

TABLE OF CONTENTS

Philosophy	1
Mission.....	1
Schedules	
General Schedule	2
Competition Schedule.....	3
Meal Schedule & Menu	4
Maps	
Venue Directions	5
Wausau Area Map	6
Wausau Holiday Inn Hotel Map.....	7
Nine Mile Forest Map.....	8
Tournament Information	
Tournament Central	9
Housing.....	9
Swimming Regulations.....	9
Competition Information	10
Filing Protests	11
Safety & Fire Procedures.....	12
Medical Services.....	13
Athlete ID Badge	14
Press Release Information	15
Souvenirs	15
Ceremonies Overview	15
Weather Information	
Winter Dress Suggestions.....	16
Severe Weather Contingency Plans.....	17
Winter Games Postponement or Cancellation.....	18
General Information	
Tournament Code of Conduct	19
Staff Guiding Values	21
Coach/Chaperone Responsibilities	22
Winter Games Management Team	23
2011-2012 Board of Directors	23
SOWI Staff	24
List of Delegations	25
2012 State Competition Schedule	26
State Partners and Friends of Winter Games.....	27

PHILOSOPHY

Special Olympics is founded on the belief that people with cognitive disabilities can, with proper instruction and encouragement, learn, enjoy and benefit from participation in individual and team sports, adapted as necessary to meet the needs of those with special mental and physical limitations.

Special Olympics believes that consistent training is essential to the development of sport skills, and that competition among those of equal ability is the most appropriate means of testing these skills, measuring progress and providing incentives for personal growth.

Special Olympics believes that through sports training and competition, people with cognitive disabilities benefit physically, mentally, socially and spiritually; families are strengthened, and the community at large, both through participation and observation, is united in understanding people with cognitive disabilities in an environment of equality, respect and acceptance.

MISSION

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



Special Olympics

Wisconsin

Be a fan_{TM}

GENERAL SCHEDULE

Saturday, January 28, 2012

11:00 a.m. – 2:00 p.m.	Alpine & Snowboard Competition	Granite Peak
Noon – 4:30 p.m.	Snowshoe & Cross Country Ski Competition	Nine Mile Forest
10:30 a.m. – 2:30 p.m.	Lunch*	Venue Sites
5:00 p.m. – 9:00 p.m.	Souvenir Sales	Crystal Ballroom
4:30 p.m. – 6:30 p.m.	Dinner Buffet	Crystal Ballroom
7:00 p.m. – 9:00 p.m.	Ceremony/Dance	Crystal Ballroom
9:30 p.m.	Coaches' Meeting	Crystal Ballroom

Sunday, January 29, 2012

6:45 a.m. – 8:30 a.m.	Breakfast Buffet	Crystal Ballroom
9:00 a.m. – 12:00 p.m.	Competition [Finals]	Nine Mile Forest
10:30 a.m. – 1:30 p.m.	Lunch*	Venue Sites
11:00 a.m. – 12:00 p.m.	Check Out	

*Tickets are required for all meals. No ticket, no meal!

*If you are having lunch at the lunch tent, please do so before going to your competition site.



COMPETITION SCHEDULE

ALPINE SKIING & SNOWBOARD RACING: Granite Peak at Rib Mountain State Park. *Athletes will compete in bib number order (low to high), regardless of division number.*

Saturday, January 28, 2012

9:15 a.m. – 10:00 a.m. Coaches check-in
10:00 a.m. – 10:45 a.m. Course inspection
11:30 a.m. – 2:00 p.m. Slalom Finals, Giant Slalom Final, and Downhill Finals
4:00 p.m. Alpine/Snowboard awards (time approximate)

SNOWSHOE RACING: Nine Mile Forest

Saturday, January 28, 2012

Time Trials:
Noon 4 x 200M (final)
800M (final)
200M
1:00 p.m. 50M
1:30 p.m. 100M
2:30 p.m. 4 X 100M Relay

Sunday, January 29, 2012

Finals:
10:00 a.m. 200M
10:30 a.m. 50M
11:00 a.m. 100M
11:45 a.m. 400M (final)
4 x 100M Relay

CROSS COUNTRY: Nine Mile Forest

Saturday, January 28, 2012

Time Trials:
Noon 3K (final)
12:30 p.m. 500M (div.)
1:00 p.m. 100M (final)
50M (final)
Awards to follow
1:30 p.m. 1K
1:45 p.m. 7.5K (final)

Sunday, January 29, 2012

Finals:
10:00 a.m. 1K (final)
Awards to follow
10:45 a.m. 5K (final)
Awards to follow
11:30 a.m. 500M (final)
Awards to follow
12:15 p.m. 4 X 500M Relay
(final)

MEAL SCHEDULE & MENU

Please keep in mind that the menu is approximate, and some food items may not be available. **Every registered coach, chaperone and athlete will be served meals only if wearing a SOWI Winter Games ID badge and by having a meal ticket.**

Saturday, January 28th

Lunch: 10:30 a.m. – 2:30 p.m. Venue Sites

Cross Country Skiers and Snowshoe Racers – Nine Mile Forest

Alpine Skiers & Snowboarders – Granite Peak at Rib Mountain State Park

Dinner Buffet: 4:30 p.m. – 6:30 p.m.

Sliced Roast Beef Au Jus

Baked Chicken

Whipped Potatoes with Gravy

Dressing and Gravy

Whole green beans w/ almonds

Garden Salad

Rolls and Butter

Beverages – choice of coffee, tea or milk

Sunday, January 29th

Breakfast: 6:45 a.m. – 8:30 a.m.

