

USATF[™]

Coaching Education

Level 1 School Administration Manual

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Introduction

This guide has been provided to facilitate the organization of a USA Track & Field (USATF) Coaching Education Level 1 School and to ensure consistency in presentation of these schools across the United States. As the entry level to the Coaching Education program, it is vitally important that each participant leaves the Level 1 School with a positive experience in the USATF Coaching Education Program.

Mission Statement

The mission of the Coaching Education Committee of USA Track & Field is to provide ongoing educational opportunities for all levels of coaches, from the grass roots to the elite level.

USATF Level 1

In the Level 1 Curriculum, track and field events have been simplified into key concepts and skill progressions. Attending the Coaching Education Level 1 School is the first step in an ongoing learning process and the material in the curriculum has been designed to lead smoothly into other USATF Coaching Education Programs. For this reason, the **instructor must not deviate from the curriculum, and supplementation of the curriculum should not occur**. Within this structure is sufficient room for personalized teaching styles and approaches and each instructor may use their own examples to support and illustrate key points in the Level 1 course. There are also certain guidelines to be followed in the order of presentation (See Appendix C).

Steps in Hosting a USATF Level 1 School

Following are the basic steps and timeline involved in hosting a USATF Level 1 school.

1. Determine the school site and dates.
2. Submit an application to host a school, no later than fourteen (14) weeks prior to the school start date.
3. Receive notification of school's status from USATF within two (2) weeks of application submission.
4. Submit the pre-registration materials to USATF three (3) months prior to your school.
5. Registration opens and instructors provided copy of PowerPoints.
6. Devise and implement a marketing plan and budget.
7. Contact the USATF office three weeks prior to start of the school to have your materials shipped.
8. Host the school.
9. Within 48 hours of the close of the school provide roster for exam registration.
10. Complete and submit to USATF financial reconciliation and post school report and return surplus textbooks to the Coaching Programs Coordinator at the National Office.

130 E. Washington St. Suite 800
Indianapolis, IN 46204

Following are detailed instructions for each step of this process.

Determining School Site and Date

USATF schools are approved based upon the likelihood of success. Factors considered include location, dates, population, past school success in the area, and geographic distribution. Consider these as you choose your site and dates. USATF suggests you consult with the local association and check the USATF calendar of events to avoid conflicts.

Helpful Hints

- Carefully consider the date, avoiding major conflicts like state coach's clinics, championships and religious holidays.
- Schools after October 1st may require coaches to renew their membership if they do not complete exam by December 31st (90 day exam deadline).
- The USATF membership year begins on November 1st, therefore coaches will typically wait to sign up for a membership and a course scheduled after that date.
- Be student-centered when scouting for locations:
 - A comfortable classroom is essential
 - Natural light and movable chairs and tables for students and instructors help improve school quality
 - Large open space for demonstrations, walk & talk and learn-by-do (helpful, but not required)
 - Access to mass transit (air/rail/bus), a variety of eating options, and affordable accommodations

Submitting an Application

The application should be submitted to the USATF Coaching Programs Coordinator. Applications must be received no later than fourteen (14) weeks prior to the proposed school. The application is included in this manual (Appendix A) and on the school directors webpage.

To host a school a potential School Director must be an ITC graduate, an individual who has previously directed a school and/or be a Level 1 School graduate who agrees to be mentored by a Level 1 Regional Coordinator. School directors must also be members of the USATF Coaches Registry.

The application includes listing of potential course instructors. USATF requires that there be three instructors per school, with each instructor having successfully completed the USATF Instructor Training Course (ITC) and being a member of the USATF Coaches Registry. **School Directors do not have discretion to alter established faculty prior to start of school.** It is important to keep the instructor's travel costs and teaching specialization in mind. If necessary, contact the Level 1 Coordinator for a list of instructors in your area or your regional coordinator for suggestions. Communication with the staff during the time leading up to the school is imperative to ensure instructors are firmly committed and have all current instructional materials. Instructor materials, including course PowerPoints, are available to school directors once the school

application is approved and registration is open. The school directors are responsible for getting to proper information to their instructors.

Helpful Hints

- Use the proper template when completing the application
- Ensure all forms are legible
- School must have at least three ITC certified instructors
- Work with the Level 1 school coordinator and/or your regional coordinator to locate instructors

Notification of Application Status

The application will be reviewed and the school director notified of approval or denial within two (2) weeks of submission. Please note that submitting an application does not guarantee the school will be approved. During this time you should focus on completing the pre-registration documents distributed upon application submission.

Helpful Hints

- Contact the association president to speed up the approval process
- Finalize information for website content form

Pre-Registration Materials

School directors must submit all pre-registration materials, which will be distributed to you upon application submission. These materials include:

- **Web Content Form** – This form is required to open online registration. It includes all information that will be listed on your schools webpage, including a tentative time schedule. Instructor bios should include accomplishments, any applicable certificates and other schools taught. (view in Appendix B).
- **School Director Contract** – Includes accepting the USATF Privacy Policy and abiding by all policies related to this administration manual. This document only needs to be submitted for the first Level 1 School the director conducts within the year. It expires at the end of the calendar year.
- **Instructor Contract** – Includes accepting the USATF Privacy Policy and abiding by all policies related to this administration manual. This document only needs to be submitted

for the first Level 1 School the instructor teaches at in the year. It expires at the end of the calendar year.

- **Promotional Flier** – The promotional flier can be used as a marketing tool for your school. The flier must be submitted and approved before it can be distributed to various clubs, schools, local organizations, etc. It is available on the school director download page and the Host a School webpage.

Helpful Hints

- Ensure the web content form is legible and all information is included
- Send campus or parking map with web content form if applicable
- The promotional flier is the only approved marketing material for the course
- Contact USATF to ensure your instructors have submitted contracts
- The earlier pre-registration materials are submitted the earlier registration can open
- Ensure the school director and instructor contracts have been submitted (submitted annually)

Registration Opens

Upon receipt of your pre-registration materials and application approval, online registration will be opened, allowing persons to register for the course. You will then be sent an e-mail from the Simply Register system to access your event registration management page. You will use the event registration management page to manage the online registration process. This will allow you to manually input walk-up/on-site registrations.

Following are detailed instructions for the online registration procedure for Level 1 students:

- Online registrants will be prompted for their USATF membership number. If the registrant is not a USATF member, they will need to go to the USATF membership page. Once they receive their membership number, they will need to return to the course page to complete registration.
- On the registration page, the registrant will verify their membership information and click “Next.”
- The system will automatically check the event name and the registrant will click “Next.” The next screen will ask for review of information then prompt them to the checkout page.
- The final screen will prompt for payment information. USATF accepts VISA, MasterCard and Discover for payment.
- Once the payment is processed, the system will display a confirmation page to be printed for the registrant’s records and verification of registration.

