

Cambridge Youth Lacrosse Organization

Division of Labor - Roles and Responsibilities v. 3

Board of Directors / Executive Committee - 2yr renewing terms

President – organize / lead board meetings; write annual mission statement;
COMMITMENT: Organize 2-3 board meetings a year (e.g., preseason, annual)

Treasurer – Oversee & Coordinate with Bookkeeper (Communicate tracking for checks & debit card activity, Review QB quarterly, Review Annual Taxes filing, Review 1099s as applicable), Deposit checks, Write checks for reimbursements/referees, Approve expenses to debit card (w/ Board Exec Committee, if outside of budget), Draft & update Annual Budget for approval, Financial updates to Board; Respond to: **treasurer@cyl**

COMMITMENT: Attend 2-3 board meetings a year

Clerk - File corporate compliance documents, minutes

COMMITMENT: Attend 2-3 board meetings a year, file annual compliance documents

At-large Board Members - 1yr renewing terms

Bring unique insights and perspectives to the board

COMMITMENT: Attend 2-3 board meetings a year

Program Operations

Cambridge City Liaison – Maintain existing and established CYL relationships with members of the Parks and Rec / Cambridge Government / Cambridge Public Works and serve as primary point of contact. Secure, maintain, and organize permits for field / gym space.

COMMITMENT: 1 in person spring safety meeting with Parks & Rec; Emails / calls in December (draft field request), March (finalize needs), and during season to secure additional field space for playoff/makeups/special events.

Boys Director - Organize boys program - 2yr renewing terms

- MYL Liaison - meeting participation, league jobs, point of contact, meetings
 - COMMITMENT: Monthly meetings - mix of remote and in-person (S.Boston)
- Boys Coaching Coordinator - Recruiting, coach education compliance, background checks
 - Organize preseason coaches meeting
 - Recruit new coaches
 - Run background checks before first lacrosse activities of season
- Boys Player Manager - recruiting, insurance and age compliance, adjudicate disciplinary issues
 - Recruiting - Nov – Feb
 - Validate insurance and age compliance prior to first lacrosse activities of season (Mar/Apr)
 - Select program award winners
- Team Registration Coordinator
 - Review program numbers
 - Build team rosters with coaches
 - Register appropriate number of teams with MYL (February deadline)

Girls Director - Organize girls program - 2yr renewing terms

- FGLL Liaison - meeting participation, league jobs, point of contact, meetings
 - COMMITMENT: 3 meetings per year - remote
- Girls Coaching Coordinator - Recruiting, coach education compliance, background checks

- Organize preseason coaches meeting
- Recruit new coaches
- Run background checks before first lacrosse activities of season
- Girls Player Manager - recruitment, insurance and age compliance, adjudicate disciplinary issues
 - Recruiting - Nov – Feb
 - Validate insurance and age compliance prior to first lacrosse activities of the season (Mar/Apr)
 - Select program award winners
- Team Registration Coordinator
 - Review program numbers
 - Build team rosters with coaches
 - Register appropriate number of teams with FGLL (January deadline)

Game Calendar Coordinator – Works with boys and girls directors to create and maintain master field schedule – Manages postponements / cancellations / reschedules / playoff field space needs via City liaison.

Responds to: **schedule@cyl**

COMMITMENT: Mainly Feb/Mar leading up to season, but minor edits through mid-June. For reference, 20 total schedule updates in 2022.

CYL Website / Communication – maintain/edit copy, setup/launch season registration, direct incoming CYL mail to the appropriate parties, compose outgoing program emails.

COMMITMENT: Update site content for season in Nov, send monthly registration reminders Dec - Mar, send weekly program emails during season, maintain program mailing list, manage coaches portal (add/modify family contact information)

Scholarship / Financial Aid and Assistance - Heads committee that reviews applications and approves/awards decisions. Confirms FA application submissions. Responds to: **scholarships@cyl**

COMMITMENT: For reference, 10 families applied in 2022.

Volunteer Coordinator – Fields questions/inquiries, matches volunteer availability against program needs, maintains this list! Responds to: **volunteer@cyl**

COMMITMENT: Remote as needed

Sponsorship Manager – Solicitation and maintenance of sponsor relationships; payment confirmation; Distribute sponsor appreciation gifts; Responds to: **sponsorships@cyl**

COMMITMENT: Confirm sponsorships and logos in time for jersey order in Feb; Thank sponsors postseason.

