

Verona Lacrosse Club - Youth Director Details & Timeline

October

- Review survey results obtained from Survey Coordinator and work with Youth Council Chair 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.
- When coaching list is approved, organize returning coaches by age level and send invitation to coach (sample letter at [Club Organization/Youth Council](#)).
- Work with Youth Council Chair on additional coach recruitment for the upcoming season.
- Work with Youth Team Manager Coordinator on the recruitment of Age Level Managers. Reach out to prior season's ALM to determine if they are interested in doing it again or would recommend someone.
- Work with Youth Director on "Learn to Play" Holiday Break Clinic held in December
- Once all have responded, recruit new coaches with assistance of the Youth Council Chair. Fill in with new coaches where needed (send personal e-mails, club wide e-mails, or make personal phone calls to get coaches signed up) asking existing coaches if they have any suggestions for new coaches is a great place to start.

November

- Touch base with VLC Webmaster to ensure that he has all needed information to get registration open by December 1st.
- Work with Youth Team Manager Coordinator on establishment of Age Level Managers, as they are included with registration confirmations so they will need to be established before registration opens.
- Place December announcement for VLC Registration/Open Gyms etc. in VASD Newsletters for each middle and elementary school in our district. This must be done by the 1st of the month prior to the month you want it to appear. So you must have it in by November 1st for the December newsletters. This can be done by sending the "announcement" attached to Kelly Klopping kloppik@verona.k12.wi.us both work in the Administrative Office for VASD. Consider changing monthly depending on what you want to promote the most. (Sample at [Club Organization/Youth Council](#)). [Additional details for VAHS posting under Marketing & Ads.](#)

December

- Submit "announcement" for January VASD newsletters by December 1st. (see notes under November)
- Assist Youth Council Chair with Parent/Player Kick Off Meeting that is held in January.
- Communicate certification requirements to coaches.
- Work with HS coaches on coordinating training for new coaches. Suggestion to minimize to two days with a mandate that new coaches should attend at least one session.

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January

- Submit “announcement” for February VASD newsletters by January 1st. (see notes under November).
- Check US Lacrosse site for upcoming Coaching Certification classes and get information out to all coaches. (Sample at [Club Organization/Youth Council... Youth Coaches January 2015 Update](#))
- Start a spreadsheet to keep track of which coaches have completed level 1 certification and PCA training. Send reminders to those that have not registered or received certification until all are complete. This certification does not expire, so returning coaches should all be set, it is just the new coaches that need to get certified in order to coach with our club.
- Remind coaches to register as a coach on the VLC website. Every time a coach registers, you will receive a notification. **COACHES MUST REGISTER ON THE VLC SITE. Part of the coach’s registration includes review and e-signature of “Coaches Code of Conduct”.** All fees associated with certification, registration, and US Lacrosse membership are reimbursed by the club. Have the coaches send you a receipt; pass onto treasurerveronalax@gmail.com along with the coaches home address and the age level they will be coaching for.
- Open Gym Sundays begin in January are run through the start of indoor practices in March. Make sure that all coaches are aware and encourage them to attend as many as possible. Indicate that if they make changes to an Open Gym time, they need to notify the webmaster of necessary changes and make sure the age group is properly notified. ALMs/Youth Directors can also make changes on the website page.
- Parent/Player Kick Off Meeting is held in January

February

- Submit “announcement” for March VASD newsletters by February 1st.
- Collect sizes for coaches gear (purchased by club). All coaches get a Coaching Jacket their first year, so return coaches have them, only need to order them for new coaches. Each year the Youth Director along with Spiritwear Coordinator determine a new clothing item to be given to the coaches. Share the item, as well as sizing charts if possible, with the coaches. Once sizes are received for all coaches, pass info onto Spiritwear Coordinator.
- When coaches gear is received, distribute to all coaches.

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March

- Work with Youth Council Chair to determine how many teams there will be at each age level. This information needs to be turned into BLA in March so that they can set up the game schedule.
- Enter all boys & girls youth coaches, ALMs, and Parent Reps (when known) by team on the BLA website. *May not be a requirement under BLA.*
- Give VLC webmaster # of teams, coaches, ALM's at each level so teams can be set up on VLC site.
- Assist Coaches or ALMs with entering in practices and other non-BLA or BLA game related information so that parents are able to see information on our website
- Work with ALMs and provide Youth Coaches with the list of players that have registered, paid, and turned in forms. These players can be assigned to rosters as the coaches see fit (but it should align with an equal team procedure). Suggest they hold a Coaches meeting to try and divide teams evenly based on age and skill level. When teams are finalized provide information to ALMs to assign registered players to rosters.
- Provide instructions to Coaches and ALMs on using VLC website to change practice information, e-mailing, and how to assign players to rosters (get handout from webmaster). Also include instructions on the use of the BLA website relative to game changes.
- If not completed by Uniform Coordinator, for Boys, get Game Jerseys out of shed (contact equipment manager to let you in) go thru them and organize them by team. (start of 2015 season summary at [Club Organization/Youth Council](#) U8 historically gets the pinnies as their game jerseys. Then for the full jerseys, start with the smallest sizes in the U10 bin and the largest in the U14 bin. Just make sure you look at registration #'s and divide them up based on those numbers. Distribute the bins to the applicable ALMs. For Girls, use the same process as above.

April/May

- Periodically check in with coaches to see if they have any questions and/or issues that need to be communicated back to the board and/or if they have any questions on the use of the website or general processes.
- Make sure they are getting the training needed.

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Miscellaneous: Playing Up/Down Guidelines:

On request for “playing up” in a different age category: **All players should register within their respective group (no exceptions)**, and then submit a request to the Youth Council Chair on the rationale for their request to play up or down. Once the majority of registrations are in, we can look at the total numbers and make decisions about moving players up, taking into consideration impacts on overall team sizes and potential safety concerns. This is the statement on the website:

US Lacrosse Age Guidelines: For registration purposes, all VLC youth players should register for their applicable team based on the age level requirements stated in the registration process. US Lacrosse established these specific age guidelines in order to promote the game of lacrosse among the youth of America in a safe and sportsmanlike environment. VLC supports these established age guidelines. VLC believes players should play with their peers, and therefore, aligns teams accordingly. However, upon completion of registration, VLC will evaluate potential player exceptions to the US Lacrosse Age Guidelines based on overall team numbers, a player’s birth date, team impacts, coach input, and a player’s physical and mental ability to compete and interact effectively with a different age level group.