

MC FARLAND YOUTH HOCKEY ASSOCIATION Position Description

Position: Team Rep/Manager

Time Commitment: 1 to 2 Hours per week

Compensation: Service Hours Waived

Training Required/Provided: In House Training

Description/Summary of Duties:

The Team Rep/Manager is responsible for all aspects of running the team that are not associated with the training, coaching, and performance of the skaters which are the duties of the coaches. This includes scheduling practices/games/events, assigning game day duties, carrying all team documentation, registering for tournaments, etc.

This can be one of the most rewarding jobs in the organization. A Team Rep should be a good communicator (both written and oral), make themselves available to the parents and coaches, and be organized. They must also serve as ambassadors for the club while traveling and scheduling games, etc. as they are often the only point of contact at tournaments and with opponents(in addition to the coaches).

This can be a lot of tasks for one person – feel free to recruit a co-rep/manager or another parent to help with tournaments, party planning, off ice duties. It is not recommended to split the duties of scheduling games/refs – one person should take care of both those items to reduce confusion and possible miscommunication

Communicate with your Head Coach often. The Head Coach should definitely have a “say” in who the Team Rep is, because they need to work with them and rely on them for the 5 month season. The MYHA board will be involved with this decision as well. Meet with the coaches early in the season to establish who will do what communicating and when. Be the coaching staff’s eyes and ears while they are on the ice. Alert them of any issues they need to be aware of and be available to field questions/concerns from the parents. Act as and become the "buffer" when needed between coaches and parents so the coaches can concentrate on coaching.

Items given to you by Team Rep Coordinator:

- Binder or folder to keep all documents together
- Handouts for your team to complete:
 - USA Hockey Consent to Treat (done during registration online).
 - MYHA Player Code of Conduct – player signs and returns to Team Rep.
 - MYHA Parent Code of Conduct – parent(s) signs and returns to Team Rep. (done during registration online).
 - Coaches Code of Conduct – coach signs and returns to Team Rep.
 - Concussion Form (Parent & Athlete Agreement) – parent & player signs and returns to Team Rep.
 - Coach Concussion Form (Coaches Agreement) – coach signs and returns to Team Rep.
- 2 ¾" x 2 ¾" labels for TeamRep_Coach-labels (*use at Reg 4 Scheduling meeting listing Coach & Team Rep contact info*) - Given to coaches this season
- 2" x 4" labels for Scoresheet_template (*use on score sheets listing Team Rosters & Coach Info*)
- Score sheets

PRE SEASON (*immediately after teams are announced*)

Communications:

You are the primary communicator to the team about team specific news, events, and information. This is done, primarily through email, sport ngn, or you may distribute some handouts.

1. Create an email distribution list specifically for your team.
 - o MYHA's Registrar or Secretary can provide this to you, route a sheet for parents to list their contact info, or create a google survey to send to parents to fill out.
2. If someone doesn't want their email address available to the rest of the team, place the distribution list in the Bcc: address line within the email message. The email will go out to your entire distribution list but the recipients won't see each other's email addresses.
3. Tournaments – Out of Town and Local
 - o For tournament listings, go to <https://wahahockey.com>.
 - o Discuss and work with the Head Coach to determine how many and which tournaments they would like to participate in. ***You'll want this information prior to scheduling games.***
 - o Some teams participate in 1 or 2 distant tournaments and 1 local.
 - o IMPORTANT: Calculate the cost for each player for all tournaments to determine how much each player will contribute toward the "slush fund".
 - Be sure to include hotel, gas and food costs for your coaches if they are non-parent coaches. Your team will have to cover their expenses.
4. Schedule a team meeting
 - o Head Coach usually runs this meeting. It provides an opportunity for introductions (coaches, skaters, parents), he/she goes over his/her coaching philosophy, and works to agree on and finalize the tournaments.
 - o This meeting usually takes place the week after the teams are selected.
 - o **See example "Parent Meeting Agenda"**
5. Provide weekly email reminders, usually Sunday afternoon or evening, for practices, off-ice/dryland, games, off- ice officials for games and other events throughout the season.
6. Beginning of season, include Slush Fund spreadsheet so team is aware how their money is being spent. Include an update whenever funds are used.
 - o **See examples "Weekly Email" and "Slush Fund"**
7. Collect and maintain team documents. **See Team Documentation section below.**
8. Skim the WAHA Annual Guide located on their website (click on tab About WAHA, then Annual Guide) which contains playing rules, defines regions, lists hockey club classifications, and tells you when/where the state tournaments are being held for your age level and classification.

