



WELCOME TEAM MANAGER!

Team managers play a huge role in the success of the lacrosse season! A huge thank you for volunteering as your player's team manager. The primary responsibilities of an Eastview Lacrosse (EV Lax) Team Manager are:

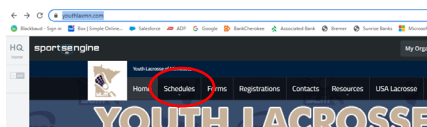
1. Manage team schedule
2. Designate a chill manager
3. Coordinate team events
4. Coordinate year end appreciation
5. Collect borrowed gear at end of season
6. Ensure team game volunteers are in place

The goal of this document is to give you additional information about the season as well as an introduction to the various tools and resources available to you as the team manager. In addition, parents/guardians/caregivers may assume you are an expert on the lacrosse season. Hopefully, this document will provide as much information as possible to help you support families in what is likely a new sport for them!

EV Lax participates in two leagues during the season and provides for one tournament per team.

Dakota Box Lacrosse league (DBLL): the 8U and 10U teams participate in the spring Dakota Box Lacrosse league. DBLL is indoor box lacrosse and occurs primarily at Eagan Civic Arena in the East Rink. DBLL is a league coordinated solely for the spring indoor season for Eagan, Eastview, Apple Valley, Rosemount and Inver Grove Heights. This season is great for new players as it is short (5-6 weeks) and a great introduction into the sport of lacrosse with a lower overall commitment. The season typically runs for 5-6 weeks, beginning mid to late March and running through late April. The practice and game schedule is created by DBLL and will be uploaded for you on your behalf. If your coaches have certain requests (such as arrival time), you are able to edit games and practices. There is no separate webpage for DBLL.

Youth Lacrosse Minnesota (YLM): all teams participate in the summer YLM season. The game schedule begins in June and runs through the end of July. The great feature of lacrosse is that games only occur during the week. YLM manages their calendar on SE as well and offers an opportunity to sync schedules (they can change so we are very excited for this option). The 2022 is the first season EV Lax is utilizing the sync so please monitor the calendar sync is working appropriately. The YLM website is <https://www.youthlaxmn.com/>. You are able to navigate to your individual team page to see your schedule.



Tournaments

EV Lax chooses to participate in one tournament per year in addition to the state tournament (participation based on performance). If your team opts to participate in an additional tournament, please keep in mind



you will need to collect extra funds from parents. 8U and 10U teams participate in year-end jamborees via YLM. 12U and 14U teams need to qualify for the state tournament. Qualifier games occur during the week, typically the second to last week in July.

MANAGE TEAM SCHEDULE AND SE PAGE

Your team has been set up in Sport Engine (SE). This is the tool used by Eastview Athletic Association (EVAA) to manage all sports – not just lacrosse. SE is the platform you used to register your player. EVAA has built teams for lacrosse and rostered players. If there is an error in your roster, please let EV Lax Registration know and they will be able to get this corrected for you. As the team manager, you can edit your team page. Your roster is marked as private (only to rostered players) but feel free to update your team page with your information, chill manager and coach information, pictures, reminders, etc.

TEAM GAME AND PRACTICE SCHEDULES:

- For the **8U/10U DBLL indoor season**, the practice and game schedule has been uploaded for you. Once the season starts, this schedule is very difficult to change. All events are scheduled at Eagan Civic Arena – East Rink.
- For the **12U/14U spring season**, EV Lax hires Frog Lacrosse to run three weeks of clinics (beginning mid- April to early May). These clinics will be uploaded for you.
- For the **8U-14U summer game schedule**, YLM utilizes SE to manage the game schedule. Beginning in the 2022 season, EV Lax will utilize the sync available from your team SE page to the YLM SE page for your team. This sync should make it much easier to ensure your team schedule is up to date. However, we strongly encourage you review the YLM schedule from time to time to ensure the sync is working correctly. The YLM team registration closes on April 30. This means that a game schedule is not available until likely mid-May. Many families often ask about final game schedules and unfortunately, we won't have it until that time.
- For the **tournament schedule**, a block will be placed on your team schedule for the Viking Goat tournament (10U-14U). Once the schedule is finalized, you will need to enter the actual schedule into Sport Engine. Typically, the Viking Goat tournament utilizes Tourney Machine to manage their tournament schedule. Families are able to download this app for free and follow along with the tournament. The tournament typically is pool play on Saturday, followed by bracket play on Sunday. For families new to Tourney Machine, the app logo is below.



