

# **Athlete Registration Package**

2023-2024

Special Olympics Alberta – Edmonton

## **EDMONTON SPECIAL OLYMPICS ALBERTA**



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## **Special Olympics Edmonton – Office information**

### **Office hours:**

Tuesdays – 8:00 a.m.-3:30 p.m. Or by appointment! Please call the office to book an appointment if our open office hours do not work for you.

### **Staff information:**

**For athlete registration, inquiries or general program questions, please contact the below:**

Sport & Program Manager: Ally Short – [ashort@specialolympicsedmonton.ca](mailto:ashort@specialolympicsedmonton.ca)

**For volunteer registration and inquiries, please contact the below:**

Sport & Program Coordinator: Cam Holoboff –  
[choloboff@specialolympicsedmonton.ca](mailto:choloboff@specialolympicsedmonton.ca)

**For sponsorship and donation inquiries, please contact:**

Executive Director: Celina Foster – [cfoster@specialolympicsedmonton.ca](mailto:cfoster@specialolympicsedmonton.ca)

**For affiliate information outside of Edmonton, or general Special Olympics Alberta inquiries, please contact:**

Affiliate & Community Support Coordinator – North: Isabelle Cropper –  
[icropper@specialolympics.ab.ca](mailto:icropper@specialolympics.ab.ca)

## **Registration Process**

This registration process for 2023-2024 aims to keep things as simple as possible – for you, and for the Special Olympics team! As such, we are proceeding with registration on a Microsoft Form for this season. All registrations will be submitted through an electronic form, no paper forms will be accepted this year.

**Read this package in full for all you need to know to register for this season!**

**Special Olympics Edmonton  
2023-2024 Program Outline**

Ph: 587-412-2928 Email: ashort@specialolympicedmonton.ca

Season	Program	Fee	Start	End	Weekday	Time	Location
Fall Start Dates	<b>5-Pin Bowling</b>						
	AS1	\$200	Oct	Mar	Sundays	10:00am - 12:00pm	Bonnie Doon Bowling Lanes Bonnie Doon Shopping Centre 8330 82 Ave
	AS2	\$200	Oct	Mar	Sundays	1:00pm - 3:00pm	Bonnie Doon Bowling Lanes Bonnie Doon Shopping Centre 8330 82 Ave
	AS3	\$200	Oct	Mar	Sundays	10:00am - 12:00pm	Plaza Bowling Co. 10418 118 Ave NW
	<b>10-Pin Bowling</b>	\$200	Oct	Apr	Saturdays	1:00pm - 3:30pm	Gateway Lanes 3414 Gateway Blvd NW
	<b>Alpine Skiing</b>	\$220	Nov	Mar	Wednesdays	6:00pm - 8:30pm	Sunridge Ski Area 10980 17 St NW
	<b>Artistic Gymnastics</b>	\$95	Oct	Dec	Tuesdays	TBD (evenings)	South Edmonton Gymnastique + Ninja 5140 67 Ave NW, Edmonton, AB T6B 3N9
	<b>Curling</b>	\$110	Oct	Feb	Tuesdays	6:30pm - 7:30pm	Ottewell Curling Club 4205 102 Ave NW
	<b>Floor Hockey</b>	\$110	Oct	Feb	Wednesdays	6:00pm - 8:00pm	Edmonton Expo Centre 7515 118 Ave NW
	<b>Indoor Soccer (Adult)</b>						
	Rec	\$100	Oct	Mar	Thursdays	5:30pm - 6:30pm	Edmonton Soccer Centre East 12720 Victoria Trail NW
	Advanced	\$100	Oct	Mar	Thursdays	5:45pm - 6:45pm	
	<b>Rhythmic Gymnastics</b>	\$65	Nov	May	Thursdays	6:00pm - 7:00pm	Princeton School 7720 130 Ave NW
	<b>Snowshoeing</b>	\$55	Nov	Mar	Sundays	2:00pm - 3:30pm	Rundle Park - ACT 2909 113 Ave
	<b>Swimming</b>						
	Beginner	\$130	Oct	Feb	Monday	8:15pm - 9:15pm	Gerry Kelly Aquatic Centre - MacEwan University 10800 105 Ave NW
	Intermediate	\$130	Oct	Feb	Monday	8:15pm - 9:15pm	
Advanced	\$180	Oct	Feb	Sundays & Wednesdays	5:00pm - 6:00pm (S) 8:15pm - 9:15pm (W)		
Winter Start Dates	<b>Introduction to Strength Training</b>	\$85	Jan	May	Tuesdays	6:00pm - 7:30pm	Steadward Centre University of Alberta Van Vliet Complex - 116 St & 87 Ave
	<b>Powerlifting</b>	\$105	Jan	May	Thursdays	6:00pm - 7:30pm	
	<b>Track &amp; Field</b>	\$95	Feb	Jun	Monday	7:00pm - 8:30pm	Footo Field 11601 68 Ave
Spring Start Dates	<b>Basketball</b>						
	Novice	\$75	Mar	Jun	Monday	6:00pm - 7:30pm	St. Basil Elementary 11510 102 St NW, Edmonton, AB T5G 2E7
	Intermediate	\$85	Mar	Jun	Thursday	6:30pm - 8:30pm	King's University 9125 50 St NW, Edmonton, AB T6B 2H3
Advanced	\$85	Mar	Jun	Thursday	6:30pm - 8:30pm		
Summer Start Dates	<b>Bocce</b>	\$60	May	Jul	Tuesday	6:00pm - 7:30pm	Lilian Osbourne High School - 2019 Ledger Rd
	<b>Golf</b>						
	Rec	\$120	May	Jul	Wednesday	6:00pm - 7:00pm OR 7:00pm - 8:00pm	Ottewell Curling Club - 4205 102 Ave NW
	Intermediate	\$140	May	Jul	Tuesday	6:30pm - 8:30pm	Country Side GC 51466 RR 232, Sherwood Park
	Advanced	\$140	May	Jul	Tuesday	6:30pm - 8:30pm	
	<b>Outdoor Adult Soccer</b>						
	Rec	\$60	May	Aug	Thursday	6:30pm - 8:00pm	Homesteader Community League 575 Hermitage Rd NW, Edmonton, AB T5A 4N2
	Advanced	\$70	May	Aug	Monday & Thursday	6:30pm - 8:00pm	
	<b>Pickleball</b>	\$65	May	Jul	Tuesday	7:00pm - 8:00pm	Royal Gardens Community League - 4030 117 St NW
	<b>Softball</b>	\$70	May	Aug	Wednesday	6:00pm - 8:00pm	Ermieskin Diamonds - 25 Ave. & 107 Street NW
<b>Walking Club</b>	\$25	Jul	Aug	Monday	6:00pm - 7:30pm	Grizzly Bear Lodge Park - 9100 Walterdale Hill NW	
Youth Programs	<b>Youth Multi-Sport Program (7-14 yrs)</b>	\$70	Oct	Dec	Saturday	10:00am-12:00pm	Westmount Fitness Club - 12840 109 Ave NW
	<b>Indoor Youth Soccer (7 - 14 yrs)</b>	\$70	Feb	Apr	Saturday	10:00am - 11:00am	TBD
	<b>Outdoor Youth Soccer (7 - 14 yrs)</b>	\$60	May	Jul	Saturday	10:30am - 11:30am	Grandview Community League 6223 124 St NW, Edmonton, AB T6H 3V1
	<b>Little Bowlers - 5-Pin (5- 14 yrs)*</b>	\$110	Oct	Mar	Sunday	10:00am - 12:00pm	Bonnie Doon Bowling Lanes Bonnie Doon Shopping Centre 8330 82 Ave
	<b>Youth Basketball (7 - 14 yrs)</b>	\$70	Mar	Jun	Monday	5:30pm - 7:30pm	Westmount Fitness Club - 12840 109 Ave NW

Intermediate & Advanced Programs are by coach selection only. Please only register if you participated in this program in the 2022-2023 season.

All new athletes will start out in the beginner level of programs and changes will be made at coach discretion.

**Program start-dates and end-dates will be released via email and updated on the website in the weeks prior to the start of each program**

**\*\*PROGRAM OUTLINE IS SUBJECT TO CHANGE\***

## **How to Register – Registration & Payment Options**

### **1. Select your programs!**

- a. Review this package, the Program Outline, and our Program Guide (attached in email) to select all programs that you want to participate in for the 2023-2024 season.
- b. Discuss location, fees, and scheduling with your supports, if necessary, prior to registering for your programs.

### **2. Register!**

There are a few options for registration for the 2023-2024 season:

- a. **Register online using our electronic registration Form.** This is the easiest and quickest way to get registered and takes only a few minutes. Follow the link on the next page to get started!
- b. **Contact the SOE office by email at:**  
[registration@specialolympicsedmonton.ca](mailto:registration@specialolympicsedmonton.ca) or by phone at (587-412-2928) to set-up an in-person appointment to complete your registration if you do not have access to a computer.

### **3. Pay!**

- a. Once registered, you will receive an invoice by email that provides payment options.

### **4. Play!**

- a. You will receive an email in the weeks prior to the program with the start-date and any other information you need to know for the season.

## **Athlete Registration Form Link**

Follow the link below to get started with your registration:

<https://forms.office.com/r/tW6cpLJuJb>

### **Important:**

- This link is for **Athletes ONLY** – volunteers must use the volunteer link!
- You cannot pause a registration – please be prepared to complete the form in full prior to starting the registration process.
- Only ONE athlete can be registered at a time. If you need to register multiple athletes, each athlete must be completed separately. There is no way to register two people on one form.

