



SUN PRAIRIE YOUTH HOCKEY (SPYHA) 2018 – 2019 MITE & MINI-MITE PROGRAMS

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Sun Prairie Youth Hockey Programs:

Welcome to the 2018-2019 hockey season information packet! Please review all information in this packet. You will be required to acknowledge you have read, understand and will comply with all information included here. The following programs are offered by SPYHA for players between the ages of four and eight (potentially older):

Mini-Mites (U6):

Sun Prairie Youth Hockey follows the USA Hockey American Development Model program for its beginning skater levels. More information about this program is available from the coach or USAHockey.com. **Children of ANY age, even those older than 6, who want to learn to play hockey are welcome to enroll in this program.** The only requirement is that players who register for SPYHA programs have basic skating skills (e.g. participation in at least one session of Learn to Skate lessons). SPYHA has had players start in Mini-Mites as old as 12. Coaches will assist in appropriate placement during the evaluation process.

- Recommended for beginning skaters ages 4 to 6, but skaters can be any age (4 or older) who are just starting out.
- Cost includes protective equipment on a first come-first serve basis. Families provide skates and hockey sticks. [See Equipment section page 3.](#)
- No Dedicated Goalies
- Skating skills and small area activities will be incorporated in every practice ice session.

- Teams shall consist of 6 to 12 skaters.
 - Players are grouped into teams of like abilities, to match up with opponents and keep it fun.
 - Teams will be used for jamborees and in house games as above only. Most ice sessions do not revolve around specific team activities, but skating activities in general
- Usually practice twice per week (each practice 45 minutes in length) with additional limited game schedule.
- Season split between two sessions:
 - Session 1 starts in early November and ends in late December.
 - Session 2 starts in early January and ends in early March.
 - Players will not be allowed to join an in-progress session (after the first week) but will be encouraged to register for the next session.
- Each session may provide for the chance to participate in an optional jamboree with same age/skill players from other associations to participate in cross-ice games. Costs (not included in dues below) are the responsibility of player families.
- Each individual **session** registration for mini-mites requires the following fundraising and volunteer requirements:

Full Season

Calendar Raffle Tickets (Mandatory Requirement)	Volunteer Hours (total)	Concession Volunteer Hours (minimum of the 20)
6 cards @ \$20 each = \$120	20	5

Session 1 (Nov-Dec)

Calendar Raffle Tickets (Mandatory Requirement)	Volunteer Hours (total)	Concession Volunteer Hours (minimum of the 10)
3 cards @ \$20 each = \$60	10	2.5

Session 2 (Jan-Mar)

Calendar Raffle Tickets (Mandatory Requirement)	Volunteer Hours (total)	Concession Volunteer Hours (minimum of the 10)
\$25	10	2.5

Mites (U8)

- Recommended for ages 6 to 8 (birth year 2010 and younger) but may be extended to age level beyond age 9 for newer skaters and/or upon coaches' recommendation.
- Dues include protective equipment on a first come-first serve basis. Families provide skates, practice jersey and hockey sticks. [See Equipment Section page 3.](#)
- Teams will participate in the "Dane County League" which involves cross-ice games with other associations. Schedule includes Sunday games, both at Sun Prairie Ice Arena and at other area rinks.
- Practice sessions may include goalies, cross-ice games will include goalies. The goaltender position is rotated among team members.

- Practice two or three times per week, and an additional game on Sundays during the Dane County League schedule. Each practice 45 minutes in length. Skating activities and small area games will be incorporated in practice ice sessions.
- Teams will consist of 8 to 12 skaters.
 - All players will be evaluated as Advanced (Red), Intermediate (White), and Beginner (Blue) to match up with opponents and keep it fun.
- Players from this level will participate in a home Jamboree held at Sun Prairie Ice Arena in November. Players may be allowed to attend in-season cross-ice (Red/White/Blue) jamborees at other arenas. Participation is optional, and costs (not included in dues below) are the responsibility of the players’ families.
- Families registering for mites will have the following fundraising and volunteer requirements:

Calendar Raffle Tickets (Mandatory Requirement)	Volunteer Hours (total)	Concession Volunteer Hours (minimum of the 20)
6 cards @ \$20 each = \$120	20	5

Fees:

Level	Registration Fee	Capital Fund	Scholarship fund	Skating fee	Total dues
Mini Mites one session	\$ 50	\$ 50	\$ 5	\$ 80	\$ 185
Mini Mites two sessions (full season)	\$ 50	\$ 50	\$ 5	\$ 145	\$ 250
Mites full season	\$ 50	\$ 50	\$ 5	\$ 370	\$ 475

The totals listed above do not include mandatory fundraising and volunteer requirements. Failure to meet these additional requirements will increase the required out-of-pocket expenses. [Details on volunteer credits and fundraising are on page 5.](#)

The registration fee is NOT refundable. Capital fund and scholarship fund payments are not refundable after the start of the season. Refer to the [SPYHA Policy Manual](#) for SPYHA’s refund policy.

EQUIPMENT

SPYHA will make equipment available for MiniMite and Mite program participants on a loaner basis from SPYHA for return at season’s end. Equipment provided by SPYHA in this program, available on a first-come, first served basis, includes:

- Helmet with Full Face Shield
- Shoulder Pads
- Shin Pads
- Elbow Pads

- Gloves
- Pants / Breezers
- Jersey for games/jamborees

Equipment NOT included:

- Cup or pelvic protector
- Mouth guard
- Skates - required
- Sticks – required

Dates for equipment check-out at the SPYHA equipment room in the Sun Prairie Ice Arena directly behind the student section in the Cardinal Rink will be posted on the SPYHA website. Please visit often for the latest SPYHA news. Any equipment NOT returned at the end of the hockey season will be invoiced at **replacement** value. Returned equipment showing excessive wear may be subject to a user fee at the discretion of the equipment managers. Required equipment repairs are the responsibility of the user. A joint determination between equipment manager and user will identify appropriate repairs or disposition.

Note that SPYHA will do the best to fit each child; however, there may be a situation where appropriate, safe equipment is not available, and a parent may need to investigate purchasing equipment. SPYHA recommends black helmets, black gloves, and black breezers (pants). This is a recommendation and not a requirement, and it is **not** necessary to purchase new helmets, gloves, and/or breezers if players already have equipment.

****NEW** - MINI MITE JERSEYS**

Mini Mite Players will receive their own jersey for use in practices and games and keep the jersey at the end of the season.

****NEW** - MITE TEAM JERSEYS AND SOCKS**

GAMES ONLY: Dues for mite players include use of a home and away jersey and a pair of game socks. The socks may be kept by the player at the end of the season. Each Mite team player will be assigned home and away hockey jerseys which remain the property of SPYHA. Failure to return jerseys at the end of the season in ‘good’ condition will result in a \$100 fee being charged to the skater’s account. Please take good care of the jerseys as they are required to last at least three seasons to keep our dues down. **DO NOT SEW, GLUE** or otherwise adhere captain’s ‘C’, assistant captain’s ‘A’ or name patches to any SPYHA jersey. Failure to follow this guideline will result in the \$100 surcharge per jersey being applied to *the skater’s* account. Jerseys are to be brought to the rink on a hanger or in a hanging bag and are to be treated with respect at all times.

Practice Jerseys and Sock: Mite players are responsible for providing their own practice jersey and socks. Game Jerseys and socks are not allowed to be worn during practice.

MANDATORY ANNUAL FUNDRAISING REQUIREMENTS

Annual Fundraising activities are an important component in the SPHYA budget. The benefits of these activities are real - our annual fundraising activities are used to directly reduce our member fees. Your participation matters! Monies raised by these activities are applied directly to help reduce the dues owed by our members. Given the level of importance in the budget setting process, the following commitments are required by each family having at least one skater in a program:

Families with skaters in mite or mini-mite programs who do NOT also have travel hockey players will be responsible for selling up to six (6) \$20 raffle cards (three raffle cards per session). Additional cards can be purchased and sold by SPHYA families.

