

SECTION 1

POLICIES AND PROCEDURES

MISSION AND VISION

AREA DIRECTOR & STAFF LIST

REGIONS & AREA PROGRAMS / AREA MAP

EMERGING LEADERS

BOARD POLICIES

Accreditation

This is to certify that Special Olympics Michigan, Inc. is the duly authorized agent appointed by Special Olympics, Inc. to administer the Special Olympics program in the State of Michigan. As such, it has sole permission to organize, conduct, and promote Special Olympics, to raise funds for these purposes, and to use the name of Special Olympics and the registered Special Olympics logo.

MISSION, GOAL, AND FOUNDING PRINCIPLES OF SPECIAL OLYMPICS Mission Statement

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

Goal of Special Olympics

The ultimate goal of Special Olympics is to help persons with intellectual disabilities participate as productive and respected members of society at large, by offering them a fair opportunity to develop and demonstrate their skills and talents through sports training and competition, and by increasing the public's awareness of their capabilities and needs.

Founding Principles of Special Olympics

The principles on which Special Olympics was founded, and which must continue to guide the operation and expansion of the global Special Olympics movement, include the following:

- People with intellectual disabilities can, with proper instruction and encouragement, enjoy, learn and benefit from participation in individual and team sports. Individual and team sports are adapted as necessary to meet the needs of those with special mental and physical limitations.
- Consistent training under the guidance of qualified coaches, with emphasis on physical conditioning, is essential to the development of sports skills. Competition among those of equal abilities is the most appropriate means of testing these skills, measuring progress, and providing incentives for personal growth.
- Through sports training and competition, people with intellectual disabilities benefit physically, mentally, socially, and spiritually; families are strengthened, and the community at large, both through participation and observation, is united with

people with intellectual disabilities in an environment of equality, respect, and acceptance.

- Every person with intellectual disabilities, who meets the eligibility requirements, should have the opportunity to participate in and benefit from the sports training and athletic competition programs offered by Special Olympics.
- Special Olympics must transcend all boundaries of race, gender, religion, national origin, geography, and political philosophy. Along with offering sports training and competition opportunities to all eligible persons with intellectual disabilities in accordance with uniform worldwide standards.
- Special Olympics celebrates and strives to promote the spirit of sportsmanship and a love of participation in sports for its own sake. To that end, Special Olympics aims to provide every athlete with an opportunity to participate in training and competition events which challenge that athlete to his or her fullest potential, regardless of the athlete's level of ability. Special Olympics therefore requires that Special Olympics games and tournaments offer sports and events, which are appropriate for athletes of all levels of ability, and in the case of team sports, provide every athlete with an opportunity to play in every game.
- Special Olympics encourages sports training and competition opportunities at the area and community level (including schools) as a means of reaching the greatest number of eligible athletes.

SOMI Vision Statement

Sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities throughout Michigan.

Revised December 4, 2015

Guiding Values for Our Organization

Excellence in Programming – We are committed to excellence.

Equal Opportunity, Diversity and

Openness We believe that every SOMI athlete should have the opportunity to participate in training and competition under the most favorable conditions possible, including leadership, facilities, administration, training,

coaching, officiating, and all events. We hold to the principle that training programs and competition events are open to all people with intellectual disabilities who are eligible regardless of the degree of their disability.

Health, Well-being and a Quality Athletic Experience – We believe in providing safe venues and appropriate awards ceremonies. We are committed to ensuring that athletes will have health appraisals prior to participating. We will continue to promote the Healthy Athletes® programs and healthy lifestyles.

Sportsmanship and Integrity of Sport – We believe sportsmanship is an important and integral component of the training and competition experience. We are committed to adhering to the integrity of sport and to the “Spirit of Special Olympics”.

Dignity, Self Esteem and Kindness – Our activities reflect the values, standards, traditions, ceremonies, and events embodied in the modern Olympic movement in a spirit of kindness to broaden, enrich, and celebrate the moral and spiritual qualities of persons with intellectual disabilities so as to enhance their dignity and self-esteem.

Family, Volunteer and Community Participation / Culture of Welcome – We value and encourage the involvement of family, volunteers, and the community. We value and greatly appreciate the time and talent of those who are or seek to be involved in running SOMI and our programs. We foster a culture of welcome where volunteers, family members and community feel encouraged to take part in order to create greater opportunities for public understanding of intellectual disabilities.

Board Policy on Regions

The State of Michigan shall be divided into geographic regions to facilitate communications and improve programming.

The region shall meet at the annual conference and other times as necessary.

Up to two representatives shall be elected from each region to serve on the President/CEO's Advisory Council.

Amended November 6, 2010

Description of Area Structure

The 37 area programs, of Special Olympics Michigan, are grouped into four geographic regions to facilitate communication between common areas of the state and to improve programming within each region.

