



***Special Olympics***  
*Virginia*

# POLICY MANUAL

September 2008

## **INTRODUCTION**

The policies and standards of Special Olympics Virginia (SOVA) have been gathered from many sources and have been compiled into one document. The document, approved by the Board of Directors, becomes the operative policy document of SOVA and may be amended only by Board action.

To clarify the meaning of the words policy and standard, the following definitions should be used.

**POLICY** – A prudent and wise principle that governs the management of Special Olympics Virginia. Policy is set by the Board of Directors of Special Olympics Virginia.

**STANDARD** – A rule or criterion established to protect participants, enhance the quality of program, and define a minimum level of excellence.

The policies set forth in this document replace policies previously approved by the Special Olympics Virginia Board of Directors or Special Olympics, Inc.

Adopted September 2008

# SPECIAL OLYMPICS VIRGINIA POLICY MANUAL

## PROGRAM

**POLICY:** The mission, philosophy and official rules of Special Olympics, Inc. shall guide all program activities of Special Olympics Virginia.

### **Standard 1:** Athlete eligibility

Special Olympics training and competition is open to every person with an intellectual disability (mental retardation or closely related cognitive delay) who is at least eight years of age. Children ages 6 – 7 may participate in training and other non-competition activities. Children ages 2 – 7 may participate in the Young Athletes Program. There is no maximum age limit for participation in Special Olympics.

- The program is open to all eligible participants without fee.
- Every athlete who is training and competing in Special Olympics must have valid Special Olympics Virginia Participation and Release Forms on file in the SOVA office. Every athlete in the Young Athletes Program must have a Young Athletes Registration Form on file in the SOVA office.
- Athletes in training under the umbrella of a school district or other agency that are not traveling to train outside their school or agency do not need to have Participation and Release Forms on file. They must, however, be registered via a Registered Training Program (RTP) Form. Also, they must have valid Participation and Release Forms on file in order to participate in competitions outside of their school district or agency.
- No Special Olympics Virginia program may exclude or isolate from participation in any training or competition any athlete who is known to be a carrier of a blood-borne contagious infection or virus, or otherwise discriminate against such athletes solely because of that medical condition.
- Participation is open to all eligible athletes regardless of race, religion, gender or national origin.
- Athletes charged or convicted of a criminal offense are subject to SOVA's Participation Policy.

### **Crimes Not Against Another Person (Actions that do not injure or intend to injure another person)**

- An athlete charged with or convicted of a misdemeanor crime that is not against another person may participate in Special Olympics Virginia. However, an athlete may be placed on probation or suspended if he/she constitutes a threat to the property or well being of others in the program.
- An athlete charged with a felony crime not against another person may participate in Special Olympics Virginia pending court action. However, an athlete may be placed on probation or

suspended if he/she constitutes a threat to the property or well being of others in the program.

- An athlete convicted of a felony crime not against another person will be suspended from Special Olympics Virginia for five years.

#### Crimes Against Another Person (Actions that injure or intend to injure another person)

- An athlete charged with a misdemeanor crime against another person may participate in the program on probationary status pending court action. However, an athlete may be suspended if he/she constitutes a threat to the property or well being of others in the program. During the probationary period, the athlete must be accompanied by a one-on-one volunteer and cannot attend overnight events.
- An athlete convicted of a misdemeanor crime against another person will be suspended from participating in Special Olympics Virginia for two years. After the two year suspension period, the athlete may resume participation on probationary status for two years. While on probationary status:
  - The athlete must be accompanied by a one-on-one volunteer at all times.
  - The athlete may not attend overnight events.
  - The athlete may be expelled if the criminal behavior is ever replicated;
- If, in the opinion of the Board of Directors, the athlete poses a threat to others, he/she may be expelled.
- An athlete charged with a felony crime against another person shall be suspended from Special Olympics Virginia until the court has ruled on his/her guilt or until charges are dismissed.
- An athlete convicted of a felony crime against another person shall be expelled from Special Olympics Virginia and may not rejoin.
- An athlete listed on a State Sex Offender Registry shall be expelled from Special Olympics Virginia and may not rejoin.

#### **Standard 2:** Volunteer eligibility

Any person who has made written application on Special Olympics Virginia's Volunteer Registration Form and has been screened and accepted as a volunteer by an authorized individual is eligible to volunteer. Volunteer opportunities are open to all persons who have been accepted regardless of race, religion, gender or national origin.

