



**SPECIAL OLYMPICS WASHINGTON – east region**

# **COACHES PACKET**

***2019 SPRING SEASON***

March 4<sup>th</sup> - June 2<sup>nd</sup>, 2019

***Special Olympics***



# Table of Contents:



- *Pre-season registration deadlines & paperwork* ----- 2
- *Final registration deadlines & paperwork* ----- 3
- *Sports specific meetings* ----- 4
- *Background checks & volunteer registration* ----- 5
- *Coaches Training* ----- 6-7
- *Team captains & athlete leadership* ----- 8
- *Health and fitness* ----- 9
- *East region contacts & area map* ----- 10
- *Area services, finance & fundraising* ----- 11
- *East region soccer regionals* ----- 12
- *East region spring games* ----- 13
- *Spring sports offered* ----- 14
- *Code of Conduct* ----- 15-16

## **East Region Webpage:**

The East Region now has our own webpage. Follow this [link](#) for all region specific info; Tournament dates, schedules, brackets, registration & general info!

**All pre and final registrations outlined below are due no later than the referenced date.....  
or date set by the Area Director.**



## **PRE-SEASON REGISTRATION INFORMATION & DEADLINES**

### **Pre-Season Registration (ALL SPORTS) Due: **March 19<sup>th</sup>, 2019****

Please submit the **Pre-season registration** and **Transportation request** to your *Area Director* **AND** your *Area Admin Coordinator*.

#### ***REGISTRATION PAPERWORK AND RESOURCES:***

You can find registration paperwork, trainings, and resources on the [Coaches Recourses Page!](#)

- **Pre-season form** - **This is not your team's Final Registration.** This roster is used by SOWA to start running names through our database so that we may verify if athlete/partner paperwork is current or not. If there is a question as to if an individual will be participating this season, list them on this roster just in case.

**CRITICAL:** Athletes and partners are not eligible to participate until they have a **current AFP or UP form** on file in the State office! (SEE ADDITIONAL AFP/UP INFORMATION BELOW)

- **Transportation Request** - Each team/program is responsible to arrange their own transportation to practices and tournaments. If you need to utilize any area/program funds for transportation to any event, a transportation request form and a quote *must* be submitted by the pre-season registration deadline. This includes, but is not limited to: busses and rental cars (Enterprise, Budget, etc.). It is best to project that you will attend all events (so transportation for sub-regionals, regionals and state competitions). You must then receive an approval from SOWA with an associated PO before booking with the rental company. Otherwise, the expense will not be paid by SOWA or area funds. Busing companies will be responsible to arrange housing for their driver(s).
- **Facility Use Contract** - Please verify if your venue requires a Facility use contract or not. If so, request "facility use contract" from your Area Director and send the AD an un-signed contract that has all the times, dates, and locations you will be requiring for practices. Please also provide the facility point-of-contact's name, title, email, phone number, and address. The facility will provide the blank contract if required! Leave the contact information section blank!



## **FINAL REGISTRATION INFORMATION & DEADLINES**

**Final Registration Due in Region Office: *See below***

- Please submit your Final registration to your *Area Director AND your Area Admin Coordinator*.
- Area Directors may adjust the due date for their Area in order to meet the deadline listed below!
- Please refer to the [Codes Packet](#) for rules & registration specifics per sport!
  - **Swimming registration; (Due April 12<sup>th</sup>, 2019)**
  - **Athletics & Powerlifting registration; (Due April 15<sup>th</sup>, 2019)**
  - **Cycling registration; (Due May 6<sup>th</sup>, 2019)**
- [Individual Sports Entry Form](#)- Must be completed for anyone wanting to compete in the above sports. Each individual needs to have a code listing which event(s) they will be competing in, and a qualifying time or score listed.
- [Team Cover Sheet](#)- Must be submitted along with the Individual Sports Entry Form. The amount of meals requested will be reviewed by the Tournament Director. Only the amount of meals approved will be provided at the tournament. **NOTE:** Also submit attached **HOUSING PAPERWORK** if lodging required.

### **Soccer registration; (Due April 12<sup>th</sup>, 2019)**

- **Team Soccer**- Must submit both the [Team Cover Sheet](#) & [Team BSAT](#) forms. You will need to use the [Individual BSAT](#) form to assess each individual's skill level and then place their scores on the team BSAT form. *(The Individual BSAT does not need to be submitted with your final registration)*. This roster cannot be altered without the consent of the Tournament Director once submitted!
- **Individual Skills Competition**- Must submit the [Individual Sports Entry Form](#), and have a qualifying score listed. Please use the [Individual Score Sheet](#) to determine the athlete's qualifying score. *(The Individual Score Sheet does not need to be submitted with your final registration)*.

**NOTE:** Also submit attached **HOUSING PAPERWORK** if lodging required.

### **AFP/UP information:**

- New copies of athlete's **AFP** (Application for Participation) and Unified Partner Release form must be submitted **on or before April 8<sup>th</sup>, 2019**.
- An athlete, or unified partner will not be allowed to compete if the registration criteria (i.e. current/complete AFP or Partner Release form, and registration deadline) have not been met.
  - **Download** the **UP** (Unified Partner Release) form. **Due April 8<sup>th</sup>, 2019**
  - **Download** the **AFP** (Application For Participation) form. **Due April 8<sup>th</sup>, 2019**



## **2019 East Region Sports Meetings**

It is the responsibility of the Head coach to attend ALL scheduled meetings related to their team's sport(s) and tournament(s). If a Head coach cannot make the scheduled meeting, they must arrange for a liaison from their team to attend the meeting in their place.

### **ER Soccer Coaches Meeting**

Mon, Apr 22, 2019 6:30 PM - 7:30 PM PDT

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/434452917>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code: 434-452-917**

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/434452917>

### **ER Athletics, Swimming, & Powerlifting Coaches Meeting**

Thu, Apr 25, 2019 7:00 PM - 8:00 PM PDT

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/965381637>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code: 965-381-637**

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/965381637>



## Volunteer Registration

Special Olympic Washington Volunteers are fundamental to every program and event across the state. Volunteer opportunities range from coaching and program management positions to event volunteers. There is a place for everyone!

Volunteers are required to go through further training and a background check process before all Ongoing Volunteer Roles. To volunteer at events, register using the event applications located on the Event Volunteers page.

**Please follow this link to sign up as on Ongoing Volunteer:**

<https://sowa-volunteerapp-site.my-trs.com/>

It's is vital that ALL volunteers are properly trained and feel equipped to execute the responsibility required of their position. Please take the time to review the information on the [Volunteer Resources Page](#).

Already registered but need to renew your [WSP Background Check](#)? Please fill out the form and submit it to the contacts listed at the top of the form.



Tier/Level	Action Items	Time Needed	Renewal Requirements	Cost
<b>Tier 1 – Sports Volunteer (Chaperone)</b>	<u>Volunteer Screening - WSP Form</u> (SOWA will do background checks on all volunteers)	5 min	Every 3 years	Free
	<u>Protective Behaviors Quiz</u>	15 min	Every 3 years	Free
	General Orientation: <u>Orientation Video</u> <u>General Orientation Quiz</u>	20 min	Once	Free
	<u>Registration Online</u>	15 min	Once	Free
	<u>Concussion Training</u>	1 hour	N/A	Free
<b>Tier 2 – Head Coach/Assistant Coach</b>  <b>Prerequisite – All Tier 1 requirements</b>	<u>Sudden Cardiac Training</u>	20 min	N/A	Free
	Certification at a Sport Specific Training School	3 hours Recertification: 30 minutes	Every 3 years	Training Session Local Area
	<u>Coaching Unified Sports –</u> Required if program is in Unified Sports	1 hour	3 years	Free
	Register to Volunteer at an Special Olympic Event	N/A	All coaches need to do at least one of these each year	Free
Register for a Continued Education Course				
Waiver for Continued Education (check website for Approved Courses)				



Why Coaching Matters? – Coaching is a vital part of the Special Olympics organization.

Our coaches are role models and help improve sports skills in our athletes. It is necessary for our coaches to exemplify good sportsmanship and model character traits to enhance the sports experience for our athletes. The lessons our athletes learn from coaches on and off the field – teamwork, self-discipline, and confidence – carry over into the athletes' everyday lives.

