

## **Field Coordinator Responsibilities**

### **Reserving Field Space for Each Season**

1. Assure fields are reserved on a timely basis for the season, summer and fall programs taking into account the number of teams being fielded by YOUR CLUB or the number of expected participants.
2. Calculate field needs by putting two teams on a field per practice or game time. Should be able to schedule at least two practices a week and one game.
3. Fields selected for lacrosse practice must be isolated from other sports or properly shielded, i.e., nets on the end lines to prevent balls shot on goal from hitting runners on a track.
4. Assure payments are submitted to the city or school district on a timely basis and are properly adjusted for rainouts/cancellation, if applicable.
5. Represent YOUR CLUB for city- and school-related field policy making and development issues.

### **Field Maintenance**

1. Assure fields are in good state and properly lined on a regular and timely basis for practices and games.
2. Walk the selected/reserved fields a few weeks ahead of time to make sure they are suitable for play and report any damage that needs repair to the appropriate entity. Follow up as needed.

### **Communication**

1. Establish communication standards for Age Group Coordinators/Team Managers to insure that fields are all being utilized for practices and games. Rainouts and rescheduling procedures.
2. Communicate with league on field status for games.
3. Work with webmaster to insure that all field locations are updated on website.
4. Determine field allocation for games, practices.
5. Coordinate rescheduled games and communicate changes to Age Group Coordinators, League Contacts and Officials.
6. Communicate with Equipment Manager when nets and goals need replacement.

### **Insurance Documentation**

1. Obtain Certificate of Insurance from Bollinger  
<http://www.bollingerlax.com/BollingerLax/asp/index.asp>.
2. Provide Age Group Coordinators/Team Managers with Field Permits and copies of certificates of insurance.