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THE ADMINISTRATION AND OPERATION OF  
SPECIAL OLYMPICS SUMMER GAMES  
IN THE STATE OF MONTANA

By


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B.S. Physical Education  
Eastern Montana College.

Presented in partial fulfillment of the requirements for the  
degree of Master of Physical Education - Handicapped Option


University of Montana

1987

Approved by

  
Chairman, Board of Examiners

  
Dean, Graduate School

  
Date

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Dorrance, Ann Schile, M.S., February 1987

Health and  
Physical Education

The Administration and Operation of Special Olympics Summer Games  
in the State of Montana (200 pp.)

Director: P. J. Powers, Ph.D. 

Although Montana has participated in the Special Olympics program since 1970, a systematic method of transferring information from one Games Director to the next has not been developed. This paper attempted to rectify this omission by identifying the various committees needed to administer a successful Summer Games, and describing the duties of each. Major areas studied were administration, facilities, special events, and competition. Also included was a general overview of Chapter responsibilities to aid Games Directors in delineating job descriptions. Positions studied were Chapter Director, Director of Sports and Training, secretary/bookkeeper, area coordinators, MSO Board of Directors, and the Summer Games Management Team. Sample schedules and worksheets are also provided as references.

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CHAPTER I  
INTRODUCTION

Introduction

The Special Olympics (SO) program is an international sports training and competition program open to all mentally retarded individuals, regardless of ability (Special Olympics Newsletter, 1985). The program is sponsored by the Joseph P. Kennedy Jr. Foundation based in Washington, D.C. (see Appendix A). The national organization was incorporated as a non-profit organization under the title of Special Olympics, Inc. (SOI), whereas the Chapter organization was incorporated as Montana Special Olympics (MSO).

Special Olympics programs are conducted primarily by volunteers. However, salaried personnel include the professional and secretarial staff at SOI and MSO. Coaches, officials, and other helpers at tournaments and Games are generally volunteers.

Official rules and regulations have been established by SOI to safeguard the identity and integrity of the organization (The Official Special Olympics Sports Rules, 1985). Each chapter, however, has adapted these procedures to accommodate their own needs. Montana, for example, rotates

the Summer Games site every two years to make travel equitable for all teams involved, whereas Bourgeois (1985) stated that Louisiana conducts the Summer Games in the same site every year.

The SO program is currently the largest athletic program for mentally handicapped individuals in the state of Montana, providing competitive opportunities for over 3,000 athletes in local programs throughout the state. This has included competition in soccer, basketball, bowling, aquatics, gymnastics, softball, volleyball, Alpine and Nordic skiing, figure skating, and athletics (track and field) (Special Olympics Sports Skills Program Booklet, 1981). Athletes advance from local competition to area competition. Each facility (i.e., school, group home, recreation center, etc.) is then allowed to bring a maximum of 40 athletes to the Chapter Games. Every two years an International Winter or Summer Games is held where each chapter is allowed to bring a specific number of athletes to compete. Delegations from more than 60 foreign countries as well as from the United States participate.

### Purpose of the Study

The purpose of this study was to situationally analyze and descriptively develop for the directors of the MSO Summer Games administrative, procedural, and policy guidelines for implementation of Chapter Summer Games. The

guidelines will assist future directors to plan for, as well as to effectively and efficiently administer, SO Summer Games.

While this study addressed the needs of Montana, it could be used as a guide for other chapters as well.

### Rationale for the Study

Since 1970, Montana has participated in the SO Program. However, a systematic method of transferring administrative, procedural, and policy guidelines from one host city to another needed to be developed and published. Since the host site changed every two years, MSO Games directors devoted the first year to developing guidelines, and the second year to refinement or improvement of these ever-changing procedures. This study offered a systematic procedure for directors to follow when establishing the Games in their city.

### Definition of Terms

**Area:** Consists of the local SO programs within a specific section of each chapter or state. Montana has 13 areas (Byers, 1985).

**Area Coordinator:** Individual who is responsible for coordinating the area programs, organizing area competitions, raising money, and representing the coaches and athletes within their area (Byers, 1985).

**Board of Governors:** A group of individuals who advise the Games Director and the Management Team.

**Chapter:** Term used by SOI to designate each state in the United States (Byers, 1985).

**Chapter Director:** Also referred to as Executive Director. This person is the top-ranking SO official in each chapter.

**Coach:** An individual who works directly with SO athletes in a training/coaching capacity (Byers, 1985).

**Demonstration Sport:** Any sport not designated by SOI as an official sport, but which has been accepted on a probationary status and is currently being reviewed by SOI for its suitability as an official sport (SO Rules, 1985).

**Developmental Sport:** Sports designed specifically for athletes with low motor abilities (SO Rules, 1985).

**Games Director:** The person responsible for administration of the Games. Montana has recently split the responsibility between two persons: a Director of Finance and Public Relations, and a Director of Production.

**Mental Retardation:** A mentally retarded person is one who exhibits the following conditions relative to biological age and social culture: (1) intellectual functioning that is significantly below average as measured by objective criteria, and (2) marked impairment in the ability to adapt to the demands of the society in which the person lives (SO Rules, 1985).

**Montana Special Olympics (MSO):** Official title of the Montana Chapter of SO.

**National Programs:** SO organizations located in foreign countries. These are comparable to chapters in the United States (SO Rules, 1985)

**Region:** The United States is divided into eight regions by SOI for administrative purposes. Montana is part of the Northwest Region along with Alaska, Washington, Oregon, Idaho, and Wyoming (Byers, 1985).

**Special Olympics (SO):** An international program begun in 1968 by the Joseph P. Kennedy Jr. Foundation to offer physical fitness sports training and athletic competition for mentally retarded children and adults (SO Newsletter, Sept. 1985).

**Special Olympics Incorporated (SOI):** Parent organization for the SO movement headquartered in Washington, D.C. All regulations and policies governing SO are formulated by SOI.

**Special Olympian:** Any individual who has been classified as being mentally retarded, is at least eight years of age, and who participates in SO competition programs as an athlete (SO Rules, 1985).

**Summer Games:** A competition encompassing a minimum of one team sport and four individual sports which are selected from the sports of aquatics, athletics, basketball, bowling,

gymnastics, soccer, softball, and volleyball (SO Rules, 1985).

**Tournament:** A competitive event involving two or more sports, but which is not a Winter or Summer Games (SO Rules, 1985).

**Training Director:** A person responsible for the organization, coordination, and supervision of all competitive events, and for the coordination and implementation of all training programs for coaches and volunteers (Byers, 1985).

**Winter Games:** A competition encompassing at least three of the following sports: Alpine skiing, Nordic skiing, figure skating, speed skating, floor hockey, poly hockey (SO Rules, 1985).

### **Limitations of the Paper**

This paper addressed the needs of the MSO Summer Games. Special needs of the Winter Games and the Basketball Tournament were not considered. Also not studied were competitive activities not included in major tournaments or games, such as soccer.

SOI began to develop procedural guidelines for directors of Summer Games in the summer of 1985, which are not yet in operation. The Montana study was limited to aspects of administration which needed to be clarified and/or modified for use in Montana. Many of these aspects

addressed the rural/remote nature of Montana. The vast size of the state and its limited population created situations which many states do not need to readily consider.

#### Delimitations of the Paper

While this paper was directed at Montana's special needs, much of the information was applicable to other states with small populations of mentally retarded athletes located over vast areas. Rural/remote states may find these guidelines more appropriate for their use than a national guide which must include information for densely populated urban areas.

Much of the information discussed in this paper was also appropriate for use at other MSO events such as the Basketball Tournament and the Winter Games. The sections discussing administration, facilities, and special events addressed issues common to all events.



## CHAPTER II

### REVIEW OF THE LITERATURE

#### Characteristics of Mental Retardation and Psychomotor Performance

The primary function of the SO program is to provide physical activity to mentally retarded individuals with poor motor ability. The following paragraphs will discuss mental retardation and its effects on psychomotor functioning.

Gearheart and Weishahn (1976) estimated that 2.3 - 3.0 percent of the American population, or approximately 6 million people, are mentally retarded, which has been described as being:

significantly subaverage general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period, which adversely affects a child's educational performance.

The Official Special Olympics Sports Rules (revised May 1985) modified this definition to read:

A mentally retarded person is one who exhibits the following conditions relative to biological age and social culture: (1) intellectual functioning that is significantly below average, and (2) marked impairment in the ability to adapt to the demands of the society in which the person lives.

This modification allowed for those who were diagnosed as having low intellectual functioning after the develop-

mental period, but who are at least eight years old, to participate in the SO.

Cratty (1980) stated that the percentage of persons with obvious motor dysfunctions rises in proportion to the decline in their intellectual functioning. Many mildly retarded individuals may have normal physical abilities and could compete on teams containing youngsters of normal intelligence. These mildly retarded individuals probably would not need the SO program as a competitive outlet.

Moran and Kalakian (1977) observed that a common characteristic among the mentally retarded is a relatively short attention span, which may result from a variety of causes. These may include a general lack of comprehension, frustrations resulting from repeated failure, inability to perceive purpose or value in the subject matter, or a combination of the above. Physical activities, which consist of relatively concrete experiences, tend to facilitate comprehension and can reduce frustrations from failure.

Moran and Kalakian (1977) also suggested that movement experiences, such as gymnastics, may facilitate the development of sequential thinking ability to the extent that the activity requires the individual to think in terms of sequences of movement.

### Special Olympics Efforts for the Mentally Retarded

The Joseph P. Kennedy Jr. Foundation in 1985 stated that SOI had two firm objectives since its inception in 1946: (1) to seek the prevention of mental retardation by identifying its causes, and (2) to improve the means by which society deals with its citizens who are already mentally retarded. The first objective is being accomplished through the establishment of research and clinical centers at several universities around the country. The Foundation has also funded institutes, schools, and centers for diagnosis, treatment, and education of mentally retarded children and adults in several states.

To meet the second objective, the Special Olympics program was developed to serve as a model for sports and recreation programs in schools, communities, and institutions throughout the United States and the world. Cratty (1980) has observed that, since the beginning of the SOI in 1968, those working directly with the retarded, including teachers and parents, have become aware of the physical capabilities of these children and adults. Also observed were the social and emotional benefits derived from participation in sports contests. An awareness of the need for physical fitness for the retarded can also be attributed to the SO.

To help develop the physical capabilities and fitness of mentally retarded individuals, SOI developed a Sports Skills Instructional Program. The Instruction Program utilized goals, short-term objectives, task-analyzed activities, assessments, and teaching suggestions for individualizing and integrating sports skill instruction for the mentally retarded. This program was field tested from 1979 to 1981 in both public and private schools, residential centers, activity centers, and recreational agencies in seven states with 2,000 athletes and 100 teachers. The Sports Skills Program Booklets (1981) stated that each sports skill unit complies with the requirements and regulations of Public Law 94-142 and can be written into the student's individualized education program. The Sports Skills Instructional Program (1981) suggested the program may also be helpful in improving the quality of life for adult participants by providing regular exercise that includes a progressive program of activities to improve cardiovascular fitness and maintain a healthy body and vigorous mind.

The SO Sports Skills Programs and SO competition is now provided in aquatics, athletics (i.e., track and field), basketball, bowling, gymnastics, soccer, softball, volleyball, Alpine skiing, Nordic skiing, speed skating, floor hockey, and poly hockey. Developmental sports, which are activities in which the severely involved athlete may

participate, were also introduced. For example, an athlete who is not capable of knocking down bowling pins by rolling the ball on a regulation length alley can enter a contest called the Target Roll. Here, the athlete is required to roll the ball between two flags which are 1.5 meters apart and 3 meters from the rolling line.

There are also several demonstration sports, which are sports that have been accepted on a probationary status and are currently being reviewed by SOI for their suitability as official SO sports. These included canoeing, cycling, equestrian, roller skating, table tennis, tennis, and weight lifting. The SO Sports Medicine Committee also targeted some sports as not meeting the minimum health and safety standards of SOI, and which were subsequently prohibited from being a part of SO competition, training programs, and demonstrations. The Sports Rulebook (1985) listed these sports as boxing, wrestling, trampoline, shooting, judo, karate, fencing, American football, and rugby.

Seaman and DePauw (1982) stated that SO offers training programs on the local, chapter, and international level with over one million athletes from all 50 states and more than 20 foreign countries participating. This made it the largest athletic program for the handicapped in the world.

### Montana Special Olympics Efforts for the Mentally Retarded

Byers (1985) stated that, even though Montana's athletes were involved in competition as early as 1967 when an invitational track and field meet was held in Billings, MT, the first SO event was not held until 1970 when the first Chapter Games were held in Billings, MT. Approximately 400 athletes competed in track and field events as well as swimming. Don Byers was appointed Chapter Director in the Fall and a 12-member Board of Directors was established. Montana also sent 10 athletes to Chicago for the Second International Special Olympics Games in 1970.

In 1972, the Chapter Games were moved to Great Falls and a two-year host city rotation system was initiated. The sport of bowling was added to the agenda in 1971 and gymnastics in 1972. Twenty athletes and six coaches were chosen to represent Montana at the Third International Games in Los Angeles in 1972.

The 1973-1974 rotation brought the Games to Butte, MT, where 750 athletes competed in wheelchair events and volleyball, as well as previously mentioned sports. The Summer Games returned to Billings for the 1975-1976 rotation. No new sports were added to the Summer Games, but a Special Olympics Basketball Tournament was begun in 1975 in Great Falls, MT and was held there until 1981, when it was moved to Butte, MT. Of the 755 athletes who competed in

Billings, MT in 1975, 20 were chosen to represent Montana at the Fourth International Games at Mount Pleasant, MI.

Bozeman, MT became the host city in 1977-1978 when athlete participation increased to 950 and the frisbee throw was added to the agenda. In 1977, Montana also sent 12 athletes and 4 coaches to Steamboat Springs, CO for the International Winter Games and 3 athletes and 3 coaches to Paris, France for the French Special Olympics.

The Games were moved to Missoula, MT for the 1979-1980 rotation, where 1,012 athletes competed. MSO also sent a 35-member delegation to participate in the Fifth International Summer Games at Brockport, NY in 1979. Great Falls, MT was once again selected as the host city in 1981-1982 when athlete participation peaked at 1,125. Twelve athletes and four coaches attended the Second International Winter Games at Stowe, VT.

1983 brought major changes to the SO program in Montana. First, Don Byers was selected as the first salaried Chapter Director after having filled the position as a volunteer for 13 years. The second change was the addition of the Winter Games in Whitefish, MT where Alpine and Nordic skiing events were offered to 200 athletes. The Summer Games for the 1983-1984 rotation were held in Butte, MT. Montana also sent 52 athletes to Baton Rouge, LA for the Sixth International Summer Games. The basketball

tournament, which now provided competition for 350 athletes, returned to Great Falls, MT for 1983 and 1984.

Helena, MT was selected to host the Summer Games in 1985-1986, where a softball tournament and equestrian events were added. The Winter Games were moved from Whitefish, MT to Showdown Pass Ski Resort near Neihart, MT, and the basketball tournament was moved to Billings, MT for this two-year period. Athlete participation was slightly down, with 1,009 athletes in Helena, 150 in Neihart, and 300 in Billings.

While the number of athletes and events was expanding, so was the MSO administrative structure. The state was divided into five areas in 1970, and an area coordinator was appointed to administer area meets as well as to handle any necessary administrative paperwork. By 1985, the state had been divided into 13 areas, and the area coordinator position was being further clarified and developed at annual leadership conferences.

A statewide financial reporting system was initiated by SOI in 1985, which required every team in Montana to report all financial transactions to the MSO Chapter Director, who in turn was then required to compile all data and report to the SOI. This procedure was instituted to comply with Internal Revenue Service requirements. The Chapter was also able to better assess the financial needs of each area.



A major advancement for MSO occurred in December 1985 when a Chapter Director of Sports and Training was hired to provide training for coaches and officials, as well as to provide assistance to Games and Tournament Directors. The Director of Sports and Training was charged with improving the quality of existing programs by making available safer and more effective teaching methods. This was accomplished by establishing training schools in each area whereby coaches and officials could complete a prescribed course to become SOI-certified to coach or officiate a particular sport. The Director of Sports and Training was also available to offer assistance to coaches whenever a need arose for advice on rules clarification or technique.

#### **Program Foundations, Philosophy, and Goals**

The philosophical foundation of SO was developed and refined by SOI, with support expected of all personnel, whether salaried or volunteer. The Official SO Sports Rules (1985) defined the mission of SO as being:

to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all mentally retarded children and adults, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympians, and the community.

To further explain its position, the SO Sports Rules (1985) listed philosophical statements that emphasize the importance of the athlete and the necessity of providing quality competitive opportunities:

1. The name Olympics and the historic ideals it represents is both a high honor and a weighty responsibility. SO must preserve the "Olympics" quality of its Games or lose the right to use this revered designation.

2. SO seeks to uphold the spirit of sportsmanship and love of participation for its own sake, and incorporates pageantry and ritual in its presentations in order to lend significance to a varied program of SO sports.

3. Since the inception of SO in 1968, competition in SO sports has been based on several important, basic philosophical considerations. Nothing in the Official SO Rules shall be construed to conflict with these fundamental philosophical considerations.

4. The practice of grouping athletes for competition based upon their abilities is fundamental and critical to the principles of the SO program. This practice requires that competition divisions be structured such that all athletes shall have a reasonable chance to win (i.e., all divisions shall be even).

5. In SO the athlete is all-important. Developing the physical, social, psychological, intellectual, and spiritual qualities of the participants underlies everything in SO. It is not enough to merely introduce many different sports to SO. It is critical that parents and coaches make every possible effort to encourage and provide opportunities to SO to reach their highest level of athletic achievement in a particular sport. This is fundamental to the principle that the athlete is all-important within SO. Experiencing new and higher levels of athletic achievement requires a greater commitment from parents, coaches, and athletes. This commitment enhances the sense of reward athletes receive from participating in SO.

6. SO Games should always be of high quality. SO athletes should have every reason to conclude that they are being treated individually, in a truly Olympic manner, by persons who respect their athletic achievements and their humanity.

While not specifically stated by SOI specific reference, goals of the SO program are a direct reflection of the philosophical foundation. These included:

1. To provide year-round sports training programs for mentally retarded individuals;
2. To provide athletic competition in a variety of Olympic-type sports for mentally retarded individuals;
3. To provide opportunities for social interactions through activities such as dances, carnivals, and restaurant and motel experiences;
4. To provide a forum or showcase for mentally retarded individuals to demonstrate their athletic ability;
5. To provide a systematic, rational method of developing sports activities for the mentally retarded;
6. To develop an international network by which medical and athletic information concerning the mentally retarded can be disseminated; and
7. To provide methods and materials for special educators and physical educators who are providing physical development programs for the mentally retarded.

The MSO program firmly supports these goals, and strives to fulfill them through local programs as well as state and national competition. This is accomplished by a network of volunteers under the guidance of the Chapter Office and the MSO Board of Directors. The following chapter explains the duties of the MSO Board of Directors,

the staff in the Chapter Office, the Area Coordinators, and committee members needed to administer the Summer Games.

### CHAPTER III

#### OPERATIONAL GUIDELINES FOR DIRECTORS OF MONTANA

#### SPECIAL OLYMPICS SUMMER GAMES

##### Section 1: Organization of the Montana Chapter

The Montana chapter of the Special Olympics was organized according to guidelines established by Special Olympics Inc. (Castevens, 1985). Currently, there are three staff members headquartered in Great Falls. These three are the Chapter Director, Director of Sports and Training, and a secretary/bookkeeper. Job descriptions were developed by the Chapter Director and the Board of Directors in 1986 (Don Byers, written correspondence, March 10, 1986). See Appendix A for a flow chart of SO organizational structure.

##### **Chapter Director**

##### Major Responsibilities

The Chapter Director is responsible to the MSO Board of Directors on matters of general policy, goals, rules, regulations, objectives and finance. When needed, the Director reports to the Board President in matters of policy interpretation and on items likely to be of concern to the Board of Directors with respect to national operations or

external relations. Other responsibilities include overall fiscal management and staff development and supervision.

### Supervision

The Chapter Director will work under the supervision of the Board of Directors of MSO.

### Responsibilities

1. Responsible for fiscal and general management of SO operations such as programs, administration, fundraising activities, public relations, research, and planning within the framework of the chapter and bylaws of the organization;
2. Oversees all activities associated with the Chapter Games;
3. Implements the program through the committee structure and coordinates the activities of major committees;
4. Works to increase the number of participants, volunteers, training programs, and financial resources;
5. Works to improve the quality and quantity of services offered;
6. Is the authority on matters of administration, program procedures, and policy;
7. Approves public announcements, news releases, and arrangements for news coverage relating to chapter program and Chapter Games;
8. Presents a comprehensive final report to the Chapter Board of Directors and to SOI;

9. Responds to and implements all directives from the SOI and abides by the General Rules and Sports Rules;

10. Completes all forms directed to the Chapter from SOI. Oversees the development of staff and volunteer education and training programs;

11. Ensures that medical and parental releases for every participant in the chapter program are on file;

12. Recruits, hires, fires, and supervises staff;

13. Delegates authority and shares major responsibilities with designated staff and committees to produce an outstanding program;

14. Works with area representatives to develop strong area programs;

15. Refers to legal counsel as necessary on all matters affecting or likely to affect the Chapter. Advises the Board of same. With Board approval, employs consultants appropriate to the goals and objectives of the Chapter;

16. Works under the direction of the President of the Chapter in carrying out Board-approved policies and directives;

17. Shall advise the President, and the President shall advise the Chapter Director, of any concerns affecting or likely to affect the smooth and continued operation of the Chapter programs or other activities;

18. Shall suggest agenda items for Board considerations;

19. Responsible for development and implementation of annual and long-range goals and objectives in collaboration with staff and the Board of Directors;

20. Responsible for the receipt, recording, and disbursing of funds;

21. Develops internal/external lines of communication between Board of Directors, staff, key external agencies, general community, and SOI;

22. Responsible for all reports required by laws governing a non-profit corporation and its operation, and recruits, supervises and evaluates staff;

23. Oversees the overall promotional plans and activities for MSO;

24. Arranges for external evaluation and audit of programs and activities;

25. Serves as ex-officio on, and attends all meetings of, Board of Directors and Board committees;

26. Oversees the recruitment and availability of the program to all eligible mentally retarded persons through the area structure;

27. Applies for accreditation from SOI in conjunction with the Board of Directors of MSO;

28. Establishes the program and administrative procedures for the Chapter, as officially authorized by the Chapter Board of Directors;



29. Ensures the division of the Chapter into areas and the appointment and direction of the Area Coordinators;

30. Oversees dissemination of materials and information regarding the program through the Program Director of all Area Coordinators for distribution to Local Coordinators; and,

31. Ensures the development of local SO programs.

### **Director of Sports and Training**

#### **Major Responsibilities**

The Director of Sports and Training is responsible for the organization, coordination, and supervision of all state tournaments, games, and other competitive events, sports activities, and other related athletic events using the management team approach. He or she is also responsible for the coordination and implementation of all training programs for MSO.

#### **Supervision**

The Director of Sports and Training will work under the supervision of the Chapter Director of MSO.

#### **Responsibilities**

1. Oversees the registration process for all Special Olympians and local training programs;
2. Identifies and maintains a State Games Coordinating Committee consisting of Sports Directors for each of the

official sports, which will assist with organizing all chapter sports events;

3. Organizes and conducts all chapter sports events and activities;

4. Evaluates all Chapter and area meets and tournaments. Supervises the Chapter Games quota policy;

5. Organizes and conducts inservice training for area and Chapter Games Committees and the key volunteers;

6. Serves as a resource to area and Chapter Games teams/committees, the Board of Directors, Chapter Director and SOI, on matters pertaining to competition, sports rules, etc.;

7. Annually revises and updates the MSO Program Guide and Coaches'/Chaperone Handbooks related to specific meets;

8. Pursues bids for state meets each year and provides the appropriate state committees with bid proposals and recommendations;

9. Serves as staff advisor to the MSO Sports Council and state committees;

10. Performs other duties and responsibilities that may be assigned by the Chapter Director;

11. Provides technical assistance to those responsible for the planning and execution of all area-level competitive events;

12. Communicates with Area Coordinators through the monthly AC memo;

13. Directs sessions at the annual AC conference and other scheduled AC meetings concerning sports competition;

14. Writes and edits a monthly coaches' memo;

15. Serves as a resource to area and local programs;  
and,

16. Organizes, coordinates, and supervises Montana's delegation participating in regional, national, and international competition.

### **Secretary/Bookkeeper**

#### **Major Responsibilities**

The secretary/bookkeeper is responsible for overall duties as they relate to management and office procedures.

#### **Supervision**

The secretary/bookkeeper will work under the supervision of the Chapter Director.

