

COACHES are the main connection between delegation and athlete families, and have responsibilities beyond just “coaching” (running practices, coaching games, etc.) COACHES are also responsible for Communicating with athlete families, supporting other LISDSO folks in their area (ex: Betty, with uniforms), and managing LISDSO spending on Meals, Lodging, etc. Here’s list of coaches duties, they’re similar to any other delegation. **You are encouraged to enlist parents to help with these, and get them to become certified coaches themselves!**

### **REGISTRATION FORMS (formerly “MEDICALS”)- Coach’s responsibility to review with parents.**

- **As of ‘25, all should be typed, and emailed to Susanne, who will share with Coach before season. Review with parents, be aware of Medical issues, Meds, etc. especially recent changes.**
- **Help Susanne, help you, by emailing your athlete families to get Registration Forms done (or updated) each year. Parents respond better to Coach request than another delegation volunteer they don’t know.**
- **KEEP copies with you at every practice, game, trip. (Paper, PDF on phone, or Link)**
- **DON’T make it harder on Coaches who will have your current athletes later on in a different sport. Get them done right during YOUR “season”, so athlete isn’t blocked from the next sport.**

### **MANAGE EXPENSES – Coach’s responsibility**

- **REVIEW LODGING and MEAL guidelines with all Families to ensure alignment.**
  - **Pay close attention to LODGING guidelines. Hugely important- Lodging is 70% of our entire delegation spending every year. Discuss each parent’s “role” so those who choose to stay just 2 per room, know what portion of room \$ to pay. Remember, anyone helping with other athletes besides their own is considered an “Asst” for room cost purposes.**
- **RECORD INFO on RECEIPTS per guidelines, get all receipts for your team, submit together.**
- **GET STATE GAMES FEES BEFORE LEAVING, turn all in at once. Betty and Renae have enough to do without carrying around 8 envelopes with checks and cash....or following up with stragglers who haven’t paid yet.**
- **CHECK w/ other Coaches, then with Jim, before purchasing Equipment or Uniforms.**

### ROOMING LISTS - Coach's responsibility

- **GET ROOMING LIST COMPLETE and sent to Renae by her due date!**
  - ON bottom of list, indicate which parents have agreed to pay portion, and what %
  - Ensure alignment with Chaperones- are they spending both nights for example? Don't want to leave athlete unattended in room the 2<sup>nd</sup> night, or without a ride back, etc.
  - Make parents aware- last minute cancellations cost us \$\$ !
  - But if they are LEAVING a day early, indicate that on the list, maybe we'll SAVE \$\$!

### AREA and STATE ENTRY FORMS – Coach's responsibility, but Betty Cole may help set up the form. (You will still need to enter Times, Scores, Skill evaluations, etc)

- REVIEW form, understand what info goes where, ask questions if not sure.
- Type info in or Copy and paste from LISDSO Address list. Pay attention to blanks on first page for Delegation name (10-LEW), Volunteer names and D.O.B.s
- SUBMIT completed form to BETTY COLE and JIM DOMER; they enter all entries at once.
- *Please do NOT use GOOGLE DRIVE SUBMISSIONS. It's supposed to be more efficient, but it is not, doesn't have last year's athletes, so all info has to be re-entered manually for every athlete, and there's no "trail" like email.*

### COACHES CERTIFICATIONS and BACKGROUND CHECKS – Coach's responsibility

- Couple times year, Jim will send out list from State. Ck your name and what's due.
- Chris Parker is doing a guide with links to each item you'll need to complete.
- **NOTE- Coaches Code of Conduct is NOT sent into SOTX. Just sign form and give / email to Jim. Or CHRIS PARKER. HODs maintain these at delegation level, state isn't holding them.**

- Delegation covers meals for:
  - **Athletes, Certified Coaches, and "Asst Coaches"**
  - **See Asst Coach definition on next page.**
- **Family & friends dining with team pay for own meals.**
- **Max \$ per Person for Meals- (INCL Tax and Tips): \$10 per person Lunch, \$17 per person Dinner.**
- Eat with Delegation as much as possible, we usually get price break. **EAT FREE meals SOTX offers @ State!**
- Ask restaurant mgrs. if they have discount for Special Olympics- maybe 10% off, or free drinks, etc.
- Use Tax Exempt forms when paying- note example on right, \$0 Tax. It's worth \$3,000/ yr in savings!
- **Receipts REQUIRED-** no credit card statements. IRS charity rules, must show **WHAT** was purchased....
- **Write LEGIBLY on receipts as shown at right >>>**
- **SCANNING RECEIPTS?** Each "scan" file should have receipts from just 1 person (SOTX request). Cut off excess paper at top, and below the \$ total at bottom. WRITE IN ALL info as shown in example at right.

