



“Let me win
but if I cannot win
Let me be brave
in the attempt”

- Special Olympics athlete oath



2020 PROGRAM GUIDE

Special Olympics
Michigan



***Special
Olympics
Michigan***



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Mission Statement

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all children and adults with intellectual disabilities. Athletes are given continuing opportunities to develop physical fitness and athletic skill, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

Goal of Special Olympics

The ultimate goal of Special Olympics is to help persons with intellectual disabilities participate as productive and respected members of society at large, by offering them a fair opportunity to develop and demonstrate their skills and talents through sports training and competition, and by increasing the public's awareness of their capabilities and needs.

Founding Principles of Special Olympics

The principles on which Special Olympics was founded, and which must continue to guide the operation and expansion of the global Special Olympics movement, include the following:

- People with intellectual disabilities can, with proper instruction and encouragement, enjoy, learn and benefit from participation in individual and team sports. Individual and team sports are adapted as necessary to meet the needs of those with special mental and physical limitations.
- Consistent training under the guidance of qualified coaches, with emphasis on physical conditioning, is essential to the development of sports skills. Competition among those of equal abilities is the most appropriate means of testing these skills, measuring progress, and providing incentives for personal growth.
- Through sports training and competition, people with intellectual disabilities benefit physically, mentally, socially, and spiritually; families are strengthened, and the community at large, both through participation and observation, is united with people with intellectual disabilities in an environment of equality, respect, and acceptance.
- Every person with intellectual disabilities, who meets the eligibility requirements, should have the opportunity to participate in and benefit from the sports training and athletic competition programs offered by Special Olympics.
- Special Olympics must transcend all boundaries of race, gender, religion, national origin, geography, and political philosophy. Along with offering sports training and competition opportunities to all eligible persons with intellectual disabilities in accordance with uniform worldwide standards.
- Special Olympics celebrates and strives to promote the spirit of sportsmanship and a love of participation in sports for its own sake. To that end, Special Olympics aims to provide every athlete with an opportunity to participate in training and competition events which challenge that athlete to his or her fullest potential, regardless of the athlete's level of ability. Special Olympics therefore requires that Special Olympics games and tournaments offer sports and events, which are appropriate for athletes of all levels of ability.
- Special Olympics encourages sports training and competition opportunities at the area and community level (including schools) as a means of reaching the greatest number of eligible athletes.

Vision Statement

Sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities throughout Michigan.

Guiding Values of our Organization

Excellence in programming - we are committed to excellence.

Equal Opportunity, Diversity and Openness

We believe that every SOMI athlete should have the opportunity to participate in training and competition under the most favorable conditions possible, including leadership, facilities, administration, training, coaching, officiating, and all events. We hold to the principle that training programs and competition events are open to all people with intellectual disabilities who are eligible regardless of the degree of their disability.

Health, Well-being and a Quality Athletic Experience

We believe in providing safe venues and appropriate awards ceremonies. We are committed to ensuring that athletes will have health appraisals prior to participating. We will continue to promote the Healthy Athletes® programs and healthy lifestyles.

Sportsmanship and Integrity of Sport

We believe sportsmanship is an important and integral component of the training and competition experience. We are committed to adhering to the integrity of sport and to the “Spirit of Special Olympics”.

Dignity, Self Esteem and Kindness

Our activities reflect the values, standards, traditions, ceremonies, and events embodied in the modern Olympic movement in a spirit of kindness to broaden, enrich, and celebrate the moral and spiritual qualities of persons with intellectual disabilities so as to enhance their dignity and self-esteem.

Family, Volunteer and Community Participation/Culture of Welcome

We value and encourage the involvement of family, volunteers, and the community. We value and greatly appreciate the time and talent of those who are or seek to be involved in running SOMI and our programs. We foster a culture of welcome where volunteers, family members and community feel encouraged to take part in order to create greater opportunities for public understanding of intellectual disabilities.

Board Policy on Regions

The State of Michigan shall be divided into geographic regions to facilitate communications and improve programming.

The region shall meet at the annual conference and other times as necessary.

Up to two representatives shall be elected from each region to serve on the President/CEO’s Advisory Council.

Description of Area Structure

The State of Michigan shall be divided into geographic regions to facilitate communications and improve programming.

The 36 area programs, of Special Olympics Michigan, are grouped into four geographic regions to facilitate communication between common areas of the state and to improve programming within each region.

Each region is assigned a Field Service Staff person.

The regional designations and corresponding areas are:

- **Upper Peninsula:** 1, 35, 36, 38 and 39
- **Northern Region:** 2, 3, 4, 7, 9, 10, 22, 24, 28, 30, 31, 32 and 33
- **Southwest Region:** 5, 6, 8, 11, 12, 16, 17, 18, 19 and 29
- **Southeast Region:** 13, 14, 15, 20, 23, 26, 27 and 34

Representatives from each region are elected to the President’s Advisory Council for a term of two years. Names of elected council members are announced after the annual Leadership Conference. The elected representatives also assist the Field Service Staff with planning for regional meetings and sharing information.

Special Olympics Michigan Area Directors Listing

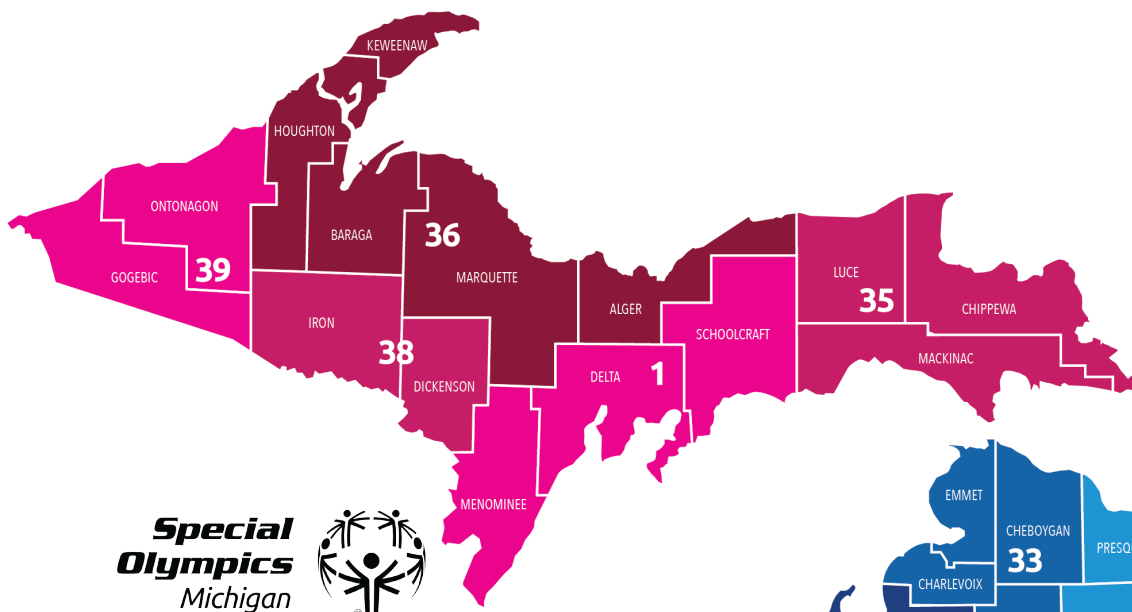
Area	Area Director(s)	Region	Counties/City	Phone	Email
1	Joyce Destrampe	Upper Peninsula	Delta, Menominee, Schoolcraft	(906) 428-3323	area01@somi.org
2	John Casteel	Northern	Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau	(231) 409-5815	area02@somi.org
3	LeeAnn LaRue	Northern	Alcona, Alpena, Montmorency, Presque Isle	(989) 657-4143	area03@somi.org
4	Mike Eva	Northern	Crawford, Ogemaw, Oscoda, Roscommon	(989) 821-9658	area04@somi.org
5	Pat Rosales	Southwest	Mecosta, Newaygo, Oceana, Osceola	(231) 592-4977	area05@somi.org
6	Richard Nostrant	Southwest	Ionia, Montcalm	(616) 788-7616	area06@somi.org
7	Gail Huber Sarah Waite	Northern	Clare, Gladwin, Gratiot, Isabella	(989) 828-6365	area07@somi.org
8	Anne Goudie	Southwest	Eaton, Ingham	(517) 887-1175	area08@somi.org
9	Janelle Miller	Northern	Bay, Arenac	(989) 450-6114	area09@somi.org
10	Eddie Crosby	Northern	Huron, Sanilac, St. Clair, Tuscola	(989) 529-8290	area10@somi.org
11	Nick Olle	Southwest	Barry, Kent	(616) 730-1367	area11@somi.org
12	Mark Dalman	Southwest	Allegan, Muskegon, Ottawa	(616) 312-9906	area12@somi.org
13	Pat Peters	Southeast	Genesee, Lapeer	(810) 232-1313	area13@somi.org
14	Sherry Dick	Southeast	Macomb	(586) 601-7816	area14@somi.org
15	[Vacant]	Southeast	Oakland	(248) 791-3339	area15@somi.org
16	Chris Maynard	Southwest	Calhoun, Kalamazoo	(269) 762-2855	area16@somi.org
17	Tim McDaniel	Southwest	Berrien, Cass, Van Buren	(269) 470-4327	area17@somi.org
18	Mike Houck	Southwest	Branch, St. Joseph	(269) 651-3133	area18@somi.org

Area	Area Director(s)	Region	Counties/City	Phone	Email
19	Juanita Pampuch	Southwest	Jackson	(517) 748-7707	area19@somi.org
20	Jacqueline Flores Kristi Haywood	Southeast	Washtenaw	(734) 707-6212	area20@somi.org
22	Joe Bronz	Northern	Saginaw, Shiawassee	(989) 498-0137	area22@somi.org
23	Susan Campbell	Southeast	Wayne	(734) 347-1715	area23@somi.org
24	Jerry Shangle	Southwest	Lake, Manistee, Mason	(231) 843-4416	area24@somi.org
26	Sarah Jardine	Southeast	Detroit	(313) 288-0229	area26@somi.org
27	Beth Krause	Southeast	Livingston	(810) 632-7727	area27@somi.org
28	Debbie Cornell	Northern	Clinton	(517) 669-7704	area28@somi.org
29	Gary Morrison	Southwest	Hillsdale, Lenawee	(517) 254-4222	area29@somi.org
30	Chris Burns	Northern	Midland	(989) 832-9443	area30@somi.org
31	Carl Diener	Northern	Iosco	(989) 362-6996	area31@somi.org
32	Jackie Clark	Northern	Missaukee, Wexford	(231) 878-1337	area32@somi.org
33	Michelle Schoolcraft	Northern	Charlevoix, Cheboygan, Emmet, Otsego	(231) 238-0480	area33@somi.org
34	Kerry Simmons	Southeast	Monroe	(734) 636-0271	area34@somi.org
35	Al Belleau	Upper Peninsula	Chippewa, Luce, Mackinac	(906) 322-1199	area35@somi.org
36	Pamela Bahrman	Upper Peninsula	Alger, Baraga, Houghton, Keweenaw, Marquette	(906) 869-2403	area36@somi.org
38	Laura Doney	Upper Peninsula	Dickinson, Iron	(906) 282-4787	area38@somi.org
39	[VACANT]	Upper Peninsula	Gegebic, Ontonagon	(989) 774-3769	area39@somi.org

Special Olympics Michigan Staff Listing

Name	Title	Department	Email
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Danielle Arnold	Unified Champion Schools Coordinator	Program	danielle.arnold@somi.org
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Dan Ekonen	Sr. Director of Program Leadership	Program	dan.ekonen@somi.org
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Ted Grossnickle	Development & Events Manager, Southeast	Fundraising & Development	ted.grossnickle@somi.org
Ann Harmon	Administrative Assistant	Administrative	ann.harmon@somi.org
Karla Henson	Office Manager, Area 13	Program	sloan1kj@cmich.edu
Tim Hileman	President & CEO	Administrative	t.hileman@somi.org
Kristie Kigar	Stewardship and Engagement Coordinator	Fundraising & Development	kristie.kigar@somi.org

Name	Title	Department	Email
Nancy Joseph Recknagel	Grant Administrator	Fundraising & Development	nancy.jr@somi.org
Rosalind Mahone	Field Service Coordinator, Southeast	Program	rmahone@somi.org
Grace Maiullo	Manager, Executive Office & Strategic Initiatives	Administrative	grace.maiullo@somi.org
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Bo Parker	Creative Content Manager	Marketing & Communications	bo.parker@somi.org
Krista Paulin	Sr. Director, Development	Fundraising & Development	krista.paulin@somi.org
Nick Picano	Coordinator of Sports & Training	Program	nicholas.picano@somi.org
Jessica Pollins	Field Service Coordinator, Southwest	Program	jessica.pollins@somi.org
Andrea Rachko	Sr. Director, Fundraising/ LETR Liaison	Fundraising & Development	andrea.rachko@somi.org
Jill Riesberg	Executive Office Specialist	Program	jill.riesberg@somi.org
Laura Quist	Gifts Processing and Data Coordinator	Fundraising & Development	laura.quist@somi.org
Kayla Sova	Sr. Development & Events Coordinator	Fundraising & Development	kayla.sova@somi.org
Robbie Waclawski	Special Gifts Manager	Fundraising & Development	robbie.waclawski@somi.org
Joel Warner	Information Systems Manager	Information Systems	joel.warner@cmich.edu
Andy West	Development & Events Coordinator, Southwest	Fundraising & Development	west1ad@cmich.edu
Roger Yob	Chief Financial Officer	Business Operations	yob1ra@cmich.edu



REGION & AREA MAP BY COUNTY

U.P. REGION

- 1 - Delta, Menominee, & Schoolcraft
- 35 - Chippewa, Luce, & Mackinac
- 36 - Alger, Baraga, Houghton, Keweenaw, & Marquette
- 38 - Dickinson & Iron
- 39 - Gogebic & Ontonagon

NORTHERN REGION

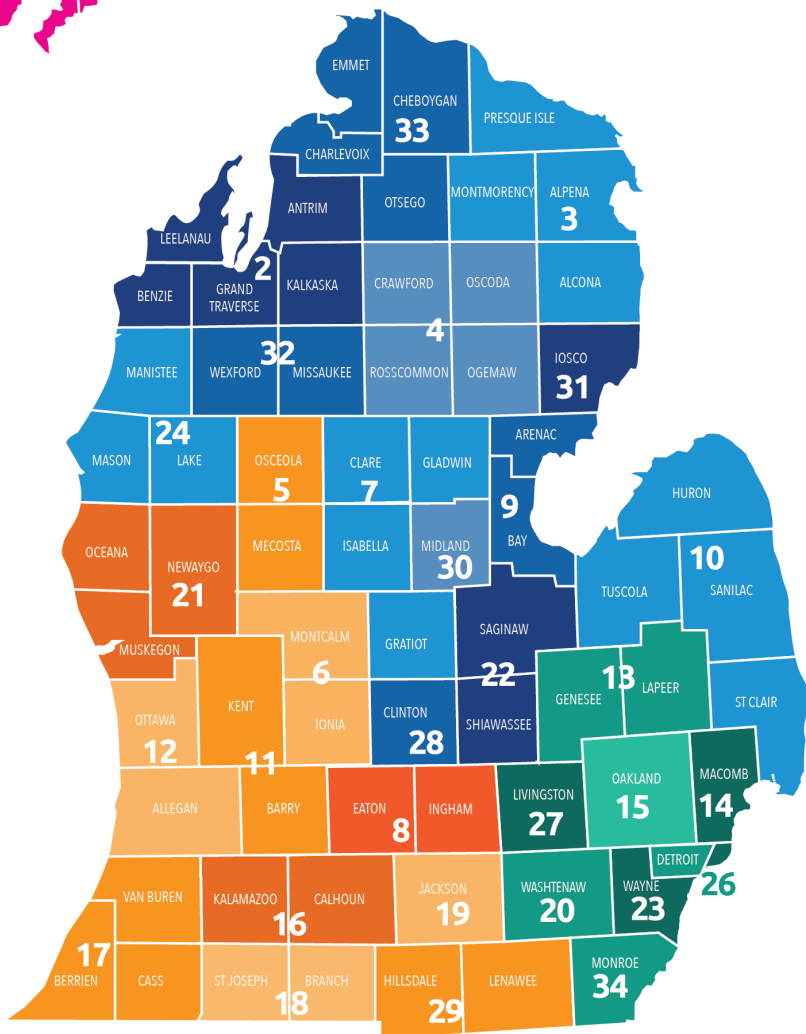
- 2 - Antrim, Benzie, Grand Traverse, Kalkaska, & Leelanau
- 3 - Alcona, Alpena, Montmorency & Presque Isle
- 4 - Crawford, Ogemaw, Oscoda, & Roscommon
- 7 - Clare, Gladwin, Gratiot, & Isabella
- 9 - Arenac & Bay
- 10 - Huron, Sanilac, St. Clair, & Tuscola
- 22 - Saginaw & Shiawassee
- 24 - Lake, Manistee, & Mason
- 28 - Clinton
- 30 - Midland
- 31 - Iosco
- 32 - Missaukee & Wexford
- 33 - Charlevoix, Cheboygan, Emmet, & Otsego

SOUTHWEST REGION

- 5 - Mecosta & Osceola
- 6 - Ionia & Montcalm
- 8 - Eaton & Ingham
- 11 - Barry & Kent
- 12 - Allegan & Ottawa
- 16 - Calhoun & Kalamazoo
- 17 - Berrien, Cass, & Van Buren
- 18 - Branch & St. Joseph
- 19 - Jackson
- 21 - Muskegon, Newaygo, & Oceana
- 29 - Hillsdale & Lenawee

SOUTHEAST REGION

- 13 - Genesee & Lapeer
- 14 - Macomb
- 15 - Oakland
- 20 - Washtenaw
- 23 - Wayne
- 26 - Detroit
- 27 - Livingston
- 34 - Monroe



SOMI Board of Directors

For a list of the Board of Directors, please visit the SOMI website at www.somi.org and click on “About Us” and then “Board of Directors”.

The affairs of Special Olympics Michigan are governed by a Board of Directors, which has ultimate legal responsibility, and ultimate responsibility to Special Olympics, Inc., for the conduct of Special Olympics Michigan. The day-to-day operations of Special Olympics Michigan are managed by the President/CEO who is appointed by the Board of Directors.

Emerging Leaders Advisory Council (ELAC)

In recognition of the need to recruit more young professionals and in alignment with the Strategic Plan, the Board of Directors authorized the creation of an Emerging Leaders Advisory Council.

ELAC Mission

The Special Olympics Emerging Leaders Advisory Council (ELAC) is charged with developing a talented pool of passionate, committed, potential successors for the Board of Directors of Special Olympics Michigan (SOMI).

ELAC Vision

As a group comprised of individuals from various disciplines the ELAC will utilize the professional backgrounds and talents of its membership to enhance the awareness and sustainability of SOMI’s program offerings.

ELAC Driving Force

The ELAC is focused on supporting the mission of SOMI through active partnerships with representatives from higher educational institutions and public school districts.

ELAC Strategic Areas of Focus

Talent:

- Identify and develop candidates for future leadership positions within SOMI
- Empower passionate and committed emerging leaders who value the athlete participants served by the various programs offered through SOMI

Programs:

- Maximize the awareness and sustainability of existing SOMI programs

Athlete Election & Participation Protocol for Board of Directors

Athlete Responsibilities

To ensure that the athlete is prepared to take on this leadership role, the Area Program must nominate an athlete who meets the following criteria. The athlete must:

- be a current or past member (within 5 years) of the Area Program’s Management Team and in good standing;
- have had training in at least one ALPs course as preparation for assuming a leadership position;
- have reviewed the ALPs curriculum “Athletes on Boards”, Part A, to assist in determining if the SOMI Board is a desired position;
- be willing and able to travel independently or can identify a consistent traveling companion at time of nomination;
- be available to attend all SOMI Board meetings and conference calls and SOMI Board Committee meetings and conference calls.

Area Program Responsibilities:

To ensure that the athlete nominated has adequate support at home, and is aware of the commitment made when joining the SOMI Board, prior to nomination of the athlete, the Program must:

- provide the athlete with an overview of the SOMI Board’s mission and goals;
- adequately explain the role and time commitment expected of a SOMI Board member;
- identify support within the athlete’s home community to assist with conference calls or review of SOMI materials;
- be willing to assist with travel logistics for the athlete whenever reasonably feasible;
- provide or assist with identification of financial resources for purposes of traveling;
- review the ALPs “Athletes on Boards and Committees”, Part B, with the Area Program identified support person.

SOMI/Athlete Support System:

To ensure that the athletes nominated will be prepared for their role, the following supports and requirements should be established. SOMI should:

- review the Athlete Leaders curriculum “Athletes on Board and Committee”, Part C;
- assign a SOMI Board member to serve as a “mentor” during meetings and conference calls should the athlete require clarification on a topic;
- assign a SOMI Board Committee member (on the committee the athlete is serving on) to serve as a “mentor” during the committee meetings and conference calls should the athlete require clarification on a topic;
- provide an orientation for the athletes at the beginning of their terms, to include time to meet their mentors;
- identify one individual to serve as the on-site support person for all SOMI Board meetings (to include logistical and communication support);
- limit the traveling companion to only that role, while encouraging the athlete’s Area Program to provide logistical assistance for travel purposes (i.e., accompanying athlete to meetings, rather than an additional individual whenever possible);
- hold athlete accountable for “Athlete Responsibilities” as outlined in Section A of this protocol;
- hold Area Program accountable for “Program Responsibilities” as outlined in Section A of this protocol;
- continuously evaluate the Athlete Election & Participation Protocol.

Board Policy on President/CEO’s Advisory Council

The Board of Directors of Special Olympics Michigan authorizes the President/CEO to establish an advisory council. The purpose of the council is to give advice to the President / CEO of Special Olympics Michigan, Inc. on the program operation.

Privacy Policy

We use our best efforts to respect and protect the privacy of our online visitors. At this time, no part of our site makes use of cookies for user tracking, content customization or any other purpose.

We only gather personally identifiable data (such as names, addresses, zip/postal codes, e-mail addresses, etc.) that are voluntarily submitted by a visitor, and we only use such data to facilitate communications between the user and SOMI via direct response or email newsletters. Such data, including e-mail addresses, may be shared with our local Special Olympics Program offices for the above-named purposes.

Web site visitor information is used for internal Special Olympics purposes only and will not be sold to third parties. E-mail addresses of visitors and donors are never sold or exchanged.

Opt-Out

Our E-spirit newsletter provides readers the opportunity to opt-out of receiving future issues. For you to view, modify or delete your records with us, please contact us at somi@somi.org.

Security of Online Donations

By clicking the “Donate” link at SOMI.org, you are transferred to a centralized donation system provided by Special Olympics, Inc. We care about the safety of your credit card transaction: secure server technology is used throughout the online donation process. We use high-grade encryption software and the http’s security protocol to communicate with your browser software. As a result, it is extremely difficult for anyone to intercept the credit card information you send to us. If you prefer, this link also provides options to donate via mail and phone.

Links to Third-Party Sites

The Special Olympics Michigan website contains some hyperlinks to websites operated by parties other than Special Olympics, Inc. These hyperlinks are provided for your convenience and to recognize our corporate supporters. Special Olympics Michigan does not control such Web sites and is not responsible for their contents. The inclusion of hyperlinks to other Web sites does not imply any endorsement of the material on those Web sites by Special Olympics Michigan.

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Coach and Volunteer Registration Policy

Each Class A volunteer/coach who participates in any Special Olympics activity, shall have on file with the designated local coordinator or area director, an approved application for participation which includes: Volunteer Class A form and Protective Behaviors. A copy of these forms must be on file with the State office, prior to participation. Forms will be valid for three years from the date they are signed.

Volunteer and Staff Dating Policy

Special Olympics prohibits any Special Olympics staff member or Class A volunteer (excluding spouses of athletes and athletes who are volunteers) from dating or having a sexual relationship with any Special Olympics athlete. In the event that Special Olympics Michigan learns of any dating or sexual relationship, the organization immediately shall require either: i) that the staff member or volunteer end his or her association with Special Olympics; or ii) that the association between the staff member or volunteer and Special Olympics will be terminated. If an athlete volunteer is in a role of authority such as a chaperone or coach, this policy will prohibit the athlete volunteer from working directly with a Special Olympics athlete that they are dating or having a sexual relationship with.

Whistleblower Policy

Special Olympics Michigan's Code of Conduct requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

Reporting Violations

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied the supervisor's response, you are encouraged to speak with someone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violation of the code of conduct to the organization's compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance officer or Treasurer of the Board directly.

Compliance Officer (CEO)

The Organization's Compliance Officer is responsible for investigation and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the finance committee of the board. The Compliance Officer has direct access to the finance committee of the board and is required to report to the finance committee at least annually on compliance activity. The Organization's Compliance Officer works directly with the Treasurer of the Board.

Accounting and Auditing Matters

The Compliance Officer shall immediately notify the Finance committee or Treasurer of the Board of Directors, address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegation that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Athletes with Criminal Records or a History of Violent Abusive Behaviors Policy

Special Olympics Michigan is an athlete-centered movement that welcomes athletes with intellectual disabilities to participate in sports training and competition. The health and safety of all Special Olympics participants is of paramount importance to Special Olympics Michigan. Participants should feel that every Special Olympic event is a safe and positive experience and should not be fearful of other athletes, coaches or volunteers.

Because of our inclusive philosophy, if an athlete is found to have been convicted of violent crimes or who engaged in violent, abusive, or disruptive behavior, Special Olympics Michigan will set procedures to provide a fair and even-handed approach, so that all athletes are treated consistently under similar circumstances.

Upon notice that an athlete is on the sex offender list, published or unpublished, regardless of the offense tier, the athlete is notified that he/she cannot participate in the program. An athlete can appeal the court decision and bring the documentation back to SOMI for reinstatement on a case by case basis.

Athlete Registration Policy

Each athlete, prior to participation in any Special Olympics activity, shall have on file with the designated local coordinator or Area Director a valid Application for Participation. A copy of the form must be sent to the state office by the Area Director. This form must be filled out properly, according to SOMI registration procedures in the SOMI Program Guide for an athlete to participate in any phase of Special Olympics training, competition, or event. Forms will be unacceptable if they cannot be read. A form will be valid for three years from the date the form was signed by approved medical personnel.

If an athlete has Down syndrome, he/she will no longer be required to automatically undergo an x-ray as a requirement for participation. If an athlete was x-rayed at the time of registration, and was found to have an Atlantoaxial instability condition, he/she may follow the new rule and be examined for symptoms of adverse neurological effects. The athlete would need to be cleared by a licensed medical professional in order to participate. If the athlete does not have these symptoms, he/she may be cleared for participation by a licensed medical professional.

Blood Borne Contagious Infection Carriers Policy

Whereas: Special Olympics, Inc. has issued the following rules regarding Blood Borne Contagious Infection Carriers:

- It is not necessary, desirable, nor justifiable to discriminate against any individual having ordinary behavior on the basis that they are a carrier of a blood-borne contagious infection.
- Under casual social interaction, carriers of a blood-borne contagious infection pose no danger to those around them; therefore it is neither necessary nor justifiable to exclude them from participation in Special Olympics activities, nor isolate them from other participants in dormitories or sports competition.
- Participants may have a blood-borne contagious infection that is new and unknown; therefore, universal precautions should be used for every exposure to anyone's blood, saliva, or other bodily fluid;

Whereas: Special Olympics Michigan has recognized that the Center for Disease Control recommends that blood and bodily fluid precautions be consistently used for all persons regardless of their blood-borne infection status referred to as "Universal Blood and Body Fluid Precautions" or "Universal Precautions;" and

Whereas: Special Olympics Michigan is responsible for developing policies, guidelines, regulations, educational materials, and procedures for the health and safety of all athletes, volunteers, and staff;

Therefore: The following guidelines have been established regarding blood-borne contagious infection carriers participating in the Special Olympics Michigan program:

- When an athlete is a blood-borne contagious infection carrier, specific reference will be indicated on the Health Appraisal Form, which is required for each participating athlete.
- All identified carriers will be assigned a personal chaperone unless behavior warrants a less restrictive ratio of up to 4:1 athlete-to-coach ratio. Regardless of ratio, the athlete's chaperone will:
- Monitor and restrict the athlete's interpersonal activities to those conducive to good hygiene.
- Encourage good hygiene while the athlete is participating in team and individual sports.
- Supervise sleeping quarters and eat meals with the carrier athlete to encourage proper eating habits.
- Report immediately to the medical staff any incident observed by the chaperone where the carrier athlete breaks the skin of another person by scratching, biting, etc.

Note: At no time would an identified blood-borne contagious infection carrier share a bed with another person.

When questions arise contact the medical director, and, if needed, the medical advisory council to review information as to a specific case.

Bodily Fluid Handling Policy

In the interest of the health and safety of the athletes, volunteers, and staff, Special Olympics Michigan has established universal precaution procedures for handling injuries and other situations involving the exposure and possible transfer of bodily fluids.

Housing Policy

Gender - Athletes and volunteers may not share a room with an athlete or volunteer of the opposite gender with the exception of a parent / guardian rooming with a child.

Housing in a facility that has multiple private rooms in addition to living space (such as a condominium or dormitory). All genders may be assigned to one condominium, if necessary. Private rooms may not be shared by individuals of the opposite gender. Chaperones are required to be housed in the condominium and the coach / chaperone to athlete ratio (as outlined in the supervision section of the policy) must be maintained.

Use of barracks or other facility (such as a gym) where a large number of individuals are assigned to one room athletes and volunteers must be separated as much as possible by gender.

Supervision – The coach/chaperone to athlete ratio of at least one properly registered coach/ chaperone to every four athletes must be maintained during overnight events. Proper supervision can be maintained without having a coach/ chaperone present in the room at all times. All coaches/chaperones must be screened in accordance with the Special Olympics U.S. Volunteer Screening Policy. A coach/chaperone should be in each room.

Area Directors should notify parents of rooming situation. Area Directors must use discretion when putting athletes in rooms and consider age, gender, team, etc.

One-on-one consists of one athlete to one chaperone. This will include special housing for the one-on-one athlete and chaperone, based on athlete need on a case by case basis.

Young Athletes – Young Athletes events that involve overnight activities require increased supervision; therefore, Young Athlete participants must be accompanied by a properly registered and screened parent, guardian or an individual designated by a parent or guardian for all overnight activities. Rooming assignments for Young Athletes should be separate from the remainder of the delegation.

Notification – Special Olympics Michigan will secure signatures from parents/guardians or athletes who are legally responsible for themselves, acknowledging the possibility for overnight activities and the policy for housing assignments on the athlete registration form.

Severe Weather Policy

In the case of extreme weather, the decision to cancel a Special Olympics event will be determined cooperatively by the Tournament Director and Special Olympics Michigan. For Winter Sports if the temperature reaches 30 below wind chill we will cancel the event.

If they decide to conduct the event, Area Directors are responsible for using their best judgment in deciding whether or not their area attends the event. Refunds will not be given if an area is unable to attend.

If a district event is canceled, advancement will be handled in the following manner:

- Area quotas for advancement will be 25 percent of the number of teams that have registered for the tournament, excluding byes. Teams that had previously been given a bye will advance also.
- If an Area Director chooses, a registered area will be guaranteed that one team will advance to the State Senior Basketball & Skills Finals.
- If an area's quota does not exactly equal 25 percent, the determination of rounding the number of teams advancing will be based on the space available at the state tournament.

When SOMI cancels a tournament due to extreme weather, a refund will be given only after all expenses are covered.

Area Directors Policy

The President/CEO shall have the authority and responsibility to appoint Area Directors for Special Olympics Michigan. The Area Director is the individual who has the overall managerial responsibility for the program within a designated geographic area.

As the appointed agent of Special Olympics Michigan, his or her primary function is to guide and direct the program throughout the area in accordance with the standard procedures and policies set forth by Special Olympics Michigan and Special Olympics, Inc.

He or she shall communicate regularly with the designated state staff on programs, planning, and problems affecting the area program. The Area Director should refer controversial issues immediately to Special Olympics Michigan.

Paid Area Staff Policy

Areas may no longer submit a request for a paid Area Director or staff to the Special Olympics Michigan Board of Directors for their consideration and approval via the President/CEO.

Policy on Minimum Age for Coaches/Chaperones

Persons chaperoning athletes to state tournaments and Games must be at least 18 years old at the time they are chaperoning the athletes to the event. Coaches may be under the age of 18, but a responsible person over the age of 18 must be in attendance at all practices and events.

Service Animal and Assistance Animal Policy

Special Olympics Michigan supports the use of Service Animals in accordance with regulations outlined in the Americans with Disabilities Act (ADA) and the laws of the State of Michigan.

The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to any individual with a disability. Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself.

There are service animals that assist persons with many kinds of disabilities in their day-to-day activities, some examples include:

- Alerting persons with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
- Assisting persons with mobility impairments with balance.

Service Animal and Assistance Animal Guidelines

Special Olympics Michigan will permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go in accordance with regulations outlined in the Americans with Disabilities Act (ADA) and the laws of the State of Michigan.

There are guidelines on the public appropriateness, behavior, and training expected of an animal working in public places. Special Olympics Michigan is NOT responsible for the care or supervision of animals.

Public Appropriateness

- Animal is clean and does not have offensive odor.
- Animal will adhere to directions to urinate and defecate in designated appropriate locations.

Behavior

- Animal does not solicit attention, visit or annoy any member of the general public.
- Animal does not disrupt the normal course of business.
- Animal does not vocalize unnecessarily, i.e. barking, growling or whining.
- Animal does not show aggression towards people or other animals.
- Animal does not solicit or steal food or other items from the general public.

Training

- Animal is specifically trained to perform three (3) or more tasks to mitigate aspects of the person's disability.
- Animal works calmly and quietly on harness, leash or other tether.
- Animal is able to perform its tasks in public.
- Animal must be able to lie quietly beside the handler without blocking aisles, doorways, etc.
- Animal is trained to urinate and defecate on command.
- Animal stays within 24" of its handler at all times unless the nature of the trained task requires it to be working at a greater distance.

The Area Director or supervising program person, for which the athlete seeks to participate, requires answers to the following questions. If the animal is deemed a service animal, then the Area Director must notify the State Office at the time of registration.

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?
3. What is the plan that will be put in place by the owner or athlete for care of the animal while the athlete participates in the event? Who will chaperone the animal?

A service animal is NOT a pet. Pets whose sole function is to provide comfort or emotional support do NOT qualify as service animals.

When questions arise involving emotional support animals, Special Olympics Michigan will abide by the facility rules in regard to assistance animals, (i.e. schools, hotels, residence halls).