## **Tier 1 – Sports Volunteer (Chaperone)**

The first tier of our Coaches Education program is the Sports Volunteer or Chaperone member of a team/program. Any prospective coach needs to go through these four requirements to be cleared to chaperone a team or an athlete. These are the basic forms that screen our coaches to ensure our athletes safety which is our number one priority in Special Olympics. All of these items will need to be done only once and should take less than 30 minutes in total.

- [Volunteer Screening - WSP Form](#)
- [Protective Behaviors Quiz](#)
- [Orientation Video / General Orientation Quiz](#)
- <https://coachesregistration.my-trs.com/>

## **Tier 2 – Head Coach / Assistant Coach**

The second tier of our Coaches Education program is the Head Coach/Assistant Coach. Any coach that wants to be a Head or Assistant Coach has to complete all of the items listed below. The items in this tier are more tailored to specific sport needs and require an in-person training. The in-person trainings allow for a development of skills and drills for a sport that coaches can bring back to their practice and games. The online section of this portion will take 1 hour and 15 minutes in total. The in-person trainings will be 3-4 hours depending on sport and venue availability.

- [Concussion Training](#)
- [Sudden Cardiac Training](#)
- In-Person Sport Specific training
- [Coaching Unified Sports](#) – Only required if program/team is in UnifiedSports

## **Tier 3 – Continuing Education**

The third tier is the continuing education portion of our Coaches Education program. We want all our coaches to get involved in other sports and events that Special Olympics has to offer. This is also a great opportunity for our coaches to get more experience with Special Olympics athletes on and off the playing field. We want our coaches to do one of the following each year.

- Register to volunteer at a Special OlympicEvent
- Complete for a Continued Education Course (Sportsmanship, Principles of Coaching, etc.)
- Waiver for Continued Education





Athlete Leadership [Webpage](#)

## Team Captains

Having an athlete serve as the captain for their team will help promote leadership amongst athletes and improve team training and competition between sporting teams. Captainship helps prepare athletes for other leadership opportunities such as coaching, mentoring, ambassadorship and volunteering.

**Definition of a Team Captain-** A team leader, either appointed or voted on, that is a member of a sports team. This person works to inspire teammates and help create a supportive community in every Special Olympics event they attend.

### **Potential Responsibilities:**

- Leads team meetings
- Helps coach technique
- Athlete representative on team decisions
- Motivational/team cheer leader
- Obtains input from team
- Promotes leadership amongst teammates

### **Qualities of a Team Captain:**

- Hard Worker
- Encouraging to others
- Trustworthy
- Respects others
- Passionate
- Communicates effectively

### **How are team captains identified?**

Captains are usually identified through a team election process while coaches input may be required in some situations. Captains serve for the length of one season and each team should elect a new captain at the end of this term. Depending on team dynamics, there may be more than one captain per team.

**“One of the main things [our captains] do is set up phone trees and make calls to team members and families. They do a lot of communication for the program which is a huge thing and saves us valuable time. I use their help as much as I can.”**

**-Santee Brock, *Head Coach, Ski Hawks***

**“I went to the coach and let them know that we were independent and knew how to do things without our parents being present. So we helped with a lot of things like accounting for athletes and helping practice events.”**

**-Candace Madison, *Team Captain North Sound Stars***



Healthy athletes are the best athletes! SOWA teams now have the option to incorporate health into their practices through SOWA's Healthy Communities programs. Healthy Communities serves to raise

awareness around the issue of health disparities facing people with ID, foster development focused on delivering care to people with ID, and ultimately create communities where Special Olympics athletes and others with ID have the same access to health and wellness resources and can attain the same level of good health as others. Examples of local Healthy Community programs available for teams are:



Fit 5 – based on the three simple goals of exercising 5 days per week, eating 5 total fruits and vegetables per day, and drinking 5 water bottles of water per day. Fit 5 provides tips and information to lead a healthy lifestyle through physical activity, nutrition, and hydration. Fit 5 can be lead or co-led by SOWA coaches, athletes, and unified partners.



SOfit – an Unified approach to wellness, which pairs athletes with a Unified Partner, with the primary goal of the program being to guide, educate and encourage athletes and partners to maintain a healthy lifestyle through increased physical activity and improved daily nutrition. SOfit can be lead or co-lead by SOWA coaches, athletes, and unified partners.

Teams interested in improving their health and bettering their athletic performance should fill out this form:

<https://goo.gl/forms/1joLpxc12eORZli72>.

If you have questions, please contact:

Samantha Thompson

[sthompson@sowa.org](mailto:sthompson@sowa.org)

(206) 681-9386



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## Area Services

Area Services is continuing to develop and support the Area Directors and the Area Leadership Teams. Many Area Leadership teams are stepping up and filling gaps in administration, fundraising, finances, and other roles. Continue to keep your eyes out for announcements of new roles and people filling these needs. If you have people interested or capable of serving on your Area Leadership Teams, please see [Luke Wall](#) and [Justin Kautz](#).

Please follow your Area Facebook pages for updates and information about your areas!

## Finances and Fundraising

In the last two years SOWA has undergone changes on the finances and fundraising of the organization. Starting in 2018, teams/programs are officially responsible for the following program costs: transportation, equipment, facilities, and uniforms. Local Program Coordinators/coaches need to have a plan for programming and understand the expenses that support them. There should be a plan to fundraise to support the expenses for the programming plan. Begin planning NOW accordingly for your spring season expenses and work with your Area Director and/or Area Services Manager to develop an expense and fundraising plan.

Each team is responsible for coming together to help fundraise in their area to support local program costs. SOWA has released a series of resources and tools coaches, Area Directors, and Fundraising Coordinators are able to use to help each area reach its goal. As a state we have transitioned from an annual campaign to a seasonal campaign in an effort to have 100% participation from our athletes, families, volunteers and more. Some athletes may have already met their peer-to-peer goals during the first quarter of the year with Winter Sports, others may continue to fundraise.

### Tools to Get Started

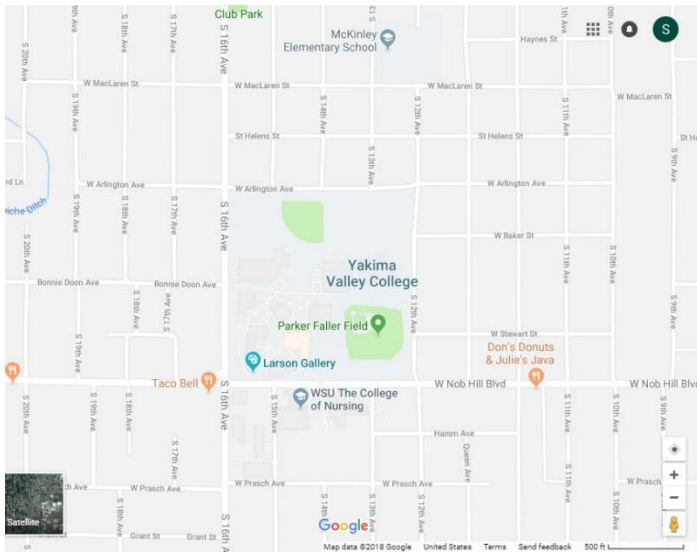
- Each area now has its unique donation URL. Teams can create a page specific for your team budget and your spring goal. You can invite others to join your fundraising team to help spread the word. This will provide you will a way to fundraise online and track the money your team raises. Money received offline and marked for your team will be manually entered by SOWA staff. This page can be created at any time – but the area goal found will be updated for Spring on March 30.
- A Coach's Resources guide is available online with information on peer-to-peer fundraising. Redesigned envelopes are available for peer-to-peer fundraising to help empowers athletes to be advocates. In addition, you will find resources like pre-written business solicitation letters, webinars on 1111how to fundraise, and more. Visit our area resources page at: <https://www.dropbox.com/sh/qbjzdmq15iuyv/AABfSzf5AglOr5apNavAJDwia?dl=0>



## 2019 East Region Soccer Regionals

**Date:** Saturday-April 27<sup>th</sup>, 2019

**Location:** Yakima Valley College- W Nob Hill Blvd & S 16th Ave, Yakima, WA 98902



Areas attending: [Northeast Area](#), [Southeast Area](#), [South Central Area](#), and [North Central Area](#)

### Notes:

This is a qualifying tournament for the community teams to advance to the 2019 State Spring Games. Allocations for each division advancing- TBD. Tournament structure to follow! Awards will be rolling awards, we will award as each division's games are completed. Souvenirs will be available for purchase. Lunch will be provided to those participating in the tournament, as well as volunteers.

