

2019-20

RAHA MITE and 8U
MANAGER'S GUIDE



The following is a brief description of your duties as a team manager:

Scheduling Meeting(MANDATORY FOR COACHES and MANAGER)

The District 8 representatives will go over some rules and season information with you. You should bring a copy of your schedule as you will have some time to start scheduling some scrimmages with other teams. Our ice scheduler should have pre-loaded your calendar with some solo ice for scrimmaging, so make sure you flag those dates. Try to line up scrimmages with teams of like abilities. Not all associations will set their teams up in the same manner, so it is good to know if they ranked them from 1 to 100 and placed them on teams, or if they took the top 30 and mixed and matched them. Knowing how RAHA setup their teams and asking questions will help better assist you with scheduling the right teams. The Date below is also located on the Managers Hub.

Monday Nov 25th, 2019 - 7:00 pm Croatian Hall in So. St. Paul 445 2nd Ave S

Managers Hub

We have a Managers Hub on the website for your one-stop shop for many managing resources. You can visit the Hub on the left side bar menu of the RAHA homepage. If you have ideas for the HUB, let us know.

USA Hockey Registration, Safe Sport Module and MN Hockey Background Screening

Each Year...All managers need to register through USA Hockey (Free) and fill out the MN Hockey Background Screening registration. Managers also are required to complete the USA Hockey Safe Sport Module (Good for 2 years, so if you took it last year, you are good. Refresher needed after 2 years). Links to all (3) of these can be found on the Managers Hub. Print out your confirmations and keep it in your manager's book.

Team Parent Contacts List:

A team contact list should be furnished to managers with parent names, emails, phone numbers, etc. If you have not received your list, please contact our team manager coordinator Sara Marchese at saram@rosemonthockey.org and request your team contacts list. You should send the list out to your parents and ask for any additions or edits.

Managers Email Account

It's a good idea to keep your personal or work email separate from your hockey email by setting up a gmail, Hotmail, yahoo etc. If you would like to have a @rosemonthockey.org email address setup for the season, please contact our communication coordinator Lisa Toll at lisat@rosemonthockey.org

Team Binders

It is a good idea to pick-up a binder for the season. Examples of things you may find in a typical managers team binder:

- Official Team Roster (furnished to you by RAHA)
- Parent Contact List
- Copy of the district 8 rule book (See Managers Hub for a Copy)
- Notes on Scrimmages that are setup and other managers contact info
- Copies of the manager, head coach and assistant coach USA Hockey Registrations
- Coach, Manager and Parent completed MN screening forms
- Hard copy of your monthly schedule (Keep it updated as things change)

Anything else you want to add that will help you keep organized during the season

Team Page and Calendars

You will be responsible for updating your team page and maintaining your online calendar throughout the season. Your calendar should come pre-loaded with some of your events for the season with more being added as the season goes on. But YOU will need to add in any edits or additions made as the season goes on. Your team page will come very basic with just your event calendar and you should start browsing through the NGIN page elements options to see your options for building your page. Browse the traveling level team pages to get ideas on how to spruce up your page. Make it your own and use it as a communication piece for your team. There are NGIN help articles linked on the Managers Hub page for your reference. Your calendar will be pre-loaded with ice times for the season, but YOU will be responsible for updating and editing your calendar from this point forward. Please contact the website admin if you have a question or need help with the calendar or building your page.

Make Sure to Add Your Coach and Managers Contact Info on your Team page immediately.

Calendar Items Event Titles should contain your team Name "Mite Blue Scrimmage vs Eagan"

Weekly Email Updates

Parents really appreciate a manager who communicates well with the team. Throughout the season there can be many changes to a team's schedule. A Sunday Night weekly update is something that we strongly encourage. You should confirm the schedule for that coming week and note any changes. You can also add in any other information needed to be relayed for that week. An address and map link to away games is also a good item to add.

District 8

The home website for District 8 is www.minnesotahockeydistrict8.com. Most info is geared towards traveling hockey but not a bad idea to visit the site and familiarize yourself with the District that is in charge of our association.