Swag and Uniforms – Launch online swag stores (tricon); Work with registration coordinator and sponsorship manager on uniform order (lacrosse unlimited); Design and order program shirts (feetwise); COMMITMENT: all remote - Set up 2 online stores a year? Submit jersey order by Feb. Program shirts by mid-March.

Program Equipment Manager – Procurement, inventory and storage management - goals, balls, nets, pop-up tents, bounce backs, creases, medkits, etc.

COMMITMENT: Assess needs and place order in Feb for delivery in time for the season

Boy and Girls Equipment Managers

- **Team Equipment Manager** - procurement, storage, equipment bag assembly
 - Vendors: Lacrosse unlimited, MYL
 - COMMITMENT: Assess and order by Feb; Assemble team bags end of March ahead of season.
- **Player Equipment Manager** - procurement, storage, inventory – manage swap day and lending programs

- Attend to equipment requests at: **needequipment@cyl**
- Coordinate a preseason equipment swap / lending day
- COMMITMENT: Consolidate email requests during registration period, order equipment (if necessary) by mid-Feb, and distribute for season start.

Game Day Manager - manage game day issues – Work with treasurer to distribute and track ref checks, setup fields, deal with schedule conflicts and no shows. Officially calls games due to weather. Deals with parent issues. Responds to: **gameday@cyl**

COMMITMENT: On call for 9 Sunday game days; physically distribute checks in time for games

Social Media / Community Liaison - Manage CYL social media presence - FB, Twitter, YouTube, FindIt Cambridge, and community message boards.

COMMITMENT: Monitor/Post frequency up to manager; Registration posts synched with deadlines.

FindIt registration posts - Nov, Jan, and Jun

Public Health and Safety – Manage CYL COVID policy, recommendations, and rulings.

COMMITMENT: Remote - Stay abreast of current rules and regulations. Log cases in our community.

Media Manager / Content Producer – Serves as go to media producer, assembles assets from parents/producers for marketing use, handles authorization/usage issues. Produces/solicits an annual representative catalog of media from all of our teams. Consolidates team photos for sponsors. Responds to: **media@cyl**

COMMITMENT: Can be done remotely as needed during the spring; Optionally in the fall.

Legal Counsel - Consult on legal matters and draft legalese wording - i.e., "act of god" cancellation clauses, waivers.

COMMITMENT: Remote as needed

Schools Liaison – Foster relationships with Cambridge Schools - CPS, BB&N, SHS, Matignon, Fayerweather, Cambridge Friends. Responsible for recruiting/marketing in schools, facilitating communication between communities, and exploring co-programing opportunities.

COMMITMENT: Aug leading up to fall ball, Nov leading up to registration launch, Feb/Mar leading up to season.

Donor Relations/Fundraising - Solicit and maintain donor relationships; Manage donor roll web page. Send preseason and end-of-year "ask" emails. Identify funding opportunities. Grant writing. Create Alumni contact list? Respond to: **giving@cyl**

COMMITMENT: Can be done remotely as needed

Special Event Planner/Manager - Plan fun budgeted program events throughout the season - e.g., opening day, mother's day media contest, senior day, end-of-season celebration, battle tournament, volunteer appreciation party (most important), etc.

COMMITMENT: Can be done remotely as needed during the spring

Outside Camps, Clinics, Clubs Opportunities - maintain the list of camps, clinics, clubs. Answer solicitations and approve additions.

COMMITMENT: Can be done remotely as needed throughout the spring

Offseason Coordinator - Organize offseason (e.g., fall) activities. Work with city liaison on necessary field permits.

COMMITMENT: Can be done remotely as needed prior to the start of activity – i.e., end of summer for fall activities

Team Manager - Become head team parent! Foster a positive team atmosphere for parents and athletes. Assist with team communication as the primary point of contact between coaches and families. Delegate team tasks to other parents - snack duty, team photos, stats, etc. Organize team events. Coordinate rides.

COMMITMENT: Duration of spring season — Apr - Jun

Head/Assistant Coach - Teach fundamental lacrosse skills while emphasizing sportsmanship, teamwork, and fun. Plan and run team practices. Manage game day rosters and strategies. Maintain team equipment. Provide a positive development environment. Guide assistant coaches / support head coach. **NO LACROSSE EXPERIENCE NECESSARY**. Annual training, league compliance, and coaching certification provided.

COMMITMENT: Duration of spring season — Apr - Jun; Optional offseason practices - Summer/Fall Ball