



TEAM MANAGER ROLE AND RESPONSIBILITIES

PLAY DAYS/TOURNAMENTS:

Each team will play 4-5 play days/tournaments with 3-4 games played in one day. Most play days/tournaments will occur on one day of the weekend (either Saturday or Sunday).

- MLC Website and Technology Director will upload each play day/tournament name, general location and date into the Crossbar schedule for all teams as soon as confirmed, which will serve as a “Save the Date” for coaches/parents.
- Play day/tournament detailed information including map, rules, waiver and game(s) schedule is typically released the week leading up. Sometimes general information comes first with the game(s) schedule later. Disseminate information to parents and upload game times/field locations into Crossbar promptly. In other words, edit/replace/add to the initial “Save the Date” schedule entries.
 - Please note game times/field locations can change from initial assignments. Check the tournament website often (recommend twice daily, am and pm, up to and including the morning of the tournament then update Crossbar AND communicate changes, if any, via Crossbar Chat.
- Facilitate play day/tournament waiver completion. *[This may be moving to an electronic format at some point.]*
 - Print waiver and complete Organization (Muskego Lacrosse Club)/Team (Ex: Boys U10) information along with roster, including parent signatures/jersey numbers, and listing of coaches that will be on the sidelines (typically up to four (4) coaches allowed).
 - Turn in waiver at the tournament sponsor tent prior to the start of the first tournament game.
 - Can delegate to another parent if unable to be in attendance.

VOLUNTEER COMMITMENT:

Each family is responsible for two (2) volunteer opportunities/credits per family per season. Each Team Manager should reinforce/support the Volunteer Coordinator with communication and/or reminders regarding volunteer opportunities.

The Volunteer Coordinator will upload all volunteer opportunities into Crossbar and communicate when slots are available.

- PRIMARY source for volunteer fulfillment
 - M&M Invite (May)-Mukwonago/Muskego co-hosted tournament
 - **Each family should commit at least one (1) volunteer opportunity/credit for the M&M Invite**
 - Numerous opportunities including but not limited to: Line Painting, Field Set Up/Field Take Down, Registration Table, First Aid, Concessions, Spirit Wear Sales, etc.
- Other sources for volunteer fulfillment (outside of M&M Invite)
 - Play day/tournament Scorekeeper (this is a home team assignment only)
 - Play day/tournament Timekeeper (typically covered by play day/tournament sponsor)
 - Play day/tournament Field Set Up/Field Take Down (typically covered by play day/tournament sponsor)
 - Picture day assistant
 - Uniform hand out
 - Helping at any fundraising events

OTHER:

Assist with team communication (via Crossbar Chat) upon request of, or in collaboration with, the Head Coach.

Examples:

- Remind parents to ensure players are properly equipped (pinney/shooter shirt/jersey/helmet/mouth guard/chest and arm pads/gloves/cup/cleats/stick)
- Remind parents to set availability for practices/games
- Remind parents to ensure players have plenty of water for practice and games
- Communicate practice changes and/or cancellations due to inclement weather

Other duties or communication as requested by the Head Coach.

Organize drink/snack schedule:

- Drink/Snack assignments can be added to each play day/tournament game within the schedule in Crossbar
 - For tournaments where there are multiple games in one day, recommendation is to create drink and snack assignment for the last game only.

Organize team building activity and/or end of season party (optional and in collaboration with Head Coach)

- For end of season party, MLC may provide a stipend for each team

Any questions, please feel free to contact Julie Brandt, MLC Volunteer Coordinator

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262-408-9258 (mobile)

RESOURCES:

[Muskego Lacrosse Club](#)

[Muskego Lacrosse Club | Muskego Lax Parents](#)

[Muskego Lacrosse Club | Volunteer Requirements](#)

[Muskego Lacrosse Club | How to sign up for volunteer opportunities](#)