



# Local Program Guide

**Special Olympics**  
Wyoming





# Table of Contents

|                                                                |           |           |
|----------------------------------------------------------------|-----------|-----------|
| <b>Table of Contents</b>                                       | <b>3</b>  |           |
| <b>A Letter from our CEO</b>                                   | <b>7</b>  |           |
| <b>Introduction</b>                                            | <b>8</b>  |           |
| <b>What is a Local Program and what purpose does it serve?</b> | <b>8</b>  |           |
| <b>Who is this guide for?</b>                                  | <b>8</b>  |           |
| <b>What does a Local Program Coordinator need to know?</b>     | <b>9</b>  |           |
| <b>Glossary of Terms</b>                                       | <b>10</b> |           |
| <b>Acronyms</b>                                                | <b>11</b> |           |
| <b>Part 1: Quick Start Guide to Local Program Management</b>   | <b>12</b> |           |
| <b>Section 1: Overview</b>                                     |           | <b>12</b> |
| <b>Mission &amp; Vision</b>                                    | <b>12</b> |           |
| <b>Special Olympics Philosophy</b>                             | <b>12</b> |           |
| <b>Goal</b>                                                    | <b>12</b> |           |
| Athletes                                                       | 13        |           |
| Unified Sports® Partners                                       | 13        |           |
| Families – Parents & Siblings                                  | 13        |           |
| Volunteers                                                     | 13        |           |
| <b>Sports</b>                                                  | <b>13</b> |           |
| <b>Support Structure</b>                                       | <b>13</b> |           |
| Special Olympics, Inc.                                         | 13        |           |
| Special Olympics North America                                 | 14        |           |
| Special Olympics Wyoming                                       | 14        |           |
| Area                                                           | 14        |           |
| Local Program                                                  | 14        |           |
| Donor/Sponsor                                                  | 14        |           |
| <b>Section 2: Management Team</b>                              |           | <b>15</b> |
| Who do you recruit as Management Team members?                 | 15        |           |
| <b>Dividing Responsibilities among Management Team Members</b> | <b>15</b> |           |
| What areas will the Management Team focus on?                  | 15        |           |
| <b>Local Program Coordinators Shape the Management Team</b>    | <b>15</b> |           |
| How is the Management Team shaped?                             | 15        |           |
| <b>Section 3: Functions</b>                                    |           | <b>18</b> |
| <b>Registration &amp; Data: Overview</b>                       | <b>18</b> |           |
| Athletes                                                       | 18        |           |
| Unified Sports® Partners                                       | 18        |           |
| Volunteers                                                     | 18        |           |
| <b>Disqualifiers</b>                                           | <b>19</b> |           |
| <b>Submitting Volunteer Registration</b>                       | <b>19</b> |           |
| <b>General Statement</b>                                       | <b>20</b> |           |
| Age Requirement                                                | 20        |           |
| Identifying a Person with an Intellectual Disability           | 20        |           |
| Families                                                       | 20        |           |
| Working with Agency/Provider Staff & Volunteers                | 21        |           |
| <b>Planning &amp; Meetings</b>                                 | <b>21</b> |           |
| Short-Term Planning                                            | 21        |           |
| Medium-Term Planning                                           | 21        |           |

|                                                                |           |           |
|----------------------------------------------------------------|-----------|-----------|
| Long-Term Planning                                             | 21        |           |
| Local Program Meetings                                         | 22        |           |
| Sample Agenda for a Local Program Management Team Meeting      | 22        |           |
| <b>Risk Management: Health &amp; Safety</b>                    | <b>22</b> |           |
| Sports Training & Competition                                  | 22        |           |
| Incident Reporting                                             | 23        |           |
| Insurance                                                      | 23        |           |
| <b>Communications &amp; Marketing</b>                          | <b>23</b> |           |
| Planned Communication / Engagement                             | 23        |           |
| <b>Language Guidelines</b>                                     | <b>25</b> |           |
| <b>Branding</b>                                                | <b>25</b> |           |
| <b>Sports: Training &amp; Competition</b>                      | <b>26</b> |           |
| Sports                                                         | 26        |           |
| Summer Sports                                                  | 27        |           |
| Winter Sports                                                  | 27        |           |
| <b>Unified Sports®</b>                                         | <b>27</b> |           |
| <b>Sports Training &amp; Practice</b>                          | <b>28</b> |           |
| Minimum Standards                                              | 28        |           |
| <b>Levels of Competition</b>                                   | <b>28</b> |           |
| Criteria for Advancement                                       | 28        |           |
| <b>Other Sport Opportunities</b>                               | <b>28</b> |           |
| Motor Activities Training Program (MATP)                       | 28        |           |
| Individual Skills and Modified Lead-Up Skills                  | 29        |           |
| Special Olympics Young Athletes™                               | 29        |           |
| <b>Recruitment &amp; Training</b>                              | <b>29</b> |           |
| Volunteers                                                     | 29        |           |
| Coaches                                                        | 30        |           |
| Level 3 Coach                                                  | 31        |           |
| Level 2 Coach                                                  | 32        |           |
| Level 1 Coach                                                  | 32        |           |
| Sport Volunteer                                                | 32        |           |
| Courses for Continuing Education                               | 32        |           |
| Athlete Growth                                                 | 33        |           |
| <b>Fundraising</b>                                             | <b>34</b> |           |
| Additional Fundraising Considerations                          | 35        |           |
| <b>Finance</b>                                                 | <b>36</b> |           |
| Oversee & Manage Financial Resources                           | 36        |           |
| Additional Financial Considerations                            | 36        |           |
| <b>Athlete Leadership in Action</b>                            | <b>37</b> |           |
| What is Athlete Leadership?                                    | 37        |           |
| <b>Part 2: Further Developing Your Local Program</b>           |           | <b>38</b> |
| <b>Section 1: How to Grow &amp; Sustain Your Local Program</b> |           | <b>38</b> |
| Planning for Growth                                            | 38        |           |
| Enhancing Existing Sports                                      | 38        |           |
| Adding Unified Sports® Options to Already Existing Sports      | 38        |           |
| Adding New Sports                                              | 38        |           |
| <b>Determining What Opportunities to Offer</b>                 | <b>39</b> |           |
| Young Athletes™                                                | 39        |           |
| Unified Champion Schools                                       | 39        |           |

|                                                                 |           |           |
|-----------------------------------------------------------------|-----------|-----------|
| Youth Activation                                                | 39        |           |
| Athlete Leadership                                              | 40        |           |
| Healthy Athletes®                                               | 40        |           |
| Motor Activities Training Program (MATP)                        | 40        |           |
|                                                                 | <b>40</b> |           |
| <b>Prospects</b>                                                | <b>41</b> |           |
| Identify Potential Prospects                                    | 41        |           |
| Discover the Key Contact: Gatekeeper vs. Decision-Maker         | 41        |           |
| Network Everywhere                                              | 41        |           |
| Get in the Door                                                 | 41        |           |
| The Pitch                                                       | 43        |           |
| Partnerships with Families                                      | 44        |           |
| <b>Section 3: Using Technology</b>                              |           | <b>45</b> |
| <b>Volunteer Management</b>                                     | <b>45</b> |           |
| <b>Games Management</b>                                         | <b>45</b> |           |
| <b>Communications &amp; Marketing</b>                           | <b>45</b> |           |
| Social Media                                                    | 45        |           |
| Other Means of Using Technology                                 | 47        |           |
| <b>Part 3: Resources</b>                                        |           | <b>48</b> |
| <b>Sample Checklists, Tools, and Best Practices</b>             | <b>48</b> |           |
| <b>Local Program Management Team Position Descriptions</b>      | <b>49</b> |           |
| Local Program Coordinator                                       | 49        |           |
| Sports & Competition Coordinator                                | 49        |           |
| Administrative/Operations Coordinator                           | 49        |           |
| Finance Coordinator                                             | 49        |           |
| Fundraising Coordinator                                         | 49        |           |
| Outreach Coordinator                                            | 49        |           |
| Communications Coordinator                                      | 49        |           |
| Volunteer Coordinator                                           | 49        |           |
| Unified Champion School Coordinator                             | 49        |           |
| Athlete Leadership Coordinator                                  | 50        |           |
| Young Athletes™ Coordinator                                     | 50        |           |
| Athlete Representative                                          | 50        |           |
| Family Services Coordinator                                     | 50        |           |
| Wellness/Fitness Coordinator                                    | 50        |           |
| <b>Local Program Management Team Training Checklist</b>         |           | <b>51</b> |
| All Positions                                                   | 51        |           |
| Local Program Coordinator & Assistant Local Program Coordinator | 51        |           |
| Sports                                                          | 52        |           |
| Volunteers                                                      | 52        |           |
| Medicals (Applications for Participation)                       | 53        |           |
| Fundraising                                                     | 53        |           |
| Communications                                                  | 54        |           |
|                                                                 |           | <b>54</b> |
| <b>Sports Training &amp; Competition Checklists</b>             |           | <b>55</b> |
| <b>Checklist for Training Sites</b>                             | <b>55</b> |           |
| <b>Competition – Outdoor Events Checklist</b>                   | <b>56</b> |           |
| <b>Competition – Indoor Events Checklist</b>                    | <b>57</b> |           |

|                                                                       |           |           |
|-----------------------------------------------------------------------|-----------|-----------|
|                                                                       |           | <b>58</b> |
| <b>Codes of Conduct</b>                                               |           | <b>59</b> |
| <b>Sample Special Olympics Athlete Code of Conduct</b>                | <b>59</b> |           |
| <b>Sample Special Olympics Coach Code of Conduct</b>                  | <b>60</b> |           |
| Ensure A Positive Experience                                          | 60        |           |
| Act Professionally and Take Responsibility for My Actions             | 60        |           |
| Quality Service to the Athletes                                       | 60        |           |
| <b>Sample Special Olympics Family Member Code of Conduct</b>          | <b>61</b> |           |
| <b>Developing an Emergency Management Plan</b>                        |           | <b>62</b> |
| Considerations                                                        | 62        |           |
| Each coach is responsible for activating an Emergency Management Plan | 62        |           |
| Crisis Communication Plan                                             | 62        |           |
| <b>Incident Immediate Action Steps Guide</b>                          |           | <b>63</b> |
| <b>Inclement Weather</b>                                              |           | <b>64</b> |
| Rain Policy                                                           | 64        |           |
| Winter Weather Policy                                                 | 64        |           |
| Hot Weather Policy                                                    | 64        |           |
| Thunder & Lightning Policy                                            | 64        |           |

# A Letter from our CEO



Welcome, thank you, and good luck!

The following is a product of the Program Committee of the United States Leadership Council (USLC). We have taken this comprehensive guide and adapted it to Wyoming. This is intended as a resource for Local Program leadership, providing information and tools to manage Special Olympics local programs.

We believe your leadership is critical to the success of Special Olympics Wyoming programs at the grassroots level. This is the foundation of our worldwide movement and the starting point for each athlete's participation.

This guide includes:

- **Part 1:** A Quick Start Guide to Developing a Local Program
- **Part 2:** Growing & Sustaining a Local Program
- **Part 3:** Resources

We hope the Wyoming Local Program Guide can serve as a tool to engage new Local Program leadership, providing the Local Coordinator with information and tools to build a foundation for the Local Program. Parts 2 and 3 provide the next level of resources to grow the Local Program by offering new and expanded opportunities.

Staff is here to offer additional guidance and support as you work to engage athletes in local sports training and competition opportunities.

***Thank you for your commitment to our athletes and the Special Olympics movement.***

*Priscilla P. Dowse*

**President & CEO**



# Introduction

## What is a Local Program and what purpose does it serve?

The Local Program is the direct service unit for athletes and their family members. The Local Program engages with the public to provide sports training, competition opportunities, and related activities. Through sports, Special Olympics creates inclusive communities where all people respect one another and work together for the greater good. A Local Program may originate out of existing independent Special Olympics clubs, public or specialized schools, colleges or universities, independent living facilities, Parks and Recreation Departments, adult service providers, professional sports clubs, geographic communities, counties, or other training groups that include registered Special Olympics athletes.

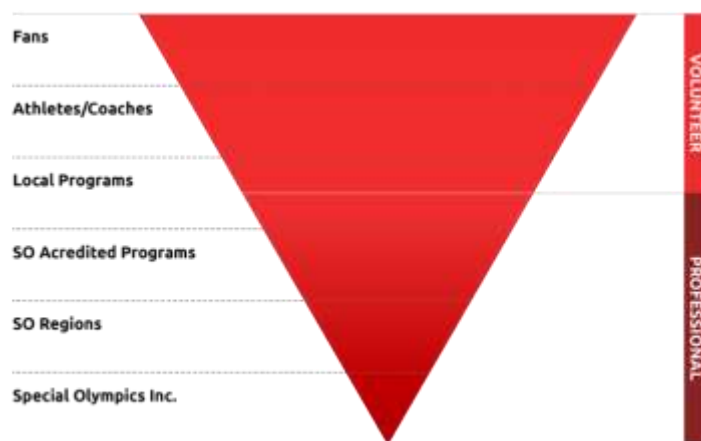
Each Local Program offers official Special Olympics sports training and competition opportunities for individuals with intellectual disabilities and Unified Sports® partners (individuals without intellectual disabilities). Through sports, Special Olympics also creates ongoing opportunities for physical activity and socialization, fostering greater athlete involvement and satisfaction – which are critical to Special Olympics’ growth.

While everyone in the Special Olympics global movement plays a vital role, the importance of the Local Program level of the organization cannot be emphasized enough. It is at the grassroots level of the movement that most people engage in Special Olympics. This grassroots level is where fans cheer on their family, friends, and neighbors who compete, and it is where communities of inclusion are built.

Special Olympics Local Programs’ “inverted pyramid” (shown below) approach acknowledges Local Programs as leaders and champions. The Local Program provides an empowering experience for Special Olympics athletes, Unified Sports® partners, families, volunteers, supporters, and fans. The Local Program makes the first impression of this movement.

The conduct of the Local Program can either enhance or hurt the Special Olympics brand. When someone calls to learn more, sign up, donate, or volunteer, did they receive a call back promptly? At local Games, did the venue convey that these are authentic sports teams and is the competition taken seriously? Were athletes competing in uniforms, or were they wearing inappropriate competition apparel? All of these things help shape the perception of Special Olympics and Local Programs.

Take pride in your Local Program by building a team of leaders who share the Special Olympics vision of excellence. This guide is intended to help empower and educate volunteers and staff – critical local leaders – so that quality Local Programs can be developed in all communities.



## Who is this guide for?

The Local Program Guide has been created to be used as a tool for training Local Program Coordinators and their Management Teams. Whether training a new coordinator or a long-time team member, this guide provides much of the need information to be successful.

The first step is to identify a Local Program Coordinator who will lead and oversee essential programming, including building a Management Team of volunteers who will help manage crucial areas. To provide support to Local Program Coordinators, the Special Olympics Wyoming Program serves as the parent program, working through Area Directors to provide individual Local Programs with relevant and appropriate guidance, information, resources, policies, and procedures.



