



## LETR International Executive Council

# HANDBOOK

*Release 7 - November 2019*



**Special Olympics**



# LETR International Executive Council Handbook

*This document is maintained by the  
LETR International Executive Council's Policies & Procedures Committee  
on a continuing and ongoing basis.*

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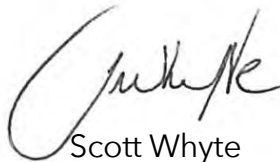
# Introduction

The 2019 LETR International Executive Council Handbook has been designed to assist council members, both existing and new by providing, in one document, relevant information about the workings of the council.

This version of the handbook builds on the work done in 2016 by Mark Musso and Victoria Rivers .

It goes without saying that this document will never be completed - it will always be subject to amendment and adjustment as aspects of the council's work and activities change over time.

Please don't hesitate to send any comments, criticisms or suggestions for improvement to Victoria Rivers so that the document can be continually enhanced.

A handwritten signature in black ink, appearing to read 'Scott Whyte', is positioned above the printed name.

Scott Whyte

Chairman

LETR International Executive Council

## **Mission and Vision**

The mission of the Law Enforcement Torch Run for Special Olympics is to increase public awareness and generate resources for the Special Olympics movement worldwide.

The vision is to further the Special Olympics mission, law enforcement will carry the torch, representing the "Flame of Hope," and dedicate itself to the goals of continually increasing both awareness and generating resources for Special Olympics athletes worldwide.

## **Purpose**

The Law Enforcement Torch Run International Executive Council (the Council) is authorized by Special Olympics, Inc. (SOI) and is endorsed by our founding law enforcement organization - the International Association of Chiefs of Police (IACP) for the purpose of encouraging, promoting, supporting and providing technical guidance to Special Olympics Programs and Torch Run volunteers in planning and coordinating Torch Run events and activities worldwide, facilitating the expansion of existing Torch Run activities and programs, and planning for the development of new Torch Run initiatives and events.

Special Olympics is a movement that daily reaffirms the belief that with hope, love and dedication, any individual can realize achievement and self-worth and that persons with intellectual disabilities, by their involvement in Special Olympics, show the worldwide community the true meaning of sport and a pure joy towards life.

# **Council Responsibilities**

The Law Enforcement Torch Run International Executive Council is responsible for the following:

- Further the mission and purpose of the Law Enforcement Torch Run.
- Set goals and objectives for the Council that are reviewed and updated annually.
- Implement and comply with the Council policies and procedures.
- Submit an annual Council budget for approval by SOI and inclusion in the SOI budget.
- Schedule meetings and conference calls as necessary to carry out the mission, purpose and business of the Law Enforcement Torch Run.
- Establish and oversee Council committees.
- Oversee and coordinate the annual Law Enforcement Torch Run International Conference.
- Oversee and coordinate Torch Run Final Legs in conjunction with Special Olympics World Games.
- Identify and establish a sufficient number of Law Enforcement Torch Run regions to represent all Law Enforcement Torch Run participants worldwide.

# **Council Membership**

## **Special Olympics Athlete Representative**

The Special Olympics Athlete representative shall serve a two (2) year term.

Nominations for the Special Olympics Athlete representative shall be solicited from Special Olympics Programs by the Council on even numbered years prior to the Torch Run International Conference.

The Council, by a majority vote, shall elect the Special Olympics Athlete member during the Torch Run International Conference.

## **IACP-Appointed Members**

Each member appointed by the IACP shall serve for a term of two (2) years from one Torch Run International Conference until the Torch Run International Conference two years following.

The IACP shall appoint or reappoint one member each year, unless an IACP-appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case the IACP may appoint a replacement to serve the remainder of the appointee's term.

The IACP shall notify the Chair of the Council of the identity of each year's IACP-appointee prior to the International Torch Run Conference.

## **SOI-Appointed Members**

Each member appointed by SOI shall serve a term of two years from one Torch Run International Conference until the Torch Run International Conference two years following.

SOI shall appoint, or reappoint, one member each year, unless an SOI-appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case SOI may appoint a replacement to serve the remainder of the appointee's term.

SOI shall notify the Chair of the Council of the identity of each year's SOI-appointee prior to the International Torch Run Conference.



### **International Executive Council Appointed Members**

Each member appointed by the Council shall serve a term of two years from one Torch Run International Conference until the Torch Run International Conference two years following.

The Council shall appoint, or reappoint, one member each year, unless a Council Appointed Member cannot for any reason complete his or her term or is removed prior to the end of his or her term, in which case the Council may appoint a replacement to serve the remainder of the member's term.

### **Law Enforcement At-Large Members**

Law Enforcement At-large members shall serve three (3) year terms.

One Law Enforcement At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

### **Special Olympics Program At-Large Members**

Special Olympics Program At-large members shall serve three (3) year terms.

One Special Olympics Program At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

### **Regional Coordinator Members**

Each Regional Coordinator member elected to the Council shall serve a three (3) year term from one Torch Run International Conference to the Torch Run International Conference three years following.

Each Regional Coordinator shall be elected by the Torch Run Directors from the Special Olympics Programs within a Torch Run Region.

A Regional Coordinator must be an active current member of his or her home Torch Run Program for at least three (3) years.

# **Chair and Vice-Chair Positions**

## **CHAIR**

Only Law Enforcement Members of the Council who have been active in the Torch Run for at least five (5) years and have served at least one year on the Council are eligible to be elected Chair. The Chair shall be elected for a three-year term and subject to terms limits of two consecutive full terms, which shall run from one Torch Run International Conference to the next. Council Chair is a stand-alone position on Council with the elected member vacating their previously held position. The appointment to the vacated position previously held by the Chair will be filled in accordance to Section VII, Sub Section D.

