

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

Board or Volunteer Position	Job Responsibility/Description	Position Typically Filled By
<b>President</b>	<p>Oversees the entire booster effort. Responsible for:</p> <ul style="list-style-type: none"> <li>• Holding monthly meetings and putting together an agenda for the meeting.</li> <li>• Working directly with all other officers, volunteer positions, and coaches to ensure the overall girls lacrosse booster organization is functioning smoothly.</li> <li>• Attends the annual Booster Presidents meeting held at the school by the Athletic Director.</li> <li>• Regularly check the mailbox at the Cranberry Post Office Box 1554. The President and Treasurer are the only two booster board positions who have a key to the mailbox.</li> </ul>	Elected parent of any Y/MS/JV/V player.
<b>Vice-President</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Assists the President with organization wide planning.</li> <li>• Secures the monthly meeting room facilities.</li> </ul>	Elected parent of any Y/MS/JV/V player.
<b>Treasurer</b>	<p>Responsible for keeping track of all income and expenses incurred by the booster organization, for the Youth, Middle School, JV, and Varsity Teams.</p> <ul style="list-style-type: none"> <li>• Regularly check the mailbox at the Cranberry Post Office Box 1554. The President and Treasurer are the only two booster board positions who have a key to the mailbox.</li> <li>• Use Excel Spreadsheet to track all income and expense. Use this spreadsheet to prepare a monthly Treasurer's report for the board meetings and bring copies to the board meetings for attendees.</li> </ul>	Elected parent of any Y/MS/JV/V player.

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

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|  | <ul style="list-style-type: none"> <li>• <b>Expenses – The following are typical expenses incurred by the girl’s lacrosse association:</b> <ul style="list-style-type: none"> <li>• <b>Fall Ball expenses including tournament registrations and indoor lacrosse registrations for each team.</b></li> <li>• <b>Coaching fees for fall ball indoor lacrosse sessions.</b></li> <li>• <b>Paying the selected apparel vendors for orders placed by players and parents.</b></li> <li>• <b>Reimbursement to team parents for game meals.</b></li> <li>• <b>Senior night and banquet expenses.</b></li> <li>• <b>Web site expenses and mailbox rental fee.</b></li> <li>• <b>Concession stand reimbursements.</b></li> <li>• <b>Purchasing stamps for mailing payments to vendors.</b></li> <li>• <b>Payment to Youth Referee Fees since this is the only team that is club funded and monies are paid out from the registration fees collected from each youth player on the team. The Treasurer is NOT responsible for paying Middle School, JV, or Varsity referee fees. These teams referee fees are paid directly by the school athletic department and the booster organization is not involved in these transactions.</b></li> </ul> </li> <li>• <b>Income – The following are typical income handled by the Treasurer:</b> <ul style="list-style-type: none"> <li>• <b>Deposits of fall ball and indoor session registration fees per player.</b></li> <li>• <b>Apparel orders from players and parents.</b></li> <li>• <b>Booster fees from players.</b></li> <li>• <b>Concession stand proceeds.</b></li> <li>• <b>Banquet fees.</b></li> <li>• <b>Fundraising opportunities.</b></li> </ul> </li> <li>• <b>On a monthly basis, the checkbook is balanced by the Treasurer. The checking account is through the PNC-Cranberry Branch. The Treasurer must have a signature card on file at the bank in order to be able to sign booster checks.</b></li> </ul> |  |
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## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

	<ul style="list-style-type: none"> <li>• Delivers a cash box with adequate starter cash to the concession stand for each home JV/Varsity game. At the end of the game, pick up the cash box and count the cash taken in for the night. Then deposit the proceeds into the checking account.</li> <li>• The Youth Program (Grades 5<sup>th</sup> &amp; 6<sup>th</sup>) is self sufficient. Although the booster organization tracks the income and expenses of the youth program, the basis of their registration fees is expected to match what their expected expenses should be.</li> </ul>	
<b>Secretary</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Attends the monthly booster meetings taking meeting minutes and notes.</li> <li>• On a monthly basis, prepare the monthly minutes document for approval at the next monthly meeting. Make extra copies for all in attendance to be able to read and approve.</li> <li>• Maintain an attendance record of who attended the monthly booster meeting.</li> <li>• Maintains a master mailing and email distribution list of all players and parents involved in the girls lacrosse organization.</li> <li>• Electronically distribute via email all communication information as requested by Booster Officers, Coaches, or Coordinators. This includes sending out reminders to players for upcoming events.</li> <li>• Submits newspaper updates announcing items like Youth Registration, Seneca Valley Girls Lacrosse camp offerings, or players being honored for their lacrosse achievements.</li> </ul>	<b>Elected parent of any Y/MS/JV/V player.</b>
<b>MS Coordinator</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Works closely with the MS Coach(s) to provide overall team management to allow the coach(s) to be able to focus on coaching.</li> <li>• Provides correspondence with the MS players/parents throughout</li> </ul>	<b>Elected parent of any MS player, preferably a parent of an 8<sup>th</sup> grade player as they would have one year experience within the MS program</b>

