

Hi! Welcome and Thank You for being a manager of the cutest and least smelly hockey players! Managing a team can be overwhelming, but with delegation and mutually splitting duties it will be a smooth sailing experience.

There is a manager manual for FVHA. A couple things are not relevant and I will define that here.

Communication, communication, and communication are the main roles and weekly to bi-weekly emails seem to be most helpful. Emails/calls will start coming in as people are registering. If you do not know the answer, forward to a board member or myself if needed.

FAQ's the Mites Manager gets:

What do I need to provide and what can I borrow?

Player provides:

Jack/Jill (Cup or pelvic protector with shorts and has Velcro spots for socks to adhere too. Available at Sportsman or Amazon.)

Skates (Once rink is set up players can borrow for each practice, but need to wipe blade down. Spray inside and put back on their own. Typically families will just do this short term until they know what size to purchase. Sportsman's is the only local place I am aware of that carries skates.)

Stick is recommended but available on first come first serve basis. Coaches typically recommend straight sticks initially until determined what side the player will shoot from. Sportsman also carries. Jim Fleischer with Fisher sticks sells straight sticks for \$12 and Right and Left for \$14. He also gives a portion of the proceeds back to the association. Phone: 970-471-5582 Email: jim@fischerhockey.com

Mouth Guards USA Hockey requires all 8U players to wear mouth guards. The inexpensive option is just perfect for this age. Most retail stores carry these in their sports sections (Target, Wal-mart, Universal, Sportsman)

Hockey Socks to cover pads. There are some hand me down's in shed to be loaned out on a first come first serve basis. Little bitties will even just put sweatpants over their pads and just tape pads in place and that is perfectly acceptable. Available at Sportsman and any hockey retail on line.

What does association let us use?

For a \$150 check deposit (Only cashed if gear not returned and really we DO NOT want to do this as it is more of a hassle/cost to re-purchase) FVHA has:

Helmet, Shoulder pads, elbow pads, gloves, Breezers, and shin guards

What should my player wear under all the gear?

Long underwear, Bacalva under helmet if cold, and thin glove liners under hockey gloves. As weather get colder a cotton sweatshirt or fleece can be added under shoulder pads to increase warmth. Every kiddo is different.

How am I going to get my volunteer hours in?

Even with young kids there are several opportunities and one's that I think are great for Mites families especially:

Volunteer to run an open skate. Your player skates free when you do this. Ice time is great for them, and many families just enjoy doing it. It's best to have 2 adults so if two hockey family want to do- great. If you want to bring Mom, cousin, Uncle Bob- awesome. If you are both helping their hours can count towards yours too.

Clean locker rooms/vacuum/bathrooms/shovel snow/organize front office skates- ALL of these duties can be done while your little is on the ice and with Mites your usually there hanging out anyways so might as well get those hours in.

Check volunteer board frequently. There are frequently private groups or other things listed on the board that are needed.

Become a Zamboni driver! Mites is always the least represented in the Zamboni pool because you are just getting involved. It requires a few nights of training with an experienced driver, but long term rewards! You can help organize a stick and puck or extra open skate with this skill! We always need zam drivers. It not only ups your cool points with your skater, it looks great on a resume as a funny factoid about yourself, and I mean who hasn't ever wanted to at least try it?! David Cummings- 406-250-2011 or Greg Harms- 406-471-1933 are the two training coordinators and will get you started or let you know when a training will be held.

Volunteer at Craft Brewers Cup (a huge fundraiser for our program), or any age tournament throughout the year. There are many different jobs to help run a tournament. The winter classic manager will place the sign up on one of the bulletin boards in the weeks leading up to tournaments and you can sign up.

Team Management Manual Addendum Tailored to Mites:

Page One Changes/Highlights:

The manual indicates FVHA uses Sportsengine. When you register your player you create an account. Not all parents use it to their fullest potential or just need help with it. I suggest having a parent designated to helping with this as it assists in communicating to families. Sometimes it happens that practice has to be cancelled last minute for weather, or an all hands on deck snow removal is needed. If families have the app on their smartphone or set up for email/text reminders, this helps get the word out.

The manual states that a physical and a locker room monitor is needed. This does not apply to Mites. The players still need help getting dressed and many adults are present. Sports physicals are also not required for this age.

Birth certificates are also not required. If you have the extra time, they certainly can be submitted to FVHA's registrar: Jodi.harms@gmail.com. She has encouraged it because then it does make it less hectic at the next age group when the state does require it.

Page Two Changes/Highlights:

FVHA and USA hockey registration binder is not required to take to games. ALL mites do have to have a USA hockey number though, and that is required when registering with FVHA. It is required to be on the ice. This also means a sibling cannot just pop on the ice one night during practice. They need to be insured with the USA hockey number.

League games section does not apply. Mites does not play MAHA games.

