

SECTION: Administration
TOPIC: Registration of Athletes And Volunteers
Effective Date: September 2015
Revised Date:

T2005

All individuals participating in Special Olympics activities in the Northwest Territories must be registered with Special Olympics NWT in accordance with Management policies and procedures. This includes athletes, program volunteers, event volunteers and personal support assistants.

ATHLETES

Any individual who participates in at least one Special Olympics NWT sport program.

PROGRAM VOLUNTEERS

Any coach, sport program volunteer, program assistant and casual volunteer who participates in at least one Special Olympics NWT sport program.

GENERAL VOLUNTEERS

Any volunteer (on-going or casual) who participates on an ongoing general basis (ie fundraising events, support services) or sits on the Special Olympics NWT Board.

NOTE: Casual volunteers (program or general) never work or interact with athletes at Special Olympics events or programs without a registered volunteer present and responsible for the athlete.

PERSONAL SUPPORT ASSISTANTS

In some instances athletes are unable to participate in regular sports training within the Special Olympics NWT sport ratio, and are required to bring their own support individual who is a personal support assistant at local training sessions and local competitions.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

SECTION: Administration
TOPIC: Registration of Athletes And Volunteers
Effective Date: September 2014
Revised Date: September 2015

M2005

ATHLETES

Programs offered by Special Olympics NWT are offered solely for those athletes registered with the organization. Registration forms may be signed and dated by athletes who are 19 years of age or older, and/or a parent/guardian or legal representative where applicable. All forms must be completed annually in full, signed and registered with Special Olympics NWT prior to participation in any Special Olympics NWT sport program.

Athletes will be covered under Special Olympics Canada insurance once Special Olympics NWT has a completed registration form on file.

Coaches and program volunteers must ensure that athletes are registered with Special Olympics NWT before taking part in a Special Olympics program.

In cases where there is no established affiliate or the affiliate is unable to offer a particular program, an athlete may register with Special Olympics NWT directly and participate in training and competitive opportunities as fully registered, under the supervision of a Special Olympics NWT registered coach or program volunteer.

PROGRAM AND GENERAL VOLUNTEERS

All New Special Olympics NWT Board members, coaches, and program volunteers must complete and submit registration forms prior to the commencement of the program year and/or volunteer duties. Each NEW program volunteer registration form must be accompanied by a criminal record check for the registration form to be processed.

A returning program volunteer is required to update his/her information by completing a returning volunteer update form (including release) each year and submit an updated criminal record check every three (3) years.

Program and general volunteers under 19 years of age must have their registration forms co-signed by their parent or guardian.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date:

October 5, 2015

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M2005

Criminal record checks must include a vulnerable sector search. Special Olympics NWT will accept e-mailed, faxed and photocopied criminal record checks, but reserves the right to request an original. Documents are kept secure and confidential. Special Olympics NWT reserves the right to refuse the services of any volunteer based on the outcome of his or her criminal record check.

Program and general volunteers must be registered with Special Olympics NWT before taking part in a Special Olympics program. Coaches must be at least 16 years of age and sport program volunteers must be at least 14 years of age to register with Special Olympics NWT.

Program and general volunteers will only be covered under Special Olympics Canada insurance when their registration form and criminal record check have been accepted by Special Olympics NWT, and they have completed the Special Olympics orientation course.

Program volunteers who support athletes where there is no established affiliate, or where an affiliate is unable to offer a particular program, are also able to register directly with Special Olympics NWT. They will be supervised by the appropriate Head Coach. In order to attend a Special Olympics competition, the volunteer must be registered with Special Olympics NWT and meet the minimum coaching requirements.

Any individual actively participating in Special Olympics NWT practices or sporting events, or attending competitions with a group of athletes must complete a registration form, including an accepted criminal records check, as well as complete the Special Olympics volunteer orientation course.

Program Assistants must be registered as an athlete and will be noted for record purposes as a program assistant. Athletes cannot be a program assistant in a sport that they are participating in as an athlete.

CASUAL VOLUNTEERS

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

SECTION: Administration
TOPIC: Registration of AthletesAnd Volunteers
Effective Date: September 2014
Revised Date: September 2015

M2005


Special Olympics NWT encourages the participation of Casual Volunteers in fundraising, mini-programs or other special events. Casual volunteers never work with athletes without a registered volunteer present and supervising.

Casual volunteers are not required to complete and submit registration forms or criminal record checks. However, casual volunteers will be asked to complete a "Casual Volunteer Form" and Special Olympics NWT will maintain a record of the events each casual volunteer participates in.

PERSONAL SUPPORT ASSISTANTS

In some instances athletes are unable to participate in regular sports training within the Special Olympics NWT sport ratio, and are required to bring their own support individual who is to work only with that athlete. This individual will be identified on the athlete registration form.

The above was approved by Special Olympics NWT Management

Executive Director: 
Date: October 5, 2015

SECTION: Administration
TOPIC: Atlanto-axial Instability
Effective Date: October 2014
Revised Date:

T2006

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

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

- 1) An athlete with Down syndrome may participate in most official Special Olympics sports training and competition, but shall not be permitted to participate in any activities, which by their nature, result in hyper-extension, radical flexion or direct pressure on the neck or upper spine, unless the requirement of subsection (3) below is satisfied.
- 2) Such sports training and competition activities not permitted include, but are not limited to: butterfly stroke and diving starts in swimming, diving, pentathlon, high jump, squat lifts, equestrian sports, artistic gymnastics, soccer, snowboarding, alpine skiing, adapted judo and any warm-up exercise placing undue stress on the head and neck.
- 3) An athlete with Down syndrome may be permitted to participate in the activities described in subsection (2) above if Special Olympics NWT receives written evidence that the athlete has been examined (including x-ray views of full extension and flexion of the neck) by a physician who has been briefed on the nature of the Atlanto-axial instability condition, and who determines, based on the results of that examination, that the athlete does not have an Atlanto-axial instability condition. (See form Special Release for Athletes with Atlanto-axial Instability.)

Recent research indicates the condition is progressive. Parents/guardians may wish to continue with regular x-rays especially if neurological symptoms occur.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

SECTION: Administration
TOPIC: Atlanto-axial Instability
Effective Date: October 2014
Revised Date:

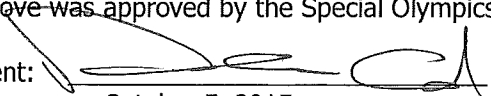
T2006

The Special Olympics NWT Athlete Registration Form has a section that is to be filled out with respect to athletes with Down syndrome. Special Olympics NWT will ensure that coaches and volunteers are made aware of limitations of an athlete's ability to participate in activities described under 1) and 2) above.

The above was approved by the Special Olympics NWT Board

President:

Date:


October 5, 2015

SECTION: Administration
TOPIC: Volunteer Screening and Orientation
Effective Date: September 2015
Revised Date:

T2010

SCREENING

Special Olympics NWT follows Special Olympics Canada's National Policy of Volunteer Screening for sport volunteers.

All sport volunteers are required to complete the Special Olympics NWT volunteer screening process. The screening process includes updated registration and a criminal records check (CRC) through the RCMP. Volunteers can participate in a supervised environment until a cleared CRC is received.

Event volunteers who do not work directly with athletes are required to register according to the Registration Policy but may not be required to have a CRC depending on the limits of their volunteer duties.

REVIEW OF UNCLEARED CRCS

The President, Executive Director and a board member will review the offenses on any uncleared CRC and determine the status of the volunteer.

ORIENTATION

All volunteers registered with Special Olympics NWT shall receive an orientation relative to the position that they hold. The orientation is the responsibility of the head coach and the Special Olympics NWT Office.

