

***Special
Olympics
Manitoba***



POLICY MANUAL

2022

A resource for employees and volunteers that establishes guidelines and protocols for all the major principles, actions and decisions for Special Olympics Manitoba.



Special Olympics Manitoba is dedicated to enriching the lives of Manitobans with an intellectual disability through sport.



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ORGANIZATION & ADMINISTRATION

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MISSION STATEMENT:

Special Olympics Manitoba is dedicated to enriching the lives of Manitobans with an intellectual disability through sport.

VISION STATEMENT:

Our vision is that sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities across Manitoba.

OUR VALUES:

EMPOWERMENT: We create opportunities to pursue full potential.

EXCELLENCE: We elevate standards and performance.

RESPECT: We operate in an environment of cooperation, collaboration and dignity.

DIVERSITY: We honour what is unique in each individual.

INCLUSION: We foster inclusive communities.



SUPPORTING PRINCIPLES:

A number of basic principles or assumptions are believed to be inherent in Special Olympics Manitoba's mission statement. These are:

- That programs must be provided for all functional abilities and ages of individuals with an intellectual disability;
- That active, physical participation while attending Special Olympics Manitoba programs is a requisite for attendance/membership;
 - Special Olympics provides sport opportunities directly for athletes with an intellectual disability;
 - Special Olympic programs are athlete centered. The athlete is all-important in Special Olympics;
 - 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 a certified coach;
 - Special Olympics supports and promotes a fair and safe environment for both athletes and coaches;
 - Special Olympics links 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; and
 - Special Olympics uses the medium of sport to assist persons with an intellectual disability to become all that they can be – physically, intellectually, socially, emotionally – and to become accepted, respected and productive members of society.



SPECIAL OLYMPICS MANITOBA:

Is recognized as the Sport Governing Body for athletes with an intellectual disability in Manitoba by the Provincial Government through Sport Manitoba, Special Olympics Canada and Special Olympics International. 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 Manitoba to ensure quality program delivery, to protect the name of Special Olympics and to ensure financial integrity at all levels;
- Provide support to the Regions in the areas of program development, volunteer recruitment, retention and recognition, financial management and fundraising opportunities;
- Accredite regions, on an annual basis, based on an annual report;
- Approve and sanction the use of the SOM logo, name and symbols of the organization;
- Liaise with the appropriate ministries of the provincial government and related sport governing bodies;
- Assume sole responsibility for communicating with Special Olympics Canada and undertake to communicate the needs, interests and concerns of Special Olympics throughout Manitoba;
- Approve and oversee Provincial Games and organize teams for National Games; and
- Promote communication with athletes, coaches, volunteers and sponsors of Special Olympics within Manitoba.



SPECIAL OLYMPICS MANITOBA:

Is recognized as the Sport Governing Body for athletes with an intellectual disability in Manitoba by the Provincial Government through Sport Manitoba, Special Olympics Canada and Special Olympics International. In keeping with this recognition, it is the role of the Board of Directors to:

1. Ensuring a clear vision for the organization that is founded in championing the health and social benefits afforded Manitobans with an intellectual disability through active participation in sport.
2. Setting the strategic direction for Special Olympics Manitoba including participation in the development and oversight of the strategic plan.
3. Acting with the utmost integrity in exercising fiduciary duties and ensuring adherence to the legislation that governs the organization including the articles of incorporation and bylaws.
4. Identifying the principal risks of the organization and ensuring implementation and management of all such risks.
5. Providing diligent financial oversight; approving the annual budget; and ensuring that all appropriate financial and operational controls are in place.
6. Hiring the CEO and supporting the position through clear policies and guidelines; direction on strategic matters; the provision of performance expectations and regular performance assessments.
7. Participating in the fund-raising activities of the organization to ensure financial stability and the ability to increase participation; introduce and improve programs; support Provincial Games and ensure Manitoba athletes have the resources required to compete at National and World Games.
8. Acting as stewards of the Special Olympics brand and advocates for the movement to promote the participation of athletes, volunteers and sponsors.
9. Appointing, at its discretion, Committees to consider matters within its mandate or to transact such business as the Board sees fit.
10. Appointing Officers of the organization

CONDUCT

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This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Special Olympics Canada and its Chapters recognize the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). Since the UCCMS may continue to evolve in the foreseeable future, this Code of Conduct and Ethics incorporates the key elements of the current version of the UCCMS.

Definitions

1. The following terms have these meanings in this Code:
 - a) “Abuse” – see the definition of “Maltreatment” below.
 - b) “Chapter” – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics.; in this case Special Olympics Manitoba
 - c) “Organization” – Special Olympics Canada or the Chapter of jurisdiction
 - d) “Discrimination” – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
 - e) “Harassment” – A course of vexatious comments or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. Racial harassment, which includes racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which endanger a person’s safety, or may negatively affect performance;
 - vii. Hazing, which is any form of conduct which exhibits any potentially humiliating,



- degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Deliberately excluding or socially isolating a person from a group or team;
 - x. Persistent sexual flirtations, advances, requests, or invitations;
 - xi. Physical or sexual assault;
 - xii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - xiii. Retaliation or threats of retaliation against a person who reports harassment.
- f) "Individuals" – means all categories of individual membership defined in the Bylaws of Special Olympics Canada or a Chapter, as well as all individuals employed by, or engaged in activities with, Special Olympics Canada or a Chapter including, but not limited to, employees, contractors, athletes, coaches, mission staff, chefs de mission, officials, volunteers, managers, administrators, committee members, parents or guardians, and directors and officers.
- g) "Maltreatment" – A volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the following behaviours or conduct:
- i. Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:
 - a. Verbal Acts: verbally assaulting or attacking an Individual, including but not limited to unwarranted personal criticisms; body shaming; derogatory comments related to an Individual's identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, or ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.
 - b. Non-assaultive Physical Acts (no physical contact): physically aggressive behaviours, including but not limited to throwing objects at or in the presence of others without



- striking another; hitting, striking or punching objects in the presence of others.
- c. Acts that Deny Attention or Support: acts of commission that deny attention, lack of support or isolation including but not limited to ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.
 - ii. Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:
 - a. Contact behaviours: including but not limited to deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects.
 - b. Non-contact behaviours: including but not limited to isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an athlete to perform a skill for which they are known to not be developmentally ready.
 - iii. Sexual Maltreatment, including, but not limited to, any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes but is not limited to the Criminal Code offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples of Sexual Maltreatment include, but are not limited to:
 - a. Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to:
 - 1. vaginal penetration by a penis, object, tongue, or finger; and
 - 2. anal penetration by a penis, object, tongue, or finger.
 - b. Any intentional touching of a sexual nature of any part of a person's body, however



slight, with any object or body part by a person upon another person, including but not limited to:

1. kissing;
2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
4. making a person touch themselves or someone else with or on any of the body parts listed in 2); and
5. any intentional touching in a sexualized manner.
 - iv. Neglect: any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour. Neglect, or acts of omission, include without limitation, not providing an athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an athlete during travel, training or competition; not considering the welfare of the athlete when prescribing dieting or other weight control methods; disregarding the use of prohibited substances by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport rules, regulations, and standards, or subjecting Individuals to the risk of Maltreatment.
 - v. Grooming: includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in 'boundary violations' which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts).
 - vi. Interference with or manipulation of process:
 - a. An adult Individual violates the Code of Conduct and Ethics by directly or indirectly interfering with a process instituted pursuant to this Code or any other policy by:



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- a. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
 - b. destroying or concealing information;
 - c. attempting to discourage an Individual's proper participation in or use of the Organization's or a Chapter's processes;
 - d. harassing or intimidating (verbally or physically) any person involved in the Organization's or a Chapter's processes before, during, and/or following any proceedings;
 - e. publicly disclosing an Individual's identifying information, without the Individual's agreement;
 - f. failing to comply with any temporary or provisional measure or any final sanction;
 - g. distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
 - h. influencing or attempting to influence another Individual to interfere with or manipulate the process.
- vii. **Retaliation:** An Individual shall not take an adverse action against any other Individual for making a good faith report of possible Maltreatment or for participating in any process found in a policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in Special Olympics Canada's or a Chapter's processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of possible Maltreatment.
- viii. **Aiding and Abetting:**
- a. Any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by a participant. Aiding and Abetting also includes, without limitation, knowingly:
 - a. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;
 - b. providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
 - c. allowing any Individual to violate the terms of their suspension or any other sanctions imposed.
- ix. **Failure by an adult Individual to report actual or suspected Maltreatment of a Minor:** This obligation is ongoing and is not satisfied by making an initial report; instead, this



obligation includes reporting to Special Olympics Canada or a Chapter, on a timely basis, all relevant information that the adult participant is or becomes aware of, and requires making a direct report to Special Olympics Canada or a Chapter. Any report shall include the personally identifying information of the potential Minor complainant (to the extent known), and any such information learned at a later date.

- x. Failure to report inappropriate conduct: Any Individual who suspects or becomes aware of another Individual's inappropriate conduct, even if it is not defined as Maltreatment, has a duty to report such inappropriate conduct to Special Olympics Canada or a Chapter. Individuals in positions of trust and authority who become aware of another Individual's inappropriate conduct have a responsibility for reporting the concern within their organization's policies and procedures.
- xi. Intentionally filing a false allegation of maltreatment: An allegation is false if the events or conduct reported did not occur and the Individual making the report knows that the events or conduct did not occur. An individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith.
- h) "Minor" – Any Individual who is under the age of majority at the time in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a minor. For the purpose of protection in each Canadian province and territory, the age of a minor is defined as follows:
 - i. 16 years old: Newfoundland and Labrador; Saskatchewan; Northwest Territories; Nunavut
 - ii. 18 years old: Prince Edward Island; Quebec; Ontario; Manitoba; Alberta
 - iii. 19 years old: Nova Scotia; New Brunswick; British Columbia; Yukon.
- i) "Person in Authority" – Any Individual who holds a position of authority within Special Olympics Canada or a Chapter including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, volunteers, parents/guardians and Directors and Officers
- j) "Workplace" - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, Special Olympics Canada or Chapter offices, home offices, work-related social functions, work assignments outside the offices, work-related travel, the training and competition environment, and work-related conferences or training sessions
- k) "Workplace Harassment" – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:



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- i. Bullying.
 - ii. Workplace pranks, vandalism, bullying or hazing.
 - iii. Repeated offensive or intimidating phone calls, emails, texts or other social media.

 - iv. Inappropriate sexual touching, advances, suggestions or requests.
 - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form.
 - vi. Psychological abuse.
 - vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings.
 - viii. Deliberately withholding information that would enable a person to do his or her job, perform or train.
 - ix. Sabotaging someone else's work or performance.
 - x. Spreading malicious rumours.
 - xi. Intimidating words or conduct (offensive jokes or innuendos); and
 - xii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- l) "Workplace Violence" – the use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- i. Verbal or written threats to attack.
 - ii. Sending to or leaving threatening notes or emails.
 - iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects.
 - iv. Wielding a weapon in a Workplace.
 - v. Hitting, pinching or unwanted touching which is not accidental.
 - vi. Dangerous or threatening horseplay.
 - vii. Physical restraint or confinement.
 - viii. Blatant or intentional disregard for the safety or wellbeing of others.
 - ix. Blocking normal movement or physical interference, with or without the use of



equipment.

- x. Sexual violence; and
- xi. Any attempt to engage in the type of conduct outlined above.

Purpose

- 2. The purpose of this Code is to ensure a safe and positive environment within Special Olympics Canada and its Chapters' workplaces, programs, activities, and events by making Individuals aware that there is an expectation, at all times, of appropriate behaviour. Special Olympics Canada and its Chapters support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

- 3. This Code applies to Individuals' conduct during Special Olympics Canada or its Chapter's workplaces, business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with Special Olympics Canada or Chapter activities, fundraising events, all meetings of Special Olympics Canada or a Chapter, and any other Special Olympics Canada or Chapter meetings.
- 4. This Code also applies to Individuals' conduct outside of Special Olympics Canada or Chapter business, activities, and events when such conduct adversely affects relationships within Special Olympics Canada or its Chapter(s) (and its work and sport environment) and is detrimental to the image and reputation of Special Olympics Canada or the Chapter. Such applicability will be determined by Special Olympics Canada or the Chapter, as applicable, at its sole discretion.
- 5. This Code applies to Individuals active in sport or who have retired from sport where any claim regarding a potential breach of this Code occurred when the Individual was active in sport.
- 6. In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).

Enforcement

- 7. An Individual who violates this Code in any context may be subject to sanctions pursuant to the Discipline and Complaints Policy. In addition to facing possible



sanctions pursuant to the Discipline and Complaints Policy, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, and the Individual may be subject to sanctions pursuant to that competition's policies. An employee in breach of this Code are subject to Special Olympics Canada or the Chapter of jurisdictions Human Resource Policies and Procedures.

Responsibilities

8. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
 - i. Focusing comments, criticism or disciplinary actions appropriately.
 - ii. Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
 - iii. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory.
 - iv. Treating individuals fairly and reasonably.
 - v. Adhering to Special Olympics Canada and Chapter rules and policies and the spirit of those rules and policies.
 - b) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination, or any form of Maltreatment.
 - c) Abstain from the non-medical use of drugs.
 - d) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
 - e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate or unwanted activities.
 - f) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in Special Olympics programs, activities, competitions, or events.
 - g) In the case of minors, not consume alcohol, tobacco, or cannabis at while participating in Special Olympics programs, activities, competitions, or events.
 - h) In the case of adults, not consume cannabis in the Workplace or in any situation associated with Special Olympics events (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Special Olympics events.



- i) Respect the property of others and not wilfully cause damage.
- j) Promote the sport in the most constructive and positive manner possible.
- k) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended.
 - ii. Not be under the influence of alcohol, cannabis, or illegal drugs or substances;
and
 - iii. Have valid car insurance.
- l) Adhere to all applicable federal, provincial, municipal and host country laws.
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- n) Comply, at all times, with the applicable bylaws, policies, procedures, and rules and regulations of Special Olympics Canada and the applicable Chapter, as adopted and amended from time to time.
- o) Report to Special Olympics Canada or a Chapter any ongoing criminal investigation, conviction, or existing bail conditions involving yourself, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance.

Volunteers

- 9. In addition to section 8 (above) volunteers have additional responsibilities. Volunteers are a critical part of the organization and the organization's success is directly related to volunteers carrying out their assigned responsibilities. Volunteers will:
 - a) Act with honesty and integrity while carrying out any assigned responsibilities;
 - b) Comply with both the letter and the spirit of any training or orientation provided by Special Olympics Canada and its Chapters;
 - c) Take responsibility for actions and decisions. Follow reporting lines to facilitate the effective resolution of problems;
 - d) Prudently manage and allocate assets and resources, both financial and material;
 - e) Abide by applicable conflict of interest and confidentiality policies;
 - f) Use inoffensive language; and
 - g) Dress professionally, neatly, and inoffensively.
- 10. Volunteers will not:



- a) Exceed the authority of assigned position;
- b) Encourage athletes to consume illegal drugs, alcohol, cannabis, recreational drugs or performance-enhancing drugs; or
- c) Engage in a sexual or intimate relationship with an athlete.

Coaches

11. In addition to section 8 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
 - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes.
 - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
 - c) Avoid compromising the present and future health of athletes by communicating and cooperating with medical professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.
 - d) Support the coaching staff of a training camp, provincial/territorial team, or national team, should an athlete qualify for participation with one of these programs.
 - e) Provide athletes (and the parents/guardians of Minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
 - f) Act in the best interest of the athlete's development as a whole person.
 - g) Meet the screening requirements and coaching credentials, as required by Special Olympics Canada and its Chapters.
 - h) Respect athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes.
 - i) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a



- vulnerable or dependent position and less able to protect their own rights.
- j) Dress professionally, neatly, and inoffensively; and
 - k) Use inoffensive language.
12. Coaches will not:
- a) Exceed the authority of assigned position;
 - b) Provide athletes with, or promote, encourage, or condone the use by athletes of illegal drugs, recreational drugs, alcohol, cannabis, or performance enhancing substances or methods; or
 - c) Engage in a sexual or intimate relationship with an athlete.

Athletes

13. In addition to section 8 (above), athletes (with the assistance of their caregivers when necessary) will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
 - b) Participate and appear on-time and be prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events;
 - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason;
 - d) Adhere to Special Olympics Canada and Chapter rules and requirements regarding clothing and equipment;
 - e) Never ridicule another participant for a poor performance or practice;
 - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, spectators, or participants;
 - g) Dress in a manner representative of Special Olympics Canada and its Chapters, focusing on neatness, cleanliness, and discretion;
 - h) Act in accordance with Special Olympics Canada and Chapter policies and procedures and, when applicable, additional rules as outlined by coaches, managers, volunteers or staff; and
 - i) Not use illegal drugs, alcohol, cannabis, recreational drugs or performance enhancing substances or methods during any Special Olympics events including but not limited to: training, competitions, camps fundraising events, or when representing Special Olympics Canada at an event hosted by another



organization.

Directors, Committee Members, and Staff

14. In addition to section 8 (above), the Conflict of Interest Policy, and the Confidentiality Policy, the Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Ensure their loyalty prioritizes the interests of Special Olympics Canada or a Chapter, as applicable.
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the organization and the maintenance of Individuals' confidence.
 - c) Ensure that SOC/Chapter financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - d) Conduct themselves openly, professionally, lawfully and in good faith.
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
 - f) Behave with decorum appropriate to both circumstance and position.
 - g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
 - h) Respect the confidentiality appropriate to issues of a sensitive nature.
 - i) Respect the decisions of the majority and resign if unable to do so.
 - j) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings; and
 - k) Have a thorough knowledge and understanding of all governance documents.

Officials

15. In addition to section 8 (above), officials will have additional responsibilities to:
 - a) Maintain and update their knowledge of the rules and rules changes;
 - b) Work within the boundaries of their position's description while supporting the work of other officials;
 - c) Act as an ambassador of Special Olympics by agreeing to enforce and abide by national and provincial/territorial rules and regulations;
 - d) Take ownership of actions and decisions made while officiating;
 - e) Respect the rights, dignity, and worth of all individuals;
 - f) Not publicly criticize other officials or any club or association;
 - g) Act openly, impartially, professionally, lawfully, and in good faith;



- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals;
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or Special Olympics Canada or Chapter at the earliest possible time;
- k) When writing reports, set out the true facts; and
- l) Dress in proper attire for officiating.

Parents/Guardians and Spectators

- 16. In addition to section 8 (above), parents/guardians and spectators have additional responsibilities to:
 - a) Encourage athletes to participate within the rules and to resolve conflicts without resorting to hostility or violence;
 - b) Condemn the use of violence in any form;
 - c) Never ridicule a participant for making a mistake during a performance or practice;
 - d) Provide positive comments that motivate and encourage participants' continued effort;
 - e) Respect the decisions and judgments of officials, and encourage athletes to do the same;
 - f) Never question an official's or staff member's judgment or honesty;
 - g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm;
 - h) Respect and show appreciation to all participants, and to the coaches, officials and other volunteers; and
 - i) Not harass participants, coaches, officials, parents/guardians, or other spectators.

Chapters

- 17. Chapters will:
 - a) Adhere to Special Olympics Canada's governing documents and, where necessary, amend their own rules to comply or align with those of Special Olympics Canada;



- b) Recognize that their websites, blogs and social media accounts may be seen as extensions of Special Olympics Canada and other Chapters and must reflect Special Olympics Canada's mission, vision and values;
- c) Ensure that all athletes, coaches and volunteers participating in sanctioned competitions and events are registered and in good standing;
- d) Have well-defined staff and volunteer recruitment and hiring practices and standards in place including interviews, reference checks, and screening procedures to ensure athletes have a healthy and safe sport environment;
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly;
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender;
- g) Advise Special Olympics Canada immediately of any situation where a complainant has or stated an intention to publicize a complaint in the media; and
- h) Provide Special Olympics Canada with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals.

Subjecting an Individual to Maltreatment

18. It is a violation of this Code for any Person in Authority to place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and a coach to share a hotel room when traveling, hiring a coach who has a past history of Maltreatment, assigning guides and other support staff to an Athlete when the guide or support staff has a reputation for Maltreatment, or assigning such a guide or support staff to an Athlete in the absence of consultation with the Athlete and their parent/guardian.



This Code of Conduct and Ethics has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Case Manager” – An individual appointed by the Discipline Chair to implement certain complaints under this Discipline and Complaints Policy. The Case Manager does not need to be a member of, or affiliated with, Special Olympics Canada or a Chapter.
 - b) “Complainant” – The Party alleging an infraction.
 - c) “Days” – Days including weekends and holidays.
 - d) “Discipline Chair(s)” – An individual or individuals appointed by the applicable Board or the Executive Director to be the first point-of-contact for all discipline and complaint matters reported to Special Olympics Canada or its Chapters.
 - e) “Individuals” – All categories of membership defined in Special Olympics Canada or Chapter Bylaws, as well as all individuals engaged in activities with Special Olympics Canada or its Chapters including, but not limited to, athletes, coaches, mission staff, chefs de missions, officials, volunteers, committee members, parents or guardians, and directors and officers.
 - f) “Respondent” – The alleged infracting Party

Purpose

2. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Special Olympics Canada and Chapter policies, Bylaws, rules and regulations, and Code of Conduct and Ethics. Non-compliance may result in sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Individuals.
4. This Policy applies to matters that may arise during the course of Special Olympics Canada or Chapter business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Special Olympics Canada or Chapter activities, and any meetings.
5. This Policy also applies to Individuals’ conduct outside of Special Olympics Canada



or Chapter business, activities, and events when such conduct adversely affects relationships within Special Olympics Canada or the Chapter (and its work and sport environment), is detrimental to the image and reputation of Special Olympics Canada or the Chapter, or upon the acceptance of Special Olympics Canada or the Chapter.

6. Jurisdiction of complaints between Special Olympics Canada and its applicable Chapter will be determined based upon where and when the conduct occurred, as determined by Special Olympics Canada and the applicable Chapter.
7. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.
8. This Policy does not apply to any Special Olympics Canada or Chapter employees or contractors as such matters are governed by policies that expressly apply to employees, such as an applicable organization's human resources policy or employment/contractor agreement.

Process

9. Any Individual may report an incident or complaint in writing within fourteen (14) days of the alleged incident to Special Olympics Canada or the applicable Chapter who will forward the complaint to the Discipline Chair, although this timeline can be waived or extended at the Discipline Chair's discretion. At Special Olympics Canada or the Chapters discretion, the organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the organization will identify an individual to represent Special Olympics Canada or the Chapter.
10. Upon receipt of a complaint, the Discipline Chair will review the submissions related to the complaint and determine one or more of the following sanctions:
 - a) The complaint is not substantiated and no sanction.
 - b) Verbal or written reprimand
 - c) Verbal or written apology
 - d) Service or other contribution
 - e) Removal of certain privileges
 - f) Suspension from certain teams, events, and/or activities



- g) Suspension from all activities for a designated period of time
 - h) Payment of the cost of repairs for property damage
 - i) Suspension of funding
 - j) Any other sanction considered appropriate for the offense.
 - k) Expulsion
 - l) Any other sanction considered appropriate for the offense.
11. The Discipline Chair will inform the Complainant and the Respondent of the sanction, if any.
12. Records of all decisions and sanctions, if any, will be maintained by the organization maintaining jurisdiction.

Request for Reconsideration

13. Notwithstanding Section 10 - 12, the Complainant or the Respondent may contest the sanction by submitting a Request for Reconsideration within five (5) days of receiving the decision of the Discipline Chair. In the Request for Reconsideration, the Complainant or Respondent must indicate:
- a) Why the sanction is inappropriate.
 - b) All evidence to support the party's position; and
 - c) What penalty or sanction (if any) would be appropriate?
14. The sanction may not be appealed until the completion of a request for reconsideration.
15. Upon receiving a Request for Reconsideration, the Discipline Chair will appoint a Case Manager to oversee management and administration of the complaint or incident. Such appointment is not appealable.
16. The Case Manager has a responsibility to:
- a) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
 - b) Propose the use of the Dispute Resolution Policy
 - c) Appoint the Discipline Panel, if necessary



- d) Coordinate all administrative aspects and set timelines.
- e) Provide administrative assistance and logistical support to the Discipline Panel as required
- f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

Procedures

17. If the Case Manager determines the complaint is:
 - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
 - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps.
18. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
19. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
20. After notifying the Parties that the complaint has been accepted, the Case Manager may propose using the Dispute Resolution Policy with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to use the Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.
21. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
 - a) The Parties will be given appropriate notice of the day, time, and place of



the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium.

- b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing.
 - c) The Parties may engage a representative, advisor, or legal counsel at their own expense.
 - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing.
 - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate.
 - f) The decision will be by a majority vote of the Discipline Panel.
22. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
23. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
24. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.
25. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

26. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the applicable organization. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written



decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

27. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
 - a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution
 - d) Removal of certain privileges
 - e) Suspension from certain teams, events, and/or activities
 - f) Suspension from all Special Olympics Canada or Chapter activities for a designated period of time
 - g) Payment of the cost of repairs for property damage
 - h) Suspension of funding
 - i) Expulsion
 - j) Any other sanction considered appropriate for the offense.
28. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.
29. Records of all decisions will be maintained by the applicable organization.

Appeals

30. The decision of the Discipline Panel may be appealed in accordance with Special Olympics Canada's Appeal Policy.

Suspension Pending a Hearing

31. Special Olympics Canada or the applicable Chapter may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.



Criminal Convictions

32. An Individual's conviction for a Criminal Code offense, as determined by Special Olympics Canada or the applicable Chapter, will be deemed an infraction under this Policy and may result in expulsion from Special Olympics Canada and its Chapters. Criminal Code offences may include, but are not limited to:
- a) Any child pornography offences
 - b) Any sexual offences
 - c) Any offence of physical violence
 - d) Any offence of assault
 - e) Any offence involving trafficking of illegal drugs.

Confidentiality

33. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

34. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

Records and Distribution of Decisions

35. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.



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Definitions

1. The following terms have these meanings in this Policy:
 - a) “Appellant” – The Party appealing a decision
 - b) “Case Manager” – An individual appointed by Special Olympics Canada or its Chapter, who may be any Staff, Committee member, Volunteer, Director, or an independent third party, to oversee this Appeal Policy. The Case Manager will have responsibilities that include, but are not limited to:
 - i. Ensuring procedural fairness;
 - ii. Respecting the applicable timelines; and
 - iii. Using decision making authority empowered by this Policy.
 - c) “Days” – Any day of the week, including weekends and holidays
 - d) “Individuals” – All categories of membership defined in Special Olympics Canada or Chapter Bylaws, as well as all individuals engaged in activities with Special Olympics Canada or its Chapters including, but not limited to, athletes, coaches, mission staff, chefs de missions, officials, volunteers, committee members, parents or guardians, and directors and officers.
 - e) “Parties” – The Appellant, Respondent, and any other Individuals or persons affected by the appeal
 - f) “Respondent” – The party whose decision is being appealed

Purpose

2. Special Olympics Canada and its Chapters are committed to providing an environment in which all Individuals are treated with respect. Special Olympics Canada and its Chapters provide Individuals with this Appeal Policy to enable fair, affordable, and expedient appeals of certain decisions made by Special Olympics Canada or its Chapters.

Scope and Application of this Policy

3. This Policy applies to all Individuals.
4. Any Individual who is directly affected by a Special Olympics Canada or a Chapter decision shall have the right to appeal that decision; provided there are sufficient



grounds for the appeal under the 'Grounds for Appeal' section of this Policy. This Policy does not apply to any Special Olympics Canada or Chapter employees as such matters are governed by policies that expressly apply to its respective employees.

5. Jurisdiction of appeals and implementation of this Appeal Policy will be the responsibility of the organization whose decision is being appealed.
6. This Policy will apply to decisions relating to:
 - a) Eligibility
 - b) Coach/Athlete Selection for a Team
 - c) Conflict of Interest
 - d) Discipline
 - e) Membership
7. This Policy will not apply to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of sport
 - d) Selection criteria, quotas, policies, and procedures established by entities other than Special Olympics Canada or its Chapters
 - e) Substance, content and establishment of team selection criteria
 - f) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - g) Budgeting and budget implementation
 - h) Operational structure and committee appointments
 - i) Decisions or discipline arising within the business, activities, or events organized by entities other than Special Olympics Canada or its Chapters
 - j) Decisions or discipline arising within competition
 - k) Decisions made under this Policy

Timing of Appeal

8. Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to Special Olympics Canada's or the applicable Chapter office, the following:



- a) Notice of the intention to appeal
 - b) Contact information of the Appellant
 - c) Name of the respondent and any affected parties when known to the Appellant
 - d) Date the Appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds
 - i) Requested remedy or remedies
 - j) An administration fee of one hundred and fifty dollars (\$150), which will be returned if the appeal is successful
9. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.

