

***Wisconsin Amateur Hockey Association, Inc.***

# **Team Manager's Handbook**



## Wisconsin Amateur Hockey Association Team Managers Handbook

Thank you for agreeing to serve as the Team Manager for your team. An organized Team Manager is *vital* to a successful season. This handbook was developed in order to make your initiation as a Team Manager a little smoother. Sometimes the first month may be a little puzzling, as you begin to learn the paperwork and scheduling. This handbook should clarify most questions.

As the year progresses you will be amazed at the number of people you meet throughout the different hockey associations. Being a Team Manager is an educational and rewarding position. You and your family can take great pride, knowing your involvement made for a positive experience for your Skaters, Parents, and Coaches.

With appreciation,

The Wisconsin Amateur Hockey Association Board of Directors

Being a member of your Association means you are also a member of:

1. **USA Hockey**(The National non-profit governing body for amateur hockey competition)
  - a. Established in 1937, was formerly known as AHAUS or Amateur Hockey Association of the United States. In 1990, the name was changed to USA Hockey.
  - b. Coordinates all amateur competition.
  - c. Responsible for the selection & training of the U.S. National & Olympic teams.
  - d. Publishes "American Hockey Magazine" - you receive this 8 times/year.
  - e. Publishes an Annual Guide which spells out all rules and regulations of USA Hockey's governance.
  - f. Supplies the USA Hockey Insurance. You must have this to skate with the Club.
  - g. Distributes Hat Trick, Zero, and Playmaker awards.
  - h. There are 12 Districts of USA HOCKEY, Wisconsin is in the "Central District".
2. **Wisconsin Amateur Hockey Association (WAHA)**(An Affiliate Member of USA Hockey)
  - a. WAHA governs amateur hockey in Wisconsin, in accordance with USA Hockey regulations.
  - b. WAHA conducts the State Tournament competitions, which are held in March.
  - c. WAHA is divided into 6 regions.
  - d. Associations in WAHA are classified as Division 1, Division 2, Division 3 or Division 4. WAHA uses certain criteria to classify all Associations. The criteria used to determine an Association's classification includes, but is not limited to, number of registered skaters, access to ice, State Tournament experience. The intent of these classifications is to provide appropriate levels of competition for all teams involved in State Tournament.
  - e. Your Association must register your first team at each age level to enter State Tournament. If your first team (highest ranked) is not entered, the lower teams following, such as the 2nd, 3rd, teams cannot enter.
  - f. All six Regions of WAHA conduct regional playoffs to determine teams that will play in the State Tournaments. These playoffs are conducted on the first full weekend in February.
  - g. A main source of information for everyone is the WAHA Annual Guide. WAHA prints a limited number of the Guides, but it can be found on the WAHA web site, [www.wahahockey.com](http://www.wahahockey.com).

## AGE CLASSIFICATIONS

Below are the age classifications of players in USA Hockey/WAHA:

