



2018 Local Program Coordinator's Manual





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Info for Local Programs

Eligibility

Every person with an intellectual disability who is at least two years of age is eligible to participate in Special Olympics.

Age requirements

Children age two through seven may participate in the Young Athletes program.

The minimum age requirement for participation in Special Olympics competition is eight years of age. There is no maximum age limitation for participation in Special Olympics.

Children who are at least six years old may participate in age-appropriate traditional Special Olympics training, or in specific (and age-appropriate) cultural or social activities offered during the course of a Special Olympics event. Such children may be recognized for their participation in such training or other non-competition activities through certificates of participation. However, no child may participate in a Special Olympics competition (or be awarded medals or ribbons associated with competition) before his or her eighth birthday.

Identifying persons with Intellectual Disabilities

A person is considered to have an intellectual disability for purposes of determining his or her eligibility to participate in Special Olympics if that person satisfies any one of the following requirements:

- The person has been identified by an agency or professional as having an intellectual disability as determined by their localities; or
- The person has a cognitive delay, as determined by standardized measures such as intelligent quotient or "IQ" testing or other measures which are generally accepted within the professional community in New Hampshire as being a reliable measurement of the existence of a cognitive delay; or
- The person has a closely related developmental disability. A "closely related developmental disability" means having functional limitations in both general learning (such as IQ) and in adaptive skills (such as in recreation, work, independent living, self-direction, or self-care).
- However, persons whose functional limitations are based solely on a physical, behavioral, or emotional disability, or a specific learning or sensory disability, are not eligible to participate as Special Olympics athletes, but may be eligible to volunteer for



Special Olympics.

Participation by Individuals with Down Syndrome Who Have Atlanto-axial Instability

In light of medical research indicating that up to 15% of individuals with Down syndrome have a mal-alignment of the cervical vertebrae C-1 and C-2 in the neck known as Atlanto-axial instability, exposing such individuals to possible injury if they participate in activities that hyper-extend or radically flex the neck or upper spine, we must take the following precautions before permitting athletes with Down syndrome to participate in certain physical activities:

- Athletes with Down syndrome may participate in most Special Olympics sports training and competition activities, but shall not be permitted to participate in any activities which, by their nature, result in hyper-extension, radical flexion or direct pressure on the neck or upper spine, unless the requirements below are satisfied. Such non-permitted sports training and competition activities include: butterfly stroke and diving starts in swimming, pentathlon, equestrian sports, soccer, alpine skiing and any warm-up exercise placing undue stress on the head and neck.
- An athlete with Down syndrome may be permitted to participate in the activities described above if that athlete is examined (including x-ray views of full extension and flexion of neck) by a physician who has been briefed on the nature of the Atlanto-axial instability condition, and who determines, based on the results of that examination, that the athlete does not have an Atlanto-axial instability condition.
- An athlete with Down syndrome who has been diagnosed by a physician as having an Atlanto-axial instability condition may nevertheless be permitted to participate in the activities described above if
 - the athlete, or the parent or guardian of a minor athlete, confirms in writing his or her decision to proceed with these activities notwithstanding the risks created by the Atlanto-axial instability, and
 - Licensed Medical Professionals certify in writing that they have explained these risks to the athlete and his/her parent or guardian, and that the athlete's condition does not, in their judgment, preclude the athlete from participating in Special Olympics.

These statements and certifications shall be documented and provided to SONH using the Special Release for Athletes with Atlanto-axial Instability form.



Compliance

Before participating in Special Olympics New Hampshire sanctioned trainings and/or competitions, athletes and Local Program Volunteers (LPVs) must have an application filled out and submitted to us.

Ensuring that applications are up to date for all athletes and volunteers is important for many reasons. By providing the most comprehensive information possible in the application, Special Olympics coaches, volunteers and staff can provide the greatest assistance and care to each athlete and make sure that each Special Olympics event is enjoyable and safe. Applications must be renewed every three years.

- Allows an athlete to be treated by a medical professional in case of emergency without a parent or guardian.
- Ensures that an athlete is medically able to participate in sports training and competition.
- Ensures that volunteers do not have a criminal background that would be dangerous to our athletes or other volunteers.
- Allows Special Olympics to use an athlete's or volunteer's name, photo and/or video in media and promotional items.
- Protects you (the LPC), your coaches, LPVs, athletes, Special Olympics New Hampshire and Special Olympics, Inc. against legal matters.

Young Athletes

In order for a Young Athlete to participate with SONH, a parent or legal guardian must complete the Young Athletes Program Application for Participation. The document must be completed once every three years.

The form is one page. It is important that we have the information filled out as completely as possible.

Athletes

In order for an athlete to participate with SONH, a three-page Athlete Application for Participation must be completed and submitted to the SONH office. An athlete must have a physical and submit a new application every three years in order to stay compliant and active with SONH. An athlete should not participate in any training or competition events unless their medical clearance is up to date. It is very important that the applications are filled out completely and accurately.



Please be sure to use the most recent version of the application. If you have old versions, please recycle them and begin using the new one, dated January 2017. It can be found in the resources section of this manual.

- Page 1 of the form is Basic Demographic information and Health Information
 - This should be filled out by the athlete, parent, guardian or caretaker.
 - If additional pages are needed to be submitted with medication or other health information, please ensure that the athlete's name is on all additional pages.
- Page 2 of the form is the Medical Certification page.
 - In order to process an Athlete Application for Participation, page two of the application **MUST** be signed by a certified medical professional. An athlete's compliance is based on the date of the medical professional's signature.
 - A print out from the doctor's office cannot be substituted for the signature on the SONH application because there is specific, Special Olympics related language in our form which makes it different than a print out or other type of release.
- Page 3 of the form is the Consent page.
 - The third page of the application provides consent to participate in SONH events, consent to be treated medically should the need arise and consent to allow SONH (and/or our supporters) to use the athletes name and likeness to promote activities of Special Olympics, among other details.
 - Page 3 must be signed and dated by either the adult athlete that is his/her own guardian or the athlete's guardian.
- All three pages of the application must be submitted at the same time - emailed, faxed, or sent via US Mail. Incomplete applications are kept on file for a year and shredded thereafter.
- If a piece of the application is sent in without being complete, Bridget Carleton will email the LPC indicating what is missing.
- Applications are due no later than the close date of the Intent period.
- Applications must be submitted prior to participating in any practice, training or competition events.

Local Program Volunteers & Unified Partners

Today's world presents many challenges to organizations which rely on volunteers to accomplish their mission. Those organizations that work with vulnerable populations must be especially vigilant in protecting those whom they serve. Non-profit and Human Service organizations throughout the country, are faced with the responsibility to provide the safest



environment possible for their participants while recognizing the tremendous role each volunteer plays in the success of their programs. The need to adopt a more stringent screening process is driven by our obligation to not only protect the organization but also, and most importantly, to protect Special Olympics athletes.

Special Olympics New Hampshire knows and appreciates the dedication that each volunteer brings to our mission and we know that you want each athlete to enjoy the best and safest experience through participation in our programs. Our screening policy has been established to help all of us ensure this experience for our athletes. We understand that, as a volunteer, subjecting yourself to a background check may seem intrusive, but we ask that you join us as we continue to develop a program in which every athlete can achieve.

We must have a criminal background check on all Local Program Volunteers (age 18 and over) that includes the sex offender registry. In addition to the National vendor database, we may also conduct a statewide criminal background check. Motor Vehicle Record checks are required if the applicant answers “yes” to the question regarding their driving record on the Volunteer Application OR if we have received information through the background check that the applicant may have had other motor vehicle related charges.

Local Program Volunteers (LPVs) and Unified Partners are required to complete and submit a two page LPV and Unified Partner Application to the SONH office. This same form is to be used for any LPV or Unified Partner, regardless of their age. To maintain compliance, this application must be renewed every three years.

Please be sure to use the most recent version of the application. If you have old versions, please recycle them and begin using the current one, dated November 2014. It can be found in the resources section of this manual.

LPV/UNIFIED PARTNER APPLICATION

The Application consists of six sections.

- Section A: Personal information (required of all applicants)
 - For applicants 18 years of age and older, a full name, physical address (not PO Box), date of birth and social security number are required.
 - Includes questions regarding drug use and criminal charges. Please answer all four questions.
- Section B: Parent/Guardian information (required of applicants less than 18 years of age)
- Section C: Adult ID verification (required of applicants 18 years of age and older)



- Section D: References (required of all applicants)
 - Two references are required.
 - References must be NOT a legal guardian or relative at the applicant
 - References must be signed by the reference, and not the applicant.
- Section E: Authorization for criminal & other background check (required of applicants 18 years of age and older)
 - A signature is required on this page, along with information in Section A, which will authorize SONH to run a criminal background check that includes a review of the national sex offender registry.
 - This check is conducted every three years as long as a volunteer's Protective Behaviors training (see below) is current.
- Section F: Special Olympics Release and Waiver of Liability (required of all applicants)
 - The consent page allows SONH (and/or our supporters) to use the LPV's name and likeness to promote activities of Special Olympics (applies to both adult and minor volunteers).
 - Parents/guardians of volunteers under 18 years of age must sign page two of the application (the consent page) to allow their minor child to participate with SONH.

Applicants less than 18 years of age must submit a signed application with Sections A, B, D & F filled out.

Applicants 18 years of age and older must submit a signed application with Sections A, C, D, E & F filled out.

All pages of the application must be submitted at the same time - emailed, faxed, or sent via US Mail. Incomplete applications are kept on file for a year and shredded thereafter.

Applications are due no later than the close date of the Intent period and prior to participating in any practice, training or competition events.

PROTECTIVE BEHAVIORS

In addition to submitting a completed LPV and Unified Partner Application, all LPVs 18 years of age and older must take the Protective Behaviors training every three years.

A link to the Protective Behaviors online training can be found in the resources section of the LPCM, and on our homepage, www.sonh.org.

If a Volunteer is under 18 years of age when they submit their initial application but turn 18 within the three years that their application is valid, they must submit a new application that



includes their social security number and a signature authorizing SONH to run a criminal background check. In addition, they must take Protective Behaviors Training.

Competitive Event Registration

We will use Agon to register for all competitive events. Agon is accessed through the Local Program Coordinator Login option on the SONH website.

All registration deadlines for 2017 are listed in the registration timeline found in the resources section of the LPCM. At the start of each season, we will send an email to all primary contacts (from your January Local Program meeting) reminding you of the registration deadlines for the season.

Please refer to the Games Information Sheets and Technology User Guide in the resources section for details information about Competitive Event Registration.

Codes of Conduct

Statement of Sportsmanship

Special Olympics New Hampshire promotes the demonstration of good sportsmanship by everyone involved in the Program. Athletes, coaches, officials, volunteers and spectators are expected to conduct themselves with the highest level of respect for others, the integrity of sport and demonstrative of positive support for the event.

Athlete Code of Conduct

By agreeing to abide by the SONH Code of Conduct, each athlete agrees to adhere to the following athlete behavior:

- Uphold the philosophy, principles and policies of Special Olympics, Inc. and Special Olympics New Hampshire.
- Behave in a manner consistent with Special Olympics core values of mutual respect, integrity, positive attitude, accountability, teamwork and dedication.

SPORTSMANSHIP

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team and Special Olympics.
- I will not use bad language.
- I will not swear or insult others.
- I will not fight with other athletes, coaches, volunteers or staff.



TRAINING AND COMPETITION

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen to my coaches and the officials and ask questions when I do not understand.
- I will try my best during training, divisioning, and competition.
- I will not “hold back” in a preliminary competition just to get in an easier finals competition division.

RESPONSIBILITY FOR MY ACTIONS

- I will not make inappropriate or unwanted physical, verbal or sexual advances on others.
- I will not smoke in non-smoking areas.
- I will not drink alcohol at Special Olympics competitions.
- I will not use illegal drugs.
- I will not take drugs for the purpose of improving my performance.
- I will obey all laws and Special Olympics rules, the International Federation and the National Federation/Governing Body for my sport(s).

