

Section:	<b>MARKETING AND PUBLIC RELATIONS</b>	<b>3000-01</b>
Topic:	Use of Commercial Messages on Uniforms Or Equipment at Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

1. Advertising is not permitted on either the 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.
2. Athletes not actively involved in competition may wear apparel, carry and use non-sports equipment items, such as tote bags, bearing small and attractively designed identification of corporate or organizational sponsors.
3. Volunteers, other than sport officials, may wear jackets, t-shirts, caps and other apparel bearing small and attractively designed identification of corporate and organization sponsors at sports venues.
4. 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.
5. Athletes may not endorse products by displaying them in interviews or ceremonies.

Section:	<b>Program</b>	<b>4000-01</b>
Topic:	Special Olympics Newfoundland & Labrador Orientation-provincial volunteers	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

**Policy:**

Orientation and training will be made available to volunteers involved with provincial activities. Financial assistance will be considered on its merits within the limitations of the budget.

**Policy Detail:**

New committee members or directors on the board will participate in an orientation session.

Committees may request further training and development relevant to terms of reference and key responsibilities.

Section:	<b>Program</b>	<b>4000-02</b>
Topic:	Special Olympics Newfoundland & Labrador Coaching qualifications – head coaches	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

**Policy:**

Recommended qualifications as established by the Regional Leadership Council (RLC) will be implemented in all recognized programs.

**Policy Detail:**

The following are the minimum qualifications for head coaches:

Sport Club:

- 18 years of age and older
- minimum 1 year experience
- Chapter or affiliate training
- NCCP Theory Level 1, Special Olympics Canada (SOC) – NCCP Technical Level and Practical Level 1 (full certification)

Athletic Club:

- 18 years of age and older
- 1 year experience or relevant training
- Chapter or affiliate training
- NCCP Theory Level 1, SOC – NCCP Technical Level 1, and Practical Level 1 (full certification)

Note: The RLC will consider an 18-month grace period on the above qualifications due to extenuating circumstances.

Section:	<b>Program</b>	<b>4000-03</b>
Topic:	Special Olympics Newfoundland & Labrador Coach/volunteer minimum requirements	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

**Policy:**

Recommended qualifications as established by the Regional Leadership Council will be implemented in all recognized programs.

**Policy Detail:**

The following are the minimum requirements for coaching/volunteering with Special Olympics Newfoundland and Labrador (SONL):

- 12 years of age
- must have participated in Chapter training
- volunteers under 16 years must be supervised by a person 18 years of age or older

Section:	<b>Program</b>	<b>4000-04</b>
Topic:	Special Olympics Newfoundland & Labrador Volunteer screening policy-year round volunteers	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/4

### **Policy:**

Effective 2003-2004 program year all persons who volunteer on a year round basis are required to complete Special Olympics Newfoundland and Labrador (SONL) volunteer screening process. The screening process includes a police record check and 2 reference checks, all completed prior to final approval of a volunteer.

### **Policy Detail:**

Year round volunteers are those who are, or may be, in regular close physical contact with athletes (i.e. coaches, chaperones, drivers, etc.) and those volunteers who have administrative or fiscal responsibilities (affiliate management committee members, SONL Board and committee members.)

A parent or care-giver is considered a volunteer where they have any responsibilities similar to other volunteers (i.e. supervising athletes, coaching, affiliate management, committee members).

Every year round volunteer will provide 1 personal and 1 work reference. References must not be from family members or Special Olympic Volunteers. A standard reference check form will be used.

A police record check will be conducted in conjunction with reference checks.

All police record checks for volunteers are to be initiated within two weeks of the volunteer starting and completed in within 6 weeks of volunteering.

Volunteers are provisional until the provincial office has received their completed police record check and confirmation of reference checks from the affiliate on the volunteer registration form.

Provisional volunteers can volunteer utilizing the buddy system (paired with current volunteer) for up to 6 weeks until they have completed the screening process.

Volunteers will sign a Statement of Intent (on the Police Record Check Form) committing to reporting any offenses or charges, which occur after their initial police record check is completed and during the time they continue to volunteer with SONL.

Volunteers will be required to complete police record checks every one (1) year by the SONL registration deadlines.

A current police record check may be requested by SONL at any time.

Section:	<b>Program</b>	<b>4000-04</b>
Topic:	Special Olympics Newfoundland & Labrador Volunteer screening policy-year round volunteers	
Policy Type:	Provincial	
Effective:	November 2005	Page 2/4

### **Review conducted by committee**

Each local will appoint a Screening Officer to review the police record checks and confirm reference checks have been completed by the affiliate.

No Screening Officers will review police record checks of any person related to them. The local in such situations will appoint an alternate person.

### **Procedure**

The local will contact their RCMP detachment or Police Agency of Jurisdiction to verify the procedure the local will follow to acquire police record checks and the cost (if any).

