



## Class A Volunteers / Coaches Certification Program (2020)

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### **Section #1: Class A Classifications/Requirements**

#### **Volunteer Classifications:**

##### Class A Volunteers:

- Volunteers who have regular, close physical contact with athletes
- Volunteers in a position of authority/trust or supervision with athletes
- Volunteers who handle substantial amounts of cash or other assets of the Program
- Examples include Coaches, Unified Partners and Chaperones

##### Class B Volunteers:

- Volunteers who only have limited contact with athletes
- Examples include Day of Event Volunteers

#### **Class A Volunteer Requirements:**

##### Class A Forms (Every 3 years)

SOI has issued a new Class A/Unified Partner form that is valid for 3 years. All coaches, unified partners and chaperones must complete this form PRIOR to volunteering.

##### General Orientation (One time)

All volunteers must complete the General Orientation Training. After viewing the General Orientation video, volunteers must download, complete and submit the GO quiz to the State office (email quizzes to: soadmin@sohawaii.org).

##### Protective Behaviors (Every 3 years)

All volunteers must complete the Protective Behaviors Training, which is maintained by SOI. Automated completion notices will be sent directly to the State Office.

### Concussion Training (Every 3 years)

All Coaches (Head Coaches AND Assistant Coaches) and HoDs must complete the Concussion Training via the NFHS (National Federation of High Schools) website. Upon completion of the course, you and the State Office will receive a completion email. Keep copies/proof of all certifications.

### Unified Sports Training (One time)

All Head Coaches of Unified Teams (Softball, Soccer, Basketball, and Flag Football) or HEAD coaches of sports in which a delegation has Unified teams (Track & Field, Bocce, Bowling) must complete the Unified Sports Training via the NFHS (National Federation of High Schools). Upon completion of the course, you and the State Office will receive a completion email. Keep copies/proof of all certifications.

\*Links to all Trainings can be found on our website at <http://sohawaii.org/get-involved/coaches/>.

All forms and certificates should be e-mailed to [soadmin@sohawaii.org](mailto:soadmin@sohawaii.org).

## **Section #2: Coaches Certification Information**

### Team Sports (Softball, Soccer, Basketball, and Flag Football)

Each **TEAM** is required to have a Certified Head Coach in that sport. Delegations that have multiple teams in a sport are required to have a Certified Head Coach for each team.

### Individual Sports (Powerlifting, Swimming, Track and Field, Bocce, and Bowling)

Each **DELEGATION** is required to have a Certified Head Coach in each individual sport.

\* Exemptions will only be provided in extreme circumstances and are at the discretion of the SOHI Sports Director.

### Unified Sports Head Coach

Each delegation (including both adult and school programs) competing in Unified Sports events must have a Head Coach that has completed the Unified Sports Course.

### Certification Validity

Coaches' certifications are valid for three years.

Example: Certifications from a 2019 Coaches Clinic are valid for the 2019, 2020 and 2021 seasons for that specific sport.

### Age Requirements

Head Coaches must be 18 years of age or older.

Assistant Coaches must be 16 years of age or older.

\* Volunteers ages 12-15 may be considered training assistants or unified partners.

\*Please note that while a person can coach at age 16, they cannot serve as a chaperone until age 18.

To download Sports Specific Coaching Guides and Rules, Quick Start Guides, and General Coaching Guides, please visit: <http://sohawaii.org/resources/>

## **Section #3: Becoming a Certified Coach**

To ensure quality sports training for all Athletes, a Certified Head Coach is required for every team participating in team sports (Softball, Soccer, Basketball, and Flag Football). For Individual Sports (Powerlifting, Swimming, Track and Field, Bocce, and Bowling) each Delegation is required to have a Certified Head Coach.

### **Step #1: Complete Class A Requirements**

See Section #1

### **Step #2: Coaches Clinic**

All aspiring Certified Coaches must attend the Basic Sport Specific Coaches Clinic. These 1 day Clinics are held prior to the start of the season and include information on training, skills and drills, practice techniques, and rules of competition.

### **Step #3: Concussion Training**

The goal of this course is the recognition, response and prevention of concussions. This course is required for all Coaches, Head of Delegations and Staff. This training must be completed every three years via the NFHS (National Federation of High Schools) website at <http://nfhslearn.com/courses/61037>. Upon completion of the course, you and the State Office will receive a completion email. Keep copies/proof of all certifications.

### **Step #4: Unified Sports Training**

The goal of this course is to provide critical information on the Special Olympics Unified Sports Program. This course is required for ALL HEAD Coaches of Unified Teams (Softball, Soccer, Basketball, Flag Football) or HEAD coaches of sports in which your delegation has Unified teams (Track & Field, Bocce, Bowling). Assistant Coaches and Unified participants are also encouraged to take this course. This is a one-time only training via the NFHS (National Federation of High Schools) website at: [www.nfhslearn.com/courses/36000](http://www.nfhslearn.com/courses/36000). Upon completion of the course, you and the State Office will receive a completion email. Keep copies/proof of all certifications.

