SPECIAL OLYMPICS
PROGRAM QUALITY STANDARD (PQS)
Special Olympics is a global organization that runs in two hundred and twenty countries around the world.

Every country that is part of Special Olympics is usually known as a Program such as Special Olympics Belgium.

The Program Quality Standard or PQS supports all Special Olympics Programs to:

» understand how they are currently working
» learn how to do better and reach their goals
» give athletes the best possible training and support.

PQS follows a new Special Olympics 2021 to 2024 plan which has 3 parts:

1. Better and more local activities
2. Give athletes and leaders the power to make changes
3. Work in ways that include everyone
The PQS supports:
  » Program Leaders to understand and manage their Program
  » programmatic areas to be run to a high standard.

Programmatic areas are the different areas that Special Olympics works in such as:
  » sport
  » health
  » athlete leadership

These groups should use the PQS to plan for their Programs:
  » National Directors
  » Chief Executive Officers
  » Program Boards of Directors

The PQS supports work with:
  » athletes
  » families

The PQS can support Programs to:
  » write a new 12-month plan
  » write new plans for 3 years or more
  » make their plans better.
The PQS can support Programs to reach higher standards because they know when they have reached their goals:

» when they can celebrate
» things they have done well.

The PQS is important for Special Olympics because it:

» supports Programs to be honest when they talk about their work
» supports athletes to have better lives
» includes athletes to plan with Programs should do next
» supports new leaders and workers

The PQS is important for Special Olympics because it:

» supports the Special Olympics movement to reach the highest standards
» gets all the Programs around the world to check they are doing good work.
The PQS is different from the standards used by:

- coaches
- event managers
- other managers.

They will still need to use their own standards.

There are **70 standards** in this Program Quality Standard which means it is useful for:

- large Programs
- medium Programs
- small Programs
- new Programs
- Programs that have been running for years.
SPECIAL OLYMPICS SPLITS UP THE PQS INTO 7 PARTS:

**STRATEGY 1**
Better activities and more local activities

**STRATEGY 2**
Support athletes, young people and other leaders to make a change

**STRATEGY 3**
Foster inclusive services and settings

**ENABLER 1**
Digitizing the movement

**ENABLER 2**
Diversify revenue

**ENABLER 3**
Building the brand

**ENABLER 4**
Drive excellence

Find out more
STRATEGY 1
BETTER ACTIVITIES AND MORE LOCAL ACTIVITIES

S1.1 LOCAL WORK
Find out more

S1.2 TRAINING FOR COACHES
Find out more

S1.3 HOW OFTEN DO SPORTING ACTIVITIES TAKE PLACE? ARE THE ACTIVITIES GOOD?
Find out more

S1.4 WORK WITH LOCAL ORGANIZATIONS
Find out more

S1.5 HEALTH AND WELLBEING
Find out more
S1.1 LOCAL WORK
HOW DO LOCAL PROGRAMS WORK?

At Level 1
A local Program is a team of 3 or more volunteers who have a special role.
Volunteers are people who choose to give their time to support Special Olympics.
Volunteers do not get paid.

At Level 2
A local Program should be run by a committee or a group of people with special roles.

At Level 3
A local Program should:
» offers sports and health activities
» works with young athletes
» works with athlete leaders
» runs activities at local schools.
» does local fundraising
» gets local newspapers and websites to write about Special Olympics.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

1.1 Next
S1.1 LOCAL WORK
FIND AND KEEP ATHLETES AND UNIFIED PARTNERS

At Level 1 a Program should:
» invites new athletes and Unified partners from different backgrounds and places to take part
» finds out how many athletes and partners stay on after one year.

At Level 2 a Program should:
» finds new athletes and Unified partners who live in areas where there is no Special Olympics
» writes a plan about keeping athletes
» keeps seventy-five percent of new athletes every year.

At Level 3 a Program should:
» keeps ninety per cent of athletes and Unified partners every year.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1 At Level 2 At Level 3

1.1 Next
S1.1 LOCAL WORK
FIND AND KEEP NEW COACHES

At Level 1 a Program should:
» invites new coaches
» keeps track of the number of coaches who stay on every year.

At Level 2 a Program should:
» finds qualified coaches at
  » local sports organizations
  » schools and colleges.
» keeps seventy-five percent of coaches every year.

At Levels 3 a Program should:
» keeps ninety percent of coaches every year.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

1.1 Next
S1.1 LOCAL WORK
SUPPORT FOR ATHLETE LEADERS AND UNIFIED LEADERSHIP

At Level 1
» Athlete leaders should take on important jobs such as team captain.
» For example team captain who sets up sport equipment during practice.

At Level 2
Special Olympics Club Committees should:
» include an athlete leader
» make sure athlete leaders are included, supported to make decisions and take part in activities.

At Level 3
Athlete leaders should take part in local activities such as:
» write timetables for training courses
» communication
» fundraising.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3
S1.2 TRAINING FOR COACHES
BETTER TRAINING FOR COACHES

At Level 1
A Program should:
» make sure coaches get the right training
» support the Athlete Development Model.

The Athlete Development Model is a support plan that gets athletes ready for competition.

At Level 2
A Program should make sure:
» Has coaches that get professional training
» Coaches complete parts of the Global Coach Development System.
» Coaches are offered certified coach training for different sports
» Coaches get the chance to complete qualifications such as the Motor Activities Training Program or MATP have 70 percent of its coaches with an approved coaching qualification.

