

BID MATERIALS

for the

2015

SPECIAL OLYMPICS

WORLD SUMMER GAMES



Special Olympics

TABLE OF CONTENTS



Section 1:	About Special Olympics & World Games	1
	• Special Olympics Mission & Vision	1
	• Special Olympics World Games History	1
	• Vision of World Games	1
	• Games Components	2
	• 2015 World Summer Games Facts & Figures	2
Section 2:	The Bid Process & Timeline	4
	• Introduction of Bid Book Materials	4
	• Bid Award Process	5
	• Sanctioning Fee	5
	• Financial Guaranty	5
	• Fundraising	6
	• Timeline of the Bid Process	7
	• Outline of Required Information	8
Section 3:	Sample Budget	12
Section 4:	2007 World Summer Games Fact Sheet	13
Section 5:	Sports Competition/Venue Requirements	14
	• Aquatics	14
	• Athletics	17
	• Badminton	19
	• Basketball	22
	• Bocce	23
	• Bowling	25
	• Cycling	26
	• Equestrian	28
	• Football	30
	• Golf	32
	• Gymnastics	33
	• Judo	34
	• Kayaking	36
	• Powerlifting	37
	• Roller skating	39
	• Sailing	41
	• Softball	44
	• Table Tennis	45
	• Team Handball	46
	• Tennis	48
	• Volleyball	49
Section 6:	Special Events & Programming Components of World Games	53
	• Host Town Program	53
	• Head of Delegation Seminar	53
	• Guest Program	54
	• Families Program	55
	• Observers Program	56
	• Healthy Athletes Program & Healthy Athletes Train the Trainer Initiative	56
	• Special Olympics Town	57
	• Special Olympics Festival	57
	• Sports Clinics, Demonstrations and Unified Exhibitions	59

• Athlete Entertainment	59
• Special Olympics Sport Experience	60
• Receptions	60
• Opening Ceremony	62
• Closing Ceremony	63
• Media Center	63
• Broadcast Center	64
• Webcast	64
• School Enrichment Program	66
• IT Considerations	67
• Medical Services	68
• Risk Management/Insurance	69
• Safety and Security	70
• Law Enforcement Torch Run Final Leg	70
Section 7: Additional Events	72
• Special Olympics International Board of Directors Meeting and Dinner	72
• Global Family Forum	72
• Global Youth Summit	73
• Global Athlete Congress	74
• Special Olympics Program Leadership Forum	75
• Symposium / Research Initiatives	76
Section 8: Games Tools	77



SPECIAL OLYMPICS MISSION & VISION

The Special Olympics mission is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

In communities around the world, Special Olympics sports training and competition transforms the lives of people with intellectual disabilities, providing life-changing benefits that transcend the playing field. Through millions of individual acts of inclusion where people with and without intellectual disabilities are brought together through Special Olympics programs, 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 a world-class sports organization providing sports training and competition opportunities to nearly 3.1 million people with intellectual disabilities in over 175 countries. This “everyday” sports training, culminating every two years in a World Games competition, brings together athletes on a world competition stage.

The Special Olympics Athlete Oath is:

Let me win. But if I cannot win, let me be brave in the attempt.

SPECIAL OLYMPICS WORLD GAMES HISTORY

Special Olympics began in 1968 when Eunice Kennedy Shriver organized the First International Special Olympics Games at Soldier Field in Chicago, Illinois, USA. One thousand athletes with intellectual disabilities from 26 U.S. states and Canada competed in athletics, floor hockey and aquatics.

The concept was born in the early 1960s when Shriver started a day camp for people with intellectual disabilities. She saw that individuals with intellectual disabilities were far more capable in sports and physical activities than many experts thought. Since the first Special Olympics Games in 1968, the World Games have grown to be a truly international phenomenon, held in the United States, Europe and Asia.

The second Special Olympics World Summer Games were also in Chicago, with 2,000 athletes from all 50 U.S. states, the District of Columbia, France and Puerto Rico. By 1987, more than 4,700 athletes from more than 70 countries were competing in World Summer Games. Special Olympics was 1987’s largest amateur sports event. The first World Summer Games held outside the U.S.A were hosted by Ireland in 2003 with 7,000 athletes competing in 21 sports. The most recent Summer Games were held in Shanghai, China with over 7,000 athletes from 164 countries. The next Special Olympics World Summer Games will be held in Athens, Greece in 2011.

VISION OF WORLD GAMES

“Games Drive the Movement”

The Special Olympics World Games are the flagship events of the movement. They will showcase the skill and courage of the Special Olympics athlete. They will be run at the highest level of professionalism and integrity. Through the World Games, Special Olympics athletes transcend the boundaries of geography, nationality, political philosophy, gender, age, culture and religion. The Special Olympics World Games are the ultimate event that will change the attitude of all those that are touched by them.

SECTION 1



GAMES COMPONENTS

Special Olympics believes that every Special Olympics Games and competition should be a complete experience for the athletes and embody the following characteristics:

- The spirit of sportsmanship and love of participation;
- The values of inclusion and acceptance of all people;
- A commitment to challenging stereotypes, and changing attitudes toward people with intellectual disabilities;
- New challenges and opportunities for athletes' growth; and
- Opportunities for sharing ideas, making new friends and having fun.

2015 WORLD SUMMER GAMES FACTS & FIGURES

2015 SPECIAL OLYMPICS WORLD SUMMER GAMES

Games drive the movement. Whether on the local, national, regional or world level, Games are what Special Olympics athletes train and prepare for. Games are the platform that allows Special Olympics the opportunity to change the world on all levels of society. They are the vehicles to impact millions of lives in a positive and fulfilling way.

Special Olympics World Summer and Winter Games are the flagship events of the movement. They are much more than a sporting event. They are more than a celebration. They are more than a biannual gathering of the movement's leadership. They are part of a strategic plan that can utilize the Special Olympics vision to ultimately change the world. No other event, even the Olympics, can do what the Special Olympics World Games can do.

FACTS AND FIGURES

Sports: Aquatics, Athletics, Badminton, Basketball, Bocce, Bowling, Cycling, Equestrian, Football (Soccer), Golf, Gymnastics, Judo, Kayaking, Powerlifting, Roller skating, Sailing, Softball, Table Tennis, Team Handball, Tennis, and Volleyball.

Duration: 9 days

Number of volunteers: 40,000

Spectators: 500,000

Honored Guests 5,000

Families and friends: 25,000

Athletes: 7,000

Coaches and delegates: 3,000

Budget: 2007 Special Olympics World Summer Games (China): 45 million USD
2011 Special Olympics World Summer Games (Greece): 50 million USD

Major non- sports components:



Broadcasting, Media and PR, Test Games, Host Town Program, School Enrichment Program, Healthy Athletes Program, Head of Delegations Seminar, Opening Ceremony, Closing Ceremony, Special Olympics Town, Festival, Special Olympics Sport Experience, Research Symposium, Family Program, Honored Guest Program (All-Star Fans and MVP Fans), Observers Program, Receptions, Global Youth Summit and Rally, Accommodations for all constituents, Catering for all constituents, Medical Services, Games Operating Center, Credentialing Center, Transportation for all constituents, Warehouse & Logistics, IT Operations, Athlete Leadership Program (ALPS).



INTRODUCTION TO 2015 BID BOOK MATERIALS

Thank you for your interest in bidding on the 2015 Special Olympics World Summer Games. Special Olympics International (Special Olympics) looks forward to receiving your bid for consideration.

Sites interested in submitting a bid proposal to host the 2015 Special Olympics World Summer Games should assemble a Bid Committee that includes representatives of the business community, marketing and communications, development, sports and civic organizations and the government sector. A Bid Committee that is awarded a World Games will be required to create a legally independent Games Organizing Committee (GOC) to plan, finance and conduct the Games. The approval of the local GOC lies exclusively with Special Olympics. The local GOC must convincingly demonstrate that the Games will be organized, financed, and conducted as a world-class event in compliance with Special Olympics standards. The GOC must have full time staff and have a Board of Directors that is sufficiently distinct from any other organization, including the local Accredited Special Olympics Program.

In the following pages, please find an **Overview and Timeline of the Bid Process**, as well as an **Outline of Required Information**, representing the minimum areas that must be addressed by the Bid Committee in their proposal to host the Games. These documents, along with the other resources provided, will guide you through the bidding process over the next several months.

Special Olympics Strategic Properties Department is available to the Bid Committee to answer any questions concerning the required information or process. Please do not hesitate to contact Peter Wheeler.

Mr. Peter Wheeler
Chief of Strategic Properties
Phone: +1 (202) 824-0251
pwheeler@specialolympics.org



BID AWARD PROCESS

Bids will be presented by Bid Committees in accordance with the schedule outlined on page 6. The Special Olympics Board of Directors will award the Games to the selected Bid Committee. **The submission of a Bid shall not be deemed a contractual offer, and the awarding of the Games shall not constitute a contractual acceptance of the terms of the Bid. The award of the Games to a Bid Committee does not create a contract, but rather is a decision of the Special Olympics Board of Directors that the proposed site is the preferred venue for the Games and that Special Olympics staff are authorized to negotiate a Memorandum of Agreement and a Games Agreement containing the rights and obligations of Special Olympics International and the Bid Committee/Games Organizing Committee in relation to the Games. Special Olympics reserves the right to negotiate any item contained in the Bid once the Games have been awarded.** Following award of the Games, Special Olympics and the Bid Committee will promptly negotiate and sign a Memorandum of Agreement that outlines the terms and conditions for planning, organizing, financing and conducting the 2015 Special Olympics World Summer Games, including financial guarantees and non-sports components. Following the signing of the Memorandum of Agreement, Special Olympics and the Games Organizing Committee will negotiate and sign a detailed Games Agreement that will set forth legal and operational details for the 2015 Special Olympics World Summer Games. A sample Games Agreement table of contents is included with this document in order to indicate the Games Agreement's scope and subject matter. **Special Olympics may, at its sole discretion, reject any or all of the Bids received.**

SANCTIONING FEE

In return for the right to use the Special Olympics name, logo, certain other Special Olympics trademarks, manuals and know-how in planning, organizing, financing and conducting the Games and to cover personnel, overhead and travel expenses incurred by Special Olympics to support the Games, the GOC shall pay a sanctioning fee to Special Olympics Equal to 2.5 percent of the final total cash budget for the Games, but not less than five hundred thousand dollars US (\$500,000) for World Summer Games or two hundred fifty thousand dollars US (\$250,000) for World Winter Games.

FINANCIAL GUARANTY

Each GOC is exclusively responsible for all of the costs of planning, conducting and organizing the Games unless Special Olympics explicitly undertakes responsibility for a specific expense. If the total cost of planning, financing, organizing and conducting the 2015 Games exceeds the total cash revenues and in-kind goods and services, the GOC shall be solely responsible for any resulting deficit (except to the extent that any guaranty covers all or a portion of that deficit). A financial guaranty is a requirement of the Memorandum of Agreement and of the Games Agreement.

An important aspect of the Bid Committee's bid for the award of the World Games is the guaranty of any shortfall between the GOC's total revenues and total expenses. Consistent with that undertaking, the GOC or other party acceptable to SOI shall deliver to SOI a written guaranty acceptable to SOI covering any shortfall. A commitment to provide financial guaranty is a required part of each Bid and of the subsequent Memorandum of Agreement and Games Agreement.

SECTION 2



FUNDRAISING

The GOC will be required to raise funds and to acquire donated goods and services for the World Games subject to Special Olympics Fundraising Guidelines, including respecting the exclusivity of certain existing Special Olympics sponsors and recognizing those sponsors in connection with the World Games as well as complying with geographic limitations and respecting the rights of Accredited Special Olympics Programs and other games organizing committees, all as specified in the Memorandum Of Agreement and Games Agreement.

TIMELINE OF THE BID PROCESS

DATE	TASK	DETAILS
Mar 2009 – Jul 2009	SPECIAL OLYMPICS APPROACHES POTENTIAL CANDIDATES	Special Olympics, in close cooperation with the Regional Offices, to identify and approach candidates from a strategic point of view - where the potential for growth in number of athletes will be high and the message about Special Olympics can be spread.
Aug 2009 – Sep 2009	PRELIMINARY SPECIAL OLYMPICS VISIT TO DISCUSS POSSIBLE BID	Special Olympics staff will visit identified candidates to discuss the possibilities for the site to present a Bid and to visit possible venues. All costs covered by Special Olympics.
Aug 2009 – Sep 2009	BID MATERIALS DISTRIBUTED	Special Olympics will mail Bid Materials to all Bid Committees we have approached and made a preliminary staff visit to. A candidate may request a follow up visit by Special Olympics staff to provide technical assistance in completing the Bid documents. All costs for a follow up visit, including airfare, have to be covered by the Bid committee.
Dec 15, 2009	DEADLINE FOR SUBMISSION OF BID DOCUMENTS TO SPECIAL OLYMPICS	The required information should be presented in simple loose-leaf binders in a clear and concise fashion, along with any supporting documents deemed necessary by the Bid Committee. Please submit 20 copies. All Bid Proposals with supporting documentation and a preliminary budget and documentation of a financial guaranty must be received at Special Olympics by this deadline.
Jan 2010 – Feb 2010	SITE INSPECTIONS BY SPECIAL OLYMPICS	Special Olympics will send a team of staff and board members (Site Assessment Team) to review final candidate sites. The Bid Committee is responsible for all on-site costs (accommodation, meals and local transportation) of the Site Inspection team, for a maximum of five individuals and not to exceed a period of four full days on site. Special Olympics is responsible for travel of the team to the site. Special Olympics prohibits its employees and Board members from accepting any gift valued in excess of \$50 US.
May 2010	AWARDING OF THE 2015 SPECIAL OLYMPICS WORLD SUMMER GAMES	The Special Olympics Site Assessment Team will make a final recommendation to Special Olympics' Board of Directors at the May 2010 meeting. Representatives of the site selected to host the 2015 Special Olympics World Summer Games will be invited to attend and observe the 2011 Special Olympics World Summer Games, to be held in June 2011 in Athens, Greece at their own expense.

SECTION 2



OUTLINE OF REQUIRED INFORMATION

Please describe the topics listed in each chapter.

SECTION I: OVERVIEW - This section should provide general information about the site – capacity, infrastructure, etc.

CHAPTER 1 National and Regional Characteristics	Population Commerce and industry Main media and broadcast sources
CHAPTER 2 Meteorological and Environmental Conditions	Meteorological and environmental conditions during proposed Games month(s) Temperatures Precipitation Hours of daylight Additional considerations
CHAPTER 3 Transportation Infrastructure	Principal ports of entry Airport capacity Ground transportation Immigration issues and customs formalities
CHAPTER 4 Security and Safety	Risk assessment Involvement of law enforcement and safety agencies
CHAPTER 5 Medical Services	Overall health care system Emergency medical system
CHAPTER 6 History	History of major sporting events over the past 20 years in the bid city History, growth, accomplishments and potential of Special Olympics Program in this century

SECTION II: PUBLIC AWARENESS

This section should include information about main media and broadcast sources plans for public awareness about the 2015 Special Olympics World Summer Games and the Special Olympics movement up to the Games and at Games time.

