Request for Proposal
To Host Wyoming Senior Olympics – WINTER GAMES
January – Mid March, 2017 and 2018

Wyoming has been hosting the Senior Olympics in the Summer since 1986 and joined the National Senior Games Association in 1987. Over the years, the number of participants has increased. The Wyoming Senior Olympics are becoming well known throughout the region as being one of the best in the United States. At this time, the Wyoming Senior Olympics Board of Directors invites other communities in the state who are interested in hosting this inspirational group of athletes to submit their proposals for the 2017 and 2018 WINTER Games.

The Board of Directors will only consider proposals which include written cooperation of the local Parks and Recreation Department, Chamber of Commerce, Visitor’s Bureau and/or the local Senior Center. Cooperation of these entities is vital to the success of the Senior Olympics. A representative from the host community will become a member of the Board of Directors. This will prove to be valuable experience for hosting successful games.

At a minimum, the narrative for the proposal should address the following:

1. Physical facilities for the events: Facilities and staff should be provided at no cost to the Wyoming Senior Olympics. Under some circumstances, this rule may be circumvented or waived by the Board of Directors.

   The required events are as followed:
   - Downhill Skiing
   - Nordic Skiing
   - Snowshoeing
   - Optional Events: Hockey
   - Speed Skating
   - Figure Skating
   - Curling
   - Swimming
   - Pickleball
   - Other indoor competitions

   Additional events may be added at the discretion of the Board of Directors or the local games committee.

   A. Model contracts with the facilities.
   B. Model contracts with track and field staff and other volunteers to help with the events.
   C. Commitment from the above or assurances that there will be adequate staff.
   D. Anticipated fees for all the events.

2. Listing of motel accommodations and banquet facilities for a minimum of 150 people.

   A. Special rates for single, double, and other occupancy.
   B. Rates per meals for banquets, special dinners (i.e. at the Senior Center), etc.
   C. Other events such as dances, socials, and continental breakfasts.
D. Complimentary rooms and necessary space for office, registration and results.

3. Provisions for adequate public transportation for athletes to and from event locations.

4. How you will provide adequate state-wide news media coverage including television, newspaper and radio.

5. Agreement to follow the Wyoming Senior Olympics Host City Guidelines as set by the Board of Directors.

6. Letters of support and commitment signed by the Director of the Parks and Recreation Department, Director of the Senior Center, Local City Government, the Chamber of Commerce, Local News Media and any others directly involved in hosting the games.

7. Outline the monetary assistance from the host community to include anticipated donations or in-kind contributions towards the success of the games such as use of computers, copier, mailings, total staff time, etc.

8. Outline how the host community will utilize medical personnel and/or EMT’s to be available during all events.

9. The host community must show that a significant volunteer base is in place to conduct the games.

10. The proposal must be signed by representatives of the sponsoring organizations.

11. Proposals must be returned by June 30, 2015 to:

   Wyoming Senior Olympics WINTER GAMES  
   c/o Ken Konicek  
   PO Box 910  
   Pinedale, WY 82941

For more information please call Ken Konicek, 307-367-2154 or e-mail, kkonicek@wyoming.com.
GENERAL INFORMATION

In order for the games to run smoothly, it is important for the host community to form an executive committee. These positions and main responsibilities are listed below.

Area Coordinator: Oversee all the coordinators to assure successful games. Develops budget for games. Responsible for bidding of the host hotel, planning of all meals, preparation of registration form and program, ordering t-shirts, medals and awards, and communication between venue sites. Responsible for the ballot and selection of special awards. On board of Directors of Wyoming Senior Olympics and attends all board meetings (4 per year). This position also serves as Treasurer on the Board of Directors. Sets up meetings of the Executive Committee.

Event Coordinator: Supervises all venue coordinators for the sports events. Arranges all necessary facilities and equipment for the implementation of the venues. Provides rules and regulations for the coordinators along with venue schedule.

Volunteer Coordinator: Is responsible for recruiting, assigning, managing and coordinating all volunteers for the games.

Treasurer: Handles all incoming money to include donations and registrations. Takes care of checking accounting and is responsible for paying bills, Works with Area Coordinator on developing budget.

Fund Raising: Raises adequate funds for the current year's games. Develops presentation for use in solicitation of funds. Sets up meetings with city, county governments and private organizations. Works with Area Coordinator on developing budget.

Publicity: Responsible for the promotion of the games on a state-wide level. Prepares news releases and announcements and shall solicit free advertising and news coverage. Prepares posters to be distributed statewide. Establishes a senior contact in each community to help with distribution.

Registration: Responsible for the input of all registration data including event and sport results and the posting of the daily results for all events during the games. Provides qualifying information of U.S. National Games on the qualifying year. Provides athletes information for registration packets. Prepares mailing list for registration forms. Computer knowledge a must.

Registration Desk Coordinator: Responsible for the preparation of athlete packets. Works with area coordinators on information to be placed in packets. Solicits fun items to be placed in packets. Coordinates work schedule for volunteers at the registration desk during the games.
INTRODUCTION

The Wyoming Senior Olympic games originated in 1986 with athletes competing in fifteen basic sports endorsed by the U.S. National Senior Olympics. By 1990 the Wyoming games had expanded into several other sports. Wyoming Senior Olympic Board of Directors is responsible for the management of the Wyoming Senior Olympics, and continually reviews other activities in an effort to further expand this growing athletic event for seniors from across Wyoming and the country.

The Wyoming Senior Olympics is an innovative sporting event designed to promote year-round physical fitness for seniors. Modeled after the International Olympics, Wyoming Senior Olympics provides a forum of serious minded competition for older adults.

The Wyoming Senior Olympics asks that the host community follow this manual to insure the games will be conducted in a similar manner when moving from one host sight to another and so that the host community can contribute to the goal of conducting the best possible competition for the Senior Olympians.

The responsibilities of each coordinator in this manual include details and guidelines that should be considered in running successful games. This manual is a living document subject to growth, development and change, we are always looking for suggestions to improve and expand them based on experience in the field.

PHILOSOPHY

The Wyoming Senior Olympics host city committee and Board of Directors support the belief that participation in athletic events has a positive physical, psychological and social benefit. Opportunities for athletic competition at the adult level are limited in scope and the Wyoming Senior Olympics striving to fulfill the needs of individuals 50 years of age or better. Through the spirit of competition, Wyoming Senior Olympics promotes a healthful and fun experience in a variety of athletic events.
WYOMING SENIOR OLYMPIC OBJECTIVES

1. To promote the ideals of health and wellness of adults through a more active lifestyle.

2. To erase myths that life is over after 50, by the philosophy that "you don't stop playing because you grow old, you grow old because you stop playing."

3. To promote the socialization and educational aspects of the senior games program by emphasizing recreational participation and proper training.

4. To provide opportunities for team spirit.

5. To promote the concept of adult athletics.

6. To encourage inter-community, state-wide, nation-wide and world-wide associations for participants.

7. To provide a showcase event which will be of interest to persons of all ages.

8. To educate and train participants and spectators in the areas of adult athletics and exercise.

9. To promote sportsmanship; volunteerism and camaraderie among individuals of all age levels and affiliations.
REQUIRED DUTIES OF HOST CITY COMMITTEE

Any of the duties not specifically delineated may be assigned to host city committee members as deemed appropriate. Suggested members include event coordinators for each event, finance coordinator, fund raising coordinator, volunteer coordinator, publicity coordinator, and registration coordinator.

Winter Games Coordinator - Is the chairperson of the host city committee and resides in the host city. Schedules and organizes all meetings of the Host city committee and call special meetings as required.

Winter Games Coordinator - Develops the packet to be mailed to the athletes. This packet will include the list of events (to include venue, date and time of each event), a list of host city accommodations and restaurants, an entry form, an event registration form, a list of meals provided or available during the games, and any other items of interest to the athletes. Prepares and arranges for printing of all registration packets (approximately 500) and posters (approximately 100). Registration packets and posters should be mailed out no later than mid April. Packets including ten (10) registration forms and a poster should be mailed to all Wyoming senior centers and recreation centers. Similar packets should also be mailed to the Senior Olympics coordinators in the surrounding states. If there is more than one print shop in the host city, a bid process may need to be undertaken for the printing of all necessary information for the games.

Winter Games Coordinator - Meets with the public to let them know what volunteer assistance is needed. Service groups are a good place to start, i.e. Rotary, Kiwanis, Jaycees, Lions, church groups, etc. It is important to start this process early in the year, along with asking for community donations. The volunteer and donation requests can also be done via a letter-writing campaign in conjunction with face-to-face meetings. Volunteers are needed at each venue, at the registration tables, to assist in posting results, to assist with meals, etc. A list of volunteers for each event/activity will be given to the event coordinator or person in charge of that event/activity. Event/activity coordinators should determine how many volunteers they will need and get that information to the State Games Coordinator.

Winter Games Coordinator - Sets all news conferences and news coverage of the Games, and serves as the contact for all media during the Games.

Winter Games Coordinator - Sends thank you notes to State Board members when each year's games are completed.

Winter Games Coordinator and/or State Board President - may attend conferences or classes as needed for the improvement of the Wyoming Senior Olympics.

Winter Games Treasurer - Is the treasurer of the host city committee and resides in the host city.
Host City Committee

1. Establishes the necessary number of coordinators to provide for the efficient operation of the Senior Olympic Games.

2. Recommends the date for each year's games and submits them to the State Board for approval. All attempts will be made to avoid conflicts with surrounding states' senior games. These dates will be posted at the Games.

3. Fill out all facility use permits and pays any fees required.

4. Inventories medals (bronze, silver and gold) to determine how many medals will need to be ordered for the host city. Medals can be ordered for the two years the host city will host the games. Medals are given to the first, second and third place winners in each event.

5. Inventories the items that are owned by the Wyoming Senior Olympics. List will be provided by host community.

It is the Host City's responsibility to assure this equipment is inventoried at the beginning and end of the games and also to assure the equipment is stored in a safe and dry location. The inventory report is submitted to the State Board at the next State Board meeting following the Games.

6. Ambulance services should be provided at the events. Consideration should also be given to having medical personnel available.

7. Updates the Wyoming Senior Olympics website as information becomes available. The registration forms and any other pertinent information will need to be added to the website www.wyseniorolympics.com at the same time the registration forms are being mailed out (mid-November).

8. Develops the program brochure to be given to each athlete. These program brochures should include a map that designates all venues, as well as other designations that will assist the athletes in locating events (including meals, public restrooms, etc.). The brochure should also include a list of venues, sponsor pages, a letter from the Governor, a letter from the host city's mayor, a letter from the State Games Coordinator, a List of events and event coordinators, a list of State Board members and host city committee members, any other items the host city committee deems appropriate. Approximately 500 of these brochures should be printed at least one month prior to the games to allow for time to put these in the host city packets.

9. Develops the budget for the host city's games.

10. Prepares host city packets to be given to all athletes at registration check-in. Each packet will at a minimum include: A program, customized attire of host city's choice and a name tag. Other items may be included in this packet as deemed appropriate by the host city committee. Such items could include city maps, free or reduced price coupons donated by these host city's businesses, etc.

11. Plans all meals to be provided to or purchased by athletes. A fee can be assessed for this meal.
12. Prepares bid process and arranges for printing of customized attire for athletes, volunteers and coordinators, if appropriate (if there is only one business that can provide this service, the bid process would be unnecessary). The bid process can be done on a yearly basis or for the two year period the host city hosts the games—this decision made by the host city committee.

13. Prepares name tags for each athlete.

14. Responsible for arranging for communication between venues and the registration site. This can be done via cell phones, radios, etc.

15. Prints a master list of events/athletes to have available at the registration table for athletes to review.

16. Prepares schedules and specific assignment sheets or letters for all volunteers with times and places clearly set forth so all volunteers know where and when they are to perform all assigned duties.

17. Transportation should be available to transport seniors from hotels to venues activities, etc. Transportation details should be made available on the registration form, at the registration desk and at the venues.

18. Checking and/or savings accounts need to be set up in the Host City with two signatures required on the checks. The previous Host City will maintain the books until no later than December 31 of the last year the host city hosts the Games, and transfer all funds to the new Host City as soon as possible after closing out the accounts. Any depository utilized in the Host City shall be insured by either the F.D.I.C. or the F.S.L.I.C. of the United States of America.

19. The treasurer shall be bonded as soon as they take over the duties of this position. He/she is responsible for receiving all monies and funds of the Wyoming Senior Olympics including donations, registration fees and grants. He/she is also responsible for receiving all monies and funds of the Wyoming Senior Olympics, including donations, registration fees and grants. Also responsible for the proper procedures used in reimbursements to be made to committee members. Pays all outstanding bills in a timely manner. All bills needs to have a proper bill or invoice prior to being paid. No purchase/bills are to be paid with cash, but rather by check only. Responsible for all record keeping or financial matters of the Wyoming Senior Olympics and for preparing all financial statements. Shall provide current financial statements at all State Board and Host City meetings.

20. Promotion on a state-wide level must be completed. This is done via preparation of news releases and public service announcements including television, radio and newspapers. As much free advertising as possible must be done. Grants are many times available through the Host City’s lodging tax board and this avenue should be pursued early in the year.

21. Slides, videotapes and/or pictures should be taken of various aspects of the Games and put with the historical data kept.

22. Prepares and mails thank you notes to donors, volunteers, in-kind service providers, etc.
23. Inputs all registration data, including event and sport results and the posting of the daily results for all events. Use of Senior Olympics software is required.

24. Responsible for entering results data into the computer and printing out results sheets. One volunteer from each venue will need to bring results to the registration area for entry into the computer. A copy machine to run copies of results for athletes and media is required.

25. Results should be provided to media during the Games in any format available, i.e. telephone, fax, e-mail, etc. Post results to the Wyoming Senior Olympics website www.wyseniorolympics.com as soon as possible after events are completed.

State Board

Approves and pays all travel reimbursements for State Board members, if necessary.

Is responsible for overseeing the financial stability of the Wyoming Senior Olympic.

Maintains and updates the Host City Guidelines and Wyoming Senior Olympics bylaws as necessary. Suggestions for changes/recommendations are welcome from the host city committee.

**SUGGESTED DUTIES OF HOST CITY COMMITTEE**

1. Prepare the bid for the host hotel and sign the contract (if this is part of the host city's sting the games).

2. May develop ideas for merchandise that can be marketed during the Games (shirts, hats, bag, etc.); however, prior to any merchandise being ordered, ideas must be approved by the State Board.

3. Door prizes may be given out to the athletes during the banquet if the host city has door prizes available. No monies are to be spent to purchase door prizes.