

ONLINE COACH & CHAPERONE REPORTS

A QUICK “HOW TO”

QUICK FACTS...

Where do you find the online report?

- <http://somi.org/sports/coaches.html#.VyDOsTArLIU>

How often is it updated?

- This report is updated and reposted on the first Monday of every month

This does not take the place of any other reports, this is just an additional resource



WHAT DO I DO?

Step One:

- Download the report

Step Two:

- Identify what you would like to do with the report
 - Are you a(n)...
 - Coach
 - Chaperone
 - Local Coordinator
 - Area Director

Step Three:

- Narrow it down to just your Area



WHAT DO I DO? (CONT.)

Step Four:

- This is where you can go a ton of different ways, such as...
 - Look up your own certificates
 - CTRL + F = Find
 - Look up all of your Coaches & Chaperones
 - (Already done once you narrow it down to just your area)
 - Look up coaches for a specific sport(s)
 - I.e. – Summer Games Coaches/ Winter Games Coaches/ etc.
 - Look up expiration dates
 - Look up those with certain certificates
 - I.e. – Those with a Volunteer A, Protective Behaviors, etc.

WHAT DO I DO? (CONT.)

Step Five

- When do I use this?
 - Anytime!
 - Specifically, utilize this when heading into each sports season to ensure you or your coaches are certified
 - As well as when registering for Regional and State Tournaments... ***Coaches and Chaperones that do not fulfill the requirements will not be allowed to coach/chaperone at these events***

Step Six

- If a Coach/Chaperone needs to complete one of their requirements...
 - Either visit or direct your Coaches and Chaperones to visit the Coaches Corner page of the www.somi.org website to complete any requirements that are expired or incomplete

OTHER NOTES...

Need Trainings?

- Contact your regional training coordinator to set them up
 - Northern/UP – Kellie Murphy
 - Southwest – Nick Caudle
 - Southeast – Rick Brady

“There are people on this report that haven't volunteered in years” ...

- Please send us a list of those individuals and we'd be happy to change their status to 'inactive' so they no longer appear in these reports

Any other issues with the report

- Please let your regional contact know and we'll do our best to find the solution
 - *Keep copies of everything!*



QUESTIONS??????????