At Level 3
A Program should:
» trains coaches to a national standard or the Global Coach Education System.
» has 90 percent of its coaches with an approved coaching qualification.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

1.3 Next
S1.3 HOW OFTEN DO SPORTING ACTIVITIES TAKE PLACE? ARE THE ACTIVITIES GOOD?
SUPPORT FOR ATHLETES FROM COACHES

At Level 1
Each coach works with a group of **twenty or less athletes**

At Level 2
Each coach works with a group of **sixteen or less athletes**.

At Level 3
Each coach works with a group of **twelve or less athletes**.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

1.3 Next
S1.3 HOW OFTEN DO SPORTING ACTIVITIES TAKE PLACE? ARE THE ACTIVITIES GOOD?

UNIFIED SPORTS PROJECTS

At Level 1
A Program should offer:
» A Unified Sports model in one or more different types of sports.
» Unified Sports activities to five percent of all athletes.
The sport could be:
» at a school
» at a university
» at a community centre.
» for fun
» in a competition.

At Level 2
A Program should offer:
» 2 Unified Sports Models in 2 sports at 2 different places such as school, university or with friends
» Unified Sports activities to ten percent of all athletes.

At Level 3
A Program should offer:
» 3 Unified Sports models for fun, new skills or in competition in 3 sports at 3 different places such as school, university and in the community with friends
» Unified Sports activities to fifteen percent of all athletes.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

1.3 Next
S1.3 HOW OFTEN DO SPORTING ACTIVITIES TAKE PLACE? ARE THE ACTIVITIES GOOD?
ATHLETE DEVELOPMENT MODEL OR ATHLETE DEVELOPMENT MODEL

**At Level 1**
A Program:
» works with **athletes** and **partners** on **1 stage** of the Athlete Development Model.
For example, basic learning to train, training to take part in competitions and having fun.

**At Level 2**
A Program:
» works with athletes and partners in **2 or more stages** of the Athlete Development Model.

**At Level 3**
A Program:
» have **3 to 4 stages** of Athlete Development Model that leads to the comprehensive athlete development model.

**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1  At Level 2  At Level 3  1.3 Next
S1.3 HOW OFTEN DO SPORTING ACTIVITIES TAKE PLACE? ARE THE ACTIVITIES GOOD?

BETTER EQUIPMENT AND FACILITIES

At Level 1
Sporting activities should take place:

» using basic facilities, equipment and sports clothing
» follow safety rules.

At Level 2
Sporting activities should take place:

» using approved sports venues and spaces
» approved equipment
» sports clothing that looks like professional sports clothing.

At Level 3
Sporting activities should take place:

» using facilities of a national or international standard
» equipment and clothing of a national or international standard.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

1.3 Next
At Level 1
Athletes and partners can take part in:

» one competition in every sport the Program offers every year.
» one competition that takes place online.

At Level 2
Athletes and partners can take part in:

» three competitions every year.
» two competitions that take place online.

At Level 3
Athletes and partners can take part in:

» a league style competition in every sport the Program offers every year.
» three competitions that take place online.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

1.3 Next
S1.3 HOW OFTEN DO SPORTING ACTIVITIES TAKE PLACE? ARE THE ACTIVITIES GOOD?

BETTER COMPETITIONS

At Level 1
A Competition manager should:
» make sure all competitions follow Special Olympics Sports Rules.
» send out timetables before all competitions start.

At Level 2
All head technical officials should:
» meet the minimum standards for the sport
» meet the minimum standards for the competition.

At Level 3
There are technical delegates who know a sport well and judges for each sport.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

1.3 Next
### At Level 1
A Program should:

- offers chances for young athletes aged 2 to 7 years old to take part in Special Olympics activities all year round.

### At Level 2
A Program should:

- offers two Young Athletes Models:
  - at schools
  - in the community
  - at home.

- signs up young athletes using:
  - Games Management System
  - Connect - another system to manage games
  - their own database.

### At Level 3
A Program should:

- offers sports activities to young athletes for 8 weeks or more.
- supports children to take part in other sports activities as they get older.

**WHICH LEVEL IS YOUR PROGRAM AT?**

<table>
<thead>
<tr>
<th>At Level 1</th>
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[Check] [Red] [Red] [Red]
S1.4 WORK WITH LOCAL ORGANIZATIONS
WORKING WITH LOCAL SPORTS ORGANIZATIONS

At Level 1
A Program should:
» work with sports organizations to support high-quality sports training and competitions.

At Level 2
Programs should work together with sports organizations.

Special Olympics has agreements with sports organizations such as FIFA for at least half of the sports in the Program which includes training for coaches.

Sports organizations support the Program by offering coaches to Special Olympics from their organization.

At Level 3
A Program has an agreement for all sports offered with:
» Sports Governing Bodies such as football organization FIFA
» Sports organizations.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

1.4 Next
S1.5 HEALTH AND WELLBEING
PROMOTING FITNESS

At Level 1
A Program should tell members about the importance of **health and fitness** through:

- wellness sessions
- orientations
- online wellness sessions.

At Level 2
A Program:

- offers a **health and fitness program** for six weeks or more
- offers this program for **ten percent** of athletes every year.
- offers a fitness program as well as **Healthy Athletes** events.

At Level 3
A Program:

- offers a **health and fitness programs** and **Healthy Athletes** events all year round for **twenty percent** of athletes.
- involves athletes, Unified partners, coaches and families in a fitness program.

**WHICH LEVEL IS YOUR PROGRAM AT?**

- At Level 1
- At Level 2
- At Level 3

[1.5 Next]
S1.5 HEALTH AND WELLBEING
BETTER FITNESS SESSIONS

At Level 1

**Coaches** should use their knowledge to make sure **sports training** includes:

- general warm-ups
- cool-downs
- fitness sessions.

At Level 2

**Coaches** or **fitness coaches** should make sure **sports training** includes:

- warm-ups
- cool-downs
- different fitness sessions that work well for each sport.

At Level 3

A Program should get **athletes** and **partners** keep track of how **fit** they are every day.

WHICH LEVEL IS YOUR PROGRAM AT?

- **At Level 1**
- **At Level 2**
- **At Level 3**

[1.5 Next]
S1.5 HEALTH AND WELLBEING
HEALTHY EATING AND WELLNESS

At Level 1
Sports venues and spaces should offer healthy food and drink options.

At Level 2
Performance Stations are offered at all large competitions.
A Performance Station gives athletes useful information about
» fitness
» food and drink

At Level 3
A Program offers Performance Stations at all local competitions.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

1.5 Next
S1.5 HEALTH AND WELLBEING
HEALTHY ATHLETES

At Level 1
A Program:
» offers one or more health screening event to check athletes:
  • sight
  • feet
  • hearing
  • teeth.
» Holds one of the following online activities every year:
  • Family Health Forum
  • virtual Healthy Athletes
  • keeping track of your fitness levels online or using an app.
» set up a follow-up care service with health organizations after a screening if an athlete needs more care.

At Level 2
A Program should:
» offer three or more Health Athletes screening such as:
  • sight
  • feet
  • hearing
  • teeth.
» hold two of the following online activities every year:
  • Family Health Forum
  • virtual Healthy Athletes
  • recording fitness online or using an app.

At Level 3
A Program:
» offer healthy screening events online or in-person in all areas of Special Olympics health: eyes, hearing, feet, teeth, diet, emotions, fitness and health
» hold online events in all sports
» hold three extra online activities every year:
  • Family Health Forum,
  • keeping track of your fitness online or using an app.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1 ☐
At Level 2 ☐
At Level 3 ☐

STRATEGY 2
STRATEGY 2

SUPPORT ATHLETES, YOUNG PEOPLE AND OTHER LEADERS TO MAKE A CHANGE

S2.1 SKILLS AND KNOWLEDGE
Find out more

S2.2 UNIFIED SCHOOLS
Find out more

S2.3 JOBS FOR ATHLETES IN SPECIAL OLYMPICS
Find out more

S2.4 TRAINING ATHLETES AND YOUNG PEOPLE
Find out more

GLOBAL YOUTH LEADERSHIP SUMMIT
UNIFIED GENERATION

Find out more

Next

Previous
S2.1 SKILLS & KNOWLEDGE
WORKING CLOSELY WITH HEALTH PROFESSIONALS

At Level 1
A local Program:
» works with health professionals and medical students and train them to support athletes

At Level 2
A local Program:
» works with one universities or professional organization to find health professionals and medical students and train them to support athletes

At Level 3
A local Program:
» works with many universities or professional organizations to find health professionals and medical students and train them to support athletes.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

2.1 Next
S2.1 SKILLS & KNOWLEDGE
TRAINING ATHLETE LEADERS

At Level 1
A Program:
» offers two parts of the Athlete Leadership training.

At Level 2
A Program:
» offers one advanced leadership course and Special Olympics role training.

At Level 3
A Program:
» works with other organizations to run training for Athlete Leaders such as communications training.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

2.2 Next
S2.2 UNIFIED SCHOOLS

At Level 1
A Program:
» works closely with schools and universities in one area or district
» invites young people with and without ID to take part in Special Olympics activities.

At Level 2
A Program:
» works closely with schools and universities to hold sport and education activities such as:
  » Unified Sports
  » youth leadership summit.
» work to change Unified Schools into Unified Champion Schools.

At Level 3
A Program:
» has Unified Champion Schools all over the country or state.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

2.3 Next
S2.3 JOBS FOR ATHLETES IN SPECIAL OLYMPICS
WHAT ATHLETE LEADERS ARE DOING

At Level 1
A Program:
» trains athletes to have leadership roles such as
  » spokespeople
  » coaches
  » health messengers.

At Level 2
A Program:
» has athletes working as unpaid staff
» trains athlete leaders to work:
  » on programmatic areas for example sport, health, and school program
  » at events
  » to run activities.

At Level 3
A Program:
» has athletes as paid staff.
» gets athlete leaders to train other athlete leaders and Program members.

WHICH LEVEL IS YOUR PROGRAM AT?
S2.4 TRAINING ATHLETES AND YOUNG PEOPLE
ATHLETE LEADERS AND YOUTH LEADERS AS SPOKESPEOPLE

At Level 1
A Program should:

» invites **young people** and **athletes** to take part in events with people or groups outside Special Olympics

For example, they could:

» make a **speech**

» **introduce a speaker** at the start of a local Games.

At Level 2
A Program should:

» gives **young athletes** the chance to work with people or groups outside Special Olympics

For example

» a local official could go to a Unified Champion School for a Unified Sports game and have lunch with students.

