The Regulations Governing Special Olympics Ireland Sport are monitored and reviewed on an ongoing basis. The version dated October 2012 – August 2014 will remain in use for the period August 2014 – August 2016 with the following amendments to Section 6.4 and 6.5 on page 14.

Please note the following amendments to this document as of 5th October 2015:

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Section 6.4. E
A late entry panel will consist of Regional Development Officer-Sport, the relevant Competition Manager and either the Events or Sports Officer on the regional committee. In the absence of any of the three members, the Regional Chairperson will substitute. This substitute will also be employed if there is a conflict of interest for any of the members involved.

Section 6.5. A
The club must submit an e-mail explaining reason for late entries to regional office, no later than 4 weeks prior to the date of the event in question.
Special Olympics Ireland provides year round sports training and competition for people with intellectual disabilities.

Each sport is governed by the Official Special Olympics Summer/Winter Sports Rules which provide the standards for Special Olympics competitions. In addition to the Sports Rules, Article 1 of the Special Olympics Official General Rules includes a number of provisions that apply to sports training and competitions.

This document outlines the regulations that govern all of our sports. It should be used as a reference tool and be read in conjunction with the Official Special Olympics Summer/Winter Sports Rules, the National Governing Body sport specific rules and Article 1, Special Olympics Official General Rules, where it applies.

In the event of there being a conflict between National Governing Body and Special Olympics rules, the Special Olympics rules prevail.

As a number of versions of the Official Special Olympics Summer/Winter Sports Rules and Special Olympics Official General Rules may exist, it is those displayed on the Special Olympics Ireland website that are used to govern our competitions.

It is important that on reading a particular regulation in this document, that one also reads any additional regulation that is referenced to in the section.
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1. Eligibility to participate in Special Olympics Ireland

1.1. Participation in Special Olympics Ireland as an Athlete

A. Special Olympics Ireland training and competition is open to every person with an intellectual disability who is registered to participate in Special Olympics Ireland and who is at least 6 years of age. Athletes may participate in a training programme from 6 years of age and compete from 8 years of age; there is no upper age limit.

B. To participate as an athlete within Special Olympics Ireland, an individual must complete and submit to the regional office an Athlete Participation Form. (See Appendix A for Athlete Participation Form). Only when this form is stamped, approved and received back from the regional office does the athlete become a registered athlete and a member of a Special Olympics club.

1.2. Participation in Special Olympics Ireland as a Partner

To participate as a partner in Level 2 Golf, an individual must complete a Partner Participation form. Only when this form is approved and received back from the regional office does the partner become eligible to participate in Special Olympics competition. (See Appendix B for Partner Participation Form).

2. Definition of official competition

A. Only the official events listed within each sport in the current official Special Olympics Summer or Winter Sports Rules, or official events within other sports supported by Special Olympics Ireland, may be offered at Special Olympics Ireland Games.

B. Up to and including regional level, at the discretion of the region, unofficial events may be offered. These events may not be considered at regional level as an advancement event to Ireland Games.

3. Coach to athlete ratio

3.1. Minimum coach/athlete ratio for training

A. The minimum recommended ratio of support for competition purposes is 1 coach/chaperone for every 4 athletes and this should be used as a guideline at a training session. It is imperative that at all times an appropriate ratio of volunteers to athletes is maintained, taking the following factors into account:

- A minimum of 2 volunteers must be present at all times regardless of athlete numbers.
- The club should seek to ensure that the gender of the athletes is considered when allocating volunteers, i.e. male volunteers with male athletes and female volunteers with female athletes, as is practical.
- The level of risk associated with the sport should be taken into consideration and could determine a greater number of coaches are needed.
- Some National Governing Bodies have sports-specific guidelines in place for coach to athlete ratio e.g. aquatics, kayaking. Where there is a conflict between a National Governing Body and Special Olympics Ireland coach to athlete ratio guidelines, the higher supervision ratio should apply.
- Safety should be the number one priority.

B. This ratio applies not only to training activities themselves but also to the activities that facilitate participation such as use of locker or changing rooms before or after training etc.

3.2. Ratio at area/regional competitions or Special Olympics activities

A. The minimum recommended ratio of support for competition purposes is 1 coach/chaperone for every 4 athletes.

B. This ratio applies not only to competition activities themselves but also to the activities that facilitate participation such as use of locker or changing rooms before or after competition etc.
C. In situations where the club may decide their own coach allocation (e.g. at most 1-day competition events), taking the minimum ratio for support into account, the club should assess the cover required for each event or activity and put in place appropriate arrangements for the welfare of all athletes in their care.

D. In situations where clubs are provided with their coach allocation by the event organisers, an additional coach allocation may be requested by the club and where it is feasible, granted at the discretion of the event organisers.

E. The club should seek to ensure that the gender of the athletes is considered when allocating volunteers, i.e. male volunteers with male athletes and female volunteers with female athletes, as is practical.

F. See also 3.3 Provision of a Head Coach.

3.3. Provision of a Head Coach

A. Each sport in your club must have a Head Coach appropriately qualified in that specific sport who should be present and lead each training session and competition.

B. Each team within a sport in a club should have its own appropriately qualified Head Coach.

C. All assistant coaches must also have an appropriate coaching qualification in line with Special Olympics Ireland requirements.

D. A club attending a Special Olympics sports competition, development day or other similar sports activity must appoint an individual to act as Head Coach for their group/team of athletes.

E. If attending an event where more than one sport is being hosted or more than one team is participating, a Head Coach per sport/team must be appointed.

F. The position of Head Coach should be separate to the 1 to 4 ratio of coaches to athletes to ensure proper supervision. At local level it is recognised that this may not always be possible, however, it is ideal that this would be the case.

G. The Head Coach will ensure that a single point of contact exists for the club with the Competition Manager.

H. At an event where a Head Coach has not been identified to the Event Management Team prior to the event, athletes registered for the event will not be able to participate until a representative from the club is appointed.

I. In the case of point H above, in order to permit the athletes to participate on the day, an individual from the club should assume the role of Head Coach on the day 30 minutes before start of competition. The club should make the necessary arrangements for the supervision of the athletes.

4. Categorisation of sports in Special Olympics Ireland

4.1. Categories of sports

In order to be classified as a sport in the Special Olympics Ireland programme, criteria must be fulfilled by a sport. (See 4.2 Criteria for Classification of a Sport). This is consistent with the global approach by Special Olympics International which classifies sports into three categories with differing levels of recognition. Special Olympics Ireland sports are classified as follows:

A. Official sports will continue to represent those sports, in which Special Olympics Ireland offers a structured training and competition programme up to and including Special Olympics Ireland Games. These are:

   Summer sports: athletics; aquatics; badminton; basketball; bocce; tenpin bowling; equestrian; football; golf; gymnastics; kayaking; table tennis.

   Winter sports: alpine skiing.

B. Recognised sports will represent those sports that are in various stages of development in the Special Olympics Ireland programme and offer training and/or competition structure. The recognised sports in the Special Olympics Ireland programme are as follows:

   Winter sports: floorball.

C. Locally popular sports are sports in which a training and competition programme is offered in some or all of the Special Olympics Ireland regions and are as follows:

   Summer sports: pitch & putt.
It is important to note, that the final decision on the classification and progression of a sport will be subject to the approval of Special Olympics Ireland. In extenuating circumstances, exceptions may be required to be made to the process, where it is deemed by Special Olympics Ireland that this would be in the best interest of the development of the athletes participating in the particular sport.

Motor Activities Training Programme is not a sport but emphasises training and participation rather than competition. Special Olympics Ireland provides a comprehensive Motor Activity Training Programme for those athletes who wish to participate at this level.

