

AGENCY MANAGEMENT TEAM

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AGENCY MANAGEMENT TEAM OVERVIEW

Accreditation reports continue to show that some Agency managers work single handedly or with a limited number of coaches to fulfill the many tasks required for maintaining a quality Agency. It is the vision of SOWI and the Agency Management Committee that Agency managers will recruit and train additional volunteers to share the responsibilities, and also the benefits of being involved with Special Olympics.

An Agency Management Team (AMT) is one design for dividing Agency tasks. An AMT is a working team, not an advisory committee or governing board, which is directed by the Agency manager. It may or may not include all the members listed, and may include other positions you have found necessary in managing the tasks of your Agency.

Regardless of how you divide the tasks or what you call the volunteers who support the Agency, the key issue is that volunteers have a clear understanding of what their role is and there is an open and consistent line of communication between the manager and volunteers. Agency managers who currently work with a support team of volunteers typically have some type of written volunteer job descriptions and conduct regularly scheduled meetings where volunteers share their progress and needs. Some Agencies also publish an Agency newsletter (formal or informal) or have an Agency Facebook page or website to keep everyone informed.

To assist you with the process of establishing a team of volunteers to support your Agency, we have created and included the following documents:

- Agency Management Team Position Descriptions (included in this section)
- Agency Management Team Overview (included in this section)
- Sample Volunteer News Release (see *Communications and Public Relations*)

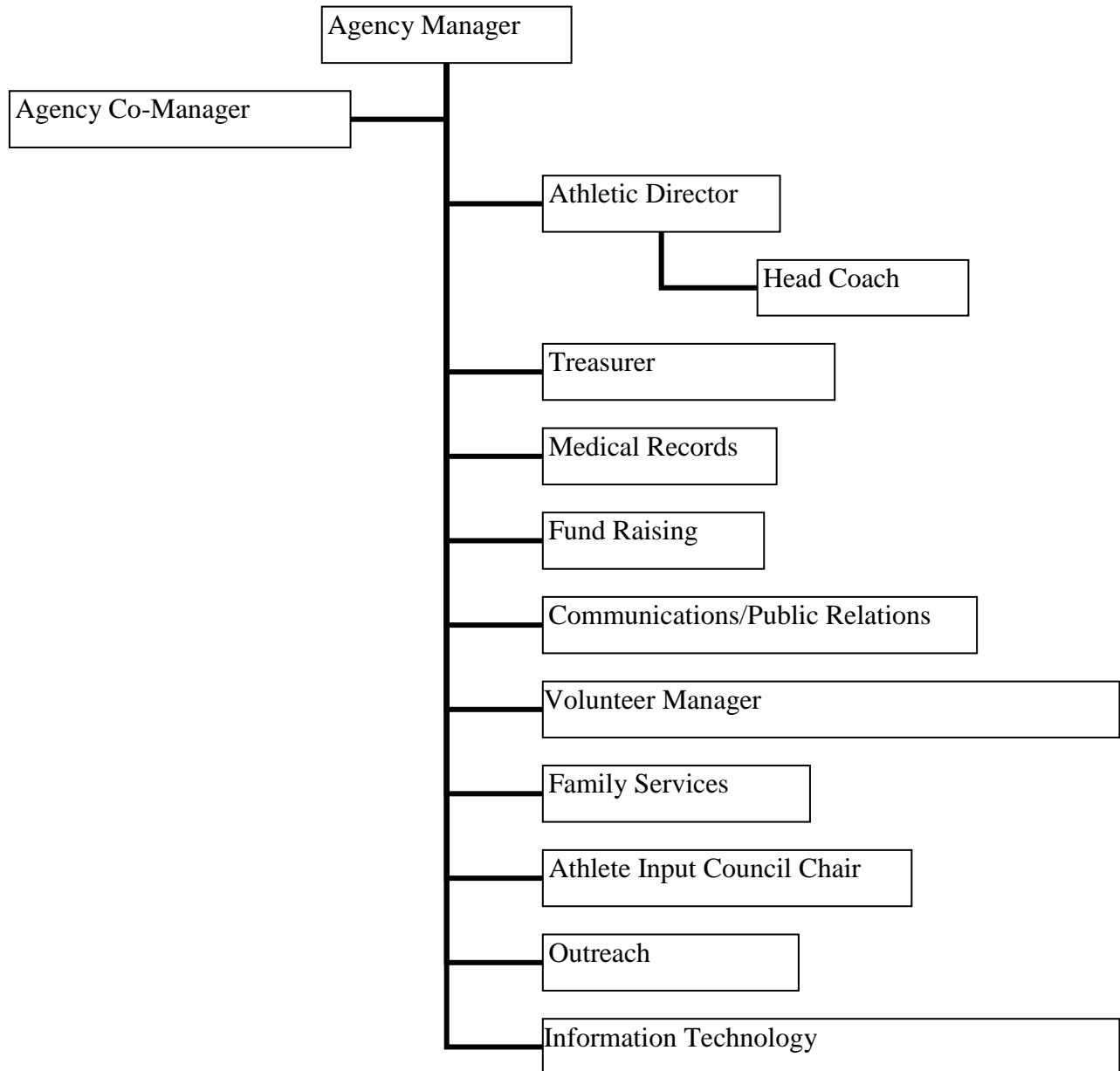
An additional resource is “The 55 Minute Training Series to Train Staff and Leaders of Volunteers,” a training series written by volunteer management expert Betty Stallings, who has worked directly with Special Olympics. This resource is available on a flash drive from the SOWI Headquarters.

Finally, the Agency Management button on the SOWI website has been enhanced and expanded to include online monitoring of athlete medical and volunteer rosters as well as links to Agency websites, SOWI Facebook and LinkedIn pages and Agency best practices. Like all things in SOWI, we count on our Agency managers to make things better; this includes our Agency Management page on the website which needs your interaction to make it great.

SOWI staff is here to support Agency managers so you can, in turn, support the Agency. Please utilize SOWI staff to assist your Agency in developing and maintaining an AMT, strategies to recruit volunteers, efficient and useful communication tactics, or simply when you need to take a sabbatical or gain stronger support when facing a difficult Agency issue.

AGENCY MANAGEMENT TEAM DESCRIPTION

The purpose of the Agency Management Team (AMT) is to divide the work of managing an Agency between many hands; therefore, providing the foundation for enhanced services to athletes and allowing more volunteers to reap the benefits of being involved with Special Olympics. An AMT is a working team, not an advisory committee or governing board, which is directed by the Agency manager. An Agency may choose not to fill all the positions listed below and/or create additional positions which better match the needs of the Agency. An Agency may also edit the job descriptions to best fit their volunteers' skill sets and the Agency's needs. Remember, athletes involved in Athlete Leadership Programs (ALPs) may be a resource for all committees.



Agency Manager: The Agency manager plans, organizes, directs and coordinates programs and services for the athletes in the Agency in accordance with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Wisconsin. (In some cases, a co-manager is enlisted to help fulfill the manager duties. In this case, one of them will be listed as the main contact for the Agency.)

