

<b>SECTION</b>	<b>Travel, Training &amp; Competition</b>	<b>5000-01</b>
<b>TOPIC</b>	<b>Attendance Policy</b>	<b>Page 1 of 1</b>
<b>Effective date</b>	September 2014	<b>LAST UPDATED</b>

All athletes must attend 75% of practices in order to attend an off coast competition. In other words, if you miss more than 25% of the practices, you are not eligible to participate in competitions.

If an athlete cannot attend a practice, they should be encouraged to contact the coach prior to the practice.

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<b>TOPIC</b>	<b>Travel and Competition</b>		<b>Page 1 of 1</b>
<b>Effective date</b>	September 2014	<b>LAST UPDATED</b>	March 9, 2015

## Travel and Competition

- In order for athletes to be eligible to travel off coast, athletes must have completed one full year in the Special Olympics program.
- Athletes attending competition are required to travel to and from all competitions as a team. If there are extenuating circumstances that require an athlete to not travel at the same time as the team, a request must be presented in writing to the Executive at least two (2) weeks prior to the event. The travel costs for attending a competition will only be covered if the athlete travels with the team both to and from the competition, unless they are travelling as part of a Provincial Special Olympics team.
- Athletes are under the supervision of the coaches for the duration of any competition. This includes 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 and presented in writing and received by the Head Coach prior to the event.
- A copy of the participants (athletes and coaches/volunteer's) current medical form must accompany the coach to any event – both on Coast and off the coast.
- A letter similar to the one attached ([Travel off coast letter.docx](#)) should be sent to all parents/caregivers should athletes be travelling off coast for a competition. This letter spells out very clearly the eligibility for attendance as well as what expenses are covered for one-to-one support.
- 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 added on to the Provincial Calendar.

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<b>Effective date</b>	September 2014	<b>LAST UPDATED</b>

### **Travel Competition Policy**

Prior to registering athletes in out-of-town competitions that require extended travel (i.e. ferry, bus) or overnight accommodations, program coaches must submit a budget for all associated competition costs to be approved at the discretion of SOBC – Sunshine Coast. Priority will be given to Regional Qualifier Competitions, Provincial Games and Provincial Championships. Other funding requests will be considered providing that funds are available.

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<b>Effective date</b>	September 2014	<b>LAST UPDATED</b>

### **Use of one-day Volunteer Forms**

If hosting a local competition or if a program session requires a non-registered volunteer, a One-Day Volunteer Form must be completed and submitted to the Executive immediately following the event. (See copy attached or click on link: [OneDayVolunteerForm.pdf](#)).

<b>SECTION</b>	<b>Travel, Training &amp; Competition</b>	<b>5000-5</b>
<b>TOPIC</b>	<b>Expenses that will be covered</b>	<b>Page 1 of 1</b>
<b>Effective date</b>	September 2014	<b>LAST UPDATED</b>

### Expenses that will be covered for travel and competition

1. **Rental Vehicles:** If a vehicle rental has been pre-approved, 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 will be reimbursed (i.e. no additional reimbursement for gas). Mileage will be reimbursed at a rate of \$0.40 per km as long as the trip is over 25 km and has received the consent of the Local.
  
3. **Overnight Accommodation:** If it is necessary to have overnight accommodations, the coach must make the request to the Executive and it must be approved before the event.
  
4. **Meal Allowances:** For competitions off coast 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.

If meal expenses exceed the allotted amount, a request can be made to the Executive for an increase.

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, transportation and meals, so long as it is pre-approved by the Executive.

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<b>TOPIC</b>	<b>Qualifiers/Coaches' Certification</b>	<b>Page 1 of 1</b>
<b>Effective date</b>	September 2014	<b>LAST UPDATED</b>

### **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 were to happen, and the coach has taken this course, they have met one of SOBC's requirements as explained in the course.

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 an 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 – Sunshine Coast will cover the cost for the NCCP Part A and SOC Competition course in order to encourage coaches to acquire the necessary information to provide safe and quality programs for our athletes.

For approved courses, SOBC – Sunshine Coast will offer reimbursement for the cost of coach training courses. All course participation must be pre-approved by the Executive and all courses must be successfully completed in order to qualify for reimbursement.

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Effective date	September 2014	LAST UPDATED	

## FERRY TRAVEL

SOBC – Sunshine Coast has a number of *Experience Cards* that we will pass to drivers, upon request, when attending tournaments and events off coast.

