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Coaches Guide to Training and Competition during Return to Activities: Phase A

As we head into Return to Activities the following requirements will be in place for a program to begin training.

PHASE A: At-Home:

- For team sports, only Level 1 and Level 2 skills activities are permitted. No team play will be allowed in the fall.
- All athletes and Unified Partners with active SOPA medicals are eligible to participate in at-home training.
- No in-person competitions will be permitted during the fall 2020 season.
- All State competitions will be done virtually – including Fall Sectionals and Fall Festival.

Coach Responsibilities:

- Verify with Local Program leaders that all athletes have current medicals.
- You as a coach must be an active Class A volunteer.
- Conduct weekly training sessions to engage athletes, discuss health and fitness and prepare athletes for competition.
- Engage athletes virtually (see appendix).
- Engage athletes who do not have access to technology (see appendix).
- Provide each athlete with needed equipment if they do not have access to their own.
- Instruct athletes on how to prepare their competition site to participate in virtual competition.
- Adhere to deadlines for competition information.

Requirements for Phase A:

To conduct at-home training and virtual competition, Local Programs must adhere to the following:

- Prepare appropriate resources for safe at-home activities.
- Prepare participants for participation in at-home training and virtual competitions.
- Share resources digitally and when necessary, mailings to activate participants virtually.
- At-home participants with COVID-19 symptoms must refrain from participating in activities and consult with a healthcare professional for further evaluation.
- Ensure that athletes and coaches abide by the Honor Code (appendix).
- At-home athletes are required to work virtually with a Class A coach.
- Ensure athletes have the necessary equipment to conduct at-home training and competition safely.
- Ensure athletes have assistance in recording scores and preparing competition area.
- Adhere to deadlines for competition information.
Flag Football At-Home Training

Description
For team sports, in Phase A, athletes will be able to compete in Level 1 (Entry) or Level 2 (Advanced) Skill Competitions. Each athlete should be provided with ONE football if they do not own one.

Recommended and Substitute Equipment

- Sports equipment: Football
- Measuring device: ideally a tape measure, if not you can use your feet (one of your feet = 12 inches or 1 foot)
- Cones: plastic water bottles, shoes, household items
- Marking device: painters tape, chalk, string
- Timing device: stopwatch, wrist watch, phone, kitchen timer
- Playing area: backyard, schoolyard, park, parking lot
- Assistant for conducting competition: household member, family member, caregiver
- Raised object: stool, table, chair, upside down trashcan
- Target: hula hoop, garbage can, cardboard box, newspaper, folded bath towel, place mat

Sample Training Plan

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-10 Min</td>
<td>Warmup/Stretch</td>
<td></td>
</tr>
<tr>
<td>10 Min</td>
<td>Skill Recap and Follow up</td>
<td>Prior to first training have meetings with the athletes to discuss a drill to work on. See how their development in that skill has come along.</td>
</tr>
<tr>
<td>10 Min</td>
<td>Fitness Work</td>
<td>Fitness Drills may include the Additional Drill examples in the Skills Guide. This can also be a good time to do a pushup challenge or something of that nature with your athlete.</td>
</tr>
<tr>
<td>10 Min</td>
<td>Nutrition Recap</td>
<td>Discuss the athlete’s nutrition over the time between meetings. Fit 5 is a great turnkey program that can give coaches and athletes nutritional guides.</td>
</tr>
<tr>
<td>10 Min</td>
<td>Drill to Work on Prior to Next Meeting</td>
<td>Identify drills that the athlete can do on their own in the time before the next meeting to improve their skills in anticipation of the upcoming competition.</td>
</tr>
</tbody>
</table>
I like to keep notes on the upcoming training and competition schedule here. It is great to have notes on pertinent information for the athletes and coaches.

**Recommended Warmups**
- Warmup lap
- Hip circles
- Arm circles
- Jumping jacks
- High Knees
- Butt kicks
- Moving lunges

**Recommended Cool Downs**
- Reach for the sky
- Side stretches
- V Sits
- Modified hurdles

**Additional Drill Examples**
- Plyometric drills
  - Wall sits
  - Air squats
  - Burpees
  - Jump rope
  - Plank
- Cone Drills
• Ladder Drills

Phase A Training Drills

Level 1 Skill #1 - Throwing for Distance
- Athlete stands at starting line.
- Set a target at 30 feet.
- Athlete aims and throws at the target.
- Continue to move the target out 15 feet at a time.
- Ensure the athlete is comfortable with each distance before moving the target.

