



**Women's Division Official's Council  
Developmental Clinic Hosting Handbook  
Processes, Procedures, and Administration**

**For clinics held from January 2011 to June 2011 to December, 2010**



## Introduction

### Developmental Official's Clinics-An Opportunity for Growth and Development

Quote from previous clinic participant

*By hosting a Developmental Officials' Instructional clinic, you bring the most effective, valuable, training experience in lacrosse to the officials in your area!*

Developmental Officials' instructional clinics are run by US Lacrosse across the country year round as part of the US Lacrosse Officials' Education Program.

These clinics are designed to bring the WDOC USL Rulebook and Manual to life with various teaching tools and training techniques to help further the understanding of the rules, their intent, and their application. These clinics also provide participants the opportunity to receive on-field feedback from National rated umpires, as well as giving participants an opportunity to stand for their rating.

#### **WHY HOST A US LACROSSE DEVELOPMENTAL OFFICIAL'S INSTRUCTIONAL CLINIC?**

Women's lacrosse is growing at a rapid pace across the country. Officials are an instrumental piece of maintaining the integrity and safety of the women's game. As the third team on the field, the officials are "the keepers of the game." The only way this can happen is if officials receive appropriate instruction on the proper mechanics of officiating, and the application of the rules to the play of the game, not just how the rulebook is read.

#### ***This training is beneficial for:***

- *Bringing the national standard for rules interpretations, applications, and mechanics to your growing area*
- *Giving new officials a quality basic training from which to grow*
- *Giving returning officials new insight and steps to take their officiating to the next level*
- *Anyone in the region who would like to have a better understanding of women's lacrosse rules such as coaches, parents, and players*

#### ***Benefits to participants :***

- **Personalized, practical instruction** from a National umpire

- Classroom and theoretical rules instruction
- On-field feedback and rating from a National umpire
- Instruction on ways to grow the local umpire board, and steps to take in the future to sustain officials' training and rating
- **Tips, and ideas** to enhance your officiating now and for years to come, a student handbook in addition to the WDOC USL Rulebook and Manual
- **US Lacrosse goodie bag**

A clinic in your area leads to better educated officials which leads to a better player experience, and more enjoyment and satisfaction for all participants in the sport of women's lacrosse.

<b>Information about Becoming a Certified Official:</b>
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Attendance at a Development Training clinic does not "certify" an official by US Lacrosse. Officials must still comply with their local board's checklist for being an umpire in "good standing" to begin receiving games from their local assignor.

Once you have completed all of the local board requirements in addition to attending this classroom session and participating in the on-field rating portion of the clinic your local board chair will notify US Lacrosse that you have successfully attained the rating, and are an official in good standing.

A typical good standing check list:

- Complete US Lacrosse member registration on-line.
- Complete Local Board registration forms and pay dues.
- Complete state registration, if applicable.
- Attend a local rules interpretation meeting.
- Pass the US Lacrosse rules test on-line.
- Pass the practical field test. (Rating session)  
Field Test date and location \_\_\_\_\_
- Send availability to local assignor
- Additional Local requirements:  
Many state associations require that sports officials complete a criminal background check. If your state does not, US Lacrosse recommends that your board conduct these background checks. US Lacrosse can assist you in understanding this process.

*Please note that all Developmental Clinicians will have passed a background check prior to conducting a clinic at your site.*



## **How to Host a Clinic**

- **Requirements for Hosting**
- **July 2010 – December 2010 Time-line for Hosting**
- **Facility and Equipment Requirements**
- **Clinic Registration, Funding and Attendance**
- **Clinic Promotion**
- **Site Coordinator Responsibilities and Job Description**
- **Lunch**
- **Trainer Selection and Communication**
- **Clinic Shipments**
- **Clinic Cancellation Policies**
- **Preparing, Running and Wrapping up**
- **Appendix**

## SECTION I: Basic Requirements for Hosting

The hosting board must submit an application to host form by April 15<sup>th</sup> for the July – December cycle, and October 15<sup>th</sup> for the January through June cycle. The site must include the following: a minimum of ONE full field with goals at either end, indoor gym space in case of inclement weather, and at least one classroom that can hold all participants. See later in document for details.

1. The hosting group must be able to secure a minimum of 6 attendees, however 12 is preferred.
  - US Lacrosse provides promotional materials for distribution at the local level
  - US Lacrosse provides national promotion through e-blasts to regions, and e-news, website and print publication
  - US Lacrosse provides and administers easy, on-line registration.
2. The hosting board must identify a reliable, responsive hosting team including a site coordinator who is the primary USL contact and responsible for overall running of the day (job description and instructions provided later in document )

## Section II :Applications, Notification and Hosting time-line

**March 15, 2010 – April 15, 2010** – Application to Host Form posted on USL website. *Note April 15<sup>th</sup> is the deadline to apply for clinics to be held July – December.*

**April 16th, 2010 – May 1st, 2010** – Decisions are made on which applications to fund.

**May 1st<sup>th</sup>** – Notice of award sent to sites, and contact calls from USL made. Contracts and handbooks are distributed at this time.

