

2023-2024
RAHA TRAVELING
MANAGER'S MANUAL



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Dear Manager,

On behalf of the Rosemount Area Hockey Association Board of Directors, thank you for volunteering to be a part of your child’s hockey team this season. As a Board, we have worked hard to make the upcoming season a fun and enjoyable experience for our players and parents, which work will continue with your efforts as a team manager. Thank you for volunteering for this important role.

As we start another season of hockey, there is a lot expected of our managers:

- You are expected to serve as a liaison between players, parents, coaches and the Board;
- You are expected to manage the team's finances and schedule;
- You are expected to secure volunteers for game day duties; and
- You are expected to provide team communications and information to parents and players.

In addition, we'd like to challenge you this year to implement new, creative ways to make this season memorable for your players.

This guide is intended to be a resource for you to help you navigate the upcoming season. The rules in this guide are formed from RAHA policy, District 8 policy, and MN Hockey policy. And some of information that is included are tips that have been provided for your convenience.

This guide, however, is by no means exhaustive of the information you will need for this season. Fortunately, many of us have previously served as managers and, therefore, please feel free to contact the members of the RAHA Board, Lauren Anderson (RAHA Operations Chair), Chris Kalata (RAHA Ice Scheduler), Doug Ebner (RAHA Accountant), Bryan Feldhaus (Secretary/Treasurer) or myself (Tourney & Traveling Manager Coordinator) for any questions or issues during this season.

We are all part of the RAHA community, and each year provides our players, coaches, and the Board an opportunity to create an even better experience than the year before. Thank you for contributing your time and effort to the cause. We wish your teams the best of luck on the ice and, most importantly, look forward to seeing your players grow and enjoy this game.

Go Irish!

Michael Cline
Tournaments & Traveling Manager Coordinator
Rosemount Area Hockey Association

I. District/MN & USA Hockey Information

1. Rosemount Hockey is part of the USA Hockey program. MN Hockey reports to USA Hockey and within MN Hockey, it is separated into different districts.
2. Rosemount Hockey is part of the District 8 region of MN Hockey. All league games are played within this district. They are our governing body and are the go-to for questions. District 8 will be our resource for MN Hockey rules & regulations (minnesotahockeydistrict8.com)
3. All teams are required to have a USA approved roster. RAHA's registrar will work with the district to get your team's roster approved. Once it has been approved, you will be sent a LIVE Real Time roster like will be added to your team page. Only the managers and coaches should have access to team rosters.

4. Your District 8 game referee's will be scheduled by District 8. The cost is pre-paid by RAHA and built into your Team Budget.
5. District 8/MN Hockey will NOT cancel a game due to weather. If you have come to an agreement with the other manager or coach to cancel due to weather, you need to contact the D8 Director of officials right away to cancel the refs. See the game cancellation tab on the managers page for more instructions and link.
6. MN Hockey holds district/regional/state tournaments at the end of the season. District/Region/State: Bantam AA, A, B1, PeeWee AA, A, B1, 15U A & 12U B are eligible; District Playoffs Only: B2 and C teams, all Squirt teams
7. Out of state play. Any time your team would like to play a team from another state, you must get D8 approval. Please contact the traveling coordinator to facilitate.
8. Playing different classifications. Depending on the tournaments you are looking at, you may run into one that allows B/C teams from MN to play. Per MN Hockey rules, you cannot cross classifications. Example: A B2 team from MN cannot play a C team from MN. You can play teams within your class. Example: AA & A can play each other, B, B1, and B2 can play each other. If you end up playing a team in the wrong classification, you may receive a fine of \$250/game. This fine would be paid by your team, not RAHA.
9. Squirt/10U are allowed 35 games. A game is official if you have paid referees and/or a clock is used for time and score. Failure to keep within the 35- game limit rule could potentially mean forfeiting your spot in the District Tournament and/or fines.

II. Manager To-Do List

1. Register as a VOLUNTEER for USA Hockey. Make sure and choose VOLUNTEER so you do not have to pay a registration fee.
2. Register on the Manager's Page on the RAHA website. You will need your USA Hockey registration number.
3. Get your SAFE SPORT certification. If you have done this previously, there are shortened modules that you must take annually to maintain your certification.
4. Apply for your background check through USA Hockey. This is a specific background check that they request – even if you have a current background check from somewhere else, this will need to be done. There is a \$30 fee that you can write yourself a check from the team checkbook. Keep your receipt.
5. Ensure that you have the proper editing privileges for your team's webpage.
6. Provide parent contact list. This is helpful to have early on for carpooling, etc.

7. Review your league game schedule for any major conflicts. Major conflicts are events that a portion of your kids could be affected by such as band/choir concerts, school dances, etc. this is NOT for a family that may have a family vacation planned
8. Once you have your tournament schedule, contact the host tournament coordinator (typically listed on the tournament's website) and give them your contact information. This is a good time to double check dates from the website with your team calendar.
9. Room blocks will be created for you by RAHA when your away tournament is scheduled. You will need to reach out to them to change the main contact, ensure correct dates, and confirm the room block end dates. The end date is important because any rooms not reserved will be released and available to anyone.
10. Team apparel will need to be selected and ordered so you have it for tournaments. It is very important that we support the Boosters Club and order through them.
11. Any team purchases over \$50 player will require a team vote. There are new vote procedures in the RAHA Handbook for 2023-2024.
12. It is a good idea to encourage your team to utilize Sports Engine for RSVPs to events, roster information, and communication such as instant messaging.
13. Some teams prefer to use other communication tools such as GroupMe, this is your choice. It is helpful to use something however for last minute updates and parent coordination.
14. Scheduling a team/parent party is often a good idea at the beginning of the season.
15. *Locker Room Monitors: USA Hockey now requires Locker Room Monitors always be INSIDE the locker room, and Locker rooms are only available 30 minutes before an event. For 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.*
16. Communication is key to a successful season. It is highly recommended that you send out a weekly email at the beginning of the week with relevant information and upcoming events for the week.

III. Manager Resources/Basic Information

1. Manager's Hub. The Manager's page on the RAHA website is full of information for you. There are several how-to documents as well as various other resources to help you successfully navigate your season.
2. District 8 Website – You will be able to find a variety of different forms (scrimmage ref scheduling, game changes etc.) as well as game results and standings.

3. You will need to schedule refs for home scrimmages unless it is setup as a coach led scrimmage – Schedule refs through the District 8 website (see link on RAHA managers tab). You will need to track down and pay the refs out of your team checkbook prior to the start of the game.
4. Scrimmage Costs. It is recommended to either split the cost for ice and refs 50/50 or the home team pays for ice and the away teams pays for refs. Agreeing on a reciprocal scrimmage is a nice idea where each home team would pick up all costs, but it is usually a tough task to find a date down the road where both teams are available. So only agree to a reciprocal scrimmage setup if the return scrimmage solo ice time is already published to one of the calendars and both teams are available.
5. RAHA keeps a OneDrive folder that contains a lot of resources to help managers throughout the year (Team Budget, Roster sheet stickers, logos, etc.) You will be given the login and password at the Managers Meeting.
6. If you have a team that will be at a tournament that trades pins, you can find information on the OneDrive.
7. Managers are given a binder to keep team information in. Please return the binder at the end of the season.
8. ICE Sale Page/Ice Swapping – If you are looking for extra ice or need to sell ice, please see the RAHA Ice Sale page under the Home tab. Any ice swap/trade agreements made between teams need to be facilitated through the RAHA ice scheduler for updates to the master schedule and to notify the arena of the changes.
9. Any other date blocks that are needed during the season for away scrimmages, team functions etc. etc. need to be emailed to the RAHA Ice Scheduler so the block can be added to the master schedule.
10. Injured Player – If a player is injured and will be out 28 consecutive days or more, please make sure to contact the RAHA accountant to coordinate the details of the injury. RAHA will cover parent payments for skaters out over 28 days or more.

IV. Team Webpage/Calendar

1. Rosters will be hidden again this season. If you'd like to see your team roster, you may log in to your Sports Engine account and get access. This goes for anyone on your team.
2. USA approved rosters will be available on your team page as well.
3. Add coaches and managers contact info on the team webpage. At the very least, your email and phone number should be listed along with the head coach and their contact info.
4. Feel free to personalize your team webpage as you see fit. It is a good spot for team information such as hotel info, team picture info, etc.

5. Make sure and put your team name as the first part of any event/game you add to the calendar. Many families have multiple skaters on different teams, and this is a helpful way to keep them organized. Example: Squirt A Parent Party
6. If you need to change/cancel/switch ice times - you need to coordinate with the ice scheduler. Your team is responsible for any ice that is not used. Do NOT delete anything off of your team calendar until you have confirmation from the ice scheduler that you are no longer financially responsible for it.
7. If you need to change a home ice Solo into a scrimmage, please make sure you follow the ice schedulers communication criteria for the proper notification of the new scrimmage (emailing rink manager, concessions manager and ice scheduler). There is a help document on the Manager Tools tab on the Managers page.
8. Make sure you tag RCC when adding games/scrimmages to your calendar. This populates all RAHA games into one convenient calendar that will allow us to schedule the concession stand more efficiently. (See pdf help document on the Managers Tools tab on the Managers page).

V. League Game Specific Information

1. All league games are scheduled by the district. For example, you will play 8 teams twice for a 16-game league schedule. (One at home, one away).
2. If there is a game change request that your team needs to make or your opponent has contacted you for a game change, please coordinate with your ice scheduler on the details. The team initiating the change will need to fill out the game change form on the D8 Website once the new game details have been confirmed. See the D8 game change tab on the managers page for more detailed information on the game change process.
3. MN Hockey has adopted GameSheet for league games. It is highly recommended you have back-up paper game sheets and roster stickers if GameSheets does not work.
4. RAHA will have four iPads for use for home league games. When your team has a home game, you will be able to get an iPad and log in. As long as you have an internet connection, GameSheets will feed directly to District 8. We recommend you utilize your own iPad if possible.
5. If you are at IGH for a home, league game you will need to pick up an iPad from RCC to track your scores. Please return the iPad to RCC immediately after you are finished.
6. Please make sure your game score has uploaded before returning the iPad.
7. All game scores must be reported to District 8 within 24 hours. Make sure your scores are submitted before returning the iPad to RCC.
8. It is a best practice during the season to double check your teams scores, fair play points, etc. on the district 8 website to ensure accuracy.

9. Roster Sticker Sheets and paper game sheets are available in the cabinet at RCC by the mailboxes. There is a roster sticker template in the manager One Drive for easy creating and printing. If the supply gets low for either, please contact the team manager coordinator and accountant so we can get the item restocked.
10. For each home game, the manager will need to schedule parent volunteers. Each game needs a clock person, a scorekeeper and 2 penalty box attendants.
11. For each ice event there must be a Locker Room monitor. MN Hockey requires locker rooms to be monitored at all times.
 - a. Coaches count as monitors as long as they are in the locker room or close to the door. With that being said, talk to your head coach to determine if parents will need to be used as monitors at any point during the season.
 - b. Parents volunteering to monitor locker rooms will need to fill out an online background screening form at MN Hockey and complete the USA Hockey SafeSport module.
12. RCC has Bluetooth if you'd like to have a 'DJ' for your games/ scrimmages. They can sit anywhere in the arena and be able to run the sound.
13. If you schedule a scrimmage, you need to update your calendar. Do NOT add scrimmages/tournament games, etc. as events. Please use the GAME SCHEDULE tab of your home page to enter in game details. This will then populate to the RAHA website home page. Please see manager's hub for a detailed "how-to" to do this. If you add a complete address to the game (and/or event) the address will link to mapping apps on mobile phones. Be sure to add any specific rink detail (rink 1, north rink, etc.) Manager's with editing privileges are able to update the game to "LIVE" from their team page or the SE Mobile app which will show the live score on the app as well as the RAHA homepage game scroll. Make sure to add the final score and mark the game as FINAL for all of your games on your game schedule.
14. Hour Clock: In several rinks across the state, the arena staff will implement an hour clock. The hour clock allows the rink to stay on schedule. Rarely will the hour clock come up, but if it does go off (loud buzzer like end of the game) the game will be concluded the final score will be reported.

VI. Team Finances

1. Each team will be issued a physical checkbook. You will need to sign a form at First State Bank of Rosemount prior to signing any checks.
2. Your team budget and check register can be found in your teams OneDrive folder. This is your budget spreadsheet. You will need to keep detailed records of any financial transactions that take place. Make sure that you write down EVERY check that you write so that your account does not become overdrawn.

3. It is advised to keep a minimum total of \$1500 in your team account. Once you have established a balance over \$1500 from parent payments, the accountant will start making monthly transfers out of your account to start paying back RAHA for your monthly ice usage and other expenses. The account will contact you before the transfer is made to confirm the amount.
4. Around the 5th of every month, you will get an email from the ice scheduler that will have a list of practices, dryland and games that your team used the previous month. Double check the list against your team calendar to ensure accuracy. If there are any discrepancies, you will need to email the ice scheduler and the accountant to get it corrected.
5. Around the 10th of each month, the accountant will send you an email with your ice bill amount along with any credits that your skater's families may have earned. It is important that this gets sent out ASAP to your families so that they have time to get their payments in. See the "Collecting Payments" tab on the managers page for more information on how to collect your payments
6. Each team will have a monthly payment due with parents making online ACH payments on a link on your team page. Payments are due on the 15th of each month with the last payment being on March 15th or April 15th depending on when your team completed their season.
7. Payments are made through PaySimple (www.paysimple.com)
 - a. Managers will receive log in information to track and confirm payments.
 - b. Parents can pay as a guest or create their own account
 - c. Do NOT change the password, if you forget your password, contact the accountant.
8. If a family has not paid by the 20th, please send them a 2nd payment reminder. *If payment is not made by the 30th, please contact the Traveling Manager Coordinator to get them involved with collecting the payment.* Delinquent payments may force the Board to remove a skater from team events.

VII. Other "Good to Know" Info

1. Team mailbox: Along the wall by the Zamboni door is the team mailbox bank. Your team will have a dedicated mailbox. Please check your mailbox slot when you are at RCC. Monthly Bank statements, coach reimbursement checks, Picture forms, Team Photos, etc. are examples of what you may find in your mailbox slot.
2. Dibs Hours Credits:
 - a. Rostered Head Coaches: Exempt from Dibs
 - b. Team Managers: Up to 15 hours total to split between any team managers.
 - c. Rostered Assistant Coaches: up to 7.5 hours each, maximum of 3.

** Any team manager that fails to timely complete manager obligations will lose any earned DIBS hours based on review/determination by RAHA Board*

3. PDA Room: The PDA room is available for use, reservations are required. You can reserve directly on RAHA's website on the home page. Enter the event and tag your team so that it shows up on your team page.
4. Third Jerseys and extra tournaments are allowed at all traveling levels as long as there is a passing parent vote. *Details for team votes are included in the RAHA Handbook and there is an updated procedure for the 2023-2024 season.* Any third jersey must comply with the RAHA color scheme of Navy, Michigan Gold, and White. You also could pay for these extras with sponsorship dollars if your team received donations.
5. Tournament Buses: If the team is interested in doing a team bus, a vote must be done through a board member.
6. Tournament Meals: Talk to your team about potlucks, team dinners, etc.
7. Parties/Gifts: Pull in other parents to help you with this kind of stuff. Early team bonding activities outside the rink are a good idea. Parent only parties are great for the parents to get together. Year-end parties are always a great way to end your year. It is always appreciated to try and collect some money at the end of the year to get your coaches a gift, however this is NOT required.
8. Community Volunteering: We encourage all of our teams to get out and volunteer in our community. A folder is in the manager One-Drive where you can get a list of ideas. If you participate in a great volunteer event, please add the info into the One-Drive folder for future teams to reference.

VIII. End of Year Responsibilities

1. Finalize budget – finalize last month ice bill/ balances, etc. with the RAHA accountant.
2. Collect last month's ice bill.
3. Watch for information for checkbook/binder return information and date.

Websites

1. OneDrive – Manager Documents
www.onedrive.com
Username: rahamanager@rosemonthockey.org
Password: Given at manager meeting
2. District 8 Website: www.minnesotahockeydistrict8.com
3. Paysimple: www.paysimple.com
Username: Given at manager meeting

Password: Given at manager meeting

If you have questions, please contact us:

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Bryan Feldhaus (Secretary/Treasurer) bryan@rosemounthockey.org

Thank you and enjoy the season,

The RAHA BOARD