

**WELCOME TO
SPECIAL OLYMPICS!**



“A local Special Olympics Program is like a family. Local Programs provide opportunities for us [the athletes] to communicate, meet, make friends and practice together. Local Special Olympics Programs help create potential for improvement of sports results and achievements.

Each athlete has his/her own potential and destiny. Increasing numbers of local Programs will help girls and guys feel better and more comfortable. They will have a place to go and something to do. They will know that people think and help them.

Special Olympics is like a pyramid, with local Programs working as its foundation.”

Leonid Stroilin
Special Olympics Global Messenger

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Thank you for your interest in starting a Special Olympics local Program. The attached packet of information will help you and potential Special Olympics athletes become fully involved in this movement. Launched in 1968, Special Olympics currently involves more than 1.2 million athletes in 150 countries worldwide. This free, year-round sports training and athletic competition program offers eligible athletes a choice of 26 Olympic-type sports.

Special Olympics is for any person aged 8 years and older with intellectual disabilities is eligible. Athletes' present skill level in sports is secondary because Special Olympics is available for all ability levels. Athletes may choose from the 26 Olympic-type sports for all ability levels, Motor Activities Training Program (MATP) for the most significantly challenged participants with cognitive and physical disabilities, and Unified Sports[®] for Special Olympics athletes and teammates without mental retardation/intellectual disabilities.

In this packet you will find the following materials to get started:

- Steps to organize a local Special Olympics Program
- Registered Local Program Form
- Local Program Roster Form

Simply complete the forms and send them to your Special Olympics Program office. Someone will then follow up with you about sports training and competition opportunities where you live. For additional information and to locate the Special Olympics Program nearest you, visit www.specialolympics.org.

Special Olympics
1325 G Street, NW, Suite 500
Washington, DC 20005 USA
Phone: +1 (202) 628-3630
Fax: +1 (202) 824-0200
www.specialolympics.org
localprogram@specialolympics.org

ORGANIZING A LOCAL SPECIAL OLYMPICS PROGRAM

Before taking the first step to establish a local Special Olympics Program, assess your currently available resources. It is essential that you keep on-going contact with your Program/sub-Program.

Step 1:

Identify leadership:

Identify contact persons at the local level to whom you will go for additional assistance (perhaps the person who sent you this packet of information, or – if you have access to the Internet – visit www.specialolympics.org and click on the “Program Locator”).

Step 2:

Plan your local Program operations:

- Choose one sport per season for one calendar year. Ask for a competition calendar so you can plan your schedule.
- Determine where and when you will conduct sports training.
- Consider transportation options to and from training and competition once you know who the athletes will be.
- Consider your plans for fundraising, if needed, and public awareness.

Step 3:

Recruit and register coaches:

- Identify your needs based on athlete interests (for example, 10 athletics coaches to work 6 hours per week over a 15-week season).
- Determine available recruitment channels (schools, sports organizations, etc.).

Step 4:

Promote public awareness (your Program office can help with this).

Step 5:

Raise funds, if necessary, for facility rental, uniforms, equipment, transportation, awards for athletes and recognition for volunteers, etc. (your Program office can help with this).

Step 6:

Conduct initial athlete recruitment and registration:

- Recruitment is done by all local Program representatives, not just coaches.
- Initial athlete and coach recruitment efforts are closely interrelated to match athletes’ interests and needs with coaches’ availability and skills.

ORGANIZING A LOCAL SPECIAL OLYMPICS PROGRAM

- Offer athletes the choice of sports available for training and competition; conduct a team meeting with coaches and athletes.

Step 7:

Train and register coaches:

- Take advantage of the Special Olympics coaches education process established by your Special Olympics Program for your sport of interest.
- Coaches training should cover: Special Olympics Mission and Philosophy, Coaching Special Olympics Athletes, Rules, Divisioning, Expectations, and How to Spot and Foster Athlete Leaders (your Program office can help with this).

