

# Penfield Youth Lacrosse Job and Task List

## BOARD OF DIRECTORS

- RECRUIT
- Meet on regular basis
- Vote on issues/requests/fees/etc.
- Take/publish minutes
- Produce budget and financials
- HSBC bank contact(s)
- Current funds, projected funds
- Disperse funds (in season and out of season requests)
- Maintain non-profit status
- Enforce rules of non-profit
- Work by PYL bylaws
- Keep filings/paperwork up-to-date
- Inventory disposition
- Interface for outside camps/coaches to come present to PYL
- Meetings
  - o Coaches
  - o Parents
  - o Location/reservations/insurance

## CORPORATE DONATIONS

- RECRUIT
- Request donations to the program
- Visit/solicit
- Forms/receipts
- Uniform logos
- Donations for website fees
- Donations for year end party/banquet

## EXISTING EQUIPMENT/INVENTORY

- RECRUIT
- Coordinate signing in and out process
- Produce/track all forms
- Get deposit checks, deliver to PYL Admin
- Chase delinquents (individuals AND coaches)
- Clean (annual)
- Help coordinate shared/borrowed Pen Rec equipment
- Pick up/drop off to storage
- Dispersal of old/outdated gear per B.O.D.
- Retrieve equipment/supplies from “retiring” coaches

## GREENWOOD PARK

- RECRUIT
- Work with Bob Ainsworth:
  - o Park requisition/reservation process
  - o Field layout (annual, depends on teams)
  - o Field marking (timing, etc.)
  - o Goals – condition, whereabouts, condition of lock, offseason storage
- Porta-potty arrangements
- Home game conflicts/coordination of teams, getting volunteer parents to coordinate parking, etc.
- Field conditions – cancellations, etc.

## KNIGHTHAWKS/RATTLERS LIAISON

- RECRUIT
- Special nights/events
- Keep track of clinics, keep PYL in loop

## MARKETING

- RECRUIT
- Visuals: Posters, photos, logos
- School liaison
- Penfield TV
- Penfield Post Republican coverage, pre-season and in-season
- “Give Back to the Community” Day?

## PENFIELD RECREATION LIAISON

- RECRUIT
- Work with Pen Rec on wording and contact info for PYL programs in Pen Rec flyer.
- Work with PYL Equipment team: Pen Rec borrowing of PYL equipment, shared purchase of equipment, etc. Includes Mark Rice camp.
- Coordinate Pen Rec winter indoor program: Dates, times, age groups, PYL equipment, PYL coaches, area college coaches, etc..
- Coordinate Pen Rec “Learn Lacrosse” clinic held at Community Center last Friday of the year.
- Get attendee lists from all Pen Rec lacrosse functions, cross-check with PYL rosters, recruit.
- Other: Night game(s) at Harris Whalen?

## **PURCHASING**

- RECRUIT
- Supplier liaison/"PYL pricing"
- New equipment: type/needs
- Balls, tape, etc.
- Requisition process
- Miscellaneous
- Uniforms
  - Choose supplier
  - Style
  - PYL Logo
  - Sponsor logos
  - Order / timing
  - Bag and tag
  - Distribute to coaches

## **PYL COACHING LIAISON**

- RECRUIT
- Organization meeting(s)
- Planning: # per team, etc.
- Recruitment
- Training/certification
- Plan/distribute:
  - Balls, first aid kits, goalie "kits"
  - Tape and sharpies for helmet names
  - Pinneys
  - Uniforms (per player/size)
  - "Extra" equipment
  - Mouthpieces
- Schedule coaches for Pen Rec events
- Help coaches with practice plans
- Ensure emergency fill-in/backup plans
- Facilitate feedback/review process

## **RALL INTERFACE**

- RECRUIT
- RALL kickoff meeting
- RALL rules input
- RALL schedule changes
- Check RALL website for accuracy and updates

## **REFEREES**

- RECRUIT
- Single contact for coaches
- Arrange boys/girls refs (5/6 level)
- Budget/track payments

## **REGISTRATION**

- RECRUIT
- Paperwork receipt
- Confirm accuracy of paperwork
- Confirm fees are paid/deposited
- Note special requests
- Determine # of teams/coaches req'd
- Maintain master list
- Distribute master list to coaches and US Lacrosse
- Plan/arrange/staff walk-in registration date/location

## **TOURNAMENT LIAISON**

- RECRUIT
- Fairport:
  - Fees paid on time
  - Paperwork: teams and individuals
  - Planning (tents, etc.)
  - Uniforms (per player/size)
- Other tournaments
- "Penfield Lacrosse" Day?

## **US LACROSSE LIAISON**

- RECRUIT
- Group Insurance
- Certificates of Liability
- PYL individuals registered on time
- Arrange for coaching memberships?

## **WEB SITE**

- RECRUIT
- Upkeep
- Domain registration(s) renewal/fees
- Hosting fees
- Interface with Penfield Lacrosse Booster Club

## **YEAR END: PARTIES, TROPHIES**

- RECRUIT
- Planning year-end party
- Plan out/budget/select/acquire/disperse year end trophy or medals
- Acquire supplies for party
- Other party planning (location reservations, conflicts, interface with equipment team, etc.)