



2019-20 WINTER SEASON

November 25th – March 1st

SPECIAL OLYMPICS WASHINGTON

East Region Winter Events and Programs

BASKETBALL / ALPINE SKIING / SNOWBOARDING / CHEERLEADING / CROSS COUNTRY

FIGURE SKATING / SPEED SKATING / SNOWSHOEING

East Region Webpage

Follow this [link](#) for updated “region specific” info; competition dates, schedules, brackets, registration & general information!

Special Olympics





PRE-SEASON REGISTRATION INFORMATION & DEADLINES

Pre-Season Registration Due: **Thursday, December 19th, 2019**

Please submit the [Pre-season/RTP Form](#) and [Transportation request](#) to your *Area Director* or your *Area Admin Support*.

- [Pre-Season & RTP 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 question as to if an individual will be participating this season, list them on this roster just in case. **Athletes and partners are not eligible to participate until they have a current AFP or UP form on file in the State office!** SOWA also uses this form to verify facility use by each team and approve funding.
- [Transportation Request](#) - Each team/program is responsible to arrange their own transportation to practices and competitions. 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, please send your Area Director 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!

REGISTRATION PAPERWORK AND RESOURCES:

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

- [Download](#) the **UP (Unified Partner Release)** form. **Due January 6th, 2020**
- [Download](#) the **AFP (Application for Participation)** form. **Due January 6th, 2020**

NOTES:

- All registrations are due no later than the referenced date, or date set by the *Area Director*.
- Final registration form must be submitted to your *Area director*, or *Area Admin Support*.
- New copies of athlete's **AFP (Application for Participation)** and Unified Partner Release forms must be submitted **on or before January 6th, 2020.**
- 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.



FINAL REGISTRATION INFORMATION & DEADLINES

Speed Skating / Figure Skating / Cheerleading / Cross Country Skiing / Snowshoeing go straight to state games – NO REGIONAL COMPETITION.

- Please submit your Final registration to your *Area Director*, or *Area Admin Support*.
- 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!

Basketball; (Due Tuesday, January 7th, 2020)

- Team basketball- Must submit the [Team Cover Sheet](#) and [Team BSAT](#) forms. The [Individual BSAT](#) form will help you assess each individual's skill level. **(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 [Team Cover Sheet](#) and [Individual Sports Entry Form](#). A qualifying score must be listed for each athlete. Please use the [Individual Skills Score Sheet](#) to determine the athlete's qualifying score. **(The Individual Skills Score Sheet does not need to be submitted with your final registration).**
- Team Skills Competition- Must submit the [Team Cover Sheet](#) & [Team Skills Score Sheet](#). This roster cannot be altered without the consent of the Tournament Director once submitted!

Cheerleading; (Due Tuesday, January 14th, 2020)

- [Individual Sports Entry Form](#) and [Team Cover Sheet](#) must be completed for anyone wanting to compete in the above sports. Each individual needs to have a code listing which event they will be competing in, and a team listed.
- Please refer to the [Codes Packet](#) for further registration requirements.

Skating, Alpine, Snowboarding, Cross Country, Snowshoeing; (Due Tuesday, January 14th, 2020)

- [Individual Sports Entry Form](#) and [Team Cover Sheet](#) must be completed for anyone wanting to compete in the above sports. Each individual needs to have a code listing which event they will be competing in.
- Please refer to the [Codes Packet](#) for further registration requirements.

NOTES:

- All registrations are due no later than the referenced date, or date set by the *Area Director*.
- Final registration form must be submitted to your *Area director*, or *Area Admin Support*.
- New copies of athlete's **AFP** (Application for Participation) and Unified Partner Release forms must be submitted **on or before January 6th, 2020**.
- 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.

