

COURSE OUTLINE



WIN WITHOUT LOSSES



NEXT STEPS

HOW TO SIGN UP FOR THE COACH SAFELY COURSE

1. INITIATE CONTACT

Assign a contact person to communicate with Coach Safely. Visit coachsafely.org and click "Sign up" or contact us at info@coachsafely.org to begin the process. Let us know who you are, what city or organization you are with, and if you are ready to sign up. You will be directly connected with our Program Administrator who will walk you through the process from start to finish.

2. MAKE IT OFFICIAL

Execute a City Resolution (if applicable) and complete the Memo of Understanding. Templates of these documents are available at coachsafely.org or can be sent to you by our Program Administrator after sign up.

3. CHOOSE DELIVERY METHOD

The course can be delivered in two different ways: online or in a live classroom setting. Both methods provide each coach with a unique online account that allows us to track the progress, completion, and expiration of their certification. If you are unsure which method is best for you, please speak with our Program Administrator.

- If you choose the online course - Your contact person will send a list of coaches to our Program Administrator. This list will contain full names and e-mail addresses for the coaches you want to receive the online training. Coach Safely can provide a template for this list, if needed. (Only the coaches that are registered through this process can be certified by Coach Safely. There are no links to share and coaches may not share accounts.)
- If you choose the live course - Our Program Administrator will coordinate with your contact person and the athletic trainers at Encore Rehabilitation to schedule your course. The live course will be approximately 2 hours. You will need to provide a location with audio/visual presentation capabilities. The athletic trainers will bring an attendance sheet that will be given to Coach Safely to certify those in attendance. If a coach is unable to attend the live course, they may have the option of taking the course online. (Live courses that are not scheduled through this process cannot be certified by Coach Safely.)

4. COMMUNICATE WITH COACHES

Once you have chosen your delivery method and confirmed it with our Program Administrator, it is time to communicate to your coaches what they will need to do. We can provide you with instructions and information to pass on to them. You will also need to determine the deadline (based on your start date) and let your coaches know when they have to have the course completed.

5. CERTIFICATION AND COMPLIANCE

When the coach has completed the online or live course, they will be able to access their certificate of completion from their online account at any time. You can decide if you want them to print it and turn it in to you. We will be able to provide you a list of every coaches' status that you can use for your records.

Specific details and instructions will be provided to you as you move through these steps. We will also keep you updated on any new developments. If you have any questions, please contact as at info@coachsafely.org.

 info@coachsafely.org

 coachsafely.org



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