

AGENCY MANAGEMENT TEAM

Agency Management Team Overview	1
Agency Management Team Description	2
Agency Manager Position Description.....	4
Agency Athletic Director Position Description	5
Agency Head Coach Position Description	6
Agency Treasurer Position Description	7
Agency Medical Records Manager Position Description	8
Agency Fundraising Manager Position Description.....	9
Agency Communications Manager Position Description.....	10
Agency Volunteer Manager Position Description	11
Agency Family Services Manager Position Description	12
Agency Athlete Input Council Chair Position Description	13
Agency Outreach Manager Position Description	14
Agency Information Technology Manager Description	15
Agency Athlete Wellness Manager Description	16
Agency Accreditation Introduction.....	17

Left Blank Intentionally

AGENCY MANAGEMENT TEAM OVERVIEW

It is the vision of Special Olympics Wisconsin (SOWI) and the Agency Management Committee that Agency managers will recruit and train additional volunteers to share the responsibilities, and also the benefits of being involved with Special Olympics.

An Agency Management Team (AMT) is one design for dividing Agency tasks that SOWI staff has seen that works well and efficiently. An AMT is a working team, not an advisory committee or governing board, which is directed by the Agency manager. It may or may not include all the members listed, and may include other positions you have found necessary in managing the tasks of your Agency.

Regardless of how you divide the tasks or what you call the volunteers who support the Agency, the key issue is that volunteers have a clear understanding of what their role is and there is an open and consistent line of communication between the manager and volunteers. Agency managers who currently work with a support team of volunteers typically have some type of written volunteer job descriptions and conduct regularly scheduled meetings where volunteers share their progress and needs. Some Agencies also publish an Agency newsletter (formal or informal) or create a Facebook group (see the *Communication* section for guidelines) to keep everyone informed.

To assist you with the process of establishing a team of volunteers to support your Agency, we have created and included the following documents:

- Agency Management Team Position Descriptions (included in this section)
- Agency Management Team Overview (included in this section)

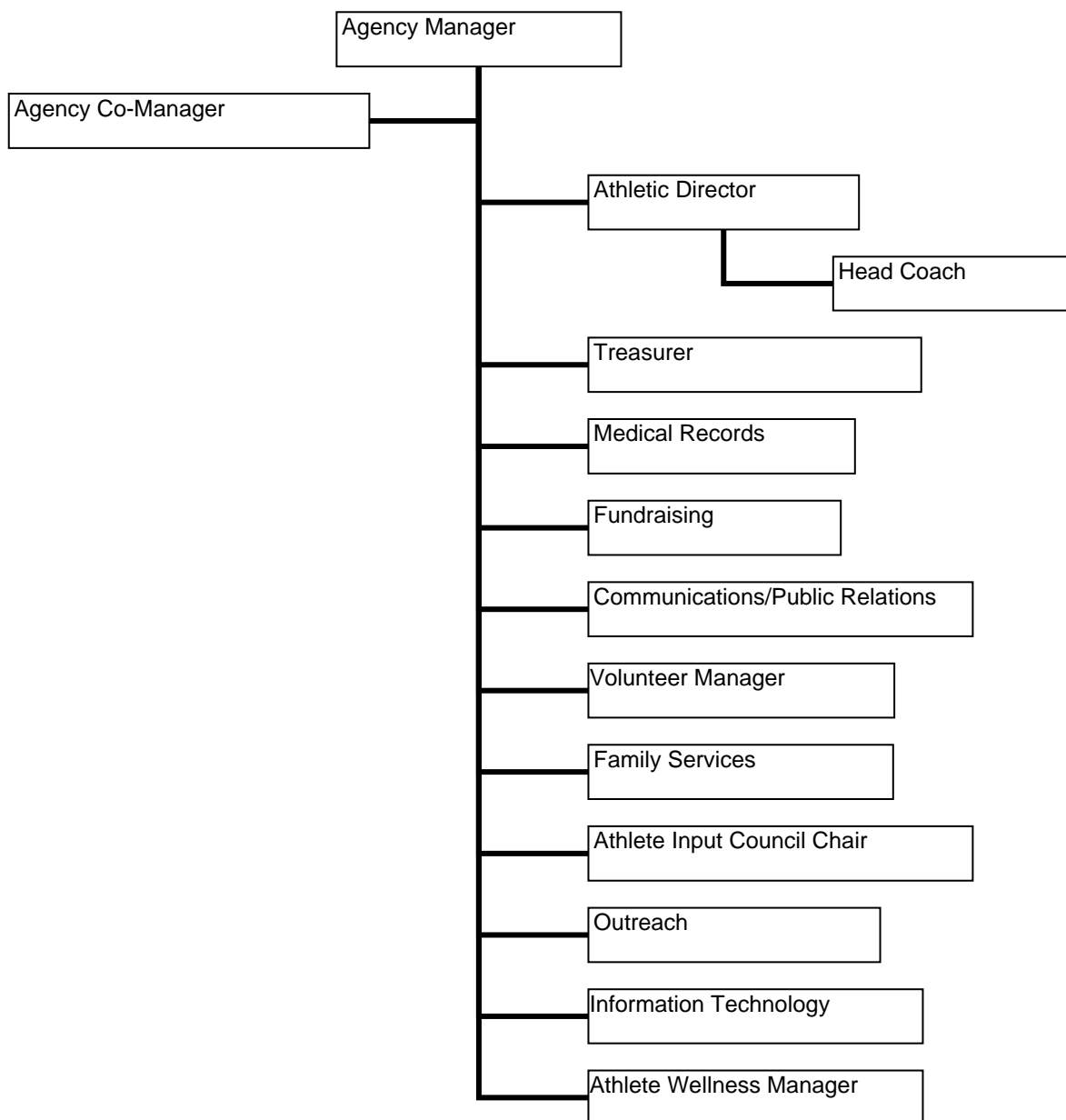
Finally, the Agency log in page on the SOWI website has been enhanced and expanded to include online monitoring of athlete medical and volunteer rosters as well as Agency best practices. Like all things in SOWI, we count on our Agency managers to make things better; this includes our Agency Management page on the website which needs your interaction to make it great.

