

## **Fort McMurray Minor Hockey Association (FMMHA) Volunteer Directive**

All registrations with FMMHA require a 4 Hour volunteer commitment **per child**. Parents play a vital role in shaping the organizations in which their children are involved. This commitment allows FMMHA to provide additional coaching resources and more development and athletic growth opportunities. Additionally it enables participation within the hockey community which creates opportunities for both athletes and parents to build long lasting friendships, as well as provide well organized and attended events for athletes.

With the participation and contribution of parent volunteers, we can operate effectively which in turn allows us to deliver special events and programming.

The funds received by the Volunteer Levy are managed by a designated person within the FMMHA.

It is recognized that taking on a large role such as Board or Director consist of many additional hours therefoer the following scale has been set up

<b>Role</b>	<b>Hours value</b>
Board Member	300+ hours
Director, Chair	100+ hours
Coach	40+ hours
Manager	12+ hours
Team Treasurer, Team Rep	4 hours

**Volunteer Opportunities are available throughout the season and shifts are set up in hours.**

**Some examples are as follow:**

- Evaluations (Data Entry, Sign In Tables, etc)
- Casino
- Minor Hockey Week
- Oil Sands Classic
- Equipment
- Designated Team Timekeeper
- Coordinator for Team Pictures

To ensure that all volunteer roles are filled, the following directives have been set:

- 1) One family cannot sign up and take all the spots (For example: 2- 4 hour slots and mom signs up for one, dad signs up for other and neither show up)
- 2) If you sign up and do not show up without providing 24 hours notice, you forfeit your volunteer levy for the season unless you are able to find someone else to take your place.

- 3) A person may work a shift for another parent / share hours. It is the responsibility of the parents to ensure credit is assigned to the rightful person.
- 4) Hours will NOT carry over from year to year.
- 5) Volunteer opportunities will be made available by way of email, while also utilizing communication tools such as Signup Genius, and may entail various formats.
- 6) Records such as signup genius will be used for tracking volunteer hours. However, volunteers will be required to sign a "sign in" sheet at all events for confirmation that volunteers were in attendance.

**Disclaimer:** *It is highly recommended that parents sign up for volunteer opportunities as they are made available in order to ensure commitment hours are met.* The FMMHA will strive to ensure that sufficient volunteer opportunities are provided, but cannot guarantee it in the case of unforeseen circumstances such as events being cancelled.

NOTE: It is recommended that parents contact the Volunteer Director for concerns regarding availability of volunteer opportunities.

Upon successful completion of the volunteer commitment, the Volunteer Director will notify the parent(s) within a reasonable period of time.