

***COACHES  
HANDBOOK  
FOR STATE-LEVEL  
COMPETITIONS***

***Special  
Olympics  
Louisiana***



***Revised 5/1/2017***

**SPECIAL OLYMPICS LOUISIANA**  
**COACH/VOLUNTEER DELEGATE RESPONSIBILITIES**

Revised: March 12, 2015

Coach/volunteer delegate's responsibilities apply to training, competition, and any other Special Olympics activities at the local, parish, area, state, regional, national, and world levels. All of the following items apply to coaches. A volunteer delegate is any person who accompanies an athlete. The items numbered 9 through 22 apply to volunteer delegates. Area and local programs may have additional responsibilities which can be obtained from your Area or Parish Director.

**Coach Knowledge/Training**

1. Coaches should be thoroughly familiar with these coaches responsibilities and all information in your Coaches Information Guide and Coaches Handbook for each state event.
2. Coaches must be officially certified by SOLA to attend a State event in the capacity of coach. Coaches should refer to the certification guidelines and the coach to athlete ratio within these guidelines
3. Coaches shall be knowledgeable of all existing Special Olympics and International Governing Body competition rules and regulations and prepare their athletes prior to competition in accordance with those rules.

**Athlete Eligibility**

4. Coaches must bring a copy of each athlete's medical form to any training, local, parish, area, state event or other Special Olympics activities.
5. Coaches must verify athletes are 8 years of age or older.
6. Coaches/volunteer delegates must ensure that each athlete is pre-registered, and that athletes are not allowed to participate under another athlete's name.

**Sportsmanship/Sports Rules**

7. Coaches shall ensure that athletes compete in events within their sport which challenge their potential and are appropriate to their ability.
8. Coaches shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and/or finals or he/she shall be prohibited from coaching by the sports specific rules committee at the competition.
9. Team Coaches shall ensure that athletes of all ability levels on a team participate in every

game-

10. One coach per sport, school, group home, agency, etc., should attend all scheduled coaches meetings, while providing ample supervision of athletes

### Safety/Supervision

11. Coaches/volunteer delegates should provide for the general welfare, safety, health, and well-being of each Special Olympics athlete in his/her charge, above all else.
12. Coaches/volunteer delegates are responsible for the conduct of their athletes.
13. SOLA does not permit any swimming activities on the local, parish, area or state level at local hotels or facilities, other than Aquatics competition and training organized under the SOI Aquatics safety guidelines. This means any Special Olympics athlete, Unified Partner, or coach/volunteer delegate attending an event, function, or training **should not be in a pool.**
14. When in a self-contained environment, such as a college campus, athletes/coaches/volunteer delegates/unified partners should not leave the campus during the Games. When the Games are over you should check out with the Area Director or designee. When in a non-campus environment, travel to and from the event and hotels should be kept to a minimum.
15. Coaches/volunteer delegates cannot be under the influence or consume alcoholic beverages or illegal drugs during the time athletes are in their charge until the athlete is returned home. Coaches, Special Olympics athletes, and volunteer delegates supervising or staying with athletes during an activity or event must abide by this rule.
16. It is the policy of Special Olympics Louisiana, Inc. to comply with all applicable state and federal laws prohibiting harassment on the basis of race, color, sex, religion, national origin, age, handicap, citizenship, or veteran status. Special Olympics Louisiana, Inc. will not tolerate sexual harassment. Special Olympics Louisiana, Inc. will not tolerate any sexually related conduct that creates an intimidating, hostile, or offensive environment for the athletes, coaches, families, and/or volunteers

### Responsibilities to Athletes

17. Coaches/volunteer delegates must provide the following specific services to each Special Olympics athlete in their charge:
  - A. Continuous supervision 24-hours a day, which must continue until athletes are placed in the charge of parents/guardians or appropriate persons.
  - B. Assist the athletes in accounting for luggage and personal items.
  - C. Assist in providing transportation of athletes when necessary.
  - D. Assure that badges are worn at all times, and conduct periodic checks to see that

athletes are wearing the appropriate badge.

- E. Assist the athletes in taking full advantage of clinics and other events.
  - F. Assist the athlete in being assembled at the proper time and place for special events.
  - G. Assist the athlete in reporting to competition areas at proper times and at the site while athletes are participating.
  - H. Assist the athlete in moving to and from housing.
  - I. Assist the athlete in maximizing the benefits available through participation.
  - J. Review the athlete's medical form and ensure that prescribed medications are taken at proper times.
  - K. Assist the athlete in receiving and keeping track of souvenirs.
18. One coach per sport, school, group home, agency, etc., should attend all scheduled coaches meetings, while providing ample supervision of athletes. For the purpose of this sub-part, ample supervision shall be a minimum of one (1) coach or other responsible adult for each five (5) athletes. Other coaches are welcome to attend the meeting, but the supervision ratio must be maintained. If supervision cannot be maintained, the coach/coaches should inform the Area Director so arrangements can be made with a coach who is attending to share the information upon his/her return from the meeting.
19. Coaches/volunteer delegates should not allow athletes to return to dormitories/hotels or attend activities without proper supervision.

### **Coach Behavior Conduct**

20. Coaches/volunteer delegates should dress and act at all times in a manner which will be a credit to Special Olympics and its delegation.
21. Coaches/volunteer delegates should report all emergencies to appropriate authorities after taking immediate action to ensure the health and safety of participants. Be sure you have read the Procedures for Reporting Incidents and the Universal Precaution guidelines and that any incidents or potential incidents and emergencies are reported to the Special Olympics senior staff immediately.  
Coaches/volunteer delegates must not spend Special Olympics money on themselves or athletes or solicit money without prior consent of the Parish or Area program.
22. Coaches/volunteer delegates shall abide by the letter and spirit of the rules and be responsible for conducting his or herself in a sportsman-like and courteous manner at all times. Coaches/volunteer delegates who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, other coaches, volunteers,

- opponents, officials, and/or spectators, may be prohibited from coaching.
23. Failure to uphold these responsibilities, or violation of a rule, may result in immediate expulsion from the event, activity, or Special Olympics participation. Refer to the conduct review policy.
  24. While these enumerated responsibilities must be met, coaches/volunteer delegates must take any other steps necessary to assure the athlete safe and rewarding participation in the Special Olympics program.

**NOTE:** These responsibilities may be updated periodically as needed. Please check with your Area Director or the state office to see if you have the most current revision and for other information mentioned which may not appear in your Coaches Information Guide.

## **SPECIAL OLYMPICS LOUISIANA CODE OF CONDUCT**

The Code of Conduct is designed to assure that each participant abides by the philosophy of the mission of Special Olympics. Participant includes any athlete, coach, volunteer, staff or any other person involved in SOLA. In return for appropriate conduct, individuals will be treated with respect and openness. Athletes will also have access to self-improvement training opportunities and be placed in an environment appropriate to their level of competence. All participants of Special Olympics Louisiana are expected to conduct themselves according to the following Code of Conduct:

### **RESPECT FOR OTHERS**

- < Respect the rights, dignity and worth of all individuals involved in Special Olympics.
- < Treat everyone equally regardless of sex, race, ethnic origin, religion or ability.
- < Exhibit good sportsmanship at all times.
- < Serve as a positive role model for others.

