



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

Revised July 2026

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.

Damage to property - Intentionally damaging WHA equipment and or facilities will result in appearing before the Discipline Committee.

**** Any misconduct or violations of these responsibilities will be handled according to the discipline policy.**



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Manager Responsibilities

1. Team Managers act as an extension of WHA board members.
2. 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.
3. Each manager will schedule off-ice officials (penalty boxes, scorekeeper, timekeeper,) for their team’s home games.
4. Managers are responsible for jersey and sock handouts at the start of the season and collection at the end of the season.
5. 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.
6. Managers will contact opposing teams’ managers to confirm all home and away games.
7. 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.
8. 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.
9. Managers will assist the tournament director in recruiting teams for their tournament and help run their respective tournament.
10. Managers are responsible for planning home tournament off ice activities and scheduling volunteers.
11. Managers will ensure the rink is cleaned up throughout the weekend and end of tournament.
12. Managers will receive credit for ten “Other” work hours towards the Volunteer Hours required.