

CGAA Lacrosse Board Positions and Responsibilities

President- Are you a leader who likes to take charge, work hard, and have a passion for youth sports? Do you have a vision for lacrosse in Cottage Grove and are eager to lead a group of members to realize that vision? Are you great with communications and connect easily with people? If so, then the role of president may be for you. This role requires a commitment of 4 to 8 hours per week and to have a 24 hr response time to calls/emails/texts. Responsibilities include:

- Preside over all general membership and board meetings;
- Enforce all laws, rules and regulations of the association (CGAA) and of the Lacrosse Division (CGALAX), and represent the Lacrosse Division on the CGAA monthly board meetings
- Ensure that all positions required to run CGALAX are staffed, or if they are not staffed delegate responsibility to existing board members.
- Be a member ex-officio of all Division committees;
- Establish ad-hoc committees as necessary;
- Have signature authority, in addition to the Treasurer and Vice President, for expenditures
- Will attend YLM, MSLAX, and applicable lacrosse association meetings as CGAA Lacrosse representative when applicable, or assign another BOD to attend
- Be responsible for any Division disciplinary actions;
- Oversee the duties performed by the Communications / Marketing Director and Field & Scheduling Director
- President duties as outlined on page 3 of the [CGAA Administration Handbook](#)

Vice President - Are you a person who wants to play a key role in growing youth lacrosse in Cottage Grove? Are you organized and ready to help lead a group of members to ensure everyone is doing their part? Do you see yourself leading the CGAA Lacrosse Division someday? If so, then the role of vp may be for you. This role requires a commitment of 4 to 8 hours per week and to have a 24 hr response time to calls/emails/texts. Responsibilities include:

- Perform all the duties of the President in absence of the President;
- Assist the President in any manner so designated by the President;
- Assist in vacant board positions
- Assist with budget planning
- Have signature authority, in addition to the Treasurer and President, for expenditures
- Be the board's liaison and oversee the duties performed Coach/Player Development Directors and the Members at Large
- Perform other duties assigned by the President
- Vice President duties as outlined on page 3 of the [CGAA Administration Handbook](#)

Treasurer- Are you a person who enjoys numbers, creating and sticking to budgets, and who wants to ensure that CGAA lacrosse is a fiscally sound operation? Would you enjoy collaborating with other CGAA treasurers? If so, then the role of treasurer may be for you. This role requires a commitment of 2 to 4 hours per week and to have a 24 hr response time to calls/emails/texts. Responsibilities include:

- Perform all duties of the President in the absence of the President and Vice-President;
- Be responsible to issue credits/refunds as appointed by BOD
- Attend CGAA Treasurer meetings
- Responsibility for CGAA open items report
- Issue and Record W-9's for all Lacrosse Participants needing one
- Be responsible for the handling of all funds required to meet the annual budget;
- Assemble the Lacrosse Division budget (income and expense) for approval by the General Membership and the CGAA board of directors;
- File all reports to as needed to CGAA
- Account for the disbursement of funds;
- Be a member ex-officio of all committees under his/her jurisdiction;
- Provide a financial report at each meeting of CGAA Lacrosse Division account balances and outstanding liabilities.
- Oversee the duties performed by the Registrar and Fundraising Directors
- Treasurer duties as outlined on page 4 of the [CGAA Administration Handbook](#)

Secretary - Are you a person who is meticulously organized, likes to know everything going on, and is a great note taker? If so, then the secretary role may be for you. This role requires a commitment of 4 to 6 hours per month and to have a 24 hr response time to calls/emails/texts. Responsibilities include:

- Plan, schedule, secure location and notify the BOD of upcoming and scheduled meetings
- Communicate reminders, request agenda items, and send agenda to BOD prior to meeting.
- Provide printed agendas and prior meeting minutes at each monthly meeting
- Record the minutes of all CGLAX meetings (including meeting time, date, location, attendance, BOD vote results, and highlights of key discussions)
- Send BOD monthly minutes to CGAA indicated party
- Attach BOD monthly meeting minutes to the CGALAX website
- Distribute meeting minutes via email within one week of each club meeting to BOD members
- Be the custodian of all official records or CGLAX (i.e. background checks, concussion training, minutes, google drive, etc.)

- Maintain records of BOD terms
- Work with Coach/Player Development Directors to record/maintain all coach/manager background checks yearly
- In conjunction with the respective Level Directors, be responsible for the planning, coordination and execution of the Division wide Parent meetings;
- Oversee the duties performed by the Equipment and Uniform Directors
- Perform other duties as assigned by the President.
- Secretary duties as outlined on page 4 of the [CGAA Administration Handbook](#)

Field & Scheduling Director- Are you a person who enjoys taking on big challenges and serving in an important role? Do you enjoy meeting and working with members of our City Public Works and School District? Are you someone who enjoys scheduling and ensuring that plans come together? Do you know (or want to get to know), every inch of field space in Cottage Grove and St. Paul Park? Do you love the smell of a freshly mowed and properly painted field? If so, the Field and Scheduling Director role may be for you. This critical role requires a commitment of 2 to 4 hours per week and to have a 24 hr response time to calls/emails/texts.

Responsibilities include:

- Liaison with the Cottage Grove Public Works, ISD 833, and other necessary organizations to obtain field and facility use permits as needed.
- Work with Board Members and staff to develop field plan.
- Submit field plan to City of Cottage Grove for field preparation
- Coordinate field availability with YLM for rescheduled boys games (rescheduled girls games will be done through the Scheduling Director)
- If necessary coordinate with the Referees from associations to schedule referees for all home games and rescheduled games
- Monitor field conditions before and during season and close fields as required if fields are deemed unplayable, send communication out to coaches/managers
- Communicate with City of Cottage Grove and ISD 833 for the development and maintenance of Lacrosse fields for CGLAX and expend funds as appropriated by the BOD for such development and maintenance
- Coordinate with Director of Equipment/Treasurer to ensure any equipment required for field maintenance and preparation (e.g. nets, goals) is procured
- Be responsible for ensuring that game fields are properly set up at the beginning of the season, maintained during the season, and equipment is stored at the end of the season
- Work with the Treasurer to establish a budget for fields and facilities requirements for each fiscal year
- Maintain field documents for proper field dimensions at each age level per US Lacrosse guidelines

- Attend CGLax BOD meetings, and give updates where applicable
- Research and suggest seasonal tournaments for players in pre-season planning meetings
- Submit costs of tournaments to pre-season/budget planning meetings
- Attend association scheduling meetings (for example MSLAX and YLM)
- Be a point of contact for association scheduling
- Work with Communications/Marketing Director to publish tournament details throughout the season
- Assist Managers throughout season for rescheduling of games (MSLAX point of contact, refer teams to YLM)
- Attend CGLax BOD meetings, and give updates where applicable
- Perform other duties as assigned by the President.

Equipment Director- Are you a person who is well organized and always wants to make sure everyone has what they need? Do you like to purchase things in person and online looking for the best price? Do you like to haul and deliver bags of equipment? If so, the Equipment Director is the role for you. This role requires a commitment of 1 to 2 hours per month season and offseason/4 to 6 hours per week preseason and to have a 24 hr response time to calls/emails/texts.

Responsibilities include:

- Make a laminated list of all issued equipment/gear and include in the bags
- Go through equipment with Coaches each season and have them sign off at times of handoff and return of equipment at the end of the season.
- Check in with teams and disperse needed equipment throughout the season.
- Keep up to date on any changes made by US Lacrosse, YLM, MSLAX, and other associations that involves equipment
- Work with the Directors to establish their yearly requirement for equipment
- Establish an equipment budget for each fiscal year
- Keep an accurate inventory of all equipment owned by CGLAX (this includes all on field items, goal replacement supplies, game and practice items, and first aid needs) annually
- Work with the Directors, Coaches and Managers to schedule the distribution, return and storage of equipment
- Attend CGLax BOD meetings, and give updates where applicable
- Perform other duties as assigned by the Secretary

Uniform & Team Apparel Director- Are you a person who is into both function and fashion with an attention to detail? Do you take pride in a team looking great while representing your city on the field? Are you on a mission to see everyone wearing wolfpack green, black, and grey? Do you enjoy working with vendors to make sure that everything is done right? If so, the

Uniform and Team Apparel Director is the role for you. This role requires a commitment of 1 to 2 hours per month season and offseason/4 to 6 hours per week preseason and to have a 24 hr response time to calls/emails/texts.

Responsibilities include:

- Establish requirements for uniform inventory levels and ensure that those levels are maintained
- Coordinate seasonal uniform requirements (set up try on events)
- Design Uniforms and get BOD approval before submitting order, following US Lacrosse, YLM and MSLAX uniform guidelines
- Establish and maintain a process to ensure unique numbering requirements are met
- Research and Submit RFP's to multiple companies for uniform pricing before the season starts
- Provide an accounting for monies received as part of direct sales to members of uniform items and coordinate with the Treasurer
- Coordinate the distribution of uniforms to members prior to the Seasons (create sign out of uniforms and return of uniforms as applicable)
- Work with vendors to set up the annual team store.
- Attend CGLax BOD meetings, and give updates where applicable
- Perform other duties as assigned by Secretary.

Fundraising Director- Do you enjoy organizing events that are both fun and raise money for a good cause? Do you enjoy reaching out to local merchants to give them an opportunity to support youth sports? Do you like to make sure teams have extra funding for fun team building activities? If so, the Fundraising Director is the role for you. This role requires a commitment of 2 to 4 hours per week and to have a 24 hr response time to calls/emails/texts.

Responsibilities include:

- Plan events to promote and raise money for Lacrosse.
- Manage fundraising process:
 - Support, research, plan and encourage all fundraising activities
 - Communicate and Coordinate with CGAA gaming CGLax BOD, City, and State to gain approval for all Fundraising activities.
 - Follow all CGAA fundraising requirements and policies (for example filling out online fundraising request)
- Be present and direct fundraising events, IF unable to attend at least 24hr notice is needed and another board representative will need to attend in place of Fundraising Director
- Create and initiate signups (google forms or signup genius) for fundraising event(s) at least 3-4 weeks before an event is held
- Work with Communication/Marketing Director on publication of events at least 3-4 weeks before event is held.
- Upon completion of fundraising activity or event, manage the calculation of money/tickets/items, etc. This task must be completed with a second Board member present; preferably the Treasurer and according to any CGAA requirements.
- Communicate with potential sponsors/donors or marketing director role?

- Fill out paperwork for potential sponsors/donors or marketing director role?
- Develop new and imaginative fundraising activities; work with applicable personnel to implement
- Attend CGLax BOD meetings, give updates where applicable
- Perform other duties as assigned by Treasurer

Communication/Marketing Director- Do you enjoy marketing, communications, and advertising? Do you like creating a strategy and seeing it through to execution? Do you enjoy making sure that everyone is informed? Do you enjoy writing articles and working with local newspapers communication channels? Are you savvy with social media? If so, the Communication/Marketing Director Fundraising Director is the role for you. This role requires a commitment of 2 to 4 hours per week and to have a 24 hr response time to calls/emails/texts.

Responsibilities include:

- Plan events to promote awareness of CGAA Lacrosse.
- Establish subcommittees for publicity and sponsors.
- Coordinate with other BOD members on obtaining donations and sponsorship
- Coordinate and Initiate thank you process for vendors/sponsors
- Sets out and retrieves Registration signs during registration periods
- Prepares a budget of marketing resources to submit to treasure during our pre-season budget meeting
- Writes articles and advertisements to publicize CGLAX activities such as registration, tryouts, Parent Meetings, Lacrosse Camps, the need for BOD Members and volunteers if stated as needed by the Fundraising Director, and submits them to various media including the South Washington County Bulletin
- Work with the Website to maintain the Current Events and New Sections
- Post events and notes/updates on Cottage Grove Lacrosse FB Page
- Be the first responder to FB posts and loop in other BOD members as needed
- Post Events and notes/updates on Cottage Grove Lacrosse Twitter account
- Leverage other social media platforms to market CGAA Lacrosse and keep everyone informed.
- Attend CGLax BOD meetings, and give updates where applicable
- Perform other duties as assigned by President

Boys Coach/Player Development Director - Are you a current or former youth coach or lacrosse player who wants to pass on your experience to others? Do you set high standards of excellence and inspire others around you to do the same? Do you enjoy creating winners both on and off the field? If so, the Boys Coach/Player Development Director Role may be for you. This role requires a commitment of 2 to 4 hours per week and to have a 24 hr response time to calls/emails/texts.

Responsibilities include:

- Ensure that the pre-season planning activities and outcomes, including team and coach assignment are accomplished in each age group.
- Organize and run the Coaches Kick-off meeting before the start of each season
- Ensure by working with the Director of Fields/Turf that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Director of Equipment that equipment required for all levels of Boys Lacrosse is available prior to the start of the season
- Ensure that coach development activities are communicated and made available to coaches before the start of the season, coordinate with the Boys Lacrosse High School Liaison.
- Ensure that information is passed along in a timely fashion to all coaches, managers and parents, as appropriate
- Ensure the club philosophy, development approach and important current events are communicated to all Coaches/Team Managers for distribution to parents/guardians before the season and during the season as appropriate (working with the Marketing/Communication Director)
- Ensure that all coaches have submitted required Coaches Conduct forms and US Lacrosse/CGAA background checks.
- Ensure all Concussion training and coach requirements have been completed for each age level as applicable through US Lacrosse, YLM, and other association guidelines.
- Work with BOD to facilitate coach recruitment
- Act as a contact person for parents who have issues with placement or coaches
- Ensure that coaches and other key volunteers are recognized for their contributions
- Work with BOD to ensure that Lacrosse continually improves and evolves to meet the current demands in youth Lacrosse in accordance with US Lacrosse Guidelines
- Attend all YLM and applicable association meetings as a CGAA Lacrosse representative when applicable for coaching development
- Perform other duties as assigned by Vice President

*If numbers allow, this can be split into two positions (coaches/players)

Girls Coach/Player Development Director - Are you a current or former youth coach or lacrosse player who wants to pass on your experience to others? Do you set high standards of excellence and inspire others around you to do the same? Do you enjoy creating winners both on and off the field? If so, the Girls Coach/Player Development Director Role may be for you. This role requires a commitment of 2 to 4 hours per week and to have a 24 hr response time to calls/emails/texts.

Responsibilities include:

- Ensure that the pre-season planning activities and outcomes, including team and coach assignment are accomplished in each age group.
- Organize and run the Coaches Kick-off meeting before the start of each season

- Ensure by working with the Director of Fields/Turf that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Director of Equipment that equipment required for all levels of Girls Lacrosse is available prior to the start of the season
- Ensure that coach development activities are communicated and made available to coaches before the start of the season, coordinate with the Girls Lacrosse High School Liaison.
- Ensure that information is passed along in a timely fashion to all coaches, managers and parents, as appropriate
- Ensure the club philosophy, development approach and important current events are communicated to all Coaches/Team Managers for distribution to parents/guardians before the season and during the season as appropriate (working with the Marketing/Communication Director)
- Ensure that all coaches have submitted required Coaches Conduct forms and US Lacrosse/CGAA background checks.
- Ensure all Concussion training and coach requirements have been completed for each age level as applicable through US Lacrosse and MSLAX Guidelines.
- Work with BOD to facilitate coach recruitment
- Act as a contact person for parents who have issues with placement or coaches
- Ensure that coaches and other key volunteers are recognized for their contributions
- Work with BOD to ensure that Lacrosse continually improves and evolves to meet the current demands in youth Lacrosse in accordance with US Lacrosse Guidelines
- Will attend all MSLAX meetings as a CGAA Lacrosse representative when applicable for coaching development
- Perform other duties as assigned by Vice President

*If numbers allow, this can be split into two positions (coaches/players)

Registration Director- Are you an organized person who is good with keeping track of a lot of information at once? Are you experienced (or willing to learn) the ins and outs of registration in SportsEngine? If so, then the Registration Director position may be for you.

This role requires a commitment of 1 to 2 hours per week season and offseason/4 to 6 hours per week preseason and to have a 24 hr response time to calls/emails/texts.

- Implement and maintain the CGLAX registration process to ensure an accurate and timely registration of CGLAX membership for Spring, Summer and Fall
- Send out Coupon Codes and instructions for use to approved participants for reductions in apparel, registration, USLacrosse fees.
- Coordinate resolution of incomplete registrations.
- Oversee the DIBS process.
- Propose and oversee multi-player and financial assistance.
- Maintain all team rosters.

- Register all teams for tournaments.
- Perform other duties as assigned by Treasurer.