CHAPTER 1 Public Awareness	Present Public Awareness level of Special Olympics at local and national level Campaigns to increase the public awareness at: Local and National level Regional level Global level
---	--

NOTE: Bid Committees submitting a bid for the Special Olympics World Games should not develop a logo for their Bid submission. After the World Games are awarded, a games logo will be developed by the Games Organizing Committee in collaboration with Special Olympics staff using a development process described in the *Special Olympics Games Logos and Signage Guide*. Spending the time and money to develop a logo for your Bid package is not recommended since the final approval of any logos for use in relation to Special Olympics World Games will be done by Special Olympics only after the Games are awarded. The award of the Games to any Bid Committee does not mean that any logos, themes or other such items included with a Bid are approved.

SECTION III: LEADERSHIP, SPORTS, GAMES EVENTS AND OPERATIONS SUPPORT - This section should provide information on proposed Games leadership, structure, sport-specific information and operational details.

<p>CHAPTER 1 Leadership</p>	<p>Leadership and structure of the Bid Committee Leadership and key positions for the Games Organizing Committee Plan for transition of the responsibilities of the Bid Committee to the Games Organizing Committee Athlete involvement</p>
<p>CHAPTER 2 Competition Venues</p>	<p>For each sport, provide details on the following: Status of venues International Sport Federation (ISF) endorsement Major competitions held previously at venues Opinion of National Governing Body (NGB) regarding venues Existing Sponsorship Agreements Competition venue(s) Description Operating capacity Design of venue(s) Warm-up venue(s)</p>
<p>CHAPTER 3 Non-Sports Venues</p>	<p>Describe venues for the following Games and Pre-Games activities: Opening Ceremony Closing Ceremony Main Credentialing Center Welcome centers for all constituencies (delegations, families, Honored Guests) Games Main Operation Center Warehouse Media and Broadcast Center Families Center Healthy Athletes Program Special Olympics Town Special Olympics Festival Special Olympics Sport Experience Sports Clinics and New Sport demonstrations Congresses / symposium Athlete entertainment Global Youth Summit and Rally Special Olympics Board Meeting Special Olympics Board Dinner Receptions including: Founders, Families, Guests, Officials, Healthy Athletes and reception hosted by the 2017 GOC prior to the Closing Ceremony</p>
<p>CHAPTER 4 Accommodation Venues for all Constituents</p>	<p>Describe plans for accommodations for the following groups at Games time and Pre-Games time: Delegations Families Honored Guests – Proposed Main All-Star Fans Hotel and MVP Fans Hotel options Officials/Technical delegates Media Observers Special Olympics Staff *Bid Committees should present a negotiated accommodations rate range for hotels as part of the bid</p>



CHAPTER 5 Information Technology Considerations	Describe plans for: <ul style="list-style-type: none">• Computer Data Center: data center with secure, high-speed, local and wide area networks• Acquisition of computer hardware and equipment: PCs, laptops, servers, printers...• Business operations support: deployment of business hardware and software solutions: LAN, fax, phone, e-mail, MS Office.• Special Olympics Games-specific software applications support: competition management, medical services, competition (timing and scoreboards), credentialing, and guest management.• Recruitment of helpdesk and support personnel for Computer Data Center and business operations.• Recruitment and training of Games-specific software application users.• Telecommunications support: phone, two-way radios, long distance, broadband...• Internet: access, services, support and GOC Web site.• Broadcast/digital capabilities to address webcasting and daily transmission of digital/video content to media outlets and the general public
--	---

SECTION IV: SUPPORTING SERVICES - This section will provide information on supporting services

<p>CHAPTER 1 Volunteers and Human Resources</p>	<p>General volunteer recruitment and training Language-trained volunteer recruitment and training Staffing of the GOC Timelines for staffing of the GOC</p>
<p>CHAPTER 2 Participant Services</p>	<p>Describe the plans for the following at Games time and at Pre-Games time: Service for arrivals and departures Delegation Welcome Center Host Town Program (Games time) School Enrichment Program Language services at all venues Delegation Services Families Services Honored Guests – All Star Fans and MVP Fans Media Services Volunteers Services GOC and Special Olympics staff</p> <p>Food services for all constituents: Delegation members Families Honored Guests Media Officials / Technical Delegates Volunteers GOC and Special Olympics staff</p> <p>Transportation system for: Delegation members Families Honored Guests – All Star Fans and MVP Fans Media Officials / Technical Delegates Volunteers GOC and Special Olympics Staff</p>
<p>CHAPTER 3 Finance</p>	<p>Overall budget Budget breakdown/cash vs. in-kind Financing plan and designation of who will be responsible for funding the budget and any possible deficit (local government, individual sponsor, etc.) Guaranty against financial loss – The bid application must include a financial guaranty, bond or other financial assurance satisfactory to Special Olympics against the possibility of a revenue shortfall or deficit.</p>
<p>CHAPTER 4 Fundraising</p>	<p>Support from corporate sponsors Support from government Support from individual donors VIK support</p>
<p>CHAPTER 5 Endorsement of the Bid</p>	<p>Letter of endorsement of the Bid from the National Special Olympics Program Letter of endorsement from the Regional Managing Director and the Regional Leadership Council Statement of support of the Bid from nationally recognized key leaders.</p>
<p>CHAPTER 6 Vision/Legacy</p>	<p>Please describe the vision and legacy of the Bid and how it will support the growth of the Special Olympics movement.</p>
<p>CHAPTER 7 Conclusion/Final Remarks</p>	<p>Agreement to abide by official Special Olympics General Rules and other Special Olympics Games standards</p>



SAMPLE BUDGET

	<u>USD</u>
Volunteers	\$1,000,000
Non Sports Activities	\$1,500,000
Marketing and communication	\$2,500,000
Ceremonies and Broadcasts	\$8,000,000
Fundraising	\$450,000
General Operations	\$3,000,000
Transportation	\$3,200,000
Housing and food	\$7,300,000
Host Town Program	\$5,300,000
Sports and Competitions	\$3,000,000
International Services	\$300,000
IT and telecommunications	\$1,500,000
Business operations / staff	\$13,700,000
	\$50,750,000



2007 WORLD SUMMER GAMES FACTS

- What:** The 12th Special Olympics World Summer Games were held in Shanghai, China, in 2007. This major international sporting event marks the first time the Special Olympics World Summer Games have been held in Asia and the first time any Special Olympics World Games have been held in the People's Republic of China.
- When:** October 2 – 12, 2007
- Participants:** 7,000 athletes from 164 countries
40,000 volunteers
3,500 event officials
Thousands of families, friends, spectators and journalists from every continent
- Where:** The People's Republic of China, in the city of Shanghai
- Sports:** Special Olympics athletes of all ability levels will compete in 20 different Olympic-type sports: Aquatics, Athletics, Badminton, Baseball, Basketball, Bocce, Bowling, Cycling, Equestrian, Football (Soccer), Golf, Gymnastics, Judo, Kayaking, Powerlifting, Roller skating, Sailing, Table Tennis, Team Handball, Tennis and Volleyball.
- Special Olympics athletes not competing in the Games will also play crucial leadership roles as officials, assistant coaches, reporters, and spokespeople.
- Venues:** Shanghai Stadium, Pudong Yuanshen Sportscenter, Shanghai Natatorium, Jingan Gymnasium, Shanghai International Gymnastics Center, Luwan Gymnasium, Minhang Stadium, East China Normal University Gymnasium, Century Park, Shanghai Equestrian Course, Hongkou Stadium, Hongqiao Golf Course, International Village Golf Course, Zhabei Gymnasium, Jinshan Distric Roller Skating Center, Dianshan Lake, Luwan Gymnasium. (Venues listed are tentative and subject to change.)
- Vision:** Embrace the diversity of all individuals' abilities worldwide and celebrate all differences. Through these World Games, Special Olympics athletes transcend the boundaries of geography, nationality, political philosophy, gender, age, culture and religion. It is the common pursuit of achievement, the shared moment of victory, which brings even the most diverse people together. This spirit of unity on the playing fields, in families and communities throughout the world makes for a better way of life for all. Special Olympics celebrates the fundamental commonality of all people. Together, we can learn to accept each other, and this will allow us and all to contribute to society and to the world we all share.
- Information:** For general information, volunteer opportunities, sponsoring, fundraising or any other information, visit the Special Olympics Web site at www.specialolympics.org.



SPORTS COMPETITION/VENUE REQUIREMENTS

GENERAL STATEMENT ON OFFICIAL EVENTS

See current Special Olympics rules book for listing of possible events. The official program of events for all World Games competitions will be at the discretion of Special Olympics, Inc. All events listed within a sport may or may not be offered for competitions due to lack of entries or event participation.

AQUATICS

Competition Specifications

Competition Format

Eight-day competition format; incorporating both divisioning and finals.

Short course format.

Area Required

- The pool shall be in accordance with FINA standards for international competition.
- The venue must be an indoor facility. Refer to FINA Swimming Pool Standards.
- A separate warm-up pool is also required. The warm-up pool shall be set up exactly as the competition pool with the same pool markings, backstroke flags and starting platforms. Minimum depth of the warm-up pool shall be 1.35 meters.
 - FR 2.3 Depth -A minimum depth of 1.35 metres, extending from 1.0 meter to at least 6.0 meters from the end wall is required for pools with starting blocks. A minimum depth of 1.0 meters is required elsewhere
- When touch panels of Automatic Officiating Equipment are used on the starting end, or additionally on the turning end, the pool must be of such length that ensures the required distance of 25.0 meters between the two panels.

Water Temperature

- The water should be between 26-28 degrees Celsius (78 and 80 degrees Fahrenheit).
- Temperature at deck level should be no lower than 26 degrees Celsius (76 degrees Fahrenheit).

Lighting

- Refer to FINA: FR 2.12 Lighting - Light intensity over starting platforms and turning ends shall not be less than 600 lux.
- A lighting concentration shall be installed directly over the turning end and the finish line. Deck level windows on side walls should be tinted to reduce glare.

Facility Standards

- Lanes must be numbered with #1 starting on the right, facing the course. Dimensional tolerance: Against the length, a tolerance of plus (+) 0.03 meters (1 and 3/16ths of an inch)

in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7 and 1/2 inches) below the surface of the water at all points of both end walls.

- The course shall be of such length that ensures the required distance between the two automatic timing touch pads or between either pad and the opposite end of the course.

Pool and Bulkhead Markings

- FR 2.13 Lane Markings - shall be of a dark contrasting color, placed on the floor of the pool in the centre of each lane. Width: minimum 0.2 meter, maximum 0.3 meter. Length: 46.0 meters for 50 meter long pools; 21.0 meters for 25 meter long pools. Each lane line shall end 2.0 meters from the end wall of the pool with a distinctive cross line 1.0 meter long and of the same width as the lane line. Target lines shall be placed on the end walls or on the touch panels, in the centre of each lane, of the same width as the lane lines. They shall extend without interruption from the deck edge (curb), to the floor of the pool. A cross line 0.5 meter long shall be placed 0.3 meter below the water surface, measured to the centre point of the cross line.
- One-meter diving boards which overhang the racing course shall be hinged out of the way or removed during competition.

Starting Platform – Height

- FR 2.7 Starting Platforms shall be firm and give no springing effect. The height of the platform above the water surface shall be from 0.5 meter to 0.75 meter. The surface area shall be at least 0.5 meter x 0.5 meter and covered with non-slip material. Maximum slope shall not be more than 10°. The platform shall be constructed so as to permit the gripping of the platform by the swimmer in the forward start at the front and the sides; it is recommended that, if the thickness of the starting platform exceeds 0.04 meter, grips of at least 0.1 meter width on each side and 0.4 meter width in the front be cut out to 0.03 meter from the surface of the platform. Handgrips for the forward start may be installed on the sides of the starting platforms. Handgrips for backstroke starts shall be placed within 0.3 meter to 0.6 meter above the water surface both horizontally and vertically. They shall be parallel to the surface of the end wall, and must not protrude beyond the end wall. The water depth from a distance of 1.0 meter to 6.0 meters from the end wall must be at least 1.35 meters where starting platforms are installed. Electronic read-out boards may be installed under the blocks. Flashing is not allowed. Figures must not move during a Backstroke start.

Backstroke Starting Grips

- Starting platforms shall be equipped with firm starting grips located between 0.3 meters (12 inches) and 0.6 meters (24 inches) above water surface.
- The front edge of the grips shall be parallel to, and flush with, the face of the end walls.

Floating Lane Dividers

- Floating lane dividers shall separate each racing lane, and shall separate the outside lanes from the outside walls, extending the full length of the course.
- Lanes shall be at least 2.5 meters wide, with two spaces of at least 0.2 meters outside of the first and last lanes.



Pool Access/Egress

- Pool ladders to be available on both sides of the competition pool to allow access/egress.

Backstroke Flags and Lines – Design

- Backstroke Turn Indicators - Flagged ropes suspended across the pool, minimum 1.8 meters and maximum 2.5 meters above the water surface, from fixed standards placed 5.0 meters from each end wall. Distinctive marks must be placed on both sides of the pool, and where possible on each lane rope, 15.0 meters from each end wall.

False Start Rope

- False Start Rope shall be suspended across the pool not less than 1.2 meters above the water level from fixed standards placed 15.0 meters in front of the starting end. It shall be attached to the standards by a quick release mechanism. The rope must effectively cover all lanes when activated.

Loudspeaker Starting System

- An electronic sound generating device shall be provided to give the starting and recall signal.
- The device shall also activate a strobe light, or similar optical signal located on the starter's side of the course approximately 15 feet forward from the starting end, to indicate the start to manual timers and hearing impaired swimmers.
- Automatic Officiating Equipment
- Equipment powered directly from the utility line electrical service shall have the capability to automatically switch to stand-by battery power source in case of line power failure without affecting the continuity and accuracy of the timing system.
- Electronic timing: automatic display board visible to all swimmers; digital time read-out to two decimal places, displaying split times, final times, and places for all lanes.

Electronic Touch Pads

- Sensitivity: Panels shall stop the timing device instantaneously by a light hand touch anywhere on the flat surface facing the racing course and the upper edge but shall not be activated by water turbulence.
- Touch pads must be a minimum 0.9 meters (2 feet, 11 and 7/16 inches) high, 2.4 meters (7 feet, 10 1/2 inches) wide and maximum one centimeter (3/8 inch) in thickness. Such pads shall be installed at both ends of the course and shall extend 0.3 meters each (11 and 13/16 inches) above and 0.6 meters (1 foot, 11 5/8 inches) below the water surface.

General Requirements

- Seating for 2,000 – 3,000 spectators
- Electronic timing with electronic back-up timing and back-up hand timing
- Wheelchair accessibility for all facilities and venue
- A pool hoist must be available for use in both competition and warm up pools.