- Within an hour the students name will show on the status of registrant's page.
- Students will not be able to transfer schools. They must obtain a refund then register for the school they wish to attend.

A "How To" Guide for the Simply Register system can be found in Appendix K.

- The school director will receive an e-mail with information to access the Simply Register event registration management site. This allows the school director to manually input onsite applicants.
- The Coaching Education web site and information brochures will direct coaches who may not be able to use the online registration process to contact the school director. While onsite registrations are possible, please encourage coaches to use the online registration system.
- Coaches who are not current USATF members may register online to receive a new membership number. If this preferred arrangement isn't possible, the school director may collect a \$30 check made payable to USATF (in addition to school tuition) and have the student complete a membership application, which are downloadable from the school director site. The school director should submit the application along with the financials at the conclusion of the course.
- All onsite registrants should be added to the online registrant list within 48 hours of the school through the Simply Register management page.
- School tuition must be paid for by credit or debit card onto the Simply Register system. No cash or personal checks may be accepted. The only acceptable checks are checks directly from a school institution that are made out to USATF. These should be included with the final financial statements, which are prepared and submitted after the conclusion of the school.
- A live registration page will display the names of people who have successfully completed the online registration process as well as those entered by the school director. The school director will have access to the event registration management area and will be able to download a list of registrants in tab-delimited format (for importing into MS Excel).

Helpful Hints

- The school director (SD) site has all necessary forms and PowerPoints for the course
- The Simply Register management webpage allows you to manage the registered coaches
- Enter onsite registrants within 48hrs of course conclusion

Marketing Plan and Budget

It is the responsibility of the school director to market and advertise the school. Aside from posting the school on the website and general email blasts, no additional advertising will be done by USATF. A school budget should be devised as well to assist in the planning process and to ensure financial success of the school. Past experience indicates expenses should not exceed \$2,500 if there are fewer than 45 participants.

Helpful Hints

- Utilize three scholarships for free rental space (reference policies in appendix I)
- Budget the cost of instructor travel, room and board
- Remember to budget marketing materials
- Level 1 uses the number, not the roman numeral (Level I)
- Devise a solid and multi-pronged marketing plan
- Promote the [Minority Women's Coaching Education Scholarship](#)
- Use local media:
 - Press Release – Univ./College SID
 - Local Newspapers
 - Play or Rec Calendar or Event List
 - Running or High School Column
 - Local Electronic Activity or Running/Triathlon/High School Calendars
 - Local Track & Field and Cross Country websites and bloggers
- Create email lists to places such as:
 - Previous attendees at schools in same area
 - Local Association
 - Strength & Conditioning
 - Speed Development
 - Charity – Team in Training
 - USA Triathlon members
 - Retail Outlets
 - Recreation Departments
 - Fitness Clubs & Gyms –Staff & Instructors
 - College Coaches
 - Local Colleges
 - Students
 - P.E. & Sports Admin
 - Coaching Majors
 - Road Runners Club of America

Course Materials

A minimum of 40 Human Kinetics Level 1 textbooks will be sent to the school director. It is the responsibility of the school director to contact the USATF national office liaison at least 3 weeks prior to the school and estimate the number of textbooks needed to accommodate online and onsite registrants. The school director is responsible for providing textbooks for their instructors and the expense accounted for in the school's expenses. Be sure to provide a correct and complete shipping address, along with a phone number.

The USATF national office will do one time emergency shipment of textbooks if the original estimation of numbers is too low to accommodate those that register within the three weeks of ordering and the start of the school. The maximum number of textbooks school directors can receive from this emergency shipment is 20. Any emergency shipment requests must be submitted to the USATF national office liaison by noon on Tuesday, the week of the school.

All unused Human Kinetics textbooks must be returned to the USATF national office, no books can be carried over to another school. Unused books must be returned within 14 days of the completion of the school or the school will be billed \$15 per unreturned copy. Send all unused textbooks to the USATF national office:

USATF Coaching Education
130 E. Washington St. Suite 800
Indianapolis, IN 46204

Helpful Hints

- School director should notify USATF of any offline registrants that plan to register onsite.
- Notify USATF national liaison with number of textbooks to order.
- If needed, request an emergency shipment of textbooks by noon on Tuesday, the week of the school.
- Return unused textbooks within 14 days of school completion.

Host the School

At the beginning of the school

- Distribute course materials and have students complete profile form.
- Inform students that the material is owned by USATF and protected by US Copyright laws. These USATF Coaching Education Level 1 materials are for personal use only and may not be reproduced or distributed. In addition no presentations may be videotaped.
- Remind students that attendance is mandatory at all sessions to be eligible for certification.

During Instruction:

- Provide a comfortable instructional environment. There should be adequate room for the students, reasonable access to restrooms, meals, etc.
- Provide instructional materials, including audiovisual materials, as needed.
- Ensure that instructors adhere to the published time schedule.
- Ensure that instructors adhere to the Level 1 Curriculum.

At the Conclusion of the School:

- Distribute the Level 1 School Instructor evaluation forms. Allow students to complete them, then collect them.
- Explain the exam procedures.
 - Inform students that they will receive an e-mail from ePath Learning, to the same e-mail associated with their USATF membership account, with details on how to access the online exam.
 - Inform students that the exam must be completed online no later than ninety (90) days from the time they receive a registration email from ePath Learning. Students requiring additional time to complete the exam must request an extension before their initial 90 day period expires. **No access to the exam or an extension will be provided outside of 6 months from Level 1 attendance date.** There will be a \$25 administrative fee and the student must complete the [online request form](#); the USATF Coaching Programs Coordinator will verify all entries before granting the extension.
 - The exam is 160 questions and can be started and stopped at any time. After answering question 160 the student has the ability to review all answers prior to exam submission.
 - Coaches must receive an 80% to pass. They will have one opportunity to receive a passing grade. If the student fails the first time, they will need to request a one-time retake attempt via the [online request form](#); there will be a \$25 administrative fee for all retake requests. The USATF Coaching Programs Coordinator will verify all entries before reopening the exam.

The USATF membership year begins on November 1st of each year. If an individual purchases a membership on or before October 31st of that year, their membership will expire on December 31st. If they purchase a membership on or after November 1st the membership will expire the following year. For example, if an individual purchases a membership on or after November 1, 2016 it will expire on December 31, 2017. If they purchase a membership on or before October 31, 2016 it will expire on December 31, 2016.

This affects the Level 1 in two ways, (1) course registration and (2) exam completion. If a student wants to register for a November course they will likely wait until after November 1st to register, so they can receive the extended membership. This may require an adjustment in the early registration deadline, which must be approved by the USATF national office. In terms of the exam, if a student attends the course on December 15, 2016 and their membership expires on December 31, 2016, they will need to complete the exam by December 31st or renew their membership in 2017. It is important that students **renew** their membership and do not register as a new member or the system will not recognize that they attended the course.

The membership and exam issues can be a confusing. Please direct all questions to the USATF Coaching Programs Coordinator.

Helpful Hints

- **Quality control is of utmost importance.** The school director and instructors are a reflection of USA Track & Field and for the majority of attendees the face of the NGB. Make a good first impression as you may be one of the few USATF representatives students may meet.
- Be professional - dress / language / approach / attention to detail.
- School directors and instructors are required to wear a USATF branded shirt and business casual attire (no jeans).
- Address all concerns - one coach with a bad experience can have negative effects on the entire brand.
- Work with your regional coordinator to ensure that the school is outstanding.
- It is encouraged to host a dinner one night for questions and informal networking.
- Be caring, mentoring and willing to help.
- Ideally instructors are to remain onsite during the school to help with questions.
- Ensure the students are fully informed of exam guidelines and procedures

ITC Mentorship

ITC mentoring: School directors may be contacted by a new ITC student who needs to be mentored into at least one Level 1 school prior to completing ITC certification and allowed to be a full time, paid instructor. School director should accommodate any request with no obligation to provide travel expenses or stipend to an ITC mentee. Providing one night of housing to the mentee is required by the Coaching Education Committee.

Guidelines to follow when working with an ITC mentee:

1. The school director should serve as a mentor throughout the two day school.
2. Indicate to the National Office that mentee has attended and what tasks they accomplished including an evaluation. (brief paragraph)
3. Assign a mentee to instruct an area that they have expertise and familiar with Level 1 content.
4. Never assign more than 2 hours of instructing time; they are there to observe and learn.
5. ITC mentee cannot be counted as a member of the full time faculty.
6. Be supportive of the ITC student participating in the school as a mentee; ITC student are required to attend one Level 1 school as mentee to complete requirements.

Exam Registration

Immediately following completion of the school, log on to the Simply Register event registration management webpage to update the roster of the school participants. These participants must have attended all sessions. All other participants' registration should be canceled with no refund. Please inform the USATF Coaching Programs Coordinator once the roster is finalized. The USATF Coaching Programs Coordinator will register the participants for the online exam based

on the finalized roster. The participants will receive an e-mail from the system once they have been registered.

Helpful Hints

- Cancel registration of cancelled or no-show students (Do not refund online)
- Notify USATF Coaching Programs Coordinator when roster is finalized

Financial Reconciliation & Post School Report

A financial reconciliation statement must be completed and returned to USATF at the end of each school. Each instructor and school director is responsible for their own taxes, including reporting this income on the appropriate state and federal tax returns (1099-MISC information below). The returned statement should include:

A report of all participants in the school. Scholarship students must be reported, but will neither count as revenue for the school nor count in its expenses.

Receipts for all expenditures related to the school.

Reconciled Finances

- School director and instructor agreements must be signed and turned into the National Office before finances will be reconciled. These agreements are in effect for one year. Agreements can be found in Appendix D and E.
- If there is a surplus of funds after expenses have been covered, a minimum of 50% of the surplus must be split among the instructors (excluding the school director). Funds can be dispersed based on teaching hours or evenly among instructors. The remaining 50% may be used at the school directors' discretion, or be retained by the school director.
- An instructor's minimum honorarium is \$200. A school director's minimum honorarium is \$300. The director cannot be paid both the school director's honorarium (\$300) and the instructor honorarium (\$200).
- Upon completion of the Level 1 School you will need to provide USATF with a roster of those students who attended the school. You will need to make note of how much each onsite registrant paid (\$190, \$240, or other if there are scholarship students). This paperwork must be included in the financial packet sent back to the national office.
- Once computed the financials will show if the school director owes USATF or if a payment is owed from USATF to the school director. In most cases, USATF owes the school director and will remit payment upon review of the financial documentation. If the school director owes funds to USATF, they should mail a check in with the financials.

School financials should be submitted to USATF by the school director within thirty (30) days of completion of the school and all instructors compensated in a timely manner. In the event school directors fail to reconcile their financials within (30) days, they forfeit the right to host a school for a period of two years upon petition to the Executive Committee of Coaching Education. Submission materials include:

- School and instructor evaluation forms
- Financial Report (including receipts)
- Final payment to USATF (if applicable)
- Excess materials (books and student profile forms)

All forms can be scanned and submitted via email or printed and mailed to the USATF national office. All excess materials should be mailed back to:

USATF Coaching Education
130 East Washington St., Suite 800
Indianapolis, IN 46204

As stated each instructor and school director is responsible for their own taxes, including reporting this income on the appropriate state and federal tax returns.

Consistent with IRS rules, USATF will issue a Form 1099-MISC to each independent contractor whose compensation totals \$600 or more in a calendar year. Coaches Education School directors meet the criteria of independent contractor and so will be included as recipients of USATF's 1099s if all other criteria is met. The net amount(s) paid to the school director for the calendar year, is reportable as income to the school director.

We advise keeping good records and all receipts related to the school and to any such activity and suggest consulting a tax professional as to how these transactions affect one's own personal tax situation. USATF is not an accounting firm or tax lawyers. We cannot offer tax advice. Please contact a local accountant, lawyer, or tax advisor for specific advice.

Under US Treasury rules issued in 2005, we must inform you that any advice in this communication to you was not intended or written to be used, and cannot be used, to avoid any government penalties that may be imposed on a taxpayer.

