

SECTION 6

AREA MANAGEMENT

AREA PROGRAMMING

VOLUNTEERS

FAMILIES

AREA PROGRAM

Area Programs

Definition of an Area Program

An area is defined by Special Olympics Michigan as a geographic location of varying size that meets minimum programming standards. An area is empowered to organize, fund, and otherwise administer a Special Olympics program as part of SOMI.

Criteria to be used in granting an area program will include population density, diversity and its relation to current and potential athlete numbers and economic conditions and opportunities; distance involved; and socio-political factors which may include local delivery systems such as school districts, community health organizations, recreation commissions, ARCs, and other advocacy groups and organizations.

The uniqueness and identity of each area will be taken into consideration when making or changing area boundaries. However, each area is part of SOMI and has no separate legal entity status.

Board Policy on Area Accreditation

Area programs must apply for and be accredited annually by Special Olympics Michigan. The area must turn in a completed Application for Area Accreditation (Annual Plan/Final Report) postmarked or in the Field Services staff member's office no later than November 30 of each program year. Any area not accredited by January 1 will be given a written thirty (30) days' notice to complete the application, during which time an area would have a provisional status of accreditation for sixty (60) days. All accreditation certificates will be presented by the Area Director Conference. Because an incomplete area Application for Area Accreditation can hold up the status of the state accreditation from SOI, it may cause the closing of an area program. Therefore, if the state office does not receive the application after the expiration of 30 days, the area will lose its authorization to organize, conduct and promote Special Olympics, to raise funds for these purposes, and to use the name Special Olympics and the Special Olympics logo, symbol, or seal. The area athletes will not be allowed to register or compete in events. Upon accreditation, the state office will authorize the area to administer the Special Olympics program. An area may request a waiver to the

above policy to the Board of Directors Program Committee.

Amended June 3, 2016

Area Accreditation

Application for Area Accreditation will be sent out on October 1 and will be due back November 30.

Board Policy on Area Quality Program Standards for Area Programming

Area Definition and Quality Program

Standards for Areas

The Quality Program Standards set forth by SOMI are as follows for areas to meet the annual accreditation standards:

1. The area will show growth in the program through various initiatives, such as Athlete Leadership, Global Messengers, Parent/Family activities, MATP, Young Athletes, Unified Sports, Health & Wellness programs, and Unified Champion Schools.
2. Every area will provide a year round sports training and competition program.
 - o All registered athletes must train and/or compete in at least one sport per year.
 - o The area must offer training and/or competition opportunities in at least one (1) sport at the area level during each of the four (4) sports seasons sanctioned by SOMI.
 - o Areas must offer programming to athletes of all ages, children through adults.
 - o The area must attend at least three (3) regional and/or state events, with a minimum of one (1) being a state event (summer, winter or fall games).
3. The area will provide proper sport-specific equipment and uniforms, use appropriate facilities, and follow SOMI uniform guidelines as outlined in the Program Guide when participating in any events at the area/regional/state events.
4. The area will provide for the recruitment, orientation, and training of volunteers and will follow all policies and registration guidelines established by SOMI and SOI as set forth in the Program Guide.
5. The area will have an active management team with a minimum of six (6) members, which includes an Athlete Representative,

and a Parent/Family Representative. A Health & Wellness Representative will be required beginning in 2018. Management Teams must meet at least four (4) times a year. One meeting can be held at the annual Fall Leadership Conference.

6. The area will complete the annual accreditation, an annual calendar or events, a balanced budget, and the annual census.
7. The area will utilize the SOMI logo and all public relations materials as specified in the Program Guide. The area will follow the technology guidelines, including email, electronic newsletter, social media, fact sheets, and websites.
8. The area will maintain a balanced budget, follow fundraising guidelines, and participate in state wide fundraising efforts as determined by SOMI.

The area director and/or their representative will attend the Spring Area Director Conference, the Fall Leadership Conference, and/or Regional Management Team Meetings as scheduled.

Approved September 23, 2016

AREA DIRECTOR

Primary Qualities Needed

The Area Director's primary responsibility is to provide year-round sports training and competition at the area level. Area Directors should possess the following attributes to carry out this responsibility:

- Adequate time to do the job
- Leadership ability
- Experience and background in Special Olympics or a closely related activity
- Ability to exercise good judgment
- Good communication skills
- Organizational and administrative abilities
- Understanding and acceptance of the basic philosophy and mission of Special Olympics
- Personal and professional integrity
- Effective interpersonal and communications skills
- Enthusiasm for working with persons with intellectual disabilities or closely related developmental disabilities
- Experience and ability to work with volunteers.
- Support Statewide fundraising efforts

Games and Program Responsibilities

- Establishes a year-round sports training and competition program for all eligible persons with intellectual disabilities.
- Determines a year-round schedule of events for the area.
- Promotes participation in training schools
- Coordinates and approves all transportation arrangements within the area
- Secures, maintains, and updates athlete information on the GMS computer program
- Submits the original copy of the Application for Participation to the state/regional office.
- Provides for GMS registration, orientation and training for new volunteers, then submits forms to state/regional

