

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:

The screenshot shows the Special Olympics website header with the logo, navigation menu, and a 'Sign Up Now' button. The main content area is titled 'Protective Behaviors Training' and includes a 'Listen' button. The text describes the importance of protective behaviors training for volunteers and provides a link to start the training.

Special Olympics

Enter e-mail [Sign Up Now](#) Language: English Region: North America

WHAT WE DO WHO WE ARE GET INVOLVED SPORTS & GAMES SUPPORT OUR WORK [SEARCH](#) [DONATE](#)

Main > Get Involved > Protective Behaviors Training

[Listen](#)

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

3. You will be redirect to the training page. Read through the “Welcome to the Special Olympics Protective Behaviors on-line training” section and when you are ready click “get started”

- Note: Once you click begin you will not be able to save and continue again at a later time.

Protective Behaviors Training

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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	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="johnsmith@me.org"/>
Address	<input type="text" value="123 Street"/>
City	<input type="text" value="Detroit"/>
Select State	<input type="text" value="Michigan"/>
Select Program	<input type="text" value="Michigan"/>
Zip	<input type="text" value="44444"/>
<input type="button" value="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](#)



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



The screenshot shows the NFHS Learning Center website. The browser address bar displays <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 box. 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 illustration of a human head showing the brain. To the right of the video player is the CDC logo. Below the video player, the text reads "Concussion in Sports" and "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". On the right side of the page, there is a "Related Courses" section with three course cards: "Bullying, Hazing and Inappropriate Behaviors", "Coaching Swimming", and "AACCA 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



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.



