



## **POLICIES & PROCEDURES**

### **Index**

ELECTION POLICY .....	1
CONFLICT OF INTEREST POLICY .....	3
PUBLIC RELATIONS POLICY .....	4
EXPENSE REIMBURSEMENT POLICY .....	5
FUND RAISING POLICY .....	7
SPORT / ATHLETE DEVELOPMENT GRANT POLICY .....	8
SPORT / ATHLETE DEVELOPMENT GRANT APPLICATION .....	9
ATHLETE FINANCIAL ASSSISTANCE POLICY .....	15
ATHLETE FINANCIAL ASSISTANCE APPLICATION .....	16
GAMES HONORARIUM POLICY .....	18
GAMES HONORARIUM APPLICATION .....	19
REGISTRATION POLICY .....	20
ATHLETE CODE OF CONDUCT .....	21
COACH CODE OF CONDUCT .....	23
VOLUNTEER CODE OF CONDUCT .....	25
FAMILY/SUPPORTER CODE OF CONDUCT .....	26
DISPUTE RESOLUTION POLICY .....	28
ATHLETE DISMISSAL POLICY .....	33
VOLUNTEER DISMISSAL POLICY .....	34
APPENDIX A - Hearing for Athlete/Coach/Volunteer Expulsion Script .....	35



**Special Olympics**  
*Ontario*  
*Durham Region Sports Council*

DRAFT



<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Election Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**ELECTION POLICY**

The Durham Region Special Olympics Sports Council (DRSOSC) will ensure a fair and equitable election process. In addition to the existing Constitution and Bylaws, the following will also apply:

**Elections Call:**

An election will be held annually in November of each year unless amended by 2/3 of the vote of the DRSOSC. Notification of the meeting shall be given in accordance to the DRSOSC Bylaws.

**Elections Committee:**

The Organization and Structure Committee will be responsible for establishing an Elections sub-committee. Members of the Elections Committee should not be running for a position on the DRSOSC executive. The Elections Committee will be responsible for overseeing the elections of the AGM. The Chair of the Elections Committee will chair the elections portion of the AGM.

**Quorum:**

As per the DRSOSC Bylaws, quorum will be 2/3 of the DRSOSC.

**Eligible Voting Members:**

As per the DRSOSC Constitution, a general member is any active athlete, coach and/or volunteer registered with the Special Olympics Ontario Provincial Office within the Regional Municipality of Durham. Members in good standing are entitled to one (1) vote per ballot.

**Nominations:**

Members shall be notified of nominations received prior to the AGM. Before proceeding to elections for each position, nominations for any open seat will be taken from the floor. Nominations for any DRSCSC must be made by a member in good standing. Any member may nominate him/herself. Nominations need to be seconded. Board members will be elected to serve on the DRSOSC Board for a two-year term, unless otherwise outlined in the DRSOSC Bylaw.

The position of Chair must be filled by existing or previous Council Member.

When nominations are complete, nominees will proceed to the front of the meeting room and will be asked to introduce themselves and discuss their involvement with Special Olympics Ontario. If there is only one (1) nomination for any one position, that nominee will become acclaimed.



<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Election Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**Voting:**

Proxy votes are not permitted. Voting will be by show of hands unless a DRSOSC member requests a secret vote; then the vote will be by paper ballot.

In the case of a paper ballot, the vote will be tabulated by 3 members of the Election Committee. The candidate receiving the highest number of votes will be declared the winner of the available position. In case of a tie, another secret vote will be taken.

Secret ballots will be destroyed at the end of the meeting after a motion to destroy the ballots.

**Campaign Spending and Solicitation**

Nominees will not be reimbursed for campaigning expenses. There will be no campaigning during the AGM.

**Procedures for Disqualification of Candidate**

A nominee may be disqualified for the following reasons:

- Not a member in good standing with Special Olympics Ontario in Durham Region
- In violation of the DRSOSC Code of Conduct.

The DRSOSC Chair/delegate shall notify candidate of disqualification as soon as information is provided and practicably possible.

**Elections Report:**

A report from the elections committee of the election results shall be submitted to the DRSOSC at the next council meeting and shall be posted on the DRSOSC website.



<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Conflict of Interest Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**CONFLICT OF INTEREST POLICY**

All members of The Durham Region Special Olympics Sports Council (DRSOSC) shall avoid conflicts of interest in discharging their duties to the Council. Members shall discharge their duties based solely on their responsibility to further the Council’s purpose and mission, rather than their own interests or desires. In addition, all DRSOSC members shall avoid even the appearance of a conflict of interest in the discharge of their respective duties, by complying with the disclosure requirements of this Conflict of Interest Policy. Conflicts include financial and personal benefit and/or personal involvement.

**Procedure:**

A Member who has a Conflict of Interest in an issue to be considered at a Meeting must disclose the conflict as soon as the member becomes aware of the conflict. In this case, the Member should give the conflict of interest declaration to the Chair/Secretary. A member must not be present at or take part in the meeting while the issue is being considered or voted on.

A Member who is barred from a meeting due to conflict of interest, must not seek, directly or indirectly, to influence the outcome of any deliberation by the Council.

Any DRSOSC Member who is uncertain about the existence of a possible conflict of interest may request that the Council determine whether such a conflict exists.

**Definition:**

A conflict of interest refers to a situation in which private interests or personal considerations may affect a Member’s judgement in acting in the best interest of the DRSOSC. It includes using an Member’s position, confidential information, or material for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the Member’s family, friends or business associates.



<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Public Relations Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**PUBLIC RELATIONS POLICY**

Public Relations will be an integral part of Durham Region Special Olympics Sports Council (DRSOSC) providing guidance and support to the Council, local communities and sports programs. To ensure that the integrity of SOO overall image is appropriately represented to the public. The Durham Region Special Olympics Sports Council will implement a fully integrated communications/marketing strategy that ensures the organizations’ integrity. To this end, there will be an internal review/approval process for all DRSOSC materials (i.e. websites, flyers, posters, program books, postcards, invitations, newsletters, artwork for all printed materials, etc).

