

LISTING OF FORMS

Special Release for Athletes with Atlantoaxial Instability	B-5
Athlete Enrollment/Medical Release Form (English Language)	B-7
Athlete Enrollment/Medical Release Form (Spanish Language)	B-9
Athlete Code of Conduct Agreement	B-11
Roster for Athletes in Training, Young Athletes™, and MATP	B-12
Class A Volunteer Application	C-15
Class A Minor Volunteer Reference Form	C-17
Reference Form for Class A Volunteers from Countries Outside of the United States	C-19
Class B Volunteer Registration Form	C-21
Area/Chapter Awards Program Nomination Form: Athlete	C-23
Area/Chapter Awards Program Nomination Form: Civic/Service Organization	C-25
Area/Chapter Awards Program Nomination Form: Community Leader/Outreach	C-27
Area/Chapter Awards Program Nomination Form: Family	C-29
Area/Chapter Awards Program Nomination Form: Trainer/Sports and Competition	C-31
Area/Chapter Awards Program Nomination Form: Volunteer/Coach/Unified Partner	C-33
Area/Chapter Awards Program Nomination Form: Business-Corporation/Fund Raising	C-35
Acknowledgement of SOTX Policy Regarding Bank Arrangements	D-5
Request for New Delegation	D-6
Coaches Code of Conduct Agreement	E-3
Adapted Aquatics Program Form	F-10
Motor Activities Training Program Challenge Day Request	F-11
Guardian Permission Form for Motor Activities Training Program	F-12
Application for Sports Training Certification	F-13
Athlete Transfer Request	G-8
Event Checklist	H-26
First Report of Accident/Incident Form	H-30
Aquatics Minimum Safety Requirements Form	H-31
Disclosure of Misconduct or Inappropriate Behavior	I-5
Outreach Grant Application	J-8
Young Athletes™ Parent/Guardian Release Form (English Language)	J-17
Young Athletes™ Parent/Guardian Release Form (Spanish Language)	J-18
Unified Programs Code of Conduct Agreement	K-10
Unified Sports® Partner Application Entry Form	K-11
Sport Event/Rules Update and Change Request Form	L-4
Application to Host a Local Competition or Event	M-13
Basketball Team Evaluation Questionnaire	M-14
Flag Football Team Evaluation Questionnaire	M-15
Softball Team Evaluation Questionnaire	M-16
Soccer Team Evaluation Questionnaire	M-17
Volleyball Team Evaluation Questionnaire	M-18
Protest Form	M-19
Bocce Singles Skills Assessment Form	M-20
Bocce Doubles Skills Assessment Form	M-21
Bocce Half-Court Singles Skills Assessment Form	M-22
Bocce Team Skills Assessment Form	M-23





TABLE OF CONTENTS

Delegation Entry Form - Sample	N-11
Delegation Entry Form	N-12
Athlete Entry Form - Sample	N-13
Athlete Entry Form	N-15
Program Roster	N-17
Permission to Give Medication Form	N-19
Medication Log Form	N-20
Basketball Individual Skills Competition Official Scoresheet	P-18
Gymnastics Entry Form/Compulsory Events - Women's Events	P-19
Gymnastics Entry Form/Compulsory Events - Men's Events	P-20
Equestrian Liability Release	P-21
Soccer Individual Skills Scoresheet	P-22
Tennis Rating System Form	P-23
Tennis Individual Skills Scoresheet	P-24
Golf Individual Skills Scoresheet	O-14
Softball Individual Skills Scoresheet	O-15
Table Tennis Rating Form	R-12
Table Tennis Individual Skills Scoresheet	R-13
Table Tennis Scoresheet	R-14
Volleyball Individual Skills Scoresheet Level 1	R-15
Volleyball Individual Skills Scoresheet Level 2	R-16
Law Enforcement Torch Run® Scholarship Application	S-12
Team/Committee Event Planning Checklist	S-13
Fund Raising Event Flowchart	S-16
Family/Guardian Code of Conduct Agreement.....	T-3
Family Registration Form	T-4
Athlete Profile Form.....	U-3
Logo Usage Application	U-10
Website Application	U-11

