

***Community Operating Guidelines of
Special Olympics Ontario - _____
(community name)***



***Special
Olympics
Ontario***

Special Olympics Oath:

“Let me win, but if I cannot win
Let me be brave in the attempt.”

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Community Operating Guidelines

Community Operating Guidelines are the guiding articles by which Special Olympics Ontario (SOO) communities conduct their administrative activities.

Article 1

Section 1 – Name

Let it be known that this governing body duly registered within the Constitution and By-Laws of the Provincial governing body Special Olympics Ontario (SOO) and under the Constitution and By-Laws of the Canadian governing body Special Olympics Canada (SOC) shall herein be known as Special Olympics Ontario – (**COMMUNITY NAME**), hereinafter referred to as **SOO – (COMMUNITY NAME)**.

Section 2 – SOO - (COMMUNITY NAME) Community Council

The **SOO - (COMMUNITY NAME)** Community Council is the local decision-making body of Special Olympics Ontario and must adhere to Special Olympics Ontario policies and procedures in governing their activities. The jurisdiction of **SOO – (COMMUNITY NAME)** includes SOO athletes, volunteers, programs and facilities operating or managed within the boundaries of (**COMMUNITY AREA BOUNDARIES**).

The Community Council consists of an Executive Committee and may include a General Council, depending on the needs or requirements of the community. For more information on Community Council composition, please see Article 3 of the Community Operating Guidelines.

Section 3 – Traditional Territory Acknowledgement

In the spirit of reconciliation and respect, SOO - (Community Name) will conduct a land acknowledgement at the beginning of any community sponsored meetings, competitions and events.

“We acknowledge that we are on the traditional territory of [First Nation name(s)]. We also acknowledge that [City or Town name of where the competition/event is occurring] is covered by Treaty [insert treaty number] with the [First Nations Group(s) listed above].”

Visit our Land Acknowledgement resource page for more information:
<https://www1.specialolympicsontario.com/resources/land-acknowledgements/>

Section 4 – Local Administration/Operation

The location of the local administration/operation of **SOO – (COMMUNITY NAME)** shall be in the Town/City of (**TOWN/CITY NAME**) in the Province of Ontario, and at such place therein as the **SOO – (COMMUNITY NAME)** Community Council may from time to time determine.

Section 5 – Statement of Purpose

The purpose of **SOO** – (*COMMUNITY NAME*) shall be:

1. To encourage, promote, develop, support and regulate fitness, sport, health and leadership activities for participants within the jurisdiction of **SOO** – (*COMMUNITY NAME*), who have an intellectual disability;
2. To provide a developing competition environment for those participants who choose to engage in competitive events;
3. To encourage and foster a social and cultural environment within which participants can grow and develop their interpersonal skills through sport; and
4. To promote and encourage participation and inclusion in community sports and recreational activities.
5. To encourage unified and meaningful opportunities for inclusive participation for people with and without intellectual disabilities.

Article 2

Section 1 – Membership

SOO – (*COMMUNITY NAME*) shall have the following classes of members:

Volunteer Members – who:

1. Are registered as volunteers or coaches with SOO;
2. Are in good standing with SOO; and
3. Are active in a Sport Club within **SOO** – (*COMMUNITY NAME*), are active with the **SOO** – (*COMMUNITY NAME*) Community programs or events, or are elected to the **SOO** – (*COMMUNITY NAME*) Community Council.

Participant Members – Athletes who:

1. Are registered as athletes with SOO;
2. Are in good standing with SOO;
3. Meet the athlete eligibility requirements as per SOO by-laws; A
4. Are active in a Sport Club(s) within **SOO** – (*COMMUNITY NAME*).

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Participant Members – Unified Partner who:

1. Are registered as Unified Partners with SOO;
2. Are in good standing with SOO;
3. Are active in a Sport Club(s) within **SOO- (COMMUNITY NAME)**.

Section 2 – Admission of Members

No person shall be admitted as a Member of any class of Members, until such person:

1. Has completed the registration process for SOO as an Athlete or Volunteer, as outlined by the provincial body;
2. Has been approved and admitted to membership by SOO;
3. Is an active member of a **SOO – (COMMUNITY NAME)** Sport Club; active within the **SOO - (COMMUNITY NAME)** Community programs or events; or an elected member of the **SOO - (COMMUNITY NAME)** Community Council.

