



**Dedicated to enhancing the lives of New Brunswicker's with an  
Intellectual Disability through active  
participation in sport.**



## **NBSO POLICIES & PROCEDURES**

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New Brunswick Special Olympics Volunteer Screening Policy

New Brunswick Special Olympics is a volunteer based organization. As such, it depends on the efforts, actions, and judgement of volunteers.

However, NBSO must ensure that those persons volunteering within the organization are appropriate for the task they will perform. Above all we must ensure the safety and well-being of all those involved with our programs. This means that some prospective volunteers will be turned away.

It is hoped that by following these guidelines that every effort is made to screen potential volunteers as to their suitability for NBSO programs and finances.

1. A current volunteer of NBSO, who has background information on a potential volunteer may elect to “sponsor” that volunteer. Thus, the current volunteer is the reference check for the proposed volunteer. Individuals applying to volunteer with NBSO who are known by a current NBSO volunteer would not be subject to points 2 & 3 of this policy.
2. All new volunteers not sponsored by a current NBSO volunteer must complete a **Volunteer Application Form**.
3. An appointed person from the Local (Volunteer Coordinator) contacts all references on the Volunteer Application Form and asks a series of standard questions. (**Appendix 1:**)
4. Should there be a reason to further question the suitability of the volunteer, they would be asked to provide additional references.
5. The Volunteer Coordinator makes a decision whether or not to place the volunteer.
6. Persons who have previously been convicted of child abuse (physical or mental injury, negligent treatment) or sexual offenses, fraud, or misappropriation of funds shall not be considered as a volunteer with NBSO.
7. All placements are to include a six (6) month probationary period. If during this six month period the volunteer’s performance is less than acceptable, the volunteer is to be informed by the Volunteer Coordinator that their assistance is no longer required.
8. The **Volunteer Suspension Policy** becomes effective after the probationary period.

**Section:** PROGRAMS **4000-04NB**  
**Topic:** Volunteer Screening: Volunteer Reference Form  
**Effective Date:** October 14, 1993 **Page 2 of 4**

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Applicant's Name: \_\_\_\_\_

Reference #1 \_\_\_\_\_ Phone #: \_\_\_\_\_

Reference #2 \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Conducted By: \_\_\_\_\_

---

1. How long have you known \_\_\_\_\_ and in what capacity?
  
2. In your opinion does \_\_\_\_\_ follow through on his/her obligations and commitments?
  
3. From your perspective, is the applicant a positive role model and one who treats others respectfully, honestly and with dignity?  
If no please explain.
  
4. Would you like to have \_\_\_\_\_ as a volunteer in a program in which you, your child or relatives participated in and why?
  
5. Do you have any other information pertinent to \_\_\_\_\_ request to be a NBSO volunteer that we should be aware of?

Volunteer Conduct Policy

As a volunteer based organization NBSO depends on the efforts, time, skills, and judgement of volunteers.

NBSO must ensure that all persons volunteering within the organization are appropriate for the task they will perform. NBSO must above all ensure the safety and well being of all those involved in NBSO programs so that the integrity of NBSO is not brought into question and that the programs offered are of high quality.

At times a volunteers ability to live up to these high standards may be called into question.

The following steps are to be used when dealing with such a situation.

1. Ensure complete documentation of the incident which caused the concern about a particular volunteer. Information should include a description of the incident, dates and times, location, names of witnesses and supervisors.
2. Discuss the situation with the volunteer outlining the inappropriateness of the incident and alternative actions that could have been taken. Where the safety of those involved or the integrity of the organization is brought into question by the actions of the individual, contact NBSO immediately to discuss the handling of the situation.
3. Provide a written warning to the volunteer outlining the concern, detailing what is expected and a time-line by which such changes are required. A copy of this letter must be filed with NBSO.
4. To protect all involved, it is important to have documentation of the volunteer's continued inappropriate behaviour and the efforts taken to positively shape this behaviour to an acceptable level.
5. Should the behaviour in question not improve, it may be necessary to suspend a volunteer for a set period of time. It is important that the suspension reflect the seriousness of the incident.
6. If it is NBSO introducing the suspension, the Provincial Office will notify the appropriate Local of the action.
7. Before the volunteer re-enters a Special Olympics Program, ensure that the volunteer knows and understands the expectations of him/her.

8. If upon re-entry, the volunteer continues to demonstrate inappropriate behaviour, it will be necessary to suspend the volunteer for an indefinite period of time.
9. Register the volunteer's suspension with NBSO so that the volunteer's registration in another Local is avoided.
10. The suspension may be appealed by contacting the Local Coordinator of the Local which initiated the action. An individual wishing to appeal the decision will file a request in writing to the Local Coordinator with a copy sent to NBSO. The Local Coordinator will be responsible for appointing a committee of three (3) impartial individuals to complete the appeal.

To be eligible for participation in Special Olympics an individual with a mental disability\* must agree to observe and abide by the CSO Sports 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 and work. Mental retardation manifests before age 18.***

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

- 1. Valid assessment considers cultural and linguistic diversity as well as differences in communication and behavioural factors.***
- 2. The existence of limitations in adaptive skills occurs within the context of community environments typical of the individual's age peers and is indexed to the person's individualized needs for support.***
- 3. Specific adaptive limitations often coexist with strengths in other adaptive skills or other personal capabilities.***
- 4. 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 defined 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, ie. in an educational setting or in a CSO/NCCP Technical Program, then the terms that are in keeping with the current practices are 'a person with a mental disability' or 'a person with an intellectual disability'.***

Special Olympics was created and developed to give individuals with a mental disability the opportunity to train and compete in sport activities. No person shall, on the grounds of gender, race, religion, colour, 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.

**Section:** PROGRAMS  
**Topic:** Athlete Eligibility for Participation  
**Effective Date:**  
**Revised Date:** May 1997

4000-05CSO

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**Flexibility is left to the Local, Region/Zone, 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 ATLANTOAXIAL INSTABILITY:**

- A. There is evidence from medical research that up to 15 percent of individuals with Down Syndrome have a malalignment of the cervical vertebrae C-1 and C-2 in the neck. This condition exposes Down Syndrome individuals to the heightened possibility of a neck injury if they participate in activities that hyperextend or radically flex the neck or upper spine.
- B. CSO requires temporary restriction of individuals with Down Syndrome from participation in certain activities.
  - 1) Accredited Programs may allow all individuals with Down Syndrome to continue in most Special Olympics sports training and competition activities. However, such individuals shall not be permitted to participate in sport training and competition which, by their nature, result in hyperextension, radical flexion, or direct pressure on the neck or upper spine. Such sports training and competition activities include: butterfly stroke and diving starts in swimming, diving, pentathlon, high jump, equestrian sports, artistic gymnastics, soccer, alpine skiing, and any warm-up exercise placing undue stress on the head and neck.
  - 2) Restriction from participation in the above-listed activities shall continue until an individual with Down Syndrome has been examined (including x-ray views of full extension and flexion of neck) by a physician who has been briefed on the nature of the Atlantoaxial Instability condition, and the results of such an examination demonstrate that the individual does not have the Atlantoaxial Instability condition; or
  - 3) For any individual diagnosed as having Atlantoaxial Instability condition, the examining physician shall notify the athlete's parents or guardians of the nature and extent of the individual's condition and such athlete shall be allowed to participate in the activities listed in 1) above only if the athlete submits written certification from two physicians combined with an acknowledgment of risks and signed by the adult athlete or his/her parent or guardian if the athlete is a minor.
  - 4) It is the responsibility of parents/guardians to monitor the individual and take appropriate action if neurological symptoms appear.



**Coach's Code of Conduct**

Responsible for planning, implementing and follow-up of all programs and competitions.

Responsible for the safety, health and well-being of each athlete.

Keep athletes and Local Program Coordinator informed as to times, places and changes in activities.

Has a copy of CSO Rule Book and Generic Rule Book.

Plans activities and weekly lesson plans.

Ensures all athletes, volunteers and self are registered with NBSO through the Local Coordinator.

Ensures Athlete Profile Forms are accurate and brings these to each practice.

Devotes adequate time to preparation of athletes for events.

Must obtain CSO Level 1 during first year of coaching.

Follows philosophy of NBSO as stated in Canadian Special Olympics Mission Statement.

Liaises with Local Program Coordinator.

Take responsibility of disciplinary action where there are behaviour problems.

Report problems to Local Program Coordinator.

**At a Provincial Competition**

- Responsible for athletes in your charge 24 hours a day.
- Assist athletes with being on schedule at all functions.
- When not in competition assist with other scheduled events.
- Supervise and be aware of all aspects of prescription medication.
- Identification must be worn at all times by coaches and athletes.
- Aware of legal responsibilities.
- Responsible for helping athletes carry out Code of Behaviour.

Registration forms are to be completed for all athletes and volunteers wishing to enter NB Special Olympic programs and a copy forwarded to NBSO by October 31 of every year.

**Rationale:**

Athletes/volunteers are only covered under the Canadian Special Olympics medical and insurance if they have a completed, up to date registration form on file.

All participants of Special Olympics programs must be registered with NB Special Olympics and Canadian Special Olympics.

### ATHLETE CONDUCT POLICY

New Brunswick Special Olympics provides sport programs for persons with a mental disability. Athletes participating in programs can display social behaviour which is unacceptable to others in the program due to its harmful physical or psychological nature. Those responsible for the program must ensure that program participants are not in any danger by the behaviour of another athlete. It is the responsibility of the Head Coach to provide a program that attempts to shape the athletes' inappropriate behaviour so that he/she is able to remain or rejoin the program. Permanent suspension must only be used as a last resort.

