

## Verona Lacrosse Club – Youth Council Chair (Boys / Girls)

- Off Season (June – December):
  - Reserve all Youth Club required facilities for upcoming season (indoor/outdoor practice facilities, Sunday Open Gyms, youth kick-off meeting, and Holiday break clinic).
  - Recruit coaches with assistance of Youth Directors, includes reviewing and considering survey results from prior season.
  - Coordinate all aspects of Winter Break “Learn to Play” Clinic. Includes delegation to others as appropriate.
  - Determine Youth Club equipment needs through inquiry of Equipment Manager and Coaches, includes porta potties for outdoor spaces.
  - Create Youth Club budget with assistance of Youth Directors.
  - Create (update) Youth Club registration flier or postcard and coordinate mailing to past players or submitting in elementary take-home folder (or delegate accordingly).
  - Coordinate placement of registration announcements in local papers and open gyms and registration in VASD newsletters (alternatively delegate to a Youth Director).
  - Coordinate community outreach program on VLC, registration, and Winter Clinics to Verona/Mt. Horeb Area Recreation, YMCA, etc. (alternatively delegate to a Youth Director).
  - Assist the VLC Webmaster and Youth Directors with obtaining information required to open registration on December 1<sup>st</sup>.
  - Coordinate all aspects of the VLC kick off meeting. Assistance provided by Youth Council members and VLC volunteers.
  
- During the Season (January – May):
  - Attend and share Youth Club information at VLC kick off meeting.
  - Coordinate coach entry to Open Gyms (pre-season and regular season) and distribute keys to coaches.
  - Communicate Open Gym Sunday dates, times and locations for all age levels to all registered VLC members (alternatively delegate to Youth Directors).
  - Determine, with the assistance of Youth Directors, the number of boys/girls teams for the upcoming season, and identify unfilled coaching needs.
  - Provide Webmaster with all required information to set up number of teams.
  - Provide coaches with list of registered players. Review final team placement and make necessary changes.
  - Determine, through inquiry of the Field Manager that fields are ready for play. Ensure field manager and support team have proper instructions for lining fields.
  - Ensure coaches have access to information and understand VLC guidelines. Teams will be established in a uniform and consistent manner using guidelines and methods provided by the VLC.
  - Assist in Year-End picnic and certificate preparation.
  
- Ongoing:
  - Schedule Youth Council meetings and set agendas as deemed necessary.