



Program Coordinator's Manual

Updated August 2015

Special Olympics
British Columbia





Table of Contents

Introduction

Welcome	4
Special Olympics BC Mission Statement and Oaths of Special Olympics	5
History of Special Olympics	6
Facts about Special Olympics BC	7
Special Olympics Structure	8
Regional Structure	9
Eligibility	10

Roles and Responsibilities:

Job Descriptions

Program Coordinator	12
Head Coach	13
Assistant Coach	14
Program Volunteer	15
Principles of Coaching	16
Fair Play Code for Coaches	17
Communication	18
Reporting	19
Sample Communication Report	20

Coach Certification:

Training and Certification	22
----------------------------------	----

Program Planning:

Program Planning Process	24
Best Practices Resource	27
Athlete to Coach Ratio	28
Risk Management	29
Budgeting	30
Long Term Athlete Development	32
LTAD and Special Olympics BC	33
Youth Athletes Eligibility	34
Conducting Coaches Meetings	35



Competition Planning:

Levels of Competition	37
Competition Cycle	38
Hosting Competitions	39
Minimum Standards for Competition	40
Getting Ready for an Event	42

Sport Science and Resources:

Sport Science	45
Athlete Leadership Programs	46
Healthy Athletes Program	45
Coaching Resources	48
BC Provincial Sport Organizations	49

Appendix (Templates and Blank Forms):

Program Coordinator's Year at a Glance	52
Sample Communication Contact Sheet	54
Sample Head Coaches' Report to Program Coordinator	55
Insurance Request Form	56
Budget Outline	60
Sample Coaches Meeting Agenda	61
Best Practices Resource	62
Local Competition Sanctioning Form	67
Competition Information Sheet	68
One Day Volunteer Form	69
Emergency Action Plan	70
Behaviour Incident Report Form	71
Medical Incident Report Form	72
Transportation/Vehicle Information	73

"You get the best effort from others not by lighting a fire beneath them, but by
building a fire within."
Bob Nelson



Welcome

As a key member of Special Olympics BC, the role of Program Coordinator is integral in the coordination and administration of the sport programs within the Local. As Program Coordinator, you will oversee the programs in your local and ensure that coaches have all the tools they require to deliver their programs. With this rewarding opportunity will come responsibilities as well as challenges. This manual was designed especially for the position of Program Coordinator and can hopefully offer you guidance and direction during this experience.

The information in this handbook has been divided into different areas you will need to familiarize yourself with. The contents should help to provide a clearer understanding of the principles and expectations of the organization and give you insight into your role and the coaches' role. Knowing this information will allow you to organize the best quality program possible.

Your time and dedication are the greatest gifts that you can give to the athletes and are greatly appreciated.

"A good coach will make his players see what they can be
rather than what they are."

Ara Parasheghian



Mission Statement of Special Olympics BC

Providing individuals with an intellectual disability the opportunity to enhance their life and celebrate personal achievement through positive sport experiences.

Principles that guide Special Olympics British Columbia

- Programs are athlete centered and based on the needs and interests of athletes.
- Athletes are encouraged to participate at their level of choice within existing programs.
- Programs are community based, and efforts must be made to ensure that they are accessible to individuals who have an intellectual disability.
- Programs are for individuals who have an intellectual disability
- Our efforts must be dedicated to providing the best quality programs possible given the resources available.
- Special Olympics BC is a volunteer-based organization.
- No person who has an intellectual disability may be denied access to Special Olympics BC programs because they cannot financially afford to participate.
- The safety and well-being of the athletes, volunteers and staff is of prime concern.
- Volunteers and staff are resources to the organization. These resources must be managed properly so that they may grow in a positive environment.
- The goals of those involved with Special Olympics BC will only be achieved if they take full advantage of the opportunities and resources made available to them.
- The athletes who wish to compete must meet certain minimum standards, including regular attendance at, and participation in, training sessions.

The Oaths of Special Olympics

Athlete Oath

Let me win. But if I cannot win, let me be brave in the attempt.

Coach Oath

In the name of all coaches, we shall follow written and verbal instructions of Special Olympics officials at all times, have our athletes at the appropriate events and activities at the proper time and abide by the rules and policies, in the spirit of sportsmanship.

Official Oath

In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship.



History of Special Olympics

Special Olympics is an international organization that provides sports training and competitive opportunities for persons with intellectual disabilities. The organization is recognized by Sport Canada as the main provider of these services to people whose primary diagnosis is an intellectual disability, although some participants also have physical challenges.

The Birth of Special Olympics in Canada

In the early sixties, children with intellectual disabilities were tested for physical fitness levels with the results revealing that these individuals were half as physically fit as their non-disabled peers. It was assumed that the low fitness levels were a direct result of their disability. However, troubled by this assumption, a Toronto researcher – Dr. Frank Hayden – began to conduct his own research on the subject and discovered that given the opportunity, people with an intellectual disability could become physically fit, and acquire the physical skills necessary to participate in sport. Inspired by his discoveries and seeing the need for new kinds of sport opportunities, Dr. Hayden sought ways to develop a national sports program designed specifically for people with an intellectual disability. His work came to the attention of Eunice Kennedy Shriver and the Kennedy Foundation in Washington, D.C. which led to the creation of Special Olympics.

The first sports competition organized under the Special Olympics banner was held at Soldier's Field in Chicago in 1968. To ensure that Canada was well represented at the competition, Dr. Hayden called on renowned broadcaster, successful businessman and humanitarian, Harry "Red" Foster. Upon returning to Canada, after accompanying a Canadian floor hockey team to these first games, Red set about laying the foundation for the Special Olympics movement in Canada as a way to enhance the lives of Canadians with an intellectual disability.

Today, over 36,000 athletes with intellectual disabilities participate in Special Olympics programs across the country. Around the world, Special Olympics has grown to service over four million athletes in more than 160 countries.

Special Olympics British Columbia

Since 1980, Special Olympics British Columbia (SOBC), a registered charitable organization, has provided high-quality sports programs and competitions to meet the needs and interests of individuals with intellectual disabilities, enriching lives and celebrating personal achievement through positive sports experiences. Today, over 4,300 athletes participate in Special Olympics BC sports programs in 57 communities across British Columbia. Special Olympics BC offers year-round programs in 18 sports, as well as local, provincial, national, and international competitive opportunities. These sports opportunities provide athletes with far more than the physical benefits of improved health and athletic ability. Participation in sports provides opportunities for athletes to develop social skills, cultivate friendships, strive for and achieve goals and increase their self-esteem – enabling athletes to win in sport, and in life.

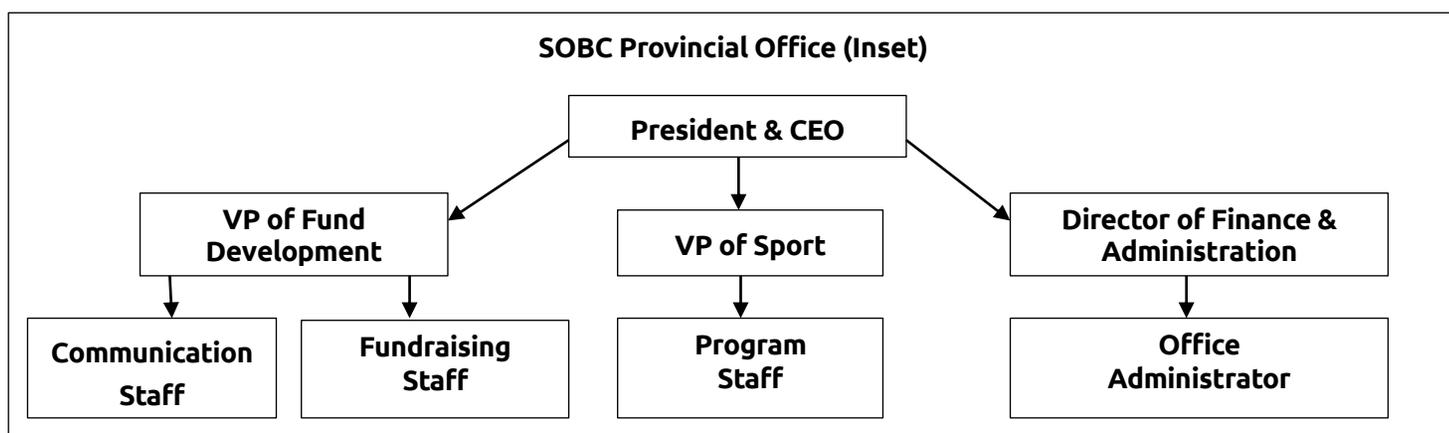
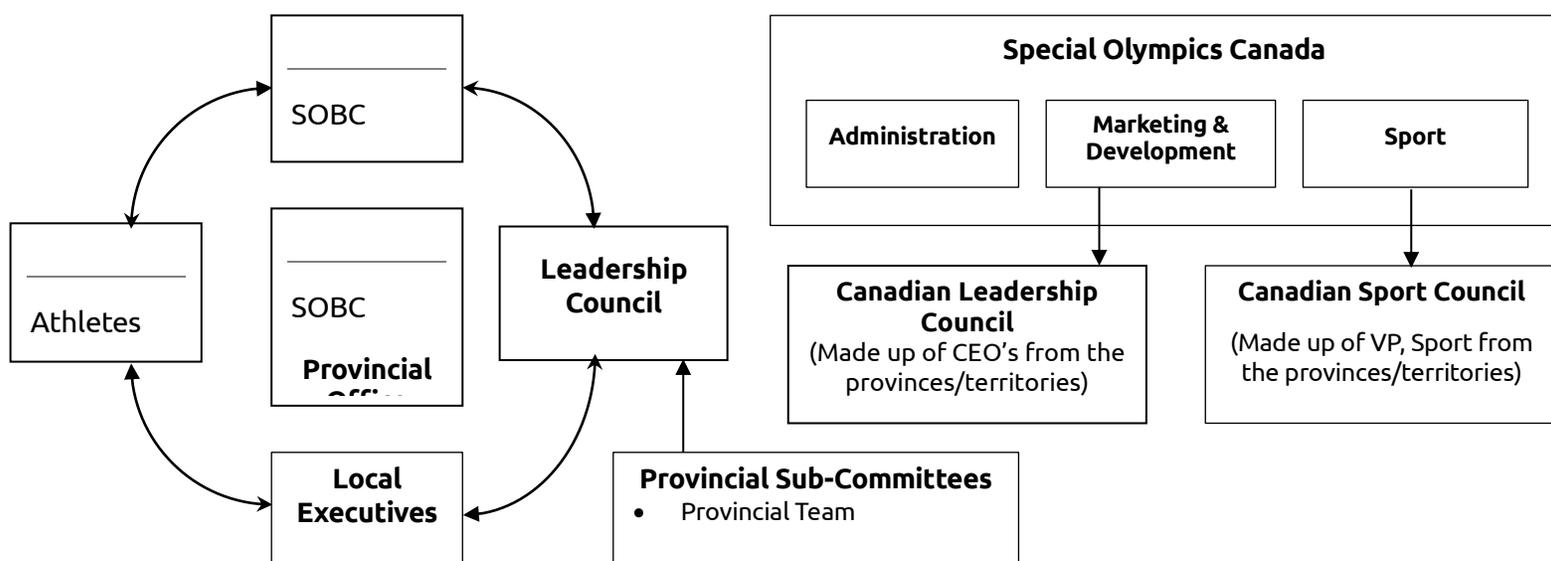


Facts about Special Olympics BC

- More than 4,300 athletes participate in summer & winter sports programs throughout BC.
- More than 3,300 volunteers assist in bringing the programs to life.
- Programs run in 57 communities around the province.
- Coaches are certified through the National Coaching Certification Program.
- Official SOBC winter sports: alpine skiing, cross-country skiing, curling, figure skating, floor hockey, snowshoeing and speed skating.
- Official SOBC summer sports: 5-pin bowling, 10-pin bowling, aquatics, basketball, bocce, golf, powerlifting, rhythmic gymnastics, soccer, softball and track and field.
- SOBC also offers a Club Fit program designed to help our athletes of all levels improve their fitness and overall health in a fun environment.
- SOBC also offers youth programs designed to help children with intellectual disabilities develop basic motor and sport skills through fun and positive movement.
 - **Active Start:** a family-centred activity program targeting children with intellectual disabilities ages 2 to 6. Through the program, children learn basic motor skills such as walking, running, jumping, throwing etc. in a fun and safe environment.
 - **FUNDamentals:** a continuation of the Active Start program for young athletes with intellectual disabilities ages 7 to 11. The skills transition from basic movement skills to basic sport skills, providing participants with a more in-depth introduction to sport-related motor skills along with training and competition, while maintaining an atmosphere of fun and meaningful interaction.
 - **Sport Start:** aimed at youth ages 12 to 18 with intellectual disabilities, Sport Start promotes specific sport education, proper nutrition and social inclusion through participation in positive sport experiences. The program also builds on the athletes' existing motor skills, helping to translate those abilities into sport-specific skill development and game play.



Special Olympics Structure





Regional Structure

The province is divided into eight sport regions. Each region is responsible for the coordination and organization of Regional competitions, sending Regional teams to Provincial Games and all other Regional activities. A volunteer Regional Coordinator coordinates these activities.

Region 1- Kootenays

Locals: Kimberley/Cranbrook, Nelson, Creston, Grand Forks, Trail, Castlegar, Elk Valley, Golden, Nakusp & Invermere

Region 2- Thompson-Okanagan

Locals: Kamloops, Penticton, Vernon, Revelstoke, Kelowna, Salmon Arm, Princeton, Summerland, Keremeos, South Okanagan & Merritt

Region 3- Fraser Valley

Locals: Chilliwack, Coquitlam, Surrey, Ridge Meadows, Abbotsford, Langley & Mission

Region 4- Fraser River

Locals: Richmond, Burnaby & Delta

Region 5- Vancouver-Squamish

Locals: North Shore, Vancouver, Squamish, Sunshine Coast & Whistler Valley

Region 6- Vancouver Island

Locals: Campbell River, Port Alberni, Victoria, Comox Valley, Nanaimo, Oceanside, Powell River, Salt Spring Island, Cowichan Valley & Mount Waddington

Region 7- North West

Locals: Terrace, Smithers, Prince Rupert, Kitimat, Burns Lake & Vanderhoof

Region 8- Cariboo- North East

Locals: Williams Lake, Dawson Creek, Fort St John, Prince George, Quesnel, 100 Mile House & Mackenzie



Eligibility for Participation in Special Olympics

General Statement of Eligibility: Persons with an intellectual disability are eligible to participate in Special Olympics.

Generally accepted criteria for identifying persons with an intellectual disability in Canada:

A person is considered to have an intellectual disability if that person satisfies all of the following requirements:

1. Typically an IQ score of approximately 70 or below;
2. Deficits in general mental abilities which limit and restrict participation and performance in one or more aspects of daily life such as communication, social participation, functioning at school or work, or personal independence, and;
3. Onset during the developmental period (before the age of 18 years).

The Diagnostic and Statistical Manual of Mental Disorders (DSM-IV 2000) is published by the American Psychiatric Association and the manual is typically used by professionals in Canada who make development diagnoses.

General Practices:

1. *Do coaches/staff require proof that a person has an intellectual disability?*

Special Olympics in Canada has an inclusive approach and does not ask for medical documentation to be eligible for participation in programs. If the person has an intellectual disability then he/she is eligible to participate in Special Olympics.

2. *What happens when a caregiver/adult does not know if their child has an intellectual disability?*

It is recommended that parents/caregivers be invited to observe a program to see if the child/adult fits in. If parents feel that their child/adult can participate in the program and has an intellectual disability, then he/she can participate until an assessment has been completed.

3. *If there are athletes currently in the programs who may have an IQ above 70, what should a coach/staff do?*

Those athletes who are enrolled in Special Olympics programs in Canada who have an IQ above 70 are eligible to continue participating in Special Olympics.

4. *What diagnoses are associated with intellectual disabilities?*

Down Syndrome and Fragile X Syndrome are the most common forms of intellectual disabilities. Only **some** individuals with Autism Spectrum Disorders or Fetal Alcohol Syndrome will also have an intellectual disability. Typically, learning disabilities, Attention Deficit Disorder (with or without hyperactivity), a mental illness, Tourette Syndrome and Conduct Disorder are not associated with intellectual disabilities.



ROLES AND RESPONSIBILITIES



Job Descriptions

There are many responsibilities that fall under the Program Coordinator position (as listed under the job description on the next page). Some locals in BC offer all 18 sports which could make for a cumbersome job for one individual. If your local is one that offers many sports, you can discuss the potential of sub-committee positions that fall under the Program Coordinator to delegate some of the responsibilities of the position. The sub-committee positions would not need to attend the monthly Executive meetings but could provide reports to the Program Coordinator.

Job descriptions for head coach, assistant coach and program volunteer follow the Program Coordinator role as each of those positions are accountable to the Program Coordinator.

Program Coordinator

Responsible to: Local Coordinator

Commitment: 1 year term (no limit to the number of terms)

Responsibilities

- Secure all facilities at appropriate times for programs
- Assist in hosting local and regional events
- Maintain open lines of communication with coaches across all programs

SPECIFIC DUTIES

- Chair regularly scheduled coaches meetings
- Provide a Program Coordinator's report at monthly local executive meetings which outlines how each program is currently running, plans for upcoming seasons, and new program development
- Assist new coaches and athletes in program placement
- Evaluate programs on a regular basis to ensure top quality

For a sample Year at a Glance, see the Appendix.



Head Coach

NOTE: To ensure all criteria are being met, it is expected that some duties should be delegated to either an Assistant Coach or Team Manager.

Responsible to:	Program Coordinator
Commitment:	2 Year term, reviewed at end of each year (no limit to the number of terms)

Responsibilities

- Maintain communication with assistant coaches, athletes and your local executive
- Serve as official spokesperson for the athletes and team
- Facilitate practices with safety and athlete wellbeing as the top priority
- Attend regularly scheduled coaches meeting
- Attend and coach athletes in practices and competitions
- Participate in coach development training opportunities within first year of coaching

SPECIFIC DUTIES

- Host pre-season coaches meeting with assistant coaches & program volunteers to determine yearly goals, create seasonal plan, create program budget
- Plan all activities for the season and share with athletes, families and caregivers
- Review Emergency Action Plan with all volunteers and athletes
- Conduct skill assessments at the beginning of the season
- Organize competition and ensure timely notice to families and athletes
- Ensure all members of your team have completed SOBC registration process
- Take weekly attendance
- Ensure all athletes are picked up after practice and treat facilities with respect
- Follow Special Olympics Sport Specific Skill books to guide program
- Ensure athletes are physically prepared to maximize performance at competition
- Prepare a yearend report for the Program Coordinator
- Must be at least 19 years of age.
- Must be fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, plus Making Ethical Decisions online evaluation). For coaches certified prior to 2006, you must be fully certified Special Olympics Canada (SOC) Level 1 (SOC Level 1 technical, Level 1 theory, SOC Level 1 practical plus Making Ethical Decisions module and the online evaluation).
- Must abide by the policies set by the Leadership Council of Special Olympics BC, the Local and follow the philosophy of Special Olympics BC as presented in the Mission Statement.



