Purpose:

To ensure the maintenance of minimum standards set by Special Olympics Manitoba are understood.

For those regions that wish to host a Provincial event; the following will apply:

1. All Provincial events must be planned through the appropriate Regional Leadership Teams.

2. Regional Leadership Teams must approve competition in conjunction with the Director of Competitions at the start of the program year.

3. Regional Leadership Teams must submit the Tournament and Games Bid form to the Director of Competitions.

4. If there isn't a bid for a championship, Special Olympics Manitoba will approach a region to host the event.

5. Sanction forms must be filled out twelve weeks (84 days) prior to the event (form 7000-A).

6. Setting a registration fee for the event must be done by the event manager, in concert with the Director of Competitions. A tentative budget must be produced prior to the fee being set (pre-event report, form 7000-B).

7. All administration costs incurred by the Special Olympics Manitoba office must be included in the budget and paid to Special Olympics Manitoba at the end of the event/ (Post-event form 7000-C).

   Administrative costs include the following:

   - fax costs;
   - telephone costs;
   - all mailing;
   - all photocopying; and
   - all supplies/materials.

8. Any surplus after costs will remain in the regional account.