#### Volunteer Registration Process

- All volunteers must complete the appropriate Volunteer Registration Form, present a photo ID (if available for minors) and meet eligibility requirements in order to be accepted as a SOVA volunteer.

- Providing false information on a Volunteer Registration Form may automatically disqualify an individual from serving as a SOVA volunteer.
- Approved volunteers must notify SOVA staff within thirty days if they are charged with or convicted of a criminal offense. If SOVA becomes aware that a current or potential volunteer was charged with a criminal offense, SOVA reserves the right to suspend the volunteer pending the outcome of the criminal charge.
- Special Olympics athletes are welcomed and encouraged to volunteer in various roles within the organization. Athlete volunteers must meet the same eligibility and age requirements as other volunteers.

Volunteers are divided into two classes based on their contact with athletes in the program.

**Class A** – Volunteers who have regular, close physical contact with athletes; volunteers in positions of authority or supervision; volunteers in a position of trust with athletes; and volunteers that handle substantial amounts of cash or other assets. Class A Volunteers include:

- Coaches
- Unified partners
- Trip coordinators or heads of delegations
- Chaperones
- ALP and global messenger mentors
- Non-hired drivers of athletes
- Area/local council members
- Volunteers who will handle over \$5,000

**Class B** – Volunteers who only have limited contact with athletes who are accompanied by coaches and chaperones. Class B Volunteers include:

- Single day or single event or fundraiser volunteers
- Healthy Athlete volunteers
- Volunteers who drive vehicles on behalf of Special Olympics not transporting athletes

#### Age Requirements

- The minimum age to volunteer as a Class A Volunteer (with the exception of unified partners) is 14 years of age. Unified partners must be at least 8 years of age.
- Head coaches, trip coordinators, heads of delegations, drivers and chaperones must be at least 18 years old.
- Class B Volunteers who are at least 14 years old may volunteer by themselves.
- Class B Volunteers who are ages 8 – 13 must be accompanied by a parent, guardian or chaperone. There must be at least one chaperone for every four volunteers.
- Children 7 years old and younger are not given volunteer assignments, but are welcomed and encouraged to be cheerleaders or spectators at competitions.

## Volunteer Application Process for Class A Volunteers (Adults 18 and Over)

- All volunteers must complete SOVA's Class A Adult Volunteer Registration Form and present a photo ID. Social Security number and date of birth must be provided in order to be considered as a Class A Volunteer.
- All Class A Adult Volunteers are required to undergo criminal history records and sex offender registry checks before they can volunteer. Automatic disqualifiers for participating as a SOVA volunteer include:
  - Conviction of a felony
  - Conviction of a Class 1 misdemeanor crime against another person or similar crime with a special penalty structure (excluding traffic offenses)
  - Conviction of a Class 1 misdemeanor crime not against another person or similar crime with a special penalty structure within the past ten years (excluding traffic offenses)
  - Conviction of crimes of moral turpitude
  - Standing or active protective orders
  - Adverse judgment for damages or civil penalty involving sexual or physical abuse
- All Class A Adult Volunteers are required to undergo criminal history records and sex offender registry checks once every three years in order to continue as a SOVA volunteer.
- If an applicant answers "yes" to the question "Do you use illegal drugs?" the applicant is disqualified from serving as a Special Olympics Virginia volunteer.
- If an applicant answers "yes" to the question "Have you ever been charged with any criminal offense?" or "Have you ever been charged with neglect, abuse or assault?" a Special Olympics Virginia staff member must conduct an interview with the applicant to determine their eligibility as a SOVA volunteer. The list of disqualifiers outlined above will be used to determine the applicant's suitability as a SOVA volunteer.
- If an applicant answers "yes" to the question regarding their driving record on the Volunteer Registration Form, the applicant will not be allowed to drive on behalf of SOVA until he/she supplies SOVA with a copy of their Motor Vehicle Records check. If SOVA receives information through the background check process or through a submitted Motor Vehicle Record that the applicant has a suspended license, a DUI/DWI within the past seven years or three moving violations within the past three years, the applicant will not be allowed to drive vehicles or transport athletes/volunteers on behalf of SOVA. The applicant may volunteer in other capacities if all other eligibility requirements are met.
- All Class A Adult Volunteers must take the Protective Behaviors training before they can volunteer.
- All Class A Adult Volunteers are required to take the Protective Behaviors training once every three years in order to continue as a SOVA volunteer.
- All Class A Adult Volunteers must present a photo ID at every event or have their identity verified by an approved volunteer attending the event.
- SOVA reserves the right to disqualify a potential or approved volunteer with or without cause.

