

Class A Volunteer Requirement How to Guide

Special Olympics
Michigan





Table of Contents

1. Protective Behaviors
2. General Orientation
3. Concussion Training



Protective Behaviors

- The Protective Behaviors online training course and quiz gives guidance on how to treat our athletes respectfully and how to identify potential signs of abuse. Class A volunteer ages 18+ are required to complete this training and quiz every three years.
- This is an online training through Special Olympics International.



Protective Behaviors

Steps to complete the training:

1. Open your internet browser and go to

http://www.specialolympics.org/protective_behaviors.aspx

- ▶ The above link is a direct link that will take you to Special Olympics International's webpage. To access this page through the Special Olympics Michigan site hover your mouse over "sports" on the top panel and click on "Coaches Corner." Scroll down to the third bullet point under Step 2 and click on "protective behaviors training"
- ▶ You should see a page that looks like the photo below:

The screenshot shows the Special Olympics website with a dark header. The header includes the logo, navigation links for 'WHAT WE DO', 'WHO WE ARE', 'GET INVOLVED', 'SPORTS & GAMES', 'SUPPORT OUR WORK', a search bar, and a 'DONATE' button. Below the header, a breadcrumb trail shows 'Main > Get Involved > Protective Behaviors Training'. A 'Listen' button with play and pause icons is visible. The main content title is 'Protective Behaviors Training'. A sub-section titled 'Essential Training for Volunteers' discusses the mistreatment of vulnerable people. A callout box titled 'Want to do the Training?' encourages volunteers to click a link for training.

Protective Behaviors Training

As its programs around the world have grown, Special Olympics recognized that the mistreatment of people with intellectual disabilities ranges from the horrifying to the subtle.

Essential Training for Volunteers

Any vulnerable person, anywhere in the world, can be abused in ways that leave no marks on the body but terrible scars on the soul.

It is through the caring, concern and talents of all its athletes, families and volunteers that Special Olympics has become one of the most respected sports organizations in the world. Special Olympics requires all volunteers in North America to participate in the Protective Behaviors Training Program. The program's goal is to provide education intended to prevent physical, emotional and sexual abuse.

Start the training by [clicking here](#).

Want to do the Training?

If you are a volunteer and wish to undertake the protective behaviors training, please [click here](#).

Protective Behaviors



Steps to complete the training:

2. To begin the training click on either “click here” links

Protective Behaviors Training

As its programs around the world have grown, Special Olympics recognized that the mistreatment of people with intellectual disabilities ranges from the horrifying to the subtle.

Essential Training for Volunteers

Any vulnerable person, anywhere in the world, can be abused in ways that leave no marks on the body but terrible scars on the soul.

It is through the caring, concern and talents of all its athletes, families and volunteers that Special Olympics has become one of the most respected sports organizations in the world. Special Olympics requires all volunteers in North America to participate in the Protective Behaviors Training Program. The program's goal is to provide education intended to prevent physical, emotional and sexual abuse.

Start the training by [clicking here](#).

Want to do the Training?

If you are a volunteer and wish to undertake the protective behaviors training, please [click here](#).

Protective Behaviors

Thank you for being a part of the Special Olympics Family. It is through the caring, concern and talents of all our athletes, families and volunteers that Special Olympics has become one of the most respected sports programs in the world. Your participation in the Protective Behaviors Training Program is just one more way that you demonstrate your dedication.

Welcome to the Special Olympics Protective Behaviors on-line training

The goal of this presentation is prevention of sexual abuse of Special Olympics athletes. It also addresses physical and emotional abuse.

After you click Finish, you will be directed to a Confirmation Form to fill out and submit. Once you click submit, both you and the Special Olympics program in your state will receive confirmation that you have taken the test.

Now it's time to start! Click the link below to get started.

GET STARTED

Protective Behaviors



Steps to complete the training:

4. You will be taken through different pages of information. When you finish reading the information click "next."

5. After a few pages of information a "pre-quiz" will appear. You will not be able to continue on until you answer all questions correctly.

6. Once you correctly answer the 3 'pre-quiz' questions you will be directed to the final quiz. Answer all questions and click submit. You will not be able to continue on until all questions are answered correctly.

