



U.S. National Team Clinics

Hosting Information Handbook





National Team Clinics

The U.S. National Team Clinic program is designed to have world class players educate and inspire young people to play lacrosse. Furthermore, the clinic program is a critical component of the overall fundraising strategy for the team.

WHY HOST A U.S. National Team Clinic?

Benefits to participants:

- An opportunity to learn the game from some of the best players in the world.
- Participants receive giveaways from US Lacrosse and official sponsors of the Women's U.S. National Team.
- A chance to have fun and learn while helping to fundraise for the U.S. National Teams programs. All clinic profits go directly to U.S. National Teams fund to help with travel and training costs.

Additional benefits:

- Notoriety for your organization for participating in a nationally recognized program.
- Help foster the growth and development of the sport across the country.
- The clinics serve as a fundraiser for the host group as each group receives a \$15/per participant rebate. **Please note that the local US Lacrosse chapter is not required to host the clinic but must be supportive of the local group serving as host.

GENERAL INFORMATION:

**WHAT YOU NEED TO KNOW BEFORE
COMMITTING TO HOSTING A
NATIONAL TEAM CLINIC**

SECTION I: Goals and Target Audience

U.S. National Team Clinics are targeted to players who have at least one year playing experience. The clinics will cover stick work, throwing & catching, defense, and organized play depending on skill levels of the group.

SECTION II: Registration and Attendance

U.S. National Teams Clinics are **NATIONAL** clinics. This means that the clinic sites are open to any US Lacrosse member who is 18 years old or under wishing to attend that site. **CLINICS ARE NOT INTENDED FOR EXCLUSIVE ATTENDANCE BY ANY ONE GROUP.** These clinics are nationally coordinated and run by US Lacrosse chapters or other local groups. This means that much of the administration is handled on the national level, which is an added benefit for the host groups, in addition to the exposure that you will receive for being the host group of a nationally recognized event.

How do people register for the clinic?

US Lacrosse provides clinic registration directly through www.uslacrosse.org and is able to give hosts up-to-the-minute data about their registrants. We can also generate e-mail lists so you can contact your participants directly. Pre-registration is required.

Who can register for a clinic?

Any **current member of US Lacrosse** at the youth or HS player membership level who is 18 years of age or under can register. Because of insurance risks, membership is required to attend these clinics. Players can sign up or renew their membership when they sign-up for the clinic.

What is the cost?

The cost of a clinic is \$60 plus the cost of membership if needed. Cost increases to \$70 the week of the clinic and \$80 for on-site registration to discourage walk-up registration.

What does the registration cost cover?

All registration fees are collected by US Lacrosse to cover the following:

- U.S. National Team player and USL staff (when applicable) travel
- Athletic Trainer compensation (\$75 maximum per clinic)
- Online registration
- \$1 million liability insurance policy for facility
- National publicity of clinics and support materials for local marketing
- Clinic materials for attendees, including:
 - U.S. National Team clinic t-shirt
 - National Team Sponsor give-aways
 - Practical instruction from several (2-4) of the World's Best lacrosse players

SECTION III: Clinic Length, Schedule, and Scope

Clinics are broken into two sessions; morning (9am – 11:30 am) for players in 3rd – 8th grade and afternoon (12:30 – 3 pm) for players in 9th – 12th grades. Clinics are generally comprised of field sessions (unless held inside).

Sample clinic schedule (may vary from site to site)

Morning		Afternoon
8:30-9:00	Pre-registration	12:00 – 12:30
9:00-9:15	Introduction	12:30 – 12:45
9:15-10:00	Basic Individual Skills session	12:45 – 1:30
10:00-10:35	Offense	1:30 – 2:05
10:35-11:10	Defense	2:05 – 2:40
11:10-11:30	Discussion, Autographs, Wrap-up	2:40 – 3:00

SECTION IV: Facility Requirements

A. Finding a successful facility:

Hosts are encouraged to find an adequate facility without incurring much cost to themselves. Schools and gymnasiums are often the best places to approach first.

US Lacrosse is not able to reimburse a chapter for facility costs, but will provide a rebate of \$15/per participant to the chapter to help offset costs.

We have found that indoor gym space is often difficult to secure in the months that conflict with basketball season.

If using an outdoor facility, hosts **MUST** have an inclement weather space available.

B. Mandatory Requirements for Clinic Field

Indoors

- Must be at least 30 yards x 30 yards per clinic
- Ice and water
- First aid kit
- **AED on-site**
- Pinneys
- Cones
- Need goals

Outdoors

- **If outdoors, should have inclement weather space available inside**
- Goals
- **Game-specific goal area lines around each goal (can be painted, taped or last-choice, coned)**
- Ice and water
- First aid kit
- **AED on-site**
- Pinneys
- Cones

SECTION V: Equipment Requirements for Participants

EQUIPMENT REQUIRED FOR EACH PARTICIPANT:

- Sticks
- Appropriate protective equipment as mandated by US Lacrosse rules for girls.
- Mouthguard

All participants must wear a mouthguard and approved protective equipment when participating in each session. (Girls – eyewear).

- Participants are reminded of this information in their confirmation e-mail when they register online.
- Hosts are asked to make sure that some extra equipment is available to loan to participants.

SECTION VI: Lunch

Hosts are asked to coordinate and provide lunch on-site for clinicians.

SECTION VII: Clinician Selection

National Team Players/Clinicians are scheduled through the national office based on availability, geographic region, and level/area of expertise. We will try to staff each clinic according to at least a 20:1 player to clinician ratio for women's clinics. Assignments are subject to change at any point.

SECTION VIII: Summary of Hosting Responsibilities

By applying to host a U.S. National Team clinic, the host group is agreeing to the following responsibilities:

- Completing all clinic application paperwork in a timely manner.
- Hosting organizations shall provide reliable, committed Hosting Coordinator (see Hosting Coordinator Job Description below).
- Securing a facility that meets site requirements outlined on Section V: Facility Requirements.
- Securing all of the necessary equipment needed for the clinic on the Equipment Requirements sheet.
- Local marketing, publicity, and communications with participants--a minimum of 75 participants (min \$4500 in revenue). If a clinic does not have 75 participants, hosts will have to make-up the total revenue costs (subtracted from rebate check--\$15/person rebate provided).
- Securing a certified athletic trainer.
- Secure hotel lodging arrangements for National Teams clinicians.

Hosting organization is responsible for:

1. Cost of site (if not secured at no cost).
2. Providing host families for transportation for clinicians. Players should not be renting rental cars.
3. Providing and paying for hotel arrangements for clinicians (2 players per room). Rooms should be pre-paid upon U.S. team arrival. USL to approve hotel and can assist with arrangements.
4. Providing lunch on-site for all clinicians.
5. Ensuring 75 pre-registered attendees for the clinic. Event will be cancelled if not enough participants.

HOSTING COORDINATOR JOB DESCRIPTION

Host must be available to communicate regularly via e-mail with US Lacrosse

Clinic Preparation

- Confirm availability of facility and finalize date with US Lacrosse.
- Act as a liaison between US Lacrosse and the site, making sure all paperwork, reservations, and proper spaces are secure for clinic.
- Be the primary point of contact for inquiries received regarding the clinic.
- Have weekly conversations with USL staff during two months leading up to the clinic.
- Make contact information available on the US Lacrosse website.
- Secure all equipment and materials for clinic.
- Secure an athletic trainer/EMT/Registered Nurse (US Lacrosse will reimburse the host group \$75 for this person).
- Secure host families and hotels for housing and transportation of clinicians.
- Once clinic is confirmed, market the clinic within your chapter and surrounding region. US Lacrosse will help facilitate by providing materials about the program and publicize at the national level. Host group is responsible for marketing at the local level including but not limited to local newspapers, emails blast to local leagues, etc.. All clinic materials bearing the US Lacrosse name and or logo must be approved by US Lacrosse before production and distribution.
- Develop an emergency plan which includes proper notification to area hospitals. Direct contact with EMS must be developed to prepare for the potential treatment and evacuation of injured participants. A sufficient number of NATA certified athletic trainers (EMT or Registered Nurse), as well as an appropriate number of accessible automated external defibrillator (AED) units, must be on site at all times during play.
- Compile and complete Clinic Information Worksheet by date required to US Lacrosse.
- Communicate with assigned clinicians regarding travel, arrivals, and schedules.
- US Lacrosse will regularly update with status of registrations and provide with master listing one week prior to clinic.
- Receive shipments from US Lacrosse and compile materials to be distributed at the clinic.
- Order lunch for clinicians to be delivered to clinic site on day of clinic.

Day of Clinic

- Arrive at clinic site 1 hour prior to registration.
- Hang US Lacrosse and sponsor signage at facility entrance, registration table and designated clinic areas. (Sponsor has exclusive vending rights).
- Gather all equipment necessary; make sure goals are set up in open areas and goal area lines are taped down.
- Welcome clinicians, help set up equipment, and get materials that will be distributed.
- Set up registration table.
- Check-in clinic participants using master registration listing received from US Lacrosse.
- Give each attendee a t-shirt, clinic materials (provided by US Lacrosse and Sponsor) and directions to warm-up area.
- Provide lunch on-site for clinicians as well as beverages for clinicians during breaks.
- Clean-up and shut-down facility when necessary.
- **HOSTING COORDINATOR MUST BE ON-SITE FOR THE ENTIRETY OF CLINIC**

Post-Clinic

- Within one week after the clinic, send the following back to US Lacrosse:
 - All materials/equipment shipped from US Lacrosse with inventory of leftovers
 - All walk-up registration payments* (Walk-ups will only be accepted with prior permission of US Lacrosse).
 - Clinic feedback
 - Any photographs taken, with the understanding that US Lacrosse has the permission to use them on its website.
- An incident report for all injuries requiring care by a medical doctor or trainer during the event must be completed and forwarded to US Lacrosse within 10 days of the conclusion of each event.

SECTION IX: Timelines for Scheduling of Clinics

(Subject to change without notice)

Women's Clinic Timeline

<u>August 1, 2012</u>	Clinic hosting applications made available.
<u>September 21, 2012</u>	Postmark deadline for sending completed Women's Clinic applications.
<u>September 28, 2012</u>	Women's Clinic Hosts selected, communication begins with host groups, and site confirmation begins.
<u>October 5, 2012</u>	Women's Clinic Hosting Contract signed and returned (see Appendix D).
<u>October 12, 2012</u>	Formal announcement of Women's Clinic sites made, Women's Clinic online registration available through www.uslacrosse.org , and materials generated for publicity. (<i>December clinics will open prior to December 4th</i>).
<u>October 12, 2012</u>	Women's Clinic clinicians assigned to clinics; bios sent to hosts.

Leading up to clinic:

- Communication continues between USL staff, hosts, and clinicians
- Periodic registration updates sent
- Publicity of clinic on local and national level continues
- 7-10 days prior to clinic -Materials shipped from US Lacrosse and Sponsor
- US Lacrosse sends certificate of insurance to facility/host coordinator
- Wednesday prior to clinic host sends touch-base e-mail to all pre-registrants
- Friday prior to clinic: Final reminder e-mail sent to participants

Section X: Clinic Marketing Plan

The host coordinator is responsible for the following marketing strategies:

- Email all local recreational leagues with clinic information. Request that they forward information to their coaches.
- Email all local school team contacts with clinic information.
- Post announcement on community information boards i.e. online newspaper, community bulletin boards.

US Lacrosse is responsible for the following marketing strategies:

- Two email blasts for each clinic
 - One month prior to clinic

- Two weeks prior to clinic
 - Each blast will go out to all members in local geographical region as well as surrounding areas.
- USL will provide clinic flyer to host to use in local marketing.
- Information regarding clinics will be made available on the website year-round. During the month leading up to clinic, USL will put link to clinic in rotation on home page.

HOSTING APPENDIX

**APPENDIX A
U.S. NATIONAL TEAM CLINIC
HOSTING AGREEMENT**

The [*name of Hosting Organization*] has been selected to host a US Lacrosse [*Men's/Women's*] National Team Clinic. This clinic will occur at [*name of site*] on [*day, date, month, year*] for players from [*start time, end time*] with pre-registration beginning one hour before start time.

The [*name of organization*] will :

- ◆ Promote the clinic to the best of its ability to all player constituencies who may benefit from participation in the clinic, and not exclude any person or persons wishing to attend for educational purposes. Host organization must guarantee 75 total participants over the 2 clinics times. If clinic does not have 75 (\$4500 in revenue), clinic could be canceled or host organization will not receive full rebate (\$15/participant) from the clinic to make up the revenue.
- ◆ Identify a hosting coordinator who is responsible for following all guidelines for hosting listed in the Hosting Information booklet.
- ◆ Secure an acceptable facility that meets all guidelines listed in the Hosting Information booklet, and pay for 100% of any costs incurred for use of that facility. A site information form must be submitted by hosting coordinator. Secure and pay for hotel for clinicians. Hotel to be approved by US Lacrosse first.
- ◆ Provide lunch for all clinicians.
- ◆ Provide host families for clinicians for housing and transportation to/from airport (if applicable)
- ◆ Utilize promotional materials independently created by the organization only with prior approval from US Lacrosse.
- ◆ Submit post-clinic feedback and provide pictures, quotes, and testimonials as available.
- ◆ Obtain prior written approval from US Lacrosse if the organization will charge a nominal fee to cover expenses not provided by US Lacrosse, such as lunch. The organization agrees to administer the collection of any such fee in a responsible, professional manner.
- ◆ Return all extra materials and post-clinic forms to US Lacrosse within 10 days of the clinic.
- ◆ Maintain communication with US Lacrosse staff and clinicians.

US Lacrosse will:

- ◆ Provide online registration for the clinic through www.uslacrosse.org, and provide regular registration information to hosting coordinator.
- ◆ Provide clinicians based on the ratio of about 1 clinician per 20 participants for women's clinics.
- ◆ Pay clinician transportation costs.
- ◆ Promote the clinics nationally and provide support materials for local marketing of the clinics
- ◆ Provide clinic t-shirts and promotional items with the help of the national team sponsor.
- ◆ Provide a Certificate of Insurance for hosting site when needed.

US Lacrosse Division Manager

Date

Organizational Leader of [*name of host org*]

Title

