



Volunteer Job Descriptions: All hours are
Credited on a per hour basis unless noted.

Announcer /Scorekeeper during ACYHA Hosted Tournaments

Before game:

- Obtain score sheet from Tournament Director
- Request starting line ups from coaches or managers during warm-ups
- Ask coach or manager for proper pronunciation of names
- Announce starting line-ups

During the game:

- Record goals and penalties as information is received from game referee
- Announce goals and assists . team scoring, time of goal, number and name, assisted by number and name
- Announce penalties . team receiving penalty, number and name of player, length of penalty, describe penalty
- Assist announcer with scores, names, recalling data as necessary

End of period:

- Announce shots on goal by each team for that period

After game:

- Turn in completed, signed score sheet to Tournament Director

Timekeeper (clock) during ACYHA Hosted Tournaments

Enter appropriate data on scoreboard and assist announcer

- Run the time clock
- Warm up time . 5 minutes
- Three periods . 12 minutes each
- Between periods . 2 minutes
- Enter goals on scoreboard
- Enter penalties on scoreboard

Penalty Box Attendant during ACYHA Hosted Tournaments

Maintains Penalty Box

- Verifies that iced pucks are available before game starts
- Opens and closes penalty box door when appropriate
- Alerts player and opens door when penalty is over

Ticket Seller/Ticket Taker during ACYHA Hosted Tournaments

Greets Families, Coaches and Players

- Directs coaches and players to the sign in area
- Directs volunteers to sign in (Fishbowl)
- Sells tickets (ticket seller)
- Monitors entrance to assure tickets are held/purchased (ticket taker)
- Distributes/sells tournament programs (ticket seller)

Locker Room Attendant during ACYHA Hosted Tournaments

Monitors the locker rooms of playing teams

- Verify the locker rooms are open prior to the game
- Lock the door to the locker rooms when teams are on the ice
- Unlock the doors to the locker rooms between periods as necessary
- Monitor the area

Floater during ACYHA Hosted Tournaments

Assist tournament staff and be willing to fill in for any position where there is a no show (except Announcer or Scorekeeper/Timekeeper).

Clean-Up during ACYHA Hosted Tournaments

Tournaments - Clean up the arena after the final game of the day

Concession or Grill Stand Volunteer

Prepare food and drinks for purchase in the concession stand or outside at the grill stand. Run the cash register and collect money. Help with clean up during the last shift of the day.

Summer Recruiting

Work at the Armstrong Cooper Youth Hockey Association booth at various summer city festivals, soccer tournaments and elementary school Back to School Nights.

Chuck-A-Puck Table – Mite Jamboree ONLY

Be responsible for selling pucks for the opportunity to throw them on the ice to win \$\$ between the 2nd and 3rd period of all games.

- Sell pucks
- Handle money
- Go down onto the ice to clean up the pucks (with help from the kids on the ice) and get the winning puck
- Pay out half of the \$\$ collected for that game

Hockey Tacos and Pizza – Mite Jamboree ONLY

- Prepare food for purchase
- Run the cash register and collect money
- Help with clean up during the last shift of the day

Raffle Table – Mite Jamboree ONLY

Be responsible for selling tickets for the raffle baskets offered at the Mite Jamboree.

- Sell tickets
- Collect money

Announcer – Mite Jamboree ONLY

- Announce all players before the game
- Announce who scored goals
- Announce player names at the medal ceremony (last game of the weekend for each team only)

Clock – Mite Jamboree ONLY

- Run game clock
- Play warm up music