- 1) HIGH SCHOOL.
  - a) A High School team shall consist of only those players registered and attending a registered high school or an approved DPI home study program, or registered combination of high school districts approved by WAHA, and limited to amateurs who are 18 years of age and under on the first day of the school year of the season in which they wish to play.
- 2) MIDGET 18 & UNDER. Restricted to any youth whose parents' residence is the State of Wisconsin and limited to amateurs who are 18 years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 3) MIDGET 16 & UNDER. Restricted to any youth whose parents' residence is the State of Wisconsin and limited to amateurs who are 16 years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 4) BANTAM. Restricted to any youth whose parents' residence is the State of Wisconsin and limited to amateurs who are 14 years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 5) PEEWEE. Restricted to any youth whose parents' residence is the State of Wisconsin and limited to amateurs who are 12 years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 6) SQUIRT. Restricted to any youth whose parents' residence is the State of Wisconsin and limited to amateurs who are 10 years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 7) MITE. Restricted to any youth whose parents' residence is the State of Wisconsin and limited to amateurs who are 8 years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 8) GIRLS 19 & UNDER - Restricted to any girl, whose residence is the State of Wisconsin and limited to amateurs who are nineteen (19) years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 9) GIRLS 16 & UNDER - Restricted to any girl, whose parent's residence is the State of Wisconsin and limited to amateurs who are sixteen (16) years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 10) GIRLS 14 & UNDER – Restricted to any girl, whose parent's residence is the State of Wisconsin and limited to amateurs who are fourteen (14) years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 11) GIRLS 12 & UNDER - Restricted to any girl, whose parent's residence is the State of Wisconsin and limited to amateurs who are twelve (12) years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 12) GIRLS 10 & UNDER - Restricted to any girl, whose parent's residence is the State of Wisconsin and limited to amateurs who are ten (10) years of age and under on or before Dec. 31 of the hockey season in which they wish to play.
- 13) GIRLS 8 & UNDER - Restricted to any girl, whose parent's residence is the State of Wisconsin and limited to amateurs who are eight (8) years of age and under on or before Dec. 31 of the hockey season in which they wish to play.

## Outline of A Team Manager's Duties

The Team Manager wears many hats during the hockey season. You may find you do not have the time or desire to do all of the job duties. Then *delegate* some of these duties to other team parents. The benefit of including parents you can rely on to get a job done is two-fold. Not only does it lighten your load, it also makes others become responsible, making them feel even more a part of the team. Parents who are an active part of an endeavor find it more difficult to offer criticism, and tend to have a more positive outlook. Team Effort, takes on meaning off the ice, too! The following is a general outline of a Team Manager's duties.

- 1) Communicator
  - a) You will be the go-between for your team. The person who passes on any information between the coaches and the parents, your organization and your team, parents and coaches, and all other sources from anywhere outside of your team.
  - b) You should hold a meeting at the beginning of the season. This meeting will be for the purpose of:
    - i) Meeting for all of the parents
    - ii) Parents to meet the coaches
    - iii) Coaches to discuss their coaching philosophy and team rules
    - iv) Decide if the team will participate in any tournaments, if so how many, how far the team is willing to travel for games and tournaments
    - v) How the tournaments will be paid for and when.
  - c) Throughout the season you will need to keep the parents informed of game schedules, meetings, tournaments and any changes to any of these items. Creating a phone call chain will help ease your burden and keep parents involved. It is often a good idea to provide information in writing so you have proof of notifying everyone. You can also use other electronic and social media such as texting or Facebook.
- 2) Organizer/Records Keeper
  - a) You are responsible to keep many different records. To keep all of the documents organized you should use a 3 ring binder or folder. The documents you will need to keep are:
    - i) USA Hockey Roster
      - (1) USA Hockey supplies computer software to produce a roster. Once all of the players have registered with USA Hockey their names will be in the database used to print the roster. The roster must also include the coach's information, including name, level of certification and age appropriate module completion information. (This will be further explained later in this handbook). You should print several copies of the roster, but don't do this until you have completed the step described in the following paragraph. Tournaments may expect you to mail a copy prior to arriving at the tournament site.
    - ii) Proof of age documents
      - (1) Every player listed on the roster will need to have a document that verifies who they are and their age. A government issued birth certificate will do this, but it is illegal to make a copy on your own and will cost money in most counties to have one made. You can have an Annotation of Birth form for each player. This form is available of from the WAHA web site. The roster will have a column showing the birth date of every player. There is also a column that shows the age has been verified by a USA Hockey registrar. Once you have a roster showing all of your players, you should

take all of your proof of age documents and roster to your Association registrar. That person will verify all of the ages and enter that information into the USA Hockey database. Once this is done, you can print a new copy of the roster and the verification column will have a symbol showing that the player's ages have been verified. This will speed up the check-in process at all tournaments and the WAHA Regional playoffs.