The following steps are provided as guidelines:

1. Ensure complete documentation of the incident which caused the concern about the athlete's participation in the program. Important information should include a description of the incident, dates and times, locations, names of witnesses and/or supervisors.
2. Discuss the situation with the athlete outlining the inappropriateness of the incident and alternative actions that could have been taken.
3. Inform the parents/guardian and NBSO of the incident and follow-up action. A written statement of the discussion is to be sent to both parties. When the safety of those involved in the program is jeopardized by the actions of the individual, contact NBSO immediately (prior to the next practice or activity) to discuss handling of the situation or immediate suspension.
4. Arrange for a representative from Special Olympics who is not directly involved in the situation to observe some practices or games involving the athlete. This observation may serve to point out some circumstances that are causing the inappropriate behaviour and/or it may serve to corroborate the coach's position.
5. Where necessary, develop and implement a program which is designed to shape the inappropriate behaviour. This may involve the assignment of a volunteer to effect this program with the athlete.
6. Document the athlete's program following the incident.
7. If the program aimed at re-shaping the athlete's behaviour is not successful, it is important to inform the athlete and the parent/guardian that the next step will be a suspension.

8. To protect the coaches involved, it is important to have documentation of the athlete's continued inappropriate behaviour and the program efforts that have been undertaken to positively shape this behaviour to an acceptable level.
9. As a last resort it may be necessary to suspend an athlete for a set period of time. It is important that the suspension reflect the seriousness of the incident.
10. Before the athlete re-enters a Special Olympics program, ensure that the coach establishes the program's expectations with the athlete.
11. If upon re-entry the athlete continues to demonstrate the inappropriate behaviour, it will be necessary to suspend the athlete for an indefinite or substantial period of time.
12. Register the athlete's suspension with NBSO so that the athlete's registration in another Local can be avoided. The Local Coordinator in which the incident occurred will be responsible for registering the suspension of the athlete with NBSO.
13. The suspension may be appealed by contacting the Local Coordinator who initiated the action. An individual wishing to appeal the decision will request an appeal in writing to the Local Coordinator with a copy sent to NBSO. The Local Coordinator will be responsible for appointing a committee of three (3) impartial individuals to complete the appeal.

**Section:** PROGRAMS  
**Topic:** Athlete Conduct Policy  
**Effective Date:**

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**ATHLETE INCIDENT REPORT**

.....

Name of athlete \_\_\_\_\_  
Date of incident \_\_\_\_\_  
Location \_\_\_\_\_

.....

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

Discussion with Volunteer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

Solution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

Signatures of Athlete \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator/Local Coordinator \_\_\_\_\_

Volunteer \_\_\_\_\_

.....

**Section:** PROGRAMS  
**Topic:** Athlete Conduct Policy  
**Effective Date:**

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### ATHLETE SUSPENSION LETTER

**DATE**

**NAME**

**ADDRESS**

**DEAR \_\_\_\_\_:**

This letter is to inform you of your suspension from all activities of New Brunswick Special Olympics -  (local's name) . This suspension is for the period of day/month to day/month.

This suspension is required because of your failure to adhere to the policies/expectations of New Brunswick Special Olympics. These policies/expectations were provided to you in writing on (date). Previous to this, in a meeting with you on (date), we had also discussed this situation and agreed on an action plan to correct this area of concern.

As you have continued to choose not to abide by this policy/expectation, we were left with no alternative but to suspend you from all club activities. Failure to comply with the policies of NBSO upon your return from suspension will lead to further disciplinary action, up to and including termination.

Should you wish to discuss this further, please contact me at phone # between the hours of     and    .

Yours,

\_\_\_\_\_  
Local Coordinator

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## **REGIONAL ACCREDITATION PROCESS**

Each Region is required to submit an annual application for Accreditation. This document is a statement of the Region's administrative structure and sport participation plan. Upon receipt of the document and following consultation with and/or recommendation from the appropriate Special Olympics New Brunswick member(s), the Special Olympics New Brunswick Board accepts or rejects the application.

### **1. Objective**

Accreditation is the process which confirms the relationship between Special Olympics New Brunswick and the Regional committees.

The approval of Accreditation to a Region is authorization to the Region by SONB to act as the official Special Olympics organization in the community. Special Olympics invests its belief, trust, and authority in the Local for the proper and just implementation of the Special Olympics program within its geographic jurisdiction.

By acceptance of the Accreditation and the mandate it represents, the Region recognizes SONB as the provincial governing body of Special Olympics in NB.

### **2. Rights**

Accreditation entitles the Local to the following:

- Use of Special Olympics name, logo, and symbol. The name must appear as Special Olympics New Brunswick – "Region name"
- Authorization to conduct the Regional Special Olympics program
- Grant support in the form of cash, program material, promotional materials, and awards, within the policies established by the P.P.C. & Board of Special Olympics New Brunswick
- Consultation and assistance of the provincial office personnel
- Participation in the provincial, national, and international promotions, programs, and events
- Participation in the national insurance program

### **3. Procedure**

The Regional Accreditation Document is to be submitted to the provincial office on or before August 31 of each year. An updated copy of the package will be mailed out by May 30 of each year.

### **4. Obligation**

Accreditation obligates the Region to the following:

- Provide a year-round program for sport and competitive opportunities for people within their jurisdiction who have a mental disability
- Conduct the business of the Region in a proper manner protecting the name and integrity of Special Olympics
- Abide by the sports rules and policies of SONB
- To provide funds required to finance Regional programs and the administration of the Region
- Follow the minimum requirements established by this document

### **5. Procedure for the loss of Accreditation**

When a Region fails to comply with SONB policies or fails to respond to requests from SONB, the following shall happen:

The PPC Executive in conjunction with the Executive Director shall forward a warning to the Region indicating the concern(s) that are to be addressed and stating such problems must be rectified within 30 days. A copy of the warning will be sent to the President of the Board of Directors.

If the concerns continue after 30 days, the PPC Executive will refer the situation (along with response from the Local) to the Board Executive for action. The Board Executive will issue a letter of warning to the Region indicating that a suspension will occur if there is no response from the Region within a further 30 days. At the end of 30 days if the situation still has not been rectified, a suspension of the Region will follow.

Until the accreditation is reestablished the Region will no longer be able to be involved in SO training, competition, conferences, and can not use the special Olympics New Brunswick name to raise funds.

The suspension will be reviewed by the PPC Executive at designated points in time to see if the accreditation can be reestablished.



**Section:** PROGRAMS  
**Topic:** Accreditation  
**Effective Date:** September 1995  
**Revised Date:**

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If the dissolution of a Region becomes a consideration, it shall be dealt with by the PPC as a full body, based on recommendations from the PPC Executive that has been ratified by the Board Executive. The final decision will occur at a Board Meeting.

### **Loss of Accreditation Appeal Process**

If a Region received a letter removing their accreditation, they can begin immediately to put in place a method to show good intention to follow the policy in the future. This would be in written form to the Executive Director and may include a reorganization of the Regional Committee through a vote in the Region or an explanation of how they will address the policy in the future.

The Provincial staff and PPC Chair will monitor the Region for a maximum of three months upon receiving the letter of intent. If the Region shows good faith, it will be accredited again in a letter from the Executive Director upon the recommendation of the monitoring committee.

### **6. By-laws**

No Special Olympics committee shall be incorporated. All Regional Committees shall exist and operate under the constitution and bylaws established by Special Olympics New Brunswick.

## **7. MINIMUM STANDARDS FOR ACCREDITATION**

The minimum standards have been established to facilitate uniform growth and development and define the future direction of Special Olympics NB.

### **Administration:**

- Regions shall have a minimum of four (4) Committee meetings per year
- Record minutes of Regional Committee meetings and submit a copy to the Provincial Office
- Regions shall submit their mailing list of committee members to the provincial office
- Adhere to Provincial Policy and Constitution
- Circulate information obtained from the Provincial Office and at PPC meetings to appropriate members of the Region
- Send the Regional Coordinator or their representative to PPC meetings
- Have a minimum of 5 members on the Regional Committee if possible
- Compile a program list which includes name of program, name and address of head coach, location and time of program and submit to Special Olympics NB by August 31 of each year
- Update the athlete and volunteer registration system to Special Olympics New Brunswick by October 15 of each year

### **Public Education/Relations:**

- Submit names of candidates for SONB Awards Banquet
- Communicate with local media about happenings in the Region

### **Finance:**

- Submission of a yearly budget forecast including sources of revenue and expenses for the fiscal year (July 1-June 30)
- Submission of financial statements as outlined in the Financial Management Policies
- Submit HST receipts for the year ended June 30 by August 31 of every year
- All financial reports are due to SONB no later than 31 August.

**Section:** PROGRAMS  
**Topic:** Accreditation  
**Effective Date:** September 1995  
**Revised Date:**

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**Fundraising:**

- Submits fundraising project forms to the Provincial Office for all fundraising activities
- Regional Fundraising Coordinator acts as liaison with provincial office on any local fundraising efforts that may profit the Region (Provincial and National)
- Regional Committees shall fundraise in their geographical area

**Volunteer/Athlete Development:**

- Regions shall identify a Volunteer/Athlete Coordinator
- New Volunteers shall be screened according to the SONB Volunteer Application and Registration Forms
- A record keeping system on all volunteers shall be maintained
- Profile, medical, and registration forms shall be kept on every athlete and volunteer

**Program Development:**

- Regions shall only offer Special Olympics Canada official or demonstration sports and shall have current SOC and generic rules available to all head coaches
- Region has a year round schedule of events and programs

**ACCREDITATION PACKAGE FORMS**  
**Deadline is September 30**

**Form #1      Regional Administration**

**(A) Regional Coordinator**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

**(B) Secretary**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

**(C) Treasurer**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

**(D) Program Coordinator**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

**(E) Volunteer Coordinator**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

(F) Fundraising Coordinator

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

(G) Public Relations Coordinator

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

(H) Other

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

(I) Other

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

(J) Other

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

(K) Other

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

(L) Other

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Fax: \_\_\_\_\_ Email

**Form #2      Finance**

**REGIONAL BANK ACCOUNTS**

**GENERAL ACCOUNT:**

Account Number \_\_\_\_\_  
Name of Account \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_

# of Persons authorized to Sign on Account: \_\_\_\_\_

**Authorized Signatures:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*NOTE: Treasurer should be one of the Authorized Signatures on all bank accounts!!**

**ATTACHMENTS:**

- \_\_\_\_\_ Yearly Budget forecast including sources of revenue and expenses for (July 1 – June 30)
- \_\_\_\_\_ Year-end financial statement (July 1 – June 30)
- \_\_\_\_\_ HST receipts for the year ended June 30





**Form # 4 Programs**

**Special Olympics New Brunswick Programs**

**Region:** \_\_\_\_\_

<i>Sport</i>	<i>Location of Program (name of facility, address)</i>	<i>Day &amp; Time (Start date-end date)</i>	<i>Head Coach (address, phone number, e-mail)</i>

**\*\* Be sure to update SONB of any changes to the schedule or programs.**

**Special Olympics New Brunswick Programs**  
**Region:** \_\_\_\_\_

<i>Sport</i>	<i>Location of Program (name of facility, address)</i>	<i>Day &amp; Time (Start date-end date)</i>	<i>Head Coach (address, phone number, e-mail)</i>

**\*\* Be sure to update SONB of any changes to the schedule or programs.**

**Section: PROGRAMS**  
**Topic: Coach's Qualifications**  
**Effective Date: October 1998**

**4000-11NB**

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All Head Coaches and Assistant Coaches must, where possible, complete the NCCP CSO Technical Level I course within one (1) year of accepting their position.

Rationale:

It is felt that every NB Special Olympics Coach would benefit by attending the CSO Level I Technical Course.

Volunteer Registration Package

Special Olympics New Brunswick is a growing organization with increasing numbers of registered athletes and volunteers. These volunteers donate their time and expertise and/or contribute financially to our organization. It is therefore apparent that Special Olympics New Brunswick must create policies to keep volunteers satisfied and actively involved.

The following pages outline a proposed volunteer recognition package. The proposed “awards” and “recognition” include:

1. The “Service” Award
2. Provincial Team Recognition
3. Board of Director’s Appreciation
4. Provincial Host Committee Appreciation
5. Executive Director’s Award
6. Regional Recognition
7. Award of Excellence

The “Service” Award

Presented to individuals who have contributed their time, expertise and enthusiasm to the development of sport, fitness and recreation for people who are mentally handicapped in New Brunswick.

Criteria

1. These awards are presented to individuals who have contributed the requisite number of consecutive years of service as either an:
  - a) administrator
  - b) coach
  - c) manager
  - d) official
  - e) organizer
  
2. Years of service will be determined according to the volunteer registration records for the program year September 1 – August 31 and verified through the provincial office.

Recognition

Five Years of Service

1. Bronze New Brunswick Special Olympic lapel pin
2. Certificate
3. Honorable mention in “The Banner” newsletter
4. Presented at the Awards Banquet

Ten Years of Service

1. Silver New Brunswick Special Olympics lapel pin
2. Framed Certificate
3. Honorable mention in “The Banner” newsletter
4. Presented at the Awards Banquet

Fifteen Years of Service

1. Gold New Brunswick Special Olympics lapel pin
2. Framed Certificate
3. Honorable mention in "The Banner" newsletter
4. Presented at the Awards Banquet

Twenty Years of Service

1. Gold New Brunswick Special Olympics identification ring
2. Framed Certificate
3. Honorable mention and Picture in "The Banner" newsletter
4. Presented at the Awards Banquet

Provincial Team Coach Recognition

This award is presented to those outstanding coaches who have been selected to represent Special Olympics New Brunswick as a coach at an Atlantic, National, or International Games.

Criteria

1. Must be a registered coach who has attended an Atlantic, National, or International Games
2. Candidates must have successfully met the criteria established for each game
3. Must be selected by the PPC Executive Committee and be submitted to the Program Director for final approval

Recognition

1. A commemorative memento displaying the insignia of the Games in question (where possible)
2. Honorable mention in "The Banner" newsletter
3. Presented to each coach at the Awards Banquet

Board of Director Appreciation

Presented to those Board Members who have served at least two terms on the Board of Director's of Special Olympics New Brunswick.

Criteria

This award is presented to a retiring or resigning board member for distinguished service on the Board of Directors.

Recognition

1. Framed certificate or an appropriate memento
2. Honorable mention in "The Banner" newsletter
3. Presented to the Board Member at the Awards Banquet by the Executive Director



Provincial Host Committee

Presented to the organization who hosted a Provincial Championship.

Criteria

1. The nominated organization must host or sponsor a Provincial Championship in any summer or winter sport(s) sanctioned by Special Olympics New Brunswick.
2. The event must be held within New Brunswick.

Recognition

1. Set of Games medals or appropriate memento presented to the chairperson of the event.
2. Presented at the Awards Banquet by the Executive Director.
3. Letter of appreciation from the Executive Director.

Corporate Sponsor Recognition

Corporations, businesses or firms who financially contribute to the on-going life of Special Olympics New Brunswick.

Recognition

Platinum Sponsor \$20000.00 or more

1. Plaque with the New Brunswick coat of Arms presented to the Corporation
2. Presented at the Awards Banquet
3. Highlight of corporation in media coverage
4. Letter of appreciation from the Executive Director/President

Gold Sponsor \$15000.00 or more

1. Framed certificate
2. Presented at the Awards Banquet
3. Highlight of corporation in media coverage
4. Letter of appreciation from the Executive Director/President

Silver Sponsor \$10000.00 or more

1. Framed certificate
2. Presented at the Awards Banquet
3. Highlight of corporation in media coverage
4. Letter of appreciation from the Executive Director/President

Bronze Sponsor \$5000.00 or more

1. Framed certificate
2. Presented at the Awards Banquet
3. Highlight of corporation in media coverage
4. Letter of appreciation from the Executive Director

Rita Agnew Spirit Award

Presented to an individual who best exemplifies the spirit of Special Olympics New Brunswick. Eligible individuals include:

- a) athlete
- b) board member
- c) coach
- d) manager
- e) official
- f) organizer

Recognition

1. Recipient's name engraved and added to a New Brunswick Special Olympics "Honor Roll" plaque on display at the Provincial Office
2. Framed certificate
3. Honorable mention in the "Banner" newsletter
4. Presented at the Awards Banquet

Regional Recognition Award

Each Regional Committee will select a volunteer whose involvement in Special Olympics has had a significant impact in the region. The criteria for selection are to be developed by the Regional Committee and forwarded to Special Olympics New Brunswick. The Regional Committee will select the final nominee and submit the name in writing prior to the Awards Banquet.

The Provincial Board of Director's makes the presentation.

Recognition

1. Framed certificate
2. Letter of Appreciation from the Executive Director and the Regional Co-coordinator
3. Honorable mention in "The Banner" newsletter
4. Presented at the Awards Banquet

Award of Excellence

Eligibility

A Canadian Special Olympics athlete, who, through the acquisition of skills and demonstration of attitudes, effectively made the transition into an ongoing community sport and recreation program, is recognized as having achieved the goals of Special Olympics Canada.

An athlete may be nominated for the Award of Excellence in more than one sport discipline and, after receiving the Award of Excellence may remain and compete in other official or demonstration sports offered by Special Olympics excluding the Sport in which he/she received Award. Athletes who have achieved the Award of Excellence may wish to continue involvement with their club in coaching/volunteer capacity or for additional sport training. They are not, however, eligible for any competition beyond the community level, in the sport in which they receive the Award of Excellence.

It is the hope of SOC that athletes will sustain their established peer relationships while developing new friends and contacts within the community.

Nomination Process

1. After consultation with the athlete, a coach nominates the athlete to the Chapter Program Committee (or Executive) including documentation of the athlete's accomplishments in support of the nomination.
2. The Chapter Program Committee nominates the athlete to the chapter Board of Directors by submitting a letter endorsed by the PPC Chairperson along with original nominating document.
3. The chapter submits the application and supporting documentation, endorsed in writing by the Chapter President to the National Office.

Award Presentation

All applicants that are submitted to the National Office, at the completion of the above process will automatically receive the award.

The award(s) will be sent to the Chapter Executive Director, who will have it/them appropriately engraved and arrange for presentation in a manner suitable to the chapter.

The Award of Excellence is a chapter award to be used at the discretion of the Chapter.

In New Brunswick, the award will be presented at the Awards Banquet.

- There can be more than one recipient of the award.
- Nominations for this award must be made by March 31 of each year.

## **TEAM OF THE YEAR AWARD**

This award will be presented annually to New Brunswick's most outstanding sports team.

### **Nominations:**

Nominations must be endorsed by the Special Olympics Region and forwarded to the Provincial Office by **March 31**. Nominations must be accompanied by a nomination form and two letters of reference.

### **Award Criteria:**

Nominee must be a registered team in a Special Olympics program and exemplify the true spirit of Special Olympics.

