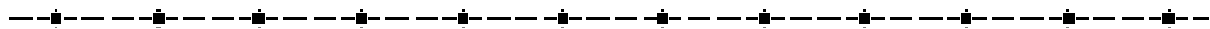


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Dear Volunteer,

Special Olympics North Carolina is a volunteer-run organization and without the help of volunteers like you, we would not be able to provide year-round sports training and competition for more than 38,000 athletes across the state of North Carolina. Thank you for volunteering!

Every year, Special Olympics athletes and coaches train hard in their local program competitions to qualify to compete in SONC state-level events.

This volunteer handbook will give you some basic information about Special Olympics North Carolina as well as information about volunteering and working with athletes. You will be trained in your specific job during your orientation. Please do not hesitate to ask questions or call the SONC office if you have comments or concerns.

Again, we thank you for giving your time to Special Olympics. Enjoy the experience!

Sincerely,

Keith L. Fishburne

Keith L. Fishburne
President
Special Olympics North Carolina

What is Special Olympics North Carolina?

The Local Level:

The strength of Special Olympics is that we are a grassroots, community-based organization. That means there's probably a Special Olympics program in or near your community. You can work one-on-one with an athlete in your community as a coach, or you can assist locally with fund raising, transportation, special events, etc. The possibilities are endless.

The Area Level:

All Special Olympics local programs are organized into one of five larger areas. Area programs need office assistance as well as volunteers in leadership positions on the Area Management Teams. These team members assist in area-level sports training, fundraising, public relations, competitions and more.

Special Olympics Area offices are located in Raleigh, Charlotte, Greensboro, Farmville, Wilmington and Asheville. If you live near any of these offices and would like to give office support, we can work with your schedule. We offer flexible hours including weekdays, some evenings, and some weekends. Whatever your skills, we have a job for you!

The State Level:

Special Olympics North Carolina holds eight state-level competitions as well as numerous invitational, area, and divisional competitions and training schools every year. We always have a need for volunteers in key leadership positions as well as day-only volunteers to pull everything together. State-level events are held throughout North Carolina.

The Special Olympics North Carolina headquarters office is in Raleigh and we are always in need of office support. If you live in the Triangle area and are interested in helping out, we can work with your schedule. We offer flexible hours including

week days, some evenings, and some weekends.

What sports are offered?

Special Olympics North Carolina offers 19 sports: aquatics, bocce, cycling, floor hockey, gymnastics, powerlifting, softball, tennis, athletics, golf, roller-skating, volleyball, basketball, equestrian, soccer, bowling, alpine skiing, figure skating and speed skating. SONC also offers a motor activities training program (MATP) for athletes with multiple handicaps, as well as a unified sports program for high ability athletes.

When did Special Olympics begin?

The concept of Special Olympics began in the early 1960s when Eunice Kennedy Shriver started a day camp for people with intellectual disabilities. From that experience, it was clear that these individuals were far more capable in sports and physical activities than many experts believed.

In 1968, Mrs. Shriver organized the first International Special Olympics Games at Soldier Field in Chicago, Illinois. Six athletes from North Carolina competed in those Games, and Special Olympics has been growing ever since! North Carolina held its first Games in 1970 in Burlington, NC, with 400 athletes competing that year. Then in 1971, Special Olympics North Carolina Inc., was chartered to administer the Special Olympics program in North Carolina.

How is Special Olympics North Carolina funded?

SONC is a private non-profit organization. SONC receives no direct funding from state or federal government agencies, the United Way or the Joseph P. Kennedy, Jr. Foundation, which provide initial funding for Special Olympics in the organization's formative years. SONC relies totally on individual, corporate and foundation contributions to assist in programming needs.

Who is eligible to participate?

To be eligible to participate in Special Olympics, athletes must be at least 8 years old and identified by an agency or professional as having one of the following conditions: intellectual disabilities, cognitive delays as measured by formal assessment, or significant learning or vocational problems due to cognitive delay that require or have required specially designed instruction. There is no cost to participate in Special Olympics.

What is the definition of intellectual disability?