Athletic Director: The athletic director is responsible for overall sports management for the Agency. An alternate to this approach is to have one person other than the head coach in charge of each sports season, allowing for an “off season” for key volunteers.

Agency Head Coach: The head coach is responsible for providing athletes with comprehensive training and preparation for local, Regional, District, Sectional and State level competition.

Agency Treasurer: The treasurer is responsible for all aspects of financial administration for the Agency (cannot be a family member of the Agency manager or Co-manager).

Agency Medical Records Manager: The medical records manager is responsible for ensuring the SOWI medical exam policies and procedures are adhered to so the athletes may train and compete.

Agency Fund Raising Manager: The fund raising manager is responsible for formulating and enacting a development plan to meet the financial needs of the Agency.

Agency Communications Manager: The communications manager is responsible for managing internal and external communication to meet the needs of the Agency.

Agency Volunteer Manager: The volunteer manager is responsible for coordinating and recognizing Agency volunteers.

Agency Family Services Manager: The family services manager is responsible for encouraging and coordinating athlete families’ involvement in Agency activities.

Athlete Input Council Chair: The Special Olympics Athlete Input Council Chair is responsible for facilitating the Agency Athlete Input Council. SOWI strongly recommends an athlete for this position. In some cases, a partner or mentor may need to assist the athlete with parts of their role, or until they become comfortable with fulfilling their role on their own.

Agency Outreach Manager: The outreach manager is responsible for recruiting athletes and volunteers to join the Agency.

Agency Information Technology (IT) Manager: The IT manager is responsible for the computer technology the Agency utilizes. The completion of responsibilities will be performed personally by the IT manager or through other Agency staff or volunteers.

AGENCY MANAGER POSITION DESCRIPTION

Title: Agency Manager

Description: The Agency manager plans, organizes, directs and coordinates programs and services for the athletes in the Agency in accordance with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Wisconsin. The completion of responsibilities will be performed personally by the Agency manager or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to manage the Agency program to the best of their abilities. Experience as a leader with management, organization and communication skills, as well as knowledge of sports management, volunteers and persons with cognitive disabilities. Manager must be a registered Class A volunteer with no financial restrictions. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities: (If an Agency has a co-manager, he/she would share these responsibilities.)

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Promote the mission of Special Olympics and uphold the philosophy, principles and policies of Special Olympics, Inc. and Special Olympics Wisconsin for the benefit of the athletes
- 3) Serve as the primary contact for all mailings, phone calls and paperwork for the Agency from the Regional and Headquarters office and those affiliated with the Agency. (In the case that an Agency has a co-manager, only one of them will be listed as the contact for the Agency in the SOWI databases.)
- 4) Direct safe, quality training for the athletes
- 5) Oversee arrangement of competition opportunities at all levels of Special Olympics for the athletes
- 6) Oversee all financial matters and work with Agency Management Team to develop and monitor the Agency budget.
- 7) Ensure funds are raised and expended according to Special Olympics Wisconsin policies to meet the needs identified in the Agency budget
- 8) Develop a communication system to regularly update coaches, volunteers, family members and the media
- 9) Recruit eligible athletes and volunteers needed to implement a quality local program.
- 10) Review and sign Codes of Conduct (i.e. Athlete, Volunteer, Family and Spectator) prior to beginning of each sport season or at least annually.

Support: The Agency manager reports to the appropriate Regional office and their Director of Field Service. Agency mentors are available for additional support as agreed upon by staff and the Agency manager.

Benefits to Volunteer: Managing an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, enhancing your physical fitness, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency. The time commitment increases around Regional and State competitions.

Work Location: The Agency manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the Agency manager job description is reviewed.

AGENCY ATHLETIC DIRECTOR POSITION DESCRIPTION

Title: Agency Athletic Director

Description: The Special Olympics athletic director is responsible for the overall sports management for the Agency. An alternate to this approach is to have one person other than the head coach in charge of each sports season, allowing for an “off season” for key volunteers.

Qualifications: The desire and enthusiasm to oversee athlete training to the best of their abilities. Experience as a coach with sport-specific knowledge, as well as knowledge of sports management, volunteers and persons with cognitive disabilities. Athletic director must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI’s core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding sports matters
- 3) Recruit and facilitate training and certification of a head coach for each sport
- 4) Ensure the head coach for each sport fulfills his/her responsibilities
- 5) Ensure head coaches and Athlete coaches maintain current sports certification
- 6) Ensure that at least one coach per sport offered by the Agency has completed the Principles of Coaching training
- 7) Ensure that at least one coach per sport offered by the Agency has completed the Coaching Special Olympics Athletes training
- 8) Facilitate communication between head coaches and report back to the Agency Management Team regarding sports issues
- 9) Ensure consistency between sports regarding budget, uniforms, transportation, facilities, volunteer support, etc.

Support: The athletic director reports to the Agency manager. Resource materials complete with a comprehensive Competition Guide are included in the Agency Manager Handbook.

Benefits to Volunteer: Serving as the athletic director allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement of the Agency. The time commitment increases around Regional and State competitions.

Work Location: The athletic director may work out of their home, workplace office, classroom or other facility they deem appropriate. Some duties may involve visits to the training sites.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the athletic director position description is reviewed.

AGENCY HEAD COACH DESCRIPTION

Title: Agency Head Coach

Description: The head coach is responsible for providing athletes with comprehensive training and preparation for local, Regional, District, Sectional and State level competition. The completion of responsibilities will be performed by the head coach or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to provide athlete training to the best of their abilities. Experience as a coach with sport specific knowledge, as well as knowledge of sports management, volunteers and persons with cognitive disabilities. Each team advancing to state-level competition is required to have a head coach certified in that sport. Likewise, each individual sport that an Agency sends to state-level competition is also required to have a head coach certified in that sport. Head coach must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Select, assess and train Special Olympics athletes
 - a) Athlete selection: The head coach will recruit athletes and properly complete and submit all required medical and registration materials by established deadlines.
 - b) Assessment: The head coach will assess each athlete to determine the individual and/or team skill level for training and competition in selected sports.
 - c) Training: The head coach will develop individualized training programs for each athlete. The program will include instructions in fundamental skills, conditioning, competition and rules. The training program should be a minimum of eight sessions prior to Regional/District competition.
- 3) Know, understand and abide by the official Special Olympics Sports Rules
- 4) Know and understand the sport being coached
- 5) Maintain current sports certification
- 6) Execute the legal duties of the head coach:
 - a) Provide proper planning for each step of training and competition
 - b) Provide and maintain a safe and secure physical environment
 - c) Use acceptable and safe equipment
 - d) Ensure appropriate sport skills instruction and safe competition
 - e) Match athletes according to strength, size and ability
 - f) Continually assess each athlete for participation in appropriate activities within, no challenged beyond, his or her abilities and capabilities
 - g) Inform athletes of inherent risks associated with a specific sport
 - h) Ensure acceptable supervision and maintain an adequate volunteer-to-athlete ratio
 - i) Establish an emergency action plan that includes procedures for emergency medical support, postponements or cancellations, crisis communication, and incident and accident reporting
 - j) Provide appropriate medical support at all times
 - k) Maintain accurate records

Support: The head coach reports to the athletic director. SOWI provides training and resources.

