

Seasonal Coach Meeting

October 14th, 2028

Special Olympics
British Columbia



Introductions – Coaches, Committee, Staff



Cari Henri – Manager of Sport

Community Development Coordinators

- ▶ Melainie Hatt – Region 1
- ▶ Leanne Ficocelli – Region 2
- ▶ Chelsea Tambellini – Regions 3, 4, 5
- ▶ Catherine Shrubshall – Region 6
- ▶ Rachel Kailis – Regions 7, 8

Start of Season Tasks

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Start of Season Tasks - Volunteer Registration



Registration Forms/The Portal need to be filled out by all volunteers and athletes every year: <https://portal.specialolympics.ca/>

VOLUNTEER REGISTRATION FORM (2025 / 2026)		Special Olympics British Columbia
SOBC Local*:		☐ Returning Volunteer** ☐ New Volunteer
**For Returning Volunteers: ☐ No Change in Contact Information (Jump to Page 2 for Programs and Roles)		
*Local is the community you wish to volunteer with		
VOLUNTEER INFORMATION		
First Name:	Last Name:	
Date of Birth (yyyy/mm/dd):	Gender:	
Personal Email Address:		
Home Phone:	Cell Phone:	
NCCP# / Locker ID (if known):		
TERMS AND CONDITIONS		
	The Special Olympics Terms and Conditions are basic rules for participation in Special Olympics. The full wording of the Terms and Conditions can be found here: https://www.specialolympics.ca/british-columbia/terms-and-conditions-participation . Athletes/volunteers must agree to the Terms and Conditions to participate in Special Olympics. By signing below you agree to the Special Olympics Terms and Conditions on behalf of yourself or your child/ward.	
Part 1: Criminal Record: Has the person who is being registered or enrolled ever been charged with or convicted of any criminal offence? ☐ Yes ☐ No		
Part 2: Media Release Opt-in / Opt-out: I allow Special Olympics to use my/their picture, words or voice in promotional media ☐ Yes ☐ No		
I agree to the Special Olympics Terms and Conditions and attest that my answers on the media release opt-in/opt-out and criminal record are true ☐ Yes		
PRIMARY/ HOME ADDRESS		
Street Address:		City:
Province:	Country:	Postal Code:
MEDICAL INFORMATION		
Health Card #:		
Physician's Name:		Physician Phone:

Start of Season Tasks - Criminal Record Checks



- All volunteers need to complete a police Information Check (PIC).
- Once you've completed it, it is valid for 5 years.
- If you're unsure if you've completed yours or not, please check in with your Volunteer or Registration Coordinator. You will receive an email from Roxanna Kong with Provincial Office when you need to renew your PIC.

Connections to make (pre-season):



- Connect with **Volunteer Coordinator**
 - Registration Forms
 - Volunteer needs
- Connect with **Program Coordinator**
 - Facility information
 - Coach training
 - Coach Binders
 - Competition plans
- Connect with **Registration Coordinator**
 - Medical Forms for athletes and volunteers
- Connect with **Equipment Coordinator**
 - Pick up/drop off equipment
 - First aid kits
 - Equipment needs throughout season
- Connect with **Program Volunteers**
 - Season expectations
- Connect with **Athletes/Parents/Caregivers**
 - Know practice details and start date/time

Start of Season Tasks - Coach Binders



- Program and Registration Coordinators work together to provide a binder for each program.
- All Head Coaches should have a binder that they keep with them during the season.
- If you cannot attend practice, ensure your Assistant Coach has the binder.

Start of Season Tasks - Coach Binders

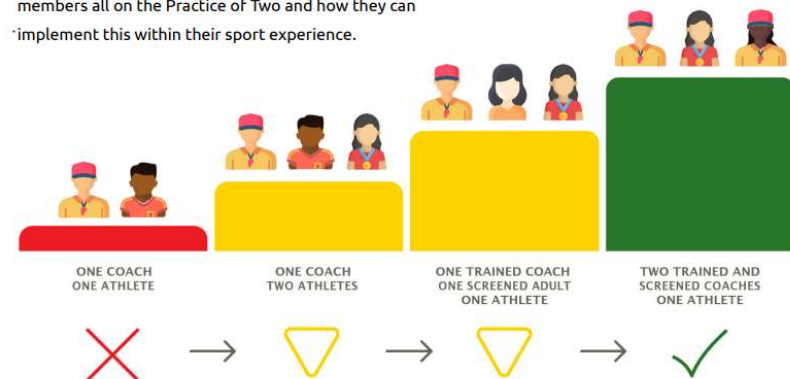


- In this coach binder, you should have:

