



2009 SPECIAL OLYMPICS
WORLD WINTER GAMES
IDAHO USA

» ————— ◀

HEAD OF DELEGATION MANUAL

7–13 February 2009

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Chapter One: 2009 Special Olympics World Winter Games and the Host State–Idaho

Welcome to Idaho and we look forward to your participation in the 2009 Special Olympics World Winter Games (2009 SOWWG).

1.1 The 2009 Special Olympics World Winter Games (2009 SOWWG)

The Games will feature 7 competitive sports as well as various kinds of special non-sport events. More than 4,000 Special Olympic athletes, their coaches and families as well as some 5,000 volunteers will participate in the Games. In addition, senior statesmen, dignitaries and entertainment and sports celebrities will also join the athletes at the Opening and Closing Ceremonies and other activities to celebrate the grand event.

The Games Organizing Committee (GOC) for 2009 Special Olympics World Winter Games is responsible for all matters relating to the Games.

The general schedule of the Games:

4-7 February: Host Town program

7 February: Opening Ceremony

8-13 February: Competition sports and non-sport events

13 February: Closing Ceremony

It is our sincere hope that your trip to Idaho will be a wonderful and memorable experience!

1.2 Boise, Idaho

The state of Idaho is located in the Pacific Northwest region of the United States. Idaho is the 13th largest state in the United States and consists of 83,557 square miles. Idaho's population is 1.2 million people. Boise is the capital of Idaho and is located 65.98 km (41 miles) east of the Oregon border. McCall is located 157.72 km (98 miles) northeast of Boise. Sun Valley is located 278.42 km (173 miles) northeast of Boise.

1.2.1 Language

English is the most commonly used language in Idaho.

1.2.2 Telephones

1.2.2.2 Public Phones

Local, domestic and international calls can be dialed directly from public phones.

Public coin and card phones are available in most locations. Phone cards may be purchased from local telecom service centers, convenience stores and most retail outlets.

Public phones are provided in both accommodation sites and competition venues (with the exception of Ponderosa State Park in McCall).

1.2.2.3 Long-distance Calls

- To call a fixed-line telephone number from Idaho to other cities in Idaho dial 1 then 208 + number
- To make a domestic long distance call within the United States, first you should know the area code you are dialing (e.g. all of Idaho is 208); then dial the phone number. The dialing sequence is summarized as follows:
1 + Area code + phone number
- To dial outside of the United States from a fixed-line telephone, you will have to make sure that your telephone has International Direct Dialing (IDD) function, and you should know the code of the country you are dialing and the area code within that country. The dialing sequence is summarized as follows: International access number (011) + country code + area/city code + phone number

For example, to call a fixed-line telephone in Wellington, New Zealand with number of "2345678", please dial: 11 (international access number) 64 (country code) 4 (area code) 2345678 (phone number).

1.2.2.4 Mobile Phones\Cell Phones

The GOC will offer a mobile phone to each individual Head of Delegation (HoD) to facilitate communication during the Games. Calls will be restricted to the United States. Each HoD will be required to sign a document agreeing to return the phone to the GOC at the end of the Games.

1.2.3 The Internet

Shared or personal internet access points are available to delegation members at accommodation locations. Delegation members will be able to use personal laptops and in some cases desktop pc's will be available at accommodation sites (cost of use will be dependent on the accommodation).

1.2.4 Laptops

Laptops other than those provided by the GOC for the 2009 SOWWG will not be allowed to connect to the Games LAN. Delegation members should ensure that their own laptops can work with the United States power supply.

1.2.5 Power Supply



In Idaho the power supply is 120V AC, 60Hz.

Electric plugs are either with two parallel flat blades or with two flat parallel blades with a round ground or earth pin.

1.2.6 Currency

Throughout the United States including Idaho, is the U.S. Dollar (USD). The highest face value of a banknote is 100 USD. USD is the only currency accepted at local shops and retail outlets. Tipping is customary but not a requirement; it is a gesture of thanks to the person serving you. To the server, it is a reward for doing a good job and extra payment for working at a lower wage.

Currency exchange services are available at in all major Gateway airports in the United States (see specific currency exchange locations in these airports) but it may be difficult to change money at the airport given delegation time of arrival and the need to catch a connecting flight to Idaho.

We strongly recommend delegations change money into U.S. Dollars while still in their home country. CURRENCY EXCHANGE OPPORTUNITIES WILL BE AVAILABLE (BUT LIMITED) IN BOISE. Wells Fargo Bank in downtown Boise will have limited currency exchange possibilities but may not be able to exchange all currency types. **CURRENCY EXCHANGE WILL NOT BE POSSIBLE IN McCALL— ALL EXCHANGE NEEDS TO BE DONE AT YOUR GATEWAY AIRPORT, HOME COUNTRY OR BOISE.**

CURRENCY EXCHANGE LOCATIONS AT MAJOR AIRPORTS

- **Denver International Airport** – Concourses A & B and Jeppensen Main Terminal on Level 5
- **San Francisco** – 8 currency locations in the Main Hall at the International Terminal
- **Los Angeles** – Currency exchange locations available in Terminals 2, 5, 6. Also located in all departure halls and arrival hall at Tim Bradley International terminal
- **Phoenix** – Terminal 4 arrival hall on Level 3 (right outside of the customs/immigration exit)
- **Seattle** – Main terminal ticketing level (one on north side & one of south side), baggage claim and Concourse A

Credit cards, such as VISA® and MasterCard® are widely accepted at all major department stores, shopping centers, hotels and restaurants.

The exchange rates of USD against some other currencies as of 8 December 2008 are listed as follows for your reference (USD value of per unit foreign currency). Actual rates announced by the banks daily shall prevail.

Currency	Exchange rate for reference	Currency	Exchange rate
Russian Rubles	27.985	Australian dollar	1.522
Hong Kong dollar	7.750	Canadian dollar	1.252
Japanese yen	92.724	Indian Rupees	49.261
Euro	.77267	Norwegian krone	7.064
Pound Sterling	.6739	New Zealand dollar	1.850
Rand	10.129	South Korean won	1,447.82
Mexican peso	13.462	Chinese Yuan	6.873
Thai baht	35.6112		
Swiss franc	1.212		

The most up to date currency exchange rates can be located at XE- Universal Exchange Converter at www.xe.com.

1.2.7 Anticipated Weather during the Games

While you are visiting Idaho for the 2009 Special Olympics World Winter Games, it is important to dress properly for Idaho’s winter season. Below is a chart displaying the typical temperatures in Idaho for the month of February broken down by location as well as some tips for a warm and enjoyable stay:

Temperatures In Fahrenheit/Celsius	Boise(Bogus)	McCall	Sun Valley
Average	36/12	24/-4	32/0
Average Low	27/-2	13/-10	23/-5
Average High	44/6	35/1.6	42/5.5
Extreme High	71/21	58/14	68/20
Extreme Low	-15/-26	-28/-33	-17/-27

Source: National Weather Service <http://www.weather.gov/climate/xmacis.php?wfo=boi>

Helpful Tips

Wear several layers of clothing!

Start with a thin cotton shirt next to your skin and add one or two long-sleeved shirts over it. A water-repellent jacket (a ski jacket works best, preferably with a hood) should be the last layer. You may want to wear a pair of long underwear (or thin pants) under a pair of jeans or ski pants.

Wear snow boots and keep your feet dry!

It is important to wear the correct footwear because the feet need to stay dry. Wear boots that are water repellent (no tennis shoes or open-toed shoes) and cover the ankle. Sometimes it is helpful to tuck pants into the boot to stay dry. When purchasing boots (usually referred to as snow boots) try to find a pair that have some tread on the bottom – this is helpful when walking in ice and snow. If you are planning on being in the snow for a long period of time wear two pairs of socks (cotton next to the skin).

If the inside of your shoes become wet, try to get somewhere warm and get your feet dry. You might want to pack an extra pair of socks to change into. If you start shivering this means it is time to go inside and get warm. If there is no place to go to get warm, stay moving – don't sit down.

Wear gloves and a hat!

Most of the body's heat escapes through our heads, so it's important to keep the head covered and dry. The best type of hat to wear is a stocking hat (also referred to as a beanie). Gloves can also help you stay warm. Try to wear gloves that are water-repellent or wool.

Drink plenty of water

Our bodies are able to maintain a steady body temperature when they are hydrated. Be sure to drink at least 1.89 liters/64 ounces of water every day (this is about four (4) bottles of water). If you are moving around a lot you probably need more than 1.89 liters/64 ounces. Idaho has a more arid environment and it is very important for delegation members should be especially be aware of proper hydration at high altitudes such as Sun Valley and McCall.

Drink hot beverages

Hot drinks, such as coffee, tea and hot cocoa, will help warm you up. You may want to pack a thermos to carry with you when you are outside.

Wear sunscreen

It may be cold, but if the sun is out then you risk the chance of becoming sunburned. Wear a sunscreen with a SPF of 30 or higher – on your face and any other part of your skin that is exposed to the sun.

Wear sunglasses when the sun is out

The sun reflects off of snow which creates a glare. Sunglasses will protect your eyes from the sun’s harmful rays as well as make it easier to see.

Use lotion

Even though it rains and snows in Idaho, we have a dry environment. Use moisturizing lotion to keep your skin from flaking.

Weather Forecasts

If you have access to the internet during your stay be sure to visit www.weather.gov for the current 7 day weather forecast. When visiting the web site look for the search box in the upper left-hand corner. Enter the city and state abbreviation for the location you will be visiting (for example, “Boise, ID” or “Sun Valley, ID” or “McCall, ID”) and click ‘GO’. Be aware of any possible road closures due to the inclement weather before travelling to/from Sun Valley and McCall.

If you do not have internet access, the weather report can be found in the local newspaper or on television. The 2009 SOWWG GOC will provide a forecast at the daily HOD meetings and copies will be available at the Delegation Services Desk.

1.2.8 Religious Information

Idaho welcomes all visitors to the 2009 Special Olympics World Winter Games, including many international visitors. Idaho offers diverse options for religion and worship, including some non-English services. See the table below for some examples of faiths and details on services.

Name				
Faith/ Denomination	Phone Number (+1 not required within Boise area)	Address	Website	Service Times
Agape Christian Worship Center				
Pentecostal Christian	+1 (208) 685-0612	4705 W. Emerald St. Boise, ID 83706	http://www. agapeworship.com/ joomla/	Services at 09:00 and 11:00 Sundays
Ahavath Beth Israel				
Judaism	+1 (208) 343- 6601	11 N. Latah Boise, ID 83706	http://www. ahavathbethisrael.org/	Shabbat: 19:30 on Fridays and 10:00 Saturdays

All Saints Episcopal Church				
Episcopalian Christian	+1 (208) 658-0670	704 S. Latah St. Boise, ID 83705	http://www.allsaintsboise.org/	Eucharist 08:00, Sunday School 09:00, Service 10:00 Sundays
All Saints Presbyterian Church				
Presbyterian Christian	+1 (208) 658 0670	3600 N. Bogus Basin Rd. Boise, ID 83702	http://www.pcanet.org/	Services at 09:30 and 11:00
Beautiful Savior Lutheran Church, LCMS				
Lutheran Christian	+1 (208) 336-3616	2981 E. Boise Ave. Boise, ID 83706	http://www.lcms.org/	Services at 08:30 and 11:15 Sundays
Boise Chinese Christian Church				
Non-denominational (Chinese Speaking)	+1 (208) 939-4708	7071 W. Emerald St., Boise, ID 83711	http://www.boiseccc.org/	Services at 10:30 and 12:00 Sundays
Boise East Seventh Day Adventist Church				
Seventh Day Adventist	+1 (208) 331-3777	415 E. Park Center Blvd. Boise, ID 83716	http://boiseeastadventist22.adventistchurchconnect.org/	Service at 11:00
Boise First Church of the Nazarene				
Nazarene Christian	+1 (208) 375-0322	3852 N. Eagle Rd. Boise, ID 83713	http://www.boisefirst.org/	Services at 09:00 and 10:45 Sundays
Broadway Avenue Baptist Church				
Baptist Christian	+1 (208) 336-7970	2530 Broadway Ave. Boise, ID 83706	http://www.babchurch.org/	Services at 05:30 Saturdays, 08:30 and 10:30 Sundays
Cathedral of the Rockies				
First Methodist United	+1 (208) 343-7511	717 N. 11th St. Boise, ID 87702	http://www.cathedraloftherockies.org/	Service at 10:00 Sundays
The Church of Jesus Christ, Latter Day Saints				
Latter Day Saints	+1 (208) 386-9495	1925 Broadway Ave. Boise, ID 83714	http://www.mormon.org/mormonorg/eng/	Sundays at 09:00 and 12:30
Dharmata Foundation Sangha				
Buddhism	208-447- 9987	4359 S. Trails End Land Boise, ID 83716	www.dharmataboise.org/	Sundays 11:00- 12:30
First Church of Christ, Scientist				
Christian Science	+1 (208) 344-7126	880 W. State St. Boise, ID 83702	http://www.cschurchboise.org/	Service Sundays at 10:00
Holy Transfiguration Orthodox Church				
Eastern Orthodox	+1 (208) 375-9630	800 N. 25th St. Boise, ID 83709	http://www.holytransfigurationboise.org/	Services Sunday at 09:00 and 10:15

Hyde Park Mennonite Fellowship				
Mennonite Christian	+1 (208) 336-9872	1520 N. 12th St. Boise, ID 83702	http://hydepark2.home.mindspring.com/	Service at 10:30
Idaho Korean Presbyterian Church				
Presbyterian (Korean Speaking)	+1 (208) 322-8440	930 N. Cloverdale Rd. Boise, ID 83713	http://church.kcmusa.org/network/main.php?club_id=cometojesusikpc	09:30 Sunday
International Society for Hindu Consciousness, Hare Krishna Temple and B.V. Bhakti Yoga Center				
Hinduism	+1 (208) 344-4274	1615 Martha Street Boise, ID 83706	www.boisetemple.org	Sri Gurvastaka 05:30, Every Day Sringaar Aarathi 07:00, Mon-Fri, and Sunday 11:00, Saturday Evening Arati 18:00
Islamic Center of Idaho				
Shiite and Sunni Islam	+1 (208) 377-5217	2719 W. Stewart St. Boise, ID 83702		Daily prayers begin at 13:00
Kingdom Hall, Jehova's Witness				
Jehova's Witness	+1 (208) 343-4041	3299 S. Roosevelt St. Boise, ID 83705	http://www.watchtower.org/	Services Sundays at 09:00
St. John's Cathedral				
Catholic	+1 (208) 342-3511	775 N. 8th St. Boise, ID 82702	http://www.stjohnsparishboise.org/	Services Sunday, at 08:00 and 10:00 and Spanish Speaking service 13:00 Sunday
St. Constantine Helen and Greek Orthodox Church				
Greek Orthodox	+1 (208) 345-6147	2618 W. Bannock St. Boise, ID 83702	http://www.serfes.org/index.htm/	Services at 10:30 Sundays
Unitarian Universalist Fellowship				
Unitarian Universalist	+1 (208) 658 1710	6200 Garrett St. Boise, ID 83714	http://boiseuu.org/	Services at 09:00 and 11:00

Jake Lee, BSU English Dept.

