Athlete Leadership

Athletes as Officials … Officiating Track & Field

Trainer Guide

**Special Olympics Athletes Taking Leadership Roles**

**About This Course**

Congratulations on being chosen to be a trainer for the Athletes as Officials Course. This course is the first in the Athlete Leadership Training Series within the Sports Track. (See the one-pager providing an overview of the courses that can be offered as a series of courses taken in any order based on interest or from a University model in taking courses with one focus to fulfill a major in that area. Utilize either the Training Series or University Curriculum which best conveys how you are offering Athlete Leadership.

This course is essential to athletes who are interested in exploring their interest and what it takes to be an official. This course will open doors for them and help them pursue other options they never knew they had. It is like opening Pandora’s Box! This is a fun course to take and teach. This is an athlete’s first venture into officiating and competition management, and we want to make it an awesome and enjoyable learning experience!

**Trainer Guide**

This Trainer’s Guide is going to give you suggestions on room set up, options for displaying materials, supplemental materials/handouts you may want on hand, materials needed for the class, marketing and branding, equipment and supplies, the facility, and an overview of the course’s slides and teaching activities.

**Course Planning and Feedback Grid**

In the Trainer Guide, there is a document called Course Planning and Feedback Grid. It will outline the slide’s number, its name and purpose; the time it takes to teach that slide or concept; the method of teaching (Q&A, Brainstorm, Group Activity Small or Large); page in Participant Guide that correlates to the slide, and any modifications or comments that you might change for your Program when you teach the course.

**PowerPoint Slide Presentation**

Each slide in the PowerPoint has talking points and suggested activities. It also may suggest referring to the Participant Guide and props as needed.

Certain slides may have suggested language for the sake of clarity and consistency.

The PowerPoint presentation without the notes section should go in the folder or Notebook provided.

Mentors should get the PowerPoint and Notes.

**Participants, Trainers and Communication**

**Selection of Participants**

* Market course minimum 6 months out.
* Prepare and send application packet.
* Review applications to ensure:
  + Pre-requisite course and skill level of the athlete/mentor match the course
  + Travel requirements now and in the future can be met
  + Attendance for entire course required
  + Accessibility needs are noted
* Arrange housing, if needed.

**Selection of Trainers/Instructors**

* Team should include an athlete if at all possible. Bring in a Program athlete to mentor as a prospective trainer if you don’t currently have one.
* Trainers must be experienced or have helped TRAIN THE COURSE ONCE.
* Familiarize the training team with the Programs’ goals, stats, and fact sheets.
* Arrange lodging, transportation and reimbursement process for expenses.

**Correspondence Checklist**

* Application packet
* Participant acceptance letter with information sheet including travel
* Training Memos (outlining what to bring, agenda, places to eat, etc.)
* Thank-you letters

***Market the Course 6-12 months out using social media and website***

**Meeting Room**

**Facility:**

* Meeting room should be large enough to accommodate number of tables and chairs needed, AV, flip charts, refreshment area.
* Be aware of accessibility to doors and restrooms.
* Ensure there is ample and accessible parking.
* Review and sign contract and complete insurance forms if necessary.

**Room set up:**

* Set the room in classroom style (with 2 to a table) using a herringbone or Hollow Square setting.
* A computer lab may be used.
* Laptops should be available for athlete(s) that do not have one; mentors may bring their own. Room needs plenty of outlets for laptops, LCD, screen (if not built in, bring one).

**Supplies /Equipment /Materials**

**AV Equipment**

* Pull down screen or portable screen for PowerPoint presentation
* Flip chart stand
* 2 LCD’s and extra bulb
* Jump drive with presentation (backup)
* 1 extension cord
* 1 surge protector
* Lectern or table for notes
* Bluetooth pointer (for highlighting items on screen) – optional but very helpful
* Camera/Recorder/Video

**AV Supplies**

* Wi-Fi password for facility
* Jump drive with presentation, Participant Guide, Trainer Guide and any supplemental materials
* Flip chart with lines
* 2 rolls blue painter’s tape or safe wall putty to secure charts or flip chart paper to the wall
* 6 water soluble colored markers
* Lectern banner
* 4 dry erase markers
* Dry eraser