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

	<p>the season.</p> <ul style="list-style-type: none"> <li>• Interacts with the Treasurer and is the focal person to collect and distribute monies for all MS activities.</li> <li>• Secures volunteers to assist with the banquet, photography, setup/running the scoreboard at home games, and miscellaneous help with the players when extra assistance is needed such as when attending a tournament.</li> <li>• Has keys to the lower grassed field storage building to be able to setup/put away the scoreboard for games.</li> </ul>	<p>and would have experience observing and working with the previous MS Coordinator.</p>
<b>Youth Coordinator</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Works closely with the Youth Coach(s) to provide overall team management to allow the coach to be able to focus on coaching.</li> <li>• Provides correspondence with youth players and parents.</li> <li>• Interacts with the Treasurer and is the focal person to collect or distribute monies for all youth activities.</li> <li>• Secures volunteers to assist with the banquet, photography, field maintenance, and miscellaneous help with the players.</li> </ul>	<p>Elected parent of a Youth player. Preferably a parent of a 6<sup>th</sup> grade player as they would have one year experience within the youth program.</p>
<b>At Large Positions</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Assist the overall booster organization with all special events such as clinics, camps, meet the coaches night, off season training opportunities, homecoming or other special one time events.</li> <li>• Often times, this position may be researching something for the booster organization of which the organization is considering adding to their offering or responsibilities. Investigative requirements for things like fundraising, field usage, indoor training opportunities are just a few samples of the random type of assistance needed from time to time.</li> <li>• This position could also be a liaison to our counterparts, the Seneca</li> </ul>	<p>Two elected parents of any Y/MS/JV/V player.</p>

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

	<p>Valley Boys Lacrosse Association, and promote coordination and support for each others events.</p>	
<p><b>Announcer/Scoreboard Coordinator</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Coordinates who will be the announcer and who will run the scoreboard for each JV and Varsity game. This effort only maintained for home games.</li> <li>• JV and Varsity games are announced from the field house announcer booth.</li> <li>• MS games only have a scoreboard and the coordinated schedule for maintaining the scoreboard for these games is handled by the MS Team Coordinator as their games are typically played in the lower grassed field at the main campus.</li> </ul>	<p>Parent of a JV /Varsity player.</p>
<p><b>Apparel Coordinator</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Works with the outside vendors to determine what apparel offerings will be made available for sale as spirit wear to anyone interested in placing an apparel order. This includes general apparel, specialty items, and boathouse jackets.</li> <li>• Works with the coaches to assist in ordering any team wide uniforms or team gear such as warm-up jerseys or backpacks.</li> </ul>	<p>Parent of any Y/MS/JV/V player.</p>
<p><b>Concession Stand Coordinator</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Maintains the concession stand for the JV and Varsity games.</li> <li>• Coordinates getting volunteers to work at the concession stand.</li> <li>• Note - there is not a concession stand for the middle school or youth games.</li> <li>• Provides guidance to the Homecoming Coordinator on what</li> </ul>	<p>Parent of a JV/Varsity player. Volunteers/Donors are needed to assist.</p>

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

	works best if food is being offered at a booster sponsored homecoming booth.	
<b>Game Video Coordinator</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Coordinate with the individuals hired to video tape games so that they now when JV and Varsity games (home and away) are scheduled.</li> <li>• Oversee that these individuals get paid as the videographers are typically paid students.</li> <li>• In years past, the boosters hired a high school student to tape our lacrosse games, with the video camera that belongs to the booster organization. After the game, the Game Video Coordinator, would take the video camera and tape home and “stream” the video tape onto their computer and then burn a DVD. The DVD would then be given to the Varsity Coach the following day for review.</li> <li>• Video taping is only done for the Varsity games.</li> </ul>	<b>Parent of a JV/Varsity player.</b>
<b>Homecoming Booth Coordinator</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Reserve a booth for the homecoming parade evening (this is usually reserved through the Senior High Student Council a few weeks in advance of the homecoming event.)</li> <li>• Determine what food or items are to be sold.</li> <li>• Solicit volunteers to donate food items and work at the homecoming booth on the night of the event.</li> </ul>	<b>Parent of any MS, JV, or Varsity player. Volunteers/Donors from MS/JV/V are needed to assist.</b>

