

Special Olympics BC Volunteer Professional Development Series

How to Set Up Your Local For a Successful Season

Facilitated by: Melainie Hatt

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Housekeeping

This webinar will be recorded so it can be accessed later, along with the slides.

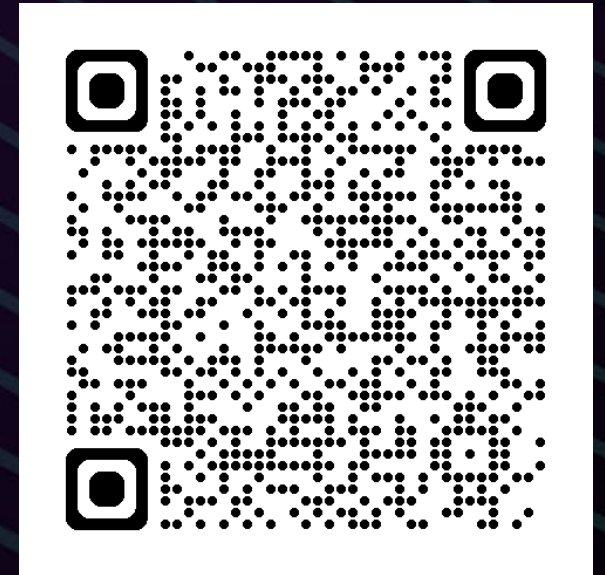
Please mute yourself if you are not speaking.
Thank you.

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Upcoming Webinars

- Sept 24: Branding & Marketing Resources
- Oct 5: LETR Polar Plunge
- Nov 2: Fund Development Opportunities
- Dec 7: Athlete Support – Behaviour 101
- Jan 11: Athlete Support – Tools for Success
- ...and more