1.2.9 Useful Websites

We hope that you will find the following websites helpful while traveling in Idaho:

2009 Special Olympics World Winter Games	www.2009WorldGames.org
Boise Convention & Visitors Bureau	www.boise.org
Boise International Airport	www.flyboise.com
City of Boise Government	www.cityofboise.org
City of McCall Government	www.mccall.id.us
City of Sun Valley Government	www.sunvalley.govoffice.com
Idaho Department of Transportation	www.itd.idaho.gov
Idaho State Police	www.isp.state.id.us
Idaho Statesman	www.idahostatesman.com
Idaho Travel & Tourism	www.visitidaho.org
Idaho Weather	www.myidahoweather.com
State of Idaho	www.idaho.gov

Chapter Two: Delegation Responsibilities and Pre-departure Information

2.1 Delegation Responsibilities

2.1.1 Head of Delegation (HoD) Role and Responsibilities

The HoDs will be responsible for the activities of their delegations during 2009 SOWWG, and the planning and preparation before the Games.

2.1.1.1 Head of Delegation Entitlements

- Access to guest services and facilities during the Games, including:
- Single room
- A mobile phone
- Access to motor pool vehicles
- Participation in various public events as specified by the agreement

2.1.1.2 Pre-departure HoD Checklist

All HoDs must:

- Comply with all deadlines issued by the GOC and SOI
- Ensure that key team leaders carry out their duties
- Make sure all information from the Games is shared with the entire delegation
- Ensure that registration information is prepared and completed accurately and submitted by the deadlines established by the GOC and SOI
- Communicate accurate travel itineraries in a timely manner to the GOC
- Ensure that the important personal belongings such as credit cards are kept safe and in order
- Sign Code of Conduct form

2.1.1.3 During the Games, all HoDs and Assistant HoDs (AHoD) must:

- Handle airport formalities and coordinate check-in registration at all official accommodation
- Coordinate housing arrangements and room assignments for the delegation upon arrival at the Games and oversee the distribution and collection of room keys
- Ensure that all delegation members are responsible for their personal belongings at all times and assist in maintaining the cleanliness, safety and security of their accommodation

- Ensure that no visitors, including family members, are living or present in the private areas of athlete accommodations
- Ensure that all delegation members understand that they will be fully financially responsible for any incidental expenses and for any damage executed on their part, and that they may be subject to further action by the GOC
- Ensure that all delegation members receive their official Games credential, wear it at all times (except athletes during competition) and understand that it may be revoked if used by unauthorized persons
- Attend all HoD meetings (advance and daily) and forward delegation concerns in writing to GOC personnel before scheduled meetings
- Communicate information received at HoD meetings from the GOC to other delegation members
- Coordinate all delegation members at the staging area for the Opening and Closing Ceremonies
- Have hard copies of medical forms for delegation members
- Cooperate with the GOC to avoid or minimize athletes' injuries

2.1.2 Athletes' Responsibilities

- All athletes must abide by Special Olympics' Official Code of Conduct
- Every athlete shall abide by the letter and spirit of the rules and be responsible for conducting him or herself in a sportsmanlike manner at all times
- Athletes who do not conduct themselves in this manner, or who are offensive by action or language toward other athletes, coaches, volunteers, opponents, officials, and/or spectators, may be disqualified from further participation
- Athletes who do not participate honestly and with maximum effort in all preliminary trials and/or finals shall be disqualified from remaining events by the relevant Sports Rules Committee at the competition

2.1.3 Coaches' Responsibilities

- All coaches must abide by Special Olympics' Official Code of Conduct
- Coaches shall place the health and safety of Special Olympics athletes above all else
- Every coach shall abide by the letter and spirit of the rules and be responsible for conducting him or herself in a sportsmanlike manner at all times
- Coaches who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, other coaches, volunteers, opponents, officials and/or spectators, may be prohibited from coaching

- Coaches shall be knowledgeable about all current Special Olympics and international federation competition rules and regulations applicable to their sport and shall prepare their athletes prior to competition in accordance with those rules
- Coaches shall ensure that athletes compete in events within their sport that challenge their potential and are appropriate to their ability
- Coaches shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and/or finals, or he/she shall be prohibited from coaching by the relevant Sports Rules Committee at the competition
- Team coaches shall ensure that athletes of all ability levels on a team participate in every game
- Coaches are responsible for assuring that the reported assessment and preliminary or qualifying scores for their athletes accurately reflect the ability of their athletes. If, for any reason, this assessment or preliminary score is not considered correct by the coach, it is his or her responsibility to notify the competition manager.
- Team coaches shall be responsible for adhering to the established divisioning rules of each competition and for reporting any incorrect divisioning to the Competition Management. Coaches are responsible for carrying copies of the medical forms for their athletes at all times.

2.1.4 Use of Alcoholic Beverages and Tobacco Products

No individual representing a program shall knowingly permit the use of any alcohol or tobacco products at any Special Olympics training, competition or other venue for the duration of the Games.

All delegation members and everyone involved in the Games must observe this policy.

2.1.5 Handling and Reporting of Abuse

If a volunteer, coach or chaperone becomes aware of or suspects that an athlete in his/her care is being abused; he/she has a duty to deal with the situation in such a way that the welfare of the athlete or individual in question is protected and report the abuse to the GOC immediately. All delegation members should be aware of the laws and customs of the host country.

2.1.6 Insurance

Please note this important information on the health insurance that the 2009 World Winter Games plans to provide during the Games. Registered delegation members includes athletes, Unified partners, managers, coaches, officials, chaperones, supervisors and delegates, but does not include registered family members. Please note that the actual terms and conditions for each of the policies listed below will not be finalized until closer to the Games.

Travel Insurance

The GOC insurance will not cover individuals during their travel to and from Idaho. It is the responsibility of the delegations to purchase travel insurance for coverage during their transit to and from Idaho.

Excess Accident Insurance

Registered delegation members will be covered by the GOC's excess accident medical insurance policy. This policy will provide coverage for injuries resulting from an accident during World Winter Games competition or an activity organized by the GOC.

Sickness Insurance - coverage for registered athletes and delegates only

The GOC's sickness insurance policy will cover medical expenses related to illnesses that occur during the World Games. However, medical expenses are only covered if symptoms first appear while attending the Games. If a delegation member wants treatment for any other illness, he or she will be responsible for all costs incurred. Please note that the GOC is not responsible for any costs related to medications that you regularly and routinely take, for example pre-flight, blood-thinning injections. We recommend that delegations have a trained person within their own delegation to administer such medications, if possible.

Family members, including registered family members, are not covered by our accident insurance policy or our medical insurance policy. We strongly recommend that family members purchase their own comprehensive accident and medical insurance coverage, as health care costs in the United States can be very high.

2.2 Pre-departure Information

2.2.1 Visa

2.2.1.1 Types of Visa

The delegation members attending the 2009 SOWWG should apply for a non immigrant visitor visa (aka. B visa), which is issued to visitors who are coming the United States for a temporary reason such as business, international meeting, tourism, etc.

2.2.1.2 Application for Visa

As a standard part of the visa process, the State Department is now requiring that consular officers interview almost every applicant. Some consulates may have a long wait for an interview so applicants should contact the consulate to schedule an interview as early as possible. Furthermore, many visa applications are sent to the State Department in Washington, D.C. to be reviewed by several agencies. Because of the number of visa applications and the need for thorough security reviews, the process can take several months.

Therefore, it is advisable for travelers to apply for their visas as early as possible (at least three to four months before the visa is needed). Contact the nearest U.S. consulate or embassy for details on visa application procedures at that post.

Tips for Successful Visa Applications

Visa applicants are expected to provide evidence that they are intending to return to their country of residence. Therefore, applicants should provide proof of “binding” or sufficient ties to their home country or permanent residence abroad. This may include documentation of the following:

- Family ties in home country or country of legal permanent residence
- Property ownership
- Bank accounts
- Employment contract or statement from employer stating that the position will continue when the employee returns
- Visa applications are more likely to be successful if done in a visitor’s home country than in a third country
- Applicants should present their entire trip itinerary, including travel to any countries other than the United States, at the time of their visa application
- Include a letter of invitation from the meeting organizer or the U.S. host, specifying the subject, location and dates of the activity, and how travel and local expenses will be covered
- If travel plans will depend on early approval of the visa application, specify this at the time of the application
- The GOC has arranged for waiver of visa fee for 2009 Special Olympics World Winter Games delegation members attending the Games and official correspondence of such an agreement has been forwarded to all delegation leaders

2.2.1.3 Visa Waiver Program

The Visa Waiver Program (VWP) enables nationals of certain countries to travel to the United States for tourism or business [visitor (B) visa purposes] for stays of 90 days or less without obtaining a visa. The program was established in 1986 with the objective of eliminating unnecessary barriers to travel, stimulating the tourism industry and permitting the Department of State to focus consular resources in other areas. VWP eligible travelers may apply for a visa, if they prefer to do so.

Not all countries participate in the VWP, and not all travelers from VWP countries are eligible to use the program. VWP travelers are screened prior to admission into the United States, and they are enrolled in the Department of Homeland Security’s US-VISIT program.

Currently, 34 countries participate in the Visa Waiver Program, as shown below

Andorra	Iceland	Portugal
Australia	Ireland	Republic of Korea
Austria	Italy	San Marino
Belgium	Japan	Singapore
Brunei	Latvia	Slovakia
Czech Republic	Liechtenstein	Slovenia
Denmark	Lithuania	Spain
Estonia	Luxembourg	Sweden
Finland	Monaco	Switzerland
France	the Netherlands	United Kingdom
Germany	New Zealand	
Hungary	Norway	

2.2.2 Freight Forwarding

For freight shipments, please contact the GOC to confirm the exact delivery address where the items will be acquired and stored, stating the name of the delegation, name of the contact person and his/her contact information. The GOC has made arrangements with DB Schenker to assist delegations with freight forwarding services. A freight forwarding packet of information is available upon request from the Delegation Services office.

Contact information of the GOC:

2009 Special Olympics World Winter Games

Games Organizing Committee

3150 W. Main Street

Boise, ID USA 83702

Telephone: +1 (208) 938-5505

Fax: +1 (208) 939-5508

Email: DelegationServices@2009WorldGames.org

2.2.3 Medications

When you go abroad, take the medicines you will need, no more, no less, and ensure you have enough medicine for the Games.

Narcotics and certain other drugs with a high potential for abuse—Rohypnol, GHB, and Fen-Phen, to name a few—may not be brought into the United States, and there are severe penalties for trying to do so.

If you need medicines that contain potentially addictive drugs or narcotics (e.g., some cough medicines, tranquilizers, sleeping pills, antidepressants, or stimulants), do the following:

- Declare all drugs, medicinals and similar products to the appropriate CBP official
- Carry such substances in their original containers
- Carry only the quantity of such substances that a person with that condition (e.g., chronic pain) would normally carry for his/her personal use
- Carry a prescription or written statement from your physician that the substances are being used under a doctor's supervision and that they are necessary for your physical well being while traveling

2.2.4 Items Prohibited from Entry by the United States Customs & Border Protection:

- Absinthe/distilled spirits
- Biologicals
- Cultural artifacts/property
- Dog & cat fur
- Drug paraphernalia
- Firearms
- Fruits & vegetables (could be limited)

Please also visit the website of the United States Customs & Border Protection: www.cbp.gov.

Chapter Three: Delegation Services

3.1 Volunteer and Delegation Assistant Liaison (DAL) Program

The GOC has organized volunteer services for the Games. Volunteers, who are easily recognizable in their uniform, will be ready to assist delegation members and other participants at all competition venues and locations and during all sporting and non-sporting events.

Each delegation will be assigned a DAL who will serve as a key contact between the GOC and the delegation and help overcome language barriers.

