



RAHA INITIATION PROGRAM (IP) TEAM MANAGERS

November 2, 2023



AGENDA

- Main Resources and General Operations
- Best Practices
- Scrimmages and Jamborees
- Team Budgets
- Picture Day
- Outdoor Ice



IP TEAM MANAGER

What is the role of an IP Team Manager?

- Be the main point of contact for families
- Coordinate team events
- Communicate weekly schedule
- Coordinate getting names on the backs of jerseys
- Manage/Update team webpage
- Assist coaches with scheduling scrimmages
- Ensure USA Hockey roster is accurate



IP TEAM MANAGER | ALL IP

Manager Requirements – links on Manager's webpage

- 1. USA Hockey Membership** (free volunteer membership)
- 2. SafeSport Training** (free)
- 3. Background Screening** (\$30)
 - RAHA board does NOT receive a copy of the background screening, unless there is an issue
 - IP managers are reimbursed by RAHA, please submit your reimbursement receipt to the manager's page; checks will be cut monthly



IP TEAM MANAGER | ALL IP

RAHA Team Manager Registration

- All managers must complete the [RAHA Team Manager Registration](#) form on the website
 - Gains access to your team's webpage
 - Provides admin access on the Sports Engine App
 - Gives RAHA USA Hockey number to be imported into the portal to track credentials

DIBs Credits

- IP teams get 7.5 hours for team manager
- DIBs will ONLY be credited if the manager is compliant with the credentials and completes all manager duties



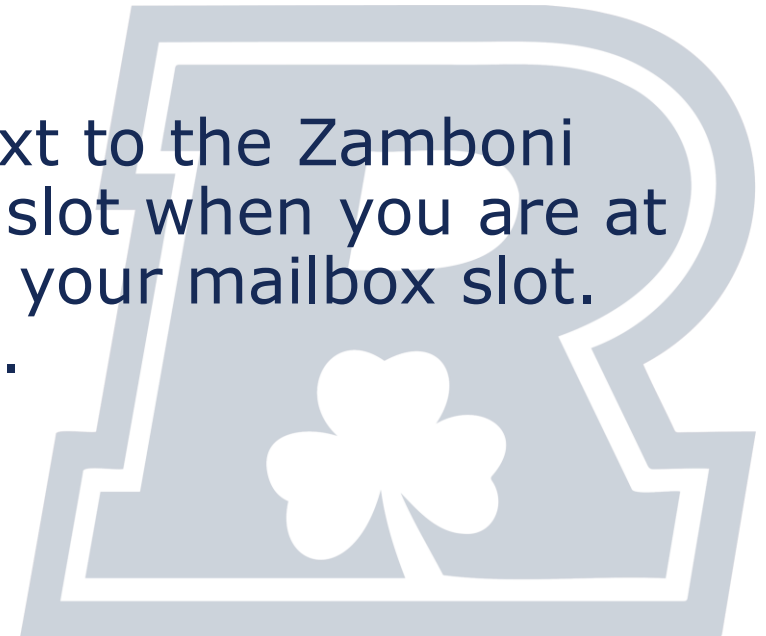
MAIN RESOURCES | ALL IP

Managers Hub Page

- We have a Managers Hub page under the Home tab on the website for your one-stop shop for many managing resources
- If you have ideas for the Managers page, let us know as it is a work in progress

RCC Mailbox

- A hanging mailbox is mounted on the wall next to the Zamboni doors at the RCC. Please check your mailbox slot when you are at RCC. Team Photos, etc. will be dropped off in your mailbox slot. For IP levels, these mailboxes may be shared.



MAIN RESOURCES | ALL IP

PDA Room Scheduling

- Most IP teams don't need a reason to use the PDA room, however, it can be used if necessary.
 - Managers can typically reserve the room directly on under the home tab of the website.
 - Add the event to the calendar and TAG your team so it also appears on your team calendar.



WEEKLY EMAIL | ALL IP

- Parents appreciate a manager with good, frequent communication. Throughout the season there can be many changes to a team's schedule.
- **Send Weekly Email Update**
 - Update the team calendar for that coming week and note any changes in your email
 - You can also add additional information needed to be relayed for that week like if volunteers are needed for a scrimmage or anything else
 - Sending emails on Tuesday gives parents enough time to adjust if a change was made to your schedule for the upcoming weekend
 - Remind parents to RSVP to every team event, especially on-ice sessions to allow the coaches to adequately plan



TEAM PAGE | ALL IP

- It's the team manager's responsibility to keep the team page updated on the Rosemount Hockey website. This includes your team calendar, coach and manager contact information and roster information.
- It's your choice to decide how much detail you want to provide, but at the very least you should provide your head coach phone number and email, as well as your phone number and email.
- The Staff Roster will be loaded by RAHA Register after all USA Hockey credentials have been met. **DO NOT ADD COACH/MANAGER TO STAFF ROSTER.**
- Locker Room Monitors are not required at the IP levels because parents are always in the locker rooms helping with equipment.