Scrambled Eggs

Sausage/Bacon

French toast with Maple Syrup

Breakfast potatoes

Beverages – choice of coffee, tea, milk or juice

Lunch: 10:30 a.m. – 2:30 p.m. Venue Sites

Sandwiches & Beverages

Concessions will be available for purchase at Nine Mile in the Chalet on Saturday and Sunday. Refreshments are available at Granite Peak through those facilities (not operated by SOWI).

DIRECTIONS TO VENUE SITES FROM HIGHWAY 51/ I – 39

Holiday Inn: 1000 Imperial Avenue, Rothschild, WI 54474

Exit onto Old US Hwy 51 from Hwy 51. Turn right onto Old US Hwy 51. Turn right onto County Rd XX. You will see the hotel on your left.

Granite Peak at Rib Mountain State Park: 3605 Mountain Rd, Wausau, WI 54401
(Downhill skiing/snowboarding venue)

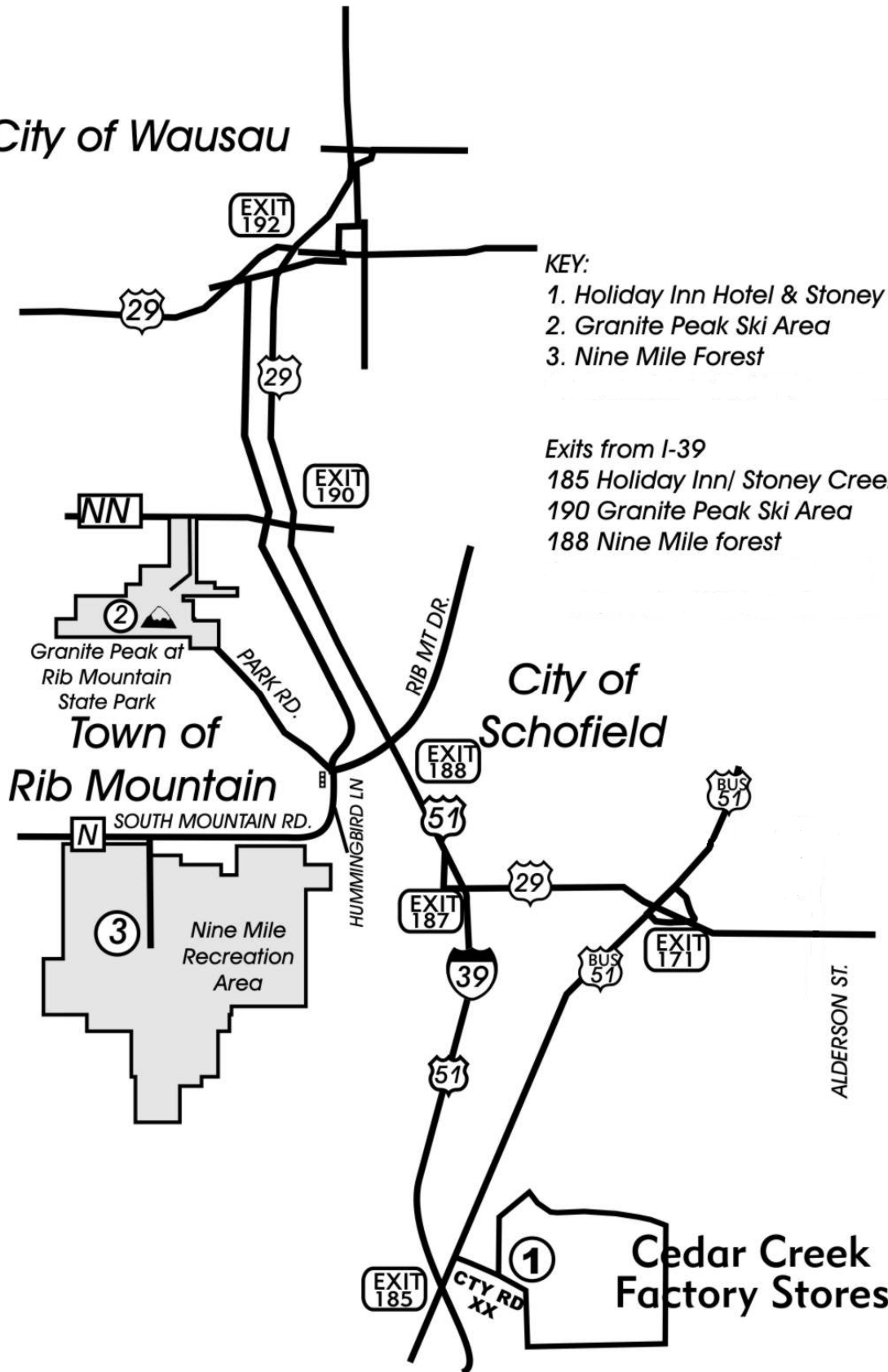
Exit onto County Road NN and travel west. Stay on Highway NN approximately one mile and turn left on Snowbird Avenue.

Nine Mile Forest: 8704 Red Bud Road, Wausau, WI 54401

(Cross country skiing/snowshoe racing venue)

From I-39/US 51, take exit 188. Go south on Rib Mt. Drive. At the stop light turn left onto Hummingbird Lane. Hummingbird turns into South Mountain Road. Stay on South Mountain for approximately 3 ½ miles to Red Bud Road. Turn left on to Red Bud Road and drive south 1½ miles to the Chalet Parking lot. Please park in the north parking lot (entrance will be marked with a Special Olympics sign).