Benefits to Volunteer: Coaching allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, enhancing your physical fitness, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency. The time commitment increases around Regional and State competitions.

Work Location: Most duties are performed at the training site.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the head coach position description is reviewed.

AGENCY TREASURER POSITION DESCRIPTION

Title: Agency Treasurer

Description: The treasurer is responsible for all aspects of financial administration for the Agency. The completion of responsibilities will be performed personally by the treasurer or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in bookkeeping (i.e., accounts payable, bank reconciliation, and preparation of financial statements) is a plus. The treasurer must be a registered Class A volunteer with no financial restrictions. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Protect and maintain the confidential aspect of financial matters
- 3) Serve as the Agency liaison regarding financial matters
- 4) Know, understand and abide by the SOWI financial policies and procedures
- 5) Work with other members of the Agency Management Team to develop an Agency budget. Maintain and report where cost centers stand at Agency Management Team meetings
- 6) Follow the in-house accounting procedures for expenses and revenue (see *Finance*) and monitor the Agency's account balance
- 7) Utilize the In-Kind Contribution Receipt and Certificate of Exemption when appropriate
- 8) Maintain accurate financial records (i.e. all income and disbursement records, receipts, SOWI account statements, travel expenses, invoices, and bills etc.)

Support: The treasurer reports to the Agency manager. The SOWI Headquarters maintains all financial records and can provide assistance upon request.

Benefits to Volunteer: Serving as treasurer for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The treasurer may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the treasurer position description is reviewed.

AGENCY MEDICAL RECORDS MANAGER DESCRIPTION

Title: Agency Medical Records Manager

Description: The Special Olympics medical records manager is responsible for ensuring the SOWI medical exam policies and procedures are adhered to so the athletes may train and compete. Completion of responsibilities will be performed personally by the medical records manager or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency to the best of their abilities. Experience in records management, as well as accuracy skills and attention to detail a plus. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Know, understand and abide by the SOWI medical policies and medical deadline dates
- 3) Communicate with athletes and parents/guardians to ensure they know, understand and abide by the SOWI medical policies and medical deadline dates
- 4) Serve as the liaison between the Agency and the Regional and Headquarters offices, as well as between the Agency and the athletes and parents/guardians regarding medical records
- 5) Notify athletes and parents/guardians prior to when their Application for Participation is going to expire
- 6) Check completed Official Special Olympics Release Forms and Application for Participation for completeness and accuracy according to the instructions and make a copy for the Agency files
- 7) Mail the completed and accurate Official Special Olympics Release Forms and Application for Participation to the SOWI Headquarters office prior to the medical deadline date
- 8) Keep accurate athlete medical files, including copies of the medical forms and athlete reports
- 9) Facilitate medical forms being organized and transported to all of the Agency's competitions and trainings
- 10) Maintain supply of blank forms/instructions (available free of charge through SOWI Regional or Headquarters office and on the SOWI website)

Support: The medical records manager reports to the Agency manager. The SOWI Headquarters maintains all athlete medical records and can provide assistance upon request.

Benefits to Volunteer: Serving as the medical records manager allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency. The time commitment increases around medical deadline dates.

Work Location: The medical records manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the medical records manager position description is reviewed.

AGENCY FUND RAISING MANAGER DESCRIPTION

Title: Agency Fund Raising Manager

Description: The fund raising manager is responsible for formulating and enacting a fund-raising plan to meet the financial needs of the Agency. The completion of responsibilities will be performed personally by the fund raising manager and/or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in budget planning, special event planning, and sales as well as excellent oral and written communication skills. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding fund-raising matters
- 3) Know, understand and abide by the SOWI fund-raising guidelines (i.e., policy regarding United Way grants, "Do not solicit list," etc.)
- 4) Work with the Agency treasurer to develop an Agency budget
- 5) Maintain records of all fund-raising activities (i.e., cost/gain, net/gross, raffle license reports, sales tax reports) and files of fund-raising volunteers, and corporate and community donors
- 6) Understand and, when appropriate, coordinate Agency participation in statewide fund raisers which benefit the Agency (i.e. Perfect Split, LETR Polar Plunge, etc.)
- 7) Conduct fund raising activities and represent the Special Olympics fund raising program to volunteers and the public
- 8) Recognize and thank contributors, event sponsors and volunteers
- 9) Develop new contacts and funding sources
- 10) Complete and submit the SOWI Fund Raising Project Application Form for any project or event
- 11) Utilize the In-Kind Contribution Receipt and Certificate of Exemption when appropriate

Support: The fund raising manager reports to the Agency manager. Resource materials, complete with successful fund raisers and sample letters are included in the Fund Raising section of the Agency Manager Handbook.

Benefits to Volunteer: Serving as fund raising manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The fund raising manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the fund raising manager position description is reviewed.

AGENCY COMMUNICATIONS MANAGER DESCRIPTION

Title: Agency Communications Manager

Description: The communications manager is responsible for managing internal and external communication to meet the needs of the Agency. The completion of responsibilities will be performed personally by the communications manager or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in writing and editing newsletters, writing press releases, establishing media relations, and public speaking, as well as excellent oral and written communication skills. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding communication matters
- 3) Ensure Agency official materials (i.e., stationery, event programs, newsletters, etc.) use the current Special Olympics logo and all appropriate printed materials use the credit line, and assist with ordering and maintaining supplies
- 4) Ensure Agency has a flag or banner with the current Special Olympics logo and Agency identification available for speaking engagements, photo opportunities and competition sites
- 5) Create an Agency fact sheet and other appropriate PR materials (template and assistance available at Headquarters)
- 6) Maintain Agency newsletter mailing list
- 7) Regularly distribute information to athletes, families, volunteers, sponsors and the general public
- 8) Submit the names of local media (i.e., newspaper, radio, television, website, social media) on the Agency Accreditation and Registration
- 9) Establish relationships with TV, radio and newspapers to publicize your Agency activities
- 10) Conduct presentations, demonstrations and/or exhibits to raise public awareness for your Agency

Support: The communications manager reports to the Agency manager. Resource materials, complete with preferred provider and Agency fact sheet order forms are included in the Agency Manager Handbook.

Benefits to Volunteer: Serving as communications manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The communications manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the communications manager position description is reviewed.

AGENCY VOLUNTEER MANAGER DESCRIPTION

Title: Agency Volunteer Manager

Description: The volunteer manager is responsible for recruiting, coordinating and recognizing Agency volunteers. The completion of responsibilities will be performed personally by the volunteer manager or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with volunteers, as well as interpersonal and communication skills. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding volunteer matters
- 3) Know, understand and ensure all Agency volunteers are registered and abide by the SOWI official volunteer registration policies and procedures
- 4) Review the Class A volunteer rosters and update as necessary
- 5) Work with the Agency manager to assess volunteer needs and create and revise written job descriptions
- 6) Communicate with other AMT managers who are utilizing volunteers to ensure they are trained and understand their roles
- 7) Develop and implement ways to recognize volunteers for their efforts
- 8) Work with the Agency manager, athletic director or head coach to ensure all volunteers attending State Games on behalf of the Agency are Class A volunteers before the Games entry deadline date

Support: The volunteer manager reports to the Agency manager. Resource materials are included in the Agency Manager Handbook. Volunteer in-service training materials are available from the Regional or Headquarters.

