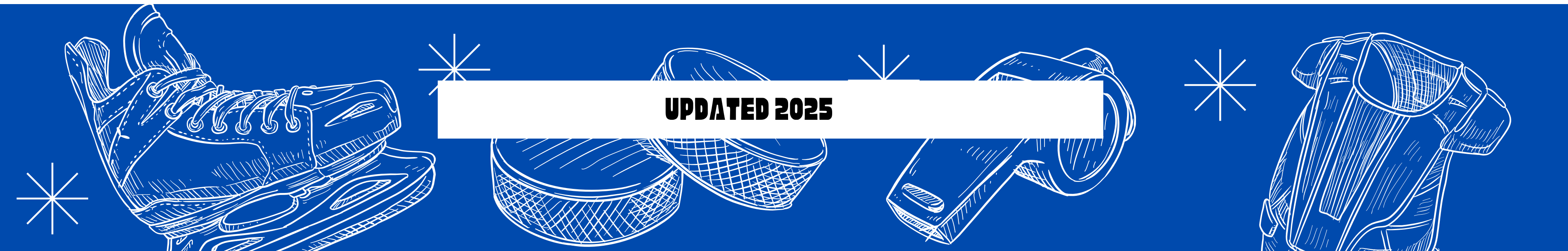


ROGERS YOUTH HOCKEY ASSOCIATION



MITE TEAM MANAGER MANUAL

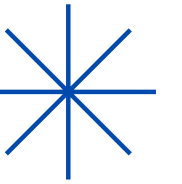


UPDATED 2025

INTRODUCTION

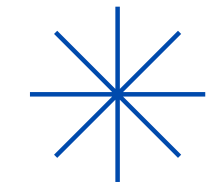


- **RYHA Mission Statement: We shall organize, direct and promote youth hockey in a manner which will positively represent our communities and create a fun, fair and safe hockey environment for all area youth.**
- **Your primary role as Team Manager is that of team organization, communicator, and one who ensures the team is functioning effectively.**



An effective team is when:

- **Coaches are coaching.... The coaches should be able to focus on setting up the practices, working with the players, and keeping the team energized.**
- **Managers are managing.... The managers will focus on updating the website, parent/player communications, scheduling,**
- **Parents are participating.... The parents are responsible for getting their kids to practice/games on time, supplying the proper gear, fulfilling their registration & volunteer requirements, and overall support of the team.**
- **You are the “Go To” person for your team. As long as you are a prepared and organized Team Manager – You And Your Team Will Have Fun!**





RESPONSIBILITIES

SETUP

- Manager Registration:
www.rogershockey.com
 - Go to “Registration” and Select Volunteer
 - Complete ALL 4 STEPS
 - USA Hockey – Every Year
 - Background Check – Every 2 Years
 - Safesport – Every Year
 - RYHA Registration – Every Year

TEAM PAGE

- Minimum items needed on your website:
- Contacts – All coaches, head coach email and phone number, your email and phone number.
- Update player numbers on roster page
- Snack Rotation (This can be done in the CrossBar app under assignments)
- Goalie Rotation (This can be done in the CrossBar app under assignments)
- Assign team volunteer duties (if applicable i.e. clock)
- Create a email list and GroupMe for team communication. CrossBar has a great chat option in their app. You can also create emails

ON GOING

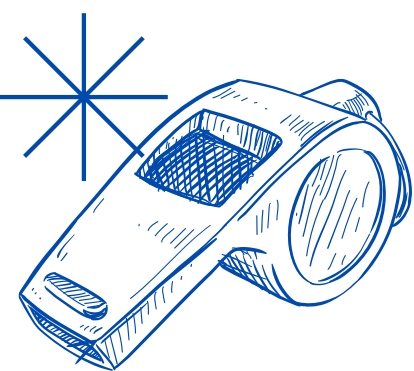
- Ensure that the D10 Locker Room Policy is being followed.
- Provides regular information and updates to parents, players and coaches as appropriate.
- Coordinates all team schedules for the season.
- Coordinates all team functions outside of the Ice Arena – including team parties and outings.
- Attends meetings as directed by RYHA and District 10

End: Closing down the season

Coordinate any team functions outside of the Ice Arena

PARENTS

- Parent Meeting
 - Set an agenda with your coaches.
 - Topics of discussion should include, but not limited to:
 - Introductions (Coaches/Mgr and Parents/Players)
 - Coaching Philosophy
 - Expectations of Coaches, Players and Parents
 - Association & Team Rules, Code of Conduct
 - Tournaments/Hotels
 - Slush Fund



PARENT TEAM HELPERS

- Parent Team Helpers
- Organizing the team requires many duties. Delegate to other parents.
- Opportunities may include:
- Team Banners, posters
- Organize Team Parties
- Team photographer
- Play music at home games

- Parent Responsibilities:

Assign to ALL Families

- Scorebook/Game Sheet App
- Clock
- Penalty Box
- Locker Room Monitors

*****FULL ICE GAMES*****

See Example Sheet
See Crossbar Assignment

VOLUNTEER/DIBS

Families are required to work ten (10) hours of volunteer time during the season regardless of the number of registered players.

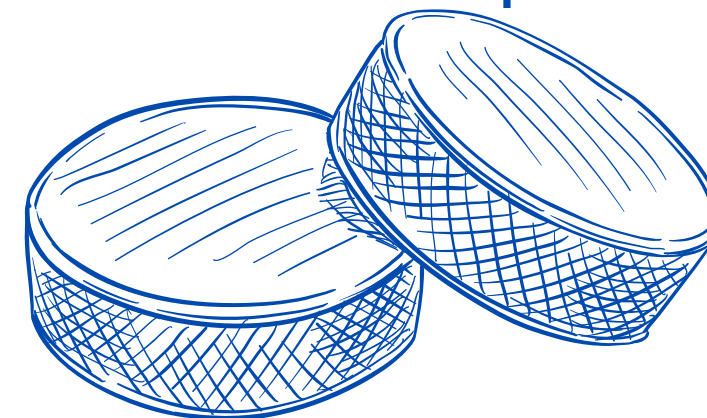
If the volunteer requirements are not fulfilled, you will be charged at a rate of \$50 per hour, up to \$500.00 (per family) against your payment method on file.

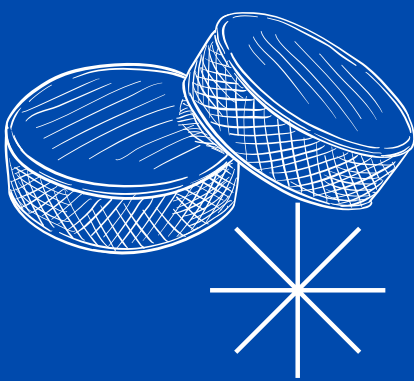
A minimum of three (3) hours must be completed at one of the RYHA hosted tournaments.

Mite Coaches (4 per team) and one Mite Team Manager per team will have their volunteer hours fulfilled.

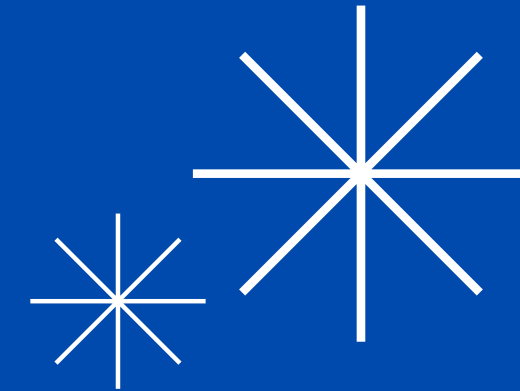


Volunteer DIBS Coordinator
Renee Dehn





EQUIPMENT AND JERSEYS



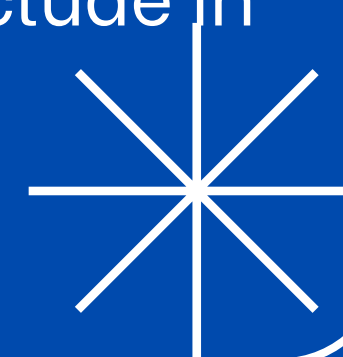
- Mite A-C teams get a goalie bag. At this level you will rotate goalies.
- Create a goalie schedule and rotate the bag.

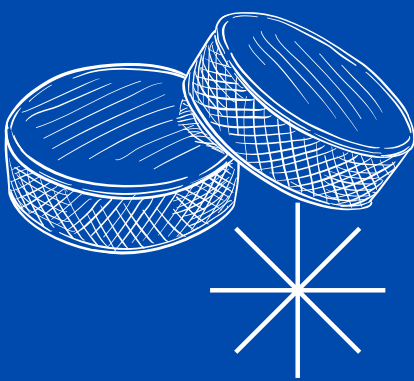
- Mite teams receive their own jerseys and the players get to keep them at the end of the season.
- Sponsor names are on the back to promote our local business sponsors.

- You can add your last names to the back of the jerseys.
- \$10 per jersey. \$5 for mini mite.
- There was a google sheet for this and Stacy Kramer will coordinate pick up date once completed.

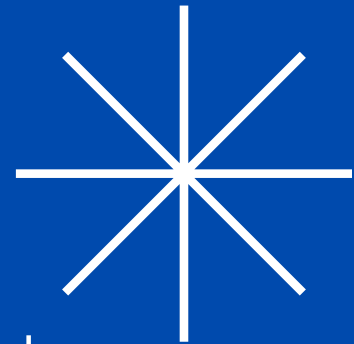
- Mouthguards/ Neck Guards
Must be attached to the helmet
This is for All LEVELS. NO Expectations.
Goalies DO NOT need them attached.
- Every player must have a neck guards on once they hit the ice (except goalies) Player will be asked to leave by the ref until they have it on.

- Helmet stickers are new this year. This is part of the uniform and **not optional**. \$6 per player will need to be dedicated from slush funds for this expense. (Future years we will work to include in registration.)





MANAGER TO DO'S FUN



- Player of the game
Chain
Ax
Hardhat
Trophy.

- Doorsigns
Locker Room
Hotel Stays
- End of year gifts
Coaches
Players
- Swag Bag
Water Bottles
Tape
Pajamas
Skate Towels

- Team Activities
Dinners
Bowling
Ice Rental
Wild/Frost Games

Etched BY Tiff



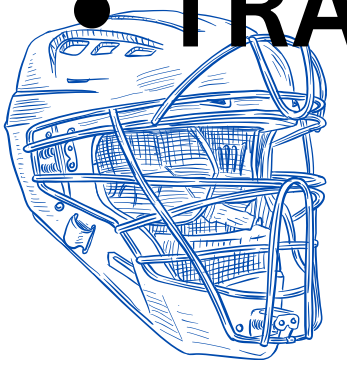
Fuzzys Printing



SLUSH FUND

Slush Funds are to help the team with supplies, team events, scrimmages, extra tournaments. EOY party and EOY gifts. Extra crafts should be voted on as a team. Please work with your coaches on your budget.

