

Verona Lacrosse Club – Youth (Boys / Girls)

Age Level Manager

Criteria:

- One position per age group.
- Some lacrosse experience is helpful, but not necessary.
- Preferred to not be related to the coaching staff.
- This position fulfills all volunteer requirements for the season for all children.

Ongoing Activities:

- Promote the sport of lacrosse to others and work to recruit more players and interest in the sport of lacrosse.
- Attend Youth Council Meetings through end of the season.

Pre-Season:

- Serve as primary contact for the applicable age-level group during the registration process.
 - Answer questions regarding registration process or direct to the correct party.
 - Ensure that all registration paperwork is completed (All forms including concussion forms and Code of Conduct forms) for entire age group. Players will NOT be allowed to practice or placed onto a team if paperwork is not complete.
 - Make sure all players have provided applicable sizes for clothing (shorts and t-shirts). *This may be handled via the collection of sizing directly during the registration process.*
 - If not automated or completed by Youth Director, notify age group of open gym times and locations and respond to any questions. Will be provided with an e-mail listing of age level group contacts.
 - Run bios from registration process to assemble emergency contact/health information by team and disseminate to coaches and Parent Rep.
 - Collect uniform deposit and distribute jerseys. Retain uniform checks until jerseys are returned at the end of the season. Before returning checks, check with treasurer to make sure there are NO outstanding balances on the account.
 - Assist the Team Parent on collection of the volunteer deposit (it may make sense to work as a team to collect the Uniform and Volunteer deposits at the same time). Make sure the parent records the information on the applicable form. Volunteer deposit checks should be retained by the Team Parent Rep.
 - Distribute sponsorship t-shirts and other Spirit Wear orders accordingly.
- Assist in recruiting Parent Reps for teams within your age group.

During Season:

- First line of parent grievances. Work with coach and/or bring issue to the attention of the Youth Council President for resolution.

Post-Season:

- Assist Year End Banquet Coordinator with communications to age groups and Parent Reps.
- Collect uniforms and shred any checks for returned jerseys. Give check to Treasurer for any unreturned jerseys.

Reference Documents Under Documents (left menu bar of website)

- VLC Website/Email Info and Instructions
 - VLC Preseason Email Instructions (before players are rostered).
 - VLC Assigning Players and Coaches to Teams
 - VLC Registration Info for Team (**including running bios, Step 3**)
 - VLC Viewing or Downloading Registrations
 - VLC Website Instructions (how to send emails, add Team news, edit practices, etc.)

- Miscellaneous
 - VLC Editing Member Accounts and Notifications
 - [Edit Member Account](#)
 - [Edit Member Notifications](#)