



Quick Guide For Hosting SO NCCP Courses

STEP 1: Contact SOA with plans of hosting a course. If there is a course near you already, it will be strongly suggested that coaches from your area register in the one that is already planned. This ensures a quality learning environment for our coaches. We will not host 2 or 3 in the same area with only a small number of participants in each.

Special Olympics Alberta will provide a Learning Facilitator and cover all costs associated; this includes travel, accommodations, and meals for that facilitator.

STEP 2: Registration. All courses are first come first serve.

Maximum Registrant Number: 20

Minimum Registrant Number: 10

STEP 3: Booking a facility. The room(s) must be large enough for 20 people and equipped with tables and chairs, in all cases a gym is ideal. If a gym is not available, please make sure the room is large enough to move the tables outside or push all tables to the side in order for the activity portion. The space for the activity must be LARGE!

The facility must be booked from 8:30am-4:30pm/9:00am-5:00pm on Day 1 and from 8:30am-1pm on Day 2. Please ensure the facility opens a minimum of 45 minutes to an hour (subject to LF preference) prior to the coaches arriving, this allows time for set up and to prep for the day.

Note: It is always a nice gesture to provide coffee or snacks for coaches if possible, this is not an obligation of the affiliate.

STEP 4: Providing equipment. It is the Affiliate's responsibility to be there when the LF arrives to help with the AV set up and to pass along the manuals and equipment for the day.

Classroom Portion: please provide flip charts (paper and stand), extension cord, computer speakers, projector, screen, and laptop.

Note: if an Affiliate does not have access to speakers, a projector, or laptop, contact SOA directly.

Activity Portion: examples - floor hockey sticks, rings, balls (all shapes and sizes), hoops, bean bags.

STEP 5: Once course is complete, SOA will receive all forms from the LF. Affiliate will then be invoiced \$25.00 per coach who attended.

If there are any questions or for additional information please contact Jill Moore at jmoore@specialolympics.ab.ca or 780-415-0719.