



MEMORANDUM

To: SOPA Managers & Coaches
From: SOPA Sports Team Staff
Copied: Matt Aaron, CEO; Michelle Boone, Sr. Sports Director
Date: January 8, 2015
Re: SOI Concussion Awareness and Safety Recognition Policy

SOI has recently adopted a Concussion Awareness and Safety Recognition policy that requires ALL Special Olympics coaches (certified or not certified) to get online training free of charge. This is in keeping of Special Olympics ongoing efforts to ensure the health and safety of all Special Olympics participants. All Special Olympics participants should remember that safety comes first and should take reasonable steps to help minimize the risks for concussion or other serious brain injuries.

Attached is a more detailed Q&A and should be fully read in conjunction with your online concussion course but the highlights include;

- January 1, 2015 all **NEW** volunteer coaches must complete;
 - General Orientation (no renewal)
 - Protective Behaviors Training (every three years)
 - Concussion Awareness and Recognition (every three years)
- January 1 through December 31, 2015 all **CURRENT** volunteer coaches (certified or not) must complete the Concussion Awareness and Safety Recognition online training.

****It is our goal that all attending 2015 State Games coaches (to include Winter Games and Floor Hockey) have taken this training beforehand but for those who do not, we will offer the training onsite. We will continue to ask that all State Games coaches complete before attending Games and will continue to offer onsite Coaches Concussion Training at all State Games throughout 2015. Regardless if attending a State Games or not, all coaches are required to complete this year. If not completed, they are ineligible to coach in any capacity in 2016.****



There are two online courses you may use to become trained;

- SOPA Recommended: National Federation of State High School Associations Concussion in Sports training course which is available at <https://nfhslearn.com/courses/38000>
- The Center for Disease Control's Heads-Up Concussion in Youth Sports training course, which is available at http://www.cdc.gov/concussion/HeadsUp/online_training.html

Once you've completed either course:

- Please type your name and county into the certificate (ex. John Smith, ABC County)
- Save the certificate to your computer as: CCT_Your County_Your Last Name_Your First Name (ie. Jennifer would name her file: CCT_Centre_Tresp_Jennifer). You can also print a copy for your records.
- Email a copy to sportstraining@specialolympicspa.org, subject line "Concussion Training".
- If using as Continuing Education (see details below) you must also complete a Sports Training Application (STA) (Sections 1, 2, and 4) and submit the STA with your certificate.

Coaches NOT completing these steps will be will be unable to attend STATE events in 2016.

Concussion Training = Continuing Education

Concussion training may be used for continuing education credits just like protective behaviors, once every nine years. To declare this training as a continuing education you must complete a Sports Training Application (STA) (Sections 1, 2, and 4) and submit the STA with your certificate. This training will cover all sports a coach is currently certified in.

Tracking Concussion Training

On the 1st of each month SOPA will post an excel document with completed Concussion Awareness Trainings on the Training page of the SOPA database (<http://www.specialolympicspa.org/ways-to-help/volunteer/training-schools>). For detailed information on Concussion Tracking please email your request to sportstraining@specialolympicspa.org.

Thank you,

Clare Walsh Miller, Sr. VP Programming

Michelle Boone, Sr. Sports Director