OFFICIAL VOLUNTEER STATUS

Individuals do not become an official registered volunteer until they have completed the screening and orientation processes as identified by Special Olympics NWT.

APPEALS PROCEDURE

A volunteer may appeal restrictions placed on them as a volunteer or their refusal as a volunteer as per the Appeals Policy.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

SECTION: Administration
TOPIC: Code of Conduct and Ethics
Effective Date: September 2015
Revised Date:

T2015

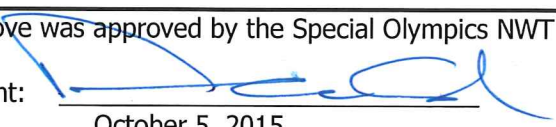
Special Olympics NWT (Northwest Territories) has adopted the Code of Conduct and Ethics as promulgated by Special Olympics Canada and dated 18-Sep-13. Readers shall substitute the words Special Olympics NWT for Special Olympics Canada.

An individual who violates these tenets may be subject to sanctions.

The above was approved by the Special Olympics NWT Board

President:

Date:


October 5, 2015

SECTION: Administration **M2015**
TOPIC: Procedure Leading to Athlete Dismissal from SONWT
Programs
Effective Date: September 2015
Revised Date:

Where an athlete violates the Code of Conduct and Ethics, the process below will be followed to deal with issues regarding negative or harmful athlete behavior in Special Olympics NWT programs or events.

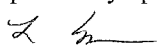
1. Any coach, volunteer or athlete witnessing an alleged violation by an athlete of the Code of Conduct and Ethics will immediately report the incident to the Head Coach or Program Manager, who will advise coaches, or volunteers, or athletes and athletes' best contact (family member, support agency, caregiver) on a need to know basis of any sanctions or investigation arising out of the alleged violation.
2. If the issue isn't resolved after two attempts at resolution to the satisfaction of the Head Coach or Program Manager, the Head Coach will notify the Sport Program Coordinator in writing, detailing concerns and how those concerns were dealt with, and will include a Special Olympics NWT incident report.
3. The Sport Program Coordinator and Head Coach will meet with the athlete and their best contact to discuss the concerns.
4. A strategy to address the concerns outlined in point #2 will be developed by all parties. A written copy of the strategy will be given to the Head Coach, the athlete and the best contact. Note: the agreed upon strategy may be as severe as immediate dismissal.
5. The Head Coach or Sport Program Coordinator will monitor the strategy.
6. If the concerns continue and/or the athlete fails to demonstrate a commitment to the agreed upon strategy, the athlete and best contact will be notified in writing by the Sport Program Coordinator of the athlete's suspension and/or dismissal from the program.

Separate procedures approved by the Board will be followed with respect to criminal offenses. See policy M2017 "Individuals Charged With or Suspected of a Criminal Offence".

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: _____


October 5, 2015

SECTION: Administration **M2016**
TOPIC: Procedure Leading to Coach/Volunteer Dismissal from
SONWT Programs
Effective Date: September 2015
Revised Date:

Where a coach or volunteer violates the Code of Conduct and Ethics, the process below will be followed to deal with issues regarding negative or harmful coach or volunteer behavior in Special Olympics NWT programs or events.


1. Any coach, volunteer or athlete witnessing an alleged violation by a coach or volunteer of the Code of Conduct and Ethics will immediately report the incident to the Head Coach or Program Manager, who will advise coaches, or volunteers, or athletes and athletes' best contact (family member, support agency, caregiver) on a need to know basis of any sanctions or investigation arising out of the alleged violation.
2. If the issue isn't resolved after two attempts at resolution to the satisfaction of the Head Coach or Program Manager, the Head Coach will notify the Sport Program Coordinator in writing, detailing concerns and how those concerns were dealt with, and will include a Special Olympics NWT incident report. If the concern is with a Head Coach, an Assistant Coach may document concerns.
3. The Sport Program Coordinator and Head Coach will meet with the coach or volunteer.
4. A strategy to address the concerns outlined in point #2 will be developed by all parties. A written copy of the strategy will be given to the Head Coach and the coach/volunteer. Note: the agreed upon strategy may be as severe as immediate dismissal.
5. The Head Coach or Sport Program Coordinator will monitor the strategy.
6. If the concerns continue and/or the coach/volunteer fails to demonstrate a commitment to the agreed upon strategy, the coach/volunteer will be notified in writing by the Sport Program Coordinator of the coach/volunteer's dismissal from the program.