### **ALL PARTICIPANTS SHALL ACT WITH DIGNITY AND TAKE RESPONSIBILITY FOR HIS/HER ACTIONS**

- < The participant's language, manner, punctuality, preparation and presentation will demonstrate the highest standards.
- < The participant shall display control, respect and dignity to all involved in Special Olympics.
- < The participant shall set a positive example through his/her actions and encourage others to exhibit the same qualities.
- < The participant shall not consume alcohol, tobacco, or illegal drugs while participating in Special Olympics Louisiana events.
- < The participant will not engage in any disruptive behavior that interferes with the rights of others or impedes the training or competition of athletes.
- < The participant not make inappropriate or unwanted physical, verbal, or sexual advances

on others.

- < All participants are expected to follow the guidelines and rules as established by Special Olympics Louisiana and Special Olympics, Inc.

## **AGREEMENT**

- < All participants are expected to obey this Code of Conduct.
- < This Code of Conduct is a general guide for the conduct of a participant and does not describe all types of good and bad behavior.
- < If a participant does not obey this Code of Conduct, the participant will be subject to disciplinary action as outlined in the Special Olympics Louisiana Participation Policy.
- < This Code of Conduct shall be applicable during any Special Olympics Louisiana event or training session.

**Revised and Approved: December 1, 2001**

## **SPECIAL OLYMPICS LOUISIANA** **CONDUCT REVIEW POLICY** **Revised: March 12, 2015**

The intent of this policy is not to exclude, but to include all individuals who are eligible for participation. Special Olympics does not exclude athletes, coaches, or volunteers solely due to inappropriate behavior. However, a person in higher authority (i.e. school agency, SOLA staff, coach, Area Director, Parish Director) can exclude an athlete, unified partner, coach, or volunteer from training and/or competition, or participation because of inappropriate behavior.

Prior to exclusion, if a person in higher authority feels they cannot provide adequate leadership and/or supervision of an athlete, unified partner, coach, or volunteer due to the inappropriate behavior of same athlete, coach, or volunteer:

**Step 1:** The person in higher authority shall discuss the behavior with the athlete, coach, or volunteer, and a plan shall be designed to improve the behavior. Person in higher authority shall begin written documentation of the inappropriate behavior and the action to be taken.

**Step 2:** The person in higher authority shall seek the assistance of other school personnel, parent, or guardian, or other parties involved. The documentation of the person in higher authority is shared with this group, and alternatives discussed (i.e. family might assume training and attend competitions to control athlete's behavior). This plan is outlined.

**Step 3:** Review by a Sportsmanship Committee.\* This committee shall be made up of individuals from the Board of Directors, program volunteers, and SOLA staff. This committee reviews the documentation, hears comments as requested, and rules on the exclusion. Discipline of an athlete, coach, or volunteer shall be determined by the severity of the inappropriate behavior. Recommendation of the Sportsmanship Committee shall be presented to the Executive Director for his action.

\* The Sportsmanship Committee varies from area to area, event to event, and is appointed by SOLA staff. The scope extends from local programs to World Games. The above steps shall not be necessary if the situation warrants immediate disciplinary action. Individuals have a right to an appeal. This appeal should be made in writing, within two weeks, to the Executive Director, who will then appoint an appeal committee. The Risk Management Committee will serve as the appeal committee.

## **ATHLETE RESPONSIBILITIES**

Revised: June 2015

1. The athlete must be at least 8 years of age on the first day of the competition.
2. The athlete must bring an adequate supply of prescribed medication labeled properly, if applicable.
3. The athlete should be able to perform the skills required to compete in their events without human assistance and must have been in an eight-week training program prior to competition.
4. The athlete should bring to the games any equipment and personal items necessary for competition.
5. Athletes shall abide by the letter and spirit of the rules and be responsible for conducting his or herself in a sportsmanlike manner at all times. Athletes who do not conduct themselves in this manner, or who are offensive by action or language toward other athletes, coaches, volunteers, opponents, officials, and/or spectators, may be disqualified from further participation.
6. Athletes who do not participate honestly and with maximum effort in all preliminary trials and/or finals shall be disqualified from all remaining events by the sports specific rules committee at the competition.
7. Registered athletes shall not take part in any form of sexual activity with another athlete at events, practices, or competitions.

## **SAFETY AND OTHER REGULATIONS**

The following activities will be strictly prohibited during the Special Olympics Louisiana events:

- Possession or use without a doctor's prescription of any narcotic, stimulant, depressant, or hallucinogenic drug.
- Possession or use of candles, lanterns, firearms, gasoline, or other dangerous materials.
- Possession or use of any electrical, cooking, or food or beverage preparation appliances.
- Gambling
- Possession or housing of any pets or animals.
- Swimming in the hotel pools.

### **GAMES RULES COMMITTEE**

The Sports Rules Committee for each event or sport is responsible for making all decisions at that site. Their decision is final.

If you wish to appeal a decision, you must complete the PROTEST FORM (located in this Coaches Handbook) and present it to the Competition Director who will present it to the Games Rules Committee no later than 30 minutes after the decision is made. If this procedure is not followed, the Rules Committee will not accept the Protest Form. The Rules Committee can be contacted by asking the Competition Director (or other person with radio communications) to contact the Games Rules Committee.

### **GENERAL STATEMENT OF COMPETITION**

The rules and regulations established by Special Olympics International and the NGB sport will be followed. Officials will be observing the athlete's performance levels. If athletes are not competing according to the rules and regulations, the athlete will be disqualified. Those athletes who are disqualified will receive a green participation ribbon.

**ATHLETES MAY COMPETE IN ONLY ONE SPORT. COACHES MAY COACH ONLY ONE SPORT PER STATE EVENT. COACHES MAY COACH ONLY ONE TEAM PER EVENT.**

### **AGE GROUPS**

The following age groups shall be used for all Special Olympics Team Competitions:

- Junior Level: 15 and under
- Senior Level: 16 and over
- Open Ages

### **RAIN PLAN**

In case of rain, please check with your venue director at the competition site or with your Area Director before assuming competition will be canceled. Competition will be completed if at all possible, and is the coach's responsibility to check with the Games Director regarding rescheduling of games.



## EMERGENCY PROCEDURES FOR VOLUNTEERS

### Dealing with the Crisis:

#### The key to dealing with a crisis and minimizing the effects are:

- o Prepare for the unexpected.
- o Take immediate action when the crisis occurs.
- o Communicate well with all identified individuals.
- o Deal with the situation in a calm and factual manner.

### In Case of an Emergency:

In case of an emergency, determine whether proper authorities have been notified (police, fire department, rescue squad). The first priority is to prevent further injury and give necessary treatment to individuals who are injured. Request first aid assistance. Ask someone to maintain crowd control. As soon as possible, report the emergency to Special Olympics officials at the Operations Center. (See attached "Procedures for Reporting Incidents".)

The following are recommended procedures in the event of an emergency:

#### I. Accident or Serious Injury:

- A. Report incident to the nearest medical personnel or call the Operations Center.
- B. If you are unable to locate medical personnel at the scene contact the Operations Center, via the nearest communications facility (phone or hand-held radio).
- C. Operations Center, when contacted, should:
  - 1. Dispatch appropriate necessary medical and security advising them of a **specific incident**.
  - 2. Notify the Crisis Communication Team Leader of the incident.
- D. The Crisis Communication Team would then meet and decide on appropriate response and release of any information.

