Aa MATP Athletes

Au Unified Partners

Ah HOD and A-HOD

AHc Head Coach

Ac Coach

As AS Staff

Ay Young Athletes

MVP Program Guest (Program Board Members, Program CEO/President, Program Donors, Sponsors, Dignitaries and Celebs)

PRO Program Staff, Volunteer

FAM Families

In appendix 2 you may find the Credential Guide, which includes all categories and functions from all Organizations, as well as the access entitlements for each category.

#### **4.4.1.6 Revoking Credentials**

In the event of a breach of the Games’ policies or a violation of the laws and regulations of Greece, a credential can be revoked at the discretion of the GOC.



## 4.4.2 Access Control

Signage of access control entitlements will be placed in visible positions at the entry points of all venues and specific areas displaying the right entitlements to enter. Access to venues and specific areas within venues will be controlled by venue codes and zone colors on the credential. To gain entry to a particular location the information on the bearer's pass must match the requirements for that location.

### 4.4.2.1 Venue Access

As an established practice, each SOWSG ATHENS 2011 venue will be identified by a three letter code. The relevant venue codes will appear on the credential to reflect the access requirement for that individual. Three universal codes are in use for the SOWSG ATHENS 2011:

1. C = All competition venues
2. O = All other venues (except Main Media Center)
3. A = All accommodation venues

To ensure the safety of all delegates these codes are highly restricted and will be allocated on an as needed basis at the discretion of the GOC.

### 4.4.2.2 Zone Access

The GOC will divide each competition venue into different colored zones for the security and smooth operation of the Games.

- **White Zone**

The White Zone is the zone available to the general public. Credential is not required for access, but some groups will be required to produce a credential to access reserved seating areas.

- **Red Zone**

The Red Zone is defined as the 'back of house' or operational area of the venue. This area will be off limits to anyone not in possession of valid credential. The general public will not have access to this area.

- **Blue Zone**

The Blue Zone is the athlete area of the venue and will be restricted to delegates in possession of valid credential. The general public and the majority of volunteers and staff will not have access to this area.

*Please note:* Blue Zone access implies that you also have access to the Red and White Zones.



## 4.5 Safety and Security

The Crisis Management Directorate of Hellenic Police is working very closely with GOC's Games Services' Division in order to develop and implement an integrated plan so as to guarantee a safe and secure environment for the SOWSG ATHENS 2011.

At this stage Hellenic Police has already issued, and the GOC has agreed with, the Operational Games Plan, the Strategic Plan for the Games and following that, comes an exhaustive study about the security of all venues which shall be conducted by experienced officials of Hellenic Police (Venue Commanders) in close collaboration with the GOC's appointed staff (Venue Managers).

### 4.5.1 Transportation Safety

Traffic policemen will patrol and inspect the designated routes, and will manage the traffic flow when necessary, so as to ensure the safety of the Games Transportation Services. Before the Games begin, transportation services providers will be urged to conduct safety inspection of their fleet, to ensure that all vehicles will be in good condition during Games-time and that their drivers drive safely.

### 4.5.2 Important Notices

HODs and coaches of each Delegation are primarily considered responsible for the safety and security of their Delegations and should also ensure that all Delegation members do not violate laws and regulations during their stay in Greece. Furthermore, they should ensure at all times that:

- All personal belongings are kept in secure places and they are not left unattended in public areas.
- Athletes are always under supervision when using the swimming pools and/or go swimming to the beach of their respective accommodation site.
- All incidents of lost credentials are reported immediately to the GOC.
- Delegation members should be seated when using the exclusive shuttles.



## Chapter 5: Delegation Services

### 5.1 Delegation Assistant Liaisons (DALs)

The Delegation Assistant Liaisons (DALs) are volunteers assigned by the ATHENS 2011 Games Organizing Committee to each Delegation to offer language assistance in a variety of tasks during the Special Olympics World Summer Games to their HODs. The role of the DALs is to provide HODs with skilled operational support during Games and to provide the most efficient communication link between the GOC and the Delegations. DALs will accompany the HOD to all official meetings and events and will support him/her to complete and maintain the procedures and policies of the Games.

DALs are high level volunteers who speak Greek and foreign languages and who will have a very demanding job, supporting Delegations while in Greece for the Games. DALs should help solve Delegations problems and report to Delegation Services Department on Delegation issues, in the best possible manner.

Serving as a DAL during the Special Olympics World Summer Games is a very rewarding volunteer position, as the DAL plays an important role in a Delegation's experience. DALs will have a unique opportunity to spend approximately two weeks (20/6 – 5/7/2011) with a specific Delegation. The DAL will be the lead volunteer assigned to a participating Delegation.

DALs will welcome their assigned Delegation and the HODs upon arrival, and they will accompany the Delegation to confirm final Delegation registration documents in the Delegation Welcome Center (DWC) and will travel with their Delegation into their Host Town prior to the Games. They will stay together with their Delegation at the same accommodation site during the Games period.

DALs will be equipped with a GOC mobile phone and his/her number will be included in the contact list distributed to each HOD and will be available on call on a 24hour basis.

The table below shows an expected allocation of DALs relative to Delegation sizes:

Delegation Size	DALs
1-50	1
51-100	2
101 -200	4
201 +	6



Delegation Services Department will examine case by case the assignments and will decide where this rule will be disregarded. It is estimated that 310 DALs will be assigned to Delegations. An additional team of 10 volunteers will have the responsibility to support DALs, to coordinate them and ensure the smooth flow of communication between Delegations and the GOC (through Delegation Services Department). The DALs Support Team will be located in the Delegation Services Center, located in the Special Olympics Village.

### 5.1.1 DAL Qualifications

GOC aims to select and appoint DALs based on certain criteria.

- DALs will be bilingual with a thorough knowledge of the foreign country and culture of the assigned Delegation (intercultural understanding).
- They will have strong communication skills and will be flexible, creative, solution oriented, pleasant and polite.
- DALs will be able to commit themselves to one or two weeks, as they will be required to reside with the Delegation during the Games (Host Town Program included).
- DALs will have strong managerial abilities and will be able to deliver under pressure and without supervision.

### 5.1.2 DAL Responsibilities

The specific duties of the DALs will be assigned by the Head of Delegation.

DALs' responsibilities include:

- Meet and greet the Delegation upon arrival in Athens (airport or other point of arrival).
- Escort Delegation to the Host Town destination.
- March with the Delegation at the Opening Ceremony of the Games.
- Provide language assistance, if required.
- Facilitate the communication with the GOC.
- Provide administrative support to the HOD.

## 5.2 HOD Meetings

The Advanced HOD Meeting, as well as the Daily HOD Meetings, will be held in the Conference Hall of the Golden Coast Hotel in the Special Olympics Village.

The conference hall has a capacity of 300 persons. The official language of the meetings is English. Simultaneous translation will be available in the following languages: Arabic, French, Mandarin Chinese, Russian and Spanish.



### 5.2.1 Advanced HOD Meeting

The Advanced HOD Meeting is scheduled to take place on **Saturday the 25<sup>th</sup> of June, 2011 at 09:00**. The date, the time and the place, where the Advanced HOD Meeting will take place may change. All delegations are required to be represented by the HOD or the Assistant HOD (at least one person of each Delegation is required to attend the meeting).

The agenda of the meeting will include topics such as:

- Opening Ceremony – relevant matters including Delegation involvement (transportation, staging, meals, post event activities for Delegation members).
- Competition Schedule – changes and relevant information.
- Communication procedures between the GOC and Delegations during Games time – Role of the HOD and his/her team (what GOC expects from HODs).
- Games Transportation.
- Medical Services.
- Healthy Athletes Program (facility, access, procedures, operations).
- Review of the Games calendar.
- Changes made to the HOD Manual and updates that need to be communicated.

### 5.2.2 Daily HOD Meetings

The purpose of the Daily HOD Meetings is to provide the HODs or Assistant HODs with information concerning daily operations of the Games. HODs or their Assistants will have the opportunity to raise issues affecting more than one Delegation and express their concerns and opinions for Games-wide matters. All official announcements related to the Games will be made during the Daily HOD Meetings.

Please note: Participation in the HOD meeting is mandatory for at least the HOD of each Delegation.

Only the HODs or Assistant HODs, SOI representatives, Special Olympics Village Management representative, authorized GOC Functional Areas representatives and DALs will be invited to participate in the Daily HOD Meetings.

In order to establish the agenda of each Daily HOD Meeting effectively, Delegation Services will invite all HODs to complete and submit the “Question and Issue Reporting Form” daily by 18:00. Questions or issues that apply to all Delegations will be answered at the following HOD meeting. Those questions or issues that apply to one Delegation only will be answered separately, and Delegation Services





Department will be responsible to provide HODs with the appropriate answer to issues reported.

Minutes of each meeting will be developed, translated to the official languages and circulated to the HODs daily. Minutes of the previous days' meeting as well as the agenda and other relevant information will be available at the welcome/registration desk at the entrance of the conference hall, which will operate daily, from 06:30 until the end of the meeting. The agenda of the HOD Meeting will be developed at 21:00 hours of the previous day (after the collection of the Issue Reporting Forms) and will be reviewed and agreed by the SOI representative to Daily HOD Meetings.

Daily HOD Meetings will be held on the following dates at **07:00 – 08:00**:

Monday	27/6/2011
Tuesday	28/6/2011
Wednesday	29/6/2011
Thursday	30/6/2011
Friday	1/7/2011
Saturday	2/7/2011
Sunday	3/7/2011

Each HOD has the responsibility of attending the meetings. Attendance is mandatory in order to ensure appropriate information dissemination to all delegates. Only HODs may raise questions during the Daily HOD Meetings.

Any changes on the days or time of the HOD meetings will be communicated in advance. If there are no issues to be discussed or announcements to be made, Delegation Services may propose to the SOI representative to cancel or to postpone a meeting.



## Chapter 6: Technology

The Special Olympics World Summer Games ATHENS 2011 Technology department is responsible for all IT, Telecom, Power and HVAC facilities for all competition and non- competition venues.

So far the Technology department's proud sponsors are:

- **Microsoft**, providing all necessary software and business applications.
- **OTE**, providing all inter-venue networks via fiber optics and all Land line telephones.
- **COSMOTE**, providing all mobile phones and network coverage.
- **CISCO**, providing all Network Hardware and Phone Systems utilizing Voice over IP (VoIP) protocols.

During Games Time, all competition venues will be equipped with all necessary technology systems that will allow direct access to all necessary information, regarding competition schedule, results, start lists, etc. This information will be available at the Sports Information Desk(s) within each venue.

All ATHENS 2011 venues will be utilizing a unique VoIP system. Experienced Technology staff will be located at all ATHENS 2011 venues and will be ready to help you with any technology problems you might come across.

### **Public Telephones:**

Public telephones are to be found in most locations. Most of the public phones are operated with a calling card available at every kiosk around Athens.

Public telephones will also be provided in both accommodation and competition sites.

### *Dialing Instructions:*

<u>Local calls:</u>	Dial directly the local number
<u>Local calls to mobile phones:</u>	Dial directly mobile phone number
<u>International calls:</u>	Dial 00 – Country Code – local number <i>e.g. for SOI offices: 00-1-202-6283630</i>

### **Mobile Phones:**



The GOC will offer a mobile phone to each Head of Delegation (HOD), as well as to DALs assigned to them, in order to facilitate communication during the Games. Calls will be restricted only towards the GOC's Private mobile Network.

Each HOD will sign off a receipt form. Terms and conditions of usage, liability and applicable options will be listed on this form along with other relevant information. The equipment will have to be returned at the end of the Games and a receipt will be issued.

GOC may have the possibility to provide Delegations with the opportunity to rent mobile phones. This service will be communicated to Delegations in due time.

**Internet Access and Usage:**

It is GOC's intention to provide Delegation members with free internet access at all competition and non-competition venues. All GOC wireless internet access spots will be indicated as "Wi-Fi Hotspot Areas". All accredited Delegation members will be able to use the wireless network, (wherever available), free of charge using their personal devices (laptop, notebooks, etc.)

Internet access to certain untrustworthy websites will be blocked for security reasons. Websites consuming high bandwidth might also be blocked at certain locations, depending on the pipe used at these locations.

**Laptops:**

Personal laptops can be used at all venues. All personal devices must handle 220V of electricity before being plugged in a Greek outlet. If these devices are not provided with the ability to handle different voltage (manuals specify if a device has a transformer that allows it to adjust to a different voltage or if the device must be switched manually from 120V to 220V electricity), then an electrical adaptor is required to make sure all equipment will work.

Personal laptops will not be allowed access to the Games Private Network.

For assistance you may contact all IT support staff which will be available at all locations.

**Games Management System:**

The GOC will utilize the Games Management System (GMS), for all sports as well as for registration purposes, provided by SOI.

During Games time, GMS exports will be available at the end of each competition day at the GOC's website containing all necessary information as well as competition results.

**ATHENS2011.ORG – The Games Website:**



The GOC's website has been online since September 2007. Ever since, it is being updated with the most recent news, competition schedules, etc. The website is bilingual: Greek and English.

At [www.athens2011.org](http://www.athens2011.org), one can find information regarding:

*Pre Games time:*

- Accommodation
- Delegation services
- Games schedules
- Delegation updates
- Host Town information
- All other Games related important information

*During Games time:*

- Press releases will be uploaded once they are published
- Photo's and Videos
- Games Results will be uploaded at the end of each competition day
- Important Games Services information will be available at all times



## **Chapter 7: Medical Services**

### **7.1 Medical Services**

The Medical Services team will provide professional health care and public health related services to Delegation Members, all credentialed participants, spectators and staff attending the SOWSG ATHENS 2011 and manage all medical incidents throughout the Medical Services system. The services will be provided in the best interest of the individual and will be based on an effective and feasible three-tier system of care.

### **7.2 Objectives of Medical Services**

The main objectives of Medical Services are to provide:

- On-site medical care to all associated with the SOWSG ATHENS 2011.
- Referral to the National Health System Medical Centers and Hospitals medical/ surgical incidents for further consultation and treatment.
- Tracking and monitoring all medical encounters throughout the medical services system.
- Public Health related services during Host Town and the Games period.
- Assistance in disaster/emergency situations.

### **7.3 Medical Services System**

Medical Services have developed a three-tier system of care that consists of 1<sup>st</sup> Level on-site medical care, 2<sup>nd</sup> Level care at venue Medical Centers and 3<sup>rd</sup> Level health care at designated Medical Centers and Hospitals.

The First Aid and Medical Center of the Athens International Airport will provide health services during the arrival and departure of Delegations.

During the Host Town Program health services will be provided by the Local Health Authorities (Medical Centers and Hospitals). The ATHENS 2011 Medical Operation Center (MedOC) will be informed of all medical incidents and help coordinate any major medical incidents.

At the Sport venues the Medical Centers will operate 30' minutes before the arrival of the delegations and 30' minutes after their departure.

At the accommodation venues the Medical Centers will operate on a 24-hour basis.

Designated hospitals will be identified according to the location of accommodation,



Sport and Non-sport venues as well as the scheduling of sporting events. During the Games, these hospitals will operate on a 24-hour basis.

In addition, the MedOC will be responsible for managing all medical encounters on a 24-hour basis and will liaise with the ATHENS 2011 Main Operation Center.

An emergency phone number will be provided to all HODs upon arrival.

## 7.4 Important Notices

- Athletes' last medical assessment / examination should have been carried out within the past twelve months before the Games.
- The GOC's Medical Services Department accepts no responsibility for medical care rendered by individuals who are not designated by the medical committee, nor does it authorize any individual or group to render advance care on behalf of the medical committee. Delegation members who are accompanied by licensed professionals, such as a medical doctor or registered nurse, may receive first aid and their usual medication from these persons. Any care beyond this level can only be provided by a professional licensed in the Hellenic Republic.
- **Down syndrome atlanto-axial instability x-rays**  
For Athletes with Down Syndrome, Special Olympics requires a full radiological examination establishing the absence of Atlanto-axial instability before they may participate in sports or events which, by their nature, may result in hyperextension, radical flexion or direct pressure on the neck or upper spine. The sports and events for which such a radiological examination is required are: judo, equestrian sports, gymnastics, diving, pentathlon, butterfly stroke and diving starts in swimming, high jump, alpine skiing, snowboarding, squat lift, and football team competition (soccer). If any athlete with Down Syndrome has Atlanto-axial instability, Form C3-Special Release for Athletes with Atlanto-Axial Instability must be completed. Medical Services cannot provide x-rays or further examinations for these Athletes if they have not taken such examination before arrival.
- **Routine Vaccinations**  
Routine vaccinations for athletes, partners and all members of the Delegations to the SOWSG ATHENS 2011 should be up-to-date. Most countries have National Immunizations Schedules that outline the recommended vaccines for children and adults that may serve as guides for all delegations and participants.



Routine vaccines, as they are often called, such as for influenza, chickenpox (or varicella), polio, measles/mumps/rubella (MMR), and diphtheria/pertussis/tetanus (DPT) are given at all stages of life.

Due to ongoing measles and pertussis outbreaks in many countries, the GOC strongly recommends the following:

- 1) A current tetanus shot is very important. Up-to-date tetanus status is defined as having received a Td (tetanus-diphtheria) vaccine within the last ten years. It is also important to note that current recommendations stress the importance for young adults of receiving at least one booster vaccine with a tetanus-diphtheria-pertussis (Tdap) vaccine.
- 2) A completed series of vaccinations for poliomyelitis (polio) which means receiving 4 or 5 doses of the poliovaccine, according to the National Immunizations Schedules.
- 3) It is important that all participants should be protected against measles. Make sure that you have evidence of measles immunity through one of the following ways:
  - i) evidence of measles vaccination (usually measles-mumps-rubella (MMR) vaccine- 2 doses), OR
  - ii) laboratory evidence of immunity or confirmation of disease, OR
  - iii) having been born before January 1, 1957, as evidence of acquired infection.

If you are not protected against measles through one of these ways the ATHENS 2011 GOC recommends that participants get the MMR vaccine before travelling to Athens.

- **All HODs should ensure the following:**
  - all athletes are vigilant about taking any required medications, the schedule of which should be properly adjusted to new times zones.
  - all athletes eat sufficient amounts of nutritious foods.
  - all coaches and athletes are properly hydrated.
  - all delegation members use appropriate sunscreen.
  - all coaches carry a hard copy of the athletes medical form on them.
  - coaches or HOD's must have the following forms in their possession at all times for each delegation member (especially those who refuse certain medical treatments for religious or other reasons and those with a history of serious medical problems):
    - A copy of Delegation Registration Form C1 and Coach Registration Form B.
    - A copy of the signed Athlete Medical Information Form C2.
    - A copy of the signed Athlete Release Form C3.



## Chapter 8: Language Services

The Language Services Department has a primary role in covering the linguistic needs of SOWSG ATHENS 2011's international visitors by providing them with the linguistic means and assistance in order to fully enjoy and appreciate the Games experience.

Greek is the official language of the host country and English is the most commonly used foreign language. Therefore, international visitors can count on receiving general language assistance in public areas in English, and assistance in all other languages will be provided according to availability. Volunteers language assistants will be the primary source of language assistance in all venues.

To access Language Services while at a competition or accommodation venue, please contact the Sports Information Desk. A Multilingual Switchboard (MLSB) will offer communicative interpretation in every official language (Arabic, English, French, Mandarin Chinese, Russian and Spanish) plus a number of others including several that are less widely spoken. Over the phone, interpretation will be available when no one is around to assist with the interpretation. To access the MLSB, please visit the Sports Information Desk in each Competition Venue.

Simultaneous interpretation will be provided from Greek and/ or English to the six official languages (Arabic, English, French, Mandarin Chinese, Russian and Spanish) at the HOD meetings.

Facilities for written translation will not be available during the Games, except in previously agreed cases.





## Chapter 9: Sports and Competition

### 9.1.1 Rules of Competition

The competition rules adopted by the International Sports Federation and Special Olympics, Inc. (SOI) as of February 1<sup>st</sup>, 2010, shall govern the competition during the Special Olympics World Summer Games ATHENS 2011. The International Sports Federation Competition Rules shall be employed except when in conflict with the Official Special Olympics Sports Rules. In such cases, the Official Special Olympics Sports Rules will apply. Special Olympics Sports Rules (revised in 2010) can be found at the following website address: <http://resources.specialolympics.org>

Each athlete is allowed to register in one sport only. All Delegations must strictly comply with the registration quotas assigned to them in each sport. Registration forms must be signed off by the President or Secretary-General of respective national/regional programs and be submitted before required deadline.

### 9.1.2 Honest Effort Rule

When every athlete/team participates to the best of their ability in every division regardless of the level of competition, this is called **Honest Effort Participation**.

It was introduced by Special Olympics International, in 1995, following repeated incidents of cheating, where athletes deliberately underperformed in preliminary rounds in order to be placed in a lower division giving them a better chance of securing a medal in finals. Honest Effort applies in every Special Olympics competition, but its application in timed and measured events, such as swimming, athletics, is the key.

The reported assessments of the athletes in the Registration Forms must accurately reflect their ability. Individuals or teams that are identified as not participating to their full potential with the intent of being placed in a lower division will be disqualified from competition.

Head Coaches are responsible for ensuring that the reported assessments and preliminary or qualifying scores for their athletes accurately reflect the ability of the athlete/s.

If an athlete achieves a time in the divisioning competition that does not accurately reflect the athlete's ability, it is the responsibility of the Head coach to submit an improved time/measurement within 30 minutes of the announcement of the results in order to avoid having the athlete disqualified for violation of the Honest Effort Rule. In some specific sports there will be further clarifications.



Athletes will be divisioned by reported gender, age and athletic ability for preliminary competition. They will be re-divisioned for the finals on the basis of their results in the preliminaries, with each group having 3 to 8 athletes (teams).

Coaches submit entry forms with the times of their athlete. In finals, any athlete whose score is 15% better than their qualifying score will be subject to disqualification. The only exception is in developmental events where a 20% margin is allowed. The entry/divisioning score should be the best score of the athlete, their Personal Best. For further information please refer to **Article I** which is available at <http://resources.specialolympics.org>

### 9.1.3 Sports Competition Schedule

The Sports Competition Schedule will be available in different formats:

- 1) **DAILY COMP. SCHED. PER SPORT COMPLEX**
  - Categorizes **sports per complexes**
  - Identifies all **sports in the stand-alone Venues**
  - Identifies the specific **venue** that each sport will take place
  - Identifies **Divisioning, Competition Days and Awards days**
- 2) **DAILY COMP. SCHED. PER SPORT**
  - Identifies all **sports alphabetically**
  - Identifies the specific **venue** that each sport will take place
  - Identifies **Divisioning, Competition Days and Awards days**
- 3) **SESSION COMP. SCHED. PER SPORT COMPLEX**
  - Categorizes **sports per complexes**
  - Identifies which sports are the **stand-alone Venues**
  - Identifies the specific **venue** where each sport will take place
  - Identifies **Divisioning, Competition Days, Awards days**
  - Identifies **Head Coaches Meeting, Unity Sports Events** (clinics, show), **Training** (practice, podium training)
  - Identifies the **start & finish hours** of competition **per session**
  - Identifies the **competition phase**
  - Identifies which **gender** is competing
- 4) **EVENT COMP. SCHED. PER SPORT**
  - Identifies all **sports alphabetically**
  - Identifies the specific **venue** that each sport will take place
  - Identifies **Divisioning, Competition Days, Awards days**



- Identifies **Head Coaches Meeting, Sport Experience** (clinics, show), **Training** (practice, podium training)
- Identifies the **start & finish hours** of competition **per session**
- Identifies the **competition phase**
- Identifies which **gender** is competing

The Daily Competition Schedule will be available in the SOWSG ATHENS 2011 web site <http://www.athens2011.org/>. The Session Competition Schedule will be sent to all involved programs.

The Event Competition Schedule will be provided to all involved programs before the start of the Games.

## 9.2 Technical Documents

During the Special Olympics World Summer Games ATHENS 2011, all Delegations will receive the Sport Technical Manual. This manual is a detailed per sport document with general and specific technical information addressing both Technical Officials and Coaches. The Sport Technical Manuals will be uploaded on the official Games website two months prior to the Games to allow for the earlier possible preparation of the Delegations.

## 9.3 Sports and Competition Venues

COMPLEX	VENUE	SPORT - DISCIPLINE
M	OAKA Olympic Stadium	Athletics
	OAKA Olympic Aquatic Center [Indoor Pool]	Aquatics (Swimming)
	OAKA Olympic Indoor Hall [ 4 courts]	Basketball
	OAKA Olympic Velodrome	Powerlifting
	OAKA Olympic Tennis Centre 16 courts, (12 match courts & 4 practice)	OAKA Olympic Tennis Centre 16 courts, (12 match courts & 4 practice)
	OAKA Olympic Stadium - Kasimatis Hall [ 3 courts]	Volleyball
H	Hellinikon Fencing Hall 1 [8 courts]	Badminton
	Hellinikon Olympic Softball Venue	Cycling
	Hellinikon Olympic Indoor Hall	Gymnastics Artistic (AG)



		Rhythmic (RG)
	Hellinikon Olympic Hockey Venue [6-fields]	Football 5-aside
	Hellinikon Olympic Baseball Venue [6 fields]	Football 7-aside
	Hellinikon Olympic Softball Venue [1 field]	Softball
	Hellinikon Fencing Hall 2 [1 court]	Handball
	Hellinikon Fencing Hall 2	MATP
		Young ATHLETES
<b>S</b>	SEF Beach Volleyball Venue	**Beach Volleyball
	SEF Sport Training Halls 1 [16 courts]	Bocce
	SEF Main Hall	Roller Skating
	SEF Sport Training Halls 2 [15 tables]	Table Tennis
<b>INDEPENDENT VENUES</b>	Blanos Sports Park - Spata [20 lanes]	Bowling
	Markopoulo Olympic Equestrian Centre	Equestrian
	Agios Kosmas Sports Centre [2 fields]	Football 11-aside
	Glyfada Golf Course [1 course]	Golf
	The American College of Greece - DERE E Gym [2 tatamis]	Judo
	Schinias Olympic Rowing & Canoeing Center	Kayaking
	Schinias Sailing Academy	Aquatics *Open Water Swimming
		Sailing
	Panathenaikon Stadium	Athletics (Marathon)
		Opening Ceremony
Closing Ceremony		
<b>OAKA</b>	<b>Athens Olympic Sport Complex</b>	
<b>SEF</b>	<b>Peace &amp; Friendship Stadium</b>	
<b>* / **</b>	Demonstration Sports / Exhibition Sport	

## 9.4 Head Coaches' Meeting

The Head Coaches' meeting per sport will take place one day before the start of competition or at the beginning of the first day of competition. It is compulsory for the Sport Manager, Technical Delegate and Head Coaches of all teams to be present at this meeting.

The majority of the first Head Coaches' meetings will be held at the competition venue. For some sports a Head Coaches' meeting will be conducted at the accommodation venue.

The specific times of the meeting will be announced later.

## 9.5 Sports Information Desk (SID)

The primary function of the Sports Information Desk is to facilitate the timeliest



dissemination of information and provide all necessary explanation on the processes to team officials (registered Head Coaches and delegates). The desk will be the liaison between the teams, the Technical Delegates and competition management. Team officials wishing to contact competition management may do so via the Sports Information Desk. Team officials are encouraged to stop at the Sports Information Desk upon arrival and departure at the venue to pick up all information updates. Team officials may also address to the SID in order to obtain replacement of lost awards.