**May 30<sup>th</sup>** – Deadline for USL to receive your signed contracts and retainer fee.

**June 2010** – Clinician assignments made: Head, Assistant/s, as needed.

**July 2010 – December 2010** – Clinics take place.

**September 15<sup>th</sup> – October 15<sup>th</sup>** - Application to Host Form posted on USL website. *Note October 15<sup>th</sup> is the deadline to apply for clinics to be held January – June.*

**October 16, 2010 – October 30, 2010** Decisions are made on which applications to fund.

**October 30<sup>th</sup>** - Notice of award sent to sites, and contact calls from USL made. Contracts and handbooks are distributed at this time.

**November 30<sup>th</sup>** - Deadline for USL to receive your signed contracts and retainer fee.

**December 2010** – Head Clinician Assignments made.

**January 2011 – June 2011** – Clinics take place.

## SECTION III: Summary of Hosting Responsibilities

By applying to host a clinic, the host group is agreeing to the following responsibilities:

- Completing all clinic paperwork in a timely manner. Includes Site Information Worksheet and Hosting Contract (see samples in Appendix C and D)
- Hosting organizations shall provide a reliable, committed Site Coordinator (see Site Coordinator Job Description below).
- Securing a facility that meets site requirements outlined on Section IV: Facility Requirements
- Securing all of the necessary equipment needed for the clinic on the Equipment Requirements sheet
- Local marketing, publicity, and communications with participants.

- US Lacrosse provides promotional materials for distribution at the local level
- US Lacrosse provides national information through e-blasts to regions, and e-news, website and print publication
- US Lacrosse provides and administers easy, on-line registration

**Hosting organization is responsible for:**

- Cost of site (if not able to be secured at no cost)
- Securing of AV materials (if not able to be secured at no cost)
- Providing a lunch plan and communicating lunch options to participants.
- Provide the clinician/s in-town transportation, room and board.

<b>SECTION IV: Facility Requirements</b>
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**Summary and Explanation:**

*In order to provide the most effective learning environment and utilize proven teaching methods, the clinics require baseline facility capabilities. If these are not provided, the clinic cannot run the way it is designed. The number one priority of the hosts once accepted for a clinic is to secure an adequate site.*

**Classroom and gym/field space are both needed for this clinic.**

A minimum of six hours of classroom time is required for these clinics; however more classroom time can be added depending on your training needs. There should also be three hours of field instruction (see page 7:5 of the USL WDOC Manual for a description of field instruction) which does not include the rating time. These standards mean that if this is the only training these people receive, they will have met the minimum training requirements for working the upcoming season.

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

**FRIDAY**

**6 – 9 pm – Classroom**

**SATURDAY**

**8-10 am Sat. – Classroom**

**10-12 pm Sat. – On-Field Instruction**

**12-1 pm Sat. --- Classroom**

**1-2 pm Sat. – On-Field Instruction**

**2-5 pm Sat. – On-field Game Shadowing (Allow for 7 v.7)**

**5-6 pm Sat. – Classroom/Wrap-up**

**SUNDAY**

**8am – Noon – Rating (must have 12 v. 12 full checking)**

**Finding a successful facility:**

Hosts are encouraged to find an adequate facility without incurring much cost to them. Schools and gymnasiums are often the best places to approach first. We have found that gym space is often difficult to secure in the months that conflict with basketball season. Please be aware of this.

Hosts are required to let US Lacrosse know upon submission of the Site Information Worksheet if there is going to be a cost incurred for the site.

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

All important facility information is communicated to US Lacrosse via the Site Information Worksheet.

**A. CLASSROOM SPACE REQUIREMENTS:** Clinicians utilize the following teaching tools in the classroom: Power Point slides projected from a laptop using an LCD projector, and a chalkboard or whiteboard. Clinicians must know ahead of time which media will be available.

**Mandatory**

Seating for ALL clinic attendees.

*Audio visual materials must be visible from seating*

- LCD Projector, DVD player and Television
- Laptop computer
- Screen or wall for projection
- White board/chalkboard/diagram pad
- Markers/chalk
- Ropes (one which is 4 m in length, and two which are 24 meters in length)
- The vinyl training board which has been provided to your Local Umpiring Board
- 24 "markers" which are appropriate in scale to be used with the vinyl training board – these could be pennies and dimes or beads from a craft store, 12 each of two contrasting colors, and two of a third color

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

**Mandatory**

- For the empty field/instructional portion of the clinic please have an indoor space that is equivalent to the size of 1/2 a basketball court, or 1/3 the size of a women's full regulation field
- For the game feedback/rating portion there must be a full sized regulation field lined to the rule book specifications, and two regulation game goal cages. If this is an outdoor field you must have an inclement weather plan (*note- if this inclement weather plan does not include a full sized field where 12 v 12 play can take place you will not be able to have clinic attendees rated*)
- Must provide teams to compete full field for a minimum of 20 minute halves, the level of play must be at the **Full Checking** level as indicated by the rule book.
- Ice and water
- First aid kit
- Pinnies/vests
- Cones
- Game Balls
- Clock
- Horn
- Table personnel

