



Interested in hosting an educational course at your gym? Here's how...

Currently USA Gymnastics offers two courses that can be hosted by clubs: Safety/Risk Management Certification and Preschool Fundamentals: Hands on Training (HOT). Your willingness to provide your gymnastics club for either of these workshops is a contribution to the education of gymnastics professionals and a convenient way to bring education to your staff! Thank you for your interest in hosting a USA Gymnastics course. Following is information you need to get started.

Safety/Risk Management Certification Course

This course is required for all Professional, Junior Professional, and Introductory Coach members of USA Gymnastics and is also very beneficial to all other gymnastics professionals. Visit <http://www2.usa-gymnastics.org/education/safety-schedule.html> for the course description.

Course Requirements

- The Safety/Risk Management course is scheduled to take 5 hours.
- It is best to have a classroom setting, with tables and chairs. Access to the gym equipment/apparatus is not necessary.
- Host Club should work with the course instructor to provide any needed equipment and supplies for the course, which may include: Computer (laptop), LCD projector and screen or wall space for projection, white board or flip charts and markers.
- It is best if the course can take place at a time when there are no other (or little other) activities in the gym or in a private room away from gym activities.

Course Fees

- There is no charge to the host club to hold a course in their facility!!
- Each participant will pay a registration fee to attend the course. Registration fees are as follows:

- Professional members, renewing with current safety certification	\$5
- Professional or Jr. Pro members, with new or expired safety certification	\$70
- Instructor, Athlete, and Introductory Coach members	\$70
- Non-members	\$120
- Onsite or late registrations	\$25 (in addition to above cost)

****Register online and save \$5****
- For hosting a workshop, your gym will receive one complimentary registration with a minimum of 12 paid participants. **Two complimentary registrations with 12 paid if you are a Member Club.** Complimentary registrations are applied after minimum requirements are met and individuals receiving complimentary registrations **MUST** be pre-registered for the course.
- The host club may need to assist with transportation for the course instructor to and from the airport, hotel and workshop.

Preschool Fundamentals: Hands on Training (HOT) Course

This course is a must have for preschool instructors and teachers and well as other recreational gymnastics instructors. Visit http://www2.usa-gymnastics.org/education/pre-fun_index.html for a complete course description and other information.

Course Requirements

- The HOT course is scheduled to take 4 hours.
- Access to the gym equipment/apparatus, especially the floor exercise area and preschool equipment is necessary.
- Host Club should work with the course instructor to provide any needed equipment and supplies for the course, which may include: Computer (laptop), LCD projector and screen or wall space

for projection, TV and DVD player, stereo/boombox with CD player, white board or flip charts and markers, parachute, scarves, frisbees, bean bags, balls, hoops, and jump ropes. (The course instructor may be able to supply some of these items, but may also need assistance from the Host Club.)

- A classroom setting is not necessary, as lectures and demonstrations will take place in the gym.
- It is best if the course can take place at a time when there are no other (or little other) activities in the gym.

Course Fees

- There is no charge to the host club to hold a course in their facility!!
 - Each participant will pay a registration fee to attend the course. Registration fees are as follows:
 - Members (professional, jr. pro, instructor, and athlete) \$70
 - Other member types and non-members \$120
 - Onsite or late registrations \$25 (in addition to above cost)
- **Register online and save \$5****
- For hosting a workshop, your gym will receive one complimentary registration with a minimum of 10 paid participants. **Two complimentary registrations with 10 paid if you are a Member Club.** Complimentary registrations are applied after minimum requirements are met and individuals receiving complimentary registrations **MUST** be pre-registered for the course.
 - The host club may need to assist with transportation for the course instructor to and from the airport, hotel and workshop.

For all courses:

Registration Requirements

- USA Gymnastics must receive a minimum of **four paid pre-registrations** in order to conduct a course, but 10 or more pre-registrants are preferred and required to completely cover the instructor's expenses. According to our policy:
 - For courses with 10 or more participants, USA Gymnastics covers the instructor's travel expenses and honorarium.
 - If less than 10 participants attend the course, the instructor's travel expenses will not be covered by USA Gymnastics and the host club should cover these expenses (i.e. mileage or airfare, hotel, per diem).
 - If there are less than 4 pre-registrations for the course, the course will be cancelled. Cancellations will be determined following the online registration deadline, which is one week prior to the course.
- USA Gymnastics will work with the course instructor and host club to promote the course (via *Technique* magazine, e-newsletters, website, and email blasts). But we also need your help in promoting the workshop among your staff and with other clubs in your area.
- All attendees **should** pre-register with USA Gymnastics. The registration deadline for faxed and mailed registrations is two weeks prior to the workshop and online registration closes one week prior to the course. Payment for the course is due at the time of registration. Pre-registration should also be done for any free registrants that you might receive for hosting a workshop. Just send in their registration with "Free for Host Gym" written in the payment section. If your course does not reach the required participation level you will be billed after the course. **Pre-registration is important to ensure the course can be held!**
- Minimum age for participation is 15.

Scheduling a Course

- **Courses must be scheduled with USA Gymnastics at least four weeks prior to the date of the course.**
- To schedule a course, contact an instructor closest to your area and see if they are available at the date/time you'd like to host a workshop. A list of National Instructors is available on our website at http://www2.usa-gymnastics.org/education/instructors_index.html. If the instructor closest to

you is not available, you can try another instructor from the list or contact USA Gymnastics to ask for help in finding an available instructor.

- The instructor will then file the necessary paperwork for the course with USA Gymnastics.
- Once the course is scheduled with USA Gymnastics, the workshop information will be advertised in *Technique* magazine (if scheduled in time for print deadlines), included in *MS News* the Member Services Department e-newsletter, and on the USA Gymnastics website. Broadcast emails will be sent by USA Gymnastics and a mailer will be sent to you to forward/send to clubs in your area.
- USA Gymnastics will provide an event sanction for the course.

Once again, thank you for inquiring about hosting a USA Gymnastics course. If you have any additional questions, please contact the Educational Services Division at education@usa-gymnastics.org.

For USA Gymnastics,

Educational Services Division

education@usa-gymnastics.org

Member Services Toll Free Line: 1-800-345-4719