



SPECIAL OLYMPICS  
**PROGRAM QUALITY  
STANDARDS (PQS)**

# PROGRAM QUALITY STANDARDS INTRO

Special Olympics is a global organization that runs more than two hundred and twenty countries around the world.

Every country that is part of Special Olympics is known as a Program. For example, Special Olympics Belgium.

The Program Quality Standards or PQS support 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 follow a new Special Olympics 2021 to 2025 plan which has 3 parts:

1. Better and more local activities
2. Give athletes and leaders the power to make change and difference in the world
3. Work in ways that include everyone





# PROGRAM QUALITY STANDARDS INTRO

The PQS support:

- » 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 offers activities in. For example:

- » sport
- » health
- » athlete leadership



These groups should use the PQS to plan and make Programs better:

- » National Directors
- » Chief Executive Officers
- » Program Boards of Directors
- » Athlete and Youth Leadership groups
- » Family Leadership groups



The PQS can support Programs to:

- » write a new 12-month plan
- » write new plans for 3 years or more
- » make their plans better.



# PROGRAM QUALITY STANDARDS INTRO

The PQS are important for Special Olympics **Athletes** and **Programs** because they:

- » help Programs grow and improve
- » help Programs to be honest when they evaluate their work
- » include athletes to plan what Programs should do next.
- » better Program means athletes can have better experiences



The PQS are important for Special Olympics **Leaders** because they:

- » help new leaders and Program team members learn about Program
- » help leaders develop plans to grow and improve the Program
- » can help Programs celebrate when they reach new higher standards



The PQS are important for Special Olympics **Movement** because they:

- » support the Special Olympics movement to reach the highest standards
- » get all the Programs around the world to grow and be better





# PROGRAM QUALITY STANDARDS INTRO

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 every Program:

- » large Programs
- » medium Programs
- » small Programs
- » new Programs
- » Programs that have been running for years

**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.

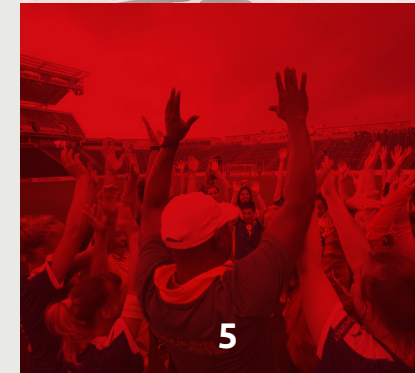
**At Level 2**  
A local Program should be run by a committee or a group of people with special roles.

**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

Next Previous



# 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**

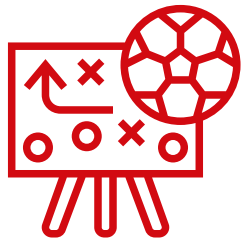


## ENABLER 4

**DRIVE  
EXCELLENCE**







## STRATEGY 1

# BETTER ACTIVITIES AND MORE LOCAL ACTIVITIES



How many quality standards has your Program reached at each level?

Level 1

Level 2

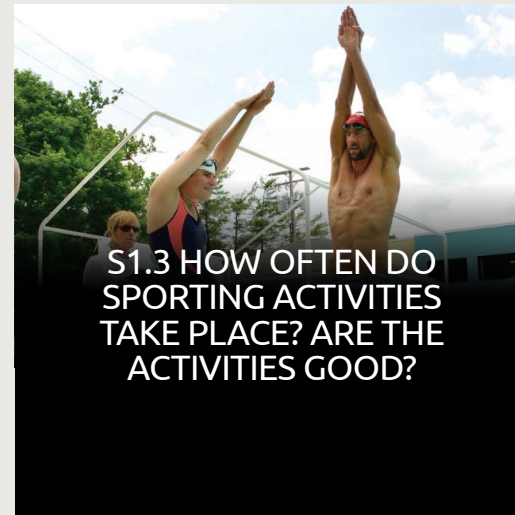
Level 3



S1.1 LOCAL WORK



S1.2 TRAINING FOR COACHES



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



S1.4 WORK WITH LOCAL ORGANIZATIONS



S1.5 HEALTH AND WELLBEING

# S1.1 LOCAL WORK

## HOW DO LOCAL PROGRAMS WORK?

### At Level 1

A local **Program** has a team of **three 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** is run by a **committee** or a **group of people** with special roles.



### At Level 3

A local **Program**:

- » 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





# S1.1 LOCAL WORK

## FIND AND KEEP ATHLETES AND UNIFIED PARTNERS

### At Level 1

a Program:

- » 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:

- » 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:

- » keeps **ninety per cent** of athletes and Unified partners every year.

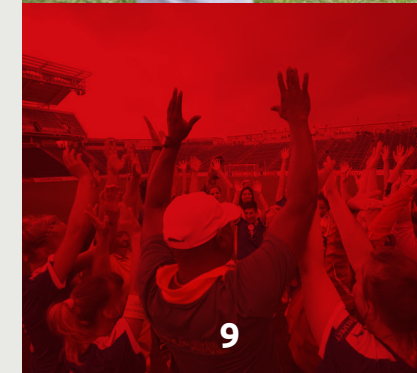


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



# S1.1 LOCAL WORK

## FIND AND KEEP NEW COACHES

### At Level 1

a Program:

- » invites **new coaches**
- » keeps track of the **number of coaches** who stay on every year



### At Level 2

a Program:

- » finds **qualified coaches** at
  - » local sports organizations
  - » schools and colleges.
- » keeps **seventy five percent** of coaches every year.



### At Levels 3

a Program:

- » keeps **ninety percent** of coaches every year.



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# S1.1 LOCAL WORK

## SUPPORT FOR ATHLETE LEADERS AND UNIFIED LEADERSHIP

### At Level 1

- » **Athlete leaders** 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:

- » include an **athlete leader**
- » make sure **athlete leaders** are included, supported to **make decisions** and **take part in activities**.



### At Level 3

#### Athlete leaders take part in **local activities** such as:

- » write timetables for training courses
- » communication
- » fundraising.

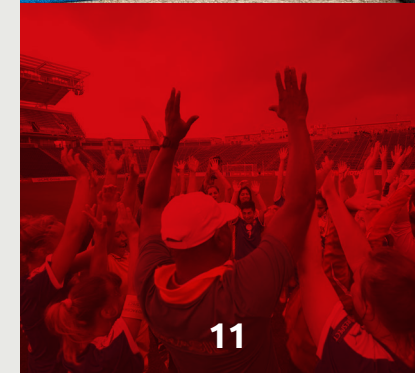


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



# S1.2 TRAINING FOR COACHES

## BETTER TRAINING FOR COACHES

### At Level 1

A Program:

- » 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 make sure:

- » coaches 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
- » **seventy percent** of its coaches have an approved coaching qualification.