TABLE OF CONTENTS

Section A - Introduction

Letter from Special Olympics Texas President	A-1
Mission	A-2
Vision	A-2
Athlete Oath	A-2
Statement of Philosophy	A-2
2012 SIG Summary of Changes and Updates	A-2

Section B - Athlete Eligibility

Eligibility for Participation	B-1
Atlantoaxial Instability (AAI)	B-2
Athlete Membership Enrollment	B-3
Athlete Enrollment/Medical Instructions.....	B-3
Athlete in Training	B-3
Young Athletes™ Program	B-3
Athlete Code of Conduct	B-4



Section C - Volunteer Eligibility

Volunteer Expectations	C-1
Volunteer Opportunities	C-1
Volunteer Eligibility	C-3
Class A Volunteers	C-4
Results of Criminal Background Check	C-7
Class B Volunteers	C-9
Annual Chapter Awards	C-9

Section D - Establishing a Local Program

Steps for Creating a Local Team	D-1
Fund Raising/Banking Policy	D-3

Section E - Coaching

Coaches Training and Certification	E-1
Coaches Conduct	E-2
Athlete Recruitment	E-2
Disciplinary Measures	E-4
Head of Delegation	E-4
Head Coach	E-6
Coaching Staff (Formerly Assistant Coach)	E-7
Athlete Coach	E-9
Additional Duties Required of All Delegations	E-9
Coaching Athletes	E-11
Working with People with Intellectual Disabilities.....	E-12
Sample 8-Session Training Plan	E-14

Section F - Training

Coach Education System	F-1
Training	F-2
Sports Training Program	F-3
Continuing Education	F-4
Online Tactics - Level 3 Training Opportunity	F-4
Equestrian Tactics - Level 3 Training Opportunity	F-4
Requirements for All Trainers and Officials	F-5
Competition Director Training	F-5
Games Management Training	F-5
Instructor Training for Unified Sports® and MATP	F-6
Officials Training Program	F-6
Area Training Director/Manager Certification	F-7
Motor Activities Training Program	F-8
Specialized Equipment	F-14

Section G - Policies

General Policies	G-1
Commercial Messages	G-3
Sexual Harassment	G-4
Guidelines for Consumption of Alcoholic Beverages	G-4
Animal/Pet Policy	G-5
Policy Regarding Volunteers and Staff Dating Special Olympics Athletes	G-5
Athlete Recruitment	G-5
Instructions for Athlete Transfers.....	G-6
Probation or Suspension of a Delegation or Delegation Personnel.....	G-6
Conflict Resolution and Appeal Process	G-6
Conflict Resolution and Appeal Process Flowchart	G-7



Section H - Risk Management and Insurance

What is Risk Management? H-1
Risk Management Responsibilities H-1
Special Considerations for Special Olympics Athletes H-3
Special Olympics Corporate Insurance Program (SOCIP)..... H-5
Summary of Key SOCIP Points H-10
Frequently Asked Questions H-10
Transportation Safety Program..... H-12
Loss Control Guidelines for Competitions and Practices H-17
Incident Reporting H-24

Section I - Health and Safety

Preventing Physical, Emotional and Sexual Abuse of Special Olympics Athletes I-1
Disclosure of Misconduct or Inappropriate Behavior I-3
Heat Exposure I-7
Sports Injuries I-8
Website Sources I-11
First Aid for Seizures I-11
Injury Prevention and Treatment..... I-12
Rehabilitation/Treatment for Chronic Injuries..... I-14

Section J - Outreach

Outreach Program J-1
Young Athletes™ Program J-2
Project UNIFY - Meet in the Middle J-2
Partners Clubs® J-3
Sports Partnerships J-3
Unified Programs J-4
Athlete Leadership Programs J-4
Outreach Grant Program J-5
Outreach Grant Application Instruction Sheet J-7
Young Athletes™ Parent Letter (English) J-15
Young Athletes™ Parent Letter (Spanish) J-16

