



# Special Olympics Canada

Policies & Procedures Manual  
*Section 4 – Programs*

**Special Olympics**  
**Olympiques spéciaux**  
Canada



# Special Olympics Canada

## Policies & Procedures Manual Section 4 - Programs

### Prepared by

Special Olympics Canada National Office,  
in conjunction with SOC Provincial/Territorial Chapters

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<b>SECTION</b>	<b>Program</b>		<b>4000-01</b>
<b>TOPIC</b>	<b>Sport Model – 4000-01</b>		<b>PAGE 1 OF 2</b>
<b>EFFECTIVE DATE</b>	May 1998	<b>LAST UPDATED</b>	

Special Olympics Canada provides a full continuum of sport training and competitive opportunities for athletes with an intellectual disability.

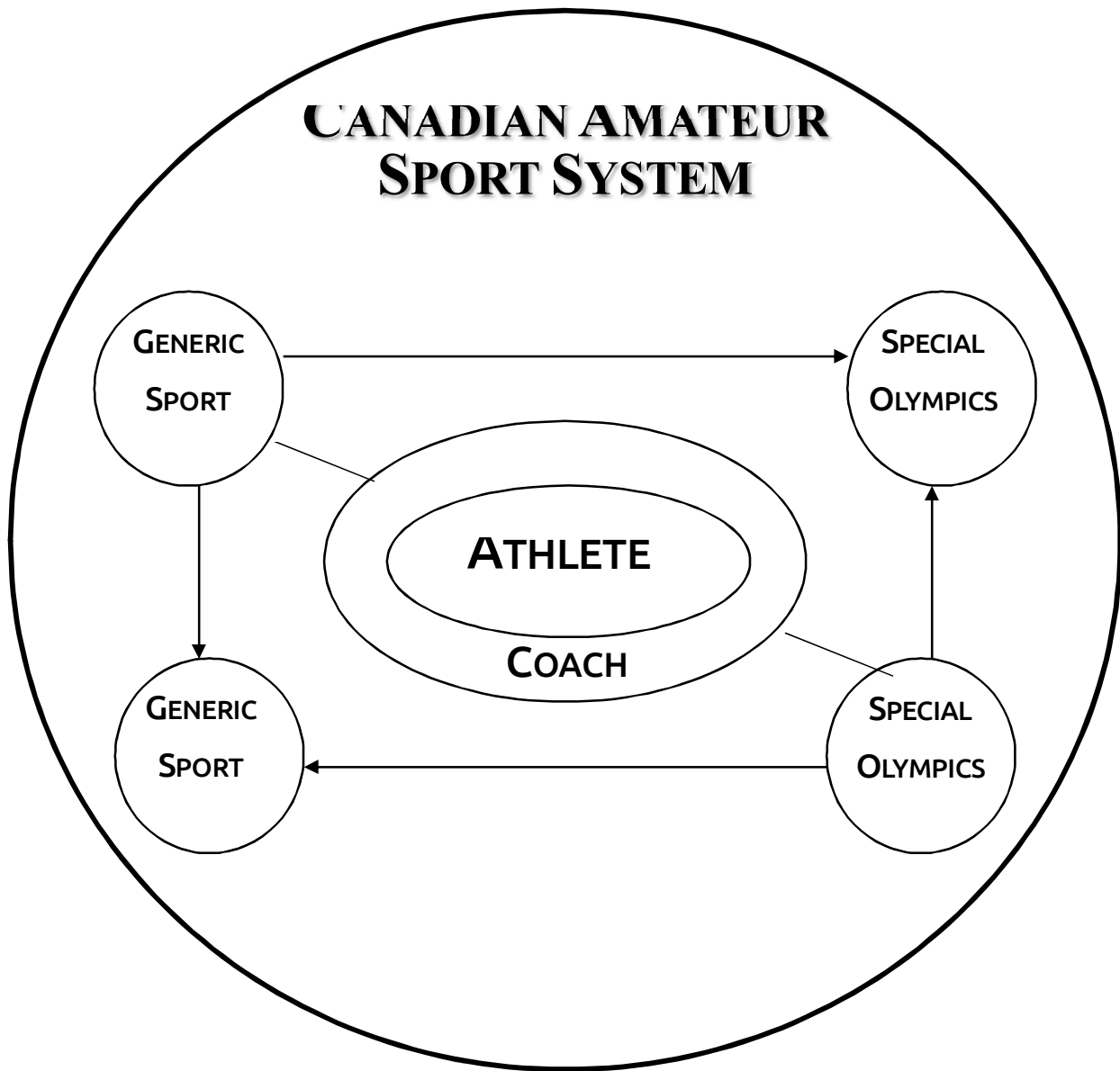
The Sport Model is developed to provide a schematic overview of what type of sport training and competitive opportunities an athlete can experience.