Team Slush Fund:

After determining the tournaments and expenses, collect money from each family to be used towards tournament fees, coaches' gifts, and year-end party. This will save you from having to collect for each individual event.

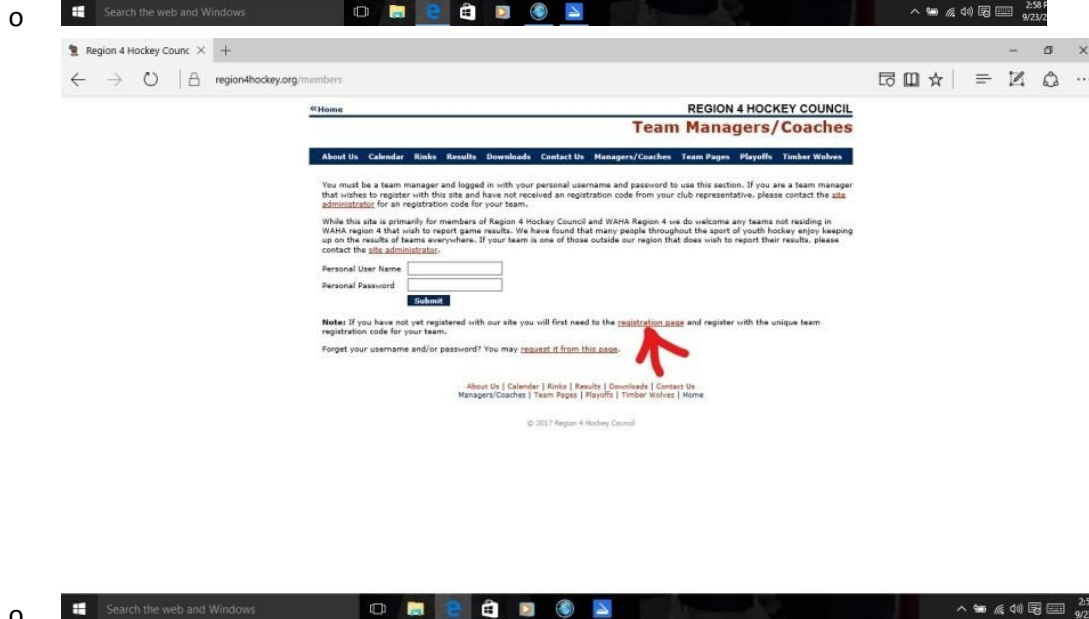
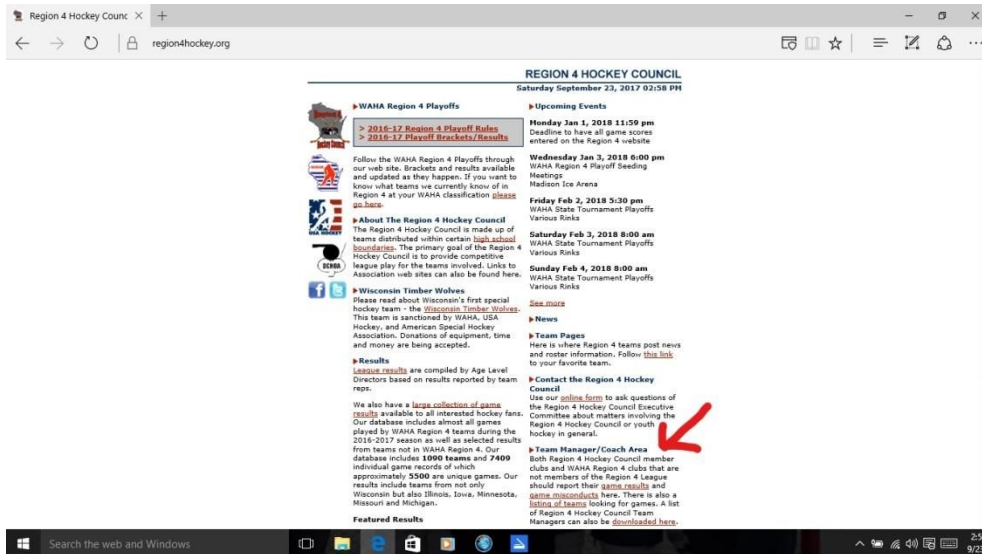
- Typically collect \$100 to \$150 from each family.
- If you have non-parent coaches, be sure to include money for their travel expenses (gas, food & lodging) when attending tournaments.