<b>SECTION V: Requirements for Clinic Participants and Clinic Players</b>
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*We learn by doing.*

*This is a hands-on experience where officials learn not only the rules of lacrosse, but how to apply those rules, be in position to see the calls, and the mechanics of setting up their fouls: a challenging task.*

**EACH CLINIC PARTICIPANT MUST COME WITH:**

- An enthusiastic attitude ready to learn
- A current USL membership
- A current USL WDOC Manual (the women's umpire manual is on-line and free to download), it is good practice for participants in the clinic to be familiar with this document and its contents.

**US Lacrosse WILL PROVIDE PARTICIPANTS WITH:**

- Starter kit (whistle, cards, flag)
- The most recent rulebook
- Student workbook, and any additional handouts related to the classroom portion of the training

**PLAYERS FOR THE ON-FIELD PORTION OF THE CLINIC:**

-Players must be fully equipped with goggles, a mouth guard, and a legal stick

-Goalkeepers must have all regulation equipment

-If not wearing a proper uniform, the girls need to have numbered pinnies/vests, and teams must be in opposing colors

## SECTION VI: Clinic Registration, Funding, and Attendance

Developmental officials' clinics are regional clinics. This means that preference is given to local people for registration and attendance at clinics. However, since the clinics are run by US Lacrosse they are open to any current member wishing to participate. US Lacrosse will help the host site figure out what the maximum attendance will be, and then register local people first, then open up the registration to members within a drivable distance to the clinic. Hosts must work with their local US Lacrosse Chapter to be sure that all local people who are interested are aware of the clinic and have the opportunity to attend.

### Understanding the Costs Associated with Developmental Clinics

US Lacrosse is fully committed to the training and education of officials at every level of experience. While US Lacrosse does have a budget to work with to provide these trainings, the more judiciously the budget is spent, the more clinics can be run throughout the year. The retainer fee is simply a demonstration of good faith on the part of the host site to hold up their end of the agreement for the clinic. The fee will be returned in full at the completion of the clinic when the contract has been fulfilled in its entirety. The retainer must be collected one month prior to the date of the clinic.

Why charge officials or potential officials individually to participate in the clinic? You know that saying "you get what you pay for," financial commitment on the part of participants helps both the host site, and US Lacrosse gauge genuine interest. The projected attendance and the actual attendance are more likely to be the same number when people have invested and committed to the training by paying a fee. Additionally, part of being an official is realizing that training and professional development are part of the job, and doing well means investing time and resources.

\*In the event that registration is not at a minimum of 6 participants 2 weeks prior to the event, US Lacrosse reserves the right to cancel the clinic at which time 100% of the retainer will be refunded.

\*\*Please note that while US Lacrosse WDOC Training Committee seeks to have a 6:1 ratio of clinic participants to clinicians. When the number of participants is not divisible by 6, it is the discretion of US Lacrosse how many clinicians will be sent.

### Membership to US Lacrosse:

Membership is mandatory to attend the clinics for liability purposes and to connect the official to the larger lacrosse community available to them through US Lacrosse membership. US Lacrosse works with Chapters and host groups to determine membership requirements for clinics if it is felt this requirement would be prohibitive to the mission of the host group. Preference goes to groups who require membership of all participants.

### How do people register for the clinic?

#### **ALL ATTENDEES MUST REGISTER VIA THE CLINIC REGISTRATION WEBSITE.**

US Lacrosse provides clinic registration directly through [www.uslacrosse.org](http://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. Please encourage your attendees to register on-line and early so they do not have to pay the late price or run the risk of the clinic selling out.

### Who can register for a clinic?

Membership is required to attend clinics, therefore, any **current member of US Lacrosse** may register in any category if they are 18 years or older. If there are exceptions to this the registration for the clinic will reflect this. If under 18, the individual must contact [sportdevelopment@uslacrosse.org](mailto:sportdevelopment@uslacrosse.org) and submit a waiver signed by a parent. The registration link will be sent to all interested individuals in the region, and US Lacrosse will work with the host site to develop that e-mail list.

### What is the cost?

The host site will provide US Lacrosse a \$250 retainer fee. This fee is fully refundable upon completion of the clinic as long as the host site fulfills their obligations as set forth in the contract.

The cost to individual attendees is \$40, of which US Lacrosse will keep \$20, and \$20 will go back to the local host. This fee is designed to create a commitment on the part of the participant, while still remaining affordable

for a new official to attend. Depending on the length and scope of the clinic this fee can be adjusted, this will be discussed with the host site upon selection.

We highly discourage walk-ups. Your clinic coordinator will share with you how to manage walk-ups if this does occur.