Administrative Responsibilities

- Applies annually for area accreditation, which includes developing an annual budget, an annual area plan, and profile report and yearly calendar.
- Establishes administrative procedures for the area program according to SOMI policies and procedures, and SOI general rules.
- Establishes an Area Management Team and meets with the team at least four times a year.
- Attends meetings/conferences of Area Directors each year (state and region)
- Accounts for all financial activity within the area
- Compiles an inventory of area equipment and updates it yearly
- Delegates program activities through the Area Management Team representatives

Public Relations and Community Responsibilities

- Works within the local community to increase the number of participants and volunteers (Outreach)
- Coordinates PSAs, news releases, and arrangements for news coverage relating to local and area games and programs with SOMI.
- Gives appropriate recognition to volunteers, service groups, and others who provide assistance and service to Special Olympics
- Promotes Special Olympics as a vehicle for improving the physical health, fitness, and self-esteem of persons with intellectual

disabilities or closely related developmental disabilities

Fundraising Responsibilities

- Establishes a plan to raise funds to cover the area's budget annually
- Works within the local community to increase financial resources
- Accounts for all fundraising events within the area
- Participate in state signature events and cooperative fundraising.

Appointment, Resignation, and Termination of Area Directors

Any person interested in becoming an Area Director should contact the Field Services staff member in their Region or the Chief Program Officer. Area Directors will be appointed by the President/CEO of Special Olympics Michigan after completion of a recruitment process to determine the best candidate for the position.

An Area Director resigning from Special Olympics Michigan is requested to submit written notice to the President/CEO 30 days prior to the Area Director's last day of service. An Area Director who is terminated may be given up to 30 days' notice by the President/CEO of SOMI or his/her designee. Suspension of an Area Director can be immediate.

SOMI Staff role to help the Area Director

- Assist with forms for volunteer and athletes
- Newsletter assistance
- Grant writing support and reporting assistance
- Communication assistance
- Fundraising assistance
- Accounting assistance
- GMS assistance
- Event assistance
- Training

Other Area Management Team Job Descriptions

ASSISTANT AREA DIRECTOR

Assist the Area Director in completing assigned duties as well as serving as the Area Director

Representative when the Area Director cannot be present. The role of the Assistant Area Director will vary in each area, and it is up to each specific Area Director to outline what his/her responsibilities will be.

A minimum of five hours per week, year-round, in addition to attending the area meetings and events. It is recommended that assistants be appointed for a one-year term, however, assistants can be re-appointed indefinitely. He/she must be familiar with and committed to the philosophy and programs of Special Olympics and the resources in the community. The Assistant Area Director must have good organization and communication skills, as well as experience and knowledge of working with people. He/she must be able to relate to volunteer personnel and be able to delegate responsibilities to committees.

Prior to assuming the position, the Area Director will provide training on what the job of Assistant Area Director entails. The Assistant Area Director should know how to use existing files, follow proper channels of communication, understand the approval process for projects or expenditures through the area, be aware of committee structure, and know and enforce the policies of Special Olympics International, the chapter, and the area program. In the event that the Area Director resigns or is unable to serve as the Area Director the Assistant Area Director will become the interim Area Director until a new Area Director is appointed.

RESPONSIBILITIES

1. Assist the Area Director in identifying key volunteers to serve on the Area Management Team.
2. Assist the Area Director in writing and carrying out the goals of the program.
3. Serve in an Area Management Team position as assigned by the Area Director if qualified and interested.
4. Assist the Area Director in maintaining a current list of athletes and local programs.
5. Assure that the area follows all local, state and national Special Olympics policies and guidelines.
6. Assist the Area Director in getting the rules information out to all volunteers.
7. Help to educate the public about what a person with intellectual disabilities can do.
8. Assist the Area Director as requested.
9. Serve as a resource to local coaches, ensuring that current rules and appropriate

training techniques are being used throughout the year.

10. Assist with fundraising as needed.
11. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

FUNDRAISING REPRESENTATIVE

The Fundraising Representative is responsible for coordinating the acquisition of funds necessary to operate the area program. This person will work with the Area Director to assist the funding needs of the area for the upcoming year, and develop and implement a plan for meeting those financial needs.

This person should be knowledgeable in the area Special Olympics program, as well as the local communities where funds will be solicited. A background in "asking for money" is necessary for this position. The Fundraising Representative must be creative in his/her approach to raising funds for the area, and have a genuine interest in asking people within the area to financially support the area Special Olympics program.

Fundraising Representative should attempt to develop a committee to assist in running various events. Select each person who is in charge of a specific fundraiser to serve on the committee.

POSSIBLE GUIDELINES

1. Work with the Area Director, Financial Representative, and the Area Management Team to develop a realistic, functional revenue budget and fundraising plan for the area.
2. Explore and identify financial resources available in the area.
3. Develop an area policy consistent with the state and national guidelines to authorize, implement and coordinate ongoing and future fundraising events.
4. Develop and implement fundraising events and promotions utilizing area financial resources and area volunteers.
5. Work with the Special Olympics Michigan development staff in connection with state and national fundraising events taking place within the area. (LETR, Wertz, Water Warriors).
6. Provide input relative to area fundraising activities for the area financial accreditation report.