### **Award Recognition:**

- This award will be presented to the recipients (one coach and one athlete will represent the team) at the Annual Awards Banquet (April).
- The recipients will receive a certificate.
- The recipient will be recognized in the New Brunswick Special Olympics Newsletter.

**TEAM OF THE YEAR**

**Nomination Form**

Team Name: \_\_\_\_\_  
\_\_\_\_\_

Sport:

Coach Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (h): \_\_\_\_\_

(b): \_\_\_\_\_

Team Members: \_\_\_\_\_

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1. How long has this team been together?

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2. What are some of the individual team members' accomplishments and honours (i.e. most valuable player, All Star etc...).

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3. Please describe the team members' general characteristics and how this team exemplifies themselves as positive role models.

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4. Has the team represented New Brunswick in competition? Please provide competition name(s), location and date(s) of competition(s).

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5. Please provide some background information on the competitive history of this team and the team's involvement in community activities.

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6. Please give three reasons why this team should be named Special Olympics New Brunswick Team of the Year.

i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ii) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the nomination form and attach two (2) letters of reference and return to the Provincial Program Director by March 31.

\_\_\_\_\_  
Regional Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by (signature)

\_\_\_\_\_  
Position

**Section:** PROGRAMS  
**Topic:** Athletes of the Year Award  
**Effective Date:** 15 January 2011

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## MALE AND FEMALE ATHLETE OF THE YEAR

This award will be presented annually to New Brunswick's most outstanding male and female athlete.

### **Nominations:**

Nominations must be endorsed by the Special Olympics Region and forwarded to the Provincial Program Director by March 31. Nominations must be accompanied by a nomination form and two letters of reference.

### **Award Criteria:**

Nominee must be registered in a Special Olympics club and exemplify the true spirit of Special Olympics.

### **Award Recognition:**

- This award will be presented to the recipients at the Annual Awards Banquet (April).
- The recipients will receive a certificate.
- The recipients will be recognized in the New Brunswick Special Olympics Newsletter.

**MALE AND FEMALE ATHLETE OF THE YEAR  
Nomination Form**

Nominees Name: \_\_\_\_\_ Local: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (H) \_\_\_\_\_ (B)  
\_\_\_\_\_

Gender: (Please Circle)                      Male    Female

*Please complete the following information in support of this nomination.*

**1. PARTICIPATION**

a. Please specify how long the athlete has been involved in a Special Olympics Program(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Please identify the sport(s) the athlete is registered and active in.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. ATHLETIC AND PERSONAL DEVELOPMENT**

a. How has the athlete demonstrated success in sport? Please provide specific examples of how the athlete has done their personal best and achieved their athletic goal(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Please provide specific examples of how the athlete has demonstrated improvement in athletic skill.

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- c. How has the athlete demonstrated personal growth and development i.e. Self-discipline, independence, etc...

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- d. Please provide additional comments/examples which describe the athletic and personal development of the athlete.

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**3. SPORTSMANSHIP**

a. How has the athlete exemplified the true spirit of Special Olympics? Please provide specific examples.

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b. Please provide specific examples of how the athlete has displayed sportsmanship and has been considerate of fellow athletes, coaches, and officials.

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Please complete the nomination form, attach two (2) letters of reference and submit to the Provincial Program Director by March 31.

\_\_\_\_\_  
Region

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by (signature)

\_\_\_\_\_  
Position

**Section:** PROGRAMS  
**Topic:** Coach of the Year Award  
**Effective Date:** 15 January 2011

4000-15NB

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## MALE AND FEMALE COACH OF THE YEAR

This award will be presented annually to New Brunswick's most outstanding male and female coach.

### **Nominations:**

Nominations must be endorsed by the Special Olympics Region and forwarded to the Provincial Program Director by March 31. Nominations must be accompanied by a nomination form and two letters of reference.

### **Award Criteria:**

Nominee must be registered in a Special Olympics club and exemplify the true spirit of Special Olympics.

### **Award Recognition:**

- This award will be presented to the recipients at the Annual Awards Banquet (April). All nominees will receive a certificate.
- The recipients will be recognized in the New Brunswick Special Olympics Newsletter.

**Section:** PROGRAMS  
**Topic:** Coach of the Year Award  
**Effective Date:** 15 January 2011

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**MALE AND FEMALE COACH OF THE YEAR  
Nomination Form**

Nominees Name: \_\_\_\_\_ Local: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (H) \_\_\_\_\_ (B) \_\_\_\_\_

Gender: (Please Circle) Male Female NCCP#: \_\_\_\_\_

*Please complete the following information in support of this nomination.*

**1. CONTRIBUTION TO SPORT IN SPECIAL OLYMPICS**

a. Please specify the coach's involvement with any sport committees, boards, and/or associations. Provide the term of office and list the responsibilities of the coach.

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b. Detail the coach's involvement in the organization or initiation of programs and/or competitions.

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- c. What has the coach done to encourage and support the development of assistant coaches, parents and other volunteers?

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2. **COACHING EFFECTIVENESS**

- a. How has the coach's athletes demonstrated improvement? Please provide specific examples of athlete/team improvement and achievement of goals.

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- b. How has the coach demonstrated concern for the all-round development of the athlete i.e. assist the athlete in balancing sport, social and educational needs, and in developing confidence, self-discipline and independence.

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**3. PERSONAL DEVELOPMENT**

Please list the coaching certification the coach has attained (NCCP) as well as any other courses, seminars, First Aid etc... the coach has completed.

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<b>Section:</b>	<b>PROGRAMS</b>	<b>4000-15NB</b>
<b>Topic:</b>	<b>Coach of the Year Award</b>	
<b>Effective Date:</b>	<b>15 January 2011</b>	<b>Page 5 of 5</b>

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**4. LEADERSHIP**

Provide examples of how the coach has demonstrated and practiced self-discipline, co-operation, respect for official and opponent, and proper attitudes in language, dress, etc...

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**5. OTHER**

You may provide any additional comments on the lines provided.

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Please complete the nomination form, attach two (2) letters of reference and submit to the Provincial Office by January 30.

\_\_\_\_\_  
Region

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by (signature)

\_\_\_\_\_  
Position

A. **PREFACE**

New Brunswick Special Olympics, through the Provincial Office, accepts proposals from NB Special Olympics Locals who are interested in being considered as a host for Provincial Games.

B. **THE BID SELECTION COMMITTEE**

NB Special Olympics will convene a Selection Committee to review and select a host site for Provincial Games from the bids submitted. This selection committee will consist of, but not be limited to, 2 members of the NB Special Olympics Board of Directors, 2 Local Coordinators, and 2 Provincial Office Staff. All Locals or organizations submitting bids will be notified of the Selection Committee's decision.

C. **THE BID COMMITTEE**

The term "Bid Committee" refers to an ad hoc organization which works to bring the NB Special Olympics Games to a particular community. This committee usually includes a Chairperson, representatives from the Special Olympics Local and individuals from the community with experience in event management and a knowledge of that community.

While many of the people who serve on the Bid Committee will play a major role in the Games Organizing Committee (GOC) formed after the award of the Games, the personnel need not necessarily be the same.

D. **THE BID PROCESS**

The first step in the Bid process is the submission of a "Letter of Intent" to Bid from the potential bid committee to the Executive Director of NB Special Olympics.

This step formalizes the relationship and creates an opportunity for NBSO to assist the Bid organizers in meeting the needs of the organization.

NBSO will respond in writing to the "Letter of Intent" and enclose the Bid Guidelines Package.

**Section:**  
**Topic:**  
**Effective Date:**

**PROGRAMS**  
**Bid Procedures for Provincial Summer and Winter Games**

**4000-16NB**

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Wherever possible, NB Special Olympics would like to give each host site 1 ½ years advance notice to allow adequate time for all committees to be established and develop their plan of action. Keeping this in mind, any organization who is interested in hosting a NBSO Provincial Games needs to submit bids approximately 2 years in advance. Once bids are received, the Selection Committee will review the bids. Any clarifications or further information that is needed by the Selection Committee to fairly assess the bid will be requested in writing. This ensures that all potential bid committees have a fair and equitable opportunity to compete with each other.

The following document will provide interested groups with the specific information necessary when preparing a bid application.

E. **LETTER OF INTENT**

The letter of intent is the formal written acknowledgement by the Bid Committee of their intent to develop a bid and submit it to NBSO by the deadline.

The letter of intent should identify the contact person for the Bid Committee (name, address, phone, fax) and include any requests for information needed to adequately prepare the bid.

## **BID GUIDELINES**

### **A. Background**

Provide some background on your local:

- Year established
- List the sport programs offered in your local (summer / winter)

Each Local will have hosted a number of Events. List information on tournaments, meets, or clinics hosted in your Local.

- Event (Regional/Local)
- Local facilities used
- Numbers in Attendance
- Comments from evaluation forms (if available)

Provide names of individuals / groups within your area that have been supportive of your events in the past.

- Local Service Clubs
- Local Sport Clubs
- City Administration
- Schools/School Boards
- Sport Service providers

Provide names of the following:

- Local's Corporate Sponsors
- Local's Individual Sponsors

The Bid must include a Letter of Endorsement from the City and the School District.

The Bid Committee should feel free to add any additional information that they think would be beneficial to the Bid Selection Committee.

**Section:**  
**Topic:**  
**Effective Date:**

**PROGRAMS**  
**Bid Procedures for Provincial Summer and Winter Games**

**4000-16NB**

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**B. Event Philosophy**

Hosting an event of this magnitude is no easy task. Please describe for the Bid Selection Committee what your Local hopes to gain from hosting the Provincial Games. Please include information on the following:

- Why your Local wishes to host this event
- What makes your community the perfect site for the NBSA Provincial Games?
- What legacy will the NBSO Provincial Games leave in your Community?

