



TEAM MANAGER MANUAL

TEAM MANAGER RESPONSIBILITIES

Team Manager Requirements

Team Managers must complete a background check every year and concussion training every three years. Information on completing the background check and concussion training is located on the Chanhassen Athletic Association – Basketball website (click on *Documents* and then *Travel Team Information*).

Administration & Communication

The main role of the team manager is communication. The team manager will communicate not only schedules, but also information and expectations throughout the season. Being the first point of contact for team families it will help to become familiar with the Chanhassen Athletic Association (CAA) - Basketball website, the MYAS website and the rules of the game of basketball.

E-mails are the easiest and most time efficient way to communicate. The CAA-Basketball website is designed to allow for quick and easy e-mails sent to the entire team at the click of a button. For specific guidelines to using the Chanhassen Athletic Association - Basketball website, see Website Instructions section.

If you feel you cannot complete a given task, please enlist another parent or parents to help you. People like to be involved and if tasks can be broken down into smaller pieces, families can contribute more easily. Visit the Chanhassen Athletic Association – Basketball website (click on *Documents*, *Travel Team Information* and *Traveling Team Manager*) for a document on the responsibilities.

Responsibilities of the Team Manager

The main role of the team manager is to be the focal point of team communications and works closely with the coaches. In addition, the team manager is responsible for the following:

- Organize informational team meeting, setting expectations with parents and players
- Enter schedule on team website page for tournaments, pictures, change in practice
- Work with coach if playing in additional tournaments. Register, collect money and add to schedule.
- Manage medical kit and ice packs. Request additional items from Travel Directors.
- Distribute uniforms to players.
- If you have a paid coach, record practice & tournament time with team and e-mail bi-weekly to Bill Kemble
- Work with Travel director on high school half-time game

Promote Good Sportsmanship on the Court

Encourage that players play during the games and that parents save coaching for other times

- A good reminder is to cheer for what has occurred, not what you would like to happen
- “Great Shot” instead of “Shoot it!”
Encourage players to thank the referees at the end of the game

Notify the Traveling Director if any issues occurring from parents or coaches.

Attendance Tracking for Paid Coaches

If you have a paid coach, please keep track of sessions (games or practices) your “paid coach” attends with your team. Please report those attendances along with mileage to Bill Kemble on a bi-weekly basis. Hours worked are not needed, only the dates. Please be sure to include if it is a practice or tournament game.

Player Injuries

In the event a player is injured at a game or practice, please contact the traveling director for documenting the injury.

MISCELLANEOUS INFORMATION

Uniforms

Team uniforms will be available in late October for the basketball season. The Uniform Coordinator will work with the Team Managers to distribute. Uniforms include: two jerseys, shorts and a shooting shirt. Players must always carry both jerseys with them to all games in case of color conflict. Encourage your players to bring their reversible practice jersey to every practice. This allows the coach to differentiate players for scrimmaging.

Website & Contact Information

Chanhassen Basketball Website (www.chanhassenathleticassociation.com), go to Basketball tab

To find manager details, click on the “**Documents**”, “**Travel Team Information**” tab

- Link to Minnesota Youth Athletic Services Basketball website
- Traveling Team tournament schedule dates
- Link to Background Check
- Link to Concussion Training
- Website instructions for sending emails or adding to the schedule are included in the Team Manager Manual

WEBSITE INSTRUCTIONS

Log-in to the System

1. Go to the following website: www.chanhassenathleticassociation.com Click on the Basketball tab on the front page.

2. Click the **LOG IN** button.

A screenshot of a login form. It features a dark grey header bar with a question mark icon on the left, a white text input field labeled "User Name / Email", another white text input field labeled "Password", and a dark grey button with the text "LOG IN" in orange.

3. Enter your email address (as you have it setup on your website account) in the text box on the left.

4. Enter your personal password into the **Password** text box.

5. Click the **LOG IN** button.



Post Team News Messages

1. Once you are logged in as the Manager, click the **Team** tab at the top of the website, and select the appropriate three drop-down choices: **Season:** 2013-2014 **League:** Traveling (Boys or Girls) **Team:** Your team

2. Click the button (located under team name to the right of the Welcome).



3. Enter your name in the **Author** box.

4. Enter your email address in the **Email address** box. Allows team parents to respond back to email.

5. Enter the **Publish date** to determine when to begin displaying bulletin on the website.

6. Enter the **Expiration Date** to determine when to stop displaying bulletin.

7. Type a **Title** for the news bulletin.

8. Enter the body of the message in the text box.

9. If you wish to include a picture with your bulletin, click the **Browse** button.

10. Locate the picture, select it and click the **Open** button.

11. Check the located to the right of the file name. If picture is not selected the picture will not appear with the bulletin. Unclick to remove the picture.

12. If desired, enter a description for the picture in **Image Caption** box.

13. Confirm **Season** box is set to right year.

14. Your team will show in **Recipient Teams** box.

15. The **Broadcast message** must be checked to send it as an email.

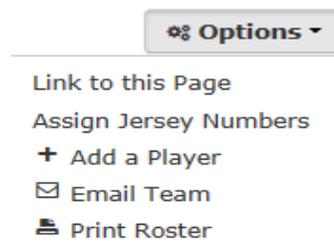
16. Click the **Submit** button.

Edit or Delete a Team News Message

1. Click the (edit) yellow button  or (delete) red button  in the news message you want to change.
2. Make the necessary changes and click the **Submit** button.
3. Click the (delete) button in the news message to delete it.

Email the Team

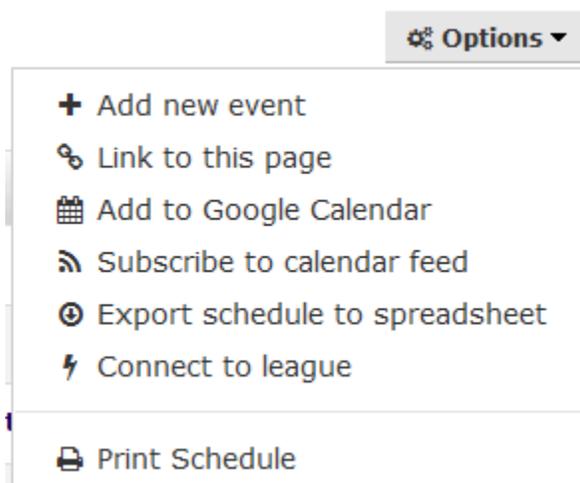
1. Click the **Team** Link at the top of the window.
2. Select your **Season**, **League** and **Team** the drop-down box.
3. Click on the **Roster** link on the left side of the window.



4. Click the **Options** button (on the right hand side of the screen).
5. Click **Email Team** from the drop-down box.
6. Enter **Your Name**, **Email Address**, **Subject** and **Message** text.
7. Click the **Send** button.

Enter Games and Tournaments for the Team

1. Once you are logged in as the Manager, click the **Team** tab at the top of the website, and select the appropriate three drop-down choices: **Season**: 2013-2014 **League**: Traveling (Boys or Girls) **Team**: Your team
2. Click the **Schedule** link in the left navigation pane.
3. Click the **Options** button (on the right hand side of the screen).
4. Click **Add New Event** from the drop-down box



5. The following screen will show:

New Game Information H

Details

Date TBD for min. to ?

Location + New Location ?

Category ?

6. Enter the game **Date**, **Start Time** and **Finish Time**. For games, please enter the **exact start time of the game**. If you want players to arrive earlier, please indicate that in the “event note” section.

7. Select the **Location** drop-down list and choose a location.

8. Select the **Category** drop-down list and choose a category type (game, tournament, team event).

Teams

Season Link to tournament bracket

Teams

Opponent

Outside Opponent ? Define Other

Options

Event Note ?