- Things to keep in mind :**
- **Separate Bank Account**
 - **Keep receipts**
 - **Track in a google sheet**
 - **Budget (extra tourneys, parties, gifts)**
 - **TRANSPERANCY**



[Show Google Sheet](#)

Pee Wee B1 Slush Fund				
Team Expenses				
	Estimated	Actual	Per Player	Comments
Scrimmages/Refs	855.00	226.00	65.77	5 away scrimmages Refs at \$171
Two Harbors Tournament	900.00	878.03	69.23	
Team Room/Party out of Town	700.00	692.62	53.85	2 out of town tournaments
In-Season Team Party/Events	350.00	405.32	26.92	2 Pasta Dinners
Misc Supplies	300.00	103.90	23.08	Door Signs & Misc
Practice Jersey's	300.00	260.00	23.08	
Team T-Shirts	350.00	221.00	26.92	
EOY Party	500.00	965.59	38.46	
EOY Gifts Player/Coach	1,600.00	1,328.63	123.08	
	5,855.00	5,081.09	450.38	
Income Funds				
Parents Deposit	2,600.00	2,314.00	185.71	
Sponsorship	1,200.00	1,200.00	85.71	
RYHA	1,755.00	1,625.00	125.36	
	5,555.00	5,139.00	396.79	



D10 MANAGER DUTIES

D10 Handbook

- Go through it before the season.
- All new rules are in **RED**
- **Safesport Policies:**
 - Locker Room Policy/Monitors
 - All families are required to do this duty.
 - No team/player(s) shall be allowed to enter a locker room prior to a scheduled event until a proper locker room monitor is present and such monitor shall remain present until the last player leaves the locker room. When coaches are present in the locker room, they may serve as locker room monitors.
 - **1st Violation** will result in a warning and discussion with the D10 Director and a \$ 1,000.00 fine to the Association.
 - **2nd Violation** will result in a \$ 2000.00 fine to the Association and a hearing with D10.
 - **3rd Violation** will result in a \$ 4,000.00 fine to the Association and a hearing with D10.
- **Electronic Device Policy**
NO CELL PHONES or camera enabled devices allowed in locker rooms
- **Communication:**
Any electronic communication between coaches/mgrs. and players must include parents. All communication should be related to team activities, nothing personal.
- **Travel Policies**
When carpooling, make sure multiple players and/or adults are traveling together. Do not transport a player alone without written parent consent

RYHA MANAGERS DUTIES

Team Communications:

- Team Crossbar Page: You will be given access to edit the team calendar to add or update activities
- Team Events, Dryland & Scrimmages
- Tournament & Hotel information
- Parent Duties
- Other News & Team information
- Note: Practice & Game Schedules will be uploaded automatically. Any changes must be manually updated.

Team Emails:

- Weekly Email/ Newsletter (recommended): Combine all news, changes and upcoming schedule 1x per week (Sunday or Monday)
- Additional Emails (as needed): Communicate last minute or urgent information in between weekly emails
- Use GroupMe or Crossbar for last minute updates or changes. I would not use this for all communications.

Crossbar Mobile App:

- Update game scores
- Edit Calendar items
- Communication
- Etc.

- **To Do:**

- Parent Cards
-

Schedules:

- Games & Practices automatically uploaded to your calendar (changes updated manually)
- Add Team Events, Scrimmages, Dryland, etc. manually

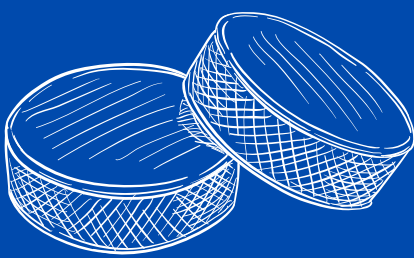
GAMES & JAMBOREES

Games:

- At the Mite A & B level – the standard playing surface for all games is cross- or half-ice. Recognizing that associations may want to deviate from the standard, after January 15th up to SEVEN (7) full-ice games are allowed, 4 games will be in D10 league play and 3 games of the team's choice
- At the Mite C & D levels – all games will be played cross or half ice.

