



Policy and Procedures Manual

Special Olympics
Australia



Contents

1. Global Movement, Local Impact	5
1.1 Introduction	6
1.2 Special Olympics, Inc.	7
1.3 Global Governance Structure	8
1.4 Accreditation	9
1.5 Founding Principles of Special Olympics	10
1.6 Special Olympics Australia Mission, Vision and Values	12
1.7 Strategic Plan and Strategy Map	13
2. Leadership Team	15
2.1 State Committee Terms of Reference	16
2.2 Club Leadership Team Terms of Reference	21
2.3 National Selection Committee Terms of Reference	25
2.4 National Sports Advisory Group Terms of Reference	32
3. Athletes	35
3.1 Athlete Eligibility	36
3.2 Supported Decision Making	41
3.3 Athlete Leadership Program	44
3.4 Financial Hardship	49
3.5 Sun Smart	53
3.6 Dating	57
4. Sport Training and Competition	61
4.1 Competition	62
4.2 Selection	67
4.3 National Games	78
4.4 Athlete Travel	82
4.5 Uniform	88
5. Coaches, Officials, Volunteers and Staff	93
5.1 Volunteer Program	94
5.2 Recruitment, Selection and Screening	97
5.3 Safeguarding Children and Vulnerable Adults	102
5.4 Working with Children Check and Police Check	107
5.5 Induction	111
5.6 Registration	114
5.7 Diversity and Inclusion	120
5.8 Reward and Recognition	123
5.9 Learning and Development	126
5.10 Performance Management	129
5.11 Exit	135
6. Governance	141
6.1 State Operations	142
6.2 Club Operations	149
6.3 Code of Conduct	158

6.4 Work Health and Safety	162
6.5 Member Protection	166
6.6 Complaints Handling	167
6.7 Responding to Concerns or Allegation of Abuse of a Child	188
6.8 Responding to Concerns or Allegation of Abuse of an Adult	195
6.9 Privacy	201
6.10 Risk Management	207
6.11 Insurance	209
7. Brand and Communication	215
7.1 Marketing and Communication	216
7.2 Brand and Visual Identity	221
8. Fundraising	229
8.1 Fundraising	230
9. Administration	239
9.1 Conditions of Employment	240
9.2 Leave	246
9.3 Staff Travel	251
9.4 Workplace Grievance	256
9.5 General Office	259
9.6 Board Travel	263
10. Club Accreditation	267
10.1 Club Accreditation	268
11. Acronym and Terminology	273
11.1 Acronym and Terminology Guide	274





1. Global Movement, Local Impact

Special Olympics
Australia



1.1 Introduction

The Special Olympics Australia Policies and Procedures manual has been developed to help everyone involved better understand what is expected of them, regardless of whether they are an athlete, coach, volunteer, official, committee member, staff member, family or supporter. It also outlines what can be expected from Special Olympics Australia.

The policies and procedures manual will help:

- clarify the boundaries in which individuals involved with Special Olympics Australia can operate
- provide a structure that allows all individuals to make informed decisions that are in the best interests of athletes and the organisation
- provide consistency in day-to-day operations
- set standards for accountability to colleagues, athletes, volunteers, boards and committees, funders, supporters and regulators
- encourage personal accountability, satisfaction, innovation and success
- build a welcoming and supportive culture while staying aligned to our mission

This manual serves as a guide; it contains useful information that will assist individuals make an informed decision on a range of matters as they arise. This Special Olympics Australia policies and procedures manual supersede all other policies and procedures that may have been developed or are in circulation within the organisation.

It is expected that all coaches, volunteers, officials, committee members and staff members will make themselves familiar with the contents of this manual. Updates will be made, as needed, and you will be advised of any changes by the Central Office. The master Special Olympics Australia Policies and Procedures manual will be kept in soft copy on the Special Olympics Australia server. All coaches, volunteers, officials, committee members and staff members are expected to stay up-to-date with the latest version, replace any printed copy they may be referencing and comply accordingly.

1.2 Special Olympics, Inc.

Special Olympics Australia is part of a global movement that is governed by Special Olympics, Inc. (SOI).

GLOBAL MISSION

The global mission, as established by Special Olympics, Inc., is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

BRIEF HISTORY

The Special Olympics movement began in the early 1960s when Eunice Kennedy Shriver, the sister of former US President John F Kennedy, invited children with and without an intellectual disability to play sport in her backyard.

Her elder sister Rosemary had an intellectual disability and Eunice knew that she could do more than anyone ever thought or cared to discover.

But it was when Eunice heard that children with an intellectual disability were being denied the ability to participate in mainstream summer camps that she decided to take action. She started her own summer camp known as Camp Shriver.

Camp Shriver was the first step in the Special Olympics movement which today supports almost 5 million athletes in 170 countries.

INTELLECTUAL DISABILITY IN AUSTRALIA

According to the Australian Bureau of Statistics over 600,000 Australians have an intellectual disability and every two hours another child is diagnosed (Disability Expectations, PwC 2011), making them the largest disability group in Australia.

1.3 Global Governance Structure

Special Olympics, Inc. (Governing Body)

Special Olympics, Inc. is the creator and international governing body of the Special Olympics movement.

Special Olympics, Inc. establishes and enforces all official policies and requirements of Special Olympics by setting the global accreditation and licence requirements. Through its compliance program it oversees the expansion of the movement and owns the registered trademarks to the Special Olympics name, logo and other intellectual property. It is a not-for-profit organisation based in Washington DC, USA.

Special Olympics Asia Pacific (Region)

To assist Special Olympics, Inc. with communication, administration and operations there are seven Special Olympics regional offices: Africa, Asia Pacific, East Asia, Europe Eurasia, Latin America, Middle East North Africa and North America. Special Olympics Australia reports to Special Olympics Asia Pacific based in Singapore.

Special Olympics Australia (Program)

Special Olympics Australia is responsible for overseeing the strategy, direction, reputation and financial sustainability of the organisation in Australia.

Special Olympics Australia is governed by a Board of Directors. The Board's primary responsibility is one of trusteeship on behalf of its stakeholders, ensuring that the legal entity, the organisation, remains viable and effective in the present and the future. The Board's role includes determining the organisation's strategic direction, core values and ethical framework, as well as key objectives and performance measures. A critical component of this role is the Board's ultimate authority and responsibility for financial operations and budgeting.

To assist with delivery of sports programs and competitions, Special Olympics Australia has established state committees to provide an essential link between the Central Office and Special Olympics Australia clubs.

Special Olympics Australia Clubs (Sub-programs)

The clubs of Special Olympics Australia deliver weekly sports training and regular competition for athletes with an intellectual disability through a network of dedicated volunteers from the local community. A volunteer Club Leadership Team is responsible for the effective running of the club and the provision of safe and regular sporting opportunities.

1.4 Accreditation

To ensure worldwide quality, consistency and the growth of the Special Olympics movement, SOI requires all bodies operating under the banner of Special Olympics to go through a process of accreditation every two years. This provides assurance that every accredited body has met the core requirements of the Special Olympics mission, as well as minimum management and financial standards.

Programs

Special Olympics Australia has been granted a licence to operate as an Accredited Program of Special Olympics within Australia. As stated in the Special Olympics Official General Rules 'unless otherwise authorised by SOI, each Program shall be organised as an independent charitable entity, in accordance with the laws of its jurisdiction. Wherever possible and permissible under applicable law, a Program shall:

- be established and operated as a separate and identifiable non-profit corporation or association, or other legally independent non-profit entity, which is managed and operated by a Board of Directors; and
- obtain and maintain all available exemptions from taxation to the greatest extent permitted by the laws of that Program's jurisdiction.'

Sub-Programs

Special Olympics Australia is required to licence all clubs (sub-programs) who operate under its banner in Australia.

As stated in the Special Olympics Official General Rules: 'Sub-Programs accredited to operate within the jurisdictions of Programs may not be separately incorporated or otherwise organised into unincorporated associations or other entities having a separate and distinct legal status or identity from that of the accrediting Program without SOI's prior written approval. Rather, each Sub-Program shall be operated as a division or branch of the Accredited Program, in order to ensure that the accrediting Program maintains full control over the assets and operations of its Sub-Programs.'

Special Olympics Australia ensures that each club is operating within these requirements through a club accreditation process that occurs every two years.

1.5 Founding Principles of Special Olympics

The principles on which Special Olympics was founded, and which must continue to guide the operation and expansion of the global Special Olympics movement, include the following (collectively, the “Founding Principles”, Section 1.03 Special Olympics Official General Rules):

- people with intellectual disabilities can, with proper instruction and encouragement, enjoy, learn and benefit from participation in individual and team sports, adapted as necessary to meet the needs of those with special mental and physical limitations.
- consistent training under the guidance of qualified coaches, with emphasis on physical conditioning, is essential to the development of sports skills, and competition among those of equal abilities is the most appropriate means of testing these skills, measuring progress and providing incentives for personal growth.
- through sports training and competition: people with intellectual disabilities benefit physically, mentally and socially and spiritually; families are strengthened; and the community at large, both through participation and observation, is united with people with intellectual disabilities in an environment of equality, respect and acceptance.
- every person with an intellectual disability who meets the eligibility requirements set out in the Official General Rules should have the opportunity to participate in and benefit from the sports training and athletic competition programs offered by Special Olympics.
- Special Olympics must transcend all boundaries of race, gender, religion, national origin, geography, and political philosophy, and offer sports training and competition opportunities to all eligible person with intellectual disabilities in accordance with uniform worldwide standards.
- Special Olympics celebrates and strives to promote the spirit of sportsmanship and a love of participation in sports for its own sake. To that end, Special Olympics aims to provide every athlete with an opportunity to participate in training and competition events which challenge that athlete to his or her fullest potential, regardless of the athlete’s level of ability. Special Olympics therefore requires that Special Olympics Games and Tournaments offer sport and events which are appropriate for athletes of all levels of ability, and in the case of team sports, provide every athlete with an opportunity to play in every game.
- Special Olympics encourages sports training and competition

opportunities at the local, area and community level (including schools) as a means of reaching the greatest number of eligible athletes.

1.6 Special Olympics Australia Mission, Vision and Values

Mission

We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.

Vision

Everyone with an intellectual disability has the opportunity to participate in sport.

Values

Respect

- Seek to understand before being understood
- Communicate in a polite manner at all times

Trust

- Acknowledge your skills and the skills of others
- Participate in discussion, then trust and support the decision

Sportsmanship

- Know the rules and play by them
- Celebrate each other's successes

1.7 Strategic Plan and Strategy Map



Understanding our Strategy Map

Our strategic pillars purposefully spell out TEAM as a visual reminder of the goal of a one-team culture. All activities undertaken by Special Olympics Australia at all levels should align to one of the strategic pillars.



BRIANNA
WESTERNPORT

Special Olympics
Victoria
Westernport



2. Leadership Team

Special Olympics
Australia



2.1 State Committee Terms of Reference

Reference: SOA_2.1 – State Committee Terms of Reference

1. OVERVIEW

The Special Olympics Australia State Committee is essential for facilitating and delivering sports programs and competition in their State. The State committee will work with Central Office, Sports Coordinators and Clubs in order to achieve this.

The State Committee will work closely with the State Sports Development Managers to deliver upon the responsibilities outlined in these Terms of Reference and ensure alignment with the following Special Olympics Australia strategic goals:

1. Athlete growth, increased participation and improved quality of sport
2. Brand awareness
3. Financial stability

2. RESPONSIBILITIES

The responsibilities of the State Committee are to:

Games and Competition

1. Coordinate, fund and deliver multi-sport State Games in partnership with the State Sport Coordinators, at a minimum every 2 years, including budget management with Central Office oversight and approval;
2. Complete State selections in accordance with national selection policies. This can be done by forming a selection sub-committee or by appointing an independent Chair to oversee selections by the state committee.
3. Ensure the Clubs follow and comply with the process for athlete and official selection and endorsement for State teams;
4. Undertake the endorsement process of athletes and officials for National Games in line with the national selection policy;
5. Oversee training and management for State teams; in conjunction with Head of Delegation;

Sport

6. Plan, implement and maintain the annual State sporting calendar by the 30 September of each year, in conjunction with Clubs;
7. Meet with Sports Coordinators at least twice a year, including an annual coaches conference;
8. Ensure adherence to a consistent competition landscape and standardized

approach in line with Special Olympics Australia policies;

9. Share best practice and advice in sport training and competition management to all stakeholders;
10. Encourage and actively promote coach development and education;
11. Keep up to date with the official sports rules of Special Olympics (Article 1 sports rules);

Clubs

12. Support the network of Clubs to deliver grass roots Special Olympics Australia programs;
13. Meet with Club Chairs, or their nominee, at least twice a year to update on Special Olympics Australia initiatives and programs and to review Club status regarding athlete recruitment, retention and experience (one of those Club meetings to include an Annual General Meeting to re-elect State Committee members);
14. Ensure consistent two way communications between Clubs and the State Committee, in consultation with the Sports Development Managers;

Growth and Sustainability

15. Support the Sports Development Managers to enable them to achieve their core objectives of growth;
16. Develop and implement targeted fundraising campaigns to support Games and sports development, in accordance with the Special Olympics Australia Fundraising Guidelines.
17. Provide support to Club Membership Officers and oversee annual Special Olympics Australia registration
18. Liaise with local media in accordance with the Special Olympics Australia Communications Policy and Brand Guidelines.

3. COMMUNICATION AND REPORTING

The State Chair reports into Central Office via the Chief Operating Officer. The State Chair and the Chief Operating Officer will meet, in person or via teleconference, bi-monthly (every two months). Collective meetings with all State Committee chairs and the Chief Operating Officer will be held via teleconference as required.

The Sports Development Manager is a non-voting member of the committee and reports to the General Manager Sports Development. The Sports Development Manager acts as a facilitator and is tasked with guiding and supporting the committee to achieve its objectives and ensure alignment with the Special Olympics Australia sports plan and strategic plan.

4. COMPOSITION

The State Committee will be composed of between a minimum of 5 voting members and a maximum of 9 voting members plus the Sports Development Manager. The State Committee will have the following essential roles and

functions;

Roles

- Chair ;
- Athlete Representative;
- Sports Coordinator;
- Secretary.

In addition to the above roles the State Committee should also include a representative from your states Regional area and a representative from your states Law Enforcement Torch Run committee. Your Law Enforcement Torch Run representative will be a non-voting member of the committee.

Committee Functions

Committee members should have experience and skills in one or more of the following:

- Selection policies;
- Communications and Public Relations;
- Coach Development;
- GMS or equivalent Expertise;
- Competition / Event management;
- Budget Management;
- Complaints Handling;
- Fundraising;
- Membership Coordination.

In addition the State Committee must include:

- A sport expert who has practical experience in either participation or administration of sports;
- A disability expert who has an understanding of the Australian disability sector and is experienced working with individuals with intellectual disability;
- A family member of an athlete;
- Someone not related to an athlete.

5. MEMBERSHIP

Expressions of interest for the State Committee will be accepted by both internal and external applicants. Elections for the State Committee will be held annually, as required, with Club Chairs voting on eligible nominees, in consultation with their Club Committees. In states with less than 3 Clubs, voting will be opened up to all Club Committee members.

Internal applicants must comply with the following stipulations:

- There be a maximum of 1 State Committee member per Club (in states that have over 3 clubs);

- State Committee members may not hold another elected position within Special Olympics Australia without the express approval of the Chief Executive Officer. Approval will be dependent on a clear succession plan for your Club role, with no person being able to hold dual roles for longer than two years;
- Be a registered volunteer with Special Olympics Australia.

6. CODE OF CONDUCT

The State Committee agrees to abide by the Special Olympics Australia Code of Conduct at all times, and will promote the Code of Conduct among athletes, volunteers, coaches, officials and families.

7. DECISION MAKING POWERS

Decision-making powers are limited to areas defined under Responsibilities.

The State Committee may recruit and appoint volunteers according to the needs of the Committee, which can include the formation of ad-hoc sub-committees as and when required. All volunteers appointed by the State Committee must be registered volunteers with Special Olympics Australia.

If the State Committee appoints a new member to the Committee that member must be reaffirmed at the next Annual General Meeting via election.

8. MEETINGS

State Committee meetings will be held at least bi-monthly (minimum of 6 a year) and with a quorum of 50% plus 1. Minutes of each meeting must be kept and a copy forwarded to Central Office and Club Chairs within 14 days.

Any Club Committee member wishing to attend a State Committee meeting as an observer may do so, with prior notification to the Secretary.

9. TERM

Individuals will be appointed to the State Committee for an initial period of two years. Members may hold a second, third and fourth term for an additional 2 years each, resulting in a combined maximum term of eight years, subject to re-election of their terms.

10. RESIGNATIONS, REMOVAL AND REPLACEMENT

A member of the State Committee wishing to resign should do so in writing to the Chair of the Committee (preferably with 4 weeks' notice).

The State Committee can remove a member with 30 days written notice, unless the parties agree to a shorter period. Reasons for removal could include:

- Fail to attend two consecutive meetings without notice
- Breach confidentiality
- Contravene the Special Olympics Australia Constitution, Special Olympics Official General Rules, Special Olympics Australia Code of Conduct or Special Olympics Australia Policies and Procedures
- Cease being a registered volunteer of Special Olympics Australia

Central Office must be advised in writing of any changes to the State Committee within 7 days.

RELATED DOCUMENTS

Club Leadership Handbook

SOA_2.2 - Club Leadership Team Terms of Reference

SOA_6.1PP - State Operations

SOA_6.2PP - Club Operations

SOA_6.3PP - Code of Conduct

SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

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Owner: Chief Operating Officer

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2.2 Club Leadership Team Terms of Reference

Reference: SOA_2.2 – Club Leadership Team Terms of Reference

1. OVERVIEW

The Club Leadership Team is responsible for the delivery of weekly sports training and regular competition to athletes with an intellectual disability, ensuring that they are able to participate in a safe and welcoming environment.

2. VISION AND PURPOSE

Primarily, the Club Leadership Team is responsible for the implementation of the operational plans of the club.

The Club Leadership Team:

- plans, coordinates and implements the annual sports calendar
- manages club representative teams to attend inter-club and State Games
- supports athletes selected for National, Invitational and World Games
- ensures the club meets the requirements of accreditation
- prepares plans and budgets to ensure the sustainability of the club
- implements succession plans to ensure the club is always resourced effectively
- develops and nurtures local government relations
- recruits and trains volunteers
- reviews and resolves complaints and grievances or escalates to the State Committee as per the complaints handling policy and procedure

3. CLUB LEADERSHIP TEAM ROLES

- Chair

The Chair is the leader of the Club Leadership Team and the primary spokesperson of the club. The role of the Chair is to ensure that the club's activities are in line with the mission of Special Olympics Australia and that activities are conducted fairly and safely.

The Chair is currently the only person who can vote at the Special Olympics Australia Annual General Meeting, either in person or by proxy.

The Chair will ensure the club meets ongoing accreditation and licence requirements.

- Vice-Chair

The Vice-Chair supports the Chair and acts in their place as necessary, with the aim of taking the role in the future. The Vice-Chair may also be responsible for handling complaints within the club.

- Treasurer

The Treasurer manages club income and expenditure in conjunction with the Chair and is responsible for regular financial reports.

- Secretary

The Secretary assists with all aspects of club administration, including preparing agendas and notices for meetings.

- Membership Officer

The Membership Officer is responsible for the annual registration of athletes and volunteers, internal communications and input into the annual census.

- Sports Coordinator

The Sports Coordinator is responsible for running the sports program, implementing training plans, coordinating representative teams and ensuring that all coaches meet the minimum coaching standards.

- Athlete Representative

The Athlete Representative actively seeks the views of fellow athletes and provides the athlete views to the Club Leadership Team.

A volunteer should only hold one role on the Club Leadership Team at any given time, but may also volunteer at regular training and competition. This structure helps to:

- share the workload
- define roles and responsibilities
- promote a solid support structure
- reduce duplication of effort
- provide a platform for future growth

Additional roles can be added to the Club Leadership Team according to the needs of the club.

The Club Leadership Team should consist of members who have experience and skills in one or more of the following:

- sport
- business and networking
- finance
- IT
- communications and public relations
- disability services

In addition, the club must include:

- a sport expert who has practical experience in either participation or administration of a sports club

- an athlete who has completed the Athlete Leadership Program
- a disability expert who has an understanding of the Australian disability sector and is experienced working with individuals with intellectual disability
- a family member of an athlete
- someone not related to an athlete

4. CODE OF CONDUCT

The Club Leadership Team agrees to abide by the Special Olympics Australia Code of Conduct, and promote the Code of Conduct among athletes, volunteers, coaches, officials and families.

5. BUDGET AUTHORITY

The Club Leadership Team can spend within the budget approved by the club at the start of each calendar year. The club may seek additional funds from local sponsors and local grants, and hence increase expenditure accordingly.

6. REPORTING AND REVIEW

The Club Leadership Team, through the Chair, reports to the Chair of the State Committee. Each office holder on the Club Leadership Team has a position description that is reviewed from time to time.

7. PROCESSES

The Club Leadership Team will:

- meet at least six times a year in person or by teleconference
- host meetings with a minimum quorum of 50% of members plus 1
- keep minutes of proceedings and provide a copy to the Central Office in a timely manner

8. TERM

Office holders will be appointed to the Club Leadership Team for an initial period of two years. Members may hold a second, third and fourth term for an additional two years each, resulting in a combined maximum term of eight years.

9. RESIGNATION AND TERMINATION

A committee member will cease involvement if they:

- resign (4 weeks' notice preferable)
- fail to attend two consecutive meetings without notice
- breach confidentiality
- contravene Code of Conduct
- cease being a registered volunteer of Special Olympics Australia
- fail to satisfactorily meet expectations set out in the position description

RELATED DOCUMENTS

Club Leadership Handbook
 SOA_6.2PP - Club Operations
 SOA_6.3PP - Code of Conduct

SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

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Next scheduled review: 1 December 2022

2.3 National Selection Committee Terms of Reference

Reference: SOA_2.3 – National Selection Committee Terms of Reference

1. OVERVIEW

The National Selection Committee is a key part of Special Olympics' mission and vision of enriching the lives of Australians with an intellectual disability by providing quality sporting opportunities that also engage the broader community.

Special Olympics has an objective to strive for best practice in all aspects of its operations and is committed to providing a fun and a safe environment for athletes, staff, volunteers and families.

2. PURPOSE AND FUNCTION

The National Selection Committee functions and responsibilities are:

- to perform and uphold processes and procedures which support national selection policies, and relevant Board resolutions;
- to review the processes and procedures used for the selection of athletes and officials to represent Special Olympics Australia at international events and recommend any improvements considered necessary to more effectively complete the task;
- to ensure effective job descriptions are in place and management lines of responsibilities are appropriate to the situation under consideration;
- to ensure that recommendations comply with Special Olympics Australia Board Policy directives and guidelines and that any variance to Special Olympics Inc. rules be brought to the attention of the Board via the Chief Executive Officer;
- to provide guidance to those in the states responsible for selection and act a point of referral for any issues or problems that arise.

3. COMPOSITION OF THE NATIONAL SELECTION COMMITTEE

The National Selection Committee will have up to seven members representing a range of skills and expertise, and with a sound knowledge of the Special Olympics philosophy. A Facilitator (Special Olympics Australia sport staff member) will provide support to the National Selection Committee.

Composition of the National Selection Committee should reflect the following skills, knowledge and experience:

- former Head of Delegation from a National Team
- former Head of Delegation from a State Team
- Special Olympics Australia parent representative

- Special Olympics Australia sports representative (i.e. accredited coach, sports co-ordinator)
- independent representative from a sports organisation or another sports disability organisation
- past selection experience
- disability specialist
- human resources expert

The composition of the Committee may vary depending upon the projects to be managed. The Committee may be extended to include a representative with particular expertise on projects as deemed necessary such as National Team Head of Delegation; National Sports Advisory Group member; Program staff (paid or volunteer) specialising in or with demonstrated expertise in the project matter; or external expertise specialising in or with demonstrated expertise in the project matter.

4. CODE OF CONDUCT

The National Selection Committee are required to:

- act honestly, objectively and with the highest level of integrity demonstrate impartiality in their findings, opinions and recommendations
- exercise a high degree of care, diligence and confidentiality
- ensure that information acquired through being a National Selection Committee member is never used to gain improper advantage for the member or another person or cause detriment to any members of the organisation

5. MEMBERS

5.1 Membership

It is recommended that there be a minimum of five (5) members and a maximum of seven (7) members on the National Selection Committee with at least one member who is regarded as independent and does not hold an official position within Special Olympics Australia. The members shall not hold National or State positions or any role deemed by the Chief Executive Officer to be a potential source of conflict of interest. Additionally, members may not undertake State team duties during the National Games at which selections of Athletes and Officials will be conducted.

The following range of skills should be included:

- the capacity and commitment to meet project objectives in a detailed and timely fashion and to coordinate and work toward Committee goals
- regular access to email and must possess good basic computer skills, especially in respect of Excel and Word programs.
- in addition to the above requirements, the applicant must have, or be prepared to develop: a thorough understanding of Special Olympics, its mission and its philosophy (reference Article 1 of the General rules) and a comprehensive

understanding of the Special Olympics Article 1 of the Official Sports Rules and be committed to adhering to those rules including aspects relating to divisioning, advancement to higher level competition and competition requirements.

5.2 Appointment

The National Selection Committee will undertake a selection process in conjunction with the General Manager Sports Development to appoint new members of the National Selection Committee. The current National Selection Committee will assess the nominations and submit recommendations to the Chief Executive Officer. Appointments shall be made by the Chief Executive Officer.

5.3 Length of Tenure

The overall appointment to the National Selection Committee will be on a 4-year cycle with members having to re-apply every 4 years.

No member can be appointed for more than two consecutive terms (8 years). The four year cycle will commence the year before the National Games are held, it will cover the World Summer and Winter Games and Asia Pacific Games.

The Chief Executive Officer will appoint a replacement for any Committee member who is unable or unwilling to complete their four-year term.

A minimum of two members will remain in situ for a second term on the National Selection Committee to ensure consistent knowledge of and adherence to existing policy, procedure and process is uninterrupted. (One of these members is to be the current Chair).

5.4 Resignation

A National Selection Committee member who wishes to tender their resignation should do so in writing. Resignations should be addressed to the Chief Executive Officer.

5.5 Removal

The Chief Executive Officer at any time may suspend or remove a member of the National Selection Committee.

5.6 Delegating Functions

An individual National Selection Committee member may not delegate their functions to another person.

5.7 Chair

The National Selection Committee shall elect a Chair from among the members. The Chair is required to sign the minutes of the National Selection Committee meeting.

The Chair is to remain in the role for a minimum of two years with a maximum of

four. After an initial two years of the term the committee shall seek elections for a new Chair. If there are not appropriate Chairs from the current committee members the current Chair can remain in the role for a further two years.

5.8 Remuneration of Members

National Selection Committee members will be reimbursed for approved, appropriate and reasonable expenses.

6. MEETINGS

6.1 Quorum

The quorum for a meeting or teleconference of National Selection Committee members is 50% + 1. If a quorum is not present within a reasonable time after the time set for the meeting, it will be adjourned or postponed to such place and time as the National Selection Committee members present agree. To the extent that it is practically reasonable, an attempt must be made to inform those National Selection Committee members not present at the original meeting of the time and place of the adjourned or postponed meeting.

6.2 In Person Meeting Frequency

Special Olympics Australia is both respectful of and sensitive to the time required of the National Selection Committee. The time commitment will include an annual face-to-face meeting (budget permitting) and attendance at the National Games.

6.3 Meeting Method

Majority of the work of the Committee will be conducted electronically and by telecommunication. With selection timelines and requirements it is imperative that communication is addressed confidentially and punctually. Electronic communication protocol use is mandatory. Members who do not respond to emails and other communication will be removed from the Committee in terms of clause 6.5.

6.4 Convening Meetings

The Chair and/or the Special Olympics Australia National Selection Committee Facilitator may convene a meeting of the National Selection Committee on 10 business days' notice or such shorter time as the other National Selection Committee members agree.

A written notice can be given to a National Selection Committee member by either serving it on him or her personally or by sending it by post, or electronically with request receipt, to him or her at his or her address as shown in the personal details provided.

The notice should state the place, date and hour of the National Selection Committee meeting. The notice may also describe the general nature of the business to be transacted.

6.5 Attendance

A National Selection Committee member is not bound to attend/participate in all meetings, although they are required to participate in 75 percent of scheduled

meetings.

If a National Selection Committee member cannot participate in a scheduled meeting(s) they should, within reason, inform the Chair and Special Olympics Australia Facilitator as soon as possible. Absence of any National Selection Committee member should be recorded in the minutes.

If a National Selection Committee member fails to participate in a minimum of 50 percent of the meetings, they will be removed from the Committee.

6.6 Attendees

Subject to the vote of the majority of members, any Special Olympics Australia Director, staff member of Special Olympics Australia or other person with specific expertise relevant to the functions and professional development of the National Selection Committee may be invited by the Chair to attend and speak at a National Selection Committee meeting.

If necessary, a National Selection Committee attendee may be required to sign a confidentiality agreement with regard to the contents of the meeting(s) at which the attendee was present.

6.7 Adjournment

The Chair has power to adjourn a meeting for any reason to such place and time as the Chair thinks fit. It is required that where practical, a reasonable attempt is made to give all National Selection Committee members notice of the adjourned or postponed meeting.

6.8 Voting on Issues

Voting at a meeting of National Selection Committee members is by simple majority unless otherwise agreed upon.

National Selection Committee members must declare a conflict of interest if they have a material personal interest in the matter that is being considered and cannot vote of that matter. Further, the Committee Member concerned must not be present while the Committee is considering a proposed resolution in relation to that matter.

Voting outcomes and confidential matters must remain absolutely confidential. The central office issues official announcements after the National Selection Committee recommendations are sanctioned by the Chief Executive Officer. Private discussions on outcomes determined by the National Selection Committee contravene the code of ethics and confidentiality.

6.9 Minutes, Reports & Recommendations

Minutes of National Selection Committee meetings and records of its reports and recommendations must be retained. A copy of any of those documents is to be provided to all members of the committee for review and members are to respond within 5 business days if they have any concerns with minutes provided. If no response is received it is taken that the member is of agreement with

documents provided. Documents are signed off by the Chair and are taken to be a true record unless the contrary is proved.

Copies of the minutes are to be forwarded to the General Manager, Sport Development. The minutes and records must be available to the Chief Executive Officer, Special Olympics Australia Board members, the Special Olympics Australia Auditor and interested parties in the event of a written complaint being placed.

6.10 Reporting

The National Selection Committee makes recommendations to the Chief Executive Officer. The Committee's activities are managed by the General Manager, Sports Development.

6.11 Feedback Policy

By way of written request to the Chair of the National Selection Committee, applicants who are not appointed to positions but who intend to apply for future advertised positions may seek feedback on their application and interview (where applicable). The sole purpose of such feedback is to provide the applicant with a focused professional development opportunity.

6.12 Resources

The National Selection Committee should inform General Manager, Sports Development if it believes that it does not have adequate resources or access to information to enable it to properly perform its functions.

6.13 Changes to Terms of Reference

If the National Selection Committee wishes to recommend any changes to these terms of reference, then the National Selection Committee must document the proposed change and submit this to the General Manager, Sports Development.

All amendments become effective when Special Olympics Australia notifies the National Selection Committee. An amended Terms of Reference will be circulated to each member.

7. LIAISON

The National Selection Committee may be required to liaise with:

- Chief Executive Officer
- General Manager, Sports Development
- National Sports Advisory Group
- Sport Development Managers
- Special Olympics Australia staff
- Games Organising Committees
- Special Olympics Australia Team Management for National Teams

DOCUMENT CONTROL

Version number: SOA_2.3 v1.0
Owner: General Manager, Sport Development
Approved Date: 1 October 2016
Next scheduled review: 1 October 2018

2.4 National Sports Advisory Group Terms of Reference

Reference: SOA_2.4 – National Sports Advisory Group Terms of Reference

1. OVERVIEW

The National Sports Advisory Group is a reference group for the Chief Executive Officer and the General Manager, Sports Development. This Group is responsible for providing advice and guidance on Special Olympics Australia sports matters. The Group will be comprised of appointed active members within Special Olympics Australia and will support the General Manager, Sports Development.

2. PURPOSE

The Sports Advisory Group will provide advice and guidance on:

- National and Junior Games format;
- Quotas for National and Junior Games;
- Eligibility criteria for Special Olympics Inc. and Special Olympics Australia events;
- Legacies from National and Junior Games;
- World Games and international sports competitions.

The Sports Advisory Group shall be composed of a maximum of seven members who will provide the following expertise:

- World Games and National Games knowledge and experience
- Sports specific Technical Delegate knowledge and experience
- Rules and resources (including Special Olympics Inc. rules and regulations)

Plus

- Current State Committee Chair (1-2 depending on geographic gap)
- One member of the Special Olympics Australia Board – appointed by the Board
- General Manager, Sports Development

3. APPOINTMENT AND TERM

The Group is appointed by the Chief Executive Officer of Special Olympics Australia and will include one Board director as nominated by the Board. Individuals are appointed for an initial period of two years, with a staggered rotation of members to be adopted. Members may apply for and hold a second term.

4. CODE OF CONDUCT

The National Sports Advisory Group agrees to abide by the Special Olympics Australia Code of Conduct at all times, and will promote the Code of Conduct among athletes, volunteers, coaches, officials and families.

5. PROCESSES

The National Sports Advisory Group will:

- meet four times a year;
- host meetings with a quorum of 50% plus one
- keep minutes of proceedings;

The National Sports Advisory Group will work with the General Manager, Sports Development who will also be responsible for the administration of this group, including the taking of notes during the meetings and setting out the agendas.

These terms of reference will be reviewed in accordance with the Special Olympics Australia four-year strategy.

DOCUMENT CONTROL

Version number: SOA_2.4 v1.0

Owner: General Manager, Sport Development

Approved Date: 1 June 2016

Next scheduled review: 1 June 2018



Special
Olympics
New South Wales

Christopher
Bunton

Athlete



3. Athletes

Special Olympics
Australia



3.1 Athlete Eligibility

Reference: SOA_3.1PP – Athlete Eligibility Policy and Procedure

1. POLICY STATEMENT

Participation in Special Olympics Australia is open to all individuals with an intellectual disability who meet the requirements of this policy whether or not they also have other mental or physical disabilities, so long as they are medically fit and registered to participate. Special Olympics Australia is committed to ensuring that no one is excluded from participation or subjected to discrimination on the grounds of sex, race, religion, color or national origin.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- providing clarity on the eligibility requirements to participate as a registered athlete or participant with Special Olympics Australia.
- reinforcing Special Olympics Australia's commitment to inclusion and participation for people with an intellectual disability.
- providing clarity on how to address participation by athletes with Down Syndrome who have Atlantoaxial Subluxation.

3. SCOPE

The policy is applicable to all athletes, coaches, volunteers, officials, committee members, and staff of Special Olympics Australia.

4. DEFINITIONS

Athlete

An athlete is a member of a Special Olympics club and is registered as a full member, recreation member, unified athlete or young athlete.

Atlantoaxial Subluxation

Medical research indicates 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 them to possible injury if they participate in activities that hyperextend or radically flex the neck or upper spine. In these cases Special Olympics Australia or a medical professional may place restrictions that may limit the activities in which the athlete may participate. Restrictions from a range of activities may include but not limited to butterfly stroke and diving starts in swimming, diving, high jump, equestrian sports, artistic gymnastics, soccer, alpine skiing and any warm-up exercise placing undue stress on the head and neck.

Blood-Borne Contagious Disease

Blood-borne contagious diseases include but not limited to human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV). Controls and work practices should be carried out at all times to prevent

exposure to blood and other body fluids. Universal precautions should be used for every exposure to anyone's blood, saliva or other bodily fluid.

Closely Related Development 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.

Full Membership

An athlete holding full membership will have access to all Special Olympics Australia events, sports and programs available within the local Club or State program.

Athletes will have access to all levels of advancement dependant on the selection criteria, this shall include but not be limited to Club events, State Games, National Games, World Games, Trans-Tasman and Invitational events.

Athletes holding full membership will have access to Healthy Athlete and Athlete Leadership Programs nationally.

An athlete holding a full membership shall remain on this membership yearly and not revert to a lesser membership between qualifying events with a view to maintain the athlete's development throughout all of Special Olympics Australia programs and offerings.

Athletes pay an annual membership fee and are covered by the Special Olympics Australia sports insurance policies.

Intellectual Disability

Special Olympics, Inc. defines intellectual disability in the Special Olympics Official General Rules (Article 2 | 2.01d) as follows:

'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 that Accredited Program's nation as being a reliable measurement of the existence of a cognitive delay; or
- The person has a closely related developmental disability.

Persons whose functional limitations are based solely on a physical, behavioural, 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.'

Recreation Membership

An athlete holding recreation membership may participate and compete in two Special Olympics Australia sports programs available within the local Club or State program.

Athletes will have access up to and including club level competition events. Recreation athletes may be offered participation at a State Games with a view to create meaningful competition at that event. This offer is to be made by invitation only from State Committee or Organising Committee for these games. The athlete will not be available for selection at this event.

A recreation member may upgrade their membership to a full membership if they wish to be considered for selection and will need to do this prior to the qualifying event in that calendar year. Full membership conditions will then apply.

A recreation member pays a registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Unified Athlete Membership

Membership offered to all siblings, friends and extended family of Special Olympics athletes.

This membership allows access to Special Olympics club activities, programs and sports training with a view to supporting Special Olympics athletes mentoring and progression. Unified athletes may by invitation by the organising committee be allowed to compete at Special Olympics club competition to provide meaningful competition for Special Olympics Athletes. This membership will generally be limited to dedicated unified sporting events, training, or promotional events.

The unified athlete pays an annual registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Young Athletes Membership

The Young Athlete Membership provides access to all internal events and programs offered under the Young Athletes Program. This includes all promotional activities and invitational events described under this program.

The young athlete pays an annual registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

5. RESPONSIBILITIES

Coaches, officials, committee and staff members

All coaches, officials, committee and staff members have a responsibility to ensure they are familiar with the contents of this policy and ensure all athletes

comply with the eligibility requirements at the time of registration.

Athletes

Athletes, with assistance from their parents, guardians or carer as required, must ensure that they meet the eligibility requirements for the purpose of registration and participation.

Parents, guardians and carers

Parents, guardians and carers have a responsibility to be aware of the contents of this policy and provide accurate information to any athlete in their care regarding eligibility.

6. PROCEDURE

6.1 Intellectual Disability

For the purpose of registration and participation a person must satisfy the definition for intellectual disability as determined by Special Olympics Inc.

6.2 Age Requirements

The minimum age requirement for participation in Special Olympics Australia competition is eight years of age but may be permitted to begin training from five years of age. There is no maximum age limit for participation. An athlete must be 8 years of age by the time they submit their athlete registration form for the athlete to compete in that sport season. No athlete may participate in a Special Olympics Australia competition, or be awarded medals or ribbons associated with competition, before his or her eighth birthday.

The Young Athletes program introduces children, two to seven years of age to the world of sport, with the goal of preparing them for Special Olympics sports training and competition when they get older.

6.3 Healthcare Assessment

All full member athletes must undergo a healthcare assessment at intervals determined by Special Olympics Australia to ensure that they are fit and able to participate. This is to ensure the welfare of athlete participating in our programs and to ensure that they are suitably insured. Any medical conditions that may affect an athlete's capacity to participate in sport training, competition, events or travel will need to be addressed to the satisfaction of Special Olympics Australia before the athlete is permitted to continue.

The Recreation Member, Unified Athlete and Young Athletes membership types are not required to undertake the healthcare assessment.

6.4 Participation by Athletes with Down Syndrome who have Atlantoaxial Subluxation

Athletes with Down syndrome who have atlantoaxial subluxation may participate in most Special Olympics Australia sports training and competition, but are not permitted to participate in any restricted activities which, by their nature, result in

hyper-extension, radical flexion or direct pressure on the neck or upper spine, unless the below requirement is satisfied.

6.4.1 Medical Examination of Atlantoaxial Subluxation

An athlete identified with atlantoaxial subluxation during the healthcare assessment will need to undergo an examination, including x-ray views of full extension and flexion of neck, by a medical practitioner who has been briefed on the nature of the Atlanto-axial instability condition.

The medical practitioner will need to determine based on the results of that examination, that the athlete does not have an Atlanto-axial instability condition. The athlete will then be permitted to participate in sports training and competition without the restricted activities condition.

6.5 Participation by Persons Who Are Blood-Borne Contagious Disease Carriers

Special Olympics Australia will not exclude or isolate from participation in any training or competition any athlete who is known to be a carrier of a blood-borne contagious infection, or otherwise discriminate against such athletes solely because of that medical condition.

Under casual social interaction, carriers of a blood-borne contagious infection pose no danger to those around them; therefore, it is neither necessary nor justifiable to exclude them from participation in Special Olympics Australia activities, nor isolate them from other participants or sports competition.

In view of the risk that one or more Special Olympics Australia athletes may have a blood-borne contagious infection or virus, in conducting training and competition events, Special Olympics Australia shall follow "Universal Precautions" or "Universal Blood and Body Fluid Precautions" for every exposure to any person's blood, saliva or other bodily fluid.

RELATED DOCUMENTS

SOA_5.6PP - Registration

SOA_6.3PP - Code of Conduct

Special Olympics Official General Rules

DOCUMENT CONTROL

Version number: SOA_3.1PP v1.0

Owner: General Manager, Sport Development

Approved Date: 9 October 2017

Next scheduled review: 1 July 2022

3.2 Supported Decision Making

Reference: SOA_3.2PP – Supported Decision Making Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia recognises that all adults with an intellectual disability should have the opportunity to participate as fully as possible in decision making processes impacting on their life. Special Olympics Australia will endeavour to facilitate this by providing information about the matter for consideration in an accessible form to help athletes make an informed decision. Decisions made democratically and on an informed basis should be respected.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- supporting athletes to make decisions that will affect their lives, to the extent of their capacity.
- communicating in a way that allows athletes to understand and be understood wherever possible.
- ensuring the legal rights of athletes.
- recognising that athletes with an intellectual disability have the same freedoms, choices and life experiences as people without disability.
- treating all people with a disability with dignity, respect, consideration and sensitivity.

3. SCOPE

The policy is applicable to all athletes, families/carers, guardians, volunteers, committee members and staff members of Special Olympics Australia.

4. DEFINITIONS

Capacity

Capacity describes a person's ability to make his/her own decisions. A person may lack capacity in some areas. For example, a person may have reduced capacity to make financial or medical decisions but still be able to make other decisions such as what to wear. Therefore capacity should be decision specific.

Dignity of Risk

Dignity of risk recognises that people should be able to do something that has a level of risk involved, whether real or perceived. Sometimes people with a disability are prevented from making certain decisions or participating in activities because other people think they are too risky.

Duty of Care

Duty of care ensures that reasonable action is taken to minimise the risk of harm to anyone who is reasonably likely to be affected by Special Olympics Australia

activities and programs.

Informed Consent

Informed consent occurs when a person with decision-making capacity makes a decision after gathering and considering the facts.

Guardian

A guardian is someone legally appointed to make decisions for a person who lacks capacity.

Special Olympics Australia Board

Directors acting as a Board of Directors

Supported Decision Making

Supported decision making is a model for decision-making by persons with disabilities, specifically intellectual and other cognitive disabilities. In supported decision making, the person with disability remains the decision maker but draws on the support of one or more individuals, or a whole network of people (e.g. carers, friends, family members, volunteers or community members) to assist them.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring the organisation understands and is supported effectively to comply with the policy and procedure.

Special Olympics Australia Board

The board is responsible for endorsing and supporting the principles as set out in this policy.

Staff and Club Leadership Teams

Staff and members of the club leadership teams are responsible for ensuring that they are complying and supporting the implementation of this policy. They are responsible for reporting any breaches of this policy to their supervisor immediately.

6. PROCEDURE

6.1 Communication

The most appropriate form of communication should be considered when communicating to athletes. This may involve communicating information in a different format (e.g. easy read), facilitating access to different communication mediums or referrals to support.

6.2 Involvement in Planning and Decision Making

Athletes should be given the opportunity to participate in planning, consultation and decision making across all levels of the organisation. Athletes who have graduated from the Athlete Leadership Program should be provided with opportunities to represent the voice of their peers and themselves in decisions at

the Board, State Committee and Club Leadership levels.

RELATED DOCUMENTS

SOA_6.3PP - Code of Conduct

DOCUMENT CONTROL

Version number: SOA_3.2PP v1.0

Owner: Chief Executive Officer

Approved Date: 9 October 2017

Next scheduled review: 1 July 2022

3.3 Athlete Leadership Program

Reference: SOA_3.3PP – Athlete Leadership Program Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to being an athlete centered organisation that includes the views, opinions and contributions of athletes at all levels of the organisation. To enable this, the Athlete Leadership Program is designed to encourage and develop athletes to take active roles within the organisation as well as beyond the sporting field. Graduates of the program will be supported in undertaking meaningful leadership roles within Special Olympics Australia.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- training and supporting athletes who have a desire to expand their participation in Special Olympics Australia.
- enabling and making available opportunities for Athlete Leaders to contribute in a range of roles across Special Olympics Australia.
- ensuring consistency in the Athlete Leadership Program training delivery across the organisation.
- leading by example in creating inclusive communities.

3. SCOPE

The policy is applicable to all athletes, volunteers, committee members and staff of Special Olympics Australia.

4. DEFINITIONS

Athlete

An athlete is anyone who has paid and registered as a full member and takes part in an organised activity of Special Olympics Australia.

Athlete Leadership Program

An organised training program designed to prepare athletes to take on roles within Special Olympics Australia. Graduates will be provided information and practical experiences that develops their skills and knowledge, improve their self-esteem and self-confidence. The program will guide athletes toward a variety of roles that include board/committee representation, games and competition support, public speaking, coaching, volunteering and potential employment.

Athlete Leader

An athlete leader is anyone who has successfully graduated from the Athlete Leadership Program.

Mentor

A mentor is a volunteer who has been selected and matched to an athlete in the Athlete Leadership Program. The role of the mentor is to support the athlete through the program, informally share their experience and guide the athlete's development once they have graduated from the program. Mentors must be outside of the athlete's family network and are able to commit to at least 2 years to the role.

5. RESPONSIBILITIES

General Manager, People and Culture

The General Manager, People and Culture is responsible for ensuring the organisation understands and is supported effectively to uphold the objectives of the Athlete Leadership Program.

National Athlete Leadership Program Coordinator

The National Athlete Leadership Program Coordinator is tasked to ensure national consistency and standards in the implementation of the program.

Athlete Leadership Program Coordinator

The Athlete Leadership Program Coordinator is responsible for delivering the program within their assigned state/territory. This includes working directly with the athletes and mentors to develop and support the relationship as well as delivering the training and providing the opportunities for athletes.

Club Leadership Teams

The leadership teams are responsible for supporting the program, leading by example and ensuring meaningful opportunities for athlete leaders are available across the organisation.

Athletes and Parents/Carers

Athletes and parents/carers are responsible for ensuring full participation and supporting the core objectives of the program.

6. PROCEDURE

6.1 Eligibility

A club who has identified an athlete as being ready or may benefit from the Athlete Leadership Program should firstly discuss this with the athlete (and where appropriate parent/carer or mentor if the athlete has one). To be eligible for the Athlete Leadership Program the athlete will need to have been a current registered athlete for at least 12 months. The athlete should then be endorsed and recommended to the relevant state Athlete Leadership Program coordinator for consideration when the invitation for nominations occurs.

6.2 Selection Criteria

To maintain the integrity of the Athlete Leadership Program, athletes should demonstrate that they meet the following selection criteria:

- athletes should be actively involved in Special Olympics Australia training and/or competition

- athletes should be able to communicate effectively and demonstrate adequate language skills. This can include non-verbal communication such as sign language or effective use of assistive communication devices
- athletes should demonstrate appropriate behaviours
- athletes should be at least 18 years of age

6.3 Athlete Leadership Training

Athletes selected for the Athlete Leadership Program will undertake governance and public speaking/public relations or ambassador training. This will prepare them for their increased level of involvement within Special Olympics Australia upon graduation.

6.4 Mentoring

To assist athletes through their athlete leader journey a mentor will generally be matched to the athlete. A suitable mentor will be identified who is determined to be a good fit for the athlete, is a responsible adult and not be a direct family member of the athlete. As a mentor, the role will provide support, guidance and encouragement through the Athlete Leadership Program training and continue after the athlete has graduated.

6.5 Athlete Graduation

Athletes that have met the requirements of the Athlete Leadership Program are invited to attend a graduation ceremony. As a graduate of the Athlete Leadership Program they may be considered for some of the following opportunities. It is important that the athlete maintains regular contact with their mentor and program coordinator in order to discuss ongoing opportunities.

6.6 Athlete Leadership Program Opportunities

Graduates of the Athlete Leadership Program have a number of opportunities available to them within Special Olympics Australia. Athletes are encouraged to consider their strengths and interests when considering one of the many volunteer roles within Special Olympics Australia that they might like to get involved in. Some of these opportunities might include one of the following:

6.6.1 Athletes as Coaches

An athlete wishing to coach should communicate this to their Athlete Leadership Program coordinator, mentor or coach. This provides the opportunity to develop an appropriate plan and support structure to be put in place to assist the athlete achieve this goal. The athlete will be required to register as a volunteer and meet any relevant volunteer screening requirements which include meeting the coaching minimum standards required by the sport of their choice.

The athlete should be matched to a mentor coach at their club who will provide support and guidance to develop their coaching experience.

6.6.2 Athletes at Board Level

Athlete representation on the Special Olympics Australia Board is encouraged. Athletes wishing to apply for a board position should speak to their Athlete

Leadership Program coordinator. Where available vacancies on the board are identified, the Athlete Leadership Program coordinator may at their discretion open the application process to all graduates of the Athlete Leadership Program or may identify potential suitable candidates from those demonstrating readiness for the role. All applicants to the board will be reviewed and assessed by the Board Nomination Committee and will be selected on a merit basis.

6.6.3 State and Club Committee Members

Athlete Leadership Program graduates are encouraged to look at state and club committees where they have an opportunity to provide an athlete voice as a representative of Special Olympics athletes. Each state and club leadership team is required to have an athlete representative who is supported by their mentor to be an active and involved member of the meetings and decision making processes. The identified athlete representative must be elected by the committee and then register as a volunteer each year during their involvement.

6.6.4 State/National Competition

Athlete leaders who are not competing as athletes during competition may be registered as a volunteer or coach during the competition. Games Organising Committees are required to have at least 1 athlete representative.

Athletes who are coaches cannot be counted in the athlete to carer ratio on a travelling team. A state or national team may consider accommodating the athlete coach as part of an extra quota request from a development perspective. Athlete leaders may also be identified for games ambassador roles that include speaking responsibilities, meeting and greeting of guests and attending official engagements.

6.6.5 Employment Opportunities

From time to time employment opportunities may become available at Special Olympics Australia. Athlete leaders may discuss these opportunities with their coordinator to assist in the application process. Recruitment and selection will comply with the recruitment, selection and screening policy.

6.6.6 Athlete Ambassadors

Athlete Leadership Program graduates will be supported to identify and pursue opportunities to be ambassadors of Special Olympics Australia. As an ambassador the athlete will be provided with opportunities to speak about their story to a broad audience that could include corporate supporters, events, fundraising opportunities and media opportunities.

RELATED DOCUMENTS

SOA_3.2PP - Supported Decision Making
SOA_5.2PP - Recruitment, Selection and Screening
SOA_5.6PP - Registration
SOA_6.3PP - Code of Conduct

DOCUMENT CONTROL

Version number: SOA_3.3PP v1.0

Owner: General Manager, People and Culture
Approved Date: 9 October 2017
Next scheduled review: 1 July 2022

3.4 Financial Hardship

Reference: SOA_3.4PP – Financial Hardship Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to the principle as set by Special Olympics Inc. that ‘every person with an intellectual disability who meets the eligibility requirements...should have the opportunity to participate and benefit from the sports training and athletic competition programs offered by Special Olympics.’

Special Olympics Australia will support to the extent possible those who face genuine financial barriers to participation with access to support and/or financial assistance.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- supporting athletes and their families/carers experiencing financial hardship to access support.
- ensuring that Special Olympics Australia volunteers and staff are sensitive and responsive to financial hardship cases.
- providing a consistent and fair way for financial hardship cases to be addressed.

3. SCOPE

The policy is applicable to all athletes, families/carers, guardians, volunteers, committee members and staff of Special Olympics Australia.

4. DEFINITIONS

Financial Hardship

Financial hardship is defined as a situation where an athlete or family/carer wants to pay but is not in a position to do so. Financial hardship cases are not all alike and should be addressed on a case by case basis in a fair, equitable and consistent manner.

International Competition

International competition is defined as any competition where athletes are officially representing Special Olympics Australia and have gone through a national selection process. It does not include overseas Invitational Games or multi-country competitions where athletes are representing an Australian state/territory or local Special Olympics Australia club.

5. RESPONSIBILITIES

General Manager, Sport Development

The General Manager, Sport Development is responsible for ensuring the

organisation understands and is supported effectively to comply with the policy and procedure.

Sports Development, State Committee and Club Leadership Teams

Staff and members of the state committee and club leadership teams are responsible for ensuring that they identify and support athletes who have financial hardship constraints in a manner consistent with this policy.

6. PROCEDURE

6.1 Annual Registration Fees

A club who has identified an athlete facing a financial barrier to participation may agree to contribute towards the athlete registration fee. All financial assistance requests should be made in writing to the club. The club can at its discretion agree to a payment plan subject to the terms and conditions that are determined by the club. The club will need to ensure that there is a consistent set of terms and conditions in processing financial assistance within their club and that accurate records are reflected in the club minutes.

The club will pay to central office the appropriate upfront amount in full at the time the athlete's registration papers are submitted.

The club will then be responsible for managing the payment plan directly with the athlete or family/carer.

The payment plan options available for clubs include:

- an agreed percentage of the athlete registration fee paid for by the club and the balance by the athlete/family. A club should not approve payment of the full registration fee in financial hardship cases.
- agree on a regular payment plan arrangement to allow the athlete/family to pay off the full athlete registration fee over a 12 month period with the club.

In cases where an athlete is unable to commit to a payment plan due to extreme financial circumstances the following can apply:

The club documents the extreme financial circumstance of the athlete and consults with the Sport Development Manager.

Subject to approval by the Sports Development Manager the following fee split will be agreed to:

- Athlete pays \$15
- Club pays 30% to the central office the full registration fee
- The central office to cover the balance remaining

6.2 Local Training and Competition

Financial assistance should not extend towards transport, uniforms, venue fees, sporting equipment, accommodation, care or assisted technologies. An athlete should be supported where they are unable to meet regular training or venue

fees or with competition entry fees with a payment plan or other suitable financial arrangement. All financial assistance requests should be made in writing to the athlete's club for consideration.

6.3 State Competition

This is restricted to financial assistance towards competition entry fees. It does not include assistance with transport, uniforms, venue fees, sporting equipment, accommodation, care or assisted technologies. To receive assistance to compete at this level a signed commitment to fundraise is required from the athlete or parent/guardian/carer.

6.4 National Competition

For national competition (where representation is for a state/territory at an officially approved national competition) athletes can apply for financial assistance towards the individual athlete levy set for the Games. To receive assistance to compete at this level a signed commitment to meet a fundraising target is required from the athlete or parent/guardian/carer.

6.5 International Competition

For international competition athletes can apply for financial assistance towards the individual athlete levy set for the Games. To receive assistance to compete at this level a signed commitment to meet a fundraising target is required from the athlete or parent/guardian/carer.

6.6 Invitational or Multi Country Competitions

Financial assistance does not extend to invitational and multi country competitions. Athletes attend these competitions at their own discretion and are expected to cover the cost of attendance.

6.7 Eligibility for Financial Assistance at State, National and International Competition

To be eligible to apply for financial assistance an athlete must be:

- a registered Special Olympics Australia athlete in the year of the competition
- selected by the appropriate selection committee for the designated competition
- genuinely experiencing financial difficulties
- willing to fundraise and meet agreed fundraising target
- willing to establish a payment plan.
- an athlete who has previously received financial assistance should have met all the previously agreed conditions such as fundraising and/or payment plan targets, before being considered for further assistance.

6.8 Application Process

Applications must be provided in writing using our Financial Assistance for Competition Form and the form must be endorsed by the athlete's local committee.

The closing date for applications will differ for each Game, but will normally be after the date set for the deposit payment and signed acceptance to join the team, and prior to the due date of the first levy payment.

6.9 Assessment and Notification

Applications for financial assistance to attend competition will be assessed on a case-by-case basis by the General Manager, Sport Development or their approved delegate. Assessment will take between 2-4 weeks from the date that the application is received and notification will be made via mail and email.

6.10 Possible Outcomes

Based on a review of each application, the General Manager, Sport Development or their delegate will decide whether a request for financial assistance to attend competition is valid.

If deemed valid, Special Olympics Australia may initiate one or more of the following actions:

- request assistance from the athlete's local club
- provide guidance and support for grant applications or sponsorship
- offer the applicant a payment plan option (this may go beyond the finish date of the competition, but is expected to be fulfilled).

If deemed invalid, the athlete will need to withdraw from the team.

6.11 Outcome Review

The outcome can be reviewed through the Special Olympics Australia Complaints Policy.

6.12 Privacy and Confidentiality

All information provided to Special Olympics Australia staff or volunteers will remain confidential. Breaches of confidentiality will be taken seriously and appropriate disciplinary actions may be taken.

RELATED DOCUMENTS

Club Leadership Handbook
SOA_5.6PP - Registration
SOA_6.3PP - Code of Conduct
SOA_6.6PP - Complaints Handling
Financial Assistance for Competition Form

DOCUMENT CONTROL

Version number: SOA_3.4PP v1.0
Owner: General Manager, Sport Development
Approved Date: 9 October 2017
Next scheduled review: 1 July 2022

3.5 Sun Smart

Reference: SOA_3.5PP – Sun Smart Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to safer sport for all and recognises the importance of minimising the risks of overexposure to UV. This policy provides guidelines for sun protection practices to be incorporated across all parts of the operation of this organisation.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- increasing awareness of the importance of protecting both the skin and eyes from UV exposure.
- acknowledging ways to minimise the risks of overexposure of UV.
- incorporating sun protection into safe sport practices, uniforms and event planning.
- incorporating sun protection information and practices into training and development programs.

3. SCOPE

The policy is applicable to all athletes, coaches, volunteers, officials, committee members, staff, families and supporters of Special Olympics Australia.

4. DEFINITIONS

Heat illness

Heat illness can occur when a participant exercises vigorously in hot conditions. It may also occur with prolonged exposure to hot weather. In cool weather, heat illness can also present when exercising at high intensity.

Heat illness in sport presents as heat exhaustion or heat stroke. Symptoms may include light headedness, dizziness, nausea, obvious fatigue or loss of skill and coordination, unsteadiness, cessation of sweating, confusion, aggressive or irrational behaviours, collapse or ashen grey pale skin.

Ultraviolet Radiation (UV)

Ultraviolet radiation is a type of radiation that is produced by the sun. The sun's UV radiation is the major cause of sunburn, premature ageing, eye damage and skin damage leading to skin cancer. However, it is also the best natural source of vitamin D. (Sunsmart)

5. RESPONSIBILITIES

Coaches, officials, committee members and staff

Coaches, officials, committee members and staff are encouraged to be aware of and promote the importance of sun protection. This includes being responsible for ensuring sun safe practices are being adopted and demonstrating leadership

by being a role model to others.

Athletes, families and supporters

Athletes along with families and supporters are responsible for understanding the need for good sun protection practices and follow the direction of coaches or other representative of Special Olympics Australia when directed in relation to this policy.

6. PROCEDURE

6.1 Training, Events and Competitions

Where possible, training, events and competitions are scheduled to minimise exposure to UV and heat. Training, events or competitions should be cancelled or suspended when high risk conditions are forecast.

Whenever UV levels reach three and above, sun (UV) protection is needed. UV index levels can be found at sunsmart.com.au or bom.gov.au/weather/uv.

Where it is not possible to avoid peak UV and heat periods, the following interim steps are to be taken to minimise the risk of overexposure to UV and heat related illness:

- warm up activities are limited in duration and intensity
- the duration of the activity is reduced
- activities start earlier in the morning or later in the evening
- rest breaks and opportunities to seek shade and rehydrate are increased
- ensure water is available and everyone is encouraged to maintain appropriate hydration
- officials rotate out of the sun more frequently than usual
- player interchange and substitution is used more frequently than usual
- activity is held at alternative venue (e.g. training at a pool)
- officials, coaches, committee members and staff act as role models by wearing sun-protective clothing and hats, applying sunscreen and seeking shade wherever possible.

6.2 Extreme Weather

Extreme conditions are generally considered to be temperatures above 36 degrees. This should be used as a guide only as risk and comfort can be impacted by a number of additional factors including humidity, air flow and ambient temperatures.

In the event of extreme weather, the training or competition may be modified to make the best and most appropriate use of the venue's facilities to minimize the risk of overexposure to UV and heat illness. Where it is warranted, the event could be postponed or cancelled.

6.3 Sun Protection Measures

6.3.1 Clothing

Sun-protective clothing is to be included as part of on and off-field uniforms and uniforms for officials and volunteers. Tops/jerseys should be made from UPF (UV protection factor) 50+ material and have long sleeves and a collar. Tops/jerseys should be loose fitting and lightweight. Where the competition uniform does not provide adequate sun protection, athletes are reminded to apply SPF 30 or higher sunscreen to all exposed skin and wear covering clothing whilst not on the field.

6.3.2 Sunscreen

SPF 30 or higher broad spectrum, water resistant sunscreen is promoted and/or provided to athletes. Athletes are encouraged to apply sunscreen 20 minutes before training or playing and to reapply every two hours or immediately after swimming or toweling dry.

Sunscreen should be stored below 30°C and replaced once it is past the use-by date. Athletes are encouraged to apply a generous amount of sunscreen (the equivalent of one teaspoon per limb).

The first aid kit should include a supply of SPF 30 or higher broad spectrum, water resistant sunscreen.

Any volunteer, family or supporter who is exposed to the sun during the activity is encouraged to apply the above steps.

6.3.3 Hats

Wide-brimmed or bucket style hats are included as part of the on and off-field uniform (even if they can't be worn in actual play). Caps and visors do not provide adequate sun protection to the face, ears and neck and are not recommended.

6.3.4 Shade

An assessment of existing shade should be conducted (using the SunSmart shade audit resource) at commonly used outdoor venues. When not actively playing or between individual events, athletes should rest in shaded areas. Where there is insufficient natural or built shade, temporary shade structures are provided or athletes are notified to bring their own temporary shade (e.g. tents or umbrellas). The use of shade from buildings, trees and other structures is utilised where possible (e.g. for player interchange, marshaling areas, spectator areas).

Marshaling, interchange and presentation ceremony areas are protected by shade.

Athletes and officials rotate to cooler, shaded areas.

6.3.5 Sunglasses

Athletes are advised to wear wraparound sunglasses that meet the Australian standard for UV protection (AS/NZS 1067:2003).

6.4 Representative Teams

Representative teams have an important role in promoting and encouraging sun protection at Special Olympics Australia. Special Olympics Australia endeavours to ensure that the teams and athletes:

- are provided uniforms, including hats which provide best protection for UV
- are encouraged to demonstrate sun smart behaviours
- have leaders that stand up to be responsible and be good role models for safer sport practices – including sun protection – and actively encourage others to do the same

RELATED DOCUMENTS

Club Leadership Handbook

DOCUMENT CONTROL

Version number: SOA_3.5PP v1.0

Owner: General Manager, Sport Development

Approved Date: 9 October 2017

Next scheduled review: 1 July 2022

3.6 Dating

Reference: SOA_3.6PP – Dating Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia reaffirms the policy outlined by Special Olympics Inc. which prohibits any staff member or volunteer (excluding spouses of athletes and athletes who are volunteers) from dating or having a sexual relationship with any Special Olympics Australia athlete.

Special Olympics Australia takes the wellbeing and respect for dignity of our athletes seriously. This policy supports the commitment of Special Olympics Australia in providing an environment that is free from abuse, intimidation, fear, pressure or coercion from any person in a position of authority, including Special Olympics Australia staff, coaches and other volunteers. At the same time, Special Olympics Australia respects the right of every athlete within our organisation to be treated with dignity and to have the same rights as every other human being.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- setting clear expectations on Special Olympics Australia's position for staff, coaches and volunteers dating Special Olympics Australia athletes.
- providing a safe environment for athletes to participate without the risk of abuse, intimidation or pressure from any person in a position of authority.

3. SCOPE

The policy is applicable to all athletes, coaches, volunteers, committee members, and staff of Special Olympics Australia.

4. DEFINITIONS

Athlete

An athlete includes all registered full member, recreation member, unified athlete and young athletes participating in a Special Olympics Australia program or activity.

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the organisation.

Unified Partner

A Unified Partner is registered with Special Olympics Australia who does not have an intellectual disability. Generally, a Unified Partner helps support training and competition to take place for an athlete such as in golf and sailing.

Volunteer

A volunteer is anyone providing their time and talent to support a Special Olympics Australia program or activity. A volunteer includes all coaches, officials, committee members and any other volunteer involved in an official capacity. For the purpose of this policy, a volunteer will also include 'unified partners'.

5. RESPONSIBILITIES

Executive Team

The executive team is responsible for ensuring the organisation understands and is supported effectively to comply with the policy and procedure.

Staff, State Committee and Club Leadership Teams

Staff and members of the state committee and club leadership teams are responsible for ensuring that they are complying and supporting the implementation of this policy. They are responsible for reporting any breaches of this policy to their supervisor immediately.

6. PROCEDURE

6.1 Dating

In the event that Special Olympics Australia learns of any dating or sexual relationship between a staff/volunteer and an athlete, the organisation may immediately require either that the staff member or volunteer end his or her association with Special Olympics Australia or that the association between the staff member/volunteer and Special Olympics Australia may be terminated.

6.2 Athlete is a Staff Member or Volunteer

In the case where the athlete is also a staff member or volunteer, the Chief Executive Officer 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, and if it determined that there is such a relationship, then the above steps will be applied as consistent with a non-athlete staff or volunteer.

6.3 Mandatory Reporting

In certain relationships that Special Olympics Australia is made aware of, it may be appropriate to notify the relevant authority under 'mandatory reporting' or other requirements. Special Olympics Australia will comply with any such requirements.

6.4 Rights of Athletes

Special Olympics Australia respects the rights 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 the Special Olympics Australia staff and volunteers.

RELATED DOCUMENTS

Club Leadership Handbook

SOA_3.2PP - Supported Decision Making

SOA_5.3PP - Safeguarding Children and Vulnerable Adults

SOA_5.6PP - Registration
SOA_5.11PP - Exit
SOA_6.3PP - Code of Conduct
SOA_6.6PP - Complaints Handling

DOCUMENT CONTROL

Version number: SOA_3.6PP v1.0
Owner: General Manager, Sport Development
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4. Sport Training and Competition

Special Olympics
Australia



4.1 Competition

Reference: SOA_4.1PP – Competition Policy and Procedure

1. POLICY STATEMENT

Competition is an important part of Special Olympics Australia because it is where all of the hard work gets put into practice. Over the course of each sporting year, each club should offer or participate in a range of competition opportunities in each sport.

Special Olympics Australia is committed to providing quality competition for people with an intellectual disability in accordance with their respective sport-specific rules. Athletes should enjoy a dignified and meaningful competition experience in an environment that puts the safety of all athletes, coaches and officials at the forefront of all considerations. The integrity of the sport must be preserved where modifications of the playing conditions are made to cater for the skill levels and the various stages of physical development of athletes.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- enabling athletes to have access to continual and meaningful opportunities for competition.
- providing a fair and equal opportunity for athletes to achieve their personal best by competing with other athletes of similar ability.
- putting in place the required measures to ensure the health and safety of athletes, coaches and officials at competitions.
- upholding the spirit of sportsmanship and the principles of participation.

3. SCOPE

The policy is applicable to all athletes, coaches, volunteers, officials, committee members, and staff of Special Olympics Australia.

4. DEFINITIONS

Divisioning

Special Olympics Australia competitions are unique and different to other sports organisation's in that athletes of all ability levels are encouraged to participate and every athlete is recognized for their performance. Divisioning is the process of ensuring athletes competes with other athletes of similar ability.

Maximum Effort Participation

Maximum effort participation (formerly known as Honest Effort Rule) was introduced by Special Olympics Inc. in 1995. Its intention is to promote a fair competitive environment where athletes compete to the best of their ability during competition.

Maximum effort applies in every Special Olympics Australia competition, but its

application in timed, distanced and scored events, such as swimming, athletics and alpine skiing, is key.

Quota

A quota is the maximum number of athletes which may participate in any competition depending on the size and space of the venue and the time available to run the competition.

5. RESPONSIBILITIES

General Manager, Sport Development

The General Manager, Sport Development is responsible for ensuring the organisation understands and is supported effectively to comply with the policy and procedure.

Coaches and Team Managers

Coaches must place the health and safety of Special Olympics athletes above all else.

Coaches are also critical in helping competition management teams make divisioning work. Divisioning works best when coaches submit accurate preliminary scores. This helps athletes get into the proper division as well as gain additional competition experience.

Coaches and team managers have a responsibility to their athletes to ensure that times, distance or scores used for entries are taken as close to the competition as possible. Coaches are also responsible for ensuring they are aware of all Special Olympics Rules and procedures for competition. The coach should also familiarize themselves with protest and appeals procedures and the format of competition.

Officials, committee members, staff

All officials, committee members and staff have a responsibility to ensure they are familiar with the contents of this policy and ensure all competitions are delivered with the emphasis on athlete development and enjoyment.

Athletes

Athletes are expected to follow the Special Olympics Official Sport Rules and the Athlete's Code of Conduct. Athletes who break the rules may be disqualified from further participation.

Athletes are also expected to give maximum effort when competing. This is the only way the divisioning process can work as it was intended. Athletes who do not participate honestly and with maximum effort in all preliminary trials and/or finals violate the true spirit of competition and may even be disqualified from competition.

6. PROCEDURE

6.1 Competition Cycle

Special Olympics Australia follows a four year competition cycle where athletes have opportunities to progress from club to state to national games and possibly to a world games. Every eligible athlete, regardless of ability has an equal opportunity to progress, provided that they are registered, have participated in the previous highest-level competition, met the established selection criteria for the particular competition and can be accommodated as part of the quota and athlete/carer ratio.

6.2 Modified Sport

A number of modifications to the playing conditions may be considered to cater for the skill levels and the various stages of physical development of Special Olympics Australia athletes.

Athletes should not be expected to play sport beyond their limitations. Clubs, coaches and officials should make provision for athlete needs by structuring and modifying competition rules where necessary.

6.3 Competition Entry Requirements

Prior to entering any competition athletes must be registered, aware of the rules and have completed all relevant paperwork. All athletes must be at least 8 years of age on the first day of competition and have been appropriately trained in their respective sport (this is typically for a minimum of 8 weeks but may vary depending on training frequency and the ability of the athlete).

6.4 Volunteer to Athlete Care Ratio

The minimum recommended ratio of support for competition is one volunteer for every four athletes (known as the 1:4 ratio). This ratio may be increased or decreased based on the gender balance between athletes and volunteers, the level of risk associated with the sport, the ability level of the athletes and the type of competition.

6.5 Competition Divisioning

Competitions are structured so that athletes compete with other athletes of similar ability in equitable divisions. There are three key factors in divisioning that includes gender, age and ability.

6.5.1 Divide by Gender

Athletes are divided by gender. Special Olympics Australia competition shall generally consist of men's and woman's events. A mixed team may compete where there is not sufficient number of athletes to form an all men's or all women's team. A mixed team will compete in the men's division of that team competition.

6.5.2 Divide by Age

Athletes are divided into the following age categories:

- Individual sports – 8-11 years, 12-15 years, 16-21 years, 22-29 years, 30

- years and over.
- Team sports – 15 years and under, 16-21 years and 22 years and over.

6.5.3 Divide by Ability

Athletes are then divided by ability. The ability of an athlete or team is determined by an entry score from a prior competition or is determined by an entry round or preliminary event at the competition itself. Within each division the minimum number of competitors/teams is three and the maximum number is eight.

In structuring divisions by ability, athletes are ranked in descending order of performance. There should be no more than 15% variance between the highest and lowest times/scores within any division. In team sports competition, the 15% variance will apply to these divisions as determined by the entry round or preliminary event.

In some cases, the number of athletes or teams within a competition will be insufficient to achieve this goal. In these instances, divisions may be combined or broadened to meet the required minimum number of competitors or teams. If, after divisions are combined, there are not at least three competitors or teams in a division, the competition in that division shall not be held. However, these competitors or teams may participate in an exhibition event. Awards are not given for the performance in an exhibition event.

6.6 Age Requirements

For the purpose of competition an athlete's age group is determined by the athlete's age on the first day of competition.

6.7 Competition Quota

Competitions may have in place quotas to manage the event and numbers. Special Olympics Inc. sets quotas for World Games and Special Olympics Australia sets quotas for National Games that are dependent on Host City capacity and the ability to deliver an exceptional athlete experience. Generally, state and club competitions do not have in place a quota and any athlete who wishes to compete has the opportunity to do just that, so long as they are eligible to compete as per the rules of membership and have attended the required amount of training sessions. Where a state and club competition requires a quota to be set this will be done by the respective state or club hosting the competition.

6.8 Disqualification

Every athlete/team is expected to participate to the best of their ability in every division regardless of the level of competition. This is referred to as maximum effort participation and is fundamental to ensuring fair competition. Coaches are required to record and submit entry forms with the times or scores of their athletes.

To ensure that the spirit and intent of maximum effort participation supports a fair

divisioning process, athletes who exceeds their time, distance or score by 15% in the finals compared to their entry time, distance or score will be disqualified. A 25% margin is permitted in developmental events.

If the coach is of the opinion that his/her athlete has not competed at the best of their ability in the lead up to a competition or during divisioning events, and may be in danger of violating the maximum effort participation intent, they have the option to submit an adjusted time or score for their athlete so that they can be placed in a division which reflects their ability.

6.9 Protest and Appeals

Protests must be presented by the Coach to the Head Official of the competition event immediately in an oral fashion so that other officials may be made aware of the appeal.

Any verbal protests should be made prior to the presentation of awards. If the awards presentation has taken place the registered sport coach has one hour after the awards presentation to file a protest. A corrected awards presentation will be made to that athlete if needed.

The Head Official may rule on appeals immediately, but if the response of the Head Official does not resolve the protest, a formal protest may follow. The Head Official will advise the coach of the formal protest procedure.

6.10 Awards

For interclub competitions, each athlete receives a ribbon for 1st to 8th place.

For state and national competitions, each athlete receives a medal (gold, silver and bronze for 1st, 2nd and 3rd places respectively) and a ribbon for places 4th to 8th. Any athlete who did not get a place (e.g. disqualified) may receive a participation ribbon.

RELATED DOCUMENTS

SOA_3.1PP - Athlete Eligibility

SOA_4.2PP - Selection

SOA_5.6PP - Registration

SOA_6.3PP - Code of Conduct

Special Olympics Official General Rules

DOCUMENT CONTROL

Version number: SOA_4.1PP v1.0

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Approved Date: 9 October 2017

Next scheduled review: 1 July 2018

4.2 Selection

Reference: SOA_4.2PP – Selection Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to an athlete selection policy that is non-discriminatory, fair to athletes and provide pathways for all athletes who wish to progress to a higher level. It will reflect the Special Olympics Inc. Sports rules and fundamental principle that ‘athletes of all ability levels have an equal opportunity to advance to the next higher level competition provided the sport and event are offered at the next highest level of competition.’

2. PURPOSE

The purpose of this policy is to support the objectives of:

- conducting selections in accordance with Special Olympics Inc. Sports rules and providing a pathway for all athletes who are striving to be the best they can possibly be.
- ensuring all athletes who are eligible for selection has the same opportunity regardless of where they live.
- providing a selection process that is fair and consistent for all athletes.

3. SCOPE

The policy is applicable to all athletes, coaches, volunteers, officials, committee members, and staff of Special Olympics Australia.

4. DEFINITIONS

Quota

A quota is the maximum number of athletes which may participate in any competition depending on the size and space of the venue and the time available to run the competition.

Special Olympics Australia Board

Directors acting as a Board of Directors

National Sports Advisory Group

The national sports advisory group was established in 2015. The group reports to and works with the Chief Executive Officer to provide advice on matters concerning the sports program and support the process in setting quotas for national games. The committee is made up of experienced sports volunteers.

State and National Selection Committee

The selection committee is made up of volunteers representing a range of skills and expertise with sound knowledge of Special Olympics philosophy, structure, rules and conventions.

Trans-Tasman Tournament

The Trans-Tasman tournament provides additional competition opportunities for more athletes in our popular sports. It is a Special Olympics Australia and Special Olympics New Zealand initiative aimed at creating more pathways for more athletes. Central to this initiative is to grow sports.

5. RESPONSIBILITIES

General Manager, Sport Development

The General Manager, Sport Development is responsible for ensuring the organisation understands and is supported effectively to comply with the policy and procedure.

National Selection Committee

The national selection committee are responsible for reviewing from time to time the selection process and advising management on the organisations policy and procedure position for the selection of athletes at competitions.

The members of the selection committee are responsible for acting with integrity, objectively and impartially while overseeing the selection process. The selection committee is responsible for ensuring that the selection process is conducted in accordance with the official Special Olympics Inc. Sports rules.

National Sport Advisory Group

The key responsibilities of the group include advising on sports development and competition events, including World Games.

State Selection Committee

The members of the selection committee are responsible for acting with integrity, objectively and impartially while overseeing the selection process. The selection committee is responsible for ensuring that the selection process is conducted in accordance with the official Special Olympics Inc. Sports rules.

6. PROCEDURE

6.1 Eligibility for Advancement

An athlete is eligible to be considered for advancement to the next level of competition provided the registered athlete has participated in the previous level of competition. Training and competition must be in the same sport the athlete will participate in at the next level of competition.

6.2 National Games (Including Junior National Games)

6.2.1 Quotas

Quotas are determined by the National Sports Advisory Group in consultation with the Games Organising Committee. Quotas are informed by a number of factors including competition numbers per sport, which states/territories they are registered from and venue limitations. The decision on the quota is then submitted to the Chief Executive Officer for approval and communicated to the states/territories.

6.2.2 Minimum Age

Athletes must be at least 8 years of age at the first day of competition and for

Junior National Games not more than 15 years of age. Athletes must be endorsed and strictly meet the carer ratio of 1:4 for National Games and 1:3 for Junior National Games.

6.2.3 Athlete Selection Process – Individual Sports

Athlete selections will be based on the competition and final results from the Special Olympics Australia approved qualifying State Event. For an athlete to be considered for selection at the qualifying State event they must have been a registered athlete for each of the 3 years prior to the national games year or have had continuous Special Olympics membership.

The State Selection Committee will facilitate the athlete selection process. The athlete selection will be conducted in accordance with the official Special Olympics Inc. Sports rules (Article 1, Section 13).

In filling the allocated Special Olympics Inc. quota per sport:

- priority is given to first place finishers from all individual divisions* of the sport/event. If the number of first place finishers exceeds the quota, athletes are selected by random draw.
- if there are not enough first place finishers to fill the quota, all the first place finishers are automatically selected. The remaining unfilled quota shall be filled by a random draw of second place finishers from individual divisions of the sport.
- this process is repeated, adding each place of finish as necessary, until the quota is filled.
- emergencies (alternate athletes) will also be selected at this time.

*Random selections will be conducted from individual events. Relays, team or pair events results will not be considered in random selections for individual sports.

6.2.4 Athlete Selection Process - Team Sports

Selections will be based on the competition and final results from the Special Olympics Australia approved qualifying State Event.

For team sports (such as basketball, cricket, football, softball) selection will be based on selecting a team of athletes of similar ability. Similar ability teams can be selected from any division/level, and depending on participation numbers and quota requirements selection might not be from the highest division.

A Sport (specific) Selection Panel (SSP) will be appointed to submit player recommendations to the State Selection Committee for selection of team sports. This SSP will be appointed prior to the qualifying event, and will include representatives involved in the sport in their state.

The SSP will assess players during the qualifying competition, and submit their

final player assessment rating and recommended team/s of similar abilities (including alternates) to the State Selection Committee at the conclusion of the competition.

If more than one team meets the selection criteria, a random selection of the teams will take place to determine the team that is selected for the next level of competition.

The SSP will be required to conduct their reviews with the highest level of integrity, to act objectively and demonstrate impartiality in their findings, opinions and recommendations.

6.2.5 Club Endorsement

Following the athlete selection process, via the Club Chair, each accredited Club will receive a confidential list of potential athletes (including emergency members) to be offered positions on a State Team.

Each accredited Club must appoint an independent Panel made up of at least three members to complete endorsements on the list of potential athletes.

Based on the ratio of 1 team official to 4 athletes, the Club Panel will be requested to submit endorsements, via the Special Olympics Australia Endorsement Form and within the required timeframe, for each athlete, verifying the following:

- an athlete's ability to adhere to the Special Olympics Australia Code of Conduct
- if an athlete has a behavioural and/or social problem, that it will not interfere with team harmony and could be managed in a 1:4 carer ratio
- an athlete's medical condition would not be detrimental to a travelling team
- in not endorsing any athlete for selection based on the above criteria, the accredited Club must support their decision outlining any issue and how this has been managed and addressed with the athlete and the athlete's parent, carer or guardian. This is to be submitted with the Club's recommendation to the State Selection Committee

6.2.6 Athlete Offer & Acceptance

On receipt of club feedback (within required timeframe) athletes will be forwarded written offers to join the State Team, which will require the athlete to accept or decline the offer.

Acceptance will be subject to return of necessary documentation including Code of Conduct and Medical Forms.

6.3 World Games

6.3.1 Quotas

Special Olympics Inc. and the World Games Organising Committee determine the quota numbers per sport. These are allocated to each Special Olympics Region (i.e. Special Olympics Asia Pacific) and divided between the National

Accredited Programs in that region, based on participation numbers per sport.

Upon receiving a quota and invitation to attend a World Games, the Special Olympics Australia Board will assess the feasibility of accepting the full quota from both a financial and non-financial perspective, and will sign off on the size of the team and the budget.

Following Board approval Special Olympics Australia will advise the States of the National Team the sport quota allocations.

6.3.2 Minimum Age

Special Olympic Australia's minimum age for travelling to the World Games is 15. Any athlete who is under the age of 15 at the time of departure for the World Games is ineligible for selection.

6.3.3 Athlete Selection Process – Individual Sports

Selections will be based on the competition and final results from the Special Olympic Australia approved qualifying National Event.

The National Selection Committee will facilitate the Athlete Selection Process with input and advice from the appointed National Team Head of Delegation and National Team Head Coach.

Athlete selection will be conducted in accordance with the official Special Olympics Inc. Sports rules (Article 1, Section 13).

In filling the allocated Special Olympics Inc. quota per sport:

- priority is given to first place finishers from all individual divisions* of the sport/event. If the number of first place finishers exceeds the quota, athletes are selected by random draw.
- if there are not enough first place finishers to fill the quota, all the first place finishers are automatically selected. The remaining unfilled quota shall be filled by a random draw of second place finishers from individual divisions of the sport.
- this process is repeated, adding each place of finish as necessary, until the quota is filled.
- emergencies (alternate athletes) will also be selected at this time.

*Random selections will be conducted from individual events. Relays, team or pair events results will not be considered in random selections for individual sports.

6.3.4 Athlete Selection Process - Team Sports

Selections will be based on the competition and final results from the Special Olympics Australia approved qualifying National Event.

For team sports (such as basketball, cricket, football, softball) selection will be

based on selecting a team of athletes of similar ability. Similar ability teams can be selected from any division/level, and depending on participation numbers and quota requirements, selection might not be from the highest division.

A Sport (specific) Selection Panel (SSP) will be appointed to submit player recommendations to the National Selection Committee for selection of team sports. This SSP will be appointed prior to the qualifying event, and will include a generic National/State Sports Organisation representative, the appointed National team head Coach and the event Technical Delegate.

With Team entries the appointed State Head Coach will be required to submit an Individual Assessment Rating Form, which includes each athlete's position/s and playing number.

The SSP will assess players during the qualifying competition, and submit their final player assessment rating and recommended team/s of similar abilities (including alternates) to the National Selection Committee at the conclusion of the competition.

If more than one team meets the selection criteria, a random selection of the teams will take place to determine the team that is selected for the next level of competition.

The SSP will be required to conduct their reviews with the highest level of integrity, to act objectively and demonstrate impartiality in their findings, opinions and recommendations.

6.3.5 State Endorsement

Following the athlete selection process, via the State Committee Chair, will receive a confidential list of potential athletes (including emergency members) to be offered a position on the National Team.

Each State Committee must appoint an independent Panel made up of at least three members (i.e. Head of Delegation from State team, State Committee Chair or delegate, State Sports Development Manager) to complete endorsements on the list of potential athletes.

Based on the ratio of 1 team official to 4 athletes, the Panel will be requested to submit endorsements, via the Special Olympics Australia Endorsement Form and within the required timeframe, for each athlete, verifying the following:

- an athlete's ability to adhere to Special Olympics Australia Code of Conduct
- if an athlete has a behavioural and/or social problem, that will not interfere with team harmony and could be managed in a 1:4 carer ratio
- an athlete's medical condition would not be detrimental to a travelling team
- in not endorsing any athlete for selection based on the above criteria, the panel must support their decision outlining any issue and how this has been managed and addressed with the athlete and the athlete's guardian. This is to be

submitted with the panel's recommendation to the National Selection Committee.

6.3.6 Athlete Offer and Acceptance

On receipt of State Committee feedback (within required timeframe) athletes will be forwarded written offers to join the National Team, which will require the athlete to accept or decline the offer.

Acceptance will be subject to return of necessary documentation including Code of Conduct, Medical Forms and Passport Eligibility.

6.4 Trans-Tasman Tournament

6.4.1 Quotas

State(s) will submit an expression of interest confirming their ability to fill a team that includes a full list of alternates for each position. The National Selection Committee will review these expressions of interest and allocate quotas based on the Tournament criteria and capacity.

6.4.2 Minimum Age

Athletes must be a registered athlete who is at least the age of 15 years at the first day of competition.

6.4.3 Eligibility

An athlete will not be eligible if they have represented their state or country in a Special Olympics team in the current or preceding calendar year of the Tournament.

The athlete to carer ratio is lowered to 1:3 for the Trans-Tasman tournament to create more pathways for some people and give athletes with higher support needs the opportunity to participate in a supported environment.

6.4.4 Athlete Selection Process

The National Selection Committee will announce the quota offers 1 month from closing of expression of interests. The State Committee Chairs and Sport Development Managers will be required to acknowledge acceptance in writing of an athlete and official allocation plus the Tournament criteria for filling the quota.

If a State cannot fill a quota based on the tournament criteria they must forfeit the quota. The National Selection Committee re-distributes the quota to another State that can fill the quota based on the Tournament criteria.

A State that cannot meet a quota based on the criteria can submit an official request to the National Selection Committee for re-consideration to fill a quota by alternate criteria options and must include specific details of registered athletes and benefits to the sport's program.

The independent State Selection Committee are to conduct:

- the athlete selection process in accordance with the National Selection Policy

for athletes taking into account the tournament criteria, participation/results in a nominated state selection event, age, code of conduct, medical and carer-ratio requirements.

- the official's selection process in accordance with the National Selection Policy for Officials.

State to meet set timelines for registrations and confirm names and SOMS numbers of selected team and alternatives to Special Olympics Australia.

6.5 Asia Pacific Games

6.5.1 Quotas

Special Olympics Asia Pacific and Games Organising Committees determine the quota numbers per sport. These are allocated to each National Accredited Programs and are based on participation numbers per sport.

Upon receiving a quota and invitation to attend the games, the Special Olympics Australia Board will assess the feasibility of accepting the full quota from both a financial and non-financial perspective, and will sign off on the size of the team and the budget.

Following Special Olympics Australia Board approval the national team sport allocations will be announced, along with the qualifying selection competition. There is no expression of interest sought from athletes.

6.5.2 Athlete Selection Process – Individual Sports

The National Selection Committee will complete the selection process for athletes based on the competition and final results from the Special Olympics Australia approved qualifying State events.

In individual sports priority is given to first place finishers from all divisions.

States will complete an Endorsement Process of confirming athletes meet the Asia Pacific Games requirements which includes age, medical, carer ratio and ability to uphold the code of conduct.

States will submit a list of endorsed eligible athletes to the National Selection Committee.

The National Selection Committee will conduct a random draw from all States that submitted eligible athletes. If there are not enough first place finishers, the national selection process will be followed (conducting random selection on second place finishers) until the quota is filled.

Emergency (alternate athletes) will also be selected at this time.

6.5.3 Athlete Selection Process - Team Sports

State Selection Committees to select team/s of similar ability, including alternates, in each nominated category.

States to complete an Endorsement Process confirming athletes meet the Asia Pacific Games requirements of participation in the nominated qualifying event, age, medical, carer-ratio and ability to uphold the code of conduct.

State to submit a list to the National Selection Committee of the endorsed eligible teams.

The National Selection Committee will conduct a random draw from all States submitted teams to fill the quota. The selected State Team/s will go forward as the National Team/s.

6.5.4 Athlete Offer and Acceptance

Athletes will be forwarded written offers to join the National Team, which will require the athlete to accept or decline the offer.

Acceptance will be subject to return of necessary documentation including Code of Conduct, Medical Forms and Passport Eligibility (where required).

6.6 International Invitational Games

6.6.1 Quotas

Special Olympics Australia is occasionally invited to take part in national and international competitions. Depending on the specific invitation these events may be for one or more sports and may be open to individuals and/or teams. On receiving an invitation and quota the Special Olympics Australia Board in concert with the National Selection Committee, will assess whether to accept the invitation taking financial and other aspects into consideration.

If the invitation is accepted the Board will sign off on the size of the team and the budget and proceed to announce the competition opportunity.

6.6.2 Athlete Selection Process

Depending on the conditions outlined in the invitation, Special Olympics Australia will ask for Expressions of Interest from individual athletes or States/Territories that wish to be part of the invitational event.

States may express an interest to fill the full quota for a sport/team or just the option for individuals to be part of the event.

The selection process appropriate for any particular invitation will be determined by the make-up of the team (i.e. whether the team is state based or national and whether athletes are to be selected as individuals or as part of single sports team/s or multi-sport team/s).

6.7 National Winter Games

6.7.1 Quotas

Special Olympics National Winter Games take place every four years. They provide athlete's with the opportunity to compete in a national alpine competition for both Alpine skiing and Snowboarding. Special Olympics Australia, with

National and State Wintersports Coordinators will determine the quota for National Winter Games (if required).

6.7.2 Minimum Age

Competition is open age and athletes must be at least 8 years of age from the first day of competition.

6.7.3 Eligibility

Athletes need to attend a minimum of one Wintersports camp/program per year in at least 2 of the 3 years up to and including National Winter Games year (except new athletes who need to be registered for a minimum of 1 year and attend at least 1 camp/program in the year prior to National Winter Games).

Camps/programs that are recognised include:

- Special Olympics Australia Wintersports camp
- DWA Race Week
- NSW and VIC Interschool's
- DWA Resort Service Program

Current athletes must be a registered Special Olympics Australia athlete for the 3 preceding years to the National Winter Games and must meet the 1:4 support ratio for travelling teams.

6.7.4 Athlete Selection Process

Attendance is open to all athletes who have participated in the Special Olympics Australia Wintersports program and meet the above eligibility criteria. The opportunity will be communicated to all Special Olympics Australia registered athlete's participating in the Wintersports program and they can nominate to participate at the Games.

6.7.5 State Endorsement

Upon collation of athlete nominations, the National Wintersports Coordinator will provide the list to each State Committee for endorsement. A panel will liaise with the State and State Wintersports Coordinator to gain endorsement for each athlete.

Based on the ratio of one team official to four athletes, the panel will be requested to submit endorsements, via the Special Olympics Australia endorsement form and within the required timeframe, for each athlete, verifying the following:

- an athlete's ability to adhere to the Special Olympics Australia Code of Conduct
- if an athlete has a behavioural and/or social problem, that will not interfere with team harmony and could be managed in a 1:4 carer ratio
- an athlete's medical condition would not be detrimental to a travelling team
- if a State does not endorse an athlete for selection based on any of the above criteria, the State must support their decision in writing, referring to any issues and outlining how they have managed and addressed with the athlete and the

athlete's parent/carer. This must be submitted along with the club's recommendations to the State Committee.

6.7.6 Athlete Offer and Acceptance

The list of confirmed athletes is sent to the State Committee Chair by the Facilitator for the process to be signed off. The State will inform athlete's in writing when an offer is made. The letter will include information regarding any relevant levy amounts and will seek formal acceptance of the offer from the athlete.

RELATED DOCUMENTS

SOA_3.1PP - Athlete Eligibility

SOA_5.6PP - Registration

SOA_6.3PP - Code of Conduct

Special Olympics Official General Rules

DOCUMENT CONTROL

Version number: SOA_4.2PP v1.0

Owner: General Manager, Sport Development

Approved Date: 9 October 2017

Next scheduled review: 1 July 2022

4.3 National Games

Reference: SOA_4.3PP – National Games Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to delivering the National Games for summer and winter sports on a four year cycle. The National Games offers an opportunity to showcase the talents of athletes across a range of agreed sports during a weeklong event. The National Games also plays an important role in connecting the community, sponsors and supporters behind a major event that helps raise awareness for people with an intellectual disability.

The National Games is the designated selection event for World Games.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- providing a framework and demonstrated commitment from Special Olympics Australia to manage and deliver a financially sustainable National Games every four years.
- ensuring the National Games maintain and promote the strategic purpose of Special Olympics Australia.
- giving athletes the opportunity to showcase their talent and skills on the national stage.
- ensuring integrity in the National Games planning, tendering and delivery aspects.

3. SCOPE

The policy is applicable to all athletes, staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Australian Sports Commission (ASC)

The ASC is Australia's primary national sports administration and advisory agency. On behalf of the Australian Government, the ASC plays a central leadership role in the development and operation of the Australian sports system, administering and funding innovative sport programs and providing leadership, coordination and support for the sport sector.

Special Olympics Australia Board

Directors acting as a Board of Directors

National Sports Advisory Group

The national sports advisory group was established in 2015. The group reports to and works with the Chief Executive Officer to provide advice on matters concerning the sports program. The committee is made up of experienced sports

volunteers.

State and National Selection Committee

The selection committee is made up of volunteers representing a range of skills and expertise with sound knowledge of Special Olympics philosophy, structure, rules and conventions.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for recruiting and appointing the National Games Director for each National Games cycle. The role will oversee the planning, implementation and oversight of the National Games.

National Games Advisory Board

The National Games Advisory Board members are strategically recruited skilled volunteers to support the National Games Director and Games Organising Committee around fundraising and awareness to make the national games a success.

Games Organising Committee

The Games Organising Committee is responsible for delivering on the operational and logistical aspects of the National Games. The committee is made up of skilled volunteers and contracted staff.

National Games Director

The National Games Director will develop, promote and implement the National Games in accordance to budget and agreed objectives. The National Games Director's primary focus is the overall project management, strategic planning and delivery of all sport and non-sport aspects of the Games.

State / National Selection Committee

The members of the selection committee are responsible for acting with integrity, objectively and impartially while overseeing the selection process. The selection committee is responsible for ensuring that the selection process is conducted in accordance with the official Special Olympics rules.

National Sport Advisory Group

The key responsibilities of the group include advising on sports development and competition events.

6. PROCEDURE

6.1 National Games Cycle

The National Games are held every four years, commencing with the first Summer National Games held in Launceston, Tasmania in 1986. It is held in the year preceding the World Summer Games.

The inaugural Winter National Games was held in Jindabyne, New South Wales in 2011. At present the Winter National Games, due its small size, is delivered in

partnership with Winter Disabled Sports.

6.2 Appointing a National Games Director

The National Games Director will be appointed by the Chief Executive Officer at least two years prior to the National Games opening ceremony. The National Games Director will be appointed on a paid fixed term contract basis to manage and deliver the assigned National Games.

6.3 National Games Host City Bid Process

A competitive tender process will be conducted at least 5 years out from a National Games to ensure that a host city can be announced at the closing ceremony of the preceding games.

Special Olympics Australia will proactively engage with each state/territory to encourage an active bid process. Through this process potential host cities will be identified and a dialogue with the relevant Department of Sport and Recreation and Department of Tourism and Events will take place.

The National Games Director will agree on a selection criterion that will be used to assess each bid received by the closing date. The selection criteria will include considerations and weighting of the following:

- financial contribution of the host city towards the cost of the national games
- available Public Relations and Communications support
- education and awareness support
- public transportation support
- sports and event venues
- accommodation support

The National Games Director and the Chief Executive Officer will assess bids received against the selection criteria. Where appropriate, site visits will be conducted by the National Games Director to inform the decision process. The Chief Executive Officer will then recommend to the Special Olympics Australia Board the preferred host city for approval and signoff.

Once a bid to host has been approved, the host city must sign a National Games Agreement with Special Olympics Australia. At this time the National Games Director may begin recruitment to establish a Games Organising Committee and National Games Advisory Board.

6.4 Inclusion of Sport at National Games

For a sport to be included in the national games it must be run by at least 3 states in order to facilitate meaningful competition. A sport may be included as a demonstration sport provided there is a strategic objective (e.g. to grow participation in that sport).

RELATED DOCUMENTS

SOA_4.1PP - Competition

SOA_4.2PP - Selection

SOA_4.4PP - Athlete Travel

SOA_6.3PP - Code of Conduct

Special Olympics Official General Rules

DOCUMENT CONTROL

Version number: SOA_4.3PP v1.0

Owner: Chief Executive Officer

Approved Date: 9 October 2017

Next scheduled review: 1 July 2018

4.4 Athlete Travel

Reference: SOA_4.4PP – Athlete Travel Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to providing appropriate and safe environments for its athletes when travelling to competitions and events. Appropriate considerations regarding risks associated with travel including housing athletes overnight are to be part of the planning process.

The health and safety of athletes is the highest priority for Special Olympics Australia. Athletes and their families should feel that every Special Olympics competition or event is a positive experience. This policy extends also to Unified Partners and volunteers accompanying the athletes to the competition and event.

In situations where Special Olympics Australia is not the organiser of the competition or event, it will apply this policy to the extent possible.

2. PURPOSE

The purpose of this policy is to support the objective of:

- outlining Special Olympics Australia's commitment to putting in place safeguards that protect the welfare of athletes when travelling for competition and events.
- setting the standards and expectations that athletes and families/carers can expect from Special Olympics Australia when sending an athlete to competition or event.
- ensuring that appropriate risk management considerations are put in place.

3. SCOPE

The policy is applicable to all athletes, staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Head of Delegation (HOD)

The Head of Delegation is responsible for the coordination and management of all aspects of the delegation (athletes and officials) during assigned competitions.

Recreation Membership

An athlete holding recreation membership may participate and compete in two Special Olympics Australia sports programs available within the local Club or State program.

Athletes will have access up to and including club level competition events. Recreation athletes may be offered participation at a State Games with a view to create meaningful competition at that event. This offer is to be made by invitation only from State Committee or Organising Committee for these games. The

athlete will not be available for selection at this event.

A recreation member may upgrade their membership to a full membership if they wish to be considered for selection and will need to do this prior to the qualifying event in that calendar year. Full membership conditions will then apply.

A recreation member pays a registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Unified Athlete Membership

Membership offered to all siblings, friends and extended family of Special Olympics athletes.

This membership allows access to Special Olympics club activities, programs and sports training with a view to supporting Special Olympics athletes mentoring and progression. Unified athletes may by invitation by the organising committee be allowed to compete at Special Olympics club competition to provide meaningful competition for Special Olympics Athletes. This membership will generally be limited to dedicated unified sporting events, training, or promotional events.

The unified athlete pays an annual registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Unified Partner

A Unified Partner is registered with Special Olympics Australia who does not have an intellectual disability. Generally, a Unified Partner helps support training and competition to take place for an athlete such as in golf and sailing.

Young Athletes Membership

The Young Athlete Membership provides access to all internal events and programs offered under the Young Athletes Program. This includes all promotional activities and invitational events described under this program.

The young athlete pays an annual registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Volunteer/Chaperone (Official)

The official is responsible for managing one or more athletes when travelling to competition or an event including overnight. The official is a registered volunteer with Special Olympics Australia and has met all minimum screening requirements. Generally the official will have a role within the travelling team (e.g. coach, assistant, team manager etc.).

5. RESPONSIBILITIES

General Manager, Sport Development

The General Manager, Sport Development is responsible for ensuring everyone involved in planning or managing a travelling team understands and is supported

effectively to comply with the policy and procedure.

Head of Delegation (HOD) / Team Manager

The HOD and Team Manager are responsible for implementing this policy when taking athletes to competition or events that involve travel and/or overnight accommodation. This includes local events, regionals, state, national and world competitions as well as invitational. The HOD and Team Managers are responsible for ensuring that all officials are familiar in carrying out this policy.

6. PROCEDURE

6.1 Eligibility for Travel

All athletes must be registered with Special Olympics Australia. To travel, athletes may be required to complete additional 'travel information' which will be made available to the HOD. The additional travel information may include medications that the athlete needs.

All volunteers (including Unified Partners) accompanying the athletes must be registered with Special Olympics Australia and have satisfactorily met all minimum screening requirements as set by Special Olympics Australia regardless of whether or not they are staying in the same room as an athlete.

All athletes, Unified Partners and volunteers must acknowledge that they have received, read and abide by the Special Olympics Australia Code of Conduct.

6.2 Volunteer to Athlete Care Ratio

The minimum recommended ratio of support for travel to competition/event including overnight is one volunteer for every four athletes (known as the 1:4 ratio). This ratio may be increased based on the gender balance between athletes and volunteers, the level of risk associated with the event and the ability level of the athletes. Proper supervision can be maintained without having an official present in the room at all times.

The 1:4 ratio must be maintained at all times. Best efforts should be made to always have 2 volunteers present to minimise the likelihood of a volunteer being alone with an athlete.

The HOD and/or Special Olympics Australia have the discretion to decide whether an athlete is eligible to travel to the competition or event. Consideration may be given as to whether there has been any previously reported incidents relating to behaviour.

6.3 Information Provided to Parents/Carers/Athletes

The HOD is responsible for informing each adult athlete, each Unified Partner, and the parents/guardians/carer of each athlete unable to give consent about the name and age of his/her roommate(s) during any overnight competition/event and the names of all officials attending. Phone numbers of the HOD and Team Managers should also be made available. This information needs to be provided

at the earliest opportunity and at least 3 days prior to the travel taking place.

6.4 Travel Arrangements

All travel arrangements will be done by Special Olympics Australia or its nominated delegate on behalf of all the athletes travelling to the competition/event. Travel costs should be minimised where appropriate to include the lowest cost options.

When arranging travel the following considerations should be made:

- athletes where possible will travel with their coach or assigned volunteer carer.
- athletes will travel together as a team where available.
- in situations where their coach or volunteer carer is unavailable to travel with an athlete they may be permitted to travel alone to meet up with their team so long as they are deemed functionally able and willing to. It is important where this happens that a representative is able to walk them to either the departure gate of the flight/bus/train and that someone is available to meet them on the other end.
- under certain circumstances where it is deemed appropriate, athletes may travel to competition without necessarily having appropriate number of volunteers to meet the 1:4 ratio provided that upon arrival and throughout the period of competition the 1:4 ratio is satisfied. This enables athletes to arrive at competition where it may be logistically prohibitive to fully meet the 1:4 ratio.
- athletes, Unified Partners and volunteers are encouraged to travel as a team back together at the conclusion of the competition/event. Where volunteers are making alternative arrangements or extending their trip, this must be approved by the HOD prior to the competition/event to ensure that the appropriate volunteer to athlete care ratio is maintained at all times.

6.5 Athletes Traveling with Parents/Carers

Parents/carers who are not a registered volunteer assigned to the travelling team are not encouraged to travel with their athlete or stay in the same accommodation as the athletes.

6.6 Accommodation During Overnight Travel

Special Olympics Australia or a delegate will make accommodation arrangements that are appropriate to the occasion. Depending on the numbers involved this may be on a multi-share basis, twin/triple share or dorm room.

When determining accommodation requirements the following will be considered:

- Unified Partners will not be assigned rooms with a Special Olympics Australia athlete.
- athletes, Unified Partners and volunteers may not share a room with someone of the opposite sex. The exception is where a large number of athletes and volunteers are housed in one facility (e.g. gym). Athletes and volunteers must be separated as much as possible by gender.

- all reasonable efforts should be made to accommodate athletes of similar age range. Under no circumstances is an athlete/Unified Partner 18 years or over to be assigned to the same room as an athlete/Unified Partner 13 years or younger. Where athletes are under the age of 18 and are accommodated together there should not be more than a four year age difference.
- all reasonable efforts should be made to accommodate athletes of similar functional abilities together. Considerations should be made to note special needs (e.g. wheelchair access, allergies).
- no athlete, Unified Partner or volunteer is to share a bed.
- officials should be assigned a different room to athletes. However, if this configuration is not possible, at least two officials must be assigned to a room with athletes.
- all athletes, Unified Partners and volunteers assigned to the team must stay in the accommodation for the duration of the competition/event.

6.7 Medical

Appropriate considerations to include volunteers who are trained and assigned as medical personnel will be made on traveling teams that include overnight accommodation. Athletes who take medications are required to provide their medication in approved Webster packs.

When travelling overseas, athletes may be restricted to only carrying a maximum of 3 months' supply.

Where a team doctor is assigned to the travelling team, medical permits may be required to be obtained when carrying a medical kit.

6.8 Alcohol and Drugs

The consumption of alcohol and the use of illicit drugs are strictly prohibited. Smoking is only permitted in designated areas as determined by the HOD or Team Manager.

6.9 Expenses and Reimbursement

Special Olympics Australia assumes no obligation to reimburse for expenses that are not in accordance with this Policy, unless the expense is approved by a Special Olympics Australia staff member or HOD prior to the expense being incurred.

For major competitions and events, the HOD may be provided with cash which can be used for emergencies and incidentals when the team is away. In some instances this can also extend to a credit facility being approved for use (most commonly for World Games Team).

Expenses that are ineligible for reimbursement include:

- personal phone calls
- laundry or valet services
- movies

- expenses incurred by partner or family
- medical expenses (unless as a result of an accident while representing Special Olympics Australia)
- lost or stolen articles or damaged items
- entertainment
- bar bills or liquor purchases
- Frequent Flyer membership
- fines, speeding or parking infringements
- costs associated with missing the booked flight.

6.10 Insurance

When taking approved travel all athletes, Unified Partners, staff and volunteers are covered by the Special Olympics Australia travel insurance policy.

RELATED DOCUMENTS

SOA_4.1PP - Competition

SOA_4.2PP - Selection

SOA_4.3PP - National Games

SOA_5.3PP - Safeguarding Children and Vulnerable Adults

SOA_6.3PP - Code of Conduct

SOA_6.4PP - Work Health and Safety

SOA_6.11PP - Insurance

DOCUMENT CONTROL

Version number: SOA_4.4PP v1.0

Owner: General Manager, Sport Development

Approved Date: 9 October 2017

Next scheduled review: 1 July 2018

4.5 Uniform

SOA_4.5PP – Uniform Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to ensuring athletes and officials representing their clubs, state or country have available to them uniform that is fit for purpose and applicable to the level of the competition. The policy outlines the appropriate use of the Australian coat of arms and ensures that it remains a significant honour for athletes and officials.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- providing clarity and consistency in what comprises an athlete uniform for the purpose of competition
- ensuring the standards are met for the use of the Australian coat of arms on Special Olympics Australia uniforms
- ensuring athletes and officials are clear on their responsibility when it comes to the care, presentation and possession of any official uniform

3. SCOPE

The policy is applicable to all state, national, international and invitational competitions.

4. DEFINITIONS

Commonwealth Coat of Arms

The Commonwealth Coat of Arms is the formal symbol of the Commonwealth of Australia that signifies Commonwealth authority and ownership. Australian representative national sporting teams participating in international competitions may seek the Australian Government's permission to display the Commonwealth Coat of Arms on their uniforms. (Department of Prime Minister and Cabinet)

5. RESPONSIBILITIES

Athlete

Athletes have a responsibility to wear the assigned uniform as directed by team management. During the duration of the event, the athlete should take care of the uniform and follow the directions of any team official in the wearing of the uniform.

Official

All team officials should support the uniform policy and ensure that all athletes under their responsibility are wearing the appropriate uniform at all times.

6. PROCEDURE

6.1 State Games

Athletes and officials attending state games should wear their club uniform.

6.2 National Games

The state team uniform bearing the official Special Olympics State logo is to be used exclusively where individuals are officially selected as a team member of a state team. The official colours for each state will be used as the basis of the uniform colour selection.

Each state will be responsible for the logistics in organising the uniforms for athletes and officials in their team.

6.3 World Games

The Australian team uniform bearing the official event name, the Commonwealth Coat of Arms and the Special Olympics Australia insignia is to be used exclusively where individuals are officially selected as a team member of an Australian team. The use of the Australian coat of arms is a significant honour and is provided in recognition of the level of the competition. Special Olympics Australia also sets aside the official green and gold colours for the exclusive use of selected Australian team uniforms.

Special Olympics Australia will provide all athletes with a general sport competition and where applicable walk out uniform. Officials travelling with the team will be issued with a general uniform and where applicable a walk out uniform.

6.3.1 Use of the Commonwealth Coat of Arms on Uniforms

Requests to use the Commonwealth Coat of Arms should be directed in writing to the Honours, Symbols and Territories Branch by the Chief Executive Officer or their authorised representative of Special Olympics Australia. This should be done within four months from the commencement of the competition. Upon approval, the name and the dates of the competition must be shown immediately under the Commonwealth Coat of Arms on the dress and playing uniforms. No advertising material or sponsorship is to be positioned near the Commonwealth Coat of Arms and no words or images are to be positioned above the Commonwealth Coat of Arms.

6.3.2 Care, Presentation and Possession of Australian Team Uniform

All team members in possession of an Australian team uniform must care for and present their uniform in a manner consistent with the honour and exclusivity of national representation.

As per the rule of the Commonwealth Government, all excess items of Australian team uniform in possession by team management, organisers or central office must be destroyed at the conclusion of the event. No item of uniform is to be sold for commercial gain, gifted to an individual or traded for at any time.

6.4 Invitational Competition

All athletes and officials attending invitational competitions internationally will be representing their club as there is generally no official selection process. Athletes and officials will either wear their club uniform or other suitable uniform designated for the competition as agreed to by Special Olympics Australia. The colours of any

agreed uniform designated for an invitational competition should not clash with the official colours designated for a state or Australian team uniform.

When travelling to the competition the athletes will travel in a designated Special Olympics Australia polo shirt to ensure consistency across the team.

6.5 Uniform Items

The composition of uniform items should comply with the agreed SunSmart policy. The quantity of individual uniform items should be made on a competition basis with relevant consideration to cost, climate and duration of the competition.

Items not listed below under general, competition or walk out uniform may be granted with prior approval from Special Olympics Australia.

6.5.1 General Uniform

All athletes and officials will be provided with the general uniform which is issued for the purpose of travel to competition and for use during the competition.

- Track Pants and/or Shorts with no logo (Depending on the climate of the host city)
- Polo Shirt
- Hoodie/Jacket
- Backpack and Travel Bag
- Cap or Hat

6.5.2 Competition Uniform

Athletes will be provided with sport specific competition uniform items. For Wintersports officials, they will also receive part of the competition uniform.

- Approved competition uniform that is sport specific

6.5.3 A Walk Out Uniform

A walk out uniform may be issued and be worn during a welcome ceremony, opening and closing ceremony and formal functions. The uniforms will be determined on the basis of whether they comply with Club, State, National or International policy.

- Walk out jacket and pants
- Dress shirt or other agreed shirt

6.6 Uniform Supplier

In the interest of delivering economy of scale and limiting costs associated with the acquisition of uniform items for competition, Special Olympics Australia reserves the right to submit suppliers to tender for the provision of uniform across one or more competition events. Where Special Olympics Australia designates a national uniform supplier for an event, all respective states will be required to obtain their uniform through this supplier.

RELATED DOCUMENTS

SOA_4.1PP – Competition
SOA_4.2PP – Selection
SOA_4.4PP – Athlete Travel
SOA_6.3PP – Code of Conduct

DOCUMENT CONTROL

Version number: SOA_4.5PP v1.0
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**Special
Olympics**
Australia

Special Olympics
2013 ASIA PACIFIC GAMES
WAKKANAI
Special Olympics
2013 ASIA PACIFIC GAMES
WAKKANAI



5. Coaches, Officials, Volunteers and Staff

Special Olympics
Australia



5.1 Volunteer Program

Reference: SOA_5.1PP – Volunteer Program Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to building a strong volunteer engagement culture that involves volunteers in meaningful work across the organisation. Volunteers should feel engaged, supported and valued at all times. To facilitate this Special Olympics Australia is committed to reviewing and improving the volunteer program, as guided by the National Standards for Volunteer Involvement, on a continual basis.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- setting the standards and expectations by which Special Olympics Australia implements the volunteer program.
- encouraging practices and procedures that recruit, screen, recognise and support volunteers effectively.
- conducting regular evaluation of the impact of volunteer contribution to ensure that it sustainably and effectively delivers on the needs of Special Olympics Australia. This includes providing opportunities for volunteers to provide feedback.
- protecting the rights of volunteers and having in place appropriate risk management strategies.

3. SCOPE

The policy applies to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

National Standards for Volunteer Involvement

Issued by Volunteering Australia, the National Standards for Volunteer Involvement (2015) provides a framework for supporting the volunteer sector in Australia. The standards are designed to help organisations attract, manage, recognise and retain volunteers, and to manage risk and safety with respect to volunteers.

Honorarium

A honorarium are financial payments intended as honorary rewards for voluntary services. (Volunteering Australia)

Special Olympics Australia Board

Directors acting as a Board of Directors

Stipend

Is a small payment provided as recognition for voluntary services or professional services voluntarily rendered. (Volunteering Australia)

Volunteer

A volunteer is a person who willingly gives their time for the common good and without financial gain. Volunteers may receive reimbursements for out of pocket expenses, honorariums, stipends or similar payments for voluntary services rendered (Volunteering Australia).

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for promoting, reviewing and supporting the volunteer program policy.

State Committee and Club Leadership Teams

Support best practice volunteer management principles and ensure the rights of volunteers are upheld.

General Manager, People and Culture

The General Manager, People and Culture is responsible for the strategic development of the volunteer program and effective coordination of volunteer activity across Special Olympics Australia.

Special Olympics Australia Board

Supports and promotes a positive volunteer culture at Special Olympics Australia.

Proactively recognise the contribution of volunteers in the organisation and demonstrate a commitment to investing appropriately to the volunteer program development.

Staff

Staff are responsible for understanding the role of volunteers in Special Olympics Australia and ensuring that good working relationships are fostered between them.

6. PROCEDURE

6.1 Volunteer Eligibility

Special Olympics Australia is an equal opportunity employer and welcomes all individuals from all backgrounds to volunteer across the organisation. Certain roles may have screening requirements or required qualifications that will be reviewed as part of the recruitment, selection and screening process. This may include conducting police checks, working with children checks, referee checks, obtaining proof of relevant accreditations and/or obtaining declarations as determined by Special Olympics Australia.

Individuals who are in Australia on a temporary basis (defined as holders of a

valid visa including an asylum seeker on a bridging visa) are eligible to volunteer provided they do not breach their visa conditions.

6.2 Volunteer Engagement

Special Olympics Australia is committed to involving volunteers in meaningful roles which are planned for and outlined in the position description. Recruitment is merit based and clear expectations are set regarding the expectations of the volunteer role from the outset.

Every volunteer has a responsibility to deliver on the outcomes required of their role and abide by the Code of Conduct at all times.

6.3 Out of Pocket Expenses

All out of pocket expense claims need to be pre-approved. Volunteers can seek approval for out of pocket expenses through their committee or a Special Olympics Australia staff member.

6.4 Insurance

Special Olympics Australia will maintain a current insurance policy that adequately insures all registered volunteers for personal injury and liability whilst performing in defined and approved activities. This extends to volunteers undertaking approved travel as part of their role.

RELATED DOCUMENTS

National Standards for Volunteer Involvement 2015
SOA_5.2PP - Recruitment, Selection and Screening
SOA_5.6PP - Registration
SOA_6.3PP - Code of Conduct

DOCUMENT CONTROL

Version number: SOA_5.1PP v1.0
Owner: General Manager, People and Culture
Approved Date: 9 October 2017
Next scheduled review: 31/12/2021

5.2 Recruitment, Selection and Screening

Reference: SOA_5.2PP - Recruitment, Selection and Screening Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to recruiting and selecting the most appropriately skilled individual to fill vacancies wherever possible. At all times, the principles of fairness, transparency and equity will apply during recruitment and selection activities.

Special Olympics Australia is also committed to equal employment opportunity principles and that selection is free from any discrimination and prejudice.

Wherever possible, positions are advertised both internally and externally. Once selected, all staff/volunteers will be screened according to the requirements and risk profile of the role as communicated by Special Olympics Australia. Staff and volunteers will not be permitted to start until they have been appropriately screened and cleared.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- providing transparency, fairness and equity in the recruitment and selection process.
- maintaining a high standard with the individuals we recruit by effectively matching the person to the requirements of the role.
- ensuring we are an athlete centered organisation that puts athlete safety and welfare first. This is exhibited by our unwavering commitment to screening staff and volunteers appropriately to the level of responsibility and risk prior to them starting.
- promoting inclusion and diversity among our workforce.
- attaining quality recruitment, selection and screening practices that are consistent with best practice standards.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Merit Based

Selection decisions are made free of discrimination and in accordance with equal opportunity legislation. The principle of everyone having a fair chance to compete for a position for which they have suitable skills and abilities should underpin all selection processes.

Position Description

A position description should be made wherever possible to outline the core requirements, responsibilities, selection requirements and expectations of the role.

Responsible Hiring Person

The responsible hiring person is the person responsible for the recruitment and selection of the new staff member or volunteer. The responsible hiring person may be a staff member or volunteer.

Screening Activities

The tasks related to screening a staff/volunteer applicant. These tasks may include conducting police checks, working with children checks, referee checks, obtaining proof of relevant accreditations and/or obtaining declarations as determined by Special Olympics Australia. Satisfactory clearance of relevant screening activities must be obtained prior to an individual starting in their role.

5. RESPONSIBILITIES

Club Leadership Team

Provide support to improve standards in recruitment, selection and screening of volunteer applicants within their area of responsibility.

General Manager, People and Culture

The General Manager, People and Culture is responsible for ensuring the organisation understands and is supported effectively to comply with the policy and procedure.

Responsible Hiring Person

Hold an identified position within Special Olympics Australia and obtained the relevant approval to initiate recruitment and selection processes. The responsible hiring person is required to follow the requirements of this policy.

6. PROCEDURE

6.1 Volunteer Recruitment, Selection and Screening Process

6.1.1 Volunteer Recruitment Approach

Special Olympics Australia operates a largely decentralised recruitment model that is initiated at the local level. The responsible hiring person undertakes the activities for recruitment that includes advertising, promoting, recruiting and selection steps. The central office is available to support and complement these steps upon request.

6.1.2 Position Description and Resource Request

Vacancies should be informed by club or operational needs. Current and anticipated volunteer vacancies should be reviewed and planned for on a regular basis. Once a vacancy has been identified, an approved Special Olympics Australia position description should be used to articulate the resource needs. A position description bank is maintained by the central office and reviewed on a regular basis.

6.1.3 Advertising Volunteer Vacancies

Volunteer vacancies should be advertised through available local channels and promoted internally within the club. Cost neutral advertising options should be exhausted before arranging paid options. The central office can be contacted to complement local advertising and promotion by advertising through online marketing channels. To avoid having multiple Special Olympics accounts registered with online marketing channels, the central office should be contacted before accounts are created in the name of Special Olympics.

6.1.4 Managing Expressions of Interest

All volunteer expression of interests should be acknowledged and responded to in a timely manner. The applicant should receive an initial follow up to enable them to better understand the role and what the next steps are. All shortlisted volunteer applicants should be interviewed as part of the selection process to determine their suitability for the role.

6.1.5 Volunteer Screening

All potential volunteers will need to complete a volunteer registration and complete relevant screening requirements before commencement. This may include conducting police checks, working with children checks, referee checks, obtaining proof of relevant accreditations and/or obtaining declarations as determined by Special Olympics Australia.

6.1.6 Unsuccessful Notification

All volunteer applicants should be notified if they are unsuccessful for the role they applied for. Where appropriate they should be considered for an alternative role.

6.2 Staff Recruitment, Selection and Screening Process

6.2.1 Identifying the need

Prior to commencing the recruitment process, the responsible hiring person should review the need for the position in relation to strategic and annual operational plans, the diversity of staff profiles, current staffing and skill levels and budgets.

6.2.2 Employee Recruitment Approach

Once a vacancy has been identified and the budget approved by the Chief Executive Officer, a position description should be written, or updated if already in existence. On receipt of the full details and approval by the Chief Executive Officer the responsible hiring person will place a job advertisement through agreed channels. Permanent positions will be advertised internally and externally for a minimum of five working days.

Casual and fixed term positions, including interns and other non-permanent roles of up to three months do not require advertising and can be recruited and appointed by the relevant responsible hiring person, following budget approval (if relevant) from the Chief Executive Officer.

Recruitment agencies can only be used with the approval of the Chief Executive Officer.

6.2.3 Eligible Applicants

Job applicants will only be considered from Australian citizens or anyone who has a valid working visa appropriate to the position applied for. Special Olympics Australia is committed to the principles of Equal Opportunity Employment and treats all applicants equally regardless of age, race, gender, sexuality, marital status, family responsibilities, pregnancy, disability and political and religious belief.

6.2.4 Selection Committee

For salaried positions, other than casual placements, a selection committee (including the General Manager, People and Culture) should be formed to review the position description, shortlist potential applicants and interview. The responsible hiring person will determine the makeup of the selection committee. Where possible, panels should consist of at least two people and may include volunteers within Special Olympics Australia. Where appropriate, the panel will consist of a mix of male and female representatives.

6.2.5 Staff Screening

The preferred candidate must satisfactorily complete relevant screening prior to Special Olympics Australia making an offer of employment.

The preferred candidate must be reference checked. Staff from the applicant's current employment should only be contacted if agreed to by the applicant. In the case of an internal transfer, the staff member's current manager can be consulted for further information with the staff members consent. A minimum of two referees, as nominated by the applicant must be completed.

Candidates must undergo a police check prior to, or as a condition of employment. Where a check reveals a criminal record, please refer to the Working with Children Check and Police Check Policy for additional steps. If the check cannot be completed prior to starting, approval must be sought from the Chief Executive Officer and the relevant clause included in the letter of offer.

Any employee that has contact with athletes as a core requirement of their role must undergo a working with children check according to the laws of the relevant state or territory. A copy of the clearance must be submitted and held on the applicant's personal file upon starting.

6.2.6 Letter of Offer

After determining the most suitable applicant and completing required screening steps, the responsible hiring person will send the applicant a letter of offer (including employment contract) signed by the Chief Executive Officer. The responsible hiring person should seek acceptance from the candidate, preferably in writing, and agree on a commencement date.

All completed employment documentation should be provided to the responsible hiring person no later than three days after the new employee has commenced and appropriately filed. Unsuccessful applicants should be advised as soon as possible after the position has been filled.

6.3 Complaints and Grievances

If an applicant is not happy about any aspect of the recruitment, selection or screening process and wishes to make a complaint they should be referred to the General Manager, People and Culture.

6.4 Documentation

All documentation including copies of the job advertisement, position description, applications received, shortlisting checklists, questions asked at interviews and applicant ratings by the selection committee must be retained for a period of no less than twelve months. The records are to be kept secure and should be available only by the relevant responsible hiring person and Chief Executive Officer. Applicant information is private and should only be used for the purpose for which it was originally collected, unless advised otherwise by the applicant.

6.5 Confidentiality

All information obtained during the recruitment and selection process should remain confidential and comply with the Special Olympics Australia Privacy Policy.

RELATED DOCUMENTS

National Standards for Volunteer Involvement 2015
SOA_5.1PP - Volunteer Program
SOA_5.4PP - Working with Children Check and Police Check
SOA_5.5PP - Induction
SOA_5.6PP - Registration
SOA_5.7PP - Diversity and Inclusion
SOA_6.5PP - Member Protection Policy
SOA_6.9PP - Privacy
SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

Version number: SOA_5.2PP v1.0
Owner: General Manager, People and Culture
Approved Date: 9 October 2017
Next scheduled review: 31 December 2021

5.3 Safeguarding Children and Vulnerable Adults

Reference: SOA_5.3PP – Safeguarding Children and Vulnerable Adults Policy & Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Children, young people and vulnerable adults who participate in Special Olympics Australia activities have the right to feel safe and to participate in an environment where they are protected from any form of abuse. We recognise that people with a disability may be vulnerable to abuse either by the actions of staff or volunteers, by the actions of other athletes, or by their family members or other associates. Abuse may take many forms and includes physical, emotional and sexual abuse, and neglect.

We take this responsibility to safeguard our athletes seriously and all alleged incidents will be responded to appropriately. Special Olympics Australia recognises that safeguarding athletes is everyone's responsibility and expect anyone involved in our activities to report any concerns of abuse to the National Complaints Officer. Special Olympics Australia will also seek to manage effectively the risks associated with our sport delivery involving children and vulnerable adults.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- promoting and prioritising the safety and wellbeing of children and vulnerable adults.
- providing guidelines for acceptable behaviour during the course of an individual's involvement with Special Olympics Australia.
- ensuring that everyone involved with Special Olympics Australia understands their roles and responsibilities in safeguarding our athletes and is provided with information, training and support.
- reinforcing Special Olympics Australia's commitment to safeguarding our athletes and promoting a positive culture for all.
- ensuring appropriate action is taken in the event of any allegations regarding harm or abuse of a child or vulnerable adult involved in Special Olympics Australia.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia.

4. DEFINITIONS

Abuse

'Abuse' as it is used throughout this policy refers to sexual assault, physical, emotional, financial and systemic abuse, domestic violence, constraints and restrictive practices, and to neglect.

Child

A child is a person under the age of 16 years (The Children and Young Persons Act 1998 No 157).

Child Abuse

Child abuse can be when someone does something harmful, or does not provide for or protect, a child or young person. Child abuse can cause long-lasting emotional, physical and behavioural damage.

Risk of Significant Harm

Risk of significant harm is a legal term. It refers to harm that may reasonably be expected to produce a substantial and demonstrably adverse impact on a child.

Special Olympics Australia Board

Directors acting as a Board of Directors

Vulnerable Person

A child or an adult who may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason (Department of Social Services).

Young Person

A young person is defined as a person who is aged 16 years or above but who is under the age of 18 years (The Children and Young Persons Act 1998 No 157).

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is accountable to the board by ensuring the principles of a child safe organisation are implemented across the organisation. This includes having appropriate policies and procedures in place, monitored and evaluated on a regular basis.

Where allegations are received, respond in a timely manner and report to relevant state/territory child protection authorities where required. Full cooperation will be given to all relevant state/territory child protection authorities or other recognised bodies in their investigations of alleged child abuse.

Club Leadership Team

The Club Leadership Team will play a central role in promoting and educating all volunteers on their responsibility to promoting a safe environment for all athletes.

National Complaints Officer

This position is held by a staff member at the Special Olympics Australia central

office. This staff member is trained in managing complaints and understands the relevant state and territory obligations regarding complaints handling. In the instance of concerns or allegation of abuse of a child the complaint will escalate directly to the National Complaints Officer.

The National Complaints Officer is responsible for notifying the Chief Executive Officer of all concerns or allegation of child abuse, but may also choose to involve the Chief Executive Officer in other complaints if deemed necessary.

Special Olympics Australia Board

The Special Olympics Australia board is responsible for promoting child safe best practice by ensuring appropriate policies and procedures are in place that minimize the risk of child abuse and have adequate safeguards established to respond and deal appropriately to allegations.

Staff and Volunteers

Staff and volunteers have a duty of care to ensure strategies that safeguard children and vulnerable adults are implemented whilst involved in Special Olympics Australia activities. All staff and volunteers of Special Olympics Australia have a responsibility to report any abusive incident when observed and ensure that they contribute to making Special Olympics a safe environment for all.

6. PROCEDURE

6.1 General Safe Practice in Training, Competition and Travelling Teams

As part of the overall commitment to safeguarding and risk management, a number of practice guidelines are recommended below when delivering training, competition and participation in travelling teams.

6.1.1 Two Adult Rule

Wherever practical it is recommended that no fewer than two adults are present at all times during training, competition or care of athletes on a travelling team. This is an important practice on a number of levels including:

- protects staff and volunteers from false allegations
- reduces the risk of an incident of abuse because a potential abuser is in constant sight of another adult
- reduces the possibility of a claim of negligence
- provides help if there is an accident or emergency
- sends a clear statement that children and vulnerable people are important and valued

6.1.2 Behaviour Management

At all times, staff and volunteers are expected to manage behaviour of athletes participating in activities in a positive manner. Positive reinforcement should be the cornerstone of all interactions and at no time is it acceptable to approach behaviour management in a punitive, humiliating or aggressive manner.

6.1.3 Physical Contact

Physical contact is necessary from time to time during training in a coaching context. There may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, physical support in a contact sport or demonstrating a skill/technique. In all cases, contact should only take place with the consent of the athlete. Consideration should be given to whether the physical contact is appropriate in the setting.

6.1.4 Transporting of Athletes

As a general rule, athletes should not be transported in the private vehicles of volunteers or staff without specific permission from their parents/guardian if they are a minor. In the event that an athlete needs to be transported for safety reasons the Two Adult Rule applies. It is not good practice to transport an athlete alone in a car, however short the journey.

The driver should be appropriately licensed and the vehicle should be registered and insured.

6.1.5 Change Rooms / Toilets

All athletes should be afforded privacy when using toilets and change rooms. Where an adult needs to assist an athlete the principles set out above regarding physical contact apply. Supervising adults should work to maintain the privacy of the athlete at all times and the Two Adult Rule applies when entering change rooms.

6.1.6 Managing Injuries or Illness

Should an athlete be injured or become ill during training or competition, first aid should be rendered and parents contacted immediately. An ambulance should be called if the injury/illness cannot be alleviated by basic first aid.

The athlete should be appropriately supervised until either parents/guardian/carer or the ambulance takes over their care. An incident report is to be completed and returned to the club.

6.1.7 Lone Athlete at End of Training / Competition

At no times should an athlete under the age of 18 years of age be left alone at the end of training or competition unsupervised. Where the athlete is waiting for a parent/guardian/carer to pick them up it is important to ensure that the Two Adult Rule is applied and the athlete is appropriately supervised until the parents/guardian or carer arrives to take over their care.

It is the responsibility of the coach, team manager or appropriate volunteer to ensure all athletes (regardless of age) have a safe way to get home at the conclusion of training or competition.

6.1.8 Photography / Video

The taking of photography and video at training and competition is not

uncommon; however it is important that all attendees do so with sensitivity. It is encouraged that permission to take photographs or video be sought from the athlete or adult before including them. For the privacy of everyone we would discourage anyone posting video or photographs containing athletes who aren't their own child on social media or other public forums.

All photography and video must be taken in a public setting and not be taken in change rooms or otherwise private facilities.

6.1.9 Contact with Athletes Outside of Special Olympics Australia Activities

Staff and volunteers should not meet an athlete who is under the age of 18 years outside of an organised Special Olympics activity without consent from the parent/guardian/carer. This includes inviting the athlete to their home.

6.2 Reporting an Incident or Allegation of Abuse

Any concerns or allegations of abuse is taken seriously and should follow the procedures as outlined in the Complaints Handling Policy.

It is important to understand that at no time should you start an investigation or question anyone after an allegation or concern has been raised. This is the role of the appropriate authorities.

RELATED DOCUMENTS

SOA_5.2PP - Recruitment, Selection and Screening

SOA_5.4PP - Working with Children Check and Police Check

SOA_5.5PP - Induction

SOA_6.3PP - Code of Conduct

SOA_6.6PP - Complaints Handling

SOA_6.7PP - Responding to concerns or allegations of abuse of a child

SOA_6.8PP - Responding to concerns or allegations of abuse of an adult

DOCUMENT CONTROL

Version number: SOA_5.3PP v1.0

Owner: General Manager, People and Culture

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Next scheduled review: 31 December 2021

5.4 Working with Children Check and Police Check

Reference: SOA_5.4PP – Working with Children Check and Police Check Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to the safety and well-being of children, young people and vulnerable people who are involved in our programs. Our athletes have the right to reach their potential in a caring, nurturing and safe environment.

Special Olympics Australia considers all forms of abuse, including emotional, physical, sexual and neglect as unacceptable. We take this responsibility to safeguard our athletes seriously and set expectations on volunteer screening as part of an overall risk management strategy.

The requirement of working with children checks (including state/territory equivalents) and/or police checks for coaches, officials and volunteers reaffirms Special Olympics Australia's commitment to recruiting and selecting the right people to support the organisation.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- reaffirming Special Olympics Australia's commitment to screening volunteers appropriately to the level of responsibility and risk prior to them starting.
- meeting and/or exceeding the requirements of relevant state/territory child protection legislation where informed by risk management reviews.
- attaining screening practices that are consistent with national standards developed by Volunteering Australia.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Australian Criminal Intelligence Commission (ACIC)

ACIC's role is to manage the system that Australian police agencies and Accredited Organisations submit police checks through.

Child

A child is a person under the age of 16 years (The Children and Young Persons Act 1998 No 157).

National Police History Check (Police Check)

A police check is the process of running a person's details through a central database of names to match people who have police history information. The police then determine what information can be released, subject to spent conviction legislation and/or information release policies (Australian Criminal Intelligence Commission).

Special Olympics Australia Board
Directors acting as a Board of Directors

Vulnerable Person

A child or an adult who may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason (Department of Social Services).

Working with Children Check (WWCC)

Each state/territory has a different child protection screening procedure and is known under various terms. Within Special Olympics Australia, working with children checks will include the following terms: state working with children checks, blue card, and working with vulnerable person check. Please refer to the Club Leadership Handbook for additional information.

Young Person

A young person is defined as a person who is aged 16 years or above but who is under the age of 18 years (The Children and Young Persons Act 1998 No 157).

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is accountable to the board for ensuring the principles of a child safe organisation are implemented across the organisation. This includes having appropriate policies and procedures in place, monitored and evaluated on a regular basis.

Where allegations are received, respond in a timely manner and report to relevant state/territory child protection authorities where required. Full cooperation will be given to all relevant state/territory child protection authorities or other recognised bodies in their investigations of child abuse.

Special Olympics Australia Board

The Special Olympics Australia board is responsible for promoting child safe best practice by ensuring appropriate policies and procedures are in place that minimize the risk of harm to a child and have adequate safeguards established to respond and deal appropriately to allegations.

Staff and Volunteers

All staff and volunteers are responsible for ensuring they comply with relevant screening requirements prior to starting their involvement and renewing the checks for the duration of their involvement.

Club Leadership Team

Club Leadership Teams are responsible for ensuring compliance to this policy and proactively checking to ensure all volunteers are registered and comply with relevant screening requirements for their role.

The Club Leadership Team will additionally play a central role in promoting and educating all volunteers on the commitment to creating a safe environment for all athletes.

6. PROCEDURE

6.1 Working with Children Check

All staff or volunteers who have contact with athletes as part of their role will be responsible for ensuring they have a valid state/territory working with children check and provide this information prior to and for the duration of their involvement. This includes but is not limited to committee members, coaches/assistants, sport coordinators/managers, officials and any other volunteer with contact to athletes.

6.2 Police Check

Special Olympics Australia's Board has determined that a police check in addition to a working with children check is required for high risk roles such as coaches and executive committee members (e.g. Chair, Vice Chair, Secretary, Treasurer and Membership Officer). The police check forms part of the overall screening process to determine the suitability of the person for the role.

To facilitate this, Special Olympics Australia is an accredited agency with ACIC and can conduct police checks on behalf of staff and volunteers. Alternatively, valid police checks that are less than 3 years from date of issue are accepted provided a copy of the police check certificate is given to Special Olympics Australia.

6.3 Compliance

Any staff member or volunteer who fails to keep their working with children check or police check current with Special Olympics Australia may result in disciplinary action, including dismissal.

Staff members and volunteers are required to disclose any subsequent convictions or changes to their working with children check status to Special Olympics Australia immediately.

6.4 Police Check Disclosable Court Outcomes

Where a police check identifies a criminal record, an internal escalation process must be initiated. A criminal record does not automatically preclude a staff member or volunteer from engaging with Special Olympics Australia.

All criminal records will be reviewed and handled confidentially by two Special Olympics Australia staff members (General Manager, People and Culture and Chief Operating Officer). The escalation process is informed by the Australian Human Rights Commission and due care will be provided to the person during the assessment process.

The assessment is made based on whether the 'inherent requirements' of the role will be properly met when considered against the person's criminal record. Should an individual be prohibited from engaging in their specified role, consideration will be given as to whether there is an alternative role within Special Olympics Australia.

6.4 Record Keeping

Working with children check information and police check numbers are recorded in the Special Olympics Australia database in compliance with the privacy policy. All hard copy information will be scanned into a secure drive held in Special Olympics Australia servers and hard copy records securely destroyed.

Special Olympics Australia will not store any police check history information beyond the reference number and expiry date. Paperwork collected as part of the police check process will be handled and destroyed as required by ACIC.

6.5 Education and Training

Staff and volunteers will be required to attend appropriate training and development relating to the working with children check and police check policy. Training and development will be about continuing to educate staff and volunteers on the reason for the checks, the role it plays in the overall screening process and how it supports the commitment to building a safe organisation for all athletes. Membership officers within each club are required to understand and act in line with the policy.

6.6 Prohibited Person

Special Olympics Australia will not engage a staff member or volunteer who is prohibited from working with children in a role that involves contact with athletes.

RELATED DOCUMENTS

Club Leadership Handbook

SOA_5.2PP - Recruitment, Selection and Screening

SOA_5.3PP - Safeguarding Children and Vulnerable Adults

SOA_5.5PP - Induction

SOA_6.5PP - Member Protection Policy

SOA_6.9PP - Privacy

DOCUMENT CONTROL

Version number: SOA_5.4PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021

5.5 Induction

Reference: SOA_5.5PP – Induction Policy and Procedure

1. POLICY STATEMENT

The induction process plays an important part in ensuring staff and volunteers feel welcome, valued and settled in their role. Special Olympics Australia is committed to ensuring new starters receive a timely induction so that they can be effective and confident in their role.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- creating a consistent, positive and welcoming experience for all staff and volunteers.
- ensuring all staff and volunteers are comfortable in their role and able to contribute fully as soon as possible.
- providing staff and volunteers clarity in their role and responsibilities.
- encouraging commitment to Special Olympics Australia's values, work health and safety and child protection.

3. SCOPE

The policy applies to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Local Induction

Inductions tailored to the local setting to assist the new starter understand their localised role and environment.

Supervisor

The supervisor is responsible for managing the staff member or volunteer in an ongoing way and delivering the induction. The supervisor has a designated role within Special Olympics Australia and may be a staff member or volunteer themselves.

5. RESPONSIBILITIES

Club Leadership Team

Provide support to ensure volunteer inductions are carried out in a timely manner and carried out in accordance with this policy.

Ensure all volunteers within the club understand the purpose of induction and agree to abide by this policy.

Where appropriate, arrange for new volunteers to attend a committee meeting or other group event for the purpose of an official welcome and an introduction to

other members.

General Manager, People and Culture

Oversee the development and implementation of the induction process for staff and volunteers. The role will also support supervisors of new staff members to complete the induction process.

Supervisor

Ensure that there is sufficient time allocated to welcome and introduce a new starter to their work setting. This should ideally take place on their first day or soon after. The supervisor will be responsible for using the most current approved induction materials and checklists to create consistency with the induction across the organisation. This can be supplemented with local induction content as needed.

Records should be maintained and provided to the Club Leadership Team for volunteers and the General Manager, People and Culture for staff members.

6. PROCEDURE

6.1 Local Induction

All new staff and volunteers, whether one-off, short-term or ongoing, and regardless of their duties, are required to undergo an induction. It is the responsibility of the supervisor to ensure that sufficient preparation and time is allocated to complete a local induction. This ensures all new starters settle quickly into their role.

6.2 Conducting the Induction

The induction welcome pack and checklist should be the foundation of the induction process. The supervisor should familiarize themselves with the content of these documents and guide the new starter through them.

6.3 Completing the Induction Process

There is no set timeframe on when an induction is complete. A measure is when the new starter feels fully integrated into their role and organisation. During the initial weeks/months it is important that the staff member or volunteer has the opportunity to ask questions and have opportunities to meet to discuss how they are progressing in their role.

6.4 Record Keeping

The induction checklist should be signed off and submitted to the club or General Manager, People and Culture for record purposes.

RELATED DOCUMENTS

SOA_5.2PP - Recruitment, Selection and Screening

SOA_5.3PP - Safeguarding Children and Vulnerable Adults

SOA_5.4PP - Working with Children Check and Police Check

SOA_6.4PP - Work Health and Safety

SOA_6.9PP - Privacy

DOCUMENT CONTROL

Version number: SOA_5.5PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021

5.6 Registration

Reference: SOA_5.6PP - Registration Policy and Procedure

1. POLICY STATEMENT

For safety, insurance and compliance purposes, athletes, volunteers and coaches participating in Special Olympics Australia must be registered each year. This includes any family members who regularly volunteers.

Registration is an important process to ensure that all registered individuals are covered by insurance and meet relevant regulatory requirements. Annual registration of athletes and volunteers also ensures that Special Olympics Australia is able to produce accurate reports to external funding bodies as well comply with the Special Olympics Inc. annual census.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring that all athletes, volunteers and coaches are correctly registered, covered by insurance and meet any regulatory requirements.
- making sure volunteers and coaches meet the screening requirements for their role to comply with the principles of an athlete safe organisation.
- providing accurate member records for planning and reporting.
- meeting reporting requirements as required by external funding bodies and Special Olympics Inc.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Athlete

An athlete is a member of a Special Olympics club and is registered as a full member, recreation member, unified athlete or young athlete.

Affiliate

This category is for teams from other sports clubs entering Special Olympics Australia competitions. The sports clubs are responsible for their own insurance and pay a competition entry fee. Individuals and teams who enter a competition as part of an affiliate sport club are not eligible for selection for future Special Olympics Australia pathways. They can compete at local competitions, and in some cases are invited to a State competition to make for quality competition, but are not eligible to go any further until they are a fully registered athlete.

Coach

A coach works directly with people with an intellectual disability to provide instruction and support to enable them to grow and develop in their sport. To maintain a quality standard, coaches are required to meet Special Olympics

Australia minimum coaching requirements as part of their registration.

Full Membership

An athlete holding full membership will have access to all Special Olympics events, sports and programs available within the local Club or State program.

Athletes will have access to all levels of advancement dependant on the selection criteria, this shall include but not be limited to Club events, State Games, National Games, World Games, Trans-Tasman and Invitational events.

Athletes holding full membership will have access to Healthy Athlete and Athlete Leadership Programs nationally.

An athlete holding a full membership shall remain on this membership yearly and not revert to a lesser membership between qualifying events with a view to maintain the athlete's development throughout all of Special Olympics programs and offerings.

Athletes pay an annual membership fee and are covered by the Special Olympics Australia sports insurance policies.

Recreation Membership

An athlete holding recreational membership may participate and compete in two Special Olympics sports programs available within the local Club or State program.

Athletes will have access up to and including club level competition events. Recreational athletes may be offered participation at a State Games with a view to create meaningful competition at that event. This offer is to be made by invitation only from State Committee or Organising Committee for these games. The athlete will not be available for selection at this event.

A recreational member may upgrade their membership to a full membership if they wish to be considered for selection and will need to do this prior to the qualifying event in that Calendar year. Full membership conditions will then apply.

A recreation member pays a registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Unified Athlete Membership

Membership offered to all siblings, friends and extended family of Special Olympics athletes.

This membership allows access to Special Olympics club activities, programs and sports training with a view to supporting Special Olympics athletes mentoring and progression. Unified athletes may by invitation by the organising committee be allowed to compete at Special Olympics club competition to provide meaningful competition for Special Olympics Athletes. This membership will

generally be limited to dedicated unified sporting events, training, or promotional events.

The unified athlete pays an annual registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Unified Partner Membership

This membership is for servicing and supporting sports that requires a dedicated partner to allow the athlete to prepare and compete in competition. For example, Golf (alternate shot) and Sailing (controlling the helm) where the event calls for a supporting partner to allow the event to progress under the rules of Special Olympics.

This membership will generally be limited to Unified Sporting Events, training or promotional events. The Unified Partner is required to register with Special Olympics Australia with no membership fee charged.

Volunteer

A volunteer is a person who willingly gives their time for the common good and without financial gain. A volunteer within Special Olympics Australia is anyone who gives their time and talent in a designated role. This includes parents, carers and other family members who give their time in support of enabling training, competition or fundraising activities to happen.

Young Athletes Membership

The Young Athlete Membership provides access to all internal events and programs offered under the Young Athletes Program. This includes all promotional activities and invitational events described under this program.

The young athlete pays an annual registration fee and is covered by the Special Olympics Australia sports insurance policies although certain limitations exist.

Young Athletes Program

The Young Athletes Program introduces children aged from two to seven to sport with the goal of preparing them for regular sports training and competition when they get older.

5. RESPONSIBILITIES

Athletes and Parents/Carers

Athletes and Parents/Carers are responsible for ensuring that fees and completed registration forms are returned to their local Club Membership Officer prior to the deadline and prior to taking part in competition or training.

Central Office

Admin volunteers at the central office are responsible for the data entry of registration paperwork into the Special Olympics Australia database.

Club Membership Officer

The Club Membership Officer is responsible for coordinating athlete and volunteer registrations within the club and payment recording.

Club Leadership Team

The club leadership team is responsible for ensuring that there is an active club membership officer coordinating annual registrations. As required, the club should reassess the workload and plan additional support as needed. The club leadership team should discuss annual registration progress and compliance at club meetings.

Database Manager, Donations and Membership

The database manager is responsible for coordinating the annual registration nationally and providing the support to the Club Membership Officers so that they can effectively carry out their responsibilities. At the conclusion of the annual registration project, the database manager is responsible for conducting a post implementation review that includes gathering feedback from key stakeholders to inform process improvements.

Volunteers and Coaches

Volunteers and coaches are responsible for ensuring they register annually and maintain compliance to required minimum standards and screening requirements.

6. PROCEDURE

6.1 Registration Process Review

Led by the Database Manager, an annual registration process review will take place that considers feedback received by stakeholders.

6.2 Registration Period

Athlete and volunteer registration is valid from 1 January to 31 December each year. A registration renewal for the following year takes place from October to January.

6.3 Athlete Eligibility

Special Olympics, Inc. has defined intellectual disability for the purposes of determining whether a person is eligible to participate in Special Olympics. The definition that is stated in the Special Olympics Official General Rules (Article 2 | 2.01d) is:

‘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 that Accredited Program’s nation 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).

Persons whose functional limitations are based solely on a physical, behavioural, 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.’

6.4 Registration Requirements

Athletes and volunteers are required to register annually and may have to meet minimum requirements to complete registration. For athletes (including full members, recreational members, unified athlete and young athlete) this includes ensuring they are fit to participate. All new and renewing full membership athletes will be required to complete a healthcare assessment signed by a general practitioner once every four years to determine that they are fit to participate. Unified and Young athletes require a parent/carer sign off and recreational members require a general practitioner sign off only.

Volunteers may require relevant screening to be met satisfactorily as part of registration. These screening requirements for registration include the following:

- Coach - a valid state/territory working with children check or its equivalent, a valid police check certificate not more than 3 years old and a coach accreditation. If a coach does not have a valid coach accreditation they may complete the online general coaching principles course in the interim.
- Committee member – The Chair, Vice Chair, Secretary, Membership Officer and Treasurer will require a valid state/territory working with children check or its equivalent and a valid police check certificate not more than 3 years old. All other committee members only require a valid state/territory working with children check or its equivalent.
- Volunteers with contact to athletes in any role – Any volunteer with direct contact to athletes will require a valid state/territory working with children check or its equivalent.

6.5 Cost and Allocation of Registration Fees

From time to time Special Olympics Australia determines and reviews the full membership, recreational member, unified athlete and young athlete registration fee. The registration fee contributes towards insurance, the annual Special Olympics Inc. accreditation fee, program development and supporting the governance of Special Olympics Australia.

Each club may charge training and competition fees which are in addition to the annual registration fee.

6.6 Return of Registration Forms

New and returning registration forms for full members, recreational members, unified athlete, young athletes and volunteers must be completed and returned to the local club membership officer or as directed by Special Olympics Australia. The club membership officer will check for completeness before forwarding it to the central office for processing. If any part of the registration form is incomplete, it is the responsibility of the club membership officer to follow this up prior to sending it to the central office.

No returning full member, recreation member, unified athlete, young athlete or volunteer is permitted to be involved in a Special Olympics Australia activity until they have been registered. New full members, recreation members, unified athlete or young athletes may be permitted to undertake a maximum of three weeks of come and try before needing to be registered if they wish to continue.

RELATED DOCUMENTS

SOA_3.1PP - Athlete Eligibility
SOA_5.3PP - Safeguarding Children and Vulnerable Adults
SOA_5.4PP - Working with Children Check and Police Check
SOA_5.5PP - Induction
SOA_6.5PP - Member Protection Policy
SOA_6.9PP - Privacy

DOCUMENT CONTROL

Version number: SOA_5.6PP v1.0
Owner: General Manager, People and Culture
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5.7 Diversity and Inclusion

Reference: SOA_5.7PP – Diversity and Inclusion Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia recognises and values the differences and similarities that exist in everyone and does not tolerate behaviours, language or practices that label, stereotype or demean others. Special Olympics Australia takes an active leadership role in supporting and encouraging diverse participation in sport both on and off the field.

As part of this commitment, Special Olympics Australia believes that everyone has a right to the same opportunities for participation, acceptance and belonging regardless of gender, age, socio-economic status, race, language, beliefs, additional needs and family structure or lifestyle.

2. PURPOSE

The purpose of this policy is to:

- promote inclusion and diversity at all levels of the organisation.
- provide an environment where all people feel welcome, represented, included in decision making, able to participate and feel safe from discrimination, bullying, harassment and vilification.
- actively encourage a culture that promotes respect and fair play at all times.
- actively remove barriers to participation for athletes and families.

3. SCOPE

The policy applies to everyone involved in Special Olympics Australia.

4. DEFINITIONS

Culturally and Linguistically Diverse (CALD)

Refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.

Diversity

Diversity involves recognising the value of individual differences and treating them equally and with respect. It includes differences that relate to age, cultural background, disability, ethnicity, carer responsibilities, gender, language, religious belief and sexual orientation.

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the

organisation.

Inclusion

Inclusion at Special Olympics Australia is about creating an environment of belonging and acceptance at all levels of the organisation.

Special Olympics Australia Board

Directors acting as a Board of Directors

5. RESPONSIBILITIES

Special Olympics Australia Board and Executive Team

Set strategic objectives on gender equity, CALD and disability representation at all levels of leadership within Special Olympics Australia. The Special Olympics Australia Board and Executive Team have a responsibility to role model the values and behaviours that promote the principles of this policy.

Staff and Volunteers

Understand and support the diversity and inclusion policy. Staff and volunteers are required to play a central role in ensuring everyone involved in Special Olympics feel accepted and valued for who they are and have their individual needs recognised and met.

All staff and volunteers have a responsibility to recognise and escalate instances of discrimination and prejudice.

6. PROCEDURE

6.1 Increase Participation and Engagement

Welcoming everyone to the club and developing programs that reduce the barriers to participation is a primary purpose of this policy. Club Leadership Teams are actively encouraged to establish initiatives that increase participation and inclusion within their community.

6.2 Staff/Volunteer Recruitment and Development

Special Olympics Australia will attract, retain and develop the best individuals from diverse backgrounds to meet the operational needs of the organisation. This will be facilitated by recruiting staff and volunteers on the basis of merit and actively encouraging individuals from diverse backgrounds to apply for roles within the organisation.

As an Equal Employment Opportunity employer, Special Olympics Australia will actively put in place strategies to develop, plan for succession and support individuals from diverse backgrounds to fill opportunities in coaching, officiating and leadership positions. A diverse and inclusive workforce not only increases capability but also better reflects the communities in which we deliver our sport.

6.3 Grievances and Complaints

Special Olympics Australia is committed to taking appropriate action where a

complaint is raised. All grievances and complaints will be handled as outlined in the Complaint Handling Policy. Any substantiated breach of this policy may result in disciplinary action.

RELATED DOCUMENTS

SOA_5.1PP - Volunteer Program

SOA_5.2PP - Recruitment, Selection and Screening

SOA_5.6PP - Registration

SOA_6.3PP - Code of Conduct

SOA_6.4PP - Work Health and Safety

SOA_6.5PP - Member Protection Policy

SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

Version number: SOA_5.7PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021

5.8 Reward and Recognition

Reference: SOA_5.8PP – Reward and Recognition Policy and Procedure

1. POLICY STATEMENT

Reward and recognition is an important part of demonstrating to staff and volunteers that they are a valuable part of the organisation. This policy recognises that staff and volunteers are motivated for various reasons and how they feel valued will differ from individual to individual. Some value public recognition, others may be more comfortable with private acknowledgment. Whichever approach is taken, this policy sets the standards to ensure rewards and recognition is consistent, sincere and proportional to the contribution.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- creating consistency and standardisation across reward and recognition initiatives across the organisation.
- acknowledging and rewarding outstanding contribution when it happens.
- increasing retention and satisfaction of staff and volunteers.
- ensuring that there is transparency and equity in the application of reward and recognition.
- supporting professional and individual development.
- raising the profile of the contribution of volunteers in enabling sport to happen at the grassroots level.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Informal Recognition

Informal recognition is typically delivered at no cost and may take the form of birthday recognition, thank you cards, certificates of appreciation, identifying development opportunities, acknowledgement at meetings, morning teas and providing references. This list provides common examples and is not exhaustive.

Formal Recognition

Formal recognition may take the form of structured or organised opportunities to reward and recognise individuals or groups. Formal recognition may take the form of internal awards, external award nominations and recognition events.

National Awards Committee

The National Awards Committee is made up of at least 3 volunteer representatives from around the country and at least 1 external independent volunteer.

National Awards Program

The National Awards Program is a documented program that is developed, communicated and implemented by the National Awards Committee to recognise athletes and volunteers.

Reward

Rewards are one-time cash or non-cash awards for outstanding contribution or performance. These can be of a formal or informal nature.

5. RESPONSIBILITIES

Club Leadership Team

The Club Leadership Team is responsible for ensuring that reward and recognition is a standing item on their meeting agenda. As part of the standing item, the leadership team should discuss opportunities for informal recognition of athletes and volunteers within the club. Thought and consideration should be given to formally nominating athletes and volunteers in Special Olympics Australia awards and actively consider nominating individuals for external award opportunities.

General Manager, People and Culture

The General Manager, People and Culture is responsible for the strategic development of the national awards program and the facilitation support of the National Awards Committee.

National Awards Committee

The National Awards Committee is responsible for overseeing the ongoing development and implementation of the national awards program. This includes being an impartial and objective panel in reviewing nominations for awards and selecting the winners.

Supervisor

The supervisor is responsible for creating a positive environment, and where appropriate, ensuring the person they are supervising feels appreciated for their efforts and contribution. This can be through informal or formal reward and recognition.

6. PROCEDURE

6.1 Informal Reward and Recognition

Informal recognition takes many forms and can be an effective means to let someone know that their contribution is valued. A supervisor should regularly consider reward and recognition options to acknowledge outstanding performance or contribution. When considering rewards and recognition it should be proportional to the contribution, meaningful to the individual and timely.

Opportunities to informally reward and recognise can include but not limited to:

- A verbal thank you either in person or in front of peers
- Thank you cards

- Certificate of Appreciation
- Celebrate achievements and efforts publicly
- Provide a reference to prospective employers

Club can consider one of the below reward and recognition initiatives but needs to ensure it complies with the below guidelines to ensure consistency across the organisation.

- Appreciation of Service (awarded after a minimum of 2 years of involvement at the club)
- 10, 15, 20, 25 Year Awards (awarded for continuous contribution to the club)
- Life Membership (considered after 10 years of volunteer service plus outstanding contribution to the club and state)

6.2 Formal Internal Reward and Recognition

There are a number of initiatives that assists clubs to help reward and recognise their athletes and volunteers. Special Olympics Australia invites nominations of athletes and volunteers who have made a significant contribution to be nominated as part of the national awards program. Nominations received for internal awards will be managed and reviewed by the National Awards Committee. The list of awards includes:

- Hall of Fame (volunteers)
- Eunice Kennedy Shriver Award (athletes)
- Athlete/Young Athlete of the Year
- Coach/Young Coach of the Year
- Volunteer/Young Volunteer of the Year

6.3 External Awards

Alongside Special Olympics Australia reward and recognition initiatives, there are a number of external awards that actively celebrates the contribution of athletes and volunteers in the community. Special Olympics Australia encourages clubs to nominate athletes and volunteers for these awards and to notify the General Manager, People and Culture when doing so. Special Olympics Australia may nominate athletes and volunteers directly to external awards and will work with the respective clubs to facilitate this.

RELATED DOCUMENTS

SOA_5.1PP - Volunteer Program
 SOA_5.9PP - Learning and Development
 SOA_6.5PP - Member Protection Policy

DOCUMENT CONTROL

Version number: SOA_5.8PP v1.0
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5.9 Learning and Development

Reference: SOA_5.9PP – Learning and Development Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to the development of its staff and volunteers by providing learning and development opportunities that are aligned to organisational objectives. Learning and development is an essential component to supporting the career and personal development of staff and volunteers through continuous learning opportunities. It is recognised that learning and development is a shared responsibility between Special Olympics Australia, supervisors and staff/volunteers. By raising organisational capability and capacity, Special Olympics Australia is better placed to deliver on its strategic plan and build internal resilience to change.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- meeting the needs of staff and volunteers in assisting them in their career and personal goals.
- developing organisation capacity and capability through the ongoing investment in its people.
- increasing engagement, satisfaction and retention.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Essential Training

Essential training includes compulsory training or qualifications that need to have been completed to perform the role. In these roles, it is expected that staff and volunteers maintain their skills and keep their qualification(s) up to date. Examples include coaches completing the online general coaching principles course or having a coach accreditation.

Formal Training

Formal training is an organised and structured way to deliver information and knowledge. Formal training may be required to enhance a staff/volunteer's skill for their role.

Learning and Development

Learning and development involves developing the individual and collective capabilities to better support the achievement of current and future goals of Special Olympics Australia. Learning and development is not limited to formal training, it can be effectively developed through on the job training, projects, secondments, coaching and mentoring.

Supervisor

The supervisor is responsible for managing the staff member or volunteer in an ongoing way. The supervisor has a designated role within Special Olympics Australia and may be a staff member or volunteer themselves.

5. RESPONSIBILITIES

Club Leadership Team

Club Leadership Teams are responsible for supporting this policy and proactively supporting volunteers to ensure they have access to relevant learning and development opportunities.

Employee and Volunteers

All employee and volunteers are responsible for considering their own individual learning and development needs and communicating these to their supervisor. Where training and development opportunities are made available, it is important to attend the training and applying it back on the job where appropriate.

General Manager, People and Culture

The General Manager, People and Culture is responsible for the ongoing review, communication and support of the learning and development needs of the organisation.

Supervisor

A supervisor is responsible for supporting their staff/volunteer to identify learning and development needs and where applicable identifying gaps and opportunities for development.

6. PROCEDURE

6.1 Identifying Learning and Development Opportunities

Learning and development opportunities may be identified by either the supervisor or staff/volunteer. This could be prompted during the annual performance planning stage or informally during their time at Special Olympics Australia.

Each individual is responsible for their learning and development with the preference for on the job training and informal development opportunities. Paid learning and development opportunities are approved on a need and merit basis and may be dependent on funding/grants.

6.2 Learning and Development Delivery

Learning and development can take many forms and is built on a practical learning and application approach. In general, the 70/20/10 formula for learning and development should be followed when considering an individual learning and development plan.

- 70% from on the job training and experiences, projects or involvement in

- sub-committees/working groups
- 20% from observing others, coaching, mentoring
- 10% from training opportunities

6.3 Funding / Approval

From time to time, a staff member or volunteer may have access to funded formal training opportunities. Where funded formal training opportunities are available the staff/volunteer may be covered for all or part of the cost of the training. Special Olympics Australia reserves the right in these instances to put in place an agreement where if the staff/volunteer resigns within an agreed period (e.g. 12 months) of completing the paid training, the cost of that training may be recovered in full.

To access formal training, it needs to be pre-approved by a supervisor and will be considered on a case by case basis.

RELATED DOCUMENTS

SOA_5.2PP - Recruitment, Selection and Screening
SOA_5.5PP - Induction
SOA_5.8PP - Reward and Recognition
SOA_5.10PP - Performance Management
SOA_6.9PP - Privacy

DOCUMENT CONTROL

Version number: SOA_5.9PP v1.0
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5.10 Performance Management

Reference: SOA_5.10PP – Performance Management Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia values the contributions made by our staff and volunteers. It recognises that performance management is a two way process between a supervisor and their staff/volunteer. This involves focusing on regular feedback and review so that issues are identified and addressed in an ongoing atmosphere of mutual respect and trust.

Where an individual's work performance or conduct does not meet required standards or expectations, Special Olympics Australia is committed to supporting the individual in a fair and positive manner. Performance management processes should be initiated where appropriate with disciplinary processes considered as a last resort.

Confidentiality shall be maintained at all times throughout the process. Appropriate action will be taken against any person breaching this confidentiality.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- giving staff and volunteers clarity on their role and performance expectations.
- creating an environment and culture that supports individuals to be effective in working towards shared goals.
- encouraging regular communication between supervisor's and their staff/volunteers.
- identifying and addressing performance concerns, training needs and development opportunities in a supportive environment.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Disciplinary Action

Disciplinary action may be taken for continued poor performance. This may include but is not limited to coaching/counselling, informal warnings, written warnings, suspensions, removal from the role or dismissal.

Performance Issue

This is a shortfall in meeting expected performance targets or deadlines that had been previously agreed to. Performance issues can also include but not limited to: unexplained absenteeism, poor behaviour or attitude towards others or failure to comply with policies and procedures.

Supervisor

The supervisor is responsible for managing the staff or volunteer in an ongoing way. The supervisor has a designated role within Special Olympics Australia and may be a staff member or volunteer themselves.

Volunteer

A volunteer is a person who willingly gives their time for the common good and without financial gain. Volunteers may receive reimbursements for out of pocket expenses, honorariums, stipends or similar payments for voluntary services rendered (Volunteering Australia).

5. RESPONSIBILITIES

General Manager, People and Culture

The General Manager is responsible for supporting and reviewing the policy. This includes reporting on its effectiveness and monitoring its implementation.

Supervisor

The supervisor is responsible for exercising leadership and creating a supportive environment that fosters regular two way communication between the staff or volunteer reporting to them. This includes providing regular feedback and where necessary identifying appropriate development action.

Staff

Staff members are responsible for participating in performance management and ongoing development consistent with this policy. They are also responsible for demonstrating and being accountable for their performance. This includes engaging with ongoing review and development as deemed appropriate.

Volunteer

For some volunteers within Special Olympics Australia, their role is vital to the experience of athletes or core operational objectives and requires a more formal performance management approach than other volunteer roles. It is important to ensure that these volunteers meet agreed plans from an accountability and stewardship perspective.

6. PROCEDURE

6.1 Annual Performance Plan

The formal performance plan is established between the supervisor and staff/volunteer at the beginning of each calendar year. The plan sets the expectation around performance, targets and deadlines. It also provides the opportunity to consider professional development opportunities and behaviours to support a positive workplace.

6.2 Regular Meetings and Ongoing Communication

Supervisors will be encouraged to establish a regular schedule to meet with their staff or volunteer in order to offer support and guidance and address any concerns raised. Ongoing communication is a vital part of managing and

provides early indications of areas that may become performance issues down the track. These should be addressed informally to enable the staff/volunteer the opportunity to address these concerns at the earliest opportunity.

6.3 Identification of Unsatisfactory Performance or Behaviour

In considering whether an individual's performance is unsatisfactory, supervisors should ensure that their expectation of performance are reasonable and are consistent with:

- the position description for the role
- the agreed Special Olympics Australia strategic plan and associated Key Performance Indicator's

Supervisors should take into account any personal circumstances which may be affecting the staff/volunteer's performance.

Where a staff/volunteer develops a medical condition which means that they are unable to fulfil core requirements of their role and this is likely to be ongoing, this would not be normally managed as unsatisfactory performance. If this situation arises, supervisors should contact the General Manager, People and Culture for further advice.

6.4 Performance Review Meeting

Performance review meetings take place at six monthly intervals to track progress. Staff and volunteers complete the performance review document and return it to their supervisor at least 1 week ahead of the scheduled review meeting. The supervisor will complete their feedback and use the document as the basis of the discussion. Specific performance objectives and focus areas should be agreed at this meeting. At the conclusion of this meeting, the supervisor and staff/volunteer will sign off on the performance review and lodge this to their supervisor for filing.

Attendance at formal performance review meetings is compulsory but may be rescheduled in the case of illness or other valid reason. For staff, annual performance reviews are not linked to remuneration reviews.

6.5 Informal / Formal Counselling

In the event of repeated poor performance or behaviour, a performance counselling meeting may take place. Informal or formal counselling may be considered and one does not need to follow the other. If an issue is considered significant enough to warrant moving directly to formal counselling, this may occur.

The counselling meeting is an opportunity for your supervisor to discuss and clearly outline how the performance/conduct is to improve. An agreement on how progress will be reviewed and the timeframes will be communicated at this meeting. The supervisor will also outline the possible consequences if the

individual's performance does not improve, and advise that such consequences may include disciplinary action including dismissal.

The supervisor will document all discussions and keep all documents in the individual's personnel file. If the agreed improvements are evidenced within the timeframe, the documentation will be updated to reflect this in the personnel file. If the issue is not resolved within the agreed timeframe a formal performance management meeting will be convened.

6.6 Formal Performance Management

Where performance issues remain, the staff/volunteer should be advised both in writing and verbally of the issue/s and be directed to attend a formal performance management meeting with a minimum of 48 hours' notice. This formal meeting will be recorded as a 'formal warning'. The individual may have an independent representative in attendance at the meeting to act as a witness. A date, time and clear agenda for the meeting should be set and communicated to the staff/volunteer in writing and an interpreter will be provided where necessary. At the meeting your supervisor will advise you of the issues and the standard of work performance/conduct that is required and you will have an opportunity to respond. Clear strategies and timeframes for improvement shall be agreed to and documented. A date for formal review of performance shall be set.

After the meeting, your supervisor will confirm in writing all decisions and actions arising from the meeting. All those present at the meeting shall be required to sign documentation to indicate that it is a true representation of events. Should any party disagree with the record of events, they may note their specific concerns and this shall form an attachment to the original record. A copy of this shall be kept on the staff/volunteer personnel file for 7 years after termination. When the performance issue relates to the Chief Executive Officer, the Chair of the Board of Directors or a delegated representative/s, shall be considered to be the supervisor responsible for implementation of the procedures as stated.

6.7 Final Written Warning and Performance Management Meeting

If, after the agreed timeframe and actions, the performance/conduct is still unsatisfactory a final written warning and final formal performance management meeting will be convened and the previous steps will be followed. The Chief Executive Officer or General Manager, People and Culture may be present at this meeting. The unsatisfactory performance/conduct and specific strategies required to meet the required standards, including clear and reasonable timeframes, will be recorded in writing and a copy given to the staff/volunteer after the review meeting. The staff/volunteer shall also be advised in writing at this time that failure to reach the agreed standards within the specified timeframe may result in dismissal.

6.8 Report and Response Considered by General Manager, People and Culture

If, at the end of the performance management period the staff/volunteer performance has not improved to the required standard, the supervisor will

submit a report to this effect to the General Manager, People and Culture for consideration and provide a copy to the individual concerned. The report will outline the process taken to date and provide details of the nature of the performance issue/s. The staff/volunteer is given five business days to respond to the report in writing to the General Manager, People and Culture. The General Manager will consider the report and the response if provided and will make a recommendation to the Chief Executive Officer for action. The recommendation can include disciplinary action that can result in dismissal.

As part of the consideration, the General Manager must be satisfied that appropriate steps have been taken to bring the performance issues to the attention of the staff/volunteer, they have been given a reasonable opportunity to respond and that a reasonable opportunity has been given to address the performance issue.

6.9 Dismissal

The Chief Executive Officer may after due consideration of the information provided advise the staff/volunteer concerned of the intent to begin dismissal proceedings. The staff/volunteer will be given five working days to directly address this matter with the Chief Executive Officer which will be taken into account in the final decision.

Where the Chief Executive Officer decides to dismiss the staff/volunteer then reasonable notice will be provided and a date set for their last day will be advised. Refer to the Exit Policy for additional steps.

6.10 Appeals

Staff and volunteers may appeal the performance management process at any stage. You may have a representative attend any performance management meeting with prior notice and may seek advice/support from the General Manager, People and Culture at any stage.

If a staff/volunteer believes that fair and proper procedures have not been followed, they may seek to have the process reviewed by the General Manager, People and Culture. The General Manager will solely review the steps taken in order to establish whether due process has been followed throughout. The General Manager may provide recommendations if appropriate.

6.11 Confidentiality

Performance management is a confidential process and as such strict confidentiality should be maintained except in cases where maintaining silence would be harmful to an athlete or other staff member. The decision will be at the sole discretion of the supervisor.

RELATED DOCUMENTS

SOA_5.9PP - Learning and Development

SOA_5.11PP - Exit

SOA_6.6PP - Complaints Handling

SOA_6.9PP - Privacy
SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

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5.11 Exit

Reference: SOA_5.11PP – Exit Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia recognises that avoidable turnover of staff and volunteers have a financial cost to the organisation as well as lost skills and experience, impact to productivity and moral. Special Olympics Australia is committed to delivering initiatives that improve retention and engagement across the organisation by gathering feedback as staff and volunteers leave, no matter their reason. This information will be used to inform continual process improvement, policy development and improving practices.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- improving satisfaction and retention levels for staff and volunteers.
- implementing a consistent and structured way to gather feedback and evaluate the insights to drive process improvement.
- ensuring all staff and volunteers are given the opportunity to raise issues, concerns and challenges so that they can be addressed.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Supervisor

The supervisor is responsible for managing the staff or volunteer in an ongoing way. The supervisor has a designated role within Special Olympics Australia and may be a staff member or volunteer themselves.

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the organisation.

5. RESPONSIBILITIES

Club Leadership Team

The Club Leadership Teams are responsible for ensuring that all volunteers abide by the exit policy and support the process improvement initiatives to improve satisfaction and retention levels.

Supervisor

The supervisor is responsible for ensuring that the staff or volunteer is aware of the exit policy and procedures and implements the steps outlined in the policy.

General Manager, People and Culture

The General Manager, People and Culture is responsible for overseeing the exit policy and analysing the information obtained. Regular reports and agreed initiatives are to be recommended to the Executive Team for consideration.

Staff or Volunteer

The resigning staff or volunteer is responsible for providing notice of resignation and ensuring appropriate handover is coordinated with their supervisor.

6. PROCEDURE

6.1 Volunteer Resignation

6.1.1 Notice of Resignation

All volunteers should submit a 'notice of resignation' to their supervisor at the earliest opportunity. The notice should state their last day and needs to be forwarded onto the club for record purposes at their next meeting or their supervisor.

6.1.2 Statement of Volunteering

At the discretion of their supervisor, volunteers are entitled to a statement of volunteering on Special Olympics Australia or club letterhead. The statement of volunteering would outline the volunteer's full name, start and end date, position title and their contribution.

A statement of volunteering is not a reference and should not contain any information that is not public record. No inference about a volunteer's suitability, capability or aptitude should be implied in the statement of volunteering letter.

6.2 Staff Member Resignation

6.2.1 Notice of Resignation

The notice of resignation period for staff should reflect the period as stated in their employment contract. All staff members are expected to work their notice period unless otherwise agreed with their supervisor. The supervisor should advise the Accounts Team as soon as possible and place a copy of the resignation letter on the staff member's personnel file.

Special Olympics Australia is under no obligation to accept the subsequent withdrawal of a letter of resignation. Withdrawals will not ordinarily be accepted where the position has subsequently been advertised and if the resigning staff member reapplies for the advertised position they will be subject to the recruitment and selection process alongside other applicants.

Employment under a fixed-term contract will cease on the date stated in the letter of offer. The staff member is to cease work at the end of the cease date on their letter of offer. Supervisors are to monitor the fixed term to ensure the staff member ceases work on the stipulated date. While not mandatory, it is good practice to confirm the end date of the staff member's contract in writing no later than one week before termination. The staff member will be paid any accrued entitlements owing on termination of their employment.

6.2.2 Termination of Employment During Probation

Termination of employment during probation may be given with one week's notice by either party. Termination should not generally occur without the qualifying review process having been followed. If the staff member has failed to perform or improve to the standard required, they are to be given a letter of termination signed by the Chief Executive Officer or their delegated representative. The original letter is to be given to the staff member, a copy retained for records and a copy forwarded to the Accounts Team for action and placement on the staff member's personnel file.

6.2.3 Dismissal With Notice

Dismissal with notice is at the initiative of Special Olympics Australia and is normally the result of continued unsatisfactory performance or misconduct that, while serious, is not serious enough to justify summary dismissal. Before dismissing a staff member, the supervisor should first ensure that any relevant procedures have been followed and the Chief Executive Officer has been consulted on the matter.

In some circumstances it may be appropriate to suspend the staff member with pay in order to conduct an investigation. When a staff member is dismissed, the dismissal should normally take effect immediately, with payment made in lieu of the period of notice. The notice period is the same as required for resignation. The Chief Executive Officer is responsible for issuing the letter of termination. The supervisor must forward a copy to the Accounts Team for placement on the staff member's personnel file.

6.2.4 Summary Dismissal

Summary dismissal occurs where the staff member is terminated immediately and without notice. Summary dismissal is only to occur in cases of serious or gross misconduct and with the approval of the Chief Executive Officer.

6.2.5 Redundancy

Redundancy occurs when Special Olympics Australia no longer requires the job that a staff member is doing to be done by anyone. Where Special Olympics Australia needs to restructure its workforce for reasons of effectiveness and efficiency, or due to external factors, it will do so. Redundancies may only be considered with the approval of the Chief Executive Officer.

6.2.6 Abandonment of Employment

Abandonment of employment occurs when a staff member is absent from work without notification or reasonable cause for a period in excess of five (5) days. The following procedures apply on abandonment of employment:

- During the first 24 hours of unexplained absence, reasonable steps are to be taken to ascertain the staff member's whereabouts, such as calling the staff member's home and contacting work colleagues.
- On the 2nd or 3rd day of absence, the supervisor should notify the Chief Executive Officer and make further effort to contact the staff member, including any emergency contact nominated by the staff member. Where practicable, a

suitable member of staff may be nominated to attend the staff member's home in an attempt to contact the staff member.

- After the 3rd day of absence, the supervisor must notify the Chief Executive Officer and send a letter to the staff member's home address by Registered Post.
- Where the staff member fails to contact their supervisor by the nominated date, the Chief Executive Officer is to send a letter of termination, effective from the first day of absence.

Where the employee contacts their supervisor and the reasons for absence are unreasonable, their employment may be terminated effective from the first day of absence. Alternatively, a written warning is to be issued to the staff member where the supervisor determines this to be a more appropriate response. The written warning will be on the basis of the staff member's unauthorised absence and failure to notify their supervisor of their absence in accordance with their terms and conditions of employment.

Where the staff member contacts the workplace and the reasons for the absence are reasonable, the staff member is to be directed to recommence their employment from the next working day. In such case, a written warning may still be issued to the staff member at the discretion of the supervisor. A leave application is to be submitted by the staff member for their period of absence.

Where the staff member is terminated without having returned items that are the property of Special Olympics Australia, Special Olympics Australia shall have the right to deduct from any outstanding salary the cost of replacement of those items.

6.2.7 The Termination Processes

Upon cessation of employment all staff members are required to return all Special Olympics Australia property including mobile phones, vehicles, keys, any reports, plans, manuals, records, accounts, correspondence, computers, computer files, copies and extracts of any papers or other documents or property belonging to Special Olympics Australia, which the staff member was the author of, or which may have come into the staff members possession in the course of their employment, whether or not originally supplied to them by Special Olympics Australia.

In all cases, and regardless of the reason for termination, the supervisor must ensure that the Accounts Team is informed immediately.

Where requested, the staff member may be provided with an employment separation certificate and a statement of service. The statement will include the period of service and the type of work undertaken.

6.3 Death of a Staff Member or Volunteer

On receiving advice that a staff member or volunteer has passed away, the Chief Executive Officer or delegate will:

- convey condolences in writing to the immediate family
- on the family wishes and where appropriate, Special Olympics Australia may send a representative to attend the funeral where an invitation has been extended to do so
- offer counselling to staff or volunteers if the situation warrants it
- in the instance of a volunteer, the database record will be marked to ensure no future communication will be sent to the volunteer
- in the instance of a staff member, the Accounts Team will calculate outstanding salary and leave entitlements as from the last known working day for payment action and advise the relevant Superannuation Fund of the member's details (date of death, name and address of next of kin, and name and address of person handling estate).

6.4 Exit Interview or Online Survey

The immediate supervisor is responsible for advising the volunteer of the opportunity to take part in an exit online survey. This should be forwarded to the volunteer for completion prior to their last day.

All staff members will be contacted by the General Manager, People and Culture and an exit interview will be scheduled at a mutually agreeable time. A staff member may request for a senior staff member or representative to attend the exit interview.

6.5 Exit Checklist

All staff and volunteers are expected to surrender any Special Olympics Australia property prior to their last day to their immediate supervisor. In agreement with their immediate supervisor, appropriate handover of work should be coordinated. If a personal computer has been used, all confidential files and software must be removed.

The immediate supervisor is responsible for coordinating the removal of access to relevant software or files including contacting Special Olympics Australia to change passwords as required.

6.6 References

References are an important part of recognition for staff and volunteers who have contributed meaningfully to the organisation. It is important to highlight that references are provided at the sole discretion of the immediate supervisor.

To maintain consistency with regards to references, a volunteer needs to have been involved for a minimum of 6 months of continual service and 12 months for staff members before a reference is to be considered. Whether a supervisor wishes to give a reference or not is at their discretion. The immediate supervisor providing the reference must do so verbally upon request and no written references are to be provided to external organisations.

6.7 Collation and Use of Data

Special Olympics Australia will seek to use feedback gathered through the exit

process in an objective and confidential manner. The data will be analysed to support future process improvement and reports will not identify an individual staff or volunteer.

6.8 Reporting

An annual report analysing the feedback and suggested recommendations for improvement is to be provided to the Executive Team for consideration.

RELATED DOCUMENTS

SOA_5.10PP - Performance Management

SOA_6.5PP - Member Protection Policy

SOA_6.6PP - Complaints Handling

SOA_6.9PP - Privacy

SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

Version number: SOA_5.11PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021



6. Governance

Special Olympics
Australia



6.1 State Operations

Reference: SOA_6.1PP – State Operations Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia has established State Committees to facilitate and deliver sports programs and competition in their State.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring the clubs within their states are operating effectively and efficiently towards the Special Olympics Australia mission and objectives.
- setting the standards and expectations of clubs to ensure the sustainability and growth of Special Olympics Australia.
- encouraging and facilitating a standardised approach to games and competition and sport delivery

3. SCOPE

The policy is applicable to all committee members, volunteers and staff of Special Olympics Australia.

