



# Local Coordinator Manual

Updated: January 2022





# 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 **Local Coordinator** is integral to all Special Olympics BC Locals.

Local Coordinators lead and work closely with other Local Committee members to provide for the effective and efficient operation of the Local.

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](http://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](mailto:info@specialolympics.bc.ca)



## Table of Contents

Welcome!	2
About Special Olympics	5
The Birth of Special Olympics in Canada	5
Special Olympics British Columbia	6
Vision, Mission & Values	6
Strategic Plan	6
The Oaths of Special Olympics	7
Principles that guide Special Olympics British Columbia	7
Special Olympics BC Programs	8
SOBC Web Site – Useful Links	9
Current SOBC News	9
SOBC Resources	9
SOBC Policies	9
Sport Specific Resources	9
Coach Certification Requirements	9
Safe Sport	9
Contact Information	9
Regional Structure	10
Provincial Staff & Leadership Council	11
Volunteer Role Types and Responsibilities	12
Job Description – Local Coordinator	13
Local Coordinator's Year at a Glance	14
Regional Support	17
Local Committee	17
Local Committee Roles	17
Special Olympics BC Policies	19
General SOBC Policies	19
Volunteer and Athlete Management Policies	19
Incident Reports	20



Hosting a Meeting	21
Tips for Effective Meetings	21
APPENDICES	23
Local Committee Meeting – Sample Agenda	24
Local Committee Meeting – Sample Minutes	25



# 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 – Local Coordinator

Liaise with: Regional Coordinator, SOBC Community Development Coordinator, Local Committee

Position: Volunteer - Elected by the Local membership

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

## **Goals:**

Provide for the effective and efficient operation of the Local.

## **Areas of Responsibility:**

- Oversee and participate in the operation of the Local
- Engage in continuous learning about Special Olympics events and organizational goals
- Educate coaches and volunteers within the community of the committee's goals
- Assist Special Olympics staff in achieving and implementing initiatives at the grassroots level
- Represent the Local's point of view at regional & provincial meetings
- Actively communicate with the Provincial Office and Regional Coordinators, and in turn relay information in a timely manner to appropriate volunteers
- Be the main contact for the Local and connect information to appropriate people
- Provide direction and guidance to volunteers within the Local in respect to their specific duties. Assist in finding answers when questions arise, and encourage continuous learning for coaches, volunteers, and athletes.

## **Specific Accountabilities:**

- Schedule, set agendas for and chair a minimum of 10 regular meetings per year
- Provide leadership to the Local Committee
- Attend Regional meetings and conferences
- Represent the Local's point of view at regional meetings and to actively communicate with Provincial Office and Regional Coordinator
- Lead Annual planning for the Local with input from coaches and the committee
- Lead development of an annual plan & budget for the Local in consultation with the Local Committee and the SOBC Community Development Coordinator
- Communicate with all committee members, including guiding and directing them with their specific duties
- Ensure all policies and procedures are adhered to
- Ensure all Accreditation documents are sent to the Community Development Coordinator by specified deadlines after gaining input from the rest of the local committee
- Plan an Annual Meeting between May 1<sup>st</sup> and June 30<sup>th</sup>, ensure that meeting is publicized (Facebook, newspaper, etc.) 30 days prior to the meeting