The primary roles of the Chair include:

- Represent the Council at Torch Run events.
- Preside at and manage all meetings of the Council.
- Act as official spokesperson for the Council in communications with SOI and the IACP.
- Appoint ad hoc Council committees as needed to conduct the business of the Council and to further the Torch Run.
- Nominate committee chairs for Council approval.
- Propose annual Council goals and objectives.
- Establish an agenda for each meeting and conference call of the Council.
- Set the date and time for Council meetings and/or conference calls in collaboration with other Council members and SOI Torch Run staff.
- Other duties as directed by the Council.

## **VICE-CHAIR**

Only Special Olympics Program members, SOI members, and Special Olympics athlete members, of the Council who have served at least one year on the Council are eligible to be elected Vice Chair. The Vice Chair shall be elected for a two-year term with no term limits imposed, which shall run from one Torch Run International Conference to the next.

The primary roles of the Vice-Chair include:

- Work with and provide assistance to the Chair in connection with Council business and operations.
- Assume the duties and responsibilities of the Chair during the Chair's absence.
- Serve as interim Chair in the event the Chair does not complete his or her term of office until a new Chair is elected.
- Chair the Finance Committee.
- Perform other duties as directed by the Chair or Council.



## Elected & Appointed Positions

NAME		JOINED COUNCIL	TERM EXPIRES	NAME		JOINED COUNCIL	TERM EXPIRES
<b>Appointed Positions - 2 Year Terms</b>				<b>Elected Positions - 3 Year Terms</b>			
<b>Special Olympics Athlete Appointee</b>				<b>Law Enforcement At-Large</b>			
Kevin Brown		2018	2020	Lee Barrett		2018	2021
<b>IACP Appointees</b>				Steve Nigrelli		2013	2020
Russ Laine		2000	2020	Antonio Williams		2010	2022
				<b>Special Olympics At-Large</b>			
<b>International Executive Council Appointees</b>				Lisa Smith		2017	2020
Rodney Seurer		2018	2020	Dave Dorn		2018	2021
Jason Johnson		2019	2021	David Solo		2018	2022
<b>Special Olympics Appointees</b>							
Dave Breen		2018	2020				
Kelli Seely		2016	2021				
<b>Region Coordinators - 3 Year Term</b>							
<b>1</b>	Joe Carlone	2011	2022	<b>9</b>	Gary Gordon	2015	2021
<b>2</b>	John Newnan	2005	2020		Jan Branderhorst	2017	2022
<b>3</b>	Mike Anderson	2014	2021	<b>11</b>	Rick Lucy	2015	2020
<b>4</b>	Patrick Hoey	2016	2022	<b>12</b>	James Kao	2017	2021
<b>5</b>	Mike Shortreed	2017	2020	<b>13</b>	Stephanie Lindsay	2015	2022
<b>6</b>	Heath Helton	2017	2021	<b>14</b>	Mick Olsen	2017	2020
<b>7</b>	Robert Woolsey	2015	2022	<b>15</b>	Vacant		
<b>8</b>	Ron Casalenda	2013	2020				
<b>Chairman Emeritus</b>							
Chief Richard LaMunyon							
<b>2019 - 2022 Chairman</b>				<b>2019 - 2021 Vice Chairman</b>			
Scott Whyte				Dave Dorn			

## 2020 Committees

COMMITTEE	2020 CHAIR
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STANDING COMMITTEES	
AFFILIATES	Lee Barrett
COMMUNICATIONS	Rob Woolsey
ELECTIONS	Russ Laine
FINAL LEG	John Newnan
FINANCE	Dave Dorn
IACP	Russ Laine
ICPC	Rodney Seurer
MARKETING & DEVELOPMENT	Dave Breen
MILITARY INITIATIVES	Antonio Williams
POLICIES & PROCEDURES	Mick Olsen
PRIORITY PROGRAMS	Steve Nigrelli
REGIONAL COORDINATORS	Pat Hoey
TRAINING	Lee Barrett

AD-HOC COMMITTEES	
40 <sup>th</sup> ANNIVERSARY CELEBRATIONS	Heath Helton

AWARD COMMITTEES	
HALL OF FAME	Scott Whyte
JOHN CARION AWARD	Ron Casalenda
COUNCIL ATHLETE AWARD	Mike Anderson
GUARDIAN AWARD	Pat Hoey
PROGRAM EXCELLENCE	Mick Olsen

# **Standing Committees**

## **AFFILIATES COMMITTEE**

The LETR Affiliates Committee shall focus its resources on targeted Affiliates in order to promote LETR and continue its growth worldwide. This will be achieved by working in partnership with SOI and the LETR Executive Director. We will continue to promote the active Affiliate organizations that enhance LETR. A Memo of Understanding that encompasses all elements of the relationship and is executed by all applicable parties will be developed.

### **Specific duties of the committee include, but are not limited to:**

- Work in collaboration with SOI and the LETR Executive Director to identify and secure Affiliate organizations.
- Ensure any current or future organizations promote the LETR movement in a positive way
- Provide Affiliate organizations with resources to promote the LETR movement.
- Provide the LETR Executive Council and SOI updates on Affiliate organizations and what the organizations have provided to the LETR.

## **COMMUNICATIONS COMMITTEE**

The LETR Communications Committee provides direction and leadership to communications related with the LETR International Executive Council.

### **Objectives:**

Determine communications strategy and execute programs to deliver communications objectives throughout the organization.

- Develop communication vehicles for the LETR Executive Council and sub-committees which may include:
  - Final Leg - World Game
  - The Guardian Newsletter
  - ICPC
  - International Expansion
  - Marketing and Development
  - Social Media Workgroup
- Work in collaboration with SOI and the LETR Executive Director to develop and secure approval of an annual Executive Council budget.

- Provide timely approval decisions to Executive Council members for expenditures.
- Review financials provided by SOI and present to the Executive Council in a timely manner.
- Ensure budget compliance and take proactive action where needed.
- Work with SOI to provide a year-end financial report to the Executive Council.
- Coordinate Marketing and Communications with Special Olympics International.
- Manage an electronic repository for LETR forms, brochures, videos, and fundraising initiatives and special events.
- Develop messaging internally and externally for the LETR EC.
- Point of contact for the media and public information.
- Manage LETR brand and reputation.