Each region is assigned a Field Service Staff person. The regional designations are:

The Upper Peninsula Region includes the following Areas: 1, 35, 36, 38 and 39.

The Northern Region includes the following Areas:

2, 3, 4, 7, 9, 10, 22, 24, 28, 30, 31, 32 and 33.

The Southwest Region includes the following Areas: 5, 6, 8, 11, 12, 16, 17, 18, 19, 21 and 29.

The Southeast Region includes the following Areas: 13, 14, 15, 20, 23, 26, 27 and 34.

Representatives from each region are elected to the President's Advisory Council for a term of two years. Names of elected council members are announced after the annual November Leadership Conference. The elected representatives also assist the Field Service Staff with planning for regional meetings and sharing information.

SPECIAL OLYMPICS MICHIGAN

AREA DIRECTORS & STAFF LIST

Area 1 – UP

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Area 19 – Southwest

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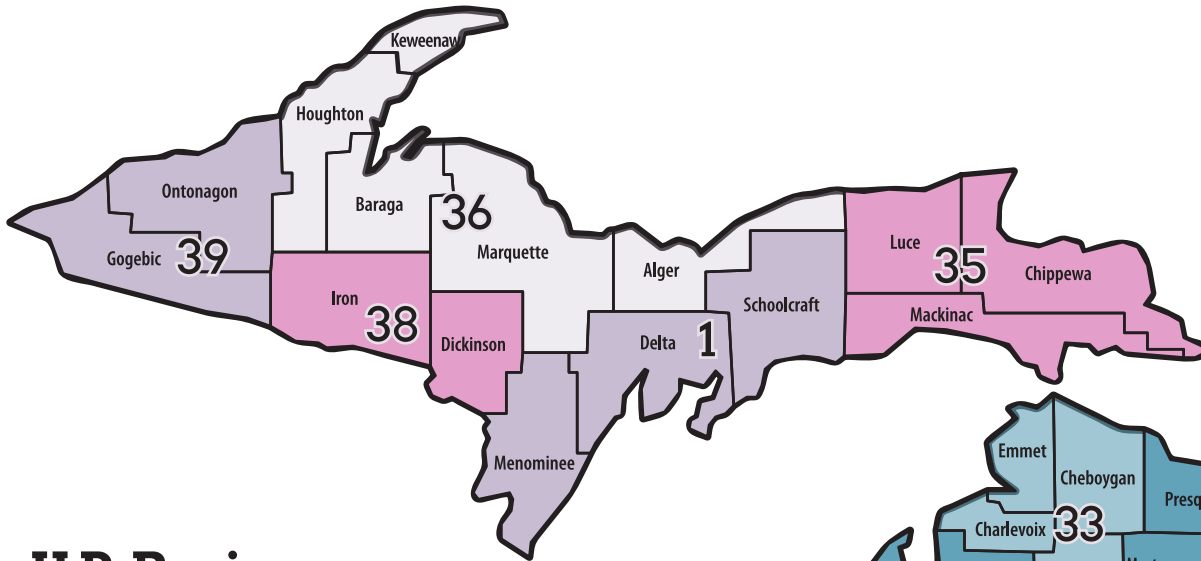
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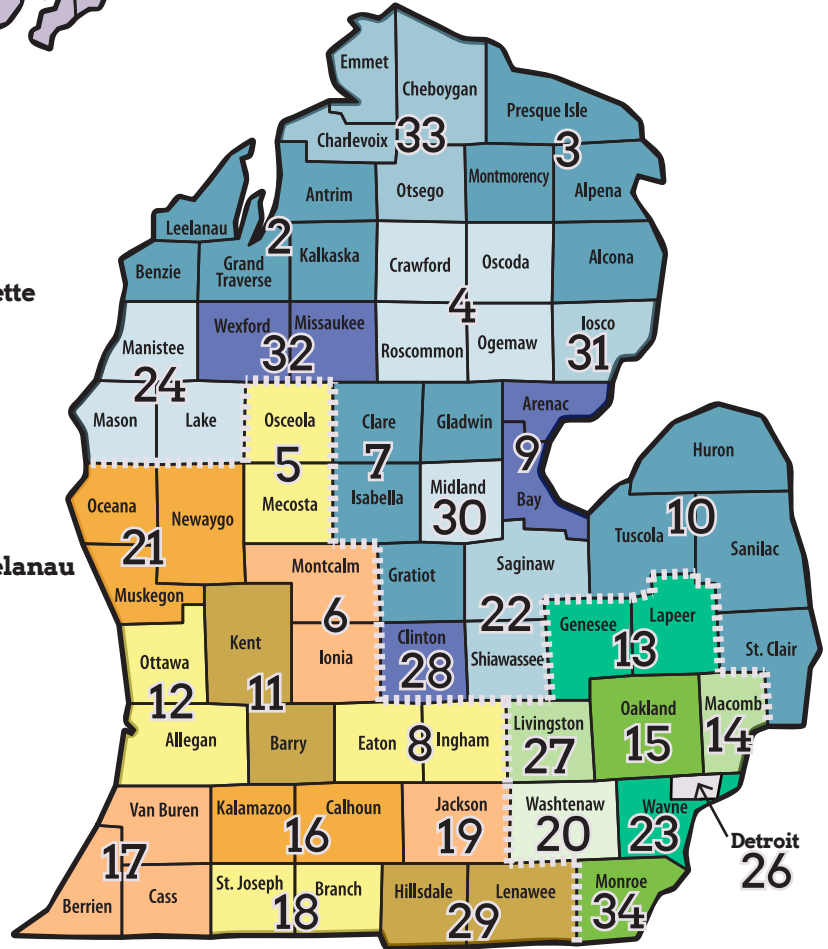


