



2009-2010 Impact Coaches Clinic Request Form

NCR Policy on hosting an IMPACT COACHES CLINIC

- There will be NO IMPACT Coaches Clinics scheduled before December 1st or after May 31st.
- All IMPACT Coaches Clinics must be posted online a minimum of two (2) weeks in advance of clinic date.
- All clinics must be NCR/USAV approved.
- All clinics must be open to anyone-**no private clinics**.
- All coaches must attend an IMPACT Coaches Clinic at least ONCE, however, coaches may attend as many clinics as they would like; free of charge.
- If there are any fees for hosting IMPACT Coaches Clinics, NCR needs an invoice in order for you to be reimbursed. NCR must be made aware of any fees involved before the clinic will be approved.
- All non-metro IMPACT Coaches Clinics MUST be held on a weekend.
- All Impact Coaches Clinics MUST be **4 hours** in length.
- All requested Impact Coaches Clinics **MUST** be able to accommodate, at a minimum, 25-30 coaches.
- PLEASE NOTE:** Any participants that ARE NOT, OR WILL NOT, BE NCR MEMBERS, must pay a \$50 registration fee. Contact Jennifer (800-657-6967 or 952-831-9150 ext. 4) to prepay.
- All Impact Coaches Clinic participants will contact NCR (Jennifer) to pre-register for their specified clinic.

NCR Staff has FINAL APPROVAL on all clinics.

To be approved for hosting an IMPACT Coaches Clinic, all the following information needs to be completed and submitted **at least one month** before the date requested.

Date (Option 1)		Time (4 hours)	
Date (Option 2)		Time (4 hours)	
Date (Option 3)		Time (4 hours)	
Site		Room #	
Site Address			
Contact Person		Phone Number	
E-mail			
Contact Person Day of Event		Cell Phone	
Time Building will open			
Maximum Capacity (MINIMUM OF 30)			
Room has Internet access	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Room has Power Point Equipment available	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please submit form by e-mail or fax to:

jennifer@ncrusav.org Fax (715) 273-4216

Any questions, please contact Jennifer at 800-657-6967 or 952-831-9150 ext. 4