#### II. Evacuation For Any Catastrophic Emergency

- A. Notify the Crisis Communication Team through the Operation Center phone number.
- B. The Crisis Team will then be advised to the extent of and time of any evacuation and will notify all those impacted using any or all of the following means:
  - 1. The radio communication networks by notifying all networks of the need to evacuate and advising them of the seriousness of the situation.
  - 2. Announcements made via the public address systems at all event venues.
  - 3. Using beepers to notify all Area Directors and others equipped with beepers.
  - 4. Notify and advise all coaches and their directors at their respective scheduled meetings.
- C. Operation Center will notify all appropriate Transportation Services required to effect the evacuation.
- D. Operation Center will notify Security and all other law enforcement agencies necessary to assist in the evacuation.
- E. If so advised, all evacuees will report to the evacuation site, which for this event, will be designated at that time. All participants will remain at the evacuation site until notified otherwise.

- F. The Operations Center will notify and the Security Committee will participate with

other local law enforcement agencies, as needed, to canvas all event sites and venues to insure that the evacuation has been completed.

### **III. Fire**

- A. Contact local Fire Department and commence any necessary evacuation. The Fire Department contact phone number for this event shall be the Operations Center.
- B. Contact Security at the Operations Center number .
- C. Contact the Operations Center at phone number listed in the front of the Handbook.
- D. Activate all necessary fire alarms.
- E. Follow the following fire safety tips:
  - 1. Evacuate everyone in an orderly fashion.
  - 2. Escape away from the direction of fire and smoke.
  - 3. Assist non-ambulatory persons.
  - 4. Once at safety location, account for all persons in your responsibility.
- F. The Operations Center will notify the Communication Crisis Team.
- G. The Crisis Team will meet and decide on an appropriate response to third parties and to the media.

### **IV. Serious Misbehavior or Criminal Activity on Behalf of an Athlete, i.e., Assault, Rape, Theft, Serious Vandalism, Etc.**

- A. Control the situation to the extent possible, and call security at the Operations Center phone number .
- B. The Operations Center shall:
  - 1. Contact the Medical Committee and other medical resources, if necessary.
  - 2. Alert Security, if they have not already been notified.
  - 3. Alert the Crisis Team.
  - 4. Notify the coach and Area Director of the athlete involved.
- D. The Crisis Team will coordinate with Security and local law enforcement concerning any investigations, and will make the appropriate response and release of information to the media and third parties.

### **V. Missing Athlete**

- A. Notify the Operations Center, giving them the name and/or description of the athlete, at phone number indicated in this handbook.
- B. Event Security shall:
  - 1. Organize the search for the missing athlete.
  - 2. Coordinate with outside law enforcement agencies, if necessary, to expand the search.
- C. The Operations Center will notify the Crisis Team if athlete is not found within 30 minutes.
- D. The Operations Center will also notify all event communication networks and then, if necessary, make the appropriate announcements through the public address systems at all local event venues.
- E. The Crisis Team will meet and decide on an appropriate release of any information to the news media.

**SPECIAL OLYMPICS LOUISIANA**  
**Procedures for Reporting Incidents**  
**at State, Area, or Local Events**

If a situation arises that may be of a delicate nature, the volunteer should report the incident immediately to his/her supervisor, and that individual should report to his/her supervisor until the chain of command reaches the State Staff Liaison or President/CEO. (Local programs should report all incidents to Parish Directors; Parish Directors should report all incidents to Area Directors; and Area programs should report all Local and Area incidents to the State Staff. Games volunteers report to chairpersons, who report to Directors, who report to State Staff. Coaches report to Area Directors, who report to State Staff.)

A written report, based on an interview with the athlete or volunteer involved, should be completed immediately by the volunteer reporting the incident. The volunteer should also be available for discussion regarding the incident, if necessary.

Any incident should be reported and documented, even if the interview results in negative findings.

If the incident is of a medical nature, the medical team should be contacted immediately. The medical team will complete the appropriate accident or incident forms and return these forms to the State Staff for future reference. The medical team will make the State, Area, or Local Staff aware of any incident that may result in complications during the event, or at a later date (ie., contagious diseases, insurance claims on broken bone, etc.).

The Special Olympics Louisiana Staff will notify SOLA legal counsel and/or university and law enforcement authorities, if and when it becomes apparent that a criminal activity may have occurred.

**SPECIAL OLYMPICS LOUISIANA**  
**Participation Policy**  
Revised: March 12, 2015

Special Olympics Louisiana (SOLA) has adopted the following policy regarding its ability to screen, limit, deny or otherwise control the persons that it allows to participate in SOLA activities. Participation in SOLA is a privilege and not a right. The participants must obey the rules and Codes of Conduct established by SOLA or may be denied the opportunity to participate in the SOLA program.

**PURPOSE:** The purpose of enacting this Participation Policy is to ensure the safety and welfare of SOLA athletes, unified partners, coaches, volunteers, staff and all others involved with SOLA. This purpose will be achieved by limiting, restricting, and/or banning participation in SOLA by those who fall within the terms of this policy.

**PARTICIPANT:** Participant includes any athlete, unified partners, coach, volunteer, staff or

any other person involved with SOLA.

**POLICY:** SOLA has determined that if the following actions have occurred, the Participant may be limited or banned from SOLA activities:

Any criminal conviction

Any pending criminal charge until such charge has been favorably resolved.

Use or sale of illegal drugs and/or firearms.

Any violation of the SOLA Code of Conduct.

Any other actions which may harm other participants or reflect negatively on SOLA.

Any known aggressive behavior towards others.

Any Participant who has been permanently banned from participation by another U.S. Special Olympics Program may not participate in any SOLA Activity.

All determinations regarding possible limitation, expulsion, restrictions, and/or banning from SOLA activities will be determined on a case by case basis by the President/CEO of SOLA and the Risk Management Committee. Once SOLA is made aware of a possible violation of the policy, SOLA may take any of the following actions:

- Verify the violation or charges with the proper state and/or local authorities;
- SOLA may conduct a background check of a Participant, including criminal, employment, credit or social/rehabilitation services; and
- Notify the Participant, parent(s) or guardian(s) and the Local Program Coordinator, as required of such action(s) being taken.

## **SPECIAL OLYMPICS LOUISIANA COACHES' CERTIFICATION STATEMENT**

Revised: March 12, 2015

### **DEFINITION**

Coach Any individual who works with an athlete on a regular basis in a structured sports training program or any individual who is called upon to "coach" athletes during a competition (i.e., assist in spotting athletes in gymnastics, powerlifting, warmup exercises, and other coaching duties).

Volunteer Any individual whose sole purpose is to sit with athletes  
Delegate during an event, drive the bus, take athletes to Olympic Town, get cokes, etc.

### **CERTIFICATION STATEMENT**

High-Risk 100% certification of coaches who attend state events in  
Events high-risk sports on a 1:4 ratio. Wheelchair events would have a 1:1 ratio double certification. Currently effective. Delegation volunteers can be allotted upon request within reason. High-risk sports include:

Aquatics	Gymnastics
Canoeing	Ice Skating
Cycling	Powerlifting

Equestrian	Sailing
Golf	Skiing (Nordic & Alpine)
	Wheelchair

Low-Risk Events 100% certification of coaches who attend state events in low-risk sports on a 1:5 ratio effective 1988. Volunteer Delegates will be allotted upon request within reason up to 7% of the total athlete allotment. Low-risk sports include:

Athletics	Croquet
Badminton	Horseshoes
Bocce	Roller Skating
Bowling	Table Tennis
	Tennis

Team Sports 100% certification for all team sports where both coaches must be certified.

