

LODGING AND TRANSPORT POLICY & GUIDELINES

Table of Contents

1. Lodging

- Gender Rules for Sharing Rooms
- Transgender Rules for Sharing Rooms
- Coach & Chaperone Supervision
- Sleeping Arrangements
- Family Member Housing
- Room Assignments
- Medication While Travelling
- Swimming Pools and Hot Tubs

2. Transport

- General Transport
- 15 Passenger Vans
- Insurance & Reservation Information for Rented or Borrowed Vehicles
- Covered Auto Insurance
- Coverage & Limits
- Hired Auto Damage
- Deductible & Limits
- Enterprise Rent A Car

LODGING

If the delegation is traveling 2 or more hours one way to a competition, it is recommended that the delegation travel the night before and stay in a hotel.

The Local Program Coordinator (LPC), Head of Delegation (HOD) or Sports Manager will work with state office to reserve and book hotel rooms.

GENDER RULES FOR SHARING ROOMS

Athletes and volunteers may not share a room with an athlete or volunteer of the opposite sex, except for the following exceptions:

- Married athletes who are both attending the event as members of an approved delegation.
- Married volunteers who are both attending the event as members of a registered delegation.
- Family members of the opposite sex who serve as a one-to-one chaperone for the related athlete.
- Housing in a facility that has multiple private rooms in addition to living space (such as a condominium or dormitory).

Both males and females may be assigned to one condominium, if necessary, but private rooms may not be shared by individuals of the opposite sex.

TRANSGENDER RULES FOR SHARING ROOMS

Transgender Person: A person whose gender identity does not match the sex assigned to him or her at birth.

Gender Diversity: is an umbrella term that is used to describe gender identities that demonstrate a diversity of expression beyond the male/ female framework.

- Transgender or gender-diverse participants should be provided housing accommodations based on their gender identity, with a recognition that any athlete who needs extra privacy/supervision should be accommodated whenever possible.
- If the transgender athlete is rooming with a non-transgender roommate, the non-transgender roommates parents should be notified and given the opportunity to request alternate accommodations.
- If shared housing is not an option, best efforts should be made for the transgender or gender-diverse participant to be accommodated with a room to him/herself or with his/her family/support system.

COACH/ CHAPERONE SUPERVISION

- The 4:1 athlete to coach ratio of at least one (1) approved coach/ chaperone to every four (4) athletes must be maintained during overnight events.
- Supervision can be maintained without having a coach/ chaperone present in the room.
- All 1:1 chaperones must be approved Class A volunteers and part of an approved delegation.
- Whenever possible, coaches should be housed closely to their athletes. This could mean either next door to the athletes' rooms or at least on the same floor as their athletes.

- Ensure all coaches know their athletes room numbers.
- Ensure all athletes know their coaches room numbers and have their contact information.
- Athletes that require a 1:1 chaperone due to special considerations (usually related to medical needs or behavioral support) will need the 1:1 chaperone to be responsible for that athlete at all times.
- If opposite gender coach/chaperoning is required, and a chaperone must enter the room of an opposite gender athlete, keep the following in mind:
 - Ensure that the door to the room remains open while chaperone is in the room.
 - If a closed door is required, the opposite gender chaperone should have another chaperone in the room at the same time.

SLEEPING ARRANGEMENTS

- Each member of the delegation should be assigned their own bed.
- If bed sharing is required, an athlete may not share a bed with a coach or chaperone unless the chaperone is a parent or sibling of the athlete and part of an approved delegation.
- The following techniques should be considered to help reduce the number of athletes required to share beds:
 - Request cots from the facility to increase the number of beds available.
 - Utilize air mattresses to increase the number of beds available (check with facility to ensure there is not a policy against the use of air mattresses).
 - If bed sharing is required, Programs may consider having athletes pack sleeping bags and require athletes to sleep in their sleeping bag on top of the linens that are provided.

FAMILY MEMBERS HOUSING

- Prohibit family members from staying in the same housing as the athletes, unless the family is part of an official delegation or volunteering with Special Olympics Oregon.

ROOMING ASSIGNMENTS

If athletes will be sharing a room, items to consider when making room assignments:

- Consider matching athletes based on size, level of maturity, ability, and age.
- Consider matching athletes by their sport/ team.
- Assign connecting rooms to those athletes who require additional assistance or supervision if the chaperone will not be in the same room.
- Typically no more than 4 athletes should be assigned in a room together.

MEDICATION WHILE TRAVELLING

Many athletes are required to take medication while they are traveling.

- If an athlete is medically independent, that is allowed during travel. However a reminder/ prompt from the coach may be necessary.

- If the athlete does not self-medicate, a coach may hold onto medication and provide it for the athlete when necessary.
- If a coach does not feel comfortable being responsible for handling medication, this is perfectly acceptable. In this case, the Head of Delegation should discuss plans ahead of time to ensure the athlete receives proper medication.
- Some delegations travel with a volunteer who has medical training and is willing to take on all medication requirements.

