

Managers

Team Manager Job Description

Team Managers play a very important role in Billings Scorpion Lacrosse. Thank you for agreeing to keep your team organized this season. Billings Scorpion Lacrosse team managers are a vital part of our program by helping coordinate your team's administrative tasks, game volunteers, and freeing up your coaches to do their jobs...coaching our players. The coach has a lot of responsibilities and the efforts of the team manager can relieve the coach of a significant burden. The job duties of a team manager may vary based on what a particular coach requires for their team. Take a moment to discuss with your coach what is expected of the team manager.

Expectations

These are some guidelines to support you in your role as Team Manager.

- Overall responsibility for off field team administration.
- Liaison between Team Manager Coordinator (TMC) and parents.
- Liaison between Coach and parents.
- Attend/lead team parent meeting at beginning of season.
- Fill volunteer opportunities as needed (scorekeeper, etc).
- Communicate with coach, parents, and TMC as needed to keep everyone informed of team matters (must be comfortable using email).
- Construct and distribute a team roster, practice schedule, and game schedule for all team families. These should also be available on BSL website.
- Use email/phone/newsletter to keep parents as well as coaches informed of important team matters. A weekly update is advised.
- Distribute uniforms and collect any money owed (shooter shirts).
- Collect practice pinnies at end of year. These are to stay with coach's bag at all times.
- Keep and maintain team game box and return at end of year.
- Be available before or after most practices to address any issues.
- Stay at the field until all children are picked up.
- Block team hotel accommodations for away games. If more than one team is going partner with the team manager.

Team Manager Information

As Team Manager you occupy an important position for your team and coach. We hope this guide is helpful in answering any questions you may have.

Communication with your coach: As a new team manager, the first thing you'll need to do is touch base with your coach and exchange contact and best place to reach information. Confirm practice location/times and expectations of the team manager.

Team Binder: Include team roster, contacts, schedules, emergency information, etc. Update information inside as necessary.

Team Schedule: Print the team schedule from the website and review with coaches. Use BSL website to make any changes. Have hard copies on hand for parents and send reminders on weekly email.

Away Games: Team managers should ensure that directions for away games are communicated to parents on BSL website and hard copies. Ensure there are scorer table volunteers for every game your team is listed as the "home team."

Introductory Email: Collaborate with coaches as they may want to send out introductory email to the team. You can then send your own introductory email. You will want that email to include:

- Direct parents to check their information on the BSL website and update/add any changes, they can optionally elect to receive text messages regarding game/practice updates. They can also download the League Athletics app which also helps update notifications.
- Players should be directed to bring a water bottle, mouthguard, appropriate protection equipment, stick, and weather appropriate clothing to all practices and games.
- Families should be directed to notify the Team Manager and/or coaches of any absences for any practices or games.
- Inform your families of the practice schedule.
- Inform your families that updates to the schedule will be made throughout the season. Suggest they check the BSL website schedule frequently. Again, the League Athletics app allows them to access the schedule on their phones/computers.
- In the event of practice cancellation, a team bulletin/email will be sent. This is a day-of decision so remind them to check their emails before leaving for practice.
- Include contact information for all coaches and yourself.

Player Roster: Obtain players' jersey numbers and enter them into the website. Add/change information as necessary

During the Season

Weekly Emails: You will want to send an email to your team on a weekly basis (I recommend at the end of the week). Include: practices, games, reminders, etc. The Team Manager is the point of contact for information on all team events.

Canceling Practices: Send out email or team bulletin ASAP once the decision is made to cancel a practice.

Enter Game Results: Enter game results in BSL website.

Acquire volunteers: Schedule and verify a scorekeeper and timer for each “home game.” Anytime your team is listed as the home team on schedules you are responsible for the scorers table. You will also want to secure volunteers for home jamborees. This includes field lining, goal transport, fundraising booth, etc. Direct parents to sign up on the BSL website. You will report directly to the Volunteer Coordinator.

Team Photos: A schedule for team photos will be distributed to Team Managers. Add this event to your team schedule and send an email to your team. Include this in your weekly emails as well.

End of the Season

- Collect all equipment including practice pinnies, goalie gear, etc and return to equipment manager.
- Return team game box to equipment manager, ensuring all items are accounted for.
- Your team would not happen without the coaches! If you wish, you can coordinate something for your coaches. You can take suggestions from parents or use your own idea. Participation from parents is not mandatory.

Best of luck for a fun and fabulous season! Thanks again for all that you do for your team and for Billings Scorpion Lacrosse.

Team Manager - Quick Guide

Beginning of Season:

Meet your coach: Please be sure and attend the first practice to meet your coach and talk about needs/expectations of you for the season.

Create Email Distribution List: Contact information for your team will be available on the BSL website. Use it to create an email distribution list on your phone and computer to make sending emails throughout the year easier. Keeping a copy of the team's contact list in the coach's bag or with you at games is also a good idea. You can also use the League Athletics app to send emails.

Uniform Distribution: Uniforms will be distributed to team managers. Please hand-out uniforms to your team at practice. Note any changes to numbers for roster. Uniform distribution usually happens the week before the first game.

Pocket Rosters: At BSL we cheer for our entire team! Make that easier for your parents by preparing a pocket-sized roster with player names and numbers.

During the Season:

Communication is priority

Make sure parents understand that ALL team communication is via email. Encourage them to check email regularly, especially when weather is questionable.

Weather Cancelations:

Practice cancelations due to weather should be made ASAP by the coach. It should be communicated by you to families as soon as possible.

Automated Reminders

The BSL website sends out weekly practice and game reminders via email and text, depending on the alert settings created at registration. If they are not receiving these reminders have them log into BSL website and update settings.

Team Volunteer Assignments:

Home teams must provide a clock/scorekeeper. Make these assignments with a sign-up sheet. It is important to get these done as soon as possible before the game. Do not wait until game day.

Jamboree Volunteers:

Communicate Jamboree volunteer opportunities and ensure parents are participating. There are a required number of volunteer hours that need to be completed by each family by end of season or they forfeit their deposit. You are responsible for communicating needs and tracking the hours to ensure completion and communicate to Volunteer Coordinator (JoLana). They are to sign up on the BSL website.

Block Hotel Rooms for Out of Town Games

Block hotel rooms in game cities for team as necessary. This will not be necessary for all games but is helpful when a full game day is scheduled with long travel. If traveling with other teams partner with other managers.

End of Season:**Collect Pinnies & Game Box**

All practice pinnies and team game boxes are to be returned to the equipment manager at end of the season.