

## Census Definitions and Guidance 2016

### Introduction:

The document is designed to guide Programs in submitting the annual Special Olympics Census. If you have any questions or need help accessing the system please contact [censushelp@specialolympic.org](mailto:censushelp@specialolympic.org)

To access the system go to: <http://census.specialolympics.org/index.html>. You can use your generic username and password provided by SOI or use SOI Accreditation website credentials. To request the new login and password click on "Forgot Password" or email [censushelp@specialolympic.org](mailto:censushelp@specialolympic.org)

### General Instructions:

1. The information submitted in each category should cover the calendar year, **1 January – 31 December 2016**.
2. The **Individual Total row** (second to last, in bold) includes the total number of **individual** athletes / coaches. Individuals who participate in multiple sports should only be counted once in the **Individual Total row**.
3. The Total Participation row (bottom row) is an **automatic sum** across all sports and includes athletes / coaches that participate in multiple sports, therefore individuals are double-counted in the Total Participation row.
4. The **Individual Total row** cannot be greater than Total Participation row and **must equal to or be larger than** the highest athlete / coach count by sport.
5. If the **Individual Total row** number is equal to the number in the Total Participation row, the system will flag an error (▲). The error occurs because it is unlikely that every athlete participates in only one sport.
  - a. Note: in a small Program this may occur, but is unlikely in a larger Special Olympics Program. If you receive an error message please review the numbers you reported in the **Individual Total row** to ensure they are correct.
  - b. For complete list of error messages see the Census Training guide.

Total Details								
M01 : Trained AND Competed								
Athletes								
	Male				Female			
Sport	8-15	16-21	22+	Total	8-15	16-21	22+	Total
Aquatics	5	11	9	25	13	9	5	27
Athletics	16	38	11	65	0	0	0	0
Bocce	4	5	8	17	6	8	5	19
Football (Soccer)	3	9	7	19	3	8	2	13
Tennis	2	3	1	6	0	0	0	0
Young Athlete Program	0	0	0	0	0	0	0	0
<b>Individual Total</b>	<b>30 ▲</b>	38	19	87	13	9	5	27
<b>Total Participation</b>	<b>30</b>	66	36	132	22	25	12	59

**TOTALS:**

	METRIC	DEFINITIONS	GUIDANCE
M01	Number of Athletes who Trained AND Competed	<p><b>An athlete who trained and competed</b> is a person with an intellectual disability aged 8 years and older who trained in a sport AND competed at least once in that sport at a Special Olympics Games or competition at any level (local, state, national, regional, or world) during the calendar year.</p>	<p>Report the number of athletes who trained and competed broken down by relevant age (8-15, 16-21 or 22+ years old) and gender (male, female) in all applicable sport categories. If the same individual participates in multiple sports, report him / her in every applicable sport category.</p> <p>In the <b>Individual Total row</b> report only the total number of <b>individual</b> athletes in the Program.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Include athletes who train and compete in Unified Sports.</li> <li>2. Do not count Unified Sports partners.</li> </ol>
		<p><b>"Additional" Sports</b> are locally popular sports (Netball, Triathlon or Flag Football) that Program trains and / or offers competition in. See Article I, Section D of the Sports Rules for a full explanation of official, recognized and locally popular sports.</p>	<p>Ensure that you report information for every sport conducted in the Program. If a Program offers local sport(s) that does not appear in the sports listing, contact Census help: (<a href="mailto:censushelp@specialolympics.org">censushelp@specialolympics.org</a>) to add the sport(s).</p>
		<p><b>Motor Activities Training Program (MATP)</b> 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.</p>	<p>Report the number of athletes who participate in MATP activity broken down by relevant age and gender categories.</p> <p>Include MATP athletes in the total Special Olympics athletes count in the <b>Individual Total row</b>.</p>

