

## REGISTERED TRAINING PROGRAMS

Proper training is fundamental to Special Olympics. To help ensure proper structure and oversight of training, Special Olympics Florida recognizes only Registered Training Programs as official Special Olympics training programs. Each local Registered Training Program must be registered with Special Olympics Florida (see “Registered Training Program Form”).

### **What is a Registered Training Program?**

**A local Registered Training Program is defined as any individual Special Olympics athlete or group of athletes and coaches taking part in sports training leading to participation in Special Olympics competition.** Registered Training Programs may include School-based programs, Parks & Recreation Agencies, Group Homes, Residential Facilities, or Independent Training Programs.

### **Successful Local Training Programs have the following traits:**

- They are part of the communication network of the county Special Olympics program, receiving all mailings and announcements from this county program, responding to all county deadlines, and establishing a communication system with athletes and their families or caregivers to keep them informed.
- They clearly communicate exact training times and locations to athletes and/or their families or caregivers and volunteers.
- They notify all volunteers involved with the training of athletes to attend coach’s certification training schools and complete the requirements for coach’s certification, including General Orientation.
- They ensure that all volunteers working with the training program have been properly registered as Class A volunteers.
- They obtain copies of all relevant sports rules (SOI and National Governing Body) for a sport (available at [www.specialolympicsflorida.org](http://www.specialolympicsflorida.org))
- They ensure that each participating athlete has had the required physical examination and has obtained the proper release forms prior to beginning participation in any training program.
- They work to identify potential new eligible athletes to join their training program.
- They work to ensure that safe, regulation sports facilities and equipment are available for the training of athletes.
- They ensure that coaches attend all local coaches meetings, and other relevant meetings needed to keep informed.
- They work to provide proper competitive sports uniforms for all athletes.
- They provide the minimum of 10 hours of sports training sessions within the two months prior to the first level competition.
- They ensure sufficient local competition opportunities for each athlete through competition with other Registered Training Programs, or in community based sports or recreation programs.
- They ensure that the maximum number of athletes have the opportunity to compete at all Area competitions.
- They arrange for certified coaches to attend Area, Sectional and State level competitions.

### **Steps for creating a local training program:**

- Make sure the training program is added to the county mailing list in order to receive information on the County Program and events taking place.
- Provide the training program with a Rules Book, Sports Information Guide, and any other pertinent information that is needed to get started.

- Attend all coaches meetings, a Special Olympics General Orientation Session and any coaches Training Schools for the sports that your county or area program will offer.
- Identify potential Special Olympics athletes, if you don't already have them, as well as facilities and equipment for sports training. Be sure that your athletes meet the eligibility requirements of Special Olympics.
- Ensure that each athlete is properly registered with Special Olympics Florida prior to beginning training. This includes a medical examination and all relevant permission forms.
- Ensure that all volunteers working with the athletes in your program are properly registered as volunteers with Special Olympics Florida.
- Provide sports training to your athletes, meeting the minimum requirement of 10 hours in the two months prior to competition.
- All competitions have entry deadlines. Be aware of these deadlines and the forms that must be submitted by the deadlines.
- Ensure that sufficient volunteers are available to provide athlete supervision during sanctioned events.

### **What form(s) must be submitted in order to be a Registered Training Program and when?**

All new Registered Training Programs are to submit the “Registered Training Program Form” to their County Coordinator prior to beginning any training, which typically begins at least eight (8) weeks prior to their first County Games in which their athletes will be participating in said sport.

The Registered Training Program needs to update the information on this form if: **(a)** the program adds sports not included on the original form or deletes sports, **(b)** the contact person changes, **(c)** site address(es) change(s). Each Registered Training Program will receive a Sports Information Guide (**SIG**) or update pages annually from Special Olympics Florida. County Programs should turn in all updated and new Training Program Registration Forms to the Special Olympics Florida Sports & Training Department as they receive them.