### 4.2. Criteria for Classification of a sport

<table>
<thead>
<tr>
<th>Official Sports</th>
<th>Recognised Sports</th>
<th>Locally Popular Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>An International Federation is in place and has approved the rules published for Special Olympics use.</td>
<td>An International Federation is in place and has approved the rules published for Special Olympics use.</td>
<td>A National Governing Body and National Governing Body rules must be in place for the sport. Rules must be reviewed by Special Olympics Ireland (or experts designated by same) from a Health and Safety perspective.</td>
</tr>
<tr>
<td>Standardised rules are published and uniformly enforced at Ireland level and World Games competitions.</td>
<td>Standardised rules are published and uniformly enforced at Ireland competitions.</td>
<td>Standardised rules are published and uniformly enforced at Ireland competitions.</td>
</tr>
<tr>
<td>At least 18 Clubs offer this sport at Ireland level and a structured and regular training programme is in place in the sport.</td>
<td>At least 9 Clubs offer this sport.</td>
<td>At least 4 Clubs offer this sport.</td>
</tr>
<tr>
<td>Those 18 Clubs represent at least 3 Special Olympics Ireland Regions.</td>
<td>Those 9 Clubs represent at least 2 Special Olympics Ireland Regions.</td>
<td>Those 4 Clubs represent at least 1 Special Olympics Ireland Region.</td>
</tr>
<tr>
<td>A Development Team should be in place and include a Programme Coordinator, Regional Coordinator and other volunteers knowledgeable in areas such as coach education, GMS and/or competition development.</td>
<td>Regional Sports coordinator should be in place for each region offering the sport. If the sport is offered in 3 or more regions a Programme Sports Coordinator should also be in place.</td>
<td>A Regional Sports coordinator should be in place for each region offering the sport.</td>
</tr>
<tr>
<td>National Governing Body (NGB) of the Sport are in support of the Special Olympics programme. NGB must be prepared to work with Special Olympics Ireland to develop the programme further by providing technical support and guidance.</td>
<td>National Governing Body (NGB) of the Sport are in support of the Special Olympics programme. NGB must be prepared to work with Special Olympics Ireland to develop the programme further by providing technical support and guidance.</td>
<td>Links in development with the National Governing Body of the Sport, where one exists.</td>
</tr>
<tr>
<td>Final decision confirming the approval of a sport as Official will be taken by Special Olympics International.</td>
<td>Special Olympics Ireland will examine possible Recognised sports in terms of potential for growth, current interest, participation levels and support of the NGB. The final decision on targeted sports to be classed as Recognised will rest with Special Olympics Ireland.</td>
<td>Special Olympics Ireland will examine possible Locally Popular sports in terms of potential for growth, current interest, participation levels and support of NGB. The final decision on targeted sports to be classed as Locally Popular will rest with Special Olympics Ireland.</td>
</tr>
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5. **Minimum training guidelines for clubs**

Special Olympics International requests that each Special Olympics programme must develop its own training standards as requirements before entering competitions. The guidelines developed by Special Olympics Ireland apply to all clubs, both community and service/school based clubs equally.

They should help provide you with an indication of suitable training and preparation time for your athletes, to ensure the best possible opportunities to develop skills and prepare for competition.

5.1. **Minimum training guidelines for all clubs**

A. All athletes should be offered a minimum of 1 hour training per week per sport.

B. If the club offers 2 sports, there should be 1 hour training for each of these, each week. All athletes should attend training each week, in each sport, in which they are involved.

C. It is not sufficient for a club to offer training in a sport for one hour a week and have 2 groups of athletes alternate the week on which they attend.

5.2. **Minimum duration of training required prior to entering competition for a new club**

New clubs should be established and training for a minimum of 6 months prior to entering competition. However, in exceptional circumstances, this may be reviewed following discussions with the relevant Regional Development Officer Sport, Regional Development Officer Clubs and the Regional Director.

5.3. **Minimum duration of training required prior to entering competition**

A. Athletes should not participate in training in a Special Olympics club until they are fully registered with Special Olympics Ireland.

B. A new athlete to an existing sport in a club should be training for a minimum of 8 weeks prior to competition.

C. An athlete already registered in the programme but joining a new club, or already registered in a club but starting a new sport within their current club, should be training for 8 weeks in that sport prior to entering competition.

6. **Entering athletes/teams into competition**

6.1. **Event notification**

Initial notification of competition events in a particular calendar year will be distributed in the autumn of that sporting calendar year. This will include details of the event date, venue and deadline for entry.

6.2. **Timelines for competition entries**

The following outlines the agreed timelines for competition entries:

<table>
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<th>Action</th>
<th>Who</th>
<th>Timeline prior to event</th>
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<td>Entry Forms sent to clubs</td>
<td>Regional Office</td>
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</tr>
<tr>
<td>Reminder of deadline issued to clubs</td>
<td>Regional Office</td>
<td>7 weeks prior</td>
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<tr>
<td>• Submission of entries deadline • Submission of Athlete Participation Form (APF) for any athlete with an out-of-date form (see Appendix A)</td>
<td>Club</td>
<td>6 weeks prior</td>
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<tr>
<td>Errors &amp; exceptions Delegation report sent to clubs</td>
<td>Regional Office</td>
<td>5 weeks prior</td>
</tr>
<tr>
<td>Any information deemed missing submitted to regional office</td>
<td>Club</td>
<td>4 weeks prior</td>
</tr>
<tr>
<td>Improved performances deadline</td>
<td>Club</td>
<td>1½ week prior</td>
</tr>
<tr>
<td>Programme sent to all clubs</td>
<td>Regional Office</td>
<td>1 week prior</td>
</tr>
</tbody>
</table>
6.3. **Event Entries**

A. Entries will be accepted by post, email or both, as decided by the regional office/Special Olympics Ireland.

B. Athlete entries will only be accepted for an athlete who is registered with Special Olympics Ireland.

C. Where an athlete’s Athlete Participation Form is out-of-date, an entry will be accepted only if an up-to-date Athlete Participation Form is received 6 weeks prior to the event. (See Appendix A).

6.4. **Late Entries**

A. No new athletes can be entered on the day of an event.

B. Late entries create a number of difficulties for an Event team in managing the competition format, divisioning and schedule.

C. Late entries will only be considered in extreme circumstances. (See 6.5 Late Entries Appeals Procedure). If for whatever reason, a club does not receive invitations to an event, this should no longer be a viable reason for late entries.

D. Late entries will be referred to the Late Entry Panel for consideration.

E. A Late Entry Panel will consist of Regional Development Officer Sport, the relevant Competition Manager and either the Events or Sports Officer on the regional committee. In the absence of the Regional Development Officer Sport, the Regional Development Officer Events & Volunteers will substitute.

6.5. **Late Entries Appeal Procedure**

A. The following procedure must be followed when late entries are received/submitted:

   • The club must submit an email explaining reason for late entries to regional office.

   • Late Entry Panel meets to consult on late entries submission. (See also 6.4 Late Entries).

   • The Late Entry Panel decision is communicated to the club.

6.6. **Athlete Improved Performance Time/Score/Distance**

A. Following submission of times/scores/distance for entry to an event, a Head Coach may complete and submit an Improved Performance Request Form within an agreed timeframe, to the Competition Manager. (See Appendix C for Improved Performance Request Form).

B. Where divisioning is held at an event, should a Head Coach wish to submit an improved performance time/score/distance for their athlete, who has underperformed due to extenuating circumstances, they may do so by completing and submitting an Improved Performance Request Form within the agreed timeframe upon completion of the event, to the Sports Information Desk. (See Appendix C Improved Performance Request Form).

C. Improved Performance time/score/distance will not be accepted after the agreed deadline.

D. In Aquatics, where divisioning is held at an event and an athlete’s entry time was faster than that of the divisioning round, the faster score will used to division the athlete.

6.7. **Athlete changing level/event for competition**

A. No changes to events can be made on the day of an event.

B. All applications for an athlete to advance to a level/event different from their qualifying level/event in the next competition must be submitted in writing to the regional office for the event with relevant records of improved times, distances or scores.

