



2019 Outdoor Sports Tournament

HANDBOOK

Carroll University, Waukesha, WI | August 2-3



**Special
Olympics**
Wisconsin

2019 Outdoor Sports Tournament Management Team

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Thank you to our Outdoor Sports Tournament State Partners!

The logo for Kwik Trip, featuring the words "KWIK TRIP" in a bold, red, italicized sans-serif font.The logo for WIAC, featuring a red outline of the state of Wisconsin above the letters "WIAC" in a blue, bold, sans-serif font.The logo for Law Enforcement Torch Run for Special Olympics, featuring a stylized yellow and orange torch above the text "LAW ENFORCEMENT TORCH RUN FOR SPECIAL OLYMPICS" in blue and black.The logo for Delta Dental, featuring a white triangle icon above the text "DELTA DENTAL" in white on a black rectangular background.The logo for American Family Insurance, featuring a red roofline above the text "AMERICAN FAMILY INSURANCE" in blue and white on a blue background.

Carroll University

Waukesha County

WIAA Softball Officials

Marquette Dental School

Join us on social media and tag us/tweet during competitions!

Twitter: @sowisconsin

Facebook: [facebook.com/SpecialOlympicsWisconsin](https://www.facebook.com/SpecialOlympicsWisconsin)

Instagram: [instagram.com/sowisconsin](https://www.instagram.com/sowisconsin)

YouTube: [youtube.com.sowisconsin](https://www.youtube.com/sowisconsin)

Check out Flickr afterwards to see photos from the event:

Flickr: [flickr.com/photos/specialolympicswisconsin/](https://www.flickr.com/photos/specialolympicswisconsin/)

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GENERAL SCHEDULE OF EVENTS

FRIDAY, AUGUST 2, 2019		
3:00 p.m. – 7:30 p.m.	Tournament Central	Campus Center Lobby
5:00 p.m. – 7:00 p.m.	Dinner (overnights only)	Campus Center – Main Dining Hall
4:00 p.m. – 7:30 p.m.	Healthy Athletes (Health Promotions)	Campus Center – Rm 124 (1 st floor)
7:45 p.m. – 9:00 p.m.	Souvenir Sales (time subject to change)	Campus Center Ballroom – Rm 214
7:45 p.m. – 9:00 p.m.	Opening Ceremony/Dance	Campus Center Ballroom – Rm 214
SATURDAY, AUGUST 3, 2019		
7:00 a.m. – 9:00 a.m.	Breakfast (overnights only)	Campus Center – Main Dining Hall
7:30 a.m. – 1:00 p.m.	Tournament Central	Schneider Stadium
8:30 a.m. – 1:00 p.m.	Concessions	Schneider Stadium
9:00 a.m.	Tennis	Kilgour Trailblazer Tennis Center
9:00 a.m.	Softball	Saratoga Complex
9:00 a.m.	Bocce	Schneider Stadium
9:00 a.m. – 12:00 p.m.	Fan Zone	Saratoga Complex
9:00 a.m. – 4:00 p.m.	Souvenir Sales (time subject to change)	Dennis Panches Track & Field
9:30 a.m. – 1:30 p.m.	Healthy Athletes (Fit Feet & Special Smiles)	Dennis Panches Track & Field
11:00 a.m. – 1:00 p.m.	Lunch	Sport Venues
1:30 p.m. – 3:00 p.m.	Unified Tennis Skills Clinic	Kilgour Trailblazer Tennis Center

Tournament Central Phone Line: 608-509-4561

Registration Procedures: Representatives from each Agency must report to Tournament Central for registration. We recommend that you register as early as possible to give plenty of time to get to your venue.

Remember to bring the following to registration:

- A. List of scratches
- B. Copies of the housing form (if applicable) – one for TC, one for Carroll Housing

If you have travel problems, health emergencies, or any concerns during the tournament, please call Tournament Central during the scheduled hours.

Lost and Found is located at Tournament Central. Please make sure athletes' clothes are marked clearly with their names and Agency numbers.