Registered clubs or communities wishing to use or alter logo or trademark, must request permission through DRSOSC.

The use of the Special Olympics logo or the Durham Region Special Olympics Sports Council name without express permission is not allowed.

**Procedure:**

All materials created through the DRSOSC must be reviewed and approved by the DRSOSC or Executive Committee. The DRSOSC will assist any Durham Region Community club, or sports program or in vetting any publicly distributed materials.

The initial media contacts for events, publicity for programs or any other communication regarding DRSOSC will be the Chairperson/ delegate.



Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Expense Reimbursement Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**EXPENSE REIMBURSEMENT POLICY**

Durham Region Special Olympics Sports Council (DRSOSC) recognizes and values the constant contribution of time and expertise devoted by its volunteer members and delegates to enrich the lives of individuals with an intellectual disability.

At all levels we are striving to ensure that our members and delegates are not burdened by miscellaneous expenses incurred in the performance of their duties. Therefore, the following benefits are applicable to all registered volunteers of DRSOSC and delegates.

All expenses **must be preapproved** by the Durham Region Special Olympics Sports Council.

**Procedure:**

In order to be reimbursed, a DRSOSC Expense Form must be completed and sent to the Treasurer.

Forms must be accompanied by the original receipt for each item listed. To claim reimbursement of items charged to personal credit cards, the credit card receipt must be included as well as the itemized receipt. Restaurant receipts attached to expense claims must include an itemized food list along with the total, including tip.

All GST must be recorded separately, including GST on meals and buried GST on items such as taxis and airport improvement fees as there is a 50% refund on all claimed GST expenses.

The following expenses are eligible for consideration for reimbursement:

**Mileage**

DRSOSC will reimburse mileage at the approved Provincial Office rate per kilometre.

**Accommodation**

DRSOSC will reimburse for hotel accommodations at approved location and rate. Note: Special Olympics does have corporate partnerships with many hotel chains.

Any incidental room charges will be the responsibility of the individual. These include telephone and internet charges, mini-bar, charges, toiletries, laundry, movies, etc.

**Meals**

Meals that are not provided as part of out of Region scheduled meeting(s)/events will be reimbursed for actual expenses up to a maximum of Breakfast \$8, Lunch \$15 and Dinner \$25. Expenses for alcoholic beverages will not be covered by the DRSOSC.

**Miscellaneous**

Miscellaneous expenses related to the performance of DRSOSC related functions will be fully reimbursed with proof of receipts.



**DURHAM REGION SPORTS COUNCIL**  
Special Olympics Ontario

For The Month Of: \_\_\_\_\_  
One month per claim.

Statement No.: \_\_\_\_\_  
Do not write in this space.

**EXPENSE FORM**

Volunteer Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Street Number \_\_\_\_\_  
City \_\_\_\_\_ Province ON \_\_\_\_\_  
Area Code \_\_\_\_\_

I am a (circle one) **SOO Volunteer** \_\_\_\_\_  
Position: Volunteer \_\_\_\_\_  
Submit This Report To: \_\_\_\_\_  
Region/Community/Club or Affiliate Name: \_\_\_\_\_ 12

Date M/D/Y	Receipt #	Person and or Location to and from	Activity, Purpose or Event	# of kms.	Rate per Kilometer (0.30)	Mileage Amount (Rate x # of Kms.)	Transport (parking, plane, bus, train, etc.)	Meals and Accom.	Supplies	Phone	TOTAL	
	1				0.30	0.00					0.00	
	2				0.30	0.00					0.00	
	3				0.30	0.00					0.00	
	4				0.30	0.00					0.00	
	5				0.30	0.00					0.00	
	6				0.30	0.00					0.00	
	7				0.30	0.00					0.00	
	8				0.30	0.00					0.00	
	9				0.30	0.00					0.00	
	10				0.30	0.00					0.00	
	11				0.30	0.00					0.00	
	12				0.30	0.00					0.00	
	13				0.30	0.00					0.00	
	14				0.30	0.00					0.00	
		<b>THIS PAGE TOTALS</b>				0.00	0.00	0.00	0.00	0.00	0.00	TOTAL
						0.00	0.00	0.00	0.00	0.00	0.00	HST

To calculate GST rebate multiply each column claim total by 5, divide by 105 and then divide by two.

Claimant's Signature \_\_\_\_\_  
I certify that the claims contained herein are true:

Date Completed \_\_\_\_\_

Approved By (O.S.O. Provincial Signing Officer) \_\_\_\_\_

Finance Department Use Only  
Batch # \_\_\_\_\_ Vendor # \_\_\_\_\_ Extension Checked By \_\_\_\_\_

Notes: 50% GST Rebate is now applicable to mileage claims.



<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Fund Raising</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**FUND RAISING POLICY**

The Durham Region Special Olympic Sports Council (DRSOSC) will engage in fundraising activities in keeping the Mission and Vision to support new and existing programs and training and support of athletes and coaches. Every effort must be made to protect the integrity and interests of the DRSOSC and the name and symbols of Special Olympics Ontario.

**Procedure:**

The DRSOSC will honour all existing fundraising sponsors within Local Community Councils and individual programs. Annually, in November each local community council or individual sport program will submit a current list of fundraising sponsors to the DRSOSC.

All fundraising events require prior approval from DRSOSC and will honour all provincial and national sponsor agreements with SOO.

DRSOSC shall only initiate fundraising efforts that are based solely within the Regional Municipality of Durham.

Third party fund raising is acceptable only if the organizers work with the Fund Raising Committee and uphold all of the guidelines of the DRSOSC and SOO. The image of Special Olympics must be upheld with all third party fund raising.

