

## II. ADMINISTRATION

### E. Registration

required    recommended    optional

Staff Liaison: Shane Kiesner [skiesner@specialolympicswy.org](mailto:skiesner@specialolympicswy.org)

Best Practices/Other Resources:

Information for Area Events can and should be included when state event registration information is distributed.

#### Time Frame

8-10 weeks out

Registration Materials sent

2-3 weeks out

Registration due from participating programs

1 week out

Confirmation of registration returned to participating programs

Event

### FAQ's

- How will I know if all the registration is in?

*Special Olympics has a list of all the local programs for each area and a history of who has participated in previous Area events or the state event in the past. Touch base with the Area Director or Director of Field Services.*

- What should be included at the on-site registration?

- Program or days schedule
- Meal plan
- Most recent Computer print-out
- Medical status report
- Any athlete/coach memento that is being given out

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### F. Program

required    recommended    optional

Staff Liaison: Steve Nelson [snelson@specialolympicswy.org](mailto:snelson@specialolympicswy.org)

The Program should include the following

- Schedule of events
- List of Athletes and/or Teams
- Management Team
- Donors/Sponsors
- Map
- In-kind donors (including facility hosts)
- Volunteer Group

- How should we copy the program?

*Check with your local school or agency to see if they are willing to copy the program for you. If you are unable to have someone print for you, please be sure to budget.*

- Who should get a program?

*Several copies should be made available for each team, use the programs for volunteers and as part of the thank you's to donors and supporters.*



**COVER SHEET**  
**200\_ \_\_\_\_\_ GAMES**

Local Program: \_\_\_\_\_

Local Program Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #'s      w: \_\_\_\_\_      h: \_\_\_\_\_

                    f: \_\_\_\_\_      c: \_\_\_\_\_

                    email: \_\_\_\_\_      Hotel: \_\_\_\_\_

**ASSESSMENTS**

Number of Athletes: \_\_\_\_\_

Number of Coaches: \_\_\_\_\_

TOTAL: \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_

**Please estimate total number of meals needed (include athletes, coaches, and family):**

Friday, \_\_\_\_\_, 200 -

                    Lunch \_\_\_\_\_      Dinner (Banquet) \_\_\_\_\_

Saturday, \_\_\_\_\_, 200\_

                    Breakfast \_\_\_\_\_      Lunch \_\_\_\_\_

**Any special diet requests?** \_\_\_\_\_

**Please return to:**      **Special Olympics Wyoming Area \_\_\_ Games**

\*\*\*\* DUE \_\_\_\_\_ \*\*\*\*





Two teams per page, make additional copies as needed



\_\_\_\_ Event \_\_\_\_\_ Event

Coaches' Names: \_\_\_\_\_ Local Program(s): \_\_\_\_\_

Competitors Name		Athlete or Unified Sports Partner	Team Name	BSAT Team Score
Last Name	First Name			

**Team Entry Form**

\_\_\_\_ Event \_\_\_\_\_ Event

Coaches' Names: \_\_\_\_\_ Local Program(s): \_\_\_\_\_

Competitors Name		Athlete or Unified Sports Partner	Team Name	BSAT Team Score
Last Name	First Name			

Two Relays per page –  
make additional copies  
as needed



____ Relay ____ Relay ____ Relay ____ Relay	____ Relay ____ Relay ____ Relay
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Coaches' Names:

Local Program(s):

Competitors Name Last Name	Competitors Name First Name	Athlete or Unified Sports Partner	Team Name	Individual Time	Team Time

**Relay Entry Form**

____ Relay ____ Relay ____ Relay ____ Relay	____ Relay ____ Relay ____ Relay
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Coaches' Names:

Local Program(s):

Competitors Name Last Name	Competitors Name First Name	Athlete or Unified Sports Partner	Team Name	Individual Time	Team Time

## II. ADMINISTRATION

F. Evaluation

required    recommended    optional

Staff Liaison: Shane Kiesner [skiesner@specialolympicswy.org](mailto:skiesner@specialolympicswy.org)

Best Practices/Other Resources:

An evaluation is the starting point and the finish point for every event. The process is most effective when a wide variety of perspectives are included.

Special Olympics Wyoming has an evaluation tool for events that recommends a team provide the evaluation through the interview of Management Team members, coaches, athletes, volunteers and anyone else. Please contact Steve if you are planning to put an evaluation team together.

In addition, don't forget a direct request for feedback from participants and your management team.

An evaluation should be upbeat and constructive!!



