

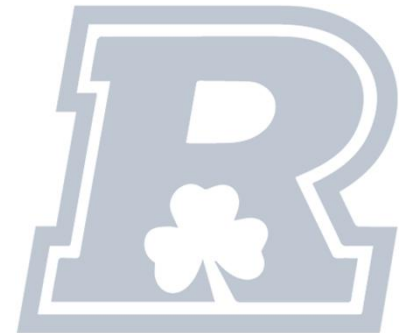


RAHA TRAVELING MANAGERS MEETING

October 5, 2025

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



INTRODUCTIONS

Resources/Operations/Managing – Lauren Anderson
lauren@rosemounthockey.org; 612.750.9737

Financials/Accounting – Doug Ebner
accountant@rosemounthockey.org

Ice Scheduling – Chris Kalata
icescheduler@rosemounthockey.org

Traveling Manager/Tournament Coordinator – Mackenzie Jacobsen
mackenziej@rosemounthockey.org



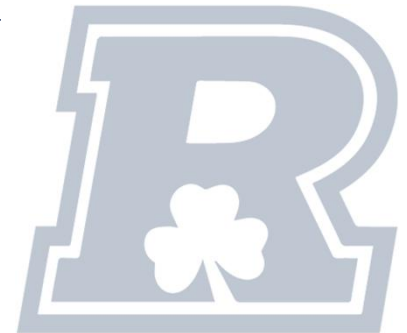
BOARD OF DIRECTORS

- President | [Lauren Anderson](#)
- Vice President | [Clay Kendhammer](#)
- Secretary/Treasurer | [Bryan Feldhaus](#)
- Operations & Registrar | [Sara Marchese](#)
- DIBS | [Denise DuBay](#)
- Communications | [Nancy Lipke](#)
- Fundraising | [Michelle Rodine](#)
- Hockey Development | [Jared Hanowski](#)
- Gambling Manager | [Marc Tobias](#)
- Registrar | [Bonnie Halvorson](#)
- Team Manager Coordinator | [Mackenzie Jacobsen](#)
- Tournament Coordinator | [Mackenzie Jacobsen](#)
- Goalie Coordinator | [Dave Kovacs](#)
- Boys Traveling Coordinator | [John Schaffler](#)
- Traveling Coaches Coordinator | [Ben Hanson](#)
- Girls Traveling Coordinator | [Kyle Eisenzimmer](#)
- IP Co-Coordinator | [Troy Pilger](#)
- IP Co-Coordinator | [Mark Broeders](#)

Non-Board Members

- Ice Scheduler | [Chris Kalata](#)
- Concession Stand Managers | [Trish Caspar](#) / [Amy Williams](#)
- Accountant | [Doug Ebner](#)

contact information can be found on the RAHA website



PARENT CONDUCT & RULES



PARENT CONDUCT

- 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.
- Any spectator asked to leave the arena by a referee or arena staff costs that team their Fair Play Point (discussed later)



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](#)
 - [Rule change summary video](#) (from last season)
- 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



RULES-LOCKER ROOM MONITORS

- All teams must have an assigned locker room each time a locker room is in use
- This is a SafeSport requirement and will be monitored by District 8 and Minnesota Hockey
- Fines will be levied against teams for violations of this policy
- Use the team page/calendar to document this process
- Locker Room Monitors are **REQUIRED** to be inside the locker room anytime more than 1 player is inside



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



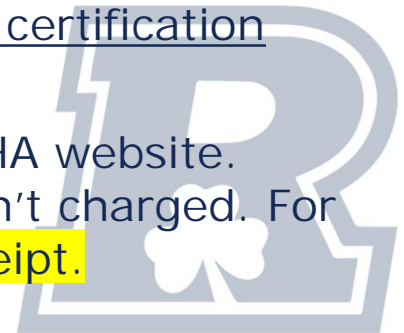
OPERATIONS

DIBs Credit

- Managers receive 20 hours of Dibs credit for managing their team.
- 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.**



