



VOLUNTEER OATH:

“I promise to give the time in my life so that Special Olympics athletes can have the time of their lives. I promise to support Special Olympics not just as an expression of charity, but as a form of respect for my fellow human beings. I promise to spread the word of volunteerism because, in giving, I receive so much more in return.”

COACH’S OATH

“In the name of all coaches, we shall follow the 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 all the Special Olympics official rules and policies, in the Spirit of Sportsmanship.”

OFFICIAL’S OATH

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

COACHING SPECIAL OLYMPICS' ATHLETES

Special Olympics coaches are models whose behavior serves as a positive example for their athletes. They must strive to provide the fairest and most positive training & competitive experience for every Special Olympics athlete. A coach is expected to uphold Olympic ideals and values. The coach must, above all, exhibit respect for the athletes, other coaches, volunteers, families and Games officials. They must have positive interpersonal relationships, uphold the highest values and be honest, trustworthy and courteous to all persons at all levels of the organization. Furthermore, the coach's principles of coaching must be compatible with the philosophy and objectives of Special Olympics.

The coach's verbal and physical behavior is expected to reflect a positive and constructive attitude toward Special Olympics competition and toward those officials, coaches, and event coordinators whose time and efforts provide that competitive opportunity. This attitude should reflect a confidence in the decisions of the Games Committee and sports officials, a belief that their decisions are made in the best interests of a fair competitive experience for all athletes, and are made in keeping with the goals and philosophies of Special Olympics. The coach accepts responsibility for the behavior of his or her athletes both in and out of the competitive arena while attending a Special Olympics event.

The Special Olympics coach is one who successfully tempers his or her own competitive urges and desires for success in order to assure that the fairest and most positive competitive experience is realized by all persons involved in the event. A good coach realizes that the Special Olympics experience is not limited to competition. The most successful coach is one who focuses on the lifelong benefits the athlete receives.

As a coach, your attitude toward sports and competition will directly affect your athletes. Special Olympics believes the athletic experience and camaraderie shared by teammates, coaches and other volunteers is what benefits the athlete most.

- ◆ Successful coaches help athletes to enjoy mastering new skills, enjoy competing with others and to feel good about themselves.
- ◆ Successful coaches are well versed in techniques and skills and know how to teach these skills to their athletes.
- ◆ Successful coaches not only teach sports skills to their athletes, they also teach and model skills needed for successful living in society.
- ◆ Successful coaches are those who can learn new skills, who are flexible enough to change old ways when needed, who can accept constructive criticism and who are able to critically evaluate themselves.

COACHING RESPONSIBILITIES

When you become a coach, whether you are paid or a volunteer, you assume some legal responsibilities.

Negligence – "occurs when you fail to perform a legally owed duty, as would a reasonable and prudent coach, with his/her failure resulting in actual damage that is a consequence of your breach of duty and that should have been foreseen."

A coach has many important responsibilities, including, but not limited to those outlined in the volunteer code of conduct and :

- ◆ To ensure for each athlete, that the time spent in Special Olympics is a positive experience, respecting the talent, developmental stage and goals of each athlete.
- ◆ To provide for the general welfare, safety, health, well-being and appropriate conduct of the athlete while the athlete is in his/her charge.
- ◆ To abide by the letter and spirit of the rules and be responsible for conducting himself or herself in a sportsmanlike manner at all times.
- ◆ To be knowledgeable about all existing Special Olympics and National Governing Body competition rules and policies applicable to their sport and to prepare their athletes prior to competition in accordance with these rules. I will familiarize myself with the Sports Information Guide and the sections reflecting the sports I coach.
- ◆ To ensure that athletes compete in events within their sport, that challenge their potential and are appropriate for their ability.
- ◆ To be honest and instruct athletes to compete with maximum effort in all preliminary trials and final competitions.
- ◆ To be responsible for accurate assessment and qualifying scores that honestly and accurately reflect the ability of the athlete.
- ◆ To be responsible in team sports, ensuring that each athlete has the opportunity to participate in every game.
- ◆ To evaluate athletes for injury or incapacity.
- ◆ To match athletes of similar ability to ensure fair and safe competition.
- ◆ To provide adequate and proper equipment.
- ◆ To ensure that athletes are dressed appropriately and safely prior to all training and competition.
- ◆ To educate on how to safely participate in sports training (no diving in the shallow end of the pool, etc.).
- ◆ To supervise the activity closely.
- ◆ To know emergency procedures and first aid.
- ◆ To keep adequate records.
- ◆ I will ensure that my athletes train at least 10 hours prior to the first competition
- ◆ I will attend all scheduled coaches meeting at home and away.
- ◆ I will be a positive role model for the athletes I coach
- ◆ I will ensure the athletes get to their competition events on time

