

Waupun Hockey Association- Disciplinary Committee PO Box 285 510 East Spring Street Waupun, WI 53963 www.waupunhockey.com

Revised July 2025

Team Manager Code of Conduct

- 1. Managers must complete a background check and complete USA hockey Safesport training in accordance with our Affiliate Screening Policy.
- 2. Never verbally or physically abuse a player, official, parent, spectator or other coach.
- 3. Care more about the child than winning the game winning is a consideration, but not the only one, nor the most important one.
- 4. Encourage all your players to be team players.
- 5. Be a positive role model to players, parents and display emotional maturity.
- 6. Be generous with your praise when deserved, be consistent, honest, fair and just. Never criticize players publicly.
- 7. Maintain an open line of communication with your players and their parents and the board of directors. Reinforce the goals and objectives of WHA.
- 8. Follow the Wisconsin Concussion Law and protocol.
- 9. Never be under the influence of drugs or alcohol while acting in an official capacity.
- 10. Act as the main point of contact to relay communication to parents from the board and from parents, players and coaches to the board.
- 11. No cell phone cameras, mp3 cameras, video or camera equipment of any kind in the locker room. Locker rooms are for changing not taking pictures.
- 12. Adhere to all policies and procedures set in place for WHA and its members.

As a team manager, you will be held accountable for your actions. As a member of Waupun Youth Hockey, you represent our teams and association at practices, games, hotels, restaurants, etc. WHA expects you to conduct yourself in a sportsmanlike manner at all times and to observe WHA rules.

Profanity – Use of profanity is strictly prohibited on the ice, in locker rooms, hotels, restaurants while representing WHA.

Other inappropriate behavior – will be handled in accordance with the discipline policy. Intentionally damaging WHA equipment and or facilities will result in appearing before the Discipline Committee.



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Manager Responsibilities

- Team Managers act as an extension of WHA board members.
- Team Managers will only be in charge of, "manage" one team a season. They can assist others but will not manage more than one team.
- Each manager will schedule off-ice officials (penalty boxes, scorekeeper, timekeeper,) for their team's home games.
- Managers are responsible for jersey and sock handouts at the start of the season and collection at the end of the season.
- Managers will schedule games, at the direction of the head coach, for any remaining dates given to them by the game scheduler and update the website as necessary.
- Managers will contact opposing teams' managers to confirm all home and away games.
- Managers do not file complaints directly to other rinks/associations. These will be forwarded to head coaches or the WHA board for review and possible action.
- Managers must input scores of division games played on the WAHA website for play downs. If scores are not entered, teams will not be seeded to play.
- Managers will assist the tournament director in recruiting teams for their tournament and help run their respective tournament.
- Managers are responsible for planning home tournament off ice activities and scheduling volunteers.
- Managers will ensure the rink is cleaned up throughout the weekend and end of tournament.
- Managers will receive credit for ten "Other" work hours towards the Volunteer Hours required.