



Coaches Duties and Expectations

For Admin Coaches and Sports Coaches

Sports Management Contact List

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Admin Coach Responsibilities and Notes:

1. Coaches Checklist Sheet
 - This forms lists everything coaches need to do at a glance. Specific Information can be found on this form.
 - Deadlines will be listed on the Coaches Schedule (Different than the general schedule given to parents).
2. Coaches Schedule will not only include the dates of practice, it will also include:
 - Other events going on the same day so you know if athletes may be missing practice.
 - Deadlines for registration, sports specific forms, tournament entry deadlines and state games selection deadlines.
3. Athlete Information/Sports Registration Sheets
 - Please make sure every athlete fills these out at the beginning of the season IF THEY DID NOT REGISTER ONLINE.
 - This information needs to be updated on the Registration Spreadsheet and forwarded on with attendance.
4. Liability Waiver
 - We will be receiving a new liability waiver that all athletes or guardians have to sign. This releases Special Olympics of any liability if a parent drops or picks up their athlete without physically bringing them in. This waiver will also cover those parents/athletes who come to practice before coaches arrive. As soon as we have the waiver we will include it with the Athlete Info Informational Sheet.
5. Athletes paperwork
 - New Athlete
 - Complete full athlete packet. All pages must be turned in.
 - Make sure the doctor signature and date are on the medical form.
 - A new athlete cannot practice until the complete packet is filled out.
 - If they attend practice you can count them as there, but they can only watch. Please notate the attendance stating they only watched for audit purposes.
 - Returning Athlete
 - Make sure the physical is up to date. If their physical is expired or will expire during the season, make sure to give them a copy of the blank physical to have filled out by their physician.
 - If they show up to practice without registering, you can count them as there, but they can only watch. Please notate the attendance stating they only watched for audit purposes. Request copies of their paperwork from SOSC staff before next practice.
6. Volunteer Paperwork
 - New Volunteer
 - Complete full Volunteer A packet. All pages must be turned in.
 - Make sure the volunteer signed the application.
 - Make sure you have checked the photo ID of the individual.



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- State Rule is that a person registering as a Volunteer A has to complete the background check before they can assist at practice. Our advice, if you are short volunteers, is to also have them fill out a volunteer B (to help the day of) and make sure they are working with another coach at all times. At no time is a volunteer who does not have an approved background check allowed to be alone with an athlete.

7. Attendance

- Attendance should be turned in weekly to Rosemary Whelan for grant purposes.
- You must include every athlete and volunteer that was at practice.
- Please make sure to add any new athletes and volunteers to the spreadsheet. If you are unsure of how to do this then contact Rosemary and she will update the spreadsheet and send it back to you.

8. Incident Report Forms

- If there is an accident at practice, please fill out the incident report form completely.
- If the accident is an emergency contact 911 immediately and then contact Marie El-khoury and Mindy Solivan immediately after that. We will also contact the state office to advise them of the situation.
- If the incident is a non-emergency please fill out the form completely and either e-mail or in person give the form to Mindy Solivan.
- Please let Mindy know if the incident will result in the volunteer/athlete needing reimbursement for medical expenses. We will have to then send the form into the insurance company to begin the process.
- Every binder will have a white, square emergency card with instructions and phone numbers.

General Rules to Know as an Admin Coach

1. Training in multiple sports

- Athletes can train in multiple sports and compete in County Games if the tournaments do not overlap. The athlete must notify their coach of their decision within one week after County Games.
- If one of the sports the athlete is training in is a team sport, then they must declare their intent to compete at the beginning of the season. This will allow the coach to determine if there are enough athletes to form a competitive team.

2. Attendance Policies

- The attendance policy (attached) states that all athletes can compete in County and Area Games regardless of attendance. The 70% attendance rule only comes into effect when athletes are put in the random draw for state games.
- The only other rule to make sure you explain to parents is that you must attend County Games to be able to attend Area Games.
- There is a checkbox on the athlete information form (filled out the beginning of each season or now during the online registration process) to make sure the parents have read these guidelines and understand. They must check this before County Games so if there is a dispute later on we have a record that they have agreed to the policy.
- With new online registration parents will have to check this box when they are registering.

