



GUIDE TO HOSTING A COACHING COURSE/CLINIC

PROCEDURE

1. Select a site coordinator for the course/clinic
2. Complete the Application to Host Coaching Course/Clinic
3. Submit application *at least one month prior to the first scheduled date of the course/clinic* to Eastern Pennsylvania Youth Soccer (Attention: Danielle Fagan, Assistant Director of Coaching) via one of the following methods:
 - Mail: Eastern Pennsylvania Youth Soccer
4070 Butler Pike Suite 100
Plymouth Meeting, PA 19462
 - E-mail: dfagan@epysa.org
 - Fax : 610 238-9933
4. Danielle Fagan will approve your course, assign an instructor and post the course on the website www.epysa.org with your contact information.
5. Course participants will send registration forms and payment to the site coordinator.
6. Site coordinator will email all course participants the Coaching Course Participant Confirmation letter with pertinent information about the course.
7. Site coordinator will collect all participant application forms, liability waiver forms, and the fees for the course and submit them to Eastern Pennsylvania Youth Soccer *at least one week prior to the first scheduled date of the course/clinic*.
8. Upon completion of the course, the site coordinator will submit the Course Report Form along with course evaluations and any additional registration forms and payments to Eastern Pennsylvania Youth Soccer.

REQUIREMENTS

1. A site coordinator who will be the primary contact for the course and the facility, and will be responsible for collecting applications and fees and submitting them to Eastern Pennsylvania Youth Soccer on time.
2. A minimum number of 15 participants for the course. If there are less than 15 participants, the sponsoring organization must pay for the difference.
3. A classroom with whiteboard or chalkboard, projection screen, and enough seats to accommodate the minimum number of participants.
4. A field, gym or indoor facility for the field sessions. A field is preferred that is appropriately lined for soccer and has soccer goals, but other facilities can work.
5. Restroom facilities.