



***Special  
Olympics***  
*British Columbia*

**SPECIAL OLYMPICS BC  
SANCTIONING PACKAGE  
REGIONAL QUALIFIERS**

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# SPECIAL OLYMPICS BC SANCTIONING PACKAGE - REGIONAL QUALIFIERS

## PART ONE – GENERAL INFORMATION

### Introduction

The purpose of this document is to assist regions in ensuring that all registered Special Olympics BC athletes and coaches, regardless of ability, are afforded the same opportunities to participate in competitions that are meaningful, structured, and consistent.

To achieve consistent quality competitions, it is critical that competitions are structured based on sport rules, policies and procedures set forth by SOBC. Areas such as divisioning, coach certification and rules of competition need to be implemented consistently across the province.

The primary purpose of developing and implementing sanctioning criteria for SOBC competitions is to outline a workable, realistic procedure that locals can utilize when planning to host a regional qualifier.

### Benefits of Sanctioning Competition?

- 1) Consistent Quality competitions, regardless of host community
  - ◆ What does it mean to have *Consistent Quality Competition*? By this we mean that regardless of the location of the regional qualifier athletes and coaches can expect to have the same level of competitive opportunity afforded to them.
- 2) Athlete and Coach development
  - ◆ An important component in the athlete and coach development model is for individuals and teams to train and compete in environments that closely resemble environments at higher levels of competition. Through increasing the quality of competitive opportunities athletes and coaches experience at a regional qualifier, performance will be enhanced at future competitions.
- 3) Officials development
  - ◆ Properly run regional qualifiers attract officials to participate in Special Olympics competitions. Quality competition attracts quality officials which in turn delivers better competition for our athletes and coaches.

### What Constitutes a Regional Qualifier?

Special Olympics BC utilizes a four (4) year, competition cycle with regional qualifiers hosted once every two (2) years alternating between the summer sport and winter sport seasons.

The province of British Columbia is divided into eight sport regions with each region mandated by the Constitution of Special Olympics BC to attend regional qualifiers for the sports offered by the various locals within their region.

For a competition to be deemed a Regional Qualifier, each local within the respective region, provided they offer the sport for which the regional qualifier is being hosted **must be in attendance**.

However, each individual division/level need not compete at the same qualifier competition. If the ability of a team can be determined by a completed assessment form, a preliminary seeding round is not required to properly determine divisioning. If the ability level of a team is in question, a preliminary seeding round or event is required.

## Divisioning

The fundamental difference, which sets Special Olympics competitions apart from those of other sport organizations, is that athletes of all ability levels are encouraged to participate and every athlete is recognized for his or her performance.

Competitions are structured so athletes compete with other athletes of similar ability in equitable divisions. This is the process of divisioning, and all Special Olympics competitions are required by policy to be divisioned. Ideally, we would have the resources to run a full divisioning round at each Regional Qualifier, unfortunately, due to logistical challenges it may not be realistic to run a divisioning round at every qualifier. However, as part of the Sanctioning Criteria outlined in Part Two, competition organizers are required to submit a copy of their divisioning document to Special Olympics BC 14 days prior to the start of the competition. If you are unable to host a full divisioning round as part of your Regional Qualifier, you must contact the Special Olympics BC Competition Coordinator with your application for sanctioning to discuss how to best division your competition. Please refer to Appendix C for Divisioning Procedures.

## Risk Management

For safety and liability coverage, the following must be in place for all Regional Qualifiers:

- ◆ All officials and volunteers must be registered with SOBC – may use One Day Volunteer Form (Appendix B).
- ◆ All athletes must be registered with Special Olympics BC.
- ◆ All coaches must be registered with Special Olympics BC.
- ◆ A first aid attendant (St. John Ambulance or equivalent) must be on site and available for the duration of the competition. Coaches must have current medical forms for all athletes and coaches attending the competition with them at all times and be able to provide to medical upon request. All head coaches and officials must be advised of the first aid attendant and his or her location.
- ◆ Emergency action plan (EAP) (Appendix D) must be in place and shared with all participants.

Note: Competitions failing to meet the above criteria may not receive SOBC sanctioning because participants would not be covered with respect to liability.