Separate procedures approved by the Board will be followed with respect to criminal offenses. See policy M2017 "Individuals Charged With or Suspected Of a Criminal Offence".

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: _____


October 5, 2015

SECTION: Administration
TOPIC: Alcohol
Effective Date: September 2015
Revised Date:

T2020


Alcohol shall not be available to, or consumed by, Special Olympics NWT athletes, coaches, volunteers and staff, at any Special Olympics NWT competition, event, demonstration or at any event involving athletes organized by Special Olympics in Canada (i.e. National, Chapter or local events).

This restriction will apply from the point of arrival to the point of departure from the event, competition or demonstration if local or from the point of departure from the home community until the point of arrival back in the home community if the event, competition or demonstration is taking place outside the home community.

The above was approved by the Special Olympics NWT Board

President:

Date:


October 5, 2015

SECTION: Administration
TOPIC: SONWT Appeal Process
Effective Date: September 2015
Revised Date:

T2025

Any Special Olympics NWT volunteer or athlete who believes they have been unfairly treated by any decision rendered in accordance with a policy established by the Special Olympics NWT Board of Directors, or any body or individual to whom the Board has delegated authority, shall have a right of appeal.

All appeals must be in writing and must be submitted to the Special Olympics NWT President and Executive Director within 14 days of receiving notice of the decision being appealed.

The appeal must include sufficient information to assess whether or not there are sufficient grounds to hear the appeal, including, but not limited to: the specific decision being appealed, the date and circumstances surrounding the rendering of the decision being appealed, the decision maker, and the reasons for the appeal.

Appeals shall only be heard if, in the opinion of the President and Executive Director, there are sufficient grounds for appeal. Sufficient grounds include, but are not limited to:

- Failing to follow Special Olympics NWT or Special Olympics Canada policy
- Failing to consider all relevant information or taking into account irrelevant information in making decisions
- Exercising discretion for improper purposes


The President and Executive Director shall either notify the appellant in writing that the appeal will not proceed, or shall appoint an independent committee of three to hear the appeal.

The independent appeal committee appointed under this policy may include one, but no more than one, member of the Special Olympics NWT Board of Directors; and shall not include the President, the Executive Director or any party to the appeal.

The independent appeal committee will make all reasonable efforts to submit its written report to the President and Executive Director within 21 days of the committee's establishment. The committee shall inform the President and Executive Director if more than 21 days is required to complete the report.

The above was approved by the Special Olympics NWT Board

President:

Date:  October 5, 2015

SECTION: Administration
TOPIC: SONWT Appeal Process
Effective Date: September 2015
Revised Date:

T2025

Any party to the appeal may appeal the findings of the independent committee to the Board of Directors within 14 days of being notified of the findings of the appeal committee. The decision of the Board of Directors shall be final.

The Secretary of Special Olympics NWT shall, with the assistance of the President, Executive Director and parties to the appeal, maintain a complete record of appeals submitted in accordance with this policy. The record shall include:

- The written appeal
- The President and Executive Director assessment of whether there are sufficient grounds to hear the appeal
- All notices issued as part of the appeal process
- The independent appeal committee's written report
- Notices issued to the parties to the appeal
- Appeals to the Board of Directors
- Final decision of the Board of Directors

The above was approved by the Special Olympics NWT Board

President: _____
Date: October 5, 2015

SECTION: Administration
TOPIC: Awards and Recognition
Effective Date: September 2015
Revised Date:

T2035


Special Olympics NWT will have an annual Territorial Awards program for athletes, volunteers and community supporters.

