

**EDMONTON
SPECIAL OLYMPICS
ALBERTA**



2021-2022 Special Olympics Alberta – Edmonton

Athlete Registration Package

All the Information you need to know about registering
for the upcoming program year!

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Registration Process

The aim of the registration process for 2021-2022 is 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, for those with an email on file. The registration form will remain open while there are spots available in the program.

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

COVID Statement

At this time, unknowns are our new normal. However, we are anticipating a program season that looks close to typical for Special Olympics. As of right now, these are the expected parameters:

- Athletes & coaches can register in multiple programs
- We will have indoor & outdoor programs
- COVID protocols will likely be in place, but we will not know those parameters until closer to our start, as they shift so quickly
- Competitions will be on hold for the rest of 2021, but may be a possibility for summer 2022

This is all subject to change, depending on the coming months. We will be following the guidance of Special Olympics Alberta.

For the 2021-2022 season, we encourage each member to consider their personal comfortability participating in in-person programming prior to registering. This decision is one that can only be made by the athlete and their supports, based on individual risk status and personal circumstances, given the current parameters.

For more information and updates regarding Special Olympics parameters for return to play, please visit <https://www.specialolympics.ca/alberta/return-to-play>.

**Special Olympics Edmonton
2021-2022 Program Outline**

Ph: 780-448-1876 - Email: clacoste@specialolympicsedmonton.ca

Season	Program	Fee	Start	End	Weekday	Time	Location
Fall Start Dates	5-Pin						
	AS1	\$170	Nov	Apr	Sundays	10:00 am - 12:00 pm	Bonnie Doon Bowling Lanes - Bonnie Doon Shopping Centre 8330 82 Ave
	AS2	\$170	Nov	Apr	Sundays	1:00pm - 3:00 pm	Plaza Bowling Co. - 10418 118 Ave NW
	AS3	\$170	Nov	Apr	Sundays	10:00 am - 12:00 pm	Plaza Bowling Co. - 10418 118 Ave NW
	10-Pin	\$165	Nov	May	Saturdays - Alternating	1:00 pm - 3:30 pm	Gateway Lanes - 3414 Gateway Blvd NW
	Alpine Skiing	\$205	Nov	Mar	TBD	TBD	Snow Valley Ski Club 13204 Rainbow Valley Rd NW
	Artistic Gymnastics**	TBD	Nov	Feb	Mondays	5:00 pm - 6:00 pm	Capital City Gymnastics Centre - 4130 101 St NW
	Curling	\$60	Nov	Mar	Tuesdays	5:30 pm - 6:45 pm	Derrick Curling Club - 3500 119 Street NW
	Floor Hockey	\$95	Nov	Mar	Wednesdays	6:00 pm - 8:00 pm	Edmonton Expo Centre - 7515 118 Ave NW
	Indoor Soccer Adult						
	Rec	\$90	Nov	Mar	TBD	5:30 pm - 6:30 pm	TBD
	Advanced	\$90	Nov	Mar	TBD	5:45 pm - 6:45 pm	TBD
	Rhythmic Gymnastics						
	Sprites (Performance)	\$50	Nov	May	Thursdays	6:00 pm - 7:00 pm	Princeton Elementary School - 7720 130 Ave NW
	Snowshoeing	\$50	Nov	Mar	Sundays	1:00 pm - 2:30 pm	Rundle Park - ACT 2909 113 Ave
Swimming							
Beginner	\$120	Nov	Mar	Mondays	8:15 pm - 9:15 pm	Gerry Kelly Aquatics Centre - MacEwan University - 10800 105 Ave NW	
Intermediate	\$120	Nov	Mar	Mondays	8:15 pm - 9:15 pm		
Advanced	\$155	Nov	Mar	Mondays & Wednesdays	8:15 pm - 9:15 pm		
Winter Start Dates	Introduction to Strength Training	\$70	Jan	May	Tuesdays	6:00 pm - 7:30 pm	Steadward Centre University of Alberta Van Vliet Complex - 116 St & 87 Ave
	Powerlifting	\$70	Jan	May	Thursdays	6:00 pm - 7:30 pm	
	Track & Field	\$85	Feb	June	Mondays	7:00 pm - 8:30 pm	Kinsmen Sports Centre - 9100 Walterdale Hill NW (Feb - May) Foote Field 11601 - 68 Ave (May - June)
Spring Start Dates	Basketball						
	Novice	\$65	Mar	June	Mondays	6:00 pm - 7:30 pm	TBD
	Intermediate	\$65	Mar	June	Thursdays	6:00 pm - 8:00 pm	Legacy Athletics Basketball - 6034 83 St NW
	Advanced	\$65	Mar	June	Thursdays	6:00 pm - 8:00 pm	Legacy Athletics Basketball - 6034 83 St NW
Summer Start Dates	Bocce	\$50	May	Jul	Tuesdays	6:00 pm - 7:30 pm	Lilian Osbourne High School - 2019 Ledger Rd
	Golf						
	Rec	\$110	May	June	Wednesdays	6:00 pm - 7:00pm OR 7:00 pm - 8:00 pm	Ottewell Curling Club - 4205 102 Ave NW
	Intermediate	\$130	May	June	Tuesdays	6:00 pm - 8:30 pm	Country Side GC 51466 RR 232, Sherwood Park
	Advanced	\$155	May	June	Tuesdays	6:00 pm - 8:30 pm	Country Side GC 51466 RR 232, Sherwood Park
	Outdoor Adult Soccer						
	Rec	\$55	May	Aug	Thursdays	6:30 pm - 8:00 pm	TBD
	Advanced	\$65	May	Aug	Mondays & Thursdays	6:30 pm - 8:00 pm	TBD
	Pickleball**	\$60	May	Aug	Tuesdays	6:00 pm - 7:00 pm	Royal Gardens Community League - 4030 117 St NW
	Softball	\$60	May	Aug	Wednesdays	6:00 pm - 8:00 pm	Ermieskin Diamonds - 25 Ave. & 107 Street NW
Walking Club**	\$20	Jul	Aug	Mondays	6:00 pm - 7:30 pm	Grizzly Bear Lodge Park - 9100 Walterdale Hill NW	
Youth Programs	Active Start						
	Time Slot 1 (4-6 yrs)	\$55	Nov	Mar	Saturdays	9:00 am - 10:00 am	Westmount Fitness Club - 12840 109 Ave NW
	Time Slot 2 (2-4 yrs)	\$55				10:15 am - 11:00 am	
	Youth Multi-Sport Program (7-14 yrs)	\$55	Jan	Mar	Saturdays	9:00 am - 10:30 am	Westmount Fitness Club - 12840 109 Ave NW
	Indoor Youth Soccer (7 - 14 yrs)	\$65	Nov	Jan	Saturdays	10:30 am - 11:30 am	TBD
	Outdoor Youth Soccer (7 - 14 yrs)	\$55	May	Jul	Saturdays	10:30 am - 11:30 am	Empire Park Community League - 4804 107 St NW
	Little Bowlers - 5-Pin (5- 14 yrs)*	\$80	Nov	Apr	Sundays	10:00 am - 11:30 am	Bonnie Doon Bowling Lanes - Bonnie Doon Shopping Centre 8330 82 Ave
Youth Basketball (7 - 14 yrs)	\$55	Mar	June	Mondays	6:00 pm - 7:30 pm	TBD	

