

Class A Volunteer Requirement How to Guide

Special Olympics
Michigan



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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:

Protective Behaviors

f t G+ in e

Welcome! 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. This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partners, etc). The Protective Behaviors Training Program is training aimed at preventing sexual abuse against Special Olympics athletes, as well as, ensuring the athletes' protection.

Please review the following instructions and information for completing Protective Behaviors Training Program. Thank you!

INSTRUCTIONS

STEP 1: Open the [Special Olympics Learning Portal](#)

Please note: The recommended browser is the latest versions of Mozilla Firefox & Google Chrome or Internet Explore 10 or above

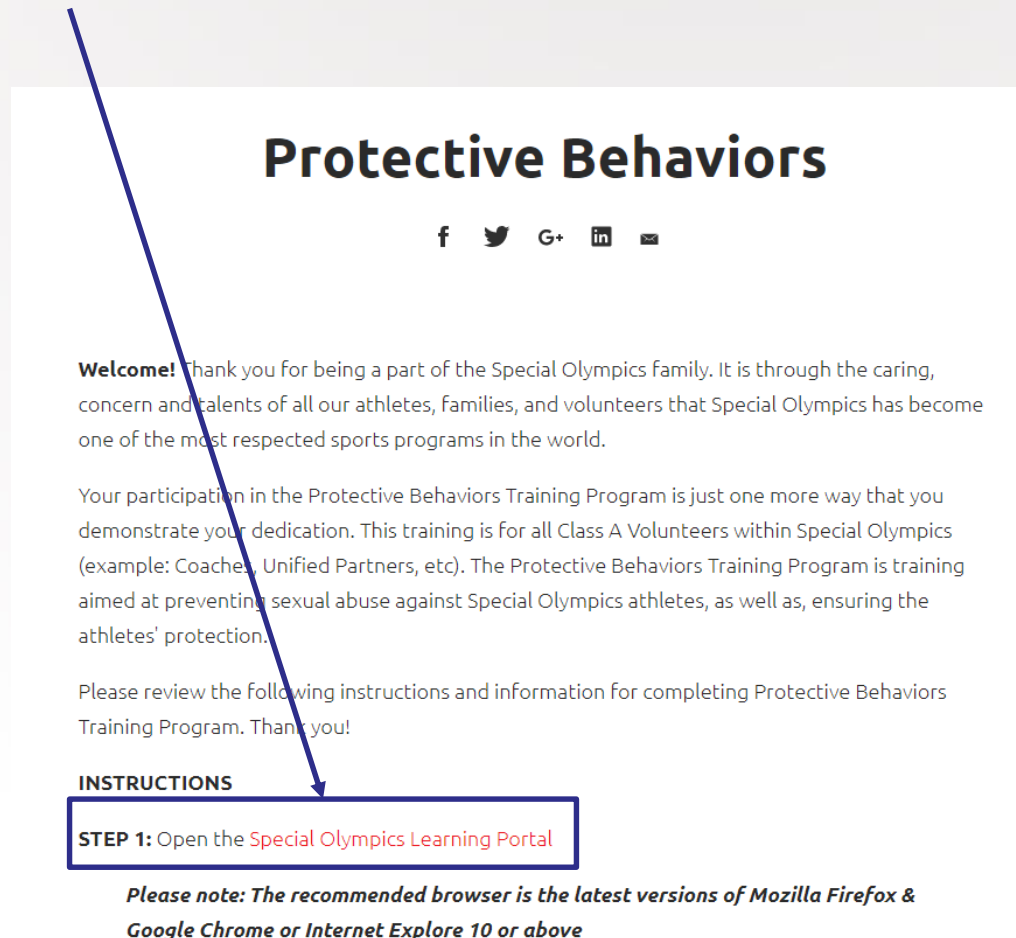
STEP 2: If you have used the Special Olympics Learning Portal previously, please use your email and password to login.

Protective Behaviors



Steps to complete the training:

2. To begin the training click on “open the Special Olympics Learning Portal”



Protective Behaviors

f t G+ in ✉

Welcome! 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.

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Please review the following instructions and information for completing Protective Behaviors Training Program. Thank you!

