

Section:	<b>MARKETING AND PUBLIC RELATIONS</b>	<b>1000-01</b>
Topic:	Harry 'Red' Foster	
Policy Type:	Provincial	
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The late Harry E. (Red) Foster was an outstanding sportsman; a famous broadcaster; a successful businessman; and a humanitarian whose tireless work on behalf of individuals with a intellectual disability brought him international acclaim as well as untold gratitude and affection. His life of courage, dedication and service to others stands as a shining example to all Canadians.

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

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

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

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

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

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

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

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

Section:	<b>ADMINISTRATION</b>	<b>1000-02</b>
Topic:	Special Olympics Newfoundland & Labrador Mission Statement	
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To enhance the quality of life of persons with an intellectual disability through the quality delivery of sport training and competition, recreation and social programs.

Section:	<b>ADMINISTRATION</b>	<b>1000-03</b>
Topic:	The Role of the Provincial Office	
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Special Olympics Newfoundland & Labrador is recognized as the Sport Governing Body for athletes with a intellectual disability in Newfoundland & Labrador by the Provincial Government and Canadian Special Olympics. In keeping with this recognition it is the role of the Provincial Office, under the direction of the Board of Directors, to:

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

Section:	<b>ADMINISTRATION</b>	<b>1000-04</b>
Topic:	Special Olympics Newfoundland & Labrador Board of Directors	
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The Special Olympics Newfoundland & Labrador Board of Directors is the final authority of Special Olympics in Newfoundland & Labrador. The Board of Directors has the following responsibilities:

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

Section:	<b>ADMINISTRATION</b>	<b>1000-05</b>
Topic:	Appeal Procedure	
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1. Any member of Special Olympics Newfoundland & Labrador who is affected by a decision of the Board, of any Committee of the Board, or of any body or individual who has been delegated authority to make decisions on behalf of the Board shall have the right to appeal that decision.
2. This policy shall not apply to matters relating to Rules of the Games, which are governed under their own individual sport appeal policy.
3. Members who wish to appeal a decision shall have 21 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal (Notice of Appeal), along with detailed reasons for the appeal, to the Governance Committee of Special Olympics Newfoundland & Labrador, through the Executive Director. If the matter directly involves the Executive Director the appeal should be made through the President of the Board of Directors.
4. An appeal shall only be heard if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to, the respondent:
  - a) making a decision for which it did not have authority or jurisdiction as set out in governing documents;
  - b) failing to follow procedures as laid out in bylaws or approved policies of the organization;
  - c) making a decision, which was influenced by bias;
  - d) failing to consider relevant information or taking into account irrelevant information in making the decision;
  - e) exercising its discretion for an improper purpose; and/or,
  - f) making a decision, which was unreasonable.
5. Within 10 days of receiving notice of an appeal the Executive Director (or President) shall appoint three persons to constitute a Tribunal, in accordance with the following:
  - a) the Tribunal shall be comprised of members in good standing of the organization who shall have had no significant relationship with the appellant, shall have no involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict;
  - b) at least one of the tribunal members shall be from among the appellant's peers;
  - c) in appointing the Tribunal, consideration shall be given to the geographic location of the appellant, respondent and Tribunal members, in order to minimize the inconvenience and expense to all parties; and,
  - d) the appellant shall be given an opportunity to recommend one of the Tribunal members, provided the member satisfies criteria (a) and (c) above.

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

A copy of this decision shall be provided to the appellant; the respondent; the Governance Committee of Special Olympics Newfoundland & Labrador; the Executive Director; and, the President of Special Olympics Newfoundland & Labrador.

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

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

Section:	<b>ADMINISTRATION</b>	<b>1000-06</b>
Topic:	People First Language and Terminology	
Policy Type:	Provincial	
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In keeping with current professional standards, "people first" language is used when making reference to persons with a disability.

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

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

Special Olympics Newfoundland & Labrador supports the use of people first language. As such, Special Olympics in Newfoundland & Labrador will use the term "people with a intellectual disability" or "people who are intellectually challenged" to describe and identify the participants within the programs.

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Topic:	Harassment Policy	
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## **GENERAL PRINCIPLES**

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

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## 2. PREVENTION

- 2.1 Special Olympics Newfoundland & Labrador is committed to the eradication of harassment through education programs including information and training.

## 3. DEFINITIONS

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

### 3.2 **Harassment:**

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

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

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

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

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

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

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

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

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

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

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

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

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3.9 **Sexual Harassment:** One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:

- a) when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- b) when submission to such conduct is made either implicitly or explicitly a condition of employment or participation in Special Olympics Newfoundland & Labrador activities;
- c) when submission to or rejection of such conduct is used as a basis for any employment decisions or any athlete or volunteer participation decisions;
- d) when such conduct has the purpose or the effect of interfering with a person's work, sport, or volunteer performance or creating an intimidating, hostile or offensive environment.