Section 3 – Withdrawal of Membership

Any Member may withdraw from membership in **SOO - (COMMUNITY NAME)** by giving written notice to the **SOO - (COMMUNITY NAME)** Community Council.

Members may be deemed withdrawn in their second year of inactivity.

Notwithstanding withdrawal from membership, any Member who has withdrawn shall, at the discretion of the **SOO - (COMMUNITY NAME)** Community Council, remain liable for the payment of any outstanding enrollment fees, or any other monies properly due and owing to **SOO - (COMMUNITY NAME)** prior to the effective date of the notice of withdrawal given by the Member.

Section 4 – Disciplinary Action

SOO - (COMMUNITY NAME) shall abide by SOO's Disciplinary Action and Documentation policies as outlined in the [Risk Management](#) section of SOO's Resource Library.

The **SOO - (COMMUNITY NAME)** Community Council may, in consultation with Special Olympics Ontario, suspend (with or without conditions) the membership of a member under the following circumstances:

1. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of **SOO - (COMMUNITY NAME)**

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2. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOO;
3. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOC;
4. A decision by the **SOO - (*COMMUNITY NAME*)** Community Council that the conduct of the member is detrimental to the interests and reputation of **SOO - (*COMMUNITY NAME*)**.

The **SOO - (*COMMUNITY NAME*)** Community Council may recommend to SOO the termination of a member who is not in compliance with **SOO - (*COMMUNITY NAME*)**, SOO, or SOC policies.

Disciplinary decisions may be appealed to Special Olympics Ontario through the Provincial Appeals Process in accordance with the Special Olympics Canada Pan-Canadian Appeal Policy.

Article 3

Section 1- **SOO - (*COMMUNITY NAME*)** Community Council

The Community Council acts as the official liaison between the community and SOO.

The roles and responsibilities of the Community Council include the following:

1. Upholding the Mission, Vision and Values of Special Olympics Ontario within all community initiatives.
2. Follow all SOO policies, procedures and guidelines including the financial and fundraising accountability practices, to maintain the organization's good name and reputation;
3. Ensure compliance with the Special Olympics Canada Pan-Canadian Policies.
4. Informed decision making for the protection of the membership and the organization as a whole;
5. Communicate with stakeholders to ensure that the constituents have knowledge of what is happening in their community within Special Olympics, and across the provincial organization;
6. Communicate to SOO the activities of the community;
7. Establish set meeting times and agendas that cover the basic elements of Special Olympics programming including issues of policy and procedures, program goals;
8. Encourage input from the membership and stakeholders; volunteers, athletes, family members and sponsors;

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9. Support and provide guidance on community growth and development, including succession planning;
10. Create community awareness and exposure;
11. Establish goals for the community with regards to fundraising, volunteer, athlete, sport program and competition growth;
12. Strive to ensure that athletes and volunteers are not at risk and are not prevented from participating for fear of risk;
13. Create and execute a well-organized and sustainable fundraising plan to meet the current and future financial needs of the community, while supporting Provincial or National fundraising and awareness initiatives;
14. Create and maintain well-organized financial records, operating budgets, and meeting minutes ensuring that these records are accessible by the membership;
15. Apply community-level discipline when necessary, as per Article 2, Section 4.

The SOO Community Council must include an Executive Committee. The Executive Committee members are elected representatives responsible for the leadership of the Community Council.

Where circumstances require, in consultation with SOO, the Community Council may also include a General Council.

Community level job descriptions are available on the [SOO Resources website](#).

Section 2 – SOO - (*COMMUNITY NAME*) Community Council - Executive Committee

The Executive Committee of the SOO - (*COMMUNITY NAME*) Community Council can be comprised of the following elected positions:

1. Community Coordinator;
2. Treasurer;
3. Secretary;
4. Volunteer Coordinator;
5. Registrar;

Additional Executive Committee positions may be added with approval from SOO.

Each Executive Committee must, at a minimum, include the positions of Community Coordinator, Treasurer and Secretary.

Section 3 – SOO – (*COMMUNITY NAME*) Community Council

Where a Community Council is used, it will include members who will be representatives of community sports programs or liaisons with different community groups and agencies, such as Community Living organizations and fundraising organizations. On an ongoing basis, these members will report back to the Community Council to relate the wants and needs of these agencies and groups. The liaison members also provide input for programming within the community.

