

## **Mite Director**

### **Position Specific Skills**

This person would preferably be both organized and somewhat administrative, but also have extensive hockey knowledge. They are responsible for the largest number of children within our association, and also the most number of teams. They need to be able to work with the administrative side assuring evaluations are run accordingly, and team/levels are created appropriately base on those evaluations. They also need to work with the Hockey side, to assure newer coaches are receiving the training/guidance needed.

### **Responsibilities**

- Get a list of last year's players (ages) from Registrar. Work with Registrar to estimate the number of teams for the budget process. Estimate the number of ice hours needed (from October to mid March). This is done in conjunction with the Budget planning process.
- Work with other District 10 associations. Attend the D10 Association organizational meeting. Update CYHA guidelines to adhere to D10 guidelines (where applicable) for:
  - Number of games
  - Referees
  - Annual Jamborees
  - Schedule (when to start and end)
- Retention is the priority of the Mite Director. Be creative and willing to find ways to keep kids coming back to CYHA.
- Be available at registration sessions to answer questions for Mite families.
- Create email broadcast lists to communicate with potential and active coaches.
- Communicate CEP Training possibilities with all Mite Coaches.
- Identify the head and assistant coaches per team. Try to get 4 coaches per team. Spread out the coaching experience among all teams.
- After Mite evaluation, be present and work with coaches to draft teams FAIRLY.
- Organize Mite/8U Evaluation Day.
- Get a listing of all registered players from registration database.
- Schedule an hour of ice for evaluation for approx. every 30 players at each level (note – one hour may need to accommodate 2 levels). Hours should be consecutive and held on one day.
- If numbers dictate – schedule an additional hour the following day for every 30 players evaluated for D and/or Upper 8U level (if there is an upper/lower 8U – more often equal)
- HEP skills are used for the Mite Evaluation/8U. Work with the CYHA HEP Coordinator to organize the evaluations, and also assure late season HEP testing is performed.
- Facilitate drafts for Mite level teams; assuring coaches have sufficient information on the children to make the teams equal.
- Mite Director is responsible for providing a master copy of all teams to the Registration coordinator as soon as the teams have been settled.
- Work with teams to secure required goalie equipment from Goalie Director.

- Provide all Jamboree options for C, B, and A Mite teams. The options are provided by District 10. Each team should choose at least one jamboree. CYHA will cover the registration fee for one of the team's jamboree. Teams (via an assessment) are responsible for the costs of any additional jamboree(s).
- Work with Registrar to get team rosters signed for registration and put together for Roster Book.
- Provide Mite Referee Coordinator with schedule of A, B, and 8U games. Half ice games do not require a referee.
- Handle problems as they come up during the season regarding the teams.
- Communicate with each level teams/coaches/families.
- Need to be comfortable working with parents and players who are new to hockey and may not understand the demands, deadlines, and commitments required.