DIRECTIONS

Carroll University, 100 N. East Ave., Waukesha, WI 53186

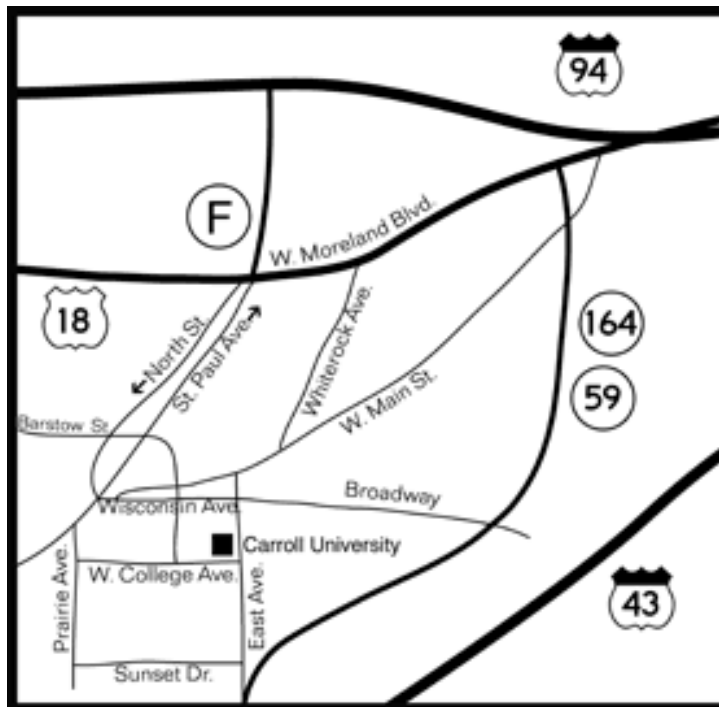
Please note: There is construction throughout Waukesha, including various places on campus. Please allow for extra time in your travel plans.

From 43: Take I-43 to Hwy 164 (Waukesha-Big Bend exit). Exit Hwy 164 north. Proceed north approximately seven miles to Carroll University. DO NOT follow Hwy 164 when it turns right at Hwy 59. Continue north and you will be on East Avenue.

From US-41/45: Merge onto I-94 W via EXIT 38B towards Madison. Proceed past the Hwy 18 Waukesha exit. Exit on Hwy F south (Exit 295). Cross Moreland Boulevard and continue south on Hwy 18 West (North Street) to Barstow Street 2.5 miles south of I-94. Turn left on Barstow Street. Turn left onto Wisconsin Ave. Turn right onto East Ave.

From I-94: Exit on Hwy F south (Exit 295). Cross Moreland Boulevard and continue south on Hwy 18 West (North Street) to Barstow Street which is 2.5 miles south of I-94. Turn left on Barstow Street. Turn left onto Wisconsin Ave. Turn right onto East Ave.

Carroll University to Saratoga Softball Complex: Head south on N. East Ave; turn right onto W. College Ave; turn left onto Sun Prairie Ave; complex will be on the left.



MEAL SCHEDULE & MENU

Please remember that there are many people to serve and a limited number of tables and chairs. Encourage athletes to leave the dining room as soon as they are finished. Be sure trays are removed from tables when finished so that table can be used again as soon as possible. Please be aware that this is a sample menu. Some food items may not be available. Reminder: boxed lunches will be served to all delegates at their respective venues.

SOWI will be offering food and beverage for purchase at the venue sites. Families and friends wishing to eat on site may purchase a variety of food and drinks at the fields on Saturday.

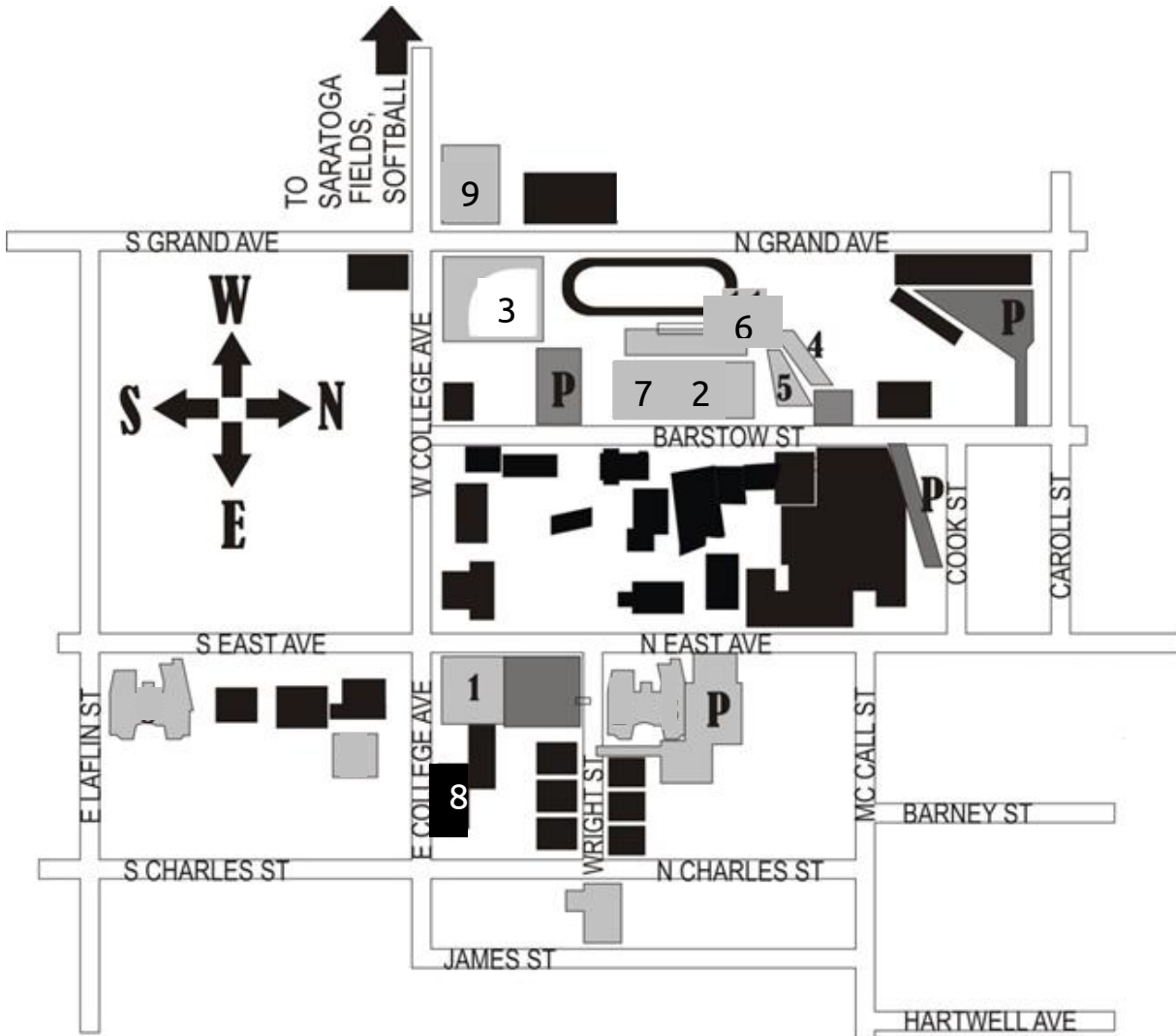
MENU (Subject to Change)

Friday Dinner (overnight only) 5:00 p.m. – 7:00 p.m.
- Baked Chicken - Tortellini Pasta - Cooked Carrots - Salad Bar
Saturday Breakfast (overnight only) 7:00 a.m. – 9:00 a.m.
- Scrambled Eggs - Waffles - Sausage Patties/Links - Oatmeal - Breakfast Fruits & Yogurt
Saturday Lunch 11:00 a.m. – 1:00 p.m.
- Boxed lunches (Ham, Turkey, Roast Beef, and Veggie options)

ID BADGES

ID badges are provided for each registered athlete and coach. **Athletes and coaches must wear ID badges at all times!** ID badges will be used as identification and authorization at dining facilities and sports venues. If an ID badge is lost, broken or becomes unreadable, the coach and athlete should report to Tournament Central. **If you would like a wristband for non-verbal athletes for identification purposes only, please request one at Tournament Central.**

CAMPUS MAP



1. Campus Center – Tournament Central Friday, Dining Hall, Healthy Athletes (Health Promotions – Friday)
 2. BOCCE: Schneider Stadium
 3. SOFTBALL (Division 5): Kilgour Field
 4. TENNIS: Kilgour-Trailblazer Tennis Center
 5. Concessions
 6. Medical, Souvenirs, Healthy Athletes (Fit Feet & Special Smiles – Saturday)
 7. Bocce Awards
 8. Hilger Hall (formerly New Hall)
 9. Pioneer Hall
- P = Parking

GENERAL COMPETITION INFORMATION

Softball Reminders

1. Remind athletes – **No dumping of water coolers will be allowed on the field.**
2. Arrive at least 15 minutes prior to game time to warm up, stretch, hand in line-up cards and to discuss any special game or athlete skills situations with officials. Line-up cards must be submitted to the main tower 10 minutes prior to game.
3. Games will start as scheduled! The home team will be determined by a flip of a coin at the start of each game.
4. Teams not ready to play or lacking a minimum-sized legal team 10 minutes after the official designates starting time will forfeit the game.
5. Amateur Softball Association and Special Olympics, Incorporated rules will govern all SOWI softball competition. Please note: the pitching distance will be 46 feet.
6. ID badges must be worn at all times except during competition. During competition, the coach should collect athlete ID badges.
7. A regulation game shall consist of seven innings or one hour of play. (An equal number of innings will be allowed for each team.)
8. A game tied at the end of seven innings or one hour of play will be continued through an unspecified number of innings until a team is ahead at the end of a full inning.
9. Each half inning will consist of a team's regulation line-up batting order not to exceed 10 batters or three outs, whichever occurs first. Following the batted ball by the last (10th) batter, all players will be allowed to score until a defensive player in possession of the ball touches home plate or makes the third out.
10. **Mercy Rule:** If one team is ahead by 15 runs after two innings, 12 runs after three innings, and 10 runs after four innings, the game will be called.
11. Gloves are required – no player may take the field without a glove. All batting helmets are required to have chin straps.
12. Team uniform tops should be of identical color with contrasting color numbers on the back.
13. No metal cleats may be worn in SOWI softball competition.