INSTRUCTIONS

STEP 1: Open the [Special Olympics Learning Portal](#)

Please note: The recommended browser is the latest versions of Mozilla Firefox & Google Chrome or Internet Explore 10 or above

Protective Behaviors



Steps to complete the training:

3. If you have already created an account log in with your email and password ([skip to step 12](#))
4. If you have not yet created an account click “don’t have an account? Create one”

A screenshot of the Special Olympics Learning Portal login page. The page has a dark background with a photo of a person wearing a medal. The text "SPECIAL OLYMPICS LEARNING PORTAL" is at the top. Below it, it says "Please enter your Email and password to login:". There are two white input fields for "Email" and "Password". Below these is a red "Login" button. Under the "Login" button are links for "Forgot Password" and "Don't have an account? Create one". The "Don't have an account? Create one" link is highlighted with a red box. At the bottom, it says "Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version." A red arrow points from the text "don't have an account? Create one" in the instructions above to the corresponding link on the page.

Protective Behaviors



Steps to complete the training:

5. Enter all of your information

6. Learning Area = Protective Behaviors

7. Click Submit

NEW USER REGISTRATION - PART I

User Title	<input type="text" value="--Select Title--"/>	*
First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	*
Email	<input type="text"/>	*
Gender	<input type="text" value="Select Gender"/>	*
Date of Birth	<input type="text"/>	*
Mobile No/ Primary No	<input type="text"/> <input type="text"/>	*
Street Address	<input type="text"/>	
City	<input type="text"/>	*
State	<input type="text"/>	
Country	<input type="text" value="No Country"/>	*
Learning Area	<input type="text" value="Protective Behaviors"/>	*
Region	<input type="text" value="Select"/>	*
Program	<input type="text" value="Select"/>	*
Primary Language	<input type="text"/>	*
Additional languages and level	<input type="text"/>	

Protective Behaviors



Steps to complete the training:

8. Click “done” and log in to the email address you previously entered

NEW USER REGISTRATION

Thank You, you will receive your temporary login password via your email. Once received, please enter the site. You will be able to change your password through the Profile.

Done

9. Once logged in to your email, find the email sent from Special Olympics and click “Activate Special Olympics Account”

Welcome to Special Olympics!

Hi Kellie,

Special Olympics is using Okta to manage access to web applications.

Your system administrator has created a Special Olympics user account for you.

Click the following link to activate your Special Olympics account:

Activate Special Olympics Account

This link expires in 30 days.