The Sport Model is based upon the following guiding principles:

1. The Athlete is paramount.
2. The Coach supports the athlete.
3. The Athlete deserves quality sport training opportunities.
4. Through training and conditioning the Athlete enters the competitive sport environment.

Special Olympics Canada’s mandate, to provide quality sport training and competitive opportunities, is augmented by the responsibility to ensure that an athlete also has a variety of sporting opportunities available to them. Therefore, within the broader Canadian Amateur Sport System, Special Olympics Canada has a role in accessing additional sport training and opportunities for athletes with an intellectual disability.

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<b>SECTION</b>	<b>Program</b>		<b>4000-02</b>
<b>TOPIC</b>	<b>Official Language Statement &amp; Guidelines – 4000-02</b>		<b>PAGE 1 OF 2</b>
<b>EFFECTIVE DATE</b>	December 1995	<b>LAST UPDATED</b>	October 2003

The official languages of SOC are English and French. All official publications of SOC shall be produced in both official languages. In the event of an inadvertent conflict in translation of these official publications, the English version shall govern and take precedence.

Use these guidelines when speaking, writing, or referring to people with disabilities, ensuring that everyone is portrayed with individuality and with dignity.

**Appropriate Terminology:**

- A person **has an intellectual disability** rather than is suffering from, afflicted with, or a victim of an intellectual disability.
- Always use people-first language, placing the person before the disability (e.g. person with an intellectual disability not “the intellectually disabled” or the “intellectually disabled person”
- Distinguish between adults and children with an intellectual disability. Use adults or children, or older or younger athletes. Never generalize as kids
- **Down syndrome** has replaced “Down’s syndrome”
- Refer to participants in Special Olympics as **athletes**. In no case should the word appear in quotation marks.
- The words “Special Olympics” are never written without the “s” at the end of “Olympics” ie Special Olympics programs, Special Olympics athletes, Special Olympics Games, etc.

**Terminology to Avoid:**

- Refer to the person’s disability only when it is relevant and necessary.
- **Do not** use the label kids when referring to Special Olympics athletes. Adult athletes are an integral part of the program.
- Do not use the adjective unfortunate when talking about persons with an intellectual disability. Disabling conditions do not have to be life defining in a negative way.
- **Do not use the word “the” in front of Special Olympics** unless describing a specific Olympics event or Games.

Do not sensationalize the accomplishments of persons with disabilities. While these accomplishments should be recognized, beware of the negative impact in referring to the achievements of people with a physical or intellectual disability with excessive hyperbole.

Do not overuse the word “special” when talking about persons with an intellectual disability. The term is distancing and describes that which is different about a person. Focus on athletes’ accomplishments and goals.

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TOPIC	Official Language Statement & Guidelines – 4000-02		PAGE 2 OF 2
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**Proper Commonly Used Words/Terms:**

- **Person(s) with a disability, not disabled, handicapped, crippled**
- **Person who has .... or Person with, not crippled by, afflicted with, suffering from, victim of, deformed**
- **Person who uses a wheelchair, not Confined, bound, restricted to, dependent on a wheelchair**
- **Person who is Deaf, hearing impaired, not Deaf and dumb, deaf mute, hearing impaired**
- **Person with a intellectual disability, not Retarded, mentally retarded**
- **Person with a physical disability, not Physically challenged**
- **Person with a intellectual disability, Person who has schizophrenia, Person who has ..., not Mental patient, mentally ill, mental, insane**
- **Person with a learning disability, not Learning disabled, learning difficulty**
- **Persons who are visually impaired, blind, not Visually impaired (as a collective noun)**

***If in doubt, ask. Most people with a disability will be more than willing to help you.***

<b>SECTION</b>	<b>Program</b>		<b>4000-04</b>
<b>TOPIC</b>	<b>Volunteer Screening – 4000-04</b>		<b>PAGE 1 OF 3</b>
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This policy is intended to provide Chapters with a basic framework for a volunteer program. Chapters could implement additional policies and structures to address their specific concerns, resources, laws or needs.

## 1. Categories of Volunteers

The following two categories of volunteers should be recognized:

- a) Year Round Volunteers: those who are, or may be, in regular close physical contact with athletes (such as coaches, chaperons, drivers, etc.) and those volunteers who have administrative or fiscal responsibilities (such as committee members)
- b) Special Events Volunteers: those who volunteer for one day or single events, and where they have limited involvement with athletes or in fiscal affairs.

## 2. Applications

Those wishing to be Year Round Volunteers must apply to Special Olympics to be considered. This process would consist of three stages.

- a) Interview  
During this stage the volunteer coordinator would meet with the applicant to ascertain:
  - a) Area of interest
  - b) Background, skills, resources of the applicant
  - c) Time, commitment available
  - d) Suitability for positions available
  - e) Suitability as a volunteer

All prospective volunteers would be asked to supply two references from people unrelated to them, and to sign a volunteer application form (Appendix 1). This form would ask the applicant to disclose any criminal records he/she may have and to authorize personal and character checks, including a police record check. Each Chapter should obtain the appropriate form of consent from the police force which will conduct the records check.