The positions of **SOO – (*COMMUNITY NAME*)** Community could include the following elected or appointed members:

1. Athlete Representatives
2. Fundraising Coordinator
3. Public Relations Coordinator (including webmaster and social media coordinator)
4. Data Administrator
5. Sport Technical Coordinator
6. Representatives from each sport club
7. School Liaison
8. Family Liaison
9. Health Liaison

Additional council positions, such as members at large, requires approval of SOO.

Article 4

Section 1 – Meetings of Members – Community Council Meetings

SOO – (*COMMUNITY NAME*) Community Council meetings are encouraged to meet monthly, or at the discretion of the Community Council Executive Committee in consultation with Special Olympics Ontario staff.

1. **SOO – (*COMMUNITY NAME*)** Community Council may, at such place and time as they may by resolution determine, call a meeting of Members for the transaction of any business. Notice of a Community Council meeting called by **SOO - (*COMMUNITY NAME*)** Community Council shall be given at least ten (10) days prior to the date of such a meeting.

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2. The Executive Committee may, if required, elect to meet independently of the Community Council in order to address sensitive decisions of a financial, administrative or disciplinary nature.
3. An emergency Community Council meeting may be called by the Community Coordinator or their designate, should a situation require immediate decision making or review.

An agenda will be sent out ____ days prior to a Community Council meeting.

All registered members of **SOO - (COMMUNITY NAME)** are entitled to attend a Community Council meeting. Visiting members will not have floor privileges unless a motion to grant speaking privileges is moved and approved by the council. Visiting members are not entitled to vote on matters brought before council. Visiting member(s) can be requested to leave the room during any “in camera” discussions.

Any other person(s) (non-members) may be admitted only on the invitation of the **SOO - (COMMUNITY NAME)** Community Council.

The chairperson of the meeting is the Community Coordinator. In the absence or recusal of the Community Coordinator, the Community Council shall select another member of the **SOO - (COMMUNITY NAME)** Community Council to serve as interim chairperson.

Adjournments – The chairperson may, with the consent of members at any meeting, adjourn the meeting to be continued at a later date. No notice of the time and place for the continuation of the adjourned meeting need be given to the Members, until such time and place is later determined.

Conduct at the Community Council meeting shall be governed by SOO policy and Robert’s Rules of Order.

Section 2 – Meeting of Members - General Meetings

SOO - (COMMUNITY NAME) General Meetings can be held in addition to the **SOO - (COMMUNITY NAME)** Community Council meetings. This includes the Annual Members Meeting.

General meetings, called to discuss matters of significant importance to the operation of the community, may be attended by all registered volunteers, participants and other stakeholders within the community.

Annual Meeting of Members (AMM)

SOO – (COMMUNITY NAME) shall hold an AMM once a year at a time and place determined by the **SOO - COMMUNITY NAME** Community Council and SOO.

The agenda for the AMM shall be set in consultation with and in accordance with SOO guidelines.

Notice of an AMM shall be given at least thirty (30) days prior to the date of the meeting.

A proposed agenda shall be included with the notice of the AMM. Any Member who wishes to have new business placed on the agenda shall give written notice to the **SOO - (COMMUNITY NAME)** Community Council at least ten (10) days prior to the date of the AMM. Such new business shall be considered at the AMM, if deemed appropriate and such considerations are permissible under the constitution or by-laws of **SOO - (COMMUNITY NAME)**.

Section 3 – Voting

Quorum – The presence of 50% +1 of the **SOO - (COMMUNITY NAME)** Community Council or the Executive Committee, depending on which committee is meeting, shall be a quorum of any meeting of the Members. Quorum at General Meetings shall be the same as a Community Council meeting. No business shall be transacted at any meeting unless the requisite quorum of members is present or represented at the commencement of such business.

General Meetings/AMM

Subject to membership applications and renewals, members shall have the following voting rights at **SOO - (COMMUNITY NAME)** General Meetings, including the AMM:

1. Active Volunteer Members shall each have one vote on all matters properly brought before a General Meeting;
2. Participant Members shall not vote at a General Meeting with the exception of the elected/appointed athlete representative represented on the **SOO - (COMMUNITY NAME)** Community Council;
3. There shall be no votes by proxy.

