



SETTING UP A COACHING LICENSE COURSE

1. Contact CJSA Director of Coaching, 860-676-1161 or email doc@cjsa.org, to schedule your club's course.
2. Identify a local contact person to act as the Course Coordinator to work with the CJSA Director of Coaching.

Course Coordinator Responsibilities

1. Determine a facility to host the course:

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 course coordinator makes arrangements for a facility that accommodates our program needs. Please note that the larger the number of participants, the bigger the space requirements. School facilities tend to be more available in the Fall and Spring when after school team's 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.
- A classroom/cafeteria is also required for each course, along with access to a projector or white board for use in the lecture segments.

2. Schedule a date and time for course:

The course coordinator will communicate 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.

3. Communicate course information to local clubs, coaches, etc.

Each course has a specific fee. (D licenses - \$150; E Certificates - \$60, and Youth Modules - \$30). All licensing courses require advance registration and payment. Course fee checks should be made 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. 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.

4. Download and complete **Coaching Course Hosting Form: ([click here for form](#)).**

It must be completed and submitted by email (doc@cjsa.org) or fax (860-676-1162) to the Director of Coaching 4 weeks prior to requested course start date.

5. Download and complete **Coordinator's Registration Form to compile all participants' information. ([click here for form](#)).**

This form must be completed by the course coordinator and emailed to the Director of Coaching (doc@cjsa.org) four days prior to the start of the course.

6. Collect forms and payments:

The course coordinator will collect ALL signed waiver forms and payments from participants prior to submitting the Coordinator's Registration Form

7. Important Class Minimum Information:

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 cancelled. 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.

8. Distribute Directions:

The course coordinator will send directions of the course venue at least 3 weeks prior to the course to the Director of Coaching and all participants.

9. Manage the Course:

The course coordinator will act as the on-site manager during the course.