Grounds for Appeal

10. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds are limited to submissions that include the Respondent:
 - a) Made a decision that it did not have authority or jurisdiction (as set out in the relevant governing documents)
 - b) Failed to follow its own procedures (as set out in the relevant governing documents)
 - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views)
 - d) Failed to consider relevant information or took into account irrelevant information in making the decision
11. The Appellant bears the onus of proof and must demonstrate, on a balance of probabilities, the occurrence of one of the circumstances set out in Section 10 of this



Policy and that such circumstances had, or may reasonably have had, a material effect on the decision or decision-maker.

Screening of Appeal

12. Upon receiving the notice of the appeal, Special Olympics Canada or its Chapter, as applicable, will appoint an independent third- party Case Manager who has the following responsibilities:
 - a) Determine if the appeal falls under the scope of this Policy
 - b) Determine if the appeal was submitted in a timely manner
 - c) Decide whether there are sufficient grounds for the appeal
13. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
14. If the Case Manager is satisfied that the appeal should not be denied, the Case Manager will appoint an Appeals Panel which shall consist of a single Panel Member to hear the appeal. At the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

Procedure for Appeal Hearing

15. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
16. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
17. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
 - a) The hearing will be held within the appropriate timeline determined by the Case Manager



- b) The Parties will be given reasonable notice of the day, time and place of the hearing
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another person to the extent that the other person would have recourse to an appeal in their own right under this Policy, that person will become a party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

18. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

19. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. The Panel may decide to:
- a) Reject the appeal and confirm the decision being appealed
 - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
 - c) Uphold the appeal and vary the decision
20. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Special Olympics Canada or the applicable Chapter. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.



Confidentiality

21. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.
22. Appeal decisions that are matters of public interest shall be publicly available with the names of the individuals redacted. Names of persons disciplined/affected may be disclosed to the extent necessary to give effect to any decision imposed.

Final and Binding

23. The decision of a Chapter Appeal Panel will be binding on all Parties and on all Individuals and not subject to further appeal.
24. The decision of a Special Olympics Canada Appeal Panel will be binding on all Parties and on all Individuals, subject to the right of any Party to seek a review of the Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).



This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Chapter” – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics; in this case Special Olympics Manitoba.
 - b) “Confidential Information” – Personal information of participants, athletes, coaches and Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, Confidential Information also includes information considered to be intellectual property of Special Olympics Canada or the Chapter such as data, proprietary information and trade secrets.
 - c) “Representative” – All individuals employed by, or engaged in activities on behalf of, Special Olympics Canada or the Chapter who hold and manage confidential information. Representatives include, but are not limited to, coaches, referees, officials, volunteers, committee members staff, administrators, Directors and Officers of Special Olympics Canada or the Chapter.

Purpose

2. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Special Olympics Canada or the Chapter.

Scope and Application

3. This Policy applies to all Representatives of Special Olympics Canada and its Chapters.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
5. Representatives voluntarily publishing or consenting to the publication of their own Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.



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6. Special Olympics Canada and its Chapters will adhere to the privacy legislation in their jurisdiction.

Responsibilities

7. Representatives will not, either during the period of their involvement/employment with Special Olympics Canada or the Chapter or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
8. Representatives will not use, reproduce, or distribute Confidential Information without the express consent of Special Olympics Canada or the applicable Chapter.
9. All documents and written materials relating to Confidential Information will remain the property of Special Olympics Canada or the applicable Chapter and, upon cessation of involvement/employment with Special Olympics Canada or the Chapter, for any reason, or upon request of Special Olympics Canada or the Chapter, Representatives will immediately return or destroy all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Enforcement

10. A breach of any provision in this Policy may be subject to legal recourse, termination of the involvement/employment or sanctions pursuant to the Discipline and Complaints Policy.
1. Appeal decisions that are matters of public interest shall be publicly available with the names of the individuals redacted. Names of persons disciplined/affected may be disclosed to the extent necessary to give effect to any decision imposed.

Final and Binding

2. The decision of a Chapter Appeal Panel will be binding on all Parties and on all Individuals and not subject to further appeal.
3. The decision of a Special Olympics Canada Appeal Panel will be binding on all Parties and on all Individuals, subject to the right of any Party to seek a review of the Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).



PURPOSE OF THIS POLICY:

Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act (“PIPEDA”). This policy describes the way that Special Olympics Manitoba collects, uses, retains, safeguards, discloses and disposes of personal information, and states Special Olympics Manitoba’s commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, the Digital Privacy Act found at <http://laws-lois.justice.gc.ca> (added) and Special Olympics Manitoba’s interpretation of these responsibilities.

ACCOUNTABILITY:

The organization’s CEO has been designated the Special Olympics Manitoba Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Special Olympics Manitoba
304-145 Pacific Avenue Winnipeg, Manitoba
R3B 2Z6
Email: som@specialolympics.mb.ca
Phone: (204) 925-5628

PERSONAL INFORMATION WE COLLECT:

Personal information will only be collected by Special Olympics Manitoba when it is supplied voluntarily by you and will be used only to meet and maintain the highest quality of sport programming for persons with an intellectual disability. Personal information may include information that relates to an individual’s personal characteristics (e.g., gender, age, home address, phone number, name of group home and manager), their health (e.g., medication, type of intellectual disability, medical conditions, special diets, allergies, behavioural concerns and emergency contact) programs in which you will be participating, cross-cultural information, screening information, coaching certification, credit card information for on line donations and photographs. Personal information, however, does not include business information (e.g., an individual’s business address and telephone number), which is not protected by privacy legislation.



Special Olympics Manitoba's website utilizes cookie based technology to store information. This information does not contain personal information but enables us to communicate more meaningfully with you and allows us to evaluate the effectiveness of our programs, communication and marketing.

USE OF INFORMATION:

Special Olympics Manitoba collects personal information from prospective athletes, coaches, officials, volunteers, sponsors, donors, family members and staff for purposes that include, but are not limited to, the following:

- To establish your identity;
- Name, address, phone number, fax number and email address for the purposes of communicating with you;
- To respond to your inquiries;
- To determine eligibility for registration as an athlete or volunteer.
- Banking information, social insurance number, addresses, criminal records check, resume, and beneficiaries for Sport Manitoba's payroll, company insurance and health plan;
- Criminal records check and related personal reference information for the purpose of implementing Special Olympics Manitoba's volunteer screening program;
- Personal health information including provincial health card numbers when traveling, allergies, emergency contact, behavioral information and current medical history for use by coaches and other program personnel. This information will be used for training and competitive purposes or in the case of a medical emergency;
- Athlete information including height, weight, uniform size, shoe size, feedback from coaches, performance results for athlete registration forms, outfitting uniforms, best contact information, media relations, and various components for athlete and team selection;
- For processing donations when donating on line with a credit card;
- Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs;
- Name, address, phone number, cell phone number, fax number and e-mail address



for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.

- Administer and manage our programs and services to athletes, families and volunteers;

Special Olympics Manitoba may also share your personal information with third party data processors, vendors, suppliers and providers responsible for administering marketing, fund raising and promotional activities or for providing programs and services, on our behalf, but only if we acquire your consent in accordance with paragraph 6 or 7 to do so. We will require the organizations with whom we share your personal information, for these purposes, to have policies regarding personal information consistent with our Privacy Policy or to abide by our policies as relevant to the personal information we share with them.

CONSENT:

Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of information. Special Olympics Manitoba may collect personal information without consent where reasonable to do so and where permitted by law.

Special Olympics Manitoba may collect personal information about individuals who are under the age of majority or are otherwise not able to give valid consent. At or before Special Olympics Manitoba collects personal information about an individual that Special Olympics Manitoba knows is not able to give consent, we will acquire the consent of someone who is able to give consent on your behalf, such as a parent, legal guardian, public trustee or substitute decision maker in accordance with the Vulnerable Persons Living With a Disability Act, the Mental Health Act, or any other applicable legislation.

By providing personal information to Special Olympics Manitoba, individuals are consenting to the use of the information for the purposes identified in this policy.

Special Olympics Manitoba will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

An individual may withdraw consent to the collection, use or disclosure of personal information at



any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to Special Olympics Manitoba. The Privacy Officer will advise the individual of the implications of such withdrawal.

LIMITING COLLECTION:

All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. Special Olympics Manitoba will not use any form of deception to obtain personal information.

LIMITING USE, DISCLOSURE AND RETENTION:

Personal information will not be used or disclosed by Special Olympics Manitoba for purposes other than those for which it was collected as described herein, except with the consent of the individual, pursuant to paragraph 7, or as required by law.

Personal information will be retained for only as long as necessary to implement and evaluate our programs and in accordance with legal requirements.

Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

Special Olympics Manitoba may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where Special Olympics Manitoba has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, Special Olympics Manitoba will ensure that the hard drive is physically destroyed.

ACCURACY:

Special Olympics Manitoba will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may



be used to make a decision about an individual.

SAFEGUARDS:

Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.

OPENNESS:

Special Olympics Manitoba will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on Special Olympics Manitoba's web site or upon request by contacting the Privacy Officer.

The information available to the public includes:

- The name or title, address and telephone number of Special Olympics Manitoba's Privacy Officer.
- The forms that may be used to access personal information or change in information.
- A description of the type of personal information held by Special Olympics Manitoba, including a general statement of its approved uses.

INDIVIDUAL ACCESS:

Upon an individual's written request, or the written request of one of the qualified representatives described in paragraph 7, and with assistance from Special Olympics Manitoba, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

Requested information will be disclosed to the individual, or to his or her qualified representative, within 30 days of receipt of the written request at no cost to the individual, or at nominal cost



relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

If personal information is inaccurate or incomplete, it will be amended as required. An individual may be denied access to his or her personal information if:

- This information is prohibitively costly to provide;
- The information contains references to other individuals;
- The information cannot be disclosed for legal, security or commercial proprietary purposes;
- The information is subject to solicitor-client, litigation or medical privilege.

Upon refusal, Special Olympics Manitoba will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

CHALLENGING COMPLIANCE:

An individual or legally authorized representative may challenge Special Olympics Manitoba's compliance with this policy and PIPEDA, by submitting a challenge in writing.

Upon receipt of a written complaint, Special Olympics Manitoba will:

- Record the date the complaint is received;
- Notify the SOM Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint;
- Appoint an investigator;
- Notify the complainant of the outcome of the investigation or advice of the necessity of an extension to respond to the challenge within 30 days of the initial complaint. If an extensions necessary the compliant will also be advised of their right to make the complaint to the Privacy Commissioner of Canada

An individual may appeal a decision made by Special Olympics Manitoba under this Policy, in accordance with Special Olympics Manitoba's policies for appeals.



This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Chapter” – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics; in this case Special Olympics Manitoba
 - b) “Organization” – Special Olympics Canada or the Chapter of jurisdiction
 - c) “Conflict of Interest” – Any situation in which a Representative’s decision-making, which should always be in the best interests of Special Olympics Canada and its Chapters, is influenced or could be influenced by personal, family, financial, business, or other private interests.
 - d) “Pecuniary Interest” - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
 - e) “Non-Pecuniary Interest” - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
 - f) “Representatives” – Individuals employed by, or engaged in activities on behalf of, Special Olympics Canada and its Chapters including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of Special Olympics Canada and its Chapter.

Background

2. When acting on behalf of Special Olympics Canada or its Chapters, individuals have a duty first to that organization and second to any personal stake they have in the operations of Special Olympics Canada and its Chapters or other organisation. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of Special Olympics Canada or the applicable Chapter connected to their own personal



financial gain or advancement in the organization. That would be a conflict of interest situation.

Purpose

3. Special Olympics Canada and its Chapters strive to reduce and eliminate nearly all instances of conflict of interest – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of Special Olympics Canada or the applicable Chapter, shall always be resolved in favour of Special Olympics Canada or the applicable Chapter.
6. Representatives will not:
 - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Special Olympics Canada or the applicable Chapter, unless such business, transaction, or other interest is properly disclosed to and approved by the organization;
 - b) Knowingly place themselves in a position in connection with SOC or a Chapter where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment;
 - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise;
 - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties, if such information is confidential or not generally available to the public;
 - e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Special Olympics Canada or a Chapter, or in which they have a material advantage or appear to have a material advantage on the basis of their association with Special Olympics Canada or the Chapter;



- f) Without the permission of Special Olympics Canada or the applicable Chapter, use organization property, equipment, supplies, or services for activities not associated with the performance of their official duties with the organization;
- g) Place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit; and
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative.

Disclosure of Conflict of Interest

- 7. On an annual basis, all Directors and candidates for election to the Board will complete a Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the organization.
- 8. Board Members shall disclose real or perceived conflicts of interest to the organization's Board immediately upon becoming aware that a conflict of interest may exist. All other Representatives shall disclose real or perceived conflicts to the CEO.
- 9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

- 10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted;
 - b) The Representative does not participate in discussion on the matter;
 - c) The Representative abstains from voting on the decision;
 - d) For Board-level decisions, the Representative does not count toward quorum and the decision is confirmed to be in the best interests of the organization.



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11. For potential conflicts of interest involving employees, the CEO will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. Special Olympics Canada and its Chapters will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with Special Olympics Canada or the applicable Chapter or give rise to a conflict of interest.

Conflict of Interest Complaints

12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the applicable Board or CEO which will decide appropriate measures to eliminate the conflict. The applicable Board or CEO may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority
 - b) Removal or temporary suspension from a designated position
 - c) Removal or temporary suspension from certain teams, events, and/or activities
 - d) Expulsion from Special Olympics Canada or the Chapter
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest
13. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to Special Olympics Canada or the Chapter to be addressed under the Discipline and Complaints Policy.
14. The Board or CEO may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Enforcement

15. Failure to adhere to this Policy may permit discipline in accordance with the Discipline and Complaints Policy.



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Definitions

1. The following term has this meaning in this Policy:
 - a) “Individuals” – All categories of membership defined in Special Olympics Canada or Chapter Bylaws, as well as all individuals engaged in activities with Special Olympics Canada or its Chapters including, but not limited to, athletes, coaches, mission staff, chefs de missions, officials, volunteers, committee members, parents or guardians, and directors and officers.

Purpose

2. Special Olympics Canada and its Chapters supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. Special Olympics Canada and its Chapters encourages all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. Special Olympics Canada and its Chapters believe that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

Application of this Policy

4. This Policy applies to all Individuals.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.



Filing a Dispute

6. Any Individual may file a dispute with in accordance with Special Olympics Canada's Discipline and Complaints Policy or Appeal Policy.

Facilitation and Mediation

7. If all parties to a dispute and Special Olympics Canada or its applicable Chapter agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed to mediate or facilitate the dispute. The mediator or facilitator is not required to be a Special Olympics Canada or Chapter employee or volunteer and may be any individual with the necessary skills to conduct a constructive mediation or facilitation session.
8. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated, and shall specify a deadline before which the parties must reach a negotiated decision.
9. Should a negotiated decision be reached, the decision shall be reported to, and approved by, the organization with jurisdiction of the dispute, either Special Olympics Canada or the applicable Chapter.
10. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of the Special Olympics Canada's Discipline and Complaints Policy or Appeal Policy, as applicable.

Appeals

11. Approved negotiated decisions are not appealable.



PURPOSE:

Special Olympics Manitoba (SOM) is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment and abuse.

Special Olympics Manitoba requires that all active coaches have completed the online Respect in Sport as required by Sport Manitoba.

SCOPE AND APPLICATION:

The policy applies to all SOM registered program volunteers and coaches.

Any coach or program volunteer not having completed the program or maintained certified status is ineligible to attend a sanctioned SOM competitive event until such time that the course is completed.

Recertification is required every five (5) years.

ENFORCEMENT:

Non-compliance of this policy may result in further discipline as determined by the Board of Directors.



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Commitment

Special Olympics Canada (SOC) and its Chapters recognize and value individual differences in identity, perspective, and lived experience. We encourage and support participation in our organization of all segments of Canadian society and are committed to creating and sustaining a safe, accessible, diverse, and inclusive environment. In doing so, SOC and its Chapters will promote and reflect Equity, Diversity, and Inclusion (EDI) in our governance, programs and operations.

We recognize that achieving the goals of EDI requires commitment and dedication from the leadership of the organization at all levels, through our policies, actions and communications. We are committed to the pursuit of the goals and principles set out in this policy in steady and purposeful steps.

Purpose

The purpose of this Policy is to set out the commitments of SOC and its Chapters, and the expectations for all athletes, coaches, volunteers, staff, Board members and contractors, to support an environment where EDI are cultural norms and where all individuals are respected and valued.

The strength of this policy's purpose is embedded in our mission, vision and value statements. It will support SOC's mission to enrich the lives of Canadians with an intellectual disability through sport and its vision that sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities across Canada. The following SOC values guide this Policy:

EMPOWERMENT – We create opportunities to pursue full potential.

EXCELLENCE – We elevate standards and performance.

RESPECT – We operate in an environment of cooperation, collaboration and dignity.

DIVERSITY - We honour what is unique in each individual.

INCLUSION – We foster inclusive communities.



Acknowledgement

SOC and its Chapters recognize Indigenous peoples and communities across Turtle Island as traditional and continued custodians of the waters and lands upon which sport is played and celebrated. SOC and its Chapters acknowledge the role we play in helping to achieve reconciliation with Canada's Indigenous Peoples and are guided and informed by the Truth and Reconciliation Commission of Canada Calls to Action related to sport and recreation.

Definitions

1. The following terms have these meanings in this Policy:
 - a) "Athlete" – refers to an individual registered as an Athlete with Special Olympics Canada or a Chapter
 - b) "Chapter" – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
 - c) "Diversity" – refers to the similarities and differences among people. It includes, but is not limited to ability, sex, gender identity, ethnicity, race, age, sexual orientation, culture, religion, marital status, family status, socio-economic level, body size and shape, language, and accent. Valuing diversity means respecting and appreciating differences in individuals and groups and upholding human rights. It also means valuing various points of view and being open to new and different ideas while ensuring the presence and integration of a variety of individuals with different personal characteristics, particularly Under-represented Groups, in a group or organization.
 - d) "Equity" – is the fair treatment of people. Equity requires consistently promoting justice and fairness within the procedures, processes, and distribution of resources by organizations or systems to ensure everyone has the opportunity to grow, contribute and develop regardless of their identity. Tackling equity issues requires an understanding of the underlying or root causes of outcome disparities and requires the removal of barriers and creation of accessible and respectful environments. Everyone has the opportunity to achieve their personal potential in an equitable environment.
 - e) "Inclusion" – is the act of making everyone feel welcome and allowing them to be their true self. An inclusive environment ensures equitable access to resources and opportunities for all. It enables individuals and groups to feel safe, respected, engaged, and valued for who they are and for their contributions to organizational goals. Consider the following: diversity is a fact; inclusion is an action. Diversity is a noun; inclusion is a verb.



- f) “Under-represented Groups” – refers to any group involved at the athlete, coach, volunteer, staff and/or Board level whose representation is less than adequate or sufficient based on that group’s representation within the larger population in Canada or other geographic area. Specific characteristics of an Under-represented Group vary according to context but can include women, persons with disabilities, Black, Indigenous, and People of Colour (BIPOC), members of the Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer/ Questioning, Intersex, and Asexual communities (2SLGBTQIA+), newcomers to Canada, people of various religions, people from different regions, and people of low socio-economic status.

Responsibilities

6. SOC and its Chapters, athletes, coaches, volunteers, staff, Board members and contractors are responsible for adhering to this Policy and contributing to a safe and positive sport community in which all individuals are treated with respect.
7. SOC and its Chapters commit to advancing EDI in the areas specified in the sections below.

Participation

8. SOC and its Chapters will enhance the quality of, and increase the level of participation in their leadership and programs by:
 - a) Leading and supporting initiatives that focus on Equity, Diversity and Inclusion for Under-represented Groups.
 - b) Ensuring that individuals from Under-represented Groups have equitable opportunity to participate in programs, training, and other activities.
 - c) Dealing with any incident of discriminatory behaviour according to the Pan-Canadian Code of Conduct and Ethics (which outlines expectations about appropriate behaviour) and the Discipline and Complaints Policy (which outlines the mechanism for reporting and reviewing complaints).

Board Leadership

6. The Boards of Directors of SOC and its Chapters will ensure EDI is central to their planning, oversight, and policy development/approval activities.
7. SOC and its Chapters commit to fostering an inclusive Board environment and ensuring their Boards are diverse and include members from Under-represented Groups.



Communications

8. SOC and its Chapters will ensure that Under-represented Groups are portrayed equitably in promotional materials and official publications, and that inclusive language and images that portray a strong message of Equity, Diversity and Inclusion are used in all communications.

Programming, Services, and Resources

9. SOC and its Chapters are committed to equitably reflecting Under-represented Groups in programs, services, and resources and will ensure that the provision of equitable opportunities for Under-represented Groups is central when developing, updating, or delivering programs and policies. SOC and its Chapters will ensure participants are neither disadvantaged nor denied access on the basis of a prohibited ground pursuant to applicable human rights legislation.

Human Resource Management

10. SOC and its Chapters are committed to using equitable and inclusive human resource management practices, including but not limited to: promotion of job opportunities, hiring practices, performance management processes, pay scales and accommodation for specific needs.

Outreach and Education

11. SOC and its Chapters commit to reach out to Special Olympics athletes and volunteers from Under- represented Groups to better understand what barriers they face and what more can be done to achieve Equity, Diversity and Inclusion.
12. SOC and its Chapters will provide EDI-related training, education, and/or professional development opportunities on an ongoing and regular basis, to athletes, coaches, volunteers, staff and Board members.

Evaluation

13. SOC, its Chapters, and the Boards of Directors will monitor and evaluate EDI progress on an annual basis.



Definitions

1. Terms in this Policy are defined as follows:

- a) Athlete – An individual who is an Athlete Participant in Special Olympics Canada or a Chapter who is subject to the policies of Special Olympics Canada or the Chapter
- b) Chapter – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
- c) Participant – Refers to all categories of individual members and/or registrants defined in the By-laws of Special Olympics Canada or the Chapter who are subject to the policies of Special Olympics Canada or the Chapter, as well as all people employed by, contracted by, or engaged in activities with, Special Olympics Canada or the Chapter including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, and Directors and Officers
- d) Person in Authority – Any Participant who holds a position of authority within Special Olympics Canada or the Chapter including, but not limited to, coaches, instructors, officials, managers, staff, support personnel, chaperones, committee members, and Directors and Officers
- e) Vulnerable Participant – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)

Purpose

2. This Athlete Protection Policy describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

- 3. Special Olympics Canada requires that the ‘Rule of Two’ be followed for all Persons in Authority who interact with Athletes, to the maximum extent feasible. The ‘Rule of Two’ is a directive that says that an Athlete must never be alone one-on-one with an unrelated Person in Authority.
- 4. Special Olympics Canada recognizes that fully implementing the ‘Rule of Two’ may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:



- a) The training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
- b) Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
- c) A Vulnerable Participant who has a parent/guardian, may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Participant's parent or guardian/caregiver.
- d) Persons in Authority may not invite or host in their home Vulnerable Participants who have parent/guardians, without the written permission from parents or guardians/caregivers or without parents or guardians/caregivers having knowledge of the visit at the time.

Practices and Competitions

5. For practices and competitions, Special Olympics Canada recommends:

- a) A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or practice unless the Person in Authority is the Vulnerable Participant's parent or guardian
- b) If the Vulnerable Participant is the first Athlete to arrive, the Athlete's parent should remain until another Athlete or Person in Authority arrives
- c) If a Vulnerable Participant would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is not dependent on a guardian and is capable of giving their own consent, should be present in order to avoid the Person in Authority being alone with a Vulnerable Participant
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority
- e) Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Participants for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message



Communications

6. For communication between Persons in Authority and Athletes, Special Olympics Canada recommends:
- a) Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone
 - b) Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Participant)
 - c) Parents/guardians/caregivers may request that their Vulnerable Participant not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communication
 - d) All communication between a Person in Authority and Athletes must be during reasonable hours of the day unless extenuating circumstances justify otherwise
 - e) Communication concerning non-prescription drugs or alcohol use (unless regarding its prohibition) is not permitted
 - f) No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium
 - g) Persons in Authority are not permitted to ask Athletes to keep a personal secret for them

Travel

7. For travel involving Persons in Authority and Athletes, Special Olympics Canada recommends:
- a) Teams or groups of Athletes shall always have at least two Persons in Authority with them
 - b) For mixed gender teams or groups of Athletes, in the event that Persons of Authority do not represent the identified genders of athletes, the Chapter can use discretionary quota (as per SOC Pan-Canadian Quota Policy) to add a Person of Authority or get the consent of the Athlete's parent/guardian for the Athlete to travel with the identified Persons of Authority.
 - c) If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with d parents or other volunteers who have been screened



- d) To the maximum extent possible, no Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian
- e) A Person in Authority may not share a hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian/caregiver or spouse
- f) Room or bed checks during overnight stays must be done by two Persons in Authority
- g) For overnight travel when Athletes must share a hotel room, roommates must be age-appropriate (e.g., a reasonable age difference) and of the same gender identity

Locker Rooms / Changing Areas

8. For locker rooms, changing areas and other closed meeting spaces, Special Olympics Canada recommends:
- a) Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker room, washroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area
 - b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies. When possible, the Person in Authority should be the same gender identity as the Vulnerable Participant.

Photography / Video

9. For all photography and video of an Athlete, Special Olympics Canada recommends:
- a) Photographs and video should only be taken in public view. Content must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete
 - b) The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited
 - c) Examples of photos that shall be edited or deleted include:
 - i. Images with misplaced apparel or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images
 - d) If any content featuring an Athlete will be used on any form of public media, the Athlete must have given their consent before the content is recorded



Physical Contact

10. Some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. For physical contact, Special Olympics Canada recommends:
- a) Persons in Authority must explain, at the beginning of training, the reasons to occasionally make physical contact with the Athlete and clearly explain where the physical contact will occur.
 - b) Infrequent, incidental physical contact during a training session is not considered a violation of this policy
 - c) Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.

Enforcement

11. Any alleged violations of this Athlete Protection Policy shall be addressed pursuant to the Discipline and Complaints Policy or, in the case of paid staff, to SOC's or the Chapter's relevant human resources policies.



Special Olympics Canada and its Chapters have a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every individual that is involved in the Canadian Special Olympic community.

Special Olympics Canada and its Chapters have zero tolerance for misconduct or maltreatment of any Individuals affiliated with Special Olympics Canada and its Chapters, and therefore take any situation involving misconduct, discrimination or maltreatment very seriously. For this reason, Special Olympics Canada and its Chapters are collectively committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

The policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, and they are also intended to prevent issues from arising in the first place by communicating expected standards of behaviour.

Any individuals involved with Special Olympics Canada and its Chapters, including but not limited to Athletes, coaches, officials, staff, volunteers, and parents/guardians of Athletes, who wish to report any instance of misconduct or maltreatment may first contact Special Olympics Canada or the applicable Chapter to try and resolve the matter informally. If not practical, or if preferred, the individual may report the complaint directly to Special Olympics Canada's independent third-party responsible for managing complaints or to the Chapter's independent third-party responsible for managing complaints. The independent third party will then determine the appropriate forum and manner to address the complaint.

Special Olympics Canada's Independent Third Party:

Brian Ward
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{insert name of Chapter}'s Independent Third Party:

Name

Email

Special Olympics Canada also recognizes the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) and its responsibilities to integrate the UCCMS into its policies. Since the UCCMS may continue to evolve in the foreseeable future, the safe sport policies incorporate the key elements of the current version of the UCCMS as follows (which are indicated with an * within the policy):



<u>UCCMS v. 5.1 Section</u>	<u>Policy</u>
Section 1.2 – General Principles	Discipline and Complaints Policy para. 3
Section 1.3 – Consensus Statements	Safe Sport Policy para. 3
Definitions	Code of Conduct para. 1 Discipline and Complaints Policy para. 1
Scope and Application 2.1.2	Code of Conduct para. 6 Discipline and Complaints Policy para. 7
Scope and Application 2.1.3	Code of Conduct para. 12b
Scope and Application 2.1.4	Code of Conduct para. 9-10
Scope and Application 2.1.5	Code of Conduct para. 11
Scope and Application 2.1.6	Investigation Procedure para. 6
Maltreatment 2.2	Code of Conduct para. 1
Retaliation 2.2.6.1.2	Investigation Procedure para. 10
Sanctions 3.1	Discipline and Complaints Policy para. 39
Considerations 3.2	Discipline and Complaints Policy para. 37-38
Presumptive Sanctions 3.3	Discipline and Complaints Policy para. 40
Public Disclosure 3.4	Discipline and Complaints Policy para. 49

Definitions

1. Terms in this Policy are defined as follows:

- a) ***Athlete** – An individual registered as an Athlete with Special Olympics Canada or a Chapter.
- b) **Chapter** – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics.
- c) ***Maltreatment** – Voluntary acts that result in harm or the potential for physical or psychological harm
- d) ***Minor** – An individual who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment occurred. It is the responsibility of the adult to know the age of a minor.



