

	Title	Team Volunteer Policy
	Policy #	Operational – 8.8
	Draft Date	December 1, 2019
	Approved Date	March 31, 2020
	Revised Date	
	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. 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 Deposit

A \$200.00 deposit cheque is required by each family. This cheque will be cashed at the end of the season (April 1st) only if the family does not complete a minimum of 10 hours of authorized volunteer work (per family - not per child) and 2 hours of tournament volunteer hours, if your team is participating in a home tournament.

Each Team Manager (TM) will collect a post-dated cheque payable to AMHA by mid-October. If you have not supplied your TM with a cheque by that time your child will not be allowed on the ice. If getting a cheque is an issue, please contact the AMHA office directly to determine a different method of payment.

2.2 Tracking

Each TM will track the parent's hours for their team. 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.

2.3 Requirement

Each family will be required to complete a minimum of 10 hours for your team AND 2 hours of tournament volunteer hours, if applicable.

2.4 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 - deposit cheque still required
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 not met

If the family does not meet their required 10 team volunteer hours plus 2 tournament volunteer hours, then the TM will contact AMHA and the cheque will be cashed and the funds will be given back to the Team to be dispersed among the families that did complete their volunteer hours or donated to a Benevolent fund.