

# Special Olympics Regina

## Resource Guide

The following portion of the coaches handbook is meant to be practical tool for our local coaches to develop and implement our sports programs. It contains descriptions of our local structure, program guidelines as well as How To section for commonly asked questions.

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## 1. Executive

### 1.1. 2014/2015 Executive Structure and Contact Information

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<b>District/Community Coordinator</b>	<b>Kim Kinnear</b>	<b>306-731-3641</b>	<a href="mailto:jackkim@sasktel.net">jackkim@sasktel.net</a>
<b>Program Coordinator</b>	<b>Rick Sanden</b>	<b>306-584-9661</b>	<a href="mailto:sanden5@sasktel.net">sanden5@sasktel.net</a>
<b>Secretary</b>	<b>Rhonda Penno</b>	<b>306-545-3488</b> <b>Cell:306-529-4337</b>	<a href="mailto:rpenno@accesscomm.ca">rpenno@accesscomm.ca</a>
<b>Treasurer</b>	<b>Mike Penno</b>	<b>306-545-3488</b> <b>Cell:306-529-4462</b>	<a href="mailto:mlpenno@accesscomm.ca">mlpenno@accesscomm.ca</a>
<b>Athlete Registrar</b>	<b>Kim Kinnear</b>	<b>306-731-3641</b>	<a href="mailto:jackkim@sasktel.net">jackkim@sasktel.net</a>
<b>Volunteer Registrar</b>	<b>Linda Kapasky</b>	<b>Home: 306-569-0915</b> <b>Cell:306-533-5627</b>	<a href="mailto:linda.kapasky@sasktel.net">linda.kapasky@sasktel.net</a>
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## 1.2 Executive Responsibilities

The Regina Chapter Executive is responsible for the oversight of all program management while following the guidelines as set out by Special Olympics Saskatchewan. The executive meets on a regular basis throughout the year to review financial status and spending, introduce and oversee special projects, assist program leads (i.e. coaches) when necessary, and to strive to broaden our athletes experience through sport by offering new programs and continually working to improve the programs currently offered. Within our executive there are some key positions that coaches will interact with on a regular basis:

**Community Manager:** main point of contact for any issues/concerns with athletes, suggestions that our members would like the board to review, community relations, policy concerns, etc.

**Community Coordinator:** responsible for the data management of all athletes and volunteers. This person facilitates the distribution of information collected at registration to the coaches at the start of the program year. Any registrations collected, whether during our registration period or further on in the season, must pass through this position in order to ensure all information is correct so that the athlete/volunteer is registered and provided insurance.

**Program Coordinator:** works directly with coaches to assist in the start-up, operations, and conclusion of all sport programs. Also assists in the training and development of coaches by coordinating clinics. This position also works as an intermediary between coaches and the executive, as well as coaches and the provincial office.

**Treasurer:** maintains all financial accounts/records for the chapter and its programs. All funds that a coach might receive (from a late registering athlete, tournament registration fees, fundraising etc.) must be submitted and tracked by this position.

**Public Relations:** maintains our social media pages as well as our website.

For more in depth descriptions of our executive responsibilities please visit our website.

## **Section 2 Program Operations**

### 2.1 Initial Setup

In order to undertake the delivery of a program a coach will work with the program coordinator to answer the following key questions:

- 1) Is this a new program? If yes, then the coach/program coordinator will be starting from scratch on how to answer the next set of questions. If no, then use the information provided by the coach of the previous season as a guideline for planning the program.
- 2) When during the season will the program take place?
- 3) What day/time will the program run? Question 4 could affect this answer.

- 4) What type of facility will the program take place in?
- 5) What kind of equipment will be needed by the coach(s) and the athlete(s) to operate the program?
- 6) How will the equipment be provided?
- 7) Is there a cap to the number of athletes the program can hold? If there is a cap, is there a way to resolve it so that more athletes can participate?
- 8) How many coaches/volunteers will the program need?

Once these questions are answered the program coordinator will add the program to the Community's program overview for advertisement and registration

## 2.2 Annual Operating Budget

The coach will need to submit an expense budget to the treasurer by the requested deadline. The budget will be submitted to the executive for approval. As a general rule, the Community will pay for all reasonable program costs that enrich the sporting opportunities of SOR athletes, but will not pay for individual program windup parties, purchase of individual uniforms or other souvenirs or mementos. A simple template is attached in our appendix section.