Assistant Coach

Responsible to: Head Coach & Program Coordinator
Commitment: 2 Year term, reviewed at end of each year
(no limit to the number of terms)

Responsibilities

- Assist Head Coach with all duties, as delegated by Head Coach
- Regularly communicate with Head Coach
- Adhere to weekly and seasonal coaching plans
- Coach team in practices and competitions
- Participate in coach development training opportunities within first year of coaching

SPECIFIC DUTIES

- Assist with supervision of athletes
- Supervise activities when deemed necessary by Head Coach
- Regularly attend practices and competitions
- Devote adequate time to preparation of athletes for events
- Follow the Special Olympics Sport Specific Skill book throughout training
- Must be at least 16 years of age.
- Must be fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, plus Making Ethical Decisions and the online evaluation). For coaches certified prior to 2006, you must be fully certified Special Olympics Canada (SOC) Level 1 (SOC Level 1 technical, Level 1 theory, SOC Level 1 practical plus Making Ethical Decisions module and online evaluation).
- Must abide by the policies set by the Leadership Council of Special Olympics BC
- Must follow the philosophy of Special Olympics BC as presented in the Mission Statement.



Program Volunteer

Responsible to: Head/Assistant Coach

Responsibilities

- Attend practices and events on a regular basis
- Communicate with Head Coach regarding practices and events
- Adhere to the yearly program plan

SPECIFIC DUTIES

- Assist with supervision of athletes
- Supervise activities when deemed necessary by Head Coach
- Regularly attend practices and competitions
- Devote adequate time to preparation of athletes for events
- Follow the Special Olympics Sport Specific Skill book throughout training
- Must be at least 16 years of age OR be at least 14 years old and deemed mature enough by Head Coach/Program Coordinator to make a meaningful contribution to the program.
- Recommended to have taken the SOC Competition Sport Workshop.
- Must abide by the policies set by the Leadership Council of Special Olympics BC.
- Must follow the philosophy of Special Olympics BC as presented in the Mission Statement.



Principles of Coaching

As Special Olympics has expanded and evolved over the years, it has become clearly evident that the key to offering quality training for Special Olympics athletes is the local coach. If coaches are educated in coaching methods and techniques, then the mission of Special Olympics in offering quality sports training and athletic competition is enhanced.

As Program Coordinator, it is your role to ensure the coaches/volunteers in your Local's programs have the tools they require to accomplish the objectives listed below.

The objectives of the Principles of Coaching are:

- To provide a safe environment for Special Olympics athletes during training and competition
- To apply the principles of strength, endurance and flexibility training and nutrition as they apply to Special Olympics athletes
- To develop an understanding of Special Olympics
- To apply the sport management team approach in recruiting athletes, volunteers and family members
- Develop training plans for conducting sport-specific training programs for Special Olympics athletes
- To develop athletes sport confidence through effective coaching techniques

Coaching Special Olympics Athletes

Special Olympics is committed to coaching excellence. The most important thing for you to reinforce with your coaches is that the athletes are individuals, and coaching them is just like coaching any other youth or community sports team. The skills that make successful coaches are the same whether you are coaching National Olympic teams, high school or university teams, community sports clubs or youth teams or Special Olympics teams. SOBC does, however, recognize there are some situations that make Special Olympics coaching unique (and more enjoyable).



Fair Play Code for Coaches

1. I will teach my athletes to play fair and to respect the rules, officials and opponents.
2. I will ensure that all athletes get equal amounts of playing time, instruction and support.
3. I will not ridicule or yell at my athletes for making mistakes or for performing poorly.
4. I will remember that athletes play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that the equipment and facilities I use are safe and match the athletes needs and abilities.
6. I will remember that athletes need a coach they can respect.
7. I will be generous with praise and set a good example.
8. I will obtain proper training and continue to upgrade my coaching skills.
9. I will work in cooperation with officials for the benefit of the game.
10. I will openly communicate with the executive and/or program coordinator.



Communication

Communication is integral to the success of any program. As Program Coordinator, you must be able to communicate effectively with fellow executive members, coaches, and volunteers.

Keeping the lines of communication open between everyone involved allows you to stay up to date with the information you need to continue running successful sport programs. By demonstrating a readiness to talk to coaches and volunteers about the program, you can create an informed and appreciative regard for your work.

Being a good communicator means not only sending messages but also being able to receive them clearly. This means taking the time to understand what others are saying to you. As the primary voice for the coaches and volunteers in your programs, it is important you regularly talk (either by phone or email) with them to ensure they have all the resources they need to run a quality program.

Lastly, it is important to remember that how you feel about what you are communicating should never overshadow the content of your message. You must be an unbiased voice that looks at all aspects of a scenario and provide appropriate feedback or responses. Try to avoid letting your emotions control your thoughts.

Learning to be a good communicator is the key to decreasing confusion and misunderstanding, and to working well with others.

A blank template for Local Contact Information can be found in the Appendix.



Reporting

One of the most important roles of the Program Coordinator is being the voice for all the coaches and volunteers in the Local's programs. It is your responsibility to communicate the needs of the programs to the Local Executive at the monthly meetings. Therefore, at least once a month (ideally every two weeks), you should either phone or email the head coach of each of your programs and/or drop-in to their program to see if there is anything they require i.e. equipment, additional volunteers, assistance with difficult scenarios, promotion of the program to recruit new athletes, suitability of the training facility, etc.

Before your monthly executive meetings, a report from every program should be provided to you with an overview on how the program is doing, any requests, any upcoming competitions, etc. It is your responsibility to then forward to the rest of the executive for them to read before the executive meeting.

A sample Coaches' Report is found below and also in the Appendix.



Sample Head Coaches' Report for Program Coordinator

Name of Coach: _____

Sport: _____

General comments about program: _____

Requests: (i.e. equipment, additional volunteers, supplies) _____

Competition plans: _____

Additional concerns: _____



COACH CERTIFICATION



Training and Certification

It is imperative that you ensure your coaches in your local become qualified coaches. The Coach Certification Requirements Policy states that all head coaches and assistant coaches are required to take the SOC Competition Sport Workshop course within the first year of coaching with Special Olympics. This course is offered throughout the year in different areas of the province.

Locals may apply for a coaching grant for all coaching courses (except the SOC Competition Sport Workshop, Making Ethical Decisions Workshop and First Aid) from the Provincial Office. We will pay 50% of the costs up to \$100.

In order to become trained with Special Olympics a coach must have:

- NCCP SOC Introduction to Competition Sport Workshop
- Making Ethical Decisions Module and Online Evaluation

If your coach is interested in taking additional courses for certification in a specific sport, there are courses available through each provincial sport organization; a list of these organizations is located at the back of this manual. For a list of the recommended sport specific courses, contact the SOBC Provincial Office.

All coaches attending Regional Qualifiers and Provincial Games must have the three courses listed above.

All coaches attending SOC National Games must have:

- NCCP SOC Introduction to Competition Sport Workshop **OR** Special Olympics Level 1 technical
- NCCP Competition - Introduction Part A plus the Making Ethical Decisions Online Evaluation **OR** NCCP Level 1 theory plus the Making Ethical Decisions Online Evaluation
- Sport Specific Level 1 technical or CBET equivalent
- Sport Specific Level 1 practical **OR** NCCP Competition - Introduction Part B or NCCP Level 2 Theory

NOTE: before registering for a course, you must receive approval from your Local Executive.



PROGRAM PLANNING



The Program Planning Process

1. Find an Appropriate Facility

- Choose a facility that is cost effective, easily accessible to athletes and appropriate to the program. For example, an elementary school gym may not be the best place for an A level floor hockey team but would be perfect for a rhythmic gymnastics program with three athletes.
- Facility Insurance: Yes, you have insurance provided all your athletes are registered and your local has submitted their accreditation with an accurate program schedule. If facilities are added in after the accreditation deadline, new facilities must be noted in local's minutes. Some facilities will ask for a copy of your insurance and some will not ask, however it is a good idea to have a copy on hand. A copy of the insurance request form can be found in the appendix.

2. Choose a Head Coach

- This decision is not yours to make alone. Please consult with your Executive if there are numerous candidates of equal qualification and enthusiasm.

3. Advertise

- Ask your Volunteer Coordinator or Public Relations Coordinator to create promotional materials to recruit potential athletes and volunteers.

4. Budget

- Head Coaches are required to submit an operating budget to the Program Coordinator for their program. This budget will include items other than the initial costs to begin the program since the Program Coordinator is in charge of facility rental. For example:

1) Expenditures

- Equipment (list with costs)
- Uniforms
- Tournament Fees
- Transportation to Tournaments
- Administration

2) Revenue

- Registration Fee

A sample of a budget outline (that can be forwarded to your coaches to use during their budgeting process) can be found in the Appendix.



5. Ensure all Coaches and Volunteers receive an orientation

- The Volunteer Coordinator should be providing all new coaches and volunteers with the link to take the Special Olympics Canada Online Volunteer Orientation which gives a general overview on Special Olympics. The online orientation provides history on the organization, as well as an introduction to and guidelines to working with Special Olympics athletes.
- The Program Coordinator should be informing head coaches of who their volunteers are at the beginning of the program year. When new volunteers join during the season, the head coaches should once again be contacted and a process should be developed to ensure that the volunteer is welcomed and given tasks at their first practice. A quick orientation at the practice will help clarify the purpose and direction of the program as well as ensure all volunteers understand their role. Orientation is not training so coaches will still need direction on coaching skills as needed.
- All of these “orientations” are an excellent start but are not a substitute for a coaches meeting. Coaches meetings need to occur once before the fall programs start and once before the spring programs start. A Sample Coaches Meeting Agenda can be found in the Appendix.

6. Registration

- If an athlete or volunteer is not registered they are not covered by our insurance. In the event there is an accident, this could be a problem, so it is simply, no forms no play. Most Locals hold a large registration day annually but through the year as athletes trickle in they must not fall through the cracks. Original registration forms must be sent into provincial office, copies of these forms should be retained within the local.

7. Medical Forms

- Every athlete must have an up-to-date medical form available to the head coach at practices and competition. Photocopies of these forms should be made so they are accessible at each sport an athlete participates in. These forms do not need to be submitted to provincial office and should be shredded annually when a new form is completed.

8. Equipment

- Every sports program has equipment that is required in order to run a practice. It is important that every program has the right number of pieces of equipment in relation to the number of athletes in the program. It is also critical to ensure that the equipment meets all safety standards. Listed in the rules of each sport is the mandatory safety equipment required for each athlete. Therefore, communication on a regular basis to the



Head Coach will eliminate the chances of faulty and/or insufficient quantities of equipment.

9. Program Binders

- Create a binder for every sport program that includes: local contacts, program schedule, safety information, EAP, incident reports, attendance sheet, athlete and coach medical forms, and practice plan. A sample binder can be found on www.specialolympics.bc.ca website under resources; admin.



Best Practices Resource

The focus of all of SOBC's programs is on the development of the athletes involved in our sports programs, and we want to ensure that their experiences meet their expectations, and those of their parents/guardians.

To assist the Local in achieving the level of excellence that your participants have come to expect over the years, SOBC has developed the Best Practices Resource that will help you to see where your programs are being successful, and, if necessary, to help you to identify those program areas that might need some additional attention.

Through this process you will have the opportunity to see how the programs are being run through the eyes of the athletes and the coaches. Their feedback will provide you with the information you need to maintain a strong athlete centered program.

Some of the program considerations you will be looking at:

1. Facilities
 - Ensure adequate space, lighting, and equipment are available to carry out the program
 - Ensure that the facility is safe
2. Gym attire
 - Ensure that athletes and coaches are properly dressed (appropriate footwear, track pants, shorts, t-shirts, etc) for weekly practices and competitions. (see Competition and Practice Attire Policy)
3. Equipment
 - Ensure that equipment is available and safe
4. Behaviour
 - Ensure coaches are dealing with inappropriate behavior and are documenting it on the Incident Report Forms (see Appendix).
5. Components of a Practice
 - Ensure the practices encompasses: unstructured free play, a warm-up, basic motor skills, sport specific skills, fitness, a simulated game (for team sports only), and a cool-down.
6. Ratios
 - Ensure there are enough volunteers/coaches to supervise the athletes. (See ratio requirements)
7. Risk Management
 - Ensure programs have an Emergency Action Plan that is practiced (sample form in Appendix).
 - Ensure programs have a fully stocked medical kit.
 - Ensure coaches are documenting any medical incidents on the Incident Report Forms (see Appendix).

Best Practices should be completed on each of your sport programs at least once during the year and the findings should be sent to Provincial Office. SOBC staff will also complete Best Practices when they visit a sport program. Coaches should be provided feedback after a Best Practice is completed. A copy of the Best Practices Resource can be found in the Appendix.



Athlete to Coach Ratio

Special Olympics BC programs and competitions will be run with the minimum required athlete to coach ratio. Should a program be unable to meet that ratio, two weeks or more, the program will be discontinued until such time as the ratio can be met.

REGULATIONS

All programs with the exception of Bowling (5 & 10 pin) and Bocce must have 75% of the ratio met by trained coaches and 25 % of the ratio met by program volunteers for training programs. Bowling and Bocce must have 50% of the ratio met by trained coaches and 50% of the ratio met by program volunteers for training programs. For competition 100% of the ratio must be met by trained coaches.

SPORT	RATIO/PROGRAM	RATIO/COMPETITION
5 pin bowling	5 - 1	1 coach per team
10 pin bowling	8 - 1	4 - 1
Alpine Skiing	3 - 1	3 - 1
Aquatics/Swimming	6 - 1	4 - 1
Athletics/Track & Field	6 - 1	4 - 1
Basketball	6 - 1	3 coaches per team
Bocce	5 - 1	2 coaches per team
Cross Country Skiing	3 - 1	3 - 1
Curling	5 - 1	2 coaches per team
Figure Skating	3 - 1	3 - 1
Floor Hockey	6 - 1	3 coaches per team
Golf	4 - 1	4 - 1
Powerlifting	4 - 1 (with a minimum of two coaches)	4 - 1
Rhythmic Gymnastics	6 - 1	4 - 1
Snowshoeing	6 - 1	3 - 1
Soccer	6 - 1	3 coaches per team
Softball	6 - 1	3 coaches per team
Speed Skating	6 - 1	3 - 1

The following ratios will be in affect at these programs

PROGRAM	RATIO
Active Start	2 Leaders per program
FUNdamentals	3 - 1
Club Fit	8 - 1 (with a minimum of two coaches)



Risk Management

Emergency Action Plans

The purpose of an emergency action plan (EAP) is to get professional care to an injured athlete or volunteer as quickly as possible. Every program must develop an EAP before the season begins and must regularly practice it to ensure everyone knows what is expected during an emergency. Such a plan consists of information on the location of the nearest telephones, directions to the site, and the name of the person who will call emergency services.

If you visit a program which doesn't have an EAP, it is critical that you sit down with the coach and develop a plan to ensure the safety of everyone in the program.

A blank copy of the Emergency Action Plan can be found in the Appendix.

Incident Reports

Incident reports are used for specific problem occurrences that warrant documentation. Incident report forms should be used for any first aid related injury or treatment of a specific medical problem that is out of the ordinary, any behaviour problem or any coach, parent/guardian/caregiver related incidents.

The question is "What warrants documentation?"

A general rule of thumb for documentation of incidents or accidents is...if you are unsure...fill out the form! Special Olympics BC is asked all the time to assist with insurance claims and if the forms were not completed, it is very difficult for us to assist athletes or volunteers in getting assistance for costs incurred. The forms are completed by the coaches to inform the Local that an incident has occurred that could have serious ramifications. The form should be filled out as soon after the incident/accident as possible. Copies should be sent to the Local Executive via the Program Coordinator. If the SOBC Provincial Office needs to step in, copies of the incident forms will be required.

Blank copies of the Behaviour Incident Report Form & Medical Incident Report Form can be found in the Appendix.



Budgeting: What, Why, Who, How?

What?

A BUDGET is the amount of money needed or allotted for a specific use.

Why?

It's difficult for the Local Fundraiser to do their job if they don't know how much money the local will need. So each year the Head Coach, with the assistance of the Program Coordinator, needs to create a budget to show what they EXPECT to need!

Who?

In the past, the Local Coordinator and the Treasurer have, with the help of the Local Executive, tried to put together a budget however the coaches are in a far better position to do this! They are the people who know what is needed to successfully run their programs!

How?

Most people have never had to make up a budget before, SO how do you go about it? Well, we've provided a simple form for your coaches to use. If you have your own ideas...USE THEM!

1. FACILITY RENTAL: You will provide your coach with what the cost for the facility will be for the duration of the program.
2. EQUIPMENT RENTAL: Do the athletes need to rent equipment on a weekly basis (i.e. skis, skates, bowling shoes)? Do the athletes pay for this themselves or does your local pay? Again, you need to provide your coach with guidance.
3. EQUIPMENT PURCHASE: Does the program need any new equipment? Coaches must call two or three different venders for quotes on the equipment.
4. EVENT REGISTRATION FEE: Coaches should take a look at the calendar of events on the SOBC website, pick out the events they would like to attend and find out if any information on these has been received yet. If not, see if your Local attended these events previously. If they did, take the registration fees and increase it by 5% to cover inflation. If you have never attended this event, call the contact person and ask them if they have an idea of what the registration fee might be!
5. TRAVEL COSTS: Take into consideration how much it will cost for your athletes to travel to the event, including transportation (airfares, mileage, etc.), accommodations (if required), and any meals incurred along the way.



6. **SPECIAL EVENTS:** This includes the budget for the "end of program" wrap up party; or for the athletic club coaches, the budget for a "field trip" such as ice skating or swimming. Put in all the costs (transportation, entrance fees, rentals, food, entertainment, etc.).
7. **COACHES TRAINING:** If any of the volunteers involved in your programs would like to take some training, such as coaching courses or conferences, or even Sports Aid training, this is where your coach would put in those costs.
8. **MISC. COSTS:** Any costs that your coach thinks your program may incur that don't fit into any of the other categories can go here.

REMEMBER: This is only a budget. If the coach comes across other expenses during the program year they may be submitted to the Program Coordinator to take to the executive for approval.

A blank copy of the Budget Outline can be found in the Appendix.