14. Only softball bats are to be used for play. Officials will check bats prior to competition. Penalties will be enforced for those not complying after bats have been checked.
15. If time permits, athletes will be introduced before their games. Teams will line up on the third and first baselines, facing the stands. When introduced, each athlete should step forward. (Introductions will be read from the game line-up card.)
16. Results will be posted on bracket sheets located on the Concession Stand.
17. Umpires will not be assisting in any medical situation.
18. Intentional walks must be pitched.
19. Pitch height is 6-12 feet from the ground.

Awards

After the completion of games that determine placing, softball teams should remain at their field to receive awards. If the results of the division aren't complete after your game, please report to the deciding game for the division to receive your awards. Awards for softball will be given out on the fields. Tennis awards will be given out on the courts after the completion of placement games. Bocce awards will be given out at the awards area on the far endzone of the football stadium near the field of play.

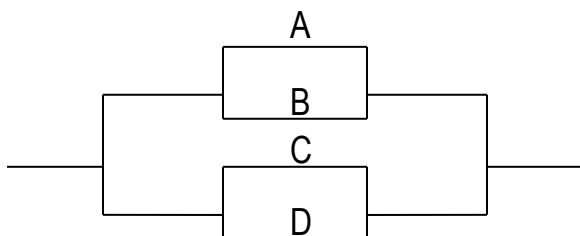
Divisions of Play

All divisions and schedules of play will be given to coaches via the Dropbox. However, in the event of scratches, the final print of schedules and brackets will be distributed via the registration packet you receive at Tournament Central.

Bocce will play in single elimination brackets with consolation.

MODIFIED SINGLE ELIMINATION / CONSOLATION BRACKET

- * Please be aware that there is a possibility of three team divisions. Three team divisions will play a Round Robin format.



FILING PROTESTS AT EVENTS

1. Protests to the games rules committee may only be made concerning games presentation, structure and conduct.
2. Protests to the sports rules committee may only be made concerning competition of athletes within a venue, where within that competition, rulings are determined in regard to the fairness and equality of the competition.
3. All protests must be initiated prior to the presentation of awards.
4. Protests must be presented to the head official of the event immediately in an oral fashion so that the event officials may be made aware of the appeal.
5. The head official may rule on appeals immediately, but if the response of the head official does not resolve the protest, a formal protest may follow.
6. All formal protests must be submitted within a half hour of the event in question.
7. All protests must be made on the specified form.
8. All protests will be brought to the attention of the sports rules committee for final resolution. The decision of this committee shall be final and binding unless this committee concludes that the protest concerns games presentation, structure and/or conduct, at which time the committee will refer the protest to the games rules committee.

OPENING CEREMONY

The Opening Ceremony will be at the Campus Center Friday night at 7:45 p.m. and immediately followed by a dance, open to all attendees. No registration necessary.

SOUVENIRS

Souvenirs by Promotional Designs will be available on Friday, August 2 during Opening Ceremony/Dance as well as on Saturday, August 3, on the Dennis Panches Track and Field. See the General Schedule of Events for the times.

HEALTHY ATHLETES

Special Olympics Healthy Athletes will be offering Fit Feet, Health Promotion, and Special Smiles®. These screenings are free of charge. Healthy Promotions will be held on Friday in the Campus Center – Room 124 from 4:00 p.m. – 7:30 p.m.

Fit Feet and Special Smiles will be held on Saturday at the Dennis Panches Track & Field (behind the bleachers of the bocce venue) from 9:30 a.m. – 1:30 p.m. When you have a break from the action, come cool off in the air conditioned tent and enjoy these free screenings!

There will be a remote Special Smiles® screening at Saratoga Softball Complex on Saturday from 9:30 a.m. – 12:00 p.m. See the Healthy Athletes information flyer in your coaches' packet for more details on each discipline and free giveaways.

Wisconsin Board for People with Developmental Disabilities

The Wisconsin Board for People with Developmental Disabilities was established to advocate on behalf of individuals with developmental disabilities, foster welcoming and inclusive communities, and improve the disability service system. The Board's mission is to help people with developmental disabilities become independent, productive, and included in all facets of community life. If you would like to find out more stop by the information table on **Saturday August 3 11:00 a.m. – 4:00 p.m.** by the first aid tent and meet Jeremy Gundlach! For more information, contact Jeremy Gundlach at (608) 266-7826 or Jeremy.Gundlach@wisconsin.gov.

STATE COMPETITIONS – PRESS RELEASES

Please contact the Special Olympics Wisconsin Marketing and Communications Department to have a press release distributed to your local media for your Agency or athlete(s) at (608) 442-5675 or tjaime@specialolympicswisconsin.org.

