



## FALMOUTH ICE HOCKEY ASSOCIATION

### 2014-15 Season Volunteer Program

The Falmouth Ice Hockey Association has a long tradition of exciting, high caliber, and competitive teams. The fees that each family pays covers a portion of the program's costs, however, over 1,800 hours of volunteer time is required each year to reduce family costs while running this top-flight program. In order to meet that demand, the FIHA policy requires each family to volunteer 15 hours of time per registered player during the season.

#### STUDENT EARNING OPPORTUNITES

The Falmouth Ice Hockey Association encourages students to volunteer for age appropriate roles. Typically, only children between 6<sup>th</sup> – 12<sup>th</sup> grades are eligible for some activities (under a parent's supervision) and may be credited with volunteer hours as indicated below. Typical Student Volunteer Activities:

- Christmas Tree Support (except only High School age may handle cash)
- 5K Support (except only High School age may handle cash)
- Snack-bar (except only High School age may use cooking/heating equipment or handle cash)
- Gate Keeper (except only High School age may handle cash)

#### CREDIT EARNING OPPORTUNITIES

Team Administrator (TA): Liaises with the board, school liaison, and families. Lots of communication is required, (game/practice times, schedule changes, critical announcements, etc). Manages/organizes team level volunteers (clock, score sheet, etc.). Collects and submits completed team volunteer hours to the volunteer coordinator for credit each week. This position is expected to remain in place for the entire season. Contact Brian Downey at 899-7123 or [brian.downey@marinecs.com](mailto:brian.downey@marinecs.com) for more information.

Major Fundraising Event Super Volunteers: Chair/organize major fundraising events requiring at least 15 hours per event, including MS/HS tournaments. Liaises with the Board and families to organize, plan and execute various short or longer term Association sponsored events. Requires organization, management and communication skill. Contact Brian Downey at 899-7123 or [brian.downey@marinecs.com](mailto:brian.downey@marinecs.com) for more information.

- Spring Classic Coordinator
- 5K Coordinator

Team Photographer: Each team should have a photographer with appropriate equipment capable of capturing still and high speed game photos. Photos may be used on the web-site, media, or promotional material. Submits hours to Team Administrator after each game/event for credit. Team photographers are also responsible for uploading pictures to the website. Additionally, photographers should participate in the team photo night and as appropriate, should capture an individual action/game photo of each 8<sup>th</sup> grader and high school senior for end-of-year gifts. This position is expected to remain for the entire season.

Gate Keepers: Usually assigned to High School games to greet attendees and collect gate fees. Handles small amounts of cash. Submits hours to Team Administrator after each game/event for credit. Sign up with your TA.

Time Keeper: Manages the game clock during games from the ice level time booth. Submits hours to Team Administrator after each game/event for credit. Sign up with your Team Administrator or event organizer.

Score Keeper/Announcer: Maintains the score sheet as dictated by the referee during games from the ice level time booth. Submits hours to the Team Administrator after each game/event for credit. During High School games, makes player, game, advertising, penalty and goal announcements. Sign up with your TA or event organizer.

5K Run Volunteer: General logistical planning, preparation, set up, and break-down of 5K Run, runner sign in, directing runners, merchandise handling, etc. – as directed by the event coordinator. Contact John Camelio at [jcamelio@maine.rr.com](mailto:jcamelio@maine.rr.com) for more information.

Annual Hockey Program Publisher: (Super Volunteer) Design, create and coordinate content, images, and sponsorship of Annual Falmouth Hockey Program. Requires good organizational skill, artistic creativity, and time management skill. Desk top publishing experience and software is most helpful.

Rink Manager: During tournaments or major events, this position serves as a general liaison between the rink, teams, officials, etc. Assists families with general information. Manages impromptu logistical needs as they arise. Sign up with the event organizer or Brian Downey at [brian.downey@marinecs.com](mailto:brian.downey@marinecs.com).

Christmas Tree Sales: Managed in 2 hour time slots, this position sells Christmas Trees, handles cash, and helps move, cut and tie down trees for customers. Contact Dave Hembre 332-4564 [dhembre@aol.com](mailto:dhembre@aol.com) for more details.

