

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **ADMINISTRATION**
Policy: **Accreditation within Special Olympics BC**
Effective Date: March 1986
Revised: June 2015
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Accreditation is the process that confirms the relationship between Special Olympics BC and a Local committee.

The granting of accreditation to a Local is authorization to the Local by Special Olympics BC to act as the official Special Olympics organization in that community. Special Olympics BC invest its belief, trust and authority in the Local for the proper and just implementation of the Special Olympics program within its geographic jurisdiction. It is recognized that no Special Olympics Local or Regional committee shall be incorporated. All Local and Regional Committees shall exist and operate under the constitution and bylaws established by Special Olympics BC. Granting of accreditation to a Local in no way diminishes the rights of the provincial body of Special Olympics BC to oversee operations and enforce policies and procedures in that Local.

Local committees are required to submit the following documentation to their Manager, Community Development or Regional Coordinator as a condition of accreditation. Failure to do so may lead to a loss of accreditation.

- Completed Application for Accreditation form by July 15th
- Budget for the upcoming program year by September 30th
- Goals for the upcoming program year by September 30th
- Program schedule:
 - Fall by September 30th
 - Winter by November 30th
 - Spring by February 28th
- Volunteer & athlete registration (including the Special Olympics BC print-out of existing registrations with the necessary changes and any new registrations) should be submitted upon completion of registration day (where applicable) with a final deadline for all paperwork of October 31st to the Provincial Office. Registration is an ongoing process and new registration forms should be forwarded to the Provincial Office on a monthly basis.
- Minutes from Local Committee meetings within 14 days of the meeting and submitted to both the Regional Coordinator and the Manager, Community Development for the Region.
- Up-to-date financial reports submitted to the Provincial Office each month.

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RIGHTS

Accreditation entitles the Local committee to the following:

- Use of the Special Olympics name, logo and symbol. The written name must appear as Special Olympics BC - "Local name". Use of the logo must follow established guidelines.
- Authorization to conduct the business and run the programs and activities for Special Olympics BC in that community.
- Grant support in the form of cash, program, and promotional materials, and awards within the policies established by the Leadership Council and the Board of Directors of Special Olympics BC.
- Participation in local, regional, provincial, national, and international promotions, programs, events, and competitions.
- Coverage under applicable insurance programs held by Special Olympics BC and Special Olympics Canada.

OBLIGATIONS

Accreditation obligates the Local committee to the following:

- Provide a year round program of sport training and competitive opportunities for individuals within their jurisdiction who have an intellectual disability.
- Conduct the business of the Local committee in a proper manner protecting the name and integrity of Special Olympics.
- Abide by the Special Olympics Canada/Special Olympics BC sport rules, and the policies, philosophies, and practices of Special Olympics BC and Special Olympics Canada.
- To provide all funds required to finance Local programs and the administration of the Local.

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LOSS OF ACCREDITATION PROCEDURE

Accreditation, and the accompanying rights, obligations, and benefits may be withdrawn should it be deemed that the policies, philosophies, or expectations of Special Olympics BC have not been adhered to or met.

The process for revoking accreditation should proceed as follows:

1. A report outlining the concern or breach of policy, philosophy, or expectation is to be filed by the Provincial Office of Special Olympics BC. A copy of this report is to be forwarded to the Local Executive and Regional Coordinator. A letter is to accompany the report indicating that Special Olympics BC is considering revoking accreditation and that the Local is on probation.
2. A Special Olympics BC staff member will be assigned to work with the Local Executive to review the circumstances that led to probation and work with the Local Executive to rectify the situation. A time-line and action plan to rectify the situation will be established at this time.
3. Should the Local Executive satisfactorily rectify or address all issues that led to probation, probation will be lifted.
4. In the event that the situation is not rectified to the satisfaction of the President & CEO of Special Olympics BC in the time specified, the Special Olympics BC staff member will recommend either that an extension be granted or that accreditation be revoked.
5. The President & CEO of Special Olympics BC will either grant an extension should it be felt that progress is being made, or recommend to the Executive of the Board of Directors that accreditation should be revoked.
6. Should accreditation be revoked, a letter will be sent to the Local Executive indicating that they have lost their accreditation. All rights gained through accreditation will be suspended, and all funds held by that committee will be turned over to the Provincial Office of Special Olympics BC to be held in trust. The Regional Coordinator and Leadership Council Chair will be informed of this action. The Provincial Office of Special Olympics BC will have the right to establish a new committee to offer Special Olympics programs in that jurisdiction.

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APPEAL PROCESS

The Local Executive may, within two weeks of receiving notice of loss of accreditation, appeal the decision. All appeals must be in writing and state clearly the reasons why the decision to revoke accreditation should be reviewed. Letters of appeal must be submitted to the Board of Directors of Special Olympics BC, care of the President & CEO. The Board of Directors will review the appeal. The ruling of the Board of Directors is final.