In essence, this guide will serve as the framework for each Local Program, which can then be tailored based on the needs, structure, and policies of individual Local Programs. This guide has 3 sections covering crucial information for the success of your Local Program:

- **Part 1:** A Quick Start Guide to Developing a Local Program
- **Part 2:** Growing & Sustaining a Local Program
- **Part 3:** Resources

## What does a Local Program Coordinator need to know?

The Local Program Coordinator is **never alone**. By building a **MANAGEMENT TEAM** of volunteers, all of the following tasks can be shared and made more manageable:

- Athlete recruitment, registration, and tracking of medical forms
- Unified Sports® partner recruitment, registration, and tracking
- Coach recruitment, education, and tracking
  - Education includes ensuring that coaches are properly trained and certified
- Volunteer recruitment, tracking, and processing Class A Volunteer forms
  - This includes General Orientation and Protective Behaviors with the additional mandatory Concussion Training for coaches
- Competition, training, and Athlete Leadership
- Branding (including the use of logo)
- Communications with athletes, families, Unified Sports® partners, care providers, volunteers, and the general public
- Health and safety; risk management
- Fundraising, including compliance at all levels
- Finance, including compliance at all levels

In addition to the functions listed above, **the Local Program Coordinator** is expected to **engage** key volunteers to assist with the following:

- Compliance with Special Olympics policies, rules, and practices
- Ensure that only athletes with valid medical and consent forms and volunteers with valid Class A forms are allowed to participate and be in direct contact with the athletes
- Athlete training, including ensuring that there are enough trained coaches
- Safe, secure, and appropriate training facilities
- Ensure that proper procedures are followed for insurance and signing contracts
- Develop Partnerships to effectively run the program
- Ensure athletes have access to proper sports equipment
- Registration and arranging participation in Area and State competitions
  - (This includes establishing that there are chaperones, transportation arrangement, and lodging available)
- Transportation to competitions
- Lodging at competitions

## Glossary of Terms

- **Accreditation:** Method of assuring that every Program meets the essential core requirements of the Special Olympics mission, as well as certain management and financial requirements. Accreditation grants Special Olympics Wyoming the legal right to use the Special Olympics name, logo, and other trademarks within the State of Wyoming to conduct Special Olympics sports and related activities, and to raise funds under the Special Olympics name.
- **Area Games:** Preliminary competitions that take place before State events. These serve as additional competitive opportunities for athletes, as well as provide information that is used to ensure that athletes have an opportunity to compete at an appropriate level according to their ability.
- **Athlete:** A person who is identified as having an intellectual disability who is at least 8 years of age and registers to participate in accordance with the SOI General Rules. This individual trains for a minimum of eight weeks **or longer** during the calendar year and competes in local, area, or state Special Olympics competitions, or participates in a Motor Activities Training Program. Children between the ages of 2 and 7 can participate in the Young Athletes™ Program.
- **Athlete Input Council:** A committee comprised of athletes whose purpose is to facilitate discussion among athletes and pass along their suggestions to improve the program.
- **Athlete Medical Form:** Contains pertinent athlete information, including emergency contacts and medical conditions. This form must be completed by a medical examiner before participation in Special Olympics. This form is also known as the Participation Form and is due every three years unless otherwise stated by the Special Olympics Wyoming.
- **Athlete Release Form (Consent):** Each athlete is required to submit a consent form to participate in Special Olympics.
- **Class A Volunteer:** Any person who volunteers for Special Olympics as a coach, chaperone, driver, overnight host, Unified Sports® partner, or otherwise in a manner that results in regular close contact with Special Olympics athletes. Class A Volunteers also include those who may assume administrative or financial duties such as Committee Members, Event Directors, or Board Members.
- **Class B Volunteer:** Any person who volunteers at a single event; One-day, or walk-on volunteers who do not have direct responsibility or close ongoing contact with athletes.
- **Coach:** Individual charged with training athletes in a specific sport.
- **Division:** The competitive grouping of three-eight athletes in a particular sport based on age, gender, and ability level.
- **Global Messenger:** Athlete ambassadors who foster awareness and advocacy for the Special Olympics movement. Athletes must complete a training program in communications, speech writing, and presentations along with their local speech coach.
- **Healthy Athletes®:** The Healthy Athletes® program is dedicated to providing health services and education to Special Olympics athletes, and changing the way health systems interact with people with intellectual disabilities.
- **Local Program:** The Local Program is the direct service unit for athletes and their family members within Special Olympics Wyoming. The Local Program engages with the public to provide training and competition opportunities while creating inclusive communities. Training and competition are provided for individuals with intellectual disabilities and Unified Sports® partners. The Local Program is at the grassroots level of the Special Olympics movement.
- **Medical:** See “Athlete Medical Form”
- **SOI General Rules:** The Special Olympics, Inc. (SOI) General Rules provide the rules and guidelines for all activities and bind participants (including Local Coordinators) to the Special Olympics purpose, mission, and goals.

- View Special Olympics General Rules:  
[resources.specialolympics.org/RegionsPages/content.aspx?id=38097](https://resources.specialolympics.org/RegionsPages/content.aspx?id=38097)
- **Staging:** The area where athletes convene as they prepare to compete. This is used to ensure that athletes are placed into the correct competitive divisions.
- **Area:** One of the five geographical divisions of Special Olympics Wyoming. The Area is comprised of local teams within a geographical area.
- **Director:** The Area Director is responsible for the coordination of all aspects of Special Olympics within a predetermined geographical area of Special Olympics Wyoming.
- **Time Trials:** An event run at the same location as the competition for establishing scores to division athletes for final competition. Typically in Wyoming Water Sports, Basketball and Soccer
- **Unified Sports<sup>®</sup>:** An inclusive sports program that combines approximately equal numbers of teammates with and without intellectual disabilities on sports teams for training and competition. Age and ability-matching of athletes and Unified Sports<sup>®</sup> partners are specifically defined on a sport-by-sport basis.
- **Unified Champion Schools:** Unified Champion Schools create social inclusion in schools by building on Special Olympics' values, principles, practices, and experiences.
- **Unified Sports<sup>®</sup> partner:** A person without an intellectual disability who trains in a Special Olympics sport and who competes at least once in a Special Olympics Game or competition at any level during the calendar year.

## Acronyms

- **AIC:** Athlete Input Council
- **BOD:** Board of Directors
- **DD:** Developmental Disability
- **FOT:** Festival of Trees
- **GMS:** Games Management Software
- **GMT:** Games Management Team
- **GOC:** Games Organizing Committee
- **HOD:** Head of Delegation
- **ID:** Intellectual Disability
- **JJ:** Jackalope Jump
- **LETR<sup>®</sup>:** Law Enforcement Torch Run<sup>®</sup>
- **MATP:** Motor Activities Training Program
- **NGB:** National Governing Body
- **PDD:** Pervasive Developmental Disability
- **POC:** Principles of Coaching
- **SMT:** Sports Management Team
- **SSIP:** Sports Skills Instructional Program
- **SOI:** Special Olympics, Inc.
- **SONA:** Special Olympics North America
- **SONG:** Special Olympics National Games
- **SRAC:** Sports Rules Advisory Committee
- **WHSAA:** Wyoming High School Athletics Association
- **YAC:** Youth Activation Council
- **YA:** Young Athletes™

# Part 1: Quick Start Guide to Local Program Management



## Section 1: Overview

### Mission & Vision

---

*The mission of Special Olympics Wyoming is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.*

---

The **vision** of Special Olympics is to help bring all persons with intellectual disabilities into the larger society under conditions whereby they are accepted, respected, and given a chance to become productive citizens.

One of the main ways Special Olympics is fostering inclusion through sports is the expansion of Unified Sports® Programming, which brings together athletes with and without intellectual disabilities on the same team to promote inclusion. First pioneered in the 1980s, Unified Sports® was inspired by a simple principle: **Training together and playing together is a quick path to friendship and understanding.**

### Special Olympics Philosophy

Special Olympics is founded on the belief that people with intellectual disabilities can – with proper instruction and encouragement – learn, enjoy, and benefit from participation in individual and team sports. Special Olympics believes that consistent training is essential to the development of sports skills, and that competition among those of equal abilities is the most appropriate means of testing these skills, measuring progress, and providing incentives for personal growth.

Special Olympics has demonstrated that, through sports training and competition, people with intellectual disabilities can benefit physically, mentally, socially, and spiritually. Additionally, families are strengthened and the community at large – both through participation and observation – comes to better understand people with intellectual disabilities in an environment of equality, respect, and acceptance.

### Goal

The **ultimate goal** of Special Olympics is to provide individuals with intellectual disabilities of all ages the opportunity to participate as productive and respected members of society at large. This occurs by offering ongoing opportunities for these individuals to develop and demonstrate their skills and talents through sports training and competition. This is done while also increasing the public's awareness of their capabilities and needs, creating welcome communities of inclusion around the world. **For more information and resources go to [www.specialolympicswy.org](http://www.specialolympicswy.org)**

## Constituents

A constituent is a member of the community who believes and supports the mission of the organization. Constituents are an integral part of Special Olympics and make up the fabric of programming and services provided at all levels.

### Athletes

Individuals of all ages and ability levels are welcome to participate in Special Olympics. There are a variety of programs for children and adults. To be eligible to participate as a Special Olympics athlete, the individual must be identified as having an intellectual disability. Individuals are eligible for training and competition at age 8, and there is no upper age limit. Children ages 2-7 are eligible to participate in the Young Athletes™ program, which introduces young children to sports activities through curriculum-guided play. Each athlete must have a current medical form signed by a medical professional and a release form on file to participate in practices or competitions. Additional forms required may vary across Special Olympics Wyoming.



### Unified Sports® Partners

Unified Sports® partners are individuals without an intellectual disability who participate in Special Olympics Unified Sports®.

### Families – Parents & Siblings

Each Special Olympics Wyoming supports family members in a variety of ways. Families are encouraged to participate at every level. They are an essential component of Special Olympics and are valued contributors. Special Olympics provides opportunities where siblings with and without intellectual disabilities can enjoy the same activities together. All family members of Special Olympics athletes are encouraged to participate in Special Olympics as volunteers, coaches, and Unified Sports® partners.

### Volunteers

Volunteers are the lifeblood of the organization and continue to serve as the primary source of support for athletes. Volunteer opportunities include serving as a coach, sports official, chaperone, committee member, fundraising volunteer, and more! Local Programs and services are provided through the support and commitment provided to the athletes by volunteers.

## Sports

Training and competition in a variety of Olympic-type sports take place at all levels of the Program. Special Olympics' primary goal is to provide year-round training and competition opportunities, which are directed by qualified coaches. Individuals and teams compete in divisions according to age, gender, and ability. Each Local Program determines the sports and seasons of training and competition. Before each sport-specific season, volunteer coaches are trained and certified at clinics conducted by Special Olympics professionals and other sports experts. Officials and event committee members also receive training.

## Support Structure

### Special Olympics, Inc.

Special Olympics Inc. (SOI) is responsible for the overall leadership and management of all Special Olympics Programs while providing technical assistance to each of the seven Special Olympics regions across the globe — which supports 5.6 million athletes and Unified Sports® partners in 172 countries. With the support of more than 1 million coaches and volunteers, Special Olympics delivers 32 Olympic-type sports and over 111,000 competitions throughout the year. Special Olympics is a global movement that unleashes the human spirit through the transformative power and joy of sport every day around the

world. Through programming in sports, health, education, and community building, Special Olympics is changing the lives of people with intellectual disabilities by addressing the global injustice, isolation, intolerance, and inactivity they face.

Through a Protocol of Agreement signed on February 15, 1988, the International Olympic Committee (the IOC) officially recognized SOI and agreed to cooperate with SOI as a representative of the interests of athletes with intellectual disabilities. The IOC's formal recognition of SOI carries with it a solemn duty and responsibility, which must be discharged by SOI and all of its Special Olympics, to conduct Special Olympics training and competition in accordance with the highest ideals of the international Olympic movement, to guard and protect the use of the term "Special Olympics," and to protect the word "Olympics" from unauthorized use or exploitation. The IOC's Protocol of Agreement with SOI prohibits SOI, Programs, and GOCs from using the five-ring Olympic logo, the Olympic anthem, or the Olympics motto. Each Special Olympics Wyoming program agrees to fulfill these responsibilities by accepting accreditation from SOI, as provided in its Accreditation License and Article 6 of the General Rules.

### Special Olympics North America

Special Olympics (SONA) is one region of SOI and is responsible for helping implement the policies and initiatives of SOI. SONA must also support and guide each of the Special Olympics within North America (Canada, the United States, and the Caribbean).

### Special Olympics Wyoming

Special Olympics Wyoming is an Accredited U.S. Program and a non-profit [501(c)(3)] charitable organization, incorporated to provide sports training and athletic competition for persons with intellectual disabilities. It is accredited by SOI and is responsible for following the policies and rules established by SOI in its delivery of services. It is known as a "Program" (with a capital "P") of Special Olympics.

### Area

Special Olympics Wyoming is divided into five geographic regions, called Areas. Areas are established to provide support, assistance, and competitive opportunities to the Local Programs. In this way, they can better assist Local Programs in their services to athletes, coaches, families, and volunteers of various communities. Each of Areas is working toward having an active Management Team of volunteers that provide assistance with its operations.

### Local Program

The Local Program is the direct service unit for athletes and their family members within a Special Olympics Wyoming. The Local Program engages with the public to provide training and competition opportunities while creating inclusive communities. Training and competition are provided for individuals with intellectual disabilities and Unified Sports® partners. The Local Program is at the grassroots level of the Special Olympics movement.

### Donor/Sponsor

It is through donors' and sponsors' financial support of the Special Olympics Wyoming mission that athletes are able to train and compete free of charge across the globe.





## Section 2: Management Team

A successful Local Program Coordinator will ensure the sustainability of the Local Program by creating a Management Team of volunteers to provide leadership, administration, and oversight.




---

***Although each Local Program varies in size and culture, a team structure supports opportunities for athletes, families, and additional volunteers as the Program grows.***

---

Recruiting the Best Management Team Members

### Who do you recruit as Management Team members?

- Professionals with experience in key functional areas such as finance, public relations, fundraising, sports, etc.
- Current coaches and volunteers
- Parents and other family members
- Community sports programs, civic groups, and fraternal organizations
- Military and police organizations
- Unified Sports® partners
- Athletes
- Teachers, professionals, and paraprofessionals in school settings – from elementary through high school, as well as colleges and universities
- Professionals and young professionals in partnering agencies (chamber of commerce) and businesses

### Dividing Responsibilities among Management Team Members

#### What areas will the Management Team focus on?

- Leadership
  - Works with and leads the Management Team
  - Delegates to a committee if/when appropriate
  - Oversees finances and fundraising activities
- Sports
  - Works with and supports coaches to implement registration, training, and competition
  - Secures facilities and equipment
  - Communicates with athletes to ensure that they have valid medicals
- Volunteers
  - Recruits, trains, and assigns volunteers while ensuring that Class A criteria have been met (more on Class A Volunteers in Section 3: Functions)
  - Oversees communications with volunteers
  - Monitors social media

### Local Program Coordinators Shape the Management Team

#### How is the Management Team shaped?

- Assess experience, expertise, and skills of volunteers and partners engaged in the program
- Clearly define the Management Team member roles; all are engaged in meaningful work
- Educate the Management Team about Special Olympics and train them for the role they will play
- Meet regularly with the Management Team to plan ongoing activities and guide Local Program growth and development
- Ensure that the team creates a plan for succession as members rotate off



If there are only two leaders on the Management Team, the structure might follow the diagram as pictured below:



As individual Local Programs grow and expand, the Management Team may add one or more of the following roles and responsibilities based on need so that direct and responsive services are provided:

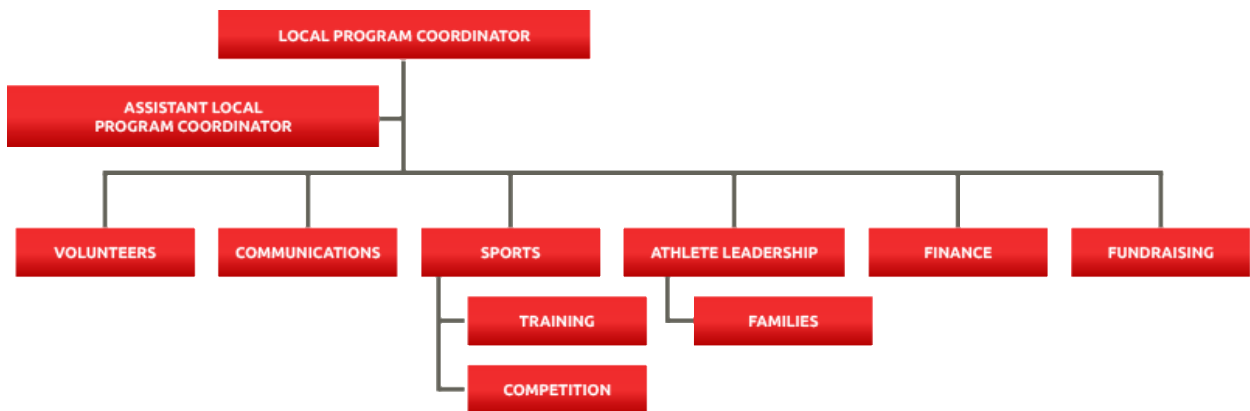
- **Sports:** Coordinate sport-specific training and competition for any available sport offered and recruit qualified coaches
- **Facilities/Equipment:** Secure practice facilities and equipment
- **Medical:** Manage medicals, release forms, and communicate with athletes and coaches to ensure that all athletes have valid medicals to participate
- **Volunteers:** Recruit and manage volunteer inquiries and ensure that Class A and B criteria are met. Assist with communication regarding General Orientation, Protective Behaviors, and Concussion Training
- **Communications:** Provide both internal and external communications and marketing of the Local Program
- **Financial Review & Reporting:** Ensure the Local Program is fiscally responsible
- **Fundraising:** Oversee plans to raise funds necessary to support the Local Program
- **Athlete Leadership:** Oversee athlete leadership training and involvement
- **Young Athletes™ & Families:** Welcome and mentor new families and young athletes
- **Outreach:** Recruit new athletes and community partners
- **Health & Wellness:** Implement Special Olympics Healthy Athletes®
- **Unified Sports®:** Assist in the development of training and competition opportunities for teammates with and without intellectual disabilities
- **Unified Champion Schools – School Liaison/Transition:** Help to recruit schools. Provide support as schools continue to grow. Maintain close communication with school teams to help athletes and Unified Sports® partners transition to the Local Program (from the school).



