



SPECIAL OLYMPICS ALPINE SKIING

Sport Management Team Guide

Part of the Special Olympics Sports Management System

First Edition

November 1994

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Team Approach to Sports Management

The phrase "Together We Win!" was chosen as the rallying slogan for the Special Olympics 25th Anniversary celebrations. It is this focus on teamwork that has enabled Special Olympics to become a highly visible and recognized worldwide sports movement. Applying a team approach to the development of new sports resources is the key to enhancing the opportunities offered to our athletes and coaches.

Sport Directors and Sport Management Teams

Chapter sports staff are responsible for developing training and competition opportunities in all the sports available. An incredible task! To help them, they have traditionally recruited a "Sport Director" in each sport to provide resource support and technical expertise. Although Sport Directors play a valuable role in many Chapter programs, this type of support structure is no longer sufficient to drive a Special Olympics sport program that is becoming more complex and challenging every year.

In the future, the most successful Chapters will be those which expand their sport-specific support structure to include functional Sport Management Teams. These Sport Management Teams will include specially trained volunteers possessing diverse expertise in sport and in Special Olympics.

Objectives

Under the direction of the Chapter staff and the Sport Director, a Sport Management Team (SMT) for each sport would work year-round to accomplish the following.

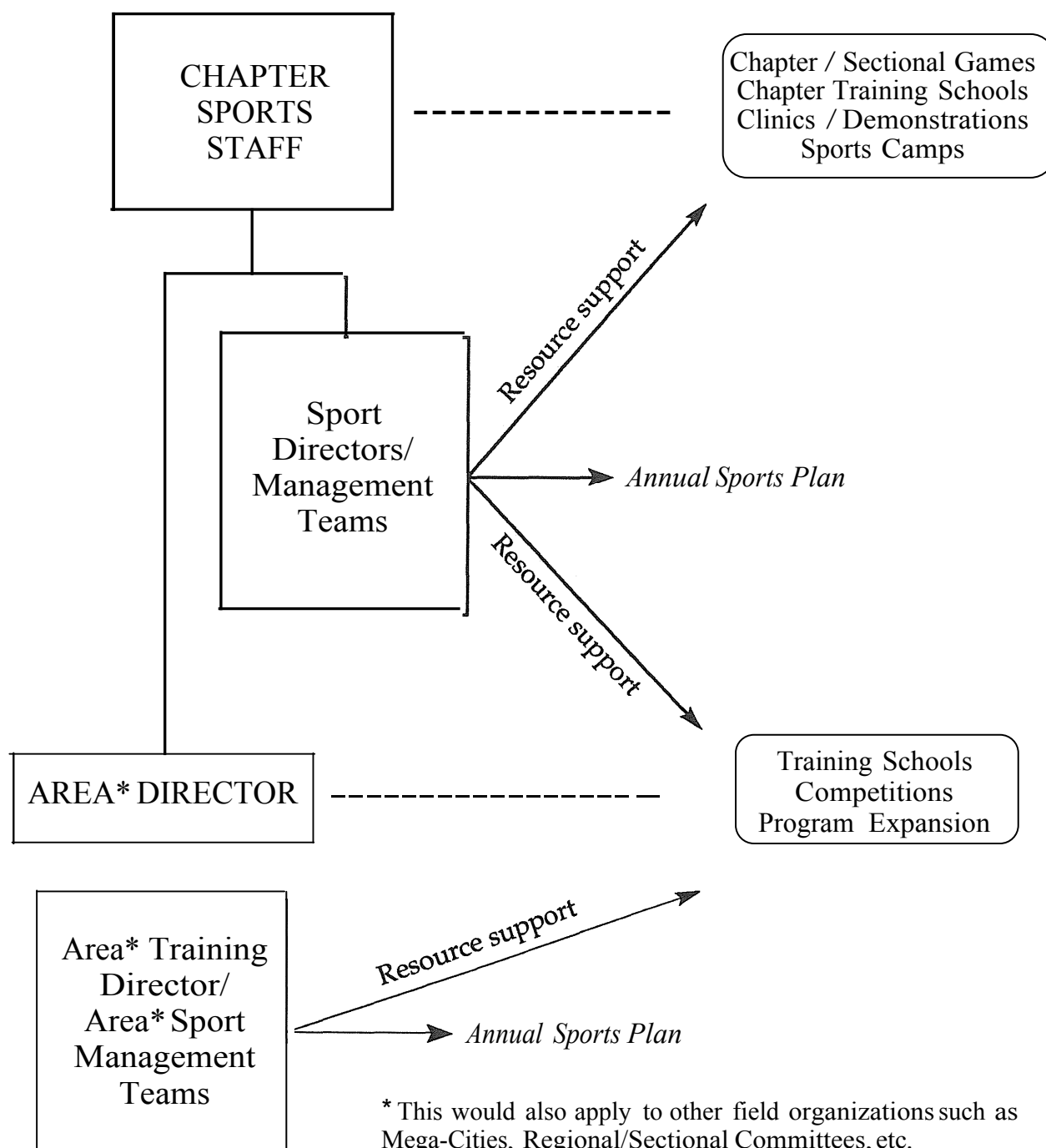
- Assess program needs and develop an annual sport plan.
- Provide technical support for Chapter-level competitions and, whenever possible, for competitions at the Area and Local levels.
- Provide the technical instructors for coaches' and athletes' training schools and other coach or athlete training programs.
- Support Area and Local programs in their efforts to identify, recruit, and train sport-specific resources.
- Develop strong relationships between Special Olympics and other NGB-recognized organizations.





Program Support

A Chapter Sport Management Team provides sport-specific technical expertise and resource support for Chapter-level training and competition and, whenever possible, for Area or Local competition and training programs.

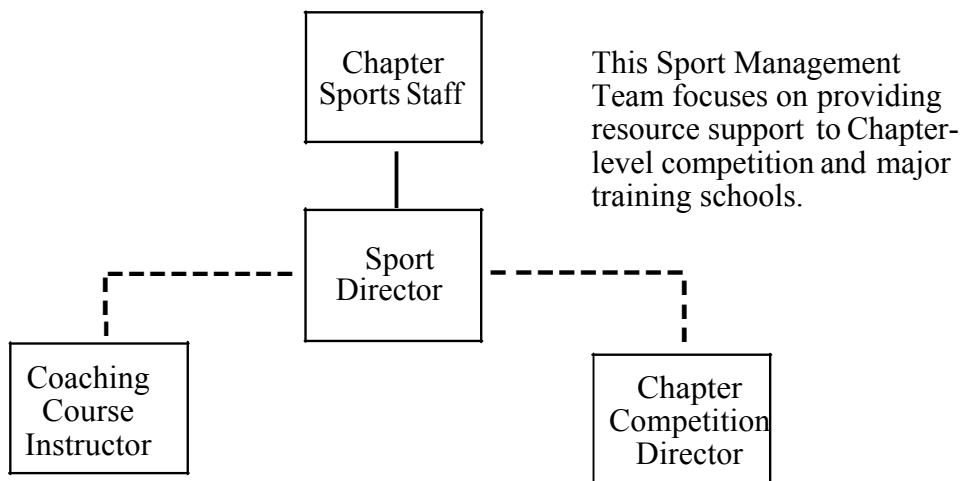




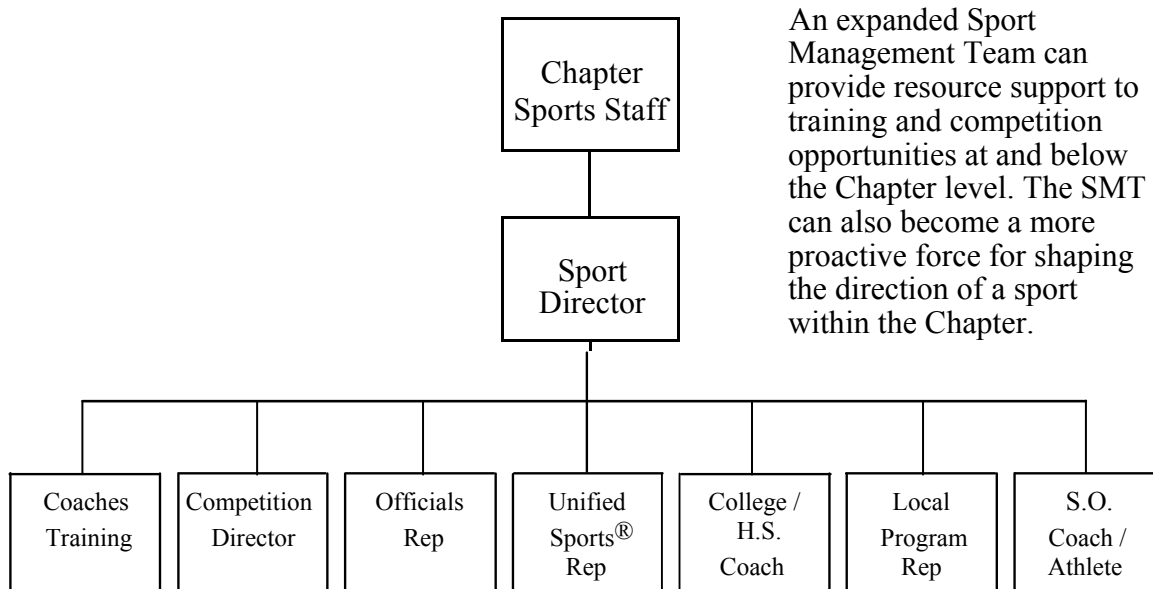
Structuring a Sport Management Team

Below are examples of two levels of a sport-specific Sport Management Team.

Level 1



Level 2





The Sport Management Team

Sample Job Descriptions

Besides including people with the following expertise, it is equally important to have geographic representation across the state.

Coaches Training Coordinator

- Conducts at least one Coaches Training School each season.
- Advises and trains other instructors.

Competition Director

- Serves as the Technical Director for the Chapter competition.
- Assists in the recruitment and training of Area and Sectional Competition Directors.

Officials Representative

- Recruits and trains officials for Area, Sectional, and Chapter competitions.
- Reviews and proposes ideas for rules changes.

Unified Sports® Representative

- Assists in developing Unified Sports® culminating competitions.
- Assists in conducting Unified Sports® training for coaches.

College, High School, or Club Representative

- Conducts a college, high school, or club partnership program.
- Develops statewide involvement with colleges, high schools, and/or clubs.

Local Program Families Representative

- Provides information from the Local Special Olympics program's perspective in designing appropriate training and competition opportunities. This information would include budget, logistics, parental support, etc.
- Provides an excellent opportunity for family involvement.

Special Olympics Coach

- Provides input from a coach's perspective in the training and competition needs of athletes.

Special Olympics Athlete

- Provides input from an athlete's perspective.
- Serves as an Athlete for Outreach at sports functions.





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October 2008



Table of Contents

INTRODUCTION	7-14
Managing a Special Olympics Alpine Skiing Competition.....	7
Alpine Skiing Competition Management Team	8-13
Official Events	14
COMPETITION	15-47
Competition Event Layouts	16
Competition Venue Checklist.....	17
Course Specifications (<i>Course Setting Information</i>)	18-22
Competition Safety Considerations	23
Incident Report Form.....	24-25
Athlete Roster and Disciplines.....	26
Divisioning.....	27-28
Assessor Cards	29
Team Captains' Meeting Agenda	30-31
Guidelines for Officials.....	32
Staging and Event Flow	33-34
Event Program	35
Course Setting Information.....	36
Start Orders by Division (<i>Timing and Awards</i>)	37
Record Sheets (<i>Start/Finish Electric Time; Timing Cards; Start/Finish Time</i>)	38-40
Referee Report	41
Gate Judge Cards	42
Protest Form.....	43
Jury Decision Form.....	44
Awards Presentations.....	45
Competition Evaluation Checklist	46-47
ALPINE SKIING VOLUNTEER COACH COURSE	48-62
Part I: Classroom Session	51-53
Part II: Activity Sessions	54-55
Part III: Special Olympics Athletes Training Session	56
Part IV: Classroom Wrap-up Session	57





Managing a Special Olympics Alpine Skiing Competition

Thank you for volunteering to be a member of the Alpine Skiing Competition Management Team. Your time and energy are greatly appreciated. Conducting a successful Special Olympics competition is truly a challenge that takes dedication and a lot of hard work. The results can be one of the most satisfying experiences in sports.

