

USA Track and Field Coaches Education Program

Level 2 School Host Requirements Packet



USA Track and Field through its Coaches Education Committee promotes the development of coaches at three levels.

Level 2 is a 32-hour intense training focusing on a specific event group within the sport. Occasionally, a specialty course (e.g. Instructor Training Course) may also be paired with the Level 2 School location and offered pre or post Level 2. Traditionally, all event disciplines are offered at the summer Level 2 School.

Disciplines:

- Combined Events
- Endurance
- Jumps

- Sprints/Hurdles/Relays
- Throws
- Youth Specialization

This packet outlines the needs of the USATF Level 2 Coaching School regarding facilities and services. Please feel free to submit any additional information that you feel may be of benefit to the selection committee in assessing the suitability of the institution for hosting the Level 2 School.

General Information

Name of University _____

City _____

Name of on-site coordinator _____

Home Phone Number _____

Office Phone Number _____

Email Address _____

Fax _____

Proposed Dates (Determined by USATF): recommended dates, second week of July through the first week of August. Course requires a period of five straight days.

Signature of on site coordinator _____

Date of submission of spec packet _____

Return completed spec packet to:

USA Track & Field

Matt Rohlf

Coaching Programs Manager

130 E. Washington St. suite 800

Indianapolis, In. 46204

matt.rohlf@usaff.org

A host institution must be able to provide the following in order to be considered:

- Fully air-conditioned dorms and meeting rooms (An institution **will not** be considered if this need cannot be met)

- Hotel on campus or close proximity to campus preferred
- Suite or Apartment style dorm space for up to 200 people. No on the hall bathrooms.
- Linen service in dorms (pillow, bed sheets, blanket, bath towels, wash cloth)
- Meal service (B, L & D) for up to 200 people
- Three-tiered seating lecture halls capable of seating 50-75 people (available for 5 consecutive days)
- Three classrooms capable of seating 25-30 people (available for 5 consecutive days)
- One all session classroom/auditorium capable of seating up to 200 people for closing session
- One all session ballroom capable of seating and hosting up to 200 people for opening session/welcome/networking reception

Please list which, if any, of the above that the proposed host institution cannot provide:

Please state a proposed alternative to the above-mentioned issue: _____

Transportation

Name of nearest major airport: _____

Names of airlines that serve that airport:

1. _____
2. _____
3. _____
4. _____

Transportation (cont.)

Distance from the airport to the Level 2 site _____

List the available commercial ground transportation to and from the airport:

What is the average cost of round trip ground transportation to and from the airport to the proposed site? _____

Housing

Name of proposed dormitory _____

Cost of room for: Single occupancy _____ / night

 Double occupancy _____ / night

Can the cost be confirmed by contract a minimum of 6 months prior to the school? Yes No

Describe the layout of the dorm and bathroom facilities: (ie. two bedrooms share a bath etc)

Can housing cost be considered separately from meal cost or must it be considered as a package deal only?

Is a deposit required in order to secure the rooms? Yes No

If yes, how far in advance must the deposit be paid? _____

How far in advance of the school must USATF provide the final housing and meal count?

Name of nearest local hotel alternative (minimum three star rating desired i.e. Hilton, Holiday Inn) _____

Distance to campus _____

Single occupancy _____ / Night

Double occupancy _____ / Night

Rooms Available _____

Contact: _____ Phone: _____ Email: _____

Address: _____

Housing (cont.)

Are handicapped accessible dorm rooms available? Yes No

Name of Housing Contact _____

Phone _____

Email Address _____

If hotel accommodations are needed, what is the name of the nearest hotel? _____

Cost of single room _____

Cost of double room _____

Meal Services

Are meals available at a single, central location? Yes No

If no, please describe the setup for meals: _____

Is the dining hall handicapped accessible? Yes No

Are the meals cafeteria style? Yes No

If no, please describe how the meals will be served: _____

Meal plans will be required.

Daily cost \$ _____

OR per meal breakdown

Meal Services (cont.)

What is the cost per meal?

- Breakfast \$_____ Lunch\$_____ Dinner \$_____

Would the host institution provide some type of meal card or other identification that would control participant access to the dining area? Yes No

Are special diets available? Yes No

If yes, is there an additional charge for special diets? Yes No

Is there flexibility in scheduling meal times? Yes No

Does the host institution have the ability to arrange for a special meal such as a barbeque or cookout? Yes No

If a special meal is arranged, does the host institution allow alcohol to be served at such an event? Yes No

Name of Meal Service Contact _____

Phone _____

Email Address _____

Meeting Rooms

Please refer to page one for meeting room requirements.

