

Site Coordinator Instructions for "E" License Course

OSYSA
25 Whitney Drive #104
Milford OH 45150

Duration

The "E" License Course is an 18-hour course. Attendance is mandatory to pass course.

Examination

There is a graded take home exam on laws, team management, and care and prevention. Candidates must pass written and practical examinations.

Facilities

A classroom is needed. A field and/or gymnasium will be needed for practical demonstrations and in case of inclement weather. If there is a facility fee for the course, you are able to add a facility fee on to the price. We must have the invoice prior to the course directly from the facility. We will not reimburse clubs for facility fees.

Applicants

The minimum number of candidates is 15. The maximum number of candidates is determined by the size of the facility. ***The hosting organization agrees if the minimum number of candidates are not met and wish to continue to host the course, agree to provide the difference in costs between the number of attendee's and the minimum number of attendees required.*** An additional instructor is required for field sessions when the number of candidates reaches 25. The number of candidates is set one week before the course begins according to the number of instructors required.

Registration and Fees

Fees for candidates taking the "E" License course are:

- \$100 per participant (\$75 for OSYSA Coaches)

Coaches wishing to attend the course will have to register and make payment online. They should no longer register with you directly. They may choose to pay the full amount or the deposit online. You will receive a list of the coaches scheduled to attend the course a couple days prior to the course. That list will include any balance due that needs to be collected by you from the participants. Please note that it is the site coordinator's responsibility, not the instructor's, to check in and/or collect payments from the participants. The checks are to be made payable to OSYSA.

Post-Course Action After the course is completed, you will need to mail in the coaches registration list along with any checks or onsite registration forms collected to the Ohio South office within 7 days of the completion of the course.

General

Applicants should bring a soccer ball; training suit, sweat suit, or any form of action clothing; gym shoes; soccer cleats; and writing materials.

It is important that you establish a communications scheme in the event of inclement weather.

Course certificates will be emailed directly to the student coaches successfully completing the course by the OSYSA State Office. Prompt submission of the completed, signed registration forms and payment of any amounts due is, therefore, imperative.

The course being offered is open to all OSYSA membership; the hosting organization does not have exclusivity in relation to attendance.

In order to advertise the course in an effective manner OSYSA requires that the course be contracted 30 days before the start date of the course.

Thank you for your assistance and good luck.

Please sign and return this form in its entirety to the address listed above or fax to 513-576-1666.

Thank you for your assistance and good luck.

If you have any questions regarding the course, please contact Gordon Henderson or Pam Chialastri at (513) 576-9555. You can also send an email to Henderson@osysa.com or Pam@OSYSA.com.

Signed by: _____

Name

Date