

WLN Lady Knights Lacrosse Board & Coaches - Roles & Responsibilities

	Role/Task	Board	Coaches	Lead Responsible (Primary/Secondary)	Notes
Lacrosse Season	Pre-Season Conditioning	X		President	1. January (2nd week) - March (2nd week) 2. Set-Up WLN Gym Time w/ WLN Athletic Director 3. Coaches limited to 4 players max during each pre-season session
	Pre-Season Players Meeting	X		President	Schedule for late January
	Website	X		Secretary	Update website with latest information for the upcoming season
	Practice Field Scheduling		X	Coaches	Set-up gym, turf, and upper field usage and practice times
	Game Schedule		X	Coaches	Arrange conference, non-conference, and Play Days/tournaments Start scheduling in late October/early November once LVC lacrosse schedule is published by District Athletic Director
	Referee/Official Scheduling - Home Games		X	Coaches	Send schedule to Arbiter.com official assignee for home games
	Referee/Official Payments	X		Treasurer	Pay through Arbiter.com after each game
	Transportation for Away Games		X	Coaches	Schedule busing through District Athletic Director admin
	MHSAA Eligibility Form Sign-Off & Submission		X	Coaches	WLN verification (Beth Jackson) & submit to District Athletic Director admin
	Home Game Volunteering Sign-Up & Sign-in Sheets	X		Secretary/President	1. Set-up Sign Up Genius for home games and away games coverage 2. Drop off sign-up sheets at ticket booth for both JV & Varsity home games 1 hour prior
	Try-Outs / Skills Review		X	Coaches	2nd full week of March
	Forms Turn-In & Fees/Deposits during Try-Outs/Skills Review	X		Secretary/Board	Pick-up forms & fees turn-in day (Monday of Tryout/Skills Review week in March)
	Uniform/Backpacks/Equipment Release	X		President/Board	Hand out uniforms, backpacks, and equipment to players after sign-off of all forms with player fee & deposits received
	Parents Meeting	X		President/Board	Set-up Parents Meeting (Thursday of Tryout/Skills Review week in March)
	Team & Individual Pictures	X		Secretary/Board	Schedule 3rd or last week of March
	Player & Parents Communications	X		President/Secretary	Inform players and parents of upcoming events, games changes, and other
	Social Media	X		Secretary	Keep Facebook and Twitter updated with latest club/team and game play information
	Concessions	X		VP	Organize and stock home games concession stand
	Fundraising	X		VP	Organize additional fundraising to off-set team expenses (balls, goalie equipment, uniforms, etc.)
	Home Game Videos - JV & Varsity	X		Secretary	Upload to YouTube
Senior Night	Senior Night	X		President/Parent Committee	Select home game near end of regular season (Walled Lake United preferred) Obtain senior players bio information and pictures Pick up flowers, cake, tiaras, etc
Banquet	Date		X	Coaches/Board	Pick date from available dates provided by VP
	Guest Speaker		X	Coaches/Board	Pick guest speaker and invite
	Venue & Volunteers	X		VP/Parent Committee	Secure venue and determine décor, senior gifts, etc.
	Presentation	X		President/Committee	Prepare presentation with game results and pictures of each player during the season