



Special Olympics Canada

Policies & Procedures Manual
Section 5 – Training and Competition

Special Olympics
Olympiques spéciaux
Canada



Special Olympics Canada

Policies & Procedures Manual Section 5 – Training and Competition

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SECTION	Training & Competition		5000-01
TOPIC	Chapter Eligibility for National Games – 5000-01		PAGE 1 OF 1
EFFECTIVE DATE	May 1997	LAST UPDATED	September 2005

All Chapters will be invited to send a Team to National Games/Competitions.

In order to be eligible the Chapter must:

1. Be recognized as a Chapter in good standing by Special Olympics Canada.
2. Have identified one* sanctioned Games or competition, either a Special Olympics competition or an integrated/parallel competition** within the able bodied sport system, in the sports to be competed in at the National Games
3. If a chapter has only one team in a specific sport that team must travel to a competition in another chapter. This will be deemed the qualifying competition. The team does not have to win the qualifying competition.
4. Agree to adhere to the payment schedule for participation registration and equalized travel.

***NOTE: In the case where a Chapter designates more than one competition as the qualifying competition all athletes advancing on in the designated event from a Chapter must compete in the same qualifying competition or competitions, i.e. if a Chapter so deems that alpine skiing athletes can qualifying in four separate competitions then all of the alpine skiers must compete in those same four separate competitions to be eligible to advance on;)**

****NOTE: When using an able bodied sporting competition as the qualifying event for National Games, the event must be sanctioned by both the appropriate Provincial/Territorial Sport Governing Body and the Chapter Special Olympics Office.**

NOTE: See policy 5000-04 for exemption process



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Preamble:

Special Olympics divisions athletes on the basis of ability. This process outlines the most equitable competition environment for all Special Olympics athletes.

Divisioning Process for Individual Sports

Step 1: Divide by Gender

Step 2: Divide by Age (21 and under, 22 to 39, 40 and over). If there are not enough athletes in an age group to create meaningful competition, age groups may be combined.

Step 3: Divide by Ability

Proceed on the premise that the recommended performance difference between athletes in a division is 25%

Step 4: Divide number of athletes registered in an event

For 3 or more athletes:

Place athletes into division no less than 3, no more than 8

If you have more than 8 athletes in a division reduce the performance percentage to produce new ability groupings – 5% at a time is suggested. For example an ability group could be reduced to 20% difference in performance to create two ability groupings

For 2 Athletes entered into an event:

Athletes compete against each other providing they are of the same gender.

For 1 athlete entered into an event

An athlete would compete against their own divisioning time in the event. If they are competing against their own divisioning time medals would be awarded as follows:

- Gold Medal: Final performance is better than the divisioning performance
- Silver Medal: Final performance is the same as or less than the seed performance by 10%
- Bronze Medal: Final performance is less than the seed performance by 11-25%

For events that are not divisional the athlete would be awarded a gold medal.



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Divisioning Process for Judged Sports

Step 1: Divide by gender

Step 2: Divide by Age (21 and under, 22 to 39, 40 and over). If there are not enough athletes in an age group to create meaningful competition, age groups may be combined.

Step 3: Divide by ability, using predetermined levels of ability as outlined in sport rules

Step 4:

Figure Skating

If there are more than 8 competitors in a level, athletes will be divisioned by ability using their element scores

Rhythmic Gymnastics

If there are more than 8 competitors in a level a divisioning round will be run. Athletes will be placed in their final division according to their all round scores.

Divisioning For 10 Pin Bowling

- i. Events shall be divisioned by ability and gender.
- ii. Classification for divisioning will be based upon no more than 8 competitors/teams per division.
- iii. For competition, there must be a minimum of 3 entries in any one event.
- iv. Handicapping for 10-Pin Bowling events will be 90% of the difference between the participant's entering average and the scratch score of 180.

NOTE: If a bowler has an average better than 180, then the number 180 can be adjusted.

- v. When establishing divisions for competition...
 - a) Individuals will be placed into categories based on their average. Doubles teams will be placed into divisions based upon the bowlers' combined averages.
 - b) Teams will be placed into divisions based upon the bowlers' combined averages.
- vi. An individual athlete may or may not be assigned to the same division for the individual, doubles team and team competitions.
- vii. Divisions will be established by the tournament director in consultation with the National Office. Divisions shall not be protested.



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Divisioning for Team Sports:

Step 1: Teams are placed in divisioning round groupings based on the Team Skill Assessment.

Step 2: The divisioning round will consist of two days of regulation length games.

Step 3: Following the divisioning round teams will be placed in final divisions. Result from the divisioning round will not carry forward to the final round.

Maximum Performance Rule (MPR)

Divisioning heats are conducted to ensure that athletes compete against athletes of a similar ability level in their final competition. To ensure that athletes compete at the best of their ability during the divisioning round, the maximum performance rule will be implemented.

Maximum performance would indicate that there should be no more than 15% difference in performance between divisioning and final events. If an athlete exceeds their divisioning event performance by 15% in the final round of competition the following shall occur.

- Athlete is flagged under the Maximum Performance Rule (MPR)
- The athlete will be re-divisioned and placed in the correct division as indicated by their time/distance.
- The athlete will be eligible for a medal if their time/distance warrants.
- Re-divisioning will not affect the standing of athletes in the division where the flagged athlete is placed. (i.e. re-divisioned athlete places third in new division, current athlete in division will also be awarded third place).
- Flagged athlete will not receive any selection points (for advancement to higher levels of competition) for the event.
- The Maximum Performance Rule would not apply if an athlete when re-divisioned would still be placed in the same division.

If the coach is of the opinion that his/her athlete has not competed at the best of their ability in the divisioning race, and may be in danger of violating the MPR, they have the option to submit a faster time for their athlete so that they can be placed in a division which reflects their ability.





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If an athlete falls or is disqualified in their divisioning event the coach has the following options:

- 1) Submit a faster time or longer distance/greater height
- 2) Concede the event qualifying time/distance/height
- 3) Rerun of the event*

***NOTE:** The following events are eligible to be rerun:

Cross Country: 100m & 500m
 Snowshoeing: 100m & 200m
 Speed Skating: 111m & 222m
 Athletics: 50m, 100m, 200m, 400m, Hurdles,
 Aquatics: All 25m, & 50m races

If an athlete falls or is disqualified in the second divisioning race they will have the following two options:

- 1) Submit a faster time
- 2) Concede the event qualifying time

IMPLEMENTATION OF THE MAXIMUM PERFORMANCE RULE CANNOT BE PROTESTED.

Cross Country Skiing Exception

For sports like Cross Country Skiing, where environmental changes can impact the performance of the athlete, the following procedures should be implemented:

Prior to the start of each cross country divisioning event, a forerunner would ski the track to determine a baseline time for the course. The same forerunner would ski the track again prior to the final race in each event to establish if the track conditions favour a faster time. This will establish if a percentage change is required to be made to the maximum performance rule. Coaches will be informed if a percentage change is to be made.

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TOPIC	<i>Provincial/Territorial Team Quota Allocation for National Games – 5000-03</i>		PAGE 1 OF 2
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The following details the process of calculating Provincial/Territorial team quotas for the Special Olympics Canada National Games.

GAMES SPORT QUOTAS:

The Games sport specific quotas are based upon the registration data gathered from the Chapters **two years** preceding the Games.

Games sport quotas are calculated based upon the number of athletes registered in each specific sport as compared to the number of athletes registered in the other sports held at the same Games.

This is then translated into the percentage of athletes registered in each sport that will be held at the Games.

This percentage is then applied to the total number of athletes that have been assigned for the Games.

EXAMPLE

Sport	Total # of Athletes Registered in the Sport	Percentage of Athletes Registered in Sport	Base QUOTA	First Draft QUOTA	FINAL Quota	Adjusted Difference (+ / -)
Speed Skating	12	5.66	4.81	5	0	5
Figure Skating	77	8.89	3.62	4	0	6
Figure Skating	101	8.82	3.87	1	0	9
Artistic Skating	839	10.44	41.54	42	30	12
Ice Skating	418	11.19	49.17	49	40	9
TOTAL	547	100	50	51	50	

Quotas were then adjusted between sports to ensure that all sports had adequate participant numbers for competitive purposes.



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Example: Timelines for submission of information are as follows:

a. National Summer Games (2006, 2010)

Oct. 15 (2004, 2008)	Submission of athlete registration numbers by sport
	i.e. Provincial/Territorial Registration Statistics.
Dec 15. (2004,2008)	Quota distribution to Chapters.
Feb. 15 (2005, 2009)	Acceptance of Quotas
Mar.31(2006, 2010)	Final Quotas

b. National Winter Games (2008)

Oct. 15, (2006)	Submission of athlete registration numbers by sport i.e. Provincial/Territorial Registration Statistics.
Dec 15. (2006)	Quota distribution to Chapters.
Feb. 15 (2007)	Acceptance of Quotas
Mar.31 (2008)	Final Quotas

CHAPTER SPORT QUOTAS:

A zero (0) in a Chapter sport allocation column is the result of:

- no athletes registered in the sport; and/or,
- the Chapter has not hosted this sport in their Provincial/Territorial Games/Championships; and/or;
- the Chapter has indicated that it does not intend to fill the quota within that sport.

