COACHES HANDBOOK
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Dear Coaches and Chaperones,

Aloha and Welcome! We greatly appreciate and acknowledge your hard work & devotion to our athletes and programs over the last several weeks. We hope this event is a positive experience for all!

This handbook contains a great deal of information. Please read it carefully and share the details with your area’s volunteers and families. We’ve tried to provide as much information as possible for you to review ahead of time.

We do depend greatly on each of you to know the schedules and details contained in this book. Thanks in advance for helping us maintain schedules, for making sure your teams compete with sportsmanship, for keeping everyone as safe as possible, and for creating an environment where our athletes can demonstrate skill and courage!

**IMPORTANT PHONE NUMBERS & INFO**

Area Director’s Room: __________________________

Area Director’s Cell #: __________________________

Medical Coordinator: Danny Kao
Cell #: 478-1681
(Available 24 hours throughout Summer Games)

Games Director: Dan Epstein
Dan’s Cell #: 386-5232

Area Services Director: Nip Ho (Registration)
Nip’s Cell #: 386-5369

President/ CEO: Nancy Bottelo (Housing and Emergencies)
Nancy’s Cell #: 398-0588

Transportation: Mollie Bruhl
Mollie’s Cell #: 780-4684
JOB DESCRIPTION FOR CHAPERONES

Chaperones for any Special Olympics Hawaii tournament/event must accept and carry out the following responsibilities:

1. Chaperones must be at least 18 years of age.

2. Chaperones must provide for the general welfare, safety, health and well-being of each Special Olympics athlete in their charge.

3. Chaperones should be familiar with all the information provided in the coaches handbook.

4. Chaperones are not to leave the athletes after returning to the housing facility in the evening.

5. Chaperones must provide the following specific services to each Special Olympics athlete in their charge:
   - Supervision throughout the entire event, from airport to airport, drop-off to pick-up.
   - Assurance that credentials are worn at all times.
   - Make sure athletes report to their athletic events on time.
   - Assist athletes in getting to meals during scheduled times.
   - Assist athletes in taking advantage of special events, Olympic Town, and Healthy Athlete.
   - Assist in maximizing the benefits achieved through participation.
   - Provide for the athlete’s well-being (i.e. hydration, sunscreen, etc.)
   - Making sure the athletes are assembled at the proper time and place for transportation, events, etc.

6. Absolutely no alcoholic beverages or illegal drugs may be consumed by chaperone, coach or athlete at any time. Violators will immediately be sent home and suspended and/or removed from the program.

7. Smoking by athletes, coaches, and chaperones is prohibited.
SPECIAL OLYMPICS COACHES CODE OF CONDUCT

Special Olympics is committed to the highest ideals of sport and expects all coaches to honor sport and Special Olympics. This is the SOI and SOHI Coaches Code of Conduct. Local Delegations and Area Programs may also have Codes of Conduct specific to their program with certain specifications not included below. All Special Olympics coaches agree to observe the following code:

Respect for Others:

I will respect the rights, dignity and worth of athletes, coaches, officials, other volunteers, friends and spectators in Special Olympics.

I will treat everyone equally regardless of sex, ethnic origin, religion or ability.

I will be a positive role model for the athletes I coach.

Ensure a Positive Experience:

I will ensure that for each athlete I coach, the time spent with Special Olympics is a positive experience.

I will respect the talent, developmental stage and goals of each athlete.

I will ensure each athlete competes in events that challenge that athlete’s potential and are appropriate to that athlete’s ability.

I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.

I will ensure that accurate scores are provided for entry of an athlete into any event.

I will instruct each athlete to perform to the best of the athlete’s ability at all preliminary competition and finals competition in accordance with the Official Special Olympics Sports Rules.

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 in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).

I will encourage athletes to demonstrate the same qualities.

I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions, during competition, or at any Special Olympics event or function.

I will refrain from any form of personal abuse towards athletes and others, including verbal, physical and emotional abuse.

I will be alert to any form of abuse from other sources directed toward athletes in my care.
Quality Service to the Athletes
I will seek continual improvement through performance evaluation and ongoing coaches’ education.
I will be knowledgeable about the Sports Rules and skills of the sport(s) I coach.
I will provide a planned training program.
I will keep copies of the medical, training and competition records for each athlete I coach, and take them to practices and competitions in case of emergency.
I will follow the Special Olympics Hawaii and National Federation/Governing Body rules for my sport(s).

Health and Safety of Athletes
I will ensure that the equipment and facilities are safe to use.
I will ensure that the equipment, rules, training and environment are appropriate for the age and ability of the athletes.
I will review each athlete’s medical form and be aware of any limitations on that athlete’s participation noted on that form.
I will encourage athletes to seek medical advice when required.
I will maintain the same interest and support toward sick and injured athletes.
I will allow further participation in training and competition only when appropriate.

Violations of the Code of Conduct:
I understand that if I violate this Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from coaching in Special Olympics. Furthermore, I understand that I accept the responsibility for the behavior of the athletes under my supervision.

Should the behaviors and/or attitude of any coach or other faction of the member organization be contrary to the principles, goals, or philosophies of Special Olympics, then one or more of the following steps may be taken by the Games Committee, Sport Officials, or other representatives of Special Olympics Hawaii in an effort to alleviate the situation without further affecting Special Olympic athletes or the competition:

The coach may be notified of the undesirable behavior and requested to remedy the situation for continued participation, and/or the coach may be requested to withdraw personally, or as a team or organization, from the remainder of the event or tournament. In the event of extreme or repeated behavior contrary to the best interests of Special Olympics, Special Olympics may:

Prevent the coach, team organization, or specific members of the delegation from participating in any or all Special Olympics events for a specified period of time, and/or prevent the coach, team, organization, or specific members of the delegation from participating in Special Olympics indefinitely.
IMPORTANT INFORMATION

Changes from 2018 and Points of Emphasis for 2019:

- Due to construction on the UH pool and track, ALL daytime events and activities on Saturday and all events and activities on Sunday will be held at Iolani School. This includes all Track and Field, Swimming, and Powerlifting competitions, Healthy Athlete, Young Athletes, and Olympic Town.
- Friday events are very similar to previous years at UH and at CORP. Saturday night events (Softball Finals and the Dance) will remain at UH.
- There will be no softball competition at Sand Island this year.
- Weigh-in for Powerlifters will be at UH- Les Murakami Stadium on Friday night.
- The hospitality and meal distribution areas and systems have changed at Iolani. The new procedures are explained in the meals and hospitality sections. The athlete/coach/volunteer hospitality and meal distribution systems/areas are at Iolani this year.
- All delegates staying overnight at UH will have a red lanyard with their badge. This allows them access to the UH cafeteria for breakfast and dinner. Oahu delegations not staying in the dorms will have a black lanyard and will receive tickets to access the UH cafeteria for requested dinner meals.

