ROLES AND RESPONSIBILITIES WITHIN SPECIAL OLYMPICS MANITOBA

The Provincial office and the Regions that comprise Special Olympics Manitoba are collectively responsible for fulfilling the mission of Special Olympics in Manitoba. Their roles and responsibilities fall under several headings: Sport, Marketing, Development, Communication and Organizational Development.

SPORT	Provincial Role	Regional Role
Community Based Training Supported by Directors of Sports Director of Youth Development Vice President of	• Manage Bridge the Gap • Grant Provisions • Ensure minimum standards • Process for Sport Development • Evaluation for Sport Development • Evaluation of programs • Liaise with PSGB's • Database Athlete Registration • New Program Development • Manage Summer Camp • Implement Passport to Sport	• Provide appropriate facilities and equipment • Support athlete registration process
Coach / Volunteer Training Supported by Vice President of Sport Directors of Sport Director of Youth Development Director of Volunteer Services	• NCCP Training programs • Provincial Conference • Organizational orientation • Screening • Other Development Opportunities • Coach Standards • Evaluation • Liaise with CAM	• Financial support of training • Provincial Conference (50%) of coach registration • Support coach registration process

SPORT	Provincial Role	Regional Role
	• Database Coach Registration	
Competition Supported by Directors of Sport Director of Youth Development	• Develop Provincial Competition Schedule • Grant funding of Provincial Summer & Winter Games • Provide competition hosting grants • Identify other competitive opportunities	• Determine Regional events to be hosted • Host Individual/Prov sport championships • Support other competitive opportunities
Athlete Leadership Supported by Directors of Sport Director of Youth Development	• Speakers Bureau • Athlete participation at Provincial Conference • Healthy Athlete Program	• Athlete representative on Regional Council Athlete participation in • Provincial Conference
Athlete /Volunteer Recognition Supported by Vice President of Sport Directors of Sport Director of Youth Development Director of Volunteer Services	• Participation in Community Recognition • Years of Service Program • Of the Year Award • Heroes Hall of Fame • Provincial Volunteer recognition	• Nominate potential candidates

SPORT	Provincial Role	Regional Role
Liaison with Sport Manitoba Supported by President and CEO Vice President of Sport and Program	• Athlete Assistance Program • Grant applications • Sport Plan • Terms of Reference • Directed Funding • Liaise with generic sport	• Liaise with Sport Manitoba • Regional Managers
Officials Development (Floor Hockey) Supported by Directors of Sport Director of Youth Development	• Generic officials training • Manage officials • Development • Provide funding	
Provincial Team Program Supported by Vice President of Sport	• Manage POE • Fund Coaches/Mission Staff • Grant provisions for training & other competitive opportunities • Support National Team Programs	• Athlete Training Funds
MARKETING, DEVELOPMENT & COMMUNICATION		
External Relationships & Communication Supported by President and CEO Vice President of Sport Vice President of Marketing & Development	• Provincial media Relations • Support local PR initiatives • Advocacy with Federal/Provincial Government • Liaise with Provincial	• Local Media relations • Liaise with local service providers • Advocacy with local municipal Governments

	Provincial Role	Regional Role
SPORT **Director of Special Events and Communications**	• Service providers • News Releases • Newsletter • Web-site • Town Hall Meetings	
ORGANIZATION DEVELOPMENT & GOVERANCE		
Accreditation Supported by President and CEO Vice President of Sport Vice President of Marketing and Development	• Special Olympics Manitoba to Special Olympics Canada	• Regions to SOM through Minimum Standards & Terms of Agreement
Human Resources Supported by CEO Vice President of Sport Directors of Sport Director of Youth Development Director of Volunteer Services Director of Regional Development	• Direction to Regional Team • Board Development & Orientation • Staff recruitment, retention & Development • Develop family and friends committee • Volunteer Recruitment	
Internal Communication Supported by All Staff	• Control name and Logo use • Regional Development Team • Management	• Effective Communication to programs • Development/Distribution of Regional minutes & Regional Meetings

SPORT	Provincial Role	Regional Role
	• Team Board & Board Committees • Policies & Procedures Manual • Monthly mail outs	
Long Term Financial Viability Supported by President and CEO Vice President of Marketing and Development Director of Regional Development Director of Finance	• Audit • Investment Opportunities • Control over Provincial Fundraising • Submission of appropriate Federal/Provincial documents • "Draft An Athlete" Support National FR Initiatives • Provincial Inventory • Provisions of financial • Statements to Regions • Provincial Budget • Corporate Sponsorship • Bingo's • Support Regional Budget Development	• Develop, Submit, Monitor Club& Regional Budget • Regional Inventories • Adhere to financial policies • Regional Fund Raising • Support "Draft An Athlete" • Support Provincial FR initiatives • Corporate regional and local sponsorship • Accessing Sport Manitoba • Regional grants