Enjoy your experience at the Outdoor Sports Tournament? Share your story with us by e-mailing tjaime@specialolympicswisconsin.org or submit a letter to the editor of your local paper.

SPOKESPERSON TIPS

We are all Special Olympics Wisconsin spokespersons! Here are a few tips to prepare you to be in the spotlight.

As a spokesperson:

- Relax and speak “from the heart.” Be warm and genuine; don’t be afraid to show your personality.
- State the most important information first.
- Without using athlete last names, share a specific example of how Special Olympics Wisconsin has made a difference for an athlete’s life.
- EVERYTHING you say to reporters is on the record!
- Never say anything that is untrue or that you cannot be 100% sure about. If you don’t know the answer, just say so!
- Never say, “No Comment.” You lose an opportunity to say something. Bring it back to your message by saying, “I don’t know the answer to that question, but I do know...” or, “What I’m really here to talk about today is...”
- Don’t look at the camera when being interviewed, address the interviewer.
- Reference our language guidelines for appropriate terms for our athletes.
- Reference our talking points for background information about Special Olympics.

If you are asked to speak with a reporter -- before, during or after the event -- and are not interested or unavailable, it's OK to say, "No, thank you." The PR team wants volunteers to feel comfortable, so another spokesperson will be identified.

Please refer media questions to Tommy Jaime at (608) 442-5675.

HOUSING INFORMATION

Housing: All athletes, coaches and chaperones will be housed in Hilger Hall (previously New Hall), Pioneer Hall, or Frontier Hall on the Carroll campus.

Coed Housing: Agencies will be assigned a block of rooms. Coaches and chaperones will be responsible for room assignments. Housing is coed by floor, not by room.

Security: Dorms will be locked at all hours; you must use a swipe card to access. This is for the safety of all. Please do not prop the outside doors open at night.

Swipe Cards: There will be no individual rooms keys this year; just swipe cards. Swipe cards will be distributed by university staff to coaches and chaperones at check-in. Swipe cards will also be needed for meals. Fee for lost swipe cards is approximately \$20.00 and the fee for lost keys is approximately \$200.00, charged to the Agency.

DO NOT LOSE!

Linens: Two sheets, blankets, pillow, pillowcase, and towel will be provided for everyone staying on campus. Athletes, coaches and chaperones **must provide their own personal items. Agencies will be charged for lost or damaged linens.**

Lounges: Lounges are only available on the first floor of each dorm.

Communication: Rooms do not have phones, but there are phones in the hallways of dorms that can be used. Must dial 9-1 followed by the area code and phone number to call out. There will be wireless internet available in each residence hall and the campus center. Guests will need to create a guest log-in each day.

Air Conditioning/Fans: All halls have air conditioning. It is permissible to bring fans.

Room Doors: If you lock your door on the inside and then leave, the door remains locked!

Phone Numbers: Duty Number for Residence Life Staff: 262-408-3146
 Public Safety Number: 262-524-7300

Carroll University is a TOBACCO-FREE campus. There is no smoking on the grounds, including sports venues.

University Safety Polices

The following behaviors are considered life-threatening and will result in guests being asked to leave the residence halls:

- ✓ Possessing, using or selling marijuana, narcotics or other dangerous drugs
- ✓ Tampering with fire equipment, e.g. fire alarms and extinguishers
- ✓ Tampering with the security system or elevators
- ✓ Shooting off firecrackers, fireworks or firearms
- ✓ Throwing or dropping objects out windows and off balconies, sundecks or roofs

University Housing tries to ensure an environment where the rights and safety of persons living in the residence halls are maintained and damage to property is prevented.

Check-Out Procedures

Check-out time is from 8 a.m. – 3:00 p.m. on Saturday. Please return all swipe cards to the Campus Center Information Desk. If people from your agency wish to shower after competition on Saturday, please wait to check out until then by letting the front desk know of your plan. Leave linens in the rooms. Please **double check** rooms for items left behind.

Tornado Warning

- A Tornado Warning means that a tornado has been sighted in the area. The emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area.
- When warning sirens sound, see inside shelter, preferably in a basement or below-ground evacuation location. A steel-framed or reinforced concrete building provides some shelter protection.
- In multi-story buildings, seek shelter in an interior hallway on a lower floor. Stay away from outside walls and glass windows or partitions.

SAFETY AND FIRE PROCEDURES

If you discover a fire:

1. Sound the alarm and leave the building by the nearest exit.
2. Call the Fire Department by dialing 911. Give as much information as you can to the dispatcher. Do not hang up until the dispatcher tells you to.
3. Do no attempt to put out fires or rescue others unless you can do so safely.
4. If there is smoke in the room drop to the floor and stay low. Smoke inhalation is often fatal. Feel the doorknob before opening the door. If hot, do not open the door. If cool, brace against the door and open slowly. If heat or heavy smoke is present, close the door and remain in the room.