Coaches Education



Tier/Level	Action Items	Time Needed	Renewal Requirements	Cost
Tier 1 – Sports Volunteer (Chaperone)	Volunteer Screening - WSP Form (SOWA will do background checks on all volunteers)	5 min	Every 3 years	Free
	Protective Behaviors Quiz	15 min	Every 3 years	Free
	General Orientation: Orientation Video General Orientation Quiz	20 min	Once	Free
	Registration Online	15 min	Once	Free
Tier 2 – Head Coach/Assistant Coach Prerequisite – All Tier 1 requirements	Concussion Training	1 hour	N/A	Free
	Sudden Cardiac Training	20 min	N/A	Free
	Certification at a Sport Specific Training School	3 hours Recertification: 30 minutes	Every 3 years	Training Session Local Area
	Coaching Unified Sports – Required if program is in Unified Sports	1 hour	3 years	Free
Tier 3 – Continuing Education	Register to Volunteer at a 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 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 must complete all 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 Olympic Event
- Complete for a Continued Education Course (Sportsmanship, Principles of Coaching, etc.)
- Waiver for Continued Education



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.

Topic: COACHES MEETING - **Basketball**

Time: **Jan 13, 2020 06:30 PM** Pacific Time (US and Canada)

Join Zoom Meeting – two options

Computer entry: Click on link

<https://zoom.us/j/806187388?pwd=RHIUbTMrZDIxLzF3amVzMWVwQkJsQT09>

Cell Phone Entry:

1-720-707-2699

Login Number: 806187388#

Topic: COACHES MEETING - **Alpine Ski and Snowboard**

Time: **Jan 20, 2020 06:30 PM** Pacific Time (US and Canada)

Join Zoom Meeting – two options

Computer entry: Click on link

<https://zoom.us/j/201465095?pwd=SnVkMS9ZY2MyZi9sNUIGQ2JkRjc3UT09>

Cell Phone entry:

1-720-707-2699

Login number: 201465095#



Team Captains

Athlete Leadership [Webpage](#)

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*

Health & Fitness Opportunities

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Healthy athletes are the best athletes! SOWA teams can work to improve their health, fitness, and athletic performance by participating in a Healthy Communities program:



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 is incorporated straight into your practice, and **it can be led by coaches, athletes, unified partners, or volunteers.**



SOfit – a holistic approach to health and fitness that focuses on four kinds of wellness: nutritional, physical, emotional, and social. Each session of SOfit includes educational activities and physical activity. SOfit should be implemented as an additional day of practice during the week, or in place of practice during the off season. **SOfit can be led or co-lead by SOWA coaches, athletes, unified partners, or volunteers.**

Athletes and teams who participate in a Healthy Communities program will receive SOWA swag, fitness and sport equipment, and more!

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

<https://goo.gl/forms/1j0lpxc12eORZli72>.

Della Norton
dnorton@sowa.org (206)
293-7611



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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 [Alysanne Stack](#).

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.