### General Schedule

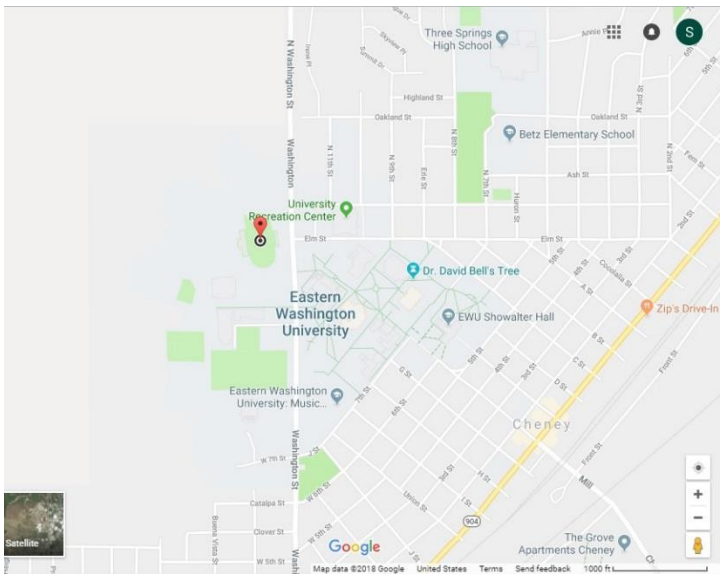
8:00am – 8:30am	Warm-up & Team check-in	Yakima Valley College – All fields
8:30am – 8:45am	Coaches Meeting	Yakima Valley College -- Check-in table
8:50am – 8:55am	Opening Ceremonies	Yakima Valley College – Near fields
9:00am – 3:30pm	Soccer Tournament	Yakima Valley College – All fields
11:00am – 4:00pm	Rolling Awards	Yakima Valley College – Near fields
11:30am – 1:00pm	Lunch	Yakima Valley College – Near stands
11:00am – 2:00pm	Special Smiles Screening	Yakima Valley College – Near fields



## 2019 East Region Spring Games

**Date:** May 3<sup>rd</sup> and 4<sup>th</sup>, 2019

**Location:** EWU - Roos Field, Cheney, WA 99004



Areas attending: [Northeast Area](#), [Southeast Area](#), [South Central Area](#), and [North Central Area](#)

### Notes:

This is a qualifying tournament for the community teams to advance to the 2019 State Spring Games.

**Allocations for each division advancing - TBD.** Tournament structure to follow! Awards will be rolling awards, we will award as individual completes his/her event. Souvenirs will be available for purchase at the main entrance and at Mirabeau Park hotel Friday evening. Lunch will be provided to those participating in the tournament, as well as volunteers.

### General Schedule

Friday, May 3 <sup>rd</sup>	Packet Pick-up	Mirabeau Park Hotel
Friday, May 3 <sup>rd</sup>	Opening Ceremonies	Mirabeau Park Hotel
Friday, May 3 <sup>rd</sup>	Olympic Town	Mirabeau Park Hotel
Friday, May 3 <sup>rd</sup>	Healthy Athletes	Mirabeau Park Hotel
Friday, May 3 <sup>rd</sup>	Dance	Mirabeau Park Hotel
Saturday, May 4 <sup>th</sup>	Lighting of the Cauldron	EWU, Cheney (Roos Field)
Saturday, May 4 <sup>th</sup>	Competition (All Sports)	EWU, Cheney (Roos Field)



## Sports Offered for Spring Season

SOWA is proud to offer **five quality sports** for the spring season. Contact your Area Director if you are interested in growing or starting any of the sports listed below.

### **Athletics:**

- Click [here](#) to learn about Athletics and what you'll need to have a successful season.

### **Swimming:**

- Click [here](#) to learn about Swimming and what you'll need to have a successful season.

### **Soccer:**

- Click [here](#) to learn about Soccer and what you'll need to have a successful season.

### **Powerlifting:**

- Click [here](#) to learn about Powerlifting and what you'll need to have a successful season.

### **Cycling:**

- Click [here](#) to learn about Cycling and what you'll need to have a successful season.

### **Article 1:**

- The Official Special Olympics Sports Rules provide standards for Special Olympics training and competition. [Article 1](#) provides general principles not found in the sport- specific rules and is essential knowledge for all people involved with Special Olympics sports.



