

Census Definitions and Guidance 2017

Census Due: check with your Regional office

Introduction:

For **questions and technical support** please contact censushelp@specialolympics.org

To **access the system** go to: <https://census.specialolympics.org/index.html>.

Note: Due to security requirements your old user name `program@soicensus.org` and password **will not work**. Access to the Census web site now requires a **valid email address**. If you have a password for the SOI Accreditation website, that user name and password will access the census web site. If you have problems logging in, click on the “Forgot Password” or email censushelp@specialolympics.org.

Important General Instructions:

The information submitted in each category should be for the calendar year, **1 January – 31 December 2017**.

“Athletes and Coaches” and “Unified” Sections:

1. The **Total Participation** row (bottom row) is an **automatic sum** of athlete participation in all sports in a given age and gender category / coaches coaching in all sports combined. The **Individual Total** is the number of individual athletes in each age and gender category / individual coaches involved in your Program.
Example: if the same athlete participates in 5 different sports, he / she will be automatically counted 5 times in the **Total Participation** row, but must be reported as 1 athlete in the **Individual Total** row.
2. If the **Individual Total = Total Participation**, this means that each athlete in your Program participates in only one sport. The system will flag an error. 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** to ensure they are correct. Complete list of errors [HERE](#) (include link)
3. The **Individual Total** row cannot be greater than **Total Participation** row and **must be equal to or be larger than** the highest athlete / coach number reported in any sport for a given age / gender category.

Example: if you reported 5 female athletes in the 8-15 age category in basketball, your **Individual Total** for female athletes 8-15 years old should be at least 5 or higher.

ATHLETES AND COACHES:

METRIC	DEFINITIONS	GUIDANCE
Total Athletes who Trained AND Competed (M01)	An athlete who trained and competed is a person with an intellectual disability age 8 years and older who trained in a traditional or unified 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) within a calendar year.	Report the number of athletes who trained and competed by age category (8-15, 16-21 or 22+ years old) and gender (male, female) in all applicable sports. Important instructions: <ol style="list-style-type: none"> 1. Count all athletes who trained and competed in Traditional and / or Unified Sports even if they trained in Unified Sports only. 2. Do not count Unified Sports partners. 3. If an athlete trained and competed in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This athlete will be automatically counted 3 times in the Total Participation, BUT must be reported as 1 athlete in the Individual Total. 4. The Individual Total of athletes for each age / gender category must be equal to or be larger than the highest number of athletes reported in any sport for this age / gender category.
	"Additional" Sports are locally popular sports (Netball, Triathlon or Flag Football) that a Program trains and / or offers competition in. See Article I , Section D of	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: (censushelp@specialolympics.org) to add the sport(s).

	the Sports Rules for a full explanation of official, recognized and locally popular sports.	
	Motor Activities Training Program (MATP) 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.	Report the number of athletes who participated in MATP activity age category (8-15, 16-21 or 22+ years old) and gender (male, female). Important instruction: 1. Include MATP athletes in the total athletes count in the Individual Total .
Total Athletes who Trained BUT did NOT Compete (M02)	An athlete who trained but did not compete is a person with an intellectual disability age 2 years and older who trained in a Special Olympics traditional or unified sport, but did NOT compete in that sport at a Special Olympics Games or competition at any level (local, state, national, regional, or world) within a calendar year.	Report the number of athletes who trained but did not compete by age category (6-7, 8-15, 16-21 or 22+ years old) and gender (male, female) in all applicable sports. Important instructions: 1. Count all athletes that trained in Traditional and / or Unified Sports even if they trained in Unified Sports only. 2. Do not count Unified Sports partners. 3. If an athlete trained in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This athlete will be automatically counted 3 times in the Total Participation , BUT must be reported as 1 athlete in the Individual Total . 4. If an athlete trained and competed in one sport (e.g. tennis), and just trained but did not compete in another (e.g. swimming), report that athlete in both sports BUT only once in the M01 Individual Total . 5. The Individual Total of athletes for each age / gender category must be equal to or be larger than the

		highest number of athletes reported in any sport for this age / gender category.
	Young Athletes are athletes 2-7 years old who participated in a structured sports skills development program in a school, community or home, using Special Olympics Young Athletes materials.	Report the number of children participating in Young Athletes program in the Young Athletes (2-7) column by gender (male, female) category. Important instructions: <ol style="list-style-type: none"> 1. Young Athletes (2-7) category is the only category where Individual Total count must be equal to the Total Participation. 2. A Young Athlete should be counted only once per year, regardless of how many times that person participated in Young Athletes activities. 3. If an athlete 6-7 years of age participated in Young Athletes and started training in a Sport(s) (e.g. bocce), report him / her in the 6-7 column under bocce and count this person in the 6-7 Individual Total only.
Total Coaches (Certified and Uncertified) (M03)	A coach is a person who provided Special Olympics athletes with a comprehensive sports training and preparation for competitions and / or Games within a calendar year.	Report the number of certified and uncertified coaches in all applicable sports. Important instructions: <ol style="list-style-type: none"> 1. Count all coaches that coached Traditional and / or Unified Sports even if they coached Unified Sports only. 2. If a coach coached in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport.

		<p>This coach will be automatically counted 3 times in Total Participation, BUT must be reported as 1 coach in the Individual Total.</p> <ol style="list-style-type: none"> 3. The Individual Total of coaches must be equal to or be larger than the highest number of coaches reported in any sport. 4. If you reported any athletes in a particular sport (e.g. volleyball) make sure to report coaches for this sport. 5. Young Athletes coaches include anyone referred to as a Young Athletes coach, teacher, trainer, assistant, or instructor. Young Athletes coaches should be counted in the Individual Total count for coaches.
<p>Number of Certified Coaches (M03A)</p>	<p>A certified coach is person who has completed Coach Education Certification AND provided Special Olympics athletes with a comprehensive sports training and preparation for competitions and /or Games within a calendar year. Coach certification can be awarded by:</p> <ul style="list-style-type: none"> ▪ Special Olympics Program / Region, ▪ National Governing Body of Sport, ▪ Regional / International Federation, ▪ Recognized Educational Institution, ▪ Other certification body approved by Special Olympics Program/Region 	<p>Report the number of certified coaches in all applicable sports.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. Certified Coaches (M03A) is a subset of the Total Coaches (M03). If you reported total 4 coaches in a sport (e.g. tennis) in M03, your number of certified coaches in that sport (tennis) in M03A cannot be larger than 4. 2. The Individual Total number of certified coaches (M03A) cannot be larger that total number of coaches reported in M03. 3. If a coach was certified and coached in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This coach will be automatically counted 3 times in the Total Participation, BUT must be reported as 1 coach in the Individual Total.

		<ol style="list-style-type: none">4. If a coach coached in 3 sport (e.g. bocce, tennis and volleyball), but is only certified in one sport (e.g. bocce), report that coach in M03 for tennis and volleyball, in M03A for bocce, BUT only once in the M03A Individual Total count.5. The Individual Total of certified coaches must be equal to or be larger than the highest number of certified coaches reported in any sport.
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UNIFIED SPORTS:

METRIC	DEFINITIONS	GUIDANCE
Unified Athletes	<p>A Special Olympics Unified Sports® Athlete is a person with an intellectual disability age 8 years and older who are involved in Unified Sports Recreation, Unified Sports Player Development and/or Unified Sports Competitive models at Games, competitions, Camp Shriver or other Unified Sports activities at any level (local, state, national, regional, or world) within the calendar year.</p>	<p>Report the number of Unified athletes in all applicable sports across 3 Unified Sports models (see below).</p> <p>Important instruction:</p> <ol style="list-style-type: none"> 1. If the same athlete participated in multiple Unified sports and across different models report him / her in every applicable sport category and model.
Unified Partners	<p>A Special Olympics Unified Sports® Partner is a person without an intellectual disability age 8 years and older who are involved in Unified Sports Recreation, Unified Sports Player Development and/or Unified Sports Competitive models at Games, competitions, Camp Shriver or other Unified Sports activities at any level (local, state, national, regional, or world) within the calendar year.</p>	<p>Report the number of Unified partners in all applicable sports across 3 Unified Sports models (see below).</p> <p>Important instruction:</p> <ol style="list-style-type: none"> 1. If the same partner participated in multiple Unified sports and across different models report him / her in every applicable sport category and model.
Unified Sports Recreation Model (MO4)	<p>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</p>	<p>Report the number of Unified athletes and partners age 8 years and older who participated in Unified Sports Recreation activities in all applicable sport categories.</p> <p>Important instruction:</p> <ol style="list-style-type: none"> 1. If a Unified athlete / partner participated in a Unified Recreation model in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This Unified athlete

