



Des Moines Capitals

Game Day Duty Manual -- 2020

## **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 and 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 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 does not, by by-law, 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.
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.

## **MERCHANDISE**

1. Assist Merchandise Board Member with obtaining items to be sold and setting them up in the Lounge.
2. Obtain cash box from Treasurer.
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 if needed.