

**Section: SPECIAL OLYMPICS NOVA SCOTIA
POLICY AND PROCEDURES MANUAL**

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Topic: Harry 'Red' Foster
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The late Harry E. (Red) Foster was an outstanding sportsman; a famous broadcaster; a successful businessman; and a humanitarian whose tireless work on behalf of individuals with a mental disability brought him international acclaim as well as untold gratitude and affection. His life of courage, dedication and service to others stands as a shining example to all Canadians.

Mr. Foster was born and raised in Toronto. He was an outstanding athlete; a star halfback with the Argonauts in the late 1920's and a leader in the Grey Cup-winning Balmy Beach football team in 1930. He was a Canadian champion speedboat race, and also played senior hockey, lacrosse, and softball.

As a radio sportscaster, master of ceremonies and special events commentator, Red Foster's voice was known to millions of Canadians of all ages in the 1920's, '30's, and '40's. From broadcasting, he moved into the world of advertising, where he founded a major Toronto-based advertising agency.

Inspired by his mother's devotion to his younger brother, who was both visually impaired and had a mental disability, Mr. Foster began - early in his business career - to devote much of his time, energy and wealth to the cause of the less fortunate.

In 1954, he established the Harry E. Foster Charitable Foundation, dedicated largely to the cause of mental retardation. He also spearheaded fundraising activities that directed millions of dollars to research, training and care for individuals with a mental disability in Canada.

In 1968, Mr. Foster inaugurated Canadian Special Olympics for athletes with a mental disability, a program that was particularly dear to his heart.

Among Mr. Foster's many honours and awards were membership in the Order of Canada, induction into the Canadian Sports Hall of Fame, The Royal Bank Award for Canadian Achievement, the advertising industry's Man of the Year Award, and B'nai B'irth Humanitarian Award.

Mr. Foster lived by a philosophy summed up by a quotation he was fond of using to spur other on to turn dreams into reality:

"Make no small plans. They have no magic to stir men's blood...and probably themselves will not be realized. Make big plans. Aim high in hope and work, remembering that a noble diagram, once recorded will never die."

- 1968** Canada was represented by a Floor Hockey Team from Toronto at the first International Special Olympics Games held at Soldiers Field in Chicago. Canada becomes the first nation, outside of the United States, to participate in Special Olympics.
- 1969** The first Canadian Special Olympics (CSO) Games and National Hockey League (NHL) Floor Hockey Tournament were held in Toronto.
- 1970** Canada was represented by a Floor Hockey Team from Orillia, Ontario at the second International Special Olympics Games held in Chicago, Illinois.
- 1971** The second Canadian Special Olympics Games and NHL Floor Hockey Tournament were held in Toronto.
- 1972** Seven Canadian provinces held local, regional and provincial Special Olympics events.
- 1974** Canadian Special Olympics was incorporated as a national, charitable volunteer organization.
- The third Canadian Special Olympics and NHL Floor Hockey Tournament were held in Winnipeg. 1,000 Special Olympics athletes participate.
- The first Ontario Invitational Floor Hockey Tournament was held at Maple Leaf Gardens.
- 1975** Canada was represented by 138 Special Olympians at the fourth International Special Olympics Games which were held in Mount Pleasant, Michigan.
- Saskatchewan Special Olympics was incorporated.
- 1976** Development of the Ontario Floor Hockey League began with Ontario Government support through a Wintario Grant.
- 1977** Over 500 athletes participated in the Ontario Floor Hockey League's first Provincial Tournament held in Etobicoke.

1978 Saskatchewan Special Olympics Society hosted the invitational National Special Olympics games in Regina. Five hundred athletes, drawn from every province in Canada participate.

The second annual Ontario Floor Hockey League Championships were held at Toronto's Maple Leaf Gardens.

Canadian Special Olympics initiated its inaugural national fundraising campaign.

1979 One hundred and forty athletes represented Canada at the fifth International Special Olympics Summer Games held in Brockport, New York. Over 3,000 athletes from 27 countries participated in these games.

Canadian Special Olympics chapters were incorporated in New Brunswick, *Nova Scotia* and Ontario.

Two hundred and seventy athletes took part in the Special Olympics Nova Scotia Summer Games held in New Glasgow.

The first Ontario Special Olympics Summer Games were held in Etobicoke, 440 athletes participated.

1980 Canadian Special Olympics chapters were incorporated in Manitoba, Alberta and British Columbia.

New Brunswick Special Olympics organized Summer Games in Moncton for 500 athletes.

1981 Canadian Special Olympics Summer Games were held in Ottawa. 500 athletes and 136 coaches participated. Prior to the Games, the first NHL Floor Hockey Training Camp was held in Toronto.

Canada was represented by 39 athletes at the International Special Olympics Winter Games held in Stowe, Vermont.

Canadian Special Olympics chapters were incorporated in Quebec and Yukon Territory.

1982 Canadian Special Olympics Chapter was incorporated in Prince Edward Island.

- 1983** Canada was represented by the largest team, outside of the United States, at the International Special Olympics Summer Games held at Louisiana State University in Baton Rouge. Canadian Special Olympics was represented by 135 athletes and 44 coaches among the 4,500 athletes from 51 participating countries.
- 1984** Canadian Special Olympics hosted the International NHL Floor Hockey Tournament as part of Toronto's Sesquicentennial celebrations. Over 400 athletes with a mental disability participated. All NHL teams were represented.
- Special Olympics Inc. awarded Canadian Special Olympics Honourary Head Coach, Lanny McDonald, the International Special Olympics Award for Distinguished Service to individuals with a mental disability.
- 1985** The Canadian Special Olympics team of 33 athletes and 11 coaches was the second largest contingent at the International Special Olympics Winter Games in Park City, Utah, second only to the Special Olympics team from the host state of Utah.
- 1986** Canadian Special Olympics Summer Games were held in Calgary, Alberta. Eight hundred athletes and 200 coaches participated.
- A Canadian Special Olympics Chapter was incorporated in Newfoundland and Labrador.
- 1987** International Special Olympics Summer Games were held at the University of Notre Dame in South Bend, Indiana. Fifty one athletes and 12 coaches represented Canada.
- Toronto's Varsity Arena was the site of an International Floor Hockey Tournament in June. The final leg of the first Ontario Law Enforcement Torch Run was a feature of the Tournament.
- 1988** The first Canadian Special Olympics Winter Games were held in Edmundston, New Brunswick in March of 1988. Approximately 300 athletes and coaches attended.

- 1989** International Special Olympics Winter Games were held in Reno and Lake Tahoe; 70 athletes and coaches made up the Canadian Team, bringing home 20 gold, 13 silver and 11 bronze medals.
- National Floor Hockey championships were held in Edmonton, Alberta, marking the 20th Anniversary of Canadian Special Olympics.
- 1990** National Summer Games were hosted by the city of Vancouver, BC. One thousand athletes and coaches representing all provinces and the Yukon attended this major event.
- 1991** Canada sent a team of 102 athletes and coaches to the International Summer Games held in Minneapolis, Minnesota.
- 1992** The second Canadian Special Olympics Winter Games were held in Saskatoon, Saskatchewan.
- National Floor Hockey Championships were held in Summerside, PEI, the first time a National Special Olympics event was hosted on the Island.
- 1993** Canadian Special Olympics was represented by a team of 150 athletes and coaches at the World Winter Games held in Schladming and Salzburg, Austria. These Games were the first World Games held outside of the United States.
- 1994** 25th Anniversary of Canadian Special Olympics.
- Canadian Special Olympics Summer Games held in Halifax, Nova Scotia.**
- National Tenpin Bowling Championships, Calgary, Alberta.
- 1995** World Summer Games, New Haven, Connecticut - Team Canada was represented by 73 athletes and 23 coaches.
- 1996** Canadian Special Olympics Winter Games, Calgary, Alberta.
- 1997** World Winter Games, Toronto and Collingwood, Ontario, CANADA.

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Topic: History of Special Olympics in Canada
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- 1998** Canadian Special Olympics Summer Games, Sudbury, Ontario. The Games hosted 933 athletes, 232 coaches, and 63 mission staff. This was the first time that Northwest Territories sent a team to the National Games.
- 1999** World Summer Games, Raleigh/Durham/Chapel Hill, North Carolina, USA. Team Canada was represented by 57 athletes, 13 coaches, and 9 mission staff.
- Canadian Special Olympics established its inaugural National Team Program.
- 2000** Canadian Special Olympics Winter Games, Ottawa, Ontario. The Games will host 580 athletes, 160 coaches, and 60 mission staff.
- 2001** World Winter Games, Anchorage, Alaska
- 2002** World Summer Games, Ireland

Section: ADMINISTRATION
Topic: NSSO Mission Statement
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To enhance the quality of life of persons with a mental challenge through the quality delivery of sport training and competition, recreation and social programs.

Special Olympics Nova Scotia Inc. is recognized as the Sport Governing Body for athletes with a mental disability in Nova Scotia by the Provincial Government and Canadian Special Olympics. In keeping with this recognition it is the role of the Provincial Office, under the direction of the Board of Directors, to:

- Establish policies, procedures and standards for Special Olympics in Nova Scotia to ensure quality program delivery, to protect the name of Special Olympics and to ensure financial integrity at all levels;
- Establish committees as required;
- initiate a systematic review and accreditation process for the Regions;
- Conduct regional reviews as required;
- Develop and maintain Regional support programs which include financial and technical support subject to the approval of the Board of Directors;
- Approve and sanction the use of the NSSO logo, name and symbols of the organization;
- Liaise with the appropriate ministries of provincial government, provincial agencies and sport governing bodies;
- Assume sole responsibility for communication with Canadian Special Olympics and undertake to communicate the needs, interests and concerns of Special Olympics in Nova Scotia;
- Approve and oversee Provincial Games and organize teams for National Games;
- Promote communications with athlete, coaches, volunteers, staff and sponsor of Special Olympics in Nova Scotia; and,
- Seek opportunities for the promotion and sponsorship of Special Olympics in Nova Scotia at the provincial level.

The Special Olympics Nova Scotia Board of Directors is the final authority of Special Olympics Nova Scotia. The Board of Directors has the following responsibilities:

- To regularly review the direction of the organization by assessing long range plan as set out in the four year plan;
- To establish policies to ensure implementation of the long range plan;
- To provide direction to the Provincial Office Management for day-to-day operations;
- To control the assets and funds of the organization and to determine the investment policy of such funds;
- To determine the financial needs of the organization, both current and long-term and to establish provincial fundraising policies and programs to meet these needs;
- To be actively involved in seeking and contacting major funding sources and to be involved in committee activities as considered appropriate;
- To approve the annual budget;
- To maintain continuity in the organization by establishing appropriate operating structures with appropriate lines of responsibility, authority and accountability;
- To liaise with Regions in order to provide a line of communications of Regions, to represent regional viewpoints on matters of concern to the Board and to recognize and take into consideration the uniqueness of Regions;
- To establish an Executive Committee that will be available to the Provincial Office Management for review of matters which must be dealt with between Board meetings;
- To meet as required at least once a year; and,
- To delegate to the Provincial office Management any of the above responsibilities it considers appropriate.

1. Any member of Special Olympics Nova Scotia who is affected by a decision of the Board, of any Committee of the Board, or of any body or individual who has been delegated authority to make decisions on behalf of the Board shall have the right to appeal that decision.
2. This policy shall not apply to matters relating to Rules of the Games, which are governed under their own individual sport appeal policy.
3. Members who wish to appeal a decision shall have 21 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal (Notice of Appeal), along with detailed reasons for the appeal, to the Governance Committee of Special Olympics Nova Scotia, through the General Manager. If the matter directly involves the General Manager the appeal should be made through the President of the Board of Directors.
4. An appeal shall only be heard if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to, the respondent:
 - a) making a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - b) failing to follow procedures as laid out in bylaws or approved policies of the organization;
 - c) making a decision, which was influenced by bias;
 - d) failing to consider relevant information or taking into account irrelevant information in making the decision;
 - e) exercising its discretion for an improper purpose; and/or,
 - f) making a decision, which was unreasonable.
5. Within 10 days of receiving notice of an appeal the General Manager (or President) shall appoint three persons to constitute a Tribunal, in accordance with the following:
 - a) the Tribunal shall be comprised of members in good standing of the organization who shall have had no significant relationship with the appellant, shall have no involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict;
 - b) at least one of the tribunal members shall be from among the appellant's peers;
 - c) in appointing the Tribunal, consideration shall be given to the geographic location of the appellant, respondent and Tribunal members, in order to minimize the inconvenience and expense to all parties; and,
 - d) the appellant shall be given an opportunity to recommend one of the Tribunal members, provided the member satisfies criteria (a) and (c) above.

6. Within 7 days of its appointment the Tribunal shall review the Notice of Appeal and reasons for the appeal and shall decide whether or not there are sufficient grounds for an appeal. This decision is discretionary and may not be appealed.
7. If the Tribunal is satisfied that there are not sufficient grounds for an appeal, it shall notify the appellant of this decision in writing within 21 days, stating reasons. If the Tribunal is satisfied that there are sufficient grounds for an appeal, it shall conduct a Hearing.
8. If the Tribunal conducts a Hearing, it shall govern the Hearing by such procedures as it deems appropriate in the circumstances, provided that:
 - a) the Hearing shall be held within 31 days of the Tribunal's appointment;
 - b) the appellant and respondent shall be given 10 days written notice of the day, time and place of the Hearing;
 - c) Tribunal members shall select from themselves a Chairperson;
 - d) a quorum shall be all three Tribunal members;
 - e) decisions shall be by majority vote;
 - f) copies of any written documents which either the appellant or respondent wish to have the Tribunal consider shall be provided to all parties at least 2 days in advance of the Hearing;
 - g) both the appellant and respondent may be accompanied by a representative or advisor;
 - h) the Tribunal may request that any other individual participate and give evidence at the Hearing; and,
 - i) upon confirming the Hearing, the appellant shall be notified of costs that may be incurred by the appellant if the appeal is unsuccessful.
9. In order to keep costs to a reasonable level the Tribunal may, at its discretion, conduct the Hearing by means of a conference call or video conference.
10. Within 6 days of concluding the Hearing, the Tribunal shall issue its written decision, with reasons. The Tribunal may decide:
 - a) to allow or dismiss the decision being appealed;
 - b) to make any new or substitute decision;
 - c) to refer the matter back to the respondent for a new decision; and/or,
 - d) to determine how costs of the appeal shall be allocated.

A copy of this decision shall be provided to the appellant; the respondent; the Governance Committee of Nova Scotia Special Olympics; the General Manager; and, the President of Nova Scotia Special Olympics.

11. Provided that the appeal may not be practically concluded within the timeliness of this appeal process, the time limitations may be altered by the General Manager of Special Olympics Nova Scotia (or designate), but only with the consent of both the appellant and the respondent.
12. The appellant shall have the right to decline a Hearing in favour of a documentary review. Should this be the case:
 - a) the Tribunal shall request both appellant and respondent to provide written submission within 10 days of both parties being notified of the decision to have a documentary review;
 - b) within 21 days of receipt of both the appellant's and respondent's documentary evidence the Tribunal shall make its decision.
 - c) within 6 days of concluding the documentary review, the Tribunal shall issue its written decision, with reasons.
13. Any decision of a Tribunal Hearing shall be final and binding, and not open to any further appeal.

Corbett, Rachel; Potter, Heather; and Findlay, Hilary A.. Administrative Appeals - A Handbook for Sport Organizations. 1995, pages 30-34.

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Topic: Organization Chart
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Coming Soon!

Section: ADMINISTRATION
Topic: Organization Chart
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Section: ADMINISTRATION
Topic: Committee Structure
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In keeping with current professional standards, "people first" language is used when making reference to persons with a disability.

People first language rests on the premise that people with a disability, like all people, should be described in terms that portray them with dignity and respect. More specifically, the Active Living Alliance for Canadians with a Disability suggests the following guiding principles:

- describe the person, not the disability (e.g., person with a mental disability not "the mentally disabled" or the "mentally disabled person");
- refer to the person's disability only when it is relevant and necessary; and,
- avoid images or terms designed to evoke pity or guilt (e.g., suffers with a..., a victim of...).

Special Olympics Nova Scotia supports the use of people first language. As such, Special Olympics in Nova Scotia will use the term "people with a mental disability" or "people who are mentally challenged" to describe and identify the participants within the programs.

GENERAL PRINCIPLES

- 1.1 There will be no tolerance of harassment in Special Olympics Nova Scotia.
- 1.2 Special Olympics Nova Scotia is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.
- 1.3 Special Olympics Nova Scotia is committed to the education of all its members in the area of harassment.
- 1.4 This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, and members of Special Olympics Nova Scotia. Special Olympics Nova Scotia encourages the prompt reporting of all incidents of harassment, regardless of who the offender may be.
- 1.5 For the purposes of this policy, sport and/or workplace harassment can occur in the following places:
 - a) at sporting events, competitions, and in training sessions;
 - b) at the office;
 - c) at association-related social functions;
 - d) at the organization's business functions, such as meetings, conferences, training session and workshops;
 - e) during association-related travel;
 - f) over the telephone; and,
 - g) elsewhere if the person is there as a result of association-related responsibilities or an association-related relationship.
- 1.6 Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from a Human Rights Commission, or Employment Standards, etc., even when steps are being taken under this policy.
- 1.7 An investigation under this policy shall follow the process of natural justice, as described in this policy.
- 1.8 All individual covered by this policy will be treated the same regardless of age.
- 1.9 Allegations of harassment are serious. While Special Olympics Nova Scotia is committed to pursuing all such complaints, frivolous, malicious or unfounded allegations of harassment will not be condoned and may lead to disciplinary measures, up to and including termination of employment.

2. PREVENTION

- 2.1 Special Olympics Nova Scotia is committed to the eradication of harassment through education programs including information and training.

3. DEFINITIONS

- 3.1 **Complainant:** An employee, director, officer, volunteer, coach, athlete, official, or any member of Special Olympics Nova Scotia who thinks he or she has been harassed.

3.2 **Harassment:**

There will be no tolerance of harassment due to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, sex or disability in Special Olympics Nova Scotia.

Behaviour including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- a) written or verbal abuse or threats;
- b) physical assault;
- c) unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- d) displaying of sexually explicit, racist or offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- e) practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affects performance;
- f) hazing or initiation rites;
- g) leering or other suggestive or obscene gestures;
- h) intimidation;
- i) condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- j) conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- k) false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment; and,
- l) sexual harassment, as further described in section 3.9

3.3 **Harassment Advisor:** A designate of Special Olympics Nova Scotia who is conversant with the issue of harassment. The role of the Harassment Advisor is to serve in a neutral, unbiased capacity, to provide information about the resources and support available, and to receive simple complaints, assist in informal resolution of complaints, and to make recommendations as to further action. The Harassment Advisor will handle complaints that may be resolved through informal procedures, and refer all other complaints to the Harassment Officer.

The individual identified by for this position will possess the training and appropriate background and/or will be Special Olympics Nova Scotia provided with the appropriate training.

3.4 **Harassment Officer:** An individual identified by Special Olympics Nova Scotia as possessing the training and appropriate background to investigate complaints and/or will be provided with the appropriate training.

3.5 **Investigation Report:** The product of an investigation completed by the Harassment Officer, including, but not limited to, a summary of details; determination of harassment; and, recommended disciplinary action if harassment is found.

Accurate and detailed notes will be kept at all levels of the investigative process.

The Investigation Report will remain a confidential document and will not be made available for public consumption.

3.6 **Respondent:** The alleged initiator of the action (s) that the Complainant thinks constitutes harassment.

3.7 **Responsible Adult:** Where the Complainant or the Respondent is a minor, a parent, guardian, or other adult of the minor's choice, who may speak on behalf of the minor Complainant or minor Respondent, as referred to in paragraphs 7.1 and 7.2.

3.8 **Discipline Committee:** A committee of persons designated by the Board of Directors of Special Olympics Nova Scotia. The Discipline Committee decides whether harassment occurred and confirms or rejects the recommendations(s) of the Harassment Officer.

- 3.9 **Sexual Harassment:** One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:
- a) when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
 - b) when submission to such conduct is made either implicitly or explicitly a condition of employment or participation in Special Olympics Nova Scotia activities;
 - c) when submission to or rejection of such conduct is used as a basis for any employment decisions or any athlete or volunteer participation decisions;
 - d) when such conduct has the purpose or the effect of interfering with a person's work, sport, or volunteer performance or creating an intimidating, hostile or offensive environment.

4. RESPONSIBILITY

- 4.1 Special Olympics Nova Scotia Board of Directors is responsible for the implementation of this policy.
- 4.2 Special Olympics Nova Scotia will identify and assign Harassment Advisors and Harassment Officers and ensure that appropriate training is provided to the individual that assumes the positions.
- 4.3 Special Olympics Nova Scotia will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate disciplines, if required.

5. CONFIDENTIALITY

- 5.1 In all reported instances, a prompt, thorough, and fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved. In doing so, confidentiality, although it cannot be guaranteed, is a primary goal. Special Olympics Nova Scotia expects that all persons taking part in an investigation of any complaint will maintain the confidentiality of the subject matter.

6. COMPLAINT PROCEDURE

- 6.1 A person who thinks he or she has been subjected to conduct which constitutes harassment under this policy (the Complainant) is encouraged to make it known to the person responsible for the conduct (the Respondent) that the behaviour is unwelcome, offensive, and contrary to this policy.

- 6.2 If confronting the Respondent is not possible, or if after confronting the Respondent the conduct continues, the Complainant should seek the advice of the Harassment Advisor.
- 6.3 Upon receiving the complaint, the Harassment Advisor shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant.
- 6.4 At the first meeting between the Harassment Advisor and the Complainant, the Harassment Advisor shall inform the Complainant of:
- a) the options of pursuing an informal resolution of the complaint;
 - b) the right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
 - c) the availability of counselling and other resources;
 - d) the confidentiality provisions of this policy;
 - e) the right to be represented by a person of choice (including legal counsel) at any stage in the complain process; and,
 - f) other avenues of recourse, including the right to file a complaint with the Human Rights Commission, or where appropriate, to contact a law enforcement department where the conduct may be an offense pursuant to the Criminal Code.
- 6.5. Following the initial meeting between the Complainant and the Harassment Advisor, any of the following steps may be taken:
- a) if the Complainant and the Harassment Advisor agree that the conduct does not constitute harassment, the Harassment Advisor will take no further action and will make no written record of the complaint;
 - b) if the Complainant wishes to proceed with a complain investigation, the matter will be referred to a Harassment Officer for investigation;
 - c) if the Harassment Advisor believes that the alleged harassment constitutes prima facie evidence of harassment but the Complainant does not wish to proceed with the complaint investigation, the following steps may be taken:
 - i) if the Compliant wishes to pursue an information resolution of the complaint, the Harassment Advisor will meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated;

- 6.5 ii) if the Complainant does not wish to pursue an informal resolution of the complaint, the Harassment Advisor may, nevertheless, take either of the following steps:
- A) the Harassment Advisor may meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated. In the case of a meeting pursuant to this clause, the Harassment Advisor will make every reasonable effort to protect the identity of the Complainant. If the Harassment advisor is satisfied that the complaint has been resolved through this informal process, the Harassment Advisor will take no further action on the complaint. If the Harassment Advisor is not satisfied that the complaint has been resolved through this informal process, then the Harassment Advisor may refer the matter to a Harassment Officer for investigation;
 - B) the Harassment Advisor may refer the matter to a Harassment Officer for investigation.
- 6.6 Investigation by the Harassment Officer - When a Harassment Officer receives a complaint from the Harassment Advisor, the Harassment Officer will:
- a) review and clarify the Complainant's written complaint;
 - b) give a written copy of the complaint to the Respondent and the Complainant.
- 6.7 Where the Harassment Officer gives a copy of the written complaint to the Respondent, the Harassment Officer will include with the written complaint a copy of this policy and a notice that the Respondent has the right to be represented by any person of choice at any stage of the process when the Respondent is required or entitled to be present.
- 6.8 The Respondent will provide a written response to the Harassment Officer with ten (10) days of receiving the written complaint. If there are special circumstances, the Harassment Officer may extend the time for response.
- 6.9 The Harassment Officer will receive and clarify the response from the Respondent.
- 6.10 Within sixty (60) days of receiving the initial written complaint, the Harassment Officer shall conduct an investigation and prepare a written Investigation Report.

- 6.11 All investigations stemming from this complaint shall follow the principle of natural justice, which states that:
- a) everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
 - b) the issue should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
 - c) the respondent has a right to have a representative present his or her case;
 - d) relevant information must be available to all parties;
 - e) the respondent has the right to call and cross-examine witnesses;
 - f) the respondent has the right to a written decision following the judgement;
 - g) the respondent has the right to appeal a decision (if there are grounds);
 - h) the decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.

The Investigation Report

- 6.12 The Investigation Report from the Harassment Officer should contain:
- a) a summary of the relevant facts;
 - b) a determination as to whether the acts in question constitute harassment as defined in this policy;
 - c) if the act(s) constitute harassment, a recommended disciplinary action against the Respondent.
- 6.13 When recommending disciplinary action to be taken, the Harassment Officer shall consider factors such as:
- a) the nature of the harassment;
 - b) whether the harassment involved any physical contact;
 - c) whether the harassment was an isolated incident or part of an ongoing pattern;
 - d) the nature of the relationship between the Complainant and the Respondent;
 - e) the relative age of the Complainant and/or Respondent;
 - f) whether the Respondent had been involved in previous harassment incidents;
 - g) whether the Respondent retaliated against the Complainant.
- 6.14 On completion of the report, the Harassment Officer shall forward a copy of the Investigation Report to the Complainant, the Respondent, and the Standing Discipline Committee.

DISCIPLINE COMMITTEE

- 6.15 The Discipline Committee shall receive the Investigation Report as prepared by the Harassment Officer.

- 6.16 After considering the Investigation Report, the Discipline Committee shall:
- a) make a determination as to whether the Respondent has engaged in conduct constituting harassment; and,
 - b) if the Discipline Committee determines that the Respondent has engaged in conduct constituting harassment, the Discipline Committee shall order that disciplinary action(s) be taken against the Respondent as deemed appropriate in the circumstances.
- 6.17 When imposing disciplinary action(s) against the Respondent pursuant to sub-paragraph 6.16 (b), the Discipline Committee may impose such disciplinary action(s) as it considers appropriate in the circumstances that may include, but is not limited to:
- a) a verbal apology;
 - b) a written apology;
 - c) a letter of reprimand from the sport organization;
 - d) referral to counselling;
 - e) sensitivity training in harassment issues;
 - f) removal of certain privileges or membership or employment;
 - g) demotion or pay cut;
 - h) temporary suspension with or without pay;
 - i) termination of employment;
 - j) expulsion from membership.
- 6.18 The Discipline Committee shall, not more than ten (10) days after it makes its decision pursuant to paragraph 6.16, send notice to the Complainant and the Respondent.

APPEALS COMMITTEE

- 6.19 If a Complainant or a Respondent is dissatisfied with the decision of the Harassment Advisor, Harassment Officer, or Discipline Committee, that individual can appeal the decision following Special Olympics Nova Scotia' Appeal Procedure, Policy 1000-07.

7. MINORS

- 7.1 If the Complainant is a minor, the complaint may be brought forward by a "Responsible Adult". The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:
- a) making a complaint;
 - b) receiving all notices on behalf of the Complainant; and,
 - c) being present at all dealings with the Complainant.

~~7.2 If the Respondent is a minor, the following shall apply:~~

- a) If the Harassment Advisor is attempting an informal resolution of complaint, the Harassment Advisor may speak to the Respondent directly concerning the complaint PROVIDED THAT prior to speaking to the Respondent the Harassment Advisor shall inform the Respondent that he/she may have a Responsible Adult present during the meeting.
- b) If the complaint is referred to a Harassment Officer for investigation:
 - i) a copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known;
 - ii) the Respondent shall be advised that he/she has the right to be represented by a Responsible Adult;
 - iii) the Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:
 - a) responding to a written complaint;
 - b) receiving all notices on behalf of the Respondent; and,
 - c) being present at all dealings with the Respondent.

GUIDING PRINCIPLES TO SUPPORT THE MISSION STATEMENT

- Special Olympics provide sport opportunities directly for athletes with a mental disability.
- The athlete is all-important in Special Olympics. It is critical that coaches, parents and caregivers encourage and provide athletes with a mental disability with every opportunity to reach their highest level of athletic achievement.
- Special Olympics is a sport program. Sport involves the matching of strength, endurance and physical skills in formalized settings with structured rules and determined outcomes.
- Training and preparation are essential to meaningful participation in sport, and are an indispensable element of any Special Olympics program.
- Every Special Olympics athlete deserves the right to a certified coach.
- Special Olympics supports and promotes a fair and safe environment for both athletes and coaches.
- Special Olympics also links these athletes with other sport organizations that provide additional sport training and competitive opportunities.
- The practice of divisioning athletes for competition, based on their abilities, is fundamental to the Special Olympics program. This practice ensures that all athletes experience equitable competition.
- Special Olympics uses the medium of sport to assist persons with a mental disability to become all that they can be - physically, mentally, socially, emotionally - and to become accepted, respected and productive members of society.

Section: ADMINISTRATION 1000-14
Topic: Participation by Persons Who Are Blood-Borne
Contagious Disease Carriers
Effective Date: Proposed March, 2000 Page 1 of 1

No Accredited Program, or Games Organizing Committee, may exclude or isolate from participation in any Special Olympics training or competition any individual who is known to be a carrier of a blood-borne contagious infection or virus, or otherwise discriminate against such athlete solely because of that medical condition.

In view of the risk that one or more individual may have a blood-borne contagious infection or virus, in conducting training and competition events, Accredited Programs and Games Organizing Committees, shall follow so-called "Universal Precautions", or "Universal Blood and Body Fluid Precautions" for every exposure to any person's blood, saliva or other bodily fluid.

All Fundraising activities at a Regional level must be conducted with the approval of the Regional Committee.

Interested parties must submit a proposal for a fundraising venture to the Regional Committee for approval.

This plan must include but is not limited to:

- ◆ A description of the proposed fundraising activity including sufficient details to enable the Regional Committee to make a confident decision.
- ◆ Financial accountability including expected revenues and expenses followed by a report on actual revenues and expenses.
- ◆ Plan for the Regional Committee to be kept updated while the project is underway.

Regions within Special Olympics Nova Scotia must adhere to the following fundraising guidelines:

- ◆ All funds raised within a Region of Special Olympics Nova Scotia must be deposited in full to the Regional Committee account. The Regional Committee has the responsibility for dispersing funds, as it deems appropriate to fund Regional Special Olympic activities.
- ◆ Under no circumstance is a Region within Special Olympics Nova Scotia permitted to hire professional fundraising companies.
- ◆ Regions must have approval from the Special Olympics Nova Scotia General Manager before approaching a recognized provincial sponsor.
- ◆ All Regional fundraising activities exceeding \$200 total revenue must be included in the Regional Fundraising report submitted at both the Spring and Summer PPC meeting.
- ◆ No Region within Special Olympics Nova Scotia is to engage in fundraising activities involving alcohol or tobacco companies.

It is the responsibility of each Regional Committee to ensure that all Regional fundraising activity is conducted in a way that reflects positively on Special Olympics Nova Scotia and it's membership.

Section: ADMINISTRATION 1000-16
Topic: Issuing of tax receipts tax
Effective Date: Proposed March, 2000 Page 1 of 1

1. Regions may request receipts for tax purposes at any time for donations received.
2. The full donation must be submitted to NSSO.
3. The full name and address, including postal code must be submitted or the request will be returned to the Region.
4. A cheque in the full amount and receipts will be returned to the region within one month.
5. It is the responsibility of the Regions to distribute individual receipts.

Section: ADMINISTRATION 1000-17
Topic: Special Olympics Nova Scotia Code of Ethics –
Athletes Guidelines
Effective Date: Currently Used Page 1 of 1

NOVA SCOTIA SPECIAL OLYMPICS

CODE OF ETHICS - ATHLETES

GUIDELINES

1. Each athlete is to act in a reasonable fashion at all functions (practices, competition, and social events).
2. Each athlete should treat fellow athletes and coaches with respect and dignity
3. Each athlete shall follow the direction of the coaches, designated chaperone or team managers.
4. Each athlete shall treat with respect the statements and actions of fellow athletes and coaches.
5. Each athlete will respect the decisions of the referees/officials of all meets.
6. Each athlete will refrain from drinking alcohol and smoking during all Special Olympic practices, competitions and social events.
7. Each athlete shall respect the rules of acceptable behavior.
8. Any conduct considered unethical within the framework of this guideline will be dealt with in accordance with the enforcement policy contained here within.

Section: ADMINISTRATION 1000-18
Topic: Special Olympics Nova Scotia Code of Ethics –
Coaches Guidelines
Effective Date: Currently Used Page 1 of 1

NOVA SCOTIA SPECIAL OLYMPICS

CODE OF ETHICS - COACHES

GUIDELINES

1. The primary responsibility of each coach is to assist each athlete to reach his/her maximum level of performance.
2. Each coach shall treat all athletes with respect and dignity.
3. Each coach shall work co-operatively with fellow coaches.
4. Each coach shall treat with respect the statements and actions of fellow coaches and athletes.
5. Each coach shall provide for the general welfare, safety, health and well being of the athletes.
6. Each coach will respect the decisions of the referees/officials of all meets.
7. Each coach will set a good example for the athletes by exhibiting good behaviour.
8. Each coach will refrain from drinking alcohol or smoking during all Special Olympic practices, competitions and social events.
9. Any conduct considered unethical within the framework of this guideline will be dealt with in

accordance with the enforcement policy as outlined in 1000-19 of this manual.