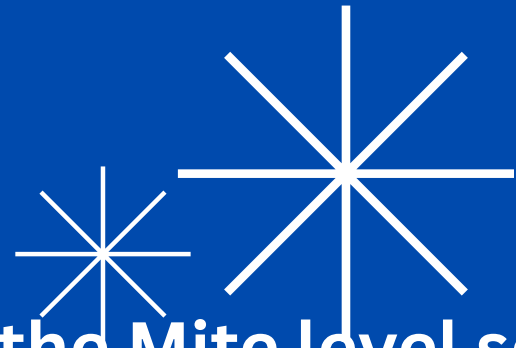
Jamboree/Tournaments

- At the Mite A & B level you may participate in 1 District 10 jamboree, 1 out of district jamboree (away) and your home jamboree.
- Jamboree: A Mite Jamboree will be set up in March to celebrate the end of a great season. This is an RYHA only event. Mites Bar Down will be March 2026.
- Mite Managers are responsible for paying for their own tournaments.



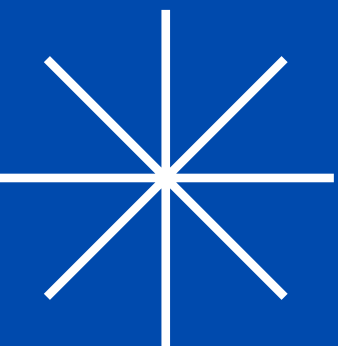
MITES/8U

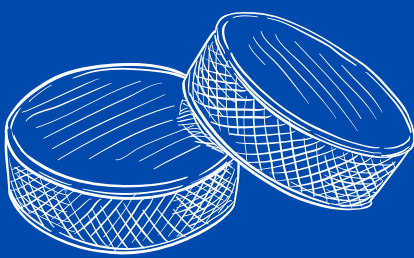
Mite / Girls 8U HOCKEY



MNH strongly encourages the skill level development of all players. This is particularly critical at the Mite level so that players are provided with the foundation to enjoy and have success in the game.

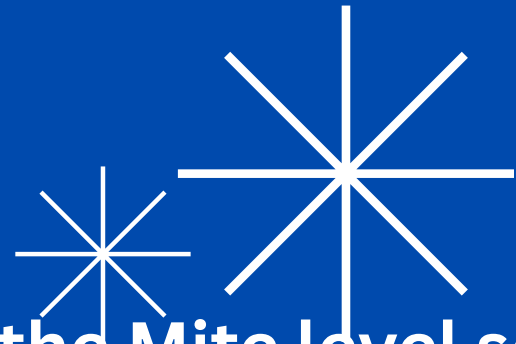
1. Mite teams shall participate within their home association and district only. This is to reduce travel expenses and promote development rather than competition. The District Director(s) may allow exceptions, for convenience or to maintain continuity and permit a team to play outside the district. The District Director's decision is final.
2. Mites are generally organized into levels based on age, skill and the number of players in the association. As a guideline, Mites should be divided into two levels: Mini-Mites (6 & under) - the younger, beginner and less skilled players; and Mites (8 & Under) - the older, experienced, more skilled players.
3. The focus for Mites is to teach and develop the basic skills of skating, puck handling, shooting, and passing. Cross-ice, half-ice and small area games are the standard of play to maximize ice utilization, increase puck touches, competition and fun. The American Development Model (ADM) and Minnesota Development Model (MDM) provides blueprints for player development.
4. At the Mite C & D levels – all games will be played cross or half ice.
5. At the Mite A & B level – the standard playing surfaces for all games is cross- or half-ice. Recognizing that associations may want to deviate from the standard, after January 15th up to SEVEN (7) full-ice games are allowed, 4 games will be in D10 league play and 3 games of the team's choice.





MITES/8U

Mite / Girls 8U HOCKEY



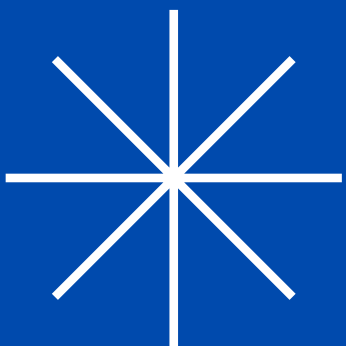
MNH strongly encourages the skill level development of all players. This is particularly critical at the Mite level so that players are provided with the foundation to enjoy and have success in the game.

