



***BCLA COACHING CLINIC
HOSTING/SCHEDULING
PROCESS***



Purpose

To provide clear guidance and accountability for hosting and delivering high-quality coaching clinics under the BCLA framework.

Historically, hosting coaching clinics has been challenging for both BCLA and local lacrosse associations, particularly in ensuring clinics are run efficiently and on time.

With the support of the Coaches Committee, BCLA is introducing a self-hosting option to improve flexibility and access to coaching clinics across the province.

Hosting Process

Step 1: Planning

- Gather a list of at least ten (10) interested coaches.
 - *Exceptions may be made for smaller associations or remote locations.*
 - Decide whether the clinic will be:
 - “In-House” (Private) – only for your association’s coaches, or
 - Open – available to coaches from other associations.
 - **Level 1 Community Development only (Level 2 to be offered in future)**
 - Confirm the attendance of a certified facilitator from the approved BCLA list – [click here](#)
 - Notify BCLA of the following details:
 - Date and time
 - Number of attendees
 - Location(s) for both classroom and field/box portions
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Step 2: Location Booking

Classroom Space Requirements

Book an appropriate space to accommodate the number of participants. Ensure the room includes:

- Sufficient chairs and tables
- Projector, whiteboard and audio setup
- Washroom access

Field/Box Portion

- Preferred: Turf field or lacrosse box
 - Alternatives: Large outdoor area or gymnasium
 - *Note: The space must safely allow for the use of lacrosse balls.*
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Step 3: Facilitator Booking

- Select a facilitator from the BCLA-approved list (*Appendix to be provided*).
 - Local facilitator preferred, unless unavailable.
 - Cost Responsibilities:
 - *In-House (Private) Clinic*: The host association covers costs, including mileage, lodging, and per diem for out-of-town facilitators.
 - *Open Clinic*: These costs are covered by BCLA.
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Step 4: Course Information Distribution

The host must submit course logistics to BCLA at least 7 days before the course, including:

- Facility address
- Parking instructions
- Participant preparation list (e.g., NCCP #, lacrosse stick, paper, pen)
- Any special instructions
- Safety plan (if not provided by the facility)

BCLA will then send a logistics email to all registered participants.

Step 5: On-Site Delivery

- Facilitator:
 - Arrives at least 30 minutes early.
 - Brings required technology and presentation materials.
 - Host/Facilitator:
 - Ensures the venue is safe, accessible, and ready before the session begins.
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Facilitator Expectations

- Deliver content in accordance with NCCP and BCLA standards.
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Attendance and Audits

Attendance verification must include:

- Sign-in sheet, NCCP/ BCLA attendance sheet.
- Signed verification from an Association Executive (e.g., President, VP, or Director in charge of coaches)

Note: A BCLA representative may audit or observe clinics at any time.



Evaluation and Feedback

- Participant Evaluation Form sent the day of or day after the course.
 - Evaluation Form can be viewed [here](#)
 - BCLA updates its internal tracking document with course results.
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Cancellation and No-Show Policy

Late Cancellation

- If a clinic is cancelled less than 72 hours in advance and a facilitator has been booked,
→ The host is responsible for paying the facilitator cancellation fee.

No-Shows

- Tracked by BCLA.
- Habitual no-shows may result in loss of hosting privileges.

Tracking Document Must Include:

- Date, location, and level of the clinic
 - Number of participants and no-shows
 - Room and facility costs
 - Facilitator fees
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Roles and Responsibilities

Host

- Gather interest and coordinate clinic dates.
- Secure facilities after BCLA confirmation.
- Send logistics information to BCLA.
- Cover costs for private clinics.
 - *No reimbursement for lunch or mileage unless a non-local facilitator is required.*

BCLA

- Create registration and promotion materials.
 - Confirm participant numbers.
 - Send pre-course and post-course communications.
 - Maintain accurate tracking records.
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