<b>M02</b>	<b>Number of Athletes who Trained but did NOT Compete</b>	<p><b>An athlete who trained but did not compete</b> is a person with an intellectual disability who trained in a Special Olympics sport, but did NOT compete in a Special Olympics Games or competition at any level (local, state, national, regional, or world) during the calendar year.</p>	<p>Report the number of athletes who trained but did not compete by relevant age (6-7, 8-15, 16-21 or 22+ years old) and gender (male, female) in all applicable sport categories. If the same individual participates in multiple sports, report him / her in every applicable sport category.</p> <p>In the <b>Individual Total row</b> report the total number of <b>individual</b> athletes in the Program.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Include athletes who train in Unified Sports.</li> <li>2. Do not count Unified Sports partners.</li> <li>3. Report any athletes 6-7 years old that start training in a particular sport and do not participate in the Young Athletes program</li> </ol>
		<p><b>Young Athletes</b> are athletes aged 2-7 who participate in a structured sports skills development program that is operated in a school, community or home, using Special Olympics Young Athletes materials.</p>	<p>Report the number of children participating in Young Athletes in the 2-7 age column under the Young Athletes row (listed as the last sport category).</p> <p>The <b>Individual Total row</b> number should be equal to the Young Athletes row number.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. A Young Athlete should only be counted once per year, regardless of how many times that person participates.</li> <li>2. If an athlete age 6-7 is transitioning from Young Athletes to training in a sport and continuous to participate in both, report that athlete only once in either category, preferably in “Trained but did not Compete” 6-7 years old.</li> </ol>

M03	<b>Total Number of Coaches</b>	<b>A coach</b> is a person who provides Special Olympics athletes with comprehensive sports training and preparation for competitions within a calendar year.	<p>Report the total number of <b>certified and uncertified</b> coaches by sport category. If the same individual coaches in multiple sports, report him / her in every applicable sport category.</p> <p>In the <b>Individual Total row</b> report the total number of individual coaches in the Program.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Include coaches that coach Traditional and / or Unified Sports even if they only coach Unified</li> <li>2. Include Young Athletes coaches in the total individual coach count in the <b>Individual Total row</b>;</li> <li>3. Young Athletes coaches should include anyone referred to as a Young Athletes coach, teacher, trainer, assistant, or instructor.</li> </ol>
MO3A	<b>Number of Certified Coaches</b>	<b>A certified coach</b> is a coach who achieved Coach Education Certification, awarded by a Special Olympics Program, National Governing Body of Sport, International Federation, Educational Institution or other Special Olympics Program/Region approved certification body.	<p>Report the total number of <b>certified</b> coaches by sport category. If the same individual coaches in multiple sports, report him / her in every applicable sport category.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. "Certified Coaches" is a subset of the "Total Number of Coaches" (M03). The number of Certified Coaches cannot exceed the total number of coaches (M03)</li> <li>2. <b>This metric is a subset of the "Total Number of Coaches" and cannot exceed it</b></li> </ol>

## UNIFIED SPORTS:

	METRIC	DEFINITIONS	GUIDANCE
	<b>Unified Athletes</b>	A <b>Special Olympics Unified Sports® Athlete</b> is a person with an intellectual disability aged 8 years and older who trains in a Special Olympics “Unified” sport and who competes at least once in that sport at a Special Olympics Games or competition at any level (local, state, national, regional, or world) during the calendar year.	Report the number of athletes in all applicable sport categories across 3 Unified Sports models (see below). If the same individual participates in multiple sports and across different models report him / her in every applicable sport category and model.
	<b>Unified Partners</b>	A <b>Special Olympics Unified Sports® Partner</b> is a person without an intellectual disability aged 8 years and older who trains in a Special Olympics “Unified” sport and who competes at least once in that sport at a Special Olympics Games or competition at any level (local, state, national, regional, or world) during the calendar year.	Report the number of Unified partners in all applicable sport categories across 3 Unified Sports models (see below). If the same individual participates in multiple sports and across different models report him / her in every applicable sport category and model.