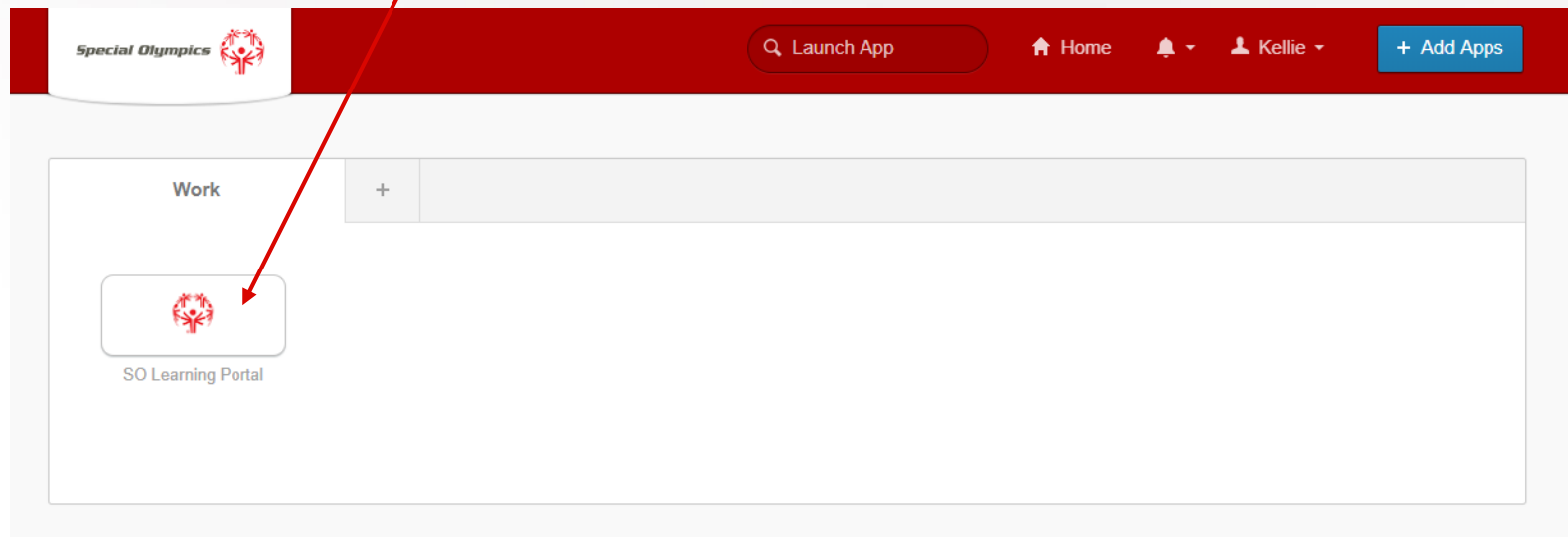
Protective Behaviors



Steps to complete the training:

10. Create your password and choose a security image

11. Click on the SO Learning Portal



Protective Behaviors



Steps to complete the training:

12. Click "Play"

MY LEARNING

ALL ▾ BY RECENT ▾

Protective Behaviors
This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partners, etc). The Protective Behaviors Training Progr...

Expires On
-

0/0 Credit Hrs

Not Started 0%

LEARNING MATERIAL ASSIGNED

PLAY

13. Click the play symbol

Protective Behaviors

OVERVIEW CONVERSATIONS ANNOUNCEMENTS

This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partn ... [See more](#)

LEARNING MATERIAL ASSIGNED

Starts On	Ends On	Last Accessed	Credit Hrs	Not Started
30-May-2019 09:30	-	05-Jun-2019 19:22	0/0	0%

Protective Behaviors

Protective Behaviors	Last Accessed	Attempts	Not Started
Protective Behaviors SCORM 1.2 Content	-	-	Not Started

Protective Behaviors

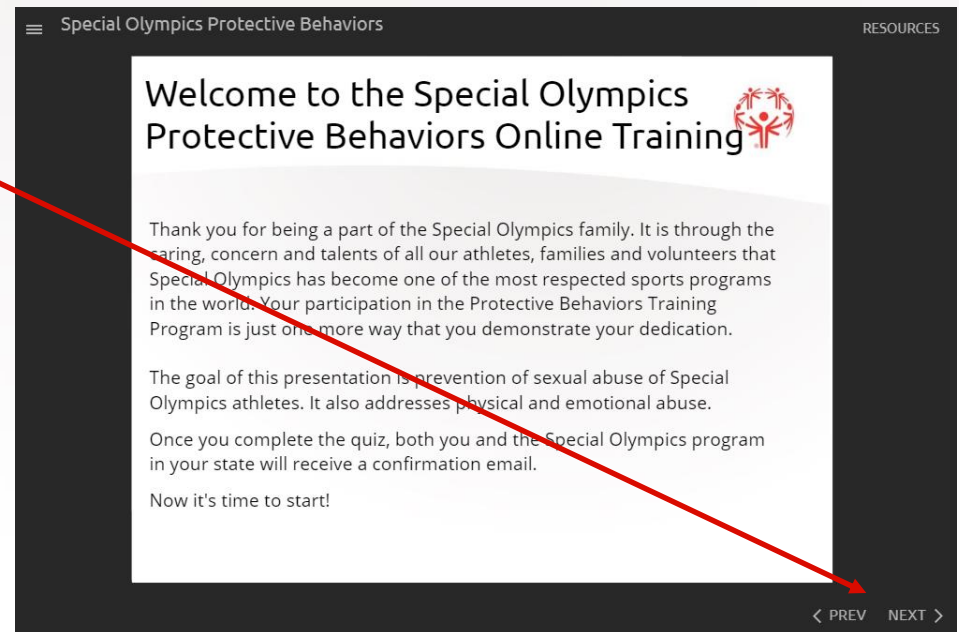


Steps to complete the training:

14. A new box should appear with the training. Click "Begin Training"



15. Click 'next' as you go through and complete the training



Protective Behaviors



Steps to complete the training:

16. Complete the pre-quiz and click 'submit' in the bottom corner. Repeat for all questions.

A screenshot of a quiz interface titled "Special Olympics Protective Behaviors". The question is "1) When is it appropriate to withhold water from an athlete?". There are four radio button options: "When the athlete is underachieving and could use a 'water break' as motivation", "Only when the athlete is unprepared or uncooperative", "Never" (which is selected), and "When the weather is cool and water isn't really needed". The interface shows "16 of 35" questions completed. A red arrow points from the instruction text to the "SUBMIT" button in the bottom right corner.

Special Olympics Protective Behaviors

1) When is it appropriate to withhold water from an athlete?

☐ When the athlete is underachieving and could use a "water break" as motivation

☐ Only when the athlete is unprepared or uncooperative

☒ Never

☐ When the weather is cool and water isn't really needed

16 of 35

SUBMIT ✓

17. Click 'submit' upon completing the final quiz

A screenshot of a final confirmation screen with a red background. The text reads: "By clicking submit you are confirming that you have read and understand the information presented in this program." Below the text is a grey "Submit" button with a right-pointing arrow. The Special Olympics logo is in the bottom right corner. A black arrow points from the instruction text to the "Submit" button.

By clicking submit you are confirming that you have read and understand the information presented in this program.

Submit ►

Special Olympics

Protective Behaviors



Steps to complete the training:

18. Once you click submit the results are sent to the SOMI State office. You will receive a confirmation email and you will also be able to click and download a certificate.


Protective Behaviors

OVERVIEW CONVERSATIONS ANNOUNCEMENTS


This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partn ... [See more](#))

LEARNING MATERIAL ASSIGNED

Starts On	Ends On	Last Accessed	Credit Hrs	Completed
30-May-2019 09:30	-	05-Jun-2019 19:23	0/0	100%



Protective Behaviors

Protective Behaviors SCORM 1.2 Content	Last Accessed	Attempts	Completed	
	05-Jun-2019 19:33	-	Completed	▶



Protective Behaviors

Q. How do I know my quiz was submitted?

A. You will receive a confirmation email and a certificate

Q. What do I need to do now?

A. We recommend you print the certificate 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 training must be completed every three years

Q. What if I share an email with someone who needs to complete the training?

A. If the user shares an email and both need to take the training a new email must be used. Only 1 profile per login.

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 <http://somi.org/sports/coaches.html>

- ▶ 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 "Steps to becoming and staying a SOMI Certified Coach"

3. Under the second bullet point click on the link that says "general orientation quiz"

Special Olympics Michigan Coaches



Coaches help our athletes realize their true potential.

To be a Special Olympics coach, you don't have to have prior experience - we provide the necessary training. What you do need is the enthusiasm and desire to make a positive impact on the lives of athletes. The following resources will guide you through the certification process.

Steps to Becoming and Staying A SOMI Certified Coach

Step 1: Contact your local area director

Contact your local area director to find out what coaching opportunities are available near you. Choose your county from the "Select a Local Program" drop down menu on the right side of the screen. You will be redirected to your local area page that contains your area director's contact info.

Step 2: Requirements for all coaches

Whether you are a new or seasoned coach, the following trainings must be up to date in your record:

- **Volunteer A Form** – Click [here](#) to download the Volunteer A Form. Once completed please send a copy to your local area director. Volunteer/Guest Registration Form to your local area director.
- **General Orientation** – Click [here](#) for online training. This is a general introduction to Special Olympics and any new volunteer or coach should take this training prior to working with athletes. Review the [general orientation participation guide](#), then complete the [general orientation quiz](#).
- **Protective Behaviors** – Online Training that must be completed **every three years**. Available by [clicking here](#), this training **must** be completed by all new and existing Class A volunteers prior to working with Special Olympics athletes.
- **Concussion Training** - Online Training that must be completed **every three years**. This training must be completed by all new and existing Coaches prior to working with Special Olympics athletes. 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 Center 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>.

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](#)



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.” Scroll down to the fourth bullet point under Step 2.

Special Olympics Michigan Coaches



Coaches help our athletes realize their true potential.

To be a Special Olympics coach, you don't have to have prior experience - we provide the necessary training. What you do need is the enthusiasm and desire to make a positive impact on the lives of athletes. The following resources will guide you through the certification process.

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Step 1: Contact your local area director

Contact your local area director to find out what coaching opportunities are available near you. Choose your county from the "Select a Local Program" drop down menu on the right side of the screen. You will be redirected to your local area page that contains your area director's contact info.

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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


A screenshot of the NFHS Learning Center website. The browser address bar shows the URL https://nfhslearn.com/courses/61064/concussion-in-sports. The website header includes the NFHS logo, the text "LEARNING CENTER", and navigation links for "COURSES", "NFHSLearn FOR YOU", "USER LOOKUP", and "HELP". In the top right corner, there are "Sign In" and "Register" buttons, which are highlighted with a red rectangle. A red arrow points from the "Register" button to the "Order Course" button on the main course banner. The main banner features a photo of a doctor examining a patient's head and the text "CONCUSSION IN SPORTS", "Elective Course", and "Order Course". Below the banner, the "Course Details" section includes a video player with a play button icon and a 3D diagram of a human head showing the brain. To the right of the video player is the CDC logo. Below the video player, the text "Concussion in Sports" is followed by a paragraph: "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". To the right of the video player, the "Related Courses" section lists three courses: "Bullying, Hazing and Inappropriate Behaviors", "Coaching Swimming", and "AACCA Spirit Safety Certification", each with a "View Course" link.

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



Account Setup

Email address*

Confirm email address*

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.



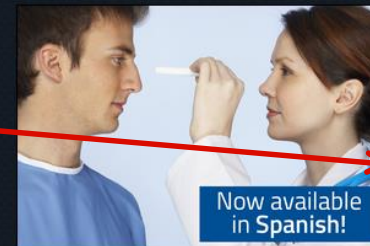
Concussion in Sports

Elective Courses

Not Purchased

Order Course

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



CONCUSSION IN SPORTS

Elective Course

Coach Parent Administrator Official Music

