



SPECIAL OLYMPICS BOWLING

Competition Management Team Guide

Part of the Special Olympics Sports Management System

Second Edition
December 2008





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.

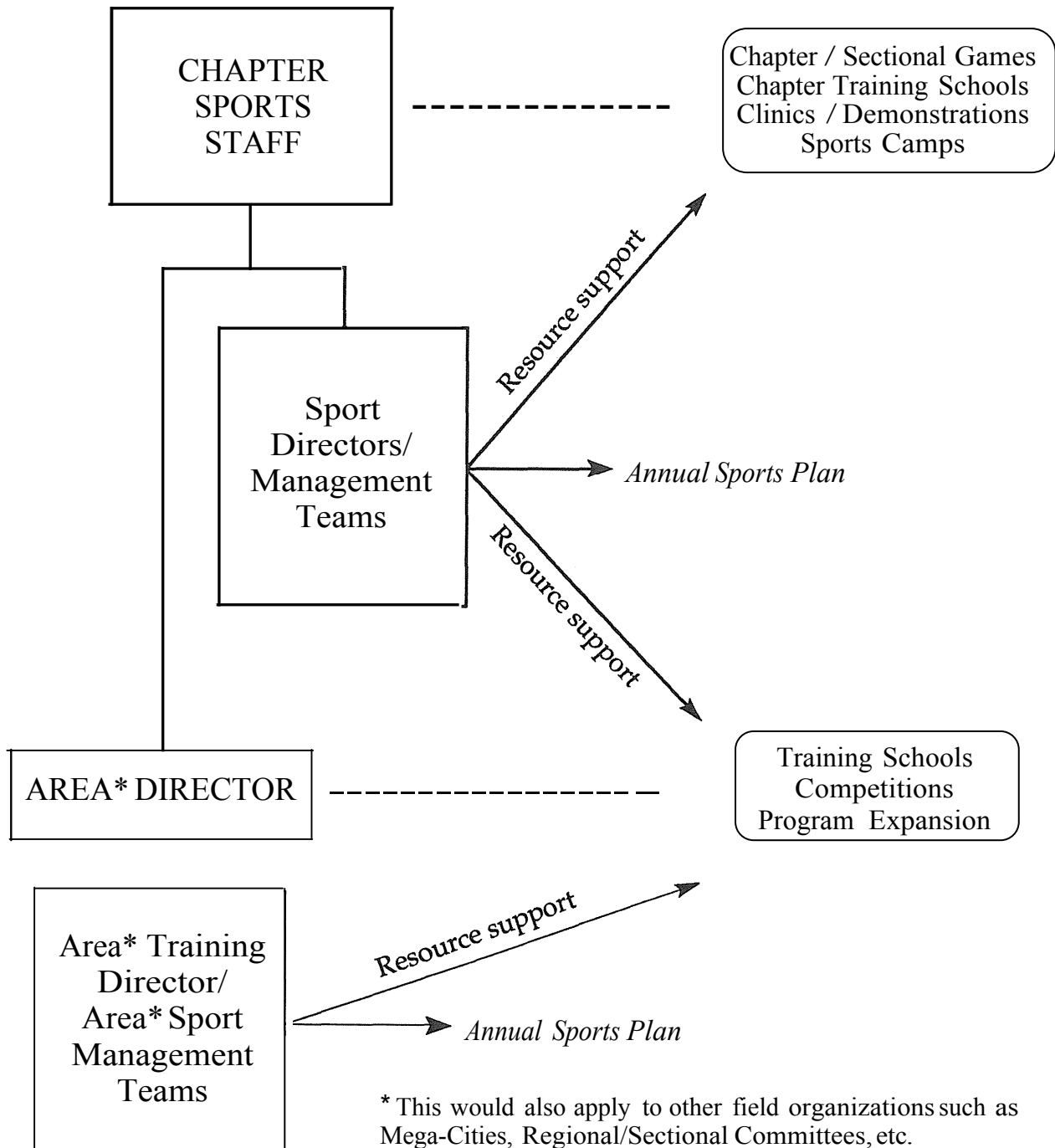
- Assess program needs and develop an annual sport plan.
- Provide technical support for Chapter-level competitions and, whenever possible, for competitions at the Area and Local levels.
- Provide the technical instructors for coaches' and athletes' training schools and other coach or athlete training 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.



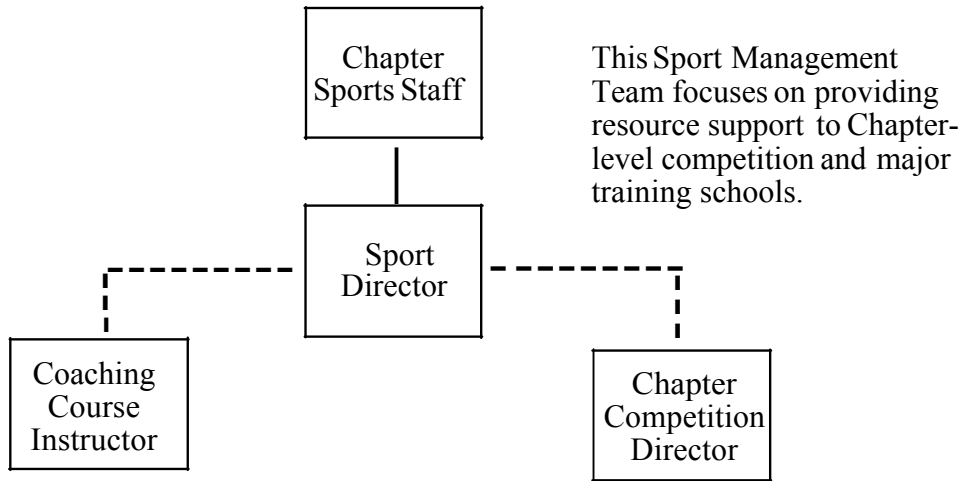
* This would also apply to other field organizations such as Mega-Cities, Regional/Sectional Committees, etc.



