

Level 1 Instructional Clinics

Hosting Handbook for Chapters

Processes, Procedures, and Administration

For clinics held from September, 2009 to March, 2010

NOTE:

**This Handbook is for the Level 1 Clinic ONLY
For Level 2 information, please reference the US Lacrosse Website**

Part 1 : Introduction

Level 1 Instructional Clinics-A One of a Kind Experience

"I would not be comfortable coaching without this clinic."

- Clinic participant, Cincinnati, Ohio

By hosting a Level 1 Instructional clinic, you bring the most effective, valuable, coach training experience in lacrosse to the coaches in your area!

Level 1 Instructional Clinics are a national series of standardized clinics run by US Lacrosse across the country from the months of October through March as part of the US Lacrosse Coaching Education Program (CEP).

These clinics bring the material in the Level 1 Online Course to life through hands-on experiences facilitated by outstanding US Lacrosse certified trainers and is targeted at coaches of beginning players of any age. Coaches learn the art of effective lacrosse coaching with this nationally-recognized program designed by experts in the lacrosse coaching field.

These clinics are required of coaches wishing to attain a Level 1 certification through US Lacrosse). US Lacrosse relies on dedicated chapters and groups on the local levels in all areas of the country to make these clinics happen for their lacrosse coaches.

WHY HOST A US LACROSSE LEVEL 1 INSTRUCTIONAL CLINIC?

Coaching education is receiving national attention. Everyone agrees that better educated coaches lead to better, happier players, better lacrosse experience, and even aids in the recruitment and retention of officials! Don't struggle again with trying to organize your own clinic, find trainers, decide what is taught, and then hope it helps the coaches when they face the reality of the field. The Level 1 clinics take care of all of this for you!

The US Lacrosse CEP Level 1 Instructional Clinics stand apart from other lacrosse coaching clinics for the following reasons :

- ∞ These clinics are part of the **only national, standardized coaching curriculum** in the United States endorsed by the national governing body for the sport, US Lacrosse.
- ∞ Clinics are conducted by **certified Level 1 trainers**, who have been extensively trained in the curriculum by master trainers. All trainers are US Lacrosse Level 1 certified, PCA Double Goal coach certified, subject to extensive background checks, and evaluated on a regular basis to maintain the quality of the program. For more information about our trainers go to www.uslacrosse.org/cep/trainers.
- ∞ The Level 1 Clinics are a **requirement for US Lacrosse Level 1 coaching certification**, which US Lacrosse anticipates making available to leagues and chapters by fall 2007. Participation now will count toward the fulfillment of those requirements. For more information about certification visit <http://www.uslacrosse.org/cep/certification.phtml>.
- ∞ Coaches are provided the **tools by which to COACH players**, not just trained in the mechanics of lacrosse.
 - The focus of Level 1 is introducing coaches to the responsibilities and philosophies of coaching and how to provide a safe and enjoyable athlete-centered environment that emphasizes positive growth and sportsmanship principles grounded in the fundamentals.
 - They will also learn powerful communication techniques, practice planning methods, and add to their tool box of fun drills and activities to best teach the game in an age-appropriate manner.
- ∞ Clinics are the only lacrosse coaching clinics **aligned with National Standards** for Coaches as recommended by NASPE (National Association for Sport and Physical Education).

- ∞ The curriculum is **developed and continually reviewed by experts** in coaching lacrosse education who sit on the national Coaching Education Committee.

"I have 30 years of lacrosse exposure and I still learned many things today."

- Clinic participant, Portage, MI

This training is absolutely essential for:

- ∞ *Coaches of any experience who work with beginning players*
- ∞ *Players who have never coached before*
- ∞ *Those new to coaching lacrosse or new to the sport in general*
- ∞ *Experienced coaches who want to hone their fundamental coaching skills by getting back to the basics of effective coaching method.*
- ∞ *Coaches who are switching from the men's game to the women's game or vice versa*

"I attended the US Lacrosse coaches clinic in Hatfield, PA. It was a wonderful experience and I am very excited about sharing my newly learned skills."

-Clinic Participant, Hatfield, PA

Benefits to participants :

- ∞ **Personalized, practical instruction** from a certified US Lacrosse trainer
- ∞ US Lacrosse issued **Certificate of Completion**
- ∞ Participants **complete one of the components of certification** by attending a clinic.
- ∞ As members of US Lacrosse, participants in the Level 1 clinics are automatically denoted in the USL **national database** as having completed this course of study. This record is preserved toward their certification requirements should the coach pursue USL Level 1 coaching certification now or at any time in the future.
- ∞ The **Level 1 Workbook**, available **ONLY** at US Lacrosse CEP Level 1 Clinics; includes skill breakdown, error detection and correction, drills and activities
- ∞ **Tips, tricks, and ideas** to enhance your coaching now and for years to come breakdown, error detection and correction, drills and activities
- ∞ US Lacrosse **goodie bag**

Additional benefits :

- ∞ Notoriety for your organization for participating in a nationally recognized program which is the industry standard in coaching education.
- ∞ Connect with coaches in your chapter and garner more coach membership in your chapter, broaden your reach and influence as a chapter of US Lacrosse.
- ∞ Host organizations are the first to be approached to pilot new phases of the CEP, bringing cutting edge training to your area before anyone else.
- ∞ **A clinic in your area leads to better educated coaches which translates to better players, higher player, coach and official retention, more player improvement, and increased player enjoyment and satisfaction in playing the sport of lacrosse.**

Why wait ?

Information about Certification:

Attendance at a Level 1 clinic or completion of the Level 1 online course does not “certify” a coach by US Lacrosse.

The level 1 and 2 online courses and clinics allow coaches to earn **certificates of completion**. This information is also recorded in the US Lacrosse database.

Many leagues and clubs have independently decided to use the earning of certificates as educational requirements for their coaches.

The earning of certificates does not, however, implicitly imply **certification** as defined by the national governing body, US Lacrosse.

National Level 1 certification is now available to all coaches!

In order for a coach to be nationally certified, they must complete the following:

- ∞ PCA Double Goal Coach I course is completed on-line or at live workshop
- ∞ CEP Level 1 on-line course is completed
- ∞ CEP Level 1 Instructional Clinic is completed

Coaches then apply to certify and complete a comprehensive background check through US Lacrosse and the National Center for Safety Initiatives.

In offering this service to the lacrosse community, US Lacrosse seeks to support program administrators, parents, clubs, leagues and coaches in educating and retaining quality coaches.

US Lacrosse encourages all coaches to participate in some or all components of the CEP, and encourages leagues and clubs to also utilize the CEP for their coaching education needs. It is our vision that all lacrosse teams are coached by certified US Lacrosse coaches for the benefit and quality of our sport and for the enhanced enjoyment of the game for both coaches and players.

Information is presented at each Level 1 clinic by the trainers about the certification process.

