

**US Lacrosse Coaching Education Program**  
**Level 1 Instructional Clinics (a component of certification)**  
**Fall 2009/Winter 2010 [Intent to Host Application](#)**  
**INFORMATION**

*The purpose of the [Intent to Host Application](#) is for US Lacrosse Chapters and other organizations to formally notify the Sport Development Department of interest in hosting a CEP Level 1 certification clinic from October 2009 through March 2010. This document fully explains the procedure.*

**Hosting and Scheduling 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 15<sup>th</sup>.

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.

**Eligibility Requirements/Selection Criteria:**

*Please note that filing an Intent to Host application does not guarantee selection as a site for this cycle.*

US Lacrosse selects sites based on:

- ∞ Demonstrated ability to reach a minimum audience for participation of no less than 30 coaches per training (men's or women's), 50 participants for a combination clinic for both men's and women's coaches.
- ∞ Geographic diversity
- ∞ Areas of high concentration of youth and high school level players (more coaches necessary)
- ∞ Proven ability of the applicant and group represented to support, organize, and promote large events
- ∞ Areas requiring or strongly encouraging coaches to become Level 1 certified (see [www.uslacrosse.org/cep/certification.phtml](http://www.uslacrosse.org/cep/certification.phtml) for details)
- ∞ Ability to reach coaches from many different programs
- ∞ Host groups must be financially able to make the initial clinic deposit (see Clinic Funding section)

## Certification Information

- ∞ The Level 1 instructional clinics are a COMPONENT of Level 1 certification. The other components can be found at [www.uslacrosse.org/cep/certification.phtml](http://www.uslacrosse.org/cep/certification.phtml). This is an opportunity for coaches to receive a Level 1 clinic certificate of completion which is necessary to achieve certification. Attending a clinic alone does not complete certification. Information will be presented by trainers at the clinics on the process to achieve certification.

*Bringing this opportunity to your coaches is a HUGE benefit to the quality of lacrosse in your area! Give your coaches the change to be some of the first to become certified by the national governing body!*

## Three Baseline Requirements and Responsibilities Summary (more details in Hosting Information Handbook)

1. *Hosting groups 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 information through e-blasts to regions, and e-news, website and print publications
  - ∞ US Lacrosse provides and administers easy, online registration.

**\*\*Note that registration fees are paid by individual registrants (\$70 for 2008-2009). US Lacrosse offers hosts options for subsidizing this cost. See the hosting handbook for more information.**
2. *Hosting group must submit an "intent to host" form in accordance with the timeline on page , and secure an adequate site with locked down date according to the hosting/scheduling timeline*
  - ∞ 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.
3. *Hosting group 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.*

Specific details for accomplishing the above three requirements as well as checklists and timelines are available in the Hosting Information Handbook.

## Clinic Funding

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

- ∞ Providing certified USL trainers including their stipends and travel.
- ∞ 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 opportunity for coaches.

This is done through the collection of individual registration fees through the US Lacrosse clinic online registration website 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 group 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 group, which is then refunded when target online registration numbers have been achieved.

When the target numbers (30 or 50) are reached or exceeded, the host group will be *fully refunded* the deposit. If target numbers fall short\*, the chapter will be reimbursed the balance of the deposit less dollar value of registrants short.

Host groups may also decide on several flexible options for the utilization the deposit:

- ∞ Standard method: Receive full deposit back after clinic; registration fees collected through USL website standard.
- ∞ Choose not to receive the deposit back, and fully scholarship all participants and make the clinic free—online registration would reflect this benefit and registrants would not be charged, \$3000 deposit will fund the clinic and not be refunded\*\*
- ∞ 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 agreement with the host group.

\*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 90% of the initial deposit will be refunded.

\*\*If registration exceeds 75 participants and a prior attendance cap has not been put in place, US Lacrosse reserves the right to charge an additional \$500 will be billed to the chapter to cover the cost of additional materials and 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 Clinics**

US Lacrosse also offers leagues the opportunity to host a private clinic for its coaches for a flat fee, however, open clinics hosted by US Lacrosse chapters take scheduling priority. Visit <http://www.uslacrosse.org/cep/host.phtml> for details. Private clinic applicants must also fill out an Intent to Host application and follow all hosting timelines.

<b><i>Intent to Host Application Instructions:</i></b>
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Complete the online [Intent to Host Application](http://www.uslacrosse.org/cep/host.phtml) which is found at <http://www.uslacrosse.org/cep/host.phtml>

***All applications due May 15, 2009***