

WYHA Team Manager Overview



Thank you for being a Team Manager! Your role is essential to this organization! The team manager is responsible for cooperation between your coaches, players, parents, and the Wildcat Youth Hockey Association.

The position was created to coordinate all on and off-ice activities. These duties include scheduling of away and home games, entering tournaments, securing hotels (if necessary) and to act as the onsite official making sure off-ice official positions are filled for home games.

GETTING STARTED

- Complete the USA Hockey requirements: [Team Manager Requirements](#)
- Obtain SafeSport Certification: [SafeSport Program Training](#)
- Coordinate a parent meeting with your head coach. This will allow all the families to meet each other and then the coaches can talk about what is expected for the season.
- Decide on how you would like to collect team funds. Options include pay-as-you-go or starting a team fund. This can be used to pay for tournaments, extra ice, team parties, etc. A good amount to start with for a team fund is \$200/family. If there are any funds left at the end of the season, you can distribute back out to the families. A good way to collect and maintain these funds all in one place is to use Venmo or Paypal.
 - If starting a team fund, it's recommended that you track expenses to show what the funds are being used for.
- Schedule a training during a practice to go over how to run the game clock, use GameSheet, and perform penalty box/shot counting duties.

PRIMARY RESPONSIBILITIES

- Scheduling games and referees for the season
 - Aim for at least 30 scheduled games at the outset. Note that vacancies will typically open up for all organizations based on cancellations and/or additional ice availability, and teams should end up with 35+ games for the season.
- Game Management - organize off-ice officials, team rosters, schedule on-ice referees, game day duties, report scores
- Tournaments – Registering, hotels & team building.
- Communicating with coaches & families

[Team Staff Tips & Tricks from Crossbar](#)

SCHEDULING GAMES

You are responsible for scheduling games for your team. The Wildcats will provide your team with home ice blocks - it is your responsibility to find opponents for those blocks. Away games are identified

and scheduled by contacting teams directly. Teams will also contact you asking for games. They will be able to find your contact information on the website.

- How to Find the Opposing Team Manager's Contact Info
 - Google the opposing team's hockey site (many are using SportsEngine or Crossbar).
 - Navigate to the opposing team roster; here you should find the manager contact email. If you are unable to locate the team manager or they do not respond timely. Contact the head coach.
 - If you are unable to locate contact information or do not receive a timely response, email the ice scheduler/rink coordinator. These contacts can generally be found under the association contacts section of their website.

Here is a sample template that could be used when working to schedule games for the season.

[Sample Scheduling Table](#)

- Game details should be entered onto the website as soon as they are confirmed. This will also allow other teams to see potential availability. Refer to the Team Staff Tips & Tricks above on how to add games/events into the team schedule.
- **Confirm! Confirm! Confirm!** Each week you should send an email to the opposing team to make sure everything is still good to go for your upcoming game(s). Schedules change, teams change, conflicts occur, so best to watch for them and work to resolve them as soon as possible.
- Home Game Cancellations/Changes - If the game needs to be canceled or rescheduled, please inform the Ice Scheduler (scheduler@wildcathockey.or) ASAP! You will also need to go to DCHOA and cancel your game ASAP!

GAME MANAGEMENT

Game day is an exciting day, and it takes every parent throughout the season to help make it a success.

Off-Ice Officials

Per the parent handbook, every skater's family at U10/Squirt and above will be required to serve 5 hours of off-ice officiating duties during the season. Up to 5 hours of off-ice official time may be counted toward the 25 hour community service commitment per family. Families that bought out their volunteer hours still must serve as off-ice officials for 5 hours. Also, families with more than one player at the Squirt level or higher need to serve 5 hours for each team. In this case, the maximum of 5 hours per family still applies.

For home games, each team is responsible to fulfill the following off-ice official duties.

- Penalty Box Attendant
- Official Scorekeeper
- Game Clock Operator
- PA/Music Operator (optional, not eligible for volunteer hours)

For away games, teams will need to provide a Penalty Box attendant for our team's penalty box. It is a good idea to carry two tally counters ([Example](#)) for counting shots on goal on their respective side of the ice. Note that a shot on goal is considered any puck directed towards the net that would enter the goal if not stopped by the goaltender. Goals DO count as shots on goal. Shots that hit a crossbar or miss the goal entirely DO NOT count as shots on goal, even if blocked by the goaltender.

You will be able to create a sign-up list for off-ice officials through the Crossbar app (not on the web browser version) using Assignments. Please refer to this PDF on how to add: [Role Assignments in Crossbar App](#)

Team Rosters

USA Hockey Rosters

WYHA's Registrar will work with you to create & maintain your teams Official USA Hockey Team Roster. This will serve as your verification of birth certificates and liability waivers. Rosters are due by December 31st. You will receive a link to the final roster after this date. You will need the most recent version of your team's Official USA Hockey Team Roster with you at all games. Please also review your USA Hockey team rosters prior to playdowns. Any missing players will not be eligible to play.

Scoresheets

The Wildcats use GameSheet for game statistics using a digital scorekeeping app that runs on an iPad for all HOME games. All managers should attend a GameSheet training through WAHA to learn how to use the platform. The Wildcats have purchased two iPads that will be stored at the Ice Pond for use on game days. Please watch for more information from your ALD about how this will work. Note that WYHA does not permit taking Ice Pond-based iPads to games at alternate sites (e.g. Sub-Zero Ice Center) Here are some links to GameSheet training videos you can watch on your own:

- Training Videos: <https://help.gamesheet.app/article/29-training-videos>
- Quick Start Guide for Scoring: <https://help.gamesheet.app/article/64-quick-start-scoring>
- Quick Start Guide for Teams/Managers:
<https://help.gamesheet.app/article/72-quick-start-guide-for-team-managers>

You will also need to create roster stickers to bring to all away games and tournaments — many clubs will be using GameSheet, but the roster stickers are used on the official score sheets for teams that don't have it. You will need 3-4 stickers per game. Stickers should include:

- Player Name & Number
- Designation of Goalie(s)
- Coach Name & CEP Number

Stickers need to accurately reflect the team roster for that specific game, so you should cross out any absent players before putting the stickers on the scoresheet.

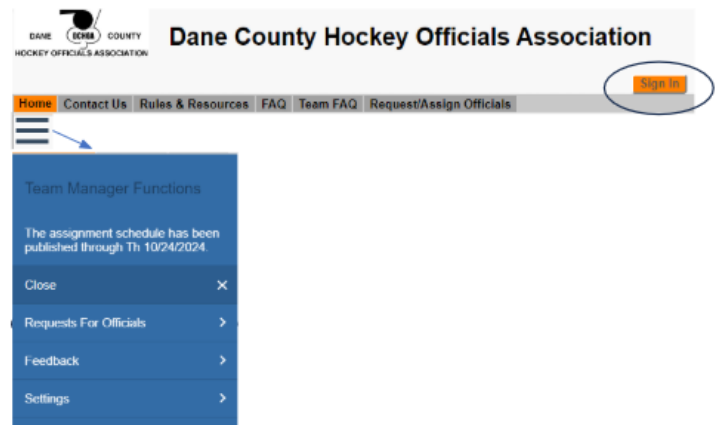
A sticker template will be provided for your convenience and will be emailed to you from the registrar. These stickers are designed to be printed on **Avery 18163 Standard Shipping Labels**. The template requires a 2-step process, which is outlined below:

- Download and open the sticker file in WORD. Enter in your players jersey numbers and name.
- The Registrar will provide you with coach's info.
- Copy and paste that information onto your sticker template.
- It is recommended that you print a TEST copy first to make sure all formatting is good.

Scheduling Referees

DCHOA Website Login

- Team Managers are responsible for scheduling referees for all home games
 - To acquire a login, visit www.dchoa.org, click "Sign In" and select "Request a Login"
 - Once the information is filled out, you will be approved by the organization within 24 hours



Booking Referees

- To assign referees, click the "hamburger" at the upper left corner and select "Requests For Officials"
- Once in the booking screen, select the rink, date, time, opponent, and game length
- Ensure you book referees early enough to ensure WYHA avoids late fees
- Occasionally, you will receive an email from DCHOA that they do not have the two referees required to have a game. There are three options:
 - Contact your head coach and ALD to obtain approval to add funds to enhance the opportunity (Adding \$20 has typically been successful)
 - Backup referees from within the WYHA may be available to work your game. Work with your ALD to determine if there is availability.
 - Use the DCHOA "Late Call List" to attempt to find an available official

Please note - EVERYTHING regarding referee scheduling is done via the DCHOA website! Phone calls and emails are not accepted.

- Home teams are responsible for booking refs via the DCHOA website.
- Referees should be requested as far ahead as possible in advance of the game.
- You will get an email when your request is submitted; however, you will NOT receive an email saying your game has been assigned. It is smart to double check that referees are assigned prior to your game occurring.
- If games are canceled, you **MUST** cancel the referees 7 days prior, or the WYHA is charged in full for the cancellation.

- You do not need to pay the referees - DCHOA invoices the WYHA, and the fees are paid out of the skater fees.

Game Day Duties

Here is what you need to do to ensure a successful game day for both home & away games!

HOME GAMES

Prior to the game beginning, you will want to identify the opposing team manager and exchange any necessary materials and/or information.

Scoresheets

As the home team, we use GameSheet for official scoresheets. It is a good idea to pre-load the rosters for both teams into GameSheet prior to the game. If there are technical difficulties preventing the use of GameSheet, instructions on using a paper USA Hockey scoresheet follow:.

Before the Game

You will need to provide our teams stickers & collect the opposing team's roster stickers from their team manager for the official scoresheet (3-4 stickers per team). Adhere the roster stickers to each layer/copy of the scoresheet. Each scoresheet has 3-4 copies:

- 1 for home team
- 1 for away team
- 2 to submit, if necessary, at the end of the season to WAHA
- Provide the prepared scoresheet to your official scorekeeper.

After the Game

- Collect official scoresheet and validate officials & coaches' signatures.
- Provide the second sheet/copy to the opposing team manager.
- Keep the top sheet and bottom two for your records.
 - You may be required to submit official score sheets to WAHA for state tournament seeding.

AWAY GAMES

As the visiting team, we do not provide the official scoresheets. If the home team uses GameSheet, they should be able to load the Wildcat rosters. However, it is prudent to have at least 3-4 roster stickers available in case GameSheet is not being used. Before the Game, locate the hosting team manager and either confirm our rosters are in GameSheet or provide the team roster stickers for the official scoresheet (3-4 stickers). After the Game, GameSheet scoresheets are emailed to the coaches and managers, or, collect the Away team copy of the paper scoresheet for recordkeeping.

Report Scores

You will need to update the final game results in several different locations. Below are the steps you will need to complete after each game/weekend.

- Update Game Results in Crossbar.
- Enter game scores into MyHockeyRankings.com

- By EOD Tuesday after the previous weekend's games, the results should sync to MyHockeyRankings from GameSheet
- Enter player stats into Crossbar. [Player Stats in Crossbar](#)
 - It is a good idea to consult with the head coach to find out if they would like the individual statistics to be made public or only across team coaches and parents. If players are comparing themselves to others and it is detrimental to team cohesion, it may make sense to disable statistics viewing if the coaches see fit.

TOURNAMENTS

Tournaments are a great way for players and parents to bond! Most teams shoot for 2-3 tournaments a season. Fees are paid for by all player families! Please note, WYHA will typically book two tournaments for each team and pay for the more expensive of the two.

Registration & Fees

You can find WAHA sanctioned tournaments on the [WAHA Tournaments webpage](#). There are several important considerations to be mindful of when scheduling a tournament:

- Distance & hotel stay requirements.
- Competition/Skill level
- Past Experience – Reach out to past managers/coaches and ask how their experience has been at a specific tournament or if there is any that they recommend.

Hotels

Some tournaments may necessitate a 1–2-night stay in a hotel. As team manager, you should assist the team with locating and/or reserving blocks of hotel rooms for the tournament. Each family is responsible for their own hotel reservations & fees. Some hotels will provide a link that you can send out to your families, or they will have to call and book under the block you created.

Here are some helpful Tips for Hotel Room Block Reservations:

- Start Early! As soon as you submit a tournament request, begin looking for your hotel!
- Call the local hotel number vs. the contact center/800# or look on their website under group bookings.
- Ask if they will provide a 'meeting' or 'conference' room for the families to gather vs. hanging out in hallways (sell it as a benefit to the hotel).
- Read the fine print on the room contract. Some hotels will send contracts making you personally liable if the number of rooms/nights are not met, or if the stay is cancelled. The liability should always rest on each individual family and not the team manager. Engage with the hotel staff to ensure this language is removed.

Team Building

Tournaments are a great opportunity for team building activities. This is also a great time to ask for assistance from other parents! Here are some creative ideas from past tournaments:

- Create door hangers for hotel room doors!
- Rent Lanes at a local bowling alley.
- Hold a pizza, sandwich bar or potluck night in a hotel meeting room.

COMMUNICATIONS

Establish primary methods of communication with your coaching staff and parents at the start of the season. It is highly recommended to send a weekly email communication to parents to celebrate the previous week's accomplishments and share information for the week ahead.

Also, the best way to get answers is to work with or ask any of the managers. Someone will have an answer to your question!

Thank you for your help this season! It wouldn't work without you!

Quick Reference Links

- Prerequisites
 - USA Hockey Registration: <https://membership.usahockey.com/>
 - SafeSport Training: <https://www.usahockey.com/safesporttraining>
 - Background Check: <https://www.usahockey.com/backgroundscreen>
- Scheduling
 - [26-27 WYHA Booked Tournaments](#)
 - [Tournament Feedback](#)
 - [Associations List for Managers](#)
 - [Sample Scheduling Table](#)
 - Facebook Manager Facebook Groups
 - [Wisconsin Squirt A/B/C - 2025-26 Schedulers Group](#)
 - [U12 \(Peewee\) A/B/C 2025-26 Schedulers Ice - Wisconsin](#)
 - [U14 Bantam A 2025-2026 Wisconsin Schedulers Group](#)
 - [MyHockeyRankings.com](#)
 - [WAHA Tournaments webpage](#)
 - [Dane County Hockey Officials Association Sign In](#)
- Crossbar
 - [Team Staff Tips & Tricks from Crossbar](#)
 - [Player Stats in Crossbar](#)
 - [Role Assignments in Crossbar App](#)
- GameSheet
 - Quick Start Guide for Teams/Managers: <https://help.gamesheet.app/article/72-quick-start-guide-for-team-managers>
 - Quick Start Guide for Scoring: <https://help.gamesheet.app/article/64-quick-start-scoring>
 - Training Videos: <https://help.gamesheet.app/article/29-training-videos>