All fund raising activities organized by the Fund Raising Committee, an individual volunteer or a group of volunteers must submit all income and expenses to the DRSOSC Treasurer immediately after the event.

Under no circumstances are expenses to be paid out of income from the fund raising event.

Receipts for tax purposes will be issued by the SOO provincial office at the end of the event when a full report is submitted by the Fundraising Co-ordinator and the Treasurer.



<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Sport / Athlete Development Grant</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**SPORT / ATHLETE DEVELOPMENT GRANT POLICY**

Durham Region Special Olympics Sports Council (DRSOSC) supports the growth and development of sports in the Region of Durham.

Grant money may be used to develop and support a new or growing sport, or to revitalize an existing or previous sport program. Grant amounts are a maximum of \$300.

Approved expenses may include things such as:

- Start up equipment purchases
- Start up Facility rental
- Hosting Regional Competition first time in sport

The Grant should be recognized as a one time grant to help offset start up costs for new sport programs or athlete development programs. Communities are expected to financially support new programs after start up.

**Scope:**

This policy applies to all Special Olympics Ontario registered communities/clubs in the Durham Region.

**Procedure:**

The Sports/Athlete Development Grant should be completed and submitted to the DRSOSC Chairperson/designate. The following information will be required with the Application.

1. A Project or Program Proposal
2. A budget document or spreadsheet for the proposed program
3. The most recent community/club financial statement
4. Sport Development Plan
5. Any additional supporting documentation that you would like to attach or include for reference

All Grant Applications will be reviewed by the Durham Region Special Olympics Sports Council.

The DRSOSC will notify the applicant of its decision and rationale.



**SPORT / ATHLETE DEVELOPMENT GRANT APPLICATION**

**Form**

**SPORT / ATHLETE DEVELOPMENT GRANT APPLICATION**

Date of Application: \_\_\_\_\_

**General Information**

Please complete general information pertaining to the applying party and the nature of the application.

Sport Club / Program or Competition Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Club or Program Type: \_\_\_\_\_

Is this program or competition already registered with Special Olympics Ontario? YES  NO

Grant Type:

New Sport Club Start-up Grant

Existing Sport Club Development Grant

Competition Development Grant

Coach / Volunteer Development Grant

Athlete Development Grant

Other

Please provide details for Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information:**

Key contact information for club, community or partner applying for this grant.

Contact Name: \_\_\_\_\_

Position/Title/Role: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is your local Community Council aware of this grant application and do they endorse this request for funds? YES  NO

If No please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form**

**Program/Project Proposal**

In this section, please provide an outline of the proposal and goals of your project or program. Formal proposal plans and supporting documents are required with this application.

**Project Description / Outline:**

---



---



---

Please indicate which Special Olympics Ontario Strategic priority this proposal will address?  
(Check all that apply):

- Athlete Recruitment & Development
- Volunteer Recruitment & Development
- School or Youth Program Development
- Increased or Enhanced Competition Opportunities
- Technical Improvements in Competition or Training Standards
- Partner Agencies / Generic Sports Partnership Development
- Facility or Equipment Improvements / Renewal
- Public Awareness
- Rural / Underdeveloped Community Development

Please indicate how this grant will benefit your community, athletes or volunteers?  
(Check all that apply)

- Create increased opportunities for community athletes.
- Create increased opportunities for community volunteers.
- Enhanced awareness or profile of Special Olympics Ontario
- Create or improve relationships with partners or agencies
- Improved access to facilities / community resources
- Equipment improvements / maintenance
- Enhanced volunteerism by recruiting, training or diversifying the volunteer base
- Improved or enhanced fundraising capacity within the community
- Number of Athletes currently involved in this program.

**Form**

**Financial Request & Budget**

This section serves to outline the nature of your funding request. The numbers listed in this section should serve as approximate projections of expenditures and income.  
Please include a detailed budget as well as community and/or club financial statement.

**Expenses/Projected Budget**

Please indicate approximate projected expenses for this grant application according to the headings below. Additional information may be included in the budgetary notes at the end of this section.

Accommodations	\$ _____
Equipment	\$ _____
Facilities	\$ _____
Food	\$ _____
Materials & Supplies	\$ _____
Publicity & Media	\$ _____
Transportation	\$ _____
Uniforms	\$ _____
Athlete Training & Development	\$ _____
Volunteer Training & Development	\$ _____
Other Expenses	\$ _____

**Expense Notes:**

---



---



---



---

**Income**

Please indicate approximate or projected income sources for your club for current season or event. You can expand on any information here in the Income notes field below.

Is the community or club providing any funding for this program or initiative? YES  NO

Amount of SOO Community Council Funding	\$ _____
Registration / User Fees	\$ _____
Fundraising	\$ _____
Sponsorship & Donations	\$ _____
In-Kind Support (Gifts, Services & Facilities)	\$ _____
Product or Promotional Material Sales	\$ _____
Other	\$ _____
External Grants or Funding Sources	\$ _____



**Form**

**External Grant Description**

---



---

**Income Notes**

---



---

**Budget Summary**

In this section please attach a detailed budget for this project/grant as well as supporting community financial statements or budget and any additional financial information relating to this application.

Expenses: \$ \_\_\_\_\_  
 Income \$ \_\_\_\_\_  
 Total: \$ \_\_\_\_\_

Total Grant Funding Requested \$ \_\_\_\_\_

Grant Budget Attached YES \_\_\_  
 Community Financial Statement Attached YES \_\_\_

**Bank Account Transfer Information**

In order to receive any funds from SOO, your community and/or club must have a Royal Bank account under the SOO Centralized Banking System. (Bank Transit # 06702).

Do you currently have a bank account that is part of the SOO Centralized Banking System (Transit # 06702) YES \_\_\_ NO \_\_\_

Account currently being setup.