Benefits to Volunteer: Serving as volunteer manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The volunteer manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the volunteer manager position description is reviewed.

AGENCY FAMILY SERVICES MANAGER DESCRIPTION

Title: Agency Family Services Manager

Description: The family services manager is responsible for encouraging and coordinating athlete families' involvement in Agency activities. The completion of responsibilities will be performed personally by the family Services manager or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with athlete family members, as well as interpersonal and communication skills. A preference is given to an athlete's parent or sibling. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding family matters
- 3) Create and maintain a mailing list of athlete family members. The Regional or Headquarters office can supply this if desired
- 4) Work closely with the communications manager to ensure families receive information about medical deadline dates, training sites and times, competition information and fund-raising and PR news
- 5) Distribute the annual planning calendar and families and friends competition invitations provided by the Headquarters office and invite families to attend Regional and State competitions
- 6) Work with the Agency volunteer manager to involve family members as volunteers
- 7) Work with the Agency manager to provide a welcome orientation for new family members utilizing the General Orientation DVD and ensure family members know their responsibilities and expectations (i.e., drop-off and pick-up athlete from practice, attend Agency meetings, cheer on their athletes at competition, etc.)
- 8) Create a family booster or support group to provide extra activities such as holiday parties, social events, birthday clubs, team buttons or novelty items, etc.

Support: The family services manager reports to the Agency manager. Resource materials are included in the Agency Manager Handbook. Your Director of Field Services serves as a clearinghouse for information and is available to share ideas and resources.

Benefits to Volunteer: Serving as family services manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The family services manager may work out of their home, workplace office, classroom, or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the family services manager position description is reviewed.

AGENCY ATHLETE INPUT COUNCIL CHAIR POSITION DESCRIPTION

Title: Agency Athlete Input Council Chair

Description: The Special Olympics Athlete Input Council chair is responsible for facilitating the Agency Athlete Input Council. SOWI strongly recommends an athlete for this position. In some cases, a partner or mentor may need to assist the athlete with parts of their role, or until they become comfortable with fulfilling their role on their own.

Qualifications: The desire and enthusiasm to support the Agency to the best of their abilities. Experience in facilitation, meetings and knowledge of working with volunteers a plus. The chair must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding the Athlete Input Council
- 3) Recruit and facilitate training of Athlete Input Council members
- 4) Plan and facilitate Athlete Input Council meetings
- 5) Ensure minutes from Athlete Input Council meetings are recorded and distributed
- 6) Ensure Athlete Input Council members fulfill their responsibilities
- 7) Work with Athlete Input Council members to provide an athlete perspective and leadership to the Agency
- 8) Facilitate communication between the Athlete Input Council members and report back to the Agency Management Team

Support: The athlete input council chair reports to the Agency manager, but may receive extra support from a partner or mentor. Resource materials complete with a Special Olympics Wisconsin Athlete Council Agreement are included in the Agency Manager Handbook in the *ALPs* section.

Benefits to Volunteer: Serving as the athlete input council chair allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement of the Agency.

Work Location: The athlete input council chair may work out of their home, workplace office, classroom or other facility they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the athlete input council chair position description is reviewed.

AGENCY OUTREACH MANAGER DESCRIPTION

Title: Agency Outreach Manager

Description: The outreach manager is responsible for recruiting athletes and volunteers to join the Agency. The completion of responsibilities will be performed personally by the Agency outreach manager or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with schools and agencies who serve individuals with disabilities, as well as interpersonal and communication skills a plus. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding outreach matters
- 3) Work with the volunteer manager to recruit volunteers to match the Agency needs
- 4) Review and understand the *Outreach* section of the Agency Management Handbook
- 5) Work with the Agency manager to determine if the Agency would like to include more athletes, what ages they want to include and what geographical regions
- 6) Gather a list of potential schools and organizations who serve individuals with cognitive disabilities (i.e., special education directors, adaptive physical education directors, group homes, ARC's, etc.)
- 7) Contact members on list, educate them about your Agency, and encourage them to share their mailing list and/or invite their members to join SOWI as an athlete or volunteer
- 8) Work closely with the Agency communications manager to spread the word to the community and develop creative ideas to reach people with your message (i.e., Welcome Wagon, public libraries, host an open house, etc.)
- 9) Work closely with the Agency family services manager to enlist current family members for ideas and as a resource to reach new family members
- 10) Recruit volunteers to match Agency needs
- 11) Identify community organizations (i.e. group homes, family resource center, rehabilitation center) that assist persons with cognitive disabilities and educate them on what your Agency offers and its benefits. Work with them to provide the best services possible in your community.
- 12) Read and understand the athlete and volunteer Code of Conduct and uphold these values to the athletes and volunteers of the Agency

Support: The outreach manager reports to the Agency manager. Resource materials are included in the Agency Manager Handbook.

Benefits to Volunteer: Serving as outreach manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The outreach manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the manager position description is reviewed.

AGENCY INFORMATION TECHNOLOGY POSITION DESCRIPTION

Title: Agency Information Technology (IT) Manager

Description: The IT manager is responsible for the computer technology the Agency utilizes. The completion of responsibilities will be performed personally by the IT manager or through other Agency staff or volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in technology (i.e. database management, website design, and digital camera use) is a plus. The IT manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Protect and maintain the confidential aspect of database matters
- 3) Serve as the Agency liaison regarding technology matters
- 4) Maintain accurate computer records
- 5) Assist other AMT members with understanding how technology may make their jobs easier and then develop these processes for the Agency
 - a) Create a database and print mailing labels and rosters
 - b) Create spreadsheets for tracking athlete training and competition records
 - c) Create an Agency Facebook page, website, or Twitter account to market the Agency to others and communicate with Agency members. Link it to the SOWI website.
 - d) Create a photo library using digital photos
- 6) Teach other AMT members how to utilize the SOWI website
 - a) General use
 - b) How to take the Protective Behaviors training
 - c) How to view the SOWI General Orientation DVD
 - d) How to access and use the Agency Manager Handbook online
 - e) How to view athlete medical and volunteer rosters online
 - f) How to access the Agency log-in page and view Best Practices
- 7) Teach athletes how to access and use the athlete page of the SOWI website so they can access
- 8) information, view photos and play games
- 9) Teach athletes and AMT members how to create PowerPoint presentations to market their Agency or special event

Support: The IT manager reports to the Agency manager.

Benefits to Volunteer: Serving as an IT manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The IT manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the IT manager position description is reviewed.

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AGENCY ACCREDITATION - INTRODUCTION

The name *Special Olympics* and its logo are copyrighted, and Special Olympics Wisconsin (SOWI) is granted permission to use this name and logo by Special Olympics, Inc. (SOI) through adherence to SOI policies, reporting processes and general rules. In turn, SOWI grants this privilege to sub-programs (Agency level) through adherence to SOWI policies, through the annual accreditation process and adherence to the Agency minimum standards.

