

# WAYZATA YOUTH HOCKEY ASSOCIATION

## MITE/U6/U8 VOLUNTEER POSITIONS & RESPONSIBILITIES

### MITE TEAM REPRESENTATIVE – EXEMPT VOLUNTEER STATUS

- Attend monthly team rep meetings
- Distribute information from the Blueline Secretary to your team
- Coordinate team pictures
- Work with the CMS Concessions Manager during your assigned weekend
- Coordinate/track volunteer hours for your team
- Maintain team webpage
- Decorate team locker room for Mite Madness
- Coordinate team social events throughout the season (parent party, team party)
- Submit articles to the Blueline Communications/Newsletter Coordinator and Let's Play Hockey

### MITE JAMBOREE/JAMBOREE BASKET – EXEMPT VOLUNTEER STATUS

- Point person for the Mite Jamboree board and organize team basket for the Jamboree in the spring

## TRAVEL/GIRLS/C LEAGUE VOLUNTEER POSITIONS & RESPONSIBILITIES

### TEAM MANAGER – EXEMPT VOLUNTEER STATUS

- Submit USA Hockey background check form to the WYHA Registrars
- Coordinate ice/game schedules, scrimmages, schedule referees
- Organize and circulate game score sheet, gather required signatures prior to games
- Submit (via fax) the game score sheet within 24 hours after game
- Help monitor player/coach/board disputes
- Maintain team tournament book
- Update team web page multiple times per week with game results, practice times and other pertinent information
- Coordinate assignments for game clock, scorekeeping and penalty box for home/away games
- Act as tournament coordinator to secure hotel reservations and team dining/activities at tournament locations
- Distribute information from the Blueline Secretary to your team
- Coordinate team pictures
- Coordinate/track volunteer hours for your team
- Coordinate team social events throughout the season (parent party, team party)
- Submit articles to the Blueline Communications/Newsletter Coordinator and Let's Play Hockey

### TREASURER – EXEMPT VOLUNTEER STATUS

- Keep team checkbook and maintain accounting
- Collect team assessments from parents
- End of year financials
- Work closely with the WYHA Treasurer

**ALTHOUGH WE APPRECIATE YOUR HELP, TEAM SPIRIT POSITIONS SUCH AS TIMEKEEPING, SCOREKEEPING, OR WORKING THE PENALTY BOX FOR LEAGUE GAMES, COORDINATING TEAM APPAREL, TEAM PHOTOGRAPHER OR SCRAPBOOK ORGANIZER DO NOT QUALIFY FOR ASSOCIATION VOLUNTEER HOURS CREDIT.**