



## **PROCEDURES and SYSTEMS**

### **Updated October 7, 2016**

#### **STRUCTURE/MANAGEMENT**

- Special Olympics Alaska is part of the North American region of Special Olympics: SONA (Special Olympics North America).
- Special Olympics Alaska is a non-profit and is the 501 c3. Special Olympics Alaska is the “program” and each Special Olympics Alaska Community is a “sub program”.
- Special Olympics Alaska has a board of directors. The community management team is a support team for the local program and is not a board of directors. They each manage a portion of the program, under the leadership of the Director of Sports and Programs.
- Special Olympics Alaska is made up of 10 community programs, who collectively provide sports training and competition to athletes in each of their communities. It is key to standardize communication in order to maximize the potential of the program. Communication is an important part of providing quality sports training and competition opportunities in Alaska.
- All use of the Special Olympics Alaska logo (with and without the community name) must be approved prior to final production (memorabilia, correspondence, newsletters, etc.).
- Use of the word “mandatory” in terms of meetings must have an alternative option for those who cannot attend and preferably give prior notice.
- Official community email, cell phone, and mailing address should be used in all communication, and on all documents and publications.
- Each community program has a cell phone. The cell phone number should be used on all documents and materials. The cell phone is intended to “travel” with the current point of contact if the community director is not available. This cell phone should be used as the main contact during travel or other events that are not “typically scheduled”.
- Each community program has a volunteer community management team (CMT).
- The CMT is made up of a group of volunteers that work together to manage the local program and ensure the sports and business plan is being met. The Sports and Business Plan is set each fall for the upcoming year. It is a working document that is designed as a tool for the CMT and includes the budget, fundraising plan, and goals for the year.
- The CMT oversees all aspects of the community, including training, competition, fundraising, public relations, family involvement, financial responsibilities and administration. They receive the mailings, phone calls, and paperwork for the community and are responsible for distributing and communicating all pertinent information to their athletes, head coaches, and family and community members as appropriate. The CMT agrees to uphold the philosophy, principles and policies of Special Olympics Alaska for the benefit of the athletes.
- Each CMT has a Point of Contact (POC). The POC helps to oversee the CMT and serves as the spokesperson for the management team. The POC is the main source of communication between the local program and Special Olympics Alaska staff. Jobs of the POC include: communicating with the Director of Sports and Programs on any needs or issues, setting up monthly CMT meetings (creating an agenda and facilitating the meetings), ensuring the community is following the Sports and Business Plan, carrying and answering the community phone, working with CMT on organizing the upcoming sports seasons and delegating to volunteers.



## **REGISTRATION and RISK MANAGEMENT**

- Special Olympics Alaska has two volunteer classifications; Class A and Class B.
  - Class A volunteers have regular, close physical contact with athletes and are in positions of authority or supervision. Examples of these are Coaches, Unified Partners, Chaperones, and Athlete Leadership Program Mentors.
  - Class B volunteers have limited contact with athletes, are single day, single event or fundraiser volunteers, and are accompanied by Class A volunteers.
  - For more information contact the Director of Sports & Programs or go to the Special Olympics Alaska webpage and see Volunteer Policy
- Volunteers
  - Class A volunteers must have background check completed prior to participating in any program. Background checks expire every 3 years.
  - Special Olympics Alaska pays for the background check.
  - Background checks from employers will not be accepted in lieu of the Special Olympics Alaska background check.
- Protective Behaviors training must be completed every 3 years for Class A volunteers over the age of 19.
- Unified Partners and other Class A volunteers must have a current Unified Partner/Volunteer form to participate; these forms must be completed annually.
- Registration forms (medical, consent (housing release), volunteer form, partner form) are required prior to training. Note the housing release is needed prior to staying in housing.
- Athlete medicals must be completed every 3 years
- If athlete is under 18 years of age, a consent form must be completed by parent/guardian; this form will expire on their 18<sup>th</sup> birthday. Athletes 18+ must complete a consent form; this form will not expire.
- Double check for parent/guardian/athlete signature
- Original forms are required for *official registration*
- Medical/Physicals from other states or from other entities (schools) will not be accepted in lieu of the Special Olympics Alaska medical/physical form
- GMS – Games Management System – is the encrypted secure database used to store information on athletes, volunteers, families, etc.
- American Specialty is the official insurance provider for Special Olympics Alaska. All information, incident reports, and insurance requests must go through Special Olympics Alaska to be processed. Do not send information or documents directly to them until initial connection has been made.
- Incident forms should be filled out immediately following the incident. When in doubt, fill it out!

