
Team Manager Training

West Madison Polar Caps
2025-2026 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 Eric Cops
- 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 \$100-150 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



- Eric Cops / Dave Chimielewski – WMPC Ice Schedulers
 - Squirt game length 60 mins
 - PeeWee Game length 75 mins
 - Bantam Game Length 90 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

30-35 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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