

Verona Lacrosse Club – Youth (Boys / Girls)

Parent Rep

Criteria:

- One position per team. Some lacrosse experience is helpful, but not necessary.
- This position fulfills all volunteer requirements for the season for all children.

Pre-Season:

- Contact coach to discuss desired communication process with parents. What do they want parents to know? What information do they want you to disseminate for pre-season, practices and games?
 - Confirm if the Coach or the Parent Rep will post scores.
- Meet with Youth Team Parent Coordinator at Connor Field to go through volunteer set-up requirements in order to properly convey to parents.
- Identify a date for a mandatory parent meeting. A template handout will be provided as a foundation for this meeting. The meeting should include Age Level Manager and Coaches.
 - Coach should identify expectations first
 - Age Level Manager should discuss their role, including the role they fulfill in any parent concerns.
 - Parent Rep should discuss their role, and go over information in the Pre-Season Player Packet.
 - Parent Expectations Handout (suggest handing out with the Player Code of Conduct copied on the back).
 - Go over volunteer policy and expectations. Review volunteer opportunities and sign-up process.
 - Reiterate disciplinary actions to be taken by coach via the Coaches Code of Conduct.
- Get all required forms for the team from Age Level Manager. Make sure the coach also has needed emergency contact/health information for team available at each game and practice. *These are the Bios ran by the ALM.*
- Work with Age Level Manager to hand out jerseys, shorts, pinnies, sponsorship t-shirts, etc.
- Collect the volunteer deposit (it may make sense to work as a team at the same time the ALM is collecting the Uniform deposits). Make sure the parent records the information on the applicable form and retains the form. Volunteer deposit checks should be retained by the Team Parent Rep.
- Once games are determined (early-April), set up team volunteering sign-up. If using an online signup genius form, request prior year template from Webmaster and communicate when ready so the link can be incorporated into the club volunteer page.
 - Parents are responsible for tracking hours and providing their Volunteer Tracker Form to Parent Reps at the end of the season in exchange for having their volunteer deposit check voided or shredded.
- Promote participation in fundraising activities, such as Trivia Night.

During Season:

- Pay referees. (Youth Team Parent Coordinator will get you the money based on number of games)
- Make sure game day volunteer opportunities are filled for both home and away games.
 - Answer questions regarding volunteers.
- Information Communication. Send out weekly emails (sample will be provided) to team regarding games for weekend, volunteers for week, schedule changes, or location changes, etc.
 - Contact Youth Team Parent Coordinator with questions/concerns.
- Communicate to team on date/time of team pictures.
- Mid-season and toward the end of the season, remind/identify any parent which is clearly not fulfilling their volunteer hours and consider reminding them of the volunteer policy. The volunteer policy will be enforced.
- Assist in coordinating volunteers for tournaments and/or other fundraising activities.

Post-Season:

- Collect volunteer forms and return or shred check according. Give check to Treasurer if hours are not met for resolution (may want to collect in conjunction with ALM when they are collecting jerseys)
- Coordinate coaches' gift.

Reference Documents Under Documents (left menu bar of website)

- **Youth Parent Rep Info**
 - Team Meeting Documents (guidelines)
 - Parent Expectations Handout
 - Parent Meeting Template and Handouts (includes volunteering information)
 - Volunteering Documents
 - Volunteer Signup Instructions for Parent Rep

- **VLC Website/Email Info and Instructions**
 - Website Instructions (how to send emails, add Team news, edit practices, etc.)

- **Game Day Volunteer Instructions**
 - Equipment Box Checklist
 - Game Day Volunteer Descriptions
 - Game Day Volunteer Instructions (Detailed)
 - Scoreboard and Music Instructions
 - Scoresheet

PARENT RESOURCES

- **Miscellaneous (Questions on how to change account notifications)**
 - www.veronalacrosse.com. Go to Instructions
 - [Edit Member Account](#)
 - [Edit Member Notifications](#)

- **Parent Volunteering (Signup Genius sign ups are linked to this page)**
 - www.veronalacrosse.com. Go to Teams, Volunteer
 - Volunteering Signups: www.volunteer.veronalacrosse.com
 - Questions on volunteering: www.volunteerinfo.veronalacrosse.com