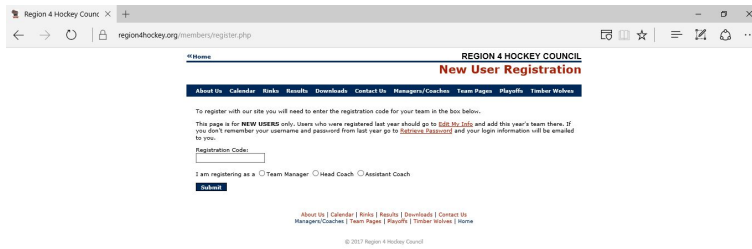
Websites:

You will need access to the following:

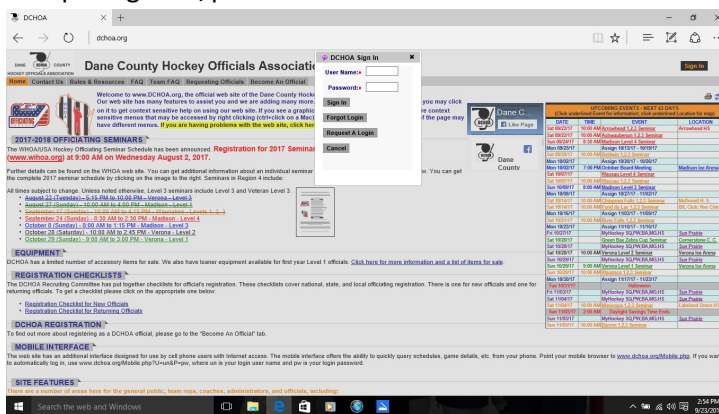
- MYHA www.mcfarlandhockey.org Request access via our webmaster.
 - o Enter practices, games and game results on the MYHA website schedule. Be sure to update these events if times change or are cancelled. Refer your teams/families to the website.

- o If you wish, when the team accomplishes something great, add the accomplishment to the team page and/or MYHA website. Pictures are a great addition too!
- Region 4 www.region4hockey.org You will need access to the Team Manager page for your team before the season begins.
 - o Register within the “Team Manager/Coach Area” section at your team’s level. Here you will find other team manager names/emails and the “Games Wanted” list (where you can view other games available and enter any games you want filled). **You will be provided with an access code that will allow you to set up your own username and password, but not until close to November.** This website is also where you enter game results. **You do not need to enter a roster of the team.**





- o Search the web and Windows
- DCHOA www.dchoa.org Request access to the Dane County Hockey Officials Association website. You will need access to schedule ice officials for your home games.
 - o Set up a login id/password.



- o If you have been a rep before, request an extension instead of a new login

Scheduling: Tournaments, Games and Ice Officials

Prior to attending the WAHA Region 4 League Scheduling meeting, discuss with your Head Coach any preferences they may have. Schedule games based on your coaches input and determine what other teams you should be scheduling games with outside of your league/playoff teams. **See attached “WAHA Classifications by Region”.**

Tournament Scheduling:

- Immediately after teams are announced and you have the team’s ice schedule from MYHA, go to <https://wahahockey.com> and view invitational tournaments for your team to participate in.
- Complete required documents for each tournament and submit with payment as soon as possible.