City of Wausau



KEY:

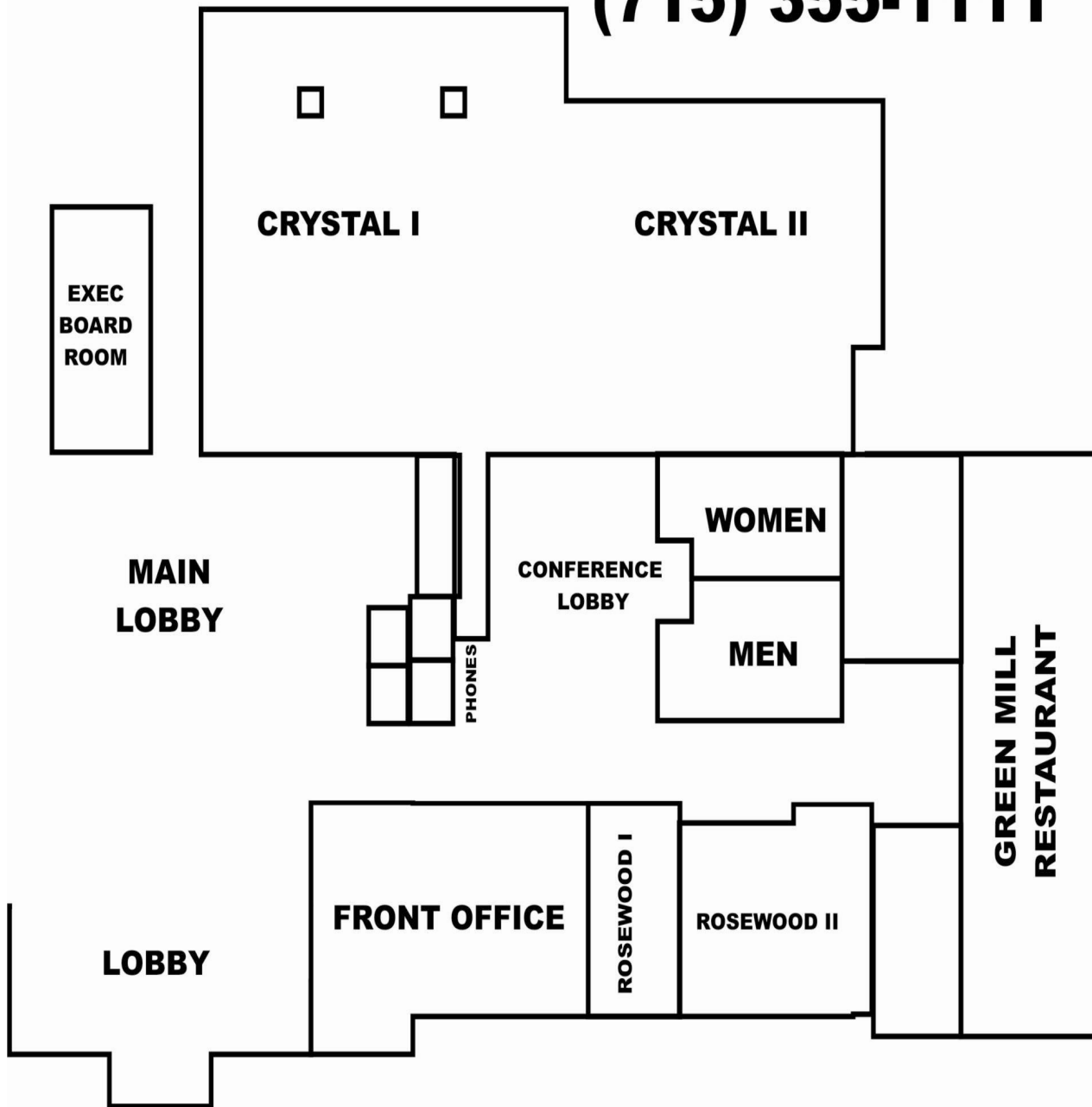
- 1. Holiday Inn Hotel & Stoney Creek Inn
- 2. Granite Peak Ski Area
- 3. Nine Mile Forest

