



COMP INTRO EVALUATION REQUEST PROCESS

1. Candidates submit "Request for Evaluation Form" to Synchro Ontario (attached) which is available on the website. **Requests submitted after April 30 will be processed during the next competitive season.**
2. Synchro Ontario assigns an evaluator for the candidate, with the intention that candidate will take care of each of the three items to be evaluated. The assigned evaluator will contact the candidate directly and make all arrangements to complete the tasks. Evaluations include:
 - a. Portfolio Module (Evaluation Fee \$50) – sent to the evaluator by candidate via mail and to be completed first.
 - b. In-training Module (Evaluation Fee \$50) - evaluator comes to the pool to evaluate your practice**
 - c. In-Competition Module (Evaluation Fee \$50) – evaluator observes your coaching at a competition**
3. The evaluator makes arrangements with the candidate for the actual evaluations. The candidate covers travel costs for the evaluator and pays the fees and travel costs to the evaluator at the start of the evaluation.
4. Upon either successful or unsuccessful attempts at any of the three evaluations, the evaluator must submit results (along with candidate name, date, etc) to Synchro Ontario.

**Candidates will not be asked to pay more than the cost of the evaluation (\$50 per module) plus mileage (round trip) at \$0.40/km. In cases where the mileage exceeds \$50, Synchro Ontario will either cover the additional cost or allow the candidate to submit a video for evaluation. This applies only to the candidate's first attempt to pass the module. Any subsequent evaluations after an unsuccessful attempt are not funded by Synchro Ontario; however, use of video may still apply.



REQUEST FOR EVALUATION

Please submit Request for Evaluation to coachtraining@synchroontario.com

An evaluator will be assigned.

Coach Name			
Full Address			
Phone #			
Email Address			
Club			
Head Coach's Name			
Level of Athletes			
MED complete? (CIRCLE)	YES	NO	

FOR OFFICE USE ONLY		
Evaluator Assigned:		
Portfolio:	Date Successful:	Revisions required:
In-training:	Date Successful:	Action Items:
In-competition:	Date Successful:	Action Items:
MED proof:	PROOF provided:	PROOF required: