



Team Manager Checklist

01 May 2025

☐ Register as a team manager

- ☐ SYLA website (accept invitation)
- ☐ Ensure you are a part of Team Manager GroupMe

☐ Review team manager handbook

- ☐ Understand scoring and timekeeping for games.
- ☐ Know how to submit home game scores to YLM/MSLAX.
- ☐ Review the game rescheduling process.

☐ Update team web page

- ☐ Verify accuracy of preloaded team roster.
- ☐ [Assign home game duties](#) and instructions (set up, scoring, timekeeping).

☐ Send a team welcome email

☐ Print team resources

- ☐ [Ensure blank score sheets](#) for home games are in the field box, print more as needed.

☐ Optional

- ☐ Create, print, and distribute [cheer cards](#) with player name and jersey numbers
- ☐ Schedule team get togethers (e.g., ice cream socials, end of year party)