



Folgaria 2024 – Games Handbook

Special Olympics GB National Winter Games

27th January – 3rd February 2024

Folgaria 38064, Trento, Italy

Special Olympics
Great Britain



Folgaria 2024 - Games Handbook



SPECIAL OLYMPICS GB
National Winter Games
Folgaria 2024

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Please note: Templates/forms and resource documents that are noted within this document and/or appear within the appendix will also be available on the [Special Olympics GB Website Here](#) in due course.

1. Welcome to Folgaria 2024 – Special Olympics GB National Winter Games

A welcome from your Games Organising Committee:

The Folgaria 2024 Games Organising Committee (GOC) would like to offer a warm welcome to the athletes, coaches, volunteers, and families to the first Special Olympics Great Britain National Winter Games being held in Folgaria, Italy.

To the athletes, we hope you have a great week in Folgaria and that you thoroughly enjoy the competitions, it has been a privilege organising it for you. To the coaches and volunteers, thank you for your time and commitment in supporting the athletes and the event, without you it could not happen.

We would also like to say a **big thank you** to ...

- Gerry Shirt and his staff at The Ski Company for putting in place the accommodation, supporting with flights and transfers, and for coordinating with the Folgaria resort.
- Azienda per il Turismo Alpe Cimbra tourist office for their key role in being the point of contact for all the professional groups in Folgaria.
- FolgariaSki for providing access to the race piste and the use of the slope-side restaurants, and to the Scie de Passione ski school for providing the course set-up.
- To Dreams, Gallagher and Sure who are sponsoring the event, providing an invaluable contribution to enable the event to take place.
- To members of SO Grampian and Inclusive Skating for developing and delivery of the Alpine Skiing and Figure Skating competitions.

Finally, we wish to extend our appreciation of the support of the Special Olympics GB clubs who have assisted us with equipment and volunteers.

We look forward to a fantastic week both on and off the slopes and for the opportunity for the Special Olympics GB Alpine Skiing and Figure Skating to come together as one SOGB Winter Sport family and to get to know each other better.

We have hopefully covered all your questions about the event in this pack but if either you or your athletes still have queries or concerns regarding the event, please do not hesitate to contact us by reaching out to your Head of Delegation or if you are a Head of Delegation, the relevant GOC members via the emails below.

Looking forward to seeing you in January!

The Folgaria 2024 Games Organising Committee

FOLGARIA 2024 – GAMES ORGANISING COMMITTEE

Event Management

Laura Davies	Special Olympics GB - Head of Projects and Events
Adrienne Purdie	Games Organising Committee Event Lead - SO Grampian
Linda Mackenzie	Games Organising Committee Event Lead - SO Grampian

Competition

Rachael Crack	Special Olympics GB - Competition Development Manager
Bob Thow	Alpine Skiing Competition Director
Jane Hall	Head of Ski Racecourse
Jim Purdie	Head of Ski Race Administration
Margarita Sweeney-Baird	Figure Skating Competition Director

2. Competitors

Alpine Skiing (64)

Eastern (1)

Annabelle Lamb

North West - Rossendale (9)

Mackenzie Baker

James Barclay

Jason Chu

David Corr

Cameron de Vial

Matthew Evans

Jack Holgate

William Shepherd

Emily Wild

Scotland - Grampian (9)

Lauren Cain

Laith Houhou

Kathryn Mearns

Emily Plant

Luke Purdie

Emma Ronald

Stephanie Salvesen

Hamish Thomas Jamieson

Aryamehr Zarisfi

South East – South East Ski (12)

Jane Andrews

William Cottrell

Anthony Coulon

James Daniels

Corinna Dios-Beckett

Ayesha Franks

Lorina Gladin

Charlie Marshall

Andrew Martineau

Gustavo Santos

Harry Sussman

Owain Taylor

South East - Surrey (6)

Michael Lines

Bartolome Meredith-Hardy

Stefan Nakoneczny

Karen Oosthuizen

Elanor Sinden

Alice Willans

South West (1)

Jack Hale

West Wales (5)

Joshua Davies

Llinos Gilmore-Jones

John Hayes

Steffan Hopping

Elizabeth Williams

West Midlands (21)

Joshua Alexander

Christopher Bailey

John Bolger

Scott Brown

Katie Day

Joanne Desmond

Joseph Eccles

Craig Hannah

Nicola Harrison

Anthony Hibbard

Dion Honer

Sam Hunt

Richard Johnson

Clare Lines

Marcus Mason-Williams

Matt Newton

Fleur O'Donohue

Daniel Parker

Sophy Soryal

Sam Whitworth

Beth Wragg

Figure Skating (9)

Southern (2)

Oliver Snook

Jonathan Clutterbuck

North West (2)

Stephanie Gott

Nikki Sibeon

Scotland (2)

Megan Cassidy

Jennifer Gibson

East Midlands (2)

Callum Mills

Megan Mcfarlane

Yorkshire & Humberside (1)

Jennifer Lee

3. Event Support Information

3.1 Travel to the Event

Most delegations, volunteer and families have booked your flights and transfers through The Ski Company.

You will have received information regarding your transfers from The Ski Company directly including pick up and drop off times.

The transfers to Folgaria are by coach and take between 1½ to 3½ hours depending on which airport. Your transfer coach drivers will meet you inside the airport terminal and will be easily identifiable.

On arrival at the hotels, someone from the GOC committee will be there to meet you.

We appreciate many of you have travelled frequently overseas and may be using special assistance for your journeys, however, for those that have not, a checklist to support your preparation for travel is in Appendix J of this document.

3.2 Accommodation

Please find below information on the accommodation sites for this event. Please note that Check In time for accommodation sites is 3pm and Check Out is 10am.

3.2.1 Delegation Accommodation

The teams/delegations will be accommodated in one of the following two hotels, Hotel Vittoria, and Alpen Hotel Eghel.

The Hotel Vittoria is located in Folgaria and Alpen Hotel Eghel is located 1km from the centre of Folgaria in Costa.

Both hotels are 3-star family run hotels, all their bedrooms have ensuite facilities and their restaurants cater for vegetarians, those that are dairy and/or gluten free and other dietary requirements.



Hotel Vittoria - <https://www.hotelvittoriafolgaria.it>

Alpen Hotel Eghel - <https://www.alpenhoteleghel.it/>

Participating regions/programmes have been allocated their hotel based on delegation numbers.

As outlined in the Event Pack and Head of Delegation Meeting, accommodation is assigned on a delegation-by-delegation basis according to room availability and configuration on each site and aligned to the Special Olympics GB Accommodation Guidelines (See Appendix D) and key points below:

- No athletes of differing genders shall be sharing a room.
- Members of different Delegations will not be housed in the same room - except where it has been pre-agreed with the Games Organising Committee for any individuals/small delegations.
- Sufficient rooms will be provided so that coaches and athletes do not share the same room. There are exceptions; as agreed with the GOC, if a coach/additional delegation member and an athlete request to share (Parental/Carer support to manage support needs).
- Rooms are based on a minimum of double occupancy for delegations and event volunteers.
- Rooms for athletes and delegation volunteers are based on double or triple occupancy.
- Family members registered as spectators for the event (outside of the delegations) are not permitted access to athlete's rooms unless in the event of an emergency and as agreed by the GOC.
- It is not permitted for delegation members of this event to buy/consume alcohol at Folgaria 2024. This includes non-alcoholic beer which often still has traces of alcohol.

Rooming allocations must be shared with the hotels ahead of arrival as is a legal requirement of the hotels in Italy, and as such, must not be changed independently from the GOC.

Please discuss any room change requirements directly with the GOC.

We ask that you also please ensure no food is stored in athlete bedrooms, we have several athletes that have noted they are at risk of choking or have allergies so we would like to ensure we can safeguard this as much as possible whilst also ensuring that rooms are kept as hygienic as possible.

3.2.2 Families Accommodation

As outlined in the Event Pack, the official Folgaria 2024 Family Accommodation is the Hotel Rosalpina - <https://www.hrosalpina.com/>

Hotel Rosalpina is recommended for family and supporters, both located in the centre of Folgaria, a beautiful town with good hotels, attractive shops, and restaurants.

It is an approximate 9-minute walk from the town square where opening and closing ceremonies shall take place and has access directly outside to the public ski buses.

3.2.3 Event Volunteer Accommodation

Event Volunteers will be accommodated in either the Alpen Hotel Eghel or the Rosalpina.

3.3 Transport

From Sunday 28th January until Thursday 1st February, skiing will take place at the Passo Coe ski area where the race piste and a range of general ski pistes for all levels are located.

On Friday 2nd February, the free ski day, skiing will take place from Costa, also the location for hire skis to be returned at the end of the day.

Dedicated buses will be provided to the competition ski area at Passo Coe each morning from Sunday to Thursday and back each afternoon. The journey takes approximately 15 minutes.

Skis and poles will be securely stored at Passo Coe, but not ski boots which should be worn on the bus. All athletes and volunteers are requested to return to the hotel on the buses from Passo Coe, and not ski back to Costa, in order to avoid difficulties with ski storage and transport and to allow evening activities and meals to proceed on time.

Figure Skating athletes and delegation volunteers will have a short walk (approx. 5m minutes) from Hotel Vittoria to the Palafolgaria Ice Rink







Families and spectators are asked to use the resort service buses for travel to and from the competition area at Passo Coe. These buses travel infrequently (09.00 from Folgaria, 16.00 from Passo Coe). There are a variety of bus stops where this bus can be accessed including from directly outside the Hotel Rosalpina, Eghel and Vittoria – a full timetable can be found in Appendix F of this document.

The tourist “train” (actually a bus modelled on a train) runs from Folgaria centre to the Costa ski lift at various times throughout the day. This service is usually free for anyone with a Ski Pass and €2.50 without. For this event, anyone with a Folgaria 2024 credential can access this train for free.

3.4 Day by Day Schedule

Please find below day-by-day schedule, please note the following key items highlighted:







- Pink – Meetings
- Green – Games Transport
- Purple – Public Transport
- Yellow – Mealtimes
- Orange - Ceremonies

Date / Time 	Alpine Skiing 	Alpine Skiing Venue 	Time 	Figure Skating 	Figure Skating Venue 
1	Saturday 27th Jan – Delegations arrive.				
13.00	West Mids delegation arrives	Eghel			
14.30	Brentwood & Wales delegations arrive	Vittoria/Eghel			
15.30	Grampian & Surrey delegations arrive	Vittoria/Eghel			
14:00-17:00	Ski fitting for delegations, event/support volunteers and family members	Gerry/Ollie, The Ski Company, to assist			
	West Mids ski fit (19 people)	Moda Sport,			
	Wales (7 people)	Costa ski lift			
	Grampian (12 people)	Vittoria			







18.00	Rossendale delegation arrives		18.00	Some skaters arrive	Vittoria
18.00-19.30	Dinner				
19:45	Head coach meeting ski	Vittoria bar			
20.00	HOD meeting	Vittoria bar	20.00	HOD meeting	
			20.20	Skaters from Scotland arrive	Vittoria

Date / Time 	Alpine Skiing 	Alpine Skiing Venue 	Time 	Figure Skating 	Figure Skating Venue 
2 Sunday 28 th Jan – Familiarisation Day					
08.00-09.00 - Breakfast					
Vittoria/Eghel					
08.30	Transport for head coaches to Passo Coe				
09.00-11.00	Head coach slope orientation ski	Passo Coe	09.30-10.30	Support volunteers (skating) meeting	Eghel
09.00-10.00	Ski fitting for Rossendale delegation (4 people)	Vittoria			
09.00-10.00	Welcome to the Nationals athlete meeting - Eghel/Vittoria				
09.00-9:30	Welcome to the Nationals Families Meeting - Hotel Rosalpina				
10.00-10.30	Kit-up for skiing and make way to buses		10:20-10:30	Ice skating delegation walk to ice rink	Vittoria - Palafolgaria Ice Rink
10.45	Buses to Passo Coe ski lift area for athletes/delegations, ski competition volunteers				
10.45	Event Volunteer meeting	Eghel			




11.00-14.30	Athlete slope orientation	Passo Coe	11:15-11:45	Skating competition volunteers meeting	Palafolgaria Ice Rink
12.15-13.30	Ski Competition Volunteers meeting	Passo Coe	11.00-13.00	Official Practice and Free Practice for ice skaters	Palafolgaria Ice Rink
12:22	All Ski Event volunteers take Blue line bus to Passo Coe for restaurant orientation				
13:48	Ski Event Volunteers to return to Folgaria on public ski bus blue line				
	Packed lunches on the slopes for delegations		13:00-14:00	Packed lunches at ice rink for delegations	Palafolgaria Ice Rink
15.00	Return bus from Passo Coe for athletes/delegations, ski competition volunteers and support volunteers		14:00-14:10	Ice Skating delegations return to hotel	
16:00	Bus from Eghel to Vittoria for Opening Ceremony				
16.30-18.00	Opening ceremony	Folgaria town centre	16.30-18.30	Opening ceremony	Folgaria town centre
18.15	Bus from Vittoria to Eghel after opening ceremony				
19:00-20.30 - Dinner					

Date / Time 	Alpine Skiing 	Alpine Skiing Venue 	Time 	Figure Skating 	Figure Skating Venue 
3 Monday 29th January – Divisioning Day					
		Passo Coe Race Course			Palafolgia Ice Rink
06.30-07.00	Breakfast for ski competition volunteers				
07.15	Bus to Passo Coe for ski competition volunteers – Group 1				
07:45	Bus to Passo Coe for ski competition volunteers – Group 2				
07.30-09.15	Course setting and timing				
07.30-08.30 - Breakfast/Athletes kit up.					
08.30	Buses to Passo Coe – All Delegations				
09.15-09.45	Course Inspection – Novice, Intermediate and Advanced		10.00-10.10	Ice skating delegation walk to rink	Vittoria to Palafolgia Ice Rink
09.45-12.30	Novice and Intermediate assessment and divisioning		10.30-12.30	Official Practice and Free Practice for ice skaters	
10:47	Lunch Volunteers to get RED LINE public ski bus from Costa: H Biancaneve,				