Section K - Unified Programs

Unified Programs K-1
Starting a Unified Program K-3
Monitor(s) Responsibilities K-4
Officials K-5
Score Keeper K-5
Unified Sports® Basketball K-5
Unified Sports® Basketball Scoring Aid K-6
Unified Sports® Flag Football K-7
Unified Sports® Soccer K-7
Unified Sports® Softball K-7
Unified Sports® Volleyball K-8
Unified Sports® Triathlon K-8
Unified Sports® Golf K-9
Divisioning Unified Sports® K-9

Section L - Chapter Sports Management Team

Purpose of the Sports Management Team L-1
Job Descriptions of the Committee L-1
Committee Selection L-3
Terms of Office L-3
2012 SMT Meeting Schedule L-3



Section M - Rules and Competition

The Purpose of Special Olympics Sports Rules M-1
Competition M-1
Prohibitive Sports M-2
National Governing Bodies M-3
Age Groups M-3
Local Competition/Scrimmage M-3
Local Competition Requirements M-4
Scrimmage Requirements M-4
Area Competition M-5
Regional Competition M-5
National Invitational Tournaments M-5
Criteria for Athletes Competing at the Area Level M-6
Team Sports Competition M-6
Procedures for Successful Classification/Divisioning M-7
Classification Guidelines M-8
Instructions for Bocce Skills Assessments M-8
Instructions for Half-Court Bocce Skills Assessments M-8
Comprehensive Plan for Equalizing Competition M-9
SOTX Rabbit Rule M-9
Use of Special Olympics Awards M-11
Awards Presentation/Venue Guidelines M-11

Section N - Registration

Registration and Entry Fee Policy N-1
Event Codes N-4
Competition Registration Checklist N-7
Delegation Ratio At-A-Glance..... N-8
Delegation Entry Form Instructions N-9
Athlete Entry Form Instructions..... N-10

Section O - General Sports Information

2012 SOTX Sports Calendar O-1
2012 Sports Table O-2

Section P - Summer Games

Resource Information P-1
Advancement to Chapter Summer Games P-2
Chapter Games Sport Maximums P-2
Athletics Events Offered P-2
Basketball P-6
Cycling P-8
Certified Rabbit Percentages P-9
Equestrian P-9
Gymnastics P-11
Kayaking..... P-13
Soccer P-14
Tennis P-15

Section Q - Fall Classic

Fall Classic Games Q-1
Resource Information Q-1
Aquatics Q-2
Bocce Q-5
Flag Football Q-6
Golf Q-7
Sailing Q-8



Softball	Q-10
Triathlon	Q-12

Section R - Winter Games

Resource Information	R-1
Criteria for Advancement to Winter Games	R-2
Allocation	R-2
Bowling	R-2
Bowling Rabbit Percentage	R-5
Three Game 100 Percent Handicap of 200 Chart	R-6
Figure Skating	R-7
Speed Skating	R-8
Powerlifting	R-8
Roller Skating	R-9
Table Tennis	R-9
Volleyball	R-10

Section S - Development

Fund Raising for Your Team	S-1
Fund Raising Guidelines	S-1
Protected Corporate and Organizational Contacts	S-4
The ABCs of Fund Raising	S-10
Fund Raising – How to Ask for Money	S-10
Sample Thank You Letter	S-11

Section T - Families

Families	T-1
Family/Guardian Code of Conduct	T-2

Section U - Public Relations and Communications

E-mail Communications and eNews	U-1
Social Media Guidelines	U-1
Language Guidelines	U-5
Photographic Representation	U-6
Logo Usage	U-6
Registered Trademark Policies	U-7
Logo Usage Samples	U-8
Logo Formatting	U-9
Examples of Poor Logo Usage	U-9
Crisis Communications Plan	U-12

Section V - Names and Addresses

Area Training Directors	V-1
Sport Directors	V-2
National and International Governing Bodies	V-3
Areas Listed by Counties	V-5
Area Addresses	V-6
Special Olympics Texas Map	V-7
Other Sports Information and Resources for People with Disabilities	V-8

Section W - Glossary of Terms

Glossary	W-1
----------------	-----