

SECTION: Competition
TOPIC: Divisioning
Effective Date: September 2015
Revised Date:

T4001

Special Olympics is founded on the principle of providing a sport and training environment that allows individuals to participate on a level playing field with their competitors.

Divisioning is applied to ensure that athletes compete against athletes of similar ability in training and competition. To ensure that athletes compete at the best of their abilities in the divisioning round, the Maximum Performance Rule (MPR) is implemented. The MPR would indicate that there should be no more than a 15% difference between an athlete's divisioning and final round performance.

Additional sport rules at local and regional competitions are at the prevue of the host community, in consultation with participating teams.

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

DIVISIONING PROCESS FOR INDIVIDUAL SPORTS

Step 1: Divide by gender

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

Step 3: Divide by ability. Proceed on the premise that the recommended performance difference between athletes in a division is 25%.

Step 4: Divide number of athletes registered in an event

For 3 or more athletes:

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

If you have more than 8 athletes in a division, reduce the performance percentage to produce new ability groupings – 5% at a time is suggested. For example, an ability group could be reduced to 30% difference in performance to create two ability groupings.

The above was approved by the Special Olympics NWT Board

President: 

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For 2 athletes entered into an event:
Athletes compete against each other providing they are of the same gender.

For 1 athlete entered into an event:
An athlete would compete against their own divisioning time in the event. If they are competing against their own divisioning time, medals would be awarded as follows:

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

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

DIVISIONING PROCESS FOR JUDGED SPORTS

Step 1: Divide by gender

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

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

Step 4:

Figure Skating

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

Rhythmic Gymnastics

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

DIVISIONING PROCESS FOR TEAM SPORTS

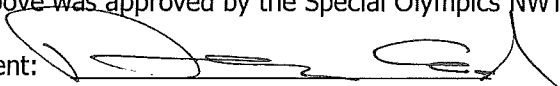
Step 1: Teams are placed in divisioning round groupings based on the Team Skill Assessment.

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

The above was approved by the Special Olympics NWT Board

President:

Date:


October 5, 2015

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

MAXIMUM PERFORMANCE RULE (MPR)

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

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

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

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

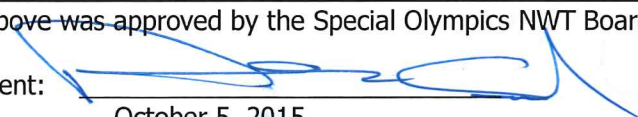
If an athlete falls or is disqualified in their divisioning event, the coach has the following options:

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

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*NOTE The following events are eligible to be rerun:

Cross country: 100m & 500m

Snowshoeing: 100m & 200m

Speed Skating: 111m & 222m

Athletics: 50m, 100m, 200m, 400m, Hurdles

Aquatics: All 25m & 50m races

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

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

IMPLEMENTATION OF THE MAXIMUM PERFORMANCE RULE CANNOT BE PROTESTED.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

SECTION: Competition
TOPIC: Competition Cycle
Effective Date: September 2015
Revised Date:

T4005

Special Olympics NWT adheres to the four year competition cycle outlined in Special Olympics Canada policy 5000-22. The cycle is local, Provincial, National and World Games. This cycle overlaps Winter and Summer Games (ie the cycle for Winter Games begins in year one and for Summer Games begins in year three).

Special Olympics NWT attends Special Olympics Alberta's Provincial Games in the year preceding the Special Olympics Canada National Games.

World Games occur in the year following the National Games although not necessary in the following fiscal year.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

SECTION: Competition
TOPIC: Selection of Athletes for Competitions
Effective Date: November 2011
Revised Date:

T4010

LOCAL AND OUT-OF-COMMUNITY (NON-SPORT CYCLE)

Athletes may participate in a) sport-specific competitions or events organized or endorsed by Special Olympics NWT within their home community or b) sport-specific competitions or events that are not part of the Special Olympics four year cycle (local, provincial, national, worlds) and are organized or endorsed by Special Olympics NWT outside their home community if they meet the following criteria:

- They are a registered athlete;
- They have attended practices on a regular basis during the season;
- They can operate within the established coach/athlete ratio.

For those who participate outside the ratio with a personal support assistant, they may be eligible to be considered for participation if they meet all other criteria and their personal support assistant can meet specific requirements.

PROVINCIALS

Participation at the Provincial level requires a higher degree of commitment from the selected athlete. Each athlete being considered should have proven themselves capable and worthy, through their performance and dedication to training. They must be prepared to follow a training regime and follow-through on their commitment to participate in the competition, and be prepared to advance to the Nationals the following year if selected.

