



Local Coordinator's Manual

Last updated March 2014

Special Olympics
British Columbia





Introduction

LOCAL COORDINATOR'S MANUAL

This manual has been designed as a resource for all Special Olympics BC Local Coordinators.

This manual is intended to be user-friendly and effective. Attached at the end of the manual are relevant policies and our forms. For all other policies and forms please consult our website at www.specialolympics.bc.ca.

It is the hope of Special Olympics BC that this information and format will aid coordinators in operating their Locals and/or Regions more effectively.

Any additions or suggestions for this manual can be sent to:

Special Olympics BC
#210 - 3701 Hastings St.
Burnaby, BC V5C 2H6

Phone #: 604-737-3078
Toll Free: 1-888-854-2276
Email: info@specialolympics.bc.ca
Web: www.specialolympics.bc.ca



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SOBC - History

Special Olympics is an international organization that provides sports training and competitive opportunities for persons with intellectual disabilities. The organization is recognized by Sport Canada as the main provider of these services to people whose primary diagnosis is an intellectual disability, although some participants also have physical challenges.

The Birth of Special Olympics in Canada

In the early sixties, children with intellectual disabilities were tested for physical fitness levels with the results revealing that these individuals were half as physically fit as their non-disabled peers. It was assumed that the low fitness levels were a direct result of their disability. However, troubled by this assumption, a Toronto researcher – Dr. Frank Hayden – began to conduct his own research on the subject and discovered that given the opportunity, people with an intellectual disability could become physically fit, and acquire the physical skills necessary to participate in sport. Inspired by his discoveries and seeing the need for new kinds of sport opportunities, Dr. Hayden sought ways to develop a national sports program designed specifically for people with an intellectual disability. His work came to the attention of Eunice Kennedy Shriver and the Kennedy Foundation in Washington, D.C. which led to the creation of Special Olympics.

The first sports competition organized under the Special Olympics banner was held at Soldier's Field in Chicago in 1968. To ensure that Canada was well represented at the competition, Dr. Hayden called on renowned broadcaster, successful businessman and humanitarian, Harry "Red" Foster. Upon returning to Canada, after accompanying a Canadian floor hockey team to these first games, Red set about laying the foundation for the Special Olympics movement in Canada as a way to enhance the lives of Canadians with an intellectual disability.

Today, over 31,000 athletes with intellectual disabilities participate in Special Olympics programs across the country. Around the world, Special Olympics has grown to service over three million athletes in more than 160 countries.



Special Olympics British Columbia

Since 1980, Special Olympics British Columbia (SOBC), a registered charitable organization, has provided high-quality sports programs and competitions to meet the needs and interests of individuals with intellectual disabilities, enriching lives and celebrating personal achievement through positive sports experiences. Today, over 4,300 athletes participate in Special Olympics BC sports programs in 57 communities across British Columbia. Special Olympics BC offers year-round programs in 18 sports, as well as local, provincial, national, and international competitive opportunities. These sports opportunities provide athletes with far more than the physical benefits of improved health and athletic ability. Participation in sports provides opportunities for athletes to develop social skills, cultivate friendships, strive for and achieve goals and increase their self-esteem – enabling athletes to win in sport, and in life.

*To Madeleine Wiczorek, Special Olympics means “the chance to belong, to show people that we are capable of doing many wonderful things.”
- from the SOBC e-newsletter September 2013*

Special Olympics BC Mission Statement

Providing individuals with intellectual disabilities the opportunity to enhance their lives and celebrate personal achievement through positive sport experiences.



SOBC - Regional Structure

Regional Descriptions:

In order to ensure that Special Olympics British Columbia will include participants from every part of the province, as well as to motivate each provincial sport association to spread their efforts and interest throughout the province, the province has been divided into eight regions.

Region 1: Kootenays

LOCALS: Kimberley/Cranbrook, Creston, Grand Forks, Trail, Nelson, Castlegar, Elk Valley, Golden, Nakusp, Invermere

Region 2: Thompson-Okanagan

LOCALS: Kamloops, Penticton, Vernon, Revelstoke, Kelowna, Salmon Arm, Clearwater, South Okanagan, Summerland, Princeton, Keremeos, Merritt

Region 3: Fraser Valley

LOCALS: Chilliwack, Coquitlam, Surrey, Ridge Meadows, Abbotsford, Langley, Mission

Region 4: Fraser River- Delta

LOCALS: Burnaby, Richmond, Delta

Region 5: Vancouver - Squamish

LOCALS: North Shore, Vancouver, Squamish, Sunshine Coast, Whistler Valley

Region 6: Vancouver Island - Central Coast

LOCALS: Campbell River, Port Alberni, Victoria, Comox Valley, Nanaimo, Oceanside, Powell River, Salt Spring Island, Cowichan Valley, Mount Waddington



Region 7: North West

LOCALS: Terrace, Smithers, Prince Rupert, Kitimat, Burns Lake, Vanderhoof

Region 8: Cariboo - North East

LOCALS: Williams Lake, Dawson Creek, Fort St. John, Prince George, Quesnel, 100 Mile House, Mackenzie

"Being able to support [the athletes] and work at accessing the great opportunities that SO provides across the country makes me feel like the time I give reaches many people and truly makes a positive impact on our athletes' lives."

-Cory Norman, Region 7 volunteer



SOBC- Remember When??

1980

- SOBC incorporated

1981

- SOBC participated in SOC National Summer Games
- SOBC becomes associate member of Sport BC

1982

- SOBC becomes voting member of Sport BC
- World Summer Games in Baton Rouge, Louisiana
- 1st Annual Tiger Williams Pro Am Golf Classic
- New programs started in Chilliwack, Cranbrook, Kamloops, Penticton, Richmond and Williams Lake
- Simons Advertising develops first SOBC logo
- 1st SOBC Provincial Advisory Council Meeting in Vancouver

1984

- SOBC Games – Tiger Williams named Honorary Chairperson
- SOC/NHL Floor Hockey Tournament in Toronto, Ontario
- New programs started in Campbell River, Coquitlam, Delta, Nelson, North Vancouver, Port Alberni, Surrey, Terrace, Vancouver, Vernon and Victoria

1985

- New programs started in Burnaby, Creston, Kelowna and Oliver



- 1st Provincial Championship in floor hockey, bowling and soccer

1986

- SOBC participated in SOC National Summer Games in Calgary, Alberta
- 1st Winter Sport Championship held for alpine and cross-country skiing and speed skating
- 1st Summer Sport Camp
- Regional concept introduced creating many new regional events and interactions
- New programs started in Nanaimo, Prince George, Kimberley, Salmon Arm, Abbotsford, Courtenay, Smithers, Dawson Creek, Fort St. John and Prince Rupert
- Provincial Summer Games in Kamloops

1987

- New programs started in Parksville
- World Summer Games in South Bend, Indiana
- Rhythmic gymnastics introduced as new sport for SOBC
- SOC NCCP Level 1 Technical Course introduced in BC

1988

- New programs started in Maple Ridge and Langley
- 1st Special Olympics Canada Winter Games in Edmonton, New Brunswick
- Howard Carter Fund initiated
- SOBC participated in the BC Summer Games and the Northern BC Winter Games as a demonstration sport



1989

- World Winter Games in Reno/Tahoe, Nevada
- Rhythmic gymnastics and powerlifting competitions introduced for first time at SOBC Summer Games in Campbell River
- SOBC became an official sport in the BC Summer Games and participated in the BC Winter Games as a demonstration sport
- New programs started in Grand Forks and Mission
- Presented the 1st Howard Carter Award

1990

- SOBC hosted Special Olympics Canada National Summer Games in Vancouver
- 1st Winter Sport Camp
- SOBC participated in the Goodwill Games in Seattle and Western Canada Games in Winnipeg
- Presented 1st President's Award
- SOBC participated in BC Winter Games as official sport
- Co-sponsored "International Conference on Sport, Recreation, Fitness and Health for Mentally Handicapped People"
- New programs started in Hope and Squamish

1991

- Hosted first SOBC Winter Games in Prince George
- World Summer Games in Minneapolis, Minnesota
- New programs started in Trail and Powell River

