USA Track & Field Coaching Education

Presented by

Level 1 School Administration Manual

Introduction

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This guide has been provided to facilitate the organization of a 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 continuing 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 as to the order of presentation (See Appendix D).

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 4 months prior to your school.
3. Receive Notification of your School's Status from USATF within three weeks of submission of application.
4. Recruit Instructional Staff (with the assistance of USATF if necessary)
5. Submit a completed brochure for your school to USATF 3 months prior to your school.
6. Upon brochure receipt, USATF will list, open online registration, and give you a password for your school administration functions.
7. Devise and implement a marketing plan and budget for your school.
8. Receive an advance from USATF, the amount based upon preregistration, approximately 1 month prior to your school.
9. Contact the USATF Office to have your materials shipped 2 weeks prior to your school.
10. Host your school.
11. Declare Students Eligible to take the Exam; Students will have 1 year, ***after the year deadline, a late fee of $25.00 will be assessed.***
12. Reconcile Finances.
13. Complete and submit to USATF the post school report within ***one month*** of the school's end.

Following are detailed instructions for each step of this process.

Choosing a Site and Dates

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

Submitting an Application

The application should be submitted to the Director of Level 1. Applications must be received no later than 4 months prior to the proposed school. The application is included in this manual (Appendix A) or can be obtained online at:

http://www.usatf.org/groups/Coaches/education/host.asp

Receive Notification of your School's Status from USATF

Your application will be reviewed, and the school director will be notified of approval or non approval within three weeks. During this time the local association will be notified of the intent to host the school in that association and may provide input to the approval process. Please note that submitting an application does not guarantee the school will be approved. Upon approval, you will receive a password to the USATF Level 1 Instructor's webpage that will provide you with resources you will need in later steps. A complete list of these resources is available in Appendix B. The Level 1 Instructor's webpage can be found at:

http://www.usatf.org/groups/coaches/education/download/content/

Recruit Instructional Staff

Instructors must be selected from those which have successfully completed the USATF Instructor Training Course (ITC), with the instructor's travel costs in mind and teaching specialization in mind. If necessary, contact the Level 1 Director for a list of instructors in your area. Recommended staff size is 3 or 4 instructors. Communication with this staff during the time leading up to the school is imperative, make sure instructors are firmly committed and have all current instructional materials. CD's of these materials are available by request, but these materials are available on the Resources Download page at:

http://www.usatf.org/groups/coaches/education/download/content/

Submit a completed brochure for your school to USATF

You must submit a completed, detailed brochure for your school. The brochure must be submitted at least 3 months prior to the school. The brochure should contain the following. A brochure template is available on the Level 1 Instructors Webpage.

- **School Dates.**
- **School Location.** List the city and state, as well as the specific location, including the name and address of facility

. **School Director's Contact Information**. List the information that best enables you to respond promptly to inquiries.

- **Overview of the Coaching Education Program.** This should consist of a short text outlining the purpose of the USATF Coaching Education Program. One can be found online at:

  http://www.usatf.org/groups/Coaches/education/

- **School Time Schedule.** This schedule should list start and finishing times for each day, as well as time allocations for each section. A sample time schedule and time allocations are included in Appendix D.

- **Instructor Information.** Include Instructors names and a brief biography of each.

- **Registration Information.** List the URL for the list of schools and online registration. Also list deadlines for reduced cost registration. Online registration can be found at:

  http://www.usatf.org/groups/coaches/education/schools/

- **Costs.** Current costs are $125 for preregistration, $150 for late registration, and $65 for alumni retaking Level 1.

- **Applicable Policies.** Here list policies such as application and fee deadlines and refund policies. It is required that one be a member of USATF to attend a Level 1 school, so, notification of this USATF membership requirement should be included.

- **Travel Information.** Here list driving directions to the facility (include maps if available), Airport information, Housing Information (including listing of host hotels or hotel discounts if available)

- **The USATF Logo**

- **Acknowledgement of Gill Athletics**. Gill Athletics is the Sponsor of the USATF Coaching Education program, so the Gill logo or some other acknowledgement of this sponsorship should be included.

Please note that because of USATF's sponsorship arrangements, other advertising on the brochure must be approved in advance.