Account #: \_\_\_\_\_

Treasurer or Signing Officer Name: \_\_\_\_\_

**Impacts & Outcomes**

Number of Athletes affected by this Grant \_\_\_\_\_

Number of Volunteers (including Coaches) \_\_\_\_\_

Number of Trained Coaches \_\_\_\_\_

Number of Spectators / Fans / Community Members \_\_\_\_\_

Will this program / project result in New Volunteers? YES \_\_\_ NO \_\_\_

Will this program / project make use of one time event volunteers? YES \_\_\_ NO \_\_\_

Approximate number of Event Volunteers? \_\_\_\_\_

Will this program result in new athletes? YES \_\_\_ NO \_\_\_

Approximate number of potential new athletes \_\_\_\_\_

Anticipated Media or Public Awareness Exposure? YES \_\_\_ NO \_\_\_

**Form**

Please elaborate

---



---



---

Indicate expected type of Public Awareness exposure (check all that apply)

- Word of Mouth
- Local / Community News
- Newspaper / Print Media
- College / University / School Publication
- Partner / Agency News
- Television
- Radio
- Interviews with Athletes or Volunteers
- Local Appearances (i.e. malls, fairs)
- Public Service Announcements
- Advertisements

Do you expect the program / initiatives / project resulting from this grant to continue once your grant ends?

- Yes, the project / program will continue
- Yes, some of the components of this project will continue
- No, the project will not continue

If yes, how will this happen? Check all that apply.

- As part of regular programming within the existing community budget
- With the support of volunteers (new and returning)
- Cost sharing with partners (Partner Agencies)
- Cost Recovery (Registration/User Fees)
- Ongoing fundraising by the program or community
- Ongoing funding is being sought or was received from other sources



**SPORT / ATHLETE DEVELOPMENT GRANT APPLICATION**

**Form**

To continue this project (please indicate the source )

\_\_\_\_\_

Other, please specify

\_\_\_\_\_

If no, please indicate why the project or initiative will not continue. Check all that apply.

Project is complete (it was not intended to be ongoing)

Funding (ongoing funding will be required)

Lack of community interest

Lack of community need for this program / project

Lack of volunteer support

Other, please specify

\_\_\_\_\_

**Release**

\* I understand that the information contained in this application is subject to review and approval by the Durham Region Special Olympics Sports Council. I agree to abide by the decisions of the council as they pertain to this grant and acknowledge that clarification of all or part of this proposal may be requested at any time.

\* I agree to abide by the Special Olympics Canada Inc. and Special Olympics Ontario Inc. rules, policies and procedures and Code of Conduct.

\* I affirm that I have read the above grant application and that the information I have given is true and complete.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Attachments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Council Use:**

Date of Received: \_\_\_\_\_ Approved: YES \_\_\_ NO \_\_\_ Motion Date: \_\_\_\_\_

Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Athlete Financial Assistance</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## **ATHLETE FINANCIAL ASSISTANCE POLICY**

The Durham Region Special Olympics Sports Council (DRSOSC) recognizes that at times, Athletes may need financial assistance in order to advance in levels of competition. It is the community's/club's responsibility to support their athlete. If there is no community/club or the community/club cannot financially support an athlete, the athlete can apply for financial assistance to the DRSOSC.

### **Scope:**

The athlete must be currently registered and a member in good standing with Special Olympics Ontario and the community council/club in the sport for which they are applying for assistance during the current program year.

### **Procedure:**

The completed Athlete Financial Assistance Application must be submitted to the Chairperson/designate of the DRSOSC a minimum of one month prior to the event for which funding is requested.

The community/club current financial statement must be attached to the application

A **statement of support** outlining the reason for the request from the athlete's current coach or Community Coordinator shall be submitted with the application for assistance.

If approved, funds will be forward to the identified recipient as directed on application. No granted funds will be given directly to an athlete.

### **Notification:**

The DRSOSC will notify the application of its decision and rationale.

**ATHLETE FINANCIAL ASSISTANCE  
Application**

Date: of Application: \_\_\_\_\_

**ATHLETE FINANCIAL ASSISTANCE APPLICATION** - All sections of the form must be completed prior to submission.

**1. Community Information:**

**Applicant's Name** \_\_\_\_\_

Community Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Address: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address Same as above:

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**2. Athlete's Information:**

**Athlete's Name**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address Same as above:

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

SOO #: \_\_\_\_\_

Status Single:  Married:

Living Arrangements Independent:  With Parents:

**3. Reason for Financial Assistance:**

Program/Event \_\_\_\_\_

Competition Type: Provincial  Nationals  World Games

Location of Competition \_\_\_\_\_

Fee for Competition \_\_\_\_\_ Due Date(s): \_\_\_\_\_

**4. Sport Information:**

Name of Sport: \_\_\_\_\_

Club Name: \_\_\_\_\_

Community \_\_\_\_\_

No. of participants in Program \_\_\_\_\_ Open to other communities:  YES  NO

**5. Community Financial Information:**

Community Financial Statement attached: YES

**6. Athlete Financial Information:**

Athlete Income Source: Ontario Disability Program

Employment Full-time  Part-time

Parent Income/Employment Full time  Part time  Ontario Disability Program  Retired

No. of Dependents \_\_\_\_\_

**ATHLETE FINANCIAL ASSISTANCE  
Application**

**7. Program Costs**

Please list all training costs for the year prior to competition.