7. **Fill in your FIRST AND LAST name, and other contact information. Select "MICHIGAN" on the drop down menu for State and Program. Click submit**

8. Your training is not complete until you click submit. Once you click submit you will see a verification page. The results of the training are sent directly to the State Office, however we recommend you print the verification for your records.

First Name

Last Name

Email

Address

City

Select State

Select Program

Zip

SUBMIT



Protective Behaviors

Q. How do you know that your training was completed?

- A. You will see a verification page like the picture on the right.

Q. What do you need to do next?

- A. We recommend that you print your verification page, however the results will be sent directly to the State Office.

Q. When does the training expire?

- A. After three years

Protective Behaviors

Thank you for being a part of the Special Olympics family. It is through the caring, concern and talents of all our athletes, families and volunteers that Special Olympics has become one of the most respected sports programs in the world. Your participation in the Protective Behaviors Training Program is just one more way that you demonstrate your dedication.

Thank you for successfully completing the Special Olympics Protective Behaviors training.

Your successful quiz results have been recorded, and your Program's Protective Behaviors contact will be able to see your name and information in the database of volunteers.
You will not receive an email notification.

Date and time of successful quiz: Friday, April 21, 2017 at 10:07:43 AM

Your Name: John Smith

Your Email: johnsmith@me.org

State where you live: MI

Special Olympics Program: Michigan

Your Protective Behaviors Test ID: 509109

PRINT

Print this page so that you can include a copy with your completed volunteer application.

You may want to print a screenshot of this page to keep a digital copy of it. To do that, click Print in your browser menu, and specify the destination as "Save as PDF".



General Orientation

All volunteers must have General Orientation training (at least once during their SO volunteer experience).

This basic introduction to Special Olympics Michigan covers:

- Special Olympics Mission and Philosophy
- Athlete Eligibility
- Duties of a Coach or volunteer

General Orientation



Steps to complete the training:

1. Open your internet browser and go to <https://www.somi.org/coaches-corner>
 - ▶ The above link is a direct link that will take you to Special Olympics Michigan's Coaches Corner page. To access this page through the Special Olympics Michigan site hover your mouse over "sports" on the top panel and click on "Coaches Corner."
2. Scroll until you see the section titled "How to becoming and staying a SOMI Certified Coach"
3. Click on Step 2 and follow the link for the General Orientation quiz

How to become (and stay) a certified SOMI Coach

Step 1
Contact your local area director

Step 2
Meet all coaching requirements

Step 3
Continuing Education

Required Trainings

Whether you are a new or seasoned coach, the trainings listed below must be up to date in your record. If you need help completing one of the trainings, please refer to our tutorial.

Volunteer A Form

Every three years

Complete the Volunteer A form and please send a copy to your local area director. This must be completed once every three years.

[Volunteer 'A' and Unified Partner Form](#)

General Orientation

One-time only

This is a general introduction to Special Olympics and any new volunteer or coach must take this training prior to working with athletes.

[General Orientation Guide](#)

[General Orientation Quiz](#)

Protective Behaviors

Every three years

This training must be completed by all new and existing Class A volunteers prior to working with Special Olympics.

[Protective Behaviors Training Program](#)

General Orientation

Steps to complete the training:

4. You will be taken to the General Orientation quiz page. Click on the link at the top of the page to review the General Orientation guide
5. Once you have reviewed the guide you answer ALL questions on the quiz and click submit.
 - Be sure to enter your first and last name and contact information so that your results get matched with the correct person.
6. Once you click submit you will see a message that your response has been recorded. The results will be submitted directly to the State Office. You will be contacted if you do not pass the quiz and will be required to complete the training again

General Orientation Quiz

Completing the Special Olympics general orientation session is the first step to becoming a coach for Special Olympics Michigan. Simply download and study the [general orientation participation guide](#), then take the online quiz below.

If you have any questions, please email Kellie Murphy.

Special Olympics Michigan General Orientation Quiz

* Required

Name *

Address *

City/State/Zip *

Phone Number *

Email *

The Special Olympics mission states that athletes should be given continuing opportunities to: *

- develop physical fitness
- demonstrate courage
- experience joy
- all of the above

The first International Special Olympics Games were held in: *

- 1963
- 1967
- 1968
- 1971

General Orientation



Q. How do I know my quiz was submitted?

- A. You will see a page that says that your response has been submitted like the photo on the right

Q. What do I need to do now?

- A. We recommend you print the confirmation page for your records, but the results will be sent directly to the State Office

Q. When do I need to complete the training again?

- A. The General Orientation training only needs to be completed once.

