



Host Information

*Basic Processes, Procedures, and Administration for
Scheduling US Lacrosse's Coaching Education
Program Level 1 and Level 2 Instructional Clinics*

Revised May 15, 2015





Dear US Lacrosse member,

Thank you for your interest in the US Lacrosse Coaching Education Program. With the help of dedicated volunteers like you, we deliver trainings at over 120 sites and train an average of 4,000 coaches annually.

To find out more about what it takes to schedule an instructional clinic, read on! This handbook is divided into a few sections: 1) Basic Scheduling Process 2) Hosting Expectations 3) Facility Requirements and 4) Financial Information. This should help you determine whether or not hosting a clinic is something you'd like to take on.

If you have questions, we are here to help. Contact a member of the US Lacrosse Coaching Education Program Staff at any time. We look forward to working with you.

Sincerely,

*Kevin Greene, TJ Buchanan, and Dara Robbins
US Lacrosse Coaching Education Program Staff*



Clinic Scheduling

CEP Level 1 clinics are scheduled and hosted by local chapters of US Lacrosse. Level 2 and Level 3 clinics are scheduled by US Lacrosse (and can be requested by chapters). Here are the basic steps for scheduling a Level 1 CEP clinic.

- 1) Review this handbook. Locate a site that meets exact specifications outlined.
- 2) Run the date by your local chapter. Ask for their support.
- 3) Run the date by the CEP clinic manager [Dara Robbins](#). She will put the date on her clinic soft schedule.
- 4) When approved, book the site.
- 5) Pay clinic deposit (if applicable).
- 6) Complete the online [Clinic Host Application](#) with as much detail as possible.
- 7) CEP clinic manager will review.
- 8) Clinic will be placed on final CEP schedule.
- 9) Once registration is online, review details. Contact the clinic manager with changes (if necessary).



Hosting Expectations

- 1) A reliable, responsive hosting team.
- 2) A quality site in which to hold the clinic. Both a full-size field and classrooms must be available the entire duration of the clinic (1 classroom for Level 1, 2 classrooms for Level 2). A/V equipment should be available in the classroom. Internet access required to host Level 2.
- 3) **Clinics must be scheduled at least 8-12 weeks in advance.** Host must contact Dara Robbins (drobbins@uslacrosse.org). Coaching Education Clinic Manager, with preferred dates. USL CEP schedules a maximum of 6 National Clinics on any given weekend, available on a first-come, first-served basis.
- 4) Once dates are confirmed with Clinic Manager, USL will ask for site information. This must be approved by the hosting chapter to be placed on the final CEP schedule.
- 5) Host must be able to secure 50 coaches (25 each game, Men's and Women's), for an effective clinic to occur.
 - a. If the numbers are not met two weeks prior to the scheduled date, US Lacrosse holds the right to cancel the clinic.
 - b. Host is responsible for marketing the clinic from the ground-up and following up with coaches and USL after the clinic.

Other Information

- 1) Hosting league or chapter is responsible for facility fees. US Lacrosse pays for everything else (including lunch – sandwiches only).
- 2) The cost of a Level 1 clinic with PCA Double Goal Coach 1 is \$75, a Level 2 clinic is \$95. Prices increase by \$15 10 days prior to the clinic. We can work with you on subsidizing that cost for your coaches.
- 3) You are responsible for minimizing scheduling conflicts for coaches on the requested day of the clinic.
- 4) US Lacrosse schedules and hosts all Level 3 Instructional Clinics.

Facility Requirements

LEVEL 1:

CLASSROOM

Mandatory

- Seating for ALL clinic attendees
- Audio visual materials must be visible from seating
 - LCD Projector
 - Laptop computer
 - Screen or wall for projection

Recommended:

- Internet Access

GYM/FIELD

Mandatory:

- At least one regulation-size playing space
- Indoor (Preferable) or Outdoor
- **If outdoor, MUST have inclement weather space available inside**
- 2 Goals
- First aid kit

Recommended:

- Field lines

LEVEL 2:

CLASSROOM

Mandatory

- Two **SEPARATE** classrooms(all day)
- Seating for ALL clinic attendees (Audio visual materials must be visible from seating)
 - LCD Projector
 - Laptop computer
 - Screen or wall for projection
- Internet access

GYM/FIELD

Mandatory

- At least one regulation-size playing space
- Outdoor (preferable) or Indoor
- **If outdoor, MUST have inclement weather space available inside**
- 2 Goals
- First aid kit

Recommended:

- Field lines



Both classroom and gym/field must be available the entire duration of the clinic.

Sample Schedule

Clinics are 7 hours total (breaks and lunch included)

8:30-9:00 Registration/Trainer Arrival

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

Certification Cost to Coach

<i>Component</i>	<i>Cost</i>
US Lacrosse Coach Membership*	\$50
NCSI Background Check*	\$20*
Level 1 Online Course	\$0
Level 1 Instructional Clinic	\$70
PCA Double Goal Coach 1 Course (In person or Online)	\$0-\$30
Total Investment for Level 1 Certification (Including background check, does not include membership)	\$90-\$120
Level 2 Online Course	\$30
Level 2 Instructional Clinic	\$90
Total Investment for Level 2 Certification (Excluding membership and background check)	\$120 + cost of Level 1 certification
Level 3 Instructional Clinic	\$120
Other L3 components	Most available for free