



Special Olympics Canada and Prince Edward Island QUOTA ALLOCATION POLICY

This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

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Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Athlete”* - An individual registered as an Athlete with Special Olympics Canada or a Chapter
 - b) *“Chapter”* – The Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
 - c) *“Participants”* – means the total number of individuals involved, including athletes, coaches, mission staff and 1 on 1 support persons
 - d) This policy describes how the quotas for participation by sport in National Games are allocated by Special Olympics Canada and how the Chapters may fill the quotas.
 - e) *“Team”* – generally means the Chapter Team which includes all sports; and can also mean a specific sport team in the sections on Team Sports
 - f) *“Team Members”* – can include athletes, coaches, medical, mission staff, 1 on 1 support persons
 - g) *“Coach”* – an individual registered as a Volunteer with Special Olympics Canada or a Chapter
 - h) *“Support Staff”* – an individual registered as a Volunteer with Special Olympics Canada or a Chapter who wishes to fulfill one of the following roles at Games or competitions; Mission Staff, Chef or Assistant Chef de Mission, Team Manager or Additional Support Staff (AS-Staff) which includes Communications Liaison, Team Doctor, Mental Performance Specialist and 1 on 1 Support

Procedures

2. The total number of participants will be determined by Special Olympics Canada (SOC) in collaboration with the Games Organizing Committee.
3. SOC will assign quotas based on eligible athlete registration numbers in the national database by sport over the 4 years prior to the SOC Games being hosted. Team Members selected must meet the eligibility criteria outlined in the Pan-Canadian Athlete Identification for Competition Selection Policy and the Coach & Support Staff Eligibility Policy.
4. A minimum quota of 3 (1 coach and 2 athletes) will be allocated to all Chapters who have had an average of 2 athletes or more registered in that sport over the past 4 years. If the Chapter is allocated the minimum of 3 participants, the Chapter must assign a mission staff or additional coach to the group from their allocated quota in section 11(b) to satisfy the coach-athlete ratio (described in section 12).
 - a) If a Chapter does not meet the requirements to receive the minimum quota by sport described in this section, the Chapter may choose to allocate quota from section 11(b)



to the sport by providing written notice to SOC no later than 90 days prior to the start of competition at the SOC Games.

5. In 5-pin bowling and curling, quotas will be distributed as a minimum of 5 athletes and 2 coaches.
6. In 10-pin bowling and bocce, quotas will be distributed as a minimum of 4 athletes and 1 coach. If the Chapter is allocated only 4 athletes, they must assign a mission staff or additional coach to the group from their allocated quota in section 11(b) to satisfy the coach-athlete ratio (described in section 12).
7. Quotas will be adjusted to allow a minimum of 30 total athletes per sport to ensure a meaningful competition. For team sports, the minimum quota will be 1 team per Chapter as long as the athletes meet the requirements outlined in the Athlete Identification for Competition Selection Policy and the Chapter has more than the minimum number of athletes (on average over the past 4 years) registered in that sport.
8. Each Chapter with a minimum of 4 sports will be allocated a Team Manager. Additional Mission Staff positions will be allocated for every 15 participants (no maximum). This allocation is based on Team numbers before AS-Staff are allocated.
9. Each Chapter will receive an additional AS-Staff position for Medical, under the condition that the position is filled with a medical professional as defined by SOC (physician or nurse practitioner).
10. Total quotas allocated by sport, outlined in 11(a), will include a suggested breakdown of both athlete and coach allocations. Chapters may decide to modify the breakdown as long as they are respecting the coach-athlete ratio outlined in section 12.
11. SOC will distribute quota as follows:
 - a) SOC will assign 90% of the overall quota by sport to the applicable Chapters.
 - b) SOC will then distribute 9% of the overall quota proportionally to each Chapter.

Chapters may use this additional quota in accordance with the following objectives:

 - i. Chapters will have this 9% discretionary quota for the use of up to a maximum of 20 participants. Chapters must ensure the quota assigned meets the required ratios described in section 12 and, for team sports, does not exceed the maximum number of team members allowed. If a Chapter's allocated discretionary quota in 11(b) exceeds 20 participants, SOC will assign the additional participants by sport, similar to 11(a), to that same Chapter.
 - ii. Chapters cannot use more than 50% their discretionary quota, outlined in 11(b)(i), for any one individual sport; unless it is the only individual sport the Chapter is eligible to compete in.
 - iii. Chapters are encouraged to use discretionary quota to increase athlete participation
 - iv. Sport development could be a consideration (for example, if a Chapter is trying to grow their speed skating program they may wish to use their discretionary quota to increase the number of athletes in speed skating)



- c) SOC will retain 1% of the overall quota for special circumstances and will require an application no later than 90 days prior to the start of competition at the SOC Games.
 - i. For example: Chapters are replacing members who can no longer attend and the potentially new team member requires 1 on 1 support.
 - ii. SOC will review applications and will allocate the position when deemed reasonable and notify the Chapter within 14 days of the request.

12. **Coach-Athlete Ratio:** When assigning the quota for each sport, Chapters are to respect the following:
 - a) Minimum ratio of 1 coach for every 4 athletes (summer) and 1 coach for every 3 athletes (winter) or a minimum of 3 coaches in soccer, basketball, floor hockey and softball. In curling and 5-pin bowling there must be a minimum of 2 coaches per team.
 - b) Minimum of 2 coaches, or 1 coach and 1 mission staff, for every sport
 - c) All coaches and support staff (as outlined in the Coach & Support Staff Eligibility Policy) must have the required certification

13. Chapters are to use their allocated quota, described in section 11(b), for any support staff (which may include 1 on 1 athlete support) as needed. Special requests may be required and will be considered up until 90 days prior to the start of competition at the SOC Games.
 - a) For example: BC has a quota of 20 for speed skating. They could bring 15 athletes and 5 coaches; or 12 athletes, 4 coaches, 3 AS-Staff (1 on 1 support) and 1 additional support staff (mission staff).
 - b) Note: Athletes who require 1 on 1 support are still not eligible for World Games as per the policies of Special Olympics International.
 - c) 1 on 1 Support Staff cannot be counted in the coach-athlete ratio. Chapters will be required to meet the coach-athlete ratio with coaches who have achieved the necessary coaching requirements as outlined in the Coach & Support Staff Eligibility Policy.

14. Chapters are limited to 30% of the overall quota in each sport before receiving the 9% discretionary quota explained in section 11(b). Once the 9% discretionary quota (or maximum of 20 positions) are allocated, Chapters may end up with slightly more than 30% in a sport.

15. Any quota released by a Chapter will be redistributed in that same sport to the Chapter(s) that were the closest to getting additional quota. Additional quota will not be redistributed to Chapters who have already reached the 30% threshold described in section 14.