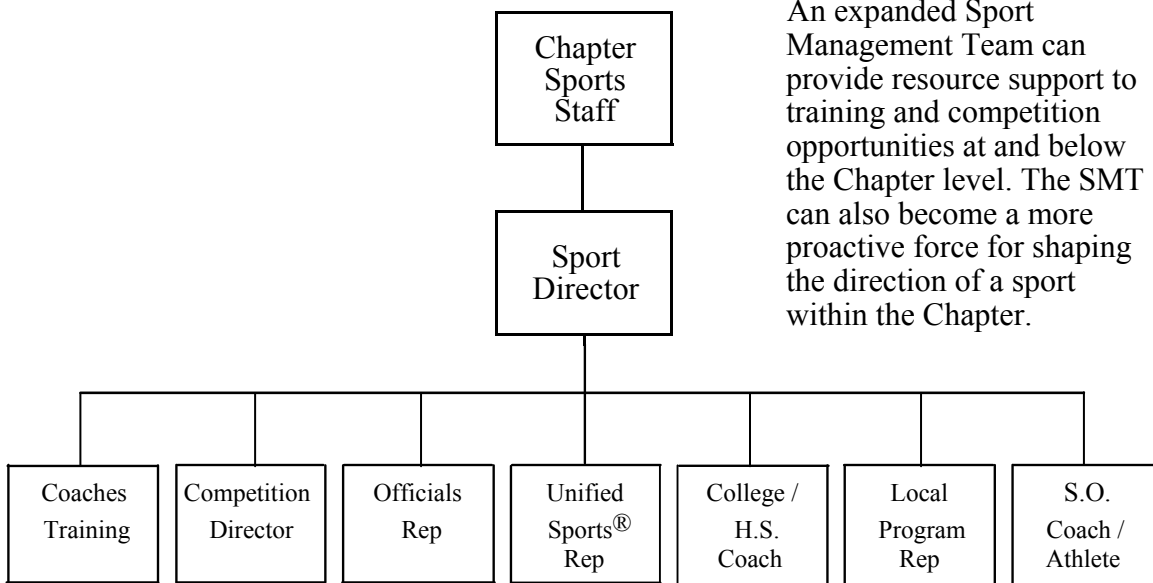
Structuring a Sport Management Team

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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Table of Contents

INTRODUCTION	8-12
Managing a Special Olympics Bowling Competition	8
Bowling Competition Management Team — Flow Chart.....	9
Job Descriptions.....	10
Bowling Management Team — Roster	11
Official Events	12
COMPETITION	13-31
Venue Layouts	14
Venue Checklist.....	15
Safety Considerations	16
Incident Report Form.....	17-18
Pre-Event Information	19
Bowling Tournament Letter of Intent.....	20
Bowling Tournament Singles Roster.....	21
Bowling Tournament Doubles Team Roster	22
Bowling Tournament Teams Roster.....	23-24
Divisioning.....	25
Head Coaches Meeting.....	26
Officials.....	27
Awards Ceremony	28-29
Evaluation Checklist.....	30-31
BOWLING SKILLS INSTRUCTOR GUIDE.....	32-41
Part I: Classroom Session	35-36
Part II: Activity Session.....	37
Part III: Special Olympics Athletes Training Session	38
Part IV: Classroom Wrap-up Session	39



Managing a Special Olympics Bowling Competition

Thank you for volunteering to be a member of the Bowling 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 Bowling 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:

- Providing all the necessary pre-event information to coaches and chaperones.
- Providing a safe competition venue for all athletes, coaches, volunteers, and spectators.
- Providing all athletes a competition opportunity against other athletes of similar abilities.
- Providing a competition with well-trained officials and scorekeepers.
- Creating an “Olympic” atmosphere around the competition (Opening Ceremonies, Awards, and Closing Ceremonies).
- Showing the importance of family members, volunteers and other spectators.
- Increasing public awareness and education about Special Olympics by having the media in the events and by sending results to local newspapers.

This 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:

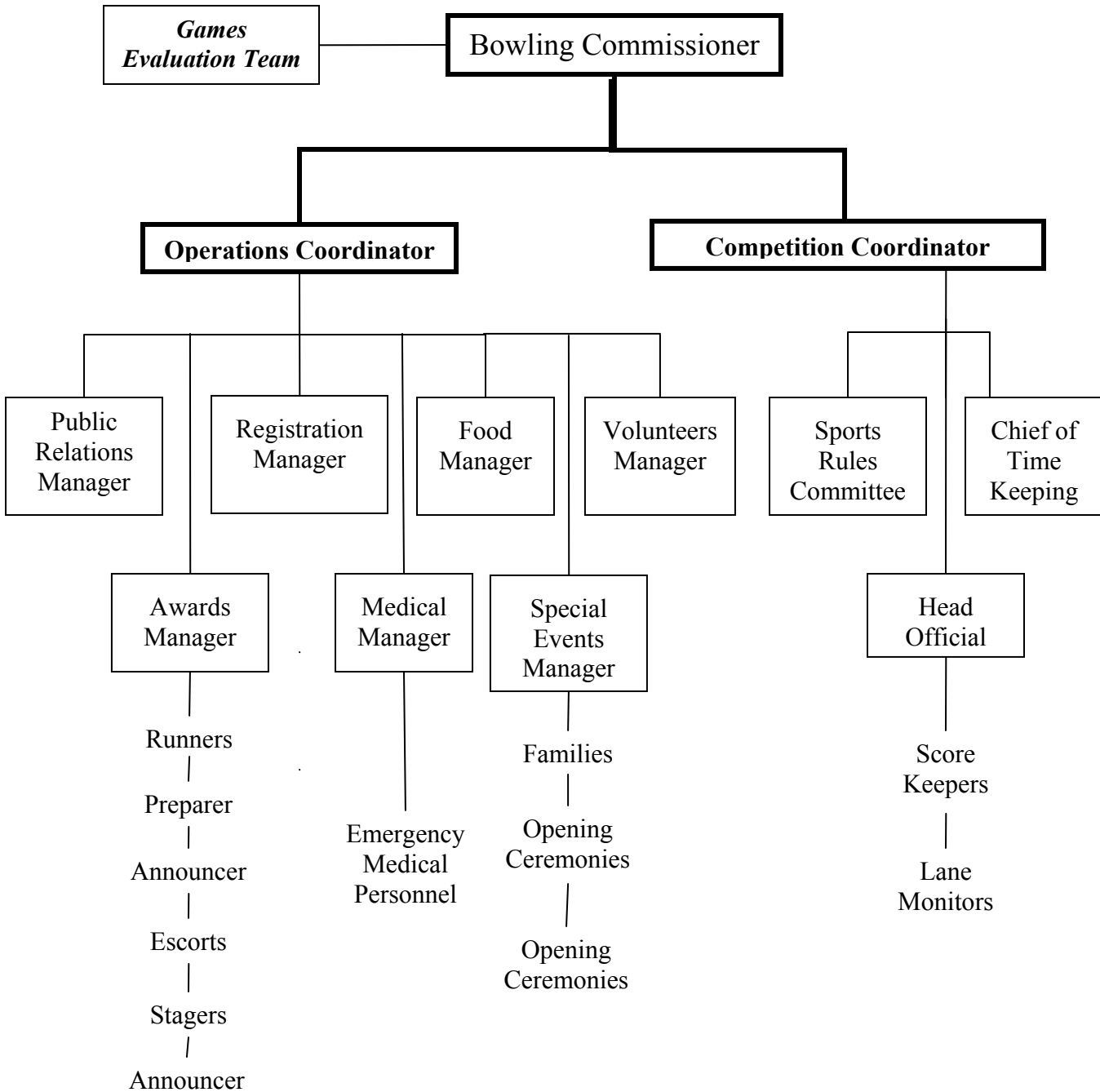
SOI Sports and Competition Department
Special Olympics International
1133 19th Street, NW
Washington, DC 20036





Bowling Competition Management Team

Flow Chart



The composition of a Bowling 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 Bowling Competition Management Team will focus on the operations and competition of Bowling. The Games Management Team may oversee Awards, Ceremonies, Special Events, and Public Relations.





