

SETTING UP A COACHING LICENSE COURSE

Club or District representatives should contact the CJSA Director of Coaching to set up a course and identify a local contact person to work with the Director of Coaching as the course coordinator. The course coordinator communicates course information to members, registers coaches for the course, collects the fees, compiles a final list of the participants and acts as the on-site manager during the course. Specific course requirements and course coordinator responsibilities are outlined below.

SCHEDULING A COURSE:

The course coordinator works with the Director of Coaching to identify dates for the license. This usually requires working between the local school department and the CJSA Director of Coaching to identify mutually acceptable dates.

COURSE COMMUNICATION:

The course coordinator communicates all course information to local and area coaches. (A registration form is available from the CJSA Director of Coaching. This may be used to communicate the course information to coaches in your area and to assist in the class sign-up process).

COURSE REGISTRATION AND PAYMENT:

- . The course coordinator registers all participants. Download form from website..
- . Each course has a specific fee. (D licenses - \$150; E Certificates - \$60, and Modules - \$30). All licensing courses require advance registration and payment. Checks payable to "CJSA".
- . Course coordinator collects fee from each participant or Club (if Club is paying fully or partially for its coaches to attend). Total of monies remitted to CJSA must equal course fee x the number of participants.
- . If there is a facility use fee, the fee is divided among the participants and the coordinator will pay the facility.

COURSE MINIMUMS/MAXIMUMS:

- . Class minimums must be met 10 days in advance of the course's scheduled start. If class minimums are not met by this time, the course is canceled. (E Certificates must have a 20 participant minimum and D License must have 15 participant minimum. Any class exceeding 30 participants will need approval by the CJSA Director of Coaching.

FACILITY SPECIFICATIONS:

As all of our courses involve large group activities and group participation, it is important to have a big enough facility to operate the licensing course. The greater the number of participants, the greater the space requirements. The course coordinator makes arrangements for a facility that accommodates our program needs. (School facilities tend to be more available in the Fall and Spring when after school teams play and practice outside).

- . D License requires a full size high school (two basketball court sized) gym; rubberized/artificial grass preferred.
- . E and Youth Module Certificates require a generous, full sized basketball court gym. If enrollment is over 30 participants, a larger facility is necessary.

Also required for each course is a classroom/cafeteria, VCR, Overhead Projector, and chalkboard for use in the lecture segments.

DIRECTIONS TO THE SITE:

The course coordinator sends a written set of directions (and map if necessary) at least three weeks in advance of the course to the CJSA Director of Coaching.

Contact the CJSA Director of Coaching, 860-676-1161, to schedule your club's course!!

Visit our website – www.cjsa.org

Coaching License.doc-gk

