

I. INTRODUCTION

The Special Olympic Wyoming Event Management Supplement is meant to provide volunteer leaders like you with information and materials to support your efforts in coordinating a successful Special Olympics event.

The organization does encourage all Event Management Teams to take advantage of training opportunities provided annually by Special Olympics Wyoming or to set up a training session for your specific team by Special Olympics Wyoming at (307) 235-3062.

A large amount of material is included in the supplement. This is an effort to compile 30 plus years of policies, practices and forms in one comprehensive document. Please call or e-mail us with any corrections, additions, or suggestions that should be made to the next issue. We plan to revise this manual every other year.

While much of the procedural information you need to operate your event can be found in this supplement it cannot replace person-to-person communication. Please contact any staff member with a question or a suggestion at any time.

This supplement is being distributed to Games Management Team Committee Members and Area Games Directors. Please remember that all of us have the responsibility to distribute pertinent information to people in the organization who will benefit from it.

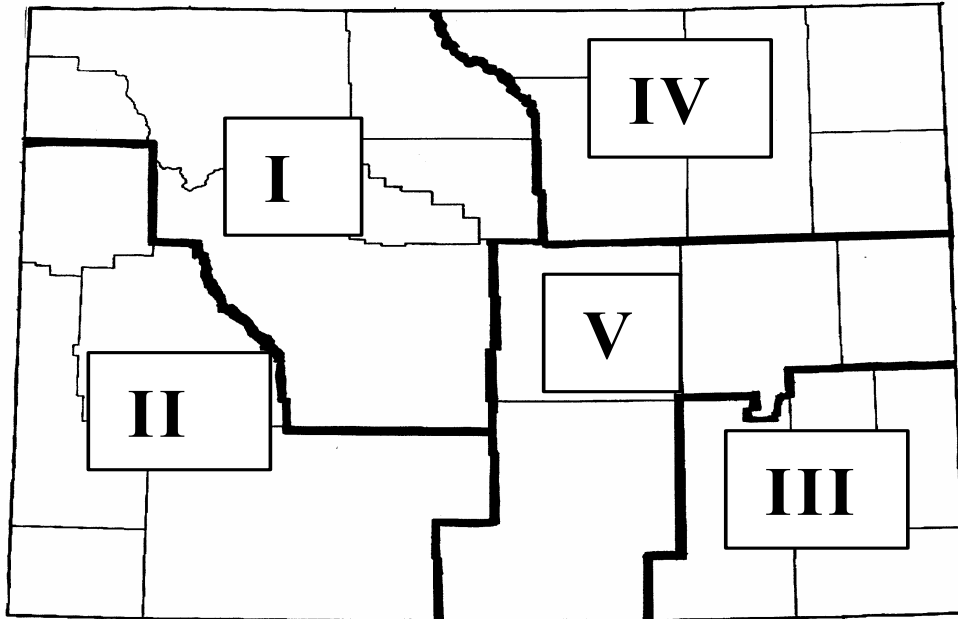
All material in this Manual can be sent to you electronically. If you would like to distribute the Manual or sections of it to members of your management team please contact Special Olympics Wyoming.

Thank you for your attention and continued involvement.

Mission Statement

THE MISSION OF SPECIAL OLYMPICS IS TO PROVIDE YEAR-ROUND SPORTS TRAINING AND COMPETITION IN A VARIETY OF OLYMPIC TYPE SPORTS FOR CHILDREN AND ADULTS WITH INTELLECTUAL DISABILITIES, GIVING THEM CONTINUING OPPORTUNITIES TO DEVELOP PHYSICAL FITNESS, DEMONSTRATE COURAGE, EXPERIENCE JOY, AND PARTICIPATE IN THE SHARING OF GIFTS, SKILLS AND FRIENDSHIP WITH THEIR FAMILIES, OTHER SPECIAL OLYMPICS ATHLETES AND THE COMMUNITY.

B. Areas



**Statement of Purpose for SPECIAL OLYMPICS WYOMING's
Areas, Area Management Teams and their Development**

Special Olympics Wyoming believes that support services should be provided as close to local Special Olympics programs as possible. To accomplish that Special Olympics Wyoming Areas have been developed. A Special Olympics Area is one of five geographic areas of the state, established to increase the level of service and resources available to local programs within that Area.

