

# MITE HANDBOOK

Thank you for committing to be an Age Rep for your player's team! This handbook will provide information on the initial volunteer requirements and typical responsibilities of the Age Rep during the upcoming season.

After the Mite Coordinator and the Age Rep Coordinator confirm your role, the very first step is to complete the volunteer requirements.

## Volunteer Requirements:

### USA Hockey Registration, USA Hockey Background Check, and USA Hockey Safe Sport

These must be completed in order to be an Age Rep:

#### 1. Register as a Volunteer with USA Hockey:

<https://membership.usahockey.com/>

- Select Register Now



- Confirm Age
- Register as "Manager/Volunteer"
- Register "Myself"
- Complete all personal information screens and Confirm
- Print your confirmation to PDF and save it to send via email to the Registrar ([byha\\_registrar@yahoo.com](mailto:byha_registrar@yahoo.com)) after you have completed the background check and Safe Sport.

After completing this registration, the website will give you the option to move forward to complete your background check and Safe Sport training

#### 2. Complete USA Hockey Background Check:

<https://www.usahockey.com/backgroundscreen>

As part of this online registration process, the screening process will prompt you to upload a digital image/copy of your ID (driver's license, passport or non-driver state ID). Please have a .jpg, .pdf, .bmp, .gif, .tiff, or .png file (less than 4MB) available on your computer prior to beginning your registration.

The screening costs \$30 but is valid for two seasons.

The Self Registration ID Number should pre-fill.

**3. Complete USA Hockey Safe Sport Training:**

<https://www.usahockey.com/safesporttraining>

Safe Sport is now free for all Managers/Volunteers but must be completed annually. This course works best using a computer. You will need your USA Hockey Confirmation number from Step 1 above to complete SafeSport.

Clicking the red button “Click Here for U.S. Center for SafeSport Training” link will take you to the MyHockeyHQ Portal Login:

Username is your Confirmation Number.

First time members will need to click “Forgot Password” to generate email for access to MyHockeyHQ Portal.

Training should appear in your Dashboard.

## **Age Rep Responsibilities:**

**The primary duty of an Age Rep is to be the “coordinator” between coaches, parents, and players for your age group. More specific duties include:**

### **Mite Meeting and DIBS check collection:**

The Mite Coordinator typically conducts a Mite Meeting for parents toward the end of October. Use the rosters posted on the website in advance of the meeting to create a tracking document in order to collect DIBS checks at the meeting. Please have at least one Rep from each age group present to collect DIBS checks (\$500) from parents. It is helpful to bring an envelope to the meeting to keep the checks in until they can be turned into a Board Member or the BYHA Treasurer. See DIBS Document on website for more detailed information on the DIBS program each year. DIBS checks must be collected by December 15 and any outstanding checks will result in player suspension. Speak to the Mite Lead or your team’s head coach if you have any difficulty in collecting the DIBS checks from parents.

### **Communication/Website/SportsEngine:**

BYHA utilizes SportsEngine for its website and mobile app. Each age group (Termite, Mite 1, Mite 2...) will have a designated page. The BYHA Webmaster will give you access to edit your group’s page. Once travel team rosters are announced in the Mite 2 level, those teams will have an additional webpage, which you will be given access to as well. Changes to the pages can be made using either a computer browser or the SportsEngine App. Practice schedules will be automatically created by the BYHA Scheduler; however, you may be asked to add scrimmages or games later in the season. Please reach out to the Age Rep Coordinator or BYHA Webmaster if you need additional assistance with the webpage features.

### **Jerseys:**

Within the first few weeks of practice, the Lead Coach from each level will send you a roster with jersey color assignments. These in-house team jerseys can be kept by players at the end of the season. Mite 2s will be split into travel teams later in the season and receive additional travel jerseys (light/dark) that the Mite 2 Age Reps will collect at the end of the season.

### **Raffle Tickets:**

The Age Reps are responsible for distributing and collecting raffle tickets for their groups. Each player gets 20 tickets (\$20 per ticket). Families new to BYHA (first year player with no older siblings; check with the Registrar or the Age Rep Coordinator to determine new families) must provide the Age Rep with a \$400 deposit check at the time the tickets are handed out. This check is returned to the parent when the money and ticket stubs are returned. It is helpful to create a raffle ticket spreadsheet including the following information:

- Player Name
- Parent Name
- Parent Phone Number
- Raffle Ticket # Range
- Y/N \$400 Deposit Check
- Column to track additional tickets
- Column to track when ticket stubs and money are turned in

When it comes time to collect the raffle tickets, it typically takes several practices to get them all back so reminder emails before practice may be helpful. Parents should put their stubs and collected \$400 in an *unsealed* envelope with the player name, age group, and ticket stub number range on the front of the envelope; unsealed because you will have to verify the stubs match the tickets given to that family and that the full \$400 is being turned in. It is also helpful to have a large manila envelope or shoebox in which you can store the envelopes containing the money and stubs until they can be turned in to the Raffle Director.

All questions can go to the Raffle Director or Age Rep Coordinator.

**Picture Night:** Picture Night is now typically handled by a separate Coordinator. You will receive a communication from this Coordinator fairly early in the season with dates/times for your group's photo shoot. Occasionally, jersey distribution occurs on picture night; check with your group's head coach to coordinate.

**Misc. Information:**

BYHA **Board Meetings** occur on the third Wednesday of each month in the Meeting Room at the BCA. It is beneficial for Age Reps to attend these meetings, especially if you have any concerns or questions.

Mites typically do not have a large amount of **out of town jamborees or games**, with the exception of the second half of the Mite 2 season. Check with the Mite Coordinator as the travel season approaches in order to determine if any **hotel blocks** will need to be made for any out of town games or jamborees. Once travel rosters are announced for the Mite 2 level, you may receive information from game/jamboree organizers in order to **coordinate apparel orders**; use the SportsEngine app to communicate the information and any deadlines for orders.

As the end of the season approaches, check with the Mite Coordinator or a BYHA Board member regarding a budget for an **end of year party**. Some levels choose to distribute medals at the last practice, while some choose to have a pizza party or potluck.