Game Scheduling:

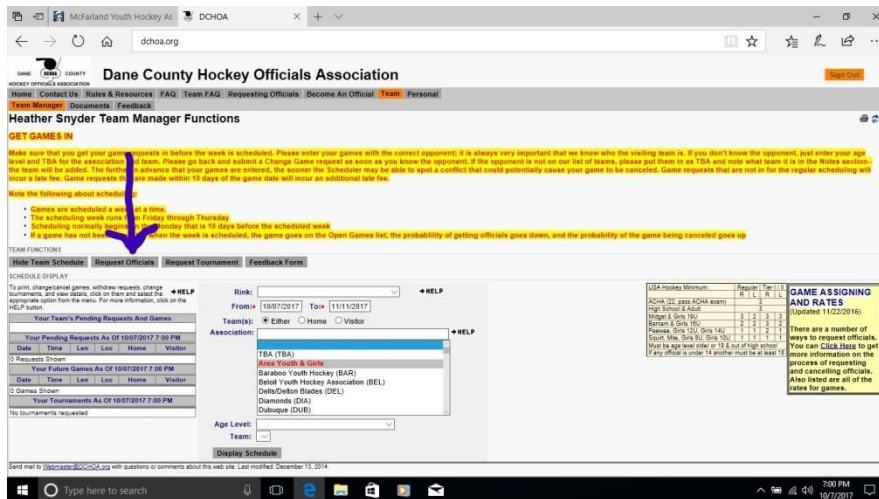
1. Obtain schedule of home games.
 - o You will receive a master ice schedule from the ice scheduler, which will have the dates of all the home sheets of ice you have.
 - o Use a scheduling form and fill in all you home ice before you go to the scheduling meeting.
 - o Block out weekends you don’t want to schedule games: tournaments and possibly holidays.
2. Attend the WAHA Region 4 League Scheduling Meeting in mid-late October.
 - o MYHA’s Team Rep Coordinator will notify you of its location. Wear something with McFarland Hockey, if possible. This will help you stand out.

- o Bring the following to the meeting:
 - Stickers (provided by Team Rep Coordinator) with your contact & team's coach information. **See example "TeamRep_Coach_template-labels"** (blank provided by Team Rep Coordinator).
 - Calendar from above. Be sure to know which weekends you're planning for tournaments noted on the calendar.
- 3. The format of the meeting is similar to the Stock Exchange. All associations are in one room trying to locate each team's rep to schedule games. *Golden rule: "Trade ice onto others as you would want ice traded onto you".*
 - o You will start with all of your league teams, and you will need to bring 6 open sheets of ice with you.
 - o Be flexible! Games can be difficult to schedule and may have to play very early morning games on Saturdays/Sundays. Be open to 2 games per day if there is a long enough break for rest and travel.
 - o Travel teams usually play 2-3 games per weekend.
 - o NOTE: Three types of games to schedule: 1) Region 4 league games; 2) Region 4, Division 2 at your level; and 3) competitive games with teams outside of 1) and 2).
- 4. Schedule your League games first and before the end of January.**
- 5. Schedule games with other Level 2 associations prior to January for better playoff seeding and comparison.
- 6. As you schedule games, you'll want to schedule the "reciprocal" game at the same time. In other words, you'll schedule both home and away games with each team.
 - o There may be times you can get an extra away game without having to reciprocate. (example: *Only given a set number of home games and you don't have any left to use.*)
- After attending the scheduling meeting, if you are looking for additional home/away games, go to Region 4's website, www.region4hockey.org, Games Wanted.
 - o Other teams you can reach out to include: Beaver Dam, Dodgeville, Sauk, Baraboo, Waukesha, or Monroe. Reaching out means, trying to find the team manager or the master scheduler contact info on that team's website and sending them an email or calling them.
- If you have unused home ice after scheduling all of your games, please inform MYHA's Ice Scheduler so they may return it to MCIA and we won't be charged for the ice.
 - o Be sure to update MYHA's website calendar AND inform MYHA's Volunteer/Service Hour Coordinator so they can cancel the shift for Concessions too.