Schedule Changes:
Please note that sport or event schedules may change due to weather or other unforeseen circumstances. Any changes will be posted and announced.

Registration Reports:
Head of Delegations are responsible for reviewing and confirming that their games registration information, sent to them via pdf document from Registration chair Nip Ho, is accurate. Please check the following: Spelling of names, Date of Birth, Gender, Sports/Events, and Qualifying Scores. If there are errors please contact Nip at program@sohawaii.org before you come to Summer Games.

Scratches:
As soon as you know your scratches of athletes or partners, please contact your Area Director. If you can, give them the name badge, which indicates the events from which the athletes/partners are scratching. Area Directors – Please provide us with scratches as soon as possible.

ID Badges:
All coaches, chaperones, and athletes will be provided with Games ID Badges. All athletes and coaches must have their ID badge with them at all times.

The badges provide valuable information on each athlete such as; name, delegation, events, heats, area, etc. This information may be used for the following purposes: competition, heating, awards, meals, lost athletes, and Olympic Town prizes. A 1-to-1 label will be on the back of an athlete’s badge if they have been requested and approved to have a 1-to-1 chaperone accompany them in staging areas.
Coaches, chaperones and athletes must have their ID Badge in order to eat at the cafeteria or receive a box lunch. Coaches, please be sure your athletes wear their badges at all times, unless they are competing. They will need their badge at Track and Field event staging areas, but will be asked to remove them prior to competing. If a badge is lost please go to the Information Tent in front of Seto Hall and ask for a replacement.

Day Athletes:
Heads of Delegation or coaches must make arrangements to pick up ID badges and other information from Area Directors. Day athletes and coaches will be provided Friday dinner, Saturday lunch and Saturday dinner, and Sunday lunch if these meals were requested on the day athlete registration form.

Application for Participation (Medical) & Release Forms:
It is your responsibility to ensure that current Medical and Release forms for each athlete are on file at the Special Olympics office. Athletes cannot participate without current forms. All coaches and chaperones must have a copy of their athletes’ medical and release forms with them at all times. Area Directors must also have copies of their entire delegation.

Lost and Found:
Any items found should be turned into the Information Tent in front of Seto Hall.

Information:
Information such as maps, schedules, forms, etc. will be available at the Information Tent located on the walkway adjacent to Seto Hall.

Dressing for the Weather:
Please make sure all athletes are prepared for sun, rain, wind, and hot or cool temperatures. It is strongly advised that jackets and sweatshirts are kept on hand in the event of bad weather. Athletes should be comfortable and dry throughout the day. There are washing machines and dryers available in the dorms. DO NOT FORGET TO BRING AND APPLY SUNBLOCK!!!

First Aid:
Medical Staff will be available at all competition venues. Emergency equipment will be on hand for life threatening emergencies. There will also be Medical Personnel available at each venue site to handle first aid incidents. Should any injuries occur, no matter how minor, please seek medical attention and fill out an incident report. For more information, see our Medical Guidelines on Page 28. If you need immediate medical support call the Medical # on page 3. Mahalo to American Medical Response for their support!

Hydration:
Water will be available at several locations throughout the weekend. To avoid dehydration, make sure your athletes drink plenty of water throughout the day! Coaches should also have water bottles on hand.
Merchandise Sales:
Summer Games and Special Olympics Hawaii merchandise items will range from T-shirts to other fun Special Olympics items. The Merchandise area will be located in the hallway behind the track, adjacent to Seto Hall.

Area Director/ Head of Delegation Meetings:
At approx. 8:30 p.m. on Friday night (during the entertainment portion of Opening Ceremonies) all Area Directors and Heads of Delegation (or one representative from each delegation) are asked to meet with the SOHI staff and key personnel in the Stadium Hospitality Room on the 3rd floor. Important information on competition, meals, transportation, and schedule changes, etc. will be covered. All questions concerning the Games are welcomed. Please report to the meeting immediately after the Games are declared open. On Saturday night, please find a Special Olympics staff member at the Victory Dance if you have any questions or concerns.

HOUSING

Delegations will be housed at the University of Hawaii in either Frear Hall, which is located on Dole St. just before turning in the access road to the dorms, or Hale Aloha Lehua, which is close to the cafeteria.

Check-in Procedures: Keys are available only through your Area Director (AD), unless special arrangements have been made through your AD ahead of time. Each AD will be issued all of the keys for their area and they will be in charge of distributing the keys to the appropriate coaches and chaperones.

Luggage is the sole responsibility of each athlete and coach. There will be limited volunteer help available at the airport upon arrival for those requiring extra assistance. REMEMBER...DO NOT CHECK IN MEDICATION!! CARRY IT WITH YOU!!!

After checking in, please take a moment to record the names, room numbers, and phone numbers of those listed in the front of your handbook! Also, please have coaches & chaperones take a count of all linens & towels at check-in and check-out. Areas will be charged for missing linens or towels!

UNIVERSITY OF HAWAII – Frear Hall and Hale Aloha Lehua information
Both front desks are staffed from 9:00 am – 9:00 pm. If there is no staff at Hale Aloha Lehua – please go to Frear Hall, which is always staffed at the above hours. Your Area Director has the off-duty phone number in case of an emergency or lock-out. Each suite of rooms at Frear Hall has their own bathroom. Each floor at Hale Aloha Lehua shares 4 semi-private bathrooms. (Each bathroom accommodates the toilet, shower, and sink, and can be locked for privacy.)

Important: ALL doors lock upon closing – INCLUDING the bedroom doors. Please make sure you have your key with you whenever you are closing any door in the room!
**Notes:** Bed linens will be placed on every bed. Beds will not be made-up when you check in. Upon check out, please leave all linen and towels in the room. You will be charged for any missing items. Please complete the linen checklist and give it to your Area Director.

A shared community kitchen with fridge is located on the 12th floor of Frear Hall and the 12th floor of Hale Aloha Lehua.

There are laundry machines available on the 2nd, 6th, and 11th floors in Frear Hall and on the 12th floor in Hale Aloha Lehua. The laundry cards can be purchased on the first floor near the front desk. All other floors have study rooms available for relaxation. In Frear, there is a Game Room, with a pool table, video games, and two large screen televisions on the ground floor. You must check out a key from the front desk to use this room. ONLY COACHES/CHAPERONES may check out the key to this room. A coach/chaperone MUST be present any time athletes are in the Game Room. Any damage to the Game Room will be billed to the coach/chaperone who has signed out for the space.

There are no TVs or phones in the rooms. There are air conditioners in Frear Hall rooms only. Please turn them off when no one is in the room. UH can turn off the air conditioners remotely if they are abused.

**Card Keys:**
The keys for the rooms at UH are actually cards. There are no room numbers on the cards. Coaches please remember your own number as well as your athlete’s room numbers and don’t lose the card. It will cost you $25 to replace!!! Turn them in early Sunday to your AD.