4. DEFINITIONS

Agenda

An agenda is the plan for the meeting. It should be distributed before the meeting and everyone should have the opportunity to add to it.

Amendment

An amendment is an alteration to a motion

SOA Annual General Meeting (SOA AGM)

The SOA AGM held in May annually will include confirmation and election of the.

Conflict of Interest

A conflict of interest is where a person (or people) stands to gain or lose, personally or financially, through situations relating to employment, contracts, maintenance, use of facilities or any other aspect of the state operations. Conflict of interest also extends to members of a family or close associates such as friends, and stand to gain in the same manner.

Member

A member of the state includes all registered volunteers and athletes of the clubs within its responsibility.

Minutes

Minutes are the official record of any decisions made at the meeting.

Motion

An idea put forward to be decided on at a meeting. Usually discussed and then voted on.

Move

To propose or second a motion. Motions and amendments need to be moved (or proposed) and seconded. That is, someone puts forward a motion (i.e. moves the motion) and someone else who agrees with the idea, seconds it.

Notice

Appropriate notice of the meeting will need to be given to all members to ensure a quorum. Committees usually decide among themselves when they will meet.

Points of Order

Asking for a point of order is a way of asking the Chair to ask the speaker not to stray from the topic. Any member may raise a point of order and the Chair must deal with it immediately.

Quorum

A quorum is the minimum number or percentage of committee members required before the meeting is recognised as valid.

Resolution

This is the end result of discussion. It is the decision that is made by the committee meeting after it has voted on the motion (and amendments).

5. RESPONSIBILITIES

Chief Operating Officer

The State Chairs will report to the Chief Operating Officer. The Chief Operating Officer will be responsible for managing and supporting the State Chairs to ensure they deliver on agreed strategic and operational outcomes.

Club Leadership Team (Club LT)

Club Leadership Teams are responsible for the operation, management and financial sustainability of the club and the delivery of regular sport and coaching by qualified coaches.

The Leadership Team will play a central role in promoting, supporting and delivering the activities and programs.

State Committee

The State Committee is responsible for facilitating and delivering sports programs and competition in their state. The State Committee will work with Central Office, Sports Coordinators and Clubs in order to achieve this.

6. PROCEDURE

6.1 State Committee Structure

Each State Chair is responsible for having in place a State Committee that should have the essential roles and functions covered.

The State Committee should have a minimum of 5 voting members and a maximum of 9 voting members that include the following roles:

- Chair
- Athlete Representative
- Sports Coordinator
- Secretary

Committee members should have experience and skills in one or more of the following functions:

- Selection policies
- Communication and Public Relations
- Coach Development
- GMS or equivalent Expertise
- Competition / Event Management
- Budget Management
- Complaints Handling
- Fundraising
- Membership Coordination

All committee members should own or have access to a copy of the Special Olympics Australia Policies and Procedures manual and Special Olympics Australia constitution.

Each State Committee is encouraged to ensure there is wide participation from within the state community. The State Committee members should be made up of the following:

- a representative from the states regional area to ensure that local views are understood and considered
- a Sports Development Manager who is an employee of Special Olympics Australia (non-voting member)
- a representative from the LETR committee (non-voting member)

6.2 Use of Sub-Committees

Each State Committee is permitted to establish ad-hoc sub-committees as and when required to carry out some of their responsibilities. All volunteers appointed by the State committee must be registered volunteers with Special Olympics Australia.

6.3 State Committee Meetings

The State Committee should meet at least bi-monthly (minimum of 6 a year). It is usually expected that all committee members will attend the meetings.

Attendance at the meetings is important, as it is at these meetings that decisions are discussed in depth and finalised.

6.3.1 Agenda

The Secretary in conjunction with the Chair should prepare an agenda prior to each meeting. This should be provided to all members of the State at least a week in advance of the meeting.

The agenda of the meeting should include the following items:

- Present/apologies – The noting of who has attended the meeting and who has apologized for not being able to attend
- Minutes of the previous meeting – Confirming the minutes as being a true and correct record of the previous meeting
- Declare conflict of interest – A member of the committee may raise a potential conflict of interest relating to an item on the agenda. This is to be noted and appropriate action to be considered when the item is to be considered (this might include the committee member stepping out during the agenda item or not being part of the vote process)
- Business arising – This section provides an opportunity for people to discuss issues or follow up action that relates to topics in the previous minutes
- Correspondence – Incoming and outgoing correspondence to the committee is presented by the Secretary. Some of the correspondence will need to be actioned upon or allocated to people to follow up
- Sub-Committee reports – Sub-committees need to report on any issues they feel that the committee should be informed of or have input into.
- State Development Manager (SDM) report – The SDM should prepare a report that keeps the State Committee informed about what is happening in the sport development landscape, initiatives planned or have taken place and progress on priorities.
- Sports Coordinator report – The sports coordinator prepares a report on the state of sports program and competition across the state landscape.
- Chair's report – This should be a summary report of the previous period to ensure all committee members are informed and can effectively carry out its responsibilities
- Work Health and Safety and Member Protection – Review issues relating to Work Health and Safety and Member Protection including what actions have been taken by the State or Club.
- General Business – This is where any items of interest or concern not otherwise mentioned on the agenda can be raised and discussed

6.3.2 Quorum

A quorum for any State Committee meeting is 50% of members plus 1.

6.3.3 Voting

Each member of the State Committee is entitled to one vote on any resolution at all meetings that they are present at. No alternatives or proxy is permitted.

6.3.4 Voting Procedures

The State Committee should adopt a structured and logical approach to voting. This should have the following approach:

- a committee member may present information, a report, background information or recommendation to the committee
- one committee member will move that a decision be made
- another committee member will second the motion, which means they ‘support’ the action proposed
- once the motion has been made and seconded there can be further discussion, clarification and debate
- when the subject has been covered fully, there is a vote
- prior to both discussion and vote, the Chair should restate the motion, to be certain that everyone knows what is being discussed and decided
- if there is a majority vote in favour of the motion then it is carried

6.3.5 Minutes

The Secretary or alternate is required to take full and accurate minutes of each State Committee meeting. The minutes are to be distributed promptly to members of the State Committee, members of the State and Special Olympics Australia.

6.3.6 Visitors and/or Observers at State Committee Meetings

Visitors and/or observers may attend meetings by prior agreement of the Chair. Visitors and/or observers may be requested to leave at the request of the Chair or member of the committee during certain parts of the meeting deemed to be privileged or sensitive.

6.4 State Record Management

Each State should ensure the maintenance of the following documentation:

- minutes of all meetings (signed by the Chair). Minutes should be kept together in a minute book and a copy provided to the membership in the State and Special Olympics Australia.
- all incoming and outgoing correspondence
- receipts
- tax invoices
- Special Olympics Australia policies and procedures manual and other documentation

State records should be kept for 7 years.

6.5 Changes to State Committee members

The Chief Operating Officer should be notified immediately of any changes to a State committee. This includes changes to positions, address details, phone numbers, email addresses. This is to ensure that communication channels are

maintained on a professional level.

Where a committee member is resigning, the Exit Policy should be followed.

6.5.1 Resignation and Termination

A member will cease involvement if they:

- resign (4 weeks' notice preferable)
- fail to attend two consecutive meetings without notice
- breach confidentiality
- contravene Code of Conduct
- cease being a registered volunteer of Special Olympics Australia
- fail to satisfactorily meet expectations set out in the position description

6.6 Financial Matters

The State Committee must spend within the budget approved by Special Olympics Australia and any additional spend will be considered but must be approved by the Chief Operating Officer prior to the expenditure taking place.

6.7 SOA Annual General Meeting (SOA AGM)

The State Chair may be required to prepare and present at the SOA AGM.

6.8 Dealing with Conflict

Sometimes committees may deal with conflict between individual committee members, between committee members and parents, between committee members and staff.

Conflicts may sometimes arise in meetings. It is important to understand that all committee members are expected to abide by the Special Olympics Australia Code of Conduct at all times. Where appropriate during the meeting the Chair may stop the meeting or adjourn the debate until the next meeting, look for points of agreement or look for a common solution.

6.9 Auditing

Special Olympics Australia reserves the right to conduct audits of any accredited club. The State Committee may identify clubs to conduct a 'club health check' and reports provided to the Chief Operating Officer.

RELATED DOCUMENTS

Club Leadership Handbook

SOA_2.1 - State Committee Terms of Reference

SOA_5.2PP - Recruitment, Selection and Screening

SOA_5.4PP - Working with Children Check and Police Check

SOA_5.6PP - Registration

SOA_5.11PP - Exit

SOA_6.3PP - Code of Conduct

SOA_6.9PP - Privacy

DOCUMENT CONTROL

Version number: SOA_6.1PP v1.0
Owner: Chief Operating Officer
Approved Date: 9 October 2017
Next scheduled review: 1 July 2020

6.2 Club Operations

Reference: SOA_6.2PP – Club Operations Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia recognises that effective club governance requires leadership, integrity and good judgment. Each accredited club must be managed in accordance to the accreditation standards as set by Special Olympics Australia. Clubs are managed under the direction of Special Olympics Australia.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring the Club Leadership Team is operating effectively and efficiently towards developing the overall activities of the club.
- setting the standards and expectations of the Club Leadership Team to ensure the sustainability and growth of Special Olympics Australia.
- encouraging and facilitating a standardised approach to club governance.

3. SCOPE

The policy is applicable to all committee members, volunteers and staff of Special Olympics Australia.

4. DEFINITIONS

Agenda

An agenda is the plan for the meeting. It should be distributed before the meeting and everyone should have the opportunity to add to it.

Amendment

An amendment is an alteration to a motion.

Annual General Meeting (AGM)

A meeting of all members of the club held once annually. It usually elects the committee members of the Club Leadership Team and receives the annual report and financial statements.

Club Leadership Team Member

The Club Leadership Team is effectively a committee and the term is used interchangeably in this policy. A member of the Club Leadership Team includes all office holders and general members voted in at an AGM or appointed pending a vote at an upcoming AGM. A parent, guardian, athlete or volunteer is not automatically a member of the Club Leadership Team.

Conflict of Interest

A conflict of interest is where a person (or people) stands to gain or lose, personally or financially, through situations relating to employment, contracts, maintenance, use of facilities or any other aspect of the club operations. Conflict

of interest also extends to members of a family or close associates such as friends who stand to gain in the same manner.

Executive Committee

The Executive Committee is made up of the Chair, Vice Chair, Treasurer, Secretary and Membership Officer. All other committee members are considered part of the General Committee.

Member

A member of the club includes all registered volunteers and athletes.

Minutes

Minutes are the official record of any decisions made at the meeting.

Motion

An idea put forward to be decided on at a meeting. Usually discussed and then voted on.

Move

To propose or second a motion. Motions and amendments need to be moved (or proposed) and seconded. That is, someone puts forward a motion (i.e. moves the motion) and someone else who agrees with the idea, seconds it.

Notice

Appropriate notice of the meeting will need to be given to all members to ensure a quorum. Committees usually decide among themselves when they will meet.

Points of Order

Asking for a point of order is a way of asking the Chair to ask the speaker not to stray from the topic. Any member may raise a point of order and the Chair must deal with it immediately.

Quorum

A quorum is the minimum number or percentage of committee members required before the meeting is recognised as valid.

Resolution

This is the end result of discussion. It is the decision that is made by the committee meeting after it has voted on the motion (and amendments).

5. RESPONSIBILITIES

General Manager, People and Culture

The General Manager, People and Culture is responsible for the ongoing review and compliance monitoring of club accreditation.

Club Leadership Team

Club Leadership Teams are responsible for the operation, management and financial sustainability of the club and the delivery of regular sports training by qualified coaches and supporting competitions including interclub opportunities.

The Club Leadership Team will play a central role in promoting, supporting and delivering the activities and programs.

State Committee

The State Committee provides an essential link between Special Olympics Australia and local clubs. Its purpose is to represent Special Olympics Australia positively and accurately at a grassroots level, and assist clubs to operate in accordance with our mission and strategic plan.

6. PROCEDURE

6.1 Club Leadership Team Structure

Each club should appoint a Club Leadership Team that should generally be made up of an executive committee and general committee members. Members of the Club Leadership Team are elected by the members and in order to be re-elected need to manage in the interests of all members.

The Club Leadership Team should have a minimum of 5 office holders that include a combination of the following roles:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Membership Officer
- Club Sports Coordinator
- Athlete Representative

Additional roles can be added to the Leadership Team at the discretion of the Club Leadership Team. All committee members should own or have access to a copy of the Special Olympics Australia Policies and Procedures manual, Club Charter, Club Leadership Handbook and Special Olympics Australia constitution.

Each Club Leadership Team is encouraged to ensure there is wide participation from within the community. Committee members should be made up of the following:

- a sport expert who has practical experience in either participation or administration of a sports club
- an athlete who has graduated from the Athlete Leadership Program
- a disability expert who has an understanding of the Australian disability sector and is experienced working with individuals with intellectual disability
- a family member of an athlete
- someone not related to an athlete

6.2 Use of Sub-Committees

Each Club Leadership Team is permitted to establish sub-committees to the

extent required to carry out some of its responsibilities (e.g. fundraising, publicity, event, sport delivery, competitions).

6.3 Club Meetings

The Club Leadership Team should meet on a regular basis to conduct and manage the affairs of the club. It is usually expected that all committee members will attend the meetings. Attendance at the meetings is important, as it is at these meetings that decisions are discussed in depth and finalised. The three main purposes of the meeting are to:

- ensure the committee members are aware of what is currently happening, what has happened in the previous period and what might be happening that could affect the future operation of the activities of the club
- allow the committee members to monitor the implementation of earlier decisions
- plan actions around current club issues and make decisions including who will carry out planned actions

6.3.1 Meeting Frequency

The Club Leadership Team should meet at least six times a year. A greater frequency may be required depending on the needs of the Club. Where possible, club meeting schedules should be set a year in advance as a set day a month (e.g. third Monday of every second month).

The Club Secretary should send out a notice of meeting at least a week before to all members.

6.3.2 Agenda

The Secretary in conjunction with the Chair should prepare an agenda prior to each meeting. This should be provided to all members of the club in advance of the meeting.

The agenda of the meeting should include the following items:

- Present/apologies – The noting of who has attended the meeting and who has apologised for not being able to attend
- Minutes of the previous meeting – Confirming the minutes as being a true and correct record of the previous meeting
- Declare conflict of interest – A member of the committee may raise a potential conflict of interest relating to an item on the agenda. This is to be noted and appropriate action to be considered when the item is to be considered (this might include the committee member stepping out during this agenda item or not being part of the vote process)
- Business arising – This section provides an opportunity for people to discuss issues or follow up action that relates to topics in the previous minutes
- Correspondence – Incoming and outgoing correspondence to the committee is presented by the Secretary. Some of the correspondence will need to be

actioned upon or allocated to people to follow up

- Treasurers report – The Treasurer presents a statement of income and expenditure and a balance statement for the committee to review and discuss
- Sub-Committee reports – Sub-committees need to report on any issues they feel that the committee should be informed of or have input into.
- Club Sports Coordinator – The club sports coordinator should provide the committee with a report on any matters relating to the delivery of training and competition at the club.
- Membership Officer – The Membership Officer reports on the current progress on membership registration, screening compliance and membership development initiatives.
- Chair's report – This should be a summary report of the previous period to ensure all committee members are informed and can effectively carry out its monitoring role
- Work Health and Safety and Member Protection – Review any issues relating to Work Health and Safety and Member Protection including what actions have been taken by the committee.
- General Business – This is where any items of interest or concern not otherwise mentioned on the agenda can be raised and discussed

6.3.3 Quorum

A quorum for any Club Leadership Team meeting is at least four members entitled to vote or 50% of members plus 1.

6.3.4 Voting

Each member of the Club Leadership Team is entitled to one vote on any resolution at all meetings that they are present at. No alternatives or proxy is permitted.

6.3.5 Voting Procedures

The committee should adopt a structured and logical approach to voting. This should have the following approach:

- a committee member may present information, a report, background information or recommendation to the committee
- one committee member will move that a decision be made
- another committee member will second the motion, which means they 'support' the action proposed
- once the motion has been made and seconded there can be further discussion, clarification and debate
- when the subject has been covered fully, there is a vote
- prior to both discussion and vote, the Chair should restate the motion, to be certain that everyone knows what is being discussed and decided
- if there is a majority vote in favour of the motion then it is carried

6.3.6 Minutes

The Secretary or alternate is required to take full and accurate minutes of each Club Leadership Team meeting. The minutes are to be distributed promptly to members of the Club Leadership Team, the registered members of the club and the central office.

6.3.7 Visitors and/or Observers at Club Leadership Team Meetings

Visitors and/or observers may attend meetings by prior agreement of the Chair. Visitors and/or observers may be requested to leave at the request of any member of the Club Leadership Team during certain parts of the meeting deemed to be privileged or sensitive.

6.4 Club Record Management

Each Club should ensure the maintenance of the following documentation:

- minutes of all meetings (signed by the Chair). Minutes should be kept together in a minute book and a copy provided to the central office.
- all incoming and outgoing correspondence
- receipts
- tax invoices
- MYOB financial records (or other financial recording tool)
- athlete information including training attendance records
- competition results (times, distance and scores)
- Special Olympics Australia policies and procedures manual and other documentation

Club records should be kept for 7 years.

6.5 Changes to Club Leadership Team members

The central office should be notified immediately of any changes to a Club Leadership Team. This includes changes to positions, address details, phone numbers, email addresses. This is to ensure that communication channels are maintained on a professional level.

Where a committee member is resigning, the Exit Policy should be followed.

6.5.1 Resignation and Termination

A member will cease involvement if they:

- resign (4 weeks' notice preferable)
- fail to attend two consecutive meetings without notice
- breach confidentiality
- contravene Code of Conduct
- cease being a registered volunteer of Special Olympics Australia
- fail to satisfactorily meet expectations set out in the position description

6.6 Financial Matters

The financial management of the club should include planning, monitoring and controlling the money received and spent. The Club Leadership Team should ensure the financial viability of the Club and provide a quality program at an affordable cost to the athletes.

6.6.1 Financial Management

Clubs are encouraged to use the MYOB accounting system wherever possible to assist in streamlining and standardising reporting. Where a Club decides this is not practical they may use Microsoft Excel. However, using an alternative accounting software should first be discussed with the Special Olympics Australia Accounts Team.

6.6.1 GST (Goods and Services Tax)

Clubs are required to provide quarterly statements of income and expenditure, including all GST items to the Treasurer no later than the 10th day of January, April, July and October for inclusion in the GST return. Documents substantiating the GST claim (e.g. copies of tax invoices) should also accompany the return.

GST refunds will be provided by the Treasurer once the GST return (Business Activity Statement) has been processed by the Australian Taxation Office.

6.6.2 Budget

A budget should be prepared for each upcoming calendar year by the Treasurer and should be submitted for review by the Club Leadership Team no later than the first meeting of each new calendar year.

Depending on the size of the club and complexity, the budget should take into consideration events/competitions for the upcoming 1-5 years, number of athletes in the club, cost of running training and projected fundraising revenue.

6.7 Club Annual General Meeting (AGM)

A Club AGM needs to be held between November and February so results can be included in the Special Olympics Australia AGM in May. All members of the Club are to be notified at least 14 days in advance of the Club AGM and are entitled to one vote provided they are in attendance. No proxy voting is permitted at Club AGM's.

Following the Club AGM, the Secretary is required to submit the AGM minutes and full year financial statements to the central office.

Office holders will be elected at the Club AGM by rotation for a term of two years with a maximum period of eight years.

6.8 Dealing with Conflict

Sometimes committees may deal with conflict between individual committee members, between committee members and parents, between committee members and staff.

Conflicts may sometimes arise in meetings. It is important to understand that all committee members are expected to abide by the Special Olympics Australia Code of Conduct at all times. Where appropriate during the meeting the Chair may stop the meeting or adjourn the debate until the next meeting, look for points of agreement or look for a common solution. Any volunteer that is in breach of the Special Olympics Australia Code of Conduct may be disciplined.

6.9 Vote of No Confidence

A motion of no confidence in any executive club committee member may be called in any committee meeting by a majority vote or by petition signed by at least 15% of the membership of the club. If a no confidence motion is called then an Extraordinary Meeting must be held and in order for the no confidence motion to be carried it must be supported by a majority of those present and voting.

The Secretary must notify the General Manager, People and Culture if a motion of no confidence has been carried at a meeting.

6.10 Calling an Extraordinary Meeting (EGM)

An EGM can be called by:

- a committee member and agreed by majority vote by the committee
- written request signed by at least 15% of the membership of the club

6.11 Holding an Extraordinary Meeting (EGM)

An EGM can be held at any point during the year. The Secretary will need to arrange a date and time for the EGM and provide all members entitled to vote notice of at least 5 working days in advance of the meeting.

The agenda must be circulated to all members at least 3 working days in advance of the meeting. The meeting will still need to satisfy the quorum requirements.

The meeting will vote on the motion as circulated in the agenda. All votes will require a majority of members in attendance at the EGM to vote in favour of the motion to be carried.

Minutes taken at the EGM by the Secretary will need to be submitted to the central office.

6.12 Auditing

Special Olympics Australia reserves the right to conduct audits of any accredited club. The Club Leadership Team is required to comply fully with any requests for information that is part of the audit process and to implement any changes identified through the audit.

RELATED DOCUMENTS

Club Leadership Handbook

SOA_2.2 - Club Leadership Team Terms of Reference

SOA_5.2PP - Recruitment, Selection and Screening

SOA_5.3PP - Safeguarding Children and Vulnerable Adults
SOA_5.4PP - Working with Children Check and Police Check
SOA_5.6PP - Registration
SOA_5.11PP - Exit
SOA_6.3PP - Code of Conduct
SOA_6.9PP - Privacy
SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_6.2PP v1.0
Owner: General Manager, People and Culture
Approved Date: 9 October 2017
Next scheduled review: 1 July 2021

6.3 Code of Conduct

Reference: SOA_6.3PP – Code of Conduct Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to providing a respectful, supportive and positive environment for everyone involved in its activities. The Code of Conduct details the ethical and acceptable behaviours to be displayed and clearly articulates the professional commitment required of all individuals involved with Special Olympics Australia.

Individuals are required to familiarise themselves and comply with the Code of Conduct throughout their involvement and report any activity which may be perceived to be unethical or contrary to the values of Special Olympics Australia to their respective supervisor. The Code of Conduct is not meant to cover every situation; however the principles, values and standards provide a reference point to the minimum expectations.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- providing guidelines for acceptable behaviour during the course of an individual's involvement with Special Olympics Australia.
- reinforcing Special Olympics Australia's commitment to safeguarding our athletes and promoting a positive culture for all.
- providing the framework to undertake disciplinary action for breaches of the Code of Conduct.

3. SCOPE

The policy is applicable to all athletes, coaches, volunteers, officials, committee members, staff, families and supporters of Special Olympics Australia.

4. DEFINITIONS

Disciplinary Action

Appropriate action may be taken by Special Olympics Australia for breaches or misconduct in relation to the Code of Conduct. This may include but is not limited to coaching/counselling, informal warnings, written warnings, suspensions, removal from the role or termination.

Misconduct

Misconduct is behaviour that is unacceptable which can reasonably be perceived as contrary to the spirit and intent of the Code of Conduct. Serious misconduct may result in an instant dismissal and includes any criminal act, physical or verbal abuse, theft or failure to comply.

Supervisor

The supervisor is responsible for managing the staff or volunteer in an ongoing

way. The supervisor has a designated role within Special Olympics Australia and may be a staff member or volunteer themselves.

5. RESPONSIBILITIES

Athletes, Volunteers, Staff, Families and Supporters

Individuals involved with Special Olympics Australia are responsible for ensuring they are aware or made aware of the Code of Conduct and comply with it at all times whilst involved in Special Olympics Australia.

Club Leadership Team

Club Leadership Teams are responsible for ensuring compliance to the Code of Conduct of all individuals within their jurisdiction.

The Club Leadership Team will additionally play a central role in promoting, educating and enforcing the Code of Conduct to promote a safe environment for all athletes and individuals within Special Olympics Australia activities.

General Manager, People and Culture

The General Manager, People and Culture is responsible for the ongoing review and compliance monitoring of the Code of Conduct.

6. PROCEDURE

6.1 Principles of the Code of Conduct

The Code of Conduct is based on Special Olympics Australia values of:

- respect – seek to understand before being understood and communicate in a polite manner at all times.
- trust – acknowledge your skills and the skills of others and participate in discussion, then trust and support the decision.
- sportsmanship – know the rules and play by them and celebrate each other's successes

The code of conduct is a public declaration of Special Olympics Australia's commitment to providing a safe environment for all and demonstrating a commitment to building a positive culture.

6.2 Administration

All athletes and volunteers will be provided with a copy of the Code of Conduct each registration year and will be required to acknowledge acceptance of it. Staff members will be provided with a copy of the Code of Conduct during their induction.

The Code of Conduct is publicly available on the Special Olympics Australia website in the member resources section.

6.3 Ethics and Integrity

Within the course of performing duties, all staff and volunteers of Special Olympics Australia are to:

- act with honesty and integrity and represent Special Olympics Australia in a positive way
- follow organisational policies and procedures at all times irrespective of your personal view of the policy or procedure
- support the aims and objectives of Special Olympics Australia
- safeguard, protect and respect Special Olympics Australia property and resources.
- maintain a professional relationship with athletes, volunteers and other members at all times, treating them with courtesy, respect and consideration
- provide services to athletes, volunteers and other members in an appropriate and effective manner, acting promptly on any complaints in line with the organisation's workplace grievance policy, complaint policy or member protection policy
- not consume, or be under the influence of, illegal drugs or alcohol when performing your duties.

There may be a time when we have cause for celebration in which case alcohol may be consumed in a responsible manner. This must not occur during training or competition venue.

If you are uncertain about the appropriate action to be taken in a particular circumstance consult your supervisor or the General Manager, People and Culture if your supervisor is unavailable.

6.4 Standard of Attire

All staff and volunteers are expected to present themselves in a neat and professional manner.

6.5 Breaches of the Code of Conduct

Disciplinary action may be undertaken in any instance where an individual's behaviour is deemed as inappropriate or unacceptable. Disciplinary action will be proportionate to the seriousness of their actions and may take the form of coaching/counselling, an informal warning, formal written warning, suspension or termination. Serious misconduct may lead to an instant dismissal and must be reported immediately to the General Manager, People and Culture or the Chief Executive Officer.

The individual's supervisor or Club Leadership Team is responsible for determining and issuing the disciplinary action proportionate to the seriousness of the offence. The General Manager, People and Culture is available to provide guidance and support in relation to disciplinary action.

6.6 Reporting or Making a Complaint

Everyone is responsible for ensuring a safe environment for all at Special Olympics Australia. Where behaviour is deemed as inappropriate or unacceptable it is important that this is raised in a timely manner to a supervisor or a club committee member to be investigated.

RELATED DOCUMENTS

Club Leadership Handbook

SOA_5.2PP - Recruitment, Selection and Screening

SOA_5.5PP - Induction

SOA_6.5PP - Member Protection Policy

SOA_6.6PP - Complaints Handling

SOA_6.9PP - Privacy

SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

Version number: SOA_6.3PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 1 July 2021

6.4 Work Health and Safety

Reference: SOA_6.4PP – Work Health and Safety Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to ensuring the health, safety and welfare of all persons employed within the organisation, our volunteers and those visiting. We place a priority on safety and comply with all applicable workplace health and safety legislation. We work with our staff, volunteers, contractors and others to ensure that they are aware of their responsibilities and practices are in place to effectively identify and control risks in the workplace.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- defining and describing work health and safety expectations, accountabilities, responsibilities, obligations and duties to deliver a safe and healthy work environment at Special Olympics Australia.
- managing a safety management system that provides a safe and healthy work environment.

3. SCOPE

The policy is applicable to all staff, volunteers, contractors and visitors of Special Olympics Australia.

4. DEFINITIONS

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the organisation.

Officer

A person who participates in decision making that affects the organisation's financial standing. Special Olympics Australia officers are the Board of Directors, members of the Finance Audit and Risk Committee and members of the Executive Team.

Person Conducting a Business or Undertaking (PCBU)

A PCBU is the main duty holder under the WHS Act. Special Olympics Australia is a PCBU for the purposes of WHS laws.

Reasonably Practicable

At the time, whether reasonable measures were able to be taken in relation to ensuring workplace health and safety, taking into account and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned occurring;
- The degree of harm that might result from the hazard or risk;
- What the person concerned knows, or ought reasonably to know, about the hazard or the risk and ways of eliminating or mitigating the risk;
- The availability and suitability of ways to eliminate or minimize the risk; and
- Cost associated with available ways to eliminate or minimize the risk.

Special Olympics Australia Board

Directors acting as a Board of Directors

Volunteer

A volunteer is a person who willingly gives their time for the common good and without financial gain. Volunteers may receive reimbursements for out of pocket expenses, honorariums, stipends or similar payments for voluntary services rendered (Volunteering Australia).

Worker

A worker includes a staff member, contractor or subcontractor, an employee of the contractor or sub-contractor, work experience student or intern and volunteer.

5. RESPONSIBILITIES

Club Leadership Team

The Club Leadership Teams are responsible for ensuring that WHS is a standing agenda item at all meetings. This ensures that as a leadership team WHS related issues are collected, monitored and analysed. Provide leadership in managing risk and ensuring relevant training and supervision is in place.

Executive Team

The Executive Team will be responsible for monitoring the implementation of the safety management system. Receives and makes decisions around improvements submitted by the WHS Committee (where applicable) and sets WHS performance targets for Special Olympics Australia.

Finance Audit and Risk Committee

Ensure periodic reviews are conducted to monitor the ongoing effectiveness and performance of work health and safety at Special Olympics Australia. The findings are reported to the Special Olympics Australia Board with recommendations for improvements as appropriate.

Special Olympics Australia Board

The board is responsible for ensuring that Special Olympics Australia complies with work health and safety legislative requirements and relevant industry standards. This includes setting the strategic direction for safety, health and wellbeing in the organisation.

Staff and Volunteers

All staff and volunteers have a general responsibility for taking reasonable care for their own health and safety and that of others. This may include complying with any reasonable workplace health and safety instruction or direction.

Staff and volunteers must report and record all incidents or hazards that may cause injury, including any near misses to their supervisor. Where required, staff and volunteers are expected to co-operate with work health and safety inspections, audits and investigations.

WHS Committee

Where the Executive Team determines the need to establish a WHS committee then the committee is responsible for developing, reviewing and monitoring the safety management system. As a committee, part of the overall objectives is to build capability to effectively manage work health and safety across Special Olympics Australia. This includes ensuring that reports related to WHS are being escalated from club

6. PROCEDURE

6.1 Corporate Governance Structures for WHS

The effective management of workplace health and safety depends on the commitment and ongoing co-operation of all staff and volunteers. Special Olympics Australia is also committed to consulting with staff and volunteers in a meaningful and effective manner on WHS issues and enabling an opportunity to contribute to procedures and decisions that may affect their health, safety and welfare in the workplace.

The officers of Special Olympics Australia have a duty to ensure that risks to health and safety are eliminated or minimised where reasonably practicable.

6.2 Obligations of Staff and Volunteers

Special Olympics Australia recognises the best way to ensure a safe and healthy workplace is for everyone to work together to identify and resolve workplace health and safety issues. This means that all staff and volunteers have a responsibility to understand their obligations to work health and safety.

6.3 Procedures and Consultation Processes

Special Olympics Australia will consult with staff and volunteers in matters related to work health and safety.

6.4 Training and Development

The Special Olympics Australia will put in place appropriate training and resources to assist staff and volunteers to carry out their WHS responsibilities.

6.5 Workplace Bullying, Harassment and Discrimination

Any form of workplace bullying, harassment or discrimination will not be tolerated within Special Olympics Australia. Any concerns of unfair treatment needs to be raised by following the procedures outlined in the complaints handling policy.

The Executive Team will continue to review and put in place measures to prevent

workplace bullying, harassment and unhealthy workplace stress.

RELATED DOCUMENTS

SOA_5.3PP - Safeguarding Children and Vulnerable Adults

SOA_5.5PP - Induction

SOA_6.5PP - Member Protection Policy

SOA_6.6PP - Complaints Handling

SOA_6.10PP - Risk Management

SOA_6.11PP - Insurance

SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_6.4PP v1.0

Owner: Chief Operating Officer

Approved Date: 9 October 2017

Next scheduled review: 1 July 2021

6.5 Member Protection

Reference: SOA_6.5PP – Member Protection Policy and Procedure

To access the current Member Protection Policy please visit the Member Resources section of the Special Olympics Australia website at www.specialolympics.com.au/members.

6.6 Complaints Handling

Reference: SOA_6.6PP – Complaints Handling Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to ensuring anyone associated with our organisation is able to make complaints without fear of retribution and to have it handled in a fair and timely manner. Where it involves an individual with a disability, Special Olympics Australia is committed to ensuring that their perspective is heard and considered. At all times, people with a disability are treated respectfully, courteously and sensitively.

We recognise and promote the rights of people with disability, their families, carers or others to tell us if they have concerns about Special Olympics Australia; the actions or decisions of our staff or volunteers; or our practices, policies or procedures.

In handling complaints, Special Olympics Australia will ensure that confidentiality is maintained and that the person making a complaint is provided with appropriate support.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- outlining how Special Olympics Australia manages complaints and what can be expected from the process.
- ensuring athletes with an intellectual disability are able to understand the complaints handling process and understand their rights to have someone such as a family member or advocate to assist them.
- maintaining confidentiality and privacy unless otherwise required by law.
- ensuring complainants are aware of alternative complaint handling bodies if they are not satisfied with how their complaint has been handled or do not feel comfortable talking to Special Olympics Australia.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia.

This policy should be read in conjunction with the Member Protection Policy which includes the Code of Conduct. The policy is not designed to address issues relating to:

- staff or volunteer work-related problems or concerns which must be raised using the Workplace Grievance policy.
- alleged criminal activity such as fraud must be referred directly to the Chief

Executive Officer.

- suspicions or alleged abuse of an adult should follow the Responding to Abuse of an Adult policy.
- suspicions or alleged abuse of a child should follow the Responding to Abuse of a Child policy.

4. DEFINITIONS

Complaint

A complaint is any written or verbal statement outlining a problem or concern with anything or anyone related to Special Olympics Australia activities.

Human Rights

Special Olympics Australia acknowledges that people with disability have the same fundamental human rights as any other person. We acknowledge that those who participate in sport are athletes first, and we respect their individual cultural and lifestyle choices.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for responding as necessary to escalated complaints and reserves the right to initiate external investigations as needed.

Club Vice-Chair

In most clubs the Vice-Chair is the designated person responsible for managing complaints. In the first instance if a non-serious complaint cannot be resolved informally between the parties it is the role of the Vice-Chair to intervene and attempt resolution. The Vice-Chair can then choose to escalate the complaint to the next person in the complaint's handling process, or conclude the issue and log the complaint in the official national register. It is not the role of the Vice-chair to deal with serious complaints.

If a particular club does not have a Vice-Chair, or it has been deemed appropriate, an alternative person can be identified to fill the role of managing complaints. The club will ensure this individual is trained in complaints handling and understands Special Olympics Australia complaints policies and procedures. Individual clubs will provide the name of the most appropriate person in this circumstance.

Member Protection Information Officer

Member Protection Information Officers (MPIO's) play an important role in sport. They provide information and guidance on complaints procedures. MPIO's are the 'go to' person if you want to discuss problems you may experience with Special Olympics Australia, particularly if you are considering making a formal complaint.

MPIO's must remain impartial at all times, it is not their role to mediate or investigate complaints. MPIO's cannot provide an opinion on who may be right or

wrong in an incident, as this would compromise impartiality.

The MPIO role is able to do the following:

- provide impartial information to those involved in the complaint process including the complainant and the accused
- inform and advise complaint handlers about the Member Protection Policy
- notify the complainant or the person who the complaint is about of their rights and responsibilities in the complaints process
- provide information about what can be expected from Special Olympics Australia
- provide information about the role of other bodies or agencies involved in the complaints process, for example the police if relevant
- explain the role of external advocacy or legal supports, and provide relevant contact information

National Complaints Officer

This position is held by a staff member at the central office. This staff member is trained in managing complaints and understands the relevant state and territory obligations regarding complaints handling. The National Complaints Officer is responsible for managing the complaints register and handling all escalated complaints from the State. If the complaint is of a serious nature the complaint will escalate directly to the National Complaints Officer.

The National Complaints Officer is responsible for notifying the Chief Executive Officer of all serious complaints, but may also choose to involve the Chief Executive Officer in other complaints if deemed necessary.

National MPIO Coordinator

The National MPIO Coordinator is responsible for managing an active list of MPIO's that provides support for each state. The National MPIO Coordinator is responsible for actively engaging the MPIO's in relevant support, training and ongoing development.

State Vice-Chair

If a complaint cannot be resolved at club level and requires escalation, the relevant State Vice-Chair should be the next step in the complaints process. The State Vice-Chair is responsible for responding to the complaint and attempting resolution. If the issue involves the alleged abuse or neglect of a child then it must be dealt with immediately by the National Complaints Officer.

6. PROCEDURE

6.1 Handling a Complaint

The following should be read in conjunction with the complaint process map for handling serious and non-serious complaints found at the end of this policy.

6.1.1 Pre-Complaint

Wherever possible, we encourage athletes, staff, coaches and volunteers to talk about and resolve concerns directly with the other party where appropriate. A MPIO can also be contacted at this stage to provide information and guidance.

Both parties to the complaint have a responsibility to resolve the issue and to seek and accept realistic outcomes to prevent the escalation of conflict where possible. If the concerns remain unresolved or are of a nature that demands some form of intervention, then a complaint may be considered.

6.1.2 Informal Complaint

Informal complaints are usually handled at the club level and can often be quickly resolved.

They may raise issues that:

- are usually encountered in the course of everyday interactions – for example, a misunderstanding between two individuals during training or competition
- issues between individuals at a committee meeting
- involve minimal or no risk to a person's safety or well-being.

Depending on the seriousness of the informal complaint, options for resolution may include:

- self-resolution by discussing the issue with the other party directly and coming to an agreed resolution in an open and respectful manner.
- assisted resolution by seeking to resolve the issue with the help of the complaints handler or an agreed independent person from within the club. The goal is to assist both parties with resolving possible misunderstandings, miscommunication or lack of clarity concerning the issue.
- mediation can be considered where other informal options have not resolved the issue. A trained mediator may be engaged to assist both parties to a complaint explore the possibility of reaching agreement by exploring the issues in a structured way.

Once informal options have been genuinely attempted, or the concern has become persistent or serious, then formal complaint procedures may be considered.

6.1.3 Formal Complaint (non-serious)

Formal complaints should be dealt with at the lowest appropriate level within the organisation. For example, complaints relating to issues or individuals within the club should be handled first by the relevant Club Vice-Chair (or nominated club complaints officer), who has the delegated authority to deal with formal complaints. It is preferred that issues are resolved at this level, however if they cannot be resolved the issue can then be escalated through to the State Vice-Chair and eventually the National Complaints Officer.

A non-serious formal complaint may include issues that:

- require more detailed investigation;
- breach of Code of Conduct
- allege a breach of the law,
- are matters that could not be resolved informally;
- are matters that the complainant requests be formally dealt with.

Depending on the seriousness of the formal complaint, options for resolution may include:

- intervening with a meeting to seek a mutually acceptable resolution.
- initiating an internal investigation conducted by the relevant complaint handler to establish and document relevant facts, reach an appropriate conclusion based on the available evidence and determine a suitable response. Possible outcomes of an investigation where allegations have been substantiated may include disciplinary action, a warning or caution, or request for resignation of role.

6.1.4 Serious Complaint

Serious complaints are handled by the National Complaints Officer based at the central office, who will also notify the Chief Executive Officer.

A serious complaint may raise issues that involve:

- serious misconduct by staff, athletes, volunteers or others when involved with Special Olympics Australia activities;
- serious or significant risk to a person participating in Special Olympics Australia related activities;
- a suspicion or allegation of abuse of a child or adult;
- a breach of duty of care;
- a breach of privacy;
- may have the possibility of legal action.

The National Complaints Officer may conduct an internal investigation or initiate an independent external investigation of the complaint with the approval from the Chief Executive Officer.

6.2 Anonymous Complaints

If a complaint is received anonymously (with no means of identifying the complainant or their contact details), it will be assessed by the National Complaints Officer to determine if it raises systemic issues that Special Olympics Australia should act on.

Where potential system improvement opportunities can be recommended from the anonymous complaint then this can put forward to the relevant manager for consideration.

Anonymous complaints cannot be actioned within the complaints handling process.

6.3 Third Party Complaints

Where a third party makes a complaint on behalf of another individual, Special Olympics Australia:

- does not assume that the third party is authorized to act on behalf of the individual;
- seeks the consent of the individual to deal with the third party on their behalf;
- considers the privacy implications of releasing information to the third party; and
- does not release any information without the individual's consent to the release, or the consent of their substitute decision-maker.

Where the individual does not agree to the third party to act on their behalf and does not seek to pursue a complaint regarding the issue then no action will be taken by Special Olympics Australia. Consideration will be given to whether broader system improvements by way of processes, procedures, policies and practices can be considered with the information provided.

6.4 Trivial and Vexatious Complaints

Special Olympics Australia complaint handlers must exercise caution when deciding if a complaint is trivial, vexatious, frivolous or made in bad faith. In this case you should consult the National Complaints Officer before deciding not to accept the complaint. Some factors which may be taken into account are:

- whether the complainant has made a number of complaints about the same issue, which the club, state or central office has already addressed.
- if the complainant is seeking to revisit the same issue after determination, when no new evidence is forthcoming.
- if the complaint is based on false statements of facts.

Where it is clear that these factors apply, then the National Complaints Officer will write to the complainant to advise that Special Olympics Australia is unable to take any further actions to address their concerns. The complaint is also logged in the Special Olympics Australia Complaints Register and noted as vexatious.

6.5 Reasonable Assistance

If required, we assist people who wish to raise a concern or make a complaint about Special Olympics Australia. For example:

- where the person making a complaint speaks a language other than English and/or does not speak or understand English well, they should be offered the opportunity to access the Telephone Interpreter Service (TIS) on 131 450 to

assist with the taking down of the details of the complaint.

- if a person making a complaint has a hearing or speech impairment, they should be offered the opportunity to access the National Relay Service on 133 667 in order to obtain Relay Officer assistance.
- if a person is from an Aboriginal background, cultural and language factors may affect how comfortable they feel about making a complaint – therefore, additional culturally appropriate support may be required.
- where a person has problems with literacy, they will be assisted with preparing a written account about their complaint.
- non-verbal athletes – we note changes in the athlete's behaviour, their preferences and choices. An individual's non-compliance to an activity may be a form of a complaint.

6.6 Complaint Form

The Special Olympics Australia Complaint Form (attached to this policy) is used to record details about the nature of a complaint, the action taken by Special Olympics Australia to resolve it, and its outcome. The form is encouraged to be used by all involved in Special Olympics Australia complaints handling wherever possible.

6.7 Complaint Register

Details of all informal, formal and serious complaints and outcomes are documented in the Special Olympics Australia Complaints Register, no matter how minor the issue may be. The Register is maintained by the National Complaints Officer.

6.8 Complaint Timeframes

Where a complaint is received in writing, or where a verbal complaint has not been resolved on the spot, Special Olympics Australia will:

- acknowledge all complaints within five working days of receipt - either by telephone or in writing to the complainant;
- respond to informal complaints in writing within five working days;
- if an informal complaint cannot be resolved within five days, the issue will be escalated to the relevant next person;
- provide information to the complainant about the MPIO role within 24 hours of a serious allegation or formal complaint;
- for formal complaints or serious allegations, contact the complainant and provide an update on the investigation process within 10 working days if not already closed off.
- follow-up with a complainant within one month of their complaint having been resolved.

Where these timeframes are not achievable, Special Olympics Australia will advise the complainant of the estimated length of time it may take to resolve the complaint, and a timeframe for further update. Attempts will also be made to

resolve complaints earlier where the issues raised are particularly serious or potentially damaging to Special Olympics Australia's reputation.

6.9 Protecting Privacy and Confidentiality

Special Olympics Australia must generally, unless otherwise required by law, protect the privacy and confidentiality of records about complaints, and this involves:

- providing appropriate, secure storage of complaint files and records;
- restricting access to any individual complaint record to those staff involved in the handling of that particular complaint; and
- ensuring that complaint handling practices comply with Special Olympics Australia's obligations to protect privacy and personal information under the Privacy and Personal Information Protection Act 1998.

6.10 Complaint Outcomes

A complaint is resolved when it is settled or concluded and all of the parties are notified of the outcome. The remedies generally available to Special Olympics Australia in response to a complaint include:

- providing the complainant with an explanation and reasons for what has occurred – this may include giving them a copy of a complaint investigation report;
- reaching a compromise solution;
- upholding the complaint and taking action to fix it – for example, by overturning a decision, apologising, or providing a service not previously provided;
- taking steps toward improvement – for example, by policy change, improving a sporting activity, providing volunteers and coaches with training;
- dismissing the complaint – for example, if Special Olympics Australia action accords with legislation and our policies and procedures.

