

## HEAD CLINICIAN JOB DESCRIPTION

### PRE-CLINIC in Conjunction with OEP Office

#### *6-8 weeks in advance*

- Communicate with Assistant Clinicians, Apprentice Clinicians, and Clinic Manager
- Coordinate travel plans with other clinicians, and arrange for a rental car if necessary
- Secure list of clinic participants and all necessary paperwork (Rating Application; Registration)
- Communicate with Assistant Clinicians, Apprentice Clinicians, and Clinic Manager prior to the clinic
  1. Contact Information --- Address; Cell Phone; Emails Address
  2. Assign lessons/activities to Assistant Clinicians and Apprentice Clinicians
  3. Create mentor groups or assign participants to clinicians
- Arrange for snacks, beverages, and meals as necessary with the Manager
- Arrange for AV needs (TV with DVD player; Projector; Screen);
- Prepare materials --- Workbooks, Power Point, Video Clips, Handouts, Rating/Feedback Forms, Schedules
- Determine data collection procedures; post clinic evaluation; feedback; letter writing assignments
- Prepare for inclement weather/make assignments
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#### **3 Weeks in advance**

- Send detailed letter to participants, including clinic site, time, expectations
- Communicate with clinic participants prior to the clinic
  1. Contact Information --- Name; Address; Cell Phone; Email address
  2. Questionnaire, Reflections, Pre-Clinic Assessment, Goals
- Arrange classroom schedule/agenda with Manager
- Arrange on-field schedule with Tournament/Play Day Assigner
- Coordinate classroom schedule and on-field schedule

### **CLINIC**

- Welcome; Distribution of materials; Overview of clinic; Expectations; Collect pre-clinic assignments --- reflections; goals; pre-assessment
- Use appropriate level US Lacrosse curriculum materials; USL Rulebook; NCAA Rulebook (when appropriate); WDOC Umpire Manual
- Facilitate classroom instruction; lessons; activities; group discussions
- Facilitate on-field instruction; feedback; ratings
- Attend to the needs of all participants --- learning styles, abilities, etc.
- Utilize the skills of clinic staff
- Provide appropriate breaks for snacks, beverages, and meals
- Adjust schedules and assignments as needed due to weather, injury, skill sets, learning styles, etc.
- Collect all rating forms; feedback forms

- Collect Clinic Evaluations from all participants, forward to the OEP Office

#### **POST CLINIC**

- Submit Financial Forms to USL, including clinic fees and travel reimbursement forms and all receipts
- Notify clinic participants regarding feedback and/or rating per WDOC Umpire Manual Policy and Procedure Section 7. Note: The Head Clinician provides oversight of letters written to all clinic participants. If the Head Clinician chooses to delegate letter writing responsibilities, all letters shall be written in the same format with an introduction and/or overview followed by strengths and challenges described in each of the 5 core areas. The Head Clinician will review all letters before distribution to the clinic participants.
  - a. Email 1 week after clinic regarding rating results
  - b. Send letter (feedback and rating information) 2-3 weeks after clinic
  - c. Notify appropriate Local, Region, and Super Region Chairs and Assigners regarding Rating and Expiration of clinic participants
  - d. Retain Letters for 3 years