



Program Coordinator Manual

Updated: January 2022





Welcome!

Volunteers are the driving force behind all aspects of Special Olympics BC, acting as Local Committee members, subcommittee members, coaches, and program volunteers.

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 manual 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 your insight into your role and the coaches' role. Knowing this information will allow you to organize the best quality programs possible.

The time and dedication to the Local are the greatest gifts that can be given to the athletes and are greatly appreciated.

The Special Olympics BC website contains many of the resources and information necessary for this position as well as programs, within the Local. This valuable tool can be accessed at any time by visiting www.specialolympics.bc.ca and browsing in the [Resources](#) section on the website

This manual provides links to the website and resources so that you will be able to access the most current information available.

For further information or questions please contact the Community Development Coordinator for your region.

Contact information for all SOBC staff, including your Community Development Coordinator, can be accessed at [SOBC Staff Contacts](#).

General Contact Info:

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About 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 1960s, 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 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 31 ,000 athletes with intellectual disabilities participate in Special Olympics programs across the country. Around the world, Special Olympics has grown to involve more than 5.7 million athletes in 200 countries and jurisdictions.

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Special Olympics British Columbia

Since 1980, Special Olympics British Columbia, a registered charitable organization, has provided high-quality year-round sport programs and competitions for athletes with intellectual disabilities, enriching their lives and opening hearts and minds to their abilities. Today, over 5,200 athletes participate in Special Olympics BC sports programs in 55 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 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.

Vision, Mission & Values

Our Vision

Sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities all across British Columbia.

Our Mission

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through sport.

Our Values

Inclusion: We foster inclusive communities.

Diversity: We honour what is unique in each individual.

Empowerment: We create opportunities to pursue full potential.

Respect: We operate in an environment of cooperation, collaboration, and dignity.

Excellence: We elevate standards and performance.

Strategic Plan

The [Special Olympics BC's Strategic Plan](#) outlines the goals, strategies, and targets we want to collectively and collaboratively achieve in order to advance Special Olympics.

We aspire to continue to grow, introducing more British Columbians with intellectual disabilities to the transformative power of sport, and we are committed to ensuring we deliver best-in-class programs for our athletes.



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.

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 to provide 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.



Special Olympics BC Programs

Each Special Olympics BC local has the authority to decide which of the 18 sports, sanctioned by SOBC, to offer. To retain accreditation within Special Olympics BC, each Local must offer at least one winter and one summer sport. Special Olympics BC only sanctions these 18 sports, and no Local may support, financially or otherwise, sports other than those listed below.

Summer Sports	Winter Sports
10-pin bowling	5-pin bowling
Athletics	Alpine skiing
Basketball	Cross country skiing
Bocce	Curling
Golf	Figure skating
Powerlifting	Floor hockey
Rhythmic gymnastics	Snowshoeing
Soccer	Speed skating
Softball	
Swimming	

Additionally, these weekly programs are also sanctioned by Special Olympics BC:

- Club Fit
- Youth Programs
- Active Start
- FUNdamentals
- Sports Start
- School Sport Competition
- Fit Families & Friends

Programs must run for a minimum of 12 weeks for at least one hour per week to be sanctioned by Special Olympics BC. The ideal program would run 1.5 hours every week for 16 weeks.



SOBC Web Site – Useful Links

The Special Olympics BC website is an invaluable source of information and resources. Below are examples of links that will be useful to you. You are encouraged to bookmark links you come across that are useful to you for future reference.

<https://www.specialolympics.bc.ca>

Current SOBC News

All volunteers are encouraged to subscribe to SOBC's Monthly Newsletter at

<https://www.specialolympics.ca/british-columbia/e-newsletters>

Links to follow social media can be found at <https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media>

SOBC Resources

This is the main entry point for information for athlete, coaching, administration, and fundraising

<https://www.specialolympics.ca/british-columbia/resources>

SOBC Policies

The following link provides access to both Special Olympics BC and Pan-Canadian (National) policies

<https://www.specialolympics.ca/british-columbia/policies>

Sport Specific Resources

Access to sport specific pages that provide information on rules, competition planning, basic skills, and training information and videos

