



Cheque Attached

## WDMHA 2010-11 Volunteer Registration Form

- Please complete this Volunteer Form if you are **not** a Coach or Team Staff. If you want the Coach, Safety Person or Manager Volunteer Form it is on the website under About & Admin/Coaches.
- Please return this form with your cheque to Michele Ginnell at the new WDMHA Office at the arena or to your Team Manager. (September)
- Please Note this does not take the place of individual team volunteer expectations.
- If you would like to make an early Volunteer Position request, please email [mgtass@telus.net](mailto:mgtass@telus.net)

Player's Name #1	Division	
Player's Name #2	Division	
Phone	Cell Phone	Email
Volunteer's Name		Manager's Name

- We choose to pay \$150.00 in lieu of Association Volunteer Duties this season (Team fundraising work is separate) Cheque payable to WDMHA dated Sept15<sup>th</sup>, 2010.
- We choose to participate as a Volunteer this season and will include a \$150.00 cheque post-dated for Dec.15<sup>th</sup>, 2010 payable to WDMHA. This cheque is held as a deposit, and **shred upon completion, or cashed without notice** if Volunteer Duty not fulfilled.

**Registration will not be secured until we receive your form and \$150 Volunteer Deposit Cheque.**

Please choose 2 to 3 areas of interest and an Executive Member will notify you via email regarding your Volunteer Position.

**If I have not been contacted by Nov 15<sup>th</sup> with my Volunteer obligation, I understand by signing this form, I am acknowledging it is my responsibility to contact Michele Ginnell at [mgtass@telus.net](mailto:mgtass@telus.net) or 250-718-2009. Failure to do so will result in my \$150.00 cheque being cashed by WDMHA.**

Print Name:	Signature:
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# Volunteer Positions 2010-11

The approximate number of hours a volunteer is expected to fulfill is 15 hours. Some positions may be slightly less, while others are more. The idea is for parents to make their contribution to WDMHA.

- Team Manager (One for each team)**  
Must submit a separate application found on the WDMHA website. All Managers must be approved by the Executive.
- Advertising & Sponsorship Committee Member (2 positions)**  
Sit on a Committee with 2 Executive Members and 2 Volunteers. Canvas businesses for team sponsorships, website and arena advertising (Board & Tournament Program ads)
- Bulletin Board Coordinator (1 position) TAKEN**  
Update the in-house bulletin boards in the area with current information, pictures, results and/or accolades for refs, player's coaches and volunteers.
- Bursary Committee Members (2 positions) TAKEN**  
Canvas for bursary applicants each year and choose the bursary recipient with an Executive member (Spring).
- Clothing & Merchandize Coordinator (2 positions) 1 TAKEN**  
Order, deliver, and receive all merchandize. Provide size samples to teams and collect money for treasurer. Please check one.
  - Junior Division Coordinator
  - Senior Division Coordinator
- Concession Cleaner (2 positions)**  
Perform regular thorough cleaning of concession.
- Concession Inventory Person (2 Positions) 1 TAKEN**  
Perform monthly inventory of all Concession products at each month end.
- Concession Shoppers (4 positions)**  
Shop at designated stores on a regular basis to ensure the concession is restocked as per the Concession Manager's instructions. You must be available to shop with 1-2 days notice. You must be able to purchase the goods with your own cash/credit card and reimbursements may take 3-5 days.
- Concession Workers (10 positions)**  
Work the cash register, serve customers, and restock. Workers must be available to work during busy times and/or tournaments. Workers may be called in with short notice to replace someone who is ill.

- Dinner and Dance (13 positions)**  
 Fundraiser for a Charity (ie Kidsport). You must be available in advance.
  - Managing Table at Dance (3 positions)
  - Kitchen Food Preparation and Kitchen Clean up. **Must have FOOD SAFE** (4 positions)
  - Set Up, Clean Up, Front Table, 50/50 (4 positions)
  - Set Up, Clean Up, Security (2 positions)
  
- Discipline Committee Members (2 positions)**  
 Along with an Executive Member and RIC, meet at regular intervals, follow guidelines, and recommend disciplinary action for player situations.
  
- Elementary School Hockey Program Coordinator (2 positions) 1 TAKEN**  
 Work with an executive member in providing a program to the three Lake Country Elementary Schools. You will need to meet with Principals in June to make arrangements for the following school year.
  
- Equipment Manager (2 positions) 1 TAKEN**  
 Provide and maintain all hockey equipment necessary for each team. Will be responsible for signing out equipment and making sure it is returned. Must provide a detailed inventory list to executive pre and post season.
  - Junior Division Manager
  - Senior Division Manager **Christine Geiger**
  
- Equipment Inventory (1 Position) TAKEN**  
 Count all of WDMHA's equipment at the end of the season and record all data on spreadsheets.
  
- Fundraiser & 50/50 Administrator (one for each team)**  
 Will be in charge of 50/50 for their team and must report to the Gaming Administrator.
  
- Fundraiser Coordinator (1 Position)**  
 Assist teams in organizing their required fundraising events for their teams. The Coordinator will give advice and oversee the events. Each team will be responsible for organizing and raising funds. This year it will be possible to earn back some of the registration fees.
  
- Jersey Person (1 position per team)**  
 Collect, clean & return jerseys every game throughout the year. At year-end, return all jerseys to WDMHA equipment manager.
  
- Media Coordinator (2 position) 1 TAKEN**  
 Gather & submit Team information & pictures etc for Local Newspapers &/or WDMHA Administrator for website news. Keep the community informed about Hockey.

- Minor Hockey Week Assistants (3 positions)**  
 Help with Minor Hockey Week activities for WDMHA. (Handing out tickets and prizes etc)
  
- Photograph Directors (2 positions)**  
 Find a photographer, schedule team photos, organize event and deliver photographs (photos taken in Oct) Take pictures at the Year End Awards.
  
- Scorekeeper/Timekeeper (One for each team)**  
 Responsible for scorekeeping for all of the home games. Must submit data?
  
- Team Host/Game Attendant (Atom-Midget)** Provide direction to visitors and teams (dressing rooms, etc), and ensure proper fan behaviour. Must wear identification to games provided by the executive. (ie vests or jackets)
  
- Trophy Maintenance Director (1 position) TAKEN**  
 Maintain and account for the inventory in the trophy case in the front lobby. Communicate with Year End Awards Coordinator regarding Coach award recipients. Organize the engraving for all trophies. Pick up trophies from the engraver and bring to the Year End Awards. Organize the Awards at the ceremony. Return the Awards to the trophy case after the ceremony.
  
- Year End Awards Committee (4 positions) 2 TAKEN**  
 Facilitate the Year End awards night; communicate with Team Coaches, gather the required information, arrange of tickets/ photographer, food etc.
  
- Tournament Coordinator (2 positions) 1 TAKEN-Jr. Division**  
 Assist teams with organizing their tournaments. This may include booking out of town teams and providing information (silent auctions, 50/50 draws, raffles etc). Organize exhibition tournaments as well as the Year End Fundraising Tournament.