Section 2

Athlete Participation

Eligibility

Athlete Code of Conduct

Athlete Appeal Process

Registration

Athlete Leadership

Eligibility for Participation in Special Olympics

Special Olympics training and competition is open to every person with intellectual disabilities who is at least eight years of age and who registers to participate in Special Olympics as required by the Special Olympics General Rules.

There is no maximum age limitation for participation in Special Olympics. Children who are at least six years old may participate in age- appropriate Special Olympics training programs offered by SOMI or in specific (and age- appropriate) cultural or social activities offered during the course of a Special Olympics event. Such children may be recognized for their participation, or through other types of recognition approved by SOI, which are not associated with participation in Special Olympics competition. However, no child may participate in a Special Olympics competition (or be awarded medals or ribbons associated with competition) before his or her eighth birthday.

The Young Athlete program is for 2 - 7 year olds.

Participation in Special Olympics is open to all persons with intellectual disabilities regardless of the level or degree of that person’s disability, and whether or not that person also has other mental or physical disabilities.

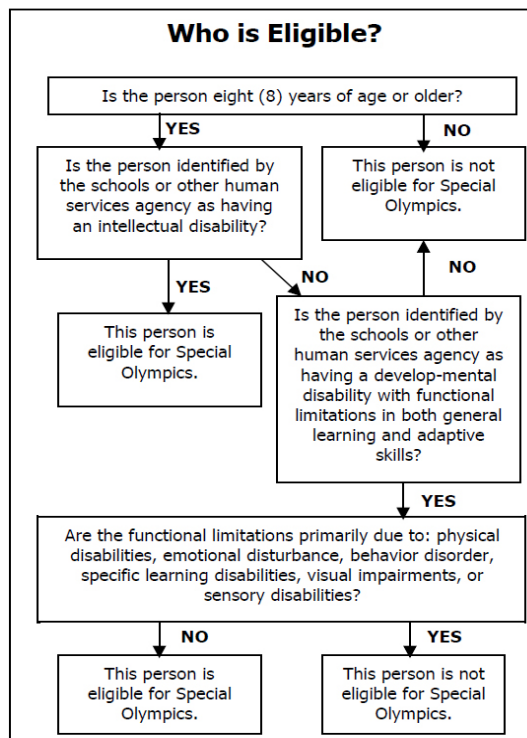
A person is considered to have intellectual disabilities (for the purposes of determining eligibility for Special Olympics participation) if that person meets any **one** of the following requirements:

- The person has been identified by an agency or professional as having intellectual disabilities as determined by their localities;
- The person has a cognitive delay, as determined by standardized measures such as intelligent quotient or “IQ” testing or other measures, which are generally accepted within the professional community in the U.S. as being a reliable measurement of the existence of a cognitive delay.
- The person has a closely related developmental disability. A “closely-related developmental disability” means having functional limitations in both general learning (such as IQ) and in adaptive skills (such as in recreation, work, independent living, self-direction, or self-care).

However, persons whose functional limitations are based solely on a physical, behavioral, or emotional disability, or a specific learning or sensory disability, are not eligible to participate as Special Olympics athletes.

One of Special Olympics’ founding principles is that “Special Olympics must transcend all boundaries of race, gender, religion, national origin, geography, and political philosophy, and offer sports training and competition opportunities to all eligible persons with in accordance with uniform worldwide standards.”

A person who does not meet the eligibility standards may participate as a Unified Partner during competition.



Athlete Enrollment

Persons interested in becoming a Special Olympics Michigan athlete can begin the enrollment process by filling out the athlete interest form on the Become an Athlete page at SOMI.org. Once submitted, the form is sent to SOMI Field Service staff who then forward the information on to the local area program at the area's official email address.

Young Athletes™

Young Athletes™ is an early childhood sports play program for children ages 2-7 with intellectual disabilities and their peers, which includes games, songs and other fun activities. The benefits to this program have been proven worldwide. First and foremost, these activities help children improve physically, cognitively and socially. This program also raises awareness of the Special Olympics program and serves as an introduction to the resources and support available within Special Olympics Michigan.

This program is designed to address two specific levels of play. Level 1 includes physical activities focused on developing fundamental motor tracking and eye-hand coordination.

Level 2 concentrates on the application of these physical activities through a sports skills activity program and developing skills consistent with Special Olympics sports play. The activities will consist of foundational skills, walking & running, balance & jumping, trapping & catching, throwing, striking, kicking and advanced skills.

Athlete Code of Conduct

The Athlete Code of Conduct is outlined as follows. This Code of Conduct is available from the state office as a form for athletes to sign.

Each athlete signs the Code of Conduct along with a parent/guardian or witness. It is required that athletes are instructed by their coaches before each season on the code of conduct and the coach has them sign the form. Coaches should turn all forms into the Area Director after each season.

Special Olympics Michigan adheres to the highest ideals of sport in the tradition of the Olympic movement. The Special Olympics Oath, "Let me win. But if I cannot win, let me be brave in the attempt," represents the ideal of competition that every Special Olympics athlete tries to achieve.

I understand that my participation in Special Olympics is a call to excellence for me to train and compete in ways that bring honor to me, my family and to Special Olympics. I pledge to uphold the spirit of this Code of Conduct, which is only a general guide for my conduct and does not describe all types of good behavior and bad behavior. If I do not obey this Code of Conduct, my Program or a Games Organizing Committee may suspend me from Special Olympics either temporarily or permanently. If I am suspended from Special Olympics, I can appeal the decision in accordance with the Special Olympics athlete's appeal process.

I pledge that...

Sportsmanship

- I will practice good sportsmanship and act in ways that will bring respect to my coaches, my team, Special Olympics, and me.
- I will not use bad language, such as swearing or insulting other persons, and will not fight with other athletes, coaches, volunteers or staff.
- I will show respect towards my fellow athletes, coaches, and volunteers at all times. I will not make fun of other people or criticize them, but will give them praise and positive recognition.

Training and Competition

- I will train regularly and attend scheduled practices and meet training criteria set by my coaches and area program. I will try my best during training/practices and competitions.
- I will learn and follow the rules of my sport, and I will ask questions when I do not understand.
- I will not hold back in divisioning preliminaries in order to get into an easier heat in the finals.

Personal Responsibility

- I will not make unwanted physical, verbal, or sexual advances on others through any form of e-communication or telephonic communications.
- I will not drink alcohol, vape, smoke in non-smoking areas, or use medical marijuana/marihuana or illegal drugs at Special Olympics' venue sites, and I will not take drugs for the purpose of improving my performance.

- I will obey all facility and venue rules.
- I will obey all federal, state and local laws and Special Olympics rules.
- I will not bully or harass any other person. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts via internet, cell phone, or electronic communication device) that is reasonably perceived as being motivated either by any sexual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off the field, at any Special Olympics event, or in a vehicle.
- I will obey and adhere to the guideline of “no recreational swimming” during all SOMI Events. The health and safety of athletes is all-important.
- I will tell someone if I do not feel safe and/or if I am being hurt.

Refer to coach’s code of conduct and parent/spectator code of conduct.

Disciplinary Steps for Violating the Athlete Code of Conduct

The progressive disciplinary steps outlined as follows may be taken when an athlete violates the Code of Conduct. A sanctioned area representative may begin the disciplinary process at whichever step is appropriate to the circumstances. The area representative must notify the Area Director of any action that is taken.

Step 1: Verbal warning is given to the athlete and to parent/guardian or caseworker with a written copy of the Incident Form to the Area Director.

If an athlete is arrested for any reason, they will be suspended until they are cleared through the court system.

Step 2: A written Incident Form must be completed which gives warning to the athlete with a copy to the Area Director and parent/guardian or caseworker.

Step 3: The Area Director conducts a personal meeting with the athlete to review the unacceptable behavior and to agree on a plan for improvement. If the athlete is under 18, or over age 18 and has a guardian, he/ she will be accompanied by a parent/guardian or caseworker. If the athlete is over 18 and has a guardian, he/she may choose to have another adult present. The meeting will be documented in writing and copies distributed to the athlete, Area Director, state office, and parent/guardian or caseworker.

Step 4: The athlete is suspended from practices or competitions for a specific time period (such as fall sports season). The Area Director must be contacted before an athlete is suspended. The Area Director will discuss the circumstances and must approve/ disapprove the action. The action will be documented in writing and distributed to the athlete, parent/guardian or caseworker, and the state office.

Any further action must be referred to the Area Director. The Area Director and program staff responsible for area management will approve any further action to be taken. Further action could be, but is not limited to, suspension for a longer period and permanent expulsion.

Note: the above is subject to change as the SOMI Athlete Input Council will be reviewing in 2020 for additional recommendations.

Athlete Appeal Process

The athlete has the right to appeal any disciplinary action to the Area Director. The athlete or the athlete’s representative must submit a written notice of appeal with a copy to the Area Director and to the President/CEO of Special Olympics Michigan. This notice should include a request for a meeting and should be made within 30 days of being notified of the disciplinary action.

The appeal will be heard by the Area Director, Field Service staff or Special Olympics Michigan senior administrator, and the chair from the Program Committee or designee not involved with the situation. A decision must be rendered in writing within 21 days following the meeting and may reverse, amend, or affirm the disciplinary action. The decision shall be submitted to the athlete and the area program. The decision should include, if applicable, a plan of action for the athlete to correct the unacceptable behavior that led to the disciplinary action.

Participation of Athletes with Criminal Records or a History of Violent or Abusive Behaviors

Because of our inclusive philosophy, the issue of how to treat athletes who have been convicted of violent crimes or who engage in violent, abusive or disruptive behavior is particularly sensitive.

Special Olympics Michigan balances the principles of inclusiveness and of providing a safe environment for all athletes, volunteers, and staff members.

No Mandatory Criminal Background Checks of Athletes

An Area Director can request a background check if they suspect an athlete has an issue.

Athletes who apply to volunteer for Special Olympics Michigan, however, will be treated the same as all other volunteer applicants.

Therefore, SOMI does a background check on all Class A volunteers

If an individual with intellectual disabilities is rejected as a volunteer, that individual may apply to be an athlete, in which case we will evaluate the individual using the criteria outlined below. Unified Partners over the age of 18 will have a background check conducted in order to participate.

SOMI will use the criteria or options below to review each case.

When dealing with athletes with violent criminal records or with a history of violent, abusive, or disruptive behavior, Michigan will take into account several factors when determining the severity of an incident and what, if any, action needs to be taken. The criteria established must be applied on a case-by-case basis. At a minimum, the criteria will include the following:

1. Type of Offense/Incident - Violent behavior that damages property, while not to be ignored, and will not be accorded to the level of seriousness as behavior that injures or is intended to injure a person, such as a physical assault or sexual assault.
2. Time of the Offense/Incident Occurred - A recent offense or incident is of greater concern than one that took place many years ago (assuming no further incidents). SOMI will recognize that an individual can change and merit re-evaluation.
3. Number of Offenses - Has the athlete committed multiple offences or incidences of a similar nature, or are there a few isolated incidences?
4. Athlete Capacity - Is the athlete high or low functioning? We will determine if the athlete understood his/her conduct at the time of the offence/incident.
5. Medication - Was medication a cause of the behavior, either through its omission or its effect on the athlete? Adjustments in medications or protocols could reduce the risk or potential for adverse behaviors.
6. Athletes on the Sex Offender Registry- any athlete who is on the sex offender registry, published or non-published, will not be allowed to participate or volunteer in the program.

Options

Depending on the facts, SOMI may immediately move to suspend an athlete or take other action it deems necessary to protect all of its athletes, volunteers, and staff.

1. Allow the athlete to participate on a probationary basis. This gives the program, the athlete, and the family a chance to review conduct on a systematic basis and to make any changes the program deems necessary. The athlete and the parent/guardian will be informed from the outset that participation is conditional upon continued satisfactory behavior, what the probationary period is, and the system for review.
2. Ensure there is a one-on-one volunteer to chaperone the athlete. The volunteer must be informed of the athlete's past behavior (without violating any privacy laws) and should be capable of helping the athlete avoid situations that may trigger unacceptable behavior. If the athlete participates as part of a group home or other type of facility, the program may require that home or facility to provide the volunteer.
3. Require the athlete attend counseling or Anger Management Courses. Athletes exhibiting certain types of behavior may respond well to counseling services including anger management, stress reduction, or psychotherapy. Special Olympics Michigan cannot provide these services; however, we can require that the athlete attend such meetings or sessions as a condition of participation.
4. Require the athlete attend counseling or prohibit athletes with histories of violent behavior from overnight trips. This option is less desirable than assigning a one-on-one volunteer to an athlete who has previously engaged in inappropriate behavior or violent behavior, but would be appropriate when the risk to others cannot be sufficiently eliminated by a volunteer.
5. When an athlete is found to be listed on the criminal sexual assault registry the athlete is excluded from all Special Olympics participation.
6. Restrict the Sports in Which an Athlete May Compete. Some sports, such as polo hockey and basketball, involve physical contact and emotion that can agitate an athlete to the point that he/she has a violent reaction. One option is to steer the athlete into sports such as track or aquatics with a lower likelihood of physical contact.
7. Suspend the Athlete Temporarily. A temporary suspension for a defined period of time may be the best solution depending on the seriousness of the behavior. The program will make clear to the athlete and parent/guardian what steps must be taken for reinstatement, including when the review will take place, by whom, and what factors will be considered.
8. Expel the Athlete From or Deny Participation in Special Olympics. This is the last, and least desirable option, in as much as it is the harshest for an athlete and is the most likely to lead to litigation. Thus, expulsion or denial of participation must be subject to due process safeguards, including a hearing and right to appeal, in order to protect the athlete and the program.
9. If an Athlete on the sex offender registry has made an appeal through the court system and has the charges expunged from their records, they may ask for an appeal to participate in the program.

Liability

Special Olympics Michigan will take reasonable precautions to protect the health, safety, and rights of all who participate in Special Olympics.

Special Olympics Michigan is not obligated by law to permit a potential athlete with a criminal record or a history of violent or abusive behavior to participate. However, if we conclude that the athlete should not participate, the program will be acting prudently within its rights as a Special Olympics Program.

Appeal

An appeal is allowable for athletes who are not allowed to participate based on the findings of Special Olympics Michigan. The athlete or the athlete's representative must submit a written notice of appeal with a copy to the Area Director and to the President/CEO of Special Olympics Michigan. This notice should request for a meeting and should be made within 30 days of being notified of non-participation of the program.

The appeal will be heard by the Area Director, Field Service staff or Special Olympics Michigan senior administrator, and the Chair from the Program Committee or their designee not involved with the situation. A decision must be rendered in writing within 21 days following the meeting and may reverse, amend, or affirm the decision. The decision shall be submitted to the athlete and the area program. The decision should include, if applicable, a plan of action for the athlete to participate in the program without causing harm to others involved in the program.

Application for Participation

Every athlete must submit a valid Application for Participation prior to participation in any Special Olympics activity (including sport practice). (Sport Season is 8 to 12 weeks prior to the state competition for that sport) Refer to Board policy.

- The Application for Participation must be completed by the athlete's parent or legal guardian. (The form can be completed by the applicant if he/she is over 18 years old and is acting as his/her own legal guardian.)
- The Application for Participation must be signed and dated by a licensed physician (M.D. or D.O.), a licensed physician's assistant, or a certified nurse practitioner acting under the supervision and authority of a physician (M.D. or D.O.).
- Of particular importance on the Application for Participation are: the athlete's medical history, the athlete's current physical condition, and the signature with date of the medical personnel who has evaluated the athlete. All questions in the health history section must be filled out completely with explanations given for all "yes" answers. The form will be invalid without this information.
- In addition, if the parent or legal guardian signs the Application for Participation in section C and indicates any restrictions as to medical treatment, media release, use of likeness, etc., then the form is considered invalid. No institution, group home, or individual may sign on behalf of the parent or legal guardian. You must also review the concussion awareness page and sign that you understand.
- The correct form to use is an Application for Participation available on SOMI.org website. A form is valid for three years from the exam date if the forms are properly completed, signed, and dated. If submitting a MHSAA-Michigan High School Athletic Association form, it is only good for one year from the doctor signature date.
- It is highly recommended that an area reviewing authority be used within the area to monitor the completeness and accuracy of the Applications for Participation. For SOMI Culminating Events, the application will be reviewed for completeness and accuracy by a SOMI sports department representative.
- Note to coaches, families, and caregivers: Please make sure that the Application for Participation form is completed properly, signed, and dated prior to your athlete's first training session or practice, otherwise, he/she will not be allowed to participate. This rule is very clearly stated in the Special Olympics General Rules, Section 6.02. Properly-completed forms ensure the safety and wellbeing of your athlete and also protect you.
- All athletes will be treated with dignity and respect regardless of sexual orientation or gender identification or modification. This will be handled on a case by case basis.

Registration of Unified Partners

All unified partners must complete the Class A Volunteer and Unified Partner Registration Form and code of conduct form. SOMI will initiate a background check on applicants over the age of 18.

A Unified partner is a peer without an intellectual disability. Unified Partner forms will expire every three years.

Unified Partners under the age of 18 need to be included in the 4 to 1 ratio.

Participation by Individuals with Down syndrome who have Atlantoaxial Instability

1. Athletes with Down syndrome are not required to automatically undergo an x-ray exam to participate.
2. An athlete with Down Syndrome who has been diagnosed by a physician as having an Atlantoaxial Instability condition may be permitted to participate. If licensed medical professional qualified to conduct a thorough neurological evaluation, states the cause of the symptoms will not result in additional risk of neurological injury due to sports participation, and certifies that the athlete may participate.
3. The licensed medical professional, the athlete or the parent or guardian of the a minor athlete, must sign an informed consent acknowledging they have been informed of the findings and determinations of the physician. The statements and certification forms approved by SOI, "Special Release for Athletes with Symptomatic Spinal Cord Compression or/ or symptomatic Atlantoaxial Instability" shall be documented.

Religious Objection

Special Olympics respects the religious beliefs of all its athletes. Our standard application form normally requires each athlete (or his/her parent, if the athlete is a minor) to give Special Olympics permission to arrange for emergency medical treatment, including hospitalization, for any athlete if a medical emergency arises during his/her participation in Special Olympics under circumstances in which neither the athlete nor his/her parent is available to consent to that emergency treatment. If there are religious objections to approving that provision a religious objection form needs to be completed and put on file at the state office. The Emergency Medical Care Refusal Form can be found in the SOMI website.

No Recreational Swim Policy

Special Olympics Michigan has a no recreational swimming policy for all SOM-sponsored events, including local, regional and state-level events. The health and safety of Special Olympics athletes is all important.

Approved September 28, 2018

Athlete Leaders (AL)

Through sports training and competitions, Special Olympics helps people with intellectual disabilities (ID) achieve joy, acceptance and success. They gain the confidence that comes with achievement. They feel empowered.

Athletes lead the way as the voices of the movement, educating the world about the potential of people with ID and driving the Special Olympics movement forward with their insights and contributions.

As Special Olympics athletes gain in confidence and feel empowered, they often seek new challenges. They want to build on their successes, including their social skills.

They can become mentors for other athletes. They can train to become coaches and officials. They can also move toward a more public role as a speaker or spokesperson, tell audiences and journalists about the remarkable changes that Special Olympics helped bring to their lives. Special Olympics Athlete Leadership allows athletes to explore opportunities for greater participation in our movement beyond sports training and competition: as coaches, officials, spokespeople and Board and committee members.

These roles give athletes a voice in shaping the Special Olympics movement, and a chance to spread the work about the transformations Special Olympics can bring to individuals and families. Athlete Leadership also provides a way for athletes to showcase talents and interests that may have gone unnoticed, such as public speaking.

Inclusion Starts with Athletes Leaders

Athlete Leaders empowers people with intellectual disabilities to develop their skills and undertake meaningful roles in their communities.

Roles for Athletes

Input Council Member

SOMI is dedicated to providing quality sports experiences for all athletes. The Athlete Input Council (AIC) provides athlete leaders the opportunity to share their ideas and concerns to create a quality program. Field Service staff will work directly with area programs to identify the AIC and to meet and share regularly. Athletes can be nominated for the AIC through their Area Director.

Global Messenger

The Special Olympics Global Messenger training teaches athlete leaders how to give the skills and confidence needed for public speaking. Athletes learn how to dress appropriately for professional settings, build conversation skills and to give public speeches. Global Messengers speak at engagements such as recruitment events, volunteer groups, sponsors and donors.

Coach

Coaches play a unique role in Special Olympics, working hands-on with athletes to provide the sports skills and spirit they need to compete. You will need to make a commitment to attend certification training by the Program office then apply your training. There are many Special Olympics athletes who have become coaches.

Official

Special Olympics will provide athletes information so they can participate in sport National Governing Body certification programs as an official or other skilled sport personnel. Athletes who have become certified officials have served in that capacity at Local, State, Provincial, National, Regional and World Games.

Subprogram and Program Committees or Board of Directors

Training is provided to prepare athletes to participate in Special Olympics programming and policy meetings. Training focuses on awareness and listening skills and reading financial reports.

Many Programs have had several athletes on its Board of Directors and others have held key leadership positions in the state.

Handbook for Athletes Leaders

For complete details on Athlete Leaders procedures and policies, visit SOMI.org.

Section 3

Medical & Safety

Medical Council
Procedures

Medical Director

This position is held by a volunteer physician at the request/pleasure of the Board of Directors under the Chief Program Officer. This physician ought to be a Michigan licensed physician in good standing. They need to have in depth knowledge of Special Olympics programs and medical coverage.

Responsibilities:

1. Be licensed physician of record so medical personnel who need oversight have the necessary supervision.
2. Oversee medical coverage at state, regional, and area competitions. Encourage and ensure that minimal standards are followed at all levels of competition for the safest competitions for the athletes are attained.
3. Oversee and implement ongoing changes in the health appraisals as mandated by SOI.
4. Lead and work with the program committee on all medical issues of Special Olympics athletes.
5. Work with and help oversee the medical advisory committee.
6. Any other medical issues as determined by the Chief Program Officer /or Board of Directors.

The medical director will serve for a three year term; the term may be renewed at the request of the board.

Medical Advisory Council

This is an advisory council serving under the program committee to advise the program committee on medical concerns of Special Olympics Michigan athletes or events. This is an AD HOC council that will meet as necessary when the program committee requests their expertise.

The council should be made up of:

1. Medical Director
2. Winter/Summer Games medical director
3. One or two medical volunteers from each large state event
 - Games medical committee/or equivalent experience with Special Olympics Michigan
4. Healthy Athletes medical personnel
5. Regional/area medical representative
6. Athletic Trainer
 - Suggested three-five years Special Olympics experience
7. Other expertise as dictated by issue

It is the hope that each region is represented as well as each specialty of medicine - EMT/paramedic, nurse, athletic trainer, PA/NP, and physician.

HIPPA

A Special Olympics Program is not required to comply with HIPAA's privacy regulations simply due to their operational requirement of collection of athlete medical information prior to an athlete's participation in the Program. Further, participation by a Special Olympics Program in the Healthy Athletes program does not subject the Program to HIPAA's privacy regulations. Areas should keep information as confidential as possible.

Concussion

All Certified Coaches are required to complete concussion training in order for their certification to be in full effect. The two programs most accessible are the CDC and NFHS online training course. Once they complete the training, Coaches are required to turn in their certificate of completion to the Coordinator of Sports & Volunteers. Coaches must take the training every three (3) years.

Body Fluid Handling Procedures

In the interest of protecting the athletes and volunteers, open wounds or skin lesions should be aggressively treated. Whenever a laceration or wound where oozing of blood occurs, the practice or game should be stopped as soon as possible, and the athlete or volunteer should leave the event and be given prompt medical attention. The athlete or volunteer may not return to play until the bleeding is stopped, any oozing blood is covered with appropriate dressings, and blood on equipment is cleaned. Coaches should bring a couple of extra uniforms in case of a body fluid injury.

Universal Precaution Kits will be available at each SOMI Culminating Event and should also be used at local and area training and competitions. A Universal Precaution Kit should contain bleach and bleach alternative, bio- hazard bags, paper towels, vomit solidifier and scoop, and sharps container. Some of the precautions you should take include the following to prevent transmission of blood-borne infections, such as HIV (Human Immune Deficiency Virus) and Hepatitis B:

1. If you will be touching someone with an open bleeding wound or any possibility of blood exposure, wear gloves. If you will be in contact with any bodily fluid (particularly saliva or urine), wear gloves. Gloves are found in every first aid kit and at all first aid stations. Please make sure that you always have an ample supply with you. Throw contaminated gloves in the biohazard bag in the first aid kit or at the stations.
2. Always wash your hands after touching athletes especially if blood or body fluids are involved (even though you wore gloves). If this is not possible, use good hand washing techniques before eating.
3. If for some reason you have used a sharp item (needle, scalpel or lancet), please deposit it in a red "sharps" box (bio-hazardous waste container) at the nearest first aid station. Do not attempt to bend, break or manipulate the sharp instrument by hand.
4. Saliva has not been implicated in HIV transmission; however, each first aid station should be equipped with mouthpieces (collapsible masks or resuscitation bags to be used in mouth-to-mouth resuscitation).
5. If you have an open wound, especially on the hands, avoid providing first aid care of injuries unless gloves are worn or until your wound heals.
6. If you have any further questions or concerns regarding infections control, please contact your local health department or the person responsible for medical coverage at the event.

SOMI's position on hiring an interpreter and other service providers

It is SOMI's desire to make the experience a positive one for all athletes. There are times when additional support is needed to make the Special Olympics Michigan experience meaningful. Volunteers are always welcomed to assist athletes with the accommodations necessary to make their experience as positive as possible. Funding for such supports are not subject to the ADA.

Crisis Communication & Incident Report Filing

Reporting Action Steps Guide for Accident/Injury

In the event of a serious incident, follow the guidelines below, keeping everyone involved as calm as possible throughout.

1. Assess the situation and remove all unnecessary individuals from the area. Only essential personnel should be present.
2. Appoint others to keep the area clear.
3. Appoint a person or person(s) to stay with the individual(s) involved at all times. Instruct the volunteer(s) to not render any treatment beyond his/her training. Do not move an injured individual unless he/ she is in immediate danger.
4. Determine if medical support (on site or ambulance) needs to be contacted. If yes, do so immediately. Have athlete Application for Participation form ready for medical personnel.
5. Determine if law enforcement needs to be contacted. If yes, determine whether 9-1-1 or the local non-emergency number should be used.

Non-emergency Number

6. If a family member/guardian/ friend cannot accompany the athlete/volunteer to the hospital, either stay with the athlete or appoint someone to go until a family member/ guardian/friend can arrive.

7. Contact your Area Director

Area Director Phone Number

In the event of a serious incident or crisis immediately contact the Special Olympics Michigan State Office, 1-800-644-6404. Explain the situation, SOMI will start coordinating any assistance needed.

8. You or your Area Director should contact the appropriate family/guardian of athlete/ volunteer, and apprise them of the situation.

9. Cooperate with medical personnel and/or law enforcement in completing necessary paperwork and SOMI's Incident Report Form.

10. In the event of media presence, speak from the statement on your Crisis Communication plan and do not speculate or expand upon this statement. Refer all media calls to Tim Hileman, President and CEO, 616-307-9911 or Aaron Mills at 231-620-7488.

11. Once incident/crisis is over and the athlete(s)/volunteer(s) involved have all been released to their own supervision or the supervision of others, call the state office, the appropriate family/ guardian of the athlete(s)/ volunteer(s), and your Area Director and apprise all of status.

12. Complete an Incident Report Form and fax to Special Olympics State Office at 989-774- 3034 within 24 hours. Forms can be found on the SOMI Website in the Resources section.

Reporting Behavior Issues

Reporting Action Steps Guide for Accident/Injury

1. If there has been an injury to someone and it requires medical attention, or if there is a threat of violence, call 911. Make sure to complete the First Report of Accident/Injury form if someone is hurt or if there is destruction of property.

2. Depending on the nature of the incident, the athlete, partner, or volunteer maybe suspended or arrested.

3. The Area Director will communicate any disciplinary actions to the athlete and his/her parent or guardian.

4. If behavior warrants a suspension, the state office will communicate this in writing to the coach/volunteer/ athlete.

Reporting Abuse/Neglect

All "A" Volunteers and SOMI employees are mandatory reporters of any suspected abuse. In the event of suspected abuse, please follow the steps below.

1. You are required to report suspected abuse/neglect by calling the Michigan Department of Human Services at (855) 444- 3911 or 911 for local law enforcement. You must give a verbal report within 24 hours and/or a written report within 72 hours.

2. Complete the Misconduct or Inappropriate Behavior report form. Call the state office to report within 24 hours.

Position on Keeping Participants Safe

Special Olympics Michigan believes that EVERYONE, including staff, volunteers, parents, caregivers and coaches has a role to play in ensuring the safety of Special Olympics athletes. We take this responsibility seriously and have implemented a number of steps to help make participating in Special Olympics not only rewarding, but safe.

Special Olympics Michigan will abide by the federal and state laws for mandated reporters and is committed to ensuring that all staff, registered coaches, and Class A volunteers are trained in the mandated training procedures to report abuse of any athlete who participates in our program.

Special Olympics Michigan has developed resources for parents and care providers, updated the Protective Behavior Training, Volunteer A forms, and Codes of Conduct forms to include mandated reporting requirements and guidelines. This information will be shared through trainings, on the website, and at the area level.

Section 4

Sports Training

State Event Timeline

Sports Training

Coaching

SOMI Culminating Events

Uniform Guidelines

Regional Event Information

Invitational Sports Events

Procedures for Adding or Eliminating Sports

Criteria for Advancement

Sportsmanship

Event Cost

State Event Timeline

January

- Call-in, GMS registration due for State Winter Games
- Vandersloot & Bunbury nominations due to state office
- SOMI must notify ADs of drops for State Winter Games
- Missing levels & payment due to state office for State Winter Games
- Second mailing to ADs for State Winter Games Call-in, GMS registration, roster info sheets due for Unified Basketball
- Call-in, GMS registration, roster info sheets and all athlete physicals due for State District Basketball Finals
- Polar Plunge Season Starts
- Wertz Warriors Ride

February

- Wertz Warriors Ride
- State Winter Games
- Board Meeting at Winter Games
- SOMI must notify ADs of drops for Unified Basketball
- 3 Basketball game scores due to state office for Unified Basketball Finals, if not received by due date you will get participation only ribbons Payment due to the state office for State Unified Basketball Finals
- Confirmed delegation form emailed to ADs for State Summer Games
- SOMI must notify AD's of drops for District Basketball
- Payment due to state office for District Basketball Finals
- 3 Basketball game scores due for District Basketball Finals, if not received by due date you will get participation only ribbons
- Call-in, GMS registration, roster info sheets due for State Basketball Finals, Rockford, Female, Jr. & Skills only
- Polar Plunges continue

March

- Outstanding Service Award, Spirit Award, Hall of Fame nominations due to state office
- SOMI must notify ADs of drops for State Basketball Finals
- Confirmed delegation form due at the state office for State Summer Games
- District Basketball Finals (Various Sites) Notify SOMI of Sr. Male team advancing to State Finals and housing due
- Missing skills scores due to state office for State Basketball Finals
- Basketball games scores due to state office for State Basketball Finals (Female & Juniors) if not received by due date you will get participation only ribbons
- Inspirational Athlete, Outstanding Coach, Volunteer, & Spartan Healthy Athlete Nominations Due
- Begin Summer Sports Practice
- State Basketball Finals (traditional and Unified) at Calvin College
- Registration information emailed to ADs for State Summer Games
- GMS registration opens for State Summer Games

April

- Call in, GMS registration, Roster Info Sheets due for State Summer Games

May

- SOMI must notify ADs of drops for State Summer Games
- Second mailing to ADs for State Summer Games
- Missing event scores & payment due for State Summer Games
- 3 Volleyball games scores due to the state office, if not received by due date you will get participation only ribbons
- Volunteer and Coaches Banquet Capitol Day – Lansing

June

- State Summer Games
- Unified Champion Schools Day at Summer Games
- Board Meeting, Mount Pleasant Begin Practice Fall Sports
- Begin practice for Fall Sports

July

- Send GMS backup and quarterly census numbers to state office
- Registration information sent for State Fall Games
- GMS registration opens for State Fall Games Water Warriors Ride
- Leadership Conference
- Hall of Fame & Service Awards Banquet

August

- Call in and GMS registration, roster info sheets due for State Fall Games
- Confirmed delegation form emailed to ADs for State Poly Hockey Finals
- Budgets due for Southeast & Southwest SOMI must notify ADs of drops for State Fall Games
- Budgets due for Northern and UP

September

- Perkins/Cottee nominations due to state office Payment due for State Fall Games
- 3 games scores due for Team Sports
- Missing golf, skills and cycling scores due to the state office
- Confirmed delegation due for State Poly Hockey to state office
- LETR Run Week
- Begin Poly Hockey & Unified Bowling Practice Second mailing sent to AD's for State Fall Games
- Registration information emailed to ADs for State Unified Poly Hockey & Bowling Finals State Fall Games
- Board Meeting
- GMS registration opens for Unified Poly Hockey & Bowling Finals

October

- Accreditation emailed to ADs
- Call-in, GMS registration, roster info sheets due for State Unified Poly Hockey & Bowling Finals SOMI must notify ADs of drops for State Unified Poly Hockey & Bowling
- Missing Bowling, skills & games scores due to State Office and payment due for Unified Poly Hockey & Bowling
- Confirmed delegation form emailed out to ADs for State Winter Games
- Ties and Tennessees Gala

November

- Second mailing at ADs for State Unified Poly Hockey & Bowling Finals
- Board Meeting in Mount Pleasant
- Confirmed delegation form due to state office for State Winter Games
- State Unified Poly Hockey & Bowling Finals
- Begin Winter Sports Practice
- Registration information emailed to ADs for State Winter Games
- GMS registration opens for State Winter Games Area Accreditation due to state office

December

- Registration information emailed to ADs for District Basketball
- Registration information emailed for Unified Basketball Finals
- GMS registration opens for District Basketball Registration information emailed to ADs for State Basketball Finals
- All your bills into accounting for year end
- GMS template sent for Unified Basketball Finals
- Begin Basketball Practice
- GMS registration opens for State Basketball Finals
- Chrysler Flame of Hope Grant & Directors Fund Grant due to state office

Sports Training

Training Mission

Sports training is the center of the Special Olympics mission. SOMI's goal is to make appropriate, high quality sports training available to every Special Olympics athlete year-round.

Training allows athletes to improve their physical fitness, sports skills, interpersonal skills, and competitive ability. Special Olympics promotes the healthy athlete because the skills learned in Special Olympics training often translate into greater success in the athlete's family life, schoolwork, employment, and community life.

Athlete Training Requirements

Sports training is the center of the Special Olympics mission. SOMI's goal is to make appropriate, high quality sports training available to every Special Olympics athlete year-round.