7. Follow accounting rules in regard to reporting requirements for fundraising events and donor receipting.
8. Polar Plunge event coordination.
9. Work with LETR Liaison and SOMI office on upcoming LETR events
10. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

PARENT/FAMILY REPRESENTATIVE

The Parent/Family Representative is responsible for coordinating a communication network to reach all parents of Special Olympics athletes within the area. This person will work with the Area Director to establish the parent communication network in order to update parents on events and happenings within Special Olympics, both area and statewide.

The Parent/Family Representative should attend I area meetings and the number of hours would vary from week to week. The goal would be to recruit and increase the parent/family involvement and serve as the parent/family spokesperson.

POSSIBLE GUIDELINES

1. Represent the parent's point of view on the Area Management Team.
2. Responsible for recruitment and involvement of area parents for volunteer participation in the area program.
3. Establish an area parent email list, and update list as necessary.
4. Coordinate the involvement of area parents in a parent/family hospitality area at each area event.
5. Act as the contact person for the Special Olympics Michigan Parent/Family Advisory Council within the area.
6. Establish a parent committee within the local programs of the area in order to involve more parent participation.
7. Work closely with the Area Director as a member of the Area Management Team, attend meetings in the planning and evaluation process each year.
8. Help organize and administer an area booster club and arrange family
9. Assist with coordination of bringing new parents on board and working with outreach and training representatives to help increase participation with the Young Athletes™ Program.
10. Attend Area Management Team meetings.

PUBLIC RELATIONS REPRESENTATIVE

The Public Relations Representative is responsible for coordinating all area public education/public relations activities with the Area Director and the Special Olympics Michigan Marketing and Communications Staff.

This person should be knowledgeable about Special Olympics, at the area, state and national level. A background in journalism, public relations or marketing is helpful, but not mandatory. An interest in working with the media and the general public is necessary. Provide a positive message of Special Olympics Michigan and have good networking skills are a plus. Computer skills are required.

POSSIBLE GUIDELINES

1. Assess public education/relations needs within the area.
2. Develop a year round plan for educating and informing the public about Special Olympics Michigan.
3. Work with the Area Director and all members of the Area Management Team to publicize and promote all aspects of the program (training, fundraising, etc.).
4. Develop a working relationship with media in area.
5. Prepare area e-newsletters on a quarterly (at least) basis
6. Act as the liaison between the Area program and Area media. Coordinate media coverage of area events prior to, during and following events.
7. Perform other duties and responsibilities that may be a priority for your area regarding public education/relations.
8. Keep SOMI State office informed of Area competitions, fundraisers and other events for Area page and calendar of events. Work with staff to implement website, Facebook, twitter etc.
9. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

MEDICAL REPRESENTATIVE

The Medical Representative is responsible for working with the Area Director to ensure all medical aspects of the area program are in line with the guidelines of Special Olympics Michigan. This person will work with the Area Director to ensure

the well-being of athletes involved in the area program.

This person should be knowledgeable in the area Special Olympics program, as well as possess the necessary training and experience to fulfill the responsibilities of the position.

POSSIBLE GUIDELINES

1. Serve as a communication link between the area program, and community health agencies.
2. Be responsible for ensuring that appropriate medical coverage is available for all area events, both training and competition.
3. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.
4. Keep updated information on athlete forms. Send out notice prior to expiration date.
5. Assist in setting up free Health Appraisal clinics when possible. Assist athletes in finding opportunities for Health Appraisals.
6. Secure medical personnel for state games attendance.
7. Utilize athlete medical update form prior to athletes' attending events.
8. Encourage and promote Healthy Athletes® opportunities for athletes at State Games, and seek Healthy Athletes® opportunities at local events.

COMPETITION REPRESENTATIVE

The Competition Representative is responsible for ensuring, with the Area Director, that quality competition is taking place at the area and or regional level. This person will work with the Area Director to assess the competition needs within the area and to develop and implement a program of quality competition throughout the area. This person should be knowledgeable in the facets of Special Olympics competition, as well as the rules and procedures for implementing area-wide competition. A background in sports with experience in setting up competitive events with large numbers of athletes is recommended.

POSSIBLE GUIDELINES

1. Recruit a Games Management Team to organize/administer games/tournaments.
2. Acquire games/tournaments facilities and work with the Area Director/state office with any facilities contracts.

3. Recruit certified or well trained and experienced volunteer officials and scorekeepers.
4. Serve on games/tournament rule committees.
5. Assure games/tournaments follow all Special Olympics competition rules and National Governing Body rules and competition guidelines as outlined in the Summer/Winter Official Special Olympics Rules Book utilize any modifications as outlined within the Special Olympics Michigan Program Guide.
6. Attend a Games Management training school.
7. Assure that games training is taking place for volunteers prior to the events and that all volunteers on the Games Committee involved in competition planning have forwarded to the state office the appropriate A volunteer form and appropriate quizzes.
8. Attend Area Management Team meetings and participate in the planning and evaluating process for the area program with the Area Director.
9. Assure that the awards procedure for the athletes is a meaningful and dignified event and following State rules.
10. Assure that the area's team/individual uniforms are appropriate and comply with competition
11. Assure that Equipment is in safe working order and is secured in a safe location
12. Assure that the area is participating in 12 sports
13. Promote and assist with the development of Unified sports, MATP and YAP within the area.
14. Assure athletes are participating in eight (8) weeks of training.
15. Serve on Regional Sports Committee
16. Send quarterly updates on regional/area competition schedules to Director of Sports and Training.

FINANCIAL REPRESENTATIVE

The Financial Representative of the area is responsible for coordinating all financial reporting activities within the area. This person will work with the Area Director to implement Special Olympics Michigan accounting procedures.

This person should be knowledgeable in Special Olympics Michigan accounting processes and have a working knowledge and understanding of

generally accepted accounting principles in order to evaluate accounting reports.

POSSIBLE GUIDELINES

1. Gather financial data (i.e. Financial Edge account report) to present to the Area Management Team during scheduled meetings.
2. Report to Area Director, and communicate to the area management team and the area of the revenue and/or expenditure activity.
3. Assist the Area Director in completing the financial section of the Application for Accreditation (budget) and the final year-end accounting reports.
4. Act as a source of financial information for the Area Director.
5. Develop a system (with the Area Director) to ensure that the following duties are preformed:
 - a. Deposit and record area revenue
 - b. Complete sales tax worksheet when necessary
 - c. Organize, code and submit expenses to state office for payment
 - d. Track cash advances to ensure the support and redeposit of advanced funds are accounted for
 - e. Manage petty cash
 - f. Maintain compliance of reporting fundraising events
 - g. Act as contact person for state office questions regarding area finances
 - h. Other duties/functions necessary to perform the job
6. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

VOLUNTEER REPRESENTATIVE

The Volunteer Representative must recruit, match and arrange training for a sufficient number of volunteers to make sure the area program is able to run efficiently. The Volunteer Representative must be committed to the philosophy, needs and rewards of volunteerism, have good organization and communication skills, and experience and knowledge of working with people. Delegate committee responsibilities to sub-committee chairpersons.

The Volunteer Representative would work various hours each week, in addition to attending all area meetings. The goal would be to recruit, retain,

recognize, and organize with the proper utilization of volunteers.

POSSIBLE GUIDELINES

1. Obtain from Area Director, local coordinators or Area Management Team, a listing of the types of volunteers needed, qualifications and time needed for each job.
2. Maintain job descriptions for area volunteer positions and include training duties.
3. Appoint a volunteer committee to assist in recruiting, interviewing, placing, recognizing and overall managing of area volunteers.
4. Follow up on all referrals from the state office or local volunteer agencies (VAC, RSVP, etc.) so that interested people are provided a chance to assist the area program.
5. Hold interviews for potential volunteers to determine their interests and skills.
6. Work with the Area Director so that all volunteers are assigned to the appropriate local coordinator or committee person and to the appropriate training programs that match their interests.
7. Communicate with the chairpersons of each committee or program to arrange in-service training for volunteers.
8. Arrange activities to thank all volunteers for their services.
9. Ask volunteers to evaluate their time as a volunteer and the program.
10. Ensure that supervisors of volunteers perform a general evaluation of their volunteers and the usage of volunteers for the event.
11. Work with the Area Director to nominate an outstanding volunteer each year and submit it to the state office for statewide recognition.
12. Ensure that all volunteers complete the appropriate volunteer registration form as required by Special Olympics International (A volunteer form for coach, chaperone and individual with fiscal administrative authority; one-day volunteer - sign in).
13. Complete a personal reference check on any new volunteer assigned to an A volunteer level position.
14. Create and maintain a current volunteer database
15. Arrange for thank-you letters or appreciation notes to retain and increase volunteers in the program.

16. Follow up with volunteer inquiries that are forwarded from the state level.
17. Update Area web pages with volunteer needs.
18. Use E-lists to recruit volunteers for events.
19. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

TRAINING REPRESENTATIVE

The Training Representative is responsible for coordinating area training. He/she will work closely with the Area Director and Coordinator of Coaches Education and Volunteers to ensure that coaches, officials and games committee people receive the training necessary to do the best job for the athletes. It is also the responsibility of the Training Representative to monitor athlete training within the area. It is recommended that this individual have knowledge of the Special Olympics sports and training program.

The Training Representative must have a variety of sports contacts for recruiting clinicians for training schools, have good organization and communication skills, and have experience and knowledge of working with people. He/she must also have experience with Special Olympics International (certified Special Olympics coach, official or games director would be preferred). A minimum requirement would be to attend area meetings.

POSSIBLE GUIDELINES

1. Develop and monitor the area training program in coordination with the Area Director and local coaches so that the area-training program meets the needs of the athletes.
2. Assist the state Coordinator of Sports and Training in setting the training school calendar by giving input on what training is needed in the area.
3. Recruit athletes to assist at the training schools hosted by Special Olympics Michigan in the local area.
4. Complete the necessary forms required by the state. Sign applications for certification for coaches, officials and games directors from the area.
5. Annually assess the area-training program and work with the Area Director in completing the training portion of the area accreditation.
6. Establish a list of practicum sites and supervisors for training school attendees

and make sure this information is shared with coaches after completing a training school.