Community Council Meetings

Subject to membership applications and renewals, members shall have the following voting rights at **SOO - (COMMUNITY NAME)** Community Council meetings:

1. All members of the **SOO - (COMMUNITY NAME)** Community Council and/or Executive Committee as defined in Article 3 shall each have one vote on all matters properly brought before any meeting of the Members.
2. All questions proposed for consideration at any community council meeting shall be decided by a 50%+1 majority of the votes cast.
3. The meeting chairperson will reserve his/her vote until last, and only vote in the case of a tied resolution. In the event of a tied vote, the **SOO - (COMMUNITY NAME)** chairperson will cast the tie-breaking vote.
4. Athletes shall be represented at the **SOO - (COMMUNITY NAME)** Community Council meetings through one Athlete Representative, who is a registered and active athlete

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within **SOO - (COMMUNITY NAME)**. The Athlete Representative shall have one vote on all matters properly brought before any meeting of **SOO - (COMMUNITY NAME)** Community Council.

5. There shall be no votes by proxy.

Members must declare and recuse (remove) themselves from voting on any question in which they have a direct, personal, financial or beneficial interest. This includes any direct or indirect benefit to themselves, their family or their professional interests. Voting procedures must be in line with the SOO policy on Conflict of Interest as found at the [SOO Resource website](#).

Voting Procedures

At any meeting of members, every motion shall be decided by a show of hands or by paper ballot unless otherwise required by the guidelines of **SOO - (COMMUNITY NAME)**. A request for ballot voting by any member cannot be denied, and ballots shall be maintained by the secretary.

Whenever a vote by show of hands has been taken upon a motion, a declaration by the chairperson of the meeting that a motion has been carried or lost by a particular majority is required. An entry to that effect must be recorded in the minutes of the meeting. The number or proportion of votes recorded in favour of or against the motion need not be recorded.

Section 4 – Elections

Elections to the **SOO - (COMMUNITY NAME)** Community Council positions will be conducted as part of the AMM. A declaration of interest form will be circulated six (6) weeks in advance of an election. Nominations can be accepted from the floor. All registered **SOO - (COMMUNITY NAME)** Volunteer Members are entitled to vote.

Candidates for community executive or community council positions must be members in good standing.

The candidate who receives the most votes for each position is elected. Where possible, ties will be decided by run-off. The individual with the lowest number of votes is dropped from the ballot, and a new vote is held until one candidate has the most votes.

In the event of a tie between two candidates, the following procedure shall take place in this order:

1. There shall be a re-vote for the position
2. The option of sharing the position shall be presented, and the division of responsibilities will be overseen by the Community Coordinator
3. If no resolution on sharing the role can be determined, a draw from the hat shall occur.

To be eligible for election, the candidates may or may not be in attendance. Candidates in attendance will affirm their acceptance of a nomination. Candidates not in attendance will affirm in writing to the **SOO - (COMMUNITY NAME)** Community Council their acceptance of the nomination.

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When there is only one nominee for a position, he or she may be acclaimed, if all identified qualifications are met.

Where no candidate has been identified or where there is a vacancy due to the departure or removal of an existing member of the Community Council, the council may choose to utilize a selection process rather than election. The benefits of selection are that individuals can be chosen and recruited for their specific skills and compatibility to the position. The selection process must include the completion of a declaration of interest form and an interview of the candidates by a selection committee.

Duration of Office of Elected Community Council Members

1. A nominee is elected to a Community Council position for a two-year term; and
2. Elected members of the Community Council may take office immediately and can convene an **SOO - (COMMUNITY NAME)** Community Council meeting to follow adjournment of the AMM.
3. Outgoing Community Council members must do their due diligence to ensure a smooth transition and turnover of information to the incoming members.

Community Council Executive positions should come up for election on a rotating basis to ensure continuity on council. The recommended rotation is:

Odd Years: Community Coordinator, Secretary, Volunteer Coordinator

Even Year: Vice Community Coordinator, Treasurer, Registrar

Section 5 – SOO - (COMMUNITY NAME) Community Council Member Resignations or Terminations

If an elected or appointed **SOO - (COMMUNITY NAME)** Community Council member leaves his or her position, the following rules shall apply in the appropriate conditions:

1. The absence of an **SOO - (COMMUNITY NAME)** Community Council Member from two (2) consecutive meetings of the **SOO - (COMMUNITY NAME)** Community Council without just cause shall constitute a vacancy from the **SOO - (COMMUNITY NAME)** Community Council, provided that the **SOO - (COMMUNITY NAME)** Community Council, by resolution so declares;
2. If any position becomes vacant, the Community Council shall at the earliest date, identify a candidate who will accept nomination for an appointment to the vacant position for the balance of the term or until the next election;
3. Any member of the **SOO - (COMMUNITY NAME)** Community Council should resign from their position by providing notification in writing to the Community Coordinator. Resignation will be effective upon receipt thereof or upon an agreeable date specified by the

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resigning member, of not more than thirty (30) days after the member provides notification of resignation.