C. A change in level/event can only be accommodated where possible up to and including Special Olympics Ireland Games.

D. The Head Coach or coach who has submitted the request must ensure that the athlete is capable of completing fully and competing in this level/event in a safe manner.

E. Written confirmation is sent to the relevant coach of the athlete indicating if the application for changing level/event has been successful and highlighting the athlete’s new level or event where applicable.
F. A deadline for this procedure will be established by the regional office to ensure that all programmes/schedules can be distributed in a timely fashion to all stakeholders.

G. Quota restrictions may inhibit the change or movement of athletes between levels/events e.g. if a Level 1 athlete in golf wished to move to Level 2.

7. Protests and Appeals

7.1. Eligibility to Protest and Appeal

Only a Head Coach or a designated registered coach (in the absence of a Head Coach) may submit a protest or an appeal at an event.

7.2. Making a protest for official/advancement competition

A. A protest must be made in writing, on a completed Official Protest Form, at the Sports Information Desk within a specified timeframe after the event as highlighted at the Head Coaches meeting of an event. (See Appendix D Protest Form).

B. A Jury of Sport, as per the National Governing Body for the sport, meets and approves or denies the protest (See 7.7 Jury of Sport).

C. Any protest involving the judgement of a referee/judge will not be given consideration.

D. The divisioning of athletes cannot be protested unless the process of divisioning was misapplied.

E. The decision is relayed within the agreed timeframe directly to the Head Coach.

7.3. Lodging an appeal for official/advancement competition

A. If the Head Coach does not accept the ruling from the Jury of Sport (see 7.7 Jury of Sport) they can appeal the ruling to the Jury of Appeals (see 7.8 Jury of Appeals) within an agreed timeframe.

B. Appeals must be lodged at the Sports Information Desk on the original Protest Form and marked clearly with a notation that it is an appeal and the grounds on which they are making the appeal.

C. The Jury of Appeals meets to approve or deny the appeal and the result is conveyed directly to the Head Coach as soon as is practical after the lodging of the appeal.

7.4. Making a protest for League competition

A. The Head Coach (or a designated registered coach in the absence of a Head coach) may protest, in writing, on an official Protest Form, which must be completed in full and submitted to the league secretary within 7 days of the fixture. (See Appendix D Protest Form).

B. Any protest involving the judgement of a referee will not be given consideration.

C. The Jury of Sport, as per the National Governing Body for that sport meets and approves or denies the protest. (See 7.7 Jury of Sport).

D. Result will be communicated to the Head Coach by the League Secretary.

7.5. The appeals process for League competitions

A. A Head Coach may file an appeal for a denied protest to Special Olympics Ireland within 7 days of receipt of the ruling from the protest.

B. Appeals should be lodged with the League Secretary, on the original Protest Form with a notation that it is an appeal, and the grounds upon which they are making the appeal.

C. The decision of the Jury of Appeals is communicated to the Head Coach. (See 7.8 The Jury of Appeals).

7.6. Athlete eligibility to participate in final rounds

A. If a divisioning round is being held for an event/competition, an athlete must participate in the divisioning round/s in order to compete in the final rounds of competition.
B. If an athlete is disqualified in a preliminary event, they may be advanced to the final competition provided that they can safely compete in that event and were not disqualified due to unsportsmanlike behaviour.

C. The entry score/time/distance or improved score/time/distance submitted on an Improved Performance Request Form (see Appendix C Improved Performance Request Form) will be used to place the athlete in the appropriate division for the final round if the athlete did not compete in/finish the divisioning round.

7.7. **Jury of Sport**

A. Each competition must have a Jury of Sport in place. The Jury of Sport was formerly known as the Sports Rules committee.

B. A jury shall be established based on the protocol set out by the National Governing Body for that sport.

C. Where no such protocol is published, the jury shall consist of three members: The Regional Development Officer Sport, the Competition Manager/League Secretary and the Head Official for that sport.

7.8. **The Jury of Appeals**

A. A Jury of Appeals shall be established based on the protocol set out by the National Governing Body for that sport.

B. Where no such protocol is published, a Jury of Appeals shall consist of three members: the Regional/Programme Coordinator for the sport, Regional Development Officer Sport and a representative from the Special Olympics Ireland Sport Department.

8. **Athlete Discipline at Competition**

8.1. **Disqualification of athletes**

A. On becoming a member of Special Olympics Ireland an athlete must agree to abide by the Athlete’s Code of Conduct. (See Appendix E Athlete Code of Conduct). Failure to abide by the code may result in the athlete being disqualified from Special Olympics competition.

B. See 10.1 Outline of awards at official competition.

C. See 7.6 Athlete eligibility to participate in final rounds.

8.2. **Athlete suspensions for Football League competitions**

For fixtures played in league competition/competitions, impositions of penalty points, cautions and expulsions shall attract the following suspensions:

A. A minimum of one match/game suspension for expulsions.

B. 2 cautions received during the same match incur an expulsion, and consequentially an automatic 1 match suspension is sanctioned. The two cautions that incurred the red card are rescinded.

C. 3 cautions received over different games in the season/competition incur a 1 match mandatory suspension.

D. 10 cautions received in the season/competition incur a 2 match/game mandatory suspension.

E. 14 cautions received in the season/competition incur a 3 match/game mandatory suspension.

F. The Jury of Sport (see 7.7 Jury of Sport)/Disciplinary Committee (see 8.3 Disciplinary Committee) shall have the power to impose any additional sanction it deems appropriate.

8.3. **Disciplinary Committee**

A. All disciplinary matters relating to League competitions shall be under the remit of the Disciplinary Committee.

B. The Disciplinary Committee shall consist of 3 members; a Special Olympics Ireland sports representative, League Secretary/Competition Manager and a Regional/Programme Coordinator.
9. Rules Changes

9.1. Rule Changes

A. All registered members of the Special Olympics Ireland programme have an opportunity to submit any suggested changes to the Official Special Olympics Summer/Winter Sports Rules and to Special Olympics Official General Rules on an Official Proposed Rule Change form. (See Appendix F Proposed Rule Change Form).

B. At present, the Special Olympics International sports rules change process is a two year process.

C. Completed Proposed Rule Changes forms should be submitted to Special Olympics Ireland by March 28th every two years starting 2013, 2015 etc.

D. New rules will be announced by Special Olympics International by January 31st of the following year, following which they are published on the Special Olympics Ireland website. Depending on the particular change/s, agreement is reached within the programme as to when they come into effect.

E. It is those sports rules that are displayed on the Special Olympics Ireland website that are used to govern our competitions.

9.2. Sports regulations changes

A. The Regulations Governing Special Olympics Ireland Sports will be updated, if required, every two years. The new version will be published in August of every even year commencing 2014 (2014, 2016 etc).

B. It is those Sports Regulations that are displayed on the Special Olympics Ireland website that are used to govern our competitions/sports.

10. Awards

10.1. Outline of awards at official competitions

A. Medals will be presented for 1st through to 3rd place and ribbons will be presented for 4th through 8th place.

B. All awards are presented in reverse order.

C. Athletes disqualified for technical rules infringements or who 'Do not Finish' will be awarded a participation ribbon on the next available position on the podium.

D. Athletes who are disqualified for unsportsmanlike behaviour will not receive an award.

E. All athletes participating in the Motor Activities Training Programme will receive a challenge award. A challenge ribbon is presented at area level and a challenge medal is presented at Regional and Special Olympics Ireland level.

10.2. Timeframe for presentation of awards

A. It is the intention that the awards ceremony will take place within 30 minutes, or as soon as possible, following completion of the event.

B. Awards will not wait for a protest or a ruling of a protest before presenting awards.

C. The Competition Manager should ensure coaches are aware of the agreed time for presentation of awards at the Head Coaches meeting.

