

Mite Team Manager Guidebook

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The Mite Team Manager is a role on Advanced Mites, Intermediate Mites, Rookie Mites and Mini-Mites level teams (Mite levels). This role fulfills your association volunteer hours requirement in full (note families with only Mini Mite player(s) are not required to do association volunteer hours). This role is very helpful to coaches and families, and keeps communication streamlined. Thank you for supporting your team and WYHA through this important role!

OVERVIEW

The Mite Team Manager is an integral part of the team and serves as the **key communicator to parents/guardians and provides organizational support for coaches on your team.**

Please reference the [Team Manager page](#) on the WYHA website for helpful resources, links and contacts to leverage for questions and support.

RESPONSIBILITIES

- Send a weekly email to the team noting the practice schedule, snack rotation (if your team chooses to do this) and any upcoming activities or needs of the team
- Assist the coach with administrative tasks such as collecting jerseys for naming, creating a roster of jersey numbers etc.
- Communicate between families, coaches, WYHA and other partners involved in the season
- Organize the team webpage

TASKS & TOPICS

The following is a list of tasks to be completed and topics to be aware of, generally listed in the chronological order of what happens first once team formation happens.

1. If you are interested in being the Team Manager, let your Head Coach know right away upon team formation. They will reach out to the team asking for someone to fill this role.
 - a. Ask if there is anything specific they need any administrative assistance with (ex. planning a team meeting virtual or in-person)
2. **Registration and Certifications - Team Managers must:**
 - a. Have up-to-date SafeSport Training and a completed background check (valid

for two years). Information and links for these are found here:

<https://www.wayzatahockey.org/parent-resources/safesport-background-checks/40344>

3. Jersey Handout and Number Rostering

- a. Typically the Head Coach will hand out jerseys at one of the first practices. The Team Manager should record the jersey number for each player maintain record of this
- b. Vendors who have historically turned this around quickly are **All Star Sports in New Hope** and **Hanus Sports in Minnetonka**

4. Send a welcome email to your team

- a. TIPS:
 - i. Introduce yourself and consider sharing any document link(s) you'll use to coordinate team-level volunteering through the season.
 - ii. Remind families of the [Code of Conduct for players AND parents](#) that they agreed to when registering
 - iii. Remind families to complete their Association-Level Volunteer Hours, formerly known as DIBS (note families with only Mini Mite player(s) are not required to do association volunteer hours). Information on Volunteer Hours has been communicated to families many times by this point in the season, and can be found here on the [Volunteering page](#).

5. Team Webpage

- a. Request access to your team webpage
 - i. Email info@wayzatahockey.org and include your name, email, and the team name you are requesting access for (ex. Intermediate Mite 1).
- b. Team Managers will be able to add posts as *Team Only* or *Public*, but they need Team Manager access to do it. Team Managers can add events, like team building, to the calendar, etc.
- c. There are resources in the [Crossbar Help Center in the Coaches & Team Staff](#) folder that are helpful.

6. Schedule

- a. Your schedule will be automatically added to your team calendar. This will happen in a number of upload "chucks" as more of the schedule is built earlier in the season. Please review and contact scheduling@wayzatahockey.org if you have any questions or concerns.

7. Picture Day

- a. A representative from the Association will provide Picture Day information. Communicate Picture Day date/time/location to your team as well as coordinate what the team will wear on picture day (Blue or White Jersey, collared shirt or t-shirt, khakis or jeans, etc.).

8. Mite Madness



- a. At the end of the season there will be a tournament at PIC. Each team will need to provide a basket. Usually teams come up with a theme and curate a basket accordingly.
 - i. Mini Mite Teams do NOT provide a basket
- b. Teams will often decorate their locker room with posters/name signs for the players and simple decorations such as streamers to make it a fun and exciting event for the players. Usually there are many people on the team that help plan and contribute this, with the Team Manager's guidance. Some teams also put together small goodie bags for the players with items donated by the team. This is entirely optional.