

Capital City Lacrosse Board Positions

The Capital City Lacrosse Board is made up of volunteers that typically serve from 1-3 years. Board members have the chance to opt-in or out after each season.

The board meets monthly starting in August through June.

President:

The work for this position is consistent throughout the year.

- Oversees the affairs of the Capital City Lacrosse Club (CCL)
- Develop meeting agendas and facilitate discussions
- Receives all mail, supplies and other communication from BLA and WLF
- Draft and send league-wide emails
- Secure insurance for non-USA Lacrosse events and other club insurance as needed
- Submit paperwork related to non profit status and taxes
- File 1099 for coaches
- Oversee all long-term development and planning. Connect with community (schools, MSCR, etc) to develop youth numbers to feed into highschool programs
- New family on-boarding (develop materials, provide info sessions, plan try-it days)

Vice-President:

The work for this position is consistent throughout the year.

- Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.
- Take notes at board meeting including attendance and action items
- Coordinate all scheduling with other board members, including but not limited to yearly meeting calendar, end of the year tournaments and other events that may arise.

Treasurer:

The work for this position is consistent throughout the year.

- Develop of budget for league expenses
- Track league expenses and financial records
- Receive and deposit check payments
- Dispense league funds as approved by the Board
- Pay refs and Coaches
- Send out letter for receipt of donations

Registrar:

Work in this position happens mostly from November to March

- Set up Crossbar registration for try-it days, clinics and league season
- Respond to registration questions
- Respond to registration data requests from board or others
- Roster players according to age/grade
- Track coach certification

Marketing and Website Administration:

Work can be spread across the year

- Work with graphic designer to update marketing materials
- Submit marketing to various places for distribution (e.g. PeachJar, coffee shops, private schools and libraries)
- Maintain and update the website
- Maintain CCL social media accounts

Fields and Equipment Manager:

Work mostly happens between November and April

- Reserve fields for clinics, try-it days and preseason/season practices and games
- Coordinate painting and up-keep of the fields
- Organizes the equipment shed and maintains an inventory of all equipment and supplies
- Prepares coaches first aid kits for each new season Coordinate equipment drop-off at events and practice
- Order new equipment and materials as needed
- Facilitate jersey checkout/in process and post-season laundering and storage
- Monitor weather for practice and game cancellations
- Monitor and manage secondslide team store

Fundraising and Grants:

Work can be spread across the year - but there are deadlines to apply

- Identify grants and sponsorship opportunities
- Take the lead on writing grants
- Identify fundraising opportunities and help to coordinate volunteers

Youth Directors - boys and girls

Some of these duties can be shared with parents and team managers

Work mostly happens in January through May

- Find, hire and communicate with coaches about practice times and games
- Make sure each coach has the requirements for youth coaching: active USA lacrosse membership, background check and abuse prevention certification
- Assist with early season practice set up and organization
- Assist in arranging pre-season and off-season activities to grow the club's numbers and quality of play
- Promote youth registration at schools and in the community
- Coordinate the times and location of practices with the Fields manager and Coaches
- Help with putting nets on goals and painting at Garner before first outdoor practice (mid-April)
- Assist coaches in getting supplies for their team
- Assist in communication among coaches
- Manage player and parent communication
- Enter games and practice schedules into Crossbar

- On game days when CCL host: coordinate getting a table m chair, scoreboard and air horn to the right fields or help coaches do this
- Work with volunteers to hold end of season party
- Communicate with board on team/coach needs
- Find volunteers to pay refs, run score table and home games and parent sideline volunteers for games
- Serve as a point person for communication between club and other youth directors for other teams
- Collect money and buy coach gifts at the conclusion of the season
- Attend board meetings and give an update about the boys/girls division

High School Liaison:

Engage as needed

- Work with high school ADs to build sport at youth level
- Communicate current team numbers and future projections

BLA board Member:

Starting in September through June

- Attend monthly BLA Board Meetings

Other helpful volunteer positions (non-board members)

- Photography
- Team Manager