3.1.1 DAL Qualification

Each delegation will be assigned a lead volunteer called a Delegation Assistant Liaison (DAL) that is fluent in the primary or secondary language of the delegation and who remains with the delegation through the duration of the Games. The DALs represent the Games Organizing Committee (GOC) and will help keep the lines of communication between the GOC and the delegation. The DAL will assist the HOD and the coaches with their tasks as needed.

3.1.2 DAL Responsibilities

- Through training in preparation, DALs are familiar with the running orders and schedules of all events and activities that the delegation will attend, such as Host Town program, Opening and Closing Ceremonies and Healthy Athletes® program
- They will timely communicate to the delegation information about various events of the Games and at the same time report to the GOC the status and concerns of the delegation
- They will assist HoDs in carrying out their responsibilities and try their best to provide convenience and help to the delegation
- They will accompany HoDs to the daily meetings

3.1.3 How to Contact DAL

DALs will stay with the delegations on a residential basis until the Games are over. Each DAL is equipped with a mobile phone and its number will be included in the contact list and distributed to each delegation. DALs will be available 24 hours a day in order to maintain uninterrupted communication with their delegations.

3.1.4 DAL and Delegation Service Center

Each delegation will be assigned a DAL prior to the advance HoD meeting on 6 February. The GOC has established a Delegation Service Center which will be

located at the 8th Street Marketplace in downtown Boise. This office will be set up and responsible for coordinating the work of all DALs, overall delegation support and timely communication of information to and from delegations for the games. Hours of operations will commence at 08:00 each day of competition.

3.2 Credentialing

The official identification for the 2009 SOWWG is a valid credential, which will display information on the entitlements and zone access allowed to everyone attending the Games. The credential is only valid for its assigned bearer and must not be given away or transferred to other individuals.

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

Delegations will be shipped their official Games credential in January 2009. The GOC asks all delegations to wear their credential when they arrive in Idaho for the Games.

3.2.1 Credentialing Policies

3.2.1.1 Displaying Credential

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

3.2.1.2 Assignment of Credentialing Entitlements

Entitlements for the 2009 SOWWG are assigned by the GOC in consultation with Special Olympics headquarters and awarded based on the role of a specific group or individual during Games time. Entitlements for accredited participants include venue access, zone access within the named venues, hospitality and transport. Entitlements do not include tickets to receptions or ceremonies.

Venue access will be granted to those wearing the correct credential. Under normal circumstances, nobody expect for officials and coaches will be allowed to enter the field of play (with the exception of individuals authorized by the GOC). The credential holder also has access to the type of transportation service as displayed on the pass.

3.2.1.3 Issuing Credentials

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

3.2.1.4 Re-issuing Credentials

Credentials will be re-issued in only three circumstances:

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

During the Games, the GOC will operate three (3) re-credentialing centers, one in Boise at the GOC headquarters located at 3150 West Main Street and one in McCall and Sun Valley, locations to be determined. The re-credentialing centers will be able to produce all types of credentials except day and upgrade passes which will be issued at each competition venue.

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

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

Legend on Credentials

Aa – Athlete

Au – Unified Partner

Ah – Head of Delegation, Assistant Head of Delegation

AHc – Head Coach

Ac – Coach

As – Additional Staff

DAL – Delegation Assistant Leader

SOI – Special Olympics Staff, Regional Managing Director or International Board Member

GUE – Guest of SOI, PRO or GOC

SPN – Sponsor of SOI or GOC

OBS – Observer

PRO – Program Executive or Board Chairperson

FAM – Family member of a Special Olympics athlete

GOC – GOC Staff or GOC Board Member

VOL – Volunteer

OFC – Officials and technical delegates

MDA – All media

PSP – Law Enforcement, Medical, FBI, Fire, etc.

3.2.1.5 Revoking Credentials

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

3.2.2 Access Control

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

3.2.2.1 Venue Access

As an established practice, each 2009 SOWWG venue will be identified by a letter code. The relevant venue codes will appear on the credential to reflect the access requirement for that individual. Two universal codes are in use for the Games:

- C = All competition venues
- O = All other venues

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

3.2.2.2 Zone Access

In accordance with the practice of all previous Games, the GOC will divide each competition venue into different colored zones for the security and smooth operation of the Games.

White Zone

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

Red Zone

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

Blue Zone

The Blue Zone is the athlete area of the venue and will be restricted to delegates in possession of valid credential. The general public and the majority of volunteers and staff will not have access to this area. Please note: Blue Zone access implies that you also have access to the Red and White Zones.

Restricted Blue Zone

The Restricted Blue Zone is the restricted athlete area of the venue (such as field of play or athlete registration) and is off limits to anyone not in possession of valid credential.

3.3 HoD Meetings and Delegation Service Center

3.3.1 Advance HoD Meeting

The advance HoD meeting will take place on 6 February at 18:00 at the Boise Centre. Each HoD or AHoD (one person from each delegation) is required to attend. The meeting will cover topics such as:

- Accommodations—procedures for check-in for your team on the following day
- Opening Ceremony—relevant matters including transportation, staging, meals and after ceremony activities.
- Sporting and non-sporting activities—any changes that may have taken place will be communicated
- Role and responsibilities of the HoD during the Games—a reiteration of what the GOC expects from the HoD during Games time
- Games time transportation.
- Review of World Winter Games event calendar and outlining of changes made after the release of this manual

Please refer to chapter two on the role and responsibilities of the HoD and AHoD to ensure you are familiar with requirements during the 2009 SOWWG.

3.3.2 Daily HoD Meetings

Daily HoD meetings will take place every morning at 07:00 during the Games. The Boise HoD meeting will take place at the Boise Centre in the Summit Room. The Sun Valley HoD meeting will take place at the St. Thomas Episcopal Church. The McCall HoD meeting will take place in the lower pavilion at the Shore Lodge.

The GOC will make arrangements to pick up HoDs each morning to attend the meeting. More specific details for the HoD transport will be made available in the very near future.

The purpose of the daily HoD meetings is to present information concerning the day-to-day operations and scheduling of the Games. This will also be an opportunity for the GOC to answer any questions and address any issues raised by the HoDs.

If a HoD has an issue with any aspect of the Games it can be brought to the attention of the GOC through the Delegation Service Center (DSC). Issues that effect more than one delegation will be addressed at the daily HoD meeting and must be submitted in writing to a DSC the previous day. Issues that effect only one delegation will be addressed on an individual basis.

It is expected that the meetings will be clear and concise. Only HoDs may raise questions at daily meetings, and only issues submitted before 19:00 the previous day will be dealt with at the daily meeting the next day (except for emergency cases).

3.3.3 Delegation Service Center (DSC)

A DSC will be set up at the 8th Street Marketplace located a block and half from the Boise Centre in downtown Boise. An Information Services Center will be available at each competition venue and this desk will also be able to support delegations in addition to the DSC.

All competition information service desks will offer the following:

- Submit questions for daily HoD meetings
- Competition results and schedules
- Photocopy facilities
- Language services

3.4 Religious and/or Spiritual Needs of Delegations

Delegations are kindly requested to notify the GOC at registration should any of their members have religious and/spiritual needs. The GOC will arrange appropriate services offered by skilled and trained people.

3.5 Language and Other Services

3.5.1 Language Services

Each delegation will be assigned a lead volunteer called a Delegation Assistant Liaison (DAL) that is fluent in the primary or secondary language of the delegation and who remains with the delegation through the duration of the Games. The DALs represent the Games Organizing Committee (GOC) and will help keep the lines of communication between the GOC and the delegation. The DAL will assist the HoD and the coaches with their tasks as needed.

Simultaneous interpretation will be provided from English to the other five official languages (Arabic, French, Mandarin Chinese, Russian and Spanish) at the HoD meetings. Satellite locations will be provided in McCall and Sun Valley for assistant HoDs.

As a service to our international visitors bilingual volunteers will wear special nametags indicating their fluency in languages other than English. To access language services while at a competition venue, please contact the information desk.

Over the phone interpretation will be available when no one is around to assist with the interpretation. To access this number please visit the sports desk or the information desk.

3.5.2 Sightseeing

Information about sightseeing opportunities during the Games can be found at the competition venue Information Services Desks. The 2009 Special Olympics World Winter Games Organizing Committee will not be organizing sightseeing trips but are able to assist in making arrangements for delegations.

3.5.3 Shopping

The official merchandise of the 2009 Special Olympics World Winter Games will be available for purchase in designated venues in Boise, Sun Valley and McCall.

All merchandise will carry the official logo of the Games. The World Winter Games reserves the right to interpret the terms of commercial sales of these products.

You may also purchase daily necessities and souvenirs at local shopping spots, supermarkets and 24-hour convenience stores.

3.6 Transportation

It is the objective of the GOC to provide the necessary transport services to meet the needs of all persons involved in the 2009 SOWWG in the fastest and safest point-to-point manner with the greatest convenience, comfort and efficiency.

3.6.1 Methods of Transportation

Three primary methods of transportation will be in operation in three areas (Boise, McCall and Sun Valley) of the World Winter Games theatre. The three primary methods of transportation for the World Winter Games will be a Games Bus System, Games Motor Pool and Public Transportation. The Games Bus Systems will include separate systems for delegates and all other credentialed members of the 2009 SOWWG. The Games Motor Pool will operate various levels of service during the Games. Public transportation will also be offered in all three areas of the Games theatre (Boise, McCall, Sun Valley) free of charge to all credentialed members of the 2009 Special Olympics World Winter Games.

Shuttle Service

A shuttle service operates to a schedule, transferring a high volume of passengers directly to one or a number of venues.

Charter Service

Chartered service will be provided to accommodate the medium to large volume, point-to-point transportation needs of delegations and all accredited individuals participating in the World Winter Games.

Public Transport

Public transportation will include the ground public transportation network in the three areas of the Games theatre in Boise, McCall and Sun Valley. The three areas will offer public transportation at no charge to accredited members of the 2009 SOWWG.

3.6.2 Transportation Arrangements for Different Groups

3.6.2.1 Official Delegations

Other members of official delegations:

- Airports: Designated service providers will be responsible for developing and implementing transportation support plans for airports.
- Competition venues: A dedicated accommodation-to-competition venue shuttle bus system will be operated to ensure that all athletes and coaches arrive safely and on time at their sport venue. This service will originate at each accommodation venue, and provide door-to-door service directly to the sports venue. Departure times to and from competition venues will depend on the opening and closing times of the events in the destination venues. All shuttle buses will carry unified signage and serial numbers and be staffed with volunteers.
- Ceremonies and official functions: Transportation will be provided to all delegations attending both the Opening and Closing Ceremonies of the 2009 SOWWG.

Opening and Closing Ceremonies:

- On the day of the Opening Ceremony, transportation will be arranged to transfer all delegations from their respective accommodations and/or the Delegation Welcome Center to the Opening Ceremony at the Idaho Center in Nampa, Idaho. All motor vehicles must arrive at designated areas at scheduled time before the commencement of the Opening Ceremony.
- After the conclusion of the Opening Ceremony, volunteers will guide their delegations back to their buses and make sure that all members are accounted for. Delegations will be having dinner at either the Idaho Center, Expo Idaho or the COG before traveling to their respective accommodations.
- It is strongly advised that all members of a delegation take the same bus to and from the stadium, otherwise its members cannot be accurately accounted for. A system will be in place to assist you in getting to the correct bus.
- Detailed transportation information, such as departing time for each delegation and the signage of the vehicles, will be announced in the period approaching the opening date and during the HoD meetings
- After the Closing Ceremony, delegations will be transported directly from the Closing Ceremony to their accommodation venues. No facility will be available for delegations to travel to airports from the ceremony venue. All transport to the airport will be operated from accommodation venues only.
- Inter-venue Shuttle: The shuttle bus service between competition and non-competition venues will be operated in the following way in light of the actual geographical distribution of the venues:
 - Shuttle buses: In the areas within Boise, McCall and Sun Valley where there are a number of competition and non-competition venues located close to each other, several inter-connected shuttle bus lines will be operated to link up most of these venues. The design of such lines will depend on the number and location of and distance between venues.

The specific service schedules, locations, lines and frequencies will be announced at a proper time before the opening of the Games.

3.6.2.2 Guests

All guests (including HoDs) will have access to motor pool vehicles.

3.6.2.4 Families

Method of Transportation: Families are encouraged to use the Boise, McCall and Sun Valley public transportation. Service in all three areas will be at no cost to all credentialed members of the 2009 SOWWG.

Access to Public Transport Systems: Access to the public transportation in the Boise area will be with the individuals credential. The Boise area public transportation will only allow credentialed members of the Games to ride their system for free. The public transportation in the McCall and Sun Valley areas will be free of charge to the general public and credentialed members of the Games. No special pass or credential is needed to access the McCall and Sun Valley systems.

Opening/Closing Ceremonies: Families are recommended to use ground public transport, taxis and ground transportation provided by the 2009 SOWWG. A detailed plan with departure locations and times to both the Opening and Closing Ceremonies will be announced in the period approaching the Opening Ceremony.

Motor Pool for HoDs, AHoDs, and DALs

T2 Motor Pool transportation will be provided to the HoD meetings the morning of Sunday, 8 February through Friday, 13 February 2009, as well as the 18:00 meeting on Friday, 6 February 2009. HoDs (and company) will be encouraged to make Request for Transportation (RFT) at least one (1) day prior to all requested moves. HoDs are encouraged to submit all of these requests either at the initial HoD meetings or at any venue Information Service Center. T2 Motor Pool transportation will also be available for pre-scheduled trips throughout the week of 7 February through 13 February 2009. HoDs will be encouraged to travel in groups whenever possible. HoDs will be expected to travel by bus to and from the airport, and Opening and Closing Ceremonies.

