

# Mahtomedi Youth Hockey Association



2022 - 2023  
Mite Coordinator Guide

# TABLE OF CONTENTS

---

Mission Statement .....	3
MYHA Organization and History .....	3
Mites .....	3
Mite Coordinator Duties.....	4
Getting Started .....	4
Mite Coordinator Season Timeline .....	5
Communication .....	6
Events .....	7
Games.....	8
Jamborees .....	8
Additional Notes .....	9
 Appendix A: MYHA Board of Directors .....	 10
Appendix B: MYHA Committee Chairs .....	11

## MISSION STATEMENT

---

The mission of the Mahtomedi Youth Hockey Association is to design programs aimed at creating a fun, fair, and safe hockey environment that increases participation, and improves skills while developing respect for others, self-confidence, and teamwork in our student-athletes.

## MYHA ORGANIZATION AND HISTORY

---

The Mahtomedi Youth Hockey Association (MYHA) was organized in 1969 as a non-profit corporation by a group of caring and dedicated volunteers who wanted to provide for every child in District #832 with the opportunity to play organized hockey. The Association is governed by an elected Board of Directors composed of interested parents and community residents. MYHA is a Minnesota Amateur Hockey Association (MAHA) and USA Hockey (USAH) member. MYHA traveling teams play in Minnesota's District 2. MYHA determines the number of teams and the level of play based on the anticipated number of players registering for hockey. The Board of Directors uses USAH guidelines to help determine the number of players per Team. In general, younger players will have fewer players per Team to increase the number of touches per ice session, and older players will have more players per Team to compensate for the rigor of play.

## MITE PROGRAM INFORMATION

---

### Mini Mite

- This level teaches the most essential skills of hockey and is intended for players with 0-1 years of skating experience.
- Skills are focused on forward and backward skating, stopping, turning, stickhandling, and introducing crossovers.

### Mite 1

- In addition to the basic skills, this level teaches forward and backward crossovers, hockey stops in both directions with the puck, front to back/back to front transitions, full speed power turns, shooting, edge awareness, stickhandling, passing, and introduction to gameplay.

### Mite 2/3

- This is an evaluation-based division, where skaters are grouped by ability at the beginning of the season. In addition to the skills outlined above, this level continues the skill development of skaters, emphasizing games against other associations in MN Hockey District 2.

# MITE COORDINATOR DUTIES

---

1. Provide friendly and timely communication to families.
2. Create and promote a welcoming, fun, and approachable environment for all Mite players and families.
3. Plan and execute all level events.
4. Distribute jersey/socks and apparel.
5. Manage level webpage.
6. Manage level SportsEngine App.

## GETTING STARTED

---

1. USA Hockey Registration
  - a. Register with USA hockey as a manager/volunteer.
  - b. Link: <https://membership.usahockey.com/>
  - c. Once completed you will receive an email confirmation that contains your USA Hockey number that you will use in "MYHA Manager Registration".
2. MYHA Manager Registration
  - a. Register with MYHA via MYHA webpage.
  - b. Link: <https://mahtomedihockey.pucksystems.com>
3. Background Screening
  - a. Complete your MN Hockey background screening prior to volunteering.
  - b. Link: <https://www.usahockey.com/backgroundscreen>
  - c. MN Hockey charges a fee for a volunteer background check which the volunteer is responsible for. A "clear" result is valid for 2 years.
4. Safe Sport
  - a. Complete the SafeSport online training and test BEFORE you enter the locker room. USA and Minnesota Hockey require every volunteer and/or locker room attendant to complete the SafeSport training. It is about two hours long and must be completed every year. Note: it does not transfer from sport to sport.
  - b. Link: <https://www.usahockey.com/safesportprogram>
  - c. Once you have completed the course please email your Completion Certificate, which states that you have been "SafeSport Trained" to MYHA Registrar.
5. DIBS (Volunteer Hours)
  - a. If you will need DIBS hours for the season, sign up via the MYHA webpage.
  - b. Link: [https://mahtomedihockey.pucksystems.com/dib\\_sessions](https://mahtomedihockey.pucksystems.com/dib_sessions)
  - c. (8) DIBS hours are required for each player at the traveling level (Squirt or 10U and up). DIBS hours must be completed by the end of the season. There is a DIBS buyout option for \$800 per player.

# MITE COORDINATOR SEASON TIMELINE

---

July	<ul style="list-style-type: none"> <li>- MYHA Registration Opens</li> </ul>
August	<ul style="list-style-type: none"> <li>- Fall Mite Warm Up Camp Registration Opens</li> <li>- Send Early Registration Email to Families</li> </ul>
September	<ul style="list-style-type: none"> <li>- Mite Director &amp; Coordinator Meeting (Calendar Planning)</li> <li>- Confirm Lumberyard Game Dates &amp; February Jamboree with Director</li> <li>- Secure Holiday Skate Date with Director &amp; Scheduler (Kelly Taff)</li> <li>- Update Level Webpages</li> <li>- Decision: Host External Mite 2/3 January Jamboree with Director?</li> <li>- Complete USA Hockey &amp; MYHA Registration Tasks</li> </ul>
October	<ul style="list-style-type: none"> <li>- MYHA Mite Registration Deadline</li> <li>- Create Registration Lists / Rosters / Email Listserv</li> <li>- Send MYHA Welcome Email</li> <li>- Send Coach Email &amp; Setup Coach GroupMe</li> <li>- Coach Puck Bags &amp; Mite Goalie Equipment</li> <li>- Plan &amp; Execute Kick-Off Skate Event</li> <li>- Jersey &amp; Sock Distribution (Table @ 1<sup>st</sup> Practice)</li> <li>- Practices Begin</li> <li>- Level Parent Meeting with Director</li> <li>- Distribute Apparel</li> <li>- Mite Level Teams Formed (Director &amp; Coaches – M2/3 &amp; M1)</li> <li>- Register for External Jamborees (Director)</li> </ul>
November	<ul style="list-style-type: none"> <li>- Start Scrimmage/Game Scheduling</li> <li>- Select Varsity Intermission Skate Dates for Mite Levels (Kelly Taff)</li> <li>- Order Holiday Skate Gift</li> <li>- Distribute Apparel</li> </ul>
December	<ul style="list-style-type: none"> <li>- District 2 (D2) Manager &amp; Coach Meeting</li> <li>- MYHA Pictures (Kelly Taff)</li> <li>- Distribute Apparel</li> <li>- Plan &amp; Execute Holiday Skate Event (Kelly Taff)</li> <li>- Outdoor Practices Begin</li> </ul>
January	<ul style="list-style-type: none"> <li>- DEC Outdoor Mite Night Internal Jamboree</li> <li>- Order Coach Gifts</li> <li>- Distribute Pictures</li> </ul>
February	<ul style="list-style-type: none"> <li>- Collect Rink Rat Submissions and T-Shirt Sizes</li> <li>- Season End Lumberyard Jamboree (Internal Jamboree)</li> </ul>
March	<ul style="list-style-type: none"> <li>- Distribute Rink Rat T-Shirts</li> <li>- Return Puck Bags &amp; Goalie Equipment</li> </ul>

# COMMUNICATION

---

1. Email
  - a. Create an email distribution list for your level coaches from the "Coach Registration List" provided by the MYHA Registrar.
  - b. Create an email distribution list / listserv for your level families from the "Player Registration List" provided by the MYHA Registrar.
  - c. Send weekly email communication to families.
2. SportsEngine (SE)
  - a. Manager access to SportsEngine will be given by the MYHA Registrar.
  - b. SE Schedule
    - i. Encourage families to subscribe to their player's SE calendar so the schedule auto populates on their mobile devices.
    - ii. Ice time is automatically populated from MYHA Ice Scheduler.
    - iii. Add any events and jamborees to the calendar.
  - c. SE RSVP Function
    - i. Encourage families and coaches to utilize the RSVP function to plan for practices and games as it helps us plan accordingly.
    - ii. Monitor RSVPs for games/scrimmages to ensure we have enough players.
  - d. SE Roster
    - i. Quick access to roster and guardian information.
  - e. SE Message & SE Chat
    - i. Convenient functions to get out information to the entire group quickly.
3. MYHA Website
  - a. Link: <https://mahtomedihockey.pucksystems.com/page/show/44039-teams>
  - b. Reach out to the webmaster to gain manager (editing) access to your Mite team/level webpage.
  - c. Keep your level webpage up to date with the most current information.
    - i. Coach & Coordinator Contact Information (include email and phone)
    - ii. Current News, Schedule, Notes
4. GroupMe
  - a. GroupMe is a mobile application that is great to get information out quickly to a large group of people.
  - b. Recommended: create a Coach GroupMe for your Mite level as an easy way to get out information fast and ensure coaching coverage.
  - c. Recommended: join the MYHA Traveling Manager GroupMe.

# EVENTS

---

Kickoff Skate	<ul style="list-style-type: none"> <li>- Timeframe: October</li> <li>- Fun 1<sup>st</sup> Practice of Mite Season</li> <li>- Check-In Table with Jerseys, Socks, Information</li> <li>- Music, Snacks, Extras</li> </ul>
MYHA Pictures	<ul style="list-style-type: none"> <li>- Timeframe: December</li> <li>- MYHA Picture Coordinator Schedules Time</li> <li>- Communicate Date, Time, Location, Uniform</li> <li>- Share Order Forms / Order Link</li> <li>- Assist with "Day Of" Lineup &amp; Logistics</li> </ul>
Holiday Skate	<ul style="list-style-type: none"> <li>- Timeframe: December</li> <li>- Block 4 Hour Mite Holiday Skate Time (Kelly Taff)</li> <li>- Mite Holiday Skate Gift (Order November)</li> <li>- Varsity Player Volunteer Schedule</li> <li>- Varsity Player Snacks &amp; Costumes</li> <li>- "Day Of" Check-In Table with Player Holiday Gift</li> <li>- Arena Music</li> </ul>
Varsity Intermission Skate	<ul style="list-style-type: none"> <li>- Timeframe: Nov, Dec, Jan, Feb</li> <li>- Select Varsity Game (Kelly Taff)</li> <li>- Create Intermission Teams &amp; Ensure Coaches</li> <li>- Communicate Date, Time, Location, Timeline</li> <li>- "Day Of" Check-In Table &amp; Lineup &amp; Execution</li> </ul>
DEC Outdoor Mite Night Internal Jamboree	<ul style="list-style-type: none"> <li>- Timeframe: January @ DEC</li> <li>- Clear Scheduled Date with Community Education</li> <li>- Create Jamboree Schedule &amp; Rotation</li> <li>- Plan Food and/or Snacks, Bonfire</li> <li>- Create Volunteer Signup (Signup Genius)</li> </ul>
Season End Lumberyard Internal Jamboree	<ul style="list-style-type: none"> <li>- Timeframe: February</li> <li>- Confirm Date with Lumberyard</li> <li>- Medals, Meal Tickets, Mite Gift, Mite T-Shirt Order</li> <li>- Create Jamboree Schedule &amp; Rotation</li> <li>- Create Volunteer Signup</li> </ul>
Rink Rat Program	<ul style="list-style-type: none"> <li>- Timeframe: February</li> <li>- Collect Rink Rat Submissions with T-Shirt Size</li> <li>- Distribute Rink Rat Shirts</li> </ul>
Apparel Distribution	<ul style="list-style-type: none"> <li>- Timeframe: 3-4 Ordering Windows</li> <li>- Discreetly Distribute Apparel</li> </ul>

# GAMES

---

Each Coordinator is responsible for setting up games for their teams at the appropriate level. You will contact other teams within our D2 district to coordinate games utilizing contact information from outside association webpages or in person scheduling at the D2 Meeting.

- Home game schedule is provided by the Mite Director.
- For each home game scheduled with an outside association, request a reciprocated away game (game swap) from that outside association team to ensure ice time.
- Many outside associations level their Mite programs differently so it is helpful to include level information and inquire about the level skating/hockey experience when you are working to schedule games.
- Once games are scheduled, update or add games to Mite level schedule/calendar.
- Confirm goalies (if needed) prior to each game.
- Confirm games with outside association prior to each event.
- Confirm coach-controlled referees for each game (typically 1 coach from each team will need to lace up and be on the ice assisting).

Mite 2/3	4 Home Games, 4 Reciprocated Away Games 1-2 Full Ice Games, 1-2 Full Ice Away Games
Mite 1	3 Home Games (Lumberyard), 3 Reciprocated Away Games
Mini Mite	No Games

# JAMBOREES

---

## Outside Association Jamborees

- The Mite Director will register, secure and complete payment for outside association jamborees.
- The Coordinator will be responsible for the communication of logistics, schedule, and timeframe for each outside association jamborees.

## Internal Jamborees

- The Coordinator will be responsible for the planning, preparations, schedule, logistics, volunteer signups, and the execution of the internal jamborees.

Mite 2/3	2-3 Outside Association Jamborees 2 Internal Jamborees (January DEC Outdoor & Season End Lumberyard)
Mite 1	1-2 Outside Association Jamborees 2 Internal Jamborees (January DEC Outdoor & Season End Lumberyard)
Mini Mite	2 Internal Jamborees (January DEC Outdoor & Season End Lumberyard)



# ADDITIONAL NOTES

---

## MYHA Apparel

- MYHA offers 3-4 windows for apparel ordering each season.
- The MYHA Apparel Coordinator will reach out to each Mite level once apparel orders are ready to be picked up and distributed to families.
- Discreetly message Mite families once their apparel order is in to make plans for distribution.

## Budget

- The Mite Director will be responsible for all Mite budgeting.
- If you purchase an item for an event, please submit a request for reimbursement with receipt.

## Code of Conduct

- Share the importance of having players and families follow and thoroughly review the MYHA Code of Conduct.
- Link: <https://mahtomedi hockey.pucksystems.com/page/show/44216-myha-handbook>

## Locker Room

- Parents ARE allowed in the locker rooms up until traveling.
- At the 10U and Squirt level, parents will NOT be allowed in the locker rooms.
- Coaches and Parents are not allowed to have any cell phones or any electronic devices OUT in the locker rooms!! NO pictures!