

VOLUNTEER OPPORTUNITIES

Manitowoc County Youth Hockey Association (MCYHA) is a non-profit organization that relies on volunteer help to keep costs down. Each family is required to volunteer a minimum of twenty (20) hours of time and talent to the organization each year; 10 fundraising hours and 10 team/general hours. If you have more than ten (10) fundraising hours, they can be counted as team/general hours, but team/general hours can not be counted as fundraising hours. There are 3 different sections to this form: Fundraising, Team and General opportunities. Please choose 3 from each area, and rate them in order of interest (#1, #2, #3). You will not be required to volunteer for everything you choose; this is just to give us an idea of where association members are interested in helping. The information will be shared with the respective committee chairpersons. Together we can maintain a successful program for the youth of Manitowoc County.

Fundraising Volunteer Opportunities

These are not the only fundraising opportunities MCYHA has. Association members will be contacted as new opportunities arise throughout the season. Every family needs to contribute time and/or selling products for their fundraising hours.

- o Be on the Fundraising Committee
- o Organize/Communicate/Collect Money for a fundraiser
- v Skate-A-Thon
- v Lambeau Field volunteer – several dates and people needed
- v Sell 50/50 Raffles at Varsity home games
- v Brat Fry/Tailgate at Varsity home games
- v Brat Fry/Car Wash in the community
- v Promote advertisement on the website
- v Seek business sponsorships for social events
- o Comedy Night in Hockey: Assist in the planning and coordination of comedy acts, decorating, raffles, food/beverage and serving. **Comedy Night is a mostly SOCIAL event with raffles, entertainment, food and beverages. The event is open to the public with hockey families encouraged to attend. We also need people to sell tickets to this event.
- o MCIC Events/Fundraisers - Help with any events/fundraisers that the ice center hosts.
- o Buff Rink Glass – Buff the rink glass at mid-season (December)
- o Ice/Lines – Help ice center put in ice and paint lines/Take out ice.
- o ** Blade Bash Committee: Several committees are needed to run the event. Committee meetings begin in October (Event in March).
- v Decorations
- v Entertainment
- v Food/Beverages
- v Marketing
- v Raffles (\$10,000 Raffle, Baskets, Booze, Silent Auction, etc.)
- v Tickets

CHOICE #1: _____

CHOICE #2: _____

CHOICE #3: _____

Team Volunteer Opportunities

Each team is responsible for providing parent volunteers to operate two penalty boxes, run the time clock, and be score keeper during all home games (training for time clock and score keeper will be offered for those interested). Team parents/schedulers will be asking for volunteers as the season gets under way.

- **ACE Coordinator** - Responsible for all Association coaching and educational programs
- **Awards** - Order awards for entire association (March)
- **Basic Skate/Basic Hockey Coordinator** – Collects registration, distribute name tags to kids
- **Birth Certificates** – Assures each team has accurate records for all games/tournaments
- **Coaching** – Interested in coaching? Are you certified? Yes or No (circle one)
Circle: Basic Skate/Basic Hockey Mites Squirts Peewee Bantam Girls
**If interested in JV/Varsity coach, you must apply through the Manitowoc Public School District*
- **Head Scheduler (Mites, Squirts, Peewee, Girls and Bantams)**
- **Head Scheduler (JV/Varsity)**
Attends scheduling meeting in August and schedules the first round of games, then gives schedule to team schedulers but continues to be the main contact for ice (availability, cancellations, etc.) and ref service.
- **Referee Coordinator** – Recruit new referees, contact with GB Ref Service, and review invoices and payment for referees/services.
- **Team Parent Coordinator** – Recruits a team parent for each level. Meets with each team parent to discuss their duties and helps promote communication. Serves as a contact between team parents and hockey board.
- **Team Parent** (needed for each level) - must have access to e-mail on a regular basis. Responsible for gathering and distributing information to team families as needed. Also helps distribute jerseys and makes travel arrangements for the team.
- **Team Photos** - Assist with coordination of teams on picture day, distribute order forms to team parents, and distribute photos to team parents when they arrive. Held in late fall.
- **Team Reporter** - Writing talent?? Use your skills to write articles and report game scores for your team to be submitted to the local newspaper!
- **Team Scheduler** (needed for each level) - must have access to e-mail on a regular basis. This person will be the main contact for the team for scheduled games, changes, additions, deletions and for any tournaments the team may participate in. Also, responsible for confirming games scheduled with other teams the week of the game.
- **Tournament Coordinator** – looking for someone to organize a tournament or possibly a state tournament in Manitowoc in the coming years.
- **WIAA Task Force** – Continue to research and gather information regarding WIAA requirements, and communicate information to High School families.

CHOICE #1: _____

CHOICE #2: _____

CHOICE #3: _____

General Volunteer Opportunities

- **Coaching Committee** - Chair/Serve on committee that meets year round.
 - ❖ Recruit coaches; work on coaching guidelines, policies, procedures, skills development, and evaluations.
- **Programs Committee** – Chair/Serve on committee that meets in the summer
 - ❖ Programs and dates for next season
 - ❖ Program costs, practice schedules and books ice time
- **Marketing/Recruiting Committee** – Chair/Serve on committee that meets late summer in order to Market and Recruit hockey players.
 - ❖ Ads for paper, radio and cable. Letters to potential hockey families.
 - ❖ Banner, lawn signs, school flyers, bill boards, commercial, etc.
 - ❖ Kids Expo (April)
 - ❖ Hockey in July
 - ❖ County Fair (August)
 - ❖ Taste Hockey (October)
- **Become a Hockey Board Member**
- **Bulletin Boards** – Maintain two bulletin boards located at ice center (Hockey & Varsity)
- **Communications** – Gather info/type newsletters, communicate info to association members (must have access to email on a regular daily basis)
- **Equipment Manager/Helper** – Inventory equipment room, distribute jerseys and equipment as needed, order score sheets, pucks, etc.
- **Give me something to do** - Not sure what to volunteer for? New to the Association? We will contact you as volunteer opportunities arise.
- **Liaisons** – Attend meetings (Ice Center, Blue Line, WAHA Region 3, NEWHL, etc) and report information to the hockey board on a monthly/quarterly/yearly basis
- **Recruit hockey board members, committee members, and/or volunteers**
- **Registration** – Collect registration for all hockey programs. Registrar or assist Registrar
- **Surveys** – Conduct surveys (board elections, end of season, etc) must have internet access.
- **Things to do at home** – posters, typing, calling volunteers, mailings, etc
- **Volunteer Coordinator** – Call families to fill volunteer opportunities
- **Volunteer Hours** – Input data into Excel for families who filled out this volunteer opportunity form and get info to the hockey board and committees. Collect completed volunteer hour forms throughout the season and log on spreadsheet, evaluate hours at the end of the season.
- **Website** – Maintain information on website and/or gather info for the website

CHOICE #1: _____

CHOICE #2: _____

CHOICE #3: _____

FamilyName(s) _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Level(s) of Participating Skater(s) _____