## Code of Conduct

### Coaches Code of Conduct: ([Download Coaches Handbook](#))

Special Olympics Washington is a non-profit organization that sponsors high quality physical fitness training and sports competitions for persons with intellectual disabilities. The primary purpose of this Code of Conduct is to establish a high standard of behavior for coaches to model as well as to ensure the safety and well-being of all athletes involved in training and competition. Coaches are expected to meet the following standards while participating in Special Olympics, whether in transit, during practice, at a competition, or in any associated social activity.

1. Abide by the rules and policies of Special Olympics Washington.
2. Exhibit good sportsmanship and act as role models for Special Olympics Washington.
3. Refrain from and prohibit physical and verbal abuse, profanity and other inappropriate behavior.
4. Refrain from and prohibit the use of alcohol, illegal drugs, and controlled substances. (No smoking/tobacco use in restricted areas.)
5. Guarantee adequate supervision of athletes.
6. Refrain from illegal activities (felonies and misdemeanors), including the possession of harmful weapons.
7. Within 24 hours, notify the Senior Region Manager of any offense in Category "A" of the Athlete Code of Conduct. If a coach does not meet these standards, Special Olympics Washington:
  - Will notify the coach of the undesirable behavior; and
  - May suspend the coach indefinitely; or
  - May expel the coach.

### Athlete Code of Conduct: ([Download Athlete Handbook](#))

Special Olympics Washington prides itself in sponsoring high quality physical fitness training and sports competitions. The primary purpose of this code of conduct is to establish a high standard of athlete behavior, which will ensure the safety, and well-being of all athletes involved in training and competition. All athletes are expected to abide by the code of conduct and standards of behavior as established by Special Olympics Washington.

#### Athlete Standards of Behavior

While participating in Special Olympics—whether in transit, during practice, at a competition, or in any associated social activity—athletes are expected to exhibit good sportsmanship and to comply with the following standards of behavior:

#### *Refrain from:*

#### Category A

- Use of alcohol, illegal drugs or any controlled substance.
- Unwanted physical or verbal sexual overtures.
- Physical abuse or any unwelcome physical contact.
- Violent or disruptive behavior.
- Felonies and misdemeanors (or any other illegal or socially unacceptable behavior which seriously disrupts or impedes participation of an athlete or others) and the possession of harmful weapons.





## Code of Conduct

### Category B

- Profanity or verbal abuse.
- Tobacco use in restricted areas.
- Frequent unexcused absences.
- Poor personal hygiene.

### Athlete Disciplinary Measures

In *Category A*, Special Olympics Washington (defined as State staff) reserves the right to immediately suspend any athlete, pending an investigation of the offense.

In *Category A*, the Staff member will exercise the following progressive disciplinary measures.

1. Verbal warning given to the athlete.
2. Personal meeting with the athlete.
  - a. A parent/guardian or caseworker will accompany athletes under 18. The meeting will be documented in writing with copies distributed to the athlete, Senior Region Manager, State Office, coach's file, and parent/guardian or caseworker.
3. Individual disciplinary action taken.

The action may include suspension or expulsion. In cases of suspension or expulsion, a review may be conducted at the end of the suspension period. In cases of very serious or repeated incidents, permanent expulsion may be required.

In *Category B*, the following progressive disciplinary measures are to be exercised by the coach:

1. Verbal warning given the athlete.
2. Written warning issued to the athlete, with copy to Region Sports & Training Manager.
3. Suspension from practices or competition during the specific sport season.
4. Further action must be referred to the Senior Region Manager or State staff. The

athlete has the right to appeal, with written plan in place, to improve behavior.

### Volunteer Code of Conduct:

[\(Download Volunteer Handbook\)](#)

As a Special Olympics volunteer, I agree that while serving as a volunteer, I will:

1. Provide for the general welfare, health and safety of all Special Olympics athletes and volunteers.
2. Dress and act in an appropriate manner at all times.
3. Follow the established rules and guidelines of Special Olympics and/or any agency involved with Special Olympics.
4. Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
5. Abstain from the consumption or use of all alcohol, tobacco products and illegal substances while involved with any Special Olympics event, competition or training school.
6. Not engage in any inappropriate contact or relationship with athletes, volunteers or other participants of Special Olympics