7. Assist with the acquisition of facilities for certified coach's training schools.
8. Check bi-annual reports provided by the state level and follow up with coaches to turn in missing forms to state office.
9. Check area missing volunteer forms sheet for state events and turn in volunteer A-forms and certifications by deadline.
10. Provide updated coaches contact information to the state office
11. Forward monthly coaches e-newsletter to volunteer coaches in the area.
12. Educate all volunteers to take on line quizzes for general orientation, protective behaviors and concussion training.
13. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

OUTREACH REPRESENTATIVE

The Outreach Representative is responsible for the year-round implementation of plans and activities to recruit eligible persons who are interested in participating in Special Olympics.

This person should be familiar with the Special Olympics philosophy, as well as the area Special Olympics program. Good organizational and communication skills, combined with experience in working with people, will be helpful. The Outreach Representative should be willing to work with other Area Management Team members in spreading the benefits of Special Olympics. He/she should be familiar with resources in the community providing services to persons with intellectual disabilities. He/she should also be able to delegate responsibilities to committee volunteers,

POSSIBLE GUIDELINES

1. Develop and implement a year-round plan to recruit eligible people who are not currently participating in Special Olympics. Plan should include reaching out to private and public schools, adults, vocational centers, institutions, group homes, ARCs, etc. Plan should include the following activities: Identify possible sources of athletes (i.e., school, group homes, etc.). Target number of eligible athletes from various sources. Develop a tracking system for all students in the last year of high school. Provide information (i.e., mailings, PSAs, personal contacts, etc.) on

Special Olympics to various sources. Develop a "registration campaign" to involve new athletes (athlete enrollment kits).

2. Conduct awareness programs and demonstrations at targeted schools and agencies. Utilize resources for Young Athlete, School Resource Guide and Unified Sport Program.
3. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

ATHLETE REPRESENTATIVE

The Athlete Representative is responsible for coordinating athlete input into the Area Management Team. They are a liaison between the Area Management Team and athletes. They will disseminate and gather information to and from the athletes of the area. They will operate under the direct supervision of the Area Director.

This person should be a current Special Olympics athlete with the ability and desire to be a part of a team.

POSSIBLE GUIDELINES

The following is a list of possible duties the Athlete Representative may be called on to perform:

1. Represent the Area Management Team point of view to athletes.
2. Represent the athlete's point of view on the Area Management Team
3. Attend Area Management Team meetings, region meetings, state meetings or other meetings as required
4. Attend or assist at area training sessions
5. Participate in Athlete Leadership Programs (AL)
6. Represent the area through personal presentations to service and civic organizations.
7. Be a role model for the other athletes of the area.
8. Attend a Global Messenger Training if they haven't already.
9. Possess a positive attitude with self confidence and self-esteem. And be able to communicate verbally and demonstrate good behavior.

Participate in the planning and evaluation process for the area.

AREA MANAGEMENT TEAMS

Board Policy on Area Management Teams

Each area must have an Area Management Team that consists of a minimum of six people. The Area Management Team is recruited, appointed, and retained by the Area Director. The Area Management Team must meet at least four times a year. The term of an Area Management Team member is for two years, and they may be reappointed.

Reapproved June 2, 2005

Assistant Area Directors and Local Coordinators

Assistant Area Directors and local coordinators will be appointed by the Area Director as needed. Assistant Area Directors and local coordinators will be responsible for carrying out the assignments set forth by the Area Director.

Area Management Team Members

The purpose of the Area Management Team (AMT) is to establish a working structure for the area and to assist the Area Director in the development and implementation of area programs consistent with the policies of Special Olympics, Inc. and Special Olympics Michigan.

It is the responsibility of the AMT to offer input regarding the quality and quantity of events and games to be offered, number of athletes recruited for involvement in the program, participation by various institutions and schools within the area structure, annual budget considerations, fundraising endeavors, public relations strategies, etc., and to assist the Area Director in completing a comprehensive Area Annual Plan and the Application for Area Accreditation.

The Area Management Team serves as a viable and necessary liaison between the area Special Olympics program and the community's human and material resources. Representatives from a broad segment of the community are desired. Team members take an active role in planning and implementing program goals and developing the Area Annual Plan.

An Area Management Team must consist of no less than six members counting the Area Director. A management team member may be responsible for no more than two positions. The Area Director may assume operational

responsibility for no more than one additional position and should not be the Financial Representative.

Appointed AMT members must be responsible for the following mandatory Area Management Team positions. These positions are best operated as committees instead of the responsibility of one individual. They include:

- Athlete Representative
- Competition Representative
- Outreach Representative
- Financial Representative (not a second option for AD)
- Parent/Family Representative
- Fundraising Representative
- Public Relations Representative
- Medical Representative
- Training Representative
- Volunteer Representative

All of the AMT positions are committee based. We encourage areas to develop these committees.