	<p>Development and Unified Sports Competitive models but they must:</p> <ul style="list-style-type: none"> - be operated exclusively by SO Program, or - implemented in direct partnership with SO Program <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>/ partner will be automatically counted 3 times in the Total Participation for Unified Recreation model, BUT must be reported as 1 Unified athlete / partner in the Individual Total for this model.</p> <ol style="list-style-type: none"> 2. The Individual Total of Unified athletes / partners for Recreation model must be equal to or be larger than the highest number of Unified athletes / partners reported in any sport for this model.
<p>Unified Player Development Model (M05)</p>	<p>In Unified Sports Player Development, 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.</p> <p>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 Unified athletes and partners age 8 years and older who participated in Unified Sports Player Development model activities in all applicable sport categories.</p> <p>Important instruction:</p> <ol style="list-style-type: none"> 1. If a Unified athlete / partner participated in a Unified Player Development model in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This Unified athlete / partner will be automatically counted 3 times in the Total Participation for Unified Player Development model, BUT must be reported as 1 Unified athlete / partner in the Individual Total for this model. 2. The Individual Total of Unified athletes / partners for Unified Player Development model must be equal to or be larger than the highest number of Unified athletes / partners reported in any sport for this model.
<p>Unified Competitive Model (M06)</p>	<p>Unified Sports Competitive Model 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</p>	<p>Report the number of Unified athletes and partners age 8 years and older who participated in Unified Sports Competitive model activities in all applicable sport categories.</p> <p>Important instruction:</p>

	<p>Unified Sports must have the necessary sport-specific skills and tactics to compete without modification of the current Special Olympics Official Sports Rules.</p>	<ol style="list-style-type: none"> 1. If a Unified athlete / partner participated in a Unified Competitive model in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This Unified athlete / partner will be automatically counted 3 times in the Total Participation for Unified Competitive model, BUT must be reported as 1 Unified athlete / partner in the Individual Total for this model. 2. The Individual Total of Unified athletes / partners for Unified Competitive model must be equal to or be larger than the highest number of Unified athletes / partners reported in any sport for this model.
<p>Unified Totals Athletes and Partners</p>	<p>Unified Athletes and Unified Partners definition see above</p>	<p>Report the individual total number of Unified athletes / partners age 8 years and older who participated in any of the 3 Unified Sports models in each sport.</p> <p>Important instruction:</p> <ol style="list-style-type: none"> 1. The Unified Totals athletes / partners in each sport must be equal to or be larger than the highest number of Unified athletes / partners reported in any of the 3 models for that sport. 2. Unified Totals athletes is a subset of Total athletes (sum of M01 and M02) for each sport. If you reported total 15 athletes in a sport (e.g. tennis), your Total Unified athletes in that sport (tennis) cannot be larger than 15. 3. If a Unified athlete / partner participated in any Unified Sports model in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This Unified athlete / partner will be automatically counted 3 times in the Total Participation, BUT must be reported as 1 athlete / Unified partner in the Individual Total.

Youth Unified Athletes and Partners	Youth Unified Athletes and Unified Partners are people with and without intellectual disabilities age 8-25 who are involved in Unified Sports Recreation, Unified Sports Player Development and/or Unified Sports Competitive models at Games, competitions, Camp Shriver or other Unified Sports activities at any level (local, state, national, regional, or world) within the calendar year.	<p>Report the total number of Unified athletes / partners age 8-25 who participated in any of the 3 Unified Sports models in each sport.</p> <p>Important instruction:</p> <ol style="list-style-type: none"> 1. Youth Unified athletes / partners is a subset of Unified Total athletes / partners. If you reported 15 Unified athletes and 20 Unified partners in a sport (e.g. tennis), your Youth Unified athletes in that sport (tennis) cannot be larger than 15 and Youth Unifies partners – larger than 20. 2. If a Youth Unified athlete / partner participated in any Unified Sports model in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This athlete / Unified partner will be automatically counted 3 times in the Total Participation for Youth Unified, BUT must be reported as 1 athlete / Unified partner in the Individual Total.
Total Unified Coaches	A Unified Coach is a person who has received Unified Sports coaches training and provides Special Olympics Unified athletes and partners with a comprehensive sports training and preparation for competitions in any Unified Sports model within a calendar year.	<p>Report the number of Unified coaches in all applicable sports.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. If a coach coached in 3 different Unified sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This coach will be automatically counted 3 times in Total Participation row, BUT must be reported as 1 coach in the Individual Total. 2. The Individual Total of Unified coaches must be equal to or be larger than the highest number of Unified coaches reported in any sport.

		<ol style="list-style-type: none"> 3. If you reported any Unified athletes / partners in a particular sport (e.g. volleyball) make sure to report Unified coaches for this sport (volleyball). 4. Unified Coaches is a subset of the Total Coaches (M03). If you reported total 4 coaches in a sport (e.g. tennis) in M03, your number of Unified coaches in that sport (tennis) cannot be larger than 4.
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PROGRAM INFORMATION

METRIC	DEFINITIONS	GUIDANCE
Total Number of Competitions (Traditional and Unified)	A Competition includes all forms of competitive events, Traditional and Unified, conducted at all Program levels within a calendar year between individuals/teams that normally do not train together.	Report the total number of competitions offered in the Program. <p>Important instructions:</p> <ol style="list-style-type: none"> 1. In a multi-sport competition (single/multiple day) each sport offered should be counted as one competition. 2. If a sport (e.g. Football) is offered in Traditional and Unified, count as 2 competitions 3. Count only the Sport, not the number of events within each sport 4. Count each league match as a separate competition 5. Include Unified Competitions in the total count of competitions

Number of Unified Competitions	Unified Competitions include all forms of Unified competitive events conducted at all Program levels within a calendar year between individuals/teams that normally do not train together.	Report the total number of Unified competition opportunities offered in the Program. Important instructions: <ol style="list-style-type: none"> 1. In a multi-sport Unified competition (single/multiple day) - each sport offered should be counted as one competition 2. Count only the Unified Sports, not the number of events within each sport 3. Count each Unified league match as a separate competition 4. Number of Unified Competitions is a subset of Total Number of Competitions and cannot exceed it. For example, if you reported 10 Competitions, the number of Unified Competitions cannot be more than 10.
Total Number of Volunteers	A Volunteer is a person of any age, with or without an intellectual disability, who volunteered his/her time to support Special Olympics Program in any unpaid capacity at least once during the calendar year.	Report the total number of individuals involved in the Program who meet the definition of volunteers. Important instructions: <ol style="list-style-type: none"> 1. Do not count Unified Sports partners in this metric, unless a Unified Sports partner also volunteers in one of the volunteer roles. 2. A volunteer participating in multiple roles should be counted only once.
Number of Youth Volunteers	A Youth Volunteer is an individual with or without an intellectual disability age 8-25 who volunteered his/her time to support Special Olympics Program in any unpaid capacity at least once during the calendar year.	Report the total number of volunteers in the 8-25 age category. Important instructions:

		<ol style="list-style-type: none"> 1. Do not count Unified Sports partners in this metric, unless a Youth Unified Sports partner also volunteers in one of the volunteer roles.
Number of Youth Leaders	<p>A Youth Leader is an individual with or without an intellectual disability age 8-25 who is actively involved in a leadership role during the calendar year. Examples of youth leadership roles include:</p> <ul style="list-style-type: none"> ▪ Representatives of youth advisory councils and committees ▪ Local Program Committee members ▪ Games and event organizers ▪ Sport Officials ▪ Grant project leaders ▪ Board members ▪ Coaches / assistant coaches ▪ Health and fitness messengers 	<p>Report the total number of leaders in the 8-25 age category.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. Count athlete leaders age 8-25 in this metric 2. Youth Leaders is a subset of youth volunteer metric. For example, if you reported 25 youth volunteers, the number of youth leaders cannot be greater than 25.
Number of Athlete Leaders	<p>An Athlete Leader is a Special Olympics Athlete who is actively involved in a leadership role during the calendar year. Examples of athlete leadership roles include:</p> <ul style="list-style-type: none"> ▪ Leadership roles at competitions, games, events or sports clinics ▪ Coaches, assistant coaches, Young Athletes coaches, Sport Officials ▪ Public Speaking ▪ Representatives on Boards, Sports and Non-Sports Committees or Input Councils ▪ Fundraising ▪ Health or fitness leaders 	<p>Report the total number of Athlete Leaders who performed any or a combination of the outlined leadership roles.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. Athlete leaders performing multiple leadership roles should only be counted once 2. Athlete leaders 8-25 years old should also be counted in the youth leaders metric

Total Number of Registered Family Members	A Registered Family member 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.
Number of Family Leaders	A Family Leader is a parent, grandparent, sibling, guardian, custodian or caregiver of a person with intellectual disability who is actively involved in a Program leadership role during the calendar year. Examples of family leadership roles include: <ul style="list-style-type: none"> ▪ Coaches / assistant coaches ▪ Standing Committee members ▪ Board Members ▪ Games and event organizers ▪ Local Program Committee Members ▪ Sport officials 	Report the total number of family members actively involved in a leadership role. Each family member should be counted individually. Important instructions: <ol style="list-style-type: none"> 1. Family members performing multiple roles (e.g. as coaches, Unified partners, volunteers) should be counted in each of the categories.
Does your Program have a Full-Time Paid Program Director / CEO?	A paid Program Director, National Director or CEO is a Special Olympics employee who receives an annual documented salary from the Special Olympics Program	Answer 1 for Yes, and 0 for No
Total Number of Paid Staff	A paid staff 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 full-time or part-time staff employed in your Program.
Number of Paid Staff with Intellectual Disabilities	A paid staff with intellectual disability 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 in your Program.

Number of Unpaid Staff with Intellectual Disabilities	<p>An unpaid staff with ID refers to an individual with an intellectual disability who works in a skilled leadership role year round at a National/State level. For example, manages an important function in the office or a programmatic area such as Young Athletes, a Healthy Athletes discipline, Athlete Leadership or a sport but does not receive a salary or stipend.</p>	<p>Report the total number of unpaid staff with intellectual disabilities working in an unpaid skilled role, year round at the Special Olympics National/State level.</p>
Total Number of Schools Engaged in Special Olympics	<p>A School Engaged in Special Olympics is a school or University that offers its students the opportunity to engage in any type of Special Olympics programing within a calendar year. Examples include:</p> <ul style="list-style-type: none"> ▪ Traditional Special Olympics Sports ▪ Unified Sports ▪ R-Word Campaign or other advocacy efforts ▪ Research ▪ Student Fundraising 	<p>Report the total number of schools engaged with Special Olympics.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. Schools engaged in multiple Special Olympics opportunities should be counted once. 2. Types of schools include: pre-school, kindergarten, elementary school, primary school, secondary school, high school, middle school, technical school, special education school, vocational school, trade school, college, university, or other post-secondary school.
Number of Unified Schools	<p>A Unified School is a school or university that conducts Unified Sports opportunities at least 2 times within a calendar year.</p>	<p>Report the total number of Unified Schools.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. To qualify as a Unified School, any model of Unified Sports may be conducted (competitive, player-development, or recreation). 2. Types of schools: same as above 3. If a general education school works with a special education school to participate in Unified Sports activities involving students of both schools, these should be counted as two separate Unified Schools.

<p>Number of Unified Champion Schools</p>	<p>A Unified Champion School is a school or university that promotes inclusion by conducting activities in each of three components within a calendar year:</p> <ol style="list-style-type: none"> 1) Unified Sports (competitive, player-development, or recreation models) 2) Inclusive Youth Leadership AND 3) Whole School Engagement 	<p>Report the total number of Unified Champion Schools.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. Inclusive Youth Leadership: students with and without ID work together to lead and plan advocacy, awareness, and other Special Olympics related inclusive activities (example: Youth Activation Committees) 2. Whole School Engagement includes awareness/education activity that promotes inclusion and reaches majority of school's students (Example: R-Word Campaign) 3. Types of schools include: same as above 4. If a general education school forms a partnership with a special education school, (students of both schools must be involved) count these as two separate Unified Champion Schools.
<p>Total Number of Local Clubs/ Programs</p>	<p>A Local Club / Program is an organized local unit / branch conducting Special Olympics activities in a community.</p>	<p>Report the total number of Local Clubs / Programs within a Special Olympics Accredited National / State Program operating at the grassroots level.</p>
<p>Number of Local Clubs / Programs conducting Unified Sports (excluding Unified Schools)</p>	<p>A Local Club / Program conducting Unified Sports is an organized local unit / branch offering Special Olympics activities in a community AND conducting Unified Sports at least 2 times within a calendar year.</p>	<p>Report the total number of Local Clubs / Programs conducting Unified Sports in a non-school setting.</p> <p>Important instructions:</p> <ol style="list-style-type: none"> 1. Do not include Unified Schools (see definition of Unified Schools)

		2. Include Local Clubs / Programs that conduct any model of Unified Sports (Payer Development, Competitive, Recreation)
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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.