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Land Acknowledgement

Tsleil-Waututh

Musqueam

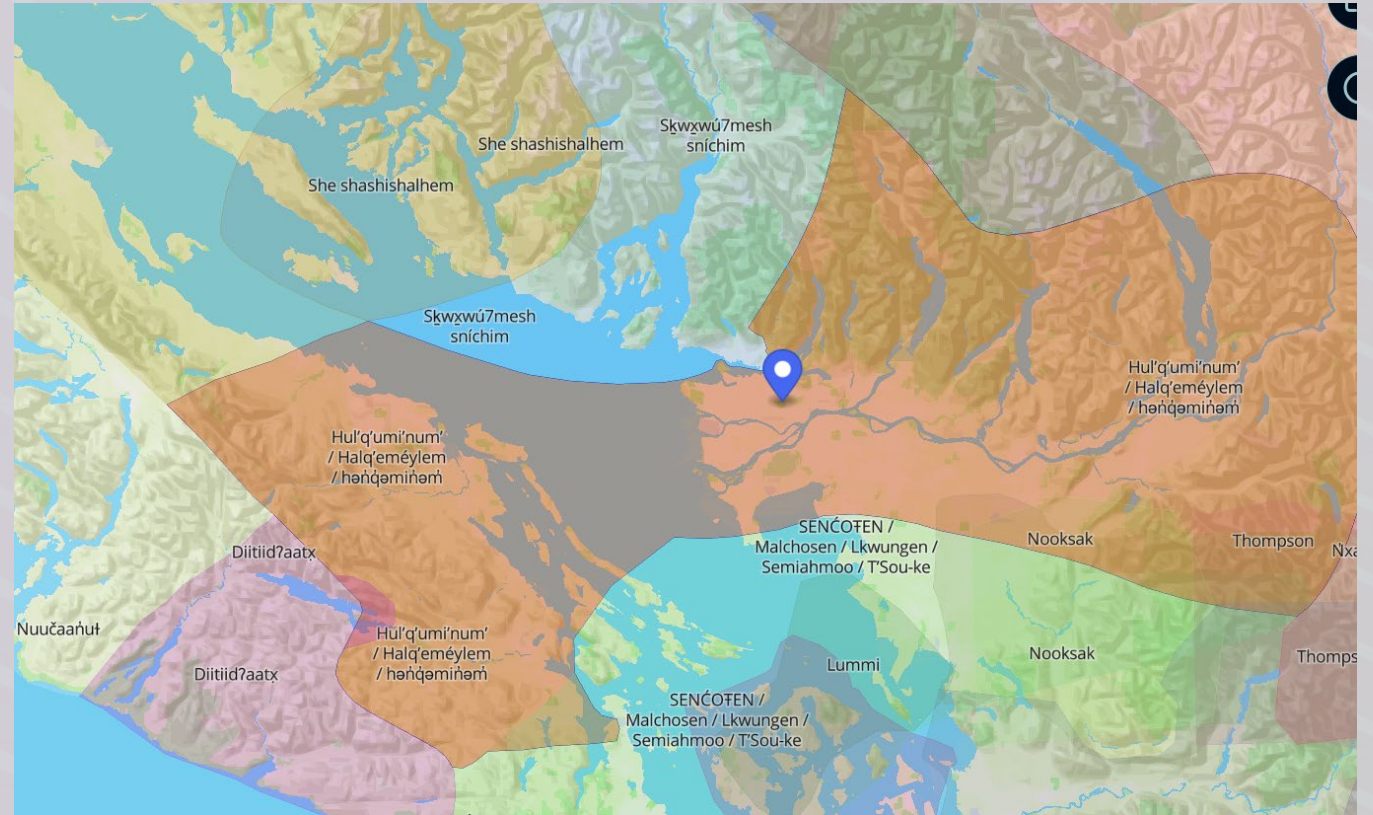
Qayqayt

Hul'qumi'num Treaty Group

Stz'uminus

Stó:lo

Cayuse, Umatilla, Walla
Walla



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Today's Agenda

Develop a Local Plan

Engage Volunteers

Educate and Train Coaches

Promote Participation

Stay Informed

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Develop a Local Plan

Create a detailed plan outlining the goals, objectives and strategies of the local. This should include the types of sports offered, number of participants and the structure of the programs.

This is usually done through **Accreditation**

Accreditation is the process that confirms the relationship between Special Olympics BC and a Local committee. This is done yearly along side with the designated Community Development Coordinator and provides info on committee members – local financials – goals – meeting schedules – number of athletes and coaches as well as programs offered.

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Develop a Local Plan

Accreditation process has been modified for this current year. There will no longer be the accreditation application however there is a new assessment tool that will be managed by the CDC throughout the year – working along side the committee to ensure info is up to date. There are three documents that locals are responsible to complete as part of the accreditation process going forward:

1. Local accreditation checklist
2. Local Committee appointment form
3. Annual Local annual meeting goal planning sheet

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Local



Program schedule
template:
[landscape](#) | [vertical](#)

2026-2027 Sport Schedule

SPORT	PRACTICE TIME	VENUE	COST	DATES

Additional information here

Contact information here

Program Schedule

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Engage Volunteers

Assemble a team of dedicated volunteers to assist with program management, coaching, and community outreach. Volunteer professionals can provide valuable support and resources.

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Local Coordinator: Ultimately responsible for all actions of the Local. Represents Local's point of view at all meetings, communicates with all committee members. Schedules, chairs, and hosts Local Committee meetings. Sets budget with committee, communicates with athletes, submits accreditation, 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, 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.

Local Committee Roles

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Secretary: Communicates with all Local Committee members, records and distributes meeting minutes, 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 of 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, utilizing the style guide – and attends all Local Committee meetings.

Local Committee Roles

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All administrative vacancies should be documented in meeting minutes to notify the designated Community Development Coordinator. CDCs will assist in all onboarding requirements for admin roles.

Melainie Hatt, Program Manager & Community Development, Region 1

Leanne Ficocelli, Community Development Coordinator, Region 2

Shauna Kelly, Community Development Coordinator, Regions 3, 4 & 5 (*Maternity leave coverage for Chelsea Tambellini*)

Catherine Shrubshall, Community Development Coordinator, Region 6

Rachel Kailis, Community Development Coordinator, Regions 7 & 8

[British Columbia | Staff & Communities](#)

LOCAL RECRUITMENT NEEDS

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Administrative Training

Special Olympics Canada
Orientation [British Columbia | New
Volunteer Onboarding](#)

Safe Sport – [Coaching Association
of Canada | Association canadienne
des entraîneurs](#)

Coach/Volunteer Training

Special Olympics Canada
Orientation [British Columbia | New
Volunteer Onboarding](#)

Safe Sport – [Coaching Association
of Canada | Association canadienne
des entraîneurs](#)

NCCP Intro to Coaching
Making Ethical Decisions
Sport Specific as needed

Educate and Train

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Topics Reviewed:

Coach meetings support consistent messaging to all coaches on expectations for the upcoming sport season. These meetings are usually facilitated by the Program Coordinator along with CDC support.

