

SPECIAL OLYMPICS CANADA AND (INSERT NAME OF CHAPTER)	
COACH AND MISSION STAFF ELIGIBILITY FOR PARTICIPATION IN NATIONAL AND WORLD GAMES POLICY	
<i>This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.</i>	
EFFECTIVE DATE:	LAST REVISED: November 17, 2023

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Coach”* – an individual registered as a volunteer with Special Olympics Canada or a Chapter as a coach or a caddy of Special Olympic athletes.
 - b) *“Chapter”* – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics.
 - c) *“Organization-sanctioned event or activity”* – means any national or international games, competitions, events, programs, or activities sanctioned by Special Olympics Canada, Special Olympics Accredited programs, Special Olympics North America (SONA) or Special Olympics International (SOI).
 - d) *“National Team Program (NTP)”*- is a program developed by Special Olympics Canada (SOC) to prepare and support the athletes, coaches and mission staff attending World Games. The program strives to ensure that Special Olympics athletes in Canada have access to quality training, coaching and competitive opportunities to ensure optimal performance and a positive experience as a member of the National Team.
 - e) *“National Team Program Committee (NTP-C)”* - provides guidance, support and recommendations on the development and implementation of the National Team Program (NTP).
 - f) *“Mission Staff”* – an individual registered as a volunteer with Special Olympics Canada or a Chapter who meets the qualifications to fulfill one of the following roles at Games or competitions; Mission Staff, Chef or Assistant Chef de Mission, Team Manager, or Additional Support Staff (AS-Staff) which includes Communications Liaison, Team Doctor, Mental Performance Specialist
 - g) 1-on-1 Support – an individual supporting an athlete’s specific accommodations for medical or safety requirements

Purpose

This Policy describes the eligibility and selection for Mission Staff and Coaches for an Organization-sanctioned event or activity with Special Olympics.

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Eligibility and Selection Criteria

The minimum eligibility requirements for Coaches are established by the NTP (see Appendix A). The NTP will make public the eligibility and selection criteria 90 days in advance of an Organization-sanctioned event or activity.

Mission staff are selected by the Chapters based on criteria in Appendix A and based on the needs of the athlete as determined by the Chapter(s).

2. For any Organization-sanctioned event or activity, any Coaches or Mission Staff listed on the official registration form must obtain the minimum requirements identified in Appendix A no later than 90 days prior to the first day of the Organization-sanctioned event or activity.
3. Individuals interested in participating as Coaches or Mission Staff in Special Olympics must register with their applicable Chapter, which registers them with Special Olympics Canada, and agree to abide by the policies, procedures, rules and regulations of Special Olympics Canada and its applicable Chapter.

Exemptions – National Games Qualifying Events

4. Coaches are required to attend the qualifying event to be eligible for an Organization-sanctioned event or activity, however, SOC and its Chapters recognize that there could be extenuating circumstances that may prevent a coach from participating in the designated qualifying event. In these instances, the Chapter must submit in writing to SOC an exemption request that confirms the coach had fulfilled all the Chapter requirements leading into the qualifying event and the rationale for not being able to participate in the qualifying event. Requests must be received within 14 days of the completion of the qualifying event and will be evaluated by SOC on a case-by-case basis in its sole discretion. Decisions will be communicated within 21 days of receiving the request and are not subject to appeal.
5. If an exemption is granted, the coach will still be eligible to apply for an Organization-sanctioned event or activity as long as they attend National Games and meet all other eligibility criteria outlined in Appendix A.

Exemptions – Sport Specific Training

6. Coaches may apply to SOC for a one-time exemption for their sport specific training required for an Organization-sanctioned event or activity. The application must outline the reasons for the exemption, detail the reason(s) for incomplete eligibility and outline a pathway to complete the required training.
7. Should an exemption be granted, the coach will be eligible to attend the respective National Games but no further exemptions will be granted in that sport. Exemption requests must be submitted no later than 90 days prior to the first day of competition. Exemptions will not be granted for participation in World Games.

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Selection Criteria for World Games

8. The NTP-C will act as the Selection Committee for Coaches and Mission Staff selected to the National Team Program in accordance with the published criteria. Caddies, if applicable, will be selected by the Provincial/Territorial Chapter.
9. Interested Coaches and Mission Staff will be required to follow the application process outlined by the NTP-C and obtain all minimum requirements outlined in Appendix A.
10. The NTP-C will decide on whether alternates will be selected and identified for each set of Games.
11. Successful candidates will be required to sign a Coach or Mission Staff agreement which sets out the terms and conditions of their participation with the National Team Program.
12. A Coach or Mission Staff may be dismissed by the NTP-C if a Coach or Mission Staff is not sufficiently preparing the athletes or if there are other legitimate reasons.

Appeals

13. Decisions made by Special Olympics Canada or a Chapter related to the selection of a Coach or Mission Staff can be appealed per the terms of the *Appeal Policy*.

Appendix A

Mission staff applying to participate in an Organization-sanctioned event or activity must meet the following eligibility requirements:

a) All Coach and Caddy Training Requirements

- Special Olympics Canada Competition Introduction (Comp-Intro) – **TRAINED**
- Sport Specific – **TRAINED**
- Sport Specific: SOC Caddie Course AND Golf Canada Level 1 Rules – **CERTIFIED**
- Make Ethical Decisions (NCCP) – **EVALUATED**
- Safe Sport Training (CAC)
- Current Criminal Record Check
- Attend Qualifying Event or Attend National Games to be eligible to attend World Games

b) Chef de Mission/Assistant Chef de Mission/Mission Staff/Team Manager Training Requirements

- Special Olympics Canada Competition Introduction (Comp-Intro) – **TRAINED**
- Make Ethical Decisions (NCCP) – **EVALUATED**
- Safe Sport Training (CAC)
- Current Criminal Record Check

- Attend National Games to be eligible to attend World Games (for mission staff)
- c) *AS-Staff Training Requirements (Communications Liaison, Medical Staff, Mental Performance Specialist and 1 on 1 Support)*
 - Special Olympics Canada Orientation Course - **TRAINED**
 - Safe Sport Training (CAC)
 - Current Criminal Record Check

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