

## Volunteer Opportunities

Volunteer participation is critical in our effort to keep registration fees as affordable as possible.

LTS Program (3/4 yr olds): Families will be asked for 5 volunteer hours per skater with a family maximum of 40 hours.

Mini Mites (6U): Families will be asked for 5 volunteer hours per skater with a family maximum of 40 hours.

Mites (8U): Families will be responsible for 10 volunteer hours per skater with a family maximum of 40 hours.

Squirts – Bantams: Families will be responsible for 30 volunteer hours per skater with a family maximum of 40 hours.

It is each member's responsibility and obligation to contribute to certain duties assigned to your team (i.e. RLHS home games, tournament preparation, etc.), as well as cover all necessary duties for your team's home games (scoreboard, clock, penalty box, and concessions). Sign-up can be found on our website on the Dibs Page [<DIBS>](#). Teams hosting tournaments are responsible for all work hours for their team's tournament; they DO NOT count towards your required volunteer hours.

Volunteer hours are claimed and calculated on the Dibs site. You can view your number of hours completed on the website at any time. If a question arises regarding your work hours, please contact the Dibs / work hour coordinator.

During registration, you will be required to submit 2 checks, each written out for 50% of the amount of your total volunteer hours due for the season. The first check will be CASHED at the end of December and second check cashed in the middle of March for hours not completed. Once your hours have been fulfilled, your check will be shredded. Hours are valued at \$20 an hour and you will be required to present checks for your total required hours by the first day of practice/tryouts. The deadline for completion of volunteer hours is the first weekend of March, or final weekend of home Season Play.

Following is a description of volunteer positions available for volunteer hours:

### **Concession Ordering & Stocking (15 Hrs)**

#### **Board Contact: Concession Coordinator**

- Check stock and order items through Coke and Wicked Whisk
- Put away and organize orders when they arrive
- Stock coolers, candy, chips before high school games, weekend games and home tournaments.
- Hot Dog buns & Pizzas are purchased through Kwik Trip with our association card in the store off 48.
- Hot Dogs are ordered through Louie's advise Board Lead when low and we will pick up more
- If items like paper plates, popcorn bags, condiments, silverware are needed connect with Board Contact
- If money is needed connect with the President, Vice President or Secretary of the association

**Equipment Room Manager (6 hrs)****Board Contact: Eric Stoykovich**

- Organize equipment room prior to start of the season and during the season
- Work with the Board Member Lead to set equipment pick up dates for Learn to Skate, Mini Mites and Mites.
- Make sure all equipment signed out is tracked on equipment sign out forms.
- Set turn in date to collect equipment

**Gun Raffle Support (5 hours)****Board Contact: Jesse Stumph**

- Assist with distributing tickets to teams
- Work with promoting sales and gun raffle, internal association competitions
- Help to do the final push of sales when we are in the final weeks.
- Be available the day of the event to help with drawing and getting winner details to Scheels

**Hockey Day Rice Lake Coordinator (3 hours)****Board Contact: Community Growth Committee**

- Work with Board Member to set up different events / ideas for the day
- Be available the day of

**Team Parent (Squirts - Bantams: 15 hours; U8 and U6: 5hrs; LTS: 2.5hrs)**

- See separate document for responsibilities and requirements.

**Volunteer Hour Coordinator (DIBS) (10 Hrs)****Board Contact: Dibs Coordinator**

- Upload Dib items
- Monitor game additions to add clock, score sheet, penalty box, concessions to Dibs for teams to pick up
- Mark dibs as complete as team parents confirm no changes were made based on who claimed them.
- Help to provide reports to Dibs Coordinator

**Team Tournament Director (10 Hours / 1 per tournament)****Board Contact: Jesse Stumph**

- Responsible for coordinating home tournament (see tournament documents for more detail)
- Work team tournament and be an authoritative figure if issues with players, coaches, officials and/or fans arise.
- Update Score / Brackets
- Keep coaches advised of any early or delayed games during Tournament weekend

**Referee Scheduler (40 hrs)****Board Contact: President**

- Work with game scheduler and schedule all refs for Rice Lake Home Games and home tournaments
- Be sure all refs are certified and stay up to date on ref rules / changes

- Work with regional ref on any issues that arise.
- Review Ref Pay document sent to Association President for approval / sign off for payment.

### **Game Scheduler (40 hrs)**

#### **Board Contact: President / Director of Hockey**

- Work preseason to book games with neighboring teams
- Add games to calendar
- Work with Ref scheduler so they are aware of home games to schedule
- Be in the know of tournaments, etc to not block games over those weekends
- Work with Coaches and Team Parents on process for game changes/additions during the season.

### **Wreath / Fundraiser Coordinator (10 hrs)**

#### **Board Contact: Fundraising Committee Chair**

- Confirm vendor on deadlines and pricing
- Update order forms as needed
- Work with board to get details out to parents via email, on website and on Facebook
- Set deadline dates for orders and pick ups

### **Outdoor Rink Manager (20 Hrs)**

#### **Board Contact: Building Committee**

- Facilitate outdoor ice flooding
- Manage outdoor ice schedule
- Coordinate needed maintenance

### **Skate Sharpening Room Attendant (10 Hrs)**

#### **Board Contact: Building Committee**

- Weekly Clean / Tidy the skate sharpening room
- Manage stones, filters and supplies and advise Board Member of items needed
- Coordinate Maintenance as needed with Rink Employees

### **Board Members (30 Hrs)**

- Attend monthly board meetings
- Attend annual meetings
- Oversee committees meetings and attend committee meetings as needed

### **Head Coaches: Squirts-Bantams (30 Hrs); Mites (10 Hrs); LTS (5 Hrs)**

- Head Coaches are defined as those APPROVED by USA Hockey on the official USA Hockey Roster who have completed modules, background checks, and have taken coaching classes per USA Hockey rules.
- Manage / Design practice plans and lead practices
- Understand Dryland Facility plans provided by Hockey Development Committee
- Review and Lead Game Film
- Work with Game Scheduler / Tournament Coordinator on Season Games / Tournaments
- Attend all Games Home & Away advocate for best interest of players and game while playing
- Attend Annual RLHA Coaches / Team parent meeting at Start of Season

**Bench Assistant Coaches: Squirt-Bantams (20 Hrs); Mites (6 Hrs); Mini-Mites and LTS (3 hours) -**

- Assistant Coaches as defined on the APPROVED Official USA Hockey roster who have completed modules, background checks, and have taken coaching classes per USA Hockey rules.
- Attend all practices and games
- Act in place of the head coach when they cannot attend

**On Ice Help: Squirt-Bantams (10 Hrs); Mites (4 Hrs); Mini-Mites and LTS (2 Hrs)**

- On Ice Help Coaches as defined on the coaches who are approved by USA Hockey and have completed modules, background checks, and have taken coaching classes per USA Hockey rules.
- Attend practices and support Head Coach as needed in drills and off ice dryland