



Coaching Principles and Sport First Aid Course Management Tip Sheet



Thank you for being a classroom course instructor. If you've never conducted a clinic before, this tip sheet walks you step by step through the process. You made the commitment to become an instructor, so let's put that newfound knowledge and enthusiasm to use!

Step 1: Scheduling your classes - When to schedule a classroom course is dependent on several factors which vary from state to state, school to school, and instructor to instructor. Here are a few tips that might be helpful:

- Schedule a class several weeks in advance of each sport season: fall, winter, and spring.
- Schedule a class when coaches are brought together for other reasons, such as a conference or in-service training.
- Schedule classes well in advance of the mandated deadline that has been set by the PIAA: July 1, 2016.

Step 2: Determining what to order - What to order is dependent on the course you're teaching (*Coaching Principles*, *Sport First Aid*, or both), how many coaches attend the clinic, and what format you prefer for the course textbook (print book or e-book).

You'll place your order for course materials directly with Human Kinetics. More information appears below.

More information and a brochure detailing course content, formats, prices, and discounts are found on the PIAA/PSADA page on the Human Kinetics Coach Education Center website. Visit www.HumanKineticsCoachEducationCenter.com, click the "View Requirements" tab on the home page, and select "PIAA/PSADA" from the alphabetical listing of organizations.

Step 3: Have this information ready prior to placing your order

- Bill-to and ship-to addresses (Most orders are shipped UPS)
- Quantity and ISBN of courses or packages you are ordering (See Step 2)
- Credit card number (Visa, Master Card, American Express)
- Tax Exempt Certificate (You may be asked to fax or e-mail form REV 1220 to 217-351-1549 or Orders@hkusa.com)
- If paying with a purchase order, call 800-747-5698 and select Option 1 and request a quotation for your purchase order. The quote will include shipping charges and sales tax if applicable. Collect the information above before calling for your quotation.

Step 4: When to place your order - We recommend you place your order at least **10 business days** before the date of your class. This will allow us to better manage our inventory and ensure you get the materials you need when you need them.

- Place your order by phone at **800-747-5698 and select Option 1**. Office hours are Monday through Friday, 7:00 am to 5:00 pm Central Time.
- Provide your contact information and the date of your class to the agent assisting you.
- Provide the name and ID number of the instructor(s) who will be teaching the class.
- Have the information you gathered in Step 3 at your side.
- If paying with a purchase order, you will be asked to fax or e-mail it to 217-351-1549 or Orders@hkusa.com.
- Ask the agent assisting you to e-mail you a tracking number for your order.

Step 5: Course packages and identification numbers - When your shipment arrives, make sure you have a course package for each coach attending your clinic and that each course package contains a textbook (if you ordered e-book version, there will be an instruction sheet on how to access the e-book included in the packet), a workbook, and a test package.

Coaches attending your clinic will need ID numbers assigned to them. In advance of the clinic, you'll generate the ID numbers from the Human Kinetics Coach Education Center website. To generate ID numbers, visit www.HumanKineticsCoachEducationCenter.com, mouse over "Scholastic/Club" tab on the home page, and select "Instructor Resources." Sign in using your email address and password and click on the text link "Generate ID Numbers." Enter the number of coaches attending your clinic (you might want to add a few in case you receive walk-ups the day of the clinic). Print the screen that lists the IDs and bring this with you to the clinic. The day of the clinic, have coaches fill in their names next to the ID numbers. You'll use this information when you complete your course report form after the clinic.

Need help? - The support team at Human Kinetics Coach Education is always ready to answer your questions or lend a helping hand as you organize and conduct your classroom courses.

Contact us at:

Phone: 800-747-5698, option 2

E-mail: Support@hkusa.com