- For group registrations the local will obtain police record check forms and 2 photocopied pieces of Identification (one to be photo I.D.) from all volunteers requiring a police record check.
- New individual volunteers applying throughout the year will be required to complete a police record check form and send it via the local/RCMP detachment or the Screening Officer prior to being accepted as a Special Olympics Volunteer.

The local will coordinate the process of police record checks with their police jurisdiction and have the detachment forward the record checks to the Screening Officer. If the RCMP detachment or Police Agency of Jurisdiction is unable to complete this request, the affiliate will forward the Police Record Checks to the Screening Officer.

Note: In order to speed up the process, individuals who have a criminal record may choose to obtain a summary of their criminal record and send it directly to the Screening Officer.

The local will complete 2 reference checks (1 work related and 1 personal) utilizing the reference check form.

The Screening Officer will review the police record checks and verify the local has completed the reference checks. The Screening Officer will then provide a list of volunteers who are free to volunteer in any role with SONL, to the local club.

Section:	<b>Program</b>	<b>4000-04</b>
Topic:	Special Olympics Newfoundland & Labrador Volunteer screening policy-year round volunteers	
Policy Type:	Provincial	
Effective:	November 2005	Page 3/4

Volunteers will be contacted only when a more detailed police record check is required.

- The Screening Officer will identify those volunteers who will be required to continue the police record check process if they wish to be a volunteer with SONL.
- The Screening Officer will contact the volunteer immediately by telephone and follow with a letter stating they may not volunteer with SONL until they have completed the Police Record Check process by being fingerprinted by their local Police/RCMP detachment and sending the resulting letter of information from the Police Agency of Jurisdiction to the Screening Officer for review.

The Screening Officer will notify the local chairperson or designate when a volunteer requires further screening before resuming their volunteer activities with Special Olympics.

The Screening Officer will review the volunteer's police record based on, but not limited to, the offenses listed below.

#### Review of Offenses

Offenses that will preclude someone from volunteering with SONL

- Multiple convictions for a variety of offenses
- Major crime(s) conviction (i.e. crimes of violence, or trafficking)
- Theft or fraud offenses
- Convictions involving inappropriate behavior with minors
- Certain drug/alcohol offenses
- Other convictions considered serious by law enforcement personnel or the Screening Officer, The Club should contact SONL for clarification.

Offenses that may restrict the duties/responsibilities of a volunteer with SONL

- Speeding offenses
- License suspension for impaired driving or dangerous driving
- Certain drug/alcohol offenses
- Other similar convictions considered serious by law enforcement personnel or the Screening Officer. The Club should contact SONL for a legal opinion

The local screening officer or coordinator is required to contact the SONL Executive or Program Director if they have an individual with a criminal record who they believe should be permitted to continue volunteering for their local.

Note: According to law enforcement officials, persons having a criminal record can apply for a pardon after 10 years

Section:	<b>Program</b>	<b>4000-04</b>
Topic:	Special Olympics Newfoundland & Labrador Volunteer screening policy-year round volunteers	
Policy Type:	Provincial	
Effective:	November 2005	Page 4/4

SONL will forward a letter to the volunteer and the Screening Officer with its decision on the status of the volunteer. The decision will indicate that:

- The volunteer is restricted to volunteering in a specific capacity. (The letter for example will state that the person should not drive athletes on behalf of Special Olympics, but it will not specify if this is because of speeding tickets or an impaired driving conviction); or
- The volunteer is restricted from volunteering with SONL in any capacity. (No details from the security check will be communicated in the letter)

All police record checks and reference checks will be treated confidentially and located in sealed envelopes in a locked filing cabinet at the SONL provincial office.

### **Appeal Procedure**

A volunteer may appeal restrictions placed on them as a volunteer or their refusal as a volunteer, but must do so within 14 days from date of receipt of notification by registered letter from the VSC. The volunteer must submit in writing the grounds for the appeal to SONL Board of Directors. The volunteer may choose to involve their affiliate.

The appeal will be reviewed by an Adhoc Committee of the Board of Directors and a decision will be issued in writing within 7 days of the appeal being filed. The decision is final. The local and volunteer will be notified in writing of the decision.

Section:	<b>Program</b>	<b>4000-05</b>
Topic:	Special Olympics Newfoundland & Labrador Volunteer screening policy-Special event volunteers	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

**Policy:**

Special Event Volunteers are those who volunteer for a weekend competition or single events and where they have limited involvement with athletes or in fiscal affairs.

The organizing committee for a special event will register all volunteers and provide them with an orientation to Special Olympics and their job expectations during the special event.

The basic understanding is that athletes will be monitored by year round volunteers (i.e. coaches, management committee members) at competitions and other special events.

Not all single event volunteers will require police checks. This will be dependent on the scope of their responsibility and their access to athletes. Determination will be made by the event organizers in conjunction with SONL.