Important notes:

- Fundraising calendar raffle cards are a family commitment – the maximum number a family with travel players and mini-mite or mite players is responsible for is twelve cards (based on travel hockey requirements).
- If the mandatory fundraising requirements are not met by the due date, players will not be allowed to participate in SPYHA sanctioned practices or games, until the family commitment is met. Legal action may also be initiated by SPYHA for failure to meet the mandatory fundraising requirements.
- For mini-mite players who register for the second session of mini-mites only (beginning in January 2018) and who have no other players in the family in SPYHA, a charge of \$25 for fundraising will be incurred in lieu of selling fundraising raffle cards.

VOLUNTEERING

As a community-based organization and a not for profit organization, SPYHA thrives when members become involved and share their time and talents. A broad array of volunteer opportunities exists that are necessary to make SPYHA a success.

The concession stand is critical to the financial success of SPYHA - it is the most effective way to control expenses which otherwise would need to be passed on to families in the form of dues increases. Each family is expected to fulfill volunteer requirements over the course of a year or pay an amount to cover an average 'value' that these hours represent. The continued success of the beautiful facility we now call home, the Sun Prairie Ice Arena, also depends on the support of member volunteers. Mite and Mini-mite families will be required to fulfill 5 hours of their full season total volunteer hours (or 2.5 hours for mini-mite families registered for one session only) in the concessions stand. The concessions stand is SPYHA's main income source and every dollar saved by using volunteer vs. paid concession staff is a dollar that directly will reduce future member dues.

Mandatory Volunteer Time Requirements:

Mite and Mini-Mite	20 credits/season (10 volunteer credits per session). 5 required for full season in concessions (2.5 per session).
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Volunteer hours listed are per family. For families with multiple children in SPYHA, the necessary credits are determined by the highest number of volunteer credits required. For example, if you have

two children participating and one is in mites and the other is on a travel team, the FAMILY requirement is 40 total hours (the amount corresponding to the travel team player).

Most volunteer tasks will be credited on a one hour per volunteer credit basis. (Credit to hour translation will be determined on a per case basis for skilled trade jobs/tasks like a plumber, electrician, etc.)

Please remember that these are the minimum hours required for each family. Our association thrives on the hard work of our members. Please volunteer your time and efforts whenever and wherever possible above and beyond these minimums and help keep the costs to play hockey down for all families and help improve the hockey experience for our young players.

Volunteer opportunities that exist within SPYHA:

1. Serve as a representative for the SPYHA Board of Directors (election based)
2. Serve as a committee chair, committee co-chair or committee member
3. Work in the concession stand or at special events (see below)
4. Attend a board meeting and stay informed (1 credit per meeting).
5. Other opportunities
 - Clean, paint, general maintenance
 - Skilled trades (i.e. plumber, electrician, carpenter, HVAC)
 - New Year’s Eve event
 - Golf Outing?

Committee work: (not all committees have openings each year due to size needs or previous commitments from members, etc.)

- | | |
|-----------------------------|-------------------------------|
| ● Webmasters | Annual Fundraising committee* |
| ● Communications committee* | Equipment Managers |
| ● Volunteer committee | Registrar |
| ● Concessions committee | Public relations* |
| ● Tournament committee | School skates |

* denotes Current Need

Coach or team representative:

- Coaches & assistant coaches
- Team reps each level

Note: SPYHA coaches must undergo background checks and USA Hockey training and be recommended by the ACE Directors and approved by the Board of Directors. Interested potential coaches should contact the ACE Directors (acedirector@spyha.com) for consideration and additional information. **Note that only approved coaches or student coaches are allowed on the ice for SPYHA practices/games for liability reasons.**

Monetary consideration for volunteerism (buy-out):

The volunteer ‘calendar’ will run from April 1st through March 31st corresponding with each hockey season. A ‘buy-out’ of volunteering will be allowed. The buy-out value is determined by the highest player level for a family (e.g., a family with a squirt player and a mite or mini-mite would buy-out at the travel rate). Families may choose to buy -out for their concession stand hours only, their regular volunteer hours, or both.

Volunteer Hours Buy-out (Mini-Mites)

Payment due date	Concession hours buyout*	Regular volunteer hours buyout
Session 1 – Dec 31, 2018	\$75 (Full season)	\$170 (Full season)
Session 2 & Full – February 1, 2019	\$37.50 /session	\$85/session

Volunteer Hours Buy-out (Mites)

Payment due date	Concession hours buyout*	Regular volunteer hours buyout
Dec 31, 2018	\$75 (season)	\$170 (season)

*Concession stand hour’s buy-out rate is \$15/credit. Once the buy-out decision and payment have been made, **it will not be refunded, and no monies will be refunded for subsequent volunteer time.**

A statement will be sent to families on or around April 1, 2019, outlining remaining volunteer time each family is responsible for with payment due by April 30, 2019. Regular volunteer hours that are not fulfilled are invoiced at a rate of \$15/credit, while concession stand credits that are not fulfilled are invoiced at a rate of \$20/hour.

Most volunteer hours can be claimed on the SPYHA website via the DIBS system. After you register and login to the DIBS section of the site, you can claim volunteer jobs that fit your time, talents and schedule. These opportunities are available on a first-come, first served basis. After someone claims a job, no one else can. In order to maintain a commitment for jobs claimed, the following policy has been implemented.

Claimed but Unfulfilled Jobs

Failure to show up for a task that you signed up for will result in a monetary penalty of \$30 per credit (payable within 7 days or all children from that family will be held out of SPYHA functions), and the credits will not be counted. If you cannot fulfill your claimed task, you are responsible for finding a qualified substitute. In case of emergency, contact the volunteer committee at vcomm@spyha.com. For further information, refer to the [SPYHA Policy Manual](#).

CAPITAL AND SCHOLARSHIP FUNDS

Included as a part of each player’s dues each year is a \$50 contribution to the SPYHA Capital Fund. This program began during the 2009-2010 hockey season and helped contribute to our new rink. To the best of our knowledge (you are advised to check with your tax preparer), this portion of your dues is tax deductible, as is the portion allocated for scholarship funding. This money is not used for daily operating expenses of our youth programs; rather, these funds are designated to Sun Prairie Ice Arena. Given SPYHA’s ongoing financial obligation to the new building, this contribution approach will continue each year. This capital fund may also be used to pay for future ice arena projects and may even be used someday to fund another new ice arena for our grandchildren.

The scholarship contributions are intended to replenish scholarship funding and help ensure children in need are able to enjoy hockey.

Please contact a board member for questions regarding the Capital or Scholarship funds.

REGISTRATION

USA Hockey Registration

The first step in the SPYHA registration process is registration with USA Hockey (our governing body), which must be completed online by a parent/guardian for each player at www.usahockey.com. USA Hockey online registration is currently open. Please make certain you select NEXT season (2018-2019) when you are registering and not the past season. All SPYHA skaters must register – you will not be able to complete the registration process without first registering with USA Hockey.

There is a fee for this registration for skaters over six years old (as of December 31, 2018). This includes a monthly hockey magazine and a national discount program (e.g., car rentals, hotels, air fares).

Registration is required for players under six; however, there is no charge for the registration.

To register, go to www.usahockey.com, click on the Membership tab at the top of the website and select Register Online. Complete the necessary information for each skater. After registration is complete, you will need to copy the registration number given to you by USA Hockey and paste this number into the SPYHA registration website when prompted. It is not necessary to print off and turn in the registration information, but you may wish to keep it for your own records.

