

ATHLETE HANDBOOK

***Special
Olympics
Louisiana***



Created September 10, 2015

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ATHLETE RESPONSIBILITIES

Revised: March 2015

1. The athlete must be at least 8 years of age on the first day of the competition.
2. The athlete must bring an adequate supply of prescribed medication labeled properly, if applicable.
3. The athlete should be able to perform the skills required to compete in his/her events without human assistance and must have been in an eight-week training program prior to competition.
4. The athlete should bring to the games any equipment and personal items necessary for competition.
5. Athletes shall abide by the letter and spirit of the rules and be responsible for conducting themselves in a sportsman-like manner at all times. Athletes who do not conduct themselves in this manner or who are offensive by action or language toward other athletes, coaches, volunteers, opponents, officials, and/or spectators, may be disqualified from further participation.
6. Athletes who do not participate honestly and with maximum effort in all preliminary trials and/or finals shall be disqualified from all remaining events by the sports specific rules committee at the competition.
7. Registered athletes shall not take part in any form of sexual activity with another athlete at events, practices, or competitions.

CONDUCT REVIEW POLICY

Revised: March 2015

The intent of this policy is not to exclude, but to include all individuals who are eligible for participation. Special Olympics does not exclude athletes, coaches, or volunteers solely due to inappropriate behavior. However, a person in higher authority (i.e. school agency, SOLA staff, coach, Area Director, Parish Director) can exclude an athlete, unified partner, coach, or volunteer from training and/or competition, or participation because of inappropriate behavior.

Prior to exclusion, if a person in higher authority feels they cannot provide adequate leadership and/or supervision of an athlete, unified partner, coach, or volunteer due to the inappropriate behavior of same athlete, coach, or volunteer:

Step 1: The person in higher authority shall discuss the behavior with the athlete, coach, or volunteer, and a plan shall be designed to improve the behavior. Person in higher authority shall begin written documentation of the inappropriate behavior and the action to be taken.

Step 2:The person in higher authority shall seek the assistance of other school personnel, parent, or guardian, or other parties involved. The documentation of the person in higher authority is shared with this group, and alternatives discussed (i.e. family might assume training and attend competitions to control athlete's behavior). This plan is outlined.

Step 3:Review by a Sportsmanship Committee.* This committee shall be made up of individuals from the Board of Directors, program volunteers, and SOLA staff. This committee reviews the documentation, hears comments as requested, and rules on the exclusion. Discipline of an athlete, coach, or volunteer shall be determined by the severity of the inappropriate behavior. Recommendation of the Sportsmanship Committee shall be presented to the Executive Director for his action.

* The Sportsmanship Committee varies from area to area, event to event, and is appointed by SOLA staff. The scope extends from local programs to World Games. The above steps shall not be necessary if the situation warrants immediate disciplinary action. Individuals have a right to an appeal. This appeal should be made in writing, within two weeks, to the Executive Director, who will then appoint an appeal committee. The Risk Management Committee will serve as the appeal committee.

PARTICIPATION POLICY

March 12, 2015

Special Olympics Louisiana (SOLA) has adopted the following policy regarding its ability to screen, limit, deny or otherwise control the persons that it allows to participate in SOLA activities. Participation in SOLA is a privilege and not a right. The participants must obey the rules and Codes of Conduct established by SOLA or may be denied the opportunity to participate in the SOLA program.

PURPOSE: The purpose of enacting this Participation Policy is to ensure the safety and welfare of SOLA athletes, unified partners, coaches, volunteers, staff and all others involved with SOLA. This purpose will be achieved by limiting, restricting, and/or banning participation in SOLA by those who fall within the terms of this policy.

PARTICIPANT: Participant includes any athlete, unified partners, coach, volunteer, staff or any other person involved with SOLA.

POLICY: SOLA has determined that if the following actions have occurred, the Participant may be limited or banned from SOLA activities:

Any criminal conviction
Any pending criminal charge until such charge has been favorably

resolved.

Use or sale of illegal drugs and/or firearms.

Any violation of the SOLA Code of Conduct.

Any other actions which may harm other participants or reflect negatively on SOLA.

Any known aggressive behavior towards others.

Any Participant who has been permanently banned from participation by another U.S. Special Olympics Program may not participate in any SOLA Activity.

All determinations regarding possible limitation, expulsion, restrictions, and/or banning from SOLA activities will be determined on a case by case basis by the President/CEO of SOLA and the Risk Management Committee. Once SOLA is made aware of a possible violation of the policy, SOLA may take any of the following actions:

- Verify the violation or charges with the proper state and/or local authorities;
- SOLA may conduct a background check of a Participant, including criminal, employment, credit or social/rehabilitation services; and
- Notify the Participant, parent(s) or guardian(s) and the Local Program Coordinator, as required of such action(s) being taken.

DRUG & ALCOHOL POLICY

March 12, 2015

Special Olympics Louisiana officials, delegates, coaches, volunteers, and athletes are all an integral part of the makeup of Special Olympics Games and training. Our behavior serves as an example to all our peers and contemporaries both within and beyond Special Olympics. The principal concern of Special Olympics Louisiana should and must be that every Special Olympics athlete experiences joy and sharing through the safest and most positive competitive experience.

To that end, all Special Olympics Louisiana officials, delegates, coaches, volunteers, and athletes will adhere to the following policy concerning drugs, alcohol, and other performance enhancing substances:

1. In Special Olympics Louisiana, any medication or drug prescribed by a licensed physician for use by a Special Olympics Louisiana official, delegate, coach, volunteer, or athlete under his or her medical care to deal with a diagnosed condition are permitted, provided that such medication or drug is used for the specific treatment of that condition. In the absence of any medical prescription, local law shall prevail and be strictly enforced.
2. In the case of Special Olympics Louisiana athletes, any medication or drug which is used solely or primarily for improving the performance of an athlete in Special Olympics competition is strictly prohibited.

3. Under no circumstances will Special Olympics Louisiana provide alcoholic beverages or other drugs at any of its official events, games, or training sessions. Individuals are considered to be under these guidelines when the athlete arrives at the start of the event, and until the athlete vacates the premises at the close of the event. Individuals who have been partaking of alcohol immediately prior to athlete arrival may be asked to leave. Exception will be fund raising or special sponsor activities, and these must be **approved** by Special Olympics Louisiana. Illegal drug use by Special Olympics Louisiana officials, delegates, coaches, volunteers, and athletes is strictly prohibited at all times.
4. Under no circumstances may a Special Olympics Louisiana official, delegate, coach, volunteer, or athlete consume alcoholic beverages within the confines of a Special Olympics venue, stadium, housing site, competition, training site, or event before or during any Special Olympics competition or training.
5. While it is recognized the Special Olympics Louisiana officials, delegates, coaches, volunteers, and athletes may from time to time partake of tobacco products at both official functions and during personal time periods, such use is discouraged at all Special Olympics training competition and Games, particularly in those cases where it may reflect poorly on Special Olympics Louisiana.

Violation of this policy may result in the exclusion of the individual from the official event, games, or training session.

SWIMMING POLICY

March 12, 2015

SOLA does not permit any swimming activities on the local, parish, area or state level at local hotels or facilities, other than Aquatics competition and training organized under the SOI Aquatics safety guidelines. This means any Special Olympics athlete, Unified Partner, or coach/volunteer delegate attending an event, function, or training **should not be in a pool.** (Unless it is an official swimming or training of athletes for swimming.)

SOCIAL MEDIA POLICY

With the rise of new media and next generation communications tools, the way in which Special Olympics Louisiana can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for all associates.

Definitions

Social media includes all forms of public, Web-based communication and expression that bring people together by making it easy to publish content to many audiences. For example: Facebook, MySpace, Twitter, LinkedIn, Flickr, YouTube, Blogs, Wikipedia, etc.

Identifying Association with Company

Do not hold yourself out as representing Special Olympics views in any way. Be clear you are speaking for yourself and not on behalf of Special Olympics. Remember that any statements, images, or material you post may still be viewed as being on behalf of Special Olympics.

