Shakopee Youth Lacrosse Association
www.shakopeelacrosse.org

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UNDERSTANDING THE ROLE

The team manager assists the coaches with administrative and communication functions throughout the lacrosse season. The primary goal is to streamline team operations, enhance communication, and support the coaching staff in managing the team effectively.

Purpose

This document outlines the responsibilities of team managers for the Shakopee Youth Lacrosse Association. It covers areas such as communication, team management, game day operations, and administrative tasks.

Team manager responsibilities

- Enter game scores and manage team statistics.
- Manage team communication through Crossbar.
- Maintain accurate team roster and contact information.
- Manage team web page, including updates and content.
- Serve as a liaison between coaches, parents, players, and board.
- Coordinate team schedules, including practices, games, and tournaments.
- Assign game day duties (scorekeeping, timekeeping, field setup/teardown).
- Avoid using other communication apps unless approved by the association board
- Coordinate tournament specific requests (Player roster submissions and/or parent wavers)

SETTING UP YOUR SEASON

Register as a team manager
- Accept the team manager invite in Crossbar that was sent to the email you used to express interest in being a team manager.
- Ensure you are a part of the Team Manager GroupMe

Establish communication channels
To ensure clear and efficient communication within the team, set up a standard way to communicate with your team.
- **Team-wide communication**: All general team announcements, updates, and discussions should take place within the team chat function in Crossbar.
- **Individual communication:** For direct communication with a specific player or their family, use the roster tab in Crossbar. Selecting a player's name will display their contact information, including email, messaging options, and phone number.
- **Kick off Meeting w/ team:** discuss with your team coaches if they want to hold a parent meeting early in the season. If yes, coordinate with parents to ensure most can be in attendance and relay key information to those that cannot. Easiest way to meet may be 15 minutes before or after a practice.

Manage player availability and RSVPs
Remind players and parents the importance of RSVPing to all events through the Crossbar app. These actions help coaches see numbers of players and request game changes as needed. Check with parents on attendance for tournament weekends to ensure there are enough players. You may want to add an event to Crossbar to allow parents to RSVP through the App.
- Remind parents of attendance policy (https://rb.gy/ig6cfw)
- Encourage parents to RSVP "no" now for periods of time they are out of town for vacation, club travel or other event. **This is especially important for games so we don't show up short handed.**

Set up team page
After accepting the team manager invite, you will be added to the team roster as staff, this also grants you access to manage the team web page.

> #### Team and contacts
> 1. Update the team roster
>   i. Add player positions if applicable.
>   ii. Confirm jersey numbers are correct. These are managed by the association, email the board with any corrections.
> #### Schedule
> 1. **Practices and games:** Preloaded by the association.
> 2. **Tournaments:** Once brackets are available, you can add individual games with date/time/locations if you choose. The tournament bracket will be the

source of truth (ie, Sports Engine Tourney for RVR) please ensure parents understand this so they arrive to games on time
3. Add your own events (meetings, celebrations, etc.)

Update team schedule in Crossbar

Please go through the following steps when looking to change a scheduled practice or event:
1. Email the following group mailbox : scheduler@shakopeelacrosse.org
   a. Subject: Schedule Change for Team X (Example: **Schedule Change for Girls 14UA**)
   b. Body: Please include the following:
      i. Date and time of the current scheduled practice/event
      ii. Date and time (start & end) of the requested scheduled practice/event
2. Web Director will check the facility schedule to ensure the requested date and time is available.
3. Web Director will email back either confirming the requested date and time is available, or will send back a few alternatives if fields are booked.
4. Send email back to the Web Director to confirm you want to make change.
5. Web director updates Crossbar and will email confirmation.

Assign game day duties - These do not count towards DIBs
1. Once games are scheduled, each home game needs the following assignments:
      i. Scorekeeping
      ii. Timekeeping
      iii. Field setup/teardown
   b. Example ways to assign out game duties
      i. Odd year: Parents are assigned in alphabetical order by last name
      ii. Even year: Parents are assigned in reverse alphabetical order by last name
   c. Exemptions: Parent coaches and CHILL managers (timekeeping and scorekeeping exempt only).
   d. Parents unable to fulfill their duties are responsible for finding a replacement and informing the team manager. This is not a "dibs" system.
2. Add assignments in Crossbar app (tutorial: https://rb.gy/ymksjs)
   a. Communicate assignments via team feed
   b. Email assignments to parents

Create cheer cards
1. Using player information (e.g., name, contact, jersey number) and create printable cheer cards for parents to use on the sidelines.
   ○ Template is available: https://rb.gy/lc11dq (2 sided)

2. Print cards.
3. Distribute to parents.

**Confirm games with opposing teams**
1. A few days before games please connect with the opposing team to confirm game time & location - information can generally be found on the opponents association webpage.
2. If you have a home game, please make sure to communicate the road closure at the intersection of CH78 and CH79 closest to Saber Fields and extra travel time may be necessary. In addition please share the following map of Saber Fields [Shakopee Saber Field Map](#)
3. If an away game, please inquire about any logistic information necessary that will be helpful for our teams to know before arrival.