### At Level 3

A Program:

- » trains coaches to a national standard or the Global Coach Education System.
- » has **ninety percent** of its coaches with an approved coaching qualification.



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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.**

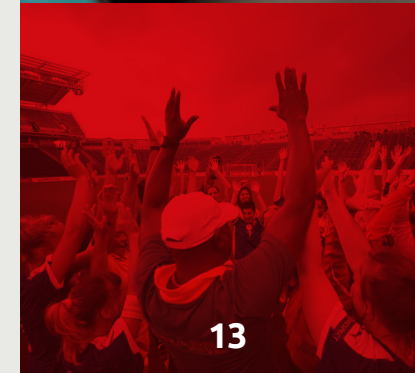


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



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

## UNIFIED SPORTS

### At Level 1

A Program offers:

- » **One** Unified Sports model in **one or more** types of sports.
- » Unified Sports activities to **five percent** of all athletes.

The Unified Sports could be offered:

- » at a school
- » at a university
- » at a community center



### At Level 2

A Program offers:

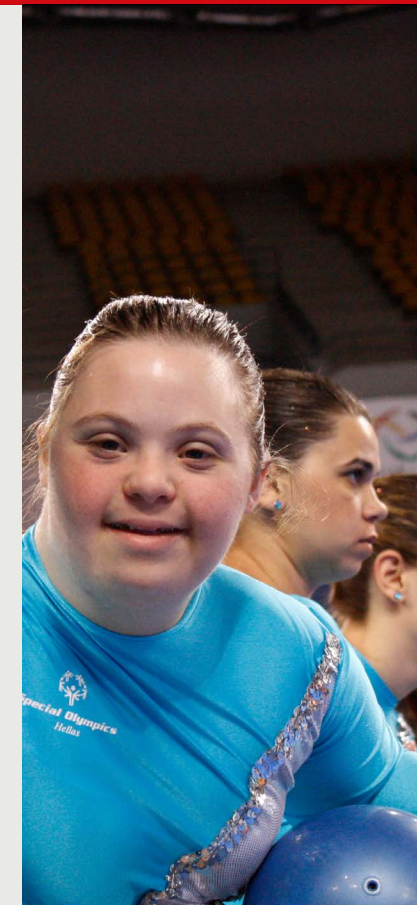
- » **2** Unified Sports **Models** in **2 sports at 2 different places** such as school, university or in the community with friends
- » Unified Sports activities to **ten percent** of all athletes.



### At Level 3

A Program offers:

- » **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.

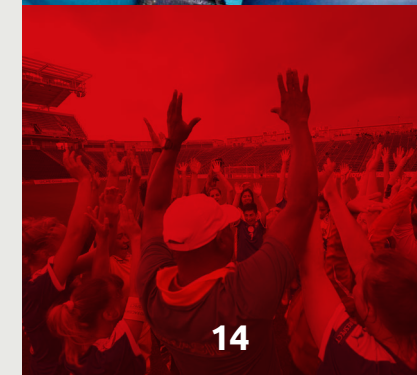


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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 to reach the complete athlete development model.

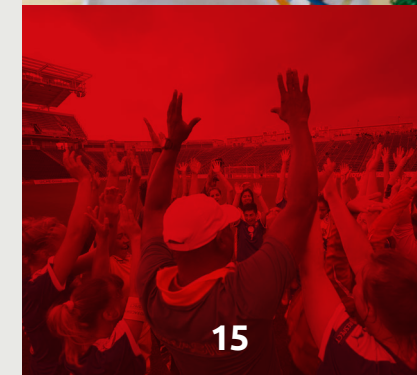


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



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

## NUMBER OF TRAINING OPPORTUNITIES FOR ATHLETES AND PARTNERS

### At Level 1

A Program:

- » offers **all athletes and partners one** or more training session every week in each sport during that sport season
- » every training session is with a coach and lasts **sixty minutes**



### At Level 2

A Program:

Offers **fifty percent** of athletes and partners:

- » one or more training session with a coach every week during the sport season
- » another training or fitness session with a coach or explained by coach



### At Level 3

A Program:

Offers **seventy five percent** of athletes and partners:

- » one or more training session with a coach every week during the sport season
- » another training or fitness session with a coach or explained by coach



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





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

## BETTER EQUIPMENT AND FACILITIES

**At Level 1**  
Sporting activities take place:

- » using **basic facilities, equipment and sports clothing**
- » following **safety rules.**



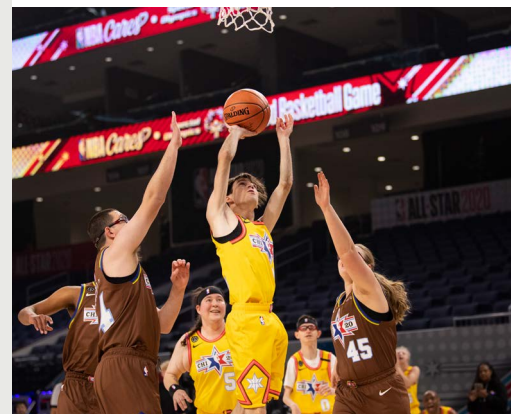
**At Level 2**  
Sporting activities take place using:

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



**At Level 3**  
Sporting activities 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



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

## NUMBER OF COMPETITIONS FOR ATHLETES AND PARTNERS

### At Level 1

**Athletes and partners** can take part in:

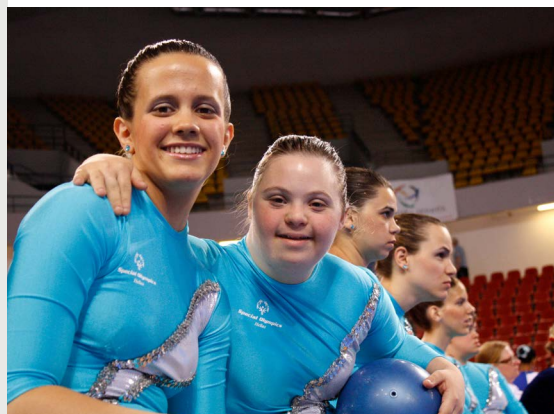
- » **one competition** in every sport the Program offers every year.
- » **one competition** that takes place online.