1992

- New programs started in Revelstoke



- National Winter Games in Saskatoon, Saskatchewan
- SOBC athletes participated in the Canadian Track & Field Junior Championships in Winnipeg, Manitoba
- SOBC attended first Paralympic Games for Persons with a Mental Handicap hosted in Madrid, Spain

1993

- New programs started in Castlegar, North Island, Salt Spring Island and Quesnel
- Provincial Summer Games in Coquitlam

1994

- New programs started in Cowichan Valley, Sunshine Coast and Kitimat
- Tanya Parris wins Sport BC's Disabled Athlete of the Year, the first Special Olympic athlete to be recognized with this honour
- National Summer Games in Halifax, Nova Scotia
- For the first time ever, SOBC figure skaters participate in the BC Sections Figure Skating Competition
- BC Summer Games – athletics, first annual integrated relay

1995

- World Summer Games in New Haven, Connecticut
- Provincial Winter Games in Kelowna

1996

- Canada Cup International Women's Fast Pitch Tournament – Special Olympics inaugural participation

1997

- New programs started in Elk Valley
- Provincial Summer Games in Richmond



- World Winter Games in Toronto, Ontario

1998

- National Summer Games in Sudbury, Ontario
- Introduction of the Athlete Speakers Bureau Program

1999

- New programs started in Burns Lake
- World Summer Games in Raleigh/Durham/Chapel Hill, North Carolina
- Tracy Melesko becomes first athlete with an intellectual disability to be carded by Sport Canada

2000

- First 4 inductees into the Special Olympics BC Hall of Fame
- National Winter Games in Ottawa, Ontario
- Curling is at the National Games for the first time ever

2001

- World Winter Games in Anchorage, Alaska
- Athletes with intellectual disabilities included in the Canada Summer Games in swimming
- Provincial Summer Games in Prince George

2002

- National Summer Games in Prince Albert, Saskatchewan
- New programs started in Delta

2003

- Provincial Winter Games in Kamloops



- World Summer Games in Dublin, Ireland

2004

- 1st training camps for Team BC National Team
- National Winter Games in Charlottetown, PEI
- New programs started in Golden and Clearwater
- Youth programs initiated in North Shore, Vancouver, Surrey and Langley

2005

- World Winter Games, Nagano Japan
- Presented the 1st SOBC Athletic Achievement Award
- Provincial Summer Games in Comox Valley
- Provincial Summer Championships in Delta/Surrey
- Bocce approved as a demonstration sport
- 1st Youth Tournament initiated

2006

- National Summer Games in Brandon, Manitoba
- Basketball and golf introduced as demonstration sports

2007

- World Summer Games in Shanghai, China
- New programs started in Summerland and Princeton

2008

- SOC National Winter Games in Quebec City, Quebec
- New programs start in Keremeos and Nakusp

2009

- SO World Winter Games Boise, Idaho



- SOBC Provincial Summer Games in Abbotsford
- New programs start in Invermere

2010

- SOC National Summer Games in London, Ontario

2011

- SO World Summer Games in Greece
- SOBC Provincial Winter Championships in West Kelowna, Coquitlam and Vancouver

2012

- SOC National Winter Games in St. Albert, Alberta

2013

- SO World Winter Games in the Republic of Korea
- SOBC Provincial Summer Games in Langley
- New programs start in Merritt

2014

- SOC Summer National Games in Vancouver, B.C.
- New programs start in Mackenzie, Mount Waddington and Vanderhoof

2015

- SO World Summer Games in Los Angeles
- SOBC Provincial Winter Games in Kamloops

" Domination."- Lois McNary, VP Sport SOBC. Team BC's motto heading into National Summer Games 2014 in Vancouver



Guiding Principles Special Olympics British Columbia

- Programs are athlete-centred and based on the needs and interests of athletes.
- Athletes are encouraged to participate to their level of choice within existing programs.
- Programs are community based, and efforts must be made to ensure that they are accessible.
- Programs are for individuals who have an intellectual disability
- Our efforts must be dedicated to providing the best quality program possible given the resources available.
- Special Olympics BC is a volunteer-based organization.
- No person who has an intellectual disability may be denied access to Special Olympics BC programs because they cannot financially afford to participate.
- The safety and well-being of athletes, volunteers and staff is the primary concern of the agency.
- Volunteers and staff are resources to the organization. These resources must be managed responsibly so that they may grow in a positive environment.
- The goals of those involved within Special Olympics BC will only be achieved if they take full advantage of the opportunity and resources made available to them.
- Athletes who wish to compete must meet certain minimum standards, including regular attendance at and participation in, training sessions.

Society Act Constitution

The name of the society is SPECIAL OLYMPICS BRITISH COLUMBIA SOCIETY.

The purposes of the society are

- To help instill and improve the self-esteem and physical awareness in, and enhance the capabilities of individuals who have an intellectual disability.



- To encourage, prepare for, and facilitate the participation of individuals who have an intellectual disability in quality sport training programs and competitive opportunities.
- To promote and to support qualified instruction in sport training and/or instructional programs for individuals who have an intellectual disability through society programs, other sport governing bodies, and outside agencies.
- To organize, support, and/or participate in sports events and competitions at the local, provincial, national and international levels.
- To promote, in cooperation with existing agencies, public awareness and acceptance of individuals with an intellectual disability.
- To provide appropriate materials and resources to aid the development of Special Olympics programs and in the attainment of the goals of this organization.
- To make available to those athletes with an intellectual disability, who have achieved appropriate standards, the opportunities to participate in sports events and competitions at the national and international levels.

In the event of dissolution of the society, all its remaining assets after payment of its liabilities must be distributed to one or more recognized charitable organizations in British Columbia having the same or similar purposes and shall not be non-alterable.

Athlete Oath: “Let me win. But if I cannot win, let me be brave in the attempt.”

Athlete Eligibility

General Statement of Eligibility: Persons with an intellectual disability are eligible to participate in Special Olympics.

Identifying Persons with Intellectual Disabilities: A person is considered to have an intellectual disability for purposes of determining his or her eligibility to participate in Special Olympics if that person satisfies all of the following requirements:

1. Typically an IQ score of approximately 70 or below;



2. Deficits in the general mental abilities which limit and restrict participation and performance in one or more aspects of daily life such as communication, social participation, functioning at school or work, or personal independence, and;
3. Onset during the developmental period (before the age of 18 years).

The Diagnostic and Statistical Manual of Mental Disorders (DSM 2000) is published by the American Psychiatric Association and the manual is typically used by professionals in Canada who make development diagnoses.

1. *Do coaches/ staff require proof that a person has an intellectual disability?*

No, Special Olympics in Canada does not ask for proof of an intellectual disability. If the person has an intellectual disability then he/she is eligible to participate in Special Olympics.

2. *What happens when a child has not had an assessment to determine their diagnosis?*

Special Olympics in Canada has an inclusive approach and does not ask for medical documentation to be eligible for participation in programs. It is recommended to invite parents/caregivers to observe a program to see if the child fits in with the program. If parents feel that their child fits into the program, then he/she can participate until the assessment has been completed.

3. *If there are athletes in the programs who may not have an IQ below 70, what should a coach/staff do?*

Those athletes who are enrolled in Special Olympics programs in Canada who have an IQ above 70 are eligible to continue participating in Special Olympics.

4. *What are common intellectual disabilities?*

Intellectual disabilities include Down syndrome and some Autism Spectrum Disorders. Typically an intellectual disability would not be attention deficit hyperactivity disorder, attention deficit disorder, or a learning disability.