Below is an example of an expanding structure as the Local Program grows:



*Below is an example of a more fully developed Local Program:*



## Section 3: Functions

**In order to run efficiently, all Local Programs rely on several functions for success.**

### Registration & Data: Overview

#### Athletes

Special Olympics aims to create an inclusive environment for all athletes. While no athlete will be turned away based on financial need, there are required steps to become a Special Olympics athlete.

- Special Olympics athletes must be at least 8-years-old and be a person with an intellectual disability, or a closely related developmental delay to compete. Children ages 2 to 7 years of age can train in the Young Athletes™ program.
- Athletes must submit an [Athlete Medical Form](#) to the Local Coordinator. This health information form must be signed by a medical professional.
- Athletes must submit a [Special Olympics Release Form](#) (or consent). Athletes under the age of 18, or who have guardians appointed to them, must have their parent or guardian sign the form. Athletes who are 18 years of age or older without a guardian may sign the Release Form themselves.
- No athlete can be excluded due to lack of personal funds.

#### Unified Sports® Partners

Unified Sports® partners follow a similar registration process as athletes. To become a Unified Sports® partner, an individual must complete an [Application for Participation](#), which includes a Special Olympics Release Form. Unified Sports® partners must also become an approved Class A Volunteer.

\*The registration requirements for partners is currently under review

#### Volunteers

All volunteers must register and receive approval by Special Olympics Wyoming. The registration procedure and forms are important tools for ensuring the safety and well-being of all athletes and volunteers. In compliance with Special Olympics, Inc. policy, all U.S. Programs are required to register and classify volunteers.

#### Class A Volunteers

All volunteers must complete a [Volunteer Class A Registration Form](#).

*What qualifies as a Class A Volunteer? A Class A Volunteer:*

- Has regular close, physical contact with athletes
- Is in positions of authority, trust, or supervision with athletes
- Handles cash or other assets of the Local Program
- Chaperones athletes and may stay overnight or transport athletes

Volunteers must complete the [Volunteer Class A Registration Form](#), [Protective Behaviors](#), and [General Session Orientation](#).

All volunteers must undergo a background check. A background check is completed by Special Olympics Wyoming using a national vendor that consults a sex offender list. Motor vehicle checks are required of all coaches or if an applicant answers “Yes” to any of the questions regarding suspension or revocation of a driver's license. \*\*

All volunteers must receive training and materials regarding their volunteer duties and expectations. In addition, this typically would come at the local or area level. Special Olympics Wyoming will provide sports specific training on a seasonal basis.



Special Olympics Wyoming may make a determination regarding the level of the volunteer's involvement based on the background check above and will notify the volunteer and Local Program if they are unable to serve as a Class A Volunteer.

All volunteer information must be renewed every three years.

Volunteers are expected to follow the rules and standards set forth for volunteers under the direction of the Local Program Coordinator. Please note that for the safety of the athletes, coaches, and other volunteers all volunteers will undergo a background check.

\*Minors under the age of 18 do not need to complete Protective Behaviors Training. However, they do need to provide two, non-family references.

\*\*If under the age of 18, the volunteer does not have to complete a background check until their 18th birthday.

### **Class B Volunteers**

The qualifications for a Class B Volunteer differ from that of a Class A Volunteer. Class B Volunteers include volunteers who participate in one-day, day-of events, walk-on volunteers, or Healthy Athletes, ® volunteers. Class B Volunteers have more limited contact with athletes.

While Class B Volunteers have limited contact with athletes, a strict registration protocol must still be followed.

- Class B Volunteers must check in on the day of the event for which they will be volunteering.
- When checking in as a Class B Volunteer, the volunteer must provide the following information:
  - Name
  - Complete Address
  - Phone Number
  - Group Affiliation (if any)

### **Disqualifiers**

To ensure the safety of Special Olympics athletes, Unified Sports® partners, and other volunteers, Special Olympics is selective with its volunteers. While Special Olympics invites anyone interested in volunteering for an organization committed to a culture of teamwork and inclusion, there are some disqualifiers for potential volunteers.

*Disqualifiers for Being a Volunteer Include:*

- Child abuse
- Sexual abuse or sexual misconduct between a minor/adult
- Causing a child's death
- Neglect of a child or any other individual for whom the potential volunteer has held responsibility
- Kidnapping
- Manslaughter
- Felony arrest/prosecution
- Arson
- Criminal sexual conduct
- The following disqualifies the volunteer from driving on behalf of Special Olympics Wyoming for seven years driving while intoxicated (DWI), driving under the influence (DUI), or comparable offenses; or three or more moving violations within the past three years.

### **Submitting Volunteer Registration**

All Volunteer Registration Forms must be submitted before athlete training and competition begins. All volunteers listed as coaches or chaperones, or listed on a housing form for competition must have a completed and signed Class A Volunteer form on file.

Proof of Protective Behaviors and Special Olympics General Orientation training should also be on file before athlete training and competition. \*

## General Statement

Special Olympics training and competition is open to every person with intellectual disabilities or a closely related developmental disability who is at least 8 years of age, meets the [requirements for eligibility](#) and who registers to participate in Special Olympics as required by the General Rules.

## Age Requirement

Individuals are eligible for training and competition at age 8, and there is no upper age limit for participation. Children ages 2 to 7 are eligible to participate in the Special Olympics Young Athletes™ program.

A Local Program may permit children who are at least 6-years-old to participate in age-appropriate Special Olympics training programs, or in specific and age-appropriate cultural or social activities offered during a Special Olympics event. Such children may be recognized for their participation in such training or other non-competitive activities through certificates of participation, or through other types of recognition not associated with participation in Special Olympics competition. No child may participate in a Special Olympics competition (or be awarded medals or ribbons associated with competition) before their 8th birthday.

## Identifying a Person with an Intellectual Disability

*A person is considered to have an intellectual disability for purposes of determining their eligibility to participate in Special Olympics if that person satisfies one of the following requirements:*

- The person has been identified by an agency or professional as having an intellectual disability as determined by their localities
- The person has an intellectual delay as determined by standardized measures, such as intelligent quotient (or IQ) testing, or other measures which are generally accepted within the professional community as being a reliable measurement of the existence of an intellectual delay
- The person has a closely related intellectual disability, meaning that the person has functional limitations in both general learning (such as IQ) and adaptive skills (such as in recreation, work, independent living, self-direction, or self-care)
- Persons whose functional limitations are based solely on a physical, behavioral, or emotional disability, or a specific learning or sensory disability, are not eligible to participate as Special Olympics athletes. However, these individuals may volunteer for Special Olympics.

## Families

Families (parents and siblings) are a vital component of the Special Olympics movement. At the local level, there are three types of family involvement commonly observed:

- **Non-Participatory:** At this level, the family's sole involvement is to make sure their family member/athlete regularly attends practices and is suitably prepared to attend and participate in competition.
- **Supportive:** These are family members who attend practices and competition, but do not undertake any additional roles.
- **Active Participants:** These families take on leadership roles. This may include serving as a coach, organizing a fundraiser, acting as a chaperone or committee members, serving as a Local Program Coordinator, and more.

*The Local Program should create a position on the Management Team for a Family Representative with specific goals of providing opportunities for family involvement. The Family Representative should:*

- Contact families through communication and outreach.

- Create a welcome letter for new athletes, which includes a welcome family letter with a list of volunteer opportunities and activities.
- Host a new family orientation session.
- Invite families to an annual picnic highlighting the sports season.
- Offer family hospitality at all events with a sign-in to capture contact information.
- Invite families to an annual or seasonal meeting with other families to get their feedback.
- Create a family newsletter.
- Invite families to get involved

### Working with Agency/Provider Staff & Volunteers

Local Programs need to establish the most effective means of communicating with group home or agency staff, articulating expectations and needs for their support. Consider involving them in the Local Program as coaches, volunteers, and Unified Sports® partners. Local Programs provide valuable sports training and competition opportunities for group home residents, and it will be necessary to establish a relationship with the group home and agency provider staff.

### Planning & Meetings

Planning ensures that the Local Program stays on track, evolves, and adjusts to change. The Local Program's plan should be aligned with the Special Olympics Wyoming plan. Local Management Teams need to meet on a regular basis. Effective meetings and planning will help to establish and maintain a successful Local Program.

#### Short-Term Planning

Short-term planning involves immediate plans, typically for the upcoming season.

*Considerations include:*

- Financial
- Coaches and volunteer
- Facilities
- Complete and current registration



#### Medium-Term Planning

Medium-term planning may look at the coming year.

*Considerations include:*

- Competitive opportunities
- Training opportunities for coaches and athletes
- **TIP:** Create a calendar of events and important dates, such as approaching deadlines
- Financial needs, including expenses and revenue
- Marketing and communications
- Other activities or opportunities that may be available to stakeholders

#### Long-Term Planning

Long-term planning is essential for the sustainability of the Local Program. Long-term planning typically involves a three to five-year cycle, and considers what the team envisions for the Local Program will look like in five years (both programmatically and financially). This plan should be compatible with the direction of Special Olympics Wyoming.

*To establish a successful long-term plan, the following steps should be followed:*

- Ensure that long-term goals are compatible with the direction of Special Olympics Wyoming.
- Solicit ideas and feedback from all stakeholders in the Local Program. This includes athletes, coaches, families, volunteers, donors, and partner agencies.

Develop a plan based on this information and **share!**

### Local Program Meetings

Local Program Management Teams should meet on a regular basis. The Local Program Coordinator creates an agenda that allows for Management Team Members reports and discussion. Guiding points to running an effective meeting include:

- Set the agenda and distribute it to Management Team members before the meeting.
- Start (and end) the meeting on time.
- Set the ground rules for the meeting. Share the goals of the meeting and the projected outcomes with the Management Team.
- Include reports from Management Team members.
- End with an action plan.



### Sample Agenda for a Local Program Management Team Meeting

- Mission Moment – Ask a member of the Management Team to share an experience that supports the mission of Special Olympics.
- Approval of Notes from the Previous Meeting
- Management Team Member Reports:
  - Local Program Coordinator
  - Sports & Competition
  - Volunteers
  - Communications
  - Athlete Leadership
  - Finance
  - Fundraising
  - Other Reports
- Current Sports Season
  - Training
  - Competitions
- New Business
- Action Plan
- Adjournment



### Risk Management: Health & Safety

Safety in Special Olympics activities is vital to providing a positive atmosphere for our athletes and volunteers. Prudent and proactive risk management practices help ensure the safety and well-being of all participants. It is crucial that you become **familiar with your Special Olympics Wyoming's Crisis and Emergency Plan**, and know who to contact in the event of an emergency.

### Sports Training & Competition

Ensure the safety of athletes, Unified Sports® partners, coaches, volunteers, and those cheering on the athletes by promoting safety during sports training and competition.

#### *During Practice Sessions and at Competitions*

- Walk through the facility before each training session or competition.
- Always have a basic first aid kit available at every practice and competition.
- Always have athletes' medicals available at practices and competition. Be sure to protect the privacy of this information and note where these forms go at the end of the season.



- Establish a simple protocol in case of an accident or other incidents. Provide all coaches with the most up-to-date and accurate emergency contact information for athletes, Unified Sports® partners, and volunteers.
- Create a simple crisis communication plan for your Local Program that includes who to contact, and in what order. Always notify the appropriate staff contact at your Special Olympics Wyoming of this plan.
- Ensure there is at least a 4:1 ratio of athletes to coach in order to provide proper supervision (3:1 ratio for winter).
- Be sure to establish that a coach can contact the Local Program Coordinator in case of an incident.
- Provide the coaches with the number and location of the nearest emergency services.



## Incident Reporting

An Incident Report Form should be completed following all injuries or incidents. Other incidents may include property damage, abuse, theft, or incidents requiring law enforcement. This helps document injuries and incidents, which in some cases may speed up the activation of applicable insurances.

The Incident Report Form is a factual account and should be free of speculation or hearsay.

Following an injury or incident, forms should be promptly sent to Special Olympics Wyoming. This form can be obtained from the Special Olympics Wyoming office or on the website

## Insurance

### General Liability

The Special Olympics General Liability policy protects insured Special Olympics Wyoming organizations, athletes, and volunteers from third-party claims of bodily injury, property damage, and personal injury due to alleged negligence arising from the conduct by Special Olympics during a Special Olympics activity. The general liability policy has been endorsed to provide coverage for losses resulting from damage to property in the care, custody, or control of Special Olympics.

### Automobile Liability

This policy provides protection to Special Olympics for liability claims arising as a direct result of the use of a non-owned or hired automobile. For coverage to be effective, the vehicle must be used for Special Olympics business with the permission of Special Olympics and driven by an employee or a registered volunteer of Special Olympics.

**NOTE:** If the injury is serious or results in death, please contact American Specialty immediately at (800) 566-7941 (24 hours a day, 7 days a week) and Priscilla Dowse, President & CEO of Special Olympics Wyoming.

\*Please note that exclusions and additional terms apply to coverages. Please consult with Special Olympics Wyoming for more information.

## Communications & Marketing

For success to occur with all stakeholders, the Local Program needs to communicate often, and in a variety of ways.

For communications on behalf of Special Olympics and/or the Local Program, please use this Special Olympics Wyoming letterhead. Please reach out to the [Director of Field Services](#) to request this.

## Planned Communication / Engagement

### Internal

#### What do you need to communicate?

- Practice schedules
- Competition dates

- Fundraising activities
- Training opportunities for athletes and coaches
- Travel details
- Celebrations
- Meetings

### ***When do you communicate?***

It is important to communicate on a regular basis, even when something isn't immediately planned. For example: "We will start training for Winter Games in six weeks; look for the specific practice schedule to be out by \_\_\_\_."

At other times when there may not be forthcoming events, consider communicating on an as-needed basis.

### ***How do you communicate?***

Consider that everyone has different preferences. Do not rely solely on one means of communication.

Some great ways to communicate information to others are:

- Email
- Text messaging
- Newsletters (print and/or digital)
- Private/moderated groups on Facebook with member/access control
- Social media\*
- A phone tree

\*Be mindful of the content posted on social media. Some information is only appropriate for members of closed groups, and not for the general public. The Special Olympics Wyoming media policy can be found on the website under the [resources tab](#).

### ***Reminders:***

- Keep your list current! Be sure to add new athletes, families, and volunteers when they join a Local Program. Delete those who are inactive.
- Keep your communication lively so that others will continue to be engaged. However, always maintain professionalism — remember that you are representing Special Olympics!

### ***External***

#### ***What coverage to expect from Local Media?***

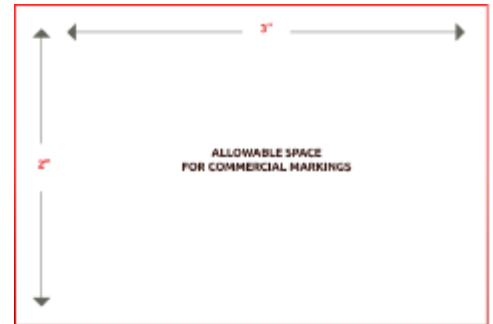
- Overall education/awareness about the Local Program, including its needs and activities
- Upcoming Competitions
- Results from competitions
- Athletes and/or coach profiles
- Volunteer recruitment needs
- Assistance with fundraising activities

#### ***What to communicate with fans, followers, and the general public?***

- Program news, activities, and ways to engage
- Achievements, milestones, and good news
- Athlete, coach, volunteer, and family profiles
- Volunteer opportunities
- Ways to support the Local Program financially – including donations, special events, and fundraisers
- Upcoming events

**How to communicate with fans, followers, and the general public?**

- Social media
- Website
- Newsletters (print and/or digital)
- Emails
- Printed collateral – including fact sheets, brochures, posters, and flyers
- Town halls

**Who's doing the talking?**

Each Local Program should have prepared individuals qualified to speak to the media or public about Special Olympics. Be sure to engage trained Special Olympics Global Messengers.