Long Term Athlete Development (LTAD)

What is LTAD?

Long Term Athlete Development (LTAD) model is a framework for developing physical literacy, physical fitness, and competitive ability, using a stage-by-stage approach. The LTAD model recognizes that physical literacy is the foundation for:

- Being active, healthy and engaged in physical activity for life; and/or
- Achieving personal best performances at all levels of competition.

LTAD provides an optimal development plan for all individuals to participate in physical activity. It also ensures that individuals who wish to excel in their sport(s) of choice get the optimal training, competition and recovery in each stage of their athletic development.

What is Physical Literacy?

Physical and Health Education Canada defines physical literacy as:

- Physically literate individuals consistently develop the motivation and ability to understand, communicate, apply, and analyze different forms of movement.
- They are able to demonstrate a variety of movements confidently, competently, creatively, and strategically across a wide range of health-related physical activities.
- These skills enable individuals to make healthy, active choices that are both beneficial to and respectful of their whole self, others, and their environment.

Individuals who are physically literate move with competence in a wide variety of activities that benefit the development of the whole person.



LTAD and Special Olympics BC

Special Olympics BC has a variety of programs that work within the stages of LTAD (listed below). It is the hope of SOBC that every local eventually has all of these programs running in their local. It is the Program Coordinator's role to liaise with the coaches in these programs to ensure they have the right tools to run their practices and to ensure they are the same quality as your traditional programs.

Active Start

The Active Start program is a family-centered activity program that runs for 12 weeks in 2-3 sessions per year (fall, winter, spring) targeting children with intellectual disabilities between the ages of 2-6. Through the Active Start program children learn basic motor skills such as walking, running, jumping, throwing, etc. in a fun and safe environment.

FUNDamentals

The FUNdamentals program is a continuation of the Active Start program with the skills transitioning from basic movement skills to basic sport skills for children with intellectual disabilities between the ages of 7-11. The sports of soccer, softball, basketball, and track and field are introduced through the 12 week programs that run 2-3 times per year (fall, winter, spring) and provide children the opportunity to learn and practice the sport skills necessary for participants to later move into community or traditional Special Olympics programs. The FUNdamentals program also introduces basic nutrition information to both parents and children through a series of fun activities at the conclusion of each session.

Sport Start

The Sport Start program is aimed at youth aged 12-18 years with intellectual disabilities and is designed to promote specific sport education, proper nutrition, and social inclusion while participating in positive sport experiences. Sport Start also builds on the athletes existing motor skills helping to translate those abilities into sport specific skills development and game play.

Club Fit

Club Fit is a fitness program for ages 14 and up designed to help athletes improve their strength and conditioning outside of their participation in other Special Olympic sports programs. The goal of the program is to give the athletes another opportunity to get active and stay active throughout the year and throughout their lives.



Youth Athletes Eligibility

Dealing with Eligibility Questions for Youth Athletes

At this point the majority of you have had questions asked of you regarding the eligibility of younger athletes and whether they qualify under the SOBC and SOC policies for participation. The issue with these policies are that an athlete or family is required to provide a professional diagnosis of an intellectual disability and to have an I.Q test that has resulted in a score of less than 70. However in most cases, athletes within our Active Start or FUNdamentals programs are too young to have been assessed and diagnosed by a medical professional and I.Q. tests are irrelevant at this age. So how do we answer questions from parents or Locals who are unsure about whether an athlete meets Special Olympics eligibility requirements?

Our Answer from an SOBC Standpoint

Due to the fact that a diagnosis for the majority of our young athletes is not available we have decided to offer the opportunity to any young athletes whose parents/guardians feel that an intellectual disability is present with the understanding that by the date an athlete moves into either our Sport Start programs or generic sport programs a diagnosis has been completed or the intellectual disability is clearly apparent. We would prefer an athlete attend our programs and later be deemed without an intellectual disability than turn an athlete away due to lack of diagnosis evidence to find out later the athletes does in fact have an ID but is no longer interested in Special Olympics programming.



Conducting Coaches Meetings

The Program Coordinator is considered to be the "Supervisor of Coaches". The Coordinator has the job of ensuring all of the coaches' concerns are voiced at the monthly executive meetings. The coaches speak through the Program Coordinator to the Executive Committee. Therefore, it is important for coaches' meetings to be held in order to give your coaches a voice. It is recommended (as a minimum) that a coaches meeting be held in September before the fall programs start and in March before the spring programs begin.

These meetings can serve multiple purposes:

- ◆ They give the coaches an opportunity to speak about their programs and any concerns or difficulties they may be having.
- ◆ They give YOU, the Program Coordinator, the opportunity to advise coaches of the latest Special Olympics news.
- ◆ Most importantly, the coaches' meetings enable the coaches to meet each other and become part of a working team.

If you find that attendance at your coaches' meetings is not as high as you had hoped, try inviting a guest speaker to present during the first part of the meeting. It is important that the speaker focus on issues that interest your coaches, so make an effort to explore what some of those issues may be. Some examples may be:

- ◆ A review session on seizures from the Epilepsy Society.
- ◆ A session on sports nutrition.
- ◆ A representative from SportMed BC to explain the courses that they offer.
- ◆ An expert to discuss sport related injuries.

A written agenda is crucial for running an effective and productive meeting. A written plan will ensure that your meeting doesn't run off track and will allow you to feel more organized and productive during your meeting.

A sample agenda for a coaches meeting or a sample agenda of items for your first coaches meeting can be found in the Appendix.



COMPETITION PLANNING



Levels of Competition

Competitions are happening all the time, in every sport throughout B.C. At any time a Local may host either an invitational or open competition. Every competition must follow S.O.C rules and be sanctioned by the Provincial Office.

Local Competition

Locals may invite other locals at any time for a “friendly” competition. These competitions are less formal and competitive than those of the qualifying competitions (listed below) and are focused on introducing athletes to the competition environment. Local competitions should still follow SOC/SOBC rules and must be sanctioned by SOBC Provincial Office (see Local Competition Sanctioning Form in Appendix).

Regional Competition

At Regional competitions, all the athletes in each Region compete against each other. At the beginning of each year the Region must decide on what competition they will use as their Regional Qualifier, this event does not have to take place in their own geographical region. The results from the Regional competition determines who moves onto the Provincial Games. The quotas for the Provincial Games are determined by the Provincial Office. From these assigned numbers, the Regional Committee is responsible for selecting which athletes and coaches will attend the games.

Provincial Games

The Provincial Games are held in a different host community every two years on a rotational basis. To compete or coach at the Provincial Games, you must have qualified regionally and been selected by the Regional Committee. The Provincial Games serve as the qualifier for the National Games.

National Games

The National Games are held every two years on a rotational basis and serve as the qualifiers for World Games. The games are run by Special Olympics Canada.

World Games

The World Games are held by Special Olympics Incorporated and are held every two years on a rotational basis.



Competition Cycle

Special Olympics BC operates on a four year competition cycle for summer and winter sports:

Four Year Cycle:

Year 1- Regional Qualifiers

Year 2- Provincial Qualifiers

Year 3- National Qualifiers

Year 4- World Games

Our current cycle is as follows:

2015- Winter Provincial Games (Kamloops, BC)
Summer World Games (Los Angeles, CA, USA)

2016- Winter National Games (Corner Brook, NFLD)
Summer Regional Qualifiers

2017- Winter World Games (Austria)
Summer Provincial Games

2018- Winter Regional Qualifiers
Summer National Games



Hosting Competition

Competition is an important part of the training of an athlete. Every athlete should have at least one competitive opportunity each year for every sport they participate. A competitive opportunity can look like a few different things: it could be a friendly match between two locals during one of the local's practice times; it could be a mini-round robin one-day tournament or it could be a large multi-day competition.

An open competition refers to a competition where any local within SOBC may send athletes and coaches whereas an invitational competition the locals must be invited by the host local.

If one of your coaches is interested in hosting a competitive opportunity, you will be there to assist them with whatever they need. Sharing all the duties with your coach makes the organizing/planning process a much more manageable job. Below is a list of some of the items that need to be looked after when hosting a competition:

- Competition registration/information to other locals
- Medical
- Booking of Facility
- Volunteer Recruitment (One-day volunteers must fill in a one-day volunteer form, this can be found in the Appendix)
- Divisioning/scheduling of the competition
- Equipment
- Awards
- Thank you's
- Food/refreshments

If your local is hosting an event, you must complete the Local Competition Sanctioning Form (can be found in the Appendix) and forward to the Provincial Office for formal approval of the event.



Minimum Standards for Competition

Competition is a major component of the athlete and coach experience and enables Special Olympics BC participants the opportunity to showcase their skills against athletes of similar ability. However, for a competition to be safe and fair it must meet certain minimum requirements.

The following are the minimum standards that must be adhered to when hosting an invitational or open competition.