Opening Registration for Your School

Upon receipt and approval of your brochure, your school will be placed on the online list of schools on the USATF website, and online registration for the school will be opened, allowing persons to register for your school. You will then be issued another password to access your Event Management webpage to manage the online registration process. This will allow you to manually input paper applications and walk-up registrations. (USATF membership numbers must be verified). You can access your Event Management webpage from the online list of schools at:

http://www.usatf.org/groups/coaches/education/schools/

Following are detailed instructions for the Online Registration Procedure for Level 1 students

- Online registrants will be prompted for their USATF membership number and password. If the registrant is not a USATF member, they will be directed to the membership page. Once they receive their membership number, they will need to return to the registration page.

- On the registration page, the registrant will be asked to verify their membership information (mailing address, e-mail, etc.)

- The registrant will next choose "Level 1 School" as their event. The next screen will ask for confirmation of the information

- The final screen will prompt for payment information. USATF accepts VISA and electronic checks 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.

Students who do not apply electronically must be registered by the school director. Following is the Online Registration Procedure for School Directors:

- The School Director will receive a user ID and password to access the back-end management module. This allows the School Director to manually input paper applications, including walk-up registrations (USATF membership numbers must be verified).

- 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 paper registrations are possible, please encourage coaches to use online registration if at all possible.

- Paper registrants should use the Registration and Profile Form (below and on the CE download page). Provide the registrant with mailing instructions and to whom checks should be written.

- 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 $30 (in addition to School tuition) and register the individual's membership while updating the School registrations (you will pay their membership fee with your own credit card; the additional $0.05 is kept as a handling fee). (Generic membership forms are available on the CE download page)

- All paper registrations should be added to the online registrant list as soon as possible through the back end registration module.

- School tuition paid directly to the School Director need not be submitted to USATF until the final Financial Statement is prepared after the conclusion of the School.

- A live registrant's 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 a management area and will be able

to download a list of registrants in tab-delimited format (for importing into MS Excel, Access, etc.)

Devise and Implement a 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, no additional advertising will be done by USATF. A school budget should be devised as well to assist in the planning process and to insure financial success of the school. Past experience indicates expenses should not exceed $2,500 if there are fewer than 45 participants.

Receive an Advance from USATF

Approximately one month before your school. USATF will send you an advance to use for school related expenses. The amount of the advance will be based upon the number of preregistered participants in your school at that time.

Contact the USATF Office to have your Materials Shipped

At least 2 weeks prior to your school, contact the USATF Office to have your materials sent. The school director must estimate the number of participants for the school, being sure to allow ample materials for late and on-site registrants. You will be sent textbooks and all necessary forms. These materials are listed in Appendix C. Be sure to provide a correct and complete shipping address, along with a phone number.

Host Your School

At the beginning of the school:

- Have students complete the Profile form and collect them.
- Distribute course materials.
- 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.
- 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.
- Insure that instructors adhere to the published time schedule
- Insure that instructors adhere to the Level 1 Curriculum.

At the End of the School

- Distribute the Level 1 School/Instructor Evaluation forms. Allow students to complete them, and then collect them.
- Explain the Evaluation Procedures.
    - Inform Students that the exam must be completed online no later than one (1) year from the date of the School.
    - A link to the exam is on the Coaching Education web page at:

- Inform students that they will need their current membership number and online password for access to the test. Students taking the exam after December 31 must renew their current membership for the upcoming year to be able to take the test. Make it clear they should renew, and not sign up for a new membership.

- In the case of a student without online access, contact the Level 1 Director and a paper test will be issued. The use of paper exams should be very rare and discouraged as a matter of policy.

Declare Students Eligible to Take Exam

Immediately following completion of the School, log on to your Event Management webpage to declare all participants eligible to take the examination. These participants must have attended all sessions. All others should be scratched. Participants will be unable to take the online exam unless and until they are declared by the School Director. Paper exams will not be processed unless the individual was declared.

Reconcile Finances

A financial reconciliation statement must be completed and returned to USATF at the end of each school. On this statement or attached should be:

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

- Original receipts for all expenditures related to the school (make a copy and keep on file for three years).

- The completed Honorarium/travel/per diem form for all instructors and school director. Each instructor and school director is responsible for their own taxes, including reporting this income on the appropriate state and federal tax returns.