- b) Follow-up: During this stage the volunteer coordinator would contact the references provided and ask them a standard series of questions (appendix 2). The police record check need only be made as required to assist in determining if an applicant is suitable to act as a volunteer for Special Olympics. If there is sound reason to suspect an applicant for past criminal behaviour, a record check should be required.
  - Note: Where police record checks are available, the police force may require the Chapter to enter into a written agreement dealing with all records checks. That agreement should be reviewed by the Chapter's lawyer.



<b>SECTION</b>	<b>Program</b>	<b>4000-04</b>
<b>TOPIC</b>	<b>Volunteer Screening – 4000-04</b>	<b>PAGE 2 OF 3</b>
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c) Decision Regarding Suitability of Applicant

This decision would be based on:

- a) The needs of the position
- b) The needs of the applicant
- c) The results of the interview
- d) The results of the reference/police checks

Those applicants who are perceived to be a risk to an athlete, volunteer or to the organization, are not to be placed in any position where this risk may materialize.

- Note: If an applicant has a criminal record they are not necessarily refused. Such situations would have to be dealt with individually by each Chapter

All placements to have a minimum three (3) month probationary clause.

### 3. Registration

- a) Year Round Volunteers must register annually, or as per policy of Special Olympics Canada, by completing the Special Olympics Canada or Chapter Registration Form;
- b) Special events Volunteers may register the day of the event but prior to volunteering (Appendix 3)

### 4. Orientation

All volunteers should receive a basic orientation to Special Olympics and its expectations of them in relation to the responsibilities to be assumed by them.

- Note: A basic orientation package should be developed Nationally. Chapters could then build on this package with additional orientation and training focused on each Chapter's programs and policies. Position descriptions for all volunteer jobs should be developed. During the orientation, the appropriate descriptions should be reviewed with the applicant.

### 5. Training

All chapters must commit to the development of skills and knowledge of volunteers that will assist them in performance of their duties.

National minimum requirements for certain volunteer positions should be drafted, especially for those positions more sensitive or in risk associated areas.

Support programs should be considered to encourage volunteers to further develop their skills (i.e. grants, subsidized training programs, mentoring, etc.)

### 6. Evaluation

While evaluation of all volunteers on a regular basis would be ideal, it is doubtful that with the current resources available this could be achieved.

<b>SECTION</b>	<b>Program</b>		<b>4000-04</b>
<b>TOPIC</b>	<b>Volunteer Screening – 4000-04</b>		<b>PAGE 3 OF 3</b>
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All new volunteers should be evaluated prior to the completion of their probationary period. The complexity of this evaluation would be dependent on the level of responsibility held by the volunteer. Applicants who put athletes or the organization at risk should be released immediately.

Volunteers who are inappropriately placed in a position should be given the opportunity to try a different position for which they may be better suited.

While it should always be our goal to assist volunteers to succeed, at times it may become evident that action must be taken to change a volunteer’s performance or to remove a volunteer. A volunteer code of conduct Policy (Appendix 4) should be implemented which guide this process.

## **7. Recognition**

Each Chapter should develop and implement a recognition program for volunteers. Recognition should be appropriate to the involvement and responsibilities. National opportunities (i.e. Coach of the Year) should be blended into the Chapter program.

## **CONCLUSION**

The implementation of this proposal and resulting policies will not guarantee that all volunteers placed will be suitable for the task assigned. It is hoped, however, that by following the guidelines established here, every effort would have been made to reduce the risk involved through appropriate placement of volunteers.

<b>SECTION</b>	<b>Program</b>	<b>4000-07</b>	
<b>TOPIC</b>	<b>Male and Female Coach of the Year – 4000-07</b>	<b>PAGE 1 OF 6</b>	
<b>EFFECTIVE DATE</b>	May 1995	<b>LAST UPDATED</b>	May 1997

**NOMINATIONS**

Each Special Olympics Chapter office is encouraged to nominate one (1) male and one (1) female coach whom they feel is worthy of receiving this prestigious award. Nominations must be endorsed by the Special Olympics Chapter Office and forwarded to the National Office by **JULY 1**. All nominations must be accompanied by a Nomination Form (attached), two (2) letters of reference and a passport size photo.

**\* NOTE: Any additional forms/letters of support will not be considered by the Selection Committee when reviewing the nominations.**

Special Olympics Canada Awards Selection Committee will carefully review the nominations, and from them select the top three (3) male and three (3) female finalists for Coach of the Year. The finalists' names will then be forwarded to all Chapter Offices for review. The Chapter Offices will have two weeks to confer with their constituents and forward their selection to the National Office for final tabulation. Award recipients will be notified immediately by the National Office.