- Public address system with music capability
- Awards area(s): 1 - 8 places, sized to accommodate relay teams. Adequate space for athlete awards staging (should be able to accommodate six rows of seating for eight athletes per row)
- Video board
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate pool facilities and space for warm-up
- Storage facilities for equipment and clothing
- Toilet facilities and adequate locker rooms/changing rooms for athletes
- First aid area
- Equipped media center
- Adequate meeting rooms for officials, coaches meetings, technical delegates, competition management, jury
- Adequate space for athlete staging for competitions (should be able to accommodate six rows of seating for eight athletes per row)
- Adequate room space for venue operations
- Adequate room for volunteers
- VIP hospitality room
- Adequate room space for Families hospitality
- Adequate room space for results and Games Management System (GMS) operations
- Athletes' lounge area
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

ATHLETICS

Competition Specifications

Competition Format

Competition will take place over a nine-day period with divisioning and finals in official events. Adequate pre-competition on the track practice time shall be offered to all delegations participating in the Games.



Facilities and installations

All facilities and installations shall be in accordance with International Association of Athletic Federations (IAAF) standards for international competition.

Venue Markings

The track must be marked for competition in metric distances and include the international relay exchange zones. The marking color scheme should follow IAAF requirements for track and field events. Refer to other markings per IAAF specifications.

Special Requirements and Equipment

- Officials' stand for 24 people (2 stands for timers and judges)
- Two Olympic-specified high jump
- Two Fully Automatic Timing (FAT) electronic finish equipment, e.g., finish lynx or equivalent. Electronic timing and photographic results for track events with electronic back up timing and back up hand timing.
- The high jump area should be large enough to accommodate two concurrent high jump competitions.
- All throwing areas should be within the track oval. Throwing areas should conform to IAAF specifications as modified for Special Olympics for surface material/preparation and inclination giving special attention to the safety of athletes, officials and spectators.
- Two throwing areas for the shot put, with level ground and a surface that may be easily marked
- Two throwing areas for the softball throw - middle of field of play in the stadium; accept portable vector
- One throwing area for Mini-Javelin - middle of the field of play in the stadium
- Six athlete staging areas: two (one male and one female) areas each for the running events, two for the jumping events, and two for the throwing events
- Two running long jump take-off boards 1 meter from sand landing pit, relative to construction and distance from the pit
- Two standing long jump areas with sand landing pit with take off boards no further from the immediate edge of the landing area.
- Electronic scoreboard/video board
- EDM - Electronic Distance Measurement instead of tape measurement for all distance field events

General Requirements

- Wheelchair accessibility for all facilities and venue
- Public address system in place with sufficient capacity to be heard clearly throughout the stadium area and to service the competitors, coaches, officials and spectators.
- Awards area(s): 1 - 8 places, sized to accommodate relay teams including staging area
- Seating for 5,000 + spectators

- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials
- Separate public address system for the warm-up and athlete clerking areas
- Independent communication system for meet management, Referees, results and awards operations.
- Access to internet through a specific media area and through-out the operations and management areas.

Support Facilities

- Adequate facilities and space for warm-up: A separate warm-up track or area is required. This area will be used for athlete pre-event warm-up and will be the location (or within close proximity) for the clerking and some sports medicine facilities.
- Athletes' lounge area
- Storage facilities for equipment
- Toilet facilities for male and female athletes during staging, training, competition, and awards or at least 16 portable toilets; changing areas
- First aid areas
- Equipped media center; Press box (covered) for announcers, scorers, press, etc.
- Shelter for athletes in case of inclement weather; shade area
- Adequate room for coaches/officials meetings
- Adequate room for officials' lounge
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate space for information center
- Adequate space for family hospitality
- Adequate space for Games merchandise sales
- VIP hospitality room
- Space for catering services/canteen

BADMINTON

Competition Specifications

Competition Format

Seven days of divisioning and competition in five events: men's and women's singles, men's and women's doubles, and mixed doubles.

SECTION 5**Area Required**

- A minimum of eight courts are required for the competition, 10 are preferred.
- A badminton court playing area measures 44' x 20'. There must be a minimum of 2 meters (6') of clear area behind each court and between each adjacent court. There must be a minimum of nine meters (30 feet) of unobstructed overhead clearance over the entire court playing area. Adjacent courts should be laid out parallel along their long direction, and an end-to-end of orientation of adjacent courts should be avoided.
- Court lines shall be 40 mm wide and easily distinguishable, preferably white or yellow.
- The entire court area must not have direct forced ventilation and must have minimal to no air movement.

Recommended Surface

May be wood (varnished), or portable court material (i.e. Supreme Court, or other IBF approved surface) laid out over wood or over other material softer than concrete.

Orientation

- The minimum recommended lighting level is 1000 lux arranged such to provide even light over the entire court area.
- Lighting should not be placed directly over or behind the playing area but be positioned along the sides of the court to provide indirect lighting of the court area. All sources of daylight or sunlight behind or along the sides of the court must be eliminated.
- No parts of the background behind the ends of the court should be colored white. Darker colors should be utilized. See also IBF specifications.

Venue Markings

- The lines shall be easily distinguishable and preferably white or yellow. To show the zone in which a shuttle of correct pace lands when tested, an additional four marks 40mm by 40mm may be made inside each side line for singles on the right service court, 530mm and 990mm from the back boundary line. In making the marks, their width shall be within the measurements given, i.e., the marks will be from 530mm to 570mm and from 950mm to 990mm from the outside of the back boundary line. All lines form part of the area that they determine.
- If using court surface with multi-use markings, the badminton lines must be continuous and not break where crossing other markings. Shall be easily distinguished from other court markings.
- Specific layout information for the badminton court lines and markings can be found in "Laws of Badminton", available from the International Badminton Federation or on their website (<http://www.worldbadminton.net/Portal/documents/laws2002.pdf>).

Special Requirement and Equipment

- Net Standards shall be 1.55 meters in height from the court surface and should not extend into the playing area. The net shall be suspended such that it is at 1.55 meters at the sides

of the court play area and 1.524 at the court center, and with no gaps between the net and the supporting standards. The net shall be a dark color with a mesh of no less than 15 mm and no more than 20 mm, and shall be edged at the top with a 75 mm what tape doubled over and running the entire width of the court.

- Scoreboards for each court
- Five-foot umpire stands-one for each court
- Service Judge chair for each court
- Maximum of ten linespersons chairs per court
- Elevated platform or area in hall
- 2 chairs for scorekeepers
- 2 chairs for coaches
- 2 chairs for translators

General Requirements

- Wheelchair accessibility for all facilities and venue
- Public address system in place with sufficient capacity to be heard clearly throughout the courts and to service the competitors, coaches, officials and spectators.
- Awards area(s): 1 - 8 places, sized to accommodate doubles
- Seating for 500 + spectators
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Storage facilities for equipment and clothing
- Toilet facilities / changing areas
- Adequate room for athletes' lounge
- First aid area on competition floor
- Medical examination room/athletic trainer room
- Equipped media center
- Adequate room for coaches/referees meetings
- Adequate room for officials' lounge
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate space for information center

SECTION 5



- Adequate space for Games merchandise sales
- Adequate room space for family hospitality
- VIP hospitality room
- Space for catering services/canteen

BASKETBALL***Competition Specifications******Competition Format***

- Competition will take place over a nine-day period with divisioning and division finals in official events. Team Competition begins with preliminary divisioning games. The competition includes round robin pool play, followed by a single bracket tournament and a consolation bracket. All teams advance to finals in accordance with the Special Olympics divisioning system. Pools are not finalized for the single bracket tournament until after the completion of round robin play.
- Adequate pre-competition on the court practice time shall be offered to all delegations participating in the Games when available.

Facilities and installations

- There should be a minimum of 6 courts. A single facility with multiple courts is preferred. A single facility with multiple courts positioned side by side must provide adequate space and sound barrier between courts,
- It is required that all courts be marked for basketball only by the time of venue inspection for the Games.
- All facilities and installations shall be in accordance with FIBA and Special Olympics standards for international competition.

Required Surface

- Wood

General Requirements

- Electronic timing and scoreboard for each court, clearly visible to all players, coaches, officials and spectators
- Foul Markers, Stop Watch, Air Horn and Scorebook for each court
- Wheelchair accessibility for all facilities and venue
- Public address system in place with sufficient capacity to be heard clearly throughout the competition area and to service the competitors, coaches, officials and spectators.
- Awards area(s): 1 - 8 places, sized to accommodate teams
- Seating for a minimum of 500 spectators during divisioning pool play and 3,000+ spectators for medal games
- Access to internet



- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up
- Athletes lounge area
- Storage facilities for equipment
- Toilet facilities and changing areas for multiple teams of male and female athletes
- First aid area
- Equipped media center
- Adequate room space and communication devices for divisioning team
- Adequate room for coaches' meetings
- Adequate room for officials' lounge/meetings
- Separate changing area for male and female officials
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate space for Games merchandise sales
- Adequate space for information center
- Adequate room space for families hospitality
- VIP hospitality room
- Space for catering services/canteen
- Adequate space for Sports Information Desk

BOCCE

Competition Specifications

Competition Format

9 days, for both divisioning and finals. Within those nine days, there should be a day off to allow for a make-up day in the event of inclement weather.

SECTION 5

**Area Required**

- An Indoor venue large enough to house 20 courts, 3.66 meters wide by 18.29 meters long, on an artificial carpet type surface..
- Side and end walls of the courts and its markings as specified in the Special Olympics Bocce Rules.
- The spacing between each of the courts to be 2 meters

Sports Equipment.

- Bocce and Pallina's to be in accordance with Special Olympics Bocce Rules.

General Requirements

- Scoreboards for each court that are visible to all the spectator sections of the venue.
- Wheelchair accessibility for all facilities and venue and at least 4 of the courts
- Recommended spectator seating: 100-200 for each court, with seating for 500-600 for finals matches
- Awards area(s): 1 - 8 places, sized to accommodate up to 4-player teams in an area of the venue separated from bocce courts. Adequate space for athlete awards staging.
- Public address system in place
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials and for volunteers working at the Bocce venue.

Support Facilities

- Athlete services: Adequate facilities and space for physical warm-up.
- Athletes lounge area
- Adequate Toilet and change rooms facilities
- Space for catering services/canteen
- Storage facilities for sports and other court equipment
- First aid area with trained personnel in attendance at all times during the competition.
- Equipped media center
- Adequate room for coaches' meetings.
- Adequate room for officials' lounge/meetings
- Adequate and secure room space for competition management
- Adequate room space for Technical Delegate
- Adequate room space for jury
- Adequate space for Sports/Coaches Information Center

- Adequate and secure room space for results and Games Management System (GMS) operations
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate space for Games merchandise sales
- Adequate room space for families hospitality
- VIP hospitality room
- Space for catering services/canteen

BOWLING

Competition Specifications

Competition Format

Competition will take place over an eight day period with divisioning and finals in official events. Adequate pre-competition practice time shall be offered to all delegations participating in the Games.

Area Required

Bowling facility (minimum 20 lanes) should be available throughout duration of the games from 7 a.m. to 9 p.m. with wheelchair access. The facility should meet the Federation Internationale des Quilleurs rules as well as World Tenpin Bowling Association rules. (Note: 48-60 lanes are preferred)

General Requirements

- Foul lights
- Overhead scoreboard for each lane (computer score system is required)
- Wood floor (field of play) preferred, but synthetic floors are acceptable
- Bowling balls (8-14 lbs range).
- Availability of extra bowling shoes
- Equipment to check ball and equipment specifications
- Public address system with music capability
- Awards area(s) to accommodate 1-8 places. Adequate space for athletes awards staging.
- Adequate lighting for both day and night competition, according sport rules and regulations
- Seating for 200+ spectators
- Wheelchair accessibility
- Staging area (Parade of Athletes) This area should have enough chairs or bleachers to seat all athletes on lane assignment configuration.
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials



Support Facilities

- Locker/changing rooms; toilet facilities (women and men)
- Storage facilities for equipment and clothing
- Adequate room for coaches' meetings
- Adequate room space for venue operations
- Adequate space for competition management
- Athlete Lounge Area
- First aid area
- Separate meeting rooms/lounges for Technical Delegates, officials and general volunteers
- Equipped media center
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for families hospitality
- Adequate space for Games merchandise sales
- Adequate room for officials' lounge/meetings
- Adequate space for information center
- Adequate room space for jury
- Adequate room space for volunteers
- VIP hospitality room
- Space for catering services/canteen

CYCLING

Competition Specifications

Competition Format

Seven days of competition, consisting of events from preliminary time trials 500 meters time trials to 40 kilometers road races. Include one day as a rain date which follows immediately.

Area Required

Course should be a smooth asphalt surface with minimal cross streets, can have hills (10% maximum gradient), descents, corners, and flat surfaces and ideally be 2.5km (with the possibility of a 5km or longer loop for the longer road races) .

Road races - 5km, 10km, 15km, 25km, 40km. Finish line should be a minimum of 8.0 meters wide with a finish straight-a-way 400m in length (closed to traffic). If using a loop course, the course should be (2.5km or longer around. Road races may be out and back, point to point or a circuit.



Time Trials

Surveyed time trial course (500m, 1km, (2.5km) 5km, 10km). Intersections must be closed to traffic. Course should be smooth asphalt and laid on a straight, relatively flat stretch of road that will be closed to traffic. .

Venue Markings

Finish line should be the same line for all races. The start line may need to change to accommodate different length races. Supply of signs with the bottom of each being 5' high (18" x 24") should mark the route of the longer road race.

General Requirements

- Three cars or motorcycles to monitor stages of races
- Pylons / traffic barriers for intersections
- Judges' stand
- Announcer's stand
- Photo-finish equipment
- Wheel van to carry spare wheels, tires, and a mechanic
- Two medical support vehicles to follow race on sight
- Seating in finish areas: viewing area should have 500 seats at start and finish line
- Electronic timing with electronic back-up timing and back-up hand timing
- Wheelchair accessibility for all facilities and venue
- Public address system with music capability
- Awards area(s): 1 - 8 places
- Appropriate space for awards staging
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Secured bicycle storage area
- Bike check in area
- Toilet facilities/changing areas
- First aid area
- Timing officials should have their own building with a clear view of the start and finish
- Equipped media center
- Electricity
- Adequate meeting rooms for officials, coaches meetings, technical delegates, competition management, jury
- Adequate room space for venue operations

SECTION 5

- Adequate space for families hospitality
- VIP hospitality room
- Adequate room space for results and Games Management System (GMS) operations
- Athletes' lounge area
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

EQUESTRIAN***Competition Specifications******Competition Format***

- There are six days of competition and time for matching with, and practicing on, borrowed horses for three to four days.
- All competitors advance to finals in accordance with the Special Olympics divisioning system.

Facilities and installations

- All facilities and installations shall be in accordance with the Federation Equestre Internationale (FEI) standards for international competition.
- The equestrian events should be held in an indoor arena. The facility must be able to include a full-size dressage arena, 20 meters x 60 meters, and have adequate space to ride around the dressage arena.
- It is preferred that there be three indoor arenas will be used for the duration of the Games, one for mounting and dismounting, a warm-up arena and the main competition arena.