HOUSEKEEPING

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



CREDENTIALS

Manager Credential Check

- All managers must complete the Manager Registration Form - <https://www.rosemounthockey.org/managers>
- Credential status will be posted on the MGR Credential Check page - <https://www.rosemounthockey.org/mcc>
- Managers not listed have not completed the registration form

Coach Credential Check

- All coaches must complete the Coach Registration Form - <https://www.rosemounthockey.org/coachselection>
- Credential status will be posted on the Coach Credential Check page - <https://www.rosemounthockey.org/ccc>
- Coaches not listed have not completed the registration form & therefore are not on the USA Hockey roster and cannot be on the ice or bench



APPAREL, BUSES, TEAM VOTES



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.



TEAM VOTES; MANAGER INFO

- Votes: An anonymous team vote must take place for any expenditures of \$50 or more per family. Please get vote info to the RAHA Secretary to administer vote. The survey will go out to the email address used to register the skater. Each skater gets 1 vote. A vote must pass by 65%. If a vote passes, each skater is expected to pay their portion (i.e., bus)
- 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



COMMUNICATION, CALENDARS, ETC.



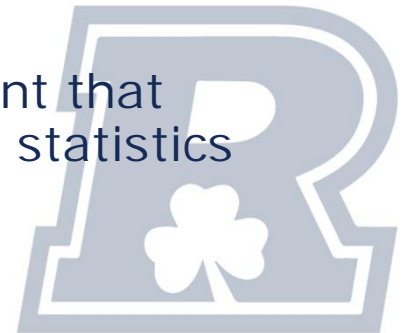
WEEKLY COMMUNICATION

- Parents appreciate a manager with good, frequent communication with the team. Throughout the season there can be many changes to a team's schedule
- A Sunday night weekly update is something we strongly recommend.
- 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.



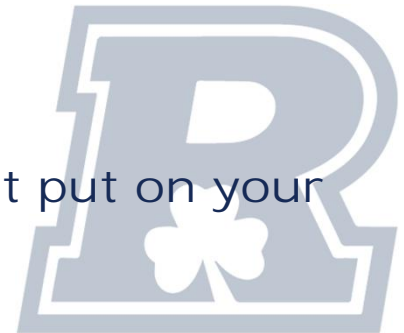
TEAM CALENDAR

- 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 AA 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@rosemonthockey.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



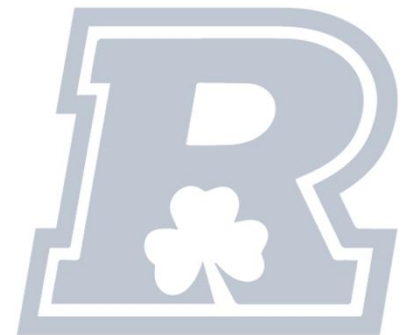
CHECK BOOKS, CREDITS, PAYMENTS

- Doug Ebner, RAHA Accountant



ROSEMOUNT FIRST STATE BANK

- Each team has its own checking account at the Rosemount First State Bank downtown across from the Post Office.
- Doug Ebner will assign checkbooks to use to pay for team expenses during the season.
- We will send out the login information and a help document to login to your account to track checks and Paysimple deposits.



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
 - Chris Kalata will send you your username and password credentials along with a help document

PaySimple[®]



ICE BILLS

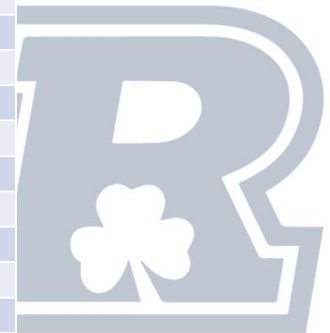
How are amounts determined?

