



Special Olympics
Ontario

Greater Durham

Special Olympics Ontario - Greater Durham

COMMUNITY OPERATING GUIDELINES

GREATER DURHAM

SPECIAL OLYMPICS ONTARIO





Table of Contents

ARTICLE 1	3
Section 1 – Name	3
Section 2 – SOO - Greater Durham Community Council	3
Section 3 – Local Office	3
Section 4 – Statement of Purpose	3
 ARTICLE 2	 4
Section 1 – Membership	4
Section 2 – Admission of Members	5
Section 3 – Withdraw from Membership.....	5
Section 4 – Suspension or Termination of Membership.....	5
 ARTICLE 3	 6
Section 1- SOO - Greater Durham Community Council	6
Section 2 – SOO - Greater Durham Community Council Positions / Executive Committee.....	7
Section 3 – SOO – Greater Durham Community Council – General Council ..	Error! Bookmark not defined.
 ARTICLE 4	 8
Section 1 – Meetings of Members – Annual General Meeting (AMM).....	8
Section 2 – Meetings of Members – Community Council Meetings.....	9
Section 3 – Meetings of Members - General Meetings	10
Section 4 – Voting	10
Section 5 – Elections.....	11
Section 6 – SOO - Greater Durham Community Council Member Resignations or Terminations....	12
 ARTICLE 5 - AMENDMENTS TO THE COMMUNITY OPERATING GUIDELINES	 122
 ARTICLE 6 – FINANCIAL ACCOUNTS	 13
Section 1 – Financial Guidelines	13
Section 2 – Funds Received.....	13
Section 3 - General Fundraising Guidelines	14
Section 4 - Fiscal Year	14
 ARTICLE 7 - LOCAL VARIANCES (DETERMINED BY THE COMMUNITY COUNCIL)	 14
Section 1 - Major Games Fees	14
Section 2 – Registration Fees and Community Expenses.....	15
 <u>APPENDIX 1</u> - Community Council POSITION DESCRIPTIONS	 18
SOO - Greater Durham Community Operating Guidelines	Revised December 2013
	2



Article 1

Section 1 – Name

Let it be known that this governing body duly registered within the Constitution and By-Laws of the Provincial governing body Special Olympics Ontario (SOO) and under the Constitution and By-Laws of the Canadian governing body Special Olympics Canada (SOC) shall herein be known as **Special Olympics Ontario – Greater Durham**, hereinafter referred to as **SOO – Greater Durham**.

Section 2 – SOO - Greater Durham Community Council

The SOO - Greater Durham Community Council is the local decision making body of Special Olympics Ontario and must adhere to Special Olympics Ontario policies and procedures in governing their activities. The jurisdiction of SOO – Greater Durham includes SOO athletes, volunteers and programs operating or managed within the boundaries of the Regional Municipality of Durham.

The Community Council consists of an Executive Committee and may include a General Council, depending on the needs or requirements of the community.

Section 3 – Local Office

The location of the local office of SOO – Greater Durham shall be in the Region of Durham in the Province of Ontario, and at such place therein as the SOO – Greater Durham Community Council may from time to time determine.

Section 4 – Statement of Purpose

The purpose of SOO – Greater Durham shall be:

1. To encourage, promote, develop, support and regulate fitness and sport activities for participants within the jurisdiction of SOO – Greater Durham, who have an intellectual disability;
2. To provide a developing competition environment for those participants who choose to engage in competitive events;
3. To encourage and foster a social and cultural environment within which participants can grow and develop their interpersonal skills through sport; and



4. To encourage participation and integration into community sports and recreational activities.

Article 2

Section 1 – Membership

SOO – Greater Durham shall have the following classes of members:

Volunteer Members

1. Are registered as volunteers or coaches with SOO;
2. Are in good standing with SOO; and
3. Are active in a sport club within SOO – Greater Durham, are active with SOO – Greater Durham community programs or events, or are elected to the SOO – Greater Durham Community Council.
4. Have signed the volunteer/coach code of conduct.
5. Abide by rules and policies and procedures of SOO – Greater Durham.

Participant Members – Athletes who:

1. Are registered as athletes with SOO;
2. Are in good standing with SOO;
3. Meet the athlete eligibility requirements as per SOO by-laws; and
4. Are active in a Sport Club(s) within SOO – Greater Durham.
5. Have signed the athlete code of conduct
6. Abide by the rules and policies and procedures of SOO – Greater Durham.



Section 2 – Admission of Members

No person shall be admitted as a Member of any class of Members, until such person:

1. Has completed the registration process for SOO as an Athlete or Volunteer, as outlined by the provincial body;
2. Has been approved and admitted to membership by SOO;
3. Is an active member of a SOO – Greater Durham Sport Club; active within SOO - Greater Durham Community programs or events; or an elected member of the SOO - Greater Durham Community Council.

Section 3 – Withdraw from Membership

Any Member may withdraw from membership in SOO - Greater Durham by giving written notice to the SOO - Greater Durham Community Council.

Members may be deemed withdrawn in their second year of inactivity.

Notwithstanding withdrawal from membership, any Member who has withdrawn shall, at the discretion of the SOO - Greater Durham Community Council, remain liable for the payment of any outstanding registration fees, or any other monies properly due and owing to SOO - Greater Durham prior to the effective date of the notice of withdrawal given by the Member.

Section 4 – Suspension or Termination of Membership

The SOO - Greater Durham Community Council may suspend (with or without conditions) the membership of a Member under the following circumstances:

1. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOO - Greater Durham
2. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOO;
3. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOC;



4. A decision by the SOO - Greater Durham Community Council that the conduct of the Member is detrimental to the interests and reputation of SOO - Greater Durham.

The SOO - Greater Durham Community Council may recommend to SOO for the termination of a member who is not in compliance with SOO - Greater Durham, SOO, or SOC policies.

Disciplinary decisions may be appealed to Special Olympics Ontario through the Provincial Appeals Process as outlined in Section 18 of the SOO Information Portal.

<http://info.specialolympicsontario.ca/programs-policies-procedures/18-0---risk-management>

Article 3

Section 1- SOO - Greater Durham Community Council

The Community Council acts as the official liaison between the community and SOO.

The roles and responsibilities of the Community Council include the following:

1. Communicate with stakeholders, to ensure that the constituents have knowledge of what is happening in their community with Special Olympics;
2. Communicate to SOO the activities of the community;
3. Support and provide guidance on community growth and development;
4. Create community awareness and exposure;
5. Follow the financial and fundraising accountability practices for SOO, to maintain the organizations good name and reputation;
6. Make efforts to ensure that athletes and volunteers are not at risk, and are not prevented from participating for fear of risk;
7. Informed decision making for the protection of the membership and the organization as a whole;
8. Establish goals for the community with regards to fundraising, volunteer, athlete, sport program and competition growth;



9. Establish set meeting times and agendas that cover the basic elements of Special Olympics programming; including issues of policy and procedures, program goals etc.;
10. Create and execute a well-organized fundraising plan to meet current and future financial needs of the community;
11. Encourage input from the membership and stakeholders; volunteers, athletes, family members and sponsors;
12. Ensure compliance with the SOO code of conduct, and
13. Apply community level sanctions when necessary.

The SOO Community Council must include an Executive Committee. The Executive Committee members are elected representatives responsible for the leadership of the Community Council.

Where circumstances require, in consultation with SOO, the Community Council may also include a *General Council*. Additional council positions, such as members at large require approval of SOO.

Section 2 – SOO - Greater Durham Community Council Positions

Membership positions of the SOO - Greater Durham Community Council can be comprised of the following elected or S.O.O. appointed positions:

1. Community Coordinator/Chair
2. Community Coordinator Vice/Chair
3. Treasurer
4. Secretary
5. Volunteer Coordinator
6. Registrar
7. Fundraising Coordinator
8. Public Relations Coordinator



9. Sport Technical Coordinator
10. Community School Liaison (non-voting)
11. Event Coordinator
12. Athlete Representative (non-voting)

The **Executive Committee** must, at a minimum include the positions of Community Coordinator/Chair, Community Coordinator Vice/Chair, Treasurer and Secretary and 2 other voting members. The Executive Committee can make quorum (as per the Robert's Rules of Order).

Community Council Position descriptions are at the end of this COG's as APPENDIX 1.

They are also available on the SOO – Greater Durham website: greaterdurham.specialolympics.ca

Article 4

Section 1 – Meetings of Members – Annual Meeting of Members (AMM)

SOO – Greater Durham shall hold an AMM once a year at a time and place determined by the SOO - Greater Durham Community Council and SOO.

The agenda for the AMM shall be set in consultation with and in accordance with SOO guidelines.

Notice of an AMM shall be given at least thirty (30) days prior to the date of the meeting.