Special Requirements and Equipment

- Stables
- Stable offices
- Feed room
- 100 horses (to be provided by the Games Organizing Committee)
- 100 Tack stalls
- Exercise area for warm up for all events
- 3 digital platforms
- Judge's platforms for dressage

General Requirements

- Wheelchair accessibility for all facilities and venue



- Public address system in place with sufficient capacity to be heard throughout the arena and to service the competitors, coaches, officials and spectators
- Awards area(s): 1 - 8 places
- Seating for 1,000 spectators
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up
- Storage facilities for equipment and clothing
- Toilet facilities / changing areas
- First aid area
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge/meetings
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate room space for family hospitality
- VIP hospitality room
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen



FOOTBALL

Competition Specifications

Competition Format

There will be three styles of competition: regulation Eleven-a-side and small-sided Five-a-side and Seven-a-side. There will be at least eight days of divisioning and competition. Adequate pre-competition on the field practice time shall be offered to all delegations participating in the Games.

Surface Required

Grass cut to a height of 1.3 cm

Venue Markings

Eleven-a-side:

- Four playing fields
- Playing field width: in 64 m (70yds) – max 75 m (80 yds)
- Playing field length: min 100 m (110 yds) – max 110 m (120 yds)
- The field of play shall be marked with distinctive lines not more than 12 cm (5 inches) in width.
- The center of play is indicated by a mark and a circle with a radius of 9.15 m (10 yards). The goal area, at each end of the field of play, shall have two lines at 90 degrees to the goal line and 5.5 m (6 yards) and shall be joined by a line parallel to the goal line.
- The penalty area, at each end of the field of play, shall have two lines at 90 degrees to the goal line and 16.5 m (18 yards) and joined by a line parallel to the goal line. The penalty kick mark is inside each penalty area 11.0 m (12 yards) from the midpoint of the goal line. From each penalty kick marker, an arc of a circle with a radius of 9.15 m (10 yards) is drawn outside the penalty area.
- The corner area is denoted by a quarter circle with a radius of 1.0 m (1 yard) drawn inside the field of play from each corner flag. (See FIFA Laws of the Game)

Five-a-side:

- Twelve playing fields. (4 x 11-a-side fields)
- The field of play shall be marked the same as an eleven-a-side except for the following: a five-a-side field shall be a rectangle, maximum dimensions 50m x 35m, minimum dimensions 40m x 30m. This means that on a regular 11-a-side pitch you can make 3 x 5-a-side pitches. The center of play is indicated by a mark and a circle with a radius of 10m. The goal size shall be 4m x 2m.

Seven-a-side:

- 10 playing fields. (5 x 11-a-side fields)
- The size of the field shall be 50m – 70m in length and 35-50m in width. This means that on a regular 11-a-side pitch you can make 2 x 7-a-side pitches. The center of play is indicated by a mark and a circle with a radius of 10m. The goal size shall be 5m x 2m.

General Requirements

- 11-a-side goal posts and nets (FIFA approved)
- 5-a-side goal posts and nets (refer to Special Olympics rules)
- 7-a-side goal posts and nets (refer to Special Olympics rules)
- Size 5 regulation balls
- A team bench (technical) area provided for each team. It must be 15m long, 5m from the sideline and within 10m of the half-way line.
- Scoreboard and timing system (one per playing field)
- Wheelchair accessibility for all facilities and venue
- Public address system in place with sufficient capacity to be heard clearly throughout the field and to service the competitors, coaches, officials and spectators. Awards area(s): 1 - 8 places, sized to accommodate teams
- Seating for 200 + spectators per field for the majority of the matches. A stadium with seating capacity of 3,000 spectators should be available for the final matches.
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Storage facilities for equipment and clothing
- Toilet facilities / changing areas with showers (separate male and female)
- First aid area
- Equipped media center
- Adequate room for coaches' meetings /referees meetings
- Adequate room for officials' lounge
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- VIP hospitality room
- Adequate room space for family hospitality
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

SECTION 5

**GOLF*****Competition Specifications******Competition Format***

Access to golf course for a total of six days.

Day 1	Practice
Day 2	Divisioning
Day 3	Divisioning
Day 4	Tournament Round 1
Day 5	Tournament Round 2
Day 6	Tournament Round 3

Area Required

- Two 18-hole regulation courses, in the same vicinity, which meet the standards for each of the levels as described in the Special Olympics rules book.
- For individual skills competition, a driving range and large putting green are required.

Facilities and Installations

All facilities and installations shall be in accordance with the Rules of Golf and Special Olympics, Inc. standards for international competition.

General Requirements

- Statues scoreboards at strategic/agreed upon locations on the golf course and at skills area
- Gallery ropes around all 36 holes and skills competition area
- Wheelchair accessibility for all facilities and venue
- Awards area(s): 1 - 8 places
- Appropriate awards staging area (should be able to accommodate at least 3-4 rows of seating for eight athletes per row)
- Public address system in place
- Access to internet
- Seating for a minimum of 200 spectators at the ninth hole (for 9-hole tournaments) and 18th hole (for 18 hole tournaments); 200 spectators behind the first tee; 200 in front of awards presentation area
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up.
- Athletes lounge area
- Toilet facilities and adequate locker rooms/changing rooms for athletes
- Storage facilities for equipment
- First aid area
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge/meetings
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate space for Games merchandise sales
- Adequate space for information center
- Adequate room space for families hospitality
- VIP hospitality room
- Space for catering services/canteen

GYMNASTICS (ARTISTIC & RHYTHMIC)

Competition Specifications

Competition Format

- Competition should occur over a nine day period. This includes a practice session that is closed to spectators and other members of the public.
- All competitors advance to finals in accordance with the Special Olympics divisioning system.

Area Required

- All facilities and installations shall be in accordance with Federation Internationale de Gymnastique (FIG) standards for international competition.
- Two separate competition areas (one for rhythmic and one for artistic).

General Requirements

- Seating for a minimum of 1,000 spectators
- Wheelchair accessibility for all facilities and venue
- Public address system with music capability

SECTION 5



- Awards area(s): 1 - 8 places
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up
- Storage facilities for equipment and clothing
- Toilet facilities and adequate locker rooms/changing rooms for athletes
- First aid area
- Equipped media center
- Adequate meeting rooms for officials, coaches meetings, technical delegates, competition management, jury
- Adequate space for athlete staging for competitions
- Adequate room space for venue operations
- Adequate room space for families hospitality
- VIP hospitality room
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for volunteers
- Athletes' lounge area
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

JUDO***Competition Specifications****Competition Format*

5 days, for both divisioning and finals.

Adequate pre-competition on the field of play practice time shall be offered to all delegations participating in the Games.

Area Required

- 2 field of plays (tatamis) are required to be in the same facility.
- The contest area must be a minimum of 8 meters by 8 meters and a maximum of 10 meters by 10 meters
- The safety area should surround the competition-area with 3 meters and with 4 meters between the competition-areas. (Competition-area one color and safety-area one color.

Venue Markings

Markings per International Judo Federation (IJF) specifications.

Special Requirement and Equipment Needed Per Field of Play

- 1 electronic scoreboard per mat area
- 2 Competition time clocks (may be included in the electronic scoreboard)
- 1 Competition Table and 3 Chairs
- 2 Chairs for Referees
- 1 Red belt and 1 white belt for contestants
- 1 Bean bag for end of contest signal (or other signal if not included in electronic scoreboard.)
- A chair shall be provided for the athlete's coaches.
- Table and 2 chairs for Technical Delegate and Sports Commissioner. (near and in view of fields of play).

General Requirements

- Wheelchair accessibility for all facilities and venue
- Awards area(s): 1 - 8 places. Adequate space for athlete awards staging
- Public address system in place
- Access to internet
- Seating for a minimum of 800 spectators
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up.
- Warm up area separate from main field of play is important (mat area minimum 10 meters by 10 meters).
- Athletes lounge area
- Toilet facilities and adequate locker rooms/changing rooms for athletes
- Storage facilities for equipment
- First aid area
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge/meetings
- Adequate room space for competition management
- Adequate room space for volunteers

SECTION 5



- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for volunteers
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate space for Games merchandise sales
- Adequate space for information center
- Adequate room space for families hospitality
- VIP hospitality room
- Space for catering services/canteen

KAYAKING***Competition Specifications******Competition Format***

5 days of both divisioning and finals.

Facilities and Installations

All facilities and installations shall be in accordance with International Canoe Federation (ICF) standards for international competition (flat-water).

A facility is needed to conduct a 25m swim test for athletes.

General Requirements

- Standardized Touring Kayaks and paddles are to be provided by games organizing committees for each athlete. If athletes choose to bring their personal kayaks and/or paddles, they must meet ICF specifications.
- Electronic timing
- Wheelchair accessibility for all facilities and venue
- Public address system in place with music capability
- There should be sufficient spectator seating on shore for viewing the race.
- Awards area(s): 1 - 8 places
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate warm up area for athletes

- Storage facilities for equipment and clothing
- Locker rooms/changing rooms for male and female athletes with shower and toilet facilities
- First aid area; training room with certified staff available at each facility
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge and separate changing rooms in each venue.
- Adequate room space for competition management in each venue
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space with appropriate technology outlets for results and Games Management System (GMS) operations
- Adequate room space for family hospitality
- VIP/hospitality area
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

POWERLIFTING

Competition Specifications

Competition Format

Competition should occur over a six-day period, with two sessions per day on each of two platforms. There will be a maximum of 60 lifters per day, and competition in each of the ten weight classes. All competitors advance to finals in accordance with the Special Olympics divisioning system.

Area Required

Auditorium with raised stage. The area will have to support two 40' by 20' platforms. There should also be an area to accommodate at least eight warm-up platforms backstage with space between for safe lifter traffic and to accommodate wheelchairs.

Facilities and installations

All facilities and installations shall be in accordance with International Powerlifting Federation (IPF) standards for international competition.

Surface

SECTION 5



The platforms should be nonskid surface on a stage, 3/8" plywood sheets 2 (20' x 20') with 1/2" rubber mats to support weights.

Orientation

The room should be air-conditioned and draft free.

Venue Markings

Markings per IPF specifications

Special Requirements and Equipment

- Scoreboard system showing the time left to lift
- Weigh-in room
- Warm-up room
- Closed circuit TV for warm-up room
- Video system be included to both record the event and display platform activity in warm-up and pre-lift areas.
- A large overhead scoreboard that provides the list of lifters in the current flight along with their attempts for that lift
- Stand alone computer in the weigh-in area
- A projection display showing each lifter's information (Program, weight class and weight on the bar)
- Professional looking red/white light system (may be a part of the scoreboard system)
- Competition weights
- Warm up weight sets with competition bars and collars
- Calibrated digital scales
- Press benches
- Competition lifting bars and collars
- Rubber mats
- Deadlift lever bars
- Chalk bowls and chalk
- Plates racks
- Power benches

General Requirements

- Wheelchair accessibility for all facilities and venue



- Public address system in place with sufficient capacity to be heard throughout the auditorium and to service the competitors, coaches, officials and spectators
- Awards area(s): 1 - 8 places
- Seating for 1,000 spectators
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up
- Storage facilities for equipment and clothing
- Toilet facilities / changing areas
- First aid area
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge/meetings
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate room space for family hospitality
- VIP hospitality room
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

ROLLER SKATING

Competition Specifications

Competition Format

Competition will take place over a six-day period with divisioning and finals in official events.

SECTION 5Area Required

A minimum floor space of 55 meters x 55 meters (80' x 180') that also allows for a standard 100 meter flat speed track. Auditorium/arena type of facility preferred.

Facilities and installations

All facilities and installations shall be in accordance with FIRS standards for international competition

Surface

Wood or plastic coated monolithic concrete

General Requirements

- Electronic timing with electronic back up timing and back up hand timing.
- Official's stand
- Wheelchair accessibility for all facilities and venue
- Public address system in place with sufficient capacity to be heard throughout the arena and to service the competitors, coaches, officials and spectators
- Awards area(s): 1 - 8 places, sized to accommodate relay teams
- Seating for 500 - 1,000 spectators
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate warm up area for athletes
- Storage facilities for equipment and clothing
- Locker rooms/changing rooms for male and female athletes with shower and toilet facilities
- First aid area; training room with certified staff available at each facility
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge and separate changing rooms in each venue.
- Adequate room space for competition management in each venue
- Adequate room space for volunteers in each venue
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space with appropriate technology outlets for results and Games Management System (GMS) operations

- Adequate room space for family hospitality
- VIP/hospitality area
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

SAILING

Competition Specifications

Competition Format

- A regatta shall consist of at least three races.
- The competition committee shall provide competitors with a Notice of Race and Racing Instructions.
- The organizing committee may elect to use both monohull and catamaran class boats. The type of boat will be identified in the Notice of Race.
- There are two rounds to the competition. The first round of racing will be used to determine competition divisions. The second round will be the medal round. The scores from the divisioning round may be added to the scores of the medal rounds to determine order of finish.

Area Required

- The body of water needs to be a sufficient size to support two separate race courses. Each race course, which is a modified Olympic triangle, is approximately 2000 meters from the windward to the leeward turning marks.
- The race courses should be set clear of all navigation channels and, if possible, close enough for shore-based spectators.

Race Committee

Each course is to have a complete complement of race officials. These officials are responsible for layout of the triangle and for setting the specific courses to be raced.

Racing Boats

- The specific classes chosen must provide the competitors with the safest and most stable platform possible.
- The Games Organizing Committee will select the specific boats to be used.
- Boats for Levels I, II, and IV are to be racing dinghies large enough for a team of two and that carry a main and jib sail.
- The boat for level III is to be a racing dinghy large enough for a team of two and an onboard coach that carries a main and jib sail.

SECTION 5



- The Boat for Level IIIA is to be a racing dinghy large enough for a special athlete sailor and an onboard coach. The boat need to sail without the use of a jib sail.
- The boat for Level V is to be a racing dinghy large enough to carry a single adult sailor.
- If launching and fleet management conditions are appropriate, there should be a class of catamarans offered.

Equipment for the Competition Management Team

The turning marks need to be at least 1 meter tall and of sufficient mass to be easily seen.

Each course committee shall be equipped with:

- Starting sequence shapes
- Signal flags
- Course number display board
- Starting line mark
- Bull horn
- UHF multi-channel two-way radios
- Equipment to communicate immediate race results to the shore facility

Support Boats

- Each race committee shall need a boat of sufficient size to provide it with a commanding view of each race course.
- Each course will have adequate chase boats to provide any emergency assistance required.
- Each race course will have mark boats to assist the race committee.
- Each race course will have boats for the use of the jury.

First Aid Boat

There must be a boat manned by paramedics on stand-by at all times during practice and racing.

Boat Storage

The boats need to be stored in easily accessible areas. Procedures need to be established for the way in which the racers will access their race boats.

Sailing Seminar

There shall be a seminar to familiarize the competitors with the boats being used.

Boat Measuring/ Usage

Upon arrival, all boats shall be measured in accordance with class specifications and any corrections and repairs made. If the boats used are privately owned, they shall be raced on a round robin basis; this will be an equalizing factor.

