

HOW TO USE THE FORM 100'S

The Form 100's are a two-sided form. One side contains the minimum standards allowed to coach a team registered by any member of the Canadian Lacrosse Association. The other side is laid out to recover the minimum amount of personnel data required on the coaching staff of an individual team. On the Lacrosse Coaching Certification Program (LCCP) side there is also a place for the team Head Coach to sign. This feature ensures that the designated head coach knows that he or she is responsible for the entire bench staff as well as verifying that all coaches have met or exceeded the minimum standards required for each division of play.

The general information side contains an area for signing up other bench personnel if deemed necessary by the member association. ***It should also be noted that trainers are not to be included when the four personnel rule for bench count in Box Lacrosse is used.*** This side also includes a block for indicating if a police Check has been carried out. This requirement differs from province to province and also by age groups.

Member associations may want to insert a section for indicating the amount of the registration fees required for the personnel listed and also to indicate the deadline for submitting the forms into the Provincial Office or Provincial Registrar.

Member associations are free to alter the registration side to fit their particular requirements. If the member association is using electronic registration the form will still provide the necessary reference data required. The members using electronic registration should ensure that the "head coach" signature verifying that he or she is aware of the requirements of all bench personnel is covered by electronics means.

THE LCCP SIDE

The listed certification levels are the minimum standards established by the membership of Canadian Lacrosse Association through the input of the Coaching Committee. These levels are reviewed by the coaching committee on a yearly bases and will be altered as new levels of technical data is made available and the new manuals are written, trialed, reviewed and put into production.

The CLA Operating Policy Section 8- Coaching (4.1) indicates coaches must register and reach the minimum level by the 15th of June in the playing year. This date was established to allow member association to put in place deadlines that fit their individual programs. Member Associations must ensure that their deadline date is not any later than the date stipulated in the CLA Operating Policy Section 8-Coaching. The other **important factor** for all members to be aware of is the "Trained" Section of the Form 100'S indicates that the coach has completed the training session (clinic) only. The "Certified" section outlines the minimum standard of certification required for each division of play. Depending on the coaching stream, coaches attending the training sessions will be provided with different methods of evaluation. This could include

workbooks, written tasks or video assignments which must be completed and forwarded to the appropriate person(s) and evaluated prior to the coach being awarded the certification. In some instances coaches coach's may be required to be evaluated for certain critical requirements through CAC. Because the coach's evaluation program for all intensive purposes is to be completed after the completion of the season, the coach will be eligible to coach in the present playing year if he or she has completed the Training sessions. ***THE COACH MUST COMPLETE THE EVALUATIONS NECESSARY TO MEET THE MINIMUM STANDARDS PRIOR TO THE START OF THE NEXT PLAYING YEAR.***

NOTE: IT IS IMPARATIVE THAT THE MEMBER ASSOCIATIONS ENSURE THEY HAVE AN ACCURATE RECORD OF THE DATE EACH COACH COMPLETED THEIR TRAINING. THIS DATE WILL THEN INDICATE WHEN THE EVALUATION AND SUBSEQUENT CERTIFICATION LEVEL MUST BE MET.

FORM 100'S:

100B	BOX LACROSSE ALL DIVISIONS
100M	MEN'S FIELD ALL DIVISIONS
100W	WOMEN'S FIELD ALL DIVISIONS
100R	INTER-CROSSE ALL DIVISIONS

Any questions or queries may be forwarded to the CLA Office, the Chair of the Coaching Committee, or the applicable body of the governing MA/AMA.