Stillwater Area Lacrosse Association: Team Manager Expectations

Updated: 2/7/2026

1. **Start of the Season:**
    a. Create Team GroupMe for text communication
    b. Send Welcome Email to parents/guardians (template below)
    c. Gather pertinent information:
        i. Email addresses and telephone numbers for all parents/guardians, not just those registered on Crossbar
        ii. Email addresses and telephone numbers for coaching staff
        iii. DOB, USA Lacrosse Number, and Jersey Number for players (keep this in a spread sheet)
    d. Make sure information on SALA Crossbar Team Page is accurate
        i. Check roster
        ii. Check jersey numbers
        iii. Enter manager and coach contact information (email and telephone numbers)
    e. Equipment
        i. Get net and box lockbox codes from SALA Board
        ii. Make sure your game fields have game balls, pylons, cones, nets, and scoring table, clock (with fresh batteries) and scoreboard
    f. Team Uniforms
        i. Report any uniform issues promptly to SALA Board
    g. Managers Meeting
        i. Attend virtual managers meeting for more information on key deadlines and upcoming due dates (early/mid April)

2. **Responsibilities Throughout the Season:**
    a. Direct communication with team, including:
        i. Weekly email updates regarding upcoming schedule (practice, games, tournament, etc.)
            1. Sending an email directly to parents is more reliable than through team chat
        ii. Daily GroupMe updates, if necessary, regarding weather, cancellations, location changes, etc.
        iii. Pertinent association, team, and tournament updates from SALA Board
        iv. Key dates for team pictures and Youth Night
    b. Manage Game Schedule:

i. Update Crossbar
    1. Enter practices and games
    2. Enter placeholders for tournaments
ii. Check Crossbar/game schedules frequently to make sure there are no changes
iii. Establish contact with opposing team manager and/or coach the week before games to confirm game time/location and to establish quick communication in case there are cancellation considerations
iv. Reschedule games as needed; work with schedule coordinator
v. Keep track of game scores and upload to relevant platform
    1. GNLL: google document sent by the league
    2. YLM: Crossbar
    3. Winning team is usually responsible, but check to be sure this is done
vi. Ensure that you have parents/volunteers to run score table during home games
    1. GNLL: one parent from each team sits at table
    2. YLM: home team is responsible for running the table

c. Manage Practice Schedule:
    i. Work with coaching staff to create team practice schedule
    ii. Check SALA Master Field Document to make sure practices/games do not overlap with another team
    iii. Reschedule practices as needed; work with schedule coordinator
    iv. Enter practices into Crossbar
d. Manage Tournaments:
    i. Waivers:
        1. Send out and make sure players are signing waivers for: GNLL, MSLax, YLM, and for tournaments
        2. Note: anyone playing without a submitted waiver can cause the team to forfeit - confirm with team on the days leading up to tournament to avoid this
    ii. Rosters:
        1. Send rosters with requested information to tournament hosts
        2. Player DOB, jersey number, and USA Lacrosse number usually required
    iii. Send TourneyMachine link when tournament schedule is posted
    iv. Also add tournament games to Crossbar

v. Coordinate team tent, food, water, etc.
vi. Send correspondence to team regarding parking, food trucks, vendors, etc.

3. GNLL Specific:
   a. Before the first game, all players should register through GNLL. Register as manager so you can see which of your players haven't signed the waiver and so you can see if your coaches have registered
   b. Note: Each team must have ONE head coach with a Silver Level Certification. All other coaches must have at least a Bronze Level Certification
4. YLM Specific:
   a. Enter your roster/team information, including coach and manager contact information, on Crossbar, even if SALA isn't using that platform

EXAMPLE OF WELCOME EMAIL:

Hello Parents,

Welcome to TEAM! My name is NAME, and I will be supporting the team as manager this season. [Insert optional background information about yourself and/or your player(s).]

Hopefully there won't be too much correspondence this season, but if I send emails, I will note the **Action Items/Updates** in the beginning and provide more details below.

Action Items/Updates for this week:

1) Check that you received an invite to join the team [insert] on Crossbar

2) Please add your contact information to the Google Spreadsheet below for GroupMe.

3) Practices will be held on **[xx] and [xx from [x]:00-[x]:00 PM at Stillwater Area High School starting [x].**

4) First [X] GNLL games are scheduled for [xx] at [xx].

5) Submit your SALA apparel order soon!

6) We have some great coaches this season: [Enter Coach Information]

1) Crossbar:

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We will use the Crossbar app to notify families of practice and game schedules and for you to report player availability. Please RSVP in advance of practices and games so the coaches can plan accordingly. Let me know if you need help with Crossbar..

2) GroupMe:

We will primarily use the GroupMe app for daily communication. This is easier and more consistent than Crossbar. Please download the GroupMe app and enter your preferred email and mobile phone number in this spreadsheet: [create linked spreadsheet]

3) Practices:

Practices start [xx] and will run on [xx] and [xx] from [x]:00-[x]:00 PM at Stillwater Area High School. Spring practices have been loaded into Crossbar.

4) Games:

First games are [x], [x], and [x]. They have been loaded into Crossbar.

5) Apparel:

Check out SALA apparel here Apparel & Accessories.

6) Meet Our Awesome Coaching Staff:

[Insert bios provided by coaches]

If you have any questions, please reach out. Looking forward to a great season. Go Ponies!

Best,

Manager

[contact information]