



**2005 National Clinic  
Procedures and Guidelines**  
*(These procedures are REQUIRED of the site coordinator)*

**CLINIC PREPARATION**

---

- Identify clinic site and complete Site Application by Saturday, November 5th - mail or fax (410-366-6735)
- Promote and coordinate player sign up through local high schools and colleges. (A minimum requirement of **50 PRE-REGISTERED** participants will be requested 30 days prior to the clinic)
- US Lacrosse will send between three and five national team players (*depending on the # of participants*) to each site (*The ultimate player/coach ratio is 12/1*)
- Provide travel information to US Lacrosse including the local airport, hotels, train and bus stations and driving directions.
- Inventory local equipment (*goals, cones, pinnies, rolls of tape to mark lines, water coolers, etc...*)
- Act as a liaison between US Lacrosse and the site.
- Keep record of all National Clinic applicants and US Lacrosse membership forms with payment\*  
\*\*\* (a spread sheet with names, addresses, membership numbers and accurate payment records must be submitted to US Lacrosse)
- Arrange for a certified athletic trainer to be on site for the clinic (*US Lacrosse will pay a maximum of \$50.00 for the trainer*)
- Arrange the transportation of the US Team players coming by plane, train or bus to the clinic site and their accommodations.
- Send confirmation notices with directions to each participant who sends in an application

**IF A COACHES CLINIC IS ALSO PLANNED:**

- Keep record of all Coaches Clinic applicants and their payment (keep separate from the National Clinic participants)
- Arrange for a classroom type setting for the Coaches Clinic.
- Promote the Coaches Clinic to local HS and Youth coaches.
- Work with assigned Coach Clinician to make travel and accommodation arrangements.

***FREQUENT EMAIL COMMUNICATION WITH THE US LACROSSE WOMEN'S  
DIVISION DIRECTOR IS IMPERATIVE.***

**THE DAY OF CLINIC**

---

- Hang signs at the facility entrance, clinic registration and training facilities
- Set up the registration table one hour prior to clinic, Check-in clinic participants (some participants may not have completed applications – have those applications ready when participants arrive – ALL APPLICATIONS MUST BE FULLY COMPLETED)
- Distribute promotional materials at check-in (t-shirt, ball etc.)
- Set up water coolers and cups on field/gymnasium.
- Make sure fields are lined and girls are divided into groups by lacrosse experience and position.
- Introduce the volunteer committee, staff and clinicians.
- Have clinicians and participants complete evaluation forms at the end of the clinic.
- Responsible for maintaining the integrity of the sponsor at the event (**No other vendors should be advertising or selling any of the competitor's products**)

**IF A COACHES CLINIC IS ALSO PLANNED:**

- Assist the assigned coach clinician with room set up (if required)
- Check-in Coaches Clinic participants and direct them to their classroom.