## **FINANCES and FUNDRAISING**

- In-kind donations must be documented using the Revenue Submittal form (facilities, food, storage, office space).
- Special Olympics Alaska produces all official thank you letters for donors. The community is encouraged to provide the donor with some form of appreciation.



- Special Olympics Alaska has certain levels of sponsorship that equal levels of promotions (banners, size of logo, etc). For more information, please contact the Director of Sports and Programs.
- The Alaska Law Enforcement Torch Run is the signature fundraising event for communities statewide. It takes place annually the Saturday before Memorial Day weekend. It is also the largest simultaneous run to take place in Alaska each year.
- All other community fundraisers must be approved through the sanction process. Sanction forms can be found on the resources page of the Special Olympics Alaska website.
- There is a check request form to fill out if the community is requesting a check for payment of an invoice.
- All invoices should be turned in immediately upon receipt.
- Personal purchases and reimbursements are not encouraged. However, in the event of a personal purchase being made for the community, please submit the reimbursement form with all receipts from the purchase.
- Some communities have pre-paid cards, or p-cards. In the communities with p-cards, a Wells Fargo p-card reimbursement form should be filled out with receipts attached after purchases are made.

### **SPORTS TRAINING and COMPETITION**

- Athlete Experience is our number one focus for all aspects of the program.
- Article 1 of the general rules addresses sports rules and guidelines.
- Sports rules & coaching guides can be found on the webpage.
- Coaches Education is a top initiative for Special Olympics Alaska.
- Coaches training is offered annually at the Special Olympics Alaska Athlete Training Center & Campus. Coach's certification is good for 4 years.
- All coaches, whether certified or not, are required to take the concussion training online. Please direct coaches to the coaches' resource page on the Special Olympics Alaska website.
- The MINIMUM training requirement for Special Olympics Alaska athletes/partners is 10 hours in 2 months prior to competing (at least 8 practices). The athlete/partner must begin training at least 2 months out from the anticipated local competition. The 10 hours cannot be "made up" in terms of starting later. Two months out is the starting point.
- When providing training outside the minimal training period (as designated on the Special Olympics Alaska Calendar), athletes/partners/volunteers must be registered in GMS (see Management). This would be considered "off season training" and should be approached the same as the typical season training in terms of registration and risk management.
- Training and local competition are the focus of the program. It is important to ensure all athletes, families and volunteers are aware that not all athletes will advance to higher competition.
- While focusing on and excelling in 1 sport is preferred, athletes can train in multiple sports during the season at the local level. They can compete in locals for both sports as long as the times do not conflict. They can only advance to higher competition in one sport.
- "Uniforms" refers to 1) competition uniforms and 2) delegation uniforms. All uniform purchases must be approved by Special Olympics Alaska prior to production. A plan for



mass uniform orders is put together by the community management team and Special Olympics Alaska prior to purchasing the items. Athletes/Partners not meeting official uniform requirement may be disqualified from competition. Athletes/Partners should be wearing sports/training appropriate attire during practices.

- Special Olympics Alaska can provide past results from local and state competitions from 2002 to date.
- When Rule changes are made by Special Olympics North America they are posted on the Special Olympics webpage. We will not necessarily receive notice of changes. It is highly recommended that the coach refer to the webpage at the start of every season for any changes and a new print out of the rules.
- Only competing athletes/partners receive Special Olympics official awards. Coaches do not receive Special Olympics official awards. This includes athlete in the role of coaches and managers.
- All participants are awarded. If they DQ, they are given a participation award.
- While it is not preferred, divisions can be combined in heats at competition. A lane separating the divisions is recommended.
- Divisions should include a minimum of 3 competitors and a maximum of 8. Please refer to Article 1 of the general rules for divisioning.
- In individual events
  - Ramp bowlers compete against ramp bowlers.
  - Partners compete against partners
  - Unified athletes compete against unified athletes.
- Athletes can compete in 3 events and a relay within a sport at state competition. They can compete in more locally. To maximize Athlete Experience and opportunity, relays are encouraged.
- If an athlete disqualifies in an event at the local competition, they do not advance in that event at higher competition. (Example: if the athlete DQ's in the Giant Slalom at locals, they do not advance to the GS at state).
- Registration Fees are invoiced to the community for each athlete and partner who participates in one of the State Games or Tournament. The cost is \$35.00 per competing athlete and/or partner.