



Establishing Young Athletes™ in the Community

Timeline:

1. Secure a location – school, community center, college/university, YMCA
2. Secure coaches – preferably 3 coaches that can rotate responsibility. One will be the “head coach” that will communicate with SONJ, volunteers and parents
3. Establish dates and times
4. Inform Andrea Moore avm@sonj.org about the location, dates and times
5. Create flier, contact schools, email database, post on Facebook, etc
6. Schedule a training session with coaches and volunteers. Contact Andrea Moore avm@sonj.org
7. Begin your session!

Young Athletes Program Manager Responsibilities (State SONJ office):

- Create flier and publicize program
- Secure insurance
- Order equipment
- Arrange training with new coaches
- Assist with recruiting volunteers if needed

Yong Athletes™ Coach or Coordinator Responsibilities:

- Plan for weekly program using guide and materials provided by SONJ
- Take registration for young athletes (all participants must also be registered Young Athletes or Unified Partners through Special Olympics New Jersey)
- Recruit volunteers (state can assist if necessary)
- Communicate with registered athletes to confirm registration, start dates and important details, changes or cancelations or any upcoming state events.
- Email volunteers to confirm registration, arrival time, expectations
- Communicate with SONJ office/Andrea
- Keep equipment secure and organized on site

Once the program has been established:

- Andrea will try and schedule a site visit to check in – this will be pre-arranged.
- Head coaches will be advised of events and programs that their programs can attend as a group or individually.
- Coach or coordinator should continue to communicate with venue and SONJ office/Andrea to schedule upcoming sessions