Athletes who competed at a sanctioned local-level Special Olympics competition can be eligible to be considered for selection to participate at the Provincial level, provided they satisfy the selection and athlete criteria.

NATIONALS

Participation at the National level requires a high degree of commitment from the selected athlete. Each athlete being considered should have proven themselves capable and worthy, through their performance and dedication to training. They must be prepared to follow a training regime, follow-through on their commitment to participate in the competition, and be prepared to advance to the Worlds the following year if selected.

Every athlete who competed at a sanctioned provincial-level Special Olympics competition can be eligible to be considered for selection to participate at the National level, provided they satisfy the selection and athlete criteria.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

SECTION: Competition
TOPIC: Selection of Athletes for Local & One-Time Competitions and Events
Effective Date: September 2013
Revised Date:

M4010

HOME COMMUNITY COMPETITIONS

Athletes may participate in sport-specific competitions or events organized or endorsed by Special Olympics NWT within their home community if they meet the following criteria:

- They are a registered athlete;
- They have attended practices on a regular basis during the season;
- They can operate within the established coach/athlete ratio.

For those who participate outside the ratio with a personal support person, they may participate if their support person will be onsite for the entire competition or event.

COMPETITION OUTSIDE OF HOME COMMUNITY

This section applies to competitions that are not part of the Special Olympics four year cycle (local, provincial, national, worlds). Athletes may be eligible to be considered for selection to participate in sport-specific competitions or events organized or endorsed by Special Olympics NWT outside their home community if they meet the following criteria:

- They are a registered athlete;
- They have attended practices on a regular basis during the season;
- They can operate within the established coach/athlete ratio.

For those who participate outside the ratio with a personal support person, they may be eligible to be considered for selection to participate if their support person will be onsite and with the athlete for the entire competition or event, from departure from home community to arrival back at home community. Any costs associated with the involvement of the support person (travel, accommodation, meals, incidentals) would not be covered by Special Olympics NWT.

SELECTION PROCESS

Coaches review the efforts and results of each athlete in their program. Recommendations for participation are made to the selection committee. The selection committee will include the Executive Director, Sports Program Coordinator and Head Coach.

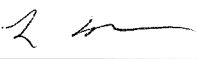
COMPETITION OUTSIDE OF NWT

Registered SONWT athletes who do not meet the formal Special Olympics Canada definition of athlete may not be eligible for Special Olympics competitions outside of the NWT.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date:


October 5, 2015

SECTION: Competition **M4011**
TOPIC: Selection of Athletes for Provincial
Competitions and Events
Effective Date: September 2013
Revised Date:

Provincial Games are a specific type of competition within the Special Olympics Canada four year competitive cycle (local, provincial, national, world).

PARTNERSHIP WITH SPECIAL OLYMPICS ALBERTA

Given the small number of Special Olympics NWT athletes and the limited opportunity for competition, Special Olympics NWT participates in provincial games as a guest of Special Olympics Alberta. These games are held in a variety of communities across Alberta. Depending on the availability of facilities in the particular community, the number of athletes may be limited for each sport or games.

SELECTION PROCESS

Coaches review the efforts and results of each athlete in their program. Recommendations for participation in Provincials are made to the Sports Program Coordinator.


The selection committee will include the Executive Director, Sports Program Coordinator and Chef de Mission (if identified). The committee will consult with the head coach if there are any questions about the recommendations. The selection will be shared with the Board for ratification.

ATHLETE CRITERIA

To be eligible to be considered for selection to participate in a Provincial Games as part of the Territorial team, athletes must meet all of the eligibility requirements outlined in 6000-03b - National Policy, Athlete Eligibility for National Games, along with the following:

- The athlete must be at least 12 year old as of the first day of competition;
- The athlete must be a registered Special Olympics competitor;
- The athlete must have competed in at least one event at a sanctioned local-level Special Olympics meet in the sport within the previous eighteen months;
- The athlete must have been an active and regular participant in the sport in the Special Olympics NWT program for the last two consecutive competition seasons, attending at least 80% of practice time;
- The athlete must be able to compete within the volunteer to athlete ratio as prescribed by Special Olympics Canada for the particular sport;

The above was approved by Special Olympics NWT Management

Executive Director: 
Date: October 5, 2015

SECTION: Competition
TOPIC: Selection of Athletes for Provincial Competitions and Events
Effective Date: September 2013
Revised Date:

M4011

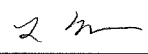
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- The athlete must have no reason, medical, legal or otherwise, that would prohibit them from travelling within Canada; and
 - The athlete must be prepared to travel away from home and normal supports and cope with the pressures of travel, competition, living in the athletes' village, and being in an unfamiliar environment for up to five days.