Local Coordinator's Year at a Glance

LOCAL COORDINATOR'S YEAR AT A GLANCE

MONTH	ACTION
July	<p>Locals are not required to host meetings through the summer</p> <ul style="list-style-type: none"> • Ensure June financial statement is into SOBC (Treasurer) • Accreditation Application due July 30th
August	<p>Locals are not required host meetings through the summer</p> <ul style="list-style-type: none"> • Ensure July financial statement is into SOBC (Treasurer) • Registration Day for all can run late Aug or September
September	<p>Local executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Host a coaches meeting to ensure all head coaches have the following (Program Coordinator) - discuss where competition will occur for each sport • copy of all current medical forms • copy of Head Coach manual • copy of facility contract and insurance • equipment • emergency action plan • Review budget for local (money spent to date by program) (Local Executive) • Plan an event to coincide with Coaches week • EKS Day (third weekend) • Budget for Accreditation due September 30th • Yearly Plan for Accreditation due September 30th • Program list for Accreditation due September 30th – Fall Sports • Jysk Campaign runs this month- volunteers & athletes needed
October	<p>Local Executive meeting (Local Coordinator)</p>
November	<p>Local Executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Ensure that registration print out, new forms and address change forms are into SOBC (Local Coordinator)



December	<p>Local Executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • REGISTRATION DEADLINE DEC 31st (Volunteer Coordinator) • Review budget for local (money spent to date by program) (Local Executive) • Program list for Accreditation due December 15th – Snow Sports
January	<p>Local executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Ensure spring facilities are booked (Program Coordinator) • Ensure facility insurance is in place (Program Coordinator) • Start the process for the Community Gaming Grant (Treasurer and Local Coordinator) • SOBC Award nominations sent to Executive Boards
February	<p>Local executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Confirm recipients of service pins (5, 10, 15, 20, 25) (Volunteer Coordinator) • Select award nominees (Howard Carter, Grass Roots Coach, Presidents, Spirit of Sport and Athletic Achievement Award) (Local Executive) • Community Gaming Grant DEADLINE FEBRUARY 1-MAY 31st
March	<p>Local executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Host a coaches meeting to ensure all head coaches have the following (Program Coordinator)- discuss where competition will occur for each sport • copy of all current medical forms • copy of Head Coach manual • copy of facility contract and insurance • equipment • emergency action plan • Review budget for local (money spent to date by program) (Local Executive) • Program list for Accreditation due March 15th – Spring Sports
April	<p>Local executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Ensure volunteer appreciation is in place (Volunteer Coordinator) • service pins • appreciation items • Ensure award nominations are into SOBC (Volunteer Coordinator) • DEADLINE APR 1st • Collect budgets from all head coaches so that the budget for the following year can be developed and in place for Accreditation



	<p>(deadline September 15th) (Program Coordinator & Local Coordinator)</p> <ul style="list-style-type: none"> • Set up meeting of the Local executive to develop goals from the strategic plan for the upcoming year (in preparation for Accreditation) • Safeway Campaign runs – Volunteers and athletes needed
May	<p>Local executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Ensure fall/winter program wrap up is done (Program Coordinator) • medical forms returned • equipment returned • have head coach debriefing • equipment needs for next year • Ensure treasurer prepares for year end • Prepare to host annual general meetings (MUST be May or June) (Local Executive) • Staples campaign runs – Volunteers and athletes needed
May cont'd	
June	<p>Local executive meeting (Local Coordinator)</p> <ul style="list-style-type: none"> • Ensure facilities are booked (Program Coordinator) • Ensure facility insurance is in place (Program Coordinator) • Develop budgets for following year (using budgets from coaches) (Program Coordinator and Treasurer) • Using strategic plan - set goals for upcoming year (Local Executive) • Law enforcement Torch run (LETR) event in every region • Equipment needs for next season (Head Coaches) • Budget for next season (Head Coaches) • ACCREDITATION DEADLINE July 15th (Local Coordinator) • Ensure registration process is in place (Volunteer Coordinator) • Return medical forms (Head coaches) • Return equipment (Head coaches) • Read Coach Debriefing (Program Coordinator)

The Following occur at different times each year:

ACTION
<ul style="list-style-type: none"> • Ensure all coaches have access to sport specific or theory NCCP training programs. Current Course offerings available at www.coachesbc.ca (Program Coordinator)
<ul style="list-style-type: none"> • Ensure coaches are accessing SOC NCCP Training courses. These dates will be announced by Provincial Office or can be found on the Calendar of Events at www.specialolympics.bc.ca . (Program Coordinator)
<ul style="list-style-type: none"> • Ensure that every athlete has one competitive opportunity per sport, per year.



(Program Coordinator)
<ul style="list-style-type: none">• Attend regional meetings - these will be set to happen 4 - 6 weeks prior to the Leadership Council meetings and will take place 3 - 4 times each year. It is preferred that these meetings occur in person however sometimes circumstances require that conference call is used.
<ul style="list-style-type: none">• Ensure that all coaches, athletes and mission staff selected to the regional team from your Local have all information put out by the Chef de Mission of your region.
<ul style="list-style-type: none">• Recruit volunteers for coaching positions and missing committee positions



Job Descriptions



Volunteer Coordinator

Job Description

Welcome! You have taken on a very important role within your communities Special Olympics team. As you are aware, we are an organization driven by the hard work and generosity of volunteers such as yourself. In order to continue to grow and offer life changing opportunities to our athletes while allowing our volunteers to maintain a balanced life, new volunteers must be continuously recruited! We thank you for your support in this endeavor and look forward to working with you!

Responsibilities

- Represent volunteers at Local executive meetings
- Maintain communication with executive members, volunteers, coaches and SOBC staff
- Recruit volunteers on an on-going basis
- Share best practices with SOBC staff so that others may learn from your successes
- Be an advocate of Special Olympics volunteer opportunities within your community

SPECIFIC DUTIES

- Keep a record of participants paperwork, ensure registration is complete including criminal record checks for new volunteers
- Connect new volunteer's with appropriate head coaches
- Provide follow up for the local by communicating with volunteers new & returning
- Once a year host a volunteer appreciation event
- Work with the executive to nominate great local volunteers for our annual awards
- Identify volunteer needs within your Local Special Olympics team and work to recruit people into these positions and complete their registration
- Support the Registration Coordinator on your executive in their efforts to complete the annual registration update for SOBC. *Please note: if your local does not have a volunteer in this role on the executive, this becomes one of your responsibilities. All information regarding this will be provided by Provincial Office.*
- Support the Fundraising or Campaign Coordinator in their efforts to fill volunteer requirements for special events and fundraisers within the local.

"It is an incredible experience to work around so much positive energy. It makes you want to try to always do the best you can and especially to have fun and enjoy the journey..." -Dianne Zamborsky, SOBC – Vancouver



Local Coordinator

Job Description

Welcome! You have agreed to take on a vital role in your community's Special Olympics organization. The Local Coordinator acts as a leader within your local and an advocate within your community. You will be supported by eager volunteers and SOBC staff who will assist you in leading the way through fun filled, exciting sport seasons as well as numerous sport related opportunities for our athletes. Thank you for considering the position and we look forward to working with you!

Responsibilities

- Engage in continuous learning about Special Olympics events and organizational goals.
- Educate the coaches and volunteers within the community of the executives goals
- Assist Special Olympics staff in achieving and implementing initiatives at the grassroots level
- Represent the Local's point of view at Regional & Provincial meetings
- Actively communicate with the Provincial Office & Regional Coordinators and in turn relay information in a timely manner to the appropriate volunteers
- Provide direction and guidance to volunteers within the local in respect to their specific duties. Assist in finding answers when questions arise, and encourage continuous learning for coaches, volunteers and athletes
- To oversee and participate in the operation of the local

SPECIFIC DUTIES

- Schedule, set agendas for and chair a minimum of 10 executive meetings per year
- Ensure that policies and procedures are adhered to
- Host and coordinate an Annual General Meeting
- Be the main contact for the local and connect information to appropriate people
- Attend annual Regional meetings and conferences
- Assist the Treasurer in the creation of a yearly budget to be voted on by the committee
- Develop the strategic plan for the Local with input from coaches and the executive

"The committee works hard and creatively problem solves when difficulties arise. We have fun and strive to hear what the athletes have to say..." -Marilyn McLean, SOBC – Kelowna Local Coordinator



Secretary

Job Description

Welcome! You have agreed to take on an executive position with your local Special Olympics team, what may seem like simple note taking is an important and valuable position in every community. The Secretary is the author of the on-goings in the local. You will be supported by your other executive volunteers and SOBC staff. Thank you for accepting the considering the position and we look forward to working with you!

