

**Team Manager Game Guide**

All Games

• Wear SCYHA apparel

• Bring Team Manager book and Player/Team book

• Score book labels (player and coaches)

• Check out and manage locker room key

• Meet with opposing Team Manager to coordinate duties

• Make sure all game volunteer are present and aware of their duties

• Collect stats during the game

• Player snack (and drink) for after the game

• Video game when possible

• Still photo shots of players when possible

• Update game and YTD statistics

• Send email (team, score, fair-play, and scanned score sheet) to D5 Coordinator  
• Report any game misconducts (need to fill out separate form)

Home District 5 Games

• Assign one penalty box worker

• Assign Timer / Announcer

Away District 5 Games

• Assign one penalty box worker

• Assign a Score/Book Keeper

Home Scrimmages

• Schedule full ice

• Hire two referees

• Assign penalty box

• Assign Timer / Announcer

• Talk with other team to see if they are doing book and penalty box

• Collect money from opposing team (if applicable)

Away Scrimmages

• Assign penalty box

• Bring official score book (just in case)

Tournaments

• Sit back and enjoy