TEAM CALENDAR | ALL IP

- All event titles should contain your TEAM NAME - many parents have multiple skaters and seeing the team in the title is helpful. (Example: "Mite 1 Silver Team Party")
- Your schedule will be "pre-loaded" with practice times and any pre-scheduled jamborees. It's your responsibility to make changes to the calendar. Do NOT make changes to the calendar without first checking with the Ice Scheduler.

RAHA Ice Scheduler: icescheduler@rosemounthockey.org

For help at any time on your team page or calendar,
contact: troy@rosemounthockey.org



SCRIMMAGES | MITE/8U

- Work with your coaches to determine when to start scrimmaging other District 8 associations
- Make sure opponents match your team's skill level
- Scrimmages/Jamborees outside of District 8 must be approved by the D8 Director
 - Submit [Out of District Travel Request Form](#)
- Scrimmages/Jamborees with out-of-state teams won't be approved by District 8, so it's not worth asking



SCRIMMAGES | MITE/8U

- **Scrimmages at RCC**

- Tag the RCC Calendar so the RCC staff can be prepared for a second team coming in

- **Scrimmages at The Pond**

- Opposing team **must** fill out the Pond Waiver found on The Pond's website
- Send the link to your opponent's manager



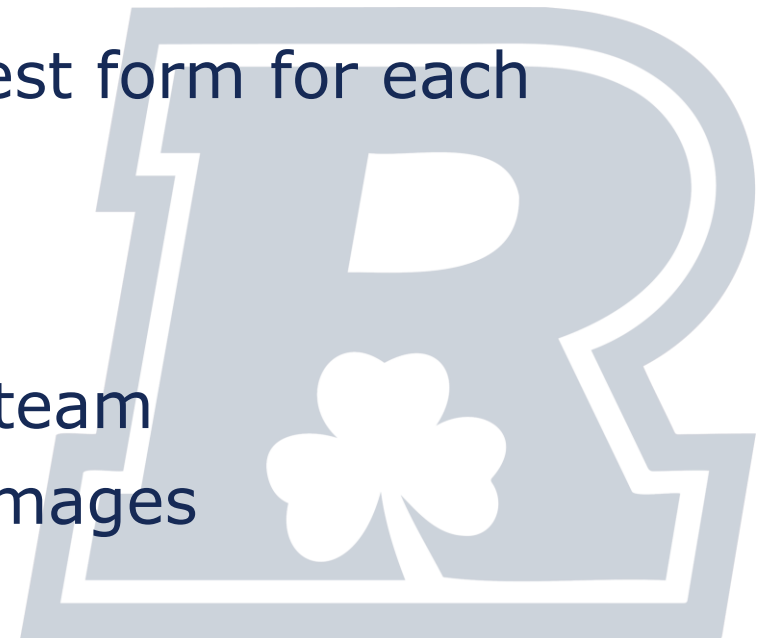
SCRIMMAGES | MITE/8U

MINNESOTA HOCKEY RULES

- Scrimmages must be coach-controlled, with coaches on-ice (no referees)
- Scoreboards cannot be used to keep score
- **NO** full ice scrimmages allowed before Jan 15, 2024
 - Intermediate nets **MUST** be used
 - Teams must submit a Full Ice Game Request form for each event (NO EXCEPTIONS)