Coach’s Code of Conduct

RESPECT FOR OTHERS

- I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators in Special Olympics.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- I will be a positive role model for the athletes I coach.

ENSURE A POSITIVE EXPERIENCE

- I will ensure that for each athlete I coach, the time spent with Special Olympics is positive.
- I will respect the talent, developmental stage and goals of each athlete.
- I will ensure each athlete competes in events that challenge that athlete’s potential and are appropriate to that athlete’s ability.
- I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.
- I will ensure that accurate scores are provided for entry of an athlete into any event.
- I will instruct each athlete to perform to the best of the athlete’s ability at all preliminary competition and finals competition in accordance with the Official Special Olympics Sports Rules.



ACT PROFESSIONALLY AND TAKE RESPONSIBILITY FOR MY ACTIONS

- My language, manner, punctuality, preparation and presentation will demonstrate high standards.
- I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).
- I will encourage athletes to demonstrate the same qualities.
- I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions or during competition.
- I will refrain from any form of personal abuse towards athletes and others, including verbal, physical and emotional abuse.
- I will be alert to any form of abuse from other sources directed toward athletes in my care.

QUALITY SERVICE TO THE ATHLETES

- I will seek continual improvement through performance evaluation and ongoing coach education.
- I will be knowledgeable about the Sports Rules and skills of the sport(s) I coach.
- I will provide a planned training program.
- I will keep copies of the medical, training, and competition records for each athlete I coach.
- I will follow the Special Olympics, the International Federation and the National Federation/Governing Body rules for my sport(s).

HEALTH & SAFETY OF THE ATHLETES

- I will ensure that the equipment and facilities are safe to use.
- I will ensure that the equipment, rules, training and the environment are appropriate for the age and ability of the athletes.
- I will review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form.
- I will encourage athletes to seek medical advice when required.
- I will maintain the same interest and support towards sick and injured athletes.
- I will allow further participation in training and competition only when appropriate.
- I understand that if I violate this Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from coaching in Special Olympics.

Volunteer Code of Conduct

- Behave in a manner consistent with Special Olympics core values of mutual respect,



- integrity, positive attitude, accountability, teamwork and dedication.
- Provide for the general welfare, health and safety of all SONH athletes and volunteers.
 - Dress and act in an appropriate manner at all times.
 - Follow the established rules and guidelines of SONH, Special Olympics, Inc. and/or any agency involved with Special Olympics New Hampshire.
 - Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
 - While in the proximity of athletes involved with any SONH event, competition or training school, abstain from the consumption or use of all alcohol, tobacco products and illegal substances.
 - Not engage in any inappropriate contact or relationship with athletes, volunteers or other participants of SONH.

Family Code of Conduct

- I will let my athlete choose the sports in which he/she would like to participate. I will not force my choice upon him/her.
- I will remember that athletes participate to have fun and that the game is for them, not the family members.
- I (and my guests) will be positive role models for my athlete and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all athletes, coaches, officials, and spectators at every game, practice or competition.
- I will teach my athlete that doing one's best is more important than winning, so that my athlete will never feel defeated by the outcome of a game or his/her performance.
- I will refrain from coaching my athlete, or other athletes, during competitions and practices if I am not the assigned coach.

Spectator Code of Conduct

- Lead by positive example. Display good sportsmanship.
- Let the coaches' coach the players – refrain from shouting instructions.
- Provide general cheers or positive comments after the play.

Creating Branded items

If you are creating a Special Olympics branded item (flyer, t-shirt, brochure, uniform, etc.), please submit all branded items to Bridget Carleton for review before publishing/printing.

If you would like to create a logo for your Local Program, please refer to the guidelines



outlined below. All Local Program logos must be approved by your Bridget Carleton prior to use.

When creating shirts for sub-programs, clubs or teams, a lock-up can be used that gives priority to the actual team name. This acknowledges the importance of local teams within Special Olympics and facilitates the creation of distinct team identities for games within a program.

- The name of the team has priority on the shirt over the team or club recognition between competing teams. The choice of typeface and design of the elements is at the discretion of the program.
- The name of the Accredited Program to which the sub-program, team or club is affiliated is set in all caps (shown bold as illustrated here).
- The Special Olympics symbol is centered beneath the program name.
- The color typeface or motif created for each team reflects the local identity of the club or team while clearly identifying the club or team as being within the Special Olympics Accredited Program.

Sub-program, club or team t-shirts may also be locked up into a shield format.

- The shield can be used as illustrated at a recommended height of 210mm / 8.3"
- The shield can be created in two color
- It can also be created in single color

When creating shields for sub-programs, clubs or teams a variety of approaches can be taken.

- A single symbol or illustration that relates to the name or location.
- A monogram in a bold, blocky style.
- For sub-programs, clubs or teams that use area numbers consider giving the numbers more personality through the choice of typeface and choice of color.

Please note that club or team identities are for use on team shirts or uniforms only.

Local Program Webpages

Having Local Program pages on the SONH website creates a centralized place for athletes, families and potential volunteers to find information about SONH Local Programs. Local Programs can use their webpage to post practice schedules, advertise their volunteer needs, and provide information about their program.

For consistent branding and to eliminate confusion, Local Programs may not have their own websites outside of their page on sonh.org. There are a few Local Programs that currently have a webpage outside of sonh.org, those programs may continue to operate their site, but



may not develop their pages any further. Once the Local Program webpages are made more robust in Agon, those pages will need to be closed.

There are detailed directions for managing your webpage on sonh.org in the Technology Guide located in the resources section.

Special Olympics Office

The SONH office is located on the second floor at 650 Elm Street in Manchester. The office is open to the public and we'd love to see you! If you would like to visit us at the office, you can park in the garage adjacent to our building. Bring your parking ticket with you and we will validate it.

