CENSUS DEFINITIONS AND GUIDANCE 2022 EDITION



Introduction

 The Census is important for Special Olympics Movement because it:

- gives important information about the scale of Special Olympics Programs
- gives useful information about how Special Olympics is growing
- helps us understand the difference Special Olympics makes to its members and how we work with members

This is important for keeping and getting more support from donors. It also shows stakeholders that Special Olympics is serious about its work

- gives us information to help make big decisions
- shows which Programs need more support



To access the Census online system: census.specialolympics.org/login



You can use the same login details for the Census and the SOI Accreditation website.

For technical or login support, please contact:

censushelp@specialolympics.org

Important

Please include your Program's:

- in-person Special Olympics activities
- virtual Special Olympics activities





All metrics are based on information which covers one calendar year such as 1 January to 31 December.



Each metric covers information about all Special Olympics programming in different settings, such as:





communities





online



Make sure you report information about every sport in your Program



Please email:

censushelp@specialolympics.org

if your Program offers sports that are not listed.



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Remember to report:

Total participation is the sum of athletes and coaches reported for each sport. System automatically adds up the numbers reported in each sport

If the same athlete took part in five sports they would be counted five times.

Individual Total is the total number of individual athletes or coaches who took part in the Program.

If one athlete took part in five sports they should only be counted as **one person**.



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If the **Individual Total = Total Participation**, this means that each athlete in your Program participates in only 1 sport. **The system will flag an error.**

This could happen in a small Program, but usually, each athlete and coach takes part in several sports. So as a rule, **Total Participation > Individual Total.**

The **Individual Total** can't be greater than **Total Participation** and must be equal to or be larger than the highest athlete / coach number reported in any sport for a given age / gender category.





To ensure consistent reporting, we will be verifying Census numbers with grant reports (where applicable). Please work with the grant mangers in your Program to ensure consistent data submissions.

You will get an error message if:

> +

If you get an error message, please review the numbers you reported in the Individual Total to ensure they are correct.

Instructions Example



Young Athlete / M02 Case Study

Maria is a female athlete, 9 years old and has trained in swimming, tennis and floorball. Report Maria in swimming, tennis, and floorball rows in female and 8 to 15 years old category.

Maria will automatically be counted 3 times in the Total Participation BUT must be reported as 1 athlete in the Individual Total for female and 8 to 15 years old column. If Maria trained and competed in tennis, but only trained, but did not compete in swimming, she must be reported in:

- tennis in / female / 8-15 row
- swimming in / female / 8-15 row

She will be automatically counted in:
AND Total Participation.
Maria must be reported only once in:
the Individual Total in female / 8-15 column

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.

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TOTAL ATHLETES AND COACHES

Page 8



Section 1 - Total Athletes and Coaches





Useful information for Metrics M01, M02, M03 and M03A

- Please report Traditional AND Unified athletes and coaches
- Do Not count Unified Partners



M01 - Total Athletes who Trained and Competed



Definition

All athletes with an intellectual disability aged 8 years and older who:

- trained and competed at least once in a traditional of Unified sport Games or competition in the past 12 months.
- this may be at these levels:

local state national regional world

You should report

- The total number of athletes who trained and competed.
 Please report three age categories:
 - 8 to 15 years old 16 to 21 years old 22 years old and older
- Athlete gender:



• All sports that apply

Important Instructions

The total number of athletes for each age and gender category should be equal to or more than the highest number of athletes reported in any sport for this age and gender category.



age 16-21



female athletes age 16-21 in Cycling



M02 - Total Athletes who Trained but did not Compete



Definition

All athletes with an ID aged 2 years or older who trained but did not compete at SO games or competitions in the last 12 months at these levels:

local state national regional global

You should report

- The total number of athletes who trained but did not compete by age and gender in all sports.
- All athletes with ID who trained but did not compete in Traditional or Unified Sports

You should not report

Unified Sports partners.



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MATP - Motor Activities Training Program

Definition

 Program designed for individuals with ID who are still developing the sports and functional skills to take part in structured sports training and competition.

