

Coaching Certification Program

Host Information Sheet



Initially:

- Obtain and complete the Host Application Form from National Office. Can be found online at: www.usasynchro.org.

Schedule:

- The courses are usually conducted over a three-day period, beginning Friday evening and continuing through Sunday afternoon. However, the schedule can be adjusted to cover a full two day period (Saturday-Sunday).
Sample time schedule: (Please contact the office for a more specific schedule of each course)
Day 1- 6:00p-9:00p
Day 2- 8:00a-6:00p
Day 3- 8:00a-2:00p

*****Site host is responsible for setting schedule and should communicate with Education Director in the event an alternative schedule is needed or to confirm standard schedule is sufficient.**

Facilities:

- The course requires the use of a pool and classroom space.
 - Pool: up to 7 hours, one block each day.
 - Classroom: up to 13 hours, near pool if possible.

Host Responsibilities:

- Reserve facilities and confirm time schedule.
- Provide hotel and airport information (hotel name, phone, and contact) to National Office for participants and faculty.
- Assist with recruitment of at least 10 participants (Host may qualify for a free tuition if course has a minimum of 10 paying participants- contact Education Director for details).
- Provide demonstrators, with a skill level appropriate to the course level. At least 1 swimmer per 2 coaches (1 swimmer per 1 coach preferred).
- Arrange for snacks and meals if restaurants are not in close proximity.
- Reserve and provide specific media, visual aids, and electronics (see application).

USA Synchro Responsibilities:

- Advertise course on USA Synchro website.
- Select and provide qualified and trained faculty (1-2 instructors, will include more if needed).
- Pay the rental fee for the pool and classroom use (if necessary).
- Receive and process registration forms and payment.
- Assemble and deliver materials to participants.
- Distribute the pertinent information regarding housing, directions, etc. to the registrants.

If interested in hosting a course, complete the Host Application Form.

For more information or questions, contact the National Office at 317-237-5700 or education@usasynchro.org.