

Verona Lacrosse Club – High School Director (Boys/Girls)

Board Member

- Attend monthly Board meetings
- Coordinate with Head Coach and provide a report of program to the Board
- Participate as a voting member

General Responsibility

- Works directly with Varsity and JV Coaches and coordinates between the coach and HS Team Managers prior to and throughout the season.

VAHS Activity Coordination (Jul/Aug)

- Work with VAHS to make sure appropriate contact information is in Athletic handout for Back to School documentation. Include additional details on program, dates, etc.
- Determine participation Club Rush (a noon-hour review of activities for HS students)

Annual Budget Planning (Aug/Sep). Work with Head Coach to review previous budget numbers and categories

- Anticipated player numbers to determine team needs and estimates for registration fees
- Uniform needs (if any)
- Coaching Stipends
- Collaborate with Bull Rush Tournament Director
- Equipment needs
- Provide budget for Board review (*See past budgets for budget categories*)

Space Reservations (Sep/Oct)

- Reserve indoor gym space for winter open gym time and indoor spring practices with VAHS. Also reserve space for Parent/Player Meeting, typically held at the Badger Ridge Middle School Commons.
 - VAHS contact is Marcia Bryd in the Administration building (845-4306 or Marcia.byrd@verona.k12.wi.us)
- Notify Webmaster of any dates that are important to include on the Website or in Registration materials

Team Clothing (Nov/Dec)

- Work with Coach and player representatives to determine player/team specific clothing needs and coordinate with Spirit Wear Committee

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Uniform Inventory (Oct/Nov)

- Check inventory from prior year
- Work with Head Coach, Team Manager (if known), and Uniform Coordinator to assess condition of uniforms.
- Work with Head Coach and/or VLC to determine the required game uniforms and quantity needed.
- Assist in getting uniform repairs completed
- Reorder jerseys, if necessary (check if board approval is needed)
- If considering new uniforms, board approval is needed
- Uniforms can be stored in the VLC shed at Connor Field or if materials dictate, a climate-controlled basement of the Team Manager or Uniform Coordinator, providing VLC board approval has provided to store offsite.

Spring Mini-Camp/Varsity Trip (If applicable, Nov/Dec)

- Work with Head Coach to determine dates and reserving field times.

Registration (Oct/Nov)

- Review required VLC registration forms, including HS related forms (Grade Release, WIAA Physical Form, Player Handbook/Code of Conduct), update accordingly, and communicate any changes to Webmaster or Registrar for the spring registration
- Review any other registration requirements at the HS level and communicate to Webmaster or Registrar accordingly.
- If no Team Manager, review requirements of that position for registration to avoid information gaps.

Parent/Player Meeting (held in Jan/Feb)

- Reserve space if not done previously
- Work with Head Coach and Team Managers on meeting information and agenda
- Make sure meeting information is included on VAHS Activity Site (*see Community Activities for Families on the VAHS website*).
- Create and print enough copies of the agenda to hand-out at the meeting
- Print several copies of the registration forms, for players who don't have access to a computer/printer and/or coordinate attendance of Webmaster who can take registrations at meeting on-line.
- Coordinate with Spirit Wear Committee to receive product/uniform samples as well as other needs to be addressed at the meeting

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Varsity Team Tryout Coordination

- Work with Head Coach to secure tryout date/venue (Nov)
- Communicate tryout details and dates to players and Webmaster
- After Varsity roster is determined, input roster into MaxPreps.com site (Mar)
- Ensure HUDL account is set for game film uploads (Mar)

1st Team/Parent Potluck (held by Girls after roster is established)

- Complete after roster is established, this is an event to meet the coaches, collect outstanding forms, and to distribute uniforms.
 - Work with Team Manager to create potluck sign-up
 - Work with Team Manager to develop a plan for Uniform Distribution
 - Collect all final outstanding forms
 - Work with Team Manager to finalize volunteer Sign Up
 - Coordinate attendance by coaches

Varsity Game Schedule (Mar/Apr)

- Review schedule with Coach
 - Review MALA Conference Schedule
 - Review Non-Conference Schedule and input into Team website
 - Review Tournament events (if any) and input into Team website
- Work out bussing if applicable

Team Photos (Feb/Mar)

- Work with Coaches and Team Managers to coordinate dates for Team Photos.
- Arrange team photos (Both Varsity and JV) through Empire Photography (Patti at (608) 257-2941) (Feb)
- Contact Marcia Bryd to reserve date and time in the VAHS high school commons area (Feb).
 - NOTE: NO cleats allowed in the high school
- Coordinate space for photos and work with VAHS yearbook staff to ensure timely delivery of photo. Contact VAHS year book teacher (Rita Mortensen) when lacrosse teams' photos are available through Empire. (Mar)
- Attend the team photo shoot to assist or request that the Team Manager attend

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High School Team Coordination/Communication (ongoing)

- Host season welcome meeting
- Recruit HS Team Managers ASAP
- Collaborate with Coaches and Team Managers throughout the season
 - **Ongoing.** Support Team managers' needs and assist with any team tasks
 - **Communication.** Identify responsibilities for communication process with the Coaches and Team Managers that keeps players and parents informed of weekly developments
 - **Team Webpage.** Identify responsibilities for updating team webpage and overall communications
 - **Volunteering.** Work with Team Manager to establish volunteer needs, process for volunteering, and non-game day volunteer tasks, such as spaghetti dinners
 - **Uniforms.** Assist Team Manager with uniform distribution and collection of deposit checks, as well as uniform return. Work with Team Manager to make sure there are NO outstanding payment balances prior to returning checks.
 - **Senior Night.** Assist Team Manager as needed
 - **End of Season Banquet.** Assist Team manager as needed
- Monitor overall HS program and ensure on-going team communications are keeping families informed of upcoming events/to-dos