Section:	ADMINISTRATION	1000-19
Topic:	Special Olympics Nova Scotia Code of Ethics – Enforcement Policy	
Effective Date:	Currently Used	Page 1 of 1

NOVA SCOTIA SPECIAL OLYMPICS

CODE OF ETHICS

ENFORCEMENT POLICY

GUIDELINES

1. The Regional Coordinators and Regional Committee are responsible for enforcing the code of ethics at a regional level (i.e. practice, inter-regional games).
2. The Program Coordinator in consultation with the PPC Executive is responsible for enforcing the code of ethics at a provincial, national and international level.
3. While travelling, Team Staff (Chef de Mission, Team Manager, Mission Staff and Team Coaches) will make immediate decisions when necessary. On return, the Program Coordinator in consultation with the PPC Executive will deal with each case.
4. Those wishing to appeal a disciplinary decision may do so by notifying NSSO, in writing, within 10 days of the original decision being rendered.

5. All Regional Coordinators and members of the NSSO Board of Directors will be informed, in writing, of all disciplinary decisions.

Special Olympics Nova Scotia recognizes and values the constant contribution of time and expertise devoted by hundreds of volunteers to enrich the lives of individuals with a mental disability.

At all levels we are striving to ensure that volunteers are not burdened by miscellaneous expenses incurred in performing their volunteer duties. Therefore, the following benefits are applicable to all registered volunteers of Special Olympics Nova Scotia.

Air Travel Where air travel is required, Special Olympics Nova Scotia will pay for an economy fare flight and retains the right to either make the booking itself, or approve bookings made by volunteers.

Mileage All volunteers may claim mileage at the rate of \$.28 per kilometre for travel to and from Provincial Meetings and Workshops. Transportation by car in lieu of airfare will be reimbursed up to the price of an airline ticket for that same trip.

Accommodation Special Olympics Nova Scotia will arrange and pay for hotel accommodations for committee members attending meetings. Any incidental room charges will be the responsibility of the individual.

Meals Meals not provided as part of the scheduled meeting(s) will be reimbursed at the \$30.00 per day (\$6.00 breakfast; \$10.00 lunch; and, \$14.00 dinner). *Expenses for alcoholic beverages will not be covered by the Special Olympics Nova Scotia as part of a meal or as entertainment.*

Miscellaneous Miscellaneous costs (i.e. telephone, postage, parking) related to volunteers performing Special Olympics Nova Scotia related functions will be fully re-imbursed with proof of receipts.

Reporting All expense claims must include a completed expense claim form **with all original receipts attached**. All expense claims must be sent directly to Special Olympics Nova Scotia. *Any expenses incurred by volunteers arriving early or staying after an event or meeting will be the responsibility of that individual.*

ANY EXPENSES NOT ADDRESSED IN THESE GUIDELINES MUST BE APPROVED IN ADVANCE BY SPECIAL OLYMPICS NOVA SCOTIA.

Section: **MARKETING AND PUBLIC RELATIONS**
Topic: **Special Olympics Nova Scotia Logo**
Effective Date: **Proposed March, 2000**

3000-01

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USE OF NSSO LOGO AND NAME

Special Olympics Nova Scotia' logo will be managed by Special Olympics Nova Scotia Provincial Office.

The use of the Special Olympics Nova Scotia logo by Regions or by any other party for whatever purpose must be obtained by writing, from the General Manager of Special Olympics Nova Scotia. This process must be adhered to unless such use is included in a sponsorship agreement, in which case the approval process will be part of the sponsorship agreement.

Special Olympics Nova Scotia' logo must be incorporated into the distinctive logo which Provincial Games Organizing Committee develop for each Provincial Games.

1. Limited advertising is permitted on the equipment used or the uniforms and/or numbers worn by athletes or by any person with an official function along with the normal commercial markings on retail goods during the competition.
2. Advertising is limited to a breast pocket logo no larger than 25 square centimetres and or a sponsors name printed across the shoulders with lettering no larger than 5 centimetres high with lettering remaining between the shoulder seams.
3. Athletes not actively involved in competition may wear apparel, carry and use non-sports equipment items, such as tote bags, bearing small and attractively designed identification of corporate or organizational sponsors.
4. Volunteers, other than sport officials, may wear jackets, T-shirts, caps and other apparel bearing small and attractively designed identification of corporate and organization sponsors at sports venues.
5. During the Opening and Closing Ceremonies, athletes, coaches, team delegates and other official members in the Parade of Athletes are not permitted to wear uniforms which bear corporate or organizational identification.
6. Athletes may not endorse products by displaying them in interviews or ceremonies.
7. NSSO, through the General Manager reserves the right to disallow any advertisement on competitive uniforms that are in direct conflict with a Provincial sponsor. The onus is on the Regional Team Chef de Mission to ensure that all corporate identification on competitive uniforms is approved.

Section: **MARKETING AND PUBLIC RELATIONS**
Topic: **Provincial Sponsors List**
Effective Date: **Proposed March, 2000**
Revised Date:

3000-03

Page 1 of 1

Special Olympics Nova Scotia lists the following companies as Provincial Sponsors as of March 2000:

- ◆ Michelin North America Canada;
- ◆ Staples;
- ◆ Sobeys;
- ◆ MTT;
- ◆ Edwards Family Charitable Trust;
- ◆ Nova Scotia Sport and Recreation Commission
- ◆ The Law Enforcement Torch Run
- ◆ Delta Hotels

Section: PROGRAM
Topic: Sport Model
Effective Date:
Revised Date: Proposed March, 2000

4000-01

Page 1 of 2

Nova Scotia Olympics provides a full continuum of sport training and competitive opportunities for athletes with a mental disability.

The Sport Model is developed to provide a schematic overview of what type of sport training and competitive opportunities an athlete can experience.

The Sport Model is based upon the following guiding principles:

1. The Athlete is paramount.
2. The Coach supports the athletes.
3. The Athlete deserves quality sport training opportunities.
4. Through training and conditioning the Athlete enters the competitive sport environment.

Special Olympics Nova Scotia mandate, to provide quality sport training and competitive opportunities, is augmented by the responsibility to ensure that an athlete also has a variety of sporting opportunities available to them. Therefore, within the broader Nova Scotia Amateur Sport System, Special Olympics Nova Scotia has a role in accessing additional sport training and opportunities for athletes with a mental disability.

Section:

PROGRAM

4000-01

Topic:

Sport Model

Effective Date:

Revised Date:

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Section: PROGRAM
Topic: Official Language Statement
Effective Date:

4000-02

Page 1 of 1

The official languages of NSSO is English.

Volunteer Screening

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Volunteer Screening

Special Olympics Nova Scotia has a legal and moral responsibility to pursue comprehensive approaches to ensure participants are safe and free from harassment and/or abuse.

Purpose

The purpose of this section is to assist each Region in creating safe environments for participants by providing procedures when screening new and existing volunteers.

Definition of Harassment

Any physical, emotional, or psychological behaviour that demeans an individual is harassment. Harassment or abuse can include anything that is disrespectful, insulting, intimidating, hurtful, humiliating, degrading, or otherwise offensive or creates an uncomfortable environment for any person or group. Harassment may include, but is not limited to:

- written or spoken insults, abuse, or threats
- racial or ethnic slurs including racially derogatory nicknames
- unwelcome remarks, jokes, innuendos, or laughing about a person's appearance, body, attire, age, marital status, gender, ethnicity, race, religion, accent, sexual orientation, or disability
- practical jokes that cause awkwardness or embarrassment, endanger the safety of an employee, student or client, or negatively affect work performance
- unwelcome inquiries about a person's source of income or funding
- unwanted and inappropriate physical contact such as touching, kissing, leering, patting, pinching
- inquiries or comments about a person's sex life, sexual preferences
- condescending remarks or behaviour which undermine self-respect
- physical assault (including sexual assault)
- misuse of authority such as deliberately punitive assignments

Volunteer

The term "volunteer(s)" when used in this section refers to those volunteers who have an ongoing position with Special Olympics Nova Scotia which involves contact with athletes with the Special Olympics Nova Scotia, such as a coach, a Regional co-ordinator, Regional Committee Members, anyone who participates in practices such as a bowling scorekeeper or floor hockey volunteer, and individuals who travel or stay with the team. It does not refer to a "one off" volunteer such as a volunteer at a Provincial Games or at a fundraising event. When determining whether or not an individual should be considered a volunteer for the purposes of the screening program, it is important to remember the purpose of the screening policy, that being the creation of a safe environment for all participants.

What is Screening?

Screening is a series of steps taken over time, designed to identify any person who poses a risk to Special Olympics Nova Scotia participants.

Why Screen?

Special Olympics Nova Scotia wishes to protect participants from harassment and abuse. ***Organizations are not obliged to accept everyone who wants to volunteer, however, organizations are obliged to do everything reasonable to protect those in their care.*** Screening is supported and required by law.

Legal Background

An organization can refuse anyone as a volunteer for any reason whatsoever provided its decision is not based upon a reason protected by the *Human Rights Act*. These reasons are: age, race, colour, religion, creed, sex, sexual orientation, physical disability, or mental disability; an irrational fear of contracting an illness or disease; ethnic, national, or aboriginal origins; family status, marital status, source of income, potential belief, affiliation or activity, or an individual's associations with another individual or class of people with the above characteristics.

In Nova Scotia a person can be asked any question for screening purposes, except those questions relating to the prohibited grounds in the *Human Rights Act* noted above. In Nova Scotia you are able to ask questions regarding criminal charges, criminal records, and child abuse information.

Screening Officers/Committees

Each Region should appoint a **Volunteer Screening Officer** who will be in charge of the volunteer screening process for that Region.

Each Region should also form a **Regional Volunteer Screening Committee** consisting of the Volunteer Screening Officer and two other members. The purpose of this committee is to assist the Screening Officer as he or she requires. In particular, if a Screening Officer determines that a volunteer is unsuitable, he or she will consult with the committee for the final decision.

The Provincial Special Olympics Nova Scotia Board of Directors shall form a 3 person **Provincial Volunteer Screening Committee**. This committee will be available for any type of assistance or guidance as is needed by the Regions. The Regions should feel free to contact any member of this committee for assistance in the implementation of this policy.

Screening Procedures

It is expected that the following procedure will be completed with each prospective volunteer before his or her commencement with the Special Olympics Nova Scotia.¹

1. This prospective volunteer will complete an **application form** (see Appendix 1). The application form will collect basic information – name, address, experience – and give the organization permission to do reference checks and police records checks. The application form should remain in the applicant’s file.

Asking prospective volunteers to complete an application form signals the seriousness of Special Olympics Nova Scotia’s commitment to screening, and provides a paper trail that will protect the organization.

2. An **interview** should be conducted with the applicant. (see Appendix 2 for sample interview questions) Notes taken during this interview by the Volunteer Screening Officer will be kept in the applicant’s file.
3. Perform a **reference check** by contacting the references indicated on the application form. (see Appendix 3 for a Reference Check Form) The Reference Check Forms will be kept in the applicant’s file.
4. Perform a **police records check**.

Each region must enter into a Memorandum of Understanding with the local police agency serving its area.² The memorandum outlines the purpose of the records check process, relevant procedures for how they will be undertaken, and the roles and responsibilities of the parties. This is done once and must be done before a Region performs its first police record check.

The procedure for performing a police records check is as follows:

- a) The Region will supply the volunteer applicant with a “Request for Record Check” form. (This form can be obtained from the Region’s local police service.)
- b) The applicant will present the signed request form to the police service serving the area in which the Region is located.

¹ For those individuals whose volunteer service began before January 1, 2003 (“Current Volunteers”), please see the Transitional Policy under the heading “Application of Screening Process to Current Volunteers.” The Transitional Policy modifies the Screening Procedure in relation to Current Volunteers.

² It is our understanding that this is a requirement for all police agencies. However, your local police agency should be contacted to confirm its specific requirements.

- c) The applicant will pay to the police service a fee (as required by the specific police service) for performing the police records check. It may be possible to make the request to waive the fee in instances where the payment of such fee would constitute hardship for the applicant.
- d) The police will conduct an enhanced Canadian Police Information Center Check to determine whether there is any report of criminal convictions anywhere in Canada. The information will not reflect charges that may have been laid, only actual convictions.
- e) The results of the police records check will be returned to the applicant only. The police will apply a seal to the completed form to prevent alteration of the information.
- f) The applicant will return the original completed form to the Region's Volunteer Screening Officer. Once the form has been reviewed and a decision has been made with regard to the volunteer, the police records check form will be destroyed. The applicant's records will only reflect that the form was viewed by the Volunteer Screening Officer and, if necessary, the Regional Volunteer Screening Committee and/or the Provincial Volunteer Committee.

If the police records check uncovers a criminal conviction, the Volunteer Screening Officer will consult with the Regional Volunteer Screening Committee. The Regional Volunteer Screening Committee will assess the applicant's risk to Special Olympics' participants. If the Regional Volunteer Screening Committee is unable to make a decision with regard to the applicant or needs any type of assistance, it will refer the matter to or consult with the Provincial Volunteer Screening Committee.

It is particularly important to know if someone has been convicted of an abuse or harassment offence. However, it is important to note that both provincial and federal human rights legislations prohibits organizations from dismissing, refusing to hire, or otherwise penalizing a person simply because he or she has been convicted of a criminal offence which is not connected with the volunteer work.

5. Perform a check with the **Nova Scotia Child Abuse Registry**. This service is provided for organizations working with children and youth up to age 16. This record check will identify federal convictions for abuse as well as convictions made in provincial family court.

To make an application for the Abuse Registry Check, each Region should contact the Child Abuse Registry at (902) 424-6798 for application forms. The application form includes a section for the organization to complete and a section for the specific individual being screened to complete. It must be notarized before being sent to the Child Abuse Registry.

All persons receiving information as a result of an Abuse Registry Check must treat the information as confidential. Any person who does not do so in guilty of an offence and upon summary conviction is liable to a fine, of not more than five thousand dollars or to imprisonment for a period not exceeding one year, or both. Once a decision has been made with regard to the applicant, the Abuse Registry Check form will be destroyed

6. The Volunteer Screening Officer will make a **decision** with regard to the suitability of the applicant. The Volunteer Screening Officer will consult with the Regional Volunteer Screening Committee as necessary. In particular should the Volunteer Screening Officer decide that an applicant is unsuitable, the Officer shall consult with the Regional Volunteer Screening Committee for a final decision. If the committee is unable to come to a consensus, a majority vote will decide. The Provincial Volunteer Screening Committee will be available for consultation with both the Volunteer Screening Officer and the Regional Volunteer Screening Committee at their respective requests.

When an applicant is determined unsuitable for volunteer services with the Special Olympics Nova Scotia, either the Regional Volunteer Screening Committee or the Provincial Volunteer Screening Committee should prepare a short memo to be placed in the applicant's file. The memo should briefly describe the reasons why the applicant was refused.

7. Once an applicant is accepted as a volunteer, he or she will complete a **Volunteer Service Agreement** duplicate. (Appendix 4). One copy of the Volunteer Service Agreement will be kept in the volunteer's file, and one will be for the volunteer's records.
8. A volunteer should be considered on **probation** for the first six months of their involvement with the Special Olympics Nova Scotia. During the probationary period the Region should make the final decision as to whether the person is appropriate. It is perfectly acceptable to release a volunteer during or after a probationary period.

Some guidelines:

Inform the volunteer of the length of the probationary period

Whenever possible, give the reasons for ending the person's involvement

Unless there is clear and irrefutable proof that the person intends to harm any of the participants, it is unwise to state this possibility for reasons of liability.

Application of Screening Procedure to Current Volunteers

Each Region will have until the Spring 2003 Provincial Conference to apply the screening process to individuals whose volunteer service began before January 1, 2003 (“Current Volunteers”)

Transition Policy:

As it is recognized that some of the steps in the Screening Procedure above would not be practical or appropriate for Current Volunteers, the Screening Procedure has been modified for this group of volunteers. Each step of the Screening Procedure is listed below with an explanation as to how to apply the step to a Current Volunteer:

Application Form – Must be completed except for the section on “References”.

Interview – Does not need to be completed.

Reference Check – Does not need to be completed.

Police Records Check – Must be completed.

Child Abuse Registry Check – Must be completed.

Decision – Not applicable unless something relevant has been discovered in the Police Records Check or the Child Abuse Registry Check.

Volunteer Service Agreement – Must be completed.

Probation – Not applicable.

Application of Screening Procedure to New Applicants

It is expected that all applicants who apply for volunteer service with the Special Olympics Nova Scotia on or after January 1, 2003 will be screened in accordance with this policy.

Compliance with Screening Procedure

To ensure compliance with the screening process, each Region will be expected to bring to each semi-annual PPC, copies of each application form received, copies of interview notes, completed reference check forms, and the result of the screening process. If the applicant was refused, a copy of the memo should also be provided. The Provincial Volunteer Screening Committee will review this information.

SPECIAL OLYMPICS NOVA SCOTIA VOLUNTEER REGISTRATION

PLEASE PRINT INFORMATION:

Last Name: _____ First Name: _____ Initial: _____

Mailing Address: _____ Postal Code: _____

_____ Region: _____

Phone: (h) _____ (o) _____

Fax: (h) _____ (o) _____

E-mail: (h) _____ (o) _____

Number of years with NSSO: _____ NCCP Passport #: _____

PLEASE CIRCLE *YES* OR *NO* TO THE FOLLOWING QUESTIONS:

Are you a:

Regional Coordinator	YES/NO	Regional Committee Member	YES/NO
Provincial Board of Director	YES/NO	Parent	YES/NO
Summer Games Volunteer	YES/NO	Official	YES/NO
Provincial Sport Technical Rep	YES/NO	Coach	YES/NO

In what area are you most interested in volunteering?

Would you consider serving on a local committee?

If you are an OFFICIAL, please indicate in which sports [x] and the level:

<input type="checkbox"/> Athletics	<input type="checkbox"/> Aquatics	<input type="checkbox"/> Floor Hockey
<input type="checkbox"/> Soccer	<input type="checkbox"/> Bowling	<input type="checkbox"/> Powerlifting
<input type="checkbox"/> Softball	<input type="checkbox"/> Curling	<input type="checkbox"/> Figure Skating
<input type="checkbox"/> Speed Skating	<input type="checkbox"/> Cross Country Skiing	<input type="checkbox"/> Snowshoeing
<input type="checkbox"/> Masters Triathlon		

If you are a COACH, please indicate which sports [x] and which level:

<input type="checkbox"/> Athletics	<input type="checkbox"/> Aquatics	<input type="checkbox"/> Floor Hockey
<input type="checkbox"/> Soccer	<input type="checkbox"/> Bowling	<input type="checkbox"/> Powerlifting
<input type="checkbox"/> Softball	<input type="checkbox"/> Curling	<input type="checkbox"/> Figure Skating
<input type="checkbox"/> Speed Skating	<input type="checkbox"/> Cross Country Skiing	<input type="checkbox"/> Snowshoeing
<input type="checkbox"/> Masters Triathlon		

Have you completed:

NCCP Level I Technical for Special Olympics	YES/NO	
NCCP Technical in another sport	YES/NO.....	If Yes, please list sport/level:
NCCP Level I Theory (Generic)	YES/NO	_____
NCCP Level 2 Technical for Special Olympics	YES/NO	
Emergency or Standard First Aid	YES/NO	
CPR	YES/NO	

Related Experience and Background (If there is insufficient space please attach another sheet or complete resume)

References:

(Persons screening this application are under an obligation to contact at least two of the three references you have provided. Please assure the contact information is up to date and accurate. Letters will not be regarded as sufficient reference material)

NAME	POSITION	CONTACT INFORMATION
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Records Check

Do you consent to the provision of a copy of your criminal record check under confidential conditions (no copy of your record will be retained by Special Olympics Nova Scotia or any representative thereof). Failure to provide this information means that you cannot assume any position with NSSO.

Yes _____ No _____ Signature: _____
 Date: _____

Do you consent to a check of your records in the Child Abuse Register through the Nova Scotia Department of Community Service – From XIII (No copy of this information will be retained by Special Olympics Nova Scotia or any representative thereof). Failure to provide this information means that you cannot assume any position with NSSO.

Yes _____ No _____ Signature: _____
 Date: _____

For Official Use Only	
Has the police records check report been seen? Yes No Yes	Has the child abuse register report been seen? No

For Official Use Only	
Was the applicant accepted as a volunteer with NSSO? Yes No Date	Signature of Volunteer Screening Officer _____ _____

SAMPLE INTERVIEW QUESTIONS

1. How did you learn about this program/project?
2. What made you decide to apply for this position?
3. What do you understand the role of [] to be?
4. What do you hope to achieve in this role?
5. What are your personal goals for this position?
6. Do you think exercise should be used as a form of punishment?
7. What age group do you prefer to work with? Do you prefer to work with females or males? Why?
8. Have you lived here very long? Can you tell me about where you come from? Why have you moved so often?
9. Are there groups or individuals you would prefer not to work with?
10. Please tell me about your experience with children, individuals with disabilities, seniors.
11. How would you handle the following situation? (Give a hypothetical case involving a participant.)
12. How would you handle the following situation? (Give a case involving harassment.)
13. How would you handle the following situation? (Give a case involving suspected abuse.)
14. Have you ever purchased alcohol for your participants?
15. Will your partner/friend/spouse be involved in your work at all? In what way?
16. Has a participant ever made a complaint about you? If so, what was the outcome?
17. Please tell us about other work of this kind you have been involved in. Would you identify people at these organizations that we could talk to about your work?
18. Do you understand the organization's policies regarding criminal records and the kinds of criminal and other offences that would be considered relevant to this position?
19. Do you have a standing conviction for a criminal offence that is relevant to this position?
Do you have a standing conviction for a provincial offence relevant to this position?
20. Have you had any involvement with the police or any other authority?
21. What difficulties do you see in fulfilling this position?
22. Are there any circumstances around any of your references/contacts that you would like to tell us about?
23. Can you tell us why you do not want to contact this person?

Reference Check Form

Name of Applicant: _____

Date of Reference Check: _____

Name of Reference: _____

Name of Interviewer: _____

Interviewer's comments:

1. How long have you known _____ ?

2. In what capacity do you know this person?

3. What would you identify as this person's strengths?

4. What would you identify as this person's weaknesses?

5. Please comment, if you can on the following as they pertain to this person:

- a) Dependability (follow through on commitments, completes assigned work)
- b) Flexibility (make changes in routine to make demands, learns new procedures)
- c) Interpersonal relations (team player, independent worker)
- d) Problem solving/decision making skills
- e) Honesty/Integrity
- f) Tolerance of differences
- g) Ability to deal with stress

6. Any comments you wish to add?

VOLUNTEER SERVICE AGREEMENT

1. I am aware of the opportunity to seek clarification of any of the terms or conditions in this agreement prior to my signing of this agreement. By signing this agreement I am confirming that I have full understanding of and accept all of the provisions in this agreement.
2. I understand that the failure to disclose information requested or the provision of fraudulent information within this application is grounds for termination of my association with Special Olympics Nova Scotia.
3. I understand that in my capacity as a volunteer with Special Olympics Nova Scotia, I will be held to a high standard of conduct and professionalism to ensure the safety and security of all program participants. If applicable, as a volunteer coach, I agree to abide by the Coaches Code of Ethics.
4. I understand that the following behaviors are examples of what may constitute unacceptable behavior which could result in the immediate end to my association with Special Olympics Nova Scotia:

Abuse of any kind
Harassment of any kind
Misuse of confidential information
Relevant criminal conduct
Discrimination
Inappropriate use of alcohol and/or drugs
Dishonesty – including petty theft
Fighting/Four Language/Uttering Threats
Intimidation

5. I owe a duty of respect to my fellow volunteers and owe a duty of care to the participants in the programs in which I am involved.
6. I understand that derivation from these duties will provide grounds for discipline within or termination of my association with Special Olympics Nova Scotia.
7. I understand that this duty extends to my day to day conduct , which may have implications on my role in the organization or the reputation of Special Olympics Nova Scotia.
8. I understand that the first six months of my service as a volunteer will be considered a probationary period. I understand that I may be released by Special Olympics Nova Scotia at anytime during or after the probationary period without prior notice or warning.

Name (print)

Signature _____

Date _____

To be eligible for participation in Special Olympics an individual with a mental disability* must agree to observe and abide by the CSO Sports Rules.

**Note: "Mental Retardation" refers to substantial limitations in present functioning. It is characterized by significantly sub-average intellectual functioning, existing concurrently with related limitations in two or more of the following applicable adaptive skill areas: communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure and work. Mental retardation manifests before age 18.*

The following four assumptions are essential to the application of the definition:

- 1. Valid assessment considers cultural and linguistic diversity as well as differences in communication and behavioral factors;*
- 2. The existence of limitations in adaptive skills occurs within the context of community environments typical of the individual's age peers and is indexed to the person's individualized needs for support;*
- 3. Specific adaptive limitations often coexist with strengths in other adaptive skills or other personal capabilities; and,*
- 4. With appropriate supporters over a sustained period, the life functioning of the person with mental retardation will generally improve".*

(Definition, Classification and Systems of Supports, 9th Edition, AAMR, Washington, DC - 1992, p. 5)

The term 'mental retardation' is a diagnostic term used to describe the condition defined above.

In keeping with the current language practised within the field, the term 'mental retardation' is no longer commonly used.

In its place, if it is absolutely necessary to use a label, i.e. in an educational setting or in a CSO/NCCP Technical Program, then the terms that are in keeping with the current practises are 'a person with a mental disability or a person with an intellectual disability'.

Special Olympics was created and developed to give individuals with a mental disability the opportunity to train and compete in sport activities. No person shall, on the grounds of gender; race; religion; colour; national origin; or financial constraint be excluded from participation in, or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of Special Olympics.

Flexibility is left to the Local, Region/Zone, Chapter and National Special Olympics organizations for determining the eligibility of the participants because of the variety of situations and needs that exist in the many localities where Special Olympics programs have been and will be instituted. Inclusion is preferred to exclusion when eligibility is in question.

Individuals who have both a mental disability and multiple disabilities may participate in Special Olympics programs and competitions.

PARTICIPATION BY INDIVIDUALS WITH DOWN SYNDROME WHO HAVE ATLANTOAXIAL INSTABILITY:

- A. There is evidence from medical research that up to 15 percent of individuals with Down syndrome have a mal-alignment of the cervical vertebrae C-1 and C-2 in the neck, known as Atlanto-axial instability. This condition exposes individuals with Down syndrome to possible injury if they participate in activities that hyperextend or radically flex the neck or upper spine.
- B. Canadian Special Olympics takes the following precautions before permitting athletes with Down syndrome to participate in certain sport activities:
 - 1) Athlete with Down syndrome may participate in most official Special Olympics sports training and competition, but shall not be permitted to participate in any activities, which by their nature, result in hyper-extension, radical flexion or direct pressure on the neck or upper spine, unless the requirements of subsections (3) and (4) below are satisfied.
 - 2) Such sports training and competition activities include: butterfly stroke and diving starts in swimming, diving, pentathlon, high jump, squat lifts, equestrian sports, artistic gymnastics, soccer, alpine skiing and any warm-up exercise placing undue stress on the head and neck.
 - 3) An athlete with Down syndrome may be permitted to participate in the activities described in subsection (2) above if that athlete is examined (including x-ray views of full extension and flexion of the neck) by a physician who has been briefed on the nature of the Atlanto-axial instability condition, and who determines, based on the results of that examination, that the athlete does not have an Atlanto-axial Instability condition; or
 - 4) An athlete with Down syndrome who has been diagnosed by a physician as having Atlanto-axial instability condition may nevertheless be permitted to participate in the activities described in subsection (2) above if the athletes, or the parent or guardian of a minor athlete, confirms in writing his or her decision to proceed with these activities notwithstanding the risks created by the Atlanto-axial instability, and one (1) Licensed Medical Professionals certifying in writing that they have explained these risks to the athletes and his/her parent or guardian, and that the athlete's condition does not, in their judgement, preclude the athletes from participating in Special Olympics training and competition. These statements and certifications shall be documented by the Special Olympics Chapter Office and/or Canadian Special Olympics.

A Special Olympics Nova Scotia athlete who through the acquisition of skills and demonstration of attitudes, effectively made the transition into an ongoing community sport and/or recreation program, is recognized as having achieved the goals of Special Olympics Nova Scotia.

ELIGIBILITY:

An athlete may be nominated for the Award of Excellence in more than one sport discipline, and after receiving the Award of Excellence may remain and compete in other official or demonstration sports offered by Special Olympics, excluding the sport in which he/she received the Award. Athlete who have achieved the Award of Excellence may wish to continue involvement with their club in a coaching/volunteer capacity or for additional sport training. They are not, however eligible for any competition beyond the community level, in the sport in which they received the Award of Excellence.

It is the hope of Special Olympics Nova Scotia that athletes will sustain their established peer relationship while developing new friends and contacts within the community.

NOMINATION PROCESS:

- 1 After consultation with the athlete, a coach nominates the athlete to the Regional Committee (or Executive) including documentation of the athletes accomplishments in support of the nomination.
2. The Regional Committee nominates the athlete to the Provincial Board of Directors by submitting a letter endorsed by the PPC Chairperson along with the original nominating document.
3. The Region submits the application and supporting documentation, endorsed in writing by the Regional Coordinator to the Provincial Office.

AWARD PRESENTATION:

All applications that are submitted to the Provincial Office, at the completion of the above process, will automatically receive the award.

The award(s) will be sent to the Regional Coordinator, who will have it/them appropriately engraved and arrange for presentation in a manner suitable to the Region.

The Award of Excellence is a Regional award to be used at the discretion of the Region.

Section: PROGRAM
Topic: Male and Female Coach of the Year
Effective Date:
Revised Date:

4000-07

Page 1 of 7

This award will be presented annually to Nova Scotia's most outstanding male and female coach.

NOMINATIONS

Each Special Olympics Nova Scotia Region is encouraged to nominate one (1) male and one (1) female coach whom they feel is worthy of receiving this prestigious award. Nominations must be endorsed by the Regional Coordinator and forwarded to the Provincial Office by **March 1**. *All nominations must be accompanied by a Nomination Form (attached), two (2) letters of reference and a passport size photo.*

*** NOTE: Any additional forms/letters of support will not be considered by the Selection Committee when reviewing the nominations.**

The Special Olympics Nova Scotia Awards Committee will carefully review the nominations, and from them select the top three (3) male and three (3) female finalists for Coach of the Year. During the Spring PPC a representative from the three finalists region will be given 5 minutes to speak to their nomination. The PPC will vote with the majority winning. The PPC Chair will vote and keep this vote concealed. If the first vote is a tie third place will be eliminated and the PPC will vote again. If the vote remains a tie the vote cast by the PPC Chair will be counted to determine the winner. Each Region will have one vote. Award recipients will be notified immediately by the Provincial Office.

AWARD CRITERIA

Nominations will be judged on the strength of their submission by the criteria described in the following:

I) CONTRIBUTION TO SPORT IN SPECIAL OLYMPICS

- How has the coach contributed to the overall organization, promotion and development of sport in Special Olympics?

II) COACHING EFFECTIVENESS

- In what way(s) has the coach been effective in assisting the athlete achieve their personal goals in sport? Is the coach ethical and progressive in sport?

III) PERSONAL DEVELOPMENT

- Is the coach involved in personal development and coaching education?

IV) LEADERSHIP

- What is the conduct of the coach? Is the coach a positive role model for the athlete and for other coaches? Does the coach provide stable and consistent leadership qualities? Does the coach teach and practise co-operation, self-discipline, respect for officials and opponents, and proper attitudes in language, dress and deportment?

AWARD RECOGNITION

- This award will be presented to the recipients at the Sports Celebrities Festival (Halifax) in October.
- The recipients will receive a Coach of the Year plaque.
- The recipients' names will be added to the Canadian Special Olympics "Honour Roll".
- The recipients and nominees will be recognized in the Special Olympics Nova Scotia Newsletter.

Section: PROGRAM
Topic: Male and Female Coach of the Year
Effective Date:
Revised Date:

4000-07

Page 2 of 7

NOMINATION FORM

To be completed by a Special Olympics Regional Representative.

Nominees Name:			
Address:			
City:	_____	Postal Code:	_____
Telephone Number:	(H) _____	(B)	_____
Gender:	(Please Circle)	Male	Female
			NCCP #

Please complete the following information in support of this nomination.

I) CONTRIBUTION TO SPORT IN SPECIAL OLYMPICS

a. Please specify the coach's involvement with any sport committees, boards and/or associations. Provide the term of office and list the responsibilities of the coach.

Section: PROGRAM 4000-07
Topic: Male and Female Coach of the Year
Effective Date:
Revised Date:

Page 3 of 7

NOMINATION FORM

Nominee's Name:

b. Detail the coach's involvement in the organization or initiation of programs and/or competitions.

c. What has the coach done to encourage and support the development of assistant coaches, parents and other volunteers?

Section: PROGRAM
Topic: Male and Female Coach of the Year
Effective Date:
Revised Date:

4000-07

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NOMINATION FORM

Nominee's Name:

II. COACHING EFFECTIVENESS

a. How has the coach's athlete(s)/team(s) demonstrated improvement? Provide specific examples of athlete/team improvement and achievement of goals.

b. How has the coach demonstrated concern for the all-round development of the athlete? i.e. assist the athlete in balancing sport, social and educational needs, and in developing confidence, self-discipline, independence and respect for others?

Section: PROGRAM 4000-07
Topic: Male and Female Coach of the Year
Effective Date:
Revised Date:

Page 5 of 7

NOMINATION FORM

Nominee's Name:

III. PERSONAL DEVELOPMENT

a. Please list the coaching certification the coach has attained i.e. theory, technical, practical courses in Special Olympics and/or generic sport.

b. Please identify any other courses, seminars or coaching education programs the coach has completed (include First Aid / CPR courses).

NOMINATION FORM

Nominee's Name:

IV. LEADERSHIP

a. Provide specific examples of how the coach has been a positive role model for the athlete and other coaches.

b. Provide specific examples of how the coach has demonstrated and practised self-discipline, co-operation, respect for official and opponent, and proper attitudes in language, dress and deportment.

