



Guide to Hosting a Certified Disability Sport Specialist (CDSS) Training Workshop

Overview

Ongoing education is the cornerstone of being an effective professional. Over the course of a successful career new information is continually emerging through research and field experience that changes the framework and delivery of best practices. Historically, very few opportunities have existed for professional development specific to the field of disability sport and physical activity that systematically delivers up to date information on the current standards of best practice.

Hosting a CDSS Regional Training Workshop offers the opportunity to bring a cutting edge professional development program not only to the professionals, coaches and volunteers within your organization, but also to those within your region. Offering disability sport and physical activity professional development opportunities is a unique way to designate your organization as a leader in the field.

Format

The CDSS Regional Training Workshop is a two-day program that provides participants the ability to meet all of the curriculum requirements for CDSS Level I and Level II certification. The workshop can be held on any two consecutive days including the weekend. The purpose of the CDSS Regional Training Workshops is to make the certification process available to as many people as possible. In order to host a workshop, you must commit to a minimum of 30 participants that will seek certification. People that are not seeking certification but interested in the content may attend the workshop as well.

BlazeSports provides 2-3 instructors that have earned the CDSS Level III or IV credential for each workshop. By utilizing multiple instructors we can provide varying expertise and experiences to enhance the content of the workshop.

Each workshop will be customized to meet the needs of the participants and utilizes their experiences, interests and expertise to create an interactive environment that recognizes and values the participant as a knowledge source.

Schedule

A typical schedule representing a workshop that offers the complete CDSS Level I & II Curriculum is described below.

Day 1

Time	Session
7:30-8	Registration
8-12	Morning Sessions Introductions/Icebreaker Paralympic Sport Structure Foundations of Advocacy
12-1	Lunch
1:15-5	Afternoon Sessions Injury Prevention Risk Management Manual Sports Chairs

Day 2

8-12	Morning Sessions Day 1 Review/Questions Mental Skills I Long Term Athlete Development
12-1	Lunch
1:15-5	Afternoon Sessions Technology in Disability Sport Planning and Goal Setting Classification

Registration Fees

Each workshop participant must pay a \$100 registration fee to BlazeSports that covers course materials, application review, and credentialing. The application review is a process that allows BlazeSports to properly customize each workshop based on the needs of the participants. The host organization may charge a registration fee in addition to the workshop fee in order to cover costs associated with hosting the workshop.

CEUs

CEUs are available for the workshop and are based on the formula of 1 CEU for every 10 contact hours. The Regional CDSS Training Workshop is approved for 1.0 CEU.

The CEUs are offered through the University of Central Oklahoma (UCO). There is an additional cost of \$20 for the CEU certificate and is payable directly to UCO. For the same cost, attendees can also receive CEUs from other BlazeSports professional development opportunities such as webinars or the BlazeSports Conference (when offered).

Estimated Budget to Host a Workshop

BlazeSports is committed to providing professional development opportunities for people engaged in disability sport and physical activity. While we would like to provide these opportunities free of charge, in the absence of specific funding sources the host organization must commit to offsetting the costs associated with the BlazeSports staff leading the training workshop. The estimated cost of a typical CDSS Training Workshop (two-days) is between \$6,000-\$7,000 dollars. BlazeSports will work with the hosting agency to determine specific workshop cost. BlazeSports will look to the host organization to assist in providing at no cost or as low a cost as possible the following:

- Facility
- AV equipment
- Morning and Afternoon Refreshments
- Hotel Partner
- Optional special evening event (after Day 1 sessions)

Facility Requirements

It is up to the host organization to secure a facility and audio-visual equipment necessary for the workshop. In order to successfully deliver the training, the following must be made available: classroom setting with desks or tables and chairs to comfortably accommodate the anticipated attendance, projector and screen for Power Point presentation (BlazeSports will provide laptop), audio equipment as necessary for speakers and video clips, internet access, and refreshments as appropriate for an all-day training. Ideally the facility will be located in close proximity to host hotel and have options for lunch if the host organization is not providing lunch as part of the program. Options for dinner are also helpful.

The facility should provide ample room for attendees to get some hands on experience with sports chairs for the manual sports chair session. Ideally the facility will have an open area equivalent to a basketball court to accommodate this part of the workshop.

As each workshop is customized to the attendees, some additional requirements may be discussed as planning develops. Additionally, some requirements may be waived if they are deemed unnecessary.

Equipment Requirements

Manual sports chairs are an essential component to the curriculum. In order to provide participants with practical experience that can be taken away from the workshop we need to have access to sports chairs during the training. We ask that you have the following available for the Manual Sports Chairs session:

- All Court Chairs: Two (2) Basketball Chairs with different dump and one (1) Tennis Chair
- Racing Chair: Kneeler and legs-in-front
- Rugby Chairs: Two (2), One high pointer, one low pointer
- Field Chair with tie downs and stakes

- Handcycle: Upright and Recumbent
- Air Pump: Electric and Foot
- Presta Valve adapters
- If you utilize very specialized chairs within your program, we would be happy to incorporate them as well. Examples would be chairs for fencing, softball and dance.

Processing Applications

BlazeSports will provide the review of all CDSS application materials. This will require a close working relationship between the host organization and BlazeSports to ensure that all participants have completed all the necessary materials prior to the workshop. This will allow BlazeSports to properly customize the workshop to the participants' needs and award certification in a timely manner. Certification may be awarded at the conclusion of the workshop for applicants that complete all application requirements that have been reviewed and approved by BlazeSports, including successful completion of an online exam.

Marketing Your Workshop

Publicity for the workshop is recommended to start 6-8 weeks in advance of the training.

BlazeSports will help create a flyer to advertise the workshop and properly communicate the workshop content. BlazeSports must provide a final review of all materials used to advertise CDSS Regional Training Workshop in order to ensure the proper use of logos and marks. In order to assist in recruitment, BlazeSports will post the flyer on the BlazeSports Facebook page and website event listing, but it is the host's responsibility to publicize the training and ensure that at least 30 CDSS applicants register.

BlazeSports encourages organizations interested in hosting a CDSS training to form a committee made up of local partners and stakeholders such as Paralympic Sport Club representatives, local hospital/rehab facility staff, VA hospital/clinic staff, APE professionals, park and recreation staff, colleges and universities that offer degree in related areas (physical education, adapted PE, Therapeutic Recreation, Sports Administration, Physical Therapy and Occupational Therapy) and disability sport leaders in the community to plan and market the event. This will help ensure that the event reaches the greatest number of candidates within a region.

Questions

Any questions that you have in regard to hosting a workshop can be directed to Jeff Jones, jjones@blazesports.org or 404-270-2036.