**Volunteer Requirement:**

Lake Tapps Lacrosse Club is an ALL volunteer organization. The measurement of success for the program depends on you, the VOLUNTEER. Each team requires many volunteers to run cooperatively; LTLC requires many volunteers to run exceptionally!

There are many volunteer positions to choose from, and you will be asked to select one of the following volunteer requirements.

Lake**Tapps**Lacrosse has a volunteer requirement for each family in our club. LTLC understands that families are busy and have many commitments, so we are providing two ways this requirement can be met:  
            1)  8 hours volunteering for the club (per family)\*\*\*  
            2)  Buyout of $100  
One of these 2 options must be selected during the registration process and paid for (if you choose a buyout method) in order to complete the registration process.

Please Note: Your team may request that you you volunteer, even if you chose to buy-out (for example if no one on your team volunteers to be timer, scorekeeper, or sideline manager, your team will forfeit its game/s). If a rotation can be established between multiple volunteers, it will allow all parents the opportunity to enjoy watching their athlete most of the season.

\*\*\*If you are a Coach, Assistant Coach, Board Member, Regional Representative, Club Level Volunteer, Team Manager, Team Photographer/Picture Coordinator, this will satisfy your 8 hour commitment.

~All Hours will be tracked through an online tracking program, that you (the parent) are responsible to log-in to each week to track your own hours for your family. It is your responsibility to seek out ways to fulfill your volunteer hours within the organization by any means that are available (email the Director of Operations if you find you are having difficulty fulfilling your hours). Any family accounts that are found to be deficient at the end of the season will be charged thefull $100at the end of the season; no exceptions, no half-credits provided (invoices will be emailed out between July-August, allowing our Director of Operations time to properly evaluate each family account). Thank you, in advance, for your understanding and cooperation.

Scholarship and Payment Plans are available to assist with registration costs. For Information, please contact our Club Treasurer attreasurerltlc@gmail.com(Documents are available on our website under “Club/ Documents”

Assistant Coach: (8 hour credit)

One of the Assistant Coach's most important roles, even though it's not always the most visible part of the job, is supporting the head coach. Some Assistant Coaches have direct coaching responsibilities, while others only respond to a main or head coach's directives. Some of the responsibilities of the Assistant Coach may include:

• Organization, administration and promotion of all aspects of the LTLC program

• Assisting with coaching, including instruction of fundamentals and techniques and any other areas designated by the Head Coach

• Assists in the preparation, planning, and evaluation of practice sessions as directed

• Teach individuals and groups of student-athletes specific tasks and skills, during practice sessions. Teach specific techniques as directed by the Head Coach

• Offer input for game strategies and gives advice for specific plays or game tactics

• Support the LTLC mission to emphasize the development of skills, self-esteem, good sportsmanship, fitness and teamwork through the sport of lacrosse

TEAM MANAGER:(8 hour credit)

Coordinates all of the team volunteers. When something needs to be done, the coach calls the Team Manager who gets the word out to the appropriate coordinator/ volunteers and parents. Should be available to contact team members with changes to team schedules and must be able to get other necessary communications out to players and parents in a timely fashion. Keeps a book of player information (rosters, medical release forms, etc) and coordinates collection of paperwork. Will attend monthly Board Meetings when a Board Representative is not available.

The Team Manager is an important asset to the Team, and Coach. The Team Manager will keep everyone, especially the Coach organized. Each Coach handles their Team differently and your specific responsibilities will be dependent on your Coach, however some of the typical things you will be responsible for are:

• Help communicate between Coaches and parents

• Assist with gathering necessary documents from players at Team meetings, prior to 1st practice

• Create a Team roster sheet, and snack schedule if you have chosen to do snacks

• Organize Team Building party at the beginning of the season (can be delegated to parent volunteers)

• Keep your Team’s parent volunteers organized and updated on upcoming events (can be delegated to Team Volunteer Coordinator)

• Set up, and maintain your volunteer Timers/ Scorekeepers rotation schedule (can be delegated to Team Volunteer Coordinator)

• Organize Team for picture day (can be delegated to Team Photographer)

• Organize End of Season Party and work with your Team’s parents to purchase Coaches gifts/ awards, etc. at the end of the season, if your Team has chosen to do so

While some Team Managers handle all the details themselves, others will recruit and delegate others to help out. Most of the time, you will have other parents willing to help. Have fun! This is an awesome way to get to know your whole Team, and network with other parents who also love Lacrosse!

TEAM BOARD REPRESENTATIVE:(8 hour credit)

Will attend all LTLC monthly board meetings to report how and what the team is doing, relay any team issues to the board. Also reports back via email to the coach/team parents any important information discussed during the meeting. Board meetings are announced 1-2 months in advance with the date, time, and place of monthly meetings are always posted on the LTLC website and through Social Media. \*\*Managers are responsible for finding a substitute if the Board Representative cannot attend the monthly meeting.\*\*

TEAM FUNDRAISING COORDINATOR:  (8 hour credit)– 2 people per Team needed for this position.