Unified Sports Models			
M04	<b>Unified Sports Recreation Model</b>	<p><b>Unified Sports Recreation</b> 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:</p> <ul style="list-style-type: none"> <li>- be operated exclusively by SO Program, or</li> <li>- implemented in direct partnership with SO Program</li> </ul> <p>A Unified Sports Recreation event should involve a minimum of 25% of individuals with an intellectual disability and a minimum of 25% of individuals without an intellectual disability.</p>	<p>Report the number of athletes / Unified partners aged 8 years and older who participated in Unified Sports Recreation activities in all applicable sport categories. If the same individual participates in multiple sports report him / her in every applicable sport category and model.</p> <p>In the <b>Individual Total row</b> report the total number of <b>individual</b> athletes and Unified partners participating in Unified Sports Recreational Model.</p>
M05	<b>Unified Player Development Model</b>	<p>In <b>Unified Sports Player Development</b>, teammates are not required to be of similar abilities but age matching should be targeted. Players of higher ability should assist teammates of lower ability in developing sport-specific skills and tactics and in successfully participating in a team environment. This model should combine approximately equal numbers of Special Olympics athletes and partners as teammates on sport teams for training and competition.</p>	<p>Report the number of athletes / Unified partners aged 8 years and older who participated in Unified Player Development model in all applicable sport categories. If the same individual participates in multiple sports report him / her in every applicable sport category and model.</p> <p>In the <b>Individual Total row</b> report the total number of <b>individual</b> athletes and Unified Sports partners participating in Unified Player Development Model</p>
M06	<b>Unified Competitive Model</b>	<p><b>Unified Sports Competitive Model</b> combines approximately equal numbers of athletes and partners 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.</p>	<p>Report the number of athletes / Unified Sports partners aged 8 years and older who participated in Unified Sports Recreation activities in all applicable sport categories. If the same individual participates in multiple sports report him / her in every applicable sport category and model.</p> <p>In the <b>Individual Total row</b> report the total number of <b>individual</b> athletes and Unified Sports partners participating in Unified Sports Competitive Model.</p>

M07	<b>Unified Athletes and Unified Partners Totals</b>	Unified Athletes and Unified partners definition – <a href="#">see above</a>	<p>Report the total number of athletes / Unified Sports partners aged 8 years and older across all 3 Unified Sports models in all applicable sport categories. If the same individual participates in multiple sports report him / her in every applicable sport category and model.</p> <p>In the <b>Individual Total row</b> report the total number of <b>individual</b> Unified athletes and Unified partners of all ages across all 3 Unified Sports models (see above).</p>
M08	<b>Youth Unified Teammates</b>	<b>Youth Unified Teammates</b> are Unified Sports athletes and partners aged 12-25 who are involved in Unified Sports Recreation, Unified Sports Player Development and/or Unified Sports Competitive at Games, competitions, Camp Shriver or other Unified Sports activities at any level (local, state, national, regional, or world) during the calendar year.	<p>Report the total number of Unified Sports athletes and partners aged 12-25 across all three Unified Sports models in all applicable sport categories. If the same individual participates in multiple sports report him / her in every applicable sport category.</p> <p>In the <b>Individual Total row</b> report the total number of <b>individual</b> Unified Sports athletes and partners aged 12-25.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. This metric is a subset of the “Unified Athletes and Partners” and cannot exceed it</li> </ol>
M09	<b>Total Unified Coaches</b>	A <b>Coach</b> is a person who provides Special Olympics Unified athletes and partners (Teammates) with comprehensive sports training and preparation for competitions in a calendar year.	<p>Report the total number of Unified coaches by sport category. If the same individual coaches in multiple sports, report him / her in every applicable sport category.</p> <p>In the <b>Individual Total row</b> report the total number of <b>individual</b> coaches in the Program.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. This metric is a subset of M03 “Total Number of Coaches” and cannot exceed it</li> </ol>

## PROGRAM INFORMATION

METRIC	DEFINITIONS	GUIDANCE
<b>Total Number of Competition Opportunities</b>	<p><b>Competition Opportunities</b> include all forms of competitive events, Traditional and Unified, conducted at all Program levels during the calendar year. Examples of competitive events include:</p> <ul style="list-style-type: none"> <li>▪ multi-sport Games</li> <li>▪ local competitions</li> <li>▪ league play</li> <li>▪ single sport competitions</li> </ul>	<p>Report the total number of competition opportunities offered in the Program.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Record multi-day competition as a one competition opportunity</li> <li>2. Count each league match as a separate competition opportunity</li> <li>3. <b>Include all forms of Unified Competitions conducted within the Unified Sports Competitive and Player Development models only.</b></li> </ol>
<b>Number of Unified Competition Opportunities</b>	<p><b>Unified Competition Opportunities</b> include all forms of Unified competitive events conducted at all Program levels during the calendar year. Examples of Unified competitive events include:</p> <ul style="list-style-type: none"> <li>▪ Unified Sports at multi-sport Games</li> <li>▪ Single Unified sport competitions</li> <li>▪ Local Unified Competitive and Player Development competitions</li> <li>▪ Unified league play</li> </ul>	<p>Report the total number of Unified competition opportunities offered in the Program.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Include all forms of Unified Competitions conducted within the Unified Sports Competitive and Player Development models <b>only</b>.</li> <li>2. Do not include opportunities conducted under the Unified Sports Recreation model</li> <li>3. Count each league match as a separate competition opportunity</li> <li>4. <b>This metric is a subset of the “Total Number of Competition Opportunities” and cannot exceed it</b></li> </ol>



<p><b>Total Number of Volunteers</b></p>	<p>A <b>Volunteer</b> is a person of any age, with or without an intellectual disability, who volunteered his/her time to support Special Olympics Program in any capacity at least once during the calendar year.  Examples of volunteer roles include:</p> <ul style="list-style-type: none"> <li>▪ Board members</li> <li>▪ Local Program Committee members</li> <li>▪ Games and event organizers</li> <li>▪ Sport Officials</li> <li>▪ Law Enforcement Torch Run (LETR)</li> <li>▪ Unpaid staff</li> <li>▪ Healthy Athlete volunteers (Lions Club volunteers, clinical volunteers)</li> <li>▪ Athlete leadership mentors</li> <li>▪ Volunteer Coaches</li> </ul>	<p>Report the total number of individuals involved in the Program who meet the definition of volunteers.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Do not count Unified Sports partners in this metric</li> </ol>
<p><b>Total Number of Youth Volunteers</b></p>	<p>A <b>Youth Volunteer</b> is a person 12-25 years old, with or without an intellectual disability, who volunteered his/her time to support Special Olympics Program in any capacity at least once during the calendar year.  Examples of youth volunteer roles include:</p> <ul style="list-style-type: none"> <li>▪ board members</li> <li>▪ Local Program Committee members</li> <li>▪ Games and event organizers</li> <li>▪ Sport Officials</li> <li>▪ Law Enforcement Torch Run (LETR)</li> <li>▪ Unpaid staff</li> <li>▪ Healthy Athlete volunteers</li> <li>▪ Volunteer Coaches</li> </ul>	<p>Report the total number of volunteers in the 12-25 age category.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Do not count Unified Sports partners in this metric</li> <li>2. <b>This metric is a subset of the “Total Number of Volunteers” and cannot exceed it</b></li> </ol>

<b>Number of Athlete Leaders</b>	<p>An <b>Athlete Leader</b> is a Special Olympics Athlete who is actively involved in a leadership role during the calendar year. Examples of <b>athlete</b> leadership roles include:</p> <ul style="list-style-type: none"> <li>▪ Volunteer leaders at competitions, games, events or sports clinics</li> <li>▪ Coaches, assistant Coaches, Sport Officials</li> <li>▪ Public Speakers (Global Messengers)</li> <li>▪ Representatives on Boards, Sports and Non-Sports Committees or Input Councils</li> <li>▪ Volunteers in the Program office</li> <li>▪ Involved in Fundraising</li> <li>▪ Health or fitness leaders</li> </ul>	<p>Report the total number of Athlete Leaders who performed any or a combination of the outlined leadership roles.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Athlete leaders performing multiple leadership roles should only be counted once</li> </ol>
<b>Number of Athlete Leaders in Volunteer Staff roles at National/State level</b>	<p>An <b>Athlete Leader Volunteer Staff</b> refers to an athlete who works in a skilled leadership role, year round at a National/State level, for example manages an important function in the office or manages a programmatic area such as Young Athletes, a Healthy Athletes discipline, Athlete Leadership or a sport.</p>	<p>Report the total number of <b>Athlete Volunteer Staff Leaders</b> working in a skilled role, year round at the Special Olympics National/State level.</p>
<b>Number of Youth Leaders</b>	<p>A <b>Youth Leader</b> is an individual with or without an intellectual disability age 12-25 who is actively involved in a leadership role during the calendar year. Examples of <b>youth</b> leadership roles include:</p> <ul style="list-style-type: none"> <li>▪ Representatives of youth advisory councils and committees</li> <li>▪ Board members</li> </ul>	<p>Report the total number of leaders in the 12-25 age category.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Athlete leaders should be included in this metric</li> </ol>

