

**Special  
Olympics  
Wyoming**



## **Local Coordinator Guide**

This guide will answer all your questions about being a Local Coordinator, and will expand on how to get a new program started, and how to keep existing programs running smoothly.

### **Special Olympics Wyoming**

Mission statement: The mission of Special Olympics Wyoming is to provide year-round sports training and athletic 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 a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

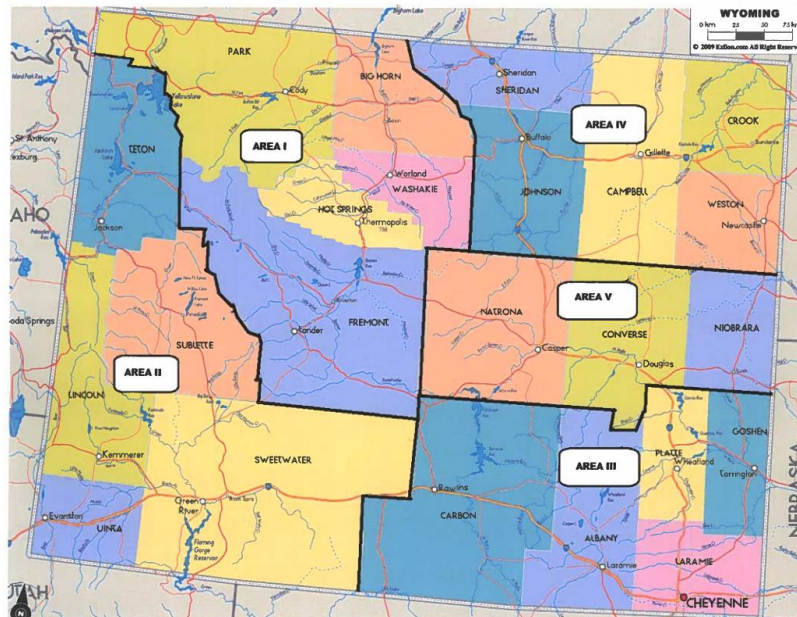
Special Olympics Wyoming provides a year-round program of sports training and athletic competition for children and adults with intellectual disabilities. In Wyoming, more than 1,600 athletes take part in the program that involves the services of more than 1,000 volunteers. Wyoming became involved in Special Olympics in 1972 when the first Wyoming Special Olympics Summer Games were held at Natrona County High School. The first Winter Games were held in Jackson six years later, in 1978. Sports training and competition are offered in 15 sports. Athletes train and compete in the sport(s) of their choice on a seasonal basis. Our seasons are winter, summer, summer sports classic, and fall.

### **What does a Local Coordinator do?**

A Local Program can be a whole town, a school, or an agency-specific team. The Local Coordinator will coordinate all aspects of Special Olympics Wyoming program opportunities within a specific Local Program. The primary focus of the local program is sports training, athlete

recruitment, family services, volunteers, and fundraising. If starting a new program, work with schools and other services providers to distribute information regarding Special Olympics. For existing programs, follow-up with athletes and their families to assure continued participation. Work with those entities that provide services to individuals with intellectual disabilities so that potential athletes and their families can access the program.

Special Olympics Wyoming is broken up into 5 different areas. Each area has an Area Director who is responsible for putting together Area Games, and also is there to support the Local Coordinators. See map below to find your Area:



All 5 areas will each have a competition for each season. After all area games are complete, competition then moves up to the state level.

All information needed can be found at our website: <https://sowy.org/>

### **Local Coordinator Duties**

Local coordinators are volunteers that manage a program, such as a schools program or a masters program of adults in a town.