Job Descriptions

Bowling Commissioner is ultimately responsible for the overall quality of the Bowling competition. Recruits, trains, and supervises the Bowling Competition Management Team.

Games Evaluation Team is responsible for constructively evaluating all aspects of the competition from pre-event information, to day of event observation, and post-event coverage and results disbursement. A comprehensive report will be sent to the Bowling Commissioner within one month in order to incorporate some suggestions for the next year's event.

Operations Coordinator is responsible for the overall management of the facility, and non-competition areas. Must secure necessary supplies, and equipment as stated by the individual managers to insure a quality event.

Public Relations Manager is responsible for generating local interest prior to the event via television, radio, and newspaper for recruitment of volunteers. Also provides results and encourages media in attendance to air the days activities and to publish the results after the event.

Awards Manager is responsible for all aspects of the awards ceremony. Oversees the volunteers in setting up a system to get score sheets and order of results from the head scorer to the awards table (runners), preparing medals and ribbons for reach division (preparer), moving athletes to awards area (escorts), staging athletes (stagers), to receiving their awards (presenters). Must order more than enough medals and ribbon, find appropriate music for the ceremony, and train the announcement.

Special Events Manager is responsible for writing the scripts and preparing all participants for Opening and Closing Ceremonies. Also responsible for involving family members and honored guests.

Volunteer Coordinator is responsible for working with all managers to insure that there are enough volunteers to make the competition successful.

Registration Manager is responsible for checking in athletes and coaches, giving them all the necessary information, and telling them where to report for competition.

Food Manager is responsible for acquiring and setting up all meals, snacks and beverages stations necessary for the competition.

Medical Manager is responsible for ensuring that adequate emergency medical personnel are at the competition, and that every safety precaution has been taken. A copy of each athlete's medical must be on site at all times.

Competition Coordinator is responsible for the overall management of the competition. Recruits, trains, and supervises Officials Manager, Sports Rules Committee, and Divisioning Committee.

Divisioning Committee is responsible for taking scores sent in from local coaches, and placing athletes into competition divisions (3 to 8 athletes/teams), according to similar ability, age, and sex.

Sport Rules Committee is responsible for acting on any protests turned in by coaches on the day of the event. This should be comprised of the Competition Coordinator, Head Official, and a coach who is impartial and well versed in all aspects of the bowling and Special Olympics rules.





Bowling Competition Management Team Roster

Position	Name	Phone #
Bowling Commissioner	_____	_____
Games Evaluation Team		
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
Operations Coordinator	_____	_____
Public Relations Manager	_____	_____
Assistant	_____	_____
Volunteer Manager	_____	_____
Assistant	_____	_____
Registration Manager	_____	_____
Assistant	_____	_____
Food Manager	_____	_____
Assistant	_____	_____
Medical Manager	_____	_____
Emergency Medical Personnel	_____	_____
Awards Manager	_____	_____
Runners	_____	_____
Preparer	_____	_____
Announcer	_____	_____
Escorts	_____	_____
Stagers	_____	_____
Presenters	_____	_____
Special Events Manager	_____	_____
Families Contact	_____	_____
Opening Ceremonies Coordinator	_____	_____
Closing Ceremonies Coordinator	_____	_____
Competition Coordinator	_____	_____
Head Official	_____	_____
Scorekeepers	_____	_____
Lane Monitors	_____	_____
Results	_____	_____
Divisioning Committee	_____	_____
1.	_____	_____
2.	_____	_____
3.	_____	_____
Sports Rules Committee (Coach Rep.)	_____	_____



Official Events

Special Olympics offers competitive bowling opportunities for athletes of **all** ability levels in singles, doubles, and team play. Coaches can play a valuable role in advising athletes to form appropriate teams.

1. Individual
 - a. Singles
 - b. Ramp Unassisted
 - c. Ramp Assisted

2. Doubles
 - a. Male
 - b. Female
 - c. Mixed
 - d. Unified Sports[®] Male
 - e. Unified Sports[®] Female
 - f. Unified Sports[®] Mixed

3. Team Bowling
 - a. Male
 - b. Female
 - c. Mixed
 - d. Unified Sports[®] Male
 - e. Unified Sports[®] Female
 - f. Unified Sports[®] Mixed

The following events provide meaningful competition for athletes with lower ability levels.

