

Davis Blue Devils JV and Varsity Boys Lacrosse PARENT Volunteer Positions

Program Coordinator(s) – *(can be a shared position)* Oversight and coordination of the DHS Boys Lacrosse Steering Committee. Responsible for contact between the Davis High School boys' lacrosse parents, the high school administration and the DLA. Liaison to the High School Athletic Director. Participates in coach hiring process, helps find other committee members and team managers and coordinates tryouts. Directs pre-season planning and preparation. Ideally is also a board member of the Davis Lacrosse Association. Oversees all operations during the season including Special Events.

Treasurer – Prepares and presents annual budget for both Varsity and JV teams for review and acceptance by the parents and DLA Board. Helps organization establish the seasonal cost for registration and play. Follows up to make sure that payments from the parents are received and deposited, expenditures are within budget, invoices received and processed. Assists in pre-season planning and preparation. Oversees uniform and pinnie replacement.

Secretary – Attends all steering committee meetings, takes notes and generates minutes from the meetings. Schedules meetings, prepares agendas with input from committee members. Responsible for and oversees registration and the communication coordinator. Assists in pre-season planning and preparation. Ensures that all other roles have clear/outlined position duties that are updated/refined each year. Assists in pre-season planning and preparation.

Backstop Net Coordinator *(can be two volunteers)* – Coordinate set up and take down of nets at each end of field. Set up occurs after football season ends. Nets must be secured at each pole so the balls don't get through. Watch for holes and fix as needed. Monitor nets during the season especially during high wind events. Periodically walk nets, align buckets and basically keep in good operational condition. Coordinate take down and storage at the end of the season.

Communications Coordinator – Writes, enters and updates all information on the Varsity/JV lacrosse webpage. Sends out announcements to all athletes and parents via the DLA website email. Coordinates all information to be posted in each of the Jr. High and High School bulletins. Establishes protocol with the Enterprise for article submission pre, during and post season. Provides guidance to the JV and Varsity team publicists. Assists in pre-season planning and preparation.

Entertainment Coordinator – Coordinates the singers, pep-band, cheerleaders, dance team, etc. to attend Lacrosse games and special events. Dates of games/events will be provided by Steering Committee.

Registrar – Oversees registration process. Sets up on-line registration forms, policies and questions in conjunction with Boys HS steering committee. Maintains master list of player, family and coaches' contact information. Assists families with registration process. Prepares team roster and health insurance/emergency contact information for coaches and team drivers. Instruction provided by Don Aiello. Assists in pre-season planning and preparation.

Uniform Manager – Organizes and distributes uniforms, pinnies and helmet decals (as needed) at the beginning of the season. Collects and stores them at the end of the season. Maintains extra team jerseys and pinnies in stock until needed by the coach. Works with the coach and other committee members to determine timing for new uniform purchases ahead of the season. After budget is approved, places orders for uniforms on behalf of both Varsity and JV Blue Devils Lacrosse teams. Assists in pre-season planning and preparation.

Head Equipment Manager – Oversees the Lacrosse shed and coordinates with the JV and Varsity team equipment managers. Also, works with girl’s equipment manager to maintain an orderly and functional shared storage space. Informs DHS lacrosse steering committee if replacement items are needed and coordinates with coach and DHS lacrosse steering committee the purchase of new equipment. Reviews equipment checklist to be sure all supplies are adequate and in good working order.

Team Manager (*one Varsity & one JV*) – Primary coordinator of volunteers for team support. Recruits other team parents for key tasks and fills in where necessary. Assures coaches have necessary support. Is the primary contact person for the parents for any schedule changes and relays messages as necessary via email, website and/or voice mail. For home games, coordinate with Stadium manager to assure access to press box and scoreboard use. Assists in pre-season planning and preparation.

Transportation Coordinators (*one Varsity & one JV*) – Prepares transportation packet, which includes game schedule and locations, maps/directions to away games, and medical release forms for every player. Obtains and maintains copies of driver information and insurance cards for all team registered drivers. Sets and informs parents of departure times and locations. Enforces DHS Boys Lacrosse policy that only parents may drive players.

Scorekeeper(s)/Field Set Up and Take Down (*two Varsity & two JV, Home Games Only*) – Keeps official score. Should be at field 20 minutes before the game to set up field and log names and numbers of players onto score sheets. Hands score sheets to coaches at the end of the game. Maintains and brings scoring equipment to the field, e.g., score pad/score sheets, pens, air horn, portable score board, time clocks and field cones (i.e., “The Box”). At end of the game, returns all equipment to “The Box.” Separate scorekeepers for JV and Varsity. When both teams play the first team playing (typically JV) will bring out and set up all necessary equipment. Second team playing will pack up and take back to the storage shed. Formal instruction for this position will be provided.

Scoreboard Operator (*two Varsity & two JV, Home Games Only*) – Operates scoreboard and field clock, when they are available. Separate Scoreboard operator for JV and Varsity. Trained by Stadium staff.

Timekeeper(s) /Air horn (*two Varsity & two JV, Home Games Only*) – The timekeeper is responsible for keeping the time of both the game and any penalties called. Since there often are no scoreboards at most of the fields where field lacrosse is played, there must be communication between the timekeepers and the referee to ensure the game is timed correctly. The timekeeper is responsible for using the air horn when needed. Separate timekeepers for JV and Varsity. Formal instruction for this position will be provided.

Spotter (*three Varsity & three JV, Home & Away Games*) – Assists scorekeeper/team statistician and timekeeper. Confirms and records referees calls, calls out ground ball pickups, goalie saves, scores, and assists. Separate spotters for JV and Varsity. Formal instruction for this position will be provided.