10.3. Replacement of lost award

A. Head Coach/athlete reports a lost award to the Sports Information Desk by completing an official form. See Appendix G for Replacement/Collection of Award Form.

B. The information is verified and a duplicate award will be forwarded to the Head Coach/athlete as soon as possible.

10.4. Presentation of awards for athletes participating in another event

A. In some sports e.g. athletics or aquatics where an athlete may participate in a number of events, it may be necessary to take an athlete from awards staging to the Field of Play for competition, thereby causing the athlete to miss his/her first presentation.
If the above takes place, the second event will always take precedence over the presentation of an award. The athlete will receive their first award at a scheduled time following completion of their additional event.

10.5. Rescheduling an award ceremony for athletes participating in another event

A. On completion of the athlete’s second event, the athlete will go as scheduled to award staging for the presentation, which will go ahead as scheduled.
B. The athlete will receive the outstanding award at the first available opportunity.
C. Should the athlete not present for his/her outstanding award, the Head Coach may collect the award from the Sport Information Desk.
D. The desire would be to present the award to the athlete on the podium, but this will be left to the discretion of the Head Coach and athlete.

10.6. Incorrect award presented to athlete

A. If it is deemed that an incorrect award was presented to an athlete/s, the athlete will receive the correct award, and may keep the award already presented.
B. Head Coaches have an allocated time in which to lodge a protest. (See also 7.2 Making a protest for official/advancement competition).
C. The initial award stands for all athletes in that event, but an additional award may be made to any athlete who received the incorrect award.
D. As soon as it is confirmed that an incorrect award has been presented, the Head Coach will be informed of a time for the presentation of the correct award.
E. The athlete will report to the awards area where the presentation will occur.
F. On the official results and on the Games Management System (GMS), all of the athletes’ finishing places will be adjusted to reflect the amended placing. This is important as it will affect the advancement placing for athletes.

11. Delay, postponement or cancellation of an Event or Competition

11.1. Delay, postponement or cancellation of an official/advancement event

There are four possible reasons for delaying, postponing or cancelling an event - sports technical related issues, weather related issues, event related issues or major incident/safety issues:
A. Sport technical
   • A decision to delay, postpone or cancel a competition can be made at the venue if the problem is of a sports technical nature.
B. Weather related
   • Due to the existing weather or possible conditions related to the weather, the competition cannot start or continue while still providing a fair and safe event for athlete and volunteers.
C. Event related issue:
   • If there has been a problem with an event service (e.g. technology, catering) that has impacted on either most volunteers or most clubs going to or already at a competition venue, the Event Manager should be advised and a decision made to delay, postpone or cancel an event.
D. Major incident or safety issue:
   • It may be necessary to delay, postpone or cancel an event if a major safety issue has not been addressed (e.g. too few volunteers at the venue, no show from first aid agency), or a major incident has occurred.

11.2. The difference between a delay and a postponement.

A. A competition should be considered delayed when it has not started for any of the reasons mentioned above within 15 minutes of its due time but the Event Team are certain that it will happen within 2 hours.
B. A competition should be postponed if after 30 minutes of its initial delay it becomes obvious to the Event Team that it will take longer than the 2 hour time frame.
C. A postponement is usually enforced due to weather related issues i.e. very heavy rain due to clear in a number of hours or a technical issue in the venue which will take longer than 2 hours to repair. On-going monitoring of the situation in increments of 15 minutes is also enforced. The event will still happen within the event day.

D. A decision to cancel an event may be made if after monitoring the situation the event cannot be re-scheduled in to the event programme.

11.3 The implications of delaying, postponing or cancelling an event

A. If it is a divisioning round, the decision may be made to hold a final round only. Coaches will have the opportunity to submit an improved performance score/time/distance for the final round. (See also 6.6 Athlete Improved Performance Time/Score/Distance).

B. If it is the final rounds, the Competition Manager will endeavour to fit the athlete/s into the schedule in the most appropriate division. This may include a one-person heat.

C. At all times, communication between the Event Manager, Competition Manager, other members of the Event Team and the coaches should be maintained to avoid confusion.

11.4 Postponement/cancelling of a league fixture

A. No club shall have the power to postpone, change the date, venue or kick off time of a fixture. The penalty for breach of rule will be forfeiture of the game.

B. Requests for fixture changes must be submitted in writing to the League Secretary no later than 7 working days prior to the scheduled date of the fixture and copied to the opposing club.

C. In football, only the match referee or external agency where it owns the pitch, has the authority to cancel a fixture because of an unplayable pitch.

D. Final decision in relation to the scheduling or postponement of a fixture rests with the League Secretary.

12. Athlete/Team No-Show at events

12.1 Athlete/team “deliberate” no show at an event

A. Athletes/teams who are not in attendance at the check in times for their event and cannot be contacted will forfeit the game/event.

B. Head Coaches will receive a schedule in advance which will outline their athletes’ events and times of competition. (See 6.2 Timelines for competition entries).

C. Each sport will have their own standards in regard to check in time prior to an event/competition, and they will also be outlined clearly at the first Head Coaches meeting.

D. Any athlete who is deemed a deliberate “no show” for an event will be disqualified.

E. Any team who is deemed a deliberate” no-show” will forfeit the match.

F. Where it is apparent that there is a continued blatant no show from a particular club, the matter will be addressed by the Regional Development Officer Sport.

12.2 Process for managing athlete/team no show at an event

A. Announcer will confirm the presence/non presence of club at the venue by requesting the Head Coach to report to Staging. This will also be verified from the Registration Desk at the event.

B. Staging complete their check in time and call to event procedure.

C. Final call to staging for the athlete/s/team will be made by the announcer.

D. Once the athlete/s/team has missed the final call, and has not reported to Staging, and every effort has been made to contact the club, an athlete/s/team will be declared a No Show for that event and will forfeit the game/event/match.

E. If athlete/s/team has missed a divisioning round of competition. (See 7.6 Athlete eligibility to participate in final round).
13. **Transfer of players in League competitions**

A. Players will be permitted to transfer mid-season during a single transfer window, which will take place from January 1st until January 31st in that season.

B. Players can transfer freely out of season (June to August) providing the appropriate registration forms are completed.

C. Once the player informs their existing and their new club, a Transfer Request form (See appendix H Transfer Request form) must be submitted from the new club, countersigned by the Head Coach of both the new and existing club and the player/parent/guardian. Electronic signatures or stamps are not acceptable.

D. Completed transfer form is submitted to regional office and copied to the League Secretary.

E. Providing the form is correctly completed and in order, the player will be eligible to play for the new club 7 days after receipt of the transfer notice in the relevant regional office. The Regional Development Officer Sport will confirm the date.

F. Any forms received after January 31st (or the previous working day if it is a weekend) will not be considered for any reasons. Forms submitted earlier than the 1st of January will not be considered prior to that date.

14. **Suitability of an athlete to participate in the next level of competition**

14.1. **Conditions for an athlete accepting a place on a team**

An athlete may be selected to participate in the next level of competition in the advancement cycle of competition or for an Invitational Event. This may be a regional team, an Ireland team or a club team representing Ireland at an Invitational Event. See 15.2 Selecting athletes for advancement competition (area to regional level), 15.3 Selecting athletes for advancement competition (regional to Ireland level) and 15.4 Selecting athletes for advancement competition (Ireland to World Games level).

These types of Games and Events involve travel, time away from home, sometimes with new coaches and a ratio of 1 coach to 4 athletes only. Consideration must be given to whether this type of event or Games will provide a positive outcome for the athlete.

Prior to accepting a place in the squad the following criteria, which is not exhaustive, should be considered and agreed upon by the relevant athlete and by his/her coach, family/carer and club:

A. The athlete’s health and well-being is such that it would allow for his/her full participation in the preparation phases and competition event.