Each local Registered Training Program head coach should make and keep a copy of any/all Registered Training Program Forms prior to submitting them to the County Coordinator. All County Coordinators should make and retain copies prior to submitting them to the State Office.

These forms are used for monitoring sport and local training program growth, for State Accreditation purposes, and to help ensure greater oversight of the athlete training process.

### **What about individual/independent athletes?**

Individual/independent athletes count as Registered Training Programs too, even if it is only one athlete. They must submit a Registered Training Program Form and should follow all of the steps outlined above, just like any other registered Training Program.

### **Extending Training Opportunities Beyond Official Sport Seasons:**

It is consistent with Special Olympics’ philosophy of providing year-round sports training and competition opportunities to athletes of all ages and abilities to recognize that some athletes may wish to train in a sport or sports for periods extending beyond the standard, designated sport season (eight weeks prior to county level competition).

### **However, it is important to consider and understand the following issues before offering prolonged training in a sport:**

- Registered Training Programs/County Programs must be prepared for the additional financial obligations that extended training opportunities may place upon the local Registered Training Program/County Program. Per the Special Olympics Incorporated General Rules, Section 7.02, “No Accredited Program or GOC may require Special Olympics athletes or their families to pay or

promise to pay any type of admission, registration, training, participation, or competition fee, or any other fee or charge of any type as a condition for admission to any Special Olympics event or activity [competition], or as a fee for the athletes' participation in any Special Olympics or competition.”

However, note that participation is free to the *athlete*, but not necessarily free to the Special Olympics *program*. Therefore, it is the prerogative of the individual Program to determine if prolonged training in a sport is both warranted and able to be financially supported by the Program without adverse affect to other registered training programs.

While some athletes and/or their families or caregivers may choose to provide for private training or lessons in the off-season, if they are, at that point they are not participating in Special Olympics.

- Extended training also brings increased liability to the organization. The Special Olympics Corporate Insurance Policy only applies to “Covered Events.” A **covered event** is defined as “any scheduled activity authorized, organized, and supervised by Special Olympics. With respect to competition activities, this includes pre-competition activities and practice sessions.”

**Therefore, in order for an extended season training to be a covered event, it must be sanctioned by Special Olympics Florida. A sanctioned event is:** scheduled, conducted by an approved Registered Training Program, free of charge to the athlete and/or their family, properly staffed and abiding by all relevant Special Olympics polices and procedures.

- All of the same policies, procedures and best practices that apply to training held during the official, designated Special Olympics Florida sport seasons apply to extended training opportunities.
- Per the item above, the local Registered Training Program must be prepared to provide the requisite amount of volunteer supervision as would be required during official sport season trainings.

#### **Best Practices:**

- Clearly communicate exact training times (e.g., 1:00 – 3:00pm) and locations to athletes and/or their families or care givers and volunteers. This is particularly important for athletes who participate in ongoing leagues (e.g., bowling, basketball), where during the official Special Olympics Florida sports season they participate in Special Olympics training. It is important that athletes and/or their families or care givers understand when participation is under the auspices of Special Olympics and when it is not.
- Ensure that all athletes and/or their families or care givers understand that Special Olympics is not responsible for their (or their athletes’) supervision prior to or after the communicated training time. Athletes that choose to arrive early or stay late at training venues are not under Special Olympics’ purview and must provide for their own supervision/care.



# REGISTERED TRAINING PROGRAM FORM\*

VERSION 7-07

## PART I – TRAINING PROGRAM BASIC INFORMATION

County: \_\_\_\_\_

Training Program Name: \_\_\_\_\_

Training Venue Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
(Primary)

**Training Program Category** (please check one):

- School**     
  **ARC**     
  **Parks & Rec. Agency**     
  **Residential Facility**  
 **Independent Training Program**   
  **Group Home/Apartment**   
  **Other**

Does this Venue Require “Additional Insured” status from Special Olympics Florida?     Yes       No

## PART II – HEAD COACH INFORMATION

Head Coach Name: \_\_\_\_\_

Head Coach Address: \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Home) (Work) (Cell)

**Certified Coach**

**Certified Coach:** Received General Orientation, Protective Behavior & Sports Specific Training, Submitted Application for Certification, Received Verification from Special Olympics Florida

**Registered Class A Volunteer**

**Registered Volunteer:** Has completed Class A Volunteer Registration form and has received acceptance letter from the State Office.