In order for an individual or team to participate in competition, the athlete or team must be involved in an eight-week training program and receive training and competition opportunities. A minimum 10 hours of training must occur before a culminating event. Training usually consists of 1-4 hours each week for eight weeks.

Although it is the desire to include every athlete that is training in all the games we offer, due to the many athletes we have competing in the state, it is not always possible. That is why we offer area, regional and a variety of state events to give all the athletes quality competition opportunities.

Coaches who are training athletes in a particular sport should follow the established SOMI sports seasons (see notes under each sport in this Program Guide). The sports season is 8-12 weeks prior to the state competition for that sport. SOMI establishes sports seasons to provide maximum training time for the athletes and to coincide with competition opportunities.

Athletes must compete in area or regional Spring/Winter Games prior to competition at the state level. Training in team sports must include at least three competitions or games played against other Special Olympics teams, unless approved by SOMI Sports Director. SOMI encourages year-round fitness training and life-long involvement in recreation/leisure activities.

Coach/Chaperone Responsibility

1. Places athletes' health and safety first

Coaches/chaperones shall place the health and safety of Special Olympics athletes above all else. When traveling to state competitions, coaches/chaperones are expected to provide for their athletes' physical and emotional needs 24 hours a day. Responsibility for the athletes does not stop after their competitions or after they have gone to bed in the evening. Coaches/chaperones must act at all times as the parent or guardian providing praise/commendation as well as discipline.

2. Knowledgeable in sports rules

Coaches shall be knowledgeable of all existing Special Olympics (both SOMI and SOI) and National Governing Body competition rules and regulations and prepare their athletes prior to competition in accordance with those rules.

3. Willing to follow the rules and model good sportsmanship

Coaches/chaperones shall abide by the letter and spirit of the rules and be responsible for conducting themselves with appropriate behavior and in a sportsmanlike manner at all times. Coaches who do not conduct themselves in this manner or who are offensive by action or language toward athletes, other coaches, volunteers, opponents, officials, and/or spectators may be prohibited from coaching.

4. Encourages athletes to put forth their best efforts

Coaches/chaperones shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and finals, or he/she may be prohibited from coaching by the Games and/or Sports Rules Committee at the specific competition. Coaches should review the Athlete Code of Conduct with athletes before or at the first practice.

5. Follows no recreational swimming policy

It is the responsibility of the coach/chaperone to follow and adhere to the guideline of “no swimming” during all SOMI Events. The health and safety of athletes is all-important. Coach/chaperone take athletes swimming at hotels, this will be considered a violation of the Code of Conduct, and the persons responsible will receive a letter of warning and may be separated from the program.

6. Follows the “no alcohol/tobacco/or controlled substances” policy

The use of alcoholic beverages, vape, tobacco, medical marihuana/marijuana, and/or controlled substances is not permitted at any training or competition venue per Section 4.09a of the SOI General Rules.

7. Carries all athletes’ forms

It is the responsibility of the coach/chaperone to carry a copy of each athlete’s Application for Participation form at practices and competition.

8. Obey all laws

I will obey all federal, state and local laws and facility, venue, and Special Olympics rules. I will not bully or harass any other person. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts via internet, cell phone, or electronic communication device) that is reasonably perceived as being motivated either by any sexual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off the field, at any Special Olympics event, or in a vehicle.

9. Report all abuse or suspected abuse

I will report suspected abuse to the Michigan Department of Health and Human Services or call the police at 911 and notify Special Olympics Michigan within 24 hours. Failure to report could result in legal consequences.

10. Coach/Chaperone Code of Conduct Forms

Available on the SOMI website in the Resources section

Unified Sports® Coaches

The most important person to the success of the Unified Sports® team is the coach. The key elements in coaching a Unified team include:

1. Role – An effective and successful coach is not simply one who helps a team win. Equally important is his or her contribution to the teaching, improving, and application for sports skills, building team spirit and sportsmanship on and off the field, and helping instill positive values in all members of the team. Remember that the athletes look up to their coaches as role models, therefore, it is important that coaches represent the program appropriately. The most important thing to remember as a coach is that the athletes are looking to have fun – that should be your goal as well.

2. Sports Knowledge – Coaches must possess a good knowledge of the sport, the rules of each sport, and be able to apply that knowledge in practice and competition settings. It is important that coaches take part in organized training sessions to upgrade their knowledge about the sport, learn new practice activities, study game strategies, and share ideas and knowledge with other coaches.

3. Practices – Each coach must encourage regular attendance at training sessions for all athletes on the team. This leads to the further improvement of sports skills, increased teamwork, camaraderie, and improved performance during games and competitions. Every athlete should receive a minimum of one and one half hours of practice per week under the direction of a qualified coach. It is desirable to practice more often than one time per week. If transportation precludes practicing more than one time per week, coaches should have team members arrive early on game days to take part in additional practice sessions. In addition, coaches can develop individualized home training plans for athletes.

4. Coach Everyone – Each member of the team will benefit from the directions of a qualified coach. Find ways to involve each team member in your program or conditioning, skills development, and team play. Everyone on your team plays a different role to the team’s success.

5. Focus on Teamwork – Do not allow any member of the team to dominate play. A solid teamwork approach should be present from the first practice to the final game of the tournament. Sometimes supporting the efforts of your team to extend their relationships off of the playing field helps establish strong bonds among team members. The Unified Sports® motto is, “During the game we’re teammates, after the game we’re friends.”

6. Coach and Partner – Unified Coaches can act as a coach and partner for the following sports: Bowling, Golf and Cycling. All Unified Team Sports must have a non-playing coach.

Training for Coaches

Today’s coaches - whether in Special Olympics or other sports programs - are expected to know the rules and skills relevant to the sport they coach and practice good sportsmanship.

To ensure that Special Olympics athletes receive training and competition of the highest quality, SOMI provides educational sessions for all individuals who work with athletes. Courses are offered in coaching a specific sport, coaching principles, managing venues/games, officiating, and first aid/CPR. A general orientation, protective behavior and concussion training online course is also required.

SOMI’s courses are intended to keep all coaches and volunteers up-to-date on new rules, issues, techniques, and safety concerns. SOMI encourages both new and long-term coaches as well as volunteers to attend these courses as there is always more to be learned. **The head coach of team sports and head coach of individual sports 1 for 16 athletes, must be certified to get awards at state competition.**

Areas not in compliance will be notified and athletes (teams) will participate for participation ribbons only.

Training guides and resources are available at www.specialolympics.org.

Courses offered by SOMI

General Orientation and Protective Behavior & Concussion Training

This basic introduction to Special Olympics covers the organization’s mission and philosophy, organizational structure, intellectual disabilities and eligibility, policies and procedures, sports opportunities, initiatives, and required rules. The General Orientation, Protective Behaviors and Concussion Training are required for all interested in working with Special Olympics athletes (Protective Behaviors and Concussion Training must be updated every 3 years). Can be found at: <https://www.somi.org/coaches-corner>

Sport-specific Skills Course

The *Skills Course* is offered in each sport that is offered by SOMI and focuses on the basic skills and strategies of that sport. It provides an application of the Special Olympics Mission and philosophy in a sports-specific way. The *Skills Course* includes a classroom session, an activity session performing the skills with the trainers, and a model training session with SOMI athletes at some trainings.

Coaching Special Olympics Athletes Course

This course is designed for the new coach with sport experience and the veteran Special Olympics coach looking to improve his or her training and coaching skills. This course deals with coaching athletes with intellectual disabilities including mental, psychological, and other social considerations. This course is offered through American Sports Education Program for \$16.95. It is a great course for new coaches in preparation for their first Special Olympics coaching role. This course prepares coaches to use their sport-specific knowledge in coaching athletes with intellectual disabilities.

For veteran Special Olympics coaches, this course serves as a reminder of the essentials sometimes forgotten after years of coaching. This course can be found at <https://coacheducation.humankinetics.com/collections/64>

Unified Sports® Course

Special Olympics Unified Sports® is a program that combines approximately equal numbers of Special Olympics athletes and athletes without intellectual disabilities (partners) on sports teams for training and competition. Age and ability matching of athletes and partners is specifically defined on a sport-by-sport basis. Unified Sports® enables athletes to develop higher-level sports skills and experience meaningful inclusion in their community. This training can be taken online at <https://nfhslearn.com/courses/61127/coaching-unified-sports>. In addition to taking the Unified Sports Course each person needs to obtain sports specific certification to be certified coach.

Principles of Coaching Course

This course is non-sport specific and seeks to expand more of the sport sciences. It addresses the basic principles of coaching, coaching philosophy, planning and coaching administration, fitness and conditioning, and safety and risk management. This course offered through West Virginia Continuing Education for \$35.00. Coaches who have completed a Sport Specific Skills or Coaching Special Olympics Athletes Course may take this course to maintain or upgrade certification in their respective sports. This non-sport specific course is based on the sciences of successful coaching. This course is equivalent to the classroom POC course. <http://continuinged.wvu.edu>

Intro to Autism

This three part course is offered through Special Olympics Virginia for FREE! As the diagnosis of autism is becoming more prevalent, it is important for coaches and volunteers to be trained to work alongside athletes who have Autism Spectrum Disorders. This training course gives an introduction to the disorder and also provides strategies for coaching athletes with Autism. This course can be found at <http://specialolympicsva.org/sports/coaches-corner/a-coachs-playbook-autism>

Games Management Training School

This session covers the major management areas of Special Olympics games and tournaments, such as administration, financial development, public relations, support services, special events, competitions, and volunteers. It also includes instruction on organization and management, committee work, and delegation.

Official Training Course

This session offers general information about Special Olympics, rules interpretations and modifications, and practical experience with athletes. The training school is designed for individuals who want to officiate and who have no other officiating certifications from a national governing body, high school, college, or intramural program and also for officials who wish to become more familiar with SOMI athletes prior to serving as an official. Potential to have training with governing body.

Comprehensive Mentoring

This process is intended for those coaches who have coached outside of Special Olympics for many years (possibly at the high school or college level). To obtain certification through the mentoring program coaches have to coach alongside an established certified, mentoring Special Olympics coach (minimum of 5 years of experience is required to be a mentoring coach) in their particular sport for ten hours and do some additional work outlined on the application, including developing practice plans, attending competitions, and completing the required Class A volunteer documents. After the coach has coached for the ten hours and done the additional work outlined on the form, they submit the form to the State Office. Once approved, the individual will be certified to coach the following sport season (for example, if a coach completes mentoring for basketball during the 2019 season they will be certified to coach in 2020).

Mandatory Concussion Training

This concussion training is a state law requirement that coaches are required to take for sport organizations. We recommend all volunteers complete this training as well. SOMI is offering all coaches to take this course online through the CDC. Concussion training information will be shared with coaches at training, online, and at coaches meetings.

1. Visit the CDC's HEADS UP to Youth Sports: Online Training at <https://headsup.cdc.gov/>
2. Create an account or sign in if you already have one. The training will take approximately 30 minutes to complete.
3. After you have completed the training, you must send a copu to the state office by one of these two options.
 - Save the certificate as a PDF, then email it to somi@somi.org
 - Print out the certificate and send it to the Special Olympics Michigan office in Mt. Pleasant

How to Register for a Course or Training School

SOMI, along with the local areas and regions, hold numerous courses throughout the year. To receive information for training schools or to register visit <http://somich.vsyshost.com/vsys>

Registration for all training schools must be done through the state office. An area may submit registrations for a group, or each person may enroll individually. The fee for a training school is \$10.00 per person which covers the cost of certification material, i.e. printing, id badge and certificate. Participants are encouraged to register early as courses and training schools may be canceled due to lack of registrants.

Certification for Coaches

SOMI offers certification for coaches through Special Olympics, Inc. The certifications are for coaching, officiating, venue management, and games management. Each coach must update their certification every 3 years. Once the coaches certification has expired, **Recertification** can be obtained by viewing an online recertification video and taking a quiz, completing the online concussion training, or attending a CPR training (only allowed once every six (6) years), Sports rules meeting, i.e. High School Athletic Association Meeting, First Aid, any training that will enhance coaching skills or mentoring into another sport. All certifications and re-certifications are month and date specific. All certifications will advance to the month and date of your most recent completed recertification. Proof of each training must be sent to the state office. Other governing bodies certification may be allowed, contact SOMI Sports Department for approval.

For coaches to be certified by SOI, they must meet the following requirements:

1. Complete the on-line General Orientation and Protective Behavior quizzes at <https://www.somi.org/coaches-corner>
2. Completion of a sport-specific training school.
3. Complete and turn in a Volunteer A form and Application for Sports Training.
4. Complete the online Concussion Training and submit proof of completion to the State Office.
5. Coaches also can be certified through the mentoring program. In this case, the coach must meet the following requirements:

Mentoring

1. Complete and turn in Volunteer A Form, Application for sports training, and mentor log.
2. Complete the online General Orientation, Concussion Training and Protective Behavior Quiz at <https://www.somi.org/coaches-corner>
3. Completion of sports-specific instruction from a coach certified in that sport, must be approved by Area Director and Director of Sports and Training.
4. Completion of the coach - mentor log form.
5. Completion of a 10-hour practicum in the sport for which they are trained, with athletes in attendance.
6. Review mentor training agenda with certified coach doing the mentoring and complete the check list.

Mandatory Coaches Certification

Head Coach Definition: The head coach is considered to be the lead coach that is training the athletes in preparation for competition.

Team Sports

The head coach for each team must be certified (in that sport) in order for the team to attend the state-culminating event and obtain an award.

Upon registration to a state event, each area must fill out Team Registration form stating who their certified coach is and any assistant coaches to be turned in with registration. Each area will be notified by the correction date on who does not have a certified coach for that sport. The head coach must be listed on the roster information sheets provided to the state office at the time of registration and can only coach one team at the culminating event. Each team must have their own coach at events.

Individual Sports

The head coach for a group of athletes training in a sport must be certified at a ratio of one certified coach for every 16 athletes. (This does not change the 4:1 athlete to chaperone ratio required to attend state events). The head coach, by definition, must be the coach that has been training the athletes in preparation for competition.

The head coach must be listed on the coaches' registration that must be provided to the state office at the time of registration.

Resources for Coaches (and others in competition positions)

Special Olympics, Inc. publishes resources for coaches and competition personnel:

1. Sports Skills Program guides (SSPs)

Guides for each sport that list the skills needed to be successful in the sport. SSPs are written in simple terms with a task analysis for each skill. They also include exercises and drills for the athletes and coaches to use during practices. * Log on to www.specialolympics.org/sports.aspx?loc=footer

2. Unified Sports® handbook

This handbook serves as a rulebook and a resource for the Unified Sports® program and is available on the SOMI website.

3. Special Olympics website

The Special Olympics, Inc. website is an excellent source for SOMI coaches. The site has coaching guides for all of the sports that are offered along with the SOI rules. The address is www.specialolympics.org.

Special Olympics Michigan has web pages for each sport we offer, visit www.somi.org, then Sports and Our Sports to select from the list of sports.

4. Young Athletes™

Special Olympics offers Young Athletes™. This program is designed for athletes age 2 –7 years old and offers an interactive activity program. This program introduces young children and their families to the world of Special Olympics. Young Athletes resources are available at the SOMI website by clicking on Programs and then Young Athletes.

You may also contact the SOMI state office to learn more about gaining access to any of these materials.

Equipment

BSN SPORTS and US Games were recently awarded a government contract for athletic equipment and are offering this to Special Olympics for sports equipment. This program is a free service for all S.O. members to utilize and includes the following:

- Up to 22% off catalog price for PE equipment
- Up to 18% off catalog price for athletic equipment
- Up to 35% off for team uniforms and apparel
- Free shipping
- No order minimum

To have the contract pricing applied, please order through Aaron Goodnough via email at agoodnough@bsnsports.com or via phone at (248) 872-6930. Please have billed to Chris Betka, Chris can be reached at betka1cm@cmich.edu.

SOMI Culminating Events Information

Registration

Dates and Deadlines

Registration dates and deadlines are published annually and will be enforced

General Guidelines on Culminating Event Registration

- If a team roster or individual entry is received past the deadline, the team or individual cannot compete in that event. This applies to both athletes, partners and alternates.
- Current Application for Participation forms or Unified Partner form for all athletes must be on file when registration is sent to the state office. If forms are not on file, the Area Director will be notified the athlete will be dropped from the upcoming event. The payment will be taken from the area account on the "payment due date".
- All coaches/chaperones must have a Volunteer A form on file at registration (call in) date and complete the online General Orientation, Protective Behavior and concussion training.
- In multi-sport competitions coaches may only coach one sport. Exception may be made for Fall Games.

Board Policy on Coach and Volunteer Registration

Each Class A volunteer/coach to participation in any Special Olympics activity, shall have on file with the designated local coordinator or area director an approved application for participation which includes: Volunteer Class A form and Protective Behaviors. A copy of these forms must be on file with the State office, prior to participation. Forms will be valid for three years from the date they are signed.

Coach/Chaperone to Athlete Ratio

When entering a delegation for an event, you must have a coach/chaperone-to-athlete ratio of at least one to four. The only exception is that Area Directors, coaches or chaperones may choose to have a ratio for athletes who are blood-borne contagious infection carriers (1:1 ratio is not required). A BBCIC athlete should never share a bed with another person. An area can choose to have a smaller ratio if required within reason and affordability for behavior or medical concerns.

Areas that do not adhere to the one-to-four ratio for housing will be charged for extra rooms used. Other options: Areas can purchase cots, bring extra bedding, sleeping bags or put mattresses on the floor.

Qualified athletes may serve as chaperones/assistant coaches for an event if over the age of 18. They cannot participate as an athlete for that sport and they must have a Volunteer A form completed and on file and a background check will be conducted.

Unified Partners can act as a chaperone if over the age of 18 with Area Director approval, and a background check will be conducted however, they may not act as a coach in that sport, except in bowling, golf and cycling.

Board Policy on Coach/Chaperone to Athlete Ratio

The ratio of a coach/chaperone to athlete participating in any Games, tournament or event is a ratio of one registered coach/chaperone to a maximum of four (4) athletes participating unless exempt by specific prior policy (i.e. one on one participants). It is recommended that area directors not chaperone at any annual State Games.

Amended June 3, 2016

Selecting Athletes to Attend SOMI Culminating Events

Coaches should be sure that the athletes they bring to SOMI Culminating Events are not only physically trained in their sport, but also prepared to handle the emotional challenges that may face them. A decision to bring athletes with severe behavioral problems should be carefully considered. All too often these athletes cannot adjust to their new environment. This experience is not beneficial or enjoyable for the athlete or others traveling with him/her. (Also see Criteria for Advancement to Higher Level Competition) All registered athletes are required to travel and stay with the area delegation. All registered coaches are required to travel and stay with the area delegation.

Registration Packet

Prior to each SOMI Culminating Event, a registration packet will be e-mailed to each Area Director. It is the responsibility of the Area Director to make copies of these materials and disseminate them to all coaches and local programs within their area. A typical registration packet includes:

1. Call-In Sheet
2. Coaches Contact information Sheet
3. Team Evaluation Questionnaires
4. Games Score Sheet
5. Housing Sheets if applicable

The registration process includes call-in and postmark dates, and payment dates. Only Area Directors and Assistant Area Directors may call- in registrations. ***All information sheets and scores must be returned to the state office by the requested date or you receive participation only ribbons.***

Call-in

On the call-in deadline, the Area Director should call, email or fax the state office to report the numbers of athletes, number of teams, and type of teams (Junior, Senior, Modified, Unified, etc.); the number of coaches, chaperones and guests; as well as how many hotel rooms the area will need. All registration must be processed on the GMS system no later than call-in day. This is the last day that athletes and teams can be registered for the event. No athletes will be accepted after this date.

Billing

Billings will be prepared based on the call-in numbers. Registration payments will be deducted from your account on the payment date. For Summer and Winter Games if call in does not match confirmed delegation, the area will relinquish the rooms or be charged for the extra spots for the rooms.

Missed Deadlines/Conciliation Process

If the call-in and postmark deadline or any other dead-line is missed, requests for exception must be taken to the SOMI Board Program Committee and the Area Director must be the one to make the request. The Area Director will be notified prior to the meeting, but may or may not be requested for the Program Committee Meeting, which is usually done via conference call.

Area Appeal/Conciliation Process

To assist area delegations in registering for state events in a timely manner, the Board of Directors has established an appeals process to resolve problems outside of the state office jurisdiction prior to any state tournament. The appeal is reviewed by the Board's Program Committee, and its decision is final and binding on the full board with no further right of appeal by the area. The Chief Program Officer of Special Olympics Michigan presents problems to the committee after a request is made by the Area Director for an appeal and after the established deadline has passed.

Registration Cancellations and Refunds

In order to meet reservation commitments for SOMI Culminating Events, canceled registrations for a particular event and any request for refunds will not be authorized or given after 5:00 p.m. on the call in date that registrations is due the state office.

Athlete Alternates

Alternates attend the event only when replacing a registered athlete who does not attend. When dropping an athlete prior to a SOMI Culminating Event or at the event site, only registered alternate athletes can be added. A pool of alternates from your own area can be formed for bowling, bocce, horseshoes and golf (nine-hole and Unified only). Alternates do not attend state events unless activated in the sport. Awards are only given to team members listed on rosters and present the day of event. (Example: if you have eight people listed on your original roster you can only bring eight people to the event, if you drop one athlete they are replaced with one alternate.) It is strongly suggested to list alternate athletes. Alternate athletes must be specific to the sport they are training in.

In **team** sports, each team is allowed Three Alternates. For Unified Teams, they are allowed up to 4 alternates. **Unified Partner** alternates will follow the same procedures as athlete alternates.

For rules regarding alternates, please refer to the Alternates section on page 45.

Rosters

Each roster must:

1. Be completed on the GMS computer system.
2. List the minimum required number of athletes as well as alternates.
3. Include a Team Evaluation Questionnaire.
4. List the results of three games. (Results must be e-mailed, or submitted on-line to the state office by the date listed in the initial mailings.) They should include area#, full team name and scores.

Rosters cannot be changed after being submitted to the state office.

Team Evaluation Questionnaires

Team Evaluation Questionnaires are a mandatory part of registration for SOMI Culminating Events with team sports. The Area Director will be informed about any non- submitted team evaluation questionnaires by SOMI's "drop date" deadline.

After being informed, if the team does not submit a Team Evaluation Questionnaire by the "last day to correct problems" deadline, the team will be placed in a division, and the team will only participate for participation ribbons. Team Evaluation Questionnaires are to be completed online at <https://www.somi.org/coaches-corner>

Games Scores

Three (3) mandatory game scores must be submitted to the SOMI State Office. If more games are played all scores should be submitted. These scores must be from games played among Special Olympics teams only- preferably teams within the tentative divisions, or other teams if approved by SOMI sports director before scores are due. Scores must be submitted with both team name and areas in which they are from. Teams may play other sports organizations, if approved by the Director of Sports Training in extenuating circumstances, again before the due date of scores. Game scores must be played against other teams in the same sport ex: Softball plays softball team. Incorrect: softball team plays soccer team.

Volleyball – Traditional best of 3 sets equal 1 match, 3 matches (9 total set scores must be submitted to the state office) Modified – minimum 6 total set scores must be submitted.

Volleyball- A match is equal to one full game, therefore 3 match scores are due to the State Office. Within a match there are sets; each set is played to 25 points except the deciding 3rd or 5th set, which is played to 15. Traditional division matches will play the best 3 out of 5 sets, with the winner being the team who wins three sets. Modified division matches will play the best 2 out of 3 sets, with the winner being the team who wins two sets. Match scores, as well as the set scores within those matches, should all be turned in. For Traditional teams 3 **Match Scores** are due (minimum of 9 set scores); for Modified teams 3 **Match scores** are due (minimum of 6 set scores).

Sample Scores

	Set 1	Set 2	Set 3	Set 4	Set 5	Winner
Team A	25	22	19	25	15	X
Team B	20	25	25	18	13	

Minimum Housing Standards and Best Practices

(refer to Housing Policy in Section 1)

- a. SOMI must provide for adequate separation of participants in order to allow for personal privacy.
- b. The housing facility will provide adequate sheets, blankets and towels, or each athlete must have available to them a personal sleeping bag and towels.
- c. Cots should be requested from the facility to increase the number of beds available, when available.
- d. Air mattresses may be utilized to increase the number of beds available.

e. Area Directors should use discretion when putting athletes in rooms and consider age, gender, team, etc. A chaperone should be in each room. Area Directors should notify parents when special rooming situations occur.

f. Supervision- Hotels – Whenever possible, reserve connecting rooms so chaperones have direct access to the athletes' rooms. If connecting rooms are not available and the chaperone is in a room separate from the athletes for which they are responsible:

- Ensure the chaperone has a key to the athletes' room.
- Ensure the athletes know how to reach the chaperone at all times.
- Consider hall monitors.
- Whenever possible leave the doors to private rooms open so chaperones can monitor each room.
- Whenever possible, the chaperone should be assigned to a location in close proximity to the athletes he/she is supervising.
- Family Members – family members are prohibited from staying in athlete housing unless the family member is an official member of the registered delegation.
- Athletes are required to stay in the room they are registered for. They are not to leave the delegation and stay with family members that are housed separately from the registered delegation.
- Accommodations will be made to accommodate delegations with circumstances that include transgender, one on one athletes and BBCIC athletes.

g. If a facility other than a hotel, motel, or dormitory is being used for housing, the owner of the facility must provide in advance to SOMI a letter stating their approval for the use of the facility to house a Special Olympics delegation.

- Limited cots or rollaway beds will be available by the hotel so it is recommended areas bring air mattresses or sleeping bags as the situation arises and it is recommended that one person be in each bed whenever it is possible. If bed sharing is required, Programs may consider having athletes pack sleeping bags and require athletes to sleep in his/her sleeping bag on top of linens that are provided.
- If areas choose to stay overnight for a one day event they must follow minimum housing standards.

Victory Dances

Only athletes who are registered athletes for that event may attend the dance.

Early Release Forms

The Area Director must approve early departures of athletes. An Early Release form should be signed by a guardian or relative. If they are not available, then a coach and the Area Director must sign it and it should be kept on file with the Area Director.

Procedures for Divisioning

The procedures for divisioning have been developed to assist competition managers in applying the principles of fair and equitable competition to athletes of all ability levels. An athlete's ability is the primary factor in divisioning. The ability of an athlete or team is determined by an entry score from a prior competition or is the result of a time trial or preliminary event at the competition itself. Other factors in establishing competitive divisions are age, gender and roster information sheets

Ideally, a sufficient number of athletes or teams will participate at every competition so that equitable divisions of three to eight athletes or teams can be structured.

Experience has shown that in some competitions, however, there will not be a sufficient number of athletes within every age, gender and ability level to structure ideal divisions.

At each SOMI Culminating Event, tentative divisions will be set based upon submitted game scores, roster information sheets, previous years' results, and/or any additional competitive play.

If a coach feels they have been placed in a wrong division, they should notify the SOMI Director of Sports & Training following the initial division process. It is highly recommended that the coach be involved in the division process.

Age Groups

Special Olympics Michigan will utilize age groups as follows:

Young Athletes

Ages 2-7

Individual Sports

Ages 8-11

Ages 12-15

Ages 16-21

Ages 22-29

Ages 30+

Team Sports

Ages 15 and under (junior)

Ages 16 and over (senior)

Age/gender groups may be combined if a sufficient number of athletes are not registered within offered events.

Division Categories for Team Sports

Divisions will be based on the following categories:

Basketball - Male, Female, Junior, Senior & Unified

Volleyball – Male, Female, Junior, Senior & Unified

Softball - Male, Female, Junior, Senior, Unified & T-Ball

Soccer – Junior, Senior & Unified 11-a-side, 7-a-side, 5-a-side

Poly Hockey – Male, Female, Junior, Senior & Unified

Flag Football – Male, Female, Junior, Senior & Unified

Divisions may need to be combined, based on gender and/or age, if there are not at least three teams within an offered category. It is highly recommended that the coach or a representative be involved in the division process. If not specified by category, teams will be placed in Senior Male division.

Divisioning for Team Sports

Each team must play at least three (3) games against another Special Olympics team prior to the State Final Tournament entry deadline. SOMI will initially set divisions based on a pre-tournament procedure, the roster information sheet, past history of the team, and recent games scores.

Preliminaries, Time Trials, and Team Sports

To ensure equitable divisions in individual sports, athletes must participate in mandatory preliminaries or time trials, when prelims or time trials are held. If an individual misses the prelim or time trial, or has not submitted a qualifying score, he or she is placed in a non-competitive division only.

Three (3) games must be played in basketball, softball, soccer, poly hockey, flag football and volleyball and scores turned in on the designated date.

Forfeits

During divisional play, forfeit times (defined as 15 minutes after the scheduled start time) will be strictly enforced. If a team is not ready to play, a forfeit will be called. If a team forfeits a game at a SOMI Culminating Event the game will count as a loss and the team will still have the opportunity to compete for an award.

If extenuating circumstances arise, coaches must make every attempt to contact the Games Director to inform of a delay or cancellation, and if time allows consideration may be given by the Games Director.

Tie-Breaking Procedures

In the event of a three-way tie in a three-team round-robin division, runs or points allowed will be the determining factor in breaking the tie. The tie break would be (1) the team that allowed the least number of runs/points from the total of both games. If records are still even, double awards will be given. (2) the team that allowed the least number of runs/points in their best game. If teams are still tied,

The following is an example under scenario (2). The scores of three games were:

Team A beat Team B 5-3;
Team B beat Team C 4-1; and
Team C beat Team A 6-3

Team B, which allowed six runs, would be in first place. Team C, which allowed seven runs, would be in second place. Team A, which allowed nine runs, would be in third place.

Uniform Guidelines

For uniform guidelines and specifics, please refer to the Special Olympics Brand Identity Guidelines found in the Resource section of the SOMI website.

All team uniforms are required to have a SOMI logo. Penalty for each team sport without logoed uniforms the area will be FINED the cost of putting the logos on the uniforms. Area Directors will be notified after the event when a team is in violation.

The following guidelines apply to uniforms for all Special Olympics sports:

- Blue jeans and denim-type clothing are not permitted.
- Please refrain from using neon safety green (color) at state events as they coincide with medical and cause confusion during an emergency.
- It is forbidden to wear any object that may cause injury or give an artificial advantage to any player. Forbidden objects include, but are not limited to, head gear, jewelry, casts, or braces. Exceptions will be made for religious or medical medallions and flat wedding bands. If worn, they must be removed from chains and taped or sewn under the uniform.
- T-shirts, if worn, must be of uniform type and quality and be sanctioned by the area.
- The name of the program may be placed on the front of the jersey or shirt. The name of the athlete may be placed on the back of the jersey or shirt.
- All team members should have uniforms that are identical in color and style unless otherwise indicated in specific sports rules (such as goalie attire).
- The SOMI logo must be on all team uniforms that are in the property of Special Olympics. Sponsorship logos are NOT allowed on competition uniforms.

Please refer to the section for your sport within this Program Guide for detailed uniform instructions.

Uniform guidelines can be modified as needed to accommodate the individual disability or medical condition of an athlete.

Uniform Guidelines

Uniform Numbering

For uniform guidelines and specifics, please refer to the Special Olympics Brand Identity Guidelines found in the Resource section of the SOMI website.

For teams using their uniforms for more than one sport, it is recommended that shirts be numbered utilizing the basketball regulations. This type of numbering allows shirts to be used in most other sports offered by SOMI. Basketball rules state that numbers are required on the front and back of uniforms. Numbers on the front must be at least four inches high and six inches high on the back. No digits higher than 5 can be used, i.e. 55 okay, 66 no.

For Unified Sports team the athlete should have even number jerseys and the partner will have odd number jerseys. This is recommended but not mandatory.

Uniforms for Opening Ceremonies

For the Opening Ceremonies of the State Summer Games or Winter Games, all athletes in a delegation should wear matching shirts, which display the area program name and logo. Matching hats are optional. Sponsorship logos are NOT allowed.

Registration for State Winter Games and State Summer Games

Each Area must turn in a confirmed delegation request form approximately three months prior to the State Winter Games and State Summer Games.

How SOMI Determines Quotas

1. SOMI receives confirmed delegation request forms from the areas.
2. SOMI receives a total number of beds available from the host facility.
3. SOMI determines a membership percentage for each area (the total number of athlete forms for the area on file at the state office multiplied by 100 then divided by the total number of athletes in Michigan).
4. SOMI determines guaranteed area slots membership percentage multiplied by beds available.
5. SOMI then compares request forms to guaranteed slots and distributes the slots to areas, which requested less slots than they were guaranteed. The remaining slots are considered "extra" slots available for distribution. (For example, Area 1 requests eleven slots and the area's membership percentage provides for 43 slots. Area 1 is given its eleven slots and the remaining 32 slots are available to areas which did not have their total request met). Each area is guaranteed 12 slots.
6. Areas who received their request are removed from further consideration.
7. SOMI determines the remaining number of beds available.
8. SOMI determines which areas have not had their total request met and totals the membership percentages. The total of the membership percentages is multiplied by a number, which allows the total to equal 100%.
9. SOMI determines the extra slots to be redistributed (new membership percentage multiplied by extra slots).
10. SOMI continues this procedure until all available slots are distributed.

Note: For Summer and Winter Games, if call in does not match confirmed delegation the area will be charged for the extra spots for the rooms.

Recording Scores

Summer Games

For Summer Games registration, a time, distance, or score should be recorded for each event the athlete participates in (there are a few exceptions for some events) by score due date. The score submitted should be the best score the athlete has performed in a recent practice or competition. Areas should make every effort to obtain a current score, and, as a last resort, they can refer to last year's final delegation reports for repeat athletes. Please reference sport rules for measurement specifications. For Athletics scores measurements need to be taken in meters; for Swimming they must be taken in yards.

Winter Games

For Winter Games registration, levels if needed for sports must be submitted by score due date. Final heats will be determined after preliminary time trials are completed at the event.

Athlete Alternates

For individual events we recommend you have 25% alternates listed. For bowling, bocce, and horseshoes, areas can register a pool of alternates that will only replace a dropped athlete in the same sport and area. For team sports, athletes must be on the roster at time of call-in. Any individuals registered for doubles without a partner will be automatically placed as an alternate and will only be activated in replacing a drop.

One-Sport Rule

Athletes are invited to compete in only one sport at both the State Winter and State Summer Games. Within the sport, athletes can compete in two events at the State Winter Games and three events at the State Summer Games. Athletes competing in team sports must choose between team competition and individual skills contest competition.

- Refer to the specific event registration materials for additional restrictions on number of events available to athletes.
- Exception may be made for State Fall Games.