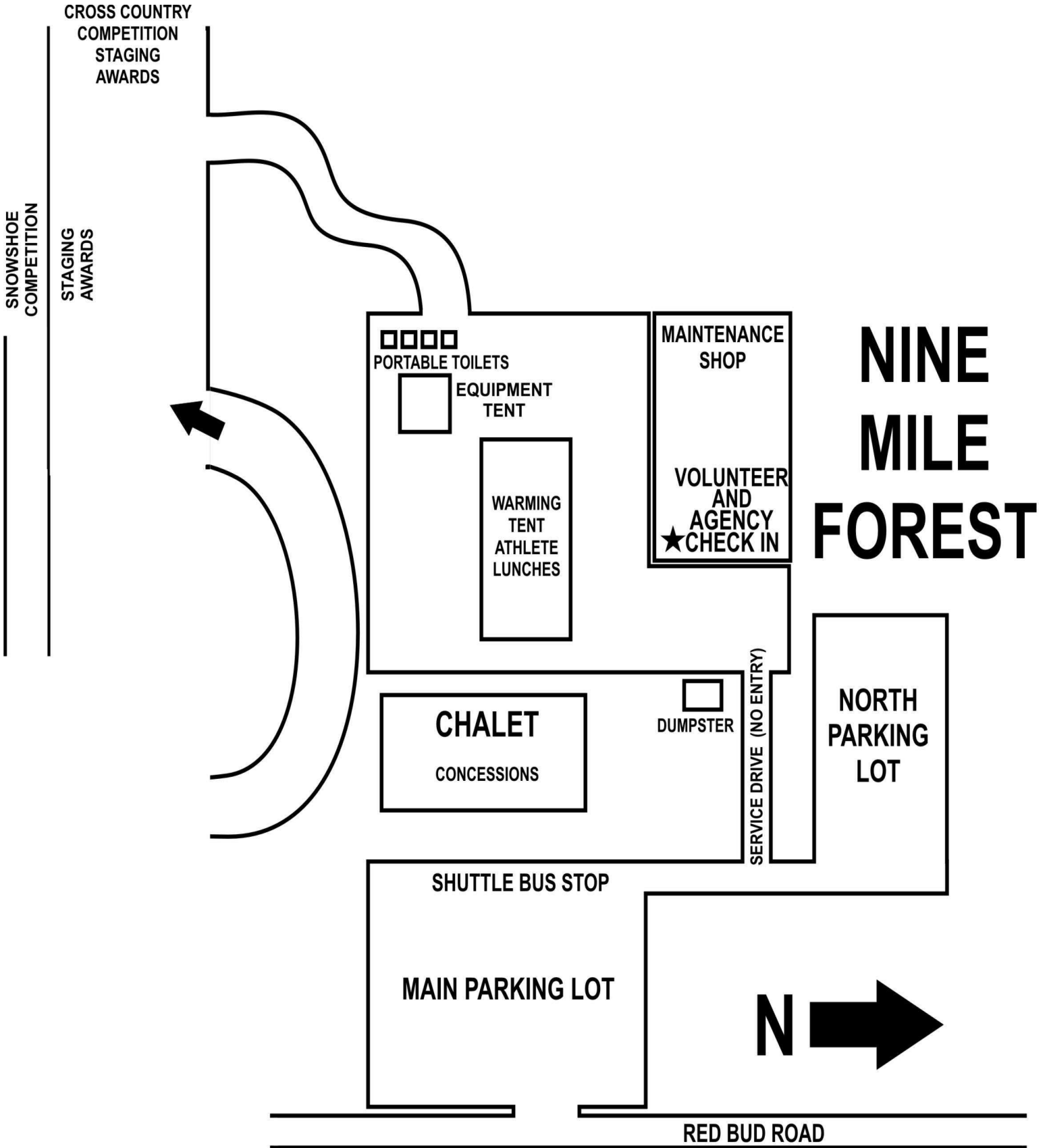
Exits from I-39

- 185 Holiday Inn/ Stoney Creek Inn
- 190 Granite Peak Ski Area
- 188 Nine Mile forest

HOLIDAY INN HOTEL & SUITES

(715) 355-1111





TOURNAMENT INFORMATION

Registration: Please check-in at your sports venue

Tournament Central: (Nine Mile) Saturday: 10:00 a.m. – 4:00 p.m.
Sunday: 7:00 a.m. – 9:00 a.m.

There will be **no** Tournament Central at the hotel

Housing: Holiday Inn Tournament Central: (608) 444-5374
 1000 Imperial Avenue
 Wausau, WI 54455
 (715) 355-1111

All housing accommodations must be made by the agencies attending.

Swimming Pool Regulations:

The Holiday Inn pool will be available to Special Olympics athletes only during posted hours. Special Olympics International, Inc. (SOI) requires that a certified lifeguard must be on duty when Special Olympics athletes swim in competition or for recreation. Special Olympics Wisconsin will have a lifeguard on duty during the State Winter Games for the specified hours.

Lifeguard Hours: Saturday: 3:00 p.m. – 10:00 p.m.

COMPETITION INFORMATION

Venue Sites

Nine Mile Forest

Granite Peak at Rib Mountain State Park

3605 North Mountain Road

Wausau, WI 54402

Sports Offered

**Snowshoe Racing &
Cross Country**

**Alpine Skiing
Snowboarding**

Coaches' Meeting

The coaches' meeting will be held on Saturday at 9:30 p.m. in the Crystal Ballroom. A coach or chaperone from each Agency is required to attend. At this time any announcements, start times, changes, etc. will be discussed. A Sunday morning coaches' meeting will be held if necessary.

Travel time from the Holiday Inn to the competition venues is as follows:

Granite Peak at Rib Mountain State Park 10 Minutes

Nine Mile Forest 25 Minutes

Late Arrivals

Athletes must be on time for their events. All events are announced over the PA system (at Nine Mile). Those athletes missing alpine, snowshoeing and snowboarding event start times will be scratched. Those arriving late for interval cross country starts may be added only at the discretion of the venue manager.

FILING PROTESTS AT EVENTS

1. Protests to the Games Rules Committee may only be made concerning games presentation, structure and conduct.
2. Protests may only be made concerning competition of athletes at a venue where, within that competition, rulings are either made or not made in regard to the fairness and equity of the competition.
3. All protests must be initiated prior to the presentation of awards.
4. Protests must be presented to the head official of the event immediately in an oral fashion so that the event officials may be made aware of the appeal.
5. The head official may rule on appeals immediately, but if the response of the head official does not resolve the protest, a formal protest may follow.
6. All formal protests must be submitted within a half hour of the event in question.
7. All protests must be made on the specified form.
8. All protests will be brought to the attention of the Sports Rules Committee for final resolution. The decision of this committee shall be final and binding.

PROTEST FORM

Date: _____ Time Submitted: _____

Sport: _____ Event: _____

Age Group: _____ Division (Heat): _____

Athlete or Team Name: _____

Identification Number: _____ Agency Number: _____

Reason for Protest: _____

Signature of Sport Head Coach: _____

DECISION BY SPORTS RULES COMMITTEE

Protest Approved: _____ Protest Denied: _____

Signed: _____ Time: _____

SAFETY & FIRE PROCEDURES

- a. Upon arriving in your room(s) locate the two exits that can be used during an emergency.
- b. Locate the fire alarm pull station closest to your room(s).
- c. If an emergency occurs, dial “0” for the operator and report clearly and calmly the details of the emergency.

If you get trapped in a guest room:

- a. Open a window to vent the room if there is any smoke. If you are on the first or second floor you may be able to drop to the ground safely. If you are up any higher you are usually better off staying in your room.
- b. Let someone know you are in the room. If the phone works call the operator. If available use personal communication devices. Do not try to climb down!
- c. Turn on the bathroom fan. The fan will help vent the smoke.
- d. Fill the tub with water. The water may be needed for fire fighting.
- e. Wet towels and sheets. You will need them to put around the doors and cracks if smoke starts to seep in.
- f. Get fresh air. Make a tent over your head with a blanket at a slightly open window to get fresh air.
- g. Last resort. If your room becomes unbearable, you may be forced to exit, but remember to keep low to the ground.

If confronted with a seizure:

- a. Stay Calm. Do not leave the athlete alone.
- b. Protect the athlete from injury by involuntary muscle movements.
- c. Do not put anything in the athlete’s mouth.
- d. Most seizures are self-limited and will be over after two minutes.

MEDICAL SERVICES

Overnight medical hotel rooms are to be determined and will be posted at Tournament Central and given out at the coaches' meeting. The medical volunteer cell phones are as follows:

Main medical: (608) 417-0854

Dr. Michael Clark (SOWI Medical Director): (715) 218-5774

Coaches are responsible for bringing updated medical information for each athlete attending. This information is to be provided by the coach if the athlete is sent to the hospital. The hospital must have this information before they can provide any services. Coaches and chaperones must be familiar with the medical condition/medication of their athletes prior to arriving at the competition. Please make sure that the information about medications, physician's name and telephone numbers is current. SOWI has provided medical information forms that may be filled out and updated as necessary for each athlete. This can be found in the Competition Guide. SOWI does not require the use of these cards, but does provide them as a resource.

Medical Services

An Emergency Medical Team will be located in the hotel and competition sites. Medical personnel will either be wearing red shirts or red vests. The Medical Team members are equipped to handle emergency medical problems. Go to them if you need help for the duration of the Winter Games, from Saturday, 11:00 a.m. through Sunday, 1:00 p.m.

It is important that you locate the medical station at your venue site so you know where they are if you need them. If language is a problem and you are the translator, be sure to stay with the athlete in an emergency.

SOWI will not provide medical information on athletes attending the games.

Medication

If you have athletes who are on medication, it is essential that you know what the medication is, how much is to be taken in each dosage, and when it is to be taken.

Many agencies request that family members divide medication for each time it is to be taken and seal it in envelopes with all the vital information (name, number of pills, kind of medication, when it is to be taken, etc.) written on the outside of the envelope. Remember that during travel time all medications should be kept with the chaperone or athlete – not packed in a suitcase!

Important Note About Illness

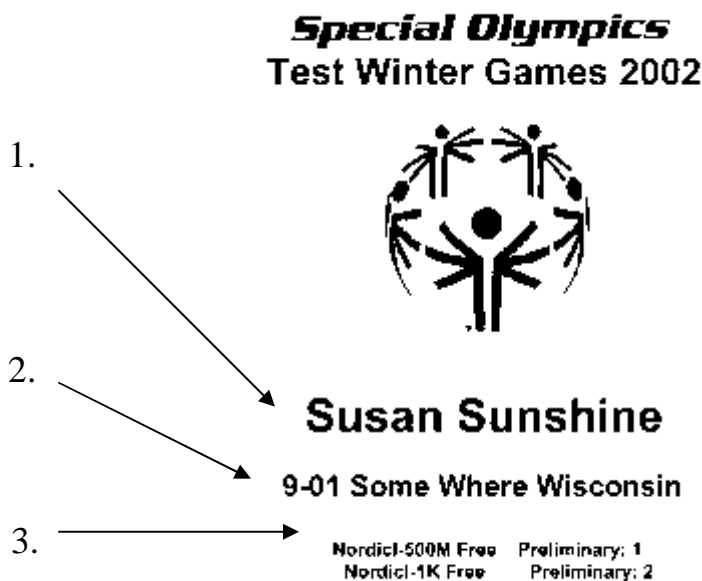
If you, a coach or an athlete with your delegation is sick, or has recently (within seven days) been sick (fever with cough, sore throat, runny/stuffy nose, body aches), please ask them to stay home. We know this is a difficult decision to make, but it is for the safety of everyone who attends Winter Games. Please call (800) 552-1324 ext. 5682 before Wednesday, Jan. 25 if someone from your delegation will not be attending. If you are calling after Jan. 25, please call Tournament Central. If you have any questions about the health of you or your athletes please contact Michael Clark, MD at mclark911@gmail.com.

Please practice thorough hand washing and other sanitary measures throughout the duration of the Games to help prevent the spread of germs.

ID BADGES

ID badges are provided for each registered athlete and coach. **Athletes and coaches must wear ID badges at all times!!!** ID badges will be used as identification and authorization at sports venues. If an ID badge is lost or becomes unreadable, the coach and athlete should report to the information desk at the sports venue. If you would like a wristband for identification purposes only, please request one at Tournament Central.

The athlete ID badge will look like this: (SAMPLE)



- 1. ATHLETE'S NAME:**
Identifies Special Olympics athlete
- 2. ATHLETE'S AGENCY:**
Each Agency registered with SOWI is assigned an Agency number. The Agency number identifies which Agency the athletes and coaches are from. Master lists will be available at Tournament Central.
- 3. EVENTS:** Identifies the sport(s) the athlete is competing in.

PRESS RELEASES

SOWI has always prided itself on top-notch press coverage for events by sending personalized press releases to local newspapers with individual athlete results after every State competition. However, we've had to balance efficiency and results with this time-consuming task. Moving forward, SOWI will be glad to send a press release for any Agency if requested, but will not blanket the entire state. We expect this will save time and money and not limit coverage since Agencies who have relationships with their local media will continue to receive the great coverage they have come to expect.

SOUVENIRS

Sale Hours: Saturday, January 28th 5:00 p.m. – 9:00 p.m.

Location: Holiday Inn – Crystal Ballroom

Special Olympics souvenirs are sold by Promotional Designs, Inc., our souvenir vendor, in the Crystal Ballroom at the Holiday Inn on Saturday from 5:00 p.m. to 9:00 p.m. Similar items as in the past will be sold such as jackets, sweatshirts, t-shirts, bags and miscellaneous souvenirs items. A percentage of the proceeds will go to Special Olympics Wisconsin.

Miscellaneous Souvenir Items

- ❖ Key Tags
- ❖ Pencils
- ❖ Pens
- ❖ Lapel Pins
- ❖ Sweat Bands
- ❖ Sport Bottles
- ❖ Buttons
- ❖ Can Wraps
- ❖and much more!

CEREMONY OVERVIEW

The ceremony will be held in the Crystal Ballroom at the Holiday Inn. The theme this year will be ***Beach Party!*** All of those attending are welcome to wear their best beach attire. The ceremony will begin promptly at 7:00 p.m. with a victory dance to follow, ending at 9:00 p.m.

WEATHER INFORMATION

Winter Sports Attire Suggestions

Torso: Do not overdress your athlete. Although parkas, bulky sweaters and quilted coats are warm, they do not serve as practical attire for competition. Athletes should wear multiple lightweight layers. Layers are the best form of insulation and allow athletes the option to add or subtract depending on the weather conditions.

Inner Layers: Avoid cotton next to the skin. Sport and thermal underwear made from a polypropylene type of fabric, a fabric that does not retain moisture, is best.

Middle Layers (may also be outer layers): A sweater or polar fleece is recommended. This layer provides most of the insulation and should fit the body well, without binding or restricting body movement.

Outer Layers: Poplin, Gortex or nylon type jackets are recommended to provide wind resistance and also keep athletes dry.

Lower Body: A one-piece outfit or ski bibs will eliminate shirts coming out of pants and will prove to keep the athlete warmer and dryer. Lycra, spandex or athletic pants are acceptable for cross country skiers and snowshoe racers. All athletes should wear thermal long underwear in extreme cold. Cotton blue jeans or slacks are not adequate. In extreme cold, extra layers may be required.

Feet: Alpine skiers and snowboarders should wear warm insulated socks that allow proper fit in boots. Cross country skiers and snowshoe racers need to wear socks that are either made from wool or synthetic fiber. Remember, extra pairs of socks may keep the feet warmer, but the athlete must be able to move comfortably in his/her boot. Too many socks may actually make the feet colder.

Head: Up to 50% of the body's heat loss is through the head. Do not fear overdressing your head. One easy double-layer combination is a headband around the ears, topped by a knit cap. A balaclava (hat with face) may also be selected for extreme cold.

Hands: Winter gloves or mittens with a wind resistant (nylon, Gortex, etc.) outer shell are recommended. An extra pair should always be brought along in case gloves get wet.

Eyes: Sunglasses or goggles are essential on sunny days.

Lips: Moisturizer with sunscreen is recommended.

Handwarmers: Optional, but recommended.

SEVERE WEATHER CONTINGENCY PLAN

Introduction

The main focus of the contingency plan for Winter Games competition is to ensure the safety and well being of Special Olympics athletes, coaches and volunteers at each competition site. The Games Management Committee, games medical personnel and the SOWI staff will make all delay, postponement, event alteration and cancellation decisions based solely upon safety and health considerations. Please review all information in this section in order to become familiar with any specific procedures that will be necessary if contingency plans are utilized. The temperature must be above minus four degrees raw temperature (or -10° with the wind chill) at the coldest point on the race course in order for events to be held.

Plan A

The start of events will be delayed, or the events in progress will be stopped and delayed if conditions are severe enough to affect participants' safety. Events will begin as soon as conditions improve to insure the safety of the athletes and volunteers involved.

1. Weather/event updates will be posted at Tournament Central and at each venue site.
2. At venue sites, if events are to be delayed and/or resumed, PA announcements will clearly identify the schedule, restart times, etc.
3. If a delay lasts longer than 90 minutes, the competition/race will be canceled or postponed and officials will go to Plan B.

Plan B

The race schedule will begin at the time competition resumes. Any rescheduling of missed events would be based upon availability of sites, time constraints and volunteer availability.

Plan C – No Competition held on Saturday

Cross Country Skiing/Snowshoe Racing – If time trials cannot be held on Saturday, then Sunday's schedule of races will be held as finals. Athletes will compete in the divisions as they are listed for preliminaries, however, once the races are completed, the athletes will be re-divisioned according to their performance, and awards will be given based on how they finished according to the new divisions
Alpine Skiing and Snowboarding – Races will be canceled. No alternative time is available.

Plan D – Severe Sunday Weather

The regularly scheduled trial events would be held Saturday and no racing would be held on Sunday morning, however athletes would be re-divisioned (for races not held as finals on Saturday) according to their performance and given awards based on how they finished within the new divisions.

Plan E – Severe Weekend Weather

In the event that severe weather forces the cancellation of the majority of competition for both days, the event will be cancelled.

General Note:

1. All weather and schedule updates will be available at Tournament Central, posted in the lobby, or by calling Tournament Central at (608) 444-5374.
2. Any changes resulting from weather problems will be clarified at the 9:30 p.m. coaches' meeting.
3. If weather is severe on Saturday or Sunday and competition cannot be held, please check at Tournament Central for changes. And, if an additional coaches' meeting is needed, announcements will be made at the venues and posted at Tournament Central and the hotel.

POSTPONEMENT/ CANCELLATION INFORMATION

Wisconsin weather is very difficult to predict and may change from one hour to the next. Unless weather conditions are very severe, a decision will be made regarding cancellation of the tournament prior to the event start. Any decision regarding cancellation, postponement or schedule changes will be available by calling the Tournament Central number at (608) 444-5374 and, if possible, will be posted on the SOWI website. If you have any questions about whether the Games are to be held, please call Tournament Central and a recorded message will give you the updated information. You can also text "SOWIWG" to 27138 to receive State Games updates straight to your phone. **Standard text messaging rates apply.** In case of statewide weather-related road problems on Friday, January 27th, Agencies should depart when they determine travel to be safe for their delegation. Please call Tournament Central if you have decided not to travel or if your Agency will be late arriving.