# Local Coordinator's Year at a Glance

MONTH	ACTION
Monthly	<p>Locals are not required to host meetings through the summer or during December holidays. A minimum of 10 meetings are held throughout the sport year. The Local Coordinator chairs these meetings and works with the Secretary and other committee members to prepare an agenda in advance.</p> <p>Support the secretary to ensure minutes are distributed to committee members, your regional coordinator and CDC within 2 weeks of the meeting.</p>
April - June	<ul style="list-style-type: none"> <li>• Set up <b>annual planning meeting</b> for the Local Committee members to engage in discussion of the next year and set goals accordingly. Goals should relate to the SOBC strategic plan (which is linked to the SO Canada and International plans). This annual planning is part of completing your Local's accreditation.</li> <li>• Ensure Treasurer prepares for year end</li> <li>• Prepare to host year-end Annual Meeting (required in May or June)</li> <li>• Ensure facilities are booked / arranged for September and contact Provincial Office for any necessary insurance certificates (with Program Coordinator).</li> <li>• Develop budgets for following year (using budgets from coaches) (with Program Coordinator and Treasurer)</li> <li>• Competition planning – work with your Local Committee on what this will look like for the next sport year for your coaches and athletes</li> <li>• Review equipment needs for next season plus return of equipment (with Head Coaches)</li> <li>• Ensure registration process is in place for the coming season including scheduling in person registration event for late summer / early fall as applicable (with Volunteer &amp; Registration Coordinator)</li> <li>• Complete application for Community Gaming Grant (with Treasurer)</li> </ul>
June-Sept	<ul style="list-style-type: none"> <li>• <b>Accreditation process starts;</b> Accreditation is an annual process in which locals identify their budgets, goals, and program schedule for the coming year. Your Community Development Coordinator will support you with the process and provide you with an annual template for completion each year. Refer to the <b>Accreditation within Special Olympics BC Policy</b> which can be found on the <a href="#">SOBC Policies</a> page on the website.</li> </ul>



	<ul style="list-style-type: none"> <li>• Confirm registration process, and as applicable schedule in-person registration event(s) for August – September</li> <li>• Confirm sport schedule for the following season – work with Program Coordinator</li> <li>• Ensure fall facilities are booked and any necessary insurance certificates in place (with Program Coordinator)</li> </ul>
August - Sept	<ul style="list-style-type: none"> <li>• Registration Day (often in September)</li> <li>• Set up monthly meetings for the committee – scheduling in advance allows for more attendance</li> <li>• Make any adjustment to program sport schedule – work with Program Coordinator</li> </ul>
Sept-Oct	<p>The Local should have two coaches’ meetings per year – one early fall (start of fall programs) and the other early spring (start of spring programs. )</p> <p>Coaches’ meetings are planned by Program Coordinator or designate and include discussion on the following areas:</p> <ul style="list-style-type: none"> <li>• Review applicable sport budgets</li> <li>• Discussion on where/how competition will occur for each sport</li> <li>• Ensure Head Coaches have a complete set of registration documents for athletes and volunteers in their program</li> <li>• Distribute (if applicable) and review content in Head Coach Binder including of the facility contract and insurance</li> <li>• Ensure all programs have an Emergency Action Plan (EAP)</li> </ul> <p>Submit accreditation package – application, budget, and program schedule by identified deadline</p>
Oct - Feb	<ul style="list-style-type: none"> <li>• Review budget for Local (with Local Committee)</li> <li>• Ensure spring facilities are booked and any necessary insurance certificates in place (with Program Coordinator)</li> <li>• Start the process for the Community Gaming Grant (Treasurer and Local Coordinator)</li> <li>• Ensure SOBC Award nominations sent to provincial office contact</li> </ul>
March-April	<ul style="list-style-type: none"> <li>• Schedule second coaches meeting prior to start of spring programs (with Program Coordinator)</li> <li>• Ensure volunteer appreciation is occurring (with Volunteer Coordinator) – ie. receiving SOBC service pins – your Community Development Coordinator will assist you with this.</li> </ul>



Local Coordinators also ensure, in conjunction with other committee members, the following additional actions are taken; these occur at different times each year.

<b>ACTION</b>
Ensure all coaches have access to sport-specific or general NCCP training programs including NCCP Special Olympics Competition Sport training courses.  Coach Certification requirements can be found at <a href="https://www.specialolympics.ca/british-columbia/coach-certification">https://www.specialolympics.ca/british-columbia/coach-certification</a> (Program Coordinator will coordinate)
Ensure that every athlete has one competitive opportunity per sport per year (with Program Coordinator)
Recruit volunteers for coaching positions and missing Local Committee positions (with Volunteer Coordinator and Community Development Coordinator)
Ensure the Local pursues and supports fundraising and grant opportunities – offered throughout the year through Special Olympics BC or specific to each community (with Fundraising Coordinator, Treasurer, and PR Coordinator)
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 <a href="https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media">https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media</a>
In Provincial Games years, ensure that all coaches, athletes, and mission staff selected to the Regional team from your Local have all information put out by the Chef de Mission of your Region



# Regional Support

In addition to the support and guidance you will receive from the provincial office, each of the eight regions within Special Olympics BC has an elected **Regional Coordinator**.

This person is usually a long-time volunteer who is responsible to provide support to you and represent you at the provincial level on the SOBC Leadership Council. The Leadership Council creates policies for the organization and keeps the Provincial Office apprised of the needs and issues facing Locals across the province.

On the Leadership Council, Regional Coordinators sit alongside appointed members who are named by the [SOBC Board of Directors](#). These members are selected based on professional experience, training, or expertise to ensure that the Leadership Council is well rounded.

To learn who your current representative is, please click here: [SOBC Leadership Council](#)

As Local Coordinator, you should expect consistent contact throughout the year from your Regional Coordinator. They are an excellent resource for your Local.

## Local Committee

### Local Committee Roles

The Local Committee works behind the scenes to ensure that programs 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 much of the work required to get programs up and running in locals across the province.

The Local Coordinator does not have to be an expert in every position but may find it useful to review manuals for other key committee positions for awareness.

**Local Coordinator:** Ultimately responsible for all actions of the Local. Represents Local's point of view at all meetings. Communicates with all committee members, as well as the Provincial Office and Regional Coordinator. Schedules, chairs, and hosts Local Committee meetings. Sets budget with committee, communicates with athletes, submits accreditation, and ensures policies and procedures are adhered to.



**Program Coordinator:** Responsible for all aspects of programs in the Local. Secures facilities needed for competitions, organizes Local/Regional events, chairs regular coaches' meetings, communicates information on coaching resources, submits progress reports to the Local Committee, evaluates programs, places new athletes and coaches, and attends all Local Committee meetings.

**Treasurer:** Responsible for keeping and submitting regular financial records, communicating with all committee members on financial status, developing the annual budget with the Local Committee, and attending all Local Committee meetings. This role is supported by the SOBC staff finance team.

**Secretary:** Communicates with all Local Committee members, records and distributes meeting minutes, and attends all Local Committee meetings.

**Volunteer Coordinator:** Recruits, liaises with, and represents volunteers, interviews and screens volunteers, provides registration opportunities for potential volunteers, provides orientation and training sessions for volunteers, maintains records, addresses requests of volunteers, organizes volunteer recognition, and attends all Local Committee meetings.

**Fundraising Coordinator:** Coordinates all the Local's fundraising activities, prepares annual fundraising plan, seeks out organizations to provide financial support, recognizes and maintains relationships with the Local's sponsors, advises Provincial Office of all local sponsors, adheres to exclusivity of sponsors, and attends all Local Committee meetings.

**Public Relations Coordinator:** Coordinates all aspects of public relations for the Local – including developing local media contacts, providing appropriate material for media coverage, organizing promotional events, following the SOBC the style guide – and attends all Local Committee meetings.

**Registration Coordinator:** coordinates distribution and receipt of registration information. With the support of the Local, is responsible for ensuring registration is completed annually by all athletes and volunteers participating in SOBC programs and that information is up to date in the database. This position may be filled by multiple people with one managing athlete registration and a second managing volunteer registration.

Other Local Committee that can be filled:

**Equipment Coordinator:** Coordinates the distribution of equipment to coaches for their sport season, collects equipment from coaches at end of season, conducts safety inspections on returned equipment, maintains an organized storage space, and report needs for equipment replacement to Local Committee.

**Family Coordinator:** Represents local families at monthly committee meetings, maintains consistent communication with SOBC staff and the families in designated Local, assists family members to become advocates for Special Olympics, and works to ensure that families feel connected and valued within the organization.



**Athlete Representative:** Local Committees are encouraged and supported by Provincial Office to have an Athlete Representative at the table. This individual would be the voice for local athletes. They would bring issues to the table and communicate directly with the athletes to ensure their needs are being met.

## 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 Local Coordinator should be familiar with all policies as they pertain to the Local operations. Below are examples

- Accreditation within Special Olympics
- Appeal Policy
- Code of Conduct and Ethics
- Dispute Resolution
- Local Committee Meetings – Annual Meetings and Regular Meetings
- SOBC Governance Authority and Responsibility
- Volunteer Screening Policy

### Volunteer and Athlete Management Policies

Volunteer and athlete management is a very important part of Special Olympics BC.

Special Olympics BC is athlete centered but volunteer driven. It's very important to ensure that all parties understand the responsibilities of being a part of Special Olympics. Applicable policies include, but are not limited to **Code of Conduct & Ethics** and the **Volunteer Screening Policy**

It is VERY important for the Local Coordinator to understand these policies and ensure that they are followed within their Local. Failure to properly screen a volunteer could have serious consequences.



## Incident Reports

No one wants to think that they will ever have to discipline an athlete or a volunteer, but it can happen. That's why it is so important to document ALL incidents.

Locals don't need to forward every incident report to the Provincial Office, but you do need to write things down, discuss incidents or behaviours with the individuals involved, and then file those reports. Only if behaviours escalate would it be necessary for the Provincial Office to step in.

Incident reports are used for specific problem occurrences that warrant documentation. Incident report forms must be used for any first aid related injury or treatment of a specific medical problem that is out of the ordinary, any behavior problem or any coach, parent/guardian/caregiver related incidents.

The question is "What warrants documentation?"

A general rule of thumb for documentation of incidents or accidents is...*if in doubt fill it out!*

Special Olympics BC is asked all the time to assist with insurance claims and if the forms were not completed, it is very difficult for us to assist athletes or volunteers in getting assistance for costs incurred. The forms are completed by the coaches to inform the Local that an incident has occurred that could have serious ramifications. The form should be filled out as soon after the incident/accident as possible. Copies should be sent to the Local Committee via the Program Coordinator. If the SOBC Provincial Office needs to step in, copies of the incident forms will be required.

Blank copies of the **Behavior Incident Report Form** & **Medical Incident Report Form** can be found under Forms on the [Coaching Tools page](#) on the SOBC Website



# Hosting a Meeting

Refer to the **Local Committee Meetings – Annual Meeting and Regular Meetings** Policy which can be found on the [SOBC Policies](#) section on the SOBC website for required processes for both Local and Annual Meetings

Local Committee Meetings will be held on a regular basis, at a time and location convenient to the majority of the Local Committee. The Local Coordinator will be responsible for calling and chairing such meeting or delegating such responsibility in his/her absence to a member of the committee. Any committee member may ask the Local Coordinator to call a meeting and a meeting shall be called. A quorum must be present for any business to be transacted. Where questions arise, Perry's Rules of Order will be followed

Minutes shall be taken of all meetings of the Local Committee (by the secretary or designate)

Refer to the **Appendices** for **sample agenda and minutes**

## Tips for Effective Meetings

The following are tips to help you make your meetings successful and effective.

### Before the meeting:

1. Define the purpose of the meeting.
2. Develop an agenda including
  - meeting start and end time meeting
  - location
  - topic headings (including brief topic details)
  - time each topic is expected to take
3. Distribute agenda and background material prior to meeting to allow everyone time to read the material and come prepared for what will be discussed,
4. Choose an appropriate meeting time.
  - set the time and stick to it. People are more likely to attend meetings if you make them productive, predictable, and as short as possible
  - If possible, arrange the room so members face each other, i.e. a circle or semicircle. For large groups, try U-shaped rows. Meetings can also be held via an online platform (ie. zoom) as needed.
5. Choose a location suitable to your group's size.



### During the meeting:

- Greet members and make them feel welcome, including latecomers.
- Start on time, end on time.
- Review agenda and set priorities for the meeting.
- Stick to the agenda.
- Encourage group discussion to get all points of views and ideas.
- Encourage feedback.
- Keep the conversation focused on the topic.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- As a leader, be a role model by listening, showing interest, appreciation, and confidence.
- Admit mistakes when they happen.
- Summarize agreements reached and end the meeting on a unifying or positive note.
- Confirm the date, time, and place for the next meeting.

### After the meeting

- Support Secretary in distributing minutes within two weeks (or sooner) to committee members, your regional coordinator and CDC. Minutes will be formally approved at the following meeting (refer to Appendices for a sample agenda)
- Discuss any problems during the meeting with other volunteers
- Come up with ways improvements can be made.
- Follow-up on delegated decisions.
- See that all members understand and carry-out their responsibilities.
- Give recognition and appreciation to excellent and timely process.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings.
- Note any areas that can be analyzed and improved for more productive meetings.



# APPENDICES



## Local Committee Meeting – Sample Agenda

SOBC – Local

Monthly Meeting Agenda

Date: Location:

Call to Order

Present: Regrets: Guests:

Opening Remarks

Call for Additional Agenda Items

Review Previous Action Items

Approval of Previous Minutes

Coordinator Updates

Local Coordinators Report

Program Coordinator Report

Registration Coordinator Report

Volunteer Coordinators Report

Fundraising Coordinator Report

Treasurer's Report

Account Balance as of	\$	0.00
Total Receipts in	\$	0.00
Total Payments in	\$	0.00
Outstanding Cheques:	\$	0.00
GIC:	\$	0.00
Total:	\$	0.00

Old Business

New Business

Closing Comments

Date of Next Meeting

Adjournment of Meeting



## Local Committee Meeting – Sample Minutes

SOBC - Local  
Monthly Meeting Minutes

Date: April 10, 2021

Location: Local

Call to Order: 7:00pm

Present: John A, John B, John C, Sue A, Sue B, Sue C Regrets: Sue D

Guests: None.

Opening Remarks

Call for Additional Agenda Items

Review Previous Action Items

Approval of Previous Minutes: MOTION to approve minutes from March 10th meeting made by Sue A and seconded by John A. Moved; all in favour.

### Local Coordinators Report

Outstanding Action Items

ACTION ITEM: Program Coordinator to send coaches email regarding the Making Ethical Decision Course on May 13th COMPLETED

ACTION ITEM: Program Coordinator to confirm date for Fall Coaches Meeting OUTSTANDING  
Correspondence from SOBC

Community Gaming Grant - submitted May 30th

Provincial Games

Need to complete sizing for walk-on uniforms. Mission Staff to go to practices so athletes and coaches can try on sizes.

### Program Coordinator Report

All spring sports have started

Need new basketball coach for the fall as the head coach is stepping down

Request to send two soccer coaches to upcoming NCCP - Competition Sport Workshop on May 13/14. Cost to SOBC of \$60.00 per coach plus mileage: MOTION to approve funds to send two coaches to course made by Sue B and seconded by Sue C. Moved; all in favour.

### Volunteer Coordinators Report

Volunteer Appreciation event: June 22nd, with AGM ACTION ITEM □ Local Committee members, please RSVP

Ongoing recruitment of volunteers for Spring/Summer programs

### Fundraising Coordinator Report

Working on sponsorships for year-end BBQ and volunteer appreciation event MOTION to approve a budget of \$200 to purchase hot dogs, buns, and juice for BBQ made by Sue A and seconded by John B. Moved; all in favour.

Staples Campaign to run from May 6th - 28th. Need athletes and coaches to attend at least 4 hours at all Staples locations in Local.

ACTION ITEM □ Sue A & John B to organize schedule for athletes and volunteers to attend event; Sue B to contact Staples managers.



***(Samples Minutes Continued)***

**Treasurer's Report**

Account Balance as of March 31, 2021	\$30,563.00
Total Receipts in March	\$ 0.00
Total Payments in March	\$ 105.96
Outstanding Cheques:	\$ 86.52
GICL	\$20,200.00
Total:	\$50,476.48

**Old Business – None**

**New Business**

Staples Campaign – May 6-18, minimum time requirement is 4 hours with at least 2 athletes and 1 coach. SOBC has asked us to do our best to fill shift in local stores for as many dates as possible. SOBC will provide store liaisons

ACTION ITEM – Local and Program Coordinator to coordinate athletes and coaches to attend Annual Meeting – June 22. All current committee members have agreed to again. Committee positions currently vacant to be filled include Fundraising Coordinator and Equipment Coordinator

**Closing Comments –**

As there was no further business a MOTION was made by Sue C to adjourn the meeting, seconded by John A, Moved, all in favor

**Date of Next Meeting – May 8, 2021**

**Adjournment of Meeting: 8:25 pm**