CHAPTER QUOTA STIPULATIONS:

There is a ceiling quota of 30% of the total number of competitive positions at the Games being allocated to one Chapter. There is a minimum of one athlete quota per sport, per Chapter, providing the Chapter has athletes registered in that sport and athletes competed at a qualifying event.

REALLOCATION OF TEAM AND INDIVIDUAL SPORT QUOTAS:

First priority for re-allocation of Chapter sport quotas will be to the host Chapter.



Second priority for the re-allocation of Chapter sport quotas will be to balance the Chapter percentage of opportunity for advancement.

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TOPIC	<i>Athlete Eligibility Criteria for National Games – 5000-04</i>		PAGE 1 OF 3
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The selection of athletes to National Games is a carefully controlled process with established parameters. Chapters should remember that, as in other sport bodies, higher-level competitions are meant for athletes who have, through their performance, proven themselves capable. In Special Olympics, this does not only include athletes who compete in high performance ability levels, but is also meant for those athletes in the medium and low performance ability levels who have proven themselves capable. The Chapter Selection Committee should also consider the benefits that are derived from the social experiences. Due to the demands that are put on athletes and the fact that the experience should be enjoyable for all involved, athletes should have demonstrated ability to cope with the pressures involved in travelling, competition and being removed from their usual environment for up to a two week period. It is the Chapter’s responsibility to select athletes to advance to National Games.

FOR ATHLETES TO BE ELIGIBLE TO PARTICIPATE IN NATIONAL GAMES THE FOLLOWING CRITERIA MUST BE MET:

1. Athletes must be registered with an accredited Special Olympics Chapter, and be active in a Special Olympics program.
2. Athletes must be 13 years of age or older as of the first day of competition.
3. Athletes must have been training in the sport that they are competing in for a minimum of 2 sport seasons prior to the Games in their sport (Policy 5000-35)
4. Athletes must have competed in a qualifying sport event at either a sanctioned Special Olympics qualifying competition* OR a provincial/territorial level integrated/parallel qualifying competition within the able bodied sport system (sanctioned by the Provincial/Territorial Sport Governing Body and sanctioned by the Special Olympics Chapter Office) within the year preceding the National Games.
5. In the case where a Chapter designates more than one competition as the qualifying competition all athletes advancing on in the designated event from a Chapter must compete in the same qualifying competition or competitions, i.e. if a Chapter so deems that alpine skiing athletes can qualifying in four separate competitions then all of the alpine skiers must compete in those same four separate competitions to be eligible to advance on;



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6. Chapters must also forward the results from all competitions that are deemed as the qualifying competition(s) by a said Chapter to ensure that Special Olympics Canada can check athlete eligibility as per Policy 5000-07 - Submission of Provincial/Territorial Games/Championship Results
7. Except in situations outlined below, athletes may only participate in the sport and event(s) in which they qualified in at the sanctioned Chapter Special Olympics qualifying competition.
8. The athlete shall also meet all of the eligibility requirements as outlined for each specific sport in the Special Olympics Canada Official Rule Book (i.e. minimum and maximum number of events).
9. If a Chapter is unable to field enough athletes for a qualifying competition, or access an able bodied competition for athletes to compete at, that Chapter may qualify athletes by attending another Special Olympics Chapter's qualifying competition and/or a provincial/territorial level integrated/parallel competition within the able bodied sport system (sanctioned by the Provincial/Territorial Sport Governing Body and sanctioned by the Special Olympics Chapter Office) within the year preceding the National Games.

Exemption Process:

Chapters may apply for an exemption in cases where their sanctioned Chapter Special Olympics qualifying competitions are cancelled, in whole or in part, for reasons beyond anyone's control (i.e. inclement weather, transportation issues, epidemics and acts of God). In these cases, Chapters must apply, in writing to the Sport Development Sub-Committee no later than seven days following the cancellation of the qualifying competition event in question. The exemption request should describe the circumstances surrounding the cancellation of the qualifying competition.

The Sport Development Sub-Committee will review the exemption request and render a decision. The decision will be forwarded on to the Sport Committee of the Board for approval.

If the exemption is granted, athletes will be eligible to compete in all events they were registered to compete in at the cancelled Chapter qualifying competition. To register athletes at Nationals for timed events, Chapters would be required to submit provincial qualifying times or the athletes' most recent best times.

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Figure Skating and Rhythmic Gymnastics

In the sports of figure skating and rhythmic gymnastics, athletes may be permitted to compete in the National Games at one level higher than the level they qualified in at the Chapter Special Olympics competition, if they demonstrate proficiency in the skill requirements at the higher level. For example, if a skater competed and qualified in Level I singles at the Chapter Special Olympics competition, they may advance to Level II Singles at the National Games, if they have demonstrated proficiency in the Level II skills. Once an athlete demonstrates proficiency and competes at the higher level, they cannot revert to the lower level at future events.



SECTION	Training & Competition		5000-05
TOPIC	<i>Team Eligibility Criteria for National Games – 5000-05</i>		PAGE 1 OF 3
EFFECTIVE DATE	May 1995	LAST UPDATED	December 2005

Softball, Soccer, Floor Hockey and Curling Teams must meet all eligibility requirements outlined in the policy details below to be eligible to participate in a National Games. In addition to meeting these team requirements each athlete on that team must also adhere to the athlete eligibility requirements, as outlined in Policy 5000-04 [Athlete Eligibility Criteria for National Games](#).

Team Eligibility

- (i) Each team must be an accredited registered sport club with a Special Olympics Chapter Office.
- (ii) All athletes must be registered with the team that they are playing on.
- (iii) Each team must participate in a Provincial/Territory level qualifying competition in the program year prior to the National Games.
- (iv) Any team player who qualifies to advance on to a National Games shall have participated with that same team at the Provincial/Territorial qualifying competition within the year preceding the National Games (with the exception as outlined under 3 Player Pick-up Article 2)
- (v) A team registration form for each team participating at the National Games, adhering to the minimum and maximum number of players per team, must be submitted to the Games Organizing Committee by the established deadline date. The deadline date for submission of team registration shall be determined by the National Games Sub-Committee and the Games Organizing Committee.
- (vi) No additional players shall be added to the team roster after it has been submitted to the Games Organizing Committee, with the exception of athlete injury or illness providing he team has not used all their “3 player pick up quota”.

Three Player Pick-up (Soccer, Softball & Floor Hockey)

- 1) In case of player illness or injury after the final team roster has been submitted, teams will be permitted to pick up a maximum of three (3) additional players who participated during the qualifying Provincial/Territorial competition.



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These additional `pick-up' players members must also meet the athlete eligibility criteria as outlined in Policy 5000-04 Athlete Eligibility for National Games.

- 2) If a team competes at their qualifying tournament with less than the maximum allowable number of players that Team can pick-up up a maximum of three athletes from another team that participated in their Provincial/Territorial qualifying competition. In the event that a Province/Territory is represented by only one team at the qualifying competition, that team will be allowed to draw from the athletes registered with their club to fill the 3 Player Pick-up rule.

These additional `pick-up' players members must also meet the athlete eligibility criteria as outlined in Policy 5000-04 Athlete Eligibility for National Games.

- 3) If a team requires more than three (3) players to meet the player requirement (as established by their team roster used at the qualifying event) the team will then be rendered ineligible to attend the National Games.
- 4) Teams, who arrive at a National Games with either:
 - a) less than minimum number of players
 - b) arrive with the minimum number of players yet drop below the minimum number of players for the duration of the tournament shall not win awards or placement points so therefore are ineligible to advance to a higher level of competition. Any games this team had played or was to play will be considered void and will result in no point acquisition for any team.

Exhibition games may be set up for the team at the discretion of the organizing committee and the chefs de mission.

Two Player Pick-up (Curling)

- 1) In case of player illness or injury after the final team roster has been submitted, teams will be permitted to pick up a maximum of two (2) additional players who participated during the Provincial/Territorial qualifying competition.

These additional `pick-up' player members must also meet the athlete eligibility criteria as outlined in Policy 5000-04 Athlete Eligibility for National Games.



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Two Player Pick-up (Curling) (cont.)

- 2) If a team competes at their qualifying tournament with less than the maximum allowable number of players, that Team can pick-up up a maximum of two athletes from another team that participated in their qualifying Provincial/Territorial event.

These additional `pick-up' players members must also meet the athlete eligibility criteria (as outlined in Policy 5000-04 [Athlete Eligibility for National Games](#)).