- **IMPORTANT:** the team practice schedule is determined by coaches. Teams typically practice twice per week (8Us once), depending on the game schedule. Each team will be assigned a practice field. You will need to work with the coach to determine a practice schedule (this is the perk we provide to coaches!) The 8U/10U teams are run entirely by parent coaches. The



12U/14U teams will also be assigned one non-parent coach. You are encouraged to determine your schedule with the head coach as early as possible and enter the schedule in SE for your team.

Once your schedule is fully uploaded, you may need to send reminders to parents to update their players RSVPs. Knowing when kids will be out helps coaches develop practice plans as well as know if they have any issues with the numbers of players for games.

Note about weather: It's important to monitor weather and generally be aware of field conditions. You may need to connect with your coach regarding cancellations.

- If your playing field is in Apple Valley, you can call the weather hotline: 952.953.2399 then press 1
- If your playing field is in Eagan, you can subscribe for field status updates:

<https://www.cityofeagan.com/game-subscriptions>

For the 12U and 14U teams – your coach may be a college aged coach. While they are high skilled players and coaches, as the manager - you are encouraged to be proactive in managing weather related cancellations.

If you have an issue with condition of the fields (i.e., turf not maintained, turf not lined, etc), please contact Christina Beddies, EVAA Facilities - 662-574-0504.

You can easily update the status of an event in Sport Engine (even from your phone – see below).

GETTING TO KNOW SE:

If you are logged into SE, you should see the option to edit your team page. Change the status to on and the option to Manage Team will appear. Under the Manage Team option, you will be able to send team messages and edit events.





EDITING EVENTS:

Under Manage Teams – Schedule, you can edit events or add new ones.

	EVENT	DATE	TIME	LOCATION
<input type="checkbox"/>	vs. All BU Teams	Apr 3	11:00 am - 11:00 am CDT	Eagan Civic Arena - East Rink
<input type="checkbox"/>	BU/10U Practice	Apr 6	6:00 pm - 7:00 pm CDT	Eagan Civic Arena - East Rink
<input type="checkbox"/>	vs. All BU Teams	Apr 10	11:00 am - 11:00 am CDT	Eagan Civic Arena, Pilot Knob Road, Eagan, MN, USA - East Rink
<input type="checkbox"/>	BU/10U Practice	Apr 14	6:00 pm - 7:00 pm CDT	Eagan Civic Arena - East Rink
<input type="checkbox"/>	vs. All BU Teams	Apr 16	2:00 pm - 2:00 pm CDT	Eagan Civic Arena, Pilot Knob Road, Eagan, MN, USA - East Rink
<input type="checkbox"/>	BU/10U Practice	Apr 21	7:00 pm - 8:00 pm CDT	Eagan Civic Arena - East Rink
<input type="checkbox"/>	vs. All BU Teams	Apr 24	11:00 am - 11:00 am CDT	Eagan Civic Arena - East Rink

When adding events, SE is able to look up general locations but sometimes additional details (e.g. specific field, time to arrive, etc.) are helpful. If you are a manager of an older age group, it is easy to assume parents know where they are going. However, we love new players at every level and never know if a grandparent has transportation duty so ensure as much information as possible is available. Drivers will appreciate it!

New Event

Event Name *

Notify Team Now
Send a message to your team about this event. ☐

Date * 04/03/2022 ☐ All Day

Start Time * 8:00 pm End Time 9:00 pm Time Zone (UTC-05:00) Central Time (US & Canada) ☐ TBD

ADD EVENT

New Event

☐ TBD ☐ Repeats

Location Name or Address
TBD

Location or Facility Detail
Ex. Field #3

Description

ADD EVENT

New Event

Visible to Team Members Only

Arrival Time

Uniform

Team Notes

ADD EVENT

To edit an event from your phone app, click on the event itself. From here, you can edit the event or monitor RSVPs. Click on the pencil icon.

BU Boys LaX
Event

Details 75%

BU Practice
Monday, April 27, 2022 8:00 - 10:00 PM
Week of: Wed 4 - Fri 6 Jun 1

Start

Cancel Edit Event Update

Status
Postponed

Scheduled
Postponed
Cancelled

Event Name
8U Practice



SENDING MESSAGES TO TEAM/PARENTS:

Email

You are able to send email messages via SE to parents. The nice functionality about sending messages via SE is that parents manage their own SE accounts and can update at any time. The roster is linked to their SE accounts versus separately managing an email distribution list. If parents aren't receiving messages, make sure they appear properly rostered and messages are "Opted-In." If everything looks like it should be functioning appropriately, contact EV Lacrosse registration and they will connect with the EVAA Administrator to further trouble-shoot the issue.

