West Madison Polar Caps - Team Manager Overview

Primary Responsibilities:

1. Game Schedule
2. Game Management
3. Communications
4. Tournaments and Team Activities

1. Game Schedule

- You are responsible for scheduling games for your team. The Polar Caps will provide your team with home ice blocks - it is your responsibility to find opponents for those blocks. Away games are identified and scheduled by contacting teams directly. Teams will also contact you asking for games - put your contact information on your team website.
- There is little to NO unused ice at MIA and surrounding rinks. If you would like different ice times, you will need to trade with the same level teams (Squirts trade with Squirts).
- Unused ice needs to be turned back into schedulers as soon as possible so that it can be used by other teams. Please note this in the open ice google sheet - this is also a place where you can offer ice for trades.
- Game details should be entered into the Master Game Schedule (in Google Sheets) - this will be how Polar Caps schedulers will help to manage the schedule with the rink. You should also add your games to the WMPC website via Sports Engine. Contact your ALD to get an account.
- Provide as much detail as possible for away games - including rink location. Saves you work in the future if you add it to the website. https://myrinkfinder.com is a great resource.
- Confirm! Confirm! Confirm! Schedules change, teams change, conflicts occur, so best to watch for them and work to resolve them as soon as possible.
- Coaches (yours and others in the organization) and other Polar Cap volunteers can help to find good teams to play outside of your region. Work with coaches and parents to balance the travel time vs the level of competition. Often helps to add something fun for families to do as part of a long trip.

Refs -

- Please note - EVERYTHING with regard to referee scheduling is done via the DCHOA website! Phone calls and emails are not accepted. DCHOA
- Home teams are responsible for booking refs via the DCHOA website.
- Information is on the Team Manager page on the PC website. If you are a new manager, you will need to request a login.
    - If you do not have a login, go to www.dchoa.org
      Click on "Sign In".
      Click on "Request a Login".
      Select the appropriate type.
      Fill in the requested information.

Click on "Submit".

    - If you already have a login, please do not request a new one. Send an email to scheduler@dchoa.org and request that your login be extended. You'll need to include your new position.

- Refs should be requested as far ahead as possible in advance of the game.
- You will get an email when your request is submitted.
- If games are canceled, you ***MUST*** cancel the ref 7 days prior or the Polar Caps get charged the full ref fees.
- Entering your game with DCHOA doesn't guarantee that you will be assigned refs. More information on this can be found on their site. It is smart to double check that refs are assigned on your site and to save all correspondence.
- You don't need to pay the refs - they bill the Polar Caps and the fees are paid out of the skater fees. (Exception is games played in Lake Delton, then you need to pay cash. You can be reimbursed by the club.)

2. Game Management

Home Games -

- For all home games, your team needs to provide three off-ice officials (parent volunteers) to:
    - Run the clock/scoreboard - This is easy to do. Ask around, there are often parents who will know how to do this and can quickly train other volunteers. If no one on your team knows how to operate the clock/ scoreboard, ask the volunteers from the team prior to you or the team manager of a higher age level group.
    - Keep score with the GameSheet App via club iPads - Refs help with this. See more about the GameSheet below.
    - Run the Penalty Box - We man our own penalty box and the away team will provide a volunteer to do the same. The parent helps with the door and reminds the kids when to go back on the ice once time is up. The Penalty Box operators are also often asked to help the scorekeeper with counting shots on goal for the score sheet.
- Some teams manage this with a sign up genius - others find volunteers on the day of the game. It is a great view of the game, but can be cold!
    - For all away games, we provide one parent to run the penalty box. Confirm with the other team the week of the game.
    - This only applies if there are any teams or tournaments that do not use GameSheet.
        - For all games, bring three team roster stickers for each of the copies of the three-part score card. For home games, find the opposing team manager to get their labels in advance of the game.
        - For all non-tournament games, you will keep two copies of the score sheet and give one to the other team manager. For away games, you will receive one copy from the

home team. For tournament games, each team will get a copy and the tournament will keep a copy.

- KEEP YOUR SCORE SHEETS! For two reasons - 1. You will need to enter your results at www.myhockeyrankings.com and the Polar Caps website after each game. 2. Someone may need to bring copies to the Playdown seeding meeting in January. (Our team scanned them and saved them to a google drive.)

3. <u>Communications</u>

- Important - be prepared to communicate frequently with parents, your coaches, other teams' coaches and volunteers.
- Team managers are the liaison between parents and coaches, Polar Caps board, the team, and outside teams.
- It is suggested that you host a team meeting at the beginning of the season to introduce families to coaches and to each other. During this meeting, it is great to have coaches share their coaching philosophies and team expectations. You should identify volunteer roles that you will need parents to fulfill, tournament dates and locations, and how you will handle team finances. Follow up with email to share information as well as posting appropriate info to your PC team webpage.
- Team managers need to post information to their team pages on the PC website including all of their games. Games posted to the Polar Caps website are the only way that the rink will know a game is confirmed and will use this information to assign locker rooms and know the times for resurfacing.
- Many teams communicate via a Crossbar or GroupMe chat - good for on the go communication, team meals, locker room locations, tournament game changes and so on.
- Record keeping is an important part of this responsibility. Keep track of documents and bring them with you to each game/tournament.
    - Copy of schedule
    - USA Hockey Roster - this will be provided to you once all of your players and coaches have completed all registrations and certifications. Follow up to make sure each of your coaches and assistants have up to date certifications for the appropriate age levels. They will not be able to be on the bench at tournaments without it. Making sure that this is accurate will help later in the season. Keeping an electronic copy in a google drive is also a good idea. You often need to provide it to tournament directors.
    - Coach CEP numbers. You may be asked to provide this at tournaments and will be expected to have it playdowns/state tournaments.
    - Contact information for opponents - you often need to communicate with team managers/coaches from other teams in route to games.
    - Score Sheets - blank for hosting games and copies of games played.
    - Tournament registration information. Hotel arrangements.
    - Slush fund management if you are planning to manage finances this way, keep good records and be transparent..
- Storing information on a google drive or similar can help keep parents on the same page.

4. **Tournaments**

- Polar Caps pay for 3 tournaments. Your team has already been registered for these tournaments. It is good to reach out and introduce yourself as the specific team contact. It helps to make sure that you get the information needed for scheduling.
- Teams can decide to have more and pay for those tournaments' registration fees on their own.
- WAHA has a list of tournaments that you can use to find a third if you team would like one: https://scripts.wahahockey.com/scripts/data/invites1/invites_list.php
- Tournament games should be added to your games schedule just as you would an away game.
- Send save the dates to parents as soon as possible and block hotel rooms for your teams and work to have parents make reservations.
- It helps to coordinate a schedule of team meals and meals that families should plan on their own as well as other fun team activities to round out a tournament weekend. In this it helps to share coaches expectations - how much time in the pool, when the kids can start knocking on doors - etc. Ask other team managers for samples of what they have done in the past.
- Team parents often come together to put door signs with kids first name and number with the Polar Caps logo and goodie bags with treats that kids can pick up when they check in. Some teams also do bag tags/hats/shirts for the kids to wear back and forth to the tournaments.

5. **GameSheet**

- Games are scored using the Gamesheet App via an iPad.
- You will receive a code for your team.
- You will need to upload your team roster including players and coaches in GameSheet
- You will then want to set up your home games in Gamesheet.
- For Home games the iPad can be found behind the concession stand. There are 4(?). The iPads are to stay at MIA
- If you have a home game outside MIA, you will need to bring your own iPad or borrow one from someone on your team. Or you will need to use paper score sheets.
- Instructions and how to guide can be found on the WAHA website. https://www.wahahockey.com/page/show/8265901-gamesheet
- Completed games will automatically be uploaded to MyHockeyRankings