• **Put as many receipts as possible in each scan file, turn sideways etc. is fine. CIRCLE the TOTAL on EACH receipt, THEN write GRAND TOT \$ for that PAGE. ALSO INCLUDE GRAND TOT \$ in the FILENAME !!**

- **HELP GET CHECKS FASTER: 1) SEND LEGIBLE receipt copies, with LEGIBLE written info. 2) Have 1 person per team pay all, so 1 check requested (vs 5 different parents each requesting a small check). 3) If 2 or more receipts, use EXCEL CHECK REQUEST form.**



**Scan covers Restaurant, location, date, Items ordered, and Total pd., with excess paper cut off top & bottom.**

**WRITE IN:**

- Who paid
- Day, meal
- Team name
- No. of athletes and chaperones
- Circle amt to be reimbursed.
- Only need YOUR address on 1 of receipts.

**If haven't rec'd ck within 2 wks of submitting, Please ck with Treasurer.**

Personnel	MEALS	ADDRESS	PHONE	DATE	AMOUNT	REMARKS	DATE	AMOUNT	DATE	AMOUNT
10/21	MEALS	10/21	10/21	10/21	10/21	10/21	10/21	10/21	10/21	10/21
10/22	MEALS	10/22	10/22	10/22	10/22	10/22	10/22	10/22	10/22	10/22
10/23	MEALS	10/23	10/23	10/23	10/23	10/23	10/23	10/23	10/23	10/23

ENTER INFO ONLY IN YELLOW CELLS, save, then print to Larry, or Jim, or Bruce.  
(\*\* delete this example info first...)

## LISDSO 2025 Guidelines for ROOMING during State Games updated 7/6/24

Lodging is biggest expense, yet comfort is important for a fun experience. LISDSO guidelines are designed to not overspend, but not overcrowd. Goal is 3 people per room (\*Exceptions for 2 per room noted below).

- COACHES are in best position to ensure delegation \$\$ are spent wisely, so they are responsible for communicating these guidelines to their athletes & families before each Tourney / Event / Trip.
- LISDSO will pay full room cost if it has at least **3 total of Athletes, Coaches, or “Assts”**.
  - Coach = SOTX Certified in any sport, functioning as a Coach at this event.
  - **“Asst Coaches” = anyone supervising athletes besides their own, at hotel, and/or at events/games.** HEAD COACH designates Coaches & Assts for each trip.
- 4 per room – optional, (but much appreciated!), if “suite” rooms avail (2 beds + couch).
- Chaperone different gender than their child? Consider putting your child with chaperone of their same gender, then you can host two OTHER athletes (same gender as you). Or combine with another parent/ child whom you know. (Example: Renae/Jason + Betty / Bryant)
- Anyone wanting only themselves plus their Athlete in room:
  - Coach or “Asst Coach” + their athlete:
    - LISDSO pays 2/3 of room, Coach / Asst pays 1/3.
  - Parent (**not “Asst” as defined above**) + their athlete in room.
    - LISDSO pays 1/3 of room, Parent pays 2/3.
- **\*Exceptions where 2 in room is fully paid by LISDSO:** A) Athletes requiring wheelchair / walker or Service Dog; B) Head Coaches – may attend Coaches mtgs, their child is ok unattended but maybe not others. C) If room is used for DELEGATION (not just 1 team) Equip or meetings.
- HEAD COACH must designate their Assts for trip, and discuss guidelines with all parents/family. Parents/ family not serving as Coach or Asst should come prepared to pay their share of lodging, and if applicable, their meals as well (see Meal Guidelines).