### **What does the registration cost include?**

The registration cost, collected by US Lacrosse, allows us to provide:

- One National Rated umpire for every 6 committed participants to conduct all instruction:
  - Official's travel to and from the host city
  - Trainer compensation
- On-line registration
- Regional publicity of clinics and support materials for local marketing
- Clinic materials for attendees, including
  - WORKBOOKS, USL WDOC RULEBOOKS, and STARTER KITS
  - US Lacrosse goodie bag with refereeing accessories
  - Personalized, practical instruction from a trained US Lacrosse trainer
  - Administrative support including tracking of participants for future certification

### **Flexible Pricing Options**

US Lacrosse can work with the Hosting Organization to create a specially-priced clinic if the organization wants to subsidize the cost for the participants, or if the clinic will be longer than the minimum requirements in the manual, or the host group would like to have USL provide manuals, the price can be raised or lowered accordingly.

### **On-line Registration**

US Lacrosse will work closely with the Site Coordinator to set up the clinic on-line registration to accurately reflect all information and specifics about your particular clinic. USL also uses the Site Information Worksheet as the definitive document for information which gets posted on the web and in the registration.

## **Section VII: Clinic Promotion**

US Lacrosse partners with host groups and will promote the clinic on a regional level, but the main focus will be working with the host organization for grass-roots promotion to bolster attendance. US Lacrosse will also provide you with helpful tools to accomplish this.

- It is recommended that host groups identify an individual to manage promotion on the local level of the program.
- It is important that hosts understand all of the benefits and value that the clinic has to its local officials.
- US Lacrosse will promote the clinic on a regional level through print materials, e-news, regional e-mail blasts and the website.
- US Lacrosse will provide easy, on-line registration and clinic information for your participants.
- US Lacrosse will also provide the tools for the hosts to promote on the local level including:
  - Customized one page flyer
  - E-mail and press release templates for your use
  - Banner for use at the clinic

If groups chose to create their own promotional pieces, they must be approved by US Lacrosse for content accuracy regarding the clinic. Any information from the US Lacrosse website and hosting information handbook is accurate and able to be used by host groups.

## **Section VIII: SITE COORDINATOR Responsibilities and Clinic Team Description**

### **Sample clinic team:**

**Site coordinator**-Leader of the team, is point person for US Lacrosse and clinicians, oversees clinic, full job description below.

**Publicity chair**-responsible for grassroots promotion of the clinic, uses provided materials to reach out to local clubs, leagues, parents, schools and other groups with coaches to train.

### **Site Coordinator Job Description**

*Site coordinator must be available to communicate regularly via e-mail with the Manager of Official's Training and Umpire Development as well as performing the duties listed below:*

### **Clinic Preparation Responsibilities**

- Confirm availability of facility and finalize date with US Lacrosse by completing and compiling the Site Information Worksheet by date required to US Lacrosse.
- Act as a liaison between US Lacrosse and the site, making sure all paperwork, reservations, and proper spaces are secure for the clinic, including the presentation of the Certificate of Insurance. (Provided by USL)
- Be the primary point of contact for inquiries received regarding the clinic.
- Agree to have their contact information placed on the US Lacrosse website.
- Secure all equipment and materials for the clinic.
- Once the clinic is confirmed, promote the clinic within your chapter and surrounding region with support from the publicity chair and USL. US Lacrosse will help facilitate by providing materials about the program and publicize at the national level.
- Communicate with assigned trainers regarding travel, arrivals, accommodations and schedules.
- US Lacrosse will regularly update you with the status of registrations and provide you with a master listing one week prior to clinic.
- Receive shipments from US Lacrosse and compile materials (goodie bags) to be distributed at clinic. (Instructions provided)
- Order lunch to be delivered to clinic site on day of clinic (hosting organization responsible for providing this) or coordinate communication of lunch plan to participants if asking them to bring their own

### **Day of Clinic Responsibilities**

- Hang signs at facility entrance, registration table and designated clinic areas.
- Gather all equipment necessary; make sure indoor/outdoor space meet specifications.
- Welcome clinicians, help set up AV equipment and test (TV, VCR, projector, video camera etc.), and get materials that will be distributed.
- Set up check-in table 1 hour prior to clinic. Check-in clinic participants using master registration listing received from US Lacrosse.
- See guidelines provided by US Lacrosse for accepting walk-up registrations, if allowable.
- Give each attendee a nametag, clinic materials (workbook, goodie bag etc. provided by US Lacrosse) and directions to rooms.
- Coordinate and provide lunch on-site for clinic attendees, provide food and beverages for clinicians.
- Collect post clinic evaluation for the clinicians
- Clean-up and shut-down facility when necessary.
- You will be provided with a WDOC "Event Staff" Shirt to wear
- **HOSTING COORDINATOR MUST BE ON-SITE FOR THE ENTIRETY OF CLINIC**

### **Post-Clinic Responsibilities**

- Make sure clinicians have transportation back to the airport if needed.
- Within one week of clinic send the following to US Lacrosse via UPS or FedEx only (not USPS):
  - All materials/equipment shipped from US Lacrosse with inventory
  - Master registration listing with final attendance and on-site registrant names
  - Hosting evaluation form

## SECTION IX: Lunch

*Hosts are asked to coordinate lunch on-site for participants.*

- Due to the tight time-frame of the clinics, only a half an hour is allotted for lunch, which is generally not enough time for people to go off-site. We want to avoid people leaving the site and returning late, therefore missing crucial information in the clinic
- Hosts may be creative in how they fund this-- sell lunch tickets, seek donations from participants, solicit from local establishments to provide lunch, or choose to provide lunch at no cost to the participants. There are also options for lunch reservations and/or payment to be collected through the on-line registration. USL's clinic coordinator can provide details.
- If lunch plans must be communicated ahead of time, so that this information can be incorporated in the confirmation e-mail participants receive upon registration. USL will also provide e-mail contact list when registration closes for host to communicate a reminder a day prior to the event.
- **Lunch is also to be provided for the clinicians**

## SECTION X: Trainer Selection and Communications

*As stated before, this is a regionally run series of clinics. Clinicians are scheduled through the national office based on availability, geographic region, and level/area of expertise.*

### **Developmental Clinic Clinicians**

Clinics are conducted by certified clinicians. All Head Clinicians will have their National, International, or National Emeritus rating, and will have had previous Head Clinician or Assistant Clinician experience. These clinicians have gone through a rigorous screening process and extensive training in the curriculum in order to ensure that only the best instruction is provided at the Developmental Clinics.

When at all possible, US Lacrosse assigns clinicians who will be the most economically prudent choice in terms of funding the travel to your area, sometimes this means a clinician within a drivable distance however, with the accessibility of air travel it may be a clinician from a longer distance.

*You will NEVER be denied selection to host a clinic based on not having a clinician in your immediate area.*

### **Clinician Assignment to Your Clinic**

- Clinicians are assigned based on the time-line earlier in document.
- As soon as clinicians are assigned, the site coordinator will receive their names, contact information and bios via a "connector e-mail" US Lacrosse will also send each trainer the Site Information Worksheet so they have the details about the event.
- Site coordinator should then contact the clinicians to determine AV and equipment that may be provided.
- Site coordinator and clinicians should work together to coordinate travel, lodging, directions to site and schedule for day. We appreciate any extra assistance that can be provided to keep travel and lodging costs to a minimum

US Lacrosse may ask the host group to contact the clinician to coordinate clinic dates for when that trainer is available, if the date for the clinic has not already been arranged.

## Section XI: Materials-The Clinic Shipment

- As mentioned earlier, registrants receive a USL WDOC Rulebook, clinic workbook, starter kit and a goodie bag. US Lacrosse also ships promotional materials and banners to help with clinic.
- One week prior to the clinic this shipment will be sent to the site coordinator at the address provided on the site information worksheet. The quantities sent are based on registration numbers to date. This is why it is imperative to encourage early registration.

- Site coordinator will be sent an e-mail confirmation that the shipment was sent and the UPS tracking number.
- Upon receipt, the coordinator must verify the contents via e-mail.
- Coordinator will stuff the goodie bags with the materials provided and make sure all materials get to the site on the day of the clinic.
- The packing slip will indicate which materials need to be sent back within 10 business days of the clinic. US Lacrosse reserves the right to keep a portion of the host retainer for missing, damaged, or late return of materials.
- Materials must be sent back via UPS, NOT US Postal Service

**Materials typically sent:**

- WDOC Education Program Banner
- Plastic goodie bags
- Stickers
- Pens
- USL flyers
- Clinic goodie
- Starter kit (whistle, flag, lanyard, cards)
- Clinic workbooks
- Raffle items, when available

Clinic paperwork folder and instructions

<b>Section XII: Clinic Cancellation Policies</b>
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- If registration numbers are significantly lower than projected 2 weeks prior to the event, US Lacrosse will contact hosts to determine whether or not to cancel the clinic, and reserves the right to cancel the event, at which time 100% of the full clinic deposit amount will be refunded.
- It is imperative that hosts ask participants to pre-register well ahead of time so that an accurate shipment of materials may be made.
- The registration will close 1 week prior to the clinic.

In the event of inclement weather, US Lacrosse will work with hosts to reschedule or cancel. All fees will be refunded in full in the event of cancellation.



### **Part 3: Appendix**

- A : Additional Information For Hosts
- B : Clinic Objectives and Topics
- C : Sample Site Information Worksheet
- D: Sample Hosting Agreement
- E : Sample Registration Confirmation E-Mail
- F : Sample Packing Slip
- G : Sample Clinician Contract

## **Appendix A : Additional information for hosts**

### **Goals and Target Audience**

Developmental clinics of the US Lacrosse Official's Education Program are targeted at officials who have limited or no experience officiating lacrosse *or* more experienced officials who have an interest in improving their skills, abilities, and rating. US Lacrosse specifically seeks to hold these clinics in areas where lacrosse is starting, emerging, or exploding onto the scene. Official's are the third team on the field, official scholastic games are impossible without officials, and therefore it's imperative that the number, and quality of officials grows in every area as the sport grows.

### **Clinic Length, Schedule, and Scope**

Clinics are 2.5 days long depending on the needs, capability of the host, and resources in the area. Clinics are comprised of classroom and field sessions. Clinics cover fundamental officiating professionalism, rule intent, and application, positioning and mechanics, and proper foul administration, where appropriate trainers will cover how to progress as a local board.

### ***Sample clinic schedule (may vary from site to site)***

#### **FRIDAY**

**6 – 9 pm – Classroom**

#### **SATURDAY**

**8-10 am Sat. – Classroom**

**10-12 pm Sat. – On-Field Instruction**

**12-1 pm Sat. --- Classroom**

**1-2 pm Sat. – On-Field Instruction**

**2-5 pm Sat. – On-field Game Shadowing (Allow for 7 v.7)**

**5-6 pm Sat. – Classroom/Wrap-up**

#### **SUNDAY**

**8am – Noon – Rating (must have 12 v. 12 full checking)**

Due to the tight time schedule of the day, lunch is to be provided on-site (see details in Section VII).

This is a hands-on experience, so participants are to wear sneakers and athletic clothing, preferably black.

## **APPENDIX B**

### **Clinic Objectives and Topics Areas**

The objective of the clinic is to promote and further the professional conduct and quality of officiating in your area. Each area will have a unique history in terms of how long lacrosse has been played, and the quality of officiating which has historically been provided. The clinic should assist the area in the quality, and retention of officials. The training touches on five specific topic areas.

- 1. Professionalism, Responsibilities, Ethics**
- 2. Knowledge & Judgment**
- 3. Positioning, Field Coverage, and Fitness**
- 4. Game Management, Penalty Administration, Mechanics**
- 5. Comportment, Communication, Teamwork**

**APPENDIX C: Sample Site Information Worksheet**

**Level 1 Instructional Clinic Site Information Worksheet**

(Please type and e-mail to [officials@uslacrosse.org](mailto:officials@uslacrosse.org), 410-366-6735(fax), or send to US Lacrosse Sport Development Department, 113 W. University Parkway, Baltimore, MD 21210)

**Information for Level 1 Instructional Clinic to be held at**

**Facility Name** \_\_\_\_\_ **(city, state)** \_\_\_\_\_

Name of Hosting Group:

Name of Hosting/Site Coordinator (see job description in Hosting Handbook):

Home phone:

Cell phone number:

E-mail address:

Mailing Address:

T-Shirt Size (women's or men's sizes M, L, XL) :

E-mail address to be posted on web for clinic inquiries:

Posting e-mail address holder's name:

Other members of the clinic planning team:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you want to be copied on each registrant's confirmation e-mail?  Yes  No

Date:

Start and end times and days, registration to begin 60 minutes prior to start time:

Registration Start Time:

**Clinic Start Time:**

**Clinic End Time:**

Due diligence-In order to maximized official's availability and participation I have

\_\_\_\_\_ contacted the local/regional Chapter regarding potential conflicts/lacrosse events for this date

\_\_\_\_\_ contacted local/regional lacrosse leagues and organizations about potential conflicts on this date

Potential conflicts on this date:

\_\_\_\_\_

\_\_\_\_\_

**Name and Address of Clinic Site (MUST BE RESERVED PRIOR TO FILLING OUT):**

(Please provide address and general directions from N, S, E and W—directions may be on an attached sheet)

Web link to site, if available:

Facility contact name at site:

Site affiliation (i.e. university, public school, for-profit recreational facility etc.):

Times site is reserved (total start and end times when able to be in the facility):

Field Times:

Gym Times:

Classroom Times:

Certificate of Insurance required for this site (Host: Verify with site contact whether this is required):

Yes  No

Name of facility to be listed as "additional insured" on the certificate:

Address (if different from site address):

Cost (if any) for facility:  
Reason for cost:

Airport to fly into:  
Approximate distance from airport to site:  
Most convenient hotel(s) to site (*payment responsibility of the host*):  
Name 1:  
Address 1:  
Phone 1:  
Est. nightly Rate 1:  
  
Name 2:  
Address 2:  
Phone 2:  
Est. nightly Rate 2:

Number of expected attendees:  
\_\_\_ Yes, attendance should be capped at \_\_\_\_\_ (max # of participants facility can support)  
\_\_\_ No attendance cap needed. Our group and facility can accommodate as many as needed financially and geographically.

