

**SECTION:** ADMINISTRATION  
**TOPIC:** Community Accreditation  
**EFFECTIVE DATE:** December 1996  
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### **Definitions**

The following terms have these meanings in this Policy:

- a) “Accreditation” - a process that confirms the membership relationship between Special Olympics Saskatchewan (SOS) and a SOS Community Executive Committee (CEC).
- b) “Community Executive Committee (CEC)” a Special Olympics Committee in a Community and its elected members.
- c) “Community”- an entire operations of a Special Olympics Community (ex: Athletes, Volunteers, Programs, Finances, etc)
- d) “Conditional Accreditation”- a status that allows a Community to continue to operate; on the condition that requirements and standards identified by SOS are met by the timeline outlined by SOS.

### **Purpose of Accreditation**

SOS accredits Communities to ensure the provincial and national quality of programs, and ultimately the growth of the Special Olympics movement in Saskatchewan and Canada. Accreditation is a method of ensuring that every community meets the essential core requirements of the Special Olympics mission and also certain minimum management and financial requirements. The accreditation requirements are designed to enable CEC’s to demonstrate compliance by completing an accreditation application with information that is easily verifiable by SOS staff.

The granting of accreditation is authorization by SOS to a Community to act as an official Special Olympics organization within the determined geographic area. Special Olympics Saskatchewan places its belief, trust and authority in the CEC for the proper and just implementation of Special Olympics programming within the determined geographic area. It is recognized that no SOS community shall be incorporated. All communities shall exist and operate under the bylaws, policies, and procedures established by SOS.

Granting of accreditation to a Community in no way diminishes the rights of the provincial body of SOS to oversee operations and enforce policies and procedures in that community.

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### **Rights and Requirements of Accreditation**

Community accreditation packages shall be submitted by the deadline outlined by SOS annually. Communities will follow the deadline criteria in order to receive their accreditation status and monies accordingly.

When a community satisfies the accreditation requirements, SOS issues a letter to the CEC Community Manager granting the community the legal right to use the Special Olympics name, logo and other trademarks within its geographic area, to conduct Special Olympics sports and related activities, and to raise funds under the Special Olympics name.

### **Rights**

Accreditation entitles the Community to the following:

- Use of the Special Olympics name, logo and symbol. The written name must appear as Special Olympics Saskatchewan - "community name". Use of the logo must follow established guidelines.
- Authorization to conduct business and run programs and activities for Special Olympics Saskatchewan in the established geographic area.
- Authorization to generate and raise funds in the name of Special Olympics.
- SOS support in the form of financial assistance, program and promotional materials, and awards within the policies established by SOS
- Participation in local, regional, provincial, national, and international promotions, programs, events, and competitions.
- Coverage under applicable insurance programs held by Special Olympics Saskatchewan and Special Olympics Canada.
- Authorization to hold bank accounts in the name of Special Olympics Community.

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### **Requirements**

Accreditation requires the Community to conduct or complete the following:

- Provide a year round program of sport training and competitive opportunities for individuals within their geographic area who have an intellectual disability.
- Conduct the business of the CEC in a proper manner as outlined by SOS, protecting the name and integrity of Special Olympics.
- Abide by the Special Olympics Canada and SOS sport rules, policies, procedures, organizational mission, and practices.
- To acquire all funds required to finance community programs and the administration of the community.
- Submit the accreditation information by the annual dates indicated by SOS.
- Schedule at least 4 CEC meetings per year and submit the schedule to SOS as required. Submit meeting minutes from CEC meetings to the SOS Community Coordinator via email within 14 days of the meeting.
- Attend SOS events and meetings as required by SOS. Including but not limited to, competitions, Annual General Meeting, and Leadership Conference.
- Comply with and support the SOS coach and volunteer minimum screening and training requirements standards.
- Comply with and support the SOS athlete, coach, and volunteer registration process.
- Maintain the SOS minimum standards for programs, competitions, CEC operations, financial operations, marketing, and fundraising.

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### **Process for New Communities**

Communities seeking to start up Special Olympics operations, will be granted a one year conditional accreditation status; with conditions implemented based on their individual needs as a community.

### **Conditional Accreditation Procedure**

Accreditation, and the accompanying rights, obligations, and benefits may be revoked should it be deemed that the policies, organizational mission, or expectations of SOS have not been adhered to or met.

The process for revoking accreditation should proceed as follows:

1. A report outlining the concern or breach of policy, organizational mission, minimum standards or expectations is to be created by SOS and endorsed by the SOS Provincial Board of Directors. A copy of this report is to be forwarded to the CEC members of the affected community. A letter is to accompany the report indicating that the community is now under conditional accreditation status.
2. A SOS staff member will be assigned to work with the CEC to review the circumstances that led to the change in accreditation status and work with the committee to rectify the situation. A time-line and action plan to rectify the situation will be established at this time.
3. Should the CEC satisfactorily rectify or address all conditions outlined in the report and letter, conditional status will be lifted.
4. In the event that the situation is not rectified to the satisfaction of SOS in the time specified, the SOS staff member will recommend either that an extension be granted on the conditional status, or that accreditation be revoked.
5. Should accreditation be revoked, a letter will be sent to the CEC indicating that their accreditation status has been revoked. All rights gained through accreditation will be suspended. All funds held by that community will be turned over to SOS to be held in trust for a new CEC in the community or for community dissolution redistribution. SOS has the right to establish a new CEC to offer SOS programs in that geographic area.

### **Appeal Process**

The CEC may, within two weeks of receiving notice of accreditation status being revoked, appeal the decision using the process outlined in the Appeal Policy found on the SOS website.

### **Community Dissolution**

If a community experiences insurmountable challenges (ex: lack of athletes, volunteers, facilities) and repeated efforts by the Community and SOS to address these challenges are unsuccessful, a community may apply for dissolution. A motion to apply for dissolution should be made at a CEC meeting, with a vote of at least  $\frac{2}{3}$  of the active CEC members voting to dissolve the community. A copy of the meeting minutes, and a letter outlining the intention and rationale for dissolution should be sent to Special Olympics Saskatchewan within 7 days of the meeting.

SOS shall review the request for dissolution and determine the next steps. If the motion for dissolution is accepted by Special Olympics Saskatchewan and approved by the SOS Provincial Board of Directors, the following actions will be carried out:

- All Community bank accounts will be closed. SOS will review the financials and return any unspent funds that will not meet the conditions of the funding source (i.e. grant funding, conditional donations, canceled program registration fees). Any remaining funds will be dispersed to SOS. Funds will then be dispersed to Community(ies) that are within the dissolving Communities District Boundaries. If no other Communities reside in the District, funds shall be equally distributed amongst the other Special Olympics Communities in the province.
- An inventory list of assets (ex: program equipment) must be sent to SOS. Arrangements are to be made to ensure that all equipment is obtained by SOS in a timely manner. The equipment will then be either distributed to communities in need, sold, or donated.
- Communication informing all members affected (athletes, volunteers, caregivers, etc) is to be made by the Community and SOS.

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If the motion is denied by SOS, the following actions will be carried out by the provincial office:

- SOS will work to ensure that the necessary actions (ex: volunteer or athlete recruitment) are carried out, with the goal of resuming programming in that Community once it is feasible to do so.
- Communication informing all members affected (athletes, volunteers, caregivers, etc) is to be made by SOS.