

Lakes Volleyball Club

Committee Descriptions

EXECUTIVE COMMITTEE

Chair: *President*

Members: *Vice President, Secretary, Treasurer*

Purpose: Provide leadership to Lakes Club, and oversee requirements for FLAAA and the Club

- Annually review, propose and maintain by-laws, philosophies, policies and guidelines for the organization.
 - Ensure FLAAA by-laws are incorporated and followed.
- Assist in managing the overall financials and budget for the Club.
 - Develop and present an annual budget to the board for approval, including *a recommendation* on players' fee for the year.
 - Determine financial assistance parameters (once budget line is approved by the board).
 - Decide the number of applications that will be accepted.
 - Decide on the amount to be provided for each request.
 - Turn budget in to the FLAAA treasurer by October 1 for the next calendar year. (Excel Document)
 - Send approved financial reports to FLAAA Treasurer quarterly. (Excel Document)
 - Turn in tax audit information to the FLAAA treasurer by January 5 of the new year so it's ready for the tax accountant.
 - Ensure all required information is submitted to FLAAA for the annual insurance audit.
 - Coach information, background checks and training
 - Board and Roster information (name, phone, email)
- Ensure appropriate business/insurance paperwork is current.
- Send approved monthly minutes to FLAAA Secretary. (Word Document)
- Update and prepare Parent/Player Code of Conduct.
- Copy JVA Health forms; give to Coaches Committee to distribute to coaches. Keep originals on file.
- Schedule and present details and expectations at the Parent meeting.
- Schedule officiating clinic.

Grievances:

- Accept all written grievances via Lakes Conflict Resolution Form
 - If necessary, determine and propose a resolution to grievance to Lakes Board
 - Report results at the monthly board meeting.
- Actively work with all parties to resolve issues.

Try-Outs:

- Determine dates for pre-tryout practice nights, tryout dates, parent/player meeting and officiating clinic, and secure gym (location) time for these events.
- Collect final player and team results (following Try-Outs) from President and submit registrations for entire Lakes Club to JVA.
- Develop official Team Rosters. Distribute to webmaster (for each team to be added to the Lakes website), President, Volleyball Advisor, Coaches Committee, Parent Rep Committee.

Season Registration:

- Gather and prepare details and information for player registration (online and in-person)
 - Manage overall communication.
 - Create registration flyer.
 - Manage Lakes player forms.
 - Ensure details are shared with webmaster and Board to update the Lakes site and share on social media.
- Plan and coordinate registration logistics for try-outs—i.e. set-up, materials needed, registration/check-in procedures, number of helpers needed, etc.
 - Establish an appropriate numbering of players and pennies (jerseys) for try-outs.

Checklist for FLAAA Sports Board checklist

- https://cdn3.sportngin.com/attachments/document/0117/9601/Sports Board Check List.pdf?_ga=2.151153595.36215171.1555628087-1109937711.1554126482

FLAAA REP (SPORTS DIRECTOR)

Chair: *Must be a board member*

Members: *at-large member & Executive Sponsor*

Purpose: Be an advocate for Lakes Volleyball at Monthly and Annual FLAAA meetings

Monthly Responsibilities:

- Prepare for FLAAA meetings. Gather tournament, tryouts, events and other pertinent Lakes information.
- Attend the FLAAA monthly meeting & give a report on what is happening in Lakes.
- Collect information at the FLAAA meeting & report back to Lakes.
 - Provide a summary of what was presented to FLAAA for Lakes.
 - Report pertinent highlights from other FLAAA organized sports.
 - Share FLAAA news and information.
- Ensure FLAAA Check List is followed for compliance.
- Follow up on action items from the meeting.