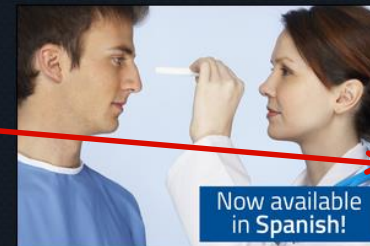
Concussion in Sports

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

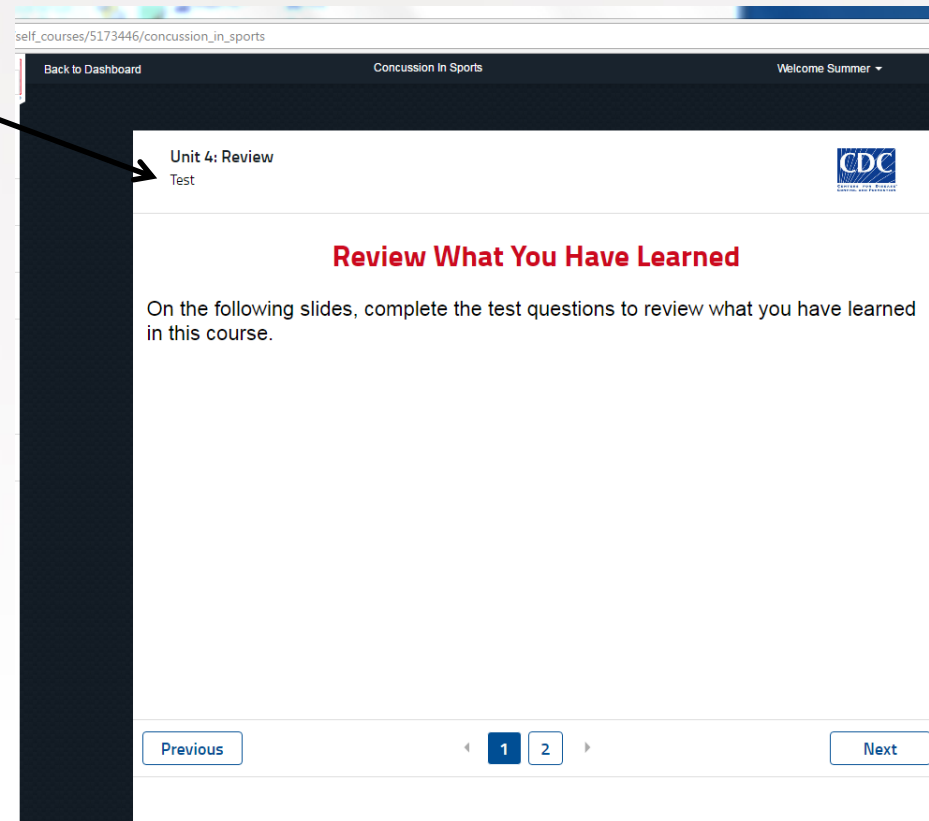
Courses for Myself

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

Concussion training option 1: NFHS



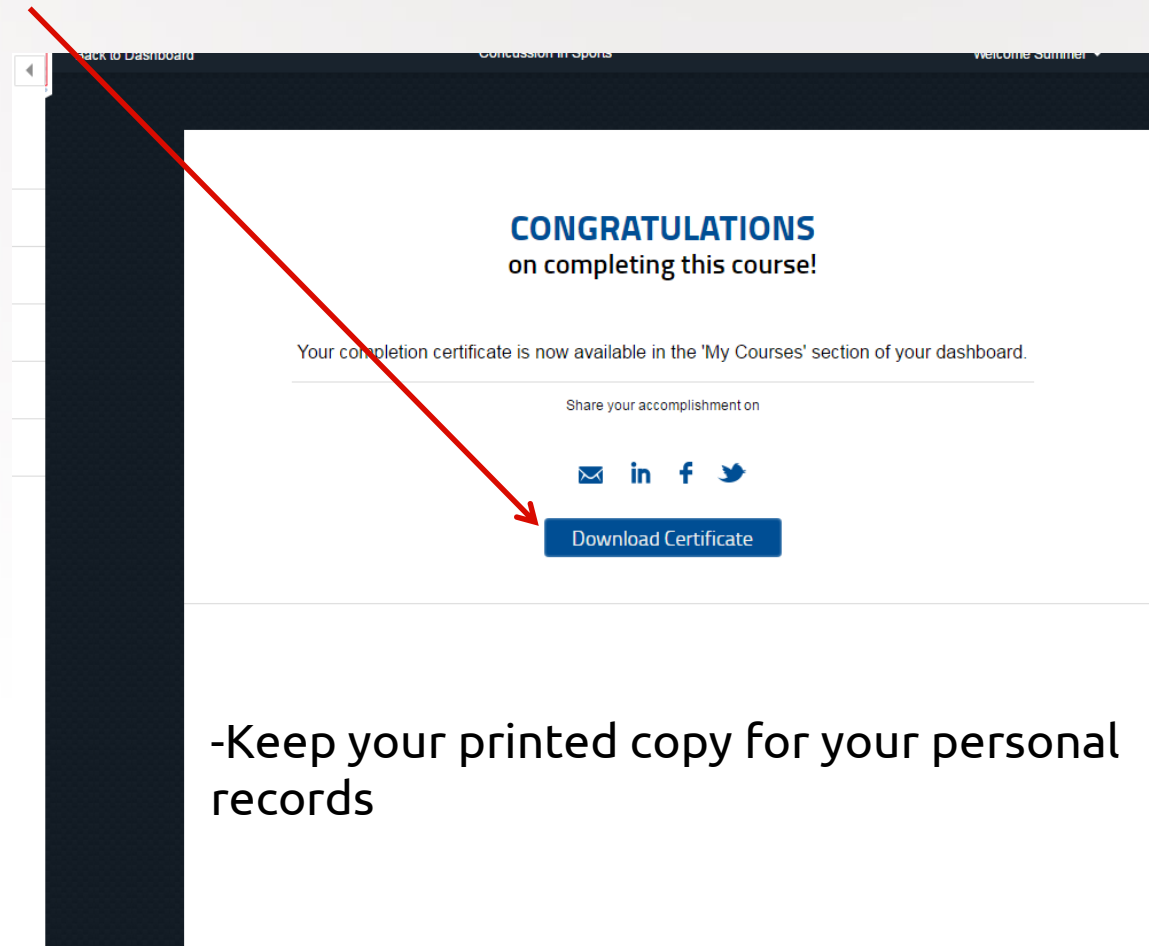
-Stay engaged and focused because you will be quizzed on what you learn in these videos



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 for Facebook, Twitter, and YouTube. It features a section for "Coaches and Parents: Changing the Culture of Concussion Starts With You!" with a description of the course and a "Launch the Course" button. Below this, it lists "What Will I Learn in This Training?" and "This course will help you:" followed by bullet points about understanding concussion, recognizing signs, and learning about return-to-play steps. A "Technical Requirements" tab is active, showing the system requirements for the training.