Basketball	Softball
Football (Soccer)	Team Handball
Flag Football	Volleyball

**INTENT OF CERTIFICATION**

The intent of this certification statement is to ensure that all coaches who work with Special Olympics are certified but does not require sports certification of individuals who are not in a coaching capacity but whose presence is necessary for the ease of managing the delegation

**Special Olympics Louisiana  
Transportation Policy  
Revised: March 12, 2015**

SOLA employees and volunteers are encouraged to practice safe driving at all times while traveling on SOLA business. Seatbelts should be worn at all times and all applicable laws must be followed. Employees and volunteers should also refrain from talking and/or texting on cellular phones while operating motor vehicles, unless a hands-free device is used.

Employees and volunteers are encouraged to read the Louisiana Workers’ Compensation Corp.’s “Tips for Preventing Vehicle Accidents” and practice these guidelines. A copy of these guidelines can be obtained from LWCC’s website at [www.lwcc.com](http://www.lwcc.com) or from SOLA headquarters.

No SOLA funds shall be used to rent or procure 15-passenger single rear axle vans to transport SOLA employees, volunteers, or athletes due to the questionable safety history of such vehicles. SOLA also recommends that volunteers not utilize 15 passenger single rear axle vans to transport volunteers or athletes to SOLA events for this same reason.

**SOLA’s Policy – Re: Use of 15 Passenger Vans**  
Revised: March 12, 2015

The following is the policy which the Risk Management Committee of SOL recommends be adopted by the SOLA Board of Directors and disseminated to our programs in the most effective method possible.

WHEREAS Special Olympics' U.S. Risk Management and Insurance Task Force has issued a recommendation strongly urging all U.S. Programs to discontinue use of 15-passenger vans for the transportation of athletes, volunteers and staff;

AND WHEREAS Special Olympics Louisiana, Inc.'s greatest concern is for the safety of its athletes, volunteers and staff;

AND WHEREAS Special Olympics Louisiana, Inc. recognizes that it cannot mandate the type of vehicles used by other organizations to avoid or minimize use of these vans;

BE IT RESOLVED that Special Olympics Louisiana, Inc. adopts the following policy regarding the use of 15 passenger vans in connection with its activities:

**Special Olympics Louisiana, Inc. and its employees shall immediately discontinue use of 15 passenger vans with a single rear axle for transportation of athletes, volunteers and staff.**

**Special Olympics Louisiana, Inc. strongly urges its area programs and other participating organizations to immediately discontinue use of 15 passenger vans with a single rear axle for transportation of athletes, volunteers and staff. Failure of area programs and other organizations to comply with this policy may result in sanctions, including, but not limited to, disqualification of the athletes, volunteers and/or staff so transported from participating in events sponsored by Special Olympics Louisiana, Inc.**

**These policies exclude the use of 15 passenger vans driven by specially trained drivers to transport equipment.**

**LOUISIANA SPECIAL OLYMPICS**  
**UNIFIED PARTNER RESPONSIBILITIES**

Revised: March 12, 2015

Unified Partner responsibilities apply to training, competition, and any other Special Olympics activities at the local, parish, area, state, regional, national, and world levels. Area and local programs may have additional responsibilities which can be obtained from your Area or Parish Director.

1. Unified Partners should be thoroughly familiar with these Unified Partner responsibilities and all information in your Unified Sports® Guide.
2. Unified Partners should provide for the general welfare, safety, health, and well-being of each Special Olympics Athlete in his/her charge, above all else.
3. Unified Partners must provide the following specific services to each Special Olympics Athlete in their charge:
  - A. Continuous supervision 24-hours a day, to continue until athletes are placed in the charge of parents/guardians or appropriate persons.
  - B. Assist the athlete in accounting for luggage and personal items.
  - C. Assist in providing transportation of athletes when necessary.

- D. Assure that badges are worn at all times, and conduct periodic checks to see if athletes are wearing the appropriate badge.
  - E. Assist the athletes in taking full advantage of clinics and other events.
  - F. Assist the athlete in being assembled at the proper time and place for special events.
  - G. Assist the athlete in reporting to competition areas at proper times.
  - H. Assist the athlete in moving to and from housing.
  - I. Assist the athlete in maximizing the benefits available through participation.
  - J. Review the athlete's medical and ensure that prescribed medications are taken at proper times.
  - K. Assist the athlete in receiving and keeping track of souvenirs.
4. Unified Partners should dress and act at all times in a manner which will be a credit to Special Olympics and its delegation.
  5. Unified Partners should report all emergencies to appropriate authorities after taking immediate action to ensure the health and safety of participants. Be sure you have read the Procedures for Reporting Incidents and the Universal Precaution guidelines.
  6. Unified Partners must not spend Special Olympics money on themselves or athletes without prior consent of the Parish or Area program.
  7. SOLA does not permit any swimming activities on the local, parish, area or state level, at local hotels or facilities, other than Aquatics competition and training organized under the SOI Aquatics safety guidelines. This means any Special Olympian, Unified Partner or volunteer delegate attending an event, function or training **should not be in a pool**.
  8. Unified Partners should not allow athletes to return to dormitories/hotels or attend activities without proper supervision.
  9. When in a self-contained environment, such as a college campus, Unified Partners/athletes/coaches/volunteer delegates should not leave the campus during the Games. When the Games are over you should check out with the Area Director or designee. When in a non-campus environment, travel to and from the event and hotel should be kept to a minimum.
  10. Unified Partners shall abide by the letter and spirit of the rules and be responsible for conducting his or herself in a sportsmanlike and courteous manner at all times. Unified Partners who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, coaches, other partners, volunteers, opponents, officials, and/or spectators, may be prohibited from participating.

11. Unified Partners shall be knowledgeable of all existing Special Olympics and International Governing Body competition rules and regulations and prepare their athletes prior to competition in accordance with those rules.
12. Unified Partners shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and/or finals or he/she shall be prohibited from participating by the sports specific rules committee at the competition.
13. Unified Partners should not be on-the-field coaches and should never dominate play.
14. Unified Partners should assist Coaches in ensuring that each athlete is pre-registered, and that athletes are not allowed to participate under another athlete's name.
15. Unified Partners cannot be under the influence or consume alcoholic beverages or illegal drugs during the time athletes are in their charge until the athletes are returned home. Unified Partners, Special Olympic athletes, and volunteer delegates supervising or staying with athletes during an activity or event should also abide by this rule.
16. Unified Partners must have been in an eight-week training program prior to competition.
17. The Unified Partner should bring to the games any equipment and personal items necessary for competition.
18. Failure to uphold these responsibilities, or violation of a rule, may result in immediate expulsion from the event or activity. Refer to the Conduct Review Policy.

**NOTE:** These responsibilities may be updated periodically as needed. Please check with your Area Director or the state office to see if you have the most current revision and for other information mentioned which may not appear in your Unified Sports® Guide.