At Level 3
A Program should:

» gives **young athletes** the chance to work with people or groups outside Special Olympics

» includes young people and athletes who plan events and work closely with people or groups outside Special Olympics

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

2.4 Next
S2.4 JOBS FOR ATHLETES
YOUTH LEADERSHIP

At Level 1
A Program should:
» finds more young people to take part in Special Olympics.

At Level 2
A Program runs:
» activities to get young people to think about how everyone can be included such as:
» youth leadership events
» youth leadership training courses.

At Level 3
A Program:
» has young people playing a full part in planning and running projects
» activities in the Program

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3  Strategy 3
STRATEGY 3
MORE WAYS OF WORKING AND ACTIVITIES FOR EVERYONE

S3.1 MAKING CHANGES AT A HIGH LEVEL
Find out more

S3.2 ORGANIZATIONS THAT INCLUDE EVERYONE
Find out more

S3.3 USE GAMES TO BRING ABOUT CHANGE
Find out more
**S3.1 MAKING CHANGES AT A HIGH LEVEL**

**WORKING WITH GOVERNMENT - SOME PROGRAMS ONLY**

### At Level 1
A Program:
- understands how governments are run
- and is in contact with government organizations
- has government officers going to its Special Olympics events or Special Olympics meetings.

### At Level 2
A Program:
- work with **government departments** to make new laws or get more money that:
  - supports the work of Special Olympics
  - promotes the rights of people with ID.

### At Level 3
A Program:
- works **closely** with the government to **change the law** on equal rights and disability.

**WHICH LEVEL IS YOUR PROGRAM AT?**

- [ ] At Level 1
- [ ] At Level 2
- [ ] At Level 3

[3.1 Next]
S3.1 MAKING CHANGES AT A HIGH LEVEL
WORKING WITH GOVERNMENT AND PUBLIC ORGANIZATIONS

At Level 1
A Program should:
» has one or more partnerships with different government and public organizations that support Special Olympics work

Examples of these organizations are:
» Lions Clubs International
» UNICEF

At Level 2
A Program should:
» has 2 or more partnerships with different government and public organizations that do similar work to Special Olympics.

At Level 3
A Program should:
» has 2 or more partnerships with different organizations that directly support Special Olympics programs.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

3.2 Next
S3.2 ORGANIZATIONS THAT INCLUDE EVERYONE
WORKING CLOSELY WITH OTHER ORGANIZATIONS

At Level 1
A Program promotes how important it is to include people with ID by working with:
» companies
» sports federations
» health providers
» school districts

At Level 2
A Program shows other organizations how the Unified Leadership approach could make sure their organization includes everyone.
A Program has Athlete Leaders that jointly run training sessions for these organizations.

At Level 3
A Program works closely with other organizations and supports them to change their policies to include people with ID.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1  At Level 2  At Level 3

3.2 Next
### S3.2 Organizations That Include Everyone

#### Working Closely with Other Organizations

At Level 1

Program Games include leaders from:
- sport
- government
- business
- education
- health

A leader may:
- make a speech
- take part in a panel discussion.

At Level 2

Program Games include leaders from:
- sport
- government
- business
- education
- health

At the Program Games leaders talk about how their organization includes people with ID.

At Level 3

Program Games are an event where partner organizations can tell the public how they include people with ID and other groups.

#### Which Level is Your Program at?

- **At Level 1**
- **At Level 2**
- **At Level 3**

3.2 Next
S3.2 ORGANIZATIONS THAT INCLUDE EVERYONE
QUALITY OF PROGRAM GAMES

At Level 1
Program Games:
» run on time
» run using Special Olympics General Rules
» invites celebrities and important guests to take part in awards ceremonies.

At Level 2
Program Games:
» have sessions for important guests to learn about Special Olympics work and programming
» give important guests the chance to talk to and play with athletes at Program Games.

At Level 3
Program Games have:
» have high-quality branding
» are well-planned and professionally organized
» invite important guests to make Special Olympics look positive and professional.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1  At Level 2  At Level 3  Enablers 1
ENABLER 1
PUTTING SPECIAL OLYMPICS WORK ONLINE

E1.1 USING SOCIAL MEDIA AND VIDEO TECHNOLOGY
Find out more

E1.2 ONLINE INFORMATION
Find out more

E1.3 MANAGING INFORMATION
Find out more

E1.4 WORKING SAFELY ONLINE
Find out more

E1.5 USING BETTER TECHNOLOGY
Find out more
E1.1 USING SOCIAL MEDIA AND VIDEO TECHNOLOGY
KEEPING IN TOUCH WITH SPECIAL OLYMPICS MEMBERS

At Level 1
A Program:
» keeps in touch with members through:
  • email
  • Facebook
  • regular online events

At Level 2
A Program:
» keeps in touch with members through Zoom and apps
Sub-programs hold regular online events.

At Level 3
A Program:
» keeps in touch with members using apps and other technology
» finds new ways to share information online with staff and volunteers

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

Enabler 1.2
E1.2 ONLINE INFORMATION
MAKING NEW ONLINE INFORMATION AND FINDING OUT WHO LIKES IT

At Level 1
A Program uses information written by the Special Olympics for:
» the website
» social media
» e-newsletters
This information could be used to print:
» banners
» posters
» information booklets.

At Level 2
A Program makes its own information:
» for the website
» for social media
» for e-newsletters
» to keep in touch with volunteers or partners or sponsors.