**AWARD CRITERIA**

Nominations will be judged on the strength of their submission by the criteria described in the following:

**I) CONTRIBUTION TO SPORT IN SPECIAL OLYMPICS**

How has the coach contributed to the overall organization, promotion and development of sport in Special Olympics?

**II) COACHING EFFECTIVENESS**

In what way(s) has the coach been effective in assisting the athlete achieve their personal goals in sport? Is the coach ethical and progressive in sport?

**III) PERSONAL DEVELOPMENT**

Is the coach involved in personal development and coaching education?

**IV) LEADERSHIP**

What is the conduct of the coach? Is the coach a positive role model for the athlete and for other coaches? Does the coach provide stable and consistent leadership qualities? Does the coach teach and practise co-operation, self-discipline, respect for officials and opponents, and proper attitudes in language, dress and deportment?

**AWARD RECOGNITION**

- This award will be presented to the recipients at the Sports Celebrities Festival (Toronto) in November/December.
- The recipients will receive a Coach of the Year ring and a certificate and/or plaque.
- All nominees will receive a certificate and/or plaque.
- The recipients' names will be added to the Special Olympics Canada "Honour Roll".
- The recipients and nominees will be recognized in the Special Olympics Canada Newsletter.

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TOPIC	Male and Female Coach of the Year – 4000-07		PAGE 2 OF 6
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**NOMINATION FORM**

*To be completed by a Special Olympics Chapter Office Representative.*

<b>Nominees Name:</b>			
<b>Address:</b>			
<b>City:</b>	_____	<b>Postal Code:</b>	_____
<b>Telephone Number: (H)</b>		_____	<b>(B)</b>
<b>Gender: (Please Circle)</b>	<b>Male</b>	<b>Female</b>	<b>NCCP #</b>

*Please complete the following information in support of this nomination.*

**I) CONTRIBUTION TO SPORT IN SPECIAL OLYMPICS**

**a. Please specify the coach's involvement with any sport committees, boards and/or associations. Provide the term of office and list the responsibilities of the coach.**

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SECTION	Program		4000-07
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**b. Detail the coach's involvement in the organization or initiation of programs and/or competitions.**

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**c. What has the coach done to encourage and support the development of assistant coaches, parents and other volunteers?**

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**II. COACHING EFFECTIVENESS**

**a. How has the coach's athlete(s)/team(s) demonstrated improvement? Provide specific examples of athlete/team improvement and achievement of goals.**

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**b. How has the coach demonstrated concern for the all-round development of the athlete? i.e. assist the athlete in balancing sport, social and educational needs, and in developing confidence, self-discipline, independence and respect for others?**

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**III. PERSONAL DEVELOPMENT**

**a. Please list the coaching certification the coach has attained i.e. theory, technical, practical courses or CBET equivalent workshops in Special Olympics and/or generic sport.**

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**b. Please identify any other courses, seminars or coaching education programs the coach has completed (include First Aid / CPR courses).**

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<b>SECTION</b>	<b>Program</b>		<b>4000-07</b>
<b>TOPIC</b>	<b>Male and Female Coach of the Year – 4000-07</b>		<b>PAGE 5 OF 6</b>
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**IV. LEADERSHIP**

**a. Provide specific examples of how the coach has been a positive role model for the athlete and other coaches.**

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**b. Provide specific examples of how the coach has demonstrated and practised self-discipline, co-operation, respect for official and opponent, and proper attitudes in language, dress and deportment.**

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<b>SECTION</b>	<b>Program</b>		<b>4000-07</b>
<b>TOPIC</b>	<b>Male and Female Coach of the Year – 4000-07</b>		<b>PAGE 6 OF 6</b>
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**Please complete the Nomination Form, attach two (2) letters of reference AND enclose a passport size photo, and submit to the National Office by JULY 1.**

\_\_\_\_\_  
**Chapter Office**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Endorsed By (Signature)**

\_\_\_\_\_  
**Position**

**Please send submission to:**

**Program Coordinator  
SPECIAL OLYMPICS CANADA  
21 St. Clair Avenue East, Suite 600  
Toronto, Ontario  
M4T 1N5  
BUS: 416-927-9050**



<b>SECTION</b>	<b>Program</b>		<b>4000-08</b>
<b>TOPIC</b>	<b>Male and Female Athlete of the Year – 4000-08</b>		<b>PAGE 1 OF 5</b>
<b>EFFECTIVE DATE</b>	May 1996	<b>LAST UPDATED</b>	May 1997

This award will be presented annually to Canada's most outstanding male and female athlete.

### **NOMINATIONS**

Each Special Olympics Chapter Office is encouraged to nominate one (1) male and one (1) female athlete whom they feel is worthy of receiving this prestigious award and meets all of the Award Criteria. Nominations must be endorsed by the Special Olympics Chapter Office and forwarded to the National Office by **JULY 1**. All nominations must be accompanied by a Nomination Form (attached), two (2) letters of reference and a passport size photo.