### 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.

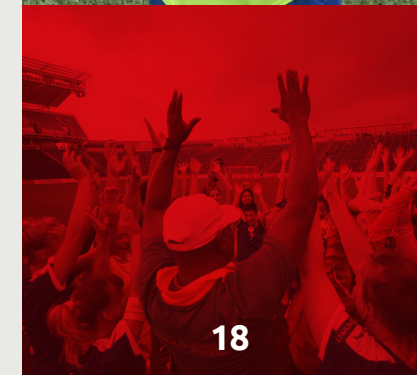


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# S1.3 HOW OFTEN DO SPORTING ACTIVITIES TAKE PLACE? ARE THE ACTIVITIES GOOD? BETTER COMPETITIONS

## At Level 1

### A Competition manager:

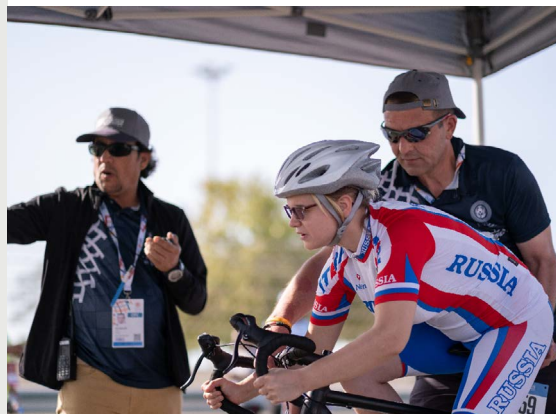
- » makes sure all competitions follow **Special Olympics Sports Rules**.
- » sends out **timetables** before all competitions start.



## At Level 2

### All sports technical officials:

- » 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.

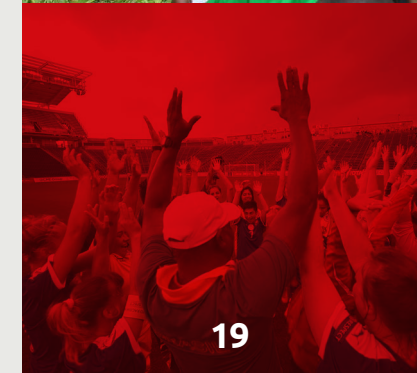


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



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

## WORKING WITH YOUNG ATHLETES

### At Level 1

A Program:

- » 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:

- » 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:

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

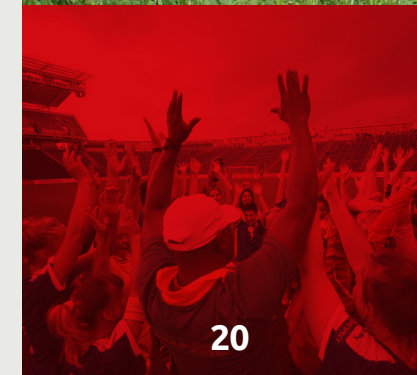


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# S1.4 WORK WITH LOCAL ORGANIZATIONS

## WORKING WITH LOCAL SPORTS ORGANIZATIONS

### At Level 1

A Program:

- » works with **sports organizations** to support **high-quality sports training** and **competitions**.



### At Level 2

A Program 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



# S1.5 HEALTH AND WELLBEING

## PROMOTING FITNESS

### At Level 1

A Program tells 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 health and fitness 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 fitness.



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# S1.5 HEALTH AND WELLBEING

## BETTER FITNESS SESSIONS

### At Level 1

**Coaches** use their knowledge to make sure **sports training** include:

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



### At Level 2

**Coaches** or **fitness coaches** make sure **sports trainings** include:

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



### At Level 3

A Program 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



# S1.5 HEALTH AND WELLBEING

## HEALTHY EATING AND WELLNESS

### At Level 1

**Sports venues** and spaces 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





# 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 fitness activities online or using an app.
- » set up a **follow-up care service** with hospitals and clinics if an **athlete needs more care.**

### At Level 2

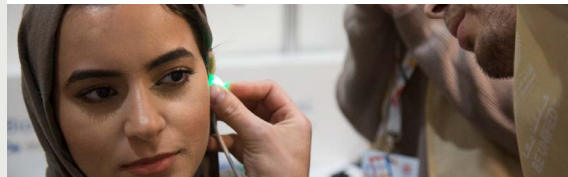
A Program:

- » offers **three** or more **Health Athletes** screening such as
  - sight • feet
  - hearing • teeth.
- » holds two of the following online activities every year:
  - **Family Health Forum**
  - virtual **Healthy Athletes**
  - keeping track of fitness activities online or using an app.

### At Level 3

A Program:

- » offers healthy screening events online or in-person in all areas of Special Olympics health: eyes, hearing, feet, teeth, diet, emotions, fitness and health.
- » holds **three extra online activities** every year. For example:
  - Family Health Forum,
  - keeping track of your fitness online or using an app.



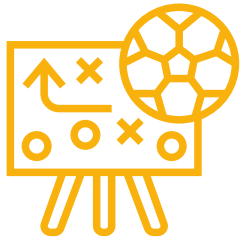
**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





## STRATEGY 2

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



S2.1 SKILLS AND KNOWLEDGE



S2.2 UNIFIED SCHOOLS



S2.3 JOBS FOR ATHLETES IN SPECIAL OLYMPICS



S2.4 TRAINING ATHLETES AND YOUNG PEOPLE



How many quality standards has your Program reached at each level?

Level 1

Level 2

Level 3





# 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 **university** 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



# 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.

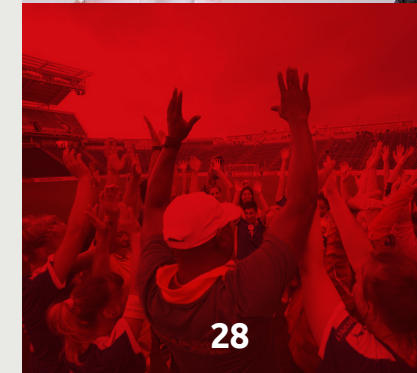


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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 disabilities 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

# 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?**

At Level 1

At Level 2

At Level 3





# S2.4 TRAINING ATHLETES AND YOUNG PEOPLE

## ATHLETE LEADERS AND YOUTH LEADERS AS SPOKESPEOPLE

### At Level 1

A Program:

- » 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.



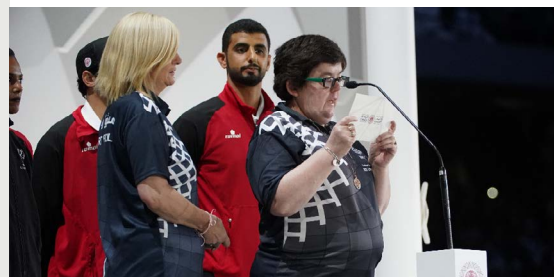
### At Level 2

A Program:

- » 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:

- » 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



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



# S2.4 JOBS FOR ATHLETES

## YOUTH LEADERSHIP

### At Level 1

A Program:

- » 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 and activities in the Program.



**WHICH LEVEL IS YOUR PROGRAM AT?**

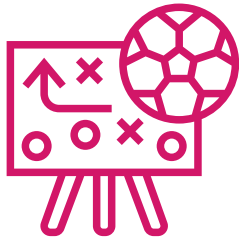
At Level 1

At Level 2

At Level 3







## STRATEGY 3

# MORE WAYS OF WORKING AND ACTIVITIES FOR EVERYONE



How many quality standards has your Program reached at each level?