U.P. Region

- 1 - Delta, Menominee, & Schoolcraft
- 35 - Chippewa, Luce, & Mackinac
- 36 - Alger, Baraga, Houghton, Keweenaw, & Marquette
- 38 - Dickinson & Iron
- 39 - Gogebic & Ontonagon

Northern Region

- 2 - Antrim, Benzie, Grand Traverse, Kalkaska, & Leelanau
- 3 - Alcona, Alpena, Montmorency & Presque Isle
- 4 - Crawford, Ogemaw, Oscoda, & Roscommon
- 7 - Clare, Gladwin, Gratiot, & Isabella
- 9 - Arenac & Bay
- 10 - Huron, Sanilac, St. Clair, & Tuscola
- 22 - Saginaw & Shiawassee
- 24 - Lake, Manistee, & Mason
- 28 - Clinton
- 30 - Midland
- 31 - Iosco
- 32 - Missaukee & Wexford
- 33 - Charlevoix, Cheboygan, Emmet, & Otsego



Southwest Region

- 5 - Mecosta & Osceola
- 6 - Ionia & Montcalm
- 8 - Eaton & Ingham
- 11 - Barry & Kent
- 12 - Allegan & Ottawa
- 16 - Calhoun & Kalamazoo
- 17 - Berrien, Cass, & VanBuren
- 18 - Branch & St. Joseph
- 19 - Jackson
- 21 - Muskegon, Newaygo, & Oceana
- 29 - Hillsdale & Lenawee

Southeast Region

- 13 - Genesee & Lapeer
- 14 - Macomb
- 15 - Oakland
- 20 - Washtenaw
- 23 - Wayne
- 26 - Detroit
- 27 - Livingston
- 34 - Monroe

SOMI Board of Directors

For a list of the Board of Directors, please visit the SOMI website at www.somi.org and click on "Board of Directors" under the "Who We Are" tab.

The affairs of Special Olympics Michigan are governed by a Board of Directors, which has ultimate legal responsibility, and ultimate responsibility to Special Olympics, Inc., for the conduct of Special Olympics Michigan. The day-to-day operations of Special Olympics Michigan are managed by the President/CEO who is appointed by the Board of Directors.

Board Resolution of the Board of Directors on Staff Salaries

WHEREAS, the Board of Directors recognizes the value and importance of the employees of Special Olympics Michigan to its program of sports training and competition for children and adults with intellectual disabilities or closely related developmental disabilities, and

WHEREAS, the Board of Directors recognizes the importance of attracting and retaining its excellent staff and has as its philosophy that staff should be compensated on a fair, equitable, and competitive basis, and

WHEREAS, the Board recognizes that fair compensation is an element of job satisfaction, and

WHEREAS, Special Olympics Michigan has the resources available to achieve its goals and objectives, now therefore,

BE IT RESOLVED, that the Board of Directors of Special Olympics Michigan is committed to staying competitive, within its means, with the salaries of similar positions of the largest U.S. Programs of Special Olympics Inc. and compared with salary survey information of Michigan Non-Profits and the National Special Olympics Professional Salary Survey.

Amended August 18, 2011

Emerging Leaders Advisory Council (ELAC)

In recognition of the need to recruit more young professionals and in alignment with the Strategic Plan, the Board of Directors authorized the creation of an Emerging Leaders Advisory Council.

Emerging Leaders Description

MISSION

The Special Olympics Emerging Leaders Advisory Council (ELAC) is charged with developing a talented pool of passionate, committed, potential successors for the Board of Directors of Special Olympics Michigan (SOMI).

VISION

As a group comprised of individuals from various disciplines the ELAC will utilize the professional backgrounds and talents of its membership to enhance the awareness and sustainability of SOMI's program offerings.

DRIVING FORCE

The ELAC is focused on supporting the mission of SOMI through active partnerships with representatives from higher educational institutions and public school districts.