Our phone number is (603) 624-1250 or (800) 639-2608. Phones are answered during office hours (below). If you get our automated system during office hours, feel free to press 0 to speak to an attendant. When the office is closed, there is general voice mail box that is checked twice daily or you can leave a message with the person you wish to speak with by dialing their extension.

Our fax number is (603) 624-4911. Faxes are received electronically via email. They are distributed at least twice daily to the staff. If you send an urgent fax, please feel free to call our office and let us know. We will check that the fax was received and forward along immediately.

Our general email address is SpecialOlympics@sonh.org. Emails sent to this address are checked twice daily.

Finance

All funds raised in the name of Special Olympics are the legal responsibility of Special Olympics New Hampshire and its Board of Directors. SONH allows Local Programs to raise and use funds for designated pre-approved expenses.

Local Programs may not have a bank account.

Local Programs may not charge athletes, their families or providers for participation in Special Olympics.



Any non-budgeted expense of \$1,000 or more must have prior approval.

Net Funds Reports

SONH keeps a tally of all funds raised, expenses and assessments for each Local Program through a Net Funds Report. Every Local Program may access their net funds report in real time through Agon.

Best practice for managing your Net Funds is to review your report on a monthly basis. Take a look at all transactions over the last month. In Agon, the net funds report defaults to the past 30 days, use the filter button to change the date range.

If there is a question or you suspect an error on your net funds reports, please complete the dispute form found in the resources section. We will research the issue and follow up with you once a resolution has been made.

Please note that disputes should be reported as soon as possible. After three months, disputes will not be accepted.

Deposits

Funds raised by or donated to a Local Program or Area must be submitted to the SONH office for deposit with a completed deposit form. Deposits will be processed in three to five days of receipt. A thank you will be sent to all donors and a copy will be provided to the finance coordinator.

CHECKS

Checks should be made payable to Special Olympics New Hampshire. The Local Program's name should be written in the memo section to ensure proper designation.

CREDIT CARDS

Donations may be made to your net funds via credit card. The donor may call the Special Olympics office to provide the required information (card type, number, expiration date and security code, cardholder's name, address and telephone number) and specify which Local Program they are supporting.

A processing fee (appx 4%) associated with the transaction will be debited from your funds.

Withdrawal Request

To access your net funds, please submit a withdrawal form along with applicable invoices and/or receipts. Payment will be mailed based on the due date. Please allow a minimum of ten business days for processing.



In-Kind

In-kind donations are goods or services that are budget relieving or value added. If, for example, a facility waives its rental fee, that is an in-kind donation. It is important that we track all in-kind donations so that the donors can be acknowledged and we have a full picture of the funds needed to run our organization. Currently, we raise approximately four million dollars annually. Two million of that revenue is cash and two million is in-kind donations.

Please use the in-kind form to capture all of your programs in-kind donations.

Assessments

Local Programs are assessed to share the costs associated with state competitive games (50/50). Annually SONH will review finances from the previous year to determine assessment costs for the upcoming year (in 2017 we reviewed costs from 2016 to determine rates for 2018).

Assessments rates are calculated as follows:

$$\text{Assessment Rate} = \frac{(\text{Total Games Cost} / 2)}{\# \text{ of Athletes \& LPVs}}$$

RATES

Assessment rates for 2018 (based on 2016 actuals) are outlined below:

Games	Assessment Rate (per person)	Housing Rate (per bed per night)
State Winter Games	\$90	\$25
State Basketball Tournament	\$40	N/A
State Summer Games	\$75	\$32
State Golf Tournament (5 holes)	\$40	N/A
State Golf Tournament (9 holes)	\$50	N/A
State Golf Tournament (18 holes)	\$60	N/A
State Softball Tournament	\$0	N/A
State Bowling Tournament	\$30	N/A

HOUSING

Housing is a pass through cost to Local Programs. SONH will assess a program at a rate equal to the cost associated with booking the accommodations. Rates for 2018 are listed in the table above.

Please note that only registered athlete and LPVs may stay in Games housing assigned through



Agon. Family housing is available in separate locations as needed.

Please note that at Winter Games you will be assessed for any empty beds in a room in addition to beds that are occupied.

MEALS

Meals will be provided to all registered athletes and LPVs at a competition. If you would like to order additional meals for spectators, you may do so through the registration phase of Agon. Your Program will be assessed \$3 for every meal in excess of the number of registered athletes and LPVs.

TRANSFER FORMS

PRIMARY, SECONDARY & TERTIARY PROGRAMS

An athlete may be associated with up to three Local Programs. Every athlete has one primary Local Program. The primary Local Program is fiscally responsible for their athletes. If an athlete participates with their Secondary or Tertiary Program, the Primary Program will ultimately be assessed to the athlete's participation as outlined below.

1. The athlete must let his/her LPC know they would like to participate in another sport and which Local Program they are interested in joining.
 - If the Primary Local Program offers the sport, the LPC should work with the athlete to determine why the athlete would like to participate with another Program and decide if they will approve participation. Athletes should be empowered to choose where to participate.
2. The athlete needs to ask the LPC of the team he/she would like to participate with.
 - If the LPC of the "participating team" does not have the infrastructure (enough volunteers to make a safe environment) they may say no to the athlete.
 - If the secondary LPC says yes, s/he needs to fill out a Transfer Form (Non Primary Participation Form) including the amount of money that will need to be transferred and any expectations as a result of the athlete's participation.
 - The participating LP may register an athlete they think will be participating with them – but if the transfer form is not completed by the scratch date the athlete will be scratched
3. The athlete needs to get the transfer form back to their primary LPC who signs, then submits to SONH for processing.
4. The LPC will submit the form to our office and we will who will make the transfer between local programs and ensure that the athlete is listed in the non-primary programs intent.



New Credits

Funds raised by the New Hampshire Law Enforcement community through the Law Enforcement Torch Run are used to pay the assessment fees (and if applicable, housing costs) associated with new Local Programs and new athletes during their first year of participation.

