

## HOSTING STYSA COACHING EDUCATION COURSE APPLICATION

A sponsoring association will assign a course Coordinator who will be the liaison between the course candidates and STYSA. STYSA will assign a course instructor; provide the instructor and coordinator with appropriate information; supply the course materials and forms; and post the course on the STYSA website.

### 1. Application / Fee / Materials:

- a) No less than four (4) weeks prior to the course's commencement, send to STYSA Coaching Department a completed Hosting STYSA Coaching Education Course Application and a \$50.00 non-refundable application fee. Applications received less than 4 weeks prior the requested start date or submitted without the application fee will not be processed.
- b) The minimum number of candidates is twelve (12) for Youth Modules and fifteen (15) for the "E" and "D" Courses. Courses will not be conducted if the minimum number of candidates is not met 10 days prior to the start of the course. If the minimum number of candidates is not reached the sponsoring association must cancel the course no later than ten (10) working days prior to the start date of the course. If the course is canceled less than ten (10) working days prior to the start of the course, the sponsoring association is financially responsible for the minimum number of candidates.

Course Level	Minimum # of Candidates	Cost Per Candidate	Total Cost
U6/U8 Module	12	30.00	360.00
U10/U12 Module	12	40.00	480.00
"E" Course	15	85.00	1,275.00
"D" Course	15	135.00	2,025.00

- c) No later than five (5) working days prior to the start of the course, the final number of rostered candidates must be submitted to the STYSA Coaching Department. Materials are shipped via UPS ground – anything later than five (5) days may result in the association being billed for extra shipping charges. If additional candidates are added to that final number the sponsoring association will be billed for any additional materials and shipping charges.
- d) The sponsoring association will be billed for the number of candidates for whom materials were shipped. Unused complete sets of materials must be returned to the STYSA Coaching Department for a refund less shipping costs. Credit will not be given for damaged materials returned to the state office.  
Unused materials may not be retained by the sponsoring association and used for future courses.

### 2. Candidates / Facilities:

- a) If hosting a "D" Course, the sponsoring association coordinator must forward a copy of each candidate's "E" license to the state office at least 10 days prior to the course start date to confirm that the candidate has held an "E" license for one (1) year or has an approved waiver to enter the "D" course. Contact the STYSA office when you have more than 15 candidates so an additional instructor may be scheduled.
- b) If hosting a Youth Module, coordinate arrangements with the instructor for a youth team of the appropriate age to attend as needed for the field sessions.
- c) Classroom facilities should include seating with tables/desks for entire class, a blackboard or easel, a TV/VCR/Projector/screen and restrooms.
- d) Field facilities must have a minimum of 2 goals with nets, be lighted for use in late fall and winter, and have restrooms nearby.
- e) Publicize the course and notify candidates of date, time, and location of field and classroom facilities.
- f) Coordinator must collect the Course/Instructor Evaluations and Candidate Registration / Sign In Sheet and forward them to the State Office within 48 hours of the conclusion of the course. The instructor may not review the Evaluation Forms.

## HOSTING A STYSA COACHING EDUCATION COURSE APPLICATION

Host Association:

Club Requesting Course:

Coordinator:

Email:

Phone Number to Post on Website:

Home Phone:

Alternate Phone:

Billing Address:

Shipping Address (if different):

Name

Name

Attn:

Attn:

Address

Address

City

State

Zip

City

State

Zip

Course Requested:     U6/8     U10/12     "E"     "D"     GK     Spanish

Date(s) Requested:

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

3<sup>rd</sup> Choice

Three (3) date choices must be provided.

Anticipated Number of Candidates:

Proposed Site:

Maximum # Room will Hold:

Classroom:

Time(s):

Field:

The Following Required Amenities Are Available:

Classroom     Chalkboard/Easel     Restrooms     Playing Field Goals/Nets     Lighted Field

Preferred Clinician(s):

STYSA will make every effort to schedule a particular Clinician, if requested

As the course coordinator, I agree that, I or my designee, will collect course evaluations and course registration / sign in sheets at the conclusion of the course and return them to STYSA. My initials signify that I acknowledge and understand this requirement. \_\_\_\_\_

Signature of Coordinator:

Signature of Hosting Association Officer:

**Mail Application With \$50.00 Application Fee (Make Check Payable to STYSA)  
South Texas Youth Soccer Assn., Attn: Coaching Education, 15209 Highway 290 East, Manor TX 78653**

**FOR STYSA COACHING EDUCATION DEPARTMENT USE:**

Date Confirmation Email Sent to Coordinator:

Instructor:

Date Confirmation Letter Sent to Instructor: