

SECTION	Administration	1000-1
TOPIC	Communication Policy	Page 1 of 1
Effective date	September 2014	LAST UPDATED

The board will keep coaches and volunteers informed by way of circulating monthly Executive Meetings to Head Coaches.

The web master will update our website www.specialolympicssunshinecoast.ca on a regular basis. On-going new information needs to be sent to her regarding programs. Other useful information will be posted in a timely fashion.

SECTION	Administration	1000-2
TOPIC	Executive Decisions	Page 1 of 1
Effective date	September 2014	LAST UPDATED

When an issue is deemed urgent by a member of the executive, voting can be done by e-mail. Members of the executive should contact the Local Coordinator if they need a quick response between meetings.

SECTION	Administration	1000-3
TOPIC	Registration Policy – Athletes	Page 1 of 1
Effective date	September 2014	LAST UPDATED

Athlete Registration Policy

All athletes/caregivers are required to complete a Special Olympics BC – Sunshine Coast Athlete Medical Form at the time of our annual registration.

It is the athletes'/caregivers responsibility to advise the Local's Registrar of any changes to the information on the Athlete Medical Form throughout the program year.

New athlete registrants will be required to complete a Special Olympics BC Registration Form and a Medical Form. Both these forms are required before individuals can participate in any program.

SECTION	Administration	1000-4
TOPIC	Registration Policy – Volunteer	Page 1 of 1
Effective date	September 2014	LAST UPDATED

Volunteer Registration Policy

All volunteers are required to complete a Special Olympics BC – Sunshine Coast Volunteer Medical Form at time of registration and it is required to be submitted at time of registration to the registrar.

It is the volunteers' responsibility to advise the local's Registrar or designate and head coach(es) of changes to the information on the Volunteer Medical Form throughout the program year.

New volunteer registrants will be required to complete a Special Olympics BC Registration Form and will also be required to complete the on-line orientation before volunteering.

A criminal record check form must be completed every five years and must be on file before a volunteer may participate.

SECTION	Administration	1000-5
TOPIC	Equipment Policy	Page 1 of 1
Effective date	September 2014	LAST UPDATED

Equipment Policy

Special Olympics BC – Sunshine Coast provides all equipment for all programs excluding the following:

- All sport specific footwear required for competitions and practices
- Personal use equipment such as jockstraps
- Baseball gloves and helmets
- Floor hockey gloves, helmets and shin pads
- Soccer shin pads.

SECTION	Administration	1000-6
TOPIC	Uniform Policy	Page 1 of 1
Effective date	September 2014	LAST UPDATED

Uniform Policy

Special Olympics BC – Sunshine Coast provides all competition uniforms and practice t-shirts for all programs excluding the following:

- Swim suits for the regular swim program
- Baseball caps
- Personal clothing items

At the discretion of the program’s head coach, all uniforms must be returned at the end of a competition or the program season. For all lost or damaged uniforms, it is the athlete’s responsibility to pay for replacement at the discretion of Special Olympics BC – Sunshine Coast.

SECTION	Administration	1000-7
TOPIC	Registration and Medicals	Page 1 of 1
Effective date	September 2014	LAST UPDATED

Registration and Medicals

Athlete and Volunteer Registration Day is usually held in early September in order to sign up for winter and summer sports.

Registration is ongoing throughout the year provided that there is room in the programs. Athletes and coaches must have completed the SOBC – Sunshine Coast Registration form and medical form.

For liability and safety reasons, the medical forms 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 form on hand, regardless of whether they, or their guardian, give their authority to participate without one.

Head Coaches must ensure that they have up-to-date medical forms, 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.

SECTION	Administration	1000-8
TOPIC	Athlete-to-Coach Ratio	Page 1 of 1
Effective date	September 2014	LAST UPDATED

Athlete to Coach Ratio

SOBC – Sunshine Coast programs must meet the minimum required athlete-to-coach ratio. If this is not adhered to, we could be endangering the safety of the athletes and the program may be cancelled.

Sport	Ratio / Program
--------------	------------------------

Aquatics	6-1
Athletics	6-1
Basketball	6-1
Bocce	5-1
Curling	5-1
Floor Hockey	6-1
Golf	4-1
Rhythmic Gymnastics	6-1
Soccer	6-1
Softball	6-1

Note: These are minimum standards. The abilities and needs of the athletes must be assessed to determine if the number of coaches/program volunteers to athletes should be increased. In some cases, a ratio of one coach/program volunteer to athlete may be required.

The following ratios will be in effect at these programs:

Active Start	2 leaders (1 head coach & 1 volunteer) on site
FUNDamentals	3-1
Fitness	8-1 (with a minimum of two coaches)

Note: Parents must register as program volunteers for the Active Start program as this is a parent participation program.

SECTION	Administration	1000-9
TOPIC	Graduating Athletes & Student Volunteers	Page 1 of 1
Effective date	September 2014	LAST UPDATED

Graduating Athletes & Student Volunteers

High School Special Olympics athletes and volunteers who are in their graduating year are required to participate in a minimum of one full sport season with 75% attendance in order to be recognized at graduation with an appropriate gift.

SECTION	Administration	1000-10
TOPIC	Sechelt Learning Centre Gym	Page 1 of 1
Effective date	October 20, 2014	LAST UPDATED

Special Olympics – Sunshine Coast recognizes that the upstairs viewing area at the Sechelt Learning Centre Gym is not particularly comfortable. However, due to safety and insurance requirements, effective immediately, parents/guardians/ caregivers and athletes who are not registered in the sport going on at the time must remain upstairs in the viewing area. Only **registered** athletes, and sport-specific coaches and volunteers will be permitted on the gym floor.

Exceptions will only be made for those caregivers who are required to be with one-to-one athletes for medical reasons (e.g. seizures).

SECTION	Administration		1000-11
TOPIC	Program Cap Numbers		Page 1 of 1
Effective date	January 19, 2015	LAST UPDATED	

Program Caps

Due to facility size and athlete safety concerns, we find it necessary to limit the number of athletes that can be accommodated in our sport programs as follows:

Basketball	15
Swimming	20
Soccer	15
Golf	12
Floor Hockey	15
Softball	20
Curling	16
Bocce	18
Fitness	16
Rhythmic Gymnastics	12
Fundamentals	6
Active Start	6