The Special Olympics Canada Awards Selection Committee will carefully review the nominations, and from them select three (3) male and three (3) female finalists for Athlete of the Year. The finalists' names will then be forwarded to all Chapter Offices for review. Each Chapter will be responsible for selecting one (1) male and one (1) female athlete and forwarding their selection to the National Office for final tabulation. Award recipients will be notified immediately by the National Office.

### **AWARD CRITERIA**

Nominations will be judged on the strength of their submission by the criteria described in the following:

#### **I. PARTICIPATION**

- The nominee must be a registered athlete in a Special Olympics sport club.
- The nominee must be involved in Special Olympics sport program(s) throughout the year.

#### **II. ATHLETIC AND PERSONAL DEVELOPMENT**

- The nominee must be successful in his/her sport, doing their personal best to achieve their athletic goal.
- The nominee must demonstrate improvement in athletic skill.
- The nominee must demonstrate improvement in personal growth and development.

#### **III. SPORTSMANSHIP**

- The nominee must exemplify the true spirit of Special Olympics.
- The nominee must display sportsmanship and be considerate of fellow athletes, coaches and officials.

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<b>TOPIC</b>	<b>Male and Female Athlete of the Year – 4000-08</b>		<b>PAGE 2 OF 5</b>
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**AWARD RECOGNITION**

This award will be presented to the recipients at the Sports Celebrities Festival (Toronto) in November/December. All nominees will receive a certificate and/or plaque.

The recipients' name will be added to the Special Olympics Canada "Honour Roll".

The recipients will be recognized in the Special Olympics Canada Newsletter.

**Nomination Form**

*To be completed by a Special Olympics Chapter Office Representative*

<b>Nominees Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Postal Code:</b>	
<b>Telephone Number: (H)</b>	
<b>(B)</b>	
<b>Gender: (Please Circle)    Male    Female</b>	

*Please complete the following information in support of this nomination.*

**I. PARTICIPATION**

**a. Please specify how long the athlete has been involved in a Special Olympics program(s)?**

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<b>SECTION</b>	<b>Program</b>		<b>4000-08</b>
<b>TOPIC</b>	<b>Male and Female Athlete of the Year – 4000-08</b>		<b>PAGE 3 OF 5</b>
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**b. Please identify the sport(s) the athlete is registered in.**

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**II. ATHLETIC AND PERSONAL DEVELOPMENT**

**a. How has the athlete demonstrated success in sport? Please provide specific examples of how the athlete has done their personal best and achieved their athletic goal(s).**

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**b. Please provide specific examples of how the athlete has demonstrated improvement in athletic skill.**

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SECTION	Program		4000-08
TOPIC	Male and Female Athlete of the Year – 4000-08		PAGE 4 OF 5
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**II. ATHLETIC AND PERSONAL DEVELOPMENT (continued)**

**c. How has the athlete demonstrated personal growth and development i.e. self-discipline, independence, etc.?**

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**d. Please provide additional comments/examples which describe the athletic and personal development of the athlete.**

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**III. SPORTSMANSHIP**

**a. How has the athlete exemplified the true spirit of Special Olympics? Please provide specific examples.**

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<b>SECTION</b>	<b>Program</b>		<b>4000-08</b>
<b>TOPIC</b>	<b>Male and Female Athlete of the Year – 4000-08</b>		<b>PAGE 5 OF 5</b>
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**b. Please provide specific examples of how the athlete has displayed sportsmanship and has been considerate of fellow athletes, coaches and officials.**

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Please complete the Nomination Form, attach two (2) letters of reference AND enclose a passport size photo, and submit to the National Office by **JULY 1**.

\_\_\_\_\_

**Chapter Office**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Endorsed By (Signature)**

\_\_\_\_\_

**Position**

**Please forward submission to:**

**Program Coordinator  
SPECIAL OLYMPICS CANADA  
21 St. Clair Avenue East, Suite 600  
Toronto, Ontario  
M4T 1N5  
BUS: 416-927-9050**

<b>SECTION</b>	<b>Program</b>		<b>4000-09</b>
<b>TOPIC</b>	<b>Jim Thompson Award – 4000-09</b>		<b>PAGE 1 OF 5</b>
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Special Olympics Canada makes this award available for annual presentation to a volunteer who has made a significant contribution to the Special Olympics movement locally, provincially, and/or nationally, and has best exemplified the spirit, philosophy and goals of Special Olympics in Canada.

### **NOMINATIONS**

Each Special Olympics Chapter Office is encouraged to nominate one (1) volunteer who is deemed worthy of this prestigious award and who meets all of the Award Criteria. Each nominee must be endorsed by the Special Olympics Chapter Office and forwarded to the National Office by **JULY 1**. All nominations must be accompanied by a Nomination Form (attached), Volunteer Profile Form (attached), two (2) letters of reference, and a passport size photo.

