



Prior Lake Lacrosse 2021-2022 LEAD/COORDINATOR INTEREST

Are you interested in a LEAD/COORDINATOR role? Stephanie Herrmann-Stevenson will work with you to make sure you have everything you need and provide direction but we have a LOT to do behind the scenes and we need help!

No worries - if you don't want to take on the responsibilities for leading things, there will be PLENTY of regular volunteer opportunities through sign-up genius throughout the year... (working concessions, manning penalty box, running the clock, working on committees for senior night or banquet, bringing food for pasta dinners, etc.).

Your Name: _____

Your E-mail: _____ Your Phone: _____

Player's Name: _____ Player's Grade: 12th 11th 10th 9th

PLEASE CHECK ALL YOU ARE INTERESTED IN. YOU ARE NOT GUARANTEED TO GET THIS ROLE – we are trying to spread the love and involve as many people as possible and potentially pair up leads or set-up “shadows” (someone to watch what the leads do this year in order to transition positions to younger player’s parents for upcoming years). *Thanks for your willingness to help out!*

Team Parent

- Go-to for parents, coaches and volunteer coordinator
- Responsible for in-season communications to your specific team
 - Weekly reminders of activities
 - Any last-minute changes or adjustments
- Help with uniform collection at the end of the year
- *Obviously, this depends on what team your child makes, but it would be good to know who may be interested ahead of time because we hit the ground running in April!*

Senior Night

- Non-senior parent to lead the committee (volunteers to be determined as season gets closer)
- Plan the senior night activities (photos/activity plan/food)
- Coordinate/order the senior banners
- Communicate senior night information through team parent
- Responsible for keeping senior night within budgeted guidelines

Banquet

- Lead the committee (volunteers to be determined as season gets closer)
- Plan the banquet logistics (location/ food/location needs)
- Coordinate/order senior and coach gifts
- Coordinate sign-ups, money collection and check-in
- Responsible for keeping banquet within budgeted guidelines

Game Day Promotions

- Generate promotional theme for each home game
- Coordinate/order give-aways (i.e. lollipops, lip balm, etc...) while staying within budget
- Coordinate activities with student section during games and purchase prizes to give away to winners
- Coordinating with girl's lacrosse to leverage double headers
- Create game day promos for social media blasts to encourage and increase student attendance

Picture Day

- Help coordinate the schedule and logistics for picture day
- Help Lifetouch photographers on picture day (take order forms)
- Be there to herd the cats - help players to know where to be and when for individual pictures, varsity poster and senior group shot

Concessions

- Work with Girls Lacrosse concessions lead to:
 - Coordinate and/or purchase inventory and supplies
 - Create schedules and sign-up genius for all home games at PLHS/Dan Patch field
 - Clean concession stand in spring (or find people to do it 😊) / clean and remove everything after last game
- Monitor sign-up genius and make sure games are covered
- Open and close the concession stand for each home game

Pasta Dinners Lead

- Coordinate the schedules (pick dates)
- Create the list of roles/food needs for the sign-up genius
- Monitor the sign-up genius and find people to fill the gaps

Away Game Food Coordination Lead

- Coordinate the food orders for your team
- Coordinate someone to be at school to distribute

Heggie's Pizza Fundraiser Lead

- Logistics coordination with Heggie's
- Distribute order forms and answer questions
- Coordinate volunteers and space for delivery/pick-up day
- On-site supervision of delivery day

MYAS Basketball Tournaments Lead

- Coordinate the roles needed and times
- Monitor sign-up genius / beg for help where needed
- Have a plan for on-site coordination during event

Community Give-Back/Park Clean-Up

- Coordinate park clean-up day (communicate what to bring, coordinate supervisors, get drinks, order pizzas, etc...)

Prior Lake Lacrosse BOARD POSITIONS

Board positions are set for the 2021-2022 season, but we are looking for individuals willing to shadow this year to take over the role for the next year (starting in July). The Man-Up Club Board meets monthly (more often in the spring) with multiple communications in-between meetings. Each position is responsible for updating the Board on progress/issues for their area.

PLEASE LET AN EXISTING BOARD MEMBER KNOW IF YOU ARE INTERESTED IN A BOARD POSITION

Chris Gilbert – President
Tina Anderson – Director of Off-season Activities
Jan Gilbert – Communications Director
Tiffany Lavigne – Finance Director
Stephanie Herrmann-Stevenson – Operations Director
Amy Revak – LABC Representative

President

- Website - post updates to main page
- Create rosters which drive team communications
- Maintain team calendars (varsity, JV and 9/10s)
- High school line-up updates
- Coordinate creation of the video intro
- Help the head coach coordinate critical game duties for the season (i.e streaming, videotaping, stats...)
- Agendas for all man-up board meetings

Director of Off-Season Activities

- Define and coordinate the offseason playing activities for the entire year (summer league, fall league, winter league, winter training, pre-season activities, park clean-up, etc.)
 - Communicate and lock in clinic instructors for clinics
 - Lock in teams for the leagues and develop league schedules
 - League communications
- Coordinate and validate dome time with City of Savage
- Coordinate South of the River Tournament last weekend in July (recruit and enter teams, coordinate waivers, create brackets, order refs and EMTs)
- Coordinate with Laker Performance

Communications Director

- Email distribution via website by individual team and entire organization
- Set up registrations for any activities that require player sign-ups
- Game day and promotional tweets
- Game updates and Instagram postings
- Coordinate with graphics talent to create cool game-day tweet graphics
- Communicate player news and updates (players of the week, commitments, awards...)
- Assist in all communications and website updates

Finance Director

- Reconcile finances and create/maintain the budget
- Approve expenses and cut checks
- Maintain and coordinate arbiter ref pay for all off-season activities (leagues and SOTR tournament)
- Fundraising analysis (which fundraisers to do, how much fundraising is needed...)
- Provide financial updates Man-Up Club and to LABC

Operations Director

- Recruit individuals to take on lead/coordinator roles, make sure they have everything they need and answer questions for off-field operation roles - for fundraising, concessions, volunteers, senior night, banquet, uniform handout, pictures, pasta dinners, food orders for away games, etc.
- Set-up sign-up geniuses for volunteer coordination (off-season, in-season, concessions, games...)
- Recruit team parents and make sure they have what they need (Varsity, JV, 9/10 Navy and 9/10 Gold)
- Keep track and coordinate uniforms
- Coordinate team picture details
- Set up photo sharing website

LABC Representative

- PL High School Lacrosse Liaison to the Laker Athletic Booster Club
- Coordinate Music Fest ticket sales for lacrosse
- Finding and coordinating sponsorships for the varsity poster

PLAY Representative

- Liaison to PLAY organization
- Coordinate cross-equipment use (i.e. nets, tables, scoreboards, etc. with PLAY Director)