

1st DAY OF COURSE- REGISTRATION

- At final on-site participant check-in
 - Provide hard copies of the last updated electronic spreadsheet emailed from USAV-CAP National Office for participants to proof and edit their contact information and to verify payment and identification information. **Collect any missing/updated information on the electronic spreadsheet to return to USAV-CAP Office.**
 - At final on-site participant check-in, collect payment for:
 - Meals - if necessary
 - Additional or single modules approved by USAV-CAP National office for purchase on-site
 - Walk-up registrations that were approved by USAV-CAP National Office (website registration is still open and available until noon on the second day, so if have internet access, have coaches register online....if not, take their cc info down or call Amber or Diana and have the coach give them their cc info to run the charge)
 - Any USAV/CAP materials/merchandise sold on-site, if applicable
- Distribute course materials, previously packed into individual coaches' bags
- Collect proof of "Foundations" course, if offered by participants, for return to USAV-CAP Office
- Collect drills from coaches; begin collating drills to be distributed to each coach; (We're asking that the participants send the drills back to us via email so that we may put them all on a memory card that they'll be asked to bring with them) distribute drill packets to coaches and Cadre by noon; set aside 1 set/packet to be sent to the USAV-CAP office
- Organize and have available all A/V, classroom and court equipments, videotapes, etc. for Cadre use in appropriate classrooms /gyms; provide proper markers/chalk for white or chalk boards.
- Make opening session Cadre introductions and announcements (see checklist provided).
- By end of Day 1, collect onsite if participants did not return via email:
 - Participant registration forms for USAV-CAP office, if applicable
 - National Code of Ethics forms for USAV-CAP office, if applicable
 - 1 copy of Philosophy Worksheets for USAV-CAP office (following their Coaching Philosophy session)
 - Foundations course documentation submitted by participants for USAV-CAP office, if applicable
- Be available all day to assist Cadre with any tasks, make copies and trouble-shoot in any other way for the success of the course
- Provide transportation for Cadre to and from hotel/site/meals
- Secure materials and equipment overnight after Day 1: Host is responsible for the condition and safe return of all equipment & unused materials shipped from USAV-CAP National Office

2nd DAY OF COURSE- REGISTRATION

- In the morning, make an announcement that all background screening forms and payments will be collected before lunch; make or review any other pertinent announcements for participants.
- By Lunch Break on Day 2, collect
 - If participants purchased additional modules collect completed evaluations at the end of all modules on Day 2
 - Any uncollected forms from Day 1
- Provide transportation for Cadre to and from hotel/site/meals and airport following course conclusion
- Secure materials and equipment overnight after Day 2 and prior to return shipping to USAV-CAP National office: Host is responsible for the condition and safe return of videos and any other equipment shipped from USAV-CAP National Office
- Following the end of Sunday morning modules, make final session wrap-up announcements (checklist provided) to include, but not limited to:
 - Give away any balls/door prizes
 - Reiterate accreditation requirements for all participants
 - Thank participants for coming
 - Thank all Cadre and Staff

DAY AFTER COURSE

- Inventory, organize and repack all unused course materials and equipment for return shipment to USAV-CAP National office; Host is responsible for securing and returning all items. Any discrepancies between numbers shipped and numbers returned are HOST's responsibility.

1 WEEK AFTER

- Within 7 days of completion of the course, HOST will submit to USAV-CAP National office a final list of attendees, to include missing and updated (and participant proofed) contact information and all payment information, **on the supplied electronic spreadsheet form**. USAV-CAP office will email testing information out based on this information by day 10.
- Within 10 days of completion of the course, HOST will return
 - ALL unused materials
 - ALL equipment
 - ALL videotapes
 - ALL collected participant registration forms
 - ALL collected course evaluations
 - ALL collected National Code of Ethics forms
 - ALL collected participant Drill and Philosophy forms, 1 copy of each from each participant
 - ALL collected Foundations course proofs submitted by participants
 - ALL additional approved module and walk-up course fee payments collected on-site
 - ALL college credit payments and forms
 - ALL Background Screening payments and forms.
- Original receipts for copying expenses (requested/agreed on by USAV-CAP National Office), shipping expenses, single use cameras or photos developed from the course, meals provided for Cadre (up to per diem allowances), etc., which the HOST incurred. Credit for such expenses will be given to HOST on the course invoice. Original receipts must be provided with detail/breakdown of costs in order to be given as a credit to the HOST.

2 WEEKS AFTER

- Contact USAV-CAP office and confirm receipt of returned materials
- Return any remaining receipts for reimbursable expenses (shipment of returned materials).
- Return completed HOST evaluation form and any other remaining forms, materials, etc.

1 MONTH AFTER

- Receive and proof final course cost breakdown and invoice. Contact USAV-CAP Office immediately regarding discrepancies, questions or concerns.

2 MONTHS AFTER

- Upon receipt, pay invoiced amount to USAV-CAP Office

OR

- Receive check for shared fees from USAV-CAP Office

2 + MONTHS AFTER

- Reschedule for following year courses with USAV-CAP Office

CAP Host Manual Facility / Equipment / Materials Checklist

FACILITIES AND EQUIPMENT

GYMNASIUM:

Minimum of one (1) court per 25 enrolled coaches/per Course level; 2 courts per level are preferable

EQUIPMENT FOR GYMNASIUM:

- Chalkboard or whiteboard for each court
- Chalk or markers for each board
- Wheeled ball cart, minimum of one (1) per court
- Volleyballs, minimum of one (1) ball per participant/per court
- Solid, non-folding coaching platform, minimum of one (1)

CLASSROOM/LECTURE HALL:

- Minimum of one (1) classroom/lecture hall adjacent to gymnasium facility for each course level
- Climate controlled, if possible for participant comfort

EQUIPMENT FOR CLASSROOM/LECTURE HALL

- Seating and tables for each coach enrolled per course level
 - Chalkboard or whiteboard in each classroom
 - Chalk or markers for each board
 - Head table or podium for Cadre in each classroom
 - TV/VCR station, minimum of one (1) per classroom, **REQUIRED**
 - Overhead Projector or equivalent
 - LCD Projector
 - Computer and connections for PowerPoint presentations
 - Extension cords
 - Power strips
 - Miscellaneous items
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LOCAL HOTEL LODGING & TRANSPORTATION FOR ALL CAP CADRE MEMBERS