You should report

Athletes who took part in a MATP activity should be reported by age and gender:

Age categories:

8 to 15 years old16 to 21 years old22 years old and older

Gender categories:

male

female

other

Important Instructions

Include MATP athletes in the Individual Total.

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Young Athletes



Definition

- Young Athletes 2 to 7 years old with or without an intellectual disability
- Young Athletes who took part in a sports skills program in a school, community or at home using Special Olympics Young Athletes materials.

A Young Athlete is counted only once even if they took part in more than one Young Athletes activities.

While a typical Young Athlete is a child with OR without ID, 2 to 7 years old, some Programs have athletes ages 8 to 10 still in their Young Athletes program.

You should report

 The total number of children with or without an intellectual disability who took part in a Young Athletes program.



• Using the Young Athletes column

Young Athletes

it in المراجع Special

Olympics

Important Instructions

Individual Total should always be the same as **Total Participation.**

Programs should focus on progressing children from YA to sport training opportunities after age 7.

Please record all Young Athletes, including those aged 8 to 10 years old under the "Young Athletes" column.

You cannot have Unified Schools but no Youth Unified Sports Athletes and Partners. You are also likely to have Unified Competitions.

Please make sure to report those.



M03 - Total Coaches



Definition

- A coach gives Special Olympics athletes complete sports training and gets them ready for competitions or Games
- Total number of coaches who have coached in the last 12 months

You should report

• The total number of coaches who trained athletes in all sports:

certified coaches uncertified coaches traditional coaches Unified coaches

• Gender:



Important Instructions

Young Athletes coaches can include:



and should be counted in the **Individual Total**.



M03 - Total Coaches M03A - Certified Coaches



Definition

• A certified coach has completed Coach Education Certification

Coach certification can be awarded by:

- Special Olympics Program / Region
- National Governing Body of Sport
- Regional / International Federation
- Recognized Educational Institution
- Other certification body approved by Special Olympics Program/Region



You should report

 The total number of certified coaches in traditional and unified sports





M03 - Total Coaches M03A - Number of Certified Coaches



Important Instructions

- If a coach trains in 3 different sports report them 3 times in Total Participation and once in Individual Total.
- If 4 certified coaches are reported in any sport such as tennis - as this metric is a subset of total coaches - there should be at least 4 coaches reported for tennis in
- Coaches with general certificates should be entered in the "Generic Sport" and not in a sports specific row.
- **4.** It's important to report the number of individual coaches.
- **5.** This number will be different to Total Participation as this is the total of ALL sports that all the coaches take part in.

The number of certified coaches in tennis in M03A



UNIFIED SPORTS

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Section 2 - Unified Sports



















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Unified Athletes



Definition

A person with an ID aged 8 years and older who:

• A unified athlete taking part in activities at these levels:



For example:

Unified Sports Recreation

Unified Sports Player Development

Unified Sports Competitive models

Camp Shriver

other Unified Sports

You should report

• The total number of Unified athletes in all sports across 3 Unified Sports models.



Unified Athletes



Important Instructions

- If the same athlete took part in different Unified Sports and different models you should report them in every sport category and model.
- **2.** If you report Unified Athletes or Partners, you should also report these metrics:
- Special Olympics Unified Schools Unified Schools Unified Champion Schools
- Special Olympics
 - Unified Club.



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Unified Partners

Definition

- A person without an intellectual disability aged 8 years or older
- A partner taking part in activities at local, state, national, regional, or world level such as:
- Unified Sports Recreation
- Unified Sports Player
 Development
- Unified Sports Competitive models at Games, competitions
- Camp Shriver
- other Unified Sports
- All active partners in the last 12 months.

You should report

• The total number of Unified partners in all sports across 3 Unified Sports models

Important Instructions

- If the same athlete took part in different Unified Sports and different models you should report them in every sport category and model.
- If you report at least one Unified Athlete or Unified Partner you should also also report these metrics:
- Unified Schools
- Unified Champion Schools
- Unified Club.



M04 - Unified Sports Recreation



Definition

- A sports event, training program, or competition for Special Olympics athletes and Unified partners.
- All events in the last 12 months

Unified Sports Recreation events do not need to meet the minimum standards of Unified Sports Player Development or Unified Sports Competitive models but must be:

- run by a SO Program
 - ٥г
- run working closely with a SO Program.