(2) Consent to Treat Form

(a) This form is available on the WAHA web site and is very important to have with you at all games. In the situation where no parent can take their player to a game and that player rides with another parent, and the player sustains an injury, this form will allow medical personnel to provide any needed medical attention and have any pertinent medical information.

3) Game Scheduler

- a) You will be responsible for scheduling games for your team. The art of trading ice, scheduling games, scrimmages and tournaments would be easy to master if you were dealing with just your own team.... Normally an association allots each team sheets of ice. Your Coach should decide if this ice will be utilized for games or, if this ice will be used for practices. The decision on how the ice is to be utilized is up to the discretion of the Coach for the benefit of the team as a whole. Any alternative or variation is a possibility. For scheduling purposes, it is essential the Team Manager know early on, how this ice time will be utilized and to communicate that information to all parents.
- b) The **FIRST GOLDEN RULE** for a Team Manager to learn is: *"Expect Ice Conflicts!"*
  - i) Due to game and scrimmage changes, Tournament acceptance of your team or a team you have been scheduled to play, the weather, or even the ice making machine, you will need to do some adjustments of game times during your hockey season. Knowing this will happen, and that every team deals with the same scheduling dilemmas, may help all parties try their hardest to resolve conflicts amicably, and with the intention that a favor may be needed by them someday, too. *Work together!!!*
- c) The Team Manager's **SECOND GOLDEN RULE**: *"Trade ice onto others, as you would wish, to have ice traded onto you."*
  - i) Bear in mind the next time it might be your team that desperately needs to change ice times.
  - ii) Have your WAHA book reviewed, your calendar and schedule in hand when you contact another Team Manager. If you are contacting an out of town team, ask for directions and an estimate of travel time to their rink.
  - iii) Be sure Parents have the correct directions, date, and time to be at Ice Rink. Experienced Team Managers have related it is essential to call the Manager of an out of town team about 2 days before the event. That way if there has been a scheduling mishap, you still have time to notify your families that plans have changed. And no one ends up taking a road trip to see an empty rink!
  - iv) Make sure when you schedule games on your ice with another team, you get a return game right away! The cost of ice is very high. You are really losing money, besides ice time, if you do not get return ice.
  - v) **DOCUMENT ALL OF YOUR TRADES, CANCELLATIONS, ETC.!!!**
  - vi) When scheduling a game, officials need to be scheduled as well. When scheduling with an out of town Manager, confirm who will be contacting the officials.
  - vii) If a game on your ice is cancelled and will be used for a practice, it is your responsibility to cancel the officials and notify all of your parents.
  - viii) If you cannot use a sheet of ice it is your responsibility to trade the ice. Be sure to document this trade.