**Level 1**

**Level 2**

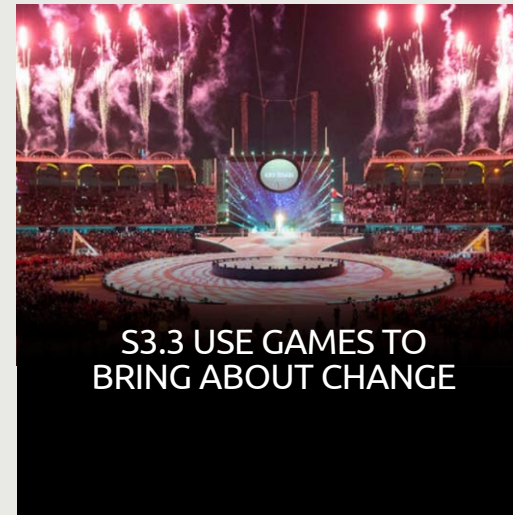
**Level 3**



S3.1 MAKING CHANGES AT A HIGH LEVEL



S3.2 ORGANIZATIONS THAT INCLUDE EVERYONE



S3.3 USE GAMES TO BRING ABOUT CHANGE



# S3.1 MAKING CHANGES AT A HIGH LEVEL

## WORKING WITH GOVERNMENT - FOR SOME PROGRAMS ONLY

### At Level 1

A Program:

- » understands how governments are run
- » is in contact with government departments
- » **has** government officers going to Special Olympics **events** or Special Olympics **meetings**.



### At Level 2

A Program:

- » works 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





# S3.1 MAKING CHANGES AT A HIGH LEVEL

## WORKING WITH GOVERNMENT AND PUBLIC ORGANIZATIONS

### At Level 1

A Program:

- » has **one or more partnership** 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:

- » has **2 or more partnerships** with different **government** and **public organizations** that do similar work to Special Olympics.



### At Level 3

A Program:

- » 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



# 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





# 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



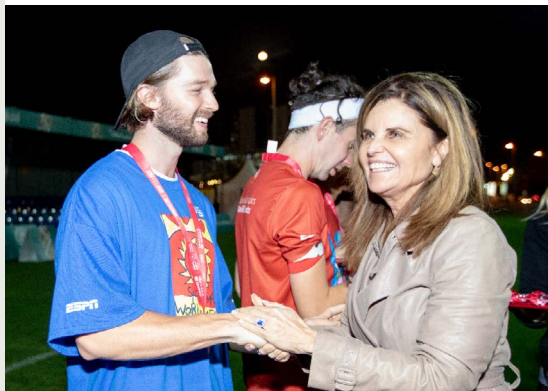
# S3.2 ORGANIZATIONS THAT INCLUDE EVERYONE

## QUALITY OF PROGRAM GAMES

### At Level 1

Program Games:

- » run on time
- » run using **Special Olympics General Rules**
- » have 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 Level 3

Program Games:

- » 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?**

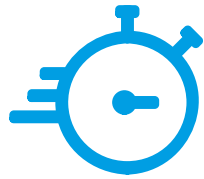
At Level 1

At Level 2

At Level 3







## ENABLER 1

# PUTTING SPECIAL OLYMPICS WORK ONLINE



How many quality standards has your Program reached at each level?

Level 1

Level 2

Level 3

**E1.1 USING SOCIAL MEDIA AND VIDEO TECHNOLOGY**

**E1.2 ONLINE INFORMATION**

**E1.3 MANAGING INFORMATION**

**E1.4 WORKING SAFELY ONLINE**

**E1.5 USING BETTER TECHNOLOGY**



# E1.1 USING SOCIAL MEDIA AND VIDEO TECHNOLOGY

Menu

## KEEPING IN TOUCH WITH SPECIAL OLYMPICS MEMBERS

### At Level 1

A Program:

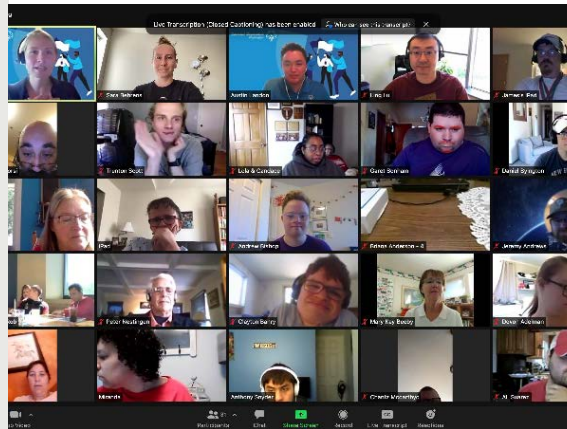
- » **keeps in touch** with members through:
  - email
  - Facebook
  - regular online events



### 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





# 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.



🏆 Suit Up Like A Champion With Shirnel from South Africa! 📺



### At Level 3

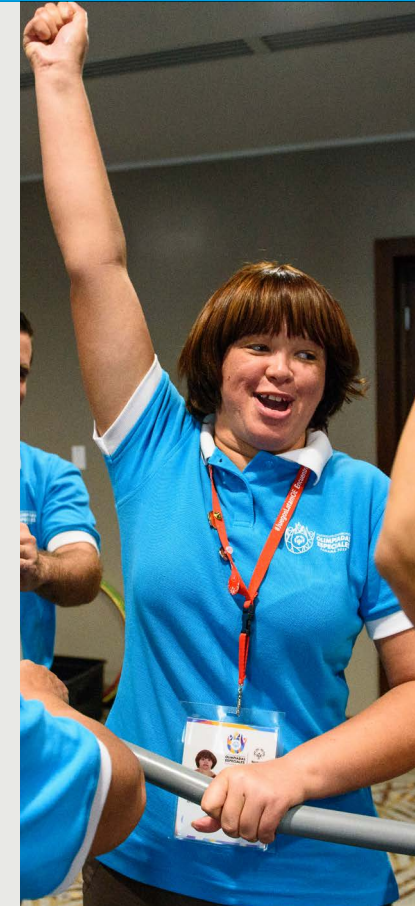
A Program:

- » has staff or an agency that can write new content for their website, social media and newsletters
- » checks to learn if users like the content

Julian Davis  
Marketing Expert

MARKETING &  
COMMUNICATIONS

Join our weekly bootcamp with Julian!



WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1

At Level 2

At Level 3



# E1.3 MANAGING INFORMATION

## MANAGING INFORMATION ABOUT COMPETITIONS

### At Level 1

A Program:

- » uses **spreadsheets** or **databases** to record and **manage information** about **competitions**.



