

## RAMS MANAGER'S MANUAL Revised 10/6/15

Thank you for volunteering to serve as manager for your team. It's a major responsibility and we at Rams Hockey appreciate your willingness to assist our coaches and families in a smooth season. This manual is meant to serve as a guide for basic questions that may arise over the season. Please take the time to review the material and if you have additional questions and/or comments please contact Lori Hodel [Lori\\_Hodel@miwp.uscourts.gov](mailto:Lori_Hodel@miwp.uscourts.gov) or any RAMS Hockey board member. Board members and contact info as follows:

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### Have a great RAMS hockey season!!

#### Key responsibilities as a Team Manager:

- Gather paperwork and assemble team binder
- Schedule games and tournaments
- Key contact to distribute communications to families from RAMS board.

## MANAGER'S BOOK

As a manager you are responsible to assemble a team binder with key information that will be needed during the season.

### 1. What goes into the manager's team binder?

A MAHA generated example of how to set up your binder will be provided but make sure that you have the following information in your book:

- Signed and stamped roster (keep extra copies on hand for tournaments).
- Consent to treat for all players and coaches/managers.

- Parent code of conduct (also known as STAR) for all parents of players.
- Participant code of conduct (also known as STAR) for all players and coaches/managers.
- Background check email for manager.
- Background check receipt email for all coaches.
- Credential verification sheet – district/regional/national – two copies—one for you to use and one to have for the future.
- Game Log
- Concussion forms

**Where do I go to get all this information?**

## **ROSTERS**

### **1. When can rosters be done?**

- Roster can be done at any time once all the proper paperwork is turned in to Tom Marchlewski. Tom will be your contact for USA Hockey roster so contact him to begin process.

### **2. What needs to be done to complete roster?**

- The following paperwork needs to be turned in to begin the roster process: all coaches' background checks payment emails, coaches' code of ethics completion email, and manager background check email. The district 6 registrars then verifies everything, stamps the roster with a date and time, stamps that birth certificates have been verified and signs the roster. The district 6 registrar will then send it back to Tom and Tom will email it back to you. **DO NOT PLAY ANY GAMES WITHOUT A STAMPED ROSTER AS OFFICIAL!!**

### **3. Do I need to collect birth certificates?**

- NO, unless requested by Tom Marchlewski. USA Hockey created a database, so any player that was a member of USA Hockey should not have to turn in a birth certificate. If a birth certificate is needed Tom Marchlewski will ask you to get the document from the parents. Turn it into him in a sealed envelope.

### **4. I turned in my paperwork for my roster, when can I expect it back?**

- The turn time for rosters is approximately 36-72 hours during the week. All rosters will be processed during the business week unless there is an emergency situation, which please then contact Tom for further direction.
- Tom will email you a sample of the roster prior to sending it into the District 6 registrar. You need to confirm that all players and coaches are on the roster. **THIS IS NOT YOUR OFFICIAL ROSTER. DO NOT SCHEDULE ANY GAMES WITHOUT HAVING YOUR OFFICIAL ROSTER!!**
- Tom will submit it to the District 6 registrar and then once he receives the official roster he will forward that roster to you. It is only an official roster if it has the **USA Hockey APPROVED** stamp on it. Keep this email the entire season for future reference.

### **5. I got my roster back stamped, what do I with it?**

- Print off a copy of the roster and put it in your team binder, you must have it for every game. You will always want to have some extra copies of your roster, as you will need them for all tournaments you play in.

### **6. Our roster is certified and we need to add another coach or player, can we do this?**

- Yes, a supplemental roster can be done. Please contact Tom for more information. Please keep in mind that before a player can play in a game, MAHA has a 72 hour waiting period that starts as soon as the supplemental roster has been dated as eligible. The player may practice with the team as long as they have USA confirmed registration. Any questions you should ask Tom.

## **CONSENT TO TREAT FOR ALL PLAYERS AND COACHES/MANAGERS**

- Form can be found on the RAMS website under the Manager section. All players, coaches and manager must have one in the binder. New forms must be completed each year.

