

# Special Olympics Maryland Area Memo

## 4/30/2024

**Special  
Olympics  
Maryland**



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### Welcome

If there are any members of your area’s leadership who are not currently receiving the Area Memo, [please fill out this form](#)

### Shout out a volunteer

This memo’s shout outs go to...

Bob Baker, Marilyn Miceli, Mike Ord, Janet Larrimore, Mimi Goodman, and Tracy O’Connor on an outstanding Inspiration Walk in Howard County!

Katy Schieman, Mike Janis, Michelle Pena, Eva Tucholski, Byron Pena on a great 2 weekends of Spring Games with the US Naval Academy!

Laurie Brewer and the Carroll County Management Team on a successful BINGO for the Carroll County Program.

Neshawn Jubilee for planning a successful FIRST Miles for Smiles event on the Eastern Shore.

Please use the link below to submit your shout outs!  
<https://www.surveymonkey.com/r/LV88QG9>

### **(NEW)** GMS Reminders – Requests for Advancing, Spring Competition Assistance, Filters

A few reminders as we are all in “heavy use” time for GMS:

- **Requests for Advancing** – We are happy to reduce Area data entry by advancing the results (or even the entries) made in one games to the next one, event to Summer Games, but there are several stipulations to make this work
  - Advancement definition: This is basically copying the entries from one competition into a subsequent competition, entering everyone into the same events and copying the results scores in as the new entry scores (or can copy the previous entry scores in as the new entry scores, such as for bocce or for a situation where results haven’t yet been entered

- The request needs to be made at least 72 hours prior to the latest the advancement can take place – while it's generally a pretty quick process, it can only be done when no one else is in the games in GMS. Also, while supporting our Area programs is very important, we typically will not be dropping everything to handle an advancement request that someone wants done right away (it's usually quicker to do several at once). Send requests to [mczarnowsky@somd.org](mailto:mczarnowsky@somd.org) and Mike will get them handed off to the best person for that request.
- The Area GMS person is responsible for checking the entries in the new competition after the advancement is done. This is to handle any errors that might occur, handle anyone who was scratched in the original games or for whom no score was recorded in the original games. This is your responsibility and you need to allow time to double check things before the deadline for entry for the new competition.
- Competitors CANNOT already be entered into the competitive event into which you want them advanced. The person can be registered for that next games and in Swimming training" for that games, but cannot be in the competitive event into which you want them advanced (e.g., can't already be entered into the 50M Backstroke) – GMS ignores entries in the advancement process when the person is already in that competitive event.
- Areas Hosting competitions need to get the results entered quickly following the event. If the results aren't entered, we can't advance them.
- **Spring Competition Assistance** – We are happy to assist Area programs with divisioning etc. for their competitions where GMS Makes sense to use (athletics and swimming are typically where it is the most useful, not so much for softball and cheerleading, bocce is in between). This does take at least a few hours so we need to have things arranged in advance so we can factor that into our work. Please keep in mind the following:
  - Deadlines for entering participants need to be at least 10 days prior to the planned competition to allow time to run everything AND get it to the host Area to copy, make packets, etc. (in some cases we can extend that date a little bit but don't count on it unless pre-arranged).
  - The Host Area is responsible for making sure all entries are in, all scores are properly entered (and are realistic) and that all relay teams are properly created (for ALL entrants in the competition, not just their Area). HQ staff typically doesn't have time to track down or resolve missing or obviously incorrect scores.

For events thru the remainder of this season, we have committed to assist with the following. If you are expecting such assistance and your event is not listed here, please send an email to [mczarnowsky@somd.org](mailto:mczarnowsky@somd.org) right away so we can see if we can handle it for you.

- May 4 – CH Spring Games
- May 11 – BA Track All Comers Meet
- May 11 – AL Spring Games
- May 19 – MO Spring Games
- June 1 – HO Track Competition / Spring Games
- June 2 – CL Swimming Competition
- **Games Filters** – If you cant find a particular games on the list of games in GMS, be sure to check whether or not you have any "games filters" turned on. This is under the games groups and you need to be sure you either have everything unchecked OR that you have the groups that contain the games you are looking for checked off (typically you will want "Training" as well as the "Community" games for the current and previous year checked, at a minimum). Filters can be very helpful in limiting the list of games (currently at 353), but can cause confusion if you don't know how they work.

