

2025-  
2026



# Manager Handbook

RED WING AMATEUR HOCKEY ASSOCIATION  
2025-2026 SEASON



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## IMPORTANT CONTACTS

### President

Matt Theis [mtheis98@gmail.com](mailto:mtheis98@gmail.com)

### Registrar

Adam Grote [grote.adam@gmail.com](mailto:grote.adam@gmail.com)

### Tournament Director

Tiffany Hanson [tlhanson821@outlook.com](mailto:tlhanson821@outlook.com)

### Ref Coordinator and Manager Committee Chair

Desiree Steele [Steele.desiree.rw.hockey@gmail.com](mailto:Steele.desiree.rw.hockey@gmail.com)

### Scheduling

Katie Hegseth [redwingicescheduler@gmail.com](mailto:redwingicescheduler@gmail.com)

Dan Anderson [dlanderson@rwps.org](mailto:dlanderson@rwps.org)

### Facebook

[jirohan5683@gmail.com](mailto:jirohan5683@gmail.com)



Helpful websites and links

District 8 website [www.minnesotahockeydistrict8.com](http://www.minnesotahockeydistrict8.com)

USA hockey web site [www.usahockey.com](http://www.usahockey.com)

Coach CEP list [cepsearch.usahockey.com](http://cepsearch.usahockey.com)

Concussion information [www.usahockey.com/safety-concussions](http://www.usahockey.com/safety-concussions)

League Game change request form

[www.minnesotahockeydistrict8.com/page/show/3677318-game-reschedule-form](http://www.minnesotahockeydistrict8.com/page/show/3677318-game-reschedule-form)

Ref request [Minnesota Hockey District 8 | Request Refs for Your Scrimmage](#)



## GETTING STARTED

Becoming a manager is a great way to get involved in your child's team, earn your dibs hours and learn the sport of hockey. To get started:

1. Register with USA Hockey to receive a volunteer number  
<https://membership.usahockey.com/>
2. Complete background check through Minnesota Hockey  
<https://www.usahockey.com/backgroundscreen>
3. Complete SafeSport training and notify volunteer coordinator of completion <https://membership.usahockey.com/member/login>
4. Send your USA hockey volunteer number to RWAHA's registrar

Once complete:

- ✓ Send welcome email to parents introducing managers and coaches.  
Include a date, time and location for a coach/parent meeting.

|                  |  |
|------------------|--|
| <b>Date:</b>     |  |
| <b>Time:</b>     |  |
| <b>Location:</b> |  |



## RESPONSIBILITIES

- ☐ Send welcome email to parents introducing managers and coaches
- ☐ Schedule coach and parent intro meeting to outline expectations
- ☐ Update website with team staff contact info
- ☐ Home games:
  - o Schedule box duties -(Signupgenius.com is a great way to do this)
  - o Pay referees
  - o Count concession cash & place in safe
- ☐ Schedule scrimmages (if desired)
- ☐ Keep track of budget
- ☐ Update Crossbar with team events and games
- ☐ Learn Game sheet app
- ☐ Learn district rules

**Note: Always email Katie Hegseth and Dan Anderson with schedule changes.**

### Tips:

- Make a hockey only email
  - o Emails will be less likely to get lost or sent to junk folder.
- Send a weekly email
  - o Prevents sending too many emails and overwhelming parents with information. If sent the same day each week parents will know to look for it.



## BOX DUTIES

- Must be covered for all home games
- Required positions:
  - o Scoreboard/Timeclock: This is the time clock. There are laminated instructions next to the scoreboard that are easy to follow. This entails entering the time on the clock, starting and stopping the clock for whistles/goals, entering penalties, and adding goals. Running time (don't stop the clock for anything) shall be used whenever the goal differential is 6 goals in the 3rd period, if the goal difference becomes less than 6 goals stop time begins again.
  - o Gamesheet/Scoring: . This will be done on the association's ipad. Managers will get it logged in and set up. You will be clicking through the game adding goals scored (who scored and who assisted) and penalties (which player and penalty). The ref will always come up to the glass and relay this information!
  - o Penalty Box 1 & 2: Open and shut the doors for players that have penalties. Make sure the player is sitting on the bench in the box. They can stand the last 3 seconds, so they are able to get back on the ice quickly. It is good to remind the player to look at their coaches, so they know whether they are to be going straight on the ice or over to their team's bench.
  - o Optional: Announcer

### Tips:

Options to accomplish this can be:

1. Ask parents to volunteer for spots (signupgenius.com is a great way to do this)  
or
2. Assign spots have parents be responsible for getting someone to cover if they are unable

Encourage everyone to learn the game sheet and clock.