Responsibilities

- Communicate with the Local Coordinator, SOBC Staff and other committee members
- To attend all local executive meetings
- Engage in continuous learning about Special Olympics events and organizational goals

SPECIFIC DUTIES

- To type (or have typed) and distribute the minutes of local executive meetings to committee members, Regional Coordinators and your Provincial Office regional staff liaison within **2 weeks** of the meeting date
- To assist other committee members as necessary
- To type and distribute all outgoing communications from local executive

"Our local has grown exponentially in terms of athletes, volunteers and programs. It has been a pleasure to know all the executive members that I have known and an inspiration to see how devoted they are to the athletes and volunteers..." -Tracey McConnell, SOBC – Delta Secretary



Program Coordinator

Job Description

Welcome! You have agreed to take on an important role with your local Special Olympics team, you will come to work closely with your executive team, coaches and Provincial staff. Program Coordinators assist coaches to organize the valued programs that allow our athletes to excel. You will be supported by your other executive volunteers and SOBC staff along the way. Thank you for considering the position and we look forward to working with you!

Responsibilities

- Secure all facilities at appropriate times for programs
- Assist in hosting local and regional events
- Maintain open lines of communication with coaches across all programs

SPECIFIC DUTIES

- Chair regularly scheduled coaches meetings
- Provide a Program Coordinator's report at monthly local executive meetings which outlines how each program is currently running, plans for upcoming seasons, and new program development
- Assist new coaches and athletes in program placement
- Evaluate programs on a regular basis to ensure top quality

"I could never imagine how much the Special Olympics community would enrich my life but it certainly has, and I'm grateful and humbled by all of the wonderful people that make up SOBC...."

-Arthur Pangilinan, SOBC – Vancouver Local Coordinator



Treasurer

Job Description

Welcome! You have agreed to take on an important role with your local Special Olympics team; you will come to work closely with your executive team, coaches and Provincial staff. The budgets and financial planning that Treasurers maintain allow our programs to flourish and local's to provide all of the exciting opportunities our athletes strive for. You will be supported by your other executive volunteers and SOBC staff along the way. Thank you for considering the position and we look forward to working with you!

Responsibilities

- Communicate with the Local Coordinator and other committee members
- Keep financial records for the local
- Work closely with the fundraising Coordinator to ensure timely reporting

SPECIFIC DUTIES

- Submit a financial statement to SOBC Provincial Office by the 20th of every month
- Report to local executive on the financial status of the local at every local meeting
- Make deposits and write cheques as required
- Develop an annual budget (July 1 – June 30) to cover the operation of the local in conjunction with the local executive
- Attend monthly executive meetings
- Source out and apply for grants on behalf of the local

"It's the look on their faces when achieve something, it's such joy and sheer amazement. By and large they're a pretty happy bunch, that can't help but seep into you – the joy of being there with their friends and doing something just like other people..." - Judy Bueschkens, SOBC – Ridge Meadows Treasurer



Fundraising Coordinator

Job Description

Welcome! You have agreed to take on a vital role with your local Special Olympics team; the fundraising coordinator organizes the campaigns and events necessary to bring funding into the local. The large majority of funds used to provide our athletes with life changing sport experiences is raised at the grassroots level, without your support and skills our programs would not be possible. Every penny counts and we look forward to working with you to create sustainable and fun fundraising initiatives! Rest assured, you will be supported by your other executive volunteers and SOBC staff along the way. Thank you for considering the position and we look forward to working with you!

Responsibilities

- Coordinate all fundraising activities for the local
- Work closely with Volunteer Coordinator & Athlete Coordinator
- Prepare annual action plan for fundraising
- Ensure correct use of Special Olympics style guide when preparing materials
- Seek out service clubs and other organizations that wish to provide financial support
- Work with Treasurer to seek out and submit grant applications

SPECIFIC DUTIES

- Recognition and maintenance of provincial sponsors – work with executive members to create opportunities to include sponsors at events and competitions
- Exclusivity to sponsors should be adhered to by the local
- Provide executive updates on the status of various fundraising initiatives
- Share your successes!
- Attend monthly executive meetings

We LOVE hearing about your successes!! Participate in Regional Conferences and volunteer development opportunities where you can share and meet other fantastic volunteers from across the province. You'll find a wealth of great ideas and inspiration happening in communities all around our province!



Public Relations Coordinator

Job Description

Welcome! As we all know, the ability to share information, stories and pictures has never been easier. Articles that capture the spirit of Special Olympics and inspire people to participate and donate are of limitless value to executives. The public relations coordinator works with the athletes, families and coaches in their community to ensure that the world hears about all of the fantastic accomplishments happening in your town! Rest assured, you will be supported by other executive volunteers and SOBC staff along the way with templates and guidelines to assist you. Thank you for considering the position and we look forward to working with you!

Responsibilities

- Coordinate all aspects of public relations for the Local
- Develop relationships with local media contacts
- Arrange for local media coverage of events

SPECIFIC DUTIES

- Create feature stories, advertisements for meetings and events, news releases
- Organize local promotional events
- Become familiar with the Special Olympics brand guidelines
- Attend monthly executive meetings
- Operate local social media accounts

There are many ways to share the wonderful stories happening in your local. These articles are cherished by coaches, athlete and families alike and are a wonderful recruitment tool to help your local Special Olympics team grow!



Registration Coordinator

Job Description

Welcome! As volunteers and athletes return to training seasons year after year, registration must be completed throughout all communities across BC. The registration coordinator works with locals to ensure that athletes and volunteers participating in our programs have completed all aspects of their paperwork. Working with brand new and returning volunteers and athletes, the registration coordinator compiles this information for locals to use. Rest assured, you will be supported by other executive volunteers and SOBC staff along the way with timeline support and guidelines to assist you. Thank you for considering the position and we look forward to working with you!

Responsibilities

- Gather all necessary information regarding registration of athletes and volunteers
- Work closely with Provincial Office to ensure correct data is submitted for your local
- Ensure that the local submits the registration component of yearly accreditation

SPECIFIC DUTIES

- Provide mailing lists of volunteers and athletes to executive committee
- File and store registration forms
- Create a list all necessary information regarding medical needs of athletes & volunteers
- Provide lists to head coaches of athletes & volunteers registered for their program
- Attend monthly executive meetings
- Work with executive to host a registration event at the beginning of sport seasons
- Assist new athletes and volunteers with the registration process

In an organization that provides opportunities for BIG dreams to become a reality, it is not possible without the culmination of small details and many helping hands. Proper registration ensures that our programs are the safest and most well supported environments for our athletes to succeed in as possible.



Equipment Coordinator

Job Description

Welcome! Special Olympics BC offers 18 different sport options and with this comes a lot of equipment for locals to keep track of. Volunteering to assist in this department means that coaches and executives can operate knowing exactly what resources they have to work with and where it can be found when needed. Thank you for considering the position and we look forward to working with you!

Responsibilities

- Responsible for checking out equipment to coaches for their sport season
- Collect equipment from coaches at end of season
- Conduct safety inspections on returned equipment
- Maintain an organized storage space
- Report needs for equipment replacement to executive

SPECIFIC DUTIES

- When required gather quotes from 3 sources when submitting requests to executive
- Attend monthly executive meetings
- Attend coaches meetings when they arise
- Track current whereabouts of borrowed equipment
- Create and update an inventory of local equipment

"A place for everything, and everything in its place"
- Benjamin Franklin



Families Coordinator

Job Description

Welcome! You have agreed to take on a very important role within your communities Special Olympics team. All of our programs and services are designed to support our athletes on their way to achieving success and engaging families along the way is a vital component! We thank you for your interest in this area and look forward to working with you and the families in your community.

