

## 2014 Totals

	Definitions	Guidance
M1	<b>Number of Athletes who Trained AND Competed</b> A person with an intellectual disability aged 8 years and older <b>who trained</b> in a Special Olympics sport <b>AND who competed</b> at least once in that sport at a Special Olympics Games or competition at any level (local, state, national, regional, or world) between 1 January - 31 December.	Indicate the total number of athletes who trained and competed, including athletes in Unified Sports (even if they trained and competed in Unified Sports only). For this metric, Athletes should only be counted once in the total number in the blue row at the top of the Total page.
M2	<b>Number of Athletes who Trained but did NOT Compete</b> A person with an intellectual disability <b>who trained</b> in a Special Olympics sport, <b>but did NOT compete</b> in a Special Olympics Games or competition at any level (local, state, national, regional, or world) between 1 January - 31 December.	Indicate the total number of athletes who trained but did not compete, including athletes in Unified Sports (even if they trained in Unified Sports only) and athletes 2 - 7 years old (including <i>Young Athletes</i> ).  Athletes who begin training in a sport should be reported in the 6-7 age column for that sport.  Young Athletes Program refers to a structured sports skills development program that is: - operated exclusively by an SO Program, or - implemented in direct partnership with a Program, or - implemented by a non-SO entity based on the Special Olympics Young Athlete model and materials Young Athletes should be reported in the 2-5 or 6-7 age columns of the Young Athletes Program section.  For this metric, Athletes should only be counted once in the total number in the blue row at the top of the Total page.
M3	<b>Number of Coaches</b> A coach provides Special Olympics athletes with comprehensive sports training and preparation for competitions. Report the total number of coaches that have coached athletes from 1 January to 31 December.	Indicate the total number of coaches, which should include both certified and uncertified coaches. The total number of coaches should also include Unified coaches (even if they only coach Unified Sports). Note that people who oversee Young Athletes should be reported in the Young Athletes Program section but they will not be included in the overall coach total as they are not coaches. For this metric, Coaches should only be counted once in the total number in the blue row at the top of the Total page.

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Definitions		Guidance
<b>MATP</b>	The Motor Activities Program is designed for individuals with intellectual disabilities with severe limitations who do not yet possess the physical and/or behavioral skills necessary to participate in official Special Olympics sports. A MATP athlete is a person with an intellectual disability that participates in Motor Activities Training Program activities between January 1-December 31.	MATP provides the means for people with severe motor learning limitations to participate in appropriate recreation activities that can accommodate their specific abilities. MATP athletes are counted in overall Special Olympics Athletes numbers.
<b>Write-in other sport (1)</b>	"Other" Sports are locally popular sports such as Netball, Marathon, Triathlon or Flag Football. See Article I, Section D of the Sports Rules for a full explanation of official, recognized and locally popular sports.	For the first "Write-in Other Sport", replace the text with the name of the locally popular sport with the largest participation.
<b>Write-in other sport (2)</b>	"Other" Sports are locally popular sports such as Netball, Marathon, Triathlon or Flag Football. See Article I, Section D of the Sports Rules for a full explanation of official, recognized and locally popular sports.	For the second "Write-in Other Sport", replace the text with the name of the locally popular sport with the second largest participation.
<b>Write-in other sport (3)</b>	"Other" Sports are locally popular sports such as Netball, Marathon, Triathlon or Flag Football. See Article I, Section D of the Sports Rules for a full explanation of official, recognized and locally popular sports.	<p>If the Program has no more than three locally popular sports, replace the text with the name of the locally popular sport with the lowest participation.</p> <p>If the Program has more than three locally popular sports enter athlete numbers for ALL "other" sports. This is in order to ensure all athlete numbers are captured.</p>