Helpful Hints

- Ensure you have the correct number of online payments (online registration receipt), which can be confirmed by USATF national office
- Include all receipts in financial report
- List all onsite / offline registrations on financial report
- Ensure all excess materials are shipped back to USATF (books and Level 1 favors)

Appendix A: Application to Host a Level 1 School



**USA Track & Field Coaching Education
Application to Host a Level 1 School**

Please Print

Host Facility Location _____ Date _____

Address of Host Facility _____ City _____ State ____ Zip _____

USATF Association in which Facility is located _____

Director's Name _____ **Director's Membership #** _____

Director's Address _____ City _____ State ____ Zip _____

Phone (home) _____ Phone (work) _____

Email Address _____

Have you completed ITC? Yes _____ No _____ Year ITC completed _____

Are you a member of the USATF Coaches Registry? Yes _____ No _____

Have you **directed** a previous Level 1 School? Location _____ Date _____

Have you **instructed** a previous Level 1 School? Location _____ Date _____

Anticipated Instructors:

Name _____

Has this person completed ITC? Y _____ N _____ Year ITC completed _____

Approximate number of schools taught by this instructor _____

Date of last Level 1 class taught (month/year) _____

Instructor's area(s) of expertise _____

Is he/she a member of the USATF Coaches Registry? Yes _____ No _____

Name _____

Has this person completed ITC? Y_____ N_____ Year ITC completed _____

Approximate number of schools taught by this instructor _____

Date of last Level 1 class taught (month/year) _____

Instructor's area(s) of expertise _____

Is he/she a member of the USATF Coaches Registry? Yes_____ No_____

Name _____

Has this person completed ITC? Y_____ N_____ Year ITC completed _____

Approximate number of schools taught by this instructor _____

Date of last Level 1 class taught (month/year) _____

Instructor's area(s) of expertise _____

Is he/she a member of the USATF Coaches Registry? Yes_____ No_____

Name _____

Has this person completed ITC? Y_____ N_____ Year ITC completed _____

Approximate number of schools taught by this instructor _____

Date of last Level 1 class taught (month/year) _____

Instructor's area(s) of expertise _____

Is he/she a member of the USATF Coaches Registry? Yes_____ No_____

Appendix B: Website Content

School Dates: _____

School Location (including address): _____

School Classroom (if applicable): _____

School Director Name: _____

School Director Phone Number: _____

School Director Email: _____

Early Registration Fee Deadline (Two weeks prior to the school): _____

Directions: _____

Lodging Information: _____

Schedule (refer to sample in Appendix C): _____

School Director Biography (in paragraph form): _____

Instructor 1 Biography (100 words or less): _____

Instructor 2 Biography (100 words or less): _____

Instructor 3 Biography (100 words or less): _____

Instructor 4 Biography (100 words or less): _____

*Instructors biographies should be complete with coaching credentials, significant accomplishments and years of experience.

Please submit to USATF Coaching Programs Coordinator.

Appendix C: Recommended Time Allocation

Time Allocations

Welcome and Course Introduction	30 – 45 min
Positive Coaching	30 min – 1hr.
Ethics and Risk Management	30 min – 1 hr.
Psychology	1 hr. – 1.5 hrs.
Physiology	1.5hrs – 2 hrs.
Biomechanics	1 hr. – 1.5 hrs.
Training Theory	1 hr. – 1.5 hrs.
Biomotor Training For the Speed and Power Events	1.5hrs – 3 hrs.
Sprints, Hurdles, and Relays	3.5hrs – 4 hrs.
Jumping Events	3.5hrs – 4 hrs.
Throwing Events	3.5hrs – 4 hrs.
Endurance Events/Race walking Events	1.5hrs – 2 hrs.
Closing Comments and Wrap-up	30 – 45 min

Sample 3-Day Time Schedule

Day 1:	3:00 - 4:00 p.m.	Registration
	4:00 - 4:30	School Introduction
	4:30 - 5:30	Positive Coaching
	5:30 - 6:30	Ethics & Risk Management
	6:30 - 8:00	Physiology
	8:00 - 9:00	Training Theory
	9:00 - 10:00	Psychology
Day 2:	8:00 - 9:00 a.m.	Biomechanics
	9:00 - 11:00	Biomotor Training for Speed and Power Events
	11:00 - 12:00 p.m.	Sprints/Hurdles/Relays
	12:00 - 1:30	Lunch
	1:30 - 4:00	Sprints/Hurdles/Relays
	4:00 - 5:30	Endurance
	5:30 - 7:00	Dinner
7:00 - 10:00	Jumps	
Day 3:	8:00 - 9:00 a.m.	Jumps
	9:00 - 12:30 p.m.	Throws
	12:30 - 1:00	Wrap-up

Sample 2-Day Time Schedule

Day 1:	8:00 - 9:00 a.m.	Registration
	9:00 - 9:30	School Introduction
	9:30 - 10:30	Positive Coaching
	10:30 - 11:30	Ethics & Risk Management
	11:30 - 12:30 p.m.	Lunch
	12:30 - 1:30	Biomechanics
	1:30 - 3:00	Bio-Motor Training for Speed and Power Events
	3:00 - 4:00	Physiology
	4:00 - 5:30	Training Theory
	5:30 - 6:30	Psychology
	6:30 - 7:30	Dinner
7:30 - 10:30	Sprints/Hurdles/Relays	
Day 2:	9:00 - 12:30 p.m.	Throws
	12:30 - 1:30	Lunch
	1:30 - 5:00	Endurance/Racewalk
	5:00 - 6:00	Dinner
	6:00 - 9:00	Jumps

Instructional Guidelines

- A minimum of 21 hours must be devoted to curriculum and school management
- Philosophy session should be the first topic.
- Sprints session should precede Hurdles and Jumps sessions.
- When possible, the teaching progressions for sprints, hurdles, throws and jumps should be on the field with the instructor utilizing actual equipment and demonstrating techniques.
- The hands-on sessions should be held in an environment with sufficient lighting (during daylight hours if outside). Suggested 2 hour time frame rotating between 3-4 activity stations reiterating sport specific coaching best practices.

Appendix D: School Director Contract

To be completed annually by school director.

I, _____ have carefully read the most updated version of the USATF Coaching Education Level 1 School Administration Manual (revision date: _____) and am prepared to host and direct my school in a manner consistent with the policies and procedures outlined therein.

In particular (initial each):

_____ I understand that as school director, I assume the financial responsibilities for the school. I will devise a sufficient budget, marketing plan and timeline to make the school financially viable.

_____ I affirm I have reviewed and will abide by the Coaching Education Administrative Manual, Coaches Code of Conduct, and other USATF policies and that I will conduct the school in accordance with these policies and guidelines.

_____ I affirm that all instructors for any school I host will have successfully completed the USATF Instructor Training Course, are current members of the USATF Coaches Registry and have the latest curriculum and PowerPoint presentations as provided on the school director Download Page (<http://www.usatf.org/groups/coaches/education/download>).

_____ I affirm that the school facilities will be adequate for the number of participants and for the needs of the instructors' presentations (chairs, desks, restrooms, appropriate temperature, ADA compliant, etc).

_____ I affirm that the schedule will meet the guidelines specified in the Administration Manual (Appendix C), including time allotments and order, to ensure adequate treatment of all subjects and to follow the pedagogical design of the curriculum.

_____ I affirm that any and all deviations from or supplementations to the Level 1 School Program as described in the Administration Manual (including alternative advertising forms or methods, curriculum elements, and student benefits) will be presented to the USATF national office for approval prior to distribution.

_____ I affirm that USATF shall have the authority to approve or disapprove any sponsor or advertiser which has a signage presence at the school. Written approval should be obtained from USATF prior to entering any contractual agreement.

_____ I affirm that I will complete and submit all financial and school director reports to USATF within thirty (30) days of the completion of the Level 1 School. If for some reason this becomes impossible, I will contact USATF to coordinate alternative reporting protocols. I understand that absent written approval from USATF for an extension, failure to submit the report within the aforementioned thirty (30) days constitutes a material breach of this

Agreement and USATF shall be entitled to deny any future applications I may submit to host a School.

_____ I affirm that license to use the marks and logos of USATF extends to only the specific marks and logos provided by USATF. The marks and logos may be used only in connection with the promotion and hosting of schools to which I have obtained USATF authorization to host.

_____ I affirm that USATF retains all rights, title, and interest in and to all of the information, content, data, designs, material, and all copyrights, trademark rights, and other proprietary rights thereto, in the Coaching Education Administrative Manual, teaching aides, and other materials ("Licensed Material") I have been provided pursuant to this Agreement. I affirm I shall not use, or permit any person to use, the Licensed Material on or in connection with any other goods or services or in any manner that might reasonably be expected to tarnish, disparage or reflect adversely upon USATF, the Licensed Material, or the goodwill associated with USATF and the Licensed Material.

_____ I affirm to use best efforts to protect the confidentiality of documents or materials ("Confidential Information") prepared by or on behalf of USATF which contain or reflect all or any portion of the information necessary to host and direct a USATF sanctioned Level 1 School. I affirm to use the same standard of care which I use in connection with the protection of my own confidential information, but in no case less than reasonable care. I shall not use, disseminate, or in any way disclose or otherwise convey any portion of the Confidential Information described above to any person except my employees, instructors, and representatives who need to know such information for the purpose of assisting me with execution of the Level 1 School (it being understood and agreed that I will advise such persons of the confidentiality of all such information and that I shall direct and instruct all such persons to treat such information confidentially and to immediately return all Confidential Information upon demand by USATF). If requested by USATF, I agree to certify that such representatives have previously agreed, either as a condition of employment or in order to receive the Confidential Information, to be bound by terms and conditions substantially similar to those terms and conditions applicable to me under this agreement.

_____ Further, I covenant and agree to use the Confidential Information provided solely in connection with the hosting and directing of the Level 1 School and for no other purpose whatsoever. All Confidential Information and any Derivatives thereof whether created by USATF, myself, or my representatives, remain the property of USATF and no license or other rights to any Confidential Information or Derivatives is granted or implied hereby. For purposes of this Agreement, "Derivatives" shall mean: (a) for copyrightable or copyrighted material, any translation, abridgment, revision or other form in which an existing work may be recast, transformed or adapted; (b) for patentable or patented material, any improvement thereon; and (c) for material which is protected by trade secret, any new material derived from such existing trade secret material, including new material which may be protected under copyright, patent and/or trade secret laws. I hereby irrevocably assign, transfer and convey to USATF all my rights, title in interest and interest in and to the Derivatives. All materials (including, without limitation, documents, drawings, models, apparatus, sketches, designs, lists, and all other tangible media of expression) furnished to me by USATF.

_____ I affirm that all lists of participants and their information is the property of USATF, and I and my representatives shall agree not to use the contact information of the participants for purposes other than those related to the Level 1 School Program.

_____ I affirm that I will comply with all applicable copyright laws which prohibit the copying, sale or use of third party materials (including USATF's) without obtaining permission from the copyright owner.

_____ I affirm to comply with the Americans with Disabilities Act and refer all requests made by individuals seeking an accommodation while participating to USATF in accordance with its *Policy & Procedures for the Evaluation for Requests for Accommodations Pursuant to the Americans with Disabilities Act*. (See www.usatf.org/about/legal/policies/ADA.asp.)

I understand that as a Level 1 school director, I will receive a \$300 honorarium plus 50% of any net revenue generated by the school (after deduction of school expenses). I am responsible for my own taxes, including reporting this income on the appropriate state and federal tax returns.

Signature of school director _____ Date _____

Appendix E: Instructor Contract

To be completed annually by instructor.

I, _____ agree to instruct at
(Printed name of instructor)

a USATF Coaching Education Level 1 School in _____.
(Year)

As an instructor, it is my responsibility:

_____ To inform the school director, immediately if I am unable to attend.

_____ I affirm I have reviewed and will abide by the Coaching Education Administrative Manual, Coaches Code of Conduct, and other USATF policies and that I will participate on the school staff in accordance with these policies and guidelines.

_____ I affirm that I have successfully completed the USATF Instructor Training Course, am a current members of the USATF Coaches Registry and have the latest curriculum and PowerPoint presentations as provided on the CE Download Page (<http://www.usatf.org/groups/coaches/education/download>).

_____ I affirm that any and all deviations from or supplementations to the Level 1 School Program as described in the Administration Manual (including alternative advertising forms or methods, curriculum elements, and student benefits) will be presented to the USATF national office for approval prior to distribution.

_____ I affirm that license to use the marks and logos of USATF extends to only the specific marks and logos provided by USATF. The marks and logos may be used only in connection with the promotion and instructing of schools to which I have obtained USATF authorization to instruct.

_____ I affirm that USATF retains all rights, title, and interest in and to all of the information, content, data, designs, material, and all copyrights, trademark rights, and other proprietary rights thereto, in the Coaching Education Administrative Manual, teaching aides, and other materials ("Licensed Material") I have been provided pursuant to this Agreement. I affirm I shall not use, or permit any person to use, the Licensed Material on or in connection with any other goods or services or in any manner that might reasonably be expected to tarnish, disparage or reflect adversely upon USATF, the Licensed Material, or the goodwill associated with USATF and the Licensed Material.

_____ I affirm to use best efforts to protect the confidentiality of all documents or materials ("Confidential Information") prepared by or on behalf of USATF which contain or reflect all or any portion of the information necessary to instruct at a USATF sanctioned Level 1 School. I affirm to use the same standard of care which I use in connection with the protection of my own confidential information, but in no case less than reasonable care. I shall not use, disseminate, or in any way disclose or otherwise convey any portion of the Confidential Information described above to any person except my employees, instructors, and representatives who need to know such information for the purpose of assisting me with execution of the Level 1 School (it being understood and agreed that I will advise such persons of the confidentiality of all such information and that I shall

direct and instruct all such persons to treat such information confidentially and to immediately return all Confidential Information upon demand by USATF). If requested by USATF, I agree to certify that such representatives have previously agreed, either as a condition of employment or in order to receive the Confidential Information, to be bound by terms and conditions substantially similar to those terms and conditions applicable to me under this agreement.