Responsibilities

- Represent local families at monthly executive meetings
- Maintain consistent communication with SOBC staff and the families in your local
- Assist family members to become advocates for Special Olympics
- Work to ensure that families feel connected and valued within the organization

SPECIFIC DUTIES

- Host an annual families information event
- Welcome new and existing families to the organization
- Explain the value of volunteering and assist them in getting engaged
- Communicate with families in your local and assist in getting any questions answered
- Work with the SOBC Provincial staff Families Coordinator to ensure that all families are being heard and receiving direction at the local level

"As a parent, my most memorable moment has been the expression on my son's face when he got his first strike at bowling. Everyday has been such an awesome experience, be it at bowling, swimming, a fundraiser or dance – they're all special. I would like to say 'thank you' to all of the families, parents and SO staff for making Special Olympics such a wonderful place to belong..." -Debbie Roblin, SOBC – Fort St John



Head Coach

Job Description

Welcome! You have agreed to take on an exciting role in your communities Special Olympics team. Sport is the heart and soul of what we do best and thanks to your support and expertise our athletes can look forward to a great training and competitive season! You will be supported by eager volunteers and SOBC staff who are all excited to see our athletes achieve their goals and be a part of a team. Thank you for accepting the position and we look forward to working with you!

Responsibilities

- Maintain communication with assistant coaches, athletes and your local executive
- Serve as official spokesperson for the athletes and team
- Facilitate practices with safety and athlete wellbeing as the top priority
- Attend regularly scheduled coaches meeting
- Attend and coach athletes in practices and competitions
- Participate in coach development training opportunities within first year of coaching

SPECIFIC DUTIES

- Host pre-season coaches meeting with assistant coaches & program volunteers to determine yearly goals, create seasonal plan, create program budget
- Plan all activities for the season and share with athletes, families and caregivers
- Review Emergency Action Plan with all volunteers and athletes
- Conduct skill assessments at the beginning of the season
- Organize competition and ensure timely notice to families and athletes
- Ensure all members of your team have completed SOBC registration process
- Take weekly attendance
- Ensure all athletes are picked up after practice and treat facilities with respect
- Follow Special Olympics Sport Specific Skill books to guide program
- Ensure athletes are physically prepared to maximize performance at competition
- Prepare a yearend report for the Program Coordinator
- Must be at least 19 years of age, abide by SOBC sport policies and procedures

*“Quite simply, it’s fun! This is a whole different level. Have you ever coached when everyone there really wants to be there and are enjoying every single minute of it? I have and it’s addictive...” -Preet Dhesi,
SOBC – Ridge Meadows coach*



Assistant Coach Job Description

Welcome! You have agreed to take on an exciting role in your communities Special Olympics team. Sport is the heart and soul of what we do best and thanks to your support and expertise our athletes can look forward to a great training and competitive season! You will be supported by eager volunteers and SOBC staff who are all excited to see our athletes achieve their goals and be a part of a team. Thank you for accepting the position and we look forward to working with you!

Responsibilities

- Assist Head Coach with all duties, as delegated by Head Coach
- Regularly communicate with Head Coach
- Adhere to weekly and seasonal coaching plans
- Coach team in practices and competitions
- Participate in coach development training opportunities within first year of coaching

SPECIFIC DUTIES

- Assist with supervision of athletes
- Supervise activities when deemed necessary by Head Coach
- Regularly attend practices and competitions
- Devote adequate time to preparation of athletes for events
- Follow the Special Olympics Sport Specific Skill book throughout training
- Must be at least 16 years of age and abide by SOBC Sport Policies & Procedures

*"It is always a lot of fun coaching the athletes! I very much enjoy teaching them new skills and abilities as well as watching them continue to grow and improve as both athletes and people..." -Edward Dunn,
SOBC – Prince George*



Program Volunteer

Job Description

Welcome! You have agreed to take on an exciting role in your communities Special Olympics team. Sport is the heart and soul of what we do best and thanks to your support and expertise our athletes can look forward to a great training and competitive season! You will be supported by eager volunteers and SOBC staff who are all excited to see our athletes achieve their goals and be a part of a team. Thank you for accepting the position and we look forward to working with you!

Responsibilities

- Attend practices and events on a regular basis
- Communicate with Head Coach regarding practices and events
- Adhere to the yearly program plan

SPECIFIC DUTIES

- Assist with supervision of athletes
- Supervise activities when deemed necessary by Head Coach
- Regularly attend practices and competitions
- Devote adequate time to preparation of athletes for events
- Follow the Special Olympics Sport Specific Skill book throughout training
- Must be at least 16 years of age and abide by SOBC Sport Policies & Procedures

"It doesn't matter if you weren't very experienced in a sport, because anyone can get training and do courses – the biggest step is just coming out and trying to volunteer, having an interest and having enthusiasm!"
-Mackenzie Hubbell, SOBC – Prince Rupert



Regional Support

In addition to the support and guidance you will receive from the Provincial Office. Each of the eight regions within Special Olympics BC has an elected Regional Coordinator.

This person is usually a long time volunteer who is responsible to provide support to you and represent you at the Provincial Level. The Leadership Council creates policy for the organization and keeps the Provincial Office apprised of the needs and issues facing Locals across the Province.

Alongside the regional coordinators are appointed members of the Leadership Council. These members are appointed by the Board of Directors. Members are selected based on professional experience, training or expertise to ensure that the leadership Council is well rounded.

An abbreviated job description of this position follows:

To learn who your current representative is please contact Provincial Office or refer to our website.



Elected Administrative Position:

Regional Coordinator

Purpose

The Regional Coordinator acts as the primary liaison between the provincial body of Special Olympics BC and its regional members. Regional Coordinators will work to facilitate the growth of Special Olympics BC while providing a voice for Locals to share their thoughts and needs in shaping the vision of the Provincial Organization.

SPECIFIC DUTIES

Regional

- Host a regional meeting at the summer provincial workshop and to coordinate two additional regional meetings per year.
- Visit each Local once per year minimum (program, meeting or event).
- Contact each Local Coordinator every few months.
- Follow-up with Locals on Provincial initiatives
- Coordinate the registration, fees, uniform and travel for all Provincial Games and Championships.
- Help Locals with hosting of Regional Qualifiers

To act as “Chef de Mission” for the Region in the time leading up to, and during provincial games.

- Chair the selection meeting for athletes, coaches and mission staff for Games.
- Attend the Chef de Mission site visit trip.

Provincial

Duties and responsibilities:

- Attend the provincial workshop meeting and bring forward the issues of their Region.
- Aid in the development of policies
- Enforce the provincial policies



Accreditation



Accreditation

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.

In order for a Local to achieve Accreditation, the Local must:

- Follow all SOBC policies and procedures
- Be in good standing, which includes:
 - Good financial status
 - Attendance at the Provincial Workshop
 - Attendance at Coaching Seminars
 - Attendance at Local, Regional and Provincial competitions
- Meet all deadlines
 - Goals and Budget (June 30th)
 - Registration (Dec. 31st)
 - Minutes to Regional Coordinator and Manager, Community Development within 14 days of meeting
 - Financial Statements to Provincial Office by the 20th of the month for the preceding month

If your Local does not submit your Accreditation, you will not be considered in good standing. Depending on the circumstances, consequences may follow. In all cases, Provincial Office will work to assist you with the completion of this vital document.

Please see Sample Accreditation Template below:



APPLICATION FOR LOCAL ACCREDITATION

LOCAL NAME: _____

Each Special Olympics BC Local is required to provide an annual application for accreditation. This document is a statement of the Local's administrative structure and sports participation plan. Upon receipt of this document and following consultation with and or recommendation from the appropriate Special Olympics BC staff member(s), the Special Olympics BC Board of Directors will accept or reject your application.

Please indicate in the space below if you have attached the supporting documentation required for your application.

_____ STRATEGIC PLAN FOR UPCOMING PROGRAM YEAR

_____ DRAFT PROGRAM SCHEDULE FOR THE YEAR

_____ BUDGET FOR UPCOMING PROGRAM YEAR

ACCREDITATION DEADLINE: July 15th

OFFICE USE ONLY

Received by:

Date Received:

Approved: YES or NO

Letter Sent to Local:

Certificate Sent to Local:



Part One: Local Administration

Please indicate below the Executive Members voted in at your June Annual General Meeting. **If a newly elected Executive member is NOT currently in the SOBC database, please ensure that their registration is received by SOBC within two weeks of their election and provide their contact information on this form (space has been left to write or type it in). If members are already in the SOBC database, we only require their name and position.** Should Executive Members step down throughout the year, please advise your Provincial Office staff representative to ensure that they received information pertaining to their position.

