



Special Olympics

Ohio

Upper Arlington

**Upper Arlington Special Olympics
Operating Guidelines**

April 20, 2009

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BACKGROUND

Upper Arlington Special Olympics has a rich and rewarding history of offering year-round sports training and athletic competition to more than 40 student and adult athletes with intellectual disabilities. Our program includes soccer, swimming, basketball, basketball skills, gymnastics, softball, bowling and track & field. Under the volunteer head coaching direction of Mr. Mike Borders, and assisted by a number of student and adult coaches, the athletes proudly perform at home and away meets and games, including divisional and state competition. The athletes also proudly operate a float in Upper Arlington's July 4th Parade.

Athletes and their families do not pay for participation in the Special Olympics program. Our program, consisting of athletes and their parents, is a self-sustaining, non-profit organization. We do not receive funding from Special Olympics at the county, state, national or international level.

THE MISSION OF SPECIAL OLYMPICS

To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in the sharing of gifts, skills and friendship with their families, other Special Olympics Athletes and the community.

Upper Arlington Special Olympics is a non-profit organization, administered by parents and volunteers.

I. GOAL

The goal of Upper Arlington Special Olympics (UASO) is to provide a Special Olympics program in the Upper Arlington and Grandview area, that will enhance the social and physical growth of Special Olympics athletes in order for them to perform at their best according to their individual abilities.

II. TEAM MEMBERSHIP/RELEASE & PARTICIPATION FORMS

Athletes may be considered for team membership if they reside within the Upper Arlington or Grandview school district boundaries. All members of Upper Arlington Special Olympics, as of March 1, 2009, will retain lifetime membership regardless of residency. Consideration: Athletes may be considered for membership if they are unable to participate in their chosen sport with their local or county accredited Special Olympics Organization. These athletes may participate with UASO in only those sports not offered by their local or county accredited Special Olympics Organization.

In order to practice and compete in any Special Olympics event, every UASO athlete must have an up-to-date Special Olympics Release Form and Special Olympics Ohio Application for Participation Form on file with the UASO Coordinator. These forms are good for three consecutive years. Forms are due on January 1st of every third year beginning with January 1, 2010. Any time there are significant changes in an athlete's medical history, a new form should be filed immediately. You can download the forms from the UASO website at www.ua-so.org.

III. OBLIGATION OF MEMBERSHIP

Parents/guardians/family members of UASO athletes are expected to volunteer time for at least one activity and/or fundraiser per year.

Parents/guardians/family members/caregivers are required to transport their athletes to and from practices and competitions in a timely fashion. (Arrive and pick up on time.) After an athlete has declared his intent to participate in any Special Olympics Competition requiring a registration fee, failure to participate may obligate the parents/guardians/family members to reimburse UASO for that athlete's registration fee.

IV. ANNUAL MEETING

Before school resumes each year, a meeting of all parents/guardians/family members will be held to review the Operating Guidelines, select new committee persons to replace those leaving, and conduct any other necessary business. A complete financial report will be available at the Annual Meeting.

V. PURPOSE OF PARENT ADVISORY COMMITTEE

The primary purpose of the Parent Advisory Committee is to represent the parents and athletes of UASO in assisting the coordinator. The committee also assists in helping with UASO events when requested to do so.

VI. MAKE-UP OF THE COMMITTEE

The committee is to be made up of eight parents of UASO athletes plus the coordinator. Every effort should be made to have each sport represented equally, although it is not mandatory. Tenure of office begins at the Annual Meeting; a member will serve, at minimum, a two-year term.

Voting members of the committee shall be the eight parents elected to the committee and the UASO Coordinator.

The UASO Coordinator shall see that committee members are notified at least two weeks prior to any meetings of the committee.

There will be a Recording Secretary who shall take the minutes of all meetings and file them in the Secretary's Book.

VII. BUSINESS DECISIONS

The Parent Advisory Committee may conduct business when five of the eight members are present at a meeting. In order for motions to be passed, a simple majority is required for approval. When there are fewer than five members present at a meeting, a phone ballot will be taken or e-mail ballots may be used to resolve time-sensitive issues outside of meeting. The committee may delegate certain duties to sub-committees. The coordinator may delegate duties such as publicity, outreach, and social activities to committee members and members-at-large.

VIII. DETERMINATION OF ATHLETE SELECTION BY THE COACH AND COORDINATOR

State Games: Athletes are selected for the State Games teams according to these guidelines:

- Maintained membership in UASO for one year before competing at State Games,
- Approved medical form submitted by cut-off date,
- Required attendance at 75% or more of practices in the sport to be represented at the games. Attendance records are the responsibility of the coaches of each sport,
- Age: minimum of 8 years to compete,
- Effort at practices and events: the coach of the sport is to determine which athlete has given the most effort according to his or her abilities,
- If a coach is unable to make a decision among the athletes, then selection of team representation for that sport may be made by a drawing held by the coach,

IX. UNIFORMS

Currently, UASO provides one uniform per athlete for each sport. It is the athlete's responsibility to get it back to the appropriate Parent Advisory Committee member within two weeks of the last sporting event. If the uniform is not returned in this time frame, the athlete will be required to pay for a replacement uniform at a cost of \$50.00.

UASO will purchase one UASO logo warm-up jacket and pants for each athlete, after the athlete has participated with UASO for one full year. If the athlete loses or outgrows the warm-up, another one may be purchased by the athlete.