9. Select the **Team** drop-down list and choose your team.

10. OPTIONAL: If this is a game, select the **Outside Opponent** drop-down box and select the opposing team.

11. If desired, type a note in the **Event Note** box.

Send notices to Team Managers
 Team members and their parents
 Officials

Heads-up! Teams MUST be set to "Live" for notices to be sent

12. Click the appropriate box next to **Send Notices** to have notification sent to “team managers”, “team members and their parents” and/or “team officials”.

13. Click the **Submit** button.

Enter General Calendar Events

1. From the **Admin** tab, select the **Add General Event(s)** link under **Scheduling**.

Administer



2. Enter a **Start** date and time. Enter an **End** date and time.

3. Enter a **Title** of the event. Enter a **Description** if necessary.

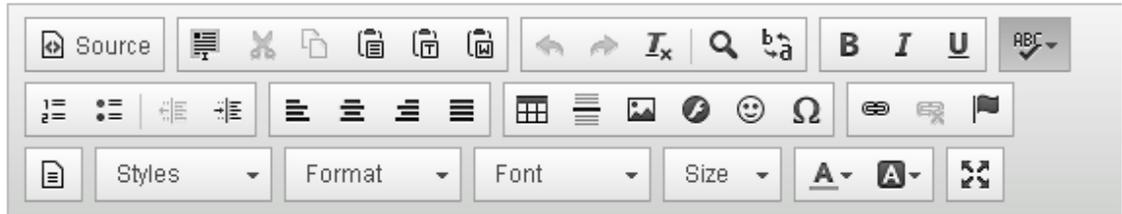
Scheduling / General Event Information

Start date  Time HH:MM

End  Time

Title

Description



A rich text editor toolbar with the following elements:

- Source button
- Text alignment: left, center, right, justified
- Text color and background color pickers
- Undo and redo arrows
- Text color and background color pickers
- Text formatting: Bold (B), Italic (I), Underline (U)
- ABC dropdown menu
- List creation: bulleted, numbered, table, table of contents
- Table, link, unlink, and image icons
- Font, Size, and text color dropdowns
- Font color and background color pickers
- Fullscreen icon

4. Your team name will be highlighted in the **Applies To** box.

Applies To

4-8 Grade Girls
Tournament Teams
Traveling
Boys
B4A Blue
B4B Gold
B5A Blue
B5B Gold
B5C White
B6A Blue

occurs every Week(s)

Or Select Sunday of the month

Stop after Occurrences or By

Submit

Reset

5. You can also setup your event to have a recurrence pattern. In the **Every** box you type the frequency as a number. If, for instance, your event occurs every two weeks, you would type a "2" in the **Every** field and then select "Week(s)" from the drop-down list. **–OR–** You can select a certain day of every month (i.e. first Sunday). (If you enter recurring items, you must edit/delete them one by one.)
6. Type a number in the **Stop After** that determines how many weeks (days, months, etc) it will run for. If you want an event to run every week for 6 weeks, type 1 in the **Every** box and 6 in the **Stop After** box. Note: You can also enter a date to **Stop By** instead of using the **Stop After n Occurrences**.
7. Click the **Submit** button when you are finished.

Edit or Delete a Scheduled Item

1. Click the **Team** link at the top of the window.
2. Select your team from the **Team** drop-down box.
3. Click the **Schedule** link along the left side of the window.
4. Click the Edit button (yellow) next to the item to change. This is under **Actions** (on the right hand side of screen).
5. Make the necessary changes and click the **Submit** button.
6. To delete, click the Delete button (red) next to the item. This is under **Actions** (on the right hand side of the screen).

Event Schedule

 Options ▾

Traveling > Boys > B8A Blue

Games Only Include past events

		Date	Time	Event	Type	Court	Actions
<input type="checkbox"/>		Sun, Oct 20	3:00p to 4:30p		Practice	Chaska, CMSW - #2 Large	 
<input type="checkbox"/>		Tue, Oct 22	8:00p to 9:30p		Practice	CNHS - #1 - Gym 3	 