**Check-out Procedures for UH:**
Please make sure all linens (towels, washcloths, sheets) are left in your room. All keys must be put into the envelope provided for each room and given to your Area Director. Chaperones will be responsible for all incidental charges (i.e. lost card keys, missing linen, dorm parking, and damage to rooms).

**Luggage:**
On Sunday morning please bring your luggage on the bus with you to Iolani. You will be directed where to place your luggage for the day once you arrive at Iolani. Keep any items you need throughout the day on Sunday in a backpack or carry bag.

**Overnight Parking:**
Overnight parking must be requested through your AD. There is a $15 charge per pass for the weekend. A limited number of passes will be near the dorms, and the rest will be for the parking structure.
TRACK & FIELD (ATHLETICS)
SATURDAY, MAY 25 & SUNDAY, MAY 26
IOLANI TRACK AND BASEBALL FIELD
Note: Refer to Page 14 for Level III T&F info, inc. all track events from 10M to 30M)

Coaches Meeting: Held at Track Awards Tent, Saturday at 9:00 am.

Track & Field Staging:
Athletes checking in for all **Track events** must report to the Staging Area on the baseball field to the Diamond Head side of the track. Athletes checking in for **Field events** must report to the specific staging area for each Field event located near the competition site for that event. All athletes will be staged for their events and escorted to their competition venues. Running Long Jump, Shot Put, and Standing Long Jump will be held at the track, **Softball Throw is located on the baseball field.** Coaches may escort an athlete through the staging area if the athlete requires extra assistance and it has been pre-approved by the State office. This will be identified with a 1-to-1 label on the back of the athlete’s ID badge.

After athletes compete, they will be escorted to either the Track or Field Events Awards Areas. Awards for Softball Throw will be given on the baseball field. Awards for Track events, Standing and Running Long Jump, and Shot put will be given in Kozuki Stadium. Coaches/chaperones must pick-up athletes after they have received their awards at the Coaches/ Athlete Pick-up tent on the infield of the track.

1st, 2nd, and 3rd Calls on the Track:
Please be aware of the following announcements for staging track events.

1. **First Call - at 15 minutes.** When first call for an event is made all athletes in the event and age group called must report to the staging area.

2. **Second Call - at 10 minutes.** All athletes called for an event should be seated and ready to go. If an athlete cannot make this call a representative from the athlete’s area or delegation must report the situation to the Staging Official.

3. **Third and Final Call - at 5 minutes.** Five minutes or less before the event officially begins. From the time “third call” is made, there is a five minute grace period and then staging is closed. Athletes who are not present once their heat has been escorted to the competition area may not be able to participate in this event unless a coach has reported to a Staging Official the reason for the delay, and this has been approved by the Staging Official.

If an athlete is needed to run an event but is in the awards area, please inform the Head Awards Event Staff that the athlete needs to report for competition, and take them to the event staging area. Their award will be given later.

Track Notes:
1. Any coach/chaperone/volunteer/teammate, etc. running or walking alongside a competing athlete (pacing) will cause the athlete to be disqualified.
2. Coaches, chaperones, and parents cannot enter competition areas and must stay in the designated areas. Escorts will bring athletes to the designated pickup area by the Coaches/Athletes Pickup Tent. Please pick-up athletes after awards. Please do not cross the track unless directed by Security.

3. Seating will be tight at the track. No tents will be allowed in the bleachers or in the track area. Delegations will be allowed to place pop-up tents in a specified area on the Baseball Field. Seats can only be saved for competing athletes.

**Lunch:** Lunch will be distributed at the Athlete/Coach Hospitality and Lunch Distribution at the senior benches area of Iolani (see map) on Sat. and Sun. for all Track & Field athletes and their coaches/ chaperones from approx. 11:30 am – 12:30 pm. You must have your ID badges.

**TRACK & FIELD (ATHLETICS) SCHEDULE**

**SATURDAY, MAY 25**

**KOZUKI STADIUM**

Note: All Times Are Approximate. Listen for Announcements of 1st, 2nd, and Final Calls. Check-in 15 minutes prior to event time.

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENTS</th>
<th>AGE GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>Coach’s Meeting</td>
<td>Track Staging Tent</td>
</tr>
<tr>
<td>9:30</td>
<td>4 x 400 Unified Relay Prelims</td>
<td>Report by division #</td>
</tr>
<tr>
<td>9:30</td>
<td>Running Long Jump</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wheelchair Softball Throw</td>
<td>30+ Report</td>
</tr>
<tr>
<td></td>
<td>Softball Throw</td>
<td>All Ages Report</td>
</tr>
<tr>
<td></td>
<td>Shot Put</td>
<td>22-29 Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22-29 Report</td>
</tr>
<tr>
<td>10:00</td>
<td>800M Run</td>
<td>All Ages Report</td>
</tr>
<tr>
<td>10:10</td>
<td>50 M Dash/ Field Events</td>
<td>Future Stars (6-7)</td>
</tr>
<tr>
<td>10:15</td>
<td>50 M Dash</td>
<td>8-21 Report</td>
</tr>
<tr>
<td>10:30</td>
<td>Softball Throw</td>
<td>30+ Report</td>
</tr>
<tr>
<td>11:00</td>
<td>100 M Walk</td>
<td>8-21 Report</td>
</tr>
<tr>
<td></td>
<td>Running Long Jump</td>
<td>22-29 Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30+ Report</td>
</tr>
<tr>
<td>11:15</td>
<td>100 M Dash</td>
<td>8-15 Report</td>
</tr>
<tr>
<td>11:45</td>
<td>100 M Dash</td>
<td>16-21 Report</td>
</tr>
</tbody>
</table>
SATURDAY, MAY 25 CONTINUED (Track & Field)

Note: All Times Are Approximate. Listen for Announcements.

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENTS</th>
<th>AGE GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00</td>
<td>Softball Throw</td>
<td>8-11 Report</td>
</tr>
<tr>
<td></td>
<td>Running Long Jump</td>
<td>16-21 Report</td>
</tr>
<tr>
<td></td>
<td>Shot Put</td>
<td>8-15 Report</td>
</tr>
<tr>
<td>1:00</td>
<td>50 M Dash</td>
<td>22+ Report</td>
</tr>
<tr>
<td>1:30</td>
<td>100 M Dash</td>
<td>22-29 Report</td>
</tr>
<tr>
<td>1:50</td>
<td>100 M Dash</td>
<td>30+ Report</td>
</tr>
<tr>
<td>2:00</td>
<td>Softball Throw</td>
<td>12-15 Report</td>
</tr>
<tr>
<td>2:20</td>
<td>400 M Dash</td>
<td>All Ages Report</td>
</tr>
<tr>
<td>2:30</td>
<td>100 M Walk</td>
<td>22+ Report</td>
</tr>
<tr>
<td>2:30</td>
<td>Running Long Jump</td>
<td>8-15 Report</td>
</tr>
<tr>
<td></td>
<td>Shot Put</td>
<td>16-21 Report</td>
</tr>
<tr>
<td>2:40</td>
<td>Softball Throw</td>
<td>16-21 Report</td>
</tr>
<tr>
<td>3:15</td>
<td>4 x 100 M Relay Prelims</td>
<td>Report by division #</td>
</tr>
<tr>
<td>3:50</td>
<td>4 x 100 M Unified Relay Prelims</td>
<td>Report by division #</td>
</tr>
</tbody>
</table>

Notes:
- Future Star athletes (ages 6 and 7) will compete in their Field Events immediately following their 50 meter dash. This is not included in the above schedule.
- 4 x 400 Relays will be held as Finals only, on Sunday.
- 4 x 400 Unified Relays will have preliminary races on Saturday, Finals will be held on Sunday.
Note: All Times Are Approximate. Listen for Announcements.

