



Des Moines Capitals

Game Day Duty Manual – 2021/2022

# GLOBAL EXPECTATIONS

Des Moines Capitals parents, while fulfilling the duties to which they have been assigned during a game, are considered off-ice officials (Scorers, Clock Operators, Announcers) of the Midwest High School Hockey League. As such, they must conduct themselves accordingly at all times. For those assigned to responsibilities within the Scorer's box, no coaching of their own or other players is allowed, nor is the questioning of the judgment of an on-ice official. Failure to abide by this principle may result in the removal from the assigned responsibility and reassignment to other roles. Additional action may also be taken by the Board of Directors as warranted.

## EJECTION DOOR

Goal Attendants are NOT responsible for also being Goal Judges. The Midwest High School Hockey League, in accordance with the by-laws, does not employ formal Goal Judges. Goal determination is strictly a responsibility of the on-ice official(s).

The following are the expectations of the Goal Attendants:

1. Arrive to arena 15 minutes prior to scheduled warm-ups.
2. Ensure that goal (North or South) is in proper location and the pegs in place.
3. Be present by the ice 2 minutes prior to the end of any period requiring an ice scrape. Once players have left the ice, remove the goals and pegs from their locations and move to identified place on ice.
4. Once the Zamboni has completed 2 rounds of the perimeter of the ice sheet, place the goal next to the boards.
5. Upon completion of the scrape, replace the goals and pegs quickly so that play may resume on schedule.
6. Ensure that door used by the Goal Attendant to gain access to the ice surface is securely closed for the safety of all players.
7. During play, the Goal Attendants are to be present at their respective ice entry door in the event that a player should be ejected. Upon player ejection, the Goal Attendant will escort the ejected player to the respective locker room and then return to the entry door.
8. If unable to fulfill a game duty due to a schedule conflict, it is the Goal Attendant's job to find a suitable replacement.

# CLOCK OPERATOR

The following are the expectations of the Clock Operator:

1. Arrive at Scorer's Box a minimum of 30 minutes prior to warm-up time.
2. Ensure game clock is on and test that clock, penalty times, time-out timer, and score fields are in proper working order. Report any functionality problems to the Game Day Board Member. (Russ Legler)
3. Set the Game Clock for the appropriate warm-up time, as mandated by MWHSHL guidelines.
4. Clock Operators are considered Off-Ice Officials of the Midwest High School Hockey League while performing duties for a game within the confines of the Scorer's Box. As such, Clock Operators are NOT allowed to:
  - a. Coach their son/daughter while on the ice,
  - b. Coach another player while on the ice,
  - c. Berate or otherwise confront any player assigned to a Penalty Box (both Home or Visitor),
  - d. Argue or otherwise confront a judgment call made by an On-Ice Official,
  - e. Argue or otherwise confront a spectator.

*Failure to abide by these expectations may result in removal from the responsibility and possible referral to the Board of Directors for further disciplinary action.*

5. At the end of the game to which the Clock Operator has been assigned, ensure that person responsible for the next game (if one is to be played) is present.

# OFFICIAL SCORER (POINTSTREAK)

The following are the expectations of the Official Scorer:

1. Be present a minimum of 30 minutes prior to warm-up time.
2. Official Scorers are considered Off-Ice Officials of the Midwest High School Hockey League while performing duties for a game within the confines of the Scorer's Box. As such, Official Scorers are NOT allowed to:
  - a. Coach their son/daughter while on the ice,
  - b. Coach another player while on the ice,
  - c. Berate or otherwise confront any player assigned to a Penalty Box (both Home or Visitor),

- d. Argue or otherwise confront a judgment call made by an On-Ice Official,
- e. Argue or otherwise confront a spectator.

*Failure to abide by these expectations may result in removal from the responsibility and possible referral to the Board of Directors for further disciplinary action.*

3. At the end of the game to which the Official Score has been assigned, ensure that person responsible for the next game (if one is to be played) is present.
4. If no further games are to be played, assist in packing up the scoring equipment and securing it.

## GAME ANNOUNCER

The following are the expectations of the Game Announcer:

1. Arrive at Scorer's Box a minimum of 30 minutes prior to warm-up time.
2. In conjunction with the Official Scorer, obtain each team's Lineup and Starter information.
3. Test and verify all audio functionality for game including voice (headset) and music (I pad).
4. Game Announcers are considered Off-Ice Officials of the Midwest High School Hockey League while performing duties for a game within the confines of the Scorer's Box. As such, Game Announcers are NOT allowed to:
  - a. Coach their son/daughter while on the ice,
  - b. Coach another player while on the ice,
  - c. Berate or otherwise confront any player assigned to a Penalty Box (both Home or Visitor),
  - d. Argue or otherwise confront a judgment call made by an On-Ice Official,
  - e. Argue or otherwise confront a spectator.

*Failure to abide by these expectations may result in removal from the responsibility and possible referral to the Board of Directors for further disciplinary action.*

5. At the end of the game to which the Game Announcer has been assigned, ensure that person responsible for the next game (if one is to be played) is present.
6. If no further games are to be played, assist in packing up audio equipment and securing it.
7. With the addition of the sponsorship program this position will need to read sponsor reads.

## MERCHANDISE TABLE

1. Assist Merchandise Board Member (Jeff Stanbrough) with obtaining items to be sold and setting them up in the Lounge.
2. Obtain cash box from Treasurer (Dave Noga or Trish Flattery).
3. Perform sales during assigned time.
4. Inform Merchandise Board Member of any item concerns or special needs.
5. If assigned to work the second shift of Merchandise, assist Merchandise Board Member with tearing down sales area and returning merchandise to appropriate location.
6. Submit cash box to Treasurer at end of shift.

## VIDEO CAMERA

1. Be present a minimum of 10 minutes prior to the start of the game.
2. At the end of the game to which you have been assigned, ensure that person responsible for the next game (if one is to be played) is present.
3. If no further games are to be played, assist in packing up equipment and securing it, if needed.

## PLAY BY PLAY

1. This position is responsible for setting up or taking down the broadcast equipment.  
\*\*When arriving for setting up, please allow enough time to both get set up, and test\*\*
2. The person in this position will call the game on our live feed play by play
3. This position will also read sponsorship ads.

## COMMENTATOR

1. This position will help with the setup and/or taking down of the broadcast system. You will also need to help the play by play person with testing the system at the start of the game.
2. This person will ad commentary to the play by play broadcast.
3. This person will read sponsor ad for the sponsorship program.

## ARENA DECORATOR

1. The function of this position is to hang up all senior banners and sponsor advertising banners prior to the start of warmups for first game of the day.
  - a. There will be several, so please allow ample time to access all banners, and hang accordingly.
2. At the end of games for the day remove and put away all banners in an orderly fashion.

### END OF GAME DAY DUTY DESCRIPTIONS

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## TEAM MEALS

There will be 1 Meal Coordinator, and a designated number of helpers for each team meal. The coordinator will plan the details of the menu, and subsequently establish a sign up for all of the items needed. (main dish(s), sides, milk, etc.) Each of these is held in Bucs lounge immediately following a practice.

Not only are these a great way to meet other parents (these are very popular for the moms 😊), but also meet the boys out of their gear and off the ice!

To allow every family an opportunity to participate, we ask that the meal spot volunteers are 1 per child for the season.