3. Online Registration

- We will be implementing online registration for all upcoming seasons.



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- We will post the online registration for a week and then make the attendance sheets for coaches based on this information.
 - We also will have an open registration night at the office for those athletes that are either new or prefer to register in person. This will be done the same night as the second coaches meeting, so that coaches are on hand if the athletes/parents have any questions.
 - Athletes must have a physical on file for them to participate in the practice the first day. If they come they can watch to be counted on the attendance (please make a note they just watched) and then advise them to either bring their completed paperwork to the next practice.
 - There are no deviations from this rule at all. We have to make sure of two things: 1) parents must register for the season before it begins if they are existing athletes. New athletes should be the only exception. 2) We are following state mandatory rules that the medical forms are on hand before any athlete participates at practice.
4. Registration Deadline
- New Deadline Rules
 - Registration deadlines date for each season will be set during the first coaches meeting. We want coaches to have an opportunity to review the schedule before it is finalized and the feedback is important for coming up with an acceptable registration date.
 - Whenever the deadline is established for each season every coach must stick to the deadline. If one sport does follow the rule then we get parent complaints for other sports that are following the rule.
 - Registration may be closed earlier than the deadline if the facility is at max capacity. (Safety concerns for space, Athlete: Coach ratio, etc.)
 - The registration deadline may be extended for unusual circumstances only if approved by the management team. For Example, if a team sport does not have enough members for the team to compete at competitions.

Remember that all notices and schedules get posted online www.specialolympicsseminolecounty.org



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Coaches Expectations

Special Olympics coaches are role models whose behavior serves as a positive example for their athletes.

1. They must provide the fairest and most positive training and competitive experience for every Special Olympics athlete.
2. The coach must, above all, exhibit respect for the athletes, other coaches, volunteers, families and Games officials.
3. As a coach, your attitude toward sports and competition will directly affect your athletes.
4. 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.
5. 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.
6. A good coach realizes that the Special Olympics experience is not limited to competition.
7. The most successful coach is one who focuses on the lifelong benefits the athlete receives.

The Seminole County Management Team expects the program's coaches to behave in the following manner:

1. Understand each athlete's individual differences with respect to his/her disability.
2. See the "Condensed Disability Fact Sheets" for information regarding how to positively interact and respond to the various disabilities displayed by our athletes.
3. This form is located on the County's website, in Forms for coaches and volunteers.

Provide:

1. For the general welfare, safety, health, well-being and appropriate conduct of the athlete while the athlete is in his/her charge.
2. Adequate and proper equipment.

Be knowledgeable about:

1. All Special Olympics and National Governing Body competition rules and policies and to prepare their athletes prior to competition in accordance with these rules.
2. Emergency procedures and first aid.

Ensure that all athletes: Compete in events within his/her sport that challenge potential and is ability-appropriate.

1. Are dressed appropriately and safely prior to all training and competition.
2. Of similar ability are matched to ensure fair and safe competition.
3. In team sports have the opportunity to participate in every game.
4. Be responsible for accurate assessment and qualifying scores that reflect the ability of the athlete.
5. Evaluate athletes for injury or incapacity and ensure care is provided.
6. Supervise and participate in all practices.
7. Attend all scheduled coaches meetings.

Coaching Duties and Responsibilities

When you become a coach, you assume some legal responsibilities:

1. 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; additional responsibilities and duties are outlined below.

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Training and Practices

The coach conducts training and practice of athletes for his/her selected sport. Athletes are taught basic fundamentals of each sport, including rules and regulations.

The coach is the primary contact person for each sport he or she is coaching.

1. All communications (questions, issues, concerns, etc.) from parents/guardians will be brought to the coach for determination. If the coach is unsure of a response, the question/issue is to be forwarded in a timely manner to the Training Director.
2. The coach is to ensure that all athletes and/or parents/guardians are to be contacted regarding any and all practice changes or cancellations.

