**2018 Season**

**Raptor Lacrosse Volunteer Positions**

**Coaches Coach ~ Players Play ~ Parents Support**

Pre-season training will be provided for Team Manager, Game Day Coordinator and all other volunteer game day positions listed below.

**Team Manager**

Critical to running the team, lifting coordination & communication off the coach’s shoulders.

* Works with Game Day Coordinator to assign and coordinate volunteers for all game day activities and/or other needs of the team
* Manages the daily aspects of running the team
* Sends out team communication to keep team informed and up to date, and on behalf of the coaches at times
* Manages email, phone contact and the emergency contact list (all provided on our web site)
* Primary contact for any game or practice schedule changes
* Interacts with the Club board for direction and guidance
* Makes appropriate team website updates
* Notifies team parents immediately if game is canceled

**Game Day Coordinator**

Critical to making sure game days run smoothly. Ensures all volunteer roles are filled for game days, and then all volunteers are in their places. Confirms attendance of opposing team, and scheduled umpires.

* Sets up Sign Up Genius template to go out to team, listing all game days and which volunteer jobs that need to be filled
* Works with team manager to ensure all jobs are filled and accounted for
* Sends out communication email to opponent team, giving them game day details on location, address, field info, seating info, etc. (for home games)
* Confirms that the umpires/referees will be present for their scheduled game through online site called [Arbitersports.com](https://www1.arbitersports.com/Shared/SignIn/Signin.aspx). (for home games)
* Follows up with umpires/referees prior to game day, if attendance has not been confirmed (for home games)
* On game day, confirm umpires/referees show up. Report no-show to the club.

**VOLUNTEER POSITIONS THAT NEED TO BE FILLED**

Every family is required to contribute 10-12 hours of volunteer work during the season. For parents who have multiple kids in the club, the requirement is 10-12 per family, not for each child.

* **Field set up and take down**: Sounds like a lot, but it's truly not! You'll need to arrive 30 mins prior to game time. For home games, this means you take the table and chairs out of the storage shed and set it up on the field for the scorekeepers to sit. A pop up tent also needs to be set up for the score table. Lastly, bring out the supplies box and place near the score table. At the end of the game, all of the equipment and supplies need to be put back into the shed. Just a little bit of light lifting, but not much.

All of the game day equipment, i.e. balls, score sheets, horn, timer etc. is stored in a small bin keep in the shed at the fields. Field set up is responsible for bringing the bin out and putting it away at the end of the game.

* **Sideline Manager:** Your role is to help maintain a positive and sportsmanlike environment around the playing field, and ensure that all sideline behaviors are only in support of honoring the game and all of the players from both teams. You are responsible for keeping the audience (parents) in check, serving as a visible enforcer. Keeps the spirit of the game intact on the sidelines, by encouraging all parents/friends to observe the game with a positive and supportive attitude. At home games, you will wear a bright vest to signify position and authority on the sideline.
* **Scorekeeper**: Prior to each game start, you are responsible for filling out the score sheet with player names and jersey numbers. A scorekeeper records the goals on the score sheet. You do not need to know all about lacrosse to be a scorekeeper. You are tracking who scores the goal, who helps assist in scoring the goal, and other statistics of the game like tracking ground balls. You won't be on your own...you will have a spotter who is right by your side the entire game! A second set of eyes! The scorekeeper and GDC should coordinate together to bring 2 bottles of water for the refs, at each home game.

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* **Spotter**: To be a spotter means that your eyes are on the field, and you help the scorekeeper keep track of who scores each goal, who assists in the goal to record it accurately on the score sheet. You help the timer with confirming ref calls and time outs.
* **Timer**: To be a timer means you keep the time for each half of the game.  You get to use the air horn, and let the refs know when halftime is approaching.  It's a matter of watching a stop clock and timing time outs, penalties, and half time.  It's fun, and you have a great shaded seat under the pop-up tent to watch the game.  Keep game time and track penalties
* **End of Season Celebration Coordinator:** Whether the league decides to have a league-wide end of season celebration, or the teams have individual team celebrations...your role as the coordinator is to help coordinate the details of the celebration (date, time, place, food potluck sign up, decorations, games if any).