

September 3, 2008

Hello,

We would like to inform you of a unique benefit that USA Volleyball's Coaching Accreditation Program (CAP) which you may want to include for your Coaching Clinic participants this year. We will post non-CAP coaching clinics such as yours on our web site if they have been approved as an outside clinic that would equate to our CAP Level I or II Elective Modules. These Modules can then be applied toward the "Additional Modules" requirements for CAP Accreditation at the appropriate level. Please see the **ACCREDITATION REQUIREMENTS** page of our web site to see the full list of the current CAP Accreditation Requirements for your information. If you are interested in having your coaching clinic approved as a CAP Elective Modules clinic, I invite you to apply for such status.

Application requires:

- 1) A processing fee of \$100 per approved session module.
- 2) Submission of a detailed outline for all session topics to be presented
- 3) Submission of bios for each session speaker

Once we receive your session outlines and bios:

- 1) USAV-CAP will review to evaluate which sessions will equate to CAP Module topics and at which level.
- 2) USAV-CAP will create a CAP Elective Modules Certificate tailored specifically for your coaching clinic for you to include in your participants' materials; we will mail these to you or you may receive the certificate electronically and print them out on a BLUE colored copy paper; participant names may be inserted electronically or hand lettered onto each certificate.
- 3) USAV-CAP will create a CAP Accreditation Requirements information page to also include in your participants' materials; we will mail these to you or you may receive the Accreditation Requirements page electronically and print them on plain WHITE paper for your participants
- 4) USAV-CAP will post your Coaches Clinic info on our CAP Schedule page as an Approved CAP Module Clinic

You can then promote your Coaching Clinic as including this Free Benefit of enrollment to all attendees.

During your Clinic:

- 1) Have someone give a brief intro to this program at the beginning of your clinic & announce it as a free benefit of attending your coaching clinic which they may (or may not) choose to take advantage of if they take a CAP course & submit this certificate within one year of the date on the certificate
- 2) Each participant can then decide if they want to participate by having the appropriate session on their Certificate either stamped or initialed by the speaker/moderator at the end of each session they attend...in other words, we **ONLY** want their certificate stamped if they actually **ATTEND** that topic; also only stamp/initial a certificate **IF** the participant's name is on it....do not initial a blank one.

3) Certificates can ONLY be stamped or initialed at the end of that current session; in other words, people cannot come up at the end of the day & ask to have the sessions from earlier in the day stamped. If they don't get it done at the end of each session, then they just miss out on that one.

4) Inform the participants at the beginning of your clinic of these "stamping" rules and introduced them to the speakers/moderators who would be doing the stamping, so they know who to look for at the end of a session.

5) Participants should hold onto their stamped certificate & if they attend a CAP Level I course within one year of the date on the certificate, they can apply that certificate towards the CAP I Additional Module

(1) requirement for accreditation; CAP I accredited coaches who attend a CAP II course within the year of the dated certificate, can do the same toward the CAP II Additional Modules

(2) requirement for CAP II accreditation, if sessions at your coaching clinic have been designated as CAP Level II Module equivalents. When coaches attend their CAP course, they should bring a COPY of their CAP Elective Modules Coaching Clinic Certificate with them to turn in (or submit by mail with their test, etc.). The certificates will expire one year from your coaching clinic date (expiration date will be at the bottom of the certificate).

We would also like to have the following from you at the conclusion of your coaching clinic:

1) A copy of the certificate with whatever stamps you used and/or each speaker/monitor's initials used (in order to verify certificates from participants when received in the USAV-CAP office)

2) An (electronic) roster of participants with their contact info, so we may follow up with a one-time email re-stating the program requirements & inviting them to take part in a USAV CAP course; you may want to inform participants that we will be sending this following the clinic.

3) Because this is a new program, we would like as much feedback as possible from people, so if possible, we would like to see copies of any participant evaluations of the clinic that you may

collect; and if you do hand out an eval form to participants, and can do so, please include the following questions...

-- Did you choose to have your CAP Modules Certificate stamped? Why/Why not?

-- How likely is it that you will pursue taking a CAP course in the next year?

-- How valuable did you feel this benefit was?

-- Are you interested in attending more CAP Module Clinics in the future?

4) We may also send you a short evaluation to fill out as the "host" after your clinic.

If you are interested in this opportunity to have your coaching clinic approved as a CAP Elective Module

Clinic, please fax to 719-228-6899, email to CAP@usav.org or mail the attached documents to USAV-CAP and send your application fee to

USA Volleyball – CAP
715 S. Circle Dr.
Colorado Springs, CO 80910.

Sincerely,

Diana L. Cole
Manager, USAV
Coaching Accreditation Programs