## 200\_\_ Games Management Team Feedback

Name: \_\_\_\_\_

Committee: \_\_\_\_\_

1. What I want to be sure to do again next year

2. What I want to be sure to avoid next year

3. Management Team ideas, budget ideas, things to consider next year

4. Notes, numbers, random thoughts . . .

Mail or fax to \_\_\_\_\_

The GMT will send a copy of this back to you when we kick-off the planning for the 200\_\_ Games



## SPECIAL OLYMPICS WYOMING AREA GAMES PARTICIPANT EVALUATION

Please take a few minutes to let us know how you felt about this event. Your input and perspective is important as we plan for future events. Please circle your ratings for each section and include written commendations and recommendations also.

<b>Program Registration</b>	needs improvement	acceptable	outstanding
<b>Volunteer Registration</b>	needs improvement	acceptable	outstanding
<b>Awards</b>	needs improvement	acceptable	outstanding
<b>Medical</b>	needs improvement	acceptable	outstanding
<b>Competition</b>	needs improvement	acceptable	outstanding
<b>Meals</b>	needs improvement	acceptable	outstanding
<b>Signs</b>	needs improvement	acceptable	outstanding
<b>General</b>	needs improvement	acceptable	outstanding

**Commendations:**

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**Recommendations:**

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Return to:

\_\_\_\_\_ Fax or email your comments to:

## II. ADMINISTRATION

### G. Computer

required    recommended    optional

Staff Liaison Shane Kiesner [skiesner@specialolympicswy.org](mailto:skiesner@specialolympicswy.org)

Best Practices/Other Resources:

- GMS Manual
- BeSpoke 1-866-244-1187

Special Olympics Wyoming provides a Games Management Software (GMS) program to be used at Area events.

The GMS program provides two functions:

1. Status of participant's paper work (i.e. Application for Participation is complete)
2. Divisioning for competition and heat sheets to conduct events

In addition the system allows for an accurate tracking of athlete participation and will be used for global census.

#### Computer Requirements

GMS in stand alone operation should be installed on a Pentium Class computer meeting these minimum requirements: 133 MHz processor, 64 MB RAM Windows 98, 2000 or ME. GMS will not run on Windows 95.

#### Time Frame

- The GMT should receive an updated disk from Special Olympics Wyoming the week registration is due for their respective event.
- Figure 7-10 minutes for every 10 records. 100 Records will take approximately 1 hour to 1 hour and 15 minutes
- Return Information to Local Programs to review a week out. This allows Coaches to review information and a double check on data entry. Also, when changes are necessary you are working from the same information
- Last minute changes will take anywhere from 1 to 2 hours.
- Depending on the size of the event figure 5 minutes per event of less than 20 participants on up to 20 minutes per event with more competitors
- Enter Results
- Send report to Special Olympics Wyoming (Zipped file as attachment)

## FAQ's

Divisioning – This should be done in conjunction with the Competition Director!!

*This is the area that raises the most questions and is the most vital to the philosophy and success of Special Olympics. Please take a few minutes to read the section on divisioning on page 46. Do the divisioning with the Competition Director so that you can make decisions collaboratively and each understands how and why the competition is divisioned in that manner.*

General guidelines:

1. Respect and dignity for the athlete is of utmost importance
2. Whenever possible a minimum of three athletes should be in each heat
3. Genders should be separated
4. Age groups should be developed and be consistent across the competition (i.e. don't have 8-11 in the 50 meter dash and 8-12 in the 100 meter dash)

- What if there is only one athlete in a division

*They may run the race alone, you must still division them in order to add results later*

- What if I have only one person in one age group but their time is similar to the next age group up?

*You may combine age groups if times are similar – take a minute to look at the age spreads and do what you feel is best for the competitors. If an 8 year old and a 40 year old have similar times in the 100 meter run, it may be in the best interest of both of those athletes to run a separate race.*

- What if I have only one male/female but their time is similar to the remaining participants?

*You may combine gender if times are similar – take a minute to look at the spreads and do what you feel is best for the competitor. Age may make a difference, the particular event may make a difference and it may be in the best interest of both of those athletes to run a separate race. Remember that Shotput cannot be gender-combined because of the size of the shotput.*

- What if the athlete or Unified Sports partner is not in the data base?

*First, check to be sure they are not listed under another team or the spelling is different. Then you may add them, but when you return information please be sure to notify the Local Program that the athlete will be scratched if a current Application for Participation (medical) and release aren't provided.*

### **Area Computer Operators**

**Contact Jill or Steve on how to get in contact with those listed below**

Area I	Carol Strohecker
Area II	
Area III	Marty Luna
Area IV	Anita Badgett
Area V	Robert Peterson