



COURSE HOST INFORMATION

Course Requests

Interested clubs should contact their local District Representative to coordinate course requests with the State Office. All requests must be submitted, in writing, to Julie Schmitt at jschmitt@wiyouthsoccer.com. Please include three dates in order of preference, the facility name and address, and the name and contact information (including mobile phone) of the site administrator. Course requests will only be granted with a guarantee of the use of a suitable facility. Approval will be based on the existing schedule and availability of instructors. (An annual request of proposed dates is preferred since certain dates fill quickly.)

Facility

It is the responsibility of the host organization to secure the use of a suitable facility. The facility must meet the size requirements and be available for the entire course. Copies of facility contracts are required for approval of all courses. (Insurance certificates provided by WYSA upon request.) The host bears any rental costs incurred for Y1, Y2 and Goalkeeping courses. Facility expense reimbursements are available on a per candidate basis of \$15 for E, and \$30 for D level courses. (Please use the enclosed form to submit for reimbursement.)

Advertisement & Registration

The WYSA coaching education schedule is available on our website at <https://active.leagueone.com/Olr/Pages/ClinicCourses.aspx?ClubId=12699> (Course registration instructions enclosed.) Registration is conducted completely online and the minimum number of coaches must be registered 14 days before the course date to avoid cancellation. Participants must meet the minimum age requirements to be eligible for a course. The State Office and your local district will help to promote the course, but hosts are asked to advertise and assure that the minimum number of registrations is reached.

Members of Wisconsin Youth Soccer Association are eligible for a \$100 discount on course registration fees. Membership to WYSA is based on Risk Management/ Coach Pass Registration (coach passes) and should be completed prior to the course registration. Pass registration serves as the State Risk Management program and provides coaches/managers with the pass card required to be on the sidelines for any competition. The cost is \$10. Passes are valid for a period of two years.

Course Administration

The State Office will manage registration and communicate directly with participants.

The host organization is responsible for appointing an on-site administrator to serve as the State Office's contact. That person is asked to assure the facility is open at least 30 minutes prior to the scheduled course and to conduct check-in. Check-in will include attendance, the collection of a signed medical release from every coach, and distribution of registration instructions to walk-up candidates. The site administrator will be provided with a roster of registered coaches via email prior to the course. Any additional information needed at check-in will also be included.

The instructor will provide all necessary course materials onsite unless otherwise arranged.

Questions

If you have any questions or need additional information, please contact Julie Schmitt at 414.328.9972 ext 100 or jschmitt@wiyouthsoccer.com.