As a member of the Alpine Skiing Competition Management Team, you are responsible for conducting an event that will meet a number of challenging goals. The objectives of the organization and execution of the venue are:

- Alpine Skiing Competition Management Team that is qualified, committed, organized, and prepared
- Race courses that are legal, safe, consistent, uniform from one race venue (ability level) to another
- Competitors who are properly trained, assessed, and divisioned
- Timing that is accurate and promptly posted
- Documentation that is according to specifications, accurate and timely
- Rules that are followed by all athletes, coaches, and race workers; in accordance with FIS and Special Olympics
- Races that start on time, follow the schedule, and are fair

The Competition Management Team Guide provides the fundamental technical information needed to achieve these goals. Committees involved with large, Chapter-level competitions may need to expand some of this information. The basic principals, however, should remain the same for any level of competition.

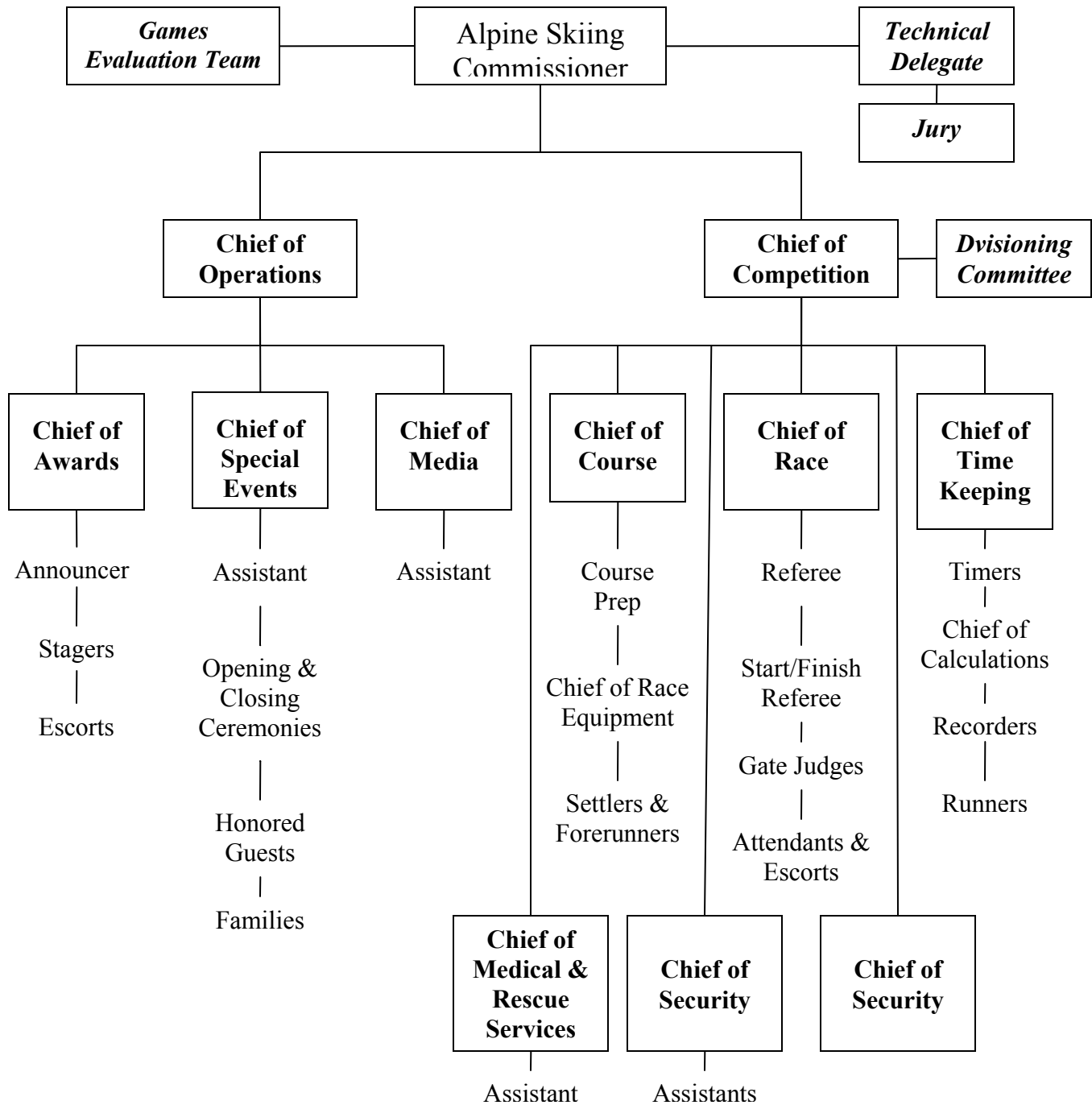
Special Olympics International welcomes your ideas for future revisions of these materials. You are invited to send your comments and ideas to:

SOI Alpine Skiing Director
Special Olympics International
1133 19th Street, N.W.
Washington, DC 20036



Alpine Skiing Competition Management Team

Flow Chart



The composition of a Alpine Skiing Competition Management Team will depend on the size and level of the competition and the personnel available. In Local or Area competitions a number of the above positions could be consolidated. If the competition is a part of multi-sport games, the Alpine Skiing Competition Management Team will focus on the operations and competition of Alpine Skiing. The Games Management Team may oversee Awards, Ceremonies, Special Events, and Media.





Job Descriptions

Alpine Skiing Commissioner

Ultimately responsible for the overall quality of the alpine skiing competition. Organizes, recruits, trains, and manages the key alpine skiing competition personnel. Supervises the Alpine Skiing Competition Management Team.

Chief of Operations

Responsible for all activities except the competition, such as Awards, Opening Ceremonies and Closing Ceremonies, receptions, etc.

Chief of Awards

Responsible for all aspects of the awards ceremony, including the ordering of medals and ribbons, coordination of final results, and training of the announcer and awards personnel.

Chief of Special Events

Responsible for organizing and conducting Opening and Closing Ceremonies. Also responsible for the hospitality of Honored Guests and families.

Chief of Media

Responsible for developing interest in the local media. Provides information, stories, and photographs to assist in generating pre- and post-event coverage.

Chief of Competition

Responsible for the overall management of the competition. Assigns and instructs all management team personnel on their individual duties. Also has full control and final authority over all aspects of the event. *While the Technical Delegate chairs the Jury. If there is no assigned Technical Delegate, then the Chief of Race is involved.*

Every alpine skiing competition requires a number of officials and volunteers to assist in the smooth running of the event. The exact number of personnel involved will vary depending on the size of the competition and the number of the competitors. What follows are some of the more common and necessary positions of the Competition Management Team that comprises the Jury, officials (non-Jury members), and other race personnel.

The Jury

Chief of Race

Ultimately responsible for the conduct of the overall event. He/she directs and supervises all event officials.

Chief of Course

Responsible for preparing, maintaining, and controlling the course so that it conforms with the rules.





Technical Delegate

Is an independent representative for FIS and Special Olympics. Responsible for ensuring that the event is run in full accordance with FIS and Special Olympics rules and reporting any discrepancies to the Chief of Race. Also responsible for summoning the Jury, which makes final decisions on protests, disqualifications, and cancellations.

Referee

Ensures that all competitors ski the course according to the rules, and shall collect any disqualifications from the Gate Judges. He/she must complete the Referee Report at the end of each run.

Assistant Referee

Is a coach from outside the host organization and is elected by the coaches at the team captains' meeting. The Assistant Referee shall represent the coaches and athletes on the Jury. He/she shall assist the Referee.

Start Referee

Responsible for ensuring a smooth transition for competitors from the course to the finish area. He/she should keep the finish area clear of spectators and should ensure that competitors make a safe and timely exit. The Finish Referee supervises and coordinates all finish-line personnel.

Officials - Non-Jury Members

Supervises and coordinates the officials at the start and finish, including timing and calculations. He/she should decide the interval between starts in all events.

Course Setter(s)/Assistant Course Setter

Work for the Chief of Course and responsible for setting courses which meet official Special Olympics standards.

Chief Gate Judge

Organizes and supervises the work of the Gate Judges (including an overview of the rules), designates the gates each will supervise, and places them in position. The Chief Gate Judge shall report to the Referee at the end of each run and assist him/her with the Referee Report. *(See page 46.)*

Chief of Medical

Responsible for coordinating all types of medical services as required by the governing rules for the event.

Race Secretary

Responsible for all athlete registration information and results.

Chief of Race Equipment

Responsible for the provision of all equipment and tools for the preparation and maintenance of the course.

Assessor

Responsible for assessing the skiing ability of all athletes prior to divisioning for proper venue assignment. This individual should be a Special Olympics advanced-level coach, a ski instructor, or a professional skier.





Race Personnel

Announcer

Provides continuing event information to spectators, coaches, skiers, and officials.

Assistants to Start Referee

Assist the Start Referee in bringing athletes in a timely manner to the start.

Gate Judges

Responsible for the supervision of one or more gates. He/she must observe whether the passage of the each competitor is correct, and shall indicate all disqualifications. Gate Judges must be familiar with the two-minute rule, instruction sheets, and gate judge cards.

Finish-Line Attendants

Responsible to the Finish Referee. Supervise athletes at the finish line. Hand athletes over to escorts for awards.

Forerunners

Report to the Chief of Course and are responsible for skiing the course and having it in the best (safest) condition possible for the competitors. Once finished with his/her run, each Forerunner shall report to the Finish Referee.

Athlete Escorts

Responsible for a number of tasks. These duties include assisting athletes to starting areas, arranging competitors at the staging area, and accompanying athletes to the awards area from the site of competition.

Runners

Responsible for taking results at the finish area to the results center.

Security Personnel

Responsible to the Chief of Security (Chief Steward or Course Marshall). Assist in keeping the competition area free of spectators.

Medical Personnel/Ski Patrol

A **physician** will preferably be on site during the competition. **Qualified first-aid/ski patrol personnel** should be available for athletes and spectators. **Emergency services** should be arranged beforehand, including ambulance services, emergency rooms, etc.