Corrections at Summer Games

Scores and times should be submitted by score due date. Honest effort events can be submitted at event site 30 minutes prior to event. Those events are Softball Throw, 50 M Dash, 100 M Dash, 300 M Dash and 400 M Dash. The state office should be notified of wrong age or gender but no changes to events will take place. Area Directors are responsible for athlete corrections during the registration process.

Challenging Athletes

Special Olympics Michigan encourages coaches to challenge the athletes to reach their full potential. Although very appropriate for some Special Olympics athletes, participation in events such as the Standing Long Jump, Softball Throw, and the 50 Meter Dash do not truly allow most athletes to maximize their skills.

Coaches should attempt to enter athletes in events where training and effort allow the athlete to achieve success at the highest possible level.

Athletes must participate honestly and with maximum effort in all preliminary and final competitions. Sportsmanship will be enforced at all state events.

Basketball Competition

The District Basketball Tournament will be conducted throughout the state in early March. There will be a State Sr. Male Basketball Finals offered for senior males the end of March.

All Basketball competition will be single elimination competition with a consolation round, unless there is a division of three. A division of three will play round robin. All teams are guaranteed two games. Divisions will be set up to have 3 or 4 teams. Five team divisions will be used in rare cases only.

Special Olympics Michigan follows the Michigan High School Athletic Association rules for basketball with the modifications listed in this Program Guide.

Please note that there is only one set of rules that all teams will be using. The modifications will apply to everyone.

Every possible effort is made to ensure fair and equitable competition for teams and their placement in division. (Byes may be offered to the State Senior Basketball to teams that have been determined "clearly superior" or "clearly inferior" by SOMI staff and the District Basketball Tournament Director.) These teams would have their status determined upon the completion of the events and must participate in their assigned division at the District Basketball Tournament. "Clearly superior" teams identified prior to the District Basketball Tournaments may be moved to another district site in which equitable competition opportunities exist.

Awards

Area/Invitational Events

Place ribbons and/or participation awards can be given to all athletes. If medals are awarded they may not be larger than 1 3/8 inch and cannot have SO logo on them and must be awarded to all participants. The same award must go to all participants. Alternates will not receive an award unless replacing a dropped athlete.

Regional Events

Awards may be presented at regional events and ordered by the hosting area, after approval from SOMI.

Team Regional Events - trophies or ribbons may be presented. If medals are awarded they may not be larger than 1 5/8 inch. Medals and ribbons must be ordered through MTM. Any questions contact Jill Riesberg at 800-644-6404 or jill.riesberg@somi.org

District Events

Special awards or ribbons will be awarded at all districts basketball tournaments.

State Events

Medals and ribbons will only be awarded to athletes present the day of the event.

Alternates will not receive an award unless replacing a dropped athlete.

Registration for Regional/Area/Invitational Events

The hosting area must submit a GMS 7 Games Creation Form to the state or regional office in your area to have the games established.

All registration must be processed on the **GMS 7** system no later than date established by the hosting area.

Regional Event Information

Regional events are a higher caliber event in which areas within a region combine efforts and resources to offer competition. An example of this is to offer Spring Games as a Regional event. The purpose of a Regional Event allows areas to come together resulting in saving of resources, volunteer hours and opportunities for sponsorship. Regional Sports Events are identified as events attended by areas from the same region and organized and hosted by an area within that region.

- At least three areas within the region must attend the regional event.
- Special Olympics competitions, at the regional level, are high caliber and modeled after State competition, enabling more athletes to experience quality, higher level competition.
- SOMI State Competition Rules must be enforced.
- Sponsorship will be sought for regional competitions by host area or SOMI Staff.
- Awards may be presented at regional competition. Awards will be ordered by the hosting area after approval from SOMI. Information can be obtained through the Sports Department at the state office.
- If assistance is needed contact the Director of Sports and Training.
- Opening Ceremonies take place and awards ceremonies or closing ceremonies must occur.
- No invitational, regional, or area event can be held on the same day as a state event.

Procedures for adding or deleting sports at SOMI state events

Adding a sport or event

While offering 24 official Special Olympics sports, SOMI recognized that a number of sports or events sanctioned by Special Olympics, Inc., are still available to local and agency programs and could be added to the official list of SOMI sports offered at the state level.

Criteria for development of new sports

The proposed sports or event must be an officially recognized sport by Special Olympics, Inc.

All athletes or coaches participating in the proposed sport or event must adhere to the policies and/or rules established by SOMI and SOI.

The suggestion or inquiry for a new sport or event can come from anyone involved with SOMI (coach, Area Director, state staff, family members, offering at World Games, etc.).

SOMI medical advisory committee must review the sport or event to determine if it meets the accepted health and safety standards.

A survey will be going out to coaches and Area Directors to determine interest.

Once interest is demonstrated, the sport or event will have a two-year developmental period where it can be offered at area, regional, and state events.

Demonstration of the sport or event must be held at state games or the annual Leadership Conference.

Training schools would be offered to promote the new sports or event.

A sports management team comprised of sports-special individuals would be developed to assist with training.

After the two-year demonstration period and a demonstration is held at state games or the November Leadership Conference, the sport or event would be evaluated for meaningful competition.

If meaningful competition is assured, the Program Committee will be consulted.

In a team sport, it is suggested that meaningful competition means that 16 teams are participating to make at least four divisions. This is a guideline and will be reviewed by the Program Committee for assessment of equitable competition.

In individual sports, adding a sport will be on a case by case basis given that the above considerations are met.

The Program Committee along with the President Advisory Council will make the final recommendation to the Chief Program Officer about whether the sport or event should be added at the state level.

Eliminating a sport or event

The elimination of a sport from SOMI state events will be determined using the listed criteria.

Criteria for the elimination of a sport

Answering the questions below should determine if a sport is "at risk:"

- Are there enough athletes participating in the sport to have meaningful competition?
- Are there adequate numbers of qualified coaches to train athletes safely?
- Are sports rules well-defined for SOMI athletes to compete?
- Is the sport cost-effective?
- Are there safe and appropriate facilities for competition?

Once a sport is determined as "at risk," it will enter a two-year probationary period. (It will be considered "at risk" for one-year and then enter the two-year probationary period.)

A survey will go out to determine if interest in the sport remains and whether interest exists in reviving the sport.

During the probationary period, efforts will be made to revive the sport.

Efforts to revive the sport during the probationary period will include the following:

Emphasis will be placed on training schools for that sport. Area Directors, coaches, parents, etc. will be informed that the sport is at risk and needs to be revived or it will be deleted.

The state office will offer additional support as needed in order to help rebuild the sport. The sport management team for that sport will help with additional support. Bonus quotas may be given to state games for that sport. After the probationary period, it is suggested that a team sport or event must have 16 teams or at least four divisions to continue to be offered at the state level. This is a guideline and will be reviewed by the Program Committee for assessment of equitable competition.

Individual sports will be reviewed on a case by case basis.

Procedures for hosting a Regional or Invitational Tournament

Selecting a name for your event

When picking a name for your event, keep in mind that you must include the word “regional” or “invitational.” The reason for this is that we have had many unfortunate misunderstandings about exactly what type of event is being held. If it is named a regional event, then every area within the region should be aware of the plans and have the opportunity to give some input into the organization of the event.

Inviting/Accommodating Participants

When picking a name for your event, keep in mind that you must include the word “regional” or “invitational.” The reason for this is that we have had many unfortunate misunderstandings about exactly what type of event is being held. If it is named a regional event, then every area within the region should be aware of the plans and have the opportunity to give some input into the organization of the event.

- a.** Each area is managed by an Area Director who must be notified about your event if you want to invite that area’s individuals and/or teams. All participants must be approved by the Area Director to attend.
- b.** The SOMI Application for Participation must be valid and filed on site for each Special Olympics athlete. We recommend that you ask for these forms ahead of time so you and/or your medical staff have time to review them. You must adhere to the Special Olympics Michigan Board-approved Athlete Registration Policy for your event.
- c.** If housing is offered, refer to the Special Olympics Michigan Minimum Housing Standards Policy for regional or invitational events and the Coach/Chaperone to Athlete Ratio.

Rules

You must use the rules published by the SOMI State Office, Special Olympics, Inc., and the National Governing Body at your regional or invitational event. If you have questions regarding these rules, please call the Director of Sports & Training.

Event Committees

- **Ceremonies:** Each event must begin with an Opening Ceremonies. Events must also include an award presentation and/or a Closing Ceremonies. The award presentation can serve as the Closing Ceremonies depending on what event is being held.
- **Special Events:** Special events must be organized if the athletes will have a lot of free time. Short, one-day events may not need this committee.
- **Officials:** Each sanctioned event must use certified or trained officials.
- **Games Management Resource Guide:** Refer to Games Management Structure for other optional committee ideas.

Criteria for advancement to higher level competition

State Competition

Attending and competing in Special Olympics Michigan state events is a privilege for any athlete. Unfortunately, not all athletes can attend every event.

The number of athletes that the area sends to state events depends on the following issues:

1. Area funds available

The amount that the area can afford to send financially. Registration fees, housing, meals, transportation, uniforms, equipment and other expenses are all paid out of the area funds.

2. Quotas

Whether quotas have been established by Special Olympics Michigan. Sometimes quotas are set due to limited space and housing. If a quota is set, invitations to events will be determined by local membership numbers of athletes registered and training within a specific sport.

Although it is the desire to include every athlete that is training in all the games we offer, due to the many athletes we have competing in the state, it is not always possible. That is why we offer area, regional and a variety of state events to give all the athletes quality competition opportunities.

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2. Quotas

Whether quotas have been established by Special Olympics Michigan. Sometimes quotas are set due to limited space and housing. If a quota is set, invitations to events will be determined by local membership numbers of athletes registered and training within a specific sport.

Although it is the desire to include every athlete that is training in all the games we offer, due to the many athletes we have competing in the state, it is not always possible. That is why we offer area, regional and a variety of state events to give all the athletes quality competition opportunities.

Area/Invitational Sports Events

Invitational events are planned opportunities for areas to compete as additional competition.

This is a good way for teams to get their scores in, games opportunities and additional practice outside their areas. Invitational Sports Events can involve areas from more than one region. All invitational events should be posted on the area calendar and submitted to Director of Sports & Training. The purpose of this includes the following:

1. Invitational events are planned by the host area that invites areas to compete.
2. SOMI Competition Rules will be enforced.
3. SOMI can forward information to other areas for participation Rules/Guidelines can be reviewed before the event is announced.
4. Place ribbons and/or participation awards can be awarded at an area or invitational event.
5. Host area must complete the Games Creation Form and return to the State Program Staff. The form is available online at our website www.somi.org, or contact State Program Staff.
6. No invitational, regional, or area event can be held on the same day as a state event.

Sportsmanship

Having good sportsmanship is crucial to the well-being of the athletes and all affiliates of Special Olympics.

Please remember the following points when attending any Special Olympics event:

Good Sportsmanship

- Remember that Special Olympics is about giving athletes an opportunity to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship.
- Support the athlete without ridiculing or intimidating
- Do NOT use profane or abusive language at any time.
- Allow coaches to coach, and officials to officiate.
- Programs should remind delegates, family & friends of these Sportsmanship guidelines to make an enjoyable experience for all who attend.
- Be a positive role model for all athletes, coaches and fans.
- Respect every athlete, coach and official.
- Applaud good performances and efforts from all individuals and teams. Congratulate all participants on their performance, regardless of the game's outcome.
- Focus on the athletes' effort and performance, rather than whether they win or lose.
- Encourage athletes to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Show respect for your team's opponents. Without them, there would be no game.
- Swearing and/or inappropriate language will not be tolerated at Special Olympics Michigan events.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Parent/Spectator Code of Conduct

Special Olympics is committed to the highest ideals of sport and expect all parents and spectators to honor Sport and Special Olympics. All Special Olympics parents and spectators should observe the following code:

- Remember athletes are participating for their enjoyment. Encourage participation, but do not force it.
- Applaud good performances and efforts from all individuals and teams. Congratulate all participants on their performance, regardless of the game's outcome.
- Focus on the athletes' effort and performance, rather than whether they win or lose.
- Encourage athletes to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at people for making a mistake or losing the competition.
- Remember that athletes learn best by example. Appreciate good performance and skillful plays by all participants.
- Respect the decisions of officials and teach athletes to do the same.
- Show appreciation for volunteer coaches, officials, teachers and administrators. (Remember, without them there would be no participation).
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them, there would be no game.

- Encourage athletes and coaches to follow the rules and the officials' decisions.
- Swearing and/or inappropriate language will not be tolerated at Special Olympics Michigan events.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Obey all federal, state and local laws, facility and venue rules and Special Olympics rules.

Special Olympics Michigan reserves the right to dismiss parents and/or spectators from any Special Olympics Michigan event if the Parent and Spectator Code of Conduct are violated.

Disciplinary steps for violating Parent/Spectator Code of Conduct

- **1st Violation:** distribution of the Parent and Spectator Code of Conduct warning.
- **2nd Violation:** removal from Special Olympics Michigan event for the remainder of the day.
- **3rd Violation:** removal for remainder of the season.

SOMI reserves right to permanently remove based on severity and/or frequency of behavior

Refer to the Athlete Code of Conduct

Refer to the Coach Code of Conduct

Event Cost for 2020

Event	Total Budgeted Cost for 2020 Event	Discounted Area Cost per person
State Winter Games (4 day)	\$535	\$135
District Basketball (1 day)	\$62	\$30
Unified Basketball (1 day)	\$94	\$30
State Sr. Male, Female, Junior & Skills Basketball Finals (2 day)	\$272	\$62
State Summer Games (3 day)	\$239	\$115
Fall Classic	??	??
State Fall Games	??	??
State Poly Hockey Finals (2 day) and Unified Bowling Finals (1 day)	\$128	\$62 \$30
Training Schools (includes name badge and materials)	\$25	\$10

Flat Rate Fee Structure

- 1-day event: \$30
- 2-day event: \$62
- 3-day event: \$105 or \$115
- 4-day event: \$135

The registration fee will be transferred from the Area account to the state account on the payment date.

Team Roster Size

Roster sizes for team events reflect the minimum requirements of the National Governing Bodies. Roster minimums and maximums are as follows:

Sport	Min.	Max.
5-A-Side Soccer	6	10
5-A-Side Soccer Unified	7	10
7-A-Side Soccer	8	14
7-A-Side Soccer Unified	9	14
11-A-Side Soccer	12	16
11-A-Side Soccer Unified	12	16
Basketball	6	12
Unified Basketball	7	12
Flag Football	6	12
Flag Football Unified	7	12
Handball	8	12
Poly Hockey	7	13
Poly Hockey Unified	9	13
Softball	11	15
Volleyball	7	12
Volleyball Unified	8	12

You may register 3 alternate players for every team sport.

Unified Sports® may register 4 total (2 athletes & 2 partners) alternate players for every team sport. When replacing dropped athletes an athlete must replace an athlete and a Unified Partner will replace a Unified Partner. Unified Sports® teams must register proportionate athletes and partners. Unified Partners are a peer without intellectual disability.

Sport rules and guidelines are located on SOMI.org

Note: Any Michigan teams selected for World Games/National Games must use the approved World Games/National Games roster sizes. Usually, the World Games/National Games roster sizes are smaller than the number of athletes allowed by SOMI.

Honest Effort

Athletes must participate honestly and with maximum effort in all preliminary and/or final competition. Any athlete that achieves a final score 15% better than the preliminary score, for the event that they are participating in, shall be subject to disqualification from the competition. SOMI will submit to the Area Director all disqualification scores. Area Directors will discuss with coaches an action plan to eliminate future athlete violations.

During State Athletics competition, if an athlete performs substantially different than their preliminary score they will be reheated into a division that is a better representation of their ability.

Section 5

Sport

Team Roster Information

Unified Sports

*Sport guidelines and rules can be found at
SOMI.org

Unified Sports®

Player Development vs Unified Guidelines

What is Unified Sports®?

A program that combines approximately equal numbers of Special Olympics athletes and peers without intellectual disabilities (designated as “partners”) on sports teams for training and competition against other Unified Sports® teams. Unified Sports® teams are organized to provide meaningful involvement for all participants. Every teammate should play a role and have the opportunity to contribute to the team. Meaningful involvement also refers to the quality of interaction and competition within a Unified Sports® team. Achieving meaningful involvement by all participants on the team ensures a positive and rewarding experience for everyone.

Unified Sports® are designed to be competitive and also to create friendships on and off the field amongst SOMI Athletes and Unified Partners. Teams should be comprised of both athletes and partners with similar ability levels.

Uniforms

When ordering Unified team uniforms Athletes should have even numbers and Unified Partners should have odd numbers. This assists with further distinguishing athletes and partners.

Also see pages 44-45 for the uniform guidelines that apply to all sports (i.e., no denim, jewelry, etc.). All other uniform guidelines should be followed per sport.

SOMI Unified Sports®

The following sports have Unified rules and are hosted at state level competitions.

- Athletics
- Alpine & Cross Country Skiing
- Basketball
- Bocce
- Bowling
- Cycling
- Figure Skating
- Flag Football
- Golf
- Kayaking
- Poly Hockey
- Snowboarding
- Snowshoeing
- Soccer
- Softball
- Speed Skating
- Volleyball

All SOMI rules are to be followed unless otherwise noted on that sport’s particular rule page within the program guide. Teams should register as Unified Teams when they are attending a state level competition.

Partner/Athlete Selection

Unified Sports® should be comprised of athletes and partners of similar ability levels and ages. When forming a team, each player (partner or athlete) should have a meaningful role on that team.

It is important to select partners and athletes of similar abilities and ages to create the highest level of meaningful involvement for all players on a team.

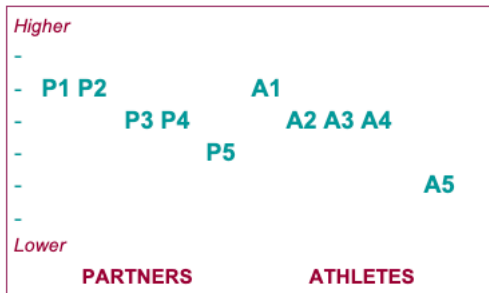
There are no rules differences between Unified Sports® and Player Development.

When selecting a team, it may be difficult to select partners and athletes of the same age or ability, if such is the case, the Player Development model should be utilized.

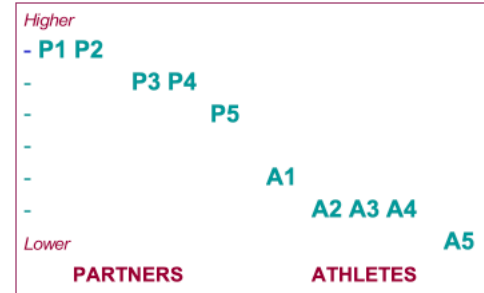
The Player Development level is comprised of partners of a higher ability level paired with athletes of lower ability level. Player Development level is designed to develop lower ability players skill level.

Both Unified Sports® and Player Development levels receive awards based on their games played. The graphics below show the differences in ability level. Note a Unified Level team can be comprised of athletes and partners that are both of a lower ability level.

Unified Level



Player Development Level



How to start Unified Sports®

Unified Sports® are beneficial to both SOMI Athletes and Unified Partners and introduce both parties to a social atmosphere that creates inclusion and acceptance. There are various ways to start a Unified program in your area.

- **Proper sport selection** – It is important to select a sport that is fitting for your athletes and partners. Not all participants may be able or have a meaningful role in a sport such as flag football, however a sport such as golf, bocce or bowling may be more appropriate.
- **Recruiting partners** – Partners can be recruited from many places. When recruiting partners think of organizations in your area that may have interest in participating in sports.
 - o Colleges & universities
 - o Unified Champion Schools
 - o Community rec leagues
 - o Church youth groups
 - o Local volunteer organizations
 - o Partners or Civic Organizations
 - o Volunteer databases
- **Practice & Scheduling** – Once you've recruited your team, you can reach out to the SOMI State office to find other Unified teams to schedule games against. Partners and athletes should practice and compete together regularly.
- **Principle of meaningful involvement** – Every player (partner or athlete) must have a meaningful role on each team. In order to ensure fair play and fun it is important that each player have a role they can fill. It isn't expected that everyone on a team scores 3 goals, but a role such as defensive specialist or shooter can ensure all players have a role.

Unified Sports® General Rules

- All Unified Partners must be registered as part of the team and must participate in practice and team activities. They must play with that team only
- All teams must have a non-playing head coach. Unified Partners cannot serve in both roles for the same team.
- Unified Partners over the age of 18 can serve as a chaperone for events. However, they must be registered as a chaperone.
- All Unified Partners must have the Unified Partner form filled out and on file with the SOMI State office. Background checks will be completed on all registered Unified Partners over the age of 18. All athletes participating in Unified Sports must have the SOMI athlete participation form up to date.

- All Unified Champion Schools and SO College Unified Partners and athletes must have a valid form on file with the state office.
- Partners should never dominate or take over a game. If this does occur, partner domination will be called accordingly. Partners are allowed to score.

Unified Champion Schools and Unified Sports®

All Unified Champion Schools are required to host at least one Unified Sport® during their school year.

This is a great way to grow Unified participation for school aged athletes. Unified Champion Schools can participate within their own schools, against other schools or at a Special Olympics sanctioned tournament.

Unified Champion Schools Unified Sports® follow the same rules as community based Unified programs.

SO College Clubs and Unified Sports®

You can start a Unified Sports® program on a campus near you! Many colleges offer intramurals or recreation programs that can offer Unified programming with the athletes in your area!

For more information regarding SO College or how to start Unified Sports® on campus, please contact SOMI at (989) 774-3911 or visit: www.somi.org/program/so-college

Training

Special Olympics North America partnered with the National Federation of High Schools to offer a FREE online Unified Sports training. To take the training, log on to <http://nfhslearn.com/courses/36000>

If you would like a face to face training course or webinar hosted in your area, please contact SOMI at (989) 774-3911.

State Event Information

For questions regarding state events rules or how to start a Unified Sports® team, contact the Senior Director of Sports and Wellness at (989) 774-3911.

Section 6

Area Management

Area Programming

Volunteers

Families

Volunteers

Volunteer Responsibilities

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

As a volunteer, you are expected to:

When ordering Unified team uniforms Athletes should have even numbers and Unified Partners should have odd numbers. This assists with further distinguishing athletes and partners.

1. Fulfill the responsibility of your assignment

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

2. Set an example for the athletes

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

3. Model good sportsmanship and behavior

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

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

- Never leave an athlete unattended.
- Report anything you observe which you feel may cause harm.
- Never put yourself in a compromising situation.
- I understand that I am a mandatory reporter by law and will report any suspected abuse. I also understand the legal consequences for not reporting suspected abuse within 24 hours.

5. Be loyal to your commitment to Special Olympics Michigan

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

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

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

Action steps for reporting abuse/neglect/behavior issues for volunteers

All Special Olympics volunteers and staff are mandatory reporters of any suspected abuse. In the event of suspected abuse, the following steps are to be followed.

You are required to report suspected abuse/neglect by calling the Michigan Department of Health and Human Services at (855) 444-3911 or call the local law enforcement at 911. You must give a verbal report within 24 hours/ and or a written report within 72 hours to the Department of Human Services.

The Misconduct or Inappropriate Behavior Report Form must be completed for Special Olympics Michigan. Contact the Special Olympics State Office at (800) 644-6404 within 24 hours to report the incident and action steps taken.

If Special Olympics Michigan is notified that a volunteer has neglected, abused, or acted in any inappropriate manner with any participant of the program, immediate steps are taken to report the incident and to investigate the allegation. If abuse or neglect is reported, the complainant will be asked if they reported this to DHSS or contacted the police. If not, SOMI will proceed with the action steps necessary to investigate and determine the reporting process.

A written incident report must be completed by the complainant or through the assistance of Special Olympics Field Staff personnel. There will be a phone call and a letter immediately sent to the volunteer, Area Director, Director of Field Services, and the Chief Program Officer notifying them of the allegations made towards the volunteer and the temporary suspension of the volunteer while it is being investigated.

There will be a background check done immediately. If the background check indicates conviction for: child abuse, sexual abuse or misconduct, neglect, assault, kidnapping, physical abuse, murder, manslaughter, arson, theft, fraud, larceny, prostitution-related crime, or controlled substance crime. No appeals are accepted except in the case of mistaken identity.

Volunteers with DWI, DUI, or comparable offenses or three or more moving violations within the past three years are automatically disqualified from driving on behalf of Special Olympics for seven years.

A written incident report will be completed and the Field Service staff will meet with the Area Director and volunteer to review and determine plan of action. The meeting will be documented in writing and copies distributed to the Area Director, volunteer and state office. The state office will keep a file and indicate on the volunteer file if suspended or permanent expulsion from the program.

The volunteer has the right to appeal any disciplinary action. The coach/chaperone must submit a written notice of appeal, with a copy to the Area Director and to the Director of Field Services and the Chief Program Officer of Special Olympics Michigan. This notice must include a request for a meeting within 30 days of being notified of the disciplinary action.

The Area Director, the Director of Area Management or the Chief Program Officer will hear the appeal, and the Chair from the Program Committee or designee not involved with the situation. A decision must be rendered in writing within 21 days following the meeting and may reverse, amend or affirm the disciplinary action. The decision shall be submitted to the coach/chaperone and to the Area Program and should include, if applicable, a plan of action for the coach/chaperone to correct the unacceptable behavior that led to the disciplinary action.

Volunteer Registration

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

Board Policy on Volunteer Registration

In compliance with Special Olympics, Inc. policy, Special Olympics Michigan must register and classify all volunteers. Two classifications exist. Those with close contact to athletes, or who have administrative or financial roles, must fill out a Volunteer A registration form, complete General Orientation training, and complete Protective Behaviors training at the time of registration. The A registration form and Protective Behaviors training must be renewed every three years. One-day volunteers must sign in on a Volunteer C registration form and a photo I.D. must be verified. Special Olympics Michigan will conduct background checks on all A volunteers using a national vendor that includes all available on line sex offense registries to protect the safety of all athletes. Volunteers will only be assigned as appropriate. Volunteers may be excluded as listed in the volunteer exclusion procedure. The Board Program Committee will handle appeals.

Procedure for Registering Volunteers

1. Determine the category for the volunteer

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

Class A

- Volunteers who have regular, close physical contact with athletes
- Volunteers in a position of authority or supervision with athletes
- Volunteers in a position of trust of athletes
- Volunteers who handle substantial amounts of cash or other assets of the program
- Volunteers that chaperone athletes and may stay overnight
- Volunteers that may transport athletes

Class B

- Volunteers who have only limited contact with athletes generally, (walk-on-volunteers) who sign on the day of the event.

2. Procedures for Class B Volunteers

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

Training/Orientation: Class B volunteers should receive training regarding their volunteer duties and SOMI's expectations of them as volunteers. The training may occur in a meeting prior to the event or be outlined in written materials, which the volunteers must read prior to the event.

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

3. Procedures for Class A Volunteers

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

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

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

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

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

- Child abuse
- Sexual abuse of a minor/adult
- Causing a child's death
- Neglect of child or any other individual for whom the potential volunteer had/has responsibility
- Kidnapping

- Murder
- Manslaughter
- Felony assault
- Arson
- Criminal sexual conduct
- DWI, DUI, or comparable offenses or three or more moving violation within the past three years automatically disqualifies the volunteer from driving on behalf of Special Olympics for seven years.

Filing of Volunteer Registration Forms prior to State Competitions

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

Area Program

Definition of an Area Program

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

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

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

Board Policy on Area Accreditation

Area programs must apply for and be accredited annually by Special Olympics Michigan. The area must turn in a completed Application for Area Accreditation (Annual Plan/Final Report) postmarked or in the State office no later than November 30 of each program year. Any area not accredited by January 1 will be given a written thirty (30) days' notice to complete the application, during which time an area would have a provisional status of accreditation for sixty (60) days. All accreditation certificates will be presented by the Leadership Conference. Because an incomplete area Application for Area Accreditation can hold up the status of the state accreditation from SOI, it may cause the closing of an area program.

Therefore, if the state office does not receive the application after the expiration of 30 days, the area will lose its authorization to organize, conduct and promote Special Olympics, to raise funds for these purposes, and to use the name Special Olympics and the Special Olympics logo, symbol, or seal. The area athletes will not be allowed to register or compete in events.

Upon accreditation, the state office will authorize the area to administer the Special Olympics program. An area may request a waiver to the above policy to the Board of Directors Program Committee.

Area Accreditation

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

Board Policy on Area Quality Program Standards for Area Programming

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

1. The area will show growth in the program as defined by the individual area management team and SOMI Field Service/Leadership Team through various initiatives, such as Athlete Leadership, Global Messengers, Parent/Family activities, MATP, Young Athletes, Unified Sports, Health & Wellness programs, and Unified Champion Schools.
2. Every area will provide a year round sports training and competition program.
 - All registered athletes must train and/or compete in at least one sport per year.
 - The area must offer training and/or competition opportunities in at least one (1) sport at the area level during each of the four (4) sports seasons sanctioned by SOMI.
 - Areas must offer programming to athletes of all ages, children through adults.
 - The area must attend at least three (3) regional and/or state events, with a minimum of one (1) being a state event (summer, winter or fall games).
3. The area will provide proper sport-specific equipment and uniforms, use appropriate facilities, and follow SOMI uniform guidelines as outlined in the Program Guide when participating in any events at the area/regional/state events.
4. The area will provide for the recruitment, orientation, and training of volunteers and will follow all policies and registration guidelines established by SOMI and SOI as set forth in the Program Guide.
5. The area will have an active management team with a minimum of six (6) members, which includes an Athlete Representative, Fundraising Representative and a Parent/Family Representative. Management Teams must meet at least four (4) times a year.
6. The area will complete the annual accreditation, an annual calendar or events, a balanced budget, and the annual census.
7. The area will utilize the SOMI logo and all public relations materials as specified in the Program Guide. The area will follow the technology guidelines, including email, electronic newsletter, social media, fact sheets, and websites.
8. The area will maintain a balanced budget, follow fundraising guidelines, and participate in state wide fundraising efforts as determined by SOMI.

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

A

Board Policy on Area Management Teams

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

Area Management Teams

Assistant Area Directors and Local Coordinators

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

Area Management Team Members

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

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

Annual Plan and the Application for Area Accreditation.

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

An Area Management Team must consist of no less than six members counting the Area Director. A management team member may be responsible for no more than two positions. The Area Director may assume operational responsibility for no more than one additional position and should not be the Financial Representative.

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

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

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

The team also could include the following members:

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

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

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

Area Management Team Meetings

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

Area Management Team Recognition

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

Area Budget Schedule

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

Volunteer Area Director Financial Token of Appreciation

Rules for the payment of the \$599:

1. The AD must have served for a full year to be eligible.
2. The AD must have been in place at the beginning of the year to be eligible. This means January to December.
3. If an eligible AD leaves under good standing during the year, the token will be prorated and given when they leave. The amount will be prorated to the last full quarter the area director served.
4. If the AD is terminated for any reason they are not eligible for the Financial Token of Appreciation.
5. Only volunteer area directors will receive the Financial Token of Appreciation. There may be instances that an area director could be paid a stipend for other services depending on the funding source and outside work being done. For example: Unified Champion Schools (USC) administration of a large scale program with multiple schools.
6. If an area Director owes SOMI money for any reason, it will be deducted from the \$599.
7. The token will normally be paid out of state funds.
8. The payment check will be issued on the last check run of the year and will be mailed to the AD. If there are two ADs, the token will be split.
9. This will not be a merit based system. It is a Token of Appreciation for the work that an area director does for SOMI. If an area director performance is deemed unacceptable, the regional field services person will take action to work with the AD or work to replace the AD if necessary.
10. Annually the Chief Program Officer will provide the list of acceptable candidates to the Accounting Department for concurrence and the CEO will write the year end letter awarding the token.

Board Policy on Area Fees of Assessments

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

Area Technology Needs

Areas are expected to care for the SOMI technology as if it were their own. SOMI technology is to be used for SOMI business only and not for personal use. No Spam email is to be sent using SOMI technology or with a SOMI

email address. Music and games files are not to be downloaded onto any SOMI computer.

Backups of all computer files must be done on a regular basis. Updates from Microsoft and virus scan software must be installed at a minimum of weekly.

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

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

Technology

- A current computer compatible of running needed software listed below. Areas are expected to bring the SOMI laptop to all conferences and training sessions. Games entries are to be done on the laptops so bringing them to the games will be very helpful.
- Backup method for SOMI information is needed. This could be a flash drive, external drive, or any external method of storing information. The best backup option is uploading to Google drive via drive.google.com. Log in with areaXX@sommi.org. You may also send any data you wish to the State Office for secure backup.

Each area program will possess all of the following technology:

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

Software

- MS Office Suite (Word, Excel, Publisher...). When computers are purchased through the State Office, they will be delivered with the Office Suite installed.
- Adobe Acrobat Reader
- Internet browser (Chrome, FireFox, IE 11.0 or other browser)
- Games Management System (GMS) for athlete database is online. It is the area program's responsibility to update their athletes and send all current health appraisals to the State Office as soon as you get them. Do not wait until you get a problem sheet saying the forms are expired. All athlete activity (games, trainings, etc.) is to be entered by the area into GMS.
- Virus scan software: it is imperative that this is kept up-to-date. AVG and Avast are good free options.
- All Windows updates MUST be done as soon as they become available.

Subject Line on E-mails

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

Area Web Presence

- Website: Every area program has an official web page on SOMI.org. Areas are not allowed to start their own website somewhere else. Areas are also not to give permission for a local program or a volunteer to create one for them.
- Social Media (Facebook, Twitter, Instagram etc.): Areas that have social media accounts must have a member of the SOMI Marketing and Communications team from the State Office as an administrator for your page. If it is an account without administrator rights, the log-in and password must be filed with the State Office. This guarantees that the rights to the page will always remain with Special Olympics Michigan and its associated local area program in the event of any change in management team or staff. If your area wishes to start a new social media account of any kind, contact the Marketing and Communications team at the State Office for assistance.

Area Director

Primary Qualities Needed

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

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

Games and Program Responsibilities

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

Administrative Responsibilities

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

Public Relations and Community Responsibilities

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

Fundraising Responsibilities

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

Appointment, Resignation, and Termination of Area Directors

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

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

Other Area Management Team Job Descriptions

Assistant Area Director

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

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

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

Responsibilities

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

Fundraising Representative

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

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

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

Possible Guidelines

1. Work with the Area Director, Financial Representative, and the Area Management Team to develop a realistic, functional revenue budget and fundraising plan for the area.
2. Explore and identify financial resources available in the area.
3. Develop an area policy consistent with the state and national guidelines to authorize, implement and coordinate ongoing and future fundraising events.
4. Develop and implement fundraising events and promotions utilizing area financial resources and area volunteers.
5. Work with the Special Olympics Michigan development staff in connection with state and national fundraising events taking place within the area. (LETR, Wertz, Water Warriors).
6. Provide input relative to area fundraising activities for the area financial accreditation report.
7. Follow accounting rules in regard to reporting requirements for fundraising events and donor receipting.
8. Polar Plunge event coordination.
9. Work with LETR Liaison and SOMI office on upcoming LETR events
10. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

Public Relations Representative

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

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

Possible Guidelines

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

Medical Representative

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

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

Possible Guidelines

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

Competition Representative

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

Possible Guidelines

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

Financial Representative

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

This person should be knowledgeable in Special Olympics Michigan accounting processes and have a working knowledge and understanding of generally accepted accounting principles in order to evaluate accounting reports.