SOWI staff is here to support Agency managers so you can, in turn, support the Agency. Please utilize SOWI staff to assist your Agency in developing and maintaining an AMT, strategies to recruit volunteers, publicizing achievements and happenings through earned media, to create a succession plan, or simply when you need to take a sabbatical or gain stronger support when facing a difficult Agency issue.

AGENCY MANAGEMENT TEAM DESCRIPTION

The purpose of the AMT is to divide the work of managing an Agency between many hands, therefore providing the foundation for enhanced services to athletes and allowing more volunteers to reap the benefits of being involved with Special Olympics. An AMT is a working team, not an advisory committee or governing board, which is directed by the Agency manager. An Agency may choose not to fill all the positions listed below and/or create additional positions which better match the needs of the Agency. An Agency may also edit the job descriptions to best fit their volunteers' skill sets and the Agency's needs. Remember, athletes involved in Athlete Leadership Programs (ALPs) may be a resource for all committees.

All AMT members (including key athlete volunteers) must be registered Class A volunteers. The Agency manager is aware of any volunteer restrictions and should consider this when assigning key leadership roles (i.e. someone with a financial restriction may coach, but should not be collecting bowling fees).



Agency Manager: The Agency manager plans, organizes, directs and coordinates programs and services for the athletes in the Agency in accordance with established policies to further achieve the goals, objectives, standards and mission of SOWI. (In some cases, a co-manager is enlisted to help fulfill the manager duties. In this case, one of them will be listed as the main contact for the Agency.)

Athletic Director: The athletic director is responsible for overall sports management for the Agency. An alternate to this approach is to have one person other than the head coach in charge of each sports season, allowing for an “off season” for key volunteers.

Agency Head Coach: The head coach is responsible for providing athletes with comprehensive training and preparation for local, Regional, District, Sectional and State level competition.

Agency Treasurer: The treasurer is responsible for all aspects of financial administration for the Agency (cannot be a family member of the Agency manager or co-manager nor have financial restrictions).

Agency Medical Records Manager: The medical records manager is responsible for ensuring the SOWI medical exam policies and procedures are adhered to so the athletes may train and compete.

Agency Fundraising Manager: The fundraising manager is responsible for formulating and enacting a development plan to meet the financial needs of the Agency.

Agency Communications Manager: The communications manager is responsible for managing internal and external communication to meet the needs of the Agency.

Agency Volunteer Manager: The volunteer manager is responsible for coordinating and recognizing Agency volunteers.

Agency Family Services Manager: The family services manager is responsible for encouraging and coordinating athlete families’ involvement in Agency activities.