The Special Olympics Canada Awards Selection Committee will carefully review the nominations and from them, select three (3) finalists for this award. The finalists' names will then be forwarded to all Special Olympics Chapter Offices for review. Each Special Olympics Chapter Office will be responsible for selecting one (1) individual and forwarding their selection to the National Office for final tabulation. The Award recipient will be notified immediately by the National Office.

### **AWARD CRITERIA**

- Special Olympics volunteers (other than coaches) who have made a significant contribution will be considered. Service clubs or corporations are not eligible.
- The nominee should be known and highly respected within his/her region, Chapter and/or across Canada.
- The nominee should illustrate strong leadership and have made an outstanding contribution in **one or more** of the following areas: sport, marketing/fundraising, administration, major games, other.
- The nominee should be dedicated to the Special Olympics movement and should display characteristics of integrity and exemplary personal conduct.
- The nominee should have a minimum of five (5) years of service as a Special Olympics volunteer.

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<b>TOPIC</b>	<b>Jim Thompson Award – 4000-09</b>	<b>PAGE 2 OF 5</b>
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		September 2004

**AWARD RECOGNITION**

- This award will be presented to the recipient at the Sports Celebrities Festival (Toronto) in November/December.
- The recipient will receive a certificate and/or plaque.
- All nominees will receive a certificate and/or plaque.
- The recipient's name will be added to the Special Olympics Canada "Honour Roll".
- The recipient will be recognized in the Special Olympics Canada Newsletter.

**Nomination Form**

*To be completed by a Special Olympics Chapter Office Representative*

<b>Nominee's Name:</b> _____
<b>Address:</b> _____ _____
<b>City:</b> _____ <b>Postal Code:</b> _____
<b>Telephone Number: (H)</b> _____ <b>(B)</b> _____

**Please give three (3) reasons why the nominee is deserving of this award.**

- i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ii) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- iii) \_\_\_\_\_  
\_\_\_\_\_

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**\*\* Please attach two (2) letters of reference, complete the Volunteer Profile Form AND enclose a passport size photo and return to the National Office by JULY 1.**

Endorsed By (Signature)	Chapter Office
Position	Date

### Volunteer Profile Form

**To be completed by the Special Olympics Chapter Office Representative.**

Nominee's Name: _____ Chapter: _____
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**Number of years the nominee has been involved in Special Olympics:**

\_\_\_\_\_

**In what area(s) has the nominee contributed to Special Olympics?**

- |                                         |                                                |                                |
|-----------------------------------------|------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Sport          | <input type="checkbox"/> Marketing/Fundraising | <input type="checkbox"/> Other |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Major Games           | _____                          |

**Please describe the nominee's contribution(s) to Special Olympics *in the space provided below.***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**Volunteer Profile Form**

**Nominee's Name:**

**How has the nominee's contribution(s) assisted in the development and/or enhancement of Special Olympics? *(Please answer in the space provided below.)***

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***Volunteer Profile Form***

**Nominee's Name:** \_\_\_\_\_

**How does the nominee exemplify the spirit, philosophy and goals of Special Olympics? *(Please answer in the space provided below.)***

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<b>SECTION</b>	<b>Program</b>		<b>4000-09</b>
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**Volunteer Profile Form**

**Nominee's Name:**

Please return, with two (2) letters of reference, a completed Volunteer Profile Form and a passport size photo, and return to the National Office by JULY 1.

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**Chapter Office**

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**Date**

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**Endorsed By (Signature)**

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**Position**

**Please forward submission to:**

**Program Coordinator  
SPECIAL OLYMPICS CANADA  
21 St. Clair Avenue East, Suite 600  
Toronto, Ontario  
M4T 1N5  
BUS: 416-927-9050**

<b>SECTION</b>	<b>Program</b>		<b>4000-10</b>
<b>TOPIC</b>	<b>Team of the Year Award – 4000-10</b>		<b>PAGE 1 OF 5</b>
<b>EFFECTIVE DATE</b>	May 1997	<b>LAST UPDATED</b>	May 1999

This award will be presented annually to Canada's most outstanding sports team.

### **NOMINATIONS**

Each Special Olympics Chapter Office is encouraged to nominate one (1) sports team whom they feel is worthy of receiving this prestigious award and meets all of the Award Criteria. Nominations must be endorsed by the Special Olympics Chapter Office and forwarded to the National Office by **JULY 1**. All nominations must be accompanied by a Nomination Form (attached), Team Profile Form (attached), two (2) letters of reference and a team photo.

**NOTE:** Any additional forms/letters of support will not be considered by the Selection Committee when reviewing the nominations. Please be advised that only the team sports of floor hockey soccer, and softball shall be eligible for this award.

