



State Championship Overnight Housing Information

This page walks you through what to expect for overnight housing at Special Olympics Virginia State Championships - the timeline, the reports we'll send you, and what we need from you along the way.

Housing placements are done based on the information submitted during the registration. The most important thing you can do up front is make sure your delegation's registration is entered accurately and on time.

Timeline: What to Expect and When

- Once registration closes, we generate your Delegation Report by verifying the eligibility of everyone you entered
- We also generate your Housing Report by assigning a roommate code to every person you indicated needed overnight housing. For people rooming together, this will be an alpha number combination: 1a 1a, 2a 2a, 3a 3a, etc. And for people who requested single rooms you will see a 0 or N/A.
- Roughly one week after registration closes, you'll receive an email with both reports attached, along with detailed instructions and deadlines for returning any changes.
 - Please note: hotel and dorm placements are made off requests and math. We'll always do our best to honor your requests! We rely on knowing the size of your delegation and how many double/ single-occupancy rooms you'll need. If you don't complete your roommate pairs during registration, it could result in your delegation being split up and/or not receiving the dorm/hotel you may have requested.
- Once we receive your corrections/approval, SOVA then finalizes hotel and room assignments for every delegation. You'll be notified of your housing assignment and the final details of your stay no later than two weeks out from competition.
- HODs will be notified about key and credential pick up as details vary per event.

Better Understanding Your Reports

Delegation Report: The full list of eligible coaches, chaperones, athletes, and unified partners who were registered for the games. Please review this report for all competition and games

details - check qualifying times, registered events, team names, alternates, and day participant, etc.

Housing Report: This one is specific to those utilizing overnight housing, so no day participants or alternates will show. Please double-check roommate pairings, single/double preferences, check-in/out dates, and ADA needs.

If a roommate request isn't submitted for someone, we do our best to pair that person with another delegation member of a similar age and the same gender. A few rows on your Housing Report may be highlighted for your attention:

- **Yellow** —a double room was requested but no roommate request was on file, or someone was listed as a roommate more than once. If no request was found, we've paired that person as described above; if a name appeared twice, we kept the first pairing we saw. Let us know if either of those needs to be changed.
- **Red** — that person isn't currently showing as registered with your delegation (or is listed as an alternate). Either a new roommate needs to be selected, or the alternate needs to be officially activated.
- **Green** – for people flagged as needing an ADA room. This indicates that the person has requested an ADA room. Please tell us if they require a roll in shower.

Next Steps

- Compare the two reports and make sure the number of people on your Housing Report matches who you expect to be in overnight housing.
- Review any yellow or red highlighted rows and reply with corrections - who the roommate should be, or whether an alternate needs to be activated.
- Double-check the gender, date of birth, accessibility, and dietary information shown for each participant.
 - This information comes from the Athlete Registration form which is filled out once a year in the athlete portal, so it's possible that some information may need to be updated out once a year in the athlete portal, so it's possible that some information may need to be updated.
- Send us any changes by the deadline provided with your report. After that date, housing is considered "locked," and we may not be able to honor changes.

Reminder: SOVA Housing Policy and Standards

<https://dotorg.brightspotcdn.com/be/8c/d024de9c4722942df433b03c12a1/sova-housing-policy.pdf>