Athlete Input Council Chair: The Special Olympics Athlete Input Council Chair is responsible for facilitating the Agency Athlete Input Council. SOWI strongly recommends an athlete for this position. In some cases, a partner or mentor may need to assist the athlete with parts of their role, or until they become comfortable with fulfilling their role on their own.

Agency Outreach Manager: The outreach manager is responsible for recruiting athletes and volunteers to join the Agency.

Agency Information Technology (IT) Manager: The IT manager is responsible for the computer technology the Agency utilizes. The completion of responsibilities will be performed personally by the IT manager or through other Agency staff or volunteers.

Agency Athlete Wellness Manager: The athlete wellness manager is responsible for the coordination of year-round health promotion within the Agency as well as ensuring local access to health education and resources for athletes, families, caregivers, and Agency volunteers.

AGENCY MANAGER POSITION DESCRIPTION

Title: Agency Manager

Description: The Agency manager plans, organizes, directs and coordinates programs and services for the athletes in the Agency in accordance with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Wisconsin (SOWI). The completion of responsibilities will be performed personally by the Agency manager or through other Agency volunteers.

Qualifications: The desire and enthusiasm to manage the Agency program to the best of their abilities. Experience as a leader with management, organization and communication skills, as well as knowledge of sports management, volunteers, and persons with intellectual disabilities. Manager must be a registered Class A volunteer with no restrictions. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities: (If an Agency has a co-manager, he/she would share these responsibilities.)

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Promote the mission of Special Olympics and uphold the philosophy, principles and policies of Special Olympics, Inc. and SOWI for the benefit of the athletes.
- 3) Serve as the primary contact for all mailings, e-mail, phone calls and paperwork for the Agency from the Regional and Headquarters office and those affiliated with the Agency. (In the case that an Agency has a co-manager, only one of them will be listed as the main contact for the Agency in the SOWI database.)
- 4) Direct safe, quality training for the athletes and explores other SOWI initiatives to enhance the athlete experience.
- 5) Oversee arrangement of competition opportunities at all levels of Special Olympics for the athletes.
- 6) Oversee all financial matters and work with Agency Management Team to develop and monitor the Agency budget.
- 7) Ensure funds are raised and expended according to SOWI policies to meet the needs identified in the Agency budget.
- 8) Develop a communication system to regularly update coaches, volunteers, family members, and the media.
- 9) Recruit eligible athletes and volunteers needed to implement a quality local program
- 10) Review and sign Codes of Conduct (i.e. Athlete, Volunteer, Family and Spectator) prior to beginning of each sport season or at least annually.
- 11) Work with the management team to nominate local stakeholders for SOWI awards.

Support: The Agency manager reports to the appropriate Regional office. Agency mentors are available for additional support as agreed upon by staff and the Agency manager.

Benefits to Volunteer: Managing an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, enhancing your physical fitness, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency. The time commitment increases around Regional and State competitions.

Work Location: The Agency manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the Agency manager job description is reviewed.

AGENCY ATHLETIC DIRECTOR POSITION DESCRIPTION

Title: Agency Athletic Director

Description: The Special Olympics athletic director is responsible for the overall sports management for the Agency. An alternate to this approach is to have one person other than the head coach in charge of each sports season, allowing for an “off season” for key volunteers.

Qualifications: The desire and enthusiasm to oversee athlete training to the best of their abilities. Experience as a coach with sport-specific knowledge, as well as knowledge of sports management, volunteers, and persons with intellectual disabilities. Athletic director must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison regarding sports matters.
- 3) Recruit and facilitate training and certification of a head coach for each sport.
- 4) Ensure the head coach for each sport fulfills his/her responsibilities.
- 5) Ensure head coaches and athlete coaches maintain current sports certification.
- 6) Facilitate communication between head coaches and report back to the Agency Management Team regarding sports issues.
- 7) Ensure consistency between sports regarding budget, uniforms, transportation, facilities, volunteer support, etc.

Support: The athletic director reports to the Agency manager. Resource materials complete with a comprehensive *Competition Guide* are included in the *Agency Manager Handbook*. The Regional Athletic Director also serves as a resource for rules, competition forms and general sports questions.

Benefits to Volunteer: Serving as the athletic director allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement of the Agency. The time commitment increases around Regional and State competitions.

Work Location: The athletic director may work out of their home, workplace office, classroom or other facility they deem appropriate. Some duties may involve visits to the training sites.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the athletic director position description is reviewed.