B. The athlete must be able to travel to the Event/Games independently of his/her family member(s)/carer and/or local coach.

C. The athlete must be able to cope with being assigned to a coach/volunteer who is most likely to be unfamiliar to him/her (in the case of a regional or Special Olympics Ireland team) in the early stages of training and preparation.

D. The athlete must agree to abide by the athlete Code of Conduct and must submit a signed copy of the athletes Code of Conduct when accepting his/her place on a team. (See Appendix E Athlete Code of Conduct).

E. The athlete and his/her family/carer must be willing to share and disclose all relevant information regarding the medical needs and behavioural traits of the athlete. This must be done in a timely manner, in order to assist the athlete with preparing for the Event/Games. The Management Team must be informed as soon as possible of any changes or updates to this information during the course of the training and preparation.

F. The athlete’s family, coach and club must be willing to support the athlete in activities associated with his/her participation in the Event or Games, including transportation to and from training and any associated costs.

G. The athlete’s coach and his/her club must be willing to support on-going training locally for the athlete during the preparation phase of the Event/Games. This includes ensuring training opportunities are provided during traditional club breaks e.g. summer holidays.
H. Athletes participating on a regional or Special Olympics Ireland squad are required to attend all training sessions. Athletes must arrive on time and remain for the full duration of each training session.

I. The athlete or his/her club must submit all relevant documentation pertaining to the particular Event/Games in the agreed timeframe.

J. The athlete and/or his/her coach/family member or carer must submit a written acceptance of his/her desire to accept a place on the team.

K. If the athlete/family/club is unable to comply with the conditions for an athlete accepting a place on a team during the preparation phase, then a review of continued participation may occur. (See 14.2 Review of continued participation of an athlete on a team).

14.2. Review of continued participation of an athlete on a team

If a concern is raised regarding the continued participation of an athlete on a regional or Ireland team, there are a number of steps which should be implemented before a decision is made to remove an athlete from the team.

It is important to note that when a concern is raised regarding an athlete’s continued participation on a team, confidentiality is paramount and only a key group of individuals are involved. From the athlete’s perspective it is the athlete and his/her family member/carer and club coach and from the teams perspective it is the Head Coach, Head of Delegation and Medical Coordinator, as appropriate.

A. In the first instance, the Head Coach should discuss the concern with the athlete/family/carer/club. Key action items, which should be in writing, should be agreed to support the continued participation of the athlete.

B. At the next training session, feedback should be obtained to confirm the agreed action items were implemented and the athlete’s participation in the training session monitored and reviewed.

C. Should the concerns not be resolved at the training session, then a review of continued participation should be carried out in a timely and efficient manner to ensure that the process is fair to the athlete involved and to any substitutes that may be selected to be part of the team. This will involve the key people concerning the athlete and the agreed members of the team. It is important to reiterate the commitment that the athlete and his/her family/carer and club coach have given when accepting a place on the team and to ensure that there is a clear understanding of this commitment by all.

D. A revised action plan should be agreed by all and put in place. This will again be monitored between and at the next training session.

E. Should the athletes continued participation on the squad not meet the agreed expectation, it may be decided, in the best interest of the athlete, that he/she is withdrawn from the team.

F. Confirmation of withdrawal of athlete must be communicated in writing to the club and relevant family member/carer, and where applicable the athlete.

G. Where possible, every attempt should be made to reassess the athlete’s involvement as early as possible so that were a withdrawal to take place, a substitute may be given the opportunity to avail of the vacant place in the team.

14.3. Withdrawal of an athlete from a team by an athlete, family/carer or club

From time to time an athlete, a family/carer, club or an athlete may decide to withdraw from a team after initially accepting the place.

As careful consideration is given to accepting a place on a team, it is important that equal time and thought should be given to any decision to withdraw from the team.

A. The regional office or Special Olympics Ireland, as appropriate, is advised of the withdrawal of an athlete.

B. Follow up will take place with the athlete, family/carer and club in an effort to identify if there are any outstanding issues which may need to be addressed, in order to maintain the athlete on the team.

C. If through follow up, it is clear that the decision is to withdraw the athlete from the team, the withdrawal must be made in writing and signed off by the athlete, family/carer, club as appropriate, similar to the process of accepting a place on the team. The withdrawal is sent to the appropriate office, regional or central.
15. **Selection and advancement**

15.1. **Quotas**

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

B. Quotas are determined by the Event/Games Organising Committee.

C. At all levels, the aim is to fill the quota offered. Areas, regions or the national programme may be limited to the number of athletes they can enter in one event/level/sport as not all events may be offered, or restrictions may apply as a result of the quota offered.

15.2. **Selecting athletes for advancement competition (area to regional level)**

A. Area level is the first level of competition offered in the advancement cycle. At this level any athlete/s who wishes to participate has the opportunity to do so, which means that quotas are not particularly relevant.

B. To advance athletes to the next level of competition i.e. regional level, a quota is established per sport. (See 15.1 Quotas). It is then divided proportionally between all areas based on their athlete participation at area level.

C. In order for athletes to advance to Regional Events, they must have participated in the area event the previous year, where one was offered. Where an event was offered for team sports, all athletes must play in the event (i.e. all players must have game time in both divisioning and final rounds), being a member of a squad is not sufficient.

D. As per Article 1, Special Olympics Official General Rules, the process of selecting athletes for advancement is through random selection from all eligible athletes.

E. See 15.5 Individual sports advancement process.

15.3. **Selecting athletes for advancement competition (regional to Ireland level)**

A. In order for athletes to advance to Ireland Games, they must have participated in the regional event the previous year. For team sports, all athletes must play in the event (i.e. all players must have game time in both divisioning and final rounds), being a member of a squad is not sufficient.

B. A quota is established by Special Olympics Ireland per sport, and per region. This quota is based on the number of athletes who participated in the first level of competition in each region and distributed on a proportional representation basis. (See 15.1 Quotas).

C. As per Article 1, Special Olympics Official General Rules, the process of selecting athletes for advancement is through random selection from all eligible athletes.

D. See 15.5 Individual sports advancement process and 15.6 Basketball/5-a-side Football/Floorball team advancement process.

15.4. **Selecting athletes for advancement competition (Ireland to World games level)**

A. As per the Guidelines Article 1, Special Olympics Official General Rules the process of selecting athletes for advancement from Ireland to World Games is through random selection from all eligible athletes.

B. See 15.5 Individual sports advancement process, 15.6 Basketball/5-a-side Football/Floorball teams advancement process and 15.7 11-a-side Football team advancement process.

C. To be eligible to advance for team sports, all athletes must play in the event (i.e. all players must have game time in both divisioning and final rounds), being a member of a squad is not sufficient.

D. To ensure that all regions are represented on Team Ireland the following will apply:

- If a quota of 5 places is available and all regions are eligible, each region will receive an allocation of 1 place each.

- If the quota is a multiple of 5 and if all 5 regions are eligible, then all regions will receive an equal number of places in rotation, i.e. 10 places. Each region will receive 1 place in rotation, and then each region will receive a second place keeping the same sequence of rotation.
• Where the quota is greater than the number of regions, but not a multiple of 5, e.g. 8 places and all 5 regions are eligible, each region will receive one place and the remaining places will be randomly drawn (fulfilling all other criteria) from all remaining eligible athletes, from all regions combined.

• Where the quota is less than the number of eligible regions (e.g. 5 eligible regions and 4 places), 4 regions will be drawn in sequence. The number of regions equal to the quota (4) will receive a place (in the order in which they were drawn) and the remaining region (the fifth region) will form the first substitute. This region will be given priority for the next sport where this situation applies and therefore will not be “the fifth region” again.

• If the situation above occurs in additional sports, the same process will apply, with the region or regions who did not receive a place, included in the first instance in those sports.

