

**Special Olympics Australia**

# **Inclusive Sport in Schools Program Parameters**

**Special  
Olympics**  
Australia



The Special Olympics Australia ***Inclusive Sport in Schools*** Program Parameters ensure a high quality, positive learning environment is created for all program participants.

The goal of the ***Inclusive Sport in Schools*** program is to connect schools with the Special Olympics movement in Australia and to ensure that:

- More children are active every day
- More children are developing their physical literacy
- Teachers are more confident to deliver sport and physical activity
- Sport and PE lessons are more inclusive and of a higher quality
- Strong relationships are built with community coaches
- Strong links are built with community sports clubs and providers

The ***Inclusive Sport in Schools*** Program Parameters are outlined as specific parameters for three distinct groups:

- Schools
- Community Coach Deliverers
- Teacher Deliverers

Special Olympics Australia continues to seek improvements to the ***Inclusive Sport in Schools*** program and reserves the right to amend any of the program parameters at any time.

For the most up to date version please ensure you visit [www.specialolympics.com.au](http://www.specialolympics.com.au)

# SCHOOLS

Every school taking part in a Special Olympics Australia program must comply with the following requirements.

## Program Management

1. Complete and return the *Program Request Form* including program selection, information relating to preferred days and times, student support requirement.
2. Complete and return the *Champion School* registration form, including nomination of a key contact person and listing of participant details prior to commencement of first program within a calendar year.
3. Conduct a pre-program conversation with the community coach to discuss program objectives, facilities/equipment available, student support requirements and group management strategies.
4. Communicate any concerns and report issues or safety incidents to Special Olympics Australia within 48hrs.
5. Provide the community coach with at least 24hrs notice of any session cancellations, and/or postponements.
6. Coordinate participant photography and social media approvals, as required.
7. Complete and return the *Program Feedback Form* within 2 weeks of program conclusion.
8. Contribute to completion of surveys and/or other feedback processes aligned to data collection for program research and evaluation purposes, as required.
9. Comply with any reasonable request or direction from Special Olympics Australia in relation to the program, including specified measures to deal with an event or circumstance that has, or is likely to have, an adverse effect on the health or safety of persons.

## Program Structure

1. Ensure the allocated number of sessions are delivered in a school term, aligned to the design of the program selected.
2. Ensure each participant engages in at least 4 sessions of a program to enable quality learning experiences to be achieved.
3. Ensure each session is delivered for 30-60mins, as agreed at time of booking.

## Promotion and Pathways

1. Promote the selected program and objectives in the school newsletter and/or via a letter to parents in the lead up to program commencement.
2. Promote the Special Olympics Australia movement and ongoing participation opportunities to all program participants and families/carers. E.g. issuing of club membership information/offers.
3. Allow Special Olympics Australia to promote, publicise and report on the program delivered, including the development of case studies to highlight the impact of the program.

## Support and Supervision

1. Provide appropriate number of staff to actively supervise participants and support the community coach to manage group behaviours.
2. Ensure compliance with legislated student to staff ratios.
3. Ensure supervisors and support staff demonstrate inclusive language and behaviours.

## Safety and Risk

1. Comply with all Working With Children Check legislation (or equivalent) and conduct required checks (by law and by individual school policies) for Special Olympics Australia community coaches that attend the school. Conducting checks remains the responsibility of each school.
2. Engage only an approved Special Olympics Australia community coach or appropriate internal teacher to deliver the program, as agreed at time of booking.
3. Ensure an appropriate and safe facility/space is available for program delivery.
4. Ensure any equipment provided by the school is in safe working condition and developmentally appropriate for use by all participants.
5. Manage, communicate and implement all first aid and emergency management policies, procedures and actions, including an extreme weather policy.

## Financial Management

1. For schools delivering a program funded by Special Olympics Australia, complete the *Program Feedback Form* at the conclusion of program delivery and send to Special Olympics Australia so payment can be made to coaching organisations.
2. For schools delivering programs funded by NSW Active Kids vouchers, ensure details of all vouchers being used are captured in the *Active Kids Voucher Redemption Form* and sent to Special Olympics Australia for processing.
3. For schools delivering programs funded by an approved Sporting Schools grant, ensure the timely payment of invoices in line with Sporting Schools processes.
4. For schools delivering programs funded by school budgets, ensure prompt payment to Special Olympics Australia upon receipt of a program invoice.

# COMMUNITY COACH DELIVERERS

Every endorsed community coach delivering a Special Olympics Australia program must be familiar with the program requirements for schools and comply with the following community coach delivery requirements.

## Registration and Training

1. Complete the *Community Coach Registration Form* and submit to Special Olympics Australia.
2. Have completed *Improving Sport for People with Intellectual Disability* course, and/or *Young Athletes Program* course, as required.
3. Complete any sport-specific training required by NSO partners of Special Olympics Australia, if/as required, to deliver programs in partnership with or on behalf of those NSOs.
4. Comply with all Working With Children Check requirements (or equivalent) and ensure a copy can be produced to Special Olympics Australia and/or the school upon request.
5. Be covered by current Public Liability and Professional Indemnity insurance.

## Program Delivery

1. Comply with relevant Special Olympics Australia requirements for delivery of selected programs, including adherence to program plans and curriculum, and number and duration of sessions.
2. Provide school with at least 24hrs notice of any session cancellations, and/or postponements. Notice must be provided via telephone call and make-up sessions must be completed within the same school term.
3. Contribute to completion of surveys and/or other feedback processes aligned to data collection for program research and evaluation purposes, as required.
4. Comply with any reasonable request or direction from Special Olympics Australia in relation to the program, including specified measures to deal with an event or circumstance that has, or is likely to have, an adverse effect on the health or safety of persons.

## Promotion and Pathways

1. Promote the Special Olympics Australia movement and ongoing participation opportunities to all program participants and families/carers. E.g. issuing of club membership information/offers.
2. Support Special Olympics Australia to promote, publicise and report on the program if/as requested and contribute to the development of case studies to highlight the impact of the program.

# COMMUNITY COACH DELIVERERS

## Leadership and Role Modelling

1. Provide the school with contact details and conduct a pre-program conversation with the school contact to discuss program objectives, facilities/equipment available, student support requirements and group management strategies.
2. Maintain a high standard of personal behaviour and integrity; and wear appropriate, clean and neat attire when representing Special Olympics Australia.
3. Demonstrate inclusive language and behaviours and always represent Special Olympics Australia's values of respect, trust and sportsmanship.

## Safety and Risk

1. Comply with all applicable laws, regulations and policies of Special Olympics Australia and the school, including the Sport Australia Anti-Doping Policy and school SunSmart policies.
2. Ensure any equipment provided for use at sessions is in safe working condition and developmentally appropriate for use by all participants.
3. Understand and support teachers as required, to implement first aid and emergency management policies, procedures and actions, including the extreme weather policy.
4. Do not take or post images or promote any aspect of the program on social media unless authorised to do so by Special Olympics Australia.
5. Record and communicate any issues or safety incidents to Special Olympics Australia within 48 hours of such activities using Special Olympics Australia's [Incident Report Form \(PDF\)](#).

## Financial Management

1. Confirm the community coach delivery fee per session with Special Olympics Australia prior to program confirmation. Invoices are to be sent to Special Olympics Australia at the conclusion of program delivery.

# TEACHER DELIVERERS

Every teacher delivering a Special Olympics Australia program at their school must be familiar with the program requirements for schools and comply with the following teacher delivery requirements.

## Registration and Training

1. Complete the *Community Coach Registration Form* and have it signed by the principal before submitting to Special Olympics Australia.
2. Consider completing any of the online courses and professional learning opportunities available on Special Olympics Australia's online learning platform, [SOA Learn](#).
3. Complete any sport-specific training required by NSO partners of Special Olympics Australia, if/as required, to deliver programs in partnership with or on behalf of those NSOs.

## Program Delivery

1. Comply with relevant Special Olympics Australia requirements for delivery of selected programs, including adherence to program plans and curriculum, and number and duration of sessions.
2. Contribute to completion of surveys and/or other feedback processes aligned to data collection for program research and evaluation purposes, as required.
3. Comply with any reasonable request or direction from Special Olympics Australia in relation to the program, including specified measures to deal with an event or circumstance that has, or is likely to have, an adverse effect on the health or safety of persons.

## Promotion and Pathways

1. Promote the Special Olympics Australia movement and ongoing participation opportunities to all program participants and families/carers. E.g. issuing of club membership information/offers.
2. Support Special Olympics Australia to promote, publicise and report on the program if/as requested and contribute to the development of case studies to highlight the impact of the program.

## Leadership and Role Modelling

1. Conduct pre-program planning to consider facilities/equipment available, student support requirements, group management strategies and program objectives.
2. Demonstrate inclusive language and behaviours and always represent Special Olympics Australia's values of respect, trust and sportsmanship.

## Safety and Risk

1. Adhere to all school guidelines and retain responsibility for implementing first aid and emergency management, extreme weather and SunSmart, social media, photographic consent, incident reporting and any other applicable school policies.
2. Ensure any equipment provided for use at sessions is in safe working condition and developmentally appropriate for use by all participants.