

United States Water Fitness Association

A Non-Profit Educational Organization

**Do you want to certify Water Fitness Instructors
at your Aquatic facility?**

(This can also be an in-house training for your Water Fitness Instructors.)

**HOST A
NATIONAL CERTIFICATION
COURSE FOR
WATER FITNESS INSTRUCTORS
AT YOUR FACILITY in 2009**

Informational Packet including an Application to Host-A-Course



United States Water Fitness Association
P.O. Box 243279
Boynton Beach, FL 33424-3279
Phone: 561-732-9908 ♦ Fax: 561-732-0950
E-mail: info@uswfa.org ♦ Web Site: www.uswfa.com

HOST A NATIONAL CERTIFICATION COURSE FOR WATER FITNESS INSTRUCTORS COURSE AT YOUR AQUATIC FACILITY

Hosting a course does not cost your organization anything and can help you in many ways, including:

- A. **MONEY FOR YOUR FACILITY** – (As of January 2, 2009) The USWFA will send you a check after the course if we have 10 or more register and pay for the specific course at your facility. The following is the payment schedule:
 - 10 to 14 paying participants = \$250
 - 15 to 19 paying participants = \$350
 - 20 or more paying participants = \$450
- B. You receive a free Primary or Masters* Course for a staff member of your choice for every six paid participants. * Masters Level students must meet the Masters Level prerequisites.
- C. Everyone who signs up for the course from your facility (instructor or member) pays the member price, since you are hosting the course
 - Primary Course = \$247 **(Member Price \$211)**
 - Masters Course = \$277 **(Member Price \$235)**
- D. Your employees won't need to travel to become certified
- E. Helps you to discover potential employees
- F. Your facility gets a free USWFA one year Facility Membership (\$100 value)
- G. Your facility is designated as a "National Training Center For Water Fitness Instructors"

YOUR NEXT STEP

- 1) Decide when you would like to host a course. We need at least 6 weeks advance notice so we can publicize the course on our website as well as notify other facilities in the area. We prefer a minimum of six participants; however we can conduct a course for less than 6 persons (but a minimum of 3) *if* the Instructor Trainer agrees to do so. The maximum number of participants is 20.
 - a. If you wish to host an in-house training but haven't given advance notice and you have at least 6 people who will sign up, you must have approval of the Director of Certifications prior to submitting the Host-A-Course form.
- 2) Complete the Application to Host a National Testing Day (page 5) and fax it to USWFA National Headquarters to the attention of the Director of Certifications. Mail the original. When the application is received we will call you to confirm the date and answer any questions you may have.
- 3) After the confirmation, the course will be placed on our website. We will also e-mail you a Host Promotional Packet containing materials for you to start promoting the course locally. We have found local promotion results in bigger and more successful classes!
- 4) We are committed to making your course a success and we ask our host be committed as well. Please have your employees and members register by the deadline so they have enough time to study and complete the Pre-Course Materials.

We look forward to hearing from you!

General Information for Potential Facility Hosts

1) Desired Certification Level

- Primary Course - National Certification for Water Fitness Instructors
 - a. Must be at least 16 years of age
- Masters Course - National Certification for Water Fitness Instructors, Advanced
 - a. Must be at least 21 years of age
 - b. Have a minimum of 1 year of experience teaching water exercise and at least 100 hours of actual experience teaching water exercise.

2) Responsibility of the Host Organization

- Provide a Course Host or Hostess – This is usually the Aquatic Director, Coordinator of Water Fitness or one of your key aquatic employees. This individual is the designated contact person for USWFA Director of Certifications, the Instructor Trainer, and course participants. This person needs to be committed to making the course a success, helping recruit people for the class, make sure the classroom and pool are available, set up and prepare for the NTD, and make sure front desk personnel are aware of the course and where to direct the participants on the day of the course.
- Provide the following for the National Testing Day:
 - i. Adequate meeting space for the classroom session. The room needs to be arranged classroom style, with large tables, for the morning session of the course.
 - ii. Swimming pool space for water sessions. This does not require the use of your whole pool, just a part of it; this is proportional to how many participants we have for the course.
- Promote the Course – See section 3 for further details
- Keep in contact with the Director of Certifications, checking in and/or notifying with any questions or concerns you may have.