SPYHA Registration

After completing the USA Hockey registration, go to www.SPYHA.com. You will need to log in to begin the registration process. If you do not have a login, click on the “Create an Account” button at the top of the home page and follow the prompts.

After logging in, click on the “Registration” link on the left-hand sidebar to begin the registration process. Follow the prompts.

To complete the registration process, a non-refundable registration fee of \$50 is required for mite and mini-mite players. This payment must be made through the registration process.

SPECIAL CIRCUMSTANCES:

Financial Assistance

SPYHA strives to make hockey an affordable activity for all players. In cases of financial hardship, scholarships may be available. Families in these situations must contact a member of the Executive Committee (President, Past-President, President-Elect, Secretary or Treasurer) directly by October 1st to explain your circumstances and apply for this limited program. Be prepared to submit additional supporting documentation and other pertinent information. All information will be kept strictly confidential and will not be shared beyond the Executive Committee level, but any scholarship requests must be approved by the SPYHA Board of Directors. Anyone who has failed to satisfy previous

alternative payment agreements or has not been a member in good standing in the past may be refused scholarship opportunities this season and into the future.

All families requesting scholarship assistance must provide confidential income information including, but not limited to, recent income tax returns and payroll check stubs to the Executive Committee for consideration.

Non-Payment Procedures

Failure to pay your invoice on time as required may result in your player not being allowed to participate in SPYHA-sanctioned events (games, practices, tournaments, etc.). SPYHA will check-in all skaters at tryouts and practices as necessary. Those players found to have an unpaid invoice may not be allowed to skate.

With a possible exception of injury or medical illness, you will be responsible to pay your dues and fulfill your mandatory fundraising and volunteer requirements, even if your player quits during the season. The Executive Committee will address situations on a case-by-case basis, applying guidelines approved by the SPYHA Board of Directors

Injury/Partial Season Participation

Please consult the [SPYHA Policy Manual](#) for details.

SPYHA INVOICING AND PAYMENTS

After your on-line registration has been completed, and before the first tryout or skating session, SPYHA will send an invoice to the parents of the player(s) for the on-ice dues, the mandatory capital fund donation, the scholarship fund donation, and the mandatory annual fundraising items.

There are several payment options. Payment may be made in full upon receipt of the invoice, split between two payments, or you may request to be approved for a monthly installment plan. This plan requires board review and an approved Payment Agreement. Families not in good financial standing with SPYHA may not be approved. If you would like to be considered for a payment plan, please select the check box during registration and you will be contacted by a board member for further information. Terms are as follows:

1. All members approved for payment terms must sign a payment agreement which binds them to the terms of the agreement. Under NO circumstances will the payment terms extend beyond March 1, 2019.
2. Payments must be made on-time per the Agreement. If the terms of the Payment Agreement are not achieved, late fees will be assessed, or the player may not be allowed to practice or participate in SPYHA-sanctioned events until payment is made. SPYHA reserves the right to initiate legal proceeding against all members that fail to meet their financial obligations in a timely manner. Additional information is available in the [SPYHA Policy Manual](#).

Regardless of the plan selected, the first payment must be made before your player can take the ice (along with any remaining dues or unfulfilled volunteer payments from the previous season) at the first session. There will be NO exceptions to this policy without prior approval.

Payments can be remitted in several ways. **NOTE: New SPYHA policy prevents cash payments except directly to an Executive Committee member during Office Hours with a receipt issued at time of payment.** Checks are the most appreciated form of payment. Please send checks to the following address:

SPYHA Treasurer
PO Box 301
Sun Prairie, WI 53590

There is a SPYHA drop box on the Tubbs Rink side of the SPYHA Office window, or payments can be made in person at any SPYHA Board meeting or during posted office hours. Please include the invoice with your payment for accurate recording.