Assessments will be waived for:

- An athlete that is participating in Special Olympics for the first time.
- An athlete that is participating in a sport for the first time.
- A Local Program that is participating for the first time.

Assessments will not be waived for:

- A Local Program that is participating for the first time, but is comprised of athletes and LPVs from existing Programs (i.e. merged Programs or break-off Programs)
- An athlete that is participating with a different Local Program for the first time.

Fundraising

Fundraising is an important part of every Local Program. Funds are raised to cover costs associated with running a Local Program, including: uniforms, practice equipment, food, transportation and team celebrations. Funds are also raised to assist in the cost of conducting competitions. As you will read in the operations section of this manual, Local Programs are assessed for their participation in state events in an amount equal to 50% of the costs associated with running those events.

Fundraising may be completed in a variety of ways. We recommend that Local Programs utilize the fundraising opportunities provided as part of our state-wide fundraising events. By participating in these events, Local Programs are able to focus solely on fundraising instead of also addressing the logistics that are required to conduct an event.

Local Programs are, however, able to fundraise outside of these events. If you're planning to raise funds without using a State-wide Fundraising Event, please be sure to reference the Local Fundraising section below.

State-wide Fundraising Opportunities

All State-wide Fundraising Events are outlined in detail below.

PENGUIN PLUNGE

The Penguin Plunge is the single largest Local Program fundraiser annually.



TD BANK DAY

Local Programs will have the opportunity to be on site at their local TD Bank location(s) engaging with TD Bank staff to energize them through the promotion, engaging with customers about the campaign and spreading awareness about our cause

FUELING DREAMS DAY

Athletes, local programs, and law enforcement team up at a gas station to wash windshields and pump gas for donations.

TIP-A-COP AND TIP-AN-ATHLETE AT APPLEBEE'S, RED ROBIN & OTHER RESTAURANTS

Local Programs are encouraged to seek out additional Tip-a-Cop events! If there is a restaurant that your local program would like to cover in your town that is willing to host an event, please contact us.

ECO-SMITH RECYCLERS

Special Olympics New Hampshire has a partnership with Eco-smith Recycling, a company who provides collection containers similar to Planet Earth bins that are placed throughout New Hampshire to serve as collection bins for clothing, textiles and footwear. Eco-smith collects items deposited weekly and SONH receives \$0.06 for every pound collected!

Local Fundraising

Local Programs are able to fundraise in addition to participating in the state-wide fundraisers listed in the previous section. If you are planning to fundraise, be sure to let us know.

SOLICITATION FOR DONATIONS AND APPLYING FOR GRANTS

You must submit via email a list of individuals, companies and foundations that you plan to approach for a donation. We will run the list against our current donors and within five business days and send results to you. Generally, we will be able to provide information that may assist you in your solicitation (including previous giving history) and in some cases may ask that you refrain from contacting a business or individual if, for example, they are already a major supporter of SONH.

You may apply for grants to benefit your Local Program. Prior to applying, you must submit a copy of the grant application to Bridget Carleton for review and approval.



Insurance

Special Olympics New Hampshire purchases coverage through a cooperative program among all of the Special Olympics Programs in the United States. Through this program, SONH offers supplemental insurance coverage for compliant athletes and volunteers as outlined in this section.

Supplement insurance coverage is insurance that applies only after your primary coverage has been used.

Commercial General Liability

General liability coverage protects our compliant athletes and LPVs from third-party claims of bodily injury, property damage, and personal and advertising injury during a Special Olympics activity.

Additionally, General Liability provides coverage for losses resulting from damage to property (excluding watercraft, aircraft, autos and SONH owned property) during a Special Olympics event.

Please note that the following activities are excluded from this policy. Contact our office prior to conducting:

- Golf ball drops
- Rodeos
- Events involving animals (other than equestrian events)
- Fundraising events with greater than 5,000 people
- Events involving firearms
- Political rallies
- Fundraising activities lasting more than 7 consecutive days
- Events involving aircraft
- Over-the-Edge events
- Events involving hot air balloons
- Events involving fireworks
- Events involving Rock Climbing walls
- Events involving mechanical amusement rides
- Events involving inflatables
- Skydiving
- Events involving construction activities
- Events involving watercraft



- Events where alcohol is served/sold

Certificate of Insurance

If you are asked to provide a Certificate of Insurance, please fill out the Request for Certificate of Insurance Form (see resources section). Please allow two weeks to receive your certificate.

When completing the form, please note the following:

- Requests for Certificate of Insurance should only be made if you have been requested to provide one.
- Date of the Event(s): Various dates in July and August is an acceptable answer for practices.
- Additional Insured status: Typically, this request will be made in the request for the Certificate of Insurance. If a request is not made, do not request additional insured status.
 - See attached (with an attached contract or agreement) should be used whenever possible to describe additional insured wording.
- If we are required to sign any contract, agree to any rules or enter into a facility use agreement (with or without hold harmless language), please include a copy with your request and refer to our contract policy.
 - Remember that all contracts must be signed by Mary Conroy.

Non-Owned & Hired Automobile Liability

This coverage provides protection for liability claims arising as a direct result of the use of a non-owned or hired automobile. For coverage to be effective, the vehicle must be used for the following:

- Special Olympics' activities, be driven by a compliant LPV, the driver must have a valid driver's license and proof of insurance for at least the minimum amount required by NH law (currently 25/50/25). This coverage applies in excess of any other valid and collectable insurance.
- Hired Auto is an automobile that is leased, hired, rented (e.g. rental vehicle) or borrowed for less than one month for Special Olympics use.
- Non-Owned Auto is an automobile that is not leased, hired, rented or borrowed that are used in your business (e.g. autos owned by an LPV).

Please note that no coverage is provided for losses caused by an uninsured/underinsured motorist to non-owned vehicles.



Hired Auto Physical Damage

This coverage is provided for physical damage claims arising as a direct result of the use of a “commercially rented” vehicle. A vehicle is considered commercially rented if it is:

- Obtained from an entity whose primary commercial purpose is renting vehicles for profit,
- A specific rental charge is made; and
- A rental contract is executed between the rental establishment and SONH with respect to the particular vehicle.

