



Team Managers

Thanks so much for agreeing to help keep your team organized this season! Annandale Youth Lacrosse team managers are a vital part of our program by helping coordinate your team's administrative tasks, game volunteers and freeing up your coaches to do their jobs...coaching our players. You'll see below that there are a number of duties as the season begins and then again when the season wraps up. Once the season's underway, you're largely on autopilot, except for weather related practice/game cancellations.

Beginning of Season:

Meet Your Coach: Please be sure and attend a practice during the first week to meet your coach and talk about his needs/expectations of you for the season.

Create Email Distribution List: Contact information for your team will be available on the AYL website. Use it to create an email distribution list on your phone and computer to make sending emails throughout the season easier. Keeping a copy of the team's contact list in the coach's bag or with you at games is also a good idea, in case you need to contact a parent on game day. You can also send team emails through the Annandale Lacrosse website. Please see the [Website Basics](#) document for details.

Uniform Distribution. Once your team roster is set, uniforms will be distributed to team managers. Please hand-out uniforms to your team at practice, following the #'s assigned to each player. Uniform distribution usually happens the week before the first game.

Prepare Exchange Rosters. Each team needs Exchange Rosters, as required by NVYLL rules. Coaches must share their exchange roster with opposing coaches at each game. Please make 15 copies of your exchange roster, put them in an envelope for your coach to keep in his coaches bag. The format for these rosters can be found on the NVYLL website at <http://files.leagueathletics.com/Text/Documents/3101/46736.docx>

Pocket Rosters. At AYL we cheer for our entire team! Make that easier for your parents by preparing a pocket-sized roster with player names and numbers. They don't have to be fancy but they do help your families get to know **all** of your players and encourage team spirit.

Team Volunteer Assignments for Drink & Snack/Home Game Volunteers. All age groups should have a half time drink. Gatorade, Sunny Delight or Orange halves are a good choice. For U9 and U11 teams, there should also be an end of the game snack-usually drinks and pretzels, chips, fruit snacks etc.

Home teams must provide a Clock/Scorekeeper and a Field Commissioner. Make these assignments a part of a team volunteer rotation schedule created at the beginning of the year for the entire season. Each family will likely serve in a field position once and bring snacks/drinks once, depending your team's roster size. Here is one sample of a Volunteer Schedule.

RED TEAM	PLAYER
3	Brendan Burns
4	Taylor Wright
12	Christopher Wood
13	Dylan Peterson
15	Joseph Schaefer
17	Aric Vale
22	Patrick Lee
23	Samuel Wright
31	Riley Reblin
32	Sam Walker
35	Matthew Ritter
44	Han Miller
46	Taylor Devlin
47	Jackson Palmer
50	James Gore
51	Jake Winner
57	Liam Filsoof

By assigning volunteers you can ensure the duties are covered and spread evenly. If a family can't cover the date assigned, leave it up to them to arrange a swap with another family and notify you of the change.

This is a suggested strategy; however, you can handle your team volunteers any way that gets the job done.

During the Season:

Communication is priority.

Make sure parents understand that ALL team communication is handled by email. Encourage them to check email regularly, especially when there is questionable weather for either games or practices.

Weather Cancelations

Practice cancelations because of weather should be made, **whenever possible**, 2 hours before practice starts. That decision is made by your coach and should be communicated by you to families as soon as possible. Grass fields, managed by Fairfax County, are often closed when wet (not just during storms) which can catch families by surprise. Coaches and team managers should monitor the field closure website at <http://parktakes.fairfaxcounty.gov/parks/fieldstatus.asp> or call the hotline at (703) 324-5264 if weather is dicey. Updates are posted by 3:00pm weekdays. Sometimes teams will arrange to practice in a backyard or other non-County controlled field, particularly after multiple cancelations.

Automated Reminders

The Annandale website sends out weekly practice and game reminders via email and text, depending on the alert settings created by each family when they registered for the season. If they're not getting these alerts, parents must log in to the AYL website and update their personal profile created at registration. However, it's also a good idea to send a weekly team reminder with the volunteer snack/game schedule to avoid being without drinks/snacks on game day because a parent forgets his date.

Check Game Schedule EACH Week

Game assignments **never** stay static throughout the entire season! Please double-check the Annandale website the week before each game to be sure that NVYLL (which prepares the game schedule for the entire league) hasn't changed a start time or field since the first schedule was posted. Again, NVYLL prepares our game schedules which go automatically to our website. However, they do NOT notify us when they change game times/fields etc. Each team

U13 A Volunteer Schedule - Spring 2014						
Date	Time	Game	Half-Time Drinks	Timekeeper	Field Commissioner	
3/22/2014	10:15AM	Fredericksburg Field	Wright	**	**	
3/29/2014	3:15PM	Falls Church High	Hoffman	Morris	McDowell	
4/5/2014	10:15AM	Springfield South Run 6	Cooke	**	**	
4/12/2014	10:15AM	Fauquier PB Smith ES	Ferrari	**	**	
4/19/2014	-----	NO GAME				
4/26/2014	2:30PM	Springfield Lee HS	Ritter	**	**	
5/3/2014	3:15PM	Falls Church High	Lee	Doyle	Ritter	
5/10/2014	3:15PM	Falls Church High	Gigliotti	Burns	Lefcourt	
5/17/2014	Noon	Falls Church High	Zabihi	Jones	Morris	
5/24/2014	-----	NO GAME				
5/31/2014		Playoff Games	McDowell			
6/1/2014		Playoff Games	Cooke			
6/7/2014		Playoff Games	Ferrari			
6/8/2014		Championship Games	Gigliotti			
Please take a moment and ensure that you will be in town on the day assigned.						
If you have a conflict please make arrangements to swap with someone else on the team (contact info on 2nd tab)						
Then email Kim with the change at kimwright@aol.com. Please do NOT leave the boys without half-time drinks						
or the coaches scrambling to find volunteers on the sidelines.						
We can always find someone to fill a gap, if you just let us know.						

must be vigilant about checking their schedules weekly for changes.

End of Season:

AYL End of Season Party: Share details about the pool party and collect RSVP's from your families. We will get this information to you towards the end of the season.

Uniform Collection: There's a variety of ways to go about this and how you do it is totally your call. Ultimately, AYL needs the full uniform, **both shorts and shirts**, returned to the Uniform Coordinator clean and in a bag marked with your team name and roster check-list of uniform #'s. Please be sure and include the Roster marked with each uniform in your bag. Families who do not turn in their uniform will be billed \$150.

T-shirt Distribution. We have free AYL t-shirts for every player, which are distributed by team managers at the pool party. However, players must turn in their uniforms to receive their t-shirt. Again, the easiest way to do this is a one-for-one handoff as your players turn in their uniforms. No uniform – no T-shirt.

Coaches Gifts: Please collect a small amount of money from each family for a thank you for your coaches. They can be presented to them during the team “break out” sessions scheduled during the end-of-season pool party.

Coaches' plaque. We have a mounted team picture for each head-coach and a team picture for each assistant coach, which you can include with your team gifts. They will be with the team t-shirts for you to pick up before the party.

Team pictures. Team pictures are usually taken in March/early April and ready for delivery to parents by the end of the season. We'll try to bring them to your team's practice field. You can distribute them then or wait until the end of season party.

Thanks again for helping make your team's AYL season a success!

Gary & Kim Wright
Annandale Youth Lacrosse
Boys Commissioners