Intermediate & Advanced Programs are by coach selection only. Please only register if you participated in this program in the 2019-2020 season.

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

** - New Program!

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***

Registration Timeline

August 12th – Online Registration is Open!

- August 12th, the electronic online registration form will open. Athletes and their supports will be able to register.
- **Paper forms will not be accepted this year** – registrations must be transcribed onto the electronic online form by the athlete and/or their supports. If you do not have access to a computer, you can register in person at the office during designated office hours.

September 17th – Last Day for Online Registration Before Payment Day

- From September 17 to 25, Special Olympics Staff will process all registrations to date and prepare invoices for your fees. Any credits on file will be applied to the athlete's balance owing. Athletes are encouraged to register BEFORE September 17th for the best chance of securing their chosen programs.

September 25th – Season Kick-Off & Payment Day

- Season Kick-Off & Payment Day Details:
- **Date: Saturday, September 25, 2021**
Location: Central Lions Senior Centre – 11113 113 St NW
Time: 1:00 pm - 4:00 pm
- **Athletes must complete their electronic registration form prior to payment day.** We will not have registration stations available on Payment Day this year.
- We will be accepting all forms of payment. **This will be the first day that payments for programs will be accepted.** Payment Day is the easiest and most social way to pay your fees all at once for the upcoming season!
- Due to technical issues with the national database system, **we will not be accepting online payments this year.** Athletes paying with cash, cheque, credit, or debit are encouraged to come out to our Payment Day event.

October 29th – Program Fees are DUE!

- This year, all athletes must pay for their program fees to secure their spot in their program. Regardless of your date of registration, all program fees must be paid by October 29th unless payment conditions are discussed with the Special Olympics Edmonton office directly. **Please see page 9 for information on this change.**
- On October 29th, **any spot that has not been paid for or for which payment conditions have not been discussed with the Special Olympics Edmonton office, will be forfeited and the spot will be opened for registration.** Athletes that have not paid at this time will be put on the waitlist for the program and can register for the spot once payment has been received or payment options discussed. The spot will be open on a first come, first served basis. Any athlete has the opportunity to secure that spot.