Each venue will have a Sports Information Desk with designated pigeonholes/trays (one for each country) for distribution of information. Information disseminated in these pigeonholes/trays includes:

- Start lists / heat sheets
- Results
- Team notices
- Practice schedules
- Competition updates (changes to the sport program)
- Technical forms
- Protest/appeals forms
- Coaches' meeting minutes
- Coaches' meeting schedules
- Transportation Schedules
- Any additional pertinent information

**Operation:**

- SID within the Sports Venues
- SID at the Special Olympics Villages

The Sports Information Desk will be situated next (or close) to the athlete entrance, ensuring easy access to team officials/coaches.

**Key Integration Points of the Sports Information Desk (SID):**

The Sports Information Desk at each Venue will stay in close communication with the corresponding Sports Information Desk at the Special Olympics Villages/Hotels. All information distributed at the Sports Information Desk at the venues will also be distributed to the pigeonholes/trays in the appropriate Sports Information Desk at the Special Olympics Villages/Hotels. Information will be supplied by the Competition Management Staff, Technical Delegate and Venue Director. All schedules will be posted 24 hours prior to a scheduled contest. Changes should be posted 30 minutes after their decision.

## 9.6 Schedule/Results Distribution

Distribution of schedules and results will be performed as mentioned above (Sport



Information Desk). In addition, there will also be dedicated bulletin boards to post up this kind of information.

Spectator information desk will also be available in each sport venue to accommodate the needs and requirements of families and friends.

## **9.7 Unified Sport Activities**

Unified Sports enable people with intellectual disabilities (“athletes”) and without intellectual disabilities (“partners”) to train and compete on integrated sports teams. A Unified Sports team shall consist of athletes with intellectual disabilities and of athletes without intellectual disabilities of similar age and athletic ability.

Registered coaches at the SOWSG ATHENS 2011 and professional athletes from participating countries/regions are not allowed to participate as a Unified Sport Partner. A Unified Partner must not have overwhelming advantage over SO athletes, must not dominate or be a threat to the competition.

## **9.8 Unity Sports Events**

In collaboration with SOI, it has been agreed that Special Olympics World Summer Games ATHENS 2011 will incorporate a new program, a series of individual competition events, named Unity Sports Events (USE).

1. The first aim of the program is to create the opportunity for fans and spectators not only to cheer as spectators but be invited to personally participate with the athletes in their sports experience.
2. The second aim of the program is to provide opportunities to SO athletes/coaches to learn/experience/expand new skills and knowledge. This will be accomplished through the Achieving Personal Best (APB) activities which have been added to the competition schedule.

Unity Sports Events (USE) are open to the public, while Achieving Personal Best activities are only for the athletes and coaches.

As you can see in Appendix 3 several sports have added in their competition schedule USE & APB events and activities in order to fulfill the aims of this program.



## 9.9 Sport-Specific Information

### Aquatics

#### 1. Events Offered

Category	Event(s) Selection
Category 1 2 Events + 1 Relay	25m freestyle, 25m backstroke, 4x25m freestyle relay
Category 2 2 Events + 1 Relay	25m butterfly, 25m backstroke, 25m breaststroke, 50m butterfly, 50m breaststroke, 50m freestyle, 50m backstroke, 100m freestyle, 4x 25m freestyle relay, 4x50m freestyle relay, 4x50m medley relay, 4x100m freestyle relay
Category 3 2 Events + 1 Relay (1 additional event is available if it is 200 meters or longer)	100m freestyle, 100m backstroke, 100m butterfly, 100m breaststroke, 100m individual medley, 200m individual medley, 200m breaststroke, 200m freestyle, 200m backstroke, 400m freestyle, 4x 25m freestyle relay, 4x50m freestyle relay, 4x50m medley relay, 4x100m freestyle relay, 4x100m medley relay
Category 4 2 Events + 1 Relay (1 additional event is available if it is 200 meters or longer)	400m freestyle, 800m freestyle, 1500m freestyle, 4x50m freestyle relay, 4x50m medley relay, 4x 100m freestyle, 4x100m medley relay
Category 5 <i>Open Water Swimming</i> 2 Events	800m freestyle , 1500m <i>Open Water Swimming</i>

#### 2. Registration Instructions

- Athletes are restricted to participation within one category as outlined above:
  - 4x25m relay: This relay may be a composite of athletes from Categories 1, 2 & 3.
  - 4x50m relays, 4x100m relays: The relays may be a composite of athletes from Categories 2, 3 and 4.
- All athletes registered for aquatics may enter a maximum of two (2) individual events and one (1) relay. If athletes are entered in Category 3 or Category 4, they may select a third individual event if it is 200 meters or longer.
- Delegations are encouraged to distribute their entire quota across the categories. This will ensure equitable representation among the various



events.

- *1500m Open Water Swimming* - To be eligible athletes must meet the following standards:
  - Swim 1500m in 60 minutes or less in a sanctioned race event by a national/international sport federation or accredited Special Olympics Program between January 1<sup>st</sup>, 2009 and January 31<sup>st</sup>, 2011.
  - *Open water swimmers* will be required to participate in the 800 meter indoor event for divisioning purposes.

### 3. Sport Uniform/Equipment:

- Athletes are required to wear swimsuits which are within the guidelines prescribed by the Federation Internationale de Natation Amateur (FINA). Referees have the authority to exclude any competitor whose swimsuit does not comply with FINA guidelines.
  - Suits should not be transparent, even when wet.
  - Female athletes should wear a one-piece tank suit.
  - *Open water swimmers*: Each participant shall be permitted to wear a wetsuit or technical swimsuit from any manufacturer without penalty in the 1.5-kilometer open water swimming event as long as the wetsuit does not exceed five millimeters in thickness and abides by all other Special Olympics regulations, including General Rules Section 4.08 governing the use of commercial markings on Athletes' uniforms.
- All athletes and coaches must wear pool shoes on the pool deck area.
- Athletes are required to bring their own team uniform swimsuit, goggles, swimming hat, pool shoes, robe and towel for competition. Following all finals events athletes will be taken directly to Awards Staging after their competition. All athletes reporting to Competition Staging for these events must wear their team track suit or robe and pool shoes.
- Towels and locks for lockers will not be provided.

### 4. Competition Rules

- All events will be governed FINA and Official Special Olympics Summer Sports Rules.
- An athlete may be disqualified for illegal strokes, starts and turns, and any unsportsmanlike behavior.

### 5. Points of Emphasis – Rules Condition

- The aquatics event will take place in an indoor, 50X21X2m depth competition pool with 8 lanes. The short course format (25m) will be used for the Games.





- The 800m freestyle and 1500m freestyle will be timed finals.
- The *Open Water Swimming* Event will take place in the Schinias Sailing Academy.



## Athletics

### 1. Events Offered

Category	Track Event(s) Selection	Field Event(s) Selection
Category 1	25m run, 50m run, 100m walk	Softball throw, Standing long jump
Category 2	100m run, 200m run, 400m run, 4x100m relay, 4x400m relay	Shot put, Mini javelin, Long jump, High jump
Category 3	400m run, 800m run, 1500m run, 4x100m relay, 4x400m relay	Shot put, Mini javelin, Long jump, High jump
Category 4	100m wheelchair race, 200m wheelchair race, 400m walk, 800m walk	Shot put, Mini javelin
Category 5	1500m run, 3,000m run, 5,000m run, 10,000m run, half marathon, marathon, 4x100m relay, 4x400m relay	
Category 6	Pentathlon, 4x100m relay, 4x400m relay	

### 2. Registration Instructions

- Athletes are restricted to participation within one category as outlined above.
- An athlete may enter a maximum: two (2) individual events and one (1) relay or one (1) individual event and two (2) relays. Delegations are encouraged to distribute their entire quota across the categories. This will ensure equitable representation among the various events.
- Athletes must be at least 12 years old to be selected to participate in the shot put and pentathlon.
- Please note the following requirements for Category 1:
  - ⇒ Entries to the 50m run must be greater than 12 seconds for females and 11 seconds for males.
  - ⇒ Athletes are not allowed to enter walking events and running events. They must select one method of movement.
  - ⇒ Entries to the softball throw must be less than 20m for females and 24m for males
  - ⇒ Entries to the standing long jump must be less than 1.20m for females and 1.40m for males
- Pentathlon
  - ⇒ The divisioning and final events of the Pentathlon will take up four



competition days.

⇒ Athletes may also compete in a relay if the schedule permits.

**Marathon - To be eligible athletes must meet the following standards:**

⇒ Men - Run a marathon in 4 hours or less in a sanctioned race event by the international sport federation or national sport federation between 1 January 2009 and 31 January 2011.

⇒ Women - Run a marathon in 4 hours 30 minutes or less in a sanctioned race event by the international sport federation or national governing body between 1 January 2009 and 31 January 2011.

⇒ Official results from a sanctioned race event must be submitted to the respective regional sports office no later than 31 January 2011.

- Half Marathon - To be eligible athletes must meet the following standards:

⇒ Men - Run a half-marathon in 2 hours 5 minutes or less, or a 10,000m race in 1 hour or less between 1 January 2009 and 31 January 2011 in a sanctioned race event by the international sport federation or national sport federation.

⇒ Women - Run a half-marathon in 2 hours 15 minutes or less, or a 10,000m race in 1 hour 8 minutes or less between 1 January 2009 and 31 January 2011 in a sanctioned race event by the international sport federation or national sport federation.

⇒ Official results from a sanctioned race event must be submitted to the respective regional office no later than 31 January 2011.

- Marathon and half marathon athletes may also enter one for other distance event within Category 5 should the schedule allow. The marathon and half-marathon will be conducted at the same time.

### 3. Sport Uniform/Equipment

- In all events, competitors must wear clothing which is clean, designed and worn so as not to be objectionable. The clothing must be made of a material which is non transparent even when wet. The competitors must not wear clothing which could impede the view of the judges.
- Competitors may compete in bare feet or with sport shoes on one or both feet. The purpose of the shoes for competition is to give protection and stability to the feet and a firm grip on the ground. Such shoes, however, must not be constructed so as to give the competitor any additional assistance and no spring or device of any kind should be incorporated in the shoes. A strap over the instep is permitted.
- Running spikes should be no longer than 9mm.
- Starting blocks may be used for races up to and including the 400 meters. The Organizing Committee will be responsible for providing such equipment.



#### 4. Points of Emphasis = Rules Conditions

- Athletes participating in the long jump must be able to jump at least 1 meter, which is the minimum distance between the take-off boards to the sand pit.
- The minimum opening height for all high jump competitions will be 1 meter.

### ***Badminton***

#### 1. Events Offered

Singles  
Doubles  
Mixed Doubles

#### 2. Registration Instructions

- An athlete may enter all three (3) events.

#### 3. Sport Uniform/Equipment

- All athletes are required to bring their own badminton racket
- Clothing worn by players during completion shall be acceptable badminton clothing.
- The color of clothing is optional. In the Doubles and the Mixed Doubles players should wear the same uniform
- The back of the jersey/shirt may carry the name of the Special Olympics Program. The lettering on the jersey/shirt must be 10cm or less in height.
- Only white or non-marking rubber soles will be allowed on court.
- Shuttles will be natural feathered

#### 4. Points of Emphasis – Rules Conditions

- The Badminton World Federation (BWF) 21 point rally scoring system will be used.



## ***Basketball***

### 1. Events Offered

Team Competition – Male  
Team Competition – Female  
Unified Sports® Team Competition

### 2. Registration Instructions

- Maximum team size = 10 players.
- Teams with fewer than five (5) players to start the game will cause the game to result in forfeiture.
- Delegations with more than one team must designate a different Head Coach for each team.
- Teams will be required to complete a skills assessment test. The assessment form will be included in the registration packet.

### 3. Sport Uniform/Equipment

- The uniforms must consist of a jersey/shirt, shorts and appropriate sport shoes.
- The uniforms (jerseys/shirt and shorts) must be of the same color and design for all team members.
- Striped jerseys/shirts are not permitted.
- It is required that each team has two sets of solid colored jerseys/shirts: a light-colored set when designated “home team,” and a dark-colored set when designated “visiting team.”
- The numbers must appear on the front and back of jersey/shirt.
- The numbers on the front and back should be clearly visible at least 20cm high on back and 10cm on the front with the numbers made of material at least 2cm wide.
- Teams must use numbers 4-15.
- The name of the Program or athlete may also be placed on the back of the athlete’s jersey/shirt. The name of the Program may be placed on the front of the jersey/shirt.

### 4. Points of Emphasis – Rules Conditions

- Games will consist of 13 minute halves running time. Four timeouts can be taken at any time.
- Overtime play will be 4 minutes.
- Timing-clock stops to address injury and other medical situations as determined by game officials and administrators.
- The timing -clock shall stop during the last 2 minutes of 2nd half and each



extra period on the referee's whistle and successful field goals. There is no shot clock.

## **Bocce**

### 1. Events Offered

Singles  
Doubles  
Team (4 persons)  
Unified Sports® Doubles  
Unified Sports® Team

### 2. Registration Instructions

Athletes may participate in a maximum of three (3) events.

### 3. Sport Uniform/Equipment

- White is the traditional color, with a collared shirt in the sport of Bocce. Other colors are acceptable.
- Team members should wear the same uniform. This should be a team shirt and shorts/light cotton pants/skirts.
- Court shoes are required. Tennis shoes or smooth-soled athletic shoes are recommended. Running shoes or spiked-sole shoes are not permitted.
- The Bocce balls' color will be red and green. The pallina will be white. The Bocce sets will be regulation sets and will be provided by the competition management.
- Visual aid equipment (small bells and orange cones) will be available at the Bocce to those athletes requiring the use of them and who have been identified by their Head Coach at the initial Head Coaches meeting.

