



AREA MANAGEMENT TEAM OVERVIEW & RESPONSIBILITIES

OVERVIEW

Area Management Teams deliver Special Olympics Montana's mission and vision to the communities they serve. The Area Director and the Area Management Team (AMT) will develop and support quality Special Olympics programs for a growing number of athletes throughout their designated geographic area. The AMT will provide management, leadership and support to all volunteers, athletes, teammates, and families within their geographic area.

LOCAL PROGRAMS

What is a Special Olympics Montana local program?

A group of athletes and coaches, led by a Local Program Coordinator, who train together and may compete at various local area events and also at statewide events.

- Programs are also known as delegations or are referred to by their team name.
- Within the program, athletes and teammates may be involved in individual skills, team play, Unified Sports, or the Motorized Activity Training Program (MATP).
- Athletes and volunteers may also be involved in Athlete Leadership programs.

How does the AMT support the local programs?

- With regular communication to existing program volunteers through phone calls, email, newsletters, social media, mailings and in-person meetings and trainings.
- By exploring interest in program where it does exist via regular contact with schools, agencies, group homes.
- By providing financial management and support to programs from AMT fundraising efforts, as needed or requested.
- By hosting coaches' trainings on a regular basis.
- By hosting annual Area or Regional competitions (a.k.a. Games)
- By offering Athlete Leadership opportunities and hosting the necessary trainings.
- By initiating social events for athletes, families, friends, supporters and volunteers.
- By utilizing the media to promote all activities in the Area.
- By writing effective and attainable Annual Plans and Annual Budgets, and by requesting the same from all programs in the area.
- By recruiting volunteers to fill the positions that make all of the above possible!

Important Point: In Montana, a number of AMT's are infused with the leadership from various local programs. In this situation, the activity of that program can become the main – or even the only – business of

Special Olympics Montana

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the AMT. REMEMBER that an AMT's responsibility is to the ENTIRE geographic area and not one program/team/delegation or city.

RESPONSIBILITIES OF A STRONG AREA MANAGEMENT TEAM

Meetings:

- Hold efficient and professional monthly meetings. Invite all AMT members, SOMT staff, SOMT Board members to each meeting and Local Program Coordinators, athletes, families, volunteers and community members when appropriate and productive.
- Conduct an annual planning and budgeting session during the 3rd quarter of each year.
- Bring athletes into the planning process for Area Games and event planning.
- Include an Athlete Representative as a regular member of the AMT.
- Consider conducting an annual training retreat for the AMT.
- Create and distribute meeting agendas and minutes to all AMT members in a timely manner.

Volunteers:

- Collaborate with SOMT Outreach Director to recruit volunteers to the AMT to assist with general AMT duties, specific projects and events to acknowledge volunteer availability and minimizing the overall commitment for everyone.
- Ensure volunteers are approved as *Class A Volunteers* or *Day of* volunteers prior to start of service and that paperwork is renewed every three years.
- Match volunteers to interests and abilities, but do not presume that an accountant wants to volunteer as Finance Coordinator or an Administrative Assistant wants to record minutes. Allow volunteers to act in capacities in which they experience personal growth and joy, as it will add strength to the AMT and improve overall volunteer satisfaction.
- Revise volunteer position guides annually to reflect the specific duties and responsibilities of each AMT member.

Communication:

- Regularly update a database or manually-kept list of both athletes and volunteers for the Area, as well as others connected to or interested in Special Olympics such as donors, sponsors, and community partners and volunteer groups.
- Develop, distribute and regularly update an Area Calendar. Provide SOMT staff with updates for the website, email calendar to all Area contacts, and provide regular updates via social media accounts.
- Extend gratitude and recognition of volunteers, athletes, families, community supporters and donors through thank you cards, social media "shout outs", and awards when appropriate. Nominate individuals and groups to SOMT's Annual Distinguished Service Awards opportunity.
- Include athletes in all planning processes.

Sports Training & Competition:



- Host local annual competitions in selected sports to prepare athletes and volunteers for participation in State, National and World Games events.
- Facilitate regular coaches' trainings for volunteer coaches throughout the geographic area to ensure that athletes and teammates are receiving quality, consistent instruction.
- Record results of all competition events and share data with SOMT staff to preserve historical records of athlete participation.
- Organize at least one Unified Sports Competition opportunity annually.

Financial Management:

- Manage all Team and Area Funds through monthly reporting to SOMT staff, LPCs and AMT members to show cash flow and assess the Area's financial health.
- Maintain Area Finance Guidelines document and share with all teams and groups utilizing SOMT's tax exempt status to fundraise or reimburse purchases made on behalf of Special Olympics Montana.
- Work with all local programs to develop annual team budgets as well as AMT committees to develop annual event budgets.
- Draft and finalize annual Area budget by November 15th of each calendar year.
- Offer regular financial training to all Local Program Coordinators and AMT members.

Fundraising:

- Develop an annual Fundraising Plan.
- Take full advantage of the momentum created by statewide fundraising events such as: MTN/Chevy Truck Raffle; Law Enforcement Torch Run events.
- Develop and sustain local fundraising events to increase Area revenue and raise awareness in your communities.
- Submit a Fundraising Approval Form to SOMT whenever you plan to facilitate a new Area or local program fundraiser.