### At Level 2

A Program:

- » uses a **competition management system** to
  - record information about competitions such as **GMS** and **SO Connect**
  - register for **competitions**.



### At Level 3

A Program:

- » uses a real-time online competition management system to record information about competitions such as **GMS** and **SO Connect**
- » makes competition results available online so that local fans and the media can find the results.



**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



# E1.3 MANAGING INFORMATION

## KEEPING IN TOUCH ONLINE

### At Level 1

A Program:

- » knows how many members are connected online
- » 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



29 October 2021

INTRODUCTION TO ATHLETE LEADERSHIP AND UNDERSTANDING LEAD E-LEARNING COURSES

**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 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



# 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:

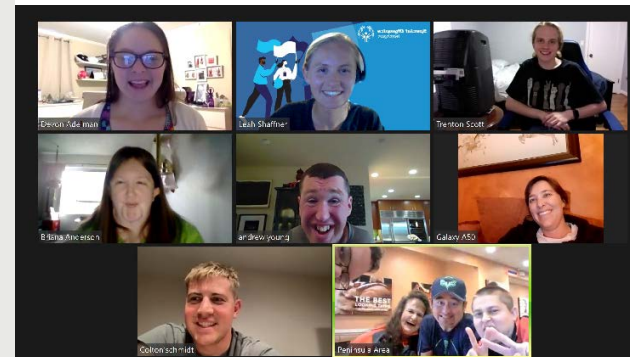
- » stores **information safely**
- » **backs up** and **shares** all **documents, photos** and other files safely



### 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





# 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



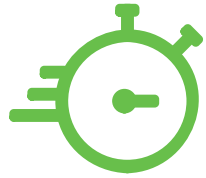
**WHICH LEVEL IS YOUR  
PROGRAM AT?**

At Level 1

At Level 2

At Level 3





## ENABLER 2

# GET MORE FUNDING AND INCOME



How many quality standards has your Program reached at each level?

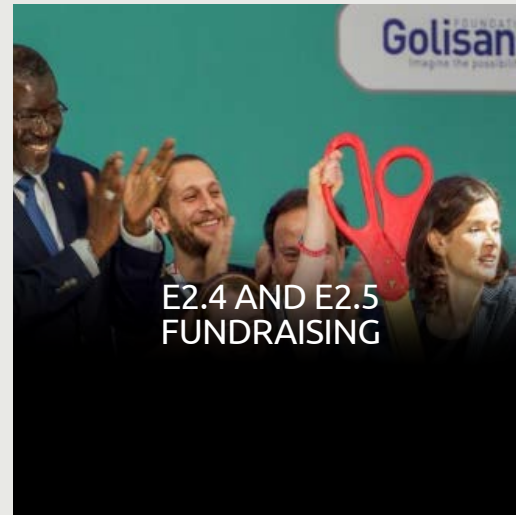
Level 1

Level 2

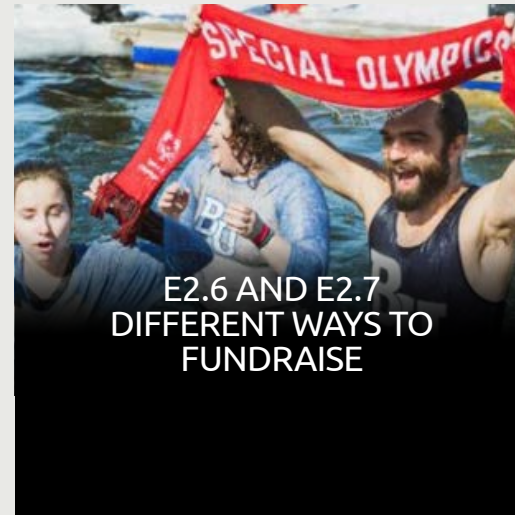
Level 3



E2.1 AND E2.3 WORKING WITH IMPORTANT ORGANIZATIONS



E2.4 AND E2.5 FUNDRAISING



E2.6 AND E2.7 DIFFERENT WAYS TO FUNDRAISE





# 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



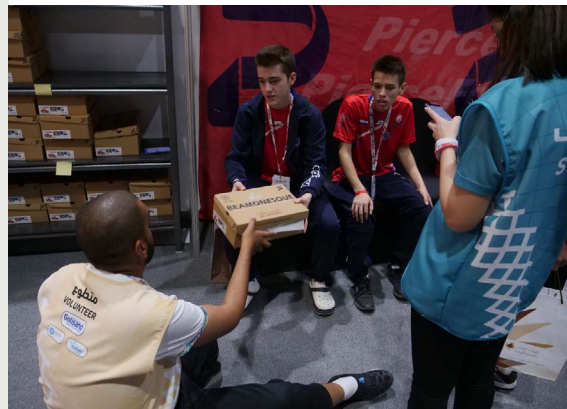
Celebrating the living legacy of inclusion in the 100th Anniversary of Eunice Kennedy Shriver



### 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.

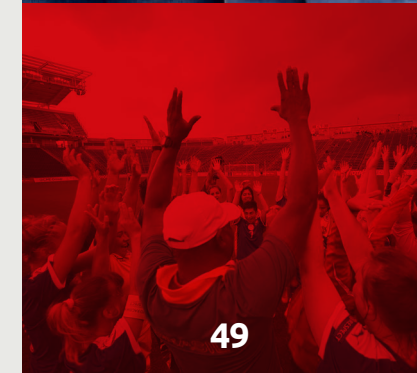


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



# 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 for several years with one or more government department
- » to get ongoing funding for Special Olympics sports or health programming

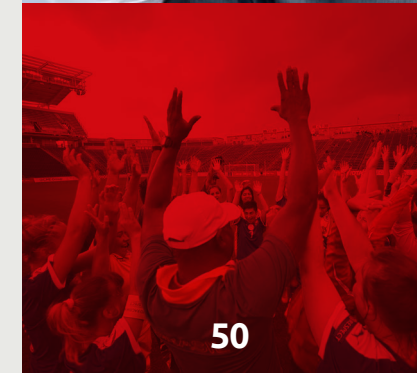


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# E2.4 AND E2.5 FUNDRAISING PLANNING AND FUNDING

## 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
- » **information** to use in fundraising
- » **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

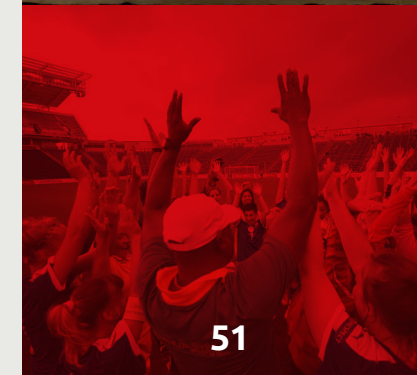


**WHICH LEVEL IS YOUR  
PROGRAM AT?**

At Level 1

At Level 2

At Level 3



# 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





# 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.



#### Before you go

Donate today and get 2X athletes off the sideline

[GIVE NOW](#)

### 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.



Transform a life for as little as \$15 a month and your first gift will be MATCHED!

