



## **PROCEDURES and SYSTEMS**

### **Updated October 7, 2015**

#### **COMMUNICATION**

- Communication is the most important part of providing quality sports training and competition opportunities in Alaska.
- Standardization of our communication (logo usage, messaging, mission/goals/vision, etc) is crucial to maximizing the potential of the program. We are not 10 individual community programs, we are Special Olympics Alaska and we provide sports training and competition to Alaskans with intellectual disabilities. Each community is unique and should enhance the program by integrating its uniqueness into the entire program.
- Speaking in terms of “the state office” and the “Anchorage office”, “us and them” does our athletes a disservice and demotes the importance of all of us in our roles. We are part of a global movement.....we are more than 1 program in terms of our potential.
- 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.

#### **MANAGEMENT**

- Resources for CMT members, athletes, families, volunteers and donors can be found on the Special Olympics Alaska webpage.
- Athlete Experience is our number one focus for all aspects of the program.
- 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.
- 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.)
- “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 pursuing 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.
- 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”.
- 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

## **REGISTRATION**

- 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.
- Double check for parent/guardian/athlete signature
- Original forms are required for *official registration*
- Medical/Physicals from other states or from other entities (schools) are not needed, and will not be accepted in lieu of the Special Olympics Alaska medical/physical form
- Volunteers
  - Class A volunteers (including partners) over the age of 18 must submit their SS# to complete a background check. The volunteer is welcome to call it in to be put in the encrypted system. The following volunteers are asked NOT to provide their SS#:
    - Athletes,
    - Previously registered/returning Class A volunteers, and
    - Class B volunteers.
  - Special Olympics Alaska pays for the background check.
  - Background checks from employers are not needed, and will not be accepted in lieu of the Special Olympics Alaska background check.
- GMS – Games Management System – the encrypted secure database used to store information on athletes, volunteers, families, etc.

## **RISK MANAGEMENT**

- Protective Behaviors training must be completed every 3 years for Class A volunteers
- 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.
- SS# are required for all Class A volunteers over the age of 18 for background checks – they are paid for by Special Olympics Alaska
- Class A volunteers must have background check completed prior to participating in any program. Background checks expire every 3 years.
- Unified Partners and other Class A volunteers must have a current Unified Partner/Volunteer form to participate; these forms must be completed annually.
- 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.



## **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.
- Community fundraisers must be approved through the sanction process. Sanction forms can be found on the resources page of the Special Olympics Alaska website.

## **SPORTS TRAINING and COMPETITION**

- Article 1 of the general rules address 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 (2014) at the Special Olympics Alaska Athlete Training Center & Campus. Coach's certification is good for 4 years.
- Coaching guides for each sport are available via internet.
- The MINIMUM training requirement for Special Olympics Alaska athletes/partners is 10 hours in 2 months prior to competing.
- 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.
- 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.
- 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
- Uniforms (see management)
- 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 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.
- 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.
- 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.
- Athletes can compete in one sport per day (example, if basketball and powerlifting are offered in the same day, a person cannot do both, they must choose 1)
- If an athlete disqualifies in an event, they do not advance in that event.
- Registration Fees are invoiced to the community for each athlete and partner who participates in one of the State Games or Tournament. The cost (2014) is \$35.00 per competing athlete and/or partner.