- 5) If a team requires more than two (2) players to meet the player requirement (as established by their team roster used at the qualifying event) the team will then be rendered ineligible to attend the National Games.
- 6) Teams, who arrive at a National Games with either:
- i) less than minimum number of players
 - ii) arrive with the minimum number of players yet drop below the minimum number of players for the duration of the tournament would not qualify for awards or placement points so therefore are ineligible to advance to a higher level of competition. All teams who played against or were to play against this team shall be awarded points equal to a win and receive no goals/runs against. **OR** Any games this team had played or was to play will be considered void and will result in no point acquisition for any team.

Exhibition games may be set up for the team at the discretion of the organizing committee and the chefs de mission.

SECTION	Training & Competition		5000-06
TOPIC	<i>Coach Eligibility Criteria for National Games – 5000-06</i>		PAGE 1 OF 1
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The following are the minimum requirements for all coaches attending National Games:

- CSO/NCCP Level I full certification (theory, technical and practical); and
- NCCP Level I Technical and Practical components in the sport for which the coach is applying.

OR

- CSO/NCCP Level I full certification (theory, technical and practical); and
- NCCP Level I Technical; and
- NCCP Level II Theory

OR

See page 2

NOTE:

For those sports that do not have a Level I Technical Course (powerlifting, snowshoeing and floor hockey) the following will apply:

- a) 125 hours of coaching Special Olympics athletes in that sport.

Exemption Process

All coaches selected to attend the National Games must provide proof of certification to the National Office no later than 90 days prior to the National Games in the respective sport. Should a coach fail to meet the required certification, he/she may apply to the Coaching Sub-Committee for an exemption. The application must outline the reasons for the exemption, and detail the reason(s) for incomplete certification. Should an exemption be granted, the coach will be eligible to attend the respective National Games. It should also be noted that a coach who receives an exemption will not be eligible for any further exemptions in the respective sport (i.e. he/she must meet all certification requirements prior to the next Games).



SECTION	Training & Competition		5000-07
TOPIC	<i>Submission of Provincial/Territorial Games/Championship Results – 5000-07</i>		PAGE 1 OF 1
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Chapter Offices are required to submit statistical results* from their Provincial/Territorial Games and/or Competitions to the National Office when prior to a National Games.

Chapter Offices are required to submit the Provincial/Territorial Qualifying Games/Competitions results on the registration deadline.

Failure to submit results from Provincial/Territorial Qualifying Games/Competitions will result in the ineligibility of the athlete(s) and/or team(s) to advance to national level competition.

*NOTE: For the team sports of floor hockey, soccer, softball and curling team rosters from the Provincial/Territorial Qualifying Games/Competitions must also be submitted along with the results.

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TOPIC	<i>Athlete and Team Age Groupings – 5000-08</i>			PAGE 1 OF 1
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1. For the purpose of competition an athlete's age group is determined by the athlete's age as on the first day of competition.

2. On the first day of competition, athletes must be at least:
 - thirteen (13) years of age to compete in Special Olympics at a **national** level;
 - fourteen (14) years of age to compete in Special Olympics at an **international** level;

Certain sports and events may further restrict athlete participation based on age. Additional age requirements may be indicated in the specific rules for each sport in the Special Olympics Canada Rule Book.



SECTION	Training & Competition		5000-10
TOPIC	<i>National Games Registration Fee – 5000-10</i>		PAGE 1 OF 1
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The registration fee for each athlete, coach, Chef de Mission, Team Manager and allocated Mission Staff shall be \$75.00, due and payable on the registration deadline set by the Games Organizing Committee. Payment or Registration forms received after the registration deadline will be assessed a late registration fee of \$25.00 per athlete, coach, Chef de Mission, Team Manager, and allocated Mission Staff bringing a total late fee payment to \$100.00.

All additional Mission Staff will be charged a fee to cover the meals, accommodations, and travel for the entire length of the Games. The late registration fee of \$25.00 will also be assessed on these volunteers.

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TOPIC	<i>Out-of-Country Travel Notification – 5000-11</i>		PAGE 1 OF 1
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All out-of-country travel must be sanctioned by Special Olympics Canada. This is to ensure that Canadian athlete and coaches are fully prepared for International travel and that Special Olympics International has sanctioned this event.

A written request for approval, addressed to the Vice President of Sport, with a letter of support from the Chapter Program Director, must be received at least 60 days prior to the planned departure. This request must contain the following information*:

1. Name, date and location of competition to be attended;
2. Number of athletes and coaches attending, and the cost per individual.
3. An explanation of the funding of the trip.
4. Verification of our-of-country medical insurance.
5. Team leader or contact person, with phone number.

*NOTE: Exception - Teams travelling to bordering states. Special Olympics Canada will respond to requests from Chapters for out-of-country travel, in writing, within 14 days based on the following criteria:

1. Special Olympics International has sanctioned the event.
2. The Chapter has fulfilled its Chapter and National Games commitment.
3. The trip will not place undue financial hardship on the Chapter, or in any way effect on-going programming.

All invitations received by Special Olympics Canada will be circulated to all Chapters for their consideration. If a Canadian Team is to be sent an International competition, the Sport Committee will advise Special Olympics Canada on the distribution of athletes for the competition.



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TOPIC	<i>National Games Awards – 5000-13</i>		PAGE 1 OF 1
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Only official Special Olympics Canada medals shall be used at National Games.

1. GENERAL GUIDELINES:

- a. Awards shall be presented to athletes within each division in a ceremony which highlights their achievements.
- b. Athletes or teams placing first through third within a division shall be awarded a medal. Fourth to eighth place ribbons shall not be given at National Games or Competitions.
- c. If a National Sport Federation does not have a policy on awarding placement in case of a tie, the following shall apply:
 In the case of a tie, each athlete or team who has achieved the same result shall receive the award for the highest place. Athletes or teams who follow shall receive the appropriate award for their order of finish (e.g. two athletes who tie for third shall both receive recognition for third place. The next athlete who crosses the finish line will receive recognition for fifth place).
- d. The athletes who have been judged first, second and third shall stand in their official uniforms, on the stand with the first place winner slightly above the second who is on his right and third who is on his left. The highest award is presented first and awards then progress in descending order to the lowest award.
- e. In addition to medals, athletes may receive special recognition for significant accomplishments (e.g. high scratch, most improved athlete, sportsmanship) following the official awards ceremony.
- f. All athletes at a competition may be presented with a memento in recognition of their attendance at that event. These mementoes, however, shall not be similar to the competitive awards presented to the athletes at the event.

2. TEAM SPORTS:

- a. The official Special Olympics Canada team sports are floor hockey, soccer, softball and curling.
- b. All athletes shall also receive gold, silver or bronze medals, appropriate to their placement.

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TOPIC	<i>Provincial/Territorial Mission Staff for National Games – 5000-15</i>		PAGE 1 OF 2
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ATHLETE/COACH RATIO

The athlete to coach ratio for Summer Games is a maximum of 4:1 (with the exclusion of 5-pin bowling which has a 5:1 athlete coach ratio) and for Winter Games a maximum of 3:1. For the team sports of softball, soccer and floor hockey there shall be a maximum of three coaches per team. Curling shall have a maximum of 2 coaches per team.

CHEF DE MISSION

All Chapters will be assigned a separate position for the Chef de Mission. This individual will be the Chapter contact with the Games Organizing Committee and Special Olympics Canada. All communication will flow through this individual. The Chef de Mission must be available to participate in the initial chef's meeting at the National conference and monthly conference call in the year leading up to the Games. The Chef de Mission is the 'head of the delegation' and the team spokesperson prior to and during the Games.

TEAM MANAGER

To assist with the organization of larger teams, i.e. outfitting, internal travel, parent concerns, etc., a second designation is made for Teams with 12 or more athletes. Each Provincial/Territorial Team with 12 or more athletes will be assigned a separate position of Team Manager.

This position is appointed by the Chapter and is included in travel equalization and covered by the Games registration fee.

MISSION STAFF

It has been found that due to the larger size of Provincial/Territorial Teams, and the variables of on-site Team management, the position of Mission Staff is crucial to the overall management of a Team.

To allow for this Provincial/Territorial Teams may be allocated, as part of their Team quota, Mission Staff positions depending upon the size of their Team.

Mission Staff positions will be allocated based on the number of coaches each Team has. For every four (4) coaches one Team Mission Staff position will be allowed to a maximum of twelve (12) Mission Staff Positions for one Provincial/Territorial Team

These Mission Staff positions are considered a full member of the Team and included in all official Team functions and privileges, i.e. Opening Ceremonies, Closing Ceremonies,



Athlete's Village, meals, etc.). This position is included in travel equalization and covered by the Games registration fee.

SECTION	Training & Competition		5000-15
TOPIC	<i>Provincial/Territorial Mission Staff for National Games – 5000-15</i>		PAGE 2 OF 2
EFFECTIVE DATE	May 1998	LAST UPDATED	September 2005

MISSION STAFF:

If a Provincial or Territorial Team request additional Mission Staff positions, over and above those allocated as part of their original Team quota, Chapters will be requested to submit their Provincial/Territorial Team Management Structure and the number of Mission Staff required to manage their Team.

The National Games Sub-Committee will approve the number of requested Team Mission Staff positions based on the number of coaches and athletes each Team has been allocated and the number of sport venues at the National Games.

