

# Lancer Ladies Lacrosse Club – Team Parent / Manager

## General Responsibility

- Works directly with coaches and facilitates team coordination and parent/player communications.

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

- Assist coaches with meetings as needed. (meeting held in Jan/early Feb)
- Collects/tracks player registration forms: Code of Conduct, Player Handbook, Grade Release, WIAA Physical forms, etc.
- Make sure all forms are turned in before practices start.
- Monitors registration and follows-up with families to make sure payments are made. (prior to start of season)
- Run bios from registration process to assemble emergency contact/health information and distribute to Coaches. (done by Coach Klein for 2017)

## Team Apparel (Feb/Mar) **\*\*Future task**

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

## Distribute Jerseys/Shorts (Mar) (Coach Klein and Kleemann will handle for 2017)

- Collect deposit checks for jerseys and hold in trust for season. (\$50)
- Request assistance from coaches, as needed.
- Hand out and collect jerseys, making sure all are returned. If not returned, forward deposit check to LLLC treasurer.

## Team Photos (Feb/Mar) (Coach Kleemann)

- Work with Coaches on the coordination of Team Photos.

## Parent Communications/Website postings (done by Coach Klein for 2017)

- Maintain LLLC 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.

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## Game Day Prep

- Cash for referees.
- Athletic Trainer. (done by Coach Klein for 2017)
- Create a Volunteer Sign-up on Signup Genius 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.
  - Can create a separate signup for non-game day volunteering, such as spaghetti dinners.
- Player stats need to be taken for all games – home and away. (Coach Kleemann)
- Game balls, scoring table, chairs for table, flip score, cones, nets and flag.
- Concessions – (food truck options)

## Student Managers **\*\*Future task**

- Ideally, 1-2 high school students are helpful to assist with the team.

## Stats and Game Results (Coach Kleemann or Klein for 2017)

- Head Coach will enter official score on MALA.
- Enter game stats and results on MaxPreps.com and Laxpower.com (will need to enter Team Roster at the start of season if not completed by coach)
- Communicate scores to local news media. (prep report)

## Game Filming **\*\*Future task**

- Add to parent volunteer signup, if not enough student managers to assist with.
- Upload game film to website. (HUDL.com)

## Equipment/Fields (Coaches will handle for 2017)

- Medical box – make sure items stay stocked in box. Med box needs to be on the field for games and practices.
- Equipment Manager/Coordinator will order practice and game balls for the season.
- Help secure equipment needs with the Head Coach.

## Senior Night (May)

- Usually held the last regular home game of the season.
- Work with parents to create a bio on each senior and plans for after HS.
- Coordinate flowers for parents.
- Coordinate team photographer. (Coach Kleemann)
- Ask a Parent to announce the seniors and their Parents at the half-time presentation.
- Solicit other volunteers as needed.

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## End of Season Banquet (June)

- Work with Coach to establish a date.
- Reserve date and location.
  - Coordinate any A/V equipment needs for presentation.
- Prepare Player Certificates.
- Discuss with Coach Varsity Pins. (Because we can not have letters, we can use pins)
  - Player Certificates and Varsity Pins may be handed out in advance of the banquet.
- If not done previously, collect uniforms and any other equipment.
- Request volunteers, as needed. Consider a sign-up for a potluck.
- Arrange for cake and decorations.
- Work on Coaches and/or student manager gifts.