#### **Responsibilities**

1. Capable of operating EPSON computer;
2. Maintains financial records and reports;
3. Responsible for IRS reports, tax forms, quarterly employee reports, etc.;
4. Maintains inventory of equipment, supplies, and materials;
5. Responsible for telephone calls, typing, filing, and general correspondence;

6. Serves as secretary/treasurer for Board of Directors, MSO;

7. Responsible for other office duties as may be directed by Chapter Director.

### Area Coordinators

Although not considered a part of the MSO Chapter Office, the Area Coordinators are under the direct supervision of the Chapter Director, and act as a liaison between the Chapter Office and local personnel. Currently, the state of Montana is divided into thirteen areas. These are:

- Area BILLINGS:** Billings, Big Timber, Roberts, Red Lodge, Hardin
- Area BOZEMAN:** Bozeman, Wilsall, Manhattan, Sheridan, Gardiner, Ennis, Livingston
- Area BUTTE:** Butte, Warm Springs, Twin Bridges, Deer Lodge, Dillon, Anaconda
- Area GLASGOW:** Glasgow, Nashua, Malta, Redstone, Poplar, Whitewater, Wolf Point
- Area GLENDIVE:** Glendive, Jordan, Circle, Wibaux
- Area GREAT FALLS:** Great Falls, Geraldine, Fairfield, Conrad, Choteau, Vaughn, Highwood, Shelby, Cut Bank, Augusta, Fort Shaw, Sunburst
- Area HAVRE:** Havre, Chinook, Big Sandy, Hingham, Harlem, Rudyard, Chester
- Area HELENA:** Helena, Townsend, Clancy, Boulder, White Sulphur Springs
- Area KALISPELL:** Kalispell, Troy, Browning, Polson, Libby, Big Fork, Whitefish, Hot Springs, Eureka, Thompson Falls, Columbia Falls
- Area MILES CITY:** Miles City, Lame Deer, Broadus, Ashland, Terry

**Area MISSOULA:** Missoula, St. Ignatius, Florence, Plains,  
Charlo, Stevensville,

**Area ROUNDUP:** Roundup, Moore, Winnett, Denton, Lewistown

**Area SIDNEY:** Sidney, Plentywood

The following job description for the Area Coordinators was developed by the Chapter Director and the Board of Directors in 1986 (Byers, 1986).

### Major Responsibilities

Area Coordinators are responsible for the organization and administration of SO programs in a specified geographic area. Principal activities include: (1) program development on a year-round basis, (2) fundraising and financial accountability, (3) training of athletes and volunteers, (4) public education and support, and (5) written reports as required by MSO.

### Supervision

Area Coordinators will work under the direct supervision of the Chapter Director and the Director for Sports and Training.

### Responsibilities

1. Work to improve the quality and quantity of services and programs offered at the local and area level;
2. Responsible for coordinating all area competition involving athletes from programs and cities located within respective geographic areas;

3. Maintain close contact with Chapter Office which provides basic program guidance and technical assistance;
4. Responsible for organizing and coordinating all SO events in respective areas such as Aerobic Danceathons, Proctor and Gamble promotions, Torch Run, etc.;
5. Must be willing to work evenings and weekends;
6. Responsible for organization and administration of the following year-round programs:
  - a. Fall soccer programs;
  - b. Winter SO to include Alpine and Nordic skiing events, and ice skating;
  - c. Winter basketball program; and
  - d. Summer Games to include track and field, bowling, softball, volleyball, swimming, gymnastics, and equestrian;
7. Ensure that area Special Olympians are afforded the opportunity to participate in the annual Chapter Games;
8. Promote participation in International Summer and Winter Games when appropriate;
9. Responsible for area development;
10. Responsible for submitting monthly "Standardized Accounting System" reports to Chapter Office;
11. Promote parent involvement; and,
12. Perform other duties as needed.

### **Board of Directors, MSO**

The Board of Directors for MSO is composed of 15-30 members from throughout the state of Montana (Montana Special Olympics Charter and Bylaws, 1985). Each director may serve two consecutive three-year terms of office, then must allow at least one year to elapse before returning.

Directors are traditionally chosen to represent a specific aspect of the professional world. The Board has included educators, bankers, administrators, public relations specialists, businessmen, parents, and coaches. The Board meets at least four times a year (once each in the winter, spring, summer, and fall). Special meetings may be called at the request of five of the directors. A majority of directors is required to constitute a quorum for transaction of business.

### **Summer Games Management Team**

SO competitive activities are organized and administered using a team approach. Since all but the three staff members in the Chapter Office are volunteers, the team approach provides an efficient method of sharing the responsibilities involved.

In Montana, the management team is headed by a Board of Governors, which generally is composed of community leaders. Since the responsibilities of Games Director were so

immense, the position is now generally split into a Games Director for Production and a Games Director for Finance and Public Relations. Major positions under the supervision of the Director for Production include Administration, Special Events, Facilities, and Competition. Finance and Public Relations areas, naturally, are under the supervision of the Director for Finance and Public Relations.

Job descriptions for each of these positions were developed by past Chapter Games directors (Hanni and Dorrance, 1986), and include the following.

#### Board of Governors

Major responsibilities. To offer guidance and support to Games Directors to ensure a smooth and efficient administration of the Games.

Supervision. The Board of Governors shall be answerable to the Chapter Director of MSO and to the Director of Sports and Training.

#### Responsibilities.

1. Meet at least once a month with the Games Directors;
2. Make decisions on issues presented by the Games Directors;
3. Offer advice based upon their position as community leaders;



4. Be available to make presentations to civic groups and organizations concerning fundraising and promotion of the Games; and,

5. Act as liaison between the Games Committee and the Chapter Office as needed.

#### **Games Director for Finance and Public Relations**

**Major responsibilities.** The Games Director for Finance and Public Relations is responsible for overall organization and implementation of committees involved with fundraising, budget preparation, bookkeeping, promotions, and media events that take place before, during, and after the Games.

**Supervision.** The Director for Finance and Public Relations is answerable to the Board of Governors and the Chapter Director.

#### **Responsibilities.**

1. Selects chairmen for the Finance and Public Relations committees with the advice and consent of the Board of Directors;

2. Assists the chairmen in selecting members for their committees;

3. In conjunction with the Director for Promotion, schedules and attends management team meetings;

4. Schedules and attends Finance and Public Relations meetings as needed;

5. Meets with committee chairmen regularly and offers advice and guidance to them;
6. Establishes deadlines and checks to ensure they are met;
7. Prepares thank-you letters and other appreciation awards as needed; and,
8. Prepares a budget with the Finance Chairman, Director for Production, and Chapter Director.

#### **Games Director for Production**

**Major responsibilities.** The Games Director for Production is responsible for overall organization and implementation of committees concerned with Administration, Special Events, Facilities, and Competition.

**Supervision.** The Director for Production is answerable to the Board of Governors and the Chapter Director.

#### **Responsibilities.**

1. Selects chairmen for the Administration, Special Events, Facilities, and Competition Committees;
2. Assists the chairmen in selecting and organizing their committees;
3. In conjunction with Co-Director, schedules and attends management team meetings;
4. Attends committee meetings as needed;
5. Meets regularly with the committee chairmen to offer advice and guidance;

6. Establishes deadlines for committees and ensures they are met;
7. Prepares thank-you letters and other appreciation awards as needed;
8. Assists directly in development of schedule for Games;
9. In conjunction with Co-Director, serves as spokesman for SO;
10. After each day of competition, meets with committee chairs and event directors to solve any problems which may have developed; and,
11. Is available during competition to ensure a smooth operation.

### Director of Administration

**Major Responsibilities.** The Director of Administration is responsible for the committees that handle the administrative aspects of the Games. These include Computer, Hospitality, Medical, Registration, Schedule, Security, Transportation, and Volunteers Committees.

**Supervision.** The Administration Director works under the supervision of the Director for Production.

### **Responsibilities.**

1. Be in regular communication with committee chairs;
2. Determine the needs of each committee, and choose members who can meet those needs;

3. Schedule and attend regular meetings with chairs to review progress reports; and,

4. Communicate with Production Director regularly.

Computer Committee. The primary concerns of the Computer Committee are the collection, programming, and interpretation of all needed participant and volunteer information. Committee members should be professionals with computer experience.

1. Be able to program and operate a Zenith personal computer;

2. Be able to download onto the Zenith competition software which is currently on the Montana Power Co. mainframe in Butte;

3. Design entry and medical forms to meet computer requirements;

4. Locate volunteers with computer experience to load data into computers; and,

5. Be available at the Games to supervise volunteers.

Hospitality Committee. The primary responsibility of the Hospitality Committee is ensuring that all participants, guests, and chaperones will be welcomed as they arrive and are comfortable as they attend the events.

1. Locate a civic group or individual volunteers willing to staff hospitality room for coaches, officials, other volunteers, and celebrities;

2. Assign volunteers to make signs and banners that inform and welcome; and,

3. Arrange for transportation of athletes and guests as needed.

**Medical Committee.** The primary concern of the Medical Committee is the prevention of injuries and the care of medical emergencies that do occur. The primary members of this committee should have medical backgrounds and be capable of organizing the needed facilities and personnel.

1. Review and inspect all events, procedures, services and facilities for safety;

2. Review all athlete medical forms;

3. Arrange for adequate medical coverage of all events;

4. Ensure that all first aid sites are adequately supplied; and,

5. Act as liaison between SO and local hospitals and medical personnel.

**Registration Committee.** The Registration Committee is responsible for all registration details including procedural guidelines and actual registration for events. This committee also prepares the Coaches' Handbook. Committee members need no special background, but secretarial skills and a knowledge of Special Olympics would be helpful.

1. Prepare registration packet to be sent out in advance to teams;

2. Disseminate returned forms to proper committees (i.e., Medical, Housing, Meals, etc.); and,
3. Prepare and distribute information packets to all teams.

**Schedule Committee.** The Schedule Committee is responsible for the smooth functioning of all events through coordination of all schedules. Committee members should be familiar with Special Olympics procedures and have a knowledge of competition requirements.

1. Prepare a master schedule to include times of all activities throughout the Games;
2. Prepare specific and detailed schedules for each area; and,
3. Coordinate with all committees to ensure maximum opportunities for participation in all programs.

**Security Committee.** The Security Committee is responsible for the overall safety of all events. This includes traffic control, assistance with emergencies, coordination with local law enforcement officials, security of facilities and equipment, and protection of all athletes, volunteers, and guests.

1. Establish and direct safe, efficient traffic patterns;
2. Designate parking areas for team buses, medical personnel and vehicles, appropriate volunteers, and physically handicapped persons;

3. Set up and operate a 24-hour-a-day information center;

4. Identify events requiring special security coverage and arrange for that coverage;

5. Notify local law enforcement, fire, and other safety officials of the dates, times, and locations of events that will take place; and,

6. Develop procedures for securing all equipment.

**Transportation Committee.** The Transportation Committee is responsible for the transportation needs of athletes, chaperones, and special guests while at the Games. Committee members may include persons familiar with the transportation systems of the host city.

1. Prepare maps and information for teams and guests;

2. Distribute maps and information appropriately;

3. Provide transportation for participants and chaperones only when essential;

4. Coordinate with Schedule Committee to ensure adequate time for participants to arrive at events; and,

5. Arrange transportation for V.I.P.'s.

**Volunteers Committee.** The Volunteers Committee is responsible for assessing volunteer needs, for recruiting and assigning volunteers, and for establishing and staffing a volunteer supply station for additional assignments during the events.

1. Recruit sufficient numbers of volunteers to handle all duties;
2. Designate a Volunteer Coordinator to set up a supply station to ensure a supply of volunteers;
3. Maintain accurate, updated lists of all volunteers and agencies; and,
4. Recognize all volunteers by letters, small gifts, or special ceremonies.

#### Director of Special Events

Major responsibilities. The Director of Special Events is responsible for the pageantry and excitement surrounding the leisure time and auxiliary activities for the athletes during the Games. The actual time spent in competition is limited, so it is important to provide recreational and educational experiences during those times when athletes are not involved in their sports competition. Opening and Closing Ceremonies, Demonstrations and Exhibitions, Olympic Town, Souvenirs and Concessions, Families, Celebrities, Golf Tournament/Banquet, and Dance/Carnival Committees are under the direction of the Director of Special Events.

Supervision. The Director of Special Events works under the supervision of the Director for Production.

#### Responsibilities.

1. Be in regular communication with committee chairs;



2. Determine the needs of each committee and choose members who can meet those needs;
3. Schedule and attend regular meetings with chairs to review progress reports;
4. Communicate with Production Director regularly; and,
5. Attend management team meetings.

#### Opening/Closing Ceremonies Committees

This committee is responsible for producing a spectacular Opening Ceremony and a heartwarming Closing Ceremony. Committee members may include persons with theatrical or dance training who are capable of effectively supervising a well-run program.

1. Coordinate with Games directors on theme;
2. Develop script;
3. Select master of ceremonies and other speakers;
4. Secure an adequate and operational public address system;
5. Train volunteers to help with parade of athletes;
6. Develop alternate plans for inclement weather; and,
7. Arrange for special features (balloons, pigeon release, jet flyover, etc.).

#### Demonstrations and Exhibitions/Olympic Town.

This committee is responsible for the constructive use of the athletes' leisure time between competitive events.

People proficient in arts and crafts and the performing arts would make ideal committee members.

1. Locate appropriate activities;
2. Coordinate with Schedule Committee for optimal participation by athletes;
3. Secure facilities, equipment, and informational signs;
4. Arrange for security; and,
5. Secure volunteers for setup and cleanup.

#### Concessions Committee.

The Concessions Committee is responsible for providing snacks and refreshments to athletes, volunteers, and guests. Committee members should be aware of nutritional considerations and should be familiar with the concessions business.

1. Coordinate with Meals Committee for bulk rates;
2. Secure donations from local businesses;
3. Make needed arrangements at all sites for facilities;
4. Develop price list and money-keeping system with Finance Director;
5. Secure volunteers to staff the booths; and,
6. Arrange for setup and cleanup.

#### Souvenir Committee.

The Souvenir Committee is responsible for obtaining and distributing souvenirs, both as gifts for the athletes and for sale to the general public as well as to athletes.

Committee members should be familiar with marketing procedures.

1. Procure souvenirs for sale and to be given as gifts;
2. Arrange for booths at all sites;
3. Develop price list and money-keeping system with Finance Committee;
4. Secure volunteers to staff the booths;
5. Arrange for setup and cleanup; and,
6. Arrange for procedure to distribute gifts to athletes.

**Families Committee.**

The Families Committee is responsible for providing entertainment, information, and support to visiting families of the athletes. Committee members may be parents of local athletes or people who work with families on a professional basis.

1. Arrange meeting times, rooms and agenda for families;
2. Prepare information to be sent to families in advance via coaches;
3. Arrange reception for parents after Opening Ceremonies; and,
4. Arrange for hospitality room to be available at all times during events.

### Celebrities Committee.

The Celebrities Committee is responsible for selecting and inviting celebrities, as well as providing for the celebrities after their arrival. Committee members may be community leaders, media personnel, or persons proficient in public relations matters. Celebrities are well-known sports, movie, or political figures who may provide role models for the athletes as well as adding a touch of excitement and pageantry to the Games.

1. In conjunction with Games directors and Chapter Office, select and invite celebrities and arrange for their transportation, meals, and rooms;
2. Coordinate with Olympic Town Committee times for celebrities to conduct clinics and demonstrations;
3. Arrange leisure time activities and transportation; and,
4. Arrange with Public Relations Committee for media exposure.

### Golf Tournament/Celebrity Banquet Committee.

This committee is responsible for organizing a golf tournament and banquet as a fundraiser at the conclusion of the Summer Games. Committee members may be community leaders who understand the game of golf and who have some organizational skills.

1. Coordinate details with Chapter Office;

2. Secure golf course and equipment;
3. Supervise registration procedures;
4. Secure facility for banquet and arrange menu;
5. Develop program for banquet; and,
6. Coordinate with Public Relations Committee for exposure.

**Victory Dance and Carnival Committee.**

This committee is responsible for organizing a dance and carnival for the athletes. Committee members would benefit from prior experiences with Special Olympics.

1. Contact organizations to sponsor booths;
2. Secure a band and adequate sound system;
3. Secure prizes and arrange for method of distribution;
4. Supervise construction and placement of booths and decorations; and,
5. Coordinate with Security Committee to locate volunteers to help with security, setup, and cleanup.

**Director of Facilities**

**Major responsibilities.** The Director of Facilities is responsible for the comfort and wellbeing of all the athletes, chaperones, and families attending the Games. Competition and Games Facilities, Housing, and Meals

Committees are under the direction of the Director of Facilities.

Supervision. The Director of Facilities works under the supervision of the Director for Production.

Responsibilities.

1. Be in regular communication with committee chairs;
  2. Determine the needs of each committee and choose members who can meet those needs;
  3. Schedule and attend regular meetings with chairs to review progress reports;
  4. Communicate with Production Director regularly;
- and,
5. Attend management team meetings.

Competition and Games Venues Committee.

This committee is responsible for procuring sites for all SO activities, competition as well as special events. Committee members should be familiar with the needs of each activity.

1. Assess facilities needs of all events with appropriate committee chairs;
2. Secure needed facilities and arrange for contracts to be signed by facilities operators and Games directors;
3. Develop alternate sites and plans for inclement weather; and,
4. Have adequate public address systems at all events.

### Housing Committee.

The Housing Committee is responsible for the lodging needs of all athletes and visitors. Committee members should be familiar with the lodging facilities available in the host city.

1. Determine whether athletes will be housed in a central location or at local motels;
2. If at central location, make necessary arrangements with facility operator;
3. If housing is at local motels, develop a list of motels and prices to be sent to teams;
4. Provide housing for teams who cannot afford to stay at motels;
5. Secure rooms for celebrities and V.I.P.'s; and,
6. Make arrangements with motels to return articles left after checkout.

### Meals Committee.

The Meals Committee is responsible for the eating arrangements for athletes, coaches, volunteers who work through mealtimes, and selected guests, such as the celebrities. A nutritionist should either be on the committee or be available for consultation. Other committee members may include local restaurant owners or professionals in food preparation.

1. Decide with Board of Governors whether meals will be served at a central location or at local restaurants;
2. If meals are provided at a central location:
  - a. Develop meals with food manager;
  - b. Procure donated food;
  - c. Acquire and supervise erection of shelter if needed;
  - d. Coordinate meal schedules with Schedule Committee; and
  - e. Provide adequate number of volunteers to serve meals and clean up;
3. If meals are provided at local restaurants:
  - a. Develop a list of restaurants and prices to send to coaches in advance of Games; and
  - b. Arrange for meals for volunteers;
4. Coordinate with McDonald's Restaurant or other local restaurants who may be donating a meal. Supply information on the number of meals needed and arrange for needed equipment and volunteers; and,
5. Locate civic groups who are willing to supply a free meal and provide them with needed information and equipment.

**Dine Out Night Committee.**

This committee is responsible for organizing a formal dining experience for all athletes and coaches preceding the carnival and dance. It is beneficial, but not essential, to



have a local restaurant owner involved with this committee. Other committee members should be able to present Special Olympics in a positive manner to the public as well as have good organizational skills.

1. Contact restaurants to determine which are willing to participate;
2. Develop menus for each restaurant;
3. Assign hostesses and hosts for each restaurant;
4. Collect information from coaches concerning numbers of diners and whether teams are traveling together;
5. Prepare any souvenirs which may be presented to athletes;
6. Assign teams to restaurants; and,
7. Arrange for payments to be made to each restaurant.

#### Director of Competition

Major responsibilities. The Director of Competition is responsible for organizing and running all competitive events safely and efficiently. The director is also responsible for securing and training an adequate number of volunteers to staff each event. Awards, equipment, rules, and the specific sports committee are under the direction of the Director of Competition.

Supervision. The Director of Competition works under the supervision of the Director for Production.

**Responsibilities.**

1. Be in regular communication with committee chairs;
2. Determine the needs of each committee and choose members who can meet those needs;
3. Schedule and attend regular meetings with chairs to review progress reports;
4. Communicate with Director of Production regularly; and,
5. Attend management team meetings.

**Awards Committee.**

This committee is responsible for all awards presented to the athletes. Awards must be ordered four to five months in advance and must be sorted into packets for easy presentation. Because of all this advance preparation, this committee must be operational several months before the actual date of the Games, and must consist of members who can donate several hours to organizing awards.

1. Consult with Director of Production to determine the number of awards needed and procure these awards through the Rollie Schmidt Co.;
2. Organize awards into packets;
3. Develop procedure for presenting awards;
4. Secure celebrities, officials, and special guests to present awards to athletes;
5. Secure awards stands and adequate public address systems; and,

6. Provide procedure for unclaimed awards to be given to coach or athlete.

Equipment Committee.

The Equipment Committee is responsible for obtaining equipment for all events and for ascertaining that equipment is functional. Committee members should be familiar with the equipment and should know where to locate the equipment. School district equipment managers are ideal committee members.

1. Obtain necessary equipment if not already at facility;
2. Arrange for transportation of equipment to and from facility;
3. Verify that all equipment is in working order;
4. Develop procedures for setting up and removing equipment; and,
5. Arrange for security for equipment.

Rules Committee.

The Rules Committee is responsible for arbitrating any conflicts which may arise during competition. Members should be well-acquainted with all the rules for a particular sport, and should be available to all coaches and officials during the entire event.

1. Be available at competition site for the duration of the tournament with rule books;

2. Rule promptly and decisively on any conflict, controversy, or protest; and,

3. Bring to the attention of the Games Director or Competition Director any violation or discrepancy noted in the operation of the tournament.

#### Sports Committees.

Each sport is governed by a different committee, which is composed of members who are experts in their particular sport. The members of each committee should also possess a knowledge of SO adaptations of the sport.

1. In conjunction with Chapter Office and Director of Production, select events;

2. Coordinate schedules with Schedule Committee;

3. Organize ability divisions within each age group;

4. Train volunteers for the event;

5. Develop procedures with Rules Committee; and,

6. Mark competition site.

#### Director of Finance

Major responsibilities. The Director of Finance is responsible for overall planning, securing, and disbursement of monies and inkind services and goods. Basic responsibilities are divided into budget preparation, accounting, and fundraising.

Supervision. The Director of Finance works under the supervision of the Games Director for Finance and Public Relations.

Responsibilities.

1. Be in regular communication with committee chairs;
2. Determine the needs of each committee and choose members who can meet those needs;
3. Schedule and attend regular meetings with chairs to review progress reports;
4. Communicate with Games Director regularly;
5. Attend management team meetings;
6. Secure estimates of numbers of participants, coaches, visitors, and spectators from Director of Production;
7. Secure written estimates of income and expenses from Chapter Office;
8. Coordinate with Games Directors and Chapter Office to develop budget;
9. Set up ledgers to record monies and reasons for expenditures. This is done in conjunction with Chapter Office;
10. Have bookkeeper inform management team of financial status on regular basis;
11. Check with bookkeeper and all committee heads to make certain all bills are paid;

12. Appoint person to contact corporations and organizations for donations;

13. Organize fundraising events and appoint person to chair each event;

14. Coordinate with Public Relations Committee for publicity for these events;

15. Contact civic groups for contributions and for volunteer help;

16. Ensure that thank-you letters are sent to all contributors; and,

6. Contact businesses for tax-deductible donated services and goods.

### Director of Public Relations

Major responsibilities. The Director of Public Relations is responsible for maintaining a favorable public opinion of SO and promoting the Event. Effective public relations can result in greater recognition for the participants, more spectators, more volunteer support, and increased financial support. Committees under the supervision of the Public Relations Director include Photography, Media Relations, Souvenir Program, and Slide Show.

Supervision. The Director of Public Relations works under the supervision of the Games Director for Finance and Public Relations.

**Responsibilities.**

1. Be in regular communication with committee chairs;
2. Determine the needs of each committee and choose members who can meet those needs;
3. Schedule and attend regular meetings with chairs to review progress reports;
4. Communicate with Games Director regularly; and,
5. Attend management team meetings.

**Photography Committee.**

The Photography Committee is responsible for taking high-quality slides and prints for public relations media shows, newspapers, and specific groups who request pictures. Well-qualified photographers are essential on this committee.

1. Secure film;
2. Secure schedule of events to make certain all events are covered; and,
3. Supply Media, Slide Show, and other committees with pictures.

**Souvenir Programs Committee.**

This committee is responsible for producing a souvenir program for athletes and visitors as well as for public relations purposes. The Chapter Office and the Games Committee generally distribute copies to major contributors and to others interested in SO. The committee should

include an artist, a photographer, and people familiar with the printing business.

1. Design cover;
2. Obtain list of athletes, workers, and contributors to be included in program;
3. Obtain schedule for both good and bad weather;
4. Determine which photographs to include; and,
5. Distribute programs to appropriate committees.

#### Media Relations Committee.

This committee is responsible for positive publicity about the Summer Games. As soon as a host city is chosen by the Chapter Office, the Media Relations Committee begins to educate the community about SO. Committee members should include those who are professionally associated with radio, television and newspapers, as well as public relations personnel.

1. Send out press releases prior to, during, and after events;
2. Coordinate with photographers for pictures;
3. Arrange TV and radio spots for celebrities, specific Games Committee members, and selected athletes;
4. Arrange for media coverage for celebrities; and,
5. Make certain schedules are publicized.

#### Slide Show Committee.

The Slide Show Committee is responsible for producing a high-quality slide show which can be presented to various



groups for fundraising and educational purposes. This committee also assists the Chapter Office by producing high-quality slides of all activities for Chapter use.

1. Coordinate with photographers for pictures for both fundraising slide show and slide show of previous year's Chapter Games, which is shown to the athletes;
2. Write script; and,
3. Locate speakers to present program to groups.

### Section 2: Administration Committees

As with any other large organization today, the administration of SO Summer Games is a serious business involving many people in a variety of positions. Without adequate administrative procedures, the Games could not be efficiently operated. Areas included under the supervision of the Director of Administration include Computer, Hospitality, Medical, Registration, Schedule, Security, Volunteers, Mail Out, Finance, and Public Relations Committees. Each of these areas, or committees, will be discussed in the following pages.

#### **Computer Committee**

With the number of participants growing in Montana Summer Games, the use of a computer is imperative. In 1983, John Lundborg of the Montana Power Company designed computer software capable of processing MSO entries and results. This

program was designed to be processed on the Montana Power mainframe in Butte, which proved inefficient when the Games moved to Helena. In 1985, the MSO Board of Directors authorized the purchase of a Zenith computer and a printer with the intention of processing information on site (MSO Board of Directors, 1985). Since spring 1986, entry data could be entered on the Zenith, but still had to be transferred to Butte via phone lines to be processed. The same procedure was followed for recording results.

Software has been developed for the Zenith computer, which is capable of printing a statewide mailing list and/or labels. This list can be updated periodically by the Computer Committee by comparing it to the list maintained by the Chapter Office. A software program has also been developed to maintain a permanent record of athletes with Down's Syndrome who have been examined for symptoms of atlantoaxial subluxation. This information needed to be kept on file for athletes who move from one team to another and require proof of having had the examination.

Another program on the Zenith is a volunteers list which records names, addresses, phone numbers, and job preference for all volunteers. It is capable of sorting names according to events the volunteers prefer to work as well as producing an alphabetical listing of all volunteers and mailing labels.

### Special Considerations for the Computer Committee

1. Become familiar with the Zenith computer and its programs by contacting computer chairman in previous host city;
2. Provide Registration Committee with proper computer entry forms;
3. Locate and train operators to input information, the majority of which is not available until the May 1st deadline for entries;
4. Provide master lists to coaches of their team's entries so the information can be checked for errors before the teams arrive for the Games;
5. Make sure each division has a minimum of three and a maximum of eight athletes;
6. Build the 10-percent rule into the competition software. This rule stated that the difference between the highest and the lowest entry scores in each division should differ by no more than 10 percent. If this cannot be incorporated into the program, each division must be checked by hand;
7. The Montana Power MSO program is capable of printing identification labels for participants. These should be printed and given to the Registration Committee for inclusion in the coaches' packets;

8. Provide the Competition Committee with master lists of division printouts;

9. The Montana Power program is also capable of providing the number of participants according to age, sex, and event. This information is needed to design the master schedule;

10. If the results processing program is transferred to the Zenith computer, then results can be posted upon completion of the event;

11. Each coach should receive a master list of results for his/her team as soon as possible; and,

12. Locate backup computers in case of failure of the original. The Zenith is IBM compatible.

### **Hospitality Committee**

The SO events should demonstrate a warm and welcome atmosphere. The Hospitality Committee accomplishes this by welcoming participants and guests as they arrive and ensuring their comfort as they attend the events. Welcome signs and banners should be prominently displayed on roadsides leading into town as well as at motels, restaurants, businesses, and the Games sites. These welcome signs may be direction signs guiding teams to the main site of the Games or may be simple messages of greetings. Information signs announcing the location of bathrooms, medical facilities, hospitality rooms and event sites should be large,

colorful, and prominently displayed. Many Games in the past have not posted signs where they could be easily seen, resulting in confusion for visitors. SO inventory contains some signs for event markers, but these should be reviewed in advance for repairs and corrections.

Hosts can also be assigned to teams to welcome them upon arrival, help athletes get settled into motel rooms, guide the drivers to restaurants and events, and to be "cheerleaders" for the teams. Many teams find this service valuable as well as hospitable. Team hosts can also act as liaison between teams and the Games Committee when unforeseen problems arise and coaches do not know whom to contact for help.

A hospitality room should be provided for coaches. Event sheets, schedules, maps, and other information should be available, as well as refreshments. The room allows the coaches a few minutes' respite from the constant job of chaperoning, and provides an opportunity for relaxed interaction between coaches. This hospitality room can be separate from the families' hospitality room.

Separate receptions can also be arranged for after the Opening Ceremonies. Parents can attend a formal reception, while the coaches have a more informal gathering following the Coaches' Meeting. These receptions offer the opportunity for the informal exchange of information as well as a chance to develop lasting friendships.

### Medical Committee

Adequate medical safeguards are essential for prevention as well as treatment of all medical emergencies. Procedures must be specifically outlined in case of injury or illness. All procedures need to be in writing and in the possession of all chaperones, coaches, and workers.

#### Special Considerations for the Medical Committee

1. Review and inspect all SO events, procedures, services, and facilities for optimum safety;
2. Review all the cases handled during the event by talking with those involved and make recommendations to assure that similar cases do not occur again;
3. Check with Registration Committee to ensure that all participants have a medical form on file. Montana's deadline for medical forms to be on file at the Games headquarters is usually around March 15th;
4. Ensure that coaches, chaperones, and officials are aware of medical problems within their groups;
5. Trained first aid personnel from the community should be recruited. These personnel should be well briefed on the event, facilities, locations of equipment, telephones, fire alarms and the special medical problems incurred during the Games;
6. Ensure that ample water and other liquids are available for the prevention of heat stroke or exhaustion;

7. Purchase an ample supply of sun screen or sun tan lotion;

8. Coordinate with the local hospital and fire department for transportation to emergency care. The local hospital should also have a copy of the medical forms;

9. Check with the Chapter Office to ensure that adequate accident and liability insurance is available. The Chapter Office purchases such insurance annually, but copies of this as well as reporting forms should be available at the Games headquarters;

10. All medical procedures should be included in the Coaches' Handbook (see Appendix B);

11. Secure 24-hour medical coverage. Doctors must be available or on call;

12. First aid stations must be set up at all venues. These should be well marked for easy identification. Medical personnel should also be available at activities such as meals, the dance/carnival, and Olympic Town activities, especially if these activities are some distance from a first aid station;

13. Shade tents should also be available; and,

14. Teams should be encouraged to bring their own medical supplies and personnel, if at all possible;

Coaches need to be made aware of the severe complications which can occur if athletes with atlantoaxial subluxation should apply undue pressure to the neck. This

information should be mailed to coaches early in the year with an encouragement for all athletes with Down's Syndrome to be checked for this condition if they have not already done so.

A permanent file is maintained on the Zenith computer for athletes who have been checked for atlantoaxial subluxation. This list should be updated annually by the Computer Committee and made available to all coaches.

Out-of-town coaches have sometimes had trouble filling prescriptions for athletes who have neglected to bring their medication. This problem should be addressed before the Games begin.

Shade and first aid tents can be procured from military units, Scouts, or local emergency organizations. These units may also be able to supply equipment and personnel.

Medical forms should be reviewed by a doctor or nurse as they arrive at headquarters (see Appendix C for sample). Special problems or medications should be recorded in the front of each team folder for easy reference. Forms which do not contain doctor or parent signature, or are inadequately filled out, should be returned to the coach. If it is too late to return the form, notify the coach that the required information must be presented at the registration table or the athlete will not be allowed to participate. A qualified person should be available at the registration table to receive this information.



The original medical forms should be located in the primary medical station at the Games. Copies should be available at other stations and at any hospitals which may be used.

Vests are available from the Director of Production for medical personnel to wear to make them easily identifiable. These are white with a large red cross on the back and front. Medical personnel should be encouraged to wear them whenever they are on duty.

Direct communication between the Medical Director and Games headquarters should be maintained at all times. There are headsets available for this purpose, although their range is limited. Field telephones or short-wave radios may also be used.

Each athlete is given an identification bracelet to wear. These bracelets contain a one-word medical warning, such as deaf, seizures, diabetic, or allergies for those athletes who request such identification. While these bracelets will accurately identify an athlete, they should not be relied upon for medical information.

#### **Security and Safety Committee**

The Security and Safety Committee is responsible for the overall safety of the Games. This includes traffic control, assistance with emergencies, coordination with local law enforcement officials, security of facilities and

equipment, and the protection of all participants, volunteers, and guests. As MSO Summer Games continue to expand in size, this committee has become more essential.

### Special Considerations for Security and Safety Committee

1. Develop a communications link between Games headquarters (Nerve Center) and events. There are headsets available which work quite well outdoors, but do not transmit well through walls. The National Guard, ham radio clubs, and emergency organizations are generally able to provide field phones or radios which establish communications;

2. The phone number for the headquarters should be well publicized and should be included in the Coaches' Handbook;

3. Use trained security officials where possible. This includes sheriff's auxiliaries and civic groups trained for specific positions;

4. Provide for backup keys, or a contact for use of keys, on a 24-hour availability basis for all facilities;

5. Prepare plans for emergency situations such as lost participants, severe weather conditions, or disasters. If Mount St. Helens had erupted 48 hours earlier in 1980, the Summer Games in Missoula would have been interrupted;

6. Evacuation plans for all facilities should be developed and published in the Coaches' Handbook as well as posted at the sites;

7. Coordinate with the Medical Committee on emergency vehicle routes at the sites;
8. Contact the city engineer's office to discuss traffic flow concerns. The police department should also be consulted;
9. Local law enforcement, fire, and emergency agencies should be aware of dates, times, and locations of all events;
10. Clearly identify areas for bus stops and parking, and for volunteer and guest parking;
11. Special passes should be issued to all teams for preferential parking;
12. Establish entrance, exit, and viewing areas at each event, and identify them with signs and/or ropes;
13. Note all unsafe conditions at each site in advance and notify the institutions for repair;
14. Place unsafe areas off-limits and mark accordingly. If marking or roping the area is insufficient to ensure safety, assign a volunteer to monitor the area;
15. Credentials should be issued to monitor access to activities areas. Ribbons, name tags, bracelets, or vests may be used;
16. Secure and train volunteers to monitor locker rooms, dining rooms, bathrooms, hallways, and other areas of heavy use;

17. Provide police protection or crowd control measures for celebrities, if needed;

18. Opening Ceremonies and the dance/carnival may require extra security from professionals;

19. Identify security personnel to event directors on day of the event if not before;

20. Determine what equipment needs security provisions. Locate storage areas or provide guards as needed;

21. Notify Games directors of any equipment requiring insurance protection; and,

22. Include security and safety information in Coaches' Handbook (see Appendix B for copy of Coaches' Handbook).

#### **Schedules Committee**

For the Games to run smoothly, it is essential that all activities operate on schedule. A master schedule with general times must be developed several months before the Games ( see Appendix D for example). Details and modifications can be made throughout the year, but coaches need to know on what day specific competitive events are scheduled so they can tentatively plan on entering athletes in specific events. This sometimes affects their training programs.

Although certain activities are traditionally held on certain days, this can be changed to accommodate facility or personnel requirements. Bowling alleys, for example, may

not be available for the traditional Thursday time slot. The competition schedule can be partially determined by the number of participants in specific events the previous year. This information is available from the Computer Committee (see Appendix E for sample). Coaches should also be asked to complete an "Intent to Participate" form as early in the school year as possible.

This information can be used to develop an event worksheet listing the number of participants according to age and sex. The number of flights or divisions can then be determined and times may be assigned to each division. At this point, the master competition schedule is essentially completed.

The worksheet should be reviewed with the director of each event to ensure that ample time has been allowed for each division.

Events should be scheduled with as little overlap as possible. Although more than one event is usually run at a time, scheduling the same age group on two events at the same time should be avoided. Coaches must realize that an event will not be delayed, and that an athlete might have to choose between two events.

Time allotments for new events must be estimated. It is better to allow too much time for each event than to allow too little. An event should not be allowed to run

ahead of or behind schedule, as confusion is caused in either case.

An inclement weather schedule needs to be developed and published along with the regular schedule. Some events may need to be cancelled in case of bad weather, but this measure should be used only as a last resort. Criteria for cancellation should be developed by the Competition Committee.

Times for special events should be included in the master schedule, and copies should be sent to coaches as soon as times are finalized. The schedule should also appear in the Coaches' Handbook and be posted in several places around the Games sites and community. Publishing the schedule in the local newspaper is also a good way to generate more community participation.

### **Registration Committee**

The Registration Committee is the nucleus for communication with teams. Registration materials and the Coaches' Handbook should provide everyone involved with all essential information concerning the Games. These materials should include detailed instructions relating to all the activities and procedures to be followed before, during, and after the Games.

The Chapter Office sends a letter to all coaches in September or October requesting updated information for the

mailing list, and to survey teams for interest in participating in statewide activities (Byers, 1984). This information is then passed on to the Games directors, who formulate a Summer Games mailing list and who utilize the team interest survey to schedule events for the Games.

The number of mailouts from the Games Committee varies. The first contact with coaches should occur after the Chapter Office mailout, and should include information on housing, meals, schedule of events, and an "Intent to Participate" form. The May 1st deadline for entries is also discussed as well as eligibility requirements for the athletes.

The second contact occurs after the Christmas break. Information on competition, meals, and housing is updated, and medical forms are included. By sending just this one form in the mailout, it is hoped its importance will be emphasized. The May 1st deadline should once again be mentioned.

A packet containing information and forms for registration should be sent in early April. This will give coaches about three weeks to complete the forms and return them to headquarters before the deadline. Another mailout should be sent after the entry information has been processed so each coach can check for errors. This is also an excellent opportunity to communicate last-minute details to coaches.

A final contact should be made with coaches after they have returned home from the Games. Results sheets can be sent and information on claiming lost and found items can be included. A form allowing coaches to evaluate the Games should also be mailed. This information is valuable for the committee planning the next year's Games.

Besides preparing mailouts and disseminating the information generated by the mailouts, the Registration Committee needs to assemble coaches' packets to be distributed at the registration table. The packet needs to contain identification bracelets, meal tickets, event instructions, schedules, and the Coaches' Handbook (see Appendix B for sample).

In addition to the coaches' packets, the Registration Committee needs to make provisions for the following transactions:

1. Notify the Games Committee of athlete scratches;
  2. Complete needed medical information;
  3. Return raffle tickets and money which coaches have collected for the Steinhaus-Coors Fundraiser;
  4. Submit "Volunteer of the Year" nominations. The Chapter Office sends this form to coaches before they arrive at the Games;
  5. Receive athlete gifts;
  6. Families need to register and gather information;
- and,



7. Volunteers need a check-in area.

The Games headquarters, sometimes called the Nerve Center, should be located close to the registration area. If the registration area is located at the main Games site, it is easier to locate key personnel and materials when needed. The headquarters phone is also easily accessible. The headquarters should be situated in a room which can be secured. Volunteers assigned to staff the headquarters during the Games should have some knowledge of the procedures governing the events. Secretaries who have been involved with mail-outs and other paperwork are ideal. The directors and other key personnel should station themselves at headquarters, or check in frequently for messages.

The Coaches' Handbook is a composite of information from all committees, and should prove to be a valuable guide for coaches, chaperones, guests, and committee chairmen. It should be a bound document rather than a number of loose pages. It should be typed and printed clearly, and provide as much detail as possible. It should contain the following:

1. Table of contents;
2. Maps of city and all venues;
3. Schedule of events;
4. Inclement weather information;
5. Housing information;

6. Meals information;
7. Ceremonies and special events information;
8. Emergency and first aid information; and,
9. List of needed phone numbers, including SO headquarters, hospital, doctors on call, pharmacist, police, and ambulance.

The Coaches' Handbook should be mailed to coaches at least one week before the Games. Additional copies should be available at the registration table and at SO headquarters.

#### **Volunteers Committee**

Volunteers are the major building block of SO. An adequate number of well-trained volunteers is essential to the survival of the Games. The number of volunteers needed for all SO activities is based on figures submitted by each committee chairman. Throughout the year, volunteers are recruited to fill these needs. Montana Games rely on approximately 1,000 workers for the competitive events and the same amount for all the special events (Byers, 1984).

Because recruiting, assigning and training volunteers is such a large responsibility, a person who can dedicate many hours is needed. This is a full-time position. The person accepting the chairmanship should know in advance that many hours are required every week for several months.

The Zenith computer program will save many hours of work by categorizing volunteers. However, the information must still be entered, which is quite time-consuming. The second year of the Games, obviously, will not require as many hours, as the lists will already be established. They will need to be updated, however, as people will not always volunteer for the same job assignment.

The computer will sort the names alphabetically, or by the event the volunteer would like to work. Since each volunteer lists three choices, the computer selects names according to first choice. Manually scanning the printouts can produce additional volunteers by second choice. Original volunteer forms should be filed alphabetically, or by event, as the computer does not supply space to record special comments or requests.

The Public Relations Committee should coordinate publicity efforts to recruit. Speakers can make appeals for help at organizations such as:

Athletic clubs	Senior citizen centers
Civic clubs	Professional associations
Churches	Firemen and police units
Colleges	Military units
Schools	Businesses

Event directors may be able to recruit volunteers to work in their area. This is especially helpful in specialty areas such as swimming and gymnastics. Articles in newspapers and public service announcements on radio and television prove effective for recruiting general volun-

teers. A list of clubs and organizations can be obtained from the local Chamber of Commerce which provides addresses if letters are sent to club presidents.

Before speaking to groups, a list should be compiled listing specific work assignments. Many clubs prefer to choose projects that may be worked on by a group. The carnival/dance, hospitality rooms, Olympic Town, souvenir and concession stands, and meals provide projects for groups. Competition officials generally are recruited as individuals, although a group may wish to staff a station. For example, at one Summer Games, the entire staff of a dentist's office (including the dentist) worked on a long jump station.

Training sessions should be held in advance so volunteers understand their job descriptions before the day of the event. Competition officials especially need to have a thorough understanding of what will be expected of them. The Chapter Training Director can offer assistance in presenting training schools and materials.

A volunteer check-in center should be staffed near headquarters at all times during the events to ensure an adequate supply of volunteers. Preassigned workers need to announce that they are ready to work, so walk-on volunteers may be assigned to positions of absent or tardy volunteers.

Event directors should ensure that volunteers understand their job descriptions and are capable of performing

the assigned task. If the worker is not qualified, the Event Director should work with the volunteer, or request a replacement from the pool of walk-in volunteers.

Volunteers need to be thanked after the event. A general announcement in the local newspaper as well as personal letters allow the workers to know they are appreciated. Having each committee chairman write his volunteers ensures that everyone will receive a letter, and also ensures that no one will have to write an overabundance of letters.

### **Finances Committee**

As with any operation as large as the Summer Games, finances play a major role in determining the success of the event. Money is needed for awards, equipment, meals, housing, insurance, gifts, the dance and carnival, and administrative expenses. The Finance Committee is divided into three major areas: Budget, Bookkeeping, and Fund-raising.

#### **The Budget**

Funds for the Summer Games are primarily generated by the local Finance Committee, with much guidance and support from the Chapter Office. As the Games have expanded to involve more athletes and more events, the cost has risen proportionally.

Actual expenses incurred for the past four Games are listed below (Hanni & Dorrance, 1986). Inkind services and goods are not listed for each year, as this information was not available for the 1983 and 1984 Games. However, in-kind services and goods do represent a substantial part of the budget.

1983	-	\$41,509.00
1984	-	\$27,000.00
1985	-	\$44,874.00
1986	-	\$48,210.00

The low figure for 1984 was due to increased inkind contributions and the availability of supplies left over from 1983. The same trend would have been possible for 1985-86 except for the addition of the Dine Out event, which cost over \$7,000.

Major items of expense which are to be found in Montana Games budgets (Hanni & Dorrance, 1986) included:

	<u>1983</u>	<u>1986</u>
Awards for athletes	\$2,100	\$7,000
Telephone	450	600
Postage	700	1,000
Office supplies	1,120	1,500
Gifts for athletes	6,500	7,000
Nike shoes (1984)	1,400	1,900
Meals for volunteers	1,500	2,000
Carnival and dance	1,500	2,000
Bowling alley rental	550	720
Printing/advertising		1,000
Souvenir programs		3,000
Celebrities	2,600	2,200

Inkind contributions are difficult to quantify, but do

substantially reduce the actual monetary amount of the budget.

Budget preparation should begin at least ten months before the Games. The Finance Director, the Games Directors, and the Chapter Director prepare a projected budget based upon the budget from the previous year. The Chapter Board of Directors and the Board of Governors must both approve it. Allowances for budget revisions during the year and for in-kind contributions should be made. The Finance Director is also responsible for opening checking and savings accounts and determining whose signature should appear on the double-signature checks.

### Accounting

The accounting system should follow the system established by SOI and as practiced by the Chapter Office (Byers, 1984). Forms for reporting expenses and income on a monthly basis are available from the Chapter Office. The accounting ledger should be set up using the same format that is required by the Chapter Office for the monthly reports.

The bookkeeper must be familiar with accounting procedures and willing to donate several hours a week to bookkeeping duties. The bookkeeper must post all income and expenditures, file all receipts, make bank deposits, and ensure all debts are paid. The bookkeeper should also

prepare monthly financial reports so the Games Committee knows the current status of the budget.

### Fundraising

One of the most important factors for a successful MSO Games is that of an adequate supply of funds to properly administer the events. Since the majority of the finances comes from the host community, a well-organized and efficient Fundraising Committee is vital. This committee should include community leaders and heads of large corporations who have experience procuring large sums of money. With the Games costing a minimum of \$40,000 per year, tactics must be employed to generate large sums of money in a relatively short amount of time.

To ensure that all fundraising projects meet standards established by SOI and MSO, the Montana Chapter Office has developed the following policies which must be followed for any project using the SO name or logo (Byers, 1986).

1. The use of the SO name or logo in any promotion, fundraising project, materials, or in any manner must be approved in advance by the Chapter Director of MSO. The local organization and/or individual seeking approval must complete a "Fundraising Project Application" and a "Use of Logo/Name Application" and submit the completed applications to the Chapter Office 30 days prior to the initiation of activities of the proposed project. The Chapter Director



will respond within two weeks of the receipt of the application with (a) approval, (b) approval contingent upon certain modifications or criteria being met, or, (c) non-approval with reasons for denial stated.

2. Each promotion, fundraising project, or use of the SO name/logo requires a separate application. Project approval is not automatically renewed for annual or reoccurring projects. Applications must be resubmitted prior to each period for which the project is scheduled.

3. A "Fundraising Report" must be filed on all fundraising projects, giving information on expenses, money collected, who participated, and how the funds will be used. This report must be filed with the Chapter Office within 60 days after the event.

4. All fundraising projects at all levels must meet the following additional requirements:

a. For amounts greater than \$5,000, the Chapter Director must consult the Board of Directors if the Board is meeting within three weeks after the application for approval is received. If the Board is not meeting within the three weeks, the Chapter Director must consult the Chairman of the Board;

b. For amounts over \$5,000, the Chapter Director must consult SOI Official SO Rules Book, Article 10.201.1(c);

5. Individuals and/or organizations that do not meet the above guidelines may be subject to review by the Board of Directors. If an individual or organization is determined to be in violation of Chapter-approved requirements and a reconciliation cannot be achieved, the individual or organization may be placed on probation and/or legal action initiated;

6. An individual and/or organization placed on probation will not be allowed to use SO name or logo and will not be allowed to participate in or enter participants in area or Chapter events during the probation period; and,

7. The Chapter Director shall be responsible for supervising all levels of fundraising projects, making certain that all local organizations are informed of all requirements, and that all applications and approvals are completed and on file in the Chapter Office.

Further clarifications of fundraising policy were developed by the Chapter Office and approved by the Board of Directors in 1986 (MSO Board of Directors, 1986). These included:

1. The Chapter Office will be responsible for finances and fundraising as they relate to staging Chapter Games and/or Tournaments;

2. All funds raised will be maintained in the Chapter Office account;

3. All funds will be disbursed from the Chapter Office account;

4. Funds for Chapter Games/Tournaments will be raised statewide and in the host city;

5. The Chapter Office will work closely with the Games Committee in the host city to ensure that all funds needed are raised in accordance with SOI fundraising policy;

6. Funds will be raised in the name of "Montana Special Olympics";

7. The Chapter Office will establish a Chapter Games account (\$1,000) which will be maintained in the host city to facilitate daily financial transactions;

8. Funds remaining after the Chapter Games will become part of the Chapter account; and,

9. The Chapter Office will be responsible for reporting the financial status on a weekly basis to the Games Committee.

### Section 3: Facilities Committees

Before an event can be coordinated, sites must be secured for all activities. Housing and meals must also be arranged for participants and guests alike. In 1986, Burlington Northern sponsored a formal Dine Out Night for all athletes and coaches, and promised to continue to support this event for 1987 and 1988 (North, 1986). This activity is also the responsibility of the Facilities

Committee. Venues and Facilities, Housing, Meals, and the Dine Out Night project will each be discussed in the following pages.

### **Venues and Facilities Committee**

The Chapter Office should select as sponsors for the Games a school district which has access to equipment and volunteers, and an institution which could provide adequate facilities for the activities. A sponsor is generally willing to provide the facilities at reduced rates, and to make available manpower and equipment at no cost.

The primary site should be able to accommodate most of the activities, the registration and headquarters areas, Olympic Town, other special events, and possibly meals and housing for the athletes.

After the primary site is secured, managers at the bowling alleys and swimming pool should be contacted, as the competition schedule depends upon which days these two events can be conducted.

### **Special Considerations for the Venues and Facilities Committee**

1. Written contracts listing the responsibilities of facility managers and the Games Committee should be signed by both parties;

2. Discover accessibility problems by previewing each site, and correct these before the Games begin;
3. Check restroom facilities at all sites. These should be adequate in number and be wheelchair accessible;
4. Contact Equipment Committee to ensure that adequate, operational P.A. systems are available for all sites;
5. Coordinate setup and cleanup procedures for all activities with appropriate committees. Make sure events are not scheduled so closely that cleanup and setup committees do not have adequate time to complete their tasks;
6. Ensure that adequate numbers of trash cans, tables, chairs, and other equipment are available;
7. Provide necessary supplies such as awards stands, extension cords, bullhorns, and competition equipment as needed;
8. A master list of all sites, the work to be done, the contact person, equipment needed, and who provides the equipment should be drawn up to ensure the proper equipment will be available when it is needed (see Appendix F, Facilities Worksheet);
9. All areas should be left as clean as, or cleaner than, they were originally;
10. A headquarters room should be set up at all sites away from the primary site. This provides a place for volunteers to check in as well as a place for messages and

storage of supplies such as awards and stopwatches. Phone linkage to the primary headquarters should also be available; and,

11. A crew should be available at all sites to handle last-minute details or to solve problems which unexpectedly arise. This crew should be willing to do all jobs from emptying overflowing garbage cans to moving tables and locating masking tape. The National Guard and other highly organized groups are ideal for this job assignment.

#### **Housing Committee**

Staying overnight away from home is one of the social experiences the Games offers to athletes. Ideally, a college dormitory should be used to simulate an Olympic Village concept, especially if events are scheduled for the college campus (Castevens, 1985). However, Montana sites in the past have not been able to utilize this type of housing, as accessible dorms have not been available. Hotels and motels have proved quite successful, and have certainly bolstered the economy of the host community.

The Housing Committee should contact all hotels and motels to determine the number of rooms each motel is willing to reserve for SO teams, and to discover other facilities such as restaurants and pools on site. A list can then be developed with motel name, address, phone number, facilities available, types of rooms available and

prices. This list, as well as a city map with locations marked, should be sent to all coaches in the first mailout with instructions to make reservations early.

If motel owners seem hesitant to reserve rooms for teams, a general meeting can be held with all owners or managers and the Housing Committee to answer questions about the athletes. Many owners and managers have complimented teams after their stay on how wellbehaved the athletes were. Many have felt that SO teams were more considerate of the facilities than high school varsity teams.

A letter should be sent to each motel quoting the number of rooms available and the rates. Followup contacts should be made throughout the year to ensure that teams are placing reservations and that motels are still reserving the rooms. This may avoid last-minute communication foulups for out-of-town coaches.

The Housing Committee should make arrangements for housing for teams who fail to make reservations in time or for those whose reservations are inadvertently cancelled by the motel at the last minute. These alternate accommodations can be a church or school, private homes, or a dormitory.

The Board of Directors needs to address the problem of how to accommodate teams who cannot afford to stay in motels and who request free housing. Teams who cannot afford housing usually choose not to attend the Games, or come for

only one day. If arrangements can be made for them, their athletes do not need to miss out on the experiences offered by a night away from home.

### Special Considerations for the Housing Committee

1. Note special arrangements for physically handicapped participants on the motel list. This includes elevators, ramps, accessible restrooms, and ground level rooms;

2. Reserve rooms for all coaches and athletes. Montana Games generally involve 1,000 athletes and 500 chaperones. Teams generally place two to four people in each room;

3. Reserve accommodations for special guests. Coordinate this with the Chapter Office, as the Chapter Office reserves a block of rooms for celebrities and key Chapter personnel;

4. The Housing Committee can elect to be a clearinghouse for room reservations, or can request that coaches make their own arrangements. Having coaches make their own reservations avoids many complications, such as assigning roommates and adjusting the number of rooms needed at the last minute;

5. Motels should be decorated with welcome signs. This can be coordinated with the Hospitality Committee;



6. Each motel should receive a copy of the Coaches' Handbook to make them aware of procedures established for emergencies;

7. The Families Committee may request help from the Housing Committee for accommodations for families. If all available motel rooms are reserved for teams, arrangements can be made for families to stay in a dorm at a local college. This is not only convenient for families, but is also cheaper than staying in a motel. The dorm can also be used for out-of-town volunteers and for teams needing emergency housing at the last minute; and,

8. Develop procedures for motels to return lost and found items. Motels may elect to mail items directly to the teams, or may wish to have the Housing Committee collect all items and store them at Games Headquarters. This information should appear in the Coaches' Handbook.

#### **Meals Committee**

The Meals Committee is responsible for securing and distributing all food service items including purchased and donated meals. McDonald's Restaurant has traditionally provided the lunch at the track meet, and the community or a local club has provided an evening picnic. In 1986, Burlington Northern initiated the sponsorship of a formal dinner for all athletes and coaches before the dance/carnival, and this corporation will continue this event

through 1988. In 1981-1982, Great Falls was able to provide all meals free of charge to all teams through the generosity of Malmstrom Air Force Base and the community (Paul, 1985). Each host city is encouraged to provide as many in-kind services as possible to visiting teams to reduce the cost of traveling to the Games.

Missoula and Helena both offered teams the option of buying meal tickets for meals on the college campuses, while Butte elected to have teams make meal arrangements on their own. The meals offered at college cafeterias provide nutritionally well-balanced meals which appeal to all age levels. Sample menus may include:

#### BREAKFAST

Waffle with syrup	Scrambled eggs
Bacon	Sausage links
Orange juice	Orange juice
Pineapple tidbits	Applesauce
Milk	Milk

#### LUNCH

Fruit compote	Tossed salad
Ham and cheese sandwich	Combination pizza
Carrot and celery sticks	Potato chips
Brownie	Chocolate chip cookies

#### DINNER

Tossed salad  
 Spaghetti with meat sauce  
 Green beans  
 Buttered French bread  
 Apple cobbler  
 Milk

Because the formal Dine Out Night is before the dance/carnival, the community-sponsored picnic is held before Opening Ceremonies. The teams are all dressed in their team uniforms, which is appropriate dress for a picnic. If the picnic is held near the marshalling area for Opening Ceremonies, teams will be available for the Parade of Athletes. The menu for the picnic generally includes:

Hamburger or hot dogs  
Potato chips  
Beans or potato salad  
Fruit  
Ice cream cups  
Milk/pop/coffee  
Condiments

The choice of serving volunteers and families should be made by the Board of Governors in advance. If the local McDonald's Restaurant owner agrees to host the lunch on the day of the track meet, he should be consulted about providing meals for volunteers as well as participants. Many volunteers work all day, and need to be provided with lunch. Also, teams should be surveyed in advance to determine the number of athletes and chaperones who will be eating each meal so providers know how many meals to prepare.

#### Special Considerations for the Meals Committee

1. If meals are to be served at an institution, a meal ticket system needs to be developed. A code can be typed onto each athlete's identification bracelet, and coaches can

be issued tickets. This eliminates the need for the athletes to handle tickets;

2. The competition schedule needs to be considered when developing meal schedules;

3. Volunteers are needed to help athletes carry trays to tables, to provide drinks, and to help with traffic control in the cafeteria;

4. Coordinate with the Medical Committee to ensure that medical personnel are available for all meals;

5. Develop procedures for medical emergencies and accidents (spilled food), and give written copies of these procedures to all volunteers in the meals area;

6. Meal information should be compiled and sent to coaches in the second mailout. The price of meal tickets and menus should be announced early in the year. If teams are to make their own meal arrangements, send a list of all local restaurants, their phone numbers, and types of food served;

7. Additional meal information should be included in the Coaches' Handbook or packet. A meal ticket indicating the number of free meals each team is eligible for should also be included in the packet;

8. Meals for families needs to be discussed with the Families Committee;

9. Policies for refunding unused meal tickets need to be developed;

10. Consider the possibility of providing sack lunches for participants with meal tickets who may be at events during the lunch hour. This situation may arise at the bowling alleys; and,

11. Disposal of garbage at the picnics needs to be considered. Garbage sacks may be included in each team's box of meals, or several trash cans can be strategically located.

#### **Dine Out Night Committee**

For years, the dance/carnival was preceded by a picnic for all participants. Many of the athletes dressed up for the dance, and thus were inappropriately dressed for a picnic. In 1986, Burlington Northern Co. offered to sponsor a dining experience in Helena's formal restaurants for all athletes and coaches. This activity was such a success that Burlington Northern agreed to sponsor the same experience in Billings in 1987 and 1988.

Restaurants were contacted by a local restaurant owner, who agreed to make this initial contact. He explained the Dine Out event, and requested a commitment of specific numbers of diners each restaurant could accommodate. Coaches were asked for specific numbers of athletes and chaperones (including bus drivers) and for the names of any teams they were traveling with. Restaurants were then

assigned on the basis of this information and coaches were notified in the final mailout before the Games.

To make the event even more special, each participant was given a silk corsage/boutonniere to wear. The raw material for these was purchased by the Dine Out Committee, and several clubs and senior citizens groups were located to assemble the corsages.

Programs were also designed and printed. Inserts were made for each specific restaurant so that menus could be included. Each restaurant arranged to give the diners a choice of some items on the menu. This was done to give athletes the experience of making decisions and ordering from a menu.

Hosts were assigned to each restaurant with the following instructions:

1. The host was to develop a menu with the restaurant owner;
2. The host was to arrange for approximately one helper per 10 athletes. Helpers were advised to stay in the background, but to be ready to offer services. The hosts and helpers arrived one-half hour early for final instructions;
3. Hosts and helpers checked the facility for accessibility problems and location of restrooms, and were ready to provide assistance;

4. Hosts picked up corsages and menus the day of the event at the Games Headquarters;

5. Hosts and helpers visited and greeted the guests as they arrived. The athletes and coaches were seated as quickly as possible;

6. If coats were worn, the guests were encouraged to place them on the back of chairs;

7. The hosts passed out the menus, but did not interfere with ordering or serving of the food by the restaurant staff;

8. Hosts encouraged athletes to remain seated when the meal was finished;

9. The teams were encouraged to follow the schedule. The teams left for the dance before 7:00 p.m.;

10. The number of athletes, coaches, and bus drivers was reported to headquarters. A check for \$5.00 per meal (which included the tip) was subsequently mailed to the restaurant;

11. The Dine Out Committee Chairman stayed at the Games Headquarters, and could be reached by telephone during the entire event; and,

12. Extra menus and corsages were returned to headquarters after the dinner.

All restaurants contacted agreed to host the event, although a couple of restaurants which catered to exclusive clientele were rather reluctant at first. Also, some

restaurants had difficulty devising a menu within the \$5.00 limit. However, comments from athletes and coaches indicated the evening was a success. For many athletes, this represented a whole new dining experience. Many believed dining out was merely going to a fast food counter to order food which came wrapped in paper.

#### **Section 4: Special Events Committees**

Because time spent in actual competition is limited, special events must be planned to constructively occupy the athletes' leisure time through recreational and educational experiences. Included in this area are opening and closing ceremonies, Olympic Town, dance/carnival, concessions, souvenirs, families, celebrities, and the golf tournament/celebrity banquet. Each of these committees will be discussed in the following pages.

#### **Opening Ceremonies Committee**

The Games begin with the pageantry of Opening Ceremonies. This provides an opportunity for all participants to join together before the sports and recreational activities as well as providing the opportunity for spectators to gather and show their interest and support of the event. This also is the opportune time to wish the participants good luck and to thank the volunteers (SOI, Event Director's Guide, n.d.).



The Opening Ceremonies should be kept brief, with short speeches, and include a Parade of Athletes, an invocation, flag presentation, National Anthem, lighting of the torch, declaration of the opening, and the SO oath.

While Opening Ceremonies have traditionally been held outdoors, Montana has had to move several Ceremonies indoors due to inclement weather. As a result, a program for Opening Ceremonies should be devised which can be moved indoors if necessary. Entertainment should be selected which will be effective and spectacular at either site. Another option is to plan initially for an indoor ceremony. This eliminates the need to plan for two sites, and also eliminates the confusion and frustration of moving the ceremony at the last minute.

#### Sample Script for Opening Ceremonies

Announcer: Good evening, ladies and gentlemen, and welcome to the 19\_\_ Montana Special Olympics Summer Games. At this time, I would like to introduce to you Montana's outstanding athletes. (Begin marching music.) First is Anaconda Public Schools coached by \_\_\_\_\_. (All teams march in alphabetically with the host team last.)

Announcer: Please rise while \_\_\_\_\_ under the leadership of \_\_\_\_\_ presents the colors.

Announcer: Please join us while \_\_\_\_\_ sings the Star-Spangled Banner.

Announcer: Thank you, \_\_\_\_\_, for leading us in the National Anthem. Please remain standing for the invocation which will be led by \_\_\_\_\_.

Announcer: And now, \_\_\_\_\_, Chapter Director of Montana Special Olympics, will say a few words.

Announcer: I would now like to introduce our Co-directors, \_\_\_\_\_ and \_\_\_\_\_, whose dedication and hard work have made these Games possible. (One of the Co-directors says a few words.)

Announcer: We have many honored guests with us tonight, whom I wish to introduce at this time. (Celebrities rise and wave when their name is announced.)

Announcer: And now, following a tradition as old as the Olympic Games themselves, the Special Olympics flame will be brought into the arena by \_\_\_\_\_. (Runners enter, circle the area, and light the cauldron. Fanfare.)

Announcer: I would now like to introduce \_\_\_\_\_, who will lead the athletes in the Special Olympics oath.

Oath Giver: Please rise and repeat after me: Let me win--But if I cannot win--Let me be brave in the attempt.

Announcer: You may be seated. Now to declare the Games officially open, I present \_\_\_\_\_. (Speaker concludes a short speech by saying, "I declare the 19\_\_ Montana Special Olympics Summer Games to be open. Success to all of you.") Balloon release. Fanfare.

Announcer: Please remain seated for the entertainment part of tonight's program. First, \_\_\_\_\_.

### Special Considerations for Opening Ceremonies

1. Because a poor sound system can ruin the best of ceremonies, make sure there is an adequate and operational sound system.
2. The Parade of Athletes should consist of delegations only. Podium guests and speakers should already be in place.
3. Volunteers should check in one hour in advance to receive last-minute instructions and to help organize marshalling area;
4. Teams should assemble in the marshalling area 30 minutes before the start of the ceremony;
5. Both banners and placards are available with team names. These should be checked in advance to update names and to make needed repairs;
6. Pageantry and dignity of the athletes are emphasized. SOI has recommended that clowns and other items which do not lend dignity to the athletes be eliminated from the ceremony;
7. The area should be well decorated with welcome signs and banners. Time to decorate should be considered when scheduling the venue for events earlier in the day;

8. Arrange for cauldron to be transported from the Chapter Office in Great Falls to the host city;
9. Arrange for storage of the cauldron and for an adequate supply of fuel to be on hand;
10. Fire and emergency procedures need to be considered;
11. The torch is traditionally carried by a special athlete. If this is not possible, a special athlete should at least run beside the torch bearer;
12. A practice session should be arranged to review final procedures;
13. An SO flag is presented with the state and national flag. The SO flag is part of supplies inventory which travels from one host city to the next;
14. Prepare a written script and list of instructions for all personnel involved with the ceremony;
15. Prepare written instructions for coaches to be included in the Coaches' Handbook which includes information on parking, time schedule, list of events, seating, and other needed information;
16. The cauldron should be visible to all athletes. It should be located on the stage if possible;
17. The torch is traditionally lit on the steps of the Capitol in Helena and run to the host city by relays. The torch should enter the area already lit as if it had just arrived from Helena;

18. The Games should be declared open by a dignitary or celebrity, not by the Master of Ceremonies;

19. All entertainment should follow the ceremony, not be performed during the ceremony;

20. The Master of Ceremonies should have a good speaking voice and be able to keep the ceremony moving. Radio announcers have performed this duty quite well in the past;

21. Some teams have made their own banners to be carried by athletes during the Parade. These banners should follow behind the official team banner or placard; and,

22. Appoint a cleanup committee.

#### **Closing Ceremonies Committee**

Unlike the Opening Ceremonies, Closing is generally informal with the teams intermingling during the Parade of Athletes. Since the track events are traditionally the last events, teams are already at the stadium and can be easily assembled for the ceremony.

#### **Sample Script for Closing Ceremonies** (Hanni & Dorrance, 1985)

Announcer (15 minutes before ceremony): First call for assembly of Closing Ceremonies. Athletes and coaches, please assemble in the staging area located \_\_\_\_\_.

Announcer (5 minutes before ceremony): Final call to assemble for Closing Ceremonies. Please assemble in the staging area which is located \_\_\_\_\_.

Announcer: And now, after a hard day of competition, in a spirit of friendship and good fellowship, we will begin our Parade of Athletes. (Athletes enter the track area and form circle on infield.)

Announcer: We would like to thank all of you for coming and we hope you had a good time. We would also like to thank \_\_\_\_\_ for providing the march music this afternoon. These Games would not have been possible without the efforts and dedication of the Games Committee under the leadership of \_\_\_\_\_ and \_\_\_\_\_. Let's give them all a round of applause.

Announcer: Now for the "Volunteer of the Year" Award, here is MSO Board Member \_\_\_\_\_.

Announcer: \_\_\_\_\_, Chapter Director of Montana Special Olympics, would now like to say a few words.

Announcer: The Summer Games have come to an end, but the memory of these wonderful days will linger with us for many days to come. You athletes need to be proud of your accomplishments brought about by your hours of hard work and training. To us, you are all winners. Now, as the competition comes to a close, let us form the circle of friendship. Please join hands.

Announcer: \_\_\_\_\_ will now retire the flags.

Announcer: Now, please turn your attention to the Olympic Cauldron. \_\_\_\_\_ will return the flame to Mount Olympus where it will burn until it is again carried to the Special Olympics.

Announcer: Let us all join together to sing "Auld Lang Syne."

Announcer: I now declare the Games officially closed.

#### Special Considerations for Closing Ceremonies Committee

1. The Parade route should be of appropriate length.

It is not necessary to circle the entire track;

2. Military flyovers were banned by the Secretary of Defense for several years, but they are once again permissible. The Chapter Office has information on contact persons if a flyover is desired;

3. Pigeon releases have also been staged quite effectively at past Games;

4. If the cauldron must be transported from the Opening Ceremonies site, it should be checked to make sure it is operational and has enough fuel;

5. Once again, make sure the sound system is adequate and operational;

6. The speakers should be visible to all athletes. The reviewing stand may be located in the grandstand, or on a platform on the field;

7. Prepare a written script and written instructions for all personnel involved;
8. Prepare written information to be included in the Coaches' Handbook;
9. Develop procedures for teams to depart immediately after the conclusion of the ceremony;
10. Cleanup Committee should not begin to remove decorations until after athletes have departed for home; and,
11. All events should be completed before the Closing Ceremonies begin.

#### **Olympic Town Committee**

All satellite activities such as exhibition and demonstrations can be grouped together in an area known as Olympic Town, as they generally occur in the same area and need to be coordinated through the same committee. Learn by doing and demonstration clinics are encouraged. Activities center around the interests and needs of the participants, so special considerations should be given to various age and ability levels. Sports and recreational clinics should be provided to increase the skill level of participants and to increase the alternatives available for leisure time experiences. Entertainment, such as special shows and bands that perform during the event, can be provided for the enjoyment of the participants, especially those who may need



a rest from the constant activity of the Games. Cultural arts, such as dance, drama, painting, and music also provide constructive activities.

Some activities which have been included in past Games include (Hanni & Dorrance, 1985):

Arts and crafts	Self-defense shows
Cartoons and movies	Magic shows
Rock-n-roll dancing	Dance groups
Pinball machines	Puppet shows
Video games	Performing arts shows
Table games	Picture taking
Musical groups	Petting zoo
Bicycle rodeo	Vehicle displays
Hayrides	Hot air balloon
Homerun hitting contest	Helicopter display
Gymnastics groups	Indian village
Tour train/bus rides	Shooting gallery
Jewelry making	Weight lifting demonstrations
Clown performances	Singalongs
Talent shows	Miniature golf
Parachute play	Small games
Swimming	Sports clinics

### Special Considerations for Olympic Town Committee

1. Because of Montana's unstable weather conditions in May, Olympic Town should be housed in tents or buildings as much as possible. Military units, such as the National Guard, are a good resource for shelters;

2. Olympic Town should be located as close to competitive venues as is possible. Not only does the exposure draw more participants, but coaches are more willing to allow athletes to attend activities if it does not cause a team to become too separated;

3. Activities should be scheduled at the same time as the competitive events, and more than one activity should be scheduled at the same time;

4. Demonstration clinics presented by celebrities are encouraged. These should be highlighted in the program and Coaches' Handbook;

5. One of the most popular activities at Montana Games over the years has been a disco dance or sock hop with either a live band or records. The dance generally coincides with the track meet on the final day;

6. The petting zoo usually requires a tent or area which is separated from the rest of Olympic Town by a few feet. The type or age of the animals does not appear to be a factor--all animals are loved by the participants. The volunteers at the petting zoo should be well-acquainted with the animals and know how to care for them;

7. Signs and banners are needed to advertise the various activities. Volunteers can also announce the starting times by walking through the crowds with bullhorns;

8. If certain activities require electricity, make necessary arrangements;

9. Each activity director should submit to the Olympic Town Chairman a list of needed equipment in advance. This includes trash cans, audio-visual equipment, tables, and chairs;

10. A committee should set up Olympic Town well in advance of the event. Olympic Town sites should also be located at each competition venue if the venues are separated by great distances;

11. Each individual or group responsible for an activity should be provided with guidelines relating to setting up, cleaning up, times they should be open, and philosophical considerations such as treating adults as adults, not as overgrown children; and,

12. A 24-hour security plan should be developed to protect all exhibits and equipment as well as to prevent injuries. The Safety and Security Committee should be involved in this phase.

#### **Dance and Carnival Committee**

Montana Summer Games have traditionally included a carnival and dance the second night of the Games. The two events are held concurrently so participants of all ages and interests will be actively involved at the same time.

A successful carnival requires a tremendous amount of volunteer help, and thus is an excellent way to involve the community in Special Olympics. Volunteers who work or go to school during the day and cannot help with competitive events can work the carnival at night. Also, groups receive recognition by sponsoring a booth.

The Montana Air National Guard, headquartered in Great Falls, has sponsored an extremely successful photography booth for a number of years (Hanni & Dorrance, 1985). Each athlete had a Polaroid picture taken with a celebrity or costumed character. The Guard provided the cameras and film as well as personnel to work the booth. Information concerning whom to contact may be obtained through the Chapter Office.

Some other popular booths include a makeup booth and a cookie decorating booth. Volunteers who have worked in this booth have discovered that larger cookies provide more surface for decorating, and prevent possible choking by requiring the athlete to eat the cookie in bites, rather than trying to eat the cookie all at once.

In addition to the makeup, cookie, and photography booths, other ideas for booths include (Hanni & Dorrance, 1985):

Fish pond	Pounding nails into boards
Softball throw	Putting green
Bean bag toss	Cake walk
Wet sponge throw	Dart board
Jewelry engraving	Shaving cream throw
Dunking pond	Nerf basketball toss
Football toss	Ring toss
Lollipop tree	Bowling pin knock-down
Shaving balloons	Darts at balloons
Ping pong throw	Clown grab bag
Lawn dart throw	Wheel of fortune
Jail	Mountain Bell phone booth

Ability level should be considered when selecting different booths. Booths which accommodate athletes restricted to wheelchairs should be designed. Volunteers

should be informed that smaller athletes or those with low physical skills should be given special treatment.

Volunteers and donated lumber can be used to set up booths for the carnival, or a convention decorating company can be contracted with to set up and drape the booths, as well as dismantle everything, for a minimal fee. The volunteers are then responsible for just decorating and cleaning up individual areas.

#### Special Considerations for Dance and Carnival Committee

1. Contact civic groups, clubs, and school organizations three or four months before the event and get a commitment from them at least one month before the event;
2. Decide if the Games Committee is to provide the prizes or if the booth sponsors are to do this;
3. Order the prizes far enough in advance to allow time to package them for easy distribution to the booths;
4. Develop traffic flow patterns and station volunteers at key points to prevent congestion;
5. Develop an evacuation plan in case of emergency;
6. Decide whether to charge athletes for tickets after they have used up their initial allotment;
7. Develop a procedure for distributing prizes during the carnival and for collecting unused prizes at the conclusion of the event; and,

8. Locate small bags in which athletes may keep their prizes. Litter bags are ideal for this.

The dance is the highlight of the Games for many of the older participants. An adequate sound system can be developed in conjunction with the band contracted to play for the dance. The McDonald's Restaurant clown, Ronald McDonald, traditionally performs a magic show while the band takes a short intermission.

A quiet room should be provided for those participants who are bothered by the noise and confusion of the carnival/dance. The location of this room should be well advertised.

The athletes look forward to dancing with Miss Montana and other "royalty." They should be invited to the dance and encouraged to mingle with the athletes.

In 1986, Dale Shackett of "Billy Shack and the Oldsmobiles" and Bob Baran composed and recorded a song, "The Sun Just Winked at Me," for MSO which was played at the dance. Each athlete received a copy of the song as a souvenir.

The words are as follows:

I'm waiting for the sound  
With all my friends around.  
I've got a feeling today  
Things will be going my way.

The sun just winked at me  
and I feel victory.  
We'll make it to the top,  
and share our victory.

Today we'll go for the gold.  
 It's a feeling I've been told  
 makes you strong inside,  
 makes you full of pride.

The Games have just begun  
 and I feel Number One.  
 I've got a feeling today  
 things will be going our way.

I'll make it to the top.  
 Make it just for me.  
 We'll make it to the top,  
 and share our victory.

The sun just winked at me,  
 and I feel victory.  
 Today, we'll go for the gold.  
 Today, we'll go for the gold.  
 C 1986

#### Special Considerations for the Dance and Carnival Committee

1. Volunteers wearing identification should be posted at each exit to control traffic in and out of the area;
2. The dance/carnival usually runs from 7:00 to 9:00 p.m.;
3. People from the community and family members of volunteers may attend, but this is generally not advertised; and,
4. Special instructions concerning the dance/carnival should be placed in the Coaches' Handbook.

#### **Concessions and Souvenirs Committee**

Concessions and souvenirs are sold at cost, more as a service to participants than as a moneymaking project. If

possible, concessions can be contracted out to a civic group or organization which has experience in selling concessions. In keeping with MSO fundraising policy, however, the group should be encouraged to donate any profits to SO. This would also apply to any group wishing to sell special souvenirs. Generally, athletes do not have a great deal of money to spend, so there is not that much money to be made, anyway.

Some of the concession items can be donated. Asking the community to donate cookies and fruit such as apples and bananas is a good way to involve more people in the Games. Businesses can be asked to donate paper products, candy bars, and beverages. Caution should be taken, however, to avoid too many requests of any one business. All requests for donations should be channeled through one committee or individual to avoid duplication.

Refreshments should be readily available and free of charge, especially on warm days. This may consist of drinking fountains, a water truck provided by the National Guard or local emergency relief group, or may require provisions at the concession stands. Concession and souvenir stands should be located at each venue and should maintain the same hours as the activities.

One popular item sold at the souvenir stands was a baseball cap with the MSO logo on it. Another popular item throughout the years has been a T shirt with the MSO or



Chapter Games logo imprinted on it. Some years, the T shirts have been given to athletes as gifts. The price of both the caps and T shirts has been kept as low as possible. The number of T shirts ordered and sold in 1986 is as follows (Baum, 1986):

<u>Children's Sizes</u>	<u>Quantity</u>	<u>Adults' Sizes</u>	<u>Quantity</u>
Small 6-8	36	Small 34-36	60
Medium 10-12	36	Medium 38-40	72
Large 14-16	36	Large	72
		X-large 46-48	48

Souvenirs ordered from the Rollie Schmidt Co., which is the official supplier of Special Olympics items, have the SO logo imprinted on them. Items ordered from other companies can be "personalized" by ordering self-sticking mailing labels and applying them to each souvenir. Some of the items which have sold in the past include:

Frisbees	License plate holders
Penants	Patches
Buttons	Mugs
Necklaces	Key chains
Balloons	Banks
Stuffed animals	Gym bags
Whistles	Jackets

Prices ranged from \$.50 for whistles to \$15.00 for jackets. Any souvenirs remaining on the last day were sold at cost or less so they would not need to be stored for a whole year.

### Special Considerations for Concessions Committee

1. Labels should read "Montana Special Olympics" with the name of the host city and the date as secondary markings;
  2. Remember to have a supply of bags in which the participants may place their purchases;
  3. Souvenirs and concessions should be displayed so participants in wheelchairs can easily see the items and price lists;
  4. The accounting system should be coordinated with the Finance Committee;
  5. Off-hours security needs to be addressed;
  6. Place garbage cans strategically to reduce litter;
- and,
7. Consider safety factors when ordering souvenirs.

### **Families Committee**

Because SO prospers through its volunteers, families are a valuable reservoir to be considered. A Parents Committee can be helpful by advising the Games Committee, by recruiting other parents, and by participation of parents on various committees within the Games. Because parents have a vested interest in SO, they may prove to be dedicated fundraisers.

In 1984, the MSO host city of Butte actively encouraged family participation by offering a Parents' Reception and workshops as well as maps, schedules, and information to out-of-town families (Hanni, 1985). This tradition has continued, and each year more activities are offered for families.

SOI has listed the following procedures for a Families Committee to follow in the SO Event Director's Guide (n.d.).

1. Communicate with all families by letter at least one month prior to the Games. Since Montana teams are generally not chosen until a week or two before the Games, a master letter can be sent to all coaches with a request that it be duplicated and given to parents as soon as the team is chosen;

2. Devise travel, lodging, and restaurant resources lists. These lists may already be available at the Chamber of Commerce or Housing and Meals Committees;

3. Solicit reduced rates for special coupon offers from motels, restaurants, and attractions; and,

4. Plan and arrange an activity schedule for families. Educational sessions and clinics provide information on what is happening on a state and national level. Tours to visit educational facilities or exemplary training programs as well as sightseeing tours to local attractions can be planned. Exchange groups can be arranged where

parents/guardians will have an opportunity to meet other parents/guardians who share the same concerns and problems. Social activities such as dances, social hours, banquets with featured speakers, receptions, or dinner out on the town are also welcome diversions;

5. Ensure that all transportation needs of families are met. This may include airport service, shuttle arrangements to and from events, and/or tour buses;

6. Keep an accurate, updated list of addresses of families if families wish to be included in possible contacts after the Games;

7. Arrange packets of helpful information and develop a system to distribute the packets. An information table in a Parents' hospitality room is one way to disseminate information;

8. If desired, offer parents/guardians the opportunity to participate in SO activities as a volunteer;

9. Establish a welcome committee or a host/hostess who will be available to greet families, provide information and directions, and help newcomers become acquainted with their accommodations;

10. Provide a hospitality room where parents can go between competition events to visit and relax with other parents in a social atmosphere;

11. Identify families of athletes with a ribbon, button, or badge; and,

12. Arrange with appropriate committees to offer special spectator seating or standing areas at ceremonies and events.

#### **Celebrities Committee**

Well-known sports and entertainment figures add to the pageantry and excitement of the Games as well as provide needed publicity for fundraising and public education purposes (Castevens, 1985). Professional football players have been popular celebrities at Montana Games. Two of the favorites who have attended several Games are Jan Stenerud, formerly a player for the Green Bay Packers and the Minnesota Vikings, and George Buehler, who previously played for the Cleveland Browns and the Oakland Raiders. Two other celebrity figures who are traditions at the Games are Miss Montana and Ronald McDonald. Both of these are easily identifiable and attract large crowds of athletes eager to display their awards to someone. The Governor of Montana has been the traditional Honorary Chairman of the Summer Games for several years. When possible, he has participated in Opening Ceremonies by declaring the Games officially open, and has spent time talking to athletes and presenting awards.

Celebrities are chosen in conjunction with the Chapter Office, who generally sends the initial invitation to the prospective celebrity if this is deemed appropriate. The Celebrities Committee then continues communication to

arrange transportation and appearance schedules. The Chapter Office arranges housing reservations, although the host city is responsible for paying all expenses.

The Celebrities Committee arranges for rental cars for the celebrities to drive while they are in town. Meals are also arranged, with some being hosted and others allowing the celebrities to eat "on their own." Expenses incurred are paid for by the Games Committee.

Celebrity responsibilities include: presenting awards to athletes during competitive events and being present at competitive events to talk to participants and to sign autographs. Celebrities also conduct workshops or demonstration clinics for the athletes. Celebrities should be present at the dance/carnival to talk to and to dance with participants, and should be available for media events such as talk shows and interviews. Some celebrities are also willing to appear at community related activities. For example, Ronald McDonald generally visits the local hospitals and nursing homes. At other Games, a swimming star visited a local swim team and a gymnastics champion performed at a private gymnastics club.

#### **Celebrity Golf Tournament and Banquet Committee**

Celebrity expenses have been traditionally paid by funds generated through a banquet and golf tournament. These events have traditionally been held the weekend after

the conclusion of the Games to serve as a means of thanking the community and specific individuals for hosting the Games.

In 1986, the golf tournament was officially named the "Jan Stenerud Celebrity Golf Tournament" in honor of Jan Stenerud, who has acted as honorary head coach at the past 15 Summer Games (Byers, 1986). The tournament begins with a shotgun-type start to accommodate more golfers, and awards prizes for various contests such as "closest to the pin" and "longest drive." Prizes are donated by local merchants and by the Proctor and Gamble distributorship in Great Falls. The Chapter Office can supply the name of the contact person.

The golf tournament concludes with a picnic lunch where the prizes are awarded. Celebrities are encouraged to participate in the tournament. If they do not wish to golf, they may choose to attend only the luncheon.

#### **Special Considerations for the Golf and Banquet Committee**

1. Reserve the golf course several months in advance. Plan for a full field of golfers (144);
2. Make arrangements for cart rentals with the golf course manager and include this option on the registration form;

3. Solicit prizes from merchants. Coordinate this through the Co-directors to avoid duplication of requests for inkind contributions;
4. Make reservations for the banquet and choose a menu;
5. Arrange for entertainment for the banquet. The celebrities generally give short speeches as well;
6. Determine whether to charge one fee for both the banquet and tournament, or whether people can attend just one of the events if they so desire;
7. Publicize the event statewide at golf courses and through the media as well as posters; and
8. Coordinate both the banquet and tournament with the Chapter Office.

### Section 5: Competition Committees

The Competition Committees are responsible for organizing and running the various sports. The Competition Director appoints chairmen to be responsible for the actual administration of each sport. The following points are common to all sports and should be the responsibility of the Director or coordinated closely with the Director (SOI Event Director's Guide, n.d.).

1. Determine what sports and events in those sports will be offered and how many participants are expected in each;



2. Prepare registration forms and instructions for registering in events in conjunction with the Registration Committee. Make sure to include deadlines;

3. Use the computer to organize participants by age, sex, and ability level;

4. Contact Volunteers Committee to secure qualified officials for each event. The Event Director may wish to personally contact specific officials for sensitive positions, such as judges for gymnastics;

5. Prepare detailed instructions for all coaches, officials, awards, personnel and other pertinent workers concerning the operation of the sports and awards procedures;

6. Arrange for adequate P.A. systems and communications systems through the Facilities Committee;

7. Prepare equipment lists and coordinate with Facilities Committee to ensure that the equipment will be available and operational when needed;

8. Contact the Medical Committee to discuss medical procedures at each site;

9. Contact Awards Committee to ascertain that awards are sorted into the correct number of packets and that they will be ready at Headquarters when needed;

10. Give list of needed signs and banners to Signs Committee, and arrange for installation;

11. Work with Computer Committee to develop procedures for recording and distributing results;

12. Work closely with Facilities Committee to be certain facilities are ready for use;

13. Develop procedures with Registration Committee for recording scratches and correcting errors in entries;

14. Prepare alternate plans in case of inclement weather. This includes choosing an alternate site as well as devising modifications in rules to accommodate the alternate site;

15. Measure and mark off all competition sites according to SOI Rules;

16. Implement training sessions for all volunteers, with advice from Chapter Director for Sports and Training; and,

17. Provide information for Coaches' Handbook concerning competitive events such as schedules, locations of events (maps and diagrams), inclement weather information, and rules.

For Summer Games involving approximately 1,000 athletes, the following number of volunteer officials are needed (Hanni & Dorrance, 1986).

**AQUATICS (6-lane pool)**

1 starter  
1 announcer  
2 clerks of course  
6 marshalls for staging area  
2 locker room monitors  
1 awards presenter

1 head timer  
6 timers  
2 results recorders  
2 results runners  
1 stroke and turn judge  
3 basket room attendants  
TOTAL NEEDED = 28

**ATHLETICS--BALL THROW DISTANCE (6 stations)**

6 clerks  
6 measurers  
12 retrievers  
6 catchers  
24 marshalls  
TOTAL NEEDED = 54

**ATHLETICS--FRISBEE THROW (6 stations)**

**ATHLETICS--BALL THROW ACCURACY (4 stations)**

4 clerks  
4 judges/catchers  
4 retrievers  
16 marshalls  
TOTAL NEEDED = 28

**ATHLETICS--HIGH JUMP (1 station)**

1 clerk  
2 assistants to set pole  
4 marshalls  
TOTAL NEEDED = 7

**ATHLETICS--SHOT PUT (2 stations)**

2 clerks  
2 field judges  
4 tape holders  
4 retrievers  
8 marshalls  
TOTAL NEEDED = 20

**ATHLETICS--STANDING LONG JUMP (6 stations)**

6 clerks  
12 measurers  
24 marshalls  
TOTAL NEEDED = 42

**ATHLETICS--RACES** (8 lanes, 2 stations)

2 starters  
 2 clerks of course  
 2 assistant clerks  
 8 marshalls for staging areas  
 4 string holders  
 2 head timers  
 16 timers  
 4 results runners  
 32 finish judges  
 TOTAL NEEDED = 72

**BOWLING** (2 alleys, each with 24 lanes)

48 lane helpers  
 Bowling alleys supplied staff for shoes and lane  
 maintenance

**EQUESTRIAN** (1 station)

1 head judge  
 1 assistant judge  
 2 scorekeepers  
 1 timekeeper  
 1 head marshall  
 1 assistant marshall  
 2 gate keepers  
 6 leaders  
 12 sidewalkers  
 TOTAL NEEDED = 27

**GYMNASTICS** (3 events at same time)

judges - 2 per event, for a total of 6  
 2 scorekeepers  
 1 announcer  
 6 marshalls in staging areas  
 flashers - 1 per judge  
 1 music coordinator  
 equipment movers - as needed  
 1 timer each for floor exercise, beam, and bar hang  
 TOTAL NEEDED = minimum of 22

**SOFTBALL** (2 stations)

4 umpires  
 8 marshalls  
 2 scorekeepers  
 2 announcers  
 TOTAL NEEDED = 16

**VOLLEYBALL (2 stations)**

4 referees  
2 scorekeepers  
4 line judges  
4 marshalls  
TOTAL NEEDED = 14

**AWARDS (one group needed for each awards area)**

1 recorder  
1 assistant recorder  
2 ribbons preparers  
1 announcer  
1 presenter  
1 runner  
TOTAL NEEDED = 7 at each awards area

**General Information for All Officials**

Since many officials have not worked as SO volunteers before, information concerning rules and the Special Olympics must be prepared and presented at training sessions before the actual day of the event so that the competition itself will run smoothly. Rules may be copied from the Official Special Olympics Sports Rules and distributed to each official to ensure that the competition will be conducted correctly. In addition, each official should receive a written explanation of how the event will be run. The following eight points of general information, plus the job descriptions for each position, were developed by the Games Committee for 1985 Games (Fjare, 1986).

1. Keep coaches and visitors behind restraining lines and away from the competition area;
2. Do not add names or change athletes from one group to another unless instructed to do so by event director;

3. Do not wait for latecomers. Begin the rotation and let latecomers join in, but do not let them make up missed turns;

4. If necessary, an official or the coach may assist as long as the athlete does not take advantage of the assist;

5. Check in one-half hour before the event at the Volunteers Table before going to event site;

6. The Grievance Committee will consist of event director, Games director, and a designated coach. Direct all complaints and issues to them;

7. In case of inclement weather, be prepared to move to the alternate site and be familiar with modified rules;

8. An evaluation team will judge the Games on the following points:

- a. Adequate use of quality sound system;
- b. Adequate number of trained officials and volunteers;
- c. Adequate competition site;
- d. Adequate staging of the event;
- e. Rules followed;
- f. Rules and Protest Committee on site and procedures followed;
- g. Adherence to schedule;
- h. Evenness of divisions; and,
- i. Competition area identified and decorated.

### Event Director

The Event Director is responsible for the administration of a particular sport. This person should be an authority on all aspects of the sport, and should also have been involved in Special Olympics long enough to be aware of modifications required by special athletes.

1. Meet with Competition Director to discuss the number of volunteers and the type of equipment needed;
2. Closely supervise the beginning of competition, adhering to the schedule of events;
3. Be certain volunteers are adequately trained and are functioning appropriately. If volunteers did not attend the training school, review rules and procedures before the competition begins;
4. Notify Volunteer Center if additional volunteers are needed once the competition has begun;
5. Distribute heat sheets to clerks as needed throughout the event;
6. Troubleshoot and assist in areas where needed. Contact Games Directors in the event a dispute needs to be settled by the Grievance Committee; and,
7. At the completion of the event, make sure all equipment and supplies are returned.

### Awards Procedure

The procedure for distributing awards remains the same for all events. The number of awards stations for Summer Games involving approximately 1,000 athletes is as follows (Hanni & Dorrance, 1986).

<u>Event</u>	<u>Stations</u>
Aquatics	1
Ball Throw - Distance	2
Frisbee Throw	2
Ball Throw - Accuracy	1
Shot Put	1
Long Jump	2
Races	4
Bowling	4
Equestrian	1
Gymnastics	1
Softball	1
Volleyball	1

Each awards station is composed of seven persons. Their titles and job descriptions are identified in the following paragraphs.

#### Recorder

The recorder is in charge of the awards table and is responsible for procuring supplies for the table from Headquarters. The recorder ranks the participants according to results, then gives the results to the preparer. The recorder also lists coach and team names on any unclaimed awards; and turns in the unclaimed awards to Headquarters at the completion of the event.

#### Preparers

The preparers record the athletes' names on the awards. One preparer writes on the first through fourth place



awards, while the second preparer writes on fifth through eighth places. The prepared awards and the results sheet are then given to the presenter. Unused awards are saved in a box and returned to Headquarters at the completion of the event.

### Presenter

The presenter positions the athletes on the awards stand according to the results sheet. The sheet is then handed to the announcer and the presenter presents the awards to the athlete as each name is announced. If a celebrity is available, the presenter hands the awards to the celebrity for presentation to the athlete. Unclaimed awards are returned to the recorder.

### Announcer

The announcer assists the presenter in positioning the athletes on the awards stand. After receiving the results sheet from the presenter, the announcer then announces the athletes' names according to the listed results. The announcements should be made with as much dignity and pageantry as possible.

### Marshalls

While not specifically assigned to the awards team, the marshalls assist by positioning the athletes on the awards stand. The marshalls then return the athletes to the coaches after the presentation.

## **Ball Throw for Distance and Frisbee Throw for Distance**

Since the ball throw for distance and the frisbee throw for distance require identical personnel and are scored the same, they will be discussed as one event. Both allow the athlete three attempts to toss an object as far as possible, and both use identical field markings. There are five different types of officials on each team.

### **Clerk**

The clerk is the foreman of the team and is responsible for seeing that the activity is conducted error free and on schedule. The clerk is positioned beside the throwing line and performs the following duties.

1. Position and maintain the participants according to the order listed on the heat sheet;
2. Conduct three rounds of competition, allowing each athlete to throw once in each round;
3. Call a foul when the participant steps across the throwing line;
4. Provide the athlete with softball or frisbee;
5. Record each athlete's score on heat sheet; and,
6. Send the results to the awards table with the marshalls who are assisting with that heat.

### **Measurer**

The measurer is responsible for accurately measuring each throw.

1. Mark the first throw of each athlete during the first round of competition, using a marker placed where the frisbee or ball first hits the ground;

2. Move the appropriate marker during the second or third round of competition when an athlete exceeds his previous throw; and,

3. When all three rounds are completed, measure in metric each athlete's best throw.

### Retriever

The retriever is responsible for retrieving the balls or frisbees and returning them to the catcher.

1. Work in the field with the measurer;

2. Assist the measurer in marking the throw, and retrieve the thrown ball or frisbee; and,

3. Roll the ball or throw the frisbee to the catcher at the side of the throwing area.

**Precaution:** Avoid being hit by the ball or frisbee. Let the ball or frisbee hit the ground. Avoid interfering with the athlete's throw.

### Catcher

The catcher ensures that the athlete has an adequate supply of balls or frisbees. The catcher also acts as an assistant to the clerk.

1. Work at the side of the starting line and return the balls or frisbees to the holding box;

2. Keep at least three balls or frisbees in the box for the clerk;
3. Assist the clerk in keeping athletes in competition order;
4. Ensure that the measurer is aware of the athlete's number by rank on the heat sheet so that the appropriate marker will be used for each athlete; and,
5. Assist clerk in measuring the distances at the end of the heat.

### **Marshall**

The marshall is in charge of the assistant marshalls. This part of the team is responsible for maintaining control of the athletes.

1. Line up athletes according to rank on the heat sheet which the marshall receives from the clerk;
2. Keep order among waiting participants; and,
3. Oversee assistant marshalls in marshalling the athletes for the next heat.

### **Assistant Marshalls**

Assistant marshalls assist the marshall in preparing the athletes for participation in the event. The assistants are responsible for the athletes until the athletes return to the coaches after receiving awards.

1. Receive and position participants for the upcoming heats;
2. Maintain order among waiting participants;

3. Following completion of the heat, take athletes and results to awards table;
4. Give results to recorder;
5. Stay with athletes and give assistance, if necessary, for awards presentation;
6. Accompany athletes off the field to coaches; and,
7. Return to competition area to prepare for the next heat.

### **Ball Throw for Accuracy**

The ball throw for accuracy is a developmental event, which is an event for lower functioning athletes. Athletes who participate in this event may need more physical assistance from the officials, and may require more time to complete the event. Each athlete is given three attempts at throwing a ball through a hoop. Points are awarded according to the degree of accuracy of the throw. The five-member team is similar to that of ball throw for distance.

#### **Clerk**

The clerk is once again in charge of the team and is responsible for maintaining the schedule.

1. Position and maintain participants in order according to heat sheet;
2. Conduct three rounds of competition, allowing each participant to throw once in each round;

3. Call a foul when the athlete does not stay behind the throwing line;
4. Provide athletes with softball;
5. Record each athlete's score on the heat sheet; and,
6. Send results to awards table with the marshalls who are assisting that heat.

### Judge/Catcher

This person has the dual position of catching balls returned by retriever and of awarding points for each throw.

1. Work at the side of the throwing line, returning balls to the holding box and handing them to athletes;
2. Assist clerk in keeping participants in competition order; and,
3. Judge athlete's throw and call out for clerk to score (see rules for scoring.)

### Retriever

The retriever retrieves the thrown ball and returns it to the judge/catcher.

1. Pick up thrown balls; and,
2. Roll the ball to the catcher at the side of the throwing area.

### Marshall

The marshall is in charge of the assistant marshalls and is responsible for maintaining control of the athletes.

1. Line up participants according to rank on heat sheet;

2. Keep order among waiting participants; and,
3. Oversee assistants in marshalling the participants for the next heat.

### Assistant Marshall

The assistant marshall assists the marshall in preparing the athletes for competition. The assistant also accompanies the athletes to the awards stand, and then returns the athletes to the coach.

1. Receive and position participants for the upcoming heats;
2. Maintain order among the waiting participants;
3. Following completion of the heat, take participants and results to the awards table;
4. Give results to recorder;
5. Stay with the participants and give assistance, if necessary, for awards presentation;
6. Accompany participants off the field to coaches; and,
7. Return to competition area to prepare the next heat.

### **Races**

According to the Recap of Participation (see Appendix E), the races involve more athletes than any other event except bowling. As a result, the number of volunteers needed to conduct the races is quite large. In 1986, 72

volunteers were utilized (Fjare, 1986). The various races staged in MSO Games are:

50-meter race	25-meter wheelchair race
100-meter race	30-meter wheelchair slalom
200-meter race	30-meter motorized wheelchair slalom
400-meter race	25-meter walk
1600-meter race	100-meter walk
400-meter relay	

### **Marshalls**

As in other events, the race marshalls are responsible for preparing the athletes for the races. The marshalls take charge of the athletes from the coaches, position the athletes in the proper heat, and ensure that they line up on the starting line with the proper heat.

1. Receive and position participants for upcoming heats at the marshalling area; and,
2. Maintain order among athletes for the heat until it is called by the clerk;

### **Clerk of Course**

The clerk of course is in charge of all officials in the starting area. The clerk ensures that the races are run on schedule, and that the athletes are running in the correct lane and heat.

1. The clerk is responsible for adhering to the race schedule;
2. Call the scheduled heat and position the athletes at the starting line according to heat sheet lane assignments;



3. Once all athletes are positioned, send heat sheet by runner to the head timer; and,
4. Coordinate schedule adjustments with announcer via radio.

### Starter

The starter assists the clerk in positioning the athletes and ensures that the races are started correctly and fairly.

1. Inspect gun to be sure it is functioning properly and contact equipment manager for an adequate supply of blanks;
2. Assist clerk in positioning athletes at starting line;
3. Give appropriate race instructions;
4. Signal head timer that race is ready to begin and await "all ready" signal; and,
5. Start race. If there is a false start, recall runners, warn offender, and restart.

### Head Timer

The head timer has jurisdiction over all timers, finish judges, and other finish line personnel, and will assign them to specific lanes.

1. Signal the starter when all finish line officials are ready at the start of a race;
2. Following each heat, record the times and places on heat sheet; and,

3. Turn the heat sheet over to finish judges to take to the awards area.

### Timers

The timers not only time the athletes, but escort them to the awards area. There are two teams of timers so that one team can escort the athletes to the awards area while the second team is timing the next heat. The teams alternate heats.

