

	Title	Team Volunteer Policy
	Policy #	Operational – 8.8
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	Owned By	TM Coordinator/Executive Committee

1.0 OVERVIEW

Airdrie Minor Hockey relies heavily on its volunteers to ensure a smooth and successful season. Our volunteers have a profound impact on all of our young athletes and AMHA recognizes that without the immeasurable contribution of its volunteer's minor hockey would not exist. To ensure we have enough volunteers each season, AMHA has implemented a volunteer policy.

There will be no shortage of volunteers needed each season and in some cases many families will do well over the required minimum 10 hours PLUS 2 hours for a tournament of volunteer work per child. The success of our hockey program is only as good as the TEAM of our volunteers.

This policy relates specifically to volunteering for your individual players team not the association. There is lots of opportunity to help with the association as well so please let's get involved and remember it's for YOUR kids.

2.0 POLICY

2.1 New Family Volunteer Policy

AMHA has a new Volunteer Policy. We want to ensure that all teams have enough help to make the season a positive one for all players. All AMHA families are expected to volunteer a minimum of 10 hours per player on their players' respective team. If you have more than one child then you will need to volunteer the 10 hours on each of your child's teams.

2.2 Parent Sign Up

At the beginning of the season each manager will list the volunteer positions for your team. Each family will sign up for a position(s) that will fulfill their 10 hour minimum.

2.3 Tracking

Each Team Manager will track the parent's hours for their team. On **October 31st** each manager will report to the AMHA office any family members who refuse to sign up for their volunteer hours. The manager will also have two additional reporting dates, December 15th and the end of the season to report the status of the parent volunteer hours. If these hours are not met see section 2.5 below.

Your Team Manager will be checking in throughout the season to ensure everyone is aware of how many hours they have contributed to their individual teams to ensure that everyone does their part.

2.4 Requirement

Each family will be required to complete a minimum of 10 hours for each player registered in AMHA AND 2 hours of tournament volunteer hours, if applicable.

2.5 Team Positions/Hours

<u>Organization Positions</u>	<u>Hours Given/Credit</u>
Picture Day Volunteers	Per Hours Worked
Evaluation Volunteers	Per Hours Worked
Season Kick-Off Volunteers	Per Hours Worked
Jersey Distribution	Per Hours Worked
Jersey Return	Per Hours Worked

<u>Team Based Volunteers</u>	<u>Hours Given/Credit</u>
Head Coach	Full Credit
Assistant Coach	Full Credit
Team Manager	Full Credit
Team Treasurer	Full Credit
Team Timekeeper	Per Hours Worked
Team Penalty Box	Per Hours Worked
Team Scorekeeper	Per Hours Worked
Team Jersey Parent	Full Credit
Team Tournament Organizer	Per Hours Worked
Team Tournament Representative	Per Hours Worked
Team Social/Events Coordinator	Per Hours Worked
Team Fundraising	Per Hours Worked
Team Equipment	Per Hours Worked
Other Team Positions AS PER TM	Per Hours Worked

This chart is just a guideline and many other positions can and will come up during the season. Please keep in contact with our Team Manager to see where you can help out.

2.5 If Requirement is not met

After **October 31st** if the team manager lets the AMHA office staff know about a parent refusing to volunteer, the AMHA staff will add a \$300 volunteer exemption fee to the reported families RAMP account. The family will have until November 15th to pay the exemption fee or their player will be suspended until the fee is paid. If the fee is not paid and the player does not return to play, there will be no registration refund for that player.

The manager will have two additional reporting dates, **December 15th** and the season end. If the manager reports on December 15th that a family is not fulfilling their volunteer hours then the family will have the \$300 exemption fee added and 15 days to pay the fee. If the family does not pay the fee, then the player will be suspended until the fee is paid.

If the report from the manager is at the **end of the season** the fee will be added to the families RAMP account and will need to be paid prior to registering for the next season. Additionally a note will be added to the players Hockey Canada profile to say that the player is NOT a member in good standing. This will prevent the player from joining another minor hockey association until the fee is paid.

Any fees collected in November or January will go back to the Team to use. If collected at the end of the season then those funds will go to the AMHA Benevolent fund.