AGENCY HEAD COACH DESCRIPTION

Title: Agency Head Coach

Description: The head coach is responsible for providing athletes with comprehensive training and preparation for local, Regional, District, Sectional and State level competition. The completion of responsibilities will be performed by the head coach or through other Agency volunteers.

Qualifications: The desire and enthusiasm to provide athlete training to the best of their abilities. Experience as a coach with sport-specific knowledge, as well as knowledge of sports management, volunteers, and persons with intellectual disabilities. Each team advancing to state-level competition is required to have a coach certified in that sport. Likewise, each individual sport that an Agency sends to state-level competition is also required to have a coach certified in that sport. Head coach must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Select, assess and train Special Olympics athletes considering athlete choice and interest:
 - a) Athlete selection: The head coach will recruit athletes and properly complete and submit all required medical and registration materials by established deadlines.
 - b) Assessment: The head coach will assess each athlete to determine the individual and/or team skill level for training and competition in selected sports.
 - c) Training: The head coach will develop individualized training programs for each athlete. The program will include instructions in fundamental skills, conditioning, competition and rules. The training program should be a minimum of eight sessions prior to the first level of competition.
- 3) Know, understand and abide by the official *Special Olympics Sports Rules*.
- 4) Know and understand the sport being coached.
- 5) Maintain current sports certification.
- 6) Execute the legal duties of the head coach:
 - a) Provide proper planning for each step of training and competition.
 - b) Provide and maintain a safe and secure physical environment.
 - c) Use acceptable and safe equipment.
 - d) Ensure appropriate sport skills instruction and safe competition.
 - e) Match athletes according to strength, size and ability.
 - f) Continually assess each athlete for participation in appropriate activities within, not challenged beyond his or her abilities and capabilities.
 - g) Inform athletes of inherent risks associated with a specific sport.
 - h) Ensure acceptable supervision and maintain an adequate volunteer-to-athlete ratio.
 - i) Establish an emergency action plan that includes procedures for emergency medical support, postponements or cancellations, crisis communication, and incident and accident reporting.
 - j) Provide appropriate medical support at all times.
 - k) Maintain accurate records.
 - l) Keep up-to-date medical information on hand for all of the athletes that you oversee, including during practices, travel, and at competitions.

Support: The head coach reports to the athletic director. SOWI provides training and resources.

Benefits to Volunteer: Coaching allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, enhancing your physical fitness, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency. The time commitment increases around Regional and State competitions.

Work Location: Most duties are performed at the training site.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the head coach position description is reviewed.

AGENCY TREASURER POSITION DESCRIPTION

Title: Agency Treasurer

Description: The treasurer is responsible for all aspects of financial administration for the Agency. The completion of responsibilities will be performed personally by the treasurer or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in bookkeeping (i.e., accounts payable, bank reconciliation, and preparation of financial statements) is a plus. The treasurer must be a registered Class A volunteer with no financial restrictions and may not be a family member of the Agency manager or co-manager. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Protect and maintain the confidential aspect of financial matters.
- 3) Serve as the Agency liaison regarding financial matters.
- 4) Know, understand and abide by the SOWI financial policies and procedures.
- 5) Work with other members of the Agency Management Team to develop an Agency budget. Maintain and report where the budget stands at Agency Management Team meetings.
- 6) Follow the in-house accounting procedures for expenses and revenue (see *Finance*) and monitor the Agency's account balance.
- 7) Utilize the *In-Kind Contribution Receipt* and *Certificate of Exemption* when appropriate.
- 8) Maintain accurate financial records (i.e. all income and disbursement records, receipts, SOWI account statements, travel expenses, invoices, and bills etc.).

Support: The treasurer reports to the Agency manager. The SOWI Headquarters maintains all financial records and can provide assistance upon request. All monthly financial statements are provided on the Agency log in page on the SOWI website.

Benefits to Volunteer: Serving as treasurer for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The treasurer may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the treasurer position description is reviewed.

