GRAHA Coach and Manager Manual

Coaches:

- Review Coaches Code of Conduct – found on page 26 of the GRAHA By-laws located on GRHockey.com under "About"
- Chose a team manager and determine their responsibilities
- Arrange for a preseason meeting with parents and communicate this date/time to PDC, Shawnna Rude & Molly Casey so they can attend if they feel necessary
- 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
- Utilize the Crossbar app 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 once rosters and set & she has received this back from USA Hockey. This must be with you at all games/tournaments in case they need to verify players/coaches

Cross Bar:

- Each coach/assistant coach/manager will be "invited" to be a staff member on their team page – please ensure Molly has the email address you used to create your account on Cross Bar and GRHockey.com
- Players will be rostered by Molly when available

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 & Socks:

- Mites/8U/Mini/6U will receive one jersey with sponsor logo
- Squirt/10U and above will receive one jersey with team logo that players will keep. Second 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 sponsor jerseys ordered

Team Budget:

- Used for tournament registration, ref/ice fees for away games
- Reimbursement for coaches' travel – reimbursement form can be found under "Resources" > "For Coaches" on GRHockey.com
- Contact Shawnna Rude to find out what your allocated team budget is (srude31@gmail.com)
- All receipts & reimbursement requests can be submitted online at GRHockey.com > Resources > For Coaches
- Team budgets CANNOT be used for team parties

Team Sponsorship:

- Team sponsors pay for 1 jersey and 1 set of socks
- 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

Outside Soliciting or Sponsorships:

- Teams are not allowed to directly solicit for donations but if a parent decides to donate something for the team, it cannot have any logo that is not the team sponsor

Fundraising:

- All fundraising and additional donations need board approval
- Teams may receive addition 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@secondharvestncfb.com

Scheduling:

- Dale Anderson is the main scheduler for GRAHA and Yanmar Arena rinks DAnderson@grandrapidsmn.gov or 218-259-4485
- Dale 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.
- Scheduling Home games
    - look at Yanmar calendar, find a date/time that is open
    - email Dale 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 Crossbar

Home Games:

- 2-3 volunteers are required for each game (book, clock, box)
- We will be using GameSheet on the iPad again this season – please contact Molly for training
- These shifts DO NOT count for DIBS

GameSheet:

- Please familiarize yourself with GameSheet – contact Molly for training
- 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 aways 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
- Molly has set-up Hotel Blocks and that information can be found on each team page.

GRAHA Coaches Reimbursement:

Requirements for submitting requests:

- Please submit reimbursement form found on the GRAHA website along with ALL correlating receipts
- 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 Admin with any questions or concern
  Molly Casey GrandRapidsHockey@gmail.com

Dib requirement updates:

6u/8u/Mini Mite/Mite	**Coordinator:** DIBS covered for 2 children at the mini mite or mite level	**Lead Coaches for individual teams:** DIBS covered for 1 child
10u/Squirt	**Head Coach:** DIBS Covered for 2 children **Assistant coach/es:** DIBS Covered for 1 Child for up to 2 assistant coaches	**Manager:** DIBS not covered
12u/15u/Peewee/Bantam	**Head Coach:** DIBS Covered for 2 children **Assistant coach:** DIBS Covered for 1 Child for up to 2 assistant coaches	**Manager:** DIBS covered for 1 child

*All coaching DIBS need to be turned in by December 1st. This should be done by each individual head coach or manager. The form to fill out can be found on GRhockey.com > Resources > Coaches > DIBS & Stipend request form

Board Contact Information:

Andy Haarklau, President ahaarklau@indlube.com
Shawnna Rude, Secretary & DIBS Coordinator srude31@gmail.com
Toby Holmgren, Fundraising Director, toby@hawkinsonconstruction.com
Mitch Kellin, Vice President, mitchkellin@gmail.com
Brian Anderson, Director, briand@hawkinsonconstruction.com
Dan Mertes, Director, danieljmertes@gmail.com
Derek Hawkinson, Director, derek@hawkinsonconstruction.com
Grant Clafton, Lead Boys PDC & Boys Varsity Coach, gclafton@hotmail.com
Brad Hyduke, Lead Girls PDC & Girls Varsity Coach, bhyduke@yahoo.com
Molly Casey, GRAHA Admin, grandrapidshockey@gmail.com