A proposed agenda shall be included with the notice of the AMM. Any Member who wishes to have new business placed on the agenda shall give written notice to the SOO - Greater Durham Community Council at least ten (10) days prior to the date of the AMM. Such new business shall be considered at the AMM, if deemed appropriate and such considerations are permissible under the constitution or by-laws of SOO - Greater Durham.



Section 2 – Meetings of Members – Community Council Meetings

SOO – Greater Durham Community Council meetings are usually scheduled and held monthly, or at the discretion of the Community Council Executive Committee.

1. SOO – Greater Durham Community Council may, at such place and time as they may by resolution determine, call a meeting of Members for the transaction of any business. Notice of a Community Council meeting called by SOO - Greater Durham Community Council shall be given at least ten (10) days prior to the date of such a meeting.
2. The Executive Committee may, if required, elect to meet independently of the Community Council in order to address sensitive decisions of a financial, administrative or disciplinary nature or emergent matters.
3. An emergency Community Council meeting may be called by the Community Coordinator/Chair or their designate, should a situation require immediate decision making or review.

An agenda will be sent out 7 days prior to a Community Council meeting.

All registered members of SOO - Greater Durham are entitled to attend a Community Council meeting. Visiting members will not have floor privileges unless a motion to grant speaking privileges is moved and approved by the council. Visiting members are not entitled to vote on matters brought before council.

Visiting member(s) can be requested to leave the room during any “in camera” discussions. Any other person(s) (non-members) may be admitted only on the invitation of the SOO - Greater Durham Community Council.

The Chairperson of the meeting is the Community Coordinator/Chair. In the absence or recusal of the Community Coordinator/Chair, the Community Council shall select another member of the SOO - Greater Durham Community Council to serve as interim Chairperson.

Adjournments – The Chairperson may, with the consent of members at any meeting, adjourn the meeting to be continued at a later date. No notice of the time and place for the continuation of the adjourned meeting need be given to the Members until such time and place is later determined.

Conduct at the Community Council meeting shall be governed by SOO policy and Robert’s Rules of Order.



Section 3 – Meeting of Members - General Meetings

SOO - Greater Durham *General Meetings* can be held in addition to the SOO - Greater Durham Community Council meetings. This includes the Annual Member Meeting.

Section 4 – Voting

Quorum – The presence of 50% +1 of the SOO - Greater Durham Community Council or the Executive Committee, depending on which committee is meeting, shall be a quorum of any meeting of the Members, including the AMM. No business shall be transacted at any meeting unless the requisite quorum of members is present or represented at the commencement of such business.

Subject to membership applications and renewals, members shall have the following voting rights at SOO - Greater Durham *General Meetings*:

1. Active Volunteer Members shall each have one vote on all matters properly brought before a *General Meeting*;
2. Participant Members shall not vote at a *General Meeting* with the exception of the elected/appointed athlete representative represented on the SOO - Greater Durham Community Council;
3. There shall be no votes by proxy.

Subject to membership applications and renewals, members shall have the following voting rights at SOO - Greater Durham Community Council meetings:

1. All members of the SOO - Greater Durham Community Council and/or Executive Committee as defined in Article 3 shall each have one vote on all matters properly brought before any meeting of the Members.
2. All questions proposed for consideration at any community council meeting shall be decided by a 50% + 1 majority of the votes cast.
3. The Community Coordinator/Chair will reserve his/her vote until last. In the event of a tied vote, the SOO - Greater Durham Community Coordinator/Chair will cast the tie breaking vote.
4. Athletes shall be represented at the SOO - Greater Durham Community Council meetings through one Athlete Representative, who is a registered and active athlete within SOO - Greater Durham. The Athlete Representative is a non-voting position.
5. There shall be no votes by proxy.



Members must declare and recuse (remove) themselves from voting on any question in which they have a direct, personal, financial or beneficial interest. This includes any direct or indirect benefit to themselves, their family or their professional interests.

Voting procedures must be in line with the SOO policy on Conflict of Interest. Please see link: <http://info.specialolympicsontario.ca/programs-policies-procedures/18-0---risk-management/18-10-0---conflict-of-interest>

Voting Procedures

Show of Hands – At any meeting of members, every motion shall be decided by a show of hands unless otherwise required by the guidelines of SOO - Greater Durham, or unless a ballot is required by the Chairperson of the meeting or requested by any member.

Whenever a vote by show of hands has been taken upon a motion, a declaration by the Chairperson of the meeting that a motion has been carried or lost by a particular majority is required. An entry to that effect must be recorded in the minutes of the meeting. The number or proportion of votes recorded in favour of or against the motion need not be recorded.

Section 5 – Elections

Elections to the SOO - Greater Durham Community Council Executive Committee positions will be conducted as part of the AMM. A declaration of interest form will be circulated six (6) weeks in advance of an election. Nominations can be accepted from the floor. All registered SOO - Greater Durham Volunteer Members are entitled to vote.

The candidate who receives the most votes for each position is elected. Where possible, ties will be decided by run-off. The individual with the lowest number of votes is dropped from the ballot, and a new vote is held until one candidate has the most votes.

To be eligible for election, the candidates may or may not be in attendance. Candidates in attendance will affirm their acceptance of a nomination. Candidates not in attendance will affirm in writing to the SOO - Greater Durham Community Council their acceptance of the nomination prior to the AMM.

When there is only one nominee for a position, he or she may be acclaimed, if all identified qualifications are met.

Where no candidate has been identified or where there is a vacancy due to the departure or removal of an existing member of the Community Council, the Council and/or SOO may choose to utilize a selection process rather than election. The benefits of selection are that individuals can be chosen and recruited for their specific skills and compatibility to the position. The selection process must



include the completion of a declaration of interest form and an interview of the candidates by a selection committee.

Duration of Office of Elected Community Council Members

1. A nominee is elected to a Community Council position for a two-year term.
2. Elected members of the Community Council may take office immediately and can convene an SOO - Greater Durham Community Council meeting to follow adjournment of the AMM.
3. Outgoing Community Council members should do their due diligence to ensure a smooth transition and turnover of information to the incoming members.

Section 6 – SOO - Greater Durham Community Council Member Resignations or Terminations

If an elected or appointed SOO - Greater Durham Community Council member leaves his or her office, the following rules shall apply in the appropriate conditions:

1. The absence of an SOO - Greater Durham Community Council Member from two (2) consecutive meetings of the SOO - Greater Durham Community Council without just cause shall constitute a vacancy from the SOO - Greater Durham Community Council, provided that the SOO - Greater Durham Community Council, by resolution so declares;
2. If any office becomes vacant, the Community Council shall at the earliest date, identify a candidate who will accept nomination for an appointment to the vacant position for the balance of the term or until the next election;
3. Any member of the SOO - Greater Durham Community Council should resign from office by providing notification in writing to the Community Coordinator/Chair. Resignation will be effective upon receipt thereof or upon an agreeable date specified by the resigning member, of not more than thirty (30) days after the member provides notification of resignation.

Article 5

Amendments to the Community Operating Guidelines

Proposed amendments must be duly presented and approved as motions of change at SOO - Greater Durham Community Council Meetings or at the SOO - Greater Durham AMM. The proposed amendments to the Community Operating Guidelines must be approved by SOO before taking effect.



Voting for approval of proposed amendments to the Community Operating Guidelines shall be carried out by a show of hands of voting members present, as outlined in Article 4, Section 4. Majority approval shall indicate passage of the proposed amendment.

Article 6

Financial Accounts Guidelines

There shall be one community bank account for the SOO - Greater Durham Community Council. The SOO - Greater Durham Community Council may also have a trust account for funds raised through lottery licensed events.

Section 1 – Financial Guidelines

SOO - Greater Durham must utilize the financial guidelines as directed by SOO, including the following:

1. There shall be four signing officers, consisting of the Treasurer, the Secretary and the Community Coordinator/Chair, Vice Chair, unless otherwise approved by SOO;
2. Cheques shall be issued with no fewer than two (2) signatures of the designated signing officers;
3. Cheques cannot be signed in advance of their issuance without firm amounts and payees;
4. The Treasurer shall pay invoices that have been approved through the budget process or approved at a Community Council meeting;
5. Seasonal reports by Sport Club Head Coaches or Managers will include projected expenses for the following month to be approved by the Community Council;
6. Unbudgeted expenses must be approved by SOO - Greater Durham Community Council before the expense is incurred.

Additional information regarding financial best practices can be found on the SOO Information Portal.

Section 2 – Funds Received

All funds received must be forwarded as soon as possible to the Treasurer for deposit in the SOO - Greater Durham bank account.



All cheques, bank drafts, money orders and other financial instruments must be made payable to 'SOO - Greater Durham'.

Section 3 - General Fundraising Guidelines

SOO - Greater Durham is responsible for raising funds for the SOO - Greater Durham Sport Club programs.

