**Verona Lacrosse Club – Youth (Boys / Girls)**

**Youth Team Parent Coordinator**

Criteria:

* One position for both girls and boys youth.
* Some lacrosse experience is helpful, but not necessary.
* This position fulfills all volunteer requirements for the season for all children.

Ongoing Activities:

* Work with and support primarily Parent Reps as needed.

Pre-Season:

* Work with Youth Directors (YD) on the recruitment of ALMs and Youth Parent Reps. It is advised to do this immediately following the end of the season for the next season, asking individuals who may be returning.
  + Any vacant positions can then be identified, and the webmaster can provide a list of individuals who expressed interest when registering their player.
  + Work with the YDs to determine the number of Youth Parent Reps needed per age group.
* Work with YDs on the pre-season “Meet and Greet”, typically scheduled for late-February or early-March prior to indoor practices starting. YDs or Youth Chair should invite all Parent Reps and ALMs.
* Coordinate Youth Team Pictures (details below)

Once Teams are Established:

* Team Communications: Start communications with Parent Reps on the following and/or include at Meet and Greet.
  + The overall process for team communications (website instructions will be provided on how to email the team and general communications provided). Instructions are provided under ***veronalacrosse.com / Documents (left side of website) / VLC Website/Email Info and Instructions.***
  + The use of a signup genius form for volunteering and to communicate the link to webmaster (typically done early-April, once games are established).
* Team Instructions: Meet with Parent Reps and provide the following direction and written instructions:
  + Meet at shed to show Parent Reps the game day instructions/positions, running the press box, field set-up and organizing referee fees. This includes how to prepare game day boxes (include rosters in the box) and placing instructions and rosters and t-shirt sponsor listing in the Connor field press box. A link to game day instructions is provided for parent reference under veronalacrosse.com / Volunteer Info (left side of website / [Detailed Instructions](https://s3.amazonaws.com/files.leagueathletics.com/Images/Club/2146/Volunteer%20Info/Detailed_Game_Day_Volunteer_Instructions.pdf).
  + Confirm Parent Rep understanding of collection volunteer deposit checks
    - Review volunteer information and requirements. Review how the form should be completed by parents and the purpose of the volunteer deposit. [Click here](https://s3.amazonaws.com/files.leagueathletics.com/Images/Club/2146/Board%20Documents/VLC%20Volunteer%20Policy.pdf) for policy and form to be completed by parents.
  + Review requirements for a team meeting and provide written instructions on what to include as well as template email communications. ***Team meeting template information provided under veronalacrosse.com / Youth Parent Rep Information / Team Meeting Documents.***
* Volunteer Signup Genius Assistance (optional – not required if not familiar with Signup Genius)
  + Provide assistance to inquiries on how to add/change dates, positions or game locations if using signup genius.
* Referee Fees: Once games are determined, work with Treasurer to obtain referee fees for team parents based on team schedules. Get one set of checks for the first ½ of the season, and provide to Parent Rep at shed meeting. The request for the next set of checks for the second ½ of the season will be made by the Parent Rep to the Treasurer who will provide checks directly to the Parent Reps after the team schedule has been further confirmed. *Any fee requests needed for tournaments are made directly by the team to the treasurer.*

During Season:

* Answer questions from Parent Reps as they arise.
* Review referee fee needs with Parent Reps mid-season.

Post-Season:

* Assist with Year End Picnic Coordination (details below)

Coordinate Youth Team Pictures (if not filled by another individual)

* **Youth Picture Coordinator**
  + Work with Empire Photograph in Feb/Mar (or alternative source if directed by Youth Council Chair) to establish dates for all Youth team pictures (could be as early as Feb/Mar). *Generally, scheduling on a Wed/Thursday works to catch all of the teams at practice*. Times won’t be set until practice times are established but in general it will be from 5:15 – 7:15 each day.
  + Once dates are set:
    - Communicate to each Parent Rep and request that they add a volunteer spot to their team signup genius or fulfill volunteer responsibilities. This volunteer spot simply assists in overseeing the process and monitoring player activity during the waiting process.
  + Email Parent Reps with the following:
    - Their team player date and time
    - Their responsibility for communicating dates/times to their team and coaches

Coordinate Youth Year-End Picnic (if not filled by another individual)

* **Youth Picnic Coordinator**
  + Work with Youth Council Chair to establish picnic date and menu (and/or work with Year-End Picnic/Banquet Coordinator if someone is leading the event).
    - Webmaster can provide a list of any individuals who expressed interest in volunteering for the Year-End Banquet.
  + Email all VLC Youth registrants as soon as a picnic date is established to “Save the Date.”
  + Email ALMs and/or Parent Reps with the following:
    - What menu item their age group or team is responsible for
    - Their responsibility for ongoing communications and for getting a head count to you by team/age level by a certain date to ultimately provide to the Year End Banquet Coordinator.