A Unified Sports Recreation event should include:

- At least 25% or more people with an intellectual disability
- At least 25% or more people without an intellectual disability.



Number of people with an intellectual disability Number of people without an intellectual disability



M04 - Unified Sports Recreation



You should report

 Who took part in Unified Sports Recreation Activity across different sports.

Important instructions

If a Unified athlete or partner took part in 3 different sports report them 3 times in **Total Participation** and make sure you report them as just one individual in **Individual Total.**



Inified

M05 - Unified Sports Player Development



Definition

- Similar numbers of athletes and partners of a similar age and ability who are teammates in training and competition.
- All athletes and partners competing in Unified Sports must have the right sporting skills and tactics so that the current Special Olympics Official Sports Rules do not need to be changed
- All athletes and partners in the last 12 months.



You should report

The total number of Unified athletes and partners aged 8 years and older who took part in Unified Sports Player Development model activities in all sports.

50% 50% Partners Special **Olympics** and athletes teammates

Important Instructions

If a Unified athlete or partner took part in 3 different sports report them 3 times in Total Participation and once in Individual Total.



M06 - Unified Sports Competitive Model

Definition

- Teammates that do not have the same ability but should are of a similar age
- Players of higher ability supporting teammates of lower ability to gain sporting skills and tactics and to take part in a team.
- All athletes and partners in the last 12 months

This model should include equal numbers of Special Olympics athletes and partners as teammates for training and competitions.



You should report

The total number of Unified athletes and partners aged 8 years and older who took part in Unified Sports Competitive model activities in all sports.

Important Instructions

- If a Unified athlete or partner took part in a Unified Competitive model in 3 different sports report them 3 times in Total Participation and once in Individual Total.
- If you report any athletes or partners in Unified
 Sports Competitive model you should also report
 Unified Competitions in your Program Information section.

Special

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Special Olympics

M07 - Unified Sports Totals Athletes and Partners

Definition

- An athlete is a person with an intellectual disability aged 8 years who has taken part in a sporting activity
- A partner is a person without an intellectual disability aged 8 years and older
- An athlete or partner taking part in activities at these levels:



and

You should report

The total number of Unified athletes and partners aged 8 years and older who took part in any Unified Sports model activities in all sports.

Important Instructions

If a Unified athlete or partner took part in a Unified Sports model in 3 different sports report them 3 times in **Total Participation** and once in **Individual Total**.



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M07 - Unified Sports Totals M07A - Unified Sports Competitions

Definition

- All Unified Sports competitions held over 12 months between individuals and teams that do not usually train together.
- Count the number of competitions at all levels:



You should report

The total number of Unified athletes and partners aged 8 years and older who took part in any Unified Sports model activities in all sports.

should be more than

/ same as



M07 - Unified Sports Totals M07A - Unified Sports Competitions



Important Instructions

- Count each sport in multi-sport competitions held on one or more days as one competition within the M01 category for that sport.
- If you offer any sports, such as football, as Traditional and Unified Sports this should be counted as 2 competitions.
- **3.** Only count the Sport, not the number of events within each sport.

For example, an athletic competition with these 5 events would be counted as 1 competition:

- 100m and 200m sprint
- shot put
- high jump
- long jump
- **4.** Each league match should be counted as an additional competition.
- **5.** Count Traditional and Unified Competitions in the total.



M08 - Youth Unified Athletes and Partners

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Definition

 People with and without an intellectual disability aged from 8 to 25 years old who take part in Unified Sports Activities at these levels:



You should report

The total number of Unified athletes or partners aged from 8 to 25 years old who took part in other Unified Sports activities in each sport.

Important Instructions

If a Unified athlete or partner took part in a Unified Sports model in 3 different sports report them 3 times in **Total Participation** and once in **Individual Total** and in at least one of these metrics:

- Unified Schools
- Unified Champion Schools
- Unified Club.





M09 - Total Unified Sports Coaches



Definition

A person with Unified Sports coaches training who in the last 12 months has:

- trained Unified athletes and partners in complete sports training
- got Unified athletes and partners ready for competitions in any Unified Sports model.