	<b>Cost</b>
Facilities	
Coaching Fees	
Association Fees	
Equipment	
Other	
<b>Total Cost per Year</b>	

**8. Community Fundraising**

Name of Event or Sponsor	Date	Amount Raised

**9. Individual Athlete Fundraising**

Name of Event or Sponsor	Date	Amount Raised

**10. Other Comments**

Please list any other information to be considered regarding your application for financial assistance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program/Community Coordinator Signature: \_\_\_\_\_

Athlete/Parent/Caregiver Signature: \_\_\_\_\_

<p><b>For DRSOSC Use:</b></p> <p>Date of Received: _____      Approved: YES ___ NO ___      Motion Date: _____</p>
--

Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Games Honorarium Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## GAMES HONORARIUM POLICY

An **honorarium** is an *ex gratia or voluntary* payment made to athletes from Durham Region Special Olympic Sports Council (DRSOSC).

The Honorarium should be recognized not as a payment of training costs, registration fees, etc. but as a token of recognition for the athletes' achievements and advancement to higher levels of competitions.

DRSOSC recognizes the efforts of athletes and supports them in their efforts in achieving their goals to advance to Provincial, National and International competitions.

This policy is to provide the framework for fair treatment and consistent practice, when granting this honorarium.

### Scope:

This policy applies to all athletes in good standing with Special Olympics Ontario and their community/club in Durham Region who are advancing to Provincial, National and International Games.

### Procedure:

The Region 12 Team Manager or Durham Region Team Delegate shall prepare, sign and submit the completed application for Games Honorarium to the Chairperson of the DRSOSC, as soon as they have all the information required to complete the application.

The DRSOSC will include the Athlete Honorarium Application on the next available Council agenda, as time permits.

When deliberating and approving the applications and the amount of the honorarium, the DRSOSC will consider the following:

- the financial status of the DRSOSC at time of request/application
- the number of games (e.g. Provincial, National and International) happening in the same year
- the number of Durham Region athletes attending each of the games
- the cost of uniforms for Durham Region athletes and coaches attending Provincial Games
- the cost of registration fees per athlete

The DRSOSC will notify the applicant of its decision and rationale.

If approved, the DRSOSC will provide a cheque to the Region 12 Team Manager or delegate.

It is responsibility of the local community council/clubs to support athletes attending Games. If the community/club cannot financially support athlete(s) going to Games, the community or athlete may apply for financial assistance by submitting an Athlete Financial Assistance Application.

**GAMES HONORARIUM  
Application**

**GAMES HONORARIUM APPLICATION**

Date: of Application: \_\_\_\_\_

All sections of the form must be completed prior to submission.

**1. Applicant Information:**

**Applicant's Name**

First Name:

Last Name:

Position Title:

**2. Games:**

Competition Type:

Provincial

Nationals

World Games

Date/Location of Competition

No. of Athletes Attending

Registration Fee per Athlete

Due Date(s):

Uniform Fee per athlete

(Provincial only)

Total Amount

**3. Other Comments**

Please list any other information to be considered regarding the application for honorarium:

---

---

---

---

---

Applicants Signature: \_\_\_\_\_

**For DRSOSC Use:**

Date of Received: \_\_\_\_\_

Approved: YES \_\_\_ NO \_\_\_ Motion Date: \_\_\_\_\_



<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Registration Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## **REGISTRATION POLICY**

The Durham Region Special Olympics Sport Council (DRSOSC) states that all athletes, coaches and volunteers must be registered members with SOO. Signed registration forms will kept on file at the Provincial Office and information held in the Provincial database. Once registered, they also become members of SOC.

Volunteers and coaches must submit a current Police Check with their registration and annually sign an Offence Declaration. Durham Region Special Olympics Sport Council reserves the right to request an updated Police Check at their discretion and will reimburse for this expense upon submission of receipt and confirmation of clear record.

### **Procedure:**

Athlete, coach and volunteer registration will most often happen through the sport programs in which they are interested.

The DRSOSC will be the primary point of contact for individuals referred by the SOO Provincial Office looking for program and volunteer opportunities.

If the individual is an athlete or coach the DRSOSC will direct them to the program contacts for the program(s) they are interested in and it will be the sport program's responsibility to register them with the SOO office.

The Volunteer Coordinator will follow up referral of volunteer with designated club or program and potential volunteer.

If volunteer is designated for DRSOSC or DRSOSC event, the Volunteer Coordinator/ designate shall complete Registration form and ensure Police Check is submitted to Provincial Office.

A file will be maintained by the DRSOSC of all volunteers that it has registered and will maintain regular contact with them identifying general volunteers opportunities.

Any unregistered volunteer, assisting in events, shall never be left alone and unsupervised with athletes.

Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Athlete Code of Conduct</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## ATHLETE CODE OF CONDUCT

Special Olympics is committed to the highest ideals of sport and expects all athletes to honour sports and Special Olympics. All Special Olympics athletes agree to the following code at all sport and social activities sponsored by or run by any Special Olympics organization:

### Sportsmanship: I will:

- Practice good sportsmanship.
- Act in ways that bring respect to me, my coaches, my team and Special Olympics.
- Avoid disruptive behaviour and behaviour that is dangerous to myself or others including acts of violence or harassment.
- Not swear or insult other persons.
- Not fight with other athletes, coaches, volunteers or staff.

### Fair Play: I will:

- Follow the rules and play in the spirit of the game
- Control my temper – fighting and “mouthing off” can spoil the activity for everybody
- Respect my opponents and other competitors
- Do my best to be a true team player
- Remember that winning isn’t everything –having fun, improving skills, making friends and doing my best are also important
- Acknowledge good plays/performances – those of my team and of my opponents
- Remember that Coaches are there to help me – I will accept their decision and show them respect

### Training and Competition: I will:

- Train regularly and learn and follow the rules of my sport.
- Listen to my coaches and the officials and ask questions when I do not understand.
- Always try my best during training, divisioning and competitions.
- Not "hold back" in preliminaries just to get into an easier final heat.
- Obey rules and guidelines of Special Olympics and affiliated sport associations.

### Responsibility for My Actions: I Will NOT:

- Commit any actions which interfere with the enjoyment of a Special Olympics event by other participants.
- Make inappropriate or unwanted physical, verbal or sexual advances on others.
- I will not consume alcohol, and/or take illegal drugs while representing Special Olympics at awareness events, fundraising events, social events, training sessions, competitions or during Games.
- Smoke outside of designated areas or will refrain from smoking if event is “smoke free” or if I am under legal age
- Take drugs for the purpose of improving my performance.



Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Athlete Code of Conduct</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

I understand that if I do not obey this Code of Conduct disciplinary actions may be. Any disciplinary action that is taken can be appealed through my Community Council and then the Durham Region Special Olympics Sports Council. The following disciplinary actions may be taken:

Issue a warning, oral or written, place the individual on probation, suspension from further participation in the program where the violation occurred, suspension from all/some programs and events for a fixed time, expulsion from further participation in any Special Olympics program.

There will be a 'stepped' approach for violations of the Code of Conduct, with repeat violations warranting a higher level of discipline. Disciplinary actions DO NOT have to start at the lowest level if the violation is serious.

**Athlete:**

\_\_\_\_\_ Signature \_\_\_\_\_  
 Print Name ( Legal Guardian (if under 18)): \_\_\_\_\_ Date \_\_\_\_\_

**Witness:**

\_\_\_\_\_ Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_ Date \_\_\_\_\_

Original filed with \_\_\_\_\_ copy to: \_\_\_\_\_ date: \_\_\_\_\_

Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Coach Code of Conduct</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## COACH CODE OF CONDUCT

Special Olympics is committed to the highest ideals of sport and expects all coaches to honour sport and Special Olympics. All Special Olympics coaches agree to observe the following code:

### Respect for Others

- I will respect the rights, dignity and worth of athletes, coaches, volunteers, friends and
- I will treat everyone equally regardless of gender, ethnic origin, sexual orientation, 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 a positive experience.
- 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 instruct each athlete to perform to the best of the athlete's ability at all preliminaries and final heats 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 consume alcohol and/or take illegal drugs while representing Special Olympics at training sessions, competition or during Games.
- I will refrain from any form of abuse towards athletes and others, including inappropriate or unwanted sexual advances on others, verbal, physical and emotional abuse.
- I will be alert to any form of abuse from other sources directed toward athletes in my care.
- I will abide by the Special Olympics policy on the prohibition of coaches dating athletes.
- I will ensure that accurate scores are provided for entry of an athlete into any event.

<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Coach Code of Conduct</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

**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 plan for a regular training program.
- I will keep current records of the medical, training and competition information for each athlete I coach.
- I will follow the Special Olympics Sports Rules for my sport(s).

**Health and Safety of Athletes**

- I will ensure that the equipment and facilities are safe to use.
- I will ensure that the equipment, rules, training and 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.
- I will encourage athletes to seek medical advice when required.
- I will maintain the same interest and support toward 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 may be subject to disciplinary action.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Family/Support Code of Conduct</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## **FAMILY/SUPPORTER CODE OF CONDUCT**

Special Olympics is committed to the highest ideals of sport and expects all athletes to honour sports and Special Olympics. All Special Olympics athletes agree to the following code at all sport and social activities sponsored by or run by any Special Olympics organization:

### **As a Family member/Supporter I pledge that:**

- I will not force my athlete to participate in sports.
- I will remember that athletes participate to have fun and that the game is for them, not the family members.
- I will inform the Coach, in writing of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game.
- I (and my guests) will be a positive role model 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 (and my guests) will not engage in any kind of un-sportsmanlike conduct with any official, coach, or family member such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will not encourage any behaviours or practices that would endanger the health and well being of the athletes.
- I will teach my athlete to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my athlete treat other athletes, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- 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 praise my athlete for competing fairly and trying hard, and I will make my athlete feel like a winner every time.
- I will never ridicule or yell at my athlete or other participants for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my athlete over winning. I will also de-emphasize games and competition in lower age groups.
- I will promote the emotional and physical well being of the athletes ahead of any personal desire that I may have for my athlete to win.
- I will respect the officials and their authority during games and competitions and will never question, discuss, or confront coaches during competitions. Instead, I will take time to speak with coaches at an agreed upon time and place.
- I will demand a sports environment for my athlete that is free from drugs, and alcohol, and I will refrain from their use at all sports events and competitions.
- I will refrain from coaching my athlete or other athletes during competitions and practices, unless I am one of the official coaches of the team or athlete.
- I will smoke only in designated areas or refrain from smoking if event is "smoke free".



Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Dispute Resolution Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## DISPUTE RESOLUTION POLICY

### Policy:

Durham Region Special Olympics Sports Council (DRSOSC) will resolve all disputes between individual members, local programs or Council members in a fair and equitable manner.

### Procedure:

All disputes must be submitted in writing to the Chairperson and Secretary of the DRSOSC.

In the event that a dispute arises, the DRSOSC will create a Dispute Resolution Committee. This Committee will be comprised of 3 members with no affiliation to either side of the dispute. Committee must have at least one DRSOSC Member. In the event that there are not enough DRSOSC members that meet this criteria, the DRSOSC can reach out to the general membership to form the committee.

The Dispute Resolution Committee can act in matters of:

Misconduct (includes but is not limited to):

- Actions that are contrary to the best interests of DRSOSC or of any participant (player, coach, official or spectator).
- Actions that are contrary to the bylaws of SOO or DRSOSC
- Actions that are contrary to any Code of Conduct established by DRSOSC
- Actions that are not in compliance with an order pursuant to this dispute resolution policy

### Steps:

Chairperson/designate and Secretary receive written complaint and determine urgency of response. If the Complaint is of a Serious nature that may involve the safety of an athlete or member or immediate eligibility status of an athlete coach or volunteer, the Chair/designate will expeditiously notify DRSOSC Members and create a Dispute Resolution Committee. Should the complaint be of a nature that is not of an urgent or serious nature, the Chairperson/designate shall bring the complaint forward to the next scheduled DRSOSC meeting and a Dispute Resolution Committee will be formed.