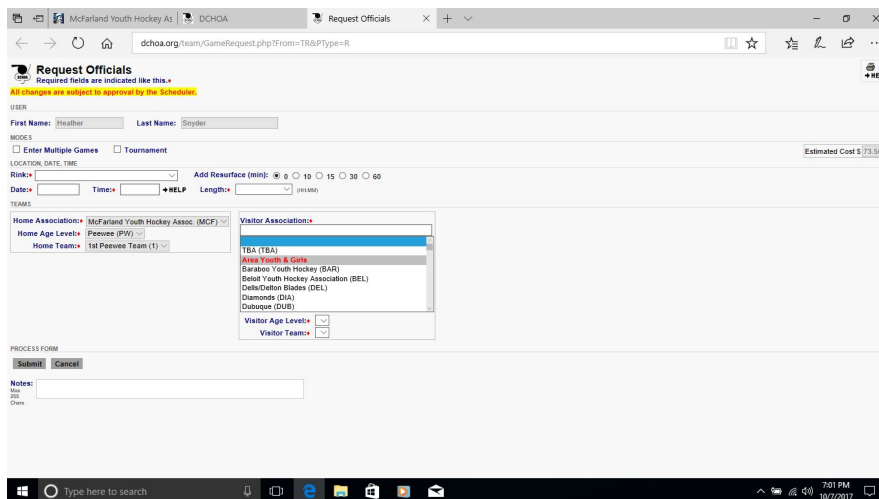
Once you have scheduled your games and selected the tournaments, use the Game Schedule Template to assist with information for each game. **See file "Game Schedule Template.xlsx"**

Ice Officials Scheduling for Home Games:

1. Directions on how to request ice officials for your home games with Dane County Hockey Officials Association ("DCHOA") can be found here: <http://www.dchoa.org> and select Requesting Officials.



2.



3.

4. Officials should be scheduled at least 10-14 days prior to the game. Do not wait as you may not get officials for your games!!
5. IF YOU CANCEL A GAME OR RESCHEDULE: Be sure to cancel or reschedule the official. *Also notify MCIA's Rink Manager, MYHA's Ice Scheduler, Webmaster and Volunteer/Service Hour Coordinator if you won't need the ice scheduled for that game as well.*
 - o Fees will be assessed to MYHA for the following:
 - late official requests (*less than 10 days before game date*) - \$20
 - game canceled 7 days before the game date – 50% of game fees assessed
 - game canceled 72 hours before the game date – 80% of game fees assessed
 - game canceled too late to notify the officials – 100% of game fees assessed
6. The entire fee is forfeited if you fail to cancel officials if a game is cancelled.
7. If you are not able to schedule officials, you can work with your coach and the other Team Rep to have coaches' ref the game. This game cannot "count" in league standings.
8. Sometimes DCHOA cannot find officials for your games. They will send you an email the week before the game when this happens. Let your coach know and your opponent's Team Rep. You can decide to still play the game with coaches as officials. The Game will NOT count and should not be recorded on the Region 4 website.
9. Just entering your game into the DCHOA website does NOT guarantee that you will get refs. That is why it is best to request refs at least 14 days prior to your game.

DURING SEASON

Team Building:

Schedule a team building event early in the season so that the skaters, parents, and coaches can get to know each other. Snacks after a practice or lunch after an early season game are a couple suggestions.

Organize Off-Ice Officials:

Read the Off-Ice Officials Training Guide, located on the Team Rep Documents page on MYHA's website, and ask the parents who will be helping to read it too. DCHOA also provides a reference manual on their website. Create a rotating schedule of parents to perform the different jobs. This is a great way to get all parents involved and help them learn the game. Parents must be recruited to perform the following "jobs" at home games:

- Operating the scoreboard
- Recording the score sheet
 - Data needs to be entered and signatures obtained from the officials and the coaches at the end of the game and then given back to the Team Rep. One copy must be given to the opponent's Team Rep. The Team Rep should keep all score sheets for the season and return to the Team Rep Coordinator at the end of the hockey season.
- Manning the penalty box & tallying saves
 - Count the number of saves for the goalie on their side of the rink. Ask the visiting Team Rep to provide someone for the other penalty box.
 - At away games, you may be asked to provide someone to run one of the penalty boxes.
- Locker Room Attendant
 - Per MYHA policy, there needs to be 2 adults in the locker room any time there is a child in the locker room, for games or practices. As the skaters get off the ice before the coaches, there needs to be 2 volunteers to stay in the locker room until at least 2 coaches get in there.
 - All locker room attendants must be safesport certified, but do not need a background check.
 - For home games it is easy to have the penalty box worker be 1 of the attendants.
 - For away games, you may need 2 separate people, as sometimes the penalty box and the locker room are on different sides of the rink.
 - There should be no use of cell phones in the locker room at any time (with the exception being a phone that is used for music only).