<https://www.specialolympics.ca/british-columbia/sport-rules-resources-videos>

Coach Certification Requirements

Complete information and applicable links to required training for coach volunteers

<https://www.specialolympics.ca/british-columbia/coach-certification>

Safe Sport

Safe sport is integral to all that we do. <https://www.specialolympics.ca/british-columbia/safe-sport>

Contact Information

SOBC Staff & Community Contacts - <https://www.specialolympics.ca/british-columbia/contact-us>

Leadership Council / Regional Coordinators - <https://www.specialolympics.ca/british-columbia/who-we-areour-leadership/leadership-council>



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 in conjunction with representative locals supported by SOBC Community Development Coordinators

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, Clearwater, 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



Provincial Staff & Leadership Council

Community Development Coordinator (CDC)

The Community Development Coordinator is a Provincial Staff member of Special Olympics BC. Each region in the province has a Community Development Coordinator dedicated to them. They uphold and enforce the policies of Special Olympics BC and they work to facilitate growth in each region through alignment of the strategic plan as adopted by the Board of Directors.

The Community Development Coordinator provides support to Locals through regular in person visits and is available to answer questions and assist volunteers on an as-needed basis either through their Local visits or by phone/email.

Leadership Council

Special Olympics BC's Leadership Council provides vital guidance for our organization and movement, and SOBC benefits significantly from the efforts of these valued volunteers. Comprised of the Regional Coordinators representing the eight SOBC Regions and respected leaders in the SOBC sport world, the council serves as the link between community and regional programs and the Board of Directors of Special Olympics BC. This group plays an important role in helping chart the course of SOBC sport program development, strategic plans, policies, and resources.

The Leadership Council plays an essential role in creating Special Olympics BC policies. Policies can be created through issues brought forward by members from the local level speaking to their Regional Coordinators. Regional Coordinators bring the concepts to the Leadership Council for deliberations. Out of those discussions, the Leadership Council can recommend the creation of policies, which must be approved by the Board of Directors.

Regional Coordinator

Regional Coordinators are dedicated volunteers who have been elected by the region to represent them at the Leadership Council. It is through the Leadership Council that they provide feedback and input from their regional members to the Board of Directors of Special Olympics BC.

Regional Coordinators provide support to the region by connecting with Locals on a regular basis and hosting regional meetings. They are an invaluable resource to the volunteers within the region and are a great source of leadership – acting as mentors for Local Coordinators and other Local Committee members.

Information on the Leadership Council and contact information for Regional Coordinators can be found at [Leadership Council](#)



Volunteer Role Types and Responsibilities

There are two categories of volunteers within each Special Olympics BC Local: Administrative and Program.

Detailed job descriptions of both administrative and program roles can be found under **Volunteer Roles – Job Descriptions** under Admin in [SOBC Resources](#).

Administrative Volunteers

Administrative volunteers are generally part of the Local Committee. The Local Committee works behind the scenes to ensure that programs can run successfully and safely in each local. Each committee member has a designated role with assigned tasks and responsibilities. These responsibilities vary by position, and not every local will have all the positions filled. Some smaller locals may choose to omit and/or amalgamate some positions, whereas larger locals may further divide positions or create sub-committees. However, it is important to have some key positions filled for the local to run effectively.

Key Administrative positions to have filled are the Local Coordinator, Treasurer, Secretary, Volunteer Coordinator, and Program Coordinator. These positions support with a lot of the groundwork to get programs up and running in locals across the province.

Program Volunteers

Coaching and program volunteers provide support to Special Olympics BC sport programs and competitions. The main responsibilities of **coach volunteers** are to provide sport specific instruction at weekly programs and encourage athletes to grow and develop their skills. The specific responsibilities for coaching volunteers depend on their role as a coach. Coaches are also role models, teachers, mentors, and friends to athletes and fellow volunteers. Coach volunteers have [certification requirements](#). Programs are also supported **by program volunteers** who support key functions required to facilitate quality sport programs including timers, score keeping, team managers etc.