See our How To section for instructions on how to book facilities and secure volunteers for your sport

## 2.3 Athlete and Volunteer Registrations

Once the program has been approved by the executive, it will be added to the registrations list. The majority of athletes and coaches will complete their registrations during our registration nights which happen at the end of August each year. The community coordinator will forward the head coach copies of all registered athlete and volunteer forms before the start of the program. These forms contain personal and confidential information so please ensure that they are treated with the utmost respect.

An athlete must have completed and submitted a registration form in order to participate in Special Olympics regular programming. If you have an athlete who is in attendance at your program but you do not have a registration form for them, it is recommended that the athlete stay to observe and fill out a registration form so that it can be submitted and they can participate at the next practice. You can find extra registration sheets in the appendix section.

## 2.4 Program Fee's

Once the budget for the program has been submitted to the executive they will determine what fee will be charged to the athlete to participate. Each athlete must submit a payment for a yearly membership in Special Olympics Regina at the time of initial registration and they will also have to submit a secondary payment that covers the cost of the actual program that they are participating in. While we do our best to have all athletes submit their payments at our registrations nights, there could be the occasion where an athlete shows up to a

program with registration form and fee's in hand. The registration form and fee's need to be submitted to the community coordinator. This year's program fees are listed in the appendix section.

#### 2.4.1 Fundraising Credits

Athletes, parents and volunteers can obtain fundraising credits (formerly known as bingo points) by working at SOR bingos. \$10.00 in credit is earned for each 3 hour shift worked. These credits can be used to pay registration fees, entrance fees for Special Olympics local, provincial and national events, as well as cover athlete's portion of approved travel costs.

The treasurer maintains a record of points earned and used. If an athlete is interested in using points for registration fees or to pay for a competition, please contact the treasurer to see about the number of points available to that athlete.

#### 2.4.2 Special Olympics Saskatchewan Athlete Assistance Grant

These grants are available to athletes who demonstrate a marked need for financial assistance in order to participate in the programs and/or training offered by SOR, SOS or generic sports clubs. The following criteria will be considered by SOS when allocating grant monies:

1. The athlete must be a member in good standing with SOS and registered in the sport for which they are applying for assistance during the current program year.
2. The athlete's current coach must endorse the application to indicate general support for the application.
3. SOS should receive requests for assistance at least one month prior to the event for which the funding is required

Athletes who apply for assistance are not guaranteed funding. SOS will review all requests for financial assistance and decisions will be based largely on the information contained in the applications. Each athlete will be eligible for a maximum of \$200.00 per season, although limited to a maximum of \$75.00 per occasion. All information provided in this application will remain confidential. The form can be found in our appendix.

The order of submission is:

- a) Form is filled out and submitted to coach.
- b) Coach endorses and submits to treasurer.
- c) Treasurer documents application and forwards to SOS.

It should be indicated on the form that payment is to be remitted to Special Olympics Regina, who will disperse the funds as needed when received.

## 2.5 Designing the Content of Your Program

Special Olympics Canada offers a great resource tool for helping to design the content of your program. We also suggest that you content your provincial Sport Tech for coaching tips. Additionally Special Olympics Regina is harnessing the knowledge of our local coaches by having them document their advice for future coaches. Your program coordinator can provide you with that information.

## 2.6 Conducting Program Meetings

It is recommended that at the start of your program you hold a program meeting with parents, caregivers, and/or athletes to ensure that everyone is clear about the expectations of the program. Use this meeting as a place to receive any updated medical information, undocumented issues/concerns that an athlete might have etc. Depending on your program you might have to host more than one program meeting throughout the year as things come up. Although such meetings may not be lengthy, or involve numerous topics, development of a meeting agenda is important, as it will let everyone know what's to be discussed and when they will get their turn if they have issues to bring up. An agenda also helps keep the meeting within a timeframe. It may not seem important at the time, meeting minutes should be recorded and kept by the head coach to be submitted to the program coordinator at the conclusion of the program. See our appendix section for a sample agenda

## 2.7 Accident/Incident Reporting and Insurance

Through Special Olympics Saskatchewan and Special Olympics Canada, all registered athletes and volunteers are covered by a group liability insurance policy, when engaged in sanctioned Special Olympics activities. Head Coaches and/or Team Managers are responsible to complete and submit an Accident/Incident Report should an athlete or volunteer be injured or involved in a significant incident during a Special Olympics activity. This documentation is essential regarding any instances of inappropriate behavior. Reporting forms can be found in the previous section and online. Reports must be submitted to our Community Manager within 48 hours of the incident.