Any and all individuals speaking to the media or public should maintain clear, consistent messaging about the Local Program.

**Language Guidelines**


---

***It is critical that appropriate terminology is used when speaking about a Special Olympics Local Program. This helps to educate the public while reinforcing the organization's brand.***

---

View the Special Olympics Disability Language Guidelines:

[http://resources.specialolympics.org/News/Resources/Updates/Good To Have The Special Olympics Disability Language Guidelines.aspx#.WV1Q4YqQz1L](http://resources.specialolympics.org/News/Resources/Updates/Good%20To%20Have%20The%20Special%20Olympics%20Disability%20Language%20Guidelines.aspx#.WV1Q4YqQz1L)

**Branding****Uniforms**

The following information is useful when ordering uniforms.

**Commercial Messages on Athlete Uniforms and Competition Numbers**

To avoid commercial exploitation of persons with intellectual disabilities – per the Special Olympics, Inc. General Rules – no uniforms, bibs, or other signs bearing competition numbers worn by Special Olympics athletes and Unified Sports® partners during any competition or during any opening or closing ceremonies of any Games may be emblazoned with commercial names or commercial messages. The only commercial markings that may be displayed on athletes' uniforms during Games, competitions, and opening and closing ceremonies are the normal commercial marking of the manufacturer.

Regarding Special Olympics uniforms, “normal commercial markings” are limited to the following:

- On larger clothing items – such as shirts, jackets, pants, jerseys, and sweatshirts – one logo or commercial name per clothing item is permitted if that name or display does not exceed an area of 6 square inches or about 39 square centimeters (such as a display measuring 2” x 3” of 5.08 cm X 7.62 cm):
- Please note that, in addition to commercial messages, each sport may have specific guidelines to the size and location of numbers and team names as indicated by each National Governing Body.
- On small clothing items – such as caps, socks, hats, gloves, and belts – one logo or commercial name per clothing item is permitted if that name or display does not exceed an area of 3 square inches in 19.35 square centimeters.
- On athletic shoes, no logos or commercial names are permitted except for the brand name and logo that are included in the manufacturer of athletic shoes that are sold to the general public.

- Please check the logo guidelines before ordering uniforms. If in doubt, contact the Special Olympics Wyoming office; they will review artwork for compliance.

### Branding for Team Uniforms and T-Shirts

#### *Athlete Program Level Branding – No Sponsorship*

Athlete t-shirts and/or uniforms **should not carry any sponsorship branding**. They can, however, be branded with the Special Olympics logo.

#### **Lockup for Areas, Clubs, or Teams**

When creating shirts for Areas, clubs, or teams, a lockup can be used that gives primacy to the actual team name. This acknowledges the importance of local teams within Special Olympics, Inc. and facilitates the creation of distinct team identities for games within a program.

Unified Champion Schools are encouraged to use the same uniforms as the varsity programs of their schools with proper approval. The Special Olympics logo should be added somewhere on the uniform **as allowable**.

Here are examples of the Special Olympics brand in action with examples of lockups for Areas, clubs, or teams.



#### **Branding for Volunteer Apparel**

In addition to banners and signs, logos on volunteer t-shirts are appropriate and approved a way to recognize local sponsors, and could be placed on sleeves and/or the back of the shirt. Highlight the official brand on the front of the shirt.

## Sports: Training & Competition

As a Local Program Coordinator, it is important to understand the basics of sports training and competition. There are factors involved in getting athletes ready for competition and then taking them to competition.

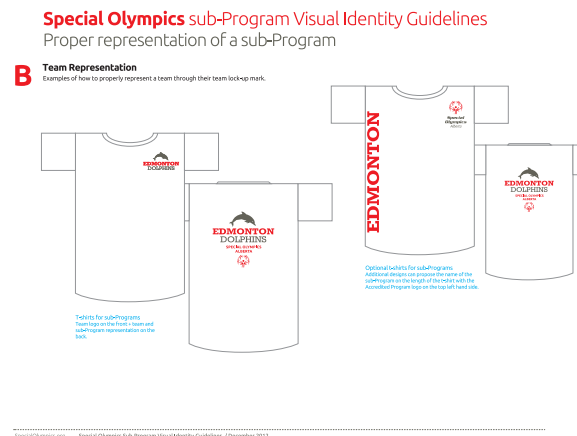
*Please note that before the beginning of training and attending competition, the following elements should be in place:*

- Selection of sport(s) for competition
- Athlete medical forms and release forms completed and submitted
- Volunteer/coach recruitment and Class A Volunteer certification completed
- Head coach and assistant coaches trained and certified

## Sports

Special Olympics offers something for everyone. In addition to the available Official Sports, Special Olympics offers Recognized Sports and the ability to get involved in locally popular sports.

**Fact Sheets** for each sport are available on the Special Olympics Wyoming website under the sports tab.





### **Official sports**

Special Olympics offers the following Official Sports. Not all are offered by Special Olympics Wyoming. The sports below in **red** are offered in **Wyoming**.

### **Summer Sports**

**Athletics**, Badminton, **Basketball**, **Bocce**, **Bowling**, **Cycling**, **Equestrian**, Football, **Golf**, **Powerlifting**, Roller Skating, Sailing, **Soccer**, **Softball**, **Swimming**, Table Tennis, Volleyball

### **Winter Sports**

**Alpine Skiing**, **Cross Country Skiing**, Figure Skating, Floorball, Floor Hockey, Short Track Speed Skating, **Snow Boarding**, **Snow Shoeing**

### **Unified Sports<sup>®</sup>**

Unified Sports is an inclusive sports program that includes Special Olympics athletes (individuals with intellectual disabilities) and Unified Sports partners (individuals without intellectual disabilities). Through shared sports training and competition, Unified Sports promotes inclusion for individuals with and without intellectual disabilities.

Coaches are required to take the Coaching Unified Sports<sup>®</sup> Course, which is available free of charge online through the National Federation of State High School Associations.

### ***Unified Sports<sup>®</sup> Models/Styles of Play***

Unified Sports<sup>®</sup> is identified in Article 1 of the Sports Rules as three inclusive models – Competitive, Player Development, and Recreational. Each of these models reflects a certain style of play and teammate composition, but what all three have in common is that they are inclusive. Special Olympics Wyoming does not differentiate models/styles of play. The Player Development Style is what we followed, the colsest details on that can be found below.

#### ***Unified Sports<sup>®</sup> Competitive Style***

- All athletes and partners must have sport-specific skills and tactics to complete without modification of rules.
- Teams in this model may be eligible for advancement to Regional and World Games.
- Athletes and Unified Sports<sup>®</sup> partners in team sports must be of similar age and ability.
- Athletes and Unified Sports<sup>®</sup> partners in sports, such as golf, may have a greater variance in age and ability.

#### ***Unified Sports<sup>®</sup> Player Development Style (Current Special Olympics Wyoming Model)***

- Athletes and Unified Sports<sup>®</sup> partners are not required to be of similar abilities but must be of similar ages.
- Teammates of greater abilities serve as mentors to assist teammates of lower abilities in developing sport-specific skills and tactics.
- In certain sports, such as bocce, more age variation is allowed.
- Competition is available at this level.

#### ***Unified Sports<sup>®</sup> Recreation Style***

- Consists of inclusive recreational sports opportunities for athletes and Unified Sports<sup>®</sup> partners, or other organizations as introductory one-day events, exhibitions, or demonstrations.
- There are no prescribed training, competition, and/or team composition requirements.
- Opportunities may take place in partnership with schools, sports clubs, and/or community programs.
- Physical education class activities and intramural sports may also fall into this category.

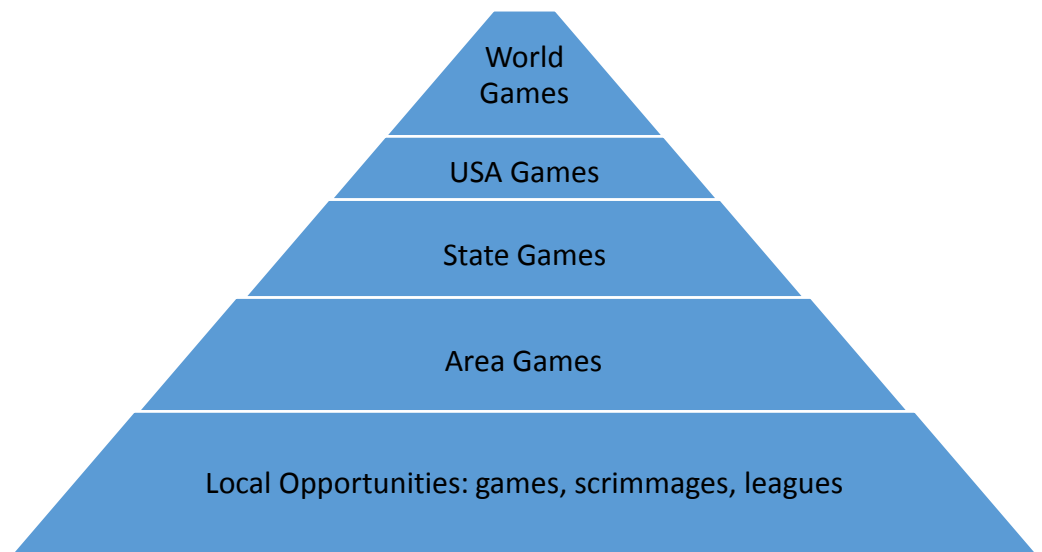
## Sports Training & Practice

### Minimum Standards

The minimum standards for athletes desiring to compete in Special Olympics are based on Special Olympics Inc. Sports Rules. All athletes must be trained in the sport before competing. Part of this training may include nutrition education and physical conditioning. Eight consecutive weeks are mandatory. However, for the U.S.A. or World Games, training is recommended twice a week for ten weeks. All athletes must have opportunities to compete during that time. While these are stated minimums, additional training is recommended.

### Levels of Competition

Athletes of all ability levels have an opportunity to advance to the next higher-level competition provided the sport and event are offered at the next level, from Area Games to World Games.



### Criteria for Advancement

*If the number of eligible athletes or teams does exceed the quota, athletes or teams that advance shall be selected as follows:*

- Priority is given to first place finishers from all divisions of the sport/event.
- If the number of first place finishers exceeds the quota, select athletes or teams will advance by random draw.
- If there are not enough first-place finishers to fill the quota, all first-place finishers shall advance.
- The remaining quota shall be filled by random draw of second place finishers from all divisions of the sport/event.
- This process is repeated – adding each place of finish as necessary – until the quota is filled.

These procedures apply to both individual and team sports, including Unified Sports®. The rules and processes to select athletes to the next higher level of competition should be shared with all athletes, families, and volunteers.

## Other Sport Opportunities

In addition to traditional sports competition between eligible athletes, Special Olympics provides a variety of competition opportunities for athletes of all abilities.

### Motor Activities Training Program (MATP)

- Participation for athletes with significant intellectual and/or physical disabilities who require the greatest assistance and support
- A non-competitive training program that is individualized for each athlete's existing skill level



- Preparation of athletes through sport-related activities appropriate for their abilities and age
- Recognition for participation and personal bests through MATP ribbons or medals
- Currently offered in Wyoming, would like to expand

### Individual Skills and Modified Lead-Up Skills

- Athletes with lower ability can participate in lead-up skills for team sports
- Athletes with lower ability can participate in modified individual sport skills

### Special Olympics Young Athletes™

Young Athletes™ is a unique sport and play program for children with and without intellectual disabilities between the ages of 2 through 7. The focus is on fun activities that are important to mental and physical development. Children learn how to play with others and develop skills important to learning.



*The benefits of the Young Athletes™ program are numerous and include (but are not limited to):*

- Motor skill development
- Physical fitness
- Social, emotional, and learning skills
- Higher family expectations for the future
- Sports readiness
- Social inclusion and acceptance



## Recruitment & Training

### Volunteers

Volunteers are the backbone of Special Olympics Wyoming. The thoughtful recruitment, coordination, and retention of volunteers are critical. This process includes some important tasks, such as recruiting, matching skills to roles, arranging appropriate training for volunteers, and acknowledging their contributions. Important skill sets for a volunteer Local Program Coordinator include good organizational, interpersonal, and communication skills. The objective is to recruit, train, organize, recognize, and retain volunteers.

#### **Action Steps for Volunteer Management**

- Obtain a list of roles, qualifications, and time needed for volunteers regarding specific activities
- Maintain position descriptions for volunteers and include training duties
- Appoint a volunteer committee to assist with recruiting and training
- Follow up with referrals from Special Olympics Wyoming or local volunteer agencies promptly
- Hold interviews as necessary for potential volunteers to determine interests and skills
- Work with the Volunteer Coordinator and Management Team to assign volunteers to appropriate positions
- Arrange in-service training for volunteers as necessary
- Provide a way for volunteers to offer feedback about their experience
- Ensure that volunteers are properly supervised at events
- Ensure that all volunteers complete the appropriate volunteer registration forms
- Create and maintain a current volunteer database
- Ensure that thank you letters, appreciation notes, or activities are provided to thank volunteers
- Update appropriate web pages with volunteer needs

#### **Volunteer Expectations**

- Complete the required volunteer registrations forms and training
- Fulfill the responsibilities of your assignment



- Set a good example for the athletes
- Model good sportsmanship and behavior
- Be continually vigilant and aware of the safety of the athletes
- Be loyal to your commitment to your Special Olympics Wyoming and your respective program
- Grow, learn, and challenge yourself through your involvement with Special Olympics

### ***Increasing Volunteers***

There are some steps Local Program Coordinators and committee members should take to increase the number of volunteers. Below are some tips to increase volunteer efforts:

- Determine needs and skills required
- Establish programs based on athlete numbers and opportunities athletes would like
- Advertise volunteer needs for local events through social media
- Advertise coach needs as sports develop

### ***Where are potential targets for volunteers?***

- College volunteer centers
- Sports organizations
- Sports leagues
- Community volunteer centers
- Sponsor volunteers
- High schools
- Families of Young Athletes™
- Service groups

### ***How do I target these groups? How do I recruit them?***

- Ensure that all recruitment efforts have a clear message and follow-up plan.
- Consider the following questions:
  - What is the time commitment?
  - What skills are required?
  - How does the volunteer follow-up if interested?
- Partner with sponsors to offer high-level volunteer roles for day events, such as venue managers
- Research local businesses that may offer employee volunteer hours and donate to charities based on hours served by employees
- Develop volunteer appreciation acknowledgments to maintain the volunteer base
- Invite volunteers to serve on Management Teams and utilize their talents to grow your Local Program

## **Coaches**

Having a well-trained team of coaches is critical to the success of Special Olympics and Local Programs, as well as ensuring the happiness and success of athletes and Unified Targeting Coaches

*There are a number of targeting sources for Special Olympics coaches:*

- Sports organizations
- Sports leagues
- Colleges and universities – including their athletic departments, sororities, and fraternities, academic departments, and/or residential halls
- Service groups
- Local officials' associations



- Adaptive Physical Education and Physical Education teachers
- Special Education and General Education teachers
- Former coaches at elementary, middle school/junior high, and high school levels
- College students in Special Education programs
- Partnerships with colleges, youth sports organizations, and professional clubs

### ***Special Olympics Wyoming Coach Education System Overview***

Wyoming staff is continually evolving and enhancing our coach education system to meet the needs of volunteer coaches and the athletes they coach. The Coach Education System identifies basic minimum requirements for all coaches and recommendations for continuing education. The intent is to assist Special Olympics Programs in designing and providing quality sports training for Special Olympics coaches and ultimately the athletes.