A Sports Binder will be provided to the coach by the Training Director; it will be returned to the Training Director at the end of the season with the athletes' scores for the season.

Items included in the binder are:

1. Coaches Quick Checklist.
2. Athletes' applications/physicals.
3. The sport's rules and requirements.
4. The mandatory State Games Selection Requirements.
5. Incident Report Form.
6. Athlete Disciplinary Procedures.
7. Athlete Misbehavior Report Form.

Approximately two months prior to the beginning of each season, the coach is to attend a planning meeting:

1. Determine/confirm the practice venue with the Training Director.
2. Appointment of an administrative coach.
3. Determination/confirmation of practice venue, dates, and times.
4. Preparation of the roster and attendance record.
5. Discussion of any divisioning issues.

Maintenance of the team's roster with athletes' contact and attendance information is the responsibility of the coach or administrative coach. A copy of the team's attendance record and roster is to be sent to the Training Director weekly.

Each coach maintains his/her athletes' records.

1. The coach must have a copy of each athlete's application/physical on hand at all practices and competitions.
2. No athlete will participate in practices or at competitions without a valid application/physical signed by a licensed physician.
3. Any issues regarding the athletes' qualifications are to be discussed with the Training Director.
4. The athletes' performance records (scores) are to be maintained on a weekly basis.

The coach is also responsible for his/her sport's equipment (**including a first aid kit**).

1. All equipment will be issued to the coach by the Training Director at the beginning of the season and returned to the Training Director at the end of the season.
2. The equipment will be brought to each practice and competition.

Competitions

Coaches attend all competitions with their athletes.

1. Games Rosters are prepared by each coach and provided to the Training Director by the stated deadline.



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2. The coach ensures all athletes and parents/guardians are aware of competition schedules and any transportation information.
3. The coach (or assistant/volunteer designate) is to know where all athletes are at all times.

The coach is responsible for ensuring all athletes are provided with lunch and drinks.

1. Water and/or sports drinks are permitted – soft drinks and coffee are not encouraged.

Uniforms will be issued to the coach by the Training Director at the beginning of the season and returned to the Training Director at the end of the season.

1. Coaches are responsible for:
 - a. The distribution of the uniforms to the athletes **before** competition.
 - b. The collection of the uniforms from athletes **after** each competition.
 - c. Ensuring all athletes wear the proper clothing (Seminole County T-Shirt) to the event.

Coaches Training and Certification

Primarily, attendance at the various Seminole County coaches meetings is vital for obtaining additional coaching information on an on-going basis.

All coaches must undergo classroom and hands-on training and be certified within one year of becoming involved as a coach. Notification by email of upcoming training schools will be provided by the Coaches Training Director. Coaches must notify the Coaches Training Director for enrollment in any training schools.

Certification includes attendance at a General Orientation, a 90-minute presentation covering general aspects of Special Olympics:

1. Its history, philosophy, organization and goals.
2. People with intellectual disabilities.
3. Special Olympics sports program.

The Protective Behaviors training material is a tool for protecting Special Olympics athletes from sexual, physical, and emotional abuse. The training is required for all coaches.

1. This link will take you to the online course at the Special Olympics website; you will receive a completion notification by email. You can access this link on our volunteer page online.

Training Schools are held at various times throughout the year and throughout Florida.

1. Sport-Specific Skills – A 4-6 hour training session providing basic knowledge, fundamental skill development, competition and game understanding, practice plans, and the application of the Special Olympics philosophy.
2. These schools give the coach the opportunity to learn, practice skills, and provide immediate opportunities to teach those skills to athletes.
3. Sport-Specific Tactics – A 4-6 hour advanced training session providing advanced training principles, in-depth skill development, and competition tactics and strategies.

Certified coaches must renew their specific certification every 3 years by:

1. Taking a more advanced level of training or
2. Taking an approved non-Special Olympics course.
3. Taking a CPR/ First Aid Course.

Documentation of all training and certification is the responsibility of the coach and must be provided to the Coaches Training Director for forwarding to the state office.