The Special Olympics Canada Sport Program Committee will carefully review the nominations, and from them select three (3) team finalists for this award. The finalists' names will then be forwarded to all Chapter Offices for review. Each Chapter will be responsible for selecting one team and forwarding their selection to the National Office for final tabulation. Award recipients will be notified immediately by the National Office.

### **AWARD CRITERIA**

The nominee must...

- be a registered team in a Special Olympics program;
- be involved in a Special Olympics sport program(s) throughout the year;
- be successful in their sport, doing their personal best to achieve their athletic goal;
- exemplify the true spirit of Special Olympics; and
- display sportsmanship and be considerate of fellow teams, athletes, coaches and officials.

### **AWARD RECOGNITION**

- This award will be presented to the recipients (one coach and one athlete will represent the team) at the Sports Celebrities Festival (Toronto) in November/December.
- All team recipients will receive a certificate and/or plaque.
- All nominees will receive a certificate and/or plaque.

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- The recipients' name will be added to the Special Olympics Canada "Honour Roll".
- The recipients will be recognized in the Special Olympics Canada Newsletter.

**TEAM NOMINATION FORM**

To be completed by a Special Olympics Chapter Office representative.

<b>Team Name:</b>	_____
<b>Sport:</b>	_____
<b>Coach Name:</b>	_____
<b>Address:</b>	_____
<b>City:</b> _____	<b>Postal Code:</b> _____
<b>Telephone Number: (H)</b> _____	<b>(B)</b> _____
<b>Team Members:</b>	_____

1. How long has this team been together?

\_\_\_\_\_

2. What are some of the individual team members' accomplishments and honours (i.e. most valuable player, All Star, etc.)?

\_\_\_\_\_

\_\_\_\_\_

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3. Please describe the team members' general characteristics and how this team exemplifies themselves as positive role models.

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4. Has the team represented Canada in competition? Please provide competition names(s), location, and date(s) of competition.

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5. Please provide some background information on the competitive history of this team and the team's involvement in community activities.

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<b>SECTION</b>	<b>Program</b>		<b>4000-10</b>
<b>TOPIC</b>	<b>Team of the Year Award – 4000-10</b>		<b>PAGE 4 OF 5</b>
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6. Please give three (3) reasons why this team should be named Canadian Special Olympics "Team Of The Year".

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### TEAM NOMINATION FORM

Team Name: \_\_\_\_\_

*Please complete the Team Nomination Form, attach two (2) letters of reference and enclose a team photo.*

\_\_\_\_\_  
Chapter Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed By (Signature)

\_\_\_\_\_  
Position

*Please forward submission by JULY 1 to:*  
**Program Coordinator**  
**SPECIAL OLYMPICS CANADA**  
**21 St. Clair Avenue East, Suite 600**  
**Toronto, Ontario**  
**M4T 1N5**  
**BUS: 416-927-9050**



<b>SECTION</b>	<b>Program</b>		<b>4000-11</b>
<b>TOPIC</b>	<b>The Harry "Red" Foster Award – 4000-11</b>		<b>PAGE 1 OF 6</b>
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Mr. Harry "Red" Foster, founder of Special Olympics Canada, was an outstanding sportsman, radio broadcast pioneer, entrepreneur, successful businessman, humanitarian and philanthropist. A lifetime of tireless effort on behalf of individuals with a mental disability provided the cornerstone for the formation of this organization. A man of boundless energy, filled with compassion and dedication to the welfare of his fellowman, we honour his memory through the Harry "Red" Foster Award in recognition of meritorious service to individuals with a mental disability.

This Award is made available by Special Olympics Canada for presentation to an individual, Special Olympics Chapter staff or volunteer, who best exemplifies the spirit, philosophy and goals of the Special Olympics movement. Like Mr. Foster, the nominee will have contributed significantly to the development, awareness and success of Special Olympics in Canada.

Please be advised that in order to maintain the integrity of this award, and the individual that it represents, the Harry "Red" Foster Award will only be presented if the nominations submitted to the Special Olympics Canada Board of Directors are deemed suitable. Therefore, this Award may not be issued annually.

**NOMINATIONS**

Special Olympics Chapter Offices, Provincial/Territorial Board of Directors, Special Olympics' Canada Board of Directors, or others are encouraged to nominate an individual who is deemed worthy of this prestigious award and who meets all of the Award Criteria. Please note that Special Olympics Chapter staff and/or volunteers may be nominated.

Nominations forwarded:

- By a Special Olympics Chapter or Provincial/Territorial Board of Director, must be endorsed by the respective Office or at least one Provincial/Territorial Board Member.
- By a member of the Special Olympics' Canada Board of Directors, must be endorsed by at least one other National Board Member.
- From another source must be endorsed by at least one member of the Special Olympics' Canada Board of Directors to be eligible for consideration.

Nominations must be forwarded to the National Office by July 1.



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Nominations will be reviewed and selected by the Special Olympics’ Canada Board of Directors.