The Agency accreditation process serves three principle functions:

- 1) Ensures a standard of quality and uniformity among all programs within Wisconsin
- 2) Assists the Special Olympics Wisconsin office in formulating program goals
- 3) Facilitates the evaluation of existing programs and enables individual programs to highlight strengths and weaknesses and formulate future plans, thus maintaining a quality program

The process is as follows:

When your Agency's accreditation is received at the SOWI Headquarters by September 30, the Directors of Field Services and the Regional staff review the information. It is then assessed to determine the status outlined as:

- **Approved:** The rights and responsibilities of training, competition and fund raising in the name of Special Olympics are ones that you and your Agency have earned. The accreditation privileges are assessed on an annual basis. If it should come to our attention that your Agency falls short of the accreditation standards anytime during the year, a provisional status may be assigned.
- **Provisional:** The purpose of provisional accreditation is to cooperatively address those minimum standards which were not met. During the course of this provisional status, the rights and responsibilities of training, competition and fund raising in the name of Special Olympics are ones that you and your Agency may continue to use. However, if all areas of concern are not corrected, you run the risk of losing all allocations and rights.
- **Not Approved:** If the above listed concern(s) are not addressed, all financial accounts will be frozen or closed and allocations for all games attendance will be pulled. A carefully designed action plan will be set by Regional staff and the Directors of Field Services for implementation. Once the action plan is met, full activity may begin again.

A letter will be sent addressing your accreditation status and appropriate steps will be taken by Regional staff to assist you in bringing "provisional" or "not approved" status to "approved" status.

Enlisting and maintaining quality Agencies is a cooperative effort between all levels of the organization for the benefit of the athletes served. If someone is interested in starting a new Agency or an existing Agency is seeking a new manager or to close all together, they should contact their Regional staff as well in advance as is possible. From there, the Directors of Field Services can lend a hand as requested.

SOWI's main priority when an Agency closes, is to do our best to ensure the athletes, families, and volunteers from the Agency may continue their involvement in SOWI if they so choose. In some cases, there are other Agencies close by. For others, the transition process may be delayed while we work to establish an alternative Agency. In the case of the latter (or if no new Agency can be found), all Agency funds and assets may be held for a period of 12 months until the money is absorbed into the alternative Agency or Regional finances and assets.

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Agency Number - Name _____ - _____

ACCREDITATION STANDARDS CHECKLIST

Note: Any Recommended Standard which is slotted to be upgraded to a Required Standard in the near future will include the anticipated change date. Not all Recommended Standards become Required Standards.

A. ADMINISTRATION

Yes	No	Required Standards - Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	1. Agency Registration and Accreditation are completed and submitted before the deadline date. <i>Resource: SOWI Headquarters mail the material directly to the Agency with a stamped return envelope by September 1 of each year to be completed and returned by September 30.</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. Agency Representative attends the Annual Leadership Conference. <i>Resource: Attendance for one Agency designee is free of charge. Cost for others is an allowable Agency Expense.</i>
<input type="checkbox"/>	<input type="checkbox"/>	3. Agency Manager has reviewed and understands the SOWI Agency Manager Handbook. <i>Resource: A hard copy and/or CD Rom of the Agency Manager Handbook is given to each Agency upon initial registration and each fall when updated. It is also available on the website.</i>
<input type="checkbox"/>	<input type="checkbox"/>	4. When signing contracts, the Agency utilizes the Certificate of Insurance according to SOWI guidelines. (Circling N/A indicates the Agency does not sign contracts.) <i>Resource: Agencies do not have to submit contracts to the SOWI Headquarters if they comply with the SOWI guidelines for contracts detailed in the Insurance section of the SOWI Agency Manager Handbook.</i>
N/A		
<input type="checkbox"/>	<input type="checkbox"/>	5. Agency Manager corresponds with Regional and Headquarters as appropriate. <i>Resource: The Regional offices have two staff members and the Headquarters has approximately 20 staff members available during standard business hours, and is set-up with fax, e-mail and 800 numbers to assist the Agency.</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. Agency must follow Special Olympics, Incorporated policies regarding insurance coverage on 15-passenger vans. (Circling N/A indicates Agency does not utilize rented vehicles.) <i>Resource: Information and background regarding the 15-passenger van use is included in the Insurance section of the Agency Manager Handbook.</i>
N/A		

Yes	No	Recommended Standards - Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	7. Agency manager has a management team of two or more members who are responsible for assisting with running the Agency. Please check management team members that are part of your Agency: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Treasurer <input type="checkbox"/> Volunteer Manager <input type="checkbox"/> Fund Raising Manager <input type="checkbox"/> Family Services Manager <input type="checkbox"/> Athlete Medical Records Manager </div> <div style="width: 45%;"> <input type="checkbox"/> Outreach Manager <input type="checkbox"/> Communications Manager <input type="checkbox"/> Athlete Input Council Chair <input type="checkbox"/> Other _____ </div> </div>
<input type="checkbox"/>	<input type="checkbox"/>	8. Agency Management Team meets a minimum of twice per year. <i>Resource: An Agency Management Team overview, complete with general job descriptions, are included in the Agency Management Team section of the Agency Manager Handbook. In addition, Volunteer In-Service Training in a variety of modules (i.e. Designing Volunteer Jobs, Recruitment, Interviewing, Delegation, Tapping into Volunteer Motivation, Supervision, Volunteer Performance Reviews, and Recognition) is available. If you are interested in training, contact your Director of Field Services.</i>
<input type="checkbox"/>	<input type="checkbox"/>	9. Agency understands purpose of SOWI Agency Management Committee and knows how to contact their Region's representative. <i>Resource: The Agency Management Committee members are listed in the front of the Agency Manager Handbook. The purpose of the committee is to serve as a conduit of information between Agencies and SOWI staff.</i>
<input type="checkbox"/>	<input type="checkbox"/>	10. Agency submits at least one nomination for the annual SOWI Awards Recognition Program. <i>Resource: The Volunteer Recognition program is described in the Volunteer Policy section of the Agency Manager Handbook.</i>