Section:	<b>Program</b>	<b>4000-06</b>
Topic:	Special Olympics Newfoundland & Labrador Athlete eligibility for participation	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/2

To be eligible for participation in Special Olympics, an individual with a intellectual disability\*, must agree to observe and abide by the Special Olympics Canada sport rules.

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

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

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

*(Definition, Classification and Systems of Supports, 9<sup>th</sup> Edition, AAMR, Washington, DC – 1992, p.5).*

The term Mental Retardation is a diagnostic term used to describe the condition acknowledged above.

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

In its place, if it is absolutely necessary to use a label, (i.e. in an educational setting or in a SOC/NCCP Technical Program), then the terms that are in keeping with the current practices are “a person with an intellectual disability”.

Section:	<b>Program</b>	<b>4000-06</b>
Topic:	Special Olympics Newfoundland & Labrador Athlete eligibility for participation	
Policy Type:	Provincial	
Effective:	November 2005	Page 2/2

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

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

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

### **Participation by Individuals with Down Syndrome who have Atlanto-Axial Instability**

There is evidence from medical research that up to 15 percent of individuals with Down Syndrome have a mal-alignment of the cervical vertebrae C-1 and C-2 in the neck known as Atlanto-Axial instability. This condition exposes individuals with Down Syndrome to possible injury if they participate in activities that hyperextend or radically flex the neck or upper spine.

Special Olympics Canada takes the following precautions before permitting athletes with Down Syndrome to participate in certain sport activities:

- 1) Athletes with Down Syndrome may participate in most official Special Olympics sports training and competition, but shall not be permitted to participate in any activities by which their nature, result in hyper-extension, radical flexion or direct pressure on the neck or upper spine, unless the requirements of subsections (3) and (4) below are satisfied
- 2) Such sports training and competitions activities include: butterfly stroke and diving starts in swimming, diving, pentathlon, high jump, squat lifts, equestrian sports, artistic gymnastics, soccer, alpine skiing, and any warm-up exercise placing undue stress on the head and neck.
- 3) An athlete with Down Syndrome may be permitted to participate in the activities described in subsection (2) above if the athlete is examined (including x-ray views of full extension and flexion of the neck) by a physician who has been briefed on the nature of the Atlanto-axial instability condition, and who determines, based on the results of that examination, that the athlete does not have an Atlanto-axial instability condition; or
- 4) An athlete with Down Syndrome who has been diagnosed by a physician as having Atlanto-axial instability condition may nevertheless be permitted to participate in the activities described in subsection (2) above if the athletes, or parent or guardian of a minor athlete, confirms in writing his or her decision to proceed with these activities notwithstanding the risks created by the Atlanto-axial instability, and one Licensed Medical Professional certifying in writing that they have explained these risks to the athlete and his/her parent or guardian, and that the athlete's condition does not, in their judgment, preclude the athlete from participating in Special Olympics training and competition. These statements and certifications shall be documented by the Special Olympics Chapter Office and/or Special Olympics Canada.

Section:	<b>Program</b>	<b>4000-07</b>
Topic:	Special Olympics Newfoundland & Labrador Male and female coach of the year	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

### **Selection Process:**

Each Region may send a nomination for one male and one female coach of the year to the attention of the Program Director at the Provincial Office (as per the nomination form). Nominations must be endorsed by the Special Olympics local. Members of the RLC may nominate coaches for these awards.

Nominations must be accompanied by Special Olympics Newfoundland and Labrador (SONL) nomination form, SONL Volunteer Profile Form, two references and a passport size photo.

The deadline for submission will be in the spring each year.

All nominations will then be sent to all members of the RLC. The RLC will then have two weeks to rank their top three male and three female candidates.

The final male and female coach of the year will be selected by the top total scores from the RLC committee members rankings, based on the following point system: 3 points for 1<sup>st</sup> choice, 2 points for 2<sup>nd</sup> choice, 1 point for 3<sup>rd</sup> choice. In the event of a tie, the coach with the most 1<sup>st</sup> place rankings will be selected the Coach of the Year.

The RLC Chairperson will notify the male and female coaches of the year and their affiliate.

The Male and Female Coaches of they Year will be recognized at the Provincial Workshop to be held that same year and forwarded as Newfoundland and Labrador's nominations to Special Olympics Canada for the national awards.

### **Award Criteria:**

The Nominee:

- Must be a registered SONL member
- Should be a fully certified Level 1 Special Olympics Canada NCCP Coach
- Should exemplify the SONL Coaching Code of Ethics

Section:	<b>Program</b>	<b>4000-08</b>
Topic:	Special Olympics Newfoundland & Labrador male and female athlete of the year	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

### **Selection Process:**

Each affiliate may send a nomination for one male and one female athlete of the year to the attention of the Program Director at the Provincial Office (as per the nomination form). Nominations must be endorsed by the Special Olympics local.