Possible Guidelines

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

Volunteer Representative

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

The Volunteer Representative would work various hours each week, in addition to attending all area meetings. The goal would be to recruit, retain, recognize, and organize with the proper utilization of volunteers.

Possible Guidelines

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

13. Complete a personal reference check on any new volunteer assigned to an A volunteer level position.
14. Create and maintain a current volunteer database
15. Arrange for thank-you letters or appreciation notes to retain and increase volunteers in the program.
16. Follow up with volunteer inquiries that are forwarded from the state level.
17. Update Area web pages with volunteer needs.
18. Use E-lists to recruit volunteers for events.
19. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

Training Representative

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

The Training Representative must have a variety of sports contacts for recruiting clinicians for training schools, have good organization and communication skills, and have experience and knowledge of working with people. He/she must also have experience with Special Olympics

International (certified Special Olympics coach, official or games director would be preferred).
A minimum requirement would be to attend area meetings.

Possible Guidelines

1. Develop and monitor the area training program in coordination with the Area Director and local coaches so that the area-training program meets the needs of the athletes.
2. Assist the state Coordinator of Sports and Training in setting the training school calendar by giving input on what training is needed in the area.
3. Recruit athletes to assist at the training schools hosted by Special Olympics Michigan in the local area.
4. Complete the necessary forms required by the state. Sign applications for certification for coaches, officials and games directors from the area.
5. Annually assess the area-training program and work with the Area Director in completing the training portion of the area accreditation.
6. Establish a list of practicum sites and supervisors for training school attendees and make sure this information is shared with coaches after completing a training school.
7. Assist with the acquisition of facilities for certified coach's training schools.
8. Check bi-annual reports provided by the state level and follow up with coaches to turn in missing forms to state office.
9. Check area missing volunteer forms sheet for state events and turn in volunteer A-forms and certifications by deadline.
10. Provide updated coaches contact information to the state office
11. Forward monthly coaches e-newsletter to volunteer coaches in the area.
12. Educate all volunteers to take on line quizzes for general orientation, protective behaviors and concussion training.
13. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

Outreach Representative

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

This person should be familiar with the Special Olympics philosophy, as well as the area Special Olympics program. Good organizational and

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

Possible Guidelines

1. Develop and implement a year-round plan to recruit eligible people who are not currently participating in Special Olympics. Plan should include reaching out to private and public schools, adults, vocational centers, institutions, group homes, ARCs, etc. Plan should include the following activities: Identify possible sources of athletes (i.e., school, group homes, etc.). Target number of eligible athletes from various sources. Develop a tracking system for all students in the last year of high school. Provide information (i.e., mailings, PSAs, personal contacts, etc.) on Special Olympics to various sources. Develop a "registration campaign" to involve new athletes (athlete enrollment kits).
2. Conduct awareness programs and demonstrations at targeted schools and agencies. Utilize resources for Young Athletes, School Resource Guide and Unified Sports Program.
3. Attend Area Management Team meetings and participate in the planning and evaluation process for the area.

Athlete Representative

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

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

Possible Guidelines

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

Parent/Family Representative

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

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

Possible Guidelines

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

Families

Board Statement on the Role of Parents and Families

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

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

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

Special Olympics Michigan Position on Keeping Participants Safe

Special Olympics Michigan believes that EVERYONE, including staff, volunteers, parents, caregivers and coaches has a role to play in ensuring the safety of Special Olympics athletes. We take this responsibility seriously and have implemented a number of steps to help make participating in Special Olympics not only rewarding, but safe. Special Olympics Michigan will abide by the federal and state laws for mandated reporters and is committed to ensuring that all staff, registered coaches, and Class A volunteers are trained in the mandated training procedures to report abuse of any athlete who participates in our program. Special Olympics Michigan has developed resources for parents and care providers,

updated the Protective Behavior Training, Volunteer A forms, and Codes of Conduct forms to include mandated reporting requirements and guidelines. This information will be shared through trainings, on the website, and at the area level.

Parents

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

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

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

Please refer the Parent/Spectator Code of Conduct.

Section 7

Outreach Initiatives

Outreach & School Initiatives

Unified Champion Schools

Young Athletes

SO College Clubs

Health and Wellness

Outreach

Board Resolution of Support - Reaching the Un-reached

Whereas, the mission of Special Olympics worldwide is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all children and adults who are intellectually disabled or have closely- related developmental disabilities, and -

Whereas, the number of persons with intellectual disabilities currently being served worldwide is only a small portion of the children and adults eligible to be in Special Olympics, and -

Whereas, Special Olympics, Inc. has challenged everyone associated with Special Olympics to reach out and offer this great program to persons who are intellectually disabled not currently being served, now therefore,

Be it resolved, that the Board of Directors of Special Olympics Michigan wholeheartedly

supports the concept of providing the Special Olympics program to children and adults who are intellectually disabled not currently being served, and further,

Be it resolved, that the Board of Directors of Special Olympics Michigan does hereby challenge parents, volunteers, coaches, area program leaders, sponsors, staff and friends of Special Olympics Michigan to ensure that no eligible person who has an intellectual disability in Michigan is overlooked, as together we offer the tremendous opportunities available through sports training and athletic competition in Special Olympics.

Outreach Services

Outreach or athlete recruitment is a never- ending goal of Special Olympics Michigan. It is critical that the opportunity to participate is made available to any interested athlete. The resources listed below are available to assist in the recruitment process. Contact SOMI for outreach materials if you are seeking additional information.

School Initiatives

Unified Champion Schools

Special Olympics Unified Champion Schools is an education-based project that uses the sports and education programs of Special Olympics to activate young people across the U.S in order to promote school communities where all young people are agents of change – fostering respect, dignity and advocacy for people with intellectual disabilities. Special Olympics believes that through sports young people can make a difference in friendships, schools and communities.

Key characteristics:

- Youth Leadership
- Anti-Bullying Message
- Unifying Programming
- Positive School Climates

Core Activities

Youth Leadership & Advocacy: Each school forms a Youth Activation Committee (YAC) comprised of students with and without disabilities that work with the school staff liaison to make decisions on Unified Champion Schools activities for the year. YACs plan and implement the program together. They also engage in community service projects together.

Whole School Engagement: Through anti- bullying R-word campaigns, students influence their school population to stop using the word retard(ed) as a put down. Campaigns are designed by the YAC and look different in each school. They may include things such as week- long banner signing projects, a week of morning messages or an assembly to name a few.

Inclusive Sports: Unified Sports combine students with and without disabilities on the same team as meaningful partners, creating friendships on and off the field through practice and competition. Students can participate within their school setting, against other schools or at Special Olympics competitions. At the elementary level schools Young Athletes may be used as the unified sports component. Unified Sports at the High School Level have expanded to regularly scheduled league play within their athletic conferences.

To become a Unified Champion Schools, a school will commit to assign a liaison to work with a core group of students to form the Youth Activation Committee (YAC) for the school. They will plan and implement the Core Activities for the school year. Special Olympics Michigan Unified Champion Schools staff will work directly with each school providing resources and support to ensure a quality program.

Funding may be available to start Unified Champion Schools in your school. Information can be found on our website – www.somi.org under the Unified Champion Schools tab.

Complete a brief application and a SOMI staff member will contact you directly. If you have questions or need further information please contact us at: unifiedschools@sommi.org or visit www.somi.org/schools

Young Athletes™ (YA)

Young Athletes is an early childhood sports play program for children ages 2-7 with intellectual disabilities and their peers, designed to introduce them into the world of sports. The benefits to this program have been proven worldwide. First and foremost, these activities help children improve physically, cognitively and socially. This program also raises awareness of the Special Olympics program and serves as an introduction to the resources and support available within Special Olympics Michigan.

Young Athletes is designed to address two specific levels of play. Level 1 includes physical activities focused on developing fundamental motor tracking and eye-hand coordination. Level 2 concentrates on the application of these physical activities through a sports skills activity program and developing skills consistent with Special Olympics sports play. The activities will consist of foundational skills, walking & running, balance & jumping, trapping & catching, throwing, striking, kicking and advanced skills. Special Olympics Michigan designed a training book with 10 lessons that is available to volunteers to run the program. We also provide a free play equipment kit which is filled with everything needed to implement the program.

There are several ways that Young Athletes are run in Michigan. In schools teachers are using our lessons and equipment to supplement what they are already doing. By teaming up with us they are teaching their students from a different perspective – sports. They also are able to enlist volunteers from High Schools or student clubs to partner with their students to provide valuable lessons to both age groups. Parents play groups and afterschool programs are another option. Volunteers use our available free materials to teach our Young Athletes skills and social interaction that will help them both in and out of the classroom. They are on their way to participation in Special Olympics Michigan sports program. We are also teaming up with colleges and universities to engage future leaders in our program. We provide training and materials and they run the program on campuses with the children. To download the Young Athletes Activity and Resource Guide go to www.somi.org/youngathletes

SO College Clubs

SO College Clubs are programs that connect college students and individuals with intellectual disabilities through sport to build friendships and help lead the social justice movement of Special Olympics. Created by college students for college students, the network seeks the membership of campuses that seek the common goals of enhancing the lives of people with intellectual disabilities and building a more accepting world for all. SO College Clubs host programs on campus, but also can support area programs.

Core Elements:

SO College Clubs are made up of three core elements: Inclusive Sports, Youth Leadership, and opportunities for Full Campus Involvement. Together these components can help students work for and with Special Olympics athletes to help transform school campuses into communities of acceptance and respect.

Sports:

Start an inclusive Unified Sports team comprised of college students and Special Olympics athletes; or host a local or state level Special Olympics event. Unified Sports can be comprised of competitive teams or as recreational sports just for fun.

SO College Clubs can participate in Unified Sports within their own school, but can also participate in intercollegiate competition. Unified Rivalry Series utilize the excitement of varsity athletics rivalries bringing together unified teams from each school. National Intramural and Recreational Sports Association (NIRSA) Regional and National tournaments provide schools to participate in Unified Divisions at NIRSA level events.

Leadership:

SO College Clubs can function as a student-led club that is fully recognized by your school; or students can be a part of the Games Organizing Committee for the local or state Special Olympics.

Involvement:

Host an awareness campaign, such as Spread the Word the End the Word®; coach at the local level, or invite students to become Fans in the Stands at local Special Olympics games and cheer on the athletes or take the plunge.

Connecting with local area programs:

It is suggested that SO College Programs connect regularly to share schedules, resources and opportunities for involvement. Areas and SO Colleges should coordinate to maximize participation of athletes and align with current area programming.

Are you in?

For more information or to get an SO College Club started in your area contact unifiedschools@somi.org or visit www.somi.org/program/so-college

Health and Wellness Programs

Special Olympics Michigan focuses on how to help all members of our community with being healthy and promoting wellness through education and resources both in competition and outside. Between the Healthy Athlete Initiatives and the Healthy Community programs, we aim to help the athletes become healthier and give them access to treatment that they may not have.

Despite a mistaken belief that people with intellectual disabilities receive the same or better health care than others, they typically receive sub-standard care or virtually no health care at all. Special Olympics Michigan brings health care opportunities to the athletes, allowing them to improve their overall health in a comfortable environment.

Learn more at www.somi.org/program/special-olympics-health

Healthy Athletes®

The mission of Healthy Athletes® is to improve athletes' ability to train and compete in Special Olympics. Athletes receive a variety of health screenings and services in a series of clinics conducted in a welcoming, fun environment.

Health care professionals and students are trained to provide the screenings in an effort to educate the professional community about the health needs and abilities of persons with intellectual and developmental disabilities. Michigan provides the following services at various events throughout the state:

Opening Eyes®

- Provides vision screening services for athletes
- Provides refractive testing
- Fabricates eyeglasses as indicated
- Provides sunglasses and protective eyewear

Special Smiles®

- Screens the teeth, gums, tongue and mouth
- Educates about correct brushing and flossing
- Teaches the importance of diet to oral health
- Fabricates custom mouth-guards for contact sports
- Refers to community providers for necessary dental care

FUNfitness

- Surveys general exercise habits
- Assesses flexibility, functional strength and balance
- New assessment of aerobic fitness in 2005
- Educates in home exercises to improve performance
- Provides simple exercise tools
- Facilitates community referral as needed

Healthy Hearing

- Screens hearing acuity
- Creates custom swim plugs
- Makes minor repairs on hearing aids
- Consults on hearing aids, noisy environments
- Recommends medical or audiology evaluations

Health Promotions

- Content varies with the health needs of the population, e.g. U.S. Programs have focused on nutrition (prevention of obesity), hydration, skin protection, tobacco avoidance and bone health.
- Empowers and motivates athletes to make good lifestyle choices that will improve their long-term health-using interactive educational games, literature
- Health screenings at Games include BMI and BMD measurements and Bone Density testing.
- Seeks to find the best way to convey and reinforce key concepts and information to people with ID, to encourage healthy lifestyle choices.

Fit Feet

- Evaluate the skin, nails, bones and joints of the feet
- Examine the function of the foot and gait
- Examine the shoes and socks of athletes

Med Fest®

- Free health exams are conducted for athletes.

Healthy Communities

The Healthy Communities program is unique, as it is recognized and accredited by Special Olympics International. Through commitment to reducing inequality in health care status and increasing access to community health resources programs are given the official title of Healthy Community. The main goal is to create year-round access to quality health care for the Special Olympic athletes.

Through Healthy Athletes, fitness and wellness programs, and with other partnerships, Special Olympics is paving the way for inclusive health.

We are focused on giving the Special Olympic community resources to keep their health on track, because good health is important for someone to have the ability to work, learn, engage with friends and family, and to participate in the sports they love.

Coaches

It is important as a coach to keep your team healthy both on and off the field. In order to have a team compete to the best of their ability, they must be taking care of their health and wellness needs. Coach Health Guides for tips on how to help your athletes during season are available on line or by contacting the State office.

To help your athletes stay fit between sports seasons we have Fit 5 Fitness Cards, which contain exercises that are available to improve ability through focused movements- from a level 1 beginner to level 5 advanced. Improve endurance, strength and flexibility at each level as well as overall health.

The Fit 5 At Home Guide can be used for athletes to track their progress in achieving their fitness and personal goals for physical activity, nutrition, and hydration. Fit 5 is based on the three goals of exercising 5 days per week, eating 5 total fruits and vegetables per day, and drinking 5 bottles of water per day. This guide has tips on exercises for endurance, strength, flexibility, and balance and has healthy snack and meal options, along with tips to help you stay hydrated. Use this guide to learn new ways to stay healthy. Also, check out the chart in the back that you can use to track your progress!

Looking for inspiration to keep your athletes motivated to eat healthy and exercise more. Check out all of our resources on-line, which includes a video, and learn how variety, consistency, intensity and purpose are all related to the combination of exercise and nutrition to help better your overall wellness.

SOMIfit

This 12-week challenge combines the dedication to improving health, fitness, and wellness through a variety of activities. SOMIfit helps athletes become healthier and develop lifelong healthy habits, while also providing resources to athletes that they may not have regular access to.

If you are interested in starting a SOMIfit Program near you, fill out this survey to get more information: <https://goo.gl/forms/wUcMFmchxWVfyGgp1>

Section 8

Development & Marketing

Fundraising & Development

Raffles

Partnerships

LETR

Funding Splits

Third party fundraisers

Marketing & Communications

Awards Program

Fundraising & Development

Board Policy on Fundraising and Development

Special Olympics Michigan will participate together in a spirit of cooperation to raise funds to adequately support, on a long-term basis, the programs of Special Olympics at all levels. Donated funds, materials and services support the program of Special Olympics Michigan.

Because of the high interest in local participants, financial support is best generated at the local level. Funds for the state events may be generated through major statewide fundraising programs, major corporate involvement, area assessments or fees, foundation grants and sponsorship programs.

General Fundraising Guidelines

Successful fundraising follows these basic guidelines:

1. Fundraising events and activities should present a positive image of Special Olympics Michigan and support the purpose and mission of Special Olympics.
2. Fundraising activities and any solicitation activities in overlapping Areas must be approved by the Chief Executive Officer (CEO) or their designee.
3. SOMI must restrict its fundraising activities to the State of Michigan.
4. Areas may not conduct mail solicitations of individuals unless approved by the CEO or their designee. This action would violate our contract with SOL.
5. Grant requests should only be made within your respective area. Areas can contact grant writer Nancy Joseph-Recknagel at reckn1nl@cmich.edu or (248) 538-1598 for assistance.
6. Advertising for fundraising events also must make clear to the general public who will receive the benefits/proceeds from the event. For example, if a golf outing is held to benefit SOMI, the golf outing's promotions should say "to benefit Special Olympics Michigan or "to benefit Special Olympics athletes."
7. Fundraising events and projects should be conducted in a cost-effective manner with consideration for the cost to raise a dollar. Expenses incurred as part of fundraising activities should not exceed 25% and should try to be kept at 15% or lower. (As recommended by the Michigan Attorney general)
8. Outside, or third-party organizations or corporations raising money on behalf of SOMI should be strongly encouraged to follow this 25% guideline as well. Additional third-party rules involving receipting are available from the state office.
9. Names of anyone requesting to be excluded from the fundraising list needs to be given to the state office by December 31st annually.
10. Note (*) The SOMI staff will have primary responsibility for relationships with statewide companies. This means that we will be creating sponsorships and growing relationships with companies that have previously dealt with various levels of the organization. It is hoped that through cultivation of the total relationship, we can better serve and hopefully grow that contribution.

Guidelines for Families Raising Funds to Attend National and World Games

Family members, employers of family members, fraternal groups, or others may conduct fundraising events to offset costs of family members to attend National and World Games events.

The fundraising event purpose must state clearly that it is to benefit the family - not the athlete of Special Olympics Michigan.

Any publicity, in any medium, print, radio, etc. must clearly communicate that the purpose of the fundraising event is to benefit the family – not the athlete of Special Olympics Michigan.

Notification of the fundraising events is to be made to the Area Director for their awareness, whom will contact the appropriate state office staff for their awareness as well.

Board Policy on Donor Restricted Gifts

Due to legal obligations, gifts given by donors that are restricted in any way are to be received by the legal entity Special Olympics Michigan, Inc. These gifts include permanently restricted or temporarily restricted funds. It is the fiduciary responsibility of the Board of Directors to receive these gifts, correspond with the donor as to the intent of these funds, and to ensure that they are used accordingly to the donor's wishes.

Tobacco and Alcohol Policies Association of the SOMI name and logo with tobacco products and alcoholic beverages

SOMI shall not allow the manufacturers or distributors of tobacco products, alcoholic beverages, or non-alcoholic beer products to publicly or visibly connect the name or trademark of their products with Special Olympics in any way. This rule applies to all events including fundraisers.

The above provision does not preclude SOMI from:

1. Accepting blind (unacknowledged) and unidentified contributions (cash or in-kind) from such manufacturers or distributors.
2. Allowing such manufacturers or distributors to link the trademarks of their products other than tobacco or alcoholic beverages with Special Olympics.

Alcohol distributors can sponsor Special Olympics fundraising or special events (not games or competitions) as long as the company name does not have a beer or alcohol brand, or any alcohol, beer, wine words or references.

Special Olympics, Inc. has final authority on these issues. SOMI must contact SOI if there is any question of its ability to accept funds or other support from a business associated with tobacco products or alcoholic beverages. SOI's decision on the matter is binding.

Raffle Rules and Regulations

All Raffle Licenses are required to come through the SOMI state office because of the rules and regulations of the Charitable Gaming Commission and our Auditors.

Games of chance are controlled by the Charitable Gaming Division of the Michigan Lottery. The website for this is www.michigan.gov/cg. This website has everything you need to know about holding raffles and the rules, regulations and guidelines to follow. You can get the raffle license application from this website. We are no longer able to pull individual area Millionaire Party (Texas Hold 'em) licenses. There are also IRS rules and guidelines we must follow so please read through these and be sure you stay in compliance with all these steps for holding a raffle. Being able to continue fundraising through this great avenue depends on everyone adhering to these rules.

SOMI Receives the Raffle Application:

- The Area completes page 2 of the raffle application and submits it to Stephanie Graham in Accounts Receivable at the SOMI state office. A check will be cut from the area account to cover the license fee. The secretary will then get the board chair signature necessary for Page 1. If you need help or have any questions regarding raffles, please contact Stephanie Graham at (989) 774-7462. You can fax it to (989) 774-3034 but please follow up with a phone call ensuring the state office received your application and check request.
- All raffles must have a set of "house rules" in place before raffle date. Stephanie Graham can send a sample of house rules once application has been received.
- On a separate sheet of paper with the fax or in the email please give the dollar amount value to each prize you are raffling.
- If conducting a raffle where you are having raffle tickets printed (not 50/50 tickets), please submit what your ticket is going to look like. This must accompany the Raffle License Application. Note: when creating any type of flyer for your event, it must receive approval from Stephanie Graham. Note: Tickets and advertisement flyers cannot be printed until after the license number has been issued. The license number must be printed on these materials.
- The state office will keep a copy of the application and the Stephanie Graham will enter it into our raffle database.
- When you receive the license through the Charitable Gaming Division, you must then let Stephanie Graham know the raffle license number by faxing a copy of the license. This will be entered into the raffle database

Please note: It takes 6 weeks for the Charitable Gaming Division to process a Raffle License Application. The SOMI state office needs at least 2 weeks prior to that to cut the license fee check and to obtain the board president signature so make sure to plan your events at least 8 weeks out. There is no way around their process. We cannot rush a license through.

Please plan your event accordingly. Allow enough time to print and sell your raffle tickets. Do not wait to submit a raffle license. Once you have all the information needed you can apply 18 months in advance of your event. If there are any changes to the original application, then it must be submitted in writing to the Charitable Gaming Division.

Remember: Raffle tickets must have the license number on the ticket. If you are raffling off a car, snowmobile or anything with a value equal to or greater than \$5,000 you should list on the ticket that the winner is liable for all taxes. Any large raffles like these please notify the state office before your event and we can do the calculation for you and let you know the amount that needs to be withheld from the winner prior to giving them the prize as required by the IRS Reportable Income regulations. The amount we have to withhold currently is 25% of the retail value of the prize. This amount is subject to change.

During the Raffle:

- Display the raffle license and house rules in clear view. (If you can tack it or tape it to a wall that would be best).
- Whomever you selected as the event Chairperson must be at the event. That person is responsible for all paperwork involved. They must be a volunteer, board member or staff of our organization for at least six months and have a Volunteer A form on file.
- Once the winner is drawn immediately have them sign a copy of the Prize Distribution Form which you will get from Stephanie Graham prior to your event. A sample of this form is in the forms section in the back of this guide. This form **MUST** be filled out completely with the winner's name, address, phone and **social security number** and signed by them.
- Please have all raffle winners complete this form before giving them their prize. If they refuse to sign, then pick another winner. We must adhere to the IRS guidelines and SOMI's Auditors. If the prize is not reportable, we will not send them a W2G.
- Make a copy of the winning ticket(s) to send in with the Prize Distribution Form and the Raffle Financial Statement.

After the Raffle:

- You **must** submit the completed Raffle Financial Statement to Stephanie Graham. **The financial statement is due to Charitable Gaming Division by the 10th day of the month following the event.** Keep in mind the SOMI state office needs time to obtain the board chair signature on the financial statement. Delaying this procedure could hold up any future raffle license applications. If there is an outstanding Financial Statement due to the Charitable Gaming Office, they will not issue any further raffle licenses until the said (late) Financial Statement is submitted. (Assistance is available for completing these forms). Make sure you write down the cost of the license and the cost of printing any tickets. All information will be entered into the state office raffle database.
- Submit a copy of the completed Prize Distribution Form to the state office.
- Submit a copy of the winning ticket to the state office.

IRS Requirements:

IRS rules require the completion of a W2G (income statement). This is the form the IRS wants for reporting gambling winnings, which includes raffles. It is summed up as follows:

1. If the prize is valued at greater than \$600 and is at least 300 times the ticket price for the raffle, it is reportable as income.

Example A: \$5 ticket price with a \$500 prize. Not reportable because the prize is not over \$600.

Example B: \$5 ticket price with a \$1,200 prize. Not reportable, even though it is over \$600 because it is not over 300 times the ticket price of \$5 (\$1,500).

Example C: \$2 ticket price with a \$650 prize. Reportable because it is over \$600 and 300 times the ticket price (\$600).

2. If the prize is **over \$5,000** and 300 times the ticket price we are liable for income tax withholding on the raffle prize. The **amount we have to without currently is 25%** of the retail value of the prize. This amount is subject to change.

Example: \$10 ticket price, \$6,000 prize. This is reportable to the IRS and we would have to withhold \$1,500 from the prizewinner **before** the possession of the prize.

Only one person can be listed as the winner. One person must report the income.

SOMI requires **all** winners fill out a Prize Distribution Form (please see form on page 88) **before** any prizes are awarded. As you can see by the previous formula, there are several different ways and formulas on reportable income on a prize. We must have the Prize Distribution Form on file to be in compliance with the Charitable Gaming Rules, Auditors, and the IRS requirements. This will be extremely helpful at the end of the year when it is time for SOMI to send out W2G's. SOMI can do the calculation at that point and see whether it is reportable or not. Additionally, if you have any prizes over \$5,000, please let us know before the drawing date and we can do the calculation for you and let you know the amount that needs to be withheld from the winner prior to giving them the prize as required by the IRS Reportable Income regulations.

For Raffle rules, regulations or questions please contact: Stephanie Graham at (989) 774-7462

For IRS rules, regulations or questions please contact: Roger Yob at yob1ra@cmich.edu or (989) 774-4386

Note: there are different rules for a Millionaire Party License. Areas can not apply for licenses.

Frequently Asked Questions

1. Would I need a Large Raffle License if the total value of all prizes awarded in one day is less than \$500.00?

Answer: No. That would be a Small Raffle License for \$15.00. A Large Raffle license is required if the total value of the prizes awarded in one day is over \$500.00.

2. Do I need more than one raffle license if I am doing several 50/50 drawings on the same date?

Answer: No. If total amount of prizes is over \$500.00 you would need a Large Raffle License for \$50.00 and when filling out your application your start and finish time must correspond when you do the first and last drawings. You can do as many raffles within that time frame as you desire.

3. I want to conduct a raffle and give away large cash prizes but I am not sure I will sell enough tickets and am concerned I will lose money on my event. What do I do?

Answer: There is a disclaimer you can write that states if a certain quantity (you need to state how many) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (indicate dollar amount) awarded. This must be on the original application or you have to request in writing not less than 20 days before the gaming event.

Note: The Charitable Gaming Division needs 10 days in advance a written cancellation for an event.

4. If I have a 50/50 raffle and have several drawings but my prizes are worth less than \$100.00 would I need a raffle license?

Answer: If the total value of ALL raffle prizes awarded during the entire day does not exceed \$100.00 you would not need a license and there is no presale of tickets and it is a single gathering event. If the total value of prizes awarded exceeded \$100.00 then you would need a small raffle license for \$15.00.

Example: Drawing 4 separate tickets and awarding \$30.00 to each winner constitutes a small raffle license because the total prizes awarded in a single day would be \$120.00 over the \$100.00 allotted.

RAFFLE PRIZE DISTRIBUTION FORM

Date

Name

Address

Phone

Social Security Number (9 Digits)

Prize: Cash or Value

Item Description

STATEMENT OF ACCEPTANCE:

I have received the above prize on this date.

Signature of Winner

Date:

Witness

Date:

Please Note: A Social Security number is required for **all** prizes.

Alcohol Distribution at Events

SOMI volunteers may not sell alcoholic beverages at any event including fundraisers unless we first purchase a liquor license and liquor liability insurance for that event. Events conducted by SOMI that offer alcoholic beverages should follow the risk management recommendations of SOCIP.

Liquor Licenses

Please contact the state office at (989) 774-3911 for insurance and Liquor Control Commission information.

Tax-Exempt Purchases/Tax I.D. Number

The Special Olympics Michigan tax-exempt identification number is only to be used when a representative of SOMI is purchasing items for use in a Special Olympics program. Outside groups or individuals are not authorized to use this number. Both the IRS Federal Identification Number and State of Michigan certificate for tax-exempt sales as issued to Special Olympics Michigan are to be used by SOMI only.

Issuing Receipts

The SOMI state office will issue receipts for all contributions received. If applicable, donors can use these receipts for a deduction on their taxes as verified by their tax preparer. It is a Special Olympics Michigan procedure to issue receipts to all donors unless the money received is for a payment of services, payment for return on cash advance or for reimbursements.

Receipts should only be given to the "direct donor." If donations are received through a third party, SOMI must issue the receipt to that third party. For information or receipting third-party entities, contact the CFO.

For example, if the Jaycees hold a carnival event and they present a check to SOMI, then SOMI would issue a receipt to the direct donor, in this case, the Jaycees. SOMI would not issue receipts to the many individuals who attended and gave money at the carnival.

Association with other Organizations

Prohibition on forming separate entities

SOMI is prohibited from establishing or affiliating with any other corporation, partnership, foundation, trust, supporting organization, endowment fund or endowment organization, or any other entity without SOI's prior written consent. Any request for affiliation must go through the SOMI State Office before the request is sent to SOI.

United Way

Programs considering participation in a United Way campaign must ensure that participation will not result in any "fundraising blackout" time periods or other obligations that would conflict with Special Olympics Michigan's obligations under the integrated direct mail program (IDMP), other fund raisers conducted by the state, national and international offices, sponsorship activities, or the General Rules.

Contact SOMI for more information prior to applying for United Way funds. The President/CEO must sign all United Way applications and contracts.

Partnerships

SOMI is authorized by SOI to seek Partnerships. However, Special Olympics, Inc. also has existing and developing relationships with corporations and other organizations that provide financial and other support to SOI and its programs. To prevent conflicts or interference with these relationships, SOMI programs must adhere to the following policies in their contacts with corporate and other organization Partners:

First Option to SOI Partners

When seeking corporate support for an event or program, Special Olympics Michigan must check to see if that company is in competition with any of SOI's Partners. (SOI is required to give written notice to SOMI of its exclusive Partners and other fundraising activities in Michigan.) If so, SOMI must first offer SOI's corporate Partners the opportunity to support that event or program. (The General Rules describe in detail how to approach SOI's Partners.) If SOI's corporate Partners decline the option, then SOMI may offer the opportunity to other corporations or organizations.

Identification of Partners

Corporate Partners or other organizations, which support SOMI, shall be recognized in signage or promotional materials as a “partner” or “supporter” of that SOMI event or program. SOI does not permit any corporate partner or organization to add its company or product name to the name of any Special Olympics games, tournaments, events, demonstration, training event, or other activity excluding fundraising events.

Example of unacceptable Partner identification: Ameritech State Summer Games or Coca-Cola Area 2 Spring Games.
Example of acceptable Partner identification: Area 2 Fall Games sponsored by SpartanNash, Inc.

If a business or organization conducts its own event to benefit SOMI, the business or organization’s event must be identified as such, for example, “CompanyTOCFun Run to benefit Special Olympics Michigan.” Areas with any questions about appropriate wording or advertisements should contact the state office.

Partner Names or Commercial Messages on Athlete Uniforms

To avoid commercial exploitation of persons with intellectual disabilities no uniforms, bibs, or other signs bearing competition numbers, which are worn by Special Olympics athletes during competition or during Opening or Closing Ceremonies of any Games, may be emblazoned with commercial names, logos, or messages.

For example, if a Partner is Smith Computer Store, SOMI cannot print “Smith Computer Store,” the store’s logo, or its slogan, “We’re high tech in your small town,” on any athletes’ uniforms or competition bibs.

General Partnership Procedures

- The General Rules of Special Olympics, Inc. and the policies of Special Olympics Michigan shall govern all relationships. The mission of Special Olympics must be upheld.
- All contracts and Partner agreements require Special Olympics Michigan’s approval and a signature from the CEO.
- Area Partnerships cannot conflict with state, national, or international contracts or agreements.
- Contract or agreement terms cannot exceed the length of the accreditation period.

Sponsor-A-Champ Mailings

Areas have asked, “Can I do a Sponsor-A- Champ mailing?” The short answer is that areas cannot send letters to individuals but they can send a small targeted mailing to local businesses in their areas. Here is the verbiage from the SOMI and SOI (IDMP) Agreement:

IDMP will be Program’s exclusive source of direct mail, residential telemarketing and online fundraising during the Term, subject to any exceptions or terms contained in the Agreement, the Procedures Document or the Online Giving Procedures.

a.) **Exclusivity, Direct Mail.** Program shall not mail or permit to be mailed any fundraising appeal (or any public education materials that contain an explicit fundraising solicitation) to existing Donors or potential donors in its jurisdiction or any other jurisdiction, or otherwise conduct or authorize third parties to conduct any direct mail programs on Program’s behalf. This restriction includes, but is not limited to newsletters containing an appeal (e.g., Sponsor an Athlete, Support Our Summer Games, Join Our Giving Circle). Program shall not, however, be prohibited from including envelopes with language such as, “Please accept my donation to support Special Olympics [Program]” in newsletters that Program sends to stakeholders for the sole purpose of sharing Program-related information, such as information about Program activities, upcoming events, and other relevant content.