General Requirements

- Electronic timing
- Wheelchair accessibility for all facilities and venue
- Public address system in place
- There should be sufficient spectator seating on shore for viewing the race. There should be a fleet of boats available from which spectators can view the race more closely.
- Awards area(s): 1 - 8 places
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Changing facilities, complete with showers, toilet facilities and clothing storage for competitors
- Boat repair area
- Sail storage
- Gear storage
- First aid area
- Communication center
- Equipped media center
- Adequate meeting room space for coaches/officials meetings
- Adequate meeting room space for technical delegate
- Adequate meeting room space for venue operations
- Adequate room space for family hospitality
- Adequate space for Games merchandise sales
- Adequate space for information center
- VIP hospitality area
- Space for catering services/canteen



SOFTBALL

Competition Specifications

Competition Format

- Competition will take place over an eight-day period with divisioning and finals in official events. Team Competition begins with preliminary divisioning games. All teams advance to finals in accordance with the Special Olympics divisioning system.
- Adequate pre-competition on the field practice time shall be offered to all delegations participating in the Games.

Facilities and Installations

- There should be a minimum of 4 fields. A facility with multiple fields is preferred.
- All facilities and installations shall be in accordance with International Softball Federation and Special Olympics standards for international competition.

General Requirements

- Electronic score board for each field
- Recommended spectator seating capacity: 200 minimum for divisioning and pool play competition; 1,000 for medal rounds
- Wheelchair accessibility for all facilities and venue
- Public address system with music capability
- Access to internet
- Awards area(s): 1 - 8 places, sized to accommodate teams
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up
- Storage facilities for equipment and clothing
- Toilet facilities and adequate locker rooms/changing rooms for athletes
- First aid area
- Equipped media center
- Adequate meeting rooms for officials, coaches meetings, technical delegates, competition management, jury
- Adequate space for athlete staging for competitions
- Adequate room space for venue operations
- Adequate space for family hospitality
- VIP hospitality room

- Adequate room space for results and Games Management System (GMS) operations
- Athletes' lounge area
- Adequate space for volunteers
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

TABLE TENNIS

Competition Specifications

Competition Format

Divisioning and round robin competition format will take place over a course of nine (9) days. There should be at least one (1) day off for rest.

Area Required

- There should be a playing area large enough for 20 table tennis tables. Each table shall be placed in the center of a court with dark barriers surrounding the table.
- Refer to current International Table Tennis Federation (ITTF) rules for standards for international competitions

Recommended Surface (Floor)

The playing surface should be in accordance to ITTF standards for international competitions.

Orientation

Lighting should be a minimum of 400 lux at table level with uniform distribution. Refer to ITTF rules.

Special Requirements and Equipment

- Indoor temperature should be 70-80 degrees Fahrenheit (26-30°C). No drafts and no blowers.
- Sidelight must be avoided.
- Window light must be avoided.
- Any glare on the tables should be avoided.
- Barriers must be dark in color.
- Four eight-foot (+/- 3-meter) tables for control desk
- Scoreboard for each court

General Requirements

- Wheelchair accessibility for all facilities and venue
- Public address system with music capability in place

SECTION 5



- Awards area(s): 1 - 8 places, sized to accommodate doubles teams
- Recommended spectator seating: 500-1,000
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up
- Storage facilities for equipment and clothing
- Toilet facilities / changing areas
- First aid area
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge/meetings
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate room space for family hospitality
- VIP/hospitality room
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

TEAM HANDBALL***Competition Specifications****Competition Format*

Round robin pool play will constitute the divisioning and seeding rounds. The medal rounds will be single elimination consolation with all places determined by head-to head competition. This will take place over a course of six days of competition.

Area Required

- The minimum requirement is 2 courts. It is preferred that there be a single facility to hold both courts.



- Court size shall be consistent with that of the International Handball Federation (IHF) standards and Special Olympics rules.
- The floor should be nonskid, prevent sticking, and show a slight surface elasticity. Note: National Handball Federations have loaned a handball Gerfloor/Taraflex floor to Special Olympics World Games in the past.

Venue Markings

Markings per IHF specifications.

General Requirements

- Wheelchair accessibility for all facilities and venue
- Public address system with music capability in place
- Awards area(s): 1 - 8 places, sized to accommodate teams
- Seating for 500 - 1,000 spectators
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Practice court or sufficient area to permit team warm-ups
- Storage facilities for equipment and clothing
- Locker rooms for male and female athletes with shower and toilet facilities
- First aid area; training room with certified staff available at each facility
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge and separate changing rooms in each venue.
- Adequate room space for competition management in each venue
- Adequate room space for volunteers in each venue
- Adequate room space for venue operations
- Adequate room space for technical delegate
- Adequate room space with appropriate technology outlets for results and Games Management System (GMS) operations
- Adequate room space for family hospitality
- VIP/hospitality area
- Adequate space for Games merchandise sales
- Adequate space for information center

SECTION 5



- Space for catering services/canteen

TENNIS***Competition Specifications******Competition Format***

Tennis competition includes six days of divisioning and competition

Area Required

12 courts, built to ITF standards and specifications. There should be appropriate space between courts to provide access for competitors and spectators without disruption to adjoining courts and adequate provision for spectators (seating if possible) for all matches.

Consideration should also be given to back-up facilities to enable catch up if delays occur during competition.

Recommended Surface

ITF approved surfaces are required. Indoor courts are preferred.

Orientation

Should be oriented generally in a north/south direction, so that the rays of the rising sun are perpendicular to the direction of play.

Venue Markings

Markings per ITF specifications.

Special Requirements and Equipment

- Umpires chairs on all courts.
- Windscreens
- Court-drying equipment
- Scoreboards on all courts.

General Requirements

- Wheelchair accessibility for all facilities and venue
- Public address system in place
- Awards area(s): 1 - 8 places, sized to accommodate doubles teams
- Seating for 500 - 1,000 spectators
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Adequate facilities and space for warm-up
- Area for marshalling of competitors.
- Storage facilities for equipment and clothing
- Toilet facilities / changing areas
- First aid area
- Equipped media center
- Adequate room for coaches' meetings
- Adequate room for officials' lounge and separate changing rooms in each venue.
- Adequate room space for competition management
- Adequate room space for volunteers
- Adequate room space for venue operations
- Adequate room space for technical delegates
- Adequate room space for results and Games Management System (GMS) operations
- Adequate room space for jury
- Adequate room space for family hospitality
- VIP hospitality room
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

VOLLEYBALL

Competition Specifications

Competition Format

Round robin pool play will constitute the divisioning and seeding rounds. The medal rounds will be single elimination consolation with all places determined by head-to head competition. This will take place over a course of six days of competition.

Area Required

- The minimum requirement is 8 courts. It is preferred that there be a single facility to hold all eight (8) courts. In addition, there shall be at least one available court for warm-up in each facility for teams preparing to play. (In a larger facility, two courts may be required.)
- Court size shall be consistent with that authorized by the current FIVB rule book. Currently, the FIVB describes the playing court as a rectangle measuring 18m by 9m, surrounded by a



rectangular free zone which is a minimum of 3m wide on all sides. A minimum of 7m above the playing surface must be free from any obstructions. The playing surface must be flat, horizontal, and uniform. It is preferred that the facility be air conditioned, especially in warm climates.

Recommended Surface

- While a wooden surface is desirable, there are other acceptable playing surfaces. Portable floors, such as Sport Court, Gerfloor or equal, are encouraged because of their adaptability to specific situations. The playing surface must not present any danger of injury to the players. It is forbidden to play on rough or slippery surfaces.
- The surface of the playing court should be of light color. The surface of the free zone surrounding the playing area should be of a contrasting color.

Orientation

The lighting of the playing area should be 1000 to 1500 lux measured at 1 meter above the surface of the playing area, in accordance to FIVB regulations.

Venue Markings

- All lines and markings shall be as described in the current FIVB rule book. It is required that all courts be marked for volleyball only. Currently, the rule book prescribes the following: All lines shall be 5cm wide. They must be of a light and different color from the floor and any other lines. Two side lines (18m) and two end lines (9m) mark the playing court. Both side and end lines are drawn inside the dimensions of the playing court. The axis of the center line divides the playing court into two equal courts measuring 9m by 9m each. This line extends beneath the net from side line to side line
- On each court the front zone is limited by the axis of the center line and the attack line drawn 3m back from that axis (its width included). The front zone is considered to extend indefinitely beyond the side lines. The attack line is extended by the addition of broken lines from the sidelines, with five 15 cm short lines 5 cm wide, drawn 20 cm from each other to a total length of 1.75 m
- The service zone is the entire end line, and in depth, the service zone extends to the end of the free zone.

Special Requirements and Equipment per Court

- Two net posts supporting the net, rounded and smooth with adjustable ability (Net posts shall be fixed to the ground at a distance of 0.50-1.00m from each side line; fixing the posts to the floor by means of wires, cable, etc. is forbidden; there shall be no dangerous or obstructing devices.)
- Net in compliance with the current FIVB rules (Currently, the FIVB rules specify that the net be 1m in width and 9.5m in length, placed vertically over the axis of the center line. It is made of 10cm square black mesh. At its top there is a horizontal band, 7 cm wide, made of two-fold white canvas and sewn along its length. Each extreme end of the band has a hole through which passes a cord fastening the band to the posts to keep the top of the net taut. Within the band there is a flexible cable for fastening the net to the posts and keeping its top taut. At the bottom of the net with no horizontal band, there is a rope, threaded through the meshes for fastening it to the posts and keeping the lower part of the net taut. SIDE BANDS: two white bands, 5cm wide and 1m long, are fastened vertically to the net and placed above each side

line. They are considered as part of the net. The height of the net shall be 2.43m for Men's and Unified® Competition and 2.24m for Women's Competition.)

- Two antennae consisting of flexible rods, 1.8m long and 10mm in diameter (Antennae are made of fiber glass or similar material, shall be fastened at the outer edge of each side band, and placed on opposite sides of the net. The top 80cm of each antenna extends above the net and is marked with 10cm of stripes of contrasting colors, preferably red and white.)
- One referee's stand
- One scorekeeper's table with chairs and seating for four persons
- Electronic scoreboard designed for volleyball use (The scoreboard shall be placed in such a manner that it is visible to all court players and spectators. It shall also include a visible timing clock.)
- Team seating on each side of the scorekeeper's table for a minimum of 12 persons (benches or chairs)
- Two ball carts (one for each team)
- Three new game balls at the beginning of each new round of competition (i.e. new balls to start divisioning round and continue through seeding round). New balls must be used to start with the medal rounds of play. All balls shall conform to the specifications per the current FIVB rules. It is preferred that all balls used in this competition will be stamped as follows: " (Year of Competition) SOWSG" with the Official logo of the SOWSG event.
- Secured Field of Play to prohibit unauthorized persons from entering during competition
- Competition for all consolation and medal rounds isolated as "center court"

General Requirements

- Wheelchair accessibility for all facilities and venue
- Public address system with music capability in place
- Awards area(s): 1 - 8 places, sized to accommodate teams with preferred location in the same venue as the designated center court.
- Seating for 500 - 1,000 spectators
- Access to internet
- Reserved parking areas close to facility for Delegation vehicles, Games staff, Guests and Games officials

Support Facilities

- Athlete services: Practice court or sufficient area to permit team warm-ups
- Storage facilities for equipment and clothing
- Locker rooms for male and female athletes with shower and toilet facilities
- First aid area; training room with certified staff available at each facility
- Equipped media center

SECTION 5



- Adequate room for coaches' meetings
- Adequate room for officials' lounge and separate changing rooms in each venue.
- Adequate room space for competition management in each venue
- Adequate room space for volunteers in each venue
- Adequate room space for venue operations
- Adequate room space for technical delegates
- Adequate room space with appropriate technology outlets for results and Games Management System (GMS) operations
- Adequate room space for family hospitality
- VIP/hospitality area
- Adequate space for Games merchandise sales
- Adequate space for information center
- Space for catering services/canteen

SECTION 6

SPECIAL EVENTS AND PROGRAMMING COMPONENTS OF WORLD GAMES:

THE GOC SHALL BE RESPONSIBLE FOR ALL OF THE COSTS RELATED TO THE NON-SPORTS EVENTS OTHER THAN CERTAIN ACTIVITIES OR EXPENSES FOR WHICH SPECIAL OLYMPICS WILL BE RESPONSIBLE AS SPECIFIED IN THE GAMES AGREEMENT.

HOST TOWN PROGRAM

2015 Special Olympics World Summer Games Host Town Program	
OBJECTIVE/ DESCRIPTION	The purpose of the Host Town Program is to give the delegations an opportunity to rest and acclimate, practice the sports they will compete in and experience the culture of the Host country. It can also be an important vehicle to promote the 2015 Special Olympics World Summer Games, demonstrate good community involvement with persons with intellectual disabilities and leave a positive legacy of awareness of Special Olympics.
DURATION	Preparations for the Host Town Program should begin at least a year in advance of Games. The actual program will begin four days before Opening Ceremonies.
LOGISTICAL REQUIREMENTS	Each Delegation shall be assigned a Host Town. The Host Town shall cover the costs for accommodations, food, on-site transportation and entertainment of the Delegation. The Host Town shall also host a Law Enforcement Torch Run Final Leg Ceremony.
NUMBER OF PARTICIPANTS	All delegations participating in the Games shall be invited to take part in the Host Town Program. The Host Town Programs will only apply to the official members of the Delegation (not family members, guests and others).