According to the World Health Organization:

- Intellectual disability is a condition of arrested or incomplete development of the mind characterized by impairment of skills and overall intelligence in areas such as cognition, language, and motor and social abilities.
- Intellectual disability can occur with or without any other physical or mental disorders.
- Although reduced level of intellectual functioning is the characteristic feature of this disorder, the diagnosis is made only if it is associated with a diminished ability to adapt to the daily demands of the normal social environment.

Sports Training and Competition

Special Olympics aims to provide a variety of competition opportunities for athletes of all abilities by offering official events of various degrees of difficulty and challenge.

In team sports lower-ability athletes who are not yet ready for team play can participate in Individual Skills Competitions. For example, soccer athletes can earn medals for performing the skills of dribbling, shooting and participating in a Run-and-Kick event.

Most Special Olympics events have few differences from the sport played by individuals without disabilities. Higher ability athletes are now participating in events like the marathon, or in Special Olympics Unified Sports™ events alongside athletes without disabilities.

Special Olympics Divisioning

To enhance the competitive spirit of its athletes, Special Olympics organizes its competition to ensure that, whenever possible, athletes compete against others of similar ability, age and gender. This process is called divisioning. Divisioning allows each athlete to perform to the best of his or her ability and ensures that each athlete's performance is considered a personal victory, regardless of the athlete's place of finish.

Athletes or teams are divisioned using the following basic procedure:

1. Divide by Gender: Male, Female
2. Divide by Age: Individual Sports: 8-11,12-15,16-21,22-29,30 and over. Team Sports: 15 and under, 16-21, 22 and over.
3. Divide by Ability: Pre-competitive registration information and scores are used to place individuals or teams into divisioning rounds. At events where divisioning competition is not conducted, this information is used to

division athletes for final competition. On-site divisioning rounds (timed heats or team observations) are conducted to verify or modify divisions for the final competition. Guidelines suggest that the variance between the highest and lowest scores within a division do not differ by more than 10-15 percent.

Combining Groups:

Age groups and/or males and females may be combined if this achieves a closer matching of ability.

The minimum number of athletes or teams in a division is three. The maximum is eight.

In many Accredited Programs, the numbers of participants are so few that divisioning becomes a tremendous challenge. In all instances, competition management personnel are charged with providing competition among those of equal abilities. Thus, ability is the overriding factor as long as there is no health or safety risk to athletes.

Honest Effort

According to the Official Special Olympics Sports Rules, athletes are to participate honestly and with maximum effort in all preliminary trials and/or finals. The Sports Rules Committee at the competition shall disqualify athletes who fail to do so from all remaining events.

Working with Athletes

- You represent Special Olympics North Carolina while you perform your assignment as a volunteer. You will be asked to show photo identification upon registration at the event; wear your credential visibly at all times and conduct yourself in a professional manner relating to athletes, other volunteers, families, the general public and the media.
- Remember that people with visible and non-visible disabilities are more alike than different. If you are

unsure of how to respond to a person with a disability, ask yourself how you would want someone to treat you. If you follow through, you can't go wrong.

- Please do not try to "train" or "coach" the athletes. They have been training for many weeks for this event and any new terminology could contradict or confuse the coach's instructions. Some well-meaning volunteers could put an athlete at risk of disqualification by providing inappropriate assistance or direction.
- Both children and adults train and compete in Special Olympics. Remember that an adult Special Olympics athlete is an adult. This should influence the way you will want to relate to him or her, as well as the language you use. Use the term athletes rather than kids.
- Talk with the athletes in the same way you would to any other person. Use conversational tone, give individual eye contact, and let the person know that you are interested in them. Always assume that the person understands what you are saying.
- Some athletes will be very outgoing, others are shy and reserved. Have patience and respect for them as individuals. All athletes enjoy being congratulated after an event with a "high-five", handshake, a pat on the back or a hug if initiated by the athlete.
- Volunteers being used as Athlete Event Escorts should take guidance from the athlete's coach. Please note that a volunteer is NOT to accompany an athlete away from the competition area, to the locker room or rest room or to another venue unless accompanied by the athlete's coach.

You will find that most athletes whom you will meet will be very friendly and will enjoy your

attention. Along with fun, we try to encourage behavior that is appropriate to sports events. If you have questions, just remember that behavior that is not appropriate among non-disabled persons is not appropriate among persons with disabilities either. Enjoy the warm interactions that are part of the Special Olympics experience but don't be afraid to establish limits. As a volunteer, you will want to do everything you can to respect the dignity of the athletes you will meet. Above all relax and enjoy yourself.

Language Guidelines

Words can open doors to enable persons with intellectual disabilities to lead fuller, more independent lives. Words can also create barriers or stereotypes that are not only demeaning to persons with disabilities, but which also rob them of their individuality. Experts in the field of intellectual disabilities have developed the following language guidelines for use by anyone writing or speaking about persons with intellectual disabilities or closely related developmental disabilities, to ensure that all people are portrayed with individuality and dignity.

Use the following correct terminology:

- A person has intellectual disabilities, rather than is suffering from, afflicted with, or a victim of intellectual disabilities. It is preferred terminology not to write or say that a person is "intellectually disabled". Use "people-first language." The important point to remember when writing or speaking is to refer to the person first to avoid labeling them by their disability.
- Down Syndrome has replaced "Down's Syndrome" and Mongoloid.
- A person is physically challenged or disabled rather than crippled.
- Someone who is partially sighted is visually impaired rather than blind.

- A person is hearing impaired rather than deaf or deaf mute.
- A person has a seizure rather than a fit.
- A person has a seizure disorder or epilepsy, rather than is epileptic.
- Distinguish between adults and children with intellectual disabilities, and older or younger athletes.
- Refer to participants in Special Olympics as athletes.
- A person uses a wheelchair rather than is confined or restricted to a wheelchair.
- Use Special Olympics Athletes rather than Special Olympians.
- Do not use the label "kids" when referring to Special Olympics athletes. Adult athletes are an integral part of the program.
- Do not use the adjective "unfortunate" when talking about people with intellectual disabilities. Disabling conditions do not have to be life defining in a negative way.
- Do not sensationalize the accomplishments of people with intellectual disabilities. While these accomplishments should be recognized and applauded, people in the disability rights movement have tried to make the public aware of the negative impact of referring to the achievements of physically or intellectually challenged people with excessive hyperbole.
- Do not overuse the word "special" when referring to persons with intellectual disabilities. Their accomplishments should not be trivialized by using cute words to describe their efforts.
- Volunteers being used as Athlete Event Escorts should take guidance from the athlete's coach. Please note that a volunteer is NOT to accompany an athlete away from the competition area, to the locker room or rest room or to another venue unless accompanied by the athlete's coach.
- You will find that most athletes whom you will meet will be very friendly and will enjoy your

attention. Along with fun, we try to encourage behavior that is appropriate to sports events.

Volunteer Bill of Rights

Every Volunteer Has...

- The right to be treated as a co-worker, not just free help.
- The right to a suitable assignment with consideration to personal preference, temperament, life experience, education, and employment background.
- The right to know as much as possible about the organization, its athletes, policies, people, programs.
- The right to the correct training for the job, thoughtfully planned and effectively presented with desired results agreed upon.
- The right to continuing education on the job as follow-up to initial training and training for greater responsibility.
- The right for sound guidance and direction by someone who is experienced, patient, well-informed, and thoughtful.
- The right to a place to work. An orderly designated place, conducive to work worthy of the job to be done.
- The right to a variety of experience through transfer from one activity to another.
- The right to be heard. To feel free to make suggestions. To have respect shown for an honest opinion
- The right to recognition.

Volunteer Code of Responsibility

Be Sure

Look into your heart and know you really want to help other people.

Be Convinced

Don't offer your services unless you believe in the value of what you are doing.

Be Loyal

Offer suggestions, but don't belittle others' ideas.

Accept the Rules

Don't criticize what you don't understand. There may be a good reason.

Speak Up

Don't ignore your doubts and frustrations until they drive you away or turn you into a problem worker.

Be Willing to Learn

Training is essential to any job well done.

Keep on Learning

Know all you can about your organization and your job.

Welcome Supervision

You will do a better job and enjoy it more if you are doing what is expected of you.

Be Dependable

Your word is your bond. Do what you have agreed to do. Don't make promises you can't keep.

Be a Team Player

Find a place for yourself on the team. The lone operator is out of place in today's complex community.

Have Fun

Your tasks may be difficult at times. Always keep in mind why you are here.
(The American Red Cross)

Dealing with Emergency Situations

The basics in dealing with emergency situations are as follows

- Get medical and or law enforcement assistance for the person (s) immediately through on-site volunteer medical personnel or by calling 9-1-1. If you call, 9-1-1 be sure you are prepared to explain all the details to the operator.
- Notify your competition manager or games director at the games headquarters location.
- Inquiries from the media or family members should be referred to headquarters where Special Olympics officials for the competition should handle the situation.
- The person reporting an incident should be certain that the appropriate incident report form is completed and sent to the SONC office in Raleigh and American Specialty Insurance Service office in Roanoke, Indiana. These forms must be available at each venue from the games management volunteer.

Adverse Weather Plan

Adverse weather is defined as high winds, snow, thunderstorms (with lightning), rain, hail.

- **Decisions Prior to Competition** – Please show up to your volunteer assignment, if possible. SONC senior vice president will consult the National Weather Service (515-8225) or local television/radio stations regarding severity and longevity of current or predicted weather conditions. SONC senior vice president will notify SONC president regarding decision. SONC senior vice president and games director will then inform all SONC local programs and volunteers involved with event. SONC senior vice president will determine with president if event/competition is delayed (@ 30 minute intervals) or cancelled.

- **Decisions During Competition** - SONC senior vice president and games director will consult with games management team chairpersons, venue directors and head officials. Venue director and head official will consider "safety" concerns in determining if play is delayed or discontinued. SONC senior vice president will consult the National Weather Service or local television/radio stations regarding severity and longevity of current or predicted weather conditions. Senior vice president will inform president, games director and games management team chairpersons. SONC senior vice president and games director will then inform all SONC local programs and volunteers involved with event. If competition is discontinued, place finish will be determined by previous games played if sufficient in number.

Policies on Alcohol & Smoking

No alcoholic beverages are allowed at any Special Olympics training or competition events. No Smoking is allowed at any sports venue or at the Victory Dance.

On behalf of our athletes, coaches and volunteers, we thank you for your cooperation with these important health and safety requirements.

It is the intent of SONC that a strict alcohol prohibition be observed by all people associated with any SONC (local, area or state) event which involves athletes in training or competition.

This policy also complies with the SONC Athlete Congress decision which states that no athletes or coaches should be allowed to drink alcohol during Special Olympics functions.

This prohibition applies to all coordinators, board members, SONC Staff, volunteers, coaches, athletes, sponsors,

guests or any other individual with the SONC organization. It requires that they will not possess, purchase or consume alcoholic beverages during any time and/or at any facility associated with training, competition or housing sponsored by the SONC organization.

The policy takes effect the morning of the day athletes are scheduled to arrive at a training or competition and will remain in force until the last athlete departs and/or travel arrangements have been completed.

Since it is impossible to describe every circumstance that might arise, it is expected that each individual, where necessary, will exercise responsible and prudent judgment, keeping in mind the basic intent of this policy.

Athlete Dating Policy

Special Olympics prohibits any volunteer 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) the association between the volunteer and Special Olympics will be terminated.

Special Olympics 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 Special Olympics staff and volunteers.

Get Involved!

Volunteer for Special Olympics Year-Round, Every Year

For more than 40 years, Special Olympics North Carolina has been providing quality YEAR-ROUND sports training and competition to Special Olympics athletes. Now it is time for the community to put their talents to work. Join the team of volunteers and help make year-round sports training and competition a reality for more than 38,000 North Carolina athletes. Volunteering is a great way to boost morale, enhance teamwork and come together with others in your community in a joint effort that is fun and rewarding. Make a difference in the lives of Special Olympics athletes and their families. Join the SONC team and be a part of a worldwide movement.

You can volunteer **YEAR-ROUND** for Special Olympics North Carolina as a ...

- Coach
- Spectator
- Event Volunteer
- Games Management Team Member
- Office Support Person ... and so much more!

Contact Us!

For more information on how to get involved with Special Olympics North Carolina, please call 800-843-6276 or visit us on the web at www.sonc.net.

SONC Area Offices Near You

Capital Coast Area
800-843-6276

Coastal Plains Area
800-931-6182

Northern Piedmont Area
888-396-6369

Smoky Mountain Area
888-698-1706

Southern Piedmont Area
800-358-6276