

Team Manager Responsibilities

The team manager is an integral part of the team and serves as a liaison between the coaching staff, Prior Lake Youth Lacrosse association, Youth Lacrosse of MN, and parents. You are the key communicator and organizer for parents and coaches to ensure a smooth and successful season. Key responsibilities include:

- **Team Communication:** Maintain open lines of communication with parents and coaches to ensure that everyone is informed of important updates and events.
- **Plan and Coordinate:** Organize the team parent meeting at the beginning of the year to set expectations, verify contact details, and create an opportunity for parents and players to meet each other.
- **Fund Management (optional):** Collect and manage team “slush funds” for various expenses, including team parties, tournaments, and coach gifts.
- **Event Planning:** Arrange team gatherings and oversee tournament logistics, and coordinating with parents for volunteer roles.
- **Game Day Coordination:** Ensure everything runs smoothly during home games, from field setup, clock management, and scorekeeping.
- **Volunteer Assignment:** Assign parent volunteers for in-game duties like keeping the score, operating the time clock, and managing the penalty boxes.

Month 1 Best Practices

- **Week 1:** Coach and Team Manager Introductions - e.g., how long have you been coaching, where did you grow up, who is your child and spouse
- **Week 1 to 2:**
 - All Team Coach, Team Manager, Parent, and Player Intro Meeting. This can take place for 15 - 30 minutes before or after a practice.
 - Collect Slush Funds
- **Week 2 to 3:** Host a fun Team Party if that’s of interest for your team.
- **Before Game 1:** Create Roster Cards ([link](#)). If a parent has a Cricket Machine they could easily print and laminate them.

Weekly Team Communications

Establish primary methods of communication with your coaching staff and parents at the start of the season. It is highly recommended to send a weekly email communication (via Sports Engine).

The suggestions below should get you started or simply give you an idea of what types of information to share on a weekly basis. Feel free to modify to fit your teams’ specific needs. Key Info:

- Coaches Corner Updates

- Upcoming Practice, Game, or Tournament dates/time/location
- Upcoming Key Dates - e.g., Pictures, Team Meetings
- Game Duty Volunteer Reminders

Game Confirmations

One week prior to the scheduled game, check Sports Engine to validate the game date, time, and location. Confirm home game volunteer assignments.

- YLM games start in June and take place Monday - Thursday evening
- YLM commonly changes game dates and times within the first two weeks of the season.

Home Game Responsibilities

Reference the "[PLAY Boys Lacrosse Home Game Duties](#)" policy document. For home games, each team is responsible to fulfill the following 'official game day' assignments.

- Field & Score Table Setup
- Official Scorekeeper
- Game Clock Operator

Tournaments / Jamborees

Tournaments are a great way for players and parents to bond, as well as provide a great place for competitive game play! This is also a great time to ask for assistance from other parents! Here are some ideas from past tournaments:

- Have a "home base" at the tournament where parents and players can congregate. This will require 1 or 2 parents to bring pop-up tents for shade.
- Solicit volunteers for snacks, orange slices, Gatorades, etc.
- Schedule permitting, make reservations at a local restaurant

Team Party (optional)

Teams are encouraged to have all the parties and get-togethers they would like to have. The expense of all get-togethers is the responsibility of each individual team.

Team Party Ideas

- Hosted Party at Parents Home - Consider potluck style with each family bringing a dish
- Shakopee Bowl
- Tin Shed
- The Pointe
- Etc.

Slush Fund Management (optional)

Team managers may establish a fund for various expenses, such as player meals, team events, goodie bags, and coach gifts. The recommended contribution is \$50 to \$100 per player, depending on team size.

Participation is voluntary, and families should not be publicly singled out for non-participation, as financial situations vary.

If a fund is created, a tracking document ([example](#)) must be maintained and shared with families to monitor contributions and expenditures. Any surplus at the end of the season will be refunded to families.