- Reconcile Finances
  - 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). 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 ($125 or $150). This paperwork must be included in the financial packet sent back to the national office.

  - Compute the final payment to USATF. This payment should include registration fees of $65 for each participant, $12.50 for each late registrant and $32.50 for

alumni, less the balance of online registrations paid to USATF not forwarded to the School Director. If this balance is greater than the amount owed to USATF, a check to the School Director will be mailed upon receipt of the financial statement.

- Make out a check for this amount to USA Track and Field.

Complete and submit to USATF the Post School Report

Within one month of the school's completion, you should submit to USATF the following materials:

- Participant Registration and Profile Forms
- School and Instructor Evaluation Forms
- Financial Report (Including Receipts and Honorarium Forms)
- Final Payment to USATF (if applicable)
- Extra materials not used by participants with inventory form

The return address is USATF Coaching Education, 132 East Washington St., Suite 800, Indianapolis, IN 46204.

Appendix A

Application to Host a Level 1 School

School directors are encouraged to plan the school logistics in advance; however, we recommend that you do not make commitments or sign contracts until your school has been approved. Notice of approval, along with additional details, will be sent promptly. Approved schools will be advertised on the USATF website at www.usatf.org/groups/Coaches/education/schools/

Please Print

Location_____ Date _

USATF Membership #_____ USATF Association_

Name _____
Last Name First Name

Address _____

City_____State _____ Zip

Phone (Home) _____ Phone (Work) _____

E-Mail Address

Have you directed a previous Level 1 School?

Location Date

Have you instructed at a previous Level 1 School?

Location Date

Anticipated Instructors: (School director may serve as an instructor if completed ITC)

Name _____ Name _____

Name Name

Appendix B

List of Online Resources

Following is a List of Online Resources for the Level 1 School Director and Instructors that can be found at:

http://www.usatf.org/groups/coaches/education/download/content/

Appendix C

List of Materials Sent to School Director

Following is a packing list of Materials that will be sent to the Level 1 School Director in advance of the school:

1. Textbooks
2. Pad folios
3. Profile Forms
4. Instructor Evaluation Forms
5. Honorarium/travel/per diem form for all instructors and school director

Appendix D

Time Allocations, Sample Time Schedule, Format, and Instructional Guidelines

Time Allocations

Welcome and Course Introduction	% - 3/4 Hr.
Philosophy, Ethics, and Risk Management	% - 1 Hr.
Psychology	1 - 1% Hrs.
Physiology	1% - 2 Hrs.
Biomechanics	1 - 1% Hrs.
Training Theory	1 – 1% Hrs.
Biomotor Training For the Speed and Power Events	1 % - 2 Hrs.
Sprints, Hurdles, and Relays	3% - 4 Hrs.
Jumping Events	3% - 4 Hrs.
Throwing Events	3% - 4 Hrs.
Endurance Events/Race walking Events	1% - 2 Hrs.
Closing Comments and Wrap-up	% - 3/4 Hr.

Sample Time Schedule

Day 1:	4:00 - 5:00 p.m.	Registration
	5:00 - 5:30	School Introduction
	5:30 - 6:30	Philosophy, 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

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).

Appendix E

School Director Contract

TO BE COMPLETED BY SCHOOL DIRECTOR (Please print or type)

Date:

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 this school. I have confirmed with the Coaching Education Committee (CEC) the projected "no-loss" and "break-even" levels for the School and have devised a sufficient marketing plan and timeline to make the school financially viable.

____ I affirm that all instructors for this school are certified by the CEC (i.e. have completed the Instructor Training Course and are in good standing with the CEC as instructors) 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 the School facilities will be adequate for the number of participants and for the needs of the instructors' presentations.

____ I affirm that the schedule will meet the guidelines specified in the Administration Manual, 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 CEC for prior approval.

____ I affirm that I will complete and submit all Financial and School Director Reports to USATF within two weeks of the completion of the Level 1 School. If for some reason this becomes impossible, I will contact the CEC to coordinate alternative reporting protocols.