### 4. Points of Emphasis – Rules of Conditions

- The Bocce field of play will consist of 16 courts made of a carpeted surface.
- Competition format: Double Elimination
- Games duration: For all games in Singles and Doubles, these will be first to 12, or 40 minutes, whichever comes first. And for Teams, these games will be first to 16, or 40 minutes, whichever comes first.
- The Official Special Olympics Sports Rules of Bocce shall govern the World Games Special Olympics Athens 2011 for the sport of Bocce. Please refer to the Special Olympics website for further information: Sports Info, Rules and Coaching Guides (<http://www.specialolympics.org/sports.aspx>).



## ***Bowling***

### 1. Events Offered

Singles  
Doubles  
Team  
Unified Sports® Doubles  
Unified Sports® Team

### 2. Registration Instructions

- Athletes may participate in a maximum of three (3) events.
- Team size: 4 persons for Team  
2 persons for Doubles
- Average requirements - the following conditions will apply to averages in the tournament:
  - The scratch entry score, based on average of 15 games, will be used to determine ability divisions.

### 3. Sport Uniform/Equipment

- Attire should consist of neat and clean outfits.
- Bowling shirts or tee-shirts with collars are required.
- The bottoms should consist of long pants or dress/walking shorts (knee length). Skirts may be worn by females.
- All competitors must wear bowling shoes. Athletes are required to bring their own.
- Athletes are required to wear socks.
- Athletes are required to bring their own bowling balls.
- Ramp bowlers are required to provide their own ramps.

### 4. Points of Emphasis – Rules Conditions

- This will be a Scratch Tournament
- All athletes will play 3 games in divisioning rounds and an additional 3 games in each of their final events.
- Alternate lanes will be used so that each athlete will play their games on a pair of lanes alternating each frame between the two lanes.



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## ***Cycling***

### 1. Events Offered

500m Time Trial	5K Road Race
1K Time Trial	10K Road Race
5K Time Trial	15K Road Race
10K Time Trial	25K Road Race
	40K Road Race

### 2. Registration Instructions

- Athletes may participate in a maximum of three (3) events.
- Athletes using adult modified bikes (three-wheelers) are only permitted to enter the 500M Time Trial and/or the 1K Time Trial.

### 3. Sport Uniform/Equipment

- Athletes shall wear the team jerseys/shirts of the Program they represent.
- All athletes shall be required to bring their own safety helmets. Athletes will not be permitted to compete without a helmet. Helmets must meet the safety standards of the International Cycling Union (UCI).
- Athletes are required to bring their own bicycle.





## ***Equestrian***

### 1. Events Offered

Dressage  
 Prix Caprilli  
 English Equitation  
 Working Trails  
 2 Person Team Relay  
 Level A            Level AP  
 Level B-I        Level B-IP        Level B-S        Level B-SP  
 Level C-I        Level C-S

### 2. Registration Instructions

- Athletes must participate in one level only.
- Athletes may enter as many as three (3) events within their respective division level.
- Athletes must complete riders' profile.
- Western style events will not be offered at the 2011 Special Olympics World Summer Games.

### 3. Sport Uniform/Equipment

- Clothing should be workmanlike and neat
- Attire
  - Short, dark-colored riding coat.
  - A conservative color, preferably white, riding shirt.
  - Tie, stock, or choker.
  - Gloves are optional.
  - Breeches or jodhpurs.
- All riders must wear heeled boots.
- Riders who must wear other footwear as the result of a physical disability must have a physician's statement submitted with their Rider's Profile.
- All riders must wear approved helmets with full chin harness which must be fastened at all times riders are working around horses.
- During practice athletes must adhere to the helmet, boot and long pants attire, but may wear short-sleeved shirts without riding coats.
- An English saddle of any type is required.
- Athletes may bring their own saddle but it will only be used if it fits the horse. If a rider plans to use his/her own saddle, it must be declared in the Rider Profile. There will not be any storage available so teams will be responsible for carrying saddles to and from the venue.
- In Prix Caprilli and Dressage riders can use a whip no longer than 1m including the lash.



- Riders may use adaptive equipment without penalty. (Note: Riders may in no way be attached to the horse or saddle.) Adaptive equipment must be declared on the Rider Profile.
- Prohibited Tack and Equipment (applies to warm-up as well as competition):
  - Bearing, side or running reins.
  - Seat covers— If an athlete needs a seat cover, it must be declared on the Rider Profile.
  - Blinders
  - Nose covers
- Riders must bring their own safety stirrups if unable to use standard stirrups irons. Riders may bring their own toe stoppers.

#### 4. Points of Emphasis – Rules Conditions

- The competition arena for prix caprilli will measure 20 x 40 meters.
- Team Relays - in team with 2 riders
  - ⇒ The course will be:
    - 30 meters long for walk level,
    - 50 meters long for trot level,
    - 50 meters long for canter level but riders do trot only.
- Dressage tests to be used at the 2011 Special Olympics World Summer Games:
  - Level A - Test 1
  - Level B - Test 1
  - Level C - Test 1



## **Football**

### 1. Events Offered

<b>Division</b>	<b>Event Selection</b>
Male	Team Competition – 5 a side
Female	Team Competition – 5 a side
Male	Team Competition – 7 a side
Female	Team Competition – 7 a side
Unified	Unified Sports® Team Competition – 7 a side
Male	Team Competition – 11 a side
Unified	Unified Sports® Team Competition – 11 a side

### 2. Registration Instructions

- Maximum team size for 5-a-side team competition =10 players
- Maximum team size for 7-a-side team competition = 12 players
- Maximum team size for 11-a-side team competition = 16 players
- An athlete must not be entered in more than one event.
- In lieu of the Skills Assessment Test of the current Special Olympics rules, the newly created divisioning assessment form and DVD (sponsored by Special Olympics Europe Eurasia) will be used. A copy of the DVD was previously distributed to Programs. The divisioning assessment form is included in the registration packet and must be completed by the coach of the team. Teams failing to submit a completed divisioning assessment will automatically be placed on the highest skill level.
- Delegations with more than one team must designate a different Head Coach for each team.

### 3. Sport Uniform/Equipment

- Footwear
  - ⇒ Football shoes must **NOT** have metal cleats/studs (11-a-side, 7-a-side, 5-a-side).
  - ⇒ **IMPORTANT FOR 5-A-SIDE**
    - No shoes with replaceable cleats or molded studs
    - **ONLY SHOES FOR ARTIFICIAL TURF, HARDER OUTDOOR SURFACES** or **OTHER OUT-DOOR SPORTS SHOES WITH ANTI SLIP**
    - These shoes contain various raised patterns on the bottom, for use on harder outdoor surfaces and on artificial turf.



- The basic compulsory attire of a player shall consist of 2 different color sets of: a jersey/shirt, shorts, stockings (socks), shin guards and appropriate footwear for sport.
- The goalkeepers shall wear colors contrasting with those of the two teams and the referee.
- Each player shall wear a number. The color of the numbers must contrast clearly with the outfits (light on dark or vice versa) and be legible from a distance for spectators in the stadium and television viewers. This applies especially in the case of striped jerseys/shirts. A plain colored background (either entirely light or dark, depending on the color of the numbers) affords better legibility. These numbers shall be between 25cm and 35cm in height in the center of the back of the jersey/shirt, between 10cm and 15cm in height on the front of the jersey/shirt in any position at chest level, and between 10cm and 15cm in height in any position on the front of either leg of the shorts. None of the numbers may contain advertising, design features or other elements.
- In an effort to be consistent with Olympic standards, teams are encouraged to also include numbers on the front of the shorts, on the bottom of the right leg. This number should be 10cm in height and the color of the numbers should contrast with the color of the jerseys/shirts and shorts.
- A captain's armband can also be included as a clothing requirement to clearly identify the team's captain.
- Rings, watches or other items of jewelry are not allowed to be worn during matches.
- Players may wear medical medallions or medical wristbands, which must be taped to the chest wrist respectively.
- Players are not allowed to wear any object that may cause injury or give an artificial advantage to a player. Players may wear glasses, but at their own risk.

#### 4. Points of Emphasis – Rules Conditions

- 5- a-side



- ⇒ Competition will be played on an artificial field hockey surface.
- ⇒ The goal size is 3,66m x 2m.
- ⇒ A minimum of 3 players shall be on the field at any one time.
- ⇒ Competition games will be of 30 minutes duration (15 minutes per half) with a 5-minute halftime interval
- 7-a-side
  - ⇒ Competition will be played on regular grass pitches which are accessible with regular football shoes (NO METAL STUDS)
  - ⇒ A minimum of 4 players shall be on the field at any one time.
  - ⇒ Competition games will be of 40 minutes duration (20 minutes per half) with a 5-minute halftime interval.
- 11-a-side
  - ⇒ Competition will be played on regular grass pitches which are accessible with regular football shoes (NO METAL STUDS)
  - ⇒ A minimum of 7 players shall be on the field at any time.
  - ⇒ Competition games will be of 50 minutes duration (25 minutes per half) with 10 minutes halftime interval.
- All divisioning games will be of 15 minutes duration (no halftime).
- Final standings for the pool rounds and round robin competition
  - ⇒ To determine the final standings for the pool rounds, the following points system will be employed:
 

Win=	3 points
Tie=	1 point
Loss=	0 points
  - ⇒ In the event teams are still being tied, the following criteria will be used to determine placing:
    - Head-to-head competition
    - Least goals conceded
    - Most goals scored
  - ⇒ If the teams are still tied after these criteria, penalty kicks will be taken (see procedure)
- Ties
 

Ties will stand at the end of divisioning, pool and consolation matches. Extra-time (silver goal) will be employed in the event of medal round games finishing level. These periods will be 7 and ½ minutes a side for 11-a-side and 5 minutes a side for 5-a-side and 7-a-side

If the teams are still tied after this period, penalty kicks will be then used. The following guidelines will apply for this:

  - ⇒ Only players on the field at the end of the second period of extra time can be used.
  - ⇒ All players will assemble in the center circle.
  - ⇒ The Head Coach must nominate the five players who will be used to take the kicks and this list must be presented to the referee.
  - ⇒ Alternate kicks will be used and the winner will be determined by



which team scores the most.

- ⇒ If teams are still level after five kicks each, the remaining participating players on the team will then take kicks.
- ⇒ A team can select any player on the field as their goalkeeper for the penalty kicks. If the goalkeeper is injured during the penalty kicks, any player from the squad may replace him/her unless he/she has been suspended.
- ⇒ In Unified Sports® penalty kicks, alternate kicks by athletes and partners must be taken, with the athlete taking the first penalty kick for each team.



## **Golf**

### 1. Events Offered

- Level 1 – Individual Skills Competition
- Level 2 - Alternate Shot Team Play - (9-hole Stipulated Round - 36-hole Tournament)
- Level 4 - Individual Stroke Play - (9-hole Stipulated Round - 36-hole Tournament)
- Level 5 - Individual Stroke Play - (18-hole Stipulated Round - 72-hole Tournament)

### 2. Registration Instructions

- An athlete can register for only one of the four levels of play.
- Athletes will be required to provide the total score for all six skills when registering in Level I for the Individual Skills Competition.
- The bunker shot will not be offered as part of the Individual Skills Competition for these Games.

### 3. Sport Uniform/Equipment

- Athletes and partners should wear appropriate golf attire. Jeans and athletic shorts are not permitted.
- Male shirt must be collared (button down or other). Males' bottoms should consist of dress shorts or long dress pants.
- Females dress attire should consist of a collared shirt (button-down or other) and shorts of Bermuda length, long dress pants or skirts of appropriate length.
- Golf spikes are required. The spikes must be of non-metal type (i.e., soft spikes). No heeled shoes will be allowed.
- Athletes will be responsible for all of their personal equipment: golf balls, bags, clubs, tees, etc.



## ***Gymnastics (artistic)***

### 1. Events offered

#### Women's Events (Levels I, II, III and IV)

Vaulting

Uneven Bars

Balance Beam

Floor Exercise

All Around (total of all four event scores)

#### Men's Events (Levels I, II, III and IV)

Floor Exercise

Pommel Horse

Rings

Vaulting

Parallel Bars

Horizontal Bar

All Around (total of all six event scores)

### 2. Registration Instructions

- A gymnast must be in the same level in ALL of his or her events.
- A gymnast may be a specialist (one or more events) or All-Around (all events in that level).
- Level 1, 2, 3 are compulsory routines
- Level 4 routines are optional routines





## ***Gymnastics (rhythmic)***

### 1. Events offered

- Level 1 - Rope, Hoop, Ball, Ribbon, All Around
- Level 2 - Hoop, Ball, Clubs, Ribbon, All Around
- Level 3 - Rope, Ball, Clubs, Ribbon, All Around
- Level 4 - Hoop, Ball, Clubs, Ribbon, All Around

### 2. Registration Instructions

- A gymnast must be in the same level in ALL of her events.
- A gymnast may be a specialist (one or more events) or All-Around (all events in that level).
- Level 1, 2, 3 are compulsory routines.
- Level 4 routines are optional routines. Athletes perform original choreography to music of choice (following FIG guidelines for music).



## **Handball**

### 1. Events Offered

- Team Competition – Male
- Team Competition – Female

### 2. Registration Instruction

- Maximum team size = 12 players + 2 team officials.
- Delegations with more than one team must designate a different Head Coach for each team.

### 3. Sport Uniform/Equipment

- The colors of numbers must contrast with that of uniforms.
- Each team must have two sets of uniforms: a light colored set when designated “home team,” and a dark-colored set when designated “visiting team.”
- The court players for each team must wear identical uniforms.
- The goalkeepers of each team must wear distinctive colors different from the court players of both teams and the opposing goalkeeper.
- It is not permitted to wear any object that could be dangerous to players. Any form of eyewear, face mask or protective head gear is not allowed.
- Players shall be numbered from 1- 99. Each player’s number is unique, meaning the each player will compete with the same uniform number throughout the entire tournament.
- A goalkeeper who also plays the court must have a court player uniform (light and dark) with the same number as his/her goalie uniform.
- The numbers on the back of jersey/shirts must be at least 20cm high.
- The numbers on the front of jersey/shirts must be at least 10cm high.
- The captain of each team may wear an armband approximately 4cm wide. The armband must contrast with the color of his/her jersey/shirt.
- The name of the Program or athlete may also be placed on the back of the athlete’s jersey/shirt.
- The name of the Program may be placed on the front of the jersey/shirt.