4. Target Bowl

5. Frame Bowl





EVENT

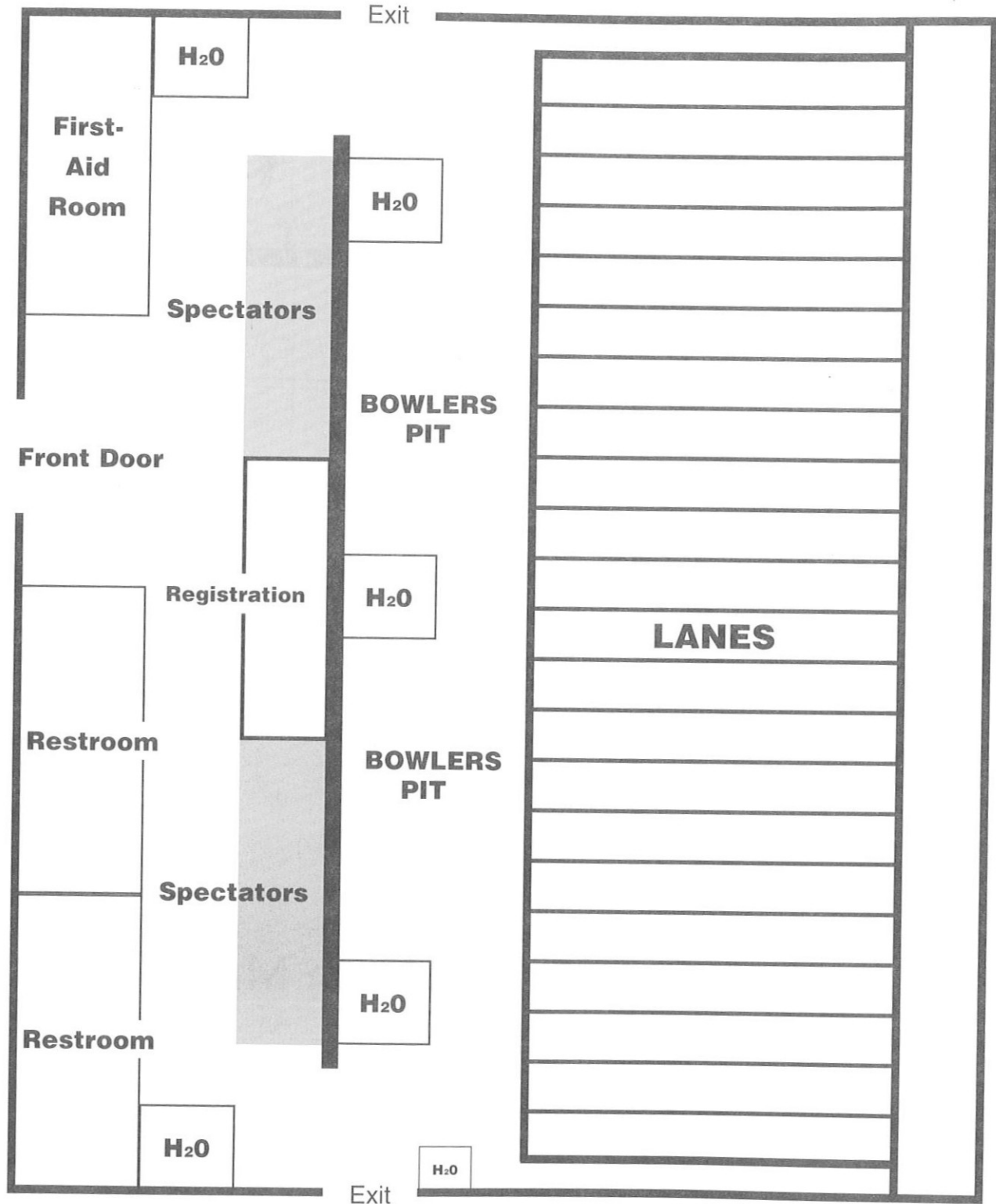


Competition Management





Venue Layouts





Competition Venue Checklist

Table with 3 columns: Item, Number Required, and Checked. Items include Equipment (Bowling lanes, balls, shoes, scoresheets, pencils, calculators, towels, water stations, rules, seating, PA system, medical kit, forms, registration table, assignments, awards, trays, stands, banners, torch, music, credentials, meals) and Venue Personnel (scorekeepers, lane monitors, results, emergency medical personnel).



Competition Safety Considerations

All Special Olympics Bowling training sessions and competition events must be conducted in accordance with the rules and procedures outlined in the Official Special Olympics Summer 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 Bowling training event or competition. The safety checklist should focus on the following areas:

1. Risk Management Orientation

Special Olympics Bowling personnel orientation should be given to all management team members prior to the competition. This orientation should identify:

- Assignment of specific responsibilities
- Emergency procedures
- Procedures for first aid and medical needs
- Discussion and awareness of the Emergency Action Plan

2. Venue

It is strongly recommended that a safety checklist be developed and then used by the competition management team members prior to the start of the competition. Every bowling center is different, but there are standard facilities in all of them. Space is always at a premium inside the center. The most important things to remember are as follows:

- Do not block any exits.
- Make sure the first-aid room or area is clearly marked.
- Have water stations at each end of the center at a minimum.
- Do not allow coaches or spectators into the bowlers' pit.
- Have athlete medical forms on site.
- Do not allow any food or beverages onto bowling lanes/pit.

3. Emergency Action Plan

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

- Evacuation procedure and diagram.
- Procedure for obtaining emergency medical support.
- Procedure for obtaining weather information.
- Procedure for informing attendees and public of postponements or cancellations.
- Procedure for reporting accidents (completing the "Incident Report", etc.). Each Accredited Program should include their own procedures highlighting the area of Risk Management.
- Chain of command in case of a serious accident, including who is assigned to talk to the media.





Special Olympics First Report of Accident/Incident

Today's date ____/____/____

1. General Accredited Program: _____ Date of accident/incident _____

Type of accident/injury: Bodily Injury Property Damage Automobile Other: _____

Injured Person/Party: Athlete Volunteer Coach Unified Partner Spectator Property Owner

2. Injured Party Sex: Male Female Date of Birth: _____

Name _____ (Last) (First) (Middle Initial)

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

Home Telephone: (____) _____ Work Telephone (____) _____

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

Accident/injury took place during: Training Competition While traveling to or from a S.O. event

Other (please describe): _____

Sport in which the injured person was participating (if applicable): _____

Please give exact details of how the accident occurred: _____

4. Bodily Injury Information

Part of the injured person's body injured: Head Neck Torso Back Hand Finger Elbow

Shoulder Leg Knee Foot Thigh Shin Toe

Other _____

Type of Injury: Severe cut w/bleeding Less serious bruise or cut Break/Fracture Concussion Paralysis

Please describe the injury: _____

Was treatment provided on site: Yes No If yes, please describe treatment: _____

Was treatment provided off site: Yes No If yes, give name, address and telephone of facility providing treatment: _____ Telephone: _____

5. Contract/Care Provider If an athlete or underage volunteer was injured, please identify the care provider and/or responsible party (for example, parent, legal guardian).

Name: _____ Relationship to the Injured Person: _____

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

Home Telephone: (____) _____ Work Telephone (____) _____

Employer Name/Address: _____

Does this injured person have medical insurance? Yes No

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

Please provide name of Company and Policy Number: _____

6. Witness Information – Please provide names and phone numbers of any witness to the incident.

Witness Name _____ Daytime Phone Number _____

Witness Name _____ Daytime Phone Number _____

Witness Name _____ Daytime Phone Number _____





Incident Reporting Procedures

If an incident should occur during a Special Olympics activity, the First Report of Accident/Incident form should be completed by an official of Special Olympics. One copy of the report should be sent to the American Specialty Claims Services, Inc., and another copy should be sent to the Accredited Programs office:

Special Olympics Claims Service
c/o American Specialty Insurance Services, Inc.
P.O. Box 459
Roanoke, IN 46783-0459
USA
1-800-566-7941 (phone)
1-219-673-1291 (fax)

An incident is defined as any activity which an injury to a person (participant, volunteer 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 also 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 Insurance Services, Inc. by calling 1-800-566-7941. 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 numbers of persons American Specialty Insurance Services, Inc. can call immediately to 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, Inc. In any serious injury situation, it is vital the American Specialty Claims Services, Inc be contacted ***as soon as possible***.





Pre-Event Information

At least three months prior to your bowling tournament, a mailing to all potential attending coaches should be sent out. This mailing should include:

Fact Sheet (*describing the tournament*) *Example:*

What the event is:	Bowling Singles Tournament
Who is putting on the event:	Special Olympics, Inc.
Where it is being held:	Lincoln Lanes in Washington, DC
When it is being held:	Sunday, 30 April, 2001 from 9am-4pm
How many athletes can participate:	20 athletes
What the registration fee is:	\$5.00 per participant for lunch and lane fees
Who to contact for questions:	Call Billy Jo Robidoe at 555-5555

Letter of Intent

This tells the bowling commissioner how many athletes and coaches to expect at the tournament. It should be sent four to six weeks prior to the tournament.

Registration and Roster Forms

These tell the bowling commissioner exactly how many athletes and coaches will be at the tournament. It also gives the average of the last 15 games bowled by each athlete. This enables the divisioning committee to place athletes into their divisions. All athlete medical forms should be sent in with the roster forms and given to the medical manager. This should all be sent at least two weeks prior to the tournament.

Tentative Schedule of Events

This should include times for registration, coaches meeting, opening ceremonies, competition, lunch, awards, closing ceremonies and whatever else you might have planned. It helps coaches, chaperones and family members plan their day best.

List of Local Hotels

The list also should include hotel phone numbers and prices in case a delegation must stay overnight.