1. Only activities that are allowed by both SOO's guidelines and regulations, as set forth by the local municipal bylaws in their area of jurisdiction, may be undertaken.
2. All fundraising events must be coordinated through the SOO - Greater Durham Community Council.
3. All fundraising is to be conducted in a manner such that the image and reputation of SOO is maintained.
4. SOO is solely responsible for issuing receipts for income tax purposes.
5. All funds raised by individuals or groups are sent to SOO - Greater Durham Treasurer.

Section 4 - Fiscal Year

The fiscal year for SOO - Greater Durham coincides with the fiscal year for SOO, which runs from July 1 until June 30.

Article 7 - Local Variances

Section 1 - Major Games Fees

SOO - Greater Durham will cover a portion of the cost of the Provincial Games Fees/Uniforms for athletes and coaches. Coaches, athletes and their Sport Program will be expected to participate in fundraising events for uniform and registration costs. The portion to be covered by SOO - Greater Durham will be reviewed annually.

SOO - Greater Durham will cover a portion of the cost of National Games Fees/Uniforms for athletes and coaches. Coaches, athletes and their Sport Program will be expected to participate in



fundraising events for uniform and registration costs. The portion to be covered by SOO - Greater Durham will be reviewed annually.

SOO - Greater Durham will cover a portion of the cost of World Games Fees/Uniforms for athletes and coaches. Coaches, athletes and their Sport Program will be expected to participate in fundraising events for uniform and registration costs. The portion to be covered by SOO - Greater Durham will be reviewed annually.

Section 2 – Registration Fees and Community Expenses

SOO - Greater Durham will determine the sport registration fees for each club, depending on the projected costs associated with each sport.

SOO - Greater Durham will run sport club registration in the following manner:

Open registration will be held bi-annually for sport programs.

SOO - Greater Durham will charge family or supporters \$10 for each bus ride to a competition, when space is available. Coaches permitted to travel free of charge will be limited to the SOO Coach to Athlete standard ratios for each particular sport program.

Sport Club budgets must be handed in to the SOO - Greater Durham Community Council by a date to be determined and communicated by Council prior to the start of a season. Budgets must include equipment, uniform, transportation, facility cost, association membership fees, competition fees, etc.

The SOO - Greater Durham Community Council will grant financial assistance to athletes who need it for participation in one club. The athlete or athlete's parent/caregiver need to fill out the 'Financial Assistance Request' Form (available on the SOO – Greater Durham website: greaterdurham.specialolympics.ca). This form needs to be endorsed by the Sport Program Head Coach. The SOO Greater Durham Community Council will review and make a determination.

Financial Reimbursement

All preapproved reimbursement requests must include a completed Expense Claim Form (available on the SOO – Greater Durham website: greaterdurham.specialolympics.ca), and be submitted to the SOO Greater Durham Community Council Treasurer. All original itemized receipts must be attached.

Mileage

Pre-approved mileage will be reimbursed at a rate of \$0.30 per kilometer for travel to and from competitions (where a bus is NOT being supplied) and applicable courses. Carpooling (for courses), when appropriate, is strongly encouraged.



Accommodations

Coaches shall have the cost of their pre-approved hotel accommodations covered by the SOO - Greater Durham Community Council, if an overnight stay is required. Coaches must submit the receipt and a complete expense claim form, to the Treasurer for re-imburement. Any incidental room charges will be the responsibility of the individual. These include but are not limited to mini-bar charges, toiletries, laundry, movies, etc.

Meals

The SOO - Greater Durham Community Council will reimburse coaches and volunteers for necessary meals where an overnight stay is required. Meals will be reimbursed for actual expenses up to a maximum of \$8 for breakfast, \$12 for lunch and \$20 for dinner, including gratuity. Expenses for alcoholic beverages will not be covered. A person cannot opt out of food being provided by the event or the hotel breakfast (if offered).

Other

The SOO - Greater Durham Community Council will reimburse coaches/volunteers for:
- Incurred expenses from preapproved club budget
- 50% of a preapproved Coaching Course, upon proof of the successful completion of course.

Section 3 – Elections

Positions on the SOO - Greater Durham Community Council will be elected in alternating year to ensure continuity on the Council.

<u>Odd Year Election</u>	<u>Even Year Election</u>
Community Coordinator/Chair	Vice Community Coordinator/Chair
Secretary	Treasurer
Fundraising Coordinator	Registrar
Volunteer Coordinator	Sport Technical Coordinator
Public Relations Coordinator	School Liaison Coordinator
Athlete Representative	Event Coordinator

The first set of elections will be in September 2014.