#### 4. **RESPONSIBILITY**

4.1 Special Olympics Newfoundland & Labrador Board of Directors is responsible for the implementation of this policy.

4.2 Special Olympics Newfoundland & Labrador will identify and assign Harassment Advisors and Harassment Officers and ensure that appropriate training is provided to the individual that assumes the positions.

4.3 Special Olympics Newfoundland & Labrador will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate disciplines, if required.

#### 5. **CONFIDENTIALITY**

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

#### 6. **COMPLAINT PROCEDURE**

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

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

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

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

### **The Investigation Report**

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

### **DISCIPLINE COMMITTEE**

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

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

## **APPEALS COMMITTEE**

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

## **7. MINORS**

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

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

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

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Topic:	Guiding Principles to Support the Mission Statement	
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### ***GUIDING PRINCIPLES TO SUPPORT THE MISSION STATEMENT***

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

Section:	<b>ADMINISTRATION</b>	<b>1000-09</b>
Topic:	Participation by Persons Who Are Blood-Borne Contagious Disease Carriers	
Policy Type:	Provincial	
Effective:	April 2007	Page 1/1

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

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

Section:	<b>ADMINISTRATION</b>	<b>1000-10</b>
Topic:	Local Fundraising Guidelines	
Policy Type:	Provincial	
Effective:	April 2007	Page 1/1

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

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

This plan must include but is not limited to:

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

Locals within Special Olympics Newfoundland & Labrador must adhere to the following fundraising guidelines:

- ◆ All funds raised within a Local of Special Olympics Newfoundland & Labrador must be deposited in full to the Local Committee account. The Local Committee has the responsibility for dispersing funds, as it deems appropriate to fund Local Special Olympic activities.
- ◆ Under no circumstance is a Local within Special Olympics Newfoundland & Labrador permitted to hire professional fundraising companies.
- ◆ Locals must have approval from the Special Olympics Newfoundland & Labrador Executive Director before approaching a recognized provincial sponsor.
- ◆ No Local within Special Olympics Newfoundland & Labrador is to engage in fundraising activities endorsing alcohol or tobacco companies.
- ◆ All locals must go through the provincial office in order to obtain a lottery licence for ticket sales or other fundraising activities that require licensing.

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

Section:	<b>ADMINISTRATION</b>	<b>1000-11</b>
Topic:	Special Olympics Newfoundland & Labrador Code of Conduct – Athlete Guidelines	
Policy Type:	Provincial	
Effective:	April 2007	Page 1/1

## **CODE OF CONDUCT - ATHLETES**

Special Olympics is committed to the highest ideals of sport and expects all athletes to honor sports and Special Olympics. All Special Olympics athletes agree to the following code\*.

### **Sportsmanship**

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team and Special Olympics.
- I will not use bad language.
- I will not swear or insult other persons.
- I will not fight with other athletes, coaches, volunteers or staff.

### **Training and Competition**

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen to my coaches and the officials and ask questions when I do not understand.
- I will always try my best during training, divisioning and competitions.
- I will not “hold back” in preliminary competition just to get into an easier finals competition division.

### **Responsibility for My Actions**

- I will not make inappropriate or unwanted physical, verbal or sexual advances on others.
- I will not smoke in non-smoking areas.
- I will not drink alcohol or use illegal drugs at Special Olympics events.
- I will not take drugs for the purpose of improving my performance.
- I will obey all laws and Special Olympics rules, as well as the International Federation and National Federation/Governing Body rules for my sport(s).

I understand that if I do not obey this Code of Conduct, I will be subject to a range of consequences by my Program or a Games Organizing Committee for a Provincial Games, up to and including not being allowed to participate.

Section:	<b>ADMINISTRATION</b>	<b>1000-12</b>
Topic:	Special Olympics Newfoundland & Labrador Code of Conduct – Coach Guidelines	
Policy Type:	Provincial	
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## **CODE OF CONDUCT - COACHES**

Special Olympics is committed to the highest ideals of sport and expects all coaches to honor sport and Special Olympics. All Special Olympics coaches agree to observe the following code:

### **Respect for Others**

- I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators in Special Olympics.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- I will be a positive role model for the athletes I coach.

### **Ensure a Positive Experience**

- I will ensure that for each athlete I coach, the time spent with Special Olympics is a positive experience.
- I will respect the talent, developmental stage and goals of each athlete.
- I will ensure each athlete competes in events that challenge that athlete's potential and are appropriate to that athlete's ability.
- I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.
- I will ensure that accurate scores are provided for entry of an athlete into any event.
- I will instruct each athlete to perform to the best of the athlete's ability at all preliminary competition and finals competition in accordance with the Official Special Olympics Sports Rules.

