

**The CrossFit Harrow Internship Program**

Goals of the Internship Program:

1. To provide our potential trainers with the opportunity to further their growth as an athlete and trainer by becoming a trainer (Note: This in no way takes the place of a CrossFit Level 1 trainer course – which is a requirement for completion of this program)

2. To create a core group of assistant/intern instructors that is both knowledgeable and proficient in the instruction of CrossFit movements and capable of teaching a fun and valuable CrossFit class.

**Program Description**

The Internship Program was designed with two basic elements in mind:

1) Teach participants how to become good, solid CrossFit coaches;

2) Keep the rules and requirements to a minimum so that the program maintains an air of fun, lightness, growth, camaraderie, and learning.

While there are definite requirements to get into the program, the only real “structure” you will find in the program is the progress timeline. This is in place to keep you moving forward so that we know that as a member of the internship you are committed to becoming a trainer. Other than that, there are very few “handles” to keep you on track. We are only looking for those people that are responsible self-starters, motivated, and who don’t need hand-holding to keep them on the path.

To become a potential trainer via our program, the only requirements are to pass the written and practical tests for each level. We have also included our Level Recommendations to assist you in your preparation for the tests. Remember that these are only recommendations.

We have designed the program to be completed in as little as 4 months or less. The speed at which you move through the program will be determined by your background, experience and

diligence in practice and execution.

Note: Completing the Internship in no way obligates you to being a part time or full time employee. Neither does completion of the internship guarantee you a position as a part-time or full-time employee .

Entry Requirements

1. Write a “Letter of Intent”; This letter/essay does not need to be long, but it should be from the heart. (This IS a requirement, and may be used to determine your eligibility for participation in the program.). In the letter you should include answers to the following:

• What does CrossFit mean to you?

• Why do you want to be a coach?

• Why would someone want you to be their coach?

• What is your background (include all): education, profession, sports, and fitness?

• What are your strengths & weaknesses?

2. 1-on-1 Interview: You may be invited for a 1-on-1 interview with the head coach. The goal of this interview is discover your motivation and drive into becoming a CrossFit coach.

3. Experience: Though not required, ideally applicants have some coaching experience (CrossFit or otherwise) and have taken (or are registered to take) their CrossFit Level 1.

4. Deposit: If accepted, you will be required to submit a £250 deposit to participate in the program. This deposit is returned in full to you upon completing of the course, or if we make the decision to discontinue the internship for the group or that individual. If you pull out of the course or fail to make the attendance requirements, then we will keep the deposit as a charge of services. This deposit ensures we only take on interns who are dedicated to the program.

**General Participation Requirements**

***Phase 1 - Observation: Length 4-6 weeks***

Shadow a minimum of 20 classes: The objective is to allow the intern to observe the class (without the pressure of coaching) and make notes on how current coaches lead, teach, see/correct, demo, build relationships and manage groups. During this time they will be given the “Class Procedures” (see appendix 1) outline to follow along. Of these hours the interns must shadow each of the Fundamentals sessions, in fact we encourage interns to get the majority of these 20+ hours from the Fundamentals Classes.

Gym duties, a minimum of 10 hours: The objective is to allow the intern to gain experience of the other duties of coaches outside of class hours. This includes (but is not limited to) class preparation, administration and facilities work.

Attends ‘Train the Trainer’ sessions, a minimum of 4 hours: The coaches will have a regular Train the Trainer session. These sessions focus on the overview of the gym’s programming, coaching/seeing/correcting drills and problem solving tasks

**Phase 1 test:** The aim of this written test is to ensure that you have a knowledge of the fundamental movements used within CrossFit, to have an understanding of the common faults and ways to correct them, as well as demonstrating a wider understanding of the CrossFit methodology and philosophy (see appendix 2).

**Complete CrossFit Judges Course**

**Phase 1: End of phase checkpoint**

At the end of Phase 1 you will sit down with the head coach who will review your performance. From here there are two possible avenues:

**Stop:** The Head Coach may wish to stop the internship program at this point if they don’t believe the candidate has the qualities or potential to be a successful coach at this time.