The following safety guidelines are recommended to help implement coaches' legal duties:

- ◆ Establish procedures for accidents and emergencies, including using appropriate report forms.
- ◆ Establish and enforce safety rules and procedures.
- ◆ Establish an adequate supervision plan and make sure that assisting coaches are competent to do so.
- ◆ Regularly and thoroughly inspect all facilities, apparatus and equipment.
- ◆ Teach skills in their proper progression and take into account individual variance.
- ◆ Do not force first aid on an athlete if he or she resists. Notify the appropriate personnel if an injury is of a more serious nature.
- ◆ Complete an injury incident report as soon as possible.
- ◆ Ensure that your athletes have proper transportation to and from events and practices.
- ◆ I will familiarize myself with the medical and competition history of any athlete for which I am responsible.
- ◆ Note that waivers often cause coaches to be less diligent in their duties to provide a safe environment, even though the waiver on the athlete medical form provides little if any release of liability to coaches.

COACHES EDUCATION AND CERTIFICATION

Ongoing coaches education is the most significant factor in the improved training of athletes.

The goals of Special Olympics' Coaches Education program are:

- ◆ To provide every coach working in a sport with a basic knowledge of that sport (events, rules, basic skills and how to teach those skills).
- ◆ To provide all coaches with knowledge about Special Olympics, its history, philosophy and goals.
- ◆ To provide all coaches with knowledge about persons with intellectual disabilities and the current trends in this field.
- ◆ To provide coaches with information on sports injury, risk management and providing a safe environment.
- ◆ To provide a practical experience coaching Special Olympics athletes, in order to put into practice information provided by the Coaches Education Program.
- ◆ To provide coaches with general knowledge about the art and science of coaching sports.

Various types of training, directed at individuals with minimum Special Olympics coaching experience or other sports experience, and those with no Special Olympics coaching experience but significant sports coaching experience, are available to provide this knowledge. The training schools that are available are:

General Orientation/Protective Behaviors

Required of all coaches, per the Class A Volunteer registration policy.

Sports Specific Training Schools

Skills: A 4 to 6 hour session covering a specific sport, providing basic knowledge about that sport, fundamental skill development, competition/game understanding, practice plans and the application of the Special Olympics philosophy. These schools are "Learn-by-Doing" schools, giving the coach the opportunity to learn and practice specific sports skills and providing them with immediate opportunities to teach those skills to Special Olympics athletes.

Tactics: A 4 to 6 hour advanced session covering a specific sport, providing advanced training principles, in-depth skill development, competition tactics and strategies, and how to enhance athlete performance.

Coaching Special Olympics Athletes

Designed for the coach without Special Olympics coaching experience, this 3 to 4 hour course will present information on Special Olympics athletes, Special Olympics coaching, sports training and competition.

Principles of Coaching Training School

This Training School provides an advanced view of coaching sports, looking at philosophy and science of coaching athletes. Local coaches are trained as instructors to provide this training.

Unified Sports®

This Training School provides training on the goals, philosophy, rules and starting a Unified Sports® Program and is essential for coaches and athlete partners who are involved with Unified Sports®.

Motor Activities Training Program (M.A.T.P.)

This Training School provides an overview on the goals and philosophy of M.A.T.P., working with the population participating in M.A.T.P., suggested activities and how to organize a M.A.T.P. Training Day.