Is there a charge for meeting space? Yes No

If yes, please list the cost per room, per day:

- 200+ person lecture hall \$_____/ day
- 100 person lecture hall \$_____/ day
- 50 person classroom \$_____/ day
- 25 person classroom \$_____/ day

What is the average distance between housing site and meeting space(s)? _____

What is the average distance between the dining hall and meeting space(s)? _____

Is all meeting space handicapped accessible? Yes No

Name of Meeting Space Contact (if different from conference services) _____

Phone _____ Email Address _____

Track on campus Yes No

Is there a charge for use? Yes No

If yes, please list the cost for usage \$_____ / day

Audio Visual Equipment

Are the meeting rooms equipped with permanent AV equipment? Yes No

If not, does the host institution have the ability to provide the following:

- LCD (power point) projectors Yes No
- TV/Slow motion VCR Yes No
- Whiteboards (dry erase) Yes No

Is there a charge for the use of AV equipment? Yes No

If yes, please provide a breakdown of the charges for each piece of equipment:

- power point projectors \$ _____ /day
- TV/VCR \$ _____ /day
- Whiteboards (dry erase) \$ _____ /day

Printing/Copy Services

Are copy services available on campus? Yes No

If yes, what are the hours of operation? From _____ to _____

What is the distance to the nearest 24 hour copy service (Kinko's etc) _____ miles

EXAMPLE USATF LEVEL 2 SCHEDULE A - NO PRE INSTRUCTOR TRAINING COURSE (ITC)

The Level 2 School may start on any day of the week. Fare differences and conflicting events are consulted for determining the start day. Historically, the summer school has started on a Monday or Tuesday. In the schedule below, no pre-course is paired with the Level 2 School.

DAY 1

1:30pm-3:00pm Check in
3:00pm-5:45pm Event Sessions Start (individual classrooms)
5:45pm-7:00pm Dinner
7:00pm-9:00pm Welcome Reception (all ballroom)

DAY 2

7:00am-8:30am Breakfast
8:30am-12:00pm Event Session
12:00pm-1:15pm Lunch
1:15pm-5:45pm Event Session
5:45pm-7:00pm Dinner
7:00pm-8:00pm Event Session

DAY 3

7:00am-8:30am Breakfast
8:30am-12:00pm Event Session
12:00pm-1:15pm Lunch
1:15pm-5:45pm Event Session
5:45pm-7:00pm Dinner
7:00pm-8:00pm Event Session

DAY 4

7:00am-8:30am Breakfast
8:30am-12:00pm Event Session
12:00pm-1:15pm Lunch
1:15pm-5:45pm Event Session
5:45pm-7:00pm Dinner
7:00pm-8:00pm Event Session

DAY 5

7:00am-8:30am Breakfast
8:30am-11:30am Closing Session (all-auditorium)
11:30am-12:00pm Checkout of Dorms

EXAMPLE USATF LEVEL 2 SCHEDULE B - PRE INSTRUCTOR TRAINING COURSE (ITC) OFFERED – TENTATIVE 2024

The Level 2 School may start on any day of the week. Fare differences and conflicting events are consulted for determining the start day. Historically, the summer school has started on a Monday or Tuesday. In the schedule below, an instructor training course precedes the start of the Level 2 School. Only one classroom (25-30 occupancy) is required for the instructor training course and it is a one day course.

DAY 1 – INSTRUCTOR TRAINING COURSE

9:00am-12:00pm Event Session
12:00pm-1:00pm Lunch
1:00pm-5:00pm Event Session
5:00pm-6:00pm Dinner
6:00-7:30pm Event Session

DAY 1 – LEVEL 2 SCHOOL

1:30pm-3:00pm Check in
3:00pm-5:45pm Event Sessions Start (individual classrooms)
5:45pm-7:00pm Dinner
7:00pm-9:00pm Welcome Reception (all ballroom)

DAY 2– LEVEL 2 SCHOOL

7:00am-8:30am Breakfast
8:30am-12:00pm Event Session
12:00pm-1:15pm Lunch
1:15pm-5:45pm Event Session
5:45pm-7:00pm Dinner
7:00pm-8:00pm Event Session

DAY 3 – LEVEL 2 SCHOOL

7:00am-8:30am Breakfast
8:30am-12:00pm Event Session
12:00pm-1:15pm Lunch
1:15pm-5:45pm Event Session
5:45pm-7:00pm Dinner
7:00pm-8:00pm Event Session

DAY 4 – LEVEL 2 SCHOOL

7:00am-8:30am Breakfast
8:30am-12:00pm Event Session
12:00pm-1:15pm Lunch
1:15pm-5:45pm Event Session
5:45pm-7:00pm Dinner

7:00pm-8:00pm Event Session

DAY 5 – LEVEL 2 SCHOOL

7:00am-8:30am Breakfast

8:30am-11:30am Closing Session (all-auditorium)

11:30am-12:00pm Checkout of Dorms