- e) ***Participant**– Refers to all categories of individual members and/or registrants defined in the By-laws of Special Olympics Canada or the Chapter who are subject to the policies of Special Olympics Canada or the Chapter, as well as all people employed by, contracted by, or engaged in activities with, Special Olympics Canada or the Chapter including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, and Directors and Officers
- f) **Person in Authority**– Any Participant who holds a position of authority within Special Olympics Canada or the Chapter including, but not limited to, coaches, instructors, officials, managers, staff, support personnel, chaperones, committee members, and Directors and Officers **Vulnerable Participant**– Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority).

Purpose

2. This Policy describes how Special Olympics Canada and its Chapters aim to provide a safe sport environment.

Commitment to a Sport Environment Free from Maltreatment

3. Special Olympics Canada and its Chapters make the following commitments to a sport environment free from Maltreatment:
- a) All Participants in sport can expect to play, practice and compete, work, and interact in an environment free from Maltreatment.
 - b) Addressing the causes and consequences of Maltreatment is a collective responsibility and requires the deliberate efforts of all Participants, sport stakeholders, sport club administrators and organization leaders.
 - c) Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other Participants.
 - d) Adult Participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of Maltreatment involving Minors and other Vulnerable Participants.
 - e) All Participants recognize that Maltreatment can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of Maltreatment.



- f) All Participants recognize that individuals who have experienced Maltreatment may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
- g) All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct or maltreatment.
- h) In recognition of the historic vulnerability to discrimination and violence amongst some groups, and that continues to persist today, Participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.

Conduct Standards

4. Special Olympics Canada and its Chapters has adopted a Code of Conduct and Ethics that describes standards of conduct and behaviour for all Individuals. General standards of conduct apply to all Individuals and specific standards are described for positions within the organization. The Code of Conduct and Ethics has specific sections, including but not limited, to:
- a) Athletes
 - b) Coaches
 - c) Officials
 - d) Volunteers and Staff
 - e) Directors and Committee Members
 - f) Parents/Caregivers and Spectators
 - g) Chapters
5. The *Code of Conduct and Ethics* contains detailed definitions of key terms, including:
- a) Maltreatment
 - b) Harassment
 - c) Discrimination
 - d) Workplace Harassment
 - e) Workplace Violence

Anti-Doping

6. The Code of Conduct and Ethics indicates that Special Olympics Canada and its Chapters adopt and adhere to the Canadian Anti-Doping Program



Social Media

7. Special Olympics Canada and its Chapters consider that responsible social media conduct is included under the umbrella of the SOC Code of Conduct and Ethics.
8. Appropriate communications between Persons in Authority and Athletes are described in the Athlete Protection Policy.

Athlete Protection

Screening

Special Olympics Canada and its Chapters each have adopted comprehensive Screening Policies that requires some Individuals to pass a screening process before being permitted to interact with athletes.

9. Special Olympics Canada and its Chapters have an Athlete Protection Policy that can be used by coaches, managers, medical personnel, and other Persons in Authority. Special Olympics Canada and its Chapters may provide training on the policy and take steps to ensure the policy is being implemented. Special Olympics Canada and its Chapters will conduct a regular review of the policy to add and/or modify new content as appropriate.

Training

10. Special Olympics Canada and its Chapters require mandatory training on preventing and addressing harassment and abuse for the following categories of Participants:
 - a) Category 1 – Individuals in decision-making positions at Special Olympics Canada.
 - b) Category 2 – Athletes and individuals in direct contact with Athletes.
 - c) Category 3 – Individuals with no direct Athlete contact.
11. Categories of Participants must take the following training:
 - a) Category 1 – CAC Safe Sport Training or Respect in Sport Training or other provincially/territorially mandated training
 - b) Category 2 – CAC Safe Sport Training or as above
 - c) Category 3 – CAC Safe Sport Training or as above
12. Categories of Participants must take the training at the following times:
 - a) Category 1 – the earlier of:
 - i. Within 12 weeks of starting date; or



- ii. Prior to their first formal activity in their season, or any unsupervised contact with an Athlete
 - b) Category 2 – Prior to their first formal activity in their season, or prior to any unsupervised contact with an Athlete
 - c) Category 3 – the earlier of:
 - i. Within 12 weeks of starting date; or
 - ii. Prior to their first formal activity and/or event
- 13. Special Olympics Canada and its Chapters will annually ensure that Participants have received up-to-date training. When the training program has been substantially updated to include new information or resources, the Participant will be required to re-take the training.
- 14. Special Olympics Canada and its Chapters will implement a regular review of all policies and will provide annual, up-to-date information on the policies and procedures related to Maltreatment to Special Olympics Canada.

Resources

- 15. Special Olympics Canada and its Chapters will regularly provide information to Participants about resources and training related to athlete protection. Resources and training opportunities can include:
 - a) CAC Safe Sport training modules
 - b) Respect in Sport

Athlete Engagement

- 16. Special Olympics Canada and its Chapters will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:
 - a) Anonymous athlete surveys
 - b) Athlete involvement in organizational decision-making
 - c) Independently-led athlete outreach consultations

Dispute Resolution

- 17. Special Olympics Canada and its Chapters will have a comprehensive suite of dispute resolution policies that will include:



- a) Discipline and Complaints Policy
- b) Appeal Policy
- c) Dispute Resolution Policy
- d) Event Discipline Procedure (tbd)

Obligations – Reporting and Third Party Case Management

18. The policies of Special Olympics Canada and its Chapters will include requirements that certain complaints must be reported to government entities, local police services, and/or child protection agencies.
19. The policies of Special Olympics Canada and its Chapters will include requirements that complaints must be received by an independent third party that has no conflict of interest or bias.

Records

20. Special Olympics Canada and its Chapters will retain records of decisions that have been made pursuant to the organization's policies. These records may be shared with other individuals or organizations, including but not limited to, national sport organizations, provincial/territorial sport organizations, multi-sport organizations, and government entities.

Governance and Operations

21. Special Olympics Canada and its Chapters will have a comprehensive plan in which athlete protection and safe sport are top priorities for the organization.
22. Special Olympics Canada and its Chapters will pursue a governance structure and organizational culture that respects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.
23. Special Olympics Canada and its Chapters will continually monitor and evaluate its policies, practices, and procedures.

FINANCE

**Special
Olympics**
Manitoba



Section 3000

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PURPOSE:

To clearly define the financial accountability for the Provincial Body thereby, ensuring the appropriate mechanisms are in place to mitigate financial irregularities.

This policy is supported by the following:

DISBURSEMENTS:

The Board of Directors must approve the organization's cheque signing officers.

Authorized cheque signers for the organization are the CEO, Manager of Finance, Treasurer and the Chair of the Board.

Cheques that are \$9,999.99 and under may be signed by any two (2) of the authorized signers.

Cheques that are \$10,000.00 and over may be signed by:

- a) The Chair of the Board and the Treasurer together or;
- b) Any one of the Chair of the Board and Treasurer together with any one of the CEO and the Manager of Finance

All invoices or back up material must accompany the cheque for signing officers to review.

PROCEDURES:

- All cheque requisitions are to be approved by the CEO.
- Manager of Finance ensures appropriate documentation is included with all cheques.
- Cheque stubs must be retained to ensure a record of all cheques is maintained for future accounting needs.
- Manager of Finance is responsible for paying all bills of the organization. Therefore, Manager of Finance collects and keeps all paper documentation, enters amounts and prepares cheques.



CAPITAL EXPENSES:

Capital expenditures of \$15,000.00 or less are pre-authorized without special approval from the Finance, Risk and Audit Committee of the Board

PAYING OF INVOICES:

All invoices are to be processed within 48 hours of receiving them.

When an invoice is received, the staff person who charged the item is responsible for filling out a cheque voucher. All information should be included on the cheque voucher, such as name of vendor, description of invoice, date of invoice, invoice number and vendor address.

Once the cheque voucher has been filled out, the supervisor responsible is to initial the voucher, indicating to the CEO that it was an approved expense. The CEO will give final approval of an expense by signing off on the voucher and dating it.

The Manager of Finance will issue cheques on a bi-weekly basis (minimal).

PETTY CASH:

A petty cash can be set up and is used only to keep cash on hand for change given when guests are purchasing merchandise, paying for registration fees, etc. and is not to be used for actual purchases. The amount of petty cash is not to exceed \$100.00.

A float for an event is allowable and is not considered a petty cash float. An event float is used on a one-time basis and is considered part of the event's expenses.

WINNIPEG FOUNDATION ENDOWMENT:

Any income lower than \$10,000.00 as per the annual schedule of the Winnipeg Foundation will be reinvested. Once the income value exceeds \$10,000.00, this will be reviewed and any deviation would require approval of the SOM Board of Directors, through the Finance, Risk and Audit committee.



PURPOSE:

To clearly define the Regional financial accountability to the Provincial Body thereby, ensuring the appropriate mechanisms are in place to mitigate financial irregularities. This policy is supported by the following:

BANK ACCOUNTS:

All Regions shall operate one and only one bank account (except where required to operate a separate account for the purpose of bingos or lotteries).

Accounts must be registered with the SOM name (i.e. Special Olympics Manitoba – Central Region).

The Region must record in the minutes of their meeting - opening of any bank accounts, closing of any bank accounts, and additions or deletions to signing authorities. These minutes must be sent to the Provincial office for their records.

The bank account must be established to operate with two signing authorities on all cheques.

CHEQUE SIGNING:

Authorized cheque signers for the Region are the Regional Team Leader, Treasurer, one other Regional Team member and the SOM CEO.

Cheques that are \$2,499.99 and under may be signed by any two (2) of the authorized signers. Cheques that are \$2,500.00 and over, MUST be authorized by the CEO prior to the cheque being released. This can be done in writing or via e-Mail.

All invoices or back up material must accompany the cheque for signing officers to review.

PETTY CASH:

There are NO petty cash floats. The reason for this is to protect the Region from any unauthorized or non-receipted purchases. A float for an event is allowable and is not considered a petty cash float. An event float is used on a one time basis and is considered part of the event's expenses.

ALLOWABLE RESERVES:

Regions are encouraged to set surplus funds aside. These funds would be used to cover expenses when funding is insufficient or when major or special circumstances arise, creating a need to additional funds.



Should the amount of the funds held in reserve by a Region be in excess of the equivalent of one year in operating costs, the CEO may require that Region to develop and have approved by the CEO, a plan to reduce the amount of fund held in reserve. Any plans developed must be in support of the Special Olympics Manitoba Strategic Plan.

Money that is placed into investments must follow Policy 3000-7.

Failure to comply with the above policies may result in the region being disaccredited.



PURPOSE:

To protect the organization's registered charitable number from Third Party fund raisers.

To ensure that tax receipts are issued based on the Canada Revenue Agency (CRA) guidelines.

POLICY:

Special Olympics Manitoba is incorporated and is registered with the Charities Directorate of the Canada Revenue Agency, and as such, is the only authorized Special Olympics body in Manitoba allowed to issue tax receipts.

Special Olympics Manitoba charitable tax receipting policy is based on CRA guidelines. Detailed guidelines can be found on CRA Charity & Giving website: www.cra-arc.gc.ca/tx/chrts/menu-eng.html.

SOM will not authorize the use of the Registered Charitable Number for any Third Party Fundraisers.

PROCEDURES:

- All donations requiring tax receipts must flow through the SOM Provincial bank account.
- If a tax receipt is required by the Region/Third Party Fundraiser, the following steps must be taken with respect to any monies donated to or in the name of Special Olympics Manitoba; or Special Olympics:
- The Region/Third Party Fundraiser forwards all cheques, money orders or cash (regions should issue a cheque for the cash) donated to the Region/Third Party Fundraiser to the Special Olympics Manitoba office at 304-145 Pacific Avenue, Winnipeg, Manitoba R3B 2Z6; and
- Upon receipt of the cheques, money orders, or cash, Special Olympics Manitoba will deposit the money in the general account of Special Olympics Manitoba and then:
 - ✓ reissue a cheque to the Region/Third Party Fundraiser in the amount donated;
 - ✓ issue a tax receipt to the donor(s);



-
- ✓ Issue a thank-you letter to donor unless otherwise directed by the Region/Third Party Fundraiser. (The Region/Third Party Fundraiser may wish to send thank you letter instead of SOM office.)

Sequentially numbered receipts must be used to maintain proper control over the receipts.



PURPOSE:

To ensure that all procurement of goods/services is handled with consideration of total acquisition costs, adheres to the principles of non-discrimination, fair acquisition processes and transparency of policy and procedure.

SCOPE:

This policy applies to all staff and volunteers. PLEASE NOTE: A volunteer may solicit bids but under no circumstance can sign or obligate the organization.

POLICY:

For those items exceeding \$5,000.00 written competitive quotations must be procured from no fewer than three (3) suppliers.

All purchases where Board, Staff or volunteers may be perceived to be in a conflict of interest shall require a minimum of three (3) written quotations.

In conjunction with Policy 7000-1 under capital expenses, all capital projects over \$15,000.00 must have a minimum of three quotations.

PROCEDURE:

- The CEO will review all bids and a final decision shall be made in consultation with the appropriate staff or committee chairperson. With respect to capital expenses, the CEO in conjunction with Finance, Risk and Audit Committee will render a decision on the successful bidder.
- The Finance, Risk and Audit Committee shall be advised, with justification, of any sole (i.e. RBC Convention Center for Winnipeg Wine Festival) or single sources of suppliers.
- In circumstances involving exclusive National or Provincial sponsors, bid procurements will not be necessary.
- The successful bidder will be determined based on the following (in no particular order):



-
- Quality of service and product
 - Reputation of company and relevant experience
 - Price
 - Needs of the organization
 - Contractual obligations
-
- The organization resumes the right to reject any or all bids.

 - No bid will be accepted after established deadlines.

 - Policy will be reviewed every two years.



PURPOSE:

The handling of cash is inevitable in this organization and therefore, procedures have been set in place to deal with handling of cash.

Cash collected may not be used to pay expenses prior to the cash being deposited since a record of receipts of those funds is required.

- For example, if your team is traveling to a tournament and a \$10.00 fee is collected from participants to help cover the transportation costs, all funds are to be deposited in the account and the transportation costs paid by cheque.

When cash is being handled, two persons must jointly verify the amount collected and deposited and a receipt must be issued.

- For example, at registration, fundraisers, etc. where funds will be received, organizers must ensure that there is dual custody over funds and all amounts are verified and balanced by the custodians at the end of each event and prior to the deposit to the bank. Custodians should be formally identified prior to the event.

A receipt must be issued for all cash transactions.

All cash and cheques must be deposited into Special Olympics accounts. All cheques must be made payable to "Special Olympics Manitoba – XXX Region" and deposited to the Region's bank account.

An event cash voucher form is to be used to record the cash received at events or functions. This form will assist the Treasurer, when recording the cash, as to who dealt with the money, what the money is for and how much should be accounted for.



All Regional Leadership Teams must adhere to the following policies with regard to expenditures of Regional monies:

- Receipts must accompany requests for reimbursement for funds.
- Money paid back within 2 (two) weeks of submission.
- No regional money can be expended without the approval of the Regional Leader (i.e. signed requisition form).
- All expenditures must conform to the Regional budget that is voted on by the Region prior to June 30th, and submitted to Special Olympics Manitoba office.

POLICIES REGARDING REGIONAL EXPENSES

UNIFORMS:

- Uniforms kept by athletes are the responsibility of parents/guardians/athletes except in certain circumstances.
- Uniforms kept by clubs may be funded 100% by the region. This uniform is: shorts or sweats, T-shirt or singlet.
- Uniforms purchased should be for competition or program participation i.e.: shorts/sweats pants and singlets or T-shirts.
- Personal uniform items (i.e. Swimsuits) are 100% the responsibility of the athlete or club, and are not the responsibility of the Region.

TRAVEL:

- Mileage forms must be filled out before reimbursement from the Regional Treasurer. Submission deadlines are: September 30th December 31st, March 31st and June 30th. Mileage is reimbursed at thirty-eight (.50) cents per kilometre.



Travel Involves:

- Coaches traveling with athletes to events;
- Regional Leadership Team members attending meetings outside their community;
- For training travel, see Coaches Training; and
- Provincial Conference.

COACHES TRAINING:

The policy herein involves all Regional Leadership Teams with the specific objectives of the Volunteer Training Policy to improve the quality of coaching within the Special Olympics programs of Manitoba.

- Special Olympics Manitoba will fund 100% of the cost for coaches taking the NCCP Special Olympics Competition Sport Workshop, and Part A.
- Coaches wishing to take the NCCP Part B or any NCCP workshop must apply to their region for funding. Depending on the regions yearly budget and current financial ability, the application may be approved up to 100% reimbursement.
- Mileage will be paid for courses that are approved as above if the course is outside of the volunteer's community.

EQUIPMENT:

- Regional Leadership Teams will fund 100% for sport equipment kept by the Head Coach of a club.
- This equipment must be placed in the club inventory and submitted to the Regional Leader prior to May 15th. This equipment is the property of Special Olympics Manitoba.



FACILITIES:

- Regional Leadership Teams will fund 100% of facility rental for use by accredited programs.

REGISTRATION WITH A SPORT GOVERNING BODY:

- Regional Leadership Teams will fund the club/team registration to join a local sport association. Individual registrations are the responsibility of the parent/guardian/athlete except in certain circumstances.

NATIONAL/INTERNATIONAL GAMES:

- Athletes shall be funded by their Region of residence for National and International competitions regardless of training venue.

PROVINCIAL CONFERENCE:

- Provincial Conference travel and registration for one coach from each club are the responsibility of the Region. At the discretion of the region, additional volunteers may be funded.



PURPOSE

The purpose of this policy is to establish a prudent framework for the management of investments for Special Olympics Manitoba (SOM).

SCOPE

This Policy applies to the investment of excess cash and investments managed by the Provincial Office of SOM. SOM invests funds for two purposes:

- (1) **Operating Cash Balances:** SOM will hold excess cash during the course of the year to meet day-to-day financial obligations when the organization has timing mismatches in receipt of revenues and payment of expenses, and
- (2) **Reserve Funds:** Longer term investments held to manage the risk of future operational shortfalls resulting from unplanned expenses, or funding shortfalls.

Regional investment holdings are subject to the [Regional Investment Policy].

RESPONSIBILITIES

- **The Board of Directors** of SOM shall approve the Investment Policy, authorize the selection of the Portfolio Manager through a Board resolution and shall regularly review SOM's investments (including performance and risk).
- **Finance, Risk & Audit Committee Chair** is responsible for reporting to the Board of Directors on the assets in the investment portfolio and performance/risk at least annually.
- Finance, Risk & Audit Committee is responsible for:
 - o Reviewing the Investment Policy at least annually and proposing changes as required.
 - o Reviewing cash flow projections and cash balances at each committee meeting.
 - o Reviewing investments at each committee meeting.
 - o Completing a comprehensive annual portfolio review with the Portfolio Manager to review performance/risk and ensure that the parameters of this Investment Policy continue to accurately reflect SOM's financial goals and risk tolerance levels.
 - o Selecting and evaluating the ongoing performance the firm engaged for the management of the investment portfolio (the "Portfolio Manager").



- **The Portfolio Manager** will provide guidance in investment policy and investment fund selection, and will provide quarterly asset and performance reports to the SOM Manager of Finance.

- **SOM Manager of Finance** in consultation with the **CEO** of Special Olympics Manitoba is responsible for administering the investment funds in consultation with the Finance, Risk & Audit Committee including:
 - o Facilitating the deposit and withdrawal of funds, following approval by the CEO and the Finance, Risk & Audit Committee.
 - o Reviewing the split of funds invested in the Operating Fund and Reserve Fund with the Finance, Risk & Audit Committee.
 - o Reviewing quarterly statements including transactions, market and book values and performance of investments with the Finance, Risk & Audit Committee.
 - o Preparing cash flow projections for review and discussion at Finance, Risk & Audit Committee meetings.

STATEMENT OF INVESTMENT OBJECTIVES

- SOM's investment objectives are as follows:
 - o **Safety of Principal:** Preserving capital from undue risk of loss.
 - o **Liquidity:** All holdings of SOM must be liquid in the event funds are required to meet operational demands or funding shortfalls, which could be significant and immediate.
 - o **Investment Return:** Providing investment returns and volatility commensurate with the conservative nature in which it is to be managed.

- The primary investment objectives for the Operating Cash Balances will be Safety of Principal and Liquidity.

- The primary investment objectives for the Reserve Fund will be Safety of Principal, Liquidity and Investment Returns.
 - o The portfolio will be structured with the goal to achieve a nominal return of 3 - 5% over the long-term horizon.



- o While variations may occur based on the investment performance and market volatility, SOM has a low tolerance for risk

ELIGIBLE INVESTMENTS

- Operating Cash Balances shall be held in:
 - o Interest bearing bank accounts or Canadian dollar
 - o Guaranteed Investment Certificated (GICs)
 - o Investments in bank and trust company GICs outside of BMO, CIBC, National Bank, RBC, TD, and Scotia Bank are permissible but shall be limited to a maximum of \$100,000 per issuer in order to fully qualify for CDIC coverage.
- The Reserve Fund shall be invested in cash and equivalents, or in professionally managed investment funds (pooled funds, Separately Managed Accounts (SMA), exchange traded funds or mutual funds) in accordance with the following asset allocation guidelines:

Asset Class	Minimum	Long Term Target	Maximum
Cash & Cash Equivalents	0%	5%	20%
Fixed Income	50%	65%	80%
Equities – Canadian, US & International	0%	20%	30%
Liquid Alternative Investments	0%	10%	15%

Investment Funds may use derivatives within the portfolios to manage currency risk of foreign investments. Derivatives may not be used to create exposures that would not otherwise be permitted under this Investment Policy.

The approach to Liquid Alternative Investments will be discussed and approved by SOM with the Portfolio Manager.

The Portfolio Manager may also prepare an internal Investment Policy Statement for SOM for compliance and monitoring purposes. In the event of a discrepancy, this Investment Policy will prevail.



-
- ANY INVESTMENTS NOT LISTED AS AN ELIGIBLE INVESTMENT MUST BE DISCUSSED AND APPROVED BY THE FINANCE RISK & AUDIT COMMITTEE, AND SOM BOARD. THIS INCLUDES INVESTMENTS IN TOBACCO, CANNIBIS, ALCOHOL AND DEFENSE RELATED INDUSTRIES.

TAX CONSIDERATIONS

Special Olympics Manitoba Inc. is a registered charity, and therefore is tax exempt.

REVIEW OF POLICY

This Investment Policy will be reviewed at least annually by the Finance, Risk & Audit Committee and the Board of Directors will be notified of this review

MARKETING AND DEVELOPMENT

**Special
Olympics**
Manitoba



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PURPOSE:

The following Special Olympics Manitoba Fundraising policies have been developed by the Fundraising & Development Committee of the Board to provide guidance and direction to Special Olympics Manitoba staff, regions, volunteers and interested outside parties (including third party fundraisers) who wish to undertake fundraising programs or events on behalf of the organization. In all fundraising instances every effort must be made to protect high standards of organizational integrity and the name and logo of Special Olympics Manitoba.

SCOPE:

This policy applies to all Special Olympics Manitoba, all accredited regions, volunteer's and interested outside parties.

RESPONSIBILITY:

All Provincial/Regional fundraising programs or events that are undertaken by either Special Olympics Manitoba staff/ volunteers or outside special interest groups will fall under the auspices of and report to the Special Olympics CEO through the appropriate assigned staff member.

PROCEDURES:

- Within 45 days of the event or campaign the application for Fundraising Approval must be submitted to the CEO through the appropriate assigned staff member.
- Special Olympics Manitoba will approve or disapprove the application within 5 business days using the guidelines articulated in the Instructions and Criteria for Fundraising Approval form
- Within 45 days after the event or program the Evaluation of Event and Income Statement must be submitted to the CEO or appropriate assigned staff member for review.
- The Special Olympics Manitoba CEO or an appointed staff member will be an ex-officio member of all Special Olympics Manitoba fundraising programs and event Committees, and as such, will provide staff support and guidance to all fundraising activities.



- All Provincial/Regional fundraising campaigns and events will have a Chair approved by the CEO or the appropriate assigned staff member of SOM (the exception to this would be the Law Enforcement Torch Run (LETR), which has its chair elective by their constituents). As the Chair of a Special Olympics Manitoba fundraising campaign or event, he/she will have the responsibility to report on the activities of their program or event to the CEO or appropriate assigned staff member.
- With the support of Special Olympics Manitoba each fundraising campaign or event Chair will be responsible for the development of their own committee.
- All agreements, contracts and sponsorships developed with outside organizations or groups will be documented and submitted to the Special Olympics Manitoba CEO for approval and final signature.
- A Special Olympics Manitoba Memorandum of Understanding, outlining all sponsor benefits, together with the terms and conditions of their donation or gift, will be developed by the Committee Chair in concert with the Special Olympics Manitoba CEO or appropriate assigned staff person. All legal documents and contracts are to be signed by an authorized staff person at Special Olympics Manitoba;
- Sponsorship agreements with provincially focused organizations may provide for exclusivity within their product line or area of specialty. Where such agreements are negotiated, Special Olympics Manitoba must support and honour these agreements. Every effort will be made to minimize the impact that such agreements will have on the ability of regions to raise funds.
- Any fundraising event or campaign which has substantial financial risks or implications for Special Olympics Manitoba or raises substantive moral or ethical issues will require the approval of the Special Olympics Manitoba Board of Directors. In addition, Special Olympics Manitoba will accept sponsorship / funds raised for Special Olympics Manitoba EXCEPT by persons or organizations engaged in questionable ethical or moral enterprises or illegal activities.
- All funds raised through provincially initiated projects will be allocated at the discretion of Special Olympics Manitoba. Funds raised through locally- initiated projects will be allocated at the discretion of the Regional Leadership Team.

Given the global scope of the organization the following outlines who can pursue potential revenue sources for all levels of the organization.



CORPORATE:

Special Olympics Canada shall be the sole contact with all major multi-nations and national corporations.

Special Olympics Manitoba shall solicit support from provincial companies (those that do business in that province only) or multi-national and national companies which have regional budgets for charitable or community support.

In addition, Special Olympics Manitoba' Regions can contact Provincial companies whose head or regional offices are in their jurisdiction on approval from the Special Olympics Manitoba Provincial Marketing and Development department.

GOVERNMENT:

Special Olympics Canada shall apply for support from appropriate ministries of the Federal Government.

Special Olympics Manitoba shall apply for support from appropriate ministries of the Provincial Government and may also make application for Federal youth employment, job creation and demonstration project grants (upon notification to Special Olympics Canada).

Special Olympics Manitoba' Regions can apply for support from municipal and/or provincial government departments that reside within their region. The Special Olympics Manitoba Provincial Office should be notified about these actions.

FOUNDATIONS:

The National Office shall be the contact with major foundations who are presently supporting Special Olympics Canada.

Special Olympics Manitoba and its Regions will/can apply to all appropriate foundations that are within their jurisdiction. To avoid duplication, the Provincial Marketing and Development department should be advised of any foundation applications prior to them being sent.

SERVICE CLUBS:

Special Olympics Canada will only solicit funds from those organizations who have national mandates or who undertake the funding of national projects.



Special Olympics Manitoba will approach Service Club organizations to solicit funds from those organizations who have provincial or district mandates or who normally undertake projects on a Province-wide scope. Other approaches may be made by the Regions for support for Special Olympics Manitoba programs and activities at the program level.

PROMOTIONS:

Special Olympics Canada shall endeavor to obtain the support and involvement of major corporations, the proceeds of which generally will be shared with Chapters on a basis consistent with their degree of participation.

The Special Olympics Manitoba Provincial Office, upon approval of the Board of directors, may enter into Province-wide fundraising promotions with companies and service organizations.

Special Olympics Manitoba' Regions, subject to Special Olympics Manitoba' approval may enter into fundraising promotions with companies and service organizations so long as the promotion is limited to their respective municipality or region.

SPECIAL EVENTS:

Special Events are defined as any event in which Special Olympics Manitoba receives a major proportion of the money raised. Examples of these types of events would include fundraising dinners, festivals, golf tournaments, etc.

Special Olympics Manitoba and the regions are at liberty to conduct special events to raise funds within their respective jurisdictions. Where the project is expected to raise in excess of \$1000.00, the Special Olympics Manitoba CEO approval is required.

PRIVATE DONORS:

Special Olympics Manitoba may solicit donations* from individual residents within their jurisdiction through direct mail appeals, maintenance of mailing lists, or such other means which they deem appropriate. Special Olympics Manitoba' Regions may also solicit donations provided any activity is approved by the CEO.

* Please Note that any money requiring a tax receipt must flow through the Special Olympics Manitoba Provincial Office.



MERCHANDISING:

The Special Olympics Manitoba logo and trademarks is the sole domain of the Provincial Office.

Special Olympics Manitoba' Regions may enter into fundraising projects using the Special Olympics Manitoba logo upon approval of the CEO or appropriate assigned staff member.

CAPITAL PURCHASES:

All expenditures for capital items must be approved by the Regional Team Leader and the CEO of Special Olympics Manitoba.

No Special Olympics Manitoba Region may own property or vehicles. Offers from individuals or organizations to donate property or vehicles must be directed to the

CEO of Special Olympics Manitoba through the Regional Team Leader.



PURPOSE:

To ensure fundraising projects under-taken by, or for the benefit of, Special Olympics Manitoba are in the best interests of the organization.

PROCEDURE:

All Fundraising applications must be received by the CEO or appropriate assigned staff member no later than 45 days prior to the event.

Special Olympics Manitoba will review the application and approve or disapprove using the following criteria:

1. Is the Region or club accredited with Special Olympics Manitoba?
2. Is the project well planned and basically sound?
3. Does the sponsoring and co-sponsoring agency, organization or company have a good reputation for reliability and honesty?
4. Are the methods to be used generally acceptable to the public at large?
5. If product is involved, are they of good quality and of an acceptable nature?
6. Are expenses reasonable and within the range accepted by appropriate provincial or national authorities? Generally, expenses in excess of thirty five percent (35%) of gross revenues are not acceptable.
7. Does the project conform to appropriate municipal, provincial and national laws?
8. Is there past experience, which indicates that the project is likely to be acceptable?
9. Are there proper fiscal controls on the way the funds are accounted for and handled?
10. Is the degree of effort required by the program people in the field consistent with the anticipated return and their essential program responsibilities?

This approval is a one-time approval. If the event is repeated, a separate approval shall be obtained.



PREAMBLE:

- Special Olympics Manitoba encourages the use of social media platforms to enhance communication, collaboration and information exchange in support of the organization’s mission.
- With the rapid growth of social networks available, it is vital that Special Olympics Manitoba set boundaries in order to ensure a healthy environment. Social networks, although very effective, have also been the means in which individuals have acted inappropriately. With proper training and prudent supervision, social media can be a positive utility.
- Special Olympics Manitoba is committed to ensuring that the use of social media is of the highest quality to ensure the organization’s protection. All Individuals who are in contact with other people within Special Olympics via Social Media must demonstrate their ability to interact positively. The use of Social Media follows the same standards as defined in Special Olympics Manitoba’s Code of Conduct and sound judgment should help avoid difficult issues.

DEFINITIONS:

The following terms have these meanings in this Policy:

- “Individual” – All individuals employed or volunteering directly with Special Olympics Manitoba, including but not limited to, employees, staff, directors, officers, committee members, volunteers.
- “Social Media” – Various activities that integrate technology, social interaction and content creation via platforms which include, but are not limited to, Facebook, Twitter, You Tube, Instagram and any other social networking and virtual worlds.

PURPOSE:

The purpose of this policy is to provide conduct guidelines with respect to the use of social media by individuals within Special Olympics Manitoba.



APPLICATION OF THIS POLICY:

- This policy applies to all individuals as defined in the definitions during the course of Special Olympics Manitoba's business, activities and events or externally if the conduct adversely affects relationships within Special Olympics Manitoba's work and/or sport environment, or is detrimental to the image and reputation of the organization.
- This policy will be implemented and monitored by the Special Olympics Manitoba Marketing Department and more specifically by the Manager of Communications and Media Relations. Any and all known abuses of this policy will be reported to the CEO.

GUIDELINES:

Special Olympics Manitoba has established the following guidelines to ensure that the highest standard is applied with respect to the use and monitoring of social media.

Special Olympics Manitoba will:

- Conduct orientation and training sessions with respect to the use of social media to inform Individuals about applicable guidelines, policies and procedures.
- Designate one or more people responsible for posting to social media sites. Unless designated, an individual will not use social media on behalf of Special Olympics Manitoba.
- Ensure unique and strong passwords for social media accounts.
- Ensure individuals only connect with others through social media in a positive manner.
- Ensure information and comments being posted is professional and cannot be interpreted as negative, demeaning or inflammatory.
- Ensure individuals balance personal and professional information posted via social media and understand that such posted information plays a part in building a positive environment.
- Comply with the Personal Information Protection Act.



If required, restrict the ability for others to post on Special Olympics Manitoba's social media sites.

Individuals will not:

- Use Social Media for the purposes of fraud or any activity that contravenes the laws of Canada or any other applicable jurisdiction.
- Impersonate any other person.
- Upload, post, e-mail or otherwise transmit:
 - Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another's privacy or otherwise objectionable.
 - Material which is designed to cause annoyance, inconvenience, or needless anxiety to others;
 - Infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party;
 - Any unsolicited or unauthorized advertising or commercial material, "junk mail", "spam", "chain letter", "pyramid scheme" or any other form of solicitation.
 - Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

ENFORCEMENT:

A breach of any provision in this Policy may give rise to discipline in accordance with the Special Olympics Manitoba Discipline and Complaints policy, legal recourse, and or termination of employment/volunteer position.



PURPOSE:

Words matter. Words can open doors to cultivate the understanding and respect that enable people with disabilities to lead fuller, more independent lives. Words can also create barriers or stereotypes that are not only demeaning to people with disabilities, but also rob them of their individuality. The following language guidelines have been developed by experts for use by anyone writing or speaking about people with intellectual disabilities to ensure that all people are portrayed with individuality and dignity.

APPROPRIATE TERMINOLOGY:

- The terms mental retardation and mentally retarded are no longer used to describe people with intellectual disabilities.
- Refer to participants in Special Olympics as Special Olympics athletes rather than Special Olympians or Special Olympic athletes.
- Refer to individuals, persons or people with intellectual disabilities, not intellectually disabled people or the intellectually disabled. This is “people first” language, in which the person comes first; their abilities – or disabilities – are considered second.
- Do not use pity language. A person has intellectual disabilities. That person is not suffering from, afflicted with or a victim of intellectual disabilities.
- A person uses a wheelchair, rather than is confined or restricted to a wheelchair.
- Down syndrome has replaced Down’s syndrome and mongoloid.
- When writing, refer to persons with disabilities in the same style as persons without disabilities. Do not call people with disabilities by their first name, unless that’s how everyone is referred to in an informal context or story.
- Use the words Special Olympics when referring to the worldwide Special Olympics movement, not the Special Olympics.

TERMINOLOGY TO AVOID:

- Do not use the label kids when referring to Special Olympics athletes. Adult athletes are an integral part of the movement.



-
- Avoid using the word special when talking about persons with intellectual disabilities. The term, if used excessively in references to Special Olympics athletes and activities, can seem clichéd or cute.

Taken from Special Olympics International, Language Guidelines



PURPOSE:

It is the intent of Special Olympics Manitoba to ensure that there is clear communication and effective management of all sponsorship requests made by the organization. To that end, the following guidelines have been developed.

GUIDELINES:

- All sponsorship proposals must be submitted to the CEO for review.
- All sponsorship requests must be in writing including ALL requests (asks) and dividends to be provided.
- Sponsorship requests must be directed to the appropriate person. All follow up must occur with this individual unless it is agreed to otherwise.
- A formal agreement (contract) signed by the CEO of Special Olympics Manitoba and the appropriate sponsor representative must be obtained. This document is to be kept on file.
- The individual procuring the sponsorship, in conjunction with the CEO, will be responsible for ensuring that all dividends are fulfilled.



PURPOSE:

As it is both a Special Olympics International and Special Olympics Canada policy to not allow advertising on uniforms at National and International Games this policy is intended to provide clear direction on the use of commercial markings on club/Provincial Team uniforms.

POLICY:

- Advertising is not permitted on, either equipment used or the uniforms and/or numbers worn by athletes or by any person with an official function other than the normal commercial markings on retail goods during the competition.
- Athletes not actively involved in competition may wear apparel, carry and use non-sports equipment items, such as tote bag, bearing small (2 inch by 2 inch) and attractively designed identification of corporate or organizational sponsors.
- Volunteers, other than sport officials, may wear jackets, t-shirts, caps and other apparel bearing small (2 inch by 2 inch) and attractively designed identification of corporate and organization sponsors at sports venues.
- 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.
- Athletes may not endorse products by displaying them in interviews or ceremonies.

HEALTH & SAFETY

**Special
Olympics**
Manitoba



Section 5000

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To ensure a safe pool environment for all individuals participating in a Special Olympics program or competition.

POLICY:

- A lifeguard must be present and on deck for training and competition to occur.
- The role of the lifeguard is separate from the role of the coach; individuals may not assume both roles during a single training session or competition.
- When attending events and staying overnight in a hotel or motel the swimming pool is out of bounds, to EVERYONE, if a certified guard is not present. A coach who is a certified guard cannot act as a guard and supervisor at the same time.



PURPOSE:

The following guidelines have been developed to assist coaches and Games Organizing Committee members in making decisions regarding both cold and hot weather to ensure the safety of athletes, coaches and volunteers.

COLD WEATHER:

If temperature with the wind chill is lower than -25 degrees, outside activity is not recommended. The following steps must be taken in such circumstances where the activity is deemed necessary, to minimize the effects of cold weather:

Program situation – the outside activity should be cancelled and modifications made to train indoors. This decision is the responsibility of the Head Coach.

Games situation – pertaining to situations, particularly selection years for provincial teams, all possible precautions shall be taken, but should not be limited to, the following:

- Marshalling should occur indoors/heated tents
- Non-essential outdoor activities should be cancelled
- Adequate time between events should be taken to allow athletes, coaches and volunteers to warm-up

These precautions will be the responsibility of the Games Organizing Committee in conjunction with the Director, Sport or designated SOM staff member.

HOT WEATHER:

If temperature exceeds $+30$ degrees, outside activity is not recommended. The following steps must be taken in such circumstances where the activity is deemed necessary, to minimize the effects of the heat.

Program situation – the outside activity should be cancelled and modifications made to train indoors. This decision is the responsibility of the Head Coach.

Games situation – pertaining to situations, particularly selection years for provincial teams, all possible precautions shall be taken, but should not be limited to, the following:



-
- Shaded or indoor areas must be provided
 - Marshalling shall occur under tents/shaded areas
 - Non-essential outdoor activities should be cancelled
 - Water will be provided to ensure adequate consumption

These precautions will be the responsibility of the Games Organizing Committee in conjunction with the Director, Sport or designated SOM staff member.

Weather information can be accessed by calling 204-784-9000, code 6990 in Winnipeg or www.theweathernetwork.com.



This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Athlete” – an individual registered as an Athlete with Special Olympics Canada or a Chapter
 - b) “Chapter” – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
 - c) “Individuals” – means all individuals engaged in activities with, Special Olympics Canada and its Chapters including, but not limited to, employees, athletes, coaches, mission staff, chefs de mission, officials, volunteers, managers, administrators, committee members, parents or guardians
 - d) “Organization-sanctioned event or activity” – means any local, regional, provincial or national games, competitions, events, programs, or activities sanctioned by Special Olympics Canada or the Chapter.

Purpose

2. This Policy describes how any individual involved with Special Olympics in Canada who has a blood-borne contagious infection can participate in Special Olympics events and activities.

Blood-Borne Contagious Infections

3. No Organization-sanctioned event or activity 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 the person solely because of that medical condition.



4. In view of the risk that one or more Special Olympics participants may have a blood-borne contagious infection or virus, in conducting Special Olympics training and competition events, all Organization-sanctioned events or activities 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. Always assume that all blood and body fluids are infectious for blood-borne diseases such as HBV (Hepatitis B Virus, HCV (Hepatitis C Virus) and HIV (Human Immunodeficiency Virus).
5. Special Olympics Canada and its Chapters shall remain apprised of the written Universal Precautions when distributed by Special Olympics International.
6. Universal Precautions: Volunteers and staff should have non-latex gloves at Organization-sanctioned events and activities. To attend to a blood or body fluids situation, wear gloves, use paper towels to wipe up blood or body fluids, and then place in a new plastic bag. Clean and rinse area with usual disinfectant then wipe surface with a 1:10 dilution of household bleach in water. Dispose into the same plastic bag: paper towels, then gloves. Secure bag with tie. Dispose of plastic bag in garbage bin. Wash hands immediately and thoroughly with soap and water.



PURPOSE:

To ensure athletes and coaches are being transported by legally, qualified drivers and vehicles.

POLICY:

Special Olympics Manitoba follows the laws of Manitoba regarding driver licensing. If a driver is under the age of 18 years, and holds a valid licence, a letter from their legal guardian is required outlining the individual is allowed to transport athletes.

Individuals transporting athletes to any Special Olympics events must have a valid driver's licence. Head Coaches must ensure they have a valid driver's licence prior to departure.

The following precautions should be taken when transporting athletes:

- Ensure other athletes/individuals are in the vehicle
- Ensure that the ride is approved by the parent/caregiver
- Ensure that the ride is given directly to the individuals' place of residence
- It is recommended that when travelling longer than four hours, two drivers are present in the vehicle.

In the case of an accident, contact the parent/caregiver immediately and Special Olympics Manitoba as soon as possible.

Special Olympics Manitoba will follow road conditions as outlined by Manitoba 511 and <http://www.gov.mb.ca/mit/roadinfo/> when considering the status of events and any possible cancellations.



SPECIAL OLYMPICS MANITOBA POSITION STATEMENT:

Special Olympics Manitoba is committed to enriching the lives of Manitobans with an intellectual disability through sport. The organization was founded on the principles of fun, a level playing field, fair play, honesty, respect and inclusion. The following policy is consistent with Special Olympics Canada's position on Doping in Sport.

- 1) Special Olympics athletes have an intellectual disability that potentially reduces their capacity to make sound decisions, in some situations. They may also experience difficulties with abstract reasoning and have difficulty adapting to change. In addition to the intellectual disability, athletes may also have an associated disability (i.e. autism, hearing or visual impairments, physical disability, fetal alcohol syndrome or schizophrenia). Canadian's with an intellectual disability are generally underrepresented, vulnerable and often times disadvantaged in communities across the country.
- 2) As a result of their intellectual disability (and associated disability) a significant number of Special Olympics athletes medicate for daily living. It is not a choice and certainly not a choice for the explicit purpose of enhancing athletic performance. Special Olympics athletes medicate in an attempt to help offset, control or minimize their disabilities. This need to medicate is also necessary to meet and overcome the considerable challenges associated with attending school, holding part-time or fulltime jobs, living in a group home, being in a relationship, raising a family, training and competing and making a significant contribution to their communities and society at large. This medication is prescribed and monitored by the athlete's physician and is often administered by caregivers, parents, guardians, coaches and mission staff. In some cases, as the athlete matures and as a result of associated disabilities, it can take years, through trial and error, to discover the appropriate medical treatment plan to support the athlete. Once a successful treatment plan is implemented, it is not easily altered. Therefore, unlike other athletes in the Canadian sport system, Special Olympics athletes cannot be held responsible for all the complexities of monitoring diet, supplements, training methods and material in their possession and dispensing of and self-administration of prescribed medications.
- 3) In the context of daily living for a Special Olympics athlete, medication is not doping. This policy focuses on SOM's role in education and lobbying, and unlike policies of other NSOs and MSOs, does not deal with detection and deterrence. The policy is established to protect athletes' fundamental right to participate in doping-free sport and to continue to promote health, fairness and safety of Special Olympics athlete.



- 4) SOM is unequivocally opposed, on ethical, medical, and legal grounds to the practice of doping in sport and fully supports the position of Special Olympics Canada, the International Olympic Committee, the Canadian Olympic Association, and Sport Canada against the use of banned substances and methods.
- 5) SOM acknowledges and endorses the Canadian Anti-Doping Program.

ATHLETE AND SOM OBLIGATIONS:

- An SOM Athlete Agreement affirming compliance with SOM policy on doping will be signed by all athletes who are named to the Special Olympics Manitoba Provincial Team.
- SOM will implement a doping policy consistent with the SOC policy on Doping in Sport in order for their athletes to be considered for Special Olympics summer and winter National Championships and World Team selection.

ANTI-DOPING EDUCATION PROGRAM:

- The basic principle for information and education is to preserve the spirit and values of Special Olympics and the spirit of sport as described in the Canadian Policy against Doping in Sport. The goal is to persuade Special Olympics athletes to refrain from using prohibited substances and prohibited methods and to encourage coaches, parents, care-givers, guardians and mission staff to do all in their power to promote doping-free sport.
- SOM will develop, implement and monitor information and education programs providing athletes with updated and accurate information on health consequences of doping and athletes' rights and responsibilities.

ADVOCACY EFFORTS:

- SOM shall use its best efforts to support and promote effective doping control, research, education and advocacy programs.
- SOM will promote adaptation of anti-doping education within Special Olympics Canada.



This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Special Olympics Canada and its Chapters recognize that participation in any sport or physical activity has some inherent risk of head injuries, including concussions. Special Olympics Canada and its Chapters are committed to maintaining the health and safety of its members and recognizes that concussions are a significant public health issue because of their potential short- and long-term consequences.

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Concussion” - A brain injury that affects how the brain functions. A concussion may be caused by an impact to the head, face, neck, or body.
 - b) “Suspected Concussion” – Any time an individual appears to have either experienced an injury or impact that may result in a concussion or is exhibiting one or more signs or symptoms that may be the result of concussion.
 - c) “Athlete” – An individual registered as an Athlete with Special Olympics Canada or a Chapter
 - d) “Chapter” – The Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
 - e) “Organization-sanctioned event or activity” – Any local, regional, provincial, territorial, or national games, competitions, events, programs, or activities sanctioned by Special Olympics Canada or the Chapter.

Purpose

2. The purpose of this Policy and the related protocols is to provide guidance to ensure members have appropriate information in order to take appropriate action in the event of a suspected and/or diagnosed concussion. This Policy aims to ensure that athletes with a suspected concussion are removed from sport, seek medical assessment, and follow appropriate procedures to return to participation safely.

Scope and Application of this Policy

3. This Policy applies to all coaches/volunteers, athletes, and parents/guardians of athletes participating in an organization-sanctioned event or activity



The policy recognizes certain jurisdictions across Canada have legislation that govern the management of concussions within their jurisdiction. Government legislation supersedes this Policy.

Concussion Prevention

4. The risk of concussions occurring can be reduced by the proper implementation of prevention strategies:
 - a) Concussion awareness and education – Special Olympics Canada and Chapters will make concussion awareness resources available on their public websites, including this Policy and related protocols.
 - b) Safe participation environment – Organization-sanctioned event and activity venues will be properly prepared and free of hazards.
 - c) Equipment – Equipment worn by athletes should fit properly, be in good condition, and replaced as needed.
 - d) Limiting contact – Where possible, contact should be limited during practices and competitions, in particular for younger athletes
 - e) Fair play and respect for opponents – These ethical values should be encouraged in all activities.

Concussion Recognition and Management Procedures

5. The Special Olympics Canada Concussion Protocol will be implemented at all Organization- sanctioned events and activities in the case of a suspected or diagnosed concussion.

Surveillance

6. Special Olympics Canada and the Chapters will determine appropriate methods to collect information regarding suspected concussions, concussion diagnoses and return to play. Data will be reported in an aggregated format without personal identification of any individual.

Policy Review

7. Special Olympics Canada will review this policy on an annual basis.



Appendices

- a) Special Olympics Canada Pan Canadian Concussion Protocol
- b) Concussion Recognition Tool
- c) Medical Assessment Letter
- d) Medical Clearance Letter
- e) SOC Concussion Pathway



APPENDIX A SPECIAL OLYMPICS CANADA PAN-CANADIAN CONCUSSION PROTOCOL

Special Olympics Canada and its Chapters have developed the Special Olympics Canada Pan-Canadian Concussion Protocol to help guide the management of athletes who may have a suspected concussion while participating in events or activities that are sanctioned by Special Olympics Canada or a Chapter.

This National Concussion Protocol, and the accompanying Concussion Policy, are adapted from the Canadian Guideline on Concussion in Sport (2017) published by Parachute Canada. That Guideline documents incorporates and interprets information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools from the 5th Consensus Statement on Concussion in Sport that was released in April 2017.

Purpose

This protocol covers the recognition, medical diagnosis, and management of athletes who may sustain a suspected concussion during a sport activity. It aims to ensure that athletes with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to sport and other activities safely. This protocol may not address every possible clinical scenario that can occur during sport-related activities but includes critical elements based on the latest evidence and current expert consensus.

Who should use this protocol?

This protocol is intended for use by all athletes and individuals who interact with athletes, including parents/guardians, coaches/volunteers, officials, trainers, and licensed healthcare professionals.

For a summary of the Special Olympics Canada Pan-Canadian Concussion Protocol please refer to the **Special Olympics Canada Sport Concussion Pathway** figure on page 12.

Despite recent increased attention focusing on concussion there is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all sport stakeholders (athletes, parents/guardians, coaches/volunteers, officials, teachers, trainers, licensed healthcare professionals) on current evidence-informed approaches that can prevent concussion and more serious forms of head injury and help identify and manage an athlete with a suspected concussion.

Special Olympics Canada and its Chapters will make concussion education resources available on their public websites, including this protocol. It is recommended that all stakeholders review these resources at least annually.



Concussion education resources for coaches/volunteers, officials, licensed healthcare professionals and parents/guardians of athletes should include information on:

- the definition of concussion,
- possible mechanisms of injury,
- common signs and symptoms,
- steps that can be taken to prevent concussions and other injuries from occurring in sport.
- what to do when an athlete has suffered a suspected concussion or more serious head injury,
- what measures should be taken to ensure proper medical assessment,
- Return-to-Activities and Return-to-Sport Strategies, and
- Return to sport medical clearance requirements

Concussion education resources for athletes should include information on:

- the definition of concussion,
 - possible mechanisms of injury,
 - what to do if they think they have a concussion (i.e., stop playing and tell a trusted adult)
 - return to activities with support and medical clearance
- Who: Athletes, parents/guardians, coaches/volunteers, officials, trainers, licensed healthcare professionals
- How: Concussion education resources made available through the websites of Special Olympics Canada and its Chapters.

1. HEAD INJURY RECOGNITION

Although the formal diagnosis of concussion should be made following a medical assessment, all sport stakeholders including athletes, parents/guardians, teachers, coaches/volunteers, officials, and licensed healthcare professionals are responsible for the recognition and reporting of athletes who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many sport and recreation venues will not have access to on-site licensed healthcare professionals.



A concussion should be suspected:

- in any athlete who sustains a significant impact to the head, face, neck, or body and demonstrates ANY of the visual signs of a suspected concussion or reports ANY symptoms of a suspected concussion as detailed in the Special Olympics Canada Concussion Recognition Tool
- if an athlete reports ANY concussion symptoms to one of their peers, parents/guardians, or coaches or if anyone witnesses an athlete exhibiting any of the visual signs of concussion.

In some cases, an athlete may demonstrate signs or symptoms of a more severe head or spine injury including convulsions, worsening headaches, vomiting or neck pain. If an athlete demonstrates any of these signs, as indicated on the Special Olympics Canada Concussion Recognition Tool, a more severe head or spine injury should be suspected and Emergency Medical Assessment should be pursued immediately.

The following **observable signs** may indicate a possible concussion:

- a) Lying motionless on the playing surface
- b) Slow to get up after a direct or indirect hit to the head
- c) Disorientation or confusion / inability to respond appropriately to questions
- d) Blank or vacant look
- e) Balance or gait difficulties, motor incoordination, stumbling, slow laboured movements
- f) Facial injury after head trauma

A concussion may result in the following **symptoms**:

- a) Headache or “pressure in head”
- b) Balance problems or dizziness
- c) Nausea or vomiting
- d) Drowsiness, fatigue, or low energy
- e) Blurred vision
- f) Sensitivity to light or noise
- g) More emotional or irritable
- h) “Don’t feel right”
- i) Sadness, nervousness, or anxiousness



- j) Difficulty remembering or concentrating
- k) Feeling slowed down or “in a fog”
- l) Memory problems

Suspected concussion in non-verbal athletes should be identified using the criteria above.

In the case of verbal athletes, in addition to the above signs and symptoms, failure to correctly answer any of these **memory questions** may suggest a concussion:

- a) What venue are we at today?
- b) In which sport are you participating?
- c) Is it before or after lunch?
- Who: Athletes, parents/guardians, coaches/volunteers, officials, trainers, and licensed healthcare professionals
- How: Special Olympics Canada Concussion Recognition Tool

1. ONSITE MEDICAL ASSESSMENT

Depending on the suspected severity of the injury, an initial assessment may be completed by emergency medical professionals or by an on-site licensed healthcare professional where available.

In cases where an athlete loses consciousness or it is suspected an athlete might have a more severe head or spine injury, Emergency Medical Assessment by emergency medical professionals should take place immediately (see 3a below).

If a more severe injury is not suspected, the athlete should undergo Sideline Medical Assessment or Medical Assessment, depending on if there is a licensed healthcare professional present (see 3b below).

3a. Emergency Medical Assessment

If an athlete is suspected of sustaining a more severe head or spine injury during a game or practice, an ambulance should be called immediately. Coaches/volunteers, parents/guardians, trainers and officials should not make any effort to remove equipment or move the athlete until an ambulance has arrived. The athlete’s emergency contact should be contacted immediately to inform them of the athlete’s injury.



After the emergency medical services staff has completed the Emergency Medical Assessment, the athlete should be transferred to the nearest hospital for Medical Assessment. The athlete should be accompanied at all times: while waiting for the ambulance to arrive, during the emergency medical assessment, and transport to hospital.

- Who: Emergency medical professionals.

3b. Sideline Medical Assessment

If an athlete is suspected of sustaining a concussion and there is no concern for a more serious head or spine injury, the athlete should be immediately removed from the field of play.

Scenario 1: If a licensed healthcare professional is present

The athlete should be taken to a quiet area and undergo Sideline Medical Assessment using the Sport Concussion Assessment Tool 5 (SCAT5) or the Child SCAT5. The SCAT5 and Child SCAT5 are clinical tools that should only be used by a licensed healthcare professional that has experience using these tools. It is important to note that the results of SCAT5 and Child SCAT5 testing can be normal in the setting of acute concussion. As such, these tools can be used by licensed healthcare professionals to document initial neurological status but should not be used to make sideline return-to-sport decisions for athletes. Any athlete who is suspected of having sustained a concussion must not return to the game or practice and must be referred for Medical Assessment.

- Who: Athletic therapist, physiotherapist, medical doctor, nurse practitioner
- How: Sport Concussion Assessment Tool 5 (SCAT5), Child Sport Concussion Assessment Tool 5 (Child SCAT5)

Scenario 2: If there is no licensed healthcare professional present

The athlete should be referred immediately for medical assessment by a medical doctor or nurse practitioner, and the athlete must not return to play until receiving medical clearance.

4. MEDICAL ASSESSMENT

In order to provide comprehensive evaluation of athletes with a suspected concussion, the medical assessment must:

- rule out more serious forms of traumatic brain and spine injuries,
- rule out medical and neurological conditions that can present with concussion-like symptoms, and



- make the diagnosis of concussion based on findings of the clinical history and physical examination and the evidence-based use of adjunctive tests as indicated (i.e., CT scan).

In addition to nurse practitioners, medical doctors¹ that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine, emergency department, internal medicine, and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.

¹ Medical doctors and nurse practitioners are the only healthcare professionals in Canada with licensed training and expertise to meet these needs; therefore, all athletes with a suspected concussion should undergo evaluation by one of these professionals.

In geographic regions of Canada with limited access to medical doctors (i.e., rural or northern communities), a licensed healthcare professional (i.e., nurse) with pre-arranged access to a medical doctor or nurse practitioner can facilitate this role.