## **ELECTIONS COMMITTEE**

The Elections Committee is composed of at least three members of the Executive Council who are not eligible for re-election during the current year.

The Committee oversee the elections for At-Large and Regional Coordinator positions for the Executive Council.

## **FINAL LEG COMMITTEE**

The Final Leg Committee is responsible for planning and coordinating Law Enforcement Torch Run Final Leg events for Special Olympics World Summer and Winter Games and other Final Leg events as deemed appropriate by the Executive Council.

The planning and implementation of the Law Enforcement Torch Run® (LETR) Final Leg is designed to heighten awareness for Special Olympics and is a collaborative effort between the Law Enforcement Torch Run® Executive Council, the Games Organizing Committee (GOC), and Special Olympics Incorporated (SOI). The GOC identifies a staff member to focus solely on the Final Leg and work directly with SOI through the Chair of the Final Leg Committee of the LETR Executive Council to develop the comprehensive event plan. The Torch Run Coordinator of GOC is responsible for local planning and logistics. The Chair of the Final Leg Committee will provide guidance, expertise, and oversight, assemble the Final Leg Team, and lead implementation efforts by serving as the Team Captain for the Final Leg.

## **FINANCE COMMITTEE**

The Finance Committee is responsible for the development, approval and management of the Executive Council annual budget working in partnership with SOI and the LETR Executive Director.

### **Specific duties of the committee include but are not limited to:**

- Work in collaboration with SOI and the LETR Executive Director to develop and secure approval of an annual Executive Council budget.
- Provide timely approval decisions to Executive Council members for expenditures.
- Review financials provided by SOI and present to the Executive Council in a timely manner.
- Ensure budget compliance and take proactive action where needed.
- Work with SOI to provide a year-end financial report to the Executive Council.

## **IACP COMMITTEE**

This committee is responsible for collaborating and connecting with the IACP and Association initiatives to grow the cause of Special Olympics within the IACP and to help garner increased awareness and financial support for Special Olympics.

### **Duties:**

The committee shall explore ways and means to promote Special Olympics within the law enforcement community while ensuring that the IACP relationships with the programs are carried out at the highest professional levels.

### **Objectives:**

- Serve as liaison between the Executive Council and the IACP.
- Work with the International Expansion Committee using IACP members as contacts in areas without LETR programs or to assist struggling programs.
- Oversee and implement the IACP LETR photo contest.
- Promote the goals of the LETR Executive Council and Special Olympics in the IACP Executive Committee meetings.
- Promote Special Olympics and LETR awareness and activities at the annual IACP Conference.

## **INTERNATIONAL CONFERENCE PLANNING COMMITTEE**

The International Conference Planning Committee (ICPC) is responsible for all logistical issues surrounding the conference as it pertains to planning, and implementation of that which is approved and budgeted by the Executive Council. The ICPC Committee Chair, by policy, must be an Executive Council member. Other ICPC members may be representatives of the LETR and Special Olympics community, who have experience or knowledge that would assist the committee.

All aspects of conference planning, development and execution are subject to approval by the LETR Executive Council. The ICPC will identify and propose to the Executive Council potential venue sites and locations for the annual LETR International Conference. The ICPC will recommend a probable agenda and schedule of the LETR International Conference to the Executive Council and work with SOI, the conference planner and the selected local Torch Run and Special Olympics Programs to review and recommend the conference terms of agreement between Executive Council/SOI and the local program.

## **MARKETING & DEVELOPMENT COMMITTEE**

The LETR Marketing and Development Committee provide direction and leadership to marketing related projects and sponsor associations aligned with the LETR Executive Council.

The LETR Marketing and Development Committee shall focus its resources on projects and sponsor associations where the presence of law enforcement is deemed crucial to the execution and/or associated benefits derived by the sponsor. While projects of merit may be introduced through and by LETR personnel, ONLY associations (or products) that are viewed to have a reciprocal benefit shall be deemed LETR partners. This will include a Memo of Understanding that encompasses all elements of the relationship and is executed by all applicable parties.

### **Objectives:**

- Work with SOI staff to identify, develop and cultivate sponsors and fundraising ideas that will assist all Torch Run Programs.
- Work with the Executive Council to meet sponsor expectations in accordance with sponsorship agreements established between SOI and LETR sponsors.
- Collaborate with the International Conference Planning Committee (ICPC) on marketing and sponsor initiatives which enhance the effectiveness event and the overall impact of LETR.
- Enhance the International impact of the LETR through collaborative strategies and proposals that effect programs beyond the USA.



- Facilitate training and sharing of information to enhance LETR fundraising at the program level.

### **Committee Membership:**

The LETR Marketing and Development Committee shall have a membership representing both law enforcement and Special Olympics from congruent with LETR membership and the marketing priorities established by the committee.

## **MILITARY INITIATIVES COMMITTEE**

The LETR Military Initiatives Committee is tasked with the development of greater interaction between military units across the globe and the Law Enforcement Torch Run.

### **Objectives:**

- Develop and maintain strategies to promote the Law Enforcement Torch Run within the global military community.
- Identify and engage senior military personnel as advisors to the committee.
- Represent the Council at military conferences and events to enhance the knowledge and understanding of Law Enforcement Torch Run by military personnel.
- Increase military participation in Law Enforcement Torch Run events.

## **POLICIES & PROCEDURES COMMITTEE**

The Policies and Procedures committee is responsible for maintaining the Policies and Procedures for the Executive Council by working with SOI Staff and Legal Department on proposed amendments to the Executive Council's Policies and Procedures.

### **Committee Chair's Duties:**

- Select the Vice Chair and any other committee member to serve on the Policies and Procedures Committee
- Review all amendments and ensure compliance and conformity to the Special Olympics General Rules
- Submit each proposed amendment that has been approved by the Executive Council to SOI Legal Department for review and approval.

- Ensure that no amendment shall take effect until it is reviewed and approved by the Legal Department.
- Provide guidance to the Executive Council Chair and Vice Chair during discussions of matters that are outlined in or covered in the Policies and Procedure.
- Provide guidance to any Committee as it pertains to matters outlined in or covered in the Policies and Procedures

### **PRIORITY PROGRAMS COMMITTEE**

The primary focus of the Priority Programs Committee is to pursue LETR program development in those areas of the world that are strategically identified by the LETR International Executive Council in collaboration with SOI initiatives and interests.

The committee will surgically pursue development, training and mentorship in an intense manner with the goal of program independence within the shortest time line possible.

This approach allows the committee to implement developmental strategies anywhere in the world and would not be limited to international, domestic or regional classifiers.

### **REGIONAL COORDINATOR COMMITTEE**

The RC Chairperson **must** be the elected representative of one of the 15 Regions that make up the International Law Enforcement Torch Run Council. The Chairperson, should have a minimum of one full term experience as a Regional Coordinator, prior to assuming the Chair position.

#### **Committee Chair's Duties:**

- The Chairperson is the formal representative of the 15 Regional Coordinators on Council. The Chair will speak on behalf of RC's on issues affecting the group at large.
- Report to Council on RC activities during Council conference calls and in person meetings.
- Be the single point of contact for the Council Chairperson for information on and regarding RC's.

- When necessary, be the “go-between,” for RC’s and the Council Chair, or other members of Council.
- Mediate disputes between RC’s.
- Ensure a positive work environment between RC’s.
- Coordinate requests for RC’s from the Council Chair and appropriate SOI staff
- Assist RC’s with their annual budget preparation.
- Advise RC’s well in advance of the due date.
- Send reminders
- Coordinate with appropriate SOI staff regarding what reports are outstanding.
- Follow up with delinquent RC’s and ensure reports are submitted.
- Ensure ALL Budgets are submitted on time.
- Coordinate all budget draws with RC’s. R Insure RC is informed to send the Draw Request to the EC Chair and Vice-Chair for their approval. Review the draw form to ensure the draw is related to budgeted requests. Keep abreast of budget balance.
- Appropriate SOI Staff, EC Chair & Vice-Chair will approve all requested forms and will inform the RC Chairman. Upon receiving final approval, notify the RC. Ensure ALL travel bookings are done through the SOI Approved travel consultant. (Fcm)
- Assist RC’s with the preparation of their Annual Regional Reports.
  - Advise all RC’s well in advance of the due date.
  - Provide a standardized reporting format
  - Send reminders
  - Coordinate with appropriate SOI staff regarding what reports are outstanding.
  - Follow up with delinquent RC’s and ensure reports are submitted
- Hold conference calls on an as needed basis with the Regional Coordinators. Purpose: Elicit information on issues, trends and general information sharing.
- Guardian Award Chairperson
  - Select committee members (minimum 2, maximum 4) + Chairman
  - Review and confirm nomination process and documents.
  - Set timelines for submissions, review and selection
  - Ensure RC’s nominate a program from their Region

## **TRAINING COMMITTEE**

The role of the Training Committee is to collaborate with the Communications Committee, International Conference Planning Committee and Priority Programs Committee, develop consistent training materials for use both internally and externally.

## **Ad-Hoc Committees**

### **40<sup>th</sup> ANNIVERSARY CELEBRATIONS COMMITTEE**

The 40<sup>th</sup> Anniversary Celebrations Committee, formed at the 2019 Conference Business Meeting is charged with developing and delivering activities and events to celebrate the 40<sup>th</sup> anniversary of the creation of the Law Enforcement Torch Run.

## **Awards Committees**

### **HALL OF FAME COMMITTEE**

The Richard LaMunyon Torch Run Hall of Fame recognizes outstanding individuals who have significantly contributed to the worldwide success of the Law Enforcement Torch Run.

The committee is responsible for the selection of up to three inductees per year who have met or exceed the requirements outlined in the Council Policy and Procedures.

### **JOHN CARION "UNSUNG HERO" COMMITTEE**

The John Carion Unsung Hero Award was established to recognize outstanding individuals who have contributed to the success of the Law Enforcement Torch Run on a local, state or community level. The John Carion "Unsung Hero" is someone who contributes to the Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective and unheralded fashion.

The award was created to honor the memory of Sgt. John Carion, Sterling Heights (MI) Police Department and his many contributions to the Law Enforcement Torch Run and Special Olympics. The Unsung Hero award is a tribute to Sergeant John Carion, who epitomized the term "Unsung Hero" during his lifetime before his untimely death in a plane crash in January, 1994.

The committee is responsible for the selection of up to three inductees per year who have met or exceed the requirements outlined in the Council Policy and Procedures.

## **INTERNATIONAL EXECUTIVE COUNCIL ATHLETE AWARD COMMITTEE**

The LETR International Executive Council Athlete Award was created to recognize outstanding Special Olympics Athletes who have contributed to the success of the Law Enforcement Torch Run on a local, state or national level. The Council Athlete Award nominee should be someone who contributes to Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective fashion.

The committee is responsible for the selection of up to three inductees per year who have met or exceed the requirements outlined in the Council Policy and Procedures.

## **LETR GUARDIAN AWARD COMMITTEE**

The LETR Guardian Award was created to recognize one outstanding Special Olympics Accredited Torch Run Program. To be considered for the Guardian Award, each Special Olympics Accredited Torch Run Program should exemplify the true meaning of the LETR mission and have responsibly guarded the Flame of Hope and all it represents.

This award is determined exclusively by the Region Coordinators.