### 4. Points of Emphasis – Rules Conditions

- Teams with fewer than seven (7) players to start the game will cause the game to result in forfeiture.
- The leather, women’s size #2 handball with a circumference of 54-56cm and a weight of 325-400 grams will be used at the Games.
- Court surface: Taraflex® elastic floor.
- Match periods: 2 X 20’ (intermission: 10’).
- Ranking: During the group stage matches shall be evaluated as follows:
  - ⇒ each match won = 2 points
  - ⇒ each match drawn = 1 point for each team



⇒ each match lost = no points

## **Judo**

### 1. Events Offered

Individual games for males and females.

The athletes participating in the games shall be divided in categories to fight, according to the criteria set by the SOI.

However, concerning ability, only level 1, level 2 and level 3 are invited.

Males:

Levels 1,2 and 3 : Weight categories „ < 60 kg „ 60 to 66 kg „ 66 to 73 kg „ 73 to 81 kg „ 80 to 90 kg „ 90 to 100 kg „100 kg +

Females:

Levels 1,2 and 3: Weight categories „ < 48 kg „ 48 to 52 kg „ 52 to 57 kg „ 57 to 63 kg „ 63 to 70 kg „ 70 to 78 kg „ 78 kg +

### 2. Registration Instructions

Each athlete is entitled to participate only in one of the categories formed after divisioning as above.

### 3. Official Play Uniform/Equipment

The athletes, during the divisioning and the games, shall wear exclusively white judogi.

The distinction between two athletes playing in a game shall be made by a red and a white belt worn at the waste, provided by the organizer out of a variety of sizes. During their games the athletes shall wear no other belt.

The judogi must be clean and tidy, free of any advertisements or other signs whatsoever.

The organizer may provide each athlete with a bib to be sewed at the proper place at the back of the judogi, by means of the organizer, which then the athlete shall have to bear obligatory. The bib is meant to facilitate distinction both in divisioning and the games.

Females must wear a plain white t-shirt under their judo suit.

Footwear must be worn at all times when off the mat area.

Players are not permitted to wear any object that may cause injury or give an artificial advantage to a player.

### 4. Contest System

Every category formed after the final divisioning shall comprise a maximum of 8 contestants.

Up to 5 contestants of the same category, are to form one pool, and shall play between them according to the round robin system.



6, 7 or 8 contestants of the same category, shall be divided into two pools, namely A and B (3+3, 4+3 or 4+4), having to play in the pool they belong, according to the round robin system. After the end of the fights of both pools, the two winners of each one shall play in the final block, which shall have the form of an elementary knock out, entering the semi-finals according to the x pattern (A1 vs. B2, B1 vs. A2). The winners of the semi-finals shall have to fight for the 1<sup>st</sup> and 2<sup>nd</sup> place. In case two As or two Bs meet at the final, they shall have to compete again and the winner of that fight shall be the 1<sup>st</sup>, disregarding the result of the fight in the pool they initially belonged to.

In case of equivalence between two athletes in a pool (equal number of wins, equal number of points), where and if they are both qualified to occupy one of the three distinguished places (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>), the winner of the fight between them shall prevail in the classification.

In case of equivalence between three athletes in a pool (equal number of wins, equal number of points – cyclic triangle), where and if they are all qualified to occupy one of the three distinguished places, the classification between them shall accord their weight classification, considering only the weigh in of the particular day they are fighting, held just upon arrival at the Sport Hall.

In case a contestant is not able or willing to participate in some contest of any order within a pool, his results so far will be eliminated and shall count neither for him nor for his opponents for the classification of the category. However, the contestant shall participate in the awarding ceremony and receive a prize (other than the ones for the three distinguished places).

## 5. Contest Duration

Generally, the competition rules (Section C.2) of SOI shall be applied.

In particular, the real time allotted for each contest shall be 3 min.

Likewise, the time of the golden score contest, should we come to it, shall be 2 min.



## ***Kayaking***

### 1. Events Offered

Singles Tourist kayak (KT)	KT-1	200m race, 500m race
Doubles Tourist kayak (KT)	KT-2	200m race, 500m race
Unified Sports™ Doubles Tourist kayak (KT)	KT-2	200m race, 500m race

### 2. Registration Instruction

- Athletes may participate in a maximum of two (2) events.
- Athletes must be able to swim 25 meters. A swimming test will be conducted in the open water sea prior to competition. The kayaking swimming test is to take place in Schinias Sailing Academy, on the same date with the Sailing swimming test. Athletes will be allowed to wear Personal Flotation Devices during the swimming test.

### 3. Sport Uniform/Equipment

- Single and double touring kayaks and paddles will be used for all practice and competition sessions. The Games Organizing Committee will supply the kayaks and paddles. Athletes are allowed to use their own paddles
- Personal Flotation Devices (PFD) are required for both practice and competition. Although the Organizing Committee will provide PFD to the participants, athletes can bring their own PFD as well. The PFD must meet local standards for water safety at all times
- Athletes in a double boat should wear uniforms of the same colour and style.

### 4. Points of Emphasis – Rules Conditions

- The International Canoe Federation (ICF) Flatwater Rules will be employed except when they are in conflict with official Special Olympics rules.



## ***Powerlifting***

### 1. Events Offered

Squat  
Bench Press  
Deadlift  
Combined Bench Press and Deadlift  
Combined Squat, Bench Press and Deadlift

### 2. Registration Instructions

- Athletes must be at least 16 years old to be selected to participate in the sport of powerlifting.
- Any athlete competing in the squat should have competed in this event in at least two previous competitions and must have competed in this event during the qualifying competition. All athletes competing in the squat will be evaluated at the 2011 Special Olympics World Summer Games for required competency (proper depth, control and response to official commands) prior to competition.
- The athletes will be required to provide weight in kilograms on the registration form (note: pounds x 2.2046 = kilogram weight of athlete).
- Special considerations (inability to lock out with the weight, any prosthesis, etc.) must be included on the registration form.

### 3. Sport Uniform/Equipment

- Supportive bench press shirts will not be allowed for competition.
- Long pants should not be worn.
- A one-piece lifting suit must be worn by the athlete while competing. A T-shirt must be worn under the one piece lifting suit.
- Footgear
  - ⇒ Long socks (up to the knee) must be worn for the Deadlift.
  - ⇒ Sports type shoes e.g. trainers, powerlifting or weightlifting boots ONLY must be worn. No hiking or work boots allowed.
- All uniform items will be checked at weigh-in and must conform to International Powerlifting Federation standards.



## **Roller Skating**

### 1. Events Offered

Only speed events will be offered at the 2011 Special Olympics World Summer Games.

<b>Category</b>	<b>Events Selection</b>
Category 1	30m straight line, 30m slalom
Category 2	100m race, 300m race, 500m race, 1000m race, 2x100m relay, 2x200m relay, 4x100m relay

### 2. Registration Instructions

- An athlete in Category 2 may enter a maximum of three (3) events including relays.
- Athletes are restricted to participation within one category as outlined above.

### 3. Sport Uniform/Equipment

- Speed skaters - shorts and short-sleeved shirts made of stretchy material, one or two-piece outfits; helmets required (per International Sport Federation regulations), knee and wrist pads optional.
- There should be no midriff type shirts worn for speed events. The skin (stomach) area must be covered.
- Relay teams must wear identical outfits.
- Athletes wearing eyeglasses will need to wear eyeglass straps for practice and competition.
- Skates can be traditional 'quads' (2 sets of 2 wheels on parallel front and back axles, placed under each foot) or 'in-lines' (3, 4 or 5 wheels placed in a single row under the center of each foot).
  - Leather boots are the best choice for competitors.
  - Toe-stops are necessary for speed skating starts.

### 4. Points of Emphasis – Rules Conditions

A wooden floor will be used as the official competition field of play surface.



## **Sailing**

### 1. Events Offered

<b>Level</b>	<b>Event Definition</b>
1	Unified 2-person team. The Special Olympics athlete member of the crew will have complete responsibility of head sail trim.
2	Unified 2-person team. The Special Olympics athlete member of the crew shall control the helm for at least 100% of the race.
3	All team members are Special Olympics athletes with an onboard coach. The athletes have complete control of the boat. The coach can offer verbal assistance. If, for any reason, the coach becomes physically involved with the sailing of the boat, the team must retire from the race and will be scored DNF (did not finish)ll
4	The entire team consists of Special Olympics athletes (no coach will be on board).
5	Special Olympics athletes compete single-handed

### 2. Registration Instructions

- Teams or individual athletes may only register for one level outlined above,
- For all team events, the teams will be comprised of 2 persons.

### 3. Sport Uniform/Equipment

- Each athlete must bring his or her own Personal Flotation Device and shoes with stability and grip on wet surfaces.

### 4. Points of Emphasis

- Please note the following boats will be used for the Games
- 420 for Levels 1, 2, and 4
- Laser Bahia for Level 3
- Laser with a 4,7 sail or smaller or Optimist class for Level 5
- Sailing instructions will be distributed at a later date.





## ***Softball***

### 1. Events Offered

Team Competition – Male  
Team Competition – Female

### 2. Registration Instructions

Maximum roster size = 15

### 3. Sport Uniform/Equipment

- All team uniforms must be alike in color, trim and style.
- Sliding pants must be of uniform solid color.
- Undershirts must be solid colored and must be alike for all team members.
- Catcher must wear a face mask and catcher's helmet.
- All batters and base runners must wear batter's helmet with chin straps.
- Bats, helmets and gloves must be provided by each team.
- No two team members may have identical numbers.
- Numbers must be of contrasting color.
- Numbers should be at least 15.24cm high.
- Numbers of contrasting color must be worn on the back of all uniforms at all times. Players without numbers will be prohibited from playing.
- Shoes must be worn at all times. Official shoes must be made with either canvas or leather uppers – or similar materials. No metal spikes permitted.

### 4. Points of Emphasis – Rules Conditions

- A regulation game shall consist of seven innings. The game will be considered complete if after five full innings of play, one team leads the other by 10 runs or more. The game shall last no longer than one and a half hours.
- The second home plate rule will be used at these Games.



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## **Table Tennis**

### 1. Events Offered

Singles  
Doubles  
Mixed Doubles

### 2. Registration Instructions

- Athletes may participate in all three (3) events.
- Athletes must submit individually the Special Olympics Table Tennis Rating form with registration. The Special Olympics Table Tennis Rating Guidelines will be distributed in the registration packet.

### 3. Sport Uniform/Equipment

- Dress code must comply with International Table Tennis Federation (ITTF) rules.  
Players and coaches must wear approved attire whenever they are in the playing area.
- The players of a team taking part in a team match, and players of the same Delegation forming a doubles pair, shall be dressed uniformly, with the possible exception of socks and shoes.
- Playing attire with a badge or lettering on the front or side must be contained within a total area of 64 sq. cm.
- Playing attire may have numbering or lettering on the back to identify a player.
- Shirts, skirts and shorts cannot be white.
- The ball to be used shall weigh 2.7 grams and be spherical with a diameter of 40mm (1.57 inches). The ball will be white.
- The racket may be of any size, shape or weight but the blade shall be of wood, continuous of even thickness, flat and rigid.



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## **Tennis**

### 1. Events Offered

- Singles
- Doubles
- Mixed Doubles

### 2. Registration Instructions

- Athletes may participate in a maximum of two (2) events.
- All players must complete Form G – Tennis Rating

### 3. Sport Uniform/Equipment

- Each athlete will be responsible for providing his/her own tennis racket and will be required to wear traditional tennis clothing.
- The athlete must wear appropriate tennis shoes. Black sole shoes will not be allowed on the courts. Athletes wearing black sole shoes will not be allowed to compete.

### 4. Points of Emphasis – Rules Conditions

- Short set scoring will be used for this competition. Sets are the 1st player to win 4 games, while leading by 2 games (4-1, 4-2, etc.). A 7-point tiebreak is played at 4-4. Athletes play 2 out of 3 sets, with a 7--point tiebreak played in lieu of a 3rd set.
- The competition will be conducted on outdoor hard courts.



## ***Volleyball***

### 1. Events Offered

- Team Competition – Male
- Team Competition – Female
- Team Competition – Unified Sports®

### 2. Registration Instructions

- Athletes may participate in only one event.
- Maximum roster size = 12 players
- The Volleyball Team Skills Assessment Tests (VSAT) scores must be listed for each type of Traditional and Unified Sports Team Competition. Teams failing to submit a completed VSAT will automatically be placed in the highest skill level for Divisioning.
- Delegations with more than one team must designate a different Head Coach for each team.

### 3. Sport Uniform/Equipment

- The International Volleyball Federation' (FIVB) Rules of Play govern a player's uniform which consists of a jersey/shirt, shorts, socks (the uniform) and sport shoes. Uniforms may be one piece.
- If undergarments (including but not limited to T-shirts, boxer shorts, tights, leotards, body suits, bicycle shorts, sports bras, etc.) are worn in such a way that they are exposed, they will be considered part of the uniform.
- In this case, they must be identical for any team members who wear such a uniform.
- Uniforms must be similar, clean and (except for the Libero) of the same color.
- The Libero player must wear a uniform whose jersey at least must contrast in color with that of the other members of the team. The Libero uniform may have a different design, but it must be numbered like the rest of the team. Any player who plays as a Libero must have the same number when not playing as a Libero. Teams are encouraged to have two (2) sets of jerseys.
- Official uniform numbers are numbers 1-18. The size and placement of numbers shall conform to the standard ruling as listed herein.
- Numbers must be placed in the center of the back. For the front numbers, it is recommended that the top of the number by no more than 12.5cm (5") down from the shoulder seam and that medial edge of the number be no more than 7.5 cm (3") from the midline of the jersey/shirt.