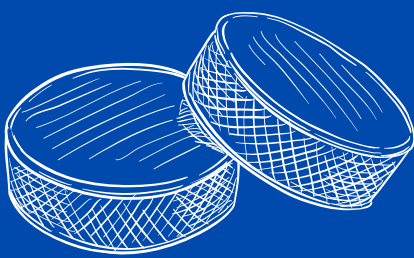
6. Local hockey associations are in the best position to design programs, so their players can develop and have fun. This should be based on the principles of the MDM and ADM model, the number of players in their program, the skill of their players, availability of ice and their coaching staff.

7. In recognition of the need for flexibility and differences between associations, the guidelines outlined in #4 and #5 above will be monitored by the District Director. Abuses will result in sanctions against the respective associations(s) at the sole discretion of the Director.

8. MH does not permit full ice Mite Tournaments. Cross/half ice Mite Tournaments are permitted. A guideline for sanctioned Mite Cross/Half Ice Tournaments is found in the Tournament Supplement. MH Mite teams cannot participate in out-of-state tournaments, except cross/half ice tournaments as approved by their District Director.

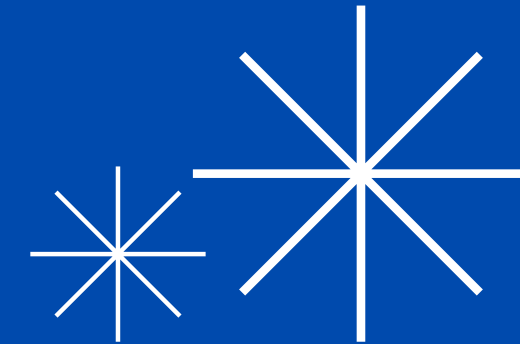
9. The Association's level of Mites must have an "A" Mite team unless approved by the competition committee to play lower.





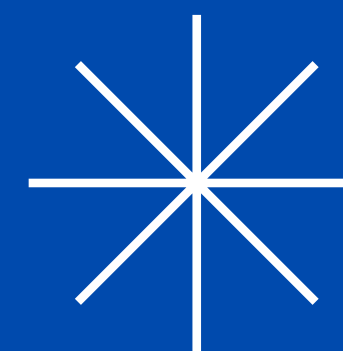
MITES/8U

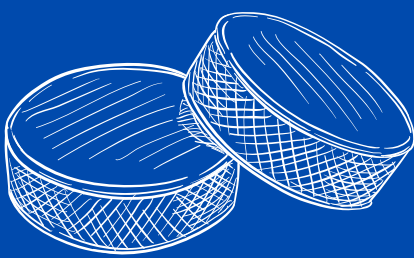
JAMBOREES/TOURNAMENTS



10. Jamborees may be conducted at Mite level. A jamboree is defined as a low-key, full participation event where players have an enjoyable learning experience in a non-competitive environment. Jamborees need not be registered as tournaments but must follow the “Team Rest” provisions as provided for under “Playing Rules”. The format for a Jamboree shall be as follows:

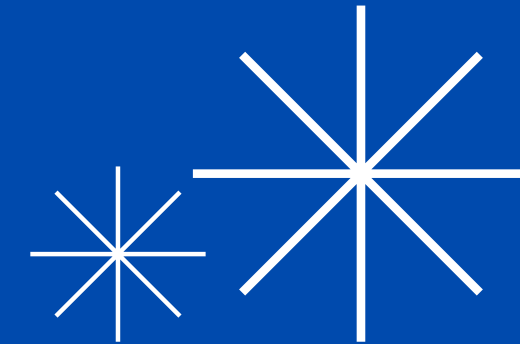
- a. Approval to conduct a Jamboree must be obtained from the District Director at least thirty (30) days in advance.
- b. All teams must be from one MH District, unless approved in writing by the MH Directors involved.
- c. Information referring to the event must state “Jamboree”, not tournament.
- d. Team fees can cover only costs for ice time, officials, medical attendants and participant awards.
- e. There can be no gate fee. A free-will donation box will be permitted.
- f. USA Hockey certified officials are REQUIRED.
- g. No score may be kept, no winners, no losers, no standings. This will generally require a predetermined round-robin format to be followed.
- h. No statistics may be kept, such as shots, saves, goals, assists, time of possession, etc.
- i. Participation awards, if given, shall be the same for all participants. No team awards or trophies.