The medical assessment is responsible for determining whether the athlete has been diagnosed with a concussion or not. Athletes with a diagnosed concussion should be provided with a Medical Assessment Letter indicating a concussion has been diagnosed. Athletes that are determined to have not sustained a concussion must be provided with a Medical Assessment Letter indicating a concussion has not been diagnosed and the athlete can return to school, work and sports activities without restriction.

- Who: Medical doctor, nurse practitioner, nurse
- How: Medical Assessment Letter

5. CONCUSSION MANAGEMENT

All athletes diagnosed with a concussion must obtain a Medical Assessment Letter from a medical doctor or nurse practitioner that states they have been diagnosed with a concussion and may not return to full participation in activities until medically cleared to do so. Because the Medical Assessment Letter contains personal health information, it is the responsibility of the athlete or their parent/guardian to provide this documentation to the athlete's coaches, teachers, or employers. It is also important for the athlete to provide this information to sport organization officials that are responsible for injury reporting and concussion surveillance.

The athlete's health care provider should provide them with education about the signs and symptoms of concussion, strategies about how to manage their symptoms, the risks of returning to sport without medical clearance and recommendations regarding a gradual return to activities. Athletes diagnosed with a concussion are to be managed according to their Return- to-Activities and Return-to-Sport Strategy under the supervision of a medical doctor or nurse practitioner. When available, athletes should be encouraged to work with the team doctor to optimize progression



through their Return-to-Sport Strategy. Once the athlete has completed their Return-to-Activities and Return-to-Sport Strategy and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the athlete for a return to full sports activities and issue a Medical Clearance Letter.

The stepwise progressions for return to activities are outlined below. As indicated in stage 1 of the Return-to-Sport Strategy, reintroduction of daily, school, and work activities must precede return to full sport participation where the athlete may be at risk for another concussion.

Return-to-Activities Strategy

The following is a general guide that should be used to help athletes, their parents/guardians, medical professionals and teachers or supervisors, if applicable, to collaborate in supporting the athlete to make a gradual return to school, work and other daily activities, particularly activities requiring thinking and concentration. Depending on the severity and type of the symptoms present athletes will progress through the following stages at different rates. If the athlete experiences new symptoms or worsening symptoms at any stage, they should return to the previous stage before trying again. Athletes and their parents/guardians should be encouraged to ask their school or workplace, if applicable, if they have a Return-to-Learn Program or return- to-work procedures in place.

Stage	Aim	Activity	Goal of each step
1	Daily activities at home that do not give the athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e., reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities
2	School/work activities	Homework, reading or other cognitive activities outside of the classroom/ work environment.	Increase tolerance to cognitive work
3	Return to school/work part- time	Gradual introduction of schoolwork and/or work duties. May need to start with a partial school/work day or with increased breaks during the day.	Increase academic and/or work activities
4	Return to school/work full- time	Gradually progress	Return to full academic and/ or activities. Catch up on missed schoolwork and/or work requirements.

Adapted from: McCrory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. British Journal of Sports Medicine, 51(11), 838-847.

The following is an outline of the Return-to-Sport Strategy that should be used to help athletes, their parents/guardians, coaches, trainers, and medical professionals to partner in supporting the athlete to make a gradual return to sport activities.

An initial period of 24-48 hours of rest is recommended before starting the Return-to-Sport Strategy. The athlete should spend a minimum duration of 24 hours without symptom increases at each stage before progressing to the next one. If the athlete experiences new symptoms or worsening symptoms at any stage, they should return to the previous stage before trying again.

It is important that athletes return to full-time school, work or other activities that do not put the athlete at risk for another concussion before progressing to stage 5 and 6 of the Return-to-Sport Strategy. It is also important that all athletes or their parents/guardians provide their coach with a Medical Clearance Letter prior to returning to full contact sport activities, where the athlete may be at risk for another concussion.

Stage	Aim	Activity	Goal of each step
1	Symptom- limiting activity	Daily activities that do not provoke symptoms	Gradual re-introduction of school/work activities
2	Light aerobic activity	Walking or stationary cycling at slow to medium pace. No resistance training. <i>-Light intensity jogging or stationary cycling for 15- 20 minutes at sub-symptom threshold intensity</i>	Increase heart rate
3	Sport-specific exercise	Running drills. No head impact activities <ul style="list-style-type: none"> • Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity • Low to moderate impact and agility drills 	Add movement
4	Non-contact training drills	Harder training drills. May start progressive resistance training <ul style="list-style-type: none"> • Participation in high intensity running and drills • Non-contact practice • Participation in resistance training work-outs 	Exercise, coordination and increased thinking



Stage	Aim	Activity	Goal of each step
5	Full contact practice	Following medical clearance • Participation in full practice without activity restriction	Restore confidence and assess functional skills by coaching staff
6	Return to sport	<i>Normal participation</i>	

McCrory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

- Who: Medical doctor, nurse practitioner and team doctor (where available), parents/guardians, coaches
- How: Return-to-Activities Strategy, Return-to Sport Strategy

6. MULTIDISCIPLINARY CONCUSSION CARE

Most athletes who sustain a concussion while participating in sport will make a complete recovery and be able to return to full activities. Time to recovery and return to full activities, including sport, can vary from weeks to months. Healing from a concussion and returning to activities safely takes patience.

If available, athletes who experience prolonged concussion symptoms (longer than 2-4 weeks) may benefit from referral to a medically supervised multidisciplinary concussion clinic that has access to professionals with licensed training in traumatic brain injury that may include experts in sport medicine, neuropsychology, physiotherapy, occupational therapy, neurology, neurosurgery, and rehabilitation medicine.

Referral to a multidisciplinary clinic for assessment should be made on an individualized basis at the discretion of an athlete’s medical doctor or nurse practitioner. If access to a multidisciplinary concussion clinic is not available, a referral to a medical doctor with clinical training and experience in concussion (e.g. a sport medicine physician, neurologist, or rehabilitation medicine physician) should be considered for the purposes of developing an individualized treatment plan. Depending on the clinical presentation of the individual, this treatment plan may involve a variety of health care professionals with areas of expertise that address the specific needs of the athlete based on the assessment findings.

- Who: Multidisciplinary medical team, medical doctor with clinical training and experience in concussion (e.g. a sports medicine physician, neurologist, or rehabilitation medicine physician), licensed healthcare professionals



7. RETURN TO SPORT

Athletes who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and have successfully completed their Return-to-Activities and stages 1 to 4 of the Return-to-Sport Strategy can be considered for return to full sports activities. The final decision to medically clear an athlete to return to full game activity should be based on the clinical judgment of the medical doctor or nurse practitioner taking into account the athlete's past medical history, clinical history, physical examination findings and the results of other tests and clinical consultations where indicated (i.e. neuropsychological testing, diagnostic imaging).

Prior to returning to full contact practice and game play, each athlete that has been diagnosed with a concussion must obtain a Medical Clearance Letter that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sports. In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (such as a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation.

The Medical Clearance Letter must also be signed by the athlete's coach and the athlete or their parent/guardian. Athletes who have been provided with a Medical Clearance Letter may return to full sport activities as tolerated. If the athlete experiences any new concussion-like symptoms while returning to play, they should be instructed to stop playing immediately, notify their parents/guardians, coaches/volunteers, trainer or teachers, and undergo follow-up Medical Assessment.

A copy of the Medical Clearance Letter should also be submitted to sports organization officials for injury reporting and surveillance.

- Who: Medical doctor, nurse practitioner, coach, parent/guardian
- Document: Medical Clearance Letter

In the event that an athlete sustains a new suspected concussion, the Special Olympics Canada Pan-Canadian Concussion Protocol should be followed as outlined in this document.



SPECIAL OLYMPICS CANADA CONCUSSION PATHWAY

Appendix B

Special Olympics Canada Concussion Recognition Tool

Anyone can use this tool to help recognize a possible concussion after an impact. This tool should not be used for diagnosis.

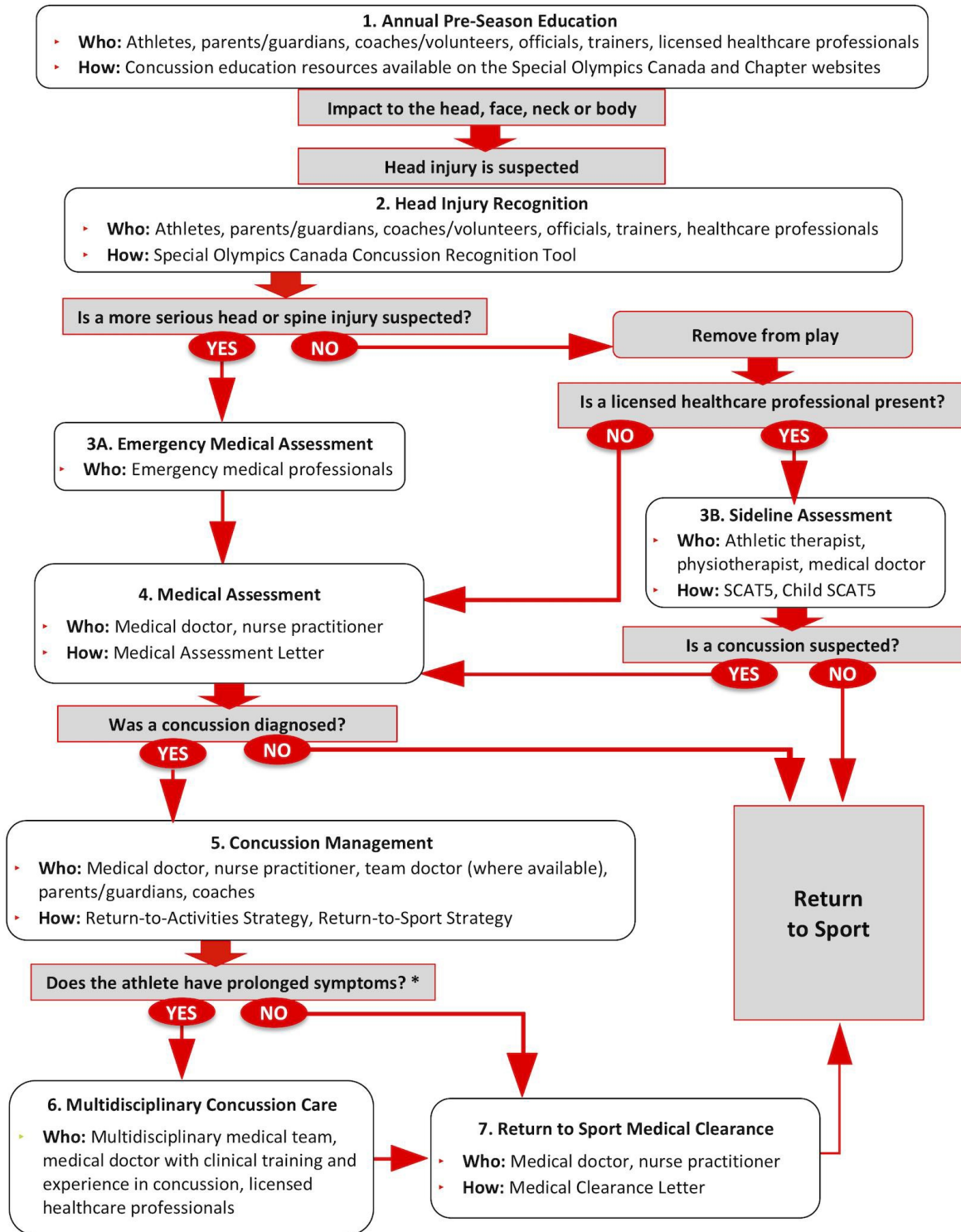
<p>1. Check for signs of a more serious head or spine injury.</p> <p>If any one of these is present and not typical for the individual athlete, treat this as a possible medical emergency and get medical help right away.</p> <p>If onsite medical personnel are not immediately available, call 911.</p>	<p>After the impact, did anyone see the athlete:</p> <ul style="list-style-type: none"> • Lose consciousness for any period of time • Have a seizure or convulsion • Vomit more than once? 	<p>Is the athlete experiencing:</p> <ul style="list-style-type: none"> • Neck pain or tenderness • Double vision • Weakness or tingling in arms/ legs • Severe or increasing headache • Deteriorating conscious state • Increasing restlessness, agitation or combativeness?
	<p>• Are these signs/symptoms unusual for this athlete?</p>	

If a more serious injury is not suspected, complete the rest of the tool.



<p>2. Check for common signs and symptoms of concussion.</p> <p>Any one sign or symptom, if not typical for the individual athlete, is enough to suspect a concussion.</p> <p>Involve the athlete’s coach or parent/ guardian to help understand whether the athlete’s condition or behaviour is unusual for them.</p>	<p>Did anyone see the athlete:</p> <ul style="list-style-type: none"> • Lying motionless on the ground or playing surface • Slowly getting up after a direct or indirect hit to the head • Disorientation or confusion/ inability to respond appropriately to questions • Balance or gait difficulties, motor incoordination, stumbling, slow labored movements • Clutching their head • With a blank or vacant look • With a facial injury after head trauma 	<p>Is the athlete experiencing:</p> <ul style="list-style-type: none"> • Headache or pressure in head • Nausea or vomiting • Balance problems • Drowsiness • Dizziness • Blurred vision • Sensitivity to light • Sensitivity to sound/noise • Fatigue or low energy • More emotional or irritable • Sadness • Nervousness or anxiety • Difficulty concentrating • Memory problems • Feeling slowed down • Feeling “in a fog” • They “don’t feel right”?
<p>• Are these signs/symptoms unusual for this athlete?</p>		

<p>3. Ask simple memory questions</p> <p>Problems answering questions, if not typical for the individual athlete, can be a sign of possible concussion.</p> <p>Involve the athlete’s coach or parent/ guardian to help gauge if the athlete’s level of understanding and ability to respond are unusual for them.</p>	<p>Sample questions:</p> <ul style="list-style-type: none"> • What venue are we at today? • In which sport are you participating? • Is it before or after lunch? • Which half is it now? [Modify for the sport (e.g., inning, quarter, end)] • Who scored last in this game? • Did your team win the last game? <p>The athlete’s coach or parent/guardian can help verify their answers.</p>
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*Prolonged symptoms: lasting > 4 weeks in children & youth or > 2 weeks in adults



Appendix B

Special Olympics Canada Concussion Recognition Tool

What to do next: Anyone with a suspected concussion should be removed from participation right away. Follow the Special Olympics Canada Concussion Protocol. Until the athlete is medically assessed:

- The athlete should not be left alone.
- The athlete should not be sent home by themselves.
- The athlete's emergency contact should be notified so the athlete does not try to make their way home alone.

Appendix C Medical Assessment Letter

Date: _____ Athlete's Name: _____

To whom it may concern,

Athletes who sustain a suspected concussion should be managed according to the Canadian Guideline on Concussion in Sport. Accordingly, I have personally completed a Medical Assessment on this patient.

Results of Medical Assessment

- This patient has not been diagnosed with a concussion and can resume full participation in school, work, and sport activities without restriction.
- This patient has not been diagnosed with a concussion but the assessment led to the following diagnosis and recommendations:
- This patient has been diagnosed with a concussion.

The goal of concussion management is to allow complete recovery of the patient's concussion by promoting a safe and gradual return to school and sport activities. The patient has been instructed to avoid all recreational and organized sports or activities that could potentially place them at risk of another concussion or head injury. Starting on _____ (date), I would ask that the patient be allowed to participate in school/work (if applicable) and low-risk physical activities as tolerated and only at a level that does not bring on or worsen their concussion symptoms. The above patient should not return to any full contact practices or games until the coach has been provided with a Medical Clearance Letter provided by a medical doctor or nurse practitioner in accordance with the Canadian Guideline on Concussion in Sport.



Other comments:

Thank-you very much in advance for your understanding. Yours Sincerely,

Signature/print _____ M.D. / N.P.
(circle appropriate designation)*

*In rural or northern regions, the Medical Assessment Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.

We recommend that this document be provided to the athlete without charge

Appendix D - Medical Clearance Letter

Date: _____ Athlete's Name: _____

To whom it may concern,

Athletes who are diagnosed with a concussion should be managed according to the Canadian Guideline on Concussion in Sport including the Return-to-Activities and Return-to-Sport Strategies (see page 2 of this letter). Accordingly, the above athlete has been medically cleared to participate in the following activities as tolerated effective the date stated above (please check all that apply):

- Symptom-limiting activity (cognitive and physical activities that don't provoke symptoms)
- Light aerobic activity (Walking or stationary cycling at slow to medium pace. No resistance training)
- Sport-specific exercise (Running or skating drills. No head impact activities)
- Non-contact practice (Harder training drills, e.g. passing drills. May start progressive resistance training. Including gym class activities without a risk of contact, e.g. tennis, running, swimming)
- Full-contact practice (Including gym class activities with risk of contact and head impact, e.g. soccer, basketball)
- Full game play

What if symptoms recur? Any athlete who has been cleared for physical activities, gym class or non-contact practice, and who has a recurrence of symptoms, should immediately remove himself or herself from the activity and inform the teacher or coach. If the symptoms subside, the athlete may continue to participate in these activities as tolerated.



Athletes who have been cleared for full contact practice or game play must be able to participate in full-time school/work (or normal cognitive activity) as well as high intensity resistance and endurance exercise (including non-contact practice) without symptom recurrence. Any athlete who has been cleared for full-contact practice or full game play and has a recurrence of symptoms, should immediately remove himself or herself from play, inform their teacher or coach, and undergo medical assessment by a medical doctor or nurse practitioner before returning to full-contact practice or games. Any athlete who returns to practices or games and sustains a new suspected concussion should be managed according to the Canadian Guideline on Concussion in Sport.

Other comments:

Signature/print _____ M.D. / N.P.
 (circle appropriate designation)*

*In rural or northern regions, the Medical Assessment Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.

We recommend that this document be provided to the athlete without charge

Return-to-Activities Strategy¹

The following is a general guide that should be used to help athletes, their parents/guardians, medical professionals and teachers or supervisors, if applicable, to collaborate in supporting the athlete to make a gradual return to school, work and other daily activities, particularly activities requiring thinking and concentration. Depending on the severity and type of the symptoms present athletes will progress through the following stages at different rates. If the athlete experiences new symptoms or worsening symptoms at any stage, they should return to the previous stage before trying again. Athletes and their parents/guardians should be encouraged to ask their school or workplace, if applicable, if they have a Return-to-Learn Program or return-to-work procedures in place.

Stage	Aim	Activity	Goal of each step
1	Daily activities at home that do not give the athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities.



2	School/work activities	Homework, reading or other cognitive activities outside of the classroom/work environment.	Increase tolerance to cognitive work.
3	Return to school/work part-time	Gradual introduction of schoolwork and/or work duties. May need to start with a partial school/work day or with increased breaks during the day.	Increase academic and/or work activities.
4	Return to school/work full-time	Gradually progress.	Return to full academic and/or activities and catch up on missed schoolwork and/or work requirements.

Return-to-Sport Strategy¹

The following is an outline of the Return-to-Sport Strategy that should be used to help athletes, their parents/guardians, coaches, trainers, and medical professionals to partner in supporting the athlete to make a gradual return to sport activities.

An initial period of 24-48 hours of rest is recommended before starting the Return-to-Sport Strategy. The athlete should spend a minimum duration of 24 hours without symptom increases at each stage before progressing to the next one. If the athlete experiences new symptoms or worsening symptoms at any stage, they should return to the previous stage before trying again.

It is important that athletes return to full-time school, work or other activities that do not put the athlete at risk for another concussion before progressing to stage 5 and 6 of the Return-to-Sport Strategy. It is also important that all athletes or their parents/guardians provide their coach with a Medical Clearance Letter prior to returning to full contact sport activities, where the athlete may be at risk for another concussion.

These guidelines are subject to any medical guidance or advice that the athlete may be receiving regarding the ability of the athlete to resume certain activities following the diagnosis of a concussion. That advice should be the primary advice that an athlete follows prior to resuming activities and medical clearance can only be provided by a licensed medical doctor or nurse practitioner.



Stage	Aim	Activity	Goal of each step
1	Symptom- limiting activity	Daily activities that do not provoke symptoms.	Gradual re-introduction of work/school activities.
2	Light aerobic activity	Walking or stationary cycling at slow to medium pace. No resistance training. -Light intensity jogging or stationary cycling for 15-20 minutes at sub-symptom threshold intensity	Increase heart rate.
3	Sport-specific exercise	Running drills. No head impact activities. • Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity • Low to moderate impact and agility drills	Add movement.
4	Non-contact training drills	Harder training drills. May start progressive resistance training. • Participation in high intensity running and drills • Non-contact practice • Participation in resistance training work- outs	Exercise, coordination and increased thinking.
5	Full contact practice	Following medical clearance • Participation in full practice without activity restriction	Restore confidence and assess functional skills by coaching staff.
6	Return to sport	Normal participation	

¹Adapted from: McCrory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. British Journal of Sports Medicine, 51(11), 838-847. <http://dx.doi.org/10.1136/bjsports-2017-097699>

SPORT & PROGRAM

**Special
Olympics**
Manitoba



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This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Definitions

1. The following terms have these meanings in this Policy:

- a) "Athlete" – an individual registered as an Athlete with Special Olympics Canada or a Chapter
- b) "Chapter" – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
- c) "Organization-sanctioned event or activity" – means any local, regional, provincial or national games, competitions, events, programs, or activities sanctioned by Special Olympics Canada or the Chapter.

Purpose

2. This Policy describes the criteria an Athlete must meet to be eligible to participate in Special Olympics.

Eligibility

3. The mandate of Special Olympics is to provide sports programs for people with intellectual disabilities.

An individual is considered to have an intellectual disability based on the following three criteria*:

- i. Intellectual functioning level (IQ) is generally below 70-75;
- ii. Significant limitations exist in two or more adaptive skill areas;
- iii. The condition generally manifests itself before the age of 18.

(* based on the American Association of Intellectual and Developmental Disabilities (AAIDD) definition)

Adaptive skills are assessed in the person's every day environment across all aspects of their life. A person with limits in intellectual functioning who does not have limits in adaptive skill areas may not be diagnosed as having an intellectual disability.

Adaptive skills include:

- Conceptual skills – language and literacy; money, time and number concepts; self-direction
- Social skills – interpersonal skills; social responsibility, self-esteem, gullibility, naiveté (i.e.



wariness), social problem solving, the ability to follow rules/obey laws and to avoid being victimized.

If there is any uncertainty about eligibility, the opinion of a professional will be required and considered.

4. Athletes, if applicable, must also meet the eligibility criteria described in the following documents:
 - a) Eligibility for Participants with Down Syndrome Policy (this policy describes how a person with a Symptomatic Atlantoaxial instability can participate in Special Olympics)
 - b) Blood-Borne Contagious Infections Policy (this policy describes how a person with blood-borne contagious infections can participate in Special Olympics)
5. Individuals interested in participating as Athletes in Special Olympics must register with the applicable Chapter, which effectively registers them with Special Olympics Canada, and agree to abide by the sport rules, policies, codes of conduct, philosophies, and practices of Special Olympics Canada and its applicable Chapter.
6. No Athlete may be excluded from registration because of a prohibited ground identified in applicable Human Rights Legislation, which may include, but not limited to, race or perceived race, nationality, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, class, marital status, family status, religion, political belief, physical or mental disability, economic status or source of income; unless there is reasonable justification or to the point of undue hardship.

AGE REQUIREMENTS

7. The minimum age for participation in a community program is at the discretion of each Chapter in consultation with the accredited community/program. There is no maximum age limitation for participation in community programs.
8. There are minimum age limits for participation in sanctioned Special Olympics competitions. Each Chapter sets minimum age requirements for participation in general competitions and for qualifying competitions in advance of Provincial/Territorial Games and for Provincial/Territorial Games.



-
9. For other competitions, the age requirements are as follows:
- a) National Games - The minimum age requirement is 13 years of age as of January 1st of the year of the competition.
 - b) World Games - The minimum age requirement is 14 years of age as of January 1st of the year of the competition, as set by Special Olympics International.
10. There is no maximum age limitation for participation in Special Olympics competitions.

Appeals

11. Decisions made by a Special Olympics Canada or a Chapter related to the eligibility of an Athlete can be appealed per the terms of the Appeal Policy.



This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Definitions

1. The following terms have these meanings in this Policy:

- a) “Athlete” – an individual registered as an Athlete with Special Olympics Canada or a Chapter
- b) “Chapter” – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics;
- c) “Organization-sanctioned event or activity” – means any local, regional, provincial or national games, competitions, events, programs, or activities sanctioned by Special Olympics Canada or the Chapter.

Purpose

2. This Policy describes how an Athlete living with Down Syndrome or a Symptomatic Atlantoaxial Instability can participate in Special Olympics.

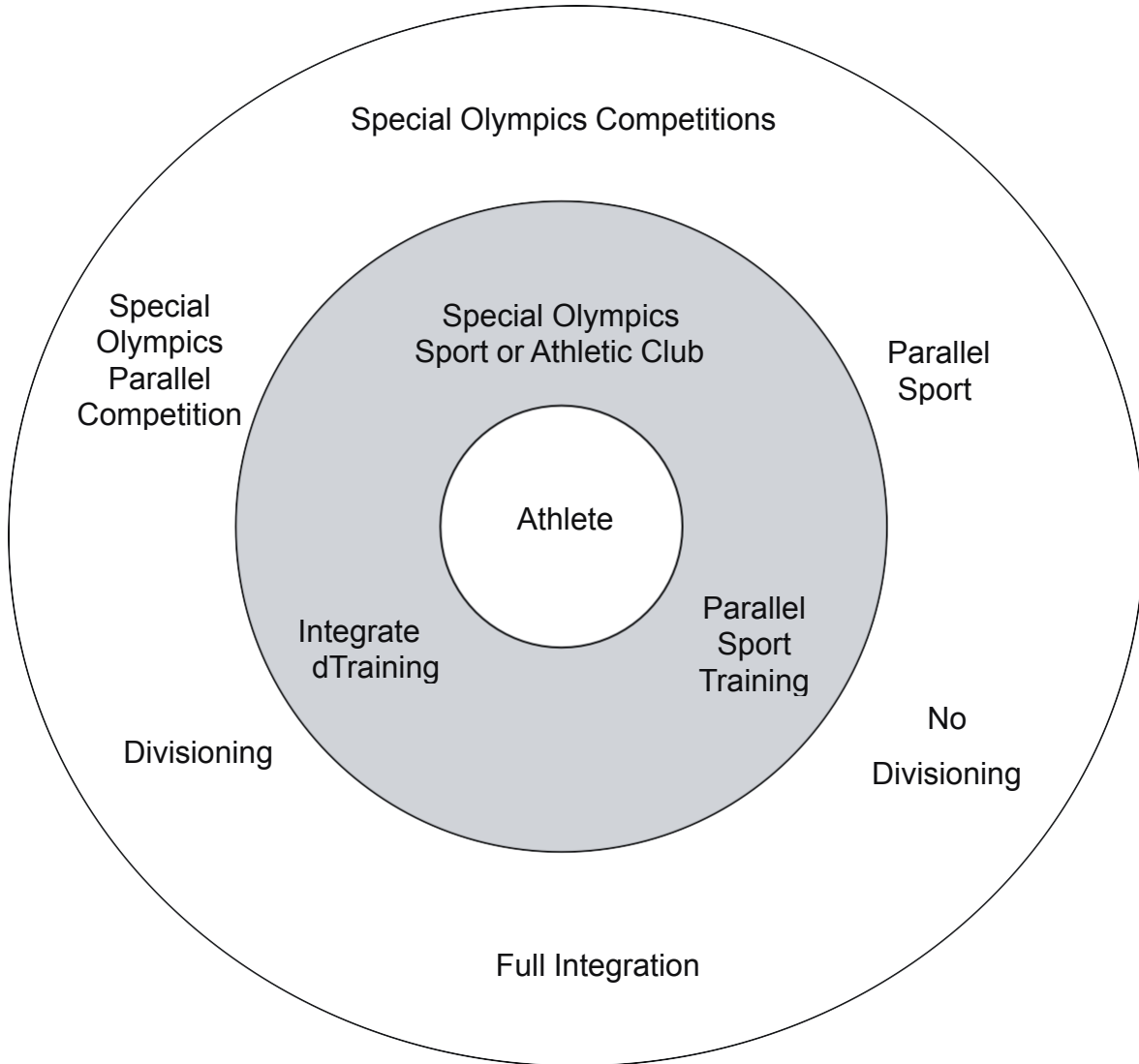
Participation by Athletes living with Down Syndrome



- 3. There is evidence from medical research that up to 15% of individuals living with Down syndrome have a misalignment of the cervical vertebrae C-1 and C-2 in the neck, known as atlantoaxial instability. This condition exposes individuals living with Down syndrome to possible injury if they participate in activities that hyperextend or radically flex the neck or upper spine.
- 4. Special Olympics Canada and its Chapters require that all new participants living with Down syndrome submit an initial screening indicating if the atlantoaxial instability condition exists prior to starting any sport program. If the condition exists, the Athlete may not participate in the sports listed below in 5 b). Results of this screening must be forwarded to Special Olympics Canada or the Chapter along with the Athlete’s registration form. Subsequent screenings, though recommended, are left to the discretion of the Athlete and his/her parent/guardian or legal representative.
- 5. Special Olympics Canada and its Chapters will take the following precautions before permitting Athletes living with Down syndrome to participate in certain sport activities:
 - a) Once screened for atlantoaxial instability, Athletes living 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 (c) and (d) below are satisfied.