**Special Olympics Louisiana**  
**Discrimination Policy**  
**Article XV**  
**DISCRIMINATION PROHIBITED**

In administering its affairs, SOLA, Inc., shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, sexual orientation, or physical disability.

**SOLA HOUSING POLICY/GUIDELINES**

Revised; March 12, 2015

**INTRODUCTION:**

*The intent of the SOLA Housing Policy is to strive to assure a safe environment for athletes and registered delegates participating in SOLA events where overnight housing is required.*

**Policy**

**ROOMING ASSIGNMENTS**



**Gender** – The intent is for registered delegates (athletes, chaperones, coaches and others) not to share a room with an athlete or delegate of the opposite sex. To further clarify:

- 1.) Married athletes and delegates need to be separated when possible.
- 2.) When housing in a facility that has multiple private rooms in addition to living space (such as a condominium or dormitory), both males and females may be assigned to one condominium, if necessary, but private rooms may not be shared by individuals of the opposite sex.
- 3.) Use of barracks or other facility whereby a large number of individuals are assigned to one room (such as a gym). Athletes should be separated as much as possible by gender (for example, females on one side of the gym and males on the other side).
- 4.) Family members will not stay in athlete housing unless the family member is an official registered coach/delegate with the delegation and are screened in compliance with the Special Olympics US Volunteer Screening Policy. If approved by the Area Director, family members who are registered delegates may stay in rooms together. A mother may stay with her son; a father with his daughter; a brother with a sister or sister with a brother.

**Sleeping Arrangements** – Whenever possible, each member of the delegation will be assigned his/her own bed. If bed sharing is required, there will be no more than two persons in each bed. An athlete may not share a bed with a chaperone unless the chaperone is a parent, or sibling, of the athlete and has been screened in compliance with the Special Olympics US Volunteer Screening Policy. The following techniques should be considered to help reduce the number of athletes required to share beds:

- 1.) Request cots from the facility to increase the number of beds available.
- 2.) Utilize air mattresses to increase the number of beds available (check with facility to ensure there is not a policy against the use of air mattresses).
- 3.) Consider having athletes pack sleeping bags and require athletes to sleep in his/her sleeping bag on top of the linens that are provided.

**Other Considerations** – Following is a list of other items to consider when making rooming assignments:

- 1.) Strive to separate athletes based on size, level of maturity, ability and age.
- 2.) Assign connecting rooms to those athletes that require additional assistance or supervision.

## **SUPERVISION**

The chaperone/athlete ratio of at least one properly registered chaperone to every four/five athletes must be maintained during overnight events. Proper supervision can be maintained without having a chaperone present in the room at all times. All chaperones/supervisory registered delegates and bus drivers must be screened in accordance with the Special Olympics US Volunteer Screening Policy. The following list includes suggestions for providing proper supervision.

- 1) **Hotels** – Whenever possible, utilize connecting rooms so that chaperones have direct access to the room where the athletes are housed. If connecting rooms are not available and the chaperone is housed in a room separate from his/her athletes:
  - a. Ensure that the chaperone/delegate has a key to the room where the athletes are housed
  - b. Ensure that the athletes know how to reach the chaperone at all times
  - c. Consider utilizing hall monitors
- 2) **Condo/Dorm (or other facility with multiple private rooms)** – Coaches will make a best effort to monitor the activity in each room.
- 3) **Barrack (or other facility with a large number of beds in one room)** – Whenever possible, chaperones should be assigned to a location in close proximity to the athletes for which he/she is responsible.
- 4) Athletes should not hangout in rooms of opposite sex. Use common areas for talking.
- 5) Upon check in with athletes, coaches shall conduct an awareness session on how to evacuate the facility and determine a gathering point outside in case of emergency.

- 6) Care should be taken to house wheelchair athletes on the first floor in order to avoid using stairs in case of evacuation.
- 7) An accurate rooming list must be submitted to SOLA staff whenever housing is required for safety reasons.

Coaches will patrol the halls as much as possible.

### **Internet and E-mail Acceptable Use Policy**

***Effective January 1, 2002***

#### **Introduction**

Special Olympics Louisiana, Inc., (hereinafter the "SOLA") encourages the use of the Internet and e-mail as a means to make business and communication more effective. However, Internet service and e-mail are valuable and costly corporate resources, and their purpose is to facilitate the business of SOLA. Irresponsible use of these resources reduces their availability for critical business operations, compromises corporate security and network integrity, and leaves the SOLA open to potentially damaging litigation.

Starting on January 1, 2002, and continuing thereafter, the SOLA may at any time track any Internet transaction by employees. The purpose of this is simply to enable us to manage our Internet and e-mail resources in a cost-effective and efficient manner, and to plan more efficiently for future technology expansion. Please note that we do not presently intend to examine the content of communications over the Internet, whether in e-mail, chat, or any other medium. Our intention is to monitor the existence of the traffic being generated, much like a telephone bill tracks the calls made, the numbers called, and the time of the calls, but not the content. In this manner we will be aware of how our resources are being used, where they are needed, where new capacity is required, and other infrastructure management issues. Additionally, because of the vulnerability companies have to litigation over inappropriate conduct in the workplace environment, it is imperative that SOLA resources are not being used to support inappropriate activities.

To ensure that all employees understand their responsibilities, the following guidelines have been established for using SOLA e-mail and Internet access. Any improper usage of the Internet or e-mail jeopardizes the SOLA's legal standing and therefore cannot be tolerated.

#### **Acceptable Uses of SOLA E-Mail and Internet Access**

The SOLA provides Internet and E-mail access for business usage. Every staff member has the responsibility to maintain and enhance the SOLA's public image and to use SOLA e-mail and access to the Internet in a responsible and productive manner that reflects well on SOLA. The SOLA recognizes that there will be occasional personal use on lunch breaks and during non-working hours (with the approval of management), but this shall not be excessive or unreasonable.

#### **Unacceptable Uses of SOLA E-Mail and Internet Access**

The SOLA E-mail and Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature—or materials—that are obscene or "x-rated". Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the SOLA's E-mail or Internet system. Electronic media shall not be used for any other purpose that is illegal or against SOLA policy or contrary to the SOLA's best interests. Solicitation of non-SOLA business, or any use of the SOLA E-Mail or Internet for personal gain is prohibited.

## **Communications**

Each employee is responsible for the content of all text, audio or images that they place or send over the SOLA's E-Mail or Internet system. No E-Mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another SOLA. All messages communicated on the SOLA's E-Mail and Internet system shall contain the employee's name.

Any messages or information sent by an employee to another individual outside of the SOLA via an electronic network (e.g., bulletin board, on-line service or Internet) are statements that reflect on the SOLA. While some users include personal "disclaimers" in electronic messages, there is still a connection to the SOLA, and the statements may legally be tied to the SOLA. Therefore, we require that all communications sent by employees via the SOLA's E-Mail and Internet system comply with all SOLA policies and not disclose any confidential or proprietary SOLA information.

## **Software**

To prevent computer viruses from being transmitted through the SOLA's E-Mail and Internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the SOLA. Employees should contact Pat Carpenter if they have any questions.

## **Copyright Issues**

Employees on the SOLA E-Mail and Internet system may not transmit copyrighted materials belonging to entities other than SOLA or Special Olympics, Inc. Please note that non-adherence to this policy puts the SOLA in serious legal jeopardy and opens the SOLA up to significant lawsuits and public embarrassment. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and shall not copy, retrieve, modify or forward copyrighted materials, except with permission. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination. If you have questions about any of these legal issues, please speak with your supervisor or Pat Carpenter before proceeding.

