

Weekend Instructions for the Host:

1. Pre-Course Duties:

- Put together the coaches' bags (red: CAP I, blue: CAP II, black: CAP III)
- Bags will include t-shirt, clipboard, and pen. Textbooks will be online.
- Red, white, blue Molten balls for court – if any video or pictures are being taken, please use the Molten balls
- If you have USA Volleyball signage, please place it near courts and classrooms
- Make several copies of: drill forms, philosophy forms, video waiver, and 2019-20 National Governing Body Admin Region form (this is the “one event” form for any walk-up people who aren't USAV members). These forms will be emailed to you prior to the course.
- Water, snacks for cadre (and participants, if you choose)
- Post schedules

2. Check-In:

- Have participants write their names on slips of paper or tickets for a giveaway drawing at the end of the course
- Use the Excel spreadsheets provided by USAV (this will need to be emailed back to the national office after the course)
- Give each pre-registered coach a bag/materials. For any late registrants, they must wait until all pre-registered participants have received their bags. Anyone there for recertification does not receive a bag of materials. Leftover pens and/or clipboards can be given to recert participants, however.
- Please note any missing materials on the spreadsheet, so that we may mail them to the participant(s)
- For walk-up registrants, allow them to register online and pay with their credit cards. They will have to pay the late registration price. If they are NOT USAV members, they must fill out a 2019-20 National Governing Body Administrative Region form. The \$25 background screen will be included in their registrations. Here are the links for your course:

- https://webpoint.usavolleyball.org/wp15/Events2/Registrations/Register.wp?rgs_EventID=12122 (CAP I)
- https://webpoint.usavolleyball.org/wp15/Events2/Registrations/Register.wp?rgs_EventID=12123 (CAP II)

3. Facility Announcements/Opening Remarks:

- Exits, emergency exits/plans
- Restrooms
- Lunch arrangements for each day
- Water, snacks, etc.
- Classroom locations
- Any other pertinent information about the facility
- Intros of cadre
- General mental preparation: this weekend will be like drinking water from a fire hose – keep an open mind, get to know the cadre, and be willing to become a better teacher of the game.
- Must be present at all modules to earn certification
- If anyone is videoing any part of the course, they must fill out the waiver
- Day 2 will offer some module choices, so go over those before you start on Sunday
- Drill forms and philosophy forms will no longer be sent back to the national office. These are just for participants' use at the course and afterwards.

4. Final Wrap-Up:

- Taking a class photo with the cadre is a good idea to do first, before the final wrap-up meeting
- Please extend a big “THANKS” from USA Volleyball 😊
- A course survey will be sent out to all participants to fill out
- Go over the certification requirements for each level: No one will be certified at either level until all requirements have been met, including the exam and a current background screen.
- Exam instructions will be emailed from Joel Wyman. This will need to be completed within 45 days of the course (a 90 or above is the

passing grade with unlimited attempts). Printing the “Results” screen is a good idea, should you need to retake the exam.

- CAP II students are required to submit an article or a video drill which will be explained in detail in the post-course communication. There is no CAP II exam.
- Go over recertification requirements: Each certification lasts 4 years from date of certification, continuing education must be completed to keep it current, you can attend the next level course to recertify (if it's within the 4 years), you can attend the same course level again (with no exam or article), or can attain the correct number of module credits to recertify.
- Please don't hesitate to send questions to cap@usav.org if you don't feel comfortable answering them.
- Giveaways: If you want to include one of the Molten balls we sent, feel free.