Participant Accident Medical

This policy is used when injuries resulting from an accident occur during a SONH event or travel around an SONH event. This policy does not cover sickness or illness and an accident must occur in order for the coverage to be applicable. So, for example, the policy may cover medical expenses associated with a broken leg, but not with appendicitis.

This policy is in excess of any other valid and collective insurance or medical plan applicable to the injured patient.

Injuries are defined as accidental bodily injuries received while insured under this coverage and resulting independently of sickness and all other causes. To be covered, the injury must occur while:

- Participating in an SONH activity that is supervised by SONH staff or a compliant LPV
- Traveling to, during or after such activities as a member of a group in transportation furnished or arranged by SONH.

First Report of Accident/Incident

If an athlete, volunteer or spectator is injured during any Special Olympics activity, you must complete a First Report of Accident & Incident and return to the SONH office as soon as possible after the incident.

Risk Management

Risk Management is the process of making and implementing decisions that will protect Special Olympics athletes, volunteers and the organization. Managing risk means running safe events, maintaining a positive image and focusing on quality programs.

You can help manage risk in by taking a few simple steps and asking the following questions before each activity:



- What can go wrong? What can we do to prevent that from happening?
- What else can we do to prevent or to reduce the chance of harm or loss of property from occurring?
- If an injury occurs, how will medical and other expenses be paid and by whom? How will property losses or legal claims be paid?
- What worked well and what needs attention to be done better next time?

Crisis Plan

A “crisis” is a serious situation involving a Special Olympics athlete, volunteer, family member, spectator or other involved party. Examples of a crisis may include, but are not limited to:

- Severe injury or death
- Criminal activity

Should a crisis occur, medical or other emergency personnel should be contacted (if needed). After directing necessary emergency action, the crisis should be reported to:

- Chelsea Gill, Director of Programs at (603) 790-0060 or
- Mary Conroy, President at (603) 770-4055 or
- Bridget Carleton, Director of Operations at (603) 969-9572

Should it be necessary for Special Olympics New Hampshire to provide information to any media outlet, regarding a crisis, no one other than Chelsea Gill, Director of Programs, Mary Conroy, President and/or Bridget Carleton, Director of Operations is authorized to do so.

- All volunteers should direct media representatives with questions about a crisis to Mary Conroy, President and/or Bridget Carleton, Director of Operations.
- Often a hastily given response to a question, prior to investigation of an incident, lends itself to the emotions of a crisis and may result in misinformation. Chelsea Gill, Director of Programs, Mary Conroy, President and/or Bridget Carleton, Director of Operations will request volunteers to assist in providing accurate information for the preparation of an official statement from SONH.
- Volunteers should not attempt to answer questions from the media at the scene of a crisis.
- An appropriate answer to questions from the media in a crisis situation is: “Special Olympics New Hampshire is investigating the incident and will have a statement as soon as they have had time to review the situation.”



Policies

Affiliation Policy

No State, Area or Local Program fundraising projects or events may have any direct affiliation with tobacco or alcohol products.

Alcohol Policy

No participant (athlete or partner) may consume alcohol at an event in which they are competing.

No Local Program Volunteer may consume alcohol while they have participant (athlete or partner) responsibility.

Athlete Behavior Policy

Participation of Athletes with Criminal Records, a History of Violent Behavior or Abusive Behavior

A person's participation in Special Olympics as an athlete is an opportunity and privilege; it is not an entitlement. Special Olympics New Hampshire has the right and responsibility to protect the well-being and safety of all participants: athletes, coaches, volunteers, staff and spectators. Therefore, Special Olympics New Hampshire reserves the right to limit or exclude an individual's participation in the program.

Special Olympics New Hampshire will evaluate each incident based on:

- Type of offense/incident
- Timing of offense/incident
- Number of offenses
- Capacity of athlete
- Medication

Decisions may include

- Participation on a probationary period
- Participation with a mandatory one on one volunteer
- Require the athlete to attend counseling and/or anger management courses
- Prohibit athlete from participation in overnight activities
- Restrict the sport an athlete participates in
- Suspend the athlete
- Expel the athlete

Special Olympics New Hampshire is not obligated by law to permit a potential athlete with a



criminal record or a history of violent or abusive behavior to participate.

Special Olympics New Hampshire will act prudently within its rights to expel or deny participation into our program.

The disciplinary action taken by Special Olympics New Hampshire shall be determined by Mary Conroy, President.

Athlete Dating Policy

Among the Special Olympics movement's highest priorities is the well-being of, and respect for the dignity of, Special Olympics athletes*. The purpose of this policy is to make clear Special Olympics policy on volunteers* and staff dating Special Olympics athletes and to protect all participants in the Special Olympics movement, including athletes, coaches and staff, as well as Special Olympics organizations around the world.

Special Olympics prohibits any Special Olympics staff member or volunteer (excluding spouses of athletes and athletes who are one-day volunteers) from dating or having a sexual relationship with any Special Olympics athlete. In the event that Special Olympics New Hampshire learns of any dating or sexual relationship, the organization immediately shall require either:

- that the staff member or volunteer end his or her association with Special Olympics; or
- that the association between the staff member or volunteer and Special Olympics be terminated.

In the case of a Special Olympics athlete who is also a staff member or volunteer, Mary Conroy, President will evaluate the circumstances on a case-by-case basis and determine if an authority relationship exists between the staff/volunteer athlete and the competing athlete. If it is determined that there is such a relationship, then apply the above policy in the same manner as the policy is applied to non-athlete staff or volunteers.

Special Olympics respects the right of athletes to have the full range of human relationships available to other human beings. This policy shall not be interpreted as a limitation on the rights of athletes, but only as a restriction on Special Olympics staff and volunteers.

If you hear about, suspect or have knowledge of a breach to this policy, it must be reported immediately to Mary Conroy, President at (603) 770-4055.

**The terms "Special Olympics athlete" and "athlete" refer to persons with intellectual disabilities. The term "volunteer" includes Unified Partners.*



Commercial Messages on Athlete Uniforms

In order to avoid commercial exploitation of persons with intellectual disabilities at Games, no uniforms, which are worn by Special Olympics athletes while competing or during any opening, closing, or award ceremonies of any Games, may be emblazoned with commercial names or commercial messages.

The only commercial markings which may be displayed on athletes' and coaches uniforms during Games competitions and opening and closing ceremonies are the normal commercial markings of the manufacturer. Normal commercial markings are limited to the following:

- On larger clothing items, such as shirts, jackets, pants, jerseys, and sweatshirts, one logo or commercial name per clothing item is permissible, if that name or logo display does not exceed an area of six square inches or 38.7 square centimeters (such as a display measuring 2" x 3" or 5.08 cm x 7.62 cm);
- On small clothing items, such as caps, socks, hats, gloves and belts, one logo or commercial name per clothing item is permissible, if that name or display does not exceed an area of three square inches or 19.35 square centimeters; and
- On athletic shoes, no logos or commercial names are permissible except for names or logos which are included by the manufacturer on athletic shoes which are sold to the general public.

Concussion Awareness & Safety Recognition Policy

OBJECTIVE

It is Special Olympics' intent to take steps to help ensure the health and safety of all Special Olympics participants. All Special Olympics participants should remember that safety comes first and should take reasonable steps to help minimize the risks for concussion or other serious brain injuries.

DEFINING A CONCUSSION

A concussion is defined by the Centers for Disease Control as a type of traumatic brain injury caused by a bump, blow, or jolt to the head as well as serial, cumulative hits to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull. Although concussions are usually not life-threatening, their effects can be serious and therefore proper attention must be paid to individuals suspected of sustaining a concussion.



SUSPECTED OR CONFIRMED CONCUSSION

Effective January 1, 2015, a participant who is suspected of sustaining a concussion in a practice, game or competition shall be removed from practice, play or competition at that time. If a qualified medical professional is available on-site to render an evaluation, that person shall have final authority as to whether or not a concussion is suspected. If applicable, the participant's parent or guardian should be made aware that the participant is suspected of sustaining a concussion.

RETURN TO PLAY

A participant who has been removed from practice, play or competition due to a suspected concussion may not participate in Special Olympics sports activities until either of the following occurs

- at least seven (7) consecutive days have passed since the participant was removed from play and a currently licensed, qualified medical professional provides written clearance for the participant to return to practice, play and competition or
- a currently licensed, qualified medical professional determines that the participant did not suffer a concussion and provides written clearance for the participant to return to practice play immediately.

Written clearance in either of the scenarios above shall become a **permanent record**.

REQUIRED TRAINING AND TIMELINE

All Coaches are required to complete one of the following concussion awareness training courses:

- The Center for Disease Control's Heads-Up Concussion in Youth Sports training course, which is available at http://www.cdc.gov/concussion/HeadsUp/online_training.html. Certificate of completion must be submitted to SONH..
- National Federation of State High School Associations Concussion in Sports training course which is available at <https://nfhslearn.com/courses/38000>. Certificate of completion must be submitted to SONH.

FREQUENCY OF TRAINING

Concussion awareness training must be completed by all Coaches at least once every three years.

Contract Policy

Contracts may only be signed by Mary Conroy, President. Volunteers may not sign contracts on behalf of their Local Program or Special Olympics New Hampshire. SONH has no responsibility



for contracts signed by volunteers.

Local Programs and Areas may not enter into verbal or written agreements or contracts with any company or individual to provide fundraising services or products involving any level of any Special Olympics program in New Hampshire.

Fifteen Passenger Van Policy

No Local Program may rent or use a 15 passenger van.

Housing Policy

Special Olympics New Hampshire is an athlete-centered movement that welcomes athletes with intellectual disabilities, as well as Unified Partner athletes, of all abilities to participate in sports training and competition.

During the course of participation in Special Olympics, all athletes may have the opportunity to attend events that include housing in hotels, motels, dorms or other housing facilities that require room sharing.

In order to provide for the health and safety of all Special Olympics participants, and promote a safe and positive experience, the following policy has been adopted to give guidance for housing athletes, coaches and/or LPVs at all Special Olympics New Hampshire events.

Please note that the terms “Special Olympics athlete” and “athlete” refer to persons with intellectual disabilities. The term “volunteer” includes Unified Partners.

When housing athletes at official Special Olympics New Hampshire events, or on sanctioned trips that may or may not involve event activities, the following minimum requirements must be met:

GENDER

Athletes and volunteers may not share a room with an athlete or volunteer of the opposite sex. The following exceptions, however, may be allowed if determined to be feasible, i.e., space is available and cost is not a factor.

- Married athletes who are both attending the event as members of a registered delegation. This exception does not apply to the spouse of an athlete who is not participating in the event, but attending solely as a spectator.
- Married volunteers who are both attending the event as members of a registered Local Program. This exception does not apply if one of the volunteers is required to share a room with an athlete (other than the married couple’s child), if this scenario will create a situation whereby an athlete is housed with a volunteer of the opposite sex.



- Family members of the opposite sex who serve as a one-to-one chaperone for the related athlete.
- Housing in a facility that has multiple private rooms in addition to living space (such as a condominium or dormitory). Both males and females may be assigned to one condominium, if necessary, but private rooms may not be shared by individuals of the opposite sex. Chaperones must also be housed in the condominium and the chaperone/athlete ratio (as outlined in the supervision section of the policy) must be maintained.
- Use of barracks or other facility (such as a gym) where a large number of individuals are assigned to one room. Athletes and volunteers must be separated as much as possible by gender (for example, females on one side of the gym and males on the other side).

SUPERVISION

The LPV/athlete ratio of at least one properly registered LPV to every four athletes must be maintained during overnight events. Proper supervision can be maintained without having a chaperone present in the room at all times. All LPVs must be compliant.