Level 1 Skill #2 - Agility and Speed - Hand Off
- Step 1 - From the starting line, the athlete practices maneuvering through the cones then through the finish line.
- Step 2 - From the starting line, the athlete practices maneuvering through the cones then through the finish line with the football. Try not to drop the ball.
- Step 3 - From the starting line, as the athlete passes the raised object, they reach out and grab the football. Continue to run straight without dropping the ball.
- Step 4 - Put it all together! From the starting line, as the athlete passes the raised object, they reach out and grab the football. Maneuver through the cones, then across the finish line.

Level 1 Skill #3 - Long Snap
- Step 1 - The athlete stands 5.5 feet from the wall and practices the snap and hitting the wall in the target area of 4 feet and 5.5 feet.
- Step 2 - Continue to move the athlete back until they are able to stand 10 feet from the wall.
Level 2 Skill #2 - Control and Pass

- Step 1 - The athlete practices throwing 15 feet with the ball landing on the 5 foot line.
- Step 2 - Change the throwing line to 36 feet.
- Step 3 - Change the throwing line to 60 feet.

Level 2 #3 - Agility and speed handoff - Advanced

- Step 1 - From the starting line, the athlete practices maneuvering through the cones then through the finish line.
- Step 2 - From the starting line, the athlete practices maneuvering through the cones then through the finish line with the football. Try not to drop the ball.
- Step 3 - From the starting line, as the athletes passes the raised object, they reach out and grab the football. The athlete should run straight without dropping the ball.
- Step 4 - Put it all together! From the starting line, as the athlete passes the raised object, they reach out and grab the football. Maneuver through the cones, then across the finish line.

Flag Football At-Home Competition

Recommended Equipment and Substitute Equipment

- Sports equipment: Football
- Measuring tape: 1 of your feet = 1 foot, tape measure
- Cones: plastic water bottles, shoes, household items
- Marking device: painters tape, chalk, string
- Timing device: stop watch, wrist watch, phone, kitchen timer
- Playing area: backyard, schoolyard, park, parking lot
- Assistant for conducting competition: household member, family member, caregiver
- Raised object: stool, table, chair, upside down trashcan
- Target: hula hoop, garbage can, cardboard box, newspaper, folded bath towel, place mat

At-Home Competition Entry Information

- Athletes may enter up to three individual skills events and must choose either Level 1 (Entry) or Level 2 (Advanced) skills.
- Awards will be given for results in each individual skill.
- Qualifying scores will be due two (2) weeks prior to sectionals and three (3) weeks prior to State level competitions.
- Athletes will submit scores to coaches.
Coaches will record a qualifying score for each athlete in their chosen event(s).
These scores will be used for divisioning and must follow the SOPA Honor Code.
  o Level 1 - Entry
    ▪ Throwing for Distance
    ▪ Agility and Speed: Ball handoff
    ▪ Long Snap
  o Level 2 - Advanced
    ▪ Control and Pass
    ▪ Throwing for Accuracy
    ▪ Advanced Agility and Speed: Ball handoff

There is a data collection form at the end of this guide that will help to compile the information during your training.
The coach will submit the Qualifying Score to the Sport and Competition Coordinator/Regional Sport Director.

**Phase A At-Home Competition**

- Athletes will be divisioned according to their Qualifying Scores.
- Coaches will submit final scores to the Local Program Sport and Competition Coordinator/Regional Sport Director by the established deadline.
- Final scores are due to the appropriate SOPA Competition Director **by the Monday prior to the event.**
- In adherence with Honor Code, the same playing surface **must** be used for divisioning and competition.
- Phase A competition will occur as:
  o Individual Skills competition for traditional athletes.
  o Unified Pairs Skills competition for an Athlete and Unified Partner. In Unified Pairs Skills events the Athlete’s and Unified Partner’s scores will be added together to determine the score for the pair.
Flag Football - Level 1, Individual Skills for Virtual Competition

**Level 1, Skill #1 Throwing for Distance**

**Equipment**

Football, Measuring tape, Cones

**Description**

- The athlete gets two attempts to throw the football as far as possible.
- The athlete (QB) will mark a starting line with a marking device.
- After the athlete throws as far as possible they retrieve their ball and throw one more time.
- The assistant will track where the ball first hits the ground and record the distance.

