



Alberta Lacrosse Association

Enhance character, community, and culture through lacrosse.



How to Coordinate a Coaching Clinic

STEP ONE Pick a date and location

- Confirm date with the Alberta Lacrosse Association (ALA) by submitting a *Coaching Clinic Request* form available at <https://www.albertalacrosse.com/content/forms>
- Once confirmed, the ALA will notify you it's live on NCCP Lacrosse site

STEP TWO Book facility

STEP THREE Work with the ALA to confirm course Facilitator

STEP FOUR Confirm you have all learning materials required (access to online manuals, equipment for in-person drills, etc)

STEP FIVE Promote your clinic

- ALA will list the clinic on their website

STEP SIX Direct coaches to the NCCP Lacrosse site to complete clinic pre-assessment and to register for clinic

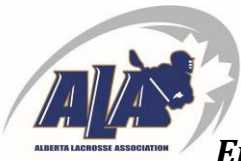
- 1) Log in to your NCCP Lacrosse account
- 2) Click on *Status* page
- 3) Locate the required clinic pre-assessment and complete
- 4) Once complete you will receive an email notification that you can register for the clinic
- 5) Click on *Status* page
- 6) Locate correct coaching clinic and register

Note- You will not be able to register for a coaching clinic you are not qualified to take or have not completed the pre-assessment for.

After course

STEP SEVEN Return attendance, and course and Facilitator evaluations to ALA office

- The clinic coordinator should submit the attendance directly to the ALA via info@albertalacrosse.com
- The ALA will enter the course and attendance into *The Locker* for coaches to receive clinic credit and gain access to online workbooks on NCCP Lacrosse site
- Evaluations can be mailed or sent electronically



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STEP EIGHT **Direct coaches to the NCCP Lacrosse site to complete clinic workbooks (optional for Community Development level)**

- 1) Log in to your NCCP Lacrosse account
- 2) Click on *Status* page
- 3) Locate the workbook that requires completing and register
- 4) Complete and submit workbook through your NCCP Lacrosse account

STEP NINE **Coach will receive notification if corrections are required, or they passed**

- If corrections are required, coach logs back into account, reads the feedback provided at the bottom of each incomplete page, corrects mistakes, and re-submits workbook
- Once workbook is successfully completed coach will receive notification from the ALA

STEP TEN **Direct coach to register with the ALA for in-person evaluation (not required for Community Development level)**

- Coach completes *Coach Evaluation Request* available at <https://www.albertalacrosse.com/content/forms>
- Coach submits form to the ALA via info@albertalacrosse.com for approval and coordination