AGENCY MEDICAL RECORDS MANAGER DESCRIPTION

Title: Agency Medical Records Manager

Description: The Special Olympics medical records manager is responsible for ensuring the Special Olympics Wisconsin (SOWI) medical exam policies and procedures are adhered to so the athletes may train and compete. Completion of responsibilities will be performed personally by the medical records manager or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency to the best of their abilities. Experience in records management, as well as accuracy skills and attention to detail a plus. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Know, understand and abide by the SOWI medical policies and medical deadline dates.
- 3) Communicate with athletes and parents/guardians to ensure they know, understand and abide by SOWI medical policies and medical deadline dates.
- 4) Serve as the liaison between the Agency and the Regional and Headquarters offices, as well as between the Agency and the athletes and parents/guardians regarding medical records.
- 5) Notify athletes and parents/guardians well in advance of when their *Application for Participation* is going to expire.
- 6) Check completed *Official Special Olympics Release Forms* and *Application for Participation* for completeness and accuracy according to the instructions and make a copy for the Agency files.
- 7) Mail the completed and accurate *Official Special Olympics Release Forms* and *Application for Participation* to the SOWI Headquarters office prior to the medical deadline date.
- 8) Keep accurate athlete medical files, including copies of the medical forms and athlete reports and maintain confidentiality regarding sensitive athlete information.
- 9) Ensure that the head coach for each sport has up-to-date medical information for the athletes they are overseeing.
- 10) Facilitate medical forms being organized and transported to all SOWI sanctioned events in case of emergency.
- 11) Maintain supply of blank forms/instructions (available free of charge through SOWI Regional or Headquarters office and on the SOWI website).

Support: The medical records manager reports to the Agency manager. The SOWI Headquarters maintains all athlete medical records and can provide assistance upon request. The Athlete Records Manager at SOWI Headquarters can be a resource for specific athlete roster questions.

Benefits to Volunteer: Serving as the medical records manager allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency. The time commitment increases around medical deadline dates.

Work Location: The medical records manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the medical records manager position description is reviewed.

AGENCY FUNDRAISING MANAGER DESCRIPTION

Title: Agency Fundraising Manager

Description: The fundraising manager is responsible for formulating and enacting a fundraising plan to meet the financial needs of the Agency. The completion of responsibilities will be performed personally by the fundraising manager and/or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in budget planning, special event planning, and sales as well as excellent oral and written communication skills. The manager must be a registered Class A volunteer and if overseeing and handling money at fundraisers, must not have any financial restrictions. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison regarding fundraising matters.
- 3) Know, understand and abide by the SOWI fundraising guidelines.
- 4) Work with the Agency treasurer to develop and meet its goals of an Agency budget.
- 5) Maintain records of all fundraising activities (i.e., cost/gain, net/gross, raffle license reports, sales tax reports) and files of fundraising volunteers, corporate and community donors.
- 6) Understand and, when appropriate, coordinate Agency participation in statewide fundraisers which benefit the Agency (i.e. Perfect Split, The Law Enforcement Torch Run®, Polar Plunge®, etc.).
- 7) Conduct fundraising activities and represent the Special Olympics fundraising program to volunteers and the public.
- 8) Recognize and thank contributors, event sponsors and volunteers.
- 9) Develop new contacts and funding sources.
- 10) Complete and submit the SOWI *Fundraising Project Application Form* prior to any project or event.
- 11) Utilize the *In-Kind Contribution Receipt* and *Certificate of Exemption* when appropriate.
- 12) Strives to maintain a fundraising goal of keeping cost to raise a dollar as low as possible. Be sure to assess the costs associated with any fundraiser, and try to keep them as low as possible to maximize net revenue.

Support: The fundraising manager reports to the Agency manager. Resource materials complete with successful fundraisers and sample letters are included in the Fundraising section of the Agency Manager Handbook. The Regional Director of Development also serves as a resource for potential community connections and best practices.

Benefits to Volunteer: Serving as fundraising manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The fundraising manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the fundraising manager position description is reviewed.

AGENCY COMMUNICATIONS MANAGER DESCRIPTION

Title: Agency Communications Manager

Description: The communications manager is responsible for collaborating with Special Olympics Wisconsin's (SOWI) Marketing and Communications Department to managing internal and external communication to meet the needs of the Agency. The completion of responsibilities will be performed personally by the communications manager or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in writing and editing newsletters, drafting press releases, establishing media relations, and public speaking, as well as excellent oral and written communication skills. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison to SOWI's Marketing and Communications Department regarding communication matters.
- 3) Ensure Agency official materials (i.e., stationery, event programs, newsletters, etc.) use the current Special Olympics branding and assist with ordering and maintaining supplies.
- 4) Ensure Agency has a flag or banner with the current Special Olympics logo and Agency identification available for speaking engagements, photo opportunities and competition sites.
- 5) Create appropriate communications materials (template and assistance available at Headquarters)
- 6) Maintain Agency newsletter mailing and/or e-mail list, and/or Facebook group (see how to setup a Facebook group in communications section).
- 7) Regularly distribute information to athletes, families, volunteers, sponsors and the general public.
- 8) Collaborate with the Marketing Specialist to establish relationships with TV, radio and newspapers to publicize your Agency activities.
- 9) Conduct presentations, demonstrations and/or exhibits to raise public awareness for your Agency.

Support: The communications manager reports to the Agency manager. Resource materials complete with preferred provider and Agency fact sheet order forms are included in the Agency Manager Handbook. More tools such as e-newsletter, press release templates, social media guidelines, etc. are available on the Agency log in of the website, spokesperson tips and talking points are available in the Media Room on SOWI's website. The Marketing Specialist at SOWI Headquarters can also be a valuable resource for branding, communication, and social media.

Benefits to Volunteer: Serving as communications manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The communications manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the communications manager position description is reviewed.

AGENCY VOLUNTEER MANAGER DESCRIPTION

Title: Agency Volunteer Manager

Description: The volunteer manager is responsible for recruiting, coordinating and recognizing Agency volunteers. The completion of responsibilities will be performed personally by the volunteer manager or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with volunteers, as well as interpersonal and communication skills. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison regarding volunteer matters.
- 3) Know, understand and ensure all Agency volunteers are registered and abide by the SOWI official volunteer registration policies and procedures.
- 4) Review the Class A volunteer rosters and update volunteer contact information through the Agency log in page on the SOWI website or Regional and Headquarters offices as necessary.
- 5) Work with the Agency manager to assess volunteer needs and create and revise written job descriptions.
- 6) Communicate with other Agency Management Team managers who are utilizing volunteers to ensure they are trained, have sport certifications as necessary, and understand their roles and the Code of Conduct.
- 7) Develop and implement ways to recognize volunteers for their efforts.
- 8) Work with the Agency manager, athletic director or head coach to ensure all volunteers attending State Games on behalf of the Agency are Class A volunteers before the Games entry deadline date.

Support: The volunteer manager reports to the Agency manager. Resource materials are included in the *Agency Manager Handbook*. Volunteer in-service training materials are available from the Regional or Headquarters offices. The Volunteer Records Manager at SOWI Headquarters can be a resource for specific volunteer roster questions.

Benefits to Volunteer: Serving as volunteer manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The volunteer manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the volunteer manager position description is reviewed.

AGENCY FAMILY SERVICES MANAGER DESCRIPTION

Title: Agency Family Services Manager

Description: The family services manager is responsible for encouraging and coordinating athlete families' involvement in Agency activities. The completion of responsibilities will be performed personally by the family services manager or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with athlete family members, as well as interpersonal and communication skills. A preference is given to an athlete's parent or sibling. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison regarding family matters.
- 3) Work with the communication manager to create and maintain a mailing or e-mail list of athlete family members. The Regional or Headquarters office can supply this if desired.
- 4) Work closely with the communications manager to ensure families receive information about medical deadline dates, training sites and times, competition information, fundraising and PR news.
- 5) Distribute the annual planning calendar, and families and friends competition invitations provided by the Headquarters office, and invite families to attend competitions.
- 6) Work with the Agency volunteer manager to involve family members as volunteers.
- 7) Work with the Agency manager to provide a welcome orientation for new family members utilizing the *General Orientation* video and ensure family members know their responsibilities and expectations (i.e., drop-off and pick-up athlete from practice, attend Agency meetings, cheer on their athletes at competition, Spectator Code of Contact etc.).
- 8) Create a family booster or support group to provide extra activities such as holiday parties, social events, birthday clubs, team buttons or novelty items, etc.

Support: The family services manager reports to the Agency manager. Resource materials are included in the *Agency Manager Handbook*.

Benefits to Volunteer: Serving as family services manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The family services manager may work out of their home, workplace office, classroom, or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the family services manager position description is reviewed.

AGENCY ATHLETE INPUT COUNCIL CHAIR POSITION DESCRIPTION

Title: Agency Athlete Input Council Chair

Description: The Special Olympics Athlete Input Council chair is responsible for facilitating the Agency Athlete Input Council. Special Olympics Wisconsin (SOWI) strongly recommends an athlete for this position. In some cases, a partner or mentor may need to assist the athlete with parts of their role, or until they become comfortable fulfilling their role on their own.

Qualifications: The desire and enthusiasm to support the Agency to the best of their abilities. Experience in facilitation, meetings, and knowledge of working with volunteers a plus. The chair must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison regarding the Athlete Input Council.
- 3) Recruit and facilitate training of Athlete Input Council members.
- 4) Plan and facilitate Athlete Input Council meetings.
- 5) Ensure minutes from Athlete Input Council meetings are recorded and distributed.
- 6) Ensure Athlete Input Council members fulfill their responsibilities.
- 7) Work with Athlete Input Council members to provide an athlete perspective and leadership to the Agency.
- 8) Facilitate communication between the Athlete Input Council members and report back to the Agency Management Team.
- 9) Read and understand the *ALPs* section of the *Agency Manager Handbook* and educate local stakeholders about ALPs opportunities.
- 10) Work with Agency manager to nominate Athlete Input Council members for appropriate leadership opportunities at the Regional and State levels (i.e. Polar Plunge® committee, statewide Athlete Input Council, Law Enforcement Torch Run Committee, etc.)

Support: The athlete input council chair reports to the Agency manager, but may receive extra support from a partner or mentor. Resource materials complete with a *Special Olympics Wisconsin Athlete Council Agreement* are included in the *Agency Manager Handbook* in the *ALPs* section.

Benefits to Volunteer: Serving as the athlete input council chair allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement of the Agency.

Work Location: The athlete input council chair may work out of their home, workplace office, classroom or other facility they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the athlete input council chair position description is reviewed.

AGENCY OUTREACH MANAGER DESCRIPTION

Title: Agency Outreach Manager

Description: The outreach manager is responsible for recruiting athletes and volunteers to join the Agency. The completion of responsibilities will be performed personally by the Agency outreach manager or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with schools and agencies who serve individuals with disabilities. Interpersonal and communication skills are a plus. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison regarding outreach matters.
- 3) Work with the volunteer manager to recruit volunteers to match the Agency needs.
- 4) Review and understand the *Outreach* section of the *Agency Management Handbook*.
- 5) Work with the Agency manager to determine if the Agency would like to include more athletes, what ages and geographical regions they want to include.
- 6) Gather a list of potential schools and organizations who serve individuals with intellectual disabilities (i.e., special education directors, adaptive physical education directors, group homes, etc.)
- 7) Contact members on list, educate them about your Agency, and encourage them to share their mailing list and/or invite their members to join SOWI as an athlete or volunteer.
- 8) Work closely with the Agency communications manager to spread the word to the community and develop creative ideas to reach people with your message (i.e. Welcome Wagon, public libraries, host an open house, etc.).
- 9) Work closely with the Agency family services manager to enlist current family members for ideas and as a resource to reach new family members.
- 10) Identify community organizations (i.e. group homes, family resource center, rehabilitation center) that assist persons with intellectual disabilities and educate them on what your Agency offers and its benefits. Work with them to provide the best services possible in your community.
- 11) Read and understand the athlete and volunteer Code of Conduct and uphold these values to the athletes and volunteers of the Agency.

Support: The outreach manager reports to the Agency manager. Resource materials are included in the *Agency Manager Handbook*.

Benefits to Volunteer: Serving as outreach manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The outreach manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the manager position description is reviewed.

AGENCY INFORMATION TECHNOLOGY POSITION DESCRIPTION

Title: Agency Information Technology (IT) Manager

Description: The IT manager is responsible for the computer technology the Agency utilizes. The completion of responsibilities will be performed personally by the IT manager or through other Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in technology (i.e. database management, Social Media, and digital camera use) is a plus. The IT manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Protect and maintain the confidential aspect of database matters.
- 3) Serve as the Agency liaison regarding technology matters.
- 4) Maintain accurate computer records.
- 5) Assist other Agency Management Team members with understanding how technology may make their jobs easier and then develop these processes for the Agency:
 - a) Create a database and print mailing labels and rosters.
 - b) Create spreadsheets for tracking athlete training and competition records.
 - c) Create an Agency Facebook group (see the *Communications* section for guidelines) or Twitter account to market the Agency to others and communicate with Agency members. Link it to the SOWI website.
 - d) Create a photo library using digital photos, like Flickr.
- 6) Teach other AMT members how to utilize the SOWI website.
- 7) Teach athletes how to access and use the athlete page of the SOWI website so they can access information and view photos.
- 8) Teach athletes and AMT members how to create PowerPoint presentations or videos to market their Agency or special event.
- 9) Use the SOWI branding correctly throughout any media created.

Support: The IT manager reports to the Agency manager.

Benefits to Volunteer: Serving as an IT manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The IT manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the IT manager position description is reviewed.

