



# Memo

**To:** US Special Olympics Programs  
**From:** Special Olympics Team USA Management Team Directors  
**CC:** Head Coaches, AS, World Games Coaches, and World Games Athletes  
**Date:** 2/4/2005  
**Re:** Final Reminders for 2005 Special Olympics World Winter Games

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We are two weeks away from departing for Japan and the following information will help US Programs and family members prepare for the Games. We ask that all US Programs forward this information to your 2005 Games athletes/family members and coaches. Documents attached to this email:

- 2005 Team USA Tentative Master Calendar
- Parent/Guardian Release Procedures and Release Form
- Team USA Policies and Procedures
- Host Town Program Details
- Packing Lists, Uniform Requirements and Travel Restrictions
- Athlete Medication Information Form (*to be completed and turned in on February 20*)
- Medical Reminders from Team Doctors

Below are some additional final reminders in addition to the above documents:

### *Ceremonies*

Team USA has distributed all uniforms to US Programs. The specific uniform requirements for travel and ceremonies are detailed in attached documents. Please be reminded that Team USA will be marching into ceremonies as one team (not 51 separate programs). Per SOI General Rules, individual country flags are not permitted to be a part of any ceremony. In addition, individual US Programs are NOT permitted to distinguish them from the rest of the team (i.e. waiving scarves, state tattoos on faces, etc.) Please help us to educate your athletes and coaches about these restrictions prior to departure for Japan.

### *Currency Exchange*

Coaches and athletes are encouraged not to bring large amounts of money for the 2005 Games. If you do decide to bring money to spend in Japan, there will be opportunities to exchange US currency for Japanese yen during the Host Town Program.

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### *Emergency Communications Procedures*

Team USA has set up Emergency Communications phone lines which will be live February 20 – March 7. These phones will be staffed by Chris Hahn and Scott Weaver, both US Program Executives and Team USA Management Team Directors. The phones will be available 24 hours a day/7 days a week until all delegation members have landed in their home states. Please be aware that we will be posting updates regarding arrival and departures on the Team USA website ([www.specialolympicsteamusa.org](http://www.specialolympicsteamusa.org)) so these numbers are available in the case of an emergency only.

#### **Team USA Emergency Phone Numbers:**

1-917-681-4995

**AND**

1-917-681-7411

### *Housing Information*

Below is the housing information for Team USA. Please be aware that access to each of these housing locations is restricted to credentialed team members. For more information on each housing location, we suggest searching the Internet.

#### **Los Angeles (February 20 and March 6)**

Los Angeles Airport Marriott  
5855 W. Century Blvd.  
Los Angeles, California 90045

#### **Host Town (February 22 – February 25)**

see attached Host Town document for housing information

#### **Games Time (February 26 – March 5)**

*Alpine Skiing* in Yamanouchi – Hotel Sunroute Shiga Kogen

*Cross Country Skiing* in Hakuba– Sierra Resort Hakuba

*Snowshoeing* in Nozowa Onsen– Kiriya Ryokan

*Figure Skating, Floor Hockey, Snowboarding, and Speed Skating* in Nagano –  
Hotel Kokusai 21

### *International Protocol for Travel*

A United States Embassy is located in Tokyo, Japan and has been informed of the attendees and travel dates of Team U.S.A. It is customary for US citizens to register with their embassy when visiting a foreign country. For convenience, this procedure has been completed for the entire team and no other additional notification to the embassy is required. For any other concerns during your stay, the embassy can be contacted at:

**Embassy of the United States of America**

**10-5, AKASAKA 1-CHOME**

**Minato-KU, Tokyo 107-8420 Japan**

**(03) 3224-5242 – Phone**

**(03) 3588-0749 – Fax**

**<http://japan.usembassy.gov/t-main.html>**

Everyone should make three (3) copies of all important documents that you will be traveling with (passport, credit cards, i.d. card, driver's license, etc.). You should then:

1. Leave one copy at home with your emergency contact
2. Place a second copy in the bottom of your rolling duffle bag
3. Carry the third copy with you in your carry-on bag

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The copies will be very helpful should you lose any of these documents during our trip.

If you plan to bring credit cards, please ask your credit card company for their international phone number from Japan in case you need to reach them during our travels. Toll free numbers do not work outside of the US so the numbers on the back of most cards will not be helpful outside of the US.

If you plan to bring a phone card, be sure that the card can be accessed from Japan and that the card has specific dialing instructions from Japan to the US.

#### *Luggage Tag Procedures*

All US Programs will be receiving a shipment of luggage tags sometime early next week. Details about how the tags are to be attached will be included with the shipment. Please be aware that you will be receiving two different types of tags, both of which need to be attached to the bags that athletes and coaches will be packing for Japan. These luggage tags are color coded for different reasons so please assist us by ensuring that all tags are in place on luggage prior to departure.

#### *Medical Services Reminders*

All medications MUST be sent in their original prescription bottle with the label in place (this is international travel protocol). Medications that arrive in a different container (i.e. day of the week pill boxes, etc.) will likely be confiscated and destroyed by customs when we arrive into Japan. All over-the-counter medications need to arrive in their original bottles as well. Coaches with medications are also held to these same standards.