These additional Mission Staff will not be included in the travel equalization program, nor will they be covered by the Games registration fee. Chapters will be responsible for paying the Games Organizing Committee a fee per additional Mission Staff which reflects the true cost of the services provided, i.e. meals, accommodations, on-site transportation, for the entire length of the Games. This fee would be set at least six months in advance and be payable to the Games Organizing Committee prior to the Games.



SECTION	Training & Competition		5000-17
TOPIC	<i>National Games Travel – 5000-17</i>		PAGE 1 OF 1
EFFECTIVE DATE	November 1987	LAST UPDATED	September 2005

The following conditions apply to all Chapters attending National Games, excluding the Host Chapter.

1. Travel will be arranged by Chapters, in consultation with, Special Olympics Canada.
2. All Chapters will pay an equal amount per athlete/coach/Chef de Mission/Team Manager/allocated Mission Staff.
3. Special Olympics Canada will establish a payment schedule for each Games that require prepayment of transportation and registration costs.
5. The Hosting Chapter is exempt from the travel equalization process. The Host Chapter will only assume their actual costs of travel.
6. Whenever possible travel arrangements should be made to ensure all teams arrive on the Monday prior to Opening Ceremonies to permit for adequate practise before competition. Availability of flights may require teams to arrive prior to this. When this occurs it shall not be at the cost of the Province/Territory team. The departure date from the Games shall be Sunday.

SECTION	Training & Competition		5000-19
TOPIC	<i>Alcohol Policy – 5000-19</i>		PAGE 1 OF 1
EFFECTIVE DATE	May 1995	LAST UPDATED	September 2005

That alcohol shall not be available to, or consumed by, athletes, coaches, mission staff, team managers and chef de missions, from point of departure to return, or at any sporting event organized by Special Olympics in Canada (i.e. National, Chapter, or Regional Events).

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TOPIC	<i>Competition Cycle – 5000-22</i>		PAGE 1 OF 1
EFFECTIVE DATE	May 1995	LAST UPDATED	September 2005

- Chapters shall host their Provincial/Territorial Games/Championships, or attend another Chapter's Games, in the year preceding the SOC National Games. For example:

Summer Games	Winter Games
2005	2007
2009	2011

- SOC National Summer and Winter Games are held every four years and in the year preceding World Summer and Winter Games. For example:

Summer Games	Winter Games
2006	2008
2010	2012
2014	2016

- Special Olympics Canada National Games rotation is as follows:

Initial Cycle Sequence

1987 New Brunswick Winter
1990 British Columbia Summer
1994 Nova Scotia Summer
1996 Alberta Winter
1998 2000 Ontario Summer & Winter
2002 Saskatchewan Summer
2004 Prince Edward Island Winter
2006 Manitoba Summer
2008 Quebec Winter
2010 London

Second Cycle Sequence

2012 New Brunswick Winter
2014 British Columbia Summer
2016 Nova Scotia Winter
2018 Alberta Summer
2020 Ontario Winter
2022 Saskatchewan Summer
2024 Prince Edward Island Winter
2026 Manitoba Summer
2028 Quebec Winter
2030 Newfoundland/Labrador Summer

Chapters may choose to negotiate and trade hosting opportunities under Special Olympics Canada sanction and guidance.

- World Summer Games are held every four years, commencing with the first Games in 1975. World Winter Games are held every four years, commencing with the first Games in 1977. For example:

Summer Games	Winter Games
2007	2009
2011	2013



SECTION	Training & Competition		5000-24
TOPIC	National Team Selection – 5000-24		PAGE 1 OF 13
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Policy Intent

1. Special Olympics Canada has the responsibility to organize, develop and select athletes and teams to represent Special Olympics Canada at World Games (Winter and Summer). This policy sets Special Olympics Canada’s procedures governing the selection of athletes to the National Team which will compete at the World Games.

Application of this Policy

2. This Policy applies to all athletes seeking selection to the Special Olympics National Team and those athletes selected to the Special Olympics National Team.

Communication of this Policy

3. This Policy will be published on the Special Olympics Canada’s website and communicated to all Chapters via email. Any amendments to this Policy will be immediately posted on the Special Olympics Canada’s website and communicated to all Chapters via email.

Selection Committee

4. The Board of Directors of Special Olympics Canada has delegated the authority for all decision-making under this Policy to the Selection Committee which is composed as follows:
 - a) Director of Sport and Competition
 - b) Two (2) individuals appointed by the Special Olympics Canada Canadian Sport Council

Team Size

5. Team size will be dictated by the Governing Body of the World Event. When this is not the case, the Selection Committee will have the discretion to name a larger team that will include a greater number of athletes, or to name a smaller team due to resource constraints.

Team Announcement

6. Special Olympics Canada will announce athlete and team selections by posting the National Team list on the Special Olympics Canada’s website and by contacting selected athletes directly via letter.
7. No athlete, coach, volunteer, parent or Special Olympics Canada staff will presume that an athlete, team or coach has been selected to the National Team until an “OFFICIAL ANNOUNCEMENT” is made in accordance with Section 6.



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Athlete Eligibility

8. To be eligible to be considered for selection to the National Team, an athlete must:
 - a) Be a registered athlete in good standing with Special Olympics Canada;
 - b) Be regularly active in a Special Olympics' program;
 - c) Be fourteen (14) years of age or older, as of January 1st in the year of the World Games;
 - d) Have been training in the sport that they are seeking selection for a minimum of two (2) sport seasons;
 - e) Have competed in the sport that they are seeking selection at the Special Olympics Canada National Games immediately preceding the World Games;
 - f) Be a permanent resident of Canada or a landed immigrant;
 - g) Endorsed by their Chapter, or the Selection Committee, in accordance with this Policy;
 - h) Attend all selection camps, if any, as required; and
 - i) Be eligible to participate as per the rules of the World Games.

Selection Process

9. Subject to Section 10, upon completion of the Special Olympics Canada National Games, the Selection Committee will select athletes (hereinafter "Qualified Athletes") for potential selection to the National Team in accordance with the following sport specific quotas and criteria defined in Appendix A, subject to endorsement as described in this Policy.

10. A minimum of one (1) athlete per Chapter will be selected to the National Team providing the athlete has won a medal at the Special Olympics Canada National Games immediately preceding the World Games. If a Chapter does not qualify an athlete by performance points, the athlete who has the most gold medals (1st selection criteria), silver medals (2nd selection criteria) and/or bronze medals (3rd selection criteria) shall be selected. If a Chapter has only one athlete on the Qualified Athletes List and the athlete is not endorsed, the Chapter will not be allocated a second quota and this section will be null and void.

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Chapter Post Competition Questionnaire and Endorsement Submission Requirements

11. Upon being considered for selection as a Qualified Athlete, Special Olympics Canada will notify the applicable Chapter (no later than two (2) weeks following the Special Olympics Canada National Games) and seek a Post Competition Questionnaire and Endorsement (attached here as Appendix “B”) of their Qualified Athletes in accordance with this Policy.
12. Each Chapter will notify Special Olympics Canada the name of their person who has the overall responsibility for ensuring the completion of the Post Competition Questionnaire and Endorsement. All Post Competition Questionnaire and Endorsement documents must be submitted to Special Olympics Canada no later than one (1) month of receiving the Qualified Athlete list.
13. The Post Competition Questionnaire and Endorsement documents are to be signed by at least two (2) coaches and/or mission staff.
14. The decision to endorse or not is a decision which should be determined between the Qualified Athlete, any applicable caregiver, coach and Chapter and may consider the following criteria:

Conduct

- a) The athlete’s ability to cope with the pressures involved in training, traveling, competing and being removed from their usual environment for long periods of time (approximately 16 days).
- b) The athlete’s ability to adapt socially to the games environment.

Travel and Accommodations

- c) The athlete’s ability to be out of the country, away from their families, friends, jobs, etc. for long periods of time.
- d) The athlete’s ability to cope without access to their parents/guardians/caregivers during competition as such people are not permitted in the athletes’ village or field of play.
- e) The athlete’s ability to cope with travel, including air travel.

Training



- f) The athlete is actively and regularly training.

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- g) The athlete is able to maintain a regular training schedule which requires training a minimum of three (3) times per week.
 h) The athlete’s ability to attend all required training camps.

General

- i) The athlete has acquired a valid Passport enabling the athlete to enter the host country of the World Games.
 j) The athlete has acquired a physician’s signature verifying the athlete’s health in order to attend a National or World sporting event on the form provided (World Games Medical Form).
15. A Qualified Athlete will either be endorsed by their Chapter or not. If the Qualified Athlete is endorsed, the Qualified Athlete will be selected to the National Team, in accordance with this Policy.
16. In the event that the Qualified Athlete is not endorsed by their Chapter the following steps will be implemented:
 a) The Chapter will summarize the information collected, including the Post Competition Questionnaire and Endorsement, and submit a report to the Selection Committee.
 b) Special Olympics Canada may seek a legal opinion if deemed appropriate.
 c) The Selection Committee may overrule the Chapter’s non-endorsement resulting in selection to the National Team or uphold the non-endorsement of the Qualified Athlete. If the Selection Committee upholds the non-endorsement, the Qualified Athlete (appropriate person) will be notified of the Special Olympics Canada Appeal Policy.
17. In the event that a Qualified Athlete is not endorsed, the next highest ranked endorsed Qualified Athlete will be selected to the National Team.