	H Garden/Folgaria Rotatoria Villa pasquoli to Passo Coe				
11.30-12.15	Lunch Novice and Advanced	Passo Coe Restaurant	12.30-12:45	Resurface and Judges in place	
12:30-13.10	Ski competition volunteers packed lunch	Passo Coe Restaurant	12.45-12.55	Competition Free Short	
12.30-13.15	Lunch Intermediate	Passo Coe Restaurant	12.55	Close of Skating	
13:15-13:45	Adjust course for Advanced				
13:45-15:30	Advanced Divisioning				
13:48 or 16:00	Restaurant Volunteers to return to Folgaria on public ski bus BLUE LINE		14.00	Ice Skating delegation return to hotel for Lunch	Vittoria
15.30-16.30	Ski competition volunteers take down course				
16.00	Delegation buses back from Passo Coe				
17.00	Ski competition volunteers bus back from Passo Coe				
18.00-19.30 - Dinner					
19.30-21.00	Evening activity – Athlete Leaders/Karaoke/ Games night		20.00-21.00	Evening activity – Games night	
19.45-20.45	Head Coaches Meeting				

Date / Time 	Alpine Skiing 	Alpine Skiing Venue 	Time 	Figure Skating 	Figure Skating Venue 
4	Tuesday 30th January – Competition Day 1				
	Intermediate GS and Advanced GS	Passo Coe Race Course			Palafolgia Ice Rink
06.30-07.00	Breakfast for ski competition volunteers				
07.15	Bus to Passo Coe for competition volunteers – Group 1				
07:45	Bus to Passo Coe for competition volunteers – Group 2				
07.30-09.15	Course setting and timing				
07.30-08.30 - Breakfast/Athletes kit up.					
08.30	Buses to Passo Coe - All delegations		08:30-08.40	Ice skating delegation walk to rink	Vittoria - Palafolgia Ice Rink
09.15-09.45	Course Inspection – Intermediate and Advanced		09.00-11.00	Official Practice and Free Practice for ice skaters	
09.45-11.30	Intermediate GS		11.00-12.00	Break/ Resurface and Judges in place	
10:47	Lunch Volunteers to get RED LINE public ski bus from Costa: H Biancaneve, H Garden/Folgia Rotatoria Villa pasquoli to Passo Coe				

11.30-12.15	Adjust course Advanced GS		12.00-13.00	Singles Competition	
11.30-12.15	Lunch Novice & Advanced	Passo Coe Restaurant	13.00-13.00	Close of Skating	
12.15-12.55	Ski competition volunteers packed lunch				
12.30-13.15	Lunch Intermediate	Passo Coe Restaurant	14.00	Ice Skating delegation return to hotel for Lunch	Palafolgaria Ice Rink- Vittoria
13.00-15.30	Advanced GS				
13:48 or 16:00	Volunteers to return to Folgaria on public ski bus BLUE LINE				
15.30	Buses back from Passo Coe for delegations				
15.00-16.00	Ski competition volunteers take down course				
17:00	Ski competition volunteers bus back from Passo Coe				
18.00-19.30 - Dinner					
19.30-21.00	Evening activity – Athlete Leaders/Karaoke/ Games night		19.30-21.00	Evening activity – Athlete Leaders/Karaoke/ Games night	
19.30-20.00	Head Coaches Meeting	Vittoria			







Date / Time 	Alpine Skiing 	Alpine Skiing Venue 	Time 	Figure Skating 	Figure Skating Venue 
5	Wednesday 31st January - Competition Day 2				
	Novice GS and Advanced SG	Passo Coe Race Course			Palafolgia Ice Rink
06.30-07.00	Breakfast for ski competition volunteers				
07.15	Bus to Passo Coe for competition volunteers – Group 1				
07:45	Bus to Passo Coe for ski competition volunteers – Group 2				
07.30-09.15	Course setting and timing				
07.30-08.30 - Breakfast/Athletes kit up.					
08.30	Buses to Passo Coe – All Delegations		08.30-08.40	Ice skating delegation walk to rink	Vittoria-Palafolgia Ice Rink
09.15-09.45	Course Inspection - Novice		09.00-10.50	Official Practice and Free Practice for ice skaters	
09.45-11.30	Novice GS		10.50-11.20	Break/ Resurface and Judges in place	
10:47	Lunch Volunteers to get RED LINE public ski bus from Costa: H Biancaneve, H Garden/Folgia Rotatoria Villa pasquoli to Passo Coe				

11.30-12.00	Set up Advanced SG course		11.20-11.45	Ice Dance Competition	
11.30-12.15	Lunch Novice and Advanced	Passo Coe Restaurant	11.45-12.00	Break	
12.00-12.45	Ski competition volunteers packed lunch		12.00-12.25	Ice Dance Competition	
12.15-13.00	Lunch Intermediate	Passo Coe Restaurant	12.25	Close of skating	
12.30-13.00	Course inspection Advanced		12.30-13.00	Lunch at Hotel for Figure Skating delegation	
13.00-14.30	Advanced SG		13.10	Ice skaters depart Vittoria for snowshoeing	
			13.21	10 athletes and 4 helpers to take BLUE LINE public bus	Only 15 people allowed on per stop, family members to take next bus
			13.47	Rest of skating delegation and family members to take RED LINE public bus from Folgaria Rotatoria Villa Pasquoli to Passo Coe	Only 15 people allowed on per stop
13.15-14.15	Snowshoeing taster – session 1		13.15-14.15	Snowshoeing taster – session 1	
14.15-15.15	Snowshoeing taster – session 2		14.15-15.15	Snowshoeing taster – session 2	
15.00-16.00	Ski competition volunteers take down course		15.30	Skaters awards ceremony	Passo Coe
15.45	Intermediate & Advanced GS awards ceremony	Passo Coe			
16.30	Novice GS & Advanced SG awards ceremony	Passo Coe			

	17.15	Buses back from slopes/snowshoeing for delegations, ski competition volunteers, support volunteers, families, and staff		17.15	Buses back from slopes/snowshoeing for delegations, support volunteers, families, and staff	
	19.00-20.30 - Dinner					
	20.30-21.30	No evening activity		20.30-21.30	No evening activity	
	20.45-21.15	Head Coaches Meeting	Vittoria			

Date / Time 	Alpine Skiing 	Alpine Skiing Venue 	Time 	Figure Skating 	Figure Skating Venue 
6 Thursday 1st February - Competition Day 3					
	Intermediate, Advanced and Novice SL	Passo Coe Race Course			Palafolgia Ice Rink
06.30-07.00	Breakfast for ski volunteers				
07.15	Bus to Passo Coe for competition volunteers – Group 1				
07:45	Bus to Passo Coe for ski competition volunteers – Group 2				
07.30-09.15	Course setting and timing				
07.30-08.30 - Breakfast/Athletes kit up.					
08.30	Buses to slopes – All Delegations		08.30-08.40	Ice skating delegation walk to rink.	Vittoria-Palafolgia Ice Rink
09.15 - 09.45	Course Inspection – Novice, Intermediate and Advanced		09.00-10.20	Official Practice and Free Practice for ice skaters	
09.45-11.45	Intermediate SL		10.20-11.00	Break/ Resurface and Judges in place	
10:47	Lunch Volunteers to get RED LINE public ski bus from Costa: H Biancaneve, H Garden/Folgia Rotatoria Villa pasquoli to Passo Coe				

11.45-12.15	Ski competition volunteers packed lunch		11.00-12.00	Pairs & Gala competition				
11.30-12.15	Lunch Novice and Advanced	Passo Coe Restaurant	12.00-13.00	Presentations				
12.15-13.00	Lunch Intermediate	Passo Coe Restaurant	13.00	Close of Skating				
12.30-13.30	Advanced SL		14.00-14.10	Ice Skating delegation return to hotel for Lunch	Vittoria			
13.30-13.45	Adjust course Novice							
13.45-15.30	Novice SL							
13:48 or 16:00	Restaurant Volunteers to return to Folgaria on public ski bus BLUE LINE							
15.30-16.30	Ski competition volunteers take down course							
16.00	Buses back from slopes for Delegations and skis							
17.00	Ski competition volunteers bus back from Passo Coe							
17.00-19:30	Optional - Evening visit to Folgaria for souvenir shopping using snow train - regions decide which trains they want to take - timetable in pack							
19.45-21.15 - Dinner								
21.15-21.45	Head Coaches Meeting	Vittoria						

Date / Time 	Alpine Skiing 	Alpine Skiing Venue 	Time 	Figure Skating 	Figure Skating Venue 
7 Friday 2nd Feb – Free Ski – Free Day					
07.30-08.30 - Breakfast					
08.30	Bus to Costa Ski lift				
09.00-15.30	Free skiing with Coaches				
Packed Lunches for all delegates					
15.00-15.30	Return skis to Moda Sport				
15.30	Bus back from Costa				
17.30 -18.30 - Dinner					
18.45	Bus from Vittoria to Eghel for Awards Ceremony and Closing Ceremony				
19.00-21.30	Awards Ceremony, Closing Ceremony and Disco	Folgaria Town Square	19.00-21.30	Awards Ceremony, Closing Ceremony and Disco	Folgaria Town Square
21.30	Bus from Vittoria to Eghel after Closing Ceremony				
8 Saturday 3rd Feb - Delegations Depart					

3.5 Catering

3.5.1 Breakfast and Evening Meals

A continental breakfast with both hot and cold items including cereals, fruit and pastries will be served at the hotels daily in line with the schedule.

Evening meals are served to the tables, and it is a set menu every night (same for both delegation hotels).

Dietary requirements and allergies that have been notified before the event will be catered for.

Please notify the GOC of any changes regarding dietary needs since registration as soon as possible.

3.5.2 Lunch

Alpine Skiing:

Lunch for the athletes, coaches and ski chaperones will take place in two sittings (11.30-12.30 and 12.30-13.30) in the two restaurants located in close proximity to the piste at Passo Coe.

Novice & Advanced athletes will lunch at 11.30-12.15 in the Osteria Coe restaurant and Intermediate athletes will lunch at 12:30-13:15 in the Eghel Pause restaurant.

In terms of delegation members, we have allowed for 2 members per group of 4 athletes at each sitting and for any 1:1 carers to be on the same sitting as their athlete.

For any additional delegation members, we ask they are split evenly over the two sittings.

Delegations are asked to strictly adhere to the time slots allocated, to allow the restaurants to cope with the numbers of people involved and for the sittings to run as smoothly as possible.

Volunteers will be on hand to manage the lunch sittings. Participants in the first sitting will be encouraged to leave sharply at 12.30 to facilitate the timely start of the second sitting.

Each of the restaurants will be open for general public use outside of the above two sittings, therefore should you need to take an athlete inside or to the toilet please use the alternate restaurant.

Toilet facilities are available at the restaurants.

Ski competition volunteers will be provided with a packed lunch to facilitate a quick turnaround between morning and afternoon races.

On the free ski days (Sunday and Friday), packed lunches will be provided – bring rucksacks to carry in.

Figure Skating:

Figure Skating delegation will receive lunch at the Hotel Vittoria Monday – Thursday and a Packed Lunch other days.

Family/Supporter and Guest Lunches:

If attending Alpine Skiing at Passo Coe, there are at least two alternative restaurants and bars close to the finish area where you can purchase lunch. Should you be in Folgaria Town Centre or the Ice Rink there is a wide variety of restaurants, delis, and supermarkets where you will be able to purchase lunch.

3.5.3 Water & Additional Food/Drink

It is not advisable to drink the tap water in Folgaria, therefore, please utilise the bottled water provided.

Additional bottled water, drinks and snacks can be purchased from the restaurants at venue and at supermarkets in Folgaria centre of which there are several.

3.5.4 Clothing and Equipment

Please find below suggested Packing list, a version of this will be shared as a separate document following the HOD meeting and in the lead up to departures.

FOR ALPINE SKIING DELEGATIONS - Coaches are asked to ensure that each athlete's name is clearly visible on a sticky label on both skis (masking tape and sharpies are recommended), to aid identification in the storage area and during lunch stops. Each Region will be allocated an area within the ski storage facility.

For all athletes renting skis and/or boots, coaches should have a note of the weight, height, and shoe size of each athlete available at the ski fit session.

Helmets must be worn by all competitors and forerunners, in training, in Divisioning and in competition. Athletes without a helmet will not be allowed to start in accordance with the Alpine Skiing Sport Rules.

They must also wear their individually numbered race bib, and ski clothing suitable for the possibility of harsh and cold weather. All skiers, including Coaches and Volunteers, are required to wear a helmet while on the race-piste.

Things to pack into your Rucksack



Essential



Passport



GHIC Card



Medication and
SOGB Health
and Information Form



Wallet with Euro and
Pound spending money –
(please reach out to your HOD or
head coach if you have troubles
managing money)



Optional



Headphones or
earphones



Sunglasses



Books / Travel Games
for down time



Chargers and adapters for
any electronic devices



You may also want to have a
power bank



Things to pack into your Holdall Sports Equipment and Clothing



OUTERWEAR

SO Ski Jacket / Warm Jacket

Salopettes / Warm Water-proof trousers

Snow Boots / Winter Boots Suitable for Icy Weather

Gloves, Hats and Scarf/Snood

BASE LAYERS

Hoodies/ Sweatshirts

Tracksuit Bottoms /Leggings

Long and Short Sleeved T-shirts

Trainers

SPORT SPECIFIC ITEMS

Alpine Skiing:

- Helmets
- Ski Boots
- Goggles

Figure Skating:

- Ice Skates
- Costume



Things to pack into your Holdall Personal Items



Underwear and Socks for at least 7 days

Thermal Underwear

Pyjamas / Night Clothes

Pyjamas

Flip Flops/Sliders (for around the hotel)

Toiletries (including hair brush /comb, shower gel, shampoo and Conditioner, personal hygiene and toothbrush & toothpaste)

Sun cream

Lip Salve

Bag for any dirty clothes

Casual clothes for Down time / Disco

Travel Wash



3.6 Ski Hire

Most of the delegations arrive early on Saturday afternoon. For those delegations staying in the Vittoria Hotel hired skis will be delivered to the hotel and fitted by a qualified member of The Ski Company on Saturday afternoon.

For those delegations in the Hotel Eghel – you will walk down to the Moda Sport shop at the Costa ski lift (not the Moda Sport in Costa main street) and your ski hire will be done there.

Rossendale's ski fit will be done on Sunday morning at the Vittoria hotel.

Ski's will be stored in a secure store at Passo Coe each night from Sunday to Wednesday night. On Thursday night at the end of the competition they will be transported to the hotels ready for skiing at Costa on the Friday.

Rented skis should be dropped off at the end of skiing on the Friday at Moda Sport at the Costa ski lift.

3.7 Ski Passes

Athlete and Delegation Ski Passes will be issued to each individual as required along with their personalised credential and will be provided on arrival to the games.

