

Team Manager Guidelines

I. Team Manager Duties

- Team Manager's helps to insure their respective team's schedule and season operate as smoothly as possible. A Team Manager communicates and works closely with their team coaches so that practices, individual games, and tournaments are scheduled (or rescheduled, as the case might be) according to the Coaches' plan. Most important, they keep all the parents informed as to the team's upcoming activities (whether through phone, email, or the www.fdlblueline.com team web page).
- Each team will follow the recommended guidelines for the number of games each team can play set by the Hockey Committee and Board:
 - Squirts 30 games (12-14 home games)
 - Peewees 35 games (13-14 home games)
 - Bantams 40 games (14 home games)

Adjusting the game schedule as needed.

- This would include adding, or canceling, individual games and/or tournaments to appropriately fill out the season. If your tournaments have not been set by the club, your coach should immediately pick which tournaments they want to enter as a team.
 - Fees for tournaments should be divided by the amount of team members, and team fees collected by the team manager.
 - Don't forget to include your team label cost into your total team fees for reimbursement
- It is acceptable to remind your team that tournament fees are fronted by the coaching staff, and to be submitted in a timely manner to the team manager/coach.
- It's fine for Manager's to work together to shift game ice around meaning swapping or trading ice.
- Notify the rink scheduler with any game changes that were made.

All game/practice changes must be emailed to the rink scheduler to have your website updated.

- Rink Scheduler will return confirmation email after your schedule has been updated. Allow 24 hours turnaround time.
 - Contact Info for Rink Scheduler: Rinkmgr@fdlblue.com
- Open Game Ice: This will be released after the team manager meeting and ice can be booked by any manager.
 - The Rink Scheduler has the right to deny game ice.
 - This is to make sure it is a fair process and a few teams are taking all the ice.
 - Open Game Ice Link: [Coaches/Managers Document](#)

Confirming games with opposing team managers

- Please make sure to this ASAP!
 - The Rink Scheduler makes mistakes on the schedule so please check on your games.
- Visit the opposing teams webpages and make sure to see your team on there.
 - Check rink location, time, and opponent.
 - Note: Some organizations have two teams at each level.
 - Our Master Schedule will read Ozaukee but you need to check both Ozaukee teams.
- The week before or week of games it is a great idea to confirm again.
- If you are unable to contact the team manager, please check to see if the coaches contact information is listed on the opposing teams web page. If no team contact info is listed then let the rink scheduler

know, she will be able to provide the master scheduler information, and point you in the right direction to make changes.

Sunday Evening Weekly Team Email

- It has become a known “best practice” to send out a weekly email addressing the upcoming week’s team schedule. This can include practices, specialized practices (such as goalie training or power ice), as well as game schedule for the weekend including the rink location addresses.

Providing team members directions away games.

- You should confirm with all parents they understand where they are going for a traveling game. A good source is: ArenaMaps.com

Serving as a liaison between the Coaches and parents

- This would include scheduling any coach-parent meetings to discuss team issues, or arranging volunteers for team functions

Organizing team parents to volunteer as Off-Ice Officials for home games.

- Zamboni, two penalty box officials, one score keeper, and one time clock operator. (An additional, non-ice official function is running the music before games, between the periods, and during play stoppages.)
 - Note that some parents may be capable of being both the score keeper and time clock operator.
- Instructions for each scoreboard is in the score booth for both rinks
Emphasis on these tasks not being intimidating or complicated, so that many people get the opportunity to learn. Afterall, we are a volunteer run association, and we appreciate the volunteer time that everyone puts in.
- A very successful best practice shared by many seasoned team managers has become a Google doc listing all the home game dates, times and allowing five columns for individuals to sign themselves up for home game duties. This option allows a sense of ownership for home game duties, without “assigning” them to families, while allowing for flexibility (ex: grandma is attending the game, so parents want to sit with her vs. being assigned to work home game duties for that specific game)*
- Make sure that duties are being equally shared, not that the same family is the “nice” family always volunteering and other families are not helping at all. However, you may be that lucky team that has a parent who loves sitting in the scorebox because it’s the best seat in the house for a front row action seat to watch their player do their thing, and that’s great too!*

II. Start of Season Responsibilities:

Coaching Document

- Each team manger and coach has been emailed the Coaching Document.
 - This document contains team information, coach/manager emails, coaching credential links, coaching credential updates.
 - Please make sure to fill out the Coaching Credential Google Document
- USA Hockey Rosters: We will be emailing USA Hockey Rosters to your teams by November 15th.
 - Exceptions to this is if your coaches have not completed their requirements.
 - I can’t submit rosters without the coaches completing their requirements first.
 - It is imperative that you check your rosters to make sure that every player and coach is listed.
 - If a player isn’t on the USA Hockey roster they are NOT eligible to play.

- This includes Playdowns and State Tournament

Maintaining Team Records

- USA hockey roster
 - If you are going to a tournament prior to your team having a USA Hockey roster you may be ask to provide Birth Certificate's for each player.
- Home games prepare game score sheets and retained and a Win-Loss-Tie record should be compiled.
 - Scoresheets are located in the Lost and Found Room in Rink A for Blue Line home games.
 - Avery 5263 mailing labels work great for roster stickers, and there are many templates that can be found online for this purpose. Information to be included:
 - Team Name & A/B/C
 - Players full name & jersey #
 - Coaches full name, CEP#, phone number
 - Managers full name & phone number
 - It is four labels per game, so please plan your season accordingly
 - Tournaments will typically have you hand in at check-in labels for the entire event
 - Opposing team managers will be looking for you at their rink, and when playing at home to exchange labels for games, please make yourself available in the lobby area for this reason to prevent scrambling at game time

Uniforms/Pucks/Whiteboards

- Distributing and collecting the Team Uniforms, pucks, and whiteboards

Ice officials

- Adding or dropping games means adding or dropping on-ice officials, with the Referee Coordinator, as soon as final email confirmation has occurred regarding changes between home team and opposing team
 - Tom Glomski is Ref Scheduler
 - Email: tomglomski@gmail.com
- Ref schedule is posted on the google doc "Referee's" shared with all registered referees weekly.
- If you are canceling a game with another team, many teams appreciate you cancel the away team (their home ice) so they could schedule another game at home offering reciprocal ice. In other words, best practice is to do a matching home and away game series, so that both teams are utilizing ice and referees equally at each club.

Rink Procedures

- Zamboni: You are responsible for zammig prior to going onto your ice.
 - If you are the last one on the ice for the evening, you are responsible for zammig after.
- Lights: Lights are located in Lost & Found Room in Rink A, Refs Room in Rink B, and Lobby lights are in the atrium. Please make sure to shut off lights if you are the last one's on the ice.

Locker Room Policy

- Coaches may have discussed at their parent meeting.
- No electronics except a brought in radio for the team to listen to prior to a game

- All cell phones must be turned off while in the locker room, if the athlete needs them
- All iPods, MP3 players must be turned off
- If electronics can be left out of the locker room this would be the best idea for them.
- This applies to all athletes, coaches and locker room monitors

****SAFESPORT requires all locker room monitors to be SafeSport certified, and operate in pairs****

Background Check

- Who needs a background check:
 - All coaches
 - Team managers
 - Locker room monitors – 2 people - locker room monitors that are SafeSport certified, or one locker room monitor and one coach, or two coaches, but always two people
 - Zamboni drivers
 - Anyone who will have significant contact with athletes

Forms to be Collected

- Coaches/team managers should arrange for the following list of forms to be discussed, signed, and collected at your team meeting.
Please have your team review and complete the necessary forms:
 - WAHA Alternate Birth Certificate Form (this form requires two BOD signatures upon review of the official birth certificate, and is typically only done once, first year of 10U)

Seeding Games

- Each team **MUST** play all of the teams in Region 5 for Playdown Seeding.
 - Winter Club
 - Waukesha
 - Ozaukee
 - Shaw
 - Arrowhead
 - Elmbrook

B. Games must be completed by January 21st, 2024

C. Scores need to be entered in the following manner:

1. Go to <http://www.wahahockey.com>
2. Then ABOUT WAHA □ REGION 5 INFORMATION □ REPORT SCORES (on left side)

Playdowns & State Tournaments

- February 3rd and 4th in various locations.
- March 1st-3rd: U10 Girls, Squirts, U14 Girls, & Bantams
- March 8th-10th, 2023: U12 Girls & Pee Wee

Zero Tolerance Policy

As discussed in the *Code of Conducts*, Fond du Lac Blue Line is a Zero Tolerance Facility. The Zero Tolerance Policy set forth by USA Hockey should be well versed by all players, coaches, officials, and fans. This policy is enforced not only at FDLBLC, but as you travel to other facilities.

Please help FDLBLC to be good stewards of the game of hockey, and abide by the Zero Tolerance Policy at all times, as you are representing your home association.

XII. Table of Key Contacts

Rink Manager & Scheduler - Ryan Blick	rinkmgr@fdlblue.com	734-516-1381
President - Tim Pickart	pickartt@yahoo.com	920-948-1298
Vice President – Doug Carlson	Dougcarlsonfdl@gmail.com	
Hockey Co-Chair – Doug Carlson	Dougcarlsonfdl@gmail.com	
Hockey Co-Chair – Robbie Coleman	Fdlbears24@gmail.com	

PARENT HOW TO'S