## MANAGER TEMPLATE

If not previously collected during registration, you are responsible for collecting outstanding information & money owed. The manager template located on the website can simplify and organize this information.

- o Fundraising (fundraiser and amount subject to change)

Step 1: Navigate to team roster on website

Step 2: Paste or type team roster into Roster tab

- Player info will automatically populate in the Manager Checklist

| Player Number | Player Name | Sock Size | Jersey Size | Raffle Tickets \$150/skater (check) | Pizza Order \$100 check | Jersey Deposit N/A for 23-24 | Dibs Deposit \$500 (check) |  |
|---------------|-------------|-----------|-------------|-------------------------------------|-------------------------|------------------------------|----------------------------|--|
| 1             | Player 1    |           |             |                                     |                         |                              |                            |  |
| 2             | Player 2    |           |             |                                     |                         |                              |                            |  |
| 0             | 0           |           |             |                                     |                         |                              |                            |  |
| 0             | 0           |           |             |                                     |                         |                              |                            |  |
| 0             | 0           |           |             |                                     |                         |                              |                            |  |





## SCRIMMAGES

1. Talk to team coaches to determine how many scrimmages are desired
2. For home scrimmages review arena schedule and locate available ice time
3. Reach out to teams & find one to play  
*Tip: Team manager contact info is usually located on the team's website.*  
*Tip: scrimmage hub is a great resource link an instructions are listed on web site under resources for team managers*
4. Notify ref coordinator if refs are desired  
*Note: If scheduling scrimmages, be aware that coach led the time clock and score board may not be used. The scrimmage will just go for the length of your ice time.*
5. Notify ice scheduler and arena manager of scrimmage
6. Post to team's schedule
7. If you would like the concession stand open notify Concessions manager Amanda Mrozek- [allund8475@gmail.com](mailto:allund8475@gmail.com) and volunteer coordinator Stephanie Teachout- [teachouts2016@gmail.com](mailto:teachouts2016@gmail.com)
8. If you are attending an away scrimmage and the home team has requested you pay ref fees (typically only when we can not host them at our arena as well) We are able to do that by check only. The check can be written directly to the refs or to the home association. Please request check(s) but emailing Jessica Vickers - [jriester81@gmail.com](mailto:jriester81@gmail.com) and Desiree Steele - [steele.desiree.rw.hockey@gmail.com](mailto:steele.desiree.rw.hockey@gmail.com).

You can also request a visiting team to pay for refs at our arena. This also must be done by check. One check may be written to RWAHA



## CONCESSIONS:

Team managers are responsible for opening and closing the concession stand at the start and end of association games. If there are no association games after your team plays you will need to close out the register.

### Safe:

- o Enter safe passcode
- o Black bag has money to put in the register
- o \$300 to open

### Register

#### To open:

- ☐ Turn on with white button on the front bottom right of the screen.
  - ☐ Enter association code
  - ☐ Register button
  - ☐ End of night button
  - ☐ Pay button
  - ☐ No cash button
  - ☐ Cash button
- 
- o Put the \$300 in the drawer
  - o Click **Done**.
  - o Click **Concessions** to get to the price screen.