Family Members, Spectator and Volunteers who have purchased Ski Passes through The Ski Company can collect their Ski Passes as advised by The Ski Company

3.8 Familiarisation Day

On Sunday 28th January we will be holding a familiarisation day.

This will be an opportunity for athletes to be welcomed to the event, hear presentations on Safeguarding and Athlete Leadership, while Alpine Skiing Head Coaches take part in a slope orientation, and an event volunteers meeting takes place in the Vittoria hotel.

Alpine Skiing athletes/ delegations, ski competition and event volunteers will then take buses to Passo Coe, where athletes will join their head coaches for slope orientation, while ice skating delegations make their way to the Palafolgoria Ice Rink for practice.

A meeting of the ski competition volunteers will be held at Passo Coe.

The Opening Ceremony will take place on Sunday evening in Folgoria centre.

3.9 Delegation Roles

Role	Role Summary
Head of Delegation / Assistant Head of Delegation	<p>The principal role Head of Delegation (HOD) and Assistant Head of Delegation (AHOD) is to ensure the delegation's athletes and volunteers are sufficiently prepared and supported to enable athletes to perform at their optimum level and for all to gain the best possible experience from the Games.</p> <p>The HOD is also the main point of contact with the Games Organising Committee.</p>
Safeguarding and Welfare Officer	<p>The Safeguarding & Welfare Officer will promote and champion Safeguarding & Welfare best practice within the programme in the lead up to, during and after the event.</p> <p>They will work with SOGB National Office leads, the GOC, and delegations to implement and adhere to SOGB policies and processes whilst also being proactive to report any safeguarding concerns to the appropriate channels throughout the course of the event.</p>
Head Coach	<p>The Head Coach is the lead for planning and delivery of sport specific technical, tactical, physical, and mental training.</p> <p>They provide pre and in competition coaching and guidance as permitted by the rules of the sport.</p> <p>The Head Coach for delegations attending this event must hold either a minimum of a BASI 2 qualification for Alpine Skiing or a Level 2 qualification for Figure Skating.</p>
Coach	<p>The Coach supports the Head Coach in planning and delivery of sport specific technical, tactical, physical, and mental training.</p> <p>They provide pre and in competition coaching and guidance as permitted by the rules of the sport. Assistant Coaches will also be required to support athletes with off-field preparation, personal</p>

	care (as required) and support. The assistant coach may also be required to assist with chaperoning duties.
<p>Ski Chaperone and 1:1 Care Support</p>	<p>Ski Chaperone and 1:1 Care Support duties include:</p> <ul style="list-style-type: none"> • Care of Athletes (to include necessary personal care, medication management (per direction of Medical Officer)). • Escorting or supporting athletes in moving around competition and non-competition venues as needed (including on the piste for Ski Chaperones). • Sport technical experience is not required, but Chaperones and 1:1 care support should have experience in providing support and personal care of people with intellectual disabilities. <p>Ski Chaperones provide duty of care for up to four athletes per chaperone, whereas 1:1 Care Support is care provided directly to an identified athlete on a 1:1 basis (in some cases 2:1 dependent on athlete care needs).</p>

3.10 Meetings

3.10.1 Head of Delegation

Following the online Head of Delegation (HOD) meetings prior to the games the GOC will host a further HOD meeting in person on Sunday 27th January at 8pm in the Hotel Vittoria Bar area.

Please be advised that to support care ratios and capacity that this should be attended by x1 HOD/AHOD per delegation.

The GOC will be setting up a WhatsApp Broadcast Channel for all communication and updates throughout the games. These updates will include any schedule updates, information regarding ceremonies and/or any other urgent updates.

Laura, Adrienne, and Linda from GOC are accommodated at the Hotel Vittoria, are available to support all week and can be identified throughout the games via their white tabards. Representatives from The Ski Company are also available to support with any issues relating to equipment, transfer logistics, ski passes etc. There is also a phone number to reach the GOC on the reverse of the credentials you will receive for this event.

3.10.2 Head Coaches

3.10.2.1 Alpine Skiing

Please find below schedule for Alpine Skiing Head Coach Meetings:

Day	Time	Venue
Saturday 27 th January	19:45	Vittoria Bar Area
Sunday 28 th January	09:00 – 11:00	Passo Coe – Ski Orientation
Monday 29 th January	19:45-20:45	Vittoria Bar Area
Tuesday 30 th January	19:30-20:00	Vittoria Bar Area
Wednesday 31 st January	20:45 – 21:15	Vittoria Bar Area
Thursday 1 st February	21:15 – 21:45	Vittoria Bar Area

We plan to set up a WhatsApp group for Head Coaches for urgent communications to the Head Coaches from the Alpine Skiing Competition Team.

Alpine Skiing Ski head coaches should meet at 08.30 on the Sunday morning, with skis, ready to take a bus to the Passo Coe for an introduction to the race course area and race piste.

The Vittoria Hotel is a 13-minute walk from Hotel Alpen Eghel; however, transport can be made available to support any Head Coaches who require it.

3.10.2.2 Figure Skating

The Figure Skating Head Coach, delegation and Competition Team are all being accommodated in the Hotel Vittoria. We have therefore not assigned set Head Coach meeting times and recommend the engagement between Figure Skating Head Coach and competition team can be flexible to suit the needs of the event/delegation.

3.10.2.3 Event Volunteers

A meeting of Event Volunteers (i.e. not individual delegation volunteers) is being held at 10:45am on Sunday 28th January in the Hotel Alpen Eghel.

At the meeting you will be able to meet the volunteer co-ordinator for the event. You will be given an outline of your duties for the week.

A meeting for Alpine Skiing Competition Volunteers will be held at 12.15 at Passo Coe on Sunday 28th January, at which they will be given detailed information on the ski competition programme.

3.11 Families and Supporters

There will be an optional Families and Spectators Welcome Meeting at the Hotel Rosalpina where you will hear from Special Olympics GB National Office staff family lead for this event, [Emma Kane McGuigan](#). Emma will be on hand to provide support throughout this event and will be the main point of contact for any families that have any queries.

Alpine Skiing:

We would encourage as much support as possible on the race/competition days – there will be spectator areas easily accessible by foot to allow you to do this.

The finish area for Novice races is at the foot of the slope, by the restaurants and holding areas which are easily accessible. The finish area for the Intermediate and Advanced races is an approximate 7 min walk from the main competition area.

When encouraging the athletes, the use of cowbells is encouraged to create some atmosphere, but we would ask that these are only used at the Finish line so as not to distract the skiers.

Figure Skating:

There is a large spectator area at the Figure Skating venue for families and supporters to watch their athletes practice and compete. As is usual for Figure Skating events we encourage applause and support for the athletes when they perform.

3.12 Ceremonies

3.12.1 Opening & Closing Ceremonies

The Opening Ceremony will take place on Sunday 28th January from 16:30 – 18:30 in the Folgaria Town Square. The Opening Ceremony shall include an Athlete Parade through the town, welcome from key dignitaries and guests and the reading of oaths to mark the official opening of the event.

The Closing Ceremony will take place on Friday 2nd February from 19:00 – 21:30, once again in Folgaria Town Square. The Closing Ceremony shall include the final awards ceremony, official close of the event and a celebration disco to mark the end of the games.

3.12.2 Award Ceremonies

We will be holding two Award Ceremonies (as detailed in the schedule) for the event.

The first award ceremony, awarding athletes from the events held on Tuesday 30th January and Wednesday 31st January shall take place at the Passo Coe from 15:30 on Wednesday 31st January.

The second award ceremony shall take place on Friday 2nd February at the start of the Closing Ceremony.

Gold, Silver, and Bronze medals will be awarded for 1st – 3rd placings and ribbons with a games token shall be awarded for 4th – 8th placing. Participation awards shall be awarded to any athletes who do not finish their event or are disqualified due to rule infringements.

3.13 Evening Activities

The following evening activities have been organised for the event: -

- Monday – Athlete leaders/Karaoke/Games night
- Tuesday –Athlete leaders/Karaoke/Games night
- Wednesday – Free evening
- Thursday – Optional souvenir shopping in Folgaria

3.14 Credentials

Personalised credentials will be provided to all delegations, event volunteers, families, SOGB staff and Honoured Guests registered to attend this event.

Credentials (along with Ski passes for those that require them) will be distributed on arrival in the resort and on a retractable Folgaria 2024 lanyard for clipping on rather than around the neck.

As well as information to identify each individual, their role at the event, access they are permitted and the area of the games they are involved in, the front of the credential also has a series of alerts and codes to enable Games staff to easily identify individuals with any medical, dietary consent needs as identified in the Folgaria 2024 Registration Form.

On the reverse of the credential is a legend to support the personal alerts and a QR code to access both the insurance documents for the games but also the reporting form for any safeguarding, welfare, or general concerns/issues throughout the games.

An example of the credentials can be found below:

Front:

Reverse:



Please advise the GOC if there are any errors or required updates to your credential on arrival.

Guest passes are available providing public access for those that missed the guest and family registration deadline. Please contact Laura, Adrienne, or Linda on arrival.

4 Media & Communications

The Media and Communications for the event is being coordinated by Special Olympics GB's Tom Rawlings. Please direct any media queries directly to Tom via email on Tom.Rawlings@sogb.org.uk or by phone 07789 813999.

4.1 Official Photography

Jeremy Nako (SO Surrey) has very kindly agreed to act as the official photographer for this event. Once edited, Jeremy will share all images with Tom and SOGB for sharing with Head of Delegation and programme leads so they can share directly with their delegations and families.

We are aware of individuals that have not provided consent for use of their image and therefore we will be taking steps to ensure that any images of these individuals taken in error are deleted and not published.

Should anyone attending the event that previously gave consent wish to withdraw it, please notify the GOC.

4.2 Social Media

Social Media coverage for this event shall be managed by SOGB staff and shared across the main Special Olympics GB social media channels as outlined below:

- **Facebook** [@SpecialOlympicsGB](#)
- **Instagram** [@SpecialOlympicsGB](#)
- **X (formerly Twitter)** [@SOGreatBritain](#)
- **LinkedIn** [Special Olympics Great Britain](#)
- **TikTok** [SpecialOlympicsGB](#)

4.3 External Media Coverage

We will have a team from BBC National News (Joe Wilson and Rasheed Speed) present throughout the Games. There is potential that they may also be joined by ITV regional news.

We shall also have our own camera operator present throughout the competition days - Ed Hanson of Restless Films.

As with the official games' photography, any images or coverage will be managed by Special Olympics GB and shared with HOD's, and programme leads who are then able to share.

4.4 Personal Photography and Image Sharing

Special Olympics GB encourages delegations, volunteers and family/supporters to take their own images to capture memories of the event, however, please be mindful that not everybody attending has given consent for their photo to be taken or perhaps does not have the capacity to give their consent for that image to be shared on personal social media.

We therefore ask that you please seek the appropriate consent (either from the individual or their appointed consent giver) to take and share photographs/videos from anyone that is not a direct family member.

Special Olympics GB will endeavour to do all it can to prevent the sharing of images where an individual has not given consent, however, certain circumstances will be out of its control. Absolute guarantees cannot be given.

5 Insurance, Medical and Safeguarding & Welfare Information

5.1 Insurance

5.1.1 Travel Insurance

All athletes, delegation members and volunteers who have completed the online registration process with SOGB are covered by SOGB's travel insurance policy for the Event, which includes cover for the cost of medical treatment, transport to hospital and/or repatriation. Pre-existing medical conditions do not need to be declared. Exclusions to the travel insurance policy are as follows:

- A traveller is not covered if they have been advised by a medical professional not to travel.
- The cover does not apply in the event that The Foreign, Commonwealth & Development Office (FCDO) advises against travel to the destination (in this case Italy/Folgaria).
- The policy does not include Personal Accident Cover – which means it does not provide compensation or a lump sum payout in the event of a temporary or permanent disability arising from an accident or compensation for lost earnings etc.
- Cancellation costs will not be covered in the event of a traveller just deciding not to attend.

The policy does not cover anyone undertaking winter sports recreationally outside of the National Winter Games programme of events (for example, volunteers skiing on the non-competition days) for which they will need their own insurance.

The policy does not cover families who are attending the games as general spectators and not as a competitor or in a specific SOGB role, they will have to arrange their own travel insurance.

5.1.2 All Risks and Third-Party Liability Insurance

All participants including athletes, delegation members, volunteers, and family members as well as members of the public, are covered by SOGB's All Risks policy. This policy includes cover for winter sports including skiing and skating and non-professional competition.

This cover does not apply to anyone undertaking winter sports recreationally outside of the National Winter Games programme of events, for which they will have to arrange their own cover.

5.2 Medical

5.2.1 Required Documents

- **Health Information Forms** - Each delegation is responsible for making sure that all individuals in their Delegation have an up-to-date [SOGB Health Information Form](#).

For the event, each athlete must carry a copy of their health information form in their ski jacket - this means that in an emergency all their health information is with them – together with their EHIC/GHIC cards. We recommend these are held in plastic wallets/plastic freezer style bag to keep them dry.

A copy of the health information form should be kept with the region's Head of Delegation and the athletes identified care support throughout the event.

Please note that this is required in addition to the information provided for attendance at the games as it is up to date and looks at current health status and medication in the event that medical intervention is required rather than the information submitted at the point of registration which was provided to have a comprehensive understanding of health and support needs in order to attend the event. Please advise the GOC of any changes relating to health conditions and medication so that support plans and documents can be updated accordingly.

- **EHIC / GHIC Card** - All delegation members must have a valid EHIC or GHIC card. For more information on this card and how to access it please go to the [NHS website HERE](#).
- **Medication Administration Records**

HODs and those that have direct duty of care will be required to ensure athletes who require medication have a Medication Administration Record (MAR). The MAR is to ensure that there is a record of the administration of medication in line with dosage and frequency requirements outlined in the athlete's Health Information Form.

The detail on the front page of the MAR should be populated ahead of the games and cross-checked with the detail recorded in the updated Health Information Form and the medication that the athlete has on their person when being signed into the duty of care of the delegation.

For athletes that are not able to administer their own medication and/or require prompting, this record should be completed by the delegation volunteer who is trained in the relevant medication administration protocol providing the direct duty of care to the athlete and kept with their medication. For athletes that are able to self administer their medication and do not require supervision or prompting, this record should be held by the volunteer providing their care and completed with the athlete as required.

Our Folgaria 2024 Medical Officer (outlined below) will be carrying out checks on these records to support compliance.