Nominations must be accompanied by a Special Olympics Newfoundland and Labrador (SONL) Nomination Form, SONL athlete profile form, two references and a passport size photo.

The deadline for submission is in the Spring of the year.

All nominations will then be sent to all members of the RLC. The RLC will then have 2 weeks to rank their top three male and three female candidates.

The final male and female athletes of the year will be selected by the top total scores from the RLC committee members rankings based on the following point system: 3 points for 1<sup>st</sup> choice, 2 points for 2<sup>nd</sup> choice and 1 point for 3<sup>rd</sup> choice. In the event of a tie, the athlete with the most first place rankings will be selected male or female athlete of the year.

The RLC Chairperson will notify the male and female athletes of the year and their affiliates.

The male and female athletes of the year will be recognized at the Provincial Conference to be held that same year and forwarded as Newfoundland and Labrador's nominations to Special Olympics Canada for the national awards.

### **Award Criteria:**

The nominee must:

- Be a registered athlete in a Special Olympics sport club
- Be involved in a Special Olympics sport(s) program throughout the year
- Be successful in his/her sport, doing their personal best to achieve their athletic goal
- Exemplify the true spirit of Special Olympics, and
- Display sportsmanship and be considerate of fellow athletes, coaches and officials

Section:	<b>Program</b>	<b>4000-09</b>
Topic:	Special Olympics Newfoundland & Labrador Program administration-registration-athletes & volunteers	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

**Policy:**

All athletes and volunteers participating in Special Olympics activities must be registered with Special Olympics Newfoundland and Labrador.

**Policy Detail:**

Athletes and volunteers not registered with Special Olympics Newfoundland and Labrador will not be eligible for selection to Provincial and National teams.

Athletes and volunteers not registered with Special Olympics Newfoundland and Labrador will not be eligible for coverage under the sport accident/liability insurance plan in the event of an injury or accident.

Late registration if new athletes may be reviewed in the light of their circumstances (i.e. new resident, new participant).

Section:	<b>PROGRAM</b>	<b>4000-10</b>
Topic:	Athlete Screening For The Provincial Team Program	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

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

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

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

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

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-0C1</b>
Topic:	Divisioning Document	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/3

**Preamble:**

Special Olympics divisions athletes on the basis of ability. This process outlines the most equitable competition environment for all Special Olympics athletes

**Divisioning Process**

**Individual Sports**

Step 1: Divide by Gender

Step 2: Divide by Ability

Proceed on the premise that the recommended performance difference between athletes in a division is 25%

Step 3: 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 groupings – 5% at a time is suggested. For example an ability group could be reduced to 20% difference in performance to create two ability groupings

*For 2 Athletes entered into an event:*

Athletes would compete against each other as long as their abilities are within 25% otherwise they would compete against self

*For 1 athlete entered into an event*

An athlete would compete against their own seeded time in the event. If they are competing against their own seeded time medals would be awarded as follows

Gold Medal: Final performance is better than the seeded performance

Silver Medal: Final performance is the same as or less than the seed performance by 10%

Bronze Medal: Final performance is less than the seed performance by 11-25%

For events that are not seeded the athlete would be awarded a gold medal

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-01</b>
Topic:	Divisioning Document	
Policy Type:	Provincial	
Effective:	November 2005	Page 2/3

## **Divisioning for Judged Sports**

Step 1: Divide by gender

Step 2: Divide by ability, using predetermined levels of ability as outlined in sport rules

Step 3:

Figure Skating

If there are more than 8 competitors in a level, athletes will be seeded 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 placed in their final division according to their all round scores.

## **Divisioning For 10 Pin Bowling**

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

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

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

## **Divisioning for Team Sports**

Step 1: Divide by Ability

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-01</b>
Topic:	Divisioning Document	
Policy Type:	Provincial	
Effective:	November 2005	Page 3/3

### **Honest Effort Rule**

Divisioning heats are conducted to ensure that athletes compete against athletes of a similar ability level in their final competition. To ensure that athletes compete at the best of their ability during the divisioning round, the honest effort rule will be implemented.

Honest effort 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% in the final that athlete will be disqualified.