How to Register – Registration & Payment Options

1. **Select your programs** – 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 2021-2022 season. 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 2021-2022 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 below to get started! **Registration for each program opens August 12th and will remain open until September 17th or until it's full. At this time, registration will close until September 25th, while we process registrations in preparation for payment day.** The form will re-open after September 25th. Registration for each program will close when we are full, and a waitlist will appear in its place.
- b. **Come to the SOE office from August 17th to 19th between 12 PM and 8 PM – athletes may drop by the office** to complete the electronic form with assistance. Computer stations, internet access, and staff support, will be available during this time. Please come prepared with all necessary information to fully register. NOTE: Special Olympics staff has a remote and in-office work policy. **If you need to come in after August 19th, you must make an appointment with a staff, with 24 hours notice, so that we can ensure there are members in the office when you arrive.**

3. **Pay!**

Once registered, you will receive an invoice prior to Payment Day. There are a few options for payment for the 2021-2022 season:

1. **Payment Day – Our Season Kick-Off & Payment Day is a social opportunity to get your payments in for your programs!** We will be accepting all forms of payments. September 25th will be the first day that payments are accepted for the 2021-2022 season. **You must submit your registration through our electronic form prior to Payment Day.**
2. **Pay at the office** – Payments requiring debit or credit will be accepted at the office for 2021-2022 programs by appointment only. Cash and Cheque can be put in an envelope with the athlete's name and programs clearly indicated and dropped in our mail slot after hours. Payment put through drop-box will be collected on the following business day.
3. **Mail in Payment** – Payment can be mailed to our office at 16011 118 Ave NW, Edmonton, Alberta, T5V 1C7. Cash and Cheques can be mailed. Please include in the envelope the athlete's name and programs that they are paying for.

4. **Play!** – 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. Start-Dates have not yet been released for the coming season. **Reminder: Programs will be starting in November this season**

Accessing the Registration Form Link!

Once the online registration form **OPENS on Thursday, August 12th**, you can follow the link below to get started with your registration:

<https://forms.office.com/r/J1XrWnwdsN>

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.

You will need the following information to register for programs:

- 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 2021-2022 year

You can also find the Electronic Registration Form at:

- The 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

Waivers will be released closer to the start of programs – they are not part of the Electronic Registration Form. As always, all 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.**

This year, waivers will be issued electronically closer to the start-date of programs, due to the inclusion of the time-sensitive COVID Declaration Waiver.

Waivers will be issued electronically to the primary email associated with the athlete, and reminders will be sent periodically once they are issued.

The waivers require a sign-off by a guardian. If an athlete is their own guardian, they may complete this sign-off independently. If an athlete is not their own guardian, this sign-off section of the form must be completed by a guardian.

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.

Criminal Record Checks – for Athletes

NEW for the 2021-2022 season

Special Olympics continually strives to make our programs safer for all members. As such, you will notice a new question on your **WAIVERS** that is about Criminal Record Checks. This is a self-declaration if you have ever been charged or convicted of a criminal offense.

If you check yes, you will receive follow-up instructions from the Special Olympics Alberta office as to the next steps. This process will include, but is not limited to: confirming your answer is correct, proving an updated Criminal Record Check, requiring 1:1 support etc.

Please note, that even if you select no, at any time, Special Olympics Alberta reserves the right to request a Criminal Record Check at any time.

This process is not meant to deter participation, but rather enhance safety for all members. **This question is NOT on your registration form – it is on your waiver form!**

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 wait list 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 – the conversations regarding full programs are disappointing for everyone involved.**

The benefit to the registration system this year is that a registration can be completed from anywhere, at any time, with a computer and an internet connection. The system works on many types of devices. There are various payment options, and a lengthy time frame allotted for athletes to make payment arrangements. This flexibility is to ensure that every opportunity is given for athletes and their supports to complete their registration in a timely manner.

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.

The following programs fill up quickly and we suggest registering as early as possible for:

5-Pin Bowling
10-Pin Bowling
Swimming

Registrations will be accepted until the start-date of the program. At that time, registrations will only be accepted on a case-by-case basis, dependent on program numbers, the design of the program, and volunteers.

Fee Credits from the 2019-2020 Season

If you or the athlete you support participated in the 2019-2020 season, you may have a registration fee credit on file for programs that were partially or fully cancelled due to COVID-19. The following were the options given to athletes at the end of the 2019-2020 season. This is for your information only. No action can be taken at this time regarding the decisions around 2019-2020 fees.