Order Course

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

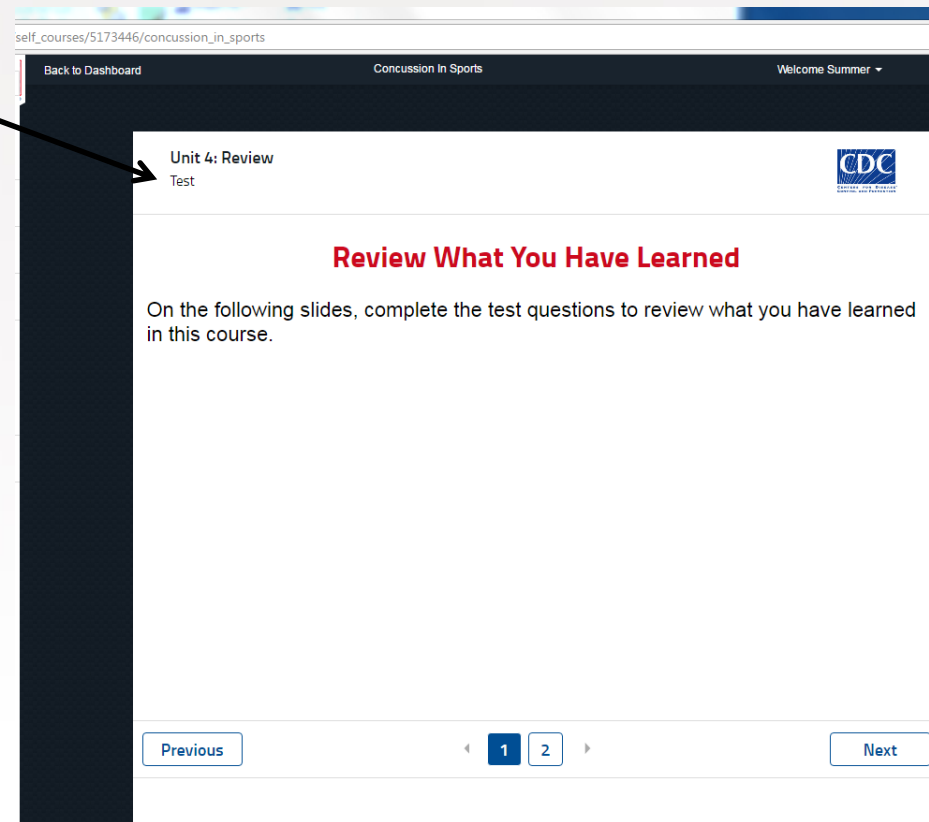
Courses for Myself

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

Concussion training option 1: NFHS



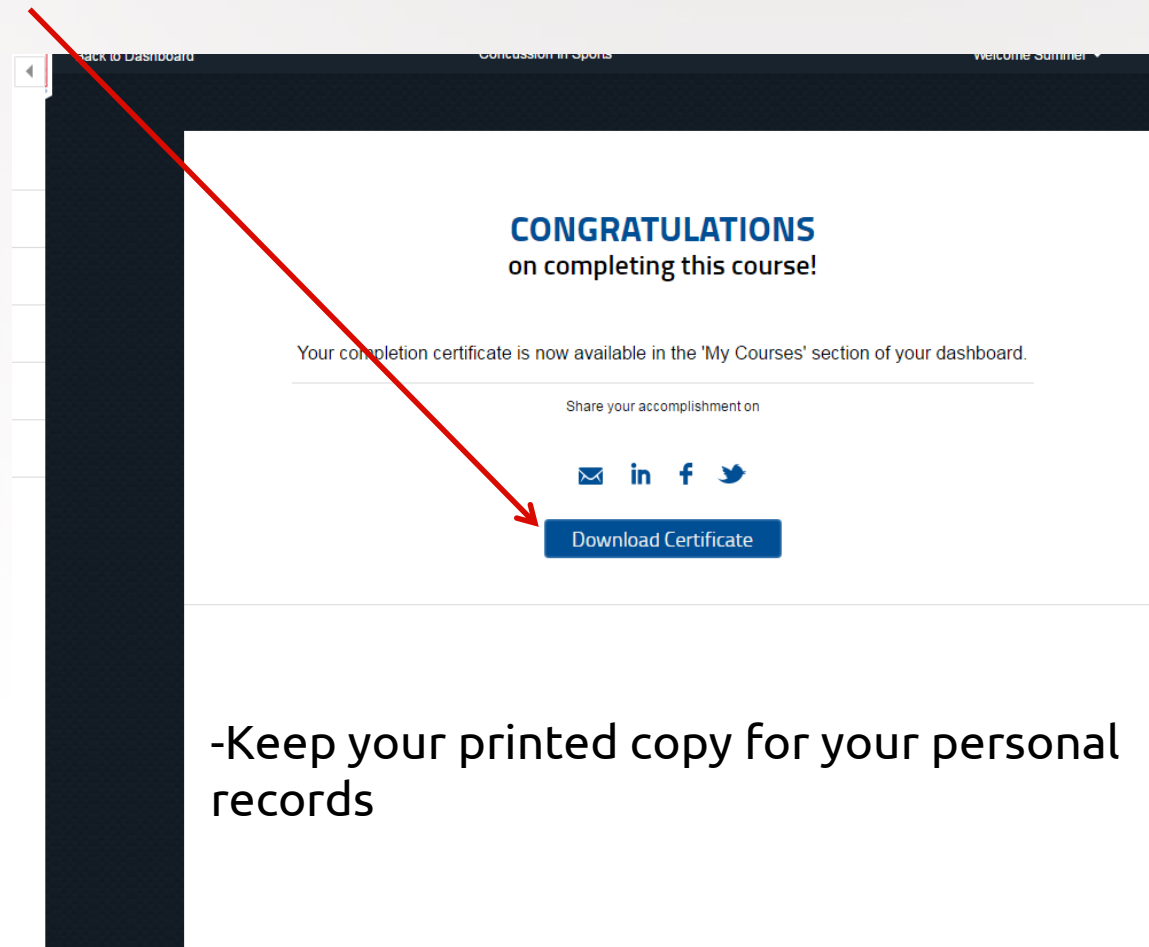
-Stay engaged and focused because you will be quizzed on what you learn in these videos



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



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 displays the CDC HEADS UP website. At the top, the CDC logo and tagline "Centers for Disease Control and Prevention" are visible, along with a search bar and a "CDC A-Z INDEX" dropdown. The main header is "HEADS UP". A left sidebar lists various resources: Brain Injury Basics, Helmet Safety, HEADS UP to Parents, HEADS UP to Youth Sports (expanded to show Online Concussion Training, Coaches, Parents, Athletes, Sports Officials, and 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 social media icons, a quote from Coaches and Parents, a description of the training's purpose, and a list of learning objectives. A "Launch the Course" button is prominently displayed. Below this, there are tabs for "Technical Requirements", "FAQs", "Additional Course Materials", and "Additional Resources". The "Technical Requirements" tab is active, showing the system requirements for the training.

HEADS UP

CDC > HEADS UP > HEADS UP to Youth Sports

HEADS UP to Youth Sports: Online Training

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive – both on and off the playing field.

Once you complete the training and quiz, you can print out a certificate, making it easy to show your league or school you are ready for the season.

What Will I Learn in This Training?

This course will help you:

- Understand a concussion and the potential consequences of this injury.
- Recognize concussion signs and symptoms and how to respond.
- Learn about steps for returning to activity (play and school) after a concussion, and
- Focus on prevention and preparedness to help keep athletes safe season-to-season.

We can help athletes stay active and healthy by knowing the facts about concussion and when it is safe for athletes to return to play.

Technical Requirements | FAQs | Additional Course Materials | Additional Resources

What is Needed to Take this Training?

To complete this training course, you will need to use a computer, tablet, or smartphone with an internet connection. This training works best with a high-speed, broadband internet connection, as well as an up-to-date web browser and operating system. Older computers may crash while using the training. Please review the following system requirements for the best training experience:

For computer access

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. The header includes the CDC logo and the text "Centers for Disease Control and Prevention". Below the header is a purple navigation bar with the text "HEADS UP". On the left side, there is a sidebar menu with various links. The main content area features a section titled "HEADS UP to Youth Sports: Online Training" with a sub-header "Coaches and Parents: Changing the Culture of Concussion Starts With You!". Below this, there is a paragraph describing the course and a list of bullet points under the heading "What Will I Learn in This Training?". On the right side of the main content area, there is a box titled "Launch the Course" with a button labeled "Launch the HEADS UP Course". A red arrow points from the text "Click on the 'Launch the Course' box on the right hand side." to this button.

HEADS UP

HEADS UP to Youth Sports: Online Training

Coaches and Parents: Changing the Culture of Concussion Starts With You!

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field.

Once you complete the training and quiz, you can print out a certificate, making it easy to show your league or school you are ready for the season.

What Will I Learn in This Training?

This course will help you:

- Understand a concussion and the potential consequences of this injury.
- Recognize concussion signs and symptoms and how to respond.
- Learn about steps for returning to activity (play and school) after a concussion, and
- Focus on prevention and preparedness to help keep athletes safe season-to-season.

We can help athletes stay active and healthy by knowing the facts about concussion and when it is safe for athletes to return to play.

Launch the Course

Launch the HEADS UP Course

What is Needed to Take this Training?

To complete this training course, you will need to use a computer, tablet, or smartphone with an internet connection. This training works best with a high-speed, broadband internet connection, as well as an up-to-date web browser and operating system. Older computers may crash while using the training. Please review the following system requirements for the best training experience:

For computer access

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.



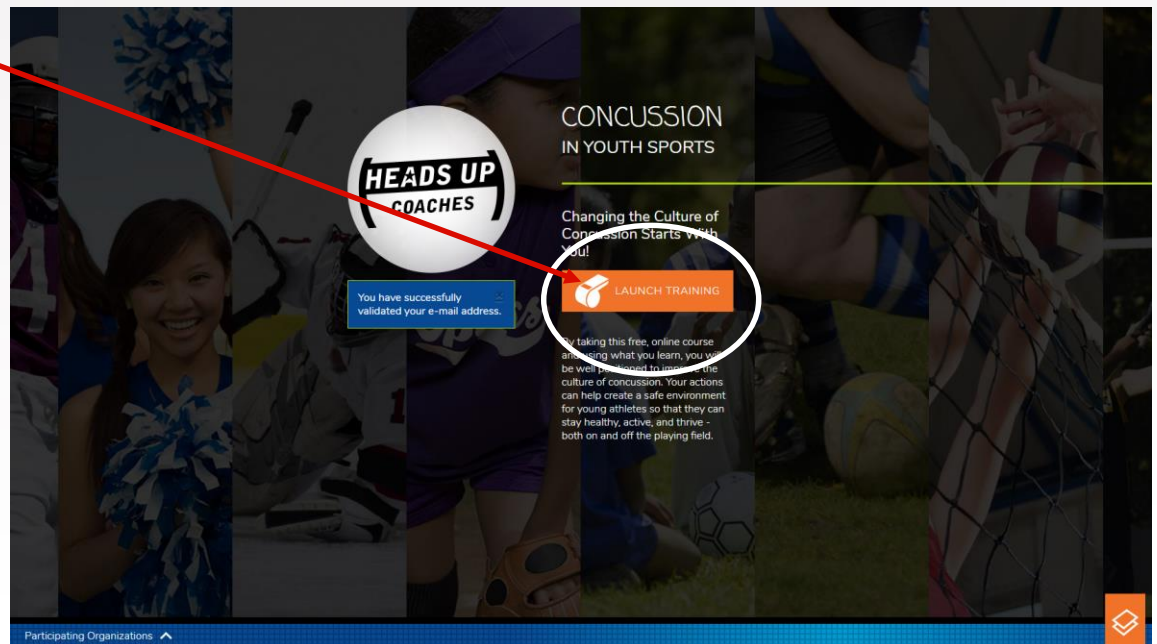
Concussion Training option 2: CDC



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:

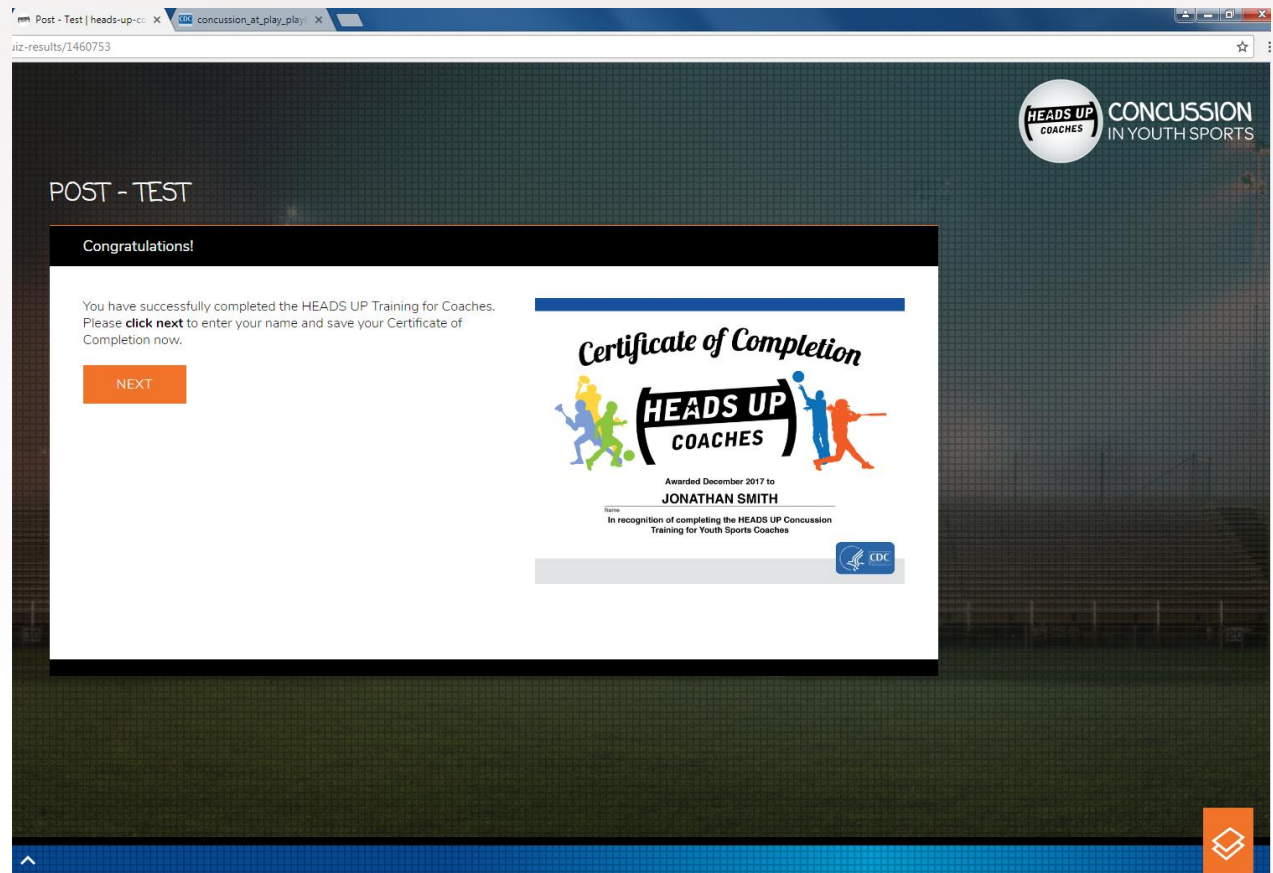
3. Click “LAUNCH TRAINING”



Concussion Training option 2: CDC



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



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

EDC

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://wwwn.cdc.gov/dcs/ContactUs/Form> or via telephone at 800-CDC-INFO