Team Documentation:

You are responsible for having and carrying all pertinent team documentation to games. MYHA will provide a Team Rep binder or folder to keep all copies of the following:

1. MYHA required forms – require completion and parent/player signatures.
 - USA Hockey Consent to Treat (online copy)
 - USA Hockey Player Code of Conduct
 - MYHA Parent Code of Conduct (online copy)
 - Player and Parent Concussion Form
 - Coaches forms
2. Team Roster List – distribute to parents also
 - This will include skater name, jersey number, parent's names, phone numbers and email addresses, coaches' names, phone numbers, email addresses. This list is distributed to the team.
 - Some teams have laminated the team rosters (or made wallet cards) and distributed to the families of the team to assist in the families getting to know each other.
3. USA Hockey Roster

- o You will receive a roster from MYHA's Registrar. Keep a couple copies of this as you will need to present it at all tournament (including Region 4 playoffs and state).
- 4. Player's files - Don't get caught without your team's information! Keep copies or originals of the following forms and carry them to all games and tournaments:
 - o Signed Code of Conduct
 - o USA Hockey Consent to Treat
 - o Signed USA Roster; carry several copies.
- 5. Games Stickers (*blank provided by Team Rep Coordinator*)
 Three (3) labels will be needed for each game. Include the following:
 - o Team name and level
 - o Team Roster – players names, numbers and position
 - o Coaches names, CEP numbers and phone number
 - o Team Rep name and contact info
 - o **See example "Scoresheet_template-label"**
 - *Before printing the final stickers, add players that will be double rostered.* Read next section below.
 - o You will need to bring stickers to your tournaments (bring extras as some counties have score sheets that need 4 stickers each game)
- 6. Completed Score sheets

Double Rostering:

See MYHA Double Roster Rules. Coaches will make these arrangements by talking to the coaches of the other team. The Team Rep should do the following:

- Add names of the new skaters to the USA Hockey roster immediately by contacting the MYHA Registrar.
- Add names & numbers of the new skaters on Game Roster Stickers.
- Make sure you cross their name off the Game Roster Sticker if they do not play.
- These skaters **must play in at least 5 games before the Region 4 Playoff games** in order to be eligible for playoffs and at state.

Skater Patches:

Keep track of patches earned for your skaters using the scoresheets. Review after each game and note on the score sheet. You will need a quick reference at the end of the season.

1. Hat tricks: 3 or more goals in one game
 2. Playmakers: 3 or more assists in one game
 3. Shutouts (goalie only): No goals allowed in one game
 4. Blue line patches: those who play defense during a shutout.
 - o Be sure the players' position on the Game Sticker is noted they played defense only. Cross off F if they're on the sticker as playing both forward and defense.
 - o When a shutout occurs, write down the names of the defensemen on the back of the scoresheet so that you have it at the end of the season. At the end of the season, neither you nor the coaches will remember who played defense for that shut out.
- You will need to make a copy of the scoresheet highlighting the skaters and patches earned.
 - Only one award is given per player per season.

Cancelling a Game:

In the event you have to cancel a game, be sure to do the following **immediately** to prevent charges for ice or ice officials.

1. Contact MYHA's Ice Scheduler so they can cancel the ice with MCIA's Rink Manager.

2. Cancel the Ice Official through DCHOA's website.
3. Contact MYHA's Volunteer/Service Hours Coordinator so they can cancel the shift in Concessions and inform the volunteer(s).

GAME DAY!!

Before:

- A week before a home game, confirm the referees and with the opponent's Team Rep the game, time, and place.
 - PW and BT with females on their team need to confirm that there is a changing room for females only.
- **Watch the WEATHER** – cancel games with opponent, rink and referees.
- Be sure you have Off-Ice Officials scheduled – scoreboard (home only), score sheet (home only), penalty box operator, and locker room attendant.
- Other HOME game duties – Scoreboard Control (if locked in score box cabinet get "STEREO" key from Zamboni room), pregame warm-up music.