**(NEW) Topgolf – Open for Areas To Utilize**

A friendly reminder to reference both the notes/slides from the April 17 Area Director meeting and the email from Casey Collins regarding Topgolf (sent April 16). The three facilities in Maryland (Baltimore, Germantown, Oxon Hill) are available to your golf programs to bring groups of athletes and Unified partners to their facilities, however there are several requirements, detailed in those communications. Any questions can be directed to ccollins@somd.org).

**(NEW) CDW and Medicals/Volunteer Applications**

Be sure to review the Slides/notes/recording from the April 17 Area Directors meeting for information regarding the CDW now being part of the SOMD Athlete Medical form and the Volunteer Application. It is included as an additional page in each form and requires a signature on that page (unfortunately we were not granted permission from SOI to include a statement in the existing releases to handle this). All medical and volunteer forms available to download from SOMD’s website and Coach Resource Page have the new format (w/CDW).

Any medicals or volunteer form that we receive that either doesn’t have a CDW or the person doesn’t have a new CDW submitted (not one from 3 years ago) will not be processed and Dottie Rush will send a message to the appropriate Area personnel to let them know we need the CDW (they can’t participate w/o the CDW anyway, so it’s no delay in them starting to participate.

We have changed the expiration dates for all active participants who have a valid CDW to match the expiration date of either the person’s medical or volunteer application.

**2024 Summer Games Shirt for Delegations**

Once again, by popular demand, Special Olympics Maryland is planning to send the t-shirts to each Area Program in advance of the Summer Games.

We need your assistance in order to accomplish this process. Below is the link to complete the survey for ordering your t-shirts. The survey needs to be completed by **May 1, 2024 at 3:00pm** for us to place the order and have them shipped to each of the Area Programs in time for Summer Games.

Link to place your order: <https://www.surveymonkey.com/r/24SGTShirtOrder>

Thank you in advance!

**(UPDATED) Spring Competition Calendar Getting Set**

Areas are working diligently to prepare for their Spring sports seasons, including scheduling competitions. To assist in that planning, we’re sharing the events with known dates that **have typically been open to multiple Area programs**. These are also included in the attached sports calendar.

CH Spring Games	Indian Head, MD	Lackey High School	5/4/2024	Athletics (T&F), Bocce, Swimming
HA Swimming Qualifier	Joppa, MD	Magnolia Middle School	5/4/2024	Swimming
AL Spring Games	Frostburg, MD	Mountain Ridge HS Frostburg State (SW)	5/11/2024	Athletics (T&F), Bocce, Swimming
BA Athletics (T&F) All Comers Meet	Owings Mills, MD	McDonogh School	5/11/2024	Athletics (T&F)
MO Swim Meet	Bethesda, MD	Stone Ridge School	5/11/2024	Swimming
Softball Required Qualifier	Ellicott City, MD	Kiwanis Wallas Park	5/19/2024	Softball
MO Spring Games	Bethesda, MD	Landon School	5/19/2024	Athletics (T&F), Bocce
HO Track Meet	Columbia, MD	Wilde Lake High School	6/1/2024	Athletics (T&F)
HO Swim Meet	Columbia, MD	Steven’s Forest Pool	6/2/2024	Swimming

Contact info is included on the sports calendar. Please note that each of these events has a maximum capacity and cannot accommodate an unlimited number of competitors (except for the Softball Required Qualifier). In addition, some may already have other Area programs signed up for the event, so be sure to reach out to the designated contact (found on sports calendar) if you are interested in having your athletes attend.

If your Area is hosting a competition that is open to other programs, please complete and submit the sanction form (available on the CRP) and we will include it in the next Area Memo.

### **Area Program Sport & Activity Information Form**

To more effectively capture the many programs and activities taking place in the community, we have put together a Training Program Information Form.

This form will help our state office stay more organized with up-to-date information on what programs are happening, where they're happening, and when they are happening.

Please submit 1 form for each sport/activity from your program using the link below:

<https://wkf.ms/3Kqg0Zp>

To avoid duplicate submissions, Coaches, Sport Volunteers, and Sport Coordinators, please work with your Area Leadership on submitting this form as they may have done so already.

We ask that this is submitted by the registration deadline during each sport season.

If you have any questions, please contact Jeff Abel ([jabel@somd.org](mailto:jabel@somd.org)).

### **Area Program Fundraiser Info Form**

As we discussed in our Area Director meeting and on Monday's call, we'd like to get a better idea of the many fundraisers taking place around the state in support of Special Olympics Maryland. This will also help us advertise your events while also consolidating state office requests for credit card machines, Classy Pages, and more.

