



## QUICK STEPS – TO APPLY TO HOST A COACHING COURSE

### Step 1

- District or Club request a coaching course by completing appropriate course application available on the OSA Website
- Host supplies the course dates and location & fills in complete information
- Host sends application and deposit payment direct to the Ontario Soccer Association - Attention: OSA Coaching Coordinator

### Step 2

- Following review of the application the course is approved or not approved
- Once approved the course is posted to the OSA website: [www.ontariosoccer.net](http://www.ontariosoccer.net)
- Learning Facilitator (LF) status is TBC on website and confirmed when LF name appears

### Step 3

- LF contacts host to confirm they have been appointed to facilitate their course
- LF reviews facility requirements, attendance and equipment with host- Appropriate Facility for Technical portion & Powerpoint ready classroom: projector & screen, lap top, Balls, bibs, cones
- LF ensures the Host has access to the electronic course register form which is on the OSA website (Coaching)
- LF ensures the host knows how to fill in the course register form

### Step 4

- 10 days before the course the host forwards electronic Course register form to the LF
- LF ensures that the host has the numbers to run the course. Minimum 15 - Maximum 30
- The LF and the host communicate to ensure numbers have not changed.
- 7 days prior if the host does not have enough people to run the course then the host emails the LF & OSA Coach Coordinator they need to cancel due to low numbers
- LF emails the OSA Coordinator to communicate same

### Step 5

- The day before the clinic the LF contacts host, if all attendance requirements are met clinic will proceed

### Step 6

- On the day of if too few participants show up to run a successful course, then the LF will cancel the course
- On the day of the clinic the LF confirms & validates final electronic COURSE REGISTER list & sends to OSA Coordinator
- LF confirms attendance numbers to host to settle outstanding payments due 10 days following course or
- LF will collect one cover cheque from host for balance of participants attending and return to the OSA office