**Volunteer Policy**

**Yellowknife Minor Hockey recognizes that the contribution of hockey volunteers is immeasurable to ensure a smooth and successful season, and without volunteers, minor hockey would not exist. Collectively, we have a profound effect on the experience of over 450 young athletes every year. Due to the lack of volunteers in both administrative and team positions, a policy has been implemented for this season.**

A **$250\*\* volunteer deposit cheque will be required from each family per child (see below for varying costs and rates).** This deposit cheque will be cashed April 30th if the family does not complete at least 3\*\* hours of volunteer work as authorized by the Association. If you do not want to volunteer in any capacity, you can indicate so when you provide your cheque and have it cashed promptly. If you are unable to complete hours due to extenuating circumstances, please contact the Director of Administration and a review will be done on a case-by-case basis via the Administration Committee.

All volunteer cheques must be handed in at the same time as jersey cheques. These cheques must not incorporate the jersey deposit. They are to remain separate. If you have not supplied a cheque your child will not be allowed on the ice. If getting a cheque is an issue, please contact admin@ykminorhockey.ca to determine a different method. We do not take payment for deposits within the registration system as there are administration fees charged by RAMP for monies flowing through.

The Volunteer Coordinators will contact team managers by email and/or phone in November to check with teams as to the status of the volunteer help at the team level and to answer any questions. Periodic checks will be made throughout the season with a final tally being made by April 15th. Families not obtaining their full credit will have their volunteer cheques cashed.

Though some of our key positions are filled and our Executive positions are voted on at our June AGM, we welcome additional help and any member interested in learning positions for future seasons.

Volunteer hours will be tracked and assigned through our YKMHA website on the “volunteer” tab, or through a sign-up program as decided by the Director of Administration. There will be periodic checks throughout the season so everyone is aware of how many hours they have contributed. There will be no shortage of volunteers needed this season and in some cases many families may do well over their minimum hours of volunteer work. YKMHA relies heavily on our volunteers to operate.

You may not transfer any volunteer credits from one year to the next, or to another player/parent/guardian. Families have seven months to complete their volunteer requirement of at least 3 hours, but as you may realize, a team needs many volunteers to do more than this 3 hour requirement. We all need to pitch in for all to enjoy this season!

Below is a chart listing volunteer positions – there may be many more opportunities.

Contact admin@ykminorhockey.ca if you have any questions or concerns.

**The success of our hockey program is only as good as the TEAM of our volunteers.  Let's get involved. It involves YOUR kids.**

\*\*Deposit required

|  |  |  |
| --- | --- | --- |
| 1st Child (oldest child) | $250 | 3 hours |
| 2nd Child (next, or youngest) | $125 | Additional 1.5 hours |
| 3rd Child (youngest) | $62.50 | Additional 45 minutes |
| 4th Child and up | 0 | 0 |

**Each deposit has to be in separate cheques that go to the team the child is on. This is incase you only do 3hrs, then only one cheque for $125 (if you have 2 children) will be deposited.**

**Positions available (more may be added as they become available)**

| **Volunteer Position** | **Credit** | **Notes** |
| --- | --- | --- |
| Board of Directors | Full Credit |  |
| Governors | Full Credit |  |
| Equipment Manager | Full Credit |  |
| Registrar | Full Credit |  |
| Scheduler | Full Credit |  |
| Picture Day Volunteers | Per Hours worked. | as authorized by Dir of Admin |
| Committee Positions | Per Hours worked. | as authorized by Dir of Admin |
| Equipment Committee | Per Hours worked. | as authorized by Dir of Admin |
| Evaluations - On Ice Assistants | Per Hours worked. | as authorized by Dir of Admin |
| Evaluators – Development or House  | Per Hours worked. | as authorized by Dir of Admin |
| Team Based Volunteers |  |  |
| Head Coach | Full Credit | 1 per team |
| Assistant Coaches | Full Credit | Max 4 per team, team Manager to verify attendance |
| Team Safety Person | Full Credit | 1 per team, as authorized by Dir of Admin |
| Team Manager | Full Credit | 1 per team, as authorized by Dir of Admin |
| Score Keeper | Per Hours worked. |  |
| Time Keeper | Per Hours worked. |  |
| Special Events Photographer | Per Hours worked | as authorized by Dir of Admin |
| Tournament and Play-off Help | Per Hours worked. |  |
| Team Fundraising | Per Hours worked. | 1 per team, as authorized by Dir of Admin |
| Name bar orders | Full Credit | As authorized by Dir of Admin |
| Other positions | Per Hours worked | As they become available |

\*\*Volunteer hour credits for completion of a bench staff position will only be given to those who have completed and submitted a satisfactory Vulnerable Sector Screening Criminal Records Check, submitted to admin@ykminorhockey.ca. In order to receive your credit you must successfully fulfill the job description for that selected role.