

# TRAINING

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## ATHLETE TRAINING GUIDELINES

Special Olympics Wisconsin (SOWI) offers year-round training and competition in a wide variety of sports, both team and individual. The Official Special Olympics Release Form and the Application For Participation in Special Olympics serve as an athlete's registration for Special Olympics and must be completed and approved before an athlete may participate in any Special Olympics training program. Once registered, an athlete must train for at least eight training sessions prior to an Regional or District competition. SOWI recommends that for optimal results, an athlete should train for one hour at least three times per week for eight to 10 weeks for each sport prior to Regional/District competition.

SOWI follows the Official Special Olympics Sports Rules, which are based on International Sports Federation and National Governing body rules. Rules can be found on the SOI website at [www.specialolympics.org](http://www.specialolympics.org).

Because Special Olympics is a sports program for individuals with cognitive disabilities, people sometimes question the "fairness" of sports rules enforcement. But as veteran coaches will tell you, knowing and playing by the rules is one of the greatest benefits Special Olympics offers its athletes. Why?

1. Impaired does not mean incapable. Special Olympics athletes are capable of learning and competing within sports rules. Challenging athletes in this manner adds to the pride and sense of accomplishment they experience.
2. It is unfair to athletes who are properly trained and who are following the rules to compete against others who are not.
3. Many Special Olympics athletes eventually move into other sports programs (school, parks and recreation, community leagues, etc.). They will be better prepared for that transition if learning and competing by rules is one of the skills they take with them from Special Olympics.

### Coaching Guides

Coaching Guides are sport-specific training manuals designed to aid coaches, teachers and family members in training individuals with cognitive disabilities. Each guide provides an overview of the sport, equipment, facilities, long-term goals, short-term objectives, task analysis, teaching suggestions and more. Coaching Guides are available on both the SOI Website at [www.specialolympics.org](http://www.specialolympics.org) and the SOWI website at [www.specialolympicswisconsin.org](http://www.specialolympicswisconsin.org).

## CERTIFICATION AND RECERTIFICATION REQUIREMENTS

### Sport Specific Certification

To become certified a coach must be a registered Class A volunteer, attend a Certified Training School, complete the SOWI General Orientation, 10 practicum hours and the *Application for Sports Certification* form. Once the completed form is turned into the Headquarters office, the coaches certification will be recorded and reflected on the Agencies volunteer roster. Coach certifications expire on December 31<sup>st</sup> of the third calendar year from the date of the sport-specific coaches training that was attended.

Each team advancing to State-level competition is required to have a separate head coach that is certified in that sport (ie. for two basketball teams advancing to state, two individuals certified in basketball are required). Likewise, each individual sport that an Agency sends to State-level competition is also required to have a head coach certified in that sport. Coaches may only serve as the certified coach for one sport at the same state tournament. Each team or group of individual athletes is required to have a certified coach in attendance at the Games. Substitutions will be allowed in emergency situations (medical emergencies, etc.) that can be documented. The substitute coach must be a Class A volunteer and be a certified coach, although not necessarily in that sport. Teams or groups of individuals who do not have a sport-specific certified coach who can be in attendance at the Games will not be allowed to advance to the State level. Teams or individuals found to be without the certified coach in attendance at the Games will be ejected.

### Minimum age to act as a coach for SOWI is 16

Certified coaches that are 16 or 17 years old that wish to coach at each practice and competition must be under the supervision of a SOWI registered Class A volunteer who is 18 years or older (the Class A volunteer need not be a certified coach). In order to act as the head coach at competition, a minor coach must be certified in that sport. Minor coaches with a sports-specific coach's certification may also act as the certified coach on tournament registration forms, and as a chaperone. Athletes must be chaperoned by a registered Class A volunteer who is 16 or older under the 1:4 chaperone to athlete ratio.