5.2.2 Medical Officers

We will have a Medical Officer and Support Medical Officer for this event who will be on hand in the lead up to and during the event to provide guidance and support on medical issues.

Medical Officer – Sue Havinden – Based at Hotel Alpen Eghel

Support Medical Officer – Wendy Johnson – Based at Hotel Vittoria

Both Sue and Wendy have a wealth of experience and will be on hand throughout the games to support delegations with any medical concerns or questions.

5.2.3 Seeking Medical Care

Please refer any medical concerns outside of competition venues in the first instance to the GOC number on the reverse of your credential or directly to Sue and Wendy as identified above, unless it is deemed life threatening and/or an emergency in which case call emergency services. The number in Italy for emergency services is 112.

For any medical care required at the competition venues medical support can be facilitated by the venue providers and supported by the representatives from The Ski Company with support from the GOC and SOGB National Office staff.

5.2.4 Duty of Care

Each Region will be expected to attend with sufficient Volunteers to manage their teams both on and off the slopes/at the ice rink. In accordance with the [Special Olympics Sports Rules Article 1](#) the maximum number of Athletes to Volunteer/Coach ratio is 4:1.

For the Alpine Skiing competition each region will be responsible for providing a qualified coach to accompany their athletes to the start gates for the ski races.

Should athletes wish to spend time outside of the delegation with family members in attendance of the event they should be formally signed out and then back into the delegation's care. A template sign out/in form for this event can be found in Appendix H.

At no point are Event Volunteers to be unsupervised with or have duty of care of athletes.

5.3 Safeguarding

The safeguarding processes and support at this event will be delivered by our Folgaria 2024 Safeguarding Lead appointed specifically for the event, Adam Leathwood. Adam will be supported by Special Olympics GB Staff and a Board of Trustees Safeguarding representative at the event.

As well as delivering the Healthy Friendships session and resources for athletes pre-event, Adam will be supporting the delegation safeguarding and welfare officers (SWOs), GOC and Special Olympics GB staff with general safeguarding advice and guidance as well as leading in the management of incidents through the incident management process.

The incident reporting and management process can be accessed via an online form. The form can be accessed via a link that shall be emailed ahead of the event along with a copy of the process itself, there is also a QR code on the reverse of every attendee's credential that by scanning provides direct access on a mobile device (smart phones only).

Should you wish to report any safeguarding concerns or incidents but do not have access to a smart phone or laptop, please contact Adam or a member of the Safeguarding, Welfare and Medical Team who can support you in the reporting process.

5.4 Welfare

The welfare processes and support at this event will be delivered by our Folgaria 2024 Welfare Lead appointed specifically for the event, Michelle Guite. Michelle will work alongside Adam as the dedicated Folgaria 2024 Safeguarding & Welfare team and will be supported at the event by Special Olympics GB staff and a Board of Trustees Safeguarding representative.

Michelle will be working in the lead up to and during the event on the following areas:

- Engaging HOD's and delegation SWOs to verify the information provided by attendees relating to support needs and medical requirements.
- Ensuring appropriate support plans are in place to manage the support needs of all attendees, particularly those that are deemed high risk from the risk assessments and athlete profiles.
- Working with delegations to ensure information is accessible and complete relating to athlete care and support needs (risk assessments, athlete profiles and support plans)
- Working with delegations and Special Olympics GB staff team to ensure all required delegation volunteer training is completed.

- Working with the GOC to ensure rooming, and support plans can be implemented effectively to ensure attendees needs are supported.

Please find below the safeguarding and welfare team structure for this event:

Safeguarding and Welfare



A Full Safeguarding, Welfare and Medical pack will be sent shortly to all HODs and delegation SWOs including full policies, processes and template documents as well as the completed risk assessments, athlete profiles and support plans (where required).

6. Alpine Skiing Competition

6.1 Race Courses



Novice, Intermediate and Advanced races will be held on the Termental piste, number 24. Access to the Start area is by chairlift number 16.

The Finish area for the Novice races (and for Intermediate divisioning) is at the bottom of the traveller located near the restaurant area at Passo Coe.

The Finish area for Intermediate and Advanced races is close to the bottom of the chairlift, a short ski from the restaurant area at Passo Coe and a 10 minutes' walk for spectators (footwear suitable for walking on snow will be needed).

6.2 Rules

The competition will run in accordance with [Special Olympics Sports Rules Article 1 \(version October 2022\)](#), the [Special Olympics Alpine Skiing Sport Rules \(version October 2022\)](#), and the [Special Olympics Alpine Skiing Coaching Guide \(version 2021\)](#). In the event of any conflict between this Competition Pack and the foregoing Rules, the Rules will take precedence.

6.3 Ability Levels

The competition will consist of races at three skiing ability levels, as described in the Special Olympics Alpine Skiing Coaching Guide 2021, adjusted to BASI terminology as follows:

- **Novice:** The ability level ranges from an athlete who can perform controlled linked plough turns on a novice course to an athlete who can perform plough parallel linked turns on an intermediate course.
- **Intermediate:** The ability level ranges from an athlete who can perform plough parallel linked turns on an intermediate course to an athlete who can perform controlled open parallel turns on an intermediate course.
- **Advanced:** The ability level is an athlete who can perform controlled open parallel turns to an athlete who can perform controlled dynamic parallel turns on an advanced course.

6.4 Maximum Effort and Re-entering Course

Athletes must participate honestly and with maximum effort in all Divisioning runs as stipulated in Article One and in the SOGB Athlete Code of Conduct. Head Coaches have a responsibility to promote this important aspect of participation.

The timing team will monitor race times, and if anomalies are identified in an athlete's time relative to others in his/her Division then the athlete may be allocated to a different Division, or be sanctioned in cases where an athlete is identified as not participating to their full potential with the intent to be placed in a lower division.

During competition if an athlete falls, misses a gate or loses a ski, they are required to take corrective action to return to the course and continue their run without assistance. Athletes shall have a time limit of one minute (Alpine Skiing Sport Rules article 6.5) to re-enter the course after deviation (fall, miss a gate, lose a ski, etc). Failure to adhere to the one-minute time limit or receiving assistance of any kind shall result in disqualification on that run. The Gate Judge assigned to the gate is responsible for monitoring this.

6.5 Race Programme

The Slalom and Giant Slalom races will each consist of two, timed runs, with the combined time of the two runs used to compute the results for awards in line with the SO Alpine Skiing Sport Rules article 6.9. Athletes who fail to successfully complete both runs will be awarded a participation ribbon, except that athletes disqualified for cheating will not be given a participation ribbon. Athletes who fail to successfully complete the first run will

be allowed to do the second run. The Super Giant Slalom race will consist of one training run on the course followed by one timed run.

The start list for the Divisioning day is provided in section 6.10 of this Competition Pack. Athletes should arrive at the Start area in a timely manner for their start position, and on arrival follow the instructions of the Race officials. The Race Course team will work to ensure that the race piste is maintained in a good condition for all participants regardless of start position.

For the three race days, athletes will participate by division. For the Slalom and Giant Slalom races, race order in each Division will be fastest first for the run 1 and slowest first for run 2. For the Super Giant Slalom, race order in each Division will be fastest first for the training run and slowest first for the timed run. A start list will be prepared and made available the evening before each race.

A course inspection will take place before each race.

Please find below the race programme:

	Monday 29th January	Tuesday 30th January	Wednesday 31st January	Thursday 1st February
Ski Programme	Divisioning	Race Day GS	Race Day GS and SG	Race Day SL
Morning	Novice & Intermediate	Intermediate GS	Novice GS	Intermediate SL
Lunch – Staggered and Split by groups to support catering				
Afternoon	Advanced	Advanced GS	Advanced SG	Advanced SL Novice SL
Not Racing	-	Novice Advanced 1	Intermediate Advanced 11	Advanced 6

6.6 Protests and Appeals

Protests and Appeals will be accepted only from the Head Coach or, in the absence of the Head Coach, his/her designee. As soon as possible after the end of each race, details of DQs and DNFs will be posted on the notice board at the Finish area, for consultation by Head Coaches.

Protests must be put in writing on the appropriate Protest Form (available in the timing hut at the Finish area) and must be submitted to the Head of Race Administration (in the timing hut) within 15 minutes of posting on the Finish area notice board after the conclusion of the event in question and before an Award presentation.

Protests can be submitted only for the misinterpretation of sport rules, failure of a Referee or Gate Judge to apply the correct rule, or failure to impose the correct penalty for a violation. Protests are not allowed in relation to Divisioning or to a fact-specific decision of a Race official.

The Race Jury will review all Protests.

Appeals must be put in writing on the appropriate Appeal Form (available in the timing hut at the Finish Area) and must be submitted to the Head of Race Administration or to the Competition Director within 60 minutes of the relevant decision by the Race Jury.

The Jury of Appeal will review all Appeals and its decisions are final. Race results will be amended as needed to reflect decisions of the Jury of Appeal.

6.7 Divisioning

The Divisioning runs will take place on Monday 29th January 2024.

Athletes will be divisioned on a modified Giant Slalom course of their ability level in accordance with clause 10.6 of Sports Rules Article 1 and with article 6.2.3 of the Alpine Skiing Sport Rules. Novice and Intermediate athletes will be divisioned on the same course to ensure that all athletes are allocated to divisions on a fair basis. Athletes will have two runs with the fastest time used to determine their division. Expert coaches will observe each athlete during their divisioning runs to assess their technical ability, and athletes may be adjusted to a different category based on these observations in accordance with clause 10.2 of Sports Rules Article 1.

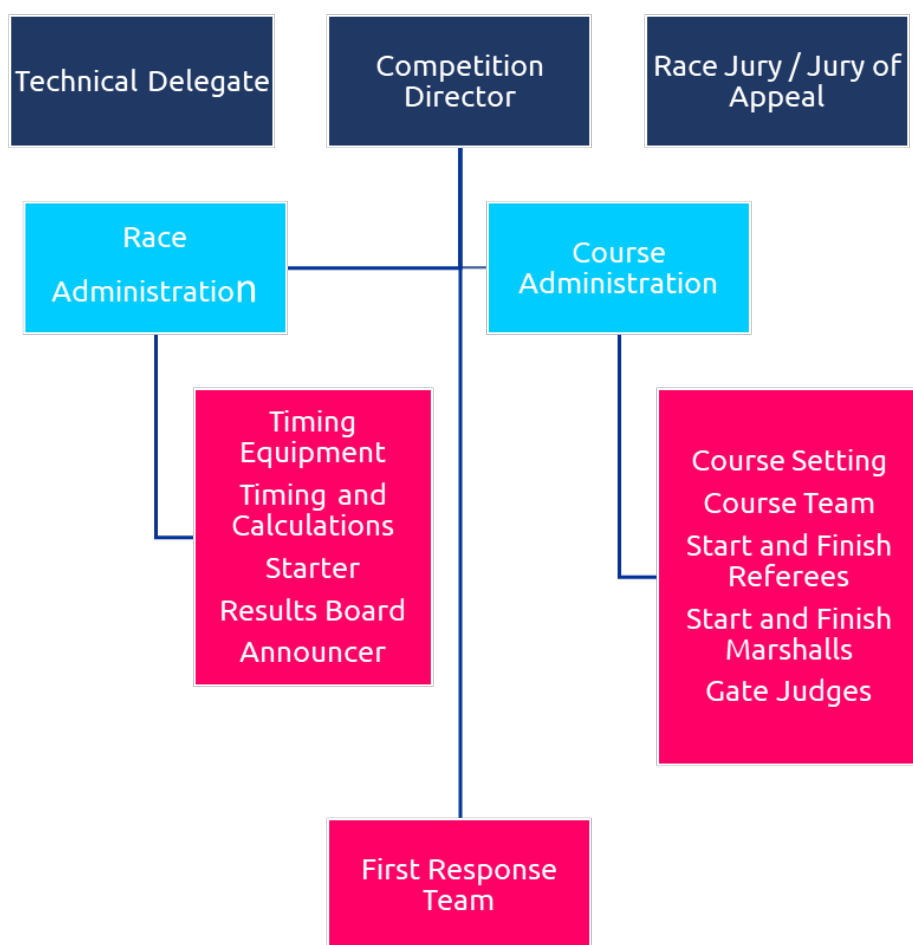
Divisions will be determined in accordance with the guidelines in clause 10 of Sports Rules Article 1, considering gender, age, and ability. Athletes may be asked to re-run a divisioning run if their time is thought to have been adversely affected in any way, for

example by falling. Athletes who fail to successfully complete at least one divisioning run will be given the opportunity to re-run, so that all athletes can be properly allocated to a division and progress to the full race programme. If any athlete fails to successfully complete a divisioning re-run, a decision on the appropriate division for that athlete will be made by the Competition Director in discussion with the relevant Head Coach.

Head Coaches are asked to submit an improved performance request (forms available in the timing hut at the Finish area) to the Head of Race Administration where any athlete's performance in a Divisioning run is significantly worse than might be expected, to allow appropriate adjustments to be made.

Divisions will be reviewed after each race and athletes may be moved up or down for the following day's race based on prior results, in accordance with clause 10.6.2 of Sports Rules Article 1, to provide all athletes with an opportunity to compete for a medal on a fair basis. That movement between divisions might also entail a movement between categories.

6.8 Alpine Ski Competition Team



Alpine Skiing Competition Director	Bob Thow
Team Leader First Response Team	Alan Blake
Head of Race Course	Jane Hall
Course Setter	Mark Hall
Team Leader Course Crew	Kat Benton
Team Leader Gate Judges	John McDonald
Head of Race Administration and Race Secretary	Jim Purdie
Team Leader Timing and Calculations	Simon de Vial
Technical Delegate	Bob Thow
Race Jury	Bob Thow, Jim Purdie, Rachael Crack/Connor Fellows
Jury of Appeal	Jane Hall, Laura Davies, Laura Baxter

Full details on the above roles and their duties can be found in Appendix I.

6.9 Ski Procedures and Incidents

After completion of their first run, athletes should proceed to the appropriate lift to return to the Start line for their second run. The Delegation should provide assistance for athletes who need to be accompanied. On completion of their second run athletes can remain in the holding area at the Finish line until a Delegation member is available to collect them.

The First Response Team will provide a first response assistance for incidents on the race piste. Delegation members are asked not to access the race piste to assist their athletes unless asked to do so by the Race personnel. The Resort's Ski Patrol will be called upon for serious incidents. Their Delegation should make themselves available to accompany the athlete for subsequent care.