Where there are two athletes with similar potential from a sport performance perspective, the athlete's ability to meet the eligibility requirements outlined in the National Policy - Athlete Eligibility for National Games, is also considered.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date:


October 5, 2015

SELECTION PROCESS

The number of spots (quotas) open to Team NWT at Nationals is determined by Special Olympics Canada. They are generally identified at least 12 months prior to the competition. Once quotas are assigned and sanctioned provincial-level meets are completed for the season prior to Nationals, coaches in each participating sport will nominate, in priority order, the athletes who should be eligible for the team spots. Nomination forms are completed and submitted to the selection committee.

The selection committee will include the Executive Director, Sports Program Coordinator and Chef de Mission (if identified). The selection will be shared with the Board for ratification.

ATHLETE CRITERIA

To be eligible to be considered for selection to participate in a National Games as part of the Territorial team, athletes must meet all of the eligibility requirements outlined in the National Policy, Athlete Eligibility for National Games, along with the following:

- The athlete must be at least 13 year old as of the first day of competition;
- The athlete must be a registered Special Olympics competitor;
- The athlete must have competed in at least one event at a sanctioned provincial-level Special Olympics meet in the sport within the previous eighteen months;
- The athlete must have been an active and regular participant in the sport in the Special Olympics NWT program for the last two consecutive competition seasons (attending at least 80% of practice time);
- The athlete must be prepared to sign an Athlete Agreement once they are selected;
- The athlete must have no reason, medical, legal or otherwise, that would prohibit them from travelling within Canada and abroad;
- The athlete must be prepared to travel away from home and cope with the pressures of travel, competition, living in the athletes' village, and being in an unfamiliar environment for up to ten days;
- The athlete must commit to the training program as included in the Athlete Agreement.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

SECTION: Competition
TOPIC: Selection of Athletes for
National Competitions
Revised Date: November 2011

M4012

SELECTION CRITERIA

Performance

Higher-level competitions are intended for athletes who have proven themselves capable in competition. This includes both athletes who compete in high performance ability levels and athletes in the medium and low performance ability levels who have proven themselves capable. The ranking is based on their results in their competition category.

Placement at Provincial Special Olympics Event

Athletes under consideration must have received at least one medal in the provincial/territorial Special Olympics qualifying event.

If, in special pre-approved circumstances, the sanctioned event is not the actual provincial games and it is a timed event (speed skating or aquatics), the athlete's results will be applied to the provincial games results to determine where they would have finished in their category.

Previous Opportunity to Compete at the National Level

Qualifying athletes who have not had a previous opportunity to compete at the National level in a sport may be given consideration over qualifying athletes who have been selected for National level competition in the past.

Other Factors

The selection committee will discuss factors such as attendance at practice and previous behavior at events and programs with coaches in making a final decision.

Age and Gender Factors

Due to the low Nationals quotas assigned to Special Olympics NWT, age and gender balance are only factors in selection if the individuals are ranked equally based on results.

Alternates

Qualifying athletes may be identified as alternates. In the event that the selected athlete is unable to compete, a substitution of an alternate can be made up to six weeks prior to departure for National Games.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

The following is the process for dealing with issues regarding provincial and national team athletes at any time after they have been selected for the Games team until the Games are completed:

Pre-Games

1. Head Coach to notify the Sport Program Coordinator immediately of their concerns (verbally and in writing or email)
2. The Sport Program Coordinator and Head Coach will meet with the athlete and their best contact (if available) to discuss concerns.
3. A strategy to address the concerns will be developed by all parties. A written copy of the strategy will be given to the Head Coach, the athlete and the best contact. Note: the agreed upon strategy may be as severe as immediate dismissal from the Games team.
4. The Head Coach will monitor the situation and keep the Sport Program Coordinator informed of all relevant developments.
5. If the concerns continue and the athlete fails to demonstrate a commitment to the agreed upon strategy, the athlete and best contact will be notified of their removal from the Team in writing by the Sport Program Coordinator.