Exceptions

18. If unforeseen circumstances arise which do not allow for this selection process or its timelines to be implemented as planned, the Selection Committee reserves the right to identify an alternate process or alternate timelines. Should this occur, all eligible athletes will be notified of these changes in a timely manner.
19. In the event that the Special Olympics Canada National Games are cancelled for any reason, the Selection Committee will utilize the results from the last Provincial



Championships in each Chapter. In the case of Team Sports, the Selection Committee will select those teams by drawing from a hat.

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Athlete Requirements to Remain Selected and Removal

20. Upon selection and in order to remain on the National Team an athlete must:
 - a) Sign an Athlete Agreement,
 - b) Provide to Special Olympics Canada all required documents (medical forms, registration forms, athlete agreement, copy of passport, etc.),
 - c) Participate in all team events, activities and meetings,
 - d) Obey all rules established by Special Olympics Canada,
 - e) Assist Special Olympics Canada in public relations and fundraising projects where required.

21. Once selected to a team, an athlete may withdraw or be withdrawn for the following reasons:
 - a) Satisfying the minimum training standards set out by the Head Coach;
 - b) Failure to adhere to team rules and the Special Olympics Canada’s Code of Conduct and other policies;
 - c) Remain competitive-ready leading up to the event. Athletes who do not remain competitive-ready by reason of lack of fitness, injury or illness may be removed from the team. It is the obligation of the athlete to immediately report any injury, illness or change in training that could affect their ability to compete at their highest level.
 - d) Voluntary withdrawal/retirement;
 - e) Fraudulent misrepresentation.

22. Prior to competition, where an athlete is unable to meet training standards, competitive readiness, violates team rules or the code of conduct or provides fraudulent misrepresentations, the Selection Committee will have the discretion to remove the athlete from the Team, provided the athlete is given an opportunity to be heard, and to replace the athlete with another suitable candidate. The Selection Committee will notify the athlete in writing that he/she has been removed from the team and reasons for the removal.

23. During World Games, the National Team Program Management Team may make decisions to remove or discipline an athlete in the best interests of the National Team. (This section is further defined in the Special Olympics Canada Discipline and Complaints Policy)



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Appeals

24. Any appeal against a decision of the Selection Committee can be made in accordance with the Special Olympics Canada’s Appeals Policy.

APPENDIX A

SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA CROSS COUNTRY SKIING, SNOWSHOEING, SPEED SKATING, SWIMMING and ATHLETICS

Quota Process

1. The number of selected athletes per sport will be determined as follows:
 - a. Total number of eligible spots per applicable sport will be determined by the applicable Worlds Governing Body
 - b. The total number of eligible spots per sport will be split equally between men and women
 - c. The eligible spots per sport shall be further split by age category (13 – 21, 22-39, 40 +). The representation from each age group will be proportional based on registration statistics at the National Games.

Selection Criteria

2. Athletes will be ranked based on the following criteria within their applicable sport:
 - a. Athlete will be awarded points based on their performance at the Special Olympics Canada National Games as follows:

1 st Place	10 Points
2 nd Place	8 Points
3 rd Place	6 Points
4 th Place	4 Points
5 th Place	2 Points
6 th – 8 th Place	0 Points

- b. All points scored will be accumulated and divided by the number of events the athlete entered. If an athlete cannot compete in an event(s) for medical reasons, that event(s) will not be used in the calculation of average number



of points. (Medical reasons and scratches must be approved by the Doctor designated by the applicable Games Committee).

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- c. Averaged scores will be ranked highest to lowest. Athletes will be selected using their rankings and the quota process stated above. In the case of a tie, the following tie-breaking criteria will be implemented:
 - i. The athlete with the most gold medals will be selected; if there is still a tie,
 - ii. The athlete with the most silver medals will be selected; if there is still a tie,
 - iii. The athlete with the most bronze medals will be selected; if there is still a tie,
 - iv. The athlete with the next highest ranking will be selected; if there is still a tie,
 - v. The athlete who competed in the least represented events will be selected.

Quota for Pentathlon

1. The number of selected athletes for Pentathlon will be determined as follows:
 - a. The quota allotted to Pentathlon will be reflective of the percentage of athletes who participated in the Pentathlon at the Special Olympics Canada National Games. For example, if 6% of athletes at the National Games were pentathletes and Special Olympics Canada received a total athlete quota from the World Governing Body of twenty (20), then pentathletes would be awarded $0.06 \times 20 = 1.2$ quota athletes for Pentathlon – thereby one (1) athlete would be selected for the pentathlon.
2. Athlete selection for Pentathlon will be as follows:
 - a. The athlete who won a gold medal at the National Games in the highest division will be the first selection.
 - b. The athlete who won a silver medal in the highest division at the National Games will be the next selection, and so on, until all quotas are filled.

APPENDIX B

SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA RHYTHMIC GYMNASTICS

Quota for Rhythmic Gymnastics (Singles Competition)

1. The number of selected athletes for Rhythmic Gymnastics (Singles Competition) will be determined as follows:



- a. Total number of eligible spots per applicable sport will be determined by the applicable World Governing Body
- b. The eligible spots per sport shall be further split by age category (13 – 21, 22-39, 40 +), if age categories are used during the divisioning process. The representation

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from each age group will be proportional based on registration statistics at the National Games.

Selection Criteria for Rhythmic Gymnastics (Singles Competition)

- 2. Rhythmic Gymnastics Athletes will be selected as follows:
 - a. First place athletes in the highest divisions amongst the four (4) levels will be selected
 - b. If the quota given to Special Olympics Canada is greater than four (4), then the 2nd place finishers in the highest division will be considered, starting with level 4. This process will continue until all quotas have been filled.
 - c. In the event that the total number of quotas given is less than the total number of 1st place athletes in each level, athletes will be chosen from the winners of the highest level to the lowest level of competition until all quotas are filled.

**APPENDIX C
SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA
POWERLIFTING**

Quota for Powerlifting

- 1. The number of selected athletes for Powerlifting will be determined as follows:
 - a. Total number of eligible spots are determined by the applicable World Governing Body
 - b. The total number of eligible spots will be split equally between men and women

Selection Criteria for Powerlifting

- 2. Powerlifting athletes will be selected as follows:



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APPENDIX D

SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA 10 PIN BOWLING

Quota for 10 Pin Bowling

1. The number of selected athletes for 10 Pin Bowling will be determined as follows:
 - a. Total number of eligible spots are determined by the applicable World Governing Body
 - b. The total number of eligible spots will be split equally between men and women

Selection Criteria for 10 Pin Bowling

2. 10 Pin Bowling athletes will be selected as follows:
 - a. Athletes will be ranked highest to lowest based on their flat score for all nine (9) games at the National Games, with their handicap factored into the calculation.
 - b. Handicap is determined by taking 90% of the difference between the athletes entering average and 180.
 - c. The top ranked athlete(s) will be selected.
 - d. In the case of a tie, the following tie-breaking criteria will be implemented:
 - i. The athletes rank in the singles event with handicap highest to lowest; if there is still a tie,
 - ii. The athletes rank in the singles and doubles events with handicap highest to lowest; if there is still a tie,
 - iii. The athlete with the most gold medals will be selected; if there is still a tie,
 - iv. The athlete with the most silver medals will be selected; if there is still a tie,
 - v. The athlete with the most bronze medals will be selected.



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APPENDIX E

SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA ALPINE SKIING

Quota for Alpine Skiing

1. The number of selected athletes for Alpine Skiing will be determined as follows:
 - a. Total number of eligible spots are determined by the applicable Worlds Governing Body
 - b. The total number of eligible spots will be split equally between men and women
 - c. The eligible spots per sport shall be further split by age category (13 – 21, 22-39, 40 +), if age categories are used during the divisioning process. The representation from each age group will be proportional based on registration statistics at the National Games.
 - d. Athletes will be selected from each of the levels (novice, intermediate, advanced). The representation from each level will be proportional based on registration statistics at the National Games.

Selection Criteria for Alpine Skiing

2. Alpine Skiing athletes will be selected as follows:
 - a. Athletes will be awarded points based on their performance in the four official Alpine Skiing events (downhill, giant slalom, slalom and super giant slalom) as follows:

1 st Place	10 Points
2 nd Place	8 Points
3 rd Place	6 Points
4 th Place	4 Points
5 th Place	2 Points
6 th – 8 th Place	0 Points



- b. As it is mandatory that every athlete compete in all four events, athletes will be ranked based on their total accumulated score.
- c. In the case of a tie, the following tie-breaking criteria will be implemented:
 - i. The athlete with the most gold medals will be selected; if there is still a tie,
 - ii. The athlete with the most silver medals will be selected; if there is still a tie,
 - iii. The athlete with the most bronze medals will be selected.