[Moving forward, please fill out this form when you are planning a fundraiser.](#)

### **Donation Information Corner**

1. **Area Donation Tracking Link:** please use this link to provide information to SOMD about any anticipated gifts that may come directly to the SOMD office or bank account:  
[Area Donation Tracking Report](#)
2. **Private Donation Link for Honor/Memorial Donations and specific gifts from donors:** If you have an individual donor or sponsor that has reached out to you and wants to make a donation to support your program directly, or if you would like to include a link for memorial donations, you can provide this PRIVATE donation link, but please remember, **this link cannot be included on your local area website or sent out as an email blast**. Please encourage donors to fill out the "Direct My Gift to" dropdown in the form. [Private Giving Link Request](#)
3. **Stock Giving Option:** please provide the information below to anyone who would like to make a gift of stock to your local area program. You can also notify SOMD that a gift is coming to support your program by adding this information to the [Area Donation Tracking Report](#).

To make a gift of stock, please share this information with your financial advisor:

Morgan Stanley LLC  
DTC #0015

For the benefit of Special Olympics Maryland/633-117478

c/o: Morgan Stanley  
650 S. Exeter Street, Suite 1100  
Baltimore, MD 21202

4. **Matching Gifts:** Many companies generously offer to match their employees' charitable contributions. Some even provide matching funds to support employee volunteer hours. Most of these programs match contributions dollar for dollar, and some will even double or triple the amount of your gift!

[Click Here](#) to enter your employer's name to see if they participate in the matching gift program, and if they do, get a link to the matching donation page.

If you are aware of any matching gifts that may be coming in for your local area program, please notify SOMD that a gift is coming to support your program by adding this information to the [Area Donation Tracking Report](#)

### **(UPDATED) Finance Corner**

A great big **THANK YOU** to everyone for jumping on the In-kind for 2023! We are ready for the auditors! **Invoices & Credit Cards** – Please make sure that the Memo/Description that you are providing tells the story of what was purchased. No need for proper grammar, tell it like it is. “25 Basketballs”, “Uniforms for Bowling”, “Facilities for Pickleball July & Aug 23”. It is important to be brief and clear so someone outside of the transaction understands what was purchased. For Credit cards, **please include the vendor** “Amazon – 100 Flag football Flags”; “Jersey Mikes – 347 lunches for Spring Games”.

**Alert to suspicious charges** – If Truist sees suspicious charges on your credit card – a spending pattern that doesn't match your habits, or charges to unusual websites, or charges on your card that happen one right after the other – the fraud department will temporarily suspend the card to stop the activity.

The fraud department will call you on the phone number that was used to sign you up for a card. When Truist calls, the phone number, that comes up on your caller ID, may not be familiar to you. I am in the process of getting a secondary phone number on everyone's account so that Truist will also call me. If you have changed your phone number since you signed up, please let me know.

**Direct Deposit** – HQ is moving in the direction of Direct Deposit/ACH/EFT for all Stipends, Vendors, and other payments. Anyone issued a physical check is given a sign-up form with that check. We are asking that you strongly encourage the use of Direct Deposit/ACH/EFT. No more lost payments in the postal mail. It is a bank-to-bank transaction, so the person or company is paid faster. The form to sign up for EFT is attached to this memo. When working with current, and especially new vendors, ask them to sign up. Thank you! If you have any questions about this update, please reach out to Joanne.

### **(UPDATED) Pre-Season and Pre-Competition Coach Webinars**

The dates and time for Pre-Season webinars have been set for the upcoming seasons. Please share this info with your coaches and sports volunteers.

**Pre-Season Coaches Webinars** (slides from recorded sessions are available on the respective CRP)

<i>Sport</i>	<i>Date/Time</i>	<i>Registration / Recording Link</i>
Athletics (T&F)	Tue, 3/26	Recording: <a href="https://www.youtube.com/watch?v=g-Sr8Yf6Rfg">https://www.youtube.com/watch?v=g-Sr8Yf6Rfg</a>
Bocce	Mon, 3/25	Recording: <a href="https://www.youtube.com/watch?v=JKiO5ssqpw8">https://www.youtube.com/watch?v=JKiO5ssqpw8</a>
Cheerleading	Wed, 3/20	Recording: <a href="https://www.youtube.com/watch?v=MXWxcnK3ulA">https://www.youtube.com/watch?v=MXWxcnK3ulA</a>
Softball	Wed, 3/20	Recording: <a href="https://www.youtube.com/watch?v=wZtc15UZofQ">https://www.youtube.com/watch?v=wZtc15UZofQ</a>
Swimming	Tue, 3/19	Recording: <a href="https://www.youtube.com/watch?v=euixUvfBvVc">https://www.youtube.com/watch?v=euixUvfBvVc</a>
Kayaking	Tue, 5/21 6:00-7:30p	<a href="https://somd.zoom.us/meeting/register/tZAuduygrDgqH9124x5A32NeRmVQewSLuL-W">https://somd.zoom.us/meeting/register/tZAuduygrDgqH9124x5A32NeRmVQewSLuL-W</a>

