

**DIRECTIONS FOR COMPLETING THE USAV-RVA  
APPLICATION TO HOST A CAP COURSE**

Attached in this same email you will find 2 documents:

- 1) The 2009 CAP Cadre List (PDF)\*
- 2) The 2009 Application to Host a CAP Course (Word/fillable document)\*\*

The RVA's are being given first opportunity to schedule a CAP Course in 2009.

Please have your RVA Application to Host returned (with deposit fee) **by October 3rd, 2008** if you intend to host a course in 2009. If not returned within that time frame (or you have not contacted us with your intentions to do so) we will assume the Region is not interested in serving as a CAP Course Host in 2009 and we will offer course dates to other organizations/entities possibly within that same geographic region of the US.

RVA's may still apply to host a course later in the year, but there will be no guarantees that their dates will be accepted if other interested hosts have contacted us in the meantime.

- I) Some dates for the 2009 calendar year have already been "penciled" in. For the most part, these are dates that re-occur each year, sponsored/hosted either by USAV National Office or the AVCA or a combination of (Girls & Boys JO's in late June/Early July; the AVCA Convention in December; and the USAV High Performance Clinic in mid January). Some RVA's have already sent me their proposed dates & they are also penciled into the calendar. For the most part, we allow for 2 course sites/slots to occur each weekend between January and early July. Because of Cadre availability between mid-July and early December, we have limited those weekends to only one site per date. On rare occasions, if we have Cadre available on those (or other) weekends for more than one site, we may offer additional site availability.
- II)\* On the Cadre List, which you will use to compile your "wish list" of instructors for your course date (s), you will notice that some Cadre are listed as "inactive" which means they are not available at this time. Others may be listed as "limited", which means they may only be available once or twice a year & only at certain times of the year or only within a certain geographical area. Yet others may be listed as "advisors" and are not available to teach on-site courses. For the Host Application, you will be asked to choose a couple of Cadre from your geographic area among those you select on your "wish list" – the Region and place of residence is listed for each Cadre member so you may do this. Two Cadre are needed to teach at each Level, so on a combined weekend you will need 4 Cadre to teach.
- III)\*\* Please refer to the following instructions when filling out the Application to Host:
  - 1) Place your cursor into the gray box in each item and type your information; save the document when filled out; you may then attach it to an email to return the information quickly, followed by a signed paper copy mailed later.
  - 2) Fill in the contact information requested at the top of the Application. This should be the main individual we will correspond with regarding course details.
  - 3) Attach/Fill in your Deposit form of payment.
  - 4) List your Proposed Course Dates in order of preference. The "traditional" days are weekends, sometimes including Fridays if additional clinics (IMPACT/Instructor Training or VCAP) are included, with CAP I & II both beginning on Saturday morning and concluding Sunday by 5 pm.

This time schedule may be adjusted a bit as needed to accommodate Cadre flights, facility and attendee schedules. You may also schedule “non-traditional” days of the week if you would like and this better fits your attendee’s needs.

- 5) List the Name & Mailing Address of the exact facility where the course is to take place. If the “Ship To” address is different than this, please list that address so we know where to ship the course materials, balls, etc. We would LIKE to have the Facility identified on the application, but if not sure at this point, then you may give us that info after you have returned your application; your course registration page will not be built until a facility is identified, however.
- 6) Check off your Proposed Course Levels (check all options you are considering). Please read thru all the options before selecting. Level I & II courses can be offered as separate stand-alone events, or can be combined into the same weekend to run concurrently, therefore attendees cannot take both in the same weekend. One must be CAP I certified to attend a CAP II course anyway. Also, if you like, IMPACT and IMPACT Instructor Training may be added to any course Level(s), as can a Volleyball Conditioning Program Clinic (VCAP). Hosts may also choose to offer a CAP Modules-Only Clinic or a CAP I and/or II Core Day-Only (both can be offered over 1 or more days). If a suitable format is not listed, we will work with you to come up with one that works for your course date, site and attendees.
- 6) Select your Preferred Price Point/Minimum Number Guarantee. Choose the minimum number of paid attendees you think you will realistically be able to draw to each Level/Course you are planning to offer. Level I, II and VCAP courses have minimum numbers attached. IMPACT Clinics generally need about 10 attendees for us to cover the instructor and material costs. The price point listed with each Guarantee is the **median** price point that the registration fees schedule will be built around - this price is for AVCA **OR** USAV members. Attendees who are current members of BOTH organizations will pay a bit less than this and those who are NOT members of either organization will pay a bit more. Hosts will also have the opportunity if they wish to later discount (and subsidize) the median price for their own members, or for any other specified group of attendees. This median price point is the amount the “over-the-minimum fee-sharing” and the “under-the-minimum charges” to the host will be based upon for the final course accounting. Example: looking at these price point minimums on the application, if you guarantee 30 Level I attendees at \$215 each and you actually register 40, (and if the host has utilized the one Level I core course scholarship) then USAV will share back ½ of \$215 x 9 or \$967.50; if the minimum guarantee number was 30 and only 25 were registered, then the host would owe USAV 5 x \$215 or \$1,075. If the guarantee was for 35 attendees, and only 30 were registered, then the host would owe USAV 5 x \$190 or \$950.
- 7) Either check the box to **OPT INTO** the fee sharing program (“YES, I want to share in the over the minimum fees collected”) or check the box to **OPT OUT** of the fee sharing program (“NO, I prefer NOT to share in the over minimum fees”). If you OPT IN, then you are agreeing to cover the cost of Cadre Lodging (up to 3 nights for each of up to 4 Cadre; up to 2 nights for VCAP Instructor). If you OPT OUT, then USAV will cover the hotel costs for Cadre and VCAP Instructor. We will only keep a Cadre member over a third night if the flight times do not work with getting them home the night the course is over.
- 8) List your Preferred Cadre Choices: List in order of preference. Using the attached Cadre List, write in at least 2 Cadre from within the same geographic quadrant of the US as the course site. We will do our best to get you the Cadre you request, however final Cadre assignments are dependant upon Cadre availability and cost of travel. And, be aware that unfortunately, at times, last minute Cadre substitutions may be unavoidable.
- 9) Please initial the bottom of this and each page to show you have read each.
- 10) On page two of the Application, please read and check each item as requested. If there is an item you know you cannot readily provide or duty you cannot readily fulfill right now, please leave it unchecked, but with the understanding that you will need to make arrangements to provide that

item/fulfill that duty by your course date. Contact the CAP Office with any alternate arrangements that will need to be discussed & approved. Initial the bottom of this page.

- 11) Read page three (USAV responsibilities/duties) and initial the bottom of this page. Please direct any questions you may have regarding any item to Diana Cole or Andy Pai.
- 12) Read page four (Addendum #1 to 2009 USAV-CAP Application to Host: Discounts and Subsidies) and select any of the listed choices that will apply to your course. Then initial the box under each listed choice.
- 13) Next, read page five (Addendum #2 to 2009 USAV-CAP Application to Host: On-Site CAP Administrator) and select any of the listed choices that will apply to your course. Then initial the box under each listed choice.
- 14) Finally, sign and date the Application on this page and return to Diana/Andy. You may fax a copy initially, but you will need to follow with mailing the signed original (along with your deposit check, if paying using that method). Be sure to keep a copy for your files.

When we receive your completed Application, we will pencil in the requested date(s) and will contact you regarding which date will be the most workable for the schedule & Cadre you have requested. Once we have agreed on the date, we can begin to construct your on-line registration page, create your faxable registration flyer and begin opening up for active registration of participants. We will publicize your course nationally and you are responsible for publicizing it locally/regionally to both Junior program coaches, collegiate and public school coaches (high schools, middle schools, elementary schools, etc). **Especially with the state and cost of travel these days, promoting your course to your local population by whatever methods possible is crucial to the success of your course.** If you need help creating a public service announcement for use on local TV or a release for local Newspapers, please let us know & we will help with that.

Again, any questions about how to fill out the Application or any questions about the details or choices you have as hosts, please contact Diana or Andy.