If the Dispute Resolution Committee is satisfied that the complaint is not valid or does not raise an issue of misconduct, the Committee shall advise the Chairperson/delegate of this decision. Within twenty-one (21) days or as soon as practicably possible, of receiving the written decision, the Council Chairperson shall advise the persons named in the complaint, stating reasons and thereafter shall take no further action in relation to that complaint.

<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Dispute Resolution Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

The Dispute Resolution Committee shall:

- 1) Review the complaint or the request
- 2) Make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
- 3) Extend the investigation to include misconduct in any other incident that comes to the attention of the investigator in the course of the investigation.
- 4) When practical to do so, encourage the parties to resolve the dispute directly.
- 5) With the agreement of the parties, arrange mediation of the dispute.

On completion of the investigation, the Dispute Resolution Committee shall make a written report to the DRSOSC recommending:

- 1) That the DRSOSC appoint a Hearing Committee to hear and resolve the dispute or to hear the charges, as the case may be; or.
- 2) That no further action be taken with respect to the matter investigated because:
  - a) the matter has been resolved between the parties,
  - b) no further action is warranted on the facts of the case.

In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the Dispute Resolution Committee may submit written reasons to the DRSOSC recommending that, pending the outcome of an investigation, a player, team, coach, official, parent/guardian or spectator under investigation:

- 1) be suspended from participation or
- 2) be allowed to continue participation subject to conditions or restrictions.

If satisfied that continued participation is inappropriate in the circumstances, the DRSOSC may order suspension of involvement in organization activities or impose other less restrictive conditions pending the recommendations of the Dispute Resolution Committee.

An order of suspension or the imposition of conditions on a Member, pending the recommendations of the Hearing Committee, shall:

- 1) terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the DRSOSC
- 2) be superseded by the recommendations of the Hearing Committee

If the Dispute Resolution Committee recommends no further action on a complaint, the DRSOSC shall provide a copy of the Dispute Resolution Committee's reasons for that recommendation to the person or person(s):

- 3) whose conduct is the subject of the complaint
- 4) who initiated the complaint

If the Dispute Resolution Committee is of the opinion that a Hearing Committee should be appointed, the DRSOSC shall appoint a Hearing Committee; shall conduct a fair hearing of the charge or dispute reported in the Dispute Resolution Committee's report.

<b>Durham Region Special Olympics Sports Council Policies &amp; Procedures</b>	
Policy Name: <b>Dispute Resolution Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

The DRSOSC shall communicate the time and place of the hearing and any other pertinent information to the parties.

In disputes of a nature that the Hearing Committee considers to be minor, the hearing may be conducted in writing. The parties shall be:

- a) informed that a Hearing Committee has been established;
- b) informed of the charge or dispute to be heard;
- c) provided with a copies of the dispute resolution policy;
- d) invited, within a time specified by the committee, to make written submissions of any information or arguments relevant to the deliberations of the committee;
- e) informed of the findings of the Hearing Committee;

If the Hearing Committee does not consider the dispute to be minor, the parties shall have a right to be heard in person:

- 1) At least three (3) days before the date of the hearing the parties shall be:
  - (a) informed that a Hearing Committee has been established;
  - (b) informed of the charge or dispute to be heard;
  - (c) provided with a copy of the dispute resolution policy.
- 2) The Hearing Committee shall hear the charge or dispute and shall determine whether or not the accused is guilty of misconduct or rule on the issues in dispute.
- 3) Parties may be represented by legal counsel at their own expense.
- 4) There is to be full right:
  - a) to examine, cross-examine and re-examine all witnesses
  - b) to present evidence in defence and reply.
- 5) Where a party fails to attend the hearing, the Hearing Committee may proceed in his or her absence.
- 6) If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the charge, the Hearing Committee shall adjourn the hearing for any period that the committee considers sufficient to give the accused an opportunity to prepare a defence to the amended charge, unless the respondent consents to continue the hearing.
- 7) The Hearing Committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.
- 8) The Hearing Committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct giving rise to the conviction or discipline.
- 9) On its own initiative or at the request of any party, the Hearing Committee may restrict the public from the hearing. The Hearing Committee shall exclude the public if the committee is of the opinion that an open hearing will unduly violate the privacy of any person.
- 10) The deliberations of the Hearing Committee shall be conducted in private, and no person who is not a member of the committee shall be present.

The Hearing Committee shall give written reasons for its decisions and for any discipline imposed. Copies shall be provided to the parties and to the DRSOSC.

Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Dispute Resolution Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

Where the Hearing Committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:

- An order that the person(s) be expelled from the organization
- An order that the person(s) be suspended from the organization for a specified period
- An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order
- An order that the respondent may continue to participate only under conditions specified in the order
- An order reprimanding the respondent
- Any other order that the Hearing Committee considers just.

In making an order the Hearing Committee shall take into consideration:

- 1) The age, experience and maturity of the person(s)
- 2) The nature of the misconduct;
- 3) Any information which, in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including:
  - a) previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline
  - b) the character of the respondent

Where the DRSOSC, Chairperson of the Investigation Committee or the Chairperson of the Hearing Committee believes that the person(s) whose conduct is being investigated may be guilty of a criminal offence, that person may refer the matter to an appropriate authority.

The investigation, hearing and decision of the Hearing Committee shall be completed as soon as practical in the circumstances of the complaint.

A person(s) may appeal the decision or any order of the Hearing Committee to DRSOSC by serving a written notice of appeal within twenty one (21) days of receipt of the decision or order where:

- 1) The member has been found guilty of misconduct by the Hearing Committee;
- 2) The person is subject to a discipline order;
- 3) The person(s) who initiated the complaint was advised that no further action would be taken.

