Is Special Olympics’ brand associated with the event or is Special Olympics responsible for any aspect of the event?

If no, this is not a Special Olympics event. Please refer to best practices for Third-Party Events.

If yes, determine who “owns” the event/activity by considering who has primary responsibility for all activities associated with the event, including:
- Location of the Event/Activity
- Venue Responsibility
- Transportation
- Housing
- Supervision
- Financial Responsibility

School-Operated Activity
School is primarily responsible for organizing and overseeing the activity

Rules/Guidelines/Insurance
School’s policies and procedures apply. These may include the school’s:
- Sports Rules
- Student-athlete medical screening
- Supervision requirements
- Transportation Rules
- Incident Response and Reporting Protocols

School’s insurance applies

Special Olympics-Operated Activity
Special Olympics is primarily responsible for organizing and overseeing the activity

Rules/Guidelines/Insurance
Special Olympics policies and procedures apply. These include:
- Sports Rules
- Volunteer Registration and Screening (Unified Partners are volunteers)
- Athlete Registration (including Special Olympics medical)
- Athlete and Minor Volunteer Supervision ratio of 4 athletes or minor volunteers to every 1 adult Class A volunteer
- Athlete Housing Policy
- Transportation Rules
- Incident Response and Reporting Protocols

Special Olympics Corporate Insurance Program (SOCIP) applies

Co-Operated Activity
Neither party has primary responsibility for the event itself, but both parties are responsible for certain aspects of the event

Rules/Guidelines/Insurance
Special Olympics AND School’s policies and procedures apply:
- All rules and guidelines applicable for Special Olympics-Operated activities apply
- Document the responsibilities of both parties either via contract or email (i.e., Special Olympics is responsible for the sporting event and the school is responsible for transportation to/from and supervision of students at the sporting event)

Insurance
- Special Olympics Corporate Insurance Program insurance policies apply to activities for which Special Olympics is responsible
- School’s insurance policies apply to activities for which the school is responsible