



Registration Coordinator Manual

Updated: December 2023

Scan here for more resources online



Special Olympics
British Columbia





Welcome!

Volunteers are the driving force behind all aspects of Special Olympics BC, acting as Local Committee members, subcommittee members, coaches, and program volunteers.

The role of **Registration Coordinator** is integral to all Special Olympics BC Locals. Registration Coordinators oversee registration processes for athletes and volunteers. They promote registration events and requirements and are the key point of contact for members and their families for registration information.

Registration Coordinators are a key component of the Local and work closely with Local Committee members to ensure that registration processes are adhered to. The time and dedication to the Local are the greatest gifts that can be given to the athletes and are greatly appreciated.

The Special Olympics BC website contains many of the resources and information necessary for this position as well as programs, within the Local. This valuable tool can be accessed at any time by visiting www.specialolympics.bc.ca and browsing in the [Resources](#) section on the website

This manual provides links to the website and resources so that you will be able to access the most current information available.

For further information or questions please contact the Community Development Coordinator for your region.

Contact information for all SOBC staff, including your Community Development Coordinator, can be accessed at [SOBC Staff Contacts](#).

General Contact Info:

Special Olympics British Columbia
210-3701 Hastings Street
Burnaby, BC V5C 2H6

Tel: 604.737.3078
Toll Free: 1.888.854.2276
info@specialolympics.bc.ca



Table of Contents

Welcome!	2
About Special Olympics	4
The Birth of Special Olympics in Canada	4
Special Olympics British Columbia	5
Vision, Mission & Values	5
Strategic Plan	5
The Oaths of Special Olympics	6
Principles that guide Special Olympics British Columbia	6
Special Olympics BC Programs	7
SOBC Web Site – Useful Links	8
Current SOBC News	8
SOBC Resources	8
SOBC Policies	8
Sport Specific Resources	8
Coach Certification Requirements	8
Safe Sport	8
Contact Information	8
Regional Structure	9
Provincial Staff & Leadership Council	10
Volunteer Role Types and Responsibilities	11
Job Description – Registration Coordinator *Updated	12
Registration Coordinator Year at a Glance *Updated	13
Registration Data Management	14
The Portal	14
Registration Coordinator Training Special Olympics	14
BC Policies	15
General SOBC Policies	15



About Special Olympics

Special Olympics is an international organization that provides sports training and competitive opportunities for persons with intellectual disabilities. The organization is recognized by Sport Canada as the main provider of these services to people whose primary diagnosis is an intellectual disability, although some participants also have physical challenges.

The Birth of Special Olympics in Canada

In the early 1960s, children with intellectual disabilities were tested for physical fitness levels with the results revealing that these individuals were half as physically fit as their non-disabled peers. It was assumed that the low fitness levels were a direct result of their disability. However, troubled by this assumption, a Toronto researcher — Dr. Frank Hayden — began to conduct his own research on the subject and discovered that given the opportunity, people with an intellectual disability could become physically fit, and acquire the physical skills necessary to participate in sport. Inspired by his discoveries and seeing the need for new kinds of sport opportunities, Dr. Hayden sought ways to develop a national sports program designed specifically for people with an intellectual disability. His work came to the attention of Eunice Kennedy Shriver and the Kennedy Foundation in Washington, D.C. which led to the creation of Special Olympics.

The first sports competition organized under the Special Olympics banner was held at Soldier Field in Chicago in 1968. To ensure that Canada was well represented at the competition, Dr. Hayden called on renowned broadcaster, successful businessman, and humanitarian Harry "Red" Foster. Upon returning to Canada, after accompanying a Canadian floor hockey team to these first Games, Red set about laying the foundation for the Special Olympics movement in Canada as a way to enhance the lives of Canadians with an intellectual disability.

Today, over 31,000 athletes with intellectual disabilities participate in Special Olympics programs across the country. Around the world, Special Olympics has grown to involve more than 5.7 million athletes in 200 countries and jurisdictions.

Special Olympics is an international organization that provides sports training and competitive opportunities for persons with intellectual disabilities. The organization is recognized by Sport Canada as the main provider of these services to people whose primary diagnosis is an intellectual disability, although some participants also have physical challenges.



Special Olympics British Columbia

Since 1980, Special Olympics British Columbia, a registered charitable organization, has provided high-quality year-round sport programs and competitions for athletes with intellectual disabilities, enriching their lives and opening hearts and minds to their abilities. Today, over 5,200 athletes participate in Special Olympics BC sports programs in 55 communities across British Columbia.

Special Olympics BC offers year-round programs in 18 sports, as well as local, provincial, national, and international competitive opportunities. These opportunities provide athletes with far more than the physical benefits of improved health and athletic ability. Participation in sports provides opportunities for athletes to develop social skills, cultivate friendships, strive for, and achieve goals and increase their self-esteem — enabling athletes to win in sport, and in life.