Special Olympics NWT will participate in the National Awards Program by submitting suitable nominations and supporting the candidate(s) in the review process.

Special Olympics NWT will administer staff recognition programs as determined by the Executive Director.

The above was approved by the Special Olympics NWT Board

President:

Date: 
October 5, 2015

SECTION: Administration
TOPIC: Awards
Effective Date: September 2015
Revised Date:

M2035

SPECIAL OLYMPICS NWT 'OF THE YEAR' AWARDS

Special Olympics NWT offers annual awards to athletes and volunteers who exemplify the spirit of Special Olympics. Awards do not have to be given annually.

SHINING STAR AWARDS

Award Criteria

These recognize excellence annually and may be presented to athletes, coaches, volunteers or sponsors/partners.

Nominated athlete(s) must:

- may be male or female
- must be a registered SONWT athlete
- must regularly attend one or more SONWT programs
- must have showed improvement in athletic development
- must exemplify the spirit of Special Olympics
- must display sportsmanship and be considerate of fellow athletes, coaches and volunteers
- must bring out the best in him/herself, fellow athletes and coaches through commitment, determination, perseverance and humour.

Nominated volunteer(s) must have has contributed to the SO programs and ;

- have been involved in SO programs during the past year.
- exemplify the true spirit of Special Olympics

Nominated coach(es) must be committed to coaching and helping athletes reach their athletic pursuits:

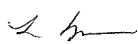
- be a registered coach with Special Olympics NWT
- have coached regularly in SONWT programs throughout the past year.
- have shown leadership and is a good role model for fellow coaches/volunteers and athletes

A nominated sponsor/partner must have made an extraordinary commitment to Special Olympics and has demonstrated understanding of and support for SONWT programs.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date:


April 15, 2017

SECTION: Administration
TOPIC: Awards
Effective Date: September 2015
Revised Date:

M2035

RICHARD WOODHAM SWIMMER OF THE YEAR

Award Criteria

This award is presented annually to an athlete in the Swimming Program.

The nominee must;

- be a registered athlete with Special Olympics NWT
- be involved regularly in the Special Olympics swim program throughout the year
- exemplifies the true spirit of Special Olympics.
- have made a commitment to work hard
- respect their teammates
- have a sense of humour
- have tried their best and brought joy to the swimming program.

NOMINATION PROCESS

Calls for nominations will go out to all registered coaches, sport volunteers and board members by April 1. Nominations must be received by April 15.

Nominations will be submitted in a format designated by the Special Olympics office and will include narrative descriptions supporting the nomination.

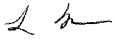
SELECTION PROCESS

Nominations will be reviewed by Special Olympics NWT staff, including the Executive Director. Recommendations for award nominees will be made to the Board of Directors.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date:


April 15, 2017

SECTION: Administration
TOPIC: Recognition
Effective Date: September 2015
Revised Date:

M2036

ATHLETE RECOGNITION

Special Olympics NWT will offer annual recognition for each athlete to celebrate their participation in SONWT sport programs. This recognition takes the form of a certificate of participation. This recognition takes place at the SONWT year-end celebration.

To be recognized for participation in a particular sport program, the athlete must have attended at least 50% of the training sessions.

VOLUNTEER SERVICE RECOGNITION

Special Olympics NWT will provide registered volunteers with recognition for every 5 years of service with the Chapter. This recognition takes place at the SONWT year-end celebration.

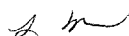
SPONSOR/PARTNER RECOGNITION

Special Olympics NWT will recognize and acknowledge sponsors and partners at the SONWT year-end celebration.

Additionally, sponsor or partner recognition is made through the Special Olympics NWT website and in other media and social media releases related to specific events or activities.

The above was approved by Special Olympics NWT Management

Executive Director: _____



Date:

October 5, 2015