____ 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.)

Signature of School Director _____ Date

Signature of CEC Representative _____ Date

Appendix F

Instructor Contract

TO BE COMPLETED BY INSTRUCTOR (Please print or type)

Date: _____

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

the USATF Coaching Education Level 1 School to be conducted at

_____ on .
(Site) (Date of School)

As an instructor, it is my responsibility:

1. (If applicable) To confirm my flight arrangements with USATF no less than 21 days in advance.

2. To teach the Level 1 Curriculum as developed by the USATF Coaching Education Committee. (Note: All supplemental material must be pre-approved by the USATF Coaching Education Committee.)

3. Impart USATF's policy of Zero Tolerance of performance enhancing drug use in sport.

4. To inform the School or Site Coordinator, immediately if I am unable to attend.

5. To 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.

6. 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 I 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

Signature of School Director _____ Date
(Or Coaching Education Committee Level 1 Chairperson)

Appendix G

Participant Profile Form

General Information (please print)

Site _____Date

Name
Last Name First Name M. I.

Address _____

City_____ State_____ Zip _____

Phone (Home) _____ Phone (Work) _____

E-Mail Address _____ Check here, if repeating _____

Demographic Information

Present Coaching Position (School/Club) _____

Location _____ Part time _____ Full time _____

Track & Field Coaching Experience (Years) _____

Specialties: Distance Sprints/Hurdles Jumps Throws Combined Events
(Please circle all that apply)

Male _____ Female _____ Date of Birth ____ / _____ / _____

USATF Membership #_____USATF Association _____

How did you hear about this Level 1 School?_____

Appendix H

School Director's Report Form

_____

Site of School: _____ Date: _____

Director: _____

Instructors:

1. _____

- Area(s) Taught _____

2. _____

- Area(s) Taught _____

3. _____

- Area(s) Taught _____

4. _____

- Area(s) Taught _____

Number of participants: Male: _____ Female: _____

Number of participants registered offline in advance: _____

Number of participants registered offline late or on-site: _____

Number of participants repeating Level 1 (alumnae): _____

Total Number of participants who completed the School: _____

Director's Comments:

Suggestions for improvement of schools or organization of program:

Appendix I

Level 1 School Evaluation Form

School Number _____ Site _____ Date _____

Please rank the following questions from 1-9 (1 is poor, 9 is excellent).

1. Did you find Level 1 to provide useful information?	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
2. The curriculum material was:	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
3. The organization of this Level 1 school was:	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
4. The comprehension level was (1=easy, 9=hard):	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
5. The Audio-Visual aids used were:	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
6. The demonstrations of the instructors/athletes were:	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
7. The instructors were knowledgeable:	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9

8. Rank the sections by relevance to you:

MOST Relevant	LEAST Relevant
1.	1.
2.	2.
3.	3.
4.	4.

9. Rate your instructors:

1.	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
2.	- 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
3.	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9
4.	- 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9

10. Additional Comments: _____

_____

_____

_____

_____

_____

_____

_____

Appendix J

School Financial Statement

INCOME *(include all online and paper registrations)*

1. # of participants x $125 registration $ _____
2. # of alumnae x $65 registration (no late fees) $ _____

   * # of Scholarship Students (not counted for expenses and revenues)

3. # of participants x $150 late registration $ _____

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

4. Local Sponsor(s) (itemize on separate sheet): $ _____
5. Other (itemize on separate sheet; include partially refunded cancellations): $ _____

   A. TOTAL Income – (Add Lines 1—5) **$** _____

EXPENSES (Must have receipts for all expenditures)

6. Meeting Space Rental (if any) $ _____
7. Printing, Mailing, Advertising (itemize on separate sheet) $ _____
8. Base Honoraria

   a. School Director x $300 $ _____

   b. # of Instructors X $200 (not including School Director) $ _____

9. Travel (include travel forms, receipts required, itemize on separate sheet)

   a. Air Fares (Paid By School Director) $ _____

   b. Air Fares (Paid By USATF & Must Be Repaid) $ _____

   c. Mileage ($0.50 /mile) $ _____

10. Instructor Lodging (itemize on separate sheet) $ _____
11. Per Diem: # Days: X #Instructors: X $35 $ _____

    Per Diem is not to exceed $35 per day and is ONLY given when meals are NOT provided

12. Other (itemize on separate sheet) $ _____

    B. TOTAL SCHOOL EXPENSES – (Add Lines 6—12) **$** _____

USATF COSTS

13. Repayment of airfares paid by USATF (line 9b) $ _____
14. Level 1 Fee ($65/coach) (# of participants listed on line 1 + line 3) $ _____
15. Alumnae Fee (one half=$32.50/coach) (# of participants on line 2) $ _____
16. Late fees (one half=$12.50) of (# of participants listed on line 3) $ _____
17. Merchandise (2 shirts or $70) $ _____

    C. TOTAL USATF COSTS – (Add Lines 13—17) **$** _____

18. Total Online Registration Receipts *(confirm with USATF National Office)*_____ $ _____
19. USATF Payment to School Director $ _____

    D. TOTAL USATF BALANCE – (Line 18-Line 19) **$** _____

    If Line D is greater than Line C: ***Amount DUE from USATF (Line D-C)*** **$** _____

    USATF will remit upon receipt of all School Materials and Reports *If Line C is greater than Line D:* ***Amount OWED to USATF (Line C-D)*** **$** _____

Check MUST accompany this form

Location of School: Date of School:

School Director(s): School Director's Phone:

Statement prepared by: Signature:

Appendix K
Coaching Education Informational Flier

The success of any program depends greatly on the contributions made by the professionally trained instructors and coaches. With this in mind, USA Track & Field has established a comprehensive program of coaching education that offers a professional and structured approach to coaching development.

Objective

USATF Coaching Education program seeks to establish a standard of coaching competency and upgrade the competencies of coaches already in the field. The program is designed to be athlete centered, science based, and coach driven.

Benefits

USA Track and Field is the national governing body of the sport of track and field in the United States. By earning USATF Coaching Education recognition, a coach has demonstrated to the professional community a commitment and desire to achieve a high level of competency in his or her chosen profession.

The Program

USATF Coaching Education Program consists of four levels. Each of these levels contains the following components:
Sports Sciences: Each level contains instruction in Physiology, Psychology, Training Theory, and Bio-mechanics. Attention is given to these four areas in order to provide a scientific basis of understanding of the rational development of technique and training programs.
Technical Training: Event specific instruction is progressive in that each level covers the events in greater depth and detail than the previous level.
Practical Training: A standard of practical experience is expected from Level 1 onwards. Additionally, participants at Level 2 are expected to design and submit a detailed training plan, while at Level 3 submit a technical article in a specific event area.

Levels of Training

Developmental Coach: The Developmental Coach program is intended for beginning coaches or volunteers at any level. Two of the primary objectives are to present guidelines of coaching responsibilities and to offer an overview of training as it applies to various age levels. The Developmental program covers basic fundamentals, philosophy & ethics, safety/risk management, and overall concepts of the sport of track & field. The Developmental course is an ideal program for in-service training, parents, or coaches meetings.

Level 1: The Level 1 program covers all events in a rudimentary manner by emphasizing fundamentals, rules, philosophy & ethics, safety/risk management, and instructional techniques. The Level 1 program prepares an individual to coach at the junior high school, high school, club, and youth age division level. Level 1 schools are 21 hours of instruction taught traditionally on weekends around the nation, or offered by colleges and universities as specialized sport training.

Level 2: The Level 2 program is intended to give coaches more advanced, in-depth knowledge in one event group of their choosing. One of the objectives of the Level 2 program is to prepare coaches to go from the general body of knowledge provided in the Level 1 program to a specific body of knowledge covering a particular event group. The Level 2 program covers advanced sport science concepts and training principles. The Level 2 course is an eight day school rotated around the nation.

Level 3: The Level 3-Podium Project is a scientific, knowledge-based seminar. One of the objectives of the Level 3 program is to provide coaches with comprehensive knowledge in a specific event group, including sport science and training theory. The Level 3 program covers "cutting edge" sport science concepts and event specific knowledge from a scientific perspective. Level 3 seminars are held around the nation often in conjunction with Level 2 schools or large clinics.

Appendix K

Collegiate Program Information

Overview

USA Track & Field provides a unique opportunity for instructors, who have completed the Instructor Training Course (ITC), to teach track and field coaching classes at their college or university. USATF will provide the necessary Level 1 course materials (curriculum, PowerPoint presentation). This is a tremendous opportunity for students to complete the Level 1 program before graduation.

The Curriculum

The course has two presentation sections—sports science and teaching progressions for each of the event groups. The sports science portion includes Philosophy/Ethics/ Risk Management, Sport Psychology, Physiology, Training Theory, Biomechanics, and Biomotor Training for the Speed and Power Events. The event groups are broken in to four sections: Sprints/Hurdles/Relays, Jumps, Throws, and the Endurance Events. Each student will be required to take and pass the 200 question online exam at the end of the course and must be current members of USATF. In order to adhere to the mission of the Coaching Education Committee, which encourages hands-on training and in-person education, this course must be taught in a classroom setting (i.e. the Collegiate Program cannot be offered as an on-line course). In addition, please be reminded that this material is owned by USATF and protected by US Copyright laws. These USATF Coaching Education Level 1 materials are for your classroom use only and may not be reproduced or distributed.

The Cost

The total cost for the Collegiate Level 1 Course is $65 per student. This cost includes the materials (e.g., curriculum text, notebook folder), shipping (via DHL Ground) and administration of the program. Student's may join USATF online (and provide their membership number on their profile form) or complete a paper application form and include and additional $30 membership fee. USATF will sell directly to the Bookstore with a purchase order or to an instructor by credit card.

Your Next Steps

Contact the Coaching Education Department of USA Track & Field (317-261-0500) with the projected number of students, method of payment and shipping address (street address required). Please allow two-three weeks to fulfill the order. The instructor/bookstore will receive the Curriculum Texts, Registration forms (student profile forms and membership applications), and other relevant information for each student.

After the course, instructors enter and declare all students who are eligible to take the exam via the online registration management module. Once this is done, students can take the on-line exam at www.usatf.org/groups/coaches/education/exam/ using their current USATF membership number and online password for access. Students will have one year to take the exam from the close of the school. A late fee of $25.00 will be assessed for any exams after the year deadline has passed. Upon successful completion of the exam, they will receive a USATF Level 1 certificate of completion. Replacement certificates will cost $10.00. Instructors will receive a detailed procedural manual for management of the course.

Appendix L
Level 1 Flier Template

USA Track & Field Coaching Education
Level 1 School

Presented by Gill Athletics

Date: Date **Location: Location**

School Director: Name, Phone #, and Email address of School Director

For more information log on to: www.usatf.org/groups/Coaches/education/

Schedule:

Insert Schedule (including at least the start and end times for each day)

Registration:

Register Online at **www.usatf.org/groups/Coaches/education/schools/** by clicking the "**school details**" link.

Pre-registration fee is $125 if received by **insert deadline** (14 days prior to beginning of the School)**; Late and on-site registration** (space is limited) **is $150**. Fee includes a Level 1 Curriculum and notebook cover.

You must be a member of USATF to register – for more information, go to **www.usatf.org/membership/**

Refund policy: 1/2 of the registration fee ($62.50) will be refunded after the registration deadline and no refund will be given after the start date.

If you have any difficulties with the online registration process, please contact the School Director.

Lodging:

Insert area lodging information

Directions:

Insert directions from major areas, highways and/or airport(s).

Instructors:

Insert the names of the instructors along with a brief description of their background/resume

Level 1 Information:

USATF Coaching Education Level 1 program is a starting point for all track and field coaches. One of the objectives is to put all coaches on common platform (i.e., speaking the same language). The Level 1 program covers all events in a foundational manner by emphasizing fundamentals, rules, safety/risk management, and instruction techniques. Level 1 prepares individuals to coach junior high school, high school, club, and age group athletes.

- Level 1 Schools are two-and-a-half-day courses (21-24 hours), including both classroom instruction and hands-on training. Attendance at all sessions is required.
- After the school, participants must complete an online exam that covers event-related and sport science subjects.
- Upon attending the School and passing the exam, participants will be issued a Level 1 Certificate of Completion.

Benefits

- Recognition as a USATF Level 1 Coach
- Curriculum book covering sport science and individual events education school
- Skills and knowledge to coach athletes at the junior age division level
- Access to exclusive "Level 1" merchandise
- Eligibility to attend a Level 2 School

Requirements

- Be at least 18 years of age
- Attend a Level 1 coaching
- Pass an online exam