

WAUKESHA COUNTY YOUTH HOCKEY ASSOCIATION



Managers Meeting

Missy Sparber, VP Off-Ice

Eric Shelley, Treasurer



**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
- 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/All Season Tasks

- **Connect with Ref Scheduler**
 - Will communicate expectations, process
 - Provide your team name and home schedule
 - Will create account in Horizon software; access to home schedule
 - Will assign refs to all home games
 - Make sure good communication with team manager re: ref availability and ref fees



Early/All Season Tasks

- 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
 - Test alignment of roster stickers at least several days BEFORE 1st game; template online
 - CEP#s and head coach phone # needed on sticker



Tournaments

- Majority have been pre-scheduled for 2025-2026
- Team manager (or scheduler) should coordinate with tournament directors on rosters, etc.
- Additional tournaments are on option
 - Should clear with Level Director, VP On-Ice
 - Must fit within maximum game allotment
 - Teams responsible for any assigned ice that will not be used due to addition/conflict; look to re-allocate (comply with Ice Policy)



Tournaments

- 10U

- SQ A • 12/12 – 12/14 Hudson, WI • 1/17 - 1/19 Eagle River, WI • 2/20 – 2/22 Indianapolis, IN
- SQ B • 11/7 – 11/9 Eagle River, WI • 1/9 – 1/11 Hudson, WI • 1/23 – 1/25 Cedar Rapids, IA
- SQ C1 • 12/5 – 12/7 Winona, MN • 1/23 – 1/25 Cedar Rapids, IA • 2/13 – 2/15 Chippewa Falls, WISQ
- SQ C2 • 11/14 – 11/16 Verona, WI • TBD (Awaiting more C2 tournaments to open) • TBD (Awaiting more C2 tournaments to open)
- SQ GOLD Girls • 12/19 – 12/21 Dells Ponytail Classic • Baraboo/Lake Delton, WI • 1/16 – 1/19 Big Chill • Ann Arbor, MI • 2/13 – 2/15 Mary Ann Robinson • Green Bay, WI
- SQ BRONZE Girls • 11/21 – 11/23 10UB Girls Ponytail Classic • River Falls, WI • 12/5 – 12/7 Fox River Girls Hockey Classic • Appleton, WI • 1/9 – 1/11 Hudson Raider Classic • Hudson, WI



Tournaments

- **12U**

- Dec 5-7 Riders Challenge Cup Series Cedar Rapids, Iowa • Jan 23-25 Cheddar Cheese Classic Wisconsin Dells, WI • Feb 20-22 Madison Winter Cup Madison, WI

- 12U GIRLS Tournaments • 12/19 – 12/21 Dells Ponytail Classic • Baraboo/Lake Delton, WI • 1/16 – 1/19 Big Chill • Ann Arbor, MI • 2/13 – 2/15 Mary Ann Robinson • Green Bay, WI



Tournaments

- **14U**

- • Bantam A: • 11/29 - 11/30 Michigan Tech Weekend • 12/13 - 12/14 Chippewa Falls • 1/10 - /11 New Richmond • 2/14 - 2/15 Minneapolis •
- Bantam B: • 11/29 - 11/30 Michigan Tech Weekend • 12/13 - 12/14 Onalaska • 1/17 - 1/18 Superior • 3rd Bantam B tournament TBD
- Bantam C: • 11/08 -11/09 Ashland • 12/20 - 12/21 Eau Claire • 1/31 - 2/01 Sparta



Managers Weekly Tasks

- **Every week**
 - Send emails about games, practice schedules, and volunteer reminders/assignments for home games.
 - Confirm all games for upcoming weekend with opponent managers and/or schedulers by Tuesday
 - Confirm in Horizon that game details (time, location, etc.) are correct for ref schedule
 - Email Ref Scheduler ASAP if a game is cancelled or rescheduled
 - Must contact before 9 PM Wednesday of that week in order to avoid paying ref fees
 - Don't wait until the last minute!! Call if you don't get email response
 - DO NOT contact Master Scheduler with ref issues
- Remember to revise current/add new games to SE as they are scheduled
 - This includes tournament games while you are in-tournament
- All teams: Enter and/or make sure scores are correct on WAHA Region 5 page (align role with manager/coach?)