BC Ferries offers discounts for our athletes and escorts. Athletes must have their disability card with them any time that they are travelling. **Drivers and/or one-to-one's must indicate that they are accompanying the athlete in order to get the discounted rate of travel.**

Special Olympics does not want to pay more than we have to for travel. Please ensure that you always use an *Experience Card* and that you ensure you get the discounted disability & escort rates.

## HOW TO CALCULATE THE FERRY EXPENSE

Passenger Vehicles up to 20 feet \$50.95  
 Less *Experience Card* Credit \$11.75  
 Sub-Total using *Experience Card*: \$39.20  
 Add any applicable Fuel Surcharge Rate to \$50.95 – i.e. 3.4% = \$1.75  
 Total: \$40.95

SCACL Bus – 21 feet \$57.60  
 (Less *Experience Card* Credit \$11.75  
 Sub-Total using *Experience Card* \$45.85  
 Add any applicable Fuel Surcharge Rate to \$57.60 – i.e. 3.4% = \$1.95  
 Total: \$47.80

Disabled Athlete & Escorts (including drivers) \$ 7.65  
 Less *Experience Card* Credit \$ 1.70  
 Total Using *Experience Card* \$ 5.95  
 As of January 2014, there is no fuel surcharge rate added to the fares for Disabled Athletes & Escorts.

**\*\*\* Please note that ferry charges and schedules are always subject to change. Please check the BC Ferries Website for up-to-date information.**

Should you require assistance in completing your travel form or calculating proposed ferry expenses, please contact Annette Bertrand at 604-885-2987 (evenings) or e-mail her at [cabertrand@eastlink.ca](mailto:cabertrand@eastlink.ca).

<b>SECTION</b>	<b>Travel, Training &amp; Competition</b>		<b>5000-8</b>
<b>TOPIC</b>	<b>Off Coast Travel</b>		<b>Page 1 of 4</b>
<b>Effective date</b>	October 2, 2015	<b>LAST UPDATED</b>	

As a coach with SOBC, there are opportunities to travel with your team to tournaments and games. As well, you may be offered the chance to travel alone as a coach to events such as development seminars or conferences. During this time of travel, there are certain policies and procedures that apply to all coaches and volunteers within the organization.

Travelling as a coach with your team is a commitment that needs to be taken seriously. When you are away at games or at a tournament, your responsibilities towards the team last the entire duration of the event. Coaches are responsible for the 24 hour supervision of their athletes, including sleeping and eating time. At no point during the time away may athletes be left unsupervised. Coaches may not leave the venue for any reason.

If you are travelling with your team, or other athletes, no alcohol may be consumed from the time you depart your local until the time of arrival back in that local.

**Reminder:**

**All travel to events must be pre-approved by the Executive.**

**Please keep ALL receipts, including ferry and meals.**



## Travel – Sample Checklist

### **As soon as you hear about a Tournament:** (the sooner the better!)

Inform either Pat Stuart, Local Coordinator at 604-886-2098 ([Pat\\_Stuart@dccnet.com](mailto:Pat_Stuart@dccnet.com)) or Annette Bertrand, Program Coordinator at 604-885-2987 ([cabertrand@eastlink.ca](mailto:cabertrand@eastlink.ca)) of your intent to attend the tournament and wait for approval.

Forward all details about the Tournament to either Pat or Annette, including:

- ✓ Number of Athletes attending
- ✓ Location of Tournament
- ✓ Day trip or overnight? How many Females/Males?
- ✓ Number of Coaches/Chaperones attending (Proper ratios must be maintained)
- ✓ Cost per Athlete/Coach attending
- ✓ How you plan to travel – what are your transportation needs? Number of ferry cards for vehicles.
- ✓ How much money will be needed (meals, registration, hotel, etc.)
- ✓ If a bus needs to be ordered or accommodations need to be made, make sure you advice either Pat or Annette.

After approval has been granted, give the Athletes a note to take home with details of the Tournament, drop off location and times, and pick-up times. Ask the parents/Caregivers to have all medications “bubble packed” for travel and to indicate if the athlete needs a reminder or support to take their medication. (If an athlete needs medication while on a trip, the coach needs to have approval from the parent/caregiver to dispense the medication.) Athlete’s travel and accommodations are paid for by the local. Meals are sometimes covered, but there are occasions where we ask the athletes to pack a bagged lunch. Be sure to include a packing list and equipment needs.

### **At least one week before the tournament:**

*Please do not leave these details until the night before the event!*

- ✓ If you require an advance of funds, please let Pat or Annette know as soon as possible. If this is not done in advance, you will then be required to pay for everything yourself and then submit receipts after the events. Our treasurer needs time to process Fund requests, load and distribute ferry passes, so if this is not done in time, she may not be able to accommodate you. The Funds Advance will be given in a cheque form so you will need time to cash it at your bank.
- ✓ Confirm your Accommodations and Transportation has been booked (hotel & bus)
- ✓ Ensure you have up-to-date medical forms for all athletes and coaches.
- ✓ Review all Medical Forms to familiarize yourself with any dietary/medical/behavioural concerns. Remember to take these medical forms with you on your trip.
- ✓ Make sure your First Aid Kit is complete.
- ✓ Make sure uniforms have been distributed to the athletes. Let the athletes know if they should wear their uniforms while travelling.

# SAMPLE

## SAMPLE LETTER – OUTSIDE TRAVEL

To: \_\_\_\_\_  
(athlete's name)

We have been invited to bring \_\_\_\_\_ athletes to compete at the  
(# of)

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(name of event)

located at: \_\_\_\_\_  
(name & address of facility or rec. center)

on: \_\_\_\_\_  
(date of event)

We will meet at \_\_\_\_\_ at \_\_\_\_\_  
(time of day) (departure location)

We cannot always be sure what time the event will end, but we expect to be back at \_\_\_\_\_  
(time of day)

to \_\_\_\_\_  
(pick-up location)

If you are getting picked up, make sure you have the phone number of the person picking you up so that we can call to let them know if we are going to be late.

If you have any questions or concerns about this event, please get in touch with the contact person for this event:

\_\_\_\_\_ at \_\_\_\_\_  
(contact name) (phone number)

Other important information:

(meals provided, list of things to bring, drivers needed, etc.)

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## SAMPLE LETTER WITH DETAILED AGENDA

### Special Olympics Richmond Soccer Tournament

**Saturday & Sunday, May 24 & 25**

Bateman Park, Abbotsford, BC

[34665 Bateman Rd, Abbotsford](#)

**Hotel:** Super 8, Abbotsford, [1881 Sumas Way, Exit 92 off #1 Trans Canada Hwy](#)

#### Car Pools

Richard	Laurie, Amber & Amanda
Pat	Bruce, Chris, Wes
Margaret	Adam, Alan, Gus
Trevor	Dustin, Sheri, Mike (Sheri to drive to Beckman's)

#### Team & Coaches/Room assignments

Richard	Laurie & Marg & Adam	Wes & Chris	Michael & Trevor
Amber & Amanda	Bruce & Pat	Sherry & Dustin	Gus & Alan

#### Agenda:

<b>Saturday</b>	8:20 AM	Ferry – Please make a plan with the person you are riding with
	11-5	Bateman Park
	5:30 PM	Dinner – near hotel
	8 PM	Swimming at hotel if available
	9:30PM	Quiet time in rooms; early bed for all! (shower)
<b>Sunday</b>	6:15 AM	Wake up, dress (in uniform) (no need to shower)
	6:55	Breakfast at hotel
	7:30	Ready to leave for park – we do not return to the hotel on Sunday
	12 Noon	Lunch provided
	PM	Play until done – head for ferry; contact parents by phone for pickup;
	TBA	Pick up to be arranged

#### What to bring:

We will be spending 1 night away, so you will need to bring at most a change of clothes, your soccer stuff, and overnight things. Please bring a small suitcase **or** overnight bag and a day pack. Here is a list of what I think you should bring – **please put your name on your stuff.**

What to wear on ferry	Your new uniform – Red side out; sweat pants & special O jacket; Have you cleats, shin guards, socks, water ready in your day pack – we are going straight to the field.
Soccer Stuff	Cleats, shin guards, socks, shorts, uniform, sweat pants (wear over your shorts), SO jacket, sweater or hoodie
Day pack	Sun-screen, water bottle, wallet and money (\$20 at most), hat or toque, rain shell, special items like music, hankies, personal items, snacks. Do not bring valuables!
Overnight bag or small suitcase	a change of clothes, pajamas, toilet items (toothbrush, paste, etc); bathing suit, book or music.
Medications	Laurie will make arrangements with your caregiver. Make sure Laurie knows that you need help if this applies to you. Bring 1 day extra.
Drivers & parents	Chairs, tent; sunscreen, water bottle, patience, humor
Coach	Practice balls, keeper gloves, extra stuff