



www.serviceclubofandover.org



Massachusetts Knights of Columbus

Greetings Coaches, Referees, Parents & Friends:

We want to share our enthusiasm with you about this year's Special Field Games scheduled for Saturday, September 23, 2017 at the Haverhill Campus of Northern Essex Community College. The Service Club of Andover and the Massachusetts Knights of Columbus are proud to sponsor the 37th annual Special Field Games. We wish to thank you for your past support. We once again will welcome the support of all the volunteers to continue the exciting events of the Games. The athletes who participate in the Games are from age 8 to 70. It is amazing how many more lives you brighten when people remain active.

The event is held rain or shine, so please, pray for sunshine. Registration begins at 8:30 a.m. so we would ask for you to arrive before then. If you are new to this event, we welcome you to come and spend the day as there is always something you can do to help. All athletes compete for trophies and medals.

Directions to Northern Essex Community College in Haverhill, MA 01830: Take Rte. 495 north to exit 52, take a left at the stop sign, then take another left following directions to the college. As you enter the college you'll need to take two lefts, then a right around the building with the parking lots on your left side. Follow this road to the tents.

Volunteers are needed in areas listed on the next page. The Service Club of Andover and the Massachusetts Knights of Columbus is extending a free lunch to everyone who registers early, so please register as soon as possible. We need a count for meals and shirts.

Event Coordinators:

Kellie & Paul Martin
2011 Special Field Game Team
603-893-6954 or (603) 234-6807
martinph@comcast.net

Attachment: Volunteer Registration Form



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Description of Volunteer Tasks Check in with the volunteer table.

Saturday – September 23, 2017 – Game Day Early morning setup crew – 7 AM to help setup tables, chairs, signs, then assist where needed, drop Special Field Games signs off at College entrance corners. This includes setting up all games, tables, chairs & miscellaneous items.

Referees: led by Jim Nugent

Game Setup – 7 AM at Volunteer table assemble all games

Registration Tables – 7:30 AM Volunteers needed for check in at two tables A – L & M – Z for Registered ATHLETES & Registered VOLUNTEERS. Also for Athletes & Volunteers that have not registered.

Lunch -- Volunteers needed to help serve food.

Refreshments – water available all day. Coffee and Donuts volunteers needed to keep the area neat and monitor the donation bucket.

Cleanup – Volunteers needed to load truck to return. RECYCLE bins for cans.

The schedule for the day is as follows:

Registration	8:30 AM – 9:30 AM
Opening Ceremonies & Parade	9:45 AM - Announcements
Games	10:00 AM
Lunch	11:45 AM - 1:00 PM
Raffles	Winners drawn during lunch
Awards Ceremony	2:00 PM

1 on 1 coach job: To verify Athlete has an official 2017 Tee shirt, athlete number and photo button, get athlete to any assigned event, see that athlete gets lunch, cheer on athlete at each event, cheer at Trophy & Medal ceremony. **You must stay with your athlete at all times.** Please bring sunscreen and lawn chairs, the only seating is in the bleachers. There are some trees

for shade, you are welcome to bring a tent, sunscreen, cooler w/ice, extra water, etc... If you have any questions on that day, please see one of the STAFF members.

Remember: This event runs rain or shine.

Last Name _____ First Name _____

Address _____

City _____ State _____ Zip _____

Home telephone # _____ Cell #/Best # _____

Person to call in case of emergency & # _____

Allergic to? _____

Community Service/Volunteer letters are available for students needing them, please check here if you need one. _____

Shirt Size (circle) **Youth** - Small, Medium, Large
 Adult - Small, Medium, Large, XL, 2X, 3X

Check Volunteer area where you would like to help:

Saturday 7 AM

1. Setup of tables & chairs, empty truck of games and construct them _____
2. 1 on 1 Coach _____
3. Referee (needed-start & finish positions) _____
4. Food Area Prep & Serving _____
5. Refreshment areas keep clean _____
6. End of day Cleanup _____

Please provide a valid email address for the committee to send out reminders

Email _____

**Thank you – If you have questions, please contact:
Kellie or Paul Martin, 6 Meridian Drive, Salem, NH 03079
Telephone 603-893-6954 or 603-234-6807
martinph@comcast.net**