YLM RESPONSIBILITIES (BOYS' TEAMS)

Once you have accepted the SYLA Crossbar invite to be a team manager, you will automatically be granted team manager access to your team's page with Youth Lacrosse Minnesota (YLM) and will be responsible for uploading your teams roster and coach contacts. To do so, please navigate to the SYLA webpage within YLM at https://www.youthlaxmn.com/club/shakopee-youth-lacrosse/1335 and select your team.

Add staff to your team page within YLM
1. Discuss with your team staff who should be listed within YLM as team staff. Your contact information will be shared on the YLM team page for other teams to contact to confirm games or communicate last minute changes on game day. It is important that all team staff listed timely respond to messages from other teams to avoid impacts to games.
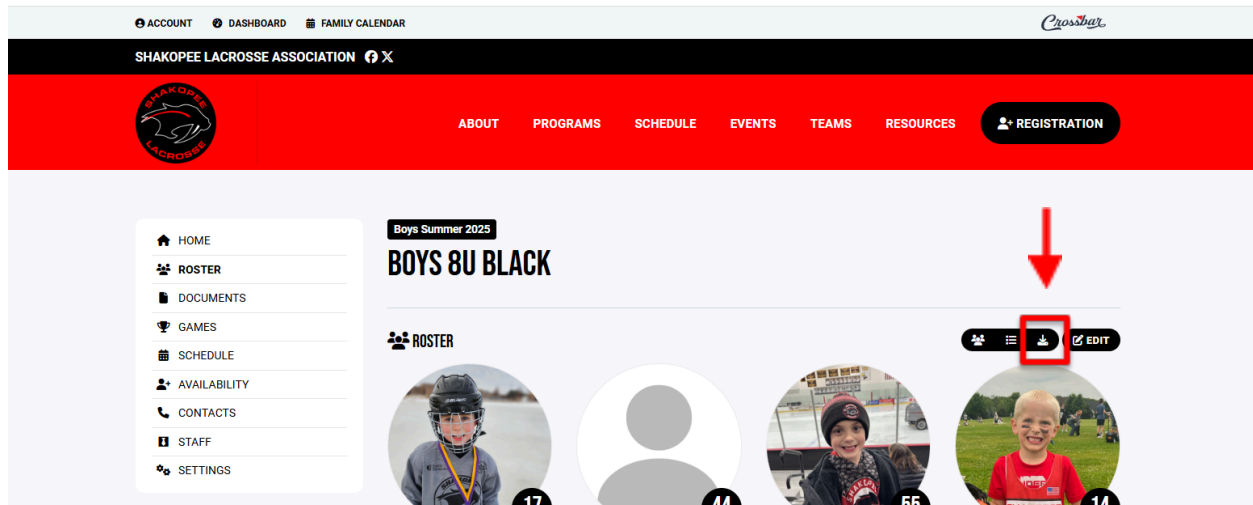2. Navigate to "Staff" on the left-hand side of the page.
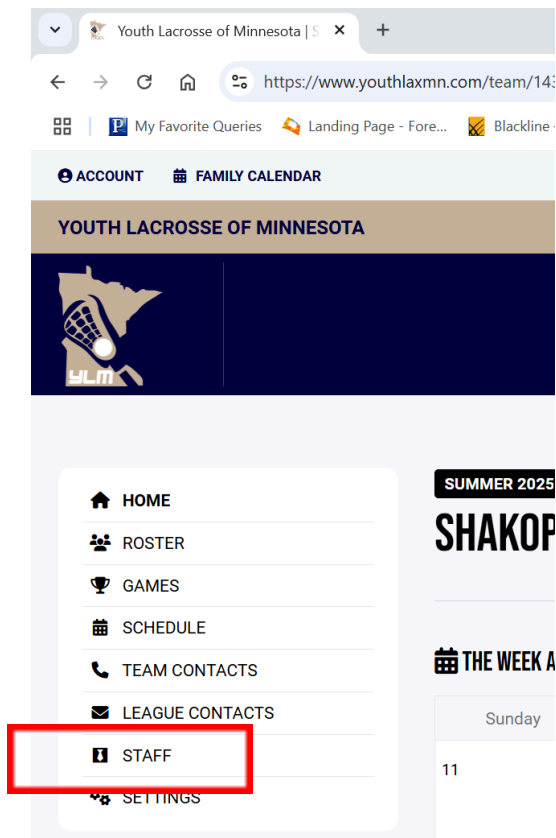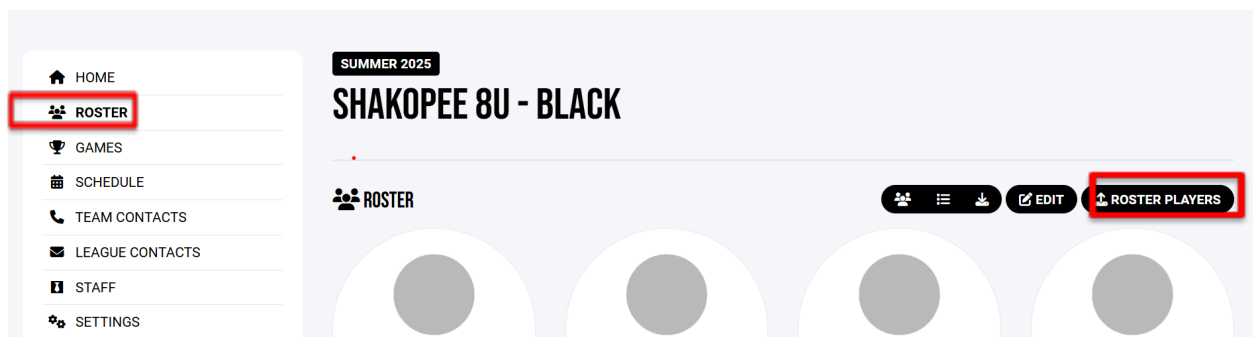
3. Add or remove staff as necessary
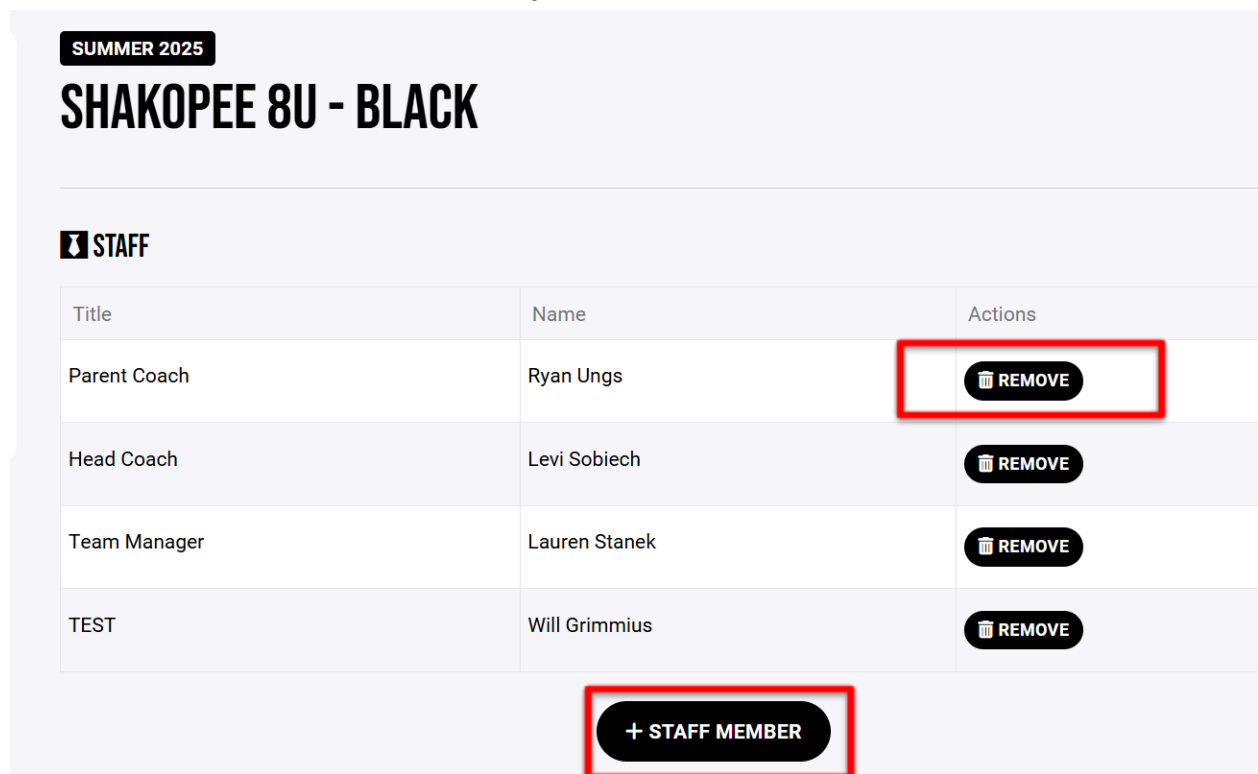
**Load team roster to YLM webpage: - Needs to be completed by June 15th.**

1. Collect relevant player information from your SYLA team page by hitting the download button on the roster page


2. Navigate to your YLM team page using the above URL & selecting your team
3. Click on ROSTER on the lefthand side and then click ROSTER PLAYERS

4. Download and complete the template with the required information from the file you downloaded in step 1 above. Save the file to your computer and upload the spreadsheet and click upload
    1. First name
    2. Last initial
    3. Date of birth
    4. Email address – Please use boysvp@shakopeelacrosse.org for all players
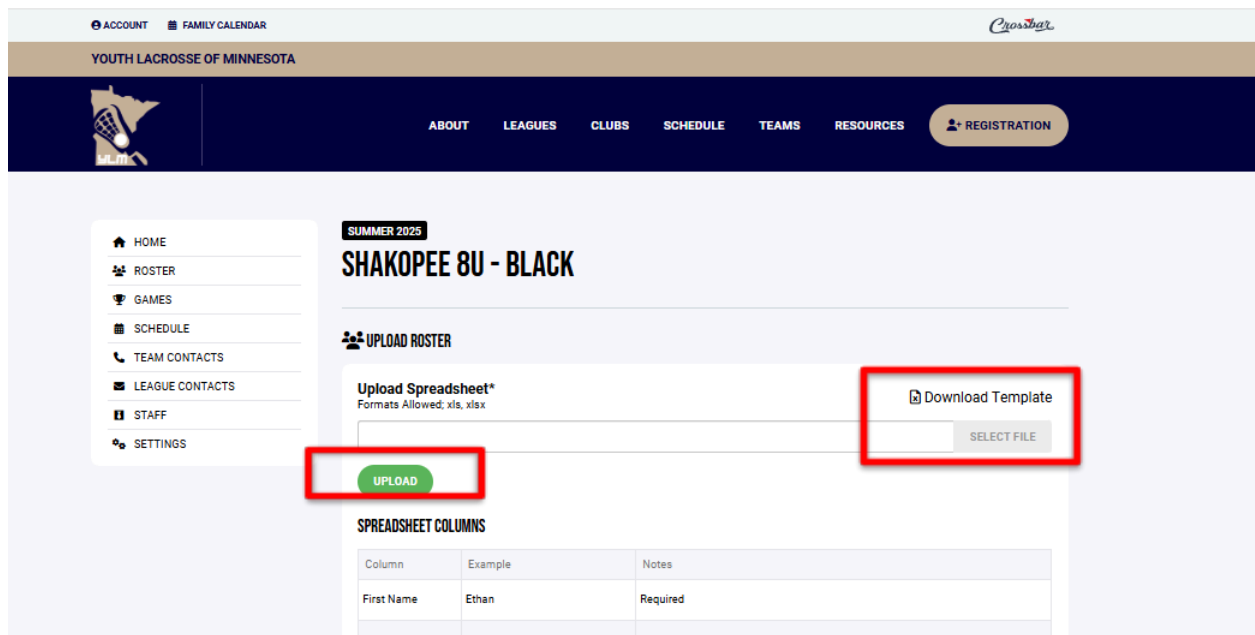
5. Once your upload is complete, a green banner will appear. Please click on Roster and review the team to ensure its accurate.
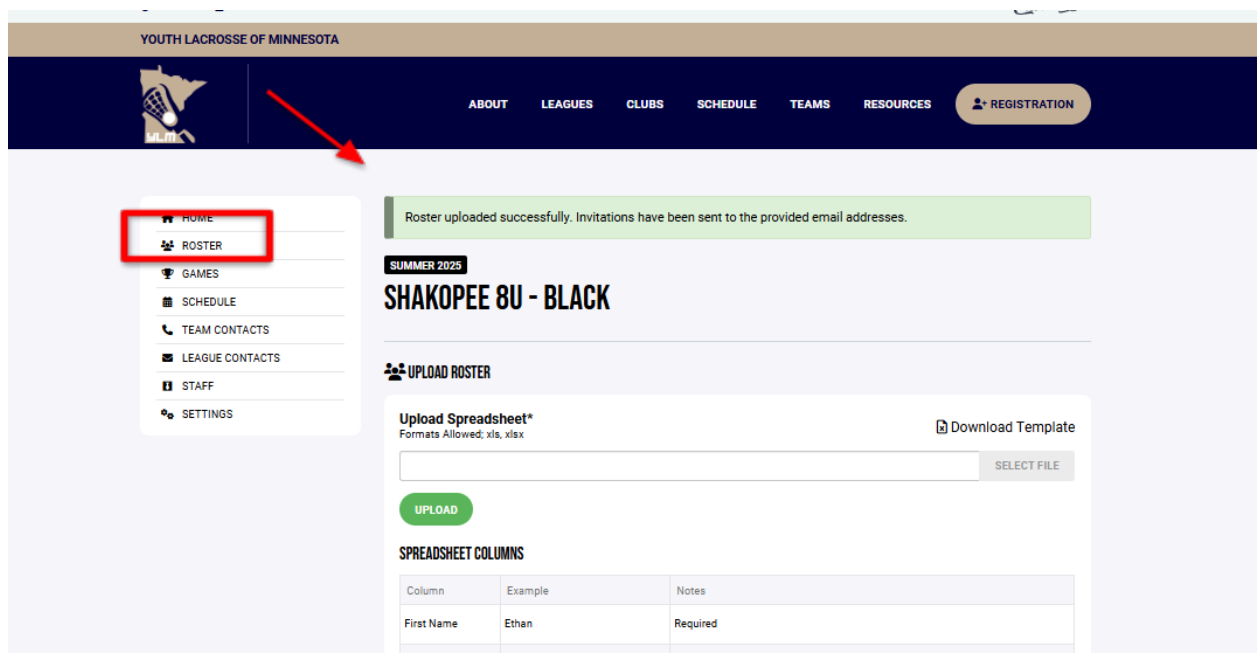
Report scores (12U & 14U) - <mark>CONTENT PENDING YLM PROCEDURES</mark>
Collect and have both coaches sign the official game sheet after each home game.
Enter scores for home games within 48 hours on the YLM website:

Check standings <mark>CONTENT PENDING YLM PROCEDURES</mark>

Find team schedules and league standings at https://www.youthlaxmn.com/.

Reschedule canceled games <mark>CONTENT PENDING YLM PROCEDURES</mark>

Submit game reschedule request on the YLM website: https://www.youthlaxmn.com/forms

If a game is canceled with less than 36 hours notice, the home team is responsible for notifying the following people directly.

1. **Officials:** List of officials assigned to each game is posted on the YLM website: https//www.youthlaxmn.com/officials-assigned
1. **YLM scheduler:** Listed on YLM the YLM website: https://www.youthlaxmn.com/ylm-contacts
2. **Opponent:** Notify opposing team manager of cancellation and provide three alternative dates/times (when your team has practice scheduled) for the opposing team to choose from.

State tournament (12U & 14U) <mark>CONTENT PENDING YLM PROCEDURES</mark>

Schedules will be posted near the season's end at https://www.youthlaxmn.com/

MSLAX RESPONSIBILITIES (GIRLS' TEAMS)

Add contacts to MSLax team page
Update team page on the MSLax site with coach and team manager contact information.
- Note: Don't modify games listed on the team page, contact the webmaster for changes.

Report scores (12U & 14U)
Collect and have both coaches sign the official game sheet after each home game.
Enter scores for home games within 48 hours on the MSLax website:
https://www.mslax.net/forms

Optional: Update your Shakopee team page.
1. Log In > Select Edit Mode > Navigate to the Team Page
2. Select Game Schedule > Select the Date of the Game
3. Select Quick Score
4. Score the Game > Select Save

Check standings
Find team schedules and league standings at www.mslax.net.

Reschedule canceled games

Submit game reschedule request on the MSLax website: https://www.mslax.net/forms

If a game is canceled with less than 36 hours notice, the home team is responsible for emailing mlawrow9102@msn.com and webmaster.mslax@gmail.com with the change. They will notify officials and make changes on the MSLax calendar.

State tournament (12U & 14U)

Schedules will be posted near the season's end at www.msslax.net