COACHES CERTIFICATION

SOI's Coaches Certification program is designed to ensure that all persons involved with the coaching of Special Olympics athletes have a minimum base of knowledge about the sport(s) they coach.

- For all state level events, including Sectional Tournaments, each County program is required to have a minimum of **one** sports specific certified coach present for each sport in which the county is participating.
- Special Olympics coaches will be required to begin their certification process within one year of beginning coaching in Special Olympics.
- Coaches who are currently certified will have to renew their sports specific certification every 4 years, either by taking a more advanced level of Special Olympics coaches training, or by taking an approved non-Special Olympics course.

There are various types of Certification available to Special Olympics coaches

- ◆ **Skills Coach**
- ◆ **Principles of Coaching**
- ◆ **Tactics Coach**
- ◆ **Coaching Special Olympics Athletes**
- ◆ **Unified Sports®**
- ◆ **Motor Activities Training Program**

The **requirements** for achieving certification are:

Skills Coach

- ◆ Take General Orientation/Protective Behaviors training
- ◆ Attend a Skills Level sports specific Training School.
- ◆ Complete 10 hours of practical coaching experience in the specific sport with Special Olympics athletes, after having attended the sports specific Training School.
- ◆ Submit a completed Application for Special Olympics Certification to your County Training Director or County Coordinator.

Principles of Coaching

- ◆ Take General Orientation/Protective Behaviors training
- ◆ Attend a Principles of Coaching course.
- ◆ Complete 10 hours of practical coaching experience with Special Olympics athletes.
- ◆ Submit a completed Application for Special Olympics Certification to your County Training Director or County Coordinator.

Tactics Coach

- ◆ Take General Orientation/Protective Behaviors training
- ◆ Attend a Tactics Level sports specific Training School.
- ◆ Complete 10 hours of practical coaching experience in the specific sport, with Special Olympics athletes, after having attended the related sports specific Training School.
- ◆ Submit a completed Application for Special Olympics Certification to your County Training Director or County Coordinator.

Coaching Special Olympics Athletes

- ◆ Take General Orientation/Protective Behaviors training
- ◆ Attend a Coaching Special Olympics Athletes Seminar
- ◆ Complete 20 hours of practical coaching experience with Special Olympics athletes, after having attended the related sports specific Training School

- ◆ Submit a completed Application for Special Olympics Certification to your County Training Director or County Coordinator

Unified Sports®

- ◆ Take General Orientation/Protective Behaviors training
- ◆ Attend a Unified Sports® Training School
- ◆ Complete 10 hours of practical coaching experience with a Unified Sports® team, after having attended the Unified Sports® Training School
- ◆ Submit a completed Application for Special Olympics Certification to your County Training Director or County Coordinator

Motor Activities Training Program

- ◆ Attend a M.A.T.P. Training School
- ◆ Complete 10 hours of practical coaching experience in M.A.T.P. with Special Olympics athletes, after having attended the sports specific Training School
- ◆ Submit a completed Application for Special Olympics Certification to your County Training Director or County Coordinator

Comprehensive Mentoring (Sports Mentoring and Assistance)

Special Olympics recognizes that individuals with considerable coaching experience either within Special Olympics or in other sports programs have or can provide valuable coaching experience to our sports programs. The Comprehensive Mentoring Program has been designed to provide certification to those individuals who wish to utilize their existing experience. Experienced Special Olympics Certified Coaches (with at least 4 years experience) will partner with existing Special Olympics Non-Certified coaches to work to achieve specific competencies and certification as a coach. An experienced coach with no prior Special Olympics experience could take part in a similar program after taking the General Orientation and the Coaching Special Olympics Athletes seminar.

Recertification Options

1. Coaches with a SKILLS LEVEL certification may attend one of the following Special Olympics Training Courses to achieve recertification:
 - Principles of Coaching
 - Tactics-level Course in a specific sport
 - Attending State Level coaches Conference
 - Attending entire Sports Track at Leadership Conference
2. Coaches can also be re-certified by participating in the Comprehensive Mentoring Program.
3. Training courses from outside of Special Olympics can also be attended and qualify for the recertification process. These courses could include (but are not limited to):
 - CPR courses and CPR recertification
 - Red Cross Sports First Aid Course
 - National Governing Body sports specific coaches' clinics

Persons taking such courses for recertification purposes must have prior approval of the Special Olympics Florida Director of Sports and Training.
4. Special Olympics coaches looking to take more advanced level courses (that can lead to Re-Certification) can now do so by taking on-line courses offered through an agreement between Special Olympics Inc. and the American Sports

Education Program (ASEP). These courses are available for about \$30.00 from ASEP and offer training in basketball, soccer, volleyball, soccer and tennis at this time. Coaches can use the following link to find more information on these on-line courses.

http://www.specialolympics.org/Special+Olympics+Public+Website/English/Coach/Training_Opportunities/Online_Training/default.htm



Application for Sports Training Certification

INSTRUCTIONS: Please print clearly or type information below and return to your Program office.

List Permanent Mailing Address and Telephone Number (Not College Address)

Name _____ Address _____ o Male o Female
 City _____ State _____ Zip _____ Country _____
 Phone: Day - (____) _____ Evening - (____) _____
 Social Security Number _____ Occupation _____
 Email: _____

Please check if you are a Registered Class A Volunteer. You must be a Registered Class A Volunteer before you can become certified.
 If you are an athlete becoming a coach, please check this box .
 If the address above is different from the address shown on your last certification application, please check this: .

- I attended a Special Olympics GENERAL ORIENTATION – Date _____ Site _____.
- The TRAINING SEMINAR/COURSE was held in _____ on _____
 City / State or Province / Country Month / Day / Year
- I am applying for CERTIFICATION or RE CERTIFICATION in one of the following areas:
 Skills, Sport _____ Official, Sport _____
 Tactics, Sport _____ Competition Management, Sport _____
 Coaching Special Olympics Athletes Games Management _____
 Principles of Coaching Motor Activities Training Program _____
 Unified Sports® Sport _____ Other _____

4. PRACTICUM - a *minimum of 10 hours* working with **Special Olympics athletes** following a coaches' training seminar is required. Officials, Competition Management Team members, and Games Management Team members may include a *minimum of 10 hours* in preparing for and/or in conducting competition.

Date	# of Hours	# of Athletes	Date	# of Hours	# of Athletes
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- In this sport:
 Coaching/Officiating experience at the high school or university levels: Yes No (*Circle Coach and/or Official*)
 Playing experience at the high school or university levels: Yes No
- Other information:
 How many Special Olympics sports do you coach? _____ In how many sports are you certified? _____
 Highest level of education achieved _____
 Do you have any relatives with intellectual disabilities? Yes No If yes, relationship _____

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

SIGNATURE OF APPLICANT

DATE

SIGNATURE - PRACTICUM DATE
 SUPERVISOR (*Local Director, Head Coach, etc.*)

SIGNATURE – STATE DATE
 SPORTS TRAINING DIRECTOR

SOI PROGRAM MATERIALS LISTING

Sports Competition & Training Materials	Order Code	Price
Official Special Olympics SUMMER Sports Rules (NEW edition)	SR1	\$6.00
Official Special Olympics WINTER Sports Rules	SR2	\$5.00
Official Special Olympics Chapter General Rules	GRA	\$5.00
Competition Director's Guide (formerly Event Director's Guide)	CDG	\$5.00
Unified Sports® Handbook	US1	\$2.50
Alpine Skiing Sports Program Guide	SW1	\$5.00
Aquatics Sports Program Guide	SS1	\$5.00
Athletics Sports Program Guide	SS2	\$5.00
Basketball Sports Program Guide	SS3	\$5.00
Bocce Sports Program Guide (spiral bound draft)	SNP2	free
Bowling Sports Program Guide (spiral bound draft)	SS4	free
Cycling Sports Program Guide (spiral bound draft)	SS5	free
Equestrian Sports Program Guide	SS6	\$5.00
Figure Sports Program Guide	SW3	\$5.00
Football (Soccer) Sports Program Guide	SS7	\$5.00
Golf Sports Program Guide	SS13	\$5.00
Gymnastics (Artistic & Rhythmic) Sports Program Guide	SS8	\$5.00
Motor Activities Program Guide	SMA	\$5.00
Powerlifting Sports Program Guide	SS14	\$5.00
Roller Skating Sports Program Guide	SS9	\$5.00
Softball Sports Program Guide	SS10	\$5.00
Speed Skating Sports Program Guide	SW5	\$5.00
Tennis Sports Program Guide	SS11	\$5.00
Volleyball Sports Program Guide	SS12	\$5.00
Special Olympics Sports Management Manual	SM	\$15.00
Alpine Skiing Sports Management Team Guide	SMW1	\$5.00
Aquatics Sports Management Team Guide	SM1	\$5.00
Athletics Sports Management Team Guide	SM2	\$5.00
Basketball Sports Management Team Guide	SM3	\$5.00
Bowling Sports Management Team Guide	SM4	\$5.00
Football (Soccer) Sports Management Team Guide	SM7	\$5.00
Softball Sports Management Team Guide	SM10	\$5.00
Volleyball Sports Management Team Guide	SM12	\$5.00

Many of these publications are also available in Spanish. Please contact the Special Olympics Florida State Office or Special Olympics, Inc. for a complete listing of materials in Spanish.

SOI PROGRAM MATERIALS LISTING

Sports Training Audio/Video Materials	Order Code	Price
Gymnastics Artistic Music - Audio Cassette	SOI116	\$5.00
Gymnastics Artistic Routines - Video Cassette	SOI018	\$15.00
Gymnastics Rhythmic Music - Audio Cassette	SOI117	\$5.00
Gymnastics Rhythmic Routines - Video Cassette	SOI019	\$15.00
Aquatics - Video Cassette	SOI241	\$10.00
Making of a Champion: Track & Field - Video Cassette	SOI020	\$15.00
Motor Activities Training Program – Promotional Video Cassette	SOI021	\$10.00
Unified Sports® Promotional Video Cassette	SOI061	\$10.00
Unified Sports® Activities: The Spirit of the Law Video Cassette	SOI027	\$10.00
Essentials of Special Olympics (training) – Video Cassette (English)	SOI216	\$10.00
Essentials of Special Olympics (training) – Video Cassette (Spanish)	SOI215	\$10.00

Program Materials	Order Code	Price
Family Involvement Manual	FIM	\$5.00
Family Involvement Brochures (set of 50)	FB	\$5.00
How to Start Local Special Olympics Program (English)	LPE	\$2.00
How to Start Local Special Olympics Program (Spanish)	LPS	\$2.00
Risk Management Manual	RMM	\$5.00
Risk Management Brochure (set of 10)	RMB	\$2.50
Protective Behavior Guidelines 2000 – Video Cassette	SOI231	\$15.00
The Spirit of Special Olympics: Volunteer Orientation – Video Cassette	SOI045	\$15.00
Volunteer Promo – Video Cassette (English)	SOI046	\$10.00
Volunteer Promo – Video Cassette (Spanish)	SOI046S	\$10.00
Volunteers – Screening Manual	VSM	\$1.00
Volunteer Recruitment and Recognition Packet	VRRP	free
Volunteer Management In-service Training Series	VMIT	free
General Orientation Instructor’s Guide (formerly General Session)	GOIC	free
General Orientation Participant Guide	GOPC	free
General Orientation Transparencies Presentation	GOTP	free
Coaching Special Olympics Athletes Course Instructor’s Guide	CSOAIG	free
Coaching Special Olympics Athletes Course Participant’s Guide	CSOAPG	free
Coaching Special Olympics Athletes Course Transparencies Presentation	CSOATP	free
Principles of Coaching Course – Coach Workbook	POC1	\$5.00
Reaching Out – Outreach Handbook	RO	\$8.00