Credit:

This option allowed you to apply the fees you paid against next year's program fees. Of course, the 2020 season required no fees to be paid. All credits issued have been transferred in full to the 2021-2022 season. When you go to register for programs, this amount will be deducted from your total. If you did not contact SOE with an alternate choice, a credit was automatically applied to your file.

Refund:

This option allowed you to be refunded for the fees you paid in 2019-2020. All refunds that were requested have been issued. If you received a refund, you do not have a credit on file, and the total balance of your registration fees for 2021-2022 will be owing.

Donate to SOE

Some athletes and their supports chose to donate their fees to SOE – we appreciated each donation made! If you donated your fees, you do not have a credit on file, and the total balance of your registration fees for 2021-2022 will be owing.

What happens this year?

All credits will be calculated and deducted from the total of your 2021-2022 fees, resulting in a total balance owing. We need time to calculate these totals – **your invoice with credit applied, where applicable, will be available during the week prior to Payment Day.**

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 2021-2022 registration, please email registration@specialolympicsedmonton.ca . Include the athletes' first and last name.

Not registering for 2021-2022, and have a credit on file?

If you are not registering for the 2021-2022 season and would like to address your credit on file, please email registration@specialolympicsedmonton.ca

Pay to Play

For the 2021-2022 season, Special Olympics Edmonton will have a ***pay to secure your spot*** process:

Athletes must pay the fee for each program they have registered for or have discussed payment arrangements with a member of the Special Olympics Edmonton staff, by October 29th to have their registration approved and secure their spot. Any athlete that has not done so will be removed from all programs for which they have not paid on October 29th at 9:00 am, forfeiting their spot, regardless if a registration has been submitted.

Athletes that are removed from their program lists will have their registrations set to pending documents, and their spot will be open to any other athlete. For programs that are full, and a waitlist has started, the athlete will be placed on the waitlist for that program. The spot that has opened will be first-come, first-served, and any athlete can take that spot once they have paid and are registered.

Special Olympics Edmonton has been working towards a balanced and sustainable program budget. We strive to keep costs as low as possible every year and subsidize the costs where we can. Unfortunately, there has been a trend of athletes securing a spot in programs, not submitting payment, and not attending. This not only impacts our budget, but also takes away spots from other athletes. To be as fair as possible, we have implemented this payment deadline. Special Olympics Edmonton will not turn away any athlete who is unable to pay by the deadline, which is why contacting the office to discuss payment arrangements counts toward a fully complete registration.

As such, please pay for your programs in full or speak to the office about your payment arrangement and payment options between September 25th and October 29th to avoid your spot being forfeited.

In this way, payment is required to secure and finalize your spot in programs. A complete registration requires a complete payment, or payment arrangement or plan. **No registration is complete until a payment has been made. Exceptions will not be made, so please plan ahead and pay or make payment arrangements within the allotted time frame to avoid disappointment.**

Please note – any and all outstanding fees from 2019-2020 and prior seasons must be paid in full before a registration can be completed for the 2021-2022 season.

Payment Methods

There are many ways to pay for Special Olympics Edmonton programs that you have submitted a registration for!

The following options are available to pay for the programs you have registered for:

- **Season Kick-Off & Payment Day**- Payment Day is an amazing way to kick-off the program year, and ALL athletes can pay for their programs during this event! This event is for athletes that have registered online and want to come out to pay for their programs, see some friends, and celebrate the start of a new season! We accept credit, debit, cash, and cheques as payment on-site during the event.
- **By Mail** – payments made by cash or cheque can be mailed to the office, at your earliest convenience! Please mail out payment a minimum of 7 days prior to the October 29th deadline, to give time for it to be delivered and processed. Please include in the envelope athlete's name and programs that they are paying for.

Mailing Address

Special Olympics Edmonton
16011 118 Ave NW
Edmonton, AB T5V 1C7

All cheques payable to: Special Olympics Edmonton

- **At the office** – Office payments will be a little different this year, as we will not be open for drop-ins. please contact us to make an appointment 24 hours prior to arrival when paying with credit or debit. As always, cash or cheque can be dropped off in the mail slot at the SOE office if you visit us outside of office hours, or if we are off-site when you arrive. Please place in an envelope with the athlete's name on it prior to putting it through the slot.

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, for emergency or medical reasons. 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). This page will be populated as we receive questions and will address most quick questions about registration, the process, payments, and troubleshooting. Please visit the FAQ for the quickest access to information without the wait times!
- **Registration Resources** - Visit <http://www.specialolympicsedmonton.ca/get-involved/onlineregistrationresources/> to see all registration resources and updates as they are made available
- **Email** registration@specialolympicsedmonton.ca to be placed in the queue with any specific questions that cannot be answered by the above resources. Please be patient as response times may be lengthy during registration season due to a high volume of inquiries.