At Level 3
A Program:
» has staff or an agency that can write new content for their website, social media and newsletters
» carries out checks to find out if users like or engage with the content

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1 At Level 2 At Level 3
Enabler 1.3
## E1.3 MANAGING INFORMATION
### MANAGING INFORMATION ABOUT COMPETITIONS

<table>
<thead>
<tr>
<th>Level</th>
<th>Activity</th>
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<tbody>
<tr>
<td><strong>At Level 1</strong></td>
<td>A Program:</td>
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<tr>
<td></td>
<td>» uses <em>spreadsheets</em> or <em>databases</em> to record and <em>manage information</em> about <em>competitions</em>.</td>
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<td><strong>At Level 2</strong></td>
<td>A Program:</td>
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<td>» uses a <em>competition management system</em> to</td>
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<td></td>
<td>• record information about competitions such as <em>GMS</em> and <em>SO Connect</em></td>
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<tr>
<td></td>
<td>• register for <em>competitions</em>.</td>
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<tr>
<td><strong>At Level 3</strong></td>
<td>A Program:</td>
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<tr>
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<td>» uses a real-time online competition management system to record information about competitions such as <em>GMS</em> and <em>SO Connect</em></td>
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<td></td>
<td>» makes competition results available online so that local fans and the media can find the results.</td>
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**WHICH LEVEL IS YOUR PROGRAM AT?**

- At Level 1
- At Level 2
- At Level 3
E1.3 MANAGING INFORMATION
MANAGING INFORMATION ABOUT SPECIAL OLYMPICS MEMBERS

At Level 1
A Program records information about:
» Athletes
» Unified partners
» Coaches
» Families
» Volunteers
» People who donate
» Celebrities
» Fans.

At Level 2
A Program uses GMS or SO Connect to update information about members on:
» Events
» Competition results
» Qualifications of coaches.
A Program checks how the information is being used by:
» Donors
» Celebrities
» Fans

At Level 3
A Program:
» uses information about members on GMS or SO Connect to make decisions.
» records information about coach qualifications
» checks when coaches need a new qualification.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Enabler 1.3
At Level 1
A Program knows how many members are connected online or virtually.
For example, how many people follow their social media accounts such as Facebook or Twitter.

At Level 2
A Program knows:
- how many members they contact online
- how often they contact them.

At Level 3
A Program:
- always tracks members who are online or take part in online activities and events
- uses this information to make sure members like the activities and campaigns and stay active with the Program.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1  At Level 2  At Level 3  Enabler 1.3
E1.3 MANAGING INFORMATION
INFORMATION ABOUT HEALTHY ATHLETES

At Level 1
A Program records information about Healthy Athletes events

At Level 2
A Program uses technology at:
» Fitness sessions
» Young Athletes health education
» Healthy Athletes screenings
» Training for healthcare professionals
» Training for Health Messengers.

At Level 3
A Program records and shares information to support health research and works out what it means

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 1.4
E1.4 WORKING SAFELY ONLINE
COMPUTER SOFTWARE

At Level 1
A Program uses:
» basic computer software
» basic information back-up
» anti-virus software.

At Level 2
A Program:
» stores information safely
» backs up and shares all documents, photos and other files safely

At Level 3
A Program:
» uses file sharing software
» uses video software like Zoom to work in-office or at home
» manages information and policies in a safe and secure virtual place or storage.
» often checks the safety of its computer systems.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 1.4
E1.5 USING BETTER TECHNOLOGY
TECHNOLOGY THAT PROGRAMS USE

At Level 1
A Program:
» has basic internet service
» uses basic phones and computers
» uses Special Olympics email addresses
» writes a plan about using better technology

At Level 2
A Program:
» has a good Internet service
» has good phone and computer equipment
» writes a detailed plan about using better technology for different areas of Program work.

At Level 3
A Program:
» has fast internet
» good quality technology and equipment
» a technology plan to make programming better.

For example devices that collect live information about Healthy Athletes events to share with doctors.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 2
E2.1 AND E2.3 WORKING WITH IMPORTANT ORGANIZATIONS
MANAGING PEOPLE WHO MAKE DONATIONS

At Level 1
A Program:
» has a basic way to contact people and organizations who make donations and thank them for their

At Level 2
A Program:
» finds more people and organizations who want to make donations
» has a plan to find more people who make donations
» thanks donors differently based on the level of their support

At Level 3
A Program:
» has a plan for working closely with top donors to get them to give more funding
» has professional help to work with top donors.

WHICH LEVEL IS YOUR PROGRAM AT?
- At Level 1
- At Level 2
- At Level 3

Enabler 2.1
E2.1 AND E2.3 WORKING WITH IMPORTANT ORGANIZATIONS
WORKING WITH GOVERNMENT (SOME PROGRAMS ONLY)

At Level 1
A Program:
» works with a government to get funding for Special Olympics events.