Managers Game Day Tasks

- HOME GAMES:
 - Make sure refs are paid; coordinate with manager/treasurer
 - Get the Warhawk iPad from Nagawaukee / Eble office (iPad is needed for the Score Keeper to keep score w/ Gamesheet)
 - Waukesha Warhawks iPads are kept in the lockbox located in the office of both Eble and Nag rinks.
 - Lockbox access code: 074
 - iPad access code: 197424
 - Make sure you have team volunteers to staff the following positions for every home game:
 - Clock/Score Board
 - GameSheet /Score Keeper (Warhawk iPad is needed)
 - Home Penalty Box
 - Guest Penalty Box (sometimes the opposing team prefers to have their own team volunteer staff the guest box)
 - Collect iPad from scorekeeper after the game and return to the Nag / Eble office in the lockbox. Make sure to plug the iPad into the charger located inside the lockbox after the game.
- AWAY GAMES:
 - Bring multiple labels to EVERY GAME. Have your team roster printed on the labels (most likely will not need, but have in case GameSheet is not used)



Managers Tasks

- **Manager** (other responsibilities to coordinate):
 - Make Hotel Reservation Team Block for Tournament Weekends and send information to families
 - 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)
 - Patches - Track and submit list of players that earned the following patches: Hat Trick, Playmaker, Goalie Shut-Out/Zero
 - Learn / Set Up Gamesheet (or ask for help from another parent(s) to take this task on)
 - 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**
 - 10U \$40
 - 12U Girls, B & C \$50
 - 12U A, 14U C \$60
 - 14U A, B \$70



Ice & Game Allocations

- U10
 - ~33-game schedule
 - 12 home sheets
- U12
 - ~39-game schedule
 - 15 home sheets
- U14
 - ~45-game schedule
 - 18 home sheets
- Tournaments count as 3 games
- 2 games per day (possible tournament exception)
- Playdowns & State Tournament do not count towards total
- Board approval required to exceed



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



Scoresheets

- Gamesheet is on the ipads at both rinks
- Blanks are also in the box with ipads
- Make sure (correct) scores are entered into SportsEngine
- Stats (if tracking)
 - Highly recommend not making available to families
 - Coaches may want to track
- WAHA Patches
 - Hat Trick, Playmaker, Shutout
 - 1 per season; tournaments provide their own
 - Complete Award Patches Tally Sheet; provide to VP Off-Ice at end of season
 - Must provide relevant scoresheets!!!!
 - VP Off-Ice will submit in bulk to WAHA
 - Must be submitted no latter than 3/10



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



Important Dates

10/10 & 10/17: Scrimmages

10/28: Start of Games

1/25: Last Day of Region 5 Seeding Games

2/6 - 2/8: Playoff Weekend

2/28 - 3/1: 10U A State Tournament

State Tournaments:

- 10U 2/28 - 3/1
- 10U Girls 3/7 - 3/8
- 12U 3/7 - 3/8
- 12U Girls 2/28 - 3/1
- 14U 2/21 - 2/22



Resources

- “Manager & Scheduler” page on website
 - Manager & scheduler manual
- “Team Managers Handbook” on WAHA website
- Schedulers team/group on SE
- Managers team/group on SE
- Other/previous team schedulers
 - Shared doc for 2025-2026 schedulers list
 - Access to phone numbers so Master Scheduler can contact more easily?



Questions? Suggestions?

- **Master Scheduler: Jason Herzog**
(masterscheduler@waukeshawarhawks.org)
- **Referee Scheduler: Bryce Maphis**
(bryce.maphis@gmail.com)
- **General questions: Missy Sparber**
(vpoffice@waukeshawarhawks.org)
- **Financial questions: Eric Shelley**
(treasurer@waukeshawarhawks.org)



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