**Basic steps for DLA fall and spring clinics**

The objective of the free clinics is to introduce lacrosse to kids in grades 3 - 9 and their parents shortly after school starts or ends.

If they are enthusiastic after the clinics they have an opportunity to expand their skills by participating in a subsequent program (fall ball or summer camp) and if interested to sign up for the spring season.

The steps below MUST be done in order. Finding coaches and securing loaner sticks or purchasing sticks (whichever option is chosen) are necessary before we can have the clinics.

The fall clinics should be held the third and fourth Sunday afternoons (1 pm – 3 pm) in September to accommodate those kids who play soccer on Saturdays and to have time to get flyers approved by the school distributed and announcement placed in The Davis Enterprise.  Spring clinics should be held on a Sunday afternoon in late May or early June and at least a week before school ends.

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 oversee and/or participate in the clinics. This should start in mid-August for fall clinics and mid-April for spring clinics. Contact the high school boys’ and girls’ coaches (<http://dhs.djusd.k12.ca.us/files/departments/athletics.html>) to have them contact their players to encourage them to come out and participate in the clinic by helping younger players, sharing sticks, participating in demonstration game. This is a great opportunity for them to demonstrate their love of the game and leadership skills by working with kids new to the sport. Coaches and HS assistants are not paid for these clinics. Ask the Coaching Coordinators to find ONE boys’ and ONE girls’ coach who will act as the clinic coordinator for their respective sides.

2. Contact the [President of the NorCal Chapter of US Lacrosse](http://www.uslacrosse.org/chapternortherncalifornia/AboutUSLNorthernCalifornia/BoardofDirectors.aspx) in mid-August or mid-April to arrange to borrow lacrosse sticks or if sticks are included for a fee, coordinate with the DLA equipment manager to purchase boys and girls sticks so they arrive on time. Historically, sticks from the Chapter have been shipped via Amtrak so they arrive by the middle of the week before the first clinic.

Check the previous sessions’ attendance to estimate the number of boys and girls sticks needed. Typically we use 80-120 sticks.

3. After securing coaches and sticks, reserve both Northstar fields for 1 pm – 3 pm desired days. The DLA Field Coordinator should reserve in the name of Davis Lacrosse Association as our hourly rates are lower than non co-sponsored groups. Go to the Parks and Recreation department in city hall to obtain and complete the form. Pay for the reservation and submit the receipt to the Treasurer for reimbursement.

4. Contact the DLA Registrar and ask her/him to set up the online registration for the clinics before advertising the dates, times and locations. In addition, and in coordination with the coaching coordinators, the registrar should set up a registration module for the coaches.

5. Advertise the camp.

a. Prepare and receive approval of school flyers (see attachment) on a timely basis. Fall flyers should be submitted to the district office for approval as soon as the school year starts/or they accept them for processing. For spring clinics, plan on at least two weeks for obtaining approval. 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). Distribute flyers to the schools at least one week before the first clinic. 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

d. Find out if the President has established a date and time for a Pre-seasonal lacrosse meeting for parents and prospective players. If so include that information in the flyers and announcements.

6. Contact the DLA Equipment Manager to make sure 4 goals are moved and secured at the park before the first clinic. The borrowed sticks from Norcal LAX, keys, balls, cones, shooting templates and first aid kits should be delivered to the coordinating coach for the boys and girls by 12:30 on each day of the clinics.

7. Prepare and bring extra Clinic participation and medical release forms (attached) as there are always some parents who “forget” or do not have timely access to sign their kid up online. Ask those parents to please go on line to register their kid.

8. Have the Registrar prepare medical contact information for the boys’ and girls’ coaches (see attached example). Have the registrar prepare boys’ and girls’ rosters (see attached example).

9. Arrange to have the President or someone else knowledgeable about the Davis Lacrosse programs, especially the spring season to attend the early part of the camp to talk to the parents about lacrosse.

10. Attend the camps. Work with the coaches to check in each participate and note if they have borrowed a stick. Check in the sticks at the end of each session.

Since this is an introductory clinic, only sticks will be used. Kids should be divided into groupings by grade – 3&4; 5&6; 7-9. Ideally the coaches will set up 5-6 “stations” where the kids are introduced to various skills. The coaches should SPREAD out and SEPARATE the stations.

Assure goals are locked after each session and equipment gathered.

11. After the last session arrange for the return of the borrowed sticks, pick up of the goals and return of the DLA equipment (equipment bag with balls, cones, shooting templates, etc.)