

Devils Lake Flames Team Manager Checklist

BEFORE THE SEASON

1. Register as a member of USA Hockey.
2. Complete the USA Hockey Safe Sport Training.
3. Complete the national background screening. (Required every 2 years)

Available under the Coaches/Volunteers tab on DLblueline.com

DURING THE SEASON RESPONSIBILITIES

1. Set up hotel blocks for any overnight or tournament weekends.
2. Gather phone numbers, email from families.
 - The use of the GroupMe App is highly recommended to maintain team communication with parents and provide consistency for families with players at multiple levels.
3. Create work schedule for home games.
 - Parents are needed to work each home game—2 penalty box workers, 1 scorebook & 1 clock worker. (Note: Someone to run music and announce may also be included. The number of workers will vary depending on how many home games and how many players. Divide the number of shifts needed by the number of players to determine how many shifts each family needs to work).
 - Remind families the day before of upcoming work obligation.
 - If a parent is unable to work, they will need to find a replacement.
4. Parent Meeting
 - Once the team is formed, a meeting with parents and coaches should be promptly scheduled.
 - Distribute hotel info and work schedule at this time.
5. Team Photos
 - Communicate date/time with the team.
 - Distribute photos once they've been printed.
6. Score sheets—Score books and roster stickers will be provided to you
 - a. Home games
 - Roster stickers from both teams on all 4 copies.
 - Must be completely filled out during the game and signed by the referees at the end of the game.
 - After the game turn in the top white sheet (Burdick lock box). The pink sheet goes to the visiting team.
 - b. Away games
 - Roster stickers will need to be taken to the officials box prior to the game.

- Score sheet will need to be collected after the game.

7. Scheduling

- Practice and game schedules can change without advance notice. Check the calendar(s) often and communicate any changes to your team.
- Check tournament websites for any required information needed prior to the tournament. IE: Roster, photo, etc.
- For away games, check the schedule of the opposing team prior to traveling to ensure the date, time, and location are correct on our game schedule.

8. Tournaments

- Check the team in
- Organize a team lunch or supper either out at a restaurant or at the hotel.
- Optional: Treat bags, door signs, posters, banners etc.
- For squirts, order pins for trading and inform parents of the pin trading bag. When ordering pins, coordinate with the girls team and other squirt team.

9. Jerseys

- Help Blue Line Club member distribute after Try-outs
- Collect both sets of jerseys after last game, take to Lakeside Dry Cleaning

10. End of Season

- Coordinate State gifts for players and coaches
- Optional: End of year get-together
- Communicate date/time of banquet