- The numbers must be a different and contrasting color to the jerseys/shirts with a minimum height of 10cm (4") on the front and 15cm (6") on the back. Each uniform jersey/shirt must use the same color and number height for all team members.
- Shoes are considered player equipment and must be light and pliable with rubber or leather soles without heels.
- It is forbidden to wear any object (including but not limited to head gear, jewelry, casts or braces), that may cause an injury or give an artificial advantage to a player, and to wear uniforms of a color different from that of the other players (except for the Libero) and/or without official numbers.
- Exception will be made for religious or medical medallions and flat wedding backs. If worn, they must be removed from chains and taped or sewn under the uniform. The R1 (first referee) for each match has the authority to enforce this rule at each match.
- Padding or covering may be necessary for casts, braces or prosthetic limbs. All such padding must be approved in advance by the Technical Delegate/designee prior to the first competition of the event.
- The name of the Program may be placed on the front of the jersey/shirt. The name of the Program or athlete may also be placed on the back of the athlete's jersey/shirt.
- It is required, that the team captains have on his/her jersey/shirt a stripe of 8x2 cm underlining the number on the chest.

#### 4. Points of Emphasis: Rules of Condition

- Teams with fewer than six (6) players to start the set will cause the set to result in forfeiture.



## 9.10 Protests and Appeals Procedures

Only the Head Coach or designated register Coach can file the protest. The coach must complete the protest form, which will be available in Sports Information Desk in each sports venue. The “Jury”, which includes the Technical Delegate, Sports manager and Head Official of a given sport, shall rule on the protest. Once the sport specific jury has made its decision, the Coach can either accept the ruling or appeal against it to the World Games jury of Appeals. Appeals against the decisions of the Sport-specific Jury are to be submitted within 60 minutes following the decision of the Sport-specific Jury. World Games Jury of Appeals shall consist of representatives of the Games Organizing Committee, representative of SOI, and a member at large (one additional member). All decisions made by the World Games Jury of Appeals shall be final.

There are three main guidelines for what is considered a situation of protests:

- Misinterpretation of sports rules.
- Failure of the referee or judge to apply the correct rule to a given situation.
- Failure to impose the correct penalty for a given violation.

Any protest involving the judgment of the referee or judge shall not be given consideration. Judgment call is not to be protested or appealed.

## 9.11 Technical Delegates and Technical Officials

The Technical Officials are a vital component for the successful staging of the 2011 Special Olympics World Summer Games in Athens and provide their services voluntarily.

Technical Delegates are the key sport advisors for a specific sport and are assigned by Special Olympics International.

Technical Officials are judges and referees divided into: a) International Technical Officials coming from abroad, selected and appointed by SOI and b) National Technical Officials coming from Greece, selected by the GOC in collaboration with the Technical Delegates.

The objective for the Games is to have as high a level of certified and experienced officials as possible, thus demonstrating the highest standard of officiating.

## 9.12 Services at Competition Venues

### **Athletes’ lounges:**

Refreshments will be available in each competition venue. Meals will be served only



at venues where the athletes need to stay at the venue after 14:00. All other athletes will have their lunch at their accommodation. There will also be athletes' entertainment available at every venue to make sure athletes are enjoying themselves, while waiting for their turn to compete.

**Athlete's locker rooms:**

Locker rooms will be available in all competition venues but whether the athletes need to change or arrive dressed ready for the competition falls under the rules/culture of the sport. Athletes' equipment can be stored in the locker rooms; however, there will also be storage rooms offered for sports that require them (e.g. bowling).

**Warm up Areas:**

Controlled warm up areas will be available where necessary. Appropriate practice times will be scheduled depending on the sport (detailed schedule will be announced during competition days).

**Medical Services:**

There will be medical personnel and medical stations at each of the competition venues to assist with the needs of the Delegations and spectators.

**Concessions:**

In every competition venue there will be concession/s that will sell food and beverages for spectators, families and athletes.

**Seating:**

Seating dedicated to Delegations will be available at each competition venue.

**Transportation:**

In order to ensure that athletes, coaches and officials arrive at competition venues on time, there will be transportation connecting (bus services) the accommodation sites with the competition venues.



## Chapter 10: Host Town Program (HTP)

The Host Town Program (HTP) will take place **from June 20<sup>th</sup> to June 24<sup>th</sup> 2011**, four days prior to the Opening Ceremony of the SOWSG ATHENS 2011.

- ✓ Over 180 SO Programs consisting of more than 10,000 people, athletes and official Delegation members, will be hosted throughout Greece in different cities and islands.
- ✓ The Delegations should plan their trip to Greece (in any type of transportation) well in advance so that they arrive in Greece by 20<sup>th</sup> June 2011 afternoon, the latest.
- ✓ It is recommended, where applicable, that the Delegations travel directly to the Host Towns in order to avoid unnecessary additional traveling. The duration of travel to the Host Towns will depend on the point of entry in Greece.
- ✓ The duration of travel between each Host Towns and Athens will be communicated at a later stage, when the transport program will be finalized.
- ✓ Delegations that will arrive at the Athens International Airport (AIA) will be transferred to their Host Towns soon after the completion of the registration formalities at the DWC, accompanied by their DAL(s). Upon arrival at their Host Town, Delegations will be welcomed and assisted by the Local Organizing Committee Volunteers.
- ✓ All Delegations will be accommodated in 1<sup>st</sup> class hotels, most of them located by the sea.
- ✓ The Delegations' schedule concerning the athlete's activities during the HTP, will be organized and run by the Local Organizing Committees (LOC) coordinated and supervised by the GOC HTP department. Every LOC may prepare its own program structure that is related to the local environment and traditions. The LOC will also organize the participation of the athletes in the reception of the "Flame of Hope".
- ✓ The HTP activities' schedule will be communicated to the Delegations before their arrival in Greece.

### 10.1 Purpose of the Host Town Program

- ✓ To offer the opportunity to the athletes and official Delegations' members to



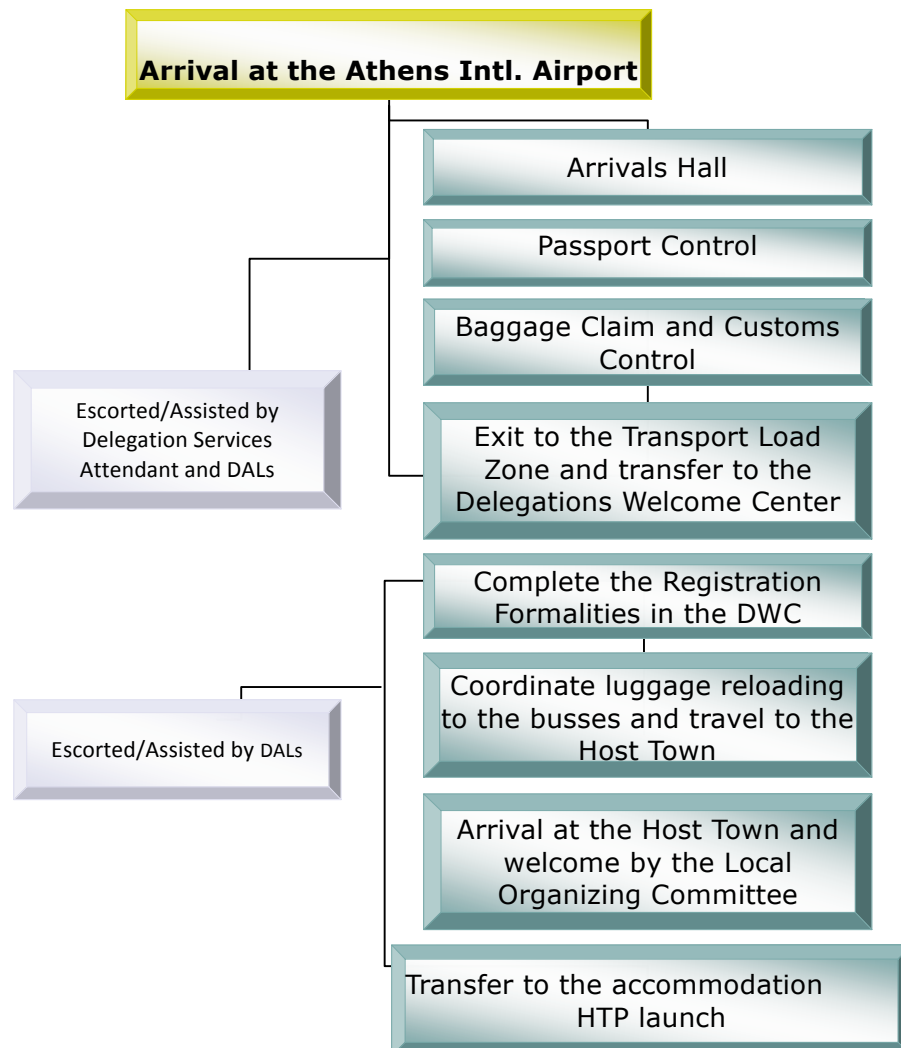


meet the people of Greece and experience their hospitality.

- ✓ To provide a cultural exchange between the local communities and Delegations and familiarize the athletes with the local life, customs and traditions through various educational and entertainment activities.
- ✓ To provide athletes with sufficient time to rest and adjust to the new environment.
- ✓ To provide athletes with the opportunity to practice and train for their sport prior to the Games.
- ✓ To promote public awareness about Special Olympics and intellectual disabilities.

## **10.2 Delegations' Welcome Procedure**

The diagram below shows the movement of the SO Delegations members from their arrival in Greece onward to their Host Town accommodation:



The Delegations will travel to the Host Towns by bus.

Delegations, whose Host Town is on an island, will be transferred to the port of Piraeus by bus, and then by ship to the Host Town.

The Delegations, who will arrive directly to their Host Town, will be welcomed, met and assisted for all the above formalities at the arrival point by the Local Organizing Committee and DALs.

### 10.3 Host Town Assignment

Based on its administrative division, Greece is divided into 13 regions, nine of them on the mainland and four island groups. GOC aims at providing all participating Delegations with the opportunity to learn every aspect of the Greek culture and hospitality. That is why the selected “Host Town” cities and islands are spread all



over the country.



CEFALONIA - ISLAND  
 CORFU - IONIAN ISLAND  
 ZAKYNTHOS - IONIAN ISLAND  
 CHANIA - CRETE ISLAND  
 HERAKLION - CRETE ISLAND  
 LASITHI - CRETE ISLAND  
 RETHYMNON - CRETE ISLAND  
 HYDRA - ISLAND  
 MYCONOS - ISLAND  
 NAXOS - ISLAND  
 SKIATHOS - ISLAND  
 SKOPELOS - ISLAND  
 RHODES - ISLAND  
  
 ALEXANDROUPOLIS  
 ANCIENT OLYMPIA  
 ARACHOVA  
 ARTA  
 ATHENS  
 CHALKIDIKI  
 CHALKIS  
 DELPHI  
 ERATINI  
 ERETRIA  
 FERES  
 GALAXIDI  
 IOANNINA

## 10.4 Policies

- The HTP applies to athletes and official Delegation members only.
- The number of participants in the HTP per Delegation, cannot exceed the quotas set by the SOI for each Special Olympics Program.
- Family members that accompany athletes will be separated on arrival in Greece. In case families want to travel to the Host Town, they will be responsible for all arrangements and costs related to their visit (transportation, accommodation, meals etc).
- The GOC is accountable for the hospitality arrangements and cost, starting from the 20<sup>th</sup> of June 2011. In the case of a Delegation's early arrival in Greece,



(before the 20<sup>th</sup> of June), the GOC will not be responsible for any costs (transportation, accommodation etc.).

- The HTP will ensure the safety, well-being and enjoyment of the Delegations.
- Each and every Host Town is responsible to design its own program for the hosted Delegations following the rules and procedures of the HTP operations manual. The schedule of the program should include plenty of time for rest and sports training.

### **10.5 Services Provided to the Host Town Participating Delegations**

- Meet and Assist on arrival (any point of entry) in Greece.
- Registration formalities at the Delegation Welcome Center before leaving for the Host Town, in case the entry point in Greece is Athens.
- Transportation to the Host Town after their arrival in Greece and from the Host Town to Athens including all transports required during the HTP.
- 1<sup>st</sup> class hotels in two, three or four-bed rooms accommodation including all meals.
- Various entertainment or educational activities such as sightseeing and visits to the archeological sites, participation in local cultural events, local handicraft workshops, etc.
- Provision of sport facilities for athletes' training, wherever is available.
- Escort and assistance to the Delegations during the whole period of the HTP by well trained volunteers.
- Medical services when needed.



## **Chapter 11: Non-Sports Programs and Events**

The Special Olympics founded in 1968 by Eunice Kennedy Shriver, to create a world that is not dominated by those who are excluded but by those who are included.

In addition to competition, Special Olympics strive to provide competing athletes with entertainment, fun, educational and cultural experiences. The goals are to develop an atmosphere of inclusion, integration and learning, highlighting the achievements of the Special Olympics Athletes. Various forms of entertainment, sponsor displays and multi-cultural activities, will be provided to Delegation members as well as to the general public.

### **11.1 Opening and Closing Ceremonies**

The Opening and Closing Ceremonies of the Special Olympics World Summer Games ATHENS 2011 will provide an uplifting and moving experience. The Opening Ceremony will be a celebration of the values and traditions of the Special Olympics movement. It will be a highly entertaining event telling a story based in Greek Mythology.

#### **Venue**

The Ceremonies of the SOWSG ATHENS 2011 will be held in The Kallimarmaron Panathinaikon Stadium in Athens. This breathtakingly beautiful marble stadium was built during the classical period for the Panathenaic Games in honor of the Goddess Athena. It was remade in marble by the Archon Lycurgus in 329 BC and enlarged and renovated by Herodes Atticus in 140 AD. The remnants of the ancient structure were excavated and refurbished, for the revival of the Olympic Games and hosted the first Modern Olympics in 1896.