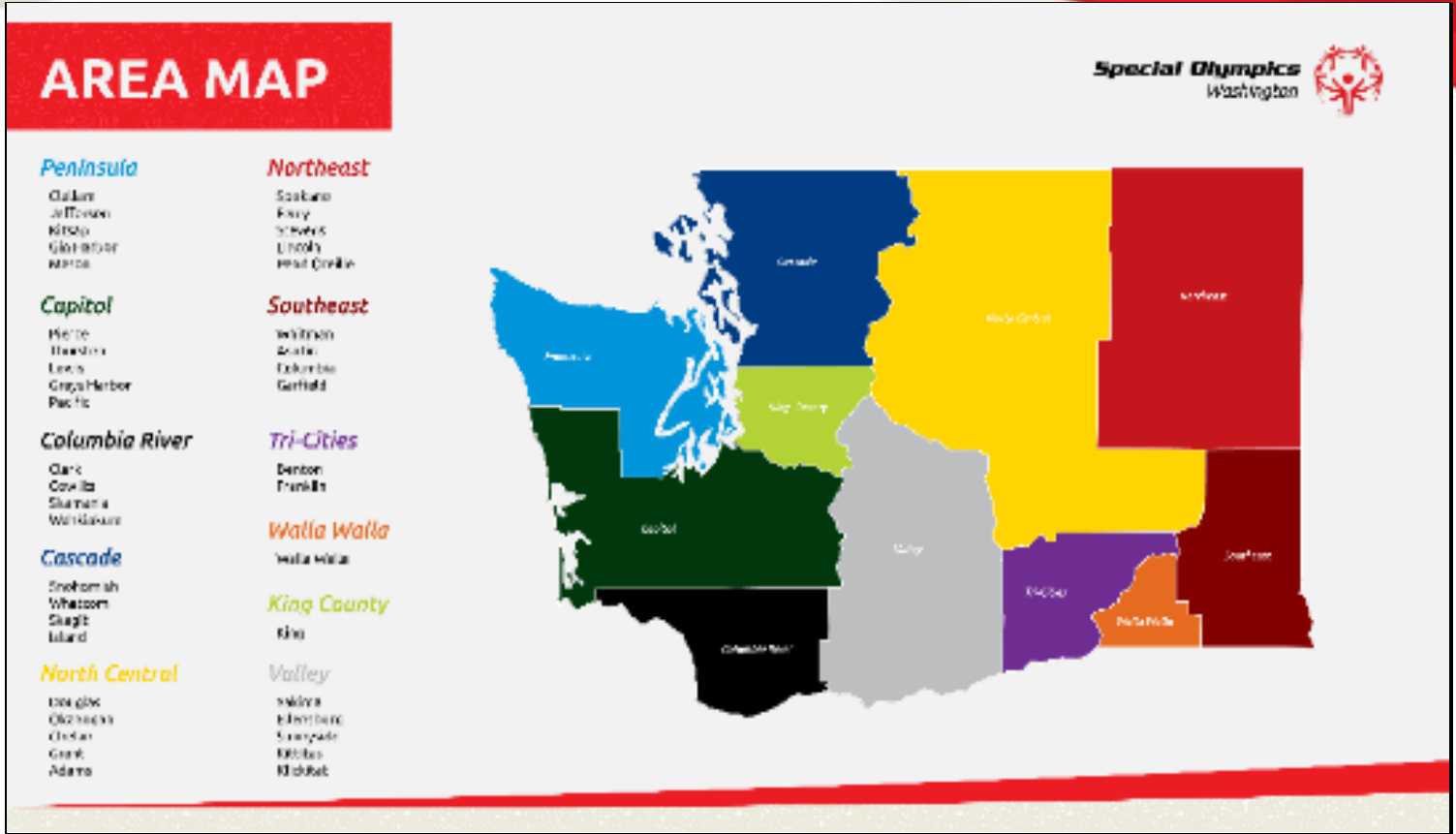
Each team is responsible for coming together to help fundraise in their area to support local program costs. SOWA has released a series of resources and tools coaches, Area Directors, and Fundraising Coordinators are able to use to help each area reach its goal. As a state we have transitioned from an 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 how to fundraise, and more. Visit our area resources page at: <https://www.dropbox.com/sh/qbjzdmq15iuyv/AABfSzf5AgIOr5apNavAJDwia?dl=0>

East Region Leadership Team:

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<p>Northeast Area Area Director: Brenda Devine Email: bdevineSOWA@gmail.com Phone: 509-998-9778</p> <p>Administrative Coordinator: Bobbi Jo Locke Email: bobbishane@msn.com</p>	<p>Southeast Area Area Director: Position Open Contact Luke Wall Email: lwall@sowa.org</p> <p>Administrative Coordinator: Kari Smith Email: ksmithSOWA@gmail.com</p>
<p>North Central Area Area Director: Donnie Bagwell Email: dbagwellSOWA@gmail.com Phone: 509-989-0587</p> <p>Administrative Coordinator: Susan Schwiesow Email: sschwiesow@cityofml.com</p>	<p>Valley Area Area Director: Tim McDonald Email: tmcdonald@kellehermotors.com Phone: 509-480-0764</p> <p>Administrative Coordinator: Dawn McDonald Email: dmcdonaldSOWA@gmail.com</p>
<p>Tri Cities Area Area Director: Donna Tracy Email: donnat@arcotricities.com Phone: 509-947-6090</p> <p>Administrative Coordinator: Kelly Correio Email: so@arcotricities.com</p>	<p>Walla Walla Area Area Director: Tracy Gaines Email: wvsoteam@gmail.com Phone: 509-386-4016</p>

