

Table of Contents

INTRODUCTION

1000 ORGANIZATION AND ADMINISTRATION

- 1000-1.....Mission Statement and Vision Statement
- 1000-2.....Supporting Principles
- 1000-3.....Organizational Values
- 1000-4.....Roles and Responsibilities in Special Olympics Manitoba
- 1000-5.....Special Olympics Manitoba Structure
- 1000-6.....Special Olympics Manitoba Board of Directors Structure
- 1000-7.....Standing Committees
- 1000-8.....Sport Program Committee – Terms of Reference
- 1000-9.....Finance Committee – Terms of Reference
- 1000-10..... Marketing and Development - Terms of Reference
- 1000-11.....Media and Public Relations Committee – Terms of Reference
- 1000-12.....Human Resources Committee – Terms of Reference
- 1000-13.....Family and Friends – Terms of Reference
- 1000-14.....Nominating Committee – Terms of Reference
- 1000-15.....Regional Leadership Teams - Terms of Reference
- 1000-16.....Customer Service Standards
- 1000-17.....Male and Female Athlete of the Year Award
- 1000-18.....Team of the Year Award
- 1000-19.....Builder of the Year Award

1000-20.....Male and Female Coach of the Year Award

2000 CONDUCT

2000-1.....Code of Conduct

2000-2.....Recognition and Prevention of Abuse

2000-3.....Discrimination & Harassment

2000-4.....Confidentiality

2000-5.....Alcohol & Drug

2000-6.....Privacy

2000-7.....Conflict of Interest

2000-8.....Disciplinary Policy

2000-9.....Alternate Dispute Resolution

2000-10.....Appeals Procedure

2000-11.....Respect in Sport

3000 FINANCE

3000-1.....Financial Accountability

3000-2.....Budget Development Guidelines

3000-3.....Capital Expenses

3000-4.....Goods and Services

3000-5.....Tax Receipting

3000-6.....Cheque Signing

3000-7.....Processing and Paying Invoices

- 3000-8.....Bank Accounts and Signing Authority
- 3000-9.....Expense Guidelines
- 3000-10.....Petty Cash Floats
- 3000-11.....Procurement and Solicitation of Competitive Bids
- 3000-12.....Handling of Cash/Receipting
- 3000-13.....Funding Policy for Regional Leadership Team
- 3000-14.....Regional Budget Procedure
- 3000-15.....Club Budget Procedure

4000 MARKETING AND DEVELOPMENT

- 4000-1.....Instructions for Fund Raising Approval
- 4000-2.....Fund Raising Guidelines
- 4000-3.....Fund Raising Policies
- 4000-4.....Graphic Standards
- 4000-5.....Language Guidelines
- 4000-6.....Sponsorship Procurement Guidelines
- 4000-7.....Use of Commercial Messages on Uniforms

5000 HEALTH & SAFETY

- 5000-1.....Atlantoaxial Dislocation
- 5000-2.....Pool Policy
- 5000-3.....Pool Policy for Athletes with Convulsive Disorder

5000-4.....Incident Reporting Procedure

5000-5.....Weather

5000-6.....Blood Borne Diseases

5000-7.....Transportation

5000-8.....Athlete Coach Relationship

5000-9.....Performance Enhancing Drugs

6000 SPORT PROGRAM

6000-1.....Athlete Eligibility for Participation

6000-2.....Sport Model

6000-3.....Classification of Sports

6000-4.....Minimum Standards for Programs

6000-5.....Minimum Standards for Coach Training

6000-6.....Process for Athlete Dismissal from Programs

7000 COMPETITION

7000-1.....Divisioning

7000-2.....Policies for Hosting Provincial Events

7000-3.....Sanctioning Guidelines

7000-4.....Athlete Eligibility for Competition

7000-5.....Team Eligibility for Competition

7000-6.....Regional Eligibility for Provincial Games

7000-7.....Provincial Games/Championships Ratios

- 7000-8.....Regional Quota Allocations
- 7000-9.....Provincial Games Registration Fees
- 7000-10.....Provincial Games Awards
- 7000-11.....Incorrect Medal Presentation
- 7000-12.....Coaching Responsibilities at Events
- 7000-13.....Selection 5 Pin
- 7000-14.....Selection Figure Skating
- 7000-15.....Selection 10 Pin
- 7000-16.....Selection Alpine Ski
- 7000-17.....Selection Rhythmic Gymnastics
- 7000-18.....Selection Power Lifting
- 7000-19.....Selection XC, SS,SS, Track, Swim
- 7000-20.....Team Selection
- 7000-21.....Coach Selection
- 7000-22.....Mission Staff Selection
- 7000-23.....Process for Athlete Dismissal from Provincial Team
- 7000-24.....Process for Coach Dismissal from Provincial Team
- 7000-25.....Transportation to Games
- 7000-26.....Accommodations at Games
- 7000-27.....Out of Province Travel

8000 VOLUNTEER MANAGEMENT

8000-1.....Planning

8000-2.....Recruitment

8000-3.....Orientation and Planning

8000-4.....Supervision

8000-5.....Evaluation

APPENDIX FORMS