Shipping address for clinic materials (must go directly to Hosting Coordinator)  
\_\_\_ Residential or \_\_\_ Business (Select one)  
Name  
Street Address  
City, State, Zip

**Facility Information:**

See Hosting Information Handbooks for specifics

CLASSROOM SPACE: **Check all that will be available** and in place at time of clinic.  
Times available: \_\_\_\_\_

**Mandatory** (see limitations chart below for options)  
\_\_\_ Seating for ALL clinic attendees  
    -Audio visual materials must be visible from seating  
    -Describe classroom \_\_\_\_\_  
    \_\_\_\_\_

\_\_\_ LCD Projector with table for projector  
\_\_\_ Screen or wall for projection  
\_\_\_ Laptop Computer  
\_\_\_ Whiteboard, chalkboard or chart paper

GYM/ FIELD SPACE: Check all that will be available **and in place** at time of clinic.  
Times available: \_\_\_\_\_

**Mandatory**  
\_\_\_ EMPTY FIELD SPACE/VISUALIZATION INSTRUCTION: At least 1/2 of a basketball court, or 1/3 of a full sized regulation lacrosse field. A larger space is more useful, this is a minimum standard.  
\_\_\_ FIELD SPACE: At a minimum one full length field lined to the USL WDOC Rulebook specifications, and two goal cages.  
\_\_\_ Inclement weather space available inside

- Ice and water
- First aid kit
- Pinnies
- Cones
- Game Balls
- Clock
- Horn
- Table personnel

***Please attach with this document a map/floor plan of site, or sketch. It is important for us to know the layout of classrooms in relationship to fields.***

Additional information about facility or groups attending:

  
  
  

To the best of your knowledge, please list any other competing facilities (for-profit recreational space) in area and any lacrosse affiliation these facilities have:

**Lunch plan:**  
*Please describe for us how you plan to provide lunch for participants so we may incorporate this into the registration confirmation e-mail*

**Promotion:**

Yes  No Please send an e-mail blast from US Lacrosse to our surrounding region promoting the clinic (see handbook for time-line)

Yes  No We plan on sending e-mail blasts to our constituents

Yes  No We would like to send the registration link out privately prior to going public on the US Lacrosse website. If so, how long would you like us to hold the link?  
 \_\_\_\_\_

**Membership information:**  
 We will require US Lacrosse membership prior to participation in the clinic.

**Registration Fees:**  
 We understand the need to charge a registration fee and agree to the \$40 fee  
 We would like to underwrite scholarships for some of our members  
 For how many participants will you be able to subsidize? # \_\_\_\_\_ All \_\_\_\_\_  
 We would like to utilize this training for our board's classroom requirement, and raise the fee to \$ \_\_\_\_\_

**Special note,** US Lacrosse will only ever keep \$20 of the registration fee.

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*Final Registration fees per participant will be defined in hosting contract.*

**RETAINER:** Will be collected 1 month prior to clinic.

\_\_\_\_\_Credit Card (USL will contact for number)

\_\_\_\_\_Check

\*Site Information Worksheet must be complete before submitting to US Lacrosse.

I verify that all information in this document is accurate to the best of my knowledge and that the facility is reserved for this event and meets the specifications outlined in the Hosting Information Handbook for 2011.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX D: SAMPLE HOSTING AGREEMENT**

**US Lacrosse Official's Education Program  
Clinic Hosting Agreement for Chapters**

The [name of organization] has been selected to host a US Lacrosse Official's Developmental Clinic. This clinic will occur at [name of site] on [day, date, month, year] for girl's officials from [start time, end time] with pre-registration beginning a half hour before start time.

**The [name of organization] will :**

- ◆ Promote the clinic to the best of its ability to all lacrosse constituencies who may benefit from participation in the clinic, and not exclude any person or persons wishing to attend for educational purposes.
- ◆ Require all participants to become US Lacrosse Members prior to the clinic.
- ◆ 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. A site information form must be submitted by hosting coordinator.
- ◆ Define and communicate a lunch plan for all clinic participants which may include providing lunch for everyone.
- ◆ 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.
- ◆ Return all loaned materials and extra workbooks to US Lacrosse within 10 days of the clinic. Hosting will forfeit a portion of its retainer if necessary, for any missing loaner materials for which they may be invoiced by US Lacrosse for loss of property, and only receive the remainder of their retainer.

**US Lacrosse will:**

- ◆ Provide on-line registration for the clinic through [www.uslacrosse.org](http://www.uslacrosse.org), and provide regular registration information to hosting coordinator
- ◆ Provide clinicians in the amount needed to effectively conduct the clinic based on registration numbers.
- ◆ Pay clinician compensation, and travel to and from the host city.
- ◆ Promote the clinics regionally and provide support materials for local marketing of the clinics
- ◆ Provide clinic materials including workbooks and loaned equipment.
- ◆ Provide a Certificate of Insurance for hosting site when needed.
- ◆ Reserve the right to cancel any clinics with below-projected registration two weeks prior to the clinic
- ◆ Refund the hosting chapter the amount of their retainer

**Payment agreement:**  
 The {hosting group} will provide a retainer of \$ 250  
 Clinic registrants will be charged \_\_\_\$40 or \_\_\_\_ (other amount agreed upon by the host and USL)  
 Attendees to this clinic will be members of US Lacrosse.  
 The registration fee schedule for on-line registration will be as follows:

\_\_\_\_\_  
US Lacrosse Representative

\_\_\_\_\_  
Organizational Leader of [name of host org]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**APPENDIX E: SAMPLE CONFIRMATION REGISTRATION E-MAIL**

Thank you for registering on-line for the **US Lacrosse Developmental Official's Clinic at Petaluma Community Center** on-line.