**Nominations must be accompanied by a Nomination Form (attached), two (2) letters of reference, a Profile Form (attached) and a passport size photo.**

**AWARD CRITERIA**

To be considered for this Award:

- The nominee has made a significant contribution to the Movement. Service clubs or corporations are not eligible.
- The nominee is well known and highly regarded within his/her Special Olympics Chapter and/or across Canada.
- The nominee has illustrated strong leadership in his/her Special Olympics Chapter and/or throughout Canada and has made an outstanding contribution in **one or more** of the following areas: sport development, marketing/fundraising, administration, major games, other.
- The nominee is dedicated to the Special Olympics movement and displays characteristics of integrity and exemplary personal conduct.

**AWARD RECOGNITION**

- This award will be presented to the recipient at the Sports Celebrities Festival (Toronto) in November/December.
- The recipient will receive a certificate and/or plaque.
- The recipient will be recognized in the Special Olympics Canada Newsletter.

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**NOMINATION FORM:**

*To be completed by a Special Olympics Chapter Office Representative, Special Olympics Canada Board of Director, or other.*

Nominee's Name: _____	
Address: _____ _____	
City: _____	Postal Code: _____
Telephone Number: (H) _____	(B) _____

**Please give three (3) reasons why the nominee is deserving of this award...**

- i) \_\_\_\_\_  
\_\_\_\_\_
- ii) \_\_\_\_\_  
\_\_\_\_\_
- iii) \_\_\_\_\_  
\_\_\_\_\_

**\*\* Please attach two (2) letters of reference, complete the Profile Form AND enclose a passport size photo. Please return to the National Office by July 1.**

\_\_\_\_\_  
Endorsed By (Chapter Representative)

\_\_\_\_\_  
Chapter Office (if applicable)

\_\_\_\_\_  
Endorsed By (SOC Board of Director)

\_\_\_\_\_  
Date

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**PROFILE FORM:**

*To be completed by the Special Olympics Chapter Office Representative, Special Olympics Canada Board of Director, or other.*

Nominee's Name: _____	Chapter: _____
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Number of years the nominee has been involved in Special Olympics: \_\_\_\_\_

In what area(s) has the nominee contributed to Special Olympics?

- Sport                       Marketing/Fundraising                       Other  
 Administration                       Major Games

**1. Please describe the nominee's contribution(s) to Special Olympics in Canada.**

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SECTION	Program		4000-11
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**PROFILE FORM:**

**2. How has the nominee's contribution(s) assisted in the development, awareness and success of Special Olympics in Canada?**

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**PROFILE FORM:**

**3. How does the nominee exemplify the spirit, philosophy and goals of Special Olympics in Canada?**

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**\*\* Please complete the Nomination Form, attach two (2) letters of reference, and a passport size photo. Please return to the National Office by July 1.**

**Please forward submission by JULY 1 to:  
Program Coordinator  
SPECIAL OLYMPICS CANADA  
21 St. Clair Avenue East, Suite 600, Toronto, Ontario, M4T 1N5  
BUS: 416-927-9050 FAX: 416-927-8475**

<b>SECTION</b>	<b>Program</b>		<b>4000-12</b>
<b>TOPIC</b>	<b>Athlete Screening For the National Team Program – 4000-12</b>		<b>PAGE 1 OF 1</b>
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Special Olympics Canada is responsible for providing a safe environment, with minimal risk, for all Special Olympics participants. To assist in this endeavour, the following procedures for screening athletes are utilized:

1. All athletes must officially register with Special Olympics Canada through the respective Provincial/Territorial Special Olympics Office.
2. Each athlete selected to the National Team Program shall undergo a screening process.
3.
  - a. Each athlete must be endorsed by their respective Provincial/Territorial Special Olympics Chapter office.
  - b. A post-competition questionnaire (Special Olympics Canada Policy 5000-41), completed by the athlete's Provincial/Territorial Team coach, will form part of the athlete screening process
  - c. Each athlete selected to the National Team Program shall participate in an oral interview/meeting during which the requirements of the athlete to maintain appropriate status with the National Team will be outlined and discussed.
  - d. Where deemed appropriate, the athlete's parent/guardian may be requested to participate in the interview/meeting
  - e. The interview committee shall consist of a representative from each of; the athlete's peer group, Provincial/Territorial Chapter and Special Olympics Canada (or designate).
  - f. As part of the screening process, the athlete (or the athlete's parent/guardian, as the case may be, on behalf of the athlete), may be requested to consent to a police records check.\*
  - g. Guidelines for the interview/meeting will be provided by Special Olympics Canada in conjunction with the Special Olympics Chapters.

**NOTE: \* This would be done only when deemed necessary by the interview committee, and only with special consideration and care, and with as much confidentiality as possible.**

\*\* All information regarding the athlete(s) is strictly confidential.

**Note: This motion has been passed by the National Board of Directors at their May 1, 1999 Meeting.**