



# **2025-26 Managers Information**

# AGEND

## A

- Ice Scheduling and Trades
- SAHA & USA Hockey Registration Requirements
- D2 Updates
- SAHA Gambling
- Off Ice Events & Opportunities
- Team Bank Accounts & Funds
- Season Operations



# ICE SCHEDULING & TRADES

John Celski | SAHA Ice  
Scheduler

[ice@stillwaterhockey.net](mailto:ice@stillwaterhockey.net)



# SCHEDULED ICE

- SAHA will update each team's calendar with scheduled ice times.
- All ice times booked by SAHA are contracted and paid for and are therefore the responsibility of the team to use.
- If a team is unable to use a scheduled ice time, it is up to them to find a team who can.

**Ice times added to team calendars by SAHA's Ice Scheduler should NOT be edited/updated or deleted by anybody other than our Ice Scheduler!!!**

- In the event a SAHA scheduled ice time requires updating, contact our Ice Scheduler to request the change be made!
  - If replacing a practice with a scrimmage, our Ice Scheduler will ensure locker rooms are assigned for both teams.

# UNUSABLE ICE

## ICE TRADES and ICE GIFTING

- Use the [Ice Trade Process](#) (subpage of the Manager's Corner) if you are unable to use your scheduled ice time
  - **Follow step by step instructions** for posting available ice.
- Click "View All" below ice trades calendar to see what ice has been posted
  - [webcal://www.stillwaterhockey.net/ical\\_feed?tags=26734](http://webcal://www.stillwaterhockey.net/ical_feed?tags=26734) to add ice trade calendar to your device calendar if you'd like
- Email managers about available ice time
  - Manager contact list will be available on the Ice Trades page of the website

 TIP   
If unable to use half/shared ice, check with the other team first. If you share ice at another time, try trading your half to them now in exchange for their half next time. 😊



# USA HOCKEY & SAHA REQUIREMENTS

Jeanette Geisbaver | SAHA Registrar

[registrar@stillwaterhockey.net](mailto:registrar@stillwaterhockey.net)





**MANAGING MORE THAN 150 COACHES  
AND VOLUNTEERS**

**ENROLLING 64 SAHA AND SMP TEAMS  
WITH USAH**





## 2020-2021 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: Tue Oct 13 2020 14:20:41 Central Daylight Time  
Last Updated: Tue Oct 13 2020 14:21:10 Central Daylight Time  
Approved by: RAKNESS, RICH

Program: MNH0206  
Association: STILLWATER AREA HOCKEY ASSOCIATION  
Team: Stillwater Girls 12U B1 Black  
Team ID: MNH0206-031  
Classification: MN Girls 12U USAH 14U  
Category: Travel Division: B

Players (12)											
Last Name	First Name	Jersey #	Position	DOB	DOB Verification	SafeSport	Transfer	Zip			
CUNNINGHAM	WYNTER	H 1 A 1	Goalie	05/2008	Verified	Not Applicable	N/A	55038			
DONNAY	NATALIE	H 9 A 9	None	03/2008	Verified	Not Applicable	N/A	55082			
GOSSAI	ANNIKA	H 11 A 11	None	05/2009	Verified	Not Applicable	N/A	55082			
HOWE	ADELYN	H 16 A 16	None	03/2008	Verified	Not Applicable	N/A	55082			
KNOWLAN	CHLOE	H 14 A 14	None	10/2008	Verified	Not Applicable	N/A	55042			
PETERSON	ETTA	H 6 A 6	None	06/2009*	Verified	Not Applicable	N/A	55082			
PETERSON	RUBY	H 10 A 10									
SEEGER	AYLA	H 5 A 5									
SIMONET	AUDREY	H 3 A 3									
STUMPF	SEDONA	H 13 A 13									
TURSSO	FAITH	H 12 A 12									
WHISLER	GABRIELLA	H 15 A 15									
			PETERSON	ETTA	H 6 A 6	None	08/2009*	Verified	Not Applicable	N/A	55082
			PETERSON	RUBY	H 10 A 10	None	05/2008	Verified	Not Applicable	N/A	55082
			SEEGER	AYLA	H 5 A 5	None	01/2009	Verified	Not Applicable	N/A	55003
			SIMONET	AUDREY	H 3 A 3	None	06/2008	Verified	Not Applicable	N/A	55082
			STUMPF	SEDONA	H 13 A 13	None	05/2008	Verified	Not Applicable	N/A	55082
			TURSSO	FAITH	H 12 A 12	None	07/2009*	Verified	Not Applicable	N/A	55082
			WHISLER	GABRIELLA	H 15 A 15	None	10/2008	Verified	Not Applicable	N/A	55082

Redlined Players (1)										
Last Name	First Name	Jersey #	Position	DOB	DOB Verification	Transfer	Zip			
SWETT	ECHO	H 2 A 2	None	02/2008		N/A	55129			

Redline Comments: DOB/CIT Verification

Note: Redlined players are not approved for game play. Please see comments for reasoning.

Staff (3)										
Last Name	First Name	Position	Card Number	Level Certified	Certification Expires	Module	SafeSport	Screening		
CUNNINGHAM	LANCE	Head Coach	0000485200	3	12/31/2021	PW12	Verified	Completed		
Email: LANCE.CUNNINGHAM@GMAIL.COM Phone: (612) 226-7996										
DONNAY	RYAN	Assistant Coach	0000438426	3	12/31/2020	PW12	Verified	Completed		
Email: LEONARD97_@HOTMAIL.COM Phone: (763) 807-8212										
HOWE	MATTHEW	Assistant Coach	0000139819	4	12/31/20**	PW12	Verified	Completed		
Email: MAHOWE13@GMAIL.COM Phone: (612) 568-5555										

\* Indicates player's age is below the team's classification range. \*\* Indicates player's age is above the team's classification range.

# MANAGER SPECIFICS

- All Managers MUST register with [SAHA](#) and [USA Hockey](#) as volunteers.

Use links provided above or on the [Managers Corner](#) page of the SAHA website

- All Managers MUST :

1) Complete [SafeSport Training](#) EVERY year.

2) Complete a [Background Screening](#) every other year.

Use links provided above or on the [Managers Corner](#) page of the SAHA website

# COACHING SPECIFICS

- Coaches cannot be added to a roster until ALL of the following are completed:
  - Registered with SAHA and USAH
  - Background Screening cleared
  - Appropriate Age Level Modules are completed
  - SafeSport Training is verified as completed

# QUESTIONS ABOUT ROSTERS & COACHES?

CALL / TEXT / EMAIL

Jeanette Geisbauer

- 612.978.2901
- [registrar@stillwaterhockey.net](mailto:registrar@stillwaterhockey.net)

Do yourself a favor and put this number in your phone now.

(It's hard to find when you're in the lobby of some outstate rink after you realize you don't have your roster url 😊.)



# DISTRICT 2 UPDATES

Joe Kaufman | D2 Rep  
[stillwater@d2hockey.org](mailto:stillwater@d2hockey.org)



# RULE UPDATES

- LEAGUE GAME Score sheet not right?

Managers have **ONE WEEK** to contact your D2 level coordinator to request a scoresheet update – **this includes fair play points!!**

# FAN CONDUCT

In the event a parent/fan is ejected from a game for inappropriate conduct,

the team's head coach will also be ejected for the remainder of that game AND suspended for the following game.

# SCRIMMAGE REFS

- Managers will pay each official directly at the rink, prior to the start of the game.
  - Cash and check will be accepted
  - Consult with the individual official on payment type.
- To Book Refs for scrimmages:
  - Review ref booking procedures and submit requests at [d2hockey.org](https://d2hockey.org) > [Scrimmage Requests](#)

# SUGGESTED D2 MANAGER MEETING

- Dates and times TBD



# CHARITABLE GAMBLING

Patrick Budion | Gambling Manager  
[gamblingmanager@stillwaterhockey.net](mailto:gamblingmanager@stillwaterhockey.net)



# SAHA Gambling Sites

- We are in 7 sites
  - Lakewoods Tavern
  - Muddy Cow Oak Park Heights
  - No Neck Tony's
  - Ziggy's on Main
  - River Siren Brewing
  - The Current
  - Keys Cafe in Stillwater



# Team Bingo

## Nights Fundraising for TEAM accounts

- Simple – you promote it and we give you the profits from the night
- Profits average between \$300 and \$1000 depending on participation
  - Two teams per night – 50/50 split of profits
- Bingo nights have been assigned to each team and added to your team calendar
  - If assigned night is a league game night, we will reschedule. We will not reschedule for team added events or scrimmages.  
Contact [admin@stillwaterhockey.net](mailto:admin@stillwaterhockey.net) to reschedule if eligible
- Must be 18 to play

# Additional Opportunities

This year, teams will have the opportunity to:

- Schedule a second Bingo night at River Siren or The Current
- Sell horse racing tickets during Vikings games at Lakewoods Tavern (2-3 parent volunteers required)

A sign up sheet will be available on the [Managers Corner](#) page of the SAHA website.

- Sign up will be first come first serve
- Teams can sign up only once

# SAHA Gambling Info to Know

- You **cannot** accept a sponsorship from any entity that holds a gambling license of their own (ie. Bayport Legion, Stillwater American Legion, etc.)
- You **cannot** hold a raffle (you can hold an auction)
- Due to the success of our gambling efforts, not one SAHA registration level fee increased this season – most actually went down while some stayed the same!!
- We are always looking to get into new locations. If you have suggestions, contact [gamblingmanager@stillwaterhockey.net](mailto:gamblingmanager@stillwaterhockey.net)



# OFF ICE EVENTS & OPPORTUNITIES

*Paula Walther | Director of Off-Ice Operations*

*[off.icedirector@stillwaterhockey.net](mailto:off.icedirector@stillwaterhockey.net)*



# SAHA TEAM PHOTOS

Oakland Middle School - Gym

- Monday November 3rd from 4:30-8:30

Stillwater Middle School - Gym

- Wednesday November 5th from 4:30-8:30

\*For sign up, we will use the dibs tab on the SAHA website and an email communication. Dibs will open Friday, October 17th



# FUNDRAISER



**What:** Heggies Pizza Fundraiser

**Who:** Those who are interested in offsetting your individual hockey fees. Not everyone on the team needs to participate

**When:** Starts Friday, October 17 – November 23

**Order and Money Collection:** ~November 24

**Delivery Date:** Monday, December 8th

**Additional Information:** When available, information can be found on the SAHA Website on the [Managers Corner](#)



# TEAM BANK ACCOUNTS AND FUNDS

Collin Bushman | SAHA Treasurer

[treasurer@stillwaterhockey.net](mailto:treasurer@stillwaterhockey.net)



# TEAM BANK ACCOUNT

## Getting Started

- LE Bank Forms must be completed to LEB via instructions on form.
- New signer form can be found [HERE](#).
- We will be using E-sign to add you as a signer to your team's account via email.
- Online banking and debit cards will be ordered/set up once you have been added as a signer to that team's account.
- Debit cards can be mailed to your home or picked up at one of our branches
- Managers will typically need anywhere from 5-15 checks to get started for the season.
- **VENMO links to SAHA accounts ARE NOT PERMITTED**
- All bank accounts will start and must end with a balance of \$20.00

Check out KEY POINTS FOR MANAGERS for more information on getting started.

# TEAM BANK ACCOUNT

## THROUGHOUT THE SEASON

- Team debit cards have a daily \$510 atm limit and \$1500 purchase limit
  - Should a purchase limit increase be needed, please contact Collin Bushman at least 24 hours prior to making the purchase. [treasurer@stillwaterhockey.net](mailto:treasurer@stillwaterhockey.net)
- Keep a running spreadsheet/log/ledger of all transactions (both check and debit)
  - Funds should be transparent and available to be viewed by team members at their request
  - Retaining receipts of all transactions is highly encouraged

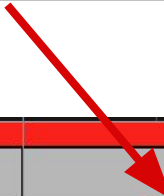
# TEAM BANK ACCOUNT

## END OF SEASON

- A reconciliation of funds must be submitted to SAHA Treasurer, Collin Bushman, at the conclusion of the season.
  - Running spreadsheet/log/ledger will suffice
- Bank accounts should have an ending balance of \$20.00
- Funds remaining (over \$20), by a date to be determined, will be swept from the account and deposited into SAHA's general bank account.

# LEVEL FEES

- Specific teams may have an additional level fee owed to SAHA
  - Reference the fee table on the [Registration](#) page of the SAHA website for SAHA level fee information
  - Managers need to collect Level Fees and deposit into team bank account
  - Level fees will be withdrawn directly from team accounts after **Nov. 15, 2025**