### Volunteer Application Process for Class A Volunteers (Minors 17 and Under)

- All volunteers must complete SOVA's Class A Minor Volunteer Registration Form and present a photo ID, if available.
- All Class A Minor Volunteers must submit two personal/professional written references every three years. A one page reference form is available for this purpose. Family members or legal guardians may not be used as references.
- All Class A minor volunteers age 16 and over must take the Protective Behaviors training before they can volunteer.
- When a volunteer turns 18 years of age, the volunteer must undergo the application process for Class A Adult Volunteers.
- All Class A Minor Volunteers will be required to check-in with a photo ID (if available) at every event or have their identity verified by an approved volunteer attending the event.
- If an applicant answers "yes" to the question "Do you use illegal drugs?" the applicant is disqualified from serving as a Special Olympics Virginia volunteer.
- If an applicant answers "yes" to the questions "Have you ever been charged with any criminal offense?" or "Have you ever been charged with neglect, abuse or assault?" a Special Olympics Virginia staff member must conduct an interview with the applicant to determine their eligibility as a SOVA volunteer. The list of disqualifiers outlined above will be used to determine the applicant's suitability as a SOVA volunteer.

### Volunteer Application Process for Class B Volunteers (Adults and Minors)

- All volunteers must complete SOVA's Class B Volunteer Registration Form.
- All volunteers will be required to check-in with a photo ID (if available for minors) or have their identity verified by an approved volunteer attending the event.
- If an applicant answers "yes" to the first three questions on the Volunteer Registration Form, the applicant will not be allowed to volunteer.
- If an applicant answers "yes" to the question regarding their driving record on the Volunteer Registration Form, the applicant will not be allowed to drive vehicles on behalf of SOVA.

### **Standard 3: Sports training**

Special Olympics athletes shall train in their sport under the direction of a coach in order to become a proficient athlete within the capabilities of their age and ability.

- Athletes must train for a minimum of eight weeks prior to each statewide competition.
- All sport training programs must be registered by submitting a Registered Training Program (RTP) Form.
- Copies of athletes' Participation and Release Forms must be at every training site unless the

athletes are training under the auspices of a school district or agency and not competing outside of the school district or agency.

#### **Standard 4: Competitions**

Competitions shall be offered in all sports conducted by Special Olympics Virginia at all levels of the organization.

- The Special Olympics, Inc. “Official Special Olympics Sports Rules” shall serve as the official rules for all competitions, in conjunction with the rules of the governing body of each sport.
- Athletes must compete in area, regional or other legitimate competition in order to compete in statewide competitions (unless the sport is exempt, e.g. alpine skiing). Participation in regional events is required for some sports. Exceptions to this participation requirement must be approved by SOVA staff.
- Athletes advancing to statewide competitions shall be selected using the advancement criteria specified in the “Official Special Olympics Sports Rules.”
- Rule modifications not specifically covered in the “Official Special Olympics Sports Rules” must be approved by SOVA staff.
- Copies of athletes’ Participation and Release Forms must be at all competition sites and travel with the athletes on organized trips.

## **PARTICIPATION**

**POLICY: Participation in Special Olympics Virginia, as an athlete or volunteer, shall be contingent upon behavior that promotes and protects the safety, health and well being of all participants in its program.**

A person’s participation in Special Olympics, as an athlete or volunteer, is an opportunity and a privilege; it is not an entitlement. Special Olympics Virginia reserves the right to limit, or exclude, an individual’s participation in an activity and/or the program for behavior that is deemed to be inappropriate, illegal and/or potentially harmful. If in the opinion of the Board of Directors, any athlete or volunteer in the program poses a threat to others, he/she may be expelled.

#### **Standard 1: Code of conduct**

Athletes, volunteers and staff are expected to maintain high standards of moral and ethical conduct.

- All athletes and volunteers must adhere to Special Olympics Virginia’s Codes of Conduct.
- All athletes, volunteers and staff must comply with the policies and rules of Special Olympics Virginia and Special Olympics, Inc.

- All athletes, volunteers and staff must comply with all laws of the Commonwealth of Virginia.