During Games

1. Head Coach to notify the Chef de Mission immediately of their concerns (verbally and in writing or email)
2. The Chef de Mission, Sport Program Coordinator and Head Coach will meet with the athlete and their best contact (if available) to discuss concerns. If necessary, this may be a conference call.
3. A strategy to address the concerns will be developed by all parties. A written copy of the strategy will be given to the Head Coach, the athlete and the best contact. Note: the agreed upon strategy may be as severe as immediate dismissal from the Games team.
4. The Head Coach will monitor the situation and keep the Chef de Mission informed of all relevant developments.
5. If the concerns continue and the athlete fails to demonstrate a commitment to the agreed upon strategy, the Chef de Mission will advise the Sport Program Coordinator. The athlete and best contact will be notified of their removal from the Team in writing by the Chef de Mission.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

SECTION: Competition
TOPIC: Selection of Chef De Mission & Mission Staff
Effective Date: November 2011
Revised Date:

T4015

For Provincial and National Games, the Chef de Mission and their Mission staff are the positive, professional face of Team NWT. Participation at the National level requires a high degree of commitment from the selected officials. Selected individuals must be prepared to participate in meetings and complete paperwork prior to the competition and then take the necessary time away for the full duration of the competition including travel.

The Executive Director or Sport Program Coordinator will be the Chef de Mission and Mission staff for Provincial and National Games, unless they are unable to fulfill the role(s).

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

The Executive Director or Sport Program Coordinator will be the Chef de Mission and Mission staff for Provincial and National Games, both prior to and during the Games. If Special Olympics NWT staff are unable to fulfill the role during the Games, they will carry out Chef de Mission and Mission staff responsibilities up to the point of team departure for Games and the following will be used to identify an individual(s) to assume the role(s) during the actual Games.

SELECTION PROCESS

The Board will invite applications for Chef and Mission staff for National competitions. For Provincial events, the Board will follow the same process or can select individuals who are active in Special Olympics and who have a direct connection to one of the sports participating in the Provincial games.

Quotas for participation at Nationals are set by Special Olympics Canada. Once quotas are assigned, a call will be issued to all Special Olympics NWT Board members, coaches and volunteers for applications for Chef and other Mission staff. A minimum of two years' participation with Special Olympics NWT is required for those interested in the Chef position or one year for other Mission staff. Application forms are completed and submitted to the selection committee.

The selection committee will include the Executive Director and Sports Program Coordinator. Where the Chef is already identified, she/he will be involved in the selection of Mission staff. The recommendation of the committee will be presented to the Board for ratification.


The selection committee may decide to appoint a previous Chef de Mission with or without going through a call for applications.

CRITERIA

To be eligible to participate as Chef de Mission or Mission staff, the applicant must meet the following:

- The applicant must be of the age of majority;
- The applicant must be a registered Special Olympics volunteer (includes coach and board member) with a satisfactory criminal record check;

The above was approved by Special Olympics NWT Management

Executive Director: 
Date: October 5, 2015

SECTION: Competition **M4015**
TOPIC: Selection of Chef De Mission & Mission Staff
Effective Date: November 2011
Revised Date:

- The applicant should preferably have participated in at least one sanctioned national/provincial-level competition;
- The applicant must have been an active and regular volunteer with Special Olympics NWT for at least two years (Chef) or one year (other Mission staff);
- The applicant must have no reason, medical, legal or otherwise, that would prohibit them from travelling within Canada;

Applicants must make the following commitments:

- The applicant must be prepared to travel for up to ten days for the competition
- The applicant must be available for preparatory work in advance of the Games.

CHEF DE MISSION DESCRIPTION

The Chef de Mission is the senior manager in charge of the NWT delegation and is directly responsible for the coordination of the overall team effort at Nationals. This team includes all athletes, coaches and mission staff.

The chef sets the positive tone for the rest of the team and must be a problem-solver and flexible in making things best for the athletes within the rules and guidelines. As the smallest jurisdiction at Nationals, the chef needs to ensure that NWT participants are not overlooked during activities such as meals and transportation to and from events.

The Chef de Mission is the ultimate authority responsible for Team NWT during Nationals/Provincials.