Yearly Responsibilities:

- Supply FLAAA Secretary with list of Lakes board member to include names, positions, address, phone #'s & e-mail contacts after new board is elected. (Excel Document provided by Lakes Secretary)
- Ensure board members complete background checks; these are good for 2 years.
 - Keep a list of background checks that are needed and/or completed. FLAAA can help with this. (Excel Document with the help of Lake Secretary)
- Provide FLAAA VP with list of coaches (to include the same info as board members) & an approved background check before they can begin coaching.
 - If using SportsEngine, FLAAA will have a list of names that are approved.
- Provide FLAAA VP with the rosters of player for each season during the year. It should include names, address & parent information. This information is used to track what communities our participants are coming from. (Excel Document)

COACHES COMMITTEE

Chair: *Must be a board member*

Members: *Volleyball Advisor, at-large member, 1 Executive Sponsor*

Purpose: *Obtain qualified coaches that meet the requirement of the Club and support them throughout the season.*

Equipment:

- Retrieve equipment from storage.
- Collect all equipment from coaches at the end of season.
- Inventory equipment by location – send to Treasurer@FLAAA.org
 - After seasons are complete, supply an itemized list of the property that Lakes owns, *what the new replacement cost is* & where it is stored in the off season. This should be sent to the FLAAA V-P for insurance purposes. (Excel Document)
- Coordinate the storage of equipment after inventory is complete.
- Propose purchases of equipment to the Board.
- Coordinate, distribute, replenish and restock First Aid Kits for coaches.

Coach Selection:

- Place ads, accept applications and conduct interviews to compile a list of prospective coaches and assistants.
- Place coaches and assistants with appropriate teams.
- Determine the appropriate pay scale for each coach/assistant and provide to the Treasurer.
- Create Coaches Contact List; distribute to Volleyball Advisor, Board Members and other coaches.

Coach Training:

- Provide training and clinic opportunities as needed and required by Lakes, FLAAA & JVA.
- Plan and conduct Coaches' Meeting.
- Collect required paperwork from coaches:
 - JVA Background/APS Training confirmed
 - FLAAA Payroll Paperwork
 - CDC Heads Up Concussion Certificate
- Prepare Lakes Volleyball Coach Handbooks and distribute to each coach.

Try-Outs:

- Work with Volleyball Advisor to solicit appropriate help (i.e., evaluators, assistants) for pre-try-out practice nights and try-outs.
- Determine and organize staff so that the logistics/schedule/process is clear to all coaches.

Tournaments:

- Create and distribute Tournament Selection forms to coaches to use to select their requested tournaments/playdates.

- Gather coaches' tournament/play-date selections and forward to the tournament registration committee.
- Set expectations for teams that will be registered in gold brackets and coordinate with the tournament committee.

Feedback and Surveys:

- Work with Volleyball Advisor on coach-related issues that arise throughout the season from players and parents that are not brought to Grievance.
- Send/collect end of the season coaches' feedback/surveys.

SOCIAL MEDIA/MARKETING COMMITTEE

Chair: *Must be a board member*

Members: *1-2 at-large members and Executive Sponsor*

Purpose: *Promote Lakes program by sharing news and information about Lakes in a timely and relevant manner, assisting with creating and curating marketing assets, and planning and implementing marketing and social media content.*

Social Media:

- Schedule and post news and events.
- Curate fun and engaging content from Lakes Board members, coaches, players/parents, etc.
- Work closely with the webmaster to ensure website content is accurate and consistent.

Marketing:

- Create, update, and distribute flyers.
- Manage logos and images.
- Ensure that formatting and messaging is consistent.
- Ensure all fundraising ideas are brought to the Lakes Board and approved by FLAAA.

WEBMASTER

Purpose: *Ensure content is up to date on website including registration, team sites, etc.*

Content Management:

- Post events on the lakesvolleyball.org website on the appropriate pages.
- Create and organize content to promote ease of navigation.
- Work closely with the Social Media/Marketing Committee to ensure accurate and consistent information and logos are used on the website.
- Create registrations, asking the required questions that need to be submitted to club partners (AES, JVA).
- Request registrations from SportsEngine well before registration begins.
- Work with Executive Committee regarding communication of registration deadlines.

Training:

- Train Parent Rep Committee and Parent Reps on how to use the site.
- Answer questions throughout the season as they arise.