## **PROGRAM EXCELLENCE AWARDS COMMITTEE**

The Program Excellence Awards Committee was formed to manage the process of collating financial information from the annual LETR Program End-of-Year Returns (previously known as LETR Program Surveys) to identify recipients of the followings awards presented at the LETR International Conference:

- Awards of Excellence
  - Titanium - \$2.5 Million +
  - Diamond - \$1 Million +
  - Ruby - \$750,000 +
  - Emerald - \$500,000 +
  - Sapphire - \$250,000 +
- Highest Grossing Programs
- Highest Grossing Programs per capita
- Largest Gross Revenue Increase
- Largest Percentage Growth

# **LETR Websites**

## **INTRODUCTION**

The LETR International Executive Council maintains one website that has been developed to provide LETR members from around the world with relevant information about the activities of the Law Enforcement Torch Run. The website was re-developed in late 2019 and at that time, the content from two other related websites (Final Leg website and LETR Conference website) were merged into the LETR website). The information below describes the intent of each of the three main areas of the website:

[www.lettr.org](http://www.lettr.org)

## **LETR.ORG**

LETR.ORG is the primary website of the organisation. It was designed to be a 'One-Stop Shop' where visitors to the website could locate a wide variety of information about the history, role, function and activities of the torch run. It also provides access to a variety of templated forms as well as an access point for the submission of Council Election Nominations, Awards Nominations and Program End-of-Year Reports.

There is a 'Council Members' area on the website which is passcode protected. The purpose of this section is to provide members of the International Executive Council with additional reference material to enable them to participate effectively as members of the council.

## **LETR FINAL LEG**

The LETR Final Leg section provides information about current and previous LETR Final Leg events. Its primary use during the lead-up to a Final Leg is for the collection of biographical and statistical information about Final Leg participants as well as the dissemination of relevant information to Final Leg team members.

## **LETR CONFERENCE**

The LETR Conference section provides LETR International Conference attendees with information concerning all aspects of the Conference. It is also the gateway through which Conference registration is effected.

## LETR International Executive Council Chairs

<b>CHAIRMAN EMERITUS</b>	Richard LaMunyon <i>Kansas</i>
<b>2016 -</b>	Scott Whyte <i>New South Wales</i>
<b>2010 - 2016</b>	Mike Peretti <i>Northern California</i>
<b>2004 - 2010</b>	Mike Teem <i>North Carolina</i>
<b>- 2004</b>	Steve Graehling <i>Arizona</i>
<b>-</b>	Darrell Sanders <i>Illinois</i>
<b>-</b>	Richard LaMunyon <i>Kansas</i>

## LETR Regions

The LETR International Executive Council has defined a series of 'Geographical Regions' each represented by a Regional Coordinator on Council.

The list shown below details the current Regional Structure:

<b>REGION I</b>	USA Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island	<b>REGION II</b>	USA Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia
<b>REGION III</b>	USA Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee	<b>REGION IV</b>	USA Illinois, Indiana, Kentucky, Michigan, Ohio

<b>REGION V</b>	USA Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	<b>REGION VI</b>	USA Arkansas, Kansas, Louisiana, Missouri, Oklahoma, Texas
<b>REGION VII</b>	USA Arizona, Colorado, Hawaii, Nevada, New Mexico, Northern California, Southern California, Utah	<b>REGION VIII</b>	USA Alaska, Idaho, Montana, Oregon, Washington, Wyoming
<b>REGION IX</b>	EUROPE / EURASIA Austria, Croatia, Cyprus, Czech Republic, Gibraltar, Iceland, Italy, Latvia, Netherlands, Northern Ireland, Poland, Republic of Ireland, Scotland	<b>REGION X</b>	Not in Use
<b>REGION XI</b>	CANADA Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland & Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon	<b>REGION XII</b>	EAST ASIA Chinese Taipei, Hong Kong
<b>REGION XIII</b>	CARIBBEAN Bahamas, Barbados, Cayman Island, Costa Rica, Dominica, Jamaica, Trinidad & Tobago	<b>REGION XIV</b>	OCEANIA New South Wales, New Zealand, Queensland, South Australia, Victoria, Western Australia
<b>REGION XV</b>	Not in Use		



## LETR International Conference

The LETR International Conference is a time to celebrate the successes of the Torch Run movement, as well as providing attendees with relevant training opportunities to enrich their understanding of the aims and objectives of LETR.

The conference has been held annually since 1984:

<b>2020</b>	National Harbor, Maryland	<b>2019</b>	Aurora, Colorado
<b>2018</b>	Las Vegas, Nevada	<b>2017</b>	Nashville, Tennessee
<b>2016</b>	Phoenix, Arizona	<b>2015</b>	Nassau, Bahamas
<b>2014</b>	New Orleans, Louisiana	<b>2013</b>	Orlando, Florida
<b>2012</b>	Calgary, Alberta	<b>2011</b>	Indianapolis, Indiana
<b>2010</b>	Long Beach, California	<b>2009</b>	Mashantucket, Connecticut
<b>2008</b>	Dallas, Texas	<b>2007</b>	Oklahoma City, Oklahoma
<b>2006</b>	Buffalo, New York	<b>2005</b>	Minneapolis, Minnesota
<b>2004</b>	Arlington, Virginia	<b>2003</b>	San Francisco, California
<b>2002</b>	Honolulu, Hawaii	<b>2001</b>	Wichita, Kansas
<b>2000</b>	Nashville, Tennessee	<b>1999</b>	St Louis, Missouri
<b>1998</b>	Anchorage, Alaska	<b>1997</b>	Portland, Oregon
<b>1996</b>	Oakbrook, Illinois	<b>1995</b>	Milwaukee, Wisconsin
<b>1994</b>	Charlotte, North Carolina	<b>1993</b>	Princeton, New Jersey
<b>1992</b>	Houston, Texas	<b>1991</b>	Tampa, Florida
<b>1990</b>	Albuquerque, New Mexico	<b>1989</b>	Phoenix, Arizona
<b>1988</b>	Orlando, Florida	<b>1987</b>	San Francisco, California
<b>1986</b>	Overland Park, Kansas	<b>1985</b>	Overland Park, Kansas
<b>1984</b>	Overland Park, Kansas		

## LETR Final Leg

Since 1987 law enforcement officers from around the world have participated in the Final Leg of the Law Enforcement Torch Run prior to the Special Olympics World Summer and Winter Games. The tradition of the Final Leg Torch Run is for law enforcement officers representing their country, state and Torch Run Program, to act as "Guardians of the Flame" and carry the Special Olympics Torch and "Flame of Hope" to the Opening Ceremonies of the Special Olympics World Games.

This Torch Run event is called the Final Leg because it represents the culmination of Torch Run events that have occurred previously throughout the World. The Torch Run Final Leg is not only a salute to the athletes from around the World who will compete in the Special Olympics World Summer Games, but also an honor for the participating law enforcement officers and Special Olympics athletes who comprise the Torch Run Final Leg Team.

The Olympic flame symbolizes the light of spirit, knowledge and life. With identical power and majesty, the Special Olympics "Flame of Hope," in the entrusted care of the law enforcement community, symbolizes the courage and celebration of diversity that the Special Olympics movement represents.

The table below details the World Games Final Leg event held since 1987:

WORLD SUMMER GAMES		WORLD WINTER GAMES	
<b>2019</b>	Abu Dhabi	<b>2021</b>	Are / Ostersund, Sweden
<b>2015</b>	California, USA	<b>2017</b>	Schladming, Austria
<b>2011</b>	Athens, Greece	<b>2013</b>	PyeongChang, Korea
<b>2007</b>	Shanghai, China	<b>2009</b>	Idaho, USA
<b>2003</b>	Dublin, Ireland	<b>2005</b>	Nagano, Japan
<b>1999</b>	North Carolina, USA	<b>2001</b>	Alaska, USA
<b>1995</b>	Connecticut, USA	<b>1997</b>	Toronto, Canada
<b>1991</b>	Minnesota, USA	<b>1993</b>	Austria
<b>1987</b>	Indiana, USA	<b>1989</b>	Nevada, USA

# LETR Honor Roll

## Richard LaMunyon Hall of Fame

The Richard LaMunyon Law Enforcement Torch Run for Special Olympics Hall of Fame recognises individuals who have demonstrated a sustained and significant contribution to the Torch Run and Special Olympics at the local, national and international levels. The Hall of Fame is the most prestigious award given in the Torch Run community.

Richard LaMunyon Hall of Fame Recipients					
<b>2021</b>	<i>To be decided</i>	<b>2020</b>	<i>To be decided</i>	<b>2019</b>	<b>Gary Gordon</b> <i>Ireland</i> <b>Sherry Kiyler</b> <i>Arizona</i> <b>Glenn MacDonell</b> <i>Ontario</i>
<b>2018</b>	<b>Rick Lucy</b> <i>British Columbia</i> <b>Mark Musso</b> <i>Missouri</i> <b>Bill Proll</b> <i>Southern California</i>	<b>2017</b>	<b>Ward Webb</b> <i>Louisiana</i> <b>Francis Williams</b> <i>Gibraltar</i> <b>Robert Woolsey</b> <i>Nevada</i> <b>Joe Casey</b> <i>Tennessee</i> <i>(Honorary Inductee)</i>	<b>2016</b>	<b>Randy Boehm</b> <i>Missouri</i> <b>Steve Nigrelli</b> <i>New York</i> <b>Scott Whyte</b> <i>New South Wales</i>
<b>2015</b>	<b>Avgousti Costas</b> <i>Cyprus</i> <b>Joe Carlone</b> <i>Connecticut</i> <b>Richard Fernandez</b> <i>Southern California</i>	<b>2014</b>	<b>Jason Johnson</b> <i>Montana</i> <b>Jeff Spaulding</b> <i>Maryland</i>	<b>2013</b>	<b>Roberta Abner</b> <i>Southern California</i> <b>Russ Laine</b> <i>Illinois</i> <b>Don Stuart</b> <i>New South Wales</i>
<b>2012</b>	<b>Therese Garagan</b> <i>Alberta</i> <b>Joe Pellicci</b> <i>South Carolina</i> <b>Lisa Walter</b> <i>Wisconsin</i>	<b>2011</b>	<b>Jeremy Adams</b> <i>Northern Ireland</i> <b>John Pratt</b> <i>Northern California</i> <b>Luis Rosa</b> <i>Connecticut</i>	<b>2010</b>	<b>James McKeever</b> <i>New Jersey</i> <b>Mary Beth McMahon</b> <i>Northern California</i> <b>Tom Reasoner</b> <i>Illinois</i>