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

If an athlete falls or is disqualified in their divisioning event the coach has the following options:

- 1) Submit a faster time or longer distance/greater height
- 2) Concede the event qualifying time/distance/height
- 3) Rerun of the event\*

**\*NOTE:** The following events are eligible to be rerun:

Cross Country: 100m & 500m

Snowshoeing: 100m & 200m

Speed Skating: 111m & 222m

Athletics: 50m, 100m, 200m, 400m, Hurdles,

Aquatics: All 25m, & 50m races

If an athlete falls or is DQ'd in the second divisioning race they will have the following two options:

- 1) Submit a faster time
- 2) Concede the event qualifying time

### **IMPLEMENTATION OF THE HONEST EFFORT RULE CANNOT BE PROTESTED.**

#### *Cross Country Skiing Exception*

For sports like Cross Country Skiing, where environmental changes can impact the performance of the athlete, the following procedures should be implemented:

Prior to the start of each cross country divisioning event, a forerunner would ski the track to determine a baseline time for the course. The same forerunner would ski the track again prior to the final race in each event to establish if the track conditions favour a faster time. This will establish if a percentage change is required to be made to the honest effort rule. Coaches will be informed if a percentage change is to be made.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-02</b>
Topic:	Athlete Eligibility Criteria for Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

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

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

1. Athletes must be registered with an accredited Special Olympics Region, and be active in a Special Olympics program.
2. Athletes must be 10 years of age or older as of the first day of competition.
3. Athletes must have been training in the sport that they are competing in for a minimum of 1 sport seasons prior to the Games in their sport.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-03</b>
Topic:	Team Eligibility Criteria for Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/3

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

**Team Eligibility**

- (i) Each team must be an accredited registered sport club with a Special Olympics Region.
- (ii) All athletes must be registered with the team that they are playing on.
- (iii) Any team player who qualifies to advance on to a Provincial Games shall have participated with that same team within the year of the Provincial Games
- (iv) A team registration form for each team participating at the National Games, adhering to the minimum and maximum number of players per team, must be submitted to the Games Organizing Committee by the established deadline date.  
The deadline date for submission of team registration shall be determined by the SONL and the Games Organizing Committee.
- (vi) No additional players shall be permitted to the team registration sheet after it has been submitted to the Games Organizing Committee, with the exception of athlete deletion and/or addition to a maximum of three (3) player pick up to meet the number of athletes on the team roster that was used during the qualifying Provincial/Territorial competition.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-03</b>
Topic:	Team Eligibility Criteria for Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 2/3

---

### **Three Player Pick-up (Soccer, Softball & Floor Hockey)**

- 1) In case of player illness or injury after the final team roster has been submitted, teams will be permitted to pick up a maximum of three (3) additional players who participated during the qualifying Regional competition.

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

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

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

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

- 4) Teams, who arrive at a Provincial Games with either:
- i) less than minimum number of players
  - ii) arrive with the minimum number of players yet drop below the minimum number of players for the duration of the tournament shall not win awards or placement points so therefore are ineligible to advance to a higher level of competition. Any games this team had played or was to play will be considered void and will result in no point acquisition for any team.

Exhibition games may be set up for the team at the discretion of the organizing committee and the chefs de mission.

### **Two Player Pick-up (Curling)**

- 1) In case of player illness or injury after the final team roster has been submitted, teams will be permitted to pick up a maximum of two (2) additional players who participated during the Regional qualifying competition.

These additional `pick-up' player members must also meet the athlete eligibility criteria.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-03</b>
Topic:	Team Eligibility Criteria for Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 3/3

---

### **Two Player Pick-up (Curling) (cont.)**

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

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

- 5) If a team requires more than two (2) players to meet the player requirement (as established by their team roster used at the qualifying event) the team will then be rendered ineligible to attend the Provoncial Games.

- 6) Teams, who arrive at a Provincial Games with either:
- i) less than minimum number of players
  - ii) arrive with the minimum number of players yet drop below the minimum number of players for the duration of the tournament would not qualify for awards or placement points so therefore are ineligible to advance to a higher level of competition. All teams who played against or were to play against this team shall be awarded points equal to a win and receive no goals/runs against. **OR** Any games this team had played or was to play will be considered void and will result in no point acquisition for any team.

Exhibition games may be set up for the team at the discretion of the organizing committee and the chefs de mission.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-04</b>
Topic:	Coach Eligibility Criteria for Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

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

- SOC/NCCP Level I Technical

### ***Exemption Process***

All coaches selected to attend the Provincial Games must provide proof of certification to the Provincial Office no later than *30 days prior* to the Provincial Games in the respective sport. Should a coach fail to meet the required certification, he/she may apply for an exemption. The application must outline the reasons for the exemption, and detail the reason(s) for incomplete certification. Should an exemption be granted, the coach will be eligible to attend the respective Provincial Games. It should also be noted that a coach who receives an exemption will not be eligible for any further exemptions in the respective sport (i.e. he/she must meet all certification requirements prior to the next Games).

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000- 05</b>
Topic:	Provincial Games Registration Fee	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

The registration fee for each athlete, coach, Chef de Mission, Team Manager and allocated Mission Staff shall be \$45.00, due and payable on the registration deadline set by the Games Organizing Committee. Payment or Registration forms received after the registration deadline will be assessed a late registration per athlete, coach, Chef de Mission, Team Manager, and allocated Mission Staff bringing a total late fee payment to \$55.00.

All additional Mission Staff will be charged a fee to cover the meals, accommodations, and travel for the entire length of the Games. The late registration fee of \$10.00 will also be assessed on these volunteers.

Respite workers will be charged a fee of \$45.00 due and payable on the registration deadline set by the Games Organizing Committee.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-06</b>
Topic:	Provincial Games Awards	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

Only official Special Olympics Canada medals shall be used at Provincial Games.

**1. GENERAL GUIDELINES:**

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

**2. TEAM SPORTS:**

- a. The official Canadian Special Olympics team sports are floor hockey, bowling soccer, softball and curling.
- b. All athletes shall also receive gold, silver or bronze medals, appropriate to their placement.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-07</b>
Topic:	Regional Team Mission Staff for Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

**ATHLETE/COACH RATIO** The athlete to coach ratio for Summer Games is a maximum of 4:1 (with the exclusion of 5-pin bowling which has a 5:1 athlete coach ratio) and for Winter Games a maximum of 3:1. For the team sports of softball, soccer and floor hockey there shall be a maximum of three coaches per team. Curling shall have a maximum of 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 Newfoundland & Labrador Special Olympics. All communication will flow through this individual. The Chef de Mission must be available to participate in the initial chef's meeting at the Provincial conference and monthly conference call in the year leading up to the Games. The Chef de Mission is the 'head of the delegation' and the team spokesperson prior to and during the Games.

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

This position is appointed by the Region *and is included in travel equalization and covered by the Games registration fee.*

#### **MISSION STAFF**

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

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

Mission Staff positions will be allocated 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, i.e. Opening Ceremonies, Closing Ceremonies, Athlete's Village, meals, etc.). *This position is included in travel equalization and covered by the Games registration fee.*

#### **RESPITE WORKERS**

Athletes who require respite workers may apply to the GOC to have them included.

#### **MISSION STAFF:**

If a Regional Team requests additional Mission Staff positions, over and above those allocated as part of their original Team quota, Regions will be requested to submit their Regional Team Management Structure and the number of Mission Staff required to manage their Team.

SONL will approve the number of requested Team Mission Staff positions based on the number of coaches and athletes each Team has been allocated and the number of sport venues at the Provincial Games.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-08</b>
Topic:	Alcohol Policy	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

Alcohol shall not be available to, or consumed by, athletes, coaches, mission staff, team managers and chef de missions, from point of departure to return, or at any sporting event organized by Special Olympics in Newfoundland & Labrador (i.e. National, Provincial, or Regional Events).

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-09</b>
Topic:	Selection Criteria for Athletes Advancing to National Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/3

### **Preamble**

The selection of athletes to Provincial Teams is a carefully monitored process with established parameters.

### **THE ATHLETE SELECTION COMMITTEE**

The Provincial Team Program Sub-Committee will act as the Athlete Selection Committee, in coordination with Newfoundland & Labrador Special Olympics.

### **GENERAL PRINCIPLES**

Athletes must:

- be registered athletes of Special Olympics in Newfoundland, and active in a Special Olympics' program;
- be thirteen (13) years of age or older, as of the first day of the competition;
- have been in training in the sport that they are competing in for a minimum of two (2) sport seasons;
- have competed in the Provincial Games immediately preceding the National Games.

Athlete selection will be based upon:

- Competitive achievement;
- SONL philosophy (equal opportunity to advance for all ability levels);
- Gender, which is reflective of participation at the Provincial qualifying event;
- Age, which is reflective of participation at the Provincial qualifying event;
- Events, which are reflective of participation at the Provincial qualifying event;
- 

### **EVENT GROUPING:**

The ratio of athletes in an event should will be reflective of the participation ratio at the Provincial Games, and be balanced whenever possible.

### **i.e. PENTATHLON**

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

- Regional representation based on the athlete who has won a medal at the qualifying event (i.e. Provincial Games).

Note: If a Region has only one athlete on the endorsement list as a result of point scores or Region representation, and that athlete cannot be endorsed, the Region will not be allocated a second quota.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-09</b>
Topic:	Selection Criteria for Athletes Advancing to National Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 2/3

**CHAPTER ENDORSEMENT:**

SONL will distribute unofficial athlete lists **two weeks** following the Provincial Games.

The local must endorse the athletes in writing within **one month** of notification.

Due to the demands that are put on the athletes at high levels of competition, it is important that athletes have demonstrated the ability to cope with the pressures involved in travelling, competing, and being removed from their usual environment for up to a week long period. With this in mind, athletes who have demonstrated problems with social adaptation or behaviour, in the past, should not be endorsed if they will deprive other team members of a pleasant and rewarding experience, and place undue stress and responsibility upon coaches assigned to their supervision and the supervision of a minimum of 3 other athletes. Locals are required to complete the Newfoundland & Labrador Special Olympics Provincial Team Training Squad endorsement process for all selected athletes.

