Team Manager Training

West Madison Polar Caps
2026-2027 Season

Agenda

- Introductions
- Responsibilities
- Tournaments
- Communication
- Parent Volunteers
- Questions? Ask anytime

Responsibilities

- Keep contact and game schedule info on Polar Caps website up to date
  - Practice schedule will be updated by Genevieve Richards
- Schedule games
  - Schedule with Region 4 teams (Waunakee, Patriots, Middleton, Sun Prairie, Verona)
  - Add games to Polar Caps website and Master Game Schedule (google sheets)
  - Get reciprocal ice when you can, and expect to be asked for it
- Schedule on-ice officials (refs) for home games
  - Get login for DCHOA website
  - Schedule ref once you've confirmed a game – as far ahead as possible
  - No guarantee – check website for assignments
  - Tips for getting refs
  - What to do if you don't get a ref

Responsibilities

- Organize off-ice officials (parent volunteers)
  - Clock/scoreboard (home only)
  - DJ (home only)
  - GameSheet (home only)
  - Penalty box (home and away)
- Reporting scores
  - www.myhockeyrankings.com - required for PW and Bantam only
  - Your team page on Polar Caps website
- Slush fund
  - Used for pay for supplies, coaches gifts, extra tournaments, goodie bags, team meals, candy cane cup Raffle Basket
  - Approx $100-200 per family

Tournaments

- ALDs scheduled each team for 3 tournaments already
  - Reach out to introduce yourself to tournament hosts so they know who to contact & update team contact/coach information
- You can sign up for more if you want, pay for them out of your slush fund
- Other tournament jobs:
  - Hotel arrangements
  - Group meals
  - Game times/bracket info from tournament director
  - Tournament rules
  - Align with coach on expectations on bedtime, pool use, rest time, etc. Easiest if you have one authority on this.
  - Goodie bags and/or door hangers

Supplies/Documents

- USA Hockey Roster
  - You'll get a durable link from Polar Caps registrar
- Score sheets?
- Score sheet labels (for away games / tournaments)

Team Communication

- Crossbar Chat (or GroupMe)
  - Text group for quick, last minute communications
- Email
- WMPC team page

Resources

- WMPC Team Manager Resources Page
  - Score sheet label template
  - Manual
    - Includes instructions on requesting officials
- Facebook Schedulers Group
- https://myhockeyrankings.com/
- ALD
- Other team managers

Parent Volunteers – Get Help!

- Manage game day off-ice officials
- Tournament Coordinator
  - Arrange meals
  - Book rooms
  - Coordinate social activities
  - Goodie bags and door hangers
- Someone to represent you if you can’t be at a game

Ice Scheduling

- Joey Frayne – WMPC Ice Schedulers
  - Squirt game length 60 mins
  - PeeWee Game length 75 mins
  - Bantam Game Length 75 mins

Ice Scheduling

- PC Master Game Schedule google sheet
  - Editable sheets:
    - “Squirt” or “PeeWee” tabs should have your team’s full schedule (home, away, tournaments)
    - “HomeGameIce” shows all of our “home ice” and who it is assigned to.
    - “Assigned’ means it is assigned to a Polar Caps team
    - “Scheduled” means there is a game scheduled with an opponent
    - “Available” means the time is open for any team
    - “TeamManagerList” – list of team managers with contact info
    - “GameRequests” – add here if you are looking for ice on a specific day
  - View only sheets:
    - “Instructions”
    - “FilteredbyTeam” – helps you see what home ice you have assigned / scheduled (pulls from “HomeGameIce” tab
- Can swap ice spots with other teams, just be mindful of the length
- 15 minutes between games for ice resurfacing

30-40 games

- That includes tournaments (usually 3-4 games)

Where to start?

- Work on scheduling games
  - Look at websites for contact info
- Get access to WMPC website and put your contact info on there so other teams can contact you
- Connect with your head coach
  - Align on how many games they want, whether they want to add more tournaments
  - Agenda for team meeting
- Schedule team meeting
  - Decide what volunteer needs you have and ask for people to volunteer at the team meeting
- Register as a team manager and get SafeSport certified
  - Register with USA Hockey as a Volunteer
  - Complete SafeSport training
  - Complete background check

Questions?

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