## **Maintaining Sports Certifications**

Coaching certifications expire on December 31<sup>st</sup> of the third calendar year from the date of the sport-specific training that was attended. In order to maintain a current certification, a coach must complete one educational course and SOWI on-line Sports Assessment(s) (specific to that certification) **prior** to the December 31<sup>st</sup> expiration date. If a coach has multiple certifications, an SOWI on-line Sports Assessment must be completed for each sport. The coaching certification will be processed and extended when the Application for Sports Re-Certification form is turned into the Headquarters office prior to the expiration date. If a certified coach lets his/her certification(s) expire, they will need to complete the sport-specific certified training school again and complete the 10 practicum hours per certification.

### **Approved Educational Events for Re-Certification Include, But are Not Limited to the Following:**

**SOWI Events:** Certified Training Schools or Advanced Skill Training Schools (must be sport-specific to that certification); online Coaching Philosophy Training course (applicable for re-certification only one time); Principles of Coaching (applicable for re-certification only one time); Coaches Summit, Coaches Round Table, or Coaches Clinic; Annual Leadership Conference; being an active State Certified Clinician or coaching at a World Games or National Games.

**Online Recertification:** Currently, SOWI offers an online Coaching Philosophy Training course that counts towards recertification. This course may only be taken one time to count towards re-certification. The course paperwork and online quiz are found on the SOWI website: [www.specialolympicswisconsin.org/sports\\_coaching\\_philo1.asp](http://www.specialolympicswisconsin.org/sports_coaching_philo1.asp). Additionally, SOWI online Sports Assessments must be completed one per sport to maintain certification in that sport. All Sport Assessments can be found on the SOWI website.

**Non-SOWI Events:** If you attend a non-SOWI education course, a SOWI *Education Course Reporting Form* must be completed after attendance and submitted with the Re-Certification Application. Possible non-SOWI educational courses include, but are not limited to: First Aid/CPR certification, personal training certification, college courses (sports or disabilities related), NGB coach or Official's certification, attendance at a conference for developmental or cognitive disabilities, coaches clinic with local high school or club coaches, etc. You do not need to get pre-approval for a non-SOWI event; however, if the event does not provide coaching development or in some way enhance the athlete experience, it may not be applicable to use for re-certification.

*Application for Sports Certification, Application for Sports Re-Certification, and the SOWI Education Course Reporting forms are available on the SOWI website and in the Forms for Duplication section of this handbook.*

### **Certified Training Schools (CTS)**

All SOWI Certified Training Schools include general SOWI information, risk management, safety, Code of Conduct, policies, etc., as well as a sport-specific component. SOWI will have three options for making CTS opportunities available to agencies and volunteers:

1. The Regional Directors of Sports will schedule a certain number of CTS opportunities in their Region for volunteers to attend. CTS opportunities will be advertised on the training school calendar on the SOWI website and additionally, a CTS flyer will be sent to Agency managers to advertise to their volunteers.
2. Agency managers will be able to schedule a CTS opportunity for their Agency and/or community by directly contacting a State Certified Clinician. The process for an Agency manager to schedule a CTS is as follows:
  - 1) contact a State Certified Clinician
  - 2) determine the date, time and location and number of anticipated participants;
  - 3) the State Certified Clinicians will work directly with the Director of Training & Competition and make arrangements for paperwork and training materials for the CTS.

When possible, the CTS will be advertised on the SOWI website and be open for all volunteers to attend.

3. Agency managers may schedule a CTS with a clinician who is not a State Certified Clinician, but only after contacting and getting approval from the Regional Director of Sports. A clinician who is not a State Certified Clinician can only conduct a CTS with a SOWI representative present.

### **State Certified Clinicians**

SOWI has established a list of State Certified Clinicians who have been selected and trained to solely represent the organization and train volunteers on behalf of SOWI. The secure log-in page of the SOWI website list of the State Certified Clinicians will be available in the Agency Manager Handbook and on the Agency manager website (please check the website for the most current and up to date list). If a person is interested in becoming a State Certified Clinician, there will be a formal application and selection process. Please contact the Director of Training & Competition for more information.

### **Principles of Coaching (POC) and Coaching Special Olympics Athletes (CSOA)**

Special Olympics North America is implementing a new requirement for all Headquarter Programs that will ensure quality coach development and enhance the athlete experience. This new requirement involves the completion of two courses entitled *Principles of Coaching* and *Coaching Special Olympics Athletes*. Currently, SOWI will offer both courses as a training

school opportunity. We anticipate adding both courses as an online opportunity on our website in the very near future (please stay posted for more updates). Over the next three years, all Agencies will need to identify at least one coach per sport to complete both POC and CSOA. Completion of POC will also serve as a one-time re-certification for all coach certifications (individual Sport Assessments will not be required if one completes POC). The POC and CSOA requirement will need to be met by the year 2015.

### **Training Calendar**

To better assist Agency managers plan and prepare Certified Training Schools, SOWI has established a *suggested* timeframe for scheduling schools. This schedule is based on the feedback from coaches and Agency managers throughout the state regarding the timing and effectiveness of when training schools occur. It is understood that training schools would be more effective for coaches if offered prior to or at the very beginning of a sports season to endure athletes receive appropriate and valuable training.

You will find this calendar in the Agency Manager Handbook as well as on the Agency manager secure log-in page on the website. Again, this calendar is only a *suggested* timeframe and is not required to be followed.

**ALPS TRAINING OPPORTUNITIES – See “ALPs” Section in this Handbook**

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## Process to Become a Special Olympics Certified Coach

1. Person completing an Application for Sports Certification must have attended an entire SOWI Certified Training School (CTS).
2. After attending a CTS, coaches must complete 10 hours of practicum working with Special Olympics athletes in the specific sport the coach was trained to be certified in – ***all hours must be completed after attending the CTS. Application forms must be received by the program office within one year of the date of attendance – forms received after a year will be void.***
3. All lines on the Application for Sports Certification must be filled in:
  - a. Agency number in the top right hand corner
  - b. Personal contact information in the boxes – please use the full name used on your Class A Volunteer form (i.e. Michelle instead of Shelly)
  - c. Class A Volunteer status must be checked YES or NO
  - d. Sport, city and date of CTS must be completed
  - e. Check the certification category applying for. If checking *Sport*, please write the specific sport you are applying for (one sport per application)
  - f. Coaching/Officiating experience must be completed
  - g. Education and family background information must be completed
  - h. PRACTICUM HOURS: Please accurately fill in table with **training dates**, **number of hours**, and **number of athletes**. Up to **THREE HOURS per date** may be used for each practice or tournament. *Only use hours for the sport you are applying to be certified in.*
4. The application must be signed by the applying coach and Agency Manager.
5. It is encouraged that applicants and/or Agency Manager make a copy of the form before it is mailed to the Headquarters office.
6. Once the completed form is received and approved, it is entered into the SOWI volunteer database. Coaches will receive a confirmation letter informing them of their new certification and date of expiration. ***All certifications expire on December 31<sup>st</sup> of the third calendar year from the date of the CTS.*** Approximately six months before a certification expires, a letter is mailed to the coach informing them of the upcoming expiration.
7. If you have any questions, please contact the Director of Training & Competition at 1-800-552-1324, ext. 5679.
8. Please mail the application to the address below:

**Special Olympics Wisconsin**

**Attn: Director of Training & Competition**

**2310 Crossroads Drive, Suite 1000**

**Madison, WI 53718**

Agency Number: \_\_\_\_\_

*Support. Volunteer. Compete.* **Application for Sports Re-Certification**

**INSTRUCTIONS:** Please print clearly or type information below and return to the Headquarters office. List permanent mailing address and telephone number (not college address).

Name \_\_\_\_\_  Male  Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Class A Volunteer ID#(optional) \_\_\_\_\_ Occupation \_\_\_\_\_

Are you a SOWI athlete? If yes, please check the box.