- ix) When scheduling games or tournaments, it is important that you avoid certain times that may conflict with many of your players other commitments, e.g. Thanksgiving or Christmas breaks, school events, etc. No schedule can work for everyone. This is a topic to discuss at the parent meeting in the beginning of the season. Knowing this information will make your scheduling job easier. Unless your team is hosting a State Tournament, you will need to avoid scheduling any games on the playoff weekend.
- d) Scheduling a Tournament
  - i) It is essential that any tournament you enter be sanctioned by the hosting State USA Hockey governing body. For example if attending a tournament in Wisconsin, ask the tournament director if it is sanctioned by WAHA. If the tournament is in Minnesota, it would need to be sanctioned by MAHA.
  - ii) Tournaments should be fun. Be sure you are guaranteed playing at least 3 games. When deciding between tournaments assess the competition that has applied, the distance to travel, and the "extras" tournament organizers entice you with to come. It may help you make your choice of which tournament to sign up for. No matter what the age, all skaters love awards. Some tournaments guarantee all skaters will receive something.
  - iii) Scheduling a tournament can be a very time consuming job. Usually, it involves collecting money to cover tournament entry fees and the cost of Coaches Rooms. Registrations must be obtained and filled out, and motel reservations made. There are usually several conversations with the tournament organizer regarding the structure of the tournament, the identity and classification of teams which have applied or been accepted, and the seeding or schedule for your team. You will need to obtain maps to the rink, motel and area restaurants. Tournament information must be supplied to your team families ASAP, so they can mark their calendars.
  - i) Tournament organizers determine who will participate by either an individual team selection process; on a first come, first serve basis; or, as in some cases, entry may be done via a lottery system. Some tournaments may deny your application because your team may be too strong; or, not as competitive as other teams, which have already been accepted. If you anticipate that your team might not be accepted into a particular tournament, it is advisable to have an alternative tournament scheme, for the same or next weekend, so your team calendar is not drastically affected. Often times, if a tournament's primary goal is to promote competition, the tournament organizers may be slow to return an acceptance or denial of your tournament bid; because, they are scanning the abilities and classifications of the teams which have applied, in order to find the best mix, and seeding for competition.
  - ii) Once a tournament is scheduled, hotel reservations may need to be made and the tournament may require some sort of payment up front. You will need to contact the hotel and book a block of rooms for all parents and coaches. You will also have to collect the money to pay for the tournament. When booking the rooms you may need to secure the rooms with your own credit card, but tell the hotel each family will be calling to confirm their own reservation. Notify all parents and provide as much information, including directions and deadline for confirming their hotel reservations.
  - iii) Scheduling a tournament is a big job, in and of itself. Thus, as Team Manager, you may want to have another parent take over this function for you. This person should be someone you feel you can work closely with. This should be done at the parent meeting as well so the person taking the job can get started scheduling tournaments early, as the more popular tournaments fill up quickly.
- 4) Scorekeeper/Off-ice Official
  - a) Every team is required to provide off-ice officials for each game. These officials perform the duties of scorekeeper, timekeeper and penalty box attendant. Each team will provide two

people to perform these duties, usually a penalty box attendant and either the scorekeeper or timekeeper. You should enlist some of your parents for these jobs. Having several parent volunteers makes it easier to ensure that someone is available at every game. The clock controls will vary from rink to rink. In most cases the “home” team will have someone running the clock. You will need to do the same at your rink, so it is important that you familiarize yourself, and some of the parents, on the operation of the clock controls. As a scorekeeper, the on-ice officials will provide the number of the players who scored a goal and any player who should get an assist. They will also report penalties and the player’s number who is penalized. The on-ice officials are generally very good about explaining any unusual situations, so you or your designated helper should be able to record the information on the score sheet correctly.

### **Other Important Items**

In order to ensure the complete safety of all youth hockey players, USA Hockey and WAHA have adopted a program called SafeSport.

The safety of its participants is of paramount importance to USA Hockey. This includes not only on-ice safety, but also off-ice safety in any part of USA Hockey’s programs. USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey SafeSport Handbook is intended to update and collect USA Hockey’s various policies to protect its participants from all types of misconduct and abuse.

USA Hockey has **ZERO TOLERANCE** for abuse and misconduct.

This SafeSport Handbook includes the various Policies that apply to all USA Hockey Member Programs. Those Policies address

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats and Harassment
- Hazing

The Policies also address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including:

- Locker Room Policy
- Electronic Communications Policy
- Travel Policy
- Billeting Policy

In addition to Policies, the SafeSport Handbook includes the available and required Training of USA Hockey and its Member Programs’ employees, volunteers, administrators, coaches, parents and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey’s Screening and Background Check Program; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey and its Member Programs should Respond to allegations of abuse and misconduct; and how USA Hockey and its

Member Programs will Monitor and Supervise the SafeSport Program to help ensure its effectiveness.

By combining all of these elements into a comprehensive SafeSport Program, USA Hockey intends to create the safest possible environment for participation in hockey. The Handbook can found and downloaded on the WAHA website.

Below are specific WAHA policies related to the SafeSport program.