**Continue:** The potential coach will continue with the next phase of the Internship; continuing to improve and learn about the Coaching standards.

**Phase 2 - Assisting: Length 4-6 weeks**

Assist a minimum of 20 classes: This level is designed to determine your personal proficiency and fluency with the fundamental movements in terms of coaching, cuing, faults, corrections and CF fundamentals. In phase 2 the intern will assist in classes under the guidance of the coach. Of these hours the interns must assist in each of the Fundamentals Classes, in fact we encourage interns to get the majority of these 20+ hours from the Fundamentals Classes.

Gym duties, a minimum of 10 hours: The objective is to allow the intern to gain experience of the other duties of coaches outside of class hours. This includes (but is not limited to) class preparation, administration and facilities work.

Attend ’s Train the Trainer sessions, a minimum of 4 hours: The coaches of have a regular Train the Trainer session. These sessions focus on the overview of the gym’s programming, coaching/seeing/correcting drills and problem solving.

**Phase 2 test:** This is split into two parts. The first part requires the intern to teach a movement to an individual or a small group. This will be accompanied with a oral Q & A including technique and knowledge-based questions on form, cueing, faults, corrections, of our fundamental movements, general physiology and knowledge of CrossFit’s training fundamentals and philosophy. The second part is to write an original article on one of the movements commonly taught at (to be posted on the blog for members). The article can be on any movement of your choosing, provided it has not been covered by one of the other interns.

**Complete Spot The Flaw**

**Phase 2: End of phase checkpoint**

At the end of Phase 2 you will sit down with the head coach who will review your performance. From this there will be two possible avenues:

**Stop:** The Head Coach may wish to stop the internship program at this time if they don’t believe the candidate has the qualities or potential to be a successful coach at this time.

**Continue:** The potential coach will continue with the next phase of the Internship; continuing to improve and learn about the Coaching standards.

**Phase 3** - Leading: Length 4-6 weeks

Lead a minimum of 20 classes/1-1’s: This level is designed to test your effectiveness as a trainer of a CrossFit Class. By this phase you should already be proficient in coaching all the fundamental movements and discussing, conversing about and teaching the fundamental principles of CrossFit training. You must demonstrate proficiency as a trainer of an entire Class. Of these hours the interns must act as lead coach in each of the Fundamentals Classes, in fact we encourage interns to get the majority of these hours from the Fundamentals Classes

Gym duties, a minimum of 10 hours: The objective is to allow the intern to gain experience of the other duties of coaches outside of class hours. This includes (but is not limited to) class preparation, administration and facilities work.

Attends Train the Trainer sessions, a minimum of 3 hours: The coaches of have a regular Train the Trainer session. These sessions focus on the overview of the gym’s programming, coaching/seeing/correcting drills and problem solving.

**Phase 3 test:** You will be evaluated on your coaching and instruction of an entire CrossFit class on 3 different occasions. For each evaluation, you will be responsible for teaching an entire class, start to finish, and will be evaluated by a member of the senior coaching staff. See appendix 3 for the Phase 3 test criteria.

**Complete Scaling Course**

**Phase 3:** **End of phase checkpoint**

At the end of Phase 3 you will sit down with the head coach who will review your performance. From this there will be two possible avenues:

**Stop:** The Head Coach may wish to stop the internship program at this time if they don’t believe the candidate has the qualities or potential to be a successful coach at this time.

**Further Development:** The Head Coach may decide that you have shown the potential and the skills to be a future coach at , however further development is needed in some areas. The Head Coach will provide a plan for improvement and a timeline for re-assessment.

**Completed:** The Head Coach has decided you have fulfilled the standards and requirements \*to be a coach at CrossFit Harrow

\*Note: Completing the Internship in no way obligates you to being a part time or full time employee . Neither does completion of the internship guarantee you a position as a part-time or full-time employee.