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APPENDIX F

SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA FIGURE SKATING

Quota for Figure Skating

1. The number of selected athletes for Figure Skating will be determined as follows:
 - a. Total number of eligible spots are determined by the applicable Worlds Governing Body
 - b. The total number of eligible spots will be split equally between men and women
 - c. The eligible spots per sport shall be further split by age category (13 – 21, 22-39, 40 +), if age categories are used during the divisioning process. The representation from each age group will be proportional based on registration statistics at the National Games.

Selection Criteria for Figure Skating

2. Figure Skating athletes will be selected as follows:
Categories include Pairs, Ice-Dance and Singles
 - a. Calculate the % of athletes per category
 - b. The minimum % required for a category to be guaranteed a quota shall be **15%**
 - c. If there are **15%** or higher in the Pairs and Ice Dance events, the event with the highest participation will be selected first. If these two events are tied, the Pairs will be selected first. The Gold Medal winners in the highest level within that event will be selected first.
 - d. If the Pairs or Ice Dance athletes who have been selected have also competed in Singles, they will automatically be permitted to skate in the singles competition.
 - e. All remaining quotas will be filled with the Singles event skaters. The Singles skaters will be selected using the Gold Medal winners from each level. In order to



ensure all ability levels have an opportunity to advance, whenever possible there will be at least 2 Gold Medal winners selected from the Singles levels 1-2 group, and the Singles levels 3-6 group. Remaining Singles quota will be selected from individual categories ranked highest to lowest % and not already represented by a Gold Medal winner.

- f. If in subsection “c” there is not sufficient % to guarantee a quota allotment in Pairs, Ice-Dance or both, athletes who have been selected based on their Singles event will be permitted to skate in these events if they have done so at the National Games.

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**APPENDIX G
SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA
Golf**

Quota for Golf

The number of selected athletes for golf will be determined as follows:

- a. Total number of eligible spots are determined by the applicable World Governing Body
- b. The total number of eligible spots will be split equally between men and women

Selection Criteria for Golf

Golf athletes will be selected as follows:

- a. Athletes will be ranked highest to lowest based on their flat score, an accumulation of the score for all rounds of competition at the National Games.
- b. Athletes must have a an average of 70 or below (9 hole competition).
- c. The top ranked athlete(s) will be selected.
- d. In the case of a tie, the following tie-breaking criteria will be implemented:
 - i. The player with the best score for the last 9 holes takes the lead over the other athlete(s)
 - ii. The player with the best score for the last 6 holes takes the lead over the other athlete(s)
 - iii. The player with the best score for the last 3 holes takes the lead over the other athlete(s)



- iv. The player with the best score for the last hole takes the lead over the other athlete(s)

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**APPENDIX H
SPECIAL OLYMPICS CANADA NATIONAL TEAM SELECTION CRITERIA
TEAM SPORTS INCLUDING BASKETBALL, BOCCE, FLOOR HOCKEY, SOCCER
AND SOFTBALL**

Quota for Team Sports (Basketball, Bocce, Floor Hockey, Soccer and Softball)

- 1. The number of selected teams will be determined as follows:
 - a. Total number of eligible spots are determined by the applicable Worlds Governing Body

Selection Criteria for Team Sports

- a. If the quota allotted is one team, first place teams in all divisions will be considered.
- b. The goals/runs/points/baskets against average for regulation and medal round play will be determined. The team with the lowest goals against average will be selected to advance.
- c. If the quota is greater than one (1), the above process will be followed until all quotas are filled.
- d. In the case of a tie, the following tie-breaking criteria will be implemented:
 - i. The first place teams with the lowest goals/runs/points/baskets against average during the medal round will be selected.

Note:

Goals/runs/points/baskets against average is determined by goals/runs/points/baskets against divided by number of games played.

Regulation games – games played during the competition, excluding divisioning games.



Three Player Pick-up (Basketball, Soccer, Softball & Floor Hockey)

1) In case of player illness or injury after the final team roster has been submitted, teams will be permitted to pick up a maximum of three (3) additional players who participated during the qualifying national competition.

These additional 'pick-up' players must also meet the athlete eligibility criteria outlined in this policy.

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These additional 'pick-up' players must also meet the athlete eligibility criteria as outlined in this policy.

7) If a team requires more than three (3) players to meet the player requirement (as established by their team roster used at the qualifying event) the team will then be rendered ineligible to attend World Games.

Two Player Pick-up (Bocce)

1) In case of player illness or injury after the final team roster has been submitted, teams will be permitted to pick up a maximum of two (2) additional players who participated during the during the qualifying national competition.

These additional 'pick-up' player members must also meet the athlete eligibility criteria as outlined in this policy.

Quotas for team sports (floor hockey, soccer, and softball) are allotted as follows:

If the quota allotted is one team, first place teams in all divisions will be considered;

Each team would be allotted the following points (3,2,1,) respective of win, tie, and loss for each game played in their division during the tournament;

The total allocated points achieved will be divided by the number of games played, to determine the average points allocated per game;

The team with the highest average will be selected to advance; and,



If the quota is greater than one (1), the above process will be followed until all quotas are filled.

TIE BREAKING

The first place teams with the lowest "goals against" divided by the "number of games played in the tournament" will be selected.

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TØPIE	<i>Selection Criteria for Coaches Advancing to World Games – 5000-33</i>			PAGE 2 OF 3
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This document is to be used in selecting coaches to Team Canada.

COACH REQUIREMENTS:

Qualifications:

- Level I fully trained Special Olympics Canada/NCCP (theory, technical and practical);
- Level II Theory;
- Level I full certification in their sport**;
- minimum of 3-5 years with Special Olympics as either a volunteer or staff.
- to include those qualifications listed for Chef de Mission, Team Manager and Sport Managers listed in Policy 5000-34 (i.e. Registered with Special Olympics in Canada, has Games experience, organizational skills, communication skills)
- Coaches must attend the National Games/Championships as a coach or in a team management position in the sport in which they are applying.
- Coaches must be 19 years of age or over.

****NOTE:** For those sports that do not have a Level I technical course in their sport (powerlifting, snowshoeing and floor hockey), the following would apply:

- 125 hours of coaching Special Olympics' athletes in the sport.

APPLICATION PROCESS:

Special Olympics Canada will circulate all coach and/or head coach applications to the Chapter Offices, and Provincial/Territorial Program Committee/Managing Partners Chairs, for further distribution to the coaches/volunteers/staff in their Provinces/Territories.

Chapter Offices are required to collect the coach and/or head coach applications and forward **all** applications to the National Office by the established deadline date*.

Interested parties must submit the following supporting documentation:

- the coach application form;
- a copy of their technical qualifications (i.e. a photocopy of their NCCP passport booklet);
- two letters of reference; one general reference letter, and the other must outline sport specific background and experience;
- a copy of any additional qualifications referred to in their application (i.e.



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- first aid, cpr, etc).

***NOTE: Applications that do not have all required documentation attached will not be accepted.**

****NOTE: CHAPTER INVOLVEMENT**

Upon receipt of all applications, it is requested that Chapters score their submissions prior to forwarding them to the National Office.

- i) Using a score from 1 to 10 (1 being highest) rate all applications. Comments are strongly encouraged and all information will be treated with the strictest of confidence;
- ii) Once the Chapter has prioritized its coaches, all NCCP qualifications must be verified prior to forwarding the applications to the National Office;
- iii) The Chapters will submit the documentation on **all** coach applications that they have received.

This process will be kept strictly confidential.

No one from the Selection Committee can solicit and/or encourage a person to apply for a coaching position. If the Selection Committee does not have enough applicants, the Chairperson of the Sports Program Committee will contact each Chapter Office to encourage more applicants for coaching positions. If the

Chairperson of the Selection Committee is a member of the committee, someone from the Sport Program Committee who is not a member of the Selection Committee will assume the responsibility of contacting the Chapter Offices.

THE COACH SELECTION COMMITTEE:

The National Team Program Sub-Committee, of the Sport Program Committee, will act as the Selection Committee for coaches selected to the National Team Program. The Coach Selection Committee will not have any members on the committee who have applied for a coaching position on the National Team currently being selected.

The Coach Selection Committee will:

- look at all final lists of athletes selected to attend the Games;
- identify any special cases and/or needs of the athletes (i.e. communication needs);
- score all applications received (by sport) in order of the priority of selection based upon the following:



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- technical qualifications;
- experience as a Special Olympics coach;
- Chapter ranking;
- potential to coach an athletes from the same province/territory
- potential to teach other coaches in the sport;
- past experience in a games environment;
- potential to meet any special athlete needs as determined; and,
- identify a short list of head coaches, and coaches and
- conduct telephone interviews with the short lists.
- Head Coaches will be selected first in order that input from Team Canada Head Coaches regarding selection of assistant coaches can be considered;

Once all head coaches and coaches have been identified, alternate coaches will be selected in each sport. Alternate coaches **will not** be identified outside of the Coach Selection Committee unless a selected coach is unable to fulfil his/her duties.

ONCE SELECTED, ALL MISSION STAFF, HEAD COACHES AND COACHES WILL UNDERGO A POLICE RECORDS CHECK.

After all coaches have been selected, the Coach Selection Committee will send a letter to all applicants. The letter will be either:

- a personalized letter of congratulations on being selected as a member of Team Canada;

OR: a personalized letter thanking the applicant for applying.

NOTE: Any individual and/or Special Olympics Chapter Office who informs a coach that he or She has been selected prior to official notification by the Coach Selection Committee will assume responsibility for his/her actions.



SECTION	Training & Competition		5000-34
TOPIC	<i>Selection Criteria of Mission Staff to National Team – 5000-34</i>		PAGE 1 OF 2
EFFECTIVE DATE	May 1995	LAST UPDATED	May 2001

MISSION STAFF REQUIREMENTS:

Qualifications:

- Registered with Special Olympics in Canada
- Has Games Management Experience
- Communication and organizational skills
- Must have attended the qualifying event (National Games/ Championships);
- Must be 19 years of age or over

APPLICATION PROCESS:

Special Olympics Canada will circulate all Mission Staff applications to the Chapter Offices, and Provincial/Territorial Program / Managing Partners Committee Chairs, for further distribution to the coaches/volunteers/staff in their respective Provinces/Territories.

Applicants will forward the Mission Staff Application Form directly to the National Office by the _____ (DATE).

When applications are requested, interested parties must submit the following supporting documentation:

- the Mission Staff application form;
- a copy of any pertinent technical qualifications (i.e. a photocopy of their NCCP
- two letters of reference; one general reference letter, and the other must outline Games Management background and experience;
- a copy of any additional qualifications referred to in their application (i.e. first aid, CPR, etc.).

This process will be kept strictly confidential.

THE MISSION STAFF SELECTION COMMITTEE: The National Team Program Sub-Committee, of the Sport Program Committee, will act as the Selection Committee for Mission Staff selected to the National Team.

NOTE: The Team Canada Selection Committee will not have any members on the committee who have applied for a Mission Staff position on the National Team currently being selected.



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EFFECTIVE DATE	May 1995	LAST UPDATED	May 2001

The Selection Committee will:

1. Score all applications based upon the following (in no particular order):
 - managerial qualifications;
 - technical qualifications;
 - experience as a Special Olympics coach/volunteer/staff;
 - ability to work with others in a team environment;
 - past experience in a games environment
2. Conduct a telephone interview with all candidates short listed.
3. Ensure that a minimum of one (1) Mission Staff will be bilingual

Alternate Mission Staff **will not** be identified by the Selection Committee unless a selected Mission Staff is unable to fulfil his/her duties.

ONCE SELECTED, ALL MISSION STAFF WILL UNDERGO A POLICE RECORDS CHECK.

After all Mission Staff have been selected, the Selection Committee will send a letter to all applicants. The letter will be either:

- a personalized letter of congratulations on being selected as a member of Team Canada;
- OR:
- a personalized letter thanking the applicant for applying.

NOTE: Any individual and/or Special Olympics Chapter Office who informs a Mission Staff applicant that he or she has been selected prior to official notification by the Selection Committee will assume responsibility for his/her actions.



SECTION	Training & Competition		5000-35
TOPIC	<i>Athlete Training Requirements – 5000-35</i>		PAGE 1 OF 1
EFFECTIVE DATE	May 1989	LAST UPDATED	May 1998

Training periods for athletes competing in Special Olympics competitions is outlined as follows:

- National Games – minimum of 2 sport seasons in their sport;
- World Games – minimum of 3 sport seasons in their sport.



SECTION	Training & Competition		5000-38
TOPIC	<i>Classification of Demonstration and Official Sports within Special Olympics Canada – 5000-38</i>		PAGE 1 OF 4
EFFECTIVE DATE	May 1995	LAST UPDATED	September 2005

Special Olympics Canada classifies the sports practised in its programs as official or demonstration sports.

Special Olympics Canada recognizes the following as **official** sports:

Summer Sports	Winter Sports
Aquatics	Alpine Skiing
Athletics	Figure Skating
5-Pin Bowling	Floor Hockey
10-Pin Bowling	Nordic Skiing
Powerlifting	Snowshoeing
Rhythmic Gymnastics	Speed Skating
Soccer	Curling
Softball	

Demonstration sports are those which have not met the standards required of an official sport, but have been identified by the National Assembly as areas for priority development:

Summer Sports	Winter Sports
Basketball	
Bocce	
Golf	

Prohibited sports are those that have been determined to not meet the minimum health and safety standards of Special Olympics Canada and/or Special Olympics Incorporated or are a potential danger to its athletes. The following prohibited sports, and events, shall not be part of any Special Olympics competition, event, training program, clinic, etc.:

Sport	Prohibited Event
Athletics	Javelin, Hammer Throw, Pole Vault, Triple Jump, Discus
Aquatics	Platform Dives
Gymnastics	Trampoline
Nordic Skiing	Biathlon, Nordic Jumping
All Contact Sports	Marital Arts, wrestling, Karate, Boxing, Rugby, American Football
Others	Fencing, Shooting



SECTION	Training & Competition		5000-38
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OFFICIAL SPORT STATUS

The following criteria must be met in order for a sport to receive recognition as an official sport of Special Olympics Canada:

1. That the sport meets the criteria of a demonstration sport, and have been in use as such for at least one year;
2. A minimum of six (6) Chapters must have participated in this sport in two (2) consecutive Chapter Games/Championships;
3. The Chapter shall ensure the continued development of the sport;
4. Have been held, in status of a demonstration sport, at a National Games;
5. Received, at the first Program Council Meeting following the National Games (in which the sport was recognized as a demonstration sport), a recommendation from the Program Council supporting the elevation of the sport in question to official sport status; and,
6. It is strongly recommended that the application for official sport status include a letter of support from the National Sport Organization regarding the development of the sport within Special Olympics.

If the above basic criteria have been met, the Program Council shall request the Sport Committee of the Board bring forward their recommendation for full Board approval.

TO MAINTAIN OFFICIAL SPORT STATUS:

All official sports shall be reviewed after every National Games by the Program Council

A sport shall maintain its official status, if a minimum of six (6) or more Chapters are currently participating in the sport and including the sport in their Chapter Games. If a sport does not meet the above guidelines, the sport will become temporarily inactive until a review committee** can reconsider its status as the official sport, and as such, the sport shall not be offered at the National Games until it once again meets the appropriate criteria for official sport status.

****NOTE:**

A review committee may consist of a representative from the Sport Committee, in conjunction with the Program Directors and SOC Sport Department, and other representative as seen appropriate. They shall poll all of the provinces regarding the status of the sport in their chapter. Then, after an appropriate study has been conducted, forward a recommendation to the Sport Committee and Program Council, on how to re-develop the sport until it again meets the criteria to re-apply for official sport status.



SECTION	Training & Competition		5000-38
TOPIC	<i>Classification of Demonstration and Official Sports within Special Olympics Canada – 5000-38</i>		PAGE 3 OF 4
EFFECTIVE DATE	May 1995	LAST UPDATED	September 2005

DEMONSTRATION SPORT STATUS:

In order for a sport to obtain Special Olympics Canada demonstration sport status, the following basic criteria shall be met:

1. That there be five (5) Chapters who have participated the sport in two (2) consecutive Provincial Games/Championships. This shall be submitted on the attached Special Olympics Canada confirmation form. This confirmation shall be used as the initial documentation that minimum competition requirements have been met, and that qualified and trained officials have been recruited to conduct the Games in accordance to the rules of the sport;
2. That there is a recognized National Sport Organization, or Sport Governing Body, that maintains current rules for the sport;
3. That there are appropriate materials available for the training of athletes, coaches and officials, and that there is a commitment from the National Sport Organization to assist with this process;
4. Written clearance by competent medical authority as to the health, safety, and appropriateness of this sport for Special Olympics athletes must be presented.

SUBMISSION TO THE PROGRAM COUNCIL:

If the above basic criterion has been met, then any Chapter, in consultation with other Chapters who are participating in that sport, can submit a written application to the Program Council regarding the possible development of this sport within Special Olympics Canada.

The written application shall include the following:

1. A set of clear and concise rules of competition.
2. A letter and/or outline of the potential involvement of the National Sport Organization.
3. A current survey of the total number of Special Olympics athletes and program currently participating in the sport within Canada.
4. Submission of the Confirmation Form completed by all Chapters participating in the sport.

AFTER SUBMISSION:

Upon approval from the Program Council the proposal shall be forwarded to the Sport Committee who will take it to the full Board for approval.