Standards for Social Media Representatives

You should post meaningful, respectful comments, always think before posting, and adhere to the branding and communications guidelines. If you have any questions about whether it is appropriate to write something about certain kinds of material ask the Special Olympics Louisiana Marketing & Communications Department before you post.

Expectations of Use

You are personally responsible for the content you publish on blogs, wikis, or any other form of social media. Be mindful that what you publish will be public for a long time.

- Under no circumstances should offensive comments be made about Special Olympics or its affiliates on social media sites.
- Information that has not been made public by Special Olympics cannot appear in a post under any circumstances.
- Use of social media tools to copy, publish, or transmit any material protected by copyright laws, including copyrights, logos, marks, or brands of Special Olympics is prohibited.
- Ensure that any content you publish is factually accurate and complies with relevant company policies, particularly those relating to confidentiality and disclosure.
- If you already have a personal social media site that indicates you work for Special Olympics please discuss any potential conflicts of interest with your director.
- Blog postings and other social media discussion forums may generate inquiry about Special Olympics news and information. If a member of the media or an independent blogger requests information about company press releases, marketing materials, or corporate strategy, please contact the Communications Department.

Discipline and Consequences of Non-Compliance

If you fail to comply with this policy, you will be subject to discipline, up to and including termination from Special Olympics. In addition, depending on the violation, you may also be subject to civil and/or criminal penalties. You are legally responsible for your postings, you may be subject to liability if your posts are found to be in violation of any other applicable law.

INTERNET AND E-MAIL ACCEPTABLE USE POLICY

Effective January 1, 2002

Introduction

Special Olympics Louisiana, Inc., (hereinafter the “SOLA”) encourages the use of the Internet and e-mail as a means to make business and communication more effective. However, Internet service and e-mail are valuable and costly corporate resources, and their purpose is to facilitate the business of SOLA. Irresponsible use of these resources reduces their availability for critical business operations, compromises corporate security and network integrity, and leaves the SOLA open to potentially damaging litigation.

Starting on January 1, 2002, and continuing thereafter, the SOLA may at any time track any Internet transaction by employees. The purpose of this is simply to enable us to manage our Internet and e-mail resources in a cost-effective and efficient manner, and to plan more efficiently for future technology expansion. Please note that we do not presently intend to examine the content of communications over the Internet, whether in e-mail, chat, or any other medium. Our intention is to monitor the existence of the traffic being generated, much like a telephone bill tracks the calls made, the numbers called, and the time of the calls, but not the content. In this manner we will be aware of how our resources are being used, where they are needed, where new capacity is required, and other infrastructure management issues. Additionally, because of the vulnerability companies have to litigation over inappropriate conduct in the workplace environment, it is imperative that SOLA resources are not being used to support inappropriate activities.

To ensure that all employees understand their responsibilities, the following guidelines have been established for using SOLA e-mail and Internet access. Any improper usage of the Internet or e-mail jeopardizes the SOLA's legal standing and therefore cannot be tolerated.

Acceptable Uses of SOLA E-Mail and Internet Access

The SOLA provides Internet and E-mail access for business usage. Every staff member has the responsibility to maintain and enhance the SOLA's public image and to use SOLA e-mail and access to the Internet in a responsible and productive manner that reflects well on SOLA. The SOLA recognizes that there will be occasional personal use on lunch breaks and during non-working hours (with the approval of management), but this shall not be excessive or unreasonable.

Unacceptable Uses of SOLA E-Mail and Internet Access

The SOLA E-mail and Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature—or materials—that are obscene or “x-rated”. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the SOLA's E-mail or Internet system. Electronic media shall not be used for any other purpose that is illegal or against SOLA policy or contrary to the SOLA's best interests. Solicitation of non-SOLA business, or any use of the SOLA E-Mail or Internet for personal gain is prohibited.

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the SOLA's E-Mail or Internet system. No E-Mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another SOLA. All messages communicated on the SOLA's E-Mail and Internet system shall contain the employee's name.