Strictly enforce deadlines on the Letter of Intent and Registration Forms. It will allow the Bowling Competition Management Team enough time to prepare a great tournament for the athletes, coaches and spectators.





Special Olympics Bowling Tournament

Letter of Intent

Deadline: _____

Accreditation Program: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Telephone (H): _____ (W) _____

Please indicate the number of athletes your delegation would like to bring to this tournament.

_____ Athletes in Singles Competition

_____ Teams of two athletes each in Double Competition

_____ Teams of four athletes each in Team Competition

_____ Teams of four athletes each in Unified Sports® Bowling Team Competition

_____ Athletes in Target Bowl Competition

_____ Athletes in Frame Bowl Competition

_____ Total number of Athletes

Please indicate the number of coaches in your delegation. Each delegation should involve a minimum of 1:4 ratio of coaches to athletes.

_____ Coaches

Please return this Letter of Intent by _____ to:

Name:

Address:

City, State, Zip:

Fax:





Special Olympics Bowling Tournament

Singles Roster

Accredited Program: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Telephone (H) _____ (W) _____

	Athletes Names	Scratch Average from 15 Games	Sex	Age	Ramp *(A/U)	Medical Form (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Deadline for Submission: _____

**Only mark in this column if the athlete have physical limitations and requires a ramp. Mark "U" if the athlete does not need assistance or mark "A" if the athlete requires assistance with the ramp.*



Special Olympics Bowling Tournament

Doubles Roster

Accredited Program: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Telephone (H) _____ (W) _____

	Athletes Names in Doubles Teams	Scratch Average from 15 Games	Sex	Age	Ramp *(A/U)	Medical Form (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Deadline for Submission: _____

**Only mark in this column if the athlete have physical limitations and requires a ramp. Mark "U" if the athlete does not need assistance or mark "A" if the athlete requires assistance with the ramp.*





Special Olympics Bowling Tournament

Teams Roster

Accredited Program: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Telephone (H) _____ (W) _____

	Athletes Names in Teams	Scratch Average from 15 Games	Sex	Age	Ramp *(A/U)	Medical Form (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Deadline for Submission: _____

**Only mark in this column if the athlete have physical limitations and requires a ramp. Mark "U" if the athlete does not need assistance or mark "A" if the athlete requires assistance with the ramp.*



Special Olympics Bowling Tournament

Teams Roster

Accredited Program: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Telephone (H) _____ (W) _____

	Athletes Names In Teams	Scratch Average from 15 Games	Sex	Age	Ramp *(A/U)	Medical Form (Y/N)
1.						
	<i>Team Average:</i>					
2.						
	<i>Team Average:</i>					
3.						
	<i>Team Average:</i>					
4.						
	<i>Team Average:</i>					
5.						

Deadline for Submission: _____

**Only mark in this column if the athlete have physical limitations and requires a ramp. Mark "U" if the athlete does not need assistance or mark "A" if the athlete requires assistance with the ramp.*



Divisioning

In Special Olympics bowling competitions, athletes are placed in divisions with other athletes of similar ability and, whenever possible, similar age and sex. The divisioning process is one of the most critical elements of a successful Special Olympics competition and needs to be carefully planned by the divisioning committee. A detailed description of the procedures for divisioning can be found in the Official Special Olympics Summer Sports Rules, but here are the key elements.

1. Obtain the following information about each athlete/team prior to the competition

(from the Roster Forms, other sheets, or additional information).

- What is the average of at least the last 15 games each athlete has bowled?
- Is the athlete currently in a bowling league?
- Does the athlete have his/her own ball?
- Does the athlete have his/her own shoes?
- Does the athlete use a bowling ramp?

2. Place athletes into divisions according to ability, age and gender. There should be at least three athletes in a division and no more than eight.

Ability

- A scratch score based on a 15-game average should be used for determining ability divisions.
- Handicap can be determined by subtracting the bowlers' average from 200.
- All averages in a division must be within approximately 10% of each other.

Age Groups

- 8-11
- 12-15
- 16-21
- 22-29
- 30-and over
- Add other age groups if there are a significant number of athletes in the "and over" group

Sex

- Male
- Female
- Mixed (males and females combined on the same team)

3. In some cases there may not be enough time to have divisioning games before actual competition

It is imperative that accurate records are kept and submitted so that proper divisioning can occur. Many mistakes are made by coaches and the divisioning committee because inaccurate scores were submitted.

Responsibilities of the Athlete

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 all competition shall be disqualified from all remaining events by the Sports Rules Committee.

Responsibilities of the Coach

Coaches are responsible for turning in accurate registration information. They also must ensure that their athletes abide by the letter and spirit of the rules at all times. The coach must stay out of the bowlers' pit unless specifically called in by the lane monitor or scorekeeper.





Head Coaches Meeting

Before competition begins, all coaches should meet briefly with the Bowling Competition Management Team. These items should be addressed:

- Introductions of the Management Team (brief job descriptions)
- Copy of athletes' lane assignments (divisions) and starting times
- Any changes from the initial mailing (updated schedule)
- Any specific rules that need reiterating (foul lights being on, cross lanes being used, warm-up procedures, etc.)
- Protest Forms and procedures
- Location of the first-aid room or area
- Procedures in case of an emergency or accident
- Crisis communication plan
- Inclement weather procedures
- Evaluation Forms turned into a designated area in the center at the end of competition
- Awards and staging procedures

It is a good idea to have the management team all wear the same colored shirts so people can easily recognize each member if they need help. It is important that this meeting not become a complaint session so competition can begin on time. Allow for comments on the Evaluation Forms.

Wish everyone an excellent competition and send them to the lanes or stands.



Officials

The Head Official should be well versed in bowling national governing body rules and regulations as and the Official Special Olympics Summer Sports and Bowling Rules. This person should have both rules books in hand at all times. Before competition begins, there should be a meeting with all scorekeepers and lane monitors to go over job requirements.

Most bowling centers have computerized scoring systems today. A thorough orientation on how to operate the computers needs to be done. Scorekeepers need to know how to enter bowlers' names and averages and how to change a score in case of an error in pin count or an out-of-turn bowler. They must also know how to keep score manually in case there is a problem with the computer. Scoresheets, pencils, and calculators should be available in case they are needed.

When each game is over, each scorekeeper writes each athlete's score on the scoresheet. When athletes complete the required number of games, runners take the scoresheets to the head scorekeeper. The head scorekeeper totals each athlete's scores and determines order of finish for the division. Then the head scorekeeper gives the results sheet to a runner who delivers it to the awards preparer.

The lane monitor ensures that each athlete is bowling on the proper lane and in the proper order. When athletes cross bowl on both lanes, it sometimes gets confusing. The lane monitor assists athletes or scorekeepers when they need water or to use the restrooms. If there is an emergency, the lane monitor gets the emergency medical personnel. In addition, the lane monitor should be able to perform the scorekeeper's duties in case of an emergency.

Lane monitors and scorekeepers can offer encouragement to the athletes. However, under no circumstances are they to coach the athletes during competition.





Awards Presentations

The Special Olympics awards ceremony provides an opportunity to recognize athletes' accomplishments in a dignified and enthusiastic atmosphere that reflects the Olympic tradition. Therefore the location of the ceremony should be very visible to spectators and large enough for pictures to be taken. When possible it is suggested that awards be given out on the lanes, immediately following the competition. This highlights the athletes and allows everyone to see. However, some divisions are much slower than others. The slowest divisions should bowl at the end of the center. In this way, they will not be disturbed by setting up for (and potentially conducting) the ceremony itself. (See the diagram of Sample Awards Area on the next page.) Again, if weather permits, awards can take place outside.

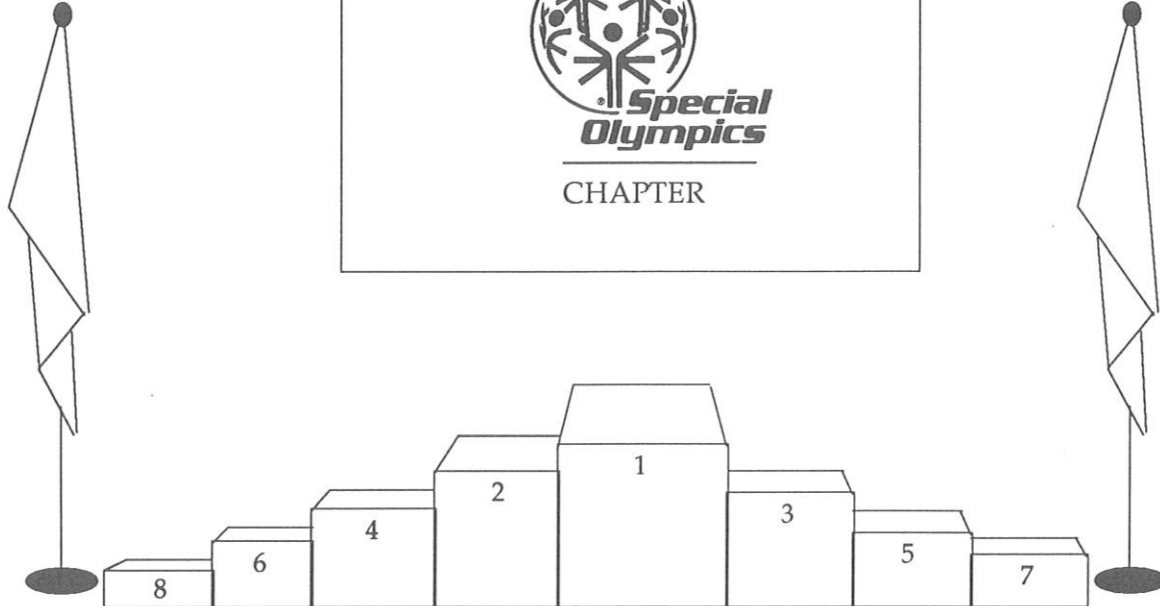
1. All athletes who compete in a Special Olympics competition should receive recognition for their efforts in the form of ribbons or medals. First through third places receive gold, silver, or bronze medals, respectively. Fourth through eighth places receive ribbons.
2. An athlete who does not finish all three games should receive a participation ribbon.
3. When the scorekeeper has totaled the scores, the sheet is given to a runner who delivers it to the preparer at the awards area. Then the appropriate number of ribbons and medals are put in the proper order on an awards tray for presentation.
4. An awards escort/stager should take the athletes to the awards area when all three games are completed. The stager should then seat the athletes in the correct order of placement on the awards stands (from left to right, eighth, sixth, fourth, second, first, third, fifth and seventh). The athletes then wait for their division to be called.
5. When the athletes are getting their awards, the entire division walks up to the awards stands together with the Special Olympics fanfare music playing. The announcer then says:

"Ladies and gentlemen...It is my pleasure to announce the results of Division (number) Singles/Doubles/Team (Age Group) (Sex). In eighth place, with a total score of (number), from (local Program), (name of athlete)!"
6. The presenter then places the award around the athlete's neck and shakes hands. This presentation continues in sequential ascending order to first place.
7. Sufficient time should be allowed between individual presentations in order to allow family and friends the opportunity to take photos and enjoy the moment.
8. The escorts should then assist the athletes from the awards stand to the exit.
9. Any protests should be handled by the Sports Rules Committee before awards are given.
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.





Sample Awards Area

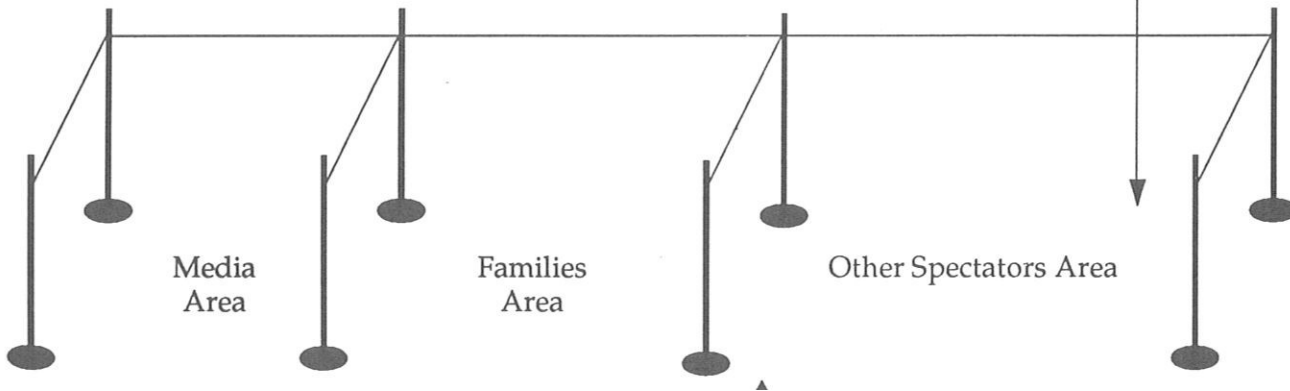


$16'' \times 16'' \times 6''$
 $20'' \times 20'' \times 10''$
 $24'' \times 24'' \times 14''$
 $28'' \times 28'' \times 20''$
 $32'' \times 32'' \times 24''$
 $26'' \times 26'' \times 16''$
 $22'' \times 22'' \times 12''$
 $18'' \times 18'' \times 6''$

Escort with Athletes:
 2
 4
 6
 8

Escort with Athletes:
 2
 4
 6
 8

10'-20'





Competition Evaluation Checklist

1. Venue Preparation	YES	NO
Lanes clear and operating	_____	_____
Computers operating	_____	_____
Well-marked and clearly visible check-in and staging area	_____	_____
Families, honored guests, and spectator seating designated seating areas	_____	_____
Controlled access to competition area (bowlers' pit clear)	_____	_____
Water stations	_____	_____
Restrooms well marked, available, and clean	_____	_____
Center properly air conditioned, heated, and ventilated	_____	_____