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENTS</th>
<th>AGE GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>1500 M Run</td>
<td>All Ages Report</td>
</tr>
<tr>
<td></td>
<td>Standing Long Jump</td>
<td>22+ Report</td>
</tr>
<tr>
<td>9:05</td>
<td>4 x <strong>400</strong> M Relay Finals</td>
<td>All Ages Report</td>
</tr>
<tr>
<td></td>
<td>4 x <strong>400</strong> M <strong>Unified</strong> Relay Finals</td>
<td>Report by Division #</td>
</tr>
<tr>
<td>9:45</td>
<td>Standing Long Jump</td>
<td>8-21 Report</td>
</tr>
<tr>
<td>10:00</td>
<td>200 M Dash</td>
<td>22+ Report</td>
</tr>
<tr>
<td>10:15</td>
<td>200 M Dash</td>
<td>8-21 Report</td>
</tr>
<tr>
<td>10:45</td>
<td>400 M Walk</td>
<td>All Ages Report</td>
</tr>
<tr>
<td>11:30</td>
<td>4 x <strong>100</strong> M Relay Finals</td>
<td>Report by division #</td>
</tr>
<tr>
<td>12:10</td>
<td>4 x <strong>100</strong> M Unified Relay Finals</td>
<td>Report by division #</td>
</tr>
<tr>
<td>12:30</td>
<td>4 x 100 Coaches Relay</td>
<td>All Report</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>Report to Kozuki Stadium for Closing Ceremonies</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- Final Relay divisions will be available at track staging Sunday morning.
LEVEL III WHEELCHAIR AND TRACK AND FIELD
(WHEELCHAIR & DEVELOPMENTAL EVENTS)
SATURDAY, MAY 25
KOZUKI STADIUM

TRACK EVENTS
9:00 am: Check-in
9:15 am: Coaches Meeting
9:45 am: Competition Begins

Order of Events
10 M Assisted Walk
10 M Manual Wheelchair Race
25 M Assisted Walk
25 M Walk
25 M Motorized Wheelchair Obstacle Course
25 M Manual Wheelchair Race
30 M Motorized Wheelchair Slalom
30 M Manual Wheelchair Slalom

THROWING EVENTS
Athletes will start to be staged for the Throwing Events after the 25 M Walk. At this time Level III athletes will be called for both Tennis Ball and Softball Throwing Events. Athletes in Wheelchair races will be called for their Throwing Events immediately after the last Wheelchair Race.

NOTES:
1. Athletes using wheelchairs will use 2 lanes.

2. All athletes will receive awards immediately after their events. They will be escorted from the finish line or Throwing Station to the Awards Area.

3. Coaches: Please be aware of the schedule of events and listen to the Announcer, so that you can have your athlete at the Staging Area 10 minutes prior to their events.

4. Wheelchair and Developmental Athletes will not be in the same heats for Track or Throwing Events.

5. If an athlete is in a Level 3 (Developmental) Race/Walk and a throwing event, they must compete at the Level 3 Throwing event competition area in Kozuki Stadium. They can compete in the Level 2 Standing Long Jump held on Sunday.

6. Lunch will be distributed at the Athlete/Coach Hospitality and Lunch Distribution area (see map) on Sat. and Sun. for all Track & Field athletes and their coaches/chaperones from approx. 11:30 am – 12:30 pm. You must have your ID badges.

7. Coaches & family members are allowed to enter the field for Level III events.
POWERLIFTING
SATURDAY, MAY 25 and SUNDAY, MAY 26
IOLANI SCHOOL WRESTLING ROOM (2nd floor)

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Saturday Squat and Bench Press</th>
<th>Sunday Deadlift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-in</td>
<td>8:30 am</td>
<td>8:30 am</td>
</tr>
<tr>
<td>Coaches Meeting</td>
<td>9:00 am</td>
<td>8:45 am</td>
</tr>
<tr>
<td>Competition begins</td>
<td>9:30 am</td>
<td>9:15 am</td>
</tr>
</tbody>
</table>

Awards for the Squat and Bench Press events will be given on Saturday after competition. Awards for the Deadlift, Combo 2, and Combo 3 events will be given on Sunday after competition.

POWERLIFTING NOTES:

1. **Weigh-in:** All Powerlifting athletes must report to the UH Les Murakami Stadium 3rd Base bullpen on Friday, May 25th anytime from 5:30 pm – 6:30 pm for weigh-in. All athletes must weigh-in during this time.

2. All athletes must check-in at the Iolani Wrestling Room by the listed check-in times on the day that they are competing. If athletes missed the Friday weigh-in with a legitimate excuse they will immediately be weighed-in.

3. Coaches must state the weight of their athletes opening lifts for all of the events they are entered in at weigh-in. Athletes and Coaches must present all lifting equipment (belts, wraps, suits) they will be using for inspection by the officials.

4. Coaches have up until 5 minutes prior to the start of competition to change opening lifts.

5. Weight classes and/or males/females may be combined in heats. The Wilks formula will be used to determine places.

6. Lunches for Powerlifting athletes and coaches will be boxed and delivered to the competition venue.

**WARM-UP:**
The weight room on the first floor of the P.E building, below the wrestling room, will be available for warm-up from weigh-in through the end of competition.
SWIMMING
SATURDAY, MAY 25 & SUNDAY, MAY 26
DILLINGHAM POOL

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm-up</td>
<td>8:45 am</td>
<td>8:30 am</td>
</tr>
<tr>
<td>Coaches Meeting</td>
<td>9:15 am</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Competition begins</td>
<td>9:45 am</td>
<td>9:15 am</td>
</tr>
</tbody>
</table>

The following Saturday events are designated Trials or Finals next to the Event Number. Events designated as Finals will be swum on Saturday only. Swimmers will be presented awards immediately after swimming in Finals. Times from Trials on Saturday will be used to division Finals on Sunday. Events 1 through 8 will be held as Finals on Saturday. For events 9 through 47, only events with 3 swimmers or less will be swum as a Final on Saturday.