For FAQ's and further details about coaching certification through US Lacrosse, visit
<http://www.uslacrosse.org/cep/certification.phtml>

Part 2: How to Host a Clinic

- **Requirements for Hosting**
- **Fall, 2009 through Winter, 2010 Timeline 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**
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SECTION I: Basic Requirements for Hosting

1. *Hosting chapter must submit an "intent to host" form by May 15, 2009 and secure an adequate site with locked down date by July 15, 2009 for Fall, 2009 clinics and September 30, 2009 for Winter 2010 Clinics.*
 - ∞ Site must have 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.
2. *Hosting group must be able to secure 50 attendees if hosting a men's and women's clinic, 30 attendees for a single game offering, and make initial deposit which will be refunded upon achievement of target numbers (see funding information below).*
 - ∞ 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, online registration.

****Note that the cost for USL member attendees Fall, 2009 through Winter, 2010 is \$65. See the hosting handbook for more information. Chapters may also work with HQ to choose to subsidize or scholarship registration fees if they choose.**
3. *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 (job description and instructions provided later in document)*

Hosting Requirements Checklist (in sequential order)

1. ___ Submit Intent to Host Form
2. ___ Initial orientation discussion with US Lacrosse
3. ___ Identify a clinic coordinator and clinic committee
4. ___ Secure an appropriate facility and final date
5. ___ Submit Site Information Worksheet and Hosting Contract.
 - a. This includes formulation of a lunch plan for on-site lunch
6. ___ Work with US Lacrosse staff to set up online registration with accurate information about the event for registrants.
7. ___ Receive notification from USL that clinic registration up online
8. ___ Begin local marketing, publicity, and communications with participants with support from US Lacrosse who provides:
 - a. US Lacrosse provides promotional materials for distribution at the local level
 - b. US Lacrosse provides national information through e-blasts to regions, and e-news, website and print publication
 - c. US Lacrosse provides and administers easy, online registration.
9. ___ Arrange for and confirm all of the necessary equipment and AV materials needed for the clinic.
10. ___ Receive updates on registration from US Lacrosse, continue publicity
11. ___ Receive names and bios of trainers and make contact with them
12. ___ Follow clinic checklists to run the event

Section II : Fall, 2009 through Winter, 2010 Hosting Timeline

April 1, 2009: Intent to Host application available online. Chapters and previous hosts sent application information. Information also posted on US Lacrosse website.

May 15, 2009: All Intent to Host applications due.

May 31, 2009: All clinic applicants notified of status, hosting conference calls scheduled.

June 1 through June 15, 2009: Hosting calls occur, Site Information Worksheets out for completion.

July 15, 2009: All Site Information Worksheets and final clinic sites and dates due to US Lacrosse for **Fall, 2009** clinics. Hosting Agreements sent out.

July 15 through August 15, 2009: **Fall, 2009 Clinic schedule released**. Online registration available, promotional materials completed and distributed. Hosting agreements signed and returned by August 15th.

September 30, 2009: All Site Information Worksheets and final clinic sites and dates due to US Lacrosse for **Winter, 2010** clinics. Hosting Agreements signed and returned.

October 31, 2009: Full **Winter, 2010** clinic schedule released, online registration available, promotional materials completed and distributed.

SECTION III: Summary of Hosting Responsibilities

By applying to host a Level 1 clinic by submitting an Intent to Host form, 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 reliable, committed Site Coordinator (see Site 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.
 - o US Lacrosse provides promotional materials for distribution at the local level
 - o US Lacrosse provides national information through e-blasts to regions, and e-news, website and print publication
 - o US Lacrosse provides and administers easy, online 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 lunch on-site for all clinic attendees, or determining a plan for communicating lunch options to participants.

SECTION IV: Boys' Coaches, Girls' Coaches, or Combination Clinic?

USL encourages host groups to hold a boys' and girls' clinic concurrently, known as a *combination clinic*. The clinics are designed to easily accommodate combination clinics and preference is given to groups that host a combination clinic. For combination clinics, minimum attendance is 50 individuals (preferably 25 men's game, 25 women's game). You may choose to host only a girls' or only a boys' training however. The minimum attendance for single clinics is 30.

SECTION V: Facility Requirements (Take this list with you when you look for your facility!)

Summary and Explanation:

In order to provide the most effective learning environment and utilize proven teaching methods, the Level 1 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.

Clinics are 7 hours total with breaks and lunch built in. Clinics are comprised of classroom and field sessions.

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

For a detailed schedule see appendix C

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.

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

We have found that gym space is often difficult to secure in the months that conflict with basketball season. Please be aware of this.

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: Trainers utilize the following teaching tools in the classroom: Power Point slides projected from a laptop using an LCD projector, overheads in absence of laptop and projector, chalkboard or whiteboard. Trainers must know ahead of time which media will be available.

Classroom 1 (main classroom)

Mandatory

- Seating for ALL clinic attendees –Classroom sessions are done together most of the time.
 - Audio visual materials must be visible from seating
- ∞ LCD Projector –if no projector available, need overhead projector
- ∞ Laptop computer-not necessary if no LCD projector available (many trainers have their own laptop—hosts should contact the trainers to verify if one will be brought)
- ∞ Screen or wall for projection
- ∞ White board/chalkboard/diagram pad
- ∞ Markers/chalk

Optional for Classroom 1

- ∞ Overhead projector
- ∞ Microphone (required for over 100 attendees, suggested for over 75)

Classroom 2 (if hosting a combination clinic) Trainers may or may not choose to use a second classroom later in the day.

Mandatory

- ∞ White board/chalkboard/diagram pad
- ∞ Markers/chalk
- ∞ Must seat attendees from one of the two clinics

Optional for Classroom 2

- ∞ LCD Projector –if no projector available, need overhead projector
- ∞ Laptop computer-not necessary if no projector available
- ∞ Screen or wall for projection

B. GYM SPACE REQUIREMENTS: This clinic is HANDS ON! The field space is imperative to a quality experience. If using an indoor facility, it is important that there is enough space for both clinics to occur.

Mandatory

- ∞ At least 30 yards x 30 yards per clinic (double if hosting a combination)
 - Outdoor (preferable)
 - or
 - IndoorOne full outdoor field with goals at either end is plenty of space for a combination clinic.
- ∞ **If outdoor, MUST have inclement weather space available inside**
- ∞ Goals (1 if single clinic, 2 if combination)
- ∞ **Game-specific goal area lines around each goal (can be painted, taped or last-choice, coned)**
- ∞ Ice and water
- ∞ First aid kit
- ∞ Pinneys
- ∞ Cones
- ∞ Balls-2 for every participant

SECTION VI: Equipment Requirements for Participants

We learn by doing.

*This is a hands-on experience where coaches learn not only the skills of lacrosse, but how to **COACH** the skills—an even more challenging task.*

EQUIPMENT NEEDED FOR EACH PARTICIPANT:

- Stick – to be brought by participants
- Approved Eye Protection – limited amount provided by USL (partner w/ hosts)
- Mouthguard – provided by USL
- Ball – hosts to provide

Because this is a hands-on experience, US Lacrosse requires the base amount of protective equipment necessary for non-contact lacrosse be worn at this clinic by both men's and women's coaches.

- ∞ This means that all participants must wear a mouthguard and approved eyewear when participating in the field sessions.
- ∞ Helmets are not necessary for this clinic, however some men's clinic participants may choose to bring one as a substitute for protective eyewear.
- ∞ Participants also need a stick that is appropriate for the clinic which they are attending (men's stick for men's clinic, women's stick for women's clinic).
- ∞ Participants are asked to indicate through the registration process what equipment they will be bringing, and are reminded of this in their confirmation e-mail when they register online. Hosts will have access to this information as requested.

- ∞ Hosts are asked to make sure that some extra sticks and goggles are available to loan to participants. If it is not possible for the host group to obtain this equipment locally, US Lacrosse will, when available, partner to ship loaner equipment, however the host group may be invoiced for the shipping cost of the materials, must return all loaned equipment in good condition, and is responsible for the cost to return the materials.
- ∞ Equipment shipped standard to hosts are mouthguards, and goggles when requested.
- ∞ Trainers may be able to supply some materials including laptop and extra sticks etc. It is the responsibility of the hosts and trainers to communicate regarding equipment and AV needs for the clinic.
- ∞ All equipment is to be returned via UPS. Please do not send via the US Mail.

Facility and Equipment Checklist for Hosts

Facility:

- Classroom 1 (main classroom) Times:** _____

Mandatory

- Seating for ALL clinic attendees
- Audio visual materials must be visible from seating
- LCD Projector –if no projector available, need overhead projector
- Laptop computer
- Screen or wall for projection
- White board/chalkboard/diagram pad
- Markers/chalk

Optional for Classroom 1

- Overhead projector
- Microphone (required for over 100 attendees, suggested for over 75)

- Classroom 2** (if hosting a combination clinic.) Trainers may or may not choose to use a second classroom later in the day.)

Mandatory

- White board/chalkboard/diagram pad
- Markers/chalk
- Must seat attendees from one of the two clinics

Optional

- LCD Projector –if no projector available, need overhead projector
- Laptop computer-not necessary if no projector available
- Screen or wall for projection

- FIELD SPACE** At least 30 yards x 30 yards per clinic (double if hosting a combination) **Times:** _____

- Outdoor (preferable)-one field with goals at either end is sufficient for a combination clinic.
- Indoor
- Inclement weather space available inside**
- Goals (1 if single clinic, 2 if combination)

- Game-specific goal area lines around each goal (can be painted, taped or last-choice, coned)**
- Ice and water
- First aid kit
- Pinneys
- Cones
- Balls-2 for every participant**

Equipment:

- Sticks
- Approved Eye Protection
- Mouthguards

SECTION VII: Clinic Registration, Funding, and Attendance

The Level 1 clinics are **NATIONAL** clinics. This means that the clinic sites hosted by chapters are open to any coach wishing to attend that site. This also 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. *These clinics are nationally run and open to any US Lacrosse member wishing to participate.*

US Lacrosse also allows clubs and leagues to host clinics in the event that the chapter is unable to or is supportive of a private clinic for these groups. More information can be found in the private clinic intent to host document.

US Lacrosse encourages leagues and clubs who inquire about hosting a clinic to first approach the chapter about hosting a clinic. US Lacrosse connects the aforementioned leagues with the chapter to work together in this endeavor.

Membership to US Lacrosse:

Usually, membership is mandatory to attend the clinics for liability purposes and to connect the coach 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 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 online 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 most 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 and submit a waiver signed by a parent.

What is the cost?

Cost for those registering online for a chapter sponsored clinic is \$65.

NOTE: It is *highly* recommended that participants take the Level 1 online course prior to attending the clinic. They will get more out of the experience and it will allow the trainer to delve deeper into the topics. Please promote this to your constituents. Both components are required for certification.

Late registration begins one week from the event, at which time the cost is \$85, no discounts apply.

In the event that membership is not required, the non-member fee to attend is \$95

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

Chapters have options to subsidize or scholarship registration costs—this will be reflected in online registration rates. (see Intent to Host form)

At privately sponsored clinics, all participants are required to register their information online prior to clinic at the online registration site (see Intent to Host form for private clinics).

What does the registration cost include?

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

- ∞ Certified Level 1 trainer(s) (Names and bios provided ahead of time) including:
 - Travel, room and board for trainers when necessary
 - Trainer compensation
- ∞ Online registration
- ∞ National publicity of clinics and support materials for local marketing
- ∞ Clinic materials for attendees, including
 - The Level 1 Workbook, available **ONLY** at US Lacrosse CEP Level 1 Clinics; includes skill breakdown, error detection and correction, drills and activities
 - US Lacrosse goodie bag with coaching accessory
 - US Lacrosse Clinic Certificate of Attendance
 - 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

Online Registration

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

Group Registration

Groups may register with US Lacrosse for a Level 1 clinic. In order to register, a group must turn in the Group Registration Form within **one week** prior to the clinic and have worked out the details with Tyler Puckett, Clinic Coordinator. Groups must contact Tyler at tpuckett@uslacrosse.org to receive the form.

Clinic Funding for Chapters

In order for US Lacrosse to continue to make this highest quality training for coaches available, USL must recoup the cost of running the clinics which includes:

- ∞ Providing certified USL trainers including their stipends and travel.
- ∞ Printed workbooks
- ∞ Certificates of completion
- ∞ Goodie bag for participants.
- ∞ Administration of program including promotion, record keeping, shipping, etc.
- ∞ Delivery of a national, standardized curriculum based on National Standards for Coaches and certification opportunities for coaches.

This is done through the collection of individual registration fees through the US Lacrosse website (\$65 for US Lacrosse members) and meeting the minimum pre-registered attendance requirement of 30 coaches for a single training, 50 for a combination clinic for men's and women's coaches.

To ensure a partnership between the hosting chapter and the national office, US Lacrosse is asking for a commitment deposit of \$1500 for a combination clinic, \$800 for a single clinic from the host chapter, which is then FULLY refunded based on the registration fees collected. Chapters may seek appropriate local sponsorship to offset this cost.

This deposit is collected one month prior to the event. If the clinic has already reached its minimum registration numbers at that time, no deposit is necessary.

If at any time a host group or chapter does not feel it can tie up its funds in this manner until the deposit is refunded, US Lacrosse is willing to work with each group to find a win-win solution for all.

If the target numbers (30 or 50) are reached or exceeded, the chapter will be *fully refunded* the deposit. If target numbers fall short*, the chapter will be reimbursed the balance of the amount collected of that \$3000.

Chapters or host groups may also decide on several flexible options for the utilization the deposit:

1. Receive full deposit back after clinic—registration fees collected through USL website standard.
2. Fully scholarship all participants and make the clinic free—online registration would reflect this benefit and registrants would not be charged, deposit will not be refunded and group invoiced after the clinic for the balance. The amount can also be capped**
3. Subsidize some of the cost of the online registration so it is less expensive for participants, and utilize a designated portion of the deposit to offset the cost for participants. This will be calculated by US Lacrosse.

*In the event that registration is not robust 2 weeks prior to the event, US Lacrosse reserves the right to cancel the clinic at which time 75% of the initial full deposit will be refunded.

** If fully scholarshiped registration exceeds 75 participants, an additional \$500 will be billed to the chapter to cover the cost of additional trainers in order to meet adequate trainer to coach ratios. If the chapter feels they would be unable to do this, the attendance numbers may be capped.