1. Follow directions of head timer;
2. After participant crosses the finish line, catch the runner and hold until times and places have been recorded;
3. Take the entire heat of runners, as a group, along with the results, to awards area for awards presentation; and,
4. Following presentation, deliver participants to coaches out of track area and return to finish line for the next finish assignment.

### String Holders

Hold the string lightly across finish line until the first place finisher crosses. Let the string drop so the athletes do not become tangled in the string or injure themselves.

### Runners

Runners carry the heat sheet from the clerk at the start of the race to the head timer at the finish line and

return to the clerk for next sheet. If two runners are available, they can alternate races to avoid exhaustion.

### Corner Judges for Relays

Help the marshalls in the marshalling area by assisting with pinnies for athletes. There are four colors of pinnies, one for each position on the relay. The pinnies are also numbered to correspond with the lane assignments.

1. Procure two flags, one red and one white, from the equipment manager;
2. Walk the athletes from the starting line to a preassigned corner;
3. Show the athletes the boundaries of the exchange zone;
4. Remind athletes to stay in their lane (same as the number on their pinnie) and to remain in the lane after the hand-off until all runners have made the exchange;
5. When runners at the corner are ready and in place, raise the white flag;
6. Check for infractions such as not exchanging the baton in the designated area, or impeding or bumping another athlete. It is legal for an athlete to cross into another lane if there is no interference;
7. Raise the red flag if an infraction is seen and note the lane number of the person causing the infraction;
8. Return to the finish line with the athletes as soon as all exchanges have been made; and,

9. Report any infractions to the head timer.

### **Standing Long Jump**

The standing long jump accommodates a large number of athletes in a small space since no running is involved. Tumbling mats may be utilized for the landing area, or sand pits may be used.

#### **Clerk**

As in other events, the clerk has jurisdiction over all other personnel and ensures that the event remains on schedule.

1. Position and maintain participants in order according to heat sheet;
2. Conduct three rounds of competition, allowing each athlete to jump once in each round;
3. Call a foul when the athlete does not start behind the jumping line;
4. Record each athlete's score in metric on the heat sheet; and,
5. Send results to the awards table with the marshalls assisting with that heat.

#### **Measurer**

The measurer is responsible for accurately measuring each jump of each athlete.

1. Distance shall be measured in metric from take-off line to the closest impression on the mat made by any part of the body, including hands or head;
2. Use only the longest jump for final score; and,
3. Give each athlete's score to clerk for recording.

### **Marshall**

The marshalls are responsible for preparing the athletes for the competition. The coach leaves the athlete with the marshall, who then stays with the athlete until after the awards presentation.

1. Receive and position participants for the upcoming heats;
2. Maintain order among waiting participants;
3. Following competition of the heat, take the athletes and results to the awards table;
4. Give results to the recorder;
5. Stay with the athletes and give assistance, if necessary, for awards presentation;
6. Accompany participants off the field to coaches; and,
7. Return to the competition area to prepare for the next heat.

### High Jump

While less than two dozen athletes enter high jump, it offers an event for higher functioning athletes. Jumps generally start around the 1-meter mark.

#### Clerk

The clerk is again the head official for the event. The clerk should pay particular attention to the takeoff phase, to ensure that all athletes use a one-foot takeoff. The clerk is stationed beside the standard.

1. Position and maintain participants in order according to heat sheet;
  2. Call a foul if the athlete does not take off from one foot;
  3. Measure the bar height in metric;
  4. Record each participant's score on the heat sheet;
- and,
5. Send results to the awards table with the marshalls assisting with that heat.

#### Assistants

Assistants are responsible for replacing the bar and for adjusting it to new heights.

1. Replace the bar when it is knocked down;
2. Readjust the bar to new heights according to directions from the clerk; and,
3. Assist the clerk in measuring the heights.

### Marshalls

As on other events, the marshalls have jurisdiction over the athletes during the competition.

1. Maintain order among waiting participants;
2. Following completion of the heat, take the participants and results to the awards area;
3. Give the results to the recorder;
4. Stay with the participants and give assistance, if necessary, for awards presentation;
5. Accompany athletes off the field to coaches; and,
6. Return to the competition area to prepare for the next heat.

### **Shot Put**

The shot put was initiated in MSO Games in 1986 and involved 28 males and 9 females (Dorrance, 1986). A 6-pound shot was used for everyone.

### Clerk

1. Conduct rounds according to TAC rules;
2. Judge and call fouls;
3. Read tape measure and record participant's score on the heat sheet; and,
4. Send results to the awards table with the marshall assisting with that heat.

**Marshalls**

1. Line up participants according to rank on the heat sheet;
2. Keep order among waiting participants;
3. Following completion of the heat, take participants and results to the awards area;
4. Give results to the recorder;
5. Stay with the participants and give assistance, if necessary, for awards presentation;
6. Accompany athletes off the field to coaches; and,
7. Return to the competition area for the next heat.

**Tape Holders**

Two tape holders are needed. The one in the field holds one end of the tape at the point of impact. The holder in ring pulls the tape taut across the center of the ring for the field judge to read.

**Retriever**

The retriever picks up the shots for the field and carries it to the athlete or marshall at the side of the ring.

**Bowling**

More athletes participate in bowling than in any other MSO event (Dorrance, 1986). The vast majority bowl a regulation game using official bowling rules. Those who are



unable to bowl a regulation game enter the ramp bowling contest, where a ramp may be used. Athletes who are unable to enter running events may also enter team bowling, where a ramp may be used if needed. A new event, the target roll, was initiated in 1986. Although only nine entered this developmental event for low functioning athletes, it will be kept as an event at future Games.

### Lane Helpers

Since there are no clerks assigned to bowling, the lane helpers are responsible for assisting the athletes and for keeping the event on schedule.

1. Receive and position athletes for the upcoming shift. Check bracelets or ask coaches to ascertain that the correct participant is bowling;

2. Make certain each athlete has a pair of bowling shoes and a ball. It is the responsibility of the coach to see that the athlete is prepared, but the coach may need some assistance;

3. Assist the athletes by calling their name when it is their turn to bowl. Some athletes may need a slight physical prompt or assistance in finding their ball and approaching the lane;

4. Contact the front desk if problems develop with the equipment;

5. Following completion of one whole game, take all the athletes for that flight and the computer printout to

the awards area. Flights consist of a maximum of eight athletes bowling on two side-by-side lanes; four of the flights will be on one lane, the other four will be on the neighboring lane;

6. Give the printout to the recorder, who will rank the athletes in the flight;

7. Stay with athletes until they have received their awards. The presenter may need assistance in positioning the athletes on the awards stand; and,

8. After the athletes have returned to the coach, return to the lane to receive the next flight of bowlers.

### **Target Roll**

This event is designed for low functioning athletes who are unable to roll a ball the full length of a regulation size alley. The target roll may be conducted on one end of a regulation alley, or in an area adjacent to the alley.

### **Lane Helpers**

Lane helpers perform basically the same task as lane helpers on the regulation alleys. The target roll helpers may need to more actively assist the athletes, and will need to keep score manually.

1. Receive and position athletes for the upcoming shift;

2. Make certain that each athlete has a pair of bowling shoes and a ball;

3. Assist the athletes by calling their name when it is their turn to bowl;
4. Conduct three rounds of competition, with athletes rolling the ball once during each round;
5. Record score on heat sheet;
6. Take all athletes and results to awards area;
7. Assist with awards presentation if the presenter requests help; and,
8. Return to the lane to receive the next flight of bowlers.

### **Equestrian**

The equestrian events were initiated in MSO Summer Games in 1985. Athletes were required to ride their own horses, but this rule is optional and may be changed at future Games. Specific events within this sport may also vary from one Games to the next.

#### **Leader**

The leader leads the horse around the arena if the athlete is not able to control the horse. The leader holds the lead under the horse's chin with the right hand. The excess lead is folded in the left hand. The lead is never allowed to become wrapped around the hand.

The correct position of the leader, whenever the horse is at a standstill, is directly in front of the horse with hands holding both sides of the bridle. At the walk and

trot, the leader is on the horse's left side with the horse directly beside the leader's shoulder. Each athlete is expected to cue the horse in some way to move the horse. The leader should not move the horse until the athlete has given his cue.

### **Sidewalkers**

Sidewalkers walk beside the horse in case the athlete needs assistance. The sidewalker may hold onto the athlete's safety belt if this is needed to assist the rider in maintaining balance.

### **Gatekeeper**

Allow the horses into the ring at the beginning of the exercise and out of the ring at the end.

### **Marshalls**

Maintain a list of all participants and specific assigned riding times. The marshalls also make certain that each athlete is mounted and ready to enter the ring on time.

### **Scorekeeper**

The scorekeeper records the participants' scores and placing in each event.

### **Judge's Assistant**

The judge's assistant aids the judge in the performance of all duties, which includes maintaining ring etiquette and traffic control.

**Runners**

Runners transport results of each group from the ring to the scorekeeper.

**Timekeeper**

The timekeeper ensures that each event is run within the allowed time; and assists the judge during the timed events.

## CHAPTER IV

### SUMMARY AND DISCUSSION

Special Olympics has expanded and refined programs greatly since its beginnings in 1967, and is now a part of most programs for the mentally retarded athlete in the state of Montana. Because expansion has been rapid, it has been difficult for the Chapter Office to initiate all the changes needed. One reason for this has been the fact that the state of Montana did not have a fulltime, salaried Chapter Director until 1983, and did not hire a Training Director or fulltime secretary/bookkeeper until 1985. With a salaried, professional staff, the quality of the program should improve with more assistance being offered to the local coach and to Games and Tournament Directors.

For many mentally retarded athletes in Montana, SO is the only competitive event in which they can participate, and the Summer Games is the only opportunity they have to travel to another city, stay overnight away from home, and socialize with their peers. For this reason, the MSO Summer Games must provide a high quality experience which continues to improve from year to year. This will not happen until Games Directors have written information to guide them.

Spontaneous ideas have been attempted over the past 19 years which have resulted in both success and failure, but this information has been lost for lack of a recording system.

Because the SO program relies so heavily upon volunteers to staff all positions except those in the Chapter Office, the continual training of personnel new to the SO program is a major consideration on the local as well as Chapter level. Volunteers need an initial training program which is well developed and meaningful. Job descriptions should be accurate and clearly stated. This paper attempted to present such job descriptions as well as information on the organization of the Chapter and Summer Games which would benefit those new to MSO. If MSO is to continue recruiting the hundreds of volunteers needed each year, a written guide is essential to provide a meaningful and well-organized operation.

Fundraising presents another reason MSO must continue to produce high quality Games. The Summer Games is the showcase of the MSO program. Many donors are familiar only with this activity and base their perceptions of the worth of the entire program upon the Games. A well-organized Games may convince donors that their contribution was worthwhile and should be continued in the future. A prime example of this is the Burlington Northern Foundation, which increased its donation from \$20,000 to \$30,000 after observing the Summer Games in 1985, and pledged to continue

its support as long as the quality of the Games continued to be impressive.

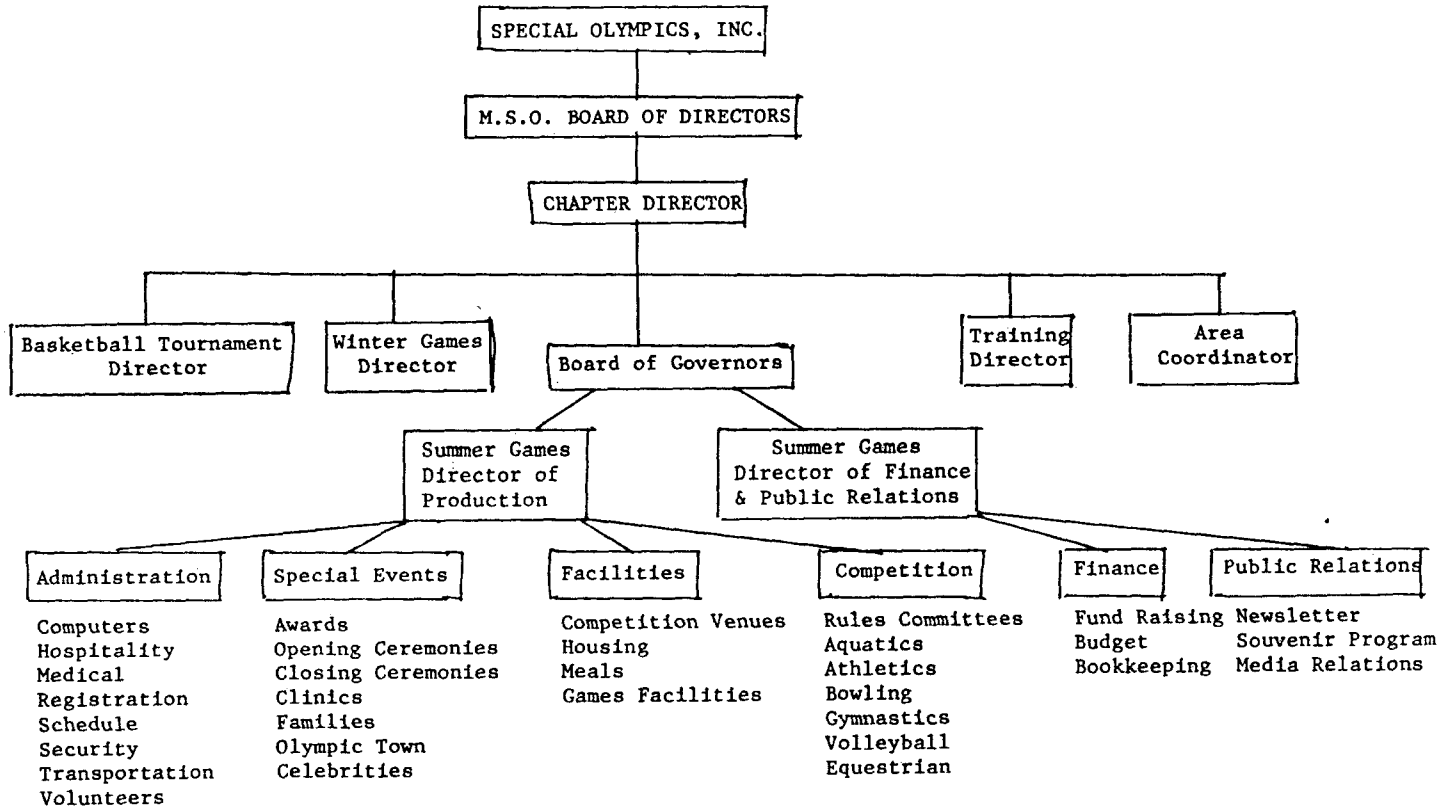
It is hoped that future Games Directors will utilize this Guide, and will modify the information as it is needed. Only by doing this will Games Directors in Montana stop "reinventing the wheel" and begin to develop quality Games based upon experiences of past Directors. There are several areas of this paper which need further study and expansion. Both fundraising and public relations need to be addressed in more detail, and job descriptions for new events need to be incorporated into the paper. A section on training of volunteers and retaining them would also be beneficial to future directors and coaches. The nutritional needs of athletes and expanded menus would assist the Meals Committee in designing meals, and a study of ceremonies and special events in other chapters would present new ideas for those involved with the pageantry of the Games.

Although this Guide was designed specifically for the Summer Games, much of the information is pertinent to the Winter Games and other tournaments. It is hoped that the Chapter Office will be able to expand this Guide to include these other activities. Only through written records of past activities will Montana Special Olympics be able to continue to grow and provide quality programs for our special athletes.

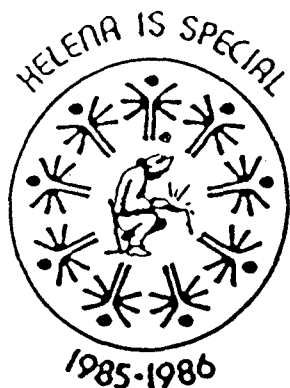


**APPENDIX A**  
**SPECIAL OLYMPICS ORGANIZATIONAL STRUCTURE**

SPECIAL OLYMPICS ORGANIZATIONAL STRUCTURE



**APPENDIX B**  
**COACHES' HANDBOOK**



# MONTANA SPECIAL OLYMPICS

COACHES HANDBOOK

MAY, 1986

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## GENERAL SCHEDULE

## WEDNESDAY, MAY 14

9:00- 4:00	Registration	College P.E. Complex
10:00-12:00	Softball Tournament	Softball Complex
11:30- 3:15	Swim Meet	College Pool
11:15-12:30	Lunch	College Cafeteria
12:00- 3:30	Ball Throw	College P.E. Complex
2:00- 4:00	Gymnastics	College P.E. Complex
5:00- 6:30	Barbeque	College Cafeteria
7:00- 8:00	Opening Ceremonies	College P.E. Complex
8:30- 9:30	Parents Reception	Governor's Mansion
9:00-10:00	Coaches Meeting	Park Plaza Motel

## THURSDAY, MAY 15

6:45- 8:00	Breakfast	College Cafeteria
8:00- 4:00	Bowling	Bowling Alley
8:00-11:00	Volleyball Tournament	College P.E. Complex
11:15-12:30	Lunch	College Cafeteria
11:15- 1:45	Frisbee	College P.E. Complex
2:00- 4:00	Equestrian	Vigilante Stadium
2:30- 3:30	Running Relay	Vigilante Stadium
3:30- 4:00	1600 Meter Run	Vigilante Stadium
5:00- 7:00	Dine Out	Local Restaurants
7:00- 9:00	Carnival and Dance	College P.E. Complex

## FRIDAY, MAY 16

6:45- 8:00	Breakfast	College Cafeteria
8:00- 2:00	Track Meet	Vigilante Stadium
12:00- 1:00	McDonalds Lunch	Vigilante Stadium
2:00- 2:30	Closing Ceremonies	Vigilante Stadium
4:30- 6:00	Volunteers Picnic	College Cafeteria

## SATURDAY, MAY 17

10:00- 4:00	Jan Stenerud Celebrity Golf Tournament	
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## COMPETITION SCHEDULE

WEDNESDAYSoftball Tournament

10:00-12:30

Softball Complex

Swimming

Time	Event	Age Group	Place
11:30	25 m. Freestyle	8-11	College Pool
11:40		12-15	
12:15		16-22	
12:40		23-29	
12:50		30+	
1:00	25 m. Backstroke	8-11	
1:10		12-15	
1:20		16-22	
1:25		30+	
1:30	25 m. Breaststroke	Open	
1:40	50 m. Freestyle	Juniors	
1:50		Seniors	
2:00	50 m. Backstroke	Open	
2:10	100 m. Relay	Open	
2:30	15 m. Floatation	Open	
2:45	Width Walk	Open	
3:00	10 m. Assisted Swim	Open	

Ball Throw for Distance

Time	Age Group	Place
12:00	8-11	College Football Field
12:45	12-15	(Inclement weather--move
1:30	16-22	to multi-purpose building
2:15	23-29	
3:00	30+	

Ball Throw for Accuracy

158

12:00	16-22	Location-same as Ball
12:45	23-29	Throw for Distance
1:30	30+	
2:15	8-11	
3:00	12-15	

Gymnastics

Time	Event	Place
2:00	Parade of Athletes	P.E. Complex
2:15	Boys Tumbling	
	Girls Floor Exercise	
	Bar Hang	
3:15	Girls Balance Beam	
	Boys Floor Exercise	
	Wide Beam Walk	
3:40	Girls Tumbling	
	Vaulting (Boys First)	

THURSDAY

Bowling

Time	Age Groups and Events	Place
8:00	All Team Bowling	Sleeping Giant
9:15	30 + Singles and Target Roll	or Crossfire
10:30	23-29 Singles and Target Roll	
11:45	16-22 Singles and Target Roll	
1:00	12-15 Singles and Target Roll	
2:15	8-11 Singles and Target Roll	

Volleyball Tournament

8:00-11:00 P.E. Complex

Frisbee Throw for Distance

Time	Age Groups	Place
11:15	8-11	Football Field
11:45	12-15	(Inclement weather--
12:15	30+	move to multi-purpose
12:45	23-29	building)
1:15	16-22	

Running Events

Time	Events	Place
2:30	Junior Relay	City Track (Inclement
3:00	Senior Relay	Weather--move to
3:30	1600 m. Run	Multi-Purpose Bldg.)

FRIDAYTrack and Field Events

Time	Event	Age Group	Place
8:00	400 M. Run		City Track (Inclement
8:45	200 M. Run		Weather--move to
9:30	100 m. Run		Multi-Purpose
10:00	100 M. Fast Walk		Building)
11:30	50 m. Dash		
1:00	50 m. Wheelchair Slalom		
1:15	25 m. Wheelchair		
8:30	Long Jump	8-11	
9:00		12-15	
9:30		16-22	
10:00		23-29	
12:30		30+	
11:00	Shot Put	Juniors	
11:30		Seniors	
12:15	High Jump	Juniors	
1:00		Seniors	



## EMERGENCY PLANS

## PHONE NUMBERS

1. Dial the appropriate emergency number.
2. State your name, title, number you are calling from, location, injury, and other needed information.
3. Direct emergency personnel to the specific site.

St. Peter's Hospital	444-2150
Ambulance	442-3123
Poison Control	1-800-525-5042
Fire Department	442-5241
Police	442-3231
Special Olympics Headquarters	442-1204

## FIRST AID STATIONS

CARROLL COLLEGE--- in room just off lobby by pool entrance.  
 VIGILANTE STADIUM--- in tent on practice field north of bleachers.  
 BOWLING ALLEYS--- ask clerk at front desk. There will be medical personnel at each alley.  
 FAIRGROUNDS--- in building directly East of the Multi-purpose building next to the grandstand.

## PHYSICIANS ON CALL FOR OUT-OF-TOWN PARTICIPANTS

Dr. Jeff Strickler	Helena Pediatric Clinic
Dr. Elizabeth Gunderson	
Dr. John Reynolds	449-5563

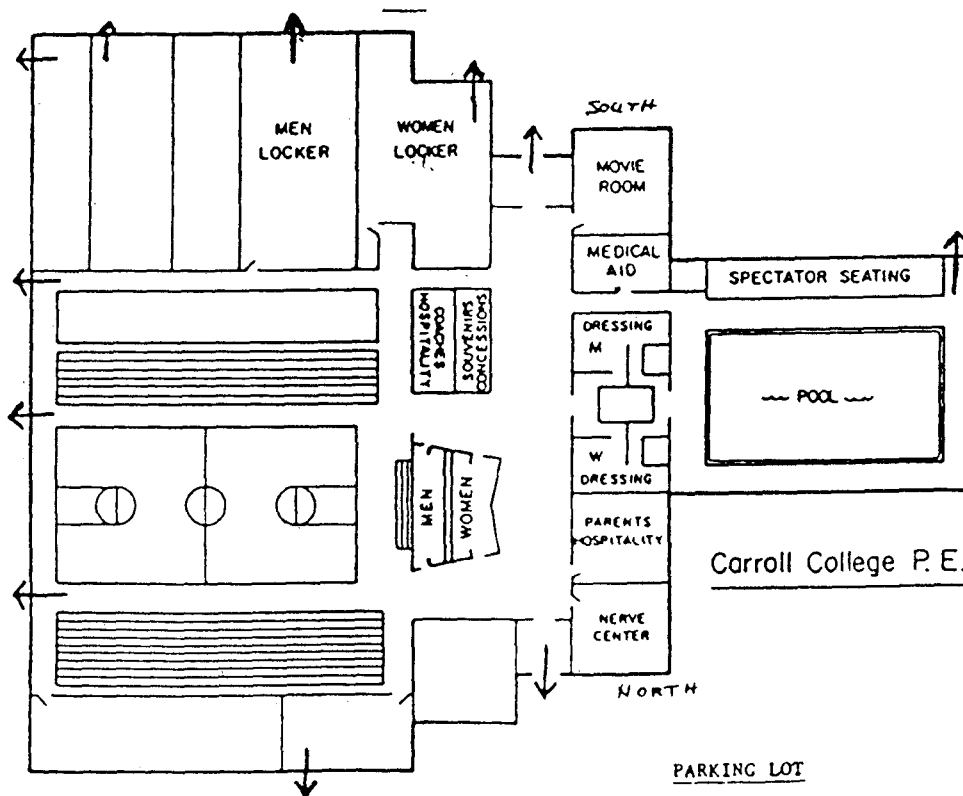
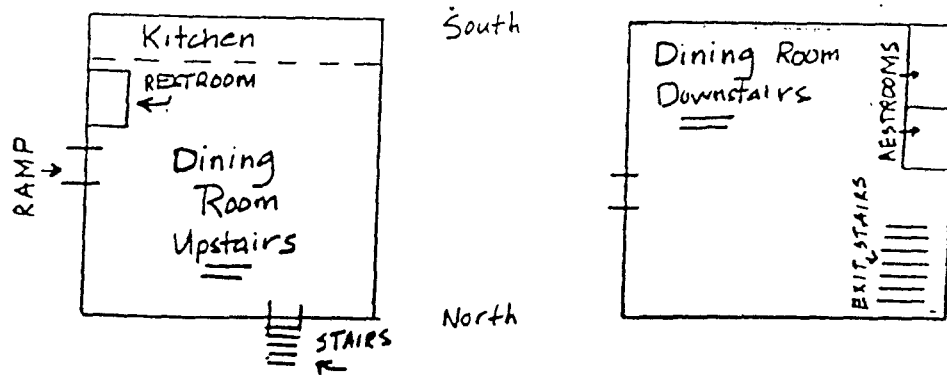
## PHARMACIST ON CALL FOR OUT-OF-TOWN PARTICIPANTS

St. Peter's Hospital Pharmacy	444-2350
Dennis Yost, Pharmacist	

## EMERGENCY HOUSING

Check at Headquarters if emergency housing is needed. There are some rooms available at Guadelupe Hall on campus.

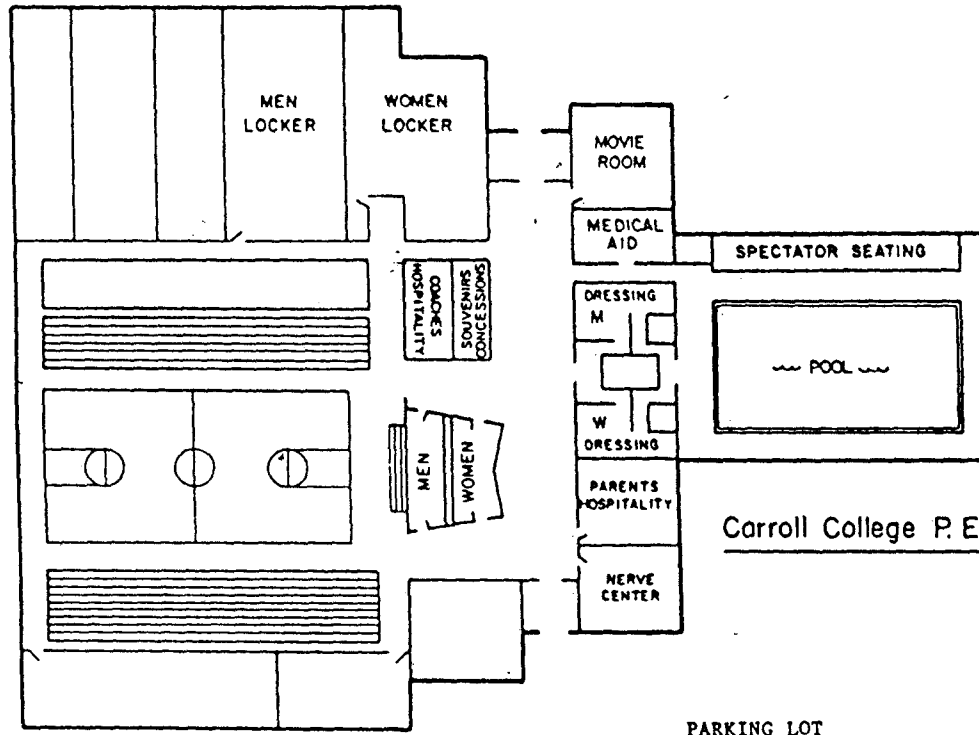
EMERGENCY EVACUATION



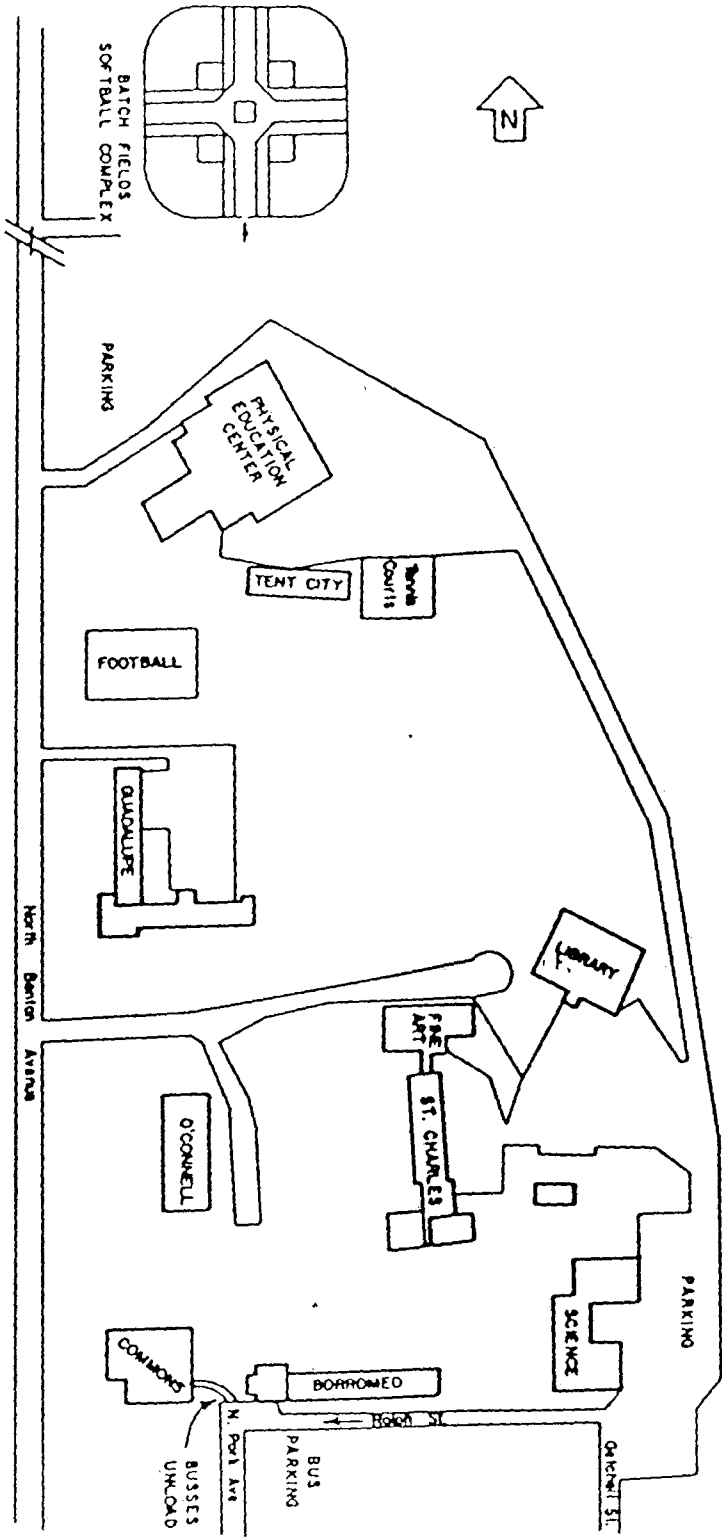


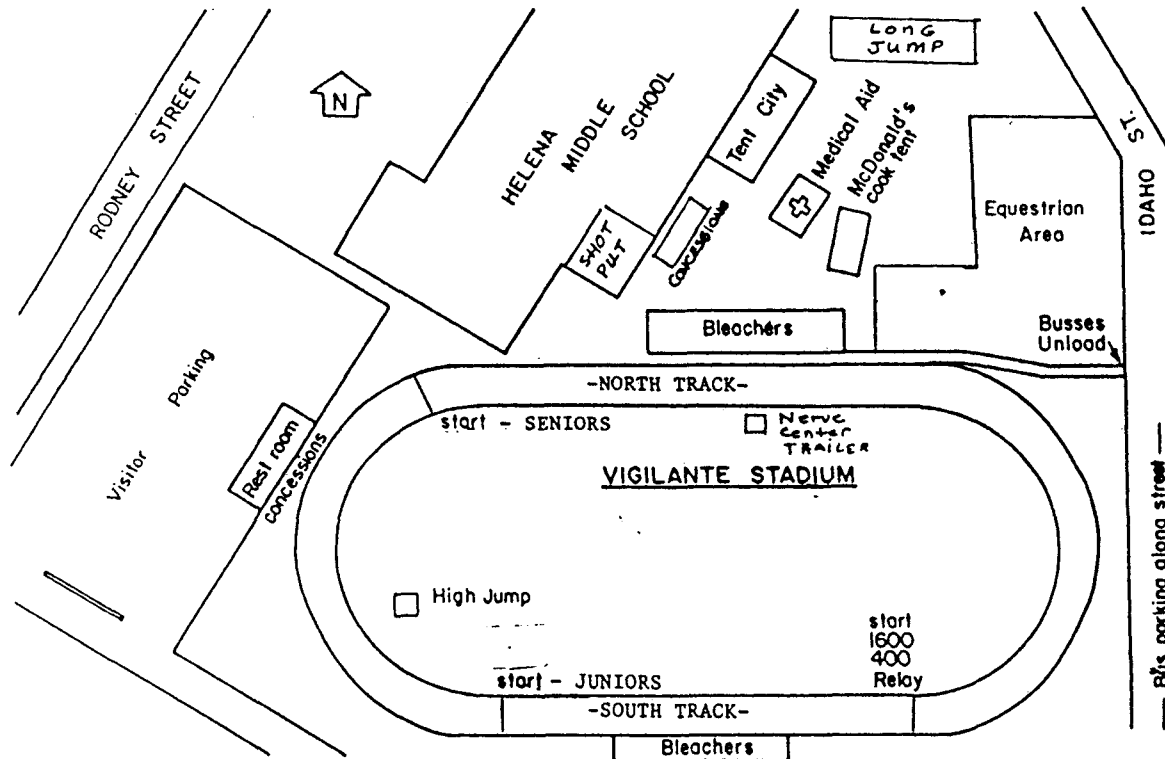
PRACTICE FIELD

- Ball Throw
- Frizbee



# Carroll College



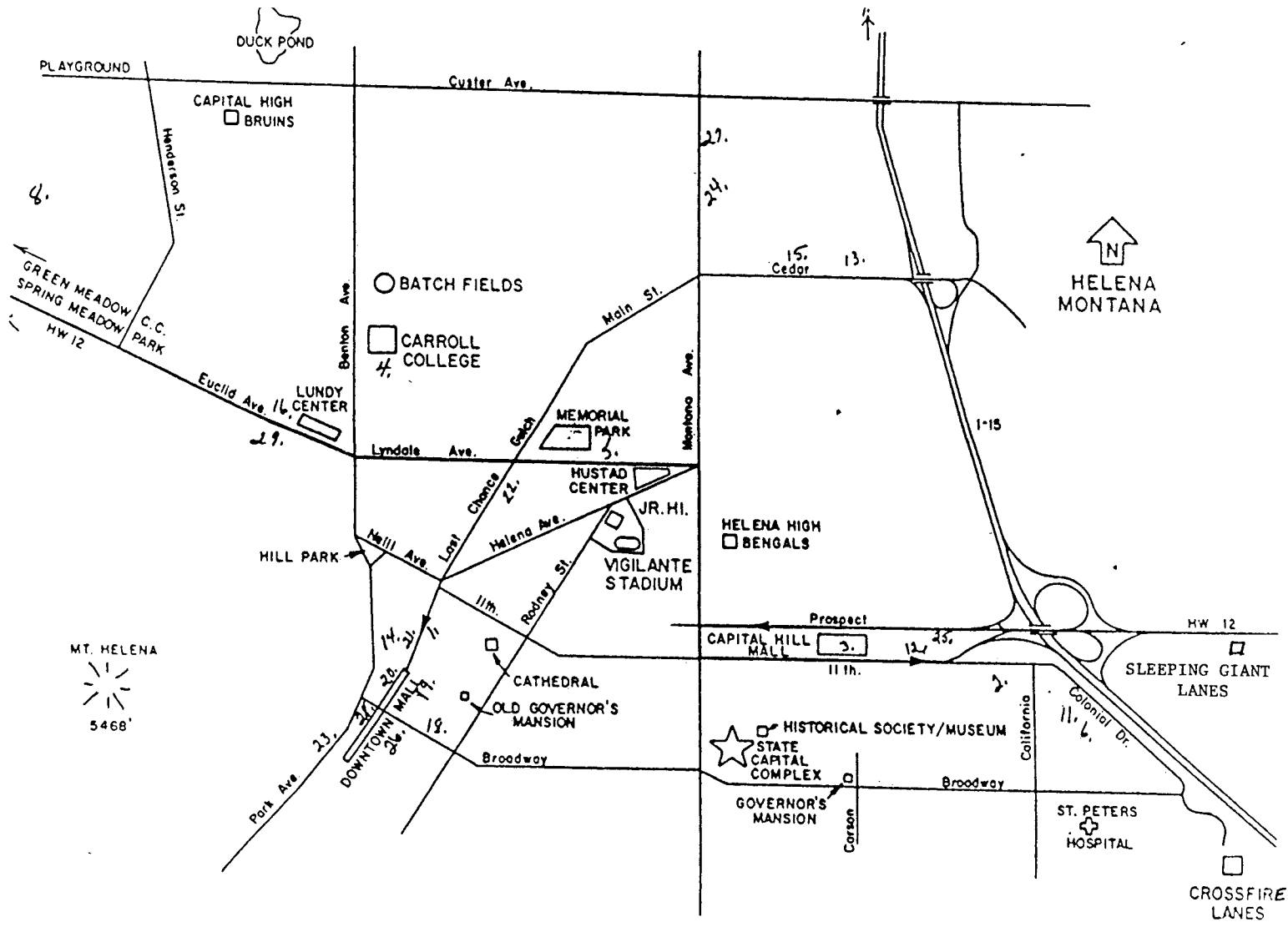


NORTH TRACK

- 200 M. Run
- 100 M. Run--Sen.
- 50 M. Run--Sen.
- 30 M. Slalom
- 50 M. Motorized

SOUTH TRACK

- 1600 M. Run
- 400 M. Run
- 400 M. Relay
- 100 M. Run--Jr.
- 50 M. Run--Jr.
- 25 M. Walk
- 100 M. Walk
- 25 M. Wheelchair
- 25 M. Assisted



## BUS DRIVERS INFORMATION

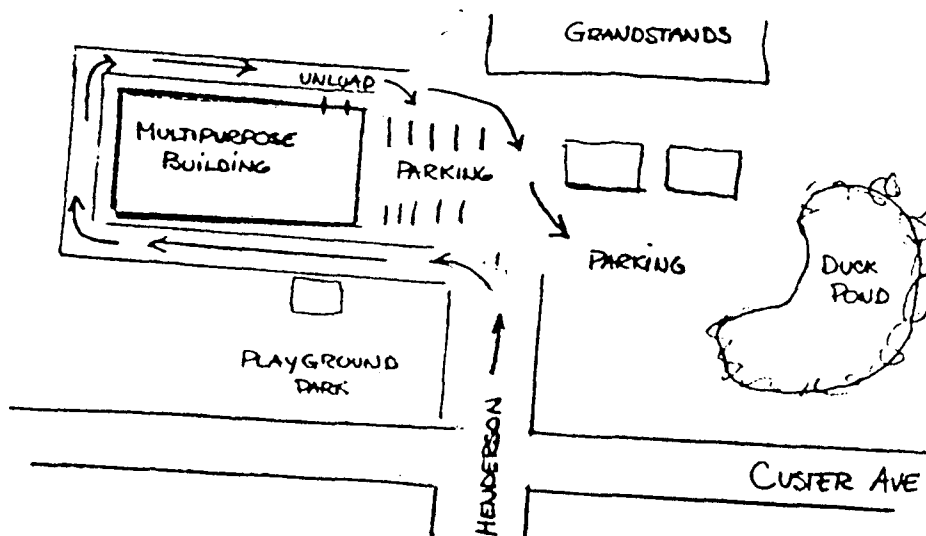
Enclosed in the coaches packet you will find an orange Special Olympics sign to be displayed on the front dashboard to identify your vehicle as a Special Olympics vehicle for parking purposes.

At Carroll College, you may park in the lot North of the P.E. Center. Athletes may walk to the dining room in Carroll Commons, or busses can unload at the SouthEast corner of the Commons for meals. During Opening Ceremonies (Wednesday evening) and the Carnival and Dance (Thursday) the Shriners will be directing traffic and parking in the P.E. lot.

At the bowling alleys, the parking lots are adequate for all sizes of busses. There are no special instructions for the lots.

At Vigilante Stadium, parking lot on West side of the Stadium on Rodney Street is for passenger cars only. Vans and busses are to unload on the East side of the Stadium and park on side streets (see map). Lewis and Clark County Sheriff's Department will be directing traffic.

The facilities at the Fairgrounds will be used only in case of inclement weather. See map below for parking directions.



## RESTAURANTS LOCATED ON CITY MAP

1. Bert and Ernie's Saloon and Eatery
2. Black Angus Steak House
3. Bonanza Restaurant
4. Carroll College Commons
5. Chapter 7
6. Colonial Inn Best Western
7. Exchange Supper Club
8. Green Meadow Country Club
9. Grug Stake Lounge and Restaurant
10. The Hofbrau
11. Huckleberry Finn's
12. Jorgenson's Holiday Restaurant and Lounge
13. Mr. Steak
14. Montana Club
15. The Motherlode Saloon
16. Nardi's West
17. Nite Owl Supper Club and Barbequehouse
18. On Broadway
19. Overland Express Restaurant
20. Park Plaza Hotel
21. Rose's Cantina
22. The Rustic Inn
23. Stovetop Deli
24. Suds Hut
25. Tony's Lounge and Restaurant
26. Windbag Saloon
27. House of Wong
28. Yat Son Chinese Restaurant
29. Ye Olde Pub



1. All participants, except those in wheelchairs, are to use the Northwest door near the street.
2. The meal schedule will be followed to allow the other activities to proceed on schedule.

Wed. 11:15-12:30 a.m.  
Thurs. 6:45- 8:00 a.m.  
11:15-12:30 a.m.  
Fri. 6:45- 8:00 a.m.

3. A volunteer will check each participant's wrist band or meal ticket to obtain an accurate count.
4. Volunteers will be available to help athletes in the cafeteria.
5. There are only two accessible bathrooms on the main floor. Please use the facilities in the P.E. Building before coming for meals.
6. The wheelchair ramp is located on the East side, away from the street and next to the rear parking lot.
7. The dining room seats 500 with almost double that number served at each meal. Please move quickly through the serving line and eating area.
8. A snack bar in the basement of the cafeteria is available for parents without meal tickets.
9. Medical assistance will be available at each meal.
10. In case of an accident, such as spilled food, please return to the checker at the front of the line.
11. Cleanup for spills will be done by volunteers.
12. Tickets for coaches who have paid for meals at Carroll are included in the coaches packet.

#### WEDNESDAY EVENING PICNIC

1. The picnic will be served from a tent near the tennis courts by the P.E. Building at Carroll College. Athletes will eat their picnic on the grassy areas around the tennis courts.
2. In case of inclement weather, the athletes will eat the picnic dinner in the cafeteria.

3. Marshalling for Opening Ceremonies will begin at 6:40 in the same general area.

#### THURSDAY DINE OUT NIGHT

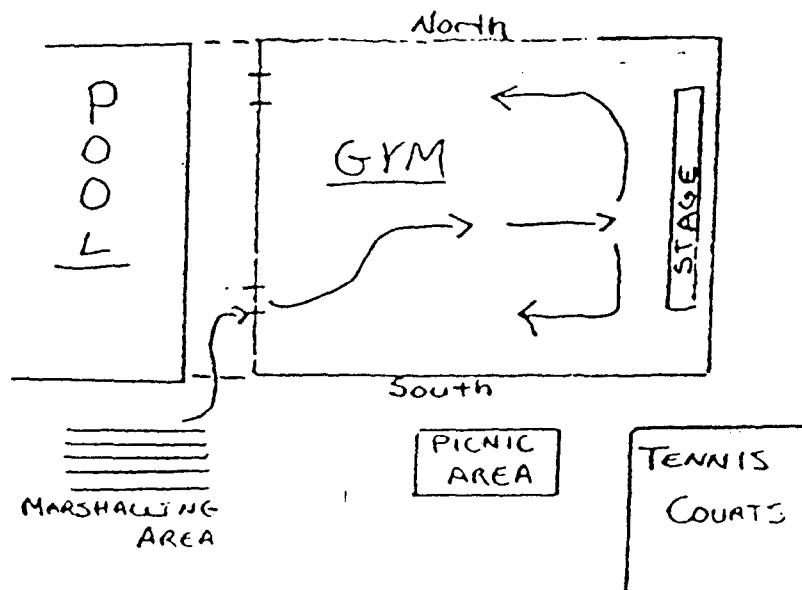
The restaurants have been scheduled for serving at 5:00 p.m. in order to allow teams adequate time to return to Carroll College for the Carnival/Dance. Hosts will assist the athletes with accessibility problems and restrooms. Coaches are responsible for athletes requiring a special menu. Corsages and special menus will be given to the athletes, coaches, chaperones, and bus drivers. Helena will pay for the meal, including the tip, for the exact amount of participants you have submitted. Changes in assigned restaurants will be impossible because there are very few available restaurant seats left in Helena.

#### FRIDAY LUNCH

A ticket for the McDonalds Lunch is included in your Coaches Packet. Please present the ticket to be checked off and then proceed with the ticket to the serving line to pick up your lunches.

## OPENING CEREMONIES

The Opening Ceremonies will be held in the Carroll College P.E. Complex at 7:00 P.M. We will line up for the Parade of Athletes at 6:45. The marshalling area is South of the P.E. Building between the picnic area and the practice field (see map).



There will be monitors to direct the route and to help athletes into the bleachers. We have made banners for each team, but you may also carry banners your teams have made.

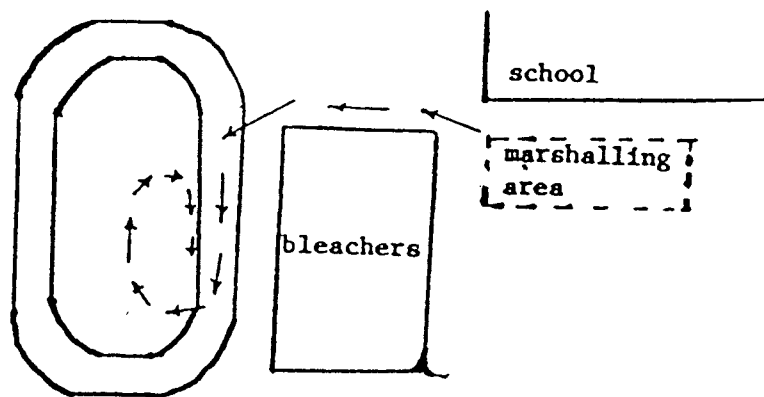
We are following the script prescribed by the National Office this year, so all entertainment will follow the "ceremony" part of the program. Don't leave after the Games have been declared open or you will miss the entertainment.

In case of inclement weather, we will marshall in the cafeteria. The picnic will be moved here if the weather is bad, so teams will be in this area anyway. Teams will be sent over to the gym alphabetically.

## CLOSING CEREMONIES

We will line up for the Parade of Athletes at 1:45 P.M. The marshalling area is on the practice field north of the bleachers. The parade will begin at 2:00.

We will form our Friendship Circle on the infield in front of the North Bleachers (see map).



## OLYMPIC TOWN ACTIVITIES`

WEDNESDAY, MAY 14	CARROLL COLLEGE P.E. CENTER
9:00-4:00	Films Vehicle Display Shooting Gallery Petting Zoo Indian Village Tour Train Rides
1:00-3:00	Craft Tent
11:30-2:30	Special Events 11:30-12:00 Gymnastics 12:00-12:30 Weight Lifting 2:00- 2:30 Break Dancing
THURSDAY, MAY 15	BOWLING ALLEYS
Crossfire Lanes	Sleeping Giant Lanes
8:00- 4:00 Video Arcade Disney Channel Clowns	8:00- 4:00 Video Arcade Clowns Miniature Golf
10:15-10:45 Sing along 2:15- 2:45 Sing along	10:15-10:4 Sing along 2:15- 2:45 Sing alo
FRIDAY, MAY 16	VIGILANTE STADIUM
8;00-12:00	Disco Dancing

NIKE SHOES, BACKPACKS, HATS, PINS, POSTERS AND RECORDS

1. Boxes of shoes have been prepared for each team.
2. Please check shoes for fit on each athlete. Substitutions have been made 1/2 size larger in some cases.
3. Markers have been included in each packet for marking the shoes and bags.
4. If a pair of shoes does not fit, then please bring the unused pair to the Nerve Center at Carroll College P.E. Building to exchange.
5. In a few instances, a particular shoe size was not available. Shoes will be mailed to the athletes as soon as they become available.
6. Tables for distribution of backpacks, posters, records, hats, and pins will be located in the registration area.

