

INFORMATION PACKAGE



ATHLETE NOMINATION GUIDE

SUBMISSION OF NOMINATION

The on-line submission of the nomination of a Special Olympics athlete to participate in the 2018 USA Games Final Leg must be completed and submitted no later than:

Friday, September 8, 2017

Early submissions are highly encouraged!

Prior to completing the on-line form, make sure you have sourced a photograph of the athlete and complete the Athlete Nomination Form

INTRODUCTION

As everyone knows, the marquee event in the world of Special Olympics in the United States will take place in July 2018 in Seattle, Washington. The 2018 Special Olympics USA Games provides an incredible opportunity for athletes to travel to Seattle, Washington to display their talents and abilities, and to compete against other athletes from around the country. The USA Games will also provide the opportunity for 6 Special Olympics athletes to be a part of the Law Enforcement Torch Run® for Special Olympics Final Leg Team and serve as Torch Runners in support of the USA Games! It will undoubtedly be an amazing and historic event that will leave an indelible mark on everyone associated with the Final Leg and 2018 USA Games.

As an important part of the USA Games, the LETR Final Leg will heighten awareness and take the message of Special Olympics and the USA Games to every corner of Washington state. Law enforcement officials and Special Olympics athletes, unified together as a part of the Final Leg Team, will serve as true Guardians of the Flame™ and promote the powerful messages of inclusion, acceptance, and ability every step of our journey to promote the USA Games.

On behalf of LETR and the USA Games, I would like to invite you to **nominate** a Special Olympics athlete to represent your Special Olympics Program in the LETR Final Leg for the 2018 Special Olympics USA Games. This is a once-in-a-lifetime opportunity for a Special Olympics athlete from your Program to potentially experience a unified Final Leg in Washington state, live and bond with other athletes as well as dedicated law enforcement officers from around the country, and represent your Special Olympics program while raising incredible awareness and support of the 2018 USA Games!

The 2018 Final Leg will tentatively begin on Tuesday, June 27, 2018 and will cover scores of cities, towns, and communities, to include many of the Host Town Program communities, on the way to the Opening Ceremonies in Seattle, Washington on Saturday, July 2, 2018.

Nominating an athlete to be your representative is no easy decision; very thoughtful consideration should be given to your selection based on the provided criteria.

This information package provides you with guidelines and criteria for athlete selection.

TIMINGS AND DURATION

The 2018 Final Leg will require a commitment of approximately 6-7 days for selected runners. Team members will tentatively fly to Seattle, Washington on June 26, 2018 and team members will be relieved of their Final Leg duties on Monday, July 3, 2018 to travel home.

COST

There is no expense (other than incidentals) to the selected athletes or Special Olympics program. All travel, uniform kit and on-site costs are covered by the 2018 Games Organizing Committee.

TRAVEL ARRANGEMENTS

Garber FCM Travel is booking all team travel – individual programs should not make their own arrangements. We need to coordinate this due to arrival times, ground transportation and other logistical considerations.

FINAL LEG ATHLETE SELECTION PROCESS

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- Programs nominating an athlete must have a law enforcement officer / runner participating in the 2018 USA Games Austria Final Leg. The law enforcement runner must travel with the selected runner to and from the Final Leg event.
- The Athlete Nomination submission must be completed on-line through the Final Leg website (www.lettr-finalleg.org) by **Friday, September 8, 2017** in order to be considered by the Athlete Selection Committee. Applications received after this date will not be accepted.
- Each Special Olympics Program can only **nominate** one athlete for inclusion on the 2018 USA Games Final Leg team.
- The Athlete Selection Committee will select a total of 6 athletes to participate in the 2018 USA Games LETR Final Leg. The selection will be based solely on the information provided in the Athlete Nomination Form.
- Selected athletes must travel to and from Seattle, Washington with the selected law enforcement officer / runner from their program.

SELECTION CRITERIA FOR SPECIAL OLYMPICS ATHLETES

- The nominee must be a current participating athlete in the accredited Special Olympics Program they represent and have a current, valid application for participation in Special Olympics on file.
- The nominee must have a demonstrated ability to function as part of a team and be able to follow simple instructions and excel in a team environment. The nominee needs a certain level of independence but not so much that they spend their down time by themselves.
- The nominee must be able to maintain a pace of 10 minutes per mile for 3 miles at a time and have the ability to run 5 miles over 2 or more intervals during the course of a day.
- The nominee must possess the stamina to tolerate long days consisting of travel, running, special event functions and cold weather conditions.
- The nominee must have a demonstrated ability to travel away from family and job to Washington for a 6-7 day time period with a new chaperone. The nominee should be comfortable flying with a Final Leg Team member (law enforcement officer).
- The nominee must have a demonstrated ability to travel by bus and airplane with no problem.
- The nominee must be able to actively participate on their own ability to be considered for selection.
- The nominee must be at least 18 years old to participate.
- The nominee must not exhibit emotional, medical or social traits that would create an unsafe environment for himself/herself or his/her teammates.
- The nominee should be able to speak in front of groups at various functions describing Special Olympics, the Law Enforcement Torch Run® and their own experiences. The nominee will be expected to deliver multiple speeches as a part of their team responsibilities. Global Messenger training is a plus.

- The nominee must be able to feed, dress, groom, bathe and pack themselves.
- Athletes and/or parents and guardians or main points of contact must have a working email address – email is the only way updated event information will be disseminated.
- Parents / guardians of athletes **are not** permitted to travel along on the Final Leg event. This is designed as an independent experience for the athlete. There will be Documentation Teams that will be able to provide plenty of photographs and video of the athlete’s participation. Nominated athlete’s parents/guardians must be aware of this at the time of nomination.
- The athlete nomination will require the program’s Torch Run Director’s endorsement that the athlete meets all of the requirements to participate in the Final Leg event. Nomination will not be accepted without this endorsement.

ON-LINE NOMINATION PROCESS

SUBMISSION OF NOMINATION

The on-line submission of the nomination of a Special Olympics athlete to participate in the 2018 Final Leg must be completed and submitted no later than:

Friday, September 8, 2017

Early submissions are highly encouraged!

Prior to completing the on-line form, make sure you have sourced a photograph of the athlete and complete the Athlete Nomination Form

The submission of the required information to nominate an athlete will be completed online through the Final Leg website (www.lettr-finalleg.org).

The collection of this information will occur in two (2) phases:

PHASE 1

(Completed by SO Program)

The submission of the name and contact details of the nominated athlete as well as their Parent / Guardian and Local Coach must be completed by an authorized person from the relevant Special Olympics Program.

In addition, a photograph of the athlete (in a sporting or social environment) as well as the completed 'Athlete Nomination Form' will be required.

PHASE 2

(Completed by SO Program)

In the event that your athlete is selected as a member of the 2018 USA Games Final Leg team, additional information (travel information and uniform sizing) as well as a high quality Passport style photograph will need to be submitted through the on-line portal.

STEP BY STEP GUIDE - PHASE 1

Before commencing the on-line selection nomination process, please ensure that the Internet Browser you are using is one of the following:



DO NOT USE MICROSOFT INTERNET EXPLORER

(Both Google Chrome and Mozilla Firefox are free downloads available on the internet - Safari is an Apple product that comes pre-installed on Macs and iPads)

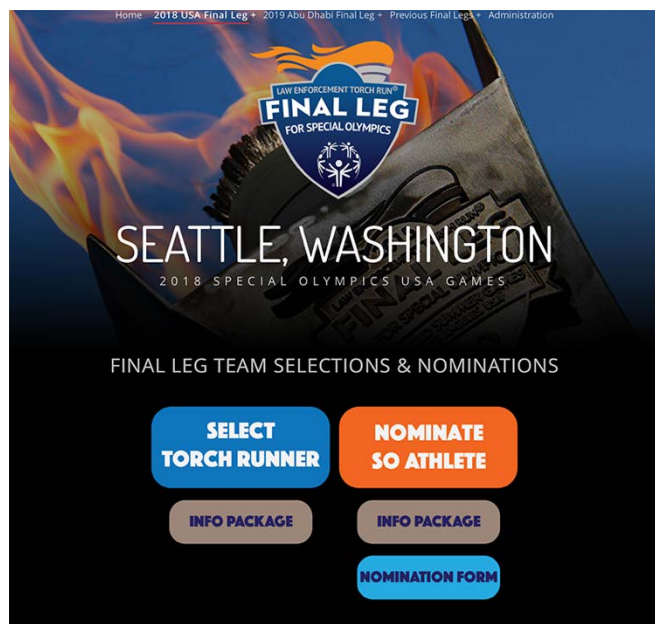
STEP 1

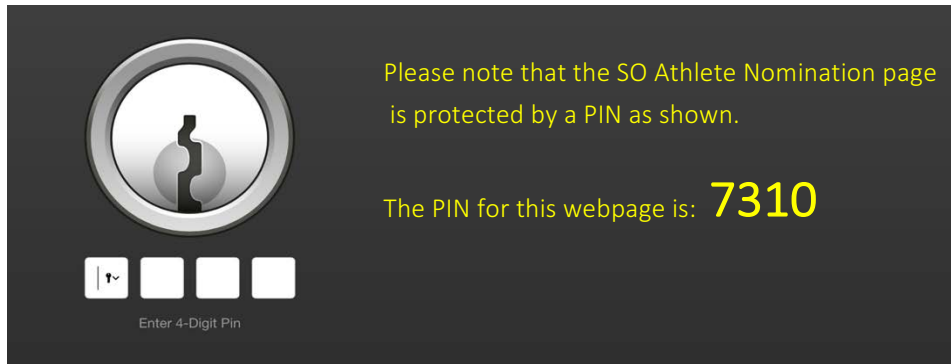
Go to the Final Leg website - www.lettr-finalleg.org

Click on “2018 USA Final Leg” and then click on “2018 Final Leg Portal” from the drop down box as shown below:



Note that copies of the SO Athlete Information Package (this document) and the Nomination Package are available on this page (see below). If you are ready to submit the Nomination, click on the “Nominate SO Athlete” button to commence the process:





Once you have successfully entered the PIN, you will be taken to the webpage shown below:



Click on the “Special Olympics Athlete Nominations” button to commence your submission.

STEP 2

The questions you need to answer are broken down into five segments:

- Information about the Nominator
- Information about the Athlete
- Information about the Athlete’s Parents / Guardian
- Information about the Athlete’s Local Coach
- Uploads of the photograph and ‘Athlete Nomination Form’

When complete, click on the ‘SUBMIT NOMINATION’ button.

You should receive a pop up message with the following message
'Nomination submitted successfully!'

You will also receive an email confirmation containing the information you submitted

PROBLEMS WITH ON-LINE SUBMISSION?

If you did not receive either the pop up message or the confirmation email, you should assume that your submission did not go through.

THINGS TO THINK ABOUT

What Browser are you using?

Did you complete all fields in the form (all are mandatory)?

Was your email address correctly entered?

NEXT STEPS

Try submitting the form once again.

If that fails, try from a different computer and see what happens.

If you are still having no luck, please contact Scott Whyte (the Final Leg website administrator) by email (he lives in Australia) and he will do his best to troubleshoot the problem with you.

To contact Scott, send an email to:

registration@letr-finalleg.org

QUESTIONS

If you have any questions or concerns about the nomination process for Special Olympics athletes, please contact the Final Leg Team Captain, John Newnan at:

Email

final.leg@gmail.com

Phone

+1 410-207-3117