

## **Club President's Responsibilities**

### Volunteer Responsibilities

Recruits key volunteers

1. Board members including Treasurer and Secretary
2. Boys' and girls' coaching coordinators
3. Coaches coordinator
4. Equipment manager
5. Uniform manager
6. Field coordinator
7. Scheduler
8. Registrar
9. Webmaster
10. League Representative (potentially two, one for boy's and girl's)
11. Fundraising chair
12. Risk manager
13. Age Group Coordinators or Team Managers

### Communication Responsibilities

1. Establish Board meeting dates, times and agendas
2. Communication of policies and procedures to all group members.
3. Primary contact with the LEAGUE
4. Need to establish regular system for contact with:
  - a. Parents, players, coaches
  - b. Volunteers
  - c. School administrators, city officials
  - d. Other lacrosse clubs
  - e. Game officials
  - f. US Lacrosse chapter administrators
5. Responds to various inquiries regarding lacrosse programs
6. Sets up voice message service for seasonal play; sends out instructions.

### Training Responsibilities

1. Trains Age Group coordinators/Team managers on how to use the group website and Arbiter.
2. Trains scorekeepers, timekeepers, spotters and statisticians

### Risk Management Responsibilities

1. Reviews and signs all legal agreements, e.g., coaches' contracts, co-sponsorship agreement, school district agreements, leases.
2. Assures if not leads the development of appropriate policies and procedures.
3. Assures that the Club is in compliance with all local, state and federal laws as well as LEAGUE and US Lacrosse rules and regulations.

**Background and/or Skills**

- Strong interest in the continuing development and expansion of youth lacrosse in the city and surrounding communities
- People, communication and negotiation skills
- Some financial acumen
- Competent with spreadsheets
- Some knowledge of the sport of lacrosse and willingness to learn more
- Will need to learn, and be competent using League Athletics website

Time commitment: 5-25 hours/week depending on the time of the year.