



# SOBC Vancouver Guidelines and Procedures

Revised October 2009

## INTRODUCTION

Special Olympics BC's ("SOBC") mission is to provide individuals with an intellectual disability, the opportunity to enrich their life and celebrate personal achievement through positive sport experiences. We are volunteer-based and athlete-centered. We are an accredited sport body, and as such, SOBC and Special Olympics Canada ("SOC") have policies and procedures in place to ensure conformity and the safety and well-being for all concerned.

SOBC policies are too voluminous to distribute, so we have attempted to highlight pertinent guidelines and procedures, which would be of interest to or affect coaches. You are welcome to review the SOBC Policies Manual or a specific policy by contacting the Local Coordinator. If you are not sure if there is a policy on a particular issue, please check the SOBC web site. [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca)

The Local's Executive Committee (the "Executive") may grant exceptions to a policy (if permitted by SOBC). Requests for exceptions must be submitted to the Executive for consideration with full particulars. The Executive meets once a month. Discussion items for the monthly meeting can be submitted to the Local Coordinator(s) by coaches and volunteers. If you are interested in attending a particular meeting, please contact a member of the Executive to determine the date, time, and location. Head Coaches receive the minutes after each monthly meeting, which all coaches/volunteers are welcome to read.

## GUIDELINES AND PROCEDURES

### I. Finances: Budgets and Cheque Requests

#### A. Budgets

- **Budgets for every program are required** for accreditation. Budget forms will be sent to all Head Coaches in March of each year for the oncoming program year. The form should be completed and returned to the Program Coordinator or Treasurer by May 1<sup>st</sup> of that year. The fiscal year-end is May 31.
- The budget for your program should **include funds required for the following:**
  - 1) Purchase of new equipment
  - 2) Purchase of uniforms
  - 3) **Rent** for venues (please remember this as a lot of people forget about it) Contact the treasurer if you are not sure of this amount.
  - 4) Competition expenses (event registration, travel, accommodation, meals, etc.)
  - 5) Any other reasonable expenses pertinent to your program
- Note that the **budget is only an estimate** of known expenses for your program and the budget form needs to be completed in May for the following program year.

- The budget will be **approved** at the annual general meeting (AGM) in June. The onus is on each program's Head Coach to manage spending with respect to the approved budget.
- If there are items (e.g. equipment purchase, attending event, etc.) that were **not anticipated in your budget**, you must submit a new detailed budget for that item to the Executive in a timely manner for review and pre-approval. If an invitation to a competition is received late (i.e. the deadline for registration occurs before the next Executive Meeting), you should telephone the Local Coordinator or Treasurer to obtain pre-approval.
- In addition, in the event that **costs will exceed an originally budgeted item**, you must again receive the Executive's approval prior to the costs being incurred.
- Expenses incurred but not requested in your budget, or not previously approved by the Executive, will not be reimbursed, unless the executive deems the expense to be of an urgent or necessary expense.

## B. Cheque Requests and Claiming Expenses

- There are **generally two ways that expenses are paid out:**
  - 1) **Coach or Head Coach pays for expenses and requests for reimbursement from Treasurer:**
    - Submit Reimbursement Request Form (available from Treasurer or at [www.sobcvancouver.org](http://www.sobcvancouver.org) under coaches). It needs to be approved by Head Coach, Treasurer, or Local Coordinator (i.e. signed), filled out properly, and have GST separated. Improperly filled out forms will delay reimbursement.
    - Attach all receipts or invoices supporting the amount claimed.
    - Please submit within 15 days after the event or purchase in question.
  - 2) **Head Coach sends invoice to Treasurer who then directly pays the supplier:**
    - Include invoice and explanation of the amount (Treasurer will then allocate it to the appropriate program(s))
    - Examples include (but are not limited to): travel charges, event registration fees, supplies, etc.
    - If approval has been granted to participate in an event or a tournament and advance funds are required, at least two weeks' notice to the Treasurer is required for advance payment.
- **Notes regarding Travel & Transportation Expenses:**
  - 1) **Rental Vehicles:** If a vehicle rental has been preapproved, all reasonable costs will be reimbursed. This includes rental charges, fuel expenses, insurance expenses, parking, etc. Charges relating to violations (e.g. parking tickets, moving violation tickets) will not be reimbursed.
  - 2) **Volunteer's Personal Vehicle:** If a volunteer's vehicle is being utilized, only mileage and ferry/toll booth fees only will be reimbursed (i.e. no additional reimbursement for gas). Mileage will be reimbursed at a rate of **\$0.35 per km** as long as the trip is over 25 km and has received the consent of the Local.
  - 3) **Overnight Accommodation:** Overnight accommodation will not usually be considered for competitions within the Lower Mainland (east to Hope), Sunshine Coast, Squamish, Victoria or Nanaimo. If it is necessary to have overnight accommodations, the coach must make the request to the Executive (this can be included in the budget if it is known at the start of the year) and it must be approved before the event.