### **Screening Policy**

It is the policy of the Wisconsin Amateur Hockey Association (WAHA) that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by WAHA/USA Hockey before he/she is allowed to have routine access to children in WAHA/USA Hockey's programs. Further, it is the policy of WAHA that it will require its affiliates within the State of Wisconsin to adopt this policy as a condition of their affiliation with WAHA. Screening must be done on a timely basis, as required by USA Hockey.

Screening of all personnel (with the exception of registered officials) must be done through the vendor Protect Youth Sports. (NOTE: Anyone screened through WHOA will be accepted as screened by WAHA for the purposes of coaching or serving as a volunteer) As a result of screening, a person will be disqualified and prohibited from serving as an employee or volunteer of WAHA if the person has been convicted of any of the following:

- 1) Any offense of abuse or assault/battery – physical or sexual.
- 2) Any crime of a sexual nature, including possession or dissemination of pornography.
- 3) Homicide or manslaughter in any degree.
- 4) Attempted murder.
- 5) Domestic violence.
- 6) Child neglect.
- 7) Felony drug crimes.
- 8) Animal cruelty.
- 9) Theft/robbery.
- 10) Forgery/fraud.
- 11) Kidnapping.
- 12) Arson.
- 13) Weapons violations.
- 14) Any crime, misdemeanor or felony, involving children as either accomplice or victim.

The following are potential disqualifiers of a lesser offense that WAHA's Screening Review Committee and legal consultant will review to determine if the candidate should be disqualified:

\*Driving under the Influence/Driving While Intoxicated within the last 15 years. This should be considered if there is a possibility the person will be driving a child at any time.

\*Vehicular manslaughter within any timeframe. This should be considered if there is a possibility the person will be driving a child at any time.

\*Multiple driving citations/accidents within the last 15 years. This should also be considered if the person will be driving children.

\*Misdemeanor drug charges within the last 15 years. This potentially shows the presence of amoral beliefs or possible drug possession, and the person should be closely evaluated before being allowed to have a leadership position among children.

\*Petty theft within the last 15 years. This should be a disqualifier if the person will be handling finances in any way within the organization.

Any candidate with convictions in the lesser offense list will be prohibited from participating with youth until the WAHA Screening Review Committee, at the direction of the Legal Consultant, has reviewed the conviction. It will be incumbent upon the local affiliate President or Point Person, to notify the candidate that until a decision is made and notification by WAHA's Screening Review committee is handed down, the candidate is prohibited from participating in any capacity.

### **Locker Room Policy**

It is the policy of WAHA that all member programs have at least one responsible screened adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult is present. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with USA Hockey/WAHA Screening Policy.

### **Zero Tolerance Policy**

The Zero Tolerance Policy requires all players, coaches, on-ice and off-ice officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey / WAHA sanctioned games. Details, administration, enforcement and penalties related to this policy are found the USA Hockey publication Official Rules of Ice Hockey. Reporting of violations are done by way of WHOA Incident Reports that are reviewed by the WAHA Disciplinary Chair.

### **Certified Coaches**

USA Hockey has coaching requirements called Coaching Education Program (CEP). Every person who wants to coach or be on the team bench must be certified and follow all USA Hockey coaching requirements. Coaches should refer to the USA Hockey website ([www.usahockey.com](http://www.usahockey.com)) and click on Coaches followed by Coaching Certification followed by Rules and Regulations to find the specific requirements to be certified as a coach. This information is also contained in the USA Hockey Annual Guide. All ice hockey coaches as well as instructors of USA Hockey programs shall be registered annually as individual Participants of USA Hockey for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular-season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, national championships or in the USA Hockey Player Development Programs. There will be an annual fee to register the coaches (head and assistants) and instructors. Coaches who also play on a USA Hockey registered team are required to pay this registration fee only once per year. Coaches may register as participants online at [usahockey.com](http://usahockey.com) or through a local association/member program. Besides obtaining the proper training level, all coaches must also complete online age-specific training modules specific to the level of play they are coaching, if they have not already taken that module. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific module in any given season.