**Standard 2:** Violation of Special Olympics Virginia and/or Special Olympics, Inc. policies

The penalties outlined below deal with situations in which the health, safety and well being of athletes, volunteers, staff or others may be at risk, whether or not a criminal charge has been made or could result.

Actions taken will be predicated on a good faith belief that the disciplinary action is appropriate and corresponds to the seriousness of the infraction. Actions that may be taken include: warning, probation, suspension or expulsion from Special Olympics Virginia. Any of these disciplinary actions may be reconsidered at the discretion of the Board of Directors.

Definitions

**Warning:** A cease and desist warning for perceived inappropriate behavior which, if ignored, could lead to a more severe course of disciplinary action. Decision to be made and notification to be given by supervising personnel.

**Probation:** A flexible, but defined period of time (which may contain temporary participation restrictions in an activity), during which the probationer must demonstrate the corrective behavior required. Decision to be made and notification to be given by supervising personnel.

**Suspension:** A temporary period of time in which a person is barred from participating in Special Olympics Virginia. Decision to be made and notification to be given by the President.

**Expulsion:** Permanent dismissal from Special Olympics Virginia. Decision to be made by the Board of Directors (or Executive Committee) and notification to be given by the President.

Enforcement of Violations

A **warning** or **probation** may be levied as appropriate by the supervising personnel.

The President has sole discretion to **suspend** an athlete or volunteer from Special Olympics Virginia based upon available information and a determination that the conduct or the alleged conduct is so inherently harmful or egregious as to warrant immediate action, whether or not a criminal charge has been made or could result. The President will report the suspension to the Chair of the Board and will submit a report to the Board of Directors.

The Board of Directors (or Executive Committee) has sole discretion to **expel** an athlete or volunteer from Special Olympics Virginia. Action will be taken if the circumstances are so inherently harmful or egregious as to warrant expulsion, whether or not a criminal charge has been made or could result.

## HEALTH AND SAFETY

**POLICY:** Personnel, both paid and volunteer, shall be responsible for ensuring that all activities are planned and carried out so as to safeguard the health, safety, and general well being of all athletes, coaches and volunteers.

### **Standard 1: Supervision**

Coaches, chaperones and other volunteers must be in sufficient numbers to safeguard the health, safety and well being of Special Olympics athletes throughout all phases of the program.

- Generally, there should be a minimum of one adult for every four athletes for all travel situations, and adequate volunteer/coach to athlete ratios for all other situations including, but not limited to, practices, games and social situations.
- Volunteers supervising athletes should be oriented in their duties and responsibilities.

### **Standard 2: Medical requirements**

Precautions should be taken at all Special Olympics training and competition sites to ensure the safety of all athletes and volunteers.

- Adequate, trained medical personnel shall be available, as appropriate, for all Special Olympics competitions.
- Emergency plans, including access to a phone, should be in place at all training and competition sites.
- “Universal Precautions,” or “Universal Blood and Body Fluid Precautions” should be followed for every exposure to any person’s blood, saliva or other bodily fluid.

### **Standard 3: Program event housing**

Special Olympics has the responsibility and obligation to protect the safety and well being of all athletes and volunteers at overnight events.

- Areas may commute to statewide events if they live within sixty miles of the host sites. Areas must have their athletes at all special events such as opening and closing ceremonies, the dance and other activities in order to provide the full Olympic experience.
- All athletes participating as overnight participants at statewide competitions must stay in housing approved by SOVA. Athletes who commute must stay in their homes.
- Male athletes must be housed only with male athletes, chaperones or coaches. An exception is made for immediate family members (spouses and parents with children) staying in a room by themselves.
- Female athletes must be housed only with female athletes, chaperones or coaches. An exception is made for immediate family members staying in a room by themselves.
- Athletes (male or female) 14 years of age and under must be housed only with athletes 14 years of age and under. An exception is made for immediate family members staying in a room by themselves.
- Athletes (male or female) 15 years and older must be housed only with athletes 15 years of

age and older. An exception is made for immediate family members staying in a room by themselves.

- Swimming and wading are prohibited at all Special Olympics Virginia activities except for those athletes training or competing in swimming or swimming skills under the direction of a Special Olympics Virginia coach.

**Standard 4:** Use of alcohol and/or illegal substances

An individual having direct responsibility for any Special Olympics athlete shall not use alcohol and/or illegal substances while the Special Olympics athlete is under their immediate care. The use of alcohol and/or illegal substances by an athlete is strictly prohibited at Special Olympics events.