If you cannot leave your room or exit safely:

1. Remain calm. The room is designed to withstand fire for long periods of time. Seal up the cracks around the door using wet sheets, towels or clothing to prevent smoke entering the room.
2. Hang an object out of the window (sheet, jacket, or shirt) to attract the attention of the Fire Department.
3. Stay near the window and low to the ground. A wet cloth will aid in breathing if smoke is in the room.

If you can leave your room:

1. Take a wet cloth for your face to aid in breathing if you run into smoke.
2. Close the door behind you and take your keys.
3. Proceed to the nearest exit. Do not use the elevator to avoid becoming trapped. If the exit is blocked with smoke or fire, proceed to another exit. Keep low to the ground if smoke is present. Cover face with a wet cloth and take short breaths of air.
4. Stand clear of building after evacuation and follow the directions of fire, police and residence hall personnel. Never re-enter a burning building.

MEDICAL INFORMATION

Coaches and chaperones are responsible for bringing updated medical information or a photocopy of the most current Special Olympics Wisconsin medical form. This information is to be provided by the coach if the athlete is sent to the hospital. The hospital must have this information before they can provide any service. Coaches and chaperones must be familiar with the medical condition/medication of their athletes prior to arriving at the Outdoor Sports Tournament. We suggest coaches send a memo to parents requesting any updated medical information to supplement their athlete's medical form. Please make sure that the information on file regarding the athlete's medical condition, medications and physician's name and telephone numbers is current. **It is recommended that coaches and chaperones should have athlete's medical information with them at ALL times.**

Medication

If you have athletes who are on medication, it is essential that you know what the medication is, how much is to be taken in each dosage and when it is to be taken. Many Agencies request that parents divide medication for each time it is to be taken and seal it in envelopes with all the vital information (name, number of pills, kind of medication, when it is to be take, etc.) written on the envelope. Remember that during travel time all medication should be kept with the chaperone or the athlete – not packed in a suitcase!

Medical Service

Special Olympics Wisconsin Medical Committee volunteers will be located in the dorms, and at each event site. They can be identified by red shirts with the word "Medical" printed on them. They are equipped to handle emergency medical problems. In order to provide the best care to athletes, coaches need to have a copy of the medical form for each athlete in their care at all times during the tournament. The main medical location is the camper located next to Schneider Stadium. It is important that you survey the area you are in for the medical station nearest to you. If language is an issue and you are the translator, be sure to stay with the athlete.

If the medical problem is serious, the athlete will be transported by car or ambulance to the local hospital. An adult 18 years of age or older who is familiar with the athlete must accompany him/her. The coach is responsible for providing a copy of the athlete's Special Olympics Medical Form and sending it with the athlete to the hospital.

The final overnight emergency locations will be published in your coaches' registration packets.

Medical Volunteer Cell Phone Numbers

Main medical #: (715) 204-9114

Michael Clark, SOWI Medical Director: (715) 218-5774

If confronted with a seizure:

1. Stay calm. Do not leave the athlete alone – send someone for help.
2. Protect the athlete from injury by involuntary muscle movements.
3. Do not put anything in the athlete's mouth.

Medical Responsibilities

SOWI recruits medical volunteers to respond to accidents and injuries that occur on the field of competition and at tournament events.

It has come to the attention of SOWI that in the past, medical volunteers have been asked to perform medical procedures that go beyond their intended purpose. Medical volunteers must not be asked to assist with an athlete's medical needs regarding distribution of meds, colostomy, catheter, etc. Athletes in need of such assistance must have a trained coach or chaperone who can attend to those medical needs, or must take them to a hospital for care.

Important Note About Illness

If you, a coach or an athlete with your delegation is sick, or has recently (within seven days) been sick with flu-like symptoms (fever with coach, sore throat, runny/stuffy nose, body aches), please ask them to stay home. We know this is a difficult decision to make, but it is for the safety of everyone that attends the State Outdoor Sports Tournament. If you have any questions about the health of your or your athletes please contact Michael Clark, MD either at (715) 218-5774 or mclark911@gmail.com.

Please practice thorough hand washing and other sanitary measures throughout the duration of the Games to help prevent the spread of germs.

COMPETITION WEATHER CONTINGENCY PLANS

Hot Weather Safety

The two main factors to consider for hot weather safety are the current temperature and percent relative humidity. Decisions to delay, postpone, reduce, or cancel competition will be based on the Apparent Heat Index (see chart provided by Oceanic and Atmospheric Administration). In addition, tournament/meet managers should take into consideration the exposure of participants to full sunlight, which can increase Apparent Heat Index values by up to 15 degrees Fahrenheit. Participant (athlete, coach, volunteer, etc.) safety is the number one concern when determining course of action to follow.

