Instructional Clinics Hosting Information for Chapters and Leagues:

Processes, Procedures, and Administration

BASIC REQUIREMENTS FOR HOSTING

1. Hosting chapter must identify a reliable, responsive hosting team, including a site coordinator (team captain) who is the primary USL contact and responsible for overall running of the day.

2. Hosting chapter must contact Sarah McKinley (smckinley@uslacrosse.org), Coaching Education Clinic Manager, with preferred dates for clinic by July 15, 2012 for Fall 2012 clinics (October-December) and by November 15, 2012 for Winter 2013 clinics (January-March). Clinics must be scheduled AT LEAST 8 weeks in advance. No clinic under the 8 week advance notice will be scheduled.

3. Host must be able to secure 20 coaches in each game, Men's and Women's, when hosting a clinic. If the numbers are not met two weeks prior to the scheduled date, US Lacrosse holds the right to cancel the clinic.

FACILITY REQUIREMENTS

LEVEL 1:

CLASSROOM REQUIREMENTS:

Mandatory

Seating for ALL clinic attendees (Audio visual materials must be visible from seating)

- LCD Projector
- Laptop computer
- Screen or wall for projection

GYM SPACE REQUIREMENTS: This clinic is HANDS ON! The field space is imperative to a quality experience.

Mandatory

- At least two 30 yards x 30 yards per clinic
- Outdoor (preferable) or Indoor
- **If outdoor, MUST have inclement weather space available inside**
- One full outdoor field with goals at either end is plenty of space for the clinic
- 2 Goals
- First aid kit

A Typical Day: Clinics are 7 hours total (breaks and lunch included)

Sample clinic schedule (may vary from site to site):

8:30-9:00 Pre-registration

9:00-10:00 Classroom Session 1

10:00-12:00 Hands-on Session 1: Individual skills

12:00-12:30 Lunch

12:30-1:30 Classroom Session 2

1:30-3:00 Hands-on Session 2: More individual skills

3:00-4:00 Team Tactics

LEVEL 2:

CLASSROOM REQUIREMENTS:

Mandatory

- Two **SEPARATE** classrooms(all day)
- Seating for ALL clinic attendees (Audio visual materials must be visible from seating)
  - LCD Projector
  - Laptop computer
  - Screen or wall for projection

GYM SPACE REQUIREMENTS: This clinic is HANDS ON! The field space is imperative to a quality experience.

Mandatory

- At least two 30 yards x 30 yards per clinic
- Outdoor (preferable) or Indoor
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- 2 Goals
- First aid kit

BOTH FIELD AND CLASSROOMS NEED TO BE AVAILABLE ALL DAY FOR THE LEVEL 2 (7 hours)

CHECK LISTS FOR HOSTS

Pre-Clinic Check List:

- Check in with Sarah McKinley (smckinley@uslacrosse.org), Coaches Education Clinic Manager, on a weekly basis to ensure numbers are being met.
  -You will be provided with a Promotional Flyer, Email Template, and registration link specific to your clinic. Please use these materials to advertise the clinic you are hosting.
  - US Lacrosse will provide regional promotion through e-blasts, e-newsletters, website and print publication AS NEEDED.
- 2 Weeks Prior to clinic, connect with assigned CEP Trainers to discuss facility and other clinic details
- Confirm Facility requirements with the Site Contact at least Wednesday prior to the clinic
  -2 Goals (1 per game), AV, Available classroom (2 classrooms for Level 2) and Field for duration of clinic.
- Wednesday-contact all registered attendees with directional information to site. Include your contact information (cell/email) in this email.
- Confirm Lunch order with SUBWAY (noted on Site Information Worksheet), at least ONE DAY prior to clinic to ensure order will be ready for pick-up
- Confirm shipping information and scheduled delivery with Clinic Manager

  **In case of severe weather, host is to contact Sarah McKinley at least 12 hours prior with cancelation request. If cancelation occurs, it is the hosts' responsibility to send an email out to all registered attendees with this information.

Day of Clinic Check List:

- Arrive 1.5 hours prior to clinic start time (trainers will arrive 45 minutes before start time)
- Bring registration list, blank walk-up registration forms
- Pick up lunch an hour before scheduled serving time
  -Call before pick up to verify order is ready
- Be on site for entirety of clinic
- Clean up and shut down facility as necessary

Post Clinic (by the Tuesday after clinic):

- Email registration list to Clinic Manager (smckinley@uslacrosse.org) by the Tuesday after the clinic. Please note who did NOT check-in that was registered.
- Fill out and return subsidy form if your chapter/league provided a subsidized registration cost.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Check in with USL to ensure numbers are being met					
	Check in with USL to ensure numbers are being met				Connect with assigned CEP Trainers to discuss facility and other clinic details	
	Check in with USL to ensure numbers are being met		Confirm shipping information and scheduled delivery with Clinic Manager			
	Confirm facility requirements with Site Contact (2 Goals, AV, Classroom, Field space)			Confirm Lunch order with Subway		**CLINIC**
		Email registration list (excel format) to Clinic Manager by today. Include who did not attend	Submit Subsidy form by today if your Chapter/League provided a subsidized registration			