



RAHA TRAVELING
MANAGERS MEETING
Bantam/15U/PeeWee/12U

October 8, 2023

INTRODUCTIONS

Resources/Operations/Managing – Bryan Feldhaus
bryan@rosemounthockey.org; 651.269.8985

Financials/Accounting – Doug Ebner
accountant@rosemounthockey.org

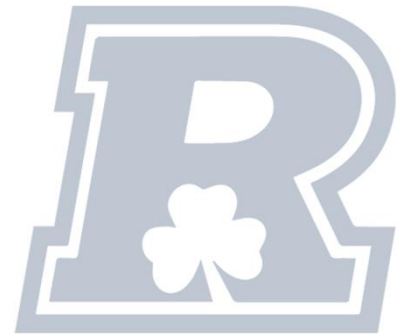
Ice Scheduling – Chris Kalata
icescheduler@rosemounthockey.org

Traveling Manager/Tournament Coordinator – Mike Cline
michaelc@rosemounthockey.org; 651.276.2516



AGENDA

- Introductions
- Code of Conduct
- Resources
- Operations
- Team Votes; Apparel
- Communication, Webpages, Calendars, Volunteers
- Ice Bills, Credits and Payments
- Team Photos
- District 8 Games, Requests, Scrimmages
- Game Sheet & Game Days
- Trading, Buying & Selling Ice
- Tournaments



BOARD OF DIRECTORS

- President | [Mike Staloch](#)
- Vice President | [Sara Marchese](#)
- Secretary/Treasurer | [Bryan Feldhaus](#)
- Operations & Registrar | [Lauren Anderson](#)
- DIBS | [Luke Jacobsen](#)
- Communications | [Dave Kovacs](#)
- Fundraising | [Katy Winecke](#)
- Equipment | [Traveling Coordinators](#)
- Boosters | [Michelle Rodine](#)
- Team Manager Coordinator | [Mike Cline](#)
- Traveling Tournament Coordinator | [Mike Cline](#)
- Goalie Coordinator | [Danielle Olson](#)
- Boys Traveling Coordinator | [Jared Hanowski](#)
- Traveling Coaches Coordinator | [Ben Hanson](#)
- Girls Traveling Coordinator | [Jennifer Williams](#)
- IP Co-Coordinator | [Britt Foster](#)
- IP Co-Coordinator | [Troy Pilger](#)

Non-Board Members

- Ice Scheduler | [Chris Kalata](#)
- Concession Managers | [Kathy Grenier/Trish Caspar](#)
- Accountant | [Doug Ebner](#)
- Gambling Manager | [Marc Tobias](#)

contact information can be found on the RAHA website



MANAGER EXPECTATIONS



MANAGER EXPECTATIONS

- Responsible for Board Communications
 - Conduct, Player Injuries, Complaints, SafeSport
- Responsible for Team Budgets/Ice Bills
 - Budget, Ice Bills, Expenses, Payments and Delinquencies
- Responsible for Team Communications
 - Scheduling, Tournaments, Hotels, Apparel, Accomplishments
- Bonus: Create Memories, Have Fun
- Any team manager that fails to timely complete obligations will lose any earned DIBS hours based on review/determination by RAHA Board



CONDUCT & RULES



PARENT CONDUCT

- Most coaches are unpaid volunteers; treat them the way you expect to be treated
- Opportunity to provide feedback during mid-and-end of season surveys
- D8 cracking down on poor sportsmanship spectators
- Parents agreed to Code of Conduct during registration
- Any parent exhibiting improper conduct at any game or practice will be asked to leave the arena and will not be allowed to attend the following game. Repeat occurrences may result in a multiple game suspension or lose the privilege of attending all future RAHA events.



PARENT CONDUCT

It is the duty of parents to exemplify the highest ideals of fair play, sportsmanship and ethical conduct:

1. Embrace the highest ideals of sportsmanship, ethical conduct and fair play.
2. Support coaches and officials working with your child in order to encourage a positive and enjoyable experience for all.
3. Refrain from coaching your child or other players during games and respect that all practices are ran by the coaching staff.
4. Be a "team fan" not a "my child fan".
5. Demand that your child treat other players, coaches, officials, and spectators with respect.
6. Do not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent (ie booing or profane language).
7. Be modest in victory and gracious in defeat.



PARENT CONDUCT

Teams can earn one "Fair Play" point per game, which affects the district standings, for playing with good sportsmanship.

To earn the Fair Play point, a team must NOT:

- exceed the penalty minute threshold established for that level of play; or
- have a coach assessed a Game Misconduct or Match Penalty; or
- have a spectator requested to leave the arena by an official.

FAIR PLAY PIM THRESHOLD			
LEVEL	MIN	LEVEL	MIN
Squirt	10	10U Girls	8
PeeWee	12	12U Girls	10
Bantam	14	14U Girls	12
16U	16	16U Girls	14
Jr. Gold	16	19U Girls	14

PARENT CONDUCT

While Fair Play does not decide the outcome of individual games, consistently good (or bad) behavior can have a cumulative effect through league standings and playoff seeding, encouraging players, coaches and parents to display positive behavior at all events.

Coaches and Spectators cannot confront a referee off the ice or in the parking lot.

- First offense the head coach receives a game misconduct
- Second offense the head coach will be suspended for 3 games
- Third offense will result in suspension for the season
- Fines can be levied up to \$1,000



RULES

- Complete list of rules can be found on our website
 - All parents should read the document to understand the rules before the season starts
 - [Official document](#)
- District 8 prohibits non-rostered players to be on the ice
 - Only coaches listed on the official USA Hockey roster are allowed on ice to assist
 - Non-rostered skaters/siblings are never allowed on ice



LOCKER ROOM MONITORS

- USA Hockey now requires Locker Room Monitors always be INSIDE the locker room
- Locker rooms are only available 30 minutes before an event
- District 8 prohibits non-rostered players to be on the ice
 - Only coaches listed on the official USA Hockey roster are allowed on ice to assist
 - Non-rostered skaters/siblings are never allowed on ice
 - More detailed information to come from D8
- Girls Teams: 7.5 hours of DIBS will be provided for up to five parents to serve as Locker Room Monitors for RAHA girls teams; must complete background check



RESOURCES



RESOURCES

District 8 Website | www.minnesotahockeydistrict8.com

- Visit and familiarize yourself with the site
- Requests for referees for scrimmages are found on this page!
- Game Day Submission Forms – NEW CHANGES THIS YEAR

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

Microsoft OneDrive (The Cloud) | www.onedrive.com

- You receive access to our “Managers Cloud” where you have a team folder set up to keep any files for the season.
- Where you update your team’s online budget and checkbook excel file; please keep an updated master copy on the cloud at all times.
- Manager’s Information – How to sheets, roster labels, logos, etc.



OPERATIONS



OPERATIONS

DIBs Credit

- Managers receive 7.5 to 15 hours of Dibs credit for managing their team.
- Co-Managers receive 7.5 hours each.
- Head or assistant coaches on your team may be receiving dibs credit from other resources and may not need to use the Dibs credits from the team. In these cases, the unused Dibs may be able to spread out to the managers if more than 15 are needed.

Manager Requirements

- All managers must register for USA Hockey, take the Safe Sport certification course, and complete a background screening.
- The links for all 3 are located on the manager's page on the RAHA website. Make sure to choose VOLUNTEER under USA Hockey so you aren't charged. For your background check, **please write a check and keep your receipt.**



OPERATIONS

RCC Mailbox

- Each team has a mailbox slot at RCC down by the Zamboni doors. Please check your mailbox slot when you are at RCC. Monthly Bank statements, coach reimbursement checks, Picture forms, Team Photos, etc. will be dropped off in your mailbox slot

PDA Room Scheduling

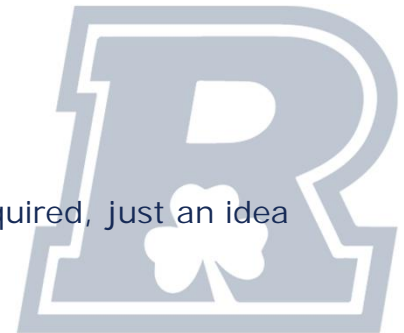
- Managers can reserve the room directly on our website (under the home tab) to use the PDA room for meetings or film study.
- Add event to the calendar and TAG your team so it appears on your page