The team also could include the following members:

- Coach Representative
- Community Representative
- Local ARC representative
- City and County Parks and Recreation Department
- Personnel
- Athletic Coaches Association Members
- Local educators, business persons, civic organization members

A well-developed Area Management Team should become self-perpetuating replacing or adding members as needed. A given member's term on the management team shall be for two years, and members may be reappointed. Term of membership shall begin on January 1st and conclude on December 31st.

The Area Director and/or AMT representative should seek community persons to fill the various sub-committee responsibilities dealing with games or program activities.

Area Management Team Meetings

The Area Management Team is encouraged to meet monthly, but is required to meet at least four times a year with an agenda and meeting minutes on file for each meeting. The Area Director serves as the chairperson of the Area

Management Team and is responsible for scheduling meetings.

Area Management Team Recognition

An Area Director may recognize individual members of the Area Management Team in several ways. Purchase of individualized clothing items such as coats or shirts with members' names and positions on them, gift certificates to a restaurant or sports store, or a team retreat would be appropriate. This expense must be budgeted for in the area budget and should be limited to a \$100 value per team member or approximately \$1,000 in total. This recognition should in no way hinder or be cost-prohibitive to area programming. The team members cannot be given a cash gift. Special Olympics funds cannot be used on alcohol.

Budget Schedule

Expense and revenue budget files

Area budgets will be sent to areas in July and will be due to Field Service Staff mid-late August (specific due dates will be sent with budgets).

Volunteer Area Director Financial Token of Appreciation

Rules for the payment of the \$599:

1. The AD must have served for a full year to be eligible.
2. The AD must have been in place at the beginning of the year to be eligible. This means January to December.
3. If an eligible AD leaves under good standing during the year, the token will be prorated and given when they leave. The amount will be prorated to the last full quarter the area director served.
4. If the AD is terminated for any reason they are not eligible for the Financial Token of Appreciation.
5. Only volunteer area directors will receive the Financial Token of Appreciation. There may be instances that an area director could be paid a stipend for other services depending on the funding source and outside work being done. For example: Unified Champion Schools administration of a large scale program with multiple schools.

6. If an area Director owes SOMI money for any reason, it will be deducted from the \$599.
7. The token will normally be paid out of state funds.
8. The payment check will be issued on the last check run of the year and will be mailed to the AD. If there are two AD's the token will be split.
9. This will not be a merit based system. It is a Token of Appreciation for the work that an area director does for SOMI. If an area director performance is deemed unacceptable, the regional field services person will take action to work with the AD or work to replace the AD if necessary.
10. Annually the Chief Program Officer will provide the list of acceptable candidates to the Accounting Department for concurrence and the CEO will write the year end letter awarding the token.

Area Fees

Board Policy on Area Fees or Assessments

The Board of Directors of Special Olympics Michigan may establish area fees or assessments that collectively would benefit the program, operation, or administration of Special Olympics in Michigan.

Reapproved June 2, 2005

Area Technology Needs

Areas are expected to care for the SOMI technology as if it were their own. SOMI technology is to be used for SOMI business only and not for personal use. No Spam email is to be sent using SOMI technology or with a SOMI email address. Music and games files are not to be downloaded onto any SOMI computer. Backups of all computer files must be done on a regular basis. Updates from Microsoft and virus scan software must be installed at a minimum of weekly.

All technology purchases must be preapproved by the State Office before purchase regardless of cost. Return the Technology Purchase Request Form to the Information Systems Manager for approval.

All Area cell phones that are provided by SOMI are to be ordered through Accounting at the State Office. Areas can enter into a contract with prior approval from the SOMI accountant.

Technology

- A current computer compatible of running needed software listed below. Areas are expected to bring the SOMI laptop to all conferences and training sessions. Games entries are to be done on the laptops so bringing them to the games will be very helpful.
- Backup method for SOMI information is needed. This could be a CD-writer, flash drive, external drive, or any external method of storing information. The best backup option is uploading to Google drive via drive.google.com. Log in with areaXX@somi.org. Backups of the GMS program must be sent to the state office at least once a quarter.

Each area program will possess all of the following technology:

- A current computer with internet capability
- Email capability. All areas should use areaXX@somi.org as their official SOMI email address.
- An inkjet or laser printer
- Answering machine or voice mail
- Copier or access to a copier
- Internet access – high speed access is preferred for accounting purposes
- Scanner – not required but is the most efficient way to submit copies of athlete health appraisals and accounting receipts.

Software

- MS Office Suite (Word, Excel, Publisher...)
- Adobe Acrobat Reader
- Internet explorer version 11.0 or other browser
- Games Management System (GMS) for athlete database. It is the area program's responsibility to update their database locally. Areas are also required to send an updated file to the state office after changes are made. All athlete activity (games, trainings, etc.) is to be entered by the area into GMS.

- Virus scan software...it is imperative that this is kept up-to-date. AVG and Avast are good free ones.
- All updates **MUST** be done as soon as they become available.

Subject Line on E-mails

The President's Advisory Council has made a recommendation to put Special Olympics on the subject line of e-mails. If you don't do this, some people might just delete the e-mail thinking it is spam. Adding signature taglines to your email is a good way to publicize an upcoming event, our [website](#), or your [Facebook page](#).

