

WAUKESHA COUNTY YOUTH HOCKEY ASSOCIATION



8U/PDP
Managers Meeting

Missy Sparber, VP Off-Ice



**Thank You for
Volunteering!**



Roles of Manager

- **Ensure open lines of communication with team; parent meeting(s)**
- **Liaison with coaches and scheduler**
- **Manage/track team expenses**
- **Keeper of critical team documentation**
- **Schedule game-day responsibilities**



Season Tasks

- POC for tournaments/tournament directors
- Hotel reservations (PDP Block already made)
- Door decorations
- Off-ice team activity planning
- Coaches' gifts
- Ornament creation/ordering



Early Season Tasks

- Safe Sport training/certification
- Recommended for all parents
- Required for coaches, anyone acting as locker room monitor (background check as well)
- Required for team managers- Reminder to all parents to complete by 11/1



Plan Early

- Schedule parent meeting, if head coach has not already done so
 - Introductions Coaching philosophy (practices, games, etc.)
 - Tournament dates
 - Ensure everyone is set up with SportsEngine app (critical source for team communication); access to phone numbers, email, etc.
- Solicit volunteer to be Board Meeting rep for team • Must attend all meetings Nov-Mar to fulfill 5 volunteer hours requirement
- Team funds & activities
- Plant seed that you'll need help
- Remind parents of Zero Tolerance Policy, Social Media Policy, and Parent Code of Conduct expectations



Early Tasks

- **Safe Sport training/certification**
 - Recommended for all parents
 - Required for coaches, anyone acting as locker room monitor (background check as well)
 - Required for team managers
 - Free with USA Hockey registration number
 - Register as a volunteer
 - Full training required with first registration
 - Annual refresher courses
 - VP Off-Ice can pull report on certified members of team/association



Early/All Season Tasks (8U)

- Documentation/Planning
- USA Hockey roster
 - Provided by VP Off-Ice
 - Required by tournaments
 - Confirm all skater/coach information is correct
 - Confirm all skaters/coaches are rostered
- Unverified players? Contact VP Off-Ice to complete verification process
- Return to VP Off-Ice by November 1st
- Rosters due to WAHA by November 15th
- Keep unverified roster on-hand until verified is available



Early Season Tasks/ 8U

- Planning for Game Day
- Establish parent responsibilities
- Set up/take down boards
- Clock
- Sign-up Genius/Google Sheet works well
- Encourage/require all families to participate
- Assign roles on rotating schedule, if needed
- Parent is responsible for finding replacement if can't make their assigned day
- Roles do not count toward volunteer hours
- Expectation of being part of the team



Tournaments- Girls

- 2 PDP Girls' teams
 - 12/13 Warhawks' 6U/PDP Region 5 Girls Jamboree
 - Panther Arena
 - Will follow same tournament schedule as PDP Youth teams (see previous slide) Dells Scramble (1/10)
 - 3/7-3/8 Warhawks' PDP Jamboree
- 2 (White/Blue) Mite (8U) Girls' teams
 - 11/29 Warhawks' 8U Region 5 Girls Jamboree
 - Panther Arena
 - 12/5-12/7 Fox River Girls Hockey Classic
 - Appleton
 - 1/31-2/1 Hockey Rocks Tournament-pending
 - Janesville
 - Waukesha Mite Winter Classic
 - Mequon (Girls division expanded)
 - U8/Mite Hometown Showdown-pending
 - Verona



Tournaments- PDP

- Player Development Program (PDP)
 - 1-2 practices a week (More at the start due to high school not playing yet)
 - Most weekends will be two games. (7 to 7:30 am Starts)
 - 3 co-ed tournaments (80% certainty of which may change after season start)
 - Stoughton (12/13)
 - Wisconsin Dells Scramble (1/10)
 - Warhawks PDP Jamboree (3/7,3/8 @Eble)
- **NEED A TOURNAMENT COORD.****



Tournaments- 8U Travel

- 8U (travel)
 - 2-3 practices per week (weeknights)
 - Games mostly on the weekend
 - 4 co-ed tournaments
 - Ozaukee (11/1)
 - Baraboo (12/6) *** Pending***
 - Janesville (1/31) ***Pending***
 - Warhawks Mite Winter Classic (2/20-22 @ Eble for co-ed and GIRLS division 2/21-22 @ Mequon)



Managers Game Day Tasks

- **HOME GAMES: 8U**
 - Make sure refs are paid; coordinate with manager
 - Make sure you have team volunteers to staff the following positions for every home game:
 - Clock/Score Board
- **HOME GAMES: PDP**
 - Figure out what locker room
 - After Game snack (donuts, crackers, juice box)



Managers Tasks

- **Manager (other responsibilities to coordinate):**
 - **Make Hotel Reservation Team Block for Tournament Weekends and send information to families (1 travel this year at the dells)**
 - **Make Restaurant Team Reservations for Tournament Weekends**
 - **Make/order door signs (or ask for help from another parent(s) on the team to take this task on) for tournament weekends**
 - **Make/order Christmas Ornaments for players/coaches (or ask for help from another parent(s) on the team to take this task on)**
 - **Organize Team Party (typically end of the season)**
 - **PDP Managers plan Banquet for all PDP families**
 - **Tracks any/all expenses (includes Team fund and expenses, and referee payments)**
 - **Submits team financials monthly to the Organization Treasurer and copies the manager & coach (good to send to all parents as well)**
 - **Pays referees (cash) at each home game**



Managers FYI

- Social Media Coordinator has asked for team Managers to send a photo and information of the event to him to post. And what we placed at the event!
- We can send it as a PM to the FB page, if that is easiest. You can also email it to : Warhawkssocial@waukeshawarhawks.org
- Ref Fees per level
 - \$25- one Ref
- Winter Classic- 50/50- All skaters will have to sell tickets (both levels) Ticks will start early this year- shooting for November before holidays
- 8U Teams will be responsible for one raffle basket for Winter Classic
- PDP Teams will be responsible for one raffle basket for PDP Jamboree
- Sponsor opportunities for both tournaments coming out soon. Warhawk families given opportunities first.
- Picture Day 10/30- times coming soon.
- Wreath due 10/19 at midnight



All Season Tasks

- Weekly e-mail to families
- Practices & games (w/locations) for upcoming week
- Reminders about hotel blocks, upcoming deadlines, etc.
- Any other important info to be communicated from coach, WCYHA, etc.



Ice Policy

- Instated at end of 2020-21 season
- Part of Policies and Procedures (on website)
- In the event your team can't use allocated ice, scheduler's responsibility to:
 - First attempt to trade ice with another WCYHA team
 - If unsuccessful, report available ice back to Master Scheduler, VP On-Ice and Hockey Director for reallocation within association



Ice Policy

- Teams are prohibited from selling ice
- Teams do not keep proceeds for team funds
- Sale of ice to outside organization must be approved by President, VP On-Ice, and VP Off-Ice
 - Sale billed by Treasurer to organization
 - Funds credited back to WCYHA ice costs, not team
- Teams deciding to purchase ice outside Nag or Eble are responsible for this purchase and purchase must be made by the team NOT WCYHA



Safety Tasks

- Concussion and injury reporting
- Any player suffering an injury that requires physician attention
- Any player suffering a concussion
- Form/link to form available on website
- If coach does not complete, make sure it is completed ASAP
- WAHA requires/expects “Return to Play Form” to be completed and submitted prior to player returning to ice after concussion
- Form on website
- If coach does not complete, make sure it is completed ASAP



On/Off Ice Issues

- Order of Escalation (On-Ice)
 - Coach > CC Rep > Hockey Director > VP On-Ice > President
- Order of Escalation (Off-Ice)
 - Team Manager > CC Rep > VP Off-Ice > President
- If issue concerns one of these levels, bypass and go to the next level



Rink Carry-In Policy

- No carry-ins (food or alcohol are permitted into Waukesha County-run rinks)
- Teams wishing to have an event in the lobby must complete a request form with the rink
- \$75 fee (NOT covered by WCYHA)
- Food must be catered
- Teams not abiding by this policy will be billed; face further discussions
- Consider having team meals/get-togethers elsewhere



Resources

- “Manager & Scheduler” page on website
 - Manager & scheduler manual
- “Team Managers Handbook” on WAHA website
- Previous Managers
- Managers team/group on SE



Questions? Suggestions?

- General questions: Missy Sparber
(vpoffice@waukeshawhawks.org)
- Financial questions: Eric Shelley
(treasurer@waukeshawhawks.org)



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