Page Three Changes/Highlights:

Refs are not required for scrimmages. A coach is always out there to help with positioning. If you do want to make it more "real" and give a young ref practice, certainly an option and something that we have done, but not required as it is with other age groups.

If you want to run a scoreboard for a game just designate and make sure parents are trained and assigned. Cross train whenever possible! Always a great skill to have down the road!

Winter Classics do apply and there is an additional folder with past receipts and job duties typed out for each volunteer role needed specifically for mites level.

Page Four Changes/Highlights:

No changes noted.

Page Five Changes/Highlights:

Paperwork Needed to have completed by parents:

ALL players must be registered with FVHA on day 1 of practice. We have made exception in regards to try hockey that they can practice one time without registering BUT they have to have a USA hockey number. Not complying with this would be a liability to FVHA and cannot be permitted.

Checks needed:

- 1) Jersey deposit/gear (combined for mites-since nearly all kids rent some gear.)-\$150
- 2) Volunteer Hours: \$250 for whole year \$100 1st session-\$150 2nd session (Due to Winter Classic in 2nd session)

All families will need to use DIBS to keep track of hours or fill out a volunteer sheet and turn in at the end of the session (if only doing 1 session).

Wait...There's More!

In addition to what is defined in the Manager Manual, here are some other things I either did or assigned:

Coaches gifts and End of year Party

First year coaches get coats. We order coats from Hockey Wolf in Missoula. Will Grossman was the General Manager as of this writing. In 2019 they were \$55 and name drops are \$5. T includes our logo and they have on file. If you want by end of year party I would highly recommend ordering in January. These have taken anywhere from 4-8 weeks in past to come. Obtain sizes needed from a spouse of be sneaky, or you can always be direct if you choose. I have usually asked other team managers and added onto ours, but not required. Mites just typically has the most new coaches. Keep record of your email. I am not sure that they have never not made a mistake and at least you have the email to fall back on as proof!

Will Grossman

will@hlwolf.com

419-266-1506

Second year and beyond coaches get whatever you want. Past gifts: coffee cups with flames sticker, Montana hockey t-shirts, gift certificates to restaurants or business (we try to choose one's that support hockey)

Past parties have been at rink or a school and we have done it potluck style. Tacos, chili, etc. We do them in March and invite first session kids. Too hectic to have two.

Picture Day

Heidi has done the team pictures for all of FVHA longer than I've been around (starting our 8th year). She has things pretty well dialed. Here is what she expects from parents, and she will email prior and set up date for picture which is usually in the middle of November to ensure pictures arrive by Christmas.

All parents need exact cash. No checks and no cards.

She wants a parent to get the next kids ready for individual shots and she wants a parent at her side to say who kid is and another to write down on a piece of paper who everyone is. Then she will email the manager the following week to have you check names and fill in blanks for adults and players. She has a helper with her, mites is just hectic. Make sure you coordinate with coach. Helmets are off for pics, but they will do practice simultaneously and need to be taken off and on.

I have only been on the ball once to do this, but recommend getting a team picture made into a card at Intsy prints (FVHA has account there) and use for Thank you notes for donors for the Winter Classic. I have also had kids sign it in past and give to coaches as a gift at end of year too.

Scrimmage

Usually once a session we will try to organize a game with GHA mites. It's just a friendly game and usually there are so many kids we do two cross ice games so enough kids for 4 teams. Coordinate with GHA Mites manager or Ryan Ulvin, GHA hockey director, 406-261-7210 to coordinate. We will host or they will host during their practice times. We keep score with flipper board for one end and main clock for other and just buzz to switch shifts. Coaches will communicate what is needed.

Coaches

Make sure to just keep communication open with coaches of what they need from parents and what they may want you to communicate (i.e. stay off benches, put tape and names on helmet, put colors on for groups).

I think that's it?! I cannot think of anything else. Always feel you can contact me for questions:

Nici Zuffelato, Retired 8U manager

nicizuff@gmail.com Cell: 406-471-1250

Suggestions for Duty Splits:

Communicator:

Receive emails from board, parents, other teams. Listed as contact on 8u page. Send emails out to parents. Talk to coaches. Check in with parents at practices as needed.

Winter Classic:

Organize/Coordinate Winter classic

Special Teams:

Order gifts, coordinate end of year party, helps with pictures

Sportsengine/Volunteer recruiter:

List your contact on board or and make yourself contact for helping get signed up for app and sportsengine emails. Use computer in office, or just stand by helper. Check volunteer board and help fill spots or when parents ask what they can do help facilitate things they can do. Contact volunteer coordinator Heather Liebe if needed: 505-918-6462

Gear Helper for team:

Mandy Randall is gear manager for association. Need someone for to help at practice times occasionally for out grown gear, dead Velcro, helmet adjuster, forgotten gear

Make list of jersey numbers. This will be needed for winter classic. Easier to have collective and not gather last minute.