Notwithstanding the foregoing, upon receiving the prior written consent of SOI, Program may mail or permit to be mailed invitations to a fundraising event (defined only as an event for which there is a stated fee for admission or participation), provided such invitations either: (1) do not include a request for a donation other than the amount charged for attending the event; or (2) include the following statement: “I cannot attend, but enclosed is my gift of \$XX.” Such solicitations may only be sent to select audiences. SOI will provide written guidance to Program on permitted events and types of audience allowed. For the avoidance of doubt, all other invitations to fundraising events, regardless of whether funds are raised at the event or in connection with that event, are prohibited under this Section 3.01. The preceding sentence shall not prohibit Program from using the mails to conduct Donor Cultivation.

b.) **Exclusivity, Telemarketing.** Program shall not call or permit to be called in connection with any fundraising appeal (or any public education messages that contain an explicit fundraising solicitation) existing Donors or potential donors in its jurisdiction or any other jurisdiction, or otherwise conduct or authorize third parties to conduct any telemarketing programs on Program's behalf. This shall not prohibit Program from using the telephone to conduct Donor Cultivation or solicitation of Business Donors or to conduct calling by DialAmerica to benefit Special Olympics.

b.) **Exclusivity, Online.** Program is encouraged to promote online donation form established by SOI in online and offline communications. Except as otherwise permitted in the Black-out Calendar, Program shall not process funds online (including, without limitation, one-time and monthly donations, memorial and tribute contributions, and renewal gifts) except through individual giving pages established in accordance with procedures established by SOI in the Online Giving Procedures and that SOI can track in accordance with this Agreement. Notwithstanding the foregoing, Program may participate in the following online activities: (a) friends-asking-friends events in which participants in a program-sponsored event ask friends and families to "sponsor" participants, so long as the Program does not explicitly request donations for such event be made directly to Program; (b) auctions or online merchandise shops that allow donors to purchase merchandise, so long as any donations made on such sites that do not include a purchase are made through the individual giving pages; (c) external self registered accounts to raise funds such as GoodSearch or similar programs where a percentage of the sale by a third party benefits an unrelated charity; (d) online ticket sales for in person events (e.g., Gala or golf tournament) when the purpose of the page is to process the ticket sales and Program does not explicitly request donations be made in addition to the ticket purchase; and (e) Donor Cultivation efforts that include a special online link to allow select individuals to make donations. The preceding sentence shall not prohibit Program from using online communications to conduct Donor Cultivation.

Notwithstanding the foregoing, upon prior written notification to the other party briefly describing the campaign, both Program and SOI may conduct up to two special fundraising efforts in the course of the year, each not to exceed a four week period, that do not use individual giving pages (each, a "Special Campaign"). Revenue generated from a Special Campaign shall not be included during the times set forth in the Black-out Calendar. A Special Campaign must be a unique appeal rather than the promotion of existing campaigns. Program and SOI agree to use reasonable efforts to ensure that any Special Campaigns do not contain conflicting messages from IDMP Communications.

Contracts

All fund-raising agreements entered into by Accredited Programs shall be in writing, and must include the following minimum contract protections, unless otherwise approved in advance and in writing by SOI: (which are described fully in the SOI General Rules, Section 7.07):

7.07 (a)

Approval of Third Party Use of SO Marks

The Accredited Program shall have, and must actually exercise in each instance, a right of advance written approval of all materials (such as promotional literature or merchandise) to be developed or distributed by any third party which will bear the name of the Accredited Program, the SO Logo (which may be used only in conjunction with the name of the Accredited Program), or any other SO Mark which SOI has licensed that Accredited Program to use. Through such approval process, the Accredited Program shall ensure that such third party fully Special Olympics Official General Rules 106 Special Olympics complies with all SOI ownership rights to the SO Marks, with the Graphics Standards Guide, and with other applicable provisions of the Uniform Standards.

7.07 (b)

Ownership of Accredited Program Assets

The Accredited Program shall retain, and be recognized explicitly by all third parties as retaining, exclusive ownership of all Accredited Program assets which will be used or developed by a third party through the use or exploitation of any SO Marks, such as ownership of all donor lists and records containing the Accredited Program's list of active or lapsed donors.

7.07 (c)

Inspection of Financial Records

The Accredited Program shall have the right to inspect and audit, with reasonable notice, all books and records and other financial documentation of a third party which relate to the third party's performance under the agreement, and a right to receive properly documented financial reports from the third party concerning the revenues raised from the project for the Accredited Program.

7.07 (d)

Fees and Expenses

The agreement must clearly identify whether the Accredited Program will be responsible for paying any fees or expenses in connection with the project, including those incurred by subcontractors or other parties who will perform services for the third party which is contracting directly with the Accredited Program, and must explicitly protect SOI from any liability or responsibility to any third party for payment of such fees or expenses.

7.07 (e)

Insurance Coverage

The agreement must require that the third party contracting with the Accredited Program obtain adequate insurance coverage for its activities in connection with the project, in amounts acceptable to the Accredited Program, including, but not limited to, coverage protecting the Accredited Program's interests in relation to the third party's access to donor lists, cash contributions to the Accredited Program, or other tangible or intangible assets of the Accredited Program. Special Olympics Official General Rules
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7.07 (f)

Compliance with Laws and Voluntary Standards

The agreement must explicitly require the third party to comply with all laws and regulations which apply to its activities under the agreement with the Accredited Program, including, if applicable, the laws of the Accredited Program's jurisdiction governing charitable solicitations and cause-related marketing contracts, as well as all Voluntary Standards (as defined in Section 5.11), if any, which may apply in that Accredited Program's jurisdiction.

7.07 (g)

Indemnification

The agreement must require that the Accredited Program be indemnified by the third party from damages, costs, expenses and attorneys' fees arising out of any claims that might be made against the Accredited Program by any party stemming from the third party's failure to perform its obligations under the contract, or its unauthorized use of any SO Mark.

7.07 (h)

Length and Termination of Contract

The agreement must specify the length or term of the agreement with the third party, the timing and circumstances under which the Accredited Program may terminate the agreement by providing written notice to the third party and must permit the Accredited Program to terminate the arrangement promptly if the third party defaults in performing its obligations under the agreement.

Benefits of Online Fundraising

- An Online Fundraising Page allows fundraisers to ask for donations from family and friends all over the world at no cost.
- You can share your online fundraising page on social media platforms.
- Online donors immediately receive their receipt via email for tax purposes.
- You can set up email lists, track donations and customize your page.
- It is easy to send emails to update donors on your progress and remind people to donate.
- Donations made by credit card are typically 25% higher than those made by cash or checks.
- Donors are asked if they also want to cover the minimal credit card fee.

Online Fundraising

SOMI accepts donations at SOMI.org or over the phone by calling (800) 644-6404. Each area should be working towards using online fundraising for their area fundraisers. Special Olympics Michigan provides an area webpage through Classy to add their events. These area pages are only allowed for events and can not be ongoing or for open solicitations, as per the IDMP contract. Currently there are several webpages through Classy for online fundraising, examples: Polar Plunge, Statewide Events (i.e. Torch Run, Wertz Warriors and Water Warriors), CMU Homecoming 5K and Area Events. With changes in technology online fundraising is a great way to raise additional funds and collect information about individuals who are registered.

Law Enforcement Torch Run® (LETR)

Law Enforcement Torch Run® is a worldwide fundraising and awareness program that benefits Special Olympics. The money is raised through community runs, t-shirt sales, raffles, Polar Plunges, Agency events, straight donations, and sponsorships. For more information contact Andrea Rachko at (989) 774-3911.

Growing your LETR program

If you have a personal relationship with a law enforcement/corrections officer and they are not active in the LETR, please pass along their information to LETR Liaison (Andrea Rachko) and/or LETR Director (John Card) so that they can set up a recruitment meeting which will include an invite to the Area Director as well.

Please remember that not everyone in the law enforcement/correction community is aware of what the Law Enforcement Torch Run® is about. If you encounter someone from the law enforcement/corrections community who may be interested, let us know.

Please contact the state office LETR Liaison to determine if we (LETR) have an active team captain or individual in your area. The team captain can help educate the interested officer about the LETR program.

As with any volunteer; law enforcement/corrections officers may have limited capabilities on how they may be involved, so we always approach them with a variety of ideas when we first meet with them. Starting out slow is okay. For instance, we try to get them to attend the Kickoff Conference or to a statewide event.

LETR is here to help you raise money and awareness for SOMI and will try to develop programs within your area. We will continue to do what we can to recruit law enforcement/correction officers to be involved in fundraising efforts within your area.

Polar Plunges

For information on Polar Plunges please contact LETR Liaison Andrea Rachko at andrea.rachko@sommi.org

Funding Splits

Board Policy on Funding Splits

Funds raised will be split between the state and the areas relative to who initiated and implemented the fundraising program. The Board of Directors will establish the funding splits and methods of calculation.

Communication is a key factor in establishing and maintaining development activities that fund successful programs for Michigan athletes with intellectual disabilities. Therefore, Special Olympics Michigan's fundraising plans and goals affecting areas will be conveyed on an ongoing basis to eliminate duplication of effort and ensure that current or developing programs are not jeopardized.

Effective fundraising programs require developing and maintaining relationships with donors that are based on honest and clear understandings. This requires that all individuals seeking funds for Special Olympics Michigan programs and events concisely communicate the specific program that is a benefactor of the donor's involvement.

Developing fundraising programs that will enhance Special Olympics Michigan's positive image, purpose, and philosophy is essential to the continuation of a successful sports program for athletes who have intellectual disabilities. This requires that fundraising is structured to provide "winning" programs for the athletes and "winning" opportunities for donors while complying with policies adopted by Special Olympics, Inc. and Special Olympics Michigan, Inc.

The state office of Special Olympics Michigan will provide the programs ongoing fundraising training and support programs. The assistance will aid in the development and continuation of strong programs for all athletes throughout the state.

Areas may not raise funds or utilize resources outside of their area without approval of SOMI. Statewide corporations or foundations can only be approached after approval is given by Special Olympics Michigan.

Planned Giving

The language used in planned giving and estate documents is crucial to assure that the donors' intent is followed. Please contact Tim Hileman at t.hileman@sommi.org or (989) 774-3911 for guidance in speaking with anyone who contacts you regarding a planned or estate gift. She will assist the donor and the estate planning team in crafting appropriate language to use in various circumstances.

Third Party Event Guidelines

What is a Third Party Event?

A third party event is a fundraising event that is implemented by an outside organization for the benefit of Special Olympics Michigan. There are three types of Third Party Events as follows:

- **Level One** (Community Based) – Example:
 1. A high school group wishes to conduct a car wash and give the proceeds to Special Olympics Michigan.
 2. A professional organization wishes to conduct an event (i.e. a golf tournament) and give the net proceeds (or a portion thereof) to Special Olympics Michigan. All funds will be generated from within the organization's membership.
- **Level Two** (Community Based) – A professional organization or individual wishes to conduct a golf tournament and give the net proceeds (or a portion thereof) to Special Olympics Michigan. The organization/individual plans to solicit local sponsorships and players from the community at large.
- **Level Three** (Statewide or Nationally Based) – A corporation wishes to conduct a cause-related marketing campaign whereby a portion of the sales from every product sold or service performed is donated to Special Olympics.

Why is this important to me?

Third Party Events tend to be local in nature. Therefore, it is likely that someone wanting to conduct a third party event would contact the SOMI office nearest to them. Staff from all functions of our organization are contacted regarding these events. If you are contacted regarding a third party event, here is a list of do's and don'ts:

- If you are uncomfortable working with the organization/individual on the third party event contact the SOMI State Office and they will assist you or work with the individual directly.
- SOMI staff/volunteers should have **only minimal** involvement with the event (i.e. attend the event for the photo opportunity of receiving a "big check"). If SOMI staff/volunteers are more involved than this, there is a possibility that this event could be construed as a SOMI event and any liability arising from the event would fall to SOMI.
- The sponsoring organization/individual is responsible for all sales, marketing and promotion of the event. SOMI should never provide postage, blank letterhead, SOMI prizes, or correspondence on SOMI letterhead for the sponsoring organization/individual to use in their fundraising efforts.
- Never supply funding from SOMI to the event.
- Never allow the third party to utilize the SOMI tax ID number.
- Never allow the third party to utilize SOMI's name or logo unless the SOMI State Office licenses (allows) the third party to use the marks.
- Never allow the third party to apply for licenses/permits in the name of SOMI.
- SOMI liability insurance coverage will never be extended to cover a third party event.
- All print and collateral materials used by the third party **must** be approved by the SOMI State Office and comply with SOMI guidelines.
- A Third Party Event application and Memorandum of Agreement must be completed and forwarded to the SOMI State Office prior to approval for the event.

Background

Third party events and/or programs are implemented by outside organizations or individuals for the benefit of Special Olympics Michigan, with minimum or no assistance from SOMI.

The sponsoring organization/individual must be respected in the community and one whose reputation will enhance the SOMI's public image. Care should be taken to ensure that the sponsoring organization is not using SOMI's name to offset bad publicity or to improve an otherwise unfavorable public image.

Criteria to use when entering Third Party Event relationships

The following criteria will apply to all third party events/programs conducted on behalf of SOMI:

1. No event/program, which involves agreement with any organization or individual to raise funds on a commission, bonus or percentage basis will be considered.
2. No event/program will be considered if it involves the sale of tickets, products, or services by use of the telephone.
3. The sponsoring organization is responsible for all sales, marketing and promotion of the event.
4. Hazardous events will not be considered.
5. If only a portion of the proceeds will go directly to SOMI, the sponsoring organization must clearly disclose to purchasers, participants, etc., the approximate amount of dollars and/or percent of the proceeds that will go to SOMI.
6. Publicity and/or promotional materials released to the mass media referencing the SOMI's involvement require advance approval from SOMI.
7. SOMI will not supply any funding to finance a third party event/program and will not be responsible for any debts incurred.
8. Area staff may approve level one events/programs. Level two and three programs require appropriate state and area staff approval.
9. Any use of the SOMI service marks (name and logo) is prohibited unless SOMI licenses the third party to use the mark. All print and collateral materials must be approved by SOMI and comply with existing guidelines regarding the use of the SOMI service mark.
10. Use of SOMI's tax identification number by the third party organization is never allowed.
11. All checks from participants of third party events and programs must be made out to the third party organization, not SOMI.

Level Two and Three events/programs should meet the following additional criteria:

1. Representatives of both organizations prior to the event/program must sign a letter of agreement outlining the sponsoring organization and SOMI's responsibilities.
2. The sponsoring organization should provide SOMI with a list of targeted corporate sponsors. SOMI reserves the right to exclude solicitation of specific sponsors.

Level Three events/programs should also meet the following additional criteria:

1. SOMI must be protected from any type of damage or injury that occurs as a result of the third party's product or event. The agreement must be approved by the SOMI Legal Department and signed before the sponsorship or promotion can take place.
2. Anytime an area or areas enter into a promotional arrangement that goes beyond the geographic boundaries of that area(s), coordination must take place with the State SOMI Office.
3. A memorandum of agreement should be signed by both parties and accompanied by a detailed project description, including a timeline, budget, promotional objectives, and a minimum guarantee of monies to be provided to SOMI.
4. The sponsoring organization should provide SOMI with a summary of results relevant to the event/program.

Marketing and Communications

Public Relations and Promotions

SOMI branding materials can be found in the online Marketing & Communications Toolkit at:
<https://bitly.com/somitoolkit>

Downloadable items available in the toolkit include, but are not limited to:

- Logos: SOMI, area-specific, LETR, SO College, Unified Champion Schools, sports icons and more
- Font: Ubuntu font (the official font of Special Olympics)
- Branding Guidelines
- Videos: promotional, program-specific, PSAs, event highlight videos and more
- Press Release Templates
- Booklets and Brochures in PDF format
- PowerPoint Presentations: A general SOMI PowerPoint that can be edited for other uses

The SOMI State Office, area programs, and local programs should use their best efforts to attract spectators to Special Olympics events and generate coverage by local news media in order to increase public awareness of and support for the needs and capabilities of children and adults with intellectual disabilities.

Areas are encouraged to use a brochure or fact sheet describing their sports offerings, and schedule and send out an electronic newsletter on a regular basis utilizing the official SOMI branding materials.

Special Olympics Michigan Logo



The official Special Olympics logo, created in 1985 and revised in 2012, is the trademark of Special Olympics programs around the world. Used consistently, the logo plays an important part in projecting the image of Special Olympics as a strong, united organization composed of programs at the community, county, area, state and national levels worldwide.

It is very important that SOMI and its areas use the logo properly and follow the rules established by Special Olympics, Inc. (SOI).

Proper Logo Format

SOMI must follow SOI's Brand Identity Guidelines in their use of the logo. The Guide includes rules such as official logo colors (Red (Pantone® 186) and Grey (Pantone® 418)), acceptable use of other colors, size limits, and proper formatting. There are many variations of the logo that can be found on the SOMI website in the Resource Center. There is only one logo that Special Olympics Michigan will use for local and state purposes. Areas can showcase their local teams and Areas in other ways. As described in the Brand Identity Guidelines, the Program name must be in Ubuntu font and typography guidelines can also be found in the Brand Identity Guidelines. There are logo options in 1-line, 2-line, centered and web/online formats. They also come in single color, two color or white. There should be free space left around the logo.

For all logo uniform guidelines and specifics, please refer to the Special Olympics Brand Identity Guidelines found in the Marketing and Communications Toolkit (<https://bitly.com/somitoolkit>)

If areas have questions concerning the use or format of the logo, they should contact the Marketing & Communications department at the state office.

Required Uses of the Logo

The SOMI logo must be used on all official materials including stationery, business cards, news releases, letterhead, Games programs, flags and banners, athlete number tags, posters, brochures and all informational material distributed to athletes, sponsors or the general public. The standardized branding must be utilized.

Website

All Areas have Area webpages within the Special Olympics Michigan website and are NOT permitted to create their own website. This is important for branding consistency. Each area page has a direct link corresponding with its area number. For example: Area 1 is www.somi.org/area1, Area 32 is www.somi.org/area32, etc.

Each area has the ability to add events to the SOMI website's online calendar. To have an administrative account created on your area's web page, which allows access to add events to the calendar, contact Aaron Mills at aaron.mills@sommi.org or (989) 774-4393. Areas are encouraged to review their web pages regularly and contact Aaron Mills with any content changes they may have, such as contact info, sports offered, etc.

Social Media

Areas are encouraged to utilize Area Facebook pages. If your area does not have its own Facebook page, contact Aaron Mills at aaron.mills@sommi.org or (989) 774-4393 to have one created.

Area Facebook pages are a great place to promote what's going on in your area, post photos and communicate with current and potential athletes, families and volunteers.

Please alert the Marketing and Communication department at the SOMI state office of any new or existing social media sites that you use.

All Area Facebook pages must have a member of the Special Olympics Michigan marketing and communications department as one of its administrators.

Having SOMI employees as administrators provides a.) a means of technical support, b.) support in dealing with potential media and legal inquiries and c.) ensures continuity for the Facebook group in the event of other administrators leaving Special Olympics Michigan.

Upon completion of an employee or volunteer's time with SOMI, administrator privileges for Area and/or State Facebook groups will be relinquished. Failure to comply will result in a cease and desist letter giving the option to relinquish administrative rights or face further possible legal action.

SOMI Social Media Presence

Special Olympics Michigan is active on the following social media platforms:

- **Facebook: [facebook.com/SpecialOlympicsMichigan](https://www.facebook.com/SpecialOlympicsMichigan)**

Facebook is a powerful social network that combines newsfeeds from your friends and what they "like" across the internet. It can help you stay in touch with supporters, network with other organizations, gain advocates for the cause, drive fans to events, boost the visibility of your local website and share photos or videos.

- **Twitter: [@SpOlympicsMI](https://twitter.com/SpOlympicsMI)**

Twitter is a microblogging service that allows you to share what is going on right now in 280 characters or less. Twitter can help you connect with athletes and supporters, see what people are saying about your program, share important content via photos, videos, or web links, and let everyone know about your next big competition or event.

- **Instagram: [SpOlympicsMI](https://www.instagram.com/SpOlympicsMI)**

Instagram is a picture and video-sharing app available on iOS and Android devices in which users can upload, share and view pictures and videos.

- **LinkedIn: [Special Olympics Michigan](https://www.linkedin.com/company/specialolympicsmichigan)**

Stay connected with Special Olympics Michigan on LinkedIn.

- **Flickr: [flickr.com/specialolympicsmichigan](https://www.flickr.com/photos/specialolympicsmichigan)**

Flickr is a picture-sharing website and app in which users can upload, share and view pictures. SOMI posts high resolutions on Flickr following state events.

Social Media Standards and Etiquette

Any Special Olympics Michigan employee or volunteer engaging in social media dialogue as an official representative of the organization is required to meet the following standards:

- **Be Responsible**

Remember that you are speaking directly on behalf of Special Olympics Michigan.

- **Be Accountable**

Don't behave differently online than you would in any other public setting. Give a timely response and monitor your conversation.

- **Consider Your Audience**

Our fans and followers are parents, athletes, coaches, teachers, volunteers, area directors, donors, sponsors/partners and staff. Consider what you are publishing and make sure it caters to the needs of these individuals without alienating anyone. For example: If posting from or about an event, consider what each one of these groups following from home or on their phone from the event would want to know.

- **Bring Value**

Consider posting frequency: find the balance between keeping the community updated and turning them off with too many posts. When deciding whether to post information, decide how much value this will bring to others. Consider the journalistic five W's and H (Who, What, When, Where, Why, How). How does this impact the people you are communicating with and why do they care?

- **Pick Your Battles and Accept Your Mistakes**

Don't pick fights. Be the first to correct your own mistakes. If a Facebook fan says something in poor taste, respond to them politely and honestly and try to answer the question or correct the facts. If you don't have all the facts, do not make them up. Check with a SOMI staff member who has knowledge about the subject before providing an answer or ask this staff member to follow up directly.

- **Be Respectful**

Always take a moment to think of what you're saying and how it could be interpreted by different parties. Do not get political in your posts. Special Olympics has no partisan identity. Consider how your words reflect the organization's mission and make sure you are being a good representative of SOMI.

- **Protect Confidential and Copyrighted Information**

The online community has the power to speak out and have their voices heard. Businesses and non-profit organizations must respond honestly, openly and transparently. However, this doesn't mean blaring out private information before it becomes public. If it's questionable, keep it quiet.

Refer to SOMI's Social Media Policy for area social media account requirements, how to handle media and legal inquiries, and discipline and consequences for non-compliance. When in doubt, contact a member of the SOMI Marketing & Communications department.

Social media is a natural way to further Special Olympics Michigan's mission and we want to work together to do so.

Purpose

With the rise of new media and next generation communications tools, the way in which Special Olympics Michigan (SOMI) employees and volunteers can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for SOMI employees and volunteers.

Scope

As with other technology, social media has proper and improper uses when used by people employed by or representing Special Olympics Michigan. This policy is designed to help you understand what is required of you when you declare an affiliation with Special Olympics Michigan. For a complete list of SOMI's social media presence as well as guidelines for social media standards and etiquette, see SOMI's Social Media Guidelines.

Media and Legal Inquiries

Blog postings and other social media discussion forums may generate inquiry about Special Olympics Michigan news and information. If a member of the media or an independent blogger requests information about a state-run event, press release, marketing materials, or corporate strategy, please contact Aaron Mills.

If an external blog, news site, or other media outlet requests an interview with you regarding an area-run event and you need help with this request, please contact Aaron Mills at aaron.mills@somi.org

Discipline and Consequences of Non-Compliance

If you fail to comply with this policy, you will be subject to discipline, up to and including termination of employment from Special Olympics. In addition, depending on the nature of the policy violation or the online channel content, you may also be subject to civil and/or criminal penalties.

Because you are legally responsible for your postings, you may be subject to liability if your posts are found to be defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third- parties. All of the above mentioned postings are prohibited under this policy.

Statewide Public Relations Guidelines and Expectations

Special Olympics Michigan will conduct communications activities, which improve the flow of communication to promote the Special Olympics program to potential athletes, volunteers, and donors, and to create public awareness. Electronic newsletters, press releases, website, Facebook, meetings and postings on community calendars are examples of area/region communications activities. The following are some guidelines and expectations to follow when conducting communications activities in your community:

Media Outreach

The Marketing and Communications Department has press release templates and other materials that can be helpful in promoting your program or event. Press release templates can be downloaded from the Marketing & Communications Toolkit at <http://bit.ly/somitoolkit>

Collateral Materials

Branding materials and guidelines must be followed.

- All printed collateral materials to be distributed by SOMI must be approved by the state office as far in advance as possible (3-4 weeks preferred). This includes posters, programs, brochures, banners, T-shirts, fliers, etc. The Special Olympics Michigan logo should be included on any official materials distributed by SOMI.
- All printed materials must be on branding materials.
- Print jobs must be coordinated with Aaron Mills. Any paid services must be approved. Area Directors/Area Management Teams must plan this into their timeline for getting materials printed for events and promotions.
- The SOMI web address, www.SOMI.org should be on all collateral materials.

Public Relations Materials

The following public relations materials are available from the state office:

Information Sheets

- Special Olympics Michigan fact sheet
- Area fact sheet
- Young Athletes™ fact sheet
- Healthy Athletes® fact sheet
- Unified Champion Schools® fact sheet

Publications

- eSpirit (electronic) Newsletter
- Posters
- Banners
- Digital Promotional Videos
- Fact Sheets
- Family Handbook
- School Resource guide
- Young Athletes Activity & Resource Guide

Special Olympics Michigan Annual Awards Program

All nomination forms can be found in the Resources section of the SOMI.org website

Rick VanderSloot Winter Sports Award

This award is given to the SOMI athlete who best demonstrates the philosophy of “Nothing is impossible if I try” in winter sports training and competition.

The award is given during the State Winter Games at Opening Ceremony in memory of Rick VanderSloot, a Winter Games volunteer.

Nominations must be postmarked, faxed or emailed to the state office no later than **January 6**.

Timothy Krause Bunbury Award

This award is given to a SOMI athlete who competes in alpine skiing. The athlete must have trained diligently, approached the sport with enthusiasm, maintained his or her sense of humor, and achieved excellence at his or her ability level.

The award is given out at the Closing Ceremony of the State Winter Games in memory of Timothy Bunbury, an avid skier who passed away as a young man.

Nominations must be postmarked, faxed or emailed to the state office no later than **January 6**.

Inspirational Athlete

This annual award recognizes a SOMI athlete who exemplifies the Special Olympics oath and has demonstrated great strides in his or her physical, social, and psychological development, thus serving as an outstanding example to fellow athletes.

The recipient is named during Closing Ceremony of the State Summer Games.

Nominations must be postmarked, faxed or emailed to the state office no later than **March 16**.

SpartanNash Healthy Athlete of the Year Award

This annual award recognizes a SOMI athlete who exemplifies a healthy life-style and the Special Olympics Oath. The athlete must strive for wellness, a balance of the mind, body and spirit. The ideal candidate will eat a well- balanced diet and dedicate time outside of Special Olympics training and competitions to exercise. He/she will be brave in all attempts and will promote healthy living to fellow SOMI athletes. He/she will either be a Global Messenger or have the ability to become a Global Messenger, as the selected athlete will have numerous public speaking engagements dictated by SOMI and SpartanNash, Inc.

The award will be presented at Opening Ceremony at the State Summer Games.

Nominations must be postmarked, faxed or emailed to the state office by **March 16**.

Outstanding Coach and/or Volunteer Award

Each Area Director must select an Area Outstanding Coach and/or Volunteer. All Outstanding Coaches or Volunteers, Area Directors, and guests will be invited to the Outstanding Coach and/ or Volunteer Banquet held on the Wednesday night prior to the State Summer Games.

Nominations must be postmarked, faxed, or emailed to the state office no later than **March 16**.

Perkins/Cottee Sportsmanship Award

The Perkins/Cottee Sportsmanship Award is an annual award presented to a soccer athlete who demonstrates a positive attitude and is a gracious winner or loser. The award is given in honor of Dick Perkins and Doug Cottee, long time Special Olympics Games Directors and GM Mens' Club Retirees at more than 30 years. Dick passed away in 2013, so this award has been created in honor of his memory and the work that he and Doug have done for Special Olympics. The award presentation will take place during the Fall Classic. The award recipient is determined by the Board Program Committee.

Applications are due back to the State office by **September 1**.

Outstanding Service Awards

Awards for Outstanding Service to persons with intellectual disabilities are given annually in the following categories:

- Outstanding Media (radio, television, newspaper)
- Outstanding Civic Organization/Agency
- Outstanding Business/Corporation
- Outstanding Sports (Organization/Athlete)
- Outstanding Education (University, School, School District, Teacher or Administrator)
- Outstanding Family
- Outstanding Fundraiser (individual/committee/group or event).

Nominations must be postmarked or faxed to the state office no later than **September 1**.

Spirit Award

The Spirit Award recognizes an individual involved with Special Olympics Michigan who has had a positive impact on the program and represents the "spirit" and ideals of the program.

Nominations must be postmarked, faxed or emailed to the state office no later than **September 1**.

Hall of Fame

This award recognizes individuals who have demonstrated significant support to SOMI athletes or programming at the state or area levels. The selection committee suggests that the nominee should have a minimum of 15 years' experience with Special Olympics, showing multiple levels of the program.

Involvement at the state and at least one other level (local, area, national, or international) is required. Any nomination received will be kept on file and considered by the selection committee for one additional year. After that time, the nominator must submit a new nomination to the committee for consideration. Former employees will be considered if they are not on the payroll at the time of the award and have worked/volunteered at least 20 years, exhibiting impacts well beyond their specific job title within the organization.

Nominations must be postmarked, faxed or emailed to the state office no later than **September 1**.

Chrysler Flame of Hope Grant

The purpose of these grants is to enhance the programming of Special Olympics Michigan at

the local/area levels. Examples of the fundraising might be, but are not limited to, training, equipment or uniforms. The grant awards are determined by the Board of Directors' Program Committee. Applications are due to the state office by December 31.

Lydia Silvani Foley Award

This award is given to a SOMI athlete who participates in the annual Pine Trace Golf outing. The athlete must show his/her actions to be a true sportsman, shown to compete to the best of his/her ability and acted as a team player by supporting others during the competition.

The award is given out at the closing ceremonies of the Pine Trace Golf outing in memory of Lydia Silvani Foley, a generous woman who left her estate to be distributed to charitable donations.

The winning athlete is chosen by the employees and volunteers of the Pine Trace Golf outing on the day of the event.

Board Policy on the Director's Fund

The Board of Directors has established the Director's Fund to provide monies to individuals who wish to further enhance their skills in providing assistance to members of the Special Olympics population or to programs that serve that population. Individual applicants to the funds will seek to enhance their skills by participating in an organized educational and/or training program.

The Finance Committee will coordinate the Director's Fund and will decide the distribution of the funds, including the future of unclaimed awards.

Note – The award will only be disbursed after receipts are turned in and approved. The receipts must match the purpose stated in the application. If receipts are not submitted within the timeframe specified, the award is forfeited.

Reapproved June 2, 2005

Board of Director's Fund Procedures

Revenue to the Director's Fund would come from grants and donations made to the fund by members or previous members of the Special Olympics Michigan Board of Directors and others.

Interest generated from the \$10,000 minimum balance, plus funds received beyond the balance, are available for distribution. An annual distribution budget is established based upon available funds as part of the annual operating budget.

Amounts distributed would depend upon funds available, number of applications, and the amount of financial assistance required.

Annual distributions would be no more than \$500 to any one applicant.

Applications for funding must be submitted to the Special Olympics Michigan State Office by **December 31**.

The Director's Fund is coordinated by the Finance Committee, which assumes responsibility for:

1. Reviewing applications for funding
2. Deciding on funds distribution
3. Reporting distributions to the full board
4. Solicitation of past and present board members for their continued support.

Funds will be granted based upon need, intended usage, applicability to Special Olympics, and previous Special Olympics involvement. The application must include a letter of reference from a staff member or volunteer of Special Olympics verifying past and current Special Olympics involvement. All recipients of monies from the Special Olympics Michigan Director's Fund will submit verification of how the funds were used.

Water Warriors Grant Process

The purpose of these grants is to enhance the programming at the area/local level. Preferably, grants will be awarded for tangible items, which will be used for many years. Examples of funding requests might be, but are not limited to equipment, uniforms, program supplies, etc. Please keep all requests at or under \$500.

All applications are due by **November 1**, at 5 pm.

Wertz Warriors Grant Process

The purpose of these grants is to enhance the programming at the area/local level and support programs in the greatest need. Preferably, grants will be awarded for tangible items, which will be used for multiple years. Examples of funding requests might be, but are not limited to equipment, uniforms, program supplies, etc. There is no limit on the amount of funds to be requested, and requests are not limited to Winter Games functions.

All applications are due by **April 27**.

Section 9

Finance & Insurance

Finance and Accounting

Sales Tax License

W-9 Form

Tax Exempt Form

501(c)(3) Status Letter

In Kind Gift Receipt Form

Insurance

Event Flow Chart

Finance and Accounting

Board Policies

Board Policy on Accountability

A variety of persons and groups are interested in the reported expenses and revenue of Special Olympics Michigan. The first are those who donate money, services or materials.

The second represents the Board of Directors, who have the responsibility to conserve and expend the assets of Special Olympics Michigan for stated purposes and objectives.

The third is the President/CEO for Special Olympics Michigan who has the responsibility of carrying out the stated policies of the Special Olympics Michigan Board of Directors.

The fourth is Special Olympics, Inc., which mandates financial accountability through the enforcement of the Special Olympics General Rules.

The fifth is made up of those governmental jurisdictions who have the authority to control charitable solicitations through enacted legislation, as well as the local, state and federal governments, which grant tax exemptions and a solicitation license to Special Olympics Michigan.

Board members, staff, Area Directors, and volunteers responsible for Special Olympics Michigan funds have a unique relationship of trust to uphold. These key people are subject to rigid standards of honesty and integrity in the conduct of their Special Olympics financial affairs.

If a person is suspected of violating this relationship of trust through dishonesty or policy violations, appropriate action will be taken to investigate and resolve the situation. The final action taken is dependent upon the outcome of the investigation and the severity of the violation. The action taken may include, but not be limited to, removal from the position, dismissal, reassignment of position and prosecution if criminal violations are involved.

For this policy, the definition of dishonesty includes, but is not limited to, theft, fraud, and expense account abuses, floating of funds, or borrowing of Special Olympics Michigan funds for personal use.

SOMI Financial Accountability Procedures

Areas are prohibited from creating their own bank accounts. Our first goal is to have every area within a reasonable distance from Mercantile Bank (SOMI's official bank), use that bank for depositing.

1. Determine if there is any Mercantile Bank banking options.
2. If there is not a Mercantile Bank within a reasonable distance, we will see if there is a PNC, or Huntington bank within a reasonable distance.
3. If one of the aforementioned is not a reasonable distance, the deposit will be mailed to SOMI's State Office for depositing.
4. Present our recommendations to Program to review with the Area Director. Regional Manager and Area Director will decide which solution is reasonable.
5. The area will cover the cost of printing reorders for deposit slips and "For Deposit Only" stamps.
6. Bank fees for NSF Checks: SOMI will deduct the amount of a returned check from the area account to which it was deposited. The fee is determined by the bank.

Our second goal is to receive all necessary expense receipts and revenue information in a timely manner. Expense reimbursements must be submitted within 60 days of incurring the expense.