**Pre-Competition Coaches Webinars** (slides from recorded sessions are available on the respective CRP)

<i>Sport</i>	<i>Date/Time</i>	<i>Registration / Recording Link</i>
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Athletics (T&F)	Tue, 6/4 6:00-7:00p	<a href="https://somd.zoom.us/j/84616489303?pwd=je5aGNpNzuH5TFwgOLcRCmtb8R81pS.1">https://somd.zoom.us/j/84616489303?pwd=je5aGNpNzuH5TFwgOLcRCmtb8R81pS.1</a>
Bocce	Wed, 6/5 6:00-7:00p	<a href="https://somd.zoom.us/j/88104320430?pwd=omzcSayMbwkuqfKKcdg4CLZiukAdAb.1">https://somd.zoom.us/j/88104320430?pwd=omzcSayMbwkuqfKKcdg4CLZiukAdAb.1</a>
Cheerleading	Tue, 6/11 7:30-8:30p	<a href="https://somd.zoom.us/meeting/register/tZlodOivrigvGtyOPMoGuQ8yUBZX54YVGzi7">https://somd.zoom.us/meeting/register/tZlodOivrigvGtyOPMoGuQ8yUBZX54YVGzi7</a>
Softball	Tue, 6/11 6:00-7:00p	<a href="https://somd.zoom.us/meeting/register/tZYocOqurz8sHdxJupj2u0lJOH6eDnKEcf43">https://somd.zoom.us/meeting/register/tZYocOqurz8sHdxJupj2u0lJOH6eDnKEcf43</a>
Swimming	Thu, 6/6 6:00-7:00p	<a href="https://somd.zoom.us/meeting/register/tZwsd-2rrDsuGdS_FdBmcgIkLi0R9Y6kGF8y">https://somd.zoom.us/meeting/register/tZwsd-2rrDsuGdS_FdBmcgIkLi0R9Y6kGF8y</a>
Kayaking Time Trails	Wed, 8/7 6:00-7:30p	<a href="https://somd.zoom.us/meeting/register/tZMsdO6urT4iHdH5GrfiPkAXMRmQm7RckgOQ">https://somd.zoom.us/meeting/register/tZMsdO6urT4iHdH5GrfiPkAXMRmQm7RckgOQ</a>
Kayaking Finals	Wed, 8/14 6:00-7:30p	<a href="https://somd.zoom.us/meeting/register/tZ0odO-uqD0oG9OS1rq-dWhkEPvhmXtYvy1K">https://somd.zoom.us/meeting/register/tZ0odO-uqD0oG9OS1rq-dWhkEPvhmXtYvy1K</a>

**(UPDATED) Sports Department Contacts – Assigned Sports**

Your Area Director and Area Leadership should always be your first point of contact. However, should you have questions regarding a specific sport, coach education, or competition, please work with the corresponding Sport Director.

- **Melissa Anger, Senior Sports Director**
  - [manger@somd.org](mailto:manger@somd.org), 410.979.5112
    - Basketball
    - Cheerleading
    - Flag Football
    - Softball

*Locally Popular Sports: Volleyball*
- **Casey Collins, Sports Director**
  - [ccollins@somd.org](mailto:ccollins@somd.org), 240.994.2631
    - Athletics
    - Distance Running
    - Golf
    - Powerlifting
    - Snowshoeing

*Locally Popular Sports: Equestrian Sports, Floor Hockey*
- **VACANT, Sports Director (Contact Steve Bennett until position is filled: [sbennett@somd.org](mailto:sbennett@somd.org) / 304.991.1421)**
  - CURRENTLY VACANT
    - Alpine Skiing
    - Cycling
    - Kayaking
    - Swimming