Category	Level	Base Registration Fee	Level Fee	Total Payable to SAHA (Base Registration + Level Fee)
Mite/U8	termites	\$ 290.00		\$ 290.00
Mite/U8	Level 1	\$ 345.00		\$ 345.00
Mite/U8	Level 2	\$ 635.00		\$ 635.00
Mite/U8	Level 3	\$ 670.00	\$ 165.00	\$ 835.00
Mite/U8	Level 4	\$ 635.00	\$ 200.00	\$ 835.00
Squirt	B2/C	\$ 1,649.00		\$ 1,649.00
Squirt	B1	\$ 1,649.00	\$ 55.00	\$ 1,704.00
Squirt	A	\$ 1,649.00	\$ 200.00	\$ 1,849.00
PeeWee	C	\$ 1,759.00		\$ 1,759.00
PeeWee	B2	\$ 1,759.00		\$ 1,714.00
PeeWee	B1	\$ 1,759.00	\$ 75.00	\$ 1,834.00
PeeWee	A	\$ 1,759.00	\$ 105.00	\$ 1,864.00
PeeWee	AA	\$ 1,759.00	\$ 325.00	\$ 2,084.00
Bantam	B2/C	\$ 2,034.00		\$ 2,034.00
Bantam	B1	\$ 2,034.00	\$ 20.00	\$ 2,054.00
Bantam	A	\$ 2,034.00	\$ 20.00	\$ 2,054.00
Bantam	AA	\$ 2,034.00	\$ 105.00	\$ 2,139.00
U16 Boys		\$ 1,714.00		\$ 1,714.00
JG	B	\$ 1,754.00		\$ 1,754.00
JG	A	\$ 1,879.00		\$ 1,879.00
10U	B1/B2	\$ 1,754.00		\$ 1,754.00
10U	A	\$ 1,754.00	\$ 45.00	\$ 1,799.00
U12	B1	\$ 1,769.00		\$ 1,769.00
U12	A	\$ 1,769.00	\$ 40.00	\$ 1,809.00
U15 Girls	B1	\$ 1,719.00		\$ 1,719.00
U15 Girls	A	\$ 1,719.00	\$ 65.00	\$ 1,784.00
U19	A	\$ 1,139.00		\$ 1,139.00

# TEAM

- **FEES** Teams may choose to collect an additional fee to be used for team expenditures (ie. additional tournament, team apparel, scrimmages, additional ice, team meals, coaches gifts, etc)
- Be Transparent: Share a budget and breakdown with families at the start of the season. Provide updates during the year so families know how money is being spent.
- Consider collecting team fees via check made out to your team bank account (to offer peace of mind)
- Team funds (from families or sponsorships) are to be used for **team** related expenses ONLY.
- **TEAM FEES ARE GETTING TOO HIGH!!**
  - **Keep It Reasonable** : Avoid over-collecting "just in case." Collect what you need and know – don't make assumptions for future unknowns. Typical range: \$250–\$350 per player
- Any funds remaining in team accounts at the conclusion of the season should be reimbursed back to each family.

Please Review - SAHA Team Manager Best Practices: Team

Fees



# SEASON OPERATIONS

Jen Zanon | Admin

[admin@stillwaterhockey.net](mailto:admin@stillwaterhockey.net)

# TOURNAMENTS

- All tournaments booked by SAHA are paid in full at the time of registration – should a team cancel a SAHA booked tournament, **the team will be responsible to fulfill the refund policy of the tournament** .
  - Refund policies differ from tournament to tournament and may include:
    - Withholding of all or some registration fees
      - Any unrefunded fees will be directly withdrawn from the team's bank account
    - Requiring a replacement team be found by the cancelling team

# TOURNAMENTS

- Additional tournaments can be added at the team's expense. If adding a tournament, it is the manager's responsibility to:
  - List practice ice for trade if you have any booked for tournament weekend
  - Reschedule games/refs that may already be booked for tournament weekend.
  - If out of town, book a block of rooms

# TOURNAMENTS

- All tournaments booked by SAHA are listed on each team's website and dates have been entered into each team's calendar.
  - Please visit tournament websites to confirm correct dates have been entered on your team calendar and website!!
  - Please contact tournament directors to update your team contact information with them.
- Tournament Directors will communicate necessary information as the tournament weekend approaches
  - Share information with your team (ie. apparel link, tourney schedule & rules, conduct expectations, etc)
- Rosters may need to be submitted prior to tournament or presented at tournament check-in – always have one handy

# HOTELS

- Hotel blocks have been booked for all out of town tournaments provided by SAHA.
- Booking information is available on each team's webpage
- Call hotel to verify booking (dates, times, room types, deadline)
  - If interested, inquire about reserving a meeting/hospitality room
- SAHA books 20 rooms per block – there are enough rooms for each PLAYER to reserve a room.
  - Ensure every PLAYER has a room before multiple rooms are booked regardless of circumstance (ie. dual family, large family, grandparents, etc).
- If a different hotel is preferred, it is the team's responsibility to schedule a new block of rooms **AND** notify Jen ([admin@stillwaterhockey.net](mailto:admin@stillwaterhockey.net)).

# HOTELS (cont.)

- HOTEL CONDUCT MATTERS!! ...and many hotels are cracking down on a lot of things including hockey equipment, knee/hallway hockey and door signs. *Managers should be leaders in following hotel policies!*
  - Contact hotel for information regarding these policies
  - Any fees for damages will be withdrawn directly from team bank accounts
- If making door signs or door mats, consider NOT using personal information – ie. player first or last name.

# SEASON START UP

- Hound coaches about training that needs to be completed!
- Distribute jerseys and helmet stickers
- Request access to team webpage and ice trades process page (email: [admin@stillwaterhockey.net](mailto:admin@stillwaterhockey.net) for website access)
- Update rosters on team website with player numbers
- Begin regular communication with families via email and instant messaging (GroupMe is very common)
- Complete USAH & SAHA registrations as well as Background Check and SafeSport Training if not already done
- Setup GameSheet on team iPad (more on this later 😊)





# IPADS

- Each team (excluding Mites) will receive an iPad, charger, charging cord and case for scoring purposes
  - Please keep the box the iPad comes in and return in the box.
- All equipment is required to be returned at the end of the season
- Team is responsible for damages and/or replacements due to damage
- Asset numbers are on each piece of equipment (ex. 2501)
- Passcode is written on the inside of the case
  - Passcodes are based on asset number (ex. 2501)
- GameSheet is installed on all SAHA issued iPads

# GAMESHEET FOR SCORING GAMES & TOURNAMENTS

- D2 will provide the GameSheet Invitation Code for **season setup** and Access Code to access the app.
  - D2 Invitation is required to set up your team. Use this code **ONLINE** (not in the app) at [gamesheet.app/associations](https://gamesheet.app/associations)
    - If signing in from an existing account accept invitation **WITHOUT** linking to an existing team.
  - Tournaments using GameSheet may send an invitation code as the tournament approaches. Login **ONLINE**, click profile name in upper right, click "Accept Invitation," enter tournament invite code – **link to an existing team** .
- **MUST connect to wifi at the rink to upload results – game results should be locked and uploaded prior to leaving the rink following a game.**
- GameSheet training is available at [GameSheet Inc. Knowledge Base](#).
- A step by [step by step set up slideshow \(with photos\)](#) is available on the [Managers Corner](#) page of the website

# LOCKER ROOM SUPERVISION POLICY

"One coach ("Supervising Coach") shall be present in the locker room when players are present at all times. The Supervising Coach shall make sure that the locker room is free from hazing, rough-housing and verbal abuse. Swearing in the locker room is strictly prohibited. The Supervising Coach shall also make sure that no photos are taken in the locker room. The only cell phone use that is permitted is use of the phone to play music. Other use is absolutely prohibited.

Violation of any of these rules may lead to reprimand, suspension and/or termination from team participation."

SAHA's locker room policy is available on the [Rules and Policies](#) page of the SAHA website (subpage of Governance/Board).

# LOCKER ROOM SUPERVISION POLICY

Locker Room Monitors must be the same gender as the team.

- Should a team not have a coach of the same gender available to supervise the locker room, a Volunteer Locker Room Monitor is needed.
- All Locker Room Monitors must be registered with USAH & SAHA. Background Checks and SafeSport Training must also be completed.

# GAME DAY

- Game day jobs/responsibilities
  - Home - Scorebook (ipad), Clock, Penalty Box, \*Locker Room Monitor
  - Away - Penalty Box, \*Locker Room Monitor
- Assign jobs (assignee is responsible for finding replacement if not able to fulfill duty), or
- Ask for volunteers on a game by game basis
- Bring charged iPad to all games and scrimmages (just in case).

# USAH PLAYER AWARDS

Throughout the season, players may earn the following USA Hockey awards:

- ❑ Zero Award ~ Goalie allows no goals against in a single game
  - ❑ Hat Trick Award ~ Player scores three goals in a single game
  - ❑ Playmaker Award ~ Player assists on three goals in a single game
- 
- Awards can be earned in league competition (not scrimmage or exhibition), a sanctioned tournament or a MN Hockey playoff involving only USA Hockey registered teams.
  - Check game sheet after each game. If an award has been earned, print the game sheet and the [Award Request Form](#) - follow directions on form to submit.

# END OF SEASON

- Reimburse leftover team funds
- Bank account reconciliation to Treasurer, Collin Bushman
- iPad Return
  - Dates will be communicated at the end of the season for bank acct. reconciliation and iPad drop off.
- Team Party, Coaches Gift (optional)



[Stillwaterhockey.net > Resources > Managers Corner](#)