- b) Athletes may not participate in sports training and competition activities including: 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.
- c) An Athlete living with Down syndrome may be permitted to participate in the activities described in subsection (b) 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 atlantoaxial instability condition, and who determines based on the results of that examination, that the Athlete does not have an atlantoaxial instability condition: or
- d) An Athlete living with Down syndrome who has been diagnosed by a physician as having atlantoaxial instability condition may nevertheless be permitted to participate in the activities described in subsection (b) above if the Athlete, 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 atlantoaxial instability, and one (1) Licensed Medical Professional certifies in writing that they have explained these risks to the Athlete and his/her parent or guardian, and that the at Athlete's condition does not, in their judgment, preclude the Athlete from participation in Special Olympics training and competition. These statements and certifications shall be documented by the Special Olympics Canada and the Chapter.



-  Training Opportunities
-  Competitive Opportunities



TRAINING OPPORTUNITIES:

Special Olympics Sport and Multi-Sport Clubs:

Multi-Sport Club:

- An introductory and/or skill upgrading program with emphasis on the development of fitness, basic motor and sport skills.
- Emphasis on SOC official and demonstration sports targeted for development.
- Eligible to participate in competitions.

Sport Club:

- Training in a specific sport for the specified season of the sport.
- Emphasis on the development of skills specific in a sport.
- Develop specific sport skills, which lead to a variety of competitive opportunities.
- Emphasis on SOC official and demonstration sports for development.
- Eligible to participate in the full continuum of competitive opportunities.

Parallel Sport Training:

- A situation where Special Olympics athletes and coaches share joint use of a facility with a generic sport club.
- Eligible to participate in the full continuum of competitive opportunities.

Inclusive Training:

- A situation where an athlete(s) trains with a generic training program.
- Eligible to participate in the full continuum of competitive opportunities.



COMPETITIVE OPPORTUNITIES:

Special Olympics Competitions:

- Use Special Olympics rules and incorporate the divisioning process.
- Athletes with an intellectual disability compete directly with athletes with an intellectual disability of the similar ability levels.

Special Olympics Parallel Format:

- Use Special Olympics rules and incorporate the divisioning process.
- Athletes with an intellectual disability compete directly with athletes with an intellectual disability of the same ability levels.

Parallel Sport Competition:

- Using National Sport Governing Body rules.
- Open competition format.
- Athletes with an intellectual disability compete directly with athletes with an intellectual disability, regardless of ability levels.
- The events for athletes with an intellectual disability are run at the same time as the events for athletes who do not have a disability but the two categories are separate.

Full Integration:

- Using National Sport Governing Body rules.
- Athletes with an intellectual disability compete directly against athletes who do not have a disability.

Special Olympics strives to achieve the most inclusive sporting experience for athletes with an intellectual disability.

Special Olympics provides these guiding principles for athletes with an intellectual disability competing in various sport environments.



Category	Entry Standards	Age Category	Competition Format	Athletes	Divisioning
Special Olympics Competition	No	Yes (if numbers warrant)	Divisioning	Athletes with an intellectual disability compete against athletes with an intellectual disability in their ability level.	Yes - Special Olympics divisioning utilized.
Special Olympics Parallel Competition	No/Yes; Entry standards may be used to select athletes even when divisioning is implemented. Important when quotas are low, making division difficult.	Yes	Parallel	Athletes with an intellectual disability compete against athletes with an intellectual disability in their ability level.	Yes - Special Olympics divisioning is utilized.
Parallel Sport Competition	Yes	Yes	Parallel	Athletes with an intellectual disability compete against athletes with an intellectual disability regardless of ability.	No - Open Competitive Format utilized.
Full Integration	Yes	Yes	Integrated	Athletes with an intellectual disability compete against athletes who do not have a disability.	



PURPOSE:

To ensure Special Olympics Manitoba and all its Regions will focus sport development on Special Olympics Canada official and/or demonstration sports.

In relation with the Special Olympics Canada policy 5000-38, Special Olympics Manitoba will recognize the following.

OFFICIAL SPORTS:

Summer Sport	Winter Sports
Athletics (Track & Field)	Alpine Skiing
Bocce	Cross Country Skiing
Golf	Curling
Powerlifting	Figure Skating
Rhythmic Gymnastics	Floor Hockey
Soccer	Snowshoeing
Softball	Speed Skating
Swimming	5 Pin Bowling
10 Pin Bowling	
Basketball	

Other sports are officially recognized by Special Olympics International; however they do not have official sport status in Canada.

DEMONSTRATION SPORTS:

Currently, there are no demonstration sports recognized by Special Olympics Canada.

No other sports may operate in any community under the name of Special Olympics Manitoba. Sport development within Special Olympics Manitoba will be done in conjunction with the Special Olympics Manitoba Regional Leadership Council and the Canadian Sport Council.

PROHIBITED SPORTS:

Sports that have been determined to not meet the minimum health and safety standards of Special Olympics Canada and/or Special Olympics Incorporated 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.:



Sport

Athletics
Aquatics
Gymnastics
Nordic Skiing
All Contact Sports
Football
Others

Prohibited Event

Javelin, Hammer Throw, Pole Vault, Triple Jump, Discus
Platform Dives
Trampoline
Biathlon, Nordic Jumping
Marital Arts, Wrestling, Karate, Boxing, Rugby, American
Fencing, Shooting

OFFICIAL SPORT STATUS:

The Following Criteria must be met in order for a sport to receive recognition as an official sport of Special Olympics Canada:

- That the sport meets the criteria of a Demonstration Sport, and have been in use as such for at least one year;
- A minimum of Six (6) chapters must have participated in this sport in two (2) consecutive Chapter Games/Championships;
- The chapter shall ensure the Continued Development of the Sport;
- The sport has been held, in a status of a demonstration sport, at a national Games
- Received, at the First Canadian Sport Council Meeting following the National Games (in which the sport was recognized as a demonstration sport), a recommendation from the Canadian Sport Council supporting the elevation of the sport in question to official sport status, and;
- The application for official sport status should include a letter of support from the National Sport Organization regarding the development of the sport within Special Olympics.

If the above basic criteria have been met, the Canadian Sport Council shall request the Sport Committee of the Board bring forward their recommendation for full Board approval.



TO MAINTAIN OFFICIAL SPORT STATUS:

All official sports shall be reviewed after every National Games by the Canadian Sport Council. 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 **NOTE: A review committee may consist of a representative from the Sport Committee, in conjunction with the Program Directors and SOC Sport Department, 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 Committee and Canadian Sport Council, 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 Special Olympics Canada demonstration sport status, the following basic criteria shall be met:

- That there be five (5) Chapters who have participated the sport in two (2) consecutive Provincial Games/Championships. This shall be submitted on the attached Special Olympics Canada 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;
- That there is a recognized National Sport Organization, or Sport Governing Body, that maintains current rules for the sport;
- 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;
- Written clearance by competent medical authority as to the health, safety, and appropriateness of this sport for Special Olympics athletes must be presented.



PURPOSE:

To ensure a safe and appropriate environment for sport training, a number of minimum standards are required for all Special Olympics Manitoba programs.

This policy is consistent with Special Olympics Canada's Program Categories and minimum standards (December 2013).

SPECIAL OLYMPICS MANITOBA PROGRAMS MUST:

- Run a minimum of once per week;
- Operate a minimum of 12 weeks or the appropriate sport season;
- Run a minimum of 1 hour for each training session;
- Operate in an appropriate and well maintained facility, with access to washrooms;
- Have access to safe equipment;
- Have an appropriate and safe ratio of athletes to coaches/program volunteers (Summer sport = 4:1, Winter sport = 3:1, Team sports and 5-pin Bowling = 5:1);
- Develop and implement a seasonal practice plan;
- Develop and implement weekly practice plans;
- Conduct weekly training sessions focused on sport training;
- Train in sports recognized by Special Olympics Manitoba;
- Attend all relevant competitions;
- Have access to a phone;
- Develop an emergency action plan;
- Possess a first aid kit;
- Have appropriately trained coaches & program volunteers (policy 6000-5);
- Maintain accurate records regarding the program; and
- Complete all administrative requirements of Regional Leadership Teams and Special Olympics Manitoba.

These standards are minimum requirements. Special Olympics Manitoba will provide all relevant support, training and materials and will monitor the maintenance of these standards in conjunction with Regional Leadership Teams.



Coach training is essential to Special Olympics Manitoba in the provision of quality, athlete-centred sport programs to individuals with an intellectual disability.

MINIMUM REQUIREMENTS AT THE CLUB/REGIONAL LEVEL:

Head Coach:

- *Sport-Specific Education – Course determined by Sport or Level 1 Technical (old NCCP)
- Introduction to Competition Part A or Theory 1 (old NCCP)
- Making Ethical Decisions – evaluated
- In addition to requirements of Assistant Coach

***Note:** This applies to head coaches of sport specific programs

Assistant Coach:

- SOC Competition Sport Coach or SOC Technical Level 1 (old NCCP)
- In addition to requirements of Program Volunteer

Program Volunteer:

- Volunteer Orientation
- Respect in Sport

MINIMUM REQUIREMENTS AT PROVINCIAL GAMES:

Head Coach/Assistant Coach:

- Sport-Specific Education – Course determined by Sport or Level 1 Technical (old NCCP)
- Introduction to Competition Part A or Theory 1 (old NCCP)
- Making Ethical Decisions – evaluated
- In addition to requirements of Assistant Coach



Assistant Coach:

- SOC Competition Sport Coach or SOC Technical Level 1 (old NCCP)
- In addition to requirements of Program Volunteer

MINIMUM REQUIREMENTS AT THE NATIONAL GAMES:

- Special Olympics Canada dictates the level of training that is required.



PREAMBLE:

Athletes are required to register and participate with the Region based in the community in which they reside. Should an athlete wish to apply for an exemption, a Request for Registration Exemption form is to be completed and submitted to the Provincial Office by the Regional Leader (c/o Director, Sport) for consideration by the Leadership Council. Applications for exemptions will be considered based on applicable policies.

SPORT NOT OFFERED IN THE REGION IN WHICH THE ATHLETE RESIDES:

When an athlete's home Region does not offer a sport, level of sport training, or a level of competition suitable for the athlete in that sport, or a Region has an insufficient number of athletes to field a team of an appropriate skill level, the athlete may apply to register with the Region closest to their community that offers that sport or suitable level of training and/or competition in that sport. When a Region has insufficient numbers of athletes to field a team, the Region may apply for permission to find players from other Regions but may only approach players after approval is granted and all Regions involved have agreed.

Note: Both Regions and the athlete(s) involved must agree that this move is in the best interest of the athlete. When a request is made based on skill level the athlete may be assessed for appropriate placement. Athletes that are registered in the community in which they reside may not be excluded from a sport/team due to the application of an athlete that does not reside in the community.

CHANGE OF RESIDENCE:

In the event that an athlete changes their community of residence, that athlete may opt to remain registered with their original Region as long as the athlete had been previously registered with their original Region for a period equal to or greater than 12 months. Once the athlete determines which Region they will register with, that athlete may only participate in programs offered in that Region.



PURPOSE:

Special Olympics Manitoba prohibits discrimination on the basis of gender identity or any other Characteristic protected under the Manitoba Human Rights Code. In order to comply with this policy and to uphold the principles of equity and inclusion, Special Olympics Manitoba maintains the following Policy to facilitate and encourage the participation of transgender athletes, coaches, volunteers and any other persons associated with Special Olympics. This policy covers participation in Community, Regional and Provincial competitions and activities.

Special Olympics Manitoba recognizes that all situations will be unique and that the implementation of this policy will require the collaboration of all partners involved. We will therefore continue to provide the necessary supports to accommodate transgender and gender non-conforming persons and to help raise awareness about gender-related issues.

Special Olympics Manitoba believes that all Athletes, regardless of gender identity, should have the opportunity to participate in athletic activities in a safe, respectable, inclusive and non- judgmental environment.

TRANSGENDER POLICY:

Any transgender Special Olympics athlete may participate fully and safely in sex- separated sports activities in accordance with his or her gender identity.

This policy is based upon the Manitoba High School Athletic Association's policy on Transgender Students.

COMPETITION

**Special
Olympics**
Manitoba



Section 7000

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This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Purpose:

Special Olympics Canada’s sports competitions are based on the idea that athletes of all abilities should be given an equal chance of succeeding, whether success is defined as achieving a personal best or winning a gold medal. Athletes in competitions are therefore matched up with other athletes who share the same competition gender, a similar age, and most importantly, a similar competitive ability. Special Olympics Canada calls this competition-level matching “divisioning.” Special Olympics Canada and its Chapters division athletes on the basis of competition gender identity, age, and ability in order to create the most equitable competition environment for all Special Olympics athletes.

This policy outlines the process to division athletes in three types of competitions: Individual Sports; Judged Sports and Team Sports. Divisioning cannot be protested or appealed.

1. Divisioning Process for Individual Sports

Step 1: Divide by Competition Gender (as defined by Special Olympics Canada)

Step 2: Divide by Ability

Proceed on the premise that the recommended performance difference between athletes in a division is 15%

Step 3: Divide by Age (21 and under, 22 to 39, 40 and over)

If there are not enough athletes in an age group to create meaningful competition, age groups may be combined or not used at all at the discretion of SOC for National Competitions or the Chapters for Provincial/Territorial Competitions.

Step 4: Divide number of athletes registered in an event

For 3 or more athletes:

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

If you have more than 8 athletes in a division, reduce the performance percentage to produce new ability.

For 2 Athletes entered into an event:

Athletes compete against each other providing they have identified the same competition gender.



For 1 athlete entered into an event

An athlete would compete against their own divisioning performance in the event. If they are competing against their own divisioning performance, medals would be awarded as follows:

Gold Medal: Final performance is better than the divisioning performance or below by a maximum of 4.99%

Silver Medal: Final performance is between 5-14.99% below the divisioning performance

Bronze Medal: Final performance is less than the seed performance by 15 -25% For events that are not divisioned the athlete would be awarded a gold medal.

Disqualification in Divisioning

If an athlete is disqualified in a divisioning event, they will not advance to the finals.

2. Divisioning Process for Judged Sports

Step 1: Divide by Competition Gender (as defined by Special Olympics Canada)

Step 2: Divide by ability, using predetermined levels of ability as outlined in sport rules and proceed on the premise that the recommended performance difference between athletes in a division is 15%.

Figure Skating

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

Rhythmic Gymnastics

If there are more than 8 competitors in a level a divisioning round will be run. Athletes will be divided according to their all-round scores for the final round.

Step 3: Divide by Age (21 and under, 22 to 39, 40 and over). If there are not enough athletes in an age group to create meaningful competition, age groups may be combined or not used at all at the discretion of SOC for National Competitions or the Chapters for Provincial/Territorial Competitions. In Provincial / Territorial Competitions where the number of competitors is high, Chapters may choose to increase the number of age groups to provide meaningful competition.



Maximum Performance Rule (MPR) for individual sports

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

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

Note: This can be applied only for timed/measured events.

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

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

4. Divisioning for Team Sports

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

Step 2: The divisioning round will consist of a round of games in which each team will play against as many teams as possible aiming at an equal number of games per teams. The number and duration of games is at the discretion of the divisioning committee in order to fit in the schedule.



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

Step 4: Head Coaches, **with approval from the Chef de Mission**, will have a 30-minute period after the divisioning is shared with them to submit feedback to the divisioning committee for consideration. It is at the divisioning committee's discretion whether to make changes to the final divisions or not based on the comments received. The divisioning committee will provide their final decision and rationale to the Head Coach and Chef de Mission before proceeding to Step 5.

Step 5: Final divisions will be shared with the Teams. Decisions are final and cannot be protested.

Fair Play Rule for Team Sports

At any point after the divisioning round, if it is judged by the manager of the competition (Technical Rep, Sport Manager, Competition lead organizer, etc.) that a team did not provide a reasonable effort to display the maximum performance of the team's ability in the divisioning round, they must bring this to the attention of the assigned staff from SOC for National competitions or the Chapters for Provincial/Territorial competitions.

An ad hoc committee comprised of three (3) neutral members (such as Competition Manager, Senior Staff of SOC/Chapter, Referee-in-chief, etc.) may decide, after providing the Team's Coach the opportunity to present an explanation, at their discretion, to use one of the following consequences if they feel that the team should be in a different division: team disqualification, move the team to another division for the next round of competition, remove the team from consideration of identification for advancement to the next level of competition.

Decisions of the ad hoc committee are final and cannot be protested or appealed.



All Regions/Clubs will be invited to send a Team to Provincial Games/Championships. In order to be eligible, the Region/Clubs must:

- Be recognized as a Region/Club in good standing by Special Olympics Manitoba.
- Have participated in the official qualifying event(s) determined by Special Olympics Manitoba.
- A regional chef de mission must be selected by the respective Regional Leadership Team, be a registered volunteer and a member in good standing of Special Olympics Manitoba.

NOTE: In the case where Special Olympics Manitoba designates more than one competition as the qualifying competition, all athletes advancing on in the designated event must compete in the same qualifying competition or competitions (i.e. if alpine skiing athletes can qualify in four separate competitions, then all of the alpine skiers must compete in those same four separate competitions to be eligible to advance on).



PURPOSE:

The eligibility of athletes is a carefully monitored process with established parameters as outlined in Policy 6000-1A and B. The following outlines the additional criteria used for athletes to attend various levels of competition. As in other sport governing bodies, higher-level competition is meant for athletes who have, through their performances, proved themselves capable. In Special Olympics Manitoba, this includes all athletes, from all ability levels who have also proven themselves capable.

The criteria for athlete eligibility to attend **Regional events** are as follows:

- Eight (8) years of age as of the first day of competition;
- Registered with Special Olympics Manitoba and a member in good standing within the community;
- Member of a Special Olympics Manitoba club accredited in the Region; and
- Appropriate maturation.

The criteria for athlete eligibility to attend **Provincial events** are as follows:

- Eight (8) years of age as of the first day of the competition;
- Registered with Special Olympics Manitoba and a member in good standing within the community;
- Member of an accredited Special Olympics Manitoba club;
- Appropriate maturation based upon the following:
 - Ability to cope with pressures involved in traveling and competition
 - Ability to cope with being out of usual environment
- Have competed in the identified Regional qualifying event preceding the Provincial Championships/Games in that particular sport; and

The criteria for athlete eligibility for **National competitions** are as follows:

- Thirteen (13) years of age as of the first day of the national competition;
- Registered with Special Olympics Manitoba and a member in good standing within the community;
- Member of an accredited Special Olympics Manitoba club;



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- Displays appropriate maturation, without one-on-one support, based upon the following:
 - Ability to cope with pressures involved in competition
 - Ability to cope with the travel requirements
 - Ability to cope with being out of usual environment
 - Ability to work with individuals who are unfamiliar (new coaches, new athletes)
 - Have competed in the Provincial qualifying Championships/Games in the year preceding the National Games in that particular sport;

Athletes will be selected based on performance at the qualifying Championships/Games using the sport specific Athlete Selection Criteria (see policy 7000-11).

Final selection is the responsibility of the Regional Leadership Council.

The criteria for athlete eligibility for **International competition** are as follows:

- Fourteen (14) years of age as of the first day of International competition;
- Registered with Special Olympics Manitoba and a member in good standing in the community;
- Member of an accredited Special Olympics Manitoba club;
- Have competed in the National Games immediately preceding the International Competition;

Special Olympics Canada selects the athletes based on performance at the National Games using the Special Olympics Canada sport specific Athlete Selection Criteria Process (see SOC policy 5000-24);

Special Olympics Manitoba is provided with the opportunity to endorse the athlete(s).

All Regions/Clubs will be invited to send a Team to Provincial Games/Championships. In order to be eligible, the Region/Clubs must:

- Be recognized as a Region/Club in good standing by Special Olympics Manitoba.
- Have participated in the official qualifying event(s) determined by Special Olympics Manitoba.
- A regional chef de mission must be selected by the respective Regional Leadership Team, be a registered volunteer and a member in good standing of Special Olympics Manitoba.

NOTE: In the case where Special Olympics Manitoba designates more than one competition as the qualifying competition, all athletes advancing on in the designated event must compete in the same qualifying competition or competitions (i.e. if alpine skiing athletes can qualify in four separate competitions, then all of the alpine skiers must compete in those same four separate competitions to be eligible to advance on).



ATHLETE/COACH RATIO:

The athlete to coach ratio for Spring/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 the team sports of softball, soccer, basketball and floor hockey there shall be a maximum of three (3) coaches per team. Curling shall have a maximum of two (2) coaches per team.

CHEF DE MISSION:

All Regions will be assigned a separate position for the Chef de Mission. This individual will be the Region contact with the Games Organizing Committee and Special Olympics Manitoba. All communication will flow through this individual. The Chef de Mission is the 'head of the delegation' and the team spokesperson prior to and during the Games/Championships.

MISSION STAFF:

The position of Mission Staff is crucial to the overall management of a Team. To allow for this, Regional Teams may be allocated Mission Staff positions depending upon the size of their Team, as part of their Team quota. Mission Staff positions will be allocated based 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 twelve (12) Mission Staff Positions for one Regional Team. These Mission Staff positions are considered a full member of the Team and included in all official Team functions and privileges (e.g. Opening Ceremonies, Closing Ceremonies, Athlete's Village, meals, etc.).



PURPOSE:

To provide clear parameters relating to club, regional or provincial teams who are planning to travel to competitions or events outside of the Province.

POLICY:

All out-of-province travel must be sanctioned by both the Region and Special Olympics Manitoba.

PROCEDURE:

All invitations for out-of-province competition received by Special Olympics Manitoba will be circulated to all Regions for their consideration.

Any club wishing to travel must submit a written letter to the Region who will then in turn endorse the travel request. This request should include the following information:

- Name, date and location of competition or event to be attended;
- Number of athletes and coaches attending, and the cost per individual.
- An explanation of the funding of the trip including any requests from the Region for funding and/or fund raising required.
- Verification of out-of-province medical insurance.
- Team leader or contact person, with phone number.
- If traveling by personal vehicle, a copy of the driver's valid license and insurance.

Upon obtaining endorsement from the Region the Regional Team Leader will submit a written request for approval to SOM. This letter of approval will be addressed to the Director, Sport and must be received, when possible, at least 60 days prior to the planned departure date.

Special Olympics Manitoba will respond to requests from the Region for out-of-province travel within 14 days.



This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

Definitions

1. The following terms have these meanings in this Policy:

- a) “Athlete” – an individual registered in activities as an Athlete with Special Olympics Canada or a Chapter
- b) “Chapter” – means the Provincial or Territorial Special Olympics Organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics;
- c) “Organization-sanctioned event or activity” – means any regional, provincial or national games or competitions sanctioned by Special Olympics Canada or the Chapter.
- d) “Selection” – is the result of meeting the criteria for participation.

Purpose

2. This Policy describes how an Athlete may be identified to participate in Organization-sanctioned games/competitions at the provincial/territorial and national levels.

Registration

3. To participate in an Organization-sanctioned event or activity, an Athlete must be registered, meet the eligibility requirements in the Eligibility for Participation Policy, be **identified** to participate, and be **endorsed** for participation per the Endorsement and Endorsement Reconsideration Policy. These terms used throughout this Policy are defined as follows:
- a) **Eligibility** – an Athlete must meet certain qualifications to be able to participate in an Organization-sanctioned event or activity. Criteria for eligibility may include age, place of residence, ability to travel and participation in the sport at a previous level of competition. Team events have additional eligibility criteria. Out of country events such as World Games also have additional criteria such as: having a valid passport, being able to travel outside Canada, and any other requirements set by the International Organization.
 - b) **Identification** – to be identified to participate in some Organization-sanctioned events or activities, an eligible Athlete must demonstrate certain standards of proficiency in the sport at which the Athlete will be participating. Identification for an Organization-sanctioned event or activity may be limited to a certain number of Athletes or a quota.



- c) **Endorsement** – to be endorsed to attend an Organization-sanctioned event or activity for which an eligible Athlete has been identified, the Athlete must be formally endorsed by the Chapter. Endorsement criteria may include the length of Organization-sanctioned event or activity, the ability to be alone unsupervised, conduct around other participants, etc.

Eligibility

4. To be eligible for participation in Organization-sanctioned event and activity, an Athlete must meet the eligibility requirements as described in Eligibility for Participation Policy.

Identification

5. Identification/Selection criteria for Special Olympic Canada National Teams are described in the National Team Selection Policy.
6. Athletes identified to participate in an Organization-sanctioned event and activity must be eligible and meet any quota requirements. In addition, individual Athletes and teams of Athletes must meet certain **general identification criteria** (described in the following sections) and sport-specific identification criteria, described in **Appendix A – Sport-Specific Identification Criteria**. This describes sport-specific criteria for National competitions. Sport-specific identification criteria for local and regional events will be set by the Chapter.
7. General Identification Criteria (Individual Sports) are described as follows:
- a) Participants must be eligible for selection (see Eligibility for Participation Policy)
 - b) In the case of National Games, Athlete selection will proportionally represent male and female Athletes who participated in the Provincial Games in the year preceding National Games.
 - c) Identification to Provincial/Territorial Games will follow Chapter-specific policies.
 - d) Athletes who compete in lower and middle skill levels have as equal an opportunity to advance to a higher level of competition as those Athletes who have participated in a more advanced skill level. Therefore, Athlete selection is determined by an Athlete's performance relative to his/her peers of similar skill level and the Special Olympics Divisioning Policy. At the National Games, Athletes will be entered into the events they competed in at the Provincial Games.



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8. Cancellation of Provincial/Territorial Games (Individual Sports) - Identification may depend on the results of the Provincial Games. In the event the Provincial/Territorial Games are cancelled due to unforeseen circumstances, Athlete identification will be based on their qualifying scores/times/points/distances or other metric as determined by the Chapter. Divisioning will take place based on qualifying scores/times/points/distances and the identification process will take place based on these divisions. Athletes will be eligible to compete in all events in which they were registered to compete at the cancelled Provincial/Territorial Games. To register Athletes at National Games for timed events, each Chapter must submit provincial/territorial qualifying results or the Athlete's most recent best results based on scores available. Specific sports (e.g., 10 Pin Bowling) may have different or additional submission requirements.
9. Cancellation of National Games (Individual Sports) - Identification may depend on the results of the National Games. In the event the National Games are cancelled due to unforeseen circumstances, Athlete identification will be based on their Provincial/Territorial scores/times/points/distances. Divisioning will take place based on qualifying scores/times/points/distances and the identification process will take place based on these divisions. Athletes will be eligible to compete in all events in which they were registered to compete at the cancelled National Games.
10. General Identification Criteria (Team Sports) are described as follows:
- a) Participants must be eligible for identification (see Eligibility for Participation Policy)
 - b) Teams must be eligible for identification (see Eligibility for Participation Policy)
 - c) Generally, team divisions are designated as co-ed and gender identity is not used as a factor in team identification. Similarly, team divisions are comprised of all age groups and age is not used as a factor in team identification.
 - d) Teams that compete in lower and middle skill levels will have as equal an opportunity to advance to a higher level of competition as those teams who participate in a more advanced skill level. To ensure that this opportunity is available, team selection is determined by the team's performance relative to other teams of similar skill level and the Special Olympics Divisioning Policy.
 - e) Prior to the start of competition, teams may participate in preliminary matches/games to determine the ability level or division in which they will compete (e.g., preliminary round). During competition, teams may play a round robin tournament or other format to determine seeding (e.g., competition round), and then further matches/games to determine the first, second, third, etc. place teams (e.g., medal round).