<table>
<thead>
<tr>
<th>Saturday, May 25 - Event Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>15 yd Flotation Race</td>
</tr>
<tr>
<td>15 yd Backstroke Assisted</td>
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<tr>
<td>15 yd Freestyle Assisted</td>
</tr>
<tr>
<td>15 yd Freestyle Unassisted</td>
</tr>
<tr>
<td>50 yd Freestyle</td>
</tr>
<tr>
<td>200 yd Backstroke</td>
</tr>
<tr>
<td>25 yd Butterfly</td>
</tr>
<tr>
<td>100 yd Breaststroke</td>
</tr>
<tr>
<td>100 yd Medley Relay (4 x 25)</td>
</tr>
<tr>
<td>100 yd Backstroke</td>
</tr>
<tr>
<td>25 yd Freestyle</td>
</tr>
<tr>
<td>50 yd Butterfly</td>
</tr>
<tr>
<td>200 yd Breaststroke</td>
</tr>
<tr>
<td>100 yd Freestyle</td>
</tr>
<tr>
<td>100 yd Freestyle Relay (4 x 25)</td>
</tr>
<tr>
<td>100 yd Individual Medley</td>
</tr>
<tr>
<td>50 yd Backstroke</td>
</tr>
<tr>
<td>25 yd Breaststroke</td>
</tr>
<tr>
<td>200 yd Freestyle Relay (4 x 50)</td>
</tr>
<tr>
<td>200 yd Freestyle</td>
</tr>
<tr>
<td>25 yd Backstroke</td>
</tr>
<tr>
<td>100 yd Butterfly</td>
</tr>
<tr>
<td>50 yd Breaststroke</td>
</tr>
<tr>
<td>200 yd Medley Relay (4 x 50)</td>
</tr>
</tbody>
</table>
### Sunday, May 26 - Event Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Event #</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: All events are Finals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 yd Freestyle</td>
<td></td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>25 yd Butterfly</td>
<td></td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>100 yd Breaststroke</td>
<td></td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>100 yd Medley Relay</td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>100 yd Backstroke</td>
<td></td>
<td>19</td>
<td>N/A</td>
</tr>
<tr>
<td>25 yd Freestyle</td>
<td></td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>50 yd Butterfly</td>
<td></td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>100 yd Freestyle</td>
<td></td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>100 yd Freestyle Relay (4 x 25)</td>
<td></td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>100 yd Individual Medley</td>
<td></td>
<td>31</td>
<td>32</td>
</tr>
<tr>
<td>50 yd Backstroke</td>
<td></td>
<td>33</td>
<td>34</td>
</tr>
<tr>
<td>25 yd Breaststroke</td>
<td></td>
<td>35</td>
<td>N/A</td>
</tr>
<tr>
<td>200 yd Freestyle</td>
<td></td>
<td>39</td>
<td>40</td>
</tr>
<tr>
<td>25 yd Backstroke</td>
<td></td>
<td>41</td>
<td>42</td>
</tr>
<tr>
<td>50 yd Breaststroke</td>
<td></td>
<td>45</td>
<td>46</td>
</tr>
<tr>
<td>200 yd Medley Relay (4 x 50)</td>
<td></td>
<td>47</td>
<td></td>
</tr>
</tbody>
</table>

**SWIMMING NOTES:**

All Swim competition will take place at Dillingham Pool at Iolani School. Seating for families and spectators will be in the upper bleachers on the 2nd floor of the PE complex. All seating is reserved for spectators and cannot be used by delegations to set up meals/snacks. Athletes and a limited number of coaches may stay in the bleachers on the deck. Swimming Competition and awards will take place simultaneously. Awards will be given just outside the pool complex area. Athlete Staging will be in the equip. room next to the office. Locker rooms will be available.

1. Athletes can swim a maximum of 4 events, either 3 individual events and 1 relay, or 2 individual events and 2 relays. Athletes must have swum these events at qualifying Area or Regional competitions.

2. Athletes disqualified on Saturday in **Trials** will be heated to swim on Sunday. If an athlete is disqualified in a Final on Saturday or Sunday they will receive a participation ribbon.

3. Level III - Developmental events (Events # 1-8) will only be held on Saturday only as Finals in the shallow end of the pool.

4. There will be a Coaches Meeting immediately following Saturday’s competition for Head Coaches to cover DQ's and any other issues.

5. Swimmers can attend Healthy Athlete on Saturday until 5:00 pm.

6. Lunches for swimming athletes and coaches will be boxed and delivered to the competition venue. Meals cannot be eaten on deck.
SOFTBALL
FRIDAY, MAY 24 and SATURDAY, MAY 25
LES MURAKAMI STADIUM, WAHINE STADIUM, AND CENTRAL OAHU
REGIONAL PARK SOFTBALL COMPLEX

SOFTBALL TEAM COMPETITION:
1. Teams will be playing at the University of Hawaii or Central Oahu Regional Park depending on the division to which they are assigned. Further information is available in the Softball Coaches Info Packet.

2. Finals for the Unified Softball “A” and “B” Division will be played Saturday night at Les Murakami Stadium. Finals for the Coach Pitch “A” and “B” Divisions will be played Saturday night at the Wahine Softball Stadium (WSS). Unified Coach Pitch competition will be played Saturday day at the WSS. All other divisions will finish on Friday.

3. A Coaches Meeting for all divisions will be held via conference call. Here is the call-in information:
   Date and Time: Thursday, May 16, 6:30 pm
   Participant Instructions: Dial the appropriate call-in number and use the following passcode: 92-081-4573#
   Oahu/ Molokai: 808-369-8999 Big Island: 808-313-8999
   Kauai: 808-698-8999 Maui: 808-727-8999

4. Prior to the tournament all teams should have received the Softball Coaches Information Packet containing their schedule, division, playing location, tournament format, brackets, and other important info. If not, contact your Head of Delegation or Area Director.

5. Box lunches will be delivered to the field on which you are playing for softball coaches and players only. Please plan your lunch around your playing schedule. Box dinners will be available to participants in the 5:00 pm Finals on Saturday. Teams playing in 6:45 pm Finals must eat in the UH cafeteria.

SOFTBALL INDIVIDUAL SKILLS COMPETITION – Friday, May 24
UH - LOWER PRACTICE FIELD

Schedule and Notes:
1. Athlete Check-in at 9:30 am at the UH Lower Practice Field, across from Murakami Stadium.
2. Competition will start at 10:00 am.
3. Multiple stations will be run at the same time. All athletes will go through all 4 stations.
4. Awards will follow the competition.
5. Lunch will be provided after the Awards.
SPECIAL EVENTS AND ACTIVITIES

OPENING CEREMONIES: Friday, May 24th
Opening Ceremonies will be held Friday night, May 24th at Les Murakami Stadium. Opening Ceremonies will include the Parade of Athletes, entertainment, special guests, and the entrance of the Law Enforcement Torch Run. The Ceremonies will be followed by a short concert by the band Kam and Friends.