Competition Management Team Orientation

An orientation for the Competition Management Team should be conducted prior to the start of the competition. The orientation should consist of:

- Review of the FIS Rules and the Official Special Olympics Winter Sports Rules, concentrating on the rules and modifications of alpine skiing
- Review of Competition Management Team assignments and responsibilities
- Risk Management Orientation
- Venue walk-through





Alpine Skiing Competition Management Team

Date _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced

Event _____

Position	Name	Phone
Technical Delegate (1)	_____	_____
Referee (1)	_____	_____
Assistant Referee (1)	_____	_____
Race Secretary (1)	_____	_____
Chief of Course (1)	_____	_____
Chef of Timing & Calculations (1)	_____	_____
Start Referee (1)	_____	_____
Assistant Starter (1)	_____	_____
Start Recorder (1)	_____	_____
Finish Referee (1)	_____	_____
Hand Timers (4)	1 - _____	_____
	2 - _____	_____
	3 - _____	_____
	4 - _____	_____
Hand Timer Recorders (2) Start	1 - _____	_____
Finish	2 - _____	_____
Calculations of Hand Timers (2)	1 - _____	_____
	2 - _____	_____
Electric Timers at Finish (2)	1 - _____	_____
	2 - _____	_____
Finish Electric Time Recorder (1)	_____	_____
Course Setter (1)	_____	_____
Assistant Course Setter (1)	_____	_____
Chief of Course Equipment (1)	_____	_____
Chief Gate Judge (1)	_____	_____





Alpine Skiing



Alpine Skiing Competition Management Team (continued)

Gate Keepers (18 or 8 for novice)	1 -	
	2 -	
	3 -	
	4 -	
	5 -	
	6 -	
	7 -	
	8 -	
	9 -	
	10 -	
	11 -	
	12 -	
	13 -	
	14 -	
	15 -	
	16 -	
	17 -	
	18 -	
Scoreboard Operator (1)		
Information Attendant (1 at start)		
Runners (4)	1 -	
	2 -	
	3 -	
	4 -	
Course Crew (5)	1 -	
	2 -	
	3 -	
	4 -	
	5 -	
Course Maintenance Crew (3)	1 -	
	2 -	
	3 -	





Official Events

Special Olympics offers competitive alpine skiing participation for athletes of **all** ability levels. Program leaders can play a valuable role in providing the widest array of alpine skiing events. As a result, coaches and athletes can select the most appropriate events.

The Official Special Olympics Alpine Skiing Rules have been created based on Federation Internationale de Ski (FIS) rules for alpine skiing. Special Olympics modifications to these rules can be found in the Special Olympics Winter Sports Rules later in this guide.

Official Events

Ability Levels

	<u>Beginner</u>	<u>Novice</u>	<u>Intermediate</u>	<u>Advanced</u>	<u>Unified</u>
1. Downhill		X	X	X	X
2. Giant Slalom		X	X	X	X
3. Slalom		X	X	X	X
4. Super Glide	X				
5. Glide	X				
6. 10 Meter Ski Race	X				



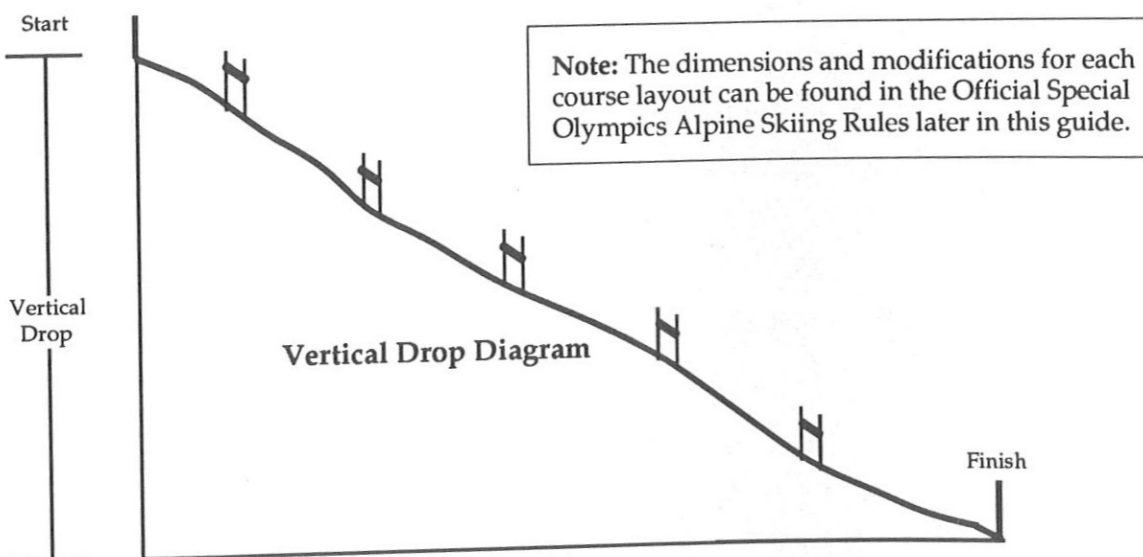
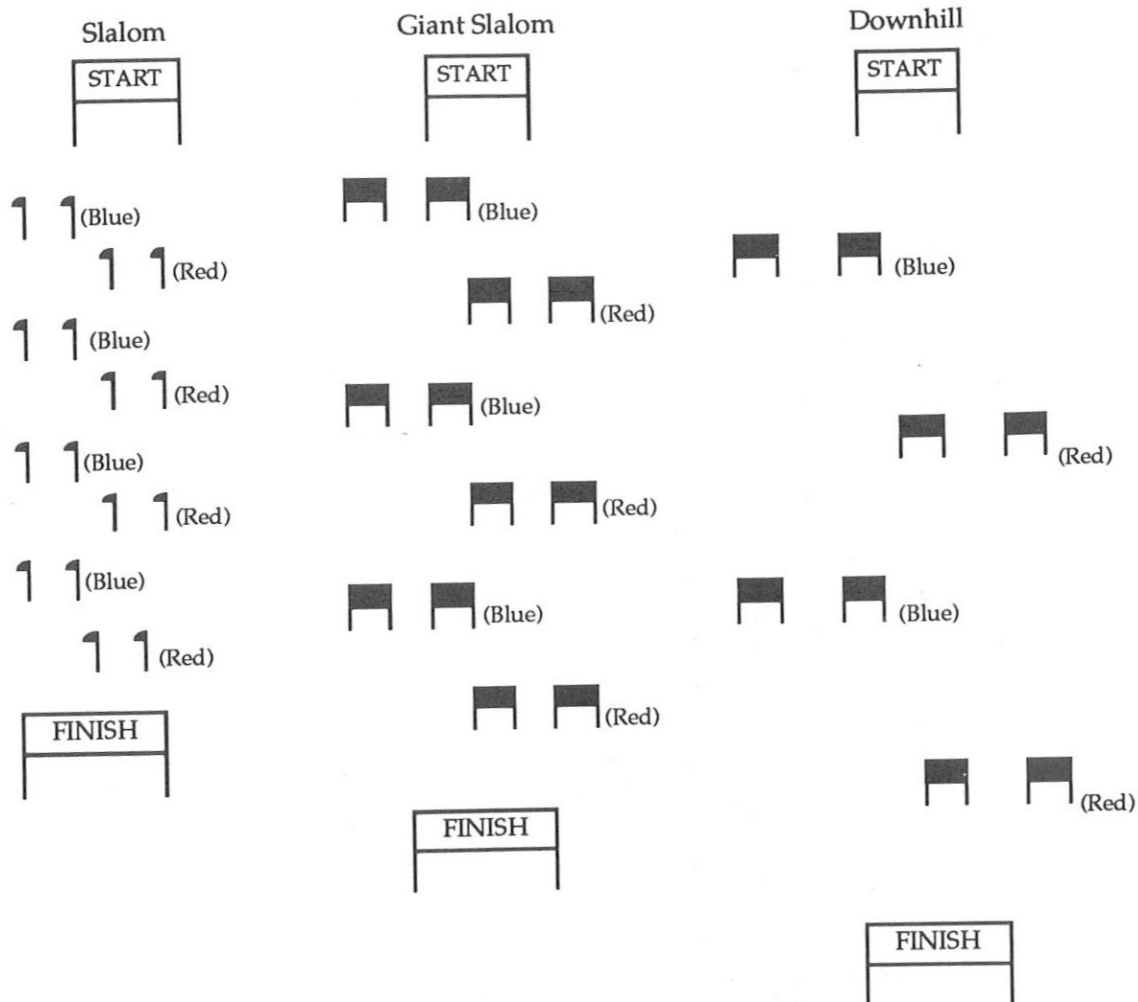
EVENT



Competition Management



Competition Event Layouts





Competition Venue Checklist

Equipment	Number Required	Checked
Mechanized grooming equipment	_____	_____
Shovels	_____	_____
Rakes	_____	_____
Cordless drill for course setting/auger	_____	_____
Slalom poles -- hinged (1 per gate, turning pole)	_____	_____
Slalom poles -- non-hinged (1 per gate, outside pole)	_____	_____
Giant slalom panels (2 per gate)	_____	_____
Slalom flags (half red, half blue; two flags of same color per gate)	_____	_____
Snow fence	_____	_____
“Willy” bags or padding (danger spots, finish line)	_____	_____
Banners (start and finish)	_____	_____
Special Olympics banners	_____	_____
Sponsor banners	_____	_____
Awards stand	_____	_____
Electric timing system (with shelter)	_____	_____
Stopwatches (for backup)	_____	_____
Public address system	_____	_____
Results board (1-2 meters at finish, for unofficial results)	_____	_____
Announcement board (1-2 meters at start)	_____	_____
Hand-held walkie-talkies (minimum 2 per course)	_____	_____
Awards ribbons and medals	_____	_____
First-aid kit (including sled)	_____	_____
Bibs (numbering 1-350)	_____	_____
Measuring tape (10 meters)	_____	_____
Start box	_____	_____
Finish area	_____	_____
Pine boughs / Course markings (for flat light / downhill)	_____	_____
Dye -- red and blue (finish lines, marking of gates)	_____	_____
Tape (1” white athletic, for marking gate panels)	_____	_____
Waterproof marking pens	_____	_____
Small tool kit (pliers, screwdrivers, hammer)	_____	_____





Course Specifications

General Guidelines in Setting Courses

Sufficient and proper course maintenance is needed throughout an event to provide conditions as fair as possible for all competitors. If pre-event preparation has been successful, maintaining the course during the event itself will be relatively easy.

If the event involves downhill or several events, then part of the maintenance will be preparation for the next day's training or event. Efforts made one day will pay off on the next.

As with other event operations, course maintenance is easier, more enjoyable and more effective if it is properly organized, and the workers are given good leadership and coordination. Communication is essential (particularly in the downhill), so that there is no delay in response or error in the tasks undertaken.

Course maintenance officials are often called upon to help with other areas of the event. These include assisting the setter or relieving the gatekeepers. However, helping in other areas distracts and detracts from the proper organization and care of the course.

Course maintenance should begin with the start of the event, and efforts should not be relaxed until the last competitor has finished. Do not delay until trouble spots develop. Rather, anticipate potential trouble spots; work to ensure that they do not cause problems.

Course maintenance work will usually require more than repeated side-slip passes through the gates. Too often large groups of younger competitors with insufficient strength and weight and shorter skis are drafted for course maintenance. Course crew members need only to work in groups of three and be intermediate to advanced skiers.

Start Area

The start area is an integral and important part of the course. Plan for and prepare an effective location. It should lead competitors logically and smoothly onto the course through the first gates. Preferably, the start should **not** be selected so the competitors are pitched immediately into the most demanding part of the course. Competitors should not be forced to skate or pole for undue distances out of the start in order to gain speed.

