



# U.S. Women's National Team Clinics

## Hosting Information Handbook





## **Women's National Team Clinics**

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

### **WHY HOST A U.S. Women's National Team Clinic?**

#### *Benefits to participants :*

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

#### *Additional benefits :*

- ∞ Notoriety for your organization for participating in a nationally recognized program that has been around since 1992.
- ∞ Help foster the growth and development of the women's game across the country.
- ∞ The clinics serve as a fundraiser for the local chapter as each chapter receives a \$10/participant rebate.

**GENERAL INFORMATION-**

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

## **SECTION I : Goals and Target Audience**

U.S. Women's National Team Clinics are targeted to players who have at least one year playing experience. These clinics are not intended to be advanced. The clinics will cover stick work, throwing & catching, defense, and organized play depending on skill levels of the group.

## **SECTION II: Registration and Attendance**

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

### **How do people register for the clinic?**

US Lacrosse provides clinic registration directly through [www.uslacrosse.org](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.

### **Who can register for a clinic?**

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

### **What is the cost?**

Cost for those registering online for 2008: \$55 (walk-up registration will not be accepted as there is limited ability to look up current US Lacrosse membership). This cost does not include the US Lacrosse membership fee.

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

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

- ∞ U.S. Women's National Team players (s) (Names and bios provided ahead of time) including:
  - Travel for clinicians when necessary
  - Athletic Trainer compensation (\$50 maximum per clinic)
- ∞ Online registration
- ∞ \$1 million liability insurance policy for facility
- ∞ National publicity of clinics and support materials for local marketing
- ∞ Clinic materials for attendees, including:
  - U.S. Women's National Team clinic t-shirt
  - National Team Sponsor goodies
  - Practical instruction from several of the World's Best Women's lacrosse players

## SECTION III: Clinic Length, Schedule, and Scope

We recommend that clinics last about 6 hours total with breaks and lunch built in. Clinics are generally comprised of field sessions.

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

8:30-9:00 Pre-registration (12:00-12:30)

9:00-9:15 Introduction (12:30-12:45)

9:15-10:00 Basic Individual Skills session (12:45-1:30)

10:00-10:45 Offense (1:30-2:15)

10:45-11:20 Defense (2:15-2:50)

11:20-11:45 Discussion, Autographs, Wrap-up (2:50-3:15)

## SECTION IV: Facility Requirements

### **A. Finding a successful facility:**

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

US Lacrosse is not able to reimburse a chapter for facility costs, but will provide a rebate of \$10/participant to the chapter to help offset costs.

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.

### **B. GYM SPACE**

#### **Mandatory**

- ∞ At least 30 yards x 30 yards per clinic
  - Indoors
  - or
  - Outdoors
- ∞ **If outdoor, MUST have inclement weather space available inside (applications will not be accepted without an indoor back-up available)**
- ∞ Goals
- ∞ **Game-specific goal area lines around each goal (can be painted, taped or last-choice, coned)**
- ∞ Ice and water
- ∞ First aid kit
- ∞ **AED**
- ∞ Pinneys
- ∞ Cones

## **SECTION V: Equipment Requirements for Participants**

### **EQUIPMENT NEEDED FOR EACH PARTICIPANT:**

- Sticks
  - Approved Eye Protection
  - Mouthguards
- 
- ∞ All participants must wear a mouthguard and approved eyewear when participating in the sessions.
  - ∞ Participants are reminded of this in their confirmation e-mail when they register online.
  - ∞ Hosts are asked to make sure that some extra equipment is available to loan to participants.

## **SECTION VI: Lunch**

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

Due to the tight time-frame of the clinics, only 45 minutes is allotted for lunch, which is not enough time for people to go off-site.

## **SECTION VII: Clinician Selection**

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

## **SECTION VIII: Summary of Hosting Responsibilities**

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

- ∞ Completing all clinic paperwork in a timely manner.
- ∞ Hosting organizations shall provide reliable, committed Hosting Coordinator (see Hosting Coordinator Job Description below).
- ∞ Securing a facility that meets site requirements outlined on Section V: Facility Requirements.
- ∞ Securing all of the necessary equipment needed for the clinic on the Equipment Requirements sheet.
- ∞ Local marketing, publicity, and communications with participants--a minimum of 50 participants per clinic.
- ∞ Securing a certified athletic trainer.

Hosting organization is responsible for:

1. Cost of site (if not able to be secured at no cost).
2. Providing host families for housing and transportation for clinicians.
3. Providing lunch on-site for all clinicians.

## HOSTING COORDINATOR JOB DESCRIPTION

*Host must be available to communicate regularly via e-mail with Women's Division Department*

### **Clinic Preparation**

- ∞ Confirm availability of facility and finalize date with US Lacrosse.
- ∞ Act as a liaison between US Lacrosse and the site, making sure all paperwork, reservations, and proper spaces are secure for clinic.
- ∞ Be the primary point of contact for inquiries received regarding the clinic.
- ∞ Agree to have their contact information placed on the US Lacrosse website.
- ∞ Secure all equipment and materials for clinic.
- ∞ Secure an athletic trainer (US Lacrosse will reimburse the chapter \$50 for this person).
- ∞ Secure host families for housing and transportation of clinicians.
- ∞ Once clinic confirmed, promote the clinic within your chapter and surrounding region. US Lacrosse will help facilitate by providing materials about the program and publicize at the national level. (A minimum attendance of 50 participants per clinic is required). All clinic materials bearing the US Lacrosse name and or logo must be approved by US Lacrosse before production and distribution.
- ∞ Develop an emergency plan which includes proper notification to area hospitals, direct contact with EMS, must be developed to prepare for the potential treatment and evacuation of injured participants. A sufficient number of NATA certified athletic trainers, as well as an appropriate number of accessible automated external defibrillator (AED) units, must be on site at all times during play.
- ∞ Compile and complete Clinic Information Worksheet by date required to US Lacrosse.
- ∞ Communicate with assigned clinicians regarding travel, arrivals, and schedules.
- ∞ US Lacrosse will regularly update with status of registrations and provide with master listing one week prior to clinic.
- ∞ Receive shipments from US Lacrosse and compile materials to be distributed at clinic.
- ∞ Order lunch for clinicians to be delivered to clinic site on day of clinic (hosting chapter or organization responsible for providing this).

### **Day of Clinic**

- ∞ Hang US Lacrosse Chapter 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 clinicians, help set up equipment, and get materials that will be distributed.
- ∞ Set up registration table 1 hour prior to clinic. Check-in clinic participants using master registration listing received from US Lacrosse.
- ∞ Give each attendee a t-shirt, clinic materials (provided by US Lacrosse and Sponsor) and directions to warm-up area.
- ∞ Provide lunch on-site for clinicians as well as beverages for clinicians during breaks.
- ∞ Clean-up and shut-down facility when necessary.
- ∞ **HOSTING COORDINATOR MUST BE ON-SITE FOR THE ENTIRETY OF CLINIC**

### **Post-Clinic**

- ∞ Within one week of clinic send the following to US Lacrosse:
  - All materials/equipment shipped from US Lacrosse with inventory of leftovers
  - Master registration listing with final attendance and on-site registrant names
  - All walk-up registration payments\* (Walk-ups will only be accepted with permission of women's division which must be discussed prior to the day of clinic).
- ∞ An incident report for all injuries requiring care by a medical doctor or trainer during the event must be completed and forwarded to US Lacrosse within 10 days of the conclusion of each event.

## **SECTION IX: Timeline for Scheduling of Clinics (Subject to change without notice)**

<u>November 19, 2007</u>	Clinic hosting applications available.
<u>December 13, 2007</u>	Postmark deadline for sending completed applications. Applications reviewed by Women's National Teams Committee and USL Staff.
<u>December 14, 2007</u>	Hosts selected, communication begins with host groups, site confirmation begins.
<u>December 18, 2007</u>	<b>Hosting Contract</b> signed and returned (see Appendix D).
<u>December 14, 2007</u>	Clinicians assigned to clinics, bios sent to hosts.
<u>December 20, 2007</u>	Online registration available through <a href="http://www.uslacrosse.org">www.uslacrosse.org</a> , formal announcement of sites made, materials generated for publicity.

### **Leading up to clinic:**

- ∞ Communication continues between USL staff, hosts and clinicians
- ∞ Periodic registration updates sent
- ∞ Publicity of clinic on local and national level continues
- ∞ 7-10 days prior-Materials shipped from US Lacrosse and Sponsor
- ∞ US Lacrosse sends certificate of insurance to facility/host coordinator
- ∞ Wednesday prior to clinic:
  - Registration closes at 12:00 noon
  - Spreadsheets of registrant data—sent to site coordinator and trainers
  - Host sends touch-base e-mail to all pre-registrants
- ∞ Friday prior to clinic: Final reminder e-mail sent to hosts

# **HOSTING APPENDIX**

**APPENDIX A  
SAMPLE HOSTING AGREEMENT**

**U.S. Women's National Team Clinic  
2008 Clinic Hosting Agreement**

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

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

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

**US Lacrosse will:**

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

\_\_\_\_\_  
US Lacrosse Women's Division Associate

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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

**\*This is what participants will receive when they register for the clinic on-line which is created by US Lacrosse.**

**\* The hosting coordinator will be blind copied on these email to give you an update on how many participants have signed up for the clinic.**

**Subject**

2008 Women's National Team Clinic --- Town, State

**From**

swentz@uslacrosse.org

Thank you for registering for the **US Lacrosse Women's National Team Clinic** being held **Sunday, February 4 in Town, State**. The proceeds of this clinic go directly to support the US Lacrosse Women's National Team programs and your local US Lacrosse Chapter.

Please print this confirmation as receipt of your registration and payment and bring it with you to check-in the morning of the clinic. Check-in will begin at 8:00 a.m. and the clinic begins promptly at 9:00 a.m. Be sure to bring the following equipment with you to the clinic; stick, eyewear, mouth guard, ball, boxed lunch, and water bottle. For further information or questions, please visit: [www.uslacrosse.org](http://www.uslacrosse.org).

Please contact:

**Stacie Wentz**

**National Teams Coordinator**

US Lacrosse

410.235.6882 x143

[swentz@uslacrosse.org](mailto:swentz@uslacrosse.org)

**Joe Smith**

**Host Clinic Contact**

[jsmith@school.org](mailto:jsmith@school.org)

121.313.2424

**Administrators to be informed**

[jsmith@school.org](mailto:jsmith@school.org)