GIVE MONTHLY | GIVE ONCE

1 CHOOSE A MONTHLY AMOUNT

\$15	\$30	\$50
\$75	\$100	Other

I'll be helping make the Special Olympics a reality.

Your Gift Amount: \$15.38

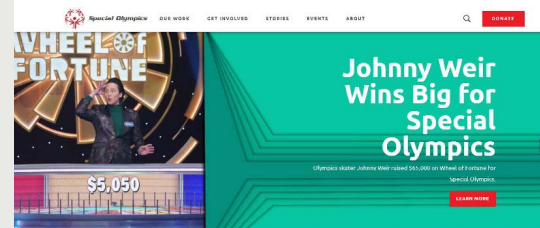
Pay with Card

[CONTINUE TO STEP 2](#)

### 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.



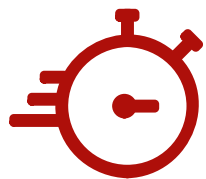
**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





## ENABLER 3

# MAKE SPECIAL OLYMPICS MORE FAMILIAR TO EVERYONE

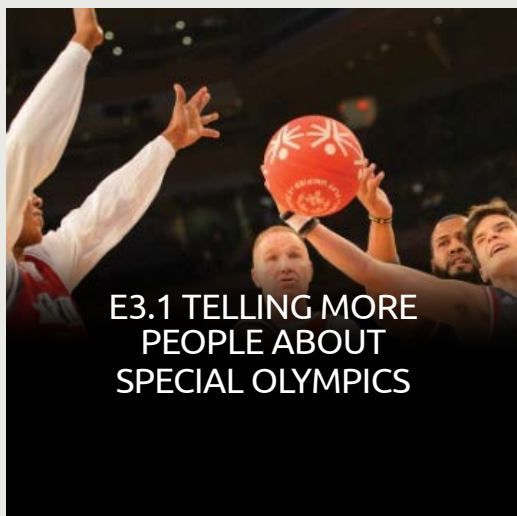


How many quality standards has your Program reached at each level?

**Level 1**

**Level 2**

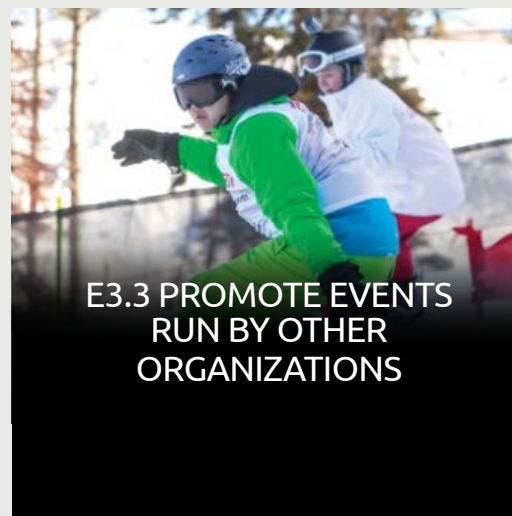
**Level 3**



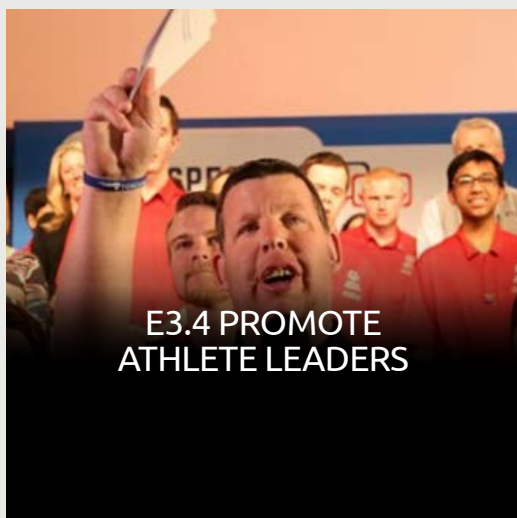
**E3.1 TELLING MORE PEOPLE ABOUT SPECIAL OLYMPICS**



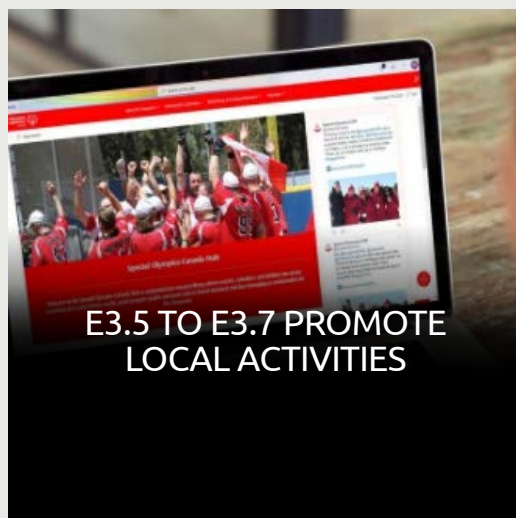
**E3.2 BUILD ON GLOBAL SPECIAL OLYMPICS EVENTS**



**E3.3 PROMOTE EVENTS RUN BY OTHER ORGANIZATIONS**



**E3.4 PROMOTE ATHLETE LEADERS**



**E3.5 TO E3.7 PROMOTE LOCAL ACTIVITIES**



# 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



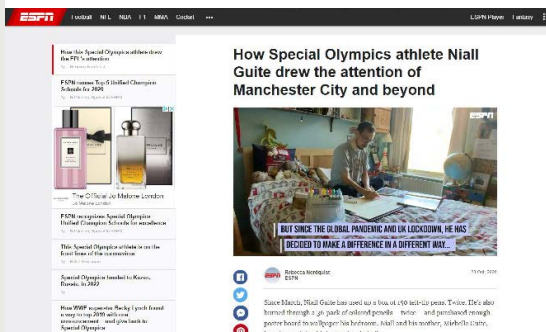
# E3.1 TELLING MORE PEOPLE ABOUT SPECIAL OLYMPICS MEDIA COVERAGE

## 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 **three months** for:

- » **one big event**
- » **competition**
- » **campaign**



## At Level 3

A Program:

Gets **stories in the media** all year round.