Motor Pool Operational Period in Boise Area

Limited T2 Motor Pool Service will be available for pre-approved, credentialed users beginning Monday, 2 February through Friday, 6 February, from 09:00 to 17:00. In addition, T2 service will be provided for HoDs, AHoDs and DALs to and from the Friday, 6 February HoD meeting at 18:00 at the COG.

Limited service will be available on Saturday, 7 February, however, all credentialed Motor Pool users are encouraged to use chartered bus service provided by the Games operations. HoDs will be expected to ride with their delegations.

Full Service will begin on Sunday, 8 February and end on Friday, 13 February. T2 Motor Pool service will be operational on these days from 06:30 to 22:00. However, due to limited Motor Pool vehicles, all credentialed user groups will be encouraged where possible to use chartered bus service for transportation to and from Closing Ceremonies on Friday, 13 February.

Limited Service will be available Saturday, 14 February and Sunday, 15 February for pre-scheduled, pre-approved transportation needs. Requests should be made five (5) days in advance.

T2 Service	Begin Date	End Date	Period of Daily Service
Pre-Games: Limited Service	2 FEB 09	6 FEB 09	09:00–17:00
Day of Opening Ceremony	7 FEB 09	7 FEB 09	Pre-approved, pre-scheduled only
Games Period: Full Service	8 FEB 09	13 FEB 09	06:30–22:00
Post Games: Limited Service	14 FEB 09	15 FEB 09	Pre-approved, pre-scheduled with five (5) days notice only

Accessing T2 Motor Pool Service

T2 service will be the primary type of service accessed by pre-approved guests. A guest may schedule a motor pool vehicle up to five (5) days in advance, which can be done either in person or over the phone or internet.

There will be two (2) types of T2 service:

Scheduled Service: Scheduled service will be coordinated between the guests and the Transportation Service Center. Requests may be made in person at the Venue Information Desks, or via phone.

On-Demand Service: Requests may be made in person at the Venue Information Desks or via phone. Guests may have to wait until a car becomes available.

Requests for Transportation (RFTs)

The Motor Pool dispatch office will receive RFTs in the following ways:

In person: Venue Information Desks, Transport & Parking Desks at each delegation accommodation, and at the Family Services Center located on 8th Street two blocks from the Boise Centre. HoDs will be expected to submit all of their RFTs at the Info Desks each night along with their questions for the HoD meeting.

By Phone: Transportation and Motor Pool Hotline: +1 (208) 377-7205.

Online: www.specialolympics.org/RFT. While this form will be available to anyone who has been informed of the specific web address, the accreditation number of each individual submitting the form will be checked by the dispatch system to ensure that only approved, credentialed guests are utilizing the T-2 Service. Pre-approved, credentialed guests who may also request a motor pool vehicle for immediate service will have to wait for availability of a vehicle if the request is made less than 24 hours in advance.

Requests for Transportation will contain the following information:

- The current time & date
- The date & time transportation is needed
- The name of requesting party and passengers
- The phone number of requesting party
- The number of passengers
- The pick-up location
- The destination
- Any special instructions

At the time of driver and vehicle dispatch, a transportation dispatcher will complete the request by indicating the driver's name and vehicle number. RFT processing procedures will depend on the nature of the request and the manner in which it was requested.

3.7 Accommodations and Catering

The GOC will offer free catering services to all delegations during the Games and make the best effort to provide convenience with regard to accommodations and catering and meet diversified needs as requested in the registration process.

3.7.1 Accommodations Assignments

Delegations will be housed by sport during the 2009 SOWWG and Accommodation Services will make every effort to house a delegation in one location close to their competition venues so as to avoid excessive commuting.

Regardless of the accommodations assignments, the GOC aims to make each delegations' stay as enjoyable and comfortable as possible and provide a first class level of service.

Delegations will receive details of accommodation venues after they complete the formal registration process and must assign individual names to the bed-spaces available and return this information to the GOC before the specified deadline.

3.7.2 Accommodations Arrangements

The GOC will provide accommodations for all delegations participating in the competition and Games-related activities starting from the conclusion of Host Town program until the day after the Closing Ceremony.

Any accommodations requirements outside of these dates will be at the expense of the delegation itself. HoDs will have the opportunity to view the accommodations venue in which their delegation is staying before the opening date of accommodation.

3.7.2.1 Front Desk

The Accommodation Service Desk or Hotel Front Desk will be the primary source of information for delegations in all matters relating to accommodations. It will operate 24 hours a day and will carry recognizable signage. Services offered by the Accommodation Service Desk and/or Front Desk staff include:

- Coordinating arrivals & departures
- Key distribution and collection
- Maintenance of room lists and authorization of room changes
- Allocation of meeting rooms
- Coordination of housekeeping requests
- Tracking lost property
- Problem solving where possible
- Process & form for the HoD to sign to ensure room inspections are completed prior to check out. Any damage will be the responsibility of the delegation.
- Providing information about other services

3.7.2.2 Keys

All rooms will be pre-allocated and the HoD or AHoD will be issued with the keys for the entire delegation. It is essential that delegations adhere to the pre-allocated rooms. Any changes to rooms or sharing arrangements after arrival must be communicated to staff at the Front Desk.

Accommodations staff will assist delegation members with luggage and direct them to their rooms. All luggage must be clearly marked with the name of the person to whom it belongs together with the name of the delegation which can be written on the official luggage tags provided by the 2009 SOWWG.

When keys have been issued to a delegation at check-in, they will remain in the delegation's possession for the duration of the stay until check-out and departure. In case a lost key is reported, every effort will be made to replace keys within 24 hours. In most cases there is no cost to replace a lost key. Access to bedrooms/apartments may be gained by a master key from the hotel staff in the intervening period.

3.7.2.3 Rooming List/Changes

An up-to-date rooming list must be maintained by the Front Desk at all accommodation venues and no unauthorized changes will be allowed. Requests for room changes must be completed on the Room Change Request Form and handed to staff at the Front Desk. If the room change is authorized, the HoD will be informed.

3.7.2.4 Room Cleaning Services

All bedrooms and bathrooms will be lightly cleaned daily and all waste removed. The GOC and housekeeping teams at every venue will make random room inspections during Games time to ensure that cleaning and maintenance standards are adhered to and that no Games policies are being breached.

3.7.2.5 Laundry

Access to laundry services will be made available to delegations at either their accommodations site, or at an offsite facility. Additional details will be made available when known.

3.7.2.6 General Bathroom Guidelines

Please ensure that all of the members of the delegation bring their own toiletry supplies such as soap, shampoo, toothbrushes and toothpaste. The 2009 Special Olympics World Winter Games Organizing Committee will have some toiletry supplies if a delegation member misplaced their items. Requests for these supplies need to be made through your delegation's DAL.

- Always turn on the cold water tap first to avoid scalding
- It is okay to drink the tap water. Some rooms will be supplied with appropriate amount of free, clearly marked drinking water.
- No electrical appliances other than electric shavers and hairdryers may be used in the bathroom

3.7.2.7 Application for Meeting Rooms

Reservations for meeting rooms must be made with the accommodations' service center at each accommodation venue. In most cases these meeting rooms will be free of charge and this information can be confirmed with the accommodation service center.

3.7.2.8 Accommodation Venue Policies

- Any interference with a fire alarm is prohibited
- Please keep the accommodations venues quiet and clean
- Alcohol and tobacco are strictly prohibited in all accommodation venues
- Family members will not be allowed access to bedrooms, but they may meet athletes in designated common areas of accommodation venues.
- Delegations will be liable for covering the cost of any damage to property of the accommodation venues caused by their members

3.7.2.9 Check-out

Check-out will take place before 12:00 hrs on Saturday, 14 February 2009 for all delegations. Delegations unable to travel on this day will be responsible for additional costs incurred in extending the stay. The GOC cannot guarantee that delegations can remain in their accommodations venue for any additional nights after this date. The GOC will assist delegations with the booking of additional nights at the delegations expense.

The HoD or nominated person(s) from a delegation will be responsible for collecting keys from the entire delegation and for signing them over to a member of the Accommodation Service Desk or Front Desk team at least two hours before their departure to ensure the delegation's arrival at the airport within the suggested airline departure window. Delegations should allow sufficient time on the day of departure to collect all keys and to ensure that the handover procedure is completed.

Delegations will be liable for covering the cost of any damage to property of the accommodations venues caused by their members. With the provided signed HoD signature form, the accommodations staff will inspect all delegation rooms and identify any damage and advise the HoD who will need to make arrangements for payment to cover these costs.

3.7.2.10 Departure from Accommodation

Delegations must inform the DSC of its departure time and the number of persons and luggage 24 hours before its departure, so that transportation may be arranged accordingly. By mid week of the Games, the GOC will communicate with each HoD to verify received flight information to ensure all departure flight information is correct or needs to be adjusted.

The Delegation Services Department will announce luggage assembly areas in advance. Delegations will be responsible for getting luggage to an assembly area where it will be loaded onto buses and transported to the luggage check-in counter of the airport from which the delegation is going to depart. All luggage must be bound or wrapped safely and carry tags displaying clearly the name of the delegation, name of owner, flight number and destination. If bags are left behind in the venue, the delegation may incur the cost of transport to the airport and any additional flight costs.

3.7.3 Delegation Catering

The GOC will provide healthy, nutritious and suitable meals to all delegations. It will also provide appropriate alternate choices to competing participants with special dietary customs, habits or restrictions. We hope that all of the participating in the 2009 SOWWG will have an unforgettable experience dining with us. During the Games, credentialed members of official delegations are entitled to free meals at non-competition, accommodation and competition venues.

3.7.3.1 Meal Locations & Hours of Operation during the Games:

Hotels/Dining Halls	Breakfast Only	06:00–09:00
Competition Venues	Lunch (boxed-lunch service only)	11:00–13:00
Dining Halls	COG (Boise Centre)	16:00–21:00
Dinner	EXP (Expo Idaho)	16:00–20:00
	SUB (BSU, Student Union Building)	17:00–20:00
	SUN (Sun Valley)	16:00–20:00
	MCL (McCall)	16:00–20:00

3.7.3.2 Refreshments in Competition Venues

Refreshments and snacks will be available from 30 minutes before competition starts until 30 minutes before competition is scheduled to end.

3.7.3.3 Special Situations

In special situations, orders may be placed in advance utilizing a meal request form which will be provided at the advanced HoD meeting on 6 February 2009.

3.7.3.4 Special Diets

Special dietary needs will be indicated on the back of accreditation badge.

- Meals for special dietary needs can be collected at the service point in every accommodations venue
- Meals for special dietary needs can also be collected at the delegation lounge or catering service point in every competition venue and dining hall

3.8 Medical and Safety

3.8.1 Medical Services

The Medical Services Team will provide professional and timely first aid and medical care at all competition, accommodation and non-competition venues to all Games participants, families, spectators and staff attending the 2009 SOWWG.

3.8.1.1 Aim of Medical Services

- To provide on-site medical care to athletes, delegation members, officials and spectators
- To refer emergency cases to designated hospitals for further consultation and treatment

3.8.1.2 Hospitals

St. Luke's

Address: 190 E. Bannock St. Boise, ID 83712

For more information, call +1 (208) 381-2222

Located in downtown Boise, St. Luke's Regional Medical Center, offers a wide variety of medical services to the community of the Treasure Valley. It houses Idaho's only children's hospital and Pediatric Intensive Care Unit, providing expert care for children. In addition, it is partnered with the Mountain States Tumor Institute to bring effective and innovative therapies for those with cancer. This 436-bed hospital was originally founded in 1902 and continues to grow to meet the region's needs.

St. Alphonsus

Address: 1055 N. Curtis St. Boise, Id 83706

For more information, call +1 (208) 367-2121

St. Alphonsus Regional Medical Center is located two and a half miles from Boise State University and offers to the region an experienced and dedicated trauma center and emergency room. St. Alphonsus is also concerned with serving the community's cardiovascular health needs. Partnered with LifeFlight, St. Alphonsus is able to provide an experienced Emergency Air-Transport team that is always ready. This 381-bed hospital has been offering their medical services to the community since 1894.

3.8.2 Safety and Security

The GOC will formulate a comprehensive security and a contingency plan for the safety and security during the Games. The plan will be implemented mainly by the police force with support from security services and volunteers at all venues, so as to ensure the smooth operations of the competition and the safety of all participants.

We will achieve security at all competition, accommodation and function venues with a system that combines technical measures with appropriate human intervention.

The 2009 Special Olympics World Winter Games GOC always puts the safety of participating athletes first. During Games time, all the participating members are likely to encounter various types of unexpected incidents, such as traffic accident, physical injury, illness, missing a shuttle bus, etc and to address all these incidents, the GOC has already formulated an emergency plan. Once any of such incidents takes place, please contact the GOC Main Medical Command immediately at +1 (208) 577-4768.

You can also call the Emergency Services line which is 911. Support is available 24 hours a day.

3.8.2.1 Airport Security

During the delegation arrival period, a special process will be set up to separate delegations from other individuals arriving at the airport. Dedicated parking space will be zoned off at the airport arrival terminal so as to ensure safe pick-up of participants.

3.8.2.2 Accommodations Venues Security

Before delegations arrive, each accommodation venue will undergo a thorough safety and fire control inspection, so as to ensure the smooth functioning of all equipment. During the delegation arrival period, a security guard room will be set up near each accommodations venue to reinforce the internal management of the venue.

3.8.2.3 Competition and Special Venues Security

During the Games, the equipment in all competition venues will go through a comprehensive safety screening in order to root out any risk in operation and make sure that all emergency exits and evacuation routes are cleared. During the competition, a certain number of emergency handling personnel will be deployed near every venue in order to ensure rapid response and timely evacuation in the event of emergencies.