Section: PROGRAM 4000-07
Topic: Male and Female Coach of the Year
Effective Date:
Revised Date:

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NOMINATION FORM

Nominee's Name:

Please complete the Nomination Form, attach two (2) letters of reference AND enclose a passport size photo, and submit to the Provincial Office by March 1.

_____	_____
Region	Date
_____	_____
Endorsed By (Signature)	Position

Please send submission to:

Program Coordinator
SPECIAL OLYMPICS NOVA SCOTIA
5516 Spring Garden Road, Suite 305
Halifax, Nova Scotia
B3J 1G6
BUS: 902-429-2267 FAX: 902-425-5606

This award will be presented annually to Nova Scotia's most outstanding male and female athlete.

NOMINATIONS

Each Special Olympics Nova Scotia Region is encouraged to nominate one (1) male and one (1) female athlete whom they feel is worthy of receiving this prestigious award and meets all of the Award Criteria. Nominations must be endorsed by the Regional Coordinator and forwarded to the Provincial Office by **March 1**. *All nominations must be accompanied by a Nomination Form (attached), two (2) letters of reference and a passport size photo.*

The Special Olympics Nova Scotia Awards Committee will carefully review the nominations, and from them select three (3) male and three (3) female finalists for Athlete of the Year. The finalists' names will then be forwarded to all Regions for review. During the Spring PPC a representative from the three finalists region will be given 5 minutes to speak to their nomination. The PPC will vote with the majority winning. The PPC Chair will vote and keep this vote concealed. If the first vote is a tie third place will be eliminated and the PPC will vote again. If the vote remains a tie the vote cast by the PPC Chair will be counted to determine the winner. Each Region will have one vote. Award recipients will be notified immediately by the Provincial Office.

AWARD CRITERIA

Nominations will be judged on the strength of their submission by the criteria described in the following:

I. PARTICIPATION

- The nominee must be a registered athlete in a Special Olympics sport club.
- The nominee must be involved in Special Olympics sport program(s) throughout the year.

II. ATHLETIC AND PERSONAL DEVELOPMENT

- The nominee must be successful in his/her sport, doing their personal best to achieve their athletic goal.
- The nominee must demonstrate improvement in athletic skill.
- The nominee must demonstrate improvement in personal growth and development.

III. SPORTSMANSHIP

- The nominee must exemplify the true spirit of Special Olympics.
- The nominee must display sportsmanship and be considerate of fellow athletes, coaches and officials.

AWARD RECOGNITION

- This award will be presented to the recipients at the Sports Celebrities Festival (Halifax) in October.
- The recipients will receive a plaque.
- The recipients' name will be added to the Special Olympics Nova Scotia "Honour Roll".
- The recipients will be recognized in the Special Olympics Nova Scotia Newsletter.

Nomination Form

To be completed by a Special Olympics Regional Representative

Nominees Name:	

Address: _____	
City: _____	Postal Code: _____
Telephone Number: (H) _____	(B) _____
Gender: (Please Circle) Male Female	

Please complete the following information in support of this nomination.

I. PARTICIPATION

a. Please specify how long the athlete has been involved in a Special Olympics program(s)?

b. Please identify the sport(s) the athlete is registered in.

Nomination Form

Nominee's Name:

II. ATHLETIC AND PERSONAL DEVELOPMENT

a. How has the athlete demonstrated success in sport? Please provide specific examples of how the athlete has done their personal best and achieved their athletic goal(s).

b. Please provide specific examples of how the athlete has demonstrated improvement in athletic skill.

Section: PROGRAM 4000-08
Topic: Male and Female Athlete of the Year
Effective Date:
Revised Date:

Nomination Form

Nominee's Name:

II. ATHLETIC AND PERSONAL DEVELOPMENT (continued)

c. How has the athlete demonstrated personal growth and development i.e. self-discipline, independence, etc.?

d. Please provide additional comments/examples which describe the athletic and personal development of the athlete.

Nomination Form

Nominee's Name:

III. SPORTSMANSHIP

a. How has the athlete exemplified the true spirit of Special Olympics? Please provide specific examples.

b. Please provide specific examples of how the athlete has displayed sportsmanship and has been considerate of fellow athletes, coaches and officials.

Section: PROGRAM 4000-08
Topic: Male and Female Athlete of the Year
Effective Date:
Revised Date: Page 6 of 6

Nomination Form

Nominee's Name:

Please complete the Nomination Form, attach two (2) letters of reference AND enclose a passport size photo, and submit to the Provincial Office by **March 1**.

_____	_____
Chapter Office	Date
_____	_____
Endorsed By (Signature)	Position

Please forward submission to:

**Program Coordinator
SPECIAL OLYMPICS NOVA SCOTIA
5516 Spring Garden Road, Suite 305
Halifax, Nova Scotia
B3J 1G6
BUS: 902-429-2267 FAX: 902-425-5606**

Section: PROGRAM
Topic: President's Award
Effective Date:
Revised Date:

4000-09

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Special Olympics Nova Scotia makes this award available for annual presentation to a volunteer who has made a significant contribution to the Special Olympics movement locally, provincially, and/or nationally, and has best exemplified the spirit, philosophy and goals of Special Olympics in Nova Scotia.

NOMINATIONS

Each Region and Board Member in Special Olympics Nova Scotia is encouraged to nominate one (1) volunteer who is deemed worthy of this prestigious award and who meets all of the Award Criteria. Each nominee must be endorsed by the Special Olympics Regional Coordinator and forwarded to the Provincial Office by **March 1**. *All nominations must be accompanied by a Nomination Form (attached), Volunteer Profile Form (attached), two (2) letters of reference, and a passport size photo.*

The Special Olympics Nova Scotia Awards Committee and President will decide on the winner.

AWARD CRITERIA

- Special Olympics volunteers (other than coaches) who have made a significant contribution will be considered. Service clubs or corporations are not eligible.
- The nominee should be known and highly respected within his/her region, Chapter and/or across Nova Scotia.
- The nominee should illustrate strong leadership and have made an outstanding contribution in **one or more** of the following areas: sport, marketing/fundraising, administration, major games, other.
- The nominee should be dedicated to the Special Olympics movement and should display characteristics of integrity and exemplary personal conduct.
- The nominee should have a minimum of five (5) years of service as a Special Olympics volunteer.

AWARD RECOGNITION

- This award will be presented to the recipient at the Sports Celebrities Festival (Halifax) in October.
- The recipient will receive a plaque.
- The recipient's name will be added to the Special Olympics Nova Scotia "Honour Roll".
- The recipient will be recognized in the Special Olympics Nova Scotia Newsletter.

Section: PROGRAM
Topic: President's Award
Effective Date:
Revised Date:

4000-09
Page 2 of 6

Nomination Form

To be completed by a Special Olympics Regional Rep or Board Member

Nominee's Name: _____	
Address: _____	_____
City: _____	Postal Code: _____
Telephone Number: (H) _____	(B) _____

Please give three (3) reasons why the nominee is deserving of this award.

- i) _____

- ii) _____

- iii) _____

**** Please attach two (2) letters of reference, complete the Volunteer Profile Form AND enclose a passport size photo and return to the Provincial Office by March 1.**

_____ Endorsed By (Signature)	_____ Region or Board Member
_____ Position	_____ Date

Section: PROGRAM
Topic: President's Award
Effective Date:
Revised Date:

4000-09

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Volunteer Profile Form

Nominee's Name:

How has the nominee's contribution(s) assisted in the development and/or enhancement of Special Olympics? *(Please answer in the space provided below.)*

Section: PROGRAM
Topic: President's Award
Effective Date:
Revised Date:

4000-09

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Volunteer Profile Form

Nominee's Name:

How does the nominee exemplify the spirit, philosophy and goals of Special Olympics?
(Please answer in the space provided below.)

Section: PROGRAM
Topic: President's Award
Effective Date:
Revised Date:

4000-09

Page 6 of 6

Volunteer Profile Form

Nominee's Name:

Please return, with two (2) letters of reference, a completed Volunteer Profile Form and a passport size photo, and return to the Provincial Office by March 1.

Regional Coordinator or Board Member

Date

Endorsed By (Signature)

Position

Please forward submission to:

**President
SPECIAL OLYMPICS NOVA SCOTIA
5516 Spring Garden Road, Suite 305
Halifax, Nova Scotia
B3J 16
BUS: 902-429-2267 FAX: 902-425-5606**

Section: PROGRAM
Topic: Team of the Year Award
Effective Date:
Revised Date:

4000-10

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This award will be presented annually to Nova Scotia's most outstanding sports team.

NOMINATIONS

Each Special Olympics Nova Scotia Region is encouraged to nominate one (1) sports team whom they feel is worthy of receiving this prestigious award and meets all of the Award Criteria. Nominations must be endorsed by the Regional Coordinator and forwarded to the Provincial Office by **March 1**. *All nominations must be accompanied by a Nomination Form (attached), Team Profile Form (attached), two (2) letters of reference and a team photo.*

* **NOTE:** Any additional forms/letters of support will not be considered by the Awards Committee when reviewing the nominations.

Please be advised that *only the team sports of floor hockey soccer, and softball* shall be eligible for this award.

The Special Olympics Nova Scotia Awards Committee will carefully review the nominations, and from them select three (3) team finalists for this award. The finalists' names will then be forwarded to all Regions for review. During the Spring PPC a representative from the three finalists region will be given 5 minutes to speak to their nomination. The PPC will vote with the majority winning. The PPC Chair will vote and keep this vote concealed. If the first vote is a tie, third place will be eliminated and the PPC will vote again. If the vote remains a tie the vote cast by the PPC Chair will be counted to determine the winner. Each Region will have one vote. Award recipients will be notified immediately by the Provincial Office.

AWARD CRITERIA

The nominee must...

- be a registered team in a Special Olympics program;
- be involved in a Special Olympics sport program(s) throughout the year;
- be successful in their sport, doing their personal best to achieve their athletic goal;
- exemplify the true spirit of Special Olympics; and
- display sportsmanship and be considerate of fellow teams, athletes, coaches and officials.

AWARD RECOGNITION

- This award will be presented to the recipients (one coach and one athlete will represent the team) at the Sports Celebrities Festival (Halifax) in October.
- The team will receive a plaque.
- The Team's name will be added to the Special Olympics Nova Scotia "Honour Roll".
- The recipients will be recognized in the Special Olympics Nova Scotia Newsletter.

Section: PROGRAM
Topic: Team Of The Year Award
Effective Date:
Revised Date:

4000-10

Page 2 of 6

TEAM NOMINATION FORM

To be completed by a Regional Representative.

<p>Team Name:</p> <p>Sport:</p> <p>Coach Name:</p> <p>Address:</p> <p>City: _____ Postal Code:</p> <p>Telephone Number: (H) _____ (B)</p> <p>Team Members:</p>

1. How long has this team been together?

2. What are some of the individual team members' accomplishments and honours (i.e. most valuable player, All Star, etc.)?

TEAM NOMINATION FORM

Team Name: _____

3. Please describe the team members' general characteristics and how this team exemplifies themselves as positive role models.

4. Has the team represented Nova Scotia in competition? Please provide competition names(s), location, and date(s) of competition.

Section: PROGRAM
Topic: Team of The Year Award
Effective Date:
Revised Date:

4000-10

Page 5 of 6

TEAM NOMINATION FORM

Team Name: _____

6. Please give three (3) reasons why this team should be named Special Olympics Nova Scotia "Team of the Year".

i)

ii)

iii)

Section: PROGRAM
Topic: Team of the Year Award
Effective Date:
Revised Date:

4000-10

Page 6 of 6

TEAM NOMINATION FORM

Team Name: _____

Please complete the Team Nomination Form, attach two (2) letters of reference and enclose a team photo.

_____	_____
Region	Date
_____	_____
Endorsed By (Signature)	Position

Please forward submission by March 1 to:
Program Coordinator
SPECIAL OLYMPICS NOVA SCOTIA
5516 Spring Garden Road, Suite 305
Halifax, Nova Scotia
B3J 1G6
BUS: 902-429-2267 FAX: 902-425-5606

Mr. Harry "Red" Foster, founder of Canadian Special Olympics, was an outstanding sportsman, radio broadcast pioneer, entrepreneur, successful businessman, humanitarian and philanthropist. A lifetime of tireless effort on behalf of individuals with a mental disability provided the cornerstone for the formation of this organization. A man of boundless energy, filled with compassion and dedication to the welfare of his fellowman, we honour his memory through the Harry "Red" Foster Award in recognition of meritorious service to individuals with a mental disability.

This Award is made available by Special Olympics Nova Scotia for presentation to an individual, Special Olympics Chapter staff or volunteer, who best exemplifies the spirit, philosophy and goals of the Special Olympics movement. Like Mr. Foster, the nominee will have contributed significantly to the development, awareness and success of Special Olympics in Nova Scotia.

Please be advised that in order to maintain the integrity of this award, and the individual that it represents, the Harry "Red" Foster Award will only be presented if the nominations submitted to the Special Olympics Nova Scotia Board of Directors are deemed suitable. Therefore, this Award may not be issued annually.

NOMINATIONS

Special Olympics Regions, Special Olympics Nova Scotia' Board of Directors, or others are encouraged to nominate an individual who is deemed worthy of this prestigious award and who meets all of the Award Criteria. Please note that Special Olympics Chapter staff and/or volunteers may be nominated.

Nominations forwarded:

- ◆ By a Regional volunteer, must be endorsed by the respective Region or at least one Regional Committee Member.
- ◆ By a Regional Coordinator, must be endorsed by at least one Provincial Board Member.
- ◆ From another source must be endorsed by at least one member of the Special Olympics Nova Scotia' Board of Directors to be eligible for consideration.

Nominations must be forwarded to the Provincial Office by March 1.

Nominations will be reviewed and selected by the Special Olympics Nova Scotia' Board of Directors.

Nominations must be accompanied by a Nomination Form (attached), two (2) letters of reference, a Profile Form (attached) and a passport size photo.

AWARD CRITERIA

To be considered for this Award:

- ◆ The nominee has made a significant contribution to the Movement. Service clubs or corporations are not eligible.
- ◆ The nominee is well known and highly regarded within his/her Special Olympics Chapter and/or across Canada.
- ◆ The nominee has illustrated strong leadership in his/her Special Olympics Chapter and/or throughout Canada and has made an outstanding contribution in **one or more** of the following areas: sport development, marketing/fundraising, administration, major games, other.
- ◆ The nominee is dedicated to the Special Olympics movement and displays characteristics of integrity and exemplary personal conduct.

AWARD RECOGNITION

- ◆ This award will be presented to the recipient at the Sports Celebrities Festival (Halifax) in October.
- ◆ The recipient will receive a plaque.
- ◆ The recipient's name will be added to the Special Olympics Nova Scotia "Honour Roll".
- ◆ The recipient will be recognized in the Special Olympics Nova Scotia Newsletter.

NOMINATION FORM:

Nominee's Name: _____	
Address: _____ _____	
City: _____	Postal Code: _____
Telephone Number: (H) _____	(B) _____

Please give three (3) reasons why the nominee is deserving of this award...

- i) _____

- ii) _____

- iii) _____

****** *Please attach two (2) letters of reference, complete the Profile Form AND enclose a passport size photo. Please return to the Provincial Office by March 1.*

Endorsed By (Regional Representative)

Region

Endorsed By (NSSO Board of Director)

Date

Halifax. Nova Scotia
B3J 1G6
BUS: 902-429-2267 FAX: 902-425-5606

APPENDIX 3

Special Olympics Nova Scotia is responsible for providing a safe environment, with minimal risk, for all Special Olympics participants. To assist in this endeavour, the following procedures for screening athletes are utilized:

1. All athletes must officially register with Special Olympics Nova Scotia through the respective Region.
2. Each athlete selected to the Provincial Team Program shall undergo a screening process.
3.
 - a) Each athlete must be endorsed by their respective Regional Committee.
 - b) A post-competition questionnaire (Special Olympics Nova Scotia Policy 5000-41), completed by the athlete's Regional coach, will form part of the athlete screening process.
 - c) Each athlete selected to the Provincial Team Program shall participate in an oral interview/meeting during which the requirements of the athlete to maintain appropriate status with the Provincial Team will be outlined and discussed.
 - d) Where deemed appropriate, the athlete's parent/guardian may be requested to participate in the interview/meeting.
 - e) The interview committee shall consist of a representative from each of; the athlete's peer group, PPC Chair, Program Coordinator and General Manager or Designate).
 - f) As part of the screening process, the athlete (or the athlete's parent/guardian, as the case may be, on behalf of the athlete), may be requested to consent to a police records check.*
 - g) Guidelines for the interview/meeting will be provided by Special Olympics Nova Scotia in conjunction with the Regions.

NOTE: * This would be done only when deemed necessary by the interview committee, and only with special consideration and care, and with as much confidentiality as possible.

** All information regarding the athlete(s) is strictly confidential.

Section: TRAINING AND COMPETITION
Topic: Regional Eligibility for Provincial Games
Effective Date:
Revised Date:

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All Regions will be invited to send a Team to Provincial Games/Competitions.

In order to be eligible the Region must:

1. Be recognized as a Region in good standing by Special Olympics Nova Scotia.
2. Agree to adhere to the payment and registration schedule as declared by the Games Organizing Committee.

INTRODUCTION TO DIVISIONING

- a. Special Olympics competitions provide athletes with the opportunity to demonstrate sport skills they have acquired during training. Special Olympics athletes, like all dedicated athletes, strive for their best performance at each competition. To enhance their competitive experience, competitions should be organized to highlight the athletes. In Special Olympics this means that regardless of an athlete's place of finish, each performance is considered a personal victory. The athlete is paramount.
- b. Special Olympics has developed modified rules, when necessary, in order to maximize the successful participation of all athletes and to encourage competition throughout every level of the organization. Competitions must be conducted consistently, in accordance with these recognized rules and capably officiated. In addition, family, friends, and spectators should be given the opportunity to share in the athletes' achievements during the competition.
- c. The fundamental difference which sets Special Olympics competitions apart from those of other sports organizations is that athletes of all ability levels are encouraged to participate and every athlete is recognized for his or her performance. Competitions are structured so that athletes compete with other athletes of similar ability in equitable divisions. Historically, Special Olympics has suggested that all divisions be created where the variance between the highest and lowest scores within that division not differ more than 10%. This 10% statement is not a rule, but should be used as a guideline for establishing equitable divisions when the number of athletes competing is appropriate.

RESPONSIBILITIES OF THE COMPETITOR

- a. Athletes shall abide by the letter and spirit of the rules and be responsible for conducting him or herself in a sportsmanlike manner at all times. Athletes who do not conduct themselves in this manner, or who are offensive by action or language toward other athletes, coaches, volunteers, opponents, officials, and/or spectators, may be disqualified from further participation.
- b. Athletes who do not participate honestly and with maximum effort in all preliminary trials and/or finals shall be disqualified from all remaining events by the sports specific rules committee at the competition.

RESPONSIBILITIES OF THE COACH

- a. Coaches shall place the health and safety of Special Olympics athletes above all else.
- b. Coaches shall abide by the letter and spirit of the rules and be responsible for conducting him or herself in a sportsmanlike manner at all times. Coaches who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, other coaches, volunteers, opponents, officials, and/or spectators, may be prohibited from coaching.
- c. Coaches shall be knowledgeable of all existing Special Olympics and National/International Governing Body competition rules and regulations, and prepare their athletes prior to competition in accordance with those rules.
- d. Coaches shall ensure that athletes compete in events within their sport which challenge their potential and are appropriate to their ability.
- e. Coaches shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and/or finals or he/she shall be prohibited from coaching by the sports specific rules committee at the competition.
- f. Team Coaches shall ensure that athletes of all ability levels on a team participate in every game.

RESPONSIBILITIES OF THE COMPETITION MANAGER

- a. Competition Managers shall ensure that a complete range of events is scheduled in each sport to provide maximum competition opportunities to athletes.
- b. Competition Managers shall organize competitions in accordance with Special Olympics principles and conduct all events to the letter and spirit of the sports rules.
- c. Competition Managers shall utilize the procedures for divisioning when structuring Special Olympics competitions.

SUMMARY

- a. Ideally, a sufficient number of athletes or teams will participate at every competition so that equitable divisions of 3 to 8 athletes or teams can be structured. The procedures for divisioning have been developed to assist Competition Managers in applying the principles of fair and equitable competition to athletes of all ability levels within their competitions. Experience has shown that in some competitions, however, there will not be a sufficient number of athletes within every age, gender and ability level to structure ideal divisions. In addition, there may be other factors, such as cultural or demographic influences, which further impact the divisioning process.
- b. This section was designed to provide Competition Managers with a foundation for competent decision making in these situations. The primary focus throughout the divisioning process should be on the competitiveness of the Special Olympics athlete. Competition Managers are entrusted with this responsibility and must meet the challenge of providing Special Olympics athletes with quality competition.

PROCEDURES FOR DIVISIONING

- a. An athlete's ability is the primary factor in divisioning Special Olympics competitions. The ability of an athlete or team is determined by an entry score from a prior competition, or is the result of a seeding round or preliminary event at the competition itself. Other factors which are significant in establishing competitive divisions are age and gender.
- b. Ideally, competition is enhanced when all divisions accommodate at least 3 and no more than 8 competitors or teams of similar ability. In some cases, however, the number of athletes or teams within a competition will be insufficient to achieve this goal. The following procedures describe the sequential process for creating equitable divisions by event and also provides guidance for managing athlete participation when factors preclude ideal divisioning.

INDIVIDUAL SPORTS

a. Step One: Divide Athletes By Gender

- 1) Divide athletes into two groups based upon gender. Female athletes shall compete against other female athletes and male athletes shall compete against other male athletes. A relay team which consists of both male and female athletes shall compete in the male division of the competition.
- 2) Athletes shall compete against other athletes of the same gender unless:
 - a) The sport specifically allows co-ed events (e.g., pairs figure skating, bowling, ice dancing, etc.).
 - b) There are only two male or two female athletes within an event. These athletes may compete against one another or be divisioned with athletes of the opposite gender who are of similar age and ability.
 - c) There is only one male or one female athlete within an event. This athlete may be divisioned with athletes of the opposite gender who are of similar age and ability.
 - d) There is only one athlete, male or female and of any age or ability, registered to compete in an event. This athlete may be allowed to compete in a single person division in that event.

NOTE: In all cases, athletes will be awarded medals respective to their gender class.

b) Step Two: Divide Athletes by Age

- 1) An athlete's age group shall be determined by the athlete's age on the opening date of the competition.
- 2) Divide male and female athletes into the following age groups: ages 8 - 11; 12 - 15; 16 - 21; 22 - 29; and ages 30 years and over. An additional age group may be established if there are a sufficient number of competitors in the 30 years and over age group.
- 3) Athletes shall compete against other athletes within the same age group, unless:
 - a) There are less than three competitors within an age group. These athletes shall compete in the next oldest age group. That age group shall then be renamed to accurately reflect the entire range of competitors within that age group.
 - b) After completing Step Three, "Divide Athletes By Ability", age groups are broadened and/or individual athletes are reassigned to other age groups to improve the similarity of scores between athletes within a division.

c) *Step Three: Divide Athletes By Ability*

- 1) To complete the divisioning process, follow guidelines listed below based on the event you are divisioning.
 - a) In events which are measured in time, distance, or points:
 - i. For both genders and all age groups, rank athletes in descending order based upon submitted entry scores.
 - ii. Group as many of these ranked athletes into divisions where the highest and lowest scores are as similar as possible and the number of competitors does not exceed eight.
 - iii. In situations where the highest and lowest scores within a division are extreme the age group may be broadened. Athletes within the new age groups should then be re-ranked and grouped into divisions. This process should be repeated until the highest and lowest scores within each division are as similar as possible; or
 - iv. Athletes may be individually reassigned to another division which is more similar to their own ability, regardless of age group.
 - b) In events which are judged and where preliminary events will be conducted during the competition:
 - i. For both genders and all age groups within a performance level, rank athletes in descending order based upon preliminary scores.
 - ii. Group as many of these ranked athletes into a division where the highest and lowest scores are as similar as possible and the number of competitors does not exceed eight.
 - iii. In situations where the highest and lowest scores within a division are extreme:
 - The age group may be broadened. Athletes within the new age groups should then be re-ranked and grouped into divisions. This process should be repeated until the highest and lowest scores within each division are as similar as possible.

OR

- Athletes may be individually reassigned to another division which is more similar to their own ability, regardless of age group.

- c) In events which are judged and where preliminary events will not be conducted during the competition:
 - i. The nature of judging precludes the use of scores from prior competition(s) in divisioning. Without scores from preliminary competition, the performance level remains as the only criterion of athlete ability.
 - ii. For both genders and all age groups, identify athletes within each performance level.
 - iii. If more than 8 athletes are in the same gender and age group of a performance level, group athletes into divisions of no less than 3 and no more than 8 competitors.

TEAM SPORTS

a) Step One: Divide Teams By Gender

- i. Divide teams into two groups based upon gender. Female teams shall compete against other female teams and male teams shall compete against other male teams.
- ii. Teams shall compete against other teams of the same gender, unless there is only one male or one female team within the competition. This team shall be divisioned with teams of the opposite gender who are of similar age and ability.

b) Step Two: Divide Teams By Age

- i. The age group of a team is determined by the age of the oldest athlete on that team on the opening date of the competition.
- ii. Divide male and female teams into the following age groups: ages 15 and under; 16 - 21; and 22 and over. An additional age group may be established if there are a sufficient number of teams in the "22 and over" age group.
- iii. Teams should compete against other teams within the same age group.

c) *Step Three: Divide Teams By Ability*

- i. All Special Olympics team sport competitions shall utilize a preliminary seeding round to assess the level of ability of the participating teams.
 - Refer to the Specific Sports Rules for each team sport regarding the assessment of team sports for divisioning purposes.
- ii. Group teams according to ability based upon the skills assessment tests and results from the preliminary seeding round.
- iii. Create divisions of no more than 8 teams by applying age groups to the teams within each ability group.
- iv. Within each ability group, age groups may be combined to create divisions.
- v. If there are only two male or two female teams within the competition, these teams shall compete against each other.
- vi. If there is only one team within an age or ability group, that team must be divisioned with other teams, regardless of age or ability.

CONCLUSION

- A. Ideally, a sufficient number of athletes or teams will participate at every competition so that equitable divisions of 3 to 8 athletes or teams can be structured. The procedures for divisioning have been developed to assist Competition Managers in applying the principles of fair and equitable competition to athletes of all ability levels within their competitions. Experience has shown that in some competitions, however, there will not be a sufficient number of athletes within every age, gender and ability level to structure ideal divisions. In addition, there may be other factors, such as cultural or demographic influences, which further impact the divisioning process.
- B. This section was designed to provide Competition Managers with a foundation for competent decision making in these situations. The primary focus throughout the divisioning process should be on the competitiveness of the Special Olympics athlete. Competition Managers are entrusted with this responsibility and must meet the challenge of providing Special Olympics athletes with quality competition.

Glossary of Terms

- Division*** A group of athletes or teams of similar gender, age and/or ability which compete against each other. 'Divisions' of athletes within an event may also be referred to as an 'Heat'.
- Event*** A competitive skill competition within a sport (e.g. 100 meter Freestyle [Aquatics], 800 meter race [Speed Skating], Deadlift [Powerlifting], High Jump [Athletics] etc.).
- Individual Sports*** Sports in which a single athlete competes against other athletes within a division. Individual sports are further divided and defined by:
1. Those events which are measured in time, distance or points (e.g. 50 meter Freestyle, Singles Bowling, Powerlifting, etc.).
 2. Those events which are judged during competition (e.g. Rhythmic Gymnastics, Figure Skating, etc.) and which may also include predetermined Performance Levels (e.g. Level I, Level II, Level III, etc.).
- Performance Level*** A predetermined skill level, consisting of specific elements, for events within an individual sport which is judged (e.g. Floor Exercise, Level I Rhythmic Gymnastics; Singles, Level II Figure Skating; etc.) as indicated in the sport specific rules in the CSO Rule Book.
- Relays*** Events in which a group of athletes participate collectively against other groups of athletes with each group yielding a single score for their performance. These events are typically measured in time (e.g., 4 x 400 meter relay [Athletics], 4 x 100 meter medley relay [Aquatics], 3 x 1 kilometre relay [Nordic Skiing], etc.).
- Team Sports*** Sports in which a group of athletes participate collectively against other groups of athletes. Team sports are further divided and defined by:
1. Those events which are measured in time, distance or points (e.g. 4 x 100 meter relay [Athletics], 4 x 100 meter medley relay [Aquatics], 3 x 1 kilometer relay [Nordic Skiing], etc.).
 2. Those events in which two teams compete during a defined period of time (e.g. Softball, Soccer, Floor Hockey, etc.).

GAMES SPORT QUOTAS:

The Games sport specific quotas are based upon the registration data gathered from the Regions from the year(s) preceding the Games.

Games sport quotas are calculated based upon the number of athletes registered in each specific sport as compared to the number of athletes registered in the other sports held at the same Games. This is then translated into the percentage of athletes registered in each sport that will be held at the Games. This percentage is then applied to the total number of athletes that have been assigned for the Games.

EXAMPLE

Sport	Total # of Athletes Registered in Sport	Percentage of Athletes Registered in Sport	# of Athletes per Sport	Total # of Athletes per Sport	Adjusted Quotas	Adjusted Difference (+ / -)
Speed Skating	712	15.66	54.81	55	60	+ 5
Figure Skating	177	3.89	13.62	14	20	+ 6
Alpine Skiing	401	8.82	30.87	31	40	+ 9
Nordic Skiing	1839	40.44	141.54	142	130	- 12
Snowshoeing	1418	31.19	109.17	109	100	- 9
TOTAL	4547	100	350	351	350	

Quotas were then adjusted between sports to ensure that all sports had adequate participant numbers for competitive purposes.

Section: TRAINING AND COMPETITION
Topic: Regional Team Quota Allocation for Provincial Games

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Effective Date:
Revised Date: Proposed Spring PPC 2000

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GAMES SPORT QUOTAS:

The Games sport specific quotas are based upon the registration data gathered from the Chapters from the year(s) preceding the Games.

Games sport quotas are calculated based upon the number of athletes registered in each specific sport as compared to the number of athletes registered in the other sports held at the same Games.

This is then translated into the percentage of athletes registered in each sport that will be held at the Games.

This percentage is then applied to the total number of athletes that have been assigned for the Games.

EXAMPLE

Sport	Total # of Athletes Registered in the Sport	Percentage of Athletes Registered in Sport	Base QUOTA	First Draft QUOTA	FINAL Quota	Adjusted Difference (+ / -)
Speed Skating	712	15.66	54.81	55	60	+ 5
Figure Skating	177	3.89	13.62	14	20	+ 6
Alpine Skiing	401	8.82	30.87	31	40	+ 9
Nordic Skiing	1839	40.44	141.54	142	130	- 12
Snowshoeing	1418	31.19	109.17	109	100	- 9
TOTAL	4547	100	350	351	350	

Quotas were then adjusted between sports to ensure that all sports had adequate participant numbers for competitive purposes.

Section: TRAINING AND COMPETITION
Topic: Provincial/Territorial Team Quota Allocation
for National Games

5000-03

Effective Date: May 1996
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CHAPTER SPORT QUOTAS:

The Chapter sport quotas are also calculated using the registration data gathered from the Chapters from the year preceding the National Games, combined the number of athletes registered in each respective sport in the designated qualifying Games/Competition.

The following are the components to the formula used to determine National Games Chapter Sport Quotas:

1. The number of athletes registered in each province/territory in a specific sport, i.e. speed skating, is compared to the total number of athletes registered that specific sport (i.e. speed skating) nationally.
2. This is then translated into the percentage of athletes registered in each sport in each respective province/territory.
3. The number of athletes registered in each sport in the Provincial/Territorial Qualifying Games/Championships, i.e. speed skating, is compared to the total number of athletes registered that specific sport in all of the Provincial/Territorial Qualifying Games/Championships.
4. This is then translated into the percentage of athletes registered in each sport in each respective Provincial/Territorial Qualifying Games/Championships.
5. The two percentages (from point 2 and point 4) are then combined and the average percentage is used to calculate Chapter sport quotas.
6. This average percentage is then applied to the Games sport quota for each respective sport.

The chart (on page 4 of 4) details a sample calculation.

CHAPTER SPORT QUOTAS:

A zero (0) in a Chapter sport allocation column is the result of:

- no athletes registered in the sport in 1993/1994; and/or,
- the Chapter has not hosted this sport in their Provincial/Territorial Games/Championships; and/or;
- the Chapter has indicated that it does not intend to fill the quota within that sport.

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Topic: Regional Team Quota Allocation for
Provincial Games

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REGIONAL QUOTA STIPULATIONS:

There is a ceiling quota of 30% of the total number of competitive positions at the Games being allocated to one Region.

There is a minimum quota requirement of six (6) athletes for Regional representation

There is a minimum of one athlete quota per sport, per Region.

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National Games
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The selection of athletes to National Games should be a carefully controlled process with established parameters. Chapters should remember that, as in other sport bodies, higher level competitions are meant for athletes who have, through their performance, proven themselves capable. In Special Olympics, this does not only include athletes who compete in high performance ability levels, but is also meant for those athletes in the medium and low performance ability levels who have proven themselves capable. The benefits that are derived from the social experiences should also be considered by the Chapter Selection Committee. Due to the demands that are put on athletes and the fact that the experience should be enjoyable for all involved, athletes should have demonstrated ability to cope with the pressures involved in travelling, competition and being removed from their usual environment for up to a two week period.

FOR ATHLETES TO BE ELIGIBLE TO PARTICIPATE IN NATIONAL GAMES THE FOLLOWING CRITERIA MUST BE MET:

1. The athlete must be registered with an accredited Special Olympics Chapter, and be active in a Special Olympics program.
2. The athlete must be 13 years of age or older as of the first day of competition.
3. The athlete must have been training in the sport that they are competing in for a minimum of 2 sport seasons in their sport (Policy 5000-35)
4. The athlete must have competed in a (one) qualifying sport event (i.e. downhill), at either a sanctioned Special Olympics Games/Competition* OR a provincial/territorial level integrated/parallel Games/Competition within the able bodied sport system (sanctioned by the Provincial/Territorial Sport Governing Body and sanctioned by the Special Olympics Chapter Office) within the year preceding the National Games.

5. In the case where a Chapter designates more than one competition as the qualifying competition all athletes advancing on in the designated event from a Chapter must compete in the same qualifying competition or competitions, i.e. if a Chapter so deems that alpine skiing athletes can qualifying in four separate competitions then all of the alpine skiers must compete in those same four separate competitions to be eligible to advance on;
6. Chapters must also forward the results from all competitions that are deemed as the qualifying competition(s) by a said Chapter to ensure that Canadian Special Olympics can check athlete eligibility (as per Policy 5000-07 Submission of Provincial/Territorial Games/Championship Results).
7. The athlete must qualify in the sport and event in which they participated in the sanctioned Chapter Special Olympics competition.
8. The athlete shall also meet all of the eligibility requirements as outlined for each specific sport in the Canadian Special Olympics Official Rule Book (i.e. minimum and maximum number of events).
9. If a Chapter is unable to field enough athletes for a qualifying competition, or access an able bodied competition for athletes to compete at, that Chapter *may* qualify athletes by attending another Special Olympics Chapter's Games/Championship and/or a provincial/territorial level integrated/parallel Games/Competition within the able bodied sport system (sanctioned by the Provincial/Territorial Sport Governing Body and sanctioned by the Special Olympics Chapter Office)} within the year preceding the National Games.

Softball, Soccer and Floor Hockey Teams must meet all eligibility requirements outlined in the policy details below to be eligible to participate in a National Games. In addition to meeting these team requirements each athlete on that team must also adhere to the athlete eligibility requirements, as outlined in Policy 5000-04 Athlete Eligibility Criteria for National Games.

Team Eligibility

- (i) Each team must be an accredited registered sport club with a Special Olympics Chapter Office.
- (ii) All athletes must be registered with the team that they are playing on.
- (iii) Each team must participate in a Provincial/Territory level qualifying tournament/meet in the program year prior to the National Games.
- (iv) Any team player who qualifies to advance on to a National Games shall have participated with that same team at the Provincial/Territorial qualifying competition within the year preceding the National Games (with the exception of point 2 of this policy, page 2 of 2)
- (v) A team registration form for each team participating at the National Games, adhering to the minimum and maximum number of players per team, must be submitted to the Games Organizing Committee by the established deadline date.

The deadline date for submission of team registration shall be determined by the National Program Director and the Games Organizing Committee. Fair notice to the Games Organizing Committee is the basis for this deadline date.

- (vi) No additional players shall be permitted to the team registration sheet after it has been submitted to the Games Organizing Committee, with the exception of athlete deletion and/or addition to a maximum of three (3) player pick up to meet the number of athletes on the team roster that was used during the qualifying Provincial/Territorial Games.

Three Player Pick-up

- 1) In case of player illness or injury after the final team roster has been submitted, teams will be permitted to pick up a maximum of three (3) additional players who are registered and participate with the same team to meet the number of athletes on the team roster that was used during the qualifying Provincial/Territorial Games.

These additional 'pick-up' players members must also meet the athlete eligibility criteria (as outlined in Policy 5000-04 Athlete Eligibility for National Games with the exception of point 4 &5).

- 2) If a team has brought their full club allotment to the qualifying tournament, and therefore have no other athletes registered with their team to draw from, then that Team can pick-up up a maximum of three athletes from another team that participated in their qualifying Provincial/Territorial event.

These additional 'pick-up' players members must also meet the athlete eligibility criteria (as outlined in Policy 5000-04 Athlete Eligibility for National Games).

- 3) If a team requires more than three (3) players to meet the player requirement (as established by their team roster used at the qualifying event) the team will then be rendered ineligible to attend the National Games.

- 4) Teams, who arrive at a National Games with either:
 - i) less than minimum number of players
 - ii) arrive with the minimum number of players yet drop below the minimum number of players for the duration of the tournament

shall only be eligible to play in an exhibition division of the Games and would not qualify for awards or placement points in the tournament, and are therefore ineligible to advance to higher level competition.

Section: TRAINING AND COMPETITION 5000-06
Topic: Coach Eligibility Criteria for National Games
Effective Date: Page 1 of 1
Revised Date: May 1998

The following are the minimum requirements for all coaches attending National Games:

CSO/NCCP Level I full certification (theory, technical and practical), and NCCP Level I Technical Course in the sport for which the coach is applying.

NOTE:

For those sports that do not have a Level I Technical Course (powerlifting, snowshoeing and floor hockey) the following will apply:

- a) 100 hours of coaching Special Olympics athletes in that sport.*

Section: TRAINING AND COMPETITION 5000-07
Topic: Submission of Provincial/Territorial Games/Championship Results
Effective Date: May 1996 Page 1 of 1

Chapter Offices are required to submit statistical results* from their Provincial/Territorial Games and/or Competitions to the National Office when prior to a National Games.

Chapter Offices are required to submit the Provincial/Territorial Qualifying Games/Competitions results on the registration deadline.

Failure to submit results from Provincial/Territorial Qualifying Games/Competitions will result in the ineligibility of the athlete(s) and/or team(s) to advance to national level competition.

**NOTE: For the team sports of floor hockey, soccer and softball team rosters from the Provincial/Territorial Qualifying Games/Competitions must also be submitted along with the results.*

1. For the purpose of competition an athlete's age group is determined by the athlete's age as on the first day of competition.
2. On the first day of competition, athletes must be at least:
 - eight (8) years of age to compete in Special Olympics at a **regional** level;
 - ten (10) years of age to compete in Special Olympics at a **provincial** level;
 - thirteen (13) years of age to compete in Special Olympics at a **national** level;
 - fourteen (14) years of age to compete in Special Olympics at a **international** level;

Certain sports and events may further restrict athlete participation based on age. Additional age requirements may be indicated in the specific rules for each sport in the Canadian Special Olympics Rule Book.

3. The following age groups shall normally be used for all Special Olympics competitions:

a) Individual Sports:

- Ages 8 - 11;
- Ages 12 - 15;
- Ages 16 - 21;
- Ages 22 - 29;
- Ages 30 and over*.

**NOTE: Additional age groups may be established if there are sufficient numbers in the '30 and over' age group.*

b) Team Sports:

- Ages 15 and under;
- Ages 16 - 21; and,
- Ages 22 and over♦.

♦NOTE: Additional age groups may be established if there are sufficient numbers in the '22 and over' age group.

4. The age group of the team is determined by the age of the oldest athlete on that team on the opening day of competition.
5. In team sports, within each ability group, age groups may be combined to create divisions. If there is only one team within an age or ability group, that team must be combined with other teams for competition (exception - rhythmic gymnastics)**.
***NOTE: Due to the differences between abilities in routines in the different levels in rhythmic gymnastics this rule does not apply.*

Section: TRAINING AND COMPETITION
Topic: Off-Site Authorization for National Team Athletes
Effective Date: May 1996

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All off-site authorization forms must be received by the National Office at the established deadline date, prior to the World Games. Any authorization forms received after that date **will not** be accepted.

Athletes and their supporters should realize that the athlete is there as a member of Team Canada for the purpose of competition. There are times when the athlete's attendance is required, such as Opening Ceremonies and Closing Ceremonies, and at best the athletes 'free time' will be limited.

It may happen that someone who is not identified on the Off-Site Authorization form will want to take an athlete off-site. If the individual's name is not on the authorization sheet, the athlete will not be permitted to leave the Games site with that individual.

PROCESS FOR OFF-SITE AUTHORIZATION

Authorized individuals must inform the respective coach that they would like to take an athlete off-site **twenty-four (24) hours** prior to the proposed time of departure.

The authorized chaperone must sign the athlete out and in with his/her respective coach.

A time and place for the athlete's return must be specified by the authorized chaperone, and agreed to by the coach, prior to the athlete and chaperone signing out.

NO ATHLETE(S) WILL BE PERMITTED TO LEAVE WITH AN INDIVIDUAL if: that individual is **not** listed on an off-site authorization form; or listed as **unauthorized** to chaperone an athlete; or when no form has been received for an athlete.

Although this may seem very strict to some parents and family members, please remember that these measures are in place for the safety of the athlete.

Section: TRAINING AND COMPETITION
Topic: Off-Site Authorization for National Team Athletes
Effective Date: May 1996

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OFF-SITE AUTHORIZATION FORM

Athletes' Name:

Sport:

Address:

Province:

I understand that:

- i) Only authorized chaperones will be given the privilege of taking athletes off site;
- ii) Authorized chaperones may not take athletes off site at any time indiscriminately. Attendance at certain events such as Opening and Closing Ceremonies is mandatory;
- iii) Chaperones must predetermine the time and place that they can sign an athlete out with the Head Coach 24 hours prior to taking the athlete off-site;
- iv) Both the athlete and chaperone must check out and in with the Head Coach and sign an "Off Site Authorization" form;
- v) Authorized chaperones must provide identification when signing out the athlete;
- iv) Chaperones must establish a time and place for signing the athlete back in with the Head Coach.

Only the following individuals are **authorized** to chaperone the above athlete OFF-SITE during the World Games.

CHAPERONE

RELATIONSHIP TO ATHLETE

The following individuals are **unauthorized** from chaperoning this athlete.

UNAUTHORIZED CHAPERONES

RELATIONSHIP TO ATHLETE

(Parent/Guardian Signature)

(Date)

PLEASE RETURN THE COMPLETED FORM TO THE NATIONAL OFFICE.

Section: TRAINING AND COMPETITION
Topic: National Games Registration Fee
Effective Date: May 1994
Revised Date: May 1996

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The registration fee for each athlete, coach, Chef de Mission and Team Manager shall be \$75.00, due and payable on the registration deadline set by the Games Organizing Committee. Payment or Registration forms received after the registration deadline will be assessed a late registration fee of \$25.00 per athlete, coach, Chef de Mission, and Team Manager, bringing a total late fee payment to \$100.00.

All Team Volunteers will be charged a fee to cover the meals, accommodations, and travel for the entire length of the Games. The late registration fee of \$25.00 will also be assessed on these volunteers.

All out-of-country travel must be sanctioned by Canadian Special Olympics. This is to ensure that Canadian athlete and coaches are fully prepared for International travel and that Special Olympics International has sanctioned this event.

A written request for approval, addressed to the National Program Director, with a letter of support from the Chapter President, must be received at least 60 days prior to the planned departure. This request must contain the following information*:

1. Name, date and location of competition to be attended;
2. Number of athletes and coaches attending, and the cost per individual.
3. An explanation of the funding of the trip.
4. Verification of our-of-country medical insurance.
5. Team leader or contact person, with phone number.

**NOTE: Exception - Teams travelling to bordering states.*

Canadian Special Olympics will respond to requests from Chapters for out-of-country travel, in writing, within 14 days based on the following criteria:

1. Special Olympics International has sanctioned the event.
2. The Chapter has fulfilled its Chapter and National Games commitment.
3. The trip will no place undue financial hardship on the Chapter, or in any way effect on-going programming.

All invitations received by Canadian Special Olympics will be circulated to all Chapters for their consideration. If a Canadian Team is to be sent an International competition, the Sport Program Committee will advise Canadian Special Olympics on the distribution of athletes for the competition.

Section: TRAINING AND COMPETITION 5000-12
Topic: Adherence to Canadian Special Olympics
Sports Rules

Effective Date: Page 1 of 1

All CSO Games/Competitions shall be conducted in accordance with the CSO Official Sports Rules.

Only official Canadian Special Olympics medals shall be used at National Games.

1. GENERAL GUIDELINES:

- a. Awards shall be presented to athletes within each division in a ceremony which highlights their achievements.
- b. Athletes or teams placing first through third within a division shall be awarded a medal. *Fourth to eighth place ribbons shall not be given at National Games or Competitions.*
- c. If a National Sport Federation does not have a policy on awarding placement in case of a tie the following shall apply:
In the case of a tie, each athlete or team who has achieved the same result shall receive the award for the highest place. Athletes or teams who follow shall receive the appropriate award for their order of finish (e.g. two athletes who tie for third shall both receive recognition for third place. The next athlete who crosses the finish line will receive recognition for fifth place).
- d. The athletes who have been judged first, second and third shall stand in their official uniforms, on the stand with the first place winner slightly above the second who is on his right and third who is on his left. The highest award is presented first and awards then progress in descending order to the lowest award.
- e. In addition to medals, athletes may receive special recognition for significant accomplishments (e.g. high scratch, most improved athlete, sportsmanship) following the official awards ceremony.
- f. All athletes at a competition may be presented with a memento in recognition of their attendance at that event. These mementoes, however, shall not be similar to the competitive awards presented to the athletes at the event.

2. TEAM SPORTS:

- a. The official Canadian Special Olympics team sports are floor hockey, soccer, and softball.
- b. A team trophy may be awarded to teams placing first through third within a division at any Special Olympics competition.
- c. Team sport coaches shall be presented with the same award as their team participants (NC - May 1994).
- d. Trophies should only be used in team sports. The trophy shall be a team trophy and individual trophies shall not be awarded. All athletes shall also receive gold, silver or bronze medals, appropriate to their placement.

Section: TRAINING AND COMPETITION 5000-14
Topic: Provincial/Territorial Team Colours for National Games
Effective Date: May 1994 Page 1 of 1

The colour of both the walk-on and the competitive uniforms worn by Chapter teams at National Games be as recommended by the Chapter.

Section: TRAINING AND COMPETITION
Topic: Provincial/Territorial Team Mission Staff for National Games
Effective Date:
Revised Date: May 1998

5000-15
Page 1 of 2

ATHLETE/COACH RATIO The athlete to coach ratio for Summer Games is a maximum of 4:1 (with the exclusion of 5-pin bowling which has a 5:1 athlete coach ratio) and for Winter Games a maximum of 3:1. For Team sports there shall be a maximum of three coaches per team.

CHEF DE MISSION All Chapters will be assigned a separate position for the Chef de Mission. This individual will be the Chapter contact with the Games Organizing Committee and Canadian Special Olympics. All communication will flow through this individual. To fulfil his/her duties this person must be available during working hours (9:00 a.m. - 5:00 p.m.). The Chef de Mission is the 'head of the delegation' and the team spokesperson prior to and during the Games. *This position is included in travel equalization and covered by the Games registration fee.*

TEAM MANAGER To assist with the organization of larger teams, i.e. outfitting, internal travel, parent concerns, etc., a second designation is made for Teams with 12 or more athletes. Each Provincial/Territorial Team with 12 or more athletes will be assigned a separate position of Team Manager.

This position is appointed by the Chapter based on the individual's past experience and service. The role may differ slightly from Chapter to Chapter, however the primary focus would be the 'business' aspects of the Team. *This position is included in travel equalization and covered by the Games registration fee.*

MISSION STAFF

It has been found that due to the larger size of Provincial/Territorial Teams, and the variables of on-site Team management, the position of Mission Staff is crucial to the overall management of a Team.

To allow for this Provincial/Territorial Teams may be allocated, as part of their Team quota, Mission Staff positions depending upon the size of their Team.

Mission Staff positions will be allocated on the number of coaches each Team has. For every four (4) coaches one Team Mission Staff position will be allowed to a maximum of eight (8) Mission Staff Positions for one Provincial/Territorial Team.

These Mission Staff positions are considered a full member of the Team and included in all official Team functions and privileges, i.e. Opening Ceremonies, Closing Ceremonies, Athlete's Village, meals, etc.). *This position is included in travel equalization and covered by the Games registration fee.*

Section: TRAINING AND COMPETITION 5000-15
Topic: Provincial/Territorial Team Mission Staff for National Games
Effective Date: Page 2 of 2
Revised Date: May 1998

MISSION STAFF:

If a Provincial or Territorial Team request additional Mission Staff positions, over and above those allocated as part of their original Team quota, Chapters will be requested to submit their Provincial/Territorial Team Management Structure and the number of Mission Staff required to manage their Team.

The Sport Program Committee will approve the number of requested Team Mission Staff positions based on the number of coaches and athletes each Team has been allocated and the number of sport venues at the National Games.

These additional Mission Staff will not be included in the travel equalization program, nor will they be covered by the Games registration fee. Chapters will be responsible for paying the Games Organizing Committee a fee per additional Mission Staff which reflects the true cost of the services provided, i.e. meals, accommodations, on-site transportation, for the entire length of the Games. This fee would be set at least six months in advance and be payable to the Games Organizing Committee prior to the Games.

Chapters may find that in order to provide adequate competitive opportunities, regional games (i.e. Western Canada) are desirable. These games will be sanctioned by Canadian Special Olympics provided:

1. Participating Chapters have made their best effort to provide competition at a Chapter level.
2. The games do not create special hardship on hosting or participating Chapter.
3. There has been a clearly defined need for the competition.

It is understood that Canadian Special Olympics will not provide any financial support for games of this type.

The following conditions apply to all Chapters attending National Games, excluding the Host Chapter.

1. Travel will be arranged by, or in consultation with, Canadian Special Olympics.
2. All Chapters will pay an equal amount per athlete/coach/Chef de Mission/Team Manager.
3. Canadian Special Olympics will establish a payment schedule for each Games that require prepayment of transportation and registration costs.
4. Chapters not having paid in full will not be eligible to compete.
5. The Hosting Chapter is exempt from the travel equalization process. The Host Chapter will only assume their actual costs of travel.

Section: TRAINING AND COMPETITION 5000-18
Topic: Provincial/Territorial Team Transportation Requirements
Effective Date: April 1993 Page 1 of 1
Revised Date: May 1998

All Team Members must arrive at National Games/Competitions no later than 24 hours prior to their first competitive experience.

If a Provincial/Territorial Team chooses to come in before their established time of arrival, the Team can access the accommodations at the Athlete's Village.

This will be done at the cost of the Provincial/Territorial Team.

The Provincial/Territorial Team shall issue this request to Canadian Special Olympics and work in conjunction with the Games Organizing Committee to ensure all appropriate arrangements are made.

Section: TRAINING AND COMPETITION
Topic: Alcohol and tobacco policy
Proposed Date: March 2000

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Page 1 of 1

That alcohol or tobacco shall not be available to, or consumed by, athletes, coaches and team staff from point of departure to return, or at any sporting event organized by Special Olympics in Nova Scotia (i.e. Regional, Provincial, or National Events).

Section: TRAINING AND COMPETITION
Topic: National Games Bid Guidelines
Effective Date: May 1995

5000-20

Page 1 of 1

NOTE:

Only those sites and venues that are accessible to wheelchairs be considered for National Games (NPC - May 1990).

The host of the National Games must provide transportation for athletes requiring wheelchairs (NPC - May 1990).

AGREEMENT

Between

CANADIAN SPECIAL OLYMPICS, INC.

(Hereinafter referred to as "CSO", party of the first part);

and

**CANADIAN SPECIAL OLYMPICS (DATE) SUMMER/WINTER
GAMES ASSOCIATION** (hereinafter referred to as "**the Host Society**"
party of the second part);

WHEREAS the 'Year' Canadian Special Olympics Summer/Winter Games ("the Games")
will be hosted in _____ from _____;
host city first and last day of Games

AND WHEREAS the Host Society has been established to plan, promote and operate the
Games under the auspices, rules and regulations of CSO in accordance with the CSO Charter for
National Games (*see Appendix #1*);

AND WHEREAS the Host Society must possess legal authority within its province to
conduct the Games as well as possessing the right to sue and be sued. It shall be the executive body
for the organization of the Games and shall be responsible under the guidelines and directions of CSO
through the CSO National Office for all the elements of planning, operation and financing. It shall
function by virtue of the powers which shall have been delegated to it by CSO and shall operate
within the limits of this comprehensive agreement agreed upon by the Host Society and the CSO
Board of Directors;

AND WHEREAS the Host Society, or its successor, shall be comprised of members of CSO,
or its nominees and such other individuals as the Host Society may determine;

AND WHEREAS CSO at its discretion, and its cost, may place a representative of the CSO
National Office on site for the duration or any period of planning and operation of the Games. That
person will function as the representative of CSO and will exercise the authority reserved for CSO;

Section: TRAINING AND COMPETITION
Topic: National Games Agreement
Effective Date: May 1995

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AND WHEREAS the Host Society shall be responsible for regular reports to CSO National Office regarding the planning, operation and financing of the Games: i.e. minutes of meetings of the Host Society and sub-committees, monthly financial statements commencing _____;
date

AND WHEREAS the Host Society shall assume full legal liability for the Games. CSO shall advise the Host Society of the extent of the liability and accident insurance that it provides (*see Appendix 2*). Any additional directors' and officers' liability insurance shall be purchased at the discretion and cost of the Host Society subject to paragraph 4,
page 3:

AND WHEREAS the Host Society shall enter into liquidation within six (6) months (*enter date*) following the Closing Ceremony of the Games. It shall not thereafter carry on business except for the purpose of winding up a process which shall not exceed three (3) additional months (*enter date*). During this period, it must conclude all contracts, pay all debts and settle all outstanding questions and disputes concerning the Games to the satisfaction of CSO;

AND WHEREAS at the conclusion of the _____ National Winter/Summer Games, the entire surplus of funds, if any, shall be returned to the Host Society and shared equally between

Chapter Office

AND WHEREAS it is agreed that the Host Society may retain all office equipment, furniture, sports equipment, and software, etc., which may have been purchased or donated to the Host Society, and the Host Society shall have the right to sell the said equipment, and further the Host Society shall be at liberty to transfer or gift the said equipment or any cash proceeds from its sale to the Special Olympics Society of Alberta or its successor as a legacy from the Games.

IT IS FURTHER MUTUALLY AGREED THAT

1. CSO will pay the Host Society a sum, in cash, equal to one-third (1/3) of the actual cash cost of the Games, such payments to be made by CSO to the Host Society as follows:
_____ \$
_____ \$
_____ \$
_____ \$
No later than _____ date
the balance, budgeted to be _____ \$
2. CSO shall solicit funding support from those entities that appear on Schedule "B" to this Agreement and such other entities as the parties may agree.
3. CSO will be the sole issuer of receipts for income tax purposes for donations to CSO in support of its broad activities and those contributions contemplated in Schedule "B" (attached), and the Host Society will be the sole issuer of receipts for income tax purposes for direct donations to support the Games, and the Host Society will apply for all rebates on GST and other taxes.
4. CSO agrees to assume the responsibility and any liability for any deficit that may be incurred in the operation of the Games and further agrees to fully pay any outstanding liabilities related to such deficit by _____ date
5. The preliminary budget, once established, shall be adhered to and no unbudgeted expenditures greater than ten percent (10%) shall be made without the express approval, in writing, of the parties. The final budget shall be approved and accepted by both parties no later than _____ date
6. Chapters will pay the Host Society a fee of seventy-five dollars (\$75.00) per athlete, coach and team management registering for the Games, such payment to be made by Chapters to the Host Society with the submission of each registration form. Each team volunteer will be billed a fee to cover the full cost of meals and accommodations while at the Games.

Section: TRAINING AND COMPETITION
Topic: National Games Agreement
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NOW THEREFORE in the event that the Games Operations and responsibilities outlined in the following National Games Charter are agreed upon, the parties will agree to the following (signing document);

IN WITNESS HEREOF THE PARTIES HAVE HEREUNTO EXECUTED THE
WITHIN AGREEMENT THIS _____ DAY OF _____, 20
AND THIS _____ DAY OF _____, 20
RESPECTIVELY.

Witness

Per:
Canadian Special Olympics 1996 Winter Games
Association ("the Host Society")

Witness

Per:
Canadian Special Olympics, Inc. ("CSO")

APPENDIX #1

NATIONAL GAMES CHARTER CANADIAN SPECIAL OLYMPICS, INC. ("CSO")

1. QUOTAS

A. Provincial Teams Quotas

CSO will establish participant quotas by sport for each accredited Special Olympics Program*. Such quotas may be modified by a total of not more than fifteen percent (15%) for all sports no later than _____. CSO shall forward the quota information to the Host Society on or before _____. These quotas will list the number of athletes, coaches and official delegates from each delegation and will designate the sports in which athletes will participate.

* The Provincial team size allocations will be determined by the CSO Sport Program Committee and shall be distributed to all currently accredited Special Olympics Chapters through the CSO National Office on or before _____
date

B. Other Delegates

- In co-operation with CSO, the Host Society shall invite the Games' sponsors, the CSO sponsors, CSO VIPs, the CSO Board of Directors, Heads of Government (and other dignitaries), Chapter Representatives and Chapter Honourary Head Coaches.
- Information with respect to the invitees shall be provided to the Host Society by _____. None of the costs of the invitees referred to herein are for the account of the Host Society.

2. ATHLETE ELIGIBILITY

- To be eligible for participation in the Games, a competitor must be an individual with a mental disability as defined in the CSO Sport Rules Book (latest edition). All Special Olympics Athletes must have engaged in appropriate training and competition and have been selected by participating in accredited programs through acceptable divisioning processes.
- Competition in the Games begins at thirteen (13) years of age as of the first day of competition. There is no upper age limit.

3. **MEDICAL**

- CSO competitors are liable to medical examinations and controls carried out in conformity with the Official CSO Policy Manual (latest edition).
- CSO National Office shall provide the format for medical forms to the Host Society. Any revisions to these forms must be approved by CSO National Office.
- The Host Society shall be responsible for the arranging of sufficient medical personnel at each sport venue site and housing site.

4. **SPORT TECHNICAL**

A. Sports/Events

- The **Official CSO Summer** sports offered at the Games will be: Aquatics, Athletics, 5-Pin Bowling, 10-Pin Bowling, Powerlifting, Rhythmic Gymnastics, Soccer, and Softball.
- The **Official CSO Winter** sports offered at the Games will be: Alpine Skiing, Cross Country Skiing, Figure Skating, Speed Skating, Snowshoeing and Floor Hockey.
- Any sports clinics or other demonstration sports must be approved in advance by the CSO Sport Program Committee.
- CSO shall contest all events listed in the Official CSO Sports Rules Book (latest edition) taking into account the participation at provincial games in these events. If an event was contested in any provincial qualifying meets, the event will be offered at the National Summer/Winter Games.
- CSO shall determine the number of male, female and co-ed teams that will participate in the Games.

B. Computer Software

CSO National Office shall provide the Host Society (without charge) a multi-user Games software package which shall be used to conduct the Games. This software package is the exclusive property in Canada of CSO and may not be modified, reproduced or distributed without CSO's written approval. The Host Society may supplement the package only with approval of the CSO National Office. The Host Society **must** provide sufficient technical personnel, equipment and volunteers to successfully administer the program as designated by the CSO Program Director.

4. SPORT TECHNICAL

C. CSO Sport Technical Advisors

CSO shall appoint National Sport Technical Advisors (NSTA) for each of the sport venues at the Games. The NSTA shall have full control of the technical direction of his/her sport. All facilities and equipment must conform to the Official CSO Sports Rules. The NSTAs shall visit the facilities during planning and construction stages to ensure that the rules and regulations are followed. The on site expenses of the NSTAs (board, lodging and ground transportation) shall be paid by the Host Society. CSO shall incur the cost of flights for all NSTAs. The Host Society obligation shall be to pay the costs referred to herein for two visits of each NSTA to a total of all NSTA visits of twelve (12).

D. Technical Officials

- If CSO, at its discretion, decides that for technical reasons the presence of additional technical assistance is necessary, the appropriate arrangements shall be made with the Host Society.
- The CSO Program Director, the Host Society Director of Competition Committees and the respective NSTA, shall be responsible for the preparation, divisioning and scheduling of all competitive events. In addition, they shall be responsible for the arrangement of sufficient numbers of officials to operate the Games and for the training and development of same.
- The necessary technical officials (referees, judges, umpires, timekeepers, inspectors, etc.) and an Appeals Committee for each sport shall be appointed by the Host Society Director of Competition Committees, in conjunction with the CSO Program Director and the NSTA.
- The number of out of town officials required, in any sport, shall be determined by the National Program Director and the Host Committee.
- The Host Society will be responsible for the on site costs of these officials. CSO shall incur the cost of flights for all out of province technical officials and judges only.
- All technical officials and any member on an Appeals Committee are not part of the official delegations but are under the responsibility of the Host Society Director of Competition Committees.
- No official who has participated in a decision may serve on the jury that reviews it.

4. SPORT TECHNICAL

- One member of the appeals Committee must be the National Sport Technical Advisor for the respective sport and one member must be a CSO National Office Program Staff or their appointed delegate.
- The Appeals Committee decides all technical questions concerning its respective sport and its decisions, including decisions of a disciplinary nature, are final. They shall, however, be without prejudice to any further penalty which may be imposed by CSO.
- The expenses of the technical officials (board, lodging, and ground transportation) shall be paid by the Host Society. Travel costs for all technical officials from within the province shall be paid by the Host Society.
- Technical officials and Appeals Committee members should not live in the Special Olympics Village(s), but the Host Society shall provide comfortable living accommodations as near as possible to their respective venues.

5. HOUSING AND TRANSPORTATION

A. Provincial Teams

- The Host Society shall provide a Special Olympics Village(s) to house and feed all athletes, coaches and official delegates. Housing and transportation shall be at the disposal of delegations commencing after _____ on _____ time
date
- The Host Society shall provide a reasonable transportation network connecting the athletes village and sport venues.
- The Host Society shall arrange and fund the following:
 1. Accommodations and the evening meal for the night of _____ date
 2. Accommodations for all Chapters for the nights _____. date
- Only accredited persons who are competitors, coaches, volunteers and team management personnel may live in the Special Olympics Village(s).

5. HOUSING AND TRANSPORTATION

- The Host Society shall provide accommodations in the Special Olympics Village(s) for the above personnel within the quotas established by CSO provided that the Host Society is advised on or before date with individual changes from the Chapters then accepted until _____ date.

B. Other Delegates

- The Host Society shall arrange for accommodations for Chapter representatives, Honourary Head Coaches, CSO guests (VIPs), sponsors and CSO/Chapter staff provided that the Host Society is advised on or before _____ date.
- Accommodations, on site transportation and communication for CSO staff assisting with the Games will be paid for by CSO. The Host Society will make available, at no charge to CSO, adequate office space, equipment and meeting rooms as requested by CSO during the duration of the Games.
- The Host Society shall be responsible for the travel and accommodation for the Honourary Chairperson(s).
- The Host Society shall be responsible for the full cost of the guests it specifically invites excluding those persons referred to in paragraph 1(B), page 5.
- CSO shall be responsible for the full cost of its guests.
- Chapters shall be responsible for the full cost of their representatives and Honourary Head Coaches.

6. FAMILIES

- The Host Society shall prepare and circulate a Family package to the CSO Chapters for distribution on or before _____ date.
- The Host Society shall arrange for reasonably priced accommodation on or near the site of the Games for family members and foster parents; and shall endeavour to provide adequate transportation at reasonable cost to and from the events and ceremonies held outside the city limits.
- The Host Society shall endeavour to provide a Family Hospitality Centre and/or suitable social events for family members during the Games.

7. MEDIA

- Host Society is not obligated to provide local transportation for visiting media from the media centre to venues and appropriate events. However, any assistance the Host Society can provide the media would be beneficial.

8. PUBLICATIONS

- For the Games, all registration forms shall be translated into both official languages (English and French). Sufficient registration forms for each member of the delegation in either language (as determined by the provincial Chapter) shall be provided by _____ (nine months before the date of the opening of the Games). Date
- Registration forms for each member of the official delegation from each participating accredited Special Olympics Chapter must be submitted to the Host Society on or before _____
Date

9. ADVERTISING AND COMMERCIAL MESSAGES

- No commercial message is permitted on the uniform or numbers worn by the contestants or officials during competition.
- Athletes not actively involved in competition may wear apparel, carry and use non-sports equipment items, such as tote bags, bearing small and attractively designed identification of corporate or organizational sponsors.
- Volunteers other than sports officials may wear jackets, T-shirts, caps and other apparel bearing small and an appropriately designed identification of corporate and organizational sponsors at sports venues.
- During the Opening and Closing Ceremonies, athletes, coaches, delegates and other official members in the Parade of Athletes are permitted to wear uniforms which bear one sponsor logo, no larger than 25 square centimetres, and all sponsor logos are subject to the approval of the CSO Board National Fundraising Committee.
- Advertising is not permitted on either equipment used or the uniforms and/or numbers worn by contestants and officials other than the normal commercial markings on retail goods.
- Athletes may not endorse products by displaying them in interviews or ceremonies.

A. Games Logo

- The Host Society shall design a logo for the Games and submit the design to CSO for approval on or before **date:**_____. CSO shall be the owner of the copyright of the Games logo and the Host Society shall not, except with the prior written approval of CSO, allow the Games logo to be used by any third party except Games sponsors. The said logo may be used after the duration of the Games only by CSO or it's designate.

9. ADVERTISING AND COMMERCIAL MESSAGES

- CSO's logo may be used by the Host Society in conjunction with the Games logo, subject to CSO approval.
- The Host Society cannot authorize the use of the Game logo for publicity or commercial purposes in the province of any other accredited organization without the permission of that accredited Special Olympics Program and the approval of CSO.

10. PROTOCOL

A. Credentials

- The Host Society shall be responsible for providing credentials to athletes, coaches, official delegates, CSO staff, Chapter staff, Games officials, volunteers, family members, celebrities/VIPs, sponsors, representatives of The Law Enforcement Torch Run, media representatives and others in co-ordination with CSO National Office. Each credential shall have a code limiting access of the holder to those venues and locations appropriate to the individual's function and status.
- Access to the Special Olympics Village(s) and sports venues shall be strictly limited to those with appropriate credentials. In the event a conflict arises, CSO shall have ultimate jurisdiction and its decision shall be final.
- In order to ensure full news coverage and the widest possible audience for the Games, the necessary steps shall be taken by the Host Society to accredit the representatives of the different media so that they can attend the competitions, demonstrations and ceremonies accompanying the Games.