Any athlete who has earned a spot on the endorsement list through the selection process and has been successfully endorsed by their local has the right to be named to the Provincial Team Training Squad and remain there, provided they fulfil the Training Squad requirements. No athlete will be disqualified or otherwise eliminated from the team solely due to the nature of their disability. The decision to endorse or not to endorse an athlete shall be between the Caregiver, Coach, local, and in special cases in consultation with SONL.

No athlete, coach, volunteer, parent or Special Olympics' staff member shall presume that an athlete, team, or coach, has been selected to the team until an "OFFICIAL" team list has been distributed by SONL. Any individual and/or Special Olympics local, who informs an athlete and/or team that they have been selected prior to **official** notification by the Athlete Selection Committee will assume responsibility for his/her actions.

**POINT VERIFICATION:**

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

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-09</b>
Topic:	Selection Criteria for Athletes Advancing to National Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 3/3

## **SPORT GROUPING**

The following sports are grouped under the same selection policy due to their similarities in methods of scoring:

- TEAM SPORTS:
  - Floor Hockey;
  - Soccer;
  
- INDIVIDUAL SPORTS - TIME SCORED:
  - Cross Country Skiing;
  - Snowshoeing;
  - Aquatics.
  - Athletics
  
- Powerlifting
- Figure Skating

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-10</b>
Topic:	<b>Athlete Selection for the Sports of Nordic Skiing, Snowshoeing, Swimming, Athletics</b>	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

**POINT SCORE:**

Athletes will be awarded points based on their performance at the Provincial games as follows:

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

Point scores will be accumulated and divided by the number of events the athlete is entered in. If an athlete cannot compete in an event(s) for medical reasons, that event(s) will not be used in the calculation (medical scratches must be approved by a Doctor designated by the Games Committee).

Selection to the Provincial Team will be based solely upon an athlete's performance within their respective age category and points will be awarded as such.

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

**TIE BREAKING**

The following will be used when breaking a tie:

- a) most gold medals;
- b) most silver medals;
- c) most bronze medals;
- d) next highest ranking; and,
- e) event grouping.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-11</b>
Topic:	<b>Athlete Selection for the Sport of Rhythmic Gymnastics</b>	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

## **SINGLES COMPETITION**

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

- First place amongst the four (4) ability levels.

If the quota given to SONL is greater than 4, than second place finishers will be considered, starting with the highest ability level.

This process will continue until all quotas have been filled.

### **NOTE:**

In the event that the total number of quotas given is less than the total number of winners (1st place) in each level, individuals will be chosen from the winners of the highest level of competition down to the lowest level of competition until all quotas are filled,

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-12</b>
Topic:	<b>Athlete Selection for the Sport of Powerlifting</b>	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

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

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

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-13</b>
Topic:	<b>Athlete Selection for the Sport of 5-Pin Bowling</b>	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

Athletes will be ranked based on their Points Over Average for qualifying games.

### **TIE BREAKING**

The following will be used when breaking a tie:

- a) The athletes with the best single game POA

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-14</b>
Topic:	<b>Athlete Selection for the Sport of Figure Skating</b>	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

### **SINGLES COMPETITION**

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

**NOTE:** In the event that the total number of quotas given is less than the total number of winners (1st place) in each level, individuals will be chosen from the winners of the highest level of competition down to the lowest level of competition until all quotas are filled.

### **PAIRS COMPETITION**

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

In the event that the total number of quotas given is less than the total number of winners (1st place) in each level, individuals will be chosen from the winners of the highest level of competition down to the lowest level of competition until all quotas are filled.

### **ICE DANCING COMPETITION**

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

In the event that the total number of quotas given is less than the total number of winners (1st place) in each level, individuals will be chosen from the winners of the highest level of competition down to the lowest level of competition until all quotas are filled.

#### **NOTE:**

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

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-15</b>
Topic:	<b>Team Selection</b>	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

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

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

#### **TIE BREAKING**

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

#### **TEAM ENDORSEMENT**

Soccer: In the event where less than five (5) players of the original team can not be endorsed, that team will become ineligible and the Gold Medal winner with the next highest average will be selected to advance.

Floor Hockey: In the event where less than eleven (11) players of the original team can not be endorsed, that team will become ineligible and the Gold Medal winner with the next highest average will be selected to advance.

Softball: In the event where less than ten (10) players of the original team can not be endorsed, that team will become ineligible and the Gold Medal winner with the next highest average will be selected to advance.

If a team drops below the allowable number of players with less than 90 days until the start of the Games an alternate team will not be selected.

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-16</b>
Topic:	Selection Criteria for Coaches Advancing to National Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/2

This document is to be used in selecting coaches to Team Newfoundland and Labrador.