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TOPIC	<i>Classification of Demonstration and Official Sports within Special Olympics Canada – 5000-38</i>		PAGE 4 OF 4
EFFECTIVE DATE	May 1995	LAST UPDATED	September 2005

Responsibilities of Special Olympics Canada Sport Department:

The SOC shall:

- develop and/or amend rules for competition, officiating, scoring, etc., for Special Olympics competitions;
- promote the sport nationally;
- assist the provinces/territories in developing programs, i.e. supplying resource materials;
- monitor provincial participation with the goal of having 6 provinces/territories participating;
- monitor rules at provincial events; and,
- foster affiliation with the National Sport Governing Body.

Prohibited Sports:

The same rules governing official sports apply to demonstration sports.

SECTION	Training & Competition		5000-39
TOPIC	Process for National Rule Change – 5000-39		PAGE 1 OF 3
EFFECTIVE DATE	May 1992	LAST UPDATED	December 2005

Special Olympics Canada Process for Rule Change

The following process is to be used by Chapters and the National Games Sub-Committee to enact rule changes. Rule changes will take place in the year following National Games for the sports contested at those games. The rules will then be in effect until following the next National Games for that sport.

The Chapter and/or the National Games Sub-Committee shall submit a written form (Attachment A) to the National Office within one month of the completion of the National Games.

The following must be indicated on the form:

- A. Change to existing sport rule:
 - i) the sport rule, as it presently reads,
 - ii) the sport rule restated in the form of a motion, indicating the change(s) that the Chapter/NG wishes to make to the rule, and
 - iii) the rationale for the change
- OR**
- B. New Rule:
 - i) the proposed new sport rule
 - ii) rationale

Once the form has been received Special Olympics Canada shall:

- i) compile all sport rule changes;
- ii) distribute motions to chapters;
- iii) Chapters vote on motions, if unanimously in favour steps iv, and v will not take place.
- iv) facilitate conference calls between sport specific representatives from each chapter to discuss motions;
- v) circulate summary notes from conference calls as well as any agreed upon clarification/amendments to the motions;
- vi) Facilitate voting on rule change motions at the Fall Program Council Meeting the year following National Summer or Winter Games
- vii) Compile voting results;
- viii) Circulate results to Chapters
- ix) Update the Official SOC rules

NOTE:

1. If a Chapter is not in attendance at the Fall Program Council meeting or does not submit their response to each motion in writing for example, 'FOR', 'AGAINST' or 'ABSTAIN', their vote shall be forfeited and considered as an abstention.
2. In cases where a sport is not active and/or competitive in a Chapter, then only the Chapters that have programs and/or hold provincial



SECTION	Training & Competition		5000-39
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championships shall be consulted and allowed to vote

**Special Olympics Canada
Sports Rule Change Form**

Sport _____

Submitted by: _____

Chapter: _____

Title: _____

Date: _____

A. TO CHANGE AN EXISTING SPORT RULE

(i) Sport Rule as it presently reads (list article, section, rule number and page number).

(ii) The existing sport rule restated in the form of a motion indicating the changes that the Chapter wishes to make to the rule.

Motion by:

(iii) Rationale for Change:



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**Special Olympics Canada
Sports Rule Change Form**

B. TO SUBMIT A NEW SPORT RULE:

(i) The proposed new sport rule:

Motion by: _____

(ii) Rationale

Signature: _____

Chapter Representative

Date

SECTION	Training & Competition		5000-44
TOPIC	<i>Incorrect Medal Presentation – 5000-44</i>		PAGE 1 OF 1
EFFECTIVE DATE	May 1998	LAST UPDATED	

If an athlete is awarded a medal incorrectly, at a National Games, that athlete shall return their medal to the Games Organizing Committee. This decision shall be made in consultation with the Chef de Mission, and the Head Coach, prior to any action being taken.

Special Olympics Canada, and the Games Organizing Committee, will award all athletes within that event with the correct medal.

If an incorrect medal placement is not discovered until the Games are over, and the athlete has returned home, the athlete may keep the medal.

Special Olympics Canada, and the Games Organizing Committee, will then award the athlete(s) with the correct medal.

POINT VERIFICATION

If an athlete is awarded a medal on site in error (i.e. the athlete should have received the gold medal yet the athlete was awarded the silver medal) and this was later corrected on the results sheets (in consultation with appropriate coach and Chapter Team), the point calculation (used in selecting athletes) will reflect the actual placement and not the medal that was awarded incorrectly.



SECTION	Training & Competition		5000-45
TOPIC	<i>National Games Technical Packages – 5000-45</i>		PAGE 1 OF 1
EFFECTIVE DATE	May 1998	LAST UPDATED	September 2005

Technical Packages are a critical part of the Special Olympics Canada Games. They prescribe chapter athlete, coach and mission staff quotas as well as eligibility requirements. They also assist the organizing committees by detailing tournament formats and scoring procedures, assist Chefs de Mission in verifying eligibility, help with budgeting by describing the number of participants permitted, advance coaching certification by stating minimum requirements.

The first draft of the technical packages for National Summer Games shall be available for review at the October Program Director’s meeting in the year prior to chapter qualifying competitions.

The first draft of the technical packages for National Winter Games shall be available for review at the May Program Director’s meeting in the year prior to chapter qualifying competitions.



SECTION	Training & Competition		5000-46
TOPIC	<i>Doping in Sport– 5000-46</i>		PAGE 1 OF 2
EFFECTIVE DATE	December 2004	LAST UPDATED	

SOC Position Statement

1. Special Olympics Canada is committed to enriching the lives of Canadians with an intellectual disability through sport. The organization was founded on the principles of fun, a level playing field, fair play, honesty, respect and inclusion.

Special Olympics athletes have an intellectual disability that potentially reduces their capacity to make sound decisions, in some situations. They may also experience difficulties with abstract reasoning and have difficulty adapting to change. In addition to the intellectual disability, athletes may also have an associated disability (i.e. autism, hearing or visual impairments, physical disability, fetal alcohol syndrome or schizophrenia). Canadian’s with an intellectual disability are generally underrepresented, vulnerable and often times disadvantaged in communities across the country.

As a result of their intellectual disability (and associated disability) a significant number of Special Olympics athletes medicate for daily living. It is not a choice and certainly not a choice for the explicit purpose of enhancing athletic performance. Special Olympics athletes medicate in an attempt to help offset, control or minimize their disabilities. This need to medicate is also necessary to meet and overcome the considerable challenges associated with attending school, holding part-time or full-time jobs, living in a group home, being in a relationship, raising a family, training and competing and making a significant contribution to their communities and society at large. This medication is prescribed and monitored by the athlete’s physician and is often administered by caregivers, parents, guardians, coaches and mission staff. In some cases, as the athlete matures and as a result of associated disabilities, it can take years, through trial and error, to discover the appropriate medical treatment plan to support the athlete. Once a successful treatment plan is implemented, it is not easily altered. Therefore, unlike other athletes in the Canadian sport system, Special Olympics athletes cannot be held responsible for all the complexities of monitoring diet, supplements, training methods and material in their possession and dispensing of and self-administration of prescribed medications.

In the context of daily living for a Special Olympics athlete, medication is not doping. This policy focuses on SOC’s role in education and lobbying, and unlike policies of other NSOs and MSOs, does not deal with detection and deterrence. The policy is established to protect athletes’ fundamental right to participate in doping-free sport and to continue to promote health, fairness and safety of Special Olympics athlete.



SECTION	Training & Competition		5000-46
TOPIC	<i>Doping in Sport– 5000-46</i>		PAGE 2 OF 2
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2. SOC is unequivocally opposed, on ethical, medical, and legal grounds to the practice of doping in sport and fully supports the position of the International Olympic Committee, the Canadian Olympic Association, and Sport Canada against the use of banned substances and methods.
3. SOC acknowledges and endorses the Canadian Anti-Doping Program.
4. SOC has achieved a respected position and world-class standings without the use of banned substances or performance enhancing drugs. SOC will continue to promote this position and will encourage its international and national partners to work together in support of a doping-free Special Olympics environment.

Athlete and SOC Obligations

5. An SOC Athlete Agreement affirming compliance with SOC policy on doping will be signed by all athletes who are named to the Special Olympics Canada National Team.
6. SOC Chapters will implement a doping policy consistent with the SOC policy on Doping in Sport in order for their athletes to be considered for Special Olympics summer and winter National Championships and World Team selection.

Anti-Doping Education Program

The basic principle for information and education is to preserve the spirit and values of Special Olympics and the spirit of sport as described in the Canadian Policy against Doping in Sport. The goal is to persuade Special Olympics athletes to refrain from using prohibited substances and prohibited methods and to encourage coaches, parents, care-givers, guardians and mission staff to do all in their power to promote doping-free sport.

7. SOC will develop, implement and monitor information and education programs providing athletes with updated and accurate information on health consequences of doping and athletes' rights and responsibilities.

Advocacy Efforts

8. SOC shall use its best efforts to support and promote effective doping control, research, education and advocacy programs.



9. SOC will promote adaptation of anti-doping education within Special Olympics North America and the worldwide Special Olympics movement.