1. Expenses

a.) Cash Advances - Unused cash must be re-deposited within 30 days of when the check was issued. In addition, a full reconciliation along with receipts that equal the funds spent must be turned in within 30 days of when the check was issued. The receipts must be properly approved and properly coded with the account number(s) to charge and identified with a project name if the expense is for a fundraiser. Missing Expense forms will not be accepted as a proper backup. If this procedure is violated, IRS Regulations allow a 1099 to be issued. If an individual has outstanding "issues" with an advance, they will not be eligible for another advance until all issues are resolved. Everyone will return all receipts and the balance to be deposited (personal check or money order) directly to the state office.

b.) Credit Card Receipts - Itemized receipts supporting any purchases made on credit will be turned into the State office once a month when the monthly billing statement is received. The receipts must be properly approved and properly coded with the account number(s) to charge and identified with a project name if the expense is for a fundraiser. If this procedure is violated, the credit card holder will be issued a notification of noncompliance. This action will be communicated to the individual, Area Director and Field Service Staff. If an individual receives three notifications, their credit card will be canceled and they will lose their privilege to charge expenses to the SOMI credit card.

2. Revenue Batches

The details of all revenue deposits must be submitted to Stephanie Graham in Accounts Receivable by **10 calendar days** from when the deposit was made. Exceptions to submitting within 10 days are only allowed if prior approval is received from the business operations office. Details that must be included are: Name and address of each donor. The type/source of donation. (i.e. general donation, souvenir sales, etc.) If gift was from a fundraiser, identify the project ID code or fundraiser name. Any direct benefit the donor received. (Describe the goods and value of items received.) If reporting an in-kind, list the value and a description of the donated item(s). Include what event (summer games, training, fundraising, etc.) the in-kind item(s) will be used for.

If this procedure is violated, the area responsible for the deposit will be issued a notification of noncompliance. This action will be communicated to the individual, Area Director and Field Service Representative. If an area receives three notifications, they will lose their privilege to deposit revenue and will be asked to mail all check revenue to the state office. Any cash received will have to be converted to a money order before it is mailed. Any areas wishing to just mail all deposits to the state office are free to do so. This will save on the transfer costs as well as cost of supplies.

All revenue received should be deposited in a timely manner. A notification of noncompliance will be counted if it is determined that the checks were held for more than a month of the time they were written, unless pre-approved (or communicated) by accounting.

These accountability procedures were implemented and effective on November 4, 2006.

Board Policy on Expenditures

Classifications

To provide adequate financial information, Special Olympics Michigan will classify expenditures of a "functional" basis. The "functional" classifications are:

Program Services, which describe Special Olympics Michigan's program activities, such as, area, regional and state games, training programs, clinics, and other activities for participants.

Support Services (This account only applies to the state)

Management & General – through which management, administrative, and general non-program operating expenditures are charged, such as legal and accounting services, portions of salary, postage, printing, etc.

Fundraising, which depicts cost, incurred to raise funds for program and support services.

Board Policy on Revenue

Donations

All donations generated through cash contributions, pledges, public support, in-kind services and fund raising events are to be recorded and reported according to SOMI Financial and Accounting Guidelines and Procedures. All local, state and federal solicitation and tax reporting laws, regulations and rulings must be followed. In addition, persons receiving donations for Special Olympics Michigan must abide by the revenue reporting procedures adopted by the state office of Special Olympics Michigan.

Donations to Nonprofit Agencies

Generous individuals, organizations, and businesses donate cash, goods, and services to Special Olympics Michigan for the purpose of meeting SOMI's program goals. In keeping with that intent, it is the policy of Special Olympics Michigan that donated cash, goods, and services will not be, in turn, donated to another nonprofit agency.

Amended June 3, 2016

Board Policy on Audit

The fundamental purpose of fiscal responsibility is to depict how Special Olympics Michigan has acquired resources and how the organization used the resources to accomplish the objectives of the Special Olympics Michigan program. Special Olympics Michigan achieves fiscal responsibility through the adherence to accounting policies and procedures approved by the Board of Directors.

Therefore, be it resolved, that the Finance Committee of the Board of Directors of Special Olympics Michigan serves as the Audit Committee of the board for insuring the compliance with policies and procedures of Special Olympics Michigan relative to fiscal responsibility. We will have an annual audit performed by an independent CPA firm.

Amended November 5, 2005

Board Policy on Investment

I. Introduction

Primary Contact: Chief Financial Officer, Roger Yob. (989) 774-4386

Purpose of this Investment Policy Statement

This Investment Policy Statement (the "Policy Statement") outlines the goals and investment objectives of Special Olympics Michigan, Inc. ("SOMI"). Since this Policy Statement is intended to provide guidance for the Finance Committee ("the Committee") and the investment managers responsible for managing SOMI's assets, it outlines certain specific investment policies which will govern how to seek to achieve those goals and objectives. This Policy Statement, upon the review and approval of the Committee:

- Describes a risk posture for the investment of SOMI's assets;
- Specifies the target asset allocation policy for those assets;
- Establishes investment guidelines regarding the selection of investment manager(s), permissible securities and diversification of assets;
- Specifies the criteria for evaluating the performance of SOMI's investment manager(s) and of SOMI investment portfolio as a whole; and
- Defines certain responsibilities of the Committee, the consultant, the investment managers, and other specified parties.

The Committee believes that the investment policies described in this Policy Statement should be dynamic. These policies should reflect SOMI's current financial status, and the Committee's philosophy regarding the investment of assets. These policies should be reviewed by the Committee periodically and revised as necessary to ensure that they continued to reflect the current financial situation of SOMI and the capital markets.

This Policy Statement was prepared based upon the information provided by the Committee in the Merrill Lynch Investment Policy Statement Service Questionnaire. It is the Committee's responsibility to provide all the necessary and relevant information for its preparation. This information, as well as the Policy Statement itself, should be reviewed periodically for its continued accuracy and completeness.

II. Responsibilities of SOMI Representatives

Board of Directors

As fiduciaries, the Board of Directors is ultimately responsible for SOMI. They have delegated the following decisions to the following:

Finance Committee

The primary fiduciary responsibilities of the Committee with respect to the oversight of the investment portfolio are: Approve an investment policy statement and periodically review that statement for continued accuracy and completeness;

- Oversee the diversification of the portfolio assets to meet an agreed upon risk/return profile;
- Monitor the investment managers and the performance of the accounts under management;
- Consider the information provided by the consultant and other professional advisors and act accordingly;
- Monitor all investment, record keeping and administrative expenses associated with the accounts; and
- Review and deal prudently with conflicts of interest.

Consultant

The Committee should retain an advisor or consultant (the “consultant”) to:

- Assist the Committee in strategic investment planning for SOMI by providing assistance in developing an investment policy, an asset allocation strategy, and portfolio structure;
- Prudently select investment options, including the selection of one or more investment managers;
- Provide written performance measurement reports on a quarterly basis;
- Recommend investment manager(s) and strategies; and
- Meet with the Committee to help it review investment performance and consider whether any changes or other actions are called for with respect to the investment portfolio.

Custodian

The Custodian is responsible for the safekeeping of SOMI’s investment assets. The specific duties and responsibilities of the custodian include:

- Maintain separate accounts by legal registration;
- Value the holdings;
- Collect all income and dividends owed to SOMI in its custody;
- Settle all transactions initiated by the investment manager; and
- Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report.

III. Objectives

Risk Tolerance

Investment theory and historical capital market return data suggest that, over long periods of time, there is a relationship between the level of risk assumed and the level of return that can be expected in an investment program. In general, higher risk (i.e. volatility of return) is associated with higher return.

Given this relationship between risk and return, a fundamental step in determining the investment policy for SOMI is the determination of an appropriate risk tolerance. The Committee examined its willingness to take risk and SOMI’s financial ability to take risk based upon relevant factors, including:

Factors that contribute to a higher risk tolerance are:

- 1.) SOMI has a high degree of liquid assets available
2. SOMI can take advantage of a long time horizon

Offsetting these factors is:

- 1.) SOMI must be able to meet any unexpected expenses or liabilities
- 2.) Large fluctuations may affect SOMI’s willingness to maintain the investment strategy

Based on these factors, the Committee chose a moderate risk profile. This profile is for investors who are willing to take a moderate level of risk. Primary emphasis is to strike a balance between portfolio stability and portfolio appreciation. Investors using this model should be willing to assume a moderate level of volatility and risk of principal loss. A typical portfolio will primarily include a balance of fixed income and equities.

Investment Objectives

SOMI's assets should be invested in accordance with sound investment practices that emphasize long-term investment fundamentals. The objectives of these assets are to maximize long-term returns consistent with prudent levels of risk. Investment returns are expected to provide adequate funds to sufficiently support designated needs and preserve or enhance the real value of SOMI. In establishing the investment objectives of SOMI, the Committee has taken into account the time horizon available for investment, the nature of SOMI's cash flows and liabilities, and other factors that affect SOMI's risk tolerance. Accordingly, the investment objective of SOMI is growth and income. This investment objective is a balanced investment approach that is expected to achieve a positive rate of return over the long-term that would contribute to the Portfolio's income needs.

IV. Asset Allocation Strategy

In line with SOMI's return objectives and risk parameters, the mix of assets should be maintained as follows (percentages are of the market value of SOMI's investments):

Asset Class	Minimum	Target	Maximum	Benchmark
Large Cap Core	10%	15%	20%	Russell 1000
Large Cap Value	10%	15%	20%	Russell 1000 Value
Large Cap Growth	10%	15%	20%	Russell 100 Growth
SMID Core	0%	5%	10%	Russell 2500 Midcap
Foreign Equity/ EAFE (including emerging markets)	5%	15%	17.5%	MSCI EAFE Index
Cash	0%	5%	7.5%	Citigroup 3 month T-bill
Core Fixed Income Intermed.	12.5%	17.5%	30%	Barclays Aggregate Bond
Core Plus	12.5%	17.5%	30%	Barclays Aggregate Bond

Asset Class Totals	Minimum	Target	Maximum
Total Equity	40%	60%	80%
Total Fixed Income	25%	35%	60%
Total Cash Equivalents	0%	5%	7.5%
Total Alternative Investments	0%	0%	0%

Rebalancing Procedures

The allocations to each asset class and to investment styles within asset classes are expected to remain stable over most market cycles.

Since capital appreciation (depreciation) and trading activity in each individually managed portfolio can result in a deviation from the overall target asset allocation, the aggregate asset allocation should be monitored. The Consultant will review the asset allocation each quarter to ensure SOMI asset allocation is within approved asset allocation. If asset allocation has deviated from the approved minimum/maximum ranges the Consultant must rebalance. If asset allocation falls within the approved minimum/maximum but recommends the allocation to be changed, such recommendation must be approved by the Committee. To achieve the rebalancing of SOMI, contributions and disbursements from individual investment managers may be re-directed as appropriate, in addition to shifting assets from one investment manager to another.

V. Responsibilities of the Investment Managers

Prudent Investment Managers are selected to manage the assets. Such managers can include regulated banks or insurance companies; mutual funds registered under the Investment Company Act of 1940, or registered investment advisors. With respect to any mutual or other commingled funds that have been purchased by SOMI, the prospectus or Declaration of Trust documents of the fund(s) will govern the investment policies of those assets. The following guidelines apply to separately managed accounts.

Fiduciary Responsibilities

Each investment manager is expected to prudently manage SOMI's assets in a manner consistent with the investment objectives, guidelines, and constraints outlined in this Policy Statement and in accordance with applicable laws.

Each investment manager shall:

- Be a bank, insurance company or be registered as an investment adviser under the Investment Advisers Act of 1940 (where applicable);
- Maintain adequate fiduciary liability insurance and bonding for the management of this account; and
- Acknowledge in writing that it is a fiduciary with respect to the assets under its management.

Proxy Voting

Absent delegation to another service provider, each investment manager is responsible and empowered to exercise all rights, including voting rights, as are acquired through the purchase of securities, where practical. The investment manager(s) shall vote proxies according to their established Proxy Voting Guidelines. A copy of those guidelines, and/or summary of proxy votes shall be provided to the Committee upon request.

VI. Investment Strategy

Selection Criteria for Investment Managers

Investment managers retained by the Committee should be chosen using the following criteria:

- The investment style and discipline of the investment manager;
- How well the investment manager's investment style or approach complements other investment managers in the portfolio;
- Level of experience, financial resources, and staffing levels of the investment manager;
- How consistent an investment manager is to the style for which they were hired ;
- Reasonableness of expense ratios/fees;
- Past performance, considered relative to other investments having the same investment objective. Consideration should be given to both consistency of performance and the level of risk taken to achieve results; and
- Stability of the organization.

Security Selection/Asset Allocation

- Except as noted below, each investment manager shall have the discretion to determine its portfolio's individual securities selection;
- SOMI's portfolio is expected to operate within an overall asset allocation strategy defining the portfolio's mix of asset classes. This strategy, described below, sets a long-term percentage target for the amount of the portfolio's market value that is to be invested in any one asset class. The allocation strategy also defines the allowable investment shifts between the asset classes, above and below the target allocations; and
- The Committee is responsible for monitoring the aggregate asset allocation, and may direct a re- balancing of assets to the target allocation on a periodic basis.

Diversification Requirements

The primary method to reduce risk for SOMI portfolio is diversification through asset allocation. By allocating assets in different asset classes, the portfolio can reduce risk by avoiding concentration as well as reduce risk through the low-correlation between different asset classes.

Each investment manager has discretion with regard to security selection and allocation within its respective portfolio. Unless otherwise noted below, under normal market conditions, each investment manager is expected to be invested consistent with its investment style as described in its relevant documentation. During an initial three month period after being retained, the investment manager may hold cash and cash equivalents in larger proportions in order to invest their portfolio on an orderly basis. To minimize the risk of large losses, each investment manager shall maintain adequate diversification in their portfolio subject to the constraints outlined in this investment policy, and in their investment management agreement with SOMI.

Derivatives and Structured Products

The Committee understands that derivatives and structured products can be used to efficiently reduce the risk of the portfolio and to expand the return opportunities. However, when used improperly, they can also increase the risk of the portfolio. Before an investment manager uses any security other than- standard securities (such as: exchange traded common stock; interest bearing bonds and cash equivalents), the security, derivative or structured product must be explained to and approved by the

Committee. Derivatives are allowed to hedge an underlying position and may be used to take a long position in anticipation of a cash inflow. Once the cash is used to open a position in the underlying security, the derivative position should be closed out. No derivative or structured product is allowed that will increase the potential for loss greater than that of a long position in the underlying security.

Alternative Investments

Alternative Investments are not allowed at this time.

Cash and Equivalents

It is generally expected that the investment manager will remain fully invested in securities; however, it is recognized that cash reserves may be utilized from time to time to provide liquidity or to implement some types of investment strategies. Cash reserves should be held in the custodian's money market fund, short-term maturity Treasury securities, and insured savings instruments of commercial banks and savings and loans.

Actions that may cause a significant deviation from these investment guidelines should be brought to the attention of the Committee and the consultant by the investment manager prior to execution. Such actions may be authorized by the Committee if it determines they do not constitute an inappropriate departure from the spirit of this Policy Statement. Similarly, unanticipated market action should also be brought to the attention of the Committee and consultant by the investment manager.

Exclusions

SOMI's assets should not be invested in the following unless agreed to by the Committee pursuant to an approved strategy or specifically approved in writing by the Committee:

- Purchases of letter stock, private placements, or direct payments;
- Private placement convertible issues, also known as "144A" convertible securities;
- Commodities transactions unless by managers approved for that strategy;
- Purchases of real estate, oil and gas properties, or other natural resources related properties with the exception of Real Estate Investment Trusts or securities of real estate operating companies;
- Investments by the investment manager in their own securities or of their affiliates, or subsidiaries (excluding money market or other commingled funds as authorized by the Committee); and
- Any other security transaction not specifically authorized in this Policy Statement.

VII. Constraints

Time Horizon

The time horizon is 3 to 5 years.

Liquidity Requirements and Spending

There is a Low liquidity need. There should be liquid assets of 5% of total assets maintained. SOMI has fixed annual spending. Estimated annual cash outflows are \$10,000. Estimated annual cash inflows are \$150,000. Spending should come from unallocated cash, then from securities in order of liquidity upon recommendation of investment manager.

Tax, Legal / Regulatory and Unique Considerations

SOMI is not subject to federal or state income taxes.

SOMI is subject to the following regulation(s): Uniform Prudent Management of Institutional Funds Act

VIII. Performance Evaluation

As noted above, the consultant should be retained to provide quarterly performance measurement reports and the Committee should monitor SOMI's performance on a quarterly basis. The Committee will evaluate SOMI's success in achieving the investment objectives outlined in this Policy Statement over a three- to five-year time horizon and a full market cycle.

SOMI's (and investment managers') performance should be reported in terms of rate of return (time-weighted and dollar-weighted) and changes in dollar value. At the time of retention, the Committee and investment manager(s) will agree to appropriate benchmark(s). The returns should be compared to these appropriate market indexes for the most recent quarter and for annual and cumulative prior time periods. SOMI's asset allocation should also be reported on a quarterly basis.

Risk as measured by volatility, or standard deviation, should be evaluated after twelve months of performance history have accumulated. An attribution analysis should also be performed by the consultant to evaluate how much of SOMI's investment results are due to the investment managers' investment decisions, as compared to the effect of the financial markets. This analysis will use the policy index as the performance benchmark for evaluating both the returns achieved and the level of risk taken for the total portfolio and the individual investment managers.

IX. Guidelines for Corrective Action

The Committee recognizes the importance of a long-term focus when evaluating the performance of investment managers. The Committee understands the potential for performance over short-term periods to deviate significantly from the performance of representative market indexes. The Committee will not, as a rule, terminate an investment manager on the basis of short-term performance. If the investment manager is sound and is adhering to its investment style and approach, the Committee will allow a sufficient interval of time over which to evaluate performance. The Committee expects that the consultant will provide guidance to help it determine an appropriate length of time. The investment manager's performance will be viewed in light of the firm's particular investment style and approach, keeping in mind at all times SOMI's diversification strategy as well as the overall quality of the relationship. The Committee, however, may require an extra level of scrutiny, or consider termination, of an investment manager based on factors such as:

- Any material event that affects the ownership or capital structure of the investment management firm, or the management of this account;
- Any legal or regulatory action taken against the manager;
- Any material servicing deficiencies, including a failure to communicate in a timely fashion significant changes as outlined in Section X of this investment Policy Statement;
- Violation of the terms of the contract or changes to agreed upon services without prior written approval of the Committee;
- Significant style drift from the intended investment style that the manager was engaged to implement;
- Lack of diversification.

The investment manager may be replaced at any time as part of an overall restructuring of the portfolio or any other reason whatsoever.

X. Meetings and Communications

- As a matter of course, each investment manager should promptly communicate to the Committee and SOMI's consultant any material changes in the investment manager's outlook, investment policy, and tactics.
- Each investment manager should be available on a reasonable basis for telephone communication when needed.
- Any material event that affects the ownership of each investment management firm, any brokerage affiliation of such firm, its key investment personnel, or its management must be reported promptly to the Committee and SOMI's consultant.
- The Committee should obtain and review written performance measurement reports not less than quarterly.
- The consultant should generally meet with the Committee in person annually.

This Policy Statement is intended to be a summary of an investment philosophy that provides guidance for the Committee and other parties responsible for the management of these assets. It is understood that there can be no guarantees about the attainment of the goals or investment objectives outlined here. As noted previously, this Policy Statement was prepared based on the information provided in the Merrill Lynch Investment Policy Statement Service Questionnaire. It is the Committee's responsibility to provide all the necessary and relevant information for its preparation and the Policy Statement should be reviewed periodically to ensure that it is accurate and complete. It should be understood that any changes to this information would significantly impact this Policy Statement.

Investment Guidelines

Section A - Composite Portfolio Risk Management

The guidelines established herein are consistent with the information contained in Special Olympics Michigan's (SOMI's) Investment Policy Statement (IPS). All risk management protocol (i.e. diversification & asset allocation, prohibition on speculative derivatives and speculative leverage, et. al) shall be strictly adhered to.

Section B - Allowable Investment Vehicles

In consideration of proper risk management practices given the size of SOMI's portfolio of invested assets, the External Investment Manager shall gain exposure to appropriate asset classes through the use of U.S. traded mutual fund vehicles, and/or U.S. traded exchange traded funds only. Chosen investment vehicles should, in the professional opinion of the External Investment Manager, provide best execution (i.e. cost structure, performance, true asset class exposure, etc.) which shall accrue to the specific benefit of SOMI's portfolio of invested assets.

Mutual funds considered by the External Investment Manager for investment in SOMI's portfolio of invested assets shall meet the following criteria, if applicable:

- Must be registered
- Morningstar domestic rating of at least three stars
- Morningstar foreign rating of at least two stars
- \$100 million or larger in assets under management (AUM) (across all share classes of the strategy)

Section C - Performance Reporting

As the aggregate portfolio of invested assets shall be managed on a total return basis, portfolio reporting shall be provided on a net of fee basis. Performance reporting shall be calculated on a geometrically-linked, time-weighted basis. Performance will then be reported on an asset-weighted basis at the portfolio level.

Portfolio contributions shall be netted out of performance reports as appropriate.

The time frame for performance measurement shall include the most recent quarter, year-to-date, one- year, three years, and five years.

Section D - Fixed Income Investment Management Guidelines

Investment Grade Fixed Income

General Guidelines

- Investments made in fixed income securities shall be made via U.S. traded mutual funds and/or U.S. traded exchange traded funds
- May include absolute return type strategies and Treasury Inflation Protected Securities (TIPS)
- Benchmark
- SOMI measures the performance of the External Investment Manager's selections within this asset class against the Barclays Capital Aggregate Bond Index

Section E - Equity Investment Management Guidelines

Large-Cap Domestic Equity

- General Guidelines
- Investments made in large-cap equities shall be made via U.S. traded mutual funds and/or U.S. traded exchange traded funds
- Benchmark
- SOMI measures the performance of the External Investment Manager's selections within this asset class against the S&P 500 Index

Mid-Cap Domestic Equity

- General Guidelines
- Investments in mid-cap equities shall be made via U.S. traded mutual funds and/or U.S. traded exchange traded funds
- Benchmark
- SOMI measures the performance of the External Investment Manager's selections within this asset class against the Russell Midcap Index

Small-Cap Domestic Equity

- General Guidelines
- Investments made in small-cap equities shall be made via U.S. traded mutual funds and/or U.S. traded exchange traded funds
- Benchmark
- SOMI measures the performance of the External Investment Manager's selections within this asset class against the Russell 2000 Index
- International Equity

General Guidelines

- International equity investments shall be made via U.S. traded mutual funds and/or U.S. traded exchange traded funds which acquire marketable equity securities traded on international stock exchanges
- International mutual and exchange traded funds may utilize hedging techniques to minimize volatility associated with exchange rates
- May include both developed and emerging market stocks

Benchmark

- SOMI measures the performance of the External Investment Manager's selections within this asset class against the MSCI EAFE Index

Section F - Other Investment Management Guidelines

- Real Property – such property consists of land and/or buildings used primarily for SOMI-related business

Potential donations of real property shall be considered on a case by case basis. Real property donated to the Organization shall be evaluated on a case by case basis.

Alternative Investments

- Assets deemed to be part of the alternative asset allocation must be invested in mutual funds
- Multiple types of alternative strategies may be employed consistent within the context of the Prudent Investor Rule

Benchmark

- SOMI measures the performance of the External Investment Manager's selections within this asset class against an appropriate alternative index based upon the External Investment Manager's chosen alternative selection

Section G - Benchmarks

- The following benchmarks will be used to evaluate the performance of the portfolio:

Broad Benchmark

Barclays U.S. Aggregate Bond Index 50%
Russell 3000 Index 35%
MSCI EAFE Index 15%
100%

Strategic Benchmark

Barclays U.S. Aggregate Bond Index 41%
Russell 3000 Index 29%
MSCI ACWI ex US Index 13%
Hybrid (50% Barclays Agg., 35% Russell 3000, 15% MSCI EAFE) 6%
HFRX Global Hedge Fund Index 5%
Dow Jones UBS Commodity Index 6%
100%

Board Policy on Fund Management

Special Olympics Michigan manages different types of funds. In the audited financial statements, these funds are identified as “unrestricted,” “temporarily restricted,” and “permanently restricted.”

Definition of Funds:

A. Permanently Restricted - Funds held in perpetuity that are received by Special Olympics Michigan, Inc. Permanently restricted funds result from contributions that are limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by the organization’s actions. All new permanently restricted funds have to be communicated to the Board of Directors.

B. Temporarily Restricted - Those funds whose use by the organization has been limited by donors (a) to later periods of time or after specified dates or (b) to specified purposes.

C. Unrestricted – Unrestricted net assets include those funds whose use is not restricted by donors, even though their use may be limited in other respects, such as by contract or by Board designation.

All funds are managed by Special Olympics Michigan, Inc. All permanently restricted funds, temporarily restricted and undesignated fund balances will be reported to the Finance Committee and Board of Directors on a quarterly basis. All income and/or appreciation from co-mingled funds will be allocated to the appropriate account.

Funds specially designated as reserved by the Board of Directors are unrestricted (by definition above), but cannot be invaded without 2/3 approval of the Board members present at a legally-constituted Board meeting, with the exception of the Contingency.

Reserve Fund

Funds designated by donor wishes will be managed in accordance with the donor agreement.

Funds designated for a specific purpose by a SOMI area program will be managed in accordance with the area agreement.

Board Policy on Board Reserve Funds

Special Olympics Michigan, Inc. desires to build and maintain a Board-designated Reserve Fund equal to one year’s operating budget. The Fund should be viewed as a long-term investment. Special Olympics Michigan will strive to attain this amount through annual deposits, earnings, and capital gains. Due to this, these funds are identified as unrestricted net assets on the Audited Financial Statements. The overall purpose of this fund is to ensure the perpetuity of Special Olympics Michigan.

Board Policy on Sale or Transfer of Assets

The President/CEO must authorize in writing the sale or transfer of any asset(s) valued over \$500.

Board Policy on Fixed Asset Capitalization

Special Olympics Michigan will regard fixed assets as capitalization when all of the following criteria are met:

1. Assets purchased, built or leased have useful lives of one year or more.
2. The cost of the asset (including installation) is \$5,000 or more. Multiple assets whose cost is less than \$5,000 but the aggregate requestor total is \$5,000 or more is capitalized.
3. The cost of repairing or renovating the asset is \$5,000 or more and prolongs the life of the asset.

Special Olympics Michigan will regard the purchase of software programs as fixed assets subject to the above capitalization policy, and will amortize over the estimated useful life of three years. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized.

Board Policy on Area Expenditures

Donations are given to Special Olympics Michigan for the primary purpose of supporting the goals and objectives of Special Olympics. To insure that the expenditures of those donated funds are for the stated purpose, area expenditures of donated funds are restricted to the following categories:

- Meals as necessary for implementation of the program.
- Lodging as necessary for implementation of the program.
- Meeting and registration fees for program tournaments, games, training schools, and conferences.
- Travel expense as necessary for program events.
- Telephone including cellular expenses as related to Special Olympics program business and events.
- Postage for Special Olympics program business and events.
- Office supplies required for program business and events.
- Printing costs as required for program business and events.
- Rental expense for implementation of the program.
- Professional fees (certified coaches, medical, and officials) as necessary for implementation of the program.
- Games supplies such as uniforms, medals and ribbons, equipment, and other supplies.
- Fundraising costs to support program implementation.
- Other such expenditures as authorized by the Board of Directors.

Board Policy on Revenue Reserves

Area programs are encouraged to set aside funds to secure future programming. The Board recommends that the area programs maintain a reasonable fund balance as determined by the Special Olympics Michigan Board of Directors. If the audited fund balance exceeds the reasonable fund balance, the funds will be utilized to benefit programs for Special Olympics athletes.

Board Policy on Loan Funding and Deficit Spending

It shall be the policy of the Special Olympics Michigan Board of Directors that no area program will loan funds. The Board of Directors does not permit deficit spending (creating a negative fund balance) by area programs. If an area is short funds needed to cover expenses, they may apply for Equity Funding. This covers emergency funding or a program's costs to come up to minimum standards. The area program must submit a written request to the President/CEO to obtain an Equity Fund grant. Upon review by the appropriate committee (outlined in the Equity Fund procedures), the grant application will be approved or disapproved.

Board Policy on Signatory Authority on Accounts

The Board of Directors of Special Olympics Michigan, Inc. authorizes the signature of the corporation secretary/President/CEO on all current and future area financial accounts, including, but not limited to, demand deposit, savings account and investment.

The Board of Directors of Special Olympics Michigan, Inc. authorizes the corporation secretary/President/CEO to designate financial institutions, as depositories of Special Olympics Michigan, Inc. Exceptions must be approved by the President/CEO.

Board Policy on Purchase of Goods and Services

The President/CEO must approve the purchase of any single asset, goods or services with a purchase price or cost in excess of \$500 in writing prior to the purchase. The President/CEO must approve in advance any quantity purchase of goods or services totaling over \$2,500, excluding transportation to and from events.

All assets must be titled in the name of Special Olympics Michigan, Inc.

Board Resolution for Centralization and Accounting Management Practices

Special Olympics Michigan, Inc., being a single nonprofit charitable entity, recognizes and practices good fiscal stewardship of the funds contributed and spent in its name. The Board of Directors has the ultimate fiduciary responsibility for all funds contributed in the name of Special Olympics Michigan. In recognition of this and the following items, this resolution is put forth by the Board of Directors.

Whereas the Special Olympics Michigan (SOMI) Board of Directors hires an independent audit firm to conduct an annual audit; and the auditor's management letter to the Board listed a need for: increased investment opportunities, consolidation of funds for greater opportunities for growth of funds, addressing risk associated with funds being maintained in independent accounts statewide, and an integrated accounting system for the ease of the organization's management of its fiduciary responsibilities, and

Whereas Special Olympics, Inc. (SOI) recommended that SOMI staff adopt a single system of accounting for ease of determining and reporting to the Board the current fiscal status of the funds belonging to the organization, and that the Board develop an investment policy and provide a means to pool funds for greater return on investment, and Whereas the turnover in the field in the positions of Area Director and accounting coordinator continues to present a challenge of timely and accurate accounting, now therefore

Be it resolved that Special Olympics Michigan will move to one integrated accounting system and will provide opportunities for greater growth and income by pooling funds. An implementation plan for these goals will be developed with input from a task force made up of Area Directors, accounting coordinators, staff, and Board members.

Board Policy on Records Retention

Purpose

This policy provides for the systematic review, retention and destruction of documents received or created by Special Olympics Michigan in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Special Olympics Michigan's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

Special Olympics Michigan follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Retention Scheule

Permanently

- Articles of Incorporation
- Audit reports of accountants
- Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options etc.
- Board bylaws
- Board meeting & board committee meeting minutes Board policies/resolutions
- Cash books
- Chart of Accounts
- Checks (cancelled for important payments, i.e. taxes, purchases of property, special contracts, etc. (checks should be filed with the papers pertaining to the underlying transaction)
- Contracts and leases still in effect
- Correspondence (legal and important matters only)
- Deeds, mortgages, and bills of sale
- Depreciation schedules
- Financial statements (end of year, other months optional)
- Fixed asset records
- General and private ledgers (and end of year balances)
- IRS 990 tax returns IRS determination letter
- Journals
- Payroll registers
- Property records including costs, depreciation reserves, end of the year trial balances, depreciation schedules, blueprints, and plans
- Retirement and pension records
- State sales tax exemption letter
- State unemployment tax records
- Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability
- Trade mark registrations Training manuals
- Union Agreements
- Volunteer forms (scanned)

Seven Years

- Accident/Injury reports and claims (settled cases)
- Accounts payable ledgers and schedules
- Accounts receivable ledgers and schedules
- Bank deposit slips
- Bank statements
- Checks (cancelled but see exception below)
- Earnings records
- Electronic fund transfer documents
- Emails to President/CEO (complaints, legal matters, etc.)
- Employee personnel records (after termination) Employee records relating to promotion, demotion or discharge (after discharge)
- Employment and termination agreements
- Expense analyses and expense distribution schedules
- Games/athletic participation records (GMS)
- Garnishments
- IRS 1099s
- Insurance records
- Inventories of products, materials, and supplies Invoices to customers
- Invoices to vendors Journal entries
- Notes receivable ledgers and schedules
- Options records (expired)
- Payroll records, summaries and returns, including payments to pensioners
- Payroll tax returns

- Sales Records
- Sales tax returns
- Scrap and salvage records (inventories, sales, etc.)
- Stock and bond certificates (cancelled)
- Subsidiary ledgers
- Time books
- Voucher register and schedules
- Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers, etc. for travel and entertainment expenses)
- Withholding tax statements

Six Years

- Leases (after expiration)

Five Years

- Accident reports & worker's compensation records
- Athlete medical forms (scanned)
- Employee salary schedules
- Grant applications and contracts (after completion)

Three Years

- Agency financial records
- Bank Reconciliations
- Cash receipts
- Coach certification forms
- Contracts and leases (after expiration)
- Correspondence (general, including emails)
- Credit card receipts
- Duplicate deposit slips
- Employment applications
- I-9 forms (after termination)
- Internal audit reports (in some situations, longer retention may be desirable)
- Insurance policies (after expiration)
- Internal reports (miscellaneous)
- Petty cash vouchers
- Physical inventory tags
- Protective behaviors training confirmations (inactive)
- Unified partner forms (scanned)
- Volunteer registration forms (inactive)

Two Years

- Employee timecards

One Year

- Correspondence (routine) with customers or vendors
- Magnetic tapes and disks

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Document Destruction

Special Olympics Michigan's Chief Financial Officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Special Olympics Michigan and its employees and possible disciplinary action against responsible individuals. The Chief Financial Officer and Finance Committee Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Approved November 8, 2008

SOMI Financial and Accounting Guidelines and Procedures

Accountability

The Special Olympics Michigan Board of Directors adopted a policy on Accountability on January 31, 2001 (refer to Board Policy on Accountability). Refer to Finance and Accounting section on Board Policies. Persons receiving donations or expending program funds on behalf of SOMI will abide by the financial accounting procedures adopted by the Board of Directors.

Centralization

Effective December 31, 2003, all programs operating under Special Olympics Michigan, Inc. are utilizing a centralized accounting system. Therefore, all revenue and expense transactions are processed through the state office. Although our programs no longer possess individual checkbooks, access to petty cash funds is available. SOMI credit cards are also available according to the terms of the SOMI Credit Card Agreement as outlined in the Accounting Manual.

Revenues - Areas deposit all funds into designated local bank accounts and verify all revenue and donor information. The state office is then notified of all deposit activities. Donor revenue receipts are then printed by the state office and mailed to the donors (please refer to the Accounting Manual). Cash collected at any fundraiser must be deposited in SOMI's bank account. **Cash collected cannot be used for expenses incurred at fundraiser site.** All revenue received should be deposited in a timely manner.