These parents will communicate with the Board and work with Club Fundraising Coordinators to help promote, plan, and coordinate club events such as the Face Off Day, Spaghetti Feed, and SSL Tournament. They will also coordinate selling team Spaghetti Feed tickets, keeping track of the money by writing down each ticket number and who they sold them to (handing off the money to the Club Treasurer) and are in charge of organizing the team wine/desert donation along with team gift basket for the Spaghetti Feed.  Basket must be valued at $100 or more.

TEAM PHOTOGRAPHER/PICTURE COORDINATOR  (8 Hour Credit)–2 people per Team needed for this position.

Coordinates team pictures.  Takes candid pictures and/or video throughout the year at games, tournaments, and other events and then uploads to LTLC website for viewing.  \*\*Must be aware of anyone on your team who does not want their child photographed (need to check photo releases).\*\*  Also assembles slide show for year-end party.

*LTLC COMMUNITY SERVICE:*

Each team is required to take part in or plan one community service event during the year. Possible ideas include food drives, coat drives, parks clean up, etc. If available, teams are encouraged to submit a summary and photographs of their event participation to the Director of Operations for inclusion on the club website and monthly newsletter.

TEAM COMMUNITY SERVICE REPRESENTATIVE (4 hour credit) –

Coordinate and organize your Team’s participation in at least one community service event during the season. Submit a summary and photographs of the event to the Director of Operations to include in the monthly newsletter.

There are many areas where assistance is required to support a successful program. The club will require specific tasks throughout the year, and will need to have targeted communications with specific volunteers on each team. Team jobs are required so that all the work does not fall on the Team  Manager. All parents are urged to become involved by choosing one of the following team jobs. Below is a brief description of each team job:

Other Team Volunteer Hour Options:

Concessions:Available for all home games at Pete’s Pool (opportunities are available before, during and/ or after your players scheduled game)

Timer/ Scorer:  (multiple parents needed to alternate home and away games. Need a spotter, timer and score keeper for all home games and spotter and  scorekeeper for away games). \*Training is provided prior to season start.

Each hosting Team is required to provide a volunteer to keep score, a second volunteer to keep time, and a third volunteer to record stats. There are 10-12 games in a season. If a rotation can be established between multiple volunteers, it will allow all parents the opportunity to enjoy watching their athlete most of the season.

Responsibilities Include:

• Tracking each quarter, half-time, and penalty box timeouts, for the officials

• Help out at the scores table to help track stats (documenting goals, assists, etc)

• Help out at the scores table to record goals

This is a great way to see the game up close! Training will be provided for score keepers, spotters and timekeepers, prior to the season start

Team Sideline Manager (Culture Keeper):  (multiple parents needed to alternate home and away games)

The role of the Team Sideline Manager is to maintain a positive and sportsmanlike environment around the playing field, including both sidelines (home and visiting). Every home game will require that LTLC identify a Team Sideline Manager to perform the following:

• Introduce yourself to, the opposing Team's Sideline Manager, the Officials, the Coaches and everyone "Honoring the Game"

• Discuss any concerns with the Coaches and Officials

• Inform the Officials of any situation in as much detail as possible

Team Field Set-Up and Take Down:

The Field Set-Up and Take Down volunteer is vital to the Team. This volunteer will work with the Coach, or Assistant Coach, or Team Manager to determine if your Team is first on, or last off of the scheduled game field, for home games. Responsibilities may include:

• First game of the day (home games): move goals to scheduled game field, Set-up scorekeeper table and three chairs, Place balls along each end line and place field cones as prescribed by rules

• End game of the day (home games): all of the above equipment, including goals need to be put away & secured, or returned to LTLC Field Equipment Manager

Face Off Day (January 2018) Need help setting up/running/ and taking down stations

LTLC Social Event (to be announced) Need help setting up/running/ and taking down

SSL Tournament (to be announced)  Need help setting up/ running/ and taking down; opportunities will be announced

\*\*Also if you are a parent volunteer who carpools multiple families to weekly practices, or assists your team in other very important ways, please be sure to communicate this to your Team’s Volunteer Coordinator for consideration for hour credits (final decision will be between Team Manager and Coach regarding acceptability of hour credits)

**Fundraising:**

All families are **required** to participate in the Lake Tapp Lacrosse Club fundraisers each year. During the initial team meetings the Club will be asking for several volunteers willing to work together to lead these fundraising efforts.

The club fundraisers for the 2018 season are:

• Face Off Day (January 6, 2018)

• LTLC Social Event (to be announced)

\*Teams are required to put together a gift basket that values $100 or more and donate 6 bottles of wine and 6 deserts per team.

• SSL Tournament (to be announced)

Each team is required to designate a representative to work on the planning

committee for each club event.

Fundraising monies are directed to the general fund to help keep our fees

reasonable for all players. In addition, these monies supplement our

scholarship program to help reduce player fees for those who qualify.