



## **Special Olympics Michigan**

### **COACH/CHAPERONE CODE OF CONDUCT**

Special Olympics Michigan adheres to the highest ideals of sport in the tradition of the Olympic movement. The Special Olympics Oath, "Let me win, but if I cannot win, let me be brave in the attempt," represents the ideal of competition that every Special Olympics athlete tries to achieve.

I understand that my participation in Special Olympics as a coach/chaperone is a call to excellence for me to teach in ways that bring honor to the athletes, to my family, and to Special Olympics. I pledge to uphold the spirit of this Code of Conduct, which is only a general guide for my conduct and does not describe all types of good behavior and bad behavior. If I do not obey this Code of Conduct, my Program or a Games Organizing Committee may suspend me from Special Olympics, either temporarily or permanently. If I am suspended from Special Olympics, I can appeal the decision in accordance with the attached Special Olympics Appeal Process.

#### **I pledge that:**

##### **Sportsmanship**

- I will practice and instruct the athletes to have good sportsmanship and act in ways that will bring respect to the athletes, my team, Special Olympics and me.
- I will not use abusive language or behavior towards other persons. I will be a good role model and have a positive attitude.

##### **Training & Competition**

- I will conduct regular training sessions and meet training criteria set by Special Olympics Michigan. I will instruct the athletes to always try their best during training/practice and competitions.
- I will instruct the athletes to follow the rules of the sport, and I will encourage and support them in spite of their abilities.
- I will not allow the athletes to hold back in divisioning preliminaries in order to get into an easier heat in the finals.

##### **Personal Responsibility**

- I will not make inappropriate or unwanted physical, verbal or sexual advances on others.
- I will not drink alcohol or use illegal drugs at Special Olympics events.
- I will not smoke in non-smoking areas.
- I will obey all laws and Special Olympics rules.
- I will always hold the athletes' well-being and safety as my utmost responsibility.

By signing below, I am saying that I have read, or have had read to me, this Coach/Chaperone Code of Conduct and that I agree to obey this Code of Conduct. If I violate this Code of Conduct and disagree with my punishment, I agree to follow the Special Olympics Appeal Process and I will accept their decision as final.

\_\_\_\_\_  
Coach/Chaperone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Relationship to Coach/Chaperone



## **Special Olympics Michigan**

### **DISCIPLINARY STEPS FOR VIOLATING COACH/CHAPERONE CODE OF CONDUCT**

The following progressive disciplinary steps may be taken with the program beginning at whichever step is deemed appropriate under the circumstances by the Area Director.

**Step 1** Verbal warning to the coach/chaperone with a written copy of the Incident Form to the Area Director.

**Step 2** A written Incident Report must be completed giving warning to the coach/chaperone with a copy to the Area Director.

**Step 3** The Area Director will conduct a personal meeting with the coach/chaperone to review unacceptable behavior and to agree on a plan for improvement.

The meeting will be documented in writing and copies distributed to the Area Director and state office.

**Step 4** Suspension from coaching/chaperoning for a specific time period.

The Area Director will discuss the circumstances and must approve/disapprove the action. The action will be documented in writing and presented to the coach/chaperone and a copy will be sent to the state office.

Any further action must be referred to the Area Director. The Area Director and program staff member responsible for Area Management will approve any further action to be taken.

Further action could be, but is not limited to:

- Suspension for a longer period
- Permanent expulsion

### **COACH/CHAPERONE APPEAL PROCESS**

The coach/chaperone has the right to appeal any disciplinary action to the Area Director. The coach/chaperone must submit a written notice of appeal, with a copy to the Area Director and to the President/CEO of Special Olympics Michigan. This notice must include a request for a meeting within 30 days of being notified of the disciplinary action.

The appeal will be heard by the Area Director, the Director of Area Management or the Chief Program Officer, and the Chair from the Program Committee or designee not involved with the situation. A decision must be rendered in writing within 21 days following the meeting and may reverse, amend or affirm the disciplinary action. The decision shall be submitted to the coach/chaperone and to the Area Program and should include, if applicable, a plan of action for the coach/chaperone to correct the unacceptable behavior that led to the disciplinary action.

**SPECIAL OLYMPICS MICHIGAN**  
**INCIDENT REPORT**

Incident date: \_\_\_\_\_ Report date: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Place where incident occurred: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Were there any witnesses to the incident?       YES       NO

If yes, who were they? Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If athletes were involved were parent/guardians notified?       YES       NO

Was the group/care home notified?       YES       NO

When were they notified? \_\_\_\_\_ How? \_\_\_\_\_

Is the athlete his or her own legal guardian?       YES       NO

Description of the incident/accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any physical injuries: \_\_\_\_\_

\_\_\_\_\_

Was treatment necessary?       YES       NO

Describe treatment in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of attending physician or medical personnel: \_\_\_\_\_

Name of person making the report: \_\_\_\_\_

Position: \_\_\_\_\_

Action taken by Area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow-up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_