STRATEGIC AREAS OF FOCUS

Talent:

- Identify and develop candidates for future leadership positions within SOMI
- Empower passionate and committed emerging leaders who value the athlete participants served by the various programs offered through SOMI

Programs:

- Maximize the awareness and sustainability of existing SOMI programs
- Approved 8/15/13

Board Policy on Target Range for Market Comparators

The President and CEO will determine salaries and annual increases for merit and/or market adjustments for SOMI personnel. The parameters of 85% to 120% of the market average of salaries of Special Olympics and other non-profit organizations will be utilized to keep competitive.

Amended August 18, 2011

Athlete Election & Participation Protocol for Board of Directors

Athlete Responsibilities:

To ensure that the athlete is prepared to take on this leadership role, the Area Program must nominate an athlete who meets the following criteria. The athlete must:

- be a current or past member (within 5 years) of the Area Program's Management Team and in good standing;
- have had training in at least one ALPs course as preparation for assuming a leadership position;
- have reviewed the ALPs curriculum "Athletes on Boards", Part A, to assist in determining if the SOMI Board is a desired position;
- be willing and able to travel independently or can identify a consistent traveling companion at time of nomination;
- be available to attend all SOMI Board meetings and conference calls and SOMI Board Committee meetings and conference calls.

Area Program Responsibilities:

To ensure that the athlete nominated has adequate support at home, and is aware of the commitment made when joining the SOMI Board, prior to nomination of the athlete, the Program must:

- provide the athlete with an overview of the SOMI Board's mission and goals;
- adequately explain the role and time commitment expected of a SOMI Board member;
- identify support within the athlete's home community to assist with conference calls or review of SOMI materials;
- be willing to assist with travel logistics for the athlete whenever reasonably feasible;
- provide or assist with identification of financial resources for purposes of traveling;
- review the ALPs "Athletes on Boards and Committees", Part B, with the Area Program identified support person.

SOMI / Athlete Support System:

To ensure that the athletes nominated will be prepared for their role, the following supports

and requirements should be established. SOMI should:

- review the Athlete Leaders curriculum "Athletes on Board and Committee", Part C;
- assign a SOMI Board member to serve as a "mentor" during meetings and conference calls should the athlete require clarification on a topic;
- assign a SOMI Board Committee member (on the committee the athlete is serving on) to serve as a "mentor" during the committee meetings and conference calls should the athlete require clarification on a topic;
- provide an orientation for the athletes at the beginning of their terms, to include time to meet their mentors;
- identify one individual to serve as the on-site support person for all SOMI Board meetings (to include logistical and communication support);
- limit the traveling companion to only that role, while encouraging the athlete's Area Program to provide logistical assistance for travel purposes (i.e., accompanying athlete to meetings, rather than an additional individual whenever possible);
- hold athlete accountable for "Athlete Responsibilities" as outlined in Section A of this protocol;
- hold Area Program accountable for "Program Responsibilities" as outlined in Section A of this protocol;
- continuously evaluate the Athlete Election & Participation Protocol.

Board Policy on Conflict of Interest Conflict of Interest Policy

Article I: Purpose

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (Special Olympics Michigan) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. Interested Person

Any director, principal officer, or member of a committee with Board of Directors (board) –delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family

- a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
- b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists

Article III: Procedures

1. Duty To Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with board–delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chair of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts-of-Interest Policy

- a. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the

basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings

Article V: Compensation

- a. A voting member of the board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. A voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements

Each director, principal officer, and member of a committee with board-delegated powers shall annually attest (electronically or otherwise) a statement in the form substantially set forth below that affirms such person

- a. Has received a copy of the conflict-of-interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VII: Periodic Reviews

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews may be conducted.

Article VIII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

Amended November 8, 2008

Board Policy on President/CEO's Authority

As the appointed agent of Special Olympics, Inc., the primary function of the Special Olympics Michigan program is to guide and direct the program in accordance with the standards, policies and procedures set forth by Special Olympics, Inc. and Special Olympics Michigan Board of Directors. The Board of Directors delegates the authority to conduct an accredited Special Olympics program within the State of Michigan to the President/CEO of Special Olympics Michigan. This authority invests the President/CEO with the rights and

responsibilities for the implementation of the program.

Amended June 2, 2005

Corporate Resolution

On the 1st day of November, 2002 the Special Olympics Michigan Board of Directors held their annual meeting in accordance with the by-laws of the corporation where a quorum of Board was present. The following resolution was duly and legally passed and adopted and is now in full force and effect.

Board Corporate Resolution on the President/CEO Authority

Be it resolved that, the Board of Directors of Special Olympics Michigan authorizes Lois Arnold, President/CEO and Secretary of the Board, to sign contracts on behalf of the Board and further recognizes her as an Authorized Agent of this corporation.

Adopted November 2002

Board Policy on Contracts

The President/CEO of Special Olympics Michigan must approve in writing the signing of contracts for purchase, leasing, renting, etc.