## ***Special Olympics Wyoming Coach Education System.***

- **Option #1:** For Volunteers without prior sports experience or certification
  - Attend a Special Olympics Wyoming Coaches Training (see below for dates and registration)
  - Complete the Application for [Sports Training Certification](#)
- **Option #2:** For volunteers with prior sports certification from an outside agency or with extensive sports experience (call Regan Diller to get the approval of "extensive sports experience" 307-235-3062)
  - Complete the online [Coaching Special Olympics Athletes course](#)
  - Complete the Application for [Alternate Head Coach Certification](#)
  - In recognition of volunteer coaches with formal sports education, Special Olympics Wyoming provides an application for Alternate Head Coach Certification. To obtain a three-year sport specific Head Coach Certification, a coach can submit an application listing sport specific and educational levels achieved outside of Special Olympics Wyoming

### ***Types of Special Olympics Volunteer Coach Roles***

There are several roles for a volunteer who wishes to become involved in Special Olympics sports as a **certified** Sports Volunteer/Coach. While some coaches may choose to remain a Sports Volunteer, other coaches may strive to increase their level of certification. Coaches who wish to increase their coaching level can follow the recommended SONA Coach Education System outlined below.

- Level 3 Certified Coach
- Level 2 Certified Coach
- Level 1 Certified Coach
- Sports Volunteer (team manager, equipment manager, practice volunteer, chaperone)

### **Level 3 Coach**

- All Level 2 requirements
- One of the following:
  - Principles of Coaching Course  
[https://www.augusoft.net//index.cfm?method=ClassInfo.ClassInformation&int\\_class\\_id=35840&int\\_category\\_id=0&int\\_sub\\_category\\_id=0&int\\_catalog\\_id=0](https://www.augusoft.net//index.cfm?method=ClassInfo.ClassInformation&int_class_id=35840&int_category_id=0&int_sub_category_id=0&int_catalog_id=0)
  - Positive Coaching Alliance: Double-Goal Coach: Coaching for Winning and Life Lessons
  - Positive Coaching Alliance: Double-Goal Coach: Culture, Practice, and Games
  - Fundamentals of Coaching – NFHS
  - Other advanced coaching course or NGB Course as approved by the Program

- **\*Level 3 coach - eligible to coach above Program level**

### Level 2 Coach

- All Level 1 requirements
- Coaching Special Olympics Athletes Course [www.asep.com/asep\\_content/org/SONA.cfm](http://www.asep.com/asep_content/org/SONA.cfm)
- **\*Level 2 coach - eligible to coach above Program level**

### Level 1 Coach

- All Sport Volunteer requirements
- One of the following:
  - A: Face-to-face sport specific training
  - B: ASEP/NFHS/NGB sport specific training
  - C: Sports webinar (under development by SONA)
  - D: Review materials, online quiz, submit three practice plans and post-practice notes for three sessions to Program sports staff
  - **\*Options A through D may be waived at the Program's discretion if the volunteer possesses interscholastic coaching experience and/or an NGB certification**
- Coaching Unified Sports Course - If the coach will be coaching a unified aspect of the sport
- **\*Level 1 coach eligible to coach at the program level**

### Sport Volunteer

- Class A form
- Protective Behaviors Training [http://resources.specialolympics.org/protective\\_behaviors.aspx](http://resources.specialolympics.org/protective_behaviors.aspx)
- Special Olympics General Orientation
- NFHS Concussion Course [www.nfhslearn.com/courses/38000](http://www.nfhslearn.com/courses/38000)
- **\* Sports Volunteer able to be an assistant coach at the program level**

### Courses for Continuing Education

To maintain certification, a coach must update his/her certifications every three years. A non-comprehensive list of courses approved for continuing education include:

- First-aid and Cardiopulmonary Resuscitation (CPR) Course (strongly encouraged) [www.nfhslearn.com/courses/26](http://www.nfhslearn.com/courses/26)
- NFHS - Sports Nutrition [www.nfhslearn.com/courses/55000](http://www.nfhslearn.com/courses/55000)
- NFHS - Sportsmanship Course <https://nfhslearn.com/courses/37000/sportsmanship>
- Officials Training
- A Coach's Playbook: Introduction to Autism and Instructional Strategies for Coaching: <http://specialolympicsva.org/sports/coaches-corner/a-coachs-playbook-autism>
- NFHS - Fundamentals of Coaching [www.nfhslearn.com/courses/61001](http://www.nfhslearn.com/courses/61001)
- Other Special Olympics approved courses for re-certification – courses that help a coach become a better coach will be accepted. However, third-party courses must be approved by Program headquarters

### Retaining Coaches

Retaining coaches is critical. Coaches build trust and relationships with athletes, Unified Sports® partners, volunteers, and families. There are a number of ways to retain coaches and build a stronger Special Olympics community.

- Provide an initial meeting to review coaching role.
- Provide ongoing training opportunities.
- Empower the coach to be the leader of their team.

- Ensure effective communication before and throughout the season. Offer the opportunity to debrief after the season in preparation for the next year.
- Provide recognition at every level of coach certification.
- Establish your own Coach of the Year Award; submit an entry to Special Olympics Wyoming Coach of the Year Program.
- Identify coach needs through an Input Council and various communication pathways.
- Incentivize continued education (advancement to higher competition) to include, but not limited to, being selected to coach at a National, Regional, or World Games.
- Invite coaches to participate in other events throughout the year.



### **Athlete Growth**

Special Olympics Local Programs are always growing. It's important to reach as many athletes as possible to help maintain growth. Below are some tips to assist with outreach to new and current athletes.

#### ***Create Links to Local Groups & Agencies Serving Individuals with Disabilities***

- Partner with Parks and Recreation Departments for opportunities to include individuals with intellectual disabilities in their current Programs. Connect links between Special Olympics and Parks and Recreation websites for more information on how to get involved.
- Connect with all agencies and community services – adult service provider – to bring in older athletes or maintain current athlete base as they age out of school.

#### ***Advertise Locally & Utilize Social Media***

- Create a website and social media accounts. Some social media platforms to consider are Facebook, Twitter, and Instagram.
- Advertise upcoming events and include information such as how to join, how to volunteer, and how to donate.
- Local Programs can use relevant hashtags in their social media posts.
- Abide by any program established policies.

#### ***Target Local Schools***

- Introduce the Unified Champion Schools program, which is a comprehensive model implemented in the U.S. that combines Unified Sports<sup>®</sup>, Inclusive Youth Leadership, and Whole School Engagement to create school and community climates of acceptance and inclusion. This can begin as early as kindergarten with Young Athletes™ and continue throughout elementary, middle, and high school with Unified Sports<sup>®</sup> and/or related sports and leadership opportunities.
- Work with local independent school districts, Special Education Directors, or Athletic Directors. Partner with them to add Special Olympics opportunities to the school day or as a part of after-school programs with a focus on the middle schools.
- Speak at parent meetings and/or teacher professional development days
- Provide Special Olympics and Unified Sports<sup>®</sup> information to students and their families through newsletters and brochures.



#### ***Target Young Athletes™***

- Partner with local groups that involve people with intellectual disabilities, such as The Arc and the Down Syndrome Society. Present information about the



Young Athletes™ program at their meetings, in their newsletters, etc.

- Target inclusive preschools and share information as to how they can incorporate the program during the day, and encourage teachers to become coaches. Showcase athlete talents at a Young Athletes™ festival.
- Offer a Young Athletes™ Festival at Local Games and invite the public. To attract new families, incorporate Healthy Athletes® opportunities that begin with a Healthy Athletes® screening.

### **Engage Local College Recreation Departments with Special Olympics College**

Special Olympics College (SO College) Clubs function as an official club on campus. SO College Clubs connect college students and individuals with intellectual disabilities through sport to build friendships and help lead the social justice movement of Special Olympics.

- Special Olympics College Club programs are made up of three core elements: Unified Sports®, Youth Leadership, and opportunities for Full Campus Engagement.
- Contact Program Manager [Amanda Ward](#) for more information



## **Fundraising**

Fans and funds are the fuel that service the mission of Special Olympics. How money is maintained is one of the important responsibilities of the Local Program. Special Olympics Wyoming has established two statewide initiatives to support local fundraising efforts: the Law Enforcement Torch Run®, Jackalope Jumps.

Local Programs fundraise in order to create sustainable programs and encourage quality growth. The very first thing to do before engaging in fundraising is to contact the Special Olympics Wyoming development support staff. They will guide you through the fundraising policies and procedures, as well as provide ideas and strategies to ensure success.

*When organizing a fundraising event, the following steps should be followed:*

- **Complete and submit a fundraising notification form.**  
Before you can begin organizing a fundraising program, complete a fundraising notification form. This form will ask for basic information, including a simple expense and revenue budget to ensure that net earnings from the fundraising event are worth the Local Program's time and effort. Depending on the type of fundraiser, this form should be completed a minimum of 30 days to six months before the event.  
That form can be found on the Special Olympics Wyoming website under the fundraising tab.
- **Build a fundraising event plan.**  
Identify the overall fundraising objective – that is, how much you want to raise (gross and net) – and develop a timeline for what needs to be done by when. Be familiar with the Special Olympics Wyoming's sponsors and any restrictions you have on contacting existing and/or new sponsors.  
Contact: [development@specialolympicswy.org](mailto:development@specialolympicswy.org)
- **Recruit, train, and manage volunteers.**  
Successful fundraising – particularly special event fundraisers – typically require a group of volunteers assigned to specific tasks. Shared ownership will help to ensure the success of the fundraiser. Assign manageable duties to others, train as necessary, monitor progress frequently makes timely adjustments, and have fun!
- **Keep detailed records.**  
Make sure that all expenditures reconcile with bills and receipts, and that all revenue reconciles with items sold (such as auction items, raffle tickets, etc.)
- **Deposit funds.**  
After an event, all monies received must be sent to Special Olympics Wyoming office within 5 business days. These funds will be credited to the local program.

- **Submit receipts for Reimbursement**

These must be signed by both the Program Coordinator and a second party, i.e. treasurer or person seeking reimbursement along with expense report or purchase order.

Purchase Order Forms can be found on the Special Olympics Wyoming website at the bottom of you respective area's page.

- **Thank supporters and sponsors.**

Following a fundraiser, be sure that all supporters and sponsors have been thanked for their contributions. Thank you letter templates, and stationery may be available from your Special Olympics Wyoming's office. Certificates or plaques may be appropriate depending on the circumstances. Keep track of and continue to engage your supporters and sponsors.

- **Complete post-event evaluations.**

In order to repeat a successful fundraising event, take time to conduct a post-event evaluation. Share your best practices with the development team at Special Olympics Wyoming office so the ideas can be shared with other local programs.

### Additional Fundraising Considerations

- All volunteers who handle large sums of money are required to register as Class A Volunteers.
- There are many ways to raise funds. Deciding what is in the Local Program's best interest should be examined closely with the Special Olympics Wyoming office. Some common ways to raise funds include:
  - Sponsorships
  - Grants
  - Employee match programs
  - Letter writing campaigns
  - Memorial gifts
  - Special events (i.e., raffles, auctions, concessions, dinners, garage sales, walk-a-thons, etc.)
- Consider participating in fundraisers already established by your Special Olympics Wyoming office. Leveraging established Special Olympics Wyoming fundraisers tend to be more cost-effective and successful than conducting a new event.



- Be aware of fundraising restrictions. Collaborate with Bill Junge the Special Olympics Wyoming's Vice President of Development before soliciting business for corporate support in order to avoid multiple asks that may aggravate donor prospects and donor relations.
- Fundraising is done to support Local Program teams. Fundraising for a particular athlete – unless approved by the Special Olympics Wyoming's office – is strictly prohibited. (Jackalope Jump support is an approved exception as the U.S.A. Games or World Games participants)
- Fundraisers may serve several purposes. Identify the purpose and match the amount of effort that will go into it based on its purpose. For example, a car wash can bring in great awareness; however, the amount of money it raises may be limited. Determine the value and balance the work put into the fundraising effort.
- Fundraising events are not allowed to have any direct affiliation with tobacco or alcohol products. \*
- All contractual agreements that address liability require approval by the Special Olympics Wyoming's office for them to be considered binding.
- All funds raised by or donated to a Local Program must be sent to Special Olympics Wyoming office within five (5) business days of the event.



- Funds should be sent by check or money order. **Do not mail cash.** Cash may be hand-delivered to the Special Olympics Wyoming office. Always request a receipt for cash.
- Value-in-kind donations should be documented with a receipt to the donor. Did someone donate or give you a discount on a facility or supplies?



## Finance

Accounting for all funds raised and used by your Local Program is important to protect the credibility of Special Olympics brand, as well as to ensure compliance with the Internal Revenue Service (IRS) as a tax-exempt charitable not-for-profit organization.

### Oversee & Manage Financial Resources

*The following steps should be taken to ensure that the Local Program's financial resources are managed appropriately:*

- **Identify a Local Program volunteer to manage finances.**  
Recruit someone who is capable of helping to budget, manage funds, and report finances as required. Notify the Special Olympics Wyoming office as to who has been identified for this role.
- **Create annual revenue and expense budgets.**  
Budget what Program activities, training, and competitions your Local Program plans to engage in, and then manage within those parameters. Prepare budgets by consulting the Local Program leadership regarding intended goals, budget expenses, and revenue based on prior performance. Budgets are typically prepared during the third or fourth quarter of the current year for the following year. This template can be found on the Special Olympics Wyoming website on Area and Local Programs page under the program tab.
- **Reconcile expenses and revenue.**  
On a monthly basis, reconcile expenses and revenue against the budgets with receipts. Generally, Special Olympics Wyoming will provide quarterly reports to ensure that everything is accounted for and balanced.

### Additional Financial Considerations

- To be reimbursed for expenses, receipts must accompany all requests for reimbursements.
- While athletes are prohibited from being charged to participate in Special Olympics per General Rules, Special Olympics Wyoming offices may invoice the Local Program for pre-arranged services (such as assessments at State Games). Generally, Special Olympics Wyoming's office will invoice the Local Program and deduct the invoiced amount from the Local Program's funds.
- Local Programs are not permitted to open credit cards, debit cards, bank savings, checking accounts, certificates of deposits (CDs), general investments, or endowments.
- Deposits must be made within five days of receipt of funds. Thank you letters must be sent to all donors.
- All expenditures will be paid by check or credit card from an invoice. Cash expenditures are not permitted from Local Program funds under any circumstance. Direct cash withdrawals are not permitted. Receipts must be kept on file for all transactions.
- Capital equipment purchases for non-disposable equipment, or items valued at \$1,000.00 or more, are considered fixed assets and the property of Special Olympics Wyoming. Purchase and disposal or sale of fixed assets must be pre-approved by the Special Olympics Wyoming office. Annually, all equipment must be inventoried and reported to the Special Olympics Wyoming's office.
- Consult Christine Rodriguez, Special Olympics Wyoming's Office Administrator, for support. She can provide assistance with reporting requirements. Contact her via email [office@specialolympicswy.org](mailto:office@specialolympicswy.org)





## Athlete Leadership in Action

### What is Athlete Leadership?

Athlete Leadership empowers athletes to develop leadership skills and utilize their voices and abilities to undertake meaningful leadership roles, influence change in the Special Olympics movement, and create inclusive communities around the world. As athletes gain the confidence that comes with achievement, they feel empowered and ready to take on new challenges to make use of all their abilities.



There are various roles athletes might serve in the Local Program. Some roles require meeting certain criteria as well as training. A support mentor can assist the athlete to become more successful and have a more meaningful experience.

Athletes can serve Special Olympics as an Athlete Leader in many roles such as Local Program Management Team, Global Messenger, Assistant Coach/Coach, Official, Committee Member, and more! There are also opportunities for athletes to become a member of the state-wide Athlete Input Council as well attend the yearly Leadership Conference.

**QUESTION:** Can you name the roles that these athlete leaders are performing?



**Answer Key:** Top Row (left to right): Athlete Volunteers, Athlete Input Council, Athlete Fundraising, (middle) Athlete Speaker, (bottom row left to right) Athlete-Unified® Partner Interview, Leadership Training

# Part 2: Further Developing Your Local Program

## Section 1: How to Grow & Sustain Your Local Program

### Planning for Growth

As a Local Program grows, it will have to evolve to serve athletes in a quality manner. The goal of all programs is that growth is tied to athlete demand and interest. As more athletes join a Local Program, more sports opportunities may need to be added, practice facilities will need to be larger, the budget will have to increase, and the coach and volunteer base will need to grow. For this reason, it is better to plan for growth when launching a Local Program to best accommodate the Local Program's needs as they are discovered.



### Enhancing Existing Sports

Consider adding additional training opportunities and sports performance standards to the Local Program to encourage increased performance. Expand the Local Program from just one skill-focused training session per week by adding a second training session focused on fitness and conditioning. Focusing on health to enhance the existing sports programs will assist your athletes in their health and well-being. It is a global initiative of Special Olympics for all athletes to participate in a minimum of 2 high-quality sports opportunities per week.