Note: No food or drinks (except water) are allowed on the turf. Heels may not be worn on the turf.

Staging: Staging of athletes will begin at 6:15 pm on the walkway in front of Les Murakami Stadium. Please report to staging no later than 6:45 pm.

Special Olympics Oath: All athletes should learn the oath and recite it during Opening Ceremonies:

“Let me win. But if I cannot win, Let me be brave in the attempt!”

VICTORY DANCE
Come on down to the Victory Dance and dance your Saturday night away at Klum Gym. The Perfect Wedding DJs will spin the hottest dance, island, and top 40 music from 7:00 to 9:30 pm! There will be plenty of snacks and cool beverages to keep you going all night!

CLOSING CEREMONIES:
Separate Closing Ceremonies will be held on Sunday at Kozuki Stadium and at the Pool beginning at approx. 1:00 pm. The Summer Games will come to an end with the traditional Friendship circle and the singing of Hawaii Aloha.

VOLUNTEER, FAMILY & ATHLETE/COACH HOSPITALITY AREAS:
Volunteer and Ohana hospitality and meals will be served in tents behind thelolani cafeteria. Seating for both volunteers and families is available inside the cafeteria and will be utilized to feed our 2,500 event volunteers and registered family members snacks and meals. Athletes, Coaches, and Chaperones will have their own combined hospitality and lunch distribution in the pavilion under the Sullivan Center across from the Iolani Cafeteria (see map). Meals have been pre-ordered and paid for registered athletes, coaches, and chaperones. There is a lot of seating in all these areas. All of these hospitality areas will serve snacks and drinks from approx. 8:30 am – 11:00 am. Lunches will be served from approx. 11:30 am – 1:30 pm. Snack items will be served again after lunch. Please only utilize your designated hospitality area.

Volunteer hospitality will be available to those with event T-shirts and Summer Games volunteer name tags. Athlete/Coach/Chaperone hospitality is available to anyone with a Summer Games ID badge identifying them as such. Ohana hospitality is available to anyone wearing an Ohana name tag.
OHANA:
Family members can register with our Ohana Task Force and get a free gift and Ohana name tag inside the Iolani cafeteria at the Ohana registration tables on Saturday, May 25th from 9:00 am – 2:00 pm and Sunday, May 26th from 8:30 am – 11:00 am. At the dance on Saturday night, coffee and refreshments are available in the tent in the corner outside of Klum gym. Family members must have a name tag to receive snacks and lunch.

YOUNG ATHLETES:
The Young Athletes Program will be held in the covered play court on the Diamond Head side of Campus (see map), May 25th from 9:30 am – 11:30 am. Young Athletes is an inclusionary program for 2 through 7 year olds focused on developing fundamental motor skills in a playful setting. This year, the Healthy Athlete Dental Screening for Young Athletes will be held from 11:30 am – 1:30 pm at Healthy Athlete Village, Special Smiles, in the Upper Gym.

HEALTHY ATHLETE VILLAGE: MAY 25th ONLY!
When: Saturday, May 25, 2019
Hours: 9 am – 5 pm
Where: Healthy Athlete Village (Various locations in and around Athletic Center)
* The provision of these health services is not intended as a substitute or alternative to regular care. Referral resources will be provided for those found to have urgent needs recommended for follow up.

**Discipline:**    **Focus:**    **Location:**
Strong Minds: (20 min) Teaches interactive learning activities that focus on coping skills related to stress Upper Gym
Opening Eyes: (15 minutes) Assesses eyes and provides prescription glasses, sunglasses and sports goggles when indicated Upper Gym
Special Smiles: (10 minutes) Examines teeth and gums and teaches brushing and flossing Upper Gym
Healthy Hearing: (20 minutes) Evaluates ears for hearing loss and ear wax build up Lower Dance Studio
Promotion: (30 minutes) Assesses health habits and conducts screenings for blood pressure, body mass index and bone mineral density Upper Dance Studio
Orange Theory Fitness! Providing exciting fitness instruction, health tips and giveaways. Located next to Health Promotion Upper Dance Studio

**Prizes:** Complete 3 of the 5 areas and pick a prize at final checkout.

Unified Partners 18 and under are invited to participate in all Healthy Athlete disciplines. Unified Partners 19 and older, who are participating in flag football, soccer, softball or basketball, may visit Special Smiles if interested in receiving a mouth guard. Visit the Special Smiles check-in area to sign waiver.
OLYMPIC TOWN
Location: Grass Area Near Sullivan Center/Athlete Hospitality

Hours:  
Saturday, May 25th  9:00 am – 4:00 pm  
Sunday, May 26th  8:30 am – 12:00 pm

Games: Football Throw, Ring Toss, Bean Bag Toss, Giant Pick Up Sticks, Lawn Bowling, Board Games, Puzzles & More!

Arts & Crafts: Summer Crafts, Coloring

Entertainment:  
Saturday  
TBD, schedules will be posted at Iolani

Entertainment:  
Sunday  
10:00 am Rainbow Jugglers

Massages: (Tentative)  
Saturday 9:00 am – 12:00 pm  
Sunday 8:30 am – 12:00 pm

Booths & Activities:  
Shave Ice, Locations Foundation Activity, Bingo, tons of Prizes and other surprises.

FREE SWIM: 
There is no Free Swim this year. The UH pool complex is under construction.
PARADE ORDER AND DELEGATIONS

EAST HAWAII
HILO EXPLOSIONS
HILO HIGH SCHOOL
HONKAA HAWKS
PAHOA HIGH SCHOOL
RED WAVES
VOLCANOES

KAUAI
CHIEFFESS KAMAKAHELEI
KAUAI HONU
KAUAI LANAKILA
KAUAI STORM
WAILUA IMUA

LEEWARD OAHU
LEEWARD JAGUARS
MA'ILI SPORTS CLUB
TEAM ARISE
TEAM EWA

LANAI
LANAI DELEGATION

MAUI
LOKELANI WAVE RIDERS
MAUI DELEGATION
MAUI HIGH SCHOOL

MOLOKAI
MOLOKAI DELEGATION

WEST HAWAII
KONA

CENTRAL OAHU AND HONOLULU
ALA WAI ELEMENTARY
ANUENUE
DANIEL K INOUYE EAGLES
DUCKS
GOODWILL OHANA
HAWAII SCHOOL FOR THE DEAF
and BLIND
KAIMUKI BULLDOGS
KALIHI WAENA
MAUKA SPORTS CLUB
MoHS NA MENEHUNE
MPAC NA ALI'I
NA ALI'I
PIRATES SPORTS CLUB
PO'OKELA
RAINBOWS
TERMINATORS
WAIALUA BULLDOGS
WASHINGTON EAGLES

