

INFORMATION PACKAGE



TORCH RUNNER SELECTION GUIDE

SUBMISSION OF SELECTED TORCH RUNNER

The on-line submission of the details of the selected Torch Runner must be completed and submitted no later than

Friday, September 1, 2017

Please submit your selected runner's information as soon as possible.
Early submissions are highly encouraged

COMPLETION OF TORCH RUNNER REGISTRATION

The on-line submission of registration information (including photograph and profile information) by the selected Torch Runner must be completed no later than

Friday, September 22, 2017

INTRODUCTION

As everyone knows, the marquee event in the world of Special Olympics in the United States will take place in Seattle, Washington in July 2018. The 2018 Special Olympics USA Games provides an incredible opportunity for athletes from all over the country to travel to Seattle, Washington to embrace the Olympic ideal, display their talents and abilities, and to compete against other athletes from around the country. It will undoubtedly be an amazing and historic event that will leave an indelible mark on everyone associated with the USA Games!

As an important part of the USA Games, the Law Enforcement Torch Run Final Leg® for Special Olympics will heighten awareness and take the message of Special Olympics 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 Final Leg journey to promote the 2018 USA Games.

On behalf of the LETR and the 2018 USA Games, I would like to invite you to select one law enforcement member to represent your Torch Run Program in the LETR Final Leg for the 2018 Special Olympics USA Games. This is a once-in-a-lifetime opportunity for your selected officer to experience a unified Final Leg in Washington, live and bond with six amazing athletes, and represent your Torch Run Program as well as the Torch Run movement, while raising incredible awareness and support of the 2018 USA Games! In addition, it has been well established that the large majority of Final Leg Runners return to their respective programs and soar to new heights of dedication, fundraising and leadership!

Selecting a law enforcement officer to be your 2018 USA Games Final Leg representative is no easy decision; very thoughtful consideration should be given to your selection.

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

TIMINGS AND DURATION

The 2018 USA Games Final Leg will require a commitment of approximately 6-7 days for selected runners. Team members will tentatively fly to Seattle, Washington to arrive on Tuesday, June 26, 2018. Team members will be relieved of Final Leg duties and ready to travel home from Seattle on Monday, July 2, 2018.

COST

The cost of participation for each program is limited to transportation to and from Seattle, Washington and the cost of the summer uniform kit provided to each runner that is anticipated to cost between \$375-400.

All on-site costs are covered by the 2018 USA 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. Once travel is booked for an individual, any change fees will be the responsibility of the individual/program. Every effort will be made to book the most economical and direct flights available.

SELECTION CRITERIA FOR TORCH RUNNERS

- Selection should be based on established dedication and commitment to Special Olympics and the Torch Run. The candidate should be heavily and currently involved in your Torch Run Program and show outstanding potential for future Torch Run involvement.
- The candidate must be a full-time or retired member of a law enforcement agency – see below for definitions.

Any “gray areas” should be discussed with John Newnan prior to submission.

Law Enforcement Agency

Federal, national, state, provincial, tribal, military, municipal, county, city, local, or corrections agency that is responsible for enforcing statutes, regulations or ordinances. This definition is intended to be broad in order to include organizations similar to those described in the preceding sentence in areas outside North America as may be determined by the Executive Council from time to time.

Law Enforcement Member

Any person who is a sworn or commissioned member of, or retired in good standing from, a Law Enforcement Agency and who volunteers to be a Law Enforcement Torch Run volunteer.

- Only one Torch Runner per established Torch Run Program is eligible to be selected for the Final Leg.
- Due to the nature of this event, the candidate must be firmly committed to participating in this event at the time of their selection. The candidate must be able to be away from his/her job for the entire duration of the Final Leg.
- The candidate must be ready, willing and able to:
 1. represent their Torch Run Program in a very positive manner;
 2. proudly represent law enforcement and the Torch Run as a symbol of our deep commitment to the athletes of Special Olympics; and
 3. help fulfill the mission of the Final Leg – to create awareness and excitement for Special Olympics and the World Games.
- The candidate must possess the ability to function as part of a team. The candidate is expected to establish and maintain a high level of cooperation with all other team members and supporters.
- The candidate must have a working email address – **email is the only way updated event information will be disseminated.**
- The candidate **must** be able to maintain a pace of 10 minutes per mile for up to 2 miles at a time and have the ability to run multiple intervals (Torch Runs) totaling in excess of 5 miles during the course of a day.
- The candidate must possess the stamina to tolerate long days consisting of travel, running, and special event functions.
- The candidate should be able to tolerate the anticipated hot weather in Washington.
- The candidate needs to be able to speak in front of groups at various functions and ceremonies about Special Olympics and the Law Enforcement Torch Run®.

- *If an athlete is selected from your program to be one of the six (6) athletes on the Final Leg team, your selected runner must agree to travel to and from Seattle with the athlete.*
- The candidate will be required (at a later date) to provide proper insurance and medical information in order to participate in the Final Leg.

SELECTION AND REGISTRATION PROCESS

SUBMISSION OF SELECTED TORCH RUNNER

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Friday, September 1, 2017

Please submit your selected runner's information as soon as possible. Early submissions are highly encouraged

COMPLETION OF TORCH RUNNER REGISTRATION

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Friday, September 22, 2017

The submission of the required information to nominate and register your selected Torch Runner will be completed online through the Final Leg website (www.let-finalleg.org).

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

PHASE 1

(Completed by LETR Program)

The submission of the name and contact details of the selected Torch Runner must be completed by an authorized person from the relevant LETR Program.

PHASE 2

(Completed by Torch Runner)

Following receipt of the details of the selected Torch Runner, information will be forwarded detailing the steps to be taken by the Torch Runner to complete the registration process.

The information required at this stage will include full contact details, uniform sizing and biographical information as well as a Passport style photograph (for use in event documentation)

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)

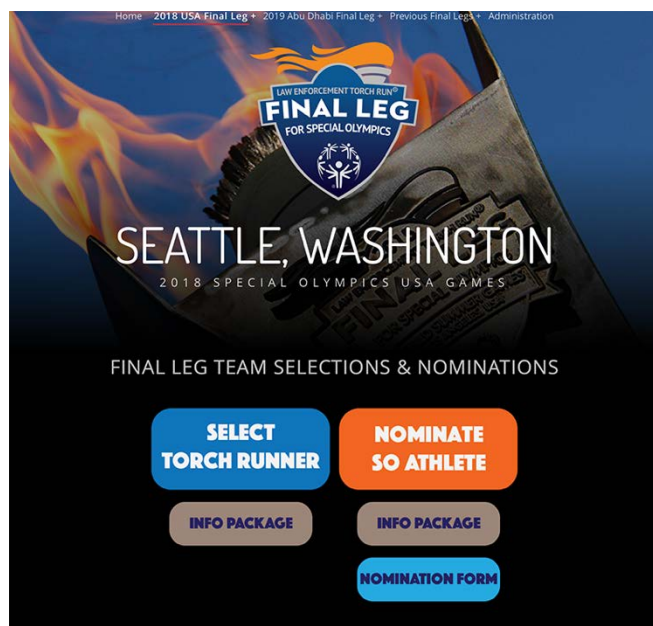
STEP 1

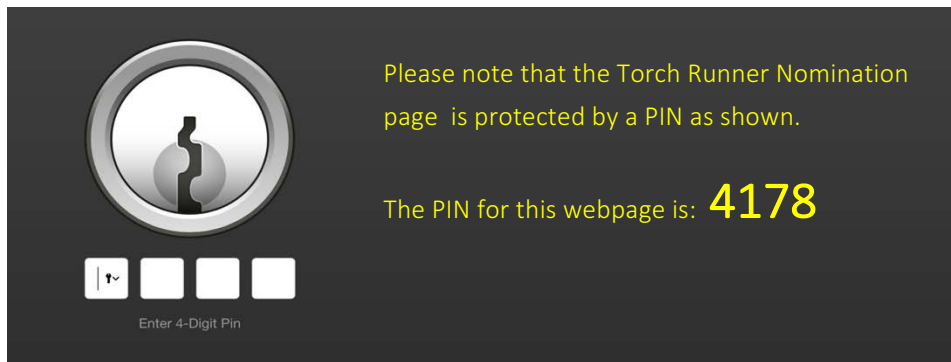
Go to the Final Leg website - www.lettr-finalleg.org

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

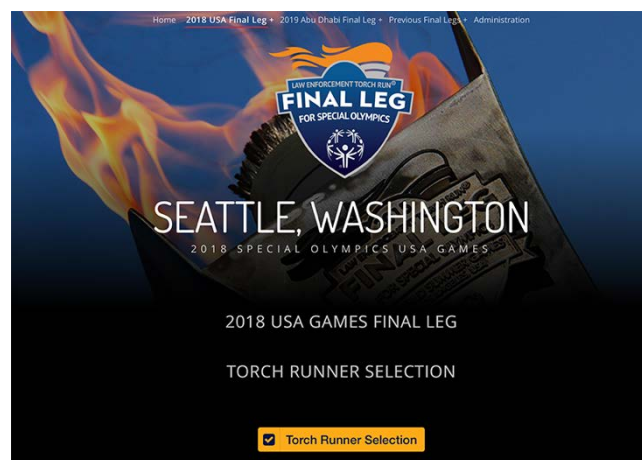


Note that a copy of the Torch Runner Information Package (this document) is available on this page (see below). If you are ready to submit the selection, click on the “Select Torch Runner” button to commence the process:





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



Click on the “Torch Runner Selection” button to commence your submission.

STEP 2

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

- Information about the Nominator
- Information about the Torch Runner
- Information about Travel and Uniform Payments

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

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