

GRAHA Coach and Manager Manual

Coaches:

- Review Coaches Code of Conduct
- Chose a team manager and determine their responsibilities
- Arrange for a preseason meeting with parents
- All coaches must have certifications before stepping foot on the ice – please email Molly with questions on your certification status

Managers:

- Duties will vary – please discuss expectations with coaches
- Start scheduling games ASAP
- Assist with scheduling team functions
- Bridge communication between parents and coaches
- Be knowledgeable on GameSheet so you can assist parent volunteers
- Consider creating a sign-up sheet for parent volunteers to work the home games (clock, GameSheet & penalty box)

Communication with team:

- Create a team contact list to include emails and phone numbers
- Consider using a Chat Function (GroupMe, Sports Engine, Remind) to communicate with parents
- I recommend a Sunday evening email to parents with a “snap shot” of what the upcoming week looks like with practice & game times/locations

USA hockey Roster:

- Molly will email you a copy. This must be with you at all games/tournaments in case they need to verify players/coaches

Sports Engine:

- You will need to get administrative access by emailing Sean Martinson, seanmartinson@gmail.com
- In order to make any changes to Sport Engine team page, you will need to be logged into Sports Engine and use the toggle on the upper left of the page to switch to Edit
- Enter the Roster when available
- You may upload photo of players if desired
- Create a Tournament Section on your team page to include hotel blocks
- Add practices and games to your team’s page

Locker room Monitors:

- Locker room monitors are **REQUIRED**

- Penalties from Minnesota Hockey will occur this year and may include suspension from post-season play
- Monitors must have background checks, which will limit options to mostly coaches; however, you may ask a few parents to complete these tasks to assist coaches

Jerseys:

- Mites/8U/Mini/6U will receive one jersey with sponsor logo
- Squirt/10U and above will receive new white jerseys with team logo that players will keep. Orange jerseys will be reused each year
- Squirt/10U and above MUST meet with Molly ASAP after rosters have been set in order to size for jerseys and get the whites ordered

Team Budget:

- Used for tournament registration, ref/ice fees for away games
- Reimbursement for coaches travel, see document
- Submit receipts to anna@hussmanrealtor.com

Team Sponsorship:

- Manager/Coach, please upload our team's sponsor into your Sports Engine team page – please contact Molly to obtain team logo
- Managers should obtain a team photo to share with the team sponsor at the end of the season
- Please ensure players write thank you notes to the team sponsor at end of season

Fundraising:

- All fundraising and additional donations need board approval
- Teams may receive additional donations from individual parents and/or businesses, but these items may **NOT** include a business logo. For example: Parent donates GR hockey hats for the team. Parent pays for a team pizza party.

Volunteer Opportunities:

- Second Harvest Food Bank (squirts and above) - contact andy@secondharvestnctfb.com

Scheduling:

- Jeremy Carlson is the main scheduler for GRAHA and IRA rinks
Jeremy.Carlson2625@gmail.com - 218-398-2625
- Jeremy will schedule all practices
- AA teams will need to schedule all their own games due to lack of district opponents. This is a time-consuming process. Start early. You can find contact information for most schedulers/coaches on each association website.
- Number of games/game days are listed in Coaches Code of Conduct
- Scheduling Home games
 - look at IRA calendar, find a date/time that is open
 - email Jeremy with desired time and the opponent

- DO NOT SCHEDULE a game unless you have confirmed with the opposing team - there will be situations where teams will change, but it should not be the pattern
- Once you receive confirmation, add the game to the team calendar on SE

Home Games:

- 2-3 volunteers are required for each game (book, clock, box)
- We will be using GameSheet on the iPad again this season, and there is a tutorial on the GRAHA website
- You can use Signup Genius to secure volunteers - easy to set-up account
- These shifts DO NOT count for DIBS

GameSheet:

- Please familiarize yourself with GameSheet
- The volunteer keeping score MUST enter their name & phone number on the GameSheet game they are scoring – this is simply so D12 can contact the scorekeeper if there are questions or discrepancies on the scoresheet
- It is pertinent that penalty minutes be entered correctly – the time the penalty STARTS and the time the penalty ENDS must both be entered

Tournaments:

- 1 home and 2 away tournaments, additional tournaments need board approval
- Most tournaments will send a detailed informational email
- Many will ask for USA Hockey Approved roster (you will receive this from Molly)
- They may request a team photo
- Team logo may need to be submitted - request from Molly
- Set-up hotel blocks as soon as you can

GRAHA Coaches Reimbursement:

Requirements for submitting requests:

- Please submit reimbursement form found on the GRAHA website along with ALL correlating receipts to GRAHA treasurer
- All requests will be submitted on the 15th of each month
- All USA hockey requests need to be submitted by December 1st.
- All reimbursement requests must be submitted by April 1st. Any received after will not be processed

Qualifying Expenses for Coaches

- Hotel
- Gas and Mileage
- Meals. No alcoholic beverages
- Items needed for team. Pucks, clip boards, practice jerseys
- Any game related expense. Ref or ice time

- If there is something not on the above list, please contact first prior to purchasing.
- Please contact GRAHA treasurer with any questions or concerns.
- Anna Hussman, anna@hussmanrealtor.com

Dib requirement updates:

Coaches Dibs:

- Squirt/10U and above: no Dibs for up to 2 children of head coach and no Dibs for 1 child of assistant coach. Each team is allowed only 1 assistant coach to opt out of dubs
- Mite and 8U Coordinator: no dubs for 1 child
- Head Mite and Head 8U coach: No dubs for 1 child
- Mini/6U Coordinator: no dubs for 1 child (if not already coaching)
- Lead Beginner and INT Coach: No dubs for 1 child
- Lead 6U and Lead 8U coach: No dubs for 1 child
- Managers for PW/12u and above: No dubs for 1 child.

Board Contact Information:

Jon Toivonen, President toivo22@yahoo.com
 Andy Haarklau, Vice President ahaarklau@indlube.com
 Angela Barrato, Secretary abaratto@northlandcounseling.org
 Ryan Dekich, Fundraising Director, rdex99@yahoo.com
 Mitch Kellin, Director of Communication, mitchkellin@gmail.com
 Anna Hussman, Treasurer, anna@hussmanrealtor.com
 Brian Anderson, Director, briand@hawkinsonconstruction.com
 Dan Mertes, Director, danieljmertes@gmail.com
 TBD, Boys Varsity Coach,
 Brad Hyduke, Girls Varsity Coach, bhyduke@yahoo.com
 Molly Casey, GRAHA Admin, grandrapidshockey@gmail.com