### Adding Unified Sports® Options to Already Existing Sports

By partnering with schools, churches, or other community organizations, the Local Program can grow by giving offering those who may or may not be involved previously as a volunteer or coach the chance to become a Unified Sports partner to train and compete with Special Olympic athletes.

### Adding New Sports

To better gauge, the popularity of the sports offered by your Local Program and Special Olympics Wyoming, regularly survey the athletes, coaches, Management Teams, and families to obtain the best information and feedback.

To make effective decisions in adding a new sport or Program, the following need to be taken into consideration:

#### *Interest*

- Determine community interest by hosting a sports demonstration night for local athletes, Unified Sports® partners, and coaches. Introduce basic sports skills and determine the community's interest in adding a program or sport
- Brochures within schools, community boards, adult service providers, and other areas that serve individuals with intellectual disabilities are helpful for increasing awareness and determining interest

#### *Facilities*

- Partner with local recreation centers, high schools, and sports organizations to obtain access to facilities used for training and competition

#### *Coaches*

- Host a volunteer orientation for all new volunteers and introduce coaching opportunities
- Recruit and strategically place coaches where they will best fit

#### *Other Volunteers*

- Host or participate in volunteer fairs and trainings within targeted communities to create interest in the Local Program's needs
- Create a volunteer position description for each available position to provide specific requirements and job functions for volunteers

### Budget

- When determining the Local Program's needs, be sure that the budget provides information about how much revenue the Local Program will need to sustain and/or grow
- All funds must be raised by each individual Local Program – either through fundraising or donations
- Collaboration with Special Olympics Wyoming will help set the Local Program's budget and ensure that the Local Program is staying within the parameters of the organization

## Determining What Opportunities to Offer

The following opportunities may be added based on your Local Program's capacity and specific needs, along with an endorsement from Special Olympics Wyoming.



### Young Athletes™

Young Athletes™ is for Special Olympics athletes ages 2-7. It introduces motor skills and basic sports skills to prepare athletes for traditional sports programming training and competition at age 8.

Staff Liaison: **Amanda Ward** [programmanager@specialolympicswy.org](mailto:programmanager@specialolympicswy.org)



### Unified Champion Schools™

Special Olympics Unified Champion Schools incorporate Special Olympics sports and related activities while enhancing the youth experience and empowering youth to become agents of change in their communities. This program is a catalyst for promoting inclusion by bringing together students with and without intellectual disabilities in a variety of activities.

The three components of a Unified Champion School are:

- Inclusive Sports Opportunities (Unified Sports®)
- Inclusive Youth Leadership and Advocacy
- Whole School Engagement

### Youth Activation

Youth Activation Committees are an inclusive group of school-aged leaders, both with and without intellectual disabilities. The committee encourages its members to support Special Olympics Wyoming and develop their leadership skills through event participation, volunteer opportunities, and fundraising.

Youth Activation primarily focuses on promoting social inclusion by educating, motivating, and activating youth to become agents of change in their communities and advocate for the respect, inclusion, and acceptance of all people, regardless of abilities. Youth Activation can take many different forms depending on the culture of your Local Program.

Staff Liaison: **Amanda Ward** [programmanager@specialolympicswy.org](mailto:programmanager@specialolympicswy.org)



### Athlete Leadership

Athlete Leadership programs provide Special Olympics athletes the opportunity to become advocates for Special Olympics. Athletes are provided with training and the subsequent opportunities to speak publicly, meet with sponsors or donors, and hold leadership positions within the organization.

Through the Leadership program athletes are provided with the opportunity to coach, officiate, and hold positions on Input Councils, Committees, and Boards. These opportunities are the means of developing athletes' abilities beyond those of being a competitor.

Staff Liaison: **Director of Field Services** [fieldservices@specialolympicswy.org](mailto:fieldservices@specialolympicswy.org)



### Healthy Athletes®

The Healthy Athletes® program is dedicated to providing health services and education to Special Olympics athletes, and changing the way health systems interact with people with intellectual disabilities.

Healthy Athletes® is a program that can be implemented within any Special Olympics program. By promoting a healthy lifestyle with fitness and overall wellness components, you can ensure that your Local Program is equipped to make healthy choices beyond the sport and competition realm.

Staff Liaison: **Regan Diller** [Program@specialolympicswy.org](mailto:Program@specialolympicswy.org)

### Motor Activities Training Program (MATP)

MATP provides sports opportunities for athletes who may not be able to compete, or are not ready to compete, in official Special Olympics Sports due to the severity of their disability or skill level. Offering MATP is a great way to recruit and ensure that opportunities are provided for all athletes to get involved. MATP is most often conducted within the agency or school systems where athletes reside.

Staff Liaison: **Director of Field Services** [fieldservices@specialolympicswy.org](mailto:fieldservices@specialolympicswy.org)





## Section 2: Developing Partnerships

### What is a successful partnership approach for Local Program development?

Throughout Wyoming, Local Programs are forging partnerships in their communities in creative and exciting ways. The following information is provided to help you get started with creating your own partnerships with sponsors, volunteers, clubs and organizations, athletes, and others in your community.

### Prospects

#### Identify Potential Prospects

Who aligns with the Special Olympics mission? It is important to think outside of the box!



- Health and insurance companies
  - **Example:** What opportunities might be available for addressing obesity and Special Olympics athletes?
- Prominent companies in your community
- Potential family connections

Identify the value of your Local Program to a company through goals and objectives that the company is trying to meet.

#### Discover the Key Contact: Gatekeeper vs. Decision-Maker

- Get past the gatekeeper to the decision maker
- Develop a relationship and focus on getting the decision-maker to an event

#### Network Everywhere

- Keep an open mind
- Always listen for opportunities; all interactions provide an opportunity to share the Special Olympics mission and identify program needs
- Be Positive, on Point, and Persistent
- Many times, you will have to get through a lot of “No's” before you find the “Yes.”
- Be persistent and reframe your ask when necessary
- Develop a YES mentality

#### Get in the Door

- Look at different levels of engagement; start small
- The first level may be inviting the decision-maker to an event
- Connect the decision-maker with an athlete who can introduce them to Special Olympics
- In the course of conversation with the decision-maker, find out what is important to them as an individual and to their company
- Do not go into the conversation with a specific agenda; listen and develop their involvement together. Create a partnership.

## Persistence Pays Off\*

\*The following statistics are from the National Sales Executives Association.

- 
- **2% of first contacts yield results; ask an individual to coffee**
  - **3% of second contacts yield results; take the individual to lunch**
  - **5% of third contacts yield results; invite them to an event such as the Jackalope Jump**
  - **10% of fourth contacts yield results; involve the individual in the Jackalope Jump as a participant**
  - **80% of 5th-12th contacts yield results; invite their company to become a team in the Jackalope Jump**
- 

### Successful Steps in Getting Results

The following steps are helpful in getting results as your Local Program works to develop partnerships.

#### Introduction

- Be observant when meeting with a prospect. For example, look around their office and note any pictures, certificates, honors, and/or banners. It's important to do research when seeking to develop a relationship.
- Get comfortable. Be upfront and state the objective of the visit.
- Help your prospect realize what you bring to the table that can be of value to their company.

#### Fact Finding

- Uncover their needs. Look for the hot buttons and what is meaningful to them.
- Listen 80% of the time and talk 20% of the time.
- Ask drill-down questions. Usually, start with:
  - Why? What value does this provide? How would this impact the program?
- Look and listen for clues about their priorities and dislikes.

#### Tips

- Assume a "Yes." Use "when" instead of "if."
- Do not assume you know an individual or company's needs.
- Be persistent. Understand that it takes time to build relationships.
- Align your ask within the framework of the company/organization. For example, when introducing inclusive physical education, demonstrate how it can align with a school's existing programming.
- Avoid giving too much information up front.
- Educate rather than sell. Understand and be able to demonstrate the impact of the activity/program, as well as its importance and value.
- Be honest; do not exaggerate numbers.
- Be flexible and open to change.
- Always enter with an open mind and confidence.
- Understand return on investment (ROI). What do you provide that the prospect needs?
- Be prepared!

## The Pitch

Prepare your pitch by creating an outline that fits on an index card. Always start by introducing yourself, the organization, and your title. Be sure to explain that you are there because of the athletes.

Present the value of Special Olympics – both facts and anecdotal benefits; balance the two. Be sure to share what you feel will have the greatest impact.

### Other tips for preparing your pitch:

- Share the vision, mission, and goals of Special Olympics, as well as the need(s) you are trying to meet.
  - Bring an athlete with you so that they may share a personal story and be a part of your pitch.
  - Share why **you** got involved – your own personal story
  - Describe the impact of Special Olympics on athletes, families, and the community
    - **Example:** Special Olympics athletes are five times more likely to be employed than their peers with intellectual disabilities that have never participated.
    - Through Special Olympics, athletes feel accepted, respected, and have the opportunity to become productive citizens.
- See Special Olympics Resource Toolkit for Research and Facts:  
[http://resources.specialolympics.org/Topics/Research/Program\\_Research\\_Toolkit/Program\\_Research\\_Toolkit\\_Section.aspx](http://resources.specialolympics.org/Topics/Research/Program_Research_Toolkit/Program_Research_Toolkit_Section.aspx)
- Outline the impact of their donation in dollars
    - **Example:** 85 cents of every dollar goes directly to supporting athletes.
  - Volunteering becomes a team-building activity. This can include volunteering for events, coaching, and/or fundraising opportunities.
  - Present an option to get involved in an event or provide year-round sponsorship. See it as a partnership.
  - Attend a fundraiser
  - Play Unified Sports®
  - Provide information on how to make a donation
  - Direct them to the Special Olympics Wyoming website: [www.specialolympicswy.org](http://www.specialolympicswy.org)
  - Provide instructions on how they can get information via social media, such as Facebook or Twitter
  - Ask if you can check back with them in two weeks
  - Set up a meeting or presentation at the site
  - Have answers ready for possible objections
    - **They already gave:** Offer a team building or volunteer opportunity
    - **Hard times:** Offer in-kind/budget relieving options to offset costs
    - **The budget is complete:** Find out when the budget is due and get in 60-90 days before it's due
    - **They are too busy:** Invite to coffee rather than lunch. Convey the need of just 30 minutes and send a calendar invite
    - **The ask is too large:** Have a menu of funding options to fit all budgets.
  - Quantify their impact. Identify the number of athletes, parents, and volunteers impacted
    - **Example:** 50 volunteers and families were exposed to your company's support, and that support helped showcase the skills and abilities of our 75 athletes
  - Prepare for the close of the pitch
  - Briefly and concisely summarize the ask. Ask directly if you have their support
  - Reaffirm the nature of their commitment





- Negotiate – know your worth and stand by it. If you “give away the farm,” there’s no incentive for them to increase their support going forward.
- Never over-promise, but always over-deliver
- An agreement can outline roles and responsibilities that are clear and easy to follow. Check with Special Olympics Wyoming for a sample.

---

***The difference between success and failure of one-time support versus ongoing support hinges on making the supporter/sponsor a true partner in your Local Program’s success.***

---

*How do we make the Supporter or Sponsor a True Partner in the Local Program’s Success?*

- Develop and deepen the relationship
- Connect with them
- Meet face-to-face
- Engage them with athletes by inviting them to events
- Provide opportunities for athletes to network with other supporters
- Seek their expertise and input as appropriate – involve them!
- Be genuine
- Consistently evolve and reinvent the relationship. Keep it fresh
- Stay true to rights and benefits
- Deliver results promised to the partner
- Provide a thank you and/or a small gift that will be meaningful to them
- Call quarterly to touch base and continue to deepen the relationship
- Speak of personal bests – they and athletes can relate to them. This also allows you to deliver the true sports and health impact. This helps them see Special Olympics as a powerful sports organization.
- Challenge their mindsets; educate and enlighten
- Work toward sustainability. Continue to deepen the connection with frequent communication and follow up.

### **Partnerships with Families**

Engaging families in any of the diverse roles in Special Olympics will strengthen your Local Program. Visit the Special Olympics Resources page for families to explore ways to actively engage athletes’ families:

---

***Learn, practice, and improve. Partnerships propel the Program.***

---



## Section 3: Using Technology

---

*Technology enables a Local Program to work smarter, more efficiently, and more effectively.*

---



Here are ways technology can be used to benefit a Local Program.

### Volunteer Management

Technology and volunteer management systems provide a strong platform for volunteers to learn about Special Olympics and the various ways to get involved. Technology helps volunteers learn about opportunities, register, and monitor progress towards training. It also provides access to applications and allows them to learn about placements. A strong volunteer management system will retain volunteers and help provide ongoing communication and recognition.

Programs can utilize technology to ensure all of the requirements are met for background checks, applications, and training. A volunteer management system allows people to register online and notifies them of deadlines to renew background checks and applications.

A volunteer management system will enable you to keep track of all volunteers and continue to engage them in future events, document volunteer hours, and share important details of volunteer opportunities.

Creating an online presence for volunteer opportunities, and streamlining the process for volunteers to register, will increase the numbers of people engaging in Special Olympics programs. Communicate with your Special Olympics Wyoming to assess what opportunities are available for the Local Program to work collaboratively.

### Games Management

Each Local Program may use a Games Management System (GMS) to maintain data and performance records on all athletes. This system is also essential to the divisioning process so that athletes are entered into the appropriate division, which ensures that they are competitive and results in the most positive experience at all levels.

Training will be provided annually at the Leadership Conference

### Communications & Marketing

#### Social Media

Social media can be a powerful and cost-effective way to reach a broad audience.

#### What is Social Media?

What defines and constitutes social media is constantly evolving and changing. Social media is a form of communication that is comprised of platforms that allow for the two-way sharing of information. Information shared on social media includes text posts, photos, audio, and visual media. Social media is comprised of multiple platforms such as Facebook, YouTube, Flickr, Instagram, Twitter, Pinterest, Snapchat, and more.

#### Social Media Policy

It is important to have guidelines when using social media within the Local Program. Special Olympics Wyoming's policy can be found on the Special Olympics Wyoming website under the resources tab. Share this information with the Local Program athletes, coaches, families, and volunteers.

**Using Social Media**


---

***Special Olympics uses social media as a way to connect with current and potential athletes, coaches, donors, volunteers, parents, and the general public. Social media can be used to promote awareness of the Local Program.***

---

**Helpful Social Media Guidelines**

Social sites are just that – social. While privacy does not exist in the world of social media, almost every social media platform has privacy settings that can help protect your privacy.

Your personal and professional life could overlap when what is shared becomes part of the public domain, and may reflect on the author personally and/or professionally. Remember, even after being deleted, comments and posts continue to live online in archival systems.

**Using All Social Media Platforms (Including Personal Use)**

Always protect confidential and proprietary information. Do not publish confidential information about Special Olympics athletes, staff, volunteers, families, community partners or sponsors.

Be mindful of copyright and intellectual property rights of others and of Special Olympics. Individual bloggers and webmasters may be held accountable for the information that they publish on their sites if it is illegal, defamatory, copyrighted, etc.

Delete any profane or derogatory comments on your personal social media pages. Always report posts that you feel are threatening, harassing, or inappropriate.

Respect the privacy of others. Do not publish or tag photos of others without their permission. Avoid publishing someone's last name, school, or place of employment on social media if you do not have their permission. It is important to note that what you publish may be subject to public disclosure in legal proceedings.

**Using Social Media Internally**

- You should only make a social media account in the name of a Special Olympics Local Program with approval from Special Olympics Wyoming.
- All Special Olympics Facebook pages must include a member from the Special Olympics Wyoming as an administrator.
- If someone asks you a question outside of your expertise on social media, direct the person to the proper resource. Do not act as a spokesperson.
- Refer all requests for acknowledgment or comment to the Special Olympics Wyoming.
- Social media is highly visual. Sharing information, photos, and videos are commonplace.
- Remember that organizational policies regarding the use of photos and images apply online as well as in print.

