



Team Manager

- **Get to know your Head Coach** and discuss practice/game player expectations, so you can communicate to families (e.g., how early should players show up at games and practices)
- **Co-host parent meeting** with the age-level coordinator early in the season.
- **Plan a fun early-season event** for the team so the kids can get to know each other!
- **YLM Website:** <https://www.youthlaxmn.com/>
- **Assign Parent volunteer responsibilities** – enter on each of the game schedules on ELA website and include in weekly reminder email. It is helpful to include the documents on the Team manager page to tell them what they are responsible for. [Volunteer Assignment Template](#)
- **Enroll in City of Edina field status texts:** Text **CLOSURES** to **57838** to be informed of field closures directly from the city. (this is currently not working)
- **Save the field locker combination on your phone**
- **Plan an End of Season Celebration (coordinate celebration and gift for coaches)**

Weekly/As Needed

- Send email to parents weekly reminding them of the schedule, parent assignments, and asking to RSVP. (do this via messaging in SE)
- Send communications due to weather delays and cancellations as needed. (Crossbar Chat and Email)
- Work with Age Level Coordinators and YLM if a game needs to be rescheduled due to weather, field or other team conflict.
- Enter the game score on your Crossbar Team Page <https://www.crossbar.edinalacrosse.com/#>
- Share feedback with age level coordinators and/or ELA president as needed
- Support, coordinate, and communicate anything needed
- Manage your team tournament – post game schedules, communicate game and parking locations, arrange tents and team snacks (feel free to pull in other parent volunteers too), send roster info to tournament, coordinate player waivers, and communicate any last-minute or weather-related changes
- If RSVPs are not coming in, work with your Head Coach to send a message from him explaining why this is important. Partner with your age-level coordinator, too.

RESOURCES:

- Team Manager Training Presentation/User Guide: [Boys Team Manager Training](#)
- Team Manager website resources: [Team Manager Resources on ELA Website](#)
- Email Templates: [Email Templates](#)