- Attendance
- Medical forms for athletes and volunteers
- Emergency Action Plan (EAP)
- Practice of Two
- Practice Plans
- Incident Report Forms
- Media Opt-Out
- Fee Collection Tracking
- Local Contacts

Special Olympics BC Safe Sport – Practice of Two

Special Olympics BC strives to work together with coaches, volunteers, athletes, staff, and stakeholders to achieve the **Practice of Two**, providing support in potentially vulnerable situations. SOBC's goal is to ensure no one is put in a vulnerable situation, and to provide a safe environment for all in any SOBC program, event, or meeting. Special Olympics BC is working to educate all members all on the Practice of Two and how they can implement this within their sport experience.



Start of Season Tasks - Coach Binders RESOURCE LINKS



- In this coach binder, you should have:
 - Attendance (template provided by your Program Coordinator)
 - Medical forms for athletes and volunteers (provided by your Registration Coordinator)
 - Emergency Action Plan (EAP), https://ucmediastrglivecacent01.blob.core.windows.net/d297c997-7024-4abf-888c-08c769325636/files/SOBC_AppendixD_EAP.pdf
 - Practice of Two, <https://www.specialolympics.ca/media/j3yfmfva/sobc-safesport-practiceoftwo-oct2022.pdf>
 - Practice Plans, <https://www.specialolympics.ca/british-columbia/resources/role-of-a-coach/>
 - Incident Report Forms, <https://www.specialolympics.ca/british-columbia/resources/role-of-a-coach/>
 - Media Opt-Out (provided by your Registration Coordinator)
 - Fee Collection Tracking (provided by your Local if programs collect \$)
 - Local Contacts, <https://www.specialolympics.ca/british-columbia/communities/nanaimo/>

Emergency Action Plan (EAP)



- The purpose of an emergency action plan (EAP) is to get professional support as quickly as possible in the case of an emergency.
- It is mandatory that you develop an EAP before the season begins and practice it throughout the season to ensure all athletes and coaches know what to do.
- An EAP should be developed for your weekly programs as well as for events such as competitions and camps.
- A written copy should be kept in the Head Coach Binder so that it's available in case of emergency.

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Emergency Action Plan

The purpose of an emergency action plan (EAP) is to get professional support as quickly as possible in the case of an emergency. Unless you have received specialized training in advanced first-aid techniques for personal/professional reasons, leave such care to professionals. It is mandatory that you develop an EAP before the season begins and practice it throughout the season (to ensure all athletes and coaches know what to do). Such a plan consists of information on the location of the nearest telephones, directions to the venue, and the name of the person who will call emergency services. An EAP should be developed for your weekly programs as well as for events such as competitions and camps.

EMERGENCY ACTION PLAN:

EVENT: _____

VENUE ADDRESS: _____

PERSON IN CHARGE: _____

PERSON TO CALL FOR HELP: _____

LOCATION OF PHONES: _____

EMERGENCY: **CALL 9-1-1**

NON-EMERGENCY PHONE NUMBERS:

AMBULANCE: _____

POLICE: _____

FIRE: _____

HOSPITAL: _____

FACILITY: _____

PRE-DETERMINED MEETING PLACE: _____

DETAILED DESCRIPTION OF LOCATION AT VENUE: _____

****Make sure to have your attendance sheets with you during any evacuation****

Weekly Coach Tasks

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Weekly Tasks - Attendance



- Please ensure that you are taking attendance at every practice for both athletes and volunteers
- This is required for:
 - Insurance purposes
 - To determine commitment in case of waitlist
 - Endorsement for competition requires 75% of practices are attended*

Weekly Tasks - Athlete to Coach Ratios*



SPORT	RATIO/PROGRAM	RATIO/COMPETITION
5-pin bowling	5 – 1	1 coach per team
10-pin bowling	8 – 1	4 – 1
Alpine skiing	3 – 1	3 – 1
Aquatics	6 – 1	4 – 1
Athletics	6 – 1	4 -1
Basketball	6 – 1	3 coaches per team
Bocce	6 – 1	1 coach per team
Cross-country skiing	3 – 1	3 – 1
Curling	5 – 1	2 coaches per team
Figure skating	3 – 1	3 – 1
Floor hockey	6 – 1	3 coaches per team
Golf	4 – 1	4 – 1
Powerlifting	4 – 1 (with a minimum of two coaches)	4 – 1
Rhythmic gymnastics	6 – 1	4 – 1
Snowshoeing	6 – 1	3 – 1

SPORT	RATIO/PROGRAM	RATIO/COMPETITION
Soccer	6 – 1	3 coaches per team
Softball	6 – 1	3 coaches per team
Speed skating	6 – 1	3 – 1

Note: These are minimum standards. The abilities and needs of the athletes must be assessed to determine if the number of coaches/program volunteers to athletes should be increased. In some cases, a ratio of one coach/program volunteer to athlete may be required.