**Representing the Special Olympics Accredited Brand Online**

- At no point should Special Olympics accounts be used to express personal beliefs or opinions. Keep your personal views separate.
- Avoid conflicts of interest and maintain a distinction between your personal identity and the identity you represent on behalf of Special Olympics.
- Do not comment anonymously, conceal, or misrepresent your identity in your online activities.
- Do not use the Special Olympics name or logo to promote or endorse any product, religion, cause, political party, or candidate.
- When instances of misinformation occur in social media posts or comments, respond with facts and data.
- Avoid arguments and confrontations online. If you see a comment that would warrant an official response from Special Olympics, contact Special Olympics Wyoming.
- Use the Special Olympics logo in accordance with branding guidelines set forth in the SOI Branding Standards

- Please submit any proposed branding to the Special Olympics Vice President of Development at [development@specialolympicswy.org](mailto:development@specialolympicswy.org)
- Monitor your social media accounts on a daily basis to look for inappropriate posts and to respond to questions and comments as needed – remember, social media is a dialogue, not a one-way communication.

### Other Means of Using Technology

Technology can be used in many ways to bolster a Local Program. If your Special Olympics Wyoming's website does not have the capability of sharing files, considering using one of the following free online tools.

#### Dropbox\*

- Create folders with meaningful headings
- Add section titles to create a path of the reference
- Add to your Dropbox account, then continue to add or make changes

#### Google Docs\*

- Easily edit and style with tools to help format text/documents
- Choose from hundreds of fonts and add links, images, drawings, tables, etc.
- Access, create and edit your documents wherever you go – from your phone, tablet, or computer

#### Remind\*

- Remind is a free, web-based application that provides means of statewide communication to athletes, coaches, and parents in real time
- A one-way text by a proprietor (your Local Program) can yield a mass alert
- The Remind app can be downloaded for iOS or Android

#### Sample folders your Local Program may create and share include:

- GMS
- PDF division (heat) sheets
- Fundraising event instructions
- Program and Local Program calendar(s)
- Local Program Guide
- Sports Information Guide
- Sports Rules

\*NOTE: Special Olympics does not endorse these products, but is citing them for the purposes of illustration.



## Part 3: Resources

The Special Olympics Resources site is a self-service website that includes a variety of tools and valuable resources. Local Programs should contact the Special Olympics Wyoming for additional resources.

Go the Special Olympics Wyoming website [www.specialolympicswy.org](http://www.specialolympicswy.org) and click on resources.

### Sample Checklists, Tools, and Best Practices

The following resources are offered as suggestions based on Local Program needs. You may customize the forms in this Resources section to suit your individual needs. Please check with the Special Olympics Wyoming to determine if they have an alternate form for these resources that can be utilized by the Local Program.

- Local Program Management Team Position Descriptions
- Sports Training and Competition Checklist
- Codes of Conduct - Athletes, Coaches, Family Members





## Local Program Management Team Position Descriptions

### Local Program Coordinator

The Local Program Coordinator is responsible for providing strategic leadership and managerial responsibilities for the Local Program. The Local Program Coordinator plans, organizes, directs, and coordinates programs and services for the athletes in their Local Program in accordance with established policies to achieve the goals, objectives, standards, and mission of Special Olympics. The completion of responsibilities will be performed by the Local Program Coordinator and Management Team members who have been empowered to lead and complete the specific functions outlined below.



### Sports & Competition Coordinator

The Sports & Competition Coordinator is responsible for administration, planning, and assisting in the delivery of a Local Program's quality training and competition program for Special Olympics athletes and Unified Sports® partners.

### Administrative/Operations Coordinator

The Administrative/Operations Coordinator is responsible for ensuring that all Special Olympics paperwork, policies, and procedures are adhered to so that athletes may train and compete, coaches can volunteer, and Unified Sports® partners can participate. The Administrative/Operations Team also oversees all data input into the Games and Volunteer Management Systems.

### Finance Coordinator

The Finance Coordinator and their team are responsible for all aspects of the financial administration for the Local Program. They also ensure that special events and fundraisers are following Special Olympics Wyoming's financial guidelines.

### Fundraising Coordinator

Based on budgetary needs, the Fundraising Coordinator is responsible for developing dynamic and creative ways to secure new sponsors, executing fundraising programs and events, and build relationships within the community.

### Outreach Coordinator

The Outreach Coordinator is responsible for all aspects of children, youth, and adult athlete recruitment depending on the demographics of your program. The Outreach Coordinator works with schools, transitional programs, families, community sports programs, adult vocational settings, group homes, and governmental organizations in order to connect eligible athletes in the communities with Special Olympics Local Programs within the geographic area.

### Communications Coordinator

The Communications Coordinator is responsible for promoting awareness of what people with intellectual disabilities can achieve through participation in Special Olympics through all forms of media.

### Volunteer Coordinator

The Volunteer Coordinator is responsible for recruiting, registering, matching, training, and coordinating all volunteers – including athlete leaders. They ensure that there are adequate numbers of volunteers by roles and that volunteers meet eligibility requirements as mandated by their roles (coach, partner, leadership, etc.).

### Unified Champion School Coordinator

The Unified Champion School Coordinator develops and implements Special Olympics Unified Champion School programs in schools within a geographic area. They recruit, educate, and mentor school personnel to develop and implement Special Olympics Unified Champion School components and Young Athletes™ in schools.

### **Athlete Leadership Coordinator**

The Athlete Leadership Coordinator oversees athlete leadership and ensures that there is an active Athlete Input Council, that year-round opportunities are offered, and athlete leaders are recruited, trained, and engaged in all aspects of programming and governance within the Local Program.

### **Young Athletes™ Coordinator**

The Young Athletes™ Coordinator recruits community and school-based young athletes, registers, assists with securing equipment, and troubleshoots culminating event activities. They work with the Administration Team in registering these Young Athletes™.

### **Athlete Representative**

The Athlete Representative is an athlete from the Local Program's Input Council who brings information from the council to the Local Program's Management Team and reports back to the council, as well as offers insights on programming from the athlete perspective.

### **Family Services Coordinator**

The Family Services Coordinator is responsible for encouraging and coordinating families' involvement in Local Program activities by providing local resources, hospitality areas at local competitions, picnics, or other social activities to network with other families. They also coordinate workshops to educate families about Special Olympics and other topics of interest.

### **Wellness/Fitness Coordinator**

The Wellness/Fitness Coordinator is responsible for coordinating year-round fitness, health promotion, and access to health and fitness resources for athletes, families, caregivers, and volunteers.





# Local Program Management Team Training Checklist

The following represents **a sample** checklist to train individuals for various jobs. It identifies the requirements of each position including roles and responsibilities.

## All Positions

- Special Olympics Mission
- Special Olympics [General Orientation](#)
- Special Olympics Structure: Special Olympics Wyoming; Special Olympics, Inc
- Protective Behaviors
- Concussion Education



## Local Program Coordinator & Assistant Local Program Coordinator

- n/a Policies and Procedures
- n/a Athlete Medical Requirements
- n/a Volunteer Screening (Class A Requirements)
- n/a Storage / P.O. Box / Phone
- n/a Finance Procedures
- n/a Public Relations (PSAs, press releases, emergency/crisis communication plan)
- n/a Insurance information for facilities, rental vehicles (certificate)
- n/a Risk Management
- n/a Incident Report Forms
- n/a Contracts (process for approval)
- n/a Applications for Participation (Medical Forms)
- n/a Sign-up Procedures per Sport Season
- n/a Volunteer Management System software
- n/a Games Management System software
- n/a Travel Procedures and Needs
- n/a Facilitating monthly meetings (sample agenda)
- n/a Procedure for providing info to potential new athletes
- n/a Procedure for providing info to potential new volunteers



## Sports

- n/a Athlete Medical Requirements
- n/a Athlete Training Requirements
- n/a Advancement Criteria: Area > State > USA Summer Games > World Games
- n/a Athlete: Coach Ratio Requirements
- n/a Special Olympics Wyoming Rules, NGB Rules and where to find them
- n/a Uniform and Equipment Requirements / how to obtain what is needed; use of the logo
- n/a Volunteer Class A Requirements
- n/a Coach Education Requirements and Opportunities
- n/a Unified Sports® – philosophy
- n/a Sports Calendar – Deadlines and where to find them
- n/a Pre-Season Coach Meeting Agenda
- n/a Seasonal Sign-up Procedure
- n/a Coach binders, what they should contain, and where to find that information
- n/a Code of Conduct for Athletes, Unified Sports® partners, coaches, and families
- n/a Secure storage of medicals (print/scanned and digital) as a back-up
- n/a Finance Procedures, approval for spending, and/or cash advance for travel
- n/a Public Relations, including an emergency communication plan
- n/a Insurance info for facilities, rental vehicles (certificate), and fundraising events
- n/a Risk Management
- n/a Incident Report Forms
- n/a Reserving Facilities / Contracts
- n/a Volunteer Management System software
- n/a Games Management System software
- n/a Travel Procedures and Needs
- n/a Communicating with Coaches
- n/a Procedures for dealing with misconduct of athletes, partners, coaches, volunteers, and/or families
- n/a Ensuring equipment and uniforms are distributed before competition and collected immediately after
- n/a Emergency/crisis communication plan
- n/a Policy for criminal conduct
- n/a Procedure for providing info to potential new athletes and new partners
- n/a Procedure for providing info to potential new volunteer
- n/a Procedure for moving a Class B Volunteer into a data management system

## Volunteers

- n/a Class A Volunteer Requirements (volunteer screening)
- n/a Class B Volunteers – Day of Volunteering (requirements and restrictions)
- n/a Risk Management
- n/a Athlete Medical Requirements
- n/a Secure storage of medicals (print/scanned and digital) as a back-up
- n/a Finance Procedures as it relates to expenses
- n/a Volunteer Management System
- n/a Games Management System, including information regarding volunteer eligibility
- n/a Procedure for providing info to potential new athletes
- n/a Procedure for providing info to potential new volunteers

**Before the Start of the Season**

- n/a Determine which volunteers will need application renewals
- n/a Update information and request renewals
- n/a Ensure that new volunteers complete Class A Volunteer required paperwork

**New Volunteers: Becoming Class A Volunteer Approved**

- n/a Complete Class A Volunteer application form
- n/a Complete Special Olympics Wyoming General Orientation, Protective Behaviors, and Concussion Training
- n/a Volunteers must be Class A Volunteer approved before undertaking any responsibilities with athletes
- n/a Ensure all coaches have a valid Class A Volunteer form
- n/a Check athlete eligibility
- n/a Social security number (SSN) – Individual must provide SSN for a background check

**Medicals (Applications for Participation)**

- n/a Class A Volunteer Requirements (volunteer screening)
- n/a Athlete Medical Requirements\*
- n/a Secure storage and backup storage of medicals (digital)
- n/a Procedure for providing info to the potential new athlete
- n/a Data entry

*\*Checklist for Medicals*

- Ensure medicals are complete – This information is available on the Special Olympics Wyoming website.
- If medicals are not complete, do not accept; send back and get corrections
- If medicals are complete, make a copy and send in original OR keep the original and submit to Special Olympics Wyoming

**Before the Start of the Season**

- Determine which athletes will need renewals
- Send renewal request letter and blank medical form (personalized for the Local Program) to athletes requiring renewals for the upcoming season
- Work with Management Team at pre-season sign-up to ensure that all involved have valid medicals

**Fundraising**

- n/a Special Olympics Wyoming's Policies and Procedures related to fundraising restrictions
- n/a Program's Special Events
- n/a Thank Yous and Receipts
- n/a In-Kind Donations and Procedures
- n/a Finance Procedure as it relates to expenses, deposits, and cash on site
- n/a Roles of fundraising: Class A or Class B Volunteer requirements
- n/a Public Relations - including PSAs, press releases, emergency/crisis communication plan, use of the logo, and social media
- n/a Insurance info for facilities (certificate if needed)
- n/a Contracts (Only Special Olympics Wyoming office can sign contracts) (process for approval)

**Communications**

- n/a Policies and Procedures
- n/a Athlete Medical Requirements
- n/a Class A Volunteer Requirements, including volunteer screening
- n/a Risk Management
- n/a Finance Procedures related to expenses
- n/a Public Relations – including PSAs, press releases, emergency/crisis communication plan, and use of the logo
- n/a Contracts (process for approval)
- n/a Sign-up Procedures per Sport Season
- n/a Thank you notes
- n/a Newsletters / mailings
- n/a Social media



# Sports Training & Competition Checklists

## Checklist for Training Sites

### Logistics

- Facilities arranged and evaluated for safety and accessibility
- Equipment procured and prepared
- Length of practice
- Time of day for practice
- Availability of coaches and volunteers
- Communication of dates and times to athletes
- Documentation of scores or assessments

### Athletes

- Number involved
- Age level and maturity
- Skill level
- Adjusting for different skill levels
- Preparedness for potential injuries

### Safety

- Practice conditions
- Water available
- Weather Conditions
- Hazard-free playing surface
- Equipment in proper condition
- Emergency procedures
- Medical forms on site

### Skills to Be Learned

- Physical
- Motor
- Technical
- Mental

### Delivery of Instructions

- Key points
- Teaching methods
- Position of athletes: Not facing the sun, athlete needs such as hearing or vision, etc.
- Delegation of volunteers and assistant coaches
- Intervention for behavior or crisis
- Positive feedback and support
- Progression throughout the session:
  - Easy to difficult
  - Slow to fast
  - Unknown to known
  - General to specific

### Organization of Practice

- Warm-ups (body and skills)
- Review previously taught skills
- Introduce new skills
- Game or event situation; competitive experience
- Cool down and team talk
- Cell phone numbers of chaperones and coaches
- Emergency contact information for chaperones and coaches

### Other

- Communication with parents, coaches, and event staff
- Coordination with Special Events





## Competition – Outdoor Events Checklist

| FACILITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Outdoor Competition Area:</b></p> <ol style="list-style-type: none"> <li>1. Repairs, refinishing, or re-sodding maintenance current (e.g. field free of large divots, holes, obstructions or protruding objects)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>2. Competition area is clearly marked and free of trash, debris, or hazardous objects<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Out-of-bounds is clearly marked and free of debris<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>4. Adequate buffer area between competitors and spectators<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>5. Goal post, goalie cages, baseball bases, etc. installed properly<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>6. Standing water drained or removed from the competition/spectator area<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>7. Competition area contains adequate lighting (if appropriate)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> <p><b>Areas Adjacent to Competition Area:</b></p> <ol style="list-style-type: none"> <li>1. Adequate number of waste containers in place<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>2. Areas are free of slip, trip and fall hazards<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Water fountain areas are free of puddles, algae build up and/or mud<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>4. Barriers to protect spectators are adequate and in good condition<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>5. Restrooms are available and clean<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> | <p><b>Bleachers:</b></p> <ol style="list-style-type: none"> <li>1. Footers are blocked appropriately and do not move<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>2. Vertical openings between guardrails, footboards and seatboards are less than four inches<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Metal bleachers are free of corrosion and/or damage<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>4. Wood bleachers are free of dry rot and/or damage<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>5. Transitional areas are clearly marked and free of obstructions, protruding objects, trash and debris<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>6. Handrails, seats and supports are securely fastened<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>7. Wood seats and handrails are free from splinters<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>8. Bleachers appear sturdy enough for anticipated loads<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> <p><b>Parking Lot:</b></p> <ol style="list-style-type: none"> <li>1. Lighting appears adequate<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>2. Area is free of slip, trip and fall hazards<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Security is present<br/><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</li> </ol> |
| EMERGENCY RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>First Aid Equipment Checklist:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> List of athletes with special conditions (asthma, diabetes, etc.)</li> <li><input type="checkbox"/> List of emergency phone numbers</li> <li><input type="checkbox"/> Adhesive bandages with gauze pads – assorted sizes</li> <li><input type="checkbox"/> Antiseptic</li> <li><input type="checkbox"/> Arm sling (triangular bandage is fine)</li> <li><input type="checkbox"/> Bandage scissors</li> <li><input type="checkbox"/> Butterfly closures</li> <li><input type="checkbox"/> Cotton swabs</li> <li><input type="checkbox"/> Elastic tape</li> <li><input type="checkbox"/> White tape</li> <li><input type="checkbox"/> Elastic wraps</li> <li><input type="checkbox"/> Emergency blanket</li> <li><input type="checkbox"/> Latex gloves (multiple pairs)</li> <li><input type="checkbox"/> Plastic bags and bags for ice packs</li> <li><input type="checkbox"/> Sterile Water</li> <li><input type="checkbox"/> Resuscitation (CPR) masks/face shield</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>Access to Emergency Service:</b></p> <ol style="list-style-type: none"> <li>1. Telephones and the appropriate emergency numbers are accessible<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>2. There is adequate passage for emergency vehicles<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Athletes’ medical history forms are on site<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>4. Athletes’ emergency contact lists are on site<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Competition – Indoor Events Checklist