Article 5 – Finance

Section 1 – Financial Accounts

Special Olympics Ontario operates under a centralized banking model, whereby the community account is opened through the SOO office and carries the relevant transit number of the Royal Bank of Canada. There shall be one community bank account for the **SOO - (COMMUNITY NAME)** Community Council. The **SOO - (COMMUNITY NAME)** Community Council may also have a trust account for funds raised through lottery licensed events.

For full policies regarding centralized banking, please visit the [SOO Resource Library](#).

Section 2 – Financial Guidelines

SOO - (COMMUNITY NAME) must utilize the financial guidelines as directed by SOO, including the following:

1. There shall be a minimum of two non-related signing officers, although a minimum of three is recommended. All signing officers must be registered volunteers with SOO.
2. Cheques shall be issued with no fewer than two signatures of the designated signing officers;
3. Cheques cannot be signed in advance of their issuance without firm amounts and payees;
4. The Treasurer shall pay invoices that have been approved through the budget process or approved at a Community Council meeting;
5. Seasonal reports by Sport Club Head Coaches or Managers will include projected expenses for the following season to be approved by the Community Council;
6. Unbudgeted expenses must be approved by **SOO - (COMMUNITY NAME)** Community Council before the expense is incurred.

Additional information regarding financial best practices can be found on the [SOO Resource Library](#).

Section 2 – Funds Received

All funds received must be forwarded as soon as possible to the Treasurer for deposit in the **SOO - (COMMUNITY NAME)** bank account as per centralized banking best practices.

All cheques, bank drafts, money orders and other financial instruments must be made payable to **SOO - (COMMUNITY NAME)**

Section 3 - General Fundraising Guidelines

SOO - (*COMMUNITY NAME*) is responsible for raising funds for the **SOO - (*COMMUNITY NAME*)** programming.

1. Only activities that are allowed by both SOO's guidelines and regulations, as set forth by the local municipal bylaws in their area of jurisdiction, may be undertaken.
2. All fundraising events must be coordinated through the **SOO - (*COMMUNITY NAME*)** Community Council.
3. All funds raised by individuals or groups are sent to **SOO - (*COMMUNITY NAME*)** Treasurer.
4. All fundraising is to be conducted in a manner such that the image and reputation of SOO is maintained.
5. All online fundraising must be conducted using SOO platforms.
6. SOO is solely responsible for issuing receipts for income tax purposes.

Section 4 - Fiscal Year

The fiscal year for **SOO - (*COMMUNITY NAME*)** coincides with the fiscal year for SOO, which runs from July 1 until June 30.

Article 6 - Local Variances (to be edited by communities)

Proposed amendments to the local variances of the Community Operating Guideline must be duly presented and approved as motions of change at **SOO - (COMMUNITY NAME)** Community Council Meetings or at the **SOO - (COMMUNITY NAME)** AMM. The proposed amendments to the Community Operating Guidelines must be approved by SOO before taking effect.

Voting for approval of proposed amendments to the Community Operating Guidelines shall be carried out by a show of hands of voting members present, as outlined in Article 4, Section 3. Majority approval shall indicate passage of the proposed amendment.

The following Local Variances are suggestions of concepts that could be included by the local Community Council. Not all variances need to be implemented by local councils. Additional variances may be included based on community needs. All Local Variances must be approved by SOO before taking affect.

Section 1 - Community Council

Executive Council

The **SOO - (Community Name)** Executive Council shall be comprised of the following positions:

If Executive position job descriptions differ from the SOO recommendations as provided on the Resource Library, include them here.

General Council

The **SOO - (Community Name)** General Council shall be comprised of the following positions:

If General Council position job descriptions differ from the SOO recommendations as provided on the Resource Library, include them here.