Step 8:

Establish relationships:

Some of the key partners of a local Program can include:

- Schools (for athlete recruitment, volunteers, transportation, facilities, coaches, families)
 - Special Olympics Sports
 - Unified Sports
- Families (for volunteers, transportation, athlete recruitment, coaches)
 - Family Participation
 - Family Committees
 - Unified Sports
- Community (facilities, fundraising, public awareness, volunteers, coaches)
 - Other community organizations, religious institutions
 - General public
- Residential Settings (such as institutions, group homes, orphanages for athlete recruitment, transportation, coaches, volunteers)
 - Peer involvement
 - Motor Activities Training Program

Step 9:

Conduct athlete training (Special Olympics Sports Rules and Skills Guides are available from your Program office).

**ORGANIZING A LOCAL
SPECIAL OLYMPICS
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Step 10:

Train Games organizers (your Program office can help with this).

Who can help?

- Teachers
- Coaches
- Government officials
- Sports technical experts
- Sports officials
- Corporate and civic groups

What will they do?

- Conduct competition
- Present awards
- Conduct ceremonies
- Provide food
- Register athletes and volunteers
- Medical support

Step 11:

Organize competition events:

- Request assistance and a Games Management Guide as well as Local Program Development Guide from your Program office.
- Invite other registered Special Olympics athletes and teams to participate.

Step 12:

Expand your local Program:

- Recruit and train new coaches.
- Conduct training for increased numbers of athletes.
- Expand partnerships, funding and media relations.
- Empower athletes to participate in new, meaningful roles.

Step 13:

Evaluate Program:

- Collect and organize data.
- Fulfill sub-Program and Program reporting requirements.
- Seek athlete input on how athletes enjoy participation in the Program and ways to improve athlete experience



**REGISTERED LOCAL
PROGRAM FORM**

Special Olympics Registered Local Program Form

Complete two copies of the form (photocopy the original). Retain one copy for your records. Send the second copy to the higher-level sub-Program. If your local Program offers more than one sport, copy this form and complete the Athlete Information, Training Site & Schedule Information and Assistant Coaches/Volunteers list for each sport offered.

Note: Athletes must have a current/valid medical and release forms to compete. If an athlete's form is not on file with the appropriate sub-Program it should be sent along with the current form.

Local Program Name: _____

Local Program Coordinator Information

Coordinator Name	<input type="text"/>	Phone (daytime)	<input type="text"/>
		Phone (evening)	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

Coach Information

Coach Name	<input type="text"/>	Phone (daytime)	<input type="text"/>
		Phone (evening)	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

Local Competitions Coordinator Information

Coordinator Name	<input type="text"/>	Phone (daytime)	<input type="text"/>
		Phone (evening)	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

Athlete Information

Total number of athletes registered with your local Program	<input type="text"/>
Total number of Unified Sports® partners registered with your local Program	<input type="text"/>
Total number of MATP participants registered with your local Program	<input type="text"/>

Training Site & Schedule Information

Training Site Name & Address	<input type="text"/>	Sport	<input type="text"/>
	<input type="text"/>		<input type="text"/>

Practice Schedule

Date	Time	Date	Time	Date	Time	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assistant Coach/Volunteer Information (list all assistant coaches/key volunteers)

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>



**LOCAL PROGRAM
ROSTER FORM**

Special Olympics Local Program Roster Form

Complete two copies of this form. Keep one copy for your records and send the second copy to the respective sub-Program with the Registered Local Program Form. If you have more than 15 athletes, make extra copies of the form as needed.

Date: _____

Sport: _____

Local Program Name

Your Name: _____ Telephone (daytime): _____

Your Address: _____ Telephone (evening): _____

City: _____ State/Province: _____ Zip/Postal code: _____ Country: _____

E-mail: _____ Fax: _____

Check one: School Community program Family Sport Club Other

	Athlete Name	Age	Gender (M/F)	Unified Sports® Partner (✓)	MATP (✓)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