- Preparation Area
 - Closed off from the public
 - Sheltered, or near shelter, if at all possible
 - Sufficient area for coaches and service representatives to work with skiers
 - Place to remove/leave warm-up clothing
 - Exit other than through the start
- Start "Line"
 - Level so that competitors may stand relaxed before their starts
 - Closed off with room for one competitor, one coach, and start officials



Course Specifications (continued)

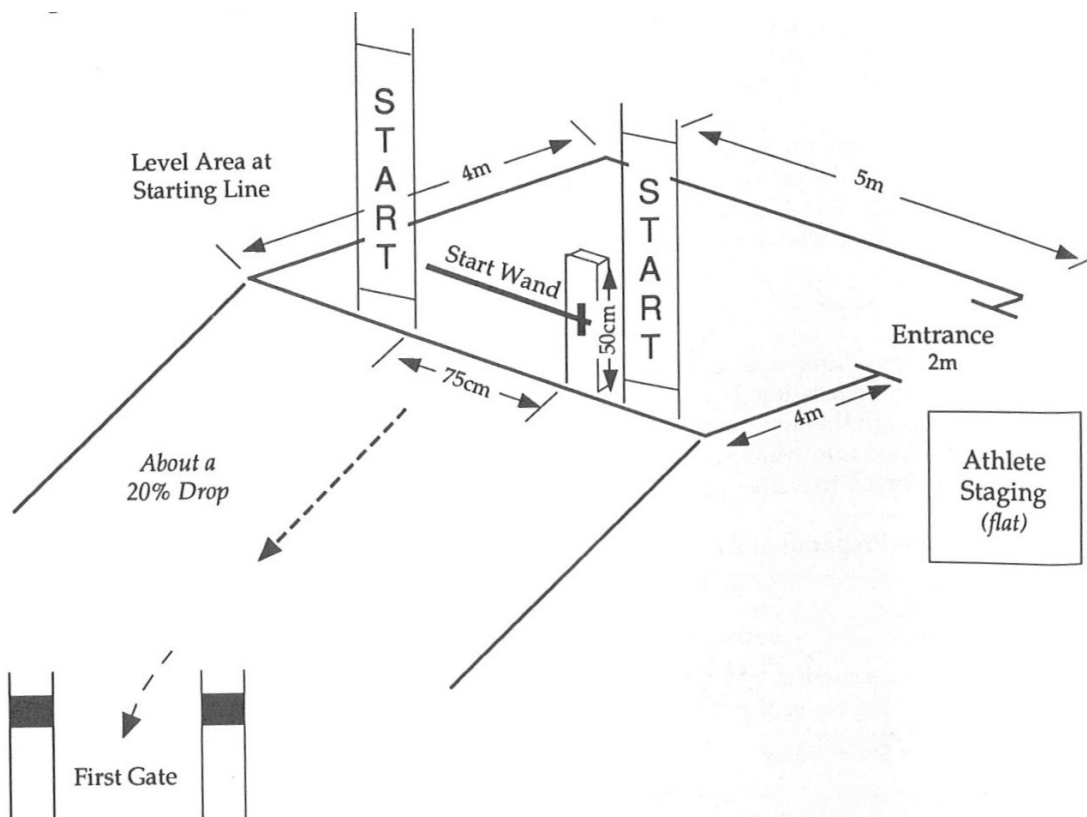
- Protected, if at all possible
- Lip or breakover onto the course
 - > Constructed so that the racer can easily reach top speed
 - > Ramp at approximately 45% pitch
 - > Reinforced and constantly maintained with a shovel

If wood or ice are used for reinforcement, care must be taken that the racer's poles cannot become caught or that holes form.

• Start Gate

- Posts approximately 75 centimeters apart, but so that the competitor cannot go through the gate without opening the timing gear
- Posts not more than 50 centimeters above the snow, with the start gate set on the posts, so that the wand is at the approximate height of mid-lower leg
- Posts firmly fixed, so that they are anchored and do not work loose
- Chief of Course and Chief of Timing collaborate on setting the start the start gate
- No portion of gate allows competitor to push or pull himself/herself out
(Competitor must use only his/her own poles.)

Diagram of Starting Area and Gate





Course Specifications (continued)

Finish Area

The finish area is an integral part of the course and one that is often overlooked by the officials at any level. For all of the functions of the finish area to be effective and to provide for the safety of everyone present, the area must be appropriately located and properly fenced. Different areas will have different plans. However, the following guidelines should be incorporated.

Location

A location should meet the requirements of width and vertical drop of the course above it.

- The location itself must provide a sufficiently wide and deep area for competitors to stop. It also must provide sufficient space for the other functions such as timing, scoreboard, media, and spectators.
- Access for officials should be considered.
 - Can key officials reach the finish area except on skis?
 - Can critical and sensitive timing and calculations equipment be transported safely to the finish?
- A designated area should be provided at the finish for spectators and separated from the competition area by fencing.
 - Is the area straight-forward and easily accessible for spectators?
 - Can spectators and other competitors on the trail (above the finish) exit this area without interfering with the finish area activities?

Characteristics

When crossing the finish line, the competitor must be on a flat, smooth, and level runout. This runout must be prepared to make stopping easy and safe.

- The finish line must be plainly visible to the competitor.
 - The last gate must be open and direct the competitor to the middle of the finish line.
 - The slalom and giant slalom, the last gate may be common to two courses. By the last few gates on each side of the course, colorful snow fencing can make a highly visible funnel in the finish line.
- The stopping area must be sufficiently deep and wide to provide enough space for a competitor to safely make a turn and stop after crossing the finish line. *(See the diagram on page 27.)* These competitors need ample space because they are aggressively competing, tired, and/or off-balance.





Course Specifications (continued)

Protection and Fencing at the Finish

All obstacles alongside and behind the finish area should be protected so that a competitor who falls in this area will not strike them directly.

- “Willy bags” or padding can be used to protect timing equipment as well as hand timers and other obstacles. Place padding 15-25 centimeters in front of the obstacles, not against them!
- The areas to cordon off separately are the outrun, result board, press area, and any other areas around the timing huts and equipment.

Finish Line and Timing Equipment

The actual finish line must be a minimum of 15 meters wide for downhill or 10 meters wide for slalom and giant slalom. This distance is measured from the inside of all finish-line gear, including the pickets for the timing equipment.

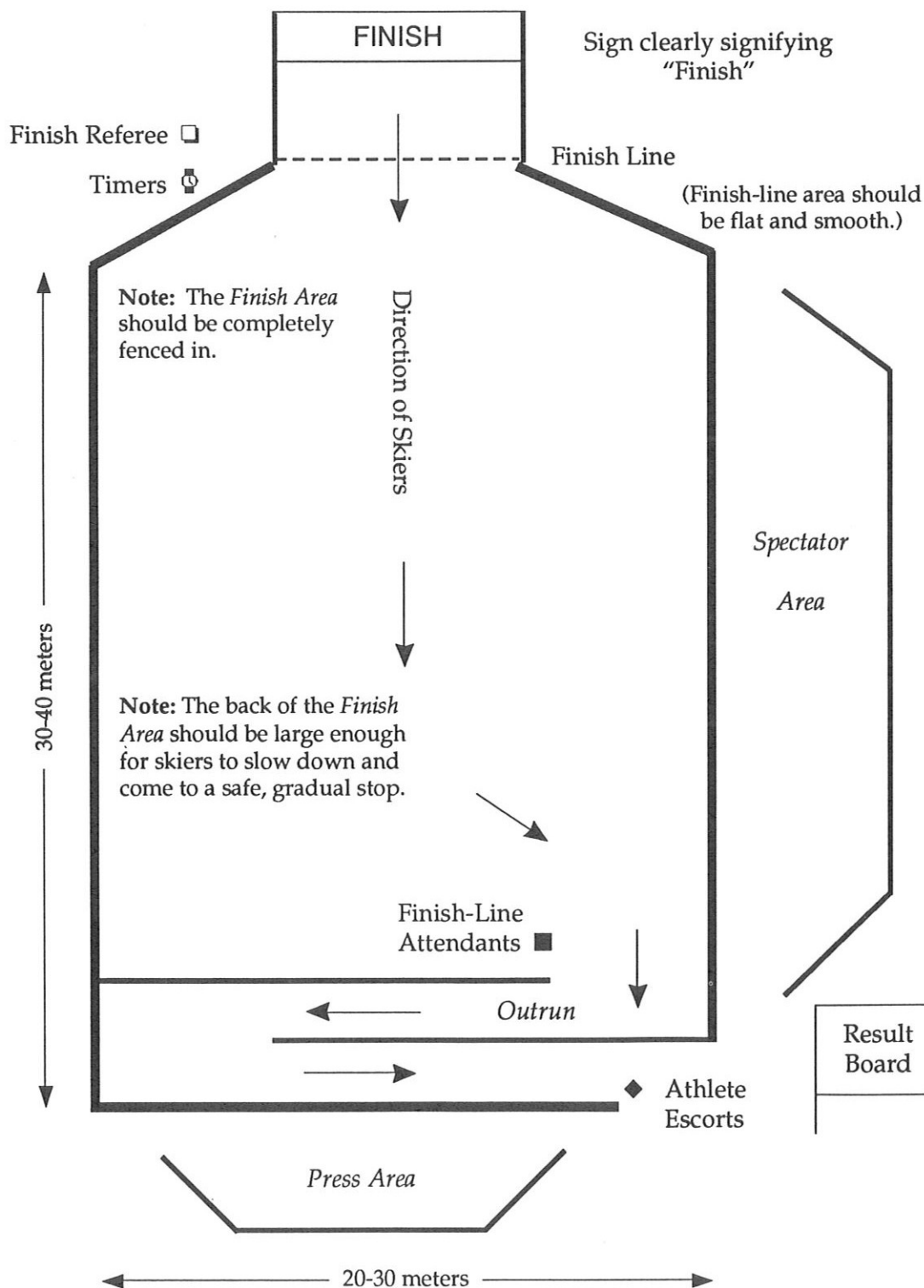
- If available, a banner should be hung over the finish line. The banner must be high enough that there is no chance of a competitor or his/her gear catching in it. The posts for the banner should be set outside the timing gear, and the timing gear should be fastened to the same posts only if these posts are very rigid. Finish-line posts must be well-protected up to a level 1-1.5 meters above the snow line. The timing gear must also be protected.
- Great care must be taken in adjusting the height of the beam from the light source (infra-red or ultrasonic) to the finish sensor. In this way, competitors will neither jump over the beam nor be able to slide under it. The height of the beam may need to be adjusted as the snow settles or is slid away under the finish beam or if bumps develop in front of the finish line.
- A visible line should be marked in the snow between the timing devices to indicate the exact spot where times are taken. This is for the benefit of the hand timers and Finish Referee, particularly in the event of a fall at the finish.

Timing Shelters and Finish Huts

A protected environment for the timing crew is critical for any event whether the hazards be snow, rain, wind, cold or near-blinding sunlight, or just the distractions of the finish-area activity. Every effort should be made to provide shelter even, if it is only a tent or an emergency hut of clear plastic supported by bamboo poles.



Finish Area Layout





Competition Safety Considerations

All Special Olympics alpine skiing training sessions and competition events must be conducted in accordance with the rules and procedures outlined in the Official Special Olympics Winter Sports Rules. The following is a list of safety considerations that should apply to any competition.

Safety Checklist

To ensure that all safety requirements are met, a safety checklist should be completed before the start of any Special Olympics alpine skiing training event or competition. The safety checklist should focus on the following areas:

❑ Personnel Orientation

A Special Olympics alpine skiing personnel orientation should be given to all supervisory personnel prior to any alpine skiing competition. This orientation should include:

- Assignment of specific responsibilities
- Review of emergency procedures
- Procedures for assists and rescues, first aid and medical needs
- Discussion and awareness of the Emergency Action Plan
- Review of the event schedule

❑ Ski Course

Alpine ski courses should be set in such a way that athletes are not exposed to dangers or undue risks. All official course setters should be familiar with the alpine skiing rules of competition described in the Official Special Olympics Winter Sports Rules.

❑ Warming Facility

A warming facility should be readily accessible from the slopes. It should be large enough to accommodate spectators and athletes. At the ski venue, there should be easy access to bathrooms, telephones, drinking water, and first aid.

❑ First-Aid Area

An area should be designated for first aid care in case of accidents or illnesses. The area should be as private as possible with easy access for rescuer personnel. The location should be known to all staff and well marked for spectators, volunteers, coaches, and athletes.

❑ Emergency Action Plan

An Emergency Action Plan should be in place prior to any Special Olympics competition. The plan should define:

- Procedure for obtaining emergency medical support
- Procedure for obtaining weather information, particularly if the event is in an open area
- Procedure for reporting accidents
- Procedure for informing attendees and public of postponements or cancellations
- Any other items which may be required by local jurisdictions





Incident Report

Injury date _____ Injury time _____ ☐ AM ☐ PM
 Injured person: ☐ Athlete Participation ☐ Volunteer ☐ Coach ☐ Spectator ☐ Other _____
 Name: (Last) _____ (First) _____ (Middle) _____
 Date of birth _____ Sex: ☐ Male ☐ Female SSN _____
 Address _____

(Street) (City) (State) (Zip)

Phone (day) _____ Phone (evening) _____

Does injured person have other than Special Olympics medical insurance? ☐ Yes ☐ No

If yes, name the company _____

Site where incident occurred _____ Chapter (State/Area) _____

Category: ☐ Unified Sports® ☐ Practice or Training ☐ Recreation ☐ Other _____
 Class of sport: ☐ Alpine Skiing ☐ Bowling ☐ Floor Hockey ☐ Soccer ☐ Tennis
☐ Aquatics ☐ Cross Country Skiing ☐ Gymnastics ☐ Softball ☐ Volleyball
☐ Athletics ☐ Cycling ☐ Golf ☐ Speed Skating
☐ Badminton ☐ Equestrian ☐ Powerlifting ☐ Table Tennis
☐ Basketball ☐ Figure Skating ☐ Roller Skating ☐ Team Handball
☐ Other _____

Is insured person employed? ☐ Yes ☐ No If yes, please complete: Employer: _____

Address _____

Is insured person's father employed? ☐ Yes ☐ No If yes, please complete: Employer: _____

Address _____

Is insured person's mother employed? ☐ Yes ☐ No If yes, please complete: Employer: _____

Address _____

Regarding the injury, what part(s) of the injured person's body was injured? ☐ No Injury

Circle all that apply: Clavicle R/L Pelvis R/L Hand R/L Arm R/L
 Foot R/L Leg R/L Side R/L Shoulder R/L Hip R/L
 Eye R/L Neck Stomach Chest Ribs
 Groin Face Head Back Other _____

Check all that apply: ☐ Severe cut with bleeding ☐ Less serious bruises, cuts, scratches ☐ Broken Nose
☐ Concussion ☐ Paralysis ☐ Other _____

Disposition: ☐ On-site care only ☐ Ambulance to _____
☐ Fatality ☐ Other _____

Occasion: ☐ Traveling to and from event ☐ At practice ☐ At event

Describe how accident occurred _____

Date _____
 Phone (day) _____

Printed name of Special Olympics official _____

If fatal or serious injury, call:
Special Olympics Claims Service at 1-800-932-2744

Send completed form to:
American Specialty Claims Services
3359 Route 413, P.O. Box 2228
Doylestown, PA 18901





Incident Reporting Procedures

If an incident should occur during a Special Olympics activity, the Incident Report form should be completed by an official of Special Olympics and sent to the American Specialty Claims Services, Inc. (ASCS):

**Special Olympics Claims Service
c/o American Specialty Claims Services, Inc.
3359 Route 413, P.O. Box 2228
Doylestown, PA 18901**

Telephone: 1 (800) 932-2744

Fax: (215) 794-0757

An incident is defined as any activity which causes an injury to a person (participant or spectator) or property. Please complete this form even if you feel the incident may not lead to an actual claim. Proper completion of this form will enable the Claims Service to provide Special Olympics with important information regarding incident activity within Special Olympics.

In the event of a serious injury, please immediately contact American Specialty Claims Services by calling 1-800-932-2744. This phone is staffed 24-hours a day, 365 days a year. When you contact the 24-hour number, be prepared to provide the following information:

1. Brief overview of the nature of the incident
2. Where the activity took place when the incident occurred
3. Contact and phone number of persons ASCS can call to immediately gather further details
4. If applicable, name of hospital where injured person was taken

If all information is not available, do not delay contacting American Specialty Claims Services. In any serious injury situation, it is vital that ASCS be contacted **as soon as possible**.





Athlete Roster and Disciplines

Team Name _____

Head Coach _____

Phone _____

Address _____

Assistant Coach _____

Phone _____

Instructions: Complete the information requested below. Place an "X" in the appropriate columns.

Athlete Name	Age	Sex M/F	Level B/N/I /A

DISCIPLINES					
10m Walk	Glide	Super Glide	Slalom	Giant Slalom	Down- hill

Information submitted by:

Head Coach _____ Date _____

Signature _____

Divisioning





In Special Olympics alpine skiing competitions, athletes are placed in divisions in which they can compete against athletes of similar skills and, whenever possible, against athletes of similar age and gender. The divisioning process is one of the most critical elements of a successful Special Olympics competition and needs to be carefully planned. Below are the key elements of Special Olympics divisioning. More detailed information can be found in the Special Olympics Winter Sports Rules.

Step 1: Obtain athlete information in advance of the competition.

- Each athlete's skiing ability should be assessed by his/her coach prior to the competition. Athletes are assessed as being in one of four levels: Beginner, Novice, Intermediate, or Advanced. Coaches and Chapter staff should make every effort to use the assessment process described in the Sports Skills Program when assessing abilities.
- Athletes whose abilities have not been established by Chapter staff using this process may be required to undergo an on-site assessment before divisioning.

Step 2: Group each ability level by gender and age.

- Males and females compete separately unless there is only one male or female entered in that event. In this case they will compete against the opposite sex.
- The official age groups for Special Olympics individual competitions are as follows:

Ages 8-11	Ages 22-29
Ages 12-15	Ages 30 and over
Ages 16-21	

Step 3: Conduct preliminary runs in order to place athletes in final divisions for competition.

- Competitors should gather at the venue which corresponds to their own ability level. Beginners are assessed on the glide event venue while novice, intermediate, and advanced skiers are assessed at the appropriate giant slalom venue. The on-site assessor will then review the abilities of athletes whose abilities have not been established prior to the competition. The assessor of the Divisioning Committee is a professional ski instructor, Special Olympics qualified race official, or non-partisan Special Olympics coach.
- All competitors are required to make two timed "runs," the fastest of which will be used for divisioning purposes.
- Divisions accommodate at least three and no more than eight competitors of similar ability. Special Olympics suggest that all divisions be created where the variance between the fastest and slowest times within that division does not differ by more than **10%**. This is not a rule, but should be used as a guideline for establishing equitable divisions when the number of athletes competing is appropriate.





Divisioning (continued)

- Age groups may be combined if there are less than three athletes of similar ability in a particular age group.
- If there is only one athlete, male or female and of any age or ability, registered to compete in an event, this athlete shall be allowed to compete in a single person division in that event.
- The start of each race will be determined by the results from divisioning.

Responsibilities of the Competitor

In order to ensure fairness and equal opportunity for all athletes, athletes must abide by the letter and spirit of the rules. Athletes who do not participate honestly and with maximum effort during divisioning and/or in competition shall be disqualified from all remaining events by the Alpine Skiing Jury at the competition.

Responsibilities of the Coach

Coaches are responsible for ensuring that their athletes abide by the letter and spirit of the rules at all times. The coach must stay out of the race arena during competitions so as not to interfere with the athletes.

Protest Procedures

Protest forms may be found with the Finish Referee at the finish area. A protest period of fifteen minutes for alpine skiing competitions will be determined at the team captains' meeting. A coach may protest an athlete's posted time or ability to perform due to interference. The protest must be made from the time the athlete has entered the starting gate through the end of the fifteen minute period that follows the posting of each division's run times. The form is to be filled out by the coach or the escort responsible for the athlete. The Protest Form will be given to the Referee, who will convene the Jury for a decision at the end of the entire event for the particular division. Coaches should remember that protests should be well thought out and may prevent an entire division from moving to the awards ceremony until the event is over.





Assessor Cards

One of the cards below may be provided to an appointed assessor in cases where a pre-competition assessment has not taken place and a competition assessor is necessary for divisioning purposes. Simply copy the assessment cards onto a piece of heavy-duty card stock. Cut out and provide to the assessor prior to the start of the divisioning process.

The card is used only as a guide to ensure that the athlete is in the appropriate venue. Any changes should be indicated by assessor on the start order. The athlete will be moved to the proper venue for preliminary times.

Alpine Skiing Assessor's Card

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Directions: Place a check next to each skill a skier is able to perform. Results should determine appropriate placement of athletes.

Beginner

- Can perform a wedge turn (both ways) _____
- Can perform a 10m walk _____
- Can perform gliding wedge over 10m _____

Novice

- Properly follows start procedure _____
 - c. Moves poles over starting wand _____
 - d. Moves through start wand on start command _____
- Performs four or more linked wedge turns _____
- Races a five gate giant slalom course unassisted _____

Intermediate

- Performs wedge Christy turns simultaneously _____
- Performs four or more wedge christy turns simultaneously _____
- Races 15-gate giant slalom course unassisted _____

Advanced

- Performs four or more open parallel turns simultaneously _____
- Performs wedge Christy turns simultaneously _____
- Races 20-gate giant slalom course independently _____

Alpine Skiing Assessor's Card

QuickTime™ and a
TIFF (Uncompressed) decompressor
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 - a. Moves poles over starting wand _____
 - b. Moves through start wand on start command _____
- Performs four or more linked wedge turns _____
- Races a five gate giant slalom course unassisted _____

Intermediate

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Advanced

- Performs four or more open parallel turns simultaneously _____
- Performs wedge Christy turns simultaneously _____
- Races 20-gate giant slalom course independently _____





Team Captains' Meeting Agenda

Site _____ Date _____

1. Welcome and Introductions

2. Attendance (*all signing in*)

3. Roll Call by Teams

4. Jury Appointments

- Technical Delegate _____
- Chief of Race _____
- Chief of Course _____
- Referee/Race Director _____
- Assistant Referee/Safety _____
- Start Referee _____
- Finish Referee _____

5. Course Setter Appointments

10m Walk _____ Glide _____ Super Glide _____

1st run men: Novice _____ Intermediate _____ Advanced _____

2nd run men: Novice _____ Intermediate _____ Advanced _____

1st run women: Novice _____ Intermediate _____ Advanced _____

2nd run women: Novice _____ Intermediate _____ Advanced _____

Forerunners (*number*) _____

6. Report by Organizing Committee

7. Report by the Technical Delegate (*including safety items and medical concerns*)

8. Report by Jury Members and Race Secretary

9. Weather Forecast _____

10. Awards: Location _____ Time _____

11. Protests (*filed in writing within 15 minutes of posting report*)

12. Official Notice Board: Location _____





Team Captain's Meeting Agenda (continued)

13. Schedules

Men's

Women's

Race headquarters opens

Lifts open

Race course names: Novice

Intermediate

Advanced

Course setting

Jury meets for radios

Jury boards lift

Jury inspection - 1st run/training run

Course open for inspection

Course closed: Novice

Intermediate

Advanced

1st run/training - Forerunners

1st run/training run start

Start interval

Course setting - 2nd run

Course open for inspection

Course closed

2nd run - Forerunners

2nd run - start

Start interval

14. Lift Tickets and Bibs: Location _____ Time: _____

15. Training Areas: Location _____ Time: _____

16. Issues: Equipment Storage / Lift Lines / Fast Skiing / Racer Etiquette / Safety

17. Comments/Questions from Team Captains

18. Next Team Captains' Meeting: Location _____ Time: _____

19. Adjournment





Guidelines for Officials

Officials are essential to the success of the competition. By performing their jobs well, officials provide Special Olympics athletes with a fair and professionally conducted event.

1. Safety is the number one priority.
2. Be sure to understand the tasks that you are required to perform. Do not be afraid to ask questions if what is expected is not understood.
3. Know the rules of alpine skiing and the Special Olympics modifications.
4. Dress warmly and prepare for the weather conditions.
5. Be at the assigned station at the proper time.
6. Enjoy the competition!





Athlete Escorts, Staging, and Event Flow

A successful Special Olympics alpine skiing competition relies on the organized movement of athletes from pre-staging all the way through awards. What follows are a number of guidelines to help ensure a smoothly run competition.

Athlete Escort System

- Athlete escorts assist in moving athletes from one area to another. Escorts may be required to take on the responsibility of the coach. Therefore, the escort should know the protest procedure in addition to other information the coach may wish to share. Escorts must be completely dependable volunteers as they play a vital role in the success of the competition.
- The Competition Management Team may wish to set up an **escort processing area** with a desk. Escorts are assigned to the athletes who they will be responsible for throughout the day. This processing area should be situated in a convenient and easy-to-find location, preferably in the warming building (lodge).

Staging and Event Flow

- Coaches and/or escorts should accompany their athletes from the lodge to the staging area at the venue. The staging area should be situated in a convenient and easy-to-find location, preferably in the warming building (lodge).
- Once athletes are situated at the staging area, an assistant to the Start Referee will be responsible for getting the athlete to the starting gate.
- The Assistant Starter should escort the athletes to the starting area and starting line by heat/division number and bib number.
- At the finish line, the announcer should announce the bib number, name of the athlete finishing, and the time.
- After the athlete has completed the event, he/she should be met by the escort outside of the finish area. Escorts must ensure that the athlete has plenty of liquid and is warm. The athlete and escort should then proceed to the awards area once the event has been completed.

Note: Coaches must be aware of the amount of time it will take to ride the lift to the top of the start area. Length of the time on the lift as well as the length of the lift line at the bottom must all be taken into consideration.



Entrance to Staging

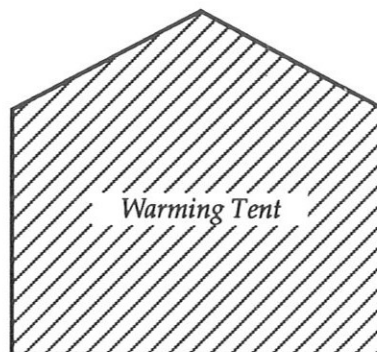
To Ski Lift
↑

- (1) Coaches and/or escorts should accompany their athlete(s) from the base of the mountain to the staging area.

Staging Area

- (2) Once situated in staging, athletes are free to **stretch, warm up, and generally prepare** for their event.

Note: Race organizers should ensure that the staging area is large enough to hold 50-60 skiers.



- (3) The **Assistant Starter** shall call the competitors to the start in their correct order. Once the Assistant Starter has called for an athlete, the escort should lead that athlete to the starting area.

Note: The **Assistant Starter** should ensure that only those athletes whose starting times have been announced are allowed into the start area.

- (4) Once the athlete's bib number and entry time have been confirmed, the **Assistant Starter** escorts the athletes to the starting line.

Starting Area

□ Assistant Starter

Athlete Flow
↓

Start Referee □

Start Recorder 

Starter 

Note: The **Start Recorder** shall be responsible for recording the actual starting times of all competitors.

← Starting Line
(should be flat platform)

- (5) **Starter's commands** are as follows:
 - Ten seconds before the start, the Starter will announce, "Ten seconds."
 - Five seconds before the start, he/she shall give the command, "5, 4, 3, 2, 1, GO!"

Direction of Skiers
↓



Event Program

In creating an event program for coaches and the Competition Management Team, the following information should be included:

1. Name and dates of the race
2. Location of the course and how to reach it
3. Names and positions of the key officials
4. Starting times of the 1st and 2nd runs (*including the training schedule for the downhill*)
5. Location of the official notice board where the Referee Report will be posted
6. Location where protests will be received
7. Time and location of the Jury meeting to hear protests (*15 minutes after the posting of the report by the Referee*)
8. Where and when awards will be presented
9. Pertinent race information:
 - Time that the course(s) will be open for inspection
 - Restraining devices (six brakes)
 - Mandatory course preparation for the races
 - Rules infraction reminders
 - Bibs worn in racing fashion outside outer garment
 - Staging areas and times
10. Time and location of the meetings involving gate judges
11. Times and locations of meetings involving team captains (coaches) and officials
12. Lift tickets for the skiers
13. Cost of the lift tickets for coaches and spectators
14. Line-cutting information

The above and any other suitable information should be duplicated and distributed with the start orders at registration. The goal is to have a competition that is well organized.





Course Setting Information

The information below is to be filled in by the Alpine Skiing Commissioner or event director prior to the team captains' meeting. Copies are given to the Technical Delegate, Chief of Course, and the Course Settler.

Name of Event _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced Division _____

Race Day and Date _____

Course Setter(s): 1st Run _____

Assistant _____

2nd Run _____

Assistant _____

Time/place to begin setting: 1st Run _____

2nd Run _____

Access to hill _____

Course Data:

Trail name _____

Start elevation _____ m

Location of start _____

Finish elevation _____ m Vertical drop _____ m

Number of Gates to Set: See Official Special Olympics Winter Sports Rules.

Number of Gates Set: 1st Run _____ 2nd Run _____

PLEASE COUNT THE GATES!

The number of gates should be given to the Chief Timer, Chief of Race, or computer person immediately following the competition.





Start Orders by Division

Timing and Awards

Name of Event _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced

Division _____

Race Day and Date _____

Start Order 1st Run	Bib #	Athlete's Name	Sex	1st Run Time <i>in seconds</i>	Start Order 2nd Run	2nd Run Time <i>in seconds</i>	TOTAL TIME <i>in seconds</i>	Place
1								
2								
3								
4								
5								
6								
7								
8								

Finish Referee's Signature _____





Start/Finish Electric Record

Name of Event _____ Date _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced

Division _____

Electric Timer _____ Finish Referee _____

Instructions: *This form can be duplicated for both the start and the finish. List bib number and electronic times of each competitor as they start/finish. Indicate any unusual circumstances under "Remarks."*

Bib#	Electric Time	Remarks	Bib#	Electric Time	Remarks





Timing Cards

The timing cards below may be used as a backup to the electronic timing system. Simply copy the cards on heavy duty stock paper, cut along the dotted line, and give to the timing personnel.

Instructions: The hand-held times (watches 1-3) should be identified by the appropriate timers. The hand-time average should be used in the event of an electronic timing failure.

Alpine Skiing Timing Cards

Team # _____ Bib # _____

Day _____ Bib # _____

Watch:

#1 _____ min. _____ sec. _____ tenth _____

#2 _____ min. _____ sec. _____ tenth _____

#3 _____ min. _____ sec. _____ tenth _____

Hand-Time Average

Hand Time in Seconds

Electric Time

Hand Time and Electric Time Difference

Alpine Skiing Timing Cards

Team # _____ Bib # _____

Day _____ Bib # _____

Watch:

#1 _____ min. _____ sec. _____ tenth _____

#2 _____ min. _____ sec. _____ tenth _____

#3 _____ min. _____ sec. _____ tenth _____

Hand-Time Average

Hand Time in Seconds

Electric Time

Hand Time and Electric Time Difference





Start/Finish Order Record

Name of Event _____ Date _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced

Division _____

Number of Gates _____ Run _____

Names of Forerunners _____

Instructions: List bib numbers of competitors in the order of start/finish. Indicate any unusual circumstances under "Remarks."

Bib#	Electric Time	Remarks	Bib#	Electric Time	Remarks





Referee Report

Name of Event _____ Date _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced

Division _____

Runs: ☐ 1st ☐ 2nd

Bib#	Athlete's Name	# of Gates	Gatekeeper	Notes

Not at Start								
Not at Finish								

Referee's Signature _____







Protest Form

Important: Protest forms must be submitted to the Jury (Sport Rules Committee) no later than 15 minutes after the conclusion of the event being protested.

Date _____ Event _____

Time Submitted _____ Division (M/F) _____

Sport _____ Age Group _____ Heat _____

Athlete or Team Name _____

Identification Number _____ Delegation Code _____

Reason for Protest

Signature of Sport Head Coach _____

Decision of Jury _____

Protest Approved _____

Protest Denied _____

Signed _____

Time _____





Jury Decision Form

Name of Event _____ Date _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced

Division _____

Jury Members Present:

Voting members –

Technical Delegate _____

Referee _____

Assistant Referee _____

Chief of Race _____

Chief of Course _____

Non-voting members –

Start Referee _____

Finish Referee _____

Others Present at the Meeting:

Summary of Reasons for Protest:

Decision:

Time Published _____ Date _____ Technical Delegate _____





Awards Presentations

The awards ceremony provides an opportunity to recognize athletes' accomplishments in a dignified and enthusiastic atmosphere which reflect the Olympic tradition. Consequently, it should honor the athlete with dignity, be energized with fanfare and excitement, and involve spectators.

1. All athletes who compete in a Special Olympics competition should receive recognition for their efforts in the form of ribbons or medals. First through third places receive gold, silver, or bronze medals, respectively. Fourth through eighth places receive ribbons. *Medals are optional at Local-level competitions.*
2. An athlete who is disqualified or does not finish an event should be given a **participation** ribbon.
3. The awards presentation should occur immediately following the division's competition in each event.
4. An awards escort/stager should meet the athletes at the awards area when the event has been completed. He/she should then assist the athletes and seat them in correct order of placement.
5. Athletes on the awards stand should be positioned at different heights in accordance with their final event placement. As in the Olympic Games, the first place finisher should be on a higher platform than the second place finisher, and this should continue in descending order. Bleachers, risers, or sturdy wooden boxes may be used to accommodate this arrangement.
6. The Special Olympics banner should hang behind the awards stand.
7. The Olympic fanfare music should be played throughout the ceremony. After the music begins to play, the awards announcer should say the following: "Ladies and gentlemen... It is my pleasure to announce the results of the (division) of the (age and gender group) (event). In eighth place, with a time of (time), (name),"... pause for awards presentation. This presentation continues in sequential ascending order up first place.
8. For each athlete, the awards presenter should present the award and offer personal congratulations. Sufficient time should be allowed between individual presentations in order to allow family and friends to take photos and enjoy the moment.
9. The awards escort should then assist the athletes from the awards stand to the exit chute.
10. Any protest should be handled by the Technical Delegate and Jury, NOT by the awards personnel. Any and all protests should be handled prior to staging for awards.





Team Competition Evaluation Checklist

1. Venue Preparation	YES	NO
<u>Course</u>		
Course properly set	—	—
Start area fenced	—	—
Starting line clearly marked	—	—
Finish line clearly marked	—	—
<u>Facilities</u>		
Spectators and media areas designated	—	—
Honored Guest/family areas designated	—	—
Snow fence erected for safety and crowd control	—	—
Warming facilities provided	—	—
Ski lift available	—	—
Volunteer registration site clearly marked	—	—
Staging area well organized	—	—
Area for Jury meeting	—	—
2. Athlete Attire		
Athletes in proper competition attire	—	—
3. Officials		
Race officials distinguishable	—	—
Isolated area for timing crew and computation work	—	—
4. Direction Signs		
Staging	—	—
Escort assignments	—	—
Race venues	—	—
Awards area	—	—
Rest room	—	—
Information area	—	—
5. Public Address System		
Time to start of event announced	—	—
Racers announced at start	—	—
Racers announced at finish	—	—
6. First-Aid		
Qualified medical personnel on-site	—	—
First-aid area and visible and appropriate	—	—
Evacuation transportation provided	—	—
7. Awards		
Special Olympics banners clearly visible	—	—
Athletes announced and highlighted	—	—
Honored Guest presenters	—	—
Well-placed spectator area	—	—
8. Competition		
Adherence to official rules	—	—
Equal competition within each division	—	—





Competition Evaluation (continued)

Additional Comments

Venue Preparation (Course/Facilities)

Athlete Attire

Officials

Signage/Competition Information

Public Address System

First Aid

Awards

Divisioning and Competition

Other (Team Captain's Meeting, etc.)





