

Forest Ringette Association

Volunteer Hours Policy

The Forest Ringette Association (FRA) relies on volunteers to help ensure the success of our programs and events. To support this, each FRA member provides a volunteer cheque at registration. The following policy applies to the management of volunteer hours:

1. Fulfillment of Volunteer Hours

- Each FRA member is required to complete their assigned volunteer hours during the season. - If volunteer hours are not completed, the member's volunteer cheque will be cashed at the end of the season.
- FRA volunteer hours should be completed by a member of the player's family, or the player themselves if allowed/approved

2. Attendance and Substitutions

- If a member cannot attend their scheduled volunteer commitment, they must contact the FRA Volunteer Director **as soon as possible**.
- The Volunteer Director must approve any replacement or fill-in for the shift. Members may not switch or substitute without prior approval.
- All decisions regarding volunteer hours must receive FRA Board approval. The Volunteer Director may not act alone in these matters.

3. Missed Commitments

- If a member does not attend their assigned shift and fails to notify the Volunteer Director, their volunteer cheque will be cashed.
- Exceptions will only be considered if the Volunteer Director, with FRA Board approval, has been contacted in advance and an alternative arrangement has been approved.