- All competitions must be sanctioned by Special Olympics BC. Sanctioning for invitational and open competitions can be completed by filling out the sanctioning form available through Special Olympics BC. Please note that sanctioning for regional qualifiers is different and requires a more in-depth process.
- All competitions must have a registration package that is provided to participating Locals that includes registration deadline (no later than one week prior to the event), date of competition, start and finish times, registration fee, address of venues, athlete eligibility, events being offered and schedule, competition rules, if meals are provided, and contact information.
- All competitions must have medical coverage for the duration of the event. Medical coverage can include, but is not limited to, Red Cross first aid trained volunteers, St. John Ambulance volunteers, registered nurses, first-response trained police officers or fire fighters, and BC ambulance employees.
- All competitions must follow the Special Olympics Canada rules and regulations, including divisioning procedures, to ensure athlete safety and that all events are consistent. Special Olympics Canada sport rules can be found on the Special Olympics BC website.
- If meals and snacks are provided, every effort must be made to ensure healthy options are provided.
- All competitions must use facilities that are safe and appropriate for the competition. Facility requirements include separate male and female bathrooms or change rooms, accessibility for athletes with physical disabilities, and comply within reason to Special Olympics Canada facility requirements found in the sport rules.
- Every effort should be made to recruit sufficient numbers of officials who are trained for the level of competition being offered.
- All athletes and coaches should be properly attired based on the Competition & Practice Attire policy. Jeans are not acceptable for any coach or athlete at any competition.
- Results for the competition should be provided to participating Locals within 14 days from the completion of the event.



All regional qualifiers must meet the above standards as well as those listed in the Regional Qualifier Sanctioning Document which can be found on the Special Olympics BC website In the resources section.



Getting Ready for an Event

In order to facilitate the organization of getting to an event/game, we have put together this form which includes all the necessary information that an athlete might need to know. Getting this information out to an athlete and/or their caregiver in time will ensure that your coach is ready to register for the event. It also provides a fair chance for every athlete to participate.

Information for competitions generally comes through the Local Coordinator to the Program Coordinator so it is your responsibility to ensure that the coaches are provided the opportunities to register for competitions. The information sheet that follows (the sheet can also be found in the Appendix) can be provided to every athlete in a program to take home and bring back to provide the coach with the names of which athletes are attending a competition. Having all the information they need ahead of time will prevent caregivers and athletes from having lots of questions and feeling overwhelmed and will assist the coach in the registration process.

Other items that may need to be arranged for away competitions:

- Accommodations
- Transportation/Vehicle Rentals (Information on renting vehicles and personal vehicle liability can be found in the Appendix)
- Pickup/Drop off of athletes
- Additional Coaches to meet required ratios
- Per diem for meals
- Uniforms
- Medications of athletes (blister packs, time changes, etc)
- Packing List

The above mentioned items are all things that you can assist the coach with when planning on attending an event. It is very important that you communicate with the coach to ensure all of the items are covered and splitting those responsibilities makes the job easier.



Competition Information Sheet

To: _____

(athlete's name)

We have been invited to bring _____ athletes to compete at the

(# of)

(name of the event)

located at: _____

(name & address of facility or rec. center)

on: _____

(date of event)

We will meet at _____ at _____

(time of day)

(departure location)

We cannot always be sure what time the event will end but we expect to be

back at _____ to _____

(time of day)

(pick-up location)

If you are getting picked up, make sure you have the phone number of the person picking you up so we can call to let them know if we are going to be late.

If you have any questions or concerns about this event, please get in touch with

the contact person for this event:

_____ at _____

(contact name)

(phone number)

Other important information:

(meals provided, things to bring, drivers needed)



SPORT SCIENCE AND RESOURCES



Sport Science

Special Olympics BC strives hard to provide our athletes and coaches with all of the tools they require to be successful. On our website, we have resources available in the areas of dryland training, nutrition, mental training, and sport-specific resources that are continuously being updated and can be accessed via our website at <http://www.specialolympics.bc.ca>

Dryland Training

To access dryland training guides and videos, visit <http://www.specialolympics.bc.ca> and select the “Resources” link. Under “Coaching”, there is a link to “Dryland Training Videos and Guides” where you will find sample warm-ups and the current dryland training manual which includes strength training, aerobic workouts, and stretching.

Nutrition

To access nutrition resources, visit <http://www.specialolympics.bc.ca> and select the “Resources” link. Under “Athletes”, there is a link to “Nutrition”, where you will find a nutrition guide for athletes, as well as many other nutrition resources. Also, under the “Athletes” heading, there is a link to “Athlete Health Resources” where you can find “SOBC Monthly Athlete Training Tips and Nutrition Tips” that are continuously being updated.

Mental Training

To access our Mental Training Guide, visit <http://www.specialolympics.bc.ca> and select the “Resources” link. Under “Athletes”, there is a link to the Mental Training Guide as well as “Monthly Mental Training Tips” for athletes.

Sport-Specific Coaching Resources

To access sport-specific coaching resources, visit <http://www.specialolympics.bc.ca> and select the “Resources” link. Under “Sport-Specific Coaching Manuals, Resources, & Videos”, you will find sport-specific resources.

As Program Coordinator, you are there to assist the coaches in ensuring they have the resources required to train their athletes properly. You are also there to provide them with support to be the best coaches they can be.



Athlete Leadership Programs

SOBC works to create the social space that allows athletes to form a strong and lasting community and feel empowered to speak out on behalf of their peers and themselves. Part of our job is to encourage SOBC athletes to take part in leadership training programs so they can have a voice within their own communities, and become representatives of Special Olympics in BC, Canada and all over the world.

Through the SOBC Athlete Leadership Program, athletes develop the skills and abilities to take leadership positions in a number of roles including public speaking, sitting on Local Committees, and assisting as fundraising and program volunteers. This program is proven to have a lasting benefit to its participants by increasing confidence and self-esteem as well as providing input and insight into athlete issues – a valuable resource to Special Olympics BC.

There are many ways that Special Olympics BC athletes can get involved with public speaking and increase their self-confidence. Our Athlete Leadership Program offerings include:

- Athlete Speakers Bureau sessions
- Athlete Representative Workshops
- Athlete as Program Mentors Workshops
- Athlete Congress

Note: athletes that attend the above mentioned workshops must attend with a volunteer. The role of the volunteer is to learn exactly what is expected of the athlete and to guide the athlete once they return home.

Please forward names of athletes in your Local that would be good candidates for the Athlete Leadership Programs to the Manager, Community Development for your region.



Healthy Athletes Program

Healthy Athletes is a Special Olympics program that provides free health screenings to Special Olympics athletes in several different health areas (vision, hearing, oral health, healthy lifestyles, physiotherapy, and podiatry).

Special Olympics BC hosts Healthy Athletes screenings in a fun, friendly environment where athletes feel welcome and at ease. The screenings are conducted by health professionals using quality equipment and fun tools to make the experience both valuable and enjoyable. Screenings take place as 1-day stand-alone events or over 2 to 3 days at competitions.

Healthy Athlete Disciplines

1. **FIT FEET:** Podiatrists evaluate and screen foot and ankle deformities of athletes and provide education in proper foot wear and care of the feet, toes and nails.
2. **HEALTHY HEARING:** Certified audiologists supervise screenings, which provide external ear canal inspection, evoked 47 otoacoustic emissions screening, tympanometry, and pure tone screening for those identified with needs. Referrals for further testing or hearing aids are also provided.
3. **HEALTH PROMOTIONS:** Focuses on improving and then maintaining the overall health and well-being of an individual. Focuses on nutrition, bone health, smoking cessation, blood pressure, sun safety and body composition using interactive educational activities, motivational information and giveaways to encourage behavior change.
4. **OPENING EYES:** athletes receive extensive vision and eye health tests; refraction for those requiring further screening; prescription eyeglasses, if needed; prescription protective sports eyewear, if appropriate; and referral for follow-up care.
5. **SPECIAL SMILES:** offers dental screenings, health education and prevention services, and refers athletes to potential sources of treatment and follow-up care. At a Special Smiles event, dental professionals provide oral screenings; oral health education and personal prevention products; individually fitted sports mouth guards, if needed; and often apply a fluoride varnish as well.

For more information about the Healthy Athletes program please contact:

Ashten Staffen, Coordinator, Health & Sport Science, at astaffen@specialolympics.bc.ca or 604-737-3081



Coaching Resources

Coaches BC

#200-3820 Cessna Dr.
Richmond, BC V7B 0A2
(604)333-3600

www.coachesbc.ca

A wide variety of sport links, including links to all the Provincial Sport Organizations where you will find information on sport specific technical courses and lots of great articles on all aspects of coaching.

Coaching Association of Canada

141 Laurier Ave West Suite 300
Ottawa, Ontario K1P 5J3
(613)235-5000

www.coach.ca

Here you will find access to the National Coaching Certification Program (NCCP) as well as coaching tips, info on seminars and conferences.

Special Olympics British Columbia

#210-3701 East Hastings St
Burnaby, BC V5C 2H6
(604)737-3078 / Toll free 1-888-854-2276

www.specialolympics.bc.ca

Keep updated on what's going on and find lots of information on what's happening in and around the province as well as resources for every sport, event planning, athlete and coach diaries, local executive manuals, and more.

Sport Med BC

1325 E. Keith Road
North Vancouver, BC V7J 1J3
(604)903-3880 / Toll free in BC 1-888-755-3375

www.sportmedbc.com

A referral resource for the provincial network of sport medicine and science practitioners.