3.8.2.4 Transportation Safety

Traffic policemen will patrol and inspect the designated routes connecting all competition, accommodations and special event venues, and will manage the traffic flow when necessary, so as to ensure the safety of the Games transportation services. Before the Games begin, transportation service providers will be urged to conduct a safety inspection on their Games fleets to ensure that these vehicles will remain in good conditions during Games-time and that their drivers drive safely.

All vehicles in service for the Games will be issued vehicle accreditation. Access to competition venues will only be granted to vehicles with proper accreditation.

3.8.2.5 Points to Note

The safety and security of each delegation is primarily the responsibility of the HoDs, team leaders and coaches. HoDs, team leaders and coaches must make sure that members of their delegations do not violate United States laws and regulations during the Games and that the safety and security instructions are communicated to everyone of their delegations.

To ensure your delegation's security at all times:

- Report all lost credentials to any Information Services Desk or DSC
- Keep your belongings in a secure place. Do not leave personal items where they could be accessed easily.
- Do not leave backpacks, bags or other containers unattended as they may be seized and searched by event services personnel
- Make sure your delegation always let someone know where members are going and when they expect to return
- Please report all suspicious persons and incidents to event services personnel

Chapter Four: Sports and Competition

4.1 Mission

The goal of the Sports Operations Department is to host an athlete-centered, world-class athletic event, showcasing the athletic skills and achievements of athletes with intellectual disabilities, leaving them, their families, friends and spectators with a lasting and memorable experience of the 2009 Special Olympics World Winter Games. The Sports Operations Department also developed standardized policies and procedures pertaining to the efficient, safe and excellent administration of the sports competitions at the Games. In developing the plan, the focus will be on the athlete experience as paramount. The plan focuses on developing the best experience possible for the participating athletes.

2009 Special Olympics World Winter Games are of significance as the first Special Olympics World Games in the United States of America since 2001 in Alaska. Idaho is a short distance from Salt Lake City, Utah where the Winter Olympics were held in 2002.

The Games aim to create, with the enthusiastic support of the local community, a platform for athletes with intellectual disabilities to achieve their potential, their individual goals, and to showcase their skills to the world. The athletes will share their courage, joy and excitement with all Games participants. This will allow the world to come together to share the magic of the Special Olympics movement.

The Games also seek to promote the Special Olympics movement and, through peaceful competition in sport, demonstrate to the world a “barrier-free” attitude that transcends nationality and disability and creates local communities open and friendly to all.

4.2 Sports and Venue Locations

Alpine Skiing	Bogus Basin Mountain Recreation Area	Boise, ID
Cross-Country Skiing	Sun Valley Resort Nordic Center	Sun Valley, ID
Figure Skating	Qwest Arena	Boise, ID
Floor Hockey	Expo Idaho	Boise, ID
Snowboarding	Dollar Mountain	Sun Valley, ID
Snowshoeing	Ponderosa State Park	McCall, ID
Speed Skating	Idaho IceWorld	Boise, ID

4.3 International Federations / Governing Bodies

Alpine Skiing/Cross-Country Skiing/Snowboarding

International Ski Federation (FIS)
Marc Hodler House,
Blochstrasse 2, CH-3653
Oberhofen/Thunersee, Switzerland
Telephone: (41-33) 244-6161
Fax: (41-33) 244-6171
Website: www.fis-ski.com



Figure Skating/Speed Skating

International Skating Union (ISU)
Chemin De Primerose 2 CH-1007
Lausanne, Switzerland
Telephone: (41) 21 612 66 66
Fax: (41) 21 612 66 77
Website: www.isu.org



Floor Hockey/Snowshoeing

Special Olympics, Inc.
1133 19th Street, N.W.
Washington, DC 20036
USA
Telephone: 1 (202) 628-3630
Fax: 1 (202) 824-0200
Website: www.specialolympics.org



4.4 Honest Effort Rule

Athletes must participate honestly and with maximum effort in all divisioning and/or final competition. Individuals or teams that are identified as not participating to their full potential with the intent of being placed in a lower division may be disqualified from competition.

Head coaches are responsible for assuring that the reported assessments and preliminary or qualifying scores for their athletes accurately reflect the ability of the athlete/s. If for any reason the head coach does not consider this assessment or score correct, it is their responsibility to notify the competition management (Official Special Olympics Winter Sports Rules Book, Section V – Special Olympics Divisioning).

If an athlete achieves a time in the divisioning competition that does not accurately reflect the athlete's ability, it is the responsibility of the head coach to submit an improved score within 30 minutes of the announcement of the official results in order to avoid having the athlete disqualified for a violation of the Honest Effort Rule. Either a coach or athlete may fill out the Improved Performance Form, but the head coach must sign this form before submission.

Please refer to the sport specific sections of this handbook for further clarifications.

Alpine Skiing

Improvements in an athlete's time up to 24.99% would be allowable with no potential of disqualification.

Improvements in an athlete's time of 25% or better will be noted for possible infractions of the Honest Effort Rule and may be disqualified by the Sport Specific Jury.

Cross-Country Skiing

Improvements in an athlete's/teams' time up to 15% would be allowable with no potential of disqualification.

Improvements in an athlete's/teams' time between 15.01%-39% will be flagged for possible infractions of the Honest Effort Rule and a ruling will be made to determine the result of this situation, which may be disqualification.

Improvements in an athlete's/teams' time of more than 39.01% will be automatically disqualified for violation of the Honest Effort Rule.

Figure Skating

The Honest Effort Rule does not apply to Figure Skating, as athletes are divisioned based upon age and events exclusively.

Floor Hockey

The GOC will use the best available performance records to ensure that all teams are given the opportunity of a fair and challenging competition. Athletes / teams must participate honestly and with maximum effort in all divisioning and / or final competitions. The head coach has ultimate responsibility for the conduct of the team. Head coaches must encourage and support this honest effort on the part of each athlete or they may face sanctions from the Sport Specific Jury.

If the Sport Specific Jury determines that an athlete or team has not competed with maximum effort in divisioning rounds with the clear intent to gain an unfair advantage in the divisioning process, the Sport Specific Jury has the right to sanction that team.

Sanctions may include:

- Verbal warning to the coach
- Suspension of the head coach from further competition
- Team and coaches placed on probation

- All accumulated points will be lost
- The final ranking of the team may be adjusted for the medal round
- A second violation will result in the team and its support personnel being suspended from the competition
- Disqualification from the Games

If the head coach feels that their team has been placed in a division that is too low for their teams' abilities then it is the head coaches' responsibility to go to the Sports Management Team and Divisioning Committee to ensure that the issue is addressed.

Snowboarding

Due to changes in the course and changes with gate placements, improvements in an athlete's time up to 24.99% would be allowable with no potential of disqualification.

Improvements of an athlete's time between 25%-39% will be flagged for possible infractions of the Honest Effort Rule and a ruling will be made to determine the result of this situation, which may be disqualification.

Improvements in an athlete's/team's time of more than 39.01% will be automatically disqualified for violation of the Honest Effort Rule.

Snowshoeing

Improvements in an athlete's/team's time up to 15% would be allowable with no potential of disqualification.

Pertaining to the 25 m and 55 m events, improvements in an athlete's time from divisioning to finals of 20.01% or better will be automatically disqualified.

In all other events (100 m and longer in distance), improvement in an athlete's time from divisioning to finals of 15.01% or better will be disqualified for violation of the Honest Effort Rule.

Speed Skating

Pertaining to the 25 m and 55 m events, improvements in an athlete's time from divisioning to finals of 20.01% or better will be automatically disqualified.

In all other events, improvement in an athlete's time from divisioning to finals of 15.01% or better will be disqualified for violation of the Honest Effort Rule.

4.5 Head Coaches' Final Declaration

The GOC will hold the first head coaches meeting for each sport as follows.

Sport	Date	Hours	Venue
Alpine Skiing	7 FEB 09	18:00–19:15	Boise Centre, Summit Room
Cross-Country Skiing	8 FEB 09	16:30–18:00	Sun Valley Club, Basement

Figure Skating	7 FEB 09	19:30–21:00	Boise Centre, Summit Room
Floor Hockey	6 FEB 09	18:00–21:00	Expo Idaho, Athlete Lounge
Snowboarding	8 FEB 09	19:00–20:00	Dollar Mountain, Athlete Staging Tent
Snowshoeing	8 FEB 09	20:30–21:30	Ponderosa State Park, Volunteer Services Tent
Speed Skating	7 FEB 09	19:45-21:00	TBD – Hotel in Boise, ID

Final Declaration will take place at these times. The purpose of Final Declaration is for the head coaches to verify all registered athlete information. The head coach will be provided with a list of all registered athletes, events and entry scores. It will be the coaches' responsibility to verify all information and, most importantly, update entry scores at this time.

According to the submitted Final Declarations, declared athletes may be scratched from an event in which they are entered, but no substitution of any other athletes may be made (with the possible exception of relay events).

The head coach must attend the first coaches' meeting. All subsequent meetings will be announced at this meeting and/or through the Sports Information Desk.

4.6 Sports Information Desks (SID) — Sports Information/Results

Each competition venue will have a Sports Information Desk. This desk will be located within the venue where it is easily accessible for all coaches. The Sports Information Desk will serve as the main point of communications between the sports management personnel, officials and the coaches. The Sports Information Desk will be open at least one hour prior to the first event of each day and remain in operation until the last event of the day has been completed.

The Sports Information Desk will distribute start lists, heat sheets, bulletins, results, competition updates, technical forms, protest/appeal forms, and other sport-specific information. Each delegation will have a mailbox at the competition venue at which they are competing—these mailboxes will be located within the Sports Information Desk area.

Team officials (registered coaches and delegates) are required to stop at the Sports Information Desk upon arrival at the competition venue for check-in and to pick up all information updates from their corresponding mailboxes. Team officials wishing to contact the competition management personnel, may do so through the Sports Information Desk.

4.7 Sport-Specific Equipment and Uniform Information

Alpine Skiing

Uniform Requirement

- There will be no advertising/commercial messaging on the uniform, per General Rules, Section 4.08(a)
- The athletes will have a competition bib number assigned to them to wear at all times during competition, including inspection of the courses, anytime inside the race arena and during awards ceremonies. When not actually competing in a race, the athlete must wear their credential in full view at all times.
- Athletes are required to run preliminary and final competition race runs in the same attire for consistent times

Equipment Requirements

- For the health and safety of all athletes it is required that all participating athletes wear a helmet, appropriate for alpine ski racing, in all events; including training, assessments, divisioning and finals
- Skiers are required to provide their own skies, boots, ski poles and appropriate ski racing attire to include: hat/helmet, gloves, goggles, race uniform, other ski-related clothing, gate protection (shin guards) and any equipment that may be necessary for a physical disability
- Referees have the authority to exclude any competitor whose uniform or equipment does not comply with the guidelines set forth by the GOC and FIS

Equipment Rental

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment. This cost will be at the delegations' expense.

Athletes can generally rent equipment such as skis, boots, poles and snowboards through Black Diamond Sports located at the base area across from the J.R. Simplot Lodge.

Slightly damaged equipment can be repaired at Black Diamond Sports. For severely damages please proceed to the Sports Information Desk; coaches will be directed to a local ski shop.

Wax Room

Wax rooms will be established at the ski area, delegations are required to bring their own waxes. There will be experts on hand to supervise and give advice on waxing techniques.

Cross-Country Skiing

Uniform Requirements

- There will be no advertising/commercial messaging on the uniform, per General Rules, Section 4.08(a)
- Coaches should be aware that temperatures in Sun Valley can vary from –15 degrees Celsius (5 degrees Fahrenheit) to 10 degrees Celsius (50 degrees Fahrenheit)
- Long sleeves and full leg uniforms are recommended
- Gloves or mittens, preferably waterproof, warm enough for weather conditions
- When the air temperature or wind chill temperature dips to –15 degrees Celsius (5 degrees Fahrenheit), athletes will be required to wear warm hats to prevent frostbite especially around the ears
- The athlete will have a bib number assigned to them to wear at all times during a competition. When not actually competing in a race, the athlete must wear their credential in full view at all times

Equipment Requirements

- Athletes must bring their own skis, poles, boots, bindings, uniforms and weather protective wear – which must comply with International Ski Federation (FIS) rules
- Ski length (according to the FIS Rules) Minimum: Height of skier minus 100 mm
- Ski width (according to the FIS Rules) Minimum: 40 mm
- Tip Minimum (shovel curvature): 30 mm
- Ski poles: Athletes must use two (2) poles having equal length. The poles may not be taller than the competitor and must at least reach the competitor's hips. Poles may not be telescopic, and the grips must be securely affixed to the shaft.

Equipment Repairs

Equipment repairs should be requested at the Cross-Country Delegation Services or Sports Information Desk.

Equipment Rentals

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment. This cost will be at the delegations' expense.

Wax Area / Equipment Storage

A wax room will be available at the competition venue. Delegations should bring their own wax.

Figure Skating

Uniform Requirements

- There will be no advertising/commercial messaging on the uniform, per General Rules, Section 4.08(a)
- No props, i.e. boas, hats, aprons, canes, etc., will be allowed
- Athletes are required to bring their own skates and attire, which must comply with International Skating Union (ISU) rules
- Females are to wear a simple, fitted figure skating dress, skirt or jumpsuit with turtleneck and/or sweater, and/or sheer to waist pantyhose or tights. Undergarments are not to be visible.
- Males are to wear simple fitted pants (stretch material and plain colors are preferred), a long sleeve sweater and/or turtleneck. No sweat pants are allowed.
- When not actually competing, the athlete must wear their credential (in full view) at all times

Equipment Requirements

- Athletes are required to wear clean and polished figure skates with laces tucked in
- Skate guards are highly recommended
- Figure Skating attire and equipment resources are limited in the Boise, Idaho area. It is recommended that each athlete bring extra tights, laces, garments and skate guards.