Special Olympics Michigan General Orientation Quiz

Your response has been recorded.

[Submit another response](#)

This form was created using Google Forms.
[Create your own](#)

 Google Forms



Concussion Training

The State of Michigan mandates that all coaches complete a concussion training every three years.

There are two online courses that you may use to become trained:

SOMI Recommended: National Federation of State High School Associations Concussion in Sports training course which is available at <https://nfhslearn.com/courses/61037>

The Centre for Disease Control's Heads-Up Concussion in Youth Sports training course, which is available at <http://www.cdc.gov/HeadsUp/youthsports/training/index.html>

Concussion training option 1: NFHS



1. Open your web browser and go to:

<https://nfhslearn.com/courses/61064/concussion-in-sports>

- To access this page through the Special Olympics Michigan site hover your mouse over “sports” on the top panel and click on “Coaches Corner.” Click on Step 2 and follow the link for concussion training.

How to become (and stay) a certified SOMI Coach

Step 1
Contact your local area director

Step 2
Meet all coaching requirements

Step 3
Continuing Education

Required Trainings

Whether you are a new or seasoned coach, the trainings listed below must be up to date in your record. If you need help completing one of the trainings, please refer to our tutorial.

Volunteer A Form

Every three years

Complete the Volunteer A Form and please send a copy to your local area director. This must be completed once every three years.

[Volunteer 'A' and Unified Partner Form](#)

General Orientation

One-time only

This is a general introduction to Special Olympics and any new volunteer or coach must take this training prior to working with athletes.

[General Orientation Guide](#)

[General Orientation Quiz](#)

Protective Behaviors

Every three years

This training must be completed by all new and existing Class A volunteers prior to working with Special Olympics.

[Protective Behaviors Training Program](#)

Concussion Training

Every three years

This training must be completed by all new and existing Coaches prior to working with Special Olympics athletes. You may use either course below for training. Once you complete concussion training, please send a copy to Kellie Murphy at murph4kj@cmich.edu.

[NFHS Concussion in Sports Training Course \(SOMI Recommended\)](#)

[CDC Concussion Training](#)

Sport Certification

One-time only

All coaches must obtain sport certification by attending a training school or utilizing the mentoring program. A Training School includes rules updates, organizing an eight week training plan, and best practices in coaching Special Olympics Athletes. Sport Skills Program materials are provided to each participant. The mentoring program will pair you up with an established Special Olympics coach and you will coach alongside them for a minimum of 10 hours. For more information on the mentoring program, or to be paired up with a mentoring coach please contact your area director.