Team statistician (*two Varsity & two JV, Home & Away Games*) – Records and reports/posts game and seasonal statistics requested by Coach. Posts statistics on Blue Devils Lacrosse website and provides coaches with game and season statistics after each game. Separate statisticians for JV and Varsity. Formal instruction for this position will be provided.

Team Equipment Manager (*one Varsity & one JV*) – Maintains, stores, delivers and retrieves team score table, chairs, pop-up tent and watering stations. Assures goals are unlocked and available for the game and properly locked and stored after the last game. Informs DHS Blue Devils steering committee if replacement items are needed and coordinates with coach and DHS Blue Devils steering committee the purchase of new equipment. Note: some equipment may need to be purchased by the school with a request being generated by the coach on behalf of the teams.

First Aid/Trainer (*one Varsity & one JV*) – Assures First Aid Kit and ICE in plastic bags are available for games AND practice. For practices this can be coordinated with the coaches. Must be medically trained and available to perform first aid at games.

Hydration Manager (*one Varsity & one JV. Home Games Only*) **and**
Team Half Time Snack (*All games*) – Coordinates with parents for each game to provide sliced oranges, grapes etc. to athletes during halftime. Responsible for filling the hydration stations at home games and making sure cups are available. Coordinates with Team Equipment manager after each home game to empty and secure the hydration stations for storage.

Environmental Manager (*one Varsity & one JV. Home & Away Games*)– Assures the field and surrounding area are kept clean during the game and that the entire field and surrounding area is policed and the left clean after the last game. At away games it is important to make sure our sideline is left clean and any items picked up which may have been left by our players. Provides extra garbage bags as needed for team and spectator generated trash, and assures all trash bags are properly closed and placed for removal or packed out if necessary. Collects articles of clothing, equipment, water bottles, etc. from the team locations on the sideline after each game. Establishes a Lost and Found, which can be stored in the team storage container. You would be amazed what gets left behind!

Home Game Announcer (*one Varsity & one JV. Home Games Only*) – Responsible for announcing all home games. This task includes managing music (*provided by coaches or parents*) for pre-game warm-up and half time listening. The announcer will be responsible for obtaining a roster of the Blue Devil players with their numbers in numerical order and to request a similar roster from the visiting team.

Publicist (*one Varsity & one JV. Home & Away Games*) – Responsible for delivering articles or game notes and photos to local media covering Davis Blue Devils Lacrosse games and activities. Assists and guides team publicity production and placement. Prepares, obtains approval and oversees dissemination of information to schools and press.

JV & Varsity Publicists to assist with Team Poster distribution – (*beginning of season only*) Coordinates printing of poster, distribution and display of posters in stores, around town and in the schools. Delivers to school administrators and other community leaders along with an invitation to attend a home game. The goal of this poster is to raise necessary funding for the program and create awareness of Lacrosse in Davis.

Team Photographer (*one Varsity & one JV. Home & Away Games*)– Responsible for photographing all games and coordinating with publicist to submit images to the paper along with the game report.

Team Videographer (*one Varsity & one JV. Home & Away Games*) – Responsible for capturing each game on video and providing a copy to the coach on CD. Ideally is able to make the video available for viewing by the athletes online. Ideally footage can also be used to make an end of season highlight film of the team.

Snack Shack Coordinator (*two Varsity & two JV. Home Games Only*) – Responsible for collecting food items, purchasing and stocking non-perishables, set up, take down and coordination of volunteers to supply food and run the snack shack at each home game. Coffee and hot chocolate from Peet's is often provided when the weather gets cold. Other hot items such as pizza, burritos, etc. can be provided for sale especially during the Friday night games. Ideally, a Varsity parent will manage the shack during the JV game and a JV parent will manage it during the Varsity game.

Spirit Wear Coordination and Distribution (*two volunteers*)-Take orders (shooters, socks, warm up kits (sweat shirt and pants, T-Shirts, Fleece Jackets, Windbreakers, Game bag, etc.) from parents, collect money, place orders and distribute garments when received. Refer to prior year coordinator and the Steering Committee to determine what to offer this year. Coordinate graphic design with the Steering Committee.

Pasta Feed Coordinator (*one Varsity & one JV. All games*)- Coordinates regular pasta feeds for team to be held at a parent's home, with parents supplying food. Separate pasta feeds for JV and Varsity. Coordinator and Coach determine Schedule & Frequency.

Events Coordinator (*one Varsity & one JV*)- Coordinates and oversees the volunteers who are coordinating the: Swap Meet, Stringing Clinic, Break the Record Night, Senior Night and End-of-Season Party.

Break the Record Night Coordinator (*one Varsity & one JV*)- Responsible for coordinating publicity, food and beverage sales, and half time performance.

Senior Night Coordinator (*Varsity parents*) - Responsible for coordinating special recognition for our Senior Lacrosse players during one of our final home games.

End-of-Season Party Coordinator (*one Varsity & one JV*)- Coordinates a committee to plan and execute the end-of-season party for both JV and Varsity teams. Coordination includes food and drink planning, retrieval of uniforms, coordination with coaches of individual and team awards.

Fundraising Coordinator (*one Varsity & one JV*)- Works with and coordinates a committee to plan and execute fundraising events during the year. Includes overseeing existing smaller fundraising events: Stringing Clinic, Swap Meet and Break the Record Night.

Swap Meet Coordinator (*pre-season position*)- Responsible for coordinating a swap meet for all who have lacrosse gear to trade or sell. Held before the season begins in late January.

Program Coordinator Shadow - Work with Co-Chair(s) to learn duties and responsibilities of the Co-Chair position(s). Basically this position is pivotal to the continued strength of the organization and designed to ensure a smooth transition when there is an intended vacancy with one of the Co-Chairs.