SWIMMING POOLS AND HOT TUBS

- No athlete, volunteer, coach, Unified Partner, or anyone apart of Special Olympics Oregon delegation is allowed in a pool or hot tub without a certified lifeguard on duty.
- This includes athletes who are rooming with a Class A approved parent/ family member.
- This is due to Special Olympics International Insurance coverage.

TRANSPORT

GENERAL TRANSPORT

The Local Program Coordinator (LPC), Head of Delegation (HOD) or Sports Manager will reserve and book transportation for delegation.

- Local Programs will provide transportation for all approved delegates (athletes, unified partners, and coaches) listed on the official roster.
- Individuals not on the official roster, are not to be on the bus, van, etc.
- The required 4:1 athlete-to-coach ratio must be maintained during transit in all “official” transport vehicles.

15 PASSENGER VANS

- Due to the concern for the safety of SOOR’s athletes, the rental, lease or otherwise use of 15-passenger vans to transport people is prohibited. (In response to fatal accidents involving athletic teams).
- This policy excludes the use of 15-passenger vans driven by specially trained drivers to transport equipment.
- If the Local Program rents a van, only 12-passenger vans or less are allowed.

INSURANCE & RESERVATION INFORMATION FOR RENTED OR BORROWED VEHICLES

- INSURER: PHILADELPHIA INDEMNITY INSURANCE COMPANY
- Special Olympics auto policy provides protection to Special Olympics Oregon for liability claims arising as a direct result of the use of a non-owned or hired automobile.
- For coverage to be effective, the vehicle must be used for Special Olympics business, with the permission of Special Olympics, and driven by an employee or an approved Class A Volunteer of Special Olympics.
- Drivers must be at least 25 years old

- Restrictions: Non-owned and hired auto liability coverage applies excess of any other valid and collectible insurance.
- Excess coverage is provided to Registered Class A Volunteers of Special Olympics who are using their personal vehicles on behalf of, and with the permission of, Special Olympics, and have a valid driver’s license and insurance with at least the state minimum requirements.
- If you are renting a vehicle, you do **not** need to purchase additional insurance.

COVERED AUTOS

- **Hired Autos:** Autos that are leased, hired, rented, or borrowed by Special Olympics for less than one month by our Program and are used specifically for our business.
- **Non-Owned Autos:** Autos that are not leased, hired, rented or borrowed by Special Olympics that are used for SOOR business (e.g. autos owned by employees or by volunteers)

| | | |
|------------------------------|-------------------------|--------------------|
| COVERAGE & LIMITS | Any One Accident | \$1,000,000 |
|------------------------------|-------------------------|--------------------|

Excess coverage is provided for losses caused by an uninsured/underinsured motorist to non-owned vehicles. However, underinsured motorists’ coverage is afforded for vehicles that are “commercially rented” by an insured. The uninsured/underinsured motorist limit is \$55,000 (combined single limit) or increased to meet the statutory limits required by the State of Oregon.

HIRED AUTO PHYSICAL DAMAGE

Description of Coverage: Coverage is provided for physical damage claims arising as a direct result of the use of a “commercially rented” vehicle by a SOOR employee, or registered volunteer for SOOR business with SOOR’s permission.

A vehicle is considered “commercially rented” if it is:

- Obtained from an entity whose primary commercial purpose is renting vehicles for profit
- A specific rental charge is made; and,
- A rental contract is executed between the rental establishment and SOOR with respect to the particular vehicle

The policy is subject to the limit and deductible shown below.

DEDUCTIBLE & LIMITS

- | | |
|--|----------|
| • Hired Auto Physical Damage (per vehicle) | \$55,000 |
| • Deductible (per accident) collision | \$ 1,000 |
| • Deductible (per accident) other than collision | \$ 100 |

ENTERPRISE RENT-A-CAR

PLEASE CONTACT YOUR SOOR DIRECTOR FOR BILLING & CORPORATE DISCOUNT NUMBER

- To set up a rental reservation online please visit:
<https://elink.enterprise.com/en/20/02/special-olympics-oregon.html>
- To set up a rental reservation by **phone** simply call **1-800-RENT-A-CAR** and give the booking agent the **Billing Number (18146487)** as well as your company **Corporate Discount number (account # XZ46311)**

- When you make your reservation, you will not be asked for any payment details as the account is set up to be direct billed to State Office. Once State Office receive the invoice we will work with each LPC and/ or Finance Manager to transfer money from the LP sub Accounts to pay the charges.
- Once you have placed the reservation either by phone or online, you will need to simply give your name, confirmation number from the reservation, and present a valid driver's license when picking up the vehicle.

Volunteer Expenses & Mileage

- Volunteers are not permitted to purchase, lease or rent equipment, uniforms, supplies or resources and claim reimbursement without prior approval from the Local Program Coordinator and/ or SOOR Staff. If a volunteer purchases an item and submits a reimbursement claim without seeking prior permission from LPC or SOOR staff, SOOR is not required to complete the reimbursement claim.
- SOOR volunteers cannot claim a mileage reimbursement, unless they have been specifically told to submit a reimbursement by a SOOR Staff member. However volunteers can track mileage for the purpose of their income taxes.