



# **INSTRUCTORS PROGRAM**

***Penn.*** "OFFICIAL BALL OF USA R/IP" ***Penn.***

# **HOW TO GET STARTED**



# USA Racquetball

## Instructor Certification Program

USA Racquetball has created a certification program targeted toward developing and certifying potential instructors for health clubs, fitness centers, schools and universities. The course provides essential information for conducting successful group teaching clinics. The coaching element of the program follows continuing education guidelines of the United States Olympic Committee Coaching Program, and all elements of this new, innovative and exciting approach will prepare potential instructors to provide top quality professional instruction.

### **Level 1- Instructor Certification: ~~\$120.00~~ **WAIVED****

**Includes online course/course manual/certification**

*Initial certification is for a three-year period.*

*Recertification is \$25 every 3 years*

*IP Membership also required each year of \$75 to stay enrolled in program!*

### **Level 2- Advanced Certification: \$220.00**

**Includes online course/course manual/certification**

*Initial certification is for a three-year period.*

*Recertification is \$25 every 3 years*

*IP Membership also required each year of \$75 to stay enrolled in program!*

This program also includes:

- Lectures, Discussions and Team Building • Written and Practical Test • Hitting Test
- Demonstration of Drills to Students • Teaching and Lesson Plans

### **Level 3- Elite Certification: \$220.00**

**Includes online course/course manual/certification**

*Initial certification is for a three-year period.*

*Recertification is \$25 every 3 years*

*IP Membership also required each year of \$75 to stay enrolled in program!*

This program also includes:

- Everything in Level 2 Advanced Certification + Video Analysis Training



# USA RACQUETBALL

## INSTRUCTOR LEVELS & REQUIREMENTS



### CERTIFICATION REQUIREMENTS

	Background Check	3 Safe Sport Courses	10 Benchmark Courses	Access to Master Professional	Practical Hitting Test	Write & Conduct 1 Hr Lesson	Video Analysis	Passing Grade
CPR	x	x	x					
Level 1 Instructor	x	x	x	x	x	x		
Level 2 Advanced Instructor	x	x	x	x	x	x		80%
Level 3 Elite Instructor	x	x	x	x	x	x	x	90%

### RECERTIFICATION REQUIREMENTS

	CPR	Background Check	Continuing Education Units
Level 1 Instructor	x	x	2
Level 2 Advanced Instructor	x	x	3.5
Level 3 Elite Instructor	x	x	3.5

### LEVEL ONE- CERTIFICATION

- 1 year USAR-IP Membership- \$75 per year
- Level One Course Fee -~~\$120~~ **WAIVED**

### LEVEL TWO ADVANCED- CERTIFICATION

- 1 year USAR-IP Membership- \$75 per year
- Level Two Course Fee -\$220

### LEVEL THREE ELITE- CERTIFICATION

- 1 year USAR-IP Membership- \$75 per year
- Level Three Course Fee-\$220
- Upgrade -\$100\*

### LEVEL ONE- RECERTIFICATION

- Level One Recertification (every 3 years) - \$25
- Maintain Valid CPR Certification
- Background Check Resubmission
- (2) CEU's across the 5 Learning Centers
- Maintain Valid USAR-IP membership

### LEVEL TWO ADVANCED- RECERTIFICATION

- Level Two Recertification (every 3 years) - \$25
- Maintain Valid CPR Certification
- Background Check Resubmission
- (3.5) CEU's across the 5 Learning Centers
- Maintain Valid USAR-IP membership

### LEVEL THREE ELITE- RECERTIFICATION

- Level Three Recertification (every 3 years) - \$25
- Maintain Valid CPR Certification
- Background Check Resubmission
- (3.5) CEU's across the 5 Learning Centers
- Maintain Valid USAR-IP membership

\*Upgrade: Level 3 Instructor requires an additional \$100 upgrade cost.



# USA Racquetball

## IP COURSE HOW TO'S

### **How to Purchase IP Membership Online:**

- Step 1- Log into your USA Racquetball membership
- Step 2- Select Purchase Membership
- Step 3- Select Memberships
- Step 4- Select IP Instructor (1 year membership is \$75 or 3 year membership is \$150)

### **How to Sign Up for Certification Course Online:**

- Step 1- Log into your USA Racquetball membership
- Step 2- Select Purchase Membership
- Step 3- Select Certifications
- Step 4- Select IP Instructor (choose your level)

### **How to Access Training Manuals Online:**

- Step 1- Go to <http://www.teamusa.org/USA-Racquetball>
- Step 2- Login to your profile, go to Training Manuals on the left side bar.
- Step 3- Click on the "Download Training Manuals" link
- Step 4- Scroll to the second link and open the file.

*We recommend saving the file to your hard drive for easy access while studying.*

### **How to Complete the 10 Benchmark Courses Online**

**VIDEOS:** (Benchmark Videos #1-#10)

- Step 1- Go to <http://www.teamusa.org/USA-Racquetball>, login to your profile
- Step 2- Go to Videos
- Step 3- Go to Racquetball Videos
- Step 4- Go to Instructor Videos
- Step 5- You will see USAR- IP Benchmark Video #1 – START HERE FIRST

## **TESTS:**

- Step 1- Go to <http://www.teamusa.org/USA-Racquetball>, login to your profile
- Step 2- Go to Courses and Testing
- Step 3- Go to My Courses and Testing for the courses available on the USAR site.
- Step 4- Scroll down a bit until you see Introduction to USAR-IP Benchmark Assessment Tests – START HERE FIRST
- Step 5- Then continue to complete Benchmark #1 - #10 by watching the video and then taking the test to move on to the next benchmark

## **How to Complete Safe Sport Course Online:**

Go to: <http://www.safesport.org>

To take the training follow these steps:

- Step 1- Select **TRAINING** in the navigation bar
- Step 2- Select **TAKE THE TRAINING** under "Safe Sport Training Links"
- Step 3- Select **REGISTER** and enter your information (Dashboard will open)
- Step 4- Select **STORE** and enter your information
- Step 5- Scroll down to the **SAFE SPORT- FREE** and select it
- Step 6- Select **ADD TO BAG**
- Step 7- Select **CHECKOUT**
- Step 8- Scroll down to the **SAFE SPORT- FREE** and select it
- Step 9- Select **ADD TO BAG**
- Step 10- Select **CHECKOUT**
- Step 11- Under "Order Details" select **ACTIVATE**
- Step 12- Select **LAUNCH COURSE**

Once you have opened the course you will need to watch the different Safe Sport modules and take the 4 Quizzes and the Final Exam.

Once the training is complete, follow these steps:

- Step 1- Select **END**
- Step 2- Select **RETURN TO PREP CENTER**
- Step 3- Select **DOWNLOAD CERTIFICATE**
- Step 4- Save certificate as a **PDF** and send to: **nirvine@usaracquetball.com**

## How to Get CPR Certified:

Red Cross: [http://www.redcross.org/lp/cpr-first-aid-aed-certification-hero?subcode=phssbing&scode=PSG00000E017&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=Bing\\_Beta%20-%20PHSS%20-%20Paid%20-%20National%20-%20Search%20-%20Legacy&utm\\_term=cpr%20class](http://www.redcross.org/lp/cpr-first-aid-aed-certification-hero?subcode=phssbing&scode=PSG00000E017&utm_source=bing&utm_medium=cpc&utm_campaign=Bing_Beta%20-%20PHSS%20-%20Paid%20-%20National%20-%20Search%20-%20Legacy&utm_term=cpr%20class)

American Heart Association:

[http://www.heart.org/HEARTORG/CPRandECC/CPR\\_UCM\\_001118\\_SubHomePage.jsp](http://www.heart.org/HEARTORG/CPRandECC/CPR_UCM_001118_SubHomePage.jsp)

As part of our mission to provide the most comprehensive, up-to-date and safety oriented instructors program we have included the requirement that all instructors be certified in CPR and First Aid. Instructors may contact their local Red Cross Organization and inquire about certification in the following areas:

### Once You Are Certified-

Make a copy of your certification and send to: [nirvine@usaracquetball.com](mailto:nirvine@usaracquetball.com)

## How to Get a Background Check:

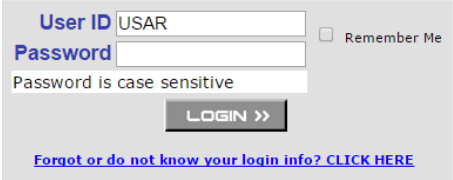


Background checks are a mandatory component for the Instructor Program and SafeSport. Please note that background screens are non-refundable. Please read the disqualification criteria before submitting your background check. Background checks are a flat fee of \$20, no matter where you live, and are valid for 2 years.

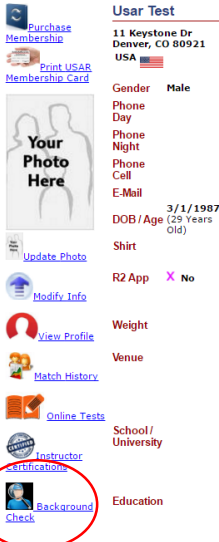
To complete a background screening, please follow the instructions provided below:

#1- Log into your membership profile: <https://www.r2sports.com/membership/login.asp>

**Returning Users  
Login Below**



The login form has two input fields: 'User ID' with 'USAR' entered and 'Password'. Below the password field is a checkbox for 'Remember Me' and the text 'Password is case sensitive'. A 'LOGIN >>' button is at the bottom. A link 'Forgot or do not know your login info? CLICK HERE' is at the bottom left.



The sidebar shows user information for 'Usar Test'. It includes a 'Purchase Membership' link, address '11 Keystone Dr Denver, CO 80921 USA', gender 'Male', and a 'Your Photo Here' placeholder. A list of menu items is on the left: 'Update Photo', 'Modify Info', 'View Profile', 'Match History', 'Online Tests', 'Instructor Certifications', and 'Background Check'. A red arrow points to the 'Background Check' icon.

#2- On the right hand side, you can preview your information. At the bottom of this section, click the Background Check icon:

#3- Click on Click here to purchase background check:



SSCI Background Check

[Click here to purchase background check](#)

#4- Click Add to Cart, then click Checkout Now:

**Verifications: USAR:  
2 Year Background Check**



**Background Screening**  
Solutions

A background check every 2 years is required for various membership types and positions with USA Racquetball. These include, but are not limited to: IP Memberships and Certifications, State Board Members, Employees and Contractors, High School Boards/Coaches/Commissioners, and Collegiate Council Members/Coaches/Commissioners. Please view the Disqualification Criteria on our website. There are no refunds on a background screening. For the Appeals process, please review our website. <http://www.teamusa.org/usa-racquetball/instructors/background-check>

Quantity:   
Price: \$20.00  
Sub Total: \$20.00



**Shopping Cart**

Qty.	Product	Options	Price	Total
1	Verifications: <a href="#">2 Year Background Check</a>	Usar Test	\$20.00	\$20.00
<b>Subtotal: \$20.00</b>				



#5- Click on CLICK HERE TO PLACE ORDER:

Quantity	Product	Options	Price	Total
1	Verifications: 2 Year Background Check	Usar Test	\$20.00	\$20.00

[Click here to modify order](#)

Subtotal \$20.00  
Tax \$0.00  
Shipping \$0.00

**Total \$20.00**

[Click here to place your order](#)

#6- Verify Information and Click Next Step:

USAR Memberships Order - Fill in the information Below

Customer Info	
First Name	<input type="text" value="Usar"/>
Last Name	<input type="text" value="Test"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Shipping Info	
Shipping Method:	USPS
Address	<input type="text" value="11 Keystone Dr"/>
Address 2	<input type="text"/>
City	Denver
State	CO
Zip	<input type="text" value="80521"/>
<a href="#">NEXT STEP</a>	



Payment Types



#7 Enter in payment information and click Submit Payment:

Subtotal	\$20.00
Tax	\$0.00
Shipping	\$0.00
<b>TOTAL DUE:</b>	<b>\$20.00</b>

Shi  
To:  
Edi

CREDIT CARD INFO	
Name on Card *	<input type="text"/>
Card Type *	select one
Credit Card # *	<input type="text"/>
Expiration Date *	select one   select one
Security Code *	<input type="text"/>
(3 or 4 digit number on the back of your card. Front only.MX)	

Er  
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Add:  
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[SUBMIT PAYMENT](#)

NOTE: Charge will show as USA Racquetball on your ci

Order Complete.  
Thank you for your purchase!

[Print this page for your receipt.](#)

You should also receive an email receipt from membership@usra.org.

**Background Check Instructions**

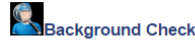
- 1) Close this window to return back to the previous page in the membership system.
- 2) Refresh the screen by pressing the browser refresh button.

You have up to 30 days from now to complete the background check.

Note: If you made this purchase without first logging into the membership system: [Login Here](#), then click on the background check button under your profile info.

Payment can take up to 30 seconds to process. Do not press refresh or the back button or you may be charged again.  
 I agree to the Terms and Conditions for Payment Processing

#8- Confirm all fields are correct and completed:



SSCI Background Check

You have until 2/22/2017 to complete this background check.

[Edit Profile Information](#)

**Background Check Information**

**Gender** Male  
**First Name** Usar  
**Last Name** Test  
**Date of Birth** 3/1/1987  
**Country** USA  
**State** CO  
**City** Denver  
**Postal Code** 80921  
**Address** 11 Keystone Dr  
**Email**

Warning: Edit Profile and update missing info

#9- Complete Middle Name (if not applicable, type a space); Complete Social Security Number (this is not held within R2); Click Submit Screening



SSCI Background Check

You have until 2/22/2017 to complete this background check.

[Edit Profile Information](#)

**Background Check Information**

**Gender** Male  
**First Name** Renee  
**Last Name** Gundloff  
**Date of Birth** 3/1/1987  
**Country** USA  
**State** CO  
**City** Colorado Springs  
**Postal Code** 80904  
**Address** 2812 W. Colorado Ave, Ste 200  
**Email** [rgundloff@usaracquetball.com](mailto:rgundloff@usaracquetball.com)

The following required fields are NOT stored.  
They are only passed to SSCI background check.

**Middle Name**   
**Social Security**

[Submit Background Check](#)



SSCI Background Check

This background check is currently being processed

Thank you for submitting a background check application. Screenings typically take between 2-10 business days for results to be returned. Should your background check come back with a green light, you will receive a passing email from USA Racquetball. If your background check produces a red light, you will receive further information from SSCI regarding your screening and may appeal the decision to the USA Racquetball Board of Directors. Please visit the [Disqualification Criteria](#) to review the appeals process.

Please contact USA Racquetball with any questions regarding the background process by calling 719-635-5396 ext. 125.

## Why Require Background Checks?

USA Racquetball is taking steps to ensure the highest level of safety within our instructor programs, for all our youth participants and also for you, who make the USAR-IP program a success. One of these steps is the implementation of a standardized approach to background screening for our instructors and coaches through the National Center for Safety Initiatives.

*\*end of required items*



## **How to Upgrade your Certification Level:**

- Step 1- Go to <http://www.teamusa.org/USA-Racquetball> click on "Instructors" Tab.
- Step 2- Click on USAR-IP Certification Coursework link.
- Step 3- Click on the "Retake testing for higher certification" link.
- Step 4- Get in touch with your Master Professional for additional information.

Once you have achieved a score better than 90%, your certification status will be adjusted accordingly.

**You must have completed the USAR-IP Certified Instructor Program before attempting to improve your Certification level.**

## **How to Access DARTFISH.TV:**

With this app you can Video and analyze on your Ipad or Iphone—analyze technique with on screen graphics and/or voice analysis. Send video with analysis directly to your students. Use split screen analysis to compare with selected players of your choice. All certified instructors may utilize DARTFISH/USAR TV by downloading your videos for view by other instructors, for review by a MASTER PROFESSIONAL or if a collegiate instructor have your own TV channel for your students.

- Step 1- Simply go to <http://www.dartfish.tv/>.
- Step 2- Click on the sign in ink.
- Step 3- Create an account (this part is free)
- Step 4- Click on the Favorite Channels, browse for USA Racquetball and add to your channel list.

You can always return to your dashboard by clicking on your name. In order to upload video content you will need to purchase the DARTFISH EXPRESS APP, for Ipad or computer. The cost is \$6.95

## **How to Purchase your Recertification:**

Recertification is required every three years; a fee of \$25 will be assessed.

- Step 1- Log into your USA Racquetball membership
- Step 2- Select Purchase Membership
- Step 3- Select Certifications
- Step 4- Select IP Instructor (choose recertification)

## **How to take your Continued Education Units:**

Step 1- Log into your USA Racquetball membership

Step 2- Go to Courses and Testing

Step 3- Go to My Courses and Testing

Step 4- Select: **E CONTINUING EDUCATION PROGRAM (CEU'S)**

Go to [www.nfhslearn.com](http://www.nfhslearn.com) Register yourself, for the courses on the NFHS site.

Go to [www.positivecoach.org](http://www.positivecoach.org) Register yourself, for the courses on the PAC site.

Go to [www.asep.com](http://www.asep.com) Register yourself, for the courses on the ACES site.

Go to [www.USSA.edu](http://www.USSA.edu) Register yourself, for the courses on the USSA site.

Go to [www.nasca.com](http://www.nasca.com) Register yourself, for the courses on the NSCA site.

**Please forward copies of all course completion certificates and/or screen shots of course completion information to [nirvine@usaracquetball.com](mailto:nirvine@usaracquetball.com)**

## **Questions or Need Help:**

Program Info Contact: Nick Irvine at [nirvine@usaracquetball.com](mailto:nirvine@usaracquetball.com) or 719-635-5396 x133

R2 Website or Testing Problems Contact: R2sports at 214-556-1835