Introduction

On behalf of Special Olympics International, THANK YOU for contributing your time and expertise. The knowledge you share with the course participants will make a significant impact on the lives of athletes with intellectual disabilities.

The Volunteer Coach Course offers a basic introduction to coaching Special Olympics alpine skiing. The course should be relevant to coaches involved with Special Olympics athletes of low to average ability. Higher-level skills and tactics are introduced in the Advanced Coach Course and in NGB and other coaching accreditation programs.

Coaches should leave the training school with a clear understanding of the following:

- Official Special Olympics alpine skiing events and rules
- How to use the Special Olympics Alpine Skiing Coaching Guide
- How to properly assess Special Olympics alpine skiers
- How to organize a training session
- Techniques for warm-up and stretching
- How to teach the fundamental of introductory alpine skiing skills
- Ideas for appropriate drills and activities to teach skills

Review the Quick Quiz at the end of this guide to identify major points and ensure that they are covered within the course.

Suggestions for Instructors

- **Review the Special Olympics Alpine Skiing Coaching Guide.** It provides the necessary background to our coaching program.
- **Stay on schedule.** There is a lot of material to be covered, and it is easy to fall behind. Remember, this course is an overview. Encourage coaches to take additional coaching courses.
- **Use team teaching.** Two instructors can bring different expertise to the course and also make this course more enjoyable for the participants. It is suggested that one instructor be a specialist in alpine skiing and the other in Special Olympics.

Your ideas on the course are welcomed. Please send any ideas for future improvement to the SOI Alpine Skiing Director, Special Olympics International, 1133 19th Street, N.W., Washington, D.C. 20036.



Alpine Skiing Volunteer Coach Training School Agenda

PART 1 Classroom Session (90 minutes)

- 1.0 Introduction and Using the Special Olympics Coaching Guide
- 1.1 Special Olympics Coaching Philosophy
- 1.2 Coaching Resources
- 1.3 Athlete Assessment/Assessment Skills
- 1.4 Special Olympics Alpine Skiing
- 1.5 Preparing for Your Alpine Skiing Program
- 1.6 Training and Competition Plan
- 1.7 Organizing a Training Session
- 1.8 Prevention of Injuries
- 1.9 Coaching Athletes with Intellectual Disabilities

PART 2 Activity Session (120 minutes)

- 2.1 Skiing Evaluation of Coaches
- 2.2 Special Olympics Skills Assessment
- 2.3 Teaching the Coach to be a Better Skier

BREAK

- 2.4 Review of Teaching the Beginner
- 2.5 Equipment Preparation and Stretching
- 2.6 Basic Skiing Skills

PART 3 Special Olympics Athletes Training Session (90 minutes)

- 3.1 Model Training Session

PART 4 Classroom Wrap-Up (30 minutes)

- 4.1 Review (Questions)
- 4.2 Quick Quiz
- 4.3 Certification Process and Application
- 4.4 Training School Evaluation

Materials

- Course Agendas (one per participant)
- Special Olympics Alpine Skiing Coaching Guides
- Samples of recommended coaching books/videos for display

Equipment

- | | |
|--|--------------------------------------|
| • Skis, boots, bindings, poles | • Wax table w/accessories (optional) |
| • Appropriate alpine ski apparel | • First-aid kit |
| • Supplemental items (tape, old skis, markers, etc.) | • Water |





PART 1

Classroom Session

(90 minutes – Approximately 10 minutes per session)

1.0 Introduction and the Using the Special Olympics Alpine Skiing Coaching Guide

- Welcome the Participants
- Introduce yourself, including your coaching background.
- Ask participants to briefly introduce themselves.
- Review the course objectives and agenda.
- Discuss and review the Coaching Guide
- Refer to this text throughout the course.

1.1 Special Olympics Coaching Philosophy

- The use of the word “**Olympics**” means a commitment to high standards of coaching.
- **Training and safety** are critical for athletes’ development.
- Coaches must continually **challenge** athletes to push on to new levels of achievement.
- In Special Olympics, athletes train to **compete**, not just recreate. Refer to oath: “Let Me Win, But if I cannot win, let me be brave in the attempt.
- Life-long fitness and the ability to enjoy recreational activities is an important by-product of Special Olympics.

1.2 Coaching Resources

- Provide examples of coaching **books and videos**.
- Encourage coaches to affiliate with alpine skiing **associations/organizations**.
- Promote **NGB coaching courses**.
- Make use of **assistant coaches and Partners Clubs®** with High Schools and colleges. (Many Special Olympics athletes need individualized attention in order to progress.)
- Involve the **family members**.

1.3 Athlete Assessment

- All athletes must be medically certified to participate in Special Olympics (review the **Special Olympics medical form**).
- All athletes with **Down syndrome** must have an **Atlantoaxial** X-ray and test **negative** in order to train and compete in alpine skiing.
- Coaches will encounter athletes of all levels of abilities. Allow each athlete to **progress** as his/her ability permits.
- Work on **one skill/drill at a time**.
- Discuss and explain the **assessment process**.





1.4 Special Olympics Alpine Skiing Events and Rules

- **There are alpine skiing events appropriate for all ability levels.**
 - **Glide, Super Glide, and 10-Meter Race** are appropriate for beginners and athletes with lower abilities.
 - **Downhill, Slalom, and Giant Slalom events** are appropriate for athletes with average to higher abilities.
- Special Olympics alpine skiing **rules** include some modifications to the FIS rules.
- **Divisioning** allows players to compete against those of comparable abilities and ages.
- The official **Skills Assessments** are used by competition Divisioning Committees to pre-classifying athletes before divisioning. These skills assessments are also used by coaches in early season and pre-event groupings of ability levels.

1.5 Preparing for Your Alpine Skiing Program

- List the minimum **equipment** needed for a training session.
- Emphasize the importance of **quality equipment** and **appropriate clothing** for athletes.
- Provide names of **dealers** who will supply quality equipment at a low cost.
- Discuss and demonstrate the importance of proper equipment **maintenance**.

1.6 Training and Competition Plan

Briefly discuss and emphasize the importance and effectiveness of the following:

- **Written training plan**
- Pre-season (dryland) program
- On-snow eight-week training program
- In-season (home maintenance) program
- Competition plan
- Post-season (cross training)





1.7 Organizing a Training Session

• In-door Preparation

- How to fit equipment (shoes, ski boots and skis); tape exercises on the floor
- Show the Special Olympics Ski Coach Training Video #1 (ATM, PSIA)
- Preparation of the athlete for the particular mountain (building; ski patrol location; lift and training layout; walk through)
- Time management) clothing and equipment; rest-room stop; class logistics; ability levels; safety)

• On-Snow Training

- Utilize parents or non-skiing volunteers for support.
- Review the Skills Assessment – “Beginner.”
- Review the other ability levels for general knowledge.
- Review the assessment procedure.

1.8 Prevention of Injuries

- **Safety** is a coach’s number one priority.
- **Check the competition area** for safety hazards before each practice.
- Establish **training rules** to minimize accidents.
- Have an **emergency action plan** and practice it.

1.9 Coaching Athletes with Intellectual Disabilities

Note: When discussing common issues and problems associated with coaching Special Olympics athletes, it is helpful to include **specific examples**. Encourage participants to relate their own experiences. Below are several general guidelines.

- Establish clear **rules** to help athletes understand exactly what is expected of them and to reduce behavior problems.
- **Break down skills** and concepts into simple parts.
- Use **one-part instructions** and “**Key Words**” to explain and reinforce technical skill components.
- Instruct and demonstrate, but also coach through asking appropriate *questions*. **Challenge players to think for themselves.**
- Be aware of **physical impairments** that affect the way players hear, see, or pay attention.
- Establish a consistent **routine** at competitions.





PART 2

Activity Session I

(60 minutes)

Goals

The initial on-the-hill session should focus on each coach's individual skiing ability. Each participant should leave this session knowing:

- What his or her **assessed skiing ability** is, according to the Special Olympics Alpine Skiing Skills Assessment
- What skills make up the **beginner, novice, intermediate, and advanced** ability levels
- How the **assessment process works** (*A skier must be able to perform each component of an ability level before advancing to the next level.*)
- What skills he/she might practice in order to progress to a **higher skiing skills level**

2.1 Skiing Evaluation of Coaches [20 minutes]

- Select a lift with a short (5-10 minutes) turnaround next to a short assessment course.
- Briefly discuss a stretching/flexibility routine.
 - Hamstring stretch
 - Leg stretch
 - Torso stretch
 - Arm swing
- Give each coach two practice runs to warm up.
- Have half of the coaches individually ski the course.
 - Other coaches evaluate the skiers' abilities using the assessment cards provided.

2.2 Discussion of Assessment Process [20 minutes]

- The skills assessment program has been designed to record each athlete's sports skills performance throughout the alpine skiing program. Each ability level (beginner, novice, intermediate, and advanced) has defined skills in terms of ski-area awareness and technical/tactical development.
- Each standard reflects how well the athlete must execute the desired skills. It is the responsibility of the coach to determine his/her athlete's level of acceptable performance.
- The assessment should be filled out for each athlete at the beginning of each season and before the athlete's attendance at that year's highest level competition.

2.3 Teaching the Coach to be a Better Skier [20 minutes]

- Discuss technical drills that coaches can use to progress.
- Have each skier work on one or two drills that will help improve his/her own skiing ability.





PART 2

Activity Session II

(60 minutes)

Goals

The second on-the-hill session should focus on the basic skills of alpine skiing. Each coach should leave this session knowing:

- **Stretching and flexibility** routines that can be implemented into a training session
- Simple activities to teach athletes the basics of **equipment preparation**
- Basic **skiing skills** and way to teach those skills to the beginning skier. (*Activities and drills should be taken from the Coaching Guide.*)

Teaching Suggestions

- Make this an active session! Allow each coach to perform each stretch and skill.
- Encourage participants to offer their own suggestions for stretches or activities.

3.1 Review of Teaching the Beginner [15 minutes]

- Review Skills Assessment Tests 2-4 for the novice level.
- Briefly demonstrate each.

3.2 Equipment Preparation and Stretching [15 minutes]

- Boots
 - Boot games
- Boots to bindings on ski
 - One-ski games
- Flexibility routines (on or off skis)
 - Hamstring stretch
 - Leg stretch
 - Torso stretch
 - Arm swing

3.3 Basic Skiing Skills [30 minutes]

- Wedging
- Stance
- Wedge turns
- Introducing to ski poles





PART 3

Special Olympics Athletes Training Session

(90 minutes)

Guidelines

This part of the training school provides an opportunity for coaches to work directly with Special Olympics athletes and to participate in some of the ideas introduced earlier.

Coaches will benefit by taking part in the teaching of the introductory skills discussed earlier in the course. Small groups of athletes should be assigned to each coach. The size of each group may vary depending on the number of coaches and athletes involved.

A minimum of three Special Olympics alpine skiing athletes are needed for this part of the training school.

The instructors should oversee this session while assisting coaches and answering questions.