2015 Special Olympics World Summer Games Head of Delegation Seminar	
OBJECTIVE/ DESCRIPTION	The Head of Delegation Seminar shall be organized by the GOC a year prior to the World Games. The target group is the Heads of Delegations (HODs). The purpose of the seminar is to give the HODs an opportunity to visit the Games site prior to the World Games, to experience the local conditions and gain as much knowledge as possible about the site to be able to prepare all the members of their delegation.
DURATION	The HOD Seminar should take place at the same time as the Games will take place the following year.
LOGISTICAL REQUIREMENTS	The GOC shall provide the HODs information about the venues, operating plans that will be implemented at Games time and the local conditions. The format of the seminar should be a combination of presentations by each functional area of the Games, breakout sessions, questions and venue tours. The agenda should reflect the content of the first version of the Head of Delegation Manual that should be sent out prior to the seminar. A fee can be charged to participants to cover the operating costs of this Seminar.
NUMBER OF PARTICIPANTS	250 (estimated)

GUEST PROGRAM

2015 Special Olympics World Summer Games Honored Guest Program – All-Star Fans and MVP Fans	
OBJECTIVE/ DESCRIPTION	<p>The goal of the World Games Honored Guest Program is to provide service to all of the individuals invited to attend the Games and create an experience that encourages participation in the Movement. From celebrities to donors to Program executives, the Honored Guest Program ensures that visitors have a meaningful experience and have access to events and services that enhance the Games experience. The Guest Program encompasses the following items:</p> <ul style="list-style-type: none"> • Inviting and registering Honored Guests for the Games • Providing Games Services for Honored Guests (accommodation, transportation, credentialing, etc.) • Coordinating Guest Lounges, Welcome Centers and activities at competition venues • Hosting Guests throughout the Games • Managing Honored Guest involvement and seating at Opening, Closing and Awards Ceremonies • Organizing security, protocol and other provisions for Guests • Close coordination with Special Olympics concerning VIP Guests and Celebrities <p>The Honored Guest Program consists of two distinct groups – All-Star Fans and MVP Fans. All-Star Fans are a select group of key constituents from SOI and the GOC whose enhanced participation at World Games will have an impact on the Global Movement. MVP Fans are a wide group of individuals from SOI, the GOC and Accredited SO Programs whose ongoing support benefits Special Olympics' year-round work. The Honored Guest Program staff should be sophisticated professionals who have experience managing VIPs, planning events and receptions as well as coordinating and motivating volunteers. Ultimately, the experience that Special Olympics creates at the Games for Honored Guests will have a profound impact on future involvement of these individuals and the growth of the movement.</p>
DURATION	<p>Planning for the Honored Guest Program should begin a minimum of 24 months prior to the Games.</p>
LOGISTICAL REQUIREMENTS	<ul style="list-style-type: none"> • Honored Guest Program staff should be in place at least two years prior to the Games and should grow in capacity as the Games grow closer. • All-Star Fans Program staff size ranges from 30 to 50 depending on the number of participants in the program, with support of a volunteers corps at a ratio of approximately 1.5 volunteers per primary guest. • MVP Fans Program staff size ranges from 10 to 20 depending on the number of participants with a volunteer corps of Honored Guests attending, with a volunteer corps of 25 to 100. • Staff should be organized in committees to focus on key operational areas and provide support. Committee heads should be of the appropriate level and have appropriate skills (protocol experience, etc.). • All venues should be prepared to host Honored Guests. • Transportation, Catering, Hotels and Services to support Honored Guests will be considered in the bid process.
NUMBER OF PARTICIPANTS	<p>400 to 500 All-Star Fans 3,000 to 5,000 MVP Fans</p>



FAMILIES PROGRAM

2015 Special Olympics World Summer Games Families Program	
OBJECTIVE/ DESCRIPTION	Families are the heart of Special Olympics across the world. The Families Program is committed to ensuring an enjoyable, memorable and family-friendly experience for family members of Special Olympics athletes attending World Summer Games, and providing additional opportunities not available to the general public. The Families Program will also increase public awareness and knowledge about the Special Olympics movement, and the abilities and accomplishments of athletes with intellectual disabilities participating in an international world-class sporting event.
DURATION	Preparations for the Families Program should begin at least a year in advance of Games. The actual program will begin before Opening Ceremonies to coincide with early arrival of families with athletes. The program will finish following Closing Ceremonies.
LOGISTICAL REQUIREMENTS	<p>The GOC Family Services Department will concentrate on organizing the following services and activities:</p> <ul style="list-style-type: none"> • Special family-only hospitality, receptions and entertainment, highlighting the importance of family members and ensuring them special attention and time to network with other families of Special Olympics athletes. • A memorable social and cultural experience for visiting families, through interaction with host families, by organizing two family-centered programs, Host A Family and Family Ambassador, enabling them to experience some local hospitality. • Accurate, timely, complete pre-Games information to all visiting family members via the Family Coordinators. • A safe and inviting environment for family members to enjoy all aspects of the Games and feel welcome at all venues, via reserved seating, access to awards for photo opportunities, and family hospitality areas. • Assistance in obtaining accommodations, with accommodation booking service to be set up and linked to the families page on the World Games Web site, giving visiting families the choice of reserving accommodations via the Internet or via a call center number. • Assistance in obtaining visas by providing technical assistance or referral to home nation embassies (not financial assistance). • Information on and access to integrated transport system at special rates and dedicated transport arrangements to Ceremonies and other family receptions. • Games and tourist information and services. • Ensure each family receives a gift bag on arrival, with useful and good quality items. • Support Special Olympics with Global Family Forum and Global Family Leaders Summit. •
NUMBER OF PARTICIPANTS	An estimate of 4,000-6,000 family members will attend a World Summer Games. The location selected for the World Games will impact the number of families in attendance.

OBSERVERS PROGRAM

<p>2015 Special Olympics World Summer Games Observers Program</p>	
<p>OBJECTIVE/ DESCRIPTION</p>	<p>To provide the GOCs and bid committees for future Special Olympics World Games with an opportunity to observe and learn from the organization and operation of the Games, there shall be an Observers Program for delegations representing other GOCs and Bid Committees. The Observers Program shall, at a minimum, provide the members of such delegations with credentials allowing access to all operational Games venues and a one-day forum during the 2015 Games at which the GOC's key functional leaders will discuss and answer questions about their roles, the challenges they faced and their recommendations for future GOCs.</p>
<p>DURATION</p>	<p>At Games time, beginning one day prior to the Opening Ceremonies</p>
<p>LOGISTICAL REQUIREMENTS</p>	<p>The 2015 GOC shall provide housing, meals, local transportation, credentials and tours of venues for such delegations and may charge such delegations fees that will cover (but not exceed) the 2015 GOC's out-of-pocket expenses in connection with the Observers Program.</p>
<p>NUMBER OF PARTICIPANTS</p>	<p>50-60 participants from future World Games Organizing Committees and other GOCs</p>

HEALTHY ATHLETES PROGRAM & HEALTHY ATHLETES TRAIN THE TRAINER PROGRAM

<p>2015 Special Olympics World Summer Games Healthy Athletes Program & Healthy Athletes Train-the-Trainer Program Responsible party (Healthy Athletes Train-the-Trainer Program) – SOI (plan, organize, finance, and conduct); GOC (venue, volunteers, transportation)</p>	
<p>OBJECTIVE/ DESCRIPTION</p>	<p>The Healthy Athletes program for Special Olympics athletes includes vision (Opening Eyes®), dental (Special Smiles®), hearing (Healthy Hearing), physical therapy (FUNfitness®), podiatric (Fit Feet), medical screening (MedFest) and Health Promotion screening and health services. These screening and health services are provided free of charge to athletes during the Games.</p> <p>In addition to the health services provided to athletes during the Games, Special Olympics supports and conducts a Train-the-Trainer program for invited health care professionals from other countries. This Train-the-Trainer program is designed to prepare these health professionals to be clinical directors of Healthy Athletes screening events for Special Olympics Programs in their home countries. The training includes didactic and practical experience during the Games. While Special Olympics covers the expenses associated with the Train-the-Trainer program, there is overlap with the GOC in that the trainees are also volunteers of the Games.</p>
<p>DURATION</p>	<p>The Healthy Athletes program, including the Train-the-Trainer program, begins two days before the Games opening and concludes on the last day of the Games</p>
<p>LOGISTICAL REQUIREMENTS</p>	<p>The GOC shall provide space free of charge to Special Olympics for the Healthy Athletes program in a venue that will be easily accessible to athletes. The space must be a minimum of 2500 sq. meters. This area will be used to stage the screenings of a minimum of 70 percent of the athletes in attendance at the Games. This area shall include pipe and drape, signage, utilities, tables, chairs, liability insurance coverage, IT support and other support necessary for a high-quality screening program.</p> <p>The GOC shall establish a 2015 Games Healthy Athletes Advisory Committee to be composed of trained local Clinical Directors and other health professionals as deemed necessary by the GOC. The members of this committee shall be identified by Special Olympics and recommended to the GOC for their approval.</p>


2015 Special Olympics World Summer Games
Healthy Athletes Program & Healthy Athletes Train-the-Trainer Program
Responsible party (Healthy Athletes Train-the-Trainer Program) – SOI (plan, organize, finance, and conduct); GOC (venue, volunteers, transportation)

NUMBER OF PARTICIPANTS	The average number of athletes screened each day will be approximately 300-400. The number of volunteer health professionals conducting the screenings each day will be based on the duration and schedule of screenings during the Games. Approximately 35 volunteers per discipline will be needed each day. If there are 6 screening venues then there would be 210 volunteers each day. The Train-the-Trainer program will require approximately 100-120 additional participants.
-------------------------------	---

SPECIAL OLYMPICS TOWN
2015 Special Olympics World Summer Games
Special Olympics Town

OBJECTIVE/ DESCRIPTION	Special Olympics Town is an area at Games designed specifically for athletes. It should include entertainment, educational opportunities, sport demonstrations, art and music. Activities should be for observation and interaction. Special Olympics Town should bring together cultural aspects of the host nation and opportunities for new experiences for athletes. It is critical that there are age-appropriate activities for all athletes attending the Games. Sample activities include: Internet café where athletes can make their own Web page, photo booths, stage with musical and drama performances, arts & crafts booths, bowling alleys, movies, rowing demonstrations, etc. It is also helpful to include athlete recruitment areas, surveys for athlete's to complete about different topics and simple & nutritious snack items.
DURATION	Special Olympics Town should remain open for the entire duration of Games. It is important that Special Olympics Town be easily accessible to athletes and that it is an area they may go to during the day, as well as in the evening following competition.
LOGISTICAL REQUIREMENTS	Safety and accessibility are the top priorities in planning Special Olympics Town. SO Town must also be easily accessible to delegation members by Games transport.
NUMBER OF PARTICIPANTS	All athletes participating in the Games will attend at least once; many will visit much more often. Special Olympics Town should be open to credentialed Games participants at least one day during Games.

SPECIAL OLYMPICS FESTIVAL
2015 Special Olympics World Summer Games
Special Olympics Festival

OBJECTIVE/ DESCRIPTION	Special Olympics Festival is an exhibition area providing sponsors the opportunity to showcase products, services or technology. It also serves as an entertainment and activity area for Games participants. It is open to athletes, family members, coaches, volunteers, media, spectators and the general public. At a minimum, the Festival should include cultural exhibits, entertainment, a main merchandising center and a Special Olympics booth. Special Olympics sponsors should be provided equal benefits and opportunities at the Festival as Games sponsors.
DURATION	Special Olympics Festival should be open each day of the World Games. Hours should be extended into the evening to provide access to those involved in competition during the day.

2015 Special Olympics World Summer Games Special Olympics Festival	
LOGISTICAL REQUIREMENTS	Festival should be centrally located to Games venues and primary operating areas. Festival should be accessible by Games transport systems.
NUMBER OF PARTICIPANTS	All Games participants and the public will enjoy the benefits of Special Olympics Festival.



SPORT CLINICS, DEMONSTRATIONS AND UNIFIED EXHIBITIONS

2015 Special Olympics World Summer Games Sport Clinics, Demonstrations and Unified Exhibitions	
OBJECTIVE/ DESCRIPTION	<p>Sports clinics, demonstrations and Unified Exhibitions are provided to offer an opportunity to coaches and athletes to learn about a particular sport/event/skill in order to enhance its development as part of the global Special Olympics movement, and to allow the opportunity for celebrities and VIPs to interact with Special Olympics athletes in fun competition events</p> <p>Sports clinics, demonstrations and Unified Exhibitions shall be provided to effectively engage sports stars and other VIPs for the benefit of Special Olympics World Games and with a view to strengthening their association with the global Special Olympics movement.</p> <p>This will be created in two ways:</p> <ul style="list-style-type: none"> • through the involvement of global sports stars participating in clinics/demonstrations at the sport venue and/or Special Olympics Town; and • through the involvement of national/local sport celebrities at sport venues and/or Special Olympics Town by hosting sports clinics and demonstrations with particular emphasis on the involvement of athletes in the clinic/demonstration. <p>Events must not detract from, but rather should enhance the overall goals of the Games</p>
DURATION	The number and time frame of sports clinics and demonstrations provided at the sports venues will be determined by the daily competition schedule and the availability of celebrities and other VIPs.
LOGISTICAL REQUIREMENTS	Depends on the sport
NUMBER OF PARTICIPANTS	Depends on the sport

ATHLETE ENTERTAINMENT

2015 Special Olympics World Summer Games Athlete Entertainment	
OBJECTIVE/ DESCRIPTION	In addition to world-class competition, the World Games are an opportunity for athletes to celebrate their accomplishments. Throughout the Games there should be an active schedule of entertainment for the athletes. Activities may include movie nights, shopping nights, dances, concerts or other fun cultural events. There should also be entertainment options at or near athlete housing venues.
DURATION	Day after Opening Ceremonies to day before Closing Ceremonies
LOGISTICAL REQUIREMENTS	<ul style="list-style-type: none"> • Transportation for athletes to entertainment events; • Safe and organized events with appropriate security provided for events; and • Invitation/communication to Head of Delegations about athlete entertainment.
NUMBER OF PARTICIPANTS	All competing athletes and delegation members.

SPECIAL OLYMPICS SPORTS EXPERIENCE

2015 Special Olympics World Summer Games

Special Olympics Sports Experience

<p>OBJECTIVE/ DESCRIPTION</p>	<p>The Special Olympics Sports Experience is designed as a pavilion offering Games guests and attendees experiential, insight-producing encounters with Special Olympics athletes that leave each participant with a vivid and life-changing memory. Modeled after highly successful interactive experiences created by such professional sports organizations as the NBA (NBA Jam Session) and FIFA (World Cup).</p> <p>A theme park-like event that will offer four steps in the experiential process for each guest:</p> <p>(1) an entrance/engagement area – education through video about Special Olympics; (2) an experiential area featuring sports involving Special Olympics athletes and guests such as table tennis, basketball, floor hockey, soccer, tennis, and badminton; (3) an entertainment area featuring information technology kiosks, a main stage, a broadcast area, and a hospitality area; and (4) an exit/merchandising area.</p>
<p>DURATION</p>	<p>Special Olympics Sports Experience will remain open for the duration of the Games.</p>
<p>LOGISTICAL REQUIREMENTS</p>	<p>Beyond a venue that offers adequate space for staging the four components of the Sports Experience, power, internet access and heating are also required. Sports Experience can also exist in more than one venue as long as each venue features the required components</p>
<p>NUMBER OF PARTICIPANTS</p>	<p>500 each day</p>

RECEPTIONS

2015 Special Olympics World Summer Games

Receptions

<p>OBJECTIVE/ DESCRIPTION</p>	<p>In addition to conducting world-class competition at the Games, Special Olympics encourages an active program of receptions and special events to enhance the Games experience. Receptions throughout the Games week bring the Special Olympics community together to celebrate accomplishments, share experiences, network and inspire growth. Each reception is targeted to a specific community of individuals and the guest lists are carefully formed to ensure that all guests, sponsors and organizers are included and thanked at a minimum of one event. Through well-crafted speaking programs, the events share the true spirit of the Games and the mission of Special Olympics through the voice of Special Olympics Global Messengers and athletes, celebrities, Games and movement leadership, and others.</p> <p>Special Olympics works closely with the Games Special Events Team to coordinate the receptions and ensure the mission and vision of the Games and the movement are well represented. Standard Games receptions include:</p> <ul style="list-style-type: none"> • Opening Ceremony Reception in honor of Eunice Kennedy Shriver, Founder of Special Olympics • • Parents Reception • Media Reception • Sponsors Reception • Officials Reception • Honored Guest Reception • Families Reception • Torch Run Reception • Healthy Athletes Reception • Next World Games Kick-off Event (in cooperation with and paid for by the incoming GOC) • Dinner and/or reception for Special Olympics Board of Directors
--------------------------------------	---

