

# Centennial Lacrosse Association

## Board and Coordinator Job Descriptions

### **Facilities / Tournament Director**

Required to be at all board meetings and any other scheduled meetings.

#### The Facilities / Tournament Director is responsible for:

- Work with the city of Shoreview to secure indoor practice time during the spring.
- Work with the Park and Rec department of Lino Lakes and other communities to secure fields for outdoor practices and games.
- Work with the Boys and Girls Director and team coaches to assign practice time for the various teams.
- Verify schedules with Lino Lakes Park and Rec or other appropriate city park and recreation department.
- Keep an updated list of eligible referees and schedule referees for all games. Keep accurate records of which referees work the various games.
- Work coaches to find workers needed for the games.
- Ensure that the locked box at the lacrosse field contains the following equipment:
  - Copy of Official Rules
  - Air horn
  - Stop watches
  - Scoreboard
  - Folding table
  - Sideline markers
  - Penalty flags
  - Referee whistles

#### Tournament Responsibilities include:

- Try and get a committee together to help you with this responsibility. You or a board member must be present at CLA held tournaments at all times. At the tournament the committee members would help with registration, scorebooks, equipment, etc.
- Schedule tournaments and advertise them in various media (YLM website, email, etc).
- Responsible for filling the tournaments. If a tournament would ever be cancelled, do so with enough notice as to allow the teams to get into another tournament.
- Determine a budget for the tournament (Set fees). Keep accurate records of money spent and taken in.
- Determine tournament setup (round robin, etc.) and tournament rules. Create a registration form.
- Two months before the tournament order trophies. Favors for players should be ordered at this time (if applicable).
- Work with tournament committee to provide favors.
- Verify tournament schedules with Lino Lakes Park and Rec.
- Prepare a letter inviting teams to our tournament, attach a registration form with the letter. Send letters to previous year's teams.
- When receiving a registration form and down payment, notify the contact person immediately that they are in the tournament (or not). Request a roster in numerical order at that time, with coaches and managers names. Give the money to the Treasurer.
- Once the tournament is filled, fill out the game schedule. Send this schedule, a map to the fields and of the area, and tournament rules to the team contacts. Be sure you have their rosters.
- Schedule the referees. Request schedule of their names, times, etc. for your records.
- Work with coaches to find workers needed for the games.

- Make up the team bags. A program for each player, a favor for each player. Buy trophies and bring to the field.
- Tournament time:
  - Display a set of trophies at the gate. Hang the tournament boards and keep them filled out as soon as possible after games.
  - Have a copy of Official Rules and tournament rules available at the score table.
  - Registration is done at the tournament tent. After a team registers, give them their team packet (bag). Have the players sign in with their signatures and birthdates. Match signatures with the roster (and team certified roster if there is a protest) and check birthdates. Have the team manager show you their certified roster. This certified roster also verifies proof of insurance.
  - Balls, horn, field markers and boards for standings and score books should all be available before the tournament starts.

Collect money and report to the treasurer. Provide the Board with an accounting recap.