

DLYHA Team Manager Playbook

First Period: Getting Started (all links under program tab)

Your warm-up skate to get behind the bench as a team manager:

- Register as a volunteer with USA Hockey – your official ticket to the ice.
- Register as a volunteer with DLYHA – suit up with the hometown team.
- Submit your background check (USA Hockey number needed) – stay penalty-free.
- Complete SafeSport training (USA Hockey number needed) – keep it clean, on and off the ice.
- Notify the registrar when completed – that’s your call-up to the roster as team staff.
- Visit the D15 website for General Team Manager Instructions – your game film before puck drop.



Second Period: Running the Bench (Team Duties)

Once your players are rostered, here’s how you keep the team firing on all cylinders:

- Contact the registrar to receive your official team roster report (know your lineup).
- Use the DLYHA website team feed for communication – your locker-room whiteboard.
- Coordinate with coaches and set up a parent meeting – team huddle off the ice.
- Work with the DLYHA tournament coordinator for tournament/hotel info – road trip playbook.
- Share hotel block info with parents and send reminders – no one misses the bus.
- Jerseys, socks, and helmet stickers will be handed out annually – fresh gear for the new season.



Third Period: Game Schedules

Keep the season schedule tight so the team stays out of overtime:

- Double-check weekly game schedules vs. opponents – no missed faceoffs.
- Create team roster labels with jersey numbers for non-district games/tournaments – stick tape the details (Work with the treasurer for labels/templates as needed – assist from the bench).



Overtime: Home Games & Tournaments

The home-ice advantage comes with extra duties:

- Schedule game workers (clock, book, penalty box) for each home game – fill the bench staff.
- Share the worker schedule with parents and send reminders – no-shows get a 2-minute minor!
- Use GameSheets and verify rosters before puck drop – no surprises on the ice.
- Upload game results after final buzzer – seal the win in the books.
- Select a tournament manager for home tournaments – your captain for the big show.
- Tournament manager coordinates with treasurer for duties and info – team assist.



Coach’s Corner: Contacts

Need to pass the puck? Here’s your bench staff:

- Registrar: natalie.bly0@gmail.com
- Tournament Coordinator & Treasurer: brookebohls.dlyha@gmail.com
- Ice Scheduler: ashley.kortgard@outlook.com