



Special Olympics Athlete Sport Exemption Process Summary

Purpose: This form is used to request an exemption from registering an athlete with their home Local to another Local, for participation in sport programming. Approval requires acknowledgement from both the Originating Local and the Intake Local.

An Athlete Sport Exemption Request is required when an athlete wishes to participate in a sport outside of their home local. To ensure the request is reviewed appropriately, the following process must be followed:

1. **The Athlete Sport Exemption Form must be completed by both locals** involved:
 - The **originating (home) local** completes and signs its designated section.
 - The **intake (receiving) local** completes and signs its designated section, confirming its support of the request.
2. **All required signatures must be obtained** before the form is submitted.
3. Once both locals have completed and signed the form, it should be submitted to the Regional Coordinator who then submits it to SOBC's Program Manager for review. (In absence of the Regional Coordinator, the locals can submit directly to SOBC's Program Manager)
4. The Regional Coordinator will review the request to ensure all information is completed and that the exemption aligns with SOBC policies and procedures.
5. Following submission to SOBC's Program Manager, the request will be **forwarded to SOBC Leadership for final consideration and approval**.
6. Please note that athlete participation in the receiving local's sport program should not be considered approved until the exemption request has completed the review process and final approval has been granted.

Once Leadership has made a decision both locals (originating and designating) will receive a letter of notification from the Leadership Chair within 3-5 days of submission.



Special Olympics BC

Please complete all applicable sections. This form is to be submitted by the **Originating Local** and requires authorization from both the Originating Local and Intake Local Coordinators.

Athlete Information

Athlete Name: _____
Address: _____
City: _____ **Postal Code:** _____
Telephone: _____
Email: _____
Originating Local: _____

Reason for Exemption request

Please check ONE primary reason:

☐ **Sport Not Offered in Originating Local**

Sport the athlete is requesting to register in: _____

☐ **Suitable level of sport skill Not Available in Originating Local**

Sport the athlete is requesting to register in: _____

Athlete and/or programs will be assessed prior to approval.

☐ **Change of Residence – Grandfather Status**

Athlete has participated in the Originating Local for more than five years and is requesting to remain registered with that Local. This is a onetime option – athlete can only access offered sports in grandfathered local.

☐ **Other:**

Additional Information

Please provide any information that may be relevant to this request, including circumstances that support the exemption.



ORIGINATING LOCAL AUTHORIZATION

By signing below, the Originating Local confirms that it supports and endorses this registration exemption request.

Originating Local: _____

Originating Local Coordinator – Name: _____

Signature: _____ **Date:** _____

Originating Region (if applicable): _____

Regional Coordinator (if applicable): _____

Signature: _____ **Date:** _____

INTAKE LOCAL RESPONSE

Intake Local: _____

Please select **ONE**:

☐ **Accept Athlete as a Member**

The Intake Local can accept the athlete as a member. The athlete will pay the applicable home Local program registration fee.

☐ **Unable to Accept Athlete**

Reason:

INTAKE LOCAL AUTHORIZATION (local where sport is being offered)

By signing below, the Intake Local confirms that it has reviewed the request and indicates its decision above.

Intake Local Coordinator – Name: _____

Signature: _____ **Date:** _____

Intake Region (if applicable): _____

Regional Coordinator (if applicable): _____

Signature: _____ **Date:** _____

Notification

Originating Local has been notified that the request was received.

Date: _____ **By:** _____

All costs associated with an athlete's participation are the responsibility of the originating local (the local in which the athlete is registered). This includes registration and other expenses related to sport programs, as well as costs incurred when an athlete qualifies for higher levels of competition, such as Provincial Games, National Games, and other sanctioned events. Discussions with Originating local and athlete will occur if costs need to be shared.



For office use – do not write below:

Date Received: _____ **Received By:** _____

Approved: ☐ Yes ☐ No ☐ Pending

Reviewed By: _____

Date Reviewed: _____

Forwarded To: _____

Date Forwarded: _____

Additional Notes: