



## Team Manager Guide

### 1) Update Sports Engine (SE) roster info as follows:

- a. Add players' numbers to the roster (if not already entered)
- b. Add photos of players (not required)

### 2) Email roster with parent info (cell #s and emails) to team parents

### 3) Set up a group text thread with all team parents for quick communication

### 4) Communicate changes in schedules as they occur; do this in both SE and email to make sure all parents are getting the most up to date information

### 5) Enter all practice information into SE (as an event)

### 6) Enter all league game information into SE (as a game)

- a. League Game Parent Volunteers
  - i. 1 parent needed for each game to keep the book or do scoreboard
  - ii. Set up sign up genius with all games and determine how many times each parent needs to volunteer for the club season (parents other than coaches and Team Mgr)
- b. Email the parents the league rules (coaches usually get these from the league director)
- c. Bring along a copy of the roster with numbers to enter info onto stats sheet at the score table
- d. Bring along a copy of the rules to each game
- e. Enter finished game score into SE

### 7) Tournaments

- a. As soon as league game schedule is finalized, start looking for tournaments
- b. \$600 stipend for 3rd and 4<sup>th</sup> grades (3-4 tournaments)
- c. \$1,000 stipend for 5<sup>th</sup> through 8<sup>th</sup> grades (4-6 tournaments)
- d. Tournament directories
  - i. [www.wissports.net/eventdirectory](http://www.wissports.net/eventdirectory)
  - ii. [www.infosports.com](http://www.infosports.com)
- e. Contact tournament director to see if openings still available and pre-register with your or the coach's name and cell number
  - i. Complete registration sheet & email completed registration sheets to Kelly Donaldson at Community Ed Office ([kellyd@kmsd.edu](mailto:kellyd@kmsd.edu)); Kelly then sends in registration with payment
- f. Provide tournament game location (map included) and game times to families
- g. Enter all tournament game info into SE (enter into SE as "Team TBD "game", not an "event")
- h. Bring along a copy of the roster with numbers to each tourney
- i. Bring along a copy of the rules to each tourney
- j. Parent volunteers may need to run the scoreboard or keep the book, depending on the tourney



8) **Sweetheart Tournament – Assist Sweetheart Tourney Director with fulfilling your team’s volunteer hours during the tournament.**

9) **Overnight Tournament (Optional)**

- a. Many teams choose to participate in an overnight tourney experience for team bonding
- b. In general, any tournament 1 or more hours away is considered an overnight opportunity (Just a Game Fieldhouse in the Dells <https://justagamefieldhouse.com>), Appleton & Green Bay are just a few options)
- c. This is totally optional and expenses other than the tournament registration itself are the responsibility of the team families
- d. TM responsible for setting up block of rooms at a local hotel; but ask other team parents to help with planning a team meal, putting together team buckets/door decor, etc.
- e. This is a great opportunity to have both teams in a grade level bond by attending the same overnight tourney

10) **State Championship Tournaments**

- a. TM responsible for setting up block of rooms at a local hotel
- b. Handling of pre-ordered/paid spirit wear order and distribution
- c. Keep families informed of game times and locations and act as host coordinating group meals and activities (or get other team parents to help with team meals, etc)
- d. Played between late February to mid-April depending on grade level
- e. Tournament Options
  - i. Wisconsin State Invitational Championship Tournament (WSICT)
    - 1. <https://www.gnbl.org>
    - 2. teams are invited to play the first year; if not playing every year then need to re-apply for invitation to participate
    - 3. location changes every year
    - 4. for grades 5-8
  - ii. Badgerland State Championship
    - 1. <https://wisportsservices.org>
    - 2. located in Madison
    - 3. for grade 4-8
  - iii. Just a Game Fieldhouse
    - 1. <https://justagamefieldhouse.com>
    - 2. located in Wisconsin Dells
    - 3. for grades 4-8
  - iv. Midwest Madness 5 State Playoffs
    - 1. <http://pacesettersports.net/>
    - 2. located in Ripon for grades 4-8
    - 3. The top two teams in each state tournament for each grade/gender group are invited to advance to the “Great State” championships at Target Center in MN



**11) TM will hand out spirit wear, uniforms, and youth night t-shirts to families**

**12) Create opportunities for team bonding**

- a. at overnight tourneys, plan team dinner/lunch, create gift buckets for each player where every family contributes an item to the bucket for each player (snacks, gatorade, hair ties, toothbrushes, gum, candy, etc)
- b. other team events outside of basketball such as bowling, pizza party, sledding, etc.
- c. get help from other team parents to coordinate and execute

**13) Create opportunities for grade level (both A and B teams) bonding**

- a. such as holiday fun practice with both grades and a pizza party after in the gym, bowling, winter tubing, team dinner, etc.
- b. get help from other team parents to coordinate and execute

**14) Help the coaches with anything else they need**