



Sunshine Coast Minor Hockey Association  
PO Box 1879  
Sechelt, British Columbia  
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[www.scminorhockey.com](http://www.scminorhockey.com)



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## Volunteer Policy

### Sunshine Coast Minor Hockey Association Volunteer Deposit Program

The Sunshine Coast Minor Hockey Association is a volunteer-run organization, and as such, it depends on the volunteer assistance of its members to function successfully. Volunteers are essential to maintaining and growing our association. The more volunteers we have, the better our association becomes!

#### Overview of 2016-17 Volunteer Deposit Program:

- Every family is required to complete 10 volunteer hours unless they have paid the volunteer opt-out fee.
  - It is important to note that we would rather have the family complete a volunteer commitment and contribute to the success of the association than pay the opt-out fee.
- Each SCMHA Family is required to complete **10 volunteer hours per season**. If you have two players within the association you **DO NOT** need to fulfill 20 hours, although we would never turn away more help!
- There are no exemptions to the volunteer requirements.
- There is no maximum number of hours that a family can contribute in a given year.
- There is no roll-over of volunteer hours from year to year.
- Volunteer deposit cheques will be collected for **every player (one per family)** prior to their first skate or they will not be permitted on the ice.
- In the event that a family does not complete their volunteer commitments, the deposit cheque will be cashed.
- A deposit cheque, post-dated to **March 30th**, will be required in the amount of \$100.00 for each player(one per family). Should the volunteer hours not be completed by **March 15th**, the deposit cheques will be cashed.
- It is **YOUR** responsibility to track your Volunteer Hours and report them to your **Team Manager**.

## Opportunities that count towards Volunteer Hours:

- Executive Board Members
- Head Coaches
- Assistant Coaches
- Team Managers
- Safety Persons/ Baseline Concussion Testing
- Ice Scheduler
- Division Coordinators
- Tournament Coordinator
- Coach Coordinator/ Coach Selection Committee
- Discipline Committee
- Score/Time Keepers
- SCMHA Opening Day Events: BBQ, Apparel Sales, Concierge, 50/50 Raffle Sellers, Silent Auction, and Raffle Tables, etc.
- Jersey laundry
- Association Tournaments:
  - 50/50 Raffle Seller
  - Concierge Table
  - Office Support
  - Silent Auction and Raffle Table
  - Silent Auction and Raffle Item Solicitations (including the submission of a team basket for raffle)
  - Time Keeping
  - Score Keeping
  - Baking contributions
- Ladies Night Committee
- Year End Award Banquet Volunteer
- Association Fundraisers
- Special Events as communicated from the Association

It is in the best interest of the Sunshine Coast Minor Hockey Association and it's members to have you volunteer, that said, if there is nothing listed that you are interested in volunteering for and you have a further suggestion, we would be delighted to hear from you!

Please email:

[Waysandmeans@scminorhockey.com](mailto:Waysandmeans@scminorhockey.com)

## Volunteer Deposit Program FAQs

### *How do I find volunteer opportunities?*

The Sunshine Coast Minor Hockey Association identifies those interested in Volunteer opportunities during registration, so please note your interest on your child's registration. Many association opportunities will come out via email and involve a sign up process to participate in those opportunities. There will also be opportunities available for each team, that you can sign up for once your child has been placed on a team. Still not sure where to sign up? Please email [waysandmeans@scminorhockey.com](mailto:waysandmeans@scminorhockey.com) for more information.

### *If I complete all my volunteer hours, when will I receive my cheque back?*

After completing the minimum number of volunteer hours your deposit cheque will be shredded by April 1.

### *How are these volunteer jobs tracked?*

The Team Manager will track the team volunteer hours, along with the Ways and Means Director who is tracking the volunteer hours for the entire association. Team Managers will submit a list of team commitments twice during the year directly to the Ways and Means Director. Please make sure you track your hours and submit them directly to your team manager.

### *What if I have more than 1 child enrolled with The Sunshine Coast Minor Hockey Association?*

Each Family is required to complete 10 Volunteer hours regardless of the number of players they have registered. However, more hands make light work!

### *Will I be contacted prior to my volunteer time as a reminder?*

No, it is your responsibility to manage your volunteer hours.

### *Will I be contacted prior to my volunteer deposit cheque being cashed?*

Sunshine Coast Minor Hockey will send out opportunities to volunteer to all members, but the responsibility is the family's to ensure they have volunteered so their cheque is not cashed. **Our hope is we have no cheques to deposit.**