15.5. Individual Sports Advancement Process

A. Working with the given quota; if the number of eligible athletes does not exceed the quota, all athletes advance.

B. If the number of eligible gold medalist athletes exceeds the quota, athletes are randomly selected to fill the quota from the gold medal winners.

C. If there are insufficient gold medalists to fill a quota, all gold medalists advance and then random selection from all silver medalists will take place until the quota is filled.

D. If there are insufficient silver medalists to fill a quota, all gold and silver medalists advance and then random selection from all bronze medalists will take place until the quota is filled. This process will continue down through place winners until the quota is complete.

15.6. Basketball / 5-a-side Football / Floorball Team Advancement Process

A. Composite teams will be formed after regional events for participation in the Special Olympics Ireland Games and after Ireland Games for participation in the Special Olympics World Games. Composite teams are when a team is formed with athletes of similar abilities; athletes may be from different clubs or regions.

B. Athletes are graded using set criteria to determine their ability level. Prior to Ireland Games athletes will be graded on 3 occasions – 1st by club coaches, 2nd at regional grading day and finally at the regional event. Athletes will be graded also at Ireland Games.

C. A sign off process will exist between regional Head Coaches and club coaches after regional events and between Special Olympics Ireland and regions after Special Olympics Ireland Games in relation to grades and positions assigned to players.

D. If the grade/level of competition/team is not determined by the Event/Games Organising Committee (See 15.8 Combining grades for Team Advancement), a random selection will be made to determine the level.

E. See 15.9 Team sports positions for composite teams.

15.7. 11-a-side Football Team Advancement Process

A. The first level of competition will be an Ireland level event and clubs will enter a panel of 16 players into this event, in line with the timing for accepting places for other sports to Ireland Games.

B. Following divisioning, the competition will be run over a period of months (pool/round matches in Sept - Nov) with the finals of all divisions taking place at the Ireland Games. Play offs will be held to assign placings for all teams not at Ireland Games.

C. After Ireland Games, a composite team will be selected by level, by position and given medal priority. The level/grade will be randomly selected at the World Games selection of athletes. (See 15.8 Combining grades for Team Advancement).

D. Athletes will be graded using set criteria to determine their ability level. Athletes will be graded on 3 occasions – 1st by club coaches, 2nd at Ireland event divisioning day and finally at Ireland Games or play-offs.
E. A sign off process will exist between the graders and the club coaches after the Special Olympics Ireland Games/play-offs in relation to grades and positions assigned to players.

F. See 15.9 Team sports positions for composite teams.

15.8. Combining grades for team advancement

Where insufficient numbers in a particular grade exist, grades may be combined and offered by the Event/Games organisers. When combining grades, only grades adjacent to one another can be combined e.g. in football grade 1 cannot be combined with grade 3 or grade 4, similarly in basketball grade 3 cannot be combined with grade 1 or grade 2A.

15.9. Team sports positions for composite teams

The list below details the numbers of each position to be selected for composite teams:

A. Basketball: Level 1: 2 Point Guards, 4 Guards, 4 Forwards.
C. 5-a-side Football: 2 Goalkeepers, 8 Outfield players.
D. 11-a-side Football: 2 Goalkeepers, 7 Defensive players (either defenders or defensive midfielders), 7 Attacking players (either attacking midfielders or forwards).
E. Floorball: 2 Goalkeepers, 6 Outfield players.

16. Participation in Events outside Ireland

16.1. Accepting and managing invitations on behalf of Special Olympics Ireland

A. An Invitational Event is one received from the National Director of a Special Olympics programme to the Chief Executive Officer, Special Olympics Ireland and is first reviewed for suitability by the Sports Department prior to being offered to all regions.

B. Invitational Events or Games will be offered to regions on condition that the region offered competition opportunities in that particular sport/s in the previous 12 months. The Programme Coordinator for that sport is also copied with the invitation.

C. When the Expression of Interest is returned by the region/s, a random draw will take place to select the region who will participate in the event.

D. On receipt of further invitations, the same process will continue, but excluding the region/s who have already accepted a previous invitation in the first round offer. The fact that a region has already accepted an invitation to participate in a given year will not preclude them from accepting another invitation in that year if no other region wishes to take up the offer.

E. The participating team, although from one region or club within a region, is a representative of the Special Olympics Ireland programme.

16.2. Accepting invitations on behalf of a region

A. On receipt of information regarding the event, the regional office will determine if there is an interest from clubs in the region in attending the event. (See 16.4 Managing invitations on behalf of a Club team).

B. Expression of Interest is submitted to the Sports Department.

C. Once an offer is received the offer may be accepted either by the region itself (see 16.3 Managing invitations on behalf of a regional composite team) or on behalf of a club within the region, (see 16.4 Managing invitations on behalf of a Club team).

D. In order to ensure that all insurance requirements are up to date, the following information should be submitted to the Finance Department by the regional office 1 month prior to travelling:

• A briefing note describing the event to be participated in
• Number and date of Birth of athletes and volunteers travelling
• Dates and airports of departure and return
• Any special travel requirements any person travelling may have.

E. The participating team, although from one region or club within a region, is a representative of the Special Olympics Ireland programme.
16.3. Managing invitations on behalf of a regional composite team

A. The selected region will put in place a management team responsible for the preparation, training and management of the team. (See 16.5 Management Team for Irish delegations).

B. Athletes are selected randomly based on current regulations for suitability and athletes participation in previous highest level of competition. (See 14.1 Conditions for an athlete accepting a place on a team).

C. Selection of athletes should not take place until the Management Team has been appointed.

D. See 16.7 Managing the finances for Invitational Events/Games.

16.4. Managing invitations on behalf of a club team

A. When expressing an interest for Invitational Event/Games to the regional office, the club will supply information on how they intend to manage the invitation. (See Appendix I Invitational Event/Games Application Form).

B. The club will be required to cover the full costs of the event and must show their ability to do so to the regional office. (See 16.7 Managing the finances for Invitational Events/Games by a club).

C. If a club is accepting the invitation, the Management Team will be selected by the club from volunteers in that club. Management team must be approved by the Regional Office.

D. Selection of athletes should not take place until the Management Team has been appointed.

E. If a club is accepting an invitation, athletes must have competed in a competition in the previous 12 months.

F. When selecting athletes, see 14.1 Conditions for an athlete accepting a place on a team.

16.5. Management team for Irish delegations

A. A Management Team must be appointed for any Special Olympics Ireland team travelling to Invitational, European or World Games. The desire of Special Olympics Ireland would be to have a Management Team that would consist of a number of roles, which must include a Head of Delegation and Medical Coordinator. Depending on the size of the team it may be necessary to duplicate roles.

B. Other roles on the Management Team may include assistant Head of Delegation, Sports Coordinator or Family Coordinator.

C. Appointed personnel must attend and take an active role in all training sessions prior to departure and are members of the official delegation for the duration of the Event or Games.

D. A Management Team is required to share the workload, to act as a point of contact and to direct activities of the participants during training and preparation for the Event or Games. As part of the official delegation, the Management Team will ensure that best practice standards are adhered to while representing the club, region or Special Olympics Ireland.

E. A comprehensive report must be completed by the Head of Delegation covering all key areas and submitted within an agreed time frame following the Event or Games.

F. Any volunteer or family members being appointed to the Management Team of an Irish delegation must be officially registered as volunteers with Special Olympics Ireland.

G. See 16.6 Process for selection of Management Team members.

16.6. Process for Selection of Management Team Members

A. If a club is accepting the Invitation, the Management Team will be selected by the club from volunteers in that club. Management team must be approved by the Regional Office.

B. When a decision has been reached to accept an invitation to an Event or Games and to send a regional team or a Special Olympics Ireland team, details of the available positions on the Management Team and application forms are circulated to all clubs/regions and placed on the website.
C. Once the closing date is reached the applications are reviewed and suitable candidates are identified.