## CONCESSIONS CONTINUED:

### To close:

- ☐ End of night button
- ☐ Pay button
- ☐ No cash button
- ☐ Cash button
  - o Return \$300 to the black bag (keep the smaller bills in the black bag)
  - o Count out what is left and put it in a white envelope in the safe
  - o Write the date on the envelope
  - o Write the amount made on the envelope
  - o Seal the envelope, put your last name on the front of the envelope and put it in the safe
- ✓ **Remind parents they need to sign the log on the door for the DIBS hours to receive credit.**
- ✓ Make sure everyone knows how to run the machines and turns everything off at the end of the night.
- ✓ Wash all the dishes and machines that were used.
- ✓ Restock the pop, candy, chips, ect.
- ✓ Sweep and take out the garbage.

|                      |  |
|----------------------|--|
| <b>Register Code</b> |  |
| <b>Safe Passcode</b> |  |



## I PAD GAMESHEETS QUICK START GUIDE:

|                                          |  |
|------------------------------------------|--|
| <b>League Access Key/Invitation Code</b> |  |
|------------------------------------------|--|

### Step 1. Receive Team Invitation Code.

The team invitation code is used to register a GameSheet account to access score sheets and team management features on our Dashboard website.

### Step 2. Create GameSheet Account or Accept Invitation

*If you don't have a GameSheet account, create a new account by following these steps:*

- Go to <https://gamesheet.app/account/new>
- Fill in the required fields and for the *Invitation Code*, enter the unique team code provided to you by your league. If you did not receive an invitation code, contact your league administrator.
- Click Create Account.

\*\* Note that the invitation code is 10 characters long and is composed of random numbers and letters.

\*\* Example Team Invitation Code: HJ8nUrCV3X

*If you already have a GameSheet account, accept your invitation by following these steps:*

- Log in to your Dashboard account with your email and password. If you forgot your password, use the forgot password link.
- Click on your name in the top right corner and click on Accept Invitation in the menu.
- Enter your invitation code and click Update Account.

### Step 3. Import Your Team's Roster from USA Hockey



- Navigate to the *Team Roster* page for the team you'd like to roster:
- Click on the "Import from USA Hockey" button.
- Paste in, or type in the USA Hockey Team ID (all CAPS for the State identifier section) and click the import button.
- Note: This may take a few minutes.

2021-2022 Official Team Roster

All sanctioned practices, scrimmages and games which this team may participate in are expected to be conducted in compliance with local, state and federal health guidelines and regulations in force at the time and location of the activity.

Original Approval: Thu Oct 07 2021 08:29:37 CDT  
Last Updated: Wed Oct 27 2021 17:47:45 CDT  
Approved by: RAKNESS, RICH

|                                                                    |                                                      |                                                                      |
|--------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------|
| Program: MNH0612<br>Association: ROSEMOUNT AREA HOCKEY ASSOCIATION | Team: Rosemount Girls 12U B1<br>Team ID: MNH0612-023 | Classification: MN Girls 12U USAH 14U<br>League: Travel Division: B1 |
|--------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------|

#### Step 4. Add Roster Manually/ Verify Your Roster

- Follow the links down from Association, to League, to Season, to Season Teams and click on your team.
- If your team's roster is already loaded, review the roster, and make any necessary edits. You can edit the basic player / coach information displayed by clicking on it. You can edit a player's full profile by clicking the Actions button and then Extended Player Attributes.
- If your team's roster has not been loaded, you may add players one at a time using the + New Player button, you can import your roster from a CSV/Excel file, the Hockey Canada Registry (HCR), or the USA Hockey Registry.



## BUDGET

### Ice:

|                           |          |
|---------------------------|----------|
| 1 Hour of Ice Time        | \$170    |
| 1 Hour Solo Practice      | \$170    |
| 1.25 Hour Solo Practice   | \$212.50 |
| 1.25 Hour Shared Practice | \$106.25 |
| 1 Hour Shared Practice    | \$85     |
| 1.5 Hour Shared Practice  | \$127.50 |

### Referee Rates (per ref):

|        |                  |                              |
|--------|------------------|------------------------------|
| Squirt | \$45 League game | \$55 Scrimmage or tournament |
| 10 U   | \$45 League game | \$55 Scrimmage or tournament |
| PeeWee | \$58 League game | \$68 Scrimmage or tournament |
| Bantam | \$63 League game | \$73 Scrimmage or tournament |

### Total budget per game

- Squirt \$260 League game \$280 Scrimmage or Tournament game
- 10U \$260 League game \$280 Scrimmage or Tournament game
- PeeWee \$286 League game \$306 Scrimmage or tournament game
- Bantam \$296 League game \$316 Scrimmage or tournament game