## 2014 Unified

Definitions		Guidance	
M4	<b>Unified Athletes</b>	A Special Olympics Unified Sports® Athlete is a person <b>with an intellectual disability</b> aged 8 years and older <b>who either trains in a Special Olympics “Unified” sport or who trains and competes</b> in a Special Olympics Games or competition at any level (local, state, national, regional, or world) between 1 Jan - 31 Dec.	There should be approximately equal numbers of Special Olympics Unified Sports® Athletes and Partners.
	<b>Unified Partners</b>	A Special Olympics Unified Sports® Partner is a person <b>without an intellectual disability</b> aged 8 years and older <b>who either trains in a Special Olympics “Unified” sport or who trains and competes</b> in a Special Olympics Games or competition at any level (local, state, national, regional, or world) between 1 Jan - 31 Dec.	There should be approximately equal numbers of Special Olympics Unified Sports® Athletes and Partners.
	<b>Unified Sports Recreation</b>	Unified Sports Recreation is an inclusive recreation sports event, training program, or competition for Special Olympics Athletes and Unified partners. Unified Sports Recreation activities are not required to meet the minimum training, competition and team composition requirements of Unified Sports Player Development and Unified Sports Competitive models but they must: - be operated exclusively by SO Program, or - implemented in direct partnership with SO Program	A minimum of 25% of participants in a Unified Sports Recreation event should be individuals with an intellectual disability and a minimum of 25% should be individuals without an intellectual disability. The remaining 50% may be made up of individuals with and without intellectual disabilities.  Enter the number of Athletes and Unified Partners aged 8 years and older who participated in Unified Sports Recreation activities. For this metric, Athletes and Partners should only be counted once in the total number in the blue row at the top of the Unified page.
M5	<b>Unified Player Development</b>	This model combines approximately equal numbers of Special Olympics athletes and partners as teammates on sport teams for training and competition. In Unified Sports Player Development, teammates are not required to be of similar abilities but age matching should be targeted. Players of higher ability will assist teammates of lower ability in developing sport-specific skills and tactics and in successfully participating in a team environment.	Enter the number of Athletes and Unified Partners aged 8 years and older who participated in Unified Sports Player Development activities. For this metric, Athletes and Partners should only be counted once in the total number in the blue row at the top of the Unified page.

## 2014 Unified

Definitions		Guidance
M6	<b>Unified Competitive</b> Unified Sports® is a competitive model that combines approximately equal numbers of athletes (individuals with intellectual disabilities) and partners (individuals without intellectual disabilities), of similar age and ability, as teammates for training and competition. All athletes and partners competing in Unified Sports® must have the necessary sport-specific skills and tactics to compete without modification of the current Special Olympics Official Sports Rules.	Enter the number of Athletes and Unified Partners aged 8 years and older who participated in Unified Sports Competitive activities. In the blue row for this metric (at the top of the Unified page), Athletes and Partners should only be counted once in the total number provided.
M7	<b>Unified Totals</b> In the blue row at the top of the Unified page, indicate the total number of Unified Sports athletes and partners involved in any type of Unified Sports across all 3 models (Recreation, Player Development, Competitive).	<b>Important:</b> Athletes and Partners should only be counted once, even if they are involved in more than one type of Unified Sport. So if for example an athlete or partner is involved in Unified Sports Recreation for one sport, and Unified Competitive in another sport, they should only be counted once for this metric.
M8	<b>Youth Unified Athletes &amp; Partners (12-25)</b> Programs should enter the total number of Unified Sports Athletes and Partners <u>aged 12-25</u> who are involved in Unified Sports Recreation, Unified Sports Player Development and/or Unified Sports Competitive at a Games, competition, Camp Shriver or other Unified Sports activity at any level (local, state, national, regional, or world) between 1 Jan - 31 Dec.	For this metric, Athletes and Partners <u>aged 12-25</u> should only be counted once in the total number in the blue row at the top of the Unified page.
M9	<b>Unified Coaches</b> A Special Olympics Unified Sports Coach is a person who coaches a Special Olympics Unified Sports team at least once at a Special Olympics Games or competition at any level (local, state, national, regional, or world) between 1 Jan - 31 Dec.	Input the total number of Unified Coaches. Unified Coaches must coach a Unified Team in at least one game or one competition within the year. If a Unified Coach also coaches Non-Unified sports, they should still be included in this number. For this metric, Unified Coaches should only be counted once in the total number in the blue row at the top of the Unified page.