Responsibilities:

- a) Attends any Chef meetings and deals with Chef communication between the territory, other Chefs, and the host organization.
- b) Have a comprehensive understanding of the rules and procedures governing the games.
- c) Liaise with the Sports Program Coordinator during the period of preparation for Nationals/Provincials.
- d) Attend all required GOC meetings, submit reports as necessary and convey team issues, before, during and after the games

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date:

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SECTION: Competition
TOPIC: Selection of Chef De Mission & Mission Staff
Effective Date: November 2011
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- e) Ensure all relevant information from the GOC is communicated to the coaches during the games and all team members are fulfilling their responsibilities.
 - f) Develop a sense of identity and commitment for Team NWT at Nationals/Provincials.
 - g) Make and defend decisions on all aspects of the games to the GOC, other Chefs and SOC and negotiate solutions as required.
 - h) Provide the Executive Director with host organization information for team members prior to Nationals, to allow for implementation of the Travel Policy;
 - i) Working in partnership with the team officials, assume responsibility for Team NWT disciplinary issues from the time of departure to Nationals/Provincials until they return home. This would include any necessary follow up at the conclusion of Nationals/Provincials.
 - j) Ensure that SONWT is meeting its' responsibilities for their team's successful involvement at Nationals.

Special Olympics NWT staff will be responsible for the administration and organization of games-related requirements.

- Ensure athletes and coaches are registered with the GOC and have the necessary qualifications;
- Pick/design uniforms;
- Ensure all pertinent games information is submitted to the GOC as required prior to the games (ie medical, accommodation, travel, diet and other transportation concerns);
- Communicate all relevant GOC information to coaches before the games;
- Provide information for athletes and coaches consistent with the Travel Policy;
- Ensure all files are entered and submitted in the Games program (GMS-5).

MISSION STAFF DESCRIPTION

Mission staff assist the Chef de Mission in the above noted duties as required and requested. They will have fewer responsibilities prior to the Games but will be fully engaged while at the Games.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

SECTION: Competition
TOPIC: Games Team Coach/Mission Staff Conduct
Effective Date: September 2015
Revised Date:

M4016

The following is the process for dealing with issues regarding provincial and national team coaches or mission staff at any time after they have been selected for the Games team until the Games are completed:

Pre-Games

1. Chef de Mission/Head Coach to notify the Sport Program Coordinator immediately of their concerns (verbally and in writing or email)
2. The Sport Program Coordinator and Chef de Mission will meet with the individual to discuss concerns.
3. A strategy to address the concerns will be developed by all parties. A written copy of the strategy will be given to the individual. Note: the agreed upon strategy may be as severe as immediate dismissal from the Games team.
4. The Chef de Mission will monitor the situation and keep the Sport Program Coordinator informed of all relevant developments.
5. If the concerns continue and the individual fails to demonstrate a commitment to the agreed upon strategy, the individual will be notified of their removal from the Team in writing by the Sport Program Coordinator.

During Games

1. The Chef de Mission to notify the Sport Program Coordinator and Head Coach (if not involving the head coach) immediately of their concerns (verbally and in writing or email)
2. The Chef de Mission, Sport Program Coordinator and Head Coach will meet with the coach/mission staff to discuss the concerns. If necessary, the meeting will be by conference call.
3. A strategy to address the concerns will be developed by all parties. A written copy of the strategy will be given to the Head Coach and the coach. Note: the agreed upon strategy may be as severe as immediate dismissal from the Games team.
4. The Head Coach will monitor the situation and keep the Chef de Mission informed of all relevant developments. If the concerns pertain to the Head Coach, the Chef de Mission will monitor the situation.
5. If the concerns continue and the coach fails to demonstrate a commitment to the agreed upon strategy, the Chef de Mission will advise the Sport Program Coordinator. The coach will be notified of their removal from the Team in writing by the Chef de Mission and Sport Program Coordinator.

If there is a concern regarding the Chef de Mission, the Executive Director and Sport Program Coordinator should be contacted.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

SECTION: Competition
TOPIC: Officials Qualifications
Effective Date: September 2015
Revised Date:

T4020

Special Olympics NWT believes that every athlete has the right to officiating in competition by a trained and qualified official. All officials registered with SONWT are required to hold current education and training appropriate for their position.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015


SECTION: Competition
TOPIC: Officials Qualifications
Effective Date: September 2015
Revised Date:

M4020

Officials selection will be based on qualifications and experience.

Officials for all competitions may be recruited through the respective sport governing bodies and organizing committees.

The above was approved by Special Olympics NWT Management

Executive Director: 
Date: October 5, 2015

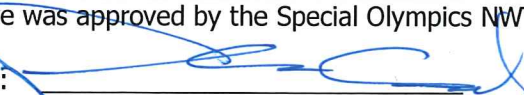
Competition/event travel plans and arrangements are the responsibility of Special Olympics NWT staff.