Reapproved June 2, 2005

Board Policy on President/CEO's Advisory Council

The Board of Directors of Special Olympics Michigan authorizes the President/CEO to establish an advisory council. The purpose of the council is to give advice to the President/CEO of Special Olympics Michigan, Inc. on the program operation.

Amended June 2, 2005

President/CEO's Advisory Council:

The purpose of the council is to give advice to the SOMI President/CEO.

The council is selected in the following manner:

Up to two Area Directors and one athlete can be elected from each of the four regions to serve a

term of two years. In the event that a region does not elect a member, one can be appointed.

Two members shall be elected from the Area Directors on an odd year to serve as the at large representative. The elections shall take place at the Leadership Conference.

The advisory council meets a minimum of two times annually. Special meetings may be called by the President/CEO.

Board Policy on Privacy

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We only gather personally identifiable data (such as names, addresses, zip/postal codes, e-mail addresses, etc.) that are voluntarily submitted by a visitor, and we only use such data to facilitate communications between the user and SOMI via direct response or email newsletters. Such data, including e-mail addresses, may be shared with our local Special Olympics Program offices for the above-named purposes.

Web site visitor information is used for internal Special Olympics purposes only and will not be sold to third parties. E-mail addresses of visitors and donors are never sold or exchanged.

Opt-Out

Our E-spirit newsletter provides readers the opportunity to opt-out of receiving future issues. For you to view, modify or delete your records with us, please contact us at somi@somi.org.

Security of On Line Donations

By clicking the "Online Giving" link, you are transferred to a centralized donation system provided by Special Olympics, Inc. We care about the safety of your credit card transaction: secure server technology is used throughout the online donation process. We use high-grade encryption software and the http's security protocol to communicate with your browser software. As a result, it is extremely difficult for anyone to intercept the credit card information

you send to us. If you prefer, this link also provides options to donate via mail and phone.

Links to Third-Party Sites

This Web site contains some hyperlinks to Web sites operated by parties other than Special Olympics, Inc. These hyperlinks are provided for your convenience and to recognize our corporate supporters. Special Olympics Michigan does not control such Web sites and is not responsible for their contents. The inclusion of hyperlinks to other Web sites does not imply any endorsement of the material on those Web sites by Special Olympics Michigan.

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Amended June 2, 2005

Board Policy on the Relationship between Special Olympics Michigan and Central Michigan University

Special Olympics Michigan will cooperate with the host institution, Central Michigan University. Regular CMU policies, procedures and practices regarding employment and business affairs will be followed by Special Olympics Michigan, Inc. unless Special Olympics Michigan, Inc. is specifically granted exceptions. State office personnel of Special Olympics Michigan will conform to CMU policies, procedures and practices.

Reapproved June 2, 2005

Board Policy on Code of Ethics and Conduct For Board of Directors

The Special Olympics Michigan (SOMI) Code of Ethics and Conduct require director's to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Special Olympics, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Code of Ethics and Conduct Policy has been approved and has the full support and commitment of senior management and the board of directors. It serves as the foundation for all business activities.

This Code of Ethics and Conduct Policy is intended, among other things to, deter and detect any suspected or known defalcations, misappropriations, and other irregularities involving the directors of SOMI including, but not limited to:

- Dishonest or fraudulent acts,
- Forgery or alteration of any document or account belonging to Special Olympics;
- Forgery or alteration of a SOMI check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other SOMI assets,
- Impropriety in the handling or reporting of SOMI funds or financial transactions;
- Profiteering as a result of insider knowledge of our SOMI's activities
- Destruction or disappearance of records, furniture, fixtures, or Special Olympics equipment;
- Internal theft of employees' personal property on SOMI premises.

For Employees

The Special Olympics Michigan (SOMI) Code of Ethics and Conduct require employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees of Special Olympics, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Code of Ethics and Conduct Policy has been approved and has the full support and commitment of senior management and the board of directors. It serves as the foundation for all business activities.

The way employees conduct themselves can directly impact the SOMI organization and the

office atmosphere. By striving to project a positive environment and foster good will, Special Olympics will be a better place to work. Following are some examples of unacceptable behavior that may lead to discipline up to and including discharge:

- Reporting to work under influence or narcotics or alcohol, illegal drugs or unauthorized use, sale, dispensing or possession of such on SOMI premises or at SOMI events.
- Profanities, abusive language, obscene or indecent conduct.
- Malicious gossip or the spreading of rumors.
- Possession of firearms or other weapons on SOMI property or at SOMI events. Violation of local, state and federal laws.
- Horseplay, throwing things, being disruptive, sleeping, loitering or gambling.
- Breach of confidentiality or mishandling confidential material.
- Insubordination or the refusal by an employee to follow management's instructions.
- Inappropriate behavior or unprofessional conduct, fighting, intimidating or assault on a fellow employee, volunteer or guest.
- Theft, destruction, defacement or misuse of SOMI property or of another employee's property. Unauthorized use of SOMI equipment, supplies, donated items and inventory.
- Falsifying or altering any company record or report, such as an application for the employment, timesheet, expenses report, or invoice (fraud).
- Discovery of a serious misrepresentation of work history or qualification in the employee application or during an employment interview.
- Threatening or intimidating management, supervisors or fellow employees, volunteers or athletes.
- Unauthorized use of the telephone or computer.
- Smoking in the office, at events and in the SOMI vehicles.
- Sexual harassment, immoral conduct, indecency on SOMI property or at SOMI events.
- Violation of CMU policies including Harassment, Nepotism, Conflict of Interest

and Consensual Relationship policies, to name of few.

- Violation of SOMI policies, rules and procedures.
- Conducting personal business or outside employment business during SOMI working time or using SOMI resources.
- Failure to properly advise your supervisor when not reporting to work, failing to provide a reasonable excuse for absence from work or tardiness for work and excessive tardiness or absence.
- Using your position of employment to directly or indirectly gain personal benefits, favors, money, advantages, privileges, gift services, gratuities, loans, fees or anything of value other than regular compensation.
- Misappropriation of funds, securities, supplies, or other SOMI assets.
- Profiteering as a result of insider knowledge of our SOMI assets.

Employees are expected to adhere to the rules of personal conduct as listed above as well as guidelines that are specifically designed for their particular job function, and conduct themselves in a professional, ethical, and legal way at all times. They must avoid situations which impair the performance of their official responsibilities or which may have the appearance of impropriety. Avoidance and deterrence of unlawful conduct is every employee's responsibility. Adherence to the Code of Ethics and Conduct Policy is vital; it must be part of our business routine – part of our commitment to provide quality services to the athletes we serve-

Amended February 4, 2012

Volunteer and Staff Dating Policy

Special Olympics prohibits any Special Olympics staff member or Class A volunteer (excluding spouses of athletes and athletes who are volunteers) from dating or having a sexual relationship with any Special Olympics athlete. In the event that Special Olympics Michigan learns of any dating or sexual relationship, the organization immediately shall require either: i) that the staff member or volunteer end his or her association with Special Olympics; or ii) that the association between the staff member or volunteer and Special Olympics will be terminated. If an athlete volunteer is in a role of

authority such as a chaperone or coach, this policy will prohibit the athlete volunteer from working directly with a Special Olympics athlete that they are dating or having a sexual relationship with.

Adopted August 16, 2012

Board Policy on Whistleblower

Special Olympics Michigan's Code of Conduct requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

Reporting Violations

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied the supervisor's response, you are encouraged to speak with someone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violation of the code of conduct to the organization's compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance officer or Treasurer of the Board directly.

Compliance Officer (CEO)

The Organization's Compliance Officer is responsible for investigation and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion,

shall advise the finance committee of the board. The Compliance Officer has direct access to the finance committee of the board and is required to report to the finance committee at least annually on compliance activity. The Organization's Compliance Officer works directly with the Treasurer of the Board.

Accounting and Auditing Matters

The Compliance Officer shall immediately notify the Finance committee or Treasurer of the Board of Directors, address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegation that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted August 17, 2005

Board Policy on Work at Home

This concept may not be appropriate for every staff position in Special Olympics. If an employee feels that this arrangement would be beneficial to them, they need to discuss it with their supervisor. The same guidelines and criteria for flextime consideration would be applied.

Amended March 27, 2015

Board Policy on Athletes with Criminal Records or a History of Violent or Abusive Behavior

Special Olympics Michigan is an athlete-centered movement that welcomes athletes with intellectual disabilities to participate in sports training and competition. The health and safety of all Special Olympics participants is of paramount importance to Special Olympics Michigan. Participants should feel that every Special Olympic event is a safe and positive experience and should not be fearful of other athletes, coaches or volunteers.

Because of our inclusive philosophy, if an athlete is found to have been convicted of violent crimes or who engaged in violent, abusive, or disruptive behavior, Special Olympics Michigan will set procedures to provide a fair and even-handed approach, so that all athletes are treated consistently under similar circumstances.

Reapproved June 2, 2005

Athlete Registration

Board Policy on Athlete Registration

Each athlete, prior to participation in any Special Olympics activity, shall have on file with the designated local coordinator or Area Director a valid Application for Participation. A copy of the form must be sent to the state office by the Area Director. This form must be filled out properly, according to SOMI registration procedures in the SOMI Program Guide for an athlete to participate in any phase of Special Olympics training, competition, or event. Forms will be unacceptable if they cannot be read. A form will be valid for three years from the date the form was signed by approved medical personnel.