B. Exhibitions

The Host Society may arrange, subject to the approval of CSO, exhibitions and demonstrations of the art of individuals with mental disabilities (music, painting, and sculpture) and fix the dates during which these exhibitions and demonstrations shall take place. This section of the program should be of equal standard to the Games and held concurrently and in the same vicinity as the sports venues. It shall receive full recognition in the publicity released by the Host Society.

10. PROTOCOL

C. Awards

- Awards shall consist of medals and trophies (for team sports) bearing the year and place of the Games and shall be designed by the Host Society with advice from and approval of the CSO National Office.
- In individual events the first place shall be a gold medal, the second place a silver medal, and the third place a bronze medal.
- In team sports each member of a winning team, in each division, shall be awarded a gold medal; each member of the second team a silver medal; and each member of the third place team a bronze medal. Coaches not receive medals. A trophy shall be awarded to the gold medal winning team in each division.
- All participants in a tie for any place shall be entitled to receive a medal for the place they achieved, e.g. in a tie for the first place, two (2) first place medals shall be awarded and one third place.
- The Host Society shall hand over to CSO National Office at least three (3) sets of the Games medals immediately following the Games. Prior to liquidation, the Host Society shall hand over to CSO National Office all surplus medals.
- CSO and the Host Society shall present the medals and trophies (for team sports) at the place where the competition is held, by celebrities and VIPs selected. Ideally, the awards should be presented as soon after the competition as possible.
- The athletes who have been judged first, second and third shall stand in their official uniforms, on the stand with the winner slightly above the second who is on his right and third who is on his left. The lowest award is presented first and awards then progress in reverse order to the highest award.
- The Host Society may wish to strike a commemorative item to be given to all athletes and coaches at the Games. This item should be distinct and different from the Games medals and be approved by CSO National Office.

10. PROTOCOL

D. Special Events/Activities

- The Host Society is responsible for the integration of the various special events within the sports program, which shall meet the wishes of the NSTA as far as possible. The final decision of any conflict of view is made by CSO.
- A general schedule and overview of all special events shall be submitted to CSO for approval at least six (6) months (date) before the Games.
- The Host Society will be required to host a one and one half (1½) Games site tour and information session for the Chefs de Mission (representing the CSO Provincial Teams). The NSTA shall be in attendance at the meeting to assist in the site tour and/or in any appropriate sessions. NSTAC costs are to be allocated as per section C, page 7 of this agreement. The Host Society will cover the cost of hospitality and ground transportation during the visit.

E. Ceremonies

- In the Games Host City the CSO flag shall be flown freely where other flags are displayed as well at the competition venues. CSO shall provide the CSO flags in the necessary quantity.
- In the stadium at Opening and Closing Ceremonies, the CSO flag and the provincial flags of all participating delegations should be flown.
- CSO National Office shall supply a three feet by six feet (3' x 6') CSO flag to be hoisted in the stadium at Opening Ceremonies and taken down when the Games are declared closed at Closing Ceremonies. It shall fly throughout the Games in a prominent place on the site of the Games.
- The Host Society, in conjunction with the CSO President, shall be responsible for arrangements regarding the Law Enforcement Torch Run for Special Olympics. CSO as a matter of general policy mandates the use of the Law Enforcement Torch Run to carry the torch to the stadium and to be part of the Torch lighting ceremony. CSO shall approve plans for the Torch Run and lighting of the flame. Where feasible the flame will remain lit throughout the Games.

10. PROTOCOL

F. Opening ceremonies

- The Opening Ceremony shall include the following elements in sequence.
 - The Chairman and President of CSO, or their representative, the Chairman of the Host Society and their guests are escorted to the reviewing stand. If applicable Head of Government and Dignitaries are in attendance, they will also be part of this group and escorted to the reviewing stands.
 - A Parade of Athletes shall then follow. Each delegation dressed in its official uniform shall be preceded by a name-board bearing its name. Name-boards of equal size for the participating delegations and their bearers, shall be furnished by the Host Society. CSO shall determine under which name-board a delegation shall march.
 - Each contingent shall parade in alphabetical order according to the language of the province organizing the Games, except the province of the Host Society who shall enter the stadium last. Only those athletes competing in the Games, their coaches and official members of their delegation and those individuals chosen by the Host Society and CSO National Office to march with each delegation shall participate in the parade.
 - Members of each delegation shall march in an orderly fashion in the formation prescribed by the Host Society. No additional banners, placards or signs shall be carried or displayed by members of the delegation.
 - Delegations are accompanied in the parade by their flag. The Host Society shall furnish provincial flags of equal size for each participating delegation. These flags will be visible in the stadium during the ceremonies and may be used in a part of the program other than in the Parade of Athletes.
- The Parade of Athletes shall be followed by:
 - A brief welcome by a representative of the Host Society.
 - An opening speech by a representative of CSO (usually the Chairman).
 - Welcomes by various levels of government represented at the Games who have given financial support to the Games.

10.PROTOCOL

- The entrance and raising of the Special Olympics Flag by Special Olympics athletes assisted by a dignitary appointed by the Host Society.
 - The administering of the Special Olympics Oath to the athletes by a Special Olympics athlete assisted by a Games Celebrity or dignitary.
 - The entrance and relay of the Special Olympics flame and lighting of the cauldron by Special Olympians assisted by the personnel representing The Law Enforcement Torch Run.
 - The declaration of the opening of the Games by an individual chosen by the Host Society in conjunction with CSO.
- The official ceremony according to the protocol described above may be preceded by entertainment approved by CSO. In its entirety the Opening Ceremonies should be no longer than one and one half (1 ½) hours in length including the entertainment. The Official Functions as described above should be approximately twenty (20) to thirty (30) minutes in length.
- Athletes and delegation members shall leave the stadium in an orderly fashion.

G. Closing Ceremonies

Elements of the Closing Ceremonies include:

- A brief statement by an athlete.
- Closing remarks by a representative of the Host Society.
- Closing remarks by a representative of CSO.
- Pronouncement of the closing of the Games by a representative of CSO.
- It is customary that the Closing Ceremonies include a banquet and dance attended by team members, organizing committee members and other VIPs and dignitaries selected by CSO in conjunction with the Host Society.
- Presentation of the "Spirit of the Games" awards.
- Passing the Games "Flag" to the succeeding Games Organizing Committee.

Section: TRAINING AND COMPETITION
Topic: National Games Agreement
Effective Date: May 1995

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SCHEDULE A

**1996 Canadian Special Olympics
Winter Games**

Sport	No of Athletes	No. of Coaches	No. of Management	Chefs and Team Managers
Total				

SCHEDULE B

CANADIAN SPECIAL OLYMPICS NATIONAL SPONSORS

Canadian Special Olympics lists the following companies as National **Corporate** Sponsors:

- ◆ AIRMILES – THE LOYALTY GROUP;
- ◆ BUSINESS DEPOT/BUREAU EN GROS/STAPLES;
- ◆ COCA COLA BEVERAGES LTD.;
- ◆ DELTA HOTELS & RESORTS;
- ◆ GREY CANADA;
- ◆ HOME HARDWARE;
- ◆ MACKENZIE FINANCIAL;
- ◆ MACLEAN'S MAGAZINE;
- ◆ ROYAL BANK FINANCIAL GROUP;
- ◆ TOYOTA CANADA AND ITS DEALERS;
- ◆ TSN - THE SPORTS NETWORK.

Canadian Special Olympics lists the following organizations as National Sponsors

- ◆ CANADIAN PROGRESS CHARITABLE FOUNDATION;
- ◆ SPORT CANADA - THE DEPARTMENT OF CANADIAN HERITAGE;
- ◆ SPORTS CELEBRITIES FESTIVAL;
- ◆ THE HARRY E. FOSTER FOUNDATION.

Section: TRAINING AND COMPETITION
Topic: Competition Cycle
Effective Date: May 1995

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1. Chapters shall host their Provincial/Territorial Games/Championships, or attend another Chapter's Games, in the year preceding the CSO Games. For example:

<i>Summer Games</i>	<i>Winter Games</i>
1993	1995
1997	1999

2. CSO Summer and Winter Games are held every four years and in the year preceding International Summer and Winter Games. For example:

<i>Summer Games</i>	<i>Winter Games</i>
1990	1992
1994	1996
1998	2000
2002	2004

3. International Summer Games are held every four years, commencing with the first Game in 1975. International Winter Games are held every four years, commencing with the first Game in 1977. For example:

<i>Summer Games</i>	<i>Winter Games</i>
1991	1993
1995	1997
1999	2001
2003	2005

1969		CSO/National Hockey League Floor Hockey Tournament - <i>Toronto, Ontario</i>
1971		CSO/National Hockey League Floor Hockey Tournament - <i>Toronto, Ontario</i>
1974		CSO/National Hockey League Floor Hockey Tournament - <i>Winnipeg, Manitoba</i>
1978		Invitation National Special Olympics Games - <i>Saskatchewan</i>
1981		National Summer Games - <i>Ottawa, Ontario</i>
1986		1986 National Summer Games - <i>Calgary, Alberta</i>
1989	June	Intent to Bid received for the 1992 National Winter Games
1990	January	Bid received for 1992 National Winter Games
	February	Site inspection for the 1992 National Winter Games
	May	NPC Meeting - Vancouver, British Columbia
	July	1990 National Summer Games - <i>Vancouver, British Columbia</i>
	September	1992 National Winter Games successful Bid announced - <i>Saskatoon, Saskatchewan</i>
1991		Intent to Bid received for 1992 National Floor Hockey Championship
	June 1	Bid received for 1992 National Floor Hockey Championship
	June 1	Intent to Bid received for 1994 National Summer Games
	September	1992 National Floor Hockey Championship successful Bid announced - <i>Summerside, Prince Edward Island</i>
	November	NPC Meeting at host city of 1992 National Winter Games

Section: TRAINING AND COMPETITION
Topic: National Games Bid Schedule
Effective Date: May 1995
Revised Date: May 1997

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1992	January	Bid received regarding the 1994 National Summer Games - <i>Winnipeg, Manitoba and Halifax, Nova Scotia</i>
	February	1992 National Winter Games - <i>Saskatoon, Saskatchewan</i>
	May	Site inspection for the 1994 National Summer Games
	July	1992 National Floor Hockey Championship - <i>Summerside, Prince Edward Island</i>
		1994 National Summer Games successful Bid announced - <i>Halifax, Nova Scotia</i>
1994		1996 National Winter Games successful Bid announced - <i>Calgary, Alberta</i>
1995	May 11	NPC Meeting - Horseshoe Valley
	June 30	Letter of Intent due for 1998 National Summer Games
	September 30	Bid due for 1998 National Summer Games
	Oct-Jan	Site Inspection for 1998 National Summer Games
	January 31st	Announcement of Successful Bid - <i>Sudbury, Ontario</i>
1996	February	1996 National Winter Games - <i>Calgary, Alberta</i> - February 13 - 18, 1996
1997	February 1st	Letter of Intent due for 2000 National Winter Games
	May 31st	Bid Submission Due (Documentation Only)
	June-Sept.	Bid Presentation and Site Review for 2000 National Winter Games
	September 30	Announcement of Successful Bid for 2000 National Winter Games
1998	July 7-12	1998 National Summer Games - <i>Sudbury, Ontario</i>

Section: TRAINING AND COMPETITION
Topic: National Games Bid Schedule
Effective Date: May 1995
Revised Date: May 1997

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1999	July 1	Letter of Intent due for 2002 National Summer Games
	October 31st	Bid Submission Due (Documentation Only)
	Nov-Feb. 2000	Bid Presentation and Site Review for 2002 National Summer Games
	February 2000	Announcement of Successful Bid for 2002 National Summer
	2000	February 2000 National Winter Games

NOTE: GENERAL BID SUBMISSION TIMELINES

DATE

SUBMISSION

Three (3) years prior to the date of the Games Letter of Intent Due

Two (2) years, nine (9) months prior to the Games Bid Submission Due
Three (3) months after Letter of Intent *(Documentation only)*
Is submitted)

The next four (4) months is utilized by the Bid Review Committee to view the Bid Committee's presentation as well as conduct a site check of all venues proposed for the Games.

Two (2) years, five (5) months prior to the Games Announcement of Successful Bid

Section: TRAINING AND COMPETITION
Topic: Selection Criteria for Athletes Advancing to National Games
Proposed Date: March 2000
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PREAMBLE

The selection of athletes to National Teams should be a carefully monitored process with established parameters. Regions should remember that, as in other sport bodies, athletes who have proven themselves capable and worthy, through their performance and dedication to training, should advance on to represent Nova Scotia.

In Special Olympics, this includes not only the athletes who compete in high performance ability levels, but also those athletes in the medium to low performance ability levels.

This policy is solely for the selection of athletes and teams advancing from Provincial Games to a National Games representing Special Olympics Nova Scotia.

THE ATHLETE SELECTION COMMITTEE

The selection committee will be comprised of the following members:

- NSSO General Manager (ex-officio, non-voting)
- NSSO Program Coordinator (ex-officio, non-voting)
- NSSO Board designate
- PPC Executive Members

GENERAL PRINCIPLES

Due to the demands that are put on the athletes at high levels of competition, and the fact that the experience should be enjoyable for all involved. Athletes should have demonstrated the ability to cope with the pressures involved in travelling, competing, and being removed from their usual environment for up to a two-week period. With this in mind, athletes who have demonstrated problems with social adaptation or behaviour, in the past, should not be endorsed. These athletes may deprive other team members of a pleasant and rewarding experience, and place undue stress and responsibility upon coaches assigned to their supervision. Further:

- Athletes who advance to National Games will be from a variety of ages, skill groups and from both genders.
- In the event that athletes are tied after being ranked, the athlete that has not attended the previous national competition for that sport will be ranked higher.
- Each of the Regions which comprise Special Olympics Nova Scotia will be granted at least one quota on Team Nova Scotia, provided they have an athlete who has met the required criteria.

APPENDIX 3

Section: TRAINING AND COMPETITION
Topic: Selection Criteria for Athletes Advancing to National Games

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Proposed Date: March 2000

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Revised Date:

Selection Criteria

Athletes must meet the following minimum criteria to be selected as a member of Team Nova Scotia for attendance at a National Games:

- The individual must be a registered athlete with Special Olympics Nova Scotia.
- The athlete must have competed in a NSSO qualifying event.
- Athletes must be 13 years of age, as of the official start date (opening ceremonies) of the national competition.
- The athlete must be a member in good standing to qualify for a national competition.
- Athletes must compete in the required minimum number of events, as outlined by the CSO Rule Book. If an athlete is disqualified at a qualifying event, the athlete will not get credit for competing in that event. If a disqualification leads to an athlete not competing in the minimum for that sport, then that athlete is not eligible to advance to a higher level of competition.

Selection Process

Regions will be allotted a quota based on their participation numbers at the qualifying event. (Scores of .49 and under rounded down, and scores of .50 and higher being rounded up for the purposes of calculations.) If a Region does not receive a quota based on participation at the qualifying event, quotas will be redistributed to ensure all Regions receive at least one quota. Each athlete must meet the minimum criteria as stated above. The selection committee will determine the redistribution of the quotas.

Athletics; Aquatics; Speed Skating; Snowshoeing; Cross Country Skiing

For the individual sports of athletics, aquatics, speed skating, snowshoeing and cross country skiing, the selection committee will rank each athlete based on their competitive results at the qualifying event. Rankings will be based on the following point scale:

- 5 points - 1st Place
- 3 points - 2nd Place
- 1 point - 3rd Place
- 3 points - each event entered (not including any event the athlete was disqualified)

Section: TRAINING AND COMPETITION
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Bowling

In the sport of bowling athletes will compete in age categories. The gold medal winners from each category will be selected.

If Special Olympics Nova Scotia is granted a quota less than the number of age categories, a draw will take place between age category winners to determine selection.

If Special Olympics Nova Scotia is granted a quota greater than the number of age categories, a draw will take place from the second place finishers in each age category. This process will continue until the quota is filled.

Powerlifting and Figure Skating

In the sports of powerlifting and figure skating, the gold medal winners from each weight category or skating level respectively, will be selected.

If Special Olympics Nova Scotia is granted a quota less than the number of weight categories/levels, a draw will take place between weight category/level winners to determine the selection.

If Special Olympics Nova Scotia is granted a quota greater than the number of weight categories/levels, a draw will take place between all second place finishers, with the process continued until the quota is filled.

Floor Hockey, Softball, Soccer and Curling

In the team sports of floor hockey, softball, soccer and curling the teams will compete in divisions.

The gold medal winners in each division will be selected. If the team quota is less than the number of divisions, a draw will take place to determine which team is selected.

Section: TRAINING AND COMPETITION
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Next, each Region will be provided with a list of their athletes, ranked using the above scale. The Regional Selection Committee will choose from that list to meet their allotted quota. It is expected that the highest ranked athletes will be selected. Regions should state in writing why an athlete with a lower ranking was chosen. Each Region will be provided with a list to select from with enough athletes to fill their quota, and up to an additional 50%. These extra names are provided in ranked order to ensure the selection process may be completed in cases where there are legitimate reasons for the higher ranking athlete not being endorsed by the Regional selection Committee.

The Regional Selection Committee should be comprised of the following:

- Regional Coordinator(s);
- Regional Executive Committee Members;
- Head Coaches of the Sports being selected for;
- Others as determined by the Regional committee.

The Regional Selection Committee should consider the following for athlete selection:

- Competitive success at the qualifying event (Ranking)
- Commitment to training
- Ability to take direction from, and travel with, an unfamiliar coach
- Ability to cope with travel, competition and an unfamiliar environment for an extended period of time, including any behavioural challenges
- Medical approval of a family doctor
- The recommendations of those responsible for the direct care of the athlete

Final Selection

The Regional Selection Committee will return their recommended selections to the Provincial office by the established deadline.

The selection committee makes the final athlete selection. Selection of athletes will not be considered official until the release of the Official Team Nova Scotia Roster. This Roster will be released by the Provincial Office. No announcements will be made by any member of the selection committee until the roster has been released.

Section: TRAINING AND COMPETITION
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SINGLES COMPETITION

The quota allotment to singles competitor's will be as follows:

- First place amongst the three (3) ability levels.

If the quota given to Canadian Special Olympics is greater than 3, than second place finishers will be considered.

This process will continue until all quotas have been filled.

NOTE:

In the event that the total number of quotas given is less than the total number of winners (1st place) in each level, individuals will be chosen from the winners of the highest level of competition down to the lowest level of competition until all quotas are filled, i.e. if the quota is three (3) and we had participation in five (5) levels the winners (1st place) from Level V, IV, and III would advance.

TIE BREAKING

The National Team Selection Committee will consider the following when breaking a tie:

- past participation at the International Games in that sport.

Selection will be based upon a proportional representation for gender and weight class.

The point and averaging system does not apply based upon the technical realities of this sport, and therefore the athletes quantitative score (ranking) will be based upon their points awarded as per the Wilkes Formula (see attached) for both male and female athletes.

These formulas are appropriate as both are used to determine the best lifter or lift of powerlifters of different weight classes.

Section: TRAINING AND COMPETITION
Topic: Athlete Selection for the Sport of 10-Pin Bowling
Effective Date: May 1995
Revised Date: May 1998

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Athletes will be ranked based on their flat score for all 9 games, with their handicap factored into the calculation. The handicap will be determined by taking 90% of the difference between the athletes entering average and 180. Scores will be ranked highest to lowest. Athletes will be selected based on their rank.

TIE BREAKING

The following will be used when breaking a tie:

- a) The athletes rank in the singles event with handicap highest to lowest;
- b) The athletes rank in the singles and doubles events with handicap highest to lowest;
- c) Most gold medals;
- d) Most silver medals;
- e) Most bronze medals; and
- f) Participation in past International Games in the sport.

Athletes will be awarded points based on their performance in the four official Alpine Skiing events (downhill, giant slalom, slalom and super giant slalom).

1st place	10	4th place	4
2nd place	8	5th place	2
3rd place	6	6-8 place	0

As it is mandatory that every athlete compete in all four events, athletes will be ranked based on their total accumulated score. Athletes will be selected based on their ranking.

TIE BREAKING

The following will be used when breaking a tie:

- a) most gold medals;
- b) most silver medals;
- c) most bronze medals; and,
- d) participation in past International Games in that sport.

POINT VERIFICATION:

If an athlete is awarded a medal on site in error (i.e. the athlete should have received the gold medal yet the athlete was awarded the silver medal) and this was later corrected on the results sheets (in consultation with appropriate coach and Chapter Team), the point calculation (used in selecting athletes) will reflect the actual placement and not the medal that was awarded incorrectly.

SINGLES COMPETITION

- The quota allotment to singles competitor's will be as follows:
- First place amongst the five (5) ability levels.
- If the quota given to Canadian Special Olympics is greater than 5, second place finishers will be considered.
- This process will continue until all quotas have been filled.

TIE BREAKING

- The Athlete Selection Committee will consider the following when breaking a tie:
past participation at the International Games in that sport.

PAIRS COMPETITION

- The quota allotment to Pairs Skating competitor's will be as follows:
- First place amongst the two (2) ability levels.
- If the quota given to Canadian Special Olympics is greater than 2, second place finishers will be considered.
- This process will continue until all quotas have been filled.

TIE BREAKING

- The Athlete Selection Committee will consider the following when breaking a tie:
past participation at the International Games in that sport.

ICE DANCING COMPETITION

- The quota allotment to Ice Dancing competitors will be as follows:
- First place amongst the three (3) ability levels will be selected first.
- If the quota given to Canadian Special Olympics is greater than 3, second place finishers will be considered.
- This process will continue until all quotas have been filled.

TIE BREAKING

- The Athlete Selection Committee will consider the following when breaking a tie:
 - past participation at the International Games in that sport.

NOTE:

In the event that the total number of quotas is less than the total number of winners (1st place) in each level, individuals will be chosen by way of a draw out of the first place finishers.

Athletes will be awarded points based on their performance at the National Games as follows:

1st place	10	4th place	4
2nd place	8	5th place	2
3rd place	6	6-8 place	0

Point scores will be accumulated and divided by the number of events the athlete entered in.

If an athlete cannot compete in an event(s) for medical reasons, that event (s) will not be used in the calculation (medical scratches must be approved by a Doctor designated by the Games Committee).

Scores will be ranked from highest to lowest. Athletes will be selected based on their ranking.

TIE BREAKING

The following will be used when breaking a tie:

- a) most gold medals;
- b) most silver medals;
- c) most bronze medals;
- f) participation in past International Games in that sport; and
- g) event grouping.

PENTATHLON

Quotas will be allotted to athletes who compete in the pentathlon reflective of the percentage of athletes who participated in this event at the National Games. For example, if 6% of athletes at the national games were pentathletes and Canadian Special Olympics received a quota of twenty (20), then pentathletes would be awarded $.06 \times 20 = 1.2$ quota. Thereby one (1) athlete quota would be allotted a pentathlete.

POINT VERIFICATION:

If an athlete is awarded a medal on site in error (i.e. the athlete should have received the gold medal yet the athlete was awarded the silver medal) and this was later corrected on the results sheets (in consultation with appropriate coach and Chapter Team), the point calculation (used in selecting athletes) will reflect the actual placement and not the medal that was awarded incorrectly.

Quotas for team sports (floor hockey, soccer, and softball) are allotted as follows:

- If the quota allotted is one team, first place teams in all divisions will be considered;
- Each team would be allotted the following points (3, 2, 1) respective of win, tie, and loss for each game played in their division during the tournament;
- The total allocated points achieved will be divided by the number of games played, to determine the average points allocated per game;
- The team with the highest average will be selected to advance; and,
- If the quota is greater than one (1), the above process will be followed until all quotas are filled.

TIE BREAKING

- The first place teams with the lowest "goals against" divided by the "number of games played in the tournament" will be selected.

POINT VERIFICATION:

If a team is awarded a medal on site in error (i.e. the team should have received the gold medal yet the team was awarded the silver medal) and this was later corrected on the results sheets (in consultation with appropriate coach and Chapter Team), the point calculation (used in selecting teams) will reflect the actual placement and not the medal that was awarded incorrectly.

This document is to be used in selecting coaches to Team Nova Scotia.

COACH REQUIREMENTS: Qualifications:

- Must have participated in the Provincial qualifier,
- Level I fully certified Canadian Special Olympics/NCCP (theory, technical and practical);
- Level I full certification in their sport**;
- minimum of 2-5 years with Special Olympics as either a volunteer or staff.

****NOTE:** For those sports that do not have a Level I technical course in their sport (powerlifting, snowshoeing and floor hockey), the following would apply:

- 100 hours of coaching Special Olympics' athletes in the sport.

SELECTION PROCESS:

The selection process will include the following required steps:

- all coaches must fully complete the attached application form and submit it along with required documents by the deadline date;
- coaches for team sports must apply using the same format as individual sports;
- the deadline date for applications will be 30 days after the final competition day of the qualifying event;
- applicants will be notified by a member of the selection committee by telephone or in writing;
- no selections are considered official until the release of Special Olympics Nova Scotia “Official Team Roster”;
- The Chef de Mission will determine the number of team coaches and mission staff positions based on the quotas received from Canadian Special Olympics;
- Selection will be based on information from the application form and the coaching and management skills of that individual observed at the qualifying event and throughout their history with Special Olympics Nova Scotia.

SELECTION COMMITTEE :

The selection committee will be comprised of the following members:

- NSSO General Manager (ex-officio, non-voting)
- NSSO Program Coordinator (ex-officio, non-voting)
- NSSO Board designate
- PPC Executive Members

THE COACH SELECTION COMMITTEE:

The Coach Selection Committee will:

- look at all final lists of athletes selected to attend the Games;
- identify any special cases and/or needs of the athletes (i.e. communication needs);
- score all applications received (by sport) in order of the priority of selection based upon the following:
 - technical qualifications;
 - experience as a Special Olympics coach;
 - Regional ranking/comments;
 - potential to coach an athletes from the same Region;
 - potential to teach other coaches in the sport;
 - past experience in a games environment;
 - potential to meet any special athlete needs as determined; and,
- identify head coaches, coaches and alternate coaches.

Once all head coaches and coaches have been identified, alternate coaches will be selected in each sport. Alternate coaches **will not** be identified outside of the Coach Selection Committee unless a selected coach is unable to fulfill his/her duties.

ONCE SELECTED, ALL MISSION STAFF, HEAD COACHES AND COACHES MAY UNDERGO A POLICE RECORDS CHECK.

After all coaches have been selected, the Coach Selection Committee will send a letter to all applicants. The letter will be either:

- a letter of congratulations on being selected as a member of Team Nova Scotia;

OR:

- a letter thanking the applicant for applying.

NOTE: Any individual and/or Special Olympics Regional Representative who informs a coach that he or she has been selected prior to official notification by the Coach Selection Committee will assume responsibility for his/her actions.

Special Olympics Nova Scotia
COACHING APPLICATION FORM

Please Print or Type

POSITION APPLYING FOR: Head Coach **OR** Coach (please circle one only)

GENDER: _____

SPORT: _____

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

TELEPHONE: (_____) _____ (HOME)

(_____) _____ (BUSINESS)

(_____) _____ (FAX)

_____ (E-Mail)

Current Special Olympics Region Affiliation:

Name: _____ Location: _____

Number of years coaching in the sport applied for in: _____

Special Olympics: _____ Generic Sport: _____

Please list coaching and/or team management experience:

Community Level: _____

Regional Team Level: _____

**Special Olympics Nova Scotia
 COACHING APPLICATION FORM**

Please list coaching and/or team management experience:
 Regional, Provincial or National Level:

TECHNICAL QUALIFICATIONS

For verification of your National Coaching Certification Program qualifications, and all other certifications, a photocopy of all pertinent documentation (i.e. NCCP Booklet) must be attached.

NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

Please indicate the highest level **THEORY** course that you have obtained:

I _____ II _____ III _____ IV _____

Please list the NCCP **TECHNICAL** courses, and levels, that you have obtained:

Sport	Level (I, II, III, IV)	Date (year)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list which sports, and at which levels, that you are **FULLY CERTIFIED** in:
(Full certification requires acquiring the theory, technical and practical component of that sport at that level).

Sport	Level (I, II, III, IV)	Date (year)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**HEAD COACH
Job Description**

Purpose:

To provide technical and administrative support to sport coaches. To ensure the Provincial Team members experience the social, emotional and physical benefits of participating in a National Games.

Qualifications/Skills Required:

- experience coaching Special Olympics athletes;
- sport technical experience;
- leadership abilities;
- ability to work as a team member;
- excellent written and verbal communication skills;
- excellent organizational and administrative skills;
- Level I Canadian Special Olympics/NCCP Certification (Theory, Technical; Practical);
- Level I full certification in the sport of representation;
 - for those sports that do not have a Level I technical course in their sport (floor hockey, powerlifting, and snowshoeing), the following criteria must be met:
 - 100 hours of coaching Special Olympics' athletes in the sport of representation;
- experience coaching at a Provincial/Territorial, National or International Special Olympics Games;
- additional technical qualifications in the sport of representation are an asset;
- C.P.R. and first aid is an asset; and,
- experience as a Regional or Provincial Sport Technical Representative is an asset.

Responsibilities:

- communicate with each respective sport coach, and all assigned athletes, prior to the Games;
- make contact with any other home coach or parent that has travelled to the Games, and ensure that their guidance/suggestions in the handling of the athlete is taken into consideration;
- assist in selecting appropriate competitive uniforms if required;
- work with the Mission Staff to ensure the effective operation and management of Team Members at respective venues;

HEAD COACH
Job Description

Responsibilities: (cont'd)

- act as a role model for venue team members throughout the Games, and conduct oneself according to "Team Nova Scotia Rules of Conduct" and "Code of Conduct";
- responsible for all coaches and athletes in respective sport;
- document any incidents and/or accidents that occur at the venue site;
- act as the principal contact between the Team members and the Organizing Committee at the Venue site;
- provide for, and ensure, supervision of all Team members at all times during the Games;
- schedule and conduct daily coaches meetings, in conjunction with the Mission Staff;
- be the spokesperson for the Provincial Sport Team in the case of protests and report any rule discrepancies to the head official;
- attend all appropriate daily briefings and team meetings during the Games and communicate applicable information to the team coaches via coaches meeting;
- be aware of the location of first-aid treatment areas, and outline an emergency plan with sport coaches, and Mission Staff;
- maintain a copy of all Athlete medical forms;
- ensure that the athletes and coaches assemble on time for all scheduled activities (competitive and special events); and,
- ensure that coaches provide an appropriate warm-up for all members of the venue team;
- provide an evaluation of the Games, and Team Management structure.

Time and Place:

On call **24 hours a day**; National Games Athlete Village.

Location:

Duration of the Job:

Supervision:

This position is directly responsible to the Chef De Mission through the Team Manager.

**COACH
Job Description**

Purpose:

To ensure that his/her assigned Special Olympics athletes are technically prepared for competition, and experience the social, emotional and physical benefits of participating as Provincial Team members.

Qualifications/Skills Required:

- ability to work as a team member;
- excellent communication skills;
- coaching experience within the sport;
- experience coaching mentally handicapped individuals;
- Level I Canadian Special Olympics/NCCP Certification (Theory, Technical; Practical);
- Level I technical certification in the sport of representation;
 - for those sports that do not have a Level I technical course in their sport (floor hockey, powerlifting, and snowshoeing), the following criteria must be met:
 - 100 hours of coaching Special Olympics' athletes in the sport of representation;
- experience coaching at a Provincial/Territorial, National or International Special Olympics Games;
- additional technical qualifications in the sport of representation are an asset; and,
- C.P.R. and first aid is an asset.

Responsibilities:

- initiate and maintain contact with all assigned athletes prior to the Games;
- make contact with any other home coach or parent that has travelled to the Games, and ensure that their guidance/suggestions in the handling of the athlete is taken into consideration;
- conduct oneself according to "Team Nova Scotia Rules of Conduct", and "Code of Conduct";
- must be prepared to be responsible for a minimum of three (3) to four (4) athletes, realizing that at times he/she may have to cover for other coaches;
- responsible for the general welfare, safety, health and well being of assigned athletes;
- be aware of the location of first-aid treatment areas, and outline an emergency plan with Head Coach;
- maintain athlete medical forms, and supervise prescribed medication;

COACH
Job Description

Responsibilities: (cont'd)

- ensure that athletes conduct themselves according to the "Team Nova Scotia Rules of Conduct" and "Code of Conduct";
- ensure that the athletes assemble on time for all scheduled activities (competitive and special events);
- ensure that athletes are correctly entered in events;
- be familiar with pre-event and pre-arrival information;
- attend team meetings as called by Head Coach and communicate information to athletes;
- issue all sport technical protest through the Head Coach;
- document all incident/accidents concerns, that occur for all assigned athletes and report them to the Head Coach and/or Mission Staff;
- maintain an accurate record of assigned athletes results;
- travel with Team Nova Scotia to and from the Games; and,
- provide an evaluation of the Games and the Team Management structure.

Time and Place:

On call **24 hours a day**; National Games Athlete Village

Location:

Duration of the Job:

Supervision:

This position is responsible to the Head Coach of the sport.

TEAM NOVA SCOTIA
COACH AGREEMENT FORM
NATIONAL GAMES

Coaches selected to TEAM NOVA SCOTIA are required to make a commitment to their athletes, their sport, and to all members of Team Nova Scotia. This commitment will be based upon the Code of Conduct of Special Olympics Nova Scotia, and on the following terms:

BEFORE THE GAMES:

1. Be available to attend the National Games from _____.
2. Attend Team Nova Scotia orientation session.
3. Maintain regular contact with assigned athletes and their parents/guardians.
4. Implement and/or monitor individualized training programs for each athlete in your care.
5. Maintain regular contact with your Head Coach.