_____ Further, I covenant and agree to use the Confidential Information provided solely in connection with instruction of the Level 1 School and for no other purpose whatsoever. All Confidential Information and any Derivatives thereof whether created by USATF, myself, or my representatives, remain the property of USATF and no license or other rights to any Confidential Information or Derivatives is granted or implied hereby. For purposes of this Agreement, "Derivatives" shall mean: (a) for copyrightable or copyrighted material, any translation, abridgment, revision or other form in which an existing work may be recast, transformed or adapted; (b) for patentable or patented material, any improvement thereon; and (c) for material which is protected by trade secret, any new material derived from such existing trade secret material, including new material which may be protected under copyright, patent and/or trade secret laws. I hereby irrevocably assign, transfer and convey to USATF all my rights, title in interest and interest in and to the Derivatives. All materials (including, without limitation, documents, drawings, models, apparatus, sketches, designs, lists, and all other tangible media of expression) furnished to me by USATF.

_____ I affirm that all lists of participants and their information is the property of USATF, and I and my representatives shall agree not to use the contact information of the participants for purposes other than those related to the USATF Level 1 School Program.

_____ I affirm that I will comply with all applicable copyright laws which prohibit the copying, sale or use of third party materials (including USATF's) without obtaining permission from the copyright owner.

_____ To comply with the Americans with Disabilities Act and refer all requests made by individuals seeking an accommodation while participating to USATF in accordance with its *Policy & Procedures for the Evaluation for Requests for Accommodations Pursuant to the Americans with Disabilities Act*. (See www.usatf.org/about/legal/policies/ADA.asp.)

I understand that as a Level 1 instructor, I will receive a \$200 honorarium plus a pro rata share (with other instructors) equal to 50% of any net revenue generated by the school (after deduction of school expenses). I am responsible for my own taxes, including reporting this income on the appropriate state and federal tax returns.

Signature of Instructor _____ Date _____

Appendix G: School Financial Statement

Below is the first page of the financial statement. The full document is available on the School Director Download page.

INCOME (include all online and paper registrations)

1. # of participants	<input type="text"/>	x \$190 registration (include all partially refunded individuals)	\$ 0
2. # of participants	<input type="text"/>	x \$240 late registration (include all partially refunded individuals)	\$ 0
3. # of refunds	<input type="text"/>	x \$95.00 pre-deadline refund(s) (1/2 registration fee) * Subtract	\$ 0
4. # of refunds	<input type="text"/>	x \$120.00 late registrant refund(s) (1/2 registration fee) * Subtract	\$ 0

All participants must be reported (alternate fees must be approved by CE Committee)

A. TOTAL Income – (Add Lines 1-3, subtract Lines 4-5)

\$ 0

USATF COSTS

5. Level 1 Fee (\$100/coach) (# of participants listed on line 1 + line 3 - line 4 - line 5)	\$ 0
6. Late fees (one half=\$25.00) of (# of participants listed on line 3)	\$ 0
7. Refunds - Half of partial refunds (1/4 registration fee)	\$ 0

B. TOTAL USATF COSTS – (Add Lines 6–9)

\$ 0

8. Total Online Registration Receipts (confirm with USATF National Office)

9. Total School Checks made out to USATF

C. TOTAL USATF BALANCE – (subtract Line 12 from Line 10 + 11)

\$ 0

If Line C is greater than Line B: Initial Amount DUE from USATF (Line C-B)

11. # of Scholarship Students (\$100/student deducted from initial amount due)

Total Amount DUE from USATF (Line 26 -27)

\$ 0

USATF will remit upon receipt of all School Materials and Reports

If Line B is greater than Line C: Initial Amount OWED to USATF (Line B-C)

12. # of Scholarship Students (\$100/student added to the initial amount owed)

Total Amount OWED to USATF (Line 30+31)

Check **MUST** accompany this form

Location of School: _____ Date of School: _____

School Director: _____ School Director's Phone Number: _____

Statement prepared by: _____ Signature: _____

Appendix H: USATF Clinic Application

FOR OFFICIAL USE ONLY

National Fee \$25 Paid?

Committee Signature

National Office Signature

Association Signature



Date Received ____ / ____ / ____

USA TRACK & FIELD APPLICATION FOR CLINIC INSURANCE

Name of event _____ Date(s) of Event _____ Start Time(s) _____

Site of event _____ City _____ State ____ Zip _____

Event Organizer _____ USATF Member? Yes No

Contact Name _____ Contact Telephone Number () _____

Contact Address _____

Contact Email Address _____

City, State, Zip _____

Contact Fax Number () _____

1. Type Of Event (circle)

Indoor Track & Field (Events): _____) Race Walking

Outdoor Track & Field (Events): _____) Long Distance Running

2. Age Divisions: Youth Open Masters 3. Male Female

4. Estimate of number of participants _____

5. The safety precautions taken to protect the personal welfare of the athletes and spectators, including provisions for medical supervision, at the competition are (attached additional sheet if necessary):

6. The entry form will state that the event is held in conjunction with USA Track & Field. Upon request, the organizer may obtain a copy of the USATF name and trademarks for this purpose. Permission to use the USATF name and trademarks for any other purpose must be obtained from the National Office prior to such use.

7. Clinics are covered under USATF Liability Insurance only when operated by either of the following:

USATF National Committee (name _____)

USATF Association (name _____)

- Organizer has included a \$25 National Clinic Insurance Fee payment for each event covered.
- Check if Organizer seeks a *Request for Certificate of Liability Insurance* and one will be sent to you.

Indemnification and Statement of Conditions

_____ (*Organizer*) shall indemnify, hold harmless, assume liability for, and defend USA Track & Field, Inc. (USATF), its member Associations, employees, officers, agents and volunteers from any and all damages, awards, costs and expenses including, but not limited to, attorneys' fees, court costs, and all other sums which USATF and its member Associations, employees, officers, and volunteers may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of this application and/or any endorsement of USATF and/or its member Associations, on _____ (*date*) or by any action or omission of _____ (*Organizer*), its members, agents, employees, volunteers, officers or directors in relation to the sanction.