*Locally Popular Sports: Cross Country Skiing, DanceSport, Figure Skating, Sailing*
- **Jake Novick, Sports Director**
  - [jnovick@somd.org](mailto:jnovick@somd.org), 774.276.5861
    - Bocce
    - Bowling (10 pin)
    - Soccer
    - Tennis

*Locally Popular Sports: Duckpin Bowling, Pickleball, Short Track Speed Skating,*

If you have questions regarding multi-sport events, or USA/World Games, please contact:

- **Steve Bennett, Senior Director, Competitions**
  - [sbennett@somd.org](mailto:sbennett@somd.org), 304.991.1421
    - Summer Games
    - Winter Games
    - Fall Sports Festival
    - USA Games
    - World Games

If you have questions regarding High School Unified® Sports (IUS) training and competition, please contact:

- **Zach Cintron, Senior Director, High School Unified® Sports**
  - [zcintron@somd.org](mailto:zcintron@somd.org), 973.862.0414
    - IUS Athletics (T&F)
    - IUS Outdoor Bocce
    - IUS Indoor Bocce
    - IUS Strength & Conditioning
    - IUS Tennis
    - IUS Flag Football

- **Tyler Harrell, Manager, High School Unified® Sports**
  - [tharrell@somd.org](mailto:tharrell@somd.org), 410.251.0331  
IUS High School program logistics and coordination with Districts and Local School Systems

If you have questions regarding training/competition registration certifications or the processing of forms, please contact:

- **Dottie Rush, Registration Manager**
  - [drush@somd.org](mailto:drush@somd.org), 410.242.1515 x111

Overall Sports Leadership (any sports/competition questions that aren't related to a specific sport)

- **Mike Czarnowsky, Vice President, Sports**
  - [mczarnowsky@somd.org](mailto:mczarnowsky@somd.org), 410.241.6280

## Questions?

**If You Have Any Questions on Any Other Non-Sports-Related Issues**, please contact a member of the Local Programs Team

- **Jeff Abel, Vice President, Local Programs**
  - [jabel@somd.org](mailto:jabel@somd.org), 410-242-1515 ex. 121
  - Any general question
- **Melissa Kelly, Senior Director, Unified® Champion schools**
  - [mkelly@somd.org](mailto:mkelly@somd.org), 410-979-5839
  - Unified® Champion Schools, Youth Leadership, and School Engagement, Middle School Sports
- **Julie Martin, Manager, Unified Champion Schools Consultant**
  - [jmartin@somd.org](mailto:jmartin@somd.org)
  - Unified Champion Schools Grant, Youth Leadership and Whole School Engagement
- **Mackenzie Irvin, Senior Director, Inclusive Health & Fitness**
  - [mirvin@somd.org](mailto:mirvin@somd.org), 857-939-4867
  - Young Athletes Program, Elementary School programming
- **Kayla Shields, Director, Inclusive Health and Fitness**
  - [kshields@somd.org](mailto:kshields@somd.org), 410-404-4115
  - Healthy Athletes, Fitness Programs, Unified® Physical Education
- **Abi Bauman, Manager, Young Athletes Program**
  - [abauman@somd.org](mailto:abauman@somd.org), 802-881-4623
  - Young Athletes Program in school, community, and home
- **Sue Snyder, Unified® Physical Education Consultant**
  - [ssnyder@somd.org](mailto:ssnyder@somd.org)
  - Unified® Physical Education
- **Sam Boyd, Volunteer Director**
  - [sboyd@somd.org](mailto:sboyd@somd.org), 443-766-9245
  - Volunteer Recruitment, Retention, Training
- **Mike Myers, Sr. Director, Area Programs**
  - [mmyers@somd.org](mailto:mmyers@somd.org), 443-799-5335
  - All Area Programs- Primary POC for BA, HO, MO, AA, SM, CH, CL
- **Horace Dickerson, Region Director- Metro Programs**
  - [hdickerson@somd.org](mailto:hdickerson@somd.org)
  - Baltimore City, Prince George's County

- **Allie Boyd, City Schools Coordinator**
  - [aboyd@somd.org](mailto:aboyd@somd.org), 223-848-1210
  - Baltimore City Schools APE Sports Program
  
- **Kyler Mellott, Region Director- East**
  - [kmellott@somd.org](mailto:kmellott@somd.org), 814-470-9474
  - Harford, Cecil, Kent, Upper Shore, Lower Shore
  
- **Matt Deal, Region Director- West**
  - [mdeal@somd.org](mailto:mdeal@somd.org), 240-329-1801
  - Carroll, Frederick, Washington Allegany, Garrett