When seeking to resolve complaints, Special Olympics Australia is mindful that the human rights of our athletes are not compromised. We take into account what the resolution is seeking to achieve; whether it raises any human rights issues; whether any human rights are limited by the proposed resolution; and whether there are any other less restrictive ways to achieve the resolution.

RELATED DOCUMENTS

SOA Guideline on handling complaints
SOA_3.2PP - Supported Decision Making
SOA_6.3PP - Code of Conduct
SOA_6.5PP - Member Protection Policy
SOA_6.9PP - Privacy
SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

Version number: SOA_6.6PP v1.0
Owner: General Manager, People and Culture
Approved Date: 9 October 2017
Next scheduled review: 1 July 2021

Non-serious Complaints and Allegations Process



Is this a serious complaint?
 IF the complaint relates to allegations of: sexual assault, assault, abuse, serious neglect of health or safety, or illegal activity – please refer to our ‘Serious Complaints and Allegations Process’.

Non-serious complaint – your first step



Still not resolved?



Still not resolved?



Additional resources

Consider contacting relevant State/Territory Equal Opportunity Commission, Department of Sport and Recreation or Australian Human Rights Commission

Serious Complaints and Allegations Process



Is this a serious complaint?

Serious complaints relates to allegations of: sexual assault, assault, abuse, serious neglect of health or safety, or illegal activity. **For any other complaints, please refer to our 'Non-serious Complaints and Allegations Process'.**

Serious complaint – your first step

Club

State

National



Contact the National Complaints Officer
What we'll do: inform the Special Olympics Australia Chief Executive Officer and oversee the below steps

Actioning the complaint



If the complaint involves those under 18 years of age

If the complaint involves those 18 years of age and older



What we'll do: contact relevant Child Protection Agency for guidance on reporting

What we'll do: contact Police if it is a reportable incident



What we'll do: follow direction from relevant Child Protection Agency

What we'll do: work with complainant to provide support



What we'll do: conduct an internal investigation with the agreement of Police

What we'll do: assist victim to access legal support



What we'll do: the CEO may consider an external investigation if required

What we'll do: conduct an internal investigation with the agreement of Police

📍 Po Box 62, Concord West, NSW 2138
☎ 1300 225 762
✉ info@specialolympics.com.au
🌐 www.specialolympics.com.au

Making a Complaint Form

Before you complete this Form have you considered contacting a Member Protection Information Officer (MPIO)?

The MPIO provides confidential information and support to the person with the concern or who is considering a complaint. The role will assist individuals understand their options within the SOA complaints process.

The MPIO is available as a resource for the state and all its members but does NOT investigate, resolve or mediate complaints.

The MPIO are impartial and will maintain confidentiality throughout the process, unless otherwise required by law.

To obtain contact information for an MPIO please call **1300 225 762**.

Part A – Your details (the complainant)

First name:

Last name:

Email:

Mobile:

Phone:

If you are complaining on behalf of someone else, please provide the following details about this person.

First name:

Last name:

What is your relationship to them?

If someone is assisting you with the complaint, for example, a legal representative, advocate or friend, please provide the following details about this person.

First name:

Last name:

Organisation (if applicable):

Email:

Phone:

Mobile:

If you or any of the above named individuals need assistance to participate in the complaint process, please explain the assistance required:

Part B – Who is the complaint about?

Person/Organisation 1

Name of person or organisation:

Email:

Phone:

Mobile:

What is their relationship to you?

Person/Organisation 2

Name of person or organisation:

Email:

Phone:

Mobile:

What is their relationship to you?

Note: If you are complaining about more than two people or organisations, please provide information about each additional person or organisation.

Part C – What are you complaining about?

I am complaining because:

When did the alleged event(s) happen?

What happened?

Describe the event(s) that you want to complain about. We need to know what you say happened, where it happened and who was involved. Please give us as much details that you can remember and any dates.

Have you raised this complaint with anyone else in Special Olympics in an attempt to resolve it informally?

Yes (provide details – who you spoke to, what was their response etc.):

No (provide reason):

Signature:

Date:

Supporting documents

Please attach copies of any documents that support the claims in your complaint. For example - letters, emails, reports, text messages.

How do you think this complaint could be resolved?

Part D – Lodging the complaint

Please send/or give this complaint form to the Vice Chair of your Club. If you believe your complaint cannot be appropriately addressed at the club level you can lodge your complaint with the State Vice Chair***.

***If your complaint refers to a concern or allegation of abuse of a child or adult please go directly to the National Complaints Officer on **1300 225 762**.

Report Form – Alleged Abuse of an Adult

Date of incident

Time of incident

Date of report

Person completing report (name / position title)

Address where incident occurred

Person subject of abuse

Surname

Given name

Address

Postcode

Gender

Male

Female

Phone no.

Perpetrator of abuse (if applicable)

Surname

Given name

Address

Postcode

Gender

Male

Female

Phone no.

Nature of abuse (refer to 'Definitions' section of Responding to Concerns or Allegation of Abuse of an Adult Policy)

Emotional

Financial

Neglect

Physical

Sexual

Systemic

Unauthorised restrictive practice

Please describe any physical injuries that the person received as a result of the abuse:

How and when was the abuse discovered? Who witnessed it? (include times, if possible)

What immediate action was taken in response to the abuse?

To whom did you report the incident? What time did you report it?

Were emergency services called? (Please tick where relevant)

- Police
- Ambulance
- Fire brigade
- Other (give details) _____

Was family / guardian informed?

Yes No Person did not give consent to information being shared

Name of family / guardian contacted

Relationship to person

Date of contact

Time of contact

Action / instruction requested

Others contacted

Name of person contacted

Relationship to person

Date of contact

Time of contact

Action / instruction requested

SIGNED:

Person reporting abuse

Date:

National Complaints Officer

Date:

CEO

Date:

Report Form – Alleged Abuse of a Child

Date of incident

Time of incident

Date of report

Person completing report (name / position title)

Address where incident occurred

Child subject of abuse

Surname

Given name

Address

Postcode

Gender

Male

Female

Phone no.

Perpetrator of abuse (if applicable)

Surname

Given name

Address

Postcode

Gender

Male

Female

Phone no.

Nature of abuse (refer to 'Definitions' section of Responding to Concerns or Allegation of Abuse of an Adult Policy)

Emotional

Financial

Neglect

Physical

Sexual

Systemic

Unauthorised restrictive practice

Please describe any physical injuries that the person received as a result of the abuse:

How and when was the abuse discovered? Who witnessed it? (include times, if possible)

What immediate action was taken in response to the abuse?

To whom did you report the incident? What time did you report it?

Were emergency services called? (Please tick where relevant)

- Police
 - Ambulance
 - Fire brigade
 - Other (give details) _____
-

Was family / guardian informed?

- Yes No (give reason): _____
-

Name of family / guardian contacted

Relationship to person

Date of contact

Time of contact

Action / instruction requested

Others contacted

Name of person contacted

Relationship to person

Date of contact

Time of contact

Action / instruction requested

SIGNED:

Person reporting abuse

Date:

National Complaints Officer

Date:

CEO

Date:

Parent/Guardian

Date:

6.7 Responding to Concerns or Allegation of Abuse of a Child

Reference: SOA_6.7PP – Responding to Concerns or Allegations of Abuse of a Child Policy and Procedure

1. POLICY STATEMENT

The protection of children in sport from abuse, exploitation and the resultant harm is of critical importance to Special Olympics Australia. Special Olympics Australia coaches, staff and parents actively respect children and young people and listening carefully to our young people's wants and needs.

Children who participate in Special Olympics Australia activities have the right to feel safe and to participate in an environment where they are protected from any form of abuse. We recognise that children with a disability may be vulnerable to abuse either by the actions of staff or volunteers, by the actions of other athletes, or by their family members or other associates. Abuse may take many forms and includes physical, emotional and sexual abuse, and neglect.

Special Olympics Australia takes seriously any allegation or information that suggests that the activities of people who work with us, or others in a child's life, may place the child at risk. At the same time, the process of investigating allegations of conduct that may be abusive needs to be clear and fair so that everyone involved with Special Olympics Australia can feel confident in the process. Any attempt by Special Olympics Australia staff to cover up or fail to report abuse may lead to disciplinary action.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- providing guidance to staff and volunteers involved with Special Olympics Australia in responding to suspicions or allegations of abuse or neglect involving children and young people.
- providing a child safe sporting environment free from all forms of abuse.
- ensuring that where concerns or allegations are raised that these are addressed in a clear and fair manner.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia.

4. DEFINITIONS

Abuse

'Abuse' as it is used throughout this policy refers to sexual assault, physical,

emotional, financial and systemic abuse, domestic violence, constraints and restrictive practices, and to neglect.

Assault

Assault is against the law. For the purposes of this policy, assault is any attempt or threatened attempt to cause unwanted immediate physical contact or bodily harm that puts the victim in fear of such harm or contact.

Child Abuse

Child abuse can be when someone does something harmful, or does not provide for or protect, a child or young person. Child abuse can cause long-lasting emotional, physical and behavioural damage.

Emotional Abuse

Emotional abuse is harm to a person resulting from behaviour including verbal assaults, threats of maltreatment, harassment, humiliation or intimidation; or denying cultural or religious needs and preferences.

Neglect

Failure to provide the basic physical and emotional necessities of life - includes willful denial of dental/medical care or medication; placing a person at undue risk through unsafe environments or practices; failure to provide adequate protection or supervision; or depriving an individual of their right to express their cultural identity, their sexuality or other desires.

Physical Abuse

Any reckless or intentional act that causes harm to a person including assault, non-accidental injury or physical harm to a person by any other person – it includes hitting, kicking or pushing people; physical restraint; or threat of violence.

Risk of Significant Harm

Is a legal term. It refers to harm that may reasonably be expected to produce a substantial and demonstrably adverse impact on a child.

Sexual Assault

Sexual assault is against the law and includes any sexual contact between an adult and child 16 years of age and younger; or any sexual activity with an adult who lacks the capacity to give or withhold consent or is threatened, coerced or forced to engage in sexual behaviour.

Systemic Abuse

Failure to recognise, provide or attempt to provide adequate or appropriate services including services that are appropriate to a person's age, gender, culture, needs or preferences.

Unauthorised Restrictive Practices

Practices that include physically preventing the free exit of a person from premises, physically isolating a person, or locking them in a room alone.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for responding as necessary to escalated complaints and reserves the right to initiate external investigations as needed.

Member Protection Information Officer (MPIO)

Anyone raising a serious complaint, including concerns or allegations of child abuse will be informed by Special Olympics Australia of the supporting role the MPIO can play through the reporting process. The MPIO is responsible for providing impartial information, support and guidance on complaints procedures.

National Complaints Officer

This position is held by a staff member at the central office. This staff member is trained in managing complaints and understands the relevant state and territory obligations regarding complaints handling. In the instance of concerns or allegation of abuse of a child the complaint will escalate directly to the National Complaints Officer.

The National Complaints Officer is responsible for notifying the Chief Executive Officer of all concerns or allegation of child abuse, but may also choose to involve the Chief Executive Officer in other complaints if deemed necessary.

Volunteers and Staff

Volunteers and staff have a duty of care to implement strategies that prevent abuse of children whilst participating in Special Olympics Australia activities, including the following measures:

- providing children, their families and volunteers with accessible information about their human rights, the right to be safe, and the right to complain if abuse occurs or is suspected;
- having suitable recruitment screening protocols in place, including Working With Children checks; Complying with the state/territory requirements
- training staff and volunteers on abuse prevention and indicators of abuse;
- empowering staff and volunteers to report abusive incidents when observed;
- providing clear instructions for staff and volunteers and coaches on how to report abuse, and responsibilities of all parties involved in the process;
- a clear code of conduct which specifically prohibits abusive practices;
- regularly assessing and managing risks which may give rise to abuse;

6. PROCEDURE

6.1 Indicators of Child Abuse

It is important that people working with children are aware of the indicators of abuse and have the confidence to respond to any indication that a child may have been abused. Some indicators of child abuse are:

- bruising, particularly in the face, head or neck region
- multiple bruising or injuries - for example, burns, scalds, sprains, dislocations or fractures
- injury left untreated
- differing versions of how an injury occurred
- child/relative advising of abuse
- a child, referring to someone else being abused, may mean him/herself
- sexual behaviour that is inappropriate for the age of the child
- nightmares/bedwetting/going to bed fully-clothed
- a high level of distrust of other people
- an inability to relate well with adults and/or children
- extreme attention-seeking behaviour, disruptive or aggressive behaviour and bullying
- seeking indiscriminate or inappropriate adult affection.

The presence of one indicator does not necessarily suggest that a child is the subject of abuse. People working with children need to consider the context in which the indicators are observed and use common sense. Young people, including those with disability, may display normal age-appropriate behaviours that could be overtly sexual or test boundaries. The rights of children and young people must always be considered.

6.2 Complaint Handling Process

The following should be read in conjunction with the complaint process map for handling serious complaints and allegations which is found at the end of the complaints handling policy and procedure.

6.2.1 Complaint / Allegation Involving Under 18 Year Old

It is the responsibility of everyone involved at Special Olympics Australia to be vigilant of any potential abuse of a child or young person involved in Special Olympics Australia activities. Where an abuse is suspected or alleged then this must be forwarded to the National Complaints Officer at the earliest opportunity.

The National Complaints Officer will inform the Chief Executive Officer and assess the information received before taking the next steps.

6.2.2 Contacting Relevant Child Protection Agency

The National Complaints Officer may contact the relevant Child Protection Agency for guidance on reporting or to make an official report. At all times, Special Olympics Australia will follow the direction from the Child Protection Agency.

- NSW: 133 627
- NT: 1800 700 250
- QLD: 1800 811 810

- ACT: 1300 556 729
- SA: 131 478
- VIC: 131 278
- WA: 1800 622 258
- TAS: 1300 737 639

6.2.3 Conduct Investigation

Special Olympics Australia will conduct its own internal investigation as soon as possible. If police are involved, agreement from police will be sought before commencing the internal investigation. Special Olympics Australia will fully cooperate with any police investigation.

At all times, the Chief Executive Officer reserves the right to initiate an independent external investigation.

6.3 Reporting Obligations

There is no national legislation or child protection system. However, each state and territory has child protection laws specifying responsibilities for both organisations and individuals who work or have contact with children. Special Olympics Australia take these responsibilities seriously and ensure each state involved with Special Olympics Australia are aware of their obligations.

A summary of reporting requirements for each state and territory are listed. Special Olympics Australia is informed by the 'Play by the Rules' Reporting Child Abuse Fact Sheets found at <http://www.playbytherules.net.au/legal-stuff/child-protection/child-protection-laws-explained/mandatory-reporting>

Australian Capital Territory (ACT) - Although people working in sporting or recreation organisations in the ACT are not mandatory reporters, there may be some individuals who do have this responsibility as a result of their employment with other organisations (e.g. teachers who coach the local team). This needs to be looked at closely.

New South Wales (NSW) - In NSW, individuals working within sporting or recreation organisations are not mandatory reporters (i.e. they are not required by law to report suspicions of a child at significant risk of harm). However, anyone (regardless of whether they are mandatory reporters required to do so by law) who suspects, on reasonable grounds, that a child or young person is at risk of significant harm should report it to the Child Protection Helpline on 132 111 24 hours a day, 7 days a week.

Northern Territory (NT) - In the NT, any person who believes that a child is being, or has been, abused or neglected is required by law to report their concerns. This includes paid employees and volunteers who are involved with children in sport. You don't have to have proof. You only need to report your concerns.

Queensland (QLD) - Although people working in sporting or recreation organisations are not mandatory reporters, there may be some individuals who do

have this responsibility as a result of their employment with other organisations (e.g. teachers who coach the local team).

South Australia (SA) - Any person who is an employee of, or volunteer in, a government or non-Government organisation that provides sporting or recreational, services wholly or partly for children, being a person who:

- (a) is engaged in the actual delivery of those services to children; or
- (b) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children; are mandated notifiers.

Tasmania (TAS) - Although people working in sporting or recreation organisations are not mandatory reporters, there may be some individuals who do have this responsibility as a result of their employment with other organisations (e.g. teachers who coach the local team).

Victoria (VIC) - It is not mandatory for people in sport to report suspected child abuse unless they are prescribed in the law such as doctors, nurses, teachers, principals and police. However, anyone can report suspected child abuse to the Victorian Child Protection Service, within the Victorian Department of Human Services.

Western Australia (WA) - In Western Australia, mandatory reporting requirements do not apply to everyone. It is a legal requirement in Western Australia for doctors, nurses, midwives, teachers and police officers to report all reasonable beliefs of child sexual abuse to the Department for Child Protection. However, anyone who has reasonable grounds for suspecting a child or young person is at risk of being neglected or physically, sexually or emotionally abused, should also report their concerns to the Department for Child Protection.

6.4 Information Sharing About an Alleged Incident of Abuse

Information sharing about an abuse incident involving a child requires a balance between:

- protecting a child's right to privacy
- reporting Risk of Serious Harm allegations to Community Services
- reporting alleged criminal conduct to the police
- reporting 'reportable conduct' to the NSW Ombudsman
- notifying the child's parents, guardian of an allegation of abuse of their child.

Special Olympics Australia restricts access to records about an abuse incident or allegation to those who are directly involved in reporting and responding to it, and supporting the child/ren involved. Depending on the complexity and seriousness of the allegation, we may appoint a key staff member to be the contact point for the child's family, or guardian in providing information about the allegation and any subsequent internal investigation.

In the case of Risk of Serious Harm reports, Special Olympics Australia is not obliged to inform the child's parents or guardian that a report has been made to the Child Protection Helpline unless otherwise instructed to do so. Community Services generally advise parents or carers that the report has been made.

RELATED DOCUMENTS

SOA_3.2PP - Supported Decision Making
SOA_5.2PP - Recruitment, Selection and Screening
SOA_5.3PP - Safeguarding Children and Vulnerable Adults
SOA_5.4PP - Working with Children Check and Police Check
SOA_6.3PP - Code of Conduct
SOA_6.5PP - Member Protection Policy
SOA_6.6PP - Complaints Handling
SOA_6.9PP - Privacy
SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

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Next scheduled review: 1 July 2021

6.8 Responding to Concerns or Allegation of Abuse of an Adult

Reference: SOA_6.8PP – Responding to Concerns or Allegations of Abuse of an Adult Policy and Procedure

1. POLICY STATEMENT

Adult athletes have the right to feel safe and participate in their sport of choice in an environment where they are protected from any form of abuse. We recognise that athletes with disability may be vulnerable to abuse either by the actions of staff or volunteers, by the actions of other athletes, or by their family members or other associates.

Special Olympics Australia will not condone abusive behaviour during Special Olympics Australia related activities. Any attempt by staff or volunteers to cover up or fail to report incidents of actual or potential abuse will lead to disciplinary action. Even small or isolated incidences must be reported.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- providing guidance to staff and volunteers involved with Special Olympics Australia in responding to suspicions or allegations of abuse or neglect involving adult athletes.
- providing a safe sporting environment free from all forms of abuse.
- ensuring that where concerns or allegations are raised that these are addressed in a clear and fair manner.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia.

4. DEFINITIONS

Abuse

'Abuse' as it is used throughout this policy refers to sexual assault, physical, emotional, financial and systemic abuse, domestic violence, constraints and restrictive practices, and to neglect.

Assault

Assault is against the law. For the purposes of this policy, assault is any attempt or threatened attempt to cause unwanted immediate physical contact or bodily harm that puts the victim in fear of such harm or contact.

Emotional Abuse

Emotional abuse is harm to a person resulting from behaviour including verbal

assaults, threats of maltreatment, harassment, humiliation or intimidation; or denying cultural or religious needs and preferences.

Financial Abuse

Improper use of another person's assets, or the use or withholding of another person's resources – includes denying a person's access to or control over their money when they have a demonstrated capacity to handle their own finances; taking a person's money without their consent; or using a person's belongings for personal use.

Neglect

Failure to provide the basic physical and emotional necessities of life - includes willful denial of dental/medical care or medication; placing a person at undue risk through unsafe environments or practices; failure to provide adequate protection or supervision; or depriving an individual of their right to express their cultural identity, their sexuality or other desires.

Physical Abuse

Any reckless or intentional act that causes harm to a person including assault, non-accidental injury or physical harm to a person by any other person – it includes hitting, kicking or pushing people; physical restraint; or threat of violence.

Sexual Assault

Sexual assault is against the law and includes any sexual contact between an adult and child 16 years of age and younger; or any sexual activity with an adult who lacks the capacity to give or withhold consent or is threatened, coerced or forced to engage in sexual behaviour.

Systemic Abuse

Failure to recognise, provide or attempt to provide adequate or appropriate services including services that are appropriate to a person's age, gender, culture, needs or preferences.

Unauthorised Restrictive Practices

Practices that include physically preventing the free exit of a person from premises, physically isolating a person, or locking them in a room alone.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for responding as necessary to escalated complaints and reserves the right to initiate external investigations as needed.

Member Protection Information Officer (MPIO)

Anyone raising a serious complaint, including concerns or allegations of child abuse will be informed by Special Olympics Australia of the supporting role the MPIO can play through the reporting process. The MPIO is responsible for providing impartial information, support and guidance on complaints procedures.

National Complaints Officer

This position is held by a staff member at the central office. This staff member is trained in managing complaints and understands the relevant state and territory obligations regarding complaints handling. In the instance of concerns or allegation of abuse of a child the complaint will escalate directly to the National Complaints Officer.

The National Complaints Officer is responsible for notifying the Chief Executive Officer of all concerns or allegation of child abuse or abuse of an adult athlete, but may also choose to involve the Chief Executive Officer in other complaints if deemed necessary.

Volunteers and Staff

Volunteers and staff have a duty of care to implement strategies that prevent abuse of adult athletes whilst participating in Special Olympics Australia activities, including the following measures:

- providing athletes, their families and volunteers with accessible information about their human rights, the right to be safe, and the right to complain if abuse occurs or is suspected;
- having suitable recruitment screening protocols in place, including Working With Children checks; Complying with the state/territory requirements
- training staff and volunteers on abuse prevention and indicators of abuse;
- empowering staff and volunteers to report abusive incidents when observed;
- providing clear instructions for staff and volunteers and coaches on how to report abuse, and responsibilities of all parties involved in the process;
- a clear code of conduct which specifically prohibits abusive practices;
- regularly assessing and managing risks which may give rise to abuse;

6. PROCEDURE

6.1 Indicators of Abuse

Abuse of an athlete may take many forms and includes:

- physical abuse/assault;
- sexual abuse/assault;
- psychological/emotional abuse;
- abusive behaviour management practices;
- financial exploitation;
- systemic abuse;
- neglect;
- repeated intimidation.

Where we become aware that an athlete has been, or may have been, the subject

of abuse we respond immediately. Our management of the situation focuses on ensuring the safety and protection of the alleged victim and taking their views into account.

6.2 Complaint Handling Process

The following should be read in conjunction with the complaint process map for handling serious complaints and allegations which is found at the end of the complaints handling policy and procedure.

6.2.1 Complaint / Allegation of Abuse

It is the responsibility of everyone involved at Special Olympics Australia to be vigilant of any potential abuse of an adult athlete involved in Special Olympics Australia activities. Where an abuse is suspected or alleged then this must be forwarded to the National Complaints Officer at the earliest opportunity.

The National Complaints Officer will inform the Chief Executive Officer and assess the information received before taking the next steps.

6.2.2 Reportable Incident

Special Olympics Australia will report any serious physical or sexual abuse, and some other forms of abuse (e.g. theft or fraud) to the relevant police authority for investigation, whether or not the victim of abuse has consented to the incident being reported. In these situations, Special Olympics Australia may also conduct its own internal investigation but only after discussion with the police, and in a way that does not compromise the police investigation.

Staff accompanying an athlete (either victim or perpetrator) to the police to provide support, should NOT give an opinion about the alleged incident to the police; nor give the client legal advice; nor question the client on behalf of the police; nor interpret the client's answers. That is not our role. Depending on the situation, it may be appropriate to support the athlete to seek legal advice from an appropriate legal service, for example the Intellectual Disability Rights Service in NSW.

6.2.3 Responding to Athlete to Athlete Abuse or Allegations of Assault

In cases of athlete to athlete abuse, Special Olympics Australia's Chief Executive Officer and the National Complaints Officer have discretion to respond in a number of ways. They may:

- report the incident to the police if the abuse is serious, and the athlete who perpetrated the abuse understood the consequences of their actions;
- respond to the matter internally where, for example, an incident of pushing or striking by one athlete on another may be resolved through positive behaviour management approaches;
- respond internally where the athlete perpetrating the abuse lacks understanding of the consequences of their behaviour.

6.2.4 Provide Support

Special Olympics Australia will endeavour to ensure the athlete/s have the appropriate support throughout the process. Depending on the athlete's wishes, Special Olympics Australia may contact their family and/or other support person.

6.2.5 Conduct Investigation

Special Olympics Australia will conduct its own internal investigation as soon as possible. If police are involved, agreement from police will be sought before commencing the internal investigation. Special Olympics Australia will fully cooperate with any police investigation.

At all times, the Chief Executive Officer reserves the right to initiate an independent external investigation.

6.3 Information Sharing About an Alleged Incident of Abuse

Information sharing about an abuse incident requires a balance between:

- protecting the person's right to privacy
- reporting any serious physical or sexual abuse, including threats or attempts, to the police;
- if it is appropriate, and the victim has given consent, notifying the family, guardian or other support person of the abuse as soon as possible;
- if the victim is incapable of giving consent, informing their guardian or person responsible of the allegation or incident of abuse immediately.

Special Olympics Australia restricts access to records about an abusive incident to those who are directly involved in reporting and responding to the incident, and supporting the client.

Depending on the complexity or seriousness of the incident, we may appoint a key staff member to be contact point for the client, family, guardian or other support person in providing information relating to the incident and any subsequent investigations. Information being relayed to the athlete and others must be in a form that is understandable to them.

RELATED DOCUMENTS

SOA_3.2PP - Supported Decision Making
SOA_5.2PP - Recruitment, Selection and Screening
SOA_5.3PP - Safeguarding Children and Vulnerable Adults
SOA_5.4PP - Working with Children Check and Police Check
SOA_6.3PP - Code of Conduct
SOA_6.5PP - Member Protection Policy
SOA_6.6PP - Complaints Handling
SOA_6.9PP - Privacy
SOA_9.4PP - Workplace Grievance

DOCUMENT CONTROL

Version number: SOA_6.8PP v1.0
Owner: General Manager, People and Culture

Approved Date: 9 October 2017
Next scheduled review: 1 July 2021

6.9 Privacy

Reference: SOA_6.9PP – Privacy Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to respecting the confidentiality and sensitivity of the information it collects from individuals including athletes, families, donors, volunteers and suppliers. It recognises that individuals may be concerned about the information they provide to Special Olympics Australia and how this information is stored and used. This Privacy Policy addresses those concerns and demonstrates Special Olympics Australia's commitment to taking seriously the manner in which personal information collected is handled in accordance with the Australian Privacy Principles ("APPs") contained in the Privacy Act 1988 (Cth).

2. PURPOSE

The purpose of this policy is to support the objectives of:

- outlining how Special Olympics Australia collects, stores and uses personal information and how individuals can access and update their personal information or make a complaint.
- providing transparency and clarity around the storage and security of information held by Special Olympics Australia.
- setting the expectations by which coaches, volunteers and staff of Special Olympics Australia are to access, handle and use personal information within their role.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia.

4. DEFINITIONS

Australian Privacy Principles

The Australian Privacy Principles (APPs) outline how most Australian and Norfolk Island Government agencies, all private sector and not-for-profit organisations with an annual turnover of more than \$3 million, all private health service providers and some small businesses (collectively called 'APP entities') must handle, use and manage personal information. (Office of the Australian Information Commissioner)

Personal Information

Personal information is information or an opinion, whether true or not and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.

The types of personal information Special Olympics Australia may collect will depend on the circumstances in which that information is collected.

5. RESPONSIBILITIES

Coaches, officials, committee members, volunteers and staff

Have a responsibility to use any personal or sensitive information only for the purpose of carrying out the duties and tasks assigned by Special Olympics Australia. This includes not disclosing information to any other party without approval.

6. PROCEDURE

6.1 Collection of personal information

Personal information may be collected which is submitted in connection with our activities.

Personal information may also be collected from third party mailing list providers to allow Special Olympics Australia to contact individuals who have consented to being contacted by third parties for marketing or promotional purposes.

If personal information is not provided when requested, this may limit the services Special Olympics Australia can offer. For example, participation in events or updates on activities may be limited.

Special Olympics Australia collects personal information in a number of ways. For full details about the sources and types of personal information collected please visit the Privacy Policy on the Special Olympics Australia website.

6.2 How Personal Information is Used

Personal information is used in a number of ways in connection with our charitable activities, including:

- to administer and run events (e.g. national and international sporting events), including managing athlete and volunteer registration and event coordination;
- to communicate about Special Olympics Australia (e.g. to keep individuals informed about matters related to Special Olympics Australia activities or provide information or services requested);
- to facilitate online and offline donations;
- to distribute email surveys regarding resources and information accessible on our website;
- to enable participation in particular initiatives being run by Special Olympics Australia and its partners;
- for any other purposes and in any other manner communicated at or about the time we collect personal information.

Special Olympics Australia also uses personal information as required or authorised by law.

We will obtain consent if we wish to use or disclose personal information for a purpose other than those described in this Privacy Policy.

6.3 How Personal Information is Disclosed

Special Olympics Australia may share, transfer or disclose personal information collected, including email addresses, with our local Special Olympics Australia offices for the above purposes.

Special Olympics Australia may outsource to an external third party provider a function or service (including insurance, marketing and fundraising functions) relating to the purpose for which personal information is provided. This may include use of services outside of Australia (e.g. hosted services) which may involve the transfer or disclosure of personal information to recipients in countries other than Australia, including the United States of America. Where this is the case, we may give the third party recipient access to personal information, but only for the purpose of enabling them to fulfil their responsibilities to provide the service or function for which they have been engaged. Any disclosure of personal information to a third party service provider will be subject to appropriate restrictions and security to protect your data in accordance with this Privacy Policy.

We may also share personal information with volunteers and other persons to the extent required to conduct our charitable activities (e.g. for event coordination purposes).

We may also disclose personal information we collect to third parties to comply with our mandatory reporting requirements, for example we may disclose certain information regarding our athletes to Special Olympics Inc. (our accrediting body) and the Australian Sports Commission (our major funder).

Website visitor information is used for Special Olympics Australia purposes only and will not be sold to third parties.

6.4 Sensitive information

Due to the nature of Special Olympics Australia's charitable activities, Special Olympics Australia collects personal information, such as health information or details of criminal convictions, that is designated as "sensitive information" under Australian privacy laws.

Special Olympics Australia collects sensitive information directly from the individuals to which it relates or, in the case of athletes, from parents / carers on behalf of those athletes (e.g. on athlete registration forms), unless direct collection of such information is impracticable or unreasonable.

Special Olympics Australia will only collect sensitive information where:

- such collection is required or authorised by law,
- Special Olympics Australia has obtained consent to do so (or, in the case of athletes, the consent of a parent, responsible carer or guardian); or
- the person providing the sensitive information to Special Olympics Australia has confirmed that he or she has obtained consent.

In providing any consents to the collection or handling of personal information (including sensitive information), you consent to Special Olympics Australia collecting, transferring, disclosing, storing, using, and processing the information you provide in accordance with this Privacy Policy and the terms of those consents.

Special Olympics Australia may use and/or disclose health information about athletes for the purposes of verifying an athlete's eligibility to participate in Special Olympics Australia events, ensuring individual athletes are appropriately placed in particular events and minimising risks associated with running events and activities.

Special Olympics Australia may use and/or disclose sensitive information regarding an individual's criminal convictions as part of its volunteer registration process, as required by applicable legislation regarding working with children and vulnerable people.

We may disclose sensitive information to persons who have a legitimate need to know it (such as coaches, medical professionals or volunteers) in connection with our activities and consistent with the purpose for which such information was provided. Occasionally we may need to disclose sensitive information to recipients outside Australia. For example, if an athlete is to travel overseas in connection with Special Olympics Australia and/or Special Olympics, Inc. activities, we may share relevant health information with the overseas organisers of those activities.

In addition, we may also use or disclose sensitive information as required or authorised by law, and/or in accordance with any consents given in relation to that sensitive information.

6.5 Media

Videos and/or photos ("Images") are taken at Special Olympics Australia events and activities. Individuals who attend those events and activities may be incidentally included in and may occasionally be identifiable from those Images. Except in the case of an athlete who selects "No" in the "Media" section of the athlete or volunteer registration form, Special Olympics Australia may use and disclose Images for the purpose of publicising, promoting or communicating (in any medium) the purposes and activities of Special Olympics Australia.

6.6 Opt-out

If contact details are provided, periodic communications from Special Olympics Australia may result with information on upcoming events, volunteer opportunities, requests for financial support, or new products or services. If an individual no longer wishes to receive such communications, they may advise Special Olympics Australia using the main mailing address or telephone number provided on its website. Alternatively, requests can be emailed to info@specialolympics.com.au.

The online donation form provides donors the opportunity to opt-out of receiving

e-communications. The below details are provided to enable individuals to access or correct records.

6.7 Contacting Special Olympics Australia Regarding Personal Information

For questions or complaints about the privacy practices or procedures or to request access or correct personal information, Special Olympics Australia may be contacted using one of the following options:

- Email: info@specialolympics.com.au
- Mail to the following postal address:
Special Olympics Australia
PO Box 62, Concord West NSW 2138

Full name and address, and full details of the request need to be included. To change or modify address, please provide both the old and new address in the correspondence. Change of contact details can also be done through the club via the membership officer.

Special Olympics Australia will endeavour to respond to all reasonable requests within thirty days. If an individual is unsatisfied with the handling of the request, they may lodge a complaint with The Office of the Australian Information Commissioner. Details of how to make a complaint are located at www.oaic.gov.au.

6.8 Security of Information

Special Olympics Australia cares about the security of information. We take reasonable steps to protect personal information we hold from misuse, interference and loss and from unauthorised access, modification or disclosure. These steps may include storing data stored in a secure environment only accessible by authorised personnel and requiring third parties who have access to or who use personal information in order to provide services to Special Olympics Australia (including volunteers) to take reasonable steps to keep personal information secure.

We also use secure server technology for our online donation process. We use services that utilise high-grade encryption software and the https security protocol to communicate with your browser software.

6.9 Changes to this Privacy Policy

Special Olympics Australia reserves the right to update or modify this Privacy Policy at any time. We will notify changes by posting an updated version of the Privacy Policy on the Special Olympics Australia website. Personal information submitted to Special Olympics Australia will be held in accordance with the version of this Privacy Policy posted on the Special Olympics Australia website from time to time.

RELATED DOCUMENTS

Club Leadership Handbook
SOA_5.6PP - Registration

SOA_6.3PP - Code of Conduct
SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_6.9PP v1.0
Owner: Chief Operating Officer
Approved Date: 9 October 2017
Next scheduled review: 1 July 2021

6.10 Risk Management

Reference: SOA_6.10PP – Risk Management Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to an organisational culture that ensures risk management is proactively implemented, on a continual basis, across all activities. Special Olympics Australia will endeavour to understand, manage and communicate risk from an organisation-wide perspective. The process for risk management will be fit for purpose, reflect the size and operations of Special Olympics Australia, and use the organisations skills and capabilities to the fullest.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring a consistent and effective approach to risk management.
- foster and encourage a risk aware culture at Special Olympics Australia.
- incorporating risk management as an integral part of the organisation's objectives, plans and management systems.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia.

4. DEFINITIONS

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the organisation.

Risk

Risk is the chance of something happening that will have an impact on objectives, organisation or its people.

Risk Management

Risk management is the term used to define all methods of protecting Special Olympics Australia athletes, partners, volunteers, staff and supporters from harm. The objective is protecting Special Olympics Australia property and funds and protecting the name and reputation of the organisation.

Special Olympics Australia Board

Directors acting as a Board of Directors

5. RESPONSIBILITIES

Athletes, Staff and Volunteers

All athletes, staff and volunteers are responsible for ensuring that they are

complying and supporting the implementation of this policy. Managing risk is everyone's responsibility as far as is reasonably practicable within each individual's area.

Chief Operating Officer

The Chief Operating Officer is the organisations representative for Risk Management. The role is responsible for providing direction, developing a risk management culture and managing risks.

Finance Audit and Risk Committee

The committee is responsible for reviewing this policy and its effectiveness on a regular basis. Working in conjunction with the Chief Operating Officer the committee with report, monitor and manage risks across the organisation.

Special Olympics Australia Board

The Special Olympics Australia Board has overall responsibility for risk management and is responsible for approving this policy.

6. PROCEDURE

6.1 Risk Management Plan

Special Olympics Australia will maintain a risk management plan which lists identified risks and actions to control or minimise those risks. The risk management plan will cover compliance, financial, operational, technology, people, and strategic risks. The Chief Operating Officer will be responsible for developing and maintaining the risk management plan.

6.2 Identifying and Assessing Risks

Risk identification will take place on a regular basis across the Executive Team to ensure that risks are considered across key operating areas and consideration around controls have been adequately assessed within the risk management framework.

6.3 Recording Improvements

Improvements implemented as a result of risk management reviews and planning are recorded in the Risk Management Plan to ensure that they are monitored and evaluated.

RELATED DOCUMENTS

Club Leadership Handbook
SOA_6.4PP - Work Health and Safety
SOA_6.11PP - Insurance
SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_6.10PP v1.0
Owner: Chief Operating Officer
Approved Date: 9 October 2017
Next scheduled review: 1 July 2021

6.11 Insurance

Reference: SOA_6.11PP – Insurance Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to maintaining cost effective insurance arrangements with one or more insurance providers to cover core activities and events. This extends to the health and safety of all registered athletes, volunteers and staff involved in approved Special Olympics Australia activities. Special Olympics Australia will maintain relevant general insurance policies as an important part of an overall risk management plan.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring athletes, volunteers and staff have appropriate levels of insurance cover for the range of activities undertaken, and arrange additional cover as required.
- supporting the overall risk management plan and risk mitigation of planned activities.
- working with insurance partners to continually review risk and reassess higher risk activities.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia as well as approved affiliates.

4. DEFINITIONS

Affiliate

An affiliate is any organisation involved in approved Special Olympics Australia activities which has been accepted by the insurer as an affiliate at the request of Special Olympics Australia and agreed as such in the insurance policy.

Excess/Deductible

The excess or deductible is the first amount payable by the claimant in the event of a loss, and is the uninsured portion of the loss.

Liability

A liability is any legally enforceable obligation; a responsibility of one person to another, enforceable in law.

Risk Management

Risk management is the term used to define all methods of protecting Special Olympics Australia athletes, partners, volunteers, staff and supporters from harm. The objective is protecting Special Olympics Australia property and funds and protecting the name and reputation of the organisation.

5. RESPONSIBILITIES

Athletes, Staff and Volunteers

All athletes, staff and volunteers are responsible for ensuring that they are complying with and supporting the implementation of this policy. Managing risk is everyone's responsibility as far as is reasonably practicable within each individual's area.

Note: To ensure the maximum protection available, all athletes and volunteers must be duly registered in the current year that a claim occurs.

Chief Operating Officer

The Chief Operating Officer is the organisations representative for Risk Management with insurance as an element of this responsibility. The role is responsible for maintaining current relevant insurance policies that effectively manage risk across approved activities and events. This will include reviewing, negotiating and reassessing policies on a regular basis.

Finance Audit and Risk Committee

The committee is responsible for reviewing this policy and its effectiveness on a regular basis. Working in conjunction with the Chief Operating Officer the committee will report, monitor and manage risks across the organisation and insurance is one of the mechanisms available.

6. PROCEDURE

6.1 Insurance Policies

Special Olympics Australia will maintain current the following:

- Public and Products Liability with Professional Indemnity insurance
- Sports Injury (Capital Benefits including Non Medicare Medical conditions apply)
- Voluntary Workers Injury Non Medicare Medical Expense Reimbursement
- Association Liability Insurance

Special Olympics Australia is the policy holder for all insurance. Policies will be reassessed and renewed annually.

6.2 Insurance Policy Summary

Listed below is a summary of the insurance policies held by Special Olympics Australia. For additional policy details, please refer to the current Member & Volunteers Insurance Handbook.

All insurance policies are subject to policy terms, conditions, exclusions and limitations as specified in the policy wordings. This policy does not override the insurance policy terms and is provided for information and guidance only.

6.2.1 Sports Public & Products Liability Including Professional Indemnity Insurance

The policy covers property damage, personal injury or advertising liability

happening during the period of insurance whilst conducting normal business or club activities and adhering to club rules and by-laws.

Professional indemnity covers for legal liability for a breach of duty that arises from umpiring, officiating, refereeing, training or coaching members for sport that is shown in the certificate at events arranged by Special Olympics Australia or in partnership with a sporting association. Staff and volunteers acting on instruction from or on behalf of Special Olympics Australia are covered for legal liability.

6.2.2 Sports Injury – Group Personal Accident Insurance

The sports injury policy covers for death, disability or injury due to an accident happening while the member/volunteer is taking part in the listed approved events outlined in the policy. This includes death, disability or injury due to exposure to the weather following such an accident.

6.3 Sports Injury (Personal Accident) Claims Process

Immediately following an incident, an Incident Report Form must be lodged within 48 hours with the local Club Secretary, Team Manager or staff member. An Incident Report Form is available from the team manager or coach on site.

All completed claims and incident reports received by the Club Secretary, Team Manager or staff member must be forwarded to the Chief Operating Officer for lodgment. The Club Secretary or Team Manager should retain a copy of the claim form and the incident report to be tabled at the next committee meeting.

Once the incident report is received by the Chief Operating Officer a request for additional information may be required. As usual practice, a claim form will also likely be required and these can be obtained by emailing the Chief Operating Officer. In some instances a 'Doctors Statement' may need to be arranged with a doctor. If claiming for loss of income, the claimant's employer will need to complete the 'Employer Statement'. The forms must be lodged by the Chief Operating Officer within 14 days of receipt.

If any expenses have been incurred, and there are not any receipts available within the 30 day period, these receipts must be provided after the claim is lodged. If the injured person is a member of a private health fund, these accounts must be presented to the private health fund first and then forward the rebate statement for re-assessing. Following this procedure will ensure maximum benefits.

The insurance policy does not cover the Medicare gap.

6.4 Public Liability Claims Process

In the event of any incident which may give rise to a claim, the Club Secretary or staff member must immediately inform the Chief Operating Officer.

The most important points to bear in mind upon the occurrence of an incident likely to involve a claim are:

- full details of the circumstances should be obtained on the spot by completing

- an Accident &/or Incident Report form;
- the names and addresses of all witnesses (preferably independent) should be noted and statements obtained;
- no admission of liability or promise of payment should be made to any injured party or for any property damage;
- All legal requests must be immediately advised to the Chief Operating Officer.

For potentially serious claims where a written claim against Special Olympics Australia, whether from a participant, spectator, any third party, or from lawyers or proceedings are served, prompt action is vital. The Chief Operating Officer must be notified immediately.

6.5 Association Liability (Directors and Officers) Claims

Any circumstance giving rise to a Directors & Officers/Association liability claim is to be notified to the Chief Operating Officer immediately.

- It is a condition of the policy to not admit liability. This must be left to the insurance underwriter and their legal representatives to conclude.
- Any writ, summons, letters of demand, etc., must be forwarded to the Chief Operating Officer immediately.
- The Chief Operating officer will be responsible for assisting the underwriter with their investigations and co-operate with any potential recovery actions.

6.6 Spectators and Coaches

Neither the organisers of a sporting match nor the participants are required by law to guarantee the safety of spectators. There is no contract between the athlete and the spectator so there can be no action brought in contract. The only possibility is for the spectator to sue in negligence for any injuries sustained.

There is no liability for injury to a spectator when play is within the rules and a spectator sustains accidental injuries. However, if there has been disregard for the spectator's safety and a breach of duty of care owed by the athlete to the spectator not to cause injury which could reasonably be foreseen then potential liability exists.

Coaches are under greater pressure to apply reasonable standards of care in relation to their dealing with participants. Coaches must be aware that their behaviour is dealt with by the same negligence as other categories of people.

Coaches are liable if warnings of dangers are not given or are inadequate, or if there is a failure to follow a recognised program. The coach may be liable if a participant sustains injuries on equipment which the coach should have known to be dangerous.

6.7 Contracts and Agreements

The activities of Special Olympics Australia may result in entering into contracts or agreements with external parties for the delivery of goods or services. A staff

member can only enter into a contract or agreement that is within their delegated authority. Any such contracts or agreements in excess of \$5,000 are to be evaluated and approved by either the Chief Operating Officer or Chief Executive Officer prior to any commitment being made.

Most contracts/agreements have clauses relating to Special Olympics Australia having appropriate insurance cover for the activity to be undertaken, and the provision of indemnity to the third party for any losses or claims that might arise against them as a result of the activity.

It is important that such clauses do not have requirement levels that exceed the coverage that Special Olympics Australia has through its insurance policies; otherwise Special Olympics Australia is exposed. If a contract/agreement does have clauses that exceed Special Olympics Australia's coverage and the external party will not change them, the Chief Operating Officer must be notified so that a full risk assessment can take place and provide approval to the proposed exposure.