WINDWARD OAHU
KAMALI'I KOA
WINDWARD WARRIORS
WISP
MEAL SCHEDULE

Friday, May 24th
Friday Lunch: Softball Teams - lunch at fields from 11:30 am - 12:30 pm
Non-Softball Neighbor Island Athletes & Coaches - pick up lunch outside of Frear Hall between 11:30 am – 12:30 pm
Friday Dinner: 4:30 pm – 6:00 pm – UH Cafeteria

Saturday, May 25th
Sat. Breakfast: 6:30 am - 8:00 am – UH cafeteria
Sat. Lunch: 11:30 am – 12:30 pm – P/up at Athlete/Coach Hospitality Area in the pavilion under Sullivan Center
Saturday Dinner: 4:30 pm - 6:30 pm – UH Cafeteria

Sunday, May 26th
Sun. Breakfast: 6:30 am - 8:00 am – UH Cafeteria
Sunday Lunch: 11:30 am – 12:30 pm – P/up at Athlete/Coach Hospitality Area in the pavilion under Sullivan Center

Important Notes:
1. Softball teams will receive lunch on Friday at the field where they are playing.
2. All delegations staying in the dorms will receive red lanyards with their badges. All Oahu delegations not staying in the dorms will receive black lanyards. Any delegate with a black lanyard must present a ticket to enter the UH cafeteria. These Oahu Delegations will receive tickets from their Area Director for all requested dinner meals. The red and black lanyards will only be checked for dinner at the UH cafeteria, not for lunch.
3. ID Badges must be presented upon entry into the UH cafeteria for each meal, and when picking up Box meals at any venue. Coaches and chaperones can pick-up meals for athletes if they have their badge.
4. At Iolani, lunches for Track and Field athletes and coaches will be served in the pavilion under Sullivan Center
5. At Iolani, lunches for Swimming and Powerlifting athletes and coaches will be boxed and delivered to their competition venues.
6. Lunches for athletes, coaches, and chaperones are pre-ordered and pre-paid and cannot be substituted with meals from Volunteer/Ohana hospitality.
7. If you lose your badge, please go to the Information tent on the walkway in front of Seto Hall.
8. It is the responsibility of each coach/chaperone and athlete to receive/pick-up their meal during the times listed above.
9. On Saturday and Sunday, all hospitality areas will serve snacks and drinks before and after lunches are distributed.
10. Shirts & footwear must be worn at all eating locations, including the UH cafeteria, Iolani cafeteria, and the Sullivan Center Pavilion.
11. At the UH cafeteria, eat as much as you like. However, do not waste food or take food out of the cafeteria. Coaches- please be aware & supervise the nutritional needs of your athletes. Promote healthy eating and not over-eating.
12. At the UH cafeteria, when finished eating, trays must be taken to the tray window.
TRANSPORTATION

Friday, May 24th
Upon arrival at the airport please look for the volunteer in a Special Olympics Security or Event Staff Shirt. They will direct you to your bus. Delegations will be taken to the University of Hawaii to check-in. (See Housing.) Softball teams will be transported directly to the fields at which they are playing (UH or Central Oahu Regional Park).

Chaperones and Coaches must identify themselves and their team/delegation to the Transportation Volunteers. The Transportation Volunteers will have signs to identify which buses are going to which location. Please organize your softball teams and delegations for their respective locations as quickly as possible.

Saturday, May 25th – Sunday, May 26th
Transportation will be provided between UH and Iolani for all registered athletes, partners, coaches, and chaperones who are staying in the dorms. Refer to the transportation handbook for more information. If you have an athlete with special transportation needs please notify your Area Director.

Sunday, May 26th
After Closing Ceremonies (1:00 pm – 1:30 pm) we will begin boarding all neighbor island programs. Please do not board buses until transportation coordinators direct you to do so. Delegations catching earlier flights will be given priority. Refer to the transportation handbook for your team’s bus time. No delegations will be allowed to board buses before the conclusion of Closing Ceremonies. Oahu delegations must provide their own transportation from the Iolani.

Luggage:
Please hand carry athlete’s medication! Do not put it in their luggage. There will be limited volunteer help available at the airport and at check-in. Athletes and coaches should carry their luggage on and off the buses and to and from the dorms. Please make sure to bring luggage with you on busses when leaving UH on Sunday morning.

Parking:
UH Parking- All coaches, chaperones, and volunteers should park in the Lower Campus Parking Structure during the day. Vehicles must have pre-arranged parking passes to park overnight in the dorms or in the Parking Structure. Delegations must request overnight passes from their Area Director prior to the Games. UH may charge for parking on Friday during the day, but parking will be no charge starting Friday afternoon. Drivers must identify that they are attending the Special Olympics Hawaii Summer Games.
Iolani Parking- The Iolani parking structure will be available for coaches and families transporting athletes only, but it will fill up. Overflow parking is available at the Kaimuki High School Athletic Field and on Laau St. behind Iolani. Follow all signage and directions from parking volunteers.
MEDICAL GUIDELINES

As with any event of this nature, it is extremely important that we have specific medical procedures established and that you are familiar with them. Please read this information carefully so that you are ready for any emergencies.

1. All Coaches/Chaperones must have in their possession the Athlete Application (Medical) and Release Forms for each athlete in their charge. In the event of an emergency/injury, the medical form is required and must be presented to the medical personnel for any treatment to be administered. If an athlete in your charge is taking medication you should also have a Medication Authorization form for that athlete.

2. If you need assistance administering any kind of medications throughout the weekend, please get in touch with the on-site Medical staff as soon as you check-in at the dorms and make arrangements on how and when they will assist you.

3. Medical Personnel will be required to report all medical problems handled by them. If we learn of any chaperones that do not have the medical forms in their possession, the participation of that delegation will be in jeopardy.

IN CASE OF INJURY OR ILLNESS

1. **For minor injuries**, we encourage you to have your own first aid personnel take care of the problem. If your people are not qualified, make sure that you take advantage of the medical staff on location at each venue.

2. **For injuries that require immediate medical assistance and are non-life threatening**, please locate the medical personnel available at each venue and provide them with your athlete’s medical form.

3. At times, when medical emergencies arise and you are not at a competition site and/or there are no medical personnel around, please call the Medical cell phone. Medical is available via cellular phone 24 hours a day. The phone number is in the front of your coach’s handbook. Please carry it with you at all times.

4. **For life threatening situations**, call 9-1-1 and then call the medical staff on call and a SOHI staff member to inform them of the situation.

5. For each injury/illness, an incident report must be filled out and filed with the medical personnel handling the situation.
**EMERGENCY MANAGEMENT/CRISIS PLAN**

**Remember**...IMMEDIATELY contact the SOHI President/CEO (Nancy Bottelo) when a major crisis develops! (Nancy can be reached at 398-0588)

**Definition of Crisis:**
A. Any loss of life for any reason (including natural causes) of any athlete, volunteer, spectator, or staff member.
B. Any accident or injury posing potential loss of life.
C. Any accident involving multiple people (i.e. bus accident).
D. Any major threat of crisis (i.e. fire, weather conditions) that could cause serious harm to person or property.
E. Any charge of sexual misconduct or abuse by anyone, be it volunteer, athlete, spectator, or staff member.