Services

- Skate repair and maintenance services are not readily available in the Boise, Idaho area. Although the GOC is making every attempt to have these services available at Qwest Arena, we cannot guarantee the availability of such services.
- Limited hair and make-up services will be available within the ladies locker room area at Qwest Arena. Appointment scheduling details are not available at this time. Check our website www.2009WorldGames.org for updates.

Equipment Rental

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment. This cost will be at the delegations' expense.

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment. This cost will be at the delegations' expense.

Floor Hockey

Uniform Requirements

Everyone on a team shall wear the same type and color uniforms with numbers in accordance with Special Olympics Floor Hockey rules.

- There will be no advertising/commercial messaging on the uniform, per General Rules, Section 4.08(a)
- The uniforms (jerseys/shirt and pants/shorts) must be the same colors and designs for all team members
- It is recommended that each team have two sets of solid colored jerseys/shirts: a light-colored set when designated "home team," and a dark-colored set when designated "visiting team"
- The 15–20 centimeters (6-8 inches) numbers must appear on the back of jersey/shirt, no two players can wear the same number
- When not actually competing, the athlete must wear their credential in full view at all times

Equipment Requirements

All equipment used during the Games must adhere to the SOI Winter Sports Rules, (dated 31 January 2008). The referees shall inspect the equipment prior to the beginning of each game. Any equipment deemed in violation shall not be used during the Games.

Equipment Rental

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment. This cost will be at the delegations' expense.

Snowboarding

Uniform Requirements

- There will be no advertising/commercial messaging on the uniform, per General Rules, Section 4.08(a)
- A helmet appropriate for alpine ski racing is required to be worn by all competitors during the Slalom, Giant Slalom and Super Giant Slalom events. Helmets are also required during all training. Coaches are also required to abide by these same rules and must wear helmets when inside of the field of play.
- The athlete will have a bib number assigned to them to wear at all times during a competition. When not actually competing in a race, the athlete must wear their credential in full view at all times.

Equipment Requirements

- Athletes must provide their own snowboards and boots
- Snowboards must meet the International Federation Standards (FIS)
- Reminder: any stickers/commercial markings that are not part of original snowboard manufacturing are not permitted

Equipment Rental

All delegations are required to bring all equipment necessary for competition. In the event that your competition equipment is lost in transit, damaged, etc., equipment may be procured at Pete Lane's Mountain Sports Dollar Mountain, located in Dollar Mountain Lodge.

Pete Lane's is also equipped for tuning and repairs from skis to snowboards. Technicians can perform all services, including waxing, sharpening, base-grinding, base repairs, mounting, re-mounting, binding testing, parts replacement (dependant on availability) at standard costs. Depending on volume, services can be performed immediately or on a several-day basis. Repair and maintenance costs vary depending on the condition of the equipment.

Pete Lane's provides a wide variety of clothing and essentials, as well as hard goods. From souvenirs and clothing for the elements to the latest in ski and snowboard equipment, you can find everything you need for the slopes in the shop. The friendly staff is knowledgeable in boot fitting, ski and board selection, and outerwear.

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment. This cost will be at the delegations' expense.

Wax Room

A waxing area will be available in the athlete locker room at the competition venue. Delegations need to bring their own wax.

Snowshoeing

Uniform Requirements

- There will be no advertising/commercial messaging on the uniform, per General Rules, Section 4.08(a)
- Athletes must have their own clothing, suitable for all possible weather conditions. Coaches should be aware that the average low and high temperature in McCall during the World Winter Games is -4 degrees Celsius to -10 degrees Celsius (14 degrees Fahrenheit to 35 degrees Fahrenheit). *Please note these are the averages and it is possible to be colder than the averages.*
- Clothing must consist of long sleeved tops and long pants that fully cover the arms and legs
- Gloves or mittens are required; preferably waterproof, and warm enough for weather conditions
- Ear coverings and warm hats may be required if the wind chill dips below -15 degrees Celsius (5 degrees Fahrenheit)
- Eyewear (tinted/un-tinted glasses and/or goggles) to protect eyes from falling/flying snow is highly recommended
- The athletes will have a bib number assigned to them to wear at all times during competition. When not actually competing in a race, the athlete must wear their credentials in full view at all times.
- Athletes should strive to wear the same clothing in the final that they wore during preliminaries. It is suggested that athletes wear a synthetic or wool wicking layer next to their skin (including feet) as opposed to cotton.
- Use of sunscreen is strongly encouraged due to the strength of the sun's rays at the elevation in McCall. Frostbite is a possibility.

Equipment Requirements

- The snowshoe frame itself shall not be smaller than 20.5 centimeters x 64 centimeters (8 inches x 25 inches). This measurement shall be taken from the longest point of the snowshoe and at the widest point of the snowshoe.
- Factory installed toe and heel traction claws are acceptable. The attachment of any additional "spikes" is not permitted.
- The snowshoe shall consist of a frame and webbing or solid decking material
- The foot must be secured through a direct mount binding system to the snowshoe
- Competition footwear may include, but not limited to running shoes, hiking boots or snow boots
- The use of poles is optional

- Athletes/delegations are required to bring their own snowshoes that meet Special Olympics standards. Snowshoes shall have frames with at least two points on them a minimum of 20.5 centimeters (8 inches) apart (width) and at least two points on them a minimum of 64 centimeters (25 inches) apart (length). These measurements are taken in two straight lines in two perpendicular dimensions. Measurements are not taken along the curved edge of a snowshoe frame. Athletes should wear the same style, brand, type, size (or pair) of snowshoes throughout this competition.
- The use of poles is allowed by athletes during snowshoe competition but generally discouraged. Poles normally slow an athlete down and can interfere with other competitors.

Equipment Rental

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment. This cost will be at the delegations' expense.

Speed Skating

Uniform Requirements

- There will be no advertising/commercial messaging on the uniform, per General Rules, Section 4.08(a)
- The athlete will have a number assigned to them to wear at all times during a competition. This bib number will be placed on the helmet of the athlete.
- When not competing in a race, the athlete must wear their credential (in full view) at all times

Equipment Requirements

- All helmets must be in compliance with current ASTM standard for Short Track Speed Skating
- All helmets must have a regular shape and may not have any irregular protrusions
- Speed Skates are expected to be worn; however, hockey skates are allowed if no speed skates are available. All speed skates must have the tubes enclosed and the blade ends must be rounded off, with a minimum radius of 10 mm. Blades must be fixed to the boot at a minimum of two points with no moveable parts. Athletes must bring their own speed skates, protective gear and uniform, which must comply with International Skating Union (ISU) Rules.
- Figure skates are prohibited. "Klap style" speed skates are not permitted.
- Other required Protective Gear includes:
 - Neck Protector (made of tear resistant material)
 - Elbow Pads (optional)

- Gloves or mitts
- Shin protection
- Long sleeved and long legged clothing
- Padded or padded hard-shell knee protection

Note: There are no speed skating stores in the city of Boise or in the nearby area. It is imperative that all delegates bring the required uniform and other necessary equipment. Athletes not wearing the proper equipment will be disqualified. Any athlete who removes his/her equipment before the end of the race will also be disqualified.

Skate Sharpening

Sharpening service for hockey skates is available at Idaho IceWorld. The GOC hopes to provide sharpening services for speed skates, but at this time, it has not been determined. Any costs associated with the sharpening of skates will be the responsibility of the delegations.

Equipment Rental

Hockey-skates may be rented at Idaho IceWorld.

The GOC will make every effort to have equipment available for the delegations for the purpose of replacing lost, stolen or damaged equipment. There will be a cost associated for the rental of such equipment, and this cost will be at the delegations' expense.

4.8 Protests and Appeals

Only the head coach or designated registered coach (in the absence of the head coach) can file a protest and must do so abiding by the rules of each sport. Please see sport specific sections in the Coaches' Handbook for further clarifications.

The coach must complete the protest form in order for the Sports Specific Jury to consider the protest. The protest must cite each specific violation by specific number from the rulebook and a clear definition of why the coach feels the rule was not followed. These forms will be available at the Sports Information Desk at each competition venue. Once the protest is filed, it shall be given to the Sports Information Desk which will then notify the Sports Specific Jury for a ruling.

The exact time that the Sports Information Desk receives the protest will be noted on the form. The Sports Specific Jury, which includes the Technical Delegate(s), Sports Manager and the Chief of Race and/or Chief of Referee, shall review the protest. Once the Sports Specific Jury has made its decision, the coach can either accept the ruling or appeal the ruling to the World Games Jury of Appeals. World Games Jury of Appeals shall consist of a representative of the GOC, a representative of Special Olympics, Inc. and a member at large.

All decisions made by World Games Jury of Appeals shall be final.

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

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

Any protest involving the judgment of the referee or judge shall not be given consideration—judgment calls are not to be protested or appealed. Divisioning is not considered a protestable situation.

Protest and Appeals – Sports Specific Rules

The protest procedure for each sport has specific timeframes for submission as well as other specific information relating to protests and appeals. Please see the sport-specific section of each sport in the Coaches Handbook.

General guidelines are as follows:

- Coaches will have a certain timeframe for submission of the Protest forms. Please see specific sports sections for details for each sport
- Protest and Appeal forms will be available at the Sports Information Desk
- All protests must be submitted in writing and signed by the head coach (or in the absence of the head coach, another designated coach)

4.9 Awards Ceremonies

Following the final competitions, awards will be presented to athletes within each division to highlight their accomplishments. In team competition, awards will be given immediately following the game in which final ranking is determined. Official medals will be awarded to first, second and third place finishers; while official ribbons will be awarded to fourth through eighth place finishers. Athletes who are disqualified for reasons other than unsportsmanlike conduct or violations of the divisioning requirements of the sport's rules, or who do not finish an event, shall be presented with a participation ribbon. In the case of a tie, each athlete or team that has achieved the same result shall receive the same placed award. Athletes or teams shall receive the appropriate award, for their finish ranking.

(For example; if there are two athletes that tie for second place, the athlete that finished with the next best time will receive a fourth place ribbon; as that athlete finished with the fourth best time.)

If an athlete/team does not finish an event in the assessment and/or divisioning rounds, and the coach does not submit an updated time/score/ability on the Improved Performance Form, within the established time, that athlete/team is scratched from that event and will not receive an award of any kind, and is not allowed to compete in the final for that event.

For snow sports, coaches are required to escort athletes from the finishing area to the awards ceremony staging area after the conclusion of the event. For indoor sports, coaches are required to lead athletes to the designated area.

Coaches are not allowed to take part in the awards ceremonies nor will coaches receive any type of award, as the focus is to highlight the achievement of the athletes.

Athletes must be dressed in either their competition uniforms or delegation-issued attire, for all awards ceremonies. Athletes that do not follow this procedure will not be allowed to participate in the awards ceremony.

Use of national flags by Games participants is prohibited during awards ceremonies.

For Alpine Skiing, Cross-Country Skiing, Snowboarding and Snowshoeing – no skis, poles, snowboards or snowshoes will be allowed on the awards podium.

4.10 Officials

SOI will assign technical delegates and technical officials to officiate the 2009 SOWWG. These officials have been recruited from throughout the world. These candidates are certified from the federations and other sports organizations.

There will also be additional officials from the state of Idaho and surrounding areas to complete the needs of the officials for the Games.

4.11 Services at Competition Venues

Refreshments will be available at athletes lounge in each competition venue. There will also be meals served at the competition venues for lunches.

In order to ensure that athletes, coaches and officials arrive at competition venues on time, shuttle bus services will be operated from all accommodations venues. Detailed shuttle bus schedules will be announced later.

There will be limited entertainment available in the athletes lounge.

There will be medical personnel at each of the competition venues to assist with the needs of the delegations.

Where appropriate, athlete escorts will be available to assist athletes with needs – such as at Alpine Skiing and Snowboarding, where the escorts are available to assist athletes on the lifts to the starting tents.

Additional Policies

Improved Performance Time/Score/Level

Policy Statement:

Following divisioning/assessments, should a head coach or athlete wish to submit an improved performance time/score for an athlete, they may do so by completing and submitting an Improved Performance Score Form within 30 minutes upon completion of the event. This form is to be submitted at the Sports Information Desk. The Form must be signed by the head coach.

Additional explanation or information:

Due to extenuating circumstances, an athlete may under perform during their divisioning event or assessments, and to ensure an athlete is not disqualified due to the Honest Effort Rule, violations the head coach and athlete has the opportunity to update their time/score/level. The policy ensures that in this situation, an athlete is not disqualified in breach of the Honest Effort Rule.

Eligibility to Participate in Final Rounds of Competition

An athlete/team must participate in the divisioning rounds and assessment rounds in order to become eligible to compete in the final rounds of competition.

Additional explanation or information:

With regard to this policy: A head coach does have the right to protest the decision.

An athlete/team who does not show for the divisioning round or assessment round due to Games services (example; Games buses are late) will be able to compete in the final rounds (using the qualifying time/registration information – unless the head coach uses the Improved Performance Form, which will then be utilized for advancement), once the issue with Games' services is verified. In such cases, the GOC will make every effort to allow the athlete/team to be assessed and/or get a divisioning score to be utilized for placement in the final divisions.