6.8 Hiring of Consultants

External consultants may from time to time be engaged to undertake many special activities and projects related to Special Olympics Australia business. These consultants are not covered by any Special Olympics Australia insurance policy and it is necessary for them to hold their own policies, in particular Public Liability and Professional Indemnity.

The minimum level of coverage for Public Liability is \$10 million, and for Professional Indemnity it is \$5 million. For larger projects and contracts the level of coverage should be increased after assessment of the risk to Special Olympics Australia should an incident occur as a result of the consultant's work.

Prior to engaging external consultants, the Chief Operating Officer should be given a current copy of the Certificate of Currency for the consultant's insurance policy to be reviewed and filed.

6.9 Risk and Risk Assessments

Insurance is taken out by Special Olympics Australia to cover and manage levels of risk. Insurance should not be viewed as a substitute for proper risk management. Regular risk management and assessment should be undertaken to ensure satisfactory measures are in place to adequately manage and mitigate risk exposure for Special Olympics Australia.

RELATED DOCUMENTS

Member & Volunteers Insurance Handbook
Club Leadership Handbook
SOA_6.4PP - Work Health and Safety
SOA_6.10PP - Risk Management
SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_6.11PP v1.0
Owner: Chief Operating Officer
Approved Date: 9 October 2017
Next scheduled review: 1 December 2021



7. Brand and Communication

Special Olympics
Australia



7.1 Marketing and Communication

Reference: SOA_7.1PP – Marketing and Communication Policy & Procedure

1. POLICY STATEMENT

Special Olympics Australia recognises the importance of having a coherent, consistent and coordinated marketing and communication strategy across all levels of the organisation. This ensures that the overall image of Special Olympics Australia is represented to both internal and external stakeholders accurately and with integrity. It is important that all marketing and communication efforts support the underlying goals of strengthening and enhancing the core Special Olympics Australia message, builds brand, raises awareness and educates.

To this end, all marketing and communication materials (i.e. websites, flyers, posters, program, newsletters, artwork for printed materials, proposals etc.) that use the Special Olympics mark or logo are to be internally reviewed prior to use or where appropriate developed by Special Olympics Australia. This is important to maintain standards and to comply with guidelines set by Special Olympics Inc.

Special Olympics Australia is committed to also effectively managing media, community and social media communication in a timely and positive manner. Special Olympics Australia recognises the increasing use of social media to dynamically interact with a range of stakeholders and the important role it plays in complementing traditional communication channels.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring marketing and communication is on message, factual and coordinated across all levels of the organisation.
- effectively managing and responding to a range of stakeholders through various communication channels in a timely and positive manner.
- complying with Special Olympics Inc. Visual Identity Guidelines as part of accreditation requirements.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the organisation.

Mark

The Special Olympics mark is made up of the 'symbol' + 'logotype' + 'program name'.

Moderation

Moderation is the editing or removal of content posted to a social media site.

Special Olympics Inc.

Special Olympics Inc. accredits Programs to ensure the worldwide quality, and ultimately the growth, of the Special Olympics Movement.

Traditional Media

Includes newspapers, broadcast, publications, press releases etc.

Visual Identity Guideline

The visual identity guidelines are an important tool to facilitate consistent visual representation and communication across all Special Olympics Australia stakeholders. The purpose of the Guideline is to help create coherent brand communications, visually and verbally. The Guidelines balance the collective need to achieve greater brand recognition through a unified approach with the individual need to create appropriate communication collateral for distinct audiences, stakeholders and channels.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for overseeing the marketing and communication strategy across the organisation. As required, the Chief Executive Officer is the official spokesperson for Special Olympics Australia and has the authority to delegate this responsibility as required for individual situations.

Marketing & Communications Executive

The Marketing and Communication Executive is responsible for coordinating and managing all marketing and communications across Special Olympics Australia. This includes administering the social media strategy and managing media relations. The role will also be responsible for managing and coordinating marketing resources for staff and clubs. This includes reviewing, approving and creating content.

Staff and volunteers

All staff and volunteers share a responsibility for complying with this policy and contributing to the overall marketing and communication strategy objectives.

6. PROCEDURE

6.1 Marketing and Communication Materials

The Marketing and Communication Executive will make available templates, logos sets and marketing collateral for use by all staff and volunteers. Clubs will have access to templates to assist with local marketing and promotion of events and activities.

Materials can be further customised to local needs upon request to the Marketing and Communication Executive.

6.2 Internal Review of Marketing Materials

To maintain consistency and manage a cohesive communication strategy, it is expected that all new materials created by Sports Development Managers, Club committee members/volunteers or events staff be reviewed and approved prior to use. This includes newsletter templates, websites, promotional flyers, banners, uniforms etc.

6.3 Monitoring of Media

The Marketing and Communication Executive will monitor media issues including; press, talkback radio, internet and television and provide updates to the Chief Executive Officer and relevant staff members.

All staff and volunteers are encouraged to contact the Marketing and Communication Executive where an issue has been identified or media coverage has occurred in their area.

6.4 Response to Media

The Chief Executive Officer is nominated as the official spokesperson for Special Olympics Australia for traditional media (when speaking with journalists from print or broadcast media outlets). Only the Chief Executive Officer has the authority to make comments to the media on behalf of Special Olympics Australia.

An official spokesperson or a member of the Executive Team may be authorised by the Chief Executive Officer for specific situations to give information or speak to the media on behalf of Special Olympics Australia.

Media enquiries are generally received by the Marketing and Communication Executive who is responsible for coordinating the appropriate method of response.

All staff and volunteers must direct all media enquiries to the Marketing and Communication Executive. At no time is a staff member or volunteer permitted to speak to the media or make personal comment on any issue without the expressed consent of the Chief Executive Officer. Failure to comply may result in disciplinary action.

6.5 Media Management

Where media coverage of an event or issue is required or anticipated the Marketing and Communication Executive should be notified of the opportunity in order to best coordinate responses.

6.6 Content Management of Special Olympics Australia Social Media Platforms

The Marketing and Communication Executive will determine the appropriate social media platform that will be used for Special Olympics Australia purposes and will coordinate all content. Content created for social media will be placed on either the Special Olympics Australia or state social media accounts.

Accredited clubs may administer their own social media account but Special Olympics Australia reserves the right to moderate the account to ensure that it is compliant to this policy and is aligned to the broader communication strategy of Special Olympics Australia. Any club that is in breach of this policy or other Special Olympics Australia policy when administering their social media account may result in disciplinary action.

Clubs are encouraged to share potential content for posting on social media with the Marketing and Communication Executive so that this may be considered for posting at the primary Special Olympics Australia account.

Special Olympics Australia may suspend social media platforms with notification placed on the Special Olympics Australia website where demands exceed the available resources to effectively manage it.

6.7 Social Media Moderation

Special Olympics Australia reserves the right to remove content that does not adhere to this policy or any other Special Olympics Australia policy. Where individuals are in breach of this policy or other relevant Special Olympics Australia policy, they may be blocked from providing further comment via available social media mechanisms.

6.8 Social Media Principles

Special Olympics Australia's use of social media aims to build, broaden and enhance relationships with athletes, volunteers, supporters and other stakeholders.

Special Olympics Australia is committed to ensuring that there is transparency around its use of social media as part of an overall communication strategy. Any authorised spokesperson using social media will at all times represent Special Olympics with integrity, not mislead or control the conversation. Any spokesperson must disclose to the community their identity (name and official title) when communicating to the public online.

Sensitive and confidential information should not be shared through social media platforms. At all times, copyright, trademarks and other third party rights will be respected and not used without the permission of the creator.

6.9 Responsible Use of Social Media

All users of social media should behave with courtesy, honesty and respect. Athletes, staff and volunteers are expected to comply with the Code of Conduct at all times and any inappropriate behaviour, including harassment or bullying, will not be tolerated. This includes singling out any individual (including committee members, volunteers or staff) for negative comment.

Any personal use of social media is at the discretion of athletes, staff and volunteers discretion, however it is important that individuals are aware and are responsible for the implications of participating in social media where they reference Special Olympics.

RELATED DOCUMENTS

Special Olympics Australia Visual Identity Guidelines

Special Olympics Brand Identity Guidelines

SOA_6.3PP - Code of Conduct

SOA_6.9PP - Privacy

SOA_7.2PP - Brand and Visual Identity

SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_7.1PP v1.0

Owner: Chief Executive Officer

Approved Date: 9 October 2017

Next scheduled review: 1 July 2021

7.2 Brand and Visual Identity

Reference: SOA_7.2PP – Brand and Visual Identity Policy & Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to ensuring that there is consistency in the brand and visual identity across the organisation. Anything that is produced with the name Special Olympics and/or logo must comply with the Visual Identity Guidelines.

The Visual Identity Guidelines is informed by Special Olympics Inc. and is updated from time to time. It is to be used as the resource for all design style and standards across Special Olympics Australia.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- protecting the reputation and image of Special Olympics Australia and Special Olympics Inc.
- ensuring consistent, high quality visual identity across all levels of Special Olympics Australia is maintained.
- complying with Special Olympics Inc. Visual Identity Guidelines as part of accreditation requirements.

3. SCOPE

The policy is applicable to all staff and volunteers of Special Olympics Australia.

4. DEFINITIONS

Official General Rules

The Official General Rules or also known as General Rules provide the rules and guidelines for all Special Olympics activities and binds each program to the Special Olympics Inc. purpose, mission and goals.

Mark

The Special Olympics mark is made up of the 'symbol' + 'logotype' + 'program name'.

Program

A Program has been granted accreditation by Special Olympics Inc. as having met the requirements of accreditation and issued with the authority to operate within its assigned territorial jurisdiction. Special Olympics Inc. grants the Program the rights and privileges as set by Section 6.13 of the General Rules.

Special Olympics Inc.

Special Olympics Inc. accredits Programs to ensure the worldwide quality, and ultimately the growth, of the Special Olympics Movement.

Visual Identity Guideline

The visual identity guidelines are an important tool to facilitate consistent visual representation and communication across all Special Olympics Australia stakeholders. The purpose of the Guideline is to help create coherent brand communications, visually and verbally. The Guidelines balance the collective need to achieve greater brand recognition through a unified approach with the individual need to create appropriate communication collateral for distinct audiences, stakeholders and channels.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for providing direction and overseeing compliance to the Brand Identity Guidelines so that Special Olympics Australia is consistent in its message and delivers communication that is relevant to the audience.

Marketing & Communications Executive

The Marketing and Communication Executive is responsible for ensuring compliance to the Special Olympics Brand Identity Guidelines by producing templates, resources and guides for all staff and volunteers to utilise.

Staff and Volunteers

All staff and volunteers share a responsibility for upholding the visual identity of Special Olympics Australia. This responsibility includes complying with the latest version of the visual identity guidelines when designing flyers, marketing materials, internal and external communication collateral, uniforms and other material.

6. PROCEDURE

6.1 Brand

The Special Olympics brand is shared by all Programs within the Special Olympics movement. This reputation exists in the hearts and minds of the public and our stakeholders. Our reputation is informed primarily by what we do but is also influenced by what and how we communicate.

Our primary brand is Special Olympics Australia and everything we do should build recognition and positive associations in this name and symbol. Events, games and activities provide entry-points that clearly link back to Special Olympics Australia. The following guiding ideas are central to creating consistent communication and maintaining a common underlying message.

6.1.1 History

The following boilerplate statement should be used when communicating the history of Special Olympics.

‘Eunice Kennedy Shriver established Special Olympics in the 1960s when she

hosted a backyard camp for people with an intellectual disability in her own backyard. Today it has grown into a global movement with over 4.4 million athletes and 1.4 million volunteers. Special Olympics Australia was established in 1976.'

6.1.2 Global Mission

- What we do – provide year-round sports training and athletic competition in a variety of Olympic-type sports
- Who we do it for - for children and adults with intellectual disabilities
- Why we do it - giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

6.1.3 Key Brand Messages

Whenever appropriate for the target audience, these key brand messages should be reinforced in the tone of voice in the communication. Presenting examples that demonstrate these key brand messages will reinforce Special Olympics Australia's image and reputation.

- Inspirational – The way we act and communicate inspires people to do new things and to think in new ways. Special Olympics empower people to reveal their inner champion. Our communications are powerful, simple, direct, inspire action and assist in motivating people to unleash the transformative power and joy of sports.
- Joyful – We inspire people in a manner that is uplifting and positive. A key benefit of Special Olympics is joy and this feeling is implicit in everything we do. Our communications are upbeat and bring a smile to peoples' faces, reflecting our belief that the joy of sports is a transformative power.
- Inclusive – Special Olympics is a community-based movement that transcends nationality, race, creed, gender, age or social status. It creates a place for people of all abilities. We use words like 'we' and 'our' when describing what we do. Our imagery is reflective of the diversity of our movement.
- Determined – What we do requires bravery, perseverance and courage. Our determination to transform lives is reflected in the strength and directness of our communication. Our communication illustrates determination by celebrating and recognizing the journey our athletes take, not just the medals they win.
- Courageous – Special Olympics celebrates the courage of its athletes and the challenges and barriers that they overcome every day. Our communications have the courage to challenge prejudice and speak up for what is right.
- Authentic – Special Olympics is a grass-roots movement. It is built on the hope, desire, energy and determination of people, in real communities, achieving real results. Our communications celebrate the genuine moments of transformation that takes place in Special Olympics every day. We celebrate the personal stories of achievement and joy.

6.1.4 Key Facts

When using facts in internal and external communications it should be based on the last published annual report. The following key facts may be used in the appropriate context.

- Official Special Olympics Australia Sports – Alpine skiing, bowling (tenpin), swimming, athletics, basketball, bocce, cricket, equestrian, football (soccer), golf, gymnastics, netball, sailing, snowboarding, softball, tennis, table tennis
- Other Development Programs – Athlete Leadership Program, Healthy Athletes Program, Young Athletes Program

6.1.5 Intellectual Disability in Australia

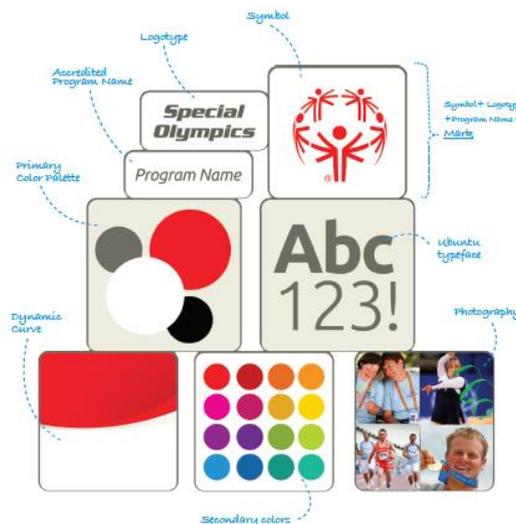
According to the Australian Bureau of Statistics over 600,000 Australians have an intellectual disability and every two hours another child is diagnosed (Disability Expectations, PwC 2011), making them the largest disability group in Australia.

6.2 Visual Identity

The visual identity comprises a set of building blocks that are combined to create consistent communications across all stakeholders.

6.2.1 Mark

The Special Olympics mark should only be used in the approved official form. Photocopying, scanning or redrawing the mark is not permitted. To protect the integrity of the brand, the mark must not be altered in any way.



6.2.2 Symbol

The Special Olympics symbol is a universal expression of the Special Olympics Movement that transcends languages. The symbol includes the 'globe of figures' which represents an inclusive worldwide community that values athletes of all capabilities and celebrates personal best achievements.

6.2.3 Logotype

The logotype 'Special Olympics' should always be used with the symbol.

6.2.4 Accredited Program Name

The Accredited Program Name should always be used with the symbol and logotype. The words 'Special Olympics Australia' is the primary program name used for communication and is referred to as the 'Master Brand'. The word 'Australia' can be replaced with the official name of the state/territory or accredited club (e.g. Special Olympics Sydney South) for local communication needs.

6.2.5 Primary Colour Palette

The Special Olympics colour palette consists of Special Olympics Red and Special Olympics Grey. These two colours are supported by Black, Biscuit and White for core applications of the brand visual identity such as stationary and signage. PMS colours can be obtained by contacting the Marketing and Communication Executive.

6.2.6 Photography

Many styles of photographs can be used for Special Olympics Australia communications. Images can be used to educate, explain, raise awareness, foster values and create empathy.

When using photographs it is good practice to caption it with the names of the athletes or individuals involved and some context about their specific story.

When using athletes to promote Special Olympics Australia events and activities a media consent must be given at the time of registration. Any third party use of an athlete's image requires a separate consent as defined in the Special Olympics Inc. Official General Rules (2014).

6.2.7 Use of Mark, Logo and Special Olympics Name

Letterheads, Logos, PowerPoint presentation templates, flyers, banners, backdrops and other marketing collateral templates are produced by the Marketing and Communications Executive. A set of standard templates are available for use by all staff and volunteers including templates for use by clubs. These are made available on the member resources page of the Special Olympics Australia website or upon request to the Marketing and Communications Executive. Custom requirements can be catered for upon request which should be made to the Marketing and Communications Executive. The team will need to get a full understanding of the design brief and will then provide an estimated timeframe to deliver the requirements.

6.3 Email Signatures

All staff and volunteers representing Special Olympics Australia through email communication must use a signature formatted in the following way.

All position titles, whether staff or volunteer, must conform to official approved naming conventions to maintain consistency. All volunteers are encouraged to add the word 'volunteer' in brackets next to the job title.

Paul Wiggins

Digital Communications & Marketing Coordinator

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Special Olympics Australia

PO Box 62, Concord West NSW 2138

Building 1, Level 3, 3 Richardson Place, North Ryde NSW 2113

Mobile 0437 438 423

Phone 1300 225 762

Email paulw@specialolympics.com.au

.....

www.specialolympics.com.au

When using graphics at the bottom of the signature, it must be approved for use by the communications team. The signature must not be embellished or changed in any way. For detailed information on setting a signature please refer to the Special Olympics Brand Identity Guidelines.

6.4 Uniforms

Athlete t-shirts or uniforms used for competition should not carry any sponsorship branding. They can be branded with Special Olympics Australia or Accredited Club mark. For t-shirts created for specific Special Olympics events, the event branding may be included.

Volunteer t-shirts which incorporate sponsor brands, the Special Olympics Australia or Accredited Club mark should always be dominant over sponsor brands.

6.5 Co-Branding

When considering a potential co-branding opportunity it is important to distinguish between a Special Olympics driven event and a partner driven event.

For all Special Olympics driven events, all materials will be produced to the requirements of the visual identity guidelines and the partner brand will be recognised in a supporting role known as child brand. The Special Olympics Australia mark will be the dominant brand, known as parent brand, either in terms of scale or position. The role of the sponsor brand within the relationship is clearly identifiable using the terms such as 'Proudly supported by', or 'Sponsor' within close proximity of the sponsor brand.

For all partner driven events, materials may be created by the partner/sponsor within their visual identity guidelines. In these instances Special Olympics

Australia will usually be the beneficiary of the sponsorship and our mark is used as an endorsement. It is important to ensure that the overall branding and theme of the event is not in conflict with the mission and ethics of Special Olympics Australia. The partner brand should not swamp or subsume the Special Olympics Australia brand – especially in co-branded events. The role of Special Olympics Australia is clearly identifiable using terms such as ‘in support of’ or ‘benefiting’ within close proximity of the Special Olympics Australia mark or within the title of the event.

6.6 Commercial Use

All logos, names and symbols are the exclusive property of Special Olympics Australia. Selling or distributing products to the general public is considered commercial use. All accredited clubs, individuals, and companies are required to obtain approval from the Chief Executive Officer of Special Olympics Australia prior to producing, or arranging for production of, any product that uses Special Olympics Australia logos, names, symbols regardless of use or method of distribution.

RELATED DOCUMENTS

Special Olympics Australia Visual Identity Guidelines

Special Olympics Brand Identity Guidelines

SOA_1.2 - Special Olympics, Inc.

SOA_6.3PP - Code of Conduct

SOA_6.9PP - Privacy

SOA_7.1PP - Marketing and Communication

SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_7.2PP v1.0

Owner: Chief Executive Officer

Approved Date: 9 October 2017

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Team Australia



Sport
Australia

1539



8. Fundraising

Special Olympics
Australia



8.1 Fundraising

Reference: SOA_8.1PP – Fundraising Policy & Procedure

1. POLICY STATEMENT

Special Olympics Australia recognises that effective fundraising activities are a core strategy for short and long term financing of the organisation. Wherever possible, funds raised should be untied to support the everyday activities and operations of Special Olympics Australia. Where funds are tied to a specific purpose then it should be consistent with the current priorities, mission and purpose of Special Olympics Australia.

Special Olympics Australia is committed to conducting fundraising activities in an ethical and professional manner through a coordinated approach across clubs, states and central office. All funds received are to be administered in a transparent and consistent manner.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring all money raised through fundraising will be used for the stated purpose, be conducted in an ethical manner and comply with Special Olympics Australia's mission and purpose.
- providing guidelines for acceptable behaviour during the course of conducting a fundraising activity.
- ensuring that any communications to the public made in the course of carrying out a fundraising activity is truthful and non-deceptive.
- eliminating duplication of approaches and submissions to the same funding sources.
- recording and managing the relationships of donors and sponsors in a consistent manner.

3. SCOPE

The policy is applicable to all athletes, volunteers and staff of Special Olympics Australia.

It also applies to any organisation or individual that is given authority by Special Olympics Australia to solicit donations and sponsorship on its behalf.

4. DEFINITIONS

Appeals

An appeal is the soliciting or receiving of money or benefit from the public. It can include donations, sponsorships, conducting lotteries and competitions, entertainment or other goods or services.

Bequests

A bequest is an amount of money or goods donated through a will. Some people also request that there be donations made in lieu of flowers at the funeral.

Cause-Related Marketing

Cause-related marketing is when the Special Olympics logo appears on a product or products with a percentage of the profit made from sales of those products given to Special Olympics Australia.

Donations

A donation is a contribution made to Special Olympics Australia without any expectation of a return or benefit. Donations of \$2 and over are tax deductible.

Donation In-Kind or Value In-Kind

Is a donation other than a donation of money (e.g. goods, services or property).

Peer to Peer Fundraising

Are fundraising initiatives using the internet to raise funds, capture data and promote Special Olympics Australia.

Endowment

An endowment is a donation where funds are invested to ensure ongoing support for Special Olympics Australia from the investment earnings.

Fundraising

The seeking of financial support for a charity or a cause or other enterprise.

Grants

A grant is the provision of financial assistance from a grant-making entity (such as governments, foundations or private trusts). It is tied funding and must be acquitted in accordance with the grantors guidelines.

Fundraising Activities

Fundraising activities are any activity that is undertaken by or on behalf of Special Olympics Australia with the aim of soliciting or receiving donations

Pledge

A pledge is a documented commitment to make a donation within a specified period of time

Sale of Goods

There are many promotional products that can be sold to raise funds for Special Olympics Australia. Chocolate drives and the sale of pens and caps are some of the items that are regularly promoted.

Sponsorship

Sponsorship is when a company provides cash or services in return for brand recognition or other services. Accredited clubs are authorised to seek sponsorship in their local community with the assistance of the central office where required. National companies cannot be approached without the approval

of central office so as to avoid potential conflict.

5. RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for managing and ensuring compliance to this policy across the organisation. Additionally, the Chief Executive Officer is responsible for developing and implementing strategies for donor, sponsorship and prospect development. This includes managing key sponsorships and donor's relationships.

Athletes, Volunteers, Staff, Families and Supporters

Individuals involved with Special Olympics Australia are responsible for ensuring they are aware or made aware of this policy when involved in any form of fundraising activity and comply with it at all times.

Club Leadership Team

Club Leadership Teams are responsible for ensuring compliance to this policy when planning, implementing and reporting on fundraising activities.

6. PROCEDURE

6.1 Authority to Fundraise

Special Olympics Australia is licensed to fundraise under the Charitable Fundraising Act 1991 and holds a Charitable Fundraising Number (CFN: 14503). Only accredited clubs licensed to Special Olympics Australia may fundraise for local purposes using the Charitable Fundraising Number with permission.

6.2 Planning Fundraising Activities

Special Olympics Australia will undertake to prioritise short and long term fundraising plans to ensure sustainability in operational objectives.

One of the most important functions of a Club Leadership Team is to understand the Special Olympics Australia strategic and operational plans to enable short and long term plans to be developed to help finance the club activities. A fundraising coordinator may be recruited to assist in this area.

6.3 Fundraising Approval Procedure

Fundraising is a licensed activity and anyone using the Charitable Fundraising Number must notify Special Olympics Australia in writing of its use (this may include making a specific reference to fundraising activities in the minutes of meetings which are sent to Special Olympics Australia). Failure to notify Special Olympics Australia of the use of the Charitable Fundraising Number may result in disciplinary action.

Fundraising that is not for or on behalf of Special Olympics Australia may not be covered by this Charitable Fundraising Number and further advice should be sought.

6.3.1 Complete Fundraising Agreement

Before beginning any fundraising activity a completed fundraising agreement located in the Special Olympics Australia Fundraising Guideline must be completed and approved. A copy of the fundraising agreement can be found in the member resources section of the Special Olympics Australia website.

The completed fundraising agreement must be approved by the appropriate person:

- Estimated gross revenue of \$10,000 or less must be approved by the State or Club Chair
- Estimated gross revenue of \$10,000 or more must be approved by the Chief Executive Officer.

6.4 Sponsorships

Accredited clubs may seek sponsorships in their local community. If a club is seeking sponsorship from a national company or local branch of a national company, they should first check with the fundraising team at Special Olympics Australia to ensure there is no conflict or duplication of approach. At all times, Special Olympics must act as one when approaching national companies and have one primary relationship contact.

6.5 Donations

All donations are to be receipted either at the central office or by the treasurer within the club. Donations are to be reconciled with the bank deposits as outlined in the finance manual.

6.6 Grants

Only accredited clubs may apply for grants and should be kept at either local or state opportunities. Federal government grants and national grant funding bodies are to be applied by Special Olympics Australia only.

If an accredited club wishes to employ external resources to make applications on their behalf they should first seek the advice and approval of Special Olympics Australia. Any grant which involves the employment of staff must be done in consultation with Special Olympics Australia (it being the only legal entity to employ staff).

When applying for a grant it is essential to understand the organisation's capacity to deliver on the grant conditions. In most cases, grants involve reciprocal obligations and GST will apply. Please speak with the central office if you are unsure about GST.

6.7 Fundraising Events

Only accredited clubs and approved 3rd party fundraisers are authorised to hold

local fundraising events such as BBQ's, chocolate drives and trivia nights.

These events provide opportunities for athletes to get involved in their own fundraising and to raise awareness about Special Olympics Australia in the local community. Funds raised from these events belong to the club that raises the money and must be spent on the activities of that club within a reasonable timeframe.

If an accredited club wishes to hold a large fundraising event which involves expenditure of more than \$10k to produce profit (dinners, golf days, concerts, etc.) they should consult with Special Olympics Australia to ensure that the opportunities for the event are maximised, that it is adequately covered by insurance and that it does not clash with other appeals or events being marketed to a particular audience.

6.7.1 Individual Fundraising by Athletes

Athletes can fundraise towards their levy for the Games (National or World Games). If the fundraising done by athlete the funds raised are to be deposited directly to the State bank account.

6.7.2 Fundraising Event Obligations

- Planned fundraising event costs should not exceed 50% of the total proceeds of the event.
- There should be sign off forms for all monies raised at the event (i.e. registration, auctions, raffles). These are available in the fundraising guidelines document.
- At least two people should be involved in supervising and counting cash and each person should sign the record of receipt/count sheet/bank deposit list.
- All receipts from an event must be banked intact. Expenses should not be taken out of the proceeds prior to banking. In instances where an expense needs to be reimbursed from cash collected, a receipt for the cost must be produced and signed by both the person providing the cash and the recipient.

6.7.2 Working With Other Parties

If your club is partnering with another group (e.g. Rotary or another charity) to host an event, there must be a written agreement between you and the other party, outlining the arrangement and how revenue and expenses are to be apportioned. The event can be registered by the relevant club. Monies raised at the event should be counted by a representative from both charities.

6.7.3 Involving Professional Parties

Particular laws apply around engaging professional fundraisers. Some states require a modification of the fundraising license requirements; others require that the Department of Fair Trade be informed of any such arrangements. Clubs should discuss any arrangements to engage paid fundraisers with the Chief

Executive Officer of Special Olympics Australia prior entering into any agreements.

6.8 Raffles

Holding a raffle generally requires a permit under our authority to fundraise. It is common for there to be a raffle at Special Olympics events for small items (e.g. prize pool is less than \$10,000). Accredited clubs are authorised to run such raffles as part of their license from Special Olympics Australia, as a guide we use NSW regulations. Some of these are:

- No permit is required in NSW for charitable organisations to run a raffle ('lottery') up to a total prize value of \$30,000. Lotteries with a prize pool in excess of \$30,000 are considered 'Art Unions' in NSW and are subject to different regulations.
- At least 40% of gross fundraising proceeds must go to the not-for-profit organisation. Expenses, including prizes cannot exceed 60% of gross proceeds.
- Total value of cash prizes is capped at \$30,000.
- Tickets where prizes include alcohol may not be sold or bought by anyone under 18 years of age. There are no other restrictions on minors selling raffle tickets in NSW.
- Tickets must be numbered sequentially, and ticket butts must clearly display the ticket number. Where the prize pool exceeds \$10,000 the ticket must also have space on the ticket butt for the purchaser to write their name and address.

When advertising the raffle, organisations must make the following information available:

- the price of the ticket
- the name of the organisation for whose benefit the raffle is being conducted
- details of the prizes and their recommended retail value
- the place, time and date of the draw
- details of how the prize winners will be notified
- details of the way in which the results of the draw will be publicised.

It is sufficient for this information to be provided on the ticket.

6.9 Appeals

From time to time athletes may wish to issue an appeal to raise money for competition to local businesses or other channels. Any letters or appeals issued using the name of Special Olympics Australia must be authorised by a member of the committee of the athlete's accredited club.

Athletes are not permitted to conduct appeals for the purpose of raising money

to cover the cost of equipment, training or coaching costs. Appeals are conducted for the purpose of raising money to cover the levies to attend competitions and events.

6.10 Sale of Goods

Activities involving the sale of goods do not attract tax deductible status and a separate receipt book must be used for receipting such monies where required.

6.11 Bequests

All correspondence regarding bequests must be immediately forwarded to the Chief Executive Officer for review by our legal advisor.

6.12 Fundraising Restrictions

Consistent with Special Olympics Official General Rules, Special Olympics logo may not be publicly or visibly connected or associated with the name or trademark of alcohol or tobacco products at any training or competition venue.

This includes any alcohol or tobacco product, or the manufacturers or distributor. However, contributions may be accepted from such companies and recognition is allowable for any other products which may be manufactured or distributed by such companies as long as it is not associated with the alcohol or tobacco product.

Nobody directly or indirectly employed by or volunteering for Special Olympics Australia shall accept commissions, bonuses or payments for fundraising activities. Special Olympics Australia will also not undertake general solicitations by telephone or door-to-door.

6.13 Confidentiality

When fundraising for Special Olympics you are put in a position of trust, you should not disclose any information that could cause embarrassment, harm or discredit to the organisation, the athletes and their families, staff or volunteers. Confidentiality is expected at fundraising events in the case of financial information gained at event, donor's names and/or mailing list information. All personal contact information should be stored securely and not shared outside Special Olympics Australia. Information collected through local and state fundraising programs is governed by the national privacy act in your state.

6.14 Privacy Policy

At all times the privacy of online visitors will be protected. As part of this, we handle any personally identifiable data that is provided in accordance with Special Olympics Australia Privacy Policy.

Our privacy policy as set out on our website states we may collect personally identifiable data submitted by an online visitor (such as names, addresses, post

codes, email addresses, etc.).

6.15 Security Information

We care about the security of all supporter information. Special Olympics Australia will take reasonable steps to protect personal data we hold about a supporter from misuse and loss and from unauthorised access, modification or disclosure. These steps include storing data in a secure environment only accessible by authorised personnel.

Special Olympics Australia also use secure server technology for our online donation process. We use services that utilise high-grade encryption software and the https security protocol to communicate with browser software. Contributions may also be made by calling 1300 225 762.

6.16 Participation of Children in a Campaign

Clubs are responsible for getting permission from a parent/carer/guardian for children under the age of 18 to participate in any fundraising campaign.

6.17 Photography

The use of photos of athletes, volunteers/staff to promote a fundraising activity must first be approved by the central office.

6.18 Permits

Permits may also be required by councils or shopping centres to conduct fundraising activities and they may require evidence of insurance. Our certificates are on the Special Olympics Australia website at www.specialolympics.com.au.

If an event takes place on private property make sure permission is gained from the owner. Make sure the venue is safe and crowd control considerations are part of the event planning process.

6.19 Fundraising Legislation and Regulations

It is important that all fundraising activities are done in a transparent fashion and abide by all relevant laws and regulations. Committees should ensure that they are familiar with the relevant fundraising legislation in their state. Details of state legislation are included in your finance manual.

All clubs are encouraged to have a copy and follow the Best Practice Guidelines for Charitable Organisations available from the NSW Department of Fair Trading.

6.20 Communication and Public Relations

Good public relations are a vital part of any charitable organisation. How Special Olympics Australia is perceived by members, families, the media, donors and

sponsors is critical to success.

Promotional activities need to portray athletes with intellectual disabilities in a positive manner using appropriate terminology, language and presentation.

Some examples are:

- Use, person with an intellectual disability instead of intellectually disabled
- Use, Special Olympics Australia instead of The Special Olympics

The following people only are authorised to speak on behalf of Special Olympics Australia:

- Special Olympics Australia Board and Chief Executive Officer
- General Managers
- National Staff
- State Chair and State Sports Development Managers are authorised to speak on behalf of their respective state/s only

Club Chairs and their delegates may speak on behalf of their club only provided they do not warrant that their views represent that of Special Olympics Australia.

Make sure any marketing collateral, flyers and promotional material comply with the Special Olympics Australia branding guidelines.

RELATED DOCUMENTS

SOA Fundraising Guidelines
SOA_6.3PP - Code of Conduct
SOA_6.9PP - Privacy
SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

Version number: SOA_8.1PP v1.0
Owner: Chief Executive Officer
Approved Date: 9 October 2017
Next scheduled review: 1 July 2018



9. Administration

9.1 Conditions of Employment

Reference: SOA_9.1PP – Conditions of Employment Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to attracting and retaining the highest quality people by appropriately recognizing their contribution and providing a flexible, harmonious working environment. Due to the nature of the work undertaken by Special Olympics Australia, there may be a number of specific work-related practices that are in place to facilitate the staff member being able to effectively undertake their role. This policy should be read in conjunction with the letter of engagement (or employment contract) which stipulates the conditions of employment.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- outlining conditions for all staff members and to proactively support staff members to balance their work, family and other life needs.
- ensuring staff members are aware of their benefits and entitlements as part of their employment with Special Olympics Australia.

3. SCOPE

The policy is applicable to all staff of Special Olympics Australia.

4. DEFINITIONS

Bullying

Bullying is persistent, offensive, abusive, intimidating, malicious or insulting behaviour that makes the recipient feel threatened, humiliated or vulnerable. Bullying may be due, but not limited to, racial, sexual, religious or physical differences. Staff members found guilty of bullying will face disciplinary action, up to and including termination of employment.

Conflicts of Interest

A conflict of interest arises when a staff member has a personal interest in a matter which could improperly influence or appear to influence the performance of their duties. This may include:

- financial interests in a matter that Special Olympics Australia deals with, or having friends or relatives with such an interest
- personal beliefs or attitudes that influence the impartiality of advice or service given
- secondary employment or outside business activities that adversely affect the performance of duties and responsibilities with Special Olympics Australia.

Harassment

Harassment is any form of behaviour directed at another person that is unsolicited, unwelcome and is unlawful. The effect of harassment, whether intended or not, is to offend, humiliate or intimidate another person and to make the workplace uncomfortable and unpleasant. The psychological effect on victims of harassment is not only personally damaging, it can also adversely affect work efficiency.

Harassment in the workplace can take the form of sexual and sexist harassment or harassment based on the attributes of the person (e.g. race, colour, religion, sexuality, age, or disability, etc.). It can be overt or subtle, physical, verbal or non-verbal. Examples of harassment could include teasing or taunting on discrimination grounds, spreading rumours, intrusive questioning, threats or insults, exclusion or alienation, offensive gestures or comments.

Probation

A probation period is an opportunity for Special Olympics Australia and the staff member to establish whether there is an appropriate match of skills and behaviour to the requirements of the role.

Public Benevolent Institution

A public benevolent institution is a type of charitable institution whose main purpose is to relieve poverty or distress. Public benevolent institutions are recognised by the ACNC and ATO as a subtype of charity. (Australian Charities and Not for Profits Commission)

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favours or other conduct of a sexual nature that a reasonable person should have known would cause offence, humiliation or intimidation to the person being harassed. Examples could include unwelcome sexual innuendo, propositions, spreading rumours, obscene phone calls, suggestive looks, unnecessary physical contact or sexual assault. Actions constitute sexual harassment even when the perpetrator had no such intent at the time.

Vilification

Vilification is the unlawful act of publicly inciting or intending to incite hatred towards, serious contempt for, or severe ridicule of, a person or group of persons. Under no circumstances is Special Olympics Australia staff to vilify others on any grounds. Vilification may include breaches of confidentiality, including gossip and rumours, at the workplace regarding an employee's sexuality, race or HIV status. Vilification can lead to an employee or Special Olympics Australia being held liable.

5. RESPONSIBILITIES

Staff

Have a responsibility to understand and comply with the policy to support a positive workplace.

Manager

A manager is responsible for ensuring all employees understand their

responsibility to this policy.

6. PROCEDURE

6.1 Hours of Work

The hours of work for each staff member are agreed at the time of commencement of their employment. Full-time staff members of Special Olympics Australia are typically expected to work 38 hours per week. Normal span of hours are 7am-7pm Monday to Friday. Part-time employees will work an agreed pro-rata of the full time hours.

6.2 Position Amendment

An active staff member may agree to change their current employment contract, based on Special Olympics Australia requirements. Changes may include transitioning from permanent full time to part time, permanent to casual, part time to full time. Special Olympics Australia is under no obligation to accept requested changes to position.

6.3 Expected Behaviour

Special Olympics Australia is committed to providing a workplace that encourages equal opportunities for all and that is free from discrimination, harassment, vilification and bullying.

6.4 Probation

A probationary period of up to six months applies to all new staff members on permanent and fixed-term contracts of 12 months or more. Fixed term contracts of less than 12 months will have a probationary period of up to 3 months.

There will only be one probation period with Special Olympics Australia upon commencement. A subsequent probation period cannot be requested if there is no break in service with Special Olympics Australia.

6.5 Physical Contact

Special Olympics Australia acknowledges that in the provision of our services, some physical contact between staff members, athletes, volunteers, members and stakeholders may be appropriate and necessary. But to avoid any misunderstanding and distress arising from physical contact in the course of our work, staff members must:

- clearly explain the reason for and nature of any intended physical contact and obtain consent before any contact occurs
- be aware of people's right to personal space by respecting the dignity, culture, values and beliefs of all individuals.
- Physical contact is inappropriate if it:
 - can be perceived as a threat
 - causes embarrassment to the other person
 - can be misinterpreted in any way
 - does not allow the other person to disengage easily (unless in cases of specific manual handling such as hoist transfers or lifting).

6.6 Remuneration and Benefits

6.6.1 Salary Review

The Chief Executive Officer and General Manager, People and Culture will review the salary benchmarking on an annual basis.

6.6.2 Payroll

Salaries and wages are paid by the 15th of each month by electronic funds transfer (EFT) directly into a staff member's nominated bank account. Individual Pay Advice Slips are emailed to staff members following lodgment of payment.

6.6.3 Salary Sacrifice

As Special Olympics Australia is a Public Benevolent Institution staff members have the opportunity to take part in salary packaging which is organised through an external provider. Participation in the scheme provides the staff member with an opportunity to increase take home remuneration by providing a portion of remuneration free of Pay As You Go (PAYG) tax.

Under current legislation you can contribute up to \$15,900 per Fringe Benefits Tax (FBT) year from your pre-tax salary. This can be used for everyday expenses such as your mortgage or rent, bills, shopping and petrol, and significantly reduce your annual tax bill.

All staff members of Special Olympics Australia are eligible for salary packaging, provided their position is a permanent position no less than 15 hours per week, or is a fixed term position of at least 6 months. Casual employees and trainees are not eligible to participate. Special Olympics salary packaging arrangements may change in accordance with changes to tax legislation.

6.6.4 Superannuation

Special Olympics Australia provides superannuation according to legislation. Our preferred or default fund is Australian Super. Staff members other than casual staff may choose their own superannuation fund. Staff members can elect to make additional contributions, by salary sacrifice, to their superannuation. Superannuation contributions are currently remitted on a quarterly basis.

6.6.5 Overpayments

In the event that Special Olympics Australia mistakenly overpays a staff member, the staff member is required, when advised of the error, to pay this back in one lump sum in the next pay-period.

6.6.6 Expense Management

The person responsible for the expense must code and get the invoice approved by the relevant budget holder. When approved the invoice is then posted to the central office. Where possible always ask for bank details to pay by EFT. Contact the Accounts Team for a copy of the cost center codes to use if required. You may approve invoices up to the amount of your authorised delegation limit. Where the cost exceeds your limit pre-approval must be sought from your Manager.

6.6.7 Staff Expense Reimbursement

Should you require reimbursement of an approved expense please complete an Expense Form. Attach any receipts or related paperwork, provide the appropriate expense code, have it signed by your manager and provide it to accounts for processing. Expenses will be paid into your nominated bank account.

Where a staff member holds a company credit card they will be issued with a statement at the beginning of each month. The staff member is required to code each transaction and return the statement with all receipts within two weeks of month end. After two months, if coded statements and receipts are not forwarded to the Accounts Team, the credit card may be suspended.

6.7 Standard of Attire

All staff members are expected to present themselves in a neat and professional manner.

6.8 Acceptance of Personal Gifts and Benefits

Staff members are expected to use their discretion in this area. Token gifts (less than \$50 in value) or moderate acts of hospitality may be accepted as long as acceptance of the gift does not compromise your role as a staff member of Special Olympics Australia. The Chief Executive Officer must be notified of any gifts or acts of hospitality received in excess of this amount and any acceptance or refusal will be documented on your personnel file.

6.9 Conflicts of Interest

A conflict of interest only needs to be perceived so it is your responsibility to avoid any situation that could compromise the impartial performance of your duties.

If you find yourself in a situation where there may be a conflict of interest, or a perceived conflict of interest, speak to your manager. Where needed your manager will note this information and work with you on a strategy to eliminate the conflict of interest.

6.10 Staff Misconduct

Any action of a staff member that brings the organisation into disrepute is a serious breach of policy and may result in disciplinary procedures, including suspension or immediate dismissal.

6.11 Intellectual Property

Special Olympics Australia owns any existing and future intellectual property, whether conceived or developed by the staff member or the organisation, in respect to the work the staff member performs. All staff members are required to ensure that all work developed in the course of their employment is used and remains for the sole purpose of the business of Special Olympics Australia.

6.12 Use of Organisational Resources

All staff members may have limited use of email, telephone and email for personal circumstances. Staff members can decorate their workstation but may

not use any material (including pictures, symbols, signs or language) that may be offensive to others or that is considered inappropriate.

On termination of employment, all property of Special Olympics Australia must be returned in sound working condition. Do not delete material from your computer (other than that of a personal nature) or copy or take with you any material, content, data or information gained as a staff member at Special Olympics Australia.

6.13 Complaints Procedure

As a staff member, if you feel you have been subjected to any form of discrimination, victimisation, bullying or harassment contact your manager immediately. If you feel uncomfortable, or the complaint is against your manager, consult the General Manager, People and Culture. All grievances will be dealt with seriously and confidentially and, in the unlikely event of an extreme circumstance, a grievance may be referred to an external party for resolution.

RELATED DOCUMENTS

SOA_5.10PP - Performance Management

SOA_5.11PP - Exit

SOA_6.3PP - Code of Conduct

SOA_6.4PP - Work Health and Safety

SOA_6.5PP - Member Protection Policy

SOA_6.9PP - Privacy

SOA_9.4PP - Workplace Grievances

DOCUMENT CONTROL

Version number: SOA_9.1PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021

9.2 Leave

Reference: SOA_9.2PP – Leave Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to ensuring that all staff members receive leave entitlements that meet legislative requirements and provide additional benefits. Leave entitlements are covered by the appropriate Industrial instruments (Award or agreement) or the staff member's contract whichever is applicable. Nothing in these policies overrides the aforementioned.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- informing staff members of their entitlements and requirements regarding leave.
- supporting staff members to effectively balance work and personal commitments.

3. SCOPE

The policy is applicable to all staff of Special Olympics Australia.

4. DEFINITIONS

Close family member

A close family member will include a partner of the staff member (who lives with the staff member on a bona fide domestic basis although he or she may be legally married to that person), a dependent child or an adult child (including an adopted child, a foster child, a stepchild or an ex-nuptial child), a parent, a foster parent, grandparent, grandchild, a relative who is residing with the staff member or a person who the staff member has caring responsibilities arising from a kinship relationship or equivalent status.