Private clinic policies

- **Leagues or clubs wishing to educate their coaches with the CEP must contact their local chapter first about hosting a clinic.** If local chapter not able or willing to host a clinic, the group may proceed individually with a letter of notice from the chapter that they are aware that this. There are multiple benefits to working through the chapter for the clinic.
- **A deposit of \$3400 required for a combined boys' and girls' clinic, \$2100 for a single game clinic.* 10% discount will be applied if all coaches will be members of US Lacrosse.**
- **Leagues must secure appropriate site, site coordinator, and communicate a lunch plan in accordance with the Hosting Information Handbook**
- **Group's participants MUST pre-register online at www.uslacrosse.org—US Lacrosse will provide this service, hosts will be given regular updates on registration.**
- **All attendees must fill out a waiver which must be returned to trainers prior to start of clinic if membership is not mandatory.**
- **Scheduling and trainer assigning priority goes to chapters hosting clinics**
- **Intent to Host forms and site information worksheets due according to stated timelines for clinic hosting.**
- **Leagues may charge a registration fee but it may not exceed the standard US Lacrosse registration fees.**

** If registration exceeds 75 participants, an additional \$500 will be billed to the organization to cover the cost of additional trainers in order to meet adequate trainer to coach ratios. If the group feels they would be unable to do this, the attendance numbers may be capped.

Section VIII: Clinic Promotion

US Lacrosse partners with host groups and will promote on a national 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 and CEP has to its local coaches.

- ∞ US Lacrosse will promote the clinic on a national level through print materials, e-news, regional e-mail blasts and the website.
- ∞ US Lacrosse will provide easy, online 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
 - CEP 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 CEP. Any information from the US Lacrosse website and hosting information handbook is accurate and able to be used by host groups.

Section IX: SITE COORDINATOR Responsibilities and Clinic Team Description

It is suggested that the host group assign a team to coordinate the event. The site coordinator position is mandatory for clinic hosts.

Sample clinic team:

Site coordinator-Leader of the team, is point person for US Lacrosse and trainers, 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.

Lunch coordinator-Decides how to handle lunch provisions for participants and implements lunch plan.

Site Coordinator Job Description

Site coordinator must be available to communicate regularly via e-mail with Sport Development Department

Clinic Preparation Responsibilities

- ∞ Confirm availability of facility and finalize date with US Lacrosse by completing and compiling and 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 clinic, including presentation of 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 clinic.
- ∞ Once clinic confirmed, promote the clinic within your chapter and surrounding region with support from the clinic team. US Lacrosse will help facilitate by providing materials about the program and publicize at the national level.
- ∞ Communicate with assigned trainers 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 (goodie bags) to be distributed at clinic. (Instructions provided)
- ∞ Order lunch to be delivered to clinic site on day of clinic (hosting chapter or organization responsible for providing this) or coordinate communication of lunch plan to participants if asking them to bring their own
- ∞ If determined by group, work to secure local sponsorships.

Day of Clinic Responsibilities

- ∞ Hang signs at facility entrance, registration table and designated clinic areas.
- ∞ Gather all equipment necessary; make sure goals in set up in open area and goal area lines are taped down.
- ∞ Welcome trainers, help set up AV equipment and test (TV, VCR, projector, video camera etc.), and get materials that will be distributed.
- ∞ Set up registration table 1.5 hours 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 (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 Evaluation and Check Out Cards for the Trainers
- ∞ Write names on the certificates
- ∞ Clean-up and shut-down facility when necessary.
- ∞ Provided "Event Staff" Shirt to wear
- ∞ **HOSTING COORDINATOR MUST BE ON-SITE FOR THE ENTIRETY OF CLINIC**

Post-Clinic Responsibilities

- ∞ 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 X: 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 not enough time for people to go off-site.
- ∞ 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 online registration. USL's clinic coordinator can provide details.
- ∞ Hosts may also choose to have participants bring a bagged lunch, however this needs to be communicated to registrants ahead of time via the confirmation e-mail they receive upon registration. Hosts also need to be prepared to accommodate those who may not have received this message.
- ∞ We want to avoid people leaving the site and returning late, therefore missing crucial information in the clinic
- ∞ 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 to be provided for the trainers**

Lunch Checklist:

- Work with clinic committee to determine lunch plan
- Communicate lunch plan to USL via Site Information Worksheet for incorporation into confirmation e-mail
- Send lunch information reminder 2 days prior to clinic to registrants
- Confirm lunch with vendor
- Pick up lunch day of
- Have lunch available for trainers

SECTION XI: Trainer Selection and Communications

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

Level 1 Trainers-General Information

Clinics are conducted by certified, trained Level 1 trainers. These trainers have gone through a rigorous screening process and extensive training in the curriculum in order ensure that only the best instruction is provided at the Level 1 Instructional Clinics.

All of the CEP Level 1 trainers have been rigorously trained in the Level 1 curriculum, are US Lacrosse Level 1 certified, PCA Double-Goal Coach certified, and are regularly evaluated on their performance to maintain the quality of the program. Level 1 trainers are selected for their extensive knowledge of the game, teaching ability, knowledge of the needs of beginning players, and passion for training coaches. CEP trainers include former US National Team players, Division I, II and III collegiate coaches, and outstanding youth coaches from over 20 different states representing a variety of regions across the United States.

When at all possible, US Lacrosse assigns trainers who are within 120 miles of the clinic site to the clinic. However, if a regional trainer is not available, or there is no trained trainer in your area US Lacrosse will provide a trainer from anywhere in the United States for your clinic.

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

For more information about the Level 1 trainers, go to www.uslacrosse.org/cep/trainers.phtml

Trainer Assignment to Your Clinic

- ∞ Trainers are assigned based on the timeline earlier in document.
- ∞ As soon as trainers are assigned, the site coordinator will receive their names, contact information and bios via a "connector e-mail" (see appendix) 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 trainers to determine AV and equipment that may be provided.
- ∞ Site coordinator and trainers 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 local trainer in their area to coordinate clinic dates when that trainer is available.

Trainer Communication Checklist

- Receive trainer contact information
- Contact trainers to introduce yourself
- Collect trainer travel itineraries
- Find out if trainer bringing laptop and any equipment
- Exchange travel contact info (cell phones etc)
- Brief trainers on facility, give any additional directions for trainers
- Order trainer's lunches
- Have beverages on hand for trainers
- Meet trainers at site 1 hour before clinic
- Show trainers around facility

Section XII: Materials-The Clinic Shipment

- ∞ As mentioned earlier, registrants receive an exclusive clinic workbook and a goodie bag (based on availability. US Lacrosse also ships promotional materials and banners to help with clinic, and when necessary, mouthguards and goggles.
- ∞ 2 weeks 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 should count inventory and fill out the inventory list (see Appendix I)
- ∞ Coordinator should 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 bill hosts for missing, damaged, or late return of materials.
- ∞ Materials should be sent back via UPS, NOT US Postal Service

Materials typically sent:

- ∞ Coaching Education Program Banner
- ∞ Plastic goodie bags
- ∞ Stickers
- ∞ Pens
- ∞ USL flyers
- ∞ Clinic goodie (ie stopwatch, whistle, lanyard, etc.)
- ∞ Clinic workbooks, men's and/or women's
- ∞ Goggles
- ∞ Mouthguards
- ∞ Raffle items, when available
- ∞ Clinic paperwork folder and instructions

Clinic materials checklist for site coordinator:

- Receive notification that materials sent
- Receive materials from UPS
- Inventory materials, fill out packing slip
- Stuff goodie bags
- Take materials to site
- Hang banner
- Put bags and workbooks at registration for handing out
- Collect and inventory left-over materials
- Fill out packing slip
- Return via UPS to US Lacrosse within 10 days of clinic

Section XIII: Clinic Cancellation Policies

- ∞ 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 90% 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 price of registration will go up 2 weeks prior to the clinic and 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.