SECTION 6



2015 Special Olympics World Summer Games Receptions	
DURATION	Planning begins at least 16 months prior to the Games
LOGISTICAL REQUIREMENTS	<ul style="list-style-type: none"> • Venues appropriate for large, medium and small receptions • Catering, security and entertainment resources to conduct multiple events concurrently • Adequate transportation to and parking at reception venues • Staff and volunteers to coordinate each event • Integration with the World Games Guest Program • Special Olympics athlete leaders headlining each event
NUMBER OF PARTICIPANTS	2,000 or more guests of the Games

OPENING CEREMONY

<p>2015 Special Olympics World Summer Games Opening Ceremony</p>	
<p>OBJECTIVE/ DESCRIPTION</p>	<p>The Opening Ceremony sets the tone and theme for each World or Regional Games and is a high point in the life of each participating athlete. Thus, the Opening Ceremony must be of the highest quality with the grandeur, pageantry, excitement, professionalism, and entertainment appropriate for a world-class event. In planning and conducting Opening Ceremonies, GOCs shall give first priority to the best interests of participating Special Olympics athletes, with special attention to any special needs they may have and an emphasis on keeping the Ceremonies, including the Parade of Athletes, as short as practical.</p> <p>The Opening Ceremony for World Games shall include the following elements in sequence:</p> <ul style="list-style-type: none"> • the Parade of Athletes • a brief welcome by a representative of the GOC; • brief opening remarks by a representative of Special Olympics; • the administration of the Special Olympics Athlete Oath; • the Special Olympics officials oath; • the entrance and raising of the Special Olympics flag; • the entrance and relay of the Special Olympics torch and lighting of the Special Olympics cauldron; and • the declaration by an individual chosen by Special Olympics that the Games are open.
<p>DURATION</p>	<p>Total running time of show should not exceed 3 hours</p>
<p>LOGISTICAL REQUIREMENTS</p>	<p>It is preferable that the venue selected for the Opening Ceremony:</p> <ul style="list-style-type: none"> • have a comfortable staging area for delegation members prior to the Parade of Athletes; • have multiple entrances for ingress and egress of the Parade of Athletes; • be centrally located to athlete accommodations; • have a seating capacity so that all credentialed Games constituents may be seated; • have the capacity for a VIP seating area and VIP hospitality; • have ample parking or access by transportation systems; and • have wheelchair and handicap accessibility.
<p>NUMBER OF PARTICIPANTS</p>	<p>Approximately 7,500 delegation members plus spectators and performers. Minimum seating capacity of 50,000</p>



CLOSING CEREMONY

2015 Special Olympics World Summer Games Closing Ceremony	
OBJECTIVE/ DESCRIPTION	<p>The Closing Ceremony must take place after the conclusion of the last sports competition. The Closing Ceremonies for World Games shall include the following elements in sequence:</p> <ul style="list-style-type: none"> • Parade of athletes: Entrance of 4 athletes from each delegation together without distinction of national groupings to symbolize friendship and unity; • brief statement by a local volunteer (optional); • brief statement by a family member (optional); • brief statement by an athlete; • Closing remarks by a representative of the GOC; • Closing remarks by a representative of Special Olympics; • Declaration by a representative of Special Olympics that the Games are closed; • Lowering of the Special Olympics flag; • Handover of the Flag to the next GOC; and • Extinguishing of the cauldron and exiting of the Special Olympics Flame. <p>The official ceremony described above may incorporate entertainment approved by Special Olympics.</p>
DURATION	Total running time of show should not exceed 3 hours.
LOGISTICAL REQUIREMENTS	<p>It is preferable that the venue selected for the Closing Ceremony:</p> <ul style="list-style-type: none"> • have a comfortable staging area for delegation members prior to the Parade of Athletes; • have multiple entrances for ingress and egress of the Parade of athletes; • be centrally located to athlete accommodations; • have a seating capacity so that all credentialed Games constituents may be seated; • have the capacity for a VIP seating area and VIP hospitality; • have ample parking or access by transportation systems; and • have wheelchair and handicap accessibility.
NUMBER OF PARTICIPANTS	<p>Approximately 7,500 delegation members plus spectators and performers. Minimum seating capacity: 20,000</p>

MEDIA CENTER

2015 Special Olympics World Summer Games Media Center	
OBJECTIVE/ DESCRIPTION	<p>Whether it's Olympic Games or the Special Olympics World Games, athletic competition provides a unique venue to view full spectrum of human emotions. Spectators witness unique and remarkable stories of perseverance, dedication and challenges overcome. Hailing from scores of nations and competing in dozens of sports events, the athletes' backgrounds and talents are as numerous as they are inspiring. Special Olympics seeks to create global awareness and host hundreds of journalists from around the world to tell the compelling and inspirational stories of the Special Olympics movement. The Media Center is for working journalists to gather information and files stories of the World Games.</p>
DURATION	Broadcasting Center should open at least three days prior to the Opening Ceremony and remain open for the duration of the Games.
LOGISTICAL REQUIREMENTS	An area with computers and wireless or broadband internet accessibility. Phone, fax and information services would be available. Must be on the main transportation shuttle route and central to the venues and activities of the Games.
NUMBER OF PARTICIPANTS	Space for 75 people.

BROADCASTING CENTER

2015 Special Olympics World Summer Games Broadcasting Center	
OBJECTIVE/ DESCRIPTION	Special Olympics seeks to create television and online programming that delivers Special Olympics messaging in new and creative ways that will make the World Games a highly watched Special Olympics event around the world. Production facilities within the media center or another acceptable venue to handle editing as well as satellite transmission are required. The main webcast operations center should also be housed within the Broadcast Center. See webcast description below.
DURATION	Broadcasting Center should open at least four days prior to the Games and remain open for the duration of the Games.
LOGISTICAL REQUIREMENTS	An area with at least four editing stations to include edit decks, color monitors, and playback machines is required. Additional machines for dubbing are needed. Satellite transmission capabilities should also be made available. Interview room/area is required. High bandwidth Internet access is also required. As the main area for webcast operations, a separate area should be designated for edit lab with the capacity for 40 desktops/laptop stations for editing.
NUMBER OF PARTICIPANTS	Space for 100 people.

WEBCAST

2015 Special Olympics World Summer Games Webcast	
OBJECTIVE/ DESCRIPTION	In order to extend the coverage of the Games to more people around the world including family members, friends and supporters of athletes participating in the Games, a comprehensive webcasting effort will be implemented. Daily video highlights for each sport will be created as well as video on demand option for sports events/races and awards ceremonies conducted at the Games.,
DURATION	Set-up 3-5 days prior to the Games and continuing through the duration. Pre-test required during pre-Games
LOGISTICAL REQUIREMENTS	Webcast planning needs to be integrated into the venue development process. In addition, the following arrangements are required: <ul style="list-style-type: none"> • Each webcast team of three people will have one mini-DV professional camera, Mac 15.4 Powerbook or Mac Desktop loaded with Final Cut Pro editing software, video walkman, and 500 GB external hard drive. •
VENUE REQUIREMENTS	<ul style="list-style-type: none"> • Main webcast ops set-up at Broadcast Center • High bandwidth internet access • Room/space for editing at each sports venue
HOTEL/DORMITORY REQUIREMENTS	<ul style="list-style-type: none"> • High bandwidth internet access • Housing for 300 people

SECTION 6


Special Olympics

2015 Special Olympics World Summer Games	
Webcast	
DATA CENTER REQUIREMENTS	<ul style="list-style-type: none"> • Content Management Server • Video Encoding Server • GMS Server • Web server
NUMBER OF PARTICIPANTS	100 teams of three trained journalism university students and team captains (faculty and/or professional videographers) for each sport. 20 faculty and digital media professionals to serve as coaches, technical expertise and overall management.

SCHOOL ENRICHMENT PROGRAM

<p>2015 Special Olympics World Summer Games School Enrichment Program</p>	
<p>OBJECTIVE/ DESCRIPTION</p>	<p>The School Enrichment Program is a valuable tool that is undertaken by the GOC in collaboration with Special Olympics and the host Program in order to promote awareness of the World Games among young people throughout all school districts of a host country. It will be a primary agent in soliciting young people to volunteer during the World Games as well as for the host Program following the Games.</p> <p>Ultimately the Program will become a legacy of the World Games long after the Closing Ceremonies have taken place. It will become a “call to action” for youth leaders of the movement, remaining a vital part of the school curriculum, involving both athletes and peers without intellectual disabilities.</p>
<p>DURATION</p>	<p>Field testing of materials should be completed approximately 18 months before the Games. A final set of materials are to be in place in schools approximately 6-8 months prior to the Games. School Enrichment Program materials remain a part of the school curriculum indefinitely beyond the Games.</p>
<p>LOGISTICAL REQUIREMENTS</p>	<ul style="list-style-type: none"> • Assist in the modification, implementation and evaluation of the SO Get Into It curriculum designed to enhance students’ awareness of individuals with special needs and encourage them to become involved in Special Olympics and in supporting Special Olympics athletes. • Maintain communications with the Special Olympics National Program office designated staff through conference calls, online communications, e-mails, etc., to ensure that goals, action plans and outcomes for introducing the School Enrichment Program are met. • Assist in training other school and youth stakeholders in supporting the introduction of the School Enrichment Program resources so that all schools in every community are provided the opportunity to become involved in Special Olympics. • Explore alternative methods for introducing the School Enrichment Program in after-school sessions, weekend activities, community-based youth clubs, webinars, etc.
<p>NUMBER OF PARTICIPANTS</p>	<p>Development of the School Enrichment Program will involve approximately seven to ten people:</p> <ul style="list-style-type: none"> • One to two from the Ministry/Department of Education • One from the GOC • One to two from the host Special Olympics Program with expertise in education • One educator from a local school with expertise in curriculum development • Athlete, partner and chaperone from the host country that attended the previous World Games’ Global Youth Summit • SOI schools and youth staff • Representative from SOI for technical support, resource development and assistance • All schools and all students in the host program and country.



IT CONSIDERATIONS

2015 Special Olympics World Summer Games IT Considerations	
OBJECTIVE/ DESCRIPTION	<p>The objective of the GOC Information Technology (IT) Department is to design, deploy and support technology solutions for the Games. The Games technology solutions are targeted to support two different operations.</p> <ol style="list-style-type: none"> 1. Standard day-to-day business operations (phone, e-mail, fax, Web site, etc.) 2. Games-specific events and operations (competition management, timing systems, scoreboards, medical services, credentialing, volunteer management, etc.). <p>The GOC IT Department is required to deploy a Games computer network and data center in order to support the above operations. Special Olympics provides software to help manage Games-specific events and operations. In particular, the following software is available: Sports Competitions, Credentialing, Volunteer Management, Healthy Athletes and Medical Services.</p> <p>The GOC should identify sponsors in the following areas for successful, information-rich Games: Computer Network Hosting Center, Internet Services, Telecommunications, Computer Hardware and Equipment (PCs, servers, networking equipment, printers, etc.), Software (operating systems, databases, Microsoft Office applications, Web site, etc.).</p> <p>It is critical that the IT objectives described above are tested during the Preliminary Games.</p>
DURATION	<p>Start: When GOC business offices/operations are established (approximately two years before Games) End: When GOC ends business operations (approximately six months after Games)</p>
LOGISTICAL REQUIREMENTS	<ul style="list-style-type: none"> • Games Data Center: servers, PCs, printers, credentialing hardware, timing and scoreboard systems • Data Networking Services: local and wide area networks • Internet services: access service, Web content and hosting. • GOC Web site with multiple language support and interfaces with athlete competition results and profiles • Telecommunications services: long distance, cellular service, mobile phones, two- way radios, etc. <ul style="list-style-type: none"> • High bandwidth internet access •
NUMBER OF PARTICIPANTS	<p>Approximate numbers: GOC IT department: 15 Staff, 200 volunteers Special Olympics: 3 Staff Helpdesk support: 15 consultants and 80 trained volunteers GOC trained Games-specific software users: 100 volunteers</p>

MEDICAL SERVICES

2015 Special Olympics World Summer Games Medical Services	
OBJECTIVE/ DESCRIPTION	<p>A comprehensive medical services plan and system must be put into place that:</p> <ul style="list-style-type: none"> - addresses sport related injuries, public health, primary care (including prevention, acute medical responses and chronic condition management) and evacuation resources for Athletes and Delegation officials, - provides first aid services, triage and emergency medical response for anyone attending official Games functions (including staff, volunteers, Special Olympics staff, spectators, official Games guests, media, athlete family members) <p><i>(Note: The Special Olympics: Medical Support Functions Guide provides more detail on medical services at Games.)</i></p>
DURATION	<p>Planning should begin a minimum of two (2) years in advance of the Games.</p> <p>Medical Services must be provided throughout the Games from the time the first delegates arrive (e.g. at the airport) until all delegations have departed from the Games.</p> <p><i>Note: delegations that opt to extend their trips (e.g. vacation) outside of official Games period are not covered by the Games during this extended period.</i></p>
LOGISTICAL REQUIREMENTS	<p>Staff: five (5).</p> <p>Identification of a project plan to support the two (2) year planning process of the Games.</p> <p>Implementation of the relevant management structure (including command center) required to implement and manage Medical Services prior to, during and post Games.</p> <p>Medical Centre at all venues (sport, accommodation and special events, opening/closing ceremonies) and easily accessible transport: medical coverage and transport at all accommodation venues to be 24 hour on-site.</p> <p>Production/sourcing/management of Medical Service planning documentation (including staffing), medical supplies, and integrated medical encounter tracking system with access to athlete medical form data.</p> <p>Working relationships with state/private health authorities, local hospital officials where games participants are present (including Host Towns and Airport).</p>
NUMBER OF PARTICIPANTS	<p>Variable depending on the scope of the Games.</p>



RISK MANAGEMENT AND INSURANCE

2015 Special Olympics World Summer Games Risk Management and Insurance

OBJECTIVE/ DESCRIPTION	<p>A comprehensive Risk Management and Insurance Plan:</p> <p>Risk Management. One of the most important responsibilities of the GOC is to assure the health and safety of all Games' participants. To help meet that responsibility, the GOC shall provide professional risk management services for all aspects of the Games. The GOC shall identify and engage a qualified risk manager, either as a direct hire or through an outside agency. In the event that the GOC hires an outside agency, the GOC shall identify a GOC staff person responsible for risk management oversight</p> <p>Insurance Requirements. The GOC shall obtain and pay for insurance covering its activities, with the required insurance policies to be in effect no later than the arrival of participants for all of the Test Events and to remain in effect until at least the GOC's dissolution, unless otherwise agreed by SOI (for example, coverages for policies that only apply during the Test Events and the 2011 Games may not need to remain in effect between those events). The minimum insurance limits, coverages, and other terms of such insurance are set forth in the World Games Insurance Guide. SOI does not represent that the required minimum coverages will be sufficient for any and all claims or damages to the GOC. If the GOC fails to bind coverage for any policy by the date indicated in the World Games Insurance Guide, SOI reserves the right to purchase coverage on behalf of the GOC and charge the GOC for the premium SOI incurs</p>
DURATION	Planning should begin two years in advance and continue throughout the Games.
LOGISTICAL REQUIREMENTS	Dependent on how local agencies will be involved.
NUMBER OF PARTICIPANTS	All Games participants.