Extra \$\$\$ Request and Team Budget

RAHA allows Mite and 8U teams to request up to \$150 from each family for additional expenses throughout the season. Common expenses could be an Extra Jamborees, extra ice purchases for games, Dryland, Pizza Party, player gifts etc. Some teams spend more, some spend less, so discuss with your coach if this is something he is interested in. It is also recommended that you maintain a budget so parents can see exactly what \$\$\$ is being collected and what it is being spent on. See the Managers Hub for an example budget of a prior years team.

Additional Ice Purchases (See Ice Swap Page)

Mite Coaches and Managers are responsible on the decision to purchase extra ice. Usually a set amount is pre-set to collect from the parents. This can range from \$50 to \$150 per player based on how much extra ice you want to purchase. Some managers have made the decision to open a team checking account for the season. You will need to contact the rinks directly to find extra ice and pay for it using a personal check or credit card. You can also email the RAHA ice scheduler to see if anything is available through RAHA or check the RAHA Ice Swap page to view what the traveling teams are selling. Ice usually sells for between \$185 and \$215 per hour, so plan accordingly. If you make a purchase off of our Ice Swap page with a traveling team, you will need to pay RAHA directly (See Instructions on the RAHA Ice Swap Page).

Scheduling Scrimmages

Managers should work with their coaches to find out when you may want to start setting up scrimmages with outside teams. You should go to other D8 association sites in the and look for mite team calendars and contacts to try and schedule a date. The challenging part is making sure the team matches up equally with yours due to how associations may have setup their teams for that season. Once a scrimmage is setup, you should make sure to reciprocate a 2nd scrimmage sometime later in the season. Make sure you discuss details (Half-Ice/Full-ice/coach from each team on ice). Remember, the Mites have a limitation on games that that you will go over at the District 8 Meeting, so choose wisely how you decide to post your games on your team page if you may exceed your limit. Naming and event as "Shared Practice with Eagan Gold" would be the better choice for labeling some of your team events. The scoreboard is usually not used for Mite scrimmages.

Out of District scrimmages, jamborees and full ice games need to be approved by the D8 Director – Contact Rich Rakness at rrakness@comcast.net to obtain approval.

Tagging RCC Scrimmages

When scheduling a scrimmage at RCC, please make sure the game is tagged to the RCC Game calendar.

TAGS - Please TAG all added home ice games or practices with the RCC tag when adding to your calendar. You will see TAGS at the top of your event when you are creating it. This populates all RAHA games into one convenient calendar that will allow us to schedule our concession stand. We want our stand open during games, so your help is appreciated. Please also email the

concession manager at concessionmanager@rosemounthockey.org and let them know that you have a game scheduled so they can plan to open the stand.

Locker Room Monitors

USA Hockey rules mandate that Locker rooms need to be monitored at all times. Coaches can serve as locker room monitors, but If you have situations where you will not have any coaches present, a locker room monitor needs to be assigned. Parent monitors are required to fill out an online screening form at MN Hockey and complete the USA Hockey Safesport training. See the Managers Hub for links and have each parent forward you a copy of their confirmation so you can keep in your binder.

Jamborees

A jamboree may or may not be pre-setup for your team by RAHA. Check with Marc Tobias for your level to confirm. If one has not been appointed for you, it is the Managers responsibility to register any jamboree's you choose to participate in. **All Jamboree's need to be approved by the District 8 representative and they count towards your teams 15 game limit.**

Please contact Rich Rakness at rrakness@comcast.net to obtain approval.

Jamboree Roster Stickers:

You may be asked to furnish team roster stickers for your jamborees. You will want to have each player's name and # listed along with the coaches and their coaching certification number. There is a copy of the roster sticker template on the Managers Hub that you can download. These rosters will fit the label stickers found in the middle cabinet at RCC between the mail boxes. Please only take what you need and send accountant@rosemounthockey.org an email if you find the stock to be low.

Parent Parties, Team Parties, Year End Parties, Coaches 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 great and try to collect some money at the end of the year to get your coaches a gift.

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

Ivan Clements – IP Coordinator ivanc@rosemounthockey.org

Sara Marchese – Team Manager Coordinator saram@rosemounthockey.org

Mike Staloch – Coaches Coordinator mikes@rosemounthockey.org

Lisa Toll – Communications Coordinator and VP lisat@rosemounthockey.org

Chris Kalata – Ice Scheduler icescheduler@rosemounthockey.org



Best of luck to you and your team. Have Fun and ENJOY THE SEASON!!