Athlete(s)/Team(s) Blatant No Show

Where there is a continued no show from a delegation, this will be referred to the SO Regional Sports Director. No shows due to political reasons will not be tolerated. Please refer to "Refusal to Compete" statement included in the Delegation Registration Booklet.

Delegation Early Departure as Related to Awards

Delegations that leave the Games prior to any final competition of an athlete or team will not receive an award for the given athlete or team, including participation ribbons. Athletes or teams must compete in the finals in order to receive an award.

Chapter Five: Host Town Program

The GOC will organize a Host Town program, which will take place from 4 February to 7 February prior to the start of the 2009 SOWWG. Each delegation will be matched with a Host Town—a community, a town or city selected from the districts and counties of Idaho. Host Towns will accommodate SO delegation members in local hotels and homes and will work to organize various activities as part of the program.

5.1 Purpose of the Host Town Program (HTP)

- To give athletes and delegates time to rest/acclimatize, allowing them to relax after a long journey and adjust themselves to the life in Idaho
- To give athletes and delegates time to practice their particular sports and be engaged in Unified sports, allowing them to be better prepared physically and skill-wise for the competition
- To allow for a cultural exchange between Host Towns and delegations through various activities, bringing about deepened mutual understanding and friendship between the visitors and the hosts and familiarizing the athletes with the life, environment and traditions of local communities

5.2 Host Town Requirements

- Establish a Host Town Committee
- Set up a volunteer group which will help the athletes and delegates with languages, facilitate their daily life and organize various activities
- Provide a hardcopy of Host Town itinerary to each member of the delegation
- Arrange transportation for the delegation during their stay
- Provide accommodation, catering, entertainment and community cultural activities to the delegation
- Provide appropriate training and sports facilities
- Develop a medical plan and provide medical services to the athletes through designate medical institutions and dedicated medical staff

5.3 Policies

- The HTP applies to athletes and official delegates only
- The HTP will put the interests of the Special Olympics athletes first and their safety, well being and enjoyment will be of primary concern to Host Towns
- All volunteers participating the HTP will be carefully selected and trained in advance

- The HTP will offer opportunities for athletes and coaches to meet with communities and experience their hospitality, enriching the lives of everyone involved
- Each Host Town will plan interactive community activities for its delegation, offering community residents the opportunity to meet and unify with visiting delegations, share their Special Olympics experiences and develop friendship and mutual understanding
- Each Host Town will plan activities, events and/or entertainment for its delegation. A delegation's schedule will include plenty of time for rest, relaxation and sports practice.
- Host Towns will organize volunteers and local citizens to be spectators at the Games

5.4 Preliminary Host Town Accommodations Arrangements

A Host Town matching list is to be confirmed later.

HoDs are encouraged to establish and maintain regular contact with Host Towns and communicate their needs as soon as possible so that the necessary arrangements can be made for an excellent and positive experience.

5.5 Points of Entry

Delegations participating in Host Town will need to plan their flights to arrive in Boise and the 2009 Special Olympics World Winter Games GOC and/or Host Town committee will transport delegations to their Host Town location.

5.6 Detailed Arrangements

- Delegations will be greeted and picked up and complete registration formalities at the Delegation Welcome Center before leaving for their Host Towns
- The GOC will transport the delegations to their Host Town accommodations
- Delegations will be housed and catered for during their stay
- Volunteers at each Host Town will escort the athletes during their training sessions at facilities provided by the GOC
- Delegations will have opportunities to have cultural exchanges with the host communities, visit local families, enjoy local culture, and sightseeing
- Delegations will attend Torch Run ceremonies at their Host Towns
- A party (farewell dinner) may be organized by each Host Town before the conclusion of the HTP

Chapter Six: Ceremonies and Non-sport Programs

6.1 Opening/Closing Ceremony

The GOC will do its utmost to make the Opening Ceremony and the Closing Ceremony an exciting and unforgettable experience to all athletes and participants.

The Opening Ceremony of the 2009 SOWWG will be held at the Idaho Center on the afternoon of 7 February 2009 at 14:00.

Located in a suburb of Boise, the Idaho Center is one of the premier multi-functional sports facilities in Boise, Idaho. The Idaho Center is located 22.53 km (14 miles) from the Boise Centre.

Upon arrival at the Idaho Center, delegations will be escorted into the large tented area known as the Amphitheater on the Idaho Center grounds. Delegations will be staged for the Parade of Athletes in alphabetical order by country. There will be two to three entrances from which the parade will enter the Idaho Center. The GOC anticipates the Parade of Athletes into the Idaho Center to begin approximately 30 minutes after the beginning of the ceremony.

Upon the end of the Opening Ceremony, delegations will be bused to the respective accommodations sites in Boise, Sun Valley/Twin Falls or McCall.

The Closing Ceremony will also take place at the Idaho Center in Nampa, Idaho on Friday, 13 February 2009 from 19:00-21:00. The athlete dance will follow immediately after the ceremony from 21:00-23:00 on the arena floor. The Closing Ceremony is the final opportunity to salute the athletes and reflect on the week's events.

Specific information about transportation to accommodations will be forwarded to delegations when available.

6.2 The Healthy Athletes® Program

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

Located at the Boise State University Student Union Building, the Healthy Athletes program will be a healthy and fun environment for athletes. Health care professionals will greet the athletes and navigate them through the screening and education process. This will be a welcoming and pleasant experience for Special Olympics athletes.

The Healthy Athletes program at the 2009 SOWWG will be the largest to date and will comprise six disciplines:

6.2.1 Optometry (Opening Eyes®)

The mission of Opening Eyes is to improve the quality of life by optimizing the athletes' vision, eye health, and visual skills through quality eye care. The goals include providing screenings to Special Olympics athletes and educating athletes, parents and coaches about the importance of regular eye care. This can result in the provision of prescription eyeglasses.



Special Olympics



Lions Clubs International



Healthy Athletes

6.2.2 Dentistry (Special Smiles®)

The mission of Special Smiles is to increase access to dental care for Special Olympics athletes. Special Smiles uses dental screenings to increase awareness of the state of athletes' oral health and also to provide hygiene education on correct ways of brushing and flossing.



Special Olympics



Healthy Athletes

Athletes will also receive a variety of take home items which may include a toothbrush, toothpaste, floss, other educational packets on oral care, and a free mouth guard for those athletes competing in contact or high-risk sports.

6.2.3 Audiology (Healthy Hearing)

Healthy Hearing provides a screening for the athletes, and notifies athletes and their coaches if follow-up care is needed. This program also provides corrective (hearing aids) and preventative (custom swim earplugs) services where possible, and studies the prevalence of hearing loss in athletes competing in Special Olympics events.



Special Olympics

Healthy Athletes

Healthy Hearing

6.2.4 Physiotherapy (FUN Fitness)

FUNfitness is the comprehensive physical therapy component of the Healthy Athletes program. The goal of FUNfitness is to allow physical therapists to screen the athletes and assess the flexibility and function strength of the muscles as well as overall balance.



Special Olympics



Healthy Athletes

The program also educates participants, families and coaches about the importance of and methods to improve flexibility, functional strength and balance in sports performance and activities of daily living.

6.2.5 Health Promotion

Health Promotion offers guides for healthy eating, lifestyle choices and fun ways to increase physical fitness. The objectives of Health Promotion include improving the quality of life and self-image of the athletes, to provide the athletes the means by which they can work to better their own health and wellbeing and improve long-term health outcomes for Special Olympics athletes by giving them the information, encouragement and facilities they need to sustain physical fitness and a healthy lifestyle.



6.2.6 Podiatry (Fit Feet)

Fit Feet is one of the newest Healthy Athletes disciplines and was created in order to evaluate problems with the feet, ankles, lower extremity biomechanics, as well as checking for proper shoe and sock gear. Health care professionals screen athletes' feet and ankles for deformities and educate athletes, coaches and families on proper shoes and socks.



6.3 The Law Enforcement Torch Run®

- International Route: The international route and the master route plan of the Law Enforcement Torch Run will be determined and implemented by SOI
- Final Leg route in Idaho: The Idaho leg of the Torch Run will cover Boise and several Host Towns. Runners will mainly be local citizens joined by police officers and other law enforcement personnel. Below is the schedule of stops along the route:

29 January 2009 (Route 1)	Coeur d'Alene–Eastport–Bonners Ferry–Sandpoint
29 January 2009 (Route 2)	Coeur d'Alene–Wallace–Osburn–Kellogg–Pinehurst
30 January 2009 (Route 1)	Rathdrum–Lewiston–Moscow–Worley
30 January 2009 (Route 2)	Post Falls–Lewiston–Moscow–Worley
31 January 2009	Travel to Boise
1 February 2009 (Route 1)	Burley–Rupert
2 February 2009 (Route 1)	Preston–Malad–McCammon–Pocatello–Chubbuck
2 February 2009 (Route 2)	Montpeiler–Soda Springs–Inkom–Pocatello–Chubbuck

2 February 2009 (Route 3)	St. Anthony–Rexburg–Rigby–Idaho Falls–Shelley–Blackfoot
3 February 2009 (Route 1)	Pocatello–American Falls–Kimberly–Twin Falls–Sun Valley
3 February 2009 (Route 2)	Pocatello–Shoshone–Jerome–Twin Falls–Ketchum
3 February 2009 (Route 3)	Pocatello–Wendell–Gooding–Twin Falls–Ketchum
4 February 2009 (Route 1)	Ketchum–Sun Valley–Glenns Ferry–Mountain Home–Boise
5 February 2009 (Route 1)	Parma–Caldwell–Middleton–Star
5 February 2009 (Route 2)	Emmett–Weiser–Payette–Fruitland–Ontario
5 February 2009 (Route 3)	McCall–Cascade–Horseshoe Bend
6 February 2009 (Route 1)	Kuna–POST–Meridian City Hall–Mt. View High School–St. Lukes West–Nampa
6 February 2009 (Route 2)	South Junior High School–Hawthorne Elementary School–Timberline High School–Boise High School–Washington Elementary School–Whittier Elementary School–Nampa High School
6 February 2009 (Route 3)	(additional Boise schools)

- Route in Boise: The Torch Run team will run through various districts and communities of the host city with the Idaho Center being the last stop. The torch will then be handed over to a Special Olympics athlete who will light the cauldron at the Opening Ceremony, marking the opening of the Games.

6.7 Special Olympics Town

The Special Olympics Town will be set up in the three (3) competition locations (Boise, Sun Valley and McCall) of the 2009 SOWWG. Special Olympics Town will be the featured location for athletes to enjoy their time in Idaho when they are not competing. Special Olympics Town will have various games and activities for the athletes to participate in. Special Olympics Town will open at 16:00hrs.

6.8 Receptions

Receptions with distinctive themes will be organized during the 2009 SOWWG. Additional details about these specific events will be forwarded to delegations in the monthly delegation updates.

6.9 Special Olympics Festival and Other Activities

Special Olympics Festivals are the entertainment centers of the Games. Located in downtown Boise at the Grove Plaza, David Carey Park in McCall and in the Resort Village in Sun Valley, these Festivals invite the community, athletes, delegates, families and coaches to participate in the event. The goal of our Festival is to bring the Special Olympics athletes, delegates and the community of Idaho together for several evenings of entertainment and fun while incorporating the “Be A fan™” theme of the Games into our Festival message. The Festivals will therefore provide both an educational and entertaining atmosphere for all.

Boise Festival – Grove Plaza

Sunday, 8 February 2009	11:00-17:00
Monday, 9 February 2009	16:00-21:00
Tuesday, 10 February 2009	16:00-21:00

The Boise Festival will have a unique atmosphere all of its own. Boise is known as the “city of trees” and the natural grove of trees that live in the plaza, will magically illuminate the entertainment stages with blue and white colored lights. Entertainment will include an international representation of local musicians and dancers. Bring your pins to the pin trading tent to purchase your set of Games pins and trade with others. If you would like to take home a souvenir, a merchandise tent will be filled with many treasures to purchase from the Games. The Festival will also provide our valued sponsors an opportunity to show their products and services to our audience. If you haven’t seen, touched, and heard enough at the Festival then the smell of our local vendors will certainly tantalize your taste buds with food and hot beverages.

McCall Festival – David Carey Park (Located behind Hotel McCall)

Wednesday, 11 February 2009 (After athlete dining for dinner)

In keeping with the McCall Winter Carnival, the athletes, delegates, coaches and community will continue to celebrate their accomplishments in the beautiful atmosphere of snow and ice sculptures. Music, fire pits and hot beverages will encompass the evening with the goal to help celebrate the accomplishments of all the athletes and their good sportsmanship. The grand finale of the evening will conclude with a fireworks show that will illuminate Payette Lake. For those individuals that are noise sensitive, there will be transportation arranged to Shorelodge where they can view the fireworks show from inside the lodge.

Sun Valley Festival – Sun Valley Village

Wednesday, 11 February 2009 18:30-21:00

The Special Olympics Festival in Sun Valley will take place at the Sun Valley Resort Village, incorporating live entertainment with a family friendly atmosphere. Activities include ice skating, a torch light parade, pin trading and hot cocoa and cider for all in attendance.

Sports Experience

Sports Experience is an initiative that allows guests attending World Games to experience the talents and personalities of Special Olympics athletes by providing an interactive space for guests to learn more about Special Olympics and play various sports with the athletes.

Chapter Seven: Family Services

The GOC will ensure an enjoyable and rewarding family-friendly experience for family members of Special Olympics athletes. Dedicated volunteers will serve as family coordinators to provide information and assistance on such matters as commercial accommodations, ticketing, transportation and tourist information.