B. TRAINING AND VOLUNTEERS

Yes	No	Required Standards - Responses reflect 2010 – 2011 program year activity	
<input type="checkbox"/>	<input type="checkbox"/>	1.	<p>All volunteers (Agency managers, coaches, chaperones, etc.) are registered as Class A volunteers with SOWI according to the SOI volunteer registration policy including completing the Protective Behaviors online training.</p>
<input type="checkbox"/>	<input type="checkbox"/>	2.	<p>All Certified coaches have also viewed the General Orientation. (The General Orientation is recommended for all Class A volunteers.)</p> <p><i>Resource:</i> Class A volunteer Forms are given to each new Agency and are available by calling the Regional office. Class A Volunteer rosters are mailed to the Agency in the <u>Agency Times</u> and are available on the Agency log-in page on the SOWI website. SOWI volunteer policies and procedures are outlined in the Volunteer Policies section of the SOWI Agency Manager Handbook and the General Orientation DVD is available for viewing on the SOWI website.</p>
<input type="checkbox"/>	<input type="checkbox"/>	3.	<p>Class A Volunteers adhere to the Coaches/Volunteer Code of Conduct.</p> <p><i>Resource:</i> The Coaches Code of Conduct and disciplinary steps are outlined in the Volunteer Policies section of the SOWI Agency Manager Handbook.</p>
<input type="checkbox"/>	<input type="checkbox"/>	4.	<p>All training facilities and equipment are safe and there is a first aid kit, athlete emergency contacts and a phone and/or transportation available in case of an emergency.</p> <p><i>Resource:</i> The pink copy of the Application for Participation in Special Olympics, which includes emergency contacts, is mailed to the Agency upon registration. The original Athlete Medical Form and Application for Participation in Special Olympics are kept on file at the Headquarters. The Competition section of the SOWI Agency Manager Handbook contains a section on Injury/Illness Procedures and includes an Accident/Incident form. The Training section includes a training site checklist.</p>
<input type="checkbox"/>	<input type="checkbox"/>	5.	<p>All athletes have a current Special Olympics Application for Participation in Special Olympics Form and Official Special Olympics Release Form filed with SOWI Headquarters, prior to beginning training.</p> <p><i>Resource:</i> Application for Participation in Special Olympics and the Official Special Olympics Release Form deadline dates and instructions are mailed to each new Agency and are available by calling the Region or Headquarters.</p>
<input type="checkbox"/>	<input type="checkbox"/>	6.	<p>Athletes (including Unified Sports® Partners) adhere to the Athlete Code of Conduct.</p> <p><i>Resource:</i> The Athlete Code of Conduct and disciplinary steps are outlined in the Athlete Policies section of the SOWI Agency Manager Handbook. Instructions and extra copies of the Athlete Code of Conduct are contained in the Agency file box materials and available from the Region or Headquarters.</p>
<input type="checkbox"/>	<input type="checkbox"/>	7.	<p>Athletes train a minimum of eight sessions for each sport prior to Regional/District competition. (It is recommended these eight sessions are conducted over eight consecutive weeks.)</p> <p><i>Resource:</i> General training guidelines are outlined in the Training section of the SOWI Agency Manager Handbook. Coach's Guides are on the SOWI website.</p>
<input type="checkbox"/>	<input type="checkbox"/>	8.	<p>Each team advancing to State-level competition has a head coach that is certified in that sport. Likewise, each individual sport that an Agency sends to State-level competition has a head coach certified in that sport. Each team or group of individual athletes is required to have the head coach certified in that sport and each team or group of individual athletes is required to have the head coach in attendance at the games.</p> <p><i>Resource:</i> Head coaches are certified by attending a sports specific Certified Training School (CTS) and completing a minimum of 10 hours of practical coaching experience with Special Olympics athletes. Certified Training Schools, Clinics, Training Camps and Principles of Coaching courses are conducted by the Region and Headquarters and a coaches Re-certification training is available online. SOWI training opportunities are explained in the Training section of the SOWI Agency Manager Handbook and a Coaches' Training Calendar is available on the website. Certification and Recertification forms are available in the Forms for Duplication section of the Agency Manager Handbook.</p>
<input type="checkbox"/>	<input type="checkbox"/>	9.	<p>Agency follows criteria for Athlete Advancement to next competition level as outlined in the Competition section of the Agency Manager Handbook.</p> <p><i>Resource:</i> Criteria for Advancement are listed in the Competition section of the Agency Manager Handbook.</p>
<input type="checkbox"/>	<input type="checkbox"/>	10.	<p>Agency adheres to the SOI Policy Regarding Volunteer and Staff Dating Special Olympics Athletes.</p> <p><i>Resource:</i> The SOI Policy Regarding Volunteer and Staff Dating Special Olympics Athletes and Frequently Asked Questions are included in the Volunteer Policies section of the Agency Manager Handbook.</p>

B. TRAINING AND VOLUNTEERS (CONTINUED)

Yes	No	Recommended Standards - Responses reflect 2010– 2011 program year activity	
<input type="checkbox"/>	<input type="checkbox"/>	11.	<p>One coach per sport offered by the Agency has completed the Principles of Coaching training by December 31, 2014.</p> <p><i>Resource: The Training section of the SOWI Agency Manager Handbook.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	12.	<p>One coach per sport offered by the Agency has completed the Coaching Special Olympics Athletes training by December 31, 2014.</p> <p><i>Resource: The Training section of the SOWI Agency Manager Handbook.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	13.	<p>Agency conducts a minimum of one meeting annually for athletes, families and volunteers, at which time the Agency's procedures and philosophy are outlined, athlete medical information is updated and the Coaches, Athlete and Spectator Codes of Conduct are reviewed, signed, and retained in the Agency files. (May choose to review and sign the Codes of Conduct at the beginning of each sports season with applicable athletes and coaches.)</p> <p><i>Resource: Sample Agency meeting agendas and expectation are available on the SOWI website.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	14.	<p>A head coach is designated for each sport in which training is offered.</p> <p><i>Resource: Agencies may find sport specific sections on the SOWI website, request a hard copy from the Headquarters office or CD Rom of the Agency Manager Handbook containing the Competition section to distribute to each head coach.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	15.	<p>All coaches are certified by being Class A registered volunteers, attending a sports-specific Certified Training School (CTS) and completing a minimum of 10 hours of practical coaching experience with Special Olympics athletes.</p> <p><i>Resource: Certified Training Schools and Training Camps and are conducted by the Regional and offices. SOWI training opportunities are explained in the Training section of the SOWI Agency Manager Handbook and a Coaches' Training Calendar is available on the website.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	16.	<p>Agency offers at least one "formal" volunteer recruitment effort. (Circling N/A indicates volunteers are not needed.)</p> <p><i>Resource: Volunteer In-Service training in a variety of modules (i.e. Designing Volunteer Jobs, Recruitment, Interviewing, Delegation, Tapping into Volunteer Motivation, Volunteer Performance Review, and Recognition) is available. If you are interested in training, contact your Regional office.</i></p>
N/A			
<input type="checkbox"/>	<input type="checkbox"/>	17.	<p>Athletes have an opportunity to train in at least two sports per year.</p> <p><i>Resource: The Competition section of the SOWI Agency Manager Handbook contains guidelines for appropriate Sports/Event selection for athletes.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	18.	<p>Agency brings athlete medical information or photo copy of the most current SOWI medical form to all SOWI trainings and competitions. This information is to be provided by the coach if the athlete needs medical attention, therefore, it is recommended that coaches and chaperones carry this information at all times while at competitions.</p> <p><i>Resource: A copy of the SOWI athlete medical form is mailed to the Agency whenever SOWI receives a new form. Sample medication forms are included in the Athlete section of the Agency Manager Handbook. You can also use the Athlete Medical Information form found in the Forms for Duplication section.</i></p>