Important: If the athlete has Down Syndrome, Special Olympics requires that the athlete have a full radio-logical examination establishing the absence of atlantoaxial instability before he/she may participate in sports or events which, by their nature, result in hyper-extension, radical flexion, or direct pressure on the neck or upper spine. The sports and events for which a radiological examination is required are: equestrian sports, gymnastics, diving, pentathlon, butterfly stroke and diving starts in swimming, high jump, alpine skiing, snowboarding, soccer, and the squat event in power lifting. Reapproved June 2, 2005

BLOOD BORNE CONTAGIOUS INFECTION CARRIERS POLICY

Board Policy on Blood Borne Contagious Infection Carriers

Whereas: Special Olympics, Inc. has issued the following rules regarding Blood Borne Contagious Infection Carriers:

- It is not necessary, desirable, nor justifiable to discriminate against any individual having ordinary behavior on the basis that they are a carrier of a blood-borne contagious infection.
- Under casual social interaction, carriers of a blood-borne contagious infection pose no danger to those around them; therefore it is neither necessary nor justifiable to exclude them from participation in Special Olympics activities, nor isolate them from other participants in dormitories or sports competition.
- Participants may have a blood-borne contagious infection that is new and unknown; therefore, universal precautions should be used for every exposure to anyone's blood, saliva, or other bodily fluid;

Whereas: Special Olympics Michigan has recognized that the Center for Disease Control recommends that blood and bodily fluid precautions be consistently used for all persons regardless of their blood-borne infection status referred to as "Universal Blood and Body Fluid Precautions" or "Universal Precautions;" and

Whereas: Special Olympics Michigan is responsible for developing policies, guidelines, regulations, educational materials, and procedures for the health and safety of all athletes, volunteers, and staff;

Therefore: The following guidelines have been established regarding blood-borne contagious infection carriers participating in the Special Olympics Michigan program:

- When an athlete is a blood-borne contagious infection carrier, specific reference will be indicated on the Health Appraisal Form, which is required for each participating athlete.
- All identified carriers will be assigned a personal chaperone unless behavior warrants a less restrictive ratio of up to

4:1 athlete-to-coach ratio. Regardless of ratio, the athlete's chaperone will:

- Monitor and restrict the athlete's interpersonal activities to those conducive to good hygiene.
- Encourage good hygiene while the athlete is participating in team and individual sports.
- Supervise sleeping quarters and eat meals with the carrier athlete to encourage proper eating habits.
- Report immediately to the medical staff any incident observed by the chaperone where the carrier athlete breaks the skin of another person by scratching, biting, etc.

Note: At no time would an identified blood-borne contagious infection carrier share a bed with another person.

When questions arise as to the advisability of the participation of a carrier, the Program Committee of the SOMI Board of Directors will meet to review information concerning the specific case.

Whenever reasonably possible, the following resource people will be consulted:

1. Athlete's physician.
2. Parent/guardian or advocate who is familiar with the athlete's behavior outside of school or work setting.
3. School or agency representative who is familiar with the athlete's behavior in the school or work setting.
4. Special Olympics Michigan representative other than the President/CEO.
5. A physician who is familiar with public health, the disease, and the activities of Special Olympics.
6. The Area Director to whom the athlete is assigned.

The Program Committee will make a recommendation to the President/CEO who will make the final decision.

Reapproved June 2, 2005

BODY FLUID HANDLING POLICY AND PROCEDURES

Board Policy on Bodily Fluid Handling

In the interest of the health and safety of the athletes, volunteers, and staff, Special Olympics Michigan has established appropriate procedures for handling injuries and other situations involving the exposure and possible transfer of bodily fluids.

Reapproved June 2, 2005

Housing Policy

Gender - Athletes and volunteers may not share a room with an athlete or volunteer of the opposite gender with the exception of a parent/guardian rooming with a child.

- a. Housing in a facility that has multiple private rooms in addition to living space (such as a condominium or dormitory). All genders may be assigned to one condominium, if necessary. Private rooms may not be shared by individuals of the opposite gender. Chaperones are required to be housed in the condominium and the coach / chaperone to athlete ratio (as outlined in the supervision section of the policy) must be maintained.
- b. Use of barracks or other facility (such as a gym) where a large number of individuals are assigned to one room athletes and volunteers must be separated as much as possible by gender.
- c. Supervision – The coach/chaperone to athlete ratio of at least one properly registered coach/ chaperone to every four athletes must be maintained during overnight events. Proper supervision can be maintained without having a coach/chaperone present in the room at all times. All coaches/chaperones must be screened in accordance with the Special Olympics U.S. Volunteer Screening Policy. A coach/chaperone should be in each room. Area Directors should notify parents of rooming situation. Area Directors must use discretion when putting athletes in rooms and consider age, gender, team, etc.

One-on-one consists of one athlete to one chaperone. This will include special housing for

the one-on-one athlete and chaperone, based on athlete need on a case by case basis.

