



Girls Shakopee Lacrosse Team Manager Outline

Team Manager Position: Assists the Head Coach/Assistant Coach with administrative and communication functions throughout the lacrosse season. This includes paperwork, calendaring, phone calling, emailing, managing the Team Webpage, planning team events, etc. The association board may also ask you to send communications as needed.

TEAM CONTACT LIST

- 🔔 All rostered players & team staff can be found on your team page
 - Switch to Edit Mode on your team page
 - Select the yellow Manage Team tab
 - Select Roster on the left-hand menu
 - Choose Print Contact List button on the upper right-hand side
 - You can also print a copy of your roster for your team book here as well
- 🔔 Optional: You can make a team “cheer card” with names & jersey numbers. Only include player name, #, parents name. No personal information should be included or shared with the team.
- 🔔 Provide updates and reminders to team through weekly broadcast emails from SportsEngine or your own email.
- 🔔 You can also use other apps or websites like TeamSnap, but the association does not reimburse Team Managers for the subscription. SportsEngine has new tools that are easier to use & work well with the SportsEngine app.

TEAM WEB PAGE

- 🔔 Team rosters have been added to each team page, you may need to update and change the names so that last names are not shown, only first name and last initial
- 🔔 Jersey numbers should be included in the team listing and will be added by the association. If you need to make any changes, please contact April Hansen.
- 🔔 Practices will be on your teams’ calendar already with the tag for your team
- 🔔 Tournament dates and generic date blocks are automatically on the team calendar, once brackets are out individual game times should be added by the Team Manager
- 🔔 Photos, music, videos can be added to your team page at you and your coach’s discretion

GAME DUTIES AND RIVER VALLEY RUMBLE TOURNAMENT

- 💡 Score sheet, time clock assignments, and game setup will need parent volunteers for home games. These duties are not apart of DIBS hours. Please make sure that your team is aware of this. If a parent has not volunteered before a game you must find a parent at the game or handle yourself.
- 💡 Keep in mind and communicate the River Valley Rumble, our hometown boy's tournament. The association needs all hands on deck to run smoothly & gives us a chance to show off our awesome sport and great community.

GIRLS TEAMS: MSLAX – TEAM STANDINGS / SCORE REPORTING / GAME RESCHEDULING

- 💡 Team schedules and standings can be found at www.mslax.net > Season Info > Summer 2019 > you will select your division and team name
- 💡 You will need to report game scores (both home and away) to MSLax through the Game Results Form found at www.mslax.net > Forms > Game Results Form
- 💡 You can add scores etc to your games in SportsEngine, as you wish, but not required
- 💡 Schedules for state tournament will be updated toward the end of the season and can be found at www.msslax.net
- 💡 If you need to reschedule a game due to weather, you will need to email mLawrow9102@msn.com and webmaster.mslax@gmail.com with the change. They will notify refs and make the changes on the MSLax calendar.

QUESTIONS?

- 💡 Girls SYLA Team Manager Coordinator: April Hansen | april5412@hotmail.com

SportsEngine has updated the way some administrative duties are done with a new look and is much more user friendly as it links to the player profile used from registration. Once set up it is easy to use the admin tools and app to update your team with emails, practice & game updates and messages. If you have any questions, please feel free to reach out to Jen Ruud.

Please visit SportsEngine Team Management Guide for more information

<https://team.help.sportsengine.com/customer/portal/articles/2027482-team-management-overview?topic-guide=team-management>