Model Training Session with Athletes

3.1 Equipment Preparation [10 minutes]

- Boots
- Boots to bindings on ski

3.2 Flexibility Routine [10 minutes]

- Stretches (on or off skis)

3.3 Basic Skiing Skills [45 minutes]

- One-ski games
- Two-ski games
- Early Wedges
- Stance
- Introduction to ski poles

***Note:** The time spent on each skill and the number of skills covered will vary depending on the ability levels of the skiers.*

3.4 Cool-Down and Discussion [10 minutes]





PART 4

Classroom Wrap-up Session

(30 minutes)

4.1 Review (Questions and Answers) [5 minutes]

- Review the points of emphasis.
- Network existing programs and ski-areas support.

4.2 Quick Quiz (see following page) [15 minutes]

- Ask coaches to complete the Quick Quiz.
- Provide the answers to each question.
- Coaches grade their own quiz.

4.3 Certification Process and Form [5 minutes]

- Ask coaches to fill out the first part of the certification form.
- In addition to taking this course on teaching and coaching a specific sport, a Special Olympics coach must do the following in order to achieve certification:
 - Attend a General Orientation as a basic introduction to Special Olympics
 - Complete a course on the basics of teaching and coaching Special Olympics athletes.
 - Complete 10 hours of working with Special Olympics athletes under an experienced coach
 - Complete the training programs for Protective Behaviors and Concussion Training and submit confirmation of completion to the Local Special Olympics Program (U.S. only).
 - Receive endorsement from his/her Program as having fulfilled the above criteria, as well as general screening approval as a suitable individual to work with Special Olympics athletes.

4.4 Training School Evaluation [5 minutes]

- Coaches complete the course evaluation and return it before leaving the training school. (See attached form.)





Quick Quiz

1. The most important single piece of ski equipment is _____.
2. Yes ___ No ___ A good demonstration with little explanation will allow for a quality on-snow skill learning experience for your athletes.
3. There are _____ levels of ability for assessment, training, and competition.
4. As a coach, your first consideration in practice, training, and competition must be _____.
5. Name at least three outside organizations or groups that can provide additional alpine skiing materials or resources for your program.
_____.
6. A Special Olympics alpine skier should have _____ weeks of dryland training prior to going on snow.
7. The _____ rule allows ample time for the athletes either to regroup and continue in a race or to be removed from the race course.
8. _____ are developed by the International Ski Federation (FIS). They are the basis for Special Olympics alpine skiing rules; however, in some cases Special Olympics rules have been modified to suit the ability level of athletes.
9. A simple checklist of equipment for alpine skiing includes:

10. The five components of an alpine skiing training and competition plan are _____, _____, _____, _____, and _____.
11. We encourage athletes to participate in an indoor session prior to going on snow because _____.
12. The Special Olympics winter sports are _____
_____.





Quick Quiz Answers

1. The most important single piece of ski equipment is **the boot**.
2. Yes **X** No ____ A good demonstration with little explanation will allow for a quality on-snow skill learning experience for your athletes.
3. There are **four** levels of ability for assessment, training, and competition.
4. As a coach, your first consideration in practice, training, and competition must be **safety**.
5. Name at least three outside organizations or groups that can provide additional alpine skiing materials or resources for your program.
U.S. Ski Coaches Association, Professional Ski Instructors of America, National Handicapped Sports, local ski schools, and Ski Industries of America.
6. A Special Olympics alpine skier should have **six** weeks of dryland training prior to going on snow.
7. The **two-minute** rule allows ample time for the athletes either to regroup and continue in a race or to be removed from the race course.
8. **International Ski Competition Rules (ICR)** are developed by the International Ski Federation (FIS). They are the basis for Special Olympics alpine skiing rules; however, in some cases Special Olympics rules have been modified to suit the ability level of athletes.
9. A simple checklist of equipment for alpine skiing includes:
Skis
Boots
Poles
Hat
Gloves
goggles
10. The five components of an alpine skiing training and competition plan are **Pre-Season Dryland Training, On-Snow Eight-Week Training, In-Season Home Maintenance, Competition Plan, and Post-Season**.
11. We encourage athletes to participate in an indoor session prior to going on snow because **it allows athletes the opportunity to become comfortable with ski equipment**.
12. The Special Olympics winter sports are **Alpine Skiing, Figure Skating, Floor Hockey, Cross-Country Skiing, and Speed Skating**.





Skills Assessment

Level I - Beginner

<i>Test</i>	<i>Sum</i>	<i>#1 Ski-Area Awareness</i>
_____	_____	Knows "GREEN" or easiest trail sign
_____	_____	Knows "CLOSED TRAIL" sign
_____	_____	Understands the objectives of a ski lesson
_____	_____	Learns, demonstrates courtesy to other skiers
<i>Test</i>	<i>Sum</i>	<i>#2 Dryland or Inside Activity</i>
_____	_____	Buckles boots independently
_____	_____	Puts boots in bindings
_____	_____	Holds ski poles properly
_____	_____	Walks with skis in a straight line
_____	_____	Walks with skis in a circle
_____	_____	Side steps with skis
_____	_____	Places skis in a wedge position
_____	_____	Herringbones with skis
<i>Test</i>	<i>Sum</i>	<i>#3 Technical Development: Flat to gentle slope on-snow activity</i>
_____	_____	Buckles boots independently
_____	_____	Puts boots in bindings
_____	_____	Holds ski poles properly
_____	_____	Walks with skis in a straight line
_____	_____	Walks with skis in a circle
_____	_____	Side steps with skis
_____	_____	Places skis in a wedge position
_____	_____	Herringbones with skis
<i>Test</i>	<i>Sum</i>	<i>#4 Technical Development: Gentle to novice slope activity</i>
_____	_____	Stands up after falling
_____	_____	Can re-fasten skis on gentle terrain
_____	_____	Can re-fasten skis on novice terrain
_____	_____	Performs a straight run
_____	_____	Performs a gliding wedge
_____	_____	Performs a breaking wedge
<i>Test</i>	<i>Sum</i>	<i>#4 Technical Development: Gentle to novice slope activity</i>
_____	_____	Stands up after falling
_____	_____	Can re-fasten skis on gentle terrain
_____	_____	Performs a straight run
_____	_____	Performs a gliding wedge
_____	_____	Performs a breaking wedge
<i>Test</i>	<i>Sum</i>	<i>#5 Tactical Development: Gate Training and Competition</i>
_____	_____	Understands the start command
_____	_____	Understands the finish area
_____	_____	Can perform 10-meter walk independently
_____	_____	Can perform the glide event independently





Skills Assessment (continued)

Level II – Novice

Test	Sum	#1 Ski-Area Awareness
_____	_____	Can identify “BLUE” (more difficult) trail sign
_____	_____	Demonstrates safety while skiing
_____	_____	Can recognize a member of the ski patrol
_____	_____	Rides the following lift(s) with assistance: (please circle) Rope tow, t-bar, poma, surface and/or chair lifts
_____	_____	Rides the following lifts without assistance: (please circle) rope tow, t-bar, poma, surface and/or chair lifts
Test	Sum	#2 Technical Development: Wedge Turns
_____	_____	Performs wedge turn to a stop (left wedge turn)
_____	_____	Performs wedge turn to a stop (right wedge turn)
_____	_____	Performs two wedge turns simultaneously
_____	_____	Performs four or more wedge turns simultaneously
_____	_____	Performs wedge turns entire length of “GREEN” (easiest) trail
Test	Sum	#3 Tactical Development: Gate Training and Competition
_____	_____	Properly moves into race start position, unassisted
_____	_____	Properly follows start procedure <ul style="list-style-type: none">• Moves poles over starting wand• Moves through start procedure
_____	_____	Trains a five gate slalom course, unassisted
_____	_____	Races a five gate slalom course, unassisted
_____	_____	Trains a five gate giant slalom course, unassisted
_____	_____	Races a five gate giant slalom course, unassisted
_____	_____	Trains a four gate downhill course, unassisted
_____	_____	Races a four gate downhill course, unassisted
_____	_____	Can get up after falling and finish the training course
_____	_____	Can get up after falling and finish the race course





Skills Assessment (continued)

Level III– Intermediate

<i>Test</i>	<i>Sum</i>	<i>#1 Ski-Area Awareness</i>
_____	_____	Can identify a ski school instructor
_____	_____	Can locate the ski patrol building/headquarters
_____	_____	Can ski in group lessons (4-8 people)
_____	_____	Can ski independently/individually at ski areas
_____	_____	Can identify “BLACK” (most difficult) trail signs
<i>Test</i>	<i>Sum</i>	<i>#2 Technical Development: Christy Turns</i>
_____	_____	Skis move from wedge to watched (parallel) position at end of turn – wedge Christy
_____	_____	Performs two wedge Christy turns simultaneously
_____	_____	Performs four or more wedge Christy turns simultaneously
_____	_____	Matches skis at or before fall line (start of the turn)
_____	_____	Uses pole plant between turns
_____	_____	Performs four or more wedge Christy turns with pole plant
_____	_____	Performs wedge Christy turns entire length of “GREEN” (easiest)
_____	_____	Performs wedge Christy turns entire length of “BLUE” (more difficult)
<i>Test</i>	<i>Sum</i>	<i>#3 Tactical Development: Gate Training and Competition</i>
_____	_____	Inspects training course with coach
_____	_____	Inspects race course with coach
_____	_____	Trains fifteen gate slalom course, unassisted
_____	_____	Races fifteen gate slalom course, unassisted
_____	_____	Trains fifteen gate giant slalom course, unassisted
_____	_____	Races fifteen gate giant slalom course, unassisted
_____	_____	Trains ten gate downhill course, unassisted
_____	_____	Races ten gate downhill course, unassisted





Skills Assessment (continued)

Level IV– Advanced

<i>Test</i>	<i>Sum</i>	<i>#1 Ski-Area Awareness</i>
_____	_____	Can ski varied terrain in control
_____	_____	Can ski mogul runs in control
_____	_____	Can ski varied conditions in control: (please circle) ice, heavy snow, and/or powder
<i>Test</i>	<i>Sum</i>	<i>#2 Technical Development: Open Parallel</i>
_____	_____	Skis are matched throughout the turn
_____	_____	Performs four or more open parallel simultaneously
_____	_____	Performs short radius (slalom) turns consistently
_____	_____	Performs long radius (giant) turns consistently
_____	_____	Performs long-to-short or short-to-long turns following coaches example
<i>Test</i>	<i>Sum</i>	<i>#3 Technical Development: Parallel</i>
_____	_____	With skis closer than shoulder width apart, can make four or more “parallel turns”
_____	_____	Can ski length of “BLUE” (more difficult) trails with linked parallel turns
_____	_____	Can ski “BLACK” (most difficult) trails
<i>Test</i>	<i>Sum</i>	<i>#4 Advanced Exercise</i>
_____	_____	Balance drills: javelin turns, one ski, no poles
_____	_____	Edging drills: side slipping, hockey stop, traverse
_____	_____	Weight transfer drills: flexion/extension, wedge turns, various turn shapes, hop turns
_____	_____	Stepping drills: parallel step, 1000 steps, converging step, diverging step
<i>Test</i>	<i>Sum</i>	<i>#5 Tactical Development: Gate Training and Competition</i>
_____	_____	Inspects course without coach
_____	_____	Understands “racer’s line” (racer’s path through course)
_____	_____	Skis giant slalom “drill courses”
_____	_____	Skis slalom “drill courses”
_____	_____	Trains twenty gate giant slalom course
_____	_____	Races twenty gate giant slalom course
_____	_____	Trains twenty gate downhill course
_____	_____	Races twenty gate downhill course