- 4) **Meal Allowances:** For competitions outside the Lower Mainland and overnight stays, use the SOBC meal allowance in your budget if meals are claimed separately from the group. The following rates apply: Breakfast \$8.00, Lunch \$12.00, Dinner 16.00
- 5) **Informal Competitions or Games between two Locals:** For such events the expenses are to be covered by the individuals except the cost of registration and transportation as long as it is pre-approved by the Executive.

## II. Coach/Athlete Ratio

- There is an athlete to coach/volunteer ratio when attending tournaments and competitions as follows:
  - 4 to 1 for summer sports
  - 3 to 1 for winter sports
  - 5 to 1 for 5 pin bowling
  - Exception — floor hockey and softball ratio is 16 athletes to 3 coaches
 If there is any question as to who or how many coaches and athletes should go to a given event, please contact the Local or Program Coordinator.
- The weekly program is **not** governed by this ratio. There must be at least one coach for every three/four athletes participating for all sports, 4 for summer and 3 for winter. If this is not adhered to, we could be endangering the safety of the athletes and the program may be cancelled. Head Coaches - please contact the Volunteer Coordinator if you require more coaches or program volunteers. In some cases this will be more than the minimum number in order that the practice is safe and successful.
- Head Coaches must make an effort to attend all of their program sessions. If they are not able to attend, a qualified assistant coach in attendance must have a copy of the athletes' medicals.
- Athletes may not commence a session without a coach in attendance.
- Coaches and athletes must wear appropriate sports attire to practice and competitions. This includes footwear, track pants, shorts, T-shirts, etc. Jeans may not be worn, except to weekly bowling and not for competition in that sport.

## II. Qualifiers/Coaches' Certification

- To coach at the local level, Head and Assistant Coaches must complete the NCCP SOC Competition Course within their first year of coaching with Special Olympics. This ensures that coaches are prepared for their tasks with the knowledge of how to plan and run a productive and safe program. This also speaks to a coach's/volunteer's personal risk factor. If an accident was to happen, and the coach has taken this course, they have met one of SOBC's requirements as explained in the course. Please promote training to all coaches in your program. Contact the Coach Coordinator or the Program Coordinator for course information.
- For coaches to attend a Qualifier (Regional Competitions prior to a Provincial Games year), they must be fully trained having completed the NCCP SOC Competition course and the NCCP Part A Theory course. ( For coaches who have previously attained NCCP Level 1 Certification, they must successfully complete the NCCP Ethics component )
- For Provincial Games or Championships, coaches must be fully trained having completed the NCCP SOC Competition course and the NCCP Part A Theory course. Coaches should have coached at the Regional Qualifier and have a minimum one program year of experience as a SOBC coach prior to application. ( For coaches who have previously attained NCCP Level 1 Certification, they must successfully complete the NCCP Ethics component )

- For National Games, all coaches must be trained as for Provincial Games and have completed NCCP Sport Specific Level 1 Technical in the sport that they coach. Coaches must have attended the Provincial Qualifier and have a minimum of two program years' experience as a Special Olympics coach prior to application.
- For International Games, in addition to national level requirements, all coaches must have NCCP Part B. Coaches must have attended the National Qualifier.
- As long as there are sufficient funds available, SOBC Vancouver will cover the cost for the NCCP SOC Competition course (\$65 per participant) in order to encourage coaches to acquire the necessary information to provide safe and quality programs for our athletes.
- For Approved Courses, SOBC will offer 50% reimbursement of the cost of coach training courses up to a maximum of \$100. For courses costing up to \$200, SOBC – Vancouver will reimburse the remaining 50% to a maximum of \$100 if the course has been pre-approved by the Executive. For courses over \$200, the coach must pay the additional cost or get executive approval. All courses must be successfully completed for reimbursement.
- All athletes wishing to move on to Provincial Games must attend the Qualifier. The regional quota for attendance at the Provincial Games is based on a percentage of the athletes in attendance at the Qualifier. Therefore, coaches should try to bring all athletes training in the sport to the Qualifier even if they do not intend to move on to Provincial Games. Note, however, that athletes may compete at several Qualifiers, but may compete in only one sport at the Provincial Games. The exception to this rule occurs when the Provincial Games occur at a different time than a Sports Championship.
- When an athlete qualifies in more than one sport, it is ultimately up to the athlete as to which sport he moves on in.

#### **IV. Registration and Medicals**

- Athlete and Volunteer Registration Day will be held in the summer in order to sign up for winter and summer sports. Letters and forms will be sent to coaches, athletes and volunteers at least 3 weeks before Registration Day. **It is strongly recommended that returning athletes register on or before Registration Day to assist in the registration process, programming and budgeting.** Registration is ongoing throughout the year provided that there is room in the programs. Athletes and coaches must have completed SOBC Registration form and SOBC Vancouver medical form and the athletes must have paid the club and program costs before participation in any sport.
- For liability and safety reasons, the medicals of each athlete participating in a program (or competition) must be on-site. An athlete cannot participate in the day's events ( training or competition ) if there is not a current completed medical on hand, regardless of whether they, or their guardian, give their authority to participate without one.
- Head Coaches should ensure that they have up-to-date medicals, especially prior to attending a competition. Medications change all the time and we are not always notified. If you are advised of any change on a medical form, please notify the Registration Coordinator.