C. COMPETITION

Yes	No	Required Standards - Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Agency possesses, understands and utilizes the Competition section of the SOWI Agency Manager Handbook.</p> <p><i>Resource: The SOWI Agency Manager Handbook is given to each Agency upon initial registration, annually at the Agency meeting and available via the SOWI website.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Athletes adhere to Sports Rules and competition policies.</p> <p><i>Resource: SOWI competition officials are trained to ensure sports rules are enforced fairly. The process for filing protests at events and disqualifications are included in the Competition section of the SOWI Agency Manager Handbook. The competition policies for State events are included in the Coaches Handbook for each competition.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Coaches adhere to Sports Rules and competition policies.</p> <p><i>Resource: SOWI competition officials are trained to ensure sports rules are enforced fairly. The process for filing protests at events and disqualifications are included in the Competition section of the SOWI Agency Manager Handbook. The competition policies for State events are included in the Coaches Handbook for each competition.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. For team sports, Agency submits Intent to Play forms for team sports to their Region office by the deadline date.</p> <p><i>Resource: An Intent to Play Form and deadline dates are included in the Competition section of the SOWI Agency Manager Handbook. SOWI recommends completing all Intent Forms at beginning of the program year.</i></p>
N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Agency submits Games Entry Forms correctly and by the deadline dates. The Agency must be in good financial standing before State Games Entry Forms will be accepted.</p> <p><i>Resource: All Games Entry Forms for each level of competition and deadline dates are published in the Competition section of the SOWI Agency Manager Handbook.</i></p>

Yes	No	Recommended Standards – Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Athletes have the opportunity to participate in a minimum of one level of competition for each sport in-which they train.</p> <p><i>Resource: SOWI offers competition at the Regional/District, and State level in all of the sports SOWI offers. Sectional competition is offered in Bowling and Basketball. Regional/District and Sectional competition are typically free of charge.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. Agency understands and utilizes the National Governing Body (NGB) rules for each sport in-which they train.</p> <p><i>Resource: In most cases, the most important NGB rules are included in the Competition section of the SOWI Agency Manager Handbook and on the SOWI and/or SOI website.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>8. Agency hosts a multi-Agency competition.</p> <p><i>Resource: A limited number of SOWI Competition Grants of up to \$500 are available for Agencies who host a multi-Agency team or individual competition. Details are outlined in the Competition section of the SOWI Agency Manager Handbook. The Competition Grant form can be found in the Forms for Duplications with specific instructions.</i></p>

D. FINANCE

Waukesha County Agencies in the umbrella group may check here and skip the finance section.

Yes	No	Required Standards - Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. The money the Agency raises /receives in the name of Special Olympics is spent in the name of Special Olympics and is accounted for through the annual SOWI audit.</p> <p><input type="checkbox"/> Agency has funds accounted for in-house at SOWI. All Agencies who raise money in the name of Special Olympics Wisconsin must have an in-house account with Special Olympics Wisconsin by October 31, 2011 or the Agency will not be accredited for the 2011-2012 program year.</p> <p><input type="checkbox"/> Agency does not raise/receive money in the name of Special Olympics</p> <p><i>Resource: All SOWI Financial Policies and Procedures are outlined in the Finance section of the SOWI Agency Manager Handbook.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Agency Inventory of Assets is completed and submitted with the Agency Accreditation.</p> <p><i>Resource: Agency Inventory of Assets Form is included in the Accreditation packet due Sept. 30.</i></p>
The following questions are only for Agencies who raise money in the name of Special Olympics Wisconsin and subsequently have in-house accounts:		
<input type="checkbox"/>	<input type="checkbox"/>	<p>3.* Agency followed procedures for petty cash, payables and deposits</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4.* Invoice Approval Form is signed by the Agency Manager and one other member of the Agency Management Team who are Class A volunteers without financial restrictions and are not family members of each other.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>5.* Agency submits proper documents for all financial transactions.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Agency utilizes the Tax Exempt Number ES12517 and In-Kind Receipt.</p> <p><i>Resource: All financial forms and policies are outlined in the Finance section of the SOWI Agency Manager Handbook. In kind forms are available in the Forms for Duplication section or the Headquarters.</i></p> <p><i>*Resource (for #3-#5): See In-House Finance Account section of the Finance section in the Agency Manger Handbook for forms.</i></p>
Yes	No	Recommended Standards – Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Agency Management Team collaborates to create a yearly budget.</p> <p><i>Resource: Agency secure log-in page on SOWI website for sample budget under Best Practices.</i></p>

E. FUNDRAISING

Waukesha County Agencies may check here and skip the fund raising section.

Yes	No	Required Standards - Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Agency <u>does not</u> deny athletes participation based on economic circumstance. (Checking “No” indicates your Agency denies athletes because of economic circumstance.)</p> <p>SOWI understands Agencies may ask their athletes to help fund the program if they can afford it. Please indicate which types of items athletes help fund.</p> <p><input type="checkbox"/> Facility Rental (i.e., bowling lane fees, gym rental, etc.)</p> <p><input type="checkbox"/> Equipment (i.e., basketballs, bats, etc.)</p> <p><input type="checkbox"/> Uniforms</p> <p><input type="checkbox"/> Transportation</p> <p><input type="checkbox"/> State Games Fees</p> <p><input type="checkbox"/> Other _____</p> <p><i>Resource: SOWI is looking to improve in this area depending on need.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Agency is free of debt.</p> <p><i>Resource: A listing of actual fund raisers and suggestions are included in the Fund Raising section of the SOWI Agency Manager Handbook. SOWI Headquarters coordinates statewide fund raisers in which Agencies may participate and earn a percentage of profits.</i></p>

The following three questions are only for Agencies who conduct fund raisers in the name of Special Olympics Wisconsin:

<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Agency adheres to the SOWI and SOI fund-raising policies.</p> <p><i>Resource: Fund raising policies and forms are published in the Fund Raising section of the SOWI Agency Manager Handbook.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Agency submits a Fund Raising Application to the Regional office prior to any Agency fundraising event and/or if a sponsor is conducting a fund raiser utilizing the SOWI name and logo.</p> <p><i>Resource: Fund Raising Application Forms are published in the Fund Raising section of the SOWI Agency Manager Handbook and are to be completed and submitted to the Regional office for all fund raisers 30-60 days prior to the event.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Agency understands and adheres to the raffle requirements. (Circling N/A indicates Agency does not conduct raffles.)</p> <p style="margin-left: 20px;">N/A</p> <p><i>Resource: Raffle Requirements are published in the Fund Raising section of the SOWI Agency Manager Handbook.</i></p>

Yes	No	Recommended Standards – Responses reflect 2010 - 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Agency participates in state-sponsored fund raising events, many of which offer Agency rebates.</p> <p style="margin-left: 20px;">N/A</p> <p><i>Resource: A listing of actual fund raisers and suggestions are included in the Fund Raising section of the SOWI Agency Manager Handbook. SOWI Headquarters coordinates statewide fund raisers in which Agencies may participate and earn a percentage of profits.</i></p>

