Team Manager :

Suggest being the main point of contact for all communication.

1. Send email to [carlyjrassler@gmail.com](mailto:carlyjrassler@gmail.com) to request team admin access on the MGYFA website.
   1. *Rosters and head coaches are imported by the league*
   2. *Game schedules will be mirrored from the LMAA site once they are available*
2. Get your team roster and all the contact information that prefer (emails, phone #’s, etc). Highly suggest setting up a Group Email and Group text before the season. Group emails can be sent through the website, but if you are sending an email needing a response, using a personal email is typically easier.
3. Provide your contact info to the team via an initial email. You should be the main point of contact for questions, updates about game location, times, practices, etc.
4. Highly suggest being there the first week of practice. Typically the coaches will do a parent meeting one of the first nights and you can provide any quick info you need to. It is helpful to be there if the coaches need help getting anything extra in their bags, kids need help with helmets (new pads, chin straps, etc.), you can coordinate doing that work and bringing them to the shed if they need help.
5. **JERSEYS: This is a big one, the coaches should NOT be doing any running or chasing down jersey sizes, #s, etc.**

-Coaches all have jerseys in their bags (3rd-6th have 18, 7th and 8th have 20), enough for some extras. IMPORTANT: Jerseys need to be handed out by the 22nd at the latest. Talk with the coaches if they have a preference of when to hand them out. Don’t plan on the first night, Either Wed. Thursday or Monday, plan on handing them out.

-Best process to do this (let coach know when this is being done and see if you can get one other parent to help).

-Bring the team roster with you

-Hand them out during practice. Pull out the jerseys and line them up by size

-pull kids off the field one or two at a time to fit them in a jersey. Make sure they try on the jerseys over their pads! Have them take off their pads, put the jersey over the pads and have them put the pads and jerseys on at the same time.

-Document the jersey number for each player

-IF you need to exchange sizes, numbers, jerseys that are damaged, etc-or have any questions contact at [carlyjrassler@gmail.com](mailto:carlyjrassler@gmail.com) OR 612-207-5403.

-Update MGFYA team page with jersey numbers and send a copy to the coach. Please do NOT turn in any extra jerseys, have the coaches keep them in the bag or at home until the end of the season.

6. Communication.

-Be the one to communicate when the weigh in time is, picture time and process. Parents should let you know if their player will not be there for some reason.

-Communicate the practice times and if anything changes with the times or equipment needed for practices

-Communicate game information (location, time game starts and when they should be there-coaches will let you know).

-Track availability, make sure to notify the coaches if any of the players will not be at a game. You should be the contact person if a player is running late, lost, etc.

OTHER ITEMS:

-Team Party. Recommend deciding in the beginning of the season if there will be an end of the year team party, where and who will cover the costs. If the team will cover, collect the money.

-Jersey purchase / names on jerseys. 3rd-6th ONLY. 3rd -6th will have the option to purchase their jerseys and/or put their name on the back. Coordinate with the coach if they want to provide this option and coordinate the vote. All Star Sports will put the names on the back, if that is the case, coordinate for names and timing it will take.

-Organize team get together for Varsity Youth Football night

-Snack schedule-your digression, you can work with the coaches or just decide if this is something you want to do, not all teams do this.