Comments _____

2. Equipment and Attire		
All athletes have appropriately weighted bowling balls	_____	_____
All athletes have properly fitted shoes	_____	_____
All athletes properly attired (recommended long pants [women may wear bowling skirts] and shirt with collar)	_____	_____
Hand towels available	_____	_____
Calculators for scorekeeper at each lane	_____	_____

Comments _____

3. Officials		
All officials clearly identified	_____	_____
Scorekeeper(s) – 1 per lane	_____	_____
Lane monitors/escorts – 1 per lane, preferable	_____	_____
Results	_____	_____

Comments _____

4. Signage; Competition Information; Banners		
Clear signage of all areas for athletes and spectators	_____	_____
Lane assignments and schedule	_____	_____
Visible results board	_____	_____
Special Olympics and sponsors' banners	_____	_____

Comments _____

5. Public Address System		
Information clearly announced	_____	_____

Comments _____



Competition Evaluation Checklist (continued)

6. First-Aid	YES	NO
Qualified medical personnel on-site	_____	_____
Medical forms on site	_____	_____
Emergency transportation provided	_____	_____
Comments _____		

7. Awards and Ceremonies		
Awards stand attractively decorated	_____	_____
Special Olympics banner clearly visible	_____	_____
Athletes announced and highlighted	_____	_____
Appropriate honored guest presenters	_____	_____
Ample number of prepares (names on awards)	_____	_____
Ample number of escorts and stagers	_____	_____
Well-placed spectator area	_____	_____
Ample amount of medals and ribbons	_____	_____
Music (Olympics Fanfare)	_____	_____
Script	_____	_____
Torch (for Opening and Closing Ceremonies)	_____	_____
Cauldron (if appropriate)	_____	_____
Athletes oath	_____	_____
Officials oath	_____	_____
Comments _____		

8. Competition		
Official Special Olympics rules on site	_____	_____
Sport governing body rules on site	_____	_____
Protest forms available	_____	_____
Equal competition within each division	_____	_____
Rules consistently enforced	_____	_____
Scoresheets present and correctly	_____	_____
Comments _____		

Other (Coaches Meeting; Clinics; Demonstrations; Olympic Park, etc.)

Other comments





Introduction

On behalf of Special Olympics, Inc. 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 Skills Course offers a basic introduction to coaching Special Olympics bowling when a specific National Governing Body course is not available. The course should be relevant to coaches not yet ready to coach higher skilled Special Olympic athletes. In this program, coaches who have completed a introductory National Governing Body Course are not yet qualified to coach on their own. They should have a Level I coach in attendance. Higher-level skills, strategies and tactics are introduced in the Tactics Course and in National Governing Body and other coaching accreditation programs.

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

- Official Special Olympics bowling events and rules
- How to use the Special Olympics Bowling Coaching Guide
- How to properly assess Special Olympics bowlers
- How to organize a training session
- Techniques for warm-up and stretching
- How to teach the fundamentals of bowling
- Etiquette on the lanes
- How to become certified Special Olympics bowling coaches

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 Bowling Coaching Guide. It provides the necessary background to our coaching program.

- Stay on schedule. There is a large amount 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 outside of Special Olympics to continue their coaching education.
- Use team teaching. Two instructors can bring different expertise to the course and also make the course more enjoyable for the participants. It is suggested that one instructor be a specialist bowling and the other in Special Olympics.

Your ideas concerning this course are welcomed. Please send any ideas for future improvements to Special Olympics Sports and Competition Department, Special Olympics, Inc., 1133 19th Street, NW, Washington DC 20036.





Preparation for a Special Olympics Bowling Skills Course

There are things that must be done at least two months prior to the training:

- Most states or countries require advanced notification of all local training seminars, so they can be sanctioned and advertised. Find out how it is done in your state by calling the Program office.
- A bowling center must be reserved months in advanced. You will need one lane for every coach attending, and a separate room for the classroom sessions.
- Registration information must be sent out to all potential coaches. Most states or countries have a newsletter, which is used to advertise the training. You may also use a local newsletter, the newspaper and flyers at local bowling centers.
- Application for Sports Training Certification needs to be ordered from your state or country.
- A qualified instructor must be obtained for the day.

The things you need for the day of the training:

- Coaches Packet
 - Application for Sports Training Certification
 - Course Agenda
 - Quick Quiz
 - Evaluation forms
- At least three athletes per coach to come for PART 3 of the training seminar
- Food if you are providing it (Coaches will need a lunch break, usually after PART 2.)
- Pencils and erasers
- Scoresheets





Skills Course Agenda

PART 1

Classroom Session (90 minutes)

- 1.0 Introduction and Using the Special Olympics Bowling Coaching Guide
- 1.1 Special Olympics Coaching Philosophy
- 1.2 Coaching Resources
- 1.3 Athlete Assessment
- 1.4 Special Olympics Bowling Events and Rules
- 1.5 Preparing for Your Bowling Program
- 1.6 Eight-Week Training and Competition Plan
- 1.7 Organizing a Training Session
- 1.8 Prevention of Injuries
- 1.9 Coaching Athletes with Intellectual Disabilities
- 1.10 How to Keep Score

PART 2

Activity Session (120 minutes)

- 2.0 Warm-Up and Stretching
- 2.1 Basic Skills
- 2.2 Etiquette
- 2.3 What to Do While Athletes are Bowling

PART 3

Special Olympics Athlete Training Session (90 minutes)

- 3.0 Model Training Session

PART 4

Classroom Wrap-up (30 minutes)

- 4.0 Questions
- 4.1 Quick Quiz
- 4.2 Certification Process and Application

Materials

- Course Agendas (one per participant)
- Special Olympics Bowling Coaching Guide
- Samples of recommended resource books and videos
- Evaluation forms

Equipment

- Classroom
- Bowling lanes
- Bowling balls and shoes
- Scoresheets
- Pencils and erasers
- First-aid kit
- Official Special Olympics Summer Sports Rules Book
- Official National Governing Body Bowling Rules
- Sample ramps
- Water available





Part 1

Classroom Session

(90 minutes — Approximately 10 minutes per section)

1.0 Introduction and Using the Special Olympics Bowling Coaching Guide

- Welcome and thank the participants.
- Introduce the trainer, including competitive and coaching background.
- Have participants briefly introduce themselves.
- Review the course objectives and agenda.
- Discuss and review the Coaching Guide, highlighting important information.
- Show participants where they can find specific information in the Coaching Guide when you go over a section.

1.1 Special Olympics Coaching Philosophy

- The use of the word “Olympic” means a commitment to high standards of coaching.
- Training and safety critical for athlete development.
- Coaches must continually challenge athletes to progress to new levels of achievement.
- In Special Olympics, athletes train to complete, not just recreate.
- Refer to the oath: “Let me win, but if I cannot win, let me be brave in the attempt.”
- Lifelong activity is crucial in the lives of Special Olympics athletes.

1.2 Coaching Resources

- Provide examples of coaching books and videos.
- Encourage coaches to affiliate with local bowling centers and organizations.
- Promote National Governing Body coaching courses like American Bowling Congress and Young American Bowling Association.
- Stress the importance of assistant coaches, Partner Clubs[®] assistants and Unified Sports[®] teammates. Many Special Olympics athletes need individualized attention in order to progress.