Returned (NSF) checks will be assessed a \$35 fee, plus loss of personal check-writing privileges for one year. Subsequent payments after an NSF check must be made by cashier's or bank-certified check, money order, or credit card (Pay Pal).

While check payment is preferred to save on fees incurred by SPYHA, payment by credit card, debit card, or direct withdrawal from a checking account can be done using PayPal. Use the "Dues Payment" tab on the LEFT side of the SPYHA website to access the appropriate PayPal payee. Instructions will be included with the invoice and are also provided on the SPYHA website.

SPYHA will also issue invoices for shortfalls to the mandatory fundraising requirements and/or volunteer requirements.

If a credit is due or an over-payment situation occurs, SPYHA will issue a check at the end of the season to the parent of the player, unless other information is noted. Any questions about invoices can be directed to the SPYHA Treasurer using the contact information on the website.

Monetary credits for participation in the voluntary dues reduction program will also be reflected in the player's account balance. These credits can be used to reduce the invoiced amount for second half payment. Credits earned during the second half of the season may be held by SPYHA for credit against next year's dues.

Dues Reduction

Members are encouraged to sell holiday wreaths and/or cookie dough and similar items sponsored by SPYHA as a means to reduce the cost of playing hockey. In addition, members may choose to participate in a SPYHA-sponsored SCRIP program which uses pre-paid company gift cards that can be purchased and used at area businesses. A percentage from the sale of each purchased gift card is then credited to the members account. Information on these voluntary programs will be made available early in the season such that members have a significant amount of time to reduce their out-of-pocket

expenditures. Credit for these voluntary programs will either be applied to the December invoice or credited against next year's dues.

Registration Checklist

Your Registration is NOT complete until you do all the following:

- Register your skater with USA Hockey (registration # _____)
- Register on-line at www.spyha.com.
 - Acknowledge volunteer requirements.
 - Acknowledge fundraising requirements
 - Acknowledge concussion policy
 - Print and fill out USA Hockey Consent to Treat form
 - Print, sign and acknowledge Player and Parent Code of Conduct
- Sign up for DIBS (this is a requirement each season). Players will not be allowed to participate in SPYHA on-ice activities until their family is registered on DIBS.
- Sign up for SPYHA emails (if not currently receiving emails or if your email has changed).

QUESTIONS AND CONTACT INFO

Many times, the answers to your questions can be found on our website: www.spyha.com including contact information for the SPYHA Board of Directors and our coaches. E-mail tends to work well as we're all volunteers and have regular jobs in addition to our SPYHA activities. Contact information for the Board of Directors is provided below:

President	Brian Sullivan	president@spyha.com	(608)-209-7656 (C)
Past President	Misi Watters	pastpresident@spyha.com	(608)-347-7066 (C)
President Elect	Jason Helmstadter	presidenelect@spyha.com	(608)-213-4579
Treasurer	Nichole Jesberger	treasurer@spyha.com	(608) 444-3259
Secretary	Paula Austad	secretary@spyha.com	(608)-279-4598 (H) (608)-335-2088 (C)
MiniMite U6 Rep	Open	minimiterep@spyha.com	
Mite U8 Rep	Kory Schulze	mites@spyha.com	(414)-840-4806
Squirt Rep	Becky Lenz	squirtrep@spyha.com	(608)-387-3313
PeeWee Rep	Chris LaRowe	peeweerep@spyha.com	(608)-772-0840
Bantam Rep	Marcie Rauls	bantamrep@spyha.com	(608)-438-9058
Midget Rep	Suzanne Doody	midgetrep@spyha.com	(608)-370-3320
Coaches Rep	Beau Bingham	coachesrep@spyha.com	(608)-513-5313
ACE Directors	Jerry O'Gara (Travel)	acedirector@spyha.com	(608)-235-7727
	Suzanne Doody (In-House)	acedirector@spyha.com	(608)-370-3320

Please use the Executive Committee e-mail address for private matters: ecomm@spyha.com