Section XIV: Sponsorships

Some sites will be the beneficiaries of national sponsors of the CEP programs. If a site does receive a sponsorship, special stipulations and accompanying benefits will occur at the site, i.e. banners to be hung, sponsorship rep may speak.

You will be informed prior to the clinic of any sponsorships by the clinic coordinator.

Section XIV: Preparing, running, and wrapping up

The last two weeks before the clinic are busy ones! You will have received regular communication from US Lacrosse during the months prior. The below describes the last steps and day of procedure.

Last days leading up to clinic:

- Communication continues between USL staff, hosts and trainers
- Periodic registration updates sent
- Publicity of clinic on local and national level continues

2 weeks prior

- Materials shipped from US Lacrosse

One week prior to clinic:

- Registration closes at 12:00 noon
- Spreadsheets of registrant data are sent to site coordinator and trainers
- Host sends touch-base e-mail to all pre-registrants, reiterating lunch plan
- Confirm site
- Confirm all AV
- Confirm equipment
- Thursday prior to clinic: Last day for pre-registrants to cancel
- Friday prior to clinic: Final reminder e-mail sent to hosts by USL
- Print the attendance spreadsheet, have ready for registration table
- Stuff the goodie bags
- Pack nametags, a few markers, and pens
- Inventory the shipment received from US Lacrosse and noted inventory on packing slip
- Confirm lunch to be delivered to clinic site or picked up on day of clinic
- Pack your vehicle with all equipment received from USL or that you have agreed to provide at the clinic
- Make directional signs at facility entrance, registration table and designated clinic areas
- Arranged to have a registration table near a main entrance
- Determine where to hang the US Lacrosse banner
- Set your alarm so that you can be at the site for set up 1 hour before pre-registration, which begins ½ hour before the clinic. (Your clinic is to begin promptly at 9:00 AM)
- Confirm with the contact at the clinic facility time for the building and classroom to be open
- Confirm that field, goals, and goal area lines for boys and girls are in place.
- Provide your cell phone number to USL and trainers so trainers have a point of contact in the event of an emergency.

Day of Clinic:

- Hang signs at facility entrance, registration table and designated clinic areas.
- Print equipment and facility checklist and have on-hand. Go over each item and ensure that all materials are there.
- Gather all equipment necessary using the checklist provided and put in areas where needed
- Make sure goals in set up in open area and goal area lines are taped down.
- Welcome clinicians, help set up AV equipment and test (TV, VCR, projector, video camera etc.), and get materials that will be distributed.
- Set up registration table 1.5 hours prior to clinic. Check-in clinic participants using master registration listing received from US Lacrosse.
- Set out goodie bags, attendance sheet, workbooks, nametags etc.
- Give each attendee a nametag, clinic materials (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.
- Clinic Closure/ evaluations, check-out card collection
- Clean-up and shut-down facility when necessary.
- BE ON-SITE FOR THE ENTIRETY OF CLINIC**

Wrapping up from a clinic:

Clinic close-out checklist

- Receive wrap-up e-mail from US Lacrosse
- Return feedback survey
- Package up all materials to be returned to US Lacrosse
- Fill packing slip
- Send packing slip and clinic materials back to US Lacrosse (113 W University Parkway, Baltimore, MD 21210) within 10 days

Part 3: Appendix

- A : Additional Information For Hosts
- B : Clinic Objectives and Topics
- C : Sample Clinic Schedule
- D : Sample Site Information Worksheet
- E : Summary of Hosting Checklists
- F : Sample Hosting Agreement
- G : Sample Registration Confirmation E-Mail
- H : Sample Reminder E-Mail
- I : Sample Packing Slip

Appendix A : Additional information for hosts

Goals and Target Audience

Level 1 of the US Lacrosse Coaching Education Program is targeted at coaches who have limited or no experience coaching lacrosse **or** experienced coaches who have an interest in strengthening their coaching foundation and knowledge base. Level 1 provides the tools needed to effectively **COACH** the rules, basic individual skills, and general team concepts to a group of beginning players, regardless of age. The focus of Level 1 is introducing coaches to the responsibilities and philosophies of coaching and how to provide a safe and enjoyable athlete-centered environment that emphasizes positive growth and sportsmanship principles grounded in the fundamentals.

This training is absolutely essential for:

- ∞ *Coaches of any experience who work with beginning players*
- ∞ *Players who have never coached before*
- ∞ *Thos new to coaching lacrosse or new to the sport in general*
- ∞ *Experienced coaches who want to hone their fundamental coaching skills by getting back to the basics of effective coaching method.*

Level 1 is designed to utilize the Level 1 online courses and the Level 1 instructional clinics together as a holistic learning experience for the coach. Completing the online course prior to the clinic is strongly recommended. Both learning experiences are required if a coach seeks to become certified. Certification information can be found at www.uslacrosse.org/cep.

Clinic Length, Schedule, and Scope

Clinics are 7 hours total with breaks and lunch built in. Clinics are comprised of classroom and field sessions. Clinics cover fundamental coaching philosophy, teaching and communication techniques, individual skill execution and error detection/correction, and fundamental team tactics.

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 (provided by host—contact host for details)
12:30-1:30 Classroom Session 2
1:30-3:00 Hands-on Session 2: More individual skills
3:00-4:00 Team Tactics

For more information on the topics covered and the specific schedule, see Appendix B and C

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

Those attending will receive a comprehensive Level 1 workbook exclusive to the clinics, US Lacrosse goodie bag including coaching accessories and other promotional items. Upon completion of the full clinic, a certificate of attendance will be given to attendees and they are noted in the US Lacrosse database as having completed this experience. This will count toward certification when it is offered.

This is a hands-on experience, so participants are to wear sneakers and athletic clothing. When registering they are asked to bring a stick, eye protection, and a mouthguard. Equipment should be available on loan at the site for the day if some do not come with these items.

APPENDIX B

Clinic Objectives and Topics

Module 1: Coaches' Development

General Objective:

After participation in this clinic, coaches will have a knowledge of the basics of a positive coaching philosophy, roles and responsibilities of a coach, how to plan an effective practice, and how to implement effective teaching techniques in their practices. This module is an introduction to ideas that will be reinforced throughout the clinic.

Topics Covered:

- ∞ Building a Positive Coaching Philosophy
- ∞ Safety Issues
- ∞ Effective Communication
- ∞ Teaching Techniques
- ∞ Developing Practice Plans
- ∞ Program Management

Module 2: Player Development

General Objective:

After participating in this module, coaches will be able to teach and evaluate the basic skills of lacrosse and apply effective coaching methods to help players learn and improve individual skills.