BC Provincial Sport Organizations

<p>BC Athletics Suite 2001 B Oslo Landing 3713 Kensington Ave Burnaby, BC V5B 0A7 (604) 333-3550 www.bcathletics.org bcathletics@bcathletics.org</p> <p>BC Rhythmic Gymnastics Federation #268-828 West 8th Ave Vancouver, BC V5Z 1E2 (604) 333-3485 www.rhythmicsbc.com bcrsgf@rhythmicsbc.com</p> <p>Softball BC P.O. Box 45570 Sunnyside Mall Surrey, BC V4A 9N3 (604) 531-0044 www.softball.bc.ca info@softball.bc.ca</p> <p>Swim BC PO Box 1749 Garibaldi Highlands, BC V0N 1T0 (604) 898-9100 www.swimbc.ca staff@swimbc.ca</p> <p>BC Soccer Association #250-3410 Lougheed Hwy Vancouver, BC V5M 2A4 (604) 299-6401 www.bcsoccer.net info@bcsoccer.net</p> <p>Bowling 5 Pin & 10 Pin SOBC Provincial Office</p> <p>Powerlifting SOBC Provincial Office</p>	<p>Curl BC Suite 2001 A 3713 Kensington Ave Burnaby, BC V5B 0A7 1-800-667-CURL(2875) www.curlbc.ca curling@curlbc.ca</p> <p>Cross-Country BC #106 – 3003 30th Street Vernon, BC V1T 9J5 (250) 545-9600 www.crosscountrybc.ca office@crosscountrybc.ca</p> <p>BC Alpine Ski Association #403-1788 West Broadway Vancouver, BC V6J 1Y1 (604) 678-3070 www.bcalpine.com info@bcalpine.com</p> <p>BC Speed Skating Association Unit 202 – 2306 McCallum Rd. Abbotsford, BC V2S 3P4 (604) 746- 4349 www.speed-skating.bc.ca info@speed-skating.bc.ca</p> <p>Skate Canada – BC/YT Section #2 – 6501 Sprott Street Burnaby, BC V5B 3B8 1-888-752-8322 info@skatinginbc.com www.skatinginbc.com</p> <p>Floor Hockey SOBC Provincial Office</p> <p>Snowshoeing SOBC Provincial Office</p>
---	---



BC Provincial Sport Organizations

<p>Canadian Tenpin Federation 916-3 Ave North Lethbridge, AB T1H 0H3 (403) 381-2830 ctf@gotenpinbowling.ca www.gotenpinbowling.ca</p> <p>BC Golf Association #2110-13700 Mayfield Place Richmond, BC V6V 2E4 (604) 279-2580 info@bcga.org www.britishcolumbiagolf.org</p>	<p>Basketball BC #210-7888-200th St Langley, BC V2Y 3J4 (604) 888-8088 info@basketball.bc.ca www.basketball.bc.ca</p> <p>Bocce SOBC Provincial Office</p>
---	---



APPENDIX



Program Coordinator's Year at a Glance

NOTE: add in events happening in your Local.

MONTH	ACTION
July	<ul style="list-style-type: none"> Many Locals don't host meetings through the summer so take this time to relax and save your strength for the upcoming year
August	<ul style="list-style-type: none"> Host a coaches' meeting to determine equipment needs and gather coaches feedback Determine volunteer requirements for fall programs (discuss with Volunteer Coordinator) Book facilities for the spring programs
September	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting Determine which qualifiers/competitions you will be hosting and when Create Coaches' Binder for all programs Work with local to create and submit Fall program schedule to Provincial Office Ensure all athletes and volunteers have registered and filled out a medical form (Ongoing)
October	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting
November	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting Work with local to create and submit Winter program schedule to Provincial Office
December	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting
January	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting
February	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting Recommend to Executive which coaches you would like to see nominated for provincial awards and provide reference letters. Work with Head Coaches to develop budgets for the next program year. Work with local to create and submit Spring program schedule to Provincial Office
March	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting Host a coaches' meeting to determine equipment needs and gather coaches feedback Determine volunteer requirements for spring programs (discuss with Volunteer Coordinator) Book facilities for fall programs ** Create Coaches' Binder for all programs
April	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting
May	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting
June	<ul style="list-style-type: none"> Provide report for each program at the Local Executive meeting



ONGOING – provide coaches with upcoming certification courses; ensure monthly contact (email, phone, or drop-in) before executive meeting to bring any concerns from the coaches; visitation of each of your sport programs.

****Note:** some school districts may have a specific date for bookings for public organizations so take note of the date.



Sample Head Coaches' Report for Program Coordinator

Name of Coach: _____

Sport: _____

General comments about program: _____

Requests: (i.e. equipment, additional volunteers, supplies) _____

Competition plans: _____

Additional concerns: _____



Requesting a New Insurance Certificate

Each time you require an insurance certificate for a new venue, please fill in the table at the end of this document and email or fax it to SOBC. This is an example of how to fill in the table:

		Details
1	Evidenced to:	Sportsplex 1800 Alder Street Campbell River, BC V9W 2N2
2	Certificate Applies to:	Sportsplex 1800 Alder Street Campbell River, BC V9W 2N2
3	Description of Operation:	Various uses of Sportsplex facilities (including sidewalks and other public areas) by Special Olympics BC until July 30, 2015.
4	Additional Insured:	City of Campbell River 301 St. Ann's Road Campbell River, BC V9W 4C7



Evidenced to: refers to the company(ies) that needs to be named on the insurance form. Basically, it's whoever owns the facility. This will usually be a private company, the city, the parks & recreation department, or the school district. It can sometimes be more than one. For example:

City of Campbell River	and/or	Sportsplex
301 St. Ann's Road		1800 Alder Street
Campbell River, BC		Campbell River, BC
V9W 4C7		V9W 2N2

Certificate Applies to: refers to the actual location of the program, such as a field or a gym.

Example: Sportplex, 1800 Alder Street, Campbell River, BC V9W 2N2

Description of Operation: refers to the name of the facility being used:

Various uses of _____ facilities by Special Olympics BC until July 30, 2016.

Additional Insured: refers to anyone else who needs to be added to the policy.

Example: City of Campbell River Parks & Recreation Department, 301 St. Ann's Road, Campbell River, BC V9W 4C7



facsimile transmittal

To: **Lauren Openshaw**

Fax: **604-737-3080**

From:

Date:

Re: **Certificate of Insurance**

Pages: **1**

		Details
1	Evidenced to: Please include address	
2	Certificate Applies to:	
3	Description of Operation:	Various uses of _____ facilities by Special Olympics BC until July 30, 2016.



4	Additional Insured:	



Budget Outline for Program Year

Submitted by: _____

Sport _____

Date Submitted: _____

Program Year: _____

EVENTS

Event Name: _____

Hosted by _____

No. of Coaches _____ Athletes _____

Registration fees \$ _____

Transportation \$ _____

Meal Costs \$ _____

Accommodation Costs \$ _____

Misc. Costs \$ _____

TOTAL \$ _____

Event Name: _____

Hosted by _____

No. of Coaches _____ Athletes _____

Registration fees \$ _____

Transportation \$ _____

Meal Costs \$ _____

Accommodation Costs \$ _____

Misc. Costs \$ _____

TOTAL \$ _____

TOTAL EVENT COSTS \$ _____

UNIFORMS: (list specifics)

TOTAL UNIFORMS: \$ _____

EQUIPMENT: (list specifics)

TOTAL EQUIPMENT: \$ _____

COACHING COURSE FEES: (list specifics)

TOTAL COACHING COURSE FEES: \$ _____

MISCELLANEOUS COSTS:



TOTAL COST FOR THIS PROGRAM: \$ _____

Sample Coaches Meeting Agenda

1. Call to Order
2. Introduction of New Coaches
3. Guest Speaker
4. Old Business
 - Program Costs
 - Registration of new athletes
5. Distribution of Materials
 - Head Coach Handbooks (available through Provincial Office)
 - Sport Skill Books (available through Provincial Office)
6. Coaches' Reports
(could be written and given to Program Coordinator if other coaches are not interested in hearing about all programs)
 - Aquatics
 - Bowling
 - Soccer
 - (Short report on each sport)
7. New Business
Some possible areas of discussion are:
 - Transportation of Athletes
 - Minimum Age Requirements of Program Volunteers
 - Coach's Social? Dates?
 - Equipment requirements
 - Upcoming tournaments, games etc...
 - Fundraisers
 - Guest speaker: nutrition, mental training, etc
8. Adjournment
 - Date and Time for next Meeting



Best Practices – Program Points

MANAGEMENT AND SAFETY

- Emergency action plan
- First aid kit
- Medical forms
- Incident reports (medical & behavior)
- SOBC registration forms (optional)
- Attendance – is attendance being taken?
- Attire – is everyone in appropriate attire?
- Facility/Equipment suitability – is it safe?

ORGANIZATION OF PRACTICE

- Punctuality
- Shared practice plan (5 components – warm up, basic motor skills, sport specific skills, fitness, cool down & debrief)
- Appropriate allocation of time for practice

INSTRUCTION AND SUPERVISION

- Clear explanations
- Demonstrations
- Activities appropriate for athletes skill levels
- Skills appropriate to sport
- Skills sufficiently broken down
- Athlete supervision
- Coach to athlete ratio



Best Practices – Extra Info and Reminders

MANAGEMENT AND SAFETY

EAP

- Is it written? Where is it located?
- Is it appropriate for the program?
- Are all athletes and coaches aware of the EAP and its location?
- Do they practice the EAP?

First Aid Kit

- Do all coaches know how to access it?
- Is the kit maintained with all medical supplies at all times?
- Who ensures the kit is stocked?

Medical Forms

- One for each athlete, coach and volunteer?
- Are they readily available to all coaches?
- Have all coaches reviewed the forms?

ORGANIZATION OF PRACTICE

Punctuality

- Do they start on time?
- Are they waiting for athletes who are late?
- Do they allow late athletes to participate in practice?