**Scoring**

- The final score will be the athlete's farthest throw of the two attempts.
- The score must be recorded in feet and inches.
- Example 25'5”
Level 1 Skill #2 Agility & Speed: Hand-Off

Equipment
One football, Eight cones, Measuring tape, Stop watch, Raised object

Description
The athlete will pick-up the ball, maneuver around cones and cross the finish line without losing the ball.

- The ball will be positioned 60 feet from the start line on a raised object.
- The athlete will begin 15 feet behind the ball and between the cones.
- When the assistant gives the signal, the athlete will approach the ball and take it off the raised object to mimic a QB’s hand off.
- The clock will start on the assistant’s signal.
- The athlete must maneuver around the four cones and sprint to the finish line between the cones and must maintain possession of the football.
- Each cone will be 3.75 feet apart.
- If an athlete loses control of the ball, the clock continues to run until the athlete recovers the ball and crosses the finish line.

Scoring

- The athlete will receive two attempts.
- The athlete will be timed from the assistant’s signal to when he/she crosses the finish line between the cones with possession of the football.
- One-second will be added for every missed cone.
- The final score will be the athlete’s fastest time of the two attempts.
- The score must be reported in seconds and tenths.
- Example 30.25 (30 seconds and 25 tenths).
LEVEL 1 SKILL #3 – LONG SNAP

Equipment
Football, Measuring Tape, Wall, Marking device

Directions
- On a wall mark a 4 feet line and a 5.5 feet line with chalk.
- The athlete stands 10 feet from the wall, with their legs spread slightly farther apart than shoulder length.
- Ball is placed on the on the ground in front of the player.
- Athlete places 2 hands on the football.
- When the assistant says go athlete snaps the ball aiming for the wall.

Scoring
- If the ball hits the ground without hitting the wall - the athlete receives zero pts.
- If the ball hits the wall below the 4 feet line the athlete receives 3 pts.
- If the ball hits the wall between the 4 feet and 5.5 feet line the athlete receives 5 pts.
- If the ball hits over the 5.5 feet line the athlete receives 1 pt.
- Final score is the total of 5 attempts.
- Maximum points received per snap is 5 pts.
- Maximum points received for 5 tries is 25 pts.
Flag Football - Level 2, Individual Skills for Virtual Competition

Level 2 Skill #1 Control and Throw

Equipment
Football, 4 Cones, Measuring tape

Directions
- Athlete starts in 12x12 feet QB box.
- On the start command, the athlete takes 5 steps backwards and throws the ball between the cones on either the left or right side depending on what the assistant directs.
- Athlete retrieves ball after throw and returns to box to throw to other target.

Scoring
- Athlete receives 1 pt. for throwing in the correct direction the assistant calls.
- Athlete also receive 2 pts. if the ball is thrown/lands between the 2 cones.
- Maximum points per throw is 3.
- Athlete has 6 attempts. Assistant should mix the left and right calls while ensuring 3 calls to the left and 3 calls to the right.
- Maximum pts. for this skill is 18.
Level 2, Skill #2 Throwing for Accuracy

Equipment

Football, Measuring tape, 5 Targets

Description

- The quarterback box should be placed in between the starting and finish line.
- The quarterback box will be 12 feet X 12 feet.
- Targets 1 & 5 will be 15 feet from the quarterback box.
- Targets 2 & 4 will be 36 feet from the quarterback box.
- Targets 3 will be 60 feet from the quarterback box.
- The athlete stands inside of the quarterback box.
- The athlete must throw to each target in numerical order.
- After the athlete throws at target 1 they retrieve their ball and return to the back of the line to throw to target 2 and so on in progression.