## **Section 3. *Competition and Travel***

In some of our programs the opportunity will come up to participate in a competition with other communities, either by hosting or travelling to an event.

### 3.1 Hosting a competition

If your program is looking to host a competition there are some basic steps to getting organized.

- a) Contact other communities about initial interest.
- b) Contact provincial Sport Tech for direction on how to put on event.
- c) Determine logistics of hosting (how many teams, how many games, banquet, is it a qualifying event to

attend provincials, etc.).

- d) Set a date.
- e) Secure a venue.
- f) Inform program coordinator of event.
- g) Submit necessary sanctioning forms to program coordinator, who will forward to Special Olympics Saskatchewan.
- h) Determine costs associated with hosting (facilities, officials, equipment, catering, medals, etc.).
- i) Send budget to program coordinator.\* If you are hosting a banquet tickets sales must cover 100% of banquet costs.
- j) Send out final information, including registration fee amounts to interested communities.
- k) Contact volunteer coordinator or community manager, if position is vacant, about securing volunteers.

\* The proposed budget must be approved by the executive at least one month prior to the event.

Within one week of the conclusion of the event you will need to submit a follow up report (including payment collection form) and a final budget to the program coordinator. The template of the follow up report and the budget can be found in the appendix.

### 3.2 Travelling for Competition

If your program is looking to travel for a competition there are some basic steps to getting organized.

- a) Contact your provincial body and/or sport tech about information on other communities hosting an event.
- b) Determine the costs associated with travelling to the event (transportation, accommodations, meals, registration fees, misc. costs, etc.).
- c) If it is an out of province trip you will need to submit a request form to Special Olympics Saskatchewan. This can be done through the program coordinator. The form can be found in the appendix section
- d) Submit the proposed budget to the executive through the program coordinator for approval no later than 1 month prior to the event.
- e) Book facilities and transportation if necessary
- f) Receive schedule of events from host community
- g) Hold program meeting to go over itinerary and discuss any potential complications (i.e. food allergies,

specific medication instructions, etc.). Hand out packing list.

- h) Contact treasurer to receive SOR debit card which will allow head coach to pay for majority of expenses.
- i) Keep all receipts and submit to treasurer when debit card is returned. Clearly identify which are associated with the debit card and which SOR will need to reimburse the coach for.
- j) Coaches must submit all fees collected for the event to the treasurer with 30 days of the event.
- k) Any expenses not covered by participation fees collected from each athlete for the event and paid by SOR must be reimbursed by the end of the fiscal year (June 30<sup>th</sup>).

Within one week of the conclusion of the event you will need to submit a follow up report (including type of payment collected form) and a final budget to the program coordinator. The template of the follow up report and the budget can be found in the appendix.

### 3.3 Financial Support for Competition

#### 3.3.1 Fundraising

Special Olympics Program can put on events to raise funds to attend/host competitions. The executive must be notified of the event 1 month prior for approval. All funds raised will be submitted to the treasurer to be dispersed as needed. Any funds raised that are not consumed by the expenses of the event will be held in trust to be used for future events for that sport.

#### 3.3.2 Special Olympics Regina Financial Support for Competition

SOR does budget money at the beginning of every year to support the athletes expenses associated with attending competition. Traditionally SOR will provide up to 40% of the costs for the event, but this amount is not guaranteed. If a coach submits a budget with a request for support they will be notified within 24 hours after the next scheduled executive meeting whether the request is approved.



## HOW TO

1. **Book a Facility:** The majority of facilities used by Special Olympics Regina are booked through Central Scheduling with the city of Regina. The phone number is 306-777-7529. They will provide you directions on the form you will need to submit.
2. **Find Volunteers:** Each year we are contacted by a number of people who are looking to help our organization and we collect their info in our volunteer pool. Whenever you are looking for a volunteer, please contact our volunteer coordinator (or community manager if position is vacant) and we will work to secure them for you.
3. **Submit Bills for Remittance:** simply contact our treasurer to drop off the bills. A cheque will be issued for the payment within 30 days.
4. **Get Athlete(s) Recognized for Achieving Goals:** We are always looking to celebrate success on our Facebook page and website so if you have an athlete that deserves some recognition contact our social media executive.
5. **Get a Coaches Shirt:** Simply contact our program coordinator to make arrangements for distribution.
6. **Get your First Aid Kit Restocked:** contact our community manager and they will exchange it for a new one.

If you have a question on how to do something that you think we should add to this page please send an email to [specialolympicsregina@gmail.com](mailto:specialolympicsregina@gmail.com) with the subject line HOW TO