

# Volunteer Hour Manual

Crossfield Minor Hockey Association is a not-for-profit, volunteer-led organization. Without volunteers, our programs simply cannot run. Each member is required to volunteer in our association approved volunteer roles each season. There are many opportunities to volunteer throughout the season at both the association and team level which are listed in more detail below.

## VOLUNTEER HOURS

There are two options for families to fulfill their volunteer commitment. *Please Note: Should a family have multiple players registered within the Association, the volunteer hours are accumulated by player, not family.*

### *Option 1*

- Pay \$400 at registration time to opt out of volunteering at the Team Level (\$200) & Association Level (\$200).

### *Option 2*

- **Complete 14 Volunteer Hours**

**\*8 Association Hours**

**\*6 Team Hours**

**In Registration document, U5 200\$, U7-U11 400\$**

## VOLUNTEER BOND

The amount of the Volunteer Bond is \$400. Crossfield Minor Hockey Association will require a completed PAD agreement or post dated cheques prior to your players' first skate. Should the member fail to meet and report their Volunteer Hour obligation by March 20th of the current season, your account will be charged via the PAD agreement or postdated cheque.

As per our By-Laws, members with outstanding fees are considered ineligible to participate in Crossfield Minor Hockey Association activities. As such, the Volunteer

Bond invoice amount must be paid prior to participation in any further hockey activities, such as future registrations with Crossfield Minor Hockey Association

## **VOLUNTEER BOND BUYOUT**

Members who are unable to Volunteer during the season may choose to pay the full amount of the Volunteer Bond at registration. Any member that pays the buyout amount at registration will not be required to perform any volunteer duties for the season. It will be the responsibility of the family to notify the Head Coach and Manager of your designated team that you have opted out of Volunteering with both the Association and Team for the season. Volunteer Bond buyouts are final and may not be refunded.

## **VOLUNTEER BOND EXEMPTION**

If you are unable to complete your volunteer hour commitments due to unforeseen hardship and would like further consideration, please submit a request for consideration in writing to [president.crossfieldmha@gmail.com](mailto:president.crossfieldmha@gmail.com)

Please ensure you include background on why you are unable to meet these requirements, including why this was unforeseen for the majority of the season.

## **COLLECTED VOLUNTEER BONDS**

All collected Volunteer Bond funds are non-refundable. Collected Volunteer Bonds go to the Crossfield Minor Hockey Association general funds. Should a team require a portion of the Volunteer Bond to cover a volunteer expense, a request may be made to the board. Included in this request must be details on the need for such a request, as well as the amount requested. All requests require Board of Director review and approval before any funds are released.

## **VOLUNTEER HOURS**

*14 Volunteer Hours* – which shall be broken down as:

- *8 hours – Association Level volunteer opportunities*
- *6 hours – Team Level volunteer opportunities*

**Please note, if, at the end of the season, a players family has not completed the 14 volunteer total hour requirement, the following charges will be made:**

-Volunteer hours at both levels must be completed in order to not have the cheque deposited at the end of the season

Team Managers are responsible for tracking volunteer hours for each family on their team. The Board Volunteer Coordinator will review all accumulated volunteer hours at the end of the season with the Team Manager and Head Coaches.

Once hours are reconciled, emails will be sent to those families who have not completed their volunteer requirements to notify them of the amount they will be invoiced.

## **CROSSFIELD MINOR HOCKEY ASSOCIATION APPROVED ASSOCIATION LEVEL VOLUNTEER ROLES**

Volunteer hours may be accumulated through many approved volunteer positions throughout the season. Volunteer hours are valid for the current season only and may not be rolled over into future seasons. All volunteer hours must be completed and confirmed to Crossfield Minor Hockey Association by March 20<sup>th</sup> of the current season. Below is a list of positions that are approved volunteer positions eligible to be assessed toward the Association Level \$200 volunteer bond.

- **Casino and any other board planned Fundraising Activity Volunteer Shifts**
- **Home Tournament Volunteer Shifts for all age groups**
- **Head Coaches, Assistant Coaches & Team Managers**

These are year-long positions and may qualify for both Association & Team level requirements as determined by the Coordinator of Volunteers.

- **Crossfield Minor Hockey Board Member**

**President**

**Vice President**

**Past President**

**Registrar**

**Treasurer**

**Secretary/Communications**

**Hockey Development**

**Coach Coordinator**

**Ice Scheduler**

**Equipment Director**

**Fundraising Director**

**Tournaments Director**

**CAHL Director**

**CAHL Governor**

**Referee Coordinator**

## **CROSSFIELD MINOR HOCKEY ASSOCIATION APPROVED TEAM LEVEL VOLUNTEER HOURS**

While these positions are team specific, their function is a direct representation of Crossfield Minor Hockey and, as such, are the only team positions that have been approved. A division specific Team Volunteer Role document will be sent to Managers at the beginning of the season to allocate families to the following roles (please note – each Division may have different roles or number of approved roles. These specific details will be listed on the Team Volunteer Role document)

Below is a list of positions that are approved volunteer positions eligible to be assessed toward the Team Level Hours These are season long positions.

- **Head Coaches**

- ° This position will cover BOTH volunteer hour requirements

- Assistant Coaches

- ° This position will cover BOTH volunteer hour requirements. Discretion given to the head coach, manager, and coach coordinator to limit hours fulfilled based on commitment. Discussion regarding this must occur initially prior to January 15th to allow for rectification.

▪ **Team Manager** – 1 person maximum *unless Tournament Coordinator, Fundraising Coordinator and Treasurer positions are not fulfilled, then 2 person maximum is allowed.*

° This position will cover BOTH volunteer hour requirements

▪ **Treasurer** – maximum 1 position per team

° This position will cover the Team Volunteer hour requirements

▪ **Jersey Parent** – maximum 1 position per team. REQUIRED: Players are NOT to keep jerseys

° This position will cover the Team Volunteer hour requirements

▪ **Data Entry Parent**- maximum 1 position per team (not applicable to u5 and u7)

° This position will cover the Team Volunteer hour requirements

▪ **Tournament Coordinator** – maximum 1 position per team \*\*this person would also be required to assist board Tournament Director with planning of Home Tournament\*\*

° This position will cover the BOTH volunteer hour requirements

▪ **Fundraising Coordinator** – maximum 1 position per team

° This position will cover the Team Volunteer hour requirements

▪ **Scorekeepers/Timekeepers/Penalty Gates** – 1 hour logged per game

° this position will cover the Team Volunteer hour requirements once 6 hours have been accumulated

\*Should team hours/Association hours not be available, permission can be granted to exchange

Any roles not listed above are NOT approved for use. Should the team consider an unlisted role to be essential to their team's success, the Team Manager may make a special request to the board for the role to be considered and/or approved for that team's use.

Please note – this also applies to designating more than one person to a role that has been designated as “1 position per team.”

In unforeseen circumstances, team Managers may request, on behalf of a players family, that team hours be allocated to association hours. These requests must go to the Volunteer Coordinator, who in conjunction with the Crossfield Minor Hockey Association Board may approve or deny the request.