1. **Apparent Heat Index 90-99 F** - Events will proceed with caution. Staff will take measures to ensure the safety of the athletes is taken into consideration and will allow for extra rest, hydration, etc. Event staff may choose to shorten or postpone games depending on factors such as access to shade or air conditioning nearby, length of activity, availability of water, amount of rest, condition of participants, etc.
2. **Apparent Heat Index of 99-104 F** - Competition will be reduced to accommodate participant safety (i.e. Length of an official game will be shortened, number of events or games played reduced, etc.). Events staff may cancel or postpone games depending on additional factors such as access to shade or air conditioning nearby, length of activity, availability of water, amount of rest, condition of participants, etc.
3. **Apparent Heat Index 105 F or above** - Competition will be postponed until the Apparent Heat Index drops below 105 F, or if time will not allow a postponement, competition will be cancelled.

Resumption of Activities: The Games Management Team and the SOWI Staff will determine resumption of competition and the new schedules. (Please review the suggested Contingency Plans for problems caused by inclement and/or severe weather situations.)

Team Sports Procedures for Reduced Games (if needed)

Softball and Bocce – If the length of games is reduced, GMT shall reduce the time at which no new inning (Softball) or frame (Bocce) shall begin. An equal number of innings or frames will be allowed for the losing team. If possible, reduce an equal number of games played by each team in order to compensate for tiebreak procedures. *Example: in softball the current rule states “no new inning is allowed to begin after the 55th minute of play”. If weather conditions cause a reduction in playing time, then the GMT may implement a tournament modification in order to complete the tournament in the time allowed by informing teams and officials that no new inning of play will begin after the 40th minute of play.*

Tennis – The number of games played per set may be reduced. In the event of severe weather, the tennis competition will be moved indoors, if available.

SEVERE WEATHER

Officials, the tournament management committee and the tournament rules committee will monitor weather conditions and determine if any conditions are severe enough to stop competition. If competition is suspended, games will be delayed. As dangerous conditions subside, games will resume from the point where play was stopped.

1. In the case of delays, announcements will be made regarding restart times, weather updates, etc.
2. Any adjusted game times will be posted at Tournament Central and at the dorms.

Any extremely long delays or the complete loss of game times on Saturday will result in a possible restructuring of games, game times, game lengths, etc. Any decisions will be announced at the diamonds, and posted at Tournament Central. **Any alterations or delays in the tournament format and games are made by the tournament management committee in the best interest of athletes' health and safety and in the spirit of competition.**

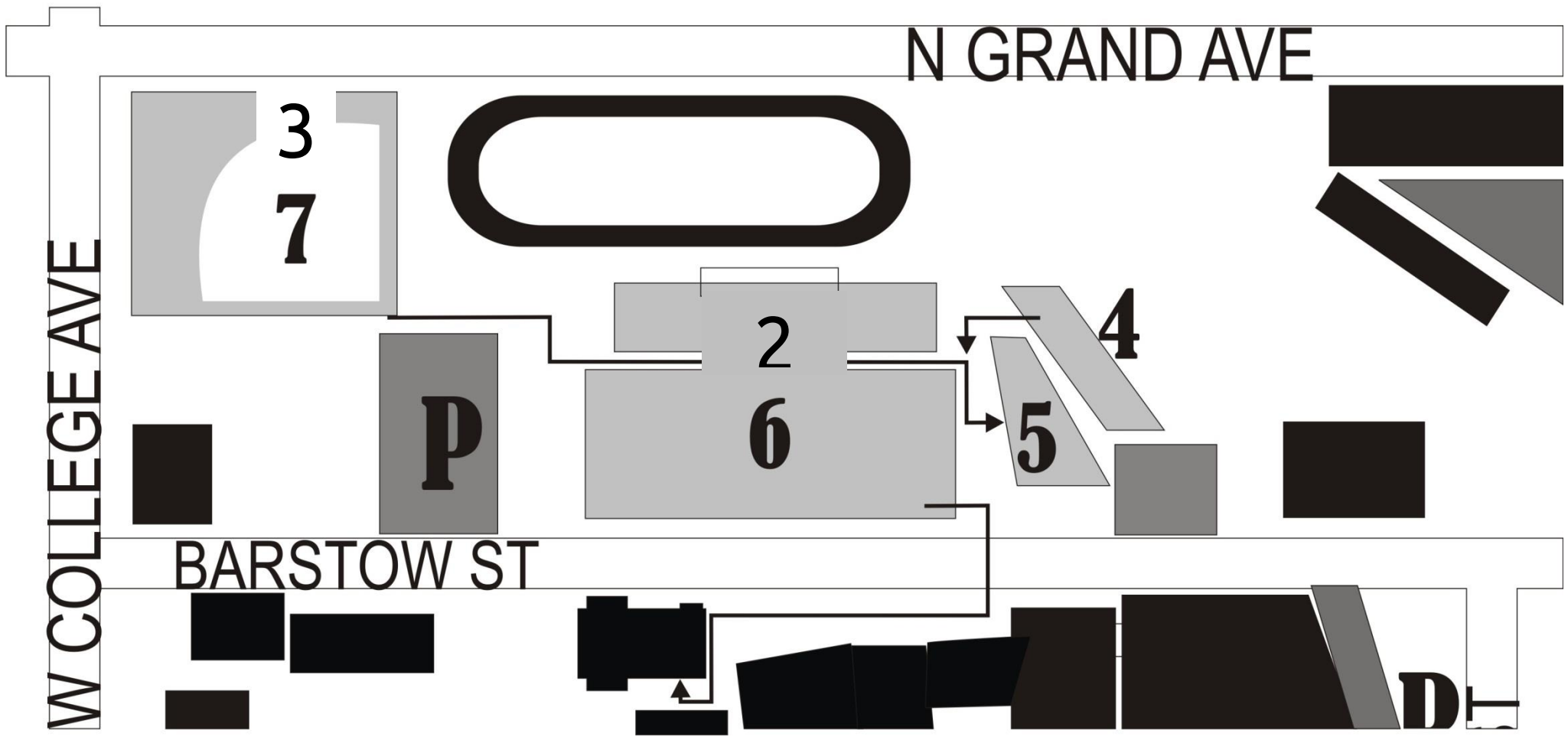
The following weather conditions will merit the indicated actions:

1. Rain With No Severe Conditions: No evacuation
2. Severe Thunderstorm Watch: Competition continues and weather is monitored
3. Tornado Watch: Competition continues and weather is monitored
4. Severe Thunderstorm Imminent: Evacuation from softball to agency housing or the Campus Center. Evacuation from tennis to the Quad/Graphics Team Center, Evacuation from bocce to Shattuck Auditorium when a storm is 30 minutes away.
5. Severe Thunderstorm Warning: Evacuation to Quad/Graphics Team Center, Campus dorms and Shattuck Auditorium upon issue of warning.
6. Tornado Warning: Evacuation to Quad/Graphics Team Center, Campus dorms and Shattuck Auditorium upon issue of warning.

Severe Thunderstorm (imminent) is defined as a thunderstorm with high cloud-to-ground lightning activity, sustained winds in excess of 30 mph, or hail of ¼ inch or greater within 30 minutes if the area. Storm position information will be monitored by radio spotters and the U.S. Weather Bureau Radar.

The Competition Director and the Outdoor Sports Tournament Competition venue coordinators will decide when to resume competition or return to Carroll University from the designated evacuation sites.

OST EMERGENCY EVACUATION ROUTES



COACHES/CHAPERONES RESPONSIBILITIES

Coaches and chaperones coming to the State Outdoor Sports Tournament must accept and carry out the following:

- I. Provide for the general welfare, safety, health and well-being of each Special Olympics athlete in your charge.
 - A. Make sure your athletes are properly attired for prevailing weather conditions.
 - B. Make sure your athletes are assembled at the proper time and place for the ceremonies and competition events.
- II. Be thoroughly familiar with all of the information in this handbook.
- III. Provide the following specific services to each athlete in your care:
 - A. Supervision 24 hours a day, in cooperation with the other chaperones in your delegation.
 - B. Assistance in accounting for luggage and personal items at all times.
 - C. Assistance in getting to meals during scheduled times.
 - D. Assistance in reporting to competition areas at the proper times.
 - E. Assistance in taking full advantage of clinics and other events.
 - F. Making sure prescribed medications are taken at the proper times.
- IV. Dress and act at all times in a manner which will be a credit to Special Olympics and your delegation.
- V. Report all emergencies to appropriate authorities after taking immediate action to ensure the health and safety of athletes.
- VI. Be aware of the location of the nearest medical service personnel.
- VII. Contact Brittany Hoegh at the state office prior to arrival at the games at (608) 442-5683 if any Agency requires special arrangements for physically handicapped participants or special diets.
- VIII. Be aware that the following are strictly prohibited anywhere within the Carroll Campus:
 - A. **NO SMOKING. Carroll University is a tobacco-free campus. THERE IS NO SMOKING ON THE GROUNDS, INCLUDING SPORTS VENUES.**
 - B. The possession or use without a physician's prescription of any drugs defined as a "regulated drug" (including any narcotic, depressant, stimulant or hallucinogenic drug).
 - C. The possession or use of candles, lanterns, firearms, volatile solutions, explosives, fireworks or other dangerous materials.
 - D. The consumption of alcoholic beverages.

Any violations of the above will result in the immediate expulsion from the State Outdoor Sports Tournament.