Scoring

- Athlete will receive points for each completed pass.
- The athlete receives 2 pts for each ball that hits the ground inside the target box.
- Zero pts. will be given if the ball hits the ground prior to reaching the target.
- The athlete competition score is the total of the 5 throws.
- The maximum points for 5 throws is 10 pts.
**Level 2 Skill #3 Agility & Speed: Hand-Off**

**Equipment**
Football, 16 cones, Measuring tape, Stop watch, Raised object

**Description** The athlete will pick-up the ball from a raised object, maneuver around cones, through the slalom, and cross the finish line without losing the ball.

- The ball will be positioned 15 feet from the start line on a raised object (stool, table, garbage can, etc.).
- The athlete will begin 15 feet behind the ball and between the cones.
- When the assistant gives the signal, the athlete will approach the ball and take it off the object to mimic a hand off.
- The clock will start on the assistant signal.
- The athlete must maneuver around the 12 cones and cross the finish line/end zone between the cones and must maintain possession of the football.
- Each cone will be 3.75 feet apart around the quarterback station (start line).
- If an athlete loses control of the ball, the clock continues to run until the athlete recovers the ball and crosses the finish line.

**Scoring**

- The athlete will receive three attempts.
- The athlete will be timed from the assistant signal to when he/she crosses the finish line between the cones with possession of the football.
- One-second will be added for every missed cone.
- The final score will be the athlete’s fastest time of the three attempts.
- The score must be reported in seconds and tenths.
- Example 30.25 (30 seconds and 25 tenths).
**FLAG FOOTBALL - LEVEL 1 - VIRTUAL COMPETITION**

At-Home data collection form

<table>
<thead>
<tr>
<th>AREA/COUNTY:</th>
<th>DATE:</th>
<th>COACH:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATHLETE/PARTNER NAME:</strong></td>
<td>Athlete / Partner</td>
<td>Throwing for Distance</td>
</tr>
<tr>
<td>Fall Sectional - 1st score</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Sectional - Final score</td>
<td></td>
<td></td>
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<tr>
<td>Date completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Fest - 1st score</td>
<td></td>
<td></td>
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<tr>
<td>Date completed:</td>
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<td></td>
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<tr>
<td>Fall Fest - Final score</td>
<td></td>
<td></td>
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<tr>
<td>Date completed:</td>
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<td></td>
</tr>
</tbody>
</table>

**TRAINING RECORD:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Throwing for Distance</th>
<th>Ball Handoff</th>
<th>Long Snap</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
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<td>Week 2</td>
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<td>Week 9</td>
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<tr>
<td>Week 10</td>
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</tbody>
</table>
# FLAG FOOTBALL - LEVEL 2 - VIRTUAL COMPETITION

At-Home data collection form

## AREA/COUNTY:

### ATHLETE/PARTNER NAME:

- **Athlete** or **Partner**

<table>
<thead>
<tr>
<th>Athlete/Partner Name</th>
<th>Control and Throw (total 6 attempts)</th>
<th>Total</th>
<th>Throwing for Accuracy (total 5 attempts)</th>
<th>Total</th>
<th>Agility and Speed: Ball Handoff (MM:SS.00) (circle best time)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Sectional - 1st score</td>
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<td>Date completed:</td>
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<tr>
<td>Fall Sectional - Final score</td>
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<td>Fall Fest - 1st score</td>
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<td>Fall Fest - Final score</td>
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<td>Date completed:</td>
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</table>

## TRAINING RECORD:

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<th>Date:</th>
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<th>Control and Throw</th>
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<th>Throwing for Accuracy</th>
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<td>Date:</td>
<td>Week 10</td>
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</tbody>
</table>
Athlete Honor Code

All Special Olympics athletes want to compete fairly and know everyone is following the same rules. This is always important, but even more so now that many athletes are not competing in-person. For athletes who decide to participate virtually at-home, Special Olympics Pennsylvania (SOPA) has created the following Honor Code.

The Honor Code is a tool to let all athletes understand how to fairly compete virtually in Special Olympics Pennsylvania (SOPA). Fair and meaningful opportunities are the most important parts of SOPA competitions. Athletes and coaches must follow this Honor Code to make sure everyone can have a fair and meaningful experience in virtual competitions.