### **Step #5: Application for Certification**

Step #5 no longer needs to be complete. Once you have completed all of your online trainings and have attended a coaches clinic you will be a Certified Coach in that sport.

## **Section #4: Maintaining Certifications**

Certifications are valid for 3 years. Attendance/Completion of one of the following course(s) or clinic(s) will extend all current certifications for 3 years:

- Basic Sports Specific Coaches Clinic (Any sport)
- Advanced Sports Specific Coaches Clinic (Any sport)
- Principles of Coaching Course
- Coaching Special Olympics Athletes Course
- Online Unified Sports Course (can only be used once)
- Online Concussion Training (can only be used once)
- Approved non SOHI coaches training/course
- Approved First Aid/CPR course (can only be used once)

## **Section #5: SOHI Coaches Education Certification Table**

Coaches are classified in each sport as determined by their level of Coaches Education and Certification:

<b>Certification Level</b>	<b>Duration of Certification</b>	<b>Certification Requirements</b>	<b>Alternate requirements</b>
Coach (Non-Certified)	N/A	<ol style="list-style-type: none"> <li>1. Attains Class "A" volunteer status</li> <li>2. Actively coaching within Area and Delegation standards</li> <li>3. Completes Concussion Training</li> </ol>	None
Certified Coach (by sport)	3 years	<ol style="list-style-type: none"> <li>1. Completes all Coach requirements listed above</li> <li>2. Attendance at a Basic Sport Specific Coaches Clinic</li> <li>3. 10 Practicum hours and submission of Application for Certification (First course only)</li> </ol>	<ol style="list-style-type: none"> <li>1. Completes all Coach requirements listed above</li> <li>2. Other approved Sport Assoc. certification*</li> <li>3. 5+ years of coaching at advanced levels*</li> </ol> <p>*At discretion of SOHI Sports Dept.</p>
Certified Head Coach (by sport)	3 years	<ol style="list-style-type: none"> <li>1. Completes all Certified Coaches requirements listed above</li> <li>2. Identified as Head Coach by their Head of Delegation</li> </ol>	None
Certified Unified Head Coach (by sport)	3 years	<ol style="list-style-type: none"> <li>1. Completes all Certified Head Coaches requirements listed above</li> <li>2. Completes Unified Sports Course</li> </ol>	None
Maintain Certification	3 years	<p>Attendance at any of the following:</p> <ul style="list-style-type: none"> <li>▪ Basic Sports Specific Coaches Clinic</li> <li>▪ Advanced Sports Specific Coaches Clinic</li> <li>▪ Principles of Coaching Course</li> <li>▪ Unified Sports Course</li> <li>▪ Concussion Training Course (cannot be used for 2 consecutive re-certifications)</li> <li>▪ Approved non SOHI coaches training/course</li> <li>▪ Approved First Aid/CPR course (cannot be used for 2 consecutive re-certifications)</li> </ul>	Other sports related educational courses accepted, pending approval by the Sports Director.

## **Section #6: Athlete Coaches**

An athlete may become a coach in one or more sports within Special Olympics. To become a coach there are certain requirements that an athlete and their delegation must fulfill.

1. The athlete must have a good knowledge base of the sport they wish to coach. Usually, their experience will have come from playing this sport on a Special Olympics team.
2. The athlete must have the ability to communicate with other coaches and athletes.
3. Once an athlete has expressed the desire to coach, the Head of Delegation and Head Coach for that sport must explain the process to the athlete and determine if the athlete is suitable to serve as a coach. The HoD and Head Coach must consider:
  - a. Athletes knowledge of the game
  - b. Athletes age and maturity
  - c. Athletes responsibility level and temperament
  - d. Athletes ability to work with current teammates and coaching staff and serve as a role model
  - e. Athletes ability to speak and/or communicate to other athletes and coaching staff
  - f. Athletes independence level
4. The Head of Delegation may approve a request from an athlete AFTER speaking to all people involved.
  - a. Coaching staff: they must understand that athletes are Assistant Coaches and must have a mentor coach in order to proceed
    - a. Mentor Coach
      1. Be willing to attend the coaches clinic with athlete
      2. Be willing to supervise athlete at ALL practices and competitions
      3. Be willing to “teach” the athlete the skills to become a good coach
    - b. Guardians, if applicable
    - c. Athletes on the team IF the Head Coach feels this may be an issue
    - d. Once approved at the delegation level, get Area Director approval, then approval from SOHI
5. Athlete and mentor coach must attend a coach’s clinic in the sport the athlete will be coaching. They must fulfill all requirements associated with becoming a certified coach.
6. Once certified, athlete coaches can become an active member of their teams coaching staff with the exception that athlete coaches cannot chaperone other athletes or unified partners.
  - a. On rare occasions, if an athlete shows the ability to be able to supervise other athletes, SOHI may approve of the athlete coach to serve as a chaperone.
  - b. When traveling to competitions the athlete coach will not be counted in the 4-1 coach ratio if they are not an approved chaperone.

An athlete may become a Head Coach within a sport, but must meet the following criteria:

1. Request needs to be submitted from the delegation to their Area Director for approval, who will then send to the Sports Director for approval.
2. The delegation must consider the following before supporting the request:
  - a. Does the athlete have enough experience as a coach? SOHI recommends serving a minimum of 3 years as an assistant coach.
  - b. Do they fully understand the rules of the sport and SOHI requirements?
  - c. Do they have the ability to handle aggressive/bad behaviors of athletes?
  - d. Do they have the ability to handle unusual situations that may occur?
  - e. Do they have the ability to be the decision maker at and after practices for athletes such as

1. Transportation issues
  2. Medical issues, especially emergency procedures
  3. Parent issues
  4. Supervision of a large group of individuals
3. An assistant coach must always attend practices and competitions as a support staff for the athlete head coach. This assistant coach must have knowledge of the sport they are assisting with.

## **Section #7: Frequently Asked Questions**

**Q.** Why has this program been implemented?

**A.** To ensure that athletes are getting quality coaching, to recognize coaches for their dedication, and to create an identifiable standard of coaching within Special Olympics Hawaii (SOHI).

**Q.** Do all coaches have to be certified?

**A.** No. All Head Coaches must be certified. Assistant coaches do not have to be certified, but it is recommended because at least one certified coach must be present at all official competitions in order for a team to participate. For team sports (Softball, Soccer, and Basketball) each team attending a State Games is required to have a Certified Head Coach in that sport. For Individual Sports (Powerlifting, Swimming, Track and Field, Bocce, and Bowling) each Delegation is required to have a Certified Head Coach in that sport. Each relay, Bocce, or Bowling team does not need a certified Head Coach, just one per delegation.

**Q.** If I am certified in one sport, does that cover me for all sports?

**A.** No. Levels of certification are sport-specific and are based on the courses or clinics attended. See the Coaches Education and Certification Table for more information.

**Q.** How long does a certification last?

**A.** Your certification is valid for 3 years. Example: Certifications from a 2019 Coaches Clinic is valid for the 2019, 2020 and 2021 seasons for that sport.

**Q.** If I attend a Coaches clinic or course, does that mean I'm certified?

**A.** No. If this is your first time attending a coach's clinic or course, you must still complete the 10 hour Practicum coaching athletes, and submit your Application for Certification form to the SOHI state office in order to become certified. Coaches must also have met Class A Volunteer requirements and the Concussion Training to become a certified coach.

**Q.** Do I have to do the 10 hour Practicum and submit the Application for Certification for every sport?

**A.** No. The Practicum and Application only need to be completed for your first sport certification. Attendance at subsequent clinics will automatically certify a coach for that sport, as well as extend all current certifications.

**Q.** What is a Practicum?

**A.** A Practicum is 10 hours of coaching Special Olympics athletes following the sport-specific coaches' clinic. Practicum hours must be documented on the Application for Certification.

**Q.** Do previous hours of coaching experience count toward my practicum requirement?

**A.** No. Practicum hours must take place **after** the coaches' clinic has been attended.

**Q.** Who has to complete the new concussion training?

**A.** Concussion training is a mandatory on-line course for ALL Special Olympics coaches.

**Q.** How often do I have to complete the concussion training?

**A.** Training must be completed every 3 years.

**Q.** Who has to complete the Unified Sports training?

**A.** The Unified Sports training is mandatory for all Head Coaches of Unified Teams (adult and school programs). This includes any sport where your delegation has Unified teams (including relays, Bocce and Bowling teams, etc.).

**Q.** Do I have to attend a sport-specific coach's course to re-certify in a particular sport?

**A.** No. Re-certification guidelines are much broader. You can re-new your certification by attending any clinic or course, or by attending some sort of other sports-related educational course. Guidelines for re-certification are available on the Coaches Education page (SOHI mandates that you get prior approval from the Sports Director).

**Q.** What if I can't come to the clinic the day it is offered to get or renew my certification?

**A.** One year "grace periods" are allowed in rare circumstances based on the discretion of the Sports Director. An official request must be submitted, with a valid reason. Delegations will only receive one exemption.

**Q.** What if my certified coach has an emergency and is unable to attend the State Games?

**A.** Another certified coach can attend as a substitute, however; the substitute coach must be an active, certified coach.

**Q.** How can I find out what certifications my coaches have?

**A.** The list of certified coaches is located on the SOHI website at <http://sohawaii.org/get-involved/coaches/>. Information about certifications can also be obtained by contacting your Area Director or by emailing [sohiadmin@sohawaii.org](mailto:sohiadmin@sohawaii.org). It is the delegation's responsibility to make sure their coaches have met the certification requirements prior to the start of a season.

**Q.** Can an Athlete become a Certified Coach?

**A.** Yes, please see Section #6 for information.