X. DUTIES OF THE COORDINATOR:

The coordinator must be accredited by the Ohio Special Olympics.

The Special Olympics Coordinator must adhere to the guidelines of the Ohio Special Olympics Organization.

He or she must communicate with the Parent Advisory Committee and can expect total support and assistance from the committee.

The coordinator may delegate to, assign to, or be assisted by members of the Parent Advisory Committee to carry out the following duties:

1. To continue and to expand the program of athletic activities for the UASO athletes that will meet the requirements for participation in Special Olympics events,
2. To recruit and to supervise qualified coaches for the agreed upon athletic events,
3. To ensure that all the participants are treated fairly and safely,
4. To do outreach, and to recruit athletes,
5. To see that all paperwork is submitted to the state and District 6 organization in a timely fashion, and that state regulations are followed for the competitions and other events in which the athletes participate,
6. To see that all the State Special Olympics rules and regulations are followed,
7. To see that all volunteers complete a registration form and fulfill the other training requirements of Special Olympics prior to working with the athletes,
8. To work with the Parent Advisory Committee to see that adequate funds and a budget are raised annually to support the activities,

9. To establish meaningful relationships or networks with local businesses, schools, and other interested parties to inform them of Special Olympics and to encourage their involvement,
10. At appropriate times of the year, to notify the general membership via calendars, mailings, e-mails, or telephone of: the date and place of Annual Meeting, individual sports information (practices, coaches, competitions, competition result, other events), and other UASO activities.
11. To preside at the Annual Meeting,
12. To serve as co-signer with the treasurer on all UASO checks.

XI. DUTIES OF THE TREASURER

The treasurer shall:

1. Keep records of all income and disbursements of the organizations,
2. Disburse the funds,
3. Account to the coordinator and committee, annually and as requested,
4. Be co-signer with the coordinator on all checks,
5. Report quarterly to the State Special Olympics office and to the I.R.S.,
6. Make the financial reports available at the Annual Meeting each year.

XIII. EXPECTATIONS OF ATHLETES

In order to participate in any UASO sports, athletes and parents must sign the Code of Conduct form.

Policy on Participation of Athletes with Criminal Records Or a History of Violent or Abusive Behavior

- A person's participation in Special Olympics, as an athlete, parent or volunteer is an opportunity and a privilege; it is NOT an entitlement. In order to ensure the safety and well-being of all athletes, coaches, volunteers, staff and spectators, Upper Arlington Special Olympics reserves the right to limit or exclude any individual from participation in the program.
- When the Parent Advisory Council is made aware of any participant's criminal record or incidents of violent or abusive behavior, it must investigate and determine the appropriate response to protect the health and safety of all UASO participants within 60 days.

- Response will be on a case-by-case basis with reference made to the guidelines provided by Special Olympics Ohio. Possible outcomes include, but are not limited to, limitation of participation to specific events or sports, assignments of a one-on-one event chaperone, with 1 year probation ,or denial of revocation of participation. Every effort will be made to maintain the confidentiality of both alleged perpetrators and victims.
- Any athlete whose participation in UASO has been limited or revoked will be allowed the right to attend one Parent Advisory Council meeting for the purposes of discussing said limitation or revocation.
- A code of conduct must be followed at all times while participating in UASO.

- Coaches will determine and place each athlete on the appropriate team roster of each team sport. This is not open for discussion. We trust the coaches and as they assess the physical abilities of each athlete, they will have an evaluation time prior to the sport beginning. (Adopted January 8, 2009, by the Parent Advisory Council)

XIV. EXPECTATION OF PARENTS/FAMILY MEMBERS

Since its inception, UASO has been a parent-driven organization, complimented by a local coordinator, relying on parent involvement and support to “keep it running”. Family members show their commitment to UASO and its athletes in many ways:

1. Transporting athletes to and from practices and other activities, including sports events
2. Chaperoning a group of athletes during competitions and/or other outings and activities.
3. Attending UASO social events as a FAMILY.
4. Attending the UASO annual parent meeting and athletic recognition banquet each year

5. Volunteering to serve on the UASO Parent Advisory Council (PAC). This group of 8 parents and the UASO coordinator meets regularly to keep the UASO programs running smoothly
6. Volunteering to help the PAC when special events are planned (including tail gates, banquet, and social events.)
7. Helping with the annual fundraiser each year. Currently we hold a golf outing in the summer.
8. Attending Special Olympics competitions to support and cheer on the athletes.
9. Spreading the word about UASO to the community, recruiting new athletes and new volunteer coaches and trainers as well as create public awareness.

XV. PLACEMENT OF ATHLETES (OPEN GYM EVALUATIONS)

At the beginning of soccer, basketball, and softball, the coordinator and coaches will hold an open gym type evaluation. Each athlete who intends on playing the specified sport must be present. Athletes will be placed on a team by the coordinator and coaches based on age, ability, and level of intensity of each team. In the event that there are enough athletes to field multiple teams, such as a school-aged team AND an adult team the following applies:

1. An athlete is considered an adult when he/she completes high school **OR**
2. The athlete reaches the age of 22

If the coach determines, an adult athlete (as defined above) may play on a School-aged team..

**NO ATHLETE WILL BE ALLOWED TO
PLAY ON AN ADULT TEAM WHILE STILL
IN HIGH SCHOOL.**