Certified Coach Badge

Every three years

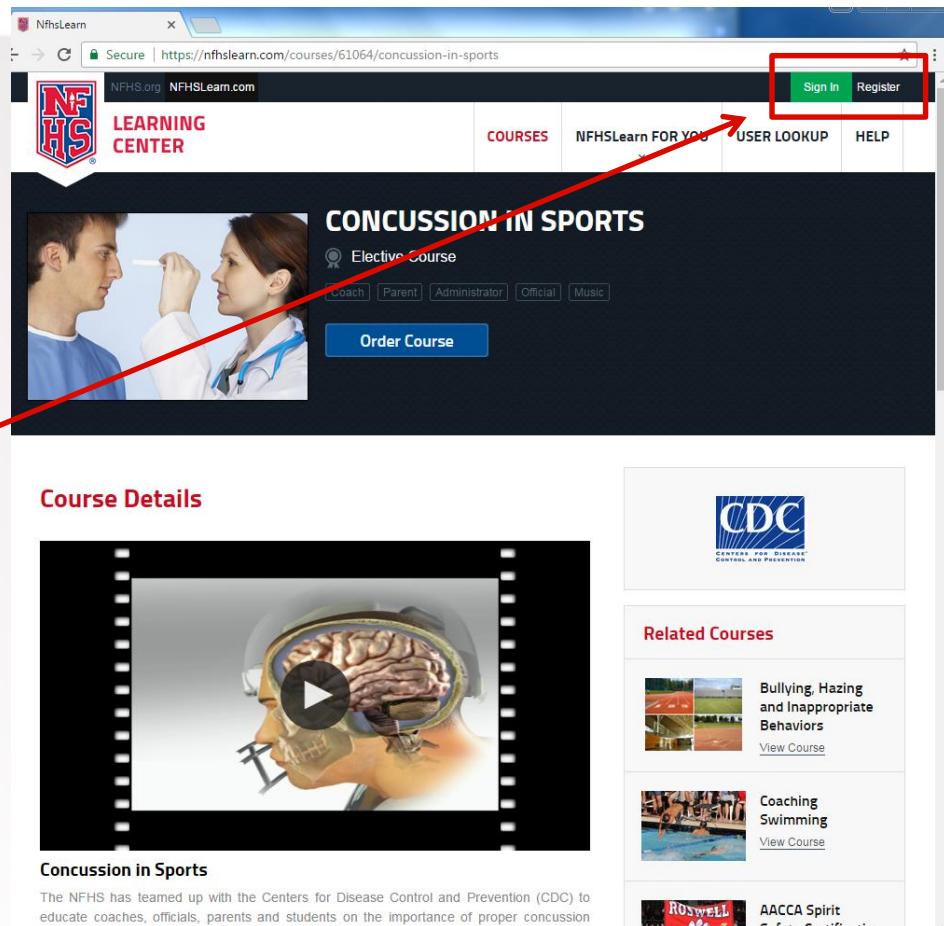
Once you have completed your sport certification you are eligible to receive your coach credential badge. You will need to upload your photo for the badge or email a photo to Kellie Murphy at murph4kj@cmich.edu.

[Coach Photo Badge Photo Upload](#)

Concussion training option 1: NFHS



2. Once you have clicked the link, your web browser will look like this
3. If you have completed this training before click sign-in, otherwise click register



NfhsLearn x Secure | https://nfhslearn.com/courses/61064/concussion-in-sports
NFHS.org NFHSLearn.com COURSES NFHSLearn FOR YOU USER LOOKUP HELP

LEARNING CENTER

CONCUSSION IN SPORTS
Elective Course
Coach Parent Administrator Official Music

Order Course

Course Details

Concussion in Sports

The NFHS has teamed up with the Centers for Disease Control and Prevention (CDC) to educate coaches, officials, parents and students on the importance of proper concussion

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

Related Courses

-  Bullying, Hazing and Inappropriate Behaviors
[View Course](#)
-  Coaching Swimming
[View Course](#)
-  Roswell ACCA Spirit Safety Certification



Concussion training option 1: NFHS

4. Complete the account set up

- If you do not have an email just make something up, it will not make you log in or verify an email to continue

The image is a composite of two parts. On the left, a football player in an orange jersey with the number 17 is shown in mid-air, performing a catch with a red ball. He is wearing a helmet and orange pants. In the background, there's a wooden wall with the NFHS logo. On the right, there is a screenshot of the 'Account Setup' page from the NFHS website. The page has a white background with red headings. It includes fields for 'Email address*', 'Confirm email address*', 'Password*', and 'Confirm password*'. Each field has a placeholder text inside. A large blue 'Next' button is at the bottom.

Account Setup

Email address*

ILoveSOMI@kellierocks.com

Confirm email address*

ILoveSOMI@kellierocks.com

Password*

.....

Confirm password*

.....

Next



Concussion training option 1: NFHS

5. Continue to complete profile – Be sure to enter Michigan for your state
6. If you enter Special Olympics Michigan as your school/organization it will help us locate your certificate if you cannot send it in, however it must be entered just like that, any differences will prohibit this.
7. Once this is completed click submit and it will take you through a walk through of the site and how to access courses. Either click next to learn how to use the site or click the 'x' on the box.

Your School/Organization

State*

Michigan

City*

Mt. Pleasant

Full name of school/organization*

Special Olympics Michigan

N/A

Concussion training option 1: NFHS



8. The first course option on your screen should be 'concussion in sports'. Click 'Order Course'



Michigan State Coaching Requirements

Check with your school administration or state association to confirm your state's following courses have been approved by your state association.

The screenshot shows a course listing for 'Concussion in Sports' under 'Elective Courses'. A small thumbnail image shows a woman in a white shirt examining a man's nose. A blue banner at the bottom right of the thumbnail says 'Now available in Spanish!'. Below the course name, it says 'Not Purchased'. At the bottom is a blue 'Order Course' button.

