

Buffalo Youth Lacrosse Club

Position Description: Team Manager

Minimum Requirements:

1. Relay important information from coaching staff to the team and act as the primary point of contact for parents. Send a weekly email to the team, preferably on Sundays, with the upcoming practice/game/event dates, times and locations and any other pertinent information.
2. Ensure all players have RSVP'd for practices and games. Send RSVP Reminders via Sports Engine app, email, and/or chat function.
3. Confirm game times/locations/details on the Tourney Machine schedule the day before all games.
4. Communicate any necessary updates/changes in schedule to the BYLC Scheduler at BYLCscheduler@gmail.com Please do not change the schedule yourself.
5. Ensure necessary DIBS are fulfilled for all games. Act as team's point of contact with the Volunteer Coordinator (BYLCvolunteer@gmail.com)
6. Distribute jerseys, photo order forms, and miscellaneous items as needed.
7. Enter jersey numbers on Roster in Sports Engine.
8. Record game scores.
 - a. Boys teams 10U-14U: Report scores to GNLL via their website or Google doc. You may also choose to record score in Sports Engine app.
https://docs.google.com/forms/d/e/1FAIpQLSdD6A4QQdi3PyZGPRMSr-TV_G9lshTf9u4OKK1S1boD9JMH9Q/viewform
 - b. Girls teams 10U-14U: Record scores in Sports Engine app. The Girls Director will report the score to GNLL via their website/Google doc.
[How to Score a Game | SE Mobile](#)
9. For tournaments, coordinate a team meal or team activity when possible
10. Remind parents/spectators to adhere to Code of Conduct and to demonstrate good sportsmanship at games and practices.

Helpful Guide for Managers:

[Help_Guide_To_Getting_Started_with_Sports_Engine_Team_Management_Coaches.pdf](#)