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

<p><b>Banquet Coordinators</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Securing a location for holding the banquet (usually reserved a couple of months in advance of the banquet).</li> <li>• Determine the menu and cost for parents, siblings, and friends to attend as players meals are built into the booster fee.</li> <li>• Send out invitations. This can be done electronically with the assistance of the Booster Secretary.</li> <li>• Oversee gifts for the players and coaches.</li> <li>• Make arrangements to have someone create and show a team video. This is optional, but well loved by all players and parents.</li> <li>• Work with the Treasurer to deposit funds and pay for the event.</li> </ul>	<p>There are three separate banquet coordinators.</p> <ul style="list-style-type: none"> <li>• Parent of any JV/V player for the JV/V banquet.</li> <li>• Parent of any MS player for the MS banquet.</li> <li>• Parent of any Youth player for the Youth banquet.</li> <li>• Volunteers/Donors from Y/MS/JV/V are needed to assist.</li> </ul>
<p><b>JV/V Team Parent(s)</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Since there is not one overall coordinator for JV/V teams, the Team Parent(s) handle any tasks that might need a coordinating effort for the JV/V teams. For example, this could consist of assisting the apparel coordinator with distributing ordered items.</li> <li>• Coordinates providing meals to JV/V players prior to away games.</li> </ul>	<p>Parent of any JV/V player.</p>
<p><b>MS Team Parent</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Works closely with the MS Team Coordinator and assists as necessary.</li> <li>• Coordinates and provides pre-game meals to MS players. Depending on what time the games are scheduled, a pre-game snack may be offered for home game that start right after school. Away game meals are provided when players do not have the opportunity to go home prior to an away game.</li> </ul>	<p>Parent of any MS player. Preferably by a parent of a 7<sup>th</sup> grade player who would be interested in becoming the MS Coordinator once their daughter is an 8<sup>th</sup> grader.</p>

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

<p><b>Youth Team Equipment &amp; Field Coordinator</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Works closely with the Youth Coordinator to ensure that the fields are reserved and lined with goals in place for games and practices.</li> <li>• Responsible for setting up the game table.</li> <li>• Maintains a medical kit for the team.</li> <li>• Has a key to the equipment box at the Haine School Field where supplies are kept for maintaining the field.</li> <li>• Coordinates volunteers to assist in making sure the fields are ready for use.</li> <li>• May require some coordination with the boys lacrosse organization when Graham park fields are available for use for a game.</li> </ul>	<p><b>Parent of any Youth player.</b></p>
<p><b>Senior Night Coordinator</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Coordinate the senior night festivities where graduating players are honored prior to the start of one of the last home games of the season. Coordinate with the Varsity Coach on how much time is available for this event.</li> <li>• Work with the concession stand coordinator to determine if additional food or a cake is needed for this event.</li> <li>• Solicits other volunteers to help.</li> <li>• Coordinate with the boys lacrosse coaches if they are available to assist with honoring the senior girls lacrosse players.</li> <li>• Provide a program to be handed out to game attendees and also include mention of the opposing team's seniors.</li> </ul>	<p><b>Parent of any JV/Varsity player. Preferably, it is not a parent of a senior player.</b></p>
<p><b>Stats/Official Table Coordinator</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Coordinates and maintains a volunteer parent list and assigns them to man the statistics and officials table for JV/V games.</li> <li>• Maintains individual and team statistics during the JV/V games.</li> </ul>	<p><b>Parent of any JV/V player. Multiple parents are needed for each game.</b></p>

## Seneca Valley Girls Lacrosse Job Responsibilities and Descriptions

	<ul style="list-style-type: none"> <li>• <b>Statistics are not maintained at the Y/MS level by parents. All statistics at the Y/MS levels are handled by the coaches only.</b></li> </ul>	
<b>Team Players</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• <b>Being on time, respectful, and working together as a team at all times.</b></li> <li>• <b>Having all required equipment as well as a water bottle with you at all practices and games.</b></li> <li>• <b>Encouraging teammates to succeed.</b></li> </ul>	<b>All Y/MS/JV/V players. Please refer to Frequently Asked Questions for more detailed explanation of requirements.</b>
<b>Webmaster</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• <b>Maintain the design and integrity of the booster web site.</b></li> <li>• <b>Place all requested updated documents and announcements onto the web site in a timely manner.</b></li> </ul>	<b>Can be externally contracted out or maintained by a parent of the Y/MS/JV/V player.</b>
<b>Webmaster Liaison</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• <b>Coordinates the information to be shared from booster meetings, coaches, and individual teams and works with the Webmaster to request updates to the web site.</b></li> </ul>	<b>Parent of any Y/MS/JV/V player.</b>