## 2014 Program Information

Definition		Guidance
<b>Number of Athlete Leaders (including ALPs participants)</b>	An Athlete who has served in at least one Athlete Leadership role, including those who undertake the role as part of an ALPs program, during the calendar year, 1 Jan - 31 Dec.	Examples of leadership roles include: Athletes as Volunteer Leaders (games or events) Athletes as Coaches or Assistant Coaches Athletes as Sport Officials Athletes as Public Speakers (Global Messengers) Athletes on Boards, Committees or Input Councils Athletes assisting with Fund Raising Athletes assisting with technology or other office work Athletes serving as peer mentors or team captains
<b>Number of Sports Offered</b>	Total number of sports offered at all Program levels from 1 January to 31 December.	Programs should count sports where at least 1 athlete trained or competed.
<b>Number of Competition Opportunities</b>	The total number of competitions that have been conducted at all Program levels from 1 January to 31 December. These include all forms of competitive events e.g. multi-sport Games, local competitions, league play, and single sport competitions.	Enter the number of competitions conducted between 1 January to 31 December. Quality competitions should include athletes that compete in a sport against other athletes with whom they do not regularly train.
<b>Number of Unified Competition Opportunities</b>	<b>New for 2014 Census</b> The total number of Unified competitions that have been conducted at all Program levels from 1 January to 31 December. These include all forms of competitive events e.g. multi-sport Games, local competitions, league play, and single sport competitions.	Enter the number of Unified competitions conducted between 1 January to 31 December. Quality Unified competitions should include athletes that compete in a sport against other athletes with whom they do not regularly train.
<b>Number of Coaches that are certified</b>	A Coach that is SO certified: 1. Attends a General Orientation that provides a basic introduction to Special Olympics. 2. Completes a course on coaching Special Olympics Athletes. 3. Completes an approved course on coaching a specific sport. 4. Completes 10 hours of working with Special Olympics athletes under an experienced coach. 5. Receives endorsement from his/her Program as having fulfilled the above requirements and received general screening approval to coach Special Olympics athletes.	The SO Program delivers the General Orientation which covers: SO Mission, Coaches' oath, Divisioning rule and Athlete selection and advancement.  The local SO Program certifies that the coach has completed a course on the basics of coaching Special Olympics Athletes. In addition Special Olympics certification requires an understanding of the health and safety implications of athletes who have Down Syndrome and who must be tested for Atlanto-Axial Instability.

## 2014 Program Information

Definition		Guidance
<b>Program uses education courses developed by a Sport Governing Body</b>	Examples of sport-specific education and certification courses include Professional Tennis Registry, USA Volleyball Coaches Accreditation Program, FIFA coaching certification Program.	Program should answer 1 for Yes or 0 for No.