## **Security**

The SOLA routinely monitors usage patterns in its E-Mail and Internet communications. The reasons for this monitoring are many, including cost analysis, security, bandwidth allocation and the general management of the SOLA's gateway to the Internet. All messages created, sent, or retrieved over the SOLA's E-Mail and Internet system are the property of the SOLA and shall be considered public information. Notwithstanding comments above regarding our present intention not to monitor content, the SOLA must reserve the right to access and monitor the content of all messages and files on the SOLA's E-Mail and Internet system at any time in the future with or without notice. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. E-Mail messages regarding sensitive matters should warn that such communications are not intended to be secure or confidential. This is just good business sense.

## **Violations**

Any employee who abuses the privilege of SOLA facilitated access to E-Mail or the Internet will be subject to corrective action up to and including termination. If necessary, the SOLA also reserves the right to advise appropriate legal officials of any illegal violations.

## **Special Olympics Louisiana Social Media Policy**

With the rise of new media and next generation communications tools, the way in which Special Olympics Louisiana can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for all associates.

## **Definitions**

Social media includes all forms of public, Web-based communication and expression that bring people together by making it easy to publish content to many audiences. For example: Facebook, MySpace, Twitter, LinkedIn, [Instagram](#), Flickr, YouTube, Blogs, Wikipedia, etc.

### **Identifying Association with Company**

Do not hold yourself out as representing Special Olympics views in any way. Be clear you are speaking for yourself and not on behalf of Special Olympics. Remember that any statements, images, or material you post may still be viewed as being on behalf of Special Olympics.

### **Standards for Social Media Representatives**

You should post meaningful, respectful comments, always think before posting, and adhere to the branding and communications guidelines. If you have any questions about whether it is appropriate to write something about certain kinds of material ask the Special Olympics Louisiana Marketing & Communications Department before you post.

### **Expectations of Use**

You are personally responsible for the content you publish on blogs, wikis, or any other form of social media. Be mindful that what you publish will be public for a long time.

- Under no circumstances should offensive comments be made about Special Olympics or its affiliates on social media sites.
- Information that has not been made public by Special Olympics cannot appear in a post under any circumstances.
- Use of social media tools to copy, publish, or transmit any material protected by copyright laws, including copyrights, logos, marks, or brands of Special Olympics is prohibited.
- Ensure that any content you publish is factually accurate and complies with relevant company policies, particularly those relating to confidentiality and disclosure.
- If you already have a personal social media site that indicates you work for Special Olympics please discuss any potential conflicts of interest with your director.
- Blog postings and other social media discussion forums may generate inquiry about Special Olympics news and information. If a member of the media or an independent blogger requests information about company press releases, marketing materials, or corporate strategy, please contact the Communications Department.

### **Discipline and Consequences of Non-Compliance**

If you fail to comply with this policy, you will be subject to discipline, up to and including termination from Special Olympics. In addition, depending on the violation, you may also be subject to civil and/or criminal penalties. You are legally responsible for your postings, you may be subject to liability if your posts are found to be in violation of any other applicable law.

**POLICY REGARDING VOLUNTEERS AND STAFF  
DATING SPECIAL OLYMPICS ATHLETES  
INTRODUCTION:**

Among the Special Olympics movement's highest priorities is the wellbeing of, and respect for the dignity of, Special Olympics athletes \*. The purpose of this document is to make clear Special Olympics policy on volunteers\* and staff dating Special Olympics athletes and to protect all participants in the Special Olympics movement, including athletes, coaches and staff, as well as Special Olympics organizations around the world.

Every Special Olympics Program must take all reasonable steps to ensure that athletes\* participating in Special Olympics do so in an environment that is free from abuse, intimidation, fear, pressure or coercion from any person in a position of authority, including Special Olympics staff, coaches, and other volunteers. At the same time, Special Olympics respects the right of every Special Olympics athlete to be treated with dignity and to have the same rights as every other human being.

**POLICY:**

Special Olympics prohibits any Special Olympics staff member or volunteer (excluding spouses of athletes and athletes who are Class C volunteers) from dating or having a sexual relationship with any Special Olympics athlete.

In the event that a Special Olympics organization learns of any dating or sexual relationship, the organization immediately shall require either:

- i) that the staff member or volunteer end his or her association with Special Olympics; or
- ii) that the association between the staff member or volunteer and Special Olympics will be terminated.

In the case of a Special Olympics athlete who is also a staff member or volunteer, the Chief Executive Officer of the organization where the athlete competes must evaluate the circumstances on a case-by-case basis and determine if an authority relationship exists between the staff/volunteer athlete and the competing athlete, and if it is determined that there is such a relationship, then apply the above policy in the same manner as the policy is applied to non-athlete staff or volunteers.

Each Special Olympics Program should determine whether it is required by its national or local laws to report certain relationships between Special Olympics staff or volunteers and Special Olympics athletes to the appropriate authorities under any "mandatory reporting" or other requirements in place for that Program's jurisdiction, and comply with those requirements. Special Olympics respects the right of athletes to have the full range of human relationships available to other human beings. This policy shall not be interpreted as a limitation on the rights of athletes, but only as a restriction on Special Olympics staff and volunteers.

**IMPLEMENTATION:**

All Special Olympics organizations (e.g., SOI, Programs, and GOCs) shall implement the policy immediately.

\*The terms "Special Olympics athlete" and "athlete" refer to persons with intellectual disabilities. The term "volunteer" includes Unified Partners.

**Board Meeting - December 4, 2004**

*A motion was made by John Paul, seconded by Dayle Guillory, and passed unanimously to approve the policy regarding volunteers/staff dating SO athletes.*

## Concussion Awareness and Safety Recognition Policy

November 13, 2014

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The Special Olympics U.S. Risk Management & Insurance Task Force (RMITF), with input from the Medical Advisory Committee (MAC), has created the following concussion awareness and safety recognition policy that must be implemented by all U.S. Programs by January 1, 2015. While the attached policy contains the minimum requirements all U.S. Programs must follow, it is recommended that U.S. Programs contact local legal counsel to ensure compliance with their own State laws relative to concussion management prior to developing/implementing this policy.

Both the MAC and the RMITF have discussed the need for a concussion management policy to ensure the health and safety of all Special Olympics participants. Additionally, insurance requirements and state law have driven many sports organizations to implement concussion management policies. Special Olympics' insurer, Philadelphia Insurance Company, is requiring Special Olympics to have a concussion awareness and safety recognition policy in place by January 1, 2015.

Some U.S. Programs may already have a concussion awareness and safety recognition policy in place. If you currently have a policy that does not comply with the policy outlined below or if you believe your State law requirements are inconsistent with this policy, please contact Jina Doyle ([jdoyle@amerspec.com](mailto:jdoyle@amerspec.com)) or Jocelyn Starzak ([jstarzak@specialolympics.org](mailto:jstarzak@specialolympics.org)) to discuss further.

The primary focus of this policy is the well-being of Special Olympics participants, and all decisions should be made in the best interest of the participants. **“When in doubt, sit them out!”**

Please feel free to contact Jina Doyle or Jocelyn Starzak with any questions regarding this policy. This policy has been revised based on feedback from the U.S. Programs and supersedes in its entirety the policy dated October 14, 2014.

