



## Team Manager Checklist

### **ALL PARTICIPANTS AND VOLUNTEERS ARE STRONGLY RECOMMENDED TO WEAR MASKS INDOORS**

#### **Before Tournament:**

- You must be a [cleared volunteer](#) with LGUSD prior to be a Team Manager.
- Assist the team in choosing and procuring team costumes or t-shirts. **Be sure to include a costume or t-shirt for the Coach.**
- You must plan to be present at the tournament for the duration of your team's participation/attendance.
- Decide if you are bringing lunch for the team or if each player will bring their own lunch on the day of the tournament. Communicate this decision with the team. We are asking that Team Managers supply lunch for the Coach unless other arrangements are made with the Coach.
- Snacks will be provided. If someone has food allergies, it is strongly encouraged to bring snacks from home.
- **Drop off team posted on Thursday to the main office.**

#### **Tournament Day:**

- Arrive no later than **12:00 pm** with lunch for your coach (unless you and the coach have made other arrangements). The manager is expected to bring lunch for the players too. If there are special dietary restrictions for any players, then the player should bring his/her own lunch.
- **CHECK-IN** at the Players' Lounge (located in the outside area behind the small gym, by the T and P wings - [map](#)).
- **At check-in** you will pick up your **TEAM PACKAGE** and locate your Team Table (the team package will include your team roster and game schedule for the day.) **At your assigned Team Table, hold up your Team poster** so that your team and coach can find you.
- Ensure the **ENTIRE TEAM** is at your assigned table by 12:45pm. This includes the Team Manager, Coach, Captain and all dodgeball players.
- **At 1:00pm**, Mrs. Lonhart will begin the opening ceremonies. Teams will sit at their tables during the opening ceremonies. Once Mrs. Lonhart has finished speaking, the first 3 sets of teams in each grade will line up for entry into the gym.
- **Everyone is expected to bring their own water bottles. Please help your team keep the Player's Lounge clean** by using the trash and recycle bins.
- **Help your team members** with their costumes/t-shirts as needed.

#### **During Tournament:**

- **The Team Manager and Team Captain** are responsible for having the entire Team **present to play**, on deck, or in the holding area at the time required. If the entire team is not present when it is their turn, they may be forced to forfeit their game.



- **Get the team to the Team Holding Area (small gym doors)** when your team is called! Expect to be called 15 minutes before each game time. You will be given a schedule at check in. **Listen for your team name!**
- **Access to the Players' Lounge is only for players, Team Coaches, Team Managers, and volunteers with badges.** Players are not allowed to leave the Players' Lounge during the tournament.
- **Players are not allowed to hold their cell phones during games.** For each game, Team Manager will collect players' cell phones prior to leaving the Players' Lounge to line up for the game. Phones can be returned when the team is back in the Players' Lounge. A bag will be provided for holding phones.
- **All players and Team Managers are strongly recommended to wear masks when inside the gym.**
- **Intermission (between pool play and playoffs)** will be 20 minutes only, so please keep your team together at your assigned table.
- After Intermission, the teams who will be playing in the playoff rounds will be announced and will move to the on-deck area of the gym. Play will resume at approximately 4:00pm. All other teams may move into the gym and sit as a team to watch the remainder of the tournament, or players may choose to go home. The Team Manager is required to stay until the last player on the team leaves.