SOPA demonstrates a spirit of mutual trust and honesty. As an athlete I promise:

- I will only use one attempt to record my competition score, which is the same as when I compete in-person. Using more than one attempt to try and submit a better score is illegal and violates the rules of virtual competition.
- I will follow the competition rules for my sport.
- I will use the same course, field, court, and equipment for all parts of the virtual competitions.
- I will give my exact recorded time, distance, or score to my coach.
- I will follow all virtual competition rules provided by Special Olympics Pennsylvania.
- I will meet all deadlines to turn in my scores.
- I will give my best effort in training to try to achieve my best competition performance.

This Honor Code and the SOPA Code of Conduct outline how an athlete should train and compete in a virtual setting.

The “Virtual Competition Review Committee” will make sure athletes and coaches follow the rules of the Honor Code. The committee will consist of SOPA Staff and members of Local Programs, and will not tolerate any violation of the Honor Code.
The purpose of this Honor Code is to communicate the meaning and importance of athletic integrity to all members of the Special Olympics Pennsylvania (SOPA) community and to articulate and support the interest of the athletes and coaches in maintaining the highest standards of conduct in virtual competition.

SOPA embodies a spirit of mutual trust and honesty. As a coach I promise to:

- Give athletes one attempt to record their competition score as is done in-person. Providing multiple attempts to try and submit a higher score is illegal and violates the integrity of virtual competition.
- Follow and enforce the competition rules for each sport which includes calling any illegal attempt or violation.
- Have my athletes use the same course, field, court, and equipment for divisioning, as well as all virtual competitions.
- Submit the exact time, distance, score, or other performance measurement for each athlete for divisioning and all competitions.
- Follow all virtual competition guidelines and standards provided by Special Olympics Pennsylvania.
- Meet all deadlines for submission of scores.
- Ensure the athletes I coach have the proper equipment and practice facilities which provide them with the best opportunities to succeed.

This Honor Code summarizes the expected standards of conduct in virtual athletic competitions. The Honor Code is an addendum to the existing SOPA Code of Conduct to ensure equality in competition during any time in person competitions cannot be offered.

The Honor Board is the organizational body charged with enforcement of the Honor Code. The Honor Board will consist of state level Competition Staff and select members of Local Programs, and will not tolerate any violation of the Honor Code.
“HOW TO”
ENGAGE ATHLETES IN A VIRTUAL SETTING

This is a moment of high anxiety, grief, and trauma for many of our athletes. As a coach, you have the opportunity to support your athletes through this difficult time through your support and love for our athletes. Below are guidelines and suggestions for ways to interact and engage our athletes over your preferred video conferencing tool.

**Schedule out your meetings**
- Just like your in person training, plan out the virtual training with your athletes. There is a sample Phase A plan in the Sport Specific Guidebooks, please adapt that sample to fit your needs.
- Acknowledge each athlete when they log on, address them by name and make sure they know you are glad to see them.
- Ask questions that acknowledge the situation, while also providing a sense of hope and something to look forward to.

**Establish team support**
- Set normal expectations for each of the virtual training: no phones or other devices that could distract the athlete or group, when someone is talking be are actively listening, develop responses from the group to positively support their teammates.
- When an athlete says something positive or encouraging to a teammate, pause to highlight that behavior.

**Celebrate every little thing**
- Just like when you are in person, you want your athletes cheering each other on.
- When meeting remotely, try to include activities that engage the athletes and set them up for success (garbage can basketball, soccer dribbling, pushups, etc.).
- Many of our athletes are dealing with challenges away from Special Olympics. Discuss those challenges at your meetings and be proud of how they are working through those challenges.

**Focus on the skills**
- Training the athletes through this virtual experience will take some creativity. In your meetings, adjust your camera so the athletes can watch you model a skill or drill. You can also have the athletes lead a skill or drill during training as well.
- Keep up their (and your) fitness. Lead your athletes through some basic exercises that they can do at home. You can set goals to reach from meeting to meeting, like 10 pushups without stopping, so the athletes can work toward that goal outside of your meeting time.
ENGAGE ATHLETES IN A VIRTUAL SETTING

**Set the example**
- Be a role model for how you want your athletes to interact. Be mindful that social cues can be read differently on a virtual platform.
- Do the activities with them. Don’t be afraid to fail in front of your athletes. It is great to show your athletes that it is ok to struggle as long as you are improving.
- Talk to your athletes about how you manage your time. Be honest about how these times can be challenging, it’s ok to feel flat, lethargic, and unmotivated from time to time - but focus on the time you have together to be high energy and productive.

