

## **SCHEDULING HOME or AWAY SCRIMMAGES**

All Home or Away scrimmages need to be sent into the RAHA Ice Scheduler

Please use the communication standard below when setting up scrimmages.

### **Aways Scrimmages**

If you already have your practice ice published on your calendar the week you are scheduling an Away scrimmage, you **DO NOT** need to notify your ice scheduler.

If you are scheduling an Away scrimmage on a week where you do not see practice ice on your calendar, you must contact the RAHA ice scheduler [icescheduler@rosemounthockey.org](mailto:icescheduler@rosemounthockey.org) to communicate that you have booked an Away scrimmage and to block your team from practice ice that day.

### **RCC Scrimmages**

Email the following addresses with the Subject Header "**ADDED RCC Scrimmage**" identifying

**Date, Time, Your Team and vs Opponent**

[icescheduler@rosemounthockey.org](mailto:icescheduler@rosemounthockey.org)

[concessionmanager@rosemounthockey.org](mailto:concessionmanager@rosemounthockey.org)

[Jon.Balvance@rosemountmn.gov](mailto:Jon.Balvance@rosemountmn.gov)

Update your solo ice to the scrimmage details and tag the **RCC Game Calendar**

See help documents on adding Scrimmages/Games to your team page Game Schedule tab and instructions on adding the RCC Tag. <https://www.rosemounthockey.org/managers-tools>

### **IGH Scrimmages or Woodbury Ice**

Email the following addresses with the Subject Header "**ADDED IGH Scrimmage** or **ADDED Woodbury Ice Scrimmage**" identifying

**Date, Time, Your Team and vs Opponent**

For IGH send to [icescheuler@rosemounthockey.org](mailto:icescheuler@rosemounthockey.org) and [jmuscha@ighmn.gov](mailto:jmuscha@ighmn.gov)

For Woodbury Ice send to [icescheuler@rosemounthockey.org](mailto:icescheuler@rosemounthockey.org) and [jmuscha@ighmn.gov](mailto:jmuscha@ighmn.gov)

Replace your solo ice event on your calendar to the scrimmage details.

See help documents on adding Scrimmages/Games to your team page Game Schedule <https://www.rosemounthockey.org/managers-tools>

### **Other Rink Scrimmages**

If you have rare Solo ice at Burnsville, Hastings, Hayes etc., that you are turning into a scrimmage....just notify the ice scheduler with the details and he will coordinate with the rink manager.