



## CYSA Coaching Course Procedure

### I. Coaching Course Application

- A. Obtain Course Application from your District Coaching Coordinator (DCC).
- B. Fill out application and send back to your DCC 45 working days before the date you wish your coaching course to take place.
- C. Your DCC sends the application on to CYSA.
- D. An instructor will be assigned to your course and the course is posted on the CYSA website [www.cysanorth.org](http://www.cysanorth.org) (under the coaching section).
- E. You and your DCC will receive a copy of your course application from CYSA after the instructor has been assigned.

### II. Getting Ready for your Coaching Course

- A. Publicize your course to coaches and get them signed up for your course.
- B. If you are holding an E or ED course, you will need to verify if the coach has the prerequisites (F license for the E, E license for the ED). If the coach doesn't have the prerequisites, then he/she needs to obtain a duplicate copy or they may not participate in the course.
- C. Communicate with the Instructor.
- D. Be at the location of the course to meet instructor/open rooms.

### III. After the Coaching Course

- A. The instructor turns in the Blue Sheets.
- B. CYSA bills the league for overages.
- C. CYSA enters Blue Sheets into the Coaches Database.