Area Web Presence

- Website. Every area program has a web space available on the SOMI website. Areas are not allowed to start their own website somewhere else. Areas are also not to give permission for a local program or a volunteer to create one for them. If you have a special need, contact the state office.
- Facebook/Twitter. Before any action is taken in creating an area account, you must contact the Sr. Director of Marketing and Communications. In any event, a SOMI staff member must have administrative access to the account.
- Backups of area information **MUST** be done! Be sure to use an external device for backups or upload to drive.google.com. For more safety, feel free to send a backup of all data (not just GMS) to the State Office. Area Directors also have access to a folder on Google to save files on. drive.google.com and use your areaxx@somi.org address to log on.

VOLUNTEERS

Volunteer Responsibilities

Volunteers make it possible for Special Olympics athletes to benefit from challenging sports training and competition. Special Olympics Michigan depends upon caring volunteers who will interact positively with the athletes and other individuals, act in a mature manner, and demonstrate a high level of responsibility.

As a volunteer, you are expected to:

1. Fulfill the responsibility of your assignment.

- Carry out all aspects of your assignment
- Attend required meetings
- Ask questions if you do not understand your duties

2. Set an example for the athletes.

- When serving as a volunteer, do not engage in any activity considered inappropriate or illegal such as drinking alcohol, using illegal drugs, or using profanity.
- Do not smoke at training or event sites.
- Avoid any behavior, which may be misunderstood or misinterpreted by the athlete
- Be helpful to and show respect toward others associated with Special Olympics Michigan.

3. Model good sportsmanship and behavior.

- Support the decisions of referees, judges and committees and use proper protest procedures.
- Be respectful during ceremonies and help the athletes behave likewise.
- Praise athletes for their efforts and encourage them to be happy for the successes of others.
- Support and encourage the other volunteers and staff.

4. Be continually vigilant and aware of the safety of the athletes.

- Never leave an athlete unattended.
- Report anything you observe which you feel may cause harm.
- Never put yourself in a compromising situation.

5. Be loyal to your commitment to Special

Olympics Michigan.

- Look for constructive ways to overcome obstacles.
- Address concerns and complaints to those who can correct or change the situation.
- Be a responsible guardian over any information you may have about others (athletes, volunteers, and staff).

6. Grow, learn, and challenge yourself through your involvement with Special Olympics Michigan.

- Be open to new ideas and new ways of doing things.
- Extend your involvement into other roles of leadership and training.
- Enjoy the challenge of learning about and from individuals who are different than you.
- Delight in the difference that your involvement makes in the lives of the athletes, their families, and those you meet through Special Olympics.
- Offer constructive suggestions for legitimate improvements to Special Olympics Michigan events and activities.

Volunteer Registration

All volunteers must register and be approved by Special Olympics Michigan. The registration procedure and forms are important tools for ensuring the safety and well-being of our athletes and volunteers. SOMI seeks volunteers who care about the athletes and the integrity of the program offered to those athletes. SOMI will not tolerate volunteers who display a lack of respect or put the athletes at risk in any way. All volunteers must take the General Orientation and Protective Behavior course on line at www.somi.org and **complete the Volunteer A form prior to volunteering with the program.**

Board Policy on Volunteer Registration

In compliance with Special Olympics, Inc. policy, Special Olympics Michigan must register and classify all volunteers. Two classifications exist. Those with close contact to athletes, or who have administrative or financial roles, must fill out a Volunteer A registration form, complete General Orientation training, and complete Protective Behaviors training at the time of registration. The A registration form and

Protective Behaviors training must be renewed every three years. One-day volunteers must sign in on a Volunteer B registration form and a photo I.D. must be verified. Special Olympics Michigan will conduct background checks on all A volunteers using a national vendor that includes all available on line sex offense registries to protect the safety of all athletes. Volunteers will only be assigned as appropriate. Volunteers may be excluded as listed in the volunteer exclusion procedure. The Board Program Committee will handle appeals.

Amended June 3, 2016

Procedure for Registering Volunteers

1. Determine the category for the volunteer

Special Olympics, Inc. has established two classifications of volunteers as follows:

Class A

- Volunteers who have regular, close physical contact with athletes
 - Volunteers in a position of authority or supervision with athletes
 - Volunteers in a position of trust of athletes
 - Volunteers who handle substantial amounts of cash or other assets of the program
 - **Volunteers that chaperone athletes and may stay overnight**
 - **Volunteers that may transport athletes**
- #### **Class B**
- Volunteers who have only limited contact with athletes generally, (walk-on-volunteers) who sign on the day of the event.

2. Procedures for Class B Volunteers

Registration: Class B volunteers sign in at the event for which they are volunteering. They are permitted to register the day of the event. When checking in, they must provide the following information: name, complete address, telephone number, and group affiliation if applicable (such as Kiwanis, Boy Scout Troop 703, etc.). Volunteers must sign consent for SOMI to use name and likeness to promote or publicize the purpose of Special Olympics. Upon completion of event please send Vol. B form to the Volunteer Coordinator.

