

Verona Lacrosse Club – High School Team Manager

General Responsibility

- Works directly with HS Directors and facilitates team coordination and parent/player communications.

Parent/Player Meeting & Registration (pre-season)

- Assist HS Directors with meeting as needed (meeting held in Jan/early Feb)
- Collects/tracks player registration forms (not provided on-line) or completed via the HS registration process. Webmaster or Registrar can provide list of forms that must be collected.
- Works with VAHS athletic department to identify any missing forms (some players may already have forms on file due to other sports).
- Make sure all forms are turned in before tryouts (this means attending tryouts to collect forms).
- Monitors registration
- Run bios from registration process to assemble emergency contact/health information by team and disseminate to Coaches
- May need to follow-up with families to secure payments not made on-line (prior to start of season)

Team Apparel (Feb/Mar)

- Work with Spirit Wear. Now handled through KollegeTown with online ordering.
- When orders arrive, disperse items to players.

Distribute Jerseys/Shorts (Mar)

- Collect deposit checks for jerseys (Varsity and JV)
- Request assistance from HS Director, as needed.
- Hand out and collect jerseys, making sure all are returned. If not returned, forward deposit check to VLC treasurer.

Team Photos (Feb/Mar)

- Work with HS Director on the coordination of Team Photos. *See details of task under HS Director description.*

Parent Communications/Website postings

- Maintain VLC website calendar and team page, update with practice times, events and other information
- Email a weekly update to the team email list with information for parents

Verona Lacrosse Club – High School Team Manager

Game Day Prep

- Cash for referees (handled by HS Director or Team Manager)
- Athletic Trainer (handled by Coach and Mr. Kryka)
- Create a Volunteer Sign-up and notify parents to sign-up (monitor signup to make sure there are parents helping for each home game).
 - Make sure all game volunteer spots are filled
 - Create a separate signup for non-game day volunteering, such as spaghetti dinners
 - Communicate volunteer links to sign-up to Webmaster
- Player Stats need to be taken for all games – home and away (may be helpful to find 1-2 parents willing)
- Game balls – 18 new per game
- Concessions – VLC board to arrange

Student Managers

- Ideally, 2 to 4 high school students are helpful to assist with water/water bottles at all practices and games
- Student managers have to participate at least 2 seasons to receive a Varsity letter/pin (Mr. Kryka's discretion)
- Communicate Student Managers to Webmaster

Stats and Game Results

- Head Coach will enter official score on BLA
- Enter game stats and results on MaxPreps.com (will need to enter Team Roster at the start of season if not completed by HS Director)

Game Filming

- Add to parent volunteer signup, if not enough student managers to assist with
- Upload game film to website (HUDL)

Equipment/Fields

- Medical box – make sure items stay stocked in box. Med box needs to be on the field for games and practices.
 - Head Coach will manage and stored in shed
- VLC Equipment Manager/Coordinator will order practice and game balls (stored in the shed)
- Help secure equipment needs with the Head Coach.
- Any major purchases need to be approved by the Board.
- Water bottles/Jugs (stored in shed in the off-season)

Verona Lacrosse Club – High School Team Manager

Senior Night (May)

- Usually held the last regular home game of the season
- Work with HS Director to create a brochure/flyer with Senior players photos/questions
- Coordinate flowers for parents
- Create posters of Seniors with player's parents
- Coordinate team photographer (ask a Parent photographer to take pictures)
- Ask a Parent to announce the Seniors and their Parents at the half-time presentation
- Solicit other volunteers as needed

End of Season Banquet (Mar/Apr)

- Work with Coach and HS Director to establish a date.
- Reserve date and location (usually held in the Badger Ridge Middle School Commons arrange with Marcia Bryd)
 - Coordinate any equipment needs for presentation (may need Step Room for slide show)
 - Make sure there are sufficient chairs
- Prepare Player Certificates
- Discuss with Coach Varsity Letters/Pins. Work with HS Athletic Director (Mr. Kryka) on Varsity Letters/Pins for players – 1 month before banquet. Send Mr. Kryka the number of years a player has been on the Varsity team (1st yr. receives a letter, subsequent years receive pins)
 - Player Certificates and Varsity Letters/Pins may be handed out in advance of the banquet (Girls usually distributes one month before banquet).
- If not done previously, collect uniforms and any other equipment.
- Request volunteers, as needed. Consider a sign-up for a pot luck.
- Arrange for cake and decorations
- Work with HS Director on Coaches and/or student manager gifts