TOURNAMENT CODE OF CONDUCT

The Code of Conduct printed below will be in effect. If the need for disciplinary action should arise at Winter Games, the SOWI Competition Director will be responsible for enforcing the code.

Special Olympics was created and developed by the Joseph P. Kennedy, Jr. Foundation to give individuals with cognitive disabilities a wide range of opportunities for sports training and athletic competition. As in any sports program, participants need and deserve quality training, fair competition and adequate preparation and supervision.

The growth and increased recognition, awareness and support of Special Olympics deems it necessary for us to protect the quality and integrity of our program. The Code of Conduct is a guide to follow.

Special Olympics coaches are models whose behavior serves as a positive example for their athletes. Their behavior indicates a concern that the fairest and most positive competitive experience is equally available for every Special Olympics athlete in the competition.

A coach's verbal and physical behavior reflects a positive and constructive attitude toward Special Olympics competition and toward those volunteers, coaches, officials and event coordinators whose time and efforts provide that competitive opportunity. This attitude reflects the confidence that decisions of the Games Committee and sports officials are made with the best interests of a fair, competitive experience in mind and are keeping with the goals and philosophies of Special Olympics.

A coach accepts the responsibility for the behavior of their athletes, parents and spectators both in and out of the competitive arena while attending a Special Olympics event. The coach should be recognized by their athletes, parents and spectators as the sole representative in dealing with the sports officials.

The Special Olympics coach is one who has succeeded in tempering his/her own competitive urges and desires for success in order to assure that the fairest and most positive competitive experience is realized for all persons involved in the event.

Should the behavior and/or attitude of any coach or faction of the member organization be contrary to these principles or to the goals and philosophies of Special Olympics, one or more of the following steps may be taken by Special Olympics Wisconsin in an effort to alleviate the situation without further affecting Special Olympics athletes:

1. The coach may be notified of the undesirable behavior and requested to remedy the situation for continued participation.
2. The coach may be requested to withdraw personally, or as an organization, from the remainder of the event or tournament.

In the event of extreme or repeated behavior contrary to the best interests of Special Olympics, Special Olympics Wisconsin may:

1. Prevent the coach or organization from participating in any or all Special Olympics events for a specified period of time.
2. Prevent the coach or organization from participating in Special Olympics Wisconsin indefinitely.

Specific complaints against a coach or other factions of a member organization must be filed with the Competitions Director of Special Olympics Wisconsin in writing. Such a written complaint will be signed by the head coach of the filing organization and cite specific behaviors inconsistent with the philosophy outlined in this section.

The Program staff will meet to review a formal complaint and determine action for non-compliance with the Code of Conduct.

“SPORTSMANSHIP MAKES WINNERS!!”

Sportsmanship is as important to Special Olympics Wisconsin as training hard and following the rules. Please help us by observing good sportsmanship and setting a good example for our athletes, fans and volunteers.



Staff Guiding Values

Established September 4, 2003 | Revised December 7, 2010

*Mutual Respect, Positive Attitude, Accountability, Teamwork and Dedication
Values SOWI lives by to create an environment of integrity where winning is more than coming in first.*

MUTUAL RESPECT

- Recognize that individual differences exist and seek common ground
- Properly acknowledge the individual abilities and achievements of others
- Communicate in an honest, constructive and confidential manner at all times
- Practice forgiveness
- Treat others as you would like to be treated
- Listen while others are speaking
- Use cell phone etiquette
- Be mindful of other's time commitments
- Consider the circumstances and audience when choosing appropriate communication methods

POSITIVE ATTITUDE

- Practice active listening
- Communicate constructively and directly
- Be open to change
- Be proactive and be part of the solution
- Participate in the SOWI experience
- Use polite body language, voice tone and email communication
- Support new ideas

ACCOUNTABILITY

- Maintain documentation of your job responsibilities and meet those expectations
- Recognize your challenges, learn from them and take steps to improve
- Trust others to do their job as you do your own
- Practice appropriate meeting etiquette
- Attend and be on time
- Define the process and purpose
- Communicate results
- Follow-up on committee actions
- Demonstrate consistency between words and actions

TEAMWORK

- All members are part of one team that is SOWI where each person's job is understood and respected
- Be willing to contribute to the success of teammates through collaboration
- Give help when asked and ask for help
- Create a safe environment where communication can be free-flowing and respected
- Give credit where credit is due
- Communicate clearly and often to keep everyone aware of what is going on
- Be accountable to the success of the team

DEDICATION

- Embrace the Athlete experience
- Be passionate about the mission of Special Olympics
- Demonstrate the SOWI staff guiding values
- Commit to organizational goals and objectives

COACH/ CHAPERONE RESPONSIBILITIES

Coaches and chaperones coming to the SOWI Winter Games must accept and carry out these responsibilities:

1. Provide for the general welfare, safety, health and well being of each Special Olympics athlete you are in charge of.
 - Make sure your athletes are properly dressed for prevailing weather conditions
 - Make sure your athletes are assembled at the proper time and place for ceremonies and competitive events
2. Be thoroughly familiar with all information in this handbook.
3. Provide the following specific services to each Special Olympics athlete in your care:
 - Supervision **24 hours a day**, in cooperation with other chaperones in your delegation
 - Assistance in accounting for luggage and personal items at all times
 - Assistance in getting to meals during scheduled times
 - Assistance in reporting to competition areas at the proper time
 - Assistance in taking full advantage of clinics and other events
 - Making sure prescribed medications are taken at proper times
 - ***MAKING SURE ATHLETES WEAR ID BADGES AT ALL TIMES***

2012 WINTER GAMES MANAGEMENT TEAM

Vicki Baumann	Ken Krueger
Scott Berry	Wendy Krug
David Bigelow	Chuck Kurzynski
Josh Bigelow	David Mix
Michael Clark	Janice Moen
Tracey Erickson	Brett Nemke
Dean Glaze	Chris Pingel
Eric Glaze	Steve Slivinski
Scott Goethel	Ted Slivinski
Steve Goethel	Sarah Spry
John Howard	Mark Wolfgram
Bonnie Kahn	Mike Wild

2011 - 2012 BOARD OF DIRECTORS

<u>CHAIR</u>	<u>SECRETARY</u>	<u>TREASURER</u>	<u>IMMEDIATE PAST CHAIR</u>
Steve Holzhueter Black Earth	Lisa Walter Menomonie	Michael Fleming Hartland	George Whitely Madison

MEMBERS

Paul Baniel Green Bay	Mike Buck Eau Claire	Bill Carollo Shorewood	John Cayer Mequon
Phil Chavez Milwaukee	Randy Dean Milwaukee	Jenny Frandsen La Crosse	Gregg Fergus Stoughton
Ann Hellmuth Madison	Gary Karner Madison	Brittany Ogden Madison	Carolyn Smith Milwaukee
Charles Tubbs Madison			

SPECIAL ADVISOR TO THE BOARD

Dr. Marsha Seltzer
Waisman Center — U.W. Madison

2012 SPECIAL OLYMPICS WISCONSIN STAFF MEMBERS

PROGRAM HEADQUARTERS

Dennis Alldridge, President

Operations

Carol Ellis
Faye Borchert
Barb Burg
Mary Hensen
Theresa Rossman
Rebekah Phillips

Development

Brenda Holmquest
Julie Buedding
Rachel Grant
Valerie Green

Program Services

Bob Whitehead
Angela Frizzo
Aimee LeMay
Samantha VeDepo
Sara Rollin

Communications

Christina Harris
Andrew Klossner

Field Services and Initiatives

Jeanne Hrovat
Jenn O'Brien
Missy Schoenbrodt
Krysten Kirsch

REGIONAL OFFICES

North Central Region 2

Jerry Lyon
Alyssa Matelski
2804 Rib Mountain Dr. Ste. C
Wausau, WI 54401
(877) 848-0550

Indianhead Region 3

Melissa Maxwell
Karen Kraus
2023 Fairfax St.
Eau Claire, WI 54701
(800) 833-5851

Fox Valley Region 4

Melissa Erdmann
Nicole Sprangers
W5361 Cty KK, Ste. D
Appleton, WI
(800) 704-1614

Northeastern Region 5

Carla Lieb
Katherine Walker
2140 Holmgren Way
Green Bay, WI 54304
(800) 707-2422

South Central Region 6

Don Wigington
John Weichelt
5900 Monona Dr., Ste. 403
Madison, WI 53716
(800) 679-6751

Southeastern Region 7

Troy Anderson
Raechel Tudjan
6150 Taylor Ave.
Racine, WI 53403
(800) 924-4320

Greater Milwaukee Region 8

Sidny Harker Kelly Lang
Brandon Tanner Ally Armstrong
10224 N Port Washington Rd.
Mequon, WI 53092
(800) 924-5202

DELEGATIONS

North Central Area 2

- 2-03 Wausau Metro Adult
- 2-11 Northern Access S.O.
- 2-12 Neillsville
- 2-21 Merrill Public Schools S.O.
- 2-22 Tomahawk Schools
- 2-44 WI Rapids Red Raiders S.O.
- 2-50 Wausau Area Youth S.O.

Indianhead Area 3

- 3-06 Eau Claire Adults
- 3-08 Northern Lights
- 3-12 Chequamegon Bay Area
- 3-18 Thorp Adult S.O.
- 3-20 Venture Athletics
- 3-36 Polk County S.O.
- 3-41 Challenge Center Inc.

Northeastern Area 5

- 5-01 Shawano All Stars
- 5-03 Syble Hopp School
- 5-14 Manitowoc County Miracles

South Central Area 6

- 6-12 West Madison S.O
- 6-36 La Crosse Parks & Recreation
- 6-41 The ARC of Columbia County
- 6-60 Monona Grove

Southeastern Area 7

- 7-01 Wisconsin School for the Deaf
- 7-04 St. Coletta of Wisconsin
- 7-19 Western Racine County S.O.

Greater Milwaukee Area 8

- 8-11 MPS— Morse Marshall
- 8-13 Bayside MS
- 8-14 West Allis
- 8-28 Ozaukee County
- 8-39 Greater Milwaukee
Ambassadors
- 8-46 Shorewood



Special Olympics
Wisconsin

PROUD STATE PARTNERS

Mission Partners

KWIK TRIP™



State Games Partners



FSWISCONSIN™

FRIENDS OF WINTER GAMES

Hydrite Chemical Co.
Extremely Music DJ Service
Judd S. Alexander Foundation
Dental Clinic of Marshfield

**“Let me win.
But if I cannot win,
let me be brave in the attempt.”**

-Special Olympics Athlete Oath-



Special Olympics
Wisconsin

Be a fan™

**2310 CROSSROADS DRIVE, SUITE 1000
MADISON, WISCONSIN 53718**

(608) 222 – 1324

(800) 552 – 1324

FAX (608) 222 – 3578

SpecialOlympicsWisconsin.org

Created by The Joseph P. Kennedy, Jr. Foundation.
Authorized & Accredited by Special Olympics, Inc., for the Benefit of Persons with Cognitive
Disabilities.