You should report

The total number of Unified Sports coaches in all sports by gender:

male

female

other

Important Instructions

If a Unified Sports coach has trained in 3 different Unified sports you should report them 3 times in **Total Participation** and once in **Individual Total**.





PROGRAM INFORMATION

Section 3 - Program Information





Special Olympics

1. Total Number of Competitions



- Traditional and Unified competitions at all Program levels
- Any competition with different sports over one or more days when:
 - each sport counts as one competition
 - each league match is a separate competition
- All competitions in the last 12 months with people that do not usually train together.

You should report

The total number of competitions offered by your Program.

Important Instructions

- If a sport such as football is offered as Traditional and Unified, it should be counted as 2 competitions.
- Include Unified Competitions in the total amount of competitions.



Special Olympics

1. Total Number of Competitions 1a. Number of Unified Sports Competitions

Definition

- All types of Unified Sports competitions at all Program levels
- All competitions in the last 12 months with people that normally do not usually train together
- Any competition with different sports over one or more days when:
 - **a.** each sport counts as one competition
 - b. each league match
 is a separate
 competition.

You should report

The total number of Unified competitions offered by your Program.

Important Instructions

You should only count Unified Sports events, not the number of events within each sport.



2. Total Number of Volunteers



Definition

- A person of any age, with or without an intellectual disability, who gave unpaid time to support a Special Olympics Program.
- Volunteers who have supported your Program once or more in the last 12 months.

You should report

The total number of people who supported your Program and have not been paid.

Important Instructions

- Do not count Unified Sports partners unless they give their time as a volunteer.
- A volunteer who took part in different roles should only be counted once.


2. Total Number of Volunteers 2a. Number of Youth Volunteers



Definition

- A person with or without an intellectual disability aged from 8 to 25 years old who volunteered to support your Program
- All volunteers who supported your Program once or more in the last 12 months.

You should report

The total number of volunteers in the 8 to 25 years old category.

- Do not count Unified Sports partners unless they give their time as a volunteer.
- Youth volunteers who took part in different roles should only be counted once.



3. Number of Youth Leaders



Definition

- A person with or without an intellectual disability aged 8 to 25 years old
- A person who took part in a leadership role in the last 12 months,

Examples of youth leadership include:

- Youth advisory councils or committee members
- Local Program Committee members
- Games and event organizers
- Sport Officials
- Grant project leaders
- Board members
- Coaches or assistant coaches
- Health and fitness messengers

You should report

The total number of leaders in the 8 to 25 years old category

Important Instructions

You should count:

- All athlete leaders 8 to 25 years old.
- Brothers and sisters or siblings
 8 to 25 years old in leadership roles.



4. Number of Athlete Leaders



Definition

- A Special Olympics athlete who took part in a leadership role
- All Athlete Leaders in the last 12 months.

Athlete Leader roles include:

- Leadership roles at competitions, games, events or sports clinics
- Coaches, assistant coaches, Young Athletes coaches
- Sport officials
- Public speaking
- Board members, Sports and Non-Sports Committee members or Input Council members
- Fundraising
- Health or fitness leaders

You should report

Total number of Athlete Leaders in any leadership roles

- Athlete leaders in different leadership roles should only be counted once.
- Athlete leaders who are 8 to 25 years old should also be counted as



5. Total number of Family Members



Definition

A family member of a person with an ID who is a Special Olympics athlete who is actively involved in the Program.

- Family members include:
 - a parent
 - grandparent
 - sibling
 - guardian
 - custodian
 - caregiver
- A Program has the contact details of the family member

You should report

The total number of family members of people with an intellectual disability that a Program can contact directly.

Important Instructions

Do not count family members of Unified Partners or coaches, unless they are an athlete who also is a coach or an assistant coach.



5. Total number of Family Members 5a. Total number of Family Leaders

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Definition

A family member of a person with an intellectual disability who has taken part in a leadership role in the last 12 months

- Family leadership roles include:
 - Coaches or assistant coaches
 - Standing Committee members
 - Board Members
 - Games and event organizers
 - Local Program Committee Members
 - Sport officials.