Young Athletes – Young Athletes events that involve overnight activities require increased supervision; therefore, Young Athlete participants must be accompanied by a properly registered and screened parent, guardian or an individual designated by a parent or guardian for all overnight activities. Rooming assignments for Young Athletes should be separate from the remainder of the delegation.

Notification- Special Olympics Michigan will secure signatures from parents/guardians or athletes who are legally responsible for themselves, acknowledging the possibility for overnight activities and the policy for housing assignments on the athlete registration form.

Amended June 3, 2016

Board Policy on Severe Weather

In the case of extreme weather, the decision to cancel a Special Olympics event will be determined cooperatively by the Tournament Director and Special Olympics Michigan. For Winter Sports if the temperature reaches 30 below wind chill we will cancel the event.

If they decide to conduct the event, Area Directors are responsible for using their best judgment in deciding whether or not their area attends the event. Refunds will not be given if an area is unable to attend.

If a district event is canceled, advancement will be handled in the following manner:

Area quotas for advancement will be 25 percent of the number of teams that have registered for the tournament, excluding byes. Teams that had previously been given a bye will advance also. If an Area Director chooses, a registered area will be guaranteed that one team will advance to the State Senior Basketball & Skills Finals. If an area's quota does not exactly equal 25 percent, the determination of rounding the number of

teams advancing will be based on the space available at the state tournament.

When SOMI cancels a tournament due to extreme weather, a refund will be given only after all expenses are covered.

Amended June 3, 2016

Area Directors

Board Policy on Area Directors

The President/CEO shall have the authority and responsibility to appoint Area Directors for Special Olympics Michigan. The Area Director is the individual who has the overall managerial responsibility for the program within a designated geographic area.

As the appointed agent of Special Olympics Michigan, his or her primary function is to guide and direct the program throughout the area in accordance with the standard procedures and policies set forth by Special Olympics Michigan and Special Olympics, Inc.

He or she shall communicate regularly with the designated state staff on programs, planning, and problems affecting the area program. The Area Director should refer controversial issues immediately to Special Olympics Michigan.

Amended June 3, 2016

Board Policy on Paid Area Staff

Areas may no longer submit a request for a paid Area Director or staff to the Special Olympics Michigan Board of Directors for their consideration and approval via the President/CEO.

Amended May 28,

2009

Board Policy on Minimum Age for Coaches/Chaperones

Persons chaperoning athletes to state tournaments and Games must be at least 18 years old at the time they are chaperoning the athletes to the event. Coaches may be under the age of 18, but a responsible person over the age of 18 must be in attendance at all practices and events.

Reapproved June 2, 2005

Service Animal and Assistance Animal Policy

Special Olympics Michigan supports the use of **Service Animals** in accordance with regulations outlined in the Americans with Disabilities Act (ADA) and the laws of the State of Michigan. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to any individual with a disability. Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. There are service animals that assist persons with many kinds of disabilities in their day-to-day activities, some examples include:

- Alerting persons with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
- Assisting persons with mobility impairments with balance.

Adopted September 23, 2016

Service Animal and Assistance Animal Guidelines

Special Olympics Michigan will permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go in accordance with regulations outlined in the Americans with Disabilities Act (ADA) and the laws of the State of Michigan. There are guidelines on the public appropriateness, behavior, and training expected of an animal working in public places. Special Olympics Michigan is NOT responsible for the care or supervision of animals.

1. Public Appropriateness

- Animal is clean and does not have offensive odor.
- Animal will adhere to directions to urinate and defecate in designated appropriate locations.

2. Behavior

- Animal does not solicit attention, visit or annoy any member of the general public.
- Animal does not disrupt the normal course of business.
- Animal does not vocalize unnecessarily, i.e. barking, growling or whining.
- Animal does not show aggression towards people or other animals.
- Animal does not solicit or steal food or other items from the general public.

3. Training

- Animal is specifically trained to perform three (3) or more tasks to mitigate aspects of the person's disability.
- Animal works calmly and quietly on harness, leash or other tether.
- Animal is able to perform its tasks in public.
- Animal must be able to lie quietly beside the handler without blocking aisles, doorways, etc.
- Animal is trained to urinate and defecate on command.
- Animal stays within 24" of its handler at all times unless the nature of the trained task requires it to be working at a greater distance.

The Area Director or supervising program person, for which the athlete seeks to participate, requires answers to the following questions. If the animal is deemed a service animal, then the Area Director must notify the State Office at the time of registration.

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?
3. What is the plan that will be put in place by the owner or athlete for care of the animal while the athlete participates in the event? Who will chaperone the animal?

A service animal is NOT a pet. Pets whose sole function is to provide comfort or emotional support do NOT qualify as service animals. When questions arise involving emotional support animals, Special Olympics Michigan will abide by the facility rules in regard to assistance animals, (i.e. schools, hotels, residence halls).