AGENCY ATHLETE WELLNESS MANAGER DESCRIPTION

Title: Agency Athlete Wellness Manager

Description: The athlete wellness manager is responsible for the coordination of year-round health promotion within the Agency as well as ensuring local access to health education and resources for athletes, families, caregivers, and Agency volunteers.

Qualifications: The desire and enthusiasm to support the Agency to the best of their abilities. Experience and knowledge in working with community health organizations and agencies that provide health and wellness education and resources as well as excellent oral and written communication skills. The manager must be a registered Class A volunteer. In the event that this position is filled by an athlete, s/he needs to be ALPs registered and screened.

Primary Responsibilities:

- 1) Behave in a manner consistent with Special Olympics Wisconsin's (SOWI) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Serve as the Agency liaison regarding health and wellness matters.
- 3) Review and understand the *Health Opportunities* in the *Outreach* section of the *Agency Manager Handbook*.
- 4) Work with Agency manager to determine health and wellness needs of Agency.
- 5) Identify and partner with local community health organizations and agencies to assist in the promotion and sustainability of local health opportunities.
- 6) Coordinate local access to health education and resources for athletes, coaches, volunteers, and families.
- 7) Organize local health and wellness training(s) for coaches.
- 8) Develop and implement health opportunities that increase local impact and enhance relevance to local health issues facing individuals with intellectual disabilities.
- 9) Facilitate communication system to regularly update athletes, coaches, volunteers, and families about upcoming SOWI health and wellness opportunities and events.
- 10) Recruit athletes, coaches, volunteers and families to participate in Healthy Athletes®.

Support: The athlete wellness manager reports to the Agency manager. Resource materials are available in the *Outreach* Section of the *Agency Manager Handbook*, on the SOWI website and are available from SOWI Headquarters. The Director of Athlete Wellness at SOWI Headquarters serves as a clearing house of health ideas and information to Agencies.

Benefits to Volunteer: Serving as the athlete wellness manager allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with disabilities, and more.

Time Commitment: The number of hours per week depends on the size and involvement level of the Agency.

Work Location: The athlete wellness manager may work out of their home, workplace, office, classroom or other facility as they deem appropriate.

Date of Redesign: The Agency is reviewed annually through the Agency registration and accreditation process at which time the athlete wellness manager position description is reviewed.

AGENCY ACCREDITATION - INTRODUCTION

The name *Special Olympics* and its logo are copyrighted. SOWI is granted permission to use this name and logo by Special Olympics, Inc. through adherence to Special Olympics, Inc. policies, reporting processes and general rules. In turn, SOWI grants this privilege to sub-Programs (Agency level) through adherence to SOWI policies.

Key Policies are outlined in each section of the AMH and it is the responsibility of the Agency Managers to know and understand the policies. If SOWI becomes aware of lack of adherence, there will be a cooperative effort to address it. This may include an updated status:

- **Approved:** Your Agency has earned the rights and responsibilities of training, competition and fundraising in the name of Special Olympics. The accreditation privileges are assessed on an annual basis. If it should come to our attention that your Agency falls short of the accreditation standards anytime during the year, a provisional status may be assigned.
- **Provisional:** The purpose of provisional accreditation is to cooperatively address those minimum standards which were not met. During the course of this provisional status, the rights and responsibilities of training, competition and fundraising in the name of Special Olympics are ones that you and your Agency may continue to use. However, if all areas of concern are not corrected, you run the risk of losing all allocations and rights.
- **Not Approved:** If the above listed concern(s) are not addressed, all financial accounts will be frozen or closed and allocations for all Games attendance will be pulled. A carefully designed action plan will be set by Regional staff and the Directors of Field Services for implementation. Once the action plan is met, full activity may begin again.

Enlisting and maintaining quality Agencies is a cooperative effort between all levels of the organization for the benefit of the athletes served. If someone is interested in starting a new Agency or an existing Agency is seeking a new manager or to close all together, they should contact their Regional staff as well in advance as is possible. From there, the Directors of Field Services can lend a hand as needed.

SOWI's main priority when an Agency closes is to do our best to ensure the athletes, families, and volunteers from the Agency may continue their involvement in SOWI if they so choose. In some cases, there are other Agencies nearby. For others, the transition process may be delayed while we work to establish an alternative Agency. In the case of the latter (or if no new Agency can be found), all Agency funds and assets may be held for a period of 6 months; then the Agency funds will be set aside for Agency assistance grants in the future.

Left Blank Intentionally