Job Description - Program Coordinator

There are many responsibilities that fall under the Program Coordinator position. Some locals in BC offer all 18 sports which may require the position to be divided. 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 or split the role into two positions as detailed in the following job descriptions.

If positions are fulfilled as sub-committee positions, these roles would not need to attend the monthly local committee meetings but would provide reports to the Program Coordinator.

Job descriptions for head coach, assistant coach and program volunteer are applicable as well as they report through to the Program Coordinator

(Option A Program Coordinator: 1 Position)

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

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

Goals:

Coordinate all aspects of sport programs run by the Local, including facilities and equipment. Act as the key liaison for all coaches and in turn represent the voice of the coaches to the Local Committee.

Specific Accountabilities:

Chair regularly scheduled coaches' meetings (at least two per year) for all sport programs

Connect with all sports and head coaches monthly by phone, email, or program visit (optional)

Liaise with your Community Development Coordinator to utilize the Best Practices Resource and ensure programs are being run in accordance with SOBC policies & procedures

Develop a program schedule with time/date/location for all programs offered in the Local

Secure all facilities at appropriate times for all sport programs and handle facility insurance requests as required

Ensure that all equipment and uniforms are ready for distribution each sport season and collected at the end of each sport season (not applicable if there is an Equipment Manager)

Ensure all coaches have the training required for their position:

- NCCP courses
- Professional development opportunities (i.e., Coach Development Workshops, etc)



Provide a Program Coordinator's report at monthly Local Committee meetings with an update on each program including:

- Plans for upcoming season
- Facility, equipment, or uniform needs
- New program requirements (additional volunteers, etc.)

Assist with planning and support coaches taking athletes/teams to competition, and help with local competitions and/or regional events as required

Attend monthly Local Committee meeting

(Option B Program Coordinator: 2 Positions Facilities & Coaching)

Job Description Position 1: Facilities

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

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

Goals:

Coordinate facilities used for all programs run by the Local and ensure that they have the equipment and uniforms required.

Specific Accountabilities:

Develop a program schedule with time/date/location for all programs offered in the Local

Secure all facilities at appropriate times for all sport programs and handle facility insurance requests as required

Ensure that all equipment and uniforms are ready for distribution each sport season and collected at the end of each sport season (not applicable if there is an Equipment Manager)

Liaise with coaches on equipment, facility and uniform needs and requirements (not applicable if there is an Equipment Manager)

Provide Program Coordinator's report at monthly Local Committee meetings with an update on all facility, equipment & uniform information and needs

Assist with facilities and support for local competitions and/or regional events as required

Attend monthly Local Committee meetings



Job Description - Position 2: Coaching

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

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

Goals:

Ensure that all coaches receive training opportunities required for their position. Act as the voice of coaches from all sports to the Local Committee and ensure coaches are well supported.

Specific Accountabilities:

Chair regularly scheduled coaches' meetings (at least two per year) for all sport programs

Ensure all coaches have the training required for their position

- NCCP courses
- Professional development opportunities (regional conferences, sport specific courses, etc.)

Connect with all sports and head coaches monthly by phone, email, or program visit

Liaise with your Community Development Coordinator to utilize the Best Practices Resource and ensure programs are being run in accordance with SOBC policies & procedures

Provide Program Coordinator's report at monthly Local Committee meetings with an update on each program, plans for upcoming season and new program requirements/developments

Present options and make recommendations to the Local Committee for vacant Head Coach positions

Assist with planning and support coaches taking athletes/teams to competition, and help with local competitions and/or regional events as required

Work with the Volunteer Coordinator to recruit and place new coaches and program volunteers and if required assist with on-boarding