Signature _____ Date _____

Rev. 05/2007

Appendix I: 3rd Party Request Application

Date Received _____ / _____ / _____		Association Contact Information:
Assoc. Sanction # _____		
National Control # _____		
N.O. Signature _____		

Make copies of this form as needed

USA TRACK & FIELD SANCTIONED EVENT REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE

The approved copy of the *Application for Sanction* serves as the organizer's proof of insurance. Please note that unless insurance is waived, organizers granted sanctions are automatically added to the USATF liability insurance policy for most activity surrounding the sanctioned event. In addition, USATF may allow facilities or sponsors to be named as additional insured parties for sanctioned events. **An organizer who requires one or more certificate(s) of insurance for its facilities or sponsors should complete this form.** See sanction instructions and insurance brochure for further information. For more information on the USATF Sanction/Insurance policies visit www.usatf.org/groups/eventdirectors

Complete a separate copy of this form for each party for whom you are requesting a certificate. A fee will be charged for rushed certificates (see late fee schedule). Return this request to the address listed below.

LATE FEE SCHEDULE

Less than 5 business days \$10 each

Less than 36 hours \$25 each

➤ *Late fees are based on the date received by the National Office of USATF and the "Date Certificate is Needed" date.*

RETURN THIS FORM TO:

EVENT INFORMATION (Type or Print legibly!! If it is not legible, the certificate will not be processed or may be processed incorrectly)

Event Name _____ Date(s) of Event _____

Event Organizer _____

Event Contact Person _____ Phone _____

Address _____ Fax _____

_____ Email _____

THIRD PARTY INFORMATION

Party Requiring Certificate _____

Name will appear on the certificate of insurance EXACTLY as listed here

Third Party Contact Person _____ Phone _____

Address _____ Fax _____

_____ Email _____

Date Certificate Needed _____ (DO NOT PUT "ASAP") (**Note:** It may take up to 30 days after submission of this form – please plan accordingly)

OTHER INSURANCE INFORMATION – PLEASE COMPLETE EACH QUESTION

Interest of Third Party: Facility _____ Sponsor _____ Governmental Entity _____ Municipality _____

Is the third party in the business of providing or selling alcohol, food or beverage? Yes _____ No _____

If yes, will they be providing same at the event? Yes _____ No _____ (If “Yes” the third party must name USATF, its employees, directors, assigns & USATF Certified Officials as additional insureds to their policy. This certificate must be in hand before USATF will issue a certificate to this third party.)

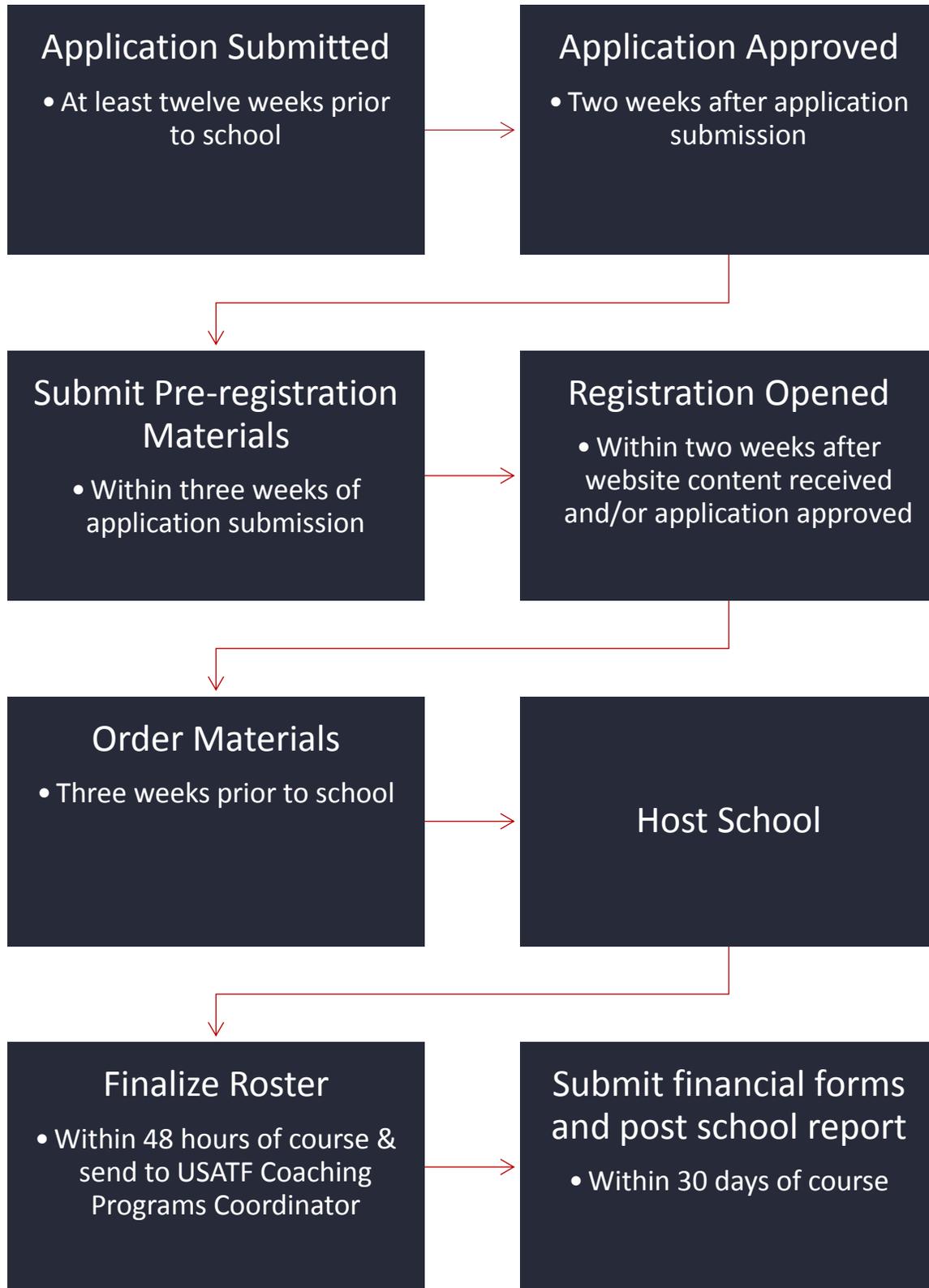
Method of Certificate Delivery

Send Certificate by _____ Email _____ Fax _____

All certificates will be sent to the Event Contact (as listed above) by e-mail (unless specifically indicated above to be sent by fax). The event contact is then required to forward the certificate to their third party. USATF will no longer send certificates directly to third parties.

