

## Volunteer Policy

### Sunshine Coast Minor Hockey Association Volunteer Levy:

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 Sunshine Coast Minor Hockey Association Volunteer Levy:

- Every family is required to complete 10 volunteer hours or they otherwise forfeit their \$100.00 Volunteer Levy.
- 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 forfeit the 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 of \$100.00 was included in your registration fee if you registered prior to December 31st which will be refunded to you at the end of the season following the completion of the volunteer hours requirement. You may also choose to apply the \$100.00 towards next season's registration fee.
- 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
- Division Coordinators
- Tournament Coordinator
- Coach Selection Committee
- Discipline Committee
- Score/Time Keepers (tournaments)
- Association Tournaments:
  - 50/50 Raffle
  - Concierge Table
  - 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?***

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 deposit back?***

After completing the minimum number of volunteer hours your deposit will be returned to you by the end of the season, or you may wish to apply the levy to the following years' registration fees.

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

You are responsible to track your volunteer hours by completing the *Volunteer Tracking Form* and submit to the Ways and Means Director by April 1st.

### ***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.