Sub-Committees

The **SOO - (Community Name)** (insert committee ie. Fundraising, Athlete Advisory, Hosting, Partnerships, Disciplinary etc.) shall be composed of:

Elections

The **SOO - (Community Name)** shall host elections for the following positions in even years:

The **SOO - (Community Name)** shall host elections for the following positions in odd years:

Meetings:

The **SOO - (Community Name)** shall host Executive Council meeting on:

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The SOO - (Community Name) shall host Community Council meetings on:

The SOO - (Community Name) shall host sub-committee meetings on:

Section 2 – Finance and Fundraising:

The SOO - (Community Name) shall offset ____% of coach education courses based on the following:

The SOO - (Community Name) fundraising will be allocated in the following manner (club / community):

SOO - (*COMMUNITY NAME*) Community Council will grant financial assistance to athletes who need it for participation in ____ club(s). The athlete or athlete's parent/guardian needs to fill out the Financial Assistance Request Form. The SOO - (*COMMUNITY NAME*) Community Council will review the request to ensure that it is a reasonable request.

Section 3 – Competition

Major Games

SOO - (*COMMUNITY NAME*) will cover the cost of ____% of the Provincial Games Fees/Uniforms for athletes.

SOO - (*COMMUNITY NAME*) will cover the cost of ____% of the National Games Fees/Uniforms for athletes.

SOO - (*COMMUNITY NAME*) will consider covering a portion of additional training costs to attend Provincial/National/World Games based on:

Local Competition

SOO - (*COMMUNITY NAME*) will cover a determined amount of the costs associated with taking part in invitational, conference or provincial qualifying competition, including registration fees, transportation, accommodation, etc., in the following manner:

Section 4 – Registration

SOO - (*COMMUNITY NAME*) will determine the sport registration fees based on community and/or club operating budgets.

SOO - (*COMMUNITY NAME*) will run sport club registration in the following manner, taking into account waiting lists, two-year eligibility, etc.:

Section 5 – Transportation

SOO - (*COMMUNITY NAME*) will determine transportation types (parental transportation/van rentals/school bus/coach bus etc.) based on distance traveled, number of athletes and seasonal considerations in the following manner:

SOO – (*COMMUNITY NAME*) will charge or not charge a determined amount to travel on the bus to Special Olympics events.

SOO - (*COMMUNITY NAME*) has the following policy with respect to non-team members travelling on the bus.

SOO - (*COMMUNITY NAME*) will reimburse volunteers the following amount for mileage when pre-approved for council or club business:

Section 6 – Uniforms

SOO - (*COMMUNITY NAME*) will provide uniforms to athletes individually, for which the athletes will pay ____% of the cost.

SOO - (*COMMUNITY NAME*) will maintain team uniform sets for the following sports:

Section 7 – Awards and Celebrations

SOO - (*COMMUNITY NAME*) will hold nominations for the following awards:

SOO - (*COMMUNITY NAME*) will plan for the following club or community season-end or annual banquets:

SOO - (*COMMUNITY NAME*) will spend no more than ____% of its operating budget on social functions.

Section 8 – Coaching & Volunteers

SOO - (*COMMUNITY NAME*) will reimburse coaches for:

- Pre-approved expenses
- Mileage for coach training courses etc.
- ____ % of Coaching Courses

SOO - (**Community Name**) shall offset ____% of Police Records Checks based on the following criteria (eg. following ____ months of involvement):

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SOO - (Community Name) shall appoint club head coaches for a _____ (1 year, 2 year, indefinite) term.

SOO - (Community Name) shall appoint club head coaches based on (experience, minimum certifications, etc.)

Section 9 – Record Keeping

SOO - (COMMUNITY NAME) shall require its Community Council and Head Coaches/Team Managers to use SOO email addresses for professionalism and succession planning purposes.

SOO - (COMMUNITY NAME) will post all community council meeting agendas, minutes and financial reporting on its website ____ days after the completion of a meeting.

SOO - (COMMUNITY NAME) will store historical files (budgets, disciplinary documents, meeting agendas and minutes, financial reports, contact lists, donor lists etc.) on the community Google Drive. All coaches and community council members will have access through their SOO email addresses.

Section 10 – Media & Social Media

SOO - (COMMUNITY NAME) shall operate the following social media pages/platforms:

These platforms shall be run in the following manner:

- Access (private/public)
- Posting policies
- Club vs community accounts

SOO - (COMMUNITY NAME) shall be represented at media opportunities by one of the Community Coordinator, Vice Coordinator or Media Relations Coordinator. Priority for athlete speaking engagements will be given to athletes who have completed SOO's Athlete Leadership Program's Speakers Training.

SOO - (COMMUNITY NAME) requires that anyone representing the community in media opportunities wear SOO or **SOO - (COMMUNITY NAME)** branded attire.