Topics Covered:

- ∞ Equipment
- ∞ Rules Overview
- ∞ Boys' Skills and Techniques (boys' clinic only)
 - Cradling
 - Throwing
 - Catching
 - Scooping
 - Dodges
 - Feeding
 - Shooting
 - Individual play without the ball
 - Individual defensive positioning
 - Holds
 - Checking
 - Face-offs
- ∞ Girls' Lacrosse Skills and Techniques (girls' clinic only)
 - Ground Balls
 - Cradling
 - Overhand Throw
 - Catching
 - Shooting
 - Dodging
 - Individual defense
- ∞ Goalie play

Module 3: Team Development

General Objective:

After participating in this module, coaches will have a basic understanding of team concepts and special situations, and will be able to introduce the concepts to players using ideas presented in the module.

Some of the following topics will be covered as time allows:

- ∞ Transitional Defense
- ∞ Transitional Offense
- ∞ Team Defense
- ∞ Team Offense

- ∞ Special Situations (boys' clinic only)
 - Extra Man Offense (EMO)
 - Defending EMO's
 - Riding
 - Clearing
- ∞ Special Situations (girls' clinic only)
 - 8-meter shot
 - 12-meter free position
 - Using the restraining line
 - The Draw

For more information on the Coaching Education Program or the Level 1 Instructional Clinics, see www.lacrosse.org/cep or contact sportdevelopment@uslacrosse.org.

APPENDIX C Clinic Schedule Based on 9 :00 AM-4 :00 PM Clinic Time
SAMPLE CLINIC SCHEDULE EXPANDED

COMBINED CLASSROOM SESSION 1-1 Hour- 9:00 AM-10:00 AM adjust these times based on clinic start

INTRODUCTIONS/OVEVIEW OF PROGRAM/ABOUT US LACROSSE (10 minutes)

Module I: Coaches' Development

Lesson 1 - Building a Positive Coaching Philosophy (10 Minutes)

Lesson 2 - Safety Issues (10 Minutes)

Lesson 3 - Developing Practice Plans (15 Minutes)

Topic 3.1 - Goal Setting

Topic 3.2 - Practice Planning

Lesson 4 – Sportsmanship/Honor the Game (15 Minutes)

TOTAL TEACHING TIME CLASSROOM SESSION I (MODULE I LESSON 1, 2, 5, 6): 60 Minutes

GIRLS FIELD SESSION 1-2 Hours-10:00 AM-12:00NOON

Module II: Player Development-Girls'

Lesson 1 - Equipment (10 Minutes)

Lesson 2 - Rules and Safety (10 Minutes)

Lesson 3 - Fouls, Penalties, and Explanation of Play (Video-Lunch Break 30 Minutes)

Lesson 4 - Individual Skills and Techniques (90 Minutes)

Topic 4.1 – Ground Balls (15 minutes)

Topic 4.2 – Cradling (15 minutes)

Topic 4.3 – Catching (15 minutes)

Topic 4.4 – Overhand Throw (15 minutes)

Topic 4.5 – Shooting (15 minutes)

Topic 4.6 – Dodging (15 minutes)

TOTAL: 110 Minutes

BOYS FIELD SESSION 1-2 Hours-10:00 AM-12:00 NOON

Module II: Player Development-Boys'

Lesson 1 - Equipment (10 Minutes)

Lesson 2 - Rules (10 Minutes)

Lesson 3 - Individual Skills and Techniques (90 Minutes)

Topic 3.1 – Cradling and Stick Protection (15 minutes)

Topic 3.2 – Scooping (15 minutes)

Topic 3.3 – Dodging (15 minutes)

Topic 3.4 – Throwing and Catching (15 minutes)

Topic 3.5 – Feeding and Cutting (15 minutes)

Topic 3.6 – Shooting (15 minutes)

TOTAL: 110 Minutes

LUNCH BREAK- 30 Minutes-12:00-12:30 PM

COMBINED CLASSROOM SESSION 2-45 Minutes-12:30 PM-1:15 PM

MOD I Lesson 5 - Effective Communication (15 Minutes)

Topic 5.1 – Verbal and Non-Verbal Communication

Topic 5.2 – Filling the Emotional Tank

Topic 5.3 –Behavior Management

MOD I Lesson 6 - Teaching Techniques (20 Minutes)

Topic 6.1 - IDEA

Topic 6.2 – Progression

Topic 6.3 – Drill Design

Topic 6.4 - Error Detection and Correction

TOTAL: 35 Minutes

GIRLS FIELD SESSION 2-1 Hour, 30 Minutes-1:15 PM-2:45 PM

- Topic 4.7 –Individual Defense: Blocking (15 minutes)
- Topic 4.8 –Individual Defense: Stick Checking (15 minutes)
- Topic 4.9 – Individual Defense: Forcing the Ball Carrier (15 minutes)
- Topic 4.10 –Individual Defense: Crease Defense (15 minutes)

TOTAL: 60 Minutes

Lesson 5 – Goalkeeping (30 minutes)

- Topic 5.1 – Stickwork
- Topic 5.2 – Shot Menu
- Topic 5.3 – Clearing
- Topic 5.4 – Coming Out of Goal

Total: 30 Minutes

BOYS FIELD SESSION 2-1 Hour, 30 Minutes-1:15 PM-2:45 PM

- Topic 3.7 – Playing Without the Ball (15 minutes)
- Topic 3.8 – Picking (15 minutes)
- Topic 3.9 – Facing Off (15 minutes)
- Topic 3.10 – Defensive Stance and Checking (15 minutes)

TOTAL: 60 Minutes

Lesson 4 – Goalkeeping (30 Minutes)

- Topic 4.1 – Stickwork
- Topic 4.2 – Movement
- Topic 4.3 – Shot Menu
- Topic 4.4 – Clearing
- Topic 4.5 – Communication

TOTAL: 30 Minutes

SESSION 3 Girls' Module III: Team Development (ON FIELD)-1 Hour- 2:45 PM-3:45 PM

- Lesson 1 - Transition Defense
- Lesson 2 - Transition Offense
- Lesson 3 - Settled Defense
- Lesson 4 - Double Teams
- Lesson 5 - Settled Offense
- Lesson 6 - Special Situations
 - Topic 6.1 – The Draw
 - Topic 6.2 – 8-Meter Shot
 - Topic 6.3 – Indirect Free Position (12 Meter)
 - Topic 6.4 – The Restraining Line

TOTAL: 60 Minutes

SESSION 3 Module III: Team Development-Boys' (IN CLASSROOM)-1 Hour-2:45PM-3:45PM

- Lesson 1 - Transition Offense
- Lesson 2 - Transitional Defense
- Lesson 3 - Settled Offense
- Lesson 4 - Settled Defense/Sliding
- Lesson 5 - Extra Man Offense (EMO)
- Lesson 6 - Defending EMO's
- Lesson 7 - Riding
- Lesson 8 - Clearing