INSTRUCTION AND SUPERVISION

Explanations/Demonstrations

- Clear and concise.
- Use simple terms.
- Use coach and athlete demonstrators.
- Demonstrators should always be wearing equipment (coaches and athletes).
- Check for understanding with the athletes following instruction or demonstration.

Incident Reports

- Are all coaches aware of using these?
- Who fills these out?
- Who gets completed reports?
- Where are the copies kept?
- Is there a medical log book (for First Aid incidents)?

Facility/Equipment

- Space used effectively?
- Safety check before program begins?
- Enough equipment to run adequately/optimally?

Shared Practice Plan

- Does the closure of the program provide opportunity for: announcements, coach/athlete assessment of practice, coach/athlete feedback about the practice?

Athlete Supervision

- Are athletes supervised at all times (before and after practice, while being picked up, know when athletes leave practice to wash/change)?
- Are coaches utilizing/developing volunteer involvement?
- Are there all necessary 1 to 1 supporters?



Best Practices – Program Summary

Date: _____

Local: _____

Sport: _____

Venue: _____

Head Coach: _____

Assistant Coach(s): _____

Program Volunteer(s): _____

MANAGEMENT & SAFETY	<i>*Place a check (✓) if satisfactory.</i>
<p>Emergency action plan</p> <ul style="list-style-type: none"> Should be written and in the Coach's binder, should be appropriate for the program & facility, all athletes and coach's should be aware of the EAP & where it is, the EAP should be practiced on a regular basis (suggest 2-3x a season) 	
<p>First aid kit</p> <ul style="list-style-type: none"> Should be stocked and maintained at all times, coaches should know where this is at all times 	
<p>Medical forms</p> <ul style="list-style-type: none"> Should be one for each participant of the program, have been reviewed by all coaches & accessible to all 	
<p>Incident report / medical log</p> <ul style="list-style-type: none"> Should be filled out any time an incident occurs, a log is kept of first aid care provided 	
<p>SOBC registration</p> <ul style="list-style-type: none"> All athletes participating in the program MUST be registered; if they are not they cannot participate until they have filled out the required forms 	
<p>Attendance</p> <ul style="list-style-type: none"> Coaches should be taking attendance at each practice; athletes must attend 75% of practices to compete at a competition 	
<p>Suitability of facility/equipment</p>	



<ul style="list-style-type: none"> Space should be free of hazardous objects, ensure the proper equipment is being used & that the space is effective for the sport/program 	
ORGANIZATION OF PRACTICE	<i>*Place a check (✓) if satisfactory.</i>
<p>Punctuality</p> <ul style="list-style-type: none"> Athletes and coaches should all be present at least 10 minutes prior to ensure the practice starts on time 	
<p>Shared practice plan</p> <ul style="list-style-type: none"> All coaches should be aware of the practice plan & their roles prior to the start time, practice outline should be given to the athletes so they know what to expect 	
<p>7 components</p> <ul style="list-style-type: none"> The practice should include all of the following: 1) warm-up, 2) basic motor skills, 3) sport specific skills, 4) fitness, 5) cool-down, 6) wrap-up/debrief, 7) evaluation/feedback 	
<p>An opportunity for unstructured, free play is given at the end of practice</p>	
<p>Appropriate time allocation</p> <ul style="list-style-type: none"> Each drill should be timed so that it engages the athletes & gives them enough time to practice the skill 	

INSTRUCTION & SUPERVISION	<i>*Place a check (✓) if satisfactory.</i>
<p>Clear & concise explanations are given, simple terms are used; everyone understands</p>	
<p>Demonstrations are given when necessary, checking to ensure demo is understood</p>	
<p>Appropriate activities are being taught for the skill level of each athlete</p>	
<p>The skills being practiced are appropriate to the sport</p>	
<p>Skills are sufficiently broken down (may have to be on an individual basis)</p>	
<p>Coaches and volunteers must be aware of where athletes are at all times; if 1-1 is required for an athlete then this is appropriately in place</p>	
<p>Coach to Athlete ratio needs to be in place or the practice cannot run (policy can be referred to on website for numbers if needed)</p>	

COMPETITION & COACH CERTIFICATION	<i>*Place a check (✓) if satisfactory.</i>
<p>Seasonal competition plan</p> <ul style="list-style-type: none"> Ensure that there is a plan in place to allow for the athletes to have at least one competitive opportunity in the season Indicate what this plan is: 	
<p>Coaches should be ensuring that all practices adhere to the training & competition rules/policies of that sport</p>	



All coaches involved should have their certifications (or working towards in that year); all coaches and program volunteers must be registered with SOBC

COMMENTS: _____

Staff Person: _____

Signature: _____



Special Olympics BC LOCAL COMPETITION SANCTIONING FORM

Name of Competition: _____

Date of Competition: _____

Timeframe of Competition: _____

Location of Competition: _____
(name and address)

Type of Competition (please circle): Invitational Open

Contact Person: _____

Phone: _____

Email: _____

Checklist

- Please attach a copy of the registration/competition form that will be sent out to each local.

NOTE: Many local competitions are termed “fun” tournaments. Every tournament is meant to be fun but all levels of competition must adhere to the rules and regulations of the sport as well as the policies and procedures of Special Olympics BC and Canada (especially regarding minimum and maximum numbers of athletes for team sports and divisioning). Any questions please contact the SOBC Provincial Office.

Please send forms to:

Special Olympics BC
#210-3701 East Hastings
Burnaby, BC V5C 2H6
Fax : 604-737-3080
Email : info@specialolympics.bc.ca



Competition Information Sheet

To: _____

(athlete's name)

We have been invited to bring _____ athletes to compete at the

(# of)

(name of the event)

located at: _____

(name & address of facility or rec. center)

on: _____

(date of event)

We will meet at _____ at _____

(time of day)

(departure location)

We cannot always be sure what time the event will end but we expect to be

back at _____ to _____

(time of day)

(pick-up location)

If you are getting picked up, make sure you have the phone number of the person picking you up so we can call to let them know if we are going to be late.

If you have any questions or concerns about this event, please get in touch with

the contact person for this event:

_____ at _____

(contact name)

(phone number)

Other important information:

(meals provided, things to bring, drivers needed)



One-Day Volunteer Form

Event: _____ **Date:** _____

Release:

I, the undersigned coach, volunteer, official, parent or administrator, hereby release, discharge and indemnify Special Olympics Canada Inc. and Special Olympics British Columbia (hereinafter referred to as "Special Olympics") from all liability for injury to person or damage to property of myself. In participating in Special Olympics activities, I grant permission to use the likeness, voice and words of myself in television, radio, films, newspaper, magazine and other media, and in any form not heretofore described for the purpose of advertising or communicating the purposes and activities of Special Olympics and in appealing for funds to support such activities.

Print Name	Address	Phone Number	Date of Birth	Signature



The Emergency Action Plan

The purpose of an emergency action plan (EAP) is to get professional care to the injured athlete as quickly as possible. Unless you have received specialized training in advanced first-aid techniques, leave such care to professionals.

It is strongly recommended that you develop an EAP before the season begins. Such a plan consists of information on the location of the nearest telephones, direction to the site, and the name of the person who will call emergency services.

EMERGENCY ACTION PLAN:

TEAM/EVENT: _____

SITE: _____

CHARGE PERSON: _____

CALL PERSON: _____

LOCATION OF PHONES: _____

PHONE NUMBERS:

EMERGENCY: _____

AMBULANCE: _____

POLICE: _____

FIRE: _____

HOSPITAL: _____

DOCTOR: _____

FACILITY: _____

DETAILS OF LOCATION: _____



Behaviour Incident Report Form

NAME OF ATHLETE / VOLUNTEER: _____

DATE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

DESCRIPTION OF INCIDENT:

DISCUSSION WITH ATHLETE / VOLUNTEER:

SOLUTION:

DATE: _____

NAME OF WITNESS / COACH: _____

SIGNATURE OF WITNESS / COACH: _____



Medical Incident Report Form

NAME: _____

DATE OF ACCIDENT: _____

LOCATION OF ACCIDENT: _____

DESCRIPTION OF ACCIDENT:

DESCRIPTION OF INJURY:

ACTION TAKEN:

FOLLOW UP ACTION NEEDED:

DATE: _____

NAME OF WITNESS / COACH: _____



SIGNATURE OF WITNESS / COACH: _____

Transportation/Vehicle Information

Guidelines for personal vehicle use and associated insurance coverage

Personal (owned) vehicle

If you are using your own vehicle, your personal automobile policy will likely include clauses for 3rd party liability, collision and comprehensive. This policy will be the first to respond in the event of an automobile claim. For damage to your vehicle, your policy details will determine what coverage you have. For a 3rd party liability claim, your policy will again be the first to respond, with your policy details determining your coverage limit.

If you are regularly using your vehicle for Special Olympics purposes, it is imperative that your insurance agent or broker is made aware.

As a registered volunteer you are also covered by Special Olympics' non-owned automobile coverage while on authorized, official Special Olympics business.

The non-owned automobile coverage (see below) may respond as excess insurance. A non-owned automobile is defined as a personal vehicle not owned by Special Olympics.

Non-owned automobile coverage protects Special Olympics from 3rd party liability claims resulting from coaches, athletes and volunteers using their own vehicles for Special Olympics purposes. The limit of coverage is \$10,000,000, subject to a \$1,000 deductible. This policy does not cover direct physical damage to a vehicle.

Rental Vehicles

When renting a vehicle for Special Olympics BC purposes, sign your own name and be sure to indicate "for SOBC – your local".