- Team Binder

- Each manager will receive a binder to keep team documents organized.
- Examples of documents to have on hand:
 - Copies of official team roster (USA Hockey Approved)
 - Parent Contact List
 - Copies of Coaches/Managers USA Hockey registrations
 - Extra copies of scoring sheets

- Manager Bag

- Some managers keep a bag with blood jerseys, tape, extra laces, etc.... this is NOT required, just an idea

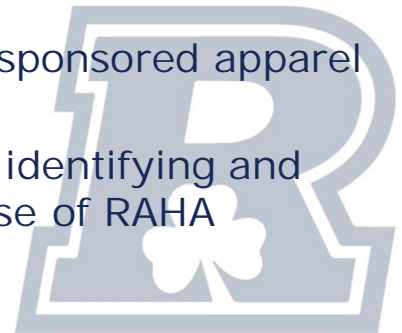


APPAREL, BUSES, TEAM VOTES



TEAM VOTES; NEW PROCESS

- Hockey Operations Expenses
 - If (1) less than \$50 per RAHA member and (2) Hockey Operations Expenses, then a vote will require greater than 50% pass rate conducted by manager.
- Non-Hockey Operations Expenses
 - If (1) greater than \$50 per RAHA member or (2) Non-Hockey Operations Expenses, then an anonymous vote will require greater than 65% pass rate by RAHA Board
- Notes:
 - Expenses for scrimmages, referee payments, or a team's selection of RAHA apparel are exempted from the team vote requirements.
 - The purchase of RAHA apparel shall be individually paid for by RAHA members and not via the ice bill process.
 - Coaches and Managers are strongly encouraged to purchase RAHA sponsored apparel as compared to other apparel options.
 - Coaches and managers shall also use their reasonable discretion in identifying and soliciting feedback from players and RAHA members for the purchase of RAHA sponsored apparel



TEAM APPAREL

- The RAHA boosters have created some great options to choose from.
- If your team chooses team apparel, please order through the boosters to support the program.
- If the team agrees to purchase outside of boosters, you must stick with the RAHA color scheme of Navy, Michigan Gold, and White.
- Additional ordering windows will follow; however, you are able to order from CA Gear at any point if you decide to do a team order.



COMMUNICATION, CALENDARS, ETC.



WEEKLY COMMUNICATION

- Parents appreciate a manager with frequent communication. Throughout the season there can be many changes to a team's schedule
- We recommend a weekly update (Sunday night) to the team
- Include the team calendar for that coming week and note any changes in your email update
- You can also add additional information needed to be relayed for that week like who is working the penalty box, clock, locker room and scorebook for your home games



TEAM WEBPAGE

- It's your responsibility to keep your 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.
- It can be helpful to list hotel info for your away tournament
- You will can update your team/skater statistics to the extent that you/coach would like. Some managers/coaches like all the statistics entered, others don't care one way or the other.



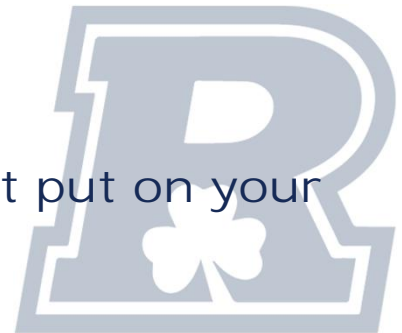
TEAM CALENDAR

- Your schedule will be “pre-loaded” with practice times, district games and pre-scheduled tournaments. It’s your responsibility to make changes to the calendar.

Do NOT delete anything from your calendar until your team is no longer financially responsible for that ice.

- Example: You cancelled practice when you have shared ice and did NOT get anyone to cover your half of the ice bill.)
 - Your team is still responsible for that ice and need to change the event to “Cancel” in that situation.
 - If you found someone to cover your portion and are no longer responsible for that ice bill, you can then “Delete” it from the calendar.
 - If you have ANY questions or need clarification, please ask.

Do NOT delete anything from your calendar that you did not put on your calendar.



TEAM CALENDAR

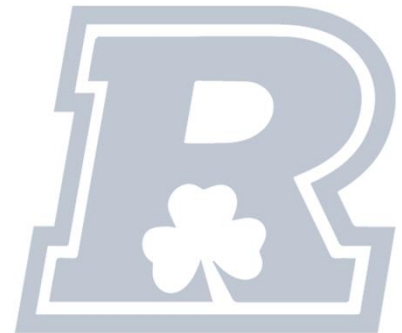
- All event titles should contain your TEAM NAME FIRST - many parents have multiple skaters and seeing the team in the title is helpful. (Example: "PeeWee B1 Team Party")
- Make sure that home games and scrimmages at RCC are tagged to the RCC calendar. This populates all RAHA games into one convenient calendar that allows us to schedule concessions more efficiently. (See example on Manager's page)
- League Games, Tournament Games and scrimmages should NOT be added as a regular calendar event (more on this later)

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



TEAM VOLUNTEERING

- We encourage all our teams to get out and volunteer in our community. There is a folder in the cloud where you can get a list of ideas. Feed My Starving Children is GREAT, but there are many opportunities in Rosemount that gives back to our own and keeps RAHA in sight.
- If your team does volunteer – let someone know! Communications coordinator, managers coordinator, share on the website! We like to highlight these activities on our website.
- If you participate in a great volunteer event, please add info to the one drive folder for other teams in the future!



SPORTS ENGINE

- Parents and skaters with phones should download this app
- Team schedule – sync to phones if desired
- You will be able to RSVP to team events here
- Roster information is available
- Chat feature for easy communication (or GroupMe)



ICE BILLS, CREDITS, PAYMENTS



CHECK BOOKS, CREDITS, PAYMENTS

- Doug Ebner, RAHA Accountant



ICE BILLS

- PaySimple returns as our platform to make and track monthly ice bills
 - Payment link will be on your team page to make access easy
 - Managers will send email to the team when ice bills are determined

PaySimple[®]



ICE BILLS

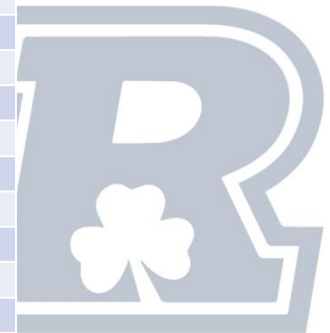
How are amounts determined?

1. The actual ice sessions used/assigned, plus any fundraising credits are submitted to RAHA accountant
2. RAHA accountant determines the amount due for each family and sends information to team manager
3. Team manager compiles information and emails information to team
4. Payments are due on the 15th of each month
 - Families who have not made payment by the 15th of the next month are announced in the board minutes and their player cannot take the ice again until the family is paid in full



TEAM BUDGET

21-22 PWA BUDGET			
DESCRIPTION	SECONDARY	COST	NOTES
START-UP:			
	Jersey (per player)	\$ 85.00	
	Socks (per player)	\$ 30.00	
	Pucks, First Aid	\$ 46.12	
OTHER:	District Fees (Refs)	\$ 764.00	
	Goalie Fees	\$ 180.00	Goalie training fees
TOURNEYS:			No gate fees included
	Super Rink Spectacular	\$ 1,394.04	
	Detroit Lakes	\$ 1,342.20	
	Edina Invitational	\$ 1,550.00	
	BarDown (Rogers)	\$ 1,350.00	
ICE/DRYLAND:			Estimated ice times
	October	\$ 1,500.00	
	November	\$ 2,250.00	
	December	\$ 1,750.00	
	January	\$ 2,500.00	
	February	\$ 2,750.00	
	March	\$ 1,000.00	
MISC:			
	Coach Registrations	\$ 188.00	\$47 per coach
	Background Check	\$ 30.00	\$30 per manager
	Additional Referees	\$ 560.00	Approx. 10 scrimmages
	District Tourney	\$ 1,100.00	
TOTALS:		\$20,369.36	

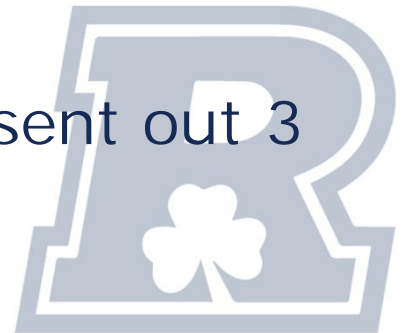


PHOTOS



TEAM PHOTOS

- Sunday, November 12, 2023
- Rosemount Community Center
- Schedule will be sent out closer to the date; please update your team calendar once you have your time
- Pick what jersey you'd like your team to wear as well as pants, under shirt, etc. (give as much notice as possible)
- The only equipment allowed are gloves
- Please have coach bring 2 sticks – one left, one right
- Goalies can bring sticks
- There are not any picture forms, links will be sent out 3 weeks AFTER picture day

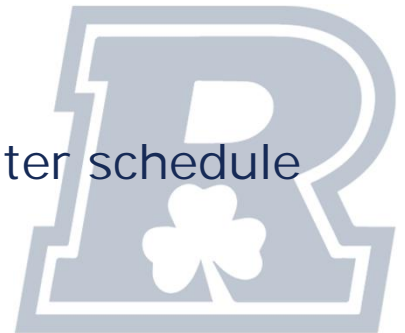


DISTRICT 8 GAMES, REFEREES



DISTRICT 8 GAMES

- 8 teams in each flight, every team plays each other twice
- 16 games per season
- The District schedules the games
- Double-check for scheduling conflicts
- Games are automatically imported into your team calendar and an email will be sent to the managers when completed
- Good practice to double-check your schedule with the master schedule on the D8 website



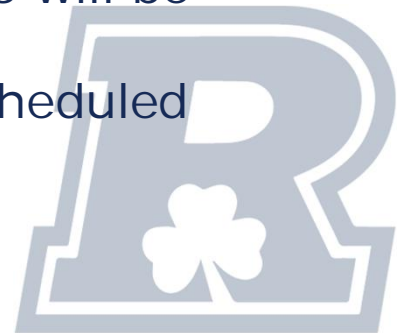
D8 GAME CHANGE REQUESTS

- These may come up during the season, this year it's more likely.
 - If the game needs to be rescheduled, visit the D8 website and complete the Reschedule Request Form.
 - If the change request is 14-days out or longer, it's a \$55 fee
 - If the change request is 3-13 it's a \$75 fee
 - If it's 48 hours or less, teams are required to pay the original referees
- Please familiarize yourself with the District's Game Change policy



REFEREES

- League Game Referees
 - District 8 will schedule referees for all district games
 - Costs are automatically entered into your monthly ice bill
- Scrimmage Referees
 - Scheduled by team manager through Sean Kelly
 - Contact information can be found on the D8 website (under Schedule Refs tab)
 - Payment for these referees is due at the scrimmage from the team's checkbook
 - Talk with the opposing team manager to determine who will be paying the referee and ice costs
 - Typically, A 50/50 split or reciprocal scrimmages are scheduled



GAME SHEETS & GAME DAYS



GAME DAY

- You will need to schedule at least 4 volunteers to work each home game
 - Scorekeeper/GameSheet
 - Clock
 - Penalty Box Attendants
 - Locker Room Monitors
- Best Practice: Create a game schedule and schedule volunteers for the whole season
- Manager/Coaches' families do not need to be part of the rotation as you will be doing enough work as it is, but optional
- Families do NOT get DIBS hours for game duties



GAMESHEETS

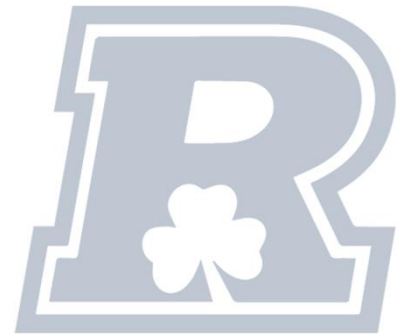
District 8 requires use of GameSheets for scoring.

<https://youtu.be/6VMNULCyTJw>



GAMESHEETS

- Create your own Login for GameSheets
- Login info will be provided to you
- Double check your rosters to ensure accuracy, if your roster is NOT on your profile your roster is not certified yet
- Please add your team jersey numbers to your roster
- GameSheets will be used for all district games.
- More information forthcoming



GAME DAY

- Collecting Scoresheets & Entering D8 Game Results
 - This does not need to happen when GameSheets is used
 - After every game or scrimmage, you need to visit the score table to get a copy of the score sheet.
 - For D8 League Games, this info will automatically feed to D8 from the Game Sheets program as soon as you have an internet connection.
 - Best Practice – periodically check your teams records on the D8 website to ensure the information is accurate. Double Check the Fair Play Point calculations.



GAME DAY

- Roster Stickers – if needed
 - Tournaments & scrimmages will use stickers
 - A template is available on OneDrive
 - Each sticker should list the players name and number
 - The sticker sheets are in the mailbox cabinet at RCC
- Roster Cards
 - Best Practice: Parents appreciate a roster card with the skater's name and number on it, especially at the beginning of the season
- Scorebooks – if needed
 - RCC - Located by the clock, extras are in the mailbox cabinets
 - IGH – Located by the clock, extras are by the concession stand



FAIR PLAY POINTS

Fair Play Points have to do with penalties.

- Each team gets one point at the start of every game
- If the team does not exceed a certain number of minutes in penalties, the team keeps that point.
 - Squirts – 10 minutes
 - 10U – 8 minutes
- If a team exceeds their penalty minute criteria, they forfeit their fair play point for that game
- Teams are impacted by the number of Fair Play Points when determining its flight for post-season district play
- Each team starts with one fair play point



TRADING, BUYING, SELLING ICE



TRADING, BUYING, SELLING ICE

- Chris Kalata – Ice Scheduler
- Buying & Trading Ice on RAHA Website
 - Review available ice at the Ice Swap tab on the RAHA website
 - Here you will also find links to other websites to search for ice
- Rink Finder
 - Automatic payments are typically accepted at popular rinks
 - Notify Chris Kalata so it can appear on the master calendar
 - Highly discouraged to pay the rinks directly
- Swap Ice
 - If there's a team you want to swap ice with, notify Chris so he can update the master schedule



MI SCELLANEOUS

Out of State Games & Scrimmages

- If you schedule a scrimmage with a team from another state, you must first contact Mike Cline, who will seek approval from District 8
- You do not need to get approval for tournaments scheduled by RAHA
- Please advise Mike Cline or Bryan Feldhaus of your assigned tourney schedules as we have to report any games against teams from a different level (i.e., a Rosemount PWB1 team vs. Away PWB2 team)



TOURNAMENTS



TOURNAMENTS

Four Tournaments Scheduled

- Scheduling criteria and strategy
- Tournaments are listed on your team calendar
- Managers should have received an email with tournament details
- *Contact tournament coordinators to update main contact for your team!*
- Additional tournaments



TOURNAMENTS

Out of Town Tournaments

- You should have received hotel block information.
- Please contact the hotel and establish yourself as the new team contact.
- Notify your team with the information ASAP
- If you want to change hotels, you can, but we recommend you confirm the availability of blocking rooms before canceling your original block reservation.
- Once you receive tournament game schedules, add them to your team calendar and update the calendar as you progress through the tournament.

Be aware of the deadline for the room blocks!!!!

*You should NOT be asked for copies of birth certificates – a USA Hockey Roster is birth-date verified by our District Director.



MISCELLANEOUS

Hour Clock - every rink has an hour clock set to end when your ice time is up.

- If the clock is close to running out of time, the on-ice official will determine if the game switches to running time. When the hour clock runs out, the game is over, regardless of how much time is left on the game clock.

Weather-Related Game Cancellations

- D8 does not cancel games due to weather. If the teams cancel a game due to weather, team representatives are responsible for formally canceling the game (notify the ice scheduler and D8 immediately).
- The game reschedule fee will be waived only once for weather-related reschedules.



THANK YOU FOR EVERYTHING YOU DO!

YOU ARE THE REASON THAT YOUR CHILD WILL HAVE
A SUCCESSFUL SEASON.

THEY APPRECIATE YOU AND SO DO WE!