### **Act Professionally and Take Responsibility for My Actions**

- My language, manner, punctuality, preparation and presentation will demonstrate high standards.
- I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).
- I will encourage athletes to demonstrate the same qualities.
- I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions or during competition.
- I will refrain from any form of personal abuse towards athletes and others, including verbal, physical and emotional abuse.
- I will be alert to any form of abuse from other sources directed toward athletes in my care.

### **Quality Service to the Athletes**

- I will seek continual improvement through performance evaluation and ongoing coach education.
- I will be knowledgeable about the Sports Rules and skills of the sport(s) I coach.
- I will provide a planned training program.
- I will keep copies of the medical, training and competition records for each athlete I coach.
- I will follow the Special Olympics, International Federation and National Federation/Governing Body rules for my sport(s).

Section:	<b>ADMINISTRATION</b>	<b>1000-12</b>
Topic:	Special Olympics Newfoundland & Labrador Code of Conduct - Coaches	
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**Health and Safety of Athletes**

- I will ensure that the equipment and facilities are safe to use.
- I will ensure that the equipment, rules, training and environment are appropriate for the age and ability of the athletes.
- I will review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form.
- I will encourage athletes to seek medical advice when required.
- I will maintain the same interest and support toward sick and injured athletes.
- I will allow further participation in training and competition only when appropriate.

I understand that if I violate this Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from coaching in Special Olympics.

Section:	<b>ADMINISTRATION</b>	<b>1000-13</b>
Topic:	Special Olympics Newfoundland & Labrador Code of Conduct – Volunteer	
Policy Type:	Provincial	
Effective:	April 2007	Page 1/1

### **CODE OF CONDUCT - VOLUNTEERS**

As a Special Olympics volunteer, I agree that while serving as a volunteer, I will:

- Provide for the general welfare, health and safety of all Special Olympics athletes and volunteers.
- Dress and act in an appropriate manner at all times.
- Follow the established rules and guidelines of Special Olympics and/or any agency involved with Special Olympics.
- Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
- Abstain from the consumption or use of all alcohol, tobacco products and illegal substances while involved with any Special Olympics event, competition or training school.
- Not engage in any inappropriate contact or relationship with athletes, volunteers or other participants of Special Olympics.

Section:	<b>ADMINISTRATION</b>	<b>1000-14</b>
Topic:	Special Olympics Newfoundland & Labrador Code of Ethics – Enforcement Policy	
Policy Type:	Provincial	
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1. The Local Coordinators and Local Committee are responsible for enforcing the code of conduct at a Local level (i.e. practice, inter-Local games).
2. The Program Coordinator in consultation with the RLC Executive is responsible for enforcing the code of ethics at a provincial, national and international level.
3. While travelling, Team Staff (Chef de Mission, Team Manager, Mission Staff and Team Coaches) will make immediate decisions when necessary. On return, the Program Coordinator in consultation with the PPC Executive will deal with each case.
4. Those wishing to appeal a disciplinary decision may do so by notifying SONL, in writing, within 10 days of the original decision being rendered.
5. All Local Coordinators and members of the SONL Board of Directors will be informed, in writing, of all disciplinary decisions.

Section:	<b>ADMINISTRATION</b>	<b>1000-15</b>
Topic:	Volunteers and staff dating Special Olympics Athletes	
Policy Type:	Provincial	
Effective:	April 2007	Page 1/1

Special Olympics prohibits any Special Olympics staff member or volunteer (excluding spouses of athletes and athletes who are Class C volunteers) from dating or having a sexual relationship with any Special Olympics athlete. In the event that a Special Olympics organization learns of any dating or sexual relationship, the organization immediately shall require either: i) that the staff member or volunteer end his or her association with Special Olympics; or ii) that the association between the staff member or volunteer and Special Olympics will be terminated.

In the case of a Special Olympics athlete who is also a staff member or volunteer, the Chief Executive Officer of the organization where the athlete competes must evaluate the circumstances on a case-by-case basis and determine if an authority relationship exists between the staff/volunteer athlete and the competing athlete, and if it is determined that there is such a relationship, then apply the above policy in the same manner as the policy is applied to non-athlete staff or volunteers.

Each Special Olympics Program should determine whether it is required by its national or local laws to report certain relationships between Special Olympics staff or volunteers and Special Olympics athletes to the appropriate authorities under any "mandatory reporting" or other requirements in place for that Program's jurisdiction, and comply with those requirements.

Special Olympics respects the right of athletes to have the full range of human relationships available to other human beings. This policy shall not be interpreted as a limitation on the rights of athletes, but only as a restriction on Special Olympics staff and volunteers.