Team USA has attached to this email a Medication Information Form which needs to be completed for all athletes and brought with their medications for our medical team to collect in Los Angeles. We will use this form to ensure that all medications made their way to LA and to ensure that no medications have changed since the training camp.

#### *Send Off and Return Details*

Team USA is planning a send off celebration dinner on February 20 in Los Angeles. This event is closed to non-credentialed team members but highlights will be available on the Team USA website.

#### *Telephone Calls Home*

Access to public telephones will be a challenge during the Host Town program but should not be a problem during Games time. Family members and friends are encouraged to be patient regarding calls home as we will be experiencing a large time difference between Japan and the US. Calls home during the day in Japan will be the middle of the night for most US family members. Please be patient as trying to coordinate a proper time to call may be difficult. Please send telephone numbers and payment specifications with athletes so coaches can assist in facilitating these calls home. Please be aware that Team USA is not responsible for covering the cost of calls home so arrangements will need to be made in advance for an international calling card or instructions on making a collect call (very expensive).

#### *Travel Details*

##### **Arrival by Automobile**

**February 20** - All delegations arriving by car need to be at the team hotel by 4:00pm on February 20. Ask the front desk where Team USA is checking in and they can direct you where to go. All equipment and luggage will be collected at the Team USA check in area and moved to

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the airport later in the evening. Parking is limited in the area so please check with the front desk about receiving proper parking placards while you drop everyone off. It is imperative that athletes and coaches follow the packing list for their carry on bag because they will not have access to their luggage after checking in at the hotel. Athletes and coaches who are driving also need to follow the travel uniform guidelines because we will have lots of media taking photos at our send off dinner.

**March 6** – All athletes departing by car need to be picked up at the team hotel at 1:00pm on March 6. The team will be having lunch in the hotel from 12:00-1:00 so ask the front desk where to meet our group. If you cannot be at the hotel by 1:00pm, please coordinate a new time with your athlete's Head Coach.

### **Arrival by Commercial Airline**

**February 20** - The majority of our team will be arriving via commercial airlines into LAX on February 20 and departing via commercial air on March 7. *Athletes traveling without coaches will be greeted at their gate by LAX Volunteers holding a Team USA sign.* Athletes and coaches should follow airport signage to the Baggage Claim area to collect your luggage. Volunteers will be waiting in the Baggage Claim area (holding a Team USA sign) to assist with baggage claim issues. Once all baggage has been claimed, the volunteers will show you where to drop your luggage for it to be taken to our charter for loading overnight. After dropping off your luggage, volunteers will take you to meet the bus to the hotel.

Once you arrive at the hotel, you will check in with Team USA, receive your Games time credentials and your room key. Lunch will be available to anyone who arrives into LAX before 2:00pm and snacks will be available for folks who arrive after that time.

\*\*\*\*Team USA has reserved all flights via a contract with Maupin Travel. All flight arrangements were made based on assumptions about our charter's arrival and departure times and were confirmed by each US Program. If a US Program feels strongly about making changes to their athlete/coaches flight arrangements, these arrangements must be coordinated with Maupin Travel and all of fees associated with the changes are the full responsibility of the US Program. In addition, hotel rooms have been reserved for team members for the night of March 6. If you change your flight to not stay on March 6, you could be responsible for the room charges for your program (\$109/room double occupancy). We realize that everyone wants to get home as soon as possible but since we cannot yet confirm our charter times, nor can we predict mechanical problems or bad weather, we felt it was in the athletes' best interest to have most team members get a good nights rest and leave on March 7. We will have a representative from Maupin Travel on site in LA and she can help coordinate flight changes/issues on site.

\*\*\*\*Team USA coaches are committed to staying with their delegation until they arrive back in home states. This means that individual coaches are not able to break off from their state and return home early or separately. If you have questions, contact Chris Hahn at 913-236-9290.

### **Charter Flight Information**

We will be flying into Japan on a private charter funded by the US Department of Defense and provided by World Airways. At this time, we do not yet have a flight number or confirmed travel times but we will share those over the next two weeks as the information becomes available. Estimated travel times are included in the Team USA Tentative Master Timeline (attached).

Our charter for the return flight from Japan is still being organized by the Department of Defense. Flight details will be shared with everyone as soon as they are available. Estimated travel times are included in the Team USA Tentative Master Timelines (attached).

Because our international flights will be chartered, you will not be able to track the flights via the internet like you can regular commercial flights. Team USA will post travel updates on our website when we depart and arrive so family members can know what is happening. Our website is [www.specialolympicsteamusa.org](http://www.specialolympicsteamusa.org)

### *Uniforms*

All US Programs should receive their uniforms this week via Federal Express. If you have questions about the uniforms, please contact Scott Weaver at 303-592-1361. Packing lists and required uniform details are attached to this email. Please be certain to label everything once you are certain that you have the size you will be keeping. We also encourage everyone to put the name, address and phone number inside each of their bags in case luggage tags are lost during transit.