At Level 2
A Program:
» works with one or more government department to get funding for
  » Special Olympics events
  » Special Olympics sports or health programming

At Level 3
A Program:
» has an agreement over a number of years with one or more government department
  » to get ongoing funding for Special Olympics sports or health programming

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 2.4
At Level 1
A Program:
» has a **basic plan** about fundraising
» holds **training courses** about fundraising.
» can write **basic information** and share plans about fundraising

At Level 2
A Program:
» has a **fundraising plan** with targets
» has **information** to use in fundraising
» has **staff** and **volunteers** who do fundraising
» a **list of people** and **organizations** that might make donations

At Level 3
A Program:
» has a **fundraising plan** for the next few years
» good quality **information and material** to be used in fundraising
» **paid staff** who do fundraising work.
» **works with other organizations** to apply for funding

**WHICH LEVEL IS YOUR PROGRAM AT?**

- [ ] **At Level 1**
- [ ] **At Level 2**
- [ ] **At Level 3**

Enabler 2.6
E2.6 AND E2.7 DIFFERENT WAYS TO FUNDRAISE
DIFFERENT TYPES OF FUNDING

At Level 1
A Program:
» has one or more funders who gives Program money. This does not include money that Special Olympics International gives a Program.
» gets two or more donations of goods or services

At Level 2
A Program:
» has three or more funders that give cash or money
» gets three or more donations of goods or services
» carries out risk assessment of funding
» gets one new funder every year.

At Level 3
A Program:
» has five or more funders that give money
» gets five or more donations of goods or services
» gets donors and funders that support the Program for several years.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Enabler 2.6
E2.6 AND E2.7 DIFFERENT WAYS TO FUNDRAISE
RAISE FUNDS FROM AROUND THE WORLD

At Level 1
A Program:
» is part of Special Olympics International fundraising campaigns and campaigns organized by their local Special Olympics Region.

At Level 2
A Program:
» takes part in Special Olympics International and Regional campaigns.
» supports Special Olympics International or Regional partnerships such as Coca-Cola partnership.

At Level 3
A Program:
» takes part in fundraising campaigns organized by Special Olympics International or Special Olympics Region
» makes small changes to campaigns so that it is easier for local people to understand the information and messages.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 3
ENABLER 3
MAKE SPECIAL OLYMPICS MORE FAMILIAR TO EVERYONE

- E3.1 TELLING MORE PEOPLE ABOUT SPECIAL OLYMPICS
  Find out more

- E3.2 BUILD ON GLOBAL SPECIAL OLYMPICS EVENTS
  Find out more

- E3.3 PROMOTE EVENTS RUN BY OTHER ORGANIZATIONS
  Find out more

- E3.4 PROMOTE ATHLETE LEADERS
  Find out more

- E3.5 TO E3.7 PROMOTE LOCAL ACTIVITIES
  Find out more
E3.1 TELLING MORE PEOPLE ABOUT SPECIAL OLYMPICS
SOCIAL MEDIA

At Level 1
A Program:
» has good social media posts that tell stories about athletes and sporting events

At Level 2
A Program:
» has a professional social media channel or website
» uses social media to support their work and their marketing plan

At Level 3
A Program:
» has social media or a website that the public uses - for example to make online donations.
» uses information from social media to support its marketing.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 3.1
At Level 1
A Program gets stories in the media for one or more:
» big event
» competition
» campaign.

At Level 2
A Program gets stories in the media every 3 months for:
» one big event
» competition
» campaign

At Level 3
A Program gets stories in the media all year round.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Enabler 3.1
E3.1 TELLING MORE PEOPLE ABOUT SPECIAL OLYMPICS
WORKING WITH OTHER ORGANIZATIONS

At Level 1
A Program:
gets support from marketing or media professionals.

At Level 2
A Program:
gets professional help from a marketing company or a media company such as a TV station or newspaper.

At Level 3
A Program:
has an official agreement with one or more marketing or media organizations.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 3.1
E3.1 TELLING MORE PEOPLE ABOUT SPECIAL OLYMPICS
SPECIAL OLYMPICS BRAND

At Level 1
A Program:
» uses the Special Olympics branding:
  » on its website and social media
  » on printed materials such as banners and t-shirts.

At Level 2
A Program:
» carries out research to understand how well know Special Olympics brand is compared to other brands
» uses Special Olympics branding on its website and printed materials such as staff uniforms at Program and local level

At Level 3
A Program:
» always uses Special Olympics branding and promotes Special Olympics at every level of the Program.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1 At Level 2 At Level 3

Enabler 3.1
E3.2 BUILD ON GLOBAL SPECIAL OLYMPICS EVENTS
PROMOTE GLOBAL EVENTS

At Level 1
A Program:
» promotes Special Olympics using information about global Special Olympics events such as World Games.

At Level 2
A Program:
» runs its own campaign with information about one or more global Special Olympics events every year.

At Level 3
A Program:
» has a long-term plan for promoting Special Olympics based on Special Olympics global events and campaigns.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1
At Level 2
At Level 3

Enabler 3.3
E3.3 PROMOTE EVENTS RUN BY OTHER ORGANIZATIONS
PROMOTING SPECIAL OLYMPICS AT DIFFERENT EVENTS

At Level 1
A Program takes part in events with other organizations to promote Special Olympics.

At Level 2
A Program has one or more agreements with an event organizer to promote Special Olympics at their events.

At Level 3
A Program:
» has agreements with lots of event organizers
» can promote Special Olympics to everyone including people with ID at a national event or regional event.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

Enabler 3.4
E3.4 PROMOTE ATHLETE LEADERS
GET SUPPORT FROM CELEBRITIES

At Level 1
A Program has one or more celebrities working with an athlete leader to promote Special Olympics one or more times a year.

At Level 2
A Program has two or more celebrities working with an athlete leader to promote Special Olympics three or more times a year.

At Level 3
A Program has two or more celebrities working with an athlete leader to promote Special Olympics all year round.

WHICH LEVEL IS YOUR PROGRAM AT?

Enabler 3.4
### E3.4 Promote Athlete Leaders

**Promote Athlete Successes**

**At Level 1**
A Program uses social media to tell everyone about athlete successes.

**At Level 2**
A Program uses athlete leaders as spokespeople and gets a lot of media coverage of athlete leaders.

**At Level 3**
A Program works closely with TV, radio and online news companies to promote the successes of athletes and athlete leaders. For example, make a documentary about athletes or a news item or bulletin.

### Which Level is Your Program At?

- At Level 1
- At Level 2
- At Level 3

[Enabler 3.5](#)
E3.5 TO E3.7 PROMOTE LOCAL ACTIVITIES
HOW MUCH PROMOTION CAN PROGRAMS DO?

At Level 1
A Program makes sure Special Olympics Clubs have basic training and information to promote local activities.

At Level 2
A Program has a plan to support Special Olympics Clubs to promote their work locally.

At Level 3
A Program works with funding or media organisations to support Special Olympics Clubs to promote their work locally.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Enabler 4
ENABLER 4
PROMOTE EXCELLENCE

E4.1 Unified Leadership
Find out more

E4.2 GETTING MORE LEADERS
Find out more

E4.3 BOARD OF DIRECTORS
Find out more

E4.4 VOLUNTEERS AND STAFF
Find out more

E4.5 BETTER QUALITY
Find out more

E4.6 FEEDBACK AND USING INFORMATION
Find out more

E4.7 USEFUL INFORMATION AND WAYS OF WORKING
Find out more

E4.8 WORKING TOGETHER
Find out more
E4.1 UNIFIED LEADERSHIP
UNIFIED LEADERSHIP APPROACH

At Level 1
A Program:
» runs **Unified Leadership training**
  for:
  • staff
  • boards
  • volunteers
» gets **Program leaders**
  to find **jobs** for **athlete leaders**.

At Level 2
A Program runs **training** about
**Unified Leadership approach**
for **other organizations**.
The training to other organizations is led by athletes or by athletes supported by staff.

At Level 3
A Program:
» promotes Unified Leadership at
  events run by other organizations.

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1 [ ]
At Level 2 [ ]
At Level 3 [ ]
Enabler 4.2
E4.2 GETTING MORE LEADERS
TRAINING STAFF AND VOLUNTEERS

At Level 1
A Program makes sure all staff and volunteers get basic training about their jobs.

At Level 2
A Program trains staff and volunteers on ways to run the Program and make it better.

At Level 3
A Program gives staff and volunteers the chance to be experts that support the organization to get better.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3  Enabler 4.3
E4.3 BOARD OF DIRECTORS
FINDING NEW BOARD MEMBERS

At Level 1
A Program:
» finds new board members
» trains the board members so they can support the Program for a long time.

At Level 2
A Program:
» checks the backgrounds and skills of the board members
» finds new members to make the board more diverse and more skilled

At Level 3
A Program works with other organizations to find new board members with different backgrounds and the right skills.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3  Enabler 4.3
E4.3 BOARD OF DIRECTORS
SUPPORTING BOARD MEMBERS TO MANAGE PROGRAMS

At Level 1
A Program:
» has board members that go to meetings and events.
» runs different committees so that the Program has better support.

At Level 2
A Program:
» has a board that supports the Program
» has committees that often hold meetings
» has written annual goals.

At Level 3
A Program:
» has a board that guides the Program and brings in funding.
» has board members sitting on one or more committees to better support the needs of the Program.

WHICH LEVEL IS YOUR PROGRAM AT?

Which level is your program at?
At Level 1  At Level 2  At Level 3

Enabler 4.3
E4.3 BOARD OF DIRECTORS
SUPPORTING BOARD MEMBERS TO BE LEADERS

At Level 1
A Program:
» makes sure board members get the training they need
» makes sure board members can work with other members.

At Level 2
A Program:
» has one big meeting every year for board members and supports them to get leadership training.

At Level 3
A Program:
» reviews board members every year
» has a plan to find new leaders.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Enabler 4.4
E4.4 VOLUNTEERS AND STAFF
WORKING WITH FAMILIES

At Level 1
A Program:
» has **basic information** about families
» gives families the chance to do **one or more training course** every year.

At Level 2
A Program:
» asks families to share their ideas for making the Program bigger and better
» offers **three or more training opportunities** or families each year.

At Level 3
A Program:
» has **family members** who are leaders at all levels of the Program
» runs a programme of **training sessions** and
» holds **meetings** for families.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1  At Level 2  At Level 3

Enabler 4.4
E4.4 VOLUNTEERS AND STAFF
EQUALITY AND INCLUSION FOR ALL

At Level 1
A Program:
» has a policy that promotes equality for everyone

At Level 2
A Program:
» does everything in a fair way
» promotes equality and inclusion in other organizations

At Level 3
A Program:
» leads on equality and inclusion issues
» is respected for its work on equality at a national or regional level.
» shows others how to be inclusive

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Menu

Enabler 4.4
E4.4 VOLUNTEERS AND STAFF
FINDING MORE VOLUNTEERS

At Level 1
A Program:
» finds more volunteers either online or at events
» often runs training courses for volunteers.

At Level 2
A Program:
» a system for finding new volunteers
» a plan for keeping volunteers.