**You will be asked to make a copy of the Consent to Treat forms to be kept on file with Tom which should be stored in the Rams Equipment storage room.**

### **1. Why does RAMS hockey need a copy of the Consent to Treat/Medical forms?**

- Many parents drop their players off at the rink for practices and don't stay. In the event of an emergency at the rink, coaching staff or rink personnel needs the ability to provide emergency information in the event of a parent's absence. Coaches/Managers don't always have their team binders with them on practice days.

## **PARENT CODE OF CONDUCT (ALSO KNOWN AS STAR) FOR ALL PARENTS**

- Form can be found on the RAMS hockey website under the Manager section. Both Parents/Guardians must fill this out and be included in the binder. New forms must be completed each year.

## **PLAYER CODE OF CONDUCT**

- Form can be found on the RAMS website under the Manager section. All Players must read and sign and be included in the binder. New forms must be completed each year.

## **BACKGROUND CHECKS AND COACHING CODE OF ETHICS**

- **Where do I find the Website to complete these?**
  - **Website info:** <https://maha.org/CoachingBackgroundCheck.aspx>
    - Both the background check form and coaching code of ethics can be found on this link on the MAHA District 6 website.
- **Who needs to do a background check?**
  - **ANY ADULT** that is going to be on the bench/in the locker/on the ice needs to complete the background check.
- **What do I tell my coaches to do with the email that they get from the website once they complete the background check?**
  - Have your coaches email the following to the association registrar, Tom Marchlewski, the receipt of payment email received from MAHA.
- **How often do background checks need to be completed?**
  - The check is completed every 2 years. If you're not sure the association registrar can give you confirmation if a check is needed.

## **SAFE SPORT TRAINING MODULE**

### **1. Who needs to complete the SafeSport Module?**

- All Coaches, Managers and Locker room supervisors will need to complete the USA Hockey Safesport training module. Here is the link to the training: <http://www.usahockey.com/safesporttraining>.
  - Safesport training is required every 2 years. If you're not sure the association registrar can give you confirmation if the training is needed.

## **CREDENTIAL VERIFICATION SHEET**

- If your team makes it to the MAHA district/regional/nationals tournament, this is the form that must be used to verify that you have the needed information in your book. Please print off two copies. One for you to use for tracking and one to keep in your team binder for the credential checks in the future.

## **GAME LOG**

### **1. I have the game log that Tom sent back with the roster; do I have to use it?**

- Please make sure that you are using the MAHA game log provided. This is a requirement and if you are using a different form, your team binder will not get through the credential check for districts. An electronic excel version is available if you'd like that instead, email Tom and he will forward the sheet. You will be required to print it out and place in your book as games are added.

### **2. The season is over, do I just shred everything in my binder?**

- No, the book and all of the paperwork in it needs to come back to the RAMS Hockey Association. Especially the consent to treat/participant and parent code of conducts/birth certificates (if you get those). You can keep the game logs and that type of stuff if you want or in the case of travel teams will need for the following year.

## **CONCUSSION FORM**

### **1. WHAT IS THE CONCUSSION POLICY?**

- There are 4 forms pertaining to the MAHA's policy regarding concussion. Each form is at the end of this packet. The forms are as follows:
  - Excerpt from the Michigan Public Health Code - given to each parent.
  - USA Hockey Concussion Management Program - given to each parent.
  - Participant Written Statement - Player needs to complete and a copy is kept in team binder and copy is given to Tom Marchlewski
  - Coach Written Statement - Coach needs to complete and a copy is kept in team binder and copy is given to Tom Marchlewski.

## **LOCKER ROOM POLICY**

### **1. Who is allowed in the locker room?**

- USA Hockey and MAHA have instituted a locker room policy that we have fully adopted and will adhere to at ALL times here at RAMS Hockey Association. The rule states that parents of children on any of our hockey teams from ages Pee Wee and up will not be allowed near or in the locker rooms.

### **2. Exception to this rule is as follows.**

- Parents of kids in our Mite and Squirt programs will be allowed in the locker rooms to assist their children with equipment and skates. Any parent that enters a given locker room MUST have a completed background check and completed Safe Sport Training Certificate submitted to the team manager before entering locker rooms.
- If your child has been injured and taken to the locker room you are welcome to enter to assist and check on the well-being of your child.
- Anyone that has been asked by the head coach and has accepted a role as "locker room supervisor." This should be limited to one individual per team that might be asked by the head coach to assist. If an individual has been asked to fill said role they will be required to have completed a background check and the SafeSport training modules before entering locker rooms.
- Parents of a female player may be in the locker room with their player.

- Female players will be provided with a separate locker room and a sign will be placed on the door indicating “Female only locker room.”

## **GAMES - SCHEDULING, REFS, AND TOURNAMENTS**

### **1. Practice has started; can we start games or just play a scrimmage?**

- NO COMPLETED ROSTER = NO games or scrimmages... the penalty for doing this is not worth it. Also, do not play any unrostered teams. In the beginning of September, those first few games you should be prepared to show your official roster and ask to see the opposing team’s official roster.

## **SCHEDULING GAMES:**

### **1. How do I schedule games?**

- **Travel teams:** You will be given the slotted amount of home ice times prior to the season starting. Once your Little Caesars final alignments are released, you will need to contact all of teams in your division typically via email and work out your schedule based on your home ice times. Once your league games are all scheduled you can then contact other non-league teams to fill in your schedule.
- **House team:** Game ice times will be provided to you before the scheduling meeting that is usually held the early October, location TBD usually Southside.
  - For House teams: Our ADRA Y rep is Dennis Santos and his email is [santod@charter.net](mailto:santod@charter.net). Know your ADRA Y Division ([adrayhockey.org](http://adrayhockey.org)) prior to attending the scheduling meeting. You **MUST** schedule your league games first. Then non-league games may be scheduled. It is always nice to have an idea of when your team would like to participate in tournaments so you don’t schedule games on those weekends.
  - All ADRA Y League score sheets must be emailed to [santod@charter.net](mailto:santod@charter.net) following the game. Dennis then sends those scores into ADRA Y. Dennis Santos does not typically respond to your email, so please check the Adray website periodically to make sure the game scores have been posted.
- Remember all league games both Travel and House levels must be played by the deadline date and teams are only allowed a total number of games prior to MAHA districts. Those dates and numbers vary by season.

### **2. How much time do we have to wait in between games if scheduling on same day?**

- There is a 4 hour rule between games. This time frame is from time off ice for the first game to the **start time** of the next game.

## **ICE TIMES**

### **1. Where do I find the ice time that my team has?**

- Both practice and game ice will be on the website <http://www.ramshockey.org> You will be provided with a home ice slotted amount prior to the scheduling meeting.

### **2. How many HOME games do we get?**

- Squirts = 12
- PeeWee/Bantam = 15
- PeeWee A/AA =13
- JV = 18

**DO NOT GO OVER YOUR NUMBER OF GAMES OR YOU WILL BE RESPONSIBLE FOR THE COST.**

**3. We have ice time that we can't use, what should we do?**

- You could change the ice from game ice to a practice ice. You could offer it up to another team but you must be aware that not all levels have the same amount of time on the ice. Squirts = 1 hour, Pee wee = 1 hour and 20 minutes, Pee wee A, AA, Bantam house, Bantam A, AA and JV = 1 hour and 30 minutes.

**4. We don't have ice at the time that we need; can I purchase it at another rink?**

- NO, you are given a slotted amount of home ice for the season.

**How do I put the games on the website?**

**1. I am not sure how to use the website?**

- A mandatory manager's meeting will be held to train you on how to manage the RAMS website. With any page specific questions, Contact Casey LaMore or Erin Weber.

**2. How do I put events on the team calendar?**

- Casey LaMore (or Erin Weber) will send you an invite to your team calendar. You are responsible to put all your games in the calendar, labeling them home and away. On the RAMS website, the ref scheduler will be using your team calendar to schedule referees, so accuracy is very important.
- Please make sure you specify HOME games as HOME and AWAY games as AWAY when you add to the schedule. This ensures that referees are scheduled accordingly.

**SCHEDULING TOURNAMENTS**

- You look at available weekends once you've been given your home ice slots. Then look at various tournaments available (can do a tournament search on the MAHA website to find tournaments). It may be useful to know the tournaments you'll want to do prior to the scheduling meeting. However, keep in mind you'll want to keep the MAHA districts weekend open and your ADRAY play off weekends open. These dates vary by season so be sure to obtain those dates prior to scheduling.

**1. What is the dollar amount for my team that is built into the budget for tournaments?**

	<b>Squirt</b>	<b>PeeWee</b>	<b>Bantam</b>
<b>Adray</b>	\$ 625	\$ 755	\$ 755
<b>MAHA Districts</b>	\$ 550	\$ 700	\$ 800
<b>MAHA Play-in</b>	\$ 450	\$ 500	\$ 575
<b>Total</b>	<b>\$ 1,625</b>	<b>\$ 1,955</b>	<b>\$ 2,130</b>

- The expectation is that your team will play in the ADRAY tournament. It is at your team's discretion if you wish to play in the MAHA play in tournament and subsequent MAHA District tournament or to use those funds for another tournament of your choosing. Please manage your tournament selections accordingly.
- **Please note that any amounts above and beyond the budgeted amounts will be the responsibility of the team. Any overage will be the responsibility of the team to collect and provide to RHA prior to RHA paying tournament entry fees that exceed the budgeted amounts.**

**2. Do we have to worry about paying for districts or Little Caesar playoffs out of our tournament money?**

- No, Craig McPhee (RHA Treasurer) will remit payment for District/Playoff Tournaments, unless your team opts out of them.

**3. We have decided on which tournament we want to be in, what happens next?**

- As the manager/coach please email Craig McPhee at [cmcphee@yahoo.com](mailto:cmcphee@yahoo.com) with the details of payment. Payment will be made by check or credit card. For either format you need to email Craig the tournament details. Each method needs different paperwork:
    - For Check:
      - Tournament name and the Contact person's name
      - Amount of tournament and deadline date for entry
      - Address to send check
      - Craig will confirm via email that the check has been mailed
    - For Credit Card:
      - Tournament director/treasurer will need to generate an invoice with the details for processing the credit card (online or by phone)
      - Forward the invoice onto Craig with all the tournament details (tournament name and deadline date)
      - Once payment is made, Craig will email you back a confirmation of purchase
4. **The tournament that we are doing is less than the amount in our budget, but not enough for another tournament, what happens now?**
- If your team decides to play in additional tournaments, then you need to contact Craig McPhee to determine how much money is left in your team budget. Once you are given the amount you then divide the number owed by the number of player's participating in the tournament. Craig will submit the payment to the tournament director/treasurer as indicated above.
  - You then need to have each parent make a check out to RHA in the determined amount by a specified deadline date.
  - Collect all payments and turn them into to Craig McPhee.
5. **What if my team is the host team for MAHA district 6 or the host team for the ADRAY West division tournament?**
- If your team happens to be the host team for either the MAHA district 6 playoffs and/or the ADRAY West tournament your team will be responsible for helping out during the tournament (.ie. working the time clock, official scorer, penalty box, and/or general sign-ins for all non-RAM games).

## **REFEREES**

- 1. Who schedules referees?**
  - Pete Piatek will be scheduling referees this season. Should you have a change in your home game schedule please contact Jason Hodel [jason25hodel@gmail.com](mailto:jason25hodel@gmail.com) and he will be the RHA representative that is the contact to work with Pete Piatek. Usually Wednesday or Thursday of the weekend of home games an email will be sent out to let the coaches and managers know that they have referees for the weekends games.
- 2. How do I schedule referees?**
  - You as team manager will not schedule referees, but need to ensure that online schedule is up to date so Jason Hodel can check the website and schedules the refs. He will then send out emails to all the managers to verify games with scheduled refs. A list of the weekend's games and the refs that are scheduled will be posted in the Score box.
- 3. I had a game all set up but it is now cancelled, do I need to do anything?**
  - Yes, you need to email Jason Hodel the cancellation so that he can cancel the referees, if the referees are not cancelled and they arrive at the rink they get full payment and it counts against the referee money that your team has been budgeted.
- 4. How do I confirm that a ref has arrived for the game?**

- You need to verify that the refs have arrived at the rink 15 minutes prior to game time. There is not an official sign-up, coaches or managers will need to look for them in the ref changing room. If the refs are not in the changing room.
5. **How do the referees get paid?**
    - This is the sole responsibility of Pete Piatek to ensure that the referees get paid for the services rendered.
  6. **The referee did a terrible job, is there anyone that I can tell?**
    - Contact Jason Hodel at the above email address to share the good, the bad, and the ugly.

## **SCORE SHEETS AND TIMECLOCK**

### **1. Where do I find score sheets?**

- ADRAY league score sheets will be provided at your scheduling meeting. ONLY use these score sheets for those designated home league games. Non-league games use a generic score sheet located in your binder. We do have some extra sheets in the storage room but enough score sheets will be provided to the team manager at the beginning of the season.

### **2. Who fills out the score sheet?**

- The home team manager is responsible for finding a parent to sit in the official's booth during the game to fill out the score sheet. Please fill out the scoresheet prior to each game (obtain stickers from opposing team for all sheets) and have coaches sign the scoresheet prior to the game.

### **3. Who works the time clock and penalty box?**

- Again the team manager is responsible for finding a parent to sit in the official's booth to work the time clock and find another parent willing to sit in the penalty box during the game. Check with your team's coach regarding the penalty box as he may have an assistant coach able to cover this.

### **4. What do I do with the score sheet after the game?**

- Make sure all coaches have signed for both teams (before the start of play). Make sure the refs sign after the game.
- Give the opposing team their copy (it will state which color to give them at the bottom).
- If ADRAY game, then upon completion of the game please email a copy of the game sheet to Dennis Santos at [santod@charter.net](mailto:santod@charter.net)
- If non-League game, put in your team binder, record the game on your game log, and enter your score on the RHA website.

## **What to do for upcoming games:**

- As a rule it is best to confirm both home and away games one week prior to that weekend. This is especially important around heavy tournament times. You will receive a list of all coaches and team managers for all area teams at the scheduling conference, as well as provide other organizations with your info. Keep this information handy, as it will have contact info. that you will need to confirm games. In the past, certain teams have forgotten to notify an opponent that they entered into a tournament and as a result didn't show for the game. Please make sure you notify an opponent as soon as the decision to enter a tournament has been made. Also make every effort to reschedule the game.

## **TRAVEL TEAMS ADDITIONAL INFORMATION:**

### **1. How do I get information on Little Caesar's Hockey League?**

- Travel teams compete in the Little Caesar's Hockey League. Managers will want to refer to the Little Caesar's website to keep up with the league's happenings.  
<http://www.lcahl.pointstreaksites.com/view/LCAHL>

### **2. How do I schedule games?**

- Once divisions are posted (on the LC site), it is your responsibility to contact the other team's managers to schedule games. This is usually done over email. Team contact information is available on the LC website.



### 3. How do I report my league game scores?

- You will be in charge of entering your own home league games on the Point Streak site, which is linked off the LC site, as well as the scores when they are completed. A LC's Level Director will email you with a username/ password for this.

### 4. How do playoffs work?

- You will want to keep some February home ice times open for the LC playoffs. In January, they will reseed the teams and post playoff divisions on the LC website. Again you will have to contact the other team managers to schedule the playoff games.

If you are first time user for Little Ceasers and PointStreak, please contact Tom Marchlewski and he can assign you a mentor to help walk through the website and steps for entering game schedule and scores.

## **FUNDRAISING OPTIONS**

### 1. What are the fundraisers that RAMS has available for parents?

- SCRIP gift cards is a year round program for parents to earn money that apply directly to players fees. Parents can check the Scrip page of the RAMS website for details and instructions on how to get started.

### 2. Can our team do its own fundraiser?

- Your team can do just about any fundraiser they develop it just has to be approved from the RHA board. Email Casey Lamore [casey.lamore@gmail.com](mailto:casey.lamore@gmail.com) with your proposed plans to gain proper approval. Please be aware that someone from your team is responsible to run the fundraiser. Any questions regarding ideas and/or how to set up a fundraiser please contact Casey LaMore.

### 3. Can our team do a fundraiser with the entire association or just a combine with other teams?

- Yes, however as stated above all fundraisers must be approved by RHA board.

## **RAMS Apparel Sale**

- During the season an apparel sale will be conducted for our families to order new RAMS gear. As the team manager you will be asked to distribute and collect order forms for your team. A pre-season sale and a mid-season sale will be conducted, more information to follow. Please be aware these sales are conducted through RHA and are not associated with the Pro Shop. Any questions regarding apparel contact Annie Malafa [Boomalafa@gmail.com](mailto:Boomalafa@gmail.com) or Donielle Austin [donielle@austin-relo.com](mailto:donielle@austin-relo.com).