## PART TWO – SANCTIONING PROCEDURE

### Summary of Sanctioning Process

The sanctioning process can be summarized as following:

1. **Application for Sanctioning** - Local submits required sanctioning documents a minimum of 2 months in advance of their competition.
2. **Confirmation of Sanctioning** - The SOBC Sport Coordinator reviews and responds with questions and/or to confirm sanctioning.
3. **Issuing Registration** - The Local then issues registration.
4. **Submission of Divisioning** - Minimum of 14 days in advance of the competition Local must submit divisioning to the SOBC Sport Coordinator
5. **Submission of Official Results** - Within 14 days of completion of the competition Local must forward final results including the coach sign in sheet to the SOBC Sport Coordinator

*\*\*Note prior to submitting competition for sanctioning Local approval must be in place and the sanctioning form must be signed by the Regional Coordinator or the region hosting the qualifier*

### Application for Sanctioning

To have a competition sanctioned by Special Olympics BC, the Provincial Office must receive the Sanctioning Application form (Appendix A), minimum of two (2) months prior to the competition date. The Sanctioning Application form must be complete in order for the process to continue.

Information needed to apply for Sanctioning:

- Identification of a Competition Coordinator
- Proof of Facility Rental
- Identification of Head Officials
- Identification of Medical coverage
- Completed Emergency Action Plan (Appendix D)
- Completed Registration Package

### Confirmation of Sanctioning

Upon receiving the appropriate information, the SOBC Sport Coordinator overseeing competition will review the application and either grant or deny sanctioning. Responses will be in writing and will be completed no later than 10 days following the submission of the application. If the application is incomplete, the SOBC Sport Coordinator will contact the Competition Coordinator directly and inform them as to the reason the sanction was not granted and required revisions. The Competition Coordinator will then have 10 days from the time they are informed of the decision to rectify the challenge and submit the completed information to the Provincial Office for sanctioning.

**Do not circulate competition registration before  
Special Olympics BC grants sanctioning**

## Submission of Official Results Package

An official results package is to be submitted within 14 days following completion of the tournament. All results to be submitted to the SOBC Sport Coordinator at [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca).

Official Results Package must be signed off by the Competition Coordinator and Head Official.

## Individual Sports Results Package

Whenever possible, the Games Management System (GMS) should be used for results for the following sports (alpine skiing, aquatics, athletics, cross-country skiing, snowshoeing, and speed skating).

GMS results should be submitted to SOBC Provincial Office to [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca). For individual sports that do not use GMS (figure skating, golf, powerlifting, rhythmic gymnastics) or do not have access to GMS, complete results package must include

- Event
- Gender
- Division
- Athlete name
- Athlete Local
- Qualifying time / score
- Final time / score, and place.

## Team Sports Results Package

Results package for Team sports must include the following:

- Copies of all rosters including legible names for both coaches and athletes, and their local
- Results for all games including seeding games (if applicable) as well as round robin or tournament play and final scores
- Total of points awarded for Win, Tie, Loss as well as points (goals, runs, points against and for) for each game.

## Coach Sign in Sheets (Must be submitted for ALL Qualifiers)

The official results package must also include coach sign-in sheets for each day of competition. Refer to template – 'Coach Sign-In Sheet' (Appendix E)

ALL COACHES attending a Regional Qualifier MUST sign in for each day of the competition.

According to the Special Olympics BC Coach Certification Policy, all coaches wishing to attend a sanctioned Special Olympics BC Regional Qualifier should have taken the Special Olympics BC Competition Sport Workshop and the Make Ethical Decisions Module (classroom and online evaluation).

**To better track whether coaches are meeting this requirement Coach Sign in sheets must be submitted as part of the official Results packages**

## PART THREE – REGISTRATION PACKAGE

### Required items to include in Registration Package

Sanctioning Submission must include a complete Registration Package. Registration Packages for Regional Qualifiers should include (at a minimum) the following information.

- Date of competition,
- Start and finish times,
- Registration fee,
- Address of venue,
- Events being offered and schedule (if known),
- That the competition will follow sport rules as posted on the SOBC website,
- Meals / Snacks being provided (if any) and identification if dietary restrictions can / can't be met,
- Requirement for coaches to have medical forms for their athletes with them,
- Requirement for coaches to attend the complete competition, and bring their NCCP#,
- Registration deadline (recommend 3 weeks prior to event; 4 weeks if require GMS),
- Contact information for questions and to register,
- Required Coach:Athlete ratio for the spot (this can be referenced on the registration form),
- For Individual Sports registration form must include ability to select events and identify required qualification information (templates are available are available from SOBC),
- For Team Sports registration form must include a roster form noting minimum and maximum number of athletes per team as well as required coach ratios, and space for identification of skills assessment results,
- For Team sports copy of skills assessment and instructions for scoring to be included in the registration package.