You should report

The total number of family members who have been in a leadership role.

- **1.** Count each family member as one person
- If a family member has taken part in different roles such as a coach or a volunteer, they should be counted in each category
- **3.** Brothers and sisters or siblings 8 to 25 years old in a leadership role should also be counted as



6. Does your Program have a Full-Time Paid Program Director / CEO?

Definition

A paid National Director or CEO should count as one paid member of staff.

You should report

Important Instructions

Answer 1 for Yes, and 0 for No.





7. Total Paid Staff



Definition

- Staff paid by a Special Olympics Program office to do a full-time or part-time job
- Staff who work an agreed number of hours every week.

You should report

The total number of full-time or part-time staff paid by your Program.



Special Olympics

7. Total Paid Staff 7a. Number of Paid Staff with an Intellectual Disability

Definition

- Staff with an intellectual disability employed by a Special Olympics Program office and paid to do a skilled work full-time or part-time.
- Staff with an intellectual disability who work an agreed number of hours every week.

Examples of skilled work includes:

- office work
- leading part of a Program.

You should report

The total number of full-time or part-time staff with an intellectual disability paid by your Program.

8. Number of Unpaid Staff with an Intellectual Disability

Definition

- A person with an intellectual disability who does unpaid work as part of an Accredited Program or sub-Program level.
- Unpaid staff have duties and goals, but they do not get a salary. They might manage
 - part of the office
 - Young Athletes
 - A Healthy Athletes discipline
 - Athlete Leadership

You should report

The total number of unpaid staff with an intellectual disability doing a skilled job.



Special Olympics



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9. Total Number of Schools [Schools, Unified Schools and Unified Champion Schools]

Definition

A school offering students a chance to take part in Special Olympics programs such as:

- Traditional Special Olympics
 Sports
- Unified Sports
- R-Word Campaign or other advocacy efforts
- Spread the word inclusion campaign
- Research
- Student Fundraising

Schools, Unified Schools and Unified Champion Schools could 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,
- post-secondary school

You should report

The total number of schools that offer Special Olympics activities.

Important Instructions

Schools that offer lots of different Special Olympics activities should only be counted once.



9. Total Number of Schools 9a. Unified Schools

Special Olympics A Unified School is a or university that offered Unified Sports activities twice or more in the last 12 months.

Definition

Competitive, Player Development or Recreation Unified Sports models could be offered.

You should report

 The total number of Unified Schools that take part in Unified Sports activities.

Unified Sports activities include: Physical Education lessons, lectures, activities outside regular lessons.

Important Instructions

For U.S. Programs only: The number of Unified Schools reported should be the same number as Unified Champion schools reported in 9ai.

A Unified School could offer Competitive, Player Development or Recreation Unified Sports models

When a general education school works with a special education school to offer Unified School activities to students of both schools this counts as 2 Unified Schools.

Any school offering inclusive Young Athletes qualifies as a Unified School. If you report numbers for Unified Schools, you should also report:

- Youth Unified Sports Athletes
- Youth Leaders
- Unified Competitions



9. Total Number of Schools 9ai. Unified Champion Schools



Definition

A Unified Champion School is a or university that promotes inclusion by running the following activities:

- All 3 Unified Sports models
 - Competitive Unified Sports model
 - Player development Unified Sports model
 - Recreation Unified Sports model
- Inclusive Youth Leadership which means students with and without an intellectual disability work together on awareness, and other Special Olympics activities

Ex. Youth Activation Committees

 Whole School Engagement – which means activities that mean most students understand inclusion

Ex. Pledge to Include, School Assembly informing about inclusion, Spread the Word Inclusion' – Campaign, R-Word Campaign

You should report

The total number of Unified Champion Schools.



9. Total Number of Schools 9ai. Unified Champion Schools



Important Instructions

For U.S. Programs only: only include your Unified Champion School numbers, using same methodology (counting all 1, 2 and 3 component schools from the school year ending in June of the census year) as used for SONA UCS reports.

Make sure you report the same number as section 9ai.

Make sure Inclusive Youth Leaders are included in 3. Number of Youth Leaders.