3) Course Promotion

- It is the Host Organizations responsibility, along with USWFA, to promote the course in their area so there are enough registered to hold the course. The earlier you start promoting, the better.
- Post the special promotional flyers we e-mail you at various locations in the community, including your facility, colleges and universities, YMCA's, Parks and Recreation Departments, and other aquatic facilities.
- We also do a mailing from USWFA Headquarters to Aquatic Facilities in surrounding cities notifying them of a course in their area. If you have a mailing lists which includes potential class participants or organizations who might be interested, please provide that to us and we will be happy to send them course information and registration forms at no cost to you.

4) Course Schedule

- Courses are usually held on a Saturday or Sunday but may be held on weekdays with the approval of the USWFA Director of Certifications.
- The day of the course, students arrive at 9:30 A.M. to check in and hand in their completed Pre-Course materials. The classroom session is from 10 A.M. to 12:15 P.M. This is followed by a 45 minute lunch break. The water session is from 1 P.M. to 4:00 P.M.
- The class will be no less than six hours, but could run over depending on the number of students.
- Any changes to the class schedule must be discussed and approved by the USWFA Director of Certifications prior to course approval.

5) Class Minimum

- We prefer to have six participants to hold a National Testing Day but we can conduct one with fewer participants if the Instructor Trainer agrees.
- NTD cannot be conducted for less than three people. If we have less than three people signed up, the course will be postponed to a later date. Individual testing sessions are NOT permitted.

6) Course Registration

- Individuals can register for our National Testing Day by mail, phone, fax, or through our website using PayPal. The Pre-Course materials and the registration confirmation is mailed when the registration and payment is received by USWFA.
- To ensure proper time for the completion of Pre-Course materials the manuals are sent out on the day we receive payment. If payment is received after 2 P.M. the manual will be mailed out the following weekday. All manuals are sent via Priority mail and the shipping time is usually 2-4 days.
- The Host Organization should not accept any registration forms or fees.
- Those who wish to register after the deadline should call and confirm that registrations are still being accepted for the course.
- USWFA does not accept purchase orders and we must have payment in full prior to the course materials being sent out. There are no exceptions and we do not give refunds.
- However, if an invoice is needed in order to facilitate payment, please let us know and we can provide one for you.

7) Registration Deadline

- The registration deadline for participants is three weeks prior to the NTD. We establish this so each person has adequate time to read the manual and complete the Open Book Test, Facility Visit, and their Plan for the Water Test.

8) Who will be the Instructor Trainer for the NTD?

- If you were referred to us by a USWFA Instructor Trainer, there is a space on the Host A Course form where you can indicate who referred you. If you would like them to teach the course at your facility, please indicate that as well.
- If you do not specify an Instructor Trainer, USWFA will locate an I.T. in your area to teach the course.

9) When do we receive our certificates and cards?

- When we receive the Instructor Trainer's Final Report, each persons file is evaluated to ensure all requirements have been met. If all requirements have been met, the certificates are mailed. This happens approximately two weeks from when we received the final report from the Instructor Trainer.
- If the requirements have not been met, the individual will receive a letter stating what is needed to complete the course and the certificate will not be sent out until that individual fulfills all requirements.

Questions?

Call 561-732-9908 or E-mail info@uswfa.org

APPLICATION TO HOST A NATIONAL WATER FITNESS INSTRUCTORS CERTIFICATION COURSE

Facility Information

Facility Name _____
Host/Hostess Name _____ Title _____
Mailing Address _____
City _____ State _____ Zip _____
Actual Street Address _____
City _____ State _____ Zip _____
Facility Phone: _____ Host/Hostess Cell# _____
Facility Fax: _____ E-mail _____

Please list two proposed dates for the course (one six hour day)

First Choice Date _____ Day of Week _____
Second Choice Date _____ Day of Week _____

Pool Information

Length _____ Width _____ Water Temperature _____
Depth - Shallow End _____ Depth - Deep End _____
Description of Pool _____
Do you have a portable stereo at the pool for our use? _____

Meeting Room Information

Room Size _____ Distance from Pool _____
Number of Participants that can fit comfortably _____
Other Information _____

Promotional Information

How many people do you have ready to register? _____
How do you plan to promote this course and get the maximum number of participants?

Were you referred to our organization by a USWFA Instructor Trainer? YES NO

If Yes, Name _____

Would you like them to facilitate your course? YES NO

Signature/Approval by Host Organization

Name/Title _____
Signature _____ Date _____
Phone _____

Please fax this form and mail original to:
USWFA Director of Certifications
P.O. Box 243279, Boynton Beach, FL 33424-3279
Fax: 561-732-0950 E-mail: info@uswfa.org