

PTSO Coaching Clinic Request Process

Broomball Canada / Canadian Broomball Federation

Purpose: This document outlines the process for Provincial/Territorial Sport Organizations (PTSOs) or local hosts to request and coordinate a Broomball Canada clinic, including BTC, BF2, and Officials clinics.

Step	Responsibility	Action	Notes / Required Information
1	Host / PTSO	Submit a clinic request to Broomball Canada.	A Google Form will be available to collect: clinic type (BTC, BF2, Officials), clinic date, location, and expected number of participants (minimum: 5 participants).
2	Coaching Coordinator	Contact Learning Facilitators (LFs) to secure an LF for the requested date.	If no LF is available, the Coaching Coordinator will propose an alternate date based on LF availability.
3	Coaching Coordinator	Create the event in The Locker and assign the LF.	This occurs once the LF and clinic date are confirmed.
4	Broomball Canada / Coaching Coordinator	Notify the host that the clinic is confirmed.	The host may then proceed with participant registration and fee collection.
5	Host / PTSO	Collect participant information and clinic fees and submit them to Broomball Canada.	Recommended deadline: at least one (1) week before the clinic date.
6	Coaching Coordinator	Enter participant information into The Locker and provide the required information to the LF.	Participant information must be complete before the clinic.
7	Broomball Canada / Coaching Coordinator	Send an email to the host for distribution to participants.	The email should include electronic copies of clinic documents and instructions. Participants who want printed copies are responsible for printing them themselves.
8	Learning Facilitator / Coaching Coordinator	After the clinic, the LF confirms attendance and the Coaching Coordinator completes the Locker event.	Attendance confirmation is required to finalize the clinic in The Locker.

Process Overview

Clinic Request Information

The host must provide the following information when requesting a clinic: type of clinic (BTC, BF2, or Officials), preferred clinic date, clinic location, and expected number of participants.

Participant Information and Fees

The host is responsible for collecting participant information and clinic fees. This information should be submitted to Broomball Canada at least one (1) week prior to the clinic date so participant information can be entered into The Locker and shared with the assigned LF.

Payment Options

Payment may be submitted by the host by mail or by e-transfer to cbfbroomball@shaw.ca. Please clearly indicate what the payment is for on the cheque or in the Notes section of the e-transfer (Clinic type, date, location, number of participants).

Clinic Materials

Broomball Canada will provide the host with an email to distribute to registered participants. This email will include electronic copies of clinic documents and instructions. Note: participants who want printed copies are responsible for printing them themselves.

Post-Clinic Completion

Following the clinic, the LF will confirm attendance with the Coaching Coordinator. The Coaching Coordinator will then complete the event in The Locker.