Attend monthly Local Committee meetings



Program Coordinator Year at a Glance

MONTH	ACTION
Ongoing	<p>Monthly Local Committee meetings – provide a report for each meeting, attend, and participate (Locals are required to have 10 meetings / year)</p> <p>Coach Communication - ensure monthly contact (email, phone, or drop-in) before local meeting to bring any concerns from the coaches to the Local Committee; visitation of each of your sport programs</p> <p>Program Visitations – Liaise with your Community Development Coordinator to ensure programs are being run in accordance with SOBC policies & procedures.</p> <p>Awareness - Year-round, read the SOBC e-newsletter and social media accounts for provincial news and stories. You can select applicable social media to follow at https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media</p>
April - June	<ul style="list-style-type: none"> • Participate in an annual planning meeting for Local Committee members to engage in discussion of the next year and set goals accordingly. • Participate in Annual Meeting (required in May or June) • Ensure facilities are booked / arranged for September and contact Provincial Office for any necessary insurance (NOTE: some school districts may have a specific date for bookings for public organizations so take note of the date.) • Work with Head Coaches to develop budgets for the next program year. • Participate in development of budgets for following year (using budgets from coaches) • Competition planning – work with your Local Committee on what this will look like for the next sport year for your coaches and athletes. • Review equipment needs for next season. Coordinate return of equipment (with Head Coaches)



June-Sept	<ul style="list-style-type: none"> • Confirm sport schedule for the following season • Determine volunteer requirements for fall programs (discuss with Volunteer Coord) • Confirm any final fall facilities are booked and any necessary insurance certificates in place • Ensure all athletes and volunteers complete required registration documents (with registration coordinator) - ongoing
Sept-Oct	<p>Make any adjustment to program sport schedule</p> <p>The Local should have two coaches' meetings per year – one early fall (start of fall programs) and the other early spring (start of spring programs.)</p> <p>Plan and host a fall coach meeting including the following:</p> <ul style="list-style-type: none"> • Review applicable sport budgets • Discussion on where/how competition will occur for each sport • Ensure Head Coaches have a complete set of registration documents for athletes and volunteers in their program • Prepare and review content in Head Coach Binder including the facility contract and insurance • Ensure all programs have an Emergency Action Plan (EAP)
Oct - Feb	<ul style="list-style-type: none"> • Ensure spring facilities are booked and any necessary insurance certificates in place (with Program Coordinator) • Recommend to Local Committee which coaches you would like to see nominated for provincial award and provide referenced letters (typically February)
March	<ul style="list-style-type: none"> • Schedule second coaches meeting prior to start of spring programs (with Program Coordinator)



Special Olympics BC Policies

The Special Olympics British Columbia Society Board of Directors is morally and legally responsible for the philosophies and operations of the Society. As such, all Locals and Regions of Special Olympics BC must abide by the policies, guidelines, procedures, and philosophies established by the Society.

General SOBC Policies

All policies can be found on the SOBC Website. Please refer to the following link for the most up to date policies - [SOBC Policies](#)

If, after reading the SOBC Policies, you have any questions, please contact the SOBC Vice President, Sport, for assistance.

As policies are periodically updated, we encourage you to refer to policies on the website so that you are always accessing the most current information.

The Program Coordinator is encouraged to be familiar with all policies but should ensure understanding of the policies that pertain to their role. Examples include

- Under Administration
 - Code of Conduct
 - Sport Training Program Sanctioning
- Under Sport
 - Athlete to Coach Ratio
 - Coach Certification Requirements
 - Competition & Practice Attire
 - Sport Training Program Sanctioning



Principles of Coaching

As Special Olympics has expanded and evolved over the years, it has become clear 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, adult 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

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

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 Committee at the monthly meetings. Therefore, at least once a month, 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 Local Committee 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 Local Committee for them to read before the Local Committee meeting.

A sample Coaches' Report can be found in the **Appendices**.



Coach Training & Certification (Requirements)

It is imperative that you ensure your coaches in your local become qualified coaches. T

For current requirements, including sport specific requirements, refer to the [Coach Certification](#) on the SOBC website.

Course requirements vary depending on the volunteer role. For example, volunteers within youth programs (ie. Active Start or FUNdamentals) have different requirements that a volunteer in a sport specific program.

For sport coaches requirements including completion of the SOC Competition Sport Workshop course. 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) from the Provincial Office. SOBC will pay 50% of the costs up to \$100.

Before registering for a course, coaches must receive approval from your Local Committee.