9. You will see the course details and a brief description of the course. At the top of your screen click "order course" again.



The screenshot shows the 'CONCUSSION IN SPORTS' course page. It features the same thumbnail image of a woman examining a man's nose. To the right, the course name 'CONCUSSION IN SPORTS' is displayed in large white letters, followed by 'Elective Course' with a trophy icon. Below that are five categories: Coach, Parent, Administrator, Official, and Music, each with a small icon. At the bottom is a large blue 'Order Course' button.

Concussion training option 1: NFHS



10. It will ask you who is completing this course, make sure it says 'myself' and click continue.
11. It will show you your shopping cart with a total of \$0.00. This is because some of their courses have a cost associated to complete. Select Michigan in the state dropdown and then click checkout
12. You will see your order summary. Click the box to agree to the No refund policy and click continue

Concussion training option 1: NFHS



13. You will now see your order receipt and are now ready to complete the training. Click on the “Click Here” link to begin the training.

14. Click Begin Course and select your preferred language.

Your Order Receipt

Your order has been processed. A receipt is shown below; which includes a link to a print friendly version. To access your course(s) please [Click here](#).

Thank you for your interest in NFHS Coach Education.Credit Card Payment to: National Federation of State High School Associations

[Open Printable Version](#)

Invoice Num:	R955654851
Date:	12/19/2017
Total:	\$0.00
Name:	k k
Payment Method:	Free Course

Courses for Myself

Item	State	Quantity	Price	Total
Concussion in Sports	MI	1	\$0.00	\$0.00

Concussion training option 1: NFHS



-Stay engaged and focused because you will be quizzed on what you learn in these videos

A screenshot of a web-based learning platform. At the top, the URL 'self_courses/5173446/concussion_in_sports' is visible. The main header reads 'Concussion In Sports'. A sub-header on the left says 'Back to Dashboard'. On the right, there's a 'Welcome Summer' dropdown menu and the 'CDC' logo. A black arrow points from the text above to the 'Test' link under 'Unit 4: Review'. The central content area has a red header 'Review What You Have Learned' and a sub-instruction 'On the following slides, complete the test questions to review what you have learned in this course.' At the bottom, there are navigation buttons for 'Previous', page numbers '1' and '2' (with '1' highlighted), 'Next', and a search icon.



Concussion training option 1: NFHS

15. Once you complete the course be sure to print a copy (or screenshot, take picture, etc.) and email it to: murph4kj@cmich.edu

The screenshot shows a course completion page. At the top, there are navigation links: 'Back to Dashboard', 'Concussion in Sports', and 'Welcome Summer!'. In the center, a large blue banner displays the text 'CONGRATULATIONS' and 'on completing this course!'. Below this, a message states 'Your completion certificate is now available in the 'My Courses' section of your dashboard.' A section titled 'Share your accomplishment on' includes icons for email, LinkedIn, Facebook, and Twitter. A red arrow points from the text 'Keep your printed copy for your personal records' down to the 'Download Certificate' button, which is highlighted with a blue box.

-Keep your printed copy for your personal records

Concussion Training option 2: CDC



Please note: this training has gotten complaints for being slow and taking hours to load and complete. If this happens to you we recommend the previous training.

Open your web browser and go to:

<http://www.cdc.gov/HeadsUp/youthsports/training/index.html>

- To access this page through the Special Olympics Michigan site hover your mouse over “sports” on the top panel and click on “Coaches Corner.” Scroll down to the fourth bullet point under Step 2.

The screenshot shows the CDC HEADS UP website. At the top, there's a navigation bar with the CDC logo, a search bar, and a 'CDC A-Z INDEX' button. Below the header, a sidebar titled 'HEADS UP' lists various categories like 'Brain Injury Basics', 'Helmet Safety', 'HEADS UP to Parents', 'HEADS UP to Youth Sports' (which is expanded to show 'Online Concussion Training', 'Coaches', 'Parents', 'Athletes', and 'Sports Officials'), 'Atención: Conmoción Cerebral en el Deporte Juvenil', 'HEADS UP to School Sports', 'HEADS UP to Schools', 'HEADS UP to Health Care Providers', 'Sports Concussion Policies and Laws', 'HEADS UP Resource Center', 'Get Involved', 'HEADS UP Partners', and 'About HEADS UP'. The main content area is titled 'HEADS UP to Youth Sports: Online Training' and includes sections for 'Coaches and Parents: Changing the Culture of Concussion Starts With You!', 'What Will I Learn in This Training?', 'Course Help', 'Technical Requirements', 'FAQs', 'Additional Course Materials', and 'Additional Resources'. There's also a 'Launch the Course' button with a laptop icon.