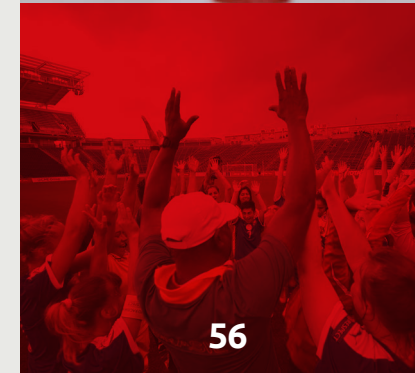


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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



# 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 known **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**.

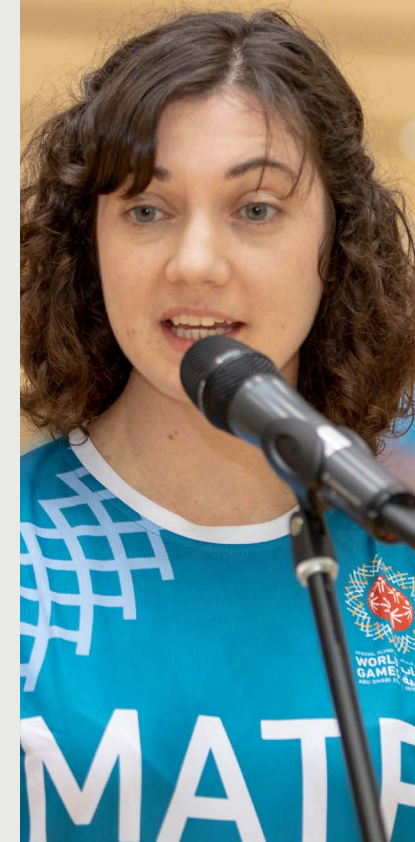


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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



# 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.**

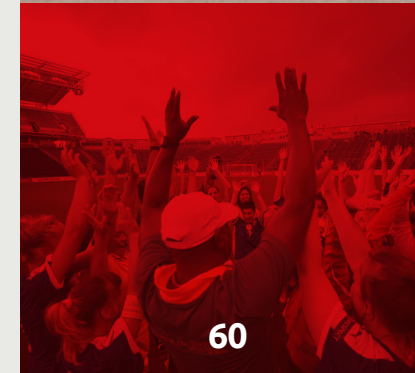


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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:

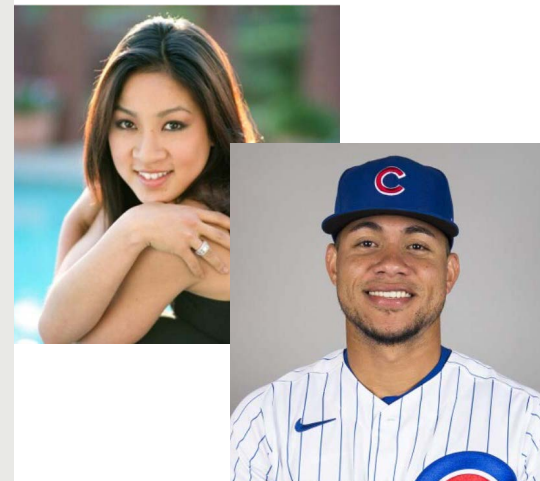
- » has **two or more celebrities** working with an athlete leader to promote Special Olympics **three or more times a year**.



## 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?**

At Level 1

At Level 2

At Level 3



# 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





# 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 organizations** to support **Special Olympics Clubs** to promote their work locally.

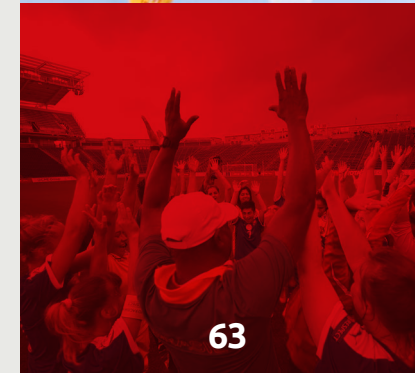


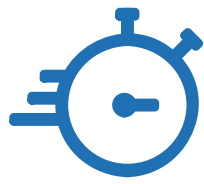
**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





**ENABLER 4**  
**PROMOTE EXCELLENCE**

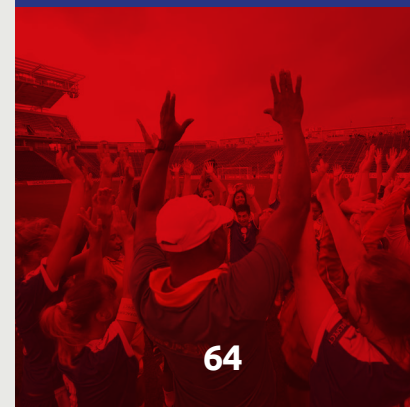
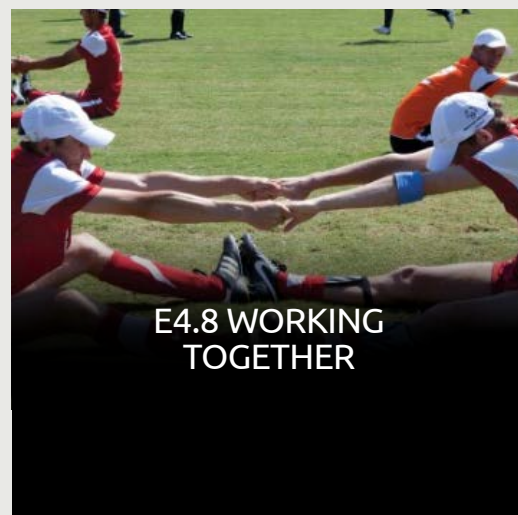
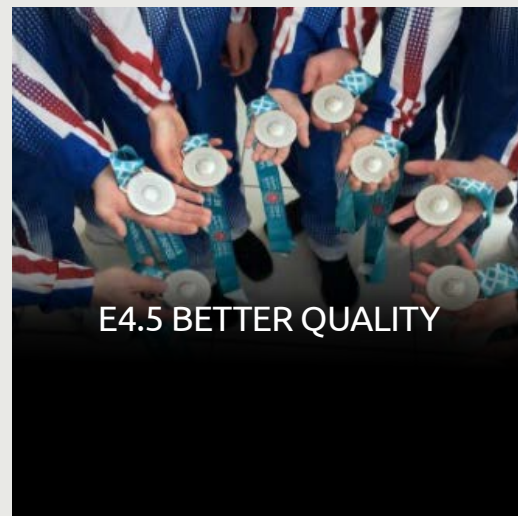
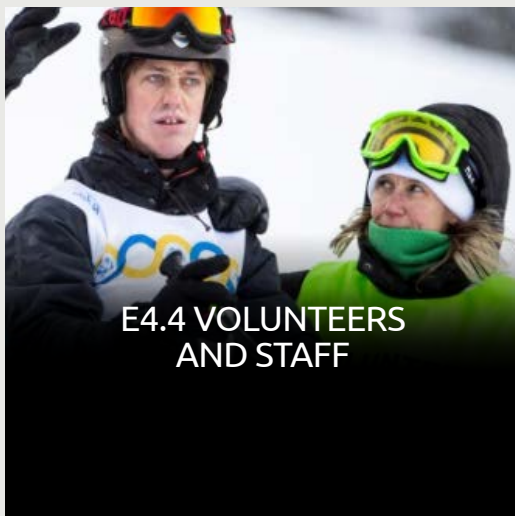
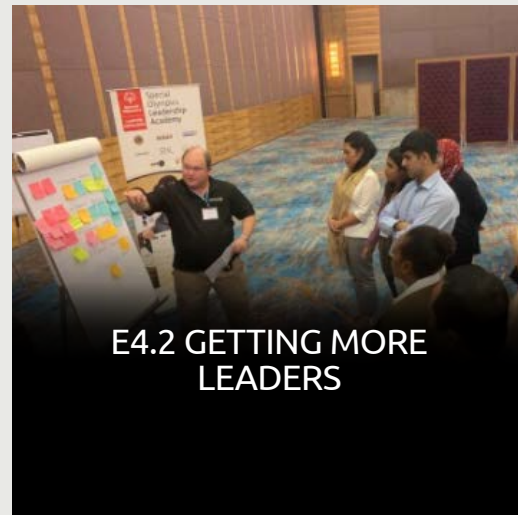