Section 4 – Miscellaneous

Transportation: The SOO - Greater Durham Community Council will only order buses or vans if the number of members attending an event is ten or greater. For those competitions in which there are less than ten members attending, either a rental vehicle is required or members are to find their own way to competitions. Head Coaches and Coaches should not be transporting athletes to events in their own vehicles. Transportation will not be provided if the competition is within the Region of Durham.



APPENDIX 1 - Community Council POSITION DESCRIPTIONS

COMMUNITY COORDINATOR / COUNCIL CHAIR

Duties and Responsibilities

- Attend all Council Meetings.
- Call and preside over all Council and executive meetings.
- Ensure that communication is maintained between the Community Council Members.
- Liaise with Council Treasurer to monitor the Community's financial position.
- Ensure that all Community Council members are fulfilling their roles in accordance with their job descriptions.
- Act as liaison between the Provincial office and the Council.
- Ensure new policies are communicated to and followed by membership.
- Be knowledgeable of and understand the guidelines, policies and bylaws of Special Olympics Ontario.
- Act as the point of contact, or designate a point of contact, for public inquiries regarding local programs.
- Maintain the Special Olympics e-mail address that is provided to you if applicable.
- Review and be familiar with all sections on the S.O.O. information portal.
- Work with Head Coaches and Council to complete all endorsement and games paperwork in a timely fashion during games years.
- Provide Provincial Staff Representative/Liaison the Community Program and make updates on a semiannual basis or as changes are made.
- Act as one of the signing authorities within the Community.
- Ensure the review of the Community Operating Guidelines on a yearly basis with Community Council, and make updates or changes that are necessary after receiving approval from the Provincial Staff Representative.
- Orientate the succeeding Community Coordinator before vacating the position.
- Upon vacating the position all files etc. must be passed on to the new Community Coordinator.

COMMUNITY VICE-COORDINATOR / COUNCIL VICE-CHAIR

Duties and Responsibilities

- Attend all Council meetings
- Assumes all duties of the Community Coordinator/Council Chair in their absence.



- Ensure information is disseminated between Community Council members and amongst the community at large.
- Ensure that all District and Sport Conference meetings are attended by a member of the community, to ensure the community interests are represented.
- Encourage recruitment of volunteers to act as Council members for vacated positions.
- Be knowledgeable of and understand the guidelines, policies and bylaws of Special Olympics Ontario.
- Maintain the Special Olympics e-mail address that is provided, if applicable.
- Review and be familiar with all sections on the S.O.O. information portal.
- Act as one of the signing authorities within the Community.
- Upon vacating the position all files etc. must be passed on to the new Community Vice-Coordinator / Council Vice-Chair.

COMMUNITY / COUNCIL TREASURER

Duties and Responsibilities

- Attend all Community Council meetings and give a financial report including transactions and balance for that period. Submit a written report to be attached to minutes.
- Complete a yearend financial statement and submit to your Provincial Staff Representative/Liaison during the month of July.
- Maintain accurate financial record of the Community's transactions, including receipts and bank statements.
- Act as one of the signing authorities within the Community.
- Issues cheques for Community (sport, volunteer, etc) expenses.
- Submit all funds received to Special Olympics Ontario (SOO) for deposit into Community bank account
- Act as a resource to Community volunteers on all financial matters.
- Ensure that proper financial accountability is maintained within the Community and that SOO's financial policies are adhered to.
- With the assistance of the Head Coaches, Community Coordinator and Sport Technical Coordinator (if applicable), prepare and submit all applications for grants to the Provincial office.
- With the assistance of the Community Coordinator, Executive Members, and Head Coaches prepare the annual budget for the community.
- Review and be familiar with sections 1,2,4,6,12,16 and 18 on the S.O.O. information portal.
- Maintain the Special Olympics e-mail address that is provided to you if applicable.
- Reconcile HST and submit report on an annual basis.
- Upon vacating the position all files etc. must be passed on to the new Treasurer.



COMMUNITY / COUNCIL SECRETARY

Duties and Responsibilities

- Attend all Council meetings.
- Record and transcribe all minutes of Community Council and Executive meetings.
- Distribute minutes and other relevant information as required to the Council members in advance of each meeting.
- Forward a copy of all approved minutes to the Provincial Staff Representative.
- Maintain files of minutes, correspondence etc., on the community's behalf.
- Book meeting rooms and arrange for refreshments if necessary.
- Correspond with Community volunteers, the Provincial office and others as required on behalf of the community.
- Act as one of the signing authorities within the Community.
- Upon vacating the position all files etc. must be passed on to the new secretary.
- Review and be familiar with sections 1,3,6,13 and 18 on the S.O.O. information portal.
- Maintain the Special Olympics e-mail address that is provided to you if applicable.
- Upon vacating the position all files etc. must be passed on to the new Secretary.

COMMUNITY VOLUNTEER COORDINATOR

Duties and Responsibilities

- Attend all Council meetings.
- Consult with other Community Council members and Head Coaches to determine their volunteer needs.
- Ensure there are complete and accurate position descriptions written and available to the Community.
- Ensure that interviews, selection and placement of volunteers are conducted as per S.O.O. policies and procedures.
- Determine the best way of recruiting volunteers for the sports clubs and Community Council.
- Ensure the appropriate and most effective methods of recruitment are being utilized.
- Liaise with your Provincial Staff Representative in regards to recruitment and recognition strategies.
- Keep up to date records of volunteer service (e.g. application forms, volunteer logs, positions held, years of service).
- Assist the Provincial Office in distributing years of service awards.
- Review and be familiar with sections 1,6,9,10,13 and 18 on the S.O.O. information portal.
- Maintain the Special Olympics e-mail address that is provided to you if applicable.
- Upon vacating the position all files etc. must be passed on to the new Volunteer Coordinator.



COMMUNITY REGISTRAR

Duties and Responsibilities

- Attend all Council meetings.
- Work with the Volunteer Coordinator to ensure all new registration forms are completed correctly and sent in to the S.O.O. Database Administrator with the proper documentation.
- Distribute all sport verification reports to all Head Coaches or Sport Club Managers at the beginning of their season.
- Update the database with any changes to members' records.
- Ensure all team verifications have been updated on to the database by the season registration deadline (SOO Policy 7000-15).
- Work with the Community Council on athletes sport registrations and ensure all information collected through the registration process has been correctly entered into the database.
- Maintain a Master Copy of all athlete information (including Athlete information form, Medical form and Code of Conduct).
- Ensure each Head Coach has an up-to-date copy of all athlete information for each season.
- Work with Database Administrator to ensure the proper procedures have been followed in regards to your Community members' records.
- Produce any reports your Community Council or Head Coach request.
- Review and be familiar with sections 1,6,7,8,9,13 and 18 on the S.O.O. information portal.
- Maintain the Special Olympics e-mail address that is provided to you if applicable.
- Upon vacating the position all files etc. must be passed on to the new Registrar.

COMMUNITY FUNDRAISING CO-ORDINATOR

Duties and Responsibilities

- Attend all Council meetings.
- In consultation with the SOO - Greater Durham Community Council, recruit a team of fundraisers from within the community.
- Source new fundraising opportunities.
- Liaison with the Durham Regional Police Law Enforcement Torch Run Coordinator.
- In conjunction with the Council Treasurer and the fundraising committee, develop a fundraising plan to adequately meet the financial needs of your community.
- Act as a resource to community fundraising representatives in all areas pertaining to fundraising, including Special Olympics Ontario provincial fundraising initiatives.
- Develop strategies and resources to enable the goals in your fundraising plan to be met (i.e. grant applications, in kind donations, service club solicitations, etc.)
- Act as a liaison between the provincial and community levels of Special Olympics Ontario on all matters pertaining to fundraising.



- Explain and present resource material on fundraising to your committee members.
- Monitor fundraising initiatives within the community to ensure that policies are followed and a positive image is portrayed.
- Report to the Council on behalf of the committee.
- Review and be familiar with sections 1,2,3,4,6,13,16 and 18 on the S.O.O. information portal.
- Maintain the Special Olympics e-mail address that is provided, if applicable
- Upon vacating the position all files etc. must be passed on to the new Fundraising Coordinator.

PUBLIC RELATIONS COORDINATOR

Duties and Responsibilities

- Attend all Council meetings.
- Internal communications: Ensure that all members are aware of what is going on in their community.
- External communication: Provide education, information and answer inquires of the general public in a timely, consistent and professional manner.
- In conjunction with the Community Council, prepare a Public Relations strategy for the community.
- Create media releases, public service announcements for the community to promote upcoming events, competitions and fundraisers.
- Coordinate the creation of a quarterly newsletter to ensure all stakeholders in the community are made aware of events.
- Ensures the website is maintained and up-to-date.
- Assist Head Coaches in preparing flyers to advertise the start of the sports season or other special events.
- Act as a resource in all areas of public relations to the community as a whole.
- Review and be familiar with sections 1,3,6,13 and 18 on the S.O.O. information portal.
- Monitor Council email address and direct to appropriate Council member, head coach or sports program representative.
- Upon vacating the position all files etc. must be passed on to the new Public Relations Coordinator.



COMMUNITY SCHOOL LIAISON COORDINATOR – non-voting member position

Duties and Responsibilities

- Establish and maintain a relationship with Special Olympics Ontario and the S.O.O. – Greater Durham Community Council.
- Promote opportunities for student-athletes to attend S.O.O./school board partnership programs.
- Distribute local S.O.O. information to school boards staff for distribution.
- Distribute information to guidance departments of secondary schools with regard to volunteer opportunities relating to S.O.O.
- Attend S.O.O. – Greater Durham Community Council meetings at a minimum twice a year to provide updates on school events relating to S.O.O.
- Be familiar with sections 1, 6, 7, 8, 12, 17 and 18 on the S.O.O. information portal.

SPORT TECHNICAL COORDINATOR

Duties and Responsibilities

- Primary contact between Head Coaches/coaches and the Community Council.
- Work with the Registrar and the Volunteer Coordinator to ensure current ‘Coaches Code of Conduct’ is completed for all coaches.
- Interact with parents, coaches, and athletes to ensure that sports programs are being run in accordance with Provincial and Regional guidelines.
- Ensure participation ratios of athletes to coaches are within safe and effective limits (ex. 4:1).
- Educate the importance of and monitor completion of SOC NCCP coaching courses of all S.O.O. coaches.
- Monitor SOC NCCP Technical Practical Hours (with head coaches) and ensure completed forms are sent to S.O.O.
- Promote provincial area Coaches meetings to all community coaches and attend with them.
- Ensure ample competitive opportunities are available to all sport programs; work with provincial seasonal competition managers if opportunities are lacking.
- Inform Provincial Staff Representative of any invitational competitions for monitoring and promotion purposes.
- Liaise with sport technical coordinators from other communities and serve as a resource for coaches to “best practices” done in other community programs.
- Function as a link between the Community Council and various sport clubs in communicating relevant changes and updates.
- Keep Community Council informed on sport technical matters.
- Assist with any athlete and volunteer issues that may arise (i.e. suspension, discipline, etc.) and keep S.O.O. informed of these incidents using S.O.O. Accident and Incident Forms.



- Work with Head Coaches to locate and procure a practice facility/permits and ensure the facility meets safety standards.
- Arranges transportation for all sporting events requiring buses.
- Review and be familiar with sections 1,6,7,10,11,13,14,17 and 18 on the S.O.O. information portal.
- Maintain the Special Olympics e-mail address that is provided, if applicable.
- Upon vacating the position all files etc. must be passed on to the new Sport Technical Coordinator.

ATHLETE REPRESENTATIVE – non-voting member position

Duties and Responsibilities

- Attend Community Council meetings.
- Work with Provincial Athlete Advisory Committee.
- Communicate with local athletes about their interests, concerns and wishes for Special Olympics
- Make sport club visits to local clubs.
- Work with Public Relations Coordinator to set up speaking events around the community and to help athletes in the community become involved in these events.
- Work with Fundraising Coordinator to make sure athletes participate in local fundraisers.
- Work with the Registrar and the Volunteer Coordinator on recruitment campaigns.
- Make sure that Athlete Empowerment is happening in the community.
- Review and be familiar with sections 1,6,7,8, and 18 on the S.O.O. information portal.
- Maintain Special Olympics e-mail address that is provided, if applicable.
- Work with Council to find the next Athlete Representative and train them when your term is finished. Upon vacating the position all files, etc. must be passed on to the new Athlete Representative

EVENT CO-ORDINATOR

Duties and Responsibilities

- Coordinate and establishes committees for social/fundraising events and liaise back to Council.
- Review and be familiar with sections 1,6,7,8, and 18 on the S.O.O. information portal.
- Prepare and submit a budget to Council for approval prior to social/fundraisers events and monitor all expenses relating to the event.
- Oversee the logistics of all events such as venues, tickets, volunteers (with Volunteer Coordinator), etc.
- Submit results of the event at the next Council meeting, no later than 30 days after the event.
- Prepare and keep documentation on all events.
- Upon vacating the position all files etc. must be passed on to the new Event Coordinator.