



[www.serviceclubofandover.org](http://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 September 24, 2011. The Service Club of Andover has and the Massachusetts Knights of Columbus are proud to sponsor the 31st 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 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.

We have a raffle table full of exciting prizes, so please print your name & telephone number on each ticket. You are welcome to use small address labels on each ticket as well. We will draw the prizes during lunch. Thank you in advance for your support. We look forward to another wonderful day!

***Event Coordinators:***

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

Attachment: Volunteer Registration Form



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### **Description of Volunteer Tasks Check in with the volunteer table.**

**Saturday – September 24, 2011 – Game Day Early morning setup crew – 6 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

**Clowns – 7:30 AM** be at NECCO entrance points, also clowns in photo button area. We are looking for a Clown Lead. Clowns will be needed for a group photo before lunch.

**Registration Tables – 8 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.

**Raffle tickets – 8 AM – Raffle Tent –** We are looking for volunteers to help sell raffle tickets.

**Lunch --** Volunteers needed to help serve food.

**Refreshments –** water available all day, sodas available during lunch. 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 AM – 9:30 AM
Opening Ceremonies & Parade	9:45 AM - Announcements
Games	10:00 AM
Lunch	12:30 PM - 1:00 PM
Raffles	Winners drawn during lunch
Awards Ceremony	2:00 PM

**1 on 1 coach job:** To verify Athlete has an official 2011 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. Raffle area - setup of area & sell tickets \_\_\_\_\_
5. Food Area Prep & Serving \_\_\_\_\_
6. Refreshment areas keep clean \_\_\_\_\_
7. End of day Cleanup \_\_\_\_\_
8. Clowns (we need lots of clowns!, must have own clown suits) \_\_\_\_\_.

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**