How many quality standards has your Program reached at each level?

**Level 1**

**Level 2**

**Level 3**





# 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



# 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:

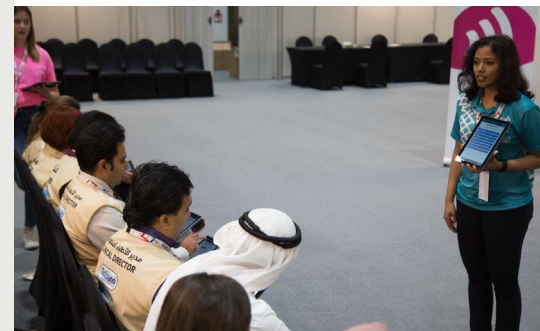
- » **trains staff** and **volunteers** on ways to run the Program and **make it better**.



### At Level 3

A Program:

- » gives **staff** and **volunteers** the chance to be experts that **support the organization** to get better.

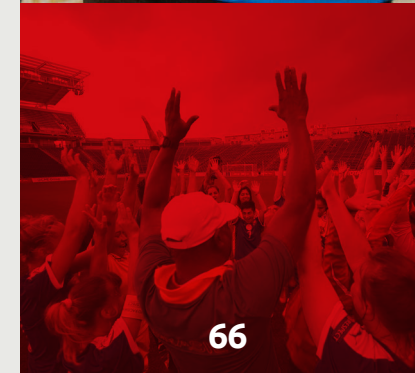


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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



# 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?**

At Level 1

At Level 2

At Level 3





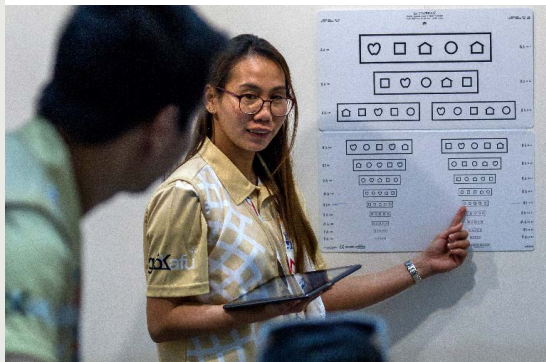
# E4.3 BOARD OF DIRECTORS

## 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**.

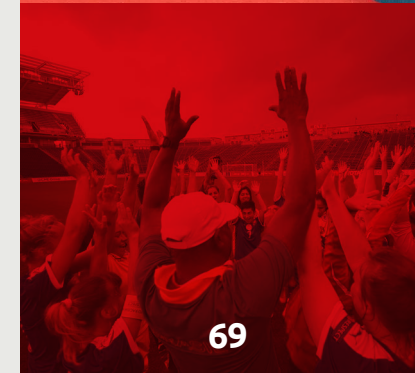


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3



# 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





# 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



# 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 has:

- » 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





# 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 **recognize** 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



# E4.4 VOLUNTEERS AND STAFF

## STAFF PERFORMANCE

### 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 design or re-design



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# 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



# 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.

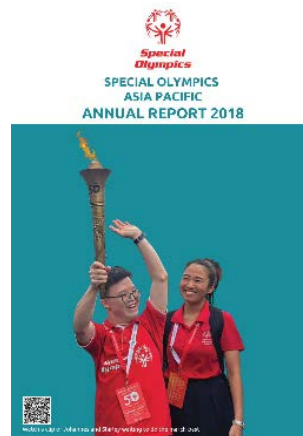
Why is Census important?



## 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**.



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# E4.7 USEFUL INFORMATION AND WAYS OF WORKING

## MANAGING FINANCES

Menu

### 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:

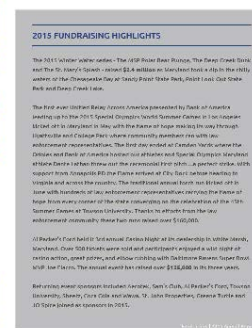
- » **checks** and keeps track of how much money the organization has
- » **checks and updates** policies about dealing with **money**.



### At Level 3

A Program:

- » **manages its accounts** every month



WHICH LEVEL IS YOUR PROGRAM AT?

At Level 1

At Level 2

At Level 3



# E4.7 USEFUL INFORMATION AND WAYS OF WORKING PLANNING

## 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 oneyear plan and longterm plans
- » **updates** the plan if needed.



**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





# E4.7 USEFUL INFORMATION AND WAYS OF WORKING BUDGET

## At Level 1

A Program:

- » sets a budget that closely follows 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



# 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?**

At Level 1

At Level 2

At Level 3





# 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.**

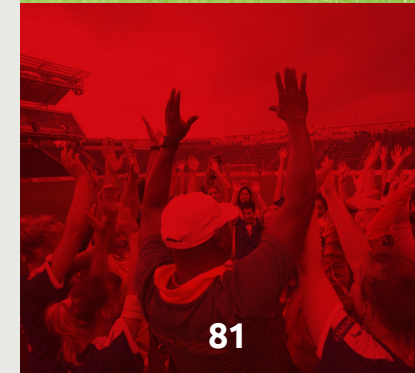


**WHICH LEVEL IS YOUR PROGRAM AT?**

At Level 1

At Level 2

At Level 3





## FIND OUT MORE

To learn more about the PQS please contact [sfenichel@specialolympics.org](mailto:sfenichel@specialolympics.org)

2022

This document was made in 2022.