



# COACHING COURSE APPLICATION

PLEASE PRINT or TYPE



TO: DISTRICT COACHING COORDINATOR

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ YOUTH SOCCER LEAGUE, DISTRICT #: \_\_\_\_\_ LEAGUE #: \_\_\_\_\_

- "Pre F" COACHING COURSE - \$150 MINIMUM FEE (+ \$10 PER COACH OVER 15)
- "F" COACHING COURSE - \$650 MINIMUM FEE (+ \$45 PER COACH OVER 15)
- "E" COACHING COURSE - \$775 MINIMUM FEE (+ \$52 PER COACH OVER 15)
- "GOALKEEPER" COURSE - \$600 MINIMUM FEE (+ \$30 PER COACH OVER 15)
- "E/D" COACHING COURSE - \$1725 MINIMUM FEE (District Hosted Course Only)

### THESE MINIMUM FEES ARE NON-REFUNDABLE

DATE: (1<sup>ST</sup> CHOICE) \_\_\_\_\_ DATE: (Alternate) \_\_\_\_\_  
**(Must have Alternate date)**

LOCATION OF COURSE (include name and address of location):  
\_\_\_\_\_

NAME OF LEAGUE CONTACT: \_\_\_\_\_ (This person will receive course materials).

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
(No PO Box numbers)

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LEAGUE CONTACT SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

THE FEE AND APPLICATION **MUST** BE RECEIVED BY YOUR DISTRICT COORDINATOR AT LEAST 30 DAYS PRIOR TO THE COURSE DATE.

EACH COURSE **MUST** HAVE ITS OWN APPLICATION FORM COMPLETED AND A SEPARATE LEAGUE CHECK ATTACHED. E/D COURSE MUST BE A DISTRICT CHECK.

THERE **MUST** BE A REPRESENTATIVE FROM THE HOST LEAGUE IN ATTENDANCE AT ALL TIMES.

HOSTING LEAGUE MUST PROVIDE HOUSING FOR THE INSTRUCTOR. (Except E/D Course-must be pre-approved)

INSTRUCTOR DESIRED (IF AVAILABLE) \_\_\_\_\_

### VERIFIED – DISTRICT COACHING COORDINATOR

_____	\$ _____	_____	_____
CHECK NUMBER	AMOUNT	DATE RECEIVED	INITIAL

### FOR CYSA OFFICE USE ONLY

_____	\$ _____	_____	_____
CHECK NUMBER	AMOUNT	DATE RECEIVED	INITIAL

**COURSE NUMBER:**

### ADDITIONAL FEES (if applicable)

- Materials Requested # \_\_\_\_\_ X Cost per person X \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Late Application Processing Fee \$ \_\_\_\_\_
- Additional Shipping Fee \$ \_\_\_\_\_

**TOTAL FEE DUE:** \$ \_\_\_\_\_



# CYSA Coaching Course Procedure



## A. Coaching Course Application

- a. Obtain Course Application from your District Coaching Coordinator (DCC) or the CYSA website: [www.cysanorth.org](http://www.cysanorth.org) Note: Only CYSA affiliated leagues may host a CYSA coaching Course.
- b. Fill out application (Please use a physical address, as we can not ship to PO Boxes) and send with course fee back to your DCC a **minimum of 30 days** before the date you wish your coaching course to take place.
- c. Your DCC immediately sends the application on to CYSA for the course to be processed.
- d. Course Applications received less than 30 days before the first day of the course, to the CYSA office, will not be approved until an instructor has been hired, will be charged an additional "Priority Process Fee" of \$50.00, and all fees required to ship all course materials priority or special handling.
- e. Your Course will be posted on the CYSA website [www.cysanorth.org](http://www.cysanorth.org) (under the coaching section).
- f. You will receive a copy of your course application as confirmation from CYSA along with the course materials.
- g. You and your DCC will be notified by email from the State Coaching Director, Karl Dewazien with detailed instructions and the Instructor that has been assigned to your course.

## B. Getting Ready for your Coaching Course

- a. Publicize your course to coaches and get them signed up for your course.
- b. If you are holding an E or ED course, you will need to verify if the coach has the prerequisites (F license for the E, E license for the ED). If the coach doesn't have the prerequisites, then he/she needs to obtain a duplicate copy or they may not participate in the course.
- c. Communicate with the Instructor.
- d. Be at the location of the course to meet instructor/open rooms and deliver course materials.
- e. Please check the course materials as soon as they are delivered. Each kit has a specific amount packed related to your course enrollment size. If your course is filling up fast you may need an additional instructor and course supplies, if this is the case please contact your DCC immediately.
- f. An "Instructor Packet" is in a sealed envelope in your kit, please make sure the Instructor receives this on the first night of the course.

## C. After the Coaching Course

- a. The instructor turns in the Blue/Green sheets to the CYSA State Office.
- b. CYSA bills the league for overages.
- c. CYSA enters Blue/Green Sheets into the Coaches Database.