

NVMHA Team Volunteer List
(U6-U9 Teams)

1. TEAM MANAGER	Organizes and acts as communicator for team/coach. The manager works closely with coaches, team officials, players as well as Division Directors, NVMHA/PCAHA.	1. _____
2. TREASURER	Works together with the team manager to ensure team finances are kept in order. Takes care of gaming license for 50/50 tickets Takes care of NVMHA contribution for Referee Fees.	1. _____
3. JERSEYS	Bring both sets of team jerseys (home/away) to each game. One parent for blue/ one for white or parent can take care of both for Sept – Dec and the other parent can do Jan- March	1. Sept-Dec: _____ 2. Jan-March: _____ Alternate: _____
4. TIMEKEEP/SCOREKEEP	Home games only. Can do rotating schedule. The home team provides the timekeeper and the scorekeeper. Time takes care of clock. Scorekeeper does game sheet. Pays refs at completion of game	1. _____ 2. _____ 3. _____ 4. _____
5. NVMHA Fundraising events	1. Skate to Remember and Raffle- Nov 11 assists coordinator w event and raffle tickets to follow event. 2. Pub nite- organizes tickets sales and wine and/or basket donations for event 3. Other: extra NVMHA events or team fundraising	1. _____ 2. _____ 3. _____
6. PHOTO DAY	Pick up and distribute forms and pick up and distribute photos when they are ready. Assists Photo day coordinator with set up/clean up of venue.	1. _____
7. CANUCKS/GIANTS NIGHT	Fundraiser with Canucks or Giants. Usually takes place in the fall. Helps coordinate selling tickets, volunteers and special events.	1. _____
8. TOURNAMENTS	Works with team manager helping coordinate: <ul style="list-style-type: none"> • Hotel/tourney snacks/food places for out of town tournaments • Tourney snacks/food places for local tournaments • Assists with NVMHA tournaments -2-3 volunteers (for basket raffle table, office and 50/50 sales) 	1. _____ 2. _____ 3. _____ 4. _____
9. SOCIALS	Coordinates and plans: <ul style="list-style-type: none"> • Parent Social at beginning of year • Player party at beginning of year • Year end party for team 	1. _____
10. Hockey Canada Safety Person (HCSP)	Team HCSP <ul style="list-style-type: none"> • Responsible for locking team dressing room. • Keeps track of injuries for the season with an HCSP binder and via epact system. • HCSP must be present at all ice times 	1. _____ Alternate: _____
11. Team Apparel/Equipment	<ul style="list-style-type: none"> • Will take care of team bag that holds extra equipment for team in the event players forget equipment. • Takes care of team water bottles. • Takes care of any team apparel orders if needed 	1. _____

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.
- The three most important jobs to fill at the beginning of the year are:
 1. Team Manager
 2. Treasurer
 3. HCSP
 4. 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
 - Any jobs left over will be assigned to parents who still need to volunteer
2. You can also bring to first Team Meeting and all jobs must be filled before meeting started.

Volunteer Hours

- Please let parents know that NVMHA cannot run without its volunteers.
- All families must fulfill a minimum of 5 hrs volunteer time (either team or association wide)