D. A meeting may be scheduled with potential candidates and roles and responsibilities would be further outlined.

E. The selected candidates will then be offered the positions.

F. Any person who is recommended for a role on a Management Team will be asked to apply as per the procedure outlined.

16.7. Managing the finances for Invitational Events/Games by a club

A. The budget should be completed to include all expected costs, plus a contingency relative to the size of the team.

B. No athlete should be prevented from participation due to lack of the required financial resources.

C. Unexpected and unforeseen costs should be flagged immediately and reported to the Regional Development Officer Sport.

D. In the case of a shortfall exceeding the contingency, it is the responsibility of the region to ensure any outstanding debts are paid. Where a club has taken up the invitation on behalf of a region, the club will be required to reimburse the region to cover the shortfall.

E. Any surplus funds for the Event/Games within the region or club should be put back into the club/region sport programme.

F. All team members should assist with fundraising for the team where possible.

G. The Head of Delegation must ensure that the team works within the budget, with regular monitoring by the Regional Development Officer Sport.

16.8. Family involvement at Invitational Events/Games

A. Generally, a Family Support Programme, as we are familiar with at Ireland Games, is not offered for Invitational events.

B. The event will be assessed by the relevant region in association with the appointed Management Team to ascertain if there is a need to appoint a Families Coordinator for the team travelling to the event.

C. Irrespective of whether a Family Support Programme is being offered or not, the families of all selected athletes should be contacted by letter and given information regarding the event including location, dates, sport/s offered etc.

D. Family members wishing to travel must be made aware that they are responsible for their own travel and accommodation arrangements and that it is not normally possible for families to be accommodated in the same venue as athletes.

E. Family members must co-operate and comply with any guidelines, policies and procedures put in place by either the Games Organising Committee or Special Olympics Ireland including visiting/or access to athlete/s during the Event/Games.

17. Logo use and look of Special Olympics Ireland

A. In order to avoid commercial exploitation of people with an intellectual disability, no uniforms or apparel that are worn by Special Olympics Ireland athletes during any competition or during Opening or Closing ceremonies of any Games may be emblazoned with commercial names or commercial messages.

B. The only commercial markings that may be displayed on athletes’ uniforms during Games competitions or Opening or Closing ceremonies are the normal commercial markings of the manufacturer.

C. For a more detailed explanation of the logo use, please refer to the Club Handbook.
18. Appendices

18.1. Appendix A - Athlete Participation Form
Section 6A

Please answer YES or NO by placing a tick ☑ in the relevant boxes below.

Does the athlete have Down syndrome?  ☑  No

If the answer to the above question is "NO" please skip to Section 6B.

If the athlete has Down syndrome, Special Olympics requires that the athlete must have a full radiological examination establishing the absence of Atlantoaxial Instability before he/she may participate in sports or events which by their nature, may result in hyperextension, radical flexion, or direct pressure on the neck or upper spine. The sports and events for which such a radiological examination is required are: equestrian sports, artistic gymnastics, diving, pentathlon, butterfly stroke, diving starts in swimming, high jump, alpine skiing, squat lift, football, and any warm-ups placing undue stress on the head and neck.

Atlantoaxial Instability Present ☑  OR  Absent ☑

If atlantoaxial instability is present, please refer to the instructions contained in the Special Olympics Official General Rules book or contact Special Olympics Ireland to identify the relevant forms that must be completed for the athlete to participate in Special Olympics activities.

Section 6B

I have examined the athlete ___________________________________________ who is named in the application, and certify, based on that examination and review of the health information contained in this application, that there is no medical evidence which would preclude the athlete’s participation in Special Olympics sports.

Restrictions if any:

Doctor’s contact details and signature:

Surname

Firstname

Address Line 1

Address Line 2

Address Line 3

City / Townland (e.g., Dingle, Co. Kerry)

County

Postal Code

Telephone number (day)

Telephone number (night)

Doctor’s Signature

Date Signed

Section 7a: DECLARATION & RELEASE

I am physically and mentally able to participate in Special Olympics Ireland Ltd and is submitting the attached application for participation and registration. A licensed physician has reviewed the health information set forth in the attached application, and has certified, based on an independent medical examination, that there is no medical evidence which would preclude or render inadvisable this athlete’s participation. It is understood that if this athlete has Down Syndrome, he/she cannot participate in sports or events which by their nature result in hyperextension, radical flexion or direct pressure on the neck or upper spine, unless a full radiological examination establishes the absence of atlantoaxial instability. The athlete/parent/guardian is aware that the sports and events for which a radiological examination is required are: equestrian sports, artistic gymnastics, diving, pentathlon, butterfly stroke, diving starts in swimming, high jump, alpine skiing, squat lift and football (soccer) and that failure to have such examination will preclude this athlete’s participation.

The signature on this form grants permission to Special Olympics Ireland Ltd to use the athlete’s likeness, name, voice and words in television, radio, film, newspapers, magazines and other media, both during and anytime after the events, and in any form, for advertising or communicating the purposes and activities of Special Olympics and/or applying for funds to support such purposes and activities.

By signing below, permission is granted for this athlete to participate in Special Olympics Healthy Athlete programme that provides individual screening assessments of health status and health care needs in the areas of vision, oral health, hearing, physical therapy and a variety of health promotion areas (height, weight, sun protection, etc.). It is understood that these assessments are not intended for diagnosis or treatment and that provision of these health services is not intended as a substitute or alternative to regular care that has been received in the past or that may be recommended in the future. It is understood that this athlete should seek his/her own medical advice and assistance irrespective of the provision of these services and that Special Olympics Ireland Ltd, through the provision of these services, is not making itself responsible for the athlete’s health. It is understood that information that is gathered as part of the screening process may be used in group form (anonymously) to assess and communicate the overall health needs and to develop programs to address these needs.

If a medical emergency should arise during the athlete’s participation in Special Olympics Ireland Ltd sporting and non sporting activities at a time when the athlete is not able to give his/her consent or make his/her own arrangements for treatment because of his/her injuries or when the parent/guardian of the athlete (in the case where the applicant is under the age of 18) is not personally present so as to be consulted regarding the athlete’s care, Special Olympics Ireland Ltd is authorised to take whatever measures it shall deem necessary to ensure that the athlete is provided with any emergency medical treatment necessary, including hospitalisation, in order to protect the athlete’s health and well-being.

It is understood that this athlete’s personal information will be held and processed by Special Olympics Ireland Ltd for the purpose of administering the Special Olympics Ireland Ltd in accordance with the Data Protection Amendment Act 2003 (Republic of Ireland) and the Data Protection Act 1998 (UK). This athlete’s personal data will be disclosed to Special Olympics Incorporated to be included in the global census for the purpose of gathering information on Athlete/Unified Partner participation in Special Olympics sporting and non sporting activities.

DECLARATION AND RELEASE FORM CONTINUED ON NEXT PAGE

Please proceed and complete as follows:

Section 7b(i) If the athlete is an ADULT ATHLETE (over 18 years of age)

Part (i) Where an athlete is signing the form on their own behalf

OR

Part (ii) Where a parent/guardian or next of kin signs the form on behalf of the athlete

OR

Section 7c(i) If the athlete is a MINOR ATHLETE (under 18 years of age)
Section 7(b) To be completed if the athlete is an ADULT ATHLETE (over 18 yrs of age)

Only need to complete PART (i) OR PART (ii)

PART (i) Athlete is signing the form on their own behalf

I am at least 18 years old and have submitted the attached application for participation in Special Olympics Ireland Ltd sporting and non sporting activities. I DECLARE that, to the best of my knowledge and belief, all the particulars given in this form are correctly stated.

I have read this paper and fully understand the provisions of the release that I am signing. I understand that by signing this paper, I am saying that I agree to the provisions of this release.