AT THE GAMES:

6. Be responsible for preparing athletes for their competition at the Games.
7. Be responsible for the supervision and well being of up to five (5) athletes for the duration of the Games.
8. Conduct oneself in accordance with the conditions outlined in Canadian Special Olympics Code of Conduct for Travelling Teams.
9. Abide by the RULES OF CONDUCT established for Team Nova Scotia Members.
10. Attend all required functions at the Games, i.e. Opening Ceremonies, Awards Presentations, etc. representing Special Olympics Nova Scotia with distinction.
11. All coaches and staff must travel to and from the Games as part of the Team.

AFTER THE GAMES:

12. Submit all requested written reports, and/or evaluations to the Chef De Mission after the Games.

Sport

Coach Name

Date

Coach Signature

MISSION STAFF REQUIREMENTS:

- Qualifications:
- Registered with Special Olympics in Nova Scotia
 - Has Games Experience
 - Must be 19 years of age or over

APPLICATION PROCESS:

Any person interested in a Mission Staff position should complete the application form and forward it directly to the Provincial office before the established deadline. The selection of the Mission staff will be based on the needs of Provincial Team, and the qualifications of the applicants.

The selection of Mission Staff is not made by the selection committee, but by the General Manager and Program Coordinator of Special Olympics Nova Scotia.

This process will be kept strictly confidential.

Section: TRAINING AND COMPETITION
Topic: Selection Criteria for Mission Staff to the National Team
Effective Date: May 1995
Revised Date: May 1999

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Page 2 of 7

THE MISSION STAFF SELECTION COMMITTEE: The National Team Program Sub-Committee, of the Sport Program Committee, will act as the Selection Committee for Mission Staff selected to the National Team.

NOTE:

The Team Canada Selection Committee will not have any members on the committee who have applied for a Mission Staff position on the National Team currently being selected.

The Selection Committee will:

- score all applications received in order of the priority of selection based upon the following:
 - managerial qualifications;
 - technical qualifications;
 - experience as a Special Olympics coach/volunteer/staff;
 - potential to teach other coaches in the sport;
 - past experience in a games environment.
- will ensure that a minimum of one (1) Mission Staff will be bilingual

Alternate Mission Staff **will not** be identified by the Selection Committee unless a selected Mission Staff is unable to fulfil his/her duties.

ONCE SELECTED, ALL MISSION STAFF WILL UNDERGO A POLICE RECORDS CHECK.

After all Mission Staff have been selected, the Selection Committee will send a letter to all applicants. The letter will be either:

- a personalized letter of congratulations on being selected as a member of Team Canada;
- OR:**
- a personalized letter thanking the applicant for applying.

NOTE: Any individual and/or Special Olympics Chapter Office who informs a Mission Staff applicant that he or she has been selected prior to official notification by the Selection Committee will assume responsibility for his/her actions.

Addendum:

Mission Staff Application Form
Mission Staff Descriptions

MISSION STAFF APPLICATION FORM

Please Print or Type

GENDER: _____ SPORT(s): _____

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

TELEPHONE: () _____ (HOME) () _____ (BUSINESS)

() _____ (FAX)

() _____ (E-MAIL)

Current Special Olympics Affiliation:

Position: _____ Location: _____

Number of years involved in the Special Olympics and sport (coaching, administration, etc):

Special Olympics: _____ Generic Sport:

Please list team management and/or coaching experience:

Regional Level:

Provincial Level:

MISSION STAFF APPLICATION FORM

Please list team management and/or coaching experience
National Games:

TECHNICAL QUALIFICATIONS

For verification of your National Coaching Certification Program qualifications, and all other certifications, a photocopy of all pertinent documentation (i.e. NCCP Booklet) must be attached.

NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

Please indicate the highest level **THEORY** course that you have obtained:

I ____ II ____ III ____ IV

Please list the NCCP **TECHNICAL** courses, and levels, that you have obtained:

Sport	Level (I, II, III, IV)	Date (year)
_____	_____	
_____	_____	
_____	_____	

Please list which sports, and at which levels, that you are **FULLY CERTIFIED** in:

(Full certification requires acquiring the theory, technical and practical component of that sport at that level).

Sport	Level (I, II, III, IV)	Date (year)
_____	_____	
_____	_____	
_____	_____	

TEAM CANADA MISSION STAFF JOB DESCRIPTIONS
CHEF DE MISSION
Job Description

Purpose:

To ensure that:

- all members of Team Canada are well prepared and informed prior to departure;
- all areas of responsibility for coaches and Team Managers are well defined prior to the Games, and managed effectively during the Games; and,
- a productive and positive competitive and social experience is had by all Team Canada Members.

Qualifications:

- must be a National Office Program Staff;
- outstanding leadership abilities;
- ability to work as a team member;
- excellent written and verbal communication skills;
- excellent organizational and administrative skills; and,
- appointment made by the management of C.S.O..

Responsibilities:

- prepare a team budget;
- keep Chapters informed of status of Team Development;
- communicate all pre-event information to Team Members;
- confirm all Team transportation and accommodation arrangement with World Games Committee;
- arrange and conduct an Orientation/Training Session for members of the Team Canada Management Group;
- ensure that the Team is supplied with appropriate uniforms prior to departure;
- ensure that all athletes, teams, coaches and Team Management are registered with World Summer Games Committee;
- act as a role model for all Team Canada Management Staff and coaches;
- to ensure that the Sport Managers are effectively performing their roles and responsibilities;
- work with the Team Manager and Sport Managers to ensure the effective operation and management of Team Canada;

**CANADIAN SPECIAL OLYMPICS
INTERNATIONAL GAMES**

**CHEF DE MISSION
Job Description**

Page 2

Responsibilities:

- ensure that the Canadian Special Olympics "Expectations of National Team Athletes and Coaches" and the "Code of Conduct" is distributed to all members of the Canadian Team;
- attend daily on-site Chef De Mission meetings during the Games, and convey all information to the Team Manager, Sport Managers and Head Coaches via daily on-site Team Management Meetings;
- act as a diplomat and spokesperson for Team Canada;
- arrange and conduct daily on site Team Management meetings, in conjunction with the Team Manager;
- responsible for providing disciplinary action if required;
- submit a written evaluation of the Games, and synopsis of Team Canada's standings, to the Sport Program Committee and Special Olympics International;
- distribute Game results; and,
- ensure that all Team Personnel are appropriately recognized.

Time and Place:

On call 24 hours a day; World Games Athlete Village.

Location:

Duration of the Job:

Supervision:

This position is responsible to the President of Canadian Special Olympics.

Section: TRAINING AND COMPETITION
Topic: Selection Criteria for Mission Staff to the National Team
Effective Date: May 1995
Revised Date: May 1999

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**CANADIAN SPECIAL OLYMPICS
INTERNATIONAL GAMES
TEAM MANAGER - Job Description**

Purpose:

To ensure that all Team Canada members have a successful and fulfilling experience at the World Summer Games. To assist with the overall management of Team Canada.

Qualifications/Skills Required:

- outstanding leadership abilities;
- ability to work as a team member;
- excellent written and verbal communication skills; and,
- excellent organizational and administrative skills.

Responsibilities:

- to work with Chef De Mission, Sport Managers, and Head Coaches, to ensure the effective management and operation of Team Canada;
- act as a role model for all Team Canada Members, exemplifying all of the qualities espoused in Expectations of Team Coaches, and Special Olympics Code of Conduct Policy;
- ensure that the athlete and coaches code of conduct is abided by, by all Team Canada Members;
- to ensure that the Head Coaches are effectively performing their roles and responsibilities;
- arrangement and conduct of daily on-site Team Management meetings, in conjunction with the Chef De Mission;
- assist in the planning for, and facilitation of, the Orientation/Training Session for members of Team Canada;
- report, in writing, to the Sport Program Committee regarding the structure and organization of these Games upon return, with recommendations for future Games;
- provide direction on disciplinary actions if required (in consultation with the Chef De Mission); and,
- travel to and from the Games with Team Canada.

Time and Place:

On call 24 hours a day; World Games Athlete Village

Location:

Duration of the Job:

Supervision:

This position is responsible to the Chairman of the Board of Directors of Canadian Special Olympics; or the Chef De Mission, in his/her absence.

**Special Olympics Nova Scotia
NATIONAL GAMES**

**MISSION STAFF
Job Description**

Purpose:

To ensure that Team Nova Scotia is effectively managed at their appointed venue sites, and that the coaches and athletes experience a positive and productive competitive and social environment.

Qualifications/Skills Required:

- ability to work as a team member;
- leadership abilities;
- excellent written and verbal communication skills; and,
- excellent organizational and administrative skills.

Responsibilities:

- assist in the preparation for, and facilitation of, the Orientation/Training Session;
- work with the volunteer Head Coaches to ensure that the effective operation and management of Team members at their respective venues;
- act as a role model for all Team Nova Scotia Members, exemplifying all of the qualities espoused in Special Olympics Nova Scotia Code of Conduct Policy;
- be present at the respective venue sites, on a rotating basis, during competition to oversee the logistics of Team Nova Scotia at their appointed venues;
- provide administrative and supervisory support to Team Nova Scotia;
- correspond with the Chef De Mission and Team Manager daily regarding the status and progress of Team Nova Scotia at designated venues;
- assess and evaluate the needs of the Team members via the Coaches, at each venue, and relate these specific needs to the Venue Organizing Committee;
- be aware of the location of first-aid treatment areas, and outline an emergency plan with your corresponding Head Coach and coaches;
- maintain a copy of all respective Athlete and Coach Medical Profile Forms;
- retain a copy of all accident/incident forms, and relay any injuries or concerns to the Chef De Mission;
- liaise daily with the Chef De Mission or Team Manager regarding Team Canada results;

**Special Olympics Nova Scotia
NATIONAL GAMES**

**MISSION STAFF
Job Description**

Page 2

Responsibilities (cont'd):

- ensure that the athlete and coach's code of conduct is being enforced;
- evaluate the structure and organization of the Games at the venue site appointed and make written recommendations to the Chef De Mission upon return; and,
- travel with Team Nova Scotia to and from the Games.

Time and Place:

On call 24 hours a day; National Games Athlete Village

Location:

Duration of the Job:

Supervision:

This position is responsible to the Chef De Mission and Team Manager.

Section: TRAINING AND COMPETITION
Topic: Athlete Training Requirements
Effective Date: May 1989
Revised Date: May 1998

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Page 1 of 1

Training periods for athletes competing in Special Olympics competitions is outlined as follows:

- National Games – minimum of 2 sport seasons in their sport;
- International Games – minimum of 3 sport seasons in their sport.

Section: TRAINING AND COMPETITION
Topic: Code of Conduct for Canadian Special Olympics
Travelling Teams
Effective Date: May 1994
Revised Date: May 1996

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Page 1 of 5

This code consists of four parts:

1. General Principles;
2. Rules of Conduct;
3. Outline of Offence; and,
4. Disciplinary Procedures.

GENERAL PRINCIPLES:

The main purpose of this code is to expatiate the way in which Chef de Missions, Mission Staff and Coaches organize travelling teams (i.e. its primary intent is constructive rather than punitive in nature).

The code is designed so as to be able to deal with the following three kinds of situations:

1. where someone might interfere with someone else's performance;
2. where someone might interfere with their own potential performance; and,
3. where someone might bring discredit to Canadian Special Olympics.

Illegal behaviour is not condoned by Canadian Special Olympics.

To whom does the code apply?

1. All athletes, coaches, head coaches, Mission Staff and Chef de Mission who are official Canadian Special Olympics team members.
2. Anyone who takes advantage of the team travel or accommodation arrangement shall be considered as part of Canadian Special Olympics's team for the purpose of this code.

BOARD OF DIRECTORS

The Board of Director has delegated responsibilities for Team Canada to the Chef de Mission and they are to be the sole authority for the duration of the trip from departure to return.

TEAM CANADA - RULES OF CONDUCT

These rules will be used as the basis for support of any disciplinary action:

I. GENERAL BEHAVIOUR

1. All Team Canada members shall conduct themselves in conformity with the traditions of Canadian Special Olympics, and in such manner that they bring credit and honour to themselves, their teammates, and Canadian Special Olympics.
2. All Team Canada members should make themselves aware of, and adhere to, the laws of any foreign country visited during a World Games. It is important to be aware of, and appreciative of, local culture and customs.
3. Any Team Canada member who violates the regulations of Special Olympics International World Games Village or Canadian Special Olympics Code of Conduct, and Rules of Conduct, shall be subject to disciplinary action, which may include dismissal, and returned to his/her home province/territory at the individuals own expense.

II. SPECIFIC RULES OF CONDUCT AT SPECIAL OLYMPICS WORLD GAMES

4. All Team Canada members shall fully abide by the rules of Canadian Special Olympics, Special Olympics International, and the Games Organizing Committee, which include, **but are not limited** to, the following:
 - Visitors, including family members, are prohibited from being in and/or living in Athletes Village;
 - The unlawful use, or possession of, drugs at anytime is strictly forbidden;
 - Team Canada members shall not use or possess alcohol at anytime. Competitors shall also not use or possess stimulants, depressants, or other substances for the purpose of improving performance.
 - All official delegation members fully understand that they will be financially responsible for damage deemed to be wilfully executed on their part, and may be subject to further action from Canadian Special Olympics.

TEAM CANADA - RULES OF CONDUCT

5. All Team Canada members shall be responsible for their personal belongings at all times and will assist in maintaining the cleanliness, safety, and security of their living quarters assigned for private and general use.
6. All Team Canada members shall wear their participant accreditation at all times and understand that it may be revoked if used by unauthorized persons.
7. All Team Canada members shall maintain dignity at the Opening, Closing, and Awards Ceremonies at the Games and accept any consequences for their inappropriate behaviour at these events.
8. A **no alcohol policy** pertains to all organized functions at the Games, and for the duration of the Games.

III. DELEGATION APPAREL

9. No advertising, other than the normal commercial markings found on retail goods, is permitted on equipment used at the World Games, nor on the uniforms or numbers worn by athletes, coaches, or officials. Only the emblem of the Accredited Special Olympics Program, which has been approved for that competition, can appear on the uniforms of the athletes or of any person with an official function with that Delegation.
10. The display of any clothing or equipment (such as shoes, hat, etc.) marked conspicuously for advertising purposes at any Special Olympics venue at a World Games (training grounds, athletes' quarters, or fields of competition), by participants whether competitors, coaches, trainers, or anyone else associated with a Special Olympics Delegation in an official capacity, shall normally result in immediate disqualification or withdrawal of credentials.

The following practices are not prohibited by the above rules:

- Volunteers may wear jackets, T-shirts, caps, and other apparel bearing attractively designed identification of corporate or organizational sponsors, not to exceed eight (8) inches by two (2) inches.
- Athletes may carry and use non-apparel items such as tote bags bearing attractively designed identification of corporate or organizational sponsors, not to exceed eight (8) inches by two (2) inches.

III. DELEGATION APPAREL

11. Opening and Closing Ceremonies are deemed to be a part of competition for the purposes of these rules. Hence, athletes, coaches, officials, heads of Delegation, or any other member of an Accredited Program's Delegation shall not wear warm-up suits, jackets, caps, etc., which bear corporate or organizational identification which might be considered as advertising.

IV. MEDIA

12. All competitors agree to be filmed and photographed under conditions authorized by Special Olympics International and/or Canadian Special Olympics, and the Games Organizing Committee, and grant Special Olympics International and/or Canadian Special Olympics the right to use her/his name, picture, likeness, and biographical information before, during, or after the period of her/his participation in these Games (unless restrictions are brought to the attention of the Chef De Mission prior to the Games).

13. OUTLINE OF OFFENSE

The following actions by Team Members, including Team Staff, will be considered offenses for the purpose of this code.

1. Any offense under the criminal and civil code of Canada including provincial jurisdiction.
2. Curfews when imposed and refusal to wear team uniforms when supplied. Refusal to represent their club on the day of competition. Wilful or malicious damage of property, theft or by incurring Canadian Special Olympics expenditures in excess of those authorized by Chef de Mission.
3. Disturbance of any sort in team quarters.

14. DISCIPLINARY PROCEDURE

Should a disciplinary problem arise, i.e. public misconduct, breaking the law, etc., it will be dealt with by the Team Canada Management Staff comprised of the following:

- Chef De Mission
- Team Manager
- Sport Manager (sport specific)
- Head Coach (sport specific)

Section: TRAINING AND COMPETITION 5000-36
Topic: Code of Conduct for Canadian Special Olympics
Travelling Teams
Effective Date: May 1994 Page 5 of 5
Revised Date: May 1996

4. DISCIPLINARY PROCEDURE

Each case will be heard on an individual basis and the penalty appropriate for the violation will be decided by the Team Canada Management Staff. Before any punitive action is taken the Team Canada member will be allowed to appear in person before the Team Canada Management Staff. If an athlete must be dealt with in a disciplinary fashion, the coach who is responsible for this athlete must be in attendance.

Possible disciplinary actions could include expulsion. An athlete or delegate member may be sent home immediately with a mission staff member (at the individuals expense), regardless of whether competition has taken place, and will be required to return the Team Canada uniform.

Canadian Special Olympics classifies the sports practised in its programs as official or demonstration sports.

Canadian Special Olympics recognizes the following as **official** sports:

<i>Summer Sports</i>	<i>Winter Sports</i>
Aquatics	Alpine Skiing
Athletics	Figure Skating
5-Pin Bowling	Floor Hockey
10-Pin Bowling	Nordic Skiing
Powerlifting	Snowshoeing
Rhythmic Gymnastics	Speed Skating
Soccer	
Softball	

Demonstration sports are those which have not met the standards required of an official sport, but have been identified by the National Assembly as areas for priority development:

<i>Summer Sports</i>	<i>Winter Sports</i>
	Curling

Prohibited sports are those that have been determined to not meet the minimum health and safety standards of Canadian Special Olympics and/or Special Olympics International or are a potential danger to its athletes. The following prohibited sports, and events, shall not be part of any Special Olympics competition, event, training program, clinic, etc.:

<i>Sport</i>	<i>Prohibited Event</i>
Athletics	Javelin, Hammer Throw, Pole Vault, Triple Jump, Discus
Aquatics	Platform Dives
Gymnastics	Trampoline
Nordic Skiing	Biathlon, Nordic Jumping
All Contact Sports	Marital Arts, wrestling, Judo, Karate, Boxing, Rugby, American Football
Others	Fencing, Shooting

OFFICIAL SPORT STATUS

The following criteria must be met in order for a sport to receive recognition as an official sport of Canadian Special Olympics:

1. That the sport meet the criteria of a demonstration sport, and have been in use as such for at least one year;
2. A minimum of six (6) Chapters must have included this sport in two (2) consecutive Chapter Games/Championships;
3. A National Sport Technical Advisor, and Chapter Sport Technical Representatives (for each Chapter participating in the sport) shall be named to ensure the continued development of the sport;
4. Have been held, in status of a demonstration sport, at a National Games;
5. Received, at the first National Conference following the National Games (in which the sport was recognized as a demonstration sport), a recommendation from that Assembly supporting the elevation of the sport in question to official sport status; and,
6. It is strongly recommended that the application for official sport status include a letter of support from the National Sport Organization regarding the development of the sport within Special Olympics.

If the above basic criteria has been met, the National Sport Technical Advisor shall make a presentation at the National Conference immediately following the National Games (within which the sport was demonstrated) regarding the possibility of elevating the sport to official sport status.

RATIFICATION AT THE NATIONAL CONFERENCE:

The proposed recommendation for official sport status must be put forward by the National Sport Technical Advisor

◆ Upon approval from the Sport Program Committee it will be motioned to the National Assembly to be discussed and voted upon. If approved by the National Assembly, and the Canadian Special Olympics Board of Directors, the sport shall be included in the next National Games as an official sport.

◆**NOTE:** *This proposal shall include the following:*

- *a copy of the rules which have been implemented and endorsed by all provinces participating in the sport;*
- *a list of each of the Provincial Sport Technical Advisors for those provinces that host that sport;*
- *a report from the National Sport Technical Advisor; and,*
- *a letter of support from the National Sport Governing Body is an asset, but not necessary.*

Section: TRAINING AND COMPETITION 5000-38
Topic: Classification of Demonstration and
Official Sports within Canadian Special Olympics
Effective Date: May 1995 Page 3 of 6
Revised Date: May 1996

TO MAINTAIN OFFICIAL SPORT STATUS:

All official sports shall be reviewed after every National Games by the National Sport Technical Advisor in conjunction with the Program Co-ordinator and/or Program Director, and the Sport Program Committee.

A sport shall maintain its official status, if a minimum of six (6) or more Chapters are currently participating in the sport and including the sport in their Chapter Games.

If a sport does not meet the above guidelines, the sport will become temporarily inactive until a review committee** can reconsider its status as the official sport, and as such, the sport shall not be offered at the National Games until it once again meets the appropriate criteria for official sport status.

****NOTE:**

A review committee may consist of the National Sport Technical Advisor, in conjunction with the Program Co-ordinator and/or the Program Director, and other representative as seen appropriate. They shall poll all of the provinces regarding the status of the sport in their chapter. Then, after an appropriate study has been conducted, forward a recommendation to the Sport Program Committee, and the National Assembly, on how to re-develop the sport until it again meets the criteria to re-apply for official sport status.

DEMONSTRATION SPORT STATUS:

In order for a sport to obtain Canadian Special Olympics demonstration sport status, the following basic criteria shall be met:

1. That there be five (5) Chapters who have included the sport in two (2) consecutive Provincial Games/Championships. This shall be submitted on the attached Canadian Special Olympics confirmation form. This confirmation shall be used as the initial documentation that minimum competition requirements have been met, and that qualified and trained officials have been recruited to conduct the Games in accordance to the rules of the sport;
2. That there is a recognized National Sport Organization, or Sport Governing Body, that maintains current rules for the sport;
3. That there are appropriate materials available for the training of athletes, coaches and officials, and that there is a commitment from the National Sport Organization to assist with this process;
3. Written clearance by competent medical authority as to the health, safety, and appropriateness of this sport for Special Olympics athletes must be presented.

SUBMISSION TO THE NATIONAL ASSEMBLY:

If the above basic criteria has been met, then any Chapter, in consultation with other Chapters who are participating in that sport, can submit a written application to the Sport Program Committee regarding the possible development of this sport within Canadian Special Olympics.

The written application shall include the following:

1. A list of possible candidates for the position of National Sport Technical Advisor.
The selected candidate will fill an acting position until such time that the sport is approved as an official Canadian Special Olympic sport. Future National Sport Technical Advisors, for that sport, will be elected based on the established election process.
2. A set of clear and concise rules of competition.
3. A letter and/or outline of the potential involvement of the National Sport Organization.
4. A current survey of the total number of Special Olympics athletes and program currently participating in the sport within Canada.
5. Submission of the Confirmation Form completed by all Chapters participating in the sport.
6. A list of Chapter Sport Technical Representatives for those provinces who offer that sport.
Chapters participating in the sport must appoint a contact person who is willing to act on behalf of developing the sport within their province, and who will communicate with the National Sport Technical Advisor and coaches for that sport within their province/territory.

Section: TRAINING AND COMPETITION 5000-38
Topic: Classification of Demonstration and Official Sports within Canadian Special Olympics
Effective Date: May 1995 Page 5 of 6
Revised Date: May 1996

AFTER SUBMISSION:

Upon approval from the Sport Program Committee there will be a motion made to the National Assembly for acceptance of said sport as a demonstration sport. Further ratification by the National Assembly, and the Board of Directors, must be received to approve the possible development of the proposed sport.

If a sport has been approved, the Sport Program Committee shall appoint a National Sport Technical Advisor to assist in the development of the national rules.

Upon completion of the 'process of rule development', and upon approval by the Sport Program Committee, the National Assembly, and the Board of Directors, the sport shall be demonstrated at a National Games.

Job Responsibilities of the National Sport Technical Advisor:

The National Sport Technical Advisor must:

- develop and/or amend rules for competition, officiating, scoring, etc., for Special Olympics competitions;
- promotion of the sport nationally;
- assist the provinces in developing programs, i.e. supplying resource materials;
- monitoring of provincial participation with the goal of having 6 provinces participating;
- monitoring of rules at provincial events; and,
- foster affiliation with the National Sport Governing Body.

PROHIBITED SPORTS

Canadian Special Olympics may prohibit sports or events that have been determined to **not** meet the minimum health and safety standards of Canadian Special Olympics and/or Special Olympics International, or are a potential danger to its athletes. Special Olympics has found that competitions in these sports expose athletes to an unnecessarily high risk of injury, especially injuries having life-long, deleterious effects (Official Special Olympics International Summer Sports Rules, 1992-1995 Revised Edition, 1992: 10).

In addition to the above safety considerations, there are certain philosophical reasons for prohibiting a sport. A sport that is determined to include one-to-one combative competition is in direct conflict with the basic principles of Special Olympics. These types of sports, and events, shall be prohibited in all Special Olympics programs and competitions (Official Special Olympics International Summer Sports Rules, 1992-1995 Revised Edition, 1992: 11).

The following process is to be adhered to by Chapters, Chapter Sport Technical Representatives, the National Games Sub-Committee and the National Sport Advisory Sub-Committee when proposing sport rule changes.

SUBMISSION OF MOTIONS

The Chapter Sport Representative (CSR), in consultation with Chapter Staff, shall submit a written form (Attachment A) to the National Office by October 1 (on the applicable Sport Rule Change Form) indicating the following:

- A. Change to existing sport rule:
- i) the sport rule, as it presently reads,
 - ii) the sport rule restated in the form of a motion, indicating the change(s) that the CSR wishes to make to the rule, and
 - iii) the rationale for the change

or

- B. New Rule:
- i) the proposed new sport rule
 - ii) rationale

ROLE OF THE NATIONAL OFFICE

The National Office shall:

- i) compile all sport rule changes;
- ii) sort and review motions* to ensure that motions and rationales are clear and concise and not a reiteration of existing rules within generic sport; and
- iii) contact individuals and/or chapters who submit motions which are incomplete or unsupported for further clarification.

*** Note: Motions for the sport of floor hockey shall be compiled by the National Office and forwarded to the National Floor Hockey Advisor and National Referee-In-Chief for review.**

ROLE OF NATIONAL SUB-COMMITTEES

The National Games Sub-Committee and/or the National Sport Advisory Sub-Committee shall have the ability to submit a rule change(s) in the form of a motion and/or provide recommendations regarding motions submitted by Chapters.

DISSEMINATION OF MOTIONS

The National Office shall disseminate the motions and the rationale to the respective CSTR by December 31.

CONSULTATION ON VOTING

Four weeks prior to the CSO Spring Conference (April 1), the CSR shall submit their vote in writing to the National Office on behalf of their Chapter.

Written response from the volunteer CSR shall constitute that Chapter's vote. It is understood that the CSR will consult with coaches, officials and/or Chapter Staff prior to submitting the 'VOTE'.

If a CSR does not submit their Province's response to each motion in writing for example, 'FOR', 'AGAINST' or 'ABSTAIN', their vote shall be forfeited and considered as an abstention.

The National Office shall compile the results (motions and rationale) indicating the outcome of the vote and each Chapter's response. A majority vote is required for motion(s) to be passed. Such results shall be distributed to all delegates attending the CSO Annual Assembly meeting.

In cases where a sport is not active and/or competitive in a Chapter, then only the Chapters that have programs and/or hold provincial championships shall be consulted and allowed to vote.

Section: TRAINING AND COMPETITION
Topic: Process for National Rule Change
Effective Date: November 1992
Revised Date: May 1999

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RATIFICATION

The Sport Program Committee, in conjunction with the CSO Program Director and/or Program Co-ordinator, shall present a sport motion report (which includes the motions and voting results) for ratification at the CSO Spring Conference Business Meeting.

Ratified rules shall be implemented immediately following the Spring Conference, and be included in the rule book by September 1.

NOTE: If a rule(s) is changed and ratified for a summer sport at the Spring Conference which precedes the National Summer Games (i.e. Conference was May 1998, National Games were July 1998) then the respective rule change(s) shall become effective September 1.

DISTRIBUTION

- i) The National Office shall ensure that the CSR receive the voting results in writing two (2) weeks following the Spring Conference.
- ii) The National Office shall review the SOI rules and forward any CSO sport rule changes and/or discrepancies to his/her SOI counterpart by October 1 of the same calendar year.

Sport Rule Review

After each National Games, the CSO - Sports Rules Book shall be revised and reprinted, where applicable.

Section: TRAINING AND COMPETITION
Topic: Process for National Rule Change
Effective Date: November 1992
Revised Date: May 1999

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Canadian Special Olympics Sports Rule Change Form

Sport: _____
Submitted by: _____

Chapter: _____
Title: _____
Date: _____

A. TO CHANGE AN EXISTING SPORT RULE

(i) Sport Rule as it presently reads (list article, section, rule number and page number).

(ii) The existing sport rule restated in the form of a motion indicating the changes that the Chapter wishes to make to the rule.

Motion by:

(iii) Rationale for Change:

Section: TRAINING AND COMPETITION
Topic: Process for National Rule Change
Effective Date: November 1992
Revised Date: May 1999

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Canadian Special Olympics Sports Rule Change Form

B. TO SUBMIT A NEW SPORT RULE:

(i) The proposed new sport rule:

Motion by:

(ii) Rationale

Signature:

Chapter Sport Representative

Date

NATIONAL TEAM PROGRAM

PRE-COMPETITION QUESTIONNAIRE

The purpose of this document is to aid the Team Canada coach that will be responsible for the athlete at this event. It is meant to help the coach understand the athlete as a person, and not necessarily to assist with coaching strategies.

The focus is that the athlete enjoys the experience of the competition and to provide a profile of this athlete to assist in this regard.

Completion of this questionnaire is mandatory, and the results of the survey will not impact upon the athlete's qualification for the competition.

Where possible coaches should complete this questionnaire with the parent/guardian. If this is not feasible then both the parent/guardian and the coach shall complete the attached questionnaire forward it directly to **Canadian Special Olympics** on or before _____.

Please complete the following questions and provide as much detail as possible. Reference to past experiences where possible would also be helpful.

ATHLETE'S NAME: _____

SPORT: _____

PROVINCE/TERRITORY: _____

Past Competitive Experience:

1. Has the athlete participated in National or World Games before?

Yes _____ No _____

If yes, in what year and in which sport(s)?

2. Provide any information you may feel would be useful for the Team Canada coach to know regarding this athlete's previous competitive experiences. In addition, please identify any needs of the athlete which the Team Canada coach should address in this area (i.e. information regarding the athlete's interaction with a new coach, officials, other athletes and information regarding the athlete's behaviour in a competitive environment).

Section: TRAINING AND COMPETITION
Topic: Pre-Competition Questionnaire
Effective Date: May 1997

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Travel, Accommodations, and Medication:

3. Does this athlete have any needs regarding travel, accommodation, or any medical needs which the Team Canada coach should be aware of? Please list any way you feel the travel and accommodation needs of this athlete can be better met.

4. Does this athlete require medication and will any circumstance change the medication schedule such as time zone change?

5. Has the athlete's medication been changed in the past two month and, if so have these changes been forward to Canadian Special Olympics?
6. Is there any additional information that you feel would be important for the Team Canada coach to be aware of in order to make the competitive experience of this athlete more rewarding (i.e. does this athlete have any fears {such as crowds} or tendencies (such as wandering away from event areas)?

ALL INFORMATION IS KEPT IN STRICT CONFIDENCE AND WILL BE DESTROYED AFTER THE WORLD GAMES.

Parent/Guardian: _____
and/or
Coach: - _____

Date: _____

Phone Number: _____

Name of Athlete:

Even/Competition:

Location of Event:

Date of Even:

A. Travel

1. What mode of transportation did the athletes utilize?

car___ bus___ plane___ taxi

2. Did the athletes experience any travel sickness? Yes___ No___

3. Did the athletes adapt well to travel arrangements? Yes___ No___

4. Did the athletes adapt well to changes and/or delays in travel arrangements?

Yes___ No

5. Did the athletes require close supervision during travel? Yes___ No___

6. Would the athletes travel better with local coach, athlete or parental support?

Yes___ No

7. Did the athletes adapt well to changes in environment and climate condition?

(temperature, altitude, humidity) Yes___ No___

Coaches comments, suggestions, or recommendations to assist the athletes.

B. Interaction

On a scale of 1-5 rate how the athletes reacted to the following individuals (1 is poor - 5 is excellent)

- a) Coaches:
 - b) Team Mates:
 - c) Officials:
 - d) Other Athletes:
 - e) Competition Volunteers:
2. Did the athletes adapt well to new people? Yes__ No
 3. Did the athletes prefer those familiar to them. Yes__ No
 4. Would the athletes benefit from a team "buddy" to partner up with?
No__ Coach__ Athlete__ Parent
 5. Did the athletes have any problems sleeping away from home?
Yes__ No
 6. Did the athletes ever display aggressive tendencies towards other individuals?
Yes__ No
 7. Did the athletes behave appropriately to members of the opposite gender?
Yes__ No
 8. Did the athletes experience any behavioral problems during the trip?
Yes__ No__ If yes, please explain.

9. Did the athletes require:
- a) Minimal supervision
 - b) constant supervision
 - c) coach support _____
 - d) parental support
 - e) athlete support

Coaches comments, suggestions or recommendations to assist the athletes.

C. Unfamiliar Situations

1. Did the athletes adapt well to changes in their schedule or daily routines?
Yes__ No
2. Did the athletes adapt well in changes and/or delays in social events?
Yes__ No

3. Were opening and closing ceremonies:

___ adequate for your athletes:

___ too fatiguing for your athletes:

Coach comments, suggestions, or recommendations to assist the athlete.

