



Special Olympics *Washington*

Fall Sports 2008 Check List for a Successful Season

- 1. Review all material in this packet thoroughly!
- 2. Secure training facilities and establish training schedule.
- 3. Complete pre-season registration, transportation form, and check request form and submit them to the region office by **September 29, 2008**.
- 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 **September 29, 2008** if you have not already been certified. Each team competing at the Region or State level must have a certified head coach.
- 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.** You must submit to the region office a current Application for Participation form for all your athletes by **October 14, 2008**. Athletes without current Application for Participation forms on file by **October 14, 2008** will be ineligible to participate in the region tournament.

- 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 or after **October 14, 2008** will disqualify the athlete or partner from participating in Special Olympics events.
 - Use the *Athletes & Volunteers Expiration Reports* or email Marisue Harves at mharves@sowa.org 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 **October 14, 2008**.

- 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 **October 14, 2008**.
 - **You must request copies of Application for Participation and partner release forms from the region office prior to October 11th. You need to have current Application for Participation forms for all athletes before they can participate at practice.**

- 16. Request approval for transportation to competitions from the region office. Must have a purchase order to rent vehicles. Fill out the transportation request form.

- 17. Enjoy the season, and be sure to contact the Sports & Training Manager whenever you have questions. Phone (509) 736-3120 or 800-442-2508. Email: jives@sowa.org Cell phone: 509-460-1371.