



GENERAL INTRODUCTION – TRAINING

1. MISSION STATEMENT

To provide year-round sports training and competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community."

2. Ensure that all coaches and athletes understand the Special Olympics Pennsylvania Code of Conduct and conduct themselves at all times with the highest standards of ethics.

A copy of the full code of conduct can be found on page 9 of the handbook but the main bullet points are:

- Respect for others
- Ensure a Positive Experience
- Act Professionally and Take Responsibility for My Actions
- Quality Service to the Athletes
- Health and Safety of Athletes

Volunteers must remember that in addition to being role models for our athletes they are also representatives of Special Olympics Pennsylvania and contribute to the overall reputation of our organization.

When a volunteer acts inappropriately, it is important to address the issue immediately by documenting the incident on a Misconduct Report, a copy of which can be found on the SOPA Database Resource Tab, and submitting to your manager for review. If the incident is serious in nature, the manager will consult with the SOPA state office on how to handle the matter. It is important to note that no disciplinary action can be taken without first consulting with Special Olympics Pennsylvania.

3. Ensure all Special Olympics Inc. and Special Olympics Pennsylvania policies, procedures, guidelines and objectives are clearly understood and followed

A listing of all the Policies, Procedures and Guidelines which are currently in effect can be found in the handbook.

We are currently in the process of reviewing and updating all of our policies, procedures and guidelines and plan to have a resource available in the near future which will provide you with the details of each.

Until that resource is available, if you have any questions about any specific policy, procedure or guidelines, please contact your Field Director who will be happy to discuss and share the current information with you.

4. Regularly attend local program management team meetings

If unable to attend, make sure your manager is provided a report to be shared with the management team.

5. Assist in establishing a local Program Committee and serve as Chairperson

- What to include in your Budget?
- Who can assist and support you in developing your Budget?
 - Program Manager
 - Field Director
 - SOPA Finance Manager

6. Assist in ensuring your program meets the Minimum Standards for Accreditation as it relates to your position.

Every local program must meet certain criteria each year to be accredited by Special Olympics Pennsylvania and being an accredited program gives you the authority to train, compete and raise funds in the name of Special Olympics.

Each coordinator on the management team has some criteria which relates directly to their responsibilities that will need to be met for the program to receive this accreditation.

Please talk with your Program Manager who can review which Minimum Standards apply to your position.

7. Present a budget to be reviewed and approved as part of the local program budget.

Your local program must submit an annual budget to the state office and as part of that budget you will want to ensure that the program is planning for the funds you will need to support your training and competition activities