<b>Number of Family Leaders</b>	A <b>Family Leader</b> is a parent, grandparent, sibling, guardian, custodian or caregiver who is actively involved in a Program leadership role during the calendar year. Examples of <b>family</b> leadership roles include: <ul style="list-style-type: none"> <li>▪ Coaches</li> <li>▪ Standing Committee members</li> <li>▪ Board Members</li> <li>▪ Young Athletes assistants</li> </ul>	Report the total number of family members actively involved in a leadership role. Each family member should be counted individually.
<b>Total Number of Registered Family Members</b>	A <b>Registered Family member</b> is a parent, grandparent, sibling, guardian, custodian or caregiver registered with a Program during the calendar year whose contact information is shared with the Program.	Report the total number of family members who Program has a way to directly communicate with.

<b>Program has a Paid Full-Time Program Director</b>	A <b>paid Program Director, National Director or CEO</b> is a Special Olympics employee who receives an annual documented salary from the Special Olympics Program	Answer 1 for Yes, and 0 for No
<b>Number of Paid Staff</b>	A <b>paid staff</b> refers to paid staff employed in a skilled role by a Special Olympics Program office on a full-time or part-time basis and regularly works the agreed upon number of hours per week.	Report the total number of paid staff employed by the Special Olympics Program
<b>Number of Paid Staff with Intellectual Disabilities</b>	A <b>paid staff with intellectual disability</b> refers to paid staff employed in a skilled role by a Special Olympics Program office on a full-time or part-time basis and regularly works the agreed upon number of hours per week. Examples of skilled work include: office administration, leading a function of a Program, clerical work.	Report the total number of paid full-time or part-time staff with intellectual disabilities employed by the Special Olympics Program.  <b>Important instructions:</b>  1. This metric is a subset of the “Number of Paid Staff” and cannot exceed it

<b>Number of Schools Engaged in Special Olympics</b>	<p>A <b>School Engaged in Special Olympics</b> is a pre-school, primary school, secondary school, college or University that offers its students the opportunity to engage in any type of Special Olympics programing. Examples include:</p> <ul style="list-style-type: none"> <li>▪ Traditional Sports</li> <li>▪ Unified Sports</li> <li>▪ R-Word Campaign</li> <li>▪ Research</li> <li>▪ Fundraising</li> </ul>	<p>Report the total number of schools engaging in one or multiple Special Olympics opportunities.</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. Schools engaged in multiple Special Olympics opportunities should be counted once.</li> </ol>
<b>Number of Unified Schools</b>	<p>A <b>School Engaged in Unified Sports</b> is a pre-school, primary school, secondary school, college or University offering Unified Sports opportunities to its participants.</p> <p>For the United States a “Unified School” is defined as a “Unified Champion School” at the pre-school, elementary, middle or high school level or a number of University Clubs at the college and University level.</p>	<p>Report the total number of Unified Schools in the Program</p> <p><b>Important instructions:</b></p> <ol style="list-style-type: none"> <li>1. If a non-inclusive school works with a special needs school to offer Unified Sports opportunities to students of both schools, count them as two separate schools.</li> <li>2. Number of Champion Schools reported by the United States Programs should be consistent with the number of schools reported in the mid-term report to SONA</li> </ol>

### ADDITIONAL REQUIREMENTS:

In addition to Census, the Program Policy and Health Survey must be completed by all Programs and follow the same submission deadline as Census.