TOTAL: 60 Minutes

FINAL WRAP-UP/EVALUATIONS-15 Minutes-3:45 PM-4:00 PM

APPENDIX D: Sample Site Information Worksheet

Level 1 Instructional Clinic Site Information Worksheet

(Please type and e-mail to sportdevelopment@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:
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

Clinic Type (boys', girls', combination):
Date:
Start and end times (7 hours total), registration to begin 30 minutes prior to start time:
Registration Start Time:
Clinic Start Time:
Clinic End Time:
Due diligence-In order to maximized coach availability and participation I have
_____ contacted the local chapter regarding potential conflicts/lacrosse events for this date
_____ contacted local lacrosse leagues and organizations about potential coaching 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:
Name 1:
Address 1:
Phone 1:
Est. nightly Rate 1:

Name 2:
Address 2:
Phone 2:
Est. nightly Rate 2:

Number of expected attendees: Boys' Coaches _____ Girls' Coaches _____
___ 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 (optional)

Classroom 2 (for afternoon use if hosting a Combination Clinic)
___ Seats available for attendees from one of the two clinics
___ Whiteboard, chalkboard or chart paper

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

Mandatory
At least 30 yards x 30 yards per clinic
___ Indoor

___ Outdoor (preferable) One field with goals at either end is sufficient for a combination clinic
-If outdoor, MUST have inclement weather space available inside-describe below

___Goals (1 if single clinic, 2 if combination)
___Game specific goal area lines
___Ice and water
___Pinneys
___Cones
___Balls

Indicate quantity of each host can provide (if not, US Lacrosse will partner to provide (except sticks)).

#___Sticks (men's) #___Sticks (women's)
#___Approved Eye Protection
#___Mouthguards

Please attach with this document a map/floorplan 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 timeline)

___ 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:

____Membership will be mandatory for this clinic

____Membership will be optional for this clinic

Registration Fees:

____We would like USL to charge the standard \$65 per participant

____We would like to underwrite some of the cost for the clinic

If yes, how much of the \$65 will your organization subsidize? _____

For how many participants will you be able to subsidize? #_____ All _____

Special notes for discounted cost (ie only our chapter, only those who have done the online course, etc.

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

Deposit: Will be collected 1 month prior to clinic if target number of coaches not yet reached at that time.

____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 January 2008.

Name (print) _____

Signature _____ Date _____

Appendix E: Summary of Hosting Checklists

Hosting Requirements Checklist

____ Submit Intent to Host Form

____ Initial orientation discussion with US Lacrosse

____ Identify a clinic coordinator and clinic committee

____ Secure an appropriate facility and final date

____ Submit Site Information Worksheet, Hosting Contract and clinic deposit.
This includes formulation of a lunch plan for on-site lunch

____ Work with US Lacrosse staff to set up online registration with accurate information about the event for registrants.

____ Receive notification from USL that clinic registration up online

____ Begin local marketing, publicity, and communications with participants with support from US Lacrosse who provides:

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, online registration.

____ Arrange for and confirm all of the necessary equipment and AV materials needed for the clinic.

____ Receive names and bios of trainers, make initial contact

____ Receive updates on registration from US Lacrosse, continue publicity

____ Follow clinic checklists to run the event

Facility and Equipment Checklist for Hosts

Facility:

Classroom 1 (main classroom) Times: _____

Mandatory

- Seating for ALL clinic attendees
- Audio visual materials must be visible from seating
- LCD Projector –if no projector available, need overhead projector
- Laptop computer
- Screen or wall for projection
- White board/chalkboard/diagram pad
- Markers/chalk

Optional for Classroom 1

- Overhead projector
- Microphone (required for over 100 attendees, suggested for over 75)

Classroom 2 (if hosting a combination clinic)

Mandatory

- White board/chalkboard/diagram pad
- Markers/chalk
- Must seat attendees from one of the two clinics

Optional

- LCD Projector –if no projector available, need overhead projector
- Laptop computer-not necessary if no projector available
- Screen or wall for projection

- GYM SPACE** At least 30 yards x 30 yards per clinic (double if hosting a combination) **Times:**
- _____
- Outdoor (preferable)
- Indoor
- Inclement weather space available inside**
- Goals (1 if single clinic, 2 if combination)
- Game-specific goal area lines around each goal (can be painted, taped or last-choice, coned)**
- Ice and water
- First aid kit
- Pinneys
- Cones
- Balls-2 for every participant

Equipment:

- Sticks
- Approved Eye Protection
- Mouthguards

Lunch Checklist:

- | |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Work with clinic committee to determine lunch plan <input type="checkbox"/> Communicate lunch plan to USL via Site Information Worksheet for incorporation into confirmation e-mail <input type="checkbox"/> Send lunch information reminder 2 days prior to clinic to registrants <input type="checkbox"/> Confirm lunch with vendor <input type="checkbox"/> Pick up lunch day of <input type="checkbox"/> Have lunch available for trainers |
|--|

Trainer Communication Checklist
--

- | |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Receive trainer contact information <input type="checkbox"/> Contact trainers to introduce yourself <input type="checkbox"/> Collect trainer travel itineraries <input type="checkbox"/> Find out if trainer bringing laptop and any equipment <input type="checkbox"/> Exchange travel contact info (cell phones etc) <input type="checkbox"/> Brief trainers on facility, give any additional directions for trainers <input type="checkbox"/> Order trainer's lunches <input type="checkbox"/> Have beverages on hand for trainers <input type="checkbox"/> Meet trainers at site 1 hour before clinic <input type="checkbox"/> Show trainers around facility |
|--|

Clinic shipment checklist:

- | |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Receive notification that materials sent <input type="checkbox"/> Receive materials from UPS <input type="checkbox"/> Inventory materials, fill out packing slip <input type="checkbox"/> Stuff goodie bags <input type="checkbox"/> Take materials to site <input type="checkbox"/> Hang banner <input type="checkbox"/> Put bags and workbooks at registration for handing out <input type="checkbox"/> Collect and inventory left-over materials <input type="checkbox"/> Fill out packing slip <input type="checkbox"/> Return via UPS to US Lacrosse within 10 days of clinic |
|--|

Last days leading up to clinic checklist:

- Communication continues between USL staff, hosts and trainers
- Periodic registration updates sent
- Publicity of clinic on local and national level continues

2 weeks prior

- Materials shipped from US Lacrosse

One week prior to clinic:

- Registration closes at 12:00 noon
- Spreadsheets of registrant data are sent to site coordinator and trainers
- Host sends touch-base e-mail to all pre-registrants, reiterating lunch plan
- Confirm site
- Confirm all AV
- Confirm equipment
- Thursday prior to clinic: Last day to for pre-registrants to cancel
- Friday prior to clinic: Final reminder e-mail sent to hosts by USL
- Print the attendance spreadsheet, have ready for registration table
- Stuff the goodie bags
- Pack nametags, a few markers, and pens
- Inventory the shipment received from US Lacrosse and noted inventory on packing slip
- Confirm lunch to be delivered to clinic site or picked up on day of clinic
- Packed your vehicle with all equipment received from USL or that you have agreed to provide at the clinic
- Make directional signs at facility entrance, registration table and designated clinic areas
- Arranged to have a registration table near a main entrance
- Determine where to hang the US Lacrosse banner
- Set your alarm so that you can be at the site for set up 1 hour before pre-registration, which begins ½ hour before the clinic. (Your clinic is to begin promptly at 9:00 AM)
- Confirmed with the contact at the clinic facility time for the building and classroom to be open
- Confirmed that field, goals, and goal area lines for boys and girls are in place.
- Provide your cell phone number to USL and trainers so trainers have a point of contact in the event of an emergency.