**C. Dates (Proposed)**

Dates for the Provincial Winter Games can be from mid January through to late February. Dates for the Provincial Summer Games can be from early July to late August. The Games should not be scheduled on a long weekend or holiday. When choosing your date, the following things should be considered:

- Dates of other Provincial Generic Games
- Weather conditions (trends of past years)
- Availability of facilities
- Sanction from the Host City
- School availability (holidays, in-service days, etc...)

Include in your bid three date that the Bid Committee proposes for the hosting of the Provincial Games. The list of dates should be listed in order of preference.

**D. Facilities**

Your bid must include the names of the facilities that you propose to use for the Games. You should include pictures of each venue (if at all possible) along with a map of the city showing when each facility is open.

Please include information on the following facilities:

- Sport Venues
- Accommodations (for athletes/coaches, VIP's, Officials)
- Opening/Closing Ceremonies
- Food Services (if other than schools)
- Banquet

**E. Transportation**

It is important for the Games Community to have accessibility to other communities in the Province. Please outline the following:

- Highways servicing your community

The amount of transportation required to host a Games of this magnitude is significant. Please state how you propose to meet the following requirements within your community.

- Athlete/Coach transportation (ie: buses, vans)
- VIP Transportation (ie: courtesy cars/vans)
- Supporter Transportation (ie: city transit, Games shuttle)

**F. Accommodation**

There are many considerations that need to be addressed in providing housing for the Provincial Games. Outline your plans to meet the following criteria:

- Separate rooms for male/female
- Sufficient shower and washroom facilities (1 stall for every 20 people)
- Sufficient staff to maintain facility (janitorial staff or volunteers to assure cleanliness.

**VIP/OFFICIALS ACCOMMODATION**

- A hotel within reasonable distance of the Athletes Village
- Must be at a moderate rate

**Supporters Accommodation:**

- List the types of facilities that would be available for supporters (ie: hotels, motels, campgrounds, hostels). Note: This is at the expense of the supporter.

**G. Medical**

NB Special Olympics must ensure that health and safety precautions are provided for all Games participants. Please include:

- A list of the community medical facilities
- If possible, a Letter of Support from the Medical Community



**Section:**

**PROGRAMS**

**4000-16NB**

**Topic:**

**Bid Procedures for Provincial Summer and Winter Games**

**Effective Date:**

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**H. Other**

While the Bid Selection Committee requires information on items A through G, please feel free to add any other information that the Bid Committee feels would be of interest or is relevant to this Bid.

## **SELECTION OF COACHES TO A HIGHER LEVEL OF COMPETITION**

**OBJECTIVE:** To have an equitable process to select coaches for National Games.

**POLICY DETAILS:** All coaches are encouraged to apply for coaching provincial teams at the National and International level.

The application process shall include an application form completed by the applicant.

Coaches for team sports will also have to apply to the provincial team using this format.

**SELECTION:** The Chef de Mission will determine the number of Team Volunteer and Team Coach positions in each sport based on the quotas received from Canadian Special Olympics.

Coaches in each sport will be chosen by the PPC Executive.

The PPC Chairperson will cast the deciding vote in a tie situation.

Selection shall be based on:

Information on the application form.

Coaching and management skills observed at the Provincial Games.

**DEFINITIONS:** TEAM COACH

Coaching Staff selected for their leadership, coaching experience and technical knowledge. Their duties will primarily be team coaching during competition.

TEAM VOLUNTEER

Coaching Staff selected for their leadership skills, Special Olympics and administrative knowledge. Their duties will primarily be on team administrative tasks during competition.

**MINIMUM REQUIREMENTS:**

Coaches are fully certified NCCP Level I Canadian Special Olympics.  
(Theory, Technical and Practical).

Must possess the Technical Level 1 in the sport applying for.

Must have participated in the provincial qualifier in the sport in the year prior to the National event.

**PROCESS:** Application forms will be sent to Local Coordinators to distribute to Provincial Games Coaches.

Regional Coordinators will distribute the forms to all coaches who will be participated in the Provincial Games.

Applicants must submit their completed application forms no later than 30 days after the Provincial Summer or Winter Games or Provincial Qualifying event.

All applicants will be notified by the PPC Chairperson. Any unsuccessful applicants may request in writing, within 15 days of receiving their notification, explanation for their not being selected.

The PPC Chairperson must respond within 30 days of receipt of the request.

**APPLICATION FOR SPORT MANAGER AT A NATIONAL GAMES**

Indicate position(s) applying for: **Cross Country Ski Sport Manager:** \_\_\_\_\_  
**Curling Sport Manager:** \_\_\_\_\_  
**Floor Hockey Sport Manager:** \_\_\_\_\_  
**Snowshoeing Sport Manager:** \_\_\_\_\_  
**Speedskating Sport Manager:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ NCCP # \_\_\_\_\_

\*\*\*\*\*

Applicants must meet the following:

1. Have completed NCCP-CSO Level 1 Certification (theory, technical and practical)

\*\*\*\*\*

Please complete the following:

1. Years of experience with NBSO and in what areas did you volunteer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Coaching courses complete: (include NCCP, First Aid etc...) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. List all competitions/championships you have attended as a coach/volunteer.(Special Olympics and Other). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Reasons you should be selected for Team NB: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please list what you feel your responsibilities would be at the National Games:

\_\_\_\_\_

\_\_\_\_\_

NOTE: The above information must be completed and returned to the PPC CHAIR by:

21 March 2011

**Deadline Date**

Endorsed Regional Coordinator Yes \_\_\_ No \_\_\_

Signature \_\_\_\_\_

**CALL FOR COACHES**  
**APPLICATION FOR HEAD COACH OR ASSISTANT COACH AT A NATIONAL GAMES**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Sport: \_\_\_\_\_ NCCP Passport #: \_\_\_\_\_



Applicants must meet the following:

1. Have completed NCCP-CSO Level I Certification (theory, technical and practical)
2. Have participated in the sport at the provincial qualifier.
3. Have the Technical Level 1 in the sport.

\*\*\*\*\*

Please complete the following:

1. Years of experience with NBSO and in what areas did you volunteer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Coaching Courses complete: (indicate NCCP, First Aid, etc...) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List all competitions/championships you have attended (Special Olympics and Other)  
\_\_\_\_\_  
\_\_\_\_\_

4. Reasons you should be selected for Team NB: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please list what you feel your responsibilities would be at the National Games: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

NOTE: The above information must be completed and returned to the Chapter office by 21 March 2011 \_\_\_\_\_

**Deadline Date**

Endorsed by Regional Coordinator: yes \_\_\_ no \_\_\_

Signature \_\_\_\_\_



**NB SPECIAL OLYMPICS**  
**SELECTION CRITERIA FOR ATHLETES TO A HIGHER LEVEL OF COMPETITION**

When looking at criteria, locals should keep in mind that in other sport bodies, higher level competitions are meant for athletes who have, through their performance, proved themselves capable. In Special Olympics, this does not only include athletes who compete in the high functioning ability levels, but is also meant for those athletes in the medium and low functioning ability levels who have also proven themselves capable. Athletes who have in the past shown behavioural or social problems when exposed to these types of activities should not be chosen so that other team members are not deprived of a pleasant and rewarding experience.

Keeping in mind the above and the Athlete Conduct Policy, the criteria and procedure for selection of athletes are as follows:

1. Only athletes registered with NBSO in that program year are eligible.
2. Athletes have competed in the provincial event within the year preceding the National Games in that particular sport.
3. Athletes must be 10 years of age for provincial competition and 13 years of age for national competition as of September 1 of that program year, in order to be eligible.
4. Athletes will be selected on a standard of performance. The following procedure will be used to select athletes to the team.

**GENDER:**

Athletes advancing to higher levels of competition should proportionally represent the number of participants of that gender at the previous level of competition (ie. if 60% of the competitors in a sport at the Provincial Games are female, then 60% of the National Games quota in that sport should be filled by females).

**AGE:**

Athletes will be selected proportionally from age groups representing the number of participants within that age group at the Provincial Games (ie. if 50% of participating male snowshoers are over 30 years of age, then 50% of the snowshoe quota should be filled by male snowshoers who are over 30 years of age).

**SKILL LEVEL:**

Athletes who advance to higher levels of competition will be from a variety of skill levels. This then implies that competitors selected to the next level of competition will not solely be those athletes who technically run the fastest or jump the highest.

**GUIDELINES FOR INDIVIDUAL SPORTS:**

1. Athletes are assigned points in the following manner based on individual performance at Provincial Games/Championships.
  - a) Competitors will be placed in heats based on seeding times.
  - b) Athletes will be awarded points based on their finish in the heats.

1 <sup>st</sup> place	10 points
2 <sup>nd</sup> place	8 points
3 <sup>rd</sup> place	6 points
4 <sup>th</sup> place	4 points
5 <sup>th</sup> place	2 points
6 <sup>th</sup> place	0 points
  - c) A coach has the right to appeal to the selection committee for a compensation bonus of 5 points to be applied to a participant's total who is placed in a division where they are at a disadvantage of winning and still obtain a personal best as based on actual race results. (Only to apply if athlete finishes in 5<sup>th</sup> place or lower). The coach has one week from receiving the results to appeal to the PPC Executive.
  - d) The individual's points are totaled and divided by the number of events entered at the Provincials (withdrawal from events is considered only in the case of documented injury/medical reasons).

**PROCEDURE:**

Local Co-ordinators will be notified if athletes from their local have been selected. It will be up to the athlete's coach to determine if the athlete meets all other criteria.

1. Is the athlete able to travel without their local coach?
2. Athlete's previous behaviour at events and programs
3. Can the athlete be away from home for 3-7 days?
4. Athlete's dedication to their sport (ie. do they attend practices regularly and willingly?).

When a local coach receives initial inquiry as to potential selections, please ensure that you consider the Athlete Conduct that is Provincial Policy 4000-09NB . If a Local responds with a no to a particular athlete they may not make an alternate choice from their local. The next person on the list regardless of community would be asked to be a member of Team NB.

The duration of provincially recognized sport seasons are as follows:

Floor Hockey	October - May
Aquatics	October - April
10/Candlepin Bowling	October - May
Power lifting	October - June
Nordic Skiing	January - March
Snowshoeing	January - March
Speed Skating	October - April
Figure Skating	October - March
Curling	November - March
Athletics	May - July
Soccer	June - August
	October - May
Softball	June - August
Rhythmic Gymnastics	Year Round

**Rationale:**

The length of time may vary from Athletics Club to Sport Club. The seasons are identified so that planning local programs to coincide with what other locals are doing is easier. The objective is to have all NB Special Olympics sports running parallel to generic sport clubs.



For any competition exceeding three (3) days, where possible, provision be made to allow coaches and chaperones the opportunity to leave the event and return no later than midnight. This time out will not exceed two (2) hours.

For all events that NB Special Olympics participates in, where possible, a coach's lounge will be provided for coaches and chaperones only.

That all coaches be required to stay at the Games accommodations site during Provincial Games and Tournaments.

Rationale:

To keep the Games atmosphere.

To ensure adequate supervision for athletes at ALL times.

**Section:** TRAINING & COMPETITION  
**Topic:** Coach Eligibility at Provincial Games  
**Effective Date:** January 1999

**5000-05NB**

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### **COACH ELIGIBILITY CRITERIA FOR PROVINCIAL GAMES/TOURNAMENTS**

The following are the minimum requirements for all head coaches attending Provincial Games or Tournaments

CSO/NCCP Level 1 full certification (theory, technical, practical), and NCCP Level 1 Technical in the sport for which the coach is coaching.

Note:

For those sports that do not have a Level 1 technical course (powerlifting, snowshoeing, candlepin bowling, and floor hockey) the following will apply:

- a) 100 hours of coaching Special Olympics athletes in that sport.

**Section:** TRAINING AND COMPETITION 5000-06NB  
**Topic:** Player Pick-up  
**Effective Date:** April 1999 Page 1 of 1

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If a local can prove that they do not have enough athletes to fill the maximum quota of a team roster they may pick up from a local within their region if that local does not offer the program.

The Local Coordinators or their appointee must attend Provincial Summer and Winter Games as the Chef de Mission for their Local. The Chef de Mission shall have no other coaching or volunteer responsibilities other than acting as the Chef de Mission/Head of Delegation for the Local (*see following job description*).

**Rationale:** To provide each Local with one (1) individual who acts as the head of every local contingent at Provincial Games.

### **CHEF DE MISSION: Job Description**

#### **Purpose:**

To ensure that the team is effectively managed at their appointed venue sites, and that the coaches and athletes experience a positive and productive competitive and games environment.

#### **Responsibilities:**

- Work as a team leader and team member
- Utilize excellent written and oral skills
- Utilize excellent organizational and administrative skills
- Work with NBSO and then Games Organizing Committee to ensure the effective operation and management of team members
- Act as a role model for all team members
- Provide administrative and supervisory support to the team
- At the Games, correspond daily with NBSO and the Games Organizing Committee regarding the status and progress of the team
- Assess and evaluate the needs of team members at the venue via the coaches and relate these specific needs to the Venue Organizers
- At the Games, conduct daily coaches meetings with Head Coaches to relay information
- Retain a copy of all accident/incident forms, and relay any injuries or concerns to NBSO
- Ensure the athlete and coach's code of conduct is being enforced
- Evaluate the structure and organization of the Games at the venue site appointed and make written recommendations to NBSO upon return
- Travel with the team to and from the Games
- On call 24 hours a day at the Provincial Games

1. For the purpose of competition an athlete's age group is determined by the athlete's age as on the first day of competition.
2. On the first day of competition, athletes must be at least:
  - Eight (8) years of age to compete in Special Olympics at a **regional** level
  - Ten (10) years of age to compete in Special Olympics at a **provincial** level
  - Thirteen (13) years of age to compete in Special Olympics at a **national** level
  - Fourteen (14) years of age to compete in Special Olympics at an **international** level

*Certain sports and events may further restrict the athlete participation based on age. Additional age requirements may be indicated in the specific rules for each sport in the Canadian Special Olympics Rule Book.*

3. The following age groups shall normally be used for all Special Olympics competitions:

a) Individual Sports:

- Ages 8-11
- Ages 12-15
- Ages 16-21
- Ages 22-29
- Ages 30 and over\*

*\*NOTE: Additional age groups may be established if there are sufficient numbers in the '30 and over' age group.*

b) Team Sports

- Ages 15 and under
- Ages 16-21
- Ages 22 and over\*

*\*NOTE: Additional age groups may be established if there are sufficient numbers in the '22 and over' age group.*

4. The age group of the team is determined by the age of the oldest athlete on that team on the opening day of competition.
5. In team sports, within each ability group, age groups may be combined to create divisions. If there is only one team within an age or ability group, that team must be combined with other teams for competition (exception – rhythmic gymnastics)\*\*.  
*\*\*NOTE: Due to the differences between abilities in routines in the different levels in rhythmic gymnastics this rule does not apply.*

**Individual Sports – Minimum Entries Per Event**

At Provincial Summer and Winter Games there must be a minimum of three (3) entries in an individual sport event or the event will not be offered.

ie. there must be three (3) registrants in the 50m backstroke or the event will not be offered.

**Individual and Team Sports – Minimum Entries**

At Provincial Summer and Winter Games there must be a minimum of three registered team or athletes in a sport or the sport will not be offered.

**Rationale:** To provide real competition for all athletes who attend and so that Games Organizing Committees do not procure often costly facilities for such few entries.

That alcohol shall not be available to, or consumed by, athletes and coaches, from point of departure to return, or at any sporting event organized by Special Olympics in Canada (i.e. National, Chapter, or Regional Events).

**Section:** TRAINING AND COMPETITION  
**Topic:** Athlete Training Requirements  
**Effective Date:** May 1989

**5000-35CSO**

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Training periods for athletes competing in Special Olympics competitions is outlined as follows:

- Provincial Games – 3 months or 30 hours minimum
- National Games – 1 year, 3 months
- International Games – 2 years, 3 months



Code of Conduct for New Brunswick /Regional Representative Travelling Teams

This code consists of three parts:

1. Basic Principles.
2. Outline of Responsibilities of Team Personnel.  
Outline of "Offences" and Behaviour not conducted by New Brunswick Special Olympics.
3. Methods of Enforcing the Code.  
Disciplinary Procedures.

1. Basic Procedures

- a) The main purpose of this code is to expedite the way in which Managers and Coaches organize travelling teams, ie. its primary intent is constructive rather than punitive in nature.
- b) The code is designed so as to be able to deal with the following three kinds of situations:
  - Where someone might interfere with someone else's performance
  - Where someone might interfere with their own potential performance
  - Where someone might bring discredit to NB Special Olympics
- c) Illegal behaviour is not condoned by NB Special Olympics.
- d) To whom does the code apply?
  - All athletes, managers, and coaches who are official NBSO regional team members
  - Anyone who takes advantage of the Team travel or accommodation arrangements shall be considered as part of the NBSO Regional Team for the purpose of this code.
- e) The enforcement of the code (and hence the nature of it) will vary at the Managers and Team Coaches discretion in accordance with the age of the athletes involved on any given occasion.

2a. Outline of Responsibilities of Various Team Personnel

i) Team Managers(s):

- Responsibility of organizing the team informing team members of their selection to the team
- Arrange any transportation requirements
- Oversee transportation to and from competition sites
- Ensuring that entries are filed on time
- Communicating with Team Personnel
- Attend all related meetings affecting the competition
- Ultimate responsibility for discipline and action of all team members
- Relate specific needs, problems and complaints of the delegation to the organizing committee
- Dealing in conjunction and, if applicable, with Team Coaches and/or athletes on abuses dealing with liquor, sex, drugs, and general rowdiness, and reporting to the NBSO Executive Director and Chairman of Provincial Program Council (PPC)

ii) The Coaches

- Responsible for a minimum of 4 athletes (summer) and 3 athletes (winter)
- Is responsible for those activities relating to the competition and any pre-competition training that might be necessary
- Provide for the general welfare, safety, health, and well-being of each athlete in your charge
- Make sure your athletes are assembled at the proper time and place for all activities
- Be thoroughly familiar with all Pre-arrival Information
- Provide the following specific services to each athlete:
  - In co-operation with other mission staff in your regional delegation, supervision 24 hours a day
  - Assistance in accounting for luggage and personal items at all times
  - Assistance in getting to all meals during scheduled times
  - Assistance in taking full advantage of clinics and other events
  - Supervision over taking prescribed medication at proper times
  - Assistance in maximizing the benefits achieved through participation
  - Making sure athletes wear identification
- Report all emergencies to Team Manager / appropriate authorities after taking immediate emergency action

- Responsible for contingent discipline, any problems should be brought to the attention of the Team Manager
- Attend all related meetings and communicate to the athletes
- Project a good image for your team at all times
- Responsible to the Team Manager

iii) The Athletes

- Respect the standard rules of acceptable behaviour in competition, as well as the specific rules of competition outlined in the CSO and USSO handbooks.
- Accept the decision of coaches and managers although the athlete should feel free to express any dissatisfaction with such arrangements directly to the Coach/Team Manager
- Athletes must travel with the Team as recommended by the team manager unless prior arrangements to do otherwise have been made in any event, not without the prior knowledge of the Manager. (It is presumed that the Team Manager will be accommodating in such matters, where possible)
- Athletes are expected to wear the Team uniform when provided with it
- Project a good image for the team at all times
- Responsible to the coach assigned
- Enjoy the competition

iv) Other Coaches

- From NBSO who travel with the Team at their own expense are not expected to refrain from coaching their athletes. They are expected to aid the Team Coach where possible and to accept the Coach's decision on such matters as relay teams, etc...

v) The Board of Directors

- Has delegated responsibilities for NBSO teams to the Team Managers and Team Coaches and they are to be the sole authority for the duration of the trip from departure and to return.

b) Outline of Offences

The following actions by team members, including team staff, will be considered offences for the purpose of this code.