Any messages or information sent by an employee to another individual outside of the SOLA via an electronic network (e.g., bulletin board, on-line service or Internet) are statements that reflect on the SOLA. While some users include personal "disclaimers" in electronic messages, there is still a connection to the SOLA, and the statements may legally be tied to the SOLA. Therefore, we require that all communications sent by employees via the SOLA's E-Mail and Internet system comply with all SOLA policies and not disclose any confidential or proprietary SOLA information.

Software

To prevent computer viruses from being transmitted through the SOLA's E-Mail and Internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the SOLA. Employees should contact Pat Carpenter if they have any questions.

Copyright Issues

Employees on the SOLA E-Mail and Internet system may not transmit copyrighted materials belonging to entities other than SOLA or Special Olympics, Inc. Please note that non-adherence to this policy puts the SOLA in serious legal jeopardy and opens the SOLA up to significant lawsuits and public embarrassment. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and shall not copy, retrieve, modify or forward copyrighted materials, except with permission. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination. If you have questions about any of these legal issues, please speak with your supervisor or Pat Carpenter before proceeding.

Security

The SOLA routinely monitors usage patterns in its E-Mail and Internet communications. The reasons for this monitoring are many, including cost analysis, security, bandwidth allocation and the general management of the SOLA's gateway to the Internet. All messages created, sent, or retrieved over the SOLA's E-Mail and Internet system are the property of the SOLA and shall be considered public information. Notwithstanding comments above regarding our present intention not to monitor content, the SOLA must reserve the right to access and monitor the content of all messages and files on the SOLA's E-Mail and Internet system at any time in the future with or without notice. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. E-Mail messages regarding sensitive matters should warn that such communications are not intended to be secure or confidential. This is just good business sense.

Violations

Any employee who abuses the privilege of SOLA facilitated access to E-Mail or the Internet will be subject to corrective action up to and including termination. If necessary, the SOLA also reserves the right to advise appropriate legal officials of any illegal violations.

VOLUNTEERS AND STAFF DATING SPECIAL OLYMPICS ATHLETES

Among the Special Olympics movement's highest priorities is the wellbeing of, and respect for the dignity of, Special Olympics athletes *. The purpose of this document is to make clear Special Olympics policy on volunteers* and staff dating Special Olympics athletes and to protect all participants in the Special Olympics movement, including athletes, coaches and staff, as well as Special Olympics organizations around the world.

Every Special Olympics Program must take all reasonable steps to ensure that athletes* participating in Special Olympics do so in an environment that is free from abuse, intimidation, fear, pressure or coercion from any person in a position of authority, including Special Olympics staff, coaches, and other volunteers. At the same time, Special Olympics respects the right of every Special Olympics athlete to be treated with dignity and to have the same rights as every other human being.

POLICY:

Special Olympics prohibits any Special Olympics staff member or volunteer (excluding spouses of athletes and athletes who are Class C volunteers) from dating or having a sexual relationship with any Special Olympics athlete.

In the event that a Special Olympics organization learns of any dating or sexual relationship, the organization immediately shall require either:

- i) that the staff member or volunteer end his or her association with Special Olympics; or
- ii) that the association between the staff member or volunteer and Special Olympics will be terminated.

In the case of a Special Olympics athlete who is also a staff member or volunteer, the Chief Executive Officer of the organization where the athlete competes must 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 is determined that there is such a relationship, then apply the above policy in the same manner as the policy is applied to non-athlete staff or volunteers.

Each Special Olympics Program should determine whether it is required by its national or local laws to report certain relationships between Special Olympics staff or volunteers and Special Olympics athletes to the appropriate authorities under any "mandatory reporting" or other requirements in place for that Program's jurisdiction, and comply with those requirements. Special Olympics respects the right 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 Special Olympics staff and volunteers.

IMPLEMENTATION:

All Special Olympics organizations (e.g., SOI, Programs, and GOCs) shall implement the policy immediately.

*The terms "Special Olympics athlete" and "athlete" refer to persons with intellectual disabilities. The term "volunteer" includes Unified Partners.

Board Meeting - December 4, 2004

*A motion was made by John Paul, seconded by Dayle Guillory, and passed unanimously to approve the policy regarding **volunteers/staff dating SO athletes.***