When a general education school works with a special education school to offer Unified School activities to students of both schools, this is counted as 2 Unified Champion Schools. Any school offering inclusive Young Athletes qualifies as a Unified School

Make sure you report:

- •
- •
- •

9ai should not exceed 9, and 9a.



10. Total number of Local Clubs

Definition

A Local Club or Program is an organized local unit or branch running Special Olympics activities in the community.

You should report

The total number of Local Clubs or Programs in a Special Olympics Accredited National or State Program that are running in the community





10. Total number of Local Clubs 10a. Total number of Unified Local Clubs



Definition

 A Local Club or Program, an organized local unit or branch that runs Special Olympics activities in the community.

AND

 The Club or Program has run Unified Sports at least 2 times in the community in the last 12 months.

You should report

The total number of Local Clubs or Programs that are not schools and are running Unified Sports in the community.

- 1. Do not include Unified Schools
- Include Local Clubs or Programs that run Competitive, Player Development or Recreation Unified Sports models but are not part of a Unified School
- **3.** Inclusive Youth Athletes taking part in a sport qualifies as Unified Sports under the Unified Sports Recreational Model
- **4.** Total number of Unified Local Clubs should not exceed the total number of Local Clubs.



11. Social Media Followers

Definition

• Number of followers of your Program's main social media accounts:



-) Instagram
- 🔵 Twitter



*'Other' is the social media channel with the most followers after Facebook, Instagram and Twitter, not TikTok.

You should report

- Only report followers for the official accounts for your Program, as opposed to adding-up across accounts that sub-Programs might have
- If you don't have social media account on Facebook, Instagram or Twitter, report 0s.





12. Total Athletes in fitness



Definition

Any activity to improve the wellbeing and sport performance of athletes by promoting healthy behavior through physical activity, diet and hydration.

- Fitness programs can take place at:
 - sports practice
 - schools
 - clubs
 - fitness centers
 - communities
 - day, or residential centers
 - online

- Fitness programs may include education or other activities such as:
 - Fit 5
 - Unified Fitness Clubs
 - Fit Families and Friends
 - SOfit
 - Performance Stations.



12. Total Athletes in fitness



You should report

The total number of athletes (people with intellectual disabilities) who take part in all fitness programs and could include:

- short-term programming such as a one-time event or Performance Station
- long term programming reported in 12a.

- **1.** Athletes who take part in different sessions should only be counted once.
- **2.** Athletes counted in 12a should also be included/reflected in 12.



12. Total Athletes in fitness 12a. Athletes in Fitness for 6+ weeks

Definition

Any activity for 6 weeks or longer that improves the wellbeing and sport performance of athletes by promoting healthy behavior in physical activity, diet and hydration.

You should report

The total number of athletes who take part in a 6-week or longer Special Olympics fitness programming that is held in any venue.

Important Instructions

- **1.** Athletes who take part in a fitness program for longer than 6 weeks should only be counted once.
- **2.** Athletes who take part in different sessions should only be counted once.



- **3.** If you need any support to track this metric please contact: <u>research@specialolympics.org</u>.
- **4.** 12a is a subset of 12, and therefore can't be larger than 12.



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13. Total Partners in Fitness

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Definition

Any activity to improve the wellbeing and sport performance of athletes by promoting healthy behavior in physical activity, diet and hydration.

You should report

The total number of partners (people without IDD) who take part in all fitness programs and could include:

- short-term programming such as a one-time event or Performance Stations
- long term programming reported in 13a.

- **1.** Partners who take part in different sessions should only be counted once.
- **2.** Partners counted in 13a should also be reported in 13.



Special

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13. Total Partners in Fitness 13a. Partners in Fitness for 6+ weeks

Definition

Any activity for 6 weeks or longer that improves the wellbeing and sport performance of partners without an intellectual disability by promoting healthy behavior in physical activity, diet and hydration.

You should report

The total number of partners (people without IDD) taking part in a 6-week or longer Special Olympics fitness programming that is held in any venue.

Important Instructions

- Partners who take part in a fitness program for longer than 6 weeks should only be counted once.
- **2.** Partners who take part in different sessions should only be counted once.
- If you need any support to track this metric please contact <u>research@specialolympics.org</u>.

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