## 2014 Program Information

Definition		Guidance
<b>Total number of Volunteers (all ages)</b>	A Volunteer is a person of any age, with or without an intellectual disability, who volunteers his/her time and service in any capacity for Special Olympics at least once during the calendar year (1 January – 31 December).	Programs should report the total of all volunteers of all ages.  The total number of volunteers should include Coaches, Board Members, and all others who volunteer in any capacity and are over the age of 12. Unified Partners should not be counted.
<b>Total number of Youth Volunteers (aged 12-25)</b>	A Youth Volunteer is a person aged 12-25, with or without an intellectual disability, who volunteers his/her time and service in any capacity for Special Olympics at least once during the calendar year (1 January – 31 December).	Programs should report only Volunteers who are within the 12-25 age range in response to this question. Unified Partners should not be counted.
<b>Youth (12-25) in a Leadership Role</b>	This is defined as an individual with or without intellectual disability aged 12-25 who has been a volunteer for a minimum of 1 year, currently serves in a specific leadership role and is recognized as a representative of other Youth involved in the Accredited Program.	Report the number of youth in a Leadership Role. Examples include Youth Advisory Committees or similar types of advisory councils with youth representatives. Include any athlete leaders aged 12-25 who meet the definition of Youth in a Leadership Role.
<b>Program Leadership engages Youth Leadership (aged 12-25)</b>	This is asking if there is any kind of <u>formal</u> structure, already implemented, that involves the Program leadership/Board regularly hearing from, engaging, and responding to youth leadership (12-25).	Program should answer 1 for Yes or 0 for No. Whatever the type of structure, it should be representative of the voices of all youth in the Accredited Program, and should involve regular meetings that allows for dialogue with Program Leaders - for example, a youth advisory committee or council with Youth representatives.
<b>Number of Registered Family Members</b>	This is asking for the total number of family members registered with an individual Special Olympics program during the period 1 January to 31 December, 2013.	"Family members" refers to parents, siblings, grandparents, other athlete relatives, guardians or custodians, including care givers.
<b>Number of Family Members serving in a Leadership Role</b>	Family leaders considered to be 'community builders' are trained volunteers who are serving in a defined leadership position that engages the community and requires at least a one year commitment.	Report the number of Family members (which could be parents, grandparents, siblings, other athlete relatives, guardians, or caregivers) serving in a leadership role. Examples of defined leadership roles: Board Member, National Family Coordinator, Young Athletes Coordinator, ALPs Mentor, Family Messenger, Public Relations Chair, etc.

## 2014 Program Information

Definition		Guidance
<b>Program engages at least one influential leader or organization</b>	An influential leader is a high profile, well-respected business, community, and/or political leader or advisor to Government who serves at the state or national level. An influential organization is a high profile, well-respected business, community, and/or political NGO that operates at the state, national, or international level.	Program should answer 1 for Yes or 0 for No. Examples include: senior Government advisors, ministers, parliamentary reps, government secretaries, UNICEF, Lion's Club, Peace Corps, etc. Special Olympics Ambassadors should not be counted.
<b>Program has a Multi-Year Strategic plan</b>	A Multi-Year Strategic Plan is a formal written plan that sets out the long-term direction of a Program, clearly defining goals and quantifiable indicators of success over a period of time that is <u>greater than one year</u> . It should be <u>aligned with the pillars of the SOI strategic plan</u> and contain components related to Sport, Communities, Fans & Funds, Leadership, and Sustainability.	Program should answer 1 for Yes or 0 for No. A program should indicate "No" if that Program has a plan that is 1 year or less and/or a plan that has expired prior to 31 December
<b>Program has an Annual or Single Year Operating plan</b>	An Annual or Single Year Operating Plan is a formal written document that sets out a Program's clearly defined goals, actions and quantifiable indicators of success <u>for the forthcoming year</u> . It should be <u>aligned with the pillars of the SOI strategic plan</u> and contain components related to Sport, Communities, Fans & Funds, Leadership and Sustainability.	Program should answer 1 for Yes or 0 for No. A Program should indicate "No" if that a program did not formally engage in operational planning and did not have an implemented plan.
<b>Annual Operating Budget (US \$ equivalent)</b>	Annual Operating Budget represents all expenses incurred by a Special Olympics Program in the course of the calendar year from 1 January to 31 December. Report the value of all expenses converted in U.S. dollars (USD).	Expenses should be reported in accordance with the financial basis (either cash or accrual) used for your audited financial statements or tax return as long as you are consistent from year to year. US Programs must be consistent with what you anticipate reporting on your tax returns.
<b>Cash Reserves (US \$ equivalent)</b>	Cash Reserves represent the amount of usable funds remaining in the Program's account at the end of an accounting period (as of December 31). The funds should not be identified for any particular use and should not be needed to conduct day to day activities.	Reserves may represent an estimate of the amount of funds in the form of cash; bank deposits; and financial investments that are available to a Program after all of the operational expenses are paid. Do not include any investments in real estate and equipment. For the Census, it is acceptable to include estimates that have not been vetted through an audit. Reserves may be reported in accordance with the accounting standards that are used for audited financials or tax returns.