11. Cancellation of Provincial/Territorial Games (Team Sports) – Identification may depend on the results of the Provincial Games. In the event the Provincial Games are cancelled due to unforeseen circumstances, team selection will be based on random draw overseen by a scrutineer. Teams will be placed into divisions based on their results at their Provincial/Territorial Qualifier. If there is insufficient quota for all divisions, a random draw overseen by a scrutineer will determine which divisions will advance. One team will be drawn from each division until the quota is full.
12. Cancellation of National Games (Team Sports) – Identification may depend on the results of the National Games. In the event the National Games are cancelled due to unforeseen circumstances, team selection will be based on random draw overseen by a scrutineer. Teams will be placed into divisions based on their results at their Provincial/Territorial Championships. If there is insufficient quota for all divisions, a random draw overseen by a scrutineer will determine which divisions will advance. One team will be drawn from each division until the quota is full.
13. Decisions made by Special Olympics Canada or a Chapter related to the identification of an Athlete or a team can be appealed per the terms of the Appeal Policy.

Endorsement

14. Once an eligible Athlete has been identified to attend an Organization-sanctioned event or activity, the Athlete must still be **endorsed** to attend (see Endorsement and Endorsement Reconsideration Policy). If the Athlete is endorsed, the selection process is complete.

LEVEL OF COMPETITION

15. Provincial/Territorial Games - Chapters will use the following criteria for Athletes to be eligible to participate in Provincial/Territorial Games:
 - a) The Athlete must be registered with the Chapter and be a member in good standing
 - b) The Athlete must meet the age requirements as defined by the Chapter for each event.
 - c) The Athlete must have been training in the sport that they are competing in for a minimum of one competition season (or greater, per Chapter discretion) prior to the Provincial/Territorial Games. This training must include participation in the sanctioned sport specific program within their District/Community.
 - d) The Athlete must have competed in one qualifying event as sanctioned by the Provincial/Territorial Chapter one program year preceding the Provincial/Territorial Games.



16. National Games – In addition to the requirements defined in the above two sections, Chapters will follow the following criteria for Athletes to be eligible to participate in the National Games:

- a) The Athlete must have competed in the most recent Provincial qualifying Championships/ Games preceding the National Games in that sport
- b) The Athlete must be willing to commit to the Chapter’s team training the year leading up to National Games
- c) Athletes can only compete in National Games in events they competed in at Provincial/ Territorial Games or qualifying event
- d) Athlete must meet the minimum age requirement of 13 years old

17. World Games – In addition to the requirements defined in the above sections, SOC will follow the following criteria for Athletes to be eligible to participate in the World Games:

- a) The Athlete must have competed in the most recent National Games preceding the World Games in that sport
- b) The Athlete must be willing to commit to the National Team Training Program as defined by SOC
- c) Athletes will compete in events identified by the World Games age and registration categories Athlete must meet the minimum age requirement of 14 years old



The following outlines the criteria and process in which head and assistant coaches will be selected to the Provincial Team.

COACH REQUIREMENTS:

- SOC Competition Sport Coach or SOC Level 1 Certified (old NCCP);
- Sport Specific Education – Course determined by Sport or Level 1 Technical (old NCCP);
- Introduction to Competition Part A or Theory 1 (old NCCP);
- Making Ethical Decisions – evaluated;
- Respect in Sport;
- 18 years of age or older;
- Must be a member in good standing with Special Olympics Manitoba;
- Must have attended the provincial qualifying Championships/Games.

***NOTE:** For those sports that do not have a Level 1 technical course in their sport (powerlifting, snowshoeing, bocce and floor hockey), the following would apply: 125 hours of coaching Special Olympics athletes in the sport.

APPLICATION PROCESS:

Special Olympics Manitoba will circulate all coach applications prior to the qualifying Games/ Championships for the Provincial Team. Applications will only be considered if they are complete and if they have been submitted prior to the established deadline. A completed application will include:

- the coach application form;
- a copy of technical qualifications (i.e. a photocopy of the NCCP passport);
- two letters of reference: one general reference letter, and the other must outline sport specific background and experience;
- a copy of any additional qualifications referred to in the application (i.e. First Aid, CPR, etc).



SELECTION:

Head and assistant coaches will be chosen by the Regional Leadership Council. Head Coaches will participate in the selection of assistant coaches. Selection will be complete within 30 days of the qualifying Championships/Games. Unsuccessful candidates may request in writing to the Director, Sport, within 15 days of receiving notification, an explanation for why they were not selected. The Director, Sport will provide a response within 30 days of receipt of request.



Definitions

1. The following terms have these meanings in this Policy:

- a) “Athlete” - An individual registered as an Athlete with Special Olympics Canada or a Chapter
- b) “Chapter” – The Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
- c) “Participants” – means the total number of individuals involved, including athletes, coaches, mission staff and 1 on 1 support persons
- d) This policy describes how the quotas for participation by sport in National Games are allocated by Special Olympics Canada and how the Chapters may fill the quotas.
- e) “Team” – generally means the Chapter Team which includes all sports; and can also mean a specific sport team in the sections on Team Sports
- f) “Team Members” – can include athletes, coaches, medical, mission staff, 1 on 1 support persons
- g) “Coach” – an individual registered as a Volunteer with Special Olympics Canada or a Chapter
- h) “Support Staff” – an individual registered as a Volunteer with Special Olympics Canada or a Chapter who wishes to fulfill one of the following roles at Games or competitions; Mission Staff, Chef or Assistant Chef de Mission, Team Manager or Additional Support Staff (AS-Staff) which includes Communications Liaison, Team Doctor, Mental Performance Specialist and 1 on 1 Support

Procedures

- 2. The total number of participants will be determined by Special Olympics Canada (SOC) in collaboration with the Games Organizing Committee.
- 3. SOC will assign quotas based on eligible athlete registration numbers in the national database by sport over the 4 years prior to the SOC Games being hosted. Team Members selected must meet the eligibility criteria outlined in the Pan-Canadian Athlete Identification for Competition Selection Policy and the Coach & Support Staff Eligibility Policy.
- 4. A minimum quota of 3 (1 coach and 2 athletes) will be allocated to all Chapters who have had an average of 2 athletes or more registered in that sport over the past 4 years. If the Chapter is allocated the minimum of 3 participants, the Chapter must assign a mission staff or additional coach to the group from their allocated quota in section 12(b) to satisfy the coach-athlete ratio (described in section 13).



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- a) If a Chapter does not meet the requirements to receive the minimum quota by sport described in this section, the Chapter may choose to allocate quota from section 12(b) to the sport by providing written notice to SOC no later than 90 days prior to the start of competition at the SOC Games.
5. In 5-pin bowling and curling, quotas will be distributed as a minimum of 5 athletes and 2 coaches.
6. In 10-pin bowling and bocce, quotas will be distributed as a minimum of 4 athletes and 1 coach. If the Chapter is allocated only 4 athletes, they must assign a mission staff or additional coach to the group from their allocated quota in section 12(b) to satisfy the coach-athlete ratio (described in section 13).
7. Quotas will be adjusted to allow a minimum of 30 total athletes per sport to ensure a meaningful competition. For team sports, the minimum quota will be 1 team per Chapter as long as the athletes meet the requirements outlined in the Athlete Identification for Competition Selection Policy and the Chapter has more than the minimum number of athletes (on average over the past 4 years) registered in that sport.
8. Each Chapter with a minimum of 4 sports will be allocated a Team Manager. Additional Mission Staff positions will be allocated for every 15 participants (no maximum). This allocation is based on Team numbers before AS-Staff are allocated.
9. Each Chapter will receive an additional AS-Staff position for Medical, under the condition that the position is filled with a medical professional as defined by SOC (physician or nurse practitioner).
10. Total quotas allocated by sport, outlined in 12(a), will include a suggested breakdown of both athlete and coach allocations. Chapters may decide to modify the breakdown as long as they are respecting the coach-athlete ratio outlined in section 13.
11. SOC will distribute quota as follows:
- a) SOC will assign 90% of the overall quota by sport to the applicable Chapters.
 - b) SOC will then distribute 9% of the overall quota proportionally to each Chapter. Chapters may use this additional quota in accordance with the following objectives:
 - i. Chapters will have this 9% discretionary quota for the use of up to a maximum of 20 participants. Chapters must ensure the quota assigned meets the required ratios described in section 10 and, for team sports, does not exceed the maximum number of team members allowed. If a Chapter's allocated discretionary quota in 12(b) exceeds 20 participants, SOC will assign the additional participants by sport, similar to 12(a), to that same Chapter.
 - ii. Chapters cannot use more than 50% their discretionary quota, outlined in 12(a)(i), for any one individual sport; unless it is the only individual sport the Chapter is eligible to compete in.



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- iii. Chapters are encouraged to use discretionary quota to increase athlete participation
 - iv. Sport development could be a consideration (for example, if a Chapter is trying to grow their speed skating program they may wish to use their discretionary quota to increase the number of athletes in speed skating)
- c) SOC will retain 1% of the overall quota for special circumstances and will require an application no later than 90 days prior to the start of competition at the SOC Games.
- i. For example: Chapters are replacing members who can no longer attend and the potentially new team member requires 1 on 1 support.
 - ii. SOC will review applications and will allocate the position when deemed reasonable and notify the Chapter within 14 days of the request.
12. **Coach-Athlete Ratio:** When assigning the quota for each sport, Chapters are to respect the following:
- a) Minimum ratio of 1 coach for every 4 athletes (summer) and 1 coach for every 3 athletes (winter) or a minimum of 3 coaches in soccer, basketball, floor hockey and softball. In curling and 5-pin bowling there must be a minimum of 2 coaches per team.
 - b) Minimum of 2 coaches, or 1 coach and 1 mission staff, for every sport
 - c) All coaches and support staff (as outlined in the Coach & Support Staff Eligibility Policy must have the required certification
13. Chapters are to use their allocated quota, described in section 4(b), for any support staff (which may include 1 on 1 athlete support) as needed. Special requests may be required and will be considered up until 90 days prior to the start of competition at the SOC Games.
- a) For example: BC has a quota of 20 for speed skating. They could bring 15 athletes and 5 coaches; or 12 athletes, 4 coaches, 3 AS-Staff (1 on 1 support) and 1 additional support staff (mission staff).
 - b) Note: Athletes who require 1 on 1 support are still not eligible for World Games as per the policies of Special Olympics International.
 - c) 1 on 1 Support Staff cannot be counted in the coach-athlete ratio. Chapters will be required to meet the coach-athlete ratio with coaches who have achieved the necessary coaching requirements as outlined in the Coach & Support Staff Eligibility Policy.
14. Chapters are limited to 30% of the overall quota in each sport before receiving the 9% discretionary quota explained in section 12(b). Once the 9% discretionary quota (or maximum of 20 positions) are allocated, Chapters may end up with slightly more than 30% in a sport.



15. Any quota released by a Chapter will be redistributed in that same sport to the Chapter(s) that were the closest to getting additional quota. Additional quota will not be redistributed to Chapters who have already reached the 30% threshold described in section 15.



DEFINITIONS

1. The following terms have these meanings in this Policy:

- a) "Athlete" – an individual engaged in activities with Special Olympics Canada or its Chapter as an Athlete.
- b) "Chapter" – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
- c) "Endorsement" – means that an eligible Athlete has met certain criteria and been formally endorsed by the Chapter to participate in a sanctioned Chapter event or activity or Special Olympics Canada National event or sanctioned activity
- d) "Accommodation" – Support provided to Athletes who are endorsed to participate in an Organization-sanctioned event or activity
- e) "Organization-sanctioned event" – means any local, regional, provincial/territorial or national games, competitions, events or activities sanctioned by Special Olympics Canada or the Chapter

PURPOSE

2. This Policy describes:

- a) How an Athlete who is eligible and identified to participate at an Organization-sanctioned event, is endorsed or not endorsed to attend.

APPLICATION

- 3. To participate in an organization-sanctioned event, an Athlete must be eligible to participate, identified to participate, and endorsed for participation (see the Eligibility for Participation Policy, the Athlete Identification for Competition Selection Policy. This Policy applies to Athletes who are eligible and identified for an organization-sanctioned event and who need to be endorsed to participate.
- 4. This policy generally applies to events that take place outside of the local community and that may require being away overnight(s). It does not apply to ongoing programs.
- 5. This Policy does not apply to requests for accommodation related to the rules of play in competition or sport-specific modifications.

ENDORSEMENT PROCESS

- 6. Endorsement involves Chapter consultation with all or some of the following: individuals within the Chapter, Community Coordinators, Educators (for School Based Teams), Club Coaches, the Athlete and Parents/Guardians. Please see flow chart in Appendix A. One example of whether an



Athlete will be endorsed for participation is if the Athlete displays appropriate maturation, based upon the following:

- a) Ability to cope with pressures involved associated with the Organization-sanctioned event
 - b) Ability to cope with travel requirements
 - c) Ability to cope with being out of their usual environment and routines
 - d) Ability to meet minimum training requirements as set out by the applicable Chapter
 - e) Ability to work with individuals and settings that are unfamiliar (new coaches, new Athletes, housing, food, language spoken)
 - f) Ability to participate both physically and mentally. If applicable has received medical clearance as outlined in the release form.
7. The applicable Chapter has a duty to ensure due diligence throughout the endorsement process, including suggesting remedies to support the Athlete's participation in the sanctioned event. The Athlete and their parents/guardians (if applicable) should be consulted throughout the process to ensure they understand the expectations and requirements for moving on to the next level of competition. If an Athlete is unable to meet the endorsement criteria the applicable Chapter must notify the Athlete with the appropriate rationale, first by calling them and following up in writing.
8. If the applicable Chapter has no concerns or issues with endorsing an Athlete, the endorsement process is complete.
9. If the applicable Chapter has any concern or issue with endorsing an Athlete, the applicable Chapter will appoint a three (3) person Panel to make a final decision. The Panel should consist of people familiar with issues related to endorsement but not directly connected to the individual situation. The Panel will be guided by the following:
- a) The Panel may ask questions of the Athlete (and/or the Athlete's representative), Special Olympics Canada, Community Coordinators, and/or Club and Provincial/Territorial Team Coaches
 - b) Consideration of the available quotas and athlete-coach ratios at the Organization-sanctioned event or activity
 - c) A decision will be made by majority vote of the Panel
 - d) The decision will be written and the Chapter will give reasons for either
 - i. Endorsement and what accommodation will be provided (if any); or

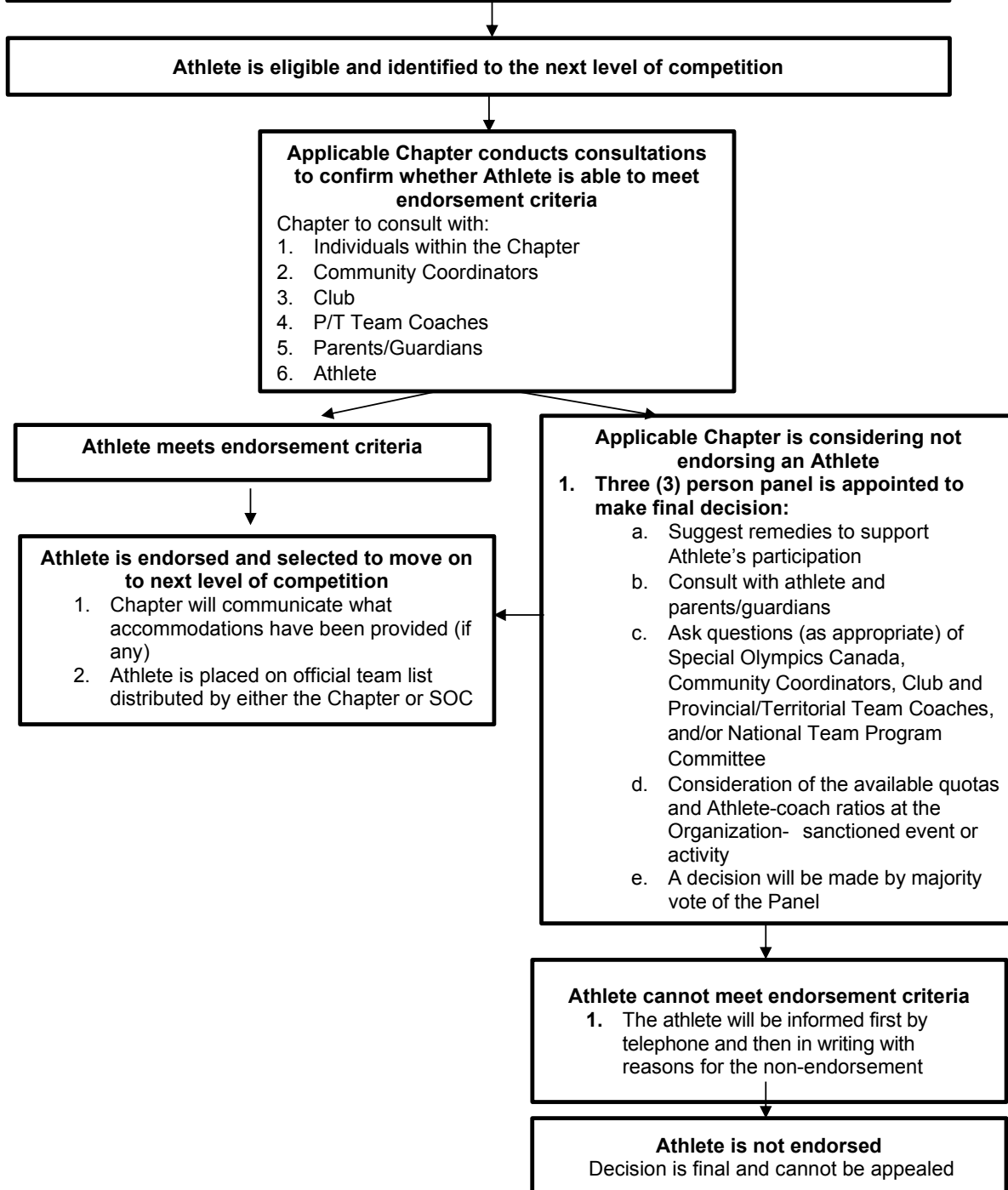


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- ii. Not endorsing. Reasons may include why accommodation would cause undue hardship to Special Olympics Canada or the Chapter, other participants (Athletes, coaches, staff or volunteers) and/or the holding of the Organization-sanctioned event or activity.
10. An identified Athlete is not confirmed to participate in an Organization-sanctioned event until an Official Team list of endorsed Athletes is distributed by the applicable Chapter.
11. Decisions made by the applicable Chapter on whether an Athlete may be endorsed are final and may not be appealed through the Pan-Canadian Appeals Policy.



Appendix A

Endorsement Policy Flowchart





DEFINITIONS

1. The following terms have these meanings in this Policy:

- a) "Athlete" – an individual engaged in activities with Special Olympics Canada or its Chapter as an Athlete.
- b) "Chapter" – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
- c) "Endorsement" – means that an eligible Athlete has met certain criteria and been formally endorsed by the Chapter to participate in a Special Olympics World Games.
- d) "Accommodation" – Support provided to Athletes who are endorsed to participate in an Organization-sanctioned event
- e) "Organization-sanctioned event" – means Special Olympics World Games
- f) "National Team Program (NTP)"- program developed by SOC to better prepare and support the athletes, coaches and mission staff attending World Games. The program ensures that Special Olympics athletes in Canada have access to quality training, coaching and competitive opportunities to ensure optimal performance and a positive experience as a member of the National Team.
- g) "National Team Program Committee (NTP-C)" - provides guidance, support and recommendations on the development and implementation of the National Team Program (NTP).

PURPOSE

2. This Policy describes:

- a) How an Athlete who is eligible and identified to participate at an organization-sanctioned event, is endorsed or not endorsed to attend.

APPLICATION

- 3. To participate in an organization-sanctioned event an Athlete must be eligible to participate, identified to participate, and endorsed for participation (see the Eligibility for Participation Policy, the Athlete Identification for Competition Selection Policy, and National Team Selection Policy (for national team Athletes)). This Policy applies to Athletes who are eligible and identified for an organization-sanctioned event and who need to be endorsed to participate.
- 4. This policy only applies to Special Olympics World Games (see the Endorsement Policy for Local, Regional, Provincial/Territorial and National Games and Competitions for all other sanctioned events and activities).



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5. This Policy does not apply to requests for accommodation related to the rules of play in competition or sport-specific modifications.
 6. Only the circumstances and behaviors of an eligible member that take place during travel and through the sanctioned qualifying event until the endorsement decision is due will be considered within the endorsement process.

ENDORSEMENT PROCESS

7. Endorsement involves consultation with all or some of the following: individuals within the Chapter, Community Coordinators, Club, Provincial/Territorial Team Coaches, the Athlete and Parents/Guardians. Please see flowchart in Appendix A. One example of whether an Athlete will be endorsed for participation is if the Athlete displays appropriate maturation, without one-on-one support and/or within Athlete-coach ratios for the specific sport, based upon the following:
 - a) Ability to cope with pressures involved associated with the Organization-sanctioned event
 - b) Ability to cope with travel requirements
 - c) Ability to cope with being out of their usual environment or routine
 - d) Ability to cope with being away from their usual support system for a long period of time
 - e) Ability to meet minimum training requirements as set out by Special Olympics Canada
 - f) Ability to work with individuals and settings that are unfamiliar (new coaches, new athletes, housing, food, language spoken)
 - g) Ability to attend calls/meetings and events and commit to regular reporting on training, goal setting, eating habits, etc.
 - h) Completed, submitted, and ascertained medical clearance to participate
 - i) Ability to acquire a valid passport

Note: One-on-one supports are not provided as part of SOI sanctioned events (including World Games) so athletes must be able to cope in the applicable athlete-coach ratios.

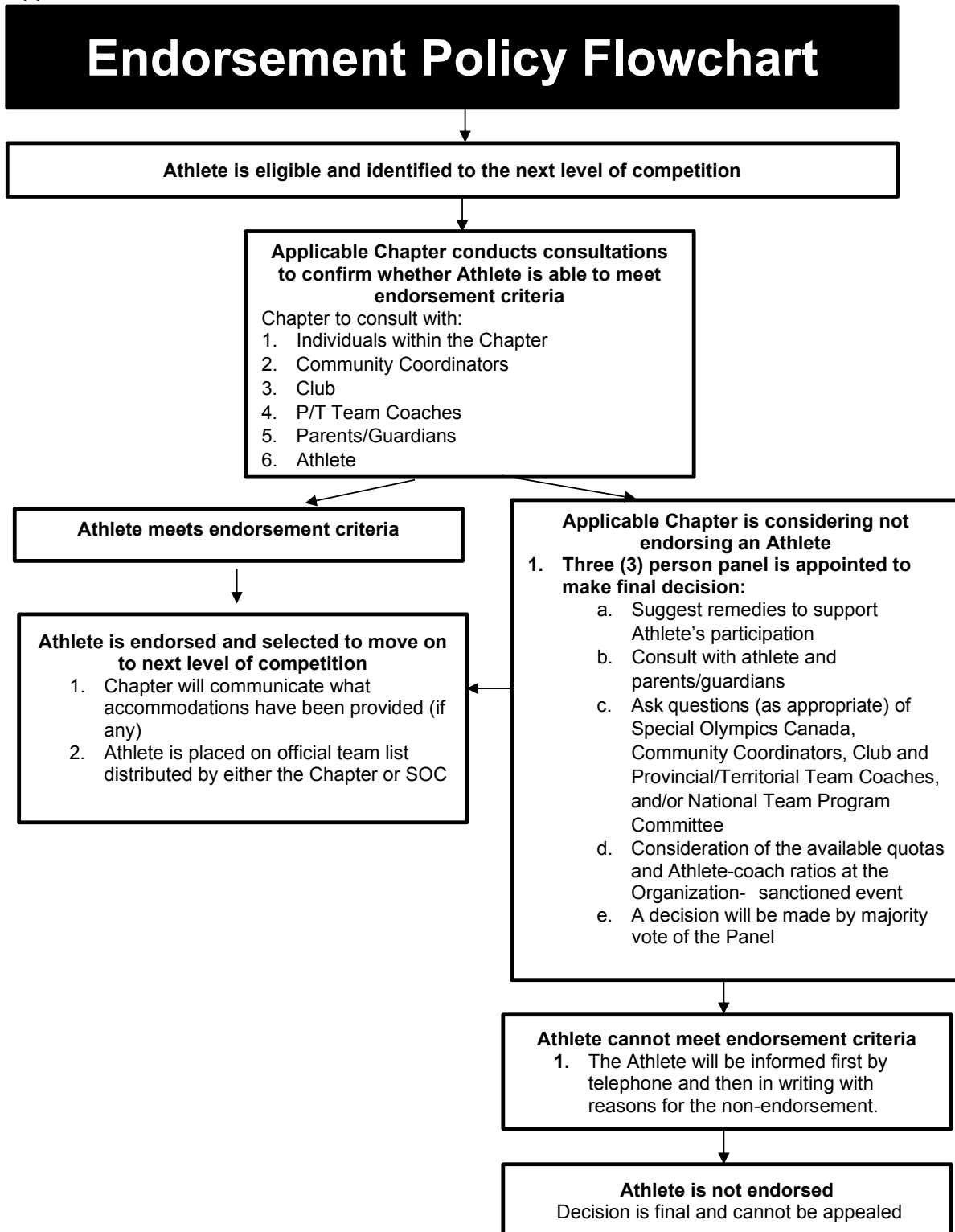
8. The applicable Chapter has a duty to ensure due diligence throughout the endorsement process, including suggesting remedies to support the Athlete's participation in the sanctioned event or activity. The Athlete and their parents/guardians (if applicable) should be consulted throughout the process to ensure they understand the expectations and requirements for moving on to the next level of competition. If an Athlete is unable to meet the endorsement criteria the applicable Charter must notify the Athlete first by telephone and then in writing with the appropriate rationale.



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9. If the applicable Chapter has no concerns or issues with endorsing an Athlete, the endorsement process is complete.
 10. If the applicable Chapter has any concern or issue with endorsing an Athlete, the applicable Chapter will appoint a three (3) person Panel to make a final decision and notify Special Olympics Canada. The Panel should consist of people familiar with issues related to endorsement but not directly connected to the individual situation (this could include a member of the National Team Program Committee (NTP-C) or SOC Sport Team). The Panel will be guided by the following:
 - a) The Panel may ask questions of the Athlete (and/or the Athlete's representative), Special Olympics Canada, Community Coordinators, Club and Provincial/Territorial Team Coaches, and/or National Team Program Committee.
 - b) Consideration of the available quotas and athlete-coach ratios at the Organization-sanctioned event
 - c) A decision will be made by majority vote of the Panel
 - d) The decision will be provided to the Athlete first by telephone and then in writing and the Chapter will give reasons for either:
 - i. Endorsement and what accommodation will be provided (if any); or
 - ii. Not endorsing. Reasons may include why accommodation would cause undue hardship to Special Olympics Canada or the Chapter, other participants (Athletes, coaches, staff, or volunteers) and/or the holding of the Organization-sanctioned event.
 11. An identified Athlete is not confirmed to participate in an organization-sanctioned event until an Official Team list of endorsed Athletes is distributed by Special Olympics Canada or the applicable Chapter.
 12. Decisions made by the applicable Chapter on whether an Athlete may be endorsed are final and may not be appealed through the Pan-Canadian Appeals Policy.



Appendix A



VOLUNTEER MANAGEMENT

**Special
Olympics**
Manitoba



Section 8000

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VALUE OF VOLUNTEERS:

Special Olympics Manitoba has adopted the Canadian Code of Volunteer Involvement (see Appendix 8000-A) and therefore relies on the efforts of volunteers to provide its services and support its mandate. Special Olympics Manitoba values their involvement and appreciates their hard work. Volunteers have a right to be treated respectfully and with sensitivity to their particular strengths, capabilities, limitations and needs.

PURPOSE OF VOLUNTEER PROGRAM:

The volunteer program empowers volunteers, ensures their effectiveness and provides appropriate recognition to them in exchange for their time, talents and skills. The volunteer program provides volunteers with the skills needed to perform their duties.

SCREENING STANDARDS:

- To ensure a mutually beneficial experience for volunteers and the organization and the safety of participants, all potential volunteers will be screened before they can be accepted and placed within the organization. Ongoing screening through supervision, evaluation and feedback ensures high standards in our volunteer program. Specific screening procedures, including implementation procedures for recurring volunteers, will be dependent on the particular position and is outlined in policy 8000-2, the Volunteer application and screening policy.
- Any volunteer who is deemed unsuitable, or for whom there is not a match may not be placed or may be recommended a more appropriate placement.
- Records of the screening measures will be maintained in the volunteer's personnel file, kept by Special Olympics Manitoba.

INSURANCE:

Liability and accident insurance have been purchased for all volunteers engaged in activity for the organization. The organization does not guarantee that coverage will be applicable or sufficient in all situations. Volunteers may wish to contact Special Olympics Manitoba or their personal insurance carrier for further information.

HARRASSMENT AND ABUSE POLICY:

Harassment and/or Abuse in any form are strictly prohibited and may be grounds for termination as a volunteer. Refer to the Code of Conduct and Ethics Policy Section 2000-1 for more information.



WELLNESS HEALTH:

Special Olympics Manitoba acknowledges its obligation to provide a safe environment for all volunteers, participants and staff. A volunteer who cannot carry out regular duties effectively or safely may be (temporarily) reassigned until other work is available or (temporarily) suspended from his/her volunteer duties.

Special Olympics Manitoba recognizes that persons with an (chronic) illness or disability may wish to engage in as many pursuits as their condition allows, including volunteer work. As long as these volunteers are able to meet the organization's performance standards and medical evidence indicates that their condition is not a threat to themselves and/or others, these volunteers are welcome to volunteer.

Special Olympics Manitoba will treat all health information confidentially and will only disclose information about a volunteer's health status where there is informed consent from the volunteer or a legal obligation to do so.

Prior to acceptance as a volunteer or, thereafter if required, volunteers may be requested to submit a written medical statement acceptable to Special Olympics Manitoba attesting to their ability¹ to carry out their volunteer duties.

INTERNAL CANDIDATES:

A current volunteer who wishes to transfer to a position in a higher class category (for example from an event volunteer to a coach) must first complete the remaining screening steps for the new position as outlined in the Volunteer Application and Screening Process (see Appendix 8000-B).

MINORS:

Volunteers under the age of eighteen must obtain permission from a parent or legal guardian and such parent or legal guardian must sign the volunteer application form.

Program volunteers/coaches who are under 18 years of age must complete a criminal record search and vulnerable sector search at the time of turning 18 years of age in order to continue volunteering in those positions.

APPLICATION FORM:

All volunteers must complete an Application Form prior to being considered for a position. The application form can be found in Appendix 8000-C.

¹ Abilities may refer to physical and/or emotional and/or psychological attributes



REFERENCES:

All potential “Class 2” and “Class 3” volunteers may be required to submit personal and/or professional references as part of the application form process prior to acceptance as a volunteer for Special Olympics Manitoba. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.

If requested, Special Olympics Manitoba may provide a reference on behalf of the volunteer. Volunteers who leave the organization may request a letter of reference upon their departure.

CRIMINAL RECORD & VULNERABLE SECTOR SEARCH:

A criminal record and/or vulnerable sector search may be used as one of the screening tools for potential volunteers in all classes. “Class 3” volunteers are required to complete a criminal record and vulnerable sector search. Volunteers who are already required to complete these checks through their employment (for example a “In the School” program volunteer or police officer) must provide a copy of their criminal record search and vulnerable sector search certificate to Special Olympics Manitoba.

VOLUNTEER APPLICATION AND SCREENING PROCESS:

The level of screening in the volunteer application process varies according to the level of responsibility in each volunteer position. Please see below to determine the “next steps” for the volunteer application. **All volunteers must complete and submit the volunteer application form.**



CODE OF CONDUCT AND CONFIDENTIALITY POLICY:

All volunteers are required to agree to be bound by the applicable code of conduct (see policy 2000-1) and confidentiality policy (2000-4), and abide by the letter and spirit of the organization's policies.

ACCOUNTABILITY / LINES OF COMMUNICATION:

Each volunteer assigned to a position will have a volunteer or staff supervisor. The supervisor is responsible for day-to-day management and involving the volunteer in all relevant events and communications relating to their position, program or the organization as a whole.

If a volunteer has a concern regarding his/her supervisor or the flow of information, he/she can bring this to the attention of another appropriate representative of the organization.

AUTHORITY:

Volunteers should consult Special Olympics Manitoba before making any statement or taking any action on behalf of the organization. These actions may include, but are not limited to, public statements to the media, lobbying efforts, collaborations or joint initiatives with other organizations, or any agreements involving legal, financial or contractual obligations.

Personal opinions expressed by volunteers of the organization that are not specifically endorsed by the organization may not appear on official letterhead, nor be presented in such manner that it appears to represent the position of the organization.

ABSENTEEISM, LEAVE OF ABSENCE, SUBSTITUTION:

Volunteers are expected to perform their duties on a scheduled, punctual and reliable basis. When unable to meet their commitments, volunteers need to inform their supervisor as far in advance as possible so that alternate arrangements can be made.

Volunteers may request a fellow volunteer to substitute, provided this volunteer has been screened and trained for the same position. Prior approval of the Manager, Community Support is required.

Volunteers who take a leave of absence of more than six months may be rescreened conforming to the current screening guidelines for new volunteers.

CAR USE:

All volunteers who transport athletes or others relating to Special Olympics Manitoba events or business in their own vehicle are required to comply with the "Transportation" policy (see policy 5000-5).



Volunteers will only drive clients in an insured and properly maintained vehicle. Volunteers will at all times obey all traffic regulations¹ and abstain from driving under the influence of alcohol or drugs or under any other kind of impairment (health/exhaustion).

CONFIDENTIALITY:

Volunteers are expected to respect and maintain the confidentiality of information about participants, volunteers and staff gained through their role or presence as a volunteer within Special Olympics Manitoba.

Information gained through the volunteer role within Special Olympics Manitoba is strictly confidential except under the following circumstances:

- There is a legal obligation for staff/volunteers to provide information when required to do so.
- There is an obligation for staff/volunteers to inform the appropriate authorities if there is reason to believe that the safety or well-being of a participant(s) is at risk.
- Staff/volunteers are required to inform the organization and/or appropriate authorities if there is potential for danger to self or others.

CONFLICT OF INTEREST:

When a situation of (perceived) conflict of interest occurs, the volunteer shall report this to the staff/supervisor for further consultation (see policy 2000-6).

Volunteers should be aware of and adhere to the regulations or restrictions imposed on the organization.

¹ If driving children: Drivers must ensure that all infants and children are properly secured in certified child restraint systems. Never place a child or an infant restraint in front of an air bag. All children under 12 should be properly restrained in the back seat of the vehicle.

ORIENTATION:

All volunteers of Special Olympics Manitoba will receive an orientation (either in person or via online/hard copy orientation handbook) or event briefing before the start of a volunteer assignment.



TRAINING:

Depending on the position, volunteers will receive training to carry out the responsibilities of their position. Training will provide the volunteer with specific knowledge, skills and support to perform their role effectively. Training opportunities are outlined in the applicable position description.

GRAND PARENTING OF NEW MEASURES:

New policies or amendments to existing policies may be introduced from time to time. Current volunteers will be informed of any changes in policies and explained how to comply with the new policies.



REPORTING OBLIGATIONS:

Accidents, injuries and hazards must be reported immediately and an Incident Report Form completed and submitted to a supervisor. Incidents include violence, theft, inappropriate behaviour, abuse or any (potentially) unsafe situation.

DISCIPLINE:

Volunteers who fail to adhere to the policies and procedures of the organization may face disciplinary action, including dismissal.

The organization believes in fairness and openness and volunteers can expect a commitment to resolving conflict and receiving supportive and constructive criticism. If disciplinary action is required, refer to the Discipline Policy in Section 2000-2.

IMMEDIATE DISMISSAL:

The organization values a collaborative work environment and will attempt to respectfully resolve conflict or problem situations. However, the safety and well-being of participants, volunteers and staff and the integrity of the organization are priorities. If a volunteer commits a dangerous or harmful act, he/she may be dismissed immediately and without warning.

Grounds for immediate dismissal may include but are not limited to:

- Gross misconduct or insubordination
- Committing a criminal offence (theft, assault, vandalism, etc.)
- Acts of abuse, mistreatment or violence
- Being under the influence of alcohol or drugs

EVALUATION PROCESS:

Evaluation is an important part of improving the services of Special Olympics Manitoba. The organization utilizes an objective evaluation process for volunteers and staff.

Special Olympics Manitoba has the right to regularly monitor and evaluate the work performance of volunteers. Volunteers have the right to regular feedback and evaluation on their work assignments.

Evaluations take place within three months of starting a placement with Special Olympics Manitoba. Evaluations are carried out by the staff or volunteer supervisor and conducted one on one. Other formats such as participant surveys may also be conducted as needed.



If disagreement over the outcome of the evaluation exists, volunteers can address a complaint to the organization.

GRIEVANCE / COMPLAINT PROCEDURE:

Every effort will be made to resolve conflict amicably and cooperatively. Volunteers have the right to address concerns with their supervisor or (in case of conflict with their supervisor's supervisor or other staff person) with a designated person within the organization.

Where possible, confidentiality shall be maintained.



The Canadian Code for Volunteer Involvement

© Volunteer Canada, 2006

Overview: Elements of the Code

The Canadian Code for Volunteer Involvement consists of three important elements:

1) Values for Volunteer Involvement

Core statement on the importance and value of volunteer involvement in voluntary organizations and Canadian society

2) Guiding Principles for Volunteer Involvement

Principles that detail the exchange between voluntary organizations and volunteers.

3) Organizational Standards for Volunteer Involvement

Standards that organizations should consider in developing or reviewing how volunteers are involved in their organizations.

VALUES FOR VOLUNTEER INVOLVEMENT:

Volunteer involvement is vital to a just and democratic society.

- It fosters civic responsibility, participation and interaction.

Volunteer involvement strengthens communities.

- It promotes change and development by identifying and responding to community needs.

Volunteer involvement mutually benefits both the volunteer and the organization.

- It increases the capacity of organizations to accomplish their goals, and provides volunteers with opportunities to develop and contribute.

Volunteer involvement is based on relationships.

- It creates opportunities for voluntary organizations to accomplish its goals by engaging and involving volunteers, and it allows volunteers an opportunity to grow and give back to the community in meaningful ways through voluntary organizations.

GUIDING PRINCIPLES FOR VOLUNTEER INVOLVEMENT:

Volunteers have rights. Voluntary organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.



-
- The organization's practices ensure effective volunteer involvement.
 - The organization commits to providing a safe and supportive environment for volunteers.

Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.

- Volunteers will act with respect for beneficiaries and community.
- Volunteers will act responsibly and with integrity.

ORGANIZATIONAL STANDARDS FOR VOLUNTEER INVOLVEMENT:

Standard 1: Mission-based Approach

The board of directors, leadership volunteers and staff acknowledge and support the vital role of volunteers in achieving the organization's purpose and mission.

Standard 2: Human Resources

Volunteers are welcomed and treated as valued and integral members of the organization's human resources team. The organization has a planned approach for volunteer involvement that includes linking volunteers to the achievement of the mission, providing the appropriate human and financial resources to support the volunteer program, and establishing policies for effective management.

Standard 3: Program Planning and Policies

Policies and procedures are adopted by the organization to provide a framework that defines and supports the involvement of volunteers.

Standard 4: Program Administration

The organization has a clearly designated individual with appropriate qualifications responsible for the volunteer program.

Standard 5: Volunteer Assignments

Volunteer assignments address the mission or purpose of the organization and involve volunteers in meaningful ways that reflect the abilities, needs and backgrounds of the volunteer and the organization.



Standard 6: Recruitment

Volunteer recruitment incorporates internal and external strategies to reach out and involve a diverse volunteer base.

Standard 7: Screening

A clearly communicated screening process is adopted and consistently applied by the organization.

Standard 8: Orientation and Training

Each volunteer is provided with an orientation to the organization, its policies and practices, including the rights and responsibilities of volunteers. Each volunteer receives training customized to the volunteer assignment and the individual needs of the volunteer.

Standard 9: Supervision

Volunteers receive a level of supervision appropriate to the task and are provided with regular opportunities to give and receive feedback.

Standard 10: Recognition

The contributions of volunteers are consistently acknowledged with formal and informal methods of recognition.

Standard 11: Record Management

Standardized documentation and records management practices are followed and in line with relevant legislation.

Standard 12: Evaluation

The impact and contribution of volunteers and the volunteer program are continually evaluated to ensure the needs of the organization are being met in fulfilling its mandate.



The level of screening in the Special Olympics Manitoba Volunteer Onboarding Process varies according to the level of responsibility in each volunteer position. Please see below to determine the “Next Steps” for your volunteer application.

All Volunteers

1. Complete the online application form at <https://portal.specialolympics.ca/registration>.
2. Once submitted, you will be contacted by SOM within seven days about the “Next Steps” of the Volunteer Onboarding Process.

“NEXT STEPS” DEPEND ON THE VOLUNTEER POSITION YOU CHOOSE:

“CLASS 1” Volunteers include EVENT VOLUNTEERS & OFFICE SUPPORT VOLUNTEERS

- ✓ Online Volunteer Orientation
- ✓ Training will be provided on-site or prior to an event

“CLASS 2” Volunteers are COMMITTEE & STUDENT/YOUTH COACHING VOLUNTEERS

- ✓ Online Volunteer Orientation and/or Interview
- ✓ Reference Checks
- ✓ Leading a Return to Sport Participation e-learning module (for coaching volunteers)
- ✓ Respect in Sport online course
- ✓ Review, sign, and submit all necessary forms: Code of Conduct & Ethics, Consent & Privacy Policy, Participation Waiver, Media Release Form, and Detailed Position Description
- ✓ You will be placed pending application approval
- ✓ Training will be provided on-site



“CLASS 3” Volunteers are REGIONAL LEADERSHIP TEAM & COACHING VOLUNTEERS

- ✓ Online Volunteer Orientation and Interview
- ✓ Reference Checks
- ✓ Police Information Check (i.e. Criminal Record Check & Vulnerable Sector Search)
- ✓ Leading a Return to Sport Participation e-learning module
- ✓ Respect in Sport online course
- ✓ Review, sign, and submit all necessary forms: Code of Conduct & Ethics, Consent & Privacy Policy, Participation Waiver, Media Release Form, and Detailed Position Description
- ✓ You will be placed pending application approval
- ✓ Training will be provided on-site and through courses/workshops

*Any volunteer who has unsupervised access to athletes, funds over \$250.00, or sensitive information will be required to have a reference check and criminal record search. In addition, any volunteer who has unsupervised access to athletes and sensitive information will also be required to complete a vulnerable sector search.



Which best describes your availability?

- Daytime Weekday evenings Weekends

Which best describes your time commitment?

- 1 Year + 6 Months Minimum of 3 months

Please provide any information which may affect your ability to perform as a volunteer, or that you wish to be taken into consideration for your placement; i.e., knee problems, medications, disabilities. (**OPTIONAL**)

REFERENCES – Please complete if you are applying to become a program volunteer, coach, officessupport volunteer, or committee volunteer. Not required for application as an event volunteer.

Provide two (2) references, **excluding family members or personal friends**, who have knowledge of your qualifications.

Name (First & Last)	Relationship	Primary Phone #	E-Mail

I give my permission for the references above to be contacted in connection with my application for a volunteer position with Special Olympics Manitoba (SOM). I give my permission for Special Olympics Manitoba to complete a criminal record search and vulnerable sector search, if over 18 years of age. I understand that the screening process of Special Olympics Manitoba includes an application form, reference check, criminal record search and vulnerable sector search. If accepted as a volunteer, I agree to fulfill my responsibilities to the best of my ability, to abide by the Mission and Policies of SOM. Special Olympics Manitoba is not obligated to provide placement, nor am I obligated to accept the placement offered. For those individuals under the age of 18 years, this form must be signed by a parent/guardian.

RELEASE

I certify and agree that I will follow the direction and policies of SOM with respect to the duties and responsibilities of volunteers. I will consent to whatever personal and character checks that SOM feels necessary to conduct to determine my suitability as a volunteer. I have no criminal record of any kind whatsoever, nor have I been arrested and charged with any criminal offense. If accepted as a volunteer with SOM, I will notify the organization immediately if I am arrested or charged with a criminal offense during the term of my volunteer placement.

I, the undersigned hereby release, discharge and indemnify Special Olympics Manitoba Inc. from all liability for injury to person or damage to property of myself. In participating in Special Olympics activities I grant permission to use the likeness, voice and words of myself in television, radio, films, newspaper, magazine and other media and in any form not heretofore described for the purpose of advertising or communicating the purpose and activities of Special Olympics Manitoba and in appealing for funds to support such activities.

Section 8000-C: VOLUNTEER MANAGEMENT

Topic: VOLUNTEER APPLICATION FORM

Effective Date:

Revised Date:

**Special
Olympics
Manitoba**



PRIVACY POLICY

Special Olympics Manitoba (SOM) will protect your personal information and adhere to all legislative requirements with respect to your privacy. We use your personal information to provide services and keep you informed and up to date on the activities of SOM, including programs, services, special events, funding requirements, media, and opportunities to volunteer or to give.

Applicant's Name

(PLEASE PRINT)

Applicant's Signature

(IF 18 OR OLDER)

Date

(DD/MM/YY)

Please submit the volunteer application form either by mail, fax, or scan/e-mail

to: Special Olympics Manitoba

**304-145 Pacific
Avenue Winnipeg MB
R3B 2Z6**

Fax: 204.925.5635

E-mail: som@specialolympics.mb.ca



Schedule I Relevant Offences

The following sections of the Criminal Code (Canada) are designated as relevant offences:

- section 151: (Sexual Interference);
- section 152: (Invitation to Sexual Touching);
- section 153: (Sexual Exploitation);
- section 155: (Incest);
- section 159: (Anal Intercourse);
- section 160: (Bestiality);
- section 161: (Order of Prohibition);
- section 163.1: (Child Pornography);
- section 170: (Parent or Guardian Procuring Sexual Activity);
- section 171: (Householder Permitting Sexual Activity);
- section 172: (Corrupting Children);
- section 173 (1): (Indecent Acts);
- section 173 (2): (Exposure);
- section 177: (Trespassing at Night);
- section 179: (Vagrancy);
- section 212 (1): (Procuring a Person for the Purposes of Prostitution);
- section 212 (2): (Living Off Avails of Child Prostitution);
- section 212 (4): (Attempting to Obtain the Sexual Services of a Child);
- section 215: (Duties of Persons to Provide Necessities);
- section 218: (Abandoning Child);
- section 220: (Causing Death by Criminal Negligence);
- section 221: (Causing Bodily Harm by Criminal Negligence);
- section 229: (Murder);
- section 235: (Punishment for Murder);
- section 236: (Punishment for Manslaughter);
- section 237: (Punishment for Infanticide);
- section 238: (Killing Unborn Child in Act of Birth);
- section 239: (Attempt to Commit Murder);
- section 240: (Accessory after Fact to Murder);
- section 242: (Neglect to Obtain Assistance in Child Birth);
- section 243: (Concealing Body of Child);
- section 244: (Causing Bodily Harm with Intent);



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- section 245: (Administering Noxious Thing);
 - section 246: (Overcoming Resistance to Commission of Offence);
 - section 264: (Criminal Harassment);
 - section 264.1: (Uttering Threats);
 - section 266: (Assault);
 - section 267: (Assault with a Weapon or Causing Bodily Harm);
 - section 268: (Aggravated Assault);
 - section 269: (Unlawfully Causing Bodily Harm);
 - section 271: (Sexual Assault);
 - section 272: (Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm);
 - section 273: (Aggravated Sexual Assault);
 - section 273.3: (Removal of Child from Canada);
 - section 279: (Kidnapping/Forcible Confinement);
 - section 279.1: (Hostage Taking);
 - section 280: (Abduction of Person under Sixteen);
 - section 281: (Abduction of Person under Fourteen);
 - section 282: (Abduction in Contravention of Custody Order);
 - section 283: (Abduction);
 - section 372: (False Messages/Indecent Telephone Calls/Harassing Telephone Calls);
 - section 810: (Where Injury or Damage Feared);
 - section 810.1: (Where Fear of Sexual Offence).

2.The following sections of the Food and Drugs Act (Canada) are designated as relevant offences:

- section 39: (Trafficking in Controlled Drug);
- section 48: (Trafficking in Restricted Drug).

3.The following section of the Narcotic Control Act (Canada) is designated as a relevant offence:

- section 4: (Trafficking).



Schedule II Relevant Offences

- s. 119 (bribery)
- s. 121 (fraud on the government)
- s. 122 breach of trust
- s. 123 (municipal corruption)
- s. 124 (selling or purchasing office)
- s. 125 (influencing or negotiating appointments or dealing in offices)
- s. 129 (offences relating to public or peace officers)
- s. 130 (personating a peace officer)
- s. 131 (perjury)
- s. 137 (fabricating evidence)
- s. 139 (obstruction of justice)
- s. 140 (public mischief)
- s. 141 (compounding an indictable offence)
- s. 322 (theft)
- s. 324 (theft by bailee)
- s. 328 (theft by or from person having special interest)
- s. 330 (theft by person required to account)
- s. 331 (theft by person holding power of attorney)
- s. 332 (misappropriation of money held under direction)
- s. 340 (destroying documents of title)
- s. 341 (fraudulent concealment)
- s. 342 (credit card theft or forgery)
- s. 342.1 (unauthorized use of a credit card)
- s. 344 (robbery)
- s. 346 (extortion)
- s. 354 (Possession of stolen property)
- s. 362 (false pretences)
- s. 363 (fraud)
- s. 366 (forgery)
- s. 368 (uttering forged document)
- s. 374 (drawing document without authority)
- s. 380 (fraud of public market)
- s. 381 (fraud using mail)
- s. 382 (fraudulent manipulation of the stock market)



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- s. 385 (fraudulent concealment of title documents)
 - s. 387 (fraudulent sale of real property)
 - s. 388 (misleading receipt)
 - s. 389 (fraudulent disposal of goods on which money advanced)
 - s. 392 (disposal of property to defraud creditors)
 - s. 398 (falsifying employment record)
 - s. 399 (false return by public officer)
 - s. 400 (false prospectus)
 - s. 403 (personation with intent)
 - s. 422 (criminal breach of contract)
 - s. 426 (taking secret commissions)
 - s. 449 (making counterfeit money)
 - s. 462.31 (laundering proceeds of crime)
- (All offence sections cited relate to the Criminal Code of Canada.)



DECLARATION OF A CLEARED CANADIAN POLICE INFORMATION CENTRE (C.P.I.C.) STATUS WHILE AWAITING RESULTS

For Special Olympics Manitoba program volunteers, coaches, regional leadership team members, and board members that:

1. Do not have a CPIC on file and are awaiting results from the WPS or RCMP;
2. Have an expired CPIC and are awaiting the results from the WPS or RCMP (CPIC⁹s are only valid for 36 months from date of issue); or
3. Either has an expired CPIC or is applying for a new CPIC from the WPS or RCMP but must undergo fingerprinting, in which case it can take up to 6 months to receive the results,

I, _____, declare that I have never been convicted of any criminal offence, nor been granted a pardon for any of the sexual offences that are listed in ⁸8000-C Schedule I of Relevant Offences⁹ of the Special Olympics Manitoba Policy Manual (see attached schedule). I am attaching a receipt* for my CPIC submission as proof in order that I may serve as a Special Olympics Manitoba (SOM) volunteer pending receipt of the results. I acknowledge that any permission granted by SOM as a result of this declaration is temporary and does not relieve me of my obligation to submit a CPIC to SOM. SOM may remove any permission granted under this declaration immediately and without prior notice to me, in its sole discretion.

PLEASE PRINT CLEARLY

NAME: _____

TELEPHONE: _____

ADDRESS: _____

D.O.B.: (MM-DD-YYYY) _____

SIGNATURE: _____

DATE: _____

***PLEASE NOTE: A COPY OF THE RECEIPT MUST BE ATTACHED OR THE SUBMISSION WILL NOT BE ACCEPTED.**

SOM USE ONLY: DATE RECEIVED: _____

APPLICANT VOLUNTEER POSITION: _____

APPROVED BY: _____

SIGNATURE: _____

DATE APPROVED: _____



**Special Olympics Canada and Special Olympics Manitoba
Endorsement & Endorsement Reconsideration Policy**

This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.

DEFINITIONS

1. The following terms have these meanings in this Policy:

- a) "Athlete" – an individual engaged in activities with Special Olympics Canada or its Chapter as an Athlete.
- b) "Chapter" – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics
- c) "Endorsement" – means that an eligible Athlete has met certain criteria and been formally endorsed by the Chapter to participate in a Special Olympics Canada National event or activity
- d) "Accommodation" – Support provided to Athletes who are endorsed to participate in an Organization-sanctioned event or activity
- e) "Organization-sanctioned event or competition" – means any local, regional, provincial or national games, competitions, events or activities sanctioned by Special Olympics Canada or the Chapter

Purpose

2. This Policy describes:

- a) How an Athlete who is eligible and identified to participate at an Organization-sanctioned event or activity, is endorsed to attend; and
- b) How an Athlete who is not endorsed to attend can apply for reconsideration of endorsement.

Application

3. To participate in an Organization-sanctioned competition, event or activity, an Athlete must be eligible to participate, identified to participate, and endorsed for participation (see the Eligibility for Participation Policy, the Competition Identification Policy, and National Team Selection Policy (for national team Athletes)). This Policy applies to Athletes who are eligible and identified for an Organization-sanctioned event or activity and who need to be endorsed to participate.

4. This policy generally applies to events that take place outside of the local community and that may require being away overnight(s). It does not apply to ongoing programs.



5. This Policy does not apply to requests for accommodation related to the rules of play in competition or sport-specific modifications.

ENDORSEMENT PROCESS

6. Endorsement involves consultation with all or some of the following: individuals within the Chapter, Community Coordinators, Educators (for School Based Teams), Club Coaches, and Parents/Guardians. One example of whether an Athlete will be endorsed for participation is if the Athlete displays appropriate maturation, without one-on-one support and/or within Athlete-coach ratios for the specific sport, based upon the following:
- a) Ability to cope with pressures involved associated with the Organization-sanctioned event or activity
 - b) Ability to cope with travel requirements
 - c) Ability to cope with being out of their usual environment
 - d) Ability to work with individuals and settings that are unfamiliar (new coaches, new Athletes, housing, food, language spoken)
 - e) Completed, submitted and ascertained medical clearance to participate.
7. If Special Olympics Canada or the applicable Chapter has any concern or issue with endorsing an Athlete, Special Olympics Canada or the applicable Chapter should not endorse the Athlete.
8. An identified Athlete is not confirmed to participate in an Organization-sanctioned event or activity until an Official Team list of endorsed Athletes is distributed by Special Olympics Canada or the applicable Chapter.
9. Decisions on whether an Athlete may be endorsed may not be appealed through the Pan-Canadian Appeals Policy. Instead, Athletes who are not endorsed may request reconsideration of endorsement, as described in this Policy.
10. Special Olympics Canada and its Chapters are required to inform Athletes who are not endorsed for participation of the reasons they were not endorsed. Special Olympics Canada and its Chapters are also required to inform Athletes about the process for requesting reconsideration of endorsement.

REQUEST FOR RECONSIDERATION of ENDORSEMENT

11. Should an Athlete not be endorsed by Special Olympics Canada or the applicable Chapter to move from Provincial/Territorial Games to National Games, the Athlete and/or the Athlete's representative may submit a request for reconsideration of endorsement to Special Olympics



Canada or the applicable Chapter within twenty-one (21) days of the Athlete being informed that he or she is not endorsed. The Request should include:

- a) Confirmation that the Athlete is eligible and has been selected;
- b) Reasons (provided by Special Olympics Canada or the applicable Chapter) for why the Athlete was not endorsed;
- c) A doctor's note supporting the request (if applicable);
- d) Suggested remedies to support the Athlete's participation at the Organization-sanctioned event or activity; and
- e) Proposal(s) (from the Athlete and/or the Athlete's representative) for accommodation.

12. Upon receiving a request for reconsideration of endorsement, Special Olympics Canada or the applicable Chapter will appoint a three (3) person Panel to make a decision on the request. The Panel should consist of people familiar with issues related to endorsement but not directly connected to the individual situation. The Panel will be guided by the following:

- a) The Panel may ask questions of the Athlete (and/or the Athlete's representative) and Special Olympics Canada or the applicable Chapter who made the decision to not endorse the Athlete
- b) Consideration of the available quotas and Athlete-coach ratios at the Organization-sanctioned event or activity
- c) A decision should be made within fourteen (14) days following the request for reconsideration of endorsement
- d) A decision will be made by majority vote of the Panel
- e) The decision will be written and the Panel will give reasons for either
 - i. Accepting the request for reconsideration of endorsement and what Accommodation will be provided (if any); or
 - ii. Rejecting the request for reconsideration of endorsement. Reasons may include why accommodation would cause undue hardship to Special Olympics Canada or the Chapter, other participants (Athletes, coaches, staff or volunteers) and/or the holding of the Organization-sanctioned event or activity.

13. The decision of the Panel is final.

***Special
Olympics
Manitoba***