### **CONCUSSION AWARENESS AND SAFETY RECOGNITION POLICY**

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#### **Objective**

It is Special Olympics' intent to take steps to help ensure the health and safety of all Special Olympics participants. All Special Olympics participants should remember that safety comes first and should take reasonable steps to help minimize the risks for concussion or other serious brain injuries.

#### **Defining a Concussion**

A concussion is defined by the Centers for Disease Control as a type of traumatic brain injury caused by a bump, blow, or jolt to the head as well as serial, cumulative hits to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull. Although concussions are usually not life-threatening, their effects can be serious and therefore proper attention must be paid to individuals suspected of sustaining a concussion.

#### **Suspected or Confirmed Concussion**

Effective January 1, 2015, a participant who is suspected of sustaining a concussion in a practice, game or competition shall be removed from practice, play or competition at that time. If a qualified medical professional is available on-site to render an evaluation, that person shall have final authority as to whether or not a concussion is suspected. If applicable, the participant's parent or guardian should be made aware that the participant is suspected of sustaining a concussion.

### **Return to Play**

A participant who has been removed from practice, play or competition due to a suspected concussion may not participate in Special Olympics sports activities until either of the following occurs (i) at least seven (7) consecutive days have passed since the participant was removed from play and a currently licensed, qualified medical professional provides written clearance for the participant to return to practice, play and competition or (ii) a currently licensed, qualified medical professional determines that the participant did not suffer a concussion and provides written clearance for the participant to return to practice play immediately. Written clearance in either of the scenarios above shall become a **permanent record**.

### **Required Training and Timeline**

All Coaches are required to complete one of the following concussion awareness training courses:

- The Center for Disease Control's Heads-Up Concussion in Youth Sports training course, which is available at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html). Certificate of completion must be submitted to the state Program.
- National Federation of State High School Associations Concussion in Sports training course which is available at <https://nfhslearn.com/courses/38000>. (Many State Athletic Associations require their high school coaches to complete this course.)

Any concussion awareness training other than the above-referenced courses must be approved by SOI. For Coaches registering for the first time on or after January 1, 2015, confirmation of such training must be provided to the U.S. Program prior to the individual beginning volunteer duties. For Coaches registered prior to December 31, 2014, confirmation of such training must be provided to the U.S. Program no later than December 31, 2015. Any Program that is unable to meet this deadline may request a waiver from SOI by providing the reason for requesting the waiver and a plan for implementing the coaches training requirement to Jocelyn Starzak (jstarzak@specialolympics.org).

U.S. Programs must implement a system for tracking completion of the concussion awareness training by Coaches.

### **Frequency of Training**

Concussion awareness training must be completed by all Coaches at least once every three years.

### **Communication with Parents and Guardians**

U.S. Programs are required to communicate in writing to all participants and/or parents/guardians, the concussion awareness and safety recognition program, as outlined in the Suspected or Confirmed Concussion and Return to Play sections of this policy.

The Centers for Disease Control website <http://www.cdc.gov/concussion/headsup/> provides additional resources relative to concussions that may be of interest to participants and their families.

## **FREQUENTLY ASKED QUESTIONS**

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1. Who is considered a “qualified” medical professional?
    - The definition of “qualified” medical professional varies by State. Each U.S. Program should consult local legal counsel to determine the Program’s definition of “qualified” medical professional.
  2. Can a U.S. Program use a concussion awareness training system that is different from the CDC Head’s Up training?
    - Special Olympics, Inc. will consider alternative training systems. If you are interesting in utilizing an alternative training system, please provide a copy of the training (or link to the training) to Jocelyn Starzak ([jstarzak@specialolympics.org](mailto:jstarzak@specialolympics.org)) or Jina Doyle ([jdoyle@amerspec.com](mailto:jdoyle@amerspec.com)) for consideration.
  3. What is the recommended approach for communicating in writing the concussion awareness and safety recognition program to participants/parents/guardians?
    - It is recommended that U.S. Programs provide the concussion awareness and safety recognition program with the athlete medical at least once every three years and also periodically distribute via newsletters, website, etc.
  4. How often is the CDC training required?
    - After the initial training is completed (as outlined in the policy), all coaches must complete the training and provide confirmation of such training to their Program at least once every three years. Frequency of training is consistent with the requirements for coach’s certification, volunteer screening and Protective Behaviors training so that the training can be incorporated into the current tracking processes.
  5. How should parents/guardians be notified of a suspected concussion?
    - The Center for Disease Control’s website includes several tools that can be provided to parents/guardians of a participant with a suspected concussion. It will also be important to share with the parent/guardian next steps relative to the participant’s return to play, as outlined in the policy.
  6. Is my Program subject to State law requirements?
    - At this time, most U.S. States have laws addressing concussions. The requirements of the laws of each State can vary significantly, so each Program should consult its legal counsel to ensure compliance with local laws. In addition, the following website provides an overview of concussion laws in each state: <http://www.ncsl.org/research/health/traumatic-brain-injury-legislation.aspx#1>. This website should not replace qualified counsel, but can be used as an initial resource.
  7. Why are coaches for non-contact sports required to complete concussion awareness training?
    - Although concussions may be more likely to occur in contact sports, concussions can occur as a result of any organized or unorganized recreational activity, and therefore it is important that all coaches participate in concussion awareness training.



8. Why do Special Olympics' Return to Play requirements as outlined in the Concussion Awareness and Safety Recognition Policy differ from the guidelines provided via the concussion training courses?
- The return to play guidelines described in some of the concussion training courses require gradually re-introducing strenuous physical activity over the course of several training sessions for those who have suffered concussions. Because Special Olympics' practices/activities do not occur on a daily basis as is often the case for interscholastic sports training, a similar type of return to play could be difficult to administer and could require a long period of time before an athlete is able to fully participate in Special Olympics activities. The Return to Play protocol included in the Special Olympics concussion awareness policy incorporates the RMITF's and MAC's careful consideration of the most appropriate Return to Play protocol for Special Olympics athletes/activities.
9. There are multiple CDC Head's Up trainings. Which CDC Head's Up training should Special Olympics coaches take?
- The policy requires the Heads-Up Concussion in Youth Sports training course, which is available at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html). The CDC website includes other resources/tools for parents, clinicians and school staff that can be used, as needed.
10. What is the procedure for tracking coach completion of concussion training?
- Each U.S. Program must implement its own policies and procedures for tracking completion of the concussion training.
    - Center for Disease Control (CDC) Training – The coach will receive a certificate at the end of the training course that can be printed and sent to the Special Olympics Program. Alternatively, for those Programs that wish to track the training in a manner similar to protective behaviors, SOI is in the process of developing a quiz that will be on the SOI website and will direct coaches to complete the quiz after taking the CDC training. Programs will then be notified by SONA of coaches who complete the quiz.
    - National Federation of State High School Association Training - SONA will provide U.S. Programs with a quarterly list of individuals who have taken the National Federation of State High School Associations Concussion in Sports training course (available at <https://nfhslearn.com/courses/38000>) and have listed Special Olympics under “school/organization” when completing the profile information. Additionally, Programs may look up coaches using the “coach search” feature or distribute courses to each coach and track each coach's progress as administrative. For more information about these alternative tracking features, please contact Annette Lynch ([alynch@specialolympics.org](mailto:alynch@specialolympics.org)) or Brian Quinn ([bquinn@specialolympics.org](mailto:bquinn@specialolympics.org)).
11. Why are coaches required to complete the training only once every 3 years?
- Programs may require coaches to complete the training more frequently. However, the 3-year cycle was chosen to coincide with the Protective Behaviors and Coaches Certification requirements.