At Level 3
A Program:
» works with organizations and businesses to find new volunteers.
» keeps or increases the number of volunteers every year.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 4.4
E4.4 VOLUNTEERS AND STAFF
REWARDING VOLUNTEERS

At Level 1
» A Program gives a **basic reward** to:
» Staff
» Volunteers
» Coaches
For example, a **Thank You Letter**.

At Level 2
A Program has a way to **recognise** the **good work** of staff, volunteers, and coaches.
For example, **awards** and special events.

At Level 3
A Program:
» works with **organizations** to give **certificates** to **volunteers** and staff who do good work.
» has staff and volunteers that stay involved in its work for a long time

WHICH LEVEL IS YOUR PROGRAM AT?
At Level 1 At Level 2 At Level 3

Enabler 4.4
At Level 1
A Program:
» has **written job descriptions** for **key workers** and lead **volunteer roles**.

At Level 2
A Program:
» **sets goals** for **staff or workers** every year
» **checks** how **key workers** and **volunteers** are doing in their roles.

At Level 3
A Program:
» has a way to support workers to get more skills

**Elements in an Ideal Volunteer Job Description**
- Job Title
- Supervisor
- Goal or purpose of job
- Major responsibilities
- Time commitment
- Qualifications (Required, Desired)
- Work location
- Benefits to volunteer
- Date of job description or re-design

**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1
At Level 2
At Level 3

**Enabler 4.5**
E4.5 BETTER QUALITY
MANAGING EVENTS

At Level 1
A Program:
» has competitions and non-sports activities run by trained volunteers who understand what their job is.
» sign-ups and trains volunteers on the same day as an event

At Level 2
A Program:
» signs up and trains volunteers for events in advance
» signs up families, journalists and guests to attend events.
» asks everyone who takes part for feedback about the events they run.

At Level 3
A Program:
» holds events run by experienced teams who train new volunteers to do key jobs
» gets feedback from volunteers and everyone who takes part to make events better
» works with volunteers to support the event using social media.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Enabler 4.6
### E4.6 FEEDBACK AND USING INFORMATION

#### REPORTING ON INFORMATION

**At Level 1**
A Program reports information on time and the right information for:
- Census
- Policy Survey
- World Games sign ups
- Grants and funding.

**At Level 2**
A Program:
- Often reports information about grants before the deadline
- Uses this information to write an annual plan.

**At Level 3**
A Program:
- Collects information to support decision-making.
- Regularly checks its plans.

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**WHICH LEVEL IS YOUR PROGRAM AT?**

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**Enabler 4.7**
# E4.7 USEFUL INFORMATION AND WAYS OF WORKING

## MANAGING FINANCES

### At Level 1
A Program:
- has someone who manages and organizes Program money
- has financial statements that are often checked.

### At Level 2
A Program:
- **checks** and keeps track of how much money the organization has
- checks and updates policies about dealing with money.

### At Level 3
A Program:
- manages its accounts every month

---

**WHICH LEVEL IS YOUR PROGRAM AT?**

<table>
<thead>
<tr>
<th>At Level 1</th>
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**Raising Over $2.4 Million for Maryland Athletes**

*The image shows a group of people holding a check, and there is a text about raising funds for athletic programs. The full text is not visible in the image.*

---

**Menu**

*The menu includes options for 'Next' and 'Previous.'*
At Level 1
A Program:
» writes a detailed one-year plan in line with the Special Olympics plan.

At Level 2
A Program:
» writes a long term plan in line with the Special Olympics plan

At Level 3
A Program:
» often reviews its one-year plan and long-term plans
» updates the plan if needed.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1 At Level 2 At Level 3

Enabler 4.7
E4.7 USEFUL INFORMATION AND WAYS OF WORKING

BUDGET

At Level 1
A Program:
» sets a budget that is closely in line with the Program annual plan.
» has a budget that is approved by the Board of Directors.

At Level 2
A Program:
» has **enough money** to run for **three months**
» has a **long-term budget**.

At Level 3
A Program:
» has **enough money** to run for **six months**

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3

Enabler 4.7
### E4.7 USEFUL INFORMATION AND WAYS OF WORKING

#### MANAGING RISK

**At Level 1**
A Program:
- has a **basic risk assessment**
- writes a **plan** to sort out **risks** and carry out checks at **sports venues**.
- runs **basic risk assessment training** for **staff and volunteers**.

**At Level 2**
A Program:
- has a **risk assessment** which looks at
  - **safeguarding**
  - **managing medical support at events**.
- has a **risk management plan**.
- has **basic insurance**

**At Level 3**
A Program:
- **writes and manages** a **risk management policy**
- **supports risk management** at events by working with:
  - legal organizations
  - fire organizations
  - security services
- runs **risk management training** for all event organizers at venues.

**WHICH LEVEL IS YOUR PROGRAM AT?**

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**Enabler 4.7**
E4.8 WORKING TOGETHER
KEEPING IN TOUCH WITH ATHLETES, STAFF AND VOLUNTEERS

At Level 1
A Program:
» often keeps in touch with all athletes, staff and volunteers
» keeps in touch with Special Olympics Region.

At Level 2
A Program:
» keeps in touch using social media and chat groups
» works with leaders from other Programs to keep in touch and learn from each other.

At Level 3
A Program:
» has different ways for staff and volunteers to work with each other on different projects.

WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1
At Level 2
At Level 3
To learn more about the PQS please contact sfenichel@specialolympics.org