Vision, Mission & Values

Our Vision

Sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities all across British Columbia.

Our Mission

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through sport.

Our Values

Inclusion: We foster inclusive communities.

Diversity: We honour what is unique in each individual.

Empowerment: We create opportunities to pursue full potential.

Respect: We operate in an environment of cooperation, collaboration, and dignity.

Excellence: We elevate standards and performance.

Strategic Plan

The [Special Olympics BC's Strategic Plan](#) outlines the goals, strategies, and targets we want to collectively and collaboratively achieve in order to advance Special Olympics.

We aspire to continue to grow, introducing more British Columbians with intellectual disabilities to the transformative power of sport, and we are committed to ensuring we deliver best-in-class programs for our athletes.



The Oaths of Special Olympics

Athlete Oath

Let me win. But if I cannot win, let me be brave in the attempt.

Coach Oath

In the name of all coaches, we shall follow written and verbal instructions of Special Olympics officials at all times, have our athletes at the appropriate events and activities at the proper time and abide by the rules and policies, in the spirit of sportsmanship.

Official Oath

In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship.

Principles that guide Special Olympics British Columbia

- Programs are athlete centered and based on the needs and interests of athletes.
- Athletes are encouraged to participate at their level of choice within existing programs.
- Programs are community based, and efforts must be made to ensure that they are accessible to individuals who have an intellectual disability.
- Programs are for individuals who have an intellectual disability
- Our efforts must be to provide the best quality programs possible given the resources available.
- Special Olympics BC is a volunteer-based organization.
- No person who has an intellectual disability may be denied access to Special Olympics BC programs because they cannot financially afford to participate.
- The safety and well-being of the athletes, volunteers and staff is of prime concern.
- Volunteers and staff are resources to the organization. These resources must be managed properly so that they may grow in a positive environment.
- The goals of those involved with Special Olympics BC will only be achieved if they take full advantage of the opportunities and resources made available to them.
- The athletes who wish to compete must meet certain minimum standards, including regular attendance at, and participation in, training sessions.



Special Olympics BC Programs

Each Special Olympics BC local has the authority to decide which of the 18 sports, sanctioned by SOBC, to offer. To retain accreditation within Special Olympics BC, each Local must offer at least one winter and one summer sport. Special Olympics BC only sanctions these 18 sports, and no Local may support, financially or otherwise, sports other than those listed below.

Summer Sports	Winter Sports
10-pin bowling	5-pin bowling
Athletics	Alpine skiing
Basketball	Cross country skiing
Bocce	Curling
Golf	Figure skating
Powerlifting	Floor hockey
Rhythmic gymnastics	Snowshoeing
Soccer	Speed skating
Softball	
Swimming	

Additionally, these weekly programs are also sanctioned by Special Olympics BC:

- Club Fit
- Youth Programs
- Active Start
- FUNdamentals
- Sports Start
- School Sport Competition
- Fit Families & Friends

Programs must run for a minimum of 12 weeks for at least one hour per week to be sanctioned by Special Olympics BC. The ideal program would run 1.5 hours every week for 16 weeks.



SOBC Web Site – Useful Links

The Special Olympics BC website is an invaluable source of information and resources. Below are examples of links that will be useful to you. You are encouraged to bookmark links you come across that are useful to you for future reference.

<https://www.specialolympics.bc.ca>

Current SOBC News

All volunteers are encouraged to subscribe to SOBC's Monthly Newsletter at

<https://www.specialolympics.ca/british-columbia/e-newsletters>

Links to follow social media can be found at <https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media>

SOBC Resources

This is the main entry point for information for athlete, coaching, administration, and fundraising

<https://www.specialolympics.ca/british-columbia/resources>

SOBC Policies

The following link provides access to both Special Olympics BC and Pan-Canadian (National) policies

<https://www.specialolympics.ca/british-columbia/policies>

Sport Specific Resources

Access to sport specific pages that provide information on rules, competition planning, basic skills, and training information and videos

<https://www.specialolympics.ca/british-columbia/sport-rules-resources-videos>

Coach Certification Requirements

Complete information and applicable links to required training for coach volunteers

<https://www.specialolympics.ca/british-columbia/coach-certification>

Safe Sport

Safe sport is integral to all that we do. <https://www.specialolympics.ca/british-columbia/safe-sport>

Contact Information

SOBC Staff & Community Contacts - <https://www.specialolympics.ca/british-columbia/contact-us>

Leadership Council / Regional Coordinators - <https://www.specialolympics.ca/british-columbia/who-we-areour-leadership/leadership-council>



Regional Structure

The province is divided into eight sport regions. Each region is responsible for the coordination and organization of Regional competitions, sending Regional teams to Provincial Games and all other Regional activities. A volunteer Regional Coordinator coordinates these activities in conjunction with representative locals supported by SOBC Community Development Coordinators

Region 1- Kootenays

Locals: Kimberley/Cranbrook, Nelson, Creston, Grand Forks, Trail, Castlegar, Elk Valley, Golden, Nakusp & Invermere

Region 2- Thompson-Okanagan

Locals: Kamloops, Penticton, Vernon, Revelstoke, Kelowna, Salmon Arm, Clearwater, Princeton, Summerland, Keremeos, South Okanagan & Merritt

Region 3- Fraser Valley

Locals: Chilliwack, Coquitlam, Surrey, Ridge Meadows, Abbotsford, Langley & Mission

Region 4- Fraser River

Locals: Richmond, Burnaby & Delta

Region 5- Vancouver-Squamish

Locals: North Shore, Vancouver, Squamish, Sunshine Coast & Whistler Valley

Region 6- Vancouver Island

Locals: Campbell River, Port Alberni, Victoria, Comox Valley, Nanaimo, Oceanside, Powell River, Salt Spring Island, Cowichan Valley & Mount Waddington

Region 7- North West

Locals: Terrace, Smithers, Prince Rupert, Kitimat, Burns Lake & Vanderhoof

Region 8- Cariboo- North East

Locals: Williams Lake, Dawson Creek, Fort St John, Prince George, Quesnel, 100 Mile House & Mackenzie



Provincial Staff & Leadership Council

Community Development Coordinator (CDC)

The Community Development Coordinator is a Provincial Staff member of Special Olympics BC. Each region in the province has a Community Development Coordinator dedicated to them. They uphold and enforce the policies of Special Olympics BC and they work to facilitate growth in each region through alignment of the strategic plan as adopted by the Board of Directors.

The Community Development Coordinator provides support to Locals through regular in person visits and is available to answer questions and assist volunteers on an as-needed basis either through their Local visits or by phone/email.

Leadership Council

Special Olympics BC's Leadership Council provides vital guidance for our organization and movement, and SOBC benefits significantly from the efforts of these valued volunteers. Comprised of the Regional Coordinators representing the eight SOBC Regions and respected leaders in the SOBC sport world, the council serves as the link between community and regional programs and the Board of Directors of Special Olympics BC. This group plays an important role in helping chart the course of SOBC sport program development, strategic plans, policies, and resources.

The Leadership Council plays an essential role in creating Special Olympics BC policies. Policies can be created through issues brought forward by members from the local level speaking to their Regional Coordinators. Regional Coordinators bring the concepts to the Leadership Council for deliberations. Out of those discussions, the Leadership Council can recommend the creation of policies, which must be approved by the Board of Directors.

Regional Coordinator

Regional Coordinators are dedicated volunteers who have been elected by the region to represent them at the Leadership Council. It is through the Leadership Council that they provide feedback and input from their regional members to the Board of Directors of Special Olympics BC.

Regional Coordinators provide support to the region by connecting with Locals on a regular basis and hosting regional meetings. They are an invaluable resource to the volunteers within the region and are a great source of leadership – acting as mentors for Local Coordinators and other Local Committee members.

Information on the Leadership Council and contact information for Regional Coordinators can be found at [Leadership Council](#)



Volunteer Role Types and Responsibilities

There are two categories of volunteers within each Special Olympics BC Local: Administrative and Program.

Detailed job descriptions of both administrative and program roles can be found at **Volunteer Roles – Job Descriptions** under Admin in [SOBC Resources](#).

Administrative Volunteers

Administrative volunteers are generally part of the Local Committee. The Local Committee works behind the scenes to ensure that programs can run successfully and safely in each local. Each committee member has a designated role with assigned tasks and responsibilities. These responsibilities vary by position, and not every local will have all the positions filled. Some smaller locals may choose to omit and/or amalgamate some positions, whereas larger locals may further divide positions or create sub-committees. However, it is important to have some key positions filled for the local to run effectively.

Key Administrative positions to have filled are the Local Coordinator, Treasurer, Secretary, Volunteer Coordinator, and Program Coordinator. These positions support with a lot of the groundwork to get programs up and running in locals across the province.

Program Volunteers

Coaching and program volunteers provide support to Special Olympics BC sport programs and competitions. The main responsibilities of **coach volunteers** are to provide sport specific instruction at weekly programs and encourage athletes to grow and develop their skills. The specific responsibilities for coaching volunteers depend on their role as a coach. Coaches are also role models, teachers, mentors, and friends to athletes and fellow volunteers. Coach volunteers have [certification requirements](#). Programs are also supported **by program volunteers** who support key functions required to facilitate quality sport programs including timers, score keeping, team managers etc.



Job Description – Registration Coordinator

Liaise with: Local Committee, athlete and volunteer members and their families

Position: Volunteer - Elected by the Local membership

Commitment: 1 year term (no limit to the number of terms)

Goals:

To ensure that all Athletes and Volunteers are registered with Special Olympics BC, data is input into the registration database and required registration information is provided to Committee members and Head Coaches as needed

Specific Accountabilities:

Prepare and distribute registration packages for athletes and volunteers

With support from the local committee, organize in-person registration event(s).

Receive registration and input new members and update information for existing members in the Portal (registration database)

Monitor local designated PO Box for mailed registration (as applicable)

Follow up on missing information to ensure registration information is complete

Input any changes in athlete / volunteer information into the Portal as received

Monitor status of registration documents to ensure athletes and volunteers complete required registration documents prior to starting a program

Maintain a secure filing system to allow for retention of registration forms for a period of two years

Answer enquiries from prospective athletes and their families

Provide head coaches with needed information prior to the start of each season

Monitor status of CRCs and SOC online orientation and in conjunction with the Volunteer Coordinator providing information to volunteers on how to apply for a CRC

***Duties may be split with one volunteer managing athlete data and a separate volunteer managing volunteer data. Monitoring CRCs and supporting volunteers with applications for CRCs may be managed by the Volunteer Coordinator. Exact responsibilities will vary by local*

Attend monthly Local Committee meetings (as applicable)



Registration Coordinator Year at a Glance

MONTH	ACTION
Monthly/Ongoing	<p>Receive and Process registration – athletes and volunteer must register annually. The sport season is Sept 1st – August 31st. Process registration and ensure data is input into central database as received</p> <p>Monthly Local Committee meetings – provide a report for each meeting, attend (if applicable) and participate (Locals are required to have 10 meetings / year). NOTE: Locals will vary if the registration coordinator is required to be part of their Local Committee</p> <p>Awareness - Year-round, read the SOBC e-newsletter and social media accounts for provincial news and stories. You can select applicable social media to follow at https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media</p>
June - July	<ul style="list-style-type: none"> • Review options (in conjunction with the local committee) and confirm registration processes for the upcoming season. This may include, but not be limited to, confirming what programs will be offered, registration processes to be used in the Local, and scheduling an in-person registration event for late summer / early fall as applicable • Liaise with SOBC’s Data & Systems Administrator at registration@specialolympics.bc.ca to confirm any new processes and/or forms that will be required for the upcoming season • Based on instructions from SOBC’s Data & Systems Administrator complete any needed data clean up for the current season
August - October	<ul style="list-style-type: none"> • Promote and communicate how registration will be managed for the coming season to members in your local • In conjunction with the Local Committee ensure all athletes and volunteers complete required registration documents prior to participating in SOBC programs (ongoing) • Organize and support in-person registration events in August/ September • Participate in a Head Coach meeting for fall sports to share registration information
March	<ul style="list-style-type: none"> • Participate in a Head Coach meeting for spring sports to share registration information • Organize and support in-person registration events in March (if applicable)



Registration Data Management

The Portal

Registration data is managed via the Portal” which is the online interface used by Registration Coordinators to input and manage registration information in a central database

The Portal is part of a National Database. Access is determined by a member’s role. For example, as a registration coordinator you will only have access to data for your local.

It is a national requirement that registration data is input into the registration database.

Registration documents can be access on the SOBC Website at [Registration Information](#)

Registration Coordinator Training

All Registration Coordinators will be provided with formal training and additional reference materials on how to use the Portal by SOBC’s Data & Systems Administrator.

Questions regarding Portal and data management, including requests for training, can be directed to the SOBC’s Data and Systems Administrator at registration@specialolympics.bc.ca



Special Olympics BC Policies

The Special Olympics British Columbia Society Board of Directors is morally and legally responsible for the philosophies and operations of the Society. As such, all Locals and Regions of Special Olympics BC must abide by the policies, guidelines, procedures, and philosophies established by the Society.

General SOBC Policies

All policies can be found on the SOBC Website. Please refer to the following link for the most up to date policies - [SOBC Policies](#)

If, after reading the SOBC Policies, you have any questions, please contact the SOBC Vice President, Sport, for assistance.

As policies are periodically updated, we encourage you to refer to policies on the website so that you are always accessing the most current information.

The Registration Coordinator is encouraged to be familiar with all general policies but should ensure understanding of the following policies as they pertain to registration

- Code of Conduct and Ethics
- Privacy Policy
- Volunteer Screening Policy (Volunteer screening is overseen by the Volunteer Coordinator)