7.1 Family Member

The definition of a family member for the 2009 Special Olympics World Winter Games is an individual who is:

- The husband, wife, partner of the athlete
- A blood relative of the athlete (mother, father, child, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin, a relative related by marriage or a partner of a blood relative)
- An individual who serves as the athlete's legal guardian, foster parent or care giver
- An individual involved with the athlete in a parenting role

7.2 Family Registration

Family Registration materials and forms have been distributed to all delegations in advance, with full details on how to register as a family member for World Winter Games. Registration forms should be collected and submitted by delegations before the designated deadline to be reviewed and authorized by SOI and GOC.

Qualified family members must confirm their attendance to the 2009 SOWWG with the GOC before the deadline and participate in the formal registration process.

Registered family members will be entitled to the following privileges during the Games:

- Tickets to the Opening and Closing ceremonies
- Family credential, necessary for access to all family activities
- A family welcome pack upon arrival in Boise that includes information about the Games

- Access to family hospitality areas at all competition venues
- Access to reserved family only seating and award areas
- Invitations to special family only activities and receptions
- Other privileges that GOC provides for family members

Families who do not register will have no special privileges, but they are equally welcome to participate in the Games as ordinary spectators or tourists.

7.3 Family Hospitality

Families should inform the GOC of their arrival information, so that volunteers can be organized to greet them and help them find appropriate transportation to reach their accommodations.

If families arrive on the same flight as their athlete sons or daughters, they will be separated immediately before proceeding to the baggage area. For this reason, families are advised to keep their luggage separate at all times from the athletes' luggage.

There will be a dedicated hospitality area for family members in each competition venue where tea and coffee will be available free of charge.

A reserved seating area will also be available for family members in each competition venue.

7.5 Family Accommodations

The GOC has established a dedicated accommodations service for families.

A large majority of the accommodations in Boise will previously be booked so the GOC may not be able to satisfy all walk-in requests. In light of this situation, families are responsible for arranging their own accommodations and must confirm their reservations before the opening date of the Games.

7.6 Family Entertainment

The GOC will provide information on entertainment events that are open to athlete families as soon as possible. The Family Services Department is planning for a variety of activities including Family Educational Sessions and Family Seminars. A Main Family Center will be open throughout the Games and it is located at the 8th Street Marketplace in downtown Boise.

Chapter Eight: Media and Communications

With a comprehensive media and communications plan executed on an international scale, the GOC will make its best effort to project the Special Olympics theme of Be a fan™ and the 2009 Special Olympics World Winter Games themes listed below:

Theme 1: Importance of Selecting Idaho as Games' Host Site

- The World Games is the flagship event of the Special Olympics movement and as such it was important that the host city provide a world stage for the event. Boise and the surrounding areas are positioned to host world class sports competition because of the outstanding venues they offer.
- Major factors in selecting Idaho as the site of the 2009 World Winter Games were the magnificent state and its people, the commitment of the state leadership, the spectacular venues and the impact the Games here would have on the Special Olympics movement in the region and around the world.
- Special Olympics is supported by numerous sports, music, film and television celebrities many of whom have ties to Idaho.

Theme 2: Youth Empowerment

- Youth are the future of the Special Olympics movement, serving as leaders in breaking down destructive stereotypes and opportunities to build acceptance. The 2009 World Winter Games will provide youth in Idaho and beyond opportunities to experience the Games and help make change.
- From the School Enrichment program to the Global Youth Summit, young people will have a chance to learn about people with intellectual disabilities from around the world and will be able to take advantage of the amazing cultural exchange the Games offer.
- With an eye on the future, particular attention has centered on youth. The Special Olympics Get Into It® K-12 service-learning curriculum – developed to introduce Special Olympics, explain intellectual disabilities to young people, and encourage them to become involved in the movement and work to dispel the myths and stereotypes that surround people with intellectual disabilities.
- A Global Youth Forum focusing on youth attitudes, as well as an exchange of ideas for dispelling the myths and stereotypes surrounding people with disabilities, serves as the centerpiece of the Global Youth Summit which will take place in conjunction with the 2009 World Winter Games.
- Through the assistance of various colleges and universities, Special Olympics hopes to educate journalism students by providing opportunities of report and broadcast the World Winter Games.

Theme 3: The Power of the Human Spirit

- Special Olympics is not only transforming the lives of athletes and their families, but also entire communities, breaking down barriers and acting as a force for social change around the world
- Through millions of individual acts of inclusion where people with and without intellectual disabilities are brought together through Special Olympics, longstanding myths are dispelled, negative attitudes changed, and new opportunities to embrace and celebrate the giftedness of people with intellectual disabilities are created
- The Special Olympics movement can ultimately transform communities by inspiring people throughout the world to open their minds, accept and include people with intellectual disabilities and thereby celebrate the similarities common to all people
- Special Olympics is not about “swifter, higher, stronger” – it is about achieving one’s personal best. It is not about being the best, but about being one’s best.
- Special Olympics athletes are constantly surprising, unique individuals whose capabilities for athletic accomplishment, dignity and pride, compassion and effort provide unending inspiration

8.1 Media Relations Plan

Since the bid was awarded to Idaho for the 2009 Special Olympics World Winter Games in 2006, the GOC has been committed to the preparation of an effective media relations and press operations plan to facilitate the needs of working media covering World Winter Games competition and events.

A wide range of marketing and communications events will be organized to promote Special Olympics and the 2009 Special Olympics World Winter Games. In close collaboration with SOI, the GOC will develop a focused and practical media relations plan to encourage effective media participation, promoting increased coverage world-wide.

During the World Winter Games, proactive and efficient services will also be provided to members of the press to facilitate their reporting.

8.2 Main Press Center (MPC)

During Games-time, the Main Press Center at the Boise Centre in downtown Boise, Idaho, and will serve as the main hub for journalists, broadcasters and photographers. It will be equipped with work stations, computers, telephones, fax machines, TV sets, and broadband Internet access ports.

A morning press conference briefing will be held daily, covering the main news with regard to the GOC and within and outside the competition venues on the previous day.

8.3 Media Services

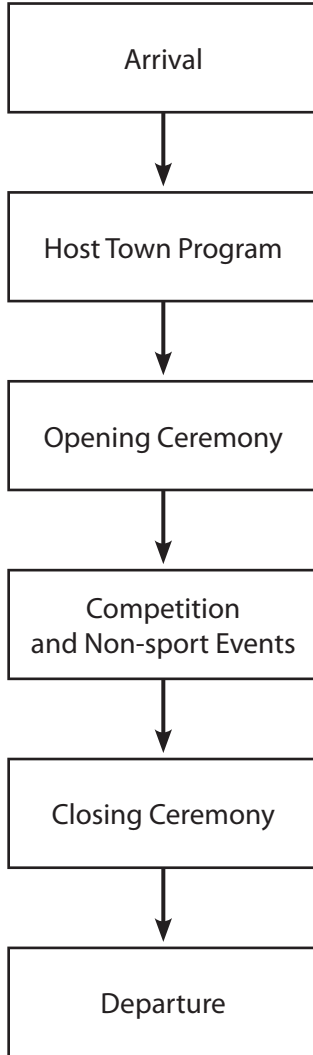
- **Technological Support:** Quality and convenient services will be provided at all competition and special event venues to satisfy the technological needs of credentialed media
- **Staff Support:** The GOC staff will facilitate interviews with athletes and coaches, announce the latest Games news in press centers, issue media bibs to photographers, and respond timely to their requests
- **Information Support:** During the Games, the MPC will provide a daily summary of competition results and other Games updates. Various files and information needed for reporting will be available online at the Games website – www.2009WorldGames.org.
- **Credentialing:** Media representatives interested in covering the 2009 SOWWG must have completed the online media accreditation forms before the deadline of 15 November 2008. Media credentials will be sent out via courier directly to accredited media prior to their arrival to the Games. Approved media registering past the deadline will be required to pick up their credentials at the Main Credentialing Center located at the World Winter Games headquarters in Boise, or the sub-credentialing centers in McCall and Sun Valley, Idaho. Apart from the media credential pass which allows access to the MPC, venue press sub-centers, an online and hard copy media handbook will also be available to members of the press and via USB.
- **Accommodation and Catering:** Light food and beverages will be served in the designated press centers. Media are required to make and pay for all their own accommodations.

8.4 Venue Media Operations

- **Venue Press Teams:** A Venue Press Chief and Venue Press Attachés will be assigned to each competition venue, as well as the Opening and Closing Ceremonies, to facilitate the needs of credentialed media. The attachés will assist the media by collating information for a daily sports report for the MPC, coordinating athlete interviews, collecting newsworthy items for the website, as well as assisting photographers and broadcasters to get the shots they require.
- **Information Collection and Communication:** Information about daily competitions and events will be collected by dedicated personnel and be communicated to all HoDs via the GOC
- **Interview Arrangements:** At any time at a venue, journalists may ask to interview an athlete or other delegates. The press team will make every possible effort to notify the delegation concerned of this interview request and ask for permission. There will be an interview area at each venue. The delegation assistant or coach will be asked to escort the athlete to the interview area. If the delegation assistant or coach is unavailable, arrangements will be made for a press attaché to escort the athlete or his/her team to the interview area.

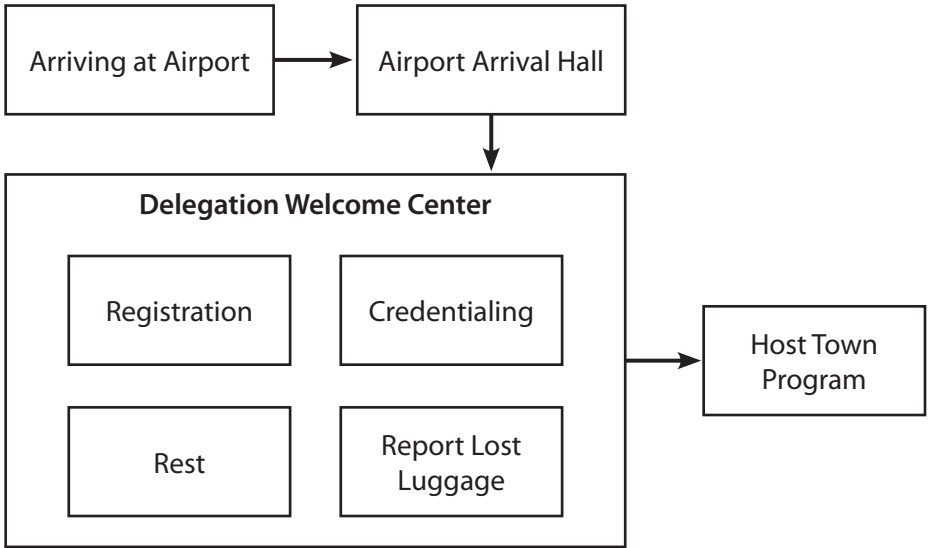
Chapter Nine: Other Information

9.1 General Process of 2009 Special Olympics World Winter Games

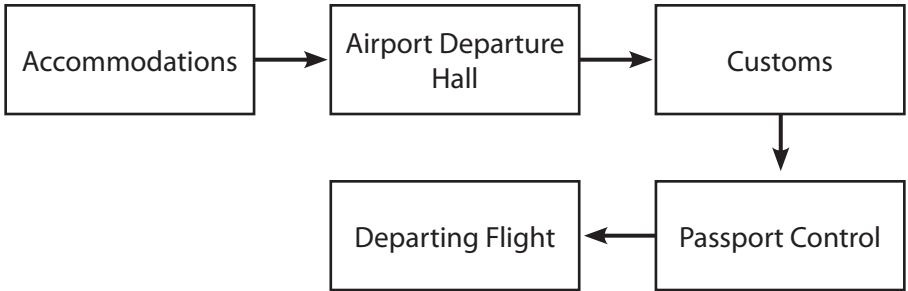


9.3 Processes of Airport Arrival and Departure

Process for Arrival



Process for Departure



Note: There is one airport in Boise: Boise International Airport. More airport information is available at www.flyboise.com.

Flight Information Form

All HoDs are required to fill out Flight Information Form with details of their arriving and departing flights and return it to the GOC by the deadline. These forms are for the official team only. Athletes' family members or others should not be included in this form. This information is vital to enable the GOC to prepare for the arrival and departure of each delegation.

Closing Words

This Head of Delegation Manual was produced under the valuable guidance and strong support of SOI which we sincerely appreciate. We look forward to the opinions and input from all delegations and the inspection groups from SOI.

We are conscious this HoD Manual may not be able to satisfy every need and answer every specific question of every delegation. In an effort to keep traveling delegations as informed as possible, the 2009 Special Olympics World Winter Games GOC will be producing a smaller HoD guide which will be shipped to your program along with your credentials in January 2009. This HoD guide will contain a compilation of materials as well as updates of the 2009 Special Olympics World Winter Games. We also encourage all delegations to check the World Winter Games website, www.2009WorldGames.org for the latest updates.

The 2009 Special Olympics World Winter Games Organizing Committee looks forward to hosting this historic event and providing the best possible experience for our visiting delegations.

See you in Boise!

The Games Organizing Committee for the 2009 Special Olympics World Winter Games

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“SPECIAL OLYMPICS WORLD
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INVITE THE WORLD TO JOIN
OUR WORLD OF WELCOME.
A WORLD OF INCLUSION AND
MUTUAL RESPECT, WITHOUT
BIAS OR PREJUDICE.”

Timothy Shriver

Chairman of the Special Olympics Board



Special Olympics

Be a fan...

www.2009WorldGames.org