SAFETY AND SECURITY

<p>2015 Special Olympics World Summer Games Safety and Security</p>	
<p>OBJECTIVE/ DESCRIPTION</p>	<p>A comprehensive safety and security plan that includes: (1) participation of host country local agencies (such as law enforcement, security, fire, transportation, health, and medical agencies) (2) plans to ensure the safety of athletes, volunteers, and spectators, (3) security plans for high-level attendees, process for handling emergencies, (4) comprehensive insurance protection, (5) crisis communications plans and (6) a Main Area Command (MAC) Center to monitor and manage situations</p>
<p>DURATION</p>	<p>Planning should begin two years in advance and continue throughout the Games.</p>
<p>LOGISTICAL REQUIREMENTS</p>	<p>Dependent on how local agencies will be involved.</p>
<p>NUMBER OF PARTICIPANTS</p>	<p>All Games participants.</p>

LAW ENFORCEMENT TORCH RUN

<p>2015 Special Olympics World Summer Games Law Enforcement Torch Run Final Leg</p>	
<p>OBJECTIVE/ DESCRIPTION</p>	<p>The objective of the Torch Run Final Leg is to increase understanding of and interest in the Special Olympics movement among the general public and to generate tremendous promotional momentum leading up to the World Games.</p> <p>In the ancient Olympic tradition, the flame for the Special Olympics World Games is ignited by the rays of the sun opposite the Acropolis in Athens, Greece. This symbolic flame travels to the site of the Special Olympics World Games. The Final Leg Team consists of one law enforcement officer selected from each state/provincial or national Special Olympics Programs that has a Law Enforcement Torch Run, a support team, and 10 Special Olympics athletes chosen through a nomination process. Officers act as "Guardians of the Flame" and carry the Special Olympics "Flame of Hope" to the World Games Opening Ceremonies. This Torch Run event is called the Final Leg because it represents the culmination of the global Torch Run and of Torch Run events in more than 108 Special Olympics Programs worldwide. The Torch Run Final Leg is not only a salute to the athletes from around the world who will compete in the World Games, but also an honor for the participating law enforcement officers who compose the Torch Run Final Leg Team.</p>
<p>DURATION</p>	<p>The Global Torch Run begins in Athens, Greece, with a flame lighting ceremony organized and conducted by Special Olympics Hellas (Greece) and attended by a small group of representative dignitaries. The "Flame of Hope" is then transported to the origin point of the Final Leg with the potential of events and runs in other countries or regions. Upon arrival in the host country, the Final Leg Team runs the Flame of Hope to host towns and communities throughout the host country. The Final Leg culminates with the lighting of the cauldron at Opening Ceremonies. The actual running of the flame throughout the host country typically takes 7-10 days. The actual length will be determined by a joint group of representatives from the GOC and Special Olympics and the Law Enforcement Torch Run Executive Council.</p>



2015 Special Olympics World Summer Games

Law Enforcement Torch Run Final Leg

LOGISTICAL REQUIREMENTS

The GOC is responsible for organizing and paying for the costs of the Final Leg. The Final Leg is an excellent media tool and a build-up to the World Games. It also brings the "Flame of Hope" and message of Special Olympics to outlying towns, villages and cities in the host country that might not otherwise be directly involved with or affected by the Games. The GOC should strategically look at its objectives and align Final Leg plans with media plans. The GOC will work with a committee from Special Olympics and the Law Enforcement Torch Run Executive Council in planning the Final Leg. The GOC's Final Leg Planning Committee should include representatives from the law enforcement community, Special Olympics and GOC staff and Special Olympics athletes.

The GOC's responsibilities may include but are not limited to:

- Soliciting bids for transportation of the approximate 125-person Final Leg Team in the host country.
- Securing meals and lodging for the team throughout the Final Leg.
- Working with the Host Town programs to organize ceremonies and maximize daily impact and media reach of the Final Leg.
- Work with Opening Ceremonies producers to include the Final Leg team in a visible location with a role and a purpose for the lighting of the cauldron.
- Create a ceremony around the arrival of the "Flame of Hope" in-country as a high-profile media event.
- Arrange VIP attendance at key Final Leg events and ceremonies.
- Collaborate with the local Special Olympics program in identifying the members of the host country support team and collaborate with SOI and the LETR Executive Council to determine the host country's allotted number of Final Leg team members.
- Provide communications equipment (cell phones, radios, etc) and develop a communications plan as well as a pr/ media plan for execution inside host country. Translation services should be developed for the duration of the Final Leg when the World Games are hosted in a country where English is not the primary language.

The Law Enforcement Torch Run Executive Council Final Leg Committee's responsibilities will include but are not limited to:

- Provide oversight and guidance to the GOC and assisting with logistical plans and details of the Final Leg as much as possible.
- Selecting the 10 Special Olympics athletes to serve on the Final Leg team through a formal nomination process as well as support team members and running team leaders.
- Communicating with the Final Leg Team members and Special Olympics Programs on the details of the Final Leg.
- Securing uniforms for the Final Leg Team as well as awards and gifts for identified groups or individuals supporting the Final Leg.
- Coordinating with the GOC and SOI regarding the Final Leg Team involvement in the Opening Ceremony.

SECTION 7



ADDITIONAL EVENTS

2015 Special Olympics World Summer Games Board Meeting & Board Dinner	
OBJECTIVE/ DESCRIPTION	In order to focus the Special Olympics movement's attention on the 2015 Games, the Special Olympics Board of Directors will meet during the 2015 Games. The GOC will host at its expense, a dinner in connection with the meeting of the Board of Directors to be held during the Games
DURATION	1 Day Board Meeting
LOGISTICAL REQUIREMENTS	The GOC will work with SOI to provide the following at no cost to SOI: <ul style="list-style-type: none"> • Suitable meeting space for the Special Olympics Board meeting preferably at the main All-Star Fans Hotel or another significant venue (a ballroom to fit a U-shaped table for 40 plus gallery seating for 30) • Banqueting space for a breakfast and/or lunch • Audio/Visual support for the Board meeting • Simultaneous Interpretation during the Board meeting • Planned dinner activity commensurate with the stature of the Board of Directors and the GOC Board of Directors, and possibly include other Games VIP Honored Guests.
NUMBER OF PARTICIPANTS	Board meeting: 40 Board Directors and 30 Senior Staff or Guests Board Dinner: 200 to 400 VIP Guests (All-Star Fans)

2015 Special Olympics World Summer Games Global Family Forum	
OBJECTIVE/ DESCRIPTION	The Global Family Forum will bring together Special Olympics leaders from around the world committed to the growth and development of Special Olympics to change the attitudes of the world and create more opportunities for persons with intellectual disabilities and their families. The Global Family Forum is an effort to: <ul style="list-style-type: none"> • Reinforce, energize and inspire Special Olympics families from around the world as integral members of the Special Olympics community. • Share information and experiences between families from around the world, including Family Support Network success stories; • And reinforce the International Network of Special Olympics families committed to the growth and development of Special Olympics.
DURATION	One Day
LOGISTICAL REQUIREMENTS	Meeting space. One large conference space that can hold 300 with at least 10 additional rooms for break-out discussions
NUMBER OF PARTICIPANTS	150-300

2015 Special Olympics World Summer Games Global Youth Summit	
OBJECTIVE/ DESCRIPTION	<p>A gathering of young people from every Special Olympics region (a Special Olympics athlete and a peer from the same school or community attend from each region). These young people attend the Global Youth Summit in order to:</p> <ul style="list-style-type: none"> • Provide Special Olympics organizers with ideas about better meeting the needs of young people; • Discuss ways to dispel stereotypes and prejudice of persons with intellectual disabilities; • Demonstrate leadership skills that will change attitudes of other young people; • Disseminate the messages of Special Olympics by writing stories of inspiration; and • Upon returning home, commit two years to Special Olympics to continue their involvement as a Special Olympics Youth Leader.
DURATION	<p>Preparations for the GYS should begin approximately 24 months in advance of World Games with initial meetings with future youth hosts attending the GYS during the preceding World Games. Site preparations, selection of youth and planning with them begins approximately 18 months prior to the Games. The actual program will begin with arrivals the day before Opening Ceremonies. The program will conclude following Closing Ceremonies.</p>
LOGISTICAL REQUIREMENTS	<ul style="list-style-type: none"> ◆ Airport arrival pick ups and returns ◆ Accommodations and meeting spaces accessible to Games transportation system ◆ Credentials permitting on-site access to Games shuttles ◆ Access to meal service at accommodation site for breakfast and most dinners; lunches at venues or in local community ◆ Access to computers, internet and printers ◆ Meeting space approximately 4-5 times during the Games ◆ Access to Games publications, website, etc. for sharing stories/images gathered during the Games ◆ Cultural experience and visit to local entertainment on one day
NUMBER OF PARTICIPANTS	<ul style="list-style-type: none"> ◆ Approximately 34 youth and 17 adult chaperones (51) ◆ 1 SOI staff ◆ 3 GYS alumni as hosts from previous Games ◆ 1-2 local volunteers as DAL ◆ Youth from local community taking part in selected activities during the week (number to be determined)

SECTION 7



2015 Special Olympics World Summer Games Global Youth Rally	
OBJECTIVE/ DESCRIPTION	An opportunity for young leaders with and without intellectual disabilities to meet with influential notables and celebrities in a forum to raise topical issues surrounding young people and their valuable role in the movement to change attitudes. The Rally will be held at some point during the course of the Global Youth Summit. The Rally usually is broadcast on TV or the Internet.
DURATION	Planning begins approximately 12 months prior to the Games. Typically, a Youth Forum will last between 2-3 hours in a single-day event as a companion to the longer Youth Summit.
LOGISTICAL REQUIREMENTS	<ul style="list-style-type: none"> ◆ Suitable broadcast/video capabilities ◆ Accommodate a set number of studio audience, local youth, dignitaries, etc. ◆ Pre and post function space if necessary ◆ Accessible to Games transportation and/or suitable on-site parking ◆ Venue requirements necessary to conduct the with simultaneous translation ◆ Time needed for setting up the venue ◆ Where will participants sit on the stage ◆ Stage and set designs with banners, video screen, lighting and sound ◆ Space needed for entertainment portion of GYF ◆ Positioning of video crews front center, on stage. ◆ On stage microphone – 1 lavalier emcee; 4 handheld wireless for participants ◆ Audience microphone – 2 wireless handheld ◆ Webinar set-up just off stage with phone line, webcam & laptop ◆ Lobby with an info table, Program booklets handed out by volunteers ◆ Reserve seating for first few rows of VIP's, local youth, etc.
NUMBER OF PARTICIPANTS	<ul style="list-style-type: none"> ◆ 34 GYS youth participants ◆ Local youth in studio audience – number to be determined ◆ 4-5 SOI staff – such as Organizational Development, Communications, Regional Organizational, and Development. ◆ 3 Volunteers on site from 2009 GYS Team ◆ 1-2 Professional translator ◆ 4-8 Logistical volunteers from sponsor, GOC, etc.

2015 Special Olympics World Summer Games Global Athlete Congress (SOI option)	
OBJECTIVE/ DESCRIPTION	<p>The Global Athlete Congress is the convening of athlete leaders from around the world to debate and recommend policy for the Special Olympics movement. The Congress is a forum for athletes to come together to make decisions and implement changes within Special Olympics and decide how they can best promote Special Olympics to the world.</p> <p>Traditionally, the Congress lasts two to three days, concluding with a presentation to the Special Olympics International Board of Directors of their statement and recommendations for change.</p>
DURATION	3 Days
LOGISTICAL REQUIREMENTS	Housing, meals, translation (both simultaneous and whispered) and meeting space to accommodate 100 (athletes and facilitators) on the floor and additional spectator seating. At least 4 9preferably 110 breakout meeting / offices are also required.
NUMBER OF PARTICIPANTS	Approximately 100 or more athletes, including representatives from every region participate in the event.

2015 Special Olympics World Summer Games Special Olympics Program Leadership Forum	
OBJECTIVE/ DESCRIPTION	<p>The Global Special Olympics Program Leadership Forum brings together Special Olympics leaders from around the world committed to the growth and development of Special Olympics to change attitudes and create more opportunities for persons with intellectual disabilities.</p> <p>The Goals of the Forum are to:</p> <ul style="list-style-type: none"> • Reinforce, energize and inspire Program Leaders, who serve in a critical role for the successful growth and development of Special Olympics. • Emphasize our framework and tools for the growth and development of Special Olympics around the world; • Facilitate the sharing of information and experiences between countries in the area of leadership, reinforcing the international network of Special Olympic leadership.
DURATION	<ul style="list-style-type: none"> • Advance preparation – 12 months before the Games • On-site preparation – 2-3 days before the event • 4-5 hours (1 day event)
LOGISTICAL REQUIREMENTS	<ul style="list-style-type: none"> • Quality venue, ideally centrally located and easily accessible from all of the guest hotels. • Full audio/video/presentation equipment suite. 1-2 stationary and 3-4 portable microphones available in the main hall; 1-2 stationary or portable microphones available in the breakout rooms. • 2-3 booths for translators and equipment for synchronized translations. • Large assembly room for up to 300 people and 5-6 breakout rooms for 40-50 people available in the same or adjacent buildings. • Catering service option. • Registration/welcome area/counter. • 15-20 Games volunteers and 3-5 motor pool vehicles.
NUMBER OF PARTICIPANTS	200-300 Special Olympics Program Directors, Board Chairs, Board members, etc.

SECTION 7



2015 Special Olympics World Summer Games Global Forum / Symposium/Research Initiatives	
OBJECTIVE/ DESCRIPTION	<p>World Games have as a standard component the conduct of a symposium that relates to intellectual disability. Such a symposium provides an opportunity to highlight scientific and policy issues of importance to Special Olympics, its athletes and other persons with intellectual disabilities. Special Olympics will play a lead role in determining themes and contents and will work collaboratively with the GOC on content, logistics, invitees, etc.</p> <p>The GOC is encouraged to work on research-based projects around intellectual disabilities that will be reflective of host country concerns and be of interest globally. Knowledge and attitudes of the public and policy makers regarding intellectual disabilities and the impact of World Games are prime examples.</p>
DURATION	The Symposium is a 1 day event. The ancillary program, combines elements from the Games themselves (e.g. Opening Ceremonies and competitions) as well as, the work groups described above extend the program for VIPs to a 2-3 day affair.
LOGISTICAL REQUIREMENTS	Housing, meeting space, hosts for VIPs, meal service, receptions, transportation to and from various activities, communication.
NUMBER OF PARTICIPANTS	Symposium attendance at World Games averages 500-800 participants. There will be approximately 30 first tier VIPs in attendance, in addition to ~50 second tier VIPs who will be involved in the Symposium but in few ancillary activities.



GAMES TOOLS

The following components will be sent to each Bid Committee for reference.

- General Rules
- World Games Charter
- World Games Videos

Additional Resources available upon request:

- SOI World Games Guides – Functional area guides intended to provide GOC's with Minimum requirements and best practices for each Games function (examples, Transportation, Accommodations, etc)
- Summer Sports Rules CD
- Unified Sports Handbook