1.3 Athlete Assessment

- All athletes must have Special Olympics medical form signed by a doctor in order to participate in any trainings or competitions.
- Coaches will encounter athletes of all ability levels. Allow each athlete to progress at his/her own pace.
- Assess athletes several times per season to identify growth and encourage development.

1.4 Special Olympics Bowling Events and Rules

- There are bowling events appropriate for all ability levels.
- Ramp Bowling, Target Bowl and Frame Bowl are appropriate for athletes with lower abilities.
- Singles, Doubles and Team Bowling are appropriate for athletes of all abilities.
- Unified Sport[®] Bowling can be enjoyed by bowlers of all abilities.
- Highlight the rules for Special Olympics bowling.
- Divisioning allows bowlers to compete against others of comparable abilities, ages and sex.





PART 1 (continued)

1.5 Preparing for Your Bowling Program

- List the equipment needed for a training session.
- Emphasize the importance of personal equipment (balls and shoes) and appropriate clothing for athletes.
- Provide the names of suppliers and professional shops who can supply low-cost, quality equipment.
- Discuss and demonstrate the importance of proper equipment maintenance.

1.6 Eight-Week Training and Competition Plan

- Athletes should bowl at least three games per week in order to show significant improvement.
- Creating a “league” format for training is helpful.
- Encourage athletes to join existing community leagues for extra games during the week.
- Go to as many tournaments as possible before the season ends.
- Provide meaningful coaching assistance during bowling (training and recreational bowling).

1.7 Organize a Training Session

- Emphasize the importance of a written training plan.
- Go over basic warm-up and stretching exercises.
- Teach the fundamentals of grip, approach, release, and follow through.
- Describe lane etiquette.
- Emphasize bowling at least three games.
- Review and summarize main points.

1.8 Prevention of Injuries

- Safety is a coach’s number one priority.
- Uncontrolled behavior should not be tolerated.
- Simple stretching is appropriate and necessary.

1.9 Coaching Athletes with Intellectual Disabilities

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

1.10 Keeping Score

- Review manual scorekeeping procedures.
- Identify how to count points after spares and strikes.
- Describe how to score in the tenth frame.
- Review how to compute an athletes’ average.
- Encourage athletes to learn how to keep score.





PART 2
Activity Session
(120 minutes)

2.0 Warm-Up and Stretching (15 minutes)

- Gather in the bowlers' pit and lane area with shoes on so everyone can see the coach.
- Go through proper bowling approach, release and follow through without a ball to make sure everyone is warmed up.
- Perform light stretching exercises: neck, shoulders, arms, torso, legs and ankles from a standing position.

2.1 Basic Skills (45 minutes)

In this short period of time, identify and demonstrate the basic technical components of bowling.

- Choose an appropriate ball (weight, fingerholes, etc.).
- Pick up the ball with both hands and cradle the ball in your non-bowling arm before you put your fingers in the ball. This decreases the stress put on the fingers.
- Demonstrate a proper grip of the ball.
- Demonstrate the proper stance on the lane.
- Encourage using the target arrows on the floor, instead of looking at the pins.
- Demonstrate the proper arm swing.
- Demonstrate a proper release and follow through.
- Demonstrate a four and five step approach.
- Identify the differences in right and left handed bowling.

2.2 Etiquette (15 minutes)

It is important that athletes and coaches know how to act on the lanes in training and competition.

- Avoid uncontrolled behavior at all times.
- Be ready when it is your turn to bowl.
- Do not waste time standing on the lane.
- Keep refreshments out of the bowlers' pit.
- Do not throw the ball into the air and onto lane. Roll the ball.

2.3 Bowling (30 minutes)

- Direct coaches to bowl at least one game.
- Show coaches how to train and coach athletes during practice.
- Identify common mistakes and how to correct them.
- Give suggestions on how they can improve their own skills.

2.4 Wrap-Up and Clean-Up (30 minutes)

- Gather coaches and discuss any general observations and hints.
- Stress the importance of leaving the bowlers' pit looking better than when you arrived.
- Return all rented equipment.





PART 3

Model Training Session

(90 minutes)

Guidelines

This part of the training school provides an opportunity for coaches to work directly with Special Olympics athletes and the instructors to formulate an effective training session.

Coaches will benefit by taking part in a complete training session. It is recommended that the instructor assign at least three athletes per coach to work with during this time. The instructor should have each coach lead a different part of the training session (stretching, fundamental skills, etiquette, etc.). The instructor should give direct feedback to each coach, immediately and when necessary.

It is very important that the coaches handle most of this session on their own so they can handle most of this session on their own so they are prepared to conduct their own training sessions. Instructors should supervise, reinforce proper coaching/teaching and provide constructive feedback.

Model Training Session

3.0 Preparation

(assist athletes in finding shoes and a proper ball, as needed)

3.1 Warm-Up and Stretching

3.2 Fundamental Skills

3.3 Etiquette

3.4 Bowling

(athletes bowl games with coaches observing and instructing)

3.5 Warm-Up and Clean-Up





PART 4
Classroom Wrap-up Session
(30 minutes)

4.1 Review Questions (10 minutes)

- Discuss the training session.
- Identify what was learned.
- Discuss any concerns.

4.2 Quick Quiz (10 minutes)

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

4.3 Certification Process and Application

- 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 Seminar Evaluation (5 minutes)

- Distribute the course evaluations.
- Collect the evaluations as coaches leave.





Quick Quiz

1. _____, _____, and _____ are the four basic component of a bowling shot.
2. _____ and _____ are the advantages of a fingertip grip.
3. _____, _____, and _____ are three ways to expand your coaching resources.
4. One may use a four-step approach starting with the _____ or a five-step approach starting with the _____.
5. The National Governing Body for bowling is _____.
6. _____ and _____ are the two most important factors when selecting an effective team.
7. _____ is the most important consideration at a Special Olympics training or competition.
8. A bowling handicap is computed by taking _____ minus the bowler's _____.
9. Bowling is appropriate for any athlete regardless of _____ or _____.
10. The strategy when spare shooting is to throw the _____ ball all the time, move your _____ on the alley.





**Quick Quiz
Answers**

1. Approach, arm swing, and follow through are the four basic component of a bowling shot.
2. More curve and more pin action are the advantages of a fingertip grip.
3. Assistant coaches, Unified Sports[®], and home training are three ways to expand your coaching resources.
4. One may use a four-step approach starting with the same foot that you bowl with or a five-step approach starting with the opposite foot as the arm you throw with.
5. The National Governing Body for bowling is American Bowling Congress, World Ten Pin Bowling Association, Federation Internatiole des Quilleurs, and Women's International Bowling Congress.
6. Similar ability and teamwork (friendship and support) are the two most important factors when selecting an effective team.
7. Safety is the most important consideration at a Special Olympics training or competition.
8. A bowling handicap is computed by taking 200 minus the bowler's average.
9. Bowling is appropriate for any athlete regardless of age or ability.
10. The strategy when spare shooting is to throw the same ball all the time, move your starting position on the alley.