#### **V. Training and Competition**

- **Under no circumstances are coaches to receive money from an athlete or a coach for any program or competition without the prior approval of the Executive. (Exception: for safeguarding during a competition).**

- Bowling Prize Money (\$1.00) per week per athlete is to be held in trust by the Head Coach and sent to the treasurer monthly. At the end of the 5 and 10 pin seasons, it is returned to the Head Coaches for buying awards and for costs associated with an end of season event which may or may not be a banquet.
- Athletes are under the supervision of the coaches for the duration of any competition. This may also include travel to and from the event if it is organized by the coach.
- Athletes are not allowed to leave or be taken away from the competition site (e.g. by a guardian) before the conclusion of the event (i.e. awards presentation). Exceptions must be requested in writing and received by the Head Coach prior to the event.
- If a large group (over 20) is participating in an event, the Executive may approve that a bus and driver be hired to transport the group to and from the venue.
- No alcohol shall be made available or consumed by athletes or coaches/volunteers from point of departure to return or at any sporting event organized by Special Olympics.
- When hosting a competition, SOC sport rules should prevail. SOC Rules (which list rules that differ in our organization from generic sport) are available from the SOC web site. <http://www.specialolympics.ca/>. For competitive uniforms, there are policies with regard to colour, which can be approved by the Regional Coordinator. For the walk-on uniform in Region 5 and, in many cases for competition, black pants appropriate to the sport are to be worn.
- With the help of all Head Coaches, the Program Coordinator will create a yearly events list containing recurrent and anticipated sports events hosted by SOBC-Vancouver as well as the events that coaches and athletes attend outside the local (necessary to prevent conflicts and to help with budgeting).
- When a particular sport competition is happening on the same day or same weekend at two different locals and one of the hosting locals is in Region 5, the Vancouver head coach is expected to attend the Region 5 competition. This is to ensure the support of a Region 5 local.
- If Head Coaches are planning competitions or social events, they need to register the date with the Secretary of SOBC - Vancouver to ensure that the event does not conflict with an already registered event on the same day. NOTE: competitive events take priority over social events; Qualifiers take priority over other competitions. *All social events in connection with any winter program (Sept. – March) must be scheduled to happen no later than April 30th of that year in order to insure that they are not interfering with any summer programs running from April through June.* (This is to ensure that athletes are not caught with having to be two places at once and if so, how to choose. If there are two competitive events that an athlete is eligible for outside the Region, then the athlete can choose which one to attend.)
- Head Coaches must contact the Program Coordinator with details of any competitive event that they are going to host. They must also contact SOBC Provincial Office to ensure that the event is sanctioned and on the Provincial Calendar.

## **VI. Fund Raising**

- All the money resulting from donations and fundraising by any individual or groups within SOBC-Vancouver must be deposited in the SOBC-Vancouver general account. It cannot be earmarked for specific sports or individuals.

## **VII. Communication**

- Minutes of the Executive and Annual General Meetings will be mailed or emailed to all executive members and to all Head Coaches, who should make the information available to all assistant coaches in their programs.
- A SOBC-Vancouver Info Line Telephone Number is available to get information out to athletes and coaches in a timely manner. Coaches should contact the Program Coordinator for details.
- The web master will update our website [www.sobcvancouver.org](http://www.sobcvancouver.org) on a regular basis. On-going new information needs to be sent to him regarding programs. Other useful information will be posted in a timely fashion.

### **VIII. Provincial Conference**

- Most years, a number of coaches/volunteers from the Vancouver Local are approved to attend the SOBC Provincial Conference in August. The number of participants depends on the budget capacity of that year. For participants from the Vancouver Local approved to attend the Provincial conference, the Vancouver Local will pay the full conference registration. Transportation will be reimbursed in the amount of the SOBC Office bus fare and if SOBC Office does not supply a special bus, the participant will be reimbursed the cost of the regular bus fare.

### **IX. 3<sup>rd</sup> Party Liability Insurance**

- Special Olympics Canada will cover registered volunteers and coaches for 3<sup>rd</sup> party liability claims. The driver's own insurance covers the driver first and Special Olympic Insurance covers additional claims beyond that which the driver has under his/her own policy. This does not include repairs to the car.

### **X. Administration and Committees**

- When an issue is deemed urgent by the Local Coordinator, voting can be done by email. Members of the executive should contact the Local Coordinator if they need a quick response between meetings.
- Athlete Sport Representatives should serve a 2 year term and then allow another athlete to assume the position. The Athlete Representative and mentor will work with Head Coaches to appoint athletes to this position.

If you have any questions regarding the above, please do not hesitate to contact a member of the Executive.