Local Coordinator: _____

Program Coordinator: _____

Secretary: _____

Treasurer: _____

Volunteer Coordinator: _____

Fundraising Coordinator: _____

Public Relations Coordinator: _____

Other (Please Specify) _____

Other (Please Specify): _____



Part Two: Local Bank Accounts

Please note that RBC Royal Bank is one of our official sponsors and as such our first choice for bank accounts. If you need to change a signing authority or an address with RBC Royal Bank, please contact our Associate Account manager, Debbie Jay, at our home branch in Vancouver. Debbie can be reached 604.665.8723. If you have any challenges, please contact Josh Pasnak, Manager of Finance & Administration at 604-737-3180 or 1-888-854-2276.

PLEASE NOTE: Only Executive members can be authorized signatures on these accounts. The Treasurer is required to be one of the authorized signatures on all Accounts. Each account must have a minimum of two to a maximum of four authorized signatures. Please remember that authorized signatures must be “arm’s length” or perceived to be arm’s length from each other.

General Account:

Account Number: _____ Transit Number: _____ Name of Account: _____
Name of Bank: _____
Address: _____
City: _____ Postal Code: _____

Name of Authorized Persons	Signature of Authorized Persons

Gaming Account:

Account Number: _____ Transit Number: _____ Name of Account: _____
Name of Bank: _____
Address: _____
City: _____ Postal Code: _____

Name of Authorized Persons	Signature of Authorized Persons

Investment Account:

Account Number: _____ Transit Number: _____ Name of Account: _____
Name of Bank: _____
Address: _____
City: _____ Postal Code: _____



Name of Authorized Persons	Signature of Authorized Persons

It is acknowledged that the signing officers of the Provincial body of the Special Olympics British Columbia Society must have full rights and authority over all Local financial accounts at all times.

Treasurer

Local Coordinator

Part Three : Strategic Plan

Every Local is required to develop a Strategic Plan for the year, using the SOBC Annual plan. The Local plan is to be developed in May/June of each year and forwarded to the Provincial Office with the Accreditation package. If your Local has a format for your strategic plan, please submit that, if you would like a copy of a format from the Provincial Office that you can use and modify, please let us know. If you are unsure of how to develop a strategic plan for your Local, please talk with the Manager, Community Development for your Region and they would be more than happy to assist you.

Part Four: Draft Program Schedule

At SOBC Provincial Office, we are aware that facility contracts and coach availability are not finalized until very close to the program start date. Despite this reality, we would like to have a rough idea of when your programs operate to refer interested athletes and volunteers who contact our office. When your program schedule is finalized, please pass along a copy to your Provincial Representative so we can promote your Program.

Sport	Day and Time	Venue	Head Coach	Start and End Date
Example Softball	Tuesday at 6:00 pm to 8:00 pm	McNary Park	C. Peters	March 15 – June 30, 2011.



Part Six: Local Budget

Every Local is required to have a budget that reflects both the expenditures and the revenue for the upcoming year. Both revenue and expenditures must have explanations for how the funds will be raised/spent. For reference there is an Excel template to use for your Local budget. This template is available on our website under Resources >Volunteer Resources. The template follows the format of the monthly statements the Treasurer is responsible for except the values should be projected for next year.

REQUEST FOR ACCREDITATION:

The Local acknowledges that Accreditation with Special Olympics BC requires that all Athletes, Coaches and Volunteers abide by all Official Special Olympics Rules and Policies of Special Olympics BC.

I, _____, Local Coordinator of SOBC _____
certify that the information contained in my application for Accreditation is accurate.

Signature

Date

Please return this template and Local Budget to SOBC Provincial Office no later than **September 15**. If you are having challenges with completing this template or would like some feedback before your final submission, we will be happy to dedicate some time in person or over the phone to complete it with you step by step.

If you are submitting by mail, please send to

ATTN: Rachel Borer
Special Olympics BC
Suite 210 - 3701 Hastings St.
Burnaby, BC
V5C 2H6

If you wish to submit electronically, please email to

rborer@specialolympics.bc.ca



Training



Coach Certification for Special Olympics Coaches

All coaches must have completed the following courses within their first year of coaching (as per the Coach Certification Requirements Policy). The definition of a coach is anyone that is in an assistant or head coach role during the weekly training programs and anyone that attends competitions with the athletes.

- Special Olympics Canada Introduction to Competition Sport Workshop
- NCCP Introduction - Competition Part A Multi-Sport Workshop
- Making Ethical Decisions online evaluation Introduction – Competition

Below are the sport specific courses required by Special Olympics Canada for National Games and the sport specific courses Special Olympics BC promotes for sport professional development. Those courses with a double star ** include the NCCP Introduction – Competition Part A Workshop and coaches therefore do not need to take the Part A Workshop as a separate course (they receive credit for two courses in one). Coaches still need to take the Making Ethical Decisions online evaluation though.

SUMMER		WINTER	
SPORT	COURSE	SPORT	COURSE
5-pin Bowling	Community Sport Initiation Course**	Alpine Skiing	CSCF Entry Level Coach Workshop or CSIA Level 1**
10-pin Bowling	Community Sport Initiation Course**	Cross Country Skiing	Community Coach (Intro to Community Coaching is a pre-requisite)**
Aquatics	Fundamentals Course (101)**	Curling	Club Coach**
Athletics	Sport Coach	Figure Skating	CanSkate (Level 1 & 2) Primary STARskate (Level 3 to 6)**
Basketball	Learn to Train**	Floor Hockey	Ringette Community Sport Initiation**or 125 coaching hours
Bocce	125 coaching hours; no course currently	Snowshoeing	125 coaching hours; no course currently
Golf	Special Olympics Canadian PGA Golf Course	Speed Skating	FUNDamentals**



Powerlifting	125 coaching hours; no course currently	
Rhythmic Gymnastics	Rhythmic Gymnastics Foundations (includes Gymnastics Intro, Gymnastics Theory and Rhythmic Gymnastics sport specific)**	
Soccer	Learn to Train or Soccer for Life	
Softball	Learn to Coach/Community Sport Initiation Course**	

NOTE: Some coaches have taken courses under the old NCCP (National Coach Certification Program). If you are unsure as to what courses you have taken, please contact the SOBC Provincial Office.



Hosting a Meeting



Special Olympics BC Local Committee Operational Guidelines

The Special Olympics British Columbia Society Board of Directors is morally and legally responsible for the philosophies and operations of the Society. As such, all Locals and Regions of Special Olympics BC must abide by the policies, guidelines, procedures and philosophies established by the Society. The following outline the mandate and purposes of the Society. Local committees are accountable to the Board of Directors of Special Olympics BC and are responsible for the operations of the society within their geographical area.

Mandate:

Special Olympics BC provide individuals with an intellectual disability the opportunity to enhance their life and celebrate personal achievement through positive sport experiences.

The Purposes of the Society Are:

- a) To help instil and improve the self-esteem and physical awareness in, and enhance the capabilities of individuals who have an intellectual disability.
- b) To encourage, prepare for, and facilitate the participation of individuals who have an intellectual disability in quality sport training programs and competitive opportunities.
- c) To promote and to support qualified instruction in sport training and/or instructional programs for individuals who have an intellectual disability through society programs, other sport governing bodies, and outside agencies.
- d) To organize, support and/or participate in sports events and competitions at the local, regional, provincial, national, and international levels.
- e) To promote, in cooperation with existing agencies, public awareness and acceptance of individuals with an intellectual disability.



- f) To provide appropriate materials and resources to aid the development of Special Olympic programs and in the attainment of the goals of this organization.
- g) To make available to those athletes with an intellectual disability, who have achieved appropriate standards, the opportunities to participate in sports events and competitions at the national and international levels.
- h) In the event of dissolution or winding-up of the society, all its remaining assets after payment of its liabilities must be distributed to one or more recognized charitable organizations in British Columbia having the same or similar purposes and shall be non-alterable.

Name:

All locals shall be known as Special Olympics British Columbia (name of community).

Voting Procedures:

- A member in good standing present at a meeting of members is entitled to one vote.
- Voting is by show of hands or, for time-sensitive non-contentious issues, by phone and/or e-mail. (NOTE: all e-mail votes must be collected and handed in with meeting minutes.)
- Voting by proxy is not permitted
- A member may request that voting be by secret ballot.
- Members in good standing may only propose resolutions at a meeting. No such resolution need be seconded, and the chair may move or propose a resolution.
- In case of an equality of votes, the chair must not have a casting or second vote in addition to the vote to which he/she may be entitled as a member and the proposed resolution must not pass.

Election of Local Committee:

1. A minimum of five people are needed to form a Local Committee.
2. Committee members shall be elected at the Annual General Meeting.
3. Candidates shall be nominated from the floor and elected by a majority vote of those members eligible to vote.



4. Candidates nominated must be eligible to vote in the election and be present at the meeting to confirm their willingness to let their name stand. If a candidate is unable to attend the meeting, but would like their name to stand, they may confirm their willingness to stand by writing a letter indicating such. An individual who will be in attendance at the AGM must witness the letter.
5. If no member is prepared to accept a committee position, and an individual who is not a member is willing to undertake that role, that person may be elected to the committee if all voting members in attendance agree to this individual's nomination.
6. The individual shall not have a vote on any issue, or be deemed to be officially elected, until they have met the requirements for membership (registration form received by Provincial Office and completion of Volunteer Screening requirements.)
7. Committee members are elected for a one year term, but may choose to let their name stand for re-election at the AGM.
8. Those elected shall take office immediately following the close of the AGM.
9. Only those elected, or subsequently appointed, to the Local Committee are eligible to vote at general meetings of the Local.

Committee Vacancies:

If any committee position not filled at the AGM, or becomes vacant throughout the year, those elected to the committee may recruit an individual to fill the position. In such situations, this person would be required to stand for election at the next regularly scheduled AGM if they would like to continue their involvement on the committee.

Quorum:

A quorum for Locals will be more than 50% of the Local Committee. No business shall be conducted at a meeting of the Local Committee unless a quorum is present. If a Local is not able to achieve quorum for two consecutive meetings, those in attendance may ask the Provincial Office to approve the actions required to carry on the operations of the Local. Depending on the issues, the Provincial Office may ask the Leadership Council for their guidance and input.

Membership:

Those persons interested in furthering the goals of Special Olympics BC and who subscribe to and meet the conditions established by the Board of Directors, and those persons who wish to



participate in programs offered by Special Olympics BC and who meet the eligibility requirements as established by the Board of Directors, shall be eligible for membership provided that he/she:

- Completes and submits to the local, the Special Olympics BC registration form.
- Meets the requirements of the SOBC volunteer screening policy.
- Is of good moral character.

*The Special Olympics British Columbia Society's constitution defines a member as "those persons elected to the Board of Directors of the Society". All others are "associates" of the Society. For ease of understanding with this document, the term associates will be replaced by the term members when referring to involvement at the Local level. However, this use of the term member shall in no way alter the intent of legal definition of the term member as contained in the SOBC Constitution.

Registration:

Registration packages are given to each Local in August. They include a printout of all registered athletes and volunteers, change of address forms and new registration forms. Returning athletes and volunteers must update information on the printout, new athletes and volunteers must complete the registration form. Volunteers must follow the volunteer screening and registration policy (4444-10). The printout, new registration forms and change of address forms must be returned to the Provincial Office no later than December 31st.

Admission:

An individual shall be a member of Special Olympics British Columbia when that person meets all eligibility requirements established.

Notice of AGM Meeting:

Local AGM's shall be held once per calendar year. Notice of a general meeting must be given to every member registered with the local so that every member would have a reasonable opportunity to attend. This will likely have to be sent by both email and post mail to make sure that everyone receives the notice and AGM information.

Voting - AGM:

The Provincial Office's list of registered volunteers and athletes shall be deemed to be the official list of members eligible to vote at a Local's AGM. Those individuals who's registration



forms have been received by the Provincial Office by 4:30 PM., 14 days in advance of the Local's AGM, who have volunteered for the Local a minimum of 14 hours in the program or administrative area in the past year, and who have met the criteria established in the Volunteer Screening Policy, shall be deemed registered and eligible to vote. Volunteers and athletes must be involved in the ongoing operations of the Local, as opposed to an individual who was involved in a one-day special event.

Meeting Format:

Meetings will be held on a regular basis, at a time and location convenient to the majority of the Local Committee. Notice of meeting must be given no less than one week prior to the meeting unless all Committee Members agree to waive this requirement. The Local Coordinator will be responsible for calling and chairing such meeting or delegating such responsibility in his/her absence to a member of the Committee. Any Committee member may ask the Local Coordinator to call a meeting and a meeting shall be called. A quorum must be present for any business to be transacted. Where questions arise, Perry's Rules of Order will be followed.

Minutes shall be taken of all meetings of the Local Committee. These minutes shall include:

- The time, date and place of the meeting.
- The names of those in attendance.
- An accurate record of important discussions, decisions, and proceedings arising from these meetings

Any member of the Local may request to view copies of minutes of meetings. Copies of all minutes of meetings must be forwarded to the Regional Coordinator and Provincial Office immediately upon their completion.

Record Keeping:

Minutes and Financial statements of the Local must be kept for seven (7) years. After seven (7) years these records may be destroyed. Different regulator agencies such as Gaming and Canada Customs require records to be kept for different periods of time.



Tips for Effective Meetings

The following are tips to help you make your next meeting successful, effective and even fun.

Before the meeting:

1. Define the purpose of the meeting
2. Develop an agenda.
 - All agendas should have the following:
 - meeting start time
 - meeting end time
 - meeting location
 - topic heading
 - include some topic detail for each heading
 - indicate the time each topic is expected to last
3. Distribute agenda and background material prior to meeting
 - allows everyone to read the material
 - allows everyone to come prepared for what will be discussed
 - allows everyone to feel involved and up-to-date
4. Choose an appropriate meeting time.
 - set the time and stick to it. People are more likely to attend meetings if you make them productive, predictable and as short as possible
 - If possible, arrange the room so members face each other, i.e. a circle or semi-circle. For large groups, try U-shaped rows
5. Choose a location suitable to your group's size
6. Use visual aids for interest (e.g.. posters, diagrams, etc.)
7. Vary meeting places if possible to accommodate different members. Be sure everyone knows where and when the next meeting will be held.

During the meeting:

1. Greet members and make them feel welcome, including latecomers.
2. If possible, serve light refreshments.
3. Start on time; end on time.
4. Review agenda and set priorities for the meeting.
5. Stick to the agenda.
6. Encourage group discussion to get all points of views and ideas.



7. Encourage feedback.
8. Keep the conversation focused on the topic.
9. Keep minutes of the meeting for future reference in case a question or problem arises.
10. As a leader, be a role model by listening, showing interest, appreciation and confidence.
11. Admit mistakes!
12. Summarize agreements reached and end the meeting on a unifying or positive note.
13. Set a date, time and place for the next meeting.

After the meeting

1. Write up and distribute minutes within two weeks (or sooner)
2. Discuss any problems during the meeting with other volunteers
3. Come up with ways improvements can be made.
4. Follow-up on delegation decisions.
5. See that all members understand and carry-out their responsibilities.
6. Give recognition and appreciation to excellent and timely process.
7. Put unfinished business on the agenda for the next meeting.
8. Conduct a periodic evaluation of the meetings.
9. Note any areas that can be analyzed and improved for more productive meetings.



Sample Agenda

Listed below is a template for a meeting agenda. The agenda and any committee reports should be distributed to all committee members the week before the scheduled meeting.

