



**Request to Coach/Instruct on the Conejo Valley Archers Range for CVA and non-CVA Events**

Name: \_\_\_\_\_ Date \_\_\_\_\_

CVA Member? Yes  No  If No, name of CVA Sponsor \_\_\_\_\_

Certification level or experience: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requesting Approval for DOS or Head Coach at CVA Events? Yes  No

Individual Lesson Information (include information that will assist the Board in making decision)

Date and Time of Lesson(s) \_\_\_\_\_

Other Individual Lesson Information \_\_\_\_\_

Group Lesson Information (include information that will assist the Board in making a decision)

Date and Time of Lesson(s) \_\_\_\_\_

Number of Students \_\_\_\_\_

Student Organization Affiliation (if any) \_\_\_\_\_

Other Group Lesson Information \_\_\_\_\_

Additional Coaches/Instructors \_\_\_\_\_

Copies of the Following Documentation for All Coaches/Instructors Submitted:

Coaching/Instructor Certificate  Range Pass Certification or Background Check

US Archery / NFAA Membership Card  SafeSport Certificate

By signing below you certify you have read and will abide by the Conejo Valley Archers Coaching Policy and will update all of the above coaching documentation for yourself and all other coaches within 10 days of expiration.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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For CVA BOD use only: All Approvals valid from \_\_\_\_\_ through \_\_\_\_\_

All Documentation for all Coaches/Instructors Received? Yes  No

Applicant Approved as DOS or Head Coach at CVA Events? Yes  No

Applicant Approved for Individual Coaching? Yes  No

Applicant Approved for Group Coaching (10 or fewer participants/students)? Yes  No

Applicant Approved for Group Coaching ( \_\_\_\_\_ participants/students)? Yes  No

Charge for use of consumables \_\_\_\_\_ Approved use fee to be given back to CVA \_\_\_\_\_

\_\_\_\_\_  
CVA Club President Signature

\_\_\_\_\_  
Date Approved by Board

**Instructions:**

Deliver this completed form to a CVA Board member, email to [vicepresident@cvarchers.com](mailto:vicepresident@cvarchers.com) or mail to: Conejo Valley Archers  
P.O. Box 3982  
Thousand Oaks, CA 91359

Coaching/Instructing Requests for returning coaches/instructors should be submitted to the BOD before the September BOD Meeting in order to be approved for the new club year which begins October 1. First time coaches may submit at any time. Requests will be reviewed during the next scheduled CVA Board meeting, no coaching/instructing may occur prior to approval. A CVA Officer will contact prospective candidates with information, instructions, consumables charge, and suggested donation information.

Coach/Instructor Certificates, Safe Sport Certificates, Background Checks and Range Passes expire at different times throughout the year. CVA must receive updates on all documentation within 10 days of expiration or all approvals are rescinded.

Request to Coach Form  
Final 8/2021