Please find in Appendix K Ski Lift Guidance.

6.10 Start Lists

6.10.1 Divisoning Day – Monday 29th January

Novice (10)			
Bib Number	Name	Region	Gender
1	Sophy Soryal	West Midlands	F
2	Joanne Desmond	West Midlands	F
3	Nicola Harrison	West Midlands	F
4	Emma Ronald	Scotland Grampian	F
5	Elizabeth Margaret Williams	West Wales	F
6	Hamish Thomas Jamieson	Scotland Grampian	M
7	Laith Hou Hou	Scotland Grampian	M
8	Joshua Davies	West Wales	M
9	Christopher Bailey	West Midlands	M
10	Dion Honer	West Midlands	M

Intermediate (37)			
Bib Number	Name	Region	Gender
11	Mackenzie Baker	North West	F
12	Emily Wild	North West	F
13	Emily Plant	Scotland Grampian	F
14	Lorina Gladin	SE Brentwood	F
15	Jack Hale	South West	M
16	Jack Holgate	North West	M
17	Aryamehr Zarisfi	Scotland Grampian	M
18	Luke Purdie	Scotland Grampian	M
19	Josh Alexander	West Midlands	M
20	Daniel Parker	West Midlands	M
21	Anthony Hibbert	West Midlands	M
22	Sam Hunt	West Midlands	M
23	Bartholome Meredith-Hardy	SE Surrey	M
24	John Bolger	West Midlands	M
25	Matthew Newton	West Midlands	M
26	Sam Whitworth	West Midlands	M
27	Stefan Hopping	West Wales	M
28	Karen Oosthuizen	SE Surrey	F
29	Elanor Sinden	SE Surrey	F
30	Claire Lines	West Midlands	F
31	Llinos Gilmore Jones	West Wales	F
32	Lauren Cain	Scotland Grampian	F
33	Kathryn Mearns	Scotland Grampian	F
34	Stephanie Salvesen	Scotland Grampian	F
35	Kristen Wrate	Scotland Grampian	F
36	Corinna Dios-Beckett	SE Brentwood	F
37	John Hayes	West Wales	M
38	Anthony Coulon	SE Brentwood	M
39	Jamie Daniels	SE Brentwood	M
40	Andrew Martineau	SE Brentwood	M
41	Scott Brown	West Midlands	M
42	Joseph Eccles	West Midlands	M
43	Craig Hannah	West Midlands	M
44	Richard Johnson	West Midlands	M
45	James Barclay	North West	M
46	Matthew Evans	North West	M
47	William Shepherd	North West	M

Advanced (18)			
Bib Number	Name	Region	Gender
48	Ayesha Franks	SE Brentwood	F
49	Jane Andrews	SE Brentwood	F
50	Katie Day	West Midlands	F
51	Fleur O'Donohue	West Midlands	F
52	Beth Wragg	West Midlands	F
53	Annabelle Lamb	Eastern Norfolk	F
54	Alice Williams	SE Surrey	F
55	David Corr	North West	M
56	Harry Sussman	SE Brentwood	M
57	Charlie Marshall	SE Brentwood	M
58	Gustavo Santos	SE Brentwood	M
59	Marcus Mason-Williams	West Midlands	M
60	Michael Lines	SE Surrey	M
61	Steffan Nakoneczny	SE Surrey	M
62	Jason Chu	North West	M
63	Cameron de Val	North West	M
64	William Cottrell	SE Brentwood	M
65	Owain Taylor	SE Brentwood	M

6.10.2 Race Days (Tuesday 30th January - Tuesday 1st February)

The start lists for the race days will be determined after Divisioning is complete and will be issued the evening before each race. Running order will be by Division.

7. Figure Skating Competition

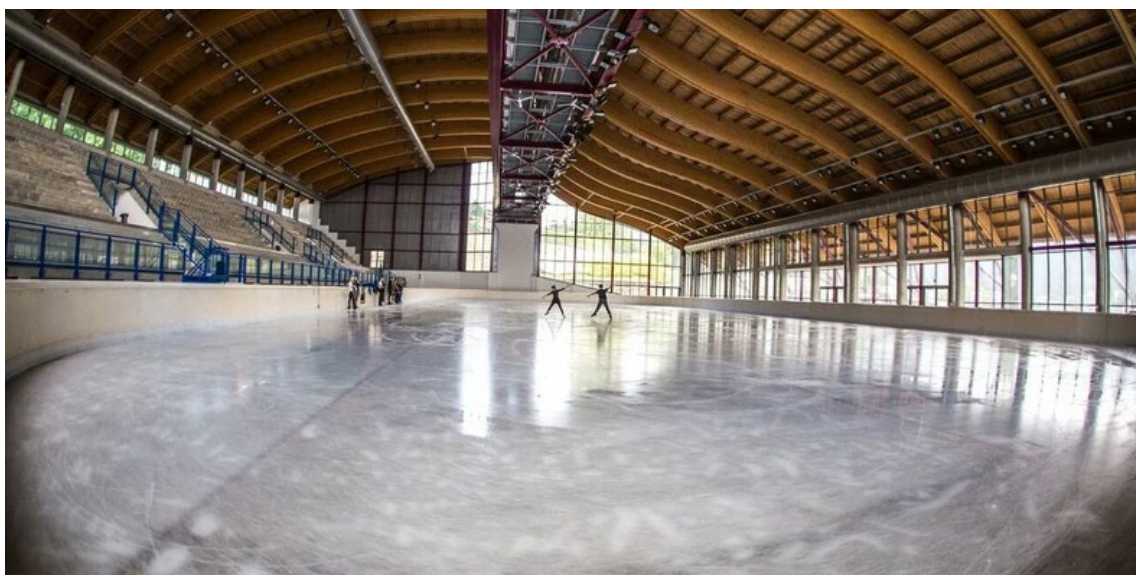
7.1 Venue

Folgaria – Trentino Ice Stadium

The ice rink is equipped with one indoor skating rink of 30x60m, with a total of 1800 square meters, and bleachers with 1600 seats.

There is also a so-called "ice bar" in the interior: it invites you to refresh yourself and offers catering service as well as an underground carpark.

The ice rink Folgaria is often the venue for international ice-skating competitions and figure-skating events.



Services:

- workout gym and athletic preparation room
- sound system
- skate rental
- Ice Bar and sandwich-bar with forty seats, equipped to provide catering, coffee breaks and refreshments.
- changing rooms with toilets and showers
- outdoor parking
- underground parking (160 parking lots)

7.2 Rules

The competition will run in accordance with the Special Olympics Sports Rules Article 1, version October 2022, the Official Special Olympics Sports Rules and the Special Olympics Alpine Skiing and Figure Skating Sports Rules October 2022.

Competition details, including guidelines on the Sports Rules, divisioning, best efforts, official decisions, and protests and appeals will be provided in the Competition Pack to be issued January 2024.

The divisioning rules do not apply to figure skating and skaters are pre-divisioned.

Skating scoring and results will be calculated according to the Inclusive Skating Technical Handbook, 8th Edition.

<https://inclusiveskating.org/resources/technical-handbook-8th-edition-2023-240723214711.pdf>

7.3 Competition Programme

Sunday 28 th January – Practice Day		
11am – 12pm	Men's Practice	Jonathan Clutterbuck Callum Mills Oliver Snook
12pm – 1pm	Ladies Practice	Nikki Sibeon Megan Cassidy Stephanie Gott Jeny Lee Meg McFarlane Jennifer Gibson (Short Free Practice)
Monday 29 th January - Practice		

10:30am – 11:30am	Men's Practice	Jonathan Clutterbuck Callum Mills Oliver Snook
11:30am – 12:30pm	Ladies Practice	Nikki Sibeon Megan Cassidy Stephanie Gott Jeny Lee Meg McFarlane Jennifer Gibson (Short Free Practice)
12:45pm	Competition	Jennifer Gibson – Short Programme

Tuesday 30th January – Practice & Singles Free Competition

9am to 10am	Men's Practice	Jonathan Clutterbuck Callum Mills Oliver Snook
10am – 11am	Ladies Practice	Nikki Sibeon Megan Cassidy Stephanie Gott Jeny Lee Meg McFarlane Jennifer Gibson

12pm – 1pm	Singles Free Competition	Jonathan Clutterbuck Callum Mills Oliver Snook Nikki Sibeon Megan Cassidy Stephanie Gott Jeny Lee Meg McFarlane Jennifer Gibson
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Wednesday 31st January – Ice Dance and Pairs

9am – 10am	Ice Dance Practice and rota for both dances	Callum Mills Nikki Sibeon Meg McFarlane Stephanie Gott
9:50am	Practice for Pairs and Gala	Jenny Lee and Callum Mills (pair) Oliver Snook (Gala) Jonathan Clutterbuck (Gala) Megan Cassidy (Gala)
11:20am	Ice Dance Competition following the same order for both dances with a 15-minute break between dances to allow for any costume change.	Callum Mills Nikki Sibeon Meg McFarlane Stephanie Gott

Thursday 1st February – Pairs and Gala

9am	Pairs Practice	Jenny Lee and Callum Mills (pair)
9:45am	Gala Practice	Oliver Snook (Gala) Jonathan Clutterbuck (Gala) Nikki Sibeon Megan Cassidy (Gala) Meg McFarlane Stephanie Gott
11am	Pair Competition	Jenny Lee and Callum Mills (pair)
11:14am	Gala	Oliver Snook (Gala) Jonathan Clutterbuck (Gala) Nikki Sibeon Megan Cassidy (Gala) Meg McFarlane Stephanie Gott

A copy of the timetable in the usual format will be added to the WhatsApp group.

The general timetable will follow the Event Programme at 3.4 above.

7.4 Volunteer and Official Schedule

A detailed skating event timetable will be provided for the event detailing, practice times, music rota, skating order and warm up times. Volunteers and Officials are expected to be in place in good time before the event and should arrive at the rink 30 minutes before the event starts.

8. Rules and Codes of Conduct

The competition will run in accordance with the Special Olympics Sports Rules Article 1, version October 2022, the Official Special Olympics Sports Rules and the Special Olympics Alpine Skiing and Figure Skating Sports Rules October 2022.

[Sports-Essentials-Article-1-Rules-2022.pdf \(specialolympics.org\)](#)

[Sports-Essentials-Alpine-Skiing-Rules-2022.pdf \(specialolympics.org\)](#)

[Sports-Essentials-Figure-Skating-Rules-2022.pdf \(specialolympics.org\)](#)

Any non-compliance with the rules (including any violations of the code of conduct/family and supporters charter) for this event will result in review and invoking of sanctions where appropriate.

Please note that the purchase and/or consumption of alcohol, illegal drugs and smoking in official Folgaria 2024 competition venues and delegation accommodation is not permitted. Event volunteers in delegation hotels will be under the same policy as the delegation within the hotels and competition venues and are instructed that they must not buy and consume alcohol within delegation accommodation.

Event Volunteers that are off site, out of games shift hours and not in games uniform that wish to consume alcohol would be permitted, however, they would be expected to adhere to games rules and code of conduct on return to delegation accommodation, therefore over consumption would not be appropriate or acceptable.

9. Appendix

a. Athlete Codes of Conduct

SPECIAL OLYMPICS ATHLETE'S CODE OF CONDUCT

Special Olympics is committed to the highest ideals of sport and expects all athletes to honour sports and Special Olympics. All Special Olympics athletes and Unified Sports® Partners agree to the following code:

SPORTSMANSHIP

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team, and Special Olympics
- I will not use bad language.
- I will not swear or insult other persons.
- I will not fight with other athletes, coaches, volunteers, or staff.

TRAINING AND COMPETITION

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen to my coaches and the officials and ask questions when I do not understand.
- I will always try my best during training, divisioning and competitions.
- I will not "hold back" in preliminary competition just to get into an easier finals competition division.

RESPONSIBILITY FOR MY ACTIONS

- I will not make inappropriate or unwanted physical, verbal, or sexual advances on others.
- I will not smoke in non-smoking areas.
- I will not drink alcohol or use illegal drugs at Special Olympics events.
- I will not take drugs for the purpose of improving my performance.
- I will obey all laws and Special Olympics rules, the International Federation, and the National Federation/Governing Body rules for my sport(s)

b. Staff / Volunteer Code of Conduct

SPECIAL OLYMPICS GB - STAFF & VOLUNTEER CODE OF CONDUCT

Special Olympics GB is committed to providing safe, inclusive, and enjoyable year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities. As a staff member or volunteer at Special Olympics GB you are accountable for ensuring Special Olympics GB activity is safe, inclusive, and enjoyable for all involved.

Special Olympics GB expects a high standard of personal and professional conduct from its staff and volunteers and requires all staff and volunteers to honour Special Olympics Mission and Values.

It is your responsibility to ensure you are aware of and adhere to the Special Olympics GB policies and procedures and agree to observe the following Special Olympics code of conduct:

Respect for Others

- I will respect the rights and the dignity of all athletes, coaches, volunteers, employees, friends, and spectators of Special.
- I will treat everyone equally regardless of disability, age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- I will be a positive role model at all times setting good examples of behaviour and conduct and in line with the Special Olympics GB values.

Ensure a positive experience for all.

- I will ensure time spent with Special Olympics GB and its members is positive.
- I will respect the ability, goals, and achievements of all athletes, unified partners, volunteers, and staff.
- I will be fair, considerate, and honest with all athletes, unified partners, volunteers, and staff.
- I will engage with alternative communication aids/methods where required such as sign language, interpreters, computer software, chateez cards, etc.

Act professionally and take responsibility for my actions.

- My language, manner, punctuality, preparation, and presentation will demonstrate high standards.
- I will display control, respect, dignity, and professionalism to all involved including athletes, unified partners, coaches, volunteers, employees of Special Olympics GB, opponents, officials, families/carers, spectators, media, etc).
- I will encourage all staff, volunteers, and athletes/unified partners to demonstrate the same qualities.
- I will not drink alcohol, smoke, or take illegal drugs while representing Special Olympics GB at training sessions or during competition or whilst I have duty of care for any Special Olympics GB athlete or unified partner.
- I will dress and act in an appropriate manner at all times.
- Where possible I will avoid the time spent out of sight/alone with an athlete.
- I will be alert to any form of abuse directed toward athletes.

Personal Conduct (outside of Special Olympics GB activity)

- I will not engage in any conduct outside of Special Olympics GB which could damage the reputation and standing of the organisation. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct.
- I will comply with Special Olympics GB's policies and guidance on data protection.
- I will not engage in inappropriate use of social media (please refer to the Special Olympics GB Social Media policy) sites which may bring myself or the organisation into disrepute.