Make-up Pay

For the purpose of determining jury duty pay. Make-up pay is the difference between any jury duty payment the staff member receives (excluding any expense-related allowances) from the court and the staff members pay from Special Olympics Australia.

5. RESPONSIBILITIES

Staff

Have a responsibility to understand and comply with the policy.

Manager

A manager is responsible for ensuring all staff members understand their responsibility to this policy.

6. PROCEDURE

6.1 Leave Entitlements Are Per Legislation

- 20 days per annum accrued for full-time staff members (pro-rata for part-time staff members)
- Accrual of leave is immediate upon commencement of employment.

6.2 Annual Leave

Annual leave is an entitlement for all permanent and fixed-term staff members. Casual staff members are not entitled to annual leave but are paid a loading incorporated into their hourly rate of pay. The purpose of annual leave is to provide staff members with a period of recreation away from the workplace. As such, staff members will not be paid in lieu of annual leave except for any unused portion accrued on termination of employment. A Leave Application Form, completed by the staff member, will be required to process any paid leave.

Leave balances will be monitored and not allowed to accrue above a reasonable amount. A staff member may be directed to reduce their leave where the balance exceeds 40 days on 31 December. Leave in excess of 40 days may be directed to be taken during the following month of January unless otherwise agreed to by the manager for the leave to be taken later in the following year.

6.3 Annual Closure

Special Olympics Australia closes its national and state offices for a period over Christmas each year. Conditions associated with the closure period will be in accordance with the relevant award or letter of offer. Special Olympics Australia will give staff members a minimum of four weeks' notice of the annual closure period and may require staff to take annual leave during this closure period.

6.4 Personal and Carers Leave

If a permanent staff member becomes sick or injured and is unfit for duty, and is certified as such by a medical practitioner, they are entitled to sick leave on full pay according to the relevant Industrial award or contract of employment. Generally this is 10 days each year for full time staff members and pro rata of 10 days each year depending on their hours of work for part time staff members.

Sick leave will be available from the beginning of each year of service. A valid medical certificate will be required when the absence exceeds two (2) consecutive days, is taken immediately before or after a public holiday, or when two (2) consecutive days are taken immediately before or after a weekend.

If a manager considers that a staff member is taking a series of single day sick leave to a pattern or on a regular or frequent basis they may require a medical certificate to be submitted.

Where a staff member has been absent for an extended period and available sick leave has been exhausted, an application for sick leave without pay may be considered with the approval of the Chief Executive Officer. A report from a medical practitioner will need to be provided that includes the nature of the illness, likely duration the staff member is unfit for work and whether they can

perform some duties and what those duties might be.

6.4.1 Family (Carer's) Leave

A permanent staff member may apply for family leave to care for members of their immediate family or household who are dependent upon the staff member for care during an illness or an emergency. The staff member needs to have been employed for at least 12 months and may apply for up to five days paid family leave each year. These five days are taken from the available personal and carer's leave allowance.

Where a staff member has exhausted their family leave, they may apply for two days unpaid family leave for each occasion requiring their care. Staff members are required to submit a request for family leave as soon as practicable before taking the leave, or if that is not possible, as soon as possible on the first day of absence. This should include the name of the person requiring care and that person's relationship to the staff member, the reason for requiring leave and the anticipated length of absence.

6.5 Compassionate and Bereavement Leave

Compassionate and bereavement leave can be taken when an employee's immediate family or household dies or suffers a life threatening illness or injury.

Immediate family is considered to be a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild, sibling or any of the aforementioned of the former spouse or former de facto partner. This also includes step relations (e.g. step parents and step children) as well as adoptive relations. Other relatives (e.g. cousins, aunts and uncles) can be included in this leave provided they are a member of the staff member's household or if agreed by the Chief Executive Officer.

A staff member will be entitled up to two days' leave without loss of pay on each occurrence. Bereavement leave does not accumulate and is intended for the settlement of family matters and funeral attendance. It is in addition to personal and carer's leave allowance.

6.6 Long Service Leave

Staff members are entitled to long-service leave in accordance with the relevant legislation. To be eligible for long service leave a staff member must have 10 years of continuous service. Leave requests are to be submitted no later than four weeks prior to the nominated commencement of leave date.

6.7 Study Leave

Special Olympics Australia supports and encourages the professional development of all staff. This is demonstrated in part by providing in-house training for all staff on a variety of topical issues wherever possible. In addition, the Chief Executive Officer may consider and approve a request from a staff member for subsidised or paid attendance at a day course, conference or seminar, but approval is at the discretion of the Chief Executive Officer.

Applications will be considered purely on the merits of each individual request,

approval to one staff member will in no way set a precedent for any other staff members. The Chief Executive Officer will consider the application on the following grounds:

- importance and relevance to the functions of the organisation and the staff member
- available finances for subsidy and relief
- disruption to service
- previous attendance at other courses, conferences or seminars.

6.8 Leave Without Pay

Approval of unpaid leave will only be granted after considering the circumstances of the request, and only after other relevant forms of paid leave have been exhausted. In most cases, Special Olympics Australia will not approve unpaid leave for more than four (4) weeks. Requests for periods of leave without pay must be discussed with the Chief Executive Officer. Periods of leave without pay do not count towards the accrual of long service leave, annual leave or sick leave entitlements.

6.9 Flexible Working Hours

Special Olympics Australia encourages work-life balance and where appropriate in consultation with your manager you may be approved to undertake your regular weekly hours between 7am to 7pm. This may include arrangements to start earlier or later provided that agreed weekly hours as stated in the employment contract are met.

6.10 Parental Leave

You are eligible for parental leave after having been employed continuously for 12 months or more. Speak with your manager or General Manager, People and Culture for further details.

6.11 Civil Duties/Jury Duty

Special Olympics Australia recognises the importance of Civil Duties and abides by the relevant legislation. A permanent staff member who is required to attend jury service will be paid 'make up pay' for the first 10 days of jury service. A staff member may be requested to provide evidence of the jury duty pay.

6.12 Time in Lieu

Special Olympics Australia recognises that staff members may be required to work outside or in excess of their normal work hours to meet the needs of the organisation. This is not ordinarily considered for time in lieu.

Only when it is requested or essential will extra hours worked be regarded as overtime and accrued for Time in Lieu. During times of high workload demand staff members may seek permission to work extra hours to complete critical work and record this as Time in Lieu. This permission is to be sought from the manager before hours are worked and will be considered to be any hours completed in excess of 41.8 hours (10% in excess of normal working hours) per week (or pro rata equivalent for part time).

A staff member may take time off in lieu at a time which is mutually agreeable to the staff member and manager. Time in Lieu will be accrued at the discretion of their manager and must not exceed 20 hours at any time. It is to be taken within 30 days from when it was accrued unless otherwise agreed with the manager.

If a staff member works on a Saturday or Sunday they can take time in lieu within the following 30 days.

The working of additional hours at the staff members own discretion does not entitle the staff member to be compensated.

RELATED DOCUMENTS

SOA_6.4PP - Work Health and Safety

SOA_9.1PP - Conditions of Employment

DOCUMENT CONTROL

Version number: SOA_9.2PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021

9.3 Staff Travel

Reference: SOA_9.3PP – Staff Travel Policy

1. POLICY STATEMENT

As a not-for-profit organisation, Special Olympics Australia has a legal and moral obligation to ensure that all funds raised are openly and transparently accounted for. Responsible resource management is essential and governs the staff travel policy. Special Olympics Australia will therefore cover the most reasonable and economical cost for staff member travel for all necessary and approved travel expenses incurred in conjunction with carrying out their duties.

2. PURPOSE

The purpose of this policy is to support the objective of:

- outlining what travel expenses will be covered/reimbursed for staff members by Special Olympics Australia.

3. SCOPE

The policy is applicable to all staff of Special Olympics Australia.

4. DEFINITIONS

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the organisation.

Supervisor

The supervisor is responsible for managing the staff member in an ongoing way. The supervisor has a designated role within Special Olympics Australia.

5. RESPONSIBILITIES

Chief Executive Officer

Approve policies that relate to interstate and overseas travel for staff members.

Staff

Have a responsibility to understand and comply with the policy.

6. PROCEDURE

6.1 Travel Bookings

Special Olympics Australia will only pay for travel that:

- supports the objectives of the organisations
- is carried out by an authorised staff member
- is within the organisation's approved budget

All travel must be approved by your up line manager prior to booking. To book

travel you must complete a Travel Request Form. Travel is arranged personally or by booking directly with our preferred travel company. Any overseas travel must be approved in advance by the Chief Executive Officer.

Those making purchasing decisions are required to choose options that are cost effective. Where flights are needed, Special Olympics Australia will cover the cost of the most cost-effective way of getting from one destination to another.

6.2 Accommodation

Special Olympics Australia will make accommodation arrangements that are appropriate to the occasion. Depending on the numbers involved this may be on a multi-share basis, twin/triple share or dorm room. Where available you may choose to upgrade a room at your own cost. Special Olympics Australia utilizes the ATO guidelines for travel and accommodation expenses.

Table of Reasonable Accommodation Expenses

City	Accommodation per night (twin share)
Adelaide	\$185 pp
Brisbane	\$185 pp
Canberra	\$160 pp
Darwin	\$160 pp
Hobart	\$160 pp
Launceston	\$160 pp
Melbourne	\$200 pp
Perth	\$160 pp
Sydney	\$200 pp

Special Olympics Australia will not cover expenses for passport issue or renewal, or excess baggage. Visa costs and other fees should be agreed with your supervisor.

6.3 Per Diem Allowances

Per Diem allowances for meals and incidentals are available to staff members provided approval is obtained from the relevant supervisor and are based on the ATO guidelines. Per Diem payments do not include accommodation.

The current per diem rate for travel within Australia is \$50 per person per day.

6.4 Parking and Ground Transportation

Parking and taxis add considerably to the cost of travel and we encourage and request staff members to use available public transport wherever feasible. Where

appropriate, long-term car parks, shuttles, or the cheapest possible means of transport should be used.

While Special Olympics Australia has a commercial arrangement with Uber business, it is the preferred option to a taxi where costs do not exceed the comparable taxi fare for approved business related travel. Every endeavour should be made to utilize a cheaper form of transport before using Uber or Taxi.

6.5 Use of Personal Vehicles

Staff members who use their own private motor vehicle are not generally entitled to a claim through Special Olympics Australia. A claim can be made through the staff members annual tax return and appropriate documentation kept. The staff member is responsible for ensuring the vehicle is roadworthy and insured for damage or theft as this is not covered by Special Olympics Australia.

6.6 Expenses Ineligible for Reimbursement

Special Olympics Australia assumes no obligation to reimburse for expenses that are not in accordance with this Policy, unless the expense is approved by your supervisor.

Expenses that are ineligible for reimbursement include:

- Personal phone calls
- Laundry or valet services
- Movies
- Expenses incurred by partner or family
- Medical expenses (unless as a result of an accident while representing Special Olympics Australia)
- Lost or stolen articles or damaged items
- Entertainment
- Bar bills or liquor purchases
- Frequent Flyer membership
- Fines, speeding or parking infringements
- Costs associated with missing the booked flight.

6.7 Travelling Together

To minimise disruptions to ongoing operations and reduce the risk of multiple absences, the following restrictions apply on group travel:

- Executive Team

No more than three members of the executive team are to travel in the same craft/vehicle at the same time.

- Sport Development Team

No more than half the members of the sport development team are to travel in the same craft/vehicle at the same time.

- Team / Departments

No more than half of the members of the same team are to travel in the same craft/vehicle at the same time.

6.8 Staff Applying for Volunteer Positions on Travelling Teams

6.8.1 Volunteering on Travelling Teams

Special Olympics Australia staff members applying for volunteer positions on State, National and International travelling teams adhere to the following:

- staff should not be permitted to take on a management, medical, coaching and team support role on a travelling team as these should be filled by volunteers with the necessary skills
- priority should be given to Special Olympics Australia volunteers for any other subsequent role required

A staff member wishing to apply for a volunteer position on a travelling team must:

- fill out the relevant Special Olympics Australia volunteer application form
- apply for the position on the team through the required application process for that team
- if not already done, attain the relevant working with children check and police check
- if selected on the team in a volunteer role, annual leave must be applied for and approved to cover the duration of the required team commitment.

No extra positions are to be created on a travelling team so that a staff member can fill this role in a support capacity.

6.8.2 Staff Support at National and International Events

Staff requirements at National and International events will be at the discretion of the General Manager Sport Development or the Chief Executive Officer.

From time to time staff may be required to fill dedicated roles at National and International events. This may take the form of a secondment to their current role. These roles will be appointed to staff on a needs and merit basis.

6.9 How to Claim

It is important that all travel is approved prior to commencing the journey by the relevant supervisor.

A staff member must keep receipts for any parking, taxi or fuel costs. To claim an Expense Claim Form needs to be completed and receipts attached to the form.

Claims should be submitted within 14 days to allow the Accounts Team to finalise the costs of the event/meeting.

6.10 Tax Deductibility of Expenses

Where possible check with the Australian Tax Office or your accountant if you can claim any out-of-pocket expenses through your annual tax return.

6.11 Insurance

When taking approved business travel staff members are covered by the Special Olympics Australia travel insurance policy.

RELATED DOCUMENTS

SOA_6.3PP - Code of Conduct

SOA_6.4PP - Work Health and Safety

SOA_6.11PP - Insurance

SOA_9.1PP - Conditions of Employment

DOCUMENT CONTROL

Version number: SOA_9.3PP v1.0

Owner: General Manager, People and Culture

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021

9.4 Workplace Grievance

Reference: SOA_9.4PP – Workplace Grievance Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to establishing and maintaining a good working relationship with all its staff at all times and will endeavour to resolve workplace challenges, issues, problems and grievances as they arise.

Managers are responsible for ensuring that staff members have open access to the grievance process, and that grievances are handled in a fair, confidential and prompt manner. They are to take all reasonable steps to identify, prevent, correct and resolve problems in the workplace, and to ensure that complainants are free from victimisation.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- ensuring staff members have the right to work in a safe environment and to be treated with dignity and respect.
- providing procedures to have a workplace grievance addressed where a staff member believes they have a legitimate grievance.
- ensuring that all reasonable steps are taken to respect the confidentiality of the people involved and all are protected from victimization.

3. SCOPE

The policy is applicable to all staff of Special Olympics Australia.

4. DEFINITIONS

Grievance

A grievance is a concern or complaint a staff member may have in relation to their work or their work environment, other person, or decision affecting their employment. A grievance may be any act, omission, situation or decision that an employee thinks is unfair, discriminatory or unjust, or which may constitute harassment or bullying. A grievance can be either formal (written) or informal (verbal).

5. RESPONSIBILITIES

Staff

Have a responsibility to understand and comply with the policy to support a positive workplace.

Manager

A manager is responsible for ensuring all staff members understand their responsibility to this policy.

6. PROCEDURE

6.1 Lodging a Grievance

In the case of all grievances, Special Olympics Australia will review the allegations and respond to the staff member who raised the complaint in a timely manner. At all times grievances are addressed sensitively, promptly and in accordance with relevant policies.

In most instances, grievances can be resolved at the local level. Before entering into the formal process, the aggrieved staff member should attempt to resolve grievance with his or her manager, or their manager. At this informal level, any staff member can make a grievance and the manager has the authority to attempt to resolve the complaint. Staff members are encouraged to talk to each other to attempt to resolve the complaint.

If the issue is not resolved at this informal level, the person making the complaint or the manager may consider raising it with their manager or General Manager, People and Culture. If the issue is of a serious nature, e.g. physical or verbal assault, destruction of property, theft, harassment of any form or a serious breach of the standards, the grievance will immediately be at the formal level.

6.2 Formal Grievance Process

The person making the complaint should be made aware of what is involved at the formal level and how the complaint can be resolved. When a member of staff is the subject of a serious complaint, that staff member is informed as soon as possible and asked for their response to the allegations.

The person making the complaint will be advised of the appropriate support agencies and whether they wish to make use of a support person at this stage. The complainant will be advised of Special Olympics Australia's commitment to an early resolution of the complaint, and is consulted and given regular reports about the progress of the complaint.

Ongoing time limits will be agreed upon and set and all efforts will be made to resolve a grievance within 10 working days. An impartial investigation is undertaken keeping both parties informed of the progress.

If the issue is not resolved, the complaint goes to the Chief Executive Officer, unless the complaint is against the Chief Executive Officer in which case the complaint is lodged with the Board Chair. Matters, which require performance management or legal action, will also go the Chief Executive Officer. The action will depend on the nature of the incident. The Chief Executive Officer will have the final decision about any such actions.

If the complaint pertains to the Chief Executive Officer/Executive Team, the staff member will first talk to the Chief Executive Officer. A mediator or support person can be obtained if required.

6.3 External Investigation

A staff member may take their complaint to an outside agency at any stage of the complaints procedure.

No action will be taken against any person for making a complaint including harassment or victimisation.

Anyone handling a complaint will be aware of the possibility of intimidation or victimisation of the person making the complaint, and will take steps to ensure that this does not occur. The Board of Directors will focus on governance issues and not operational issues. Irrespective of whether the complaint is lodged internally or externally, the Chief Executive Officer is to be advised and no complaints other than those that relate directly to the Chief Executive Officer are to be lodged with the Board of Directors.

6.4 Confidentiality and Victimisation

The parties to a grievance are required, at all stages of this policy and procedure, to maintain confidentiality in relation to the concern or complaint. The parties must not disclose, by any form of communication, either the fact or the substance of the matter to anyone other than an advocate, staff representative or a qualified counsellor.

A person must not victimise or otherwise subject another person to detrimental action as a consequence of that person raising, providing information about, or otherwise being involved in the resolution of a grievance under these procedures.

Any breach of either the confidentiality or non-victimisation requirements will be treated seriously and may result in disciplinary action. Any such breach will be referred for investigation.

RELATED DOCUMENTS

SOA_5.10PP - Performance Management
SOA_6.3PP - Code of Conduct
SOA_6.4PP - Work Health and Safety
SOA_6.5PP - Member Protection Policy
SOA_6.6PP - Complaints Handling
SOA_6.9PP - Privacy

DOCUMENT CONTROL

Version number: SOA_9.4PP v1.0
Owner: General Manager, People and Culture
Approved Date: 9 October 2017
Next scheduled review: 31 December 2021

9.5 General Office

Reference: SOA_9.5 – General Office Procedures

1. PROCEDURE

1.1 Mobile phones

A staff member may be eligible to have a mobile phone if, in the view of Special Olympics Australia, it is deemed necessary for the appropriate performance of their role. For example, if the staff member's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.

Use of the mobile phone is provided primarily to allow contact with the staff member by other staff members or volunteers. Staff members must not use the mobile phone while operating a motor vehicle.

Staff members who have been provided with a mobile phone with email and internet access must comply with policies dealing with email and internet access where relevant. The mobile phone is provided predominantly for work purposes. Therefore, private usage of the mobile phone should be kept to a minimum. Misuse of mobile phones may result in disciplinary action, including reimbursement of costs or termination. Special Olympics Australia will monitor call costs to ensure proper use.

1.2 Motor Vehicles

Special Olympics Australia does not supply motor vehicles. If a staff member chooses to use their own vehicle for Special Olympics Australia business they are responsible for ensuring the vehicle is mechanically sound and complies with all insurance and regulations for the state/territory. The staff member is also responsible for ensuring they hold a valid and current licence.

1.3 Fuel

Nearly all Special Olympics volunteers and staff use their private vehicles for transporting themselves and/or athletes. The organisation is not in a position to reimburse in a manner similar to, say, a government department or private company. However, in the case of official travel in excess of 100km, Special Olympics Australia or club may agree to reimburse the cost of fuel and tolls. In this instance a volunteer or staff member is responsible for retaining petrol receipts and to make an expense claim. Staff can claim travel expenses through their personal annual tax return.

1.4 Photocopying, Printing and Scanning

Please ensure that no confidential information is left on or around photocopiers and printers. Personal use of photocopiers is to be kept to a minimum. Scanned items should be removed from public access.

1.5 Post

Personal mail is not to be posted at the expense of Special Olympics Australia.

1.6 Telephone

Care should be taken when providing confidential information over the telephone. Where a request for personal or confidential information is received, the caller should be identified before providing such information. Identification should include verifying personal details such as date of birth and address of the caller, or other details verifiable by the person receiving the call. Personal details including private addresses or telephone numbers of staff are not to be provided over the phone without the express permission of the staff member concerned.

Personal local calls are to be kept to a minimum and personal interstate and overseas calls are not to be made at the expense of Special Olympics Australia unless in an emergency or approved by a manager.

1.7 Voicemail

No personal or confidential information should be left on voicemail or answering machines.

1.8 Building Security

All Special Olympics Australia buildings are secure and you will be provided with an access pass with appropriate access for your role.

1.9 Electronic Communications & Office Equipment

Special Olympics Australia provides electronic communications and office equipment for an effective and productive business environment. These facilities include email and internet access, local and remote data storage and various software applications. Telephone facilities, office equipment and postal services are also provided.

1.10 Information Technology

As part of your induction each staff member will be issued with a user name, password and email account. Each password is specific to the individual and must not be shared. Each staff member is accountable for any activity carried out using this username and password and are also responsible for complying with automated password expiry requests and re-setting passwords periodically.

At the end of the workday each staff member is responsible for shutting down their computer and turning off the monitor to save energy and make sure sensitive information is only accessed by the appropriate person.

1.11 Data Storage

Staff members are required to save all documentation on the Special Olympics Australia server, including all files that have been created or altered while working from home. Files saved on the network are backed-up daily. Files should not be saved to your desktop or local hard drive as they cannot be retrieved if there is a computer malfunction.

1.12 Corporate Credit Card

A Special Olympics Australia corporate credit card may be issued to staff

members as deemed necessary by the Chief Executive Officer. The card is to be used by cardholders for the payment of travel and expenses necessary for carrying out Special Olympics Australia activities. Corporate credit card expenses must be properly documented and the documentation must be made available to both internal and external auditors for scrutiny.

Cardholders must not use their corporate credit cards for:

- personal expenditure
- asset acquisitions over \$5000
- contractor payments
- the payment of fines
- cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, travelers' cheques or foreign currency
- the purchase of IT equipment

Cardholders must ensure that their corporate credit card is maintained in a secure manner to prevent loss, theft or misuse and that they do not store their full credit card number and expiry date anywhere.

The Chief Operating Officer reserves the right to suspend a corporate credit card should a cardholder fail to acquit the card in a timely fashion, repeatedly fail to provide tax invoices to support acquittal or act in contravention of any Special Olympics Australia policies or procedures.

1.13 Staff Meetings

Staff meetings are vital and are conducted approximately monthly. This meeting is scheduled for the exchange of information and ideas. All staff members are expected to attend this monthly meeting.

1.14 Email, Internet and Social Media

Email, internet and social media should be used primarily for business needs. However, staff may use email, internet and social media for personal reasons keeping in mind the following rules:

- emails sent from or received at a Special Olympics Australia email address are the property of Special Olympics Australia
- disciplinary action may be taken if you share offensive material via email or social media
- use of email, internet and social media in relation to pornographic or illegal material is a serious breach of policy and is grounds for summary dismissal
- staff members should never download, send or print any illicit, offensive, banned or pornographic material or any other material that Special Olympics Australia regards as inappropriate.
- permission to install or upload software will be obtained from the IT administrator prior to install.

- downloading/uploading material not used in the course of business operations is not allowed.
- the use of social media sites and the content uploaded on them should not bring Special Olympics Australia or any of its partners, supporters or relationships into disrepute.

RELATED DOCUMENTS

SOA_6.3PP - Code of Conduct

SOA_6.4PP - Work Health and Safety

SOA_9.1PP - Conditions of Employment

DOCUMENT CONTROL

Version number: SOA_9.5 v1.0

Owner: Chief Operating Officer

Approved Date: 9 October 2017

Next scheduled review: 31 December 2021

9.6 Board Travel

Reference: SOA_9.6PP – Board Travel Policy and Procedure

1. POLICY STATEMENT

As a not-for-profit organisation, Special Olympics Australia has a legal and moral obligation to ensure that all funds raised are openly and transparently accounted for. Responsible resource management is essential and governs the Special Olympics Australia Board travel policy. Special Olympics Australia will therefore cover the most economical cost for Directors, and Directors will be reimbursed, for all necessary and approved travel expenses incurred in conjunction with carrying out their duties related to Special Olympics Australia.

2. PURPOSE

The purpose of this policy is to support the objective of:

- outlining what travel expenses will be covered/reimbursed for Directors by Special Olympics Australia.

3. SCOPE

The policy is applicable to all Special Olympics Australia Board of Directors.

4. DEFINITIONS

Board

Directors acting as a Board of Directors

Director

Means a director of Special Olympics Australia

5. RESPONSIBILITIES

Board / Chief Executive Officer

- Approve policies that relate to travel for Board Directors
- Any extra travel outside the travel covered under this policy will need to be approved as per below additional approval streams

Position	Approval Officer
Chair of Special Olympics Australia	Chair of the Audit and Finance Committee
Chief Executive Officer	Chair of Special Olympics Australia

6. PROCEDURE

6.1 Approved travel

- All reasonable travel expenses (as outlined below) for Directors to attend SOA Board meetings is covered by Special Olympics Australia
- Travel for the Chair, or their designated representative of the Board, is covered to attend Special Olympic Games, including: Special Olympics Australia

National Games, Special Olympics World Games, Special Olympics World Winter Games, Trans-Tasman Games, Junior National Games, Asia Pacific Games. All other directors who wish to attend Games do so at their own expense

- Travel for Directors acting in an official capacity, or where Directors are required to assist the Chief Executive Officer/Executive staff by invitation or request, is covered by Special Olympics Australia
- Directors do not need to source approval from the Board if they are travelling at their own expense to Special Olympics Australia events

6.2 Travel

Those making purchasing decisions are required to choose options that are cost effective. Where flights are needed, Special Olympics Australia will cover the costs of economy flights only and any upgrades will need to be at the Directors own expense.

Special Olympics Australia will cover the cost of car rental and other ground transport, such as train, bus and transfers, for approved Board travel. Directors are expected to use the most economical mode of transport.

6.3 Accommodation

Special Olympics Australia will cover the cost of accommodation for approved Board travel. Special Olympics Australia will make accommodation arrangements that are appropriate to the occasion. Where available you may choose to upgrade a room at your own cost. Mini bar expenses are not included.

6.4 Meals

When an individual is traveling on behalf of Special Olympics Australia, a daily meal allowance as per the ATO travel guidelines will be covered.

6.5 Expenses Ineligible for reimbursement are:

- passport issue or renewal
- excess baggage
- personal phone calls
- laundry or valet services (except for trips of 7 days or more)
- entertainment, movies
- expenses incurred by partner or family
- medical expenses (unless as a result of an accident while representing Special Olympics Australia)
- lost or stolen articles or damaged items
- bar bills or liquor purchases
- frequent Flyer membership
- fines, speeding or parking infringements
- costs associated with missing the booked flight.

6.6 Traveling with Companions

Some Directors may wish to travel with a partner or family member. This is encouraged and Special Olympics Australia can make these arrangements and invoice the Director for the companion's costs.

6.7 Travelling Together

To minimise disruptions to ongoing operations and reduce the risk of multiple absences, the following restrictions apply on group travel:

- Board

No more than three members of the board of directors are to travel in the same craft/vehicle at the same time.

6.8 How to Claim

- Keep receipts for any approved expenses
- Complete an Expense Claim Form and staple receipts to the form. Submit Expense Claim Form and receipts to the Chief Operating Officer or Executive Assistant to the Chief Executive Officer.
- Claims should be submitted within 14 days to allow the Accounts team to finalise the costs of the event/meeting

6.9 Tax Deductibility of Expenses

Where possible check with the Australian Tax Office if you can claim any out-of-pocket expenses through your annual tax return.

6.10 Insurance

When taking approved business travel you are covered by the Special Olympics Australia travel insurance.

RELATED DOCUMENTS

SOA_6.3PP - Code of Conduct
SOA_6.4PP - Work Health and Safety
SOA_6.10PP - Risk Management
SOA_6.11PP - Insurance

DOCUMENT CONTROL

Version number: SOA_9.6PP v1.0
Owner: Chief Executive Officer
Approved Date: 9 October 2017
Next scheduled review: 31 December 2021





10. Club Accreditation

Special Olympics
Australia



10.1 Club Accreditation

Reference: SOA_10.1PP – Club Accreditation Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to meeting its ongoing obligations to Special Olympics Inc. as part of its licencing process. This includes ensuring that each club of Special Olympics Australia undertakes and satisfactorily meets the standards for licencing. This ensures that clubs are satisfactorily accredited and able to use the name and symbols of Special Olympics Australia.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- maintaining quality standards across each club as part of its authority granted by Special Olympics Inc. under Article 6, Section 6.03 of the General Rules.
- setting and modifying from time to time accreditation standards expected of each club to ensure alignment to the Special Olympics Inc. accreditation process.
- granting initial or renewal accreditation to clubs as determined by Special Olympics Australia through the club accreditation process.
- ensuring a process is in place in the event of a revocation, denial, suspension or delisting of a club.

3. SCOPE

The policy is applicable to all committee members of Special Olympics Australia.

4. DEFINITIONS

Accreditation Standards

Established standards set by Special Olympics Australia to enable a club (sub-program) to demonstrate compliance and objectively demonstrate their alignment to Special Olympics Australia mission.

Official General Rules

The Official General Rules or also known as General Rules provide the rules and guidelines for all Special Olympics activities and binds each program to the Special Olympics Inc. purpose, mission and goals.

Program

A Program has been granted accreditation by Special Olympics Inc. as having met the requirements of accreditation and issued with the authority to operate within its assigned territorial jurisdiction. Special Olympics Inc. grants the Program the rights and privileges as set by Section 6.13 of the General Rules. Special Olympics Australia is a Program of Special Olympics Inc.

Special Olympics Inc.

Special Olympics Inc. accredits Programs to ensure the worldwide quality, and ultimately the growth, of the Special Olympics Movement.

Sport Program

Where a club is no longer able to meet the core requirements of accreditation then there is scope to transition the club to a 'sport program'. This effectively means that the club is no longer accredited and is delisted from the active club list.

The governance structure is removed and the athletes will continue participating in sport within a sport program structure. The governance of the sport program will be assigned to an accredited Special Olympics Australia club and overarching support to be provided by the State Committee. For this to be an option, a struggling club must have at least 15 athletes and be delivering no more than 2 sports.

The bank account of the club will no longer exist and the funds will be transferred to the assigned club from an ongoing management perspective.

Sub-Program

Special Olympics Australia acting as an accredited program of Special Olympics Inc. has the responsibility to grant initial or renewal accreditation to their Sub-Programs, referred to as 'clubs' within Special Olympics Australia. Each club is provided with the rights and privileges as set out in the Licence issued by Special Olympics Australia and is assigned a territorial jurisdiction.

5. RESPONSIBILITIES

Board of Directors

Provide the necessary resources to support its obligations and commitment to this policy.

Chief Executive Officer

The Chief Executive Officer is responsible for signing off on club licences for the purposes of formally recognising it as a club (sub-program) of Special Olympics Australia.

The Chief Executive Officer may revoke, deny or suspend a club licence as required.

Club Leadership Team

The Club Leadership Team is responsible for complying with the obligations as set by Special Olympics Australia during each accreditation cycle. If a club is not able to meet the accreditation submission deadline it is the responsibility of the club to submit in writing a request for an extension no later than 30 days from the deadline.

6. PROCEDURE

6.1 Accreditation of Clubs

Special Olympics Australia in accordance with Section 6.21 of the General Rules

will subject clubs to accreditation or reaccreditation in accordance with the same standards and procedures provided for by accredited Programs. The accreditation cycle will be determined by the term of the Special Olympics Australia Licence period.

6.2 Licence of Clubs

Clubs that meet the requirements of accreditation or reaccreditation as set by Special Olympics Australia will be granted during the licence period the rights to use the name Special Olympics Australia and the Special Olympics Australia logo solely for conducting activities in its territorial jurisdiction as authorised by Special Olympics Australia. The club will be able to deliver approved sporting activities and fundraise using the Special Olympics Australia fundraising licence.

6.3 Conditional Accreditation

Special Olympics Australia may at its discretion grant a club on a conditional basis ("Conditional Accreditation"), provided specific conditions are met by the required date. If the club fails to meet the required conditions by the agreed date then the club's accreditation may be terminated.

6.4 Revocation, Denial or Suspension of Club

Special Olympics Australia reserves the right to revoke, deny or suspend a club at any time where there is cause provided under Section 6.15 of the General Rules. A club will forfeit the use of Special Olympics names, marks and other rights assigned to it by the licence agreement. The club will be notified of its obligation to cease all club program activities and fundraising under the Special Olympics Australia brand in writing.

In such circumstances the club will no longer have access to the club bank account and the account will come under the direct control of the Special Olympics Australia team.

6.5 Procedures for Formally Delisting a Club

In the event a club is no longer licenced, Special Olympics Australia and the relevant State Committee will assess the viability of the club becoming a standalone 'sports program' or whether the club is dissolved with athletes transferred to another licenced Special Olympics Australia club.

The process is outlined in the Club Accreditation Process Map to ensure athletes, families and volunteers are well communicated and impacted athletes are seamlessly transitioned where applicable. The welfare of athletes and families is paramount during this process and every care is to be taken to ensure that they are able to continue and flourish in their respective sport/s.

6.6 Appeal Procedures and Review

A club which is subject to a final notice of revocation, denial or suspension may pursue an appeal of Special Olympics Australia's decision in writing to Special Olympics Australia's Chief Executive Officer and Special Olympics Australia's Chair. Each appeal will be reviewed by an Appeal Committee established by the Chief Executive Officer and consisting of no more than five members which is to

be established no later than ten days after receipt of an appeal.

The Appeal Committee will consist of the incumbent Special Olympics Australia Chief Executive Officer, a member of Special Olympics Australia's Board, at least one representative from the relevant State Committee and at least one constituent of Special Olympics Australia such as an athlete, family member or coach. The appeal process shall be aligned to Section 6.17(C) and 6.17 (D) of the General Rules.

RELATED DOCUMENTS

Club Accreditation Pack

Club Leadership Handbook

Club Accreditation Process Map

Special Olympics Inc. General Rules

SOA_2.2 - Club Leadership Team Terms of Reference

SOA_6.1PP - State Operations

SOA_6.2PP - Club Operations

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Team Australia



Sport
Australia

1539



11. Acronym and Terminology

Special Olympics
Australia



11.1 Acronym and Terminology Guide

Reference: SOA_11.1 – Acronym and Terminology Guide

This guide has been developed to support everyone involved with Special Olympics Australia become familiar with some of the most common acronyms and terms that they may encounter whilst involved with Special Olympics Australia.

The guide is not meant to be exhaustive and may be added to by contacting the General Manager, People and Culture.

ACIC - Australian Criminal Intelligence Commission

ACIC's role is to manage the system that Australian police agencies and Accredited Organisations submit police checks through. Special Olympics Australia is a registered agency of ACIC and is permitted to submit police checks through the system for employment screening purposes.

Affiliate

This category is for teams from other sports clubs entering Special Olympics Australia competitions. The sports clubs are responsible for their own insurance and pay a competition entry fee. Individuals or teams who enter a competition as part of an affiliate sport club are not eligible for selection for future Special Olympics Australia pathways. They can compete at local competitions, and in some cases are invited to a State competition to make for quality competition, but are not eligible to go any further until they are a fully registered athlete.

AGM - Annual General Meeting

The AGM is a general meeting of the members of the organisation. Clubs are required to complete an AGM between November and February so results can be included in the Special Olympics Australia AGM held each May.

ALP - Athlete Leadership Program

An organised training program designed to prepare athletes to take on roles within Special Olympics Australia. Graduates will be provided practical experiences that develops their skills, improve their self-esteem and self-confidence. The program will guide athletes toward a variety of roles that include board/committee representation, games and competition support, public speaking, coaching, volunteering and employment.

Athlete Leader

An athlete leader is anyone who has successfully graduated from the Athlete Leadership Program.

ASC – Australian Sports Commission

The Australian Sports Commission is Australia's primary national sports administration and advisory agency. On behalf of the Australian Government, the ASC plays a central leadership role in the development and operation of the Australian sports system, administering and funding innovative sport programs and providing leadership, coordination and support for the sport sector.

CALD - Culturally and Linguistically Diverse

Culturally and linguistically diverse refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.

CEO – Chief Executive Officer

This is the most senior leadership position within Special Olympics Australia and the role reports to the Board of Directors. The role is responsible for steering the organisation to achieve strategic outcomes that are aligned to the mission, values and purpose of Special Olympics Australia.

General Coaching Principles

The General Coaching Principles online course has been developed to assist coaches to learn the basic skills of coaching, particularly those coaches working with children. The course is currently free of charge to Australian coaches.

The course contains four modules, covering a range of general coaching topics. It takes approximately four hours to complete, and there is assessment included at the end of each module. To find out more visit <http://www.ausport.gov.au/participating/resources/coaches/onlinecoach>

Club LT – Club Leadership Team

The Club Leadership Team is responsible for the delivery of weekly sports training and regular competition to athletes with an intellectual disability, ensuring that they are able to participate in a safe and welcoming environment.

Coach

A coach works directly with athletes to provide instruction and support to enable them to grow and develop in their sport. To maintain a quality standard, coaches are required to meet Special Olympics Australia minimum coaching requirements as part of their registration.

Coach Minimum Standards

To ensure minimum standards coaches are required to ensure that they have a valid working with children check or equivalent, a valid police check and a coaching accreditation. Where a coach does not have a coaching accreditation they may in the interim complete a general coaching principles course.

COO – Chief Operating Officer

The Chief Operating Officer reports to the Chief Executive Officer and is the

second most senior position within Special Olympics Australia. The role has responsibilities across most of the operational functions of the organisation including risk, IT, governance, finance and data.

Divisioning

Special Olympics Australia competitions are unique and different to other sports organisation's in that athletes of all ability levels are encouraged to participate and every athlete is recognized for their performance. Divisioning is the process of ensuring athletes competes with other athletes of similar ability.

Full Member

A full member is any athlete who has paid the full membership fee and takes part in an organised activity of Special Olympics Australia. Athletes can take part in weekly training and have access to all levels of competition advancement dependent on selection criteria across multiple sports. Athletes pay an annual membership fee and are covered by the Special Olympics Australia sports insurance policies, including pre-existing conditions.

GMS – Games Management System

GMS is a database program designed by Bespoke Software and Special Olympics International to manage and record registration data, games, events, entries, divisioning, scores, and reports of a sport event. Registration is the process of entering athletes, coaches, support staff, etc., into appropriate groups called "Delegations".

The software is especially useful for the purposes of running meets in individual sports involving timed events as it handles the process of divisioning automatically and without need for manual calculation and provides comprehensive reporting of results for athletes, coaches and spectators.

HAP – Healthy Athlete Program

The Healthy Athletes program is dedicated to providing health services and education to Special Olympics athletes, and changing the way health systems interact with people with intellectual disabilities.

Healthy Communities

Healthy communities takes the principles of the Healthy Athletes program and expands them from a series of single events to a steady presence in the lives of athletes and their families at a local level.

HOD - Head of Delegation

The Head of Delegation is responsible for the coordination and management of all aspects of the delegation (athletes and officials) during assigned competitions.

ID – Intellectual Disability

Intellectual disability is a disability characterized by significant limitations in both

intellectual functioning and in adaptive behavior, which covers many everyday social and practical skills.

Special Olympics, Inc. defines intellectual disability in the Special Olympics Official General Rules (Article 2 | 2.01d) as follows:

‘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 that Accredited Program’s nation as being a reliable measurement of the existence of a cognitive delay; or
- The person has a closely related developmental disability.

Persons whose functional limitations are based solely on a physical, behavioural, 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.’

Maximum Effort Participation

Maximum effort participation (formerly known as Honest Effort Rule) was introduced by Special Olympics Inc. in 1995. Its intention is to promote a fair competitive environment where athletes compete to the best of their ability during competition.

Maximum effort applies in every Special Olympics Australia competition, but its application in timed, distanced and scored events, such as swimming, athletics and alpine skiing, is key.

Mentor

A mentor is a responsible individual who is matched to an athlete in the Athlete Leadership Program in order to share their experience and guide their development. Mentors are generally outside of the athlete’s family network and are able to commit to at least 2 years to the role.

MPIO – Member Protection Information Officer

Member Protection Information Officers play an important role in sport. They provide information and guidance on complaints procedures - they are the 'go to' person if you want to discuss problems at your club or state, particularly if you are considering making a formal complaint.

Police Check - National Police History Check

A police check is the process of running a person's details through a central database of names to match people who have police history information. The police then determine what information can be released, subject to spent conviction legislation and/or information release policies (Australian Criminal Intelligence Commission).

NDIA - National Disability Insurance Agency

The NDIA is an independent statutory agency, whose role is to implement the National Disability Insurance Scheme (NDIS), which will support a better life for hundreds of thousands of Australians with a significant and permanent disability and their families and carers.

NDIS - National Disability Insurance Scheme

The NDIS was launched in 2013 by the Australian Federal Government. The NDIS uses an insurance approach similar to Medicare, meaning the costs for disability care are shared amongst the wider community. The NDIS has been designed to give people with a disability greater choice and control over the support they receive, providing eligible individuals with funding based on their personal needs and lifelong goals and aspirations. In Special Olympics Australia, athletes cannot cover the cost of their annual membership through the NDIS scheme.

NSO - National Sports Organisation

A National Sport Organisation have satisfied the ASC that they have met the eligibility criteria and that each is the pre-eminent body taking responsibility for the development of their sport in Australia.

Recreational Member

A recreational member is a membership option available for new athletes. A recreational member pays a reduced fee and has a simplified registration process.

A recreational member is eligible to compete at inter-club competitions but do not have access to the competition pathways. They are not eligible for selection to travelling teams and are limited to participating in two sports within a calendar year. There is no expectation that a recreational member need to transition to a full paying athlete as long as they meet the conditions for this membership type.

A recreational member is covered by the Special Olympics Australia sports insurance policies excluding pre-existing conditions.

Program

A Program has been granted accreditation by Special Olympics Inc. as having met the requirements of accreditation and issued with the authority to operate within its assigned territorial jurisdiction. Special Olympics Inc. grants the Program the rights and privileges as set by Section 6.13 of the General Rules. Special Olympics Australia is a Program of Special Olympics Inc.

SOA – Special Olympics Australia

Special Olympics Australia is responsible for overseeing the strategy, direction, reputation and financial sustainability of the organisation. Special Olympics Australia is governed by a Board of Directors.

SOI – Special Olympics Inc.

Special Olympics, Inc. is the creator and international governing body of the Special Olympics movement.

SOI establishes and enforces all official policies and requirements of Special Olympics, oversees the expansion of the movement and owns the registered trademarks to the Special Olympics name, logo and other intellectual property. It is a not-for-profit organisation based in Washington DC, USA.

SOMS – Special Olympics Management System

SOMS is the Special Olympics Australia database program used to manage and record registration data of full members, affiliates, recreational members and volunteers.

National Sports Advisory Group

The national sports advisory group was established in 2015. The committee reports to and works with the Chief Executive Officer to provide advice on matters concerning the sports program. The committee is made up of experienced sports volunteers.

SSO - State Sports Organisation

National sports organisations generally have eight affiliated state sports organisations that manage the activities of clubs in their state.

State and National Selection Committee

The selection committee is made up of volunteers representing a range of skills and expertise with sound knowledge of Special Olympics philosophy, structure, rules and conventions.

Sub Program or Clubs

The clubs of Special Olympics Australia deliver weekly sports training and regular competition for athletes with an intellectual disability through a network of dedicated volunteers from the local community. A volunteer Club Leadership Team is responsible for the effective running of the club and the provision of safe and regular sporting opportunities.

Supervisor

The term 'supervisor' for the purpose of this policy and procedure manual is defined as anyone responsible for managing a staff or volunteer in an ongoing way. The supervisor may be also responsible for delivering the induction. The supervisor has a designated role within Special Olympics Australia and may be a

staff member or volunteer themselves.

Unified Partner

A Unified Partner is a registered volunteer with Special Olympics Australia who does not have an intellectual disability and facilitates training and competition to take place for an athlete such as in sailing or in team sports such as mixed teams of similar age and ability (e.g. basketball, bocce, football, netball, softball or tennis).

Volunteer

A volunteer is a person who willingly gives their time for the common good and without financial gain. A volunteer within Special Olympics Australia is anyone who gives their time and talent in a designated role. This includes parents, carers and other family members who give their time in support of enabling training, competition or fundraising activities happen.

WHS – Workplace, Health and Safety

Workplace Health and Safety (WHS) involves the assessment and mitigation of risks that may impact the health, safety or welfare of everyone involved in Special Olympics Australia.

Working with Children Check (WWCC)

Each state/territory has a different child protection screening procedure and is known under various terms. Within Special Olympics Australia, working with children checks will include the following terms: state working with children checks, blue card, and working with vulnerable person check. Please refer to the Club Leadership Handbook for additional information.

YAP – Young Athletes Program

The Young Athletes Program introduces children aged from two to seven to sport with the goal of preparing them for regular sports training and competition when they get older.

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