

Volunteer Requirements & Available Opportunities

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

LTPH/LTS Program (3/4 yr olds): Parents will be asked for 5 volunteer hours per skater. These volunteer hours are not mandatory at this level

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

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

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

It is each players / families responsibility and obligation to contribute a certain number of volunteer hours each season. Volunteer opportunities are available on Dibs located on our website. Teams will have assigned tasks throughout the season that they are responsible for staffing (i.e. RLHS home games, tournament preparation, tournament games, etc.), this includes making sure all necessary duties for your team's home games are covered (scorekeeper, time clock, penalty box and concessions). Teams hosting tournaments are responsible for all work hours for their team's tournament, these hours do not qualify for your volunteer hours for the association.

Volunteer hours will be recorded and kept track of through the dibs page on the website. Volunteer hours will be updated periodically, Dibs will show your progress throughout the season on claimed and completed tasks, sheets listing accumulated family hours will be displayed on the bulletin board at the rink mid season. If a question arises regarding your work hours, please contact the 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 for those who have not completed 50% of your required hours and second check CASHED in the first week of March for hours not completed in full. Once your hours have been fulfilled, your check will be shredded. Hours are valued at \$20 an hour, 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 by the first weekend in March.

Although cashing checks helps pay the bills, it does not keep our association running. We need people to help run concessions, to clean, to coach, to sharpen skates, etc., in order to keep this program available to our youth. If we all share in the effort, it doesn't seem so burdensome. And actually, sometimes it's truly fun!

The following are descriptions of volunteer positions beyond what is listed on Dibs, these are more of a season position vs daily / game day tasks posted on Dibs. If multiple people oversee these areas, the hours will be split 50/50 between parents.

Concession Ordering & Stocking (15 Hrs)

Board Contact: Sean Wager

- Check stock and order items through Coke and Wicked Whisk
- Put away and organize orders when they arrive, ask for help with parents at the rink
- Check on stock prior to high school & tournament weekends.
- Hot Dog buns & Pizzas are purchased through Kwik Trip with our association card. Cards are at the North end Kwik Trip off of Hwy 48 and South end Kwik Trip off of Hwy 53. (next to Links.)
- Hot Dogs are ordered through Louie's advise Board Lead when low and we will order or pick up more. Louie's invoices the association so if need be you can always run and grab some.
- If items like paper plates, popcorn bags, condiments, silverware are needed connect with Board Contact for ordering.
- If money is needed connect with the President, Vice President or Secretary of the association.
- Recommend overstock of \$1s to be in the office should concessions run short, especially during busy home game weekends and tournaments.

Equipment (6 hrs)

Board Contact: Eric Stoykovich

- Organize equipment room prior to start of 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

Game Jersey & Practice Jerseys (3 hours)

Board Contact: Jeff Frischmann

- Hand out, track number assignments of each jerseys for Squirts - Bantams
- Provide assigned numbers to Board Registrar to input into USA Hockey
- At the end of the season collect all game jerseys and practice jerseys cleaned from Squirts-Bantams
- If jerseys need to be washed there is a wash machine and dryer in the back by the Zamboni connect with the Rink Manager to get access.
- If jerseys are getting in need of replacement or more need to be ordered connect with Board Contact.

Gun Raffle (10 hours)

Board Contact: Sean Wager

- Assist with distributing tickets to teams, following up with teams on sales of tickets
- Work with promoting sales and gun raffle, flyers within Rink or around town
- 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 (3 hours)

Board Contact: Jon Cuskey

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

Team Parent (15 hours)

Board Contact: Kalie Amundson

- See separate document for responsibilities and requirements.

Cultural Liaison (10 hours)

Board Contact: President

- Attend WAHA Meetings as required
- Provide necessary communication back to Board on WAHA/USA Updates
- Communicate with board if there are requirements for coaches / members of RLHA to complete or follow.

Communication Liaison (6 hours)

Board Contact: President

- Attend monthly board meeting from November - February
- Provide necessary communication back to teams
- Communicate with board if team has concerns

Volunteer Hour Coordinator (DIBS) (15 Hrs)

Board Contact: Mandi Frischmann

- 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

Tournament Coordinator (30 Hrs)

Board Contact: Josh Tomesh

- Schedule all team tournaments home and away
- Set dates for home tournaments, work on flyer for website and advertising tournaments within WAHA website.
- Set schedule for home tournament brackets, create programs, large schedules for walls, update website with results and schedules.
- Main point of contact for teams prior to tournaments

Team Tournament Director (10 Hours / 1 per level)

Board Contact: Tournament Coordinator

- Responsible for being onsite during the entire home tournament
- You are the main point of contact for coaches, parents, refs, etc during the tournament.

- If issues arise you are the one responsible to make sure the issue is resolved or potentially ask the parties to leave the facility.
- This is the only position that gets hours for working the tournament

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 / Coach Coordinator

- 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.

Fundraiser Coordinator (15 hrs)

Board Contact: Kalie

- Confirm with fundraising vendors (wreath, pizza, dips) on deadlines and pricing
- Update order form and picture form as needed
- Work with board to get details out to parents via email, on website and on Facebook
- Set deadline dates for turn-in
- Responsible for being at rink when items arrive to sort and prep for families to pick up.
- Provide Dib facilitator with number of volunteers needed for sorting items (wreaths, etc) prior to parent pick up
- Fundraiser Ideas: Rodeo Program Sales | Wreaths | Little Caesars | Dips/ mixes

Outdoor Rink Manager (15 Hrs)

Board Contact: Building Committee Lead

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

Skate Sharpening Room Attendant (10 Hrs)

Board Contact: Building Committee Lead

- 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 Employee

Registrar: (10 Hrs)**Board Contact: President / Coaching Director**

- Claim All players and coaches in USA Hockey
- Add players/coaches into USA Hockey Rosters
- Confirm all releases are completed to both release and accept players - releases need to be signed by President and Treasure (when releasing)

Community Engagement: (8 Hrs TBD)**Board Contact: Board Member**

- Bring RLHA to community events around town (AquaFest Parade, Main Street Trick or Treat) to help draw additional members. Need to look at events prior to the start of the season to gain interest.
- Work with Try Hockey For Free and look to sign RLHA up as a host association - this needs to be worked in tandem with the Game Scheduler and Board to make sure it does not impact scheduled team games. *Games are scheduled starting in June or July for the following season.*
- Present to board ideas, concepts, any written flyers/posters/ads for them to approve prior to publishing. Board contact and Board will review anything to be published.
- Work within the budget the board provides for event(s).
- Work to make sure events are filled with volunteers, players and/or parents and reach out to board contact if additional push is needed for help.

Board Members: (30 Hrs)

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

Head Coaches (Squirts-Bantams): 40 Hrs | (Mites): 20 Hrs | (LTS): 10 Hrs

- Coaches are defined as those who have completed modules, background check and have taken coaching classes per USA Hockey rules.

Assistant Coaches (Squirt-Bantams): 30 Hrs | (Mites): 15 Hrs | (LTS): 5 Hrs

- Coaches are defined as those who have completed modules, background check and have taken coaching classes per USA Hockey rules.