My Responsibilities as a Head Coach and/or Coach (where appropriate)

- I will seek continual improvement of my athletes through performance evaluation and ongoing coach education.
- I will ensure each athlete/unified partner competes in events that challenge their potential and are appropriate to their ability.
- I will be knowledgeable about the Special Olympics Sports Rules and skills of the sport(s) I coach.
- I will provide a planned training programme for my athletes.
- I will follow Special Olympics, the International Federation, and the National Federation/Governing Body rules for my sport(s).

- I will ensure that accurate scores are provided for entry of an athlete/unified partner into any event.
- I will instruct each athlete/unified partner to perform to the best of their ability at all preliminary and final competition in accordance with the Special Olympics Sports Rules.

Safeguarding & Welfare

- I will uphold my duty to safeguard children and adults and be alert to any indicators of abuse.
- I will adhere by Special Olympics GB's Safeguarding and Welfare Policy & Procedures
- I will refrain from any forms of abuse towards athletes/unified partners and others.
- I will report any concerns immediately to the designated Safeguarding & Welfare Officer within my Special Olympics GB club/event or in their absence, to the Special Olympics GB National Safeguarding & Welfare team.

Health & Safety

- I will report **all** incidents or accidents that occur during Special Olympics GB activity.
- I will ensure that the equipment and facilities are safe to use, risk assessed with appropriate control measures.
- I will ensure that the equipment, rules, training, and the environment are appropriate for the age and ability of the athletes.
- I will review each Special Olympics GB athlete's/unified partners health information & medical form particularly prior to any event and/or competition and be aware of any limitations on their participation noted.
- I will review each athletes Risk Assessment and One Page Profile on an annual basis or when required due to change in circumstance.
- I will advise athletes/unified partners and where appropriate, volunteers to seek medical advice when required.

I understand that if I violate this Code of Conduct, I may be subject to a range of consequences, up to and including being prohibited from coaching/volunteering in Special Olympics.

Confidentiality

- Where I have access to confidential information, I will share it only on a 'need to know' basis in line with UK GDPR and safeguarding legislation in order to protect a child or adult or the public at large. I will never promise to keep secrets when safety or safeguarding issues are divulged.

Acknowledgement

I, the undersigned, have read and understand the Staff & Volunteers Code of Conduct herein and understand, that if I breach this Code of Conduct, I will be subject to disciplinary action, including possible dismissal from Special Olympics GB.

<https://www.specialolympicsgb.org.uk/resources2022>

c. Family and Supporters Charter

Special Olympics Great Britain – Family and Supporter Charter

Special Olympics Great Britain (GB) is fully committed to supporting safe, inclusive, and enjoyable experiences for all people involved in our sport and activity.

In line with Special Olympics International's guidelines and [General Rules](#), Special Olympics GB sets out national standards of conduct for all clubs, [coaches, officials, volunteers, athletes](#) and other individuals involved in Special Olympics GB activity and sport. This includes families and carers/supporters as a valued part of our Special Olympics GB family.

The purpose of a charter is to outline/clarify:

- the standards of practice and behaviour expected.
- the basis for challenging and improving practice.
- Special Olympics GB's commitment to families and the wider support network for our registered athlete members.

We therefore please ask as a family member, carer, or other direct supporters to a Special Olympics GB athlete that you read and agree to the following charter.

As a family member/carers/supporter of a Special Olympics GB athlete, I will support Special Olympics GB athletes to have a safe, fun, and high-quality experience by:

Behaving in line with the [Special Olympics GB's values](#)

- Setting a positive example and encouraging athletes to learn the rules of the sport and compete within them at all times.
- Helping and supporting athletes to recognise good performance, and not just results aligned to the [Special Olympics Athlete Code of Conduct and Athlete Oath](#) (Addendum D of Article 1 Special Olympics Sport Rules 2022)
- Supporting athletes to make choices on their participation and be the best that they can be.
- Practicing and advocating for fair play when attending Special Olympics events
- Never exerting undue influence to obtain personal benefit or reward.
- Displaying control, respect, dignity to and not discriminating against all involved including athletes, unified partners, coaches, volunteers, employees of Special Olympics GB, opponents, competition management and officials, families/carers, spectators, and media in all interactions.
- Avoiding swearing, using abusive language and irresponsible or illegal behaviours, including behaviour that is dangerous to myself or others, acts of violence, bullying, harassment and physical or sexual abuse.
- Checking the qualifications and licences of people who are coaching or managing athletes where needed.
- Ensuring appropriate duty of care for athletes is in place.
- Supporting and advocating for the implementation of processes for the safeguarding and welfare of all members of the Special Olympics GB family
- Cooperating fully with others involved in the sport such as technical officials, team managers, coaches, medical and other professionals in the best interests of the athlete.
- Returning any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical / medication requirements as required
- Abiding by the Special Olympics GB [Safeguarding Policy and Procedures](#)

- Reporting any concerns about any athlete's welfare to the Club or Event Safeguarding & Welfare Officer or [Special Olympics GB Safeguarding Lead](#) (This does not affect your right to contact your local Social Services or the Police if you feel it is necessary)

I understand that should I not follow the guidance set out in this charter that I may be subject to sanctions by Special Olympics GB as appropriate. Examples of sanctions include but are not limited to:

- Being asked to apologise for my behaviour.
- Receiving a verbal or written warning from the National Office Team/Games Organising Committee
- Being suspended from attending events and/or future club activities
- Being required to leave the club and/or event.

Special Olympics GB understands that the families, carers, and supporters of our athletes have the right to:

- Be assured that the athletes you are supporting are safeguarded at Special Olympics GB sanctioned events and competitions.
- Know that Special Olympics GB complies with all its statutory and regulatory obligations.
- Have access to [Special Olympics GB policy and procedures](#)
- Have an understanding of what training and qualifications our staff and support team have.
- Be informed of any problems or concerns that may impact the athlete(s) you are supporting.
- Have access to information and support if an athlete you are supporting is involved in an accident or injury.
- Be listened to and responded to by Special Olympics GB regarding any concerns you may have around athlete welfare.
- Receive fair and equal treatment, have your rights dignity and worth respected and not be discriminated against

d. SOGB Accommodation Guidelines

Special Olympics GB – Accommodation Guidelines – January 2024 – Version 1

Accommodation Statement

Special Olympics Great Britain (SOGB) is an athlete-centered movement that welcomes all athletes with intellectual disabilities regardless of physical ability to participate in sports training and competition. SOGB is inclusive for all persons with intellectual disabilities, where appropriate support can be provided, over the age of eight in a competitive environment and offers a Young Athletes program for individuals with intellectual disabilities under the age of eight.

SOGB is committed to providing appropriate and safe environments for its athletes, volunteers, and employees. The health and safety of the athletes we serve is the highest priority for SOGB. Participants should feel that every SOGB event is a safe and positive experience and should not be fearful of other athletes, coaches, volunteers or the surroundings and environment.

Arranging accommodation for overnight events involves the consideration of a variety of factors, including the varying abilities, ages, maturity, support needs and behaviours of athletes, the availability of accommodation and the costs associated with overnight stays. Risk management principles apply to all aspects of SOGB activities. Although it is not possible to avoid all risks associated with sports training, competition, travel, and other SOGB activities, we must always consider ways to mitigate against or minimise identifiable risks when practical, and this includes when accommodating athletes during overnight and at residential events. All decisions pertaining to accommodation will be based on the support needs of the athlete and not that of logistical convenience. These decisions will utilise the information collected through the registration process and risk assessments.

SOGB has adopted the following Accommodation Guidelines to apply to the accommodation of SOGB athletes, Unified Partners and volunteers traveling to overnight or residential events. This Accommodation Guidelines will be distributed to and acknowledged by all athletes/Unified Partners and/or their parents or legal guardians and volunteers as part of the registration for participation. In addition, the latest version of these guidelines will be maintained on the SOGB website at www.specialolympicsgb.org.uk.

There may be situations, such as World Games/Invitational events and competitions hosted by other national Special Olympics Programs, where SOGB does not arrange the overnight accommodation. In such situations, SOGB will apply the requirements of these guidelines as fully as possible given the arrangements and allocation for overnight accommodation established by the hosts for that event. SOGB will make reasonable attempts to notify all athletes/Unified Partners and volunteers scheduled to participate in the overnight/residential event if any requirement of these guidelines cannot be implemented during such event.

These guidelines are not intended to and cannot foresee all possible situations that might arise when attempting to arrange for the accommodation of athletes, Unified Partners, volunteers, and other chaperones at overnight/residential events hosted by SOGB or by other national and international Special Olympics Programs and organisations. In the event a situation arises that is not specifically provided for in these guidelines, a resolution of that

situation in keeping with the spirit and other provisions of these guidelines will be implemented after appropriate review and approval by SOGB's Executive Leadership Team.

Guidelines for Accommodation During Overnight Travel

At times, it may be necessary for athletes/Unified Partners and volunteers who participate in certain SOGB events to travel and stay overnight in accommodations (such as a hotel/motel/dorms) arranged by either SOGB or the event hosts. These guidelines apply to any overnight accommodation arranged by SOGB, other national and international Programs or Local Organising Committees if travelling for an invitational or other event not hosted by SOGB.

The Management Team for each SOGB team at World Games/Invitation events is responsible for implementing these Accommodation Guidelines at events and ensuring that the volunteers and chaperones are familiar with and apply the guidelines. For SOGB hosted events, SOGB is responsible for implementing these guidelines.

The following specific rules apply:

- 1) Requirements prior to attending an overnight event:
 - a) Where required, all athletes/Unified Partners and volunteers must provide us with enhanced support and behaviour information as well as a risk assessment which we will use to identify the support requirements for each individual and outline and agree the relevant support that can be provided by SOGB.
 - b) SOGB will make reasonable attempts to inform each adult athlete, each Unified Partner, and the parents or guardian of each minor athlete (under 18 years of age) and each adult athlete unable to consent, about the name and age of his or her roommate(s) during the overnight/residential event and the names of the volunteer/staff/1:1 support attending.
 - c) All athletes/Unified Partners, or in the case of minor athletes/Unified Partners and adult athletes unable to consent, their parent and/or guardian must acknowledge that they have received and will abide by SOGB's Code of Conduct and the Accommodation Code of Conduct.
 - d) All athletes/Unified Partners, or in the case of minor athletes/Unified Partners and adult athletes unable to consent, their parent and/or guardian, must have acknowledged that a copy of SOGB's Accommodation Guidelines has been made available to them.
- 2) Coaches, Volunteers, and Chaperones.
 - a) All coaches, delegation and event volunteers, or other chaperones staying overnight in the same facility as SOGB athletes MUST have an up-to-date Volunteer Registration and valid and appropriate level Child and Adult PVG/DBS (updated every three years or as a member of the DBS Update Service) on file with SOGB.
 - b) A minimum chaperone/athlete ratio of at least one properly registered and screened chaperone to every four athletes must be maintained during overnight events unless otherwise agreed as part of the Intake and Assessment process.

3) Accommodation Requirements.

All decisions pertaining to accommodation will be based on the support needs of the athlete and the residing environment and not that of logistical convenience. These decisions will utilise the information collected through the registration process and risk assessments.

- a) SOGB or local accredited programmes with responsibilities for specific events have the discretion to decide whether an athlete is eligible to participate in overnight residential stays.
- b) Unified Partners will not be assigned to rooms with SOGB registered athletes.
- c) Athletes, Unified Partners, and volunteers may not share a room or bathroom with someone of a different sex, except as provided below:
 - i) A required one-on-one chaperone who is a parent, guardian or other family-designated adult who has been properly registered and vetted and is part of the care and support requirements for the athlete.
 - ii) Married athletes who are both attending the event as members of a registered delegation. This exception does not apply to the spouse of an athlete who is not participating in the event but attending solely as a spectator.
 - iii) Married volunteers who are both attending the event as members of a registered delegation. This exception does not apply if one of the volunteers is required to share a room with an athlete except as noted above in 3) c) i) (other than the married couple's child), as this scenario will create a situation whereby an athlete is accommodated with a volunteer of a different sex.
 - iv) Accommodation in a facility that has multiple private rooms in addition to living space (such as a house). Individuals of differing genders may be assigned to one house, if necessary, however, private rooms may only be shared by individuals of the same sex. Chaperones must also be housed in the house but should not share rooms with athletes/Unified Partners and the chaperone/athlete ratio (as outlined above) must be maintained.
 - v) Where the use of dorms or other facilities (such as a school/gym) where a large number of individuals are assigned to one room cannot be avoided, a full risk assessment will be undertaken by SOGB and as much separation will be ensured as possible.
- d) All reasonable efforts will be made to house individuals of appropriate age ranges together.
 - i) To participate in an overnight/residential event, athletes, or Unified Partners under the age of fourteen (14) must be accompanied by a properly registered and vetted parent, guardian, or other family-designated adult individual, who will room with the athlete/Unified Partner for the duration of the overnight event. For purposes of this requirement "properly registered and vetted" means the individual has completed Volunteer Registration and PVG/DBS process.
 - ii) The athlete/Unified Partner and parent, guardian or family-designated adult individual may not stay in the same room with other members of the delegation.
 - iii) The arrangement for accommodating an athlete/Unified Partner under this section with a parent, guardian, or family-designated adult individual, that person may not be included for purposes of determining the delegation's 4:1 athlete to volunteer ratio.
 - iv) Under no circumstances is an athlete/Unified Partner 18 years of age or older permitted to room with an athlete/Unified Partner 17 years of age or younger.
 - v) To the maximum extent possible, when athletes/Unified Partners between the ages of 14 and 16 will be housed together, they shall be housed such that there is no more than a two-year age difference between those athletes/Unified Partners.
- e) All reasonable efforts should be made to accommodate athletes of similar functional abilities together. Local programs must note support needs and behaviours when submitting accommodation requests, and reasonable attempts will be made to

accommodate such needs within the constraints of this Guidelines and the limitations of the facility itself.

If any such support needs cannot be met, SOGB shall give notice to the athlete(s) affected or, in the case of a minor or adult athlete unable to consent on his/her own, to his or her parent or guardian.