**NOTE: templates and/or samples are available from SOBC.**  
Contact at [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca)

## PART FOUR – GENERAL POLICIES & PROCEDURES

It is expected that all Regional Qualifiers without exception will be conducted in accordance with the official Policies and Procedures of Special Olympics BC as outlined on the SOBC Website ([www.specialolympics.bc.ca](http://www.specialolympics.bc.ca)), under

*Resources → SOBC Policies*

Failure to comply with these policies and procedures may result in the nullification of results produced at the competition in question. Highlighted below are select policies and procedures, which require special attention.

### Dates for Regional Qualifiers

Regional Qualifiers are to be held one (1) year in advance of the Provincial Games.

- Qualifiers for Summer Games must be completed by July 15<sup>th</sup> of the year prior to the Games.
- Qualifiers for Winter Games must be completed by April 1<sup>st</sup> of the year prior to the Games.

This will enable athletes that are chosen to go on to Provincial Games/Championships to focus on training to better prepare for competition.

Summer Sports: 10 Pin Bowling, Athletics, Aquatics, Basketball, Bocce, Golf, Powerlifting, Rhythmic Gymnastics, Soccer, Softball

Winter Sports: 5 Pin Bowling, Alpine Skiing, Cross Country Skiing, Curling, Figure Skating, Floor Hockey, Snowshoe, Speed Skating

### Sport Rules

All SOBC Games/Competitions shall be conducted in accordance with the SOC Official Sports Rules, and SOBC Exceptions where applicable. Sport Rules can be found on the SOBC Website under

*Resources → Sport Rules, Resources & Videos*



## Athlete Selection - Regional to Provincial Games (Policy)

Higher level competitions are meant for athletes of all ability levels who have, through their performance at Regional Qualifiers, proven themselves capable. However, other factors need to be considered and it is critical to do an honest appraisal as to whether or not an athlete will be able to cope in a variety of games circumstances. Although athletes will be supervised and supported by an assigned coach this is generally on a 4:1 ratio and athletes will need to manage most aspects of the games relatively independently. Athletes who in the past have shown behavioral or social problems when exposed to activities similar to Provincial Games must be reviewed with Provincial Office prior to being offered a spot on the team. Endorsement needs to consider the needs of the overall team in addition to the individual. Athletes may attend provincial competitions even if they would not be endorsed for national competitions.

The following policy provides detail on selection for both Individual and Team Sports

Policy: Pan Canadian Policy  
Special Olympics Canada & Special Olympics BC  
Athlete Identification for Competition Selection Policy

The policy can be found at on the SOBC Website at

*Resources → SOBC Policies → Athlete Identification for Competition Selection Policy*

\*\*Please note that due to changes in SOC Rules, 5 Pin Bowling Team Competition will now be awarded based on match play and not POA

## Coach Certification Requirements (Policy)

All Local Team Coaches attending Regional Qualifiers must have taken the NCCP SOC Competition Sport Workshop plus the Make Ethical Decisions module (classroom portion and online evaluation) or committed to getting these courses during that program year and must be registered with and actively coaching in their Special Olympics BC sport. If, two (2) months prior to the Regional Qualifier they have not taken these courses, they may be ineligible to advance.

The policy can be found at on the SOBC Website at

*Resources → SOBC Policies → Coach Certification Requirements*

## Competition and Practice Attire (Policy)

Locals shall have the right to choose the color of uniform worn at the Local/Regional level. Locals may collaborate regionally to select a standard uniform in a standard color for use of any Local within that Region. Locals will not have more than one official competitive or ceremonial uniform.

Sport specific uniforms must adhere to the SOBC "Competition and Practice Attire" policy which can be found on the SOBC website at

*Resources → SOBC Policies → Competition & Practice Attire*

Coaches will wear the approved team uniform, or if no team uniform is provided to coaches, they are to wear athletic attire appropriate to their sport. Absolutely NO Jeans may be worn by athletes or coaches.

## Athlete-to-Coach Ratio (Policy)

Coach to athlete ratios must be adhered to for Regional Competition. Ratios differ by sport and differ from practice to competition. Please refer to the policy on the SOBC website at:

*Resources → SOBC Policies → Athlete-to-Coach Ratio*

## Awards Procedures – General Guidelines

### 1) Individual Sports:

- a. Awards or ribbons 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 an award or ribbon. **Medals may not be given out at Regional Qualifiers.** (Please note that placement and participant ribbons can be purchased from the Provincial Office.)
- c. In the case of a tie the following shall apply:
  - i. 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 lowest award is presented first, and awards then progress in ascending order to the highest award.

### 2) Team Sports:

- a. The official Special Olympics Canada team sports are 5- and 10-pin bowling, basketball, bocce, soccer, and softball.
- b. All athletes shall also receive first, second, and third place ribbons, appropriate to their placement.
- c. Coaches will not receive an award at Regional Qualifiers, Provincial Games/Championships and National Games.

**\*\*Provision of Participation Ribbons is optional.**

## Allowable Participation in Regional Qualifiers

Regional Qualifiers will only be open to Locals from Invited Regions:

- All Regional Qualifiers will be considered *Invitational Competitions*
- Invited Locals will only be from the Regions who have that competition as their designated Qualifier.
- Registrations will not be “Open” to Locals in other regions.
- Competition Coordinators or individual responsible for the competition will need to enforce.

## Multi-Region Regional Qualifiers

It is permissible for a Qualifier to be the designated qualifier for multiple regions.

- Multi-Region Qualifiers may arise when a region does not have sufficient athletes or teams to host a quality qualifier on their own.
- Qualifiers which include multiple regions must be approved by the Host Regional Coordinator and SOBC
- Awards and qualifying points will be based on results at that qualifier.

## Team Sports – Roster Size

Below are the minimum and maximum roster sizes and coaches per team for Summer Team Sports

Basketball	Minimum 8 / Maximum 10	3 coaches
Soccer	Minimum 8 / Maximum 12	3 coaches
Softball	Minimum 12 / Maximum 15	3 coaches

For Regional Qualifiers teams are strongly encouraged to field a team as close as possible to the maximum roster size.

Should a team qualify for provincial games their roster size may be no larger than the roster size they took to the Regional Qualifier including any pick-up athletes as per the athlete pick up policy.

Should a team fall below the minimum required roster size at any time they will be ineligible to continue to move forward.

## Divisioning / MPR at Regional Qualifiers

Where possible divisioning heats and/or seeding rounds will be implemented within Regional Qualifiers. However, where this is not possible the following will apply:

### Team Sports

- All team sport registration packages must include the requirement for submission of assessment forms.
- Divisioning will be done based on the submitted assessment forms.
- Assessment forms will also include the opportunity for Coaches to assess the level of play they feel individual athletes and their team are at.
- This information will be used to division teams for the qualifier.
- Divisioning will be reviewed by the SOBC Sport Coordinator prior to the competition.

### Individual Sports

- All registration packages must include details for the requirement for submission of seed times, averages, or levels (in the case of judged sports)
- Divisions will be based on this information.
- If there are events that will be reverse divisioned (i.e., divisioned based on final times) this must be identified in advance of the qualifier.
- Maximum Performance Rule (MPR) will only come into effect in competition in which there is a divisioning and final event in the same competition. If a competition is divisioned based on seed times and the event is a final only, MPR will not come into effect.

## Team Sport Qualifiers (Different Levels)

It is permissible for Teams of different levels within one region, with approval, to compete in different Qualifiers.

That approval would come from the Regional Coordinator and SOBC Sport Coordinator and the following will be used to guide that decision. Requests must be submitted to the Regional Coordinator and SOBC Sport Coordinator for review a minimum of 2 months in advance of the designated Qualifier.

- An A Level team may have the option (if capacity exists) to play at a tournament outside of their Region
- This team, barring any misconduct or other issues that would render them ineligible to move forward, would be allocated a spot to move forward to Provincial Games
- In such cases a quota of a minimum of 2 teams would be provided to that region so that a 2<sup>nd</sup> team would also be included in their quota for that sport.
- This second team would come from the teams that play in the designated Regional Qualifier

## LIST OF APPENDICES

<b>Appendix A</b>	<b>Regional Qualifier Sanctioning Form</b>
<b>Appendix B</b>	<b>One Day Volunteer Form</b>
<b>Appendix C</b>	<b>Divisioning Procedures</b>
<b>Appendix D</b>	<b>Emergency Action Plan Template</b>
<b>Appendix E</b>	<b>Coach Sign in Sheet</b>

### **Sport Specific Sanctioning Supplements**

In addition to general sanctioning procedures individual sports have additional information to support Competition Coordinators

To access the requirement supplements please refer to the Special Olympics BC website at [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca) and go to

*Resources → Sport Rules, Resources & Videos → Applicable Sport → Sanctioning Supplement*

<b>NEED MORE INFORMATION</b>
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For Questions regarding Sanctioning or information in this package please contact

SOBC Sport Coordinator - Competition  
Email: [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca)