



GUIDELINES FOR HOSTING COACHING & JUDGING CLINICS

The following guidelines have been developed to provide host organizers, course administrators and clinic facilitator/conductor(s) with the information necessary for the planning, implementation and follow-up of clinics.

1. Applying to Host

Any person or organization wishing to host an AGF course must submit an “Application to Host” form (see attached). Please complete the application in full and return it to the AGF office c/o the applicable Program Coordinator. Priority will be given to applicants who can anticipate course participants and who are current members in good standing of the Alberta Gymnastics Federation.

Note:

In some cases, the host club may be asked to ensure that the course does not operate at a loss and cover any expenses that are not covered by the course fee and/or funding. A deadline for registration will be set, and if the minimum number of participants, as established by the specific Program Coordinator, has not been attained at this time, AGF reserves the right to cancel the course.

2. Shared Responsibilities

Upon approval of the hosting applications, the AGF, the host organizer and the course facilitator/conductor(s) will assume the following responsibilities.

AGF Responsibilities

- Arrange for facilitator/conductor(s), along with accommodation and travel.
- Confirm date(s) and location of the course and directions to the gym.
- Distribute course information and registration forms to AGF members.
- Collect and process all registration forms and fees.
- It is a joint responsibility between the host club and AGF to organize and provide athlete demonstrators as requested by the facilitator/conductor(s).
- Delivery of all course material to the host location.
- Process the completed course registration form, evaluations, etc. upon receipt from the facilitator/conductor(s).
- Compile course material and distribute additional information as needed.

Host Organizer Responsibilities

- Appoint a liaison with AGF and the facilitator/conductor for course organization.
- Confirm course facility, equipment and dates.
- In conjunction with AGF, organize and provide athlete demonstrators as required.
- Promote the course within the club, community and zone.
- Arrange for hospitality if required.
- Ensure facility is clean and course area is set up (i.e., tables/chairs) and free from any distractions.



Course Facilitator/Conductor Responsibilities

- Confirm facility, equipment, emergency procedures and course schedule.
- Ensure all manuals and course materials have been picked up or delivered and that all required teaching aids have been obtained.
- Determine the skill levels and number of athlete demonstrators required.
- Ensure that all course administrative forms, expense claims and unused course materials have been properly completed and returned to the AGF office for processing within **one** week following the completion of the course.

Participants' Qualification

The course facilitator/conductor must submit the names of the clinic participants on the appropriate registration forms if the participants are to receive credit.

3. Set-up Requirements

Gym should be free of programs, or no more than 1 class running at the same time. This is for the safety and benefit of both the course and your gym's program.



APPLICATION TO HOST

Coaching & Judging Clinics

Applicant: _____

Mailing Address: _____ Contact Person: _____

Phone Number: _____ (Res.) _____ (Bus)

Type of Course: _____

Dates Preferred: _____

Alternate Date: _____

Times Preferred: _____

Preferred Course Conductor: _____

Course Location Address: _____

Map Attached

Number of Participants Anticipated from Host Club: _____

Audio Visual Equipment on Site: _____