1. Call to Order
2. Opening remarks from Chair
3. Approval of the Agenda
 - ❑ After approval, members may move amendments to add or delete items
4. Old Business
5. New Business
 - ❑ Committee Reports (from each committee member)
 - NOTE: The treasurer's report should include a current bank statement, and a list of cheques written for the past month
 - ❑ Coaches Reports
 - ❑ Correspondence
6. Closing Comments
7. Date for next meeting
8. Adjournment of meeting



Taking Meeting Minutes: A Guideline

The following is a guideline for making the task of taking meeting minutes easier!

- Ensure that all of the essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics, and the time of adjournment. For formal and corporate meetings include approval of previous minutes and all resolutions.
- Prepare an outline based on the agenda ahead of time, and leave plenty of room for notes. By having the topics already written down, you can jump right on to a new topic without a pause.
- Prepare a list of expected attendees and check off the names as people enter the room, or pass an attendance sheet around as the meeting starts.
- Make a map of the seating arrangement to be sure who said what.
- Concentrate on getting the gist of the discussion and take enough notes to summarize later. Think in terms of issues discussed, major points raised and decisions taken.
- Use a recording method that is comfortable for you (ex. notepad, laptop, tape recorder, shorthand).
- As an active participant in the meeting, be prepared; have your questions ready ahead of time.
- Type up minutes as soon as possible so you don't forget.
- Don't be intimidated by the prospect of taking notes!



Volunteer/Athlete Management



Volunteer and Athlete Management

Volunteer and Athlete management is a very important part of Special Olympics BC. Because we are run by volunteers for athletes, we need to ensure that all parties understand the responsibilities of being a part of Special Olympics. To that end the volunteers have developed policies around Volunteer and Athlete Code of Conduct and Management and Volunteer Screening.

It is VERY important for the Local Coordinator to understand these policies and ensure that they are followed within their Local. Failure to properly screen a volunteer could have some very serious consequences.

It is also important to follow the Athlete and Volunteer Management policies. No one wants to think that they will ever have to discipline an athlete or a volunteer but it can happen. That's why it is so important to document ALL incidents. Locals don't need to forward every incident report to the Provincial Office but you do need to write things down, discuss incidents or behaviours with the individuals involved and then file those reports. Only if behaviours escalate would it be necessary for the Provincial Office to step in.

If, after reading the following policies, you have any questions, please contact the Vice President – Sport at the Provincial Office for assistance.

To see our updated policies, please visit <http://www.specialolympics.bc.ca/who-we-are/organization/policies>

Coach to Athlete Ratios

Special Olympics BC programs and competitions will be run with the minimum required coach to athlete ratio. Should a program be unable to meet that ratio, two weeks or more, the program will be discontinued until such time as the ratio can be met.

REGULATIONS

All programs with the exception of Bowling (5 & 10 pin) and Bocce must have 75% of the ratio met by certified coaches and 25 % of the ratio met by Program volunteers. Bowling and Bocce



must have 50% of the ratio met by certified coaches and 50% of the ratio met by Program volunteers.

SPORT	RATIO
5 pin bowling	5 - 1
10 pin bowling	8 - 1
Alpine Skiing	3 - 1
Aquatics/Swimming	6 - 1
Athletics/Track & Field	6 - 1
Basketball	6 - 1
Bocce	5 - 1
Cross Country Skiing	3 - 1
Curling	5 - 1
Figure Skating	3 - 1
Floor Hockey	6 - 1
Golf	4 - 1
Powerlifting	4 - 1 (with a minimum of two coaches)
Rhythmic Gymnastics	6 - 1
Snowshoeing	6 - 1
Soccer	6 - 1
Softball	6 - 1
Speed Skating	6 - 1

The following ratios will be in affect at these programs

PROGRAM	RATIO
Active Start	2 Leaders per program
FUNDamentals	3 - 1
Club Fit	8 - 1 (with a minimum of two coaches)



Special Olympics Canada – Long Term Athlete Development Model

STAGES	PROGRAMS	COACHING REQUIREMENTS**
Active Start	Active Start (2 – 6 years old)	<u>Required with in the first year:</u> <ul style="list-style-type: none"> 4 hour AS/FUN Training Program <u>Recommended:</u> <ul style="list-style-type: none"> High Five Training
FUNDamentals	FUNDamentals (7 – 12 year olds)	<u>Required with in the first year:</u> <ul style="list-style-type: none"> 4 hour AS/FUN Training Program <u>Recommended:</u> <ul style="list-style-type: none"> High Five Training
Learning to Train	Sport Start (13 – 21 year olds)	<u>Required with in the first year:</u> <ul style="list-style-type: none"> Special Olympics Intro to Competition Workshop Part A Multi-Sport MED Evaluation <u>Recommended:</u> <ul style="list-style-type: none"> SO Sport Specific Training
Training to Train		
Learning to Compete		
Training to Compete		
		<u>Required with in the first year:</u> <ul style="list-style-type: none"> Special Olympics Intro to Competition Workshop



Training to Win	Traditional Programs (8 – 88 year olds)	<ul style="list-style-type: none"> ▪ Part A Multi-Sport ▪ MED Evaluation <p><u>Recommended:</u></p> <ul style="list-style-type: none"> ▪ NSO Sport Specific Training
Active for Life	Club Fit	<p>Required within the first year:</p> <ul style="list-style-type: none"> ▪ Coaches must take with the Special Olympics Community Sport or Competition Sport Workshop

****all volunteers are required to take the Special Olympics Canada Volunteer Orientation within the first 30days of registering with SOBC****



SOBC Staff Contact List

Special Olympics BC

#210-3701 Hastings St.

Burnaby, BC

V5C 2H6

Office: 604-737-3078

Fax: 604-737-3080

Toll Free: 1-888-854-2276

Email: info@specialolympics.bc.ca

Dan Howe, President & CEO

dhowe@specialolympics.bc.ca

Direct Line: 604-737-3079

Christina Hadley, Vice President, Fund Development & Communications

chadley@specialolympics.bc.ca

604-737-3073

Lois McNary, Vice President, Sport

lmcnary@specialolympics.bc.ca

604-737-3117

Finance & Administration

Josh Pasnak, Manager, Finance & Administration

jpasnak@specialolympics.bc.ca

604-737-3180

Lauren Openshaw, Office Administrator

lopenshaw@specialolympics.bc.ca

604-737-3078



Programs & Competitions

Shawn Fevens, Manager, Sport

sfevens@specialolympics.bc.ca

604-737-3055

Morgan Hunter, Manager, Health and Sport Science

mhunter@specialolympics.bc.ca

604-737-3081

Emma Woo, Manager, Sport

ewoo@specialolympics.bc.ca

604-616-1342

Fund Development & Communications

Megan Grittani-Livingston, Manager, Communications

megan@specialolympics.bc.ca

604-737-3077

Carolyn McCarthy, Manager, Fund Development & LETR Liaison

cmccarthy@specialolympics.bc.ca

604-737-3056

Charlotte Taylor, Manager, Fund Development

ctaylor@specialolympics.bc.ca

604-737-3059

Lison Daubigeon, Fundraising Coordinator

lداubigeon@specialolympics.bc.ca

604-737-3131

Eliot James, Communications Coordinator

ejames@specialolympics.bc.ca

604-737-3042



Region 1 Manager (Kootenays)

Jill Harris, Manager, Community Development (Nelson)

jharris@specialolympics.bc.ca

250-919-0757

Region 2 Manager (Okanagan)

Leslie Thornley, Manager, Community Development (Kelowna)

lthornley@specialolympics.bc.ca

250-317-1272

Region 3, 4 & 5 Manager (Lower Mainland)

Rachel Borer, Manager, Community Development

rborer@specialolympics.bc.ca

604-737-3125

Region 6 Manager (Vancouver Island)

Michelle Cruickshank, Manager, Community Development (Nanaimo)

mcruckshank@specialolympics.bc.ca

250-208-5402

Region 7 & 8 Manager (Northern & Central B.C.)

Charlene Flood, Manager, Community Development (Prince George)

cflood@specialolympics.bc.ca

250-570-1455