The goal of the Area is to assure the following is accomplished:

- Provide the opportunity for preliminary competition prior to every state event.
- Provide training opportunities for volunteers and athlete leaders.
- Establish a continuing funding source to sustain the activities for the Area and local programs.
- Provide financial planning and budgeting for local programs.

Areas & Counties Served

Area Directors

Area I	Northwest Wyoming Park, Big Horn, Hot Springs Washakie and Fremont	Lauren Stocchetti 65 Lane 19H Cody, WY 82414 (307) 527-7540 db8ranch@wavecom.net
Area II	Southwest Wyoming Teton, Sublette, Lincoln, Uinta and Sweetwater	
Area III	Southeast Wyoming Albany, Laramie, Platte and Goshen	Sheila Luna 11412 Stewart Ave. Cheyenne, WY 82009-9805 w (307) 771-2671 h (307) 635-7594 lunas@laramie1.k12.wy.us
Area IV	Northeast Wyoming Sheridan, Johnson, Crook Campbell and Weston	Anita Badgett 1330 Gage Place Sheridan, WY 82801 w (307) 672-2816 h (307) 672-6566 anitab@esgw.org
Area V	Central Wyoming Carbon, Natrona, Converse & Niobrara	Robert Peterson 3440 East 19th Casper, WY 82609 (307) 267-7224 fax (307) 266-2032 robertpoo@bresnan.com

C. SPECIAL OLYMPICS WYOMING EVENT SCHEDULE

📣 - Training

😊 Other event/activity

💰 Fundraising

🏆 State Competition 🏆 Area Competition

January

- 🏆 Area Winter Games
- 💰 Jackalope Jumps

February

- 💰 Jackalope Jumps
- 🏆 Winter Games
 - Alpine Skiing
 - Cross Country Skiing
 - Snowshoeing
 - Snowboarding

March

- 💰 Jackalope Jumps
- 📣 Summer Sports Coaches Training
- 🏆 Motor Activities Training Program (MATP) Challenge Day

April

- 🏆 Area Summer Games

May

- 🏆 Summer Games
 - Basketball
 - Gymnastics
 - Powerlifting
 - Athletics
 - Aquatics
- 💰 Law Enforcement Torch Run

June

- 📣 Unified Sports Golf Clinics
- 😊 Global Messenger Training

July

- 📣 Fall Sports Coaches Training

August

- 🏆 Unified Sports® Golf Tournament
- 🏆 G. Michael Perry Softball Tournament

September

- 💰 Truck Convoy
- 🏆 Area Fall Tournaments

October

- 🏆 Fall Tournament
 - Equestrian
 - Bowling
 - Cycling
 - Soccer

November

December

- 💰 Festival of Trees
- 📣 Winter Sports Coaches Training
- 😊 Prepare for next year

D. SPECIAL OLYMPICS WYOMING STAFF ROLES AND RESPONSIBILITIES

Special Olympics Wyoming
232 East 2nd St
Casper, WY 82601
(307) 235-3062 (outside of Casper 800-735-8345)
Fax (307) 235-3063
www.specialolympicswy.org

Staff

The staff of Special Olympics Wyoming recognizes and values the work volunteers provide in hosting and managing events. Following is a list of staff that can help you with additional resources.

The Director of Competition and Training is your primary contact for State level games and competition questions while the **Director of Field Services** is your primary contact for Area Games.

Shane Kiesner, Director of Competition & Training

skiesner@specialolympicswy.org

- Sports training information
- Games Management Software (GMS)
- Sports competition information

Steve Nelson, Director of Field Services

snelson@specialolympicswy.org

- Volunteer information & support
- Volunteer recruitment

Erin Gamroth, Director of Special Events & PR

egamroth@specialolympicswy.org

- Working with the media
- News releases
- Fundraising ideas and opportunities to support your event

Additional Staff Includes:

Priscilla Dowse, President/CEO
Terry Hart, Office Administrator
Allison Perry, Receptionist

pdowse@specialolympicswy.org
thart@specialolympicswy.org
aperry@specialolympicswy.org

Games Management Team

Please send a copy of any correspondence you send out to local programs to the Special Olympics Wyoming office. This will help in answering questions directed to our office and allow us to compile a resource of best practices.

Thank you

You have taken on an important task and Special Olympics Wyoming is grateful for your time and energy. We encourage you to utilize the staff listed on this page as a resource and as a network of support.

