

# Team Manager (Parent Director)

The Mission of the Wadena Hockey Associations (WHA) is to provide a safe and healthy environment for youth hockey players to learn and enjoy the sport of hockey. Having a successful season depends on the communication between coaches, parents, payers, schedulers, refs, and board members. The person who ensures this occurs is the team manager.

## **JOB RESPONSIBILITIES:**

1. Prior to Session:
  - a. (Squirt and above levels) Create an account on the [Minnesota Hockey District 15 \(pucksystems.com\)](http://Minnesota Hockey District 15 (pucksystems.com)).
  - b. (Squirt and above levels) Visit [Minnesota Hockey District 15 \(pucksystems.com\)](http://Minnesota Hockey District 15 (pucksystems.com)) home page and familiarize yourself with the site. Review the training videos on how to use Gamesheets.
  - c. Read and familiarize yourself with the Minnesota Hockey Rules and Regulations to prepare yourself to answer questions from parents [GENERAL TEAM MANAGER INSTRUCTIONS \(pucksystems.com\)](http://GENERAL TEAM MANAGER INSTRUCTIONS (pucksystems.com)).
  - d. (Squirt and above levels) Attending the Team Manager meeting provided by the district, usually by ZOOM.
  - e. Plan a parent meeting before the session begins to discuss the following:
    - i. Educate parents on how to download, access and utilize Sports Engine as this is the main communication device.
    - ii. Remind parents to check their email for available concession stand hours and to sign up for their hours (final number of hours will be determined when registrations are completed).
    - iii. Assign game job duties for each home game including:
      1. Cleaning the rink (bleachers, floor, etc.) and locker rooms
      2. Garbage removal
      3. Cleaning the bathrooms
      4. Game clock operator
      5. Official score bookkeeper in Gamesheet
        - a. Must complete Gamesheet Training
        - b. Must track goalie Stats.
        - c. Check with both head coaches before the game to ensure the roster is correct and have them sign off.
        - d. After the game have the ref sign the Gamesheet.
        - e. Ensure that the Gamesheet is uploaded before leaving the rink.
      6. Announcer/Music
      7. 2 official penalty box monitors (home and visitor). Please remind your parents that when they are in the official's box they are considered "minor officials" and there is absolutely no cheering of any sort.
      8. Zamboni driver (should have at least 2 trained drivers, contact parent rep to arrange training).
      9. Bleacher monitor

- 10. Locker room monitors (must have background check and Safe Sport)
  - f. (Squirt and above levels) Check the district website to verify that all the district games are correct.
    - i. Go to [Minnesota Hockey District 15 \(pucksystems.com\)](http://pucksystems.com), click on “D15 Leagues”, click on Divisions, click on “Schedules” at the top.
  - g. If not submit a game form to [District 15 Gamesheets Request \(google.com\)](http://google.com) to ensure the games are loaded properly on Game Sheet.
2. Throughout the Session:
- a. Communication between yourself and the parents including scheduling changes.
  - b. Communication between the parents and coaches for minor issues.
  - c. Game Information:
    - i. (Squirt and above levels) If a district game is changed you must notify the District before the game day by submitting the game form [District 15 Gamesheets Request \(google.com\)](http://google.com) at least a day before the game otherwise it will not be loaded onto Game Sheet.
    - ii. Any exhibition game needs to be loaded the day before to get approval.
    - iii. (Squirt and above levels) Carry a copy of the team roster and alert the official score bookkeeper of any changes prior to the game.
  - d. Tournaments (home):
    - i. Be the point of contact and assign all the job duties.
  - e. Tournaments (away):
    - i. Work with the scheduler to reserve the team hotel rooms including District, Regional and Squirt Internationals.
    - ii. Collect any money needed for gate fees and give it to the treasurer.
  - f. Equipment:
    - i. Direct parents to contact the equipment manager if equipment needs to be rented.
    - ii. Assist the coaches with collecting the signed “Jersey Contract” from parents.
  - g. Ways and Means (fundraising)
    - i. Communicate with the parents via Sports Engine all information about fundraising opportunities.
    - ii. Responsible for working with parents to create your teams Blue line bid basket.
  - h. Schedule
    - i. Contact the scheduler with any questions concerning the team schedule.
    - ii. Teams will be assigned a rotating weekly cleaning schedule, notify parents when it is their time to clean the rink.
3. Squirt International Tournament only (Visit [Squirt International \(fargohockey.org\)](http://fargohockey.org) for additional information as needed).
- i. **Prior to the Tournament-With other Squirt Team Managers**
    1. Determine the number of players who will be attending Squirt Internationals.
    2. Determine the number of pins needed for all teams.
    3. You will receive an email from the Squirt International coordinator with hotel information, block of the number of rooms needed.

4. Hold a parent meeting to discuss:
    - a. Hotels
    - b. Meals
    - c. Additional pins (paid by parents)
    - d. Events to attend:
      - i. Squirt Olympics
      - ii. Fargo Force Game
      - iii. Others
  5. Attend the December Board Meeting to present budget.
  6. Once the budget is approved, order trading pins for each player.
  7. Share your "Best of Times Panoramic" team photo time with your team. The schedule will be sent out prior to the tournament. The size that is hung in the rink is 2x6 feet.
  8. The registrar will create roster stickers for your team. Please bring 18 roster stickers for the tournament (3 for each game). There is a 5-game guarantee, and some teams will play 6 games.
- ii. **ITEMS DUE FROM TEAM MANAGERS**
1. See website for date to Email Approved USA Hockey Electronic Roster Link to [tournaments@fargohockey.org](mailto:tournaments@fargohockey.org).
  2. See website for date to fill out the correct Win/Loss Form on website:
  3. See website for date to fill out the Correct Team Roster with our Google Roster Form on website:
- iii. **At the Tournament**
1. Please check in at the Rink Manager table where you play each of your games. The Rink Manager table is located in the lobby of each hockey arena. You will pick up your team packet at the rink where you play your first game on Friday morning. Please drop off your roster stickers with the Rink Manager at EACH arena where your team plays, prior to each game.
  2. Please always have access to your USA Hockey approved roster link.

4. After the Session:

- a. Beginning in February, contact the coaches to inform them of the players who qualified for the hat trick, zero-hero, and playmaker awards and get their approval.
- b. Send the Award form to District 15 by the end of February.
- c. Support the Events Committee to obtain information to plan the banquet.
- d. Purchase the coaches' gift for the banquet.

**F & Q's**

1. Why am I responsible for communication between myself, the parents, and the coaches?
  - A. The coaches are very busy and need to focus on their job and need not worry about minor issues that arise that can be answered by the parent director.
2. Why am I responsible for knowing the game rules?
  - A. To be able to answer parent questions. This approach will help in the development of the game. Any criticism of the officials or coaches only hurts the game for your child.
3. Why do parents need to complete concession stands hours?

- A. As a nonprofit organization WHA runs a concession stand to help defray the costs the association incurs. Every family, except for rostered and board approved coaches, is required to work these volunteer hours, regardless of any other commitments they have made to the association such as team manager, tournament director, board member, etc. **You will be charged an hourly fee for not completing your work hours. The fee is determined by the board annually.**
4. Why are parents responsible for job duties on game days?  
A. WHA is a volunteer led organization and all parents should be responsible for completing the job duties. These obligations stay with us through high school play.
5. Why must official box monitors remain silent?  
A. We are representing Wadena Hockey and must be professional. If there are people who can't remain impartial while in the press box, other jobs should be assigned to them. At the high school level any noise from the box will result in removal of offender and or penalties to the team.
6. Why does WHA host tournaments?  
A. Tournaments are a large source of income for WHA and provide excellent experience for the players.
7. What equipment does the parent provide?  
A. All players are responsible for providing their own equipment. Some may rent equipment from WHA. From now on WHA will enforce proper handling of all WHA game jerseys. A garment bag is suggested as parents will be responsible for damage (exceeding normal use) to issued WHA game jerseys.
8. Why does WHA fundraise?  
A. The operation of a hockey arena is expenses and unexpected expenses may occur; thus, fundraising is a huge source of income for WHA.
9. Why is it enforced that parents communicate through the parent director instead of directly to the coach?  
A. Coaches have a busy and demanding job. For minor complaints and grievances, the parent director should be able to answer these allowing the coaches to focus on the players and game.
10. Where are practice and game schedules posted and do they change?  
A. Yes, the schedule is due to change for many reasons and all schedules are posted on Sports Engine.
11. What are the requirements for a locker room monitor?  
A. All locker room monitors must be Safe Sport qualified and have a background check. It is not acceptable under USA Hockey's Sexual Abuse Policy for people to be observing the opposite gender while they dress or undress. Thus, if there are female players there must be a female locker room monitor.  
B. There must always be at least 1 locker monitor in the locker room when players are present. If there is only 1 player or a player of the opposite sex, then 2 locker room monitors must be inside the locker room.

[USA HOCKEY LOCKER ROOM POLICY.pdf \(sportngin.com\)](#)