YOUNG ATHLETES

Young Athletes Program events that involve overnight activities require increased supervision and therefore, Young Athletes participants must be accompanied by a properly registered and screened parent, guardian or an individual designated by a parent or guardian at all overnight activities. Rooming assignments for Young Athletes should be separate from the remainder of the Local Program, whenever possible (for example, separate hotel rooms).

IMPLEMENTATION OF POLICY

In all cases, the responsibility for implementing this policy shall be the responsibility of the Local Program, whether at an in-state or out-of-state event.

Local Program Volunteer Policy

SCREENING

SONH will run a background check on all adult Local Program Volunteers with a social security number.

Volunteer applicants are automatically disqualified from providing services, with no appeals process, if their background includes a conviction for:

- child abuse
- sexual abuse
- causing a child's death



- neglect of child or any other individual for whom the potential volunteer had/has responsibility
- kidnapping
- murder
- manslaughter
- felony assault
- arson
- criminal sexual conduct
- identity theft

Convictions for DWI/DUI or comparable offenses or three or more moving violations within the past three years will disqualify the volunteer from driving on behalf of Special Olympics.

SONH will notify the applicant involved and the Local Program Coordinator if a background check requires clarification.

The final decision of an applicant's volunteer status shall be determined by the President.

CANCELATION

If a Local Program has a Local Program Volunteer who cancels at the last minute, and they do not have a certified replacement, the Local Program Coordinator has the discretion to fill the position. The fill-in volunteer must bring a signed Local Program Volunteer Application for SONH to conduct a background check.

EXIT

Local Program Coordinators will inform Special Olympics if a volunteer is relieved of their duties or is asked to leave the program.

Prohibition on Charging Fees

SONH may not require Special Olympics athletes or their families to pay or promise to pay any type of admission, registration, training, participation, or competition fee, or any other fee or charge of any type as a condition for admission to any Special Olympics event or activity, or as a fee for the athletes' participation in any Special Olympics or competition. The preceding sentence does not prohibit SONH from charging fees to its Local Programs.

Prohibition of Face Painting

Special Olympics athletes, coaches and volunteers shall not paint their faces during competitions, Games, opening and closing ceremonies, at awards venues or victory banquets. This prohibition includes a prohibition against a display of commercial messages and the display of national flags painted on the face.



Relationship With The International Olympic Committee

Through a Protocol of Agreement signed on February 15, 1988, the International Olympic Committee (the "IOC") officially recognized SOI and agreed to cooperate with SOI as a representative of the interests of athletes with intellectual disabilities. The IOC's formal recognition of SOI carries with it a solemn duty and responsibility, which must be discharged by SOI and all of its Accredited Programs, to conduct Special Olympics training and competition in accordance with the highest ideals of the international Olympic movement, to guard and protect the use of the term "Special Olympics," and to protect the word "Olympics" from Special Olympics Official General Rules unauthorized use or exploitation.

The IOC's Protocol of Agreement with SOI prohibits SONH from using the 5 ring Olympic logo, the Olympic anthem, or the Olympics motto.

Report of Abuse or Neglect Policy

Among the Special Olympics movement's highest priorities is the well-being of Special Olympics athletes. Allegations of abuse or neglect are very serious and must be dealt with promptly. If an allegation of abuse or neglect is brought to your attention it must be immediately reported to the appropriate authorities.

- For reports involving minors you must contact the NH Department of Child, Youth, and Family Services at (800) 894-5533.
- For reports involving individuals over the age of 18, contact the NH Division of Elderly and Adult Services at (800) 322-9191.

When reporting the allegation, note the name and contact information of the person reporting the information to you as well as the name and contact information of the person you have given the information to.

Mary Conroy, President should be made aware of allegations by calling (603) 770-4055.

Smoking/Tobacco Use Policy

Smoking and use of other tobacco products are not allowed at any SONH events.

Supervision of Athletes

Local Programs shall provide for adequate supervision and coaching for all athletes. For competition activities, a maximum ratio of four athletes-to-one LPV and/or coach (4:1 athlete-to-LPV/Coach ratio) is expected.



Resources

1 | Tools & Forms

Tools

- [Calendar of Events](#)
- [Registration Timeline](#)
- [Technology User Guide](#)
- [Staff Directory](#)
- [Leadership Week Information](#)
- [Application for Participation](#)
- [Local Program Volunteer Application](#)
- [Deposit Form](#)
- [Withdrawal Form](#)
- [In-Kind Form](#)
- [Dispute Form](#)
- [Transfer Form](#)
- [Request for Certificate of Insurance](#)
- [First Report of Accident/Incident](#)

Forms

- [Application for Participation](#)
- [Young Athletes Program](#)

2 | Winter Competition Information

Games Information

- [Upper Valley Area Winter Games](#)
- [State Winter Games](#)
 - Schedule

Sports Rules

- [Alpine Skiing](#)
- [Cross-Country Skiing](#)
- [Snowboarding](#)
- [Snowshoeing](#)

3 | Basketball Competition Information

Games Information

- [Basketball Assessments & Tournament](#)

Sports Rules

- [Basketball](#)



4 | Summer Competition Information

Games Information

- [Greater Manchester Area Swim Meet](#)
- [Lower Merrimack Area Summer Games](#)
- [Upper Valley Area Summer Games](#)
- [Monadnock Area Summer Games](#)
- [Great North Woods Area Summer Games](#)
- [Seacoast Area Summer Games](#)
- [State Summer Games](#)
 - [Schedule](#)

Sports Rules

- [Athletics](#)
- [Bocce](#)
- [Equestrian](#)
- [Powerlifting](#)
- [Sprint Triathlon](#)
- [Swimming](#)

5 | Other Competition Information

Games Information

- [State Golf Tournament](#)
- [State Softball Tournament](#)
- [Upper Valley Area Fall Games](#)
- [State Bowling Tournament](#)

Sports Rules

- [Bowling - Candlepin](#)
- [Bowling - Ten Pin](#)
- [Golf](#)
- [Softball](#)