- i) Any offence under the criminal and civil code of Canada including provincial jurisdiction.
- ii) Curfews when imposed and refusal to wear Team uniforms when supplied. Accepting to represent their Club on the day of competition. Willful or malicious damage of property, theft, or the incurrence of NBSO expenditures in excess of those authorized by the Team Manager.
- iii) Disturbance of any sort in Team quarters.

2. Enforcement of the Code and Disciplinary Measures

- a) The team staff shall initially deal with any infractions on the spot. On return they shall report to the Disciplinary Committee (PPC Executive) which will recommend punishment which may mean admonishment from New Brunswick Special Olympics programs. In no case will the Disciplinary Committee make a recommendation to the NBSO Directors without ample opportunity for a fair hearing of the “accused’s” testimony. Only when the athlete representative or official involved refuses to make himself available for such a hearing shall a recommendation be made to the Board of Directors without such testimony.
- b) If this group fails to reach a decision, the matter shall be reported to the Board of Directors for their consideration. Again, the athlete or official involved is to be given a fair hearing before any disciplinary action is recommended (see above process).
- c) Any matter not covered in this code remains at the discretion of the Team staff and Disciplinary Committee.

Sources: Ontario Special Olympics  
Ontario Track & Field Association

**PURPOSE:**

The goal of the Provincial Sport Technical Committee and representatives is to ensure that the integrity of sport is maintained for Special Olympics athletes. This is accomplished through the provision of training resources and technically sound opportunities for competition for athletes of all abilities.

**RESPONSIBILITIES:**

The Provincial Sport Technical Committee commits to:

Assist in the provision of resource materials for coaches related to training, competition and skill acquisition.

Assist with and advise on the technical aspects of Provincial Games.

Assist in obtaining and distributing the most current information regarding training, technique and competitive opportunities for NB Special Olympians.

Receives and distributes or responds to information obtained from the National Sport Technical Representative.

Makes suggestions to the National Sport Technical Representative. ie: rule changes

Works with the Provincial Program Director to ensure that CSO rules and regulations are implemented at Provincial Games.

Networks with the appropriate Provincial Sport Organization to utilize their resources.

Consults with Provincial Games Organizing Committee on venue sites, rule and regulation requirements, selection of officials and scheduling.

Supports and promotes all levels of ability within the sport program.

**Composition of the Committee:**

- The Provincial Sport Technical Advisory Committee (P.S.T.A.C) is composed of fourteen (14) Provincial Advisor's. Each official and demonstration sport will be represented by a P.S.T.A.C.
- Chairperson: elected from the fourteen P.S.T.A.C's by the members of the P.S.T.A.C.. The Chairperson presides over all P.S.T.A.C. meetings. The Chairperson represents the P.S.T.A.C. on the Provincial Program Committee (PPC)
- Provincial Program Director

P.S.T.A.C. members will represent one of the following sports:

**Winter Sports**

Alpine Skiing  
Nordic Skiing  
Figure Skating  
Speed Skating  
Snowshoeing  
Floor Hockey

**Summer Sports**

Athletics  
Aquatics  
Soccer  
Bowling 5 Pin  
Bowling 10 Pin  
Power lifting  
Rhythmic Gymnastics  
Softball

**Meetings:**

P.S.T.A.C. members shall be required to attend a maximum of two (2) meetings throughout the year. These are typically held in October and April.

Minutes for these meetings shall be circulated to the following:

- All P.S.T.A.C. members.
- PPC.

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<b>Section:</b>	<b>COMMITTEES</b>	<b>6000-04NB</b>
<b>Topic:</b>	<b>Provincial Sport Technical Advisory Committee Chairperson's Job Description</b>	
<b>Effective Date:</b>	<b>July 1997</b>	<b>Page 1 of 1</b>

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**Requirements:**

- Leadership, organizational, and administrative skills
- Strong communication skills (written and verbal)

**Duties and Responsibilities:**

- Makes recommendations to the PPC regarding the P.S.T.A.C. meetings and objectives in conjunction with the Provincial Program Director.
- Submits P.S.T.A.C. motions to the PPC Chairperson in the form of a motion.
- Reports to P.S.T.A.C. the results of decisions made at the PPC meeting.
- In conjunction with the Program Director designs and distributes the P.S.T.A.C. agenda to all members.
- Chairs all P.S.T.A.C. meetings.
- Ensures prompt distribution of P.S.T.A.C. minutes in conjunction with the Program Director.
- Calls additional meetings of the P.S.T.A.C. as required.
- Assists in ensuring that all Provincial and National Coach selection and eligibility practices are carefully monitored.
- Ensures that an appropriate member of the P.S.T.A.C. is appointed to chair any meeting that the chairperson is unable to attend.
- Provides support in conjunction with the Program Director to all members of the P.S.T.A.C.

**Duration of Term:**

One term (2 years) following the election at either the Fall or Spring P.S.T.A.C. meeting.

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<b>Section:</b>	<b>COMMITTEES</b>	<b>6000-05NB</b>
<b>Topic:</b>	<b>Provincial Sport Technical Advisory Committee Advisor's Job Description</b>	
<b>Effective Date:</b>	<b>July 1997</b>	<b>Page 1 of 1</b>

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**Requirements:**

- Administrative Skills.
- Communication skills (written and verbal).
- Coaching experience within the sport.
- Fully Level I certified within the sport.

**Duties and Responsibilities:**

- Advises regional coaches within their sport.
- Responds to correspondence received from the National Technical Advisor.
- Relays all rule changes, new information, training techniques, etc..to all regional coaches in conjunction with the Program Director.
- Advises the National Sport Technical Advisor of suggested rule changes.
- Assist the Program Director as needed to ensure the implementation of CSO rules and regulations at Provincial Games and Tournaments.
- Assists in the implementation and evaluation of the technical aspects involved with Provincial Games and Tournaments.
- Advisors are responsible to the P.S.T.A.C. Chairperson.

**Duration of Term:**

The positions are to be appointed for a maximum of two (2) terms. (one term =two years).

After each members first term (two years) the representative will consult with the P.S.T.A.C. Chairperson and Program Director at which time the representative may be invited to remain on the committee for an additional term.

**All P.S.T.A.C. members will receive direction and support from the Committee Chairperson and the Program Director.**



**Section:**  
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**Effective Date:**

**COMMITTEES**  
**Financial Management for Local Committees**

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**FINANCIAL MANAGEMENT POLICIES & PRACTICES**  
**For Local Committees**

**PREAMBLE:**

The financial policies and practices of an organization often reflect the value an organization places on the funds provided to that organization to meet its mandate. The Provincial Board of Directors and NBSO feel an extreme sense of responsibility to ensure monies entrusted to the organization are both managed properly and expended appropriately.

NBSO and its Locals have very little guaranteed funding. Funding is currently provided to NBSO because of the work done and the integrity of the organization and the individuals within it.

As the organization grows, so does the need for increased funding. The responsibility and risk associated with monitoring these funds also increases.

In an effort to protect the integrity of NBSO and those individuals responsible for its financial management, the following policies and practices have been developed. These apply to Local Committees.

## **OVERVIEW OF RESPONSIBILITIES**

### **FINANCIAL MANAGEMENT**

- a) The Treasurer is responsible for the management of the Local's financial affairs.
- b) The Treasurer must ensure that a yearly budget of receipts and expenditures is drafted and approved by the Local.
- c) A quarterly budget review will be prepared and presented by the Treasurer at a Local Meeting.
- d) A summary of expenses and revenues will be presented at each meeting of the Local by the Treasurer.
- e) The Treasurer must maintain all bank accounts, back-up documentation, bank reconciliations, receipt and disbursement journals, and a general ledger. This material must be made available for a review by those authorized by the Provincial Office at any time such a review is requested.

### **ALLOCATION OF FUNDS**

- a) All funds raised through provincially initiated projects will be allocated at the discretion of NBSO.
- b) All funds raised through locally initiated projects will be allocated at the discretion of the Local committee. If a local ceases to operate or loses accreditation, any and all fund balances must be returned to the Provincial Office where they will be held in trust for five years. If after 5 years the Local does not renew operation, the funds may be transferred to NBSO use.

**BANK ACCOUNT / SIGNING AUTHORITIES**

All Locals should use the official bank of NBSO (Royal Bank) for all their banking services. Where this is not possible or feasible, Locals shall contact the Provincial Office for approval to use a different bank.

- a) All Local's shall operate one and only one bank account (except where required to operate a separate account for the purpose of bingos or lotteries).
- b) Accounts must be registered with NBSO through the "Local Accreditation" forms.
- c) The Local must record in the minutes of their meeting -- opening of any bank accounts, closing of any bank accounts, and additions or deletions to signing authorities.
- d) A minimum of two and a maximum of four signatures at any one time are required. The Treasurer must be one of the signing authorities.
- e) The bank account must be established to operate with two signing authorities on all cheques.
- f) Signing authorities are not empowered to approve expenditures. Approval of expenditures is the responsibility of the Local executive.

**Section:**

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## **RECEIPTS**

All funds received or raised by the Local must adhere to the NBSO fundraising policies.

- a) All receipts must be deposited into Special Olympics accounts. All cheques must be made payable to NB Special Olympics “-Local-“ and deposited to the Local’s bank account.
- b) Cash collected may not be used to pay expenses prior to the cash being deposited since a record of receipts of those funds is required.
  - ie. If your team is travelling to a tournament and a \$10.00 fee is collected from participants to help cover the transportation costs, all funds are to be deposited in the account and the transportation costs paid by cheque.
- c) When cash is being handled, two persons must jointly verify the amount collected and deposited.

**Section:**

**COMMITTEES**

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### **EXPENDITURES**

- a) No cash withdrawals from bank accounts may be made. ALL withdrawals are by cheque and require two signatures.
- b) The Local executive must approve all expenditures prior to any Special Olympics funds being committed.
- c) The Local executive may grant authorization to an individual to approve expenditures of \$100.00 or under.
- d) All purchases must be accompanied by supporting receipts.
- e) Packing slips and invoices will be maintained for all purchases and forwarded to the Treasurer.

**Section:**

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### **PETTY CASH FLOATS**

The Treasurer of the Local, upon approval of the Executive, may maintain and be responsible for a cash float of \$100.00. This float is intended to pay for small expenses where use of a cheque would be impractical. All expenditures from the cash float must be supported by a receipt. All replenishment of the cash floats must be done by way of cheque made payable to the Treasurer which will follow normal guidelines for expenditures.

## LOANS

The possibility exists that NBSO Locals be in situations at times when there are not sufficient funds available to keep programs operating. While proper planning and budgeting will in almost all instances ensure that this situation does not arise, we must be clear on the relevant policies and procedures in the event that it does.

- a) No Local may run a deficient budget unless they have sufficient funds on reserve to cover the deficit.
- b) No Local may approach a lending institution in search of a loan as Locals are not a legal entity unto themselves, but part of NBSO.
- c) Any Local in financial difficulty must approach the Provincial Office at the earliest opportunity to discuss this situation. Together, and in consultation with the Local Coordinator, solutions to the situation will be developed. All recommendations and actions must be put in writing.
- d) Credit cards and overdrafts in the name of a Local are considered forms of loans and are therefore not allowed.

### **INVESTMENT PRACTICES**

Locals have become very proficient at raising funds for their area. At times, surplus funds exist which may be kept in reserve for periods when funds are needed. These surplus funds are to be handled very carefully and are to be invested conservatively. The following investment practices must be adhered to:

- a) The Local must record in the minutes of their meeting who is authorized to invest funds, which investment is approved, the amount which is to be invested, and the term of the investment.
  
- b) Locals may only invest funds in
  - bank accounts registered with the Provincial Office
  - savings bonds
  - T-Bills
  - term deposits

All other investments are prohibited
  
- c) All investments must be registered with the Provincial Office.



### TAX RECEIPT

- a) All tax receipts are issued through the Provincial Office upon written receipt of donor's name, address, postal code, and donation amount. Donations must have been deposited into the Local's account prior to requesting a receipt.
- b) Locals wishing tax receipts must include the required information with their quarterly financial report. There is no need for Locals to issue a cheque to NBSO for deposit and have NBSO reissue that cheque back to the Local.
- c) The Provincial Office will send tax receipts back to the Local for distribution.
- d) The Local should also send a thank you note to the donor which indicates how the funds will be used.
- e) Revenue Canada states that tax receipts may only be issued for cash donations. Donations of goods and services may only be receipted if:
  - the Local is invoiced for the product or service
  - the Local pays the invoice by way of cheque
  - the individual or company cashes the cheque and then writes a cheque to the Local for their donation
  - the cash donation may now be receipted
- f) Tax receipts must be issued and are only issued on donations of \$10.00 or more, unless otherwise requested.
- g) Many corporations do not need a tax receipt. All cash donations automatically are receipted. However, for goods or services, ensure that a tax receipt is needed prior to going through the exchange of a cheque.
- h) Tax receipts are issued only for donations and are not available for those buying goods or services from the Local (raffle tickets, fundraising suppers, auctions, etc...) unless part of the price includes a donation. In this case, only the donation part is tax deductible.

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### **GLOSSARY OF TERMS**

RECEIPTS	Revenue received including cash or cheque
EXPENDITURES	Funds spent or outlaid in the process of running the organization
TAX RECEIPT	Receipt bearing NBSO registered tax number issued as official notice of donation received
UNOFFICIAL RECEIPT	Receipt issued without NBSO registered tax number which may be issued as acknowledgement or receipt of funds other than donations
SALES RECEIPT	Printed record of payment
RECEIPT JOURNAL	Summary of bank deposit book activity
DISBURSEMENT JOURNAL	Summary of cheque book activity
IN-KIND DONATION	A non-cash donation such as goods, use of facilities or equipment, or services of an individual or company

Terms of Reference:

The Provincial Program Committee (PPC) is a standing committee of New Brunswick Special Olympics (NBSO) and reports to the Board of Directors. There will be two (2) PPC representatives on the Board of Directors, the PPC Chairperson and one other.

The PPC is composed of two (2) representatives from each recognized region in the Chapter. The committee meets two (2) times per year and is concerned with the program and policy development and implementation.

The particular area of concern of the PPC is the development, expansion, and improvement of Special Olympics programs throughout New Brunswick. The PPC may however, make recommendations to the Board of Directors on any matter concerning Special Olympics in New Brunswick that it deems valid and important.

The following are key areas which the PPC must deal with:

- a) Recommendations on program development, needs and priorities.
  - b) Assures the coordination, improvement and standardization of training programs and competition.
  - c) Coordinates the holding of appropriate training programs for coaches, officials and volunteers, as well as coordinating with the National Coaching Certification Program (NCCP).
  - d) Identifies training programs and other resource materials needed.
  - e) Makes recommendations regarding rule changes to the National Program Committee through the Chapter office.
  - f) Determines the basis and procedure for the distribution of quotas for provincial games.
  - g) Implements the criteria of the National Program Committee for selection of athletes and coaches who proceed to a higher level of competition.
  - h) PPC Chairperson is a member of the National Program Committee and attends the meetings of this committee. This person should be elected for a two year term.
  - i) Sets policies of NBSO in sport and recreation for the province.
-

- j) Interacts with city and Provincial Sport and Recreation Departments.
- k) Reviews annual provincial games/tournaments and makes recommendations.
- l) Recommendations on the criteria, procedure and time schedule of the selection of provincial games and championship sites as well as the sport facilities to be used.

Membership:

Each accredited Local of NBSO shall elect or appoint two (2) members to the PPC who are in good standing of the Region.

It is understood that one (1) of the appointed members is the Local Coordinator.

Term of Office:

The term of office of a member shall be for two (2) years commencing immediately following the Fall PPC meeting and terminating at the conclusion of the subsequent Fall PPC meeting. A term consists of two (2) years.

It is recommended, but not compulsory, that members serve for a maximum of two (2) consecutive terms following which they are ineligible for re-election for a period of one (1) year.

Executive Committee:

The Executive Committee shall be composed of five (5) members of the PPC elected from among the members.

The term of office of members of the Executive Committee shall be two (2) years. Notwithstanding the term of office of members of the PPC, members of the Executive Committee can be elected to the Executive Committee for a period of one (1) year.

Election of the Executive Committee shall take place at the Fall PPC meeting with the term of office commencing immediately upon conclusion of the meeting.

Following the election of the Executive Committee the PPC Chairperson shall be elected by the PPC members and voting delegates among the Executive.

The term of Chairperson shall commence immediately upon the conclusion of the Fall PPC meeting and conclude at the end of the subsequent Fall PPC meeting.

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The Chairperson shall be elected every two (2) years and without restriction so long as she/he remains a member of the Executive Committee.

Upon election of a Chairperson, from within the Executive Committee of the PPC, the said Chairperson's Local of origin shall elect or appoint a voting delegate to fulfil his/her responsibilities.

Vacancies:

Vacancies on the PPC shall be filled by a delegate who is elected or appointed by the Local in which the vacancy appears.

Vacancies on the Executive Committee shall be filled by majority vote of the PPC members at their next regular meeting after the vacancy occurs. The person so elected shall complete the balance of the term for the Executive member he/she replaces. Such completion of a term shall not be considered as a term of office for purposes of eligibility for re-election.

Protocol for the first election:

The Chairperson of the PPC Fall Meeting shall appoint an elections officer to preside over the elections.

One half of the members of the Executive Committee shall be deemed to have served a two year term thus be eligible for a maximum of one additional term. The election officer shall therefore:

1. Call for nominations for Executive Committee members to serve a two year term and remain eligible for a second two year term and supervise the election of two nominees.
2. Call for nominations for Executive Committee members to serve a two year term who are ineligible for re-election and supervise the election of two nominees
3. Call for the nomination for the position of PPC Chairperson from among the four persons elected to the Executive Committee and supervise the elections.
4. Appoint an alternate to fulfil positions terminated before term is completed. Alternate to be chosen from PPC members.