Training/Orientation: Class B volunteers should receive training regarding their volunteer duties and SOMI's expectations of them as volunteers. The training may occur in a meeting prior to the

event or be outlined in written materials, which the volunteers must read prior to the event.

Background Check: National background checks will not be conducted for all Class B volunteers.

3. Procedures for Class A Volunteers

Registration: All Class A volunteers must register with the SOMI state office by completing and submitting the A Volunteer Registration Form. Photo identification will be checked by the Area Directors. A release to conduct a background check and use of name and likeness to promote and publicize for the purpose of Special Olympics must be signed.

Training/Orientation: Class A volunteers should receive training and written materials regarding their volunteer duties and SOMI's expectations of them as volunteers.

Background Checks: Area Directors (or SOMI staff who work directly with the volunteer) will conduct reference checks on all volunteers. Background checks will be conducted every 3 years. Class A Volunteers must be screened using a national vendor that includes the sex offender registry for Michigan. In addition, SOMI may conduct a statewide criminal background check. Motor Vehicle Record checks are required if the applicant answers "yes" to the questions regarding suspension or revocation of driver's license, on the Volunteer Application or if SOMI has received information through the screening process that the applicant may have motor vehicle related convictions. SOMI will make the determination regarding the level of involvement allowed for a volunteer, based on the background check through a National vendor.

SOMI will make a recommendation on whether the individual can serve as an A volunteer. If the individual is rejected as an A volunteer, the Area Director will be notified. The individual can appeal the decision to the SOMI President/CEO, his/her designee, and the SOMI Board of Directors Program Committee.

If the volunteer has been charged with one of the following crimes it is an automatic disqualifier; with no appeal process. Conviction for crime of:

- Child abuse
- Sexual abuse of a minor/adult

- Causing a child's death
- Neglect of child or any other individual for whom the potential volunteer had/has responsibility
- Kidnapping
- Murder
- Manslaughter
- Felony assault
- Arson
- Criminal sexual conduct
- DWI, DUI, or comparable offenses or three or more moving violation within the past three years automatically disqualifies the volunteer from driving on behalf of Special Olympics for seven years.

Filing of Volunteer Registration Forms prior to State Competitions

- All volunteers listed on the housing forms for state competitions must have completed and signed their A Volunteer Registration Forms. These forms must be sent in to the state office with all other registration materials by the corrections date for each tournament. They must also complete the Protective Behavior Training and General Orientation sessions on-line every 3 years.
- If incomplete or missing volunteer registration forms are not corrected by the final corrections date, the A volunteer will be considered a drop. Areas may appeal to the Program Committee to bring that volunteer.

FAMILIES

Board Statement on the Role of Parents and Families

Parents and family members of persons with intellectual disabilities believe that with proper training and support, persons with intellectual disabilities can benefit from participation in the Special Olympics program. The designated parent/family member includes not only the athlete's natural family, but also guardians, foster families, facility supervisors, concerned friends, and extended family.

As a member of the Special Olympics, we believe that there is an opportunity to take an active role in influencing matters that contribute to the social and physical development of the athlete through sports training and competition.

As a member of the Special Olympics, we believe that there is a responsibility to assist in the offering of the Special Olympics program. Opportunities for involvement exist in the raising of local, area and state funds, transporting athletes, serving as a member of the Area Management Team, training, or in any number of ways as needed. Results of this involvement may be shown in the strengthening of the family unit and the athlete's positive self-image, which is carried over into the classroom, job, community and home.

Board Policy on the Parent/Family Advisory Council

The Board of Directors of Special Olympics Michigan authorizes the staff of Special Olympics Michigan to establish the Parent/Family Advisory Council. The purpose of the council is to organize a group of parent/family members with relatives in the SOMI program who will meet with, advise, and counsel the staff of Special Olympics Michigan. The council will advise the staff regarding Special Olympics programming for participants with intellectual disabilities, and address the needs of the family in relation to the Special Olympics program.

Reapproved June 2, 2005

The Parent/Family Advisory Council (PFAC) Purpose

To meet with, advise, and counsel the staff of Special Olympics Michigan regarding Special Olympics programming for participants with intellectual disabilities or closely related developmental disabilities, and address the needs of the family in relation to the Special Olympics program. A Parent/Family Advisory Council member also acts as a liaison between the SOMI organization and the region he or she represents.

The council consists of four to six parent/family members who currently have a relative participating in the Special Olympics Michigan program either through a training program and/or competition. Each region will be represented.

Each Area should have an annual parent/family town hall meeting and a parent on their management team.

Parents

The Parent Council will be sent pertinent information to share within their regions in regards to Programming. Meetings will be established as needed. The council will be utilized to assist with hospitality at events, survey information, and input that impacts the program. Parent/Family information will also be shared on the website.

Parents should always inquire about housing arrangements for their children. They can send a sleeping bag along if deemed appropriate. If any parent is aware of safety considerations or situations that the coach needs to know, they should call the coach and/or Area Director immediately.
See housing policy for more information.

The Family Handbook is available to assist in delivering information to families about SOMI. Contact the State Office for this resource or see our website.

Please refer the Parent/Spectator Code of Conduct.

