

2017 NVMHA Team Volunteer List

1. TEAM MANAGER	Organizes and acts as communicator for team/coach. They are advocate for team and players and usually appointed by the coach. The manager works closely with coaches, team officials, players as well as Division Directors.	1. _____
2. TREASURER	Works together with the team manager to ensure team finances are kept in order. Takes care of gaming grant for 50/50 tickets Takes care of NVMHA contribution for Referee Fees.	1. _____
4. JERSEYS	Bring both sets of team jerseys (home/away) to each game. Team jerseys are to be washed in cold water and hung to dry or gentle cycle.	1. _____
5.TIMEKEEP/SCOREKEEP	Home games only. The home team provides the timekeeper and the scorekeeper. Time takes care of clock. Scorekeeper does game sheet. Pays refs at completion of game Alternate- does scheduling of timekeep/scorekeep	1. _____ 2. _____ Alternate: _____ Alternate/scheduler _____
6. SKATE TO REMEMBER RAFFLE	ASSISTS with NVMHA FUNDRAISING raffle in NOV/DEC. Assists with distribution of tickets to team as well as assisting with collection of tickets/money at due date.	1. _____
7. PHOTO DAY	Sun, Nov 26. Assists Photo day coordinator with set up/clean up of venue. Pick up and distribute photo forms and pick up and distribute photos when they are ready. Need 2 volunteers.	1. _____ 2. _____
8. NVMHA Frolic Fun NIGHT	Nvmha Fundraiser in Jan. Assists with team donations- 2 bottles of wine valued at \$25 each and a team basket valued at min \$75. All teams provide wine. Rep teams donate wine and basket. Reps also assist by selling tickets for event. 2 volunteers	1. _____ 2. _____
9. TOURNAMENTS	<ul style="list-style-type: none"> • Works with team manager helping coordinate: • Hotel/tourney snacks/food places for out of town tournaments • Tourney snacks/food places for local tournaments • Helps in NVMHA tournaments -4-6 volunteers <u>NVMHA tournament volunteers require the following</u> 2 for office 2 for baskets 2 for 50/50	1. _____ 2. _____ 3. _____ 4. _____
10. SOCIALS	Coordinates and plans: Parent Social at beginning of year Player pizza party at beginning of year Year end party for team	1. _____
12. HCSP	Team Safety Person Will take care of first aid kit as well as ice packs. Will also be responsible for locking team dressing room. Keeps track of injuries for the season with an HCSP binder or via epact system. HCSP must be present at all ice times (practices/games)	1. _____ Alternate: _____

13. Team Apparel	Will take care of team bag that holds extra apparel for team in the event players forget equipment. For rep teams can help manager organize distribution of pant shells, socks, and practice jerseys.	1. _____
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Volunteer List- Manager Instructions

- This volunteer list can be revised to accommodate your team, but these jobs are essential to the running of a team.
- As all teams carry a maximum of 17 players, there are enough jobs to accommodate all parents. Some jobs require less time than others.
- The three most important jobs to fill at the beginning of the year are:

1. Team Manager
2. Treasurer
3. Jersey Parents

As most coaches usually appoint their team managers, the team managers can get this list started right away so that the coach can focus on coaching the kids. Managers need to be in place in order to attend necessary meetings to obtain game schedules. All managers can get the parents organized so that schedules/meetings and other communication can be emailed out.

Tips on Filling Volunteer List

You can fill this list by:

1. Email this list to your team- copy and paste it on a separate document.

Let them know ahead of time when list will be sent out
(For example tomorrow after dinner time, etc)

- Have each family pick a first and second job.
- Jobs assigned based on first come email response OR

2. Bring to first Team Meeting and all jobs must be filled before meeting adjourned.

Volunteer Hours

- Please let parents know that volunteer hours will be tracked next year by Team Managers and Division Directors.
- All families must fulfill a minimum of 5 hrs volunteer time (either team or association wide)

