

Verona Lacrosse Club - Youth Council Chair Details & Timeline

June

- **Reserve all indoor and outdoor practice facilities for upcoming season**
 - Contact Marcia Byrd in the Administrative Office byrdm@verona.k12.wi.us and find out what facilities are available for indoor gym space March 1-April 1 - Indoor space includes (SC, GE, SP, SOMS, CV). Also find out what outdoor fields are available April 1-June 10 – outdoor fields include (SC, GE, SP, SOMS, BR, CV)
 - Based on space available, complete a form for each facility being requested (see [VASD Recreational Use of Facilities Request and VASD Facility Use Conditions under Club Organization](#)) VLC is considered a school district group and is not charged for any space.
 - Also reserve necessary space for camps/clinics. *Additional clinics may be added and would follow the process for the Holiday Break Clinic.*
 - Contact St. Andrews to ensure that we are still able to use their field (see notes).
 - Contact Casey Dudley with the Verona Rec. Department casey.dudley@ci.verona.wi.us and reserve Cross Country Park for additional outdoor practice space.

July

- End of season meeting with all of youth council staff and discuss what went well and what didn't go well. Review survey results if available.

August

- Check back with Marcia Byrd to make sure space has been reserved for the following season. Look to see if you need to make other arrangements for space.

September

- Start monthly meetings with youth directors, and other important staff members (coaches, ALM, etc.).
 - Create Youth Council Agenda for upcoming issues (see [sample under Club Organization/Youth Council](#)).
- Set tentative date for the “Learn to Play” Clinic, always held over the VASD Holiday Break ([Camps & Clinics](#))
 - If not done previously, reserve SOMS or CV and GE Gym for Holiday Break clinic with Marcia Byrd in the VASD Administrative Office e-mail address is byrdm@verona.k12.wi.us . Use the same forms used to reserve space in June. Get date onto VAHS activity website and into newsletters ([Additional details under Marketing & Ads](#))
- Gather input to create upcoming season's budget. Take that information to update the season's new budget for upcoming year.

Information in GREEN indicates there is additional information in the ONLINE STORAGE FILES

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October

- Review survey results obtained from Survey Coordinator and assist Youth Directors in determining which coaches will be invited to return to coach for upcoming season. Resolve any coaching issues with VLC Board President and get approval on the list of coaches you would like to invite back.
- Work with Youth Directors on additional coach recruitment for the upcoming season.
- Boy's and Girl's Youth Directors to start to recruit coaches for the upcoming season.
- Work with Youth Directors on "Learn to Play" Holiday Break Clinic held in December.
- Contact School Administration Office (Marcia Byrd) to reserve space for Youth Kickoff meeting in January and confirm space for Holiday Break Clinic.
- Recruit High School Coaches/players to staff the "Holiday Break Clinic".
- Have monthly meeting with Youth Council Staff

November

- Create (update) Youth Club postcard and coordinate mailing or delegate accordingly ([see Marketing and Ads](#))
- Work with Webmaster to create on-line registration for "Learn to Play" Holiday Break Clinic. Create flyer and market "Learn to Play" Holiday Break Clinic and send email to past players. ([Marketing and Ads](#)) (i.e. e-mail blast on VLC website, announcement in VASD elementary & middle school newsletters, contact Verona Rec, Fitchburg Rec, Mt. Horeb Rec. department to send e-mail blast to their members, post fliers in area businesses)
- Finalize plans for "Holiday Break Clinic". Work with HS Varsity coaches to order girls and boys sticks. In 2014, VLC ordered 30 boys and 15 girls sticks. Cost was average \$40.
- Work with equipment manager to get balls for the holiday clinic.
- Work with Youth Directors and Webmaster on posting open gyms and registration.
- Make sure coaches have keys for pre-season open gyms.
- Work with Directors on December announcement for VLC Registration/Open Gyms etc in VASD Newsletters for each middle and elementary school in our district.
- Work with Directors and VLC Webmaster to ensure webmaster has all needed information to get registration open by December 1st.
- Have monthly meeting with Youth Council Staff

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December

- For open gyms and practices, put together a chart to show who is practicing where and when (see [Club Organization/Youth Council](#) for sample). Share this with all coaches and ALMS so they can input this information on their team page schedule. It can also be posted to Website, if requested.
- Coordinate all aspects of the Holiday Break “Learn to Play” Clinic.
 - Gather protective eye gear for boys side and eye cages for girls in goggles in bucket at shed. Collect all sticks for Holiday Clinic.
 - Purchase a few gift cards of \$25 each (approximately 4-6 depending on numbers attending clinic) at Middleton Sports or Players Bench - hand out at raffle for Holiday Clinic (double check to make sure these were approved).
 - Turn in any bills and checks into Treasurer for payment and deposits
- Work with Youth Council Directors and staff regarding Parent/Player Kick Off Meeting that is held in January
- Confirm space is reserved for Kick Off meeting and get date on VAHS activity calendar.
- Notify Youth Council, Directors, ALMS, and Coaches of the kick off meeting date and their responsibilities for the meeting
- Send VLC e-mail blast on date of Kick Off Meeting
- Update Power Point presentation for Parent/Player Kick Off Meeting held in January ([Club Organization/Youth Council/Kick-Off Meeting](#)).

January

- Parent/Player Kick Off Meeting is held in January
 - Bring laptop computer to meeting along with projector
 - Contact Marcia Byrd to verify that screen and BRMS Commons area is all set for all equipment needs
- Coordinate Coach entry to Open Gyms

February

- Give Marcia Byrd, VASD Administration the list of VLC Coaches that will be responsible for keys to indoor gym space. Tell coaches to pick up their keys from Marcia Byrd at start of season and return at the end. Administrative Office is located at 700 N. Main Street in Verona, next to Badger Ridge Middle School.
- Confirm equipment needs for youth.

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March

- Work with Youth Directors to determine how many teams there will be at each age level. Submit teams to MALA.
- Check with MALA webmaster as to correct password for MALA to enter new coaches information on MALA website. Make sure Youth Directors have MALA access.
- Work with Youth Directors on the formation of teams and respond to any questions.
- Check with Equipment Manager to verify that porta potties have been ordered to be delivered in for outdoor spaces. ([See notes under Club Organization/Youth Council](#))

April

- Check in with coaches to make sure that they have all that they need from a higher level. Make sure all coaches are following the VLC guidelines and are uniform with all processes.
- Work with field manager to make sure all field lines are ready to be taken care. Assist in helping with lining fields if needed. Make sure that field manager and support team have proper instructions on how to line fields.
- Set date for Youth Year End Picnic – historically held at Harriett Park in Verona
- Reserve Harriett Park

May

- Format and print Certificates that are handed out to all players at the picnic ([Club Organization/Youth Council/Year-End Picnic](#))
- Work with Parent Rep Coordinator and Picnic Coordinator on details
- Send VLC e-mail blast to “save the date” for Youth Year End Picnic

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