The following must be adhered to for any travel by Special Olympics NWT athletes, volunteers or staff.

1. One athlete or coach/chaperone per bed. If you arrive at a hotel and there are not enough beds or cots in a room, the coach/chaperone must go to the front desk and request an additional room or bed. There is absolutely no sharing of beds.
2. All athletes **MUST** have an Athlete Information Card with them when they travel. Athletes should wear the info cards so that it is visible. The Executive Director will give the cards to the Head Coach for distribution on the day of travel.
3. The Head Coach must have the Athlete Information forms on hand while travelling.
4. The Head Coach is responsible for 24 hour supervision of the athletes for the duration of the competition from the time the athletes begin their travel until they return home.
5. Coaches/chaperones must accompany athletes on all legs of travel and any transportation while on competition. No athletes should travel anywhere alone.
6. Travel is to be done on public transportation (planes, buses, cabs) or on the official transportation provided by an event. Athletes are not to travel in private vehicles unless pre-authorized by Special Olympics staff.
7. In rare circumstances where a rental vehicle is required, prior approval of the Executive Director is required and additional liability insurance must be obtained on the vehicle.
8. Transportation, accommodation and registration are paid for by Special Olympics NWT.
9. Athletes pay for any of their meals not covered by the registration.

The above was approved by the Special Olympics NWT Board

President:

Date:  October 5, 2015

SECTION: Competition
TOPIC: Travel Plans
Effective Date: November 2011
Revised Date: September 2015

T4025

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10. Special Olympics NWT will reimburse coaches/chaperones for their meal costs on submission of receipts.
 11. Athletes are to stay together as a group and with the coaches/chaperones at all times. If an athlete leaves the team at any time, it is only with the express consent of the coach and a clear understanding of where the athlete is going, who they are going with, and when he/she is expected to return.
 12. All medication is provided to the Head Coach when the team gathers at the beginning of the travel. The Head Coach is responsible for the safe keeping of the medication for the duration of the competition/event and associated travel.
 13. Individuals are allowed to self-administer their prescribed medication and will obtain it from the Head Coach as required.

The above was approved by the Special Olympics NWT Board

President: _____

Date: October 5, 2015

SECTION: Competition
TOPIC: Competition/Event Travel Plans
Effective Date: November 2011
Revised Date: September 2015

M4025

All of the restrictions outlines in T4025 must be adhered to at all times during competition/event travel.

Once athletes are selected for travel, each athlete is given an Athlete Information Form. This form must be completed legibly and returned to Special Olympics staff for approval to travel three weeks prior to travel.

Special Olympics staff will make any necessary arrangements for flights, hotels and rentals (if required). The staff will also determine which meals are provided as part of the registration so an estimate can be done of the spending money required by athletes.

In most cases, if a male athlete is travelling, an effort is made to have at least one male chaperone/coach. Similarly, if a female athlete is travelling, an attempt is made to have at least one female chaperone/coach. However, at the discretion of Special Olympics NWT staff, arrangements can be made for a female volunteer to travel with male athletes and vice versa.

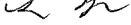
Special Olympics staff will gather the details necessary for the Travel Information Packages (one for athletes, one for coaches/mission staff) and compile the package. The Travel Information Package will contain the following information:

- Athlete Information Travel Form
- Packing List
- Itinerary for the Trip
- Competition Information from host town/city and Event schedule
- Contact information for Coaches and Volunteers traveling with the athletes

The Travel Information Package is distributed by Special Olympics staff two weeks before the date of travel.

Athletes should show the Head Coach their government issued photo id when they arrive at the airport (GIC for travel inside Canada, passport for all other travel). Athletes should also give the following to the Head Coach when they arrive at the airport:

The above was approved by Special Olympics NWT Management

Executive Director: 
Date: October 5, 2015

SECTION: Competition
TOPIC: Competition/Event Travel Plans
Effective Date: November 2011
Revised Date: September 2015

M4025

NWT Health Care Card
Medications (clearly labelled)

ISSUES AND INCIDENTS

1. If unforeseen circumstances should arise while a team is travelling, such as inappropriate accommodations, the coach/chaperone can contact Special Olympics NWT if they need assistance in resolving the matter.

2. If an incident happens at any time (ie an athlete getting lost), the coach or chaperone involved should make notes and provide a brief report either in email or written form to the Sports Program Coordinator. The report should include
 - a. What happened;
 - b. Which athlete(s) was/were involved;
 - c. When and where it happened;
 - d. Action taken to resolve the incident.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015