No DRSOSC member shall participate in the hearing of an appeal if:

- 1) The DRSOSC member has a conflict of interest or is biased
- 2) If there is any reasonable basis on which it may appear that the board member may have a conflict of interest or may be biased.

On hearing an appeal the board or the appointed committee may:

- 1) Dismiss the appeal
- 2) Quash the finding of guilt
- 3) Direct further inquiries by the Dispute Resolution Committee or appoint a new Dispute Resolution Committee to reinvestigate the matter

Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Dispute Resolution Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

- 4) Direct a new hearing or further inquiries by the Hearing Committee or appoint a new Hearing Committee to rehear the matter
- 5) Vary the order of the Hearing Committee.

When a person(s) is expelled or suspended from the organization pursuant to the policy, that person(s) is not eligible to serve any function within the organization or attend any organization activities.

A person who has been expelled may apply to the DRSOSC for reinstatement; subject to the bylaws.

Durham Region Special Olympics Sports Council Policies & Procedures	
Policy Name: <b>Athlete Dismissal Policy</b>	Date:
Last Revised: <b>December 5, 2011</b>	<b>April 2010</b>

## **ATHLETE DISMISSAL POLICY**

An athlete can be dismissed from Special Olympics with the approval of the provincial office upon written recommendation from the Durham Region Special Olympic Sport Council (DRSOSC). Individual programs can suspend athlete/athletes on a short term or temporary basis i.e. a game or practice but suspensions and/or expulsion must be brought before the DRSOSC for approval.

### **Procedure:**

1. The Head Coach must notify the DRSOSC in writing of their reasons or concerns, as it relates to the Code of Conduct and/or Sports Rules and their recommendation for discipline.
2. The Disciplinary Committee of the DRSOSC will convene and follow due process
3. The Sport Council, upon recommendation of the Discipline Committee shall dispense discipline and notify Head Coach and Athlete in writing of their findings and Disciplinary action.
4. If the athlete wishes to appeal the above decision, he/she may do so by through the Provincial Office in writing, following the Provincial Process.
5. All documentation from the DRSOSC will be forwarded to the Provincial Office for their records and for possible consideration in Appeal Process.

**VOLUNTEER DISMISSAL POLICY**

A volunteer can be dismissed from Special Olympics with the approval of the provincial office upon written recommendation from the Durham Region Special Olympic Sport Council (DRSOSC). Individual programs can suspend a volunteer/volunteers on a short term or temporary basis i.e. a game or practice but suspensions and/or expulsion must be brought before the DRSOSC for approval.

**Procedure:**

1. The Community/Program Coordinator/designate must notify the DRSOSC in writing of their reasons or concerns, as it relates to the Code of Conduct and/or Sports Rules and their recommendation for discipline.
2. The Disciplinary Committee of the DRSOSC will convene and follow due process
3. The DRSOSC, upon recommendation of the Discipline Committee shall dispense discipline and notify Community/Program Coordinator/Designate and Volunteer in writing of their findings and Disciplinary action.
4. If the volunteer wishes to appeal the above decision, he/she may do so by through the Provincial Office in writing, following the Provincial Process.
5. All documentation from the DRSOSC will be forwarded to the Provincial Office for their records and for possible consideration in Appeal Process.

**APPENDIX A - Hearing for Athlete/Coach/Volunteer Expulsion Script**

RE: Hearing of (Name of athlete/coach/volunteer) SOO # \_\_\_\_\_

Introduction to the Hearing Committee:

\_\_\_\_\_ Chair \_\_\_\_\_ Name \_\_\_\_\_ Name  
\_\_\_\_\_ Dispute Resolution Committee Representative

Secretary Name \_\_\_\_\_

**(Name of Secretary)** will be taking minutes of the proceeding.

(Name) Investigating Committee representative is here to present the findings of the investigating committee, but has no vote in the matter.

**JURISDICTION AND AUTHORITY OF THE COMMITTEE**

This hearing is convened at (time and place) of the Durham Sports Council Hearing Committee, to hear and consider the facts from the Investigation committee and pertaining (Name of person and SOO Number) and a breach of code of conduct and/or sports rules. This process is in accordance with the Disciplinary policy for the Durham Sports Council.

Upon receipt of a complaint, there is an obligation of the Sports Council to hold a hearing and render a decision within 21 business days. This hearing is within 21 business days of the complaint.

In accordance of Disciplinary policy, this hearing will be held In-Camera, which means that it is not open to the public, and the information discussed in it is not public information.

**Procedure**

The document "Athlete/coach/volunteer" was sent out to (Name) and or contact person in their package. It contained a detailed overview of the jurisdiction of the Hearing Committee, and the process to be followed.

For clarification, I'll briefly summarize the process again.

## HEARING FOR ATHLETE/COACH/VOLUNTEER DISMISSAL Script

- The hearing will last no more than 2 hours, and the secretary will remind us when 90 minutes have passed. That notice should enable all parties to conclude their comments in the remaining 1/2 hour.
- First both parties, beginning with the Investigating committee will make a brief opening statement, to summarize the main issues they wish to present.
- Secondly, both parties beginning with the investigating committee representative, will be asked to outline the main facts upon which they rely in support of their position. In this section, both staff and parents will have a chance to question the facts put forward by the other party.
- Next, both parties, if they wish, will have the opportunity to speak to any mitigating factors which are relevant to this case.
- Lastly, both parties beginning with the investigating committee representative, will be given the opportunity to present a closing statement in support of their position.
- The parties should keep in mind the Hearing Committee members might also wish to ask questions, at any point in the process.
- At that point the parties will be asked to leave the room, but not the building, while committee members deliberate. A decision is usually given the same night.

### Questions

Do you have any questions about the procedure to be followed?

If not, we will proceed to the opening statements.