**\*This form must be completed and signed for training program to be legally registered for insurance purposes.**

Please note that this Training Program Registration Form **does not** replace any other registration form (individual/coaches/volunteer, team roster or 2/4 person/relay form) that is required for participation by Special Olympics Florida. All Athletes must be properly registered with Special Olympics Florida prior to beginning training for any sport.

## PART III – SPORTS OFFERED

Place a check mark in the appropriate box/boxes for sports offered and list training dates (either specific or start/end dates):

Example: “ **AQUATICS: June 2 – September 29, each Saturday.**”

Extended season example: “ **AQUATICS: June 2 – September 29, each Saturday. Extended season: February 10 – April 14, each Wednesday.**”

SPORT	DATES	SPORT	DATES
<input type="checkbox"/> <b>AQUATICS</b>		<input type="checkbox"/> <b>MATP</b>	
<input type="checkbox"/> <b>ATHLETICS</b>		<input type="checkbox"/> <b>POWER LIFTING</b>	

<input type="checkbox"/> BASKETBALL		<input type="checkbox"/> ROLLER SKATING	
<input type="checkbox"/> BOCCE		<input type="checkbox"/> SAILING	
<input type="checkbox"/> BOWLING		<input type="checkbox"/> SHUFFLEBOARD	
<input type="checkbox"/> CYCLING		<input type="checkbox"/> SOCCER	
<input type="checkbox"/> EQUESTRIAN		<input type="checkbox"/> SOFTBALL	
<input type="checkbox"/> FIGURE SKATING		<input type="checkbox"/> SPEED ICE SKATING	
<input type="checkbox"/> GOLF		<input type="checkbox"/> TENNIS	
<input type="checkbox"/> GYMNASTICS		<input type="checkbox"/> VOLLEYBALL	
<input type="checkbox"/> HORSESHOE PITCHING			

**PART IV - ASSISTANT COACHES INFORMATION**

Asst Coach: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Sport: \_\_\_\_\_

Certified Coach? Yes \_\_\_\_\_ No \_\_\_\_\_ Current registered Class A Volunteer? Yes \_\_\_\_\_ No \_\_\_\_\_

Asst Coach: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Sport: \_\_\_\_\_

Certified Coach? Yes \_\_\_\_\_ No \_\_\_\_\_ Current registered Class A Volunteer? Yes \_\_\_\_\_ No \_\_\_\_\_

Asst Coach: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Sport: \_\_\_\_\_

Certified Coach? Yes \_\_\_\_\_ No \_\_\_\_\_ Current registered Class A Volunteer? Yes \_\_\_\_\_ No \_\_\_\_\_

Asst Coach: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Sport: \_\_\_\_\_

Certified Coach? Yes \_\_\_\_\_ No \_\_\_\_\_ Current registered Class A Volunteer? Yes \_\_\_\_\_ No \_\_\_\_\_

Asst Coach: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Sport: \_\_\_\_\_

Certified Coach? Yes \_\_\_\_\_ No \_\_\_\_\_ Current registered Class A Volunteer? Yes \_\_\_\_\_ No \_\_\_\_\_

**I assume the responsibility to uphold the philosophy, principles, and policies of Special Olympics Inc. and Special Olympics Florida for the benefit of Special Olympics athletes.**

**Head Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**County Coordinator Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Return form(s) to: Special Olympics Florida, 1105 Citrus Tower Blvd., Clermont, FL 34711, ATTN: Sports and Training Department or via fax to (352) 243-9568, ATTN: Sports and Training Department*