### **Please have the following information ready when registering:**

- Athlete contact information and the most accessible and regularly used email of an athlete and their supports
- Athlete medical information
  - Allergies, seizure information and protocol (if applicable), medications and dosages, dietary restrictions or special diet
- Two emergency contacts and their full contact information
- Selection of all programs that you would like to participate in for the 2023-2024 year

### **You can also find the electronic registration form at:**

- Special Olympics Edmonton website -  
<http://www.specialolympicsedmonton.ca/get-involved/become-an-athlete/register/>
- Special Olympics Edmonton Facebook, online registration email announcements, contacting the office

## Waivers

- Athletes must have signed waivers to participate in Special Olympics programs. These waivers must be signed and submitted annually as part of the registration process.
- Waivers are **included in the registration form**
- **Who can sign the waiver?**
  - If an athlete is their OWN guardian, they can sign the waivers
  - If an athlete is NOT their own guardian, then their guardian must sign
- *Instructions on what to do if you are not your own legal guardian, or the support filling out the form is not the legal guardian of the athlete, are found in the form*
- It is entirely the responsibility of the athlete and/or their supports to ensure that waivers are filled out properly and completely prior to the season start.



## Program Waitlists

- Every program has a maximum capacity for athletes. Capacity is determined by two factors – volunteers and facility space.
- **If a program is full**, only a waitlist will be found on the **“Select your Sports”** section of the online registration form.
  - If you are interested in the program, please join the waitlist to be notified if a spot becomes available.
- **There will be no exceptions made** – if a program is full, athletes will not be able to register for that program, only the waitlist.
  - Athletes cannot pay for a program that they are on the waitlist for.
  - **Please plan ahead and make registration a priority so that you do not miss out!**
- Attendance is taken at programs, and any athlete that has not registered that attends practice will be asked to sit out until their registration has been processed.
- If a spot opens in a program, the first athlete on the waitlist will be contacted and will be required to respond to secure their spot in the program.
  - The athlete will then be given a time frame during which their payment is due, which will be discussed with the athlete.
- For programs with waitlists - If an athlete is absent without notice for 2 or more consecutive practices, an email will be sent notifying the athlete of a “warning of absence”, followed by a secondary email warning and potential removal of the program. No refund will be given due to unexplained absence.

## **Fee Credits**

All credits will be calculated and deducted from the total of your 2023-2024 fees, resulting in a total balance owing.

### **Want to know your credit?**

If you would like to know if you have a credit on your file, and the amount, to be able to make decisions regarding the 2023-2024 registration, please email [registration@specialolympicsedmonton.ca](mailto:registration@specialolympicsedmonton.ca) and include the athletes' first and last name.

### **Not registering for 2023-2024, and have a credit on file?**

If you are not registering for the 2023-2024 season and would like to address your credit on file, please email [registration@specialolympicsedmonton.ca](mailto:registration@specialolympicsedmonton.ca)

## **Payment Methods**

There are multiple ways to pay for Special Olympics Edmonton programs that you have submitted a registration for! Once your registration has been approved, you will receive an emailed invoice with payment options. There are online, in-person, and mail-in options available.

**Payment Day will be held on October 14<sup>th</sup>! More details will be released prior to payment day – please monitor your emails once your registration is submitted!**

## **Special Olympics Edmonton Refund Policy**

- A full refund will be issued to any athlete who contacts the Special Olympics Edmonton office within 4 weeks of a program's first practice - known as a program withdrawal. During this time frame, any reason can be given, and a full refund will be issued.
- Following the 4-week period, refunds will be issued on a case-by-case basis. Please contact the office if you have any questions about refunds!
- ALL requests for a refund must be done in writing (email, mail, etc.) in order to be honoured and issued. Verbal requests will not be accepted.
  - ***Submitted Registration + Full Payment = Full Registration***

## **Questions & Inquiries**

Have a question, or an inquiry? Please check the following places for the quickest and most effective service!

- Refer to **this package** 😊
- **Registration FAQ** – Visit <http://www.specialolympicsedmonton.ca/registration-faq/> to access the Registration FAQ (Frequently Asked Questions).
- **Registration Resources** - Visit <http://www.specialolympicsedmonton.ca/get-involved/onlineregistrationresources/> to see all registration resources and updates as they are made available
- **Email** [ashort@specialolympicsedmonton.ca](mailto:ashort@specialolympicsedmonton.ca) and/or [choloboff@specialolympicsedmonton.ca](mailto:choloboff@specialolympicsedmonton.ca) to be placed in the queue with any specific questions that cannot be answered by the above resources.