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 is titled "HEADS UP to Youth Sports: Online Training" and features a "Launch the Course" button. A red arrow points to this button. Below the button, there is a section titled "What Will I Learn in This Training?" and a list of bullet points. At the bottom, there is a section titled "What is Needed to Take this Training?" with a list of bullet points.

HEADS UP

HEADS UP to Youth Sports: Online Training

Launch the Course

What Will I Learn in This Training?

- 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.

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:

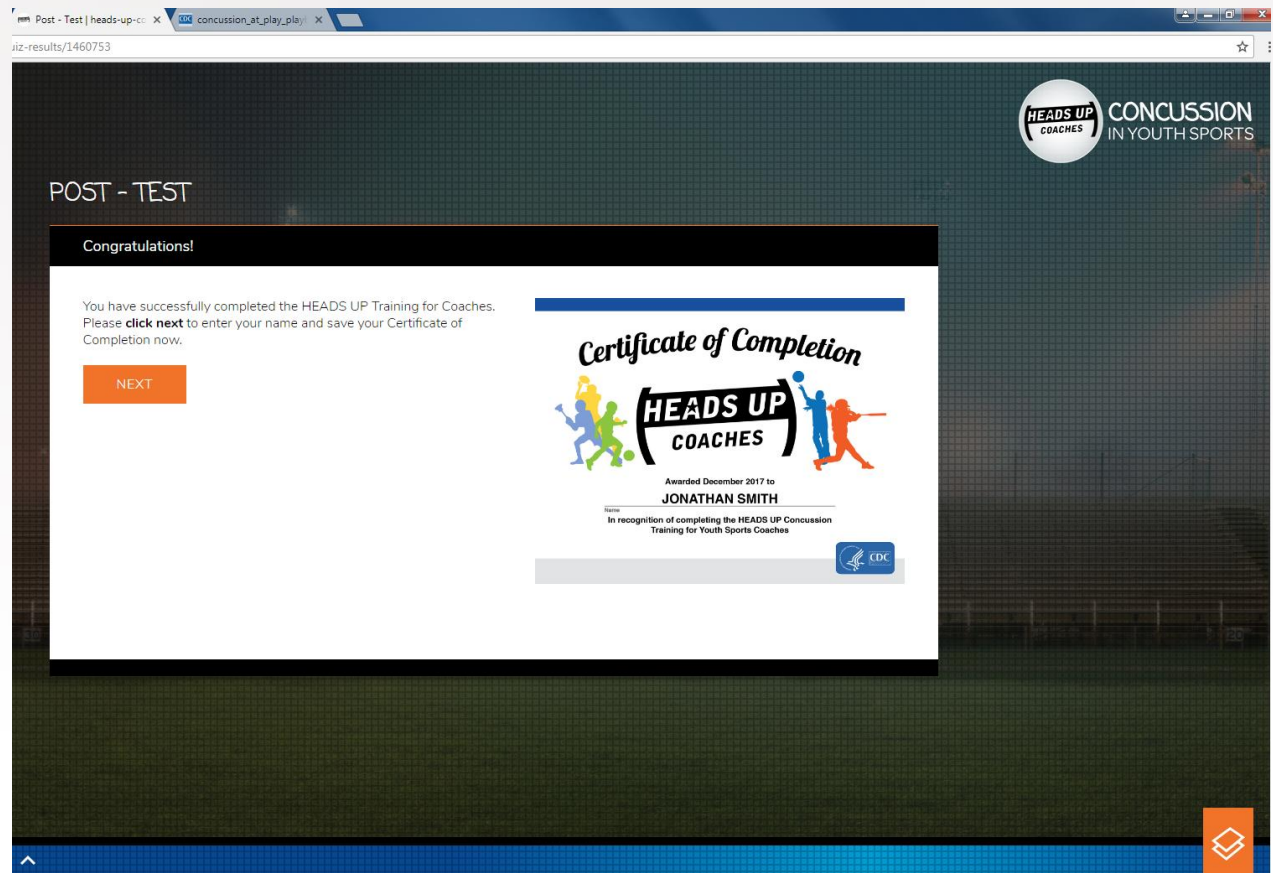
3. Click “LAUNCH TRAINING”



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