

## **Board of Directors**

President

Vice President

Treasurer

Secretary

Director of Player Development

Director of Coaching

Director of Operations

## **Club Volunteers**

Boy's Youth Representative

Club Equipment Manager

Club Field Equipment Manager

Field Scheduling

Communications & Social Media Volunteer

Club Registrar

Club Fundraising Coordinator

## **Other**

### **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:

1. Organization, administration and promotion of all aspects of the GFLC program
2. Assisting with coaching, including instruction of fundamentals and techniques and any other areas designated by the Head Coach
3. Assists in the preparation, planning, and evaluation of practice sessions as directed
4. Teach individuals and groups of student-athletes specific tasks and skills, during practice sessions. Teach specific techniques as directed by the Head Coach
5. Offer input for game strategies and gives advice for specific plays or game tactics
6. Support the GFLC 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:

1. Help communicate between Coaches and parents
2. Assist with gathering necessary documents from players at Team meetings, prior to 1st practice
3. Create a Team roster sheet, and snack schedule if you have chosen to do snacks
4. Organize Team Building party at the beginning of the season (can be delegated to parent volunteers)
5. Keep your Team's parent volunteers organized and updated on upcoming events (can be delegated to Team Volunteer Coordinator)
6. Set up, and maintain your volunteer Timers/ Scorekeepers rotation schedule (can be delegated to Team Volunteer Coordinator)
7. Organize Team for picture day (can be delegated to Team Photographer)
8. 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 PARENT:** (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 GFLC website and through Social Media. **\*\*Managers are responsible for finding a substitute if the TEAM PARENT cannot attend the monthly meeting.\*\***

**TEAM VOLUNTEER COORDINATOR:** (8 hour credit)

Keep track of volunteer hours for parents on the team who have paid \$100 (to waive volunteer hours), and people who have chosen to donate 8 hours of their time. In charge of setting up volunteer time slots that need to be filled by your team (you will be working with the Director of Operations, and Team Manager, who will send you the information to forward you're your team). Must keep an updated list of events people on your team have volunteered for and for how long. All hours must be completed by the end of the State Tournament (MAY 2016).

**CLUB 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 intended to help raise funds for the clubs day to day operations. They will also coordinate selling team fund raising 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 donations along with team gift basket for the fund raiser.

**TEAM UNIFORM COORDINATOR:** (4 Hour Credit) –

This person will be the liaison to the GFLC Club Uniform Coordinator. Responsible for ensuring that uniform information is communicated to the team and that all players complete their uniform order by the stated deadline. Will work with the GFLC Uniform Coordinator to order replacement items and/or new uniform kits if players join midyear.

## **TEAM EQUIPMENT MANAGER (8 Hour Credit) –**

Responsible for coordinating with Club Equipment Manager and fitting any new players/late comers with gear. The Club Equipment manager will hand off a list of people on your team who have rented gear for the season. You will be in charge of: Collecting all rental gear from your team at the end of the season, making sure each piece that was rented matches what was documented when originally checked out (all have #'s), washes all gloves/pads and sprays Lysol in each rented helmet. Set up a time to deliver cleaned gear to Club Equipment manager.

## **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 GFLC website/Facebook 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.

### **Other Team Volunteer Hour Options:**

**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:

1. Tracking each quarter, half-time, and penalty box timeouts, for the officials
2. Help out at the scores table to help track stats (documenting goals, assists, etc)
3. 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 GFLC identify a Team Sideline Manager to perform the following:

1. Introduce yourself to, the opposing Team's Sideline Manager, the Officials, the Coaches and everyone "Honoring the Game"
2. Discuss any concerns with the Coaches and Officials
3. 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:

1. 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
2. End game of the day (home games): all of the above equipment, including goals need to be put away & secured, or returned to GFLC Field Equipment Manager