Sunnyside Sub-Regional BASKETBALL Competition

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Our **TECHNICAL MANUAL** will include additional details of the competition. The manual will be **made available approximately two weeks before this competition.**



Date: Sunday - January 19th, 2020

Locations: Sunnyside High School @ 1801 E. Edison Ave., Sunnyside

Areas attending: South Central Area, Tri-Cities Area, Valley Area, Wall Walla Area and North Central Area

Competition information:

This is a qualifying tournament for the East Regional Basketball Competition at WSU-Pullman on February 1st. Advancement requirements to WSU will be determined and outlined in the Technical Manual distributed before this sub regional competition.

Souvenirs:

Souvenirs will be available for purchase.

General Day Schedule:

8:15 am - 8:45 am	Warm up and Team Check-in
9:00 am - 5:00 pm	Basketball Competition
11:00 am - 5:00 pm	Awards (roving)
11:30 am - 1:00 pm	Lunches

Spokane Sub-Regional BASKETBALL Competition

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Our **TECHNICAL MANUAL** will include additional details of the competition. The manual will be **made available approximately two weeks before this competition.**



Date: Sunday, January 19th, 2020

Location: Central Valley High School @ 821 S. Sullivan Rd., Spokane Valley

Areas attending: Northeast area, Southeast area

Competition information:

This is a qualifying tournament for the East Regional Basketball Competition at WSU-Pullman on February 1st. Advancement requirements to WSU will be determined and outlined in the Technical Manual distributed before this sub regional competition.

Souvenirs:

Souvenirs will be available for purchase.

General Day Schedule:

8:15 am - 8:45 am	Warm up and Team Check-in
9:00 am - 5:00 pm	Basketball Competition
11:00 am - 5:00 pm	Awards (roving)
11:30 am - 1:00 pm	Lunches

Mt. Spokane SKI & SNOWBOARD Competition

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Our **TECHNICAL MANUAL** will include additional details of the competition. The manual will be **made available approximately two weeks before this competition.**



Date: Sunday - January 26th, 2020

Location: Mt. Spokane @ 29500 N Mt. Spokane Park Dr., Mead

Areas attending: ALL East Region areas

Competition information:

This is a qualifying tournament for the 2020 STATE WINTER GAMES in Wenatchee. Advancement requirements to the state games will be determined and outlined in the Technical Manual distributed before this regional competition.

Souvenirs:

Souvenirs will be available for purchase.

General Day Schedule:

8:00am – 8:45am	Team Check-in
9:00am	Load Chairlifts
9:15am – 3:00pm	Competition
12:00pm – 3:30pm	Awards (roving)
11:00am – 3:00pm	Lunches

Pullman Regional BASKETBALL Competition

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Our **TECHNICAL MANUAL** will include additional details of the competition. The manual will be **made available approximately two weeks before this competition.**



Date: Saturday - February 1st, 2020

Location: *Washington State University, Bohler-Smith Complex, Pullman*

Areas attending: ALL East Region areas

Competition information:

This is a qualifying tournament for the 2020 STATE WINTER GAMES in Wenatchee. Advancement requirements to the state games will be determined and outlined in the Technical Manual distributed before this regional competition.

Souvenirs:

Souvenirs will be available for purchase.

General Day Schedule:

8:15 am - 8:45 am	Warm up and Team Check in
9:00 am - 5:00 pm	Competition
11:00am - 1:00pm	Lunches
11:00 am - 5:15 pm	Competition

Code of Conduct

**Special
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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

**Special
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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