



Special Olympics

Washington

Spring Sports 2010 Check List for a Successful Season

- 1. Review all Special Olympics material you receive carefully (Remember to check your email). Also, information and forms are available on the SOWA web page—sowa.org.
- 2. Secure training facilities and establish training schedule.
- 3. Complete pre-season registration form and transportation form. Turn in by **April 6, 2010**
- 4. Recruit adequate number of assistant coaches and chaperones, at least a 4:1 ratio 3:1 for hotel purposes. (Chaperones are assigned by gender)
- 5. Notify athletes of locations and times for practices.
- 6. Inventory equipment and uniforms. Assess needs. Contact the region office if team needs equipment.
- 7. Attend a training clinic in the sport you are coaching If you have not already been certified. Attend a Unified training clinic if you plan to coach a unified team.
- 8. Submit completed coaches certification application to region office by **April 20, 2010** if you have not already been certified. Each team competing at the region or state level must have a certified head coach. New coaches must complete the General Orientation and Protective Behaviors training online at sowa.org.
- 9. Review and become familiar with the rules of the governing body of The sport you are coaching, the rules book of Special Olympics International, and your Washington Special Olympics Coaches Handbook (you receive this once you have completed the Coaches Sports Specific Training School).
- 10. Hold an athlete/family meeting for the following reasons:
 - Define expectations
 - Review athlete code of conduct
 - Distribute practice and completion schedule
 - Hand out and collect Athlete Participation and/or Partner forms.
 - Solicit help

- 11. Make sure you have a valid/current APPLICATION FOR PARTICIPATION and/or PARTNER RELEASE for each Athlete/Partner prior to him/her starting practice. Make sure the original is in the Region office by **April 20, 2010**.

- 12. Check Athletes' Application for Participation and Partner Release Forms
 - Make sure the Examiner printed and signed name. Address and phone number of Examiner is on the form.
 - Make sure birth date, address and complete name of athlete is on the form
 - Emergency contact is on form.
 - Athlete/Partner and/or Guardian sign the release form.
 - Incomplete Application for Participation or Partner Release forms turned in on **April 20th** will disqualify the athlete or partner from participating in Special Olympics events.
 - Use the *Athletes & Volunteers Expiration Reports* to verify current Application for Participation and Partner Release forms.

- 13. Make sure that all assistant coaches, chaperones, and drivers have completed A volunteer application and a Washington State Patrol Check form. You must have new forms in to the region office by **April 20, 2010**.

- 14. Begin identifying level of play for individuals and teams as soon as possible.
- 15. Complete Special Olympics, Washington Event Registration Packet and send it to the region office along with copies of all athletes' application for participation and partners' release forms by **April 20th**
 - **You must request copies of application for participation and partner release forms from the region office prior to the April 14th, 2009 deadline. Coaches must have copies of all athletes' AFP prior to them practicing.**
 - **All coaches must have copies applications for participation and partner release forms for all athletes and partners during all practices, transporting and events.**

- 16. Request approval for transportation to competitions from the region office. You must have a purchase order to rent vehicles. Fill out the transportation request form. Transportation form is due by **April 20, 2010**.

- 17. Enjoy the season, and be sure to contact your Sports & Training Manager when you have questions--Phone 509-460-1371
Email: jives@sowa.org or Marisue at 1-800-442-2508