F. PUBLIC RELATIONS

		Required Standards – Responses reflect 2010 – 2011 program year activity
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Agency-official materials (i.e., stationary, event programs, newsletters, etc.) use the required graphic standards layout as outlined by SOI. (Circling N/A indicates Agency has no official materials.)</p> <p>Resource: <i>The Official Special Olympics Logo and Basic Graphic Standards are outlined in the Communications & Public Relations section of the Agency Manager Handbook. Details for printed materials and an order form are included in the handbook. Agencies may call the Headquarters for copies of the logo or download it from the SOWI website.</i></p> <p><i>Please note: SOWI's preferred provider for stationary is AlphaGraphics. They have the correct layout for all stationary recommended by Special Olympics Incorporated's current standards.</i></p>
N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Agency regularly communicates information to athletes, families, volunteers and sponsors. (The use of written communication is encouraged for all Agencies.)</p> <p><input type="checkbox"/> Agency sends mailed or emailed communication</p> <p>How often:</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Each sports season</p> <p><input type="checkbox"/> Agency sends no mailed or emailed communication (phone or word of mouth only)</p> <p>Resource: <i>All registered athletes' families, registered volunteers and sponsors with emails receive the emailed <u>Teammates</u> newsletter and each Agency receives the <u>Agency Times</u>. Regional offices send a monthly memo to Agency managers. Enclosures may be duplicated and information paraphrased for Agency distribution.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Agency has read and understands the SOWI Crisis Communication Plan.</p> <p>Resource: <i>The SOWI Crisis Communication Plan is included in the Communications & Public Relations section of the Agency Manager Handbook.</i></p>
		Recommended Standards – Responses reflect 2010 – 2011 program year activity
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Agency has established relationships with T.V., radio and newspapers to publicize Agency activities.</p> <p>Resource: <i>Sample press releases are included in the Communications and Public Relations section of the SOWI Agency Manager Handbook. More are available upon request to the Headquarters office.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Agency flag or banner has the current Special Olympics logo. (Circling N/A indicates Agency has no banner.) When ordering new materials, standards must be met.</p> <p>Resource: <i>SOWI has a preferred provider relationship for banners. Details and order form are included in the pocket of the Agency Manager Handbook.</i></p>
N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Agency uniforms have the current Special Olympics logo. (Circling N/A indicates uniforms don't contain the Special Olympics logo.) When ordering new materials, standards must be met.</p> <p>Resource: <i>Specific logo usage is outlined in the Communications and Public Relations section of the Agency Manager Handbook. SOWI graphic standards are included in the Agency Manager Handbook and the logo can be downloaded from the SOWI website. The Headquarters office will review any potential uniform designs upon request.</i></p>
N/A		

G. OUTREACH

Yes	No	Required Standards – Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Agency does <u>not</u> discriminate on the basis of race, gender, religion, nationality, origin or political philosophy. (Checking “No” indicates your Agency discriminates.)</p> <p><i>Resource: SOI General Rules.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Agency responds in a timely manner with appropriate materials for anyone requesting information.</p> <p><input type="checkbox"/> If Agency has reached its full capacity, check here. (If any Agency has reached its full capacity and cannot accept more athletes, the Agency refers the individual to the Region office.)</p> <p><i>Resource: All contacts to the Headquarters are referred to the Region which are then assessed and referred to the appropriate Agency in a timely manner (two weeks). The Statement of Eligibility and sample recruitment letters are published in the Athlete Policies and Outreach sections (respectively) of the SOWI Agency Manager Handbook. Families Handbooks are available from the Headquarters office for new families.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Agency is aware of Youth Initiatives including Project UNIFY®, Young Athletes™ Program (YAP), Get Into It and more.</p> <p><i>Resource: Details on all youth initiatives are included in the Outreach Initiatives section of the Agency Manager Handbook.</i></p>

Yes	No	Recommended Standards – Responses reflect 2010 – 2011 program year activity
<input type="checkbox"/> N/A	<input type="checkbox"/>	<p>3. Agency identifies sources of potential athletes within the local community and proactively offers them the opportunity to be involved. (Circling N/A indicates the Agency serves a specific audience and it is not logical to expand to outside entities.)</p> <p><i>Resource: Outreach Options, Sample letters for potential athletes, the Statement of Eligibility and general information brochures are included in the Outreach and Athlete Policies sections (respectively) of the SOWI Agency Manager Handbook.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Agency promotes SOWI programs which include athletes and peers partners without disabilities.</p> <p><i>Resource: The Young Athletes™ Program, Special Olympics Get Into It, Partners Club®, Special Olympics Unified Sports®, and School Sports Partnerships are outreach programs designed to reach athletes with and without disabilities and are outlined in the Outreach section of the SOWI Agency Manager Handbook.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Agency makes effort to retain athletes who are moving or transitioning between Agencies by contacting the Region office or referring them to another local Agency.</p> <p><i>Resource: Agencies and Regional contact information is listed in the SOWI Agency and Staff Directory.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Agency ensures athletes have opportunity to attend disciplines of the Healthy Athletes Initiative (HAI) on a regular basis.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. Agency is informing their parents about Healthy Athletes disciplines and/or making parents aware athletes can attend Healthy Athletes at State games without being registered for that State games.</p> <p><i>Resource: HAI information is included in the Outreach section of the Agency Manager Handbook.</i></p>

H. ATHLETE LEADERSHIP PROGRAMS (ALPs)

Yes No

Required Standards – Responses reflect 2010 – 2011 program year activity

1. Agency is aware of ALPs, and, if appropriate, places athletes in a position of leadership at the Agency level.

Resource: Athlete Leadership Programs (ALPs) is an SOI initiative which facilitates athlete involvement in leadership positions and is described in the ALPs section of the Agency Manager Handbook. SOWI staff can provide options for athletes who wish to serve on committees, council's, evaluation teams or serve as Global Messengers. A general ALPs brochure is available from the Regional or Headquarters or on the SOWI website, and is included as a pocket insert in the Agency Manager Handbook.

Yes No

Recommended Standards – Responses reflect 2010 – 2011 program year activity

If you have athletes in these roles, please list name and check all roles that apply:

Athlete Name	Agency Management Team Member	Local Coach (Must be 18)	Took the Polar Plunge	Fund Raise	Local Athlete Input Council	Public Speaking	Other - explain: (i.e. outreach, mentor to other athletes, write newsletter articles, social media for Agency, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Agency has trained Global Messenger in their Agency.

Resource: Global Messenger workshops are offered periodically and a description of the program is published in the ALPs section of the SOWI Agency Manager Handbook.

3. Agency recommends athletes for positions with Regional and Headquarters office, and passes all information regarding ALPs to athletes within their Agency.

Resources: SOWI continuously recruits athletes to serve in meaningful leadership roles other than, or in addition to, that of "competitor". Please list names of interested athletes by the positions listed.

4. Agency understands the purpose of the SOWI Athlete Input Council and knows how to contact their Region representative.

Resources: The Athlete Input Council members are listed in the ALPs section of the Agency Manager Handbook. "The Mission of the SOWI Athlete Input Council is to work together to support SOWI athletes, coaches, family, friends, volunteers, and staff by gathering information, ideas and options of SOWI athletes and sharing that information with SOWI by putting it in writing so that we all understand and communicate to all involved in SOWI."

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