**What to do in a Crisis:**
1. Whoever takes the message of an emergency should determine whether or not the appropriate authorities have been notified. The first objective should be to prevent further injury and give necessary treatment to the injured.
2. Notify the closest Games staff to dispatch the appropriate staff to emergency site. It is important at this time to gather factorial information...who, what, when, where, why, how. Talk to witnesses. Get names and addresses of witnesses for follow-up.
3. Call SOHI CEO immediately. If she is not reachable, contact a staff member. Do not issue any statement to the press without authorization from appropriate SOHI staff.
4. Complete the insurance incident report form as soon as feasible. SOHI staff will notify the insurance company.

**Points to remember:**
Research indicates that the most damaging aspect of an emergency may be rumor and speculation.

In an emergency or crisis, the Special Olympics Hawaii President/CEO is the only official spokesperson. Any other person who is questioned should refer all questions to Nancy Bottelo. All volunteers and participants in the event should be aware of this information. Having a single spokesperson is important, as it provides the media and officials with a single, consistent source, and minimizes the possibility of contradictory statements.

If you must answer certain questions, please adhere to the following guidelines: Never lie to the press or officials. Never exaggerate. Never get mad. Never speculate. Stick to the facts. Never say “no comment.”
## EVENTS SCHEDULE “QUICK REFERENCE”

In Alpha Order…

<table>
<thead>
<tr>
<th>Event</th>
<th>Friday, May 24</th>
<th>Saturday, May 25</th>
<th>Sunday, May 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td>6:30 am – 8:00 am</td>
<td>6:30 am – 8:00 am</td>
</tr>
<tr>
<td>Closing Ceremonies</td>
<td></td>
<td></td>
<td>1:00 pm – 1:45 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 pm - 6:00 pm</td>
<td>4:30 pm - 6:30 pm</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 am –12:30 pm</td>
<td>11:30 am –12:30 pm</td>
<td>11:30 am –12:30 pm Lunch pick-up</td>
</tr>
<tr>
<td>Healthy Athlete</td>
<td></td>
<td>9:00 am – 5:00 pm</td>
<td></td>
</tr>
<tr>
<td>Olympic Town</td>
<td></td>
<td>9:00 am – 4:00 pm</td>
<td>8:30 am - 12:00 pm</td>
</tr>
<tr>
<td>Opening Ceremonies</td>
<td>Staging: 6:15- 6:45p Start – 7:00 pm Band- 8:30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powerlifting</td>
<td></td>
<td>9:00 am – 4:00 pm</td>
<td>8:45 am – 12:30pm</td>
</tr>
<tr>
<td>Softball</td>
<td>8:30 am – 2:30 pm</td>
<td>US/CP B Final 5:00p</td>
<td>US/CP A Final 6:45p Unif CP 9:00a -1:00p</td>
</tr>
<tr>
<td>Softball Individual Skills</td>
<td>9:30 am –11:30 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swimming</td>
<td></td>
<td>8:45 am- 4:00 pm</td>
<td>8:30 am - 1:30 pm</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td></td>
<td>9:00 am – 4:00 pm</td>
<td>9:00 am - 1:00 pm</td>
</tr>
<tr>
<td>Level III Track &amp; Field - (Wheelchair and Developmental Events)</td>
<td></td>
<td></td>
<td>9:00 am –12:00 pm</td>
</tr>
<tr>
<td>Victory Dance</td>
<td></td>
<td>7:00 pm - 9:30 pm</td>
<td></td>
</tr>
<tr>
<td>Young Athletes</td>
<td></td>
<td>9:30 am – 11:30 am</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Event Times are approximate, consult the sport/event page for more details.
### SPECIAL Mahalo to our 2019 Summer Games Sponsors!

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- Law Enforcement Torch Run

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- Zippy's

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- Elite Parking
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- Hawai‘i Lodging & Tourism Association
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### First Hawaiian Bank Troy Barboza Law Enforcement Torch Run
- **Title Sponsor:** First Hawaiian Bank
- **Silver Medal Sponsor:** Aloha Air Cargo
- **Sheraton Waikiki**
## 2019 Summer Games

### Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, May 24</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Softball (All Divisions)</td>
<td>8:30 am – 4:00 pm</td>
<td>UH (LMS, Wahine) &amp; CORP</td>
</tr>
<tr>
<td>Softball ISC</td>
<td>9:30 am</td>
<td>Lower Practice Field</td>
</tr>
<tr>
<td>Opening Ceremonies:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Delegation staging</td>
<td>6:15 pm – 6:45 pm</td>
<td>Walkway in front of Stadium</td>
</tr>
<tr>
<td>- Ceremony</td>
<td>7:00 pm – 9:30 pm</td>
<td>Les Murakami Stadium</td>
</tr>
<tr>
<td>Cheer for Champions</td>
<td>5:00 pm – 9:30 pm</td>
<td>Murakami Stadium</td>
</tr>
<tr>
<td><strong>Saturday, May 25</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>9:00 am – 4:00 pm</td>
<td>Kozuki Stadium</td>
</tr>
<tr>
<td>- Track Staging</td>
<td></td>
<td>(Iolani Baseball Field)</td>
</tr>
<tr>
<td>Level III Track &amp; Field</td>
<td>9:00 am – 12:00 pm</td>
<td>Kozuki Stadium</td>
</tr>
<tr>
<td>Swimming</td>
<td>8:45 am – 4:00 pm</td>
<td>Dillingham Pool</td>
</tr>
<tr>
<td>Powerlifting</td>
<td>9:00 am – 4:00 pm</td>
<td>Iolani Wrestling Room</td>
</tr>
<tr>
<td>Olympic Town</td>
<td>9:00 am – 4:00 pm</td>
<td>Iolani Baseball Field</td>
</tr>
<tr>
<td>Healthy Athlete</td>
<td>9:00 am – 5:00 pm</td>
<td>Upper Gym/Dance Studios</td>
</tr>
<tr>
<td>Young Athletes</td>
<td>9:30 am – 11:30 am</td>
<td>Covered Play Court</td>
</tr>
<tr>
<td>Softball:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unified Coach Pitch</td>
<td>9:00 am – 1:00 pm</td>
<td>Wahine SB Stadium</td>
</tr>
<tr>
<td>- Unified Softball B &amp; A Finals</td>
<td>5:00 pm &amp; 6:45 pm</td>
<td>Les Murakami Stadium</td>
</tr>
<tr>
<td>- Coach Pitch B &amp; A Finals</td>
<td>5:00 pm &amp; 6:45 pm</td>
<td>Wahine SB Stadium</td>
</tr>
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<td>7:00 pm - 9:30 pm</td>
<td>Klum Gym</td>
</tr>
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<td></td>
<td></td>
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