PARENT REP COMMITTEE

Chair: *Must be a Board member*

Members: *1-2 at-large members and Exec Sponsor*

Purpose: *Liaison between Lakes and parent reps. Set expectations for how to communicate with parents and players. Keeping all informed in a timely manner.*

Recruitment:

- Review duties of parent rep at parent meeting.
- Ensure each team has a designated parent representative before parent meeting adjourns. Put process together for obtaining all required information (checks, etc.).
- Create a contact list of all Parent Reps and their respective team.
 - Include names, phone numbers and email addresses.
 - Distribute list to all Board members.

Parent Rep Training:

- Organize a training meeting with all Parent Reps after the parent/player meeting.
 - Identify and distribute guidelines and expectations of a Parent Rep. Include how to communicate with the team and keep information up to date on the team website.
 - Review confidentiality. Discuss what issues should be discussed in person and what should be brought before the Board.
 - Reinforce use of Lakes Conflict Resolution Form/Process. Escalate matters as needed to Executive Committee.
 - Encourage Parent Reps to attend monthly Board meetings as they are the conduit to the board.

Administrative Responsibilities:

- Check email frequently and provide timely responses to Parent Reps.
- Help share information with parent reps as needed by other committees (shirt distribution, volunteer assistance, etc.)
- Touch base with each Parent Rep frequently throughout the season (i.e., at least once per month) to discuss communications and any other team/parent issues.
- Report to the Board or the appropriate committee any issues that Parent Reps may have.
- Work with online billing process.

VOLUNTEER COMMITTEE

Chair: *Must be a Board member*

Members: *1-2 at-large members and Exec Sponsor*

Purpose: *Set expectations and create volunteer sign-up opportunities. Communicate with teams, parents and players to keep them informed of expectations.*

- Create sign-ups based on the number of players.
 - Utilize Signup Genius or Dibs.
- Set expectations for volunteerism.
 - Volunteers are expected to participate at the station signed up for.
 - Volunteers may purchase food and/or beverage items before and/or after shift the volunteered for. No eating/drinking while volunteering.
- Work with Parent Rep Committee to determine who submitted their volunteer check and cross-reference with who showed up and signed in to volunteer.

TOURNAMENT REGISTRATION COMMITTEE

Chair: 2 Co-chairs are recommended. Chairperson(s) must be a Board member.

Members: 2 at-large members and Exec Sponsor

Purpose: Work with coaches to register Lakes teams for tournaments. Register teams as soon as decided upon and receive confirmation of tournaments. Provide guidance to coaches where necessary and keeping a spreadsheet up to date for Executive Committee, coaches committee and coaches.

- Share list of tournament options with coaches as soon as rosters are set for the season.
- Work with coaches to coordinate registration for the coach-selected tournaments and playdates.
 - Work with the Coaches Committee to register for tournaments based on team level.
 - Register for tournaments referencing tournaments@lakesvolleyball.org.
 - Paper Registrations
 - Complete paper registrations for all Lakes teams at one time, where possible.
 - Forward paper registrations to Treasurer to submit (mail) with payment.
 - Online Registrations
 - Forward to Treasurer the payment information for registrations completed online, so payment can be sent.
 - *Note: This is done following the Coaches' Meeting, where the coaches submit their selected dates.*
 - All teams will be automatically registered for our hosted tournament.
- Create and maintain a master spreadsheet of registered tournaments and playdates for each team. Share with Coaches and Parent Reps, as soon as possible.

LAKES TOURNAMENT COMMITTEE

Chair: *Tournament Coordinator (as chosen by Board) & Exec Sponsor*

Members: *All Board members must participate in or chair tournament sub-committees.*

Purpose: *Lead, organize and coordinate all aspects of Lakes hosted tournament. Ensure our hosted tournament is set-up to exceed expectations of our guests.*

Tournament Director (Advisor)

- Create Pools.
- Create brackets.
- Conduct coach meeting.

Tournament Coordinator (1 board member)

- Reserve facilities and required school staff (Custodial, Food Service).
- Present tournament ideas to the board.
- Report progress to the board.
- Establish sub-committees and meet with them as needed to track progress.
- Provide a list of teams that are not sanctioned with JVA for insurance purposes.
- Establish board member supervisor shifts including weekend site directors.
- Manage volunteer setup via Dibs.