- f) If an athlete is required to have one-to-one supervision at an overnight event due to a previously reported incident/action, the athlete and chaperone may not stay in the same room with other members of the delegation. The purpose of the one-to-one supervision is to accommodate the athlete requiring the one-to-one supervision for his/her safety and/or the safety of other athletes.
 - g) In the event a family or family-designated accommodation is desired which would otherwise be outside of these guideline requirements, such request from the adult athlete or parent/guardian of minor athlete/Unified Partner or adult athlete unable to consent, is to be made in writing.
- 4) Additional Requirements for Accommodation in Hotels, Motels, and Dorms.
- a) Under no circumstances should athletes/unified partners or volunteers share beds in any form of accommodation.
 - b) Under no circumstances may a SOGB coach, Unified Partner, volunteer, or chaperone be assigned to share a room with an athlete of any age or gender unless the chaperone is a parent, guardian, or other family-designated adult of the athlete such as a regular carer, and that chaperone has been properly registered and vetted.
- 5) Requirements for providing athlete/Unified Partner accommodation supervision:

Requirements:

Every effort should be made to always have at least two volunteers present to minimize the likelihood of a volunteer or staff member being alone with an athlete. The required 1:4 coach/athlete chaperoning ratio must be always maintained (however, as noted in 2(b) above, proper supervision can be maintained without having a chaperone present in the room at all times during overnight events).

Specific Requirements for Different Accommodation Situations:

- a) Hotels
Ensure that the chaperone has a key to the athletes'/Unified Partners' room(s) and that the athletes/Unified Partners know how to reach the chaperone at all times.
 - b) Cabins or Dorms (or other facilities with a large number of beds in one room)
Whenever possible, chaperones should be assigned to a location in close proximity to the athletes/Unified Partners he/she is supervising. No less than two (2) registered adult chaperones will be assigned to each cabin or dorm regardless of the number of athletes/Unified Partners assigned to the same.
- 6) Security and Medical Personnel

SOGB will endeavour to place medical and security personnel at each accommodation facility (hotel/motel/dorm) utilised during an SOGB event and a specific room(s) will be designated for these personnel. Such personnel may be medical/security professionals or Special Olympics



volunteers designated for these roles. In addition, where possible, a SOGB National Office staff member will be housed in each of these facilities for World Games events. Whenever feasible, overnight roaming security patrols will be implemented for delegation safety. Individuals conducting such patrols may be security professionals or Special Olympics volunteers or staff designated for this role. Individuals without appropriate identification will be challenged. Where delegations do not have the exclusive use of a facility, SOGB will endeavour to ensure exclusive use of floors and/or particular areas and facilities.

7) Technology

Technology is becoming increasingly a part of our lives, and appropriate use of cameras, imaging and similar digital devices should be enforced. For example, the use of such devices in bathrooms, showers, bedrooms, restrooms, or other areas where participants expect privacy is strictly prohibited. Room mates' privacy must be respected at all times.

Appendix 1 Accommodation Code of Conduct

Special Olympics GB is committed to providing safe, inclusive, and enjoyable year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities. As a Special Olympics Athlete, Volunteer or Unified Partner, you have a part to play in making Special Olympics GB a safe, happy, and fun place to be. Special Olympics GB expects a high standard of personal conduct and behaviour from its Athletes, Volunteers and Unified Partners when in any form of shared accommodation.

When Staying in Team Accommodation:

- Be courteous and respectful to other Team members, athletes, hotel guests and hotel property at all times – others may be competing and/or training even after your events have finished.
- Keep noise to a minimum.
- If you have any problems when at the Team hotel, please speak to your Coach or Delegation Management in the first instance.
- You will be given rooms prior to arrival which have been allocated based on the support needs of the athletes. You should not re-allocate rooms independently.

When Sharing a Room with a Teammate:

- Be respectful of each other's personal space.
- Ensure you each have privacy within the bathroom and lock the door when using the bathroom. If there is no lock on the bathroom door, tell your teammate that you are going into the bathroom and not to enter. If possible, ask your coach for a sign that can be put on the bathroom door stating that someone is in the bathroom.
- Be fully clothed in the room and ensure that you leave the bathroom fully clothed.
- Keep noise to a minimum to create a relaxing environment.
- Use headphones if listening to personal music or watching videos so as not to disturb your room mate and do not use your phone or electronic items after it is time to go to sleep unless it is an emergency.
- Do not touch your room mate's personal items unless you have been given specific permission to do so, or the items are a risk to your health and safety.
- Go to sleep when your coach advises so that you are ready for competition/activities the following day.

At All Times You Agree To:

- Respect your room mate's privacy.
- Follow the health & safety and safeguarding guidelines, process, and guidance when in the team accommodation venue and rooms, ensuring safety for all.
- Keep your accommodation and room clean and tidy.
- Be respectful to room mates that you are sharing with to ensure that it is a place to rest and relax.
- Tell a member of Delegation Management about any faults or damage to the team accommodation. When you arrive, inspect your own accommodation, and report any faults or damage immediately.
- Maintain appropriate standards of conduct at all mealtimes and in communal areas of the accommodation in accordance with the Special Olympics GB Athlete and Unified Partner Code of Conduct and Volunteer and Staff Code of Conduct.
- Use social media/blogging sites e.g. X (Twitter)/Facebook in a positive light and share your personal experience, whilst respecting the privacy of other individuals.

e. Oaths

ATHLETE'S OATH:

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

COACH'S OATH:

"In the name of all coaches and in the spirit of sportsmanship, I promise that we will act professionally, respect others and ensure a positive experience for all. I promise to provide quality sports and training opportunities in a safe environment for all athletes."

OFFICIAL'S OATH:

"In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship."

f. Ski Bus Timetable



ORARIO SKIBUS FOLGARIA – LAVARONE

ACCESSO GRATUITO – FREE ACCESS

TUTTI I GIORNI – EVERYDAY

IN VIGORE DAL 8.12.2023 AL 23.3.2024
EFFECTIVE FROM 8 DECEMBER TO 23 MARCH

								LINEA BLU								
8.12	9.11	10.10	12.12	13.11	14.10	16.22	17.52	FOLGARIA - ROTATORIA VILLA PASQUALI								
8.13	9.12	10.11	12.13	13.12	14.11	16.23	17.53	PALASPORT - P. LE NAZIONE UNITE								
8.16	9.15	10.14	12.16	13.15	14.14	16.26	17.56	LUNA BIANCA								
8.17	9.16	10.15	12.17	13.16	14.15	16.27	17.57	ROSALPINA								
8.19	9.18	10.17	12.19	13.18	14.17	16.29	17.59	CASA TRUDI								
8.21	9.20	10.19	12.21	13.20	14.19	16.31		PALASPORT - P. LE NAZIONE UNITE								
8.22	9.21	10.20	12.22	13.21	14.20	16.32		FOLGARIA - ROTATORIA VILLA PASQUALI	9.11	10.10	12.12	13.11	14.10	16.22	17.52	
8.27	9.26	10.25	12.27	13.26	14.25	16.37		FRANCOLINI	9.06	10.05	12.07	13.06	14.05	16.17	17.47	
8.32	9.31	10.30	12.32	13.31	14.30	16.42		FONDO GRANDE	9.01	10.00	12.02	13.01	14.00	16.12	17.42	
8.39	9.38	10.37	12.39	13.38	14.37	16.49		FONDO PICCOLO	8.54	9.53	11.55	12.54	13.53	16.05	17.35	
8.44	9.43	10.42	12.44	13.43	14.42	16.54		PASSO COE	8.49	9.48	11.50	12.49	13.48	16.00	17.30	
v	v	v	v	v	v	v	v		^	^	^	^	^	^	^	

IN VIGORE DAL 23.12.2023 AL 17.3.2024
EFFECTIVE FROM 23 DECEMBER TO 17 MARCH

				LINEA ROSSA					
8:35	10:20	13:10	16:50	⚡	BERTOLDI	8:35	10:17	13:04	16:46
8:32	10:14	13:13	16:53		GIONGHI	8:32	10:14	13:01	16:53
8:30	10:12	13:15	16:55		CAPPELLA	8:30	10:12	12:59	16:55
8:24	10:06	13:21	17:01		LAVARONE CHIESA	8:24	10:06	12:53	17:01
8:42	10:27	13:25	17:05		VIRTI/ELBELE	8:20	10:02	12:49	16:39
8:45	10:30	13:28	17:08		CARBONARE	8:17	9:59	12:46	16:36
8:54	10:39	13:37	17:17		SAN SEBASTIANO	8:10	9:52	12:39	16:29
9:01	10:46	13:44	17:24	⚡	SKIAREA COSTA		9:45	12:32	16:22
9:02	10:47	13:45	17:25		COSTA: H.BIANCANEVE, H.GARDEN	8:02	9:44	12:31	16:21
9:04	10:49	13:47	17:27		FOLGARIA-ROTATORIA VILLA PASQUALI	8:00	9:42	12:29	16:19
9:09	10:54	13:52			FRANCOLINI		9:40	12:25	16:15
9:14	10:59	13:57		⚡	FONDO GRANDE		9:38	12:20	16:10
9:21	11:06	14:04		⚡	FONDO PICCOLO		9:34	12:15	16:05
9:26	11:11	14:09		⚡	PASSO COE		9:30	12:10	16:00
v	v	v	v			^	^	^	^

APT Alpe Cimbra 0464 724130 – info@alpecimbra.it – www.alpecimbra.it



g. Ski Train Timetable



TRENINO DEI TURISTI SCIATORI E NON

FOLGARIA - COSTA / COSTA - FOLGARIA

ORARIO IN VIGORE DALL' 08 DICEMBRE 2023

GRATUITO PER SCIATORI MUNITI DI SKIPASS

1 CORSA FOLGARIA - COSTA € 2,50 * ANDATA/RITORNO € 5,00**

Costa Hotel Golf		8:21	9:05	9:44	10:01	10:45	11:24	12:03	12:32	14:15	14:59	15:38	15:55	16:34	16:51	17:35	18:14	18:53
Costa H. Biancaneve		8:24	9:08	9:47	10:04	10:48	11:27	12:06	12:35	14:18	15:02	15:41	15:58	16:37	16:54	17:38	18:17	18:56
Costa Hotel Eghel		8:26	9:10	9:49	10:06	10:50	11:29	12:08	12:37	14:20	15:04	15:43	16:00	16:39	16:56	17:40	18:19	18:58
Folgaria Villa Pasquall (rotatoria)		8:29	9:13		10:09	10:53	11:32	12:11	12:40	14:23	15:07		16:03		16:59	17:43	18:22	19:06
Folgaria P.Marconi		8:33	9:17		10:13	10:57	11:36	12:15	12:44	14:27	15:11		16:07		17:03	17:47	18:26	19:10
Folgaria P.S.Lorenzo		8:36			10:16				12:47	14:30					17:06		18:29	
Folgaria Bivio Rosalpina		8:38			10:18				12:49	14:32					17:08		18:31	
Folgaria Bivio Rosalpina		8:38			10:18				12:49	14:32					17:08		18:31	
Folgaria P.Marconi		8:47	9:26		10:27	11:06	11:45	12:20	12:53	14:41	15:20		16:16		17:17	17:56	18:40	19:15
Folgaria H. Vittoria		8:49	9:28		10:29	11:08	11:47	12:22	12:55	14:43	15:22		16:18		17:19	17:58	18:42	19:17
Costa Hotel Eghel	08:15	8:53	9:32	9:49	10:33	11:12	11:51	12:26	12:59	14:47	15:26	15:43	16:22	16:39	17:23	18:02	18:46	19:21
Costa H. Biancaneve	08:17	8:55	9:34	9:51	10:35	11:14	11:53	12:28	13:01	14:49	15:28	15:45	16:24	16:41	17:25	18:04	18:48	19:23
Costa Hotel Golf	08:20	8:58	9:37	9:54	10:38	11:17	11:56	12:31	13:04	14:52	15:31	15:48	16:27	16:44	17:28	18:07	18:51	19:26

IL BIGLIETTO E' ACQUISTABILE SUL TRENINO E ALLA CASSA IMPIANTI DI COSTA

GLI ORARI POSSONO SUBIRE DELLE VARIAZIONI A CAUSA DEL TRAFFICO

I BAMBINI INFERIORI AI 2 ANNI SALGONO GRATIS

*** CORSA SPECIALE SOLO NEL PERIODO 20/12/2023 - 06/01/2024**







h. Duty of Care Sign in/out Form



Signing Out & In Form

This form should be used wherever an athlete is signed out from the delegation's duty of care responsibilities during an event.

This form **must** be completed whenever an individual outside the delegation is taking over the duty of care responsibility of an athlete during an event for a specified time.

Name of Event	Folgaria 2024 – National Winter Games		
Name of Athlete			
Contact details			
Head of Delegation (HOD)	Name		
	Contact details		
Head Coach (HC)	Name		
	Contact details		
Authorized individual taking over the above-named Athlete duty of care	Name		
	Contact details	Phone number:	
		Email:	
Agreed pick up details			
Day/Date		Location	
Time		Any other info	
Agreed drop off details			
Day/Date		Location	
Time		Any other info	
PLEASE NOTE: The individual taking over the above named athlete duty of care must make the HC aware if the drop off details need changing.			
Signatures	During pick up	During drop off	Medical, Safeguarding and Welfare handover details (please log any details of medical treatment or safeguarding and welfare issues the athlete may have had during the period away from the delegation i.e. first aid given, medication taken)
HC			
Authorized individual taking over the above named Athlete duty of care			

PLEASE NOTE: The HC and the individual taking over the duty of care of the above named athlete/unified partner **must** each retain a copy of the above information.

i. Volunteer Role Descriptions

Event Operations:

Bus helpers – morning and award ceremony buses only

Be outside the hotel (awaiting the bus arrival) 15 minutes prior to the bus departure times (see daily timetable for bus times each day as they vary depending on the day)

Monitor number of spare seats on the bus as delegations get on and make sure all spare seats are filled.

Ensure bus leaves on time – do not wait for late arrivals, it is each delegation's responsibility to be on time for the bus. There may be situations where an athlete, for whatever reason, is running late but the rest of the athletes should not be held up for them.

It is important that the buses leave on time for the competition schedule.

If any delegation member misses the bus, ask them to phone the emergency number provided on their accreditation for advice on what to do.

Restaurant helpers

Arrive at the restaurant 15 minutes prior to the first lunch sitting.

Set up delegation signs at tables. Each delegation will have an allocated number of seats per sitting – make sure each delegation's table has enough seats set out for their allocation.

When delegations arrive show them to their seats. Check the dietary requirements needed for each table.

Serve the food to each table as quickly as possible.