The Opening Ceremony will be held on the 25<sup>th</sup> of June and the Closing Ceremony on the 4<sup>th</sup> of July.

#### **The Opening Ceremony**

The Opening Ceremony will be an exciting and entertaining 3 hours show. A designated waiting area will be available for the athletes prior to the Ceremony. The athletes will march into the Stadium at the Opening of the Ceremony and then will take their seats on the arena floor and in the first rows of the stadium.

#### **The Closing Ceremony**

The close of the ATHENS 2011 Games will be an event to celebrate the accomplishments of the athletes with officials and spectators. Further advice regarding the final time-table and arrangements for the ceremonies



will be provided to Delegations well in advance of the Games.

## 11.2 The Healthy Athletes Program

The mission of the Healthy Athletes Program is to improve every athlete's health and fitness in order to enhance their ability to train and compete in Special Olympics. During the Games, all athletes will have access to a range of health care professionals who will screen and educate them on a number of topics in each respective discipline.

From June 26 through July 4, 2011, health screenings will be conducted in a welcoming and fun environment and numerous medical professionals and medical students will receive professional and strict Special Olympics training for this initiative. Consequently, more medical professionals will come to understand the health needs and abilities of people with intellectual and developmental disabilities and provide appropriate care in the future.

The Healthy Athletes Program at the SOWSG ATHENS 2011 will comprise six disciplines:

### Optometry (Opening Eyes®)

The mission of Opening Eyes® is to improve the quality of life for millions of individuals diagnosed with intellectual disabilities by optimizing their vision, eye health and visual skills through quality eye care. At Opening Eyes events, Special Olympics athletes receive extensive vision and eye health tests; refraction for those requiring further screening; prescription eyeglasses, if needed; designer sunglasses; prescription protective sports eyewear, if appropriate; and referral for follow-up care.



### Dentistry (Special Smiles®)

Special Smiles® uses dental screenings to increase awareness of the state of athletes' oral health for the athletes themselves, as well as their parents and/or caregivers. At a Special Smiles event, dental professionals provide oral screenings; oral health education and personal prevention products; and individually fitted sports mouth guards, if needed, for those athletes competing in contact or high-risk sports.



### Audiology (Healthy Hearing)

Healthy Hearing provides a screening for the athletes, and notifies them and their coaches if follow-up care is needed. This program also provides corrective (hearing aids) and





preventative (custom swim earplugs) services where possible, and studies the prevalence of hearing loss in athletes competing in Special Olympics events.

### **Physiotherapy (FUN Fitness)**

During a FUNfitness screening, volunteer physical therapists, assistants, and students assess the flexibility and functional strength of Special Olympics athletes' muscles as well as overall balance. The program also provides "take-away" educational materials for Special Olympics athletes and information for families and coaches about the importance of and methods to improve flexibility, functional strength and balance in sports performance and activities of daily living.



### **Health Promotion**

Health Promotion focuses on educating athletes about healthy lifestyles and the facilitation of healthy choices. It offers guidelines on nutrition and exercise, as well as bone health, smoking cessation and sun safety using interactive educational activities and motivational information to encourage behavior change.



### **Podiatry (Fit Feet)**

Many Special Olympics athletes suffer from foot and ankle pain or deformities that impair their performance. Fit Feet will evaluate and screen foot and ankle deformities of athletes and provide education in proper footwear and care of the feet and toes.



## **11.3 The Law Enforcement Torch Run**

### **Scope:**

The Law Enforcement Torch Run is for the Special Olympics movement the largest grass-roots fundraiser and public awareness vehicle. A big number of law enforcement officers carry the Flame of Hope across the nations, raising awareness and funds for Special Olympics. Thousands of people support the runners' efforts. At its most basic level, the Torch Run is an actual running event in Greece and abroad, in which 135 officers and athletes run the "Flame of Hope" to the Opening Ceremony.

**Overview:**

The Final Leg starts when, according to the ancient Olympic tradition, the flame for the Special Olympics World Games is ignited by the rays of the sun opposite the Acropolis in Athens, Greece. This symbolic flame, protected in miner's lamps will travel to 3 important centers of Hellenism, which are linked to the history and culture of Greece. The Law Enforcement Officers, representing their state, province or nation, act as "Guardians of the Flame" and carry the "Flame of Hope" to the Opening Ceremony of the Games.

The countries - cities to which the "Flame of Hope" will travel are:

- ✓ Istanbul, the cultural crossroads between Europe and Asia.
  - ✓ Alexandria, the Egyptian city, where the Greek element flourished.
  - ✓ Cyprus, the island connected to Greece with important historical and cultural ties.
- These three places symbolize the 3 continents surrounding the Mediterranean basin, which was in many aspects the cradle of modern civilization, an area that hosts the Special Olympics Games for the first time.

For Greece, the Host Country of the SOWSG ATHENS 2011, the goal of the Law Enforcement Torch Run is to pass the "Flame of Hope" through as many towns as possible, celebrating and spreading the Special Olympics message through welcoming events organized with the support of the local communities.

**Operational Period:**

The basic operational periods of the Operational Unit of the Law Enforcement Torch Run, are:

Before the Games: June 2, 2011 – June 25, 2011

During the Games: There's a requirement of an Honorary Event for all involved on June 26, 2011

The lighting of the "Flame of Hope" will take place on June 9, 2011, at the Sacred Site of Pnyx, in Athens.

**11.4 2011 Global Youth Activation Summit**

The 2011 Special Olympics Global Youth Activation Summit (GYAS) is a program of youth planned and lead seminars, educational sessions and activities educating, motivating and activating young people with and without intellectual disabilities. Event organizers include Special Olympics International and the Organizing Committee of the Special Olympics World Summer Games ATHENS 2011.

This sixth Global Youth Activation Summit will bring together approximately 200-250 youth leaders from every Special Olympics Region around the world, with the focus of aligning their work with that of the 2011-2015 Special Olympics Strategic Plan. In addition, these youth leaders will discuss ways that Special Olympics can better meet





the needs of today's athletes, and change someone's attitude towards people with intellectual disabilities.

For the first time, the GYAS will expand youth outreach to global youth serving organizations like UNICEF and Leo's Clubs (Lions Club International) whose representatives will participate in the GYAS.

Among the highlights for this week include:

1. **Overview to World Games:** Introductory session that describes the surroundings in Athens and vicinity, impact upon Greece in terms of school enrichment lead-up activity, experiences the GYAS will witness during the week long event and finally the value that these Games will have on the movement's legacy, in particular in Greece.
2. **Welcome Dinner:** An opportunity for the GYAS to greet one another in person for the first time. Serves as a primary session to offer information on the World Games and logistics surrounding the week's activities such as housing, transportation, attire, Games schedule and to reinforce Code of Conduct.
3. **Young People Change the World sessions:** For GYAS participants and selected others, a variety of training sessions will focus on important topics relevant to youth EDUCATE, MOTIVATE and ACTIVATE themes and aligned with SOI's 2015 Strategic Plan. Participants will rely on subject matter experts as well as one another to present information from school and home communities in order to share their best practices, ultimately planning their course for the next 2years of SOI Strategic Plan activation.
4. **Photo and Journalism session:** For selected GYAS and other youth participants, will receive a brief training from experienced peers and other media experts in the art of conducting interviews, taking photographs and then crafting Special Olympics messaging around compelling and inspirational stories of athletes, family members, volunteers and others. These stories and images taken during the World Games, are shared via assorted technology and traditional media sources. Experiences serve as an example of how to continue this practice upon returning home.
5. **School Enrichment Exchange:** GYAS participants will spend some time in activities with local Greek school students who have been involved with the School Enrichment Program these past 9 months. Local students will plan activities that will demonstrate their involvement with Special Olympics, reflect on the highlights and impact on local, state, national, regional or global athletes. This also serves to recognize these outstanding school programs and student leaders. GYAS will have an opportunity to share their



ideas with local youth and create activities to collaborate on following the Games.

6. **Sports Night and Unified Bowling Activities:** These activities will provide a social/learning activity for GYAS as well as other selected invited guests. It is important to encourage participation where all can be “unified” in a simple, fun activity familiar to people around the world.
7. **Global Youth Rally:** Youth leaders will take center stage in this educational, motivational and activation oriented event. Showcasing the event will be young people addressing key issues along with Special Olympics athletes and entertainers. The Rally will be fast-paced with multi-media content designed to connect with youth including the R word, sharing stories/experiences and getting involved.
8. **Webinars:** GYAS and selected others have an opportunity to engage in a real-time discussion and sharing of information and calls to action with other youth around the state, country and the world. Using a basic webcam and desktop PC, a free interactive platform is used to connect all on this learning experience.
9. **Networking and Strategic Planning sessions:** Opportunities will arise during the course of the World Games where selected GYAS will have opportunities for interactions with dignitaries, government officials, SOI Board and others to relate youth goals and share messaging centered on youth activation. These activities, for example, may include VIP receptions, Sports UNITY, Ribbon cutting, Strategic Planning meetings, etc.
10. The participants of the 2011 GYAS will have the unique opportunity to take part in a special session in the Hellenic Parliament and promote their ideas for inclusion, respect and equality for all.

The Organizing Committee of the Special Olympics World Summer Games ATHENS 2011 will be focused on giving the opportunity to the youth leaders to be involved in many activities that will allow them to attain new experiences and develop new ideas but also to engage politicians and authorities to take action for more inclusion and equality.

Upon their return to their nations, the youth leaders will focus on expanding public awareness, volunteerism and ways that youth can be part of the Special Olympics movement by acting on the 2011-2015 Strategic Plan.

**Dates:** from June 25 to July 4, 2011

**Participants:**



All Special Olympics Regions will be represented at the 2011 Special Olympics Global Youth Summit. GYAS participants are selected by the Special Olympics Regions, Programs, Regional staff and alumni of the Global Youth Leaders in a rigorous process under the supervision of Special Olympics International staff.

Ranging in age from 12 to 17 years, GYAS participants are coming as pairs composed of one Special Olympics athlete and one Partner without intellectual disability. Each participant will be uniquely qualified to support the Strategic Plan based on their prior experiences with Special Olympics Programs, with one another and with activation in their home countries. Each pair will have an adult who will serve as a mentor for their supervision.

#### **Goals of the Global Youth Summit:**

The summit will provide a forum where youth participants will acquire and enhance their knowledge and the skills needed to lead themselves, their peers, their schools and their communities forward in promoting effective and safe environments for creating and sustaining positive changes through volunteering and contributing to the improvement of their communities.

Through this experience they will be activated as agents of change – fostering acceptance, respect, dignity and advocacy for all people throughout the world. The three goals of the summit in Athens are:

- 1. EDUCATE - Awareness:** Provide young people with peer-led opportunities and strategies to help them understand the potential and ways to serve as active agents for change in their local, national and global communities.
- 2. MOTIVATE - Attitude:** Energize young people by showing them how their efforts to build communities that accept, respect and advocate with and for persons with intellectual disabilities come together to form a force for change that will be felt and remembered for generations to come.
- 3. ACTIVATE - Action:** Stimulate new approaches for sharing experiences, engaging in Special Olympics Programs and community action and policy change.

#### **Examples of Desired Outcomes:**

- 1. JOIN the “R” word Campaign.**
- 2. VOLUNTEER** to start, lead, and play on Unified Sports teams.
- 3. SHARE** your story; organize solutions to problems confronting inclusive communities.



4. **GIVE** to your local program or developing programs.

## 11.5 Special Olympics Festival and Delegations' Entertainment

### 11.5.1 Special Olympics Festival

During the SOWSG ATHENS 2011, the **Special Olympics Town program** will be combined with the **Special Olympics Festival** for the first time in the history of the Special Olympics Games.

The mission of the Special Olympics Festival is to educate participants and provide services and extracurricular activities for athletes, coaches and Heads of Delegation. Moreover, Special Olympics sponsors will be provided with the opportunity to participate in the Games and showcase their support. While public involvement will be encouraged, the Special Olympics Festival will include activities organized for Delegation members only, such as the cultural festival celebration. The GOC shall provide and will encourage the public and other Games constituents to visit the Special Olympics Festival.

#### **Location:**

The Special Olympics Festival will be located at "Agora", an easily accessible, central location in the OAKA Complex. Inspired by the model of the ancient Greek meeting place, the "Agora" is a vaulted, modular structure of light steel, which runs in an arc along the northern edge of the Common Domain, alongside a dual band of water and trees. Enclosing a pedestrian arcade of some 18.600m<sup>2</sup>, the "Agora" provides a pleasantly shady shelter, with fresh air, for the path and facilities within.

#### **Hours of Operation:**

The Special Olympics Festival will be operational throughout the competition period (June 26<sup>th</sup> –July 3<sup>rd</sup> 2011). The hours of operation for the Special Olympics Festival will be announced at a later stage taking into account the competition schedule, so that the maximum opportunity for participation is provided to all athletes. The Special Olympics Festival will be open at least during the hours of operation of the surrounding Special Olympics venues.

#### **Content and Policy:**

Games sponsors will have the opportunity to showcase their support, while contributing to the entertainment of the Games. Sponsors are encouraged to be creative with their space, ensuring that Special Olympics Festival is an exciting, interactive, stimulating area that will encourage Delegation and public involvement.

Delegations are encouraged to participate in the development of Special Olympics



Festival. The components will be upbeat, interactive and age-appropriate for all athletes. Below are some activities that will be included in the program:

*Arts and crafts, Art exhibits, Arts Events, Cultural activities, Performing arts (theatre, music, dance, narration), Arcade games, Carnival booths, Multicultural, Cross-cultural and Intercultural Games and Activities, Movies Projection, Live media, electronic music and images projects, Installations , Visual arts, Pin trading, Literature arts , Relaxation activities, Photograph/media area*

Athletes will be given priority to all activities in the Special Olympics Festival. If there is a queue, athletes will be escorted to the front of it. In order to constrain traffic to various special events within the Special Olympics Festival, the GOC may sell tickets to the public, whereas Delegations will have the opportunity to attend at no cost.

A Special Olympics Festival guide and schedule will be prepared by the ATHENS 2011 Special Olympics Festival team and be made available to all Games constituents.

### 11.5.2 Delegations' Entertainment

GOC will provide daily and evening entertainment to Delegations, either at the Special Olympics Festival, in the competition venues, or in the Delegations' accommodation venues. Through a wide range of activities, the entertainment will be athlete focused. The aim of the program is to offer the opportunity to Delegations to interact with each other, establishing a cultural exchange. The activities will be recreational, educational, and above all, fun. Various performers will ensure live and interactive entertainment to the athletes.

#### **Location:**

Daily entertainment will be provided at the athlete's lounge, in each competition venue, during the competition schedule. The program will offer extracurricular activities, an area to relax and services for the Delegations members.

Evening entertainment will be provided in the accommodation venues. Delegations will participate in a varied selection of entertainment activities, such as music, dance, theatre, film, art and crafts, pin swapping, music, dancing, arcade games, sports, and much more.

#### **Hours of Operation:**

Daily entertainment: During the day, the entertainment will be operational in conjunction with competition venue hours. The activities will begin half an hour after the start of the competition schedule and will finish half an hour before competition finishing time, in order to allow athletes and coaches to make their way to the buses to return to their accommodation venues.

Evening entertainment: The entertainment program will start after dinner and will last for approximately 2 to 2.5 hours.

**Access:**

Daily and Evening entertainment will be open to Delegations only.

**Content and Policy:**

The objective is to establish a cultural exchange between Delegations through a variety of consistent entertainment in the competition and accommodation venues. At the same time it is important to ensure that entertainment is easily accessible.

Below are listed some of the entertainment activities:

*IT Café, Arts and crafts (Scarf Painting, Bead Jewellery, Badge Making, Stenciled Pictures), Carnival Games: Various Throwing Games, Photo Montage, Badge Swapping, Autograph Wall, Hand Wall, Interactive puppetry, Distorted Mirror Maze, Stage and live entertainment, Gable Wall: Photo and Art Exhibition, Caricatures, Dance floor, Face painting, hair painting, temporary tattoos, Games (bingo, arcade games, table games, and game systems with multiple player capabilities), Karaoke, Live music – bands, Photograph ops, Jigsaw puzzles, Movies, Reading material, Live music bands, Traditional greek nights*

**11.6 Honored Guests Program****All-Star Fans and MVP Fans Program Information**

At the SOWSG ATHENS 2011, two hosting programs for Honored Guests will take place: the **All-Star Fans** and the **MVP Fans** programs.

**All-Star fans**

underway.

The **All-Star Fans** program will bring together a small, very select group of individuals from both Special Olympics and the Games Organizing Committee, providing opportunities for real participation and athlete engagement. Nominations have already been selected for this program, and the invitation process is

The **MVP Fans** program will engage and recognize by region and country the program leaders, dignitaries and supporters whose efforts and commitments are so critical to the expansion and sustainability of our work. This program will provide the tools and resources to the Programs, Regional Offices and SOI Staff to be able to host their guests in Athens. With basic services provided by the Games Organizing Committee, each **MVP Fans** program participant will be directly tied to the Program, Regional Office or SOI Office to deliver an experience that further engages them in the movement.



During the Special Olympics World Summer Games ATHENS 2011, we will be operating two hosting programs for honored guests in Athens – the **All-Star Fans** and the **MVP Fans** programs.



The **All-Star Fans** program will bring together a small group of individuals from both the Special Olympics movement worldwide and the Games Organizing Committee, providing opportunities for real participation and athlete engagement.

The ASF program may include priority Guests from the following categories:

- Royalty
- Head of State and Head of Government
- Government Ministers and Minister-Level Leaders
- National Governors and Senators/Congress
- Vice-Ministers (representing their Head of State or Head of Government)
- Government Ambassadors
- International Non-Governmental Organization Leaders
- SOI International Board of Directors and Leadership
- SOI Former Board of Directors
- International Global Messengers
- International Sport Federation Leaders
- Regional Federation Leaders
- Olympic and Paralympics Leaders
- Presenters-at Games Events beyond Opening and Closing Ceremonies
- Celebrities – Global and Regional Ambassadors
- GOC Board Directors and Leadership
- GOC Former Leaders
- SOI and GOC Corporate Sponsors
- SOI and GOC Individual Donors and Supporters

The **MVP Fans** program will engage and recognize by region and country the program leaders, dignitaries and supporters, whose efforts and commitments are very critical for the expansion and sustainability of our work. This program will provide the tools and resources to the Programs, Regional Offices and SOI Staff to be able to host their guests in Athens.

The **MVP Fans** program may include Guests from the following categories:

- Program Sponsors and Supporters
- Program Leaders – Board Members and President/Chief Executive
- Government Officials – Local Officials and National Officials below Minister Level
- Local Military Officials
- Local and National Celebrities
- National Sport Governing Body Members
- National Education and Sports Leaders

Information regarding the registration process and useful information about their stay in Greece can be found on our website in due time. Please note that both the





All-Star Fans and MVP Fans Programs will have a participation fee that will include hospitality, transportation, materials and tickets to Opening and Closing Ceremonies.

## 11.7 Families Program

Family Services Department is dedicated to provide the Family Members of the Athletes with a pleasant and convenient games experience in addition to an unforgettable stay in Athens. The main aspects of Family Services' actions are: registration management, assistance with accommodation booking, family hospitality and opportunities for establishing networks between the families.

In order to facilitate the service of the Family Members, the Family Services Department has asked each Delegation to appoint a *National Family Coordinator*, who will liaise with the ATHENS 2011 Special Olympics Family Services Department. The role of the National Family Coordinator, apart from assisting Family Members in organizing their trip to Athens, will be crucial in the registration process.

### **Definition of a Family Member:**

A Family Member for the ATHENS 2011 Special Olympics is considered any individual who is related to an athlete participating in the ATHENS 2011 Special Olympics as follows:

1. The husband, wife, partner, child of the athlete
2. A blood relative of the athlete (i.e. mother, father, sibling, grandparent, uncle, aunt, nephew, niece, cousin and a relative related by marriage or a partner of a blood relative)
3. The athlete's legal guardian, foster parent or care giver
4. An individual involved with the athlete in a parenting role

### **Registration of a Family Member:**

Family Members should register in order to receive benefits. The registration process of Family Members started on 1<sup>st</sup> October 2010 and will be completed in early May 2011. Family Members from countries requiring a visa for entering Greece are advised to register as soon as possible, in order to be served in the best possible way.

The registration of Family Members will be done on - line. Family Members will register on- line and their registration form will be marked as 'pending'. The National Family Coordinator will be provided with a password which he/she will use to enter the system and verify the data. Once the registrations are approved by the National Family Coordinator, they will be considered valid and Family Members will be regarded as registered.

Family Members will also have the option to register on-site. However, those registering on-site cannot be guaranteed a Family Welcome Pack.





The benefits of registering as a Family Member are the following:

1. Official Credential that allows access to Family Areas and activities (the credential will be distributed to Family Members in the Family Welcome Center).
2. Free city transportation.
3. A Family Welcome Pack (distributed in the Family Welcome Center).
4. Access to the events for Family Members.
5. Access to the Family Hospitality areas and to reserved seating for Families within the venues.
6. Access to designated parking facilities in the competition venues.

Unregistered Family Members will not have rights to the above-mentioned benefits.

The Deadline for family registration is April 1<sup>st</sup> 2011 for countries that require a visa and May 10<sup>th</sup> 2011 for countries that do not require a visa.

#### **Accommodation of Family Members:**

The ATHENS 2011 GOC will provide a range of 3 star, 4 star and 5 star hotels that can be booked through the ATHENS 2011 official travel agent. More information will be available at the ATHENS 2011 SOWSG webpage. Family Members may use this service to find accommodation, if they wish. It is important to clarify that the accommodation of Family members is at their own expense. The GOC will assist Family members in finding accommodation but will not be responsible for covering the costs.

There will be NO option for a “Host a Family Program” for the Special Olympics World Summer Games ATHENS 2011.

#### **Family Hospitality:**

Family Members will have access to Family Hospitality areas in all venues. These areas (Family Lounges) will be the place where Family Members can meet with other Family Members and with the athletes and gain information about Special Olympics and the Games.

Furthermore, Family Members will have access to Family Center, a place in the city center, where they can have free snacks and beverages and be informed about the Games.

Family Lounges will operate during competition hours, whereas Family Center will operate for at least 8 hours per day.

#### **Family Members Access to Athlete:**

Family Members will have the opportunity to meet the athletes in the Family Lounges in the Competition Venues. In order to facilitate the meetings, Family Members should fill in a meeting request form 24 hours prior to the meeting and hand it in to the staff at the Family Lounge. The “Meeting an Athlete” Request form will be available in all Family Lounges in all Competition Venues. Family Members



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may not accompany the athletes outside the Family Lounge without the presence of the Head Coach or a Delegate.

It is important to mention that Family Members may travel to Host Towns but they will be considered as general spectators and not as part of Delegations. Therefore, they need to make their own transportation and accommodation arrangements.

**Family Members Entertainment:**

As part of the Family Services Department commitment to foster networking between Family Members, special events will be organized to give the opportunity to Family Members to meet with each other. These events will enable Family Members to get together with Family Members from different countries in an enjoyable context. Details about the Family Entertainment will be announced at a later stage.

Additionally, “Family Forum” will be scheduled periodically over the course of the games to allow families to network, learn about family programming ideas from SOI, and contribute to future family enhancements.



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## Chapter 12: Media Operations

### 12.1 Main Media Center (MMC)

MMC is the most sophisticated, non-competition media facility created for any major sporting or news event. Written and Photographic press working in the MMC becomes the arbiters of how well the Games are organized.

During the SOWSG ATHENS 2011, the MMC will be established at the Olympic Stadium in the Athens Olympic Sports Complex, the core of the XXVIII Olympic Games of Athens 2004, as well as one of the main competition venues. Located 10km from the city center, and close enough to all the cultural sites of Athens, the historic center and many recreational and entertainment areas; the complex is easily accessible by metro, suburban rail and buses.

The MMC will be the headquarters of the written, photographic press, as well as broadcasters and the Host Broadcaster, commencing one week prior to the Opening Ceremony of the Games, with 24-hour operations, starting a day ahead of the Games and closing two days after the Closing Ceremony.

Covering an area of 700m<sup>2</sup>, the MMC support facilities and services will include a Media Workroom with carefully planned workstations equipped with computers with Internet access, telephones, fax machines, and results distribution points (pigeonholes), located in viewing areas; a media conference area; a photo area; a catering area; as well a lobby area to serve as help and travel information desk. Dedicated parking spaces will also be available to the media.

To enhance the holistic experience of the ATHENS 2011 Games, daily interviews will be held in the media conference area with well-known athletes, delegates, coaches, as well as celebrities and dignitaries.

The News Services staff, responsible for the provision, circulation and distribution of Games-time facts and data, will be hosted within this area to help the credentialed media make the best possible Games coverage.

The MMC of the SOWSG ATHENS 2011 will be the longest running venue.

### 12.2 Media Services

Media Services oversees some of the essential services provided to the credentialed media by other GOC's Functional Areas such as accommodation, credentialing, food



services, technology and telecommunications requirements.

Media Services will also be responsible for planning, organizing and coordinating all media briefings, media conferences, venue tours (if required), ahead of and during Games-time. In addition, Media services will handle the production, and distribution of all media related documents, including the Media Guide, Media Kits and Newsletters as well as media alerts, sports news from the competition venues and sport specific event previews.

Serving as a liaison point between media representatives and GOC's service providers, Media Services will provide direct advice and help for the Functional Areas to ensure that media needs are understood and met.

### **12.3 Venue Media Operations (VMCs)**

Venue Media Centers' Operation (VMCs) aims at providing the best possible conditions under which credentialed media can successfully cover the ATHENS 2011 Games from the various competition venues.

The size and capacity of the Venue Media Centers will depend upon the venue's capacity, the level of the competition and the expected number of the media. In general, each Venue Media Center, located in a competition complex, will be a smaller version of the MMC providing similar services and facilities, and will include a media workroom, media tribunes and a mixed zone, designed to provide media representatives with easy and convenient access. Dedicated media parking space will be also available. Media conference facilities will be available, if deemed necessary.

Competition results and Games-time information will be provided at the results distribution area (pigeonholes), as well as through the ATHENS 2011 official website. Staffed with a Venue Media Manager, paid staff and volunteers, all well-acquainted with media working patterns, the Venue Media Centers' Operation will ensure that media needs are met and that media facilities and services are consistent with the SOI requirements and previous Games practices.

### **12.4 Documentation**

To ensure first-class coverage of the ATHENS 2011 Special Olympic Games, specialized staff and volunteers at Games-time will be responsible for the collection, provision and distribution of facts, data, news, stories, flash quotes, press conference highlights, and media releases.

A constant flow of information regarding the events, such as programs, start lists, results by sport, (by discipline and by event) will be provided daily to media representatives. Moreover, Interviews and press conferences with athletes, coaches,



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and other dignitaries will be also conducted at the MMC, as well as at the Special Olympics Village.

It is anticipated that all information produced during the SOWSG ATHENS 2011, including a video library of competition footage, and still photographs will also be made available to the non-attending media, as well as other interested parties, through the ATHENS 2011 official website, and will be used to provide the historical record of the Event.



## Appendices



## **Appendix 1: Transport Plan (Map)**



## **Appendix 2: Credential Guide**





## **Appendix 3: Competition Schedule**