D. Competition Site

1. Did the athletes experience difficulty competing due to changes in environment? (altitude, temperature, humidity) Yes___ No

2. Did the athlete adapt well to changes or delays in competition. Yes___ No___ Was the athlete:

___ comfortable with crowds

___ not comfortable with crowds

___ very excitable and unfocused with crowds

___ motivated by the crowd

4. Would the athletes benefit from local coach, athlete or parental support at the competition site? Yes___ No___ coach___ parental

5. Did the athlete show respect for fellow competitors, officials, and coaches?
Yes___ No___
6. Did the athletes accept winning and losing graciously? Yes___ No___
7. Did the athletes conduct him/herself in a manner showing respect for the medal presentation ceremony? Yes___ No___

Coaches comments, suggestion, or recommendations to assist the athletes.

E. Parental Support

1. Were parents/guardians of the athletes at the competition site? Yes___ No___
2. Were the parents/guardians helpful and/or supportive to the athletes?
Yes___ No___
3. Were the parents/guardians helpful and/or supportive to the coaches?
Yes___ No___

Coaches comment, suggestions, or recommendations to assist the athletes.

F. Food/Medication

1. Did the athletes experience any problems with food or medication during the trip?

Yes__ No____

2. Were there any problems with the administration or use of medications during the trip?

Yes__ No____

Coaches comments, suggestions, or recommendations to assist the athletes.

Section: TRAINING AND COMPETITION
Topic: Post-Competition Questionnaire
Effective Date: May 1997

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G. Coaches Endorsement

Coaches Name: _____ Region: _____

Address: _____

Phone Number: _____

Do you as a coach believe that:

___ the athlete is a good candidate for further competition

___ the athlete would not benefit from further competition with out the following supports:

coaches___ parental___ athlete

___ this athlete with supports would not benefit from further completion at this time.

Rational for the above choice:

Date: _____

Coaches Signature: _____ Printed Name: _____

Regional Co-ordinator: _____

The following will be used to division the sport of 10-Pin Bowling at the Canadian Special Olympics National Games:

- i. Events shall be divisioned by ability rather than age or gender.
- ii. Classification for divisioning will be based upon no more than 8 competitors/teams per division.
- iii. For competition, there must be a minimum of 3 entries in any one event.
- iv. Handicapping for 10-Pin Bowling events will be 90% of the difference between the participant's entering average and the scratch score of 180.

NOTE: If a bowler has an average better than 180, then the number
180 can be adjusted.

- v. When establishing divisions for competition...
 - a) Individuals will be placed into categories based on their average.
 - b) Doubles teams will be placed into divisions based upon the bowlers' combined averages.
 - c) Teams will be placed into divisions based upon the bowlers' combined averages.
- vi. An individual athlete may or may not be assigned to the same division for the individual, doubles team and team competitions.
- vii. Divisions will be established by the tournament director in consultation with the National Office. Divisions shall not be protested.

The following will be used to division the sport of 10-Pin Bowling at the Canadian Special Olympics National Games:

- ii. Events shall be divisioned by ability rather than age or gender.
- ii. Classification for divisioning will be based upon no more than 8 competitors/teams per division.
- vii. For competition, there must be a minimum of 3 entries in any one event.
- viii. Handicapping for 10-Pin Bowling events will be 90% of the difference between the participant's entering average and the scratch score of 180.

NOTE: If a bowler has an average better than 180, then the number
180 can be adjusted.

- ix. When establishing divisions for competition...
 - d) Individuals will be placed into categories based on their average.
 - e) Doubles teams will be placed into divisions based upon the bowlers' combined averages.
 - f) Teams will be placed into divisions based upon the bowlers' combined averages.
- x. An individual athlete may or may not be assigned to the same division for the individual, doubles team and team competitions.
- vii. Divisions will be established by the tournament director in consultation with the National Office. Divisions shall not be protested.

Over the course of time, Special Olympics athletes have been asked to participate in generic sport training and competitive opportunities.

When athletes with a mental disability have been included in generic sport competitive opportunities, it has been achieved by three general means of inclusion:

1. SPECIAL OLYMPICS PARALLEL FORMAT:
 - using Special Olympics rules and incorporating the divisioning process;
 - athletes with a mental disability compete directly with athletes with a mental disability;
 - the 'Special Olympics' divisions are run at the same time as the events for able bodied athletes but the two athlete categories are separate;

2. NORMATIVE SPORT PARALLEL FORMAT:
 - using National Sport Governing Body rules;
 - open competition format;
 - athletes with a mental disability compete directly with athletes with a mental disability;
 - the events for athletes with a mental disability are run at the same time as the events for able bodied athletes but the two athlete categories are separate.

3. FULL INTEGRATION:
 - the athlete with a mental disability competes directly against able bodied athletes;

Canadian Special Olympics strives to achieve the most normative sporting experience for athletes with a mental disability both inside and outside of Special Olympics competition.

Canadian Special Olympics therefore prioritizes category 1 and 2, respectively, when seeking, promoting, and supporting Inclusionary competitive sporting opportunities for athletes with a mental disability.

The process of divisioning is crucial to Special Olympics in Canada, and is vital in organizing competition for Special Olympics Games, yet not essential to the external sporting opportunities for athletes with a mental disability.

Canadian Special Olympics therefore provides these guiding principles for athletes with a mental disability competing in the able bodied sport environment.

CATEGORY	ENTRY STANDARDS	AGE CATEGORIES	COMP. FORMAT	ATHLETES	DIVISIONING
SPECIAL OLYMPICS PARALLEL COMPETITION	NO/YES Entry standards may be used to select athletes even when divisioning is implemented. It proves helpful in cases where athletes registration numbers are low which may hamper the divisioning process.	YES	Parallel	Athletes with a mental disability compete against athletes with a mental disability.	YES – Special Olympics Divisioning is Utilized
NORMATIVE PARALLEL COMPETITION	YES	YES	Parallel	Athletes with a mental disability compete against athletes with a mental disability.	NO – Open Competitive Format is Utilized
INTEGRATED COMPETITION	YES	YES	Integrated	Athletes with a mental disability compete against able bodied athletes.	NO – Open Competitive Format is Utilized

When Canadian Special Olympics partners with another National Sport Governing Body, or Games Organizing Committee, it will establish the following format for the inclusion of athletes with a mental disability:

1. qualifying Standards for athletes to meet prior to being selected for the competition;
2. age categories;
3. utilize the open competition format, or the competition format utilized by the National Sport Governing Body and/or the Games Organizing Committee.

Canadian Special Olympics will also ensure that:

4. the rules of the appropriate National Sport Governing Bodies/Games Organizing Committee are adhered to by the athletes and coaches;
5. the competitive parameters (i.e. round robin, open competition) established by the National Sport Governing Bodies/Games Organizing Committee are adhered to by the athletes and coaches*;
6. the coach certification requirements established by the National Sport Governing Bodies/Games Organizing Committee are adhered to by the coaches responsible for coaching athletes with a mental disability*.

***NOTE:** *If a separate technical package is required, the standards established by Canadian Special Olympics in that technical package, will be adhered to by the Chapters, athletes and coaches.*

Section: TRAINING AND COMPETITION
Topic: Incorrect Medal Presentation
Effective Date: May 1998

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Page 1 of 1

If an athlete is awarded a medal incorrectly, at a National Games, that athlete shall return their medal to the Games Organizing Committee. This decision shall be made in consultation with the Chef de Mission, and the Head Coach, prior to any action being taken.

Canadian Special Olympics, and the Games Organizing Committee, will award all athletes within that event with the correct medal.

If an incorrect medal placement is not discovered until the Games are over, and the athlete has returned home, the athlete may keep the medal.

Canadian Special Olympics, and the Games Organizing Committee, will then award the athlete(s) with the correct medal.

POINT VERIFICATION

If an athlete is awarded a medal on site in error (i.e. the athlete should have received the gold medal yet the athlete was awarded the silver medal) and this was latter corrected on the results sheets (in consultation with appropriate coach and Chapter Team), the point calculation (used in selecting athletes) will reflect the actual placement and not the medal that was awarded incorrectly.

Section: COMMITTEES
Topic: National Conference
Effective Date: May 1995
Revised Date: May 1996

6000-01

Page 1 of 1

That the National Conference dates not conflict with the Law Enforcement Torch Run Conference Dates.

That travel equalization will apply to the National Conference.

APPENDIX 3

INTRODUCTION

On November 6, 1992, Canadian Special Olympics members met to review the final report from the Structure Task Force on the proposed CSO Executive Committee of the Assembly. The revised Terms of Reference and slate of officers were approved and subsequently forwarded to the Board of Directors, where they were also approved.

In addition, delegates provided input on the future operations of the Assembly, on principles to improve the decision making within CSO, and on communication problems and solution.

On November 7th, delegates proceeded to refine the CSO Strategic Plan drafted in may 1992. In February, 1994 the Executive Committee of the Assembly evaluated and reviewed its structure and function as part of the continuation of the Strategic Plan and with particular reference and direction from the Board of Directors as a part of the organizational development of the Board. The Sport Program Committee (SPC) of the Board of Directors is the result of these deliberations and directions.

SECTION A: Definition of Terms

Canadian Special Olympics is the nationally incorporated body with overall responsibility for Special Olympics programs in Canada

Board of Directors is the governing body of CSO

Chapters are provincially or territorially incorporated bodies with primary responsibility for Special Olympics programs within their geographical region

Assembly is the collective comprised of the representatives from the Chapters, replacing the former National Program Council (NPC) and meets annually at the time of the National Conference/Annual Assembly Meeting (AAM)

Constituent groups are the groups that make up the Assembly consisting of: Chapter Presidents, Executive Directors, Program Directors of the Chapters, Chairs of the Provincial/Territorial Program/Managing Partners Committees

National Conference is the annual CSO conference and includes the Annual Assembly Meeting (AAM). Voting at the Assembly is on the basis of one vote per Chapter. Chapter delegates must have time to discuss issues and motions prior to the Assembly meeting.

SECTION B: Terms of Reference

1. Guiding Principles

- The SPC communicates with constituents (Chapter Presidents, Executive Directors, Program Directors, Provincial/Territorial Program/Managing Director Committee Chairpersons) before and after each AAM to ensure input and feedback on all issues.
- The SPC provides the link with key constituent groups, but does not represent only these groups at the SPC table, i.e., the SPC acts on behalf of the entire organization.
- The SPC uses a process of consensus decision making wherever possible. Consensus decision making includes sharing information and rationales, debating, discussing, consolidating and reaching collective agreement.
- This process precludes a SPC member from bringing a pre-determined vote to the table.
- The SPC recognizes and respects the expertise of each Committee member.
- Constituents and the Board of Directors select members of the SPC and should be sensitive to balance, e.g., representation from regions of Canada, gender, areas of expertise, etc.
- Regular two-way communication is essential between the SPC and the Assembly and the Board of Directors.

2. Composition

- The SPC is comprised of seven (7) members as follows:

One member from each of the following constituent groups:

- Chapter Presidents
- Chapter Executive Directors
- Chapter Program Directors

Two members from the following:

- CSO National Board of Directors
- Provincial/Territorial Program/Managing Director Committee Chairs

- The Chair of the SPC is elected by and from these seven individuals.
- Four (4) members constitute a quorum.
- Representatives from CSO National Office (*President, National Program Director, Program Co-ordinator*) sit as ex-officio and non-voting members.

3. Election

- A slate for election is based upon appointments provided by constituent groups and by the Board of Directors;
- the Assembly ratifies the slate for constituent group representatives and maintains the authority to balance the slate if needed, e.g., geographic representation, gender balance, etc.;
- the Board of Directors ratifies the slate, including that of the two additional Board representatives;
- each member of the SPC is elected for a two-year term and members may stand for a maximum of two terms, i.e., four years;
- to be eligible for election either in the first term or the second term each member must be an active member of the constituency group that they are elected (Presidents, Executive Directors, Program Directors, Provincial/Territorial Program/Managing Director Committee Chairpersons) or appointed (Board of Directors) from; and, further, upon cessation of employment of an Executive Director or Program Director of a Chapter that individual shall be deemed to have resigned from the SPC and the respective constituency group shall elect a replacement within thirty days thereof.
- elections for representatives of the constituent groups will be held at the Assembly Annual Meeting, with half of the positions being elected in odd number years and the other half in even number years, to ensure continuity. Representatives from the Executive Directors, Provincial/Territorial Program/Managing Director Committees will be elected in even years.

4. Roles and Responsibilities

The SPC is the link between the Board of Directors and the Assembly on program issues and acts on behalf of both groups in supervising program policy development of CSO between Assembly and Board meetings, in partnership with the National Office. In addition, the SPC has the following roles and responsibilities:

- formulates agendas for Assembly gatherings at National Conferences and Assembly Annual Meetings and circulates them two months in advance;
- drafts policies and procedures for discussion and recommendation by the Assembly, and then ensures that recommended policies are forwarded to the Board of Directors, and, if approved, are implemented;
- creates ad hoc committees or task forces to undertake specific tasks on its behalf;
- reviews and makes recommendations for site approval to the Board of Directors and monitors and evaluates National Games.

4. Roles and Responsibilities

In addition to the above mentioned functions of the Committee as a whole, each member of the SPC will have a specific area of focus. There are six (6) areas of focus, representing major areas of national responsibility:

- National Games;
- National Team Program;
- Policy and Procedure Manual;
- Coaching;
- Long Term Planning; and,
- National Conference.

There are also four (4) sub-committees directly responsible to the Sport Program Committee:

- 1) Coaching;
- 2) National Games;
- 3) National Team Program;
- 4) Sport Advisory Committee.

The Chair of each Sub-Committee is the member of the Sport Program Committee that holds that respective portfolio.

The Sub-Committees report directly to the SPC through each respective Sub-Committee Chairperson. Each Sub-Committee provides all recommendations in form of a motion to the SPC. All motions passed by the SPC, as they relate to a national policy and/or procedure, shall then be forwarded to the National Assembly for voting.

5. Accountabilities and Linkages

Between the SPC and the CSO Board of Directors:

- two members of the SPC representing volunteer constituent groups sit as full members of the Board of Directors;
- the Board of Directors must approve all recommendations made by the SPC before they are implemented.

Between the SPC and CSO Assembly:

- the SPC is responsible to ensure that the views and recommendations of the Assembly are made known to the Board of Directors;
- The SPC reports and explains all Board of Directors decisions relating to Assembly recommendations back to the Assembly.

Between individual SPC members and CSO National Office:

- individual SPC members will work in partnership with a specified member(s) of the National Office Staff to achieve the objectives in their designated area of focus (*as detailed in 4. Rules and Responsibilities*).

6. Frequency of Meetings

The SPC meets as necessary a minimum of three and a maximum of eight times per year.

PURPOSE

The purpose of the National Coaching Sub-Committee is to advance and monitor the coaching program for Special Olympics in Canada.

RESPONSIBILITIES

The National Coaching Sub-Committee is responsible for:

1. Recommending coach certification requirements, to the Sport Program Committee, for the National Games and Team Canada.
2. Assisting National Sport Federations to develop resources for all coaches.
3. Developing quality training and education programs for coaches in Special Olympics
4. Overseeing the implementation of the National Coaching Certification Program.
5. Overseeing the process for endorsing new Course Conductors for the Level II CSO/NCCP Technical course.
6. Reviewing and updating the CSO/NCCP Level I and Level II Technical courses and Practical components.
7. Promoting the National Coaching Certification Program.
8. Addressing issues related to the directions of the Coaching Association of Canada.
9. Developing appropriate course content and program resources specific to the directions of the Coaching Association of Canada.
10. Advising the Sport Program Committee on policy development as it pertains to coach education.

COMPOSITION

A maximum of five (5) members (including the Chair of the Sub-Committee but not including ex-officio members) shall be selected by the Sport Program Committee based upon guidelines as established in the “Qualifications” section, and as established by the needs identified.

Two of the five members shall include a representative from the Provincial/Territorial NCCP Administrators and a representative from the Sport Program Committee.

The National Program Director or Program Coordinator shall serve as Ex-Officio.

CHAIR OF THE NATIONAL COACHING SUB-COMMITTEE

The Chair of this Sub-Committee is a member of the Sport Program Committee that holds the Coaching Portfolio.

QUALIFICATIONS

Sub-Committee members may be selected from any one of the following:

1. Special Olympics volunteer / coach
2. Provincial / Territorial Chapter Office
3. National Sport Federation
4. Provincial / Federal Government or affiliate e.g. Coaching Association of Canada
5. Educational institution
6. Other

QUALIFICATIONS

The following details the desired characteristics for Coaching Sub-Committee members:

- a. knowledge and experience in coaching athletes with a mental disability;
- b. knowledge and experience of the coaching profession;
- c. knowledge of the Canadian amateur sport system; and
- d. technical knowledge of sport.

TERM OF OFFICE

Sub-Committee members shall serve a two year term. Upon completion of the second year of the term, an evaluation shall be conducted by the Sport Program Committee. The Sport Program Committee may then request that the representative continue in the position for an additional two year term.

SELECTION OF SUB-COMMITTEE MEMBERS

All candidates shall submit their resume to the Sport Program Committee for review and consideration. The Sport Program Committee shall appoint Sub-Committee members. This process shall occur in the month of May.

VOTING

All members of the Sub-Committee, including the Chair, shall have an equal vote. The Chair will not have an additional vote in the event of a tie. Motions will be lost on a tie vote. Proxies will not be permitted.

QUORUM

A meeting shall proceed with a minimum of 3 members.

MEETINGS

The Sub-Committee, in consultation with the National Program Director and/or Program Coordinator, shall schedule one to two meetings per calendar year.

Notice of meetings and agendas shall be circulated at least two weeks in advance of a meeting.

A teleconference will be an acceptable alternative and decisions taken during a teleconference will be equally binding to that of a face-to-face meeting.

Minutes will be recorded for each meeting and will be circulated in advance of the subsequent meeting. Minutes must be adopted by formal motion at a subsequent meeting. Minutes shall be circulated to the following constituents:

- Special Olympics Chapter Offices
- Sport Program Committee members
- Provincial/Territorial NCCP Administrators

Section: COMMITTEES 6000-03
Topic: Coaching Sub-Committee – Terms of Reference
Effective Date: May 1994 Page 3 of 3
Revised Date: May 1999

ACCOUNTABILITY

Reports directly to the Sport Program Committee through the individual who holds the Coaching portfolio.

Provides all recommendations in the form of a motion to the Sport Program Committee. All motions passed by the Sport Program Committee, as they relate to a national policy and/or procedure, shall be then forwarded the National Assembly for voting.

COACHING ASSOCIATION OF CANADA

The National Program Director and/or Program Coordinator shall represent Canadian Special Olympics on the National Coaching Certification Council (NCCC) and in turn, shall provide a written report to the National Coaching Sub-Committee after each NCCC meeting.

PROVINCIAL/TERRITORIAL NCCP ADMINISTRATORS

One representative from the Provincial/Territorial NCCP Administrators shall serve on the National Coaching Sub-Committee.

The Provincial/Territorial NCCP Administrators shall provide recommendations to the National Coaching Sub-Committee pertaining to the administration and implementation of the Level I and Level II CSO/NCCP Technical courses.

Section: COMMITTEES
Topic: National Games Sub-Committee – Terms of Reference
Effective Date: May 1994
Revised Date: May 1999

6000-04

Page 1 of 3

PURPOSE:

To consider and decide on sport matters, including but not necessarily limited to those noted under responsibilities, as they relate to the organization and management of National Games.

RESPONSIBILITIES:

1. Ensure that all appropriate **National Policies and Procedures**, as they apply to National Games, are understood and followed by the Games Organizing Committee and the Chef de Missions.
2. Establish the **technical packages** for National Games. The Technical Packages are the broad criteria that help bridge Canadian Special Olympics strategic plan and the requirements for the Games with respect to:
 - a) sport schedules;
 - b) practise schedules;
 - c) team size;
 - d) events;
 - e) coaching criteria;
 - f) protest procedures;
 - g) awards procedures.
3. Approve the overall **Games schedule and the individual sports schedules**. Such scheduling shall be done by the host society with input from, and in consultation with, the appropriate national sport organizations and Chef de Missions.
4. Set **field of play standards**, with such standards to be set in advance of the call for bids for Games. Technical changes to facility standards or changes of venue would have to be approved by the National Games Committee, and changes with financial implications would have to be further ratified by the Sport Program Committee.
5. Determine, in co-operation with the national sport organizations and the Sport Venue Managers, **the number and caliber of technical officials** assigned to the Games. The total number, and the number from outside the host Chapter, shall be subject to the parameters established in the Games Agreement and financial limits of the Games.
6. Determine, in co-operation with national sport organizations, host societies, and Chef de Missions, the **standards for sport equipment** to be used at the Games.
7. Implement the principles and processes (Policy 5000-38 – Classification of Demonstration and Official Sports within Canadian Special Olympics) for **selecting sports** to future National Games. Final selection shall be approved by the Sport Program Committee.
8. Direct, and monitor, all **appeals** to any National Policy and Procedure inquiries through the official Appeal Procedure (Policy 1000-07).
9. Appoint and monitor the Divisioning Team.
10. Review the minutes from the National Games Board of Director's Meetings and all additional Planning/Orientation Sessions.

Section: COMMITTEES
Topic: National Games Sub-Committee – Terms of Reference
Effective Date: May 1994
Revised Date: May 1999

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COMPOSITION:

Maximum of five (5) individuals (including the Chair of the Sub-Committee but not including ex-officio members) selected by the Sport Program Committee based upon guidelines as established in the “Qualifications” section, and as established by the needs identified.

The National Program Director or Program Co-ordinator will act as an ex-officio member on this Sub-Committee.

CHAIR OF NATIONAL GAMES SUB-COMMITTEE:

The Chair of this Committee is a member of the Sport Program Committee that holds the portfolio of National Games.

QUALIFICATIONS:

The Committee shall be composed of the following:

1. two (2) representatives from the Provincial/Territorial Chapters;
2. one (1) representative from Sport Canada or a National Sport Federation;
3. two (2) representatives with experience in, and ongoing commitment to, major games, travelling team experience and sport policy issues.

The following details the desired characteristics for National Games Committee members:

- a) program level of experience working with and/or for a provincial/territorial or national sport organization;
- b) extensive experience with athlete issues (i.e. training demands, selection, performance factors, discipline, etc.);
- c) in-depth knowledge of the Canadian Special Olympics National Games Agreement and Technical Package;
- d) technical knowledge of several sports;
- e) experience at the operation level (i.e. competitions, athlete’s village, services) of a multi-sport games;
- f) in-depth knowledge of the National Coaching Certification Program.

Individual committee members shall be invited to apply via a call for nominations and shall be voted on by the Sport Program Committee.

TERMS OF OFFICE:

Renewable two (2) year term of office, with appointments to be staggered from one year to the next, in order to provide time for new members to acclimatize to the issues and processes involved and to provide continuity to the National Games Committee discussions and decisions.

SELECTION OF SUB-COMMITTEE MEMBERS:

All candidates shall submit their resume to the Sport Program Committee for review and consideration. The Sport Program Committee shall appoint Sub-Committee members. This process shall occur in the month of May.

Section: COMMITTEES
Topic: National Games Sub-Committee – Terms of Reference
Effective Date: May 1994
Revised Date: May 1999

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VOTING:

All members of the Committee, including the Chair, shall have an equal vote. The Chair will not have an additional vote in the event of a tie. Motions will be lost on a tie vote. Proxies will not be permitted.

QUORUM:

A meeting will proceed with a minimum of three (3) member.

MEETINGS:

Meetings shall be called by the Chair and/or Canadian Special Olympics Staff liaison as required, but there will be at least two meetings per calendar year.

A notice of meeting and agenda shall be circulated at least two weeks in advance of the meeting.

A teleconference will be an acceptable alternative and decisions taken during a teleconference will be equally binding to that of a face-to-face meeting.

Minutes will be kept for each meeting and will be circulated in advance of the subsequent meeting.

Minutes must be adopted by formal motion at a subsequent meeting.

Minutes will be circulated to, and adopted by a formal motion by, the Sport Program Committee.

ACCOUNTABILITY:

Reports directly to the Sport Program Committee through the individual who holds the portfolio of National Games.

Provides all recommendations in the form of a motion to the Sport Program Committee. All motions passed by the Sport Program Committee, as they relate to a national policy and/or procedure, shall be then forwarded the National Assembly for voting.

PURPOSE:

To encourage and facilitate the growth and development of the sport of floor hockey within Canadian Special Olympics.

QUALIFICATIONS / SKILLS REQUIRED:

- strong administrative skills
- strong communication skills, both written and verbal
- coaching experience within the sport
- experience coaching individuals with a mental disability
- able to work independently
- should be a fully certified N.C.C.P. Level I Special Olympics* coach and Level II Theory.

**NOTE: All National Advisors must obtain full certification as a Special Olympics N.C.C.P. Level I Coach and successfully complete Level II Theory within the first year of selection in order to maintain their position on this Committee.*

TRAINING:

The National Office encourages Advisors to upgrade their technical level of expertise through their National Sport Organizations and/or related organizations.

RESPONSIBILITIES:

- advisor to the Chapter Sport Technical Representatives;
- two written communications per sport season to the Chapter Sport Technical Representatives, followed up with two telephone communications;
- receipt and distribution of suggested rule changes to/from the Chapter Sport Technical Representatives (as per Policy 5000-39 Process for National Rule Change);
- member of the appeals/protest committee at the National Championships, and responsible for completing the technical evaluation for the championships;
- assist the Program Co-ordinator and/or Program Director as requested to ensure the implementation of C.S.O. rules and regulations at National Games (Refer to Addendum I);
- network with the appropriate National Sport Organization and utilize their resources;
- support and promote all levels of ability within the sport program.

Section: COMMITTEES
Topic: National Floor Hockey Advisor's Job Description
Effective Date: May 1995
Revised: May 1999

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Page 2 of 3

TIME AND PLACE:

This position is consultative in nature. All correspondence can be done from the home in writing and over the telephone. There are, however, events and/or meetings throughout the term which the Floor Hockey Advisor is required to attend. These are:

1. National Games.
2. Attendance at Sport Advisory Sub-Committee Meetings (as required).

DURATION OF THE JOB

This individual will be selected by the Sport Program Committee for one, four year term. At the conclusion of the first two years of each member's four year term, an evaluation shall be conducted by the SPC. The SPC may then request that the representative continue in the position for the remainder of the term of office (two years).

After the completion of the four year term, nominations will be called for the position. The incumbent National Floor Hockey Advisor may allow their name to stand for a second four year term.

ACCOUNTABILITY

This position is responsible to the Sport Advisory Sub-Committee Chair.

ORIENTATION

The National Floor Hockey Advisor will receive support and direction from the Program Coordinator and/or Program Director and the Sport Advisory Sub-Committee Chairperson.

ADDENDUM TO JOB DESCRIPTION - NATIONAL GAMES RESPONSIBILITIES

BEFORE:

- ensure that the Chapter Sport Technical Representatives receives the memorandum outlining the registration deadline, and any other pertinent policy information;
- send out an updated copy of the rules to the Chapter Sport Technical Representative and/or applicable coach;
- establish guidelines for selection of officials;
- provide consultation to the Organizing Committee on scheduling, venue sites, rule and regulation requirements;
- maintain constant communications with the Sport Manager on the Games Organizing Committee;
- receive all of the mail-outs that the Organizing Committee sends out;
- copy the Organizing Committee; Sport Advisory Sub-Committee Chairperson; and the Program Co-ordinator and/or Program Director on all communications that are sent out;
- maintain open lines of communication with the Chapter Sport Technical Representatives to ensure that all information has been communicated and to answer any questions; and,
- communicate with the Program Co-ordinator and/or Program Director on all technical issues and communications with the Organizing Committee and the Chapters.

DURING:

- attend the games
- meet with all officials, prior to the competition, to conduct an overview of a Special Olympics competition, and review the rules and regulations, to ensure that the National Rules are being followed, and to ensure the safety of the athletes;
- may be part of the Seeding Committee and/or assist in divisioning of the athletes;
- must be part of the Protest Committee; and,
- must attend exclusively in their official capacity (i.e. not as a provincial/territorial team member).

AFTER:

- compile and submit to the Program Co-ordinator and/or Program Director of CSO a report and an evaluation of the Games;
- obtain, and file, a list of all of the results pertaining to their sport.
- provide feedback to the Selection Committee with regards to coaches who have applied to Team Canada.

PURPOSE:

To develop a technically strong and reliable force of Floor Hockey Referees within the country.

QUALIFICATIONS / SKILLS REQUIRED:

- strong administrative skills
- experience refereeing Floor Hockey (Level A Referee)
- knowledge of the game of Floor Hockey and the Canadian Floor Hockey Rule Book
- strong communication, both written and verbal
- able to work independently
- should be a fully certified N.C.C.P. Level I Special Olympics* coach and have completed and Level II Theory.

**NOTE: All National Advisors must obtain full certification as a Special Olympics N.C.C.P. Level I Coach and successfully complete Level II Theory within the first year of selection in order to maintain their position on this committee.*

RESPONSIBILITIES:

- communicate with Chapter Floor Hockey Referee-in-Chiefs;
- liaise with the National Floor Hockey Advisor;
- receive and distribute communications and rule revisions to/from the Chapter Floor Hockey Referee-in-Chiefs, the Chapter Floor Hockey Advisors, and the National Program Coordinator and/or Program Director;
- act as an active member of the appeals/protest committee at the National Games (Refer to Appendix I);
- complete a technical evaluation of the National Floor Hockey Championships;
- staff and schedule referees for National Floor Hockey Championships in conjunction with the National Program Coordinator and/or Program Director;
- maintain a complete and accurate contact list of Chapter Floor Hockey Referee-In-Chiefs and of certified Chapter floor hockey referees;
- assist in the preparation and co-ordination of Chapter Floor Hockey Referee-In-Chief Clinics.

TIME AND PLACE

This position is consultative in nature. All correspondence can be done from home in writing or over the telephone. Attendance at the National Games is required.

DURATION OF THE JOB

This individual will be selected by the Sport Program Committee for one, four year term. At the conclusion of the first two years of each member's four year term, an evaluation shall be conducted by the SPC. The SPC may then request that the representative continue in the position for the remainder of the term of office (two years).

After the completion of the four year term, nominations will be called for the position. The incumbent Floor Hockey Referee-In-Chief may allow their name to stand for a second four year term.

This position is responsible to the Sport Advisory Sub-Committee Chair.

ORIENTATION

The National Floor Hockey Referee-in-Chief will receive support and direction from the National Program Coordinator and/or Program Director, and the Sport Advisory Sub-Committee Chairperson.

TRAINING

The National Office encourages Advisors to upgrade their technical level of expertise through any related association.

Section: COMMITTEES 6000-07
Topic: National Team Program Sub-Committee –
Terms of Reference
Effective Date: May 1994 Page 1 of 3
Revised Date: May 1999

PURPOSE:

To manage, monitor, and promote the National Team Program.

RESPONSIBILITIES:

1. Ensure that all appropriate National Policies and Procedures, as they apply to the National Team Program, are appropriately applied and adhered to.
2. Act as the Selection Committee for athlete, coach and mission staff to the National Team Program.
3. Review all Post-Competition Questionnaires prior to selection of athletes to the National Team Program.
4. Ensure that police record checks are conducted on all Team Members.
5. Liaise directly with all appropriate Sport Organizations to provide additional resources for the National Team Program.
6. Oversee the management of the Training Camp.
7. Review results from the Sport Specific Training and Fitness Testing.
8. Assist with the review of the Monitoring Coaches.
9. Produce a **final report** after each National Team Program.
10. Direct, and monitor, all **appeals** to any National Policy and Procedure inquiries through the official Appeal Procedure (Policy 1000-07).

COMPOSITION:

Maximum of five (5) individuals (including the Chair of the Sub-Committee but not including ex-officio members) selected by the Sport Program Committee based upon guidelines as established in the “Qualifications” section, and as established by the needs identified.

National Program Director or Program Co-ordinator will act as an ex-officio member on this Sub-Committee.

CHAIR OF MAJOR GAMES SUB-COMMITTEE:

The Chair of this Committee is a member of the Sport Program Committee that holds the portfolio of the National Team Program.

Section: COMMITTEES
Topic: National Team Program Sub-Committee –
Terms of Reference
Effective Date: May 1994
Revised Date: May 1999

6000-07

Page 2 of 3

QUALIFICATIONS:

There Committee shall be composed of the following:

1. One (1) representatives from the Provincial/Territorial Chapters;
2. one (1) representative from Sport Canada or a National Sport Federation;
3. one (1) representative with experience in, and a commitment to, continual coach development for international level competition.
4. one (1) representative with experience in, and a commitment to, continual athlete training programs in preparation for international level competition.

The following details the desired characteristics for National Team Program Committee members:

- a) experience with National Team Programs;
- b) program level of experience working with and/or for a national sport organization;
- c) extensive experience with athlete training programs for an international level of competition;
- d) extensive experience with coach development and coach preparation for an international level of competition;
- e) technical knowledge of several sports;
- f) in-depth knowledge of the Canadian Amateur Sport System.

Individual committee members shall be invited to apply via a call for nominations and shall be voted on by the Sport Program Committee.

TERMS OF OFFICE:

Renewable two (2) year term of office, with appointments to be staggered from one year to the next, in order to provide time for new members to acclimatize to the issues and processes involved and to provide continuity to the National Team Program Committee discussions and decisions.

SELECTION OF SUB-COMMITTEE MEMBERS:

All candidates shall submit their resume to the Sport Program Committee for review and consideration. The Sport Program Committee shall appoint Sub-Committee members. This process shall occur in the month of May.

Section: COMMITTEES 6000-07
Topic: National Team Program Sub-Committee
Terms of Reference
Effective Date: May 1994 Page 3 of 3
Revised Date: May 1999

VOTING:

All members of the Committee, including the Chair, shall have an equal vote. The Chair will not have an additional vote in the event of a tie. Motions will be lost on a tie vote. Proxies will not be permitted.

QUORUM:

A meeting will proceed with a minimum of three (3) member.