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:			
	Super Rink Spectacular	\$ 1,394.04	No gate fees included
	Detroit Lakes	\$ 1,342.20	
	Edina Invitational	\$ 1,550.00	
	BarDown (Rogers)	\$ 1,350.00	
ICE/DRYLAND:			
	October	\$ 1,500.00	Estimated ice times
	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	

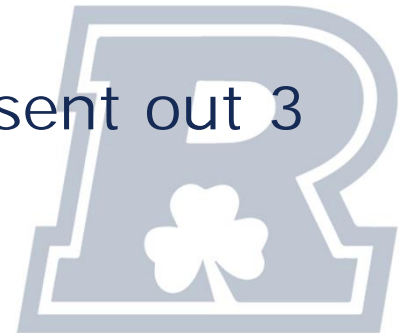


PHOTOS



TEAM PHOTOS

- RCC Banquet Hall
- 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

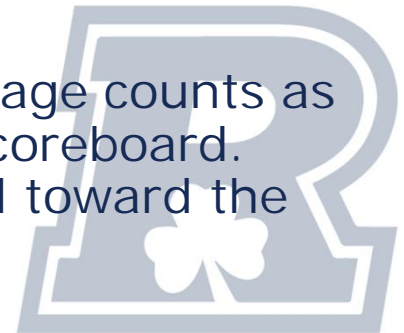


DISTRICT 8 GAMES, REFEREES



DISTRICT 8 GAMES - SCRIMMAGES

- 16 D8 games (8 Home, 8 Away) will be loaded to your team page scheduler by the ice scheduler (Completed for 2025-26)
- Double-check to make sure no conflicts with your tournaments or potential school events (Band, Choir etc.)
- Good practice to double-check your D8 schedule with the master schedule on the D8 website along with your opponents schedule to make sure no errors.
- Squirts and 10U are limited to a 35 Game limit. A scrimmage counts as a "Game" if you have referee's or track the score on the scoreboard. Coach led scrimmages with no scoreboard are not counted toward the 35 game limit



D8 GAME CHANGE REQUESTS

- Your team or your opponent may need to reschedule a game during the season
 - If the game needs to be rescheduled, contact your ice scheduler for help with the process.
 - 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
 - 48 hours or less, teams are required to pay the original referee's
- Please familiarize yourself with the District's League 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 (If not a coach controlled scrimmage)
 - Scheduled by team manager through Sean Kelly for RCC and IGH. For Woodbury Ice, contact the ref scheduler for Woodbury.
 - Contact information can be found on the D8 website (under Schedule Refs tab)
 - Payment for these referees is due prior to the start of the scrimmage from the team's checkbook or by the Away team.
 - Talk with the opposing team manager to determine who will be paying the referee and ice costs.
 - Typically the away team will pay for refs and the home team will pay for the ice or a 50/50 split of ice and refs is also an option.



GAME SHEETS & GAME DAYS



GAME DAY

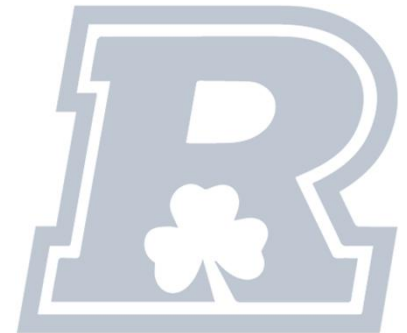
- You will need to schedule at least 4 volunteers to work each home game
 - Scorekeeper/Gamesheet
 - Clock
 - Penalty Box Attendants
- Best practice is to create a game schedule and schedule volunteers for the whole season.
- Manager/Coaches' families do not need to be part of the rotation as you will be doing enough work as it is, but it is up to you
- Families do NOT get Dibs hours for working game duties



GAME SHEETS

- District 8 requires “Game Sheets” for scoring.
- Each team will pay District 8 for Game Sheets.

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



GAME SHEETS - Bryan Feldhaus

- IPADS for game sheets will be locked down at RCC and IGH. For Woodbury Ice you will need to check one from the safe in the RCC PDA Room or use one furnished by your team (Bryan Feldhaus has safe code)
- Create your own Login for GameSheets (Login info will be sent tonight)
- Double check your rosters to ensure accuracy, if your roster is NOT on your profile, your roster is not yet certified
- Add jersey numbers to your roster if not already imported
- Message from District 8:
 - If a player does NOT play in a game/scrimmage, remove them from the roster for that day in GameSheets
 - If a coach is redlined, or not listed on the official approved USA Hockey roster, that coach must NOT be listed as a coach for that game in GameSheets and is therefore NOT allowed on the bench



GAME DAY

- Scoresheets & D8 Game Results
 - For D8 League Games, Once the game is marked completed the game information will automatically feed to D8 from the Game Sheets program (Must have an internet connection to mark final and submit)
 - Best Practice – periodically check your teams records on the D8 website to ensure that the information is accurate.
 - For scrimmages at Woodbury Ice, you should checkout an ipad from the PDA Room safe (Contact Bryan Feldhaus for lock combination). Make sure to return to the safe after your game.
 - For AWAY scrimmages, make sure to coordinate with the other team to make sure they are using home ipads or scorebooks. Some Districts still may want the Away Team to bring a scorebook.

Hour Clock - 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.



GAME DAY

- Roster Stickers – if needed
 - Check with your tournament hosts if they require roster stickers.
 - The sticker sheets in the mailbox cabinet at RCC.
 - The sticker template to create and print is available on OneDrive.
 - Each sticker should list the players name and number, along with each coach.
- 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

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

- Each team gets one point at the start of every game
- 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
JG 16U	16	16U Girls	14
Jr. Gold	16	19U Girls	14

MI SCELLANEOUS

Out of State Games & Scrimmages

- If you schedule a scrimmage with a team from another state, you must first contact the RAHA Tournament Coordinator, who will seek approval from the District.
- You do not need to get approval for tournaments scheduled by RAHA, this has already been done.



ICE SCHEDULING, Team Gmails and One Drive Login



General Ice Scheduling

- Our ice scheduler will communicate you often during the season on the scheduling of practices.
- If you make changes to your practices with other teams, please follow the communication process.
- If you change Solo Ice times to scrimmages, please follow the communication process.
- If you need to Cancel A game on short notice due to weather or other unforeseen circumstances, contact the ice scheduler immediately for help in facilitating.
- If you schedule an event outside of the published practice ice window, you need to notify the ice scheduler to request the date of your event be blocked.



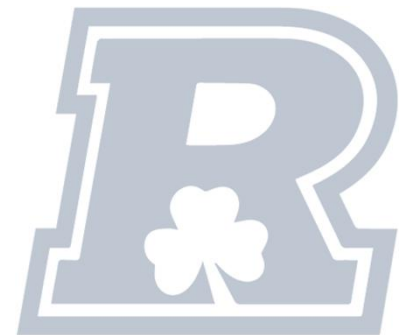
TRADING, BUYING, SELLING ICE

- Chris Kalata – Ice Scheduler
- Buying & Trading Ice on RAHA Website
 - Go to the Ice Swap tab on the website to look for ice that other RAHA teams are looking to get rid of.
 - Here you will also find links to other websites to search for ice.
- Want to try and sell your Ice
 - If there's a team you want to swap ice with, please follow the process on the Ice Sale Page under Home on the RAHA website
- Rink Finder
 - Automatic payments are typically accepted at popular rinks, so ask them to direct bill RAHA and copy the ice scheduler.
 - Notify the ice scheduler so he can add to the master calendar.
 - If you pay the rink directly and reimburse yourself, make sure to add the ice into your budget under the manager expense area.



Gmail and One Drive Login

- Chris Kalata will send you information on usernames and passwords along with some help documents for logging in to your team gmail and our One Drive.



TOURNAMENTS



TOURNAMENTS

4 Tournaments Scheduled

- Scheduling criteria and strategy
- Tournaments are already listed on your team calendar.
- Managers should have received an email with tournament details.
- Contact tournament coordinators to update main contact for your team.
- If your team would like to add an additional tournament, please talk to Bryan to find out the process. (Team vote, adding to calendar, etc.)



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.



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!