The following ratios will be in effect at these programs:

PROGRAM	RATIO
Active Start	2 leaders per program
FUNdamentals	3 – 1
Club Fit	8 – 1 (with a minimum of two coaches)
Fit Families & Friends	6 – 1 leader/parent/caregiver

Parents register as program volunteers for the Active Start program as this is a parent participation program.

Weekly Tasks - Medical & Behavioural Incident Reports



- When in doubt, fill it out!
- Send a copy to your Program Coordinator
- Program Coordinator can inform Committee and notice trends across programs, determine next steps with individual (athlete or volunteer)
- Keep track of behaviour for future endorsement
- Contact CDC to offer insurance claim in case of injury

MEDICAL INCIDENT REPORT FORM 

NAME OF ATHLETE / VOLUNTEER: _____

DATE OF ACCIDENT: _____

LOCATION OF ACCIDENT: _____

DESCRIPTION OF ACCIDENT: _____

DESCRIPTION OF INJURY: _____

ACTION TAKEN: _____

FOLLOW UP ACTION NEEDED: _____

Weekly Tasks – SOBC Sport Program Guidelines



SOBC Sport Programs must follow these guidelines*:

- Must be held at least once a week, for a minimum of 12 weeks.
- Must be at least one hour in length.
- Must include:
 - Warm-up
 - Free play
 - Skill Development
 - Fitness
 - Cool down
 - Evaluation

Annual Coach Tasks

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Annual Tasks - Coach Budgets



- Every year the Local must submit an Annual Budget for the upcoming season in June to SOBC as per Annual Accreditation.*
- To estimate the costs and fundraising needs as best as possible for the next season, they need to receive budgets from each sport program.
- The Treasurer will then provide a program budget to Head Coaches at the start of the season.

Budget Outline for Program Year

Submitted by: _____

Sport _____

Date Submitted: _____

Program Year: _____

EVENTS

Event Name: _____

Hosted by _____

No. of Coaches _____ Athletes _____

Registration fees \$ _____

Transportation \$ _____

Meal Costs \$ _____

Accommodation Costs \$ _____

Misc. Costs \$ _____

TOTAL \$ _____

Event Name: _____

Hosted by _____

No. of Coaches _____ Athletes _____

Registration fees \$ _____

Transportation \$ _____

Meal Costs \$ _____

Accommodation Costs \$ _____

Misc. Costs \$ _____

TOTAL \$ _____

TOTAL EVENT COSTS \$ _____

UNIFORMS: (list specifics)

TOTAL UNIFORMS: \$ _____

EQUIPMENT: (list specifics)

TOTAL EQUIPMENT: \$ _____

COACHING COURSE FEES: (list specifics)

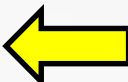




Current Games Cycle

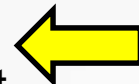
Winter Sports

(alpine skiing, figure skating, floorball, snowshoeing)

- 2024 Special Olympics Canada Winter Games – Calgary
- 2025 Special Olympics World Winter Games – Italy
- 2026 Regional Qualifiers 
- 2027 SOBC Winter Games

Summer Sports

(10-pin, athletics, basketball, bocce, golf, powerlifting, rhythmic gymnastics, soccer, softball, swimming, track & field)

- 2024 Regional Qualifiers
- 2025 Special Olympics BC Summer Games – Prince George
- 2026 Special Olympics Canada Summer Games – Medicine Hat 
- 2027 Special Olympics World Summer Games – Chile

Annual Tasks – Competition



- Every sport is encouraged to go to one competition per year
- Rec games have been gaining popularity in Region 6 the last couple of years. These occur when a Local invites another Local to their practice (EAP and insurance already in place). Inform your Program Coordinator, as travel and expenses can be arranged/approved by the Local Committee.
- Teams can also compete against community league teams to raise awareness, build community relationships, recruit volunteers, have fun, and practice skills in a competition setting!

What are the steps to going to competition?