**COACH REQUIREMENTS:** Qualifications:

- Level I fully certified Special Olympics Canada/NCCP (theory, technical and practical);
- Level II Theory;
- Level I full certification in their sport\*\*;
- minimum of 3-5 years with Special Olympics as either a volunteer or staff.
- Coaches must attend the Provincial Games/Championships as a coach or in a team management position in the sport in which they are applying.
- Coaches must be 19 years of age or over.

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

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

**APPLICATION PROCESS:**

SONL will circulate all coach and/or head coach applications to the Club Offices, and Regional Program Committee/Managing Partners Chairs, for further distribution to the coaches/volunteers/staff in their Regions.

Club's are required to collect the coach and/or head coach applications and forward **all** applications to the Provincial Office by the established deadline date\*.

Interested parties must submit the following supporting documentation:

- the coach application form;
- a copy of their technical qualifications (i.e. a photocopy of their NCCP passport booklet);
- 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 their application (i.e. first aid, cpr, etc).

**\*NOTE: Applications that do not have all required documentation attached will not be accepted.**

**\*\*NOTE: CLUB INVOLVEMENT**

*Upon receipt of all applications, it is requested that Clubs score their submissions prior to forwarding them to the Provincial Office.*

- i) Using a score from 1 to 10 (1 being highest) rate all applications. Comments are strongly encouraged and all information will be treated with the strictest of confidence;*
- ii) Once the Club has prioritized its coaches, all NCCP qualifications must be verified prior to forwarding the applications to the Provincial Office;*
- iii) The Clubs will submit the documentation on **all** coach applications that they have received.*

**This process will be kept strictly confidential.**

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-16</b>
Topic:	Selection Criteria for Coaches Advancing to National Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 2/2

No one from the Selection Committee can solicit and/or encourage a person to apply for a coaching position. If the Selection Committee does not have enough applicants, SONL will contact each Club Office to encourage more applicants for coaching positions.

#### **THE COACH SELECTION COMMITTEE:**

SONL as the Selection Committee for coaches selected to the Provincial Team Program.

The Coach Selection Committee will not have any members on the committee who have applied for a coaching position on the Provincial Team currently being selected.

The Coach Selection Committee will:

- look at all final lists of athletes selected to attend the Games;
- identify any special cases and/or needs of the athletes (i.e. communication needs);
- score all applications received (by sport) in order of the priority of selection based upon the following:

- technical qualifications;
- experience as a Special Olympics coach;
- Club ranking;
- potential to coach an athlete from the same Region;
- potential to teach other coaches in the sport;
- past experience in a games environment;
- potential to meet any special athlete needs as determined; and,
- identify a short list of head coaches, and coaches and conduct telephone interviews with the short lists.

Head Coaches will be selected first in order that they may provide input regarding selection of assistant coaches can be considered;

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

#### **ONCE SELECTED, ALL MISSION STAFF, HEAD COACHES AND COACHES WILL UNDERGO A POLICE RECORDS CHECK.**

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

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

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

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-17</b>
Topic:	Selection Criteria for Mission Staff to National Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/2

**MISSION STAFF REQUIREMENTS:**

- Qualifications:
- Registered with Special Olympics in Canada
  - Has Games Management Experience
  - Communication and organizational skills
  - Must be 19 years of age or over

**\*\*NOTE:** For the Sport Manager position strong sport specific experience may be an asset (i.e. sport certification and coaching experience in that sport).

**APPLICATION PROCESS:**

SONL will circulate all Mission Staff applications to the local, and Regional Program Committee Chairs, for further distribution to the coaches/volunteers/staff in their respective Regions.

Applicants will forward the Mission Staff Application Form directly to the Provincial Office by the established deadline date.

When applications are requested, interested parties must submit the following supporting documentation:

- the Mission Staff application form;
- a copy of any pertinent technical qualifications (i.e. a photocopy of their NCCP passport booklet);
- 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 their application (i.e. first aid, cpr, etc).

**\*NOTE: Applications that do not have all required documentation attached will not be accepted.**

**This process will be kept strictly confidential.**

Section:	<b>TRAINING AND COMPETITION</b>	<b>5000-17</b>
Topic:	Selection Criteria for Mission Staff to National Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 2/2

**THE MISSION STAFF SELECTION COMMITTEE:**

SONL will act as the Selection Committee for Mission Staff selected to the National Team.

**NOTE:**

*SONL will not have any members on the committee who have applied for a Mission Staff position on the Provincial Team currently being selected.*

The Selection Committee will:

- score all applications based upon the following (in no particular order):
  - managerial qualifications;
  - technical qualifications;
  - experience as a Special Olympics coach/volunteer/staff;
  - ability to work with others in a team environment;
  - past experience in a games environment.

The Selection Committee will take into consideration, where necessary, gender and language capabilities. The Selection Committee will prepare a short list of candidates and conduct telephone interviews as part of the process.

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

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

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

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

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