## 2014 Program Information

Definition		Guidance
<b>Total Private Sector Revenue (US \$ equivalent)</b>	Private Sector Revenue should include: Special Events, Corporations/Corporate Foundation Sponsorship, Individual Donations, Non-Corporate Foundation Funding, and other Private Revenue, <u>excluding</u> grants from SOI, government support, VIK.  US Programs do NOT include CDMP/IDMP revenue.	Provide an accurate estimate of what you anticipate you will report via your financial statements or tax returns. Be consistent with your accounting basis. Revenue may be reported in accordance with the basis (either cash or accrual) used for your audited financials or tax return as long as you are consistent from year to year. US Programs must be consistent with anticipated reporting on the IRS Form 990.
<b>Special Events (US\$ equivalent)</b>	Report all dollars raised from special event fundraising events (including corporate sponsorship, individual donations, dollars raised, ticket sales, etc.)	Do not include revenue generated for a Special Olympics sporting event. <b>Do not include VIK revenue.</b>
<b>Corporations/Corporate Foundation Sponsorship</b>	Report all revenue generated from corporations, including their foundations, not associated with a special event fundraising activity as reported in previous line.	Do include sponsorship of Games, Special Olympics sporting activities, team and travel sponsorship, etc. <b>Do not include VIK revenue.</b>
<b>Individual Donations</b>	Include revenue generated from individuals through mail, online, phone, and face to face solicitation, subscriptions, family foundations, and non-special event donations.	Report all revenue generated from individuals not associated with a fundraising special event and excluding bequest income. <b>Do not include VIK revenue.</b> US Programs do not include CDMP/IDMP revenue.
<b>Government Funding (US \$ equivalent)</b>	Report all support received from Government entities NOT received as a grant from SOI.	Programs should report a Cash Only amount. Include funding from Government at Program, sub-Program and Local levels.
<b>Non-Corporate Foundation Funding (US \$ equivalent)</b>	Report all support received from non-corporate foundations NOT received as a grant from SOI.	Programs should report a Cash Only amount.
<b>Total In-kind Donations (US \$ equivalent)</b>	In-kind donations are goods and services <b>provided free of charge to Programs to support their operations.</b> Report the value of in-kind donations (USD) your Program received from 1 January to 31 December.	Examples include: uniforms, food, printing, space rentals, transportation, equipment, and consulting/professional services. Do not include the value of volunteer coaching or general volunteer support.

## 2014 Program Information

Definition		Guidance
<b>Program has a Paid Full-Time Program Director</b>	A paid Program Director receives an annual, documented salary from the Special Olympics Program.	Program should answer 1 for Yes or 0 for No.
<b>Number of Staff: Paid Full-Time</b>	The combined number of full-time staff at the Program and sub-program levels that were paid by the Special Olympics Program or one of its sub-programs on 31 December.	Employees who regularly work at least 37.5 hours each week who were hired on a full-term basis. Paid staff such as internships, fellows, and consultants who are not hired on a full-time basis should be categorized under Paid Staff Part-Time.
<b>Number of Staff: Paid Part-Time</b>	The combined number of part-time staff at the Program and sub-program levels that were paid by the Special Olympics Program or one of its sub-programs on 31 December.	Part-Time Employees refers to paid staff who regularly work between 10 and 30 hours each week throughout the year and who were hired on a short term basis.
<b>Number of Staff: Unpaid Full-Time</b>	The combined number of staff at the program and sub-program levels that worked in defined full-time equivalent staff roles on an unpaid basis.	Unpaid staff may include internships, fellows, consultants and any other individuals who 'donated' their time to a Program. Refers to a defined role, which takes at least 37.5 hours each week to fulfill, that could potentially be filled by a paid person.
<b>Number of Staff: Unpaid Part-Time</b>	The combined number of staff at the program and sub-program levels that worked in defined part-time equivalent staff roles on an unpaid basis.	Unpaid staff may include internships, fellows, consultants and any other individuals who 'donated' their time to support the operations of a Special Olympics Program. Part-time refers to between 10 and 30 hours each week throughout the year in a defined role that could potentially be filled by a paid person.