Sub-Committees

Awards (1 Chair, additional members if needed)

- Determine appropriate medals/trophies/prizes and submit to the board for approval.
- Work with the Treasurer to place orders and submit payment for awards.
- Ensure all awards are on hand and presented to site director for distribution at the end of the day.

Concessions (1 Chair, additional members if needed)

- Create a menu and present to board.
- Plan for required purchases (Sam's Club/District Food Service).
- Arrange pickup/delivery of all required products.
- Arrange for all necessary food service prep/concessions items.
- Create list of how to handle leftovers i.e., return, sell, donate or keep for next year.

Marketing (1 Chair, additional members if needed)

- Work with the Webmaster / Social Media Committee to promote the tournament on website.
- Create necessary flyers for tournament.
- Identify and secure any sponsors for tournament.
- Create other possible sources of fundraising i.e., vendors, apparel, etc.

Registration (2 Co-Chairs, additional members if needed)

- Submit tournament dates in advance to JVA for submission on their website. This should be done once dates are chosen and guaranteed (late Summer).

- Prepare a registration form for website in conjunction with webmaster.
- Accept and confirm registration with all teams.
- Solicit additional entries as needed.
- Email registered teams' tournament details at least 3 days before the tournament dates.

Weekend Site Director/Setup

- Contact school district to coordinate available time for setup Friday night before tournament.
- Solicit help as needed for weekend (if volunteer slots are not complete).
- Responsible for the setup of all courts, team tables, concession and apparel tables Friday night before the tournament is held.
- Secure start-up money (with Treasurer), cash boxes, hand stamp.
- Arrange for Saturday/Sunday morning delivery of ice, donuts, misc. items needed before teams arrive.
- Be available to help (in person) with anything that comes up that weekend at the tournament.

APPAREL COMMITTEE

Chair: *Must be a Board member*

Members: *1-2 at-large members and Executive Sponsor*

Purpose: *Research and evaluate logo wear for players, staff, fans, and tournaments. Seek uniforms that can endure the season. Provide our families and friends with apparel to purchase, before the season and during our hosted tournament.*

- Player Uniforms:
 - Obtain quotes from multiple vendors during the off season.
 - Present uniform ideas and costs to Board for approval prior to try-outs.
 - Choose uniforms.
 - Create/update form required to be filled out by each player collecting the necessary information for uniforms.
 - Place order as soon as possible following try-outs and team placement. Coordinate payment with Treasurer/President.
 - Communicate expectations to parent reps that they are expected to distribute uniforms to teams. Coordinate a date for pickup—parent reps only or a delegate.
- Coach and Board Member Apparel:
 - Obtain quotes from multiple vendors during the off season.
 - Present uniform ideas and costs to Board for approval.
 - Place order as soon as possible.
 - Coordinate payment with Treasurer/President for payment.
 - Coordinate a date for pickup. Communicate pickup times and locations to coach staff (please review practice schedules to make it a bit easier)
- Lakes Wear:
 - Choose a vendor capable of providing a variety of apparel.
 - Ensure that vendor can provide an online option for ordering and payment directly from parents/players.
 - Finalize apparel selections before tryouts.
 - Organize and set up the Lakes Wear sample table and ordering information at try-outs.
 - Prepare and share ordering details with the Webmaster / Social Media Committee.
 - Coordinate and communicate order dates.
 - Set expectations regarding the delivery date.
 - Communicate to parents and parent reps on the ETA.
 - Package team orders with a copy of team order form.
 - Set a pick-up time/location.
 - Report to Executive Committee regarding sales and earnings
- Local Tournament Apparel:
 - Choose a vendor that provides a variety of apparel and can commit to having enough stock.

- Select a design that fits our tournament.
- Coordinate and set expectations for the vendor to be onsite selling.
 - Timeframe of 12 p.m. - 7 p.m. works well. No need to have them there bright and early as we'd rather they stay later.
 - Coordinate dates and ages of each tournament so they can have the correct information for each weekend.
- Provide the updated list of teams that will be playing for the day (coordinated effort to pull the list with Webmaster). Massage the list to ensure accuracy in team names.
- Report earnings to Executive committee for each tournament day.

LAKES VOLLEYBALL ADVISOR

General Responsibilities:

- Secure gym time for practices, tournaments and clinics (held at Lakes' facilities or on behalf of Lakes).
- Work with coaches, Board or committees with schedules and gym scheduling conflicts.
- As a gym scheduler, review and approve coach timecards. If correct: Forward to Treasurer for payment. If incorrect: Return to coach for changes, then forward to Treasurer.
- Act as Site Director for tournaments hosted by Lakes Volleyball. Set play schedules, brackets, rules. Work closely with the Chairperson of Tournament Committee.
- Be a member of the Coaches Committee.

Try-Outs, Team Selection:

- Work with Coaches Committee (and Registration Committee, where appropriate) to organize the pre-try-out practice nights and try-out logistics.
 - Solicit player evaluators, scorers and assistants; determine player numbering system, etc.
 - Plan and facilitate drills, try-out process and schedule, evaluation criteria and scorecards/forms.
 - Where appropriate (i.e. if Volleyball Advisor is FLHS Varsity Coach), solicit and assign neutral Try-Out Assistant (second coordinator/point-person).
 - Conduct Try-Outs for 12's-14's and possibly 15's groups. Work with evaluators to form teams, making sure all positions for a team are filled and balanced.
 - Volleyball Advisor or neutral point-person conducts/leads try-outs and formation of teams (together with evaluators) for 16's, 17's and possibly 15's groups, making sure all positions for a team are filled and balanced.
 - Once teams are set, pass team lists to President.

Coach Advisement Responsibilities:

- Evaluate practices, coaches and progress being made throughout season.
- Plan and conduct customized meetings with coaches when necessary for presenting practice guidelines and other coaching information.
- Assist, where needed, with replacements or substitutions in the event of a coach absence.
- Work with coaches on coaching issues that arise throughout the season with regards to parents, players, facilities, practice schedules.
- Work with Coaches Committee wherever appropriate.

LAKES COACH ADVISOR

Purpose: *Grow coaching staff and ultimately increase player performance.*

General Responsibilities:

- Directly assist Lakes Volleyball coaches with individual team development.
- Develop and design coach training to address organization needs of coaching development and improvement.
- Develop and design larger scale athlete training camps, team building, and athlete improvement.

JUNIOR RANGERS COMMITTEE

Members: 1-2 at-large members and Executive Sponsor

Purpose: Plan and advocate for the Jr. Rangers (7th & 8th grade girls) volleyball season.

Planning:

- Create practice, in-house team, and traveling team calendars for the season in partnership with Lakes Volleyball Advisor.
 - Determine Forest Lake Middle School Open House Date. Request permission from Principal to attend to recruit incoming students for Jr. Rangers.
 - Identify try-out dates.
 - Identify parent meeting date.
 - Identify dates for pictures and secure a photographer.
 - Determine playdates for traveling teams. Ensure teams get registered for playdates.
 - Determine in-house game schedule. Plan game-day logistics.
 - Determine player fees in consultation with the Executive Committee.
 - Work with Webmaster Committee on registration process.
 - Recruit parent reps in partnership with Parent Rep Committee.

Apparel:

- Work with Apparel Committee to order player uniforms, as needed, and practice t-shirts.

Communication:

- Create flyers for distribution at Forest Lake Community Education Camp and Forest Lake Jr. High Open House.
- Post flyers and registration information on social media platforms.
- Update Lakes website with relevant information for the season.
- Once teams are formed, create teams and schedules on SportsEngine App.
- Send end-of-season survey.

Coaching:

- Recruit, interview, select, hire, and onboard coaches in collaboration with Coaches Committee.
- Ensure background checks are run prior to the start of the season.
- Coordinate meeting with coaches, Lakes Volleyball Advisor, and member of Executive Committee.
 - Discuss expectations for season, and key skills to be learned.
 - Review available resources and who to go to for help.
 - Discuss try-out process.
 - Review administrative processes.