



# Local Training Program Accreditation

## STEP ONE – Basic Program Information

DUE November 12, 2022

Name of LTP:

Geographic Area Served:

Area:

This is a(n):

- NEW LTP (never participated)  
 EXISTING LTP (has participated)

LTP Type:

- School  
 Community

Athletes interested in joining this LTP MUST:

- Belong to the town's recreation district  
 Belong to a specific agency (ex. Arc of xyz)  
 Live in the town or parish the LTP is based out of  
 Other \_\_\_\_\_

**A LTP Coordinator is the main volunteer who receives information from the SOLA state office and/or Area Director(s) and distributes that information to the LTP's coaches, athletes, and families.**

**If you are the head coach who receives all the paperwork and registers your team for competition every year, YOU are also serving as the LTP Coordinator. You will therefore be completing this form.**

**Responsibilities of the LTP Coordinator include, but are not limited to:**

- Receive and distribute all information to the appropriate coaches, athletes, families, Unified partners, and volunteers.
- Inform SOLA state office of any changes to LTP Coordinator or coach contact information.
- Ensure **ALL** athletes in the LTP have valid paperwork on file **PRIOR TO THE START OF PRACTICE**.
  - Athletes ages 8+ must have a valid Participation Packet (medical) on file, which is valid for three years from the date of exam.
  - Participants ages 2 - 7 are known as young athletes and must complete an Individual Registration form if participating in gross motor play activities only and NOT sport specific training.
- Ensure **ALL** coaches, chaperones, Unified partners and volunteers complete all necessary certifications **PRIOR TO THE START OF PRACTICE**.
- Complete and return competition registration forms for athlete participation by due dates as set by the SOLA state office.

LTP Coordinator Name:

Mailing Address:

City:

State:

Zip Code:

Home Phone:

Cell Phone:

Email:



<p><b>Type of Programming Offered:</b> <i>Check all that apply</i></p> <p><input type="checkbox"/> Traditional Sports</p> <p><input type="checkbox"/> Unified Sports</p> <p><input type="checkbox"/> Young Athletes</p> <p><input type="checkbox"/> Virtual Programming</p>	<p><b>Any Season:</b> <i>Check all that apply</i></p> <p><input type="checkbox"/> Powerlifting</p> <p><input type="checkbox"/> Tennis</p> <p><input type="checkbox"/> Golf</p> <p style="padding-left: 20px;"><input type="checkbox"/> Individual</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified</p>
<p><b>Winter Sports Offered:</b> <i>Check all that apply</i></p> <p><input type="checkbox"/> Bowling</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (singles or team of 4)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified Team (2 athletes/2 partners)</p> <p><input type="checkbox"/> Basketball</p> <p style="padding-left: 20px;"><input type="checkbox"/> 3 v. 3</p> <p style="padding-left: 20px;"><input type="checkbox"/> 5 v. 5</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (athletes only)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified (athletes &amp; partners)</p> <p><input type="checkbox"/> Young Athletes</p> <p><input type="checkbox"/> Fitness Clubs</p>	<p><b>Spring Sports Offered:</b> <i>Check all that apply</i></p> <p><input type="checkbox"/> Track &amp; Field</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (athletes only)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified (relay, athletes &amp; partners)</p> <p><input type="checkbox"/> Volleyball</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (athletes only)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified (athletes &amp; partners)</p> <p><input type="checkbox"/> Bocce</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (athletes only, 2 or 4 person teams)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified(athletes &amp; partners, 2or4 person teams)</p> <p><input type="checkbox"/> Young Athletes</p> <p><input type="checkbox"/> Fitness Clubs</p>
<p><b>Summer Sports Offered:</b> <i>Check all that apply</i></p> <p><input type="checkbox"/> Swimming</p> <p><input type="checkbox"/> Softball</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (athletes only)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified (athletes &amp; partners)</p> <p><input type="checkbox"/> Young Athletes</p> <p><input type="checkbox"/> Fitness Clubs</p>	<p><b>Fall Sports Offered:</b> <i>Check all that apply</i></p> <p><input type="checkbox"/> Horseshoes</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (athletes only)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified (athletes &amp; partners)</p> <p><input type="checkbox"/> Flag Football</p> <p style="padding-left: 20px;"><input type="checkbox"/> Traditional (athletes only)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Unified (athletes &amp; partners)</p> <p><input type="checkbox"/> Equestrian</p> <p><input type="checkbox"/> Young Athletes</p> <p><input type="checkbox"/> Fitness Clubs</p>



Total Male Athletes:	
Total Female Athletes:	
Total Young Athletes:	
Total Unified Partners:	
Total Coaches:	
Total Certified Coaches:	
Total Number of Volunteers:	
<p><b>The following information will be required in STEP TWO (November 1 – November 23, 2022):</b></p> <ul style="list-style-type: none"> <li>• LTP Management Team Contact List* (name, address, phone, email, LTP position)</li> <li>• Contact info for Head Coach and all coaches for each sport being offered</li> <li>• Annual Budget</li> <li>• Annual Calendar of Events (including competitions, fundraisers, and committee meetings)</li> <li>• Inventory of Equipment</li> </ul>	
<p><b>Agreement for Accreditation:</b></p> <p>The Local Training Program hereby agrees to offer a quality Special Olympics Program to eligible individuals and agrees to adhere to all Special Olympics, Inc. and Special Olympics Louisiana, Inc. (SOLA) goals, rules, policies, and procedures, including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Actively seeking new athletes, volunteers, supporters, and agencies to be involved with SOLA.</li> <li>• Each LPT Management Team must, at a minimum, consist of a LTP Coordinator, person in charge of volunteers, person in charge of sports, person in charge of fundraising and a person in charge of finance/accounting.</li> <li>• Complete “Athlete Registration” which includes athlete medical for all participants prior to beginning training for any sport.</li> <li>• Every registered active athlete must participate in at least one (1) sport per year at any level.</li> <li>• Will provide a minimum 8-week training program for all sports offered.</li> <li>• Report all local revenue and expenditures in compliance with SOLA Centralized Accounting guidelines.</li> <li>• All fundraising activities must be approved by SOLA, in writing, and prior to any LTP funds being spent.</li> <li>• All branding (banners, t-shirts, cups, etc.) must be approved by the SOLA Central Office prior to use.</li> <li>• LTP must participate in any shared expense or shared revenue opportunity organized by the SOLA Central Office.</li> <li>• Local and state competition data must be placed in the Games Management System (GMS) and submitted to the SOLA Director of Sports.</li> <li>• Each LTP must adhere to all SOLA requirements and processes for coach certification; all coaches are required to complete General Orientation, Protective Behaviors Training, and Concussion Training.</li> <li>• Must enter and send all entrants data, in GMS, for state-level games by the deadline provided by the SOLA Director of Sports.</li> <li>• Each LTP Coordinator must attend, or have a representative present, for all SOLA Central Office mandatory meetings/events/teleconferences/webinars.</li> <li>• Submit all required accreditation documents, as stated above, when required</li> </ul>	