

## 2008/2009 NEASE GIRLS LACROSSE COMMITTEE CHAIR DESCRIPTIONS

**BOOSTER LIAISON:** Attend monthly booster meetings. Ensures spending is in line with budgets. Manages team operations and ensures performance of all committees.

**TREASURER:** Maintains team checkbook and prepares monthly accounting statements. Submits invoices to AD for various expenses. Maintains a spreadsheet of actual and budgeted expenses and revenues.

**FIELD TECH:** Home games only - fill water cooler, provide cups. Hang up/take down "Nease" banner at entrance and on field. Turn on/off lights. Raise and lower flag. Contact AD day before each home game to verify that the field is lined.

**ANNOUNCER:** Home games only - play warm-up music, National Anthem, pre-game announcements (code of conduct, etc.), line-up of both teams, play-by-play announcements, fun-facts, etc. (knowledge of lacrosse not necessary).

**SCOREBOARD:** Home games only - operate scoreboard in press box, keep in radio contact with field time-keeper.

**STAT BOOK:** Coordinate schedule of trained stat keepers (should have at least two people trained). Keep stats of all games by entering information in stat book such as goals, assists, penalties, goals saves, ground ball, etc. in stat book. Coordinate with publicity person with final scores and important individual stats (i.e. assists, goals, and saves).

**TIME KEEPER:** On field time keeper is official time keeper, communicate with scoreboard keeper in press box.

**PHOTOGRAPHER:** Take action photos (telephoto camera) to submit to publicity, website.

**PUBLICITY:** E-mail newspapers with home game reminders (Beaches Leader, Ponte Vedra Recorder, Shorelines and St. Augustine Record, Florida Times Union.) Submit recaps of all games to these newspapers, our web site, Mary Lundy weekly at: Pantherparents1@aol.com, and Wired Staff at Nease.

**VIDEOGRAPHER:** Video games for coaches to review with team.

**CONCESSIONS:** Open and close at all home games (volunteers will work stand during game as coordinated by Concessions/Gate Scheduler). Return money to treasurer.

**CONCESSION/GATE SCHEDULER:** Schedule concessions and gate for every home game. (3 concession people and one gate person). Send reminders. Update schedule with changes.

**APPAREL:** Chair person to arrange sale of T-shirts, sweatshirts, etc. at home games. Coordinate with boy's lacrosse apparel person to purchase new apparel in beginning of season. Sell left over jackets and sweat pants at Fund Run to players.

**UNIFORM COORDINATOR:** Responsible for handling uniform distribution and recording number given to each player, collect uniform should a player leave the team before the end of the season. If any part of a player's uniform is missing, the player must reimburse the team. Inventory, clean, and store uniforms in the team's plastic bins.

**FORMS COORDINATOR:** Collect all required forms from players/parents in beginning of season. Make sure all forms are completed and handed in. All forms available on our web site.

**BUS SCHEDULER:** Busses are planned and contracted for at the beginning of the season based away game schedules. School buses are provided through the AD's office and charter coaches through an approved vendor. Busses are confirmed with providers each week.

**AWAY GAME COORDINATOR:** Provide sandwiches/drinks for away games (paid for by team). Call Publix, Subway, etc. day before game order sandwiches. Pick up sandwiches day of game and put together bags with sandwich, fruit, granola bars. Drop off at bus at departure time.

**PROGRAM CHAIR PERSON:** Solicits program sponsors and performs graphic design and production. Works with photography committee to obtain player pictures. The program has been a very good source of revenue and is important to the team image.

**WEB SITE/NEWSLETTER:** Maintain website, collect information from coaches and committee chairs. E-mail weekly newsletter to parents and players.

**TEAM DINNERS/AWARDS BANQUET:** Coordinate four dinners throughout the season. Responsible to find restaurant (such as Long Horn, Carrabbas, etc.) to either donate or purchase food at a reduced rate. Find locations to host dinners such as Community Center, homes, cafeteria, and churches. Coordinate awards banquet at end of season.

**SENIOR APPRECIATION DAY:** Organize last home game appreciation for seniors and their parents. Coordinate date with coach.

**FUND RUN CHAIR PERSON:** Working with Boys Lax Chair on coordinating our largest fund raiser in January. Get prizes, organize volunteers, hand out/collect packets, encourage girls to participate. This is a fun event.

**Board:** Meets monthly to ensure our budget is being used in the most efficient way possible, and resolve issues or concerns. At least 5 members needed.