Print Name: ____________________________

Signature: ____________________________ Date: ____________

WITNESS SIGNATURE

I hereby certify that I have reviewed this release with the athlete whose signature appears above. I am satisfied, based on that review, that the athlete (participant with an intellectual disability) understands this release and has agreed to its terms.

Print Name: ____________________________

Signature: ____________________________ Date: ____________

State your relationship to the athlete: Family Member, Care/Guardian, Other

PART (ii) Parent/Guardian/Next of Kin is signing the form on behalf of the athlete

I am the Parent/Guardian/Next of Kin of ____________________________ (the above mentioned athlete who wishes to participate in Special Olympics Ireland Ltd)

I represent and warrant that to the best of my knowledge the athlete is physically and mentally able to participate in Special Olympics Ireland Ltd sporting and non sporting activities and, in particular, the activities for which he/she has applied to participate, and has taken appropriate medical advice in relation to his/her participation in Special Olympics Ireland Ltd. I confirm that a licensed physician has reviewed the health information set out in the athlete’s medical information (Athlete Participation Form) and has certified, based on an independent medical examination, that there is no medical evidence which would render participation inadvisable. I confirm that the athlete is able to and does understand the provisions of the above release and that I have read and fully understand the provisions of the above release. Through my signature, I am agreeing to the above provisions on my own behalf and on behalf of the athlete and I DECLARE that, to the best of my knowledge and belief, all the particulars given in this form are correctly stated.

Print Name: ____________________________

Signature: ____________________________ Date: ____________

State your relationship to the athlete: Family Member, Care/Guardian, Next of Kin

Section 7(c) To be completed if the athlete is a MINOR ATHLETE (an individual under the age of 18)

I am the parent/guardian/next of kin of ____________________________ (The athlete) a minor on whose behalf I have submitted the attached application for participation in Special Olympics Ireland Ltd sporting and non sporting activities. I hereby represent and warrant that the athlete has my permission to participate in Special Olympics Ireland Ltd sporting and non sporting activities. I DECLARE that, to the best of my knowledge and belief, all the particulars given in this form are correctly stated.

I have read and fully understand the provisions of the above release, and have explained these provisions to the athlete. Through my signature on this release form, I am agreeing to the above provisions on my own behalf and on the behalf of the athlete named above.

Print Name: ____________________________

Signature: ____________________________ Date: ____________

State your relationship to the athlete: Family Member, Care/Guardian, Next of Kin

Section 8 Photo

In order for you to be registered as an athlete with Special Olympics Ireland, you will need to provide us with either:

1. A colour passport quality photo

   Attach photo here
   Do NOT use staples
   Photo should be approximately 5cm x 4cm (about the size of this box)

   Rules to adhere to for all photographs:
   * The athlete in the photograph must not be wearing a hat or sunglasses
   * The photo / digital image must be from the shoulders up and the background must be clear and plain
   * The photo / digital image must be of passport quality and dimensions:
   * Remove clearly the back of this photo your first name, surname and date of birth (DD/MM/YYYY)

2. Digital image

   If you chose this option please ensure that:
   * The digital image is saved in the format LASTNAME_FIRSTNAME_DATEOFBIRTH.JPG
   * The image should be 600dpi and measure approximately 5cm x 4cm (the same dimensions as a passport photograph)
   * Email the digital image to photo@specialolympics.ie

Section 9 DECLARATION to be signed by Affiliated Group

I accept that this athlete Participation Form has been fully completed and will be submitted to the Regional Office in accordance with Special Olympics Ireland registration

Affiliated Group Member:

(Print name)

Signature: ____________________________ Date: ____________

Volunteer ID Number: (N/A for staff member)

State your volunteer role within the Affiliated Group:

Club Manager, Buyer Officer, Athlete Protection Officer, Staff member of Sport, School, etc.

FINAL CHECKLIST

Please tick all completed sections

Section 1: Athlete Personal & Programme Information

Section 2: Emergency Contact Details

Section 3: Family Contact Details (optional)

Section 4: Athlete Medical Record

Section 5: Athlete Medication Details

Section 6: Registered Medical Doctor Physical Examination

Section 7a: Declaration & Release

Section 7b: Consent form for an Adult Athlete

Section 7c: Consent form for a Minor Athlete

Section 8: Photograph attached

Section 9: Photograph emailed

Section 10: Photograph attached

Section 11: Photograph emailed

REGIONAL CONTACT DETAILS

Well done! All you need to do now is to photocopy the form for your own records and post the original to the address below:

Return form to:
18.2. Appendix B - Partner Participation Form
### 18.3. Appendix C - Improved Performance Request Form

**Improved Performance Request Form**

This form should be submitted by the sport specific Head Coach for any request to improve an athlete’s score/time following divisioning. To be considered, it should be submitted within 30 minutes of the divisioning event.

<table>
<thead>
<tr>
<th>Sport:</th>
<th>Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athlete Name:</td>
<td></td>
</tr>
<tr>
<td>Delegation Name:</td>
<td></td>
</tr>
<tr>
<td>Athletes previous score/time</td>
<td></td>
</tr>
<tr>
<td>Divisioning score/time</td>
<td></td>
</tr>
<tr>
<td>Reason for request</td>
<td></td>
</tr>
<tr>
<td>Signed: Head Coach</td>
<td></td>
</tr>
<tr>
<td>Time of Request</td>
<td></td>
</tr>
<tr>
<td>Official Use Only</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request Agreed</th>
<th>Request Denied</th>
<th>Signed</th>
<th>Title</th>
</tr>
</thead>
</table>

### 18.4. Appendix D - Protest Form

**Protest Form**

International Sport Federation procedures for protests and appeals shall be used for all international competitions. Where such procedures do not exist the following process shall be employed.

| Date: | |
|-------||
| Time Submitted: | |
| Sport: | Event: |
| Age Group: | Division: |
| Athlete’s or Team’s Name: | |
| Club: | |
| Reason for Protest: | |

<table>
<thead>
<tr>
<th>Signature of Sport Head Coach:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Decision of Jury/Referee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Protest Approved:</td>
<td></td>
</tr>
<tr>
<td>Protest Denied:</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
</tbody>
</table>
18.5. Appendix E - Athlete Code of Conduct

Athletes should complete either Version 1 or Version 2 of the Athlete Code of Conduct.
18.6. Appendix F- Proposed Rule Change Form
18.7. Appendix G - Replacement/Collection Award Form

18.8. Appendix H - Transfer Request Form
## Appendix I - Invitational Event/Games Application

### Application for Invitational Event

Prior to completing this form please see the additional information sheet providing specific information on the event. For more information please contact your Regional Development Officer Sport.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Volunteer ID Number</th>
<th>Relevant qualification</th>
<th>Experience with Special Olympics and of travelling away from home with athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Delegation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Coach</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please outline who would fill the following positions if your application is successful:

### Event Budget

**Note:** All costs associated with the event must be covered by the Club. Participation at the proposed Invitational event should not be at a loss to your Club. If you have any unforeseen costs or need assistance please contact your Regional Office.

<table>
<thead>
<tr>
<th>Source</th>
<th>Income</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athlete Contribution</td>
<td></td>
<td>Flights</td>
</tr>
<tr>
<td>Sponsorship</td>
<td></td>
<td>Accommodation</td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td>Transport</td>
</tr>
<tr>
<td>Club Contribution</td>
<td></td>
<td>Uniforms</td>
</tr>
<tr>
<td>Fundraising (please specify)</td>
<td></td>
<td>Travel Insurance</td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
<td>Communications equipment</td>
</tr>
</tbody>
</table>

**Total Income**

**Total Expenditure**

---

Declarations: I understand that completion of this form does not guarantee this Club the opportunity to attend the Invitational Event in question. The information provided above is correct at the time of completing this form.

Signature: __________________________  Position within Club: ________________________

Date: __________________________