Basic steps for DLA Fall Ball and Summer camps.

1. Find a coach(es) – Contact the [Boys’ and Girls’ coaching coordinators](http://leagueathletics.com/Contacts.asp?n=77113&snid=dMND%5d6M4%5d&org=davislax.org) to have them find coaches to be a Camp Director or a Coach. For the camps the target is one coach per 6-8 players. We start with a Camp Director who handles the first 10 campers and is responsible for developing the skills and drills for the camps. When we get to 11 campers we add a second coach. When we get to 17 campers we add a third coach, etc. The number of kids we allow to sign up is a function of the number of coaches available for any given session.

2. In concert with the coaches determine the days of the week or weeks for the camps. Historically, Fall Ball runs on a Sunday afternoon (to accommodate kids who play soccer on Saturdays) and two weekday afternoons for a total of 6 hours/weeks starting at the beginning of October and ending at the end of November. During the summer we like to hold 3 summer camps starting in June and about 3-4 weeks apart. Based on experience, summer camps should start at 8am and go to 11 am due to the heat and run Monday through Thursday or Friday.

3. Work with the President and Treasurer to establish a price for the camps bearing in mind these are fund raisers for Davis Lacrosse.

4. Develop a camp budget for review and approval (see attached example).

5. Ask the Coaching Coordinators to develop the coaches’ contracts (for camps) and get two copies signed. One original goes to the coach and the other to the treasurer and an electronic copy to the accountant. Historically there is one Camp Director and then supporting coaches. The Camp director is responsible for organizing the drills and skills.

6. Reserve field(s) for camps. Start with the school district since the cost of using a school field is around $15 for the entire session versus $18/hour with the city. The Field Coordinator should contact Tara Salaices, tsalaices@djusd.k12.ca.us or (530) 757-5300 ext 189. Prepare a usage schedule for the application. If this is the first camp of the year at a school site, ask the President to obtain an insurance certificate naming DJSUD as a co-insured by going to <http://www.bollingerlax.com/12.04.07NEW/index.asp>. Submit application, use schedule, insurance certificate and payment to Tara. She will send a confirmation of the reservation of which a copy should go to the coach(es) in case they need to prove the field is reserved.

Cesar Chavez is the first field of choice because of its isolated field.

7. Contact the DLA Registrar and ask her/him to set up the online registration for the camp before advertising the dates, times and locations. In addition, and in coordination with the coaching coordinator(s), the registrar should set up a registration module for the coaches.

8. Advertise the camp.

a. For Fall Ball only prepare and receive approval of school flyers and distribute them to the schools (this has to happen at least two weeks before the start of the camp) all with the hope they will actually be distributed.  Upon approval, print 5,000 flyers and distribute them per school regulations (See attachment with the number of flyers per packet and the number of packets by class by school). In my experience for the middle schools one needs to make sure the flyers are distributed in the gym classes.

b. Develop and have an announcement placed in the [Davis Enterprise](http://www.davisenterprise.com/press-release/) at least one week before each session. See attached example.

c. Email the players in our organization

9. Contact the DLA Equipment Manager to make sure 2 goals are moved and secured at the field before the first camp. The keys, balls, cones, shooting templates, loaner sticks, pinnies, goalie equipment (For boys - chest protector, throat guard and goalie stick; For girls -goalie helmet, chest protector, elbow pads, gloves, compression pants, shin guards and goalie stick) and first aid kits should be delivered to the Camp Director for each camp before the camp starts.

10. Check to make sure all participants have paid and are members of US LAX.

a. The Treasurer will pick up checks, deposit them and update the paid information for each participant.

b. The Registrar will make sure all of the registered players and coaches are current members of US LAX.

11. Either the Clinic and Camp Coordinator or the Registrar should prepare a medical contact information sheet for the boys’ and girls’ coaches (see attached example). Either the Clinic and Camp Coordinator or Registrar should prepare the boys’ and girls’ rosters (see attached example) and deliver them to the coaches. The Registrar should confirm that all participants and coaches are current members of US Lacrosse through the end of the program. The Registrar will contact the players if they are not registered. If a coach is not registered, contact the appropriate coaching coordinator.

12. Find supplier, finalize T-shirt design, order, arrange for payment for camp T-shirts (don’t forget T-shirts for coaches) and hand out T-shirts. Turn in receipt to the Treasurer for reimbursement.

13. Contact the Field Coordinator to get the field lined (if warranted and in the budget). For school fields, work through the school district. If a city filed, contact Ben Hedrick, All Athletic Field Services, allstarafs@dishmail.net or 530-795-0840 (home) or (530) 902-6788 (cell).

14. Arrange to drop off a cooler of water and ice at the beginning of each day for summer camps. Arrange to have pizzas and water delivered at the end of each summer camp session. Turn in receipts to the Treasurer for reimbursement.

15. Follow up with the Treasurer to make sure the coaches are paid (should be automatic once the accountant has the agreement).

16. After the last day of camp arrange for the return/pick up of the equipment and goals.