Day of:

- Score sheet needed for HOME games only.
- Three game stickers for each game. One sticker needed for each sheet.
 - Always bring extra stickers and score sheets to the game with you.
- Seek out the other Team Rep and provide 3 stickers for their score sheet.
 - Mark the goalie with a G next to the players name or number.
 - Home Games - Complete remaining fields as stated – date, time, location.
- Blow horn on last lap of ice cleaning to warn teams and referees, set clock warm up to 4 minutes, play music, and start the clock when players step on the ice.

After:

- Ice Officials will review score sheet and sign it after the game.
- After a HOME game: give a copy of the score sheet to the opponent's Team Rep.
- After AWAY game: get a copy of the score sheet from opponent's Team Rep.
- Allow the coaches to review the score sheet for corrections of player goal and assists. Modify the score sheet to make it correct for use in awarding skater patches as well as updating the MYHA website with the accurate data.
- Enter Team Statistics - Game statistics will be entered into:
 - WAHA Region 4 website - at the end of each weekend. **IMPORTANT!** This is the official Region 4 standings that drives placement of the Region 4 playoff games.
 - Enter the game date/time, game number if this was a league game, opponent and score.
Highly recommend doing this each weekend instead of waiting.

Region 4 Hockey Council

region4hockey.org/members/game-reports.php

McFarland Pee Wee A Reports

Team Managers: You **DO NOT** have to enter results for Region 4 playoff games. Those results are automatically added to the database when the brackets are updated.

Please note: Results will not be accepted if you do not enter values for several items.

Your Name: Heather Snyder
 Your Email: snyderson@yahoo.com
 Your Phone: 502-343-2496

This report covers games from:
 Start Date: 10/07/2017
 End Date: 10/07/2017
 WAHA Classification: 2A

League Games

Region 4 League: Boy's Pee Wee League 2

DO NOT enter Region 4 playoff games. See note above.

Date and Time (MM/DD/YYYY HH:MM AM/PM)	Rink	Game Number	Win Lose Tie	Your Score	Opponent Score	Opponent Name and Level
	Choose Rink		Select			Opponent
	Choose Rink		Select			Opponent
	Choose Rink		Select			Opponent
	Choose Rink		Select			Opponent

Comments: You should also report bench minors on coaches for unsportsmanlike conduct here.

Non League Games:

DO NOT enter Region 4 playoff games. See note above.

Date and Time	Rink	Win Lose Tie	Your Score	Opponent Score	Opponent*	Opponent Name and Level**
	Select				***Boys' Teams***	or
	Select				***Boys' Teams***	

Region 4 Hockey Council

region4hockey.org/members/game-reports.php

DO NOT enter Region 4 playoff games. See note above.

Date and Time (MM/DD/YYYY HH:MM AM/PM)	Rink	Game Number	Win Lose Tie	Your Score	Opponent Score	Opponent Name and Level
	Choose Rink		Select			Opponent
	Choose Rink		Select			Opponent
	Choose Rink		Select			Opponent
	Choose Rink		Select			Opponent

Comments: You should also report bench minors on coaches for unsportsmanlike conduct here.

Non League Games:

DO NOT enter Region 4 playoff games. See note above.

Date and Time	Rink	Win Lose Tie	Your Score	Opponent Score	Opponent*	Opponent Name and Level**
	Select				***Boys' Teams***	or
	Select				***Boys' Teams***	
	Select				***Boys' Teams***	
	Select				***Boys' Teams***	

(MM/DD/YY HH:MM PM)
 *Please check to see if team is listed here. There are quite a few. Girls/Womens' are teams listed after Boys'.
 **Please use only if not listed in previous column.

Comments: You should also report bench minors on coaches for unsportsmanlike conduct here.

Submit

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- If you make a mistake entering a game result, contact the Region 4 ALD to get it corrected.
- o MYHA website - enter the game score and goals statistics. You may also add goals and assists for each player if the coach is okay posting this information

OTHER ITEMS

SafeSport:

Lots of changes went into effect for the 2019-2020 season regarding SafeSport and Locker room policies.

- Anyone that is in the locker room while skaters are changing are required to be safesport certified.
- Safesport certification lasts for 1 year, and no background check is needed for parents volunteering in the locker room.
- For younger skaters that need help with getting gear on, Parents can come in to help, but need to exit the locker room as soon as their skater is dressed. No "hanging out" in the locker room is allowed.
- No team reps or coaches should have private contact with a player. Conversations must take place in an open environment, or if it needs to be private, another adult must be present.