12. What if a coach does not complete the required training?

- The Concussion Awareness and Safety Recognition Policy outlines the training requirements for all coaches. Each Program should develop its own process relative to the implementation, tracking and enforcement of the Concussion Awareness and Safety Recognition policy to ensure compliance with the policy.

13. Does the Concussion Awareness and Safety Recognition Policy apply to Unified Partners?

Yes, Unified Partners who are suspected of having a concussion are subject to the Return to Play guidelines as outlined in the policy.

**SPECIAL OLYMPICS LOUISIANA  
INCIDENT REPORT FORM**

Please remember that there is one official spokesperson for Special Olympics Louisiana.

Person completing form:

Date and time filed:

What happened?

When did the incident occur? (Date and Time)

Where did the incident happen?

How and why did it happen? (Facts Only - Use additional paper if necessary)

Who was involved?

Extent of injuries and/or damages (Do not give out estimates, if there is property damage):

Who did you notify?

**PROTEST FORM**  
**For Use At All Special Olympics Games and Competitions**

This form must be submitted to the Protest Table no later than 30 minutes after the conclusion of the event being protested.

DATE: \_\_\_\_\_ TIME SUBMITTED:

SPORT: \_\_\_\_\_ EVENT:

AGE GROUP: \_\_\_\_\_ DIVISION (HEAT):

ATHLETE'S NAME OR TEAM'S NAME:

REASON FOR PROTEST:

STATE PAGE, NUMBER, AND SECTION OF VIOLATION FROM THE APPROPRIATE RULE BOOK (i.e., TAC and Official Olympics Rule Books)

Signature of Sport Head Coach:

**DECISION BY JURY/REFEREE**

Protest Approved: \_\_\_\_\_ Protest Denied:

Signed: \_\_\_\_\_ Time:

## **SUGGESTION FORM**

EVENT:

LOCATION:

DATE:

I would like to offer the following suggestion(s) in order to enhance future Special Olympics competitions:

Suggestion(s):

## **Taking Athletes to a Competition**

It is the coach's responsibility to have the athletes prepared physically and mentally for the competition. This involves ensuring that all uniforms are ready, all athletes have proper footwear, all equipment is present, meals and transportation are available and all entries are correct. Below are a few tips for coaches to follow before, during and after the game/meet/match.

### **Athlete Flow at Competitions**

Coaches do not determine flow of athletes. Coaches have to know the athlete flow of a specific competition to ensure that athletes are where they need to be at the time that they need to be there.

### **Coaching Tip**

Athlete flow process is designed to make the athlete experience as smooth as possible from arriving at the competition to receiving awards to leaving the competition.

### **Before the Game/Meet/Match**

Make final check of all equipment and athlete needs.

Be confident and relaxed.

Be sure your athletes are warmed up, stretched and ready to compete.

Be sure to have the proper shoes for each event.

Be positive and upbeat but do not over excite.

### **At the Game/Meet/Match**

Encourage and support your athletes, but do not yell and scream. Keep calm and offer positive reinforcement at the competition.

Restrict coaching from the bleachers to positive comments that athletes can use at the time of competition.

Tell parents to be supportive but not to coach athletes.

Keep substitutions simple. Have substitutes ready for relays in case of injuries or no-shows.

Commit yourself to equal participation throughout the season.

Give different athletes the chance to compete in new events for which they have trained.  
Be a coach who allows the athlete to progress to new levels.

Make sure that the athletes have plenty of fluids.

## **HEALTH PREPARATION CHECKLIST**

The Medical Services Committee has developed the following Health Preparation Checklist. Coaches and parents should use this list to prepare Special Olympians for Games.

### 1. Selection of Athletes and Official Delegates

The selection of athletes, coaches and delegation members should be made with concern for the health of each individual. Each participant must be capable of travel and must have the physical stamina to cope with competing in the summer weather. Also, parents and guests who expect to attend these Games should be aware of the climatic conditions. It is recommended that individuals who have had heat-related problems or have the potential for heat prostration (due to poor glandula structure) not be selected.

### 2. Medical Certification and Parent Release Forms

Each athlete should have completed a Medical Certificate and Parent Release Form. This information is essential to the safety of all athletes. Any form that is not complete, legible and properly signed will be returned for correction.

### 3. Medication

Each athlete or delegation member who is taking medication should have a complete supply of medications. It is important that those individuals who are taking medication also bring an accurate list of medications used, as well as schedule indicating the exact dosage. It is difficult to obtain certain types of medication on short notice. Should an athlete or delegation member require treatment for heart-related illness, the medical staff must have accurate information regarding that person's medication so that proper treatment can be provided.

### 4. Personal Health Items

Athletes should have a good suntan lotion and/or sunscreen in addition to the usual toiletries. Each athlete should try the sun lotion before the Games to be sure that it does not cause skin irritation or an allergic reaction. Individuals with blonde or red hair and fair or sensitive skin will definitely benefit from using a good sunscreen preparation. And remember, everybody burns, regardless of skin pigmentation!

### 5. Clothing

Athletes should have light colored, loose fitting, cotton clothing to wear at the Games. Also, it is important for each athlete to bring a billed cap or tennis hat. These items will greatly help the athletes to stay cool.

### 6. Diet

A balanced diet is essential to the athlete's performance at the Games. The diet should contain extra carbohydrates (in the form of starches) and fresh fruit and vegetables, whenever possible, prior to and

during the Games. Athletes and members of the delegation should be discouraged from eating greasy, fried or fatty foods, or taking salt tablets during the Games. A normal intake of salt along with regular meals is advised.

#### 7. Liquids

Each athlete should take extra fluids with meals and at regular intervals on the athletic field. Athletes and members of the delegations should drink water. A sufficient number of water stations will be located throughout the competition areas at the Games.

#### 8. Shade

Athletes should be aware of the various types of shade and air conditioned areas available to them at the Games. Shaded areas under trees or tents, or air-conditioned areas in the indoor sports competition areas, should be used between events and while awaiting awards ceremonies.

#### 9. Conditioning

Athletes should be properly conditioned for the Summer Games. Proper conditioning includes training for at least eight weeks prior to the Games, and a strict conditioning training schedule during the warmer daytime hours in the two weeks before the Games. The coaches, trainers and medical advisors should modify the conditioning schedule according to the athlete's abilities, the athlete's event, and the local weather conditions. Athletes should be encouraged to take extra fluids during the conditioning periods. Coaches should "warm up" athletes before each event to help prevent muscle problems.

#### 10. Trainers

Coaches should know each of their athletes' needs for protective or special athletic equipment. There will be qualified athletic trainers available at the Games to help with these special needs and with needs such as ankle taping, etc.

#### 11. Immunizations

Athletes and coaches should have up-to-date immunizations, which includes a tetanus toxoid booster during the last ten years. It is suggested that all athletes and coaches consult with their team's medical advisor on this matter.