1. Find out if there are any competitions happening and if not, talk with your Local about potentially hosting one.
 - a) You can find any upcoming sanctioned competitions on the SOBC Calendar or inquire with your Program Coordinator to see if there are any coming up.
 - b) Do not assume that if you hear from another coach, the Program Coordinator has been informed as well – so let them know.
2. Let the Local Committee know that you are interested in taking a team/teams or group of athletes to competitions
3. Program Coordinator starts the planning process

Competition Planning



- Anticipate or fill in registration from the host Local & send back before the deadline
- Communicate registration fees to your Program Coordinator so that they can give you a cheque to bring to competition
- Pick up the uniforms needed for the tournament from the Local Committee
- Make sure athletes know the plan for the trip to the competition and what to expect
- There are lots of resources in the coach manual for this!



Hosting a Competition

- Every Local can host competitions
- All competitions must be sanctioned by SOBC to ensure safety and quality of competition
- SOBC offers support throughout this process, and it's not nearly as intimidating as you may think!
- All competition hosting resources are posted on the SOBC website
- Please ensure you connect with your Program Coordinator first before hosting as they can support you as well

Coach Training

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What training do coaches need?

SOC Volunteer Orientation

- Should be completed before volunteering

NCCP – Special Olympics Canada – Competition Sport Workshop (run by SOBC)

- Needed for Local Sport Programs & to go to Regional Qualifiers & beyond

NCCP – Making Ethical Decisions and Evaluation (run by ViaSport)

- Needed for Local Sport Programs & to go to Regional Qualifiers & beyond

Safe Sport (run by Coaching Association of Canada)

- Needed for Local Sport Programs & to go to Provincial Games & Beyond

Sport Specific Courses (run by provincial sporting organizations)

- Recommended for Local Sport Program & Needed for National Games & Beyond

On-Going Training Opportunities



- Coaching Association of Canada offers short workshops on “The Locker”
 - Supporting Individuals with Autism in Recreation Settings
 - Coaching Athletes with Down syndrome
 - Diversity and Inclusion in Action
- Special Olympics BC also has other opportunities to further your coach training:
 - Professional Development Webinars (PD Series)
 - Coach Development Workshops (CDWs)
 - Regional Conferences

End of the Season Tasks

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End of Season Tasks - Binders



- Coaches Binders
 - Make sure that any incident forms from your binder have been passed along to the Local Committee when the incident happens
 - Remove any medical form information from the binder and shred it. You will be given new information the following year as every athlete and volunteer has to register each year.

End of Season Tasks - Equipment



- Equipment
- Make sure to return any equipment or uniforms that you used during your sport back to the storage unit, including collecting back from athletes. These items are owned by the Local.

End of Season Tasks – Volunteers



- Volunteers
 - At the end of the season, there is lots to do and wrap up, but it helps to let us know about your plans to volunteer again the following season
 - We will reach out again prior to the season start to check in again but it helps our recruitment planning efforts to know if we need to start looking for more volunteers sooner

Resources

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SOBC Resources



← ↻ 🔒 <https://www.specialolympics.ca/british-columbia/resources/>

Community Programs

Resources

Calendar

News and Stories

Contact

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Who We Are ▾

What We Do ▾

Get Involved ▾

Ways to Give

- SOBC has lots of great resources for coaches including sport rules, sport plan ideas, Head Coach manual information, and more!
- To access this, go to the Special Olympics BC website, and at the top right corner you'll see "resources", hit that and you'll find this page!

Resources



Athletes

[Anti-Doping Resources](#)
[At-Home Fitness Guide](#)
[At-Home Resources for Young Athletes](#)
[Athlete Health Resources](#)
[Athlete Training Diary](#)
[Basic Sport Skills](#)
[Concussion Resources](#)
[Dryland Training Tools](#)
[FAQ's for Current Athletes](#)
[FAQ's for Prospective Athletes](#)
[Mental Training](#)
[Nutrition](#)
[One Month Extra Diary Sheets](#)
[Safe Sport](#)
[Sensory Guide](#)



Coaches

[Coach Certification](#)
[Coach Development](#)
[Concussion Resources](#)
[Sport Rules, Resources, and Videos](#)
[FAQ's for Current Coaches](#)
[Functional Training & Corrective Exercises](#)
[History & Competition](#)
[Role of a Coach](#)
[Safe Sport](#)
[Dryland Training Videos and Guides](#)
[Youth Program Leader Resources](#)

Thank you.

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