The screenshot shows the SportEngine interface for BU Boys LaX. The sidebar on the left contains navigation links: Schedule, Roster, Chat, Apparel Store, and Settings. The main content area is titled 'Roster' and includes a search bar and buttons for MESSAGE, EDIT ROSTER, and PRINT. Below these is a table with the following columns: NAME, NUMBER, POSITIONS, STATUS, and MESSAGES. The table lists five members, all with a status of 'Member' and 'Opted-In' in the messages column. A red arrow points from the 'Chat' link in the sidebar to the 'Chat' section below.

Chat

Another communication tool in SE is the chat feature. Any rostered player can utilize the chat feature. This is a great tool to use for quick communication during times when families may not be checking email (e.g., a late location change on the way to a game). Please check your notifications and encourage your coaches to do the same. Chat can be accessed either via Manage Team or from your phone app. Double check with families to ensure they understand the SE chat and can sync their calendars to their phones, if they are so inclined.

To sync your calendar, select the team calendar and choose one of the subscribe options. On phones, if families grab the link and text it to themselves, they can click on the text link and it is easy to subscribe.

The screenshot shows a 'SUBSCRIBE TO THIS ICALENDAR FEED' dialog box. It contains the following text: 'You can subscribe to this calendar if you have calendar software that accepts the iCalendar format:'. Below this are three numbered steps: 1. Copy the link below. 2. Paste the link into your calendar software. 3. If you are using Outlook 2007 copy and paste this link into a new web browser window and Outlook will automatically ask you if you wish to add the iCal feed. There are also two bullet points: 'Looking for an application that supports iCalendar feeds? Try Google Calendar.' and 'NOTE: You may receive error messages while importing iCalendar feeds into Outlook 2007. You can safely ignore these errors as they do not effect the functionality of the feed.' At the bottom, there is a text input field containing the URL 'webcal://www.evasports.org/ical_feed?tags=7072434'. A red arrow points from the 'text link' mentioned in the text above to this URL field.



DESIGNATE A CHILL MANAGER

All teams participating in YLM need to designate a chill manager. This is simple role designed to keep parents calm during games. Please post your chill manager, along with their contact information, on your SE page. A summary of the chill manager responsibilities is located on the Info for Parents tab on the lacrosse SE page.

COORDINATE TEAM EVENTS

Lacrosse, and team sports in general, should be fun! A big piece of the fun is being part of a team and making new friends. For some players, lacrosse is the first sport they play where helmets and mouth guards are required. For some players, this equipment may make it more challenging to make new friends. We strongly encourage an opening and closing team bonding event. For 8U/10U teams, please consider an additional event at the beginning of the summer season as well (total of three events). Players want to get to know and hang out with their team and it is nice to do with their helmets off. Team bonding events do not need to be complicated or expensive. Please consider cost when planning events. Simple events such as meeting at Dairy Queen or having snacks at a park can bring a team together just as much as more expensive options such as paintball or ninja courses. Whatever you or your team chooses, put it on the calendar!

A note about tournaments: The Viking Goat tournament typically has food trucks on site. Association hosted tournaments may have concessions on site. Coordinating a few tents from players is helpful in creating a home base for players during the day, particularly on hot/full sun days.

COORDINATE YEAR END APPRECIATION

Coaches (and team managers) dedicate much of their time to coaching during the season. It is a kind gesture to coordinate thank you gifts. Starting the collection in advance of the final games of the season is helpful.

COLLECT BORROWED GEAR AT END OF SEASON

Certain players borrow gear at the beginning of the season. You will need to collect gear from players and return to the Equipment Coordinator at the end of the season. Once their gear is returned, the check they wrote at the beginning of the season will be destroyed.

ENSURE TEAM GAME VOLUNTEERS ARE IN PLACE

YLM provides referees for each game. Teams provide a score and timekeeper. Since games are run time, the timekeeper role is not challenging for parents. You likely do not need a formal rotation but instead asking parents at the beginning of the game is sufficient. If you won't be at the game, ask your chill manager to ensure the game table is covered.