Day of Clinic Checklist:

- Hang signs at facility entrance, registration table and designated clinic areas.
- Print equipment and facility checklist and have on-hand. Go over each item and ensure that all materials are there.
- Gather all equipment necessary using the checklist provided and put in areas where needed
- Make sure goals in set up in open area and goal area lines are taped down.
- Welcome clinicians, help set up AV equipment and test (TV, VCR, projector, video camera etc.), and get materials that will be distributed.
- Set up registration table 1.5 hours prior to clinic. Check-in clinic participants using master registration listing received from US Lacrosse.
- Set out goodie bags, attendance sheet, workbooks, nametags etc.
- Give each attendee a nametag, clinic materials (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.
- Clean-up and shut-down facility when necessary.
- BE ON-SITE FOR THE ENTIRETY OF CLINIC**

Clinic close-out checklist:

- Receive wrap-up e-mail from US Lacrosse
- Return feedback survey
- Package up all materials to be returned to US Lacrosse
- Fill packing slip
- Send packing slip and clinic materials back to US Lacrosse (113 W University Parkway, Baltimore, MD 21210) within 10 days

APPENDIX F: SAMPLE HOSTING AGREEMENT

**US Lacrosse Coaching Education Program
Early 2008 Clinic Hosting Agreement for Chapters**

The [name of organization] has been selected to host a US Lacrosse Coaching Education Program Level 1 Instructional Clinic. This clinic will occur at [name of site] on [day, date, month, year] for [boys', girls', boys' and girls'] coaches 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 coaching constituencies who may benefit from participation in the clinic, and not exclude any person or persons wishing to attend for educational purposes.
- ◆ Strongly encourage all participants to complete the Level 1 online course prior to attending 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.
- ◆ 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 loaned materials and extra workbooks to US Lacrosse within 10 days of the clinic. Hosting group will be invoiced for sticks, eyemasks, and mouthguard shipping to site if necessary, and responsible for any missing loaner materials for which they may be invoiced by US Lacrosse for loss of property.

US Lacrosse will:

- ◆ Provide online registration for the clinic through www.uslacrosse.org, and provide regular registration information to hosting coordinator
- ◆ Provide Level 1 trainers in the amount needed to effectively conduct the clinic based on registration numbers.
- ◆ Pay trainer compensation, travel, room and board costs.
- ◆ Promote the clinics nationally 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 deposit if

Payment agreement:

The {hosting group} will provide a deposit of \$ _____
 Clinic registrants will be charged _____
 Attendees to this clinic {will/will not} be members of US Lacrosse.
 The registration fee schedule for online registration will be as follows:

US Lacrosse Representative

Organizational Leader of [name of host org]

Date

Title

APPENDIX G: SAMPLE CONFIRMATION REGISTRATION E-MAIL

Thank you for registering online for the **US Lacrosse Coaching Education Program Level 1 Clinic at Petaluma Community Center** online.

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.

If you have a stick, eye protection, and a mouthguard please bring it to the clinic. If you do not, equipment you may borrow will be provided there. Helmets are not necessary for this clinic.

(US Lacrosse requires all participants to wear the minimum protection necessary for safe play at this clinic, which is the above equipment, regardless of whether you are attending a boys' or girls' clinic)

Lunch is being provided by the site coordinator. There may be a small donation or fee collected on site for this. Please contact him at joesmith@comcast.net if you have questions about the meal or other details.

Cancellation policy-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.

Participants must stay for duration of the clinic to receive credit and a certificate of completion.

If you have questions about this registration, please e-mail sportdevelopment@uslacrosse.org. For site-specific questions, visit the clinic homepage at www.uslacrosse.org or e-mail 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
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	\$65.00	Instructional Clinic
Total: \$65.00		

APPENDIX H: SAMPLE REMINDER E-MAIL TO HOSTS FROM USL HEADQUARTERS



24 HOURS LEFT: CLINIC CHECKLIST FOR HOSTS

Have you done the following?

- ☛ ***DO YOU HAVE ENOUGH BALLS FOR EACH PARTICIPANT?***
- ☛ ***Confirmed inclement weather plan and space with USL and your facility?***
- ☛ *Talked to your trainers confirming logistics, AV and other details*
- ☛ *Talked to US Lacrosse regarding any last minute questions you might have*
- ☛ *Reviewed walk-up registration process*
- ☛ Printed the attendance spreadsheet send to you on Wednesday prior to the clinic
- ☛ Stuffed the goodie bags
- ☛ Packed nametags, a few markers, and pens
- ☛ Inventoried the shipment received from US Lacrosse and noted inventory on packing slip
- ☛ (If applicable) Ordered lunch to be delivered to clinic site on day of clinic
- ☛ Made lunch arrangements for trainers, have water on hand for trainers
- ☛ Talked to trainers regarding travel schedules and AV materials such as laptops
- ☛ Send one final touch base e-mail to your registrants regarding start times, location, lunch plan etc.
- ☛ Packed your vehicle with all equipment received from USL or that you have agreed to provide at the clinic
- ☛ Made directional signs at facility entrance, registration table and designated clinic areas
- ☛ Arranged to have a registration table near a main entrance
- ☛ Secured and confirmed classroom and all AV equipment to show a Power Point presentation
- ☛ Determined where to hang the US Lacrosse banner, packed zip ties and other banner fasteners
- ☛ Set your alarm so that you can be at the site for set up 1 hour before pre-registration, which begins ½ hour before the clinic.
- ☛ Confirmed with the facility contact time for the building and classroom to be open
- ☛ Confirmed that field, goals, and **goal area lines** for boys and girls are in place.
- ☛ Provided your cell phone number to USL so trainers have a point of contact in the event of an emergency.
- ☛ In the event that the clinic is indoor or there are not enough protective goggles, we suggest hosts also bring a bucket of tennis balls for back-up
- ☛ **RERead THE HOSTING INFORMATION HANDBOOK TO MAKE SURE YOU ARE THOROUGHLY PREPARED**

Thank you for your help in making this day run as smoothly as possible!

Appendix I: 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.*

Item	Quantity Sent	Quantity Received (host to fill out upon receipt of shipment)	Quantity Returning (host to fill out)
Workbooks (men)			
Workbooks (women)			
USL Banner			
USL Goggles			
Mouthguards			
Boys' Certificates			
Girls' Certificates			
USL Plastic Goodie Bags			Host to keep extras
Coaches Education Program Brochures			Host to keep extras
Stickers			Host to keep extras
Pens			Host to keep extras
Stopwatches			
Liability Waivers			Host to keep extras
Membership Forms			Host to keep extras
Other:			

To be filled out by US Lacrosse Staff

Clinic Date: Clinic Location:

Shipped to:

Number of boxes:

Date shipped:

Date returned:

Verified by: