



Requirements and Procedures for Member Clubs/Leagues to Host a Coaching Course

Organizations that would like to host a coaching education course will first contact the State Director of Coaching Education in order to gain the approval of dates.

- 1. The hosting organization will be responsible for the following once dates have been approved:**
 - Provide the course location to the State Director of Coaching Education and KSYSA office.
 - Provide a soccer field for all field sessions.
 - Provide an indoor facility in case of inclement weather.
 - Provide a classroom or meeting room for lecture portion of the course.
 - Provide all soccer balls for use during the course.
 - Collect registration forms and payment for all candidates.
 - Notify the State Director of Coaching Education of the number of candidates registered no later than 14 days prior to the clinic.

Please note: The minimum number of candidates for Youth Module and "E" certificate courses is 12. The minimum number for the "D" course is 15.

- 1. The State Director of Coaching Education will:**
 - Coordinate the dates and times of all courses with the KSYSA office and staff instructors.
 - Provide the correct number of coaches based upon the number of course participants.

- 1. The KSYSA office will:**
 - Provide the hosting organization with all materials needed for both the registration and participation in the course.
 - Collect all course fees and registration forms from the hosting organization.
 - Issue the certificates to all successful candidates.
 - Ensure that all staff instructors are reimbursed upon completion of the course.