Petaluma Community Center  
320 N. MacDowell Blvd.  
Petaluma, CA 94954  
Date: February 10, 2008  
Time: 9:00am - 4:00pm

Pre-registration begins 30 minutes prior to clinic. Please be punctual.  
Please remember to wear sneakers and dress appropriately for this hands-on event, preferably in black clothing.

Lunch is being provided by the site coordinator.

Cancellation policy- You must notify US Lacrosse by Noon Wednesday prior to clinic, after this time no refunds will be issued.

Switch/transfer policy- We are unable to transfer your registration to someone else.

Please keep a copy of the e-mail for verification.

If you have questions about this registration, please e-mail [officials@uslacrosse.org](mailto:officials@uslacrosse.org). For site-specific questions, visit the clinic homepage at [www.uslacrosse.org](http://www.uslacrosse.org) or e-mail [joesmith@comcast.net](mailto:joesmith@comcast.net).

Best regards,  
The US Lacrosse Sport Development Department

=====  
Joe Smith  
4 Elm DR  
Denver, CO 00000  
Telephone: 210-210-2100  
Email: [joe@uslacrosse.org](mailto:joe@uslacrosse.org)  
Transaction ID: SportCEP06CO1000000  
Payment Method: Credit  
Card Holder: Joe Smith  
Card Type: AMEX  
Card Number (last 4): 0000  
Card Expiration: 00/00

Package & Fees:

Qty	Price	Event
1	\$40.00	Instructional Clinic
Total: \$40.00		

**Appendix F: SAMPLE Level 1 Instructional Clinic Packing Slip**

**Level 1 Instructional Clinic Materials Packing Slip**

**This slip MUST be returned with materials.** *Materials to be received no later than 10 business days after clinic completion. Unaccounted materials will be billed to host organization.*

<b>Item</b>	<b>Quantity Sent</b>	<b>Quantity Received (host to fill out)</b>	<b>Quantity Returning (host to fill out)</b>
Workbooks			
USL Banner			
USL Plastic Goodie Bags			
Stickers			
Pens			
Whistles, Cards, Flags			
Liability Waivers			
Membership Forms			
Other:			
Raffle Prize			

**To be filled out by US Lacrosse Staff**

Clinic Date:                      Clinic Location:  
Shipped to:

Number of boxes:  
Date shipped:  
Date returned:

Verified by:

## Appendix G: Clinician Contract/Agreement

### US Lacrosse Official's Training and Umpire Development Clinician's Contract

Congratulations! You have been chosen to be the (Head, Assistant, or Apprentice) \_\_\_\_\_ clinician for a Developmental Official's Clinic at a rate of \$\_\_\_\_\_ per full clinic day. *NOTE half days will be pro-rated* You have been chosen because you have met the requirements to conduct a Developmental clinic (i.e. currently hold a National, National Emeritus, or International Rating, have attended the Orientation session on conducting clinics). You must use US Lacrosse endorsed training materials during this training.

The [name of organization] has been selected to host a US Lacrosse Official's Developmental Clinic. This clinic will occur at [name of site] on [day, date, month, year] for girl's officials from [start time, end time] with pre-registration beginning a half hour before start time.

#### The Host Organization will :

- ◆ Communicate with you directly regarding clinic details, times, and facilities.
- ◆ Communicate with you and arrange for your pick up and drop off to and from the airport, and any around town transportation that is necessary
- ◆ Pay for your hotel room while conducting the clinic
- ◆ Either pay you the government rate for per diem of that location ([www.gsa.gov](http://www.gsa.gov)) when meals are not provided by them, or reimburse you for your meals (receipts must be provided to them, and alcohol is not a reimbursable item).

#### US Lacrosse will:

- ◆ Pay clinician compensation, and travel to and from the host city (please note you are not compensated for the TIME it takes you to travel to and from the site, only for the clinic teaching time).
- ◆ Reserve the right to cancel any clinics with below-projected registration two weeks prior to the clinic
- ◆ Refund the clinician any travel fees they have already purchased in the event they are unable to get a refund.
- ◆ Provide the Host Coordinator and all clinicians with matching polo shirts to be worn with khakis or black pants or shorts.

#### Payment agreement:

You will be provided with an invoice from US Lacrosse and will be paid within 30 days of receipt of this invoice. The invoice should reflect the agreed upon amount of clinic time.

\_\_\_\_\_  
US Lacrosse Representative

\_\_\_\_\_  
Clinician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**This contract must be received within one week of being sent to the clinician, if it is not returned you are forfeiting your opportunity to act as a clinician to this site.**