# General Responsibility

* Works directly with HS Directors and facilitates team coordination and parent/player communications.

# Parent/Player Meeting & Registration (pre-season)

* Assist HS Directors with meeting as needed (meeting held in Jan/early Feb)
* Collects/tracks player registration forms. There are no separate hard-copy forms to be completed.
* Works with VAHS athletic department to identify any missing forms (some players may already have forms on file due to other sports).
* Make sure all forms are turned in before tryouts (this means attending tryouts to collect forms).
* Monitors registration and follows-up with families to secure payments not made on-line (prior to start of season)
* Run bios from registration process to assemble emergency contact/health information by team and disseminate to Coaches

# Team Apparel (Feb/Mar)

* Work with Spirit Wear.
* When orders arrive, disperse items to players.

# Distribute Jerseys/Shorts (Mar)

* Collect deposit checks for jerseys AND volunteering (Varsity and JV)
* Request assistance from HS Director, as needed.
* Hand out and collect jerseys, making sure all are returned. If not returned, forward deposit check to VLC treasurer.

# Team Photos (Feb/Mar)

* Work with HS Director on the coordination of Team Photos.  *See details of task under HS Director description.*

# Parent Communications/Website postings

* Maintain VLC website calendar and team page, update with practice times, events and other information
* Email a weekly update to the team email list with information for parents

# Game Day Prep

* Cash for referees (handled by HS Director or Team Manager)
* Athletic Trainer (handled by Coach and Mr. Kryka)
* Create a Volunteer Sign-up on SignupGenius and notify parents to sign-up (monitor signup to make sure there are parents helping for each home game).
	+ Make sure all game volunteer spots are filled
	+ List of volunteer positions available on VLC Website under Document Library
	+ Can create a separate signup for non-game day volunteering, such as spaghetti dinners
	+ Communicate links to sign-up to Webmaster
* Player Stats need to be taken for all games – home and away (may be helpful to find 1-2 parents willing)
* Game balls – 18 new per game
* Concessions – VLC board to arrange

# Student Managers

* Ideally, 2 to 4 high school students are helpful to assist with water/water bottles at all practices and games
* Student managers have to participate at least 2 seasons to receive a Varsity letter/pin (Mr. Kryka’s discretion)
* Communicate Student Managers to Webmaster

# Stats and Game Results

* Head Coach will enter official score
* Enter game stats and results on MaxPreps.com (will need to enter Team Roster at the start of season if not completed by HS Director)

# Game Filming

* Add to parent volunteer signup, if not enough student managers to assist with
* Upload game film to website

# Equipment/Fields

* Medical box – make sure items stay stocked in box. Med box needs to be on the field for games and practices.
	+ Head Coach will manage and stored in shed
* VLC Equipment Manager/Coordinator will order practice and game balls (stored in the shed)
* Help secure equipment needs with the Head Coach.
* Any major purchases need to be approved by the Board.
* Water bottles/Jugs (stored in shed in the off-season)

# Senior Night (May)

* Usually held the last regular home game of the season
* Work with HS Director to create a brochure/flyer with Senior players photos/questions
* Coordinate flowers for parents
* Create posters of Seniors with player’s parents
* Coordinate team photographer (ask a Parent photographer to take pictures)
* Ask a Parent to announce the Seniors and their Parents at the half-time presentation
* Solicit other volunteers as needed

# End of Season Banquet (Mar/Apr)

* Work with Coach and HS Director to establish a date.
* Reserve date and location (usually held in the Badger Ridge Middle School Commons arrange with Marcia Bryd)
	+ Coordinate any equipment needs for presentation (may need Step Room for slide show)
	+ Make sure there are sufficient chairs
* Prepare Player Certificates
* Discuss with Coach Varsity Letters/Pins. Work with HS Atlethic Dirctor (Mr. Kryka) on Varsity Letters/Pins for players – 1 month before banquet. Send Mr. Kryka the number of years a player has been on the Varsity team (1st yr. receives a letter, subsequent years receive pins)
	+ Player Certificates and Varsity Letters/Pins may be handed out in advance of the banquet (Girls usually distributes one month before banquet).
* If not done previously, collect uniforms and any other equipment.
* Request volunteers, as needed. Consider a sign-up for a pot luck.
* Arrange for cake and decorations
* Work with HS Director on Coaches and/or student manager gifts