



Boys 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, entering scores for games, etc. The association board may also ask you to help with communications as needed. This document is your guide for the season.

TEAM CONTACT LIST

- All rostered players & team staff can be found on your team page
To view, message your team, or print contact list follow these steps from your team page:
 - Make sure you are logged in to sportsengine
 - Switch to Edit Mode on your team page
 - Select the yellow Manage Team tab
 - Go to menu on upper left side
 - This is where you will see buttons to message, print roster, print contact list
 - *Note: Sportsengine links to the player profile email used from registration. Once set up by the player's parent it is easy to use the admin tools and sportsengine to update your team with texts emails, practice & game updates.*
- Most teams like a "game card" with names & jersey numbers at minimum. Only include player name, #, parents name. Laura Rasmussen has a template if interested

No personal information should be included or shared with the team except for coaches and manager

****Please ask parents of any medical issues with players(asthma-where are inhalers, heart issues , etc)****

- Provide updates and reminders to the 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.
- VACATION CALENDAR:
 - Please have a blank calendar at your parents meeting so that they can sign up when their kids are not available. Reminder of attendance policy per association.
 - This allows coaches to have an idea of numbers and if needing to request game changes before the final schedule is posted. We have requested no games week of July 4th
- Ensure Chill Manager is selected:
 - They must register here: <https://shakopeelacrosse.sportngin.com/register/form/155028693>
 - Request they be added to the roster by Ron Toward rtoward@gmail.com
 - Add their contact info to the team page as Chill Manager Contact

TEAM WEB PAGE

- Once you have registered as a Team Manager, you get added to the team roster as staff & should have Team Page access. If you do not have access contact Ron Toward rtoward@gmail.com
- Team rosters have been added to each team page, but you **must update 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 have been added by the association if you need to make any changes, please contact Ron Toward as we do keep track of each players jersey number and are assigned based on age group
- **Contact page elements to include:** Please add Coaches, Assistance coaches, Team Manager, and Chill Manager with their contact information phone and email
- Practices and games will be on your team's calendar already loaded from the association with the tag for your team. You may add your own additional information to the team, like parent game duties or team meetings, **but please do not edit any events or games entered by the association.** The changes may include other team tags. If you need something changed please contact the webmaster or Ron Toward he can get it updated/changed for you.
- Tournament dates and generic date blocks are automatically on your team calendar, **once tournament brackets the Team Manager should add individual games with date/time/location to their team calendar**
- Additional team page ideas are :SYLA fundraiser information; blank order sheet, due dates, instructions, etc.
- Photos, music, videos can be added to your team page at you and your coach's discretion

GAME DUTIES AND RIVER VALLEY RUMBLE TOURNAMENT

- For each **HOME** game Team Managers will assign parents(to score sheet, time clock duties, field setup teardown, parents are assigned in alphabetical order on odd years, reverse alphabetically even years
 - Parents who coach, manager, or are chill manager will not be assigned as they are doing things at all home games
 - COaches and managers will have the code for the equipment box. Please make sure it is locked!
- Home game assignments should be added to the team calendar so parents can see their assignments on the team tag **-if a parent is not able to do the assigned game it is their responsibility to find a replacement and notify the manager- these are NOT DIBS HOURS**
- You are required to enter your scores for home games on the YLM page within 48 hours, so please look for the game sheet after each home game. Please have both coaches sign the sheet so there is no question of the final score. Please keep all the score sheets til the end of the season.
- Optional to update your Shakopee team page using the same steps.

How to update scores on YLM site:

Step 1: Log In> Select Edit Mode> Navigate to the Team Page

Step 2: Select Game Schedule> Select the Date of the Game

Step 3: Select Quick Score

Step 4: Score the Game> Select Save

Full video how-to: <http://help.sportsengine.com/customer/portal/articles/1630286>

- **How to reschedule a canceled game:**
 - If a game is canceled with less than 36 hours notice the home team is expected to contact officials and the visiting team directly
 - Directions and list of officials assigned to each game are posted here:
<https://www.youthlaxmn.com/officials-assigned>
 - YLM has assigner and scheduler names under YLM contacts page-please notify them as well
 - HOME team fill out this form on YLM site:
https://docs.google.com/forms/d/e/1FAIpQLSdFGHDm3RpKoQ_Qz3qgeRmF-JP6C2BMRRDU-WK RbZAZmCqm3Q/viewform
 - ****Home team must contact referees for game****
 - Home Team Manager contacts opposing team manager and they choose 3 dates/times that will work (choose dates your team has scheduled practice)
- **The River Valley Rumble** (our home tourney) is the priority for DIBS hours. Talk it up and get the teams excited about it!! The association needs all hands-on deck to run smoothly...and it's FUN!

YLM – TEAM STANDINGS / REGISTRATION

- Team Manager will need to register with YLM to get updates and communications throughout the season. It is a good idea to check the YLM schedules regularly in case game schedules change, while they are not supposed to change after May 31st, but it has happened in the past. Tell parents this occurs on a regular basis!
- To register, you will need to go to www.youthlaxmn.com > Registration > 2022 Association Leader Registration > and register yourself with your SportsEngine login. Your coaches must also register.
- Team schedules and standings can be found at www.youthlaxmn.com > Schedules > Summer League > Select level
- Team specific Website on YLM managers need to add
 - Coaches names and contact info
 - Managers names and contact info
- Schedules for state tournament (12U and 14U) will be updated toward the end of the season and can be found at www.youthlaxmn.com > Schedules > State Tournament > Select level
- You are required to enter your scores for home games on the YLM page within 48 hours, so please look for the game sheet after each home game. Please have both coaches sign the score sheet. You can add scores, etc. to your games in SportsEngine, as you wish, but not required.
- Games will be added to your team pages automatically with a link to YLM so that they are refreshed with changes. By having the association add them the games can be refreshed, do not make changes to these games, contact the webmaster or Ron Toward if you have changes or questions.

QUESTIONS? & RESOURCES

- **Boys SYLA Team Manager Coordinator:**

Laura Rasmussen

rasmussenlaura@hotmail.com

952-221-7869

- **Girls SYLA Team Manager Coordinator:**

April Hanson

april5412@hotmail.com

612-709-4278

- **Team Manager Documents & Links:**

<https://www.shakopeelacrosse.org/page/show/1569056-team-manager>

- 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.

- Visit SportsEngine Team Management Guide for more information
<https://team.help.sportsengine.com/customer/portal/articles/2027482-team-management-overview?topic-guide=team-management>