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: SOBC provides 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 **Appendices**.

2. Choose a Head Coach

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

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 oversees facility rental.

For example:

1) Expenditures

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

2) Revenue

- Registration Fee

A **sample budget outline** that can be forwarded to your coaches to use during their budgeting process can be found in the **Appendices**.



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, in conjunction with the Volunteer Coordinator and Registration 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.

6. Registration / Medical Information

- 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 or volunteers join it is critical that they too complete required registration documents. The local’s registration coordinator will coordinate receipt of registration with the support of all Local Committee members.
- Up-to-date information including emergency contacts, and medical information for athletes and volunteers in each program must be made available to head coach to have readily available at practice and competition. Registration information is input into a database, and can be accessed via the Portal (interface to the database)

7. Equipment

- Every sports program has equipment that is required 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.



8. Head Coach Binders

NOTE: A general **Head Coach Manual** can be found on the SOBC website on the [Coaching Tools](#) page. This manual provides general information applicable for all Head Coaches

The **Head Coach Binder** provides local and sport specific information. The Head Coach Binder is created by the Local.

Each Head Coach will require a binder (hard copy or virtual) that includes the following

- Local committee contacts (name, phone, and email)
- Local program schedule
- Facility rental and insurance information
- Sport rules, sample skills, lesson plans – instead of copying information you can provide links to the sport specific page on the SOBC website at [Sport Rules, Resources & Videos](#)
- Copies or link to needed form templates (can be found on the [Coaching Tools](#) page)
 - o Emergency Action Plan
 - o Medical & Behavior Incident Reports
 - o One Day Volunteer Form
- Athletes and volunteer contact and medical information (report can be generated by the Registration Coordinator)
- Reference to Applicable policies which can be found at [SOBC Policies](#). Policies to ensure Heads Coaches are familiar with include
 - o Under Administration
 - Alcohol and Marijuana Policy
 - Code of Conduct
 - Sport Training Program Sanctioning
 - o Under Sport
 - Athlete to Coach Ratio
 - Competition & Practice Attire
 - Divisioning Process
 - Sport Training Program Sanctioning
- Attendance Tracker to allow for tracking of attendance.



Conducting Coaches Meetings

The Program Coordinator is the "Supervisor of Coaches". The coordinator has the job of ensuring all coaches' concerns are voiced at the monthly Local Committee meetings. The coaches speak through the Program Coordinator to the Local Committee. Therefore, it is important for coaches' meetings to be held 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 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 try 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.
- 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 coach meeting can be found in the **Appendices**.



Best Practices Resource

The focus of all 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 participants have come to expect over the years, SOBC has developed best practices processes 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.

Program visits should be viewed as supportive opportunities for coaches to be able to share with their local the wonderful work they are doing and to express any concerns or challenges they could use support with.

Program Visits will be delivered in two ways

Community Development Coordinator Visits

- Similarly, to local program visits, these visits will check for basic elements of a safe and quality practice
- However, the focus will also be on providing sport specific feedback and ideas to support the Head Coach and their coaching team in delivery of their program
- As importantly to providing feedback, CDC's will want to hear from the coaches about their experiences and any questions they can have.
- The Local and Head Coach will be advised in advance of a visit so they can prepare any questions they may have
- Locals are also welcomed to request a program visit if they have a specific program that could benefit from CDC support.

Local Committee Member visits

These visits will focus on safety within the program and basic best practice elements of a quality sport program. Program considerations to review:

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. (refer to **Competition and Practice Attire Policy** on [SOBC Policies](#))

3. Equipment

- Ensure that equipment is available and safe

4. Behaviour

- Ensure coaches are dealing with inappropriate behaviour and are documenting it on the Incident Report Forms (forms available under [Coaching Tools](#))

5. Components of a Practice

- Ensure the practices encompasses: a warm-up, basic motor skills, sport specific skills, fitness, and a cool-down.

6. Ratios

- Ensure there are enough volunteers/coaches to supervise the athletes. (refer to **Coach to Athlete Ratio Policy** under [SOBC Policies](#))

7. Risk Management

- Ensure programs have an Emergency Action Plan that is practiced (forms available under [Coaching Tools](#))
- Ensure programs have a fully stocked medical kit.
- Ensure coaches have emergency contact and medical information for athletes and volunteers
- Ensure coaches are documenting any medical incidents on the Incident Report Forms (forms available under [Coaching Tools](#))

Local Committee best practices visits should be completed for each sport programs at least once during the year. Other committee members can be engaged to support this process.

A copy of the **Program Coordinator Visit Check list** can be found under **Program Best Practices Tools** under [Coaching Tools](#).



Athlete to Coach Ratio

Special Olympics BC programs and competitions must meet the minimum required athlete to coach ratio to run. 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.

Please refer to [SOBC Policies](#) for the most current **Athlete to Coach Ratio Policy**

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 Form** can be found under Sanctioning Documents on the [Coaching Tools](#) page.

Incident Reports

Incident reports are used for specific problem occurrences that warrant documentation. Incident report forms must be used for any first aid related injury or treatment of a specific medical problem that is out of the ordinary, any behavior 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 in doubt fill it out!*

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 Committee 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 **Behavior Incident Report Form & Medical Incident Report Form** can be found under Forms on the [Coaching Tools page](#) on the SOBC Website



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 Committee, tried to put together a budget however the coaches are in a far better position to do this as they are the people who know what is needed to successfully run their programs!

How? - Below are items for consideration. These are examples and locals should add line items applicable to specific locals.

Budget development will require collaboration between the Program Coordinator and each Head Coach.

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 vendors for quotes on the equipment.
3. **Event/Competition Registration Fees:** Coaches should consider competition plans for the following year. Are they interested in hosting or attending a competition in another Local? If competition plans for the following season are not yet known use past data for a similar event 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.
4. **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.
5. **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.).
6. **Coaches Training:** If any of the volunteers involved in your programs would like to take some training, such as coaching courses or conferences, this is where your coach would put in those costs.



7. **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 Committee for approval.

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

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 can 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 (lists below). It is the hope of SOBC that every local eventually has all 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.

Club Fit

Club Fit is a fitness program for athletes 12 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.

Sport Specific Programs

Sport specific programs allow athletes to develop sport specific basic skills, learn rules and strategy of specific sport and engage in competition. Many athletes participate in multiple sport specific programs

A vital objective of LTAD and development of physical literacy is that athletes remain **Active for Life**.



Youth Athletes Eligibility

Dealing with Eligibility Questions for Youth Athletes

It is common to receive questions about the eligibility of younger athletes and whether they qualify under the SOBC and SOC policies for participation. The **Eligibility for Participation Policy** can be found under [SOBC Policies](#) which outlines criteria for an athlete to be considered to have an intellectual disability. However, in many 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

Since a diagnosis for most 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 beyond our FUNdamental 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.



Competition Planning

Levels of Competition

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

Local Competition

Locals may invite other locals at any time for 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. Refer to **SOBC Sanctioning Local Competition (non-qualifier) Sanctioning Package** within [Coaching Tools](#).

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 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. Refer to **SOBC Regional Qualifier Sanctioning Package** within [Coaching Tools](#)

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 alternating between summer and winter sports:

Four Year Cycle:

Year 1- Regional Qualifiers

Year 2- Provincial Qualifiers

Year 3- National Qualifiers

Year 4- World 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 in. There are a variety of opportunities to provide competition opportunities; 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.

However, regardless of the type of competition it is important that it be structured within the competitive rules for that sport. Opportunities should also be considered for developmental opportunities / events.

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 which can be accessed under Form within [Coaching Tools](#))
- Divisioning/scheduling of the competition
- Securing Officials
- Equipment
- Awards
- Thank yous after the competition
- Food/refreshments



If your local is hosting an event, you must complete the **SOBC Sanctioning Local Competition (non-qualifier) Sanctioning Package** within [Coaching Tools](#) and submit to Provincial Office for formal approval of the event.

Event Guides for planning and hosting competition can be found sport specific resources pages within [Sport Rules, Resources, & Videos](#)

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, 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 enough 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.

Refer to [SOBC Policies](#) for the most current **Minimum Standards for Competition Policy**

Preparing for Competition

Sending information home with Athletes in a timely manner is important to ensure that your coach is ready to register for the event and advance planning regarding transportation, accommodation etc. can be arranged. It also provides a fair chance for every athlete to participate.

Information for competitions generally comes through the Head Coach and Local Coordinator to the Program Coordinator so it is your responsibility to ensure that the coaches are provided the opportunities to register for competitions. A sample **Notice to Athletes** can be found in the **Appendices**. This 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 allow time for caregivers and to ask questions and 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 **Appendices**)
- Pickup/Drop off of athletes
- Additional Coaches to meet required ratios / needed supervision
- Per diem for meals
- Uniforms
- Medications of athletes (blister packs, time changes, etc) as applicable
- Packing List



The 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.

Coaching Resources & Web Links

Special Olympics BC Website

Special Olympics BC strives hard to provide our athletes and coaches with all 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.

Information is continuously updated so we encourage members too use bookmark and/or save links to access the most current information.

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.

Health, Wellness, Nutrition & Mental Training

To access resources, visit <http://www.specialolympics.bc.ca> and select the “Resources” link. Under “Athletes”, there is a link to “**Athlete Health Resources**”, where you find a variety of activities, mental training and nutrition and wellness tools.

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.

Coach Certification

To access coach certification requirements and applicable links visit <http://www.specialolympics.bc.ca> and select the “Resources” link. Under “Coaching” select “**Coach Certification**” and you will find current information.



Appendices



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 Binder
 - Review location of resources on the Website
6. Coach Updates / Reports

(could be written and given to Program Coordinator if other coaches are not interested in hearing about all programs)

 - (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
 - Competition planning
 - Fundraisers
 - Guest speaker: nutrition, mental training, etc
8. Adjournment
 - Date and Time for next Meeting (as warranted)



Sample Outline for Monthly Head Coach Report for Program Coordinator

Date:

Name of Head Coach:

Sport:

of athletes in the program:

of volunteers in the program

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 following information and email to info@specialolympic.bc.ca

NOTE: confirm the necessary information **in writing** with the entity requesting the insurance certificate as it will need to be legal information (ie. don't just look up information on a website)

		Details (information below is an example)
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 301 St. Ann's Road Campbell River, BC V9W 4C7	and/or	Sportsplex 1800 Alder Street Campbell River, BC V9W 2N2
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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



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: \$ _____



Program Visitations – Best Practice Considerations

Management & 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?
- Is attendance being taken

First Aid Kit

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

Registration / Medical Information

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

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 logbook (for First Aid incidents)?

Facility/Equipment

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

Attendance & Attire

- Is attendance taken?
- Is everyone in appropriate attire?



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?

Shared Practice Plan

- Shared practice plan (5 components – warm up, basic motor skills, sport specific skills, fitness, cool down & debrief)
- Does wrap up of the program provide opportunity for: announcements, coach/athlete assessment of practice, coach/athlete feedback about the practice?
- Appropriate allocation of time for practice

Instruction and Supervision

Explanations/Demonstrations

- Clear and concise.
- Use simple terms. Activities appropriate for athletes' skill levels
- Skills appropriate to sport
- Skills sufficiently broken down
- Use coach and athlete demonstrators.
- Demonstrators should always be wearing equipment (coaches and athletes).
- Check for understanding; are the athletes able to follow instruction or demonstration?

Athlete Supervision

- Is the required Coach to Athlete ratio met?
- Are athletes always supervised (before and after practice, while being picked up, know when athletes leave practice to wash/change)?
- Are coaches utilizing/developing volunteer involvement?
- Is there necessary 1 to 1 support?



Competition – Sample Notice to Athletes and Families

To Athletes and Families:

We have been invited to compete at the

(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 (list the contact person for the event):

_____ at _____ .

(contact name)

(phone number)

Other important information:

(meals provided, things to bring, drivers needed)



Use of Personal / Rental Vehicles

Following are 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".