**Instructional Supplies**

* Stick on or printed name tags
* 3 Sharpies for name tags
* Writing pens for everyone
* Note pads or yellow pads for everyone
* Give-A-Ways (optional), string bags, cups, mugs or left over t-shirts from events
* Prizes (trinkets for being the first one to answer a question correctly)
* Certificate paper and certificate holders
* Dolly/hand cart for loading and unloading

**Order supplies 2-3 weeks in advance of training**

**Preparation**

**Curriculum Materials**

* One-pager Athlete Leadership Training – Series or University Curriculum; hand out the model you will be offering (for athletes, mentors, trainers)
* Participant Guides (for athletes, mentors, trainers)
* PowerPoint Presentation Handouts (3 slides to a page with notes for athletes; Slide and notes for trainers and mentors
* Handbooks for Athlete Leaders (athletes, mentors, trainers)
* Trainer Guides for (trainers only )
* Depending upon the budget for training, the materials may be put in a 3 ringed notebook with numbered tabs to divide the sections above or print the cover of each document on different colored paper or label each handout with a different letter or number.

***Review the PowerPoint presentation, Participant Guide, Trainer Guide and Handouts***

* Change the master slide(s) to match your Program designation.
* Update terminology and cultural references to match your Program.
* Update the stats/facts for your Program.
* Find pictures of your Program to drop in PowerPoint and Participant Guide.
* Prepare Attendee List (name, address, phone, email) to include in materials.
* Make Certificates for each participant to send after practicum has been completed.
* Coordinate who will do what section of the training and populate results on the Course Planning and Feedback Grid.
* Send Grid to trainers with assignments listed and any modification or comments.
* Create Agenda.

**Duplicate Materials**

* Choose fact sheets.
* Color code covers of different handouts (PowerPoint; Participant Guide; Trainer Guide) if budget wont accommodate books and tabs.
* Copy one-pager Athlete Leadership Training – Series or University Curriculum, utilize the one that you will be offering.
* Copy Participant Guide and PowerPoint for everyone.
* Copy Trainer Guide including Grid for trainers only.
* Make extra copies of Evaluation.
* Copy attendee list and agenda.

**Volunteer Assistance**

* 1 - for registration and distribution of training materials
* 1 - to assist with making coffee, keeping snacks, replenishing/distributing lunch
* 1 - photographer: minimum for graduation; more or longer hours to get candid shots
* 0 - recorder: we recommend that you utilize your participants both mentors and athletes as recorders whenever possible.

**Photography/videography**

* Take head shots of each mentor and athlete team. This helps you identify your athletes in each section of your Program, especially if you are offering multiple Courses. It also helps with marketing and future presentations.
* Group shots of athletes and mentors
* Roving shots of action during the day optional
* Take individual head shots of athletes and mentors

**Athlete Leadership Specific Products/Apparel**

* Determine if your Program is going to award certain products or apparel when certification is gained. For example, this could include certificates, T-shirts, polo shirts and briefcases.
* Determine which items are received **before** or **after** the practicum is completed. Certificate is provided after practicum is completed, and T-shirt is given at the training.
* T- shirt, polo shirt or jacket
* Portfolio/Pad folio
* Briefcase
* Lectern Banner
* Business Cards
* Business Card Holder

**Refreshments**

**For Breaks**

Bottled water, tea, coffee, healthy snacks, try to keep sugar drinks and sweets to a minimum as it causes low energy in the afternoon.

* Ice
* Cooler for water
* Hot/cold cups
* Sugar
* Coffee
* Creamer
* Crystal Light Packets for water
* Stirrers

**For Meals**

Send out lunch order forms in advance so that the lunches can be delivered with names on them.

Subs, fruit chips and drink is an easy lunch and makes for a good working lunch if you are short on time.

**Let the Learning and Fun Begin!**

**Course Planning and Feedback Grid**

Title of course or presentation: Athletes as Officials Course

Location: Date and time:

Instructors/Presenters: Page: 7

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide & page # | Adjustments / Comments |
|  | 1 | Athletes as Officials: Officiating Track & Field |  |  | Check working condition and internet access of each computer.  Preload pictures on each desktop |
|  | 2 | Introductions and Course Warm-Up |  |  |  |
|  | 3 | Course Objectives and Outcomes |  |  |  |
|  | 4 | Definition of Athlete Leadership |  |  |  |
|  | 5 | Key Concept of Athlete Leadership |  |  |  |
|  | 6 | Role Play time |  |  |  |
|  | 7 | Part 1: Explore What “Official” Means |  |  |  |
|  | 8 | Things to Consider by the Prospective Official |  |  |  |
|  | 9 | Official’s Code of Ethics |  |  |  |
|  | 10 | Official’s Checklist |  |  |  |
|  | 11 | Avoiding Competition |  |  |  |
|  | 12 | Apply an “Athlete-Centered” Officiating Philosophy |  |  |  |
|  | 13 | Golden Rule for Track Officials |  |  |  |
|  | 14 | Athlete Injury Guidelines |  |  |  |
|  | 15 | Event Planning and Management |  |  |  |
|  | 16 | Role of Games Committee |  |  |  |
|  | 17 | Role of the Venue Manager |  |  |  |
|  | 18 | Officiating Track Events |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide & page # | Adjustments / Comments |
|  | 19 | Keeping the Meet on Schedule |  |  |  |
|  | 20 | Staging Tent Duties |  |  |  |
|  | 21 | Know the Facility |  |  |  |
|  | 22 | Staging Tent Duties – Assignments |  |  |  |
|  | 23 | Staging Tent Duties – Gather and Hold Runners |  |  |  |
|  | 24 | Staging Tent – Uniforms |  |  |  |
|  | 25 | Qualities of a Good Starter |  |  |  |
|  | 26 | Starting Straightaway Sprints |  |  |  |
|  | 27 | Position of Starter for Staggered Lane Sprints’’ |  |  |  |
|  | 28 | Position of Starter 800m and Longer |  |  |  |
|  | 29 | False Start Rules |  |  |  |
|  | 30 | Umpires |  |  |  |
|  | 31 | Umpiring – The Curves |  |  |  |
|  | 32 | Umpires Tasks – The Curves |  |  |  |
|  | 33 | Observe and Support Possible Violations |  |  |  |
|  | 34 | Relay Passes |  |  |  |
|  | 35 | Relay Passes – Baton Exchanges |  |  |  |
|  | 36 | The Finish |  |  |  |
|  | 37 | Finish Judges |  |  |  |
|  | 38 | Time/Place Finishers |  |  |  |
|  | 39 | Officiating Track Athletes with Disabilities |  |  |  |
|  | 40 | Officiating Track Athletes with Wheelchairs |  |  |  |
|  | 41 | Officiating Athletes with Hearing or Visually Impaired |  |  |  |
| Time | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide & page # | Adjustments / Comments |
|  | 42 | In Summary |  |  |  |
|  | 43 | Officiating Field Events |  |  |  |
|  | 44 | Officiating Field Events – Safety+ |  |  |  |
|  | 45 | Tips for Conducting Safe Competitions – Access + |  |  |  |
|  | 46 | Officiating Long Jump |  |  |  |
|  | 47 | Long Jump Positions |  |  |  |
|  | 48 | Preparation – Assigning Officials |  |  |  |
|  | 49 | Preparation – Minimum Coverage |  |  |  |
|  | 50 | Preparation – Essential Supplies |  |  |  |
|  | 51 | Preparation – Readying the Competition Area |  |  |  |
|  | 52 | Take-of Board – Foul vs. Fair |  |  |  |
|  | 53 | Long ump Measurement – Sand Break Points |  |  |  |
|  | 54 | The Competition Proper Measurement |  |  |  |
|  | 55 | Points of Measurement |  |  |  |
|  | 56 | The Competition – Potential Problem Areas |  |  |  |
|  | 57 | In Summary |  |  |  |
|  | 58 | Officiating Throwing Events – Officiating Positions |  |  |  |
|  | 59 | Shot Put, SB Throw, Mini-Jav Throwing Considerations |  |  |  |
|  | 60 | Sector – Fair / Foul |  |  |  |
|  | 61 | Shot Put Circle Fouls |  |  |  |
|  | 62 | In Review |  |  |  |
|  | 63 | Officiating Race Walking |  |  |  |
|  | 64 | Rules of Race Walking Technique |  |  |  |
| Time | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide & page # | Adjustments / Comments |
|  | 65 | Growing as an Official |  |  |  |
|  | 66 | What’s Next |  |  |  |
|  | 67 | Next Steps – Participant Guide; Practicum; Goals; Course Evaluation |  |  |  |

Let the Fun begin!