**Be Coachable**
- Talk to other coaches about what they are doing to engage their athletes.
- The best coaches are the best thieves, use other people’s ideas to engage the team.
- Learn about other platforms that you can interact with your athletes on. See what they are using, research those platforms, and use them if you believe it is an appropriate format.
<table>
<thead>
<tr>
<th>PLATFORM</th>
<th>COST</th>
<th>PARTICIPANTS ALLOWED</th>
<th>TIME LIMIT</th>
<th>OPTION TO RECORD</th>
<th># OF PEOPLE ON GRID VIEW</th>
<th>BREAKOUT ROOMS</th>
<th>JOIN WITHOUT ACCOUNT</th>
<th>SETUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOOM</td>
<td>FREE (BASIC PLAN)</td>
<td>100</td>
<td>40 MIN. (UNLESS AND EDU ACCOUNT)</td>
<td>YES</td>
<td>UP TO 49</td>
<td>YES</td>
<td>YES</td>
<td>LINK</td>
</tr>
<tr>
<td>SKYPE</td>
<td>FREE (UP TO 100 HR/MONTH)</td>
<td>50</td>
<td>4 HRS.</td>
<td>YES</td>
<td>UP TO 25</td>
<td>NO</td>
<td>YES</td>
<td>LINK 1</td>
</tr>
<tr>
<td>FACEBOOK MESSENGER</td>
<td>FREE</td>
<td>50</td>
<td>NO LIMIT</td>
<td>YES</td>
<td>UP TO 8</td>
<td>YES</td>
<td>NO</td>
<td>LINK 1</td>
</tr>
<tr>
<td>MICROSOFT TEAMS</td>
<td>FREE (BASIC PLAN)</td>
<td>20</td>
<td>NO LIMIT</td>
<td>FOR A FEE</td>
<td>UP TO 9</td>
<td>NO</td>
<td>YES</td>
<td>LINK 1</td>
</tr>
</tbody>
</table>

**Pros**

- Zoom
  - Popular. Many already use
  - Good mobile platform
- Skype
  - Easy to use. Many on Facebook
- Facebook Messenger
  - Many using for work
- Microsoft Teams
  - FREE

**Cons**

- Poor security: must use passwords
- Desktop version not as strong
- Facebook account required
- Not as easy if not familiar w/Microsoft
“HOW TO”
ENGAGE ATHLETES WITHOUT COMPUTER/INTERNET

We understand that not all athletes have access to a computer or internet, therefore we created this guidance to support coaches in engaging their athletes.

ATHLETES WITHOUT CELL PHONES

Mail Printed Resources
- Create training plans that can be printed and mailed
- Print and mail competition instructions from Sports Specific Guidance
- Work with assistant coaches and Unified partners to print and mail

Home Phone calls
- Contact athletes as often as you can
- Communicate instructions and weekly expectations to athletes

Socially Distant Visits
- Work with assistant coaches and Unified partners to print and deliver to athletes
- Work with athletes and caregivers to have a central packet pick-up location
- Ensure all are utilizing proper PPE and following social distance guidelines (minimal of 6”) when delivering
- No materials should be re-shared or exchanged

ATHLETES WITH CELL PHONES

Cell Phone Calls
- Call athletes with weekly practice plan and expectations
- Be cognizant of athletes phone plans so they do not incur additional charges
- Utilize assistant coaches and Unified partners to make phone calls
- Use conference call function on cell phone to connect multiple athletes on one call

Conference Calls
- Utilize a free conference call line so athletes can call in during training session
  - FreeConferenceCall.com
  - Google Meet
  - Zoom
ENGAGE ATHLETES WITHOUT COMPUTER/INTERNET

Social Media Platforms
- Use social media platforms like WhatsApp, Facebook or Google
- WhatsApp uses less data than Facebook or Google
- Create a Closed Facebook Group for your team

Text Messaging
- Use SMS to send training plans
- Use plain text instead of attachments when emailing. Plain text is easier to access and requires less data (therefore, less money), so consolidating content into the email body using plain text rather than attaching a .pdf is preferable