- There should be no direct electronic communications (email, text, etc) between an adult and a player.

Organizing Tournaments:

At the beginning of the season team meeting, choose your tournaments for the year. Determine how many tournaments you will do (usually 2-3) and give parents some choices for both away and local tournaments. All votes count (majority rules).

- Also, when scheduling keep in mind what weekends you could be out of town for State tournaments – you don't want to have too many weekends in a row in hotels!
- The rationale for participation in tournaments is to develop team unity. The bonding that takes place helps unify players, parents, and coaches, as well as provides fresh competition. If possible try to schedule a tournament early in the year.
- Make sure you are guaranteed at least 3 games and no entrance fees.
- Register your team and pay tournament fees, as soon as possible, as some desirable tournaments fill quickly. Registration is usually done on the website for the team that is hosting the tournament.
- Find a nice hotel (check the amenities – pool, party room, breakfast buffet, etc.) in the area for the team to stay at. Negotiate a reduced rate (mention a hockey tournament) and get a block of rooms for your team. Ask if there's an area you can use for team gatherings/potluck/pizza party free of charge.
 - o Recruit and delegate this task to a couple of parents on the team.
 - o Have them organize a potluck for one of the nights that your there.

End of Year Party Coordinator:

You or another parent should plan to coordinate an end of the season party or fun event for the team.

Coordinate with the coaches. They can distribute award certificates for the players to make it fun. The party could take place:

- after a game or during a tournament
- have a fun sheet of ice at the rink
- going out for pizza

You will want to determine the cost and split it between your families. You may want to include money for coaches' gifts too. Collect that money and spend according to the plans of the team for the party. It can be combined with the tournament funds if your team decides to participate in a tournament (see below).

Volunteer/Service Hours:

Volunteer/Service Hours required for the Team Rep are waived for the season. If two parents share the team rep position, required # of service hours per family for the season will be shared/split. The remaining hours will have to be fulfilled in Concessions. If you have parent coaches their hours will be waived for 1 head coach and 2 assistant coaches.

KEEP IT FUN!!

Schedule pizza/ice cream parties, go bowling/outdoor skating, make fun nameplate door hangers to hang on hotel room doors at tournaments, schedule the party room at the hotel, make fun signs for the playoffs/state to show team spirit, have team t-shirts made, etc. All of these things serve to help the team bond as a unit and help everyone get to know each other. The earlier in the season the better!

Key Websites/Information used by the Team Rep/Manager

McFarland Youth Hockey Association: <http://www.mcfarlandhockey.org>

- Team page – roster, contacts, and news
- Post team photos
- Calendar:
 - Enter practice and off-ice training schedule
 - Enter games & tournaments
- Enter game results/team statistics, if coaches are okay with this.
- DOCUMENTS tab includes Team Rep Docs – templates, examples, and training information
- CONTACT tab has links to the ACE Coordinator, Ice Scheduler, Web Master, Volunteer/Service Hours Coordinator, Team Rep Coordinator and other MYHA contacts.

McFarland Community Ice Arena (“MCIA”):

- Rink Manager – mcfarlandice@gmail.com

Region 4: www.region4hockey.org

- Enter game results weekly
- Enter games wanted or view games wanted by other teams
- Find Team Rep contact information
- Playoff brackets

Dane County Officials: www.dchoa.org

- Schedule officials for your home games
- Verify officials are scheduled for upcoming games
- Find out information about Off-Ice Officiating

Wisconsin Amateur Hockey Association (WAHA): <https://wahahockey.com>

- Search for invitational tournaments
- Find the time/locations for state tournaments for your age level and classification
- State tournament brackets/results
- WAHA Annual Guide: contains playing rules, defines regions, lists hockey club classifications, etc.

McFarland Youth Hockey Association is in WAHA Region 4, Division/Class 2 organization.

USA Hockey: www.usahockey.com

- Use this to get your USA Hockey number
 - Under the Players and Parents tab
 - Player Registration
 - Ice Managers/Volunteers
- Safesport Training
 - USA Hockey main page at the bottom
 - Safesport Training
 - Register for safesport training
 - Organization=USA Hockey, Membership=Volunteer, Confirmation #=USA Hockey #