15 minutes before the end of the lunch sitting begin to make delegations aware of the time left – continue 5-minute reminders up until the point they are due to leave.

Make sure all delegations have left the restaurant by the end of their allocated lunch sitting.

Clear tables and move to the second restaurant for the next sitting.

Repeat for next sittings.

Lunch will be provided each day – on the Monday, the volunteers will eat at the end of the first sitting and the rest of the week they will eat at the end of the second sitting.



Award Ceremony helpers

Arrive at Passo Coe 30 mins before the start of the ceremony for the Wednesday Ceremony and the town square for the Friday ceremony.

There will be two groups of helpers – those who are getting the athletes into their divisions and those who are preparing the awards trays.

Division helpers – as athletes arrive arrange them into their divisions – seating them in the correct medal order (do not tell the athletes their results at this stage)

Walk athletes to the allocated seating area in the awards seating area.

Awards helpers – set awards out on trays by divisions based on the results sheet for each division. Take trays out to the awards presenter as each division is announced.

Opening/Closing Ceremony helpers

Arrive in town square 15 minutes before the start of the ceremony.

As regions arrive – show them into their seats – fill the seats up from the front.

Alpine Skiing:

Head of Competition

Responsible for overall the preparation and delivery of the race, ensuring that it is run correctly and successfully. Liaises with the Resort on the preparation of the race pistes, the setting up of race barriers and netting, and supervises the overall set-up before the races and take-down after the races. Arranges and chairs daily meetings of the Head Coaches.

First Response Team

Responsible for providing a first response intervention for incidents on the race piste. They will assist athletes exit the race piste in order to free up the course and allow the race to continue. They will escort the athletes to the Finish area and into the care of the relevant Delegation. They will administer first aid where necessary and call upon the Resort's Ski Patrol for serious incidents.

Technical Delegate (TD)

The Technical Delegate's primary concerns are the security of the competition and the participants, and adherence to the rules. Adjudicates on athletes who were DNS, DNF and DSQ, and chairs the Jury of Appeals.

Alpine Race Jury

Ensures the competition is organised and carried out according to the rules, rules on all Protests. Members are the Head of Competition/TD, The Head of Race Administration, a member of SOGB.

Jury of Appeal

Ensures that the Sports Rules are followed and enforced; hears appeals of Protest rulings made by the Jury. Members are the Head of Race Course, a member of SOGB, and a person with a thorough knowledge of Special Olympics standards and philosophy.

Head of Race Course

Responsible for ensuring, in conjunction with the Head of Competition, the preparation, set-up and maintenance of the courses, the Start and Finish areas, and leads the course inspection. Oversees the activity of the Course Team, Start and Finish Marshalls, Referees and Gatekeepers.

Course Setter

Responsible for the set-up of the courses in liaison with the Resort.

Course Team

Responsible for maintaining the race piste in good condition throughout the runs, including slide-slipping through the course to push away loose snow, and repairs after falls or other incidents. They assist with control of the race pistes, barriers and stewarding of spectators. They may be required to provide assistance to the Course Setter on setting gates.

Start Marshall

Responsible for overseeing and ensuring the orderly progression of the athletes to the Start gate, in the order specified in the start list (provided by the Race Administration team) and in coordination with the Start Referee and the Starter.

Team Leader Gates and Referees

Organises and supervises the work of the Gate Judges, the Start Referee, and the Finish Referee. Designates the gates each Gate Judge will supervise and places them in position, distributes their recording materials (control sheets, pencils, start list) before each race and collects the completed control cards after each race. Confirms that the Gate Judges are familiar with the rules concerning the correct line of passage through the gates. Provides the Start Referee and Finish Referee with their recording materials (control sheets, pencils) before each race and collects them after each race. Passes all race sheets to the Head of Race Administration after each race.

Start Referee

The Start Referee coordinates with the Start Marshall and the Starter. The Start Referee records the bib number of each athlete as they pass through the Start gate and records any competitors who did not start or made a false start. At the end of each race the Start Referee provides the sheets to the Team Leader Gates and Referees.

Finish Referee

The Finish Referee coordinates with the Finish Marshalls. The Finish Referee records, by bib number, the correct passage of competitors through the Finish line, and records those who did not finish. At the end of the race the Finish Referee passes the sheets to the Team Leader Gates and Referees.

Gate Judges

Each Gate Judge will be allocated a number of gates to cover and is responsible for recording, by bib number, the correct or incorrect passage (for example by missing or straddling a gate) of each racer through the gates. At the end of the race passes the sheets to the Team Leader Gates and Referees.

Finish Marshalls

Responsible for the safe and orderly exit of the athletes from the race piste on completion of their run. The Finish Marshalls should also ensure the security of athletes waiting in the holding area after completion of both runs, prior to pick-up by their Delegations.

Head of Race Administration

Liaises with the Timer on the set-up of the timing system and facilities. Reviews sheets from the Start Referee, Gate Judges and Finish Referee, and posts DNS, DNF and DSQ information to a notice board in proximity to the Finish area. Makes the race results available for the medal ceremonies, makes the results available to Head Coaches and

posts the results in the hotels for athletes to see. Point of contact for requests from the Delegations for re-runs and Protests and Appeals, and responsible for the minutes of meetings of the Race Jury.

Timer

The set-up and operation of the timing equipment (Start wand, Finish photocells and recording of run times) will be done by the ski school. The Timer will be in direct communication with the Starter.

Timing and Calculations Team

Responsible for timing and race calculations, inputting the race times recorded by the Timer, including the operation of computer software, to produce Divisioning and competition results. The Timing team provides updates on race information to the Announcer.

Starter

Responsible for supervising the start of each athlete in turn, providing a countdown, and ensuring that the athletes start correctly. The Starter will be in direct communication with the Timer.




Manual Timers at Start and Finish

Responsible for the operation and recording of manual timing (synchronised hand-held Timy timers) at the Start and the Finish. At the end of the race, passes the information to the Head of Race Administration.

Announcer

Provides a running commentary on the race proceedings, with updates on race information provided by the Timing team, aimed at keeping Race Personnel and spectators informed.

j. Travel Tips

When 	Guidance 	Complete 
2 weeks to go	Check that all of your delegation / travel group have up to date passports and Visa's (where appropriate)	
1 week to go	Check you have access to all the required documents hard copy or electronic where needed: <ul style="list-style-type: none"> • Health Information forms • Medication forms and record sheets • Risk assessments and Athlete Profiles • Support plans (where needed) • Insurance 	
	Prior to the travel dates – split your delegation into travel groups using the 1:4 ratio of volunteers to athletes and let the athletes know who will be their “travel buddy” for the journey.	
	For meeting at the airport – arrange a meeting point that is in a quieter location away from check in desk queues and communicate that to the athletes and parents.	
Day of Travel – Pre-Check-In	When athletes arrive to check in – arrange them into their travel groups. Make sure their luggage has clearly identifiable labels and that the volunteer responsible knows what their athletes’ luggage looks like (do not	

	<p>assume an athlete will know what their luggage looks like when it comes off the luggage belt at the other end)</p> <p>Check hand luggage/rucksacks for liquids ensuring are less than 100ml.</p> <p>Take all the passports in from your athletes, so you have them ready for check in.</p>	
Going through Security	<p>For security make sure one volunteer goes through first and then the athletes – this means a volunteer is there to help if there are any issues at security.</p> <p>A lot of athletes find going through security very stressful and may need reassurance that they have not done anything wrong if they get stopped and checked or if their bag gets searched.</p> <p>It is helpful for those delegation members that have sunflower lanyards to wear them to support this process.</p>	
In Departures	<p>When travelling through the airport you may need to join some of your travel groups together to make sure that you have the appropriate cover to accompany athletes' who need to go to the toilet or want to buy some snacks for the plane.</p> <p>It is a good idea to find a seating area for everyone and have some volunteers stay at the seating area and others accompany small groups of athletes to the toilet/shops.</p> <p>It might be helpful to agree meeting points and times if people are breaking off into smaller groups.</p>	
Getting on the Plane	<p>When embarking or disembarking from any mode of transport during your journey always ensure a volunteer gets on/off the bus/plane first and helps athletes to their seats or off the bus if they</p>	



	<p>need help. This helps ensure that a bus does not leave before a volunteer is on board.</p> <p>On the plane its advisable to have a volunteer sat in each row of athletes to help with any issues that occur during the flight.</p> <p>Another option is to sit in the row behind the athletes so you can see if they get up to go to the toilet.</p> <p>Some athletes may need help with airplane toilet doors.</p> <p>Volunteers should not sit in front of or away from athletes.</p>	
Arriving – Passport Control	<p>For passport control make sure one volunteer goes through first and it at the other side to gather the athletes.</p> <p>Once on the other side you can reform into your travel groups.</p>	
Arriving - Baggage Reclaim	<p>Baggage reclaim – get the athletes to stand in their travel groups for baggage reclaim and spread out round the belt rather than in one large group.</p> <p>Once all your groups have got their luggage move through customs in you travel groups and regroup at the meeting point for your transfer up to resort.</p>	
Arriving – Transfer to Resort	<p>Transfer to resort – move to the transfer coach in travel groups. Make sure you know where your group of athletes’ luggage is stored on the coach for when it is unloaded at the resort.</p> <p>Seat athletes on the bus and make sure they have their seat belts on before the bus departs.</p>	

Arrival at Resort	Get off the bus in travel groups and collect your luggage and make your way into hotel reception where you will be greeted by GOC and The Ski Company representatives.	
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k. Ski Lift Guidance

Special Olympics GB
National Winter Games
Folgaria 2024

Ski Lift Guidance



SPECIAL OLYMPICS GB National Winter Games Folgaria 2024

Folgaria Ski Lift Guidance

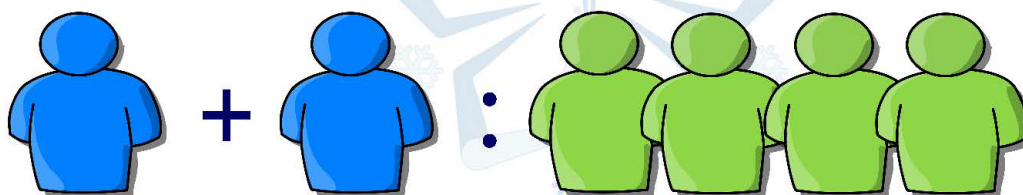


At the National Winter Games in Folgaria, we will be using three types of Ski Lift, Chairlift, Draglift/Pomalift and Travelator.

This document gives guidance for the use of the ski lifts for this event.

To make sure everyone is able to use the ski lifts safely, the Alpine Skiing delegations are asked to follow the below duty of care ratio:

1 Coach + 1 Chaperone to no more than x4 Athletes



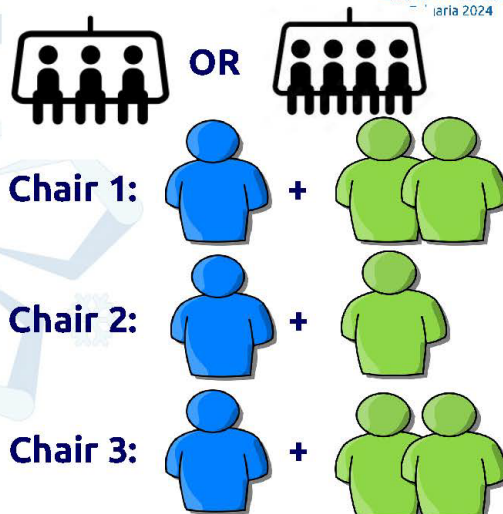
Some groups may have more chaperones should athletes have a 1:1 support need.

Chairlift

Athletes will be required to have a Coach or Chaperone with them when on a chairlift

Most chairlifts carry 4 people at a time, there are some that only carry 3 people.

1. The Coach and 2 athletes will get on the first chair.
2. Any 1:1's with their Chaperone will then take the next chair.
3. The Group Chaperone will take the chair after the 1:1's



Chairlift

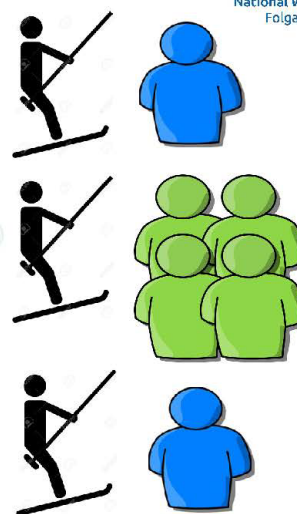
4. The Coach and their 2 athletes will wait at the top for the rest of the group to arrive.
5. When approaching the get on area, the Coach needs to signal to the person supervising the area and they will slow down the lift and assist the athletes to get on.
6. When arriving at the top, once again signal to person in the control hut and they will slow down the lift for the athletes to get off if required.
7. Once group is all together you should move on



Draglift / Pomalift

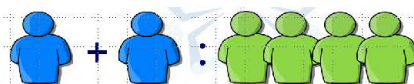
They are very few Drag lifts in Folgaria and they are single button ones.

1. The Coach will go up first to keep all the athletes together as they get off the lift.
2. The athletes will go next.
3. Any 1:1's will then go with their Chaperone behind them.
4. The Group Chaperone will then go next.



Draglift / Pomalift

5. If an athlete falls from the lift they should wait at the side of the up-track for the Chaperone to come to them, who will then get off to support the athlete.
6. Should any 1:1's fall from the lift, their Chaperone should get off to support them.
7. The Coach and the athletes that have reached the top should ski down to where the Chaperone and athlete are waiting.
8. Once group is all together you should move on



Travelator

There are several travelators in Folgaria which are mostly located in the lower slopes.



1. Coach or Group Chaperone will go up first to keep all the athletes together as they get off.
2. Athletes will go next
3. 1:1's with their Chaperone behind them will go next.
4. Coach or Group Chaperone will go last.



On Race days

When groups arrive at the start holding area.

- The Chaperone will go to the finish holding area and wait for the athletes to complete their first run.
- When the athletes have completed their first run the Coach will rejoin the group
- The Group will then make their way to the chairlift and return to the start area for the athletes second run.
- The Chaperone will go again to the finish holding area and wait for the athletes to complete their second run
- Athletes then do their second run and Coach rejoins the group.
- 1:1 Chaperones will go to the finish holding area when their athlete leaves the start gate.
- If an athlete fails to complete any of their runs (ie, has a fall), the first response team will take them to the finish holding area and hand them over to the Chaperone.



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SPECIAL OLYMPICS GB National Winter Games Folgaria 2024