MITES/8U

D10 RED LINES



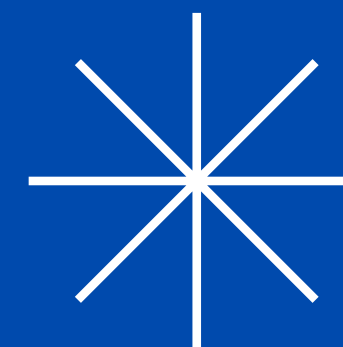
- 11. Mite A & B Limit number of (league/tournament/exhibition games/events) to a maximum of 25 per season**
- 12. Mite C & D Limit number of (league/tournament/exhibition games/events) to a maximum of 18 per season**
- 13. There are no substitute goalies at the mite or girls 8U level from one team to another team.**
- 14. There will be no full ice controlled scrimmages at the Mite/8U in District 10 or out of District**
- 15. No out of District 10 or in District practices with other association teams. They will practice with there own association teams.**

Communication

D10- Dave Englund: davidenglund76@gmail.com

RYHA/John Groebner: mitedirector@rogershockey.com

RYHA Manager Coordinator- Josey.Castellanos@gmail.com



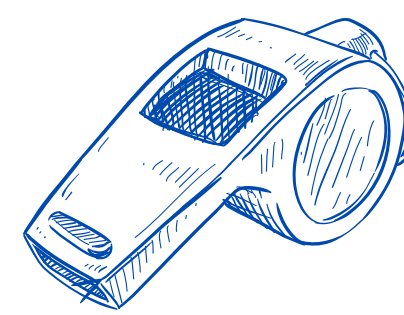
END OF SEASON

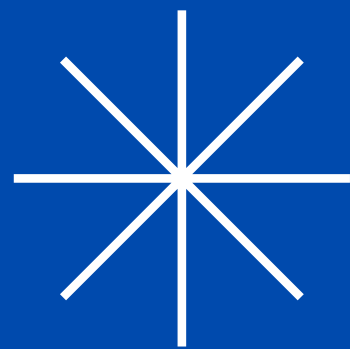
End of Season Survey:

- RYHA will send out a survey at the end of season. Please encourage your team to fill out it.
- Coaches and managers will receive a separate survey to fill out.

Post-Season

- Various off-season opportunities are available to keep kids skating and progressing. Note that participation is not required and is at the discretion of the parents.
- For opportunities, please refer to the following....
 - RYHA Development Programs
 - Coaches & Level Directors
 - Posters and Flyers at the RAC
 - MN Hockey Website



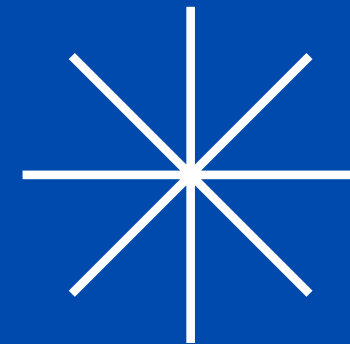


SUMMARY



- Please refer to these sources to help you as Team Manager this season and next.
 - RYHAWebsite: www.rogershockey.com
 - D10 Website: www.d10hockey.org
 - RYHA Board Meetings (Third Monday of each Month)
 - Coaches or Mite Director
 - Each other
 - Manager Training Coordinator

QUESTIONS?



Manage with an attitude... At least they'll think you got it under control!