

# TEAM REP RESPONSIBILITIES

## Start of the Season Preparations:

- There should be two reps at each level. If it's a joint team with Long Prairie there should be 1 rep from each Association.
- Complete SafeSport on USA Hockey Website- Valid for 2 years
  - <https://usahockey.com/safesporttraining>
- Complete USA Hockey Background Check- Valid for 2 years
  - <https://www.usahockey.com/backgroundscreen>
- Jointly with coaching staff, hand out jerseys to team and document numbers.
- Collect names, emails, and cell phone information for families
  - Bantam Levels and above get player cell phone information.
- Prepare roster of the team, coaches, and managers.
- Distribute team schedule for games and tournaments.
- Block hotel rooms for all families and coaches for all away tournaments.
  - Put this information on the website and/ or handout printed information on hotels.
- Create scorebook stickers
- Add games to calendar
  - Contact the webmaster
- Add games to DIBS
  - Contact the DIBS Coordinator

## Parent Meeting at Start of the Season:

- Verify parent/player cell phone & email information
- Distribute game schedule, hotel information, & team apparel information.

## Game Days:

- Verify away game location and times on opponent's website.
  - Many locations have multiple rinks.
- Verify home game work schedules on DIBS
  - Check this a few days prior to game day as positions may need to be filled.
- Be responsible for players book which holds birth certificates, waivers, ect.
  - The player book is needed at each home game and tournament. Some coaches choose to hang onto the book themselves.
- Report scores to District 15 website for PeeWee level and beyond.
  - This is mandatory and must be completed within 24 hours.

## Home Tournaments:

- Help the Tournament Director fill the tournament
- Make gift bags for visiting teams
- Ensure the work schedules are posted on DIBS & ensure the schedule hours get filled.
  - Contact DIBS Coordinator

## Parent/ Player Notifications:

- The most important role of a Team Rep is COMMUNICATION between coach and parents.
  - Email, make phone calls, send text messages.
    - Inform parents/ players/ coaches of events such as but not limited to team pictures, fundraisers, meetings, meals, ect.