Family Ice Snack Bar: Usually only at High School varsity games, this position runs the snack bar, handling cash (with a cash register), and serves food and drinks. This position requires a few minutes of preparation entering and departing to ensure smooth hand-over between volunteers. Contact Christine Noyes 807-3454 [cnoyes73@hotmail.com](mailto:cnoyes73@hotmail.com) for more information or event organizer.

Merchandise Sales: Manages a small inventory of Falmouth Hockey apparel and promotional items. This position handles small amounts of cash. Contact Christine Noyes 807-3454 (c) [cnoyes73@hotmail.com](mailto:cnoyes73@hotmail.com) or Mary Sue Mainella at [mmainella@maine.rr.com](mailto:mmainella@maine.rr.com) for more details.

Web-master: This position is envisioned to assist the Board of Directors to re-vamp and modernize the FIHA web-site. Requires strong web design experience with creativity and organizational skill. This is a flexible position that can be executed remotely. The position is desired to be a long term-fill for 1 season. Contact Jeff Gramse [jeffrey.gramse@gd-ots.com](mailto:jeffrey.gramse@gd-ots.com) or Brian Downey, the Volunteer Coordinator, or for more details.

## HIGH SCHOOL COMMUNITY SERVICE CREDITS

We are happy to give HS students community service credit hours for some of these events. Talk to the Event Coordinator or Brian Downey for details.

## HOW CREDITS ARE RECORDED AND VOLUNTEER SPOT

Credit is recorded by signing up with either your Team Administrator for “Team Level” volunteers” or signing up with the Event Coordinator for “Major Event” volunteers. The creditable hours are then sent (by the TA or Event Coordinator) to Brian Downey, the Volunteer Coordinator who maintains the volunteer data base.

Smaller, “Team-Level” activities, (Clock, score sheet, etc.) are scheduled and managed by the TA and reported to the Volunteer Coordinator weekly via e-mail for family credit. Major Events such as Christmas Tree Sales or Tournaments, are managed through the web-based sign-up system *Volunteer Spot*. *Volunteer Spot* allows Families to sign up for specific time slots which are easily scheduled and tracked by the Volunteer and Event Coordinators. Major Events sometimes become confusing. We typically advertise for a certain number of positions to be filled.

Volunteer Credit Schedule	
Activities	Credits
<b>Team Level Volunteers</b>	
Team Administrator	15 (+) Credits (per season)
Team Photographer	1-2 Credits per game or (blanket 15 credits for season commitment)
Team Videographer	1-2 Credits per game or (blanket 15 credits for season commitment)
HS Home Games Gate Keeper	1 Credit per game
Game Time Keeper (Game Clock)	1 Credit per game or (blanket 15 credits for season commitment)
Game Scorekeeper/ Announcer	1 Credit per game or (blanket 15 credits for season commitment)
<b>Activities</b>	<b>Credits</b>
<b>Major Event Volunteers</b>	
Major Fundraising Event, Chair (Super Volunteer)	30 (+) Credits (per event)
Annual 5K Hockey Run	1 credit per hour of race day volunteers and pre-race planning/prep.
HS/MS Tournaments (various) Southern Maine Spring Classic (April)	4 Hour Shifts (any one or combination of below) <ul style="list-style-type: none"> <li>• Time Keeper (Cock) = 1 Credit per game</li> <li>• Score Sheet/Announcer = 1 Credit per game</li> <li>• Merchandise Sales = 1 Credit per game</li> <li>• Rink Manager = 1 Credit per game</li> <li>• Gate Keeper = 1 Credit per game</li> </ul>
Christmas Tree Sales	2 Credits per 2 hour shift
Annual Hockey Program Editor	30 (+) Credits
Family Ice Snack Bar	2 Credits per game
Merchandise Sales	1 Credit per game (or event)
Web-designer	30 (+) Credits (per season)
Falmouth Ice Hockey Association Board Member	50 (+) Credits (per season)