## HELENA MOTELS

<u>Motels</u>	<u>Address</u>	<u>Phone No.</u>
Coach House Motor Inn -Downtown	910 N. Last Chance Gulch	442-6080
Coach House Motor Inn -East	2101 11th Ave.	443-2300
Colonial Inn -Best Western	2301 Colonial Dr.	443-2100
Imperial "400" Motor Inns	524 N. Last Chance Gulch	442-0660
Knights Rest	1831 Euclid	442-6384
Kozy Motel	836 N. Jackson	442-4570
Jorgenson's Holiday Motel	1714 11th Ave.	442-1770
Motel 6	800 N. Oregon	443-1311
Park Plaza Hotel	22 N. Last Chance Gulch	443-2200
Shilo Inn	2020 Prospect Ave.	442-0320
Super 8 Motel	2201 11th Ave.	443-2450
Thrifty Scot Motel	2001 Prospect Ave.	442-3280

## LOCATION OF TEAMS IN HELENA

<u>Teams</u>	<u>Motel</u>
Anaconda Schools Nancy Keenan	Motel 6
Augusta Schools Lynn Plummer	home
Belgrade Schools Jerry Vanderpan	Coach House Downtown
Big Fork Elementary Steve Short	private home
Big Sandy Activities Inc. Jean Snider	Kozy Motel
Big Timber Schools Margaret Walsh	Coach House, Downtown
Billings Schools Hodi Ikeda	Coach House East
Montana Development Center Sheila Franey/Bob McNair	Motel 6
Bozeman Schools Erma Casagrande	Super 8
Browning Schools Carlene Salois	Super 8
Browning- Dusty Bull Training Center Vic Hall/Wally Pepion/Mary Belocurt	Shilo Inn
Butte Sheltered Workshop Jodel Petroni	Colonial Inn
Butte Schools Linda Hall	Colonial Inn
Charlo Schools Joan Kelly	Shilo Inn
Chester Schools Carol Kline	Colonial Inn
Chinook Schools Jack Mattingly	



<u>Teams</u>	<u>motel</u>
Choteau Schools Karen Horak	Super 8
Choteau Activities Inc. Barbara Sears	Super 8
Conrad Schools Carey Berzel/Leslie Welty	Coach House East
Belt Elementary Sister Howanach	Coach House
Conrad--P-T Activities Connie Brubaker	Park Plaza
Corvallis Schools Brenda Andra	? ? ?
Cut Bank Schools Robin Pambrun	Coach House
Deer Lodge Schools Patricia Kemp	Home
Denton Schools Lil Lense	Coach House
Dillon Schools Karen Hoiland	Park Plaza
Dillon High School Ross Reed	Coach House
Dillon Special Resources Jean Smith	Super 8
Dixon--Two Eagle River School Kathy Tapia/Roger Spotted Eagle	Park Plaza
Eureka--Tobacco Valley Glenda Leigh	Colonial Inn
Fairfield Schools Cindy Peterson	Shilo Inn
Gardner Schools Joe Buchan	? ? ?
Geraldine Schools Rita Pemberton	Colonial Inn
Geysers Schools Mary Hereford	Coach House

<u>Teams</u>	<u>Motel</u>
Red Lodge Schools Eggy Arthson	? /? ?
Ronan Schools Margaret Clark	Thrifty Scot
Ronan--Special Citizens Center Bill Parker	Coach House Downtown
Roosevelt Co. Cooperative Leatrice Kveseth/ Lynn Farmer	Thrifty Scot
Roundup Schools Ranae Wanchena	Super 8
Shelby P-T Activities Maria Harrison	Park Plaza
Sidney Schools Michawlann Hartman	Thrifty Scot
Sidney--Richland Opportunities Karen Halvorson/Kathy Birke	Jorgensons
Stevensville Schools Chris Fogerty	Colonial Inn
Trout Creek Jean Hannum	Shilo Inn
Warm Springs--Mt. State Hospital Richard Davis	Home
Whitefish Schools Craig Audet	Shilo Inn
Whitehall Schools Rachel Monforton	Home
White Sulpher Springs School Jane Townsend	Shilo Inn
Twin Bridges Patty Miller	Home

**APPENDIX C**  
**MEDICAL FORM**

STATE SPECIAL OLYMPICS -- MEDICAL RELEASE

To assure the fullest possible protection and the greatest degree of enjoyment, each child participating in the Montana Special Olympics must present evidence that his physical condition assures healthy, safe experience. Medical examination may not be dated prior to \_\_\_\_\_. Participants will not be re-examined by a medical doctor at the State Games.

<div style="text-align: right; margin-bottom: 5px;"> <input type="checkbox"/> Male  <input type="checkbox"/> Female         </div> Name _____ Address _____ City _____ State _____ Zip _____ Age _____ Date of Birth _____ _____ Sponsoring Organization _____	<div style="text-align: center; border-bottom: 1px solid black;">EMERGENCY INFORMATION</div> Telephone Number of Parent or Guardian _____ Day/A. C. _____ Night/A. C. _____ Name _____ If person other than above is to be notified fill out below: Phone _____ Name _____ A. C. _____ Address _____ City _____ State _____ Zip _____ Parent/guardian or child/ward's Blue Cross or other health insurance Number _____
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HEALTH HISTORY:

**NOTE TO PARENTS:** This portion of the form should be filled out carefully by parent or guardian before taking child for his medical examination. The following health information is requested to give the examining physician a basis for his examinations:

Significant Illness/Operations:  
 Sclerosis: Yes  No  Type \_\_\_\_\_ Medication \_\_\_\_\_  
 Allergies: Yes  No  Type \_\_\_\_\_ Medication \_\_\_\_\_  
 Any reaction to penicillin or other drugs \_\_\_\_\_ If so, what \_\_\_\_\_  
 Immunizations:  Oral Polio  Measles  Tetanus Toxoid (required within last five years) Date: \_\_\_\_\_

**NOTE TO EXAMINING MEDICAL DOCTOR:** This applicant wishes to participate in the \_\_\_\_\_ Special Olympics Games to be held in \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date). He will be accompanied by a chaperone at all times. This child will participate in sports clinics, games, mixes, dancing, a parade and the competitive events checked below. Your cooperation in making a careful examination will be greatly appreciated. To aid you in this, we have also requested that the parents or guardian acquaint you with his or her emotional as well as health history.

PHYSICAL EXAMINATION:

Height \_\_\_\_\_ Weight \_\_\_\_\_ Pulse \_\_\_\_\_ Blood Pressure \_\_\_\_\_  
 Vision \_\_\_\_\_ OD: \_\_\_\_\_ OS: \_\_\_\_\_ Glasses: Yes  No  Hemi: Yes  No   
 Normal \_\_\_\_\_ Abnormalities (specify type and make recommendation) \_\_\_\_\_ Other: \_\_\_\_\_  
 Eyes   
 Ears   
 Nose   
 Throat   
 Heart   
 Lungs  Impression: \_\_\_\_\_  
 Abdomen   
 Orthopedic   
 Urinalysis

MEDICATION REQUIRED BY PARTICIPANT:

Will participant require medication during attendance at meet? Yes  No

Type \_\_\_\_\_ Dose: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ has been examined and found physically able to take part in State Special Olympic activities. Participating in the competitive events checked below:

- |                                      |   |   |                                     |
|--------------------------------------|---|---|-------------------------------------|
| <input type="checkbox"/> 50 yd dash  | <input type="checkbox"/> 25 yd swim       | <input type="checkbox"/> Softball           | <input type="checkbox"/> Mile Run   |
| <input type="checkbox"/> 220 yd dash | <input type="checkbox"/> 50 yd swim       | <input type="checkbox"/> High Jump          | <input type="checkbox"/> Gymnastics |
| <input type="checkbox"/> 440 yd run  | <input type="checkbox"/> 25 yd backstroke | <input type="checkbox"/> Standing Long Jump | <input type="checkbox"/> Volleyball |
|                                      | <input type="checkbox"/> 100 yd relay     | <input type="checkbox"/> Pentathlon         | <input type="checkbox"/> Bowling    |

I further certify that \_\_\_\_\_, should he/she be selected, is physically able, within the restrictions listed above, to participate in the \_\_\_\_\_ International Special Olympics.

Date \_\_\_\_\_ Physician's Signature \_\_\_\_\_

STATE SPECIAL OLYMPICS--PARENTS RELEASE

In consideration of my child's/ward's participation in the Montana Special Olympics, and for other good and valuable considerations, I, on my own behalf and as agent for others standing in loco parentis, and on behalf of my child/ward, make the following representations, covenants and releases.

PARTICIPATION

I hereby give my permission for \_\_\_\_\_ to participate in the State Special Olympics activities and events, including the competitive events specified on the reverse side.

MEDICAL

I know of no physical or emotional reason why this child should not participate in these events and activities. In that regard, full disclosure of the child's medical history has been made to the physician whose signature appears on the reverse side of this form.

CONSENT TO TREATMENT

In the event that my child/ward should for any reason require any minor medical or surgical treatment and/or medication during the course of his attendance at or participation in the State Special Olympics, I authorize such physician or medical staff as the State Special Olympics may appoint or designate to carry out the necessary treatment, or to take my child/ward to the emergency room of the nearest hospital, and I further authorize the hospital and its medical staff to provide treatment deemed necessary by them for the well being of my child/ward.

It is understood, however, that if hospitalization or treatment of a more serious nature is required I will be contacted, if at all possible, by telephone for permission.

MEDIA

I hereby irrevocably grant the State Special Olympics permission to record my child's/ward's likeness and/or voice for use by television, films, radio or printed media to further the aims of the Special Olympics in related campaigns, magazine articles, booklets, posters, and in other ways they may see fit. I hereby release them from any and all claims in its usage.

The physicians, organizers, officers, directors, agents or employees of the State Special Olympics are hereby released, acquitted and discharged from any claim for damage or suit by reason of any injury, illness, or damage to person or property during the course of the State Special Olympics, including transportation to or from the meet and/or to any event, and in that regard, I hereby covenant that on my own behalf and for the child not to file a claim or bring a suit with respect to any such injury or damage.

I, the undersigned, in a person (or guardian) of the above specified minor, I have read and fully understand the provisions of the above releases and have explained them to said minor. I hereby agree that I and said minor will be bound thereby and I shall defend you and hold you harmless from any disaffirmation thereof by said minor.

Signed \_\_\_\_\_ Address \_\_\_\_\_

Dated \_\_\_\_\_

I further agree that if my child is selected to participate in the International Special Olympic, the same conditions specified above will be in effect.

Date \_\_\_\_\_ Parents Signature \_\_\_\_\_

**APPENDIX D**  
**SCHEDULE**

SAMPLE SCHEDULEGeneral ScheduleWednesday

9:00 a.m. - 4:00 p.m.	Registration	P.E. Complex
10:00 a.m. - 1:00 p.m.	Softball Tournament	Softball Fields
11:15 a.m. - 12:30 p.m.	Lunch	Cafeteria
12:15 p.m. - 4:30 p.m.	Ball Throw	Football Field
12:30 p.m. - 2:30 p.m.	Gymnastics Meet	P.E. Complex
2:00 p.m. - 4:30 p.m.	Swim Meet	Swimming Pool
5:00 p.m. - 6:30 p.m.	Supper	Cafeteria
7:00 p.m.	Opening Ceremonies	P.E. Complex
8:30 p.m.	Parents' Reception	
9:00 p.m.	Coaches' Meeting	

Thursday

6:45 a.m. - 8:00 a.m.	Breakfast	Cafeteria
8:00 a.m. - 10:00 a.m.	Senior Frisbee	Football Field
8:00 a.m. - 10:30 a.m.	Junior Bowling	Bowling Alley
10:30 a.m. - 11:30 a.m.	Ramp Bowling	Bowling Alley
11:45 a.m. - 12:45 p.m.	Team Bowling	Bowling Alley
8:00 a.m. - 12:00 noon	Volleyball	P.E. Complex
11:15 a.m. - 12:30 p.m.	Lunch	Cafeteria
1:00 p.m. - 5:00 p.m.	Senior Bowling	Bowling Alley
1:00 p.m. - 2:30 p.m.	Junior Frisbee	Football Field
5:30 p.m. - 6:30 p.m.	Picnic	Football Field
6:45 p.m. - 9:00 p.m.	Carnival/Dance	P.E. Complex

General ScheduleFriday

6:45 a.m. - 8:00 a.m.	Breakfast	Cafeteria
8:00 a.m. - 2:00 p.m.	Track Meet	City Track
9:00 a.m. - 12:00 noon	Equestrian Meet	City Track
12:00 noon	McDonald's Lunch	City Track
2:00 p.m.	Closing Ceremonies	City Track
6:00 p.m.	Celebrity Banquet	

Saturday

10:00 a.m.	Jan Stenerud Celebrity Golf Tournament
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SAMPLE SCHEDULECompetition ScheduleWednesday

## Softball Tournament

<u>Time</u>	<u>Place</u>
10:00 - 12:30	Softball Fields

## Swimming

(11:30 - 3:15)

<u>Time</u>	<u>Event</u>	<u>Age Group</u>	<u>Place</u>
11:30	25-m Freestyle	8-11	Swimming Pool
11:40		12-15	
12:15		16-22	
12:40		23-29	
12:50		30+	



Competition Schedule

Time	Event	Age Group	Place
1:00	25-m Backstroke	8-11	
1:10		12-15	
1:20		16-22	
1:25		30+	
1:30	25-m Breaststroke	Open	
1:40	50-m Freestyle	Juniors	
1:50		Seniors	
2:00	50-m Backstroke	Open	
2:10	100-m Relay	Open	
2:30	15-m Flotation	Open	
2:45	Width Walk	Open	
3:00	10-m Assisted Swim	Open	

## Ball Throw for Distance

(12:00 - 3:00)

Time	Age Group	Place
12:00	8-11	Football Field
12:45	12-15	(Inclement weather- move to multi- purpose building)
1:30	16-22	
2:15	23-29	
3:00	30+	

Competition Schedule

## Ball Throw for Accuracy

(12:00 - 3:15)

Time	Age Group	Place
12:00	16-22	Same as Ball Throw for Distance
12:45	23-29	
1:30	30+	
2:15	8-11	
3:00	12-15	

## Gymnastics

(2:00 - 4:00)

Time	Event	Place
2:00	Parade of Athletes	P.E. Complex
2:15	Boys Tumbling	
	Girls Floor Exercise	
	Bar Hang	
3:15	Girls Balance Beam	
	Boys Floor Exercise	
	Wide Beam Walk	
3:40	Girls Tumbling	
	Vaulting (Boys First)	

Competition ScheduleThursday

## Bowling

<u>Time</u>	<u>Age Groups and Events</u>	<u>Place</u>
8:00 - 9:00	Teams	Bowling Alleys
9:15 - 10:15	30+ Singles and Target Roll	
10:30 - 11:30	23-29 Singles and Target Roll	
11:45 - 12:45	16-22 Singles and Target Roll	
1:00 - 2:00	12-15 Singles and Target Roll	
2:15 - 3:15	8-11 Singles and Target Roll	

## Volleyball Tournament

<u>Time</u>	<u>Place</u>
8:00 - 11:00	P.E. Complex

## Frisbee Throw for Distance

(11:15 - 2:15)

<u>Time</u>	<u>Age Groups</u>	<u>Place</u>
11:15	8-11	Football Field
11:45	12-15	(inclement weather--move to multi-purpose building)
12:15	30+	
12:45	23-29	
1:15	16-22	

Competition Schedule

## Running Events

(2:30 - 4:00)

<u>Time</u>	<u>Events</u>	<u>Place</u>
2:30	Junior Relay	City Track
3:00	Senior Relay	(inclement weather-- move to multi-purpose building)
3:30	1600-m Run	

Friday

## Track and Field Events

<u>Time</u>	<u>Event</u>	<u>Age Group</u>	<u>Place</u>
8:00	400-m Run		City Track
8:45	200-m Run		(inclement weather--move to multi-purpose building)
9:30	100-m Run		
10:00	100-m Fast Walk		
11:30	50-m Dash		
1:00	50-m Slalom for Wheelchairs		
1:15	25-m Wheelchair		
1:15	25-m Fast Walk		
8:30	Long Jump	8-11	
9:00		12-15	
9:30		16-22	
10:00		23-29	
12:30		30+	
11:00	Shot Put	Juniors	
11:30		Seniors	
12:15	High Jump	Juniors	
1:00		Seniors	

**APPENDIX E**  
**NUMBERS OF PARTICIPANTS BY EVENTS**

## RECAP OF PARTICIPATION

## NUMBERS OF PARTICIPANTS BY EVENT (1985)

Event Name	Sex	8-11	12-15	16-22	23-29	30+	Total
Team Bowling	C						36
Bowling	F	25	54	82	48	86	295
	M	40	86	92	45	103	366
Ramp Bowling	F	1	8	5	5	19	38
	M	1	3	9	6	18	37
Floor Exercise	F	5	7	5	3	4	24
	M	2	2	1			5
Tumbling	F	1	1				2
	M	10	7	2			19
Balance Beam	F	5	2	1			8
25-m Freestyle	F	5	15	17	11	5	53
	M	7	26	9		4	46
50-m Freestyle	F		1	1		1	3
	M		8	3		1	12
25-m Backstroke	F		3	4	1		8
	M	3	7	1	1	2	14
25-m Breaststroke	F				2		2
	M			1			1
100-m Junior Relay	C						8
100-m Senior Relay	C						4
50-m Dash	F	47	50	65	26	54	242
	M	63	71	49	31	65	279
100-m Dash	F	18	35	34	14	14	115
	M	45	57	62	17	20	201
200-m Run	F	4	15	12			31
	M	13	25	30	5	2	75
400-m Run	F		11	6			17
	M	7	8	17	4		36
1600-m Run	F			3	1		4
	M			15	1		16
400-m Junior Relay	F	11	7				18
	M	5	9				14
400-m Senior Relay	F			13	7	6	26
	M		4	27	14	9	54

## NUMBERS OF PARTICIPANTS BY EVENT (1985)

Event Name	Sex	8-11	12-15	16-22	23-29	30+	Total
Standing Longjump	F	31	29	25	11	18	114
	M	45	38	23	14	30	150
Softball Throw	F	15	34	66	39	87	241
	M	29	67	74	38	112	320
High Jump	F	1	1				2
	M		8	9	2	1	20
Volleyball Team	C						56
25-m Wheelchair	F			1	2	1	4
	M		4			2	6
Slalom Wheelchair	F	1		2	1	5	9
	M	1	1		3	5	10
Frisbee Accuracy	F	3	13	18	15	28	77
	M	4	8	19	9	38	78
Frisbee Distance	F	38	44	70	29	72	253
	M	62	69	57	28	95	311
Fast Walk	F				4	17	21
	M	1		1	3	18	23

## NUMBERS OF PARTICIPANTS BY EVENT (1986)

Event Name	Sex	8-11	12-15	16-22	23-29	30+	Total
Team Bowling	C						28
Bowling	C	80	143	161	99	176	659
Ramp Bowling	C	5	10	16	11	36	78
Target Roll	C	2	4	3			9
Vaulting	M			3			3
Floor Exercise	F	4	4	2	1	1	12
	M	2	3				5
Tumbling	F	2	2		1		5
	M	4	4				8
Balance Beam	F	2	2	5			9
Wide Beam Walk	F	1	1				2
	M	1					1
Bar Hang	F			1			1
	M	1	1	1			3
50-m Backstroke	F		1				1
15-m Aquatics Walk	F	1	3				4
	M	1	2				3
25-m Freestyle	F	3	20	4	2	9	38
	M	6	28	9	2	5	50
50-m Freestyle	F	3	1				4
	M	8	2	2	2		14
25-m Backstroke	F	1	3	5		1	10
	M		5		1		6
25-m Breaststroke	F			3			3
Jr. Swim Relay	C						4
Sr. Swim Relay	C						16
50-m Dash	F	53	56	59	23	44	235
	M	73	71	55	33	57	289
100-m Dash	F	25	39	42	15	21	142
	M	42	61	51	24	21	199
200-m Run	F	5	13	12	1	3	34
	M	18	29	30	8	6	91



## NUMBERS OF PARTICIPANTS BY EVENT (1986)

Event Name	Sex	8-11	12-15	16-22	23-29	30+	Total
400-m Run	F			4			4
	M	2	8	10	1	1	22
1600-m Run	F					4	4
	M					13	13
Jr. 400-m Relay	C						32
Sr. 400-m Relay	C						88
Standing Long Jump	F	33	29	45	16	24	147
	M	56	63	43	17	39	218
Ball Throw	F	43	41	73	38	89	284
	M	57	55	66	36	112	326
High Jump	F		1			1	2
	M	1	2	7		2	12
Shot Put	F		3	4	1	1	9
	M	4	5	10	5	4	28
Ball Accuracy	F	1	1	6	9	10	27
	M		1	7	2	10	20
25-m Fast Walk	F	2	1	4	4	16	27
	M	5	4	3	6	21	39
100-m Fast Walk	F			2	5	5	12
	M	1	1	1	2	15	20
Volleyball	C						28
25-m Wheelchair	F			3		1	4
	M	1	6			7	14
Slalom Wheelchair	F	1		1	1		3
	M	1	2	1			5
Frisbee Distance	F	32	24	44	19	71	190
	M	53	36	32	8	66	195

**APPENDIX F**  
**FACILITIES WORKSHEET**

SPECIAL OLYMPICS FACILITY WORKSHEET

<u>Work to be Done</u>	<u>Contact</u>	<u>Equipment</u>
<u>Monday</u>		
1. Mark gym floor for volleyball	Charlie	Floor tape
2. Move in gymnastics equipment	Fran	
3. Install phones	Penny	
4. Mow grass	Jim	
5. Move in office equipment	Ann	6 tables 10 chairs Filing cabinet Typewriter
<u>Tuesday</u>		
1. Test P.A. in gym	Vicki	
2. Room setups		
Room 176 - remove chairs (Nerve Center)	Ann	6 tables 10 chairs
Room 177 - remove chairs (Parents Hospitality)		2 tables 10 chairs
Lobby - set tables for Registration		5 tables 10 chairs
Room 182 - movie room	Delores	1 table
Room 158 - cover floor (Coaches Hospitality)	Gail	Floor tarp 1 table
Room 103 - computer room	Gail	4 tables 8 chairs
3. Set up Tent City Area National Guard will set up tents	Katie	Craft tent 6 tables 25 chairs Indian tent
All but Zoo Tent need electricity		2 tables 5 chairs Demo tent Stage Zoo tent Fencing

## SPECIAL OLYMPICS FACILITY WORKSHEET

Work to be Done	Contact	Equipment
<u>Wednesday</u>		
1. Block off back parking lot	Jim	
2. Gymnastics Meet 12:30-2:00 a. Move in equipment on Monday b. Set up microphone by score table c. Awards stand and equipment will be removed by Guard at 2:00 so gym can be set up for Opening Ceremonies	Sam	Tape player Phonograph Spring boards Vaulting horse Low beam High beam F.X. mat 8 12'x1" mats Awards stand Flashcards Stopwatches Clipboards Wide beam 1 table 12 chairs Microphone Pencils Walkie-talkie 5 4" mats
3. Softball Tournament 9:00-12:00 a. Fran take awards stand to field	Jim	2 wiffle bats 2 batting T's 8 rubber bases 2 wiffle balls 6 bats 12 softballs Clipboards Pencils Awards 2 bull horns Walkie-talkie
4. Swim Meet 11:30-3:15 a. John will remove springboard and replace it after meet	John	2 bullhorns 2 tables 20 chairs Walkie-talkie Lane ropes Starting horn Stopwatches Clipboards Pencils False start rope

## SPECIAL OLYMPICS FACILITY WORKSHEET

Work to be Done	Contact	Equipment
<u>(Wednesday - continued)</u>		
5. Ball Throw 12:00-3:30 a. Mark field in a.m. b. Pound in station markers c. Set up crowd control barriers d. Set up mats for marshalling	Gary	24 sort balls 6 300' tapes 6 tape stakes 12 mats 3 award stands 6 bull horns 2 tables 8 chairs Clipboards Pencils 4 targets Awards
6. Picnic 5:00 - 6:30 a. Guard will set up in a.m. b. If bad weather, move into cafeteria. Decision to move will be made by Ann by noon.	Ira	8 tables 30 trash cans
7. Opening Ceremonies a. Fire marshall will inspect at 1:30 b. Signs may be hung after 2:00 c. Open up bleachers d. Afterwards -- Push in bleachers Remove tarp from floor	Vicki	Barrier rope 15 chairs on stage P.A. system Walkie-talkies Podium Extension cord Piano
<u>Thursday</u>		
1. Volleyball 8:00 - 12:00 a. Push back bleachers b. Remove tarp c. Plug in microphone d. Check floor markings e. Set up 2 courts f. Remove floor markings and replace tarp after games	Charlie	1 table 4 chairs

## SPECIAL OLYMPICS FACILITY WORKSHEET

Work to be Done	Contact	Equipment
<u>(Thursday - continued)</u>		
2. Frisbee 11:15 - 2:15 a. Use same markings as Ball Throw	Mitch	Metal markers Award stands 36 frisbees 12 mats Clipboards Pencils 8 bull horns Walkie-talkies 3 tables 12 chairs 6 metric tapes
3. Carnival/dance 7:00 - 9:00 a. Push in upper bleachers b. Store prizes in Nerve Center	Deb	Barrier ropes 8 chairs
4. Stadium a. Move in portapotties b. Mark track for races c. Guard will set up tents d. Move trailer in a.m. e. Set up for equestrian	Fran	FOR RACES Award stand 1 table 4 chairs Walkie-talkie FOR EQUESTRIAN Award stand Bull horn Walkie-talkie Awards Clipboards Stopwatches 2 tables 4 chairs
<u>Friday</u>		
1. Set up Long Jump	Steve	6 mats 6 tapes Bull horns Award stands 6 benches 2 tables 8 chairs
2. Set up High Jump	Jim	Standards Cross bars Landing pit

## SPECIAL OLYMPICS FACILITY WORKSHEET

<u>Work to be Done</u>	<u>Contact</u>	<u>Equipment</u>
<u>(Friday - continued)</u>		
3. Set up Races		Guns and ammo. Stopwatches Finish string Award stands 2 tables 8 chairs Bull horns
4. Set up Shot Put		5 benches 4 shot puts 2 tapes

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