Revised 02/12

Appendix J: Level 1 School Timeline



Appendix K: USATF Policies

- Email Solicitation
 - School directors and instructors will have access to the email addresses of coaches registered for the course. Email addresses of USATF member coaches are to be utilized solely for the USATF Level 1 Program, including future Level 1 promotion. School directors or Instructors are not permitted to solicit to USATF member coaches for any other purpose.
- Membership
 - USATF Coaching Education is a benefit for members of USA Track & Field. Coaches requesting to attend the course must be a current USATF member. **No exceptions.**
- Curriculum
 - The USATF Level 1 curriculum is copyrighted. There is no sharing, copying or re-distribution of the text or PowerPoints.
- Elite Athletes
 - Elite athletes that have made a World Championship, Olympic or Pan American team are allowed to register at a discounted rate (50% off). If an athlete is interested, they will need to contact the USATF Coaching Programs Coordinator.
- Uniform
 - The Level 1 school director and Instructors are required to wear a USATF branded shirt and business casual (no jeans) when instructing at a Level 1 School.
- Coaches Registry
 - School directors and Instructors are required to be members of the USATF Coaches Registry.
- Scholarships
 - School directors are allowed to give up to 3 full scholarships per school. Even when scholarships are given every student eligible for the exam must have their \$100 paid to USATF. This will be reflected in the financial document after the initial income due or owed is determined. Then based on the number of scholarships \$100 will be deducted from the total due to USATF or added to the total owed to USATF.

Appendix M: Simply Register “How To” Guide

1. Creating an Account

1-1. First Time Users: You will be added as an administrator then will receive an email from the system with a username and temporary password. Follow the link and instructions for setting up your account information.

1.2 Existing Users: After you have an account the system will email to notify when you have been added as an administrator for your school's event registration.

2. Event Home Page

2.1 When you are signed in the page will list all events you have administrator access. Select the event and the next page will bring you to the event administrative home page.

2.2 There will be three separate boxes, Registration, Accounting and Reports.

3. Registration Box

3.1 Add a New Registration: This is where you will add a new participant. Follow the steps to register the student. Make sure you have the student's credit card information. Note that the system only accepts Visa, MasterCard and Discover. If a student shows up with a check then when you reach the payment page you will select “Data Entry” from the payment options drop down menu.

3.2 Edit an Existing Registration: This is where you will edit or cancel a registration. Enter the student's name and/or membership number and on the next page click the “Edit” button next to the student's name. To edit any information click “Update this registration.” To cancel the student's registration click “Cancel this entire registration.” You will be given 3 options, but will only ever select “Delete only (no refund).”

4. Accounting

4.1 View Accounting Reports: Can view the balance summary and transaction details by date. The balance statement and summary table reflect a service fee for using this system. Please note this will be taken out of the USATF portion is revenue generated from the school. In the Transaction Details by Date you can download the registrations and/or transactions. This will download and need to be saved onto your computer. To view this in a concise list you will need to put it in an excel document (directions below).

4.2 Putting Downloaded File into Excel: Open a new Excel spreadsheet and select data from the top menu. In the first section on the left hand side click “From Text” and select the downloaded and saved file. A Text Box Wizard will appear, click “Next” and in Step 2 select “none” in the Text qualifier box. Click “Next” then “Finish” then in the following box click “Ok.”

4.3 Manage pending payments: If there are any pending payments they can be edited here

4.4 Manage failed payments: If there are any failed payments they can be edited here

5. Reports

5.1 View Summaries: Provides summary graphs on the daily activity of registrants, registrations by event and registrations by affiliation.

5.2 Search for a Registrant: Allows you to search and edit, refund or cancel a student's registration as stated in step 3.2

5.3 Report of Problem: If there are any problems with a registration they will be listed here.

5.4 Download Registrations: Here you can download any student's registration information. In the Download box select "Event Registrations", in the Event box select "All Registrations" and in the Format box select "Tab-Delimited." Please follow the instructions in step 4.2 on how to put the downloaded file into an Excel spreadsheet.

6. Notes

6.1 DO NOT PRESS the browsers back button. You must use the system's buttons at the bottom of the box. If you accidentally use the browsers back button you must refresh the original home page and sign in again.

6.2 If you notice any issues with the event information or have any questions please contact USATF Coaching Programs Coordinator, 317-713-4667.

Appendix N: Frequently Asked Student Questions

- 1. What is the refund policy?**
 - a. Refund policy: Only 50% of the registration fee (\$95.00 or \$120.00) will be refunded after the registration deadline, and no refund will be given after the start date.

- 2. What is the timeline for completing my exam? What happens if that deadline passes?**
 - a. Coaches have 90 days from the time they receive the registration e-mail from ePath Learning.
 - b. If the deadline passes, the coach will have to contact USATF to pay a \$25 fee to regain access to the exam. This is a one-time only extension and must be requested prior to the initial 90 day period expiring. No access to the exam or an extension will be provided outside of 6 months from Level 1 attendance date

- 3. When taking the exam, can I log on and off in the middle? Will my answers be saved? Can I go backward to change my answers?**
 - a. There are 160 questions and you can start and stop at any time and your answers will be saved. Once submitting question 160 you can review all of your answers prior to submission. It is recommended coaches write down the number of any questions they skip so they can come back to it at the end.

- 4. Once graded, can I see which questions I missed in order to review my incorrect answers?**
 - a. No. The current system does not allow coaches to review answers.

- 5. My certificate won't print. Could it be my computer settings or my browser?**
 - a. The certificate should print from any web browser.

- 6. Can I get an email list of everyone who took the course with me?**
 - a. No. We cannot distribute participant emails to students.

- 7. Is there a web page where I can receive final instructions or information about last minute changes?**
 - a. Final instructions can be submitted to USATF to post on the event information page. This information can only be received and posted during USATF business hours (Mon-Fri, 8:30am – 5:00pm EST).

- 8. How do I know if I am eligible to apply for the summer's Level 2 Program?**
 - a. The course requirements are listed on the Coaching Education section of the USATF website (www.usatf.org/coaching), under the Level 2 Page.

Appendix O: Important Contact Information

USA Track & Field National Office Staff

USATF Director of Coaching
Terry Crawford
Terry.Crawford@usatf.org
(317) 713-4671

USATF Coaching Programs Coordinator
Matt Rohlf
matt.rohlf@usatf.org
(317) 713-4667

USATF Coaching Education Committee

Coaching Education Executive Committee, Chair
Larry Judge
lwjudge@hotmail.com
352-246-5561

Regional Coordinators

West Regional Coordinator
Matt Lydum
azsportresearch@gmail.com
(419) 483-3969

West Regional Coordinator (California, Nevada, Arizona, New Mexico)
Chris Richardson
crichardson@Cerritos.edu
(562) 441-4238

Midwest, East Regional Coordinator
Dave Pavlansky
dspavlansky@hotmail.com
(330) 921-9583

New England Regional Coordinator
Jonathan Hill
jonathanhill503@gmail.com
(503) 348-8427

Southeast Regional Coordinator
Shawn Venable
slvenable@gmail.com
(918) 902 2913