Concussion Training option 2: CDC

1. Click on the “Launch the Course” box on the right hand side.

The screenshot shows the CDC HEADS UP website. On the left is a sidebar with a navigation menu. The main content area displays information about the 'HEADS UP to Youth Sports: Online Training'. At the bottom right of this section is a large blue button labeled 'Launch the Course'. A thick red arrow points from the text above down to this button. Below the main content, there are links for 'Technical Requirements', 'FAQs', 'Additional Course Materials', and 'Additional Resources'.

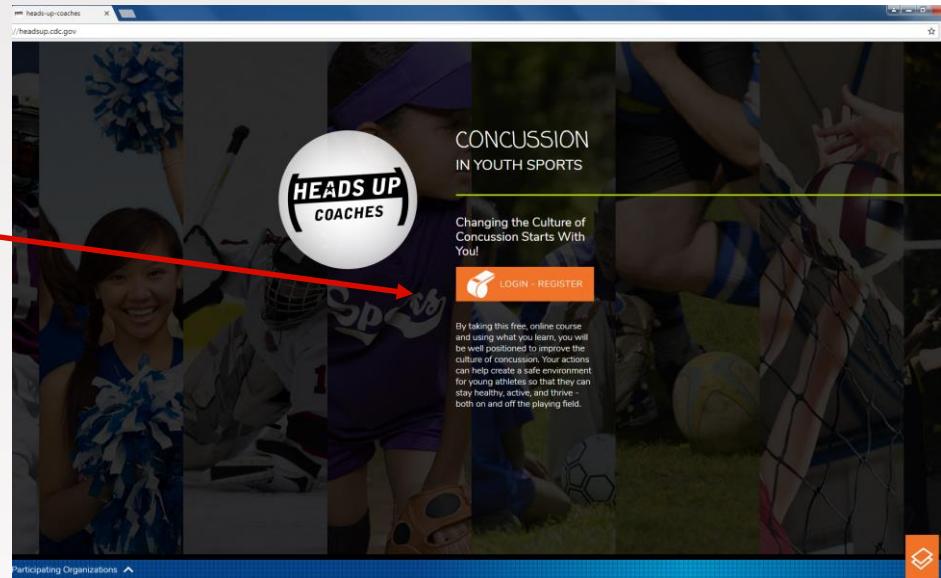


Concussion Training option 2: CDC

It will then take you to this page:

2. Click “LOGIN – REGISTER” and create an account

Note: For this training you DO need an email account. If you do not have one we recommend using the previous site.



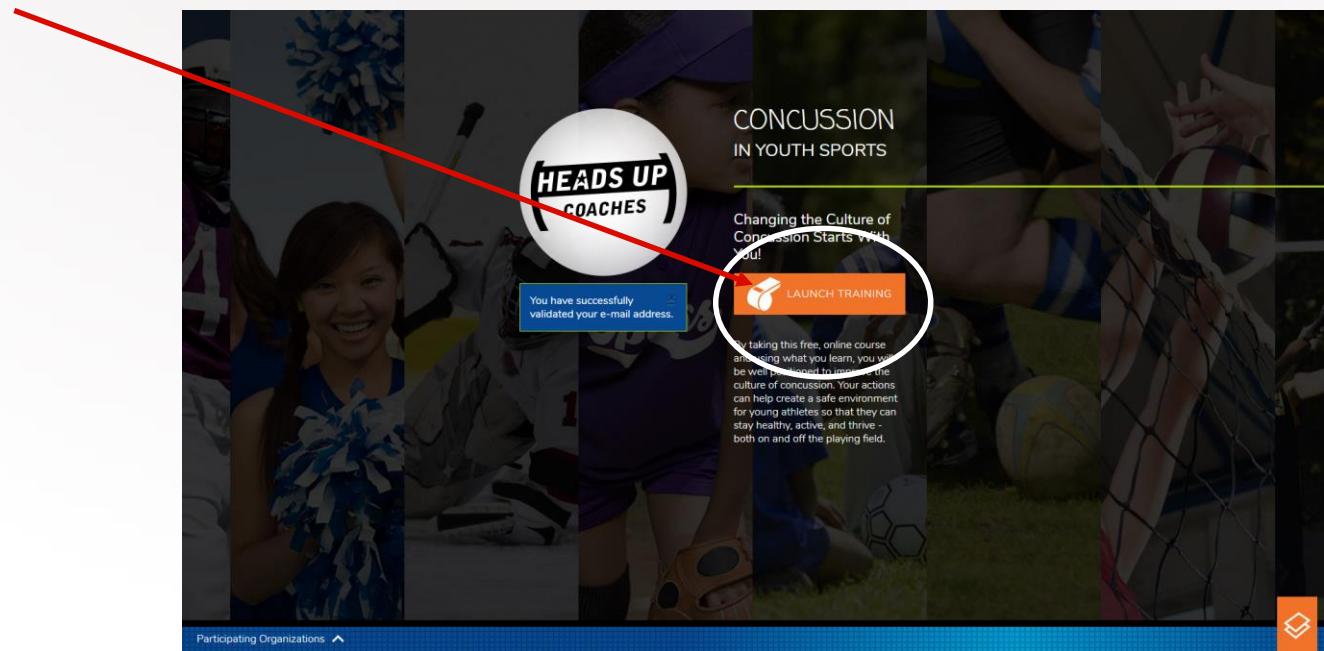


Concussion Training option 2: CDC

After you have created an account, an email will be sent to you. In the email there is a link that will take you to the training.

After opening that link, your screen should look like this:

3. Click “LAUNCH TRAINING”





Concussion Training option 2: CDC

Your course will then begin, please follow through and after completion and success your screen will look like this.

The screenshot shows a web browser window titled "Post - Test | heads-up-coaches.com | concussion_at_play.play". The URL in the address bar is "jiz-results/1460753". The main content area displays a "POST - TEST" section with a "Congratulations!" message. It states: "You have successfully completed the HEADS UP Training for Coaches. Please **click next** to enter your name and save your Certificate of Completion now." Below this is an orange "NEXT" button. To the right, there is a "Certificate of Completion" graphic for "HEADS UP COACHES". The certificate is dated "Awarded December 2017 to JONATHAN SMITH" and notes "In recognition of completing the HEADS UP Concussion Training for Youth Sports Coaches". The CDC logo is at the bottom. The background of the browser window shows a blurred image of a soccer field.

Concussion Training option 2: CDC



4. Click "NEXT"

POST - TEST

Congratulations!

You have successfully completed the HEADS UP Training for Coaches. Please [click next](#) to enter your name and save your Certificate of Completion now.

[NEXT](#)

Certificate of Completion
HEADS UP COACHES
Awarded December 2017 to
JONATHAN SMITH
In recognition of completing the HEADS UP Concussion Training for Youth Sports Coaches

CDC

5. add your FIRST and LAST name in the box on the next screen

6. Click "SAVE" then download and Print your certificate.

CREATE CERTIFICATES

Name as you would like it on your certificate *

[SAVE](#)

Concussion Training option 2: CDC



Once you have printed and downloaded your Completed Concussion Training Certificate, email a copy of it to Kellie Murphy at murph4kj@cmich.edu

-Keep your printed copy for your personal records

Concussion Training



Q. How do I know my certificate was submitted?

- A. Unlike the previous trainings, concussion training is NOT sent to the state office automatically. You will need to email or mail your certificate to the State Office

Q. What do I need to do now?

- A. We recommend you print the confirmation page for your records, you will also need to email or mail your certificate to the State Office

Q. When do I need to complete the training again?

- A. Concussion training needs to be completed every three years

Q. I am still having trouble completing the training, what do I do?

- A. We will do our best to help you if you call the State office, however since this training is provided through a third party site you may have better luck contacting them directly.
Questions concerning the NFHS Training: <https://nfhslearn.com/messages/new> or via telephone at 317-565-2023

Questions concerning the CDC Training: <https://www.cdc.gov/dcs/ContactUs/Form> or via telephone at 800-CDC-INFO