1. Oversee your team/program
  - Recruit coaches, athletes, Unified Partners, and volunteers

- Keep all these people up to date on the correct paperwork
    - Athletes: Athlete Consent, Communicable Diseases Waiver, Athlete Medical <https://sowy.org/resources/athlete-registration>
    - Unified Partner: Class A Volunteer, Communicable Diseases Waiver <https://sowy.org/programs/become-a-unified-sports-partner>
    - Coaches: Class A, Communicable Diseases Waiver, General Session, Concussion Training, Protective Behaviors <https://sowy.org/programs/become-a-coach>
  - Communicate with the team about each season (before and during)
    - Winter: Alpine Skiing, Snowboarding, Snowshoeing, Cross Country Skiing. November to late February/early March
    - Summer: Swimming, Athletics, Basketball, Powerlifting. March-May
    - Summer Sports Classic: Golf, Bowling, Cycling, Bocce, Softball. June-August
    - Fall: Bowling, Cycling, Soccer, Bocce. August-October
- Area Games take place 2-3 weeks before State Games. This does not include Summer Sports Classic

2. Communicate with the Area Director and utilize them as a resource. Area Directors will help you with training and will be the point of contact between your local program and the state office. The Area Director will also help with registration for Area and State games. Season packets with all the information on what sports are going on and when they will take place will be given by the Area Director as well.

Area I: Katy Britain: [Area1@specialolympicswy.org](mailto:Area1@specialolympicswy.org) (307) 899-2638

Area II: Kirklin Carroll-Vincent: [Area2@specialolympicswy.org](mailto:Area2@specialolympicswy.org) (307)871-1525

Area III: Marsha Dial: [area3@specialolympicswy.org](mailto:area3@specialolympicswy.org) (307) 371-7738

Area IV: Carrie Pilcher: [AreaIV@specialolympicswy.org](mailto:AreaIV@specialolympicswy.org) (307) 751-0539

Area V: Barb Flinn: [Area5@specialolympicswy.org](mailto:Area5@specialolympicswy.org) (307) 215-4054

3. Oversee training and competition for your team throughout the year
- Set up training space
  - Work with coaches to set dates and times for sports

- Communicate training days/times for each sport offered
- Register for area competition and plan transportation/meals for that day
- Register for state competition and plan transportation/meals/hotels for that trip

#### 4. Manage your team's budget

- The Local Coordinator works closely with the state office to understand how much money is in their local account
- The Local Coordinator will create a budget to understand how much money is needed for their team for the year for uniforms, equipment, travel, hotels, meals, and assessment fees for area and state games.
- The Local Coordinator works with their Area Director and the state office to make sure they are implementing an appropriate amount of fundraising to cover their teams needs

#### 5. Oversee fundraising for your team

- At the beginning stages of fundraising, please make sure you fill out our Fundraising Notification form <https://sowy.org/fundraising-notification-form> or contact Madi Miller, our Vice President of Development, [development@specialolympicswy.org](mailto:development@specialolympicswy.org), (307)235-3062.
- For Jackalope Jump please contact Cathy Bisiar, our Director of Law Enforcement Torch Run, [LETR@specialolympicswy.org](mailto:LETR@specialolympicswy.org), (307)235-3062.
- There are many options for fundraising throughout the year to ensure that your team/program can train, attend competitions (travel, food, hotels), and have uniforms.
  - Spaghetti dinner
  - Car wash
  - Bake sale
  - Raffle

## **Special Olympics Wyoming Policies**

### **Recreational Swimming Policy:**

The SOWY Recreational Swimming Policy prohibits recreational swimming at any time while teams are under the umbrella of Special Olympics Wyoming, including at competitions and events, and travel to/from these events. This policy prohibits swimming or the use of hot tubs while at hotels or other lodging facilities and includes several other scenarios where recreational swimming is not permitted.

<https://sowy.org/resources/news>

### **Team Account Inactivity Policy:**

Accounts with funds raised by Special Olympics Wyoming teams that are inactive for a period of two years will be zeroed out and those funds will be returned to the general fund to support programming for all athletes.

<https://sowy.org/resources/news>

### **Out Of State Competition Policy:**

Prior written permission from the Special Olympics Wyoming President & CEO is required for teams or athletes wishing to compete out of state, and this option is only to be used when SOWY is unable to offer a suitable competition option at the appropriate skill level in an SOWY accredited sport.

<https://sowy.org/resources/news>

**Resources:**

**SOWY Website Homepage**

**SOWY Staff**

**Coaching Resources**

**Special Olympics Terminology**

**SOWY Competition**

**Local Coordinator Resources**

**Become a Coach**

**Become an Athlete**

**Become a Unified Partner**

**Become a Volunteer**

**Fundraising Notification Form**

**Special Olympics North America Website**