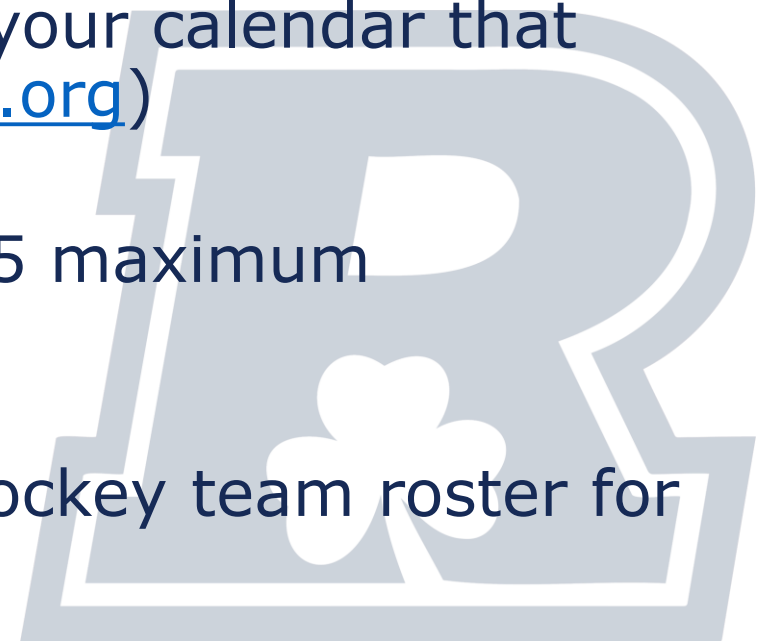
RAHA RULES

- Maximum of 15 scrimmages are allowed per team
- RAHA teams are only allowed 6 full-ice scrimmages



JAMBOREES | ALL IP

- [Cottage Grove Jamboree](#) (December 8 – 10, 2023)
 - All Mite, Mini-Mite, 8U & 6U teams are registered
- Additional jamborees are the team's responsibility to find and fund (teams can add 2, for a maximum of 3)
 - When you register for a jamboree, notify the Ice Scheduler ASAP so he can avoid adding practices to your calendar that weekend (icescheduler@rosemounthockey.org)
- One day of a jamboree counts toward your 15 maximum scrimmage limit
- You will be asked to furnish an official USA Hockey team roster for jamborees (more on next page)



USA HOCKEY ROSTERS | ALL IP

Tracks and validates coaches, players and others involved in youth sports

PLAYERS

- Ensures players are participating at the right age-level
- Only players on the approved roster are allowed to participate in scrimmages and jamborees

ADULT VOLUNTEERS

- Tracks the compliance of volunteers assisting with our youth
- The only people allowed on the ice or bench with youth or girl players are those on the approved USA Hockey roster
- Coaches **cannot** be added to a roster if credentials are incomplete



USA HOCKEY ROSTERS | ALL IP

- Registrar is working on USA Hockey rosters - currently finishing Squirt & 10U teams before IP teams
 - A roster cannot be submitted without a Head Coach
 - A Head Coach cannot be rostered with incomplete credentials

USA Hockey Roster Links

- Upon roster approval, the Head Coach automatically receives an email with a link to the approved roster
- The roster link never changes, even when roster is updated
- USA Hockey rosters are posted to a hidden page under the Manager Tools tab that managers are given access



USA HOCKEY ROSTERS | ALL IP

- Many reasons a players or coach is missing from your roster
 - Coach hasn't completed required credentials
 - Coach hasn't completed the RAHA Coach Registration form
 - Late player registration wasn't imported with the initial roster
 - Human error

REDLINED PLAYERS & COACHES

- Players – birthdate verification, spelling of name, something changed drastically from previous year's membership
 - Typically requires a copy of the child's birth certificate for verification purposes
- Coach – typically due to SafeSport expiration



TEAM BUDGET | MITE/8U

Mite/8U teams may request up to an additional \$150 from each skater for additional expenses. Managers should discuss with their coaches to determine if this is something the team is interested in.

- Examples of common expenses:
 - Brooke White skating lessons (budget for \$200/team)
 - Additional jamborees (maximum of two more)
 - Extra ice sessions to host scrimmages
 - Coach gifts, end of season party
 - Maintain a budget so parents can see how much is collected and how it's being spent (sample budget on manager's page)
 - Remaining funds at end of season is to be equally refunded to each skater



ADDITIONAL ICE | MITE/8U

- Ice typically costs around \$250+/- per hour
- Contact rinks directly to find available ice
- Check the Ice Swap Page on the RAHA website

The screenshot shows the RAHA website interface. At the top is a dark blue header with a large 'R' logo on the left and a search bar on the right. Below the header is a navigation menu with links: Home, Registration, Tryouts, Traveling, 8 & Under (IP), Hockey Dev, Dibs, and More +. A secondary menu is visible below the navigation, containing links: RAHA Board, Rinks, Parents, Coaches, Managers, Ice For Sale/Trade, RAHA Boosters, and More +. The main content area features a large banner with the text 'Remount Irish' in a stylized font. Below the banner is a table displaying a game schedule for various teams and dates.

WE	THU NOV 2 @ 7:40PM	THU NOV 2 @ 8:15PM	FRI NOV 3 @ 7:30PM	SAT NOV 4 @ 10:45AM	SAT NOV 4 @
Bantam AA	New Pym...	Apple Valley Bvill...	Bantam AA	15UA	Cottage Grov
Ro...	Bantam A...	12 U A	White Bear Lake	Hermantown 15UA	12U B1
SC		SCHEDULED	SCHEDULED	SCHEDULED	SCHEDULED

PICTURE DAY | ALL IP

All IP teams have pictures on January 14 between 11am-4pm in the RCC banquet hall.

- Your 20-minute time slot will be sent to managers
- Add the time to your team calendar and delete the RAHA TBD hold event
 - The ONE time you **can** delete an event not created by you
- Picture ordering is done online
- Only equipment allowed into the building are gloves
- Coaches will be in the team photo
- **Team managers are required to attend** to ensure no chaos



TEAM GATHERINGS | ALL IP

- RAHA encourages off-ice team gatherings
- Early in the season allows parents to get to know each other
- Examples:
 - Attend a varsity game as a team
 - Team pizza party at Carbone's
 - MN Wild Group seats



OUTDOOR ICE | ALL IP

- Outdoor ice will be posted on website, coaches/managers can coordinate which session(s) work for their team
- Two teams can be on the ice for each session



JERSEYS | ALL IP

- Names on the back of jerseys can be completed at South Metro Sports
 - Recommend calling them

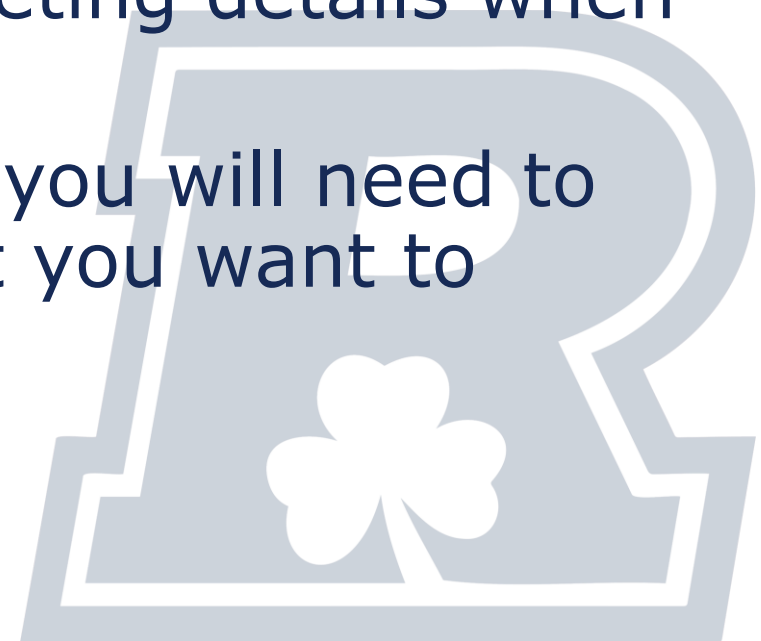


D8 MANAGER MEETING | MITE/8U

Mandatory for all coaches and managers

Date: TBD; typically early December

- Will be via Zoom
- District 8 will be sending out Zoom meeting details when the date is closer
- Because this meeting is not in person, you will need to reach out separately to any teams that you want to scrimmage



RAHA CONTACTS

If you have any questions, please feel free to contact any of us on the RAHA Board:

TITLE/ROLE	NAME	EMAIL
IP Coordinator	Britt Foster	britt@rosemounthockey.org
IP Coordinator	Troy Pilger	troy@rosemounthockey.org
Coaches Coordinator	Ben Hanson	ben@rosemounthockey.org
Communications Coordinator	Dave Kovacs	dave@rosemounthockey.org
Ice Scheduler (non-board member)	Chris Kalata	icescheduler@rosemounthockey.org
Accountant (non-board member)	Doug Ebner	accountant@rosemounthockey.org



THANK YOU FOR EVERYTHING YOU DO!

**YOU ARE ONE REASON YOUR CHILD WILL HAVE A
SUCCESSFUL SEASON.**

THEY APPRECIATE YOU AND SO DO WE!

Please stick around if you want to see how to do a few
things on the website...



HOW DO I...?

- Add an event?
- Add a scrimmage?
- Check for my team's compliance with attendance?
- Tag RCC?
- ???



D8 INFO

District 8 Website | www.minnesotahockeydistrict8.com

- Visit the site and familiarize yourself with the site
- Rich Rakness rrakness@comcast.net
 - For out of District 8 scrimmage and/or jamboree approval

