

Verona Lacrosse Club – Youth (Boys / Girls)

Youth Team Parent Coordinator

Criteria:

- One position for both girls and boys youth.
- Some lacrosse experience is helpful, but not necessary.
- This position fulfills all volunteer requirements for the season for all children.

Ongoing Activities:

- Work with and support primarily Parent Reps as needed.

Pre-Season:

- Work with Youth Directors (YD) on the recruitment of ALMs and Youth Parent Reps.
 - Work with the YDs to determine the number of Youth Parent Reps needed per age group.
- Work with YDs on the pre-season “Meet and Greet”, typically scheduled for late-February or early-March prior to indoor practices starting. YDs or Youth Chair should invite all Parent Reps and ALMs.
- Coordinate Youth Team Pictures

Once Teams are Established:

- Team Communications: Start communications with Parent Reps on the following and/or include at Meet and Greet.
- Team Instructions: Meet with Parent Reps and provide the following direction and written instructions:
 - Meet at shed to show Parent Reps the game day instructions/positions, running the press box, field set-up and organizing referee fees.
 - This includes how to prepare game day boxes (include rosters in the box) and placing instructions and rosters and t-shirt sponsor listing in the Connor field press box.
 - A link to game day instructions is provided for parent reference under veronalacrosse.com / Volunteer Info (left side of website / [Detailed Instructions](#)).
 - Confirm Parent Rep understanding of volunteer policy, requirements, and parent signup process.
 - Review requirements for a team meeting and provide written instructions on what to include as well as template email communications.
- Referee Fees: Once games are determined, work with Treasurer to obtain referee fees for team parents based on team schedules. Get one set of checks for the first ½ of the season, and provide to Parent Rep at shed meeting. The request for the next set of checks for the second ½ of the season will be made by the Parent Rep to the Treasurer who will provide checks directly to the Parent Reps after the team schedule has been further confirmed. *Any fee requests needed for tournaments are made directly by the team to the treasurer.*

During Season:

- Answer questions from Parent Reps as they arise.
- Review referee fee needs with Parent Reps mid-season.

Post-Season:

- Assist with Year End Picnic Coordination as needed.