If your address above is different from the address shown on your last certification application, please check the box.

I have successfully completed the required SOWI on-line Sports Assessment(s) and I am applying for re-certification in the following sport(s) \_\_\_\_\_

Additionally, to maintain my sports certification for SOWI, I have completed one of the following educational components (please check the boxes that apply):

Certified Training School Title: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City: \_\_\_\_\_

SOWI On-Line Course (please select below) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Coaching Philosophy  Principles of Coaching  Coaching SO Athletes

**\*\*\*Please include a copy of one completed exercise from the course\*\*\***

First Aid/CPR Certification – Please include a copy of your certification card

Non-SOWI Educational Course – Please complete and include the SOWI Educational Cause Reporting Form & include proof of attendance

Title: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City: \_\_\_\_\_

*Having satisfactorily completed all requirements, I hereby request Special Olympics re-certification in the area identified above.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Manager (Optional)

\_\_\_\_\_  
Date

**Please mail to the address below:**  
Special Olympics Wisconsin  
Attn: Director of Training & Competition  
2310 Crossroads Drive, Suite 1000  
Madison, WI 53718

For Office Use Only

	Initials	Date
RE Check		
SA Check		
Email AM		
BB Entry		



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## Process to Maintain Sports Certification

1. Must complete one educational course component – examples include:
  - Certified Training School or advanced skills course – must be sport-specific to the certification or Principles of Coaching (applicable for only one re-certification)
  - SOWI on-line course – i.e. Principles of Coaching, Coaching Philosophy, or Coaching SO Athletes  
\*\*\***Note:** Please include a copy of **one completed exercise** from the course; you do not need to send a copy of the completion confirmation
  - First Aid/ CPR Certification – please attach a copy of certification card
  - Non-SOWI educational course—i.e. educational or professional in-services, conferences or seminars that pertain to working with people with disabilities, coaching, communication, conflict-resolution, etc.  
\*\*\***Note:** SOWI Educational Course Reporting Form must be completed after attendance and submitted with the Re-Certification Application to the state program office.
2. Must successfully complete SOWI on-line Sports Assessment – **one per sport** (i.e. if you are certified in bowling, athletics, and team basketball, you must complete an SOWI Sports Assessment for **each sport** in order to maintain your certification)
3. Complete the Application for Sports Re-Certification; Sign and date application and mail directly to the Headquarters office:

### **Special Olympics Wisconsin**

**Attn: Director of Training & Competition**

**2310 Crossroads Drive, Suite 1000**

**Madison, WI 53718**

\*\*\***Note:** The Agency Manager signature is optional; Agency Managers will receive an email notification once the application is received and processed.

\*\*\***Note:** Application for Sports Re-Certification ***must be received at the Headquarters office prior to a sports certification expiration date.*** If a Re-Certification Application is received after a sports expiration date, it will **not** be accepted.

**If you have any questions pertaining to the re-certification process or non-SOWI educational course options, please contact the Director of Training & Competition at**

**1-800-552-1324, ext. 5679 or [afrizzo@specialolympicswisconsin.org](mailto:afrizzo@specialolympicswisconsin.org)**



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Agency Number:
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**SOWI Educational Course Reporting Form**  
for Re-Certification

**INSTRUCTIONS:** Please print clearly or type information below and return to the Headquarters office.

To maintain my Sports Certification for SOWI, I have completed the following non-SOWI educational course:

Title: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ City: \_\_\_\_\_

Facilitated by: \_\_\_\_\_

Please explain the purpose of this course: \_\_\_\_\_

\_\_\_\_\_

Please explain how the course applies to your Special Olympic coaching: \_\_\_\_\_

\_\_\_\_\_

Please list three to five things you learned from the course that you will apply to your Special Olympics coaching:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

*Having satisfactorily completed all requirements, I hereby request Special Olympics re-certification for coaching.*

Applicant Name – print \_\_\_\_\_

Date \_\_\_\_\_

Date

Applicant Signature \_\_\_\_\_

**Please mail this form with a Re-Certification Application to:**  
Special Olympics Wisconsin  
Attn: Director of Training & Competition  
2310 Crossroads Drive, Suite 1000  
Madison, WI 53718

For Office Use Only

	Initials	Date
Dir. of Training & Competition		

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# 2012 TRAINING SCHOOL CALENDAR

<b>January—Indoor Sports / Summer Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February—Indoor Sports Summer Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March—SG Sports / Outdoor Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April — Outdoor Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May— Outdoor Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June — Fall Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July— Fall Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August— Fall Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September— Fall Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October — Winter Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November— Winter Sports / Indoor Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December— Winter Sports / Indoor Sports</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2012 Training & Competition Dates to Remember

- **Fall Sports Tournament Registration Deadline:** November 14, 2011
- **Fall Sports Tournament:** December 3, 2011
- **Winter Games Registration Deadline:** January 9, 2012
- **Winter Games:** January 28-19, 2012
- **Indoor Sports Tournament Registration Deadline:** March 26, 2012
- **Indoor Sports Tournament:** April 13-15, 2012
- **Summer Games Registration Deadline:** May 14, 2012
- **Summer Games:** June 7-9, 2012
- **Outdoor Sports Tournament Registration Deadline:** July 16, 2012
- **Outdoor Sports Tournament:** August 3-5, 2012



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## **SOWI TRAINING & CERTIFICATION MODIFICATIONS Q&A**

### **Q. When do the changes and modifications take effect?**

A. Changes and modifications will be in effect at the start of the new program year beginning September 2011.

### **Q. How do I schedule or arrange a Certified Training School (CTS)?**

A. These are the steps for scheduling a Certified Training School:

1. Contact a State Certified Clinician that is certified for the sport skill you need to arrange a training school;
2. Secure a date, time and location for the training school to occur;
3. The State Certified Clinician will contact the Director of Training & Competition to post the training school on the website and for the necessary paperwork.

### **Q. Can I schedule a CTS if I only have one coach who needs to be certified?**

A. Yes, however it will be up to the clinician if they are willing to conduct a training school for only one person.

### **Q. How do I know who is a State Certified Clinician for SOWI?**

A. There will be a list of State Certified Clinicians in the 2011-2012 Agency Manager Handbook as well as a current and updated list on the Agency secure login page on the SOWI website.

### **Q. Do I have to use a State Certified Clinician to conduct a training school?**

A. No, you may still use a clinician who is from your community; however, in order to do so, you must coordinate the training school through your Regional Director of Sports.

### **Q. Will the Regional offices still be scheduling training schools?**

A. Yes, the Region will continue to schedule training schools.

### **Q. What if we schedule a CTS on our own and do not inform the Regional or Headquarters office. Will you still count the CTS?**

A. If you schedule a CTS and do not use a State Certified Clinician and do not work with the Regional or Headquarters office to conduct the CTS, it will not be counted for certification or recertification. Reason being, we are trying to establish consistent training schools and to allow this would defeat the purpose.

### **Q. If I've already attended a CTS can I still complete my paperwork for certification without attending a new one?**

A. If you attended a school within the past year, you may still complete your certification process. The state Headquarters office must receive the certification application within one year of attending the CTS.

### **Q. Do I have to attend a sport-specific training school to recertify in a particular sport?**

A. Not necessarily. Recertification will be a three-step process. In order to re-new your certification(s) you need to complete the following:

**STEP 1:** complete an educational course such as one of the following: a) attending a CTS – pertaining to a specific sport you are currently certified in; attend a sports-related educational course; attend a coaching-related educational course; attend an educational course that pertains to working with people with disabilities; complete a First Aid/CPR course;

**STEP 2:** complete a sport-specific online sports assessment;

**STEP 3:** send a *Recertification Application* to the Headquarters office.

### **Q. If I attend a seminar, conference, or in-service for my job, will that count as the educational course?**

A. Possibly. If you are going to attend a course that is not through Special Olympics, you will need to get the course approved from the Director of Training & Competition.

### **Q. What other courses count for recertification?**

A. There are many things that will qualify as the educational course for recertification (i.e. coaching course, working with people with disabilities, First Aid/CPR, risk management, sport training, injury prevention...to name a few). There is a list of examples for recertification educational course options posted on our website and in the training section of the Agency Management Handbook. Please check with the Director of Training & Competition to confirm a course is acceptable for recertification.

### **Q. What do I have to submit from the educational course for proof of attendance?**

**A.** You will need to submit two things in addition to a Recertification Application: 1) proof of attendance or completion (i.e. a copy of registration confirmation or completion certification); and 2) a completed *SOWI Educational Course Reporting Form*.

**Q. Why do I need to complete the *SOWI Educational Course Reporting Form*?**

**A.** We want you to explain how the course was beneficial to your coaching development. The form is a brief one-page document that allows you to explain how you will use what you learned with your athletes.

**Q. If I have multiple certifications do I need to complete an educational course and sports assessment for each sport certification?**

**A.** No. You only need to complete ONE educational course total. You do need to complete the online sports Assessment(s) prior to the expiration date for every sport you wish to maintain certification for.

**Q. What happens if I don't complete the online Sports Assessment for all of my sports certifications?**

**A.** If you do not complete the online Sports Assessment prior to the expiration date your certification(s) will expire.

**Q. If my certifications do expire, how do I get certified again?**

**A.** You will need to attend a CTS in the sport you wish to become certified in, complete ten practicum hours with Special Olympic athletes, have your Agency manager sign a completed Certification Application form, and send it to the Headquarters office.

**Q. If I am currently certified in basketball. What will I be certified in after team and skills are separate certifications?**

**A.** All coaches who are currently certified in basketball, softball and gymnastics will automatically be granted certifications for both new certifications (i.e. team and skills, artistic and rhythmic, softball and tee ball); however, to maintain both certifications you will need to complete the online sports assessment for **both individual sports**.

**Q. When will my sports certification expire?**

**A.** All sports certifications will continue to be valid for three years but will expire on December 31<sup>st</sup> of the third year.

**Q. If my certification expires on November 13<sup>th</sup>, 2011, will my expiration be changed to December 31<sup>st</sup>, 2011?**

**A.** No. All certifications that are set to expire in 2011 will be date specific for this calendar year as they have been in the past. Starting in 2012, all certification expiration dates will be shifted to expire on December 31<sup>st</sup>.

**Q. Will I be notified if my certifications are about to expire?**

**A.** All coaches will receive two letters informing them of upcoming expirations. They will receive the first letter in January for a twelve-month notice and a second letter in June for a six-month notice. Additionally, Agency managers will still be able to track coach expirations on the website as well as on their volunteer rosters they receive.

**Q. Does attending the Annual Leadership Conference count towards re-certification?**

**A.** Yes. Attending the Leadership Conference will count for the educational component for recertification; however, you will still need to complete the online Sports Assessments prior to the expiration on December 31<sup>st</sup>.

**Q. How is *Principles of Coaching and Coaching Special Olympics Athletes* going to be offered?**

**A.** We will conduct a number of classroom-style training schools throughout the state for both courses. Additionally, as soon as they are available, we will have both courses on our website as online course options. At this time there is an online option through a fee-based organization. If you are interested in this option, you may contact the Director of Training & Competition for more information.

**Q. Can I have the same coach complete *Principles of Coaching and Coaching Special Olympics Athletes* or do they need to be two different coaches?**

**A.** They can be the same coach – it is up to your Agency how you want to fulfill this requirement.

**Q. If I have a coach who has certifications in five different sports, and (s)he completes *Principles of Coaching or Coaching Special Olympics Athletes*, can that one coach count for the five sports?**

**A.** Yes.

**Q. Will *Principles of Coaching and Coaching Special Olympics Athletes* count as the educational course for re-certification?**

**A.** Yes, they both count as an educational course for recertification. However, if you complete *Principles of Coaching*, you will also be granted a one-time exemption for the online sports assessment requirements.

**Q. Will I be exempt if I complete *Coaching Special Olympics Athletes*?**

**A.** No. The one-time exemption for the online sports assessments only applies to *Principles of Coaching*. If you complete *Coaching Special Olympic Athletes*, you will still need to complete the online sports assessments.

**Q. Can a coach take *Principles of Coaching* and *Coaching Special Olympics Athletes* more than once?**

**A.** No. Like our online *Coaching Philosophy* course, you may only take the course one time.

**Q. What if I have already taken *Principles of Coaching*?**

**A.** If you have already completed the course, you do not have to take it again and it will fulfill the SONA requirement for the sports you are certified in.

**Q. Does *Principles of Coaching* or *Coaching Special Olympics Athletes* expire?**

**A.** No, both courses only need to be taken once.

**Q. How long do we have to fulfill the SOI requirement for *Principles of Coaching*?**

**A.** Every Agency has three years to fulfill the SONA requirement. All current Agencies will have until December 31, 2015 to fulfill the *Principles of Coaching* and *Coaching Special Olympic Athlete* requirement.

**Q. Does a coach have to be certified in *Principles of Coaching* in order to attend state games?**

**A.** No. But it is a requirement for all coaches who attend National Games and World Games.

**Q. If I am a National or World Games coach will I be exempt for recertification?**

**A.** There will be allowances and/or exceptions pertaining to recertification requirements for National and World Games coaches that will be at the discretion of the Director of Training & Competition.

# TRAINING SITE SAFETY CHECKLIST

Accreditation standards require that all training facilities and equipment are safe with a first aid kit, athlete emergency contacts and a phone and/or transportation available in case of an emergency.

The checklist below is not intended to cover every possible situation, but acts as a guideline for areas which could constitute injury hazards.

Acceptable?

- | <b>Yes</b>               | <b>No</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Playing Surfaces – Indoor</u></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Irregular floor surfaces (wood separations, splinters, etc.)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Surfaces clean and free of dust, gum, wet or greasy areas, loose pieces of paper, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical floor plate and outlet coverings fixed properly in position?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical cords away from participant area and taped securely?  |
| <input type="checkbox"/> | <input type="checkbox"/> | All extra equipment removed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient buffer zone between spectators?   |
|                          |                          | <b><u>Playing Surfaces – Outdoor</u></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Condition of turf (pot-holes, mud, etc.)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Puddles drained off?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash, glass, sharp objects, sharp-edged rocks, etc. on the field?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Obvious and hidden grates well-secured?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient buffer zone between spectators?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Goal posts, goalie cages, baseball bases, etc. installed properly?   |
|                          |                          | <b><u>Walls</u></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Hanging ropes or electrical lines?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Moveable equipment flush or appropriately fastened to wall?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Protruding handles or cranks?  |
|                          |                          | <b><u>Lighting</u></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | All areas adequately lit?  |
|                          |                          | <b><u>Equipment</u></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Personal equipment (i.e., clothing, footwear, protective equipment) appropriate to the sport?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Activity equipment (i.e., sticks, balls, goals, nets, bats, poles, whistles, cones, padding and mats) can meet the demands of the sport?           |
| <input type="checkbox"/> | <input type="checkbox"/> | Athletes have removed jewelry?   |
|                          |                          | <b><u>Emergency</u></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | A first aid kit is available on site?  |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of athletes' Application for Participation in Special Olympics Forms with emergency contacts, insurance and medical information is on site? |
| <input type="checkbox"/> | <input type="checkbox"/> | Telephones within easy access?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle within easy access?  |

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