Registration/Medical forms
for athletes and volunteers
Emergency Action Plan (EAP)
Attendance Sheets
Practice Plans
Incident Report Forms
Sport Rules/Resources
Local Contacts

Coach Meetings – fall and spring

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Types of Safety

Physical Safety – ensuring field of play is hazard free to minimize injury; comprehensive return to sport procedures following injury; proper equipment and education

Psychological Safety – the feeling that you will not be punished or humiliated for sharing ideas, asking questions or making mistakes; everyone is welcome

Cultural Safety – A culturally safe space promotes the diverse cultural backgrounds, values and beliefs of all participants and prevents discrimination or bias based on cultural differences.

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What does
Safe Sport
mean to
you?



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- Resolved and documented at the Local level
- **Not** reported to SOBC Provincial Office unless specifically requested

Rating	Incident severity	Examples	Response/ Sanction	Communication	Incident tracking
1	Unprecedented but inappropriate remark, comment, or interaction that is addressed onsite and no further intervention is required	• Late for practice • One inappropriate comment or interaction • Poor listening	Resolved onsite. No formal sanction	Verbal communication of expectations from Coach/local	Local to keep records onsite. Not reported to SOBC.
2	Inappropriate, rude or unsportsmanlike behaviour that cannot be de-escalated onsite. No prior documented violations.	• Repeated use of aggressive or inappropriate language • Disruptive behaviour that cannot be de-escalated onsite • Unsafe actions	Removal from practice or event for the remainder of the session. Follow up conversation but no further sanction	Written and/or verbal communication of expectations from Coach/local	Local to keep written records onsite. Not reported to SOBC.

Incident Recording at Local Level

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- Report to SOBC Provincial Office

Rating	Incident severity	Examples	Response/ Sanction	Communication	Incident Tracking
3	Repetitive rude, inappropriate or unsportsmanlike behaviour that in violation of the Athlete Code of Conduct and Ethics and/or SOBC Policies. Prior verbal and written warnings have been documented by the local committee and the athlete is aware of expectations at practice and other events.	• repeated violations of Code of Conduct • pattern of disrupting other athletes' ability to participate fully	• Immediate suspension (up to 2 weeks) from specific or all sports	• Two-week suspension is initiated and communicated to suspended party by Local upon recommendation by coach. • Local must provide notification and incident report to VP, sport. • VP, Sport will follow up with athlete/volunteer and indicate any return to program instructions	• Both Local and SOBC retain records • SOBC records will be filed in specific, confidential MS Teams location
	Any outburst at practice or competition that is in direct violation of the Athlete Code of Conduct and Ethics and is verbally abusive to other athletes, bystanders, coaches or volunteers. Incident jeopardizes safety of others.	• Verbal assault that threatens to harm another person or is overly aggressive with potential intent to harm			
	3 strike rule. If two level 2 incidents have been documented within the previous 6 months, at any event/program for which the athlete or coach participates, all further incidents will be immediately categorized as a level 3 and a suspension will be issued.	• Repeated inappropriate comment, use of language and/or behaviour that continue after formal written warnings			

Incident Response & Reporting

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- **Use the online incident reporting form** [Special Olympics BC Incident Report](#)
- Repeated breaches of the code of conduct, especially after formal written warnings
- Anything physically harmful
- Any sexual harassment, sexual abuse or sexual maltreatment
- Use of performance enhancing drugs
- Anyone charged with a criminal offence
- Significant medical or supervision requirements that have the potential to make participation unsafe for the athlete or others

Immediate Reporting to SOBC

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- Safe sport resources on the SOBC website – concussion, rule of two, types of safety etc
- Keep an eye on the volunteer bulletin for other timely resources or tips
- Viasport has some helpful resources on their site as well [Resources - Enhancing Sport Knowledge | viaSport](#)
- Connect with your CDC if you are looking for specific topics or assistance

Other Resources

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Promote Participation

Engage young people: young people are the change makers – let's get them on board and invested....

Educate and Empower: community presentations – PAC meetings – make connections with families – talk about the value of sport in the lives of children with ID

Various Volunteer Opportunities: connect people with sports of interest – events that they are passionate about – keep admin roles exciting about having them participate in other things throughout SOBC.

Inclusive Awareness Initiatives: Continue to implement inclusive awareness initiatives to open the hearts and minds towards people with ID – these initiatives lead to increased inclusion and respect.

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Stay Informed

Access the SOBC website

Participate in virtual training
events/workshops offered provincially

Keep connections with coaches and
volunteers

Regular meetings with committee members
keeps committees strong

Consistent connection with designated CDC

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Questions –
thoughts?



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Thank you

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