



Infant Toddler On The Go

Procedure for Hosting an “On the Go” Infant Toddler Workshop Revised May 2017

Scheduling and Fees

- The approved list of qualified instructors is posted on the US Swim School Association website or can be obtained by contacting the Association office at 480-837-5525 or emailing admin@usswimschools.org. Host swim school will choose from the approved list and make all arrangements directly with their chosen presenter.
- Host swim school is responsible for compensation to the presenter of their choice. Host swim school and presenter will agree on the financial terms of the presentation fee, meals, accommodations and travel expenses prior to training.
- The On the Go IT Workshop fee is \$50 per person. Host swim school is responsible that these fees are sent to the USSSA office within 48 hours after the workshop. If additional member swim schools participate, host swim school will collect checks made out to USSSA and mail them to the Association office within 48 hours after the workshop.
- Since host swim school will cover the costs incurred to present this workshop, (presenter's fee, food, meeting space, etc) It is completely acceptable for them to charge an additional fee to attendees from other swim schools.
- Host swim school and other attendees must be current members of the US Swim School Association. Each attendee in the Workshop should also be registered as an *individual* member of USSSA.
- Workshop time is limited to USSSA approved Infant Toddler Instructor Education Program only. This means that the presenter cannot deviate from the course as written, i.e. adapt it to a particular swim school's program.

Specific Arrangements

- Specific details of courses and dates will be arranged between the selected presenter & a representative from the host swim school.
- Length of time to present the course will be 7 ½ to 8 hours.
- Any necessary computer and projector equipment will be provided by the presenter or the host school as agreed upon.



- USSSA will post/promote on Facebook or eNews if requested by the hosting swim school.

Course Materials

Approved course material link will be provided to the swim school host by the presenter prior to the date of the event. It is recommended that attendees print out the materials to bring to class.

Course Attendance and Evaluations

Attendance: The Host School will have all attendees register on the sign in sheet provided by the instructor.

Evaluations: The Host School will have all attendees fill out evaluations.

The IT On the Go presenter will send a legible attendee list and evaluations to the Association office no later than 5 days after the event. USSSA maintains a master record of workshop attendance.

Certificates of Completion

The Association office is responsible for creating and printing the course certificates upon the completion of the course. The certificates will be mailed back to the respective schools in attendance to distribute to the individuals in their school who took the Workshop once payment in full is received by Association office. For international workshops, the certificates are printed on-site by the instructor upon completion for the workshop.

Additional Items

- The host swim schools are encouraged to incorporate snacks, beverages, etc. into their hosting
- Additional supplies, materials, teaching tools as request by the presenter are to be provided at the cost of the host swim school.