<b>2009</b>	<p><b>Paul Manuel</b> <i>Alberta</i></p> <p><b>Rodney Seurer</b> <i>Minnesota</i></p> <p><b>Jeanette Steinfeldt</b> <i>Iowa</i></p>	<b>2008</b>	<p><b>Julie Buedding</b> <i>Wisconsin</i></p> <p><b>Ron Casalenda</b> <i>Wyoming</i></p> <p><b>Mike Peretti</b> <i>Northern California</i></p>	<b>2007</b>	<p><b>Tim Craig</b> <i>Northern Ireland</i></p> <p><b>Robert Driscoll</b> <i>New Jersey</i></p> <p><b>Susan Stegeman</b> <i>Missouri</i></p>
<b>2006</b>	<p><b>Richard Candelaria</b> <i>Texas</i></p> <p><b>Ben Favel</b> <i>Virginia</i></p> <p><b>Sal Gerbino</b> <i>New York</i></p>	<b>2005</b>	<p><b>Doug Abraham</b> <i>Colorado</i></p> <p><b>Pete Dunbar</b> <i>Northern California</i></p> <p><b>John Newnan</b> <i>Maryland</i></p>	<b>2004</b>	<p><b>Rich Banahan</b> <i>Missouri</i></p> <p><b>Jeff Henson</b> <i>Illinois</i></p> <p><b>Gene Stokes</b> <i>Florida</i></p>
<b>2003</b>	<p><b>Rob Hall</b> <i>Utah</i></p> <p><b>Bruce Matthews</b> <i>New Jersey</i></p> <p><b>Gerald Sandoval</b> <i>New Mexico</i></p>	<b>2002</b>	<p><b>Phil Carr</b> <i>Oklahoma</i></p> <p><b>Kurt Kendro</b> <i>Hawaii</i></p> <p><b>Al Richardson</b> <i>Ontario</i></p>	<b>2001</b>	<p><b>Kenneth Bennett</b> <i>Michigan</i></p> <p><b>Jim Gardiner</b> <i>Southern California</i></p> <p><b>Dean Jones</b> <i>Virginia</i></p>
<b>2000</b>	<p><b>Roy Forrest</b> <i>North Carolina</i></p> <p><b>Jacek Hachulski</b> <i>Poland</i></p> <p><b>David Pudlowski</b> <i>Missouri</i></p>	<b>1999</b>	<p><b>Peggy Berg</b> <i>Wisconsin</i></p> <p><b>Adi Reiter</b> <i>Austria</i></p> <p><b>Brian Snyder</b> <i>Ontario</i></p> <p><b>Wayne Sumpter</b> <i>North Carolina</i></p>	<b>1998</b>	<p><b>Nancy Botello</b> <i>Hawaii</i></p> <p><b>Lorne Gelowitz</b> <i>Saskatchewan</i></p> <p><b>Joe Pena</b> <i>Illinois</i></p>
<b>1997</b>	<p><b>Robert Bell</b> <i>Maine</i></p> <p><b>Ronnie Davis</b> <i>North Carolina</i></p> <p><b>Peter McHarg</b> <i>Ontario</i></p> <p><b>Tom Schniedwind</b> <i>Maryland</i></p> <p><b>Roy Zeidman</b> <i>Virginia</i></p>	<b>1996</b>	<p><b>Dennis Aldridge</b> <i>Wisconsin</i></p> <p><b>Lloyd Hamrick</b> <i>Colorado</i></p> <p><b>Chris Upham</b> <i>United Kingdom</i></p>	<b>1995</b>	<p><b>Dan Bell</b> <i>Texas</i></p> <p><b>Steve Graehling</b> <i>Arizona</i></p> <p><b>Michael Teem</b> <i>North Carolina</i></p>

1994	<p><b>Peter Bakker</b> <i>Ontario</i></p> <p><b>Larry Nelson</b> <i>Nebraska</i></p> <p><b>Neville Wheatle</b> <i>Caribbean</i></p>	1993	<p><b>Robert Belfiore</b> <i>New Jersey</i></p> <p><b>Bill Buford</b> <i>Arkansas</i></p> <p><b>Ann Grunert</b> <i>Delaware</i></p>	1992	<p><b>James Braddock</b> <i>South Carolina</i></p> <p><b>Hiram Brownell</b> <i>Illinois</i></p> <p><b>Paul Epstein</b> <i>Hawaii</i></p> <p><b>John Miller</b> <i>Delaware</i></p>
1991	<p><b>Richard LaMunyon</b> <i>Kansas</i></p> <p><b>Dave Atkins</b> <i>New Hampshire</i></p> <p><b>Dale Brineer</b> <i>Wisconsin</i></p> <p><b>Chris Casey</b> <i>Kansas</i></p>		<p><b>Janet Holliday</b> <i>Texas</i></p> <p><b>Joseph Hurtuk</b> <i>New Jersey</i></p> <p><b>Doyle King</b> <i>Kansas</i></p> <p><b>Kirk Miles</b> <i>Kansas</i></p>		<p><b>Darrell Sanders</b> <i>Illinois</i></p> <p><b>Peter Wheeler</b> <i>Connecticut</i></p> <p><b>Lorne White</b> <i>Ontario</i></p>

## John Carion 'Unsung Hero' Award

The John Carion Award was created to recognize outstanding individuals who have contributed to the success of the Law Enforcement Torch Run on a local, state or community level. The John Carion "Unsung Hero" is someone who contributes to the Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective and unheralded fashion. The award was created to honor the memory of Sgt. John Carion, Sterling Heights (MI) Police Department and his many contributions to the Law Enforcement Torch Run and Special Olympics. The Unsung Hero award is a tribute to Sergeant John Carion, who epitomized the term "Unsung Hero" during his lifetime before his untimely death in a plane crash in January, 1994. John was a low-key, quiet, but effective leader in the Torch Run effort, especially in the areas of law enforcement volunteerism for Special Olympics and furthering the ideals of Unified Sports in Special Olympics.

