

# PETALUMA YOUTH LACROSSE TEAM MANAGER POSITION OUTLINE

Updated: February 6, 2018

**The purpose of this document is to help communicate the role and associated duties of the PYL Team Manager.**

## **Team Manager Position Description**

- Responsible for overall team functionality.
- Liaison between Board, Parents, and Coaches
- Assigns, distributes, and manages team jerseys/uniforms as appropriate.
- Facilitates and Manages team volunteer opportunities using SignUp.com.
- Promotes PYL Fundraising activities.
- Works closely with team coaches on team specific needs such as team specific communication, team parties, etc.

## **Specific Duties are as follows:**

### **Opponent Communication**

- Reaches out to opponent(s) by Wednesday the week before your game:
  - For away games get away game details including driving directions (jersey colors, bleachers or chairs needed, type of field, etc) and forward to parents
  - For home games inform opponent of home game details (jersey colors (to make sure teams have contrasting colors), bleachers or chairs needed, field rules, local places to eat, etc)
  - See Game Day Confirmation Email Templates for examples
  - Contact the Athletic Director at [athleticdirector@petalumalacrosse.com](mailto:athleticdirector@petalumalacrosse.com) and [scheduler@petalumalacrosse.com](mailto:scheduler@petalumalacrosse.com) if there is a cancellation.
  - Enter scores on the NCJLA website after each game.

### **Uniform Distribution**

- Assist with uniform order distribution.

### **Photo Day Coordination**

- Disperse materials and information
- Help organize team for/at Club Photo Day

### **Fundraising**

- Work with the Fundraiser Director(s) to help support and publicize club fundraisers.

### **First Aid Kit**

- Responsible for filling and maintaining the team first aid kit (funds provided by PYL)
- Send emails to [equipmentmanager@petalumalacrosse.com](mailto:equipmentmanager@petalumalacrosse.com) for replacement items.

**Snack Schedule (optional)**

- Discuss with your coach to determine their preferences.
- Coordinate parents to bring ice/water/snacks to each game as applicable.
- Note: Snacks do not count toward family volunteer hours.

**End of Season Activities (suggested, not required)**

- Coordinate end of year celebration for team
- Coordinate any gifts for coaches (to be determined by the team)
- Coordinate any gifts for players (to be determined by the coaches)

**Team Volunteer Coordinator**

- Promote opportunities to team families.
- Provide assistance as needed with sign-ups on Signup.com website.
- Ensure all of your necessary spots are filled each week.
- Make adjustments and changes as needed to ensure data accuracy (i.e. if someone doesn't show up or someone else fills in.)
- At the end of the season work with the Vice President to determine which families have fulfilled the 5 hour requirement.
- Contact [vicepresident@petalumalacrosse.com](mailto:vicepresident@petalumalacrosse.com) if any issues arise.

**Team Volunteer Opportunities include:****Scorekeeper (required except 8U)**

- For home games, keep the official score sheet
- For away games, sit at scoring table and help home team record team specifics (goals, assists, penalties, etc)
- Instruction posted at NCJLA.org and petalumalacrosse.com in the Documents section.

**Time Keeper**

- For home games keep time.
- Instruction posted online under PYL Documents

**Sideline Manager (required)**

- For home and away games. Sideline Manager wears the neon vest and monitors sportsmanship of the fans on the sidelines
- If assistance is needed, go to the Coach and Referee

**Game Ball Manager (recommended)**

- For home games, set-up game balls around the perimeter of the field
  - 4 balls on each end line
  - 4 balls on each sideline
- Replace balls at half time as needed
- Prompt collection of game balls at the end of the game.

**Game Set-up (required for first team on the field)**

- If you are the first team to play on a home field, set-up cones, goals, score tables, tents
- Help with lacrosse field equipment if needed
- Instruction to be provided by Athletic Director, Field Director or Coaches

**Game Clean-up (required for last team on the field)**

- If you are the last team to play on a home field, break down & put away cones, goals, score tables, tents

**Team Photographer/Videographer (suggested, not required)**

- This is a season long position that will count for the full 5 volunteer hours if the following conditions are met.
- Must photograph at least 50% of team games.
- Provide a memory stick of photographs to the coach and the PYL Board.
- Help with creating a team slideshow if requested by the coach.

**If you have any questions regarding your position, you can contact:**

**Scott Rostoni**

**Athletic Director - acting**

**415-519-6794**

**[athleticdirector@petalumalacrosse.com](mailto:athleticdirector@petalumalacrosse.com) or [president@petalumalacrosse.com](mailto:president@petalumalacrosse.com)**

**Tony Howard**

**Vice President/Volunteer Coordinator**

**415-342-2332**

**[vicepresident@petalumalacrosse.com](mailto:vicepresident@petalumalacrosse.com)**