| COMPETITION AREAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Competition Area:</b></p> <ol style="list-style-type: none"> <li>Competition area is dry and free of obstructions and protruding objects<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Competition area is clearly marked<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Competition area contains adequate lighting<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Out-of-bounds areas are clearly marked and free of obstructions, protruding objects, trash and debris<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Adequate buffer area between competitors and spectators<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Sport apparatus/equipment is secure and in good physical condition<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Non-essential equipment removed from competition area<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Emergency exits are adequate, unobstructed and clearly marked<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Locker/Shower Rooms:</b></p> <ol style="list-style-type: none"> <li>Locker/shower room appears sanitary (e.g. free of algae buildup, floor is dry)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Water temperature is monitored (e.g. scald protection devices installed in the shower or coach/chaperone assist with water temperature)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Lockers are properly secured and free of laceration exposures<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Housekeeping in locker room area is in order (e.g. clothing and athletic equipment is properly stowed in lockers)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Locker/shower room contains emergency lighting<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Emergency exits are adequate, unobstructed and clearly marked<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Shower rooms are free of laceration exposures<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| FACILITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Facility:</b></p> <ol style="list-style-type: none"> <li>Exits and entrances are adequate, unobstructed and clearly marked<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Facility contains emergency lighting<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Power supply cords are free of frayed wires and do not create trip and fall hazards (e.g. extension cords taped to the floor)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Access to electrical systems restricted (e.g. individual to monitor the electrical system or keep the system locked at all times)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Interactive attractions properly installed and supervised (e.g. inflatable rides)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Sufficient waste containers are provided<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Water fountain areas are free of puddles, algae buildup and/or mud<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Smoke detectors/heat detectors/fire alarms/fire extinguishers (present and operational)<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Facility is handicap accessible<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> <p><b>Parking Lot:</b></p> <ol style="list-style-type: none"> <li>Lighting appears adequate<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Area is free of slip, trip and fall hazards<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Security is present<br/><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</li> </ol> | <p><b>Walkways, Steps, Stairs, Ramps:</b></p> <ol style="list-style-type: none"> <li>Walking areas are clearly marked and free of obstructions, protruding objects, trash and debris<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Walkways contain adequate and operable lighting<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Handrails are securely fastened<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Stairs contain a non-slip material<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Stairs/steps are free of clutter and debris<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Sufficient waste containers are provided<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Exits and entrances are adequate, unobstructed and clearly marked<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> <p><b>Bleachers:</b></p> <ol style="list-style-type: none"> <li>Footers are blocked appropriately and do not move<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Vertical openings between guardrails, footboards and seatboards are less than four inches<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Metal bleachers are free of corrosion and/or damage<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Wood bleachers are free of dry rot and/or damage<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Transitional areas are clearly marked and free of obstructions, protruding objects, trash and debris<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Handrails, seats and supports are securely fastened<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Wood seats and handrails are free from splinters<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Bleachers appear sturdy enough for anticipated loads<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> |



| <b>EMERGENCY RESPONSE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>First Aid Equipment Checklist:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> List of athletes with special conditions (asthma, diabetes, etc.)</li> <li><input type="checkbox"/> List of emergency phone numbers</li> <li><input type="checkbox"/> Adhesive bandages with gauze pads – assorted sizes</li> <li><input type="checkbox"/> Antiseptic</li> <li><input type="checkbox"/> Arm sling (triangular bandage is fine)</li> <li><input type="checkbox"/> Bandage scissors</li> <li><input type="checkbox"/> Butterfly closures</li> <li><input type="checkbox"/> Cotton swabs</li> <li><input type="checkbox"/> Elastic tape</li> <li><input type="checkbox"/> White tape</li> <li><input type="checkbox"/> Elastic wraps</li> <li><input type="checkbox"/> Emergency blanket</li> <li><input type="checkbox"/> Latex gloves (multiple pairs)</li> <li><input type="checkbox"/> Plastic bags and bags for ice packs</li> <li><input type="checkbox"/> Sterile Water</li> <li><input type="checkbox"/> Resuscitation (CPR) masks/face shield</li> </ul> | <p><b>Access to Emergency Service:</b></p> <ol style="list-style-type: none"> <li>1. Telephones and the appropriate emergency numbers are accessible<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>2. There is adequate passage for emergency vehicles<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Athletes' medical history forms are on site<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>4. Athletes' emergency contact lists are on site<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> |



# Codes of Conduct

The following are **sample** codes of conduct for Local Programs.

## Sample Special Olympics Athlete Code of Conduct

Special Olympics is committed to the highest ideals of sport and expects all athletes to honor sport and the mission and vision of Special Olympics. All Special Olympics athletes and Unified Sports® partners agree to the following code:

### *Sportsmanship*

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team, and Special Olympics.
- I will not use bad language.
- I will not swear or insult other persons.
- I will not fight with other athletes, coaches, volunteers, or staff.

### *Training & Competitions*

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen to my coaches and the officials, and ask questions when I do not understand.
- I will always try my best during training, divisioning, and competitions.
- I will not hold back in preliminary competitions just to get into an easier finals competition division.

### *Responsibility for My Actions*

- I will not make inappropriate or unwanted physical, verbal, or sexual advances on others.
- I will not smoke in non-smoking areas.
- I will not drink alcohol or use illegal drugs at Special Olympics events.
- I will not take drugs for the purpose of improving my performance.
- I will obey all laws and Special Olympics rules, the International Federation, and the National Federation/Governing Body rules for my sport(s).

I understand that if I do not obey this Code of Conduct, I will be subject to a range of consequences by my Program or a Games Organizing Committee, up to and including not being allowed to participate.

|             |                                                                 |             |
|-------------|-----------------------------------------------------------------|-------------|
| <b>Name</b> | <b>Athlete or Unified Sports®</b><br><i>Partner Circle Role</i> | <b>Date</b> |
|-------------|-----------------------------------------------------------------|-------------|

## Sample Special Olympics Coach Code of Conduct

Special Olympics is committed to the highest ideals of sport and expects all coaches to honor sport and the mission and vision of Special Olympics. All Coaches agree to observe the following:

### Respect for Others

- I will respect the rights, dignity, and worth of athletes, coaches, volunteers, friends, and spectators in Special Olympics.
- I will treat everyone equally regardless of gender, ethnic origin, religion, or ability.

### Ensure A Positive Experience

- I will ensure that for each athlete I coach, the time spent with Special Olympics is positive.
- I will respect the talent, developmental stage, and goals of each athlete.
- I will ensure each athlete competes in events that challenge that athlete’s potential and are appropriate to that athlete’s ability.
- I will be fair, considerate, and honest with athletes.
- I will ensure that accurate scores are provided for entry of an athlete into any event.
- I will instruct each athlete to perform to the best of the athlete’s ability at all preliminary competitions and finals competition in accordance with the Special Olympics Sports Rules.

### Act Professionally and Take Responsibility for My Actions

- My language, manner, punctuality, preparation, and presentation will demonstrate high standards.
- I will display control, respect, dignity, and professionalism to all involved in the sport.
- I will encourage athletes to demonstrate the same qualities.
- I will not drink alcohol, smoke, or take illegal drugs while representing Special Olympics at training sessions or during competition.
- I will refrain from any form of personal abuse towards athletes and other – including verbal, physical, and emotional abuse.
- I will be alert to any form of abuse from other sources directed towards athletes in my care.

### Quality Service to the Athletes

- I will seek continual improvement through performance evaluations and ongoing coach education.
- I will be knowledgeable about the Sports Rules and skills of the sport(s) I coach.
- I will provide a planned training program for individual practices and the season.
- I will keep copies of the medical, training, and competition records for each athlete I coach.

|             |                                                   |             |
|-------------|---------------------------------------------------|-------------|
| <b>Name</b> | <b>Coach or Asst. Coach</b><br><i>Circle Role</i> | <b>Date</b> |
|-------------|---------------------------------------------------|-------------|

## Sample Special Olympics Family Member Code of Conduct

We hope as family members, you will embrace the spirit of Special Olympics and help to provide a competition and training environment that enhances athlete character and skill development. The following Family Code of Conduct should be emphasized during training, competition, and special events at any level – including Area, State, National, Regional and World.

*As a Special Olympics family member, I pledge the following:*

- I will let my athlete choose the sports in which he/she would like to participate. I will not force my choice upon him/her.
- I will remember that athletes participate to have fun and that the game is for them; not for the family members.
- I will see to it that my athlete’s medical form is up-to-date, complete, and on file.
- I (and my guests) will be a positive role model for my athlete and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all athletes, coaches, officials, and spectators at every game, practice, or competition.
- I understand that I play a vital role in the health and safety of my athlete’s participation. I have a responsibility to assist Special Olympics in providing for the health and safety of all athletes by reporting suspicious behavior, talking to my child about personal safety, dropping off and picking up my child/guard from Special Olympics events at the times designated by the organization (not excessively earlier or later than said established times), and any and all other reasonable measures to assist in the protection of Special Olympics athletes.
- I will demand that my athlete treat other athletes, coaches, officials, and spectators with respect, regardless of race, creed, color, sex, or ability.
- I will praise my athlete for competing fairly and trying hard, and I will make my athlete feel like a winner every time.
- I will never ridicule or yell at my athlete or other participants for making a mistake or losing a competition.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire that I may have for my athlete to win.
- I will respect the officials and their authority during games and competition, and will never question, discuss, or confront coaches during competitions. Instead, I will take time to speak with coaches at an agreed upon time and place.
- I will demand a sports environment for my athlete that is free from drugs and alcohol, and I will refrain from their use at all sports events and competitions.
- I will smoke/chew tobacco only in designated areas.
- I will refrain from coaching my athlete or other athletes during competitions and practices if I am not the assigned coach.

As a Special Olympics Special Olympics Wyoming family member, I also understand that if I fail to abide by the aforementioned rules and guidelines, I may be subject to disciplinary action that could include, but may not be limited to, the following:

- Verbal warning by officials, coaches, and/or Area and Special Olympics Wyoming personnel
- Game suspension with written documentation of incident kept on file in the Special Olympics Wyoming Office
- Written warning
- Game forfeit through official or coach
- Season suspension
- Misbehavior Report submitted to Event Director

**I hereby certify that I have reviewed, understood, and agreed to this Code of Conduct.**

\_\_\_\_\_  
Signature of Family Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athlete’s Name

\_\_\_\_\_  
Local Program/Area

# Developing an Emergency Management Plan

## Considerations

- Ideally, a physician, an athletic trainer, or a physical therapist knowledgeable in the triage and immediate management of athletic injuries should cover practices and games.
- The coach should provide the athletes' medical forms and any special instructions to medical personnel.
- An emergency medical technician (EMT) and an ambulance should be available immediately upon calling.
- The coaching staff should be educated and skilled in immediate management designed to contain the extent of the illness/injury until appropriate medical personnel is available.
- The coach and all personnel should be certified in cardiopulmonary resuscitation (CPR) and first aid.

## Each coach is responsible for activating an Emergency Management Plan

- The coach should assess the situation as quickly as possible after an incident has occurred.
- The coach should assess the incident right where it occurred, determining whether the athlete can be safely moved.
- The coach should know the athlete and his/her personality to best assess injury versus reaction.
- The coach should remain calm, which will also serve to keep the athlete and others calm.
- The coach should listen to the athlete describe what happened.
- The coach should ask simple, clarifying questions.
- The coach should observe the athlete's face and eyes while talking.
- The coach should observe for any asymmetry, trauma, general body alignment, and functional abilities.
- The coach should survey the area where the injury occurred for any unsafe articles or terrain.
- The coach should evaluate the criticality of the situation, and then institute action based on the evaluation of the situation.
- The primary survey of the athlete evaluates airway, breathing, circulation, and consciousness.
- The secondary survey of the athlete evaluates the seriousness of all other injuries once it is determined that the athlete is breathing and alert, with good cardiac function.
- If no medical personnel are available, the coach should respond based on his/her assessment of the criticality of the situation.
- When in doubt, do not put the athlete back into play.
- Always refer to a healthcare professional for additional follow-up.

## Crisis Communication Plan

The difference between crisis and emergency is that crisis is a crucial or decisive point or situation, a turning point, while emergency is a situation which poses an immediate risk and which requires urgent attention. If this is a life-threatening injury or crisis, the Special Olympics Wyoming President and CEO as well as the Local Coordinator should be contacted immediately.

# Incident Immediate Action Steps Guide

Each serious health and/or safety incident is unique and requires a particular set of responses. As a representative of Special Olympics Wyoming, it is your responsibility to do what is reasonable under the given circumstances. While this guide cannot address every possible scenario, it provides you with basic action steps to take or consider taking **IMMEDIATELY** after an incident has occurred or commenced. Please make sure to fill in the phone numbers below before sanctioned events or travel.

In the event of an incident, follow the guidelines below, keeping everyone involved as calm as possible throughout.

- Assess the situation and remove all unnecessary individuals from the area. Only essential personnel should be present.
- Appoint others to keep the area clear.
- Appoint a person or person(s) to stay with the individual(s) involved at all times. Instruct the volunteer(s) to not render any treatment beyond his/her training. Do not move an injured individual unless he/she is in immediate danger.
- Determine if medical support (on site or ambulance) needs to be contacted. If yes, do so immediately. Have athlete medical form ready for medical personnel.
- Determine if law enforcement needs to be contacted. If yes, determine whether 911 or the local non-emergency number should be used. Non-emergency #: + \_\_\_\_\_ +
- If a family member/guardian/friend cannot accompany the athlete/volunteer to the hospital, either stay with the athlete or appoint someone to do so until a family member/guardian/friend can arrive.
- In the event of a serious incident or crisis, immediately contact + Priscilla Dowse, the Crisis Communications Contact for your Special Olympics Wyoming. Explain the situation. Special Olympics Wyoming will start coordinating any assistance needed. If you aren't sure if the incident qualifies as "serious," err on the side of contacting Special Olympics.
- You or your Local Program Coordinator should contact the appropriate family/guardian of athlete/volunteer to apprise them of the situation.
- Cooperate with medical personnel and/or law enforcement in completing any necessary paperwork.
- In the event of media presence, speak from the statement on your Crisis Communication plan and do not speculate or expand upon this statement. Refer all media calls to Special Olympics Wyoming.
- Record names and phone numbers of individuals present at the time of the incident for use on Incident Report Form and for possible subsequent questions.
- Once incident/crisis is over, and the athlete(s)/volunteer(s) involved have all been released to their own supervision or the supervision of others, call the Special Olympics Wyoming, the appropriate family/guardian of the athlete(s)/volunteer(s), your Local Program Coordinator/Head of Delegation and apprise all of status.
- Complete an Incident Report Form and send to the Special Olympics Wyoming office within 12 hours.



# Inclement Weather

## Rain Policy

Decisions on field closures are made as late as possible in order to give the best possible chance for the game to be played.

## Winter Weather Policy

Players are more susceptible to injuries during cold weather, particularly from pulled or torn muscles. Players should be encouraged to wear appropriate clothing to aid body heat retention, yet afford adequate movement without creating a safety hazard. As a general rule, training programs should follow their High School Activities Association policies for cancellations.

## Hot Weather Policy

The risk of heat-related illness from vigorous sports activity increases with the temperature. The body generates heat, which cannot be dissipated readily when the ambient temperature exceeds 85°F, depending upon the humidity. Hot weather is considered at any point where the heat index reaches or exceeds 90°F. As a general rule, training programs should be reviewed if the heat index at the start of training is projected to be above 95°F. Coaches should exercise caution and provide additional water breaks.

## Thunder & Lightning Policy

If inclement weather is forecasted, an individual should be designated to monitor the weather forecast and radar during the competition. If the facility being used for competition has a lightning detection system, and a facilities policy in place that is more stringent than described below, the facilities policy will supersede the Special Olympics policy.

If lightning is detected within eight miles of the practice or competition facility, all coaches, players, referees, and spectators are to withdraw from the field and seek proper shelter. No place outside is safe near thunderstorms. The best shelter is a large, fully enclosed, substantially constructed building. A vehicle with a solid metal roof and metal sides is a reasonable second choice.

**30-minute Rule:** Wait at least 30 minutes after the last sound of thunder or the last lightning flash before giving the “all clear” signal and resuming normal activity. If thunder is heard or lightning is seen again within that 30-minute time frame, the event will continue to be postponed, or officials may deem to cancel the event.