# John Carion 'Unsung Heroes' Recipients

<b>2020</b>	<i>To be decided</i>	<b>2019</b>	<b>Joe Barca</b> <i>New York</i> <b>John Hohmann</b> <i>Northern California</i> <b>Mike McAllister</b> <i>Ontario</i>	<b>2018</b>	<b>Rick Allen</b> <i>New York</i> <b>Michael Gilbert</b> <i>Nevada</i> <b>Amanda Trenchard</b> <i>Alberta</i>
<b>2017</b>	<b>Eric Abt</b> <i>Arizona</i> <b>Rex Caldwell</b> <i>Washington</i> <b>Elwood Johnson</b> <i>Rhode Island</i>	<b>2016</b>	<b>Danny Hall</b> <i>Delaware</i> <b>Brian McKnight</b> <i>Colorado</i> <b>Joanne Wild</b> <i>British Columbia</i>	<b>2015</b>	<b>Shawn Byrne</b> <i>Oklahoma</i> <b>Alan Keane</b> <i>New South Wales</i> <b>David Ramer</b> <i>Arizona</i>
<b>2014</b>	<b>Dennis Shaw</b> <i>Kansas</i> <b>David Smith</b> <i>Northern Ireland</i> <b>Robert Woolsey</b> <i>Nevada</i>	<b>2013</b>	<b>Mike Beck</b> <i>Indiana</i> <b>Brian Bray</b> <i>Kentucky</i> <b>Adam Christin</b> <i>Southern California</i>	<b>2012</b>	<b>Jack Allen</b> <i>Montana</i> <b>Steve Nigrelli</b> <i>New York</i> <b>Kevin Torgerson</b> <i>Minnesota</i>
<b>2011</b>	<b>Dave Seper</b> <i>Colorado</i> <b>Joan Chang</b> <i>Chinese Taipei</i> <b>Shawn Farris</b> <i>Kansas</i>	<b>2010</b>	<b>Tedd Rutt</b> <i>Washington</i> <b>Mark Wollmershauser</b> <i>Oklahoma</i> <b>Randall &amp; Rhonda Bannister</b> <i>Texas</i>	<b>2009</b>	<b>Vinnie Adler</b> <i>New Jersey</i> <b>Michael Nelsen</b> <i>Utah</i> <b>Therese Garagan</b> <i>Alberta</i>
<b>2008</b>	<b>Michael Pfau</b> <i>Montana</i> <b>Jeff Spaulding</b> <i>Maryland</i> <b>Judy Macho</b> <i>Oregon</i>	<b>2007</b>	<b>Jamie Hainsworth</b> <i>Rhode Island</i> <b>Kathi Christ</b> <i>Colorado</i> <b>Sam Trujillo</b> <i>Colorado</i>	<b>2006</b>	<b>Greg Shipley</b> <i>Maryland</i> <b>Pauline Crompton</b> <i>Northern Ireland</i> <b>Robert MacFarlane</b> <i>New Jersey</i>
<b>2005</b>	<b>Martha Forrest</b> <i>North Carolina</i> <b>Larry Timmer</b> <i>Florida</i> <b>Don Hull</b> <i>Oklahoma</i>	<b>2004</b>	<b>Michel Lariviere</b> <i>Quebec</i> <b>John Pratt</b> <i>Northern California</i> <b>Rob Steiner</b> <i>Hawaii</i>	<b>2003</b>	<b>Phil Crosby-Jones</b> <i>British Columbia</i> <b>Ralph Maher</b> <i>Colorado</i> <b>John Martin</b> <i>Vermont</i>

<b>2002</b>	<b>Ken George</b> <i>Southern California</i> <b>Thomas Reasoner</b> <i>Illinois</i>	<b>2001</b>	<b>William Frick</b> <i>North Carolina</i> <b>Rich Near</b> <i>Northern California</i> <b>Jason Plaza</b> <i>Wisconsin</i>	<b>2000</b>	<b>Jim Moran</b> <i>Missouri</i> <b>Chico Ouellette</b> <i>Ontario</i>
<b>1999</b>	<b>William Dalton</b> <i>North Carolina</i> <b>Jim Elliott</b> <i>Arkansas</i> <b>Frank Mackey</b> <i>New Jersey</i> <b>Nancy Mulleneaux</b> <i>Arizona</i>	<b>1998</b>	<b>Charles Cossentino</b> <i>New Jersey</i> <b>Michael Currie</b> <b>Chatham</b> <i>Ontario</i> <b>Gregory Nolt</b> <i>Delaware</i>	<b>1997</b>	<b>Grant Weyland</b> <i>Minnesota</i>

## LETR International Executive Council Athlete Award

The LETR International Executive Council Athlete Award was created to recognize outstanding Special Olympics Athletes who have contributed to the success of the Law Enforcement Torch Run on a local, state or national level. The LETR International Executive Council Athlete Award nominee should be someone who contributes to Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective fashion.

<b>Council Athlete Award Recipients</b>					
<b>2019</b>	<b>Rikki Kirsch</b> <i>Illinois</i> <b>Edward Lawless</b> <i>New York</i> <b>David Persons</b> <i>Minnesota</i>	<b>2018</b>	<b>Colby Bannister</b> <i>Texas</i> <b>Kayla McKeon</b> <i>New York</i> <b>Lindsay Mibach</b> <i>Northern California</i>	<b>2017</b>	<b>Kevin Brown</b> <i>New York</i> <b>Fred Siegel</b> <i>New York</i>
<b>2016</b>	<b>Adam Hays</b> <i>Maryland</i> <b>Vivienne Shockley</b> <i>Montana</i>	<b>2015</b>	<b>Amy Wollmershauser</b> <i>Oklahoma</i>	<b>2014</b>	<b>Karissa Krater</b> <i>Northern California</i>
<b>2013</b>	<b>Max Everton</b> <i>Virginia</i> <b>Joshua Frost</b> <i>New South Wales</i> <b>Elena Weaver</b> <i>Georgia</i>	<b>2012</b>	<b>Isaac Baldry</b> <i>Montana</i> <b>Leonka Kahula</b> <i>Alberta</i> <b>Nick Zmuda</b> <i>New York</i>	<b>2011</b>	<b>Martha Hill</b> <i>Wisconsin</i> <b>David Lane</b> <i>Minnesota</i> <b>Chris Paynter</b> <i>Oklahoma</i>

## LETR Guardian Award

The LETR Guardian Award was created to recognize one outstanding Special Olympics Accredited Torch Run Program. To be considered for the Guardian Award, each Special Olympics Accredited Torch Run Program should exemplify the true meaning of the LETR mission and have responsibly guarded the Flame of Hope and all it represents.

In 2012, one LETR Program from each of the fifteen regions was recognised with a Guardian Award. As from 2013, one LETR Program will be selected from around the world.

LETR Guardian Award Recipients					
<b>2021</b>	<i>To be decided</i>	<b>2020</b>	<i>To be decided</i>	<b>2019</b>	Delaware
<b>2018</b>	South Carolina	<b>2017</b>	Arizona	<b>2016</b>	Minnesota
<b>2015</b>	Montana	<b>2014</b>	South Dakota	<b>2013</b>	Ontario