MEETINGS:

Meetings shall be called by the Chair and/or Canadian Special Olympics Staff liaison as required, but there will be at least two meetings per calendar year.

A notice of meeting and agenda shall be circulated at least two weeks in advance of the meeting.

A teleconference will be an acceptable alternative and decisions taken during a teleconference will be equally binding to that of a face-to-face meeting.

Minutes will be kept for each meeting and will be circulated in advance of the subsequent meeting.

Minutes must be adopted by formal motion at a subsequent meeting.

Minutes will be circulated to, and adopted by a formal motion by, the Sport Program Committee.

ACCOUNTABILITY:

Reports directly to the Sport Program Committee through the individual who holds the portfolio of the National Team Program.

Provides all recommendations in form of a motion to the Sport Program Committee. All motions passed by the Sport Program Committee, as they relate to a national policy and/or procedure, shall be then forwarded the National Assembly for voting.

Section: COMMITTEES
Topic: Sport Advisory Sub-Committee –
Terms of Reference
Effective Date: May 1994
Revised Date: May 1999

6000-08

Page 1 of 4

PURPOSE:

To research, analyse and advise on the following four areas of sport development:

- 1) Partnership opportunities with National Sport Federations, and National Sport Resource Agencies;
- 2) Partnership opportunities with Major Games Organizations;
- 3) Sport Policy Development; and,
- 4) Any sport (i.e. floor hockey) that does not have an established National Sport Federation.

RESPONSIBILITIES:

1. To develop partnerships with National Sport Federations and Sport Resource Agencies:
 - a) Promote Canadian Special Olympics with external National Sport Federations;
 - b) Establish opportunities for presentations at National Sport Federation Annual General Meetings;
 - c) Establish a formalized Memorandum of Understanding to detail the parameters of each partnership;
 - d) Provide direction on partnership projects and/or events with external agencies; and,
 - e) Write and submit articles on Special Olympics in Canada for submission in external sport agency newsletters.

2. To provide direction to Canadian Special Olympics on the inclusion of athletes with a mental disability in, external major games (Canada Cup, National Games, North American Indigenous Games, Canada Games, etc.):
 - a) Establish the **athlete eligibility criteria** for athlete inclusion in external major games.
 - b) Establish the **performance standards** for athlete inclusion in external major games.
 - c) Establish **coach eligibility criteria** (including coach certification requirements) in conjunction with the appropriate Games Organizing Committee.
 - d) Establish, in conjunction with the appropriate Games Organizing Committee, the parameters for inclusion of athletes with a mental disability into the **technical packages**.

Section: COMMITTEES 6000-08
Topic: Sport Advisory Sub-Committee –
Terms of Reference
Effective Date: May 1994 Page 2 of 4
Revised Date: May 1999

RESPONSIBILITIES:

2. To provide direction to Canadian Special Olympics on the inclusion of athletes with a mental disability in, external major games (Canada Cup, National Games, North American Indigenous Games, Canada Games, etc.):
 - e) Ensure that all appropriate **National Policies and Procedures** are adhered to.
 - f) Establish appropriate **selection criteria** for athletes and teams attending external major games.
 - g) Appoint on-site representative to act as **Canadian Special Olympics liaison** with Major Games Organizing Committee.
 - h) Foster and **develop new Major Games partnerships**.
 - i) Produce a **final report** after each major games.
 - j) Direct, and monitor, all **appeals** to any National Policy and Procedure inquiries through the official Appeal Procedure (Policy 1000-07).
3. To review, and revise, current sport policies as directed, and develop new sport policies as required.
4. To monitor and foster the development of sports (i.e. floor hockey) that do not have a National Sport Federation:
 - a) maintain rules;
 - b) support a national system for officiating;
 - c) provide tools to support coach and athlete training within that specific sport.

COMPOSITION:

Maximum of five (5) individuals (including the Chair of the Sub-Committee but not including ex-officio members) selected by the Sport Program Committee based upon guidelines as established in the “Qualifications” section, and as established by the needs identified.

National Program Director or Program Co-ordinator will act as an ex-officio member on this Sub-Committee.

CHAIR OF SPORT ADVISORY SUB-COMMITTEE:

The Chair of this Committee is a member of the Sport Program Committee.

Section: COMMITTEES
Topic: Sport Advisory Sub-Committee –
Terms of Reference
Effective Date: May 1994
Revised Date: May 1999

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QUALIFICATIONS:

The Committee shall be composed of the following:

1. one (1) representative from the Provincial/Territorial Chapters;
2. one (1) representative from Sport Canada and/or an external National Sport Federation;
3. two (2) representatives with national sport and policy development experience.

The following details the desired characteristics for Sport Advisory Committee members:

- a) in-depth knowledge of the Canadian Amateur Sport System;
- b) program level of experience working with and/or for a national sport organization;
- c) policy development experience;
- d) technical knowledge of several sports;
- e) experience with external multi-sport games.

Individual committee members shall be invited to apply via a call for nominations and shall be voted on by the Sport Program Committee.

TERMS OF OFFICE:

Renewable two (2) year term of office, with appointments to be staggered from one year to the next, in order to provide time for new members to acclimatize to the issues and processes involved and to provide continuity to the Sport Advisory Committee discussions and decisions.

SELECTION OF SUB-COMMITTEE MEMBERS:

All candidates shall submit their resume to the Sport Program Committee for review and consideration. The Sport Program Committee shall appoint Sub-Committee members. This process shall occur in the month of May.

VOTING:

All members of the Committee, including the Chair, shall have an equal vote. The Chair will not have an additional vote in the event of a tie. Motions will be lost on a tie vote. Proxies will not be permitted.

QUORUM:

A meeting will proceed with a minimum of three (3) member.

Section: COMMITTEES
Topic: Sport Advisory Sub-Committee –
Effective Date: May 1994
Revised Date: May 1999

Terms of Reference

6000-08

Page 4 of 4

MEETINGS:

Meetings shall be called by the Chair and/or Canadian Special Olympics Staff liaison as required, but there will be at least two meetings per calendar year.

A notice of meeting and agenda shall be circulated at least two weeks in advance of the meeting.

A teleconference will be an acceptable alternative and decisions taken during a teleconference will be equally binding to that of a face-to-face meeting.

Minutes will be kept for each meeting and will be circulated in advance of the subsequent meeting.

Minutes must be adopted by formal motion at a subsequent meeting.

Minutes will be circulated to, and adopted by a formal motion by, the Sport Program Committee.

ACCOUNTABILITY:

Reports directly to the Sport Program Committee through the individual who is responsible for the Sport Advisory Committee.

Provides all recommendations in form of a motion to the Sport Program Committee. All motions passed by the Sport Program Committee, as they relate to a national policy and/or procedure, shall be then forwarded the National Assembly for voting.

Section: COMMITTEES 6000-09
Topic: Provincial NCCP Administrator's Committee
Terms of Reference
Effective Date: September 1994 Page 1 of 3

Purpose:

The goal of the Provincial P.N.A. Committee is to ensure that the delivery and quality of the CSO/NCCP Level Technical Courses are maintained, in the provision of training Course Conductors and offering NCCP Clinics for all coaches within the Chapters.

Responsibilities:

The Provincial P.N.A. Committee commits to:

- foster and promote the CSO/NCCP Level Technical Courses within their respective Chapter;
- promote course clinics for all coaches within their respective Chapter;
- provide information and/or training workshops to improve the calibre of course conductors and course delivery to the coaches within their Chapter;
- promote and advance public awareness for the NCCP/CSO Level technical courses;
- assist with and advise on the administration aspect of the NCCP course;
- assist in the development of National level coach certification policies;
- liaise with other sport organizations to provide training and conducting clinics for their coaches on how to coach individuals with a mental disability.
- advise the Sport Program Committee on current issues and trends regarding course policy and/or development.

COMPOSITION

The P.N.A. committee is composed of a Provincial NCCP Administrator (Chapter Representative) from each province within Canada, and the C.S.O. - National Office Program Director.

All P.N.A.'s are appointed by their Chapter Office for however long their respective office feels that their term of office is completed.

ACCOUNTABILITY

This position will be responsible to the Sport Program Committee through the P.N.A. Chairperson.

CHAIRPERSON

The C.S.O. - National Office Program Director (hereinafter referred to as the PNA Chairperson is the Chairperson of this Committee. The Chairperson presides overall P.N.A. Meetings, represents P.N.A.'s on the Sport Program Committee and supervises the election procedure for the sub-committee Chairperson.

AUTHORITY AND DECISION MAKING

The Chairperson of the P.N.A. holds a position on the Sport Program Committee (as ex-officio). The P.N.A. Chairperson shall therefore report and/or make recommendations to the Sport Program Committee regarding P.N.A. meetings, goals, objectives and recommendations. The P.N.A. Chairperson brings forth all P.N.A. Committee recommendations in form of a motion to the Sport Program Committee

All P.N.A. Committee members are responsible to the General Assembly through the P.N.A. Chairperson.

Meetings

There is only one (1) meeting throughout the year which the P.N.A. Committee member is required to attend.

In addition, a professional development* component shall be included in the CSO/NCCP Conference. All provincial M.C.C.'s, C.C., C.C.A.'s may attend this professional development component at the Chapter's expense.

Each Chapter shall be given the opportunity to send one M.C.C. (in addition to their P.N.A.) to the P.N.A. Business Meeting as an observer. The cost of sending this additional person is a Chapter responsibility.

*NOTE: The majority of professional development for M.C.C.'s is done at the chapter level as part of the P.N.A.'s role.

Section: COMMITTEES
Topic: Provincial NCCP Administrator's Committee
Terms of Reference
Effective Date: September 1994

6000-09

Page 3 of 3

Minutes

The minutes of the P.N.A. Committee meetings shall be circulated to the following:

1. P.N.A. Committee Members.
2. Master Course Conductors within Canada.
3. Course Conductors within Canada.
4. Apprentice Course Conductors within Canada.
5. Sport Program Committee.

Terms of Committee

This Committee shall be reviewed quadrennially by the Sport Program Committee to ensure that the provisions outlined in the P.N.A. Committee Terms of Reference are in conjunction with the needs of the organization.

PURPOSE

To co-ordinate the development and promotion of the Canadian Special Olympics/National Coaching Certification Program (C.S.O./N.C.C.P.) Program throughout the Chapter they represent.

QUALIFICATIONS AND SELECTION CRITERIA

The P.N.A. should be an active Course Conductor (C.C.) within their Chapter. Ideally the P.N.A. will be an employee of the Special Olympics Chapter in order to facilitate the administration of the N.C.C.P. Program.

The P.N.A. will be appointed by the P.N.A. Chairperson, after consulting with the Chapter office. There will be only one P.N.A. per Chapter.

DUTIES AND RESPONSIBILITIES

When a P.N.A. leaves the employment of Special Olympics and/or becomes unable to fulfil the complete role of P.N.A. within their Chapter, their status will be assessed and they may be replaced at the discretion of the PNA Chairperson in consultation and the Chapter Office.

1. Attend all of the P.N.A. meetings and report on C.S.O./N.C.C.P. developments within your Chapter.
2. Monitor all existing C.C.'s within the Chapter to ensure quality of instruction by utilizing the C.C. evaluation forms.
3. Oversee administration of C.S.O./N.C.C.P. course.
4. Act as a communication and information link between the PNA Chairperson and their Chapter Office.
5. Maintain a current list of all active Chapter C.C.'s.
6. Develop a yearly implementation plan for the N.C.C.P. course within the Chapter, including a schedule of courses, marketing plan, training schedule, etc.
7. Approve admission into Course Conductor the Apprenticeship (CCA) Program and supervise new CCA to meet the needs of the Chapter.
8. Appoint Master Course Conductors (MCC).

DUTIES AND RESPONSIBILITIES

9. Monitor coaches who are selected to attend National and International games to ensure that they meet minimum coaching standards re N.C.C.P. certification.
10. Liaise with the Provincial N.C.C.P. representative and develop a positive image for Special Olympics with the coaching community within the Chapter.
11. Promote the C.S.O./N.C.C.P. course within the Chapter to generic community groups, through advertising, public speaking, etc.
12. Hold one meeting each year with all C.C., MCC, and CCA's after the yearly P.N.A. meeting.
13. Assist with the cultivation of developing regions across Canada as needed.

ACCOUNTABILITY

The Provincial N.C.C.P. Administrators are accountable to the PNA Chairperson for implementing the recommendation of the P.N.A. within their Chapter.

PURPOSE

To co-ordinate the development and promotion of the Canadian Special Olympics/National Coaching Certification Program (C.S.O./N.C.C.P.) program on a National basis.

QUALIFICATIONS AND SELECTION CRITERIA

The P.N.A. Chairperson must be a C.S.O./N.C.C.P. Course Conductor. If not, the PNA Chairperson must be a CSO/NCCP Technical Course Conductor within a year of obtaining his/her position. He/she is appointed by the National Office to preside over the development of the C.S.O./N.C.C.P. program by virtue of his/her position as the CSO National Program Director.

DUTIES AND RESPONSIBILITIES

1. Develop short term (yearly) and long term goals for the C.S.O./N.C.C.P. program in conjunction with the P.N.A. Committee.
2. Create a budget to support the needs of the C.S.O./N.C.C.P. course nationally and apply for financial support where applicable.
3. Plan and organize annual P.N.A. meetings.
4. Maintain a communication flow from the CSO National Office and the Coaching Association of Canada (C.A.C.) to the P.N.A.'s.
5. Monitor and evaluate (in conjunction with the P.N.A.) the Master Course Conductors (MCC), and maintain records of evaluations and courses taught by the M.C.C.'s.
6. Oversee the administration of the C.S.O./N.C.C.P. program on a National basis.
7. Recruit and train P.N.A.'s within Canada, to adequately provide for the growth and administration of the C.S.O./N.C.C.P. program.
8. Liaise with the National N.C.C.P. Representative and the C.A.C.
9. Promote the growth of the C.S.O./N.C.C.P. course within the National organization and enhance the image of Special Olympics in Canada through coach training.

ACCOUNTABILITY

The PNA Chairperson is accountable to the Sport Program Committee and to the National Office.

Section: COMMITTEES
Topic: CSO/NCCP Level I Technical Course
Master Course Conductor's Job Description
Effective Date: September 1994

6000-12

Page 1 of 1

PURPOSE

To ensure that Course Conductor Apprentices (CCA) for the Level I CSO/NCCP Technical Course are trained by a knowledgeable and experienced individual.

QUALIFICATIONS AND SELECTION CRITERIA

1. A Level I Master Course Conductor (MCC) must:
 - be a fully certified Level I CSO coach;
 - be an active Level I CSO/NCCP Technical Course Conductor; and,
 - have completed the NCCP Level II Theory course.
2. A MCC is appointed by the Provincial NCCP Administrators (PNA) in their respective Chapters. MC status does not transfer across Chapters.

DUTIES AND RESPONSIBILITIES

1. The primary responsibility of each MCC is to train Course Conductors. Training takes place as per the guidelines established by the PNA Committee of Canadian Special Olympics.
2. In concert with the PNA, the MCC is also responsible for contributing to the yearly Course Conductor's Training Meeting held by each Chapter Office.
3. In concert with the PNA, the MCC is responsible for ensuring that the quality of information and instruction provided in NCCP courses remains of the highest possible quality.

ACCOUNTABILITY

Master Course Conductors are accountable to the PNA in their respective Chapter.

NOTE

Each level of the CSO/NCCP Technical Program will have designated Master Course Conductors. The designation MCC is specific to one level of the CSO/NCCP Technical Program (i.e. a MCC for the Level I Technical course is not automatically a Level II Technical Course MCC), and specific to a given Chapter. Chapters are responsible for appointing MCC's. It is up to each Chapter Office to determine the number of MCC's that are required to adequately administer a given level of the technical program.

ELIGIBILITY

To be eligible to run for the position of Chairperson of a P.N.A. Sub-committee, the individual must be a current P.N.A.

ELECTION PROCEDURE

1. Election will take place at the yearly P.N.A. Committee Meeting.
2. Must submit nomination form to the N.N.A. (see attached sheet) by mid-night on the Friday of the Meeting.
3. Must attach to the nomination form, a letter of intent and/or resume to be circulated to the other P.N.A. committee members.
4. Voting will take place by ballot, during the P.N.A. Business Meeting.
5. The newly elected Chairperson for a P.N.A. Sub-committee will be announced at the end of the P.N.A. Meeting.

NOTE:

If no P.N.A. issues their name for election, the P.N.A. reserves the right to appoint an individual to the position of Chairperson for a P.N.A. Sub-Committee.

Section: COMMITTEES
Topic: PNA Sub-Committee Election Policy
Effective Date: September 1994

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Page 2 of 2

NOMINATION FORM

Name of Nominee:

Current Position:

Chapter:

Date of Meeting:

Notice of Intention*:

**NOTE: Or Attach a Letter of Intent and/or Resume to the P.N.A. Chairperson at the National Office.*

Signature of Nominee

Date

Section: COMMITTEES
Topic: CSO/NCCP Level II Technical Committee
Chairperson's Job Description
Effective Date: September 1994

6000-14

Page 1 of 2

PURPOSE

To facilitate the design and the growth of the NCCP CSO Level II Technical course by co-ordinating and guiding the Level II Committee members.

QUALIFICATIONS/SKILLS REQUIRED

- Strong leadership, organizational and administrative skills.
- Chairperson and public speaking skills.
- Strong verbal and written communication skills.
- Provincial NCCP Administrator.

DUTIES AND RESPONSIBILITIES

1. Administrative Duties:
 - develop short term and long term goals for the Level II Technical course in conjunction with the Level II Committee members and the P.N.A. Chairperson.
 - create and monitor a budget to support the needs and development of the Level II Technical course in conjunction with the P.N.A. Chairperson.
 - plan and organize Level II Committee meetings.
 - maintain a communication flow between the Level II Committee and the P.N.A. Committee.
 - recruit a writer and/or an editor for the Level II Technical course manual.
 - recruit new committee members if deemed necessary.
2. Provincial NCCP Administration Committee Meetings:
 - report, interpret and make recommendations to the P.N.A. Committee regarding the Level II meetings, course status and content.
 - submit all Level II Committee recommendations in form of a motion to the P.N.A. Committee.
 - report results and implications of decisions made at the P.N.A. meeting to the Level II Committee members.

Section: COMMITTEES
Topic: CSO/NCCP Level II Technical Committee
Chairperson's Job Description
Effective Date: September 1994

6000-14

Page 2 of 2

DUTIES AND RESPONSIBILITIES

3. Level II Committee Meetings:
 - design and distribute the Level II Committee meeting agenda to all members in conjunction with the P.N.A. Chairperson.
 - call the Level II Committee meetings.
 - conduct all the Level II Committee meetings using Perry's or Roberts Rules of Order.
 - ensure prompt and proper distribution of minutes to Level II Committee Members and P.N.A. Committee.
 - ensure actions and responsibilities by other Level II Committee members are completed.

4. NCCP CSO Level II Technical Course Pilot Program:
 - draft a proposal schedule to pilot the course in conjunction with the Level II Committee Members.
 - monitor the progress of the Level II Technical course pilot program.
 - draft an evaluation form for the Level II Technical course pilot program.
 - attend a Level II Technical course pilot program if deemed necessary.
 - draft and present a final report on the Level II Technical course pilot program.

5. Selection of the Writer and/or Editor for the Level II Technical Course Manual:
 - select a writer and/or editor
 - ensure that the writer and/or editor for the Level II Technical course meets quality standards and established deadlines.
 - maintain a communication flow between the writer and/or editor and the Level II Committee.

TIME REQUIREMENTS

The individual shall hold this position until the Level II Technical course project has been completed.

SUPERVISION

This position is accountable directly to the P.N.A. Chairperson.

ORIENTATION AND TRAINING

The P.N.A. Chairperson shall be responsible for the orientation and training of this position.

Section: COMMITTEES 6000-15
Topic: CSO/NCCP Level I Technical Course - Registration Fee
Effective Date: May 1997 Page 1 of 1

The minimum registration fee for the CSO/NCCP Level I Technical Course is \$20.00 per candidate.

Section: COMMITTEES
Topic: CSO/NCCP Level I Technical Course
- Course Conductor Fee
Effective Date: May 1997

6000-16

Page 1 of 1

The Course Conductor Fee for the CSO/NCCP Level I Technical Course is set at \$180.00 per course regardless of whether they be staff or volunteer.

Section:	COMMITTEES	6000-17
Topic:	CSO/NCCP Level II Technical Course - Registration Fee	
Effective Date:	May 1997	Page 1 of 1

The registration fee for the CSO/NCCP Level II Technical Course is set at \$60.00 per candidate.

Section: COMMITTEES 6000-18
Topic: CSO/NCCP Level II Technical Course
- Course Conductor Fee
Effective Date: May 1997 Page 1 of 1

The Course Conductor Fee for the CSO/NCCP Level II Technical Course is set at a minimum of \$30.00 per hour to a total of 15 hours whether they be staff or volunteer.

Section: COMMITTEES
Topic: CSO/NCCP Level II Technical Course
- Course Participant Pre-Requisite
Effective Date: May 1997

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That all CSO/NCCP Level II Technical Course participants have passed the NCCP Level II Theory course, and are fully certified in the CSO/NCCP Level I Technical Program, prior to enrolling.

Section: COMMITTEES
Topic: CSO/NCCP Level II Technical Course
- Course Conductor Qualifications
Effective Date: May 1997

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That all Course Conductors for the CSO/NCCP Level II Technical Course must be taken the Level II CSO/NCCP Technical Course, and have completed the NCCP Level III Theory Course.

Section:	COMMITTEES	6000-21
Topic:	CSO/NCCP Level II Technical Course Practical Component	
Effective Date:	May 1997	Page 1 of 1

That the Practical component of the CSO/NCCP Level II Technical Certification Program be 100 hours after the completion of the Level II CSO/NCCP Technical Course.

In order to be proactive and effective in the process of putting on successful Provincial Games, we feel it is necessary to implement a more concrete and specific Regional Team Structure. This structure will reflect that of a Provincial Team in both name, role and function. This should help to clarify roles and responsibilities for Regional Team Members, as well as for other officials in communicating with the teams. Obviously this will be more pertinent depending on the size of your team, but should be a value to all Regions. In particular it should greatly improve communication and supervision throughout the games process. Here is an overview of how we see it working:

REGIONAL TEAM ATHLETES	EXTRA QUOTA PROVIDED
20 Athletes or less	➤ 1 Chef de Mission
20 to 40 Athletes	➤ 1 Chef de Mission ➤ 1 Team Manager
40 to 60 Athletes	➤ 1 Chef de Mission ➤ 1 Team Manager ➤ 1 Mission Staff
60 or more Athletes	➤ 1 Chef de Mission ➤ 1 Team Manager ➤ 2 Mission Staff

Some additional things to consider are as follows:

- Each team must name a Chef de Mission.
- A Chef de Mission may or may not be a coach, this is a Regional decision. We recommend this position be filled by someone other than a coach, in order that they have the time and flexibility to fulfill the responsibilities of a Chef de Mission.
- This should help to provide an avenue to support 1:1 supervision needs, or other requests for extra support.
- The list of “position descriptions” will further clarify each persons role.

Section: TRAINING AND COMPETITION
Topic: Selection Criteria for Athletes Advancing to National Games

5000-46

Proposed Date:

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Revised Date: May 2003

PREAMBLE

The selection of athletes to National Teams should be a carefully monitored process with established parameters. Regions should remember that, as in other sport bodies, athletes who have proven themselves capable and worthy, through their performance and dedication to training, should advance on to represent Nova Scotia.

In Special Olympics, this includes not only the athletes who compete in high performance ability levels, but also those athletes in the medium to low performance ability levels.

This policy is solely for the selection of athletes and teams advancing from Provincial Games to a National Games representing Special Olympics Nova Scotia

THE ATHLETE SELECTION COMMITTEE

The selection committee will be comprised of the following members:

- SONS General Manager (ex-officio, non-voting)
- SONS Program Coordinator (ex-officio, non-voting)
- SONS Board designate (typically the PPC Chairperson)
- SONS Executive Members

GENERAL PRINCIPLES

The demands that are put on the athletes at high levels of competition, and the fact that the experience should be enjoyable for all involved, athletes should have demonstrated the ability to cope with the pressures involved in travelling, competing, and being removed from their usual environment for up to a two-week period. With this in mind, athletes who have demonstrated problems with social adaptation or behaviour in the past, should not be endorsed. These athletes may deprive other team members of a pleasant and rewarding experience, and place undue stress and responsibility upon coaches assigned to their supervision. This judgement must be made in consultation with those who know the athlete best, and with the well being of that athlete and the potential teammates in mind.

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In addition:

- Athletes who advance to National Games will be from a variety of ages, skill groups and from both genders.
- In the event that athletes are tied after being ranked, the athlete that has not attended the previous national competition for that sport will be ranked higher.
- Each of the Regions which comprise Special Olympics Nova Scotia will be granted at least one quota on Team Nova Scotia, provided they have an athlete who has met the required criteria:
 - ✓ The Region must have at least six athletes registered and participating in the qualifying event for Summer Games and four athletes for Winter Games. For this purpose, a registered team would be counted as one athlete.
 - ✓ Registered athletes are those registered for an official SOC Sport. This number will not include athletes participating in non-medal events, or unofficial SOC sports. It should be noted that while Masters Triathlon is an official sport of Special Olympics Nova Scotia, it is not an official SOC sport and those athletes would not be included to calculate these specific Regional numbers.
 - ✓ An athlete must have earned a minimum of one medal to be selected.

Team sports are excluded from this element of the selection process, meaning a Region may not achieve guaranteed representation through team sports. This includes softball, soccer, floor hockey, curling and pairs figure skating.

Selection Criteria

Athletes must meet the following minimum criteria to be selected as a member of Team Nova Scotia for attendance at a National Games:

- The individual must be a registered athlete with Special Olympics. Nova Scotia
- The athlete must have competed in a SONS qualifying event.
- Athletes must be 13 years of age, as of the official start date (opening ceremonies) of the National competition.
- The athlete must be a member in good standing to qualify for a National competition.
- Athletes must compete in the required minimum number of events, as outlined by the SOC Rule Book. If an athlete is disqualified at a qualifying event, the athlete will not get credit for competing in that event. If a disqualification leads to an athlete not competing in the minimum for that sport, then that athlete is not eligible to advance to a higher level of competition.

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Selection Process

The selection of athletes for advancement to National Games will be done on a sport specific basis, with the principles of competitive success and proportionate regional representation as the key elements. All athletes selected must comply with the selection criteria as outlined in this policy. It is recognized that not all circumstances can be covered under a policy, and in such cases the selection committee shall be given the authority to apply the principles of this policy in making its decision.

The first sports that will be selected in this process will be the team sports. These sports include the following:

Floor Hockey; Curling; Soccer and Softball

The order of selection for these sports is not relevant since the selections are completely independent, and Regional representation is not a factor. In other words, if a Region is drawn in one team sport, this has no impact on its opportunity to be drawn in another team sport.

In the sports listed above, teams will compete in divisions. The gold medal winners in each division will be selected. If the team quota for National Games is less than the number of divisions, a draw will take place to determine which division is selected.

The remainder of sports will be selected according to the number of athletes competing in that sport at the qualifying event. The sport with the greatest number of competing athletes will be selected first, and this will continue in order with the sport with the smallest number of competitors being selected last.

Regions will be guaranteed representation on the Provincial Team according to the criteria listed in the "General Principles". Once all initial athlete selections have been made following the sport specific guidelines, a list of eligible Regions that have not had an athlete selected to Team Nova Scotia will be made. These Regions will have athletes selected, beginning with the Region who has the largest number of athletes competing in the qualifying event and progressing in descending order.

In this process, the sport in which the region had the largest percentage of the competitors in the qualifying will be the sport where the replacement will be made if possible. In other words, if the Region had 15% of the snowshoe athletes and 10% of the figure skaters, the sport of snowshoeing would be where the replacement is made. The Regions highest ranking athlete according to the sport specific criteria, would replace the lowest ranking athlete in that sport. If the lowest ranking athlete is the only athlete selected to Team N.S. from their Region, they will not be replaced in this process, and the next lowest ranking athlete is replaced. If there are no athletes who are able to be

replaced in that sport, the sport in which the Region had its second highest percentage of competitors will be used, and so on.

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In order to ensure the importance and integrity of competitive results, the top 50% of each sport quota shall be protected from “replacement”. If the quota provided by Special Olympics Canada is an odd number, the number of protected athletes is rounded to the smaller number. For example, if the quota were 5 athletes, the top 2 athletes would be protected from replacement. Only in cases where a Region may achieve representation by no other policy provisions, shall an athlete in the top 50% of the selected quota according to competitive results be replaced.

The following sports are considered individual sports, and are measured in terms of time or distances. This allows us to utilize a standard process in their selection as follows:

Athletics; Aquatics; Speed Skating; Snowshoeing and Cross Country Skiing

The athletes competing in the individual sports listed above will be ranked based on their competitive results at the qualifying event. Rankings will be based on the following point scale:

- 5 points - 1st Place
- 3 points - 2nd Place
- 1 point - 3rd Place
- 3 points - for each event entered *, **
- * Athletes do not receive points for any event they were disqualified.
- ** Relay events are not counted in this point system for ranking purposes.

Quota distribution in these sports will be representative of the male/female proportion of athletes registered in the qualifying event.

5-Pin Bowling

In the sport of 5-Pin Bowling athletes are divided by gender and then grouped into ability levels for competition, with age not playing a factor. The scoring system is based on a “pins over average” calculation. In the selection of 5-Pin athletes for Team N.S. both of these items are considered.

The top male, and top female bowlers according to their “pins over average” scores will be selected. (In a case where the quota is 10 bowlers, the top 2 male/female will be selected.) The Gold Medal winners from each division will fill the remaining bowling quota. If the quota provided is less than the number of gold medal winners, a draw will take place between the gold medal winners to determine selection. If the quota provided is greater than the number of gold medal winners, a draw will take place from the silver medal winners in each division.

Powerlifting

In the sport of Powerlifting athletes compete in weight categories and are also scored using a calculation known as the “Wilks Formula”. The Wilks Formula is a measure used to determine the best lifter, by using a coefficient to standardize the athletes body weight in relation to the total weight lifted in competition.

Athletes will be divided into weight categories, with not fewer than three athletes per category. This will often require the combining of two or more weight categories to form a new category. The Wilks Formula will be used to score athletes, and athletes will be awarded medals according to their ranking within their established category.

The gold medal winners from each category will be selected.

If the quota provided is less than the number of gold medal winners, the winners will be ranked using the Wilks Formula scores, and the quota filled with the highest placing athletes.

If the quota provided is more than the number of gold medal winners, all remaining athletes are ranked according to their Wilks Formula scores and the quota is filled using the highest scores regardless of weight category.

Figure Skating

In the Sport of Figure Skating athletes compete in different levels, and in both the singles and pairs categories. Within these categories athletes are awarded scores or marks based on the criteria in their specific level.

The Gold medal winners from each level will be selected for advancement to National Games. If the quota provided is less than the number of gold medal winners the following process will be followed.

If there has been a “Pairs” event at the games, and the quota provided for figure skating is 4 or more athletes, the gold medal winner in the pairs event will be selected first. If there is more than one gold medal winner in the pairs event, the pairs team with the highest point score will be selected. In a case where the pairs scores are equal, the pair who has not attended the previous National Games will be selected. If this is not applicable a draw will determine the pairs selected for advancement.

The remaining quota will then be filled with the gold medal winners in the singles competition. The gold medal winners will be ranked in order according to their point score in the overall

competition. In cases where athletes are tied by scores, an athlete who has not attended the previous National Games is given preference. The athletes with the highest scores will be selected until all quotas are filled.

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For instances where athletes must be replaced to meet the needs for regional representation, the 50% rule will apply in protecting the pairs winners, as well as the top 50% of singles skaters. The top 50% of the singles skaters will include all skaters as ranked in that category, and not be adjusted for skaters who are also in the pair's category.

Regional Endorsement Committee

The next part of the selection process involves sending a list of the athletes selected to the Regional Endorsement Committee in care of the Regional Coordinators. The Provincial Selection Committee shall follow the established policy to establish the next athlete who would be selected, in order to provide an alternate if needed. In some cases the alternate may not be from the same Region as the selection is based on competitive results. If the Region has only one athlete selected to Team N.S., there will be an athlete selected from that region, but not necessarily in the same sport.

It is expected that the highest ranked athletes will be endorsed. In any case where such athletes are not endorsed, the Regional Endorsement Committee must state the reason(s) in writing on the attached form, and return the completed form to the Provincial office, along with the completed form for all athletes who are being endorsed.

It should be noted that athletes can only be endorsed if the Regional Committee has agreed to support them, has secured a training coach for the athlete, and included all contact information for the training coach on the endorsement form.

The Regional Endorsement Committee should be comprised of the following:

- Regional Coordinator(s);
- Regional Executive Committee Members;
- Head Coaches of the sports participating at the qualifying event;
- Other as determined by the Regional Committee.

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The Regional Endorsement Committee should consider the following items in making a decision as to whether an athlete will be endorsed for advancement to National games:

- Competitive success at the qualifying event – the ranking provided;
- Commitment to training;
- The athletes ability to travel with, and take direction from an unfamiliar coach;
- The athletes impact on the other team members;
- The athletes ability to cope with travel, competition, unfamiliar environments, and other games related occurrences over a prolonged period;
- The athletes behavioural concerns;
- Medical approval from a family doctor;
- The recommendations of those who are responsible for the direct care of the athlete;
- The overall potential for the athlete to have a positive experience at the National Games.

Final Selection

The Provincial Selection Committee makes the final decision in athlete selection. Selection of athletes will not be considered official until the release of the “Official Team Nova Scotia Roster”. This Roster may only be released from the Provincial office. Any member of the selection committee will make no announcements until the roster has been released through the Provincial Office.