Expenses

Corporate Billing - Arrangements are made with vendors to establish corporate billing accounts that are submitted directly by the vendor to the state office where it is verified with each area and processed for payment (refer to the Accounting Manual).

Direct Billing - Areas establish individual vendor accounts to purchase goods/services and submit transaction receipts to the state office for payment processing according to agreed upon terms (refer to Accounting Manual).

Cash Advances - Individuals must submit a completed Cash Advance Request form via the area, for state events by the due date listed on the monthly reminder calendar. For area events, submit the completed Cash Advance Request form not less than two weeks prior to the event.

Reimbursements - Individuals seeking reimbursement must submit transaction receipts via the area, who forwards the request to the state office for payment processing (refer to the Accounting Manual). **Reimbursement requests must be submitted within 30 days of incurring the expense.**

All questions concerning finance and accounting transactions can be directed to the Chief Financial Officer or other accounting members, or communicated through email at acctsoni@gmail.com. Technology and software purchases must be preapproved by Joel Warner regardless of cost. Return the Technology Purchase Request Form to Joel Warner for approval.

Contributions and Revenue

Program contributions and revenue are receipted on a SOMI-authorized receipt form. All revenue information is posted to a revenue ledger. Checks issued to and made payable to Special Olympics Michigan are not to be cashed. All revenue checks or cash must be deposited into a designated Special Olympics account.

Expenditures

All expenditures for program services, support services, and fundraising are posted to an expense ledger specific to each program. Program expenses are to be made from the program account and must be appropriately supported.

Financial Report

Area Directors must share a financial report with their Area Management Team on a regular basis. The fiscal year runs from January 1 to December 31. Accounting periods consist of one calendar month.

Reconciliation

A monthly reconciliation of program revenues and expenditures to the bank statement must be performed.

In-Kind Donated Materials and Services

Donated materials and services of significant amounts should be recorded at their fair market value when received. Fair market value should be established on an objective and clearly measurable basis such as the normal rent charge for a facility, advertised costs for a piece of equipment, or the posted price of food or beverage. If the nature of the materials is such that valuations cannot be substantiated, it is doubtful that they should be recorded as contributions. Volunteer time is only recorded if the contribution creates or enhances non-financial assets, or if specialized skills are required and would typically need to be purchased if not provided by donation.

The recording of donated materials and services is to be documented on the revenue receipt form as provided and authorized by Special Olympics Michigan.

In regard to in-kind receipting, we must be careful not to misrepresent our receipting intent. The Special Olympics Michigan in-kind receipt does not always represent a tax deduction to the donor. The reason for issuing receipts for donated goods is two-fold:

1. As a goodwill gesture in recognition of the donor's generosity.
2. To fit into the bookkeeping system of Special Olympics Michigan.

Michigan Sales Tax Exemption

Items purchased for program use

Special Olympics Michigan is exempt from Michigan sales tax on items that are purchased for use or consumption in connection with the Special Olympics program such as sports equipment or printing costs. To support your claim of exemption you should provide, to the seller, a copy of the tax-exempt certification letter. Copies of that certification can be obtained from the state office.

Items purchased for resale

Any items purchased for resale, such as T-shirts for a fundraiser, are subject to Michigan sales tax. These items should be invoiced as tax exempt purchases. The sales tax liability will be determined when the revenue from these sales is deposited. Sales tax reports will be submitted to the State of Michigan by the state office. A copy of the Sales Tax License can be obtained from the Resources section of the SOMI.org website (refer to copy in this book).

Area Credit Card Procedures

Credit Card Distribution

1. Area programs may receive more than one credit card. The Area Director will be the approving administrator for card requests and card management.
2. The Area Director is responsible for overseeing how all cards are used within area program. The card holder is also responsible for ensuring that all charge receipts are submitted according to SOMI guidelines and that expenditures comply with SOMI policy and procedures.

3. Cardholders agree to follow the program guidelines for appropriate expenditures as stated in the Board Policy on Area Expenditures.
4. By accepting the card, the area representative assumes responsibility for the card and will be responsible for all charges made. The card will have no impact on the cardholder's personal credit. Although the card lists an individual's name, the card is issued under Special Olympics Michigan Inc.'s credit rating.
5. Cardholder must have an A/B Volunteer form on file at Special Olympics Michigan state office.

Credit Card Purchases

1. Areas must have a sufficient cash balance in their operating account to cover their expense activity for all cards assigned.
2. The card is not to be used for personal purchases or cash advances.
3. Reoccurring monthly charges with consistent dollar amounts (such as internet charges) can be automatically charged to the SOMI credit card. However, the Area Director must establish these payments with the SOMI accountant and/or the SOMI payables department prior to establishment.
4. All technology and software purchases must have prior approval before expense is charged to SOMI Credit Card. Submit the Technology Purchase Request Form to Joel Warner for approval.

Reporting

1. A monthly statement will be sent to each card holder. A receipt for each expense on that statement will be sent to the State Office by the due date indicated.
2. Each receipt must be coded with the expense allocation information. This includes cost center, internal order, general ledger account numbers and project ID if applicable. For meal receipts, it is expected the receipt is detailed, included attendees and purpose.
3. It is the cardholder's responsibility to obtain receipts from the merchant or supplier each time the card is used. If this does not happen the individual would need to fill out a missing expense voucher.
4. Cardholder accounts are subject to monthly internal audits and reviews. By accepting the card, the cardholder agrees to comply with these audits and reviews.
5. **If a card is lost or stolen, immediately contact Fifth Third (1-800-375-1747)** and the state office (1-800-644-6404.) Failure to report the loss or theft of a card will leave the cardholder responsible for any fraudulent charges incurred.

Penalties

1. Personal expenditures on the SOMI card are not allowed. If this happens the cardholder must reimburse the cost. If reimbursement is not made the card will be revoked.
2. Failure to turn in receipts for monthly statements by the due date will result in a notification of noncompliance.
3. If inappropriate expenditures are made a notice will be sent to the cardholder, with a copy going to the appropriate supervisor, explaining the action to be taken or the action expected of the cardholder. If the requested action has not been taken in a timely manner a notification of noncompliance or card revocation will occur.
4. Abuse of the card will result in a notification of noncompliance or revocation of the card and appropriate disciplinary action. Policy violations include, but are not limited to:
 - Alcoholic Beverages & Tobacco Products
 - Unacceptable expenses
 - Failure to return the card upon request
 - Failure to submit proper documentation in a timely manner to Accounts Payable.

Credit card privileges will be revoked after three non-compliant notifications.

5. To get a card reestablished if a card is revoked, terms of potential reissue will be discussed with the cardholder, **Chief Program Officer, Field Service Director and Chief Financial Officer**. At this meeting, a plan must be formulated to get the cardholder in compliance and keep them there.

State Staff Fifth Third Credit Card Procedures Reporting

1. The cardholder is responsible for the credit card and all charges associated with it and should not lend it to anyone else.
2. Cash withdrawals are not allowed.
3. On a monthly basis, credit card statements will be emailed to staff. It is expected that all staff who are cardholders, review all the charges on the statement, attach all the necessary receipts to the statement and return to payable accounting on or before the deadline given in the email that went out with the statement. Remote office staff can email or fax the statement and all receipts back to accounting on or before the given deadline.
4. It is the cardholder's responsibility to obtain receipts from the merchant or supplier each time the card is used. If this does not happen, the individual would need to fill out a Missing Expense Form.
5. Each receipt must be coded with the expense allocation information. This includes cost center, internal order, general ledger account numbers and project ID if applicable (fundraiser). Detail as to the purpose of the expense is also required.
6. Cardholder accounts are subject to monthly internal audits and reviews. By accepting the card, the cardholder agrees to comply with these audits and reviews.
7. **If a card is lost or stolen, immediately contact Fifth Third (1-800-375-1747) and the State Office (1-800-644-6404).** Failure to report the loss or theft of a card will leave the cardholder responsible for any fraudulent charges incurred.

Guidelines for Allowable Meal Expenses

If you are on a day trip for SOMI and have a business lunch meeting with a prospective donor, event planning group, games committee, or any other group involving volunteers, you may charge that meal to SOMI if it is built into the budget. However, if the meal is only for you or other SOMI staff and it is not for "official business" you are responsible for those charges. If you have a question as to if a meal is an acceptable charge, contact either accounting or your supervisor. When turning in your receipt, IRS regulations require a detailed receipt for any meal; you need to include who was at the meal and for what purpose. If these are not within IRS & SOMI guidelines, the employee will be asked to reimburse the meal cost.

Per Diem – can be used when traveling overnight for SOMI business. The amounts are listed below. Remember to include the appropriate coding/explanation. (Remember that these amounts are used as a rule of thumb for the maximum that should be spent for all meals, even those charged on SOMI credit cards).

Meal Allowances (including tips)

Meal	Must be traveling before and after	Standard Allowance	High Cost Cities*
Breakfast	7:00 am - 8:30 am	\$9.00	\$11.00
Lunch	11:30 am - 2:00 pm	\$14.00	\$17.00
Dinner	5:30 pm - 7:00 pm	\$23.00	\$28.00
Maximum Allowance		\$46.00	\$56.00

Non-Allowable Meal Expenses

1. Traveling for SOMI (not a multiple day/overnight trip) during breakfast/lunch/dinner time.
2. Traveling to an area to do a training and stopping before or after the training to eat.
3. Multiple staff members meeting to discuss SOMI business over coffee or a meal.
4. Working/traveling extended hours.
5. Contributions to SOMI potlucks without prior approval from the CEO.

Allowable Meal Expenses:

1. Meeting with an area director or potential donor.
2. Games Committee Meetings 3). Meetings with volunteers
4. Per diem meals for multiple day/overnight business trips.

Coding Invoices/Receipts

1. Before you code an invoice or receipt, be sure to consult your budget to make sure that the expense is in fact budgeted for, and how it is coded. If you do not see that line item, consult your supervisor or accounting. If you are unsure of the coding, please at least write an explanation for the expense.
2. If an expense is part of an overnight/multiple day trip, please note that on your receipt, so that accounting is aware. This would be Per Diem.
3. Please be sure to include a brief description of the cost incurred along with the actual coding. This makes it easier for the accounting department to catch coding errors and record/describe it correctly.
4. Accounting will record as much detail as possible in Financial Edge.

Penalties

1. Personal expenditures on the SOMI card are not allowed. If this happens, the cardholder must reimburse the cost. If reimbursement is not made, the card will be revoked.
2. At the end of the billing cycle, a statement of the cardholder's charges will be emailed. A deadline will be given for when those receipts are due. The employee is responsible to collect all of the receipts and return them attached with the statement to accounting by the due date. Failure to get receipts in by that deadline will result in a notification of non-compliance.
3. Once an employee has 3 missing receipts (either on one credit card cycle or over a few cycles), the employee's supervisor is notified. The supervisor is expected to talk to the employee and attempt to find a solution to the issue. This will only happen until the employee reaches 9 total missing receipts for the year, and then the employee's credit card will be revoked. The supervisor would actually be notified 3 times – every third missing receipt. Training will be offered on request, by either the supervisor or an accounting staff as needed. Envelopes to hold receipts will be provided as requested.
4. If inappropriate expenditures are made a notice will be sent to the cardholder with a copy going to the appropriate supervisor explaining the action to be taken or the action expected of the cardholder. If the requested action has not been taken in a timely manner a notification of non-compliance or card revocation will occur.
5. Abuse of the card will result in a notification of non-compliance or revocation of the card and appropriate disciplinary action. Policy violations include but are not limited to:
 - Alcoholic Beverages & Tobacco Products
 - Unacceptable expenses
 - Failure to submit proper documentation in a timely manner to Accounts Payable
6. Credit card privileges will be revoked after three non-compliant notifications
7. A revoked credit card can only be reissued with the consent of the **Chief Financial Officer, Chief Executive Officer, and Direct Supervisor**. A plan of compliance would be formulated. The terms and conditions of the reissued card would vary from this document.

Emergency Funding Grant

An Emergency Funding grant is available for areas that have a short term funding need. All requests should be directed to the Chief Program Officer and the Chief Financial Officer. A written fundraising plan will be required and a plan for avoiding financial problems in the future will be developed. If funds are granted, a provision for repayment will be established. Funds are only available for grants if there is an available balance in the equity fund.

Endowment Spending Policy for Permanently Restricted Funds

The following spending policy is intended for permanently restricted endowed gifts:

- The distribution rate for permanently restricted funds will be based on a total return approach, which utilizes both income and capital appreciation to be withdrawn for spending.
- The maximum allowable spending amount for all permanently restricted funds shall be 50% of the portfolio value that is greater than corpus. Corpus is defined as the sum of money that is set aside by a donor or group of donors to produce income for a specific purpose. The allowable spending amount is subject to the additional spending limits set forth below. The formula shall be applied to permanently restricted funds created after January 1, 2014 and be applied to balances as of December 31st each year. The formula will be reviewed and approved annually.
- **The spendable amount for permanently restricted funds created before January 1, 2014 will be determined by each fund's original agreement unless the donor or family representative of the donor agrees to our new Endowment Spending Policy for Permanently Restricted Funds.**
- SOMI shall maintain a record of the historic dollar value of each permanently restricted fund.
- If the market value of a permanently restricted fund on December 31 exceeds the fund's corpus, then the maximum allowable spending from that permanently restricted fund shall be 50% of the fund's market value that is greater than corpus. The determined spendable amount shall be transferred to SOMI operating fund for its intended purpose by June 30th each year.
- If the market value of a permanently restricted fund on December 31 is less than that fund's corpus, then there will be no spendable amount from that permanently restricted fund.

Liquidity Policy

SOMI desires to maintain a level of cash assets for the organization's operating accounts to be a range of 120 to 200 days of SOMI's annual expenses. The target amount within the desired range is 175 days. When the calculation falls below 120 days, the Finance Committee will be notified of the situation and recommended actions to return back to the desired range will be presented to the Finance Committee within 60 days.

When the calculation is nearing or exceeding 200 days, cash will be invested in the Cash Reserve Fund for State funds or a Program Investment account for the Areas.

Investment Withdrawals Policy

Investment withdrawals greater than \$25,000 from the investment account have to be a written request to the investment firm that requires two signatures (one signature of the President & CEO and a second signature of the CFO). Withdrawals have to comply with all board policy, donor agreements for permanently restricted funds, donor agreements for temporarily restricted accounts and board designated accounts.



Sales Tax License

Business Tax Section
Michigan Department of Treasury
P.O. Box 30427
Lansing, MI 48909
www.michigan.gov/taxes

SPECIAL OLYMPICS MICHIGAN INC
CENTRAL MICHIGAN UNIVERSITY
MOUNT PLEASANT, MI 48859-0001

Notice Date:	December 14, 2019
Account Number:	38-1964643
Letter ID:	10028251532
Contact Us:	517-636-6925

Below is your Sales Tax License. The licensee is required to ensure the sales tax license is displayed or readily available on premises. Treasury will no longer be mailing multiple licenses for businesses with more than one location. To obtain another Sales Tax License and 24/7 access to your business information please visit mto.treasury.michigan.gov.

The account number on the sales tax license is your business Federal Employer Identification Number (FEIN). If you do not have an FEIN, Treasury has assigned you a 9-character account number beginning with "TR".

You must notify the Michigan Department of Treasury of any changes to your business ownership, address or FEIN. To update any existing business information please visit Michigan Treasury Online (MTO) at mto.treasury.michigan.gov.

Note: The expiration date for the sales tax license coincides with the calendar year it is issued for.

CUT ALONG THIS LINE

164 (Rev. 4-19)

STATE OF MICHIGAN

DEPARTMENT OF TREASURY

Sales Tax License

SPECIAL OLYMPICS MICHIGAN INC
CENTRAL MICHIGAN UNIVERSITY
MOUNT PLEASANT, MI 48859-0001



Account Number: 38-1964643
Expiration Date: December 31, 2020

Issued under authority of P.A. 167 of 1933, as amended.



**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. SPECIAL OLYMPICS MICHIGAN INC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. CENTRAL MICHIGAN UNIVERSITY	Requester's name and address (optional)
6 City, state, and ZIP code MOUNT PLEASANT, MI 48859	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
3	8	-	1	9	6	4	6	4	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Tracey M Dodak</i>	Date ► <i>1/15/2020</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



JOHN ENGLER, Governor
DOUGLAS B. ROBERTS, State Treasurer

STATE OF MICHIGAN

DEPARTMENT OF TREASURY

TREASURY BUILDING

LANSING, MICHIGAN 48922

This form must be kept by the seller when making tax exempt sales. The exempt organization may reproduce this form.

NP-0005747

MICHIGAN SPECIAL OLYMPICS, INC.
CMU
MT. PLEASANT, MI 48859

THIS EXEMPTION/FORM IS NOT TRANSFERABLE
TO ANOTHER INDIVIDUAL OR ENTITY.

Effective Date April 6, 1990

This letter serves as notice to a seller that your organization qualifies to buy goods and services without paying the Michigan sales or use tax. **TREASURY DOES NOT ISSUE TAX EXEMPT NUMBERS.**

To buy goods and taxable services without paying a sales or use tax, present:

- a copy of this letter, and
- a completed certificate (below) certifying to the seller that the goods or services being purchased are for purposes of the organization and are being paid for from organizational funds. The seller must keep a copy of this certificate with the record of the sale.

Please note the following.

- This exemption does not apply to the purchase of tangible personal property or to the purchase of vehicles that are not used primarily to carry out the purposes of your organization as stated in your bylaws or articles of incorporation.
- Employees or members may NOT use this exemption to purchase goods or services for personal use.

The Michigan Department of Treasury may review your exempt status at any time to verify your eligibility. If the Internal Revenue Service revokes your exempt status under section 501 (c)(3) or 501 (c)(4), if a Treasury audit discovers non-exempt status, or if for any other reason your organization no longer qualifies for exemption, then your organization is subject immediately to sales or use tax on its purchases.

Please notify us if you have a name or address change. If you have questions, please contact this office at 517 - 373-3190.

Sincerely,

Jesse A. Weaver
Jesse A. Weaver, Administrator

Sales, Use and Withholding Taxes Division

CERTIFICATE REQUIRED FOR TAX-EXEMPT SALES

I certify that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named above and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

Signature of Authorized Representative of Non-Profit Organization	Date
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Copy of 501(c)(3) Status Letter

JAN 07 1995

Internal Revenue Service
~~District Director~~

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: December 28, 1998

Person to Contact:

Special Olympics Michigan Inc
Central Michigan University
Mt Pleasant, MI 48859-0001 997

Patty Dennis
Telephone Number:
877-829-5500

Fax Number:
513-684-5936

Federal Identification Number:
38-1964643

Dear Sir or Madam:

This is in response to your correspondence received September 24, 1998. Your Amended Articles of Incorporation regarding your name change have been received. Please note that we have changed your name as shown above. This change is now a part of your permanent record.

You requested a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in September 1972, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Special Olympics Michigan Inc
38-1964643

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

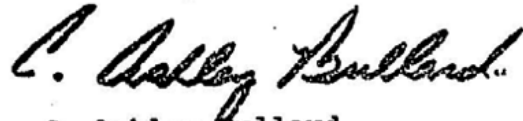
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard
District Director



In-Kind Gift Receipt Form

Return completed form to:

Special Olympics Michigan; Central Michigan University; Mt. Pleasant, MI 48859 Fax: 989-774-1108 email: graha2sm@cmich.edu

Donor Information:

Organization Name: _____

Contact Name: _____

Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Anonymous Donor? ☐ Yes ☐ No

Donation Category: ☐ Food ☐ Clothes ☐ Gift Card ☐ Discount ☐ Services ☐ Other

Monetary Value of Donation: \$ _____

Description of Donation: _____

Purpose of Donation: _____

Donor Signature:

Signature: _____ Date: _____

Would Donor like a receipt for tax purposes? ☐ Yes ☐ No

FOR INTERNAL USE ONLY

TO BE FILLED OUT BY AREA

Date received: _____ By: _____
Area #

Event: _____

Print Name: _____

If requested, receipt will be sent by the SOMI State Office

Area should fax/send this form to Stephanie Graham Fax: 989-774-1108 Email: graha2sm@cmich.edu for processing

TO BE FILLED OUT BY SOMI STATE OFFICE

Receipt Sent? ☐ Yes ☐ No Date: _____ Initials: _____

Insurance

Board Policy on Mandatory Fleet Insurance Policy

All vehicles purchased or donated to Special Olympics programs in Michigan must be insured through an automobile policy purchased by the state office. Areas will pay their share of the premiums for the insurance coverage. The use of 15 passenger vehicles is strictly prohibited.

NOTE: Special Olympics Michigan does NOT use, and does NOT have insurance coverage for 15 passenger vehicles. This rule is per Special Olympics International policy as these vehicles are not covered by SOCIP. Make sure that any vehicles that are borrowed or rented are NOT 15 passenger vehicles.

Special Olympics Insurance Coverage Background

Special Olympics, Inc. provides Special Olympics organizations in the United States and territories with accident and liability insurance coverage.

American Specialty Insurance Risk Services, Inc. (American Specialty), the insurance broker arranges for coverage through various insurance companies and negotiates insurance premiums based on claim experience, total number of participants, and total number of Special Olympics activities. Special Olympics, Inc. and U.S. programs share payment of the insurance premiums. The policy period is from January 1 to December 31 of each year.

Participant Accident Coverage

When injuries resulting from an accident occur during a covered event or during covered travel to or from a covered event. This is an accident medical policy, not a sickness or illness medical policy. For example, it may cover the medical expenses caused by a broken leg, but not by appendicitis. An accident must occur in order for coverage to apply. The accident medical insurance policy is in excess of any other valid and collectible insurance or medical plan applicable to the injured participant.

Injuries are defined as accidental bodily injury, injuries received while insured under this coverage and resulting independently of sickness and all other causes. A covered loss, for purposes of this insurance, will include: a) the repair or replacement of existing prosthetic devices such as artificial limbs, glass eyes, and artificial dental work; and b) bodily injuries arising as a result of a seizure (including epileptic seizures). To be covered, the injury must occur while: a) Participating in activities sponsored and supervised by Special Olympics; or (b) traveling to, during, or after such activities as a member of a group in transportation furnished or arranged by Special Olympics.

Covered event is defined as scheduled activity authorized, organized, and supervised by Special Olympics. With respect to competition activities, this includes pre-competition activities and practice sessions.

Covered event also includes activities authorized by Special Olympics that are directly supervised by registered Class A volunteers, but only when participation is part of the Special Olympics athlete's overall sports training for Special Olympics competition.

Directly supervised is defined as supervised in person by a registered Class A volunteer.

Registered Class A volunteer is defined as an individual currently registered in accordance with the Special Olympics Official General Rules, or other Special Olympics policies in effect during the policy period.

Insured persons are defined as U.S. Special Olympics athletes, (including Young Athletes) unified partners, managers, coaches, officials, chaperones, supervisors, fundraising participants, and other volunteers whose names are on file (registered) with Special Olympics while participating in a covered event. For forms and instructions on reporting an accident, call the state office.

Covered travel means travel that is:

1. Directly to or from the location of a covered event;
2. Authorized by Special Olympics; and
3. Supervised by staff members or designated representatives of Special Olympics.

Covered travel to a covered event commences upon departing from the designated meeting place for such travel and terminates upon arrival at the location of the covered event.

Covered travel from a covered event commences upon departing from the location of the covered event and terminates upon return directly to the designated meeting place.

Commercial General Liability

This policy protects insured Special Olympics organizations, athletes, and registered volunteers from third party claims of bodily injury, property damage and personal and advertising injury due to alleged negligence arising from the conduct by Special Olympics during a Special Olympics activity. Under the policy, the insurer has a “duty to defend” until such time as legal liability has been established, and therefore, defense costs associated with the aforementioned general liability claims area paid regardless of legal liability.

In addition, the general liability policy has been endorsed to provide coverage for losses resulting from damage to property in the care, custody or control of Special Olympics, excluding watercraft, aircraft, autos, and Special Olympics owned property. The loss must occur during a Special Olympics conducted / sponsored event and Special Olympics must be found legally liable for the loss. The limit of liability is \$100,000, subject to a \$2,500 deductible per claim, for such property losses.

Additional Insureds: Entities with an insurable interest will be named as an Additional Insured, but only with respect to liability resulting from the negligent acts or omissions of Special Olympics, as requested and approved by American Specialty on behalf of Philadelphia Indemnity Insurance Company.

Hired Auto Physical Damage

This policy provides coverage for physical damage claims arising as a direct result of the use of a commercially-rented vehicle by a Special Olympics employee, athlete, or registered volunteer for Special Olympics Michigan business with the permission from Special Olympics Michigan state office.

The deductible is \$1,000 per accident, and the coverage is for \$50,000 per vehicle limit.

A vehicle is considered commercially rented if:

- It is obtained from an entity of which the commercial purpose is renting vehicles for profit;
- A specific rental charge is made; and
- A rental contract is executed between the rental establishment and Special Olympics Michigan with respect to the particular vehicle.

If you are borrowing or renting a vehicle from a non-commercial renting company, please ask how insurance coverage would be handled for physical damage. If the company or organization expects Special Olympics to cover physical damage, please call the administrative assistant at the state office to get coverage.

Non-Owned & Hired Automobiles Liability

This policy provides protection to Special Olympics liability claims arising as a direct result of the use of a non-owned or hired automobile. For coverage to be effective, the vehicle must be used for Special Olympics Michigan business with the permission of Special Olympics and driven by an employee or a registered volunteer of Special Olympics Michigan.

Restrictions: Non-owned and hired auto liability coverage applies excess of any other valid and collectible insurance.

NOTE: Excess coverage is provided to Registered Class A Volunteers of Special Olympics Michigan who are using their personal vehicles on behalf of and with the permission of Special Olympics Michigan, and have a valid driver's license and insurance with at least the state minimum requirements.

Additionally, employees of Special Olympics Michigan are insured on an excess basis while using their own vehicles for Special Olympics Michigan business.

Covered Autos:

- Hired Autos – Special Olympics Michigan's autos that are leased, hired, rented (e.g. rental vehicles) for less than one month.
- Non-Owned Autos – Special Olympics Michigan's autos that are not leased, hired, rented or borrowed that are used for Special Olympics Michigan business (e.g. autos owned by employees or volunteers).

NOTE: No coverage is provided for losses caused by an uninsured/underinsured motorist to non-owned vehicles; however, uninsured / underinsured motorists' coverage is afforded for vehicles that are "commercially rented" by an insured.

Vehicle Insurance

Any vehicle owned by a Special Olympics Michigan must be insured through the SOMI fleet insurance policy. In addition, titles should be registered to Special Olympics Michigan, Inc., which is the legal entity name, and the title should be filed at the state office. This insurance covers only vehicles belonging to SOMI. Anyone driving on behalf of SOMI needs to have a Volunteer A form.

Medical Volunteers

This policy provides insurance coverage for Medical Malpractice claims for medical services rendered at a Special Olympics events by state registered Special Olympics Michigan volunteers, other than doctors, acting in capacity of a Special Olympics Registered Volunteer.

Coverage is not provided for doctors. Commercial medical service firms volunteering the services of their paid employees are not covered. However, should any of these employees volunteer their services on a personal basis, separate from their employment status, coverage would be extended provided such person is not a doctor and is a Special Olympics Michigan Registered Volunteer in accordance with the Special Olympics Official General Rules or other Special Olympics policies if effort during the policy period.

NOTE: Medical Malpractice coverage for Healthy Athletes physicians and for volunteer physicians volunteering their time at a Special Olympics event is provided under a separate policy. Please contact American Specialty for further information.

Certificates of Insurance and Contracts

If a Special Olympics program is requested to sign a contract or provide a certificate of insurance to a facility or organization, please contact the administrative assistant at the state office for assistance. Any contracts must be reviewed prior to signing, and must be signed by or approved in writing by the President/CEO of SOMI.

Additional insured's include sponsors; managers or lessors of premises; lessors of leased equipment; and state or political subdivisions- permits as requested and approved by American Specialty Insurance Services, Inc. on behalf of Philadelphia Indemnity Insurance.

Property Insurance

Special Olympics Michigan carries a business owners policy to cover losses due to theft, fire, and liability insurance (slip and fall accidents). All offices of Special Olympics Michigan should be scheduled and covered under the business owners policy. In addition, all storage facilities used to store Special Olympics Michigan equipment should be included on the inventory list and on file at the state office.

Board Policy on Alcohol

Special Olympics Michigan prohibits its funds being used for the purchase of alcohol unless specifically approved by the Board of Directors.

Liquor License Request Policy

Any request for Special Olympics Michigan to purchase a liquor license will be sent to the President/CEO, who shall have authority to review, and, after a thorough review to make sure all the requirements can be met, recommend it to the board. All approved license requests will be added to a Board of Directors meeting agenda under the Consent Agenda. If the President/CEO deems that Special Olympics Michigan cannot meet the requirement of the State of Michigan, safety or insurance requirements, the request will not be sent to the board for approval.

Liquor Liability

For events (such as fund raisers or banquets) where alcoholic beverages are being served, please call the administrative assistant at the state office to determine whether special coverage needs to be in place.

If alcohol is being sold, special insurance needs to be purchased specifically for that event. This insurance needs to be applied for well in advance of the event. If a cash bar is being used, other options such as having the establishment selling the alcoholic beverages make SOMI an additional insured, or signing a hold harmless agreement with the establishment can be used.

It is important that you check for liquor liability coverage at all establishments where liquor is being sold or served. If you are not hiring a caterer or restaurant, you may need to get a liquor license from the State of Michigan (request a Liquor License application from the state office).

It is also important at events with alcohol to use risk management procedures such as (but not limited to):

- Using trained bartenders;
- Having a beginning and ending time for serving alcohol (with the ending time one hour before the event is over);
- Serving food (not just pretzels or chips) with the alcoholic beverages;
- Having transportation in place for those who may have over-indulged;
- Using small glasses;
- Not allowing pitchers for use by guests to pour their own drinks;
- Having non-alcoholic drinks available;
- Limiting the number of drinks a person can have by use of tickets;
- Using wristbands to help identify underage persons.

Board Michigan Liquor Control Commission License Resolution

RESOLVED: That Special Olympics Michigan, through its duly authorized officers, approve application to the Michigan Liquor Control Commission (MLCC) for a special license for the sale of either beer and wine, or beer, wine or spirits, for consumption on the premises to be in effect.

Risk Management

When planning a Special Olympics event, it is advisable to set up a Crisis Management Plan and to review your event and facility for safety and possible risks. For assistance, please call the state office.

Special Coverage

Some activities are outside of the normal scope of Special Olympics activities and require special insurance coverage. Please call the state office if your activity has unique circumstances to make sure that it is properly covered by insurance and that risk management guidelines are being followed.

The following red flag fundraising activities are EXCLUDED from the Special Olympics Corporate Insurance Policy and may only be deemed eligible for coverage if certain underwriting requirements are met and the activity is approved by the insurer prior to the event. Please contact the state office if you are aware of a fundraising activity involving any of the following red flag activities: golf ball drops; rodeos, fundraising events with greater than 5,000 people at any one time (other than a Polar Plunge winter fundraising event); firearms; political rallies; over the edge events; events involving alcohol; obstacle runs (including obstacles, barriers, paint, foam or other non-traditional challenge features); fundraising activities lasting more than 7 consecutive days; aircraft (other than plane pulls).

The following exclusions apply with respect to all Special Olympics events, fundraising and otherwise. Please contact the state office if any of your activities involve the following: hot air balloons; fireworks; rock climbing walls; mechanical amusement rides; inflatables; events involving alcohol; skydiving; aircraft; construction activities; watercraft (longer than 75 feet) and drones.

Non-Sports Special Olympics Outings

This section provides guidelines regarding when an activity is covered by insurance and if it is appropriate for Special Olympics funds to cover that activity. Some activities may be considered official Special Olympics activities even if they are not linked to sports and competition.

Definition of a Special Olympics Outing

A Special Olympics outing is defined as an activity organized, sponsored, or run by Special Olympics Michigan. Some examples include:

- A kick-off picnic in the fall for athletes and their families.
- Athletes attend a special event fund raiser (e.g., golf outing) or public relations activity to help promote or support Special Olympics
- A coach takes his whole team to watch a sporting event when (a) the activity is mission-driven (see below) and (b) athletes on the team are representing Special Olympics (wearing their T-shirts or uniforms).
- A whole team goes out for celebratory ice cream cones after their last game as a team, and it is pre-approved by Special Olympics.

Events that would not be considered Special Olympics outings include:

- A coach invites a few athletes over to share a meal with his family. A picnic is held at a home of a volunteer and they invite guests to recreational swim, this is the liability of the homeowner and is not considered a Special Olympics Event.
- A volunteer wins free tickets to the fair and decides to take a few SOMI athletes.
- A coach takes the team to a museum during
- 'down time' while they are in a town for a tournament (a side trip), unless the trip is pre-approved by SOMI and the whole team participates.
- Free tickets to a professional sporting event that are donated to Special Olympics and are given to athletes and families for their personal use.

Definition of Team Travel

Team travel includes an official meeting spot or pick-up schedule, travel arrangements as a team (bus, car pool, etc.), and travel directly to/from the official activity. Team travel also may include a lunch or dinner stop if it is a long trip. Team travel does not include "side trips" (for example, stopping for an activity that is not an official Special Olympics event) or when an athlete and/or his/her family transport themselves to an event separately from the team.

Insurance Coverage for Outings

The insurance company provides the following list of questions to help decide if there is insurance coverage for an outing. If you can answer “yes” to one or more of these questions, you may be covered. If you are unsure, you should contact the administrative assistant at the state office.

- Is it official Special Olympics business?
- Is the event involved in the overall training of the athlete(s)?
- Is the event controlled and approved by Special Olympics?
- Are you a representative of Special Olympics? Are you a registered volunteer or athlete?
- Has the event been organized completely through Special Olympics?
- Does Special Olympics have responsibility for the athlete(s)?
- Are you acting as an agent of Special Olympics in regard to this activity?

Use of Special Olympics Funds for Outings

Money raised in the name of Special Olympics must be used for Special Olympics activities. Please review the following list of questions:

- Is the activity driven by the mission of Special Olympics—to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities?
- Is funding available for this activity?
- Is the activity providing publicity or raising funds for Special Olympics?
- Is the activity being provided for the whole team as a sport-specific activity, in line with training?
- Have you obtained pre-approval for organizing or participating in this activity?

Obtaining Pre-Approval

The next person in line of authority may provide pre-approval. For example, for a coach, the Area Director may provide pre-approval. For an Area Director, the Regional Manager may provide pre-approval. Other state staff may be contacted to provide guidance on risk management, financial concerns, or other questions.

EVENT FLOWCHART

