

BYHA Age Group Rep Handbook

Thank you for committing to be a Parent Age Group Rep for your player's team! This handbook will provide information on the initial volunteer requirements and typical responsibilities of the Age Group Rep during the upcoming season. The very first step is to complete the volunteer requirements.

Age Rep Overview (Mite 2, Mite 1, Termite, 8U/6U teams)

1. [Volunteer Requirements](#) – Complete ASAP
 - a. USA Hockey Registration
 - b. USA Hockey Background Check
 - c. USA Hockey Safe Sport
 - d. Email Registrar

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 (\$750) 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 and 8U 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.

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.

Raffle Ticket Fundraiser

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 Team Manager 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.

Example:

Player Name	Phone #	Raffle Ticket #'s	\$400 Deposit Check? Y/N (1 st yr players)	Additional Tickets	Signed Out Date & Signature	Returned Date
BYHA Jacks	218-000-0000	1021-1040	Not Needed	1081-1100	1/1/24	2/1/24



Timeline:

Tickets are typically handed out around Thanksgiving and collected back shortly before the raffle takes place in February. Keep in mind it takes several practices to get them all back so reminder emails may be helpful. As a Age Group Rep, you are responsible for verifying 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.

Sample message to send to parents when it's time to start collecting tickets and money:

I will be collecting raffle ticket stubs and checks starting on DATE and the final day to turn them in will be DATE. Please put your ticket stubs and \$400 in an unsealed envelope with your player's name, age group, and ticket stub name range on the front of the envelope. This deadline is firm for us to account for all tickets and hold the raffle on DATE. If you have any questions, please let me know.

Picture Night:

Picture Night is typically communicated by the picture night coordinator. You will receive a communication from the picture night coordinator fairly early in the season with dates/times for your teams photo shoot. Occasionally, jersey distribution occurs on picture night; check with your group's head coach to coordinate. Some players may need to make other arrangements to attend a different time so connect directly with your team. If you cannot attend your team's scheduled time, work with the picture night coordinator.

As an age group rep, you will need to determine which color jersey to wear (for travel teams) and send a message to the parents. Sometimes you receive all the details via email from the picture night coordinator that you can forward on. You can also choose to post the information to your team webpage.

Sample message to send to parents when it's time to start collecting tickets and money:

Our team picture night will be DATE at TIME in LOCATION. Please have your child wear their COLOR jersey with a neutral-colored shirt underneath, black



joggers/pants recommended. Bring stick and gloves only. Keep in mind shoes will be visible in some of the shots!

Misc. Information:

BYHA **Board Meetings** occur on the second Wednesday of each month at 6:00 PM in the upstairs meeting room at the BCA. It is beneficial for Team Managers to attend these meetings, especially if you have any concerns or questions. It is also recommended you review the BYHA Policy & Procedures document, which can be found with the Board of Directors page on the BYHA website.

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. Most teams will cover the cost of their own party with contributions from parents.