## **JACKET AND WARM-UPS**

### 1. Does my team get coaching/warm up jackets?

- Every team will receive 3 coaching jackets.

### 2. Are Warm ups included in the player yearly fee? What about Jersey and Socks?

- **Travel teams:** warm up jackets/pants maybe included in the budget for each player, please check with Craig McPhee the treasurer.
- **House teams:** warm up jackets/pants ARE NOT included in player budget and must be paid in addition to the player fee.

**Jerseys:** New jerseys are \$140 and not included in player fees. Jerseys are typically used for 2 years before new ones are to be ordered.

**Socks:** Each player will receive a set of home and away socks as part of player fee.

### 3. How are these ordered?

- **Travel Teams:** Each Team Manager is responsible to complete warm up and jersey sizing by July 31. Jason Hodel will provide spreadsheets to be completed which will include information for warm up jackets/ pants and jerseys and socks for each player. This will also include coaches. Each parent is to verify sizes, spelling, and number on the sheet for accuracy. If there is a mistake on a jersey or warm up and the parents have initialed, they will incur the cost of getting a new jersey and/or warm ups.

- **House teams:** Sizing for Warm up jackets/pants and jersey/socks will be completed during Draft Skate week for all house players or before the start of the season. Once teams are determined team spreadsheets will be created and shared with managers.
  - Warm ups and jerseys are not included in house player fees therefore any items ordered will be the responsibility of the team manager or for the coming season Lori Hodel [Lori\\_Hodel@miwp.uscourts.gov](mailto:Lori_Hodel@miwp.uscourts.gov). Warm up jacket/pants cost will vary depending on the sizing this information will be available prior to the sizing. Warm ups for House players are optional. Parents will be asked to verify sizes, spelling of name and number upon completion of spreadsheet. If there is a mistake on a jersey or warm up and the parents have initialed, they will incur the cost of getting a new jersey and/or warm ups. If a player missed sizing time or decides after the Draft skate to order warm ups, a coach or manager must contact Lori Hodel to place order. **\*AT NO TIME SHOULD DAVE BINA BE CONTACTED FOR JERSEY OR WARM UP ORDERS!!**

## **TEAM PICTURES and Pictures from the Bench Page**

### **1. When are team pictures taken?**

- The board is currently working on this schedule and will get this information out to you as soon as it is available. Pictures generally are taken in October. Any questions on team pictures please contact Casey Lamore.

### **2. Are parents allowed on the bench during the game to take pictures?**

- No, only the coaches on the roster are allowed on the bench during the game.

## **MISCELLANEOUS QUESTIONS**

### **1. Can the older/younger sibling be out on the ice with our team?**

- No, the only people that can be out on the ice are the people that are on the roster.

### **2. Can we use our practice ice to schedule a game?**

- Practice ice is supposed to be used for practice. There are situations that require practice ice to be used for game ice; this should be an exception and not the rule.

### **3. Are there a set number of games that we are allowed to play?**

- Yes, this number is set by RAMS, MAHA and USA. Please see the matrix at the end of this to determine the number of games for your level.

### **4. Can we play a parent against the player game?**

- This is not allowed per USA Hockey and MAHA rules.

### **5. I have a question that I think needs to go to USA Hockey, can I contact them directly?**

- Please contact Kevin first and he will direct you in the correct direction or contact USA Hockey, most of the time it can be answered without contacting them.

### **6. A player was injured in the game last week and the parents have asked for me for an insurance form, where do I get this?**

- Association registrar, Tom Marchlewski has these forms, please contact him.

## **STUDENT COACHES**

### **1. We have a student coach for our team, is there anything that we must do?**

- Yes, all student coaches must be on the roster and they must attend a training course. They also need to fill out the USA Hockey Student Coach Information Form as well as the Coaching Ethics Code Agreement. Please contact Tom Marchlewski or Jason Hodel for additional information.

### **2. Our Roster is done; can we still have a student coach?**

- Yes, a supplemental roster can be done.