



Treasure Valley Youth Lacrosse League, Inc.
Job Description

Job Title: Fields Manager
Department: Facilities
Reports To: Facilities Director
FLSA Status: Independent Contractor

Summary - Field Manager for the three to four lacrosse fields for the Spring Lacrosse Seasons and for the Day of Lacrosse

Will work every night games are scheduled as well as full Day of Lacrosse Tournament. Must be dependable, visible and available at all times at the fields.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Arrives 1 hour prior to start of first scheduled game

Stores and transports all field equipment as followed for each game night as needed:

CURRENT Game Schedule (from TVYLL Website)

Tables for each game field

Canopies for each game field and info table

Table for Information/Concession table

Scorekeeper's bags for each game table

Scoreboard for each game table

TVYLL Banner

Cooler

Cash Box for concessions

Additional Cones for field placement

Additional Cans of field paint (white and color)

Additional supplies for scorekeepers bags including but not limited to as follows:

Cold packs Extra First Aid Kit

Timer Batteries

Air horn refills Stopwatches

Pencils Whistles

Back up bag with officials jerseys and flags

Additional Signage for fields and concession prices

Concession items including but not limited to as follows:

Mouth guards	TVYLL Magnets/Stickers
Snacks (creative discretion here)	
Water	Ice
Soft Drinks	Sports Drinks
TVYLL Spirit Wear	Sponsor Information to be handed out
Other Information to be handed out	

Chairs for informational/concession table
Additional Game Balls
Portable Defibrillator

Sets up scoring tables 45 minutes prior to each game

Sets up TVYLL banner(s) at fields

Sets up informational/concessions table

Sets up canopies for scorekeepers' tables as needed for weather concerns

Places all spectator/player signage as directed.

Unlocks the port potties and monitors usage. Informs league of any service issue that may be need to be resolved.

Maintains and stocks the Scorekeepers bags for each table. Informs league of any items that are needed within 24 hour.

Monitor to make sure all coaches are wearing their issued badges. Issues and maintains temporary badge. Informs the league of any non-compliance issues. (See separate procedure)

Sells light concession items such as field snacks, water, soft drinks along with mouth guards, TVYLL materials. Maintains and restocks inventory and cash box. Provides a regular accounting of sales and receipts to Board Treasurer with payment invoice for services.

Acts as informational source for the league, by directing teams and spectators to their appropriate places based on league schedule

Monitors all fields to make sure spectators are not within the 6 yard safety line. Responsible to informing the league of any noticeable safety issues.

Monitors all games and informs league of any incidents small or large.

Reviews to make sure that all games have two officials. Notes and informs league if there is a shortage.

Listens and informs league all suggestions or concerns voiced by vendors, families, officials or coaches.

Maintain a cash box and be responsible for making change and/or assisting fundraising director with collection of team monies.

Calls for emergency medical aid as needed.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources;
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Able to deal with frequent change, delays, or unexpected events.
- Initiative - Takes independent actions; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at fields on time.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

No prior experience or training. But knowledge about TVYLL or the sport of lacrosse is preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in a calm manner.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is frequently required to stand; walk and sit. The employee must regularly lift and /or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually loud.

2013 Coaches' Badge Procedure

1. All Approved Coaches must wear their current TVYLL Badges to be allowed to coach their respective team.
2. If Coach has misplaced and forgot badge, the field manager can issue a temporary one after collecting driver's license and verifying from approved coach list from league. The coaches list will be sent to manager prior to first games and at any time there is an update.
3. Field Manager is to record every coach who has used a temporary badge and review with the league whenever asked.
4. Field Manager will be responsible for collecting temporary badges after each game.
5. As described with our league policies, there will be no more than three coaches in each box and all must be wearing a badge which must be visible. While it is not the role of the field manager to enforce league policy, we do ask that any non-compliance be reported immediately.

LEAGUE POLICY

These guidelines have been put in place to protect the players, coaches, and TVYLL as a whole.

Example: If an unauthorized person is in the coaching box vs. a TVYLL approved coach, and someone gets injured on the field, TVYLL's Liability Insurance can be voided.

The Badge System Provides Assurance That Each Approved Coach...

- ⇒ Has been put through, and has passed, a thorough background check.
 - ⇒ Has completed the required Positive Coaching Certification Course.
 - ⇒ Is a current US Lacrosse member.
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Procedure and Guidelines:

The safety and welfare of the players are of primary importance, therefore:

- 1) Each coach is responsible for their individual badge, and **must wear that badge to each game** they are participating in as a coach.
- 2) Badges are to be worn **picture-side out and visible at all times**, for easy identification.
- 3) If a coach forgets their badge, temporary badges will be placed with the Field Manager and will have the following terms of use:
 - A coach requiring the use of a temporary badge must show his/her drivers license to the field manager.
 - The Field Manager will verify the coach's identity, off an approved list, and return the license once the temporary badge is returned.

- To prevent abuse of this temporary system, TVYLL reserves the right to limit the number of times an individual coach can use a temporary badge.
- 4) If anyone is found to be in the coach's box wearing a badge that is not their own, the team committing the violation will then suffer the following penalties:
- **1 minute non-releasable**, served by the at home.
 - The coach who "loaned" or "allowed" a badge to be used by someone other than its owner, will be **suspended for the next game**.
 - If a second offense is committed, that coach will be **suspended from coaching pending their petitioning** the TVYLL Board for their reinstatement.
- 5) If there is not a TVYLL approved coach present, the team will forfeit the game.
- 6) TVYLL has the power to penalize a team with a 1 min. non-releasable penalty (served by the at home) for anyone arguing with Board Members regarding this policy and/or its implementation.
- 7) No person will be allowed in the coaching box without a badge. Only three approved TVYLL coaches are allowed in the box at one time.