

# Middleton Youth Hockey

## *Team Management How-To Guide*

*(Adapted from WAHA Region 4 Team Manager Guide)*

Thank you for volunteering

- Your hard work is appreciated!
- You will wear many 'hats' this season
- Training will not answer every question – but is a resource



# Training Topics

## ➤ Manager Duties

- Communication & Coordination
- Training and Game Scheduling
- Reporting
- Officials
- Rosters
- Funds
- Tournaments
- Patches

## ➤ Resources

## ➤ Zero Tolerance Policy



# Team Manager Registration Process



All managers who are part of the Middleton Youth Hockey must complete a background check and SafeSport training. Both processes require a USA Hockey registration number. Please first go to the USA hockey website and click "Register Now".  
[https://www.usahockeyregistration.com/login\\_input.action](https://www.usahockeyregistration.com/login_input.action)

## BACKGROUND CHECK INSTRUCTIONS

Instructions to complete the on-line background check required to become a coach or team representative. This process takes 1 week to complete.

1. Go to <https://wahahockey.com/background-screening>
2. Please follow the instructions. You will need to log in to your SportEngine account. The same log in as you use to get to the registration.

You will receive e-mail receipt of payment. Our board secretary will receive confirmation of your application and results of the background check. The board will be reimbursed this expense at the time of your coaching or volunteer payback. If you have any questions, please contact Lee Faucher.

## SAFESPORT TRAINING INSTRUCTIONS

Go to [www.safesport.org](http://www.safesport.org)

Click Sign In on top right

Click Register

Complete remaining information

Ensure you choose USA Hockey as your organization

Ensure you enter your USA Hockey registration number

This is mandatory for your SafeSport Registration to be tied to the team hockey roster

When completing the course, please send David Krawczyk (leefaucher@yahoo.com) the completion certificate.

# Team Manager Duties – *Communication & Coordination*

- You are the information person
  1. Communicate in writing if possible
    - Schedules
    - Contact Information
    - Questions & Concerns
- Know the ALD in your Association
- Get to know other Team Managers
  - Good resources
- Set up Team Meeting
  - Introduce Coaches
  - Discuss Player expectations
  - Discuss Parent helpers
  - Discuss Tournaments
  - Handout/Complete any necessary paperwork



# Team Manager Duties –

## Training & Game Scheduling

- Attend or view Training provided by the Club
- Schedule Games
  - Most time-consuming job
  - Attend Region 4 scheduling meeting on Oct 16. Excellent chance to schedule with other area teams.
  - Games scheduled between you and other association Team Manager:
    - ✓ Trade ice equally (give a sheet when you get a sheet)
    - ✓ Expect conflicts: games get cancelled, changed, rescheduled every year
    - ✓ Make sure to document all your scheduling
    - ✓ Association websites usually have team manager contacts



**NOTE:** *The Region 4 Meeting is a great opportunity to meet Team Managers from other clubs and schedule games. Take your ice schedule with you and consider wearing something with the Middleton logo to help make connections.*

# Team Manager Duties –

## *Scheduling Officials & Securing Parent Help*

- Schedule Officials for all your games asap
  - See 'Registering with DCHOA'
- Coordinate Parent Help –Home and Away Game Parent Duties
  - ✓ Home Games - provide clock keeper, scorekeeper, and a penalty box.
  - ✓ Away Games – provide someone for our penalty box.
  - ✓ If parents need Clock and/or Scorekeeping training, contact your ALD for assistance.
  - ✓ **DIB credit is not given for these volunteer spots, all parents are expected to help**
- Tournament Coordination: Hotel accommodations and team dinner planning for away tournaments. *Hotel blocks have been done for you by Kate Cubick. She will be contacting each team rep with details.*
- End of Year Party and Coaches/Players gifts



# Team Manager Duties –

## *Required Paperwork*



### ➤ Complete All Paperwork

- Create and Distribute Team Contact sheets or roster cards
- Create/Print Roster Labels (peel and stick labels) for score sheets (3 needed per game listing player names and numbers)
- CEP cards from Coaches (make a copy – you will need these for Tournament and State Tournament/playoff Check-in)
- Schedules
  - ✓ Post schedule on Club web-site. You should be given access through your Sports Engine account.
  - ✓ Communicate/post changes as needed.

# Team Manager Duties –

## *Game Reporting*

- Game Score sheets are completed for every game
  - Supply of sheets given by Club
- Post game results weekly to [myhockeyrankings.com](http://myhockeyrankings.com) web-site
  - Report game scores as a “guest”
  - This website is used when creating matchups for playdowns.





# Team Manager Duties – *Scheduling Officials*



- Register with the Dane County Hockey Officials (DCHOA). *\*\* If you have registered in previous years – don't register again, request that your login be renewed*
  - Go to: <http://www.dchoa.org>
  - Follow the online instructions for requesting a login
- Once you have a login, you can request, change, and cancel officials; check your schedule; and download helpful information
- Any questions regarding the website or scheduling of officials can be directed to the Scheduler at: [Scheduler@DCHOA.org](mailto:Scheduler@DCHOA.org)

# Team Manager Duties – *Scheduling Officials, cont....*

## ➤ Things to remember:

- It is best to schedule officials for all of your home games as soon as you receive the team's schedule
- Check your schedule often to make sure you have officials scheduled for upcoming games
- Requesting officials late means less chance of having them scheduled
- You receive confirmation emails that officials have been requested, changes have been made, etc. Save all communication regarding officials



# Team Manager Duties – *Scheduling Officials, cont....*



## ➤ How to check your schedule:

- Go to the website: <http://www.dchoa.org>
- Click on Login; enter your user name and password; click Login again
- A schedule page will appear (dates entered, are default dates. You can widen or shorten the time frame by changing the dates entered)
- Click on the “Association” drop down menu and click on “Middleton Youth Hockey”. *\*May say Middleton Wings*
- Click on the “Age Level” drop down menu arrow and click on your age level (Squirt, PeeWee, etc.)
- Click on the “Team” drop down menu arrow and click on your team level (Team 1 is the A team, Team 2 is the B team, etc.)
- Click on “Display Schedule”. Your schedule will appear and you will see whether officials are assigned or there are open spots.

# Team Manager Duties – *Funds*

- Team Managers may often collect team funds to simplify collection and payments for:
  - Coaches gifts/player's gifts
  - Team events
    - ✓ Dinner at tournaments
    - ✓ Outings
    - ✓ Supplies – team door signs



# Team Manager Duties – Patches



- Keep track of patches earned throughout season. At the end of the season you will submit the list of patches earned to either a club point person or WAHA directly. Score sheets must also be turned in for players to earn patches
- Players can only earn one patch of each type per year (*i.e.: player having 3 Hat tricks during the season gets 1 Hat trick patch. The same player, however, can earn other patches*)
- Possible Patches to earn:
  1. Shut Out – awarded to a goalie when the other team's score is zero at the end of a game.
  2. Blue Line patch – awarded to the players playing defense when a goalie earns a shut out (up to 5 players per game)
  3. Hat trick – awarded to a player scoring 3 goals during a game
  4. Playmaker – awarded to a player earning 3 assists during a game

# Resources

- There are several resources for help and information
  - Other Team Managers
  - Coaches
  - Association Board Members (full list of Board Members and contact information on the club web site).
  - Age Level Directors (ALD's) within the Association
  - Dane County Hockey Officials Association (DCHOA) website <http://www.dchoa.org>
  - Wisconsin Amateur Hockey Association (WAHA) website <http://www.waha-hockey.com>



# Zero Tolerance Policy

If a coach, player, parent, or spectator becomes unruly and displays verbal or nonverbal abuse, they may be ejected from the game. If the refs perceive potential, or an on going conflict, off or on the ice, they have been instructed to avoid verbal or physical attempts to communicate with the person(s), and are to call 911 for assistance.

DCYHC supports the Referee game officials and will not tolerate angry words or gestures directed towards Refs from the bench or spectators. Not only is this behavior poor example to our children on how we treat authority, it also quickly lowers esteem for your Organization as a whole.

Please familiarize the Zero Tolerance Rule to your Players, Coaches and Parents. Dane County Officials are having some difficulty obtaining and retaining young officials. Often times the officials are adolescents just like your son and or daughter. These officials are learning the ropes. Dane County needs young officials to progress and continue developing their referee careers.

If you hear someone "Ref-bashing" pretend for a moment that Ref is your son or daughter. Inform the person of the Zero Tolerance Rule. Dane County will thank you...and so will the others in the stands



# Conclusion



- Your job is very important
- Takes organization, leadership, patience
- Don't hesitate to ask questions and seek answers
- Support and respect the game and all aspects of hockey
- Thank you for your commitment