**Standard 5:** Use of tobacco products

Smoking and the use of other tobacco products is strictly prohibited at all Special Olympics Virginia training and competition venues. It is strongly recommended and requested that at all other times the use of tobacco products be avoided in the proximity of athletes. The SOVA position applies to all coaches, chaperones, volunteers, athletes, spectators and staff and is applicable at all levels of the organization.

**Standard 6:** Discrimination and harassment

All Special Olympics Virginia athletes, volunteers and staff have the right to be free from racial or ethnic slurs, unwelcome sexual advances, other unwelcome verbal or physical contact or any other conduct that substantially interferes with a person's performance or creates an intimidating, hostile or offensive environment. All persons are expected to treat each other with respect and courtesy. Special Olympics Virginia will not tolerate discrimination or harassment.

**Standard 7:** Volunteers and staff dating Special Olympics athletes

Special Olympics Virginia staff members and volunteers (excluding spouses of athletes and athletes who are Class B volunteers) are prohibited from dating or having sexual relationships with any Special Olympics athlete.

- In the event that SOVA learns of any dating or sexual relations, the staff member or volunteer must immediately end his or her association with the Special Olympics Virginia athlete or the association between the staff member or volunteer and SOVA will be terminated.
- In the case of a Special Olympics Virginia athlete who is also a staff member or a Class A volunteer, the President of SOVA will evaluate the circumstances on a case-by-case basis and determine if an authority relationship exists between the staff/volunteer athlete and the competing athlete.

**Standard 8:** Transportation

Individuals driving on behalf of Special Olympics Virginia will operate their vehicles in a safe manner and obey all traffic regulations.

- Programs may not use 15-passenger vans to transport athletes, volunteers or staff.
- Individuals driving on behalf of Special Olympics Virginia must be at least 18 years old.
- Vehicles owned by Special Olympics Virginia at all levels of the organization must adhere to SOVA's Owned Vehicle Guidelines.
- If an applicant answers "yes" to the question regarding their driving record on the Volunteer Registration Form, the applicant will not be allowed to drive on behalf of SOVA until he/she supplies SOVA with a copy of their Motor Vehicle Records check. If SOVA receives information through the background check process or through a submitted Motor Vehicle Record that the applicant has a suspended license, a DUI/DWI within the past seven years or three moving violations within the past three years, the applicant will not be allowed to drive vehicles or transport athletes/volunteers on behalf of SOVA. The applicant may volunteer in other capacities if all other eligibility requirements are met.

## **RELIGION IN THE SPECIAL OLYMPICS PROGRAM**

**POLICY: Special Olympics recognizes that religious instruction is the responsibility of parents and religious leaders.**

**Standard 1:** Spiritual portions of Olympic ceremony

Religious activities, such as an invocation and/or benediction, are an appropriate part of an Olympic type ceremony.

- All religious or spiritual events in a ceremony shall be of a non-sectarian nature so as to include Special Olympics athletes and volunteers of all religious faiths.

## **POLITICAL AND LEGISLATIVE ACTIVITY**

**POLICY: Neither paid or unpaid personnel shall use the name, logo, seal, or any other proprietary symbol of Special Olympics in connection with any political campaign; nor shall any person participate in a political campaign of any candidate for public office in the name of Special Olympics, or participate in any legislative activity which contravenes the laws governing tax exempt organizations in the name of Special Olympics.**

## **AREA AUTHORITY AND RESPONSIBILITY**

**POLICY: An Area shall have the authority and responsibility, within the terms of its accreditation, to provide and safeguard the Special Olympics name and program; to build an organization to serve its athletes; to recruit and direct Area volunteer personnel; to use the name and proprietary symbols of Special Olympics to recruit athletes, volunteers, and raise funds; and to ensure that all policies, standards, guidelines and procedures of the organization are followed.**

**An Area Council shall be accountable to the Special Olympics Virginia Board of Directors for the proper exercise of its responsibility and authority.**

**Standard 1: Area Accreditation**

The “Area Accreditation Standards” document shall be adopted as the official Special Olympics Virginia standards by which Areas are sanctioned.

- An Area shall make every effort to meet the minimum standards for accreditation.
- An Area shall accept the responsibilities set forth in the Accreditation Standards document.

**Standard 2: Financial obligations**

Areas must remain current in their expense and must in good faith meet all financial obligations to SOVA.

- Areas are expected to pay for statewide competitions within 30 days of receiving the event invoice. Areas that cannot pay within 30 days must submit a written loan agreement detailing a repayment plan.
- Areas that do not pay for an event will not be allowed to register athletes for that event the following year until the balance is paid.

## **FUND RAISING**

**POLICY: Special Olympics Virginia shall utilize diversified fund raising methods that are consistent with legal and ethical standards.**

**Standard 1: Compliance**

All fund raising activities shall adhere to the established fund raising guidelines of Special Olympics, Inc.; Special Olympics Virginia; regulatory agencies and law.

- Special Olympics Virginia shall adhere to the established standards of the Council of Better Business Bureaus and the National Charities Information Bureau.
- Special Olympics Virginia shall adhere to the Solicitation of Contributions Law of the Commonwealth of Virginia, Office of Consumer Affairs.
- Special Olympics Virginia shall adhere to the fund raising policies of Special Olympics, Inc.

**Standard 2: Acceptance of funds from government and combined campaigns**

- No Special Olympics Virginia program may become an affiliate with the United Way of America or any of its local units.
- Special Olympics Virginia may receive United Way funds that were designated by individual donors to benefit the Special Olympics program.

- Special Olympics Virginia may seek and accept funding from government authorities within its jurisdiction.
- Special Olympics Virginia will participate in state and county government combined payroll deduction campaigns.
- Special Olympics Virginia participates in the Combined Federal Campaign both individually and through Special Olympics, Inc.

**Standard 3: Distribution of funding resources**

In order to maximize the benefit to the organization and the contributor, resources should be solicited at the organizational level(s) best suited for a mutually beneficial relationship.

- Special Olympics, Inc. reserves the right to solicit national corporations.
- Special Olympics Virginia solicits funding from large corporations and businesses, foundations, service clubs and organizations, and individual contributors. SOVA also carries out cause-related marketing projects and special events.
- Areas solicit funding from branch offices of corporations only if the office has community based funds. Areas also solicit local businesses, foundations, service clubs and organizations within the Area’s boundaries and serving the Area’s residents. The Area can also accept individual contributions made to them and can conduct special events within the boundaries of the Area.
- The President is authorized to negotiate revenue sharing for fund raising events and corporate contributions initiated by SOVA as appropriate.

**Standard 4: Alcohol and tobacco restrictions**

The association of the Special Olympics name or logo with alcoholic beverages or tobacco products with any fund raising event is inconsistent with the Mission of Special Olympics.

- No Special Olympics program shall permit the name “Special Olympics,” the Special Olympics logo or any other Special Olympics trademark to be publicly or visibly connected or associated with the name or trademark of any of the following companies or products:
  - (a) Any tobacco product or the manufacturer or distributor of a tobacco product;
  - (b) Any alcoholic beverage or the manufacturer or distributor of an alcoholic beverage.
- SOVA and Areas may accept blind and unidentified contributions from such manufacturers or distributors.
- SOVA and Areas may allow the manufacturer or distributor of alcohol or tobacco products to publicly or visibly connect the trademarks of their other products with Special Olympics.

**Standard 5:** Board responsibility for fund raising

The Special Olympics Virginia Board of Directors carries a responsibility for the financial development efforts of Special Olympics Virginia.

- Each Board member shall make a personal financial contribution to Special Olympics Virginia.
- Each Board member shall assist in the cultivation and solicitation of individuals, corporations, civic organizations and/or other potential donors.

**FINANCIAL RESPONSIBILITY**

**POLICY: Funds raised in the name of Special Olympics shall be used for their intended purpose and shall be accounted for according to the stewardship obligations of the organization.**

**Standard 1:** Accounting

Funds will be accounted for in accordance with Generally Accepted Accounting Principles (GAAP).

**Standard 2:** Audit

An annual audit of SOVA shall be conducted by an independent certified public accounting firm appointed by the Board of Directors.

## **PERSONNEL**

**POLICY: All personnel, paid and unpaid, shall work together to fulfill the Mission of Special Olympics.**

### **Standard 1:** Image of Special Olympics

All persons working under the auspices of Special Olympics Virginia shall remain cognizant of the image of Special Olympics and make every effort to maintain the high standards it represents while working for the organization.

- The Special Olympics, Inc. “Style Guide” shall be followed by all levels of the organization.

## **SPECIAL OLYMPICS, INC.**

**Policy: All policies set forth by Special Olympics, Inc. shall be adopted as policies of Special Olympics Virginia.**