



## Appleton Area Hockey Association (AAHA)

### Policy

### Volunteer Work Requirements

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Approved by: AAHA Board of Directors 2/18/2025

Posted: 4/8/2025

Due for next review on or before: 2/18/2028

**Purpose** - to provide our members with the processes related to member volunteer work and the annual family volunteer requirements. Volunteer hours are a requirement of active members of the association not including associate members and non-parent coaches. .2

#### Definitions:

Member privileges – voting rights for parent(s)/legal guardian(s) of the registered skater and participation by the skater in any AAHA activities.

No-Show – not showing up to a scheduled volunteer activity regardless of whether or not the volunteer calls the day of the activity to inform someone of their absence.

Late Cancellation – cancelling after the cancellation deadline for the volunteer position. If no deadline is stated with the Dibs listing, a default value of 7 days prior to the shift will be used.

1 Dib = approximately 1 work hour

- I. **Required Work Hours** – each family is responsible to complete volunteer work hours each season. Hours (worked or owed) cannot be rolled over from one season to the next. The required number of hours for each family is based on the age of the OLDEST child playing hockey for AAHA.
- II. **Dibs via Crossbar** – AAHA uses “Dibs” to offer and track volunteer opportunities and credits. AAHA’s Dibs pages can be found at [aahahockey.com](http://aahahockey.com). You must be signed in to the Crossbar account that you used for registration to view AAHA’s Dibs opportunities. Dibs opportunities are added throughout the season. You are responsible for tracking your credit hours and making sure your hours are documented correctly on the Dibs site. Any inconsistencies should be brought to the attention of AAHA’s Dibs coordinator. Dibs credits will not be awarded for any volunteer work that is not listed in the Dibs online system and credits will only be awarded for the time frame(s) listed. Only the Dibs coordinator can add Dibs opportunities to the system.
- III. **Opportunity to Buy-Out Volunteer Hours** – our organization depends on hundreds of volunteer hours each season to be successful. Families are encouraged to sign up for more than their required hours whenever possible. Some families prefer not to volunteer and some families may not have the time to volunteer. For this reason, a volunteer credit buy-out option is available. A charge of \$75.00 per credit can be paid in lieu of completing volunteer hours. Families choosing the buy-out option must be paid in full by January 15<sup>th</sup> of



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the current season. Member privileges will be revoked starting at midnight on January 16<sup>th</sup> until the account is brought current.

- IV. Cancellation of Events/Dibs opportunities** – If AAHA cancels a scheduled event within 1 week of the event date, members who were signed up for volunteer credits related to that event can request to have the credits applied to their account.
- V. Dibs Late Cancellations** – any family who signs up for Dibs credits and subsequently cancels after the cancellation deadline (if no deadline is listed, a default date of 7 days prior to the event will be used):
- The family account will be charged a fee of \$75 per credit fee and this amount will be due by January 15. If the fee is not paid in full by January 15, the player(s) associated with the account cannot participate in any AAHA activities until this fee is paid in full. In addition to the payment, you will still be responsible for the hours that you cancelled (i.e. if you have 6 credits to complete and you cancel a scheduled 2 hour Dibs shift after the deadline, you will still have 6 credits remaining AND you will need to pay the \$150 penalty). If the late cancellation is for an event that occurs after January 15, the payment will be due within five (5) days of the event.
  - Event organizers shall notify the Dibs coordinator with a list of late cancellations within 5 days of the event along with any email communication received from the families as explanation. The Dibs coordinator will then pass this information to the Board of Directors. The Board of Directors can choose not to enforce this payment requirement for special situations.
- VI. Dibs No-Shows** – any family who signs up for Dibs credits and then doesn't show up for the scheduled volunteer hours:
- The family account will be charged the \$75.00 per credit fee and this amount will be due by January 15. If the fee is not paid by January 15, the player(s) associated with the account cannot participate in any AAHA activities until this fee is paid in full. In addition to the payment, you will still be responsible for the hours that you did not show up for (i.e. if you have 20 credits to complete and you are a no-show for a scheduled 2 hour Dibs shift, you will still have 6 credits remaining AND you will need to pay the \$150 penalty). If the no-show is for an event that occurs after January 15, the payment will be due within five (5) days of the event.
  - Event organizers shall notify the Dibs coordinator with a list of late no-shows within 5 days of the event along with any email communication received from the families as explanation. The Dibs coordinator will then



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pass this information to the Board of Directors. The Board of Directors reserves the right to not enforce this payment requirement for special situations.

- VII. Deadline to have Dibs Completed, Scheduled, or Bought Out** – the deadline to have your Dibs scheduled or bought out is 11:59pm on February 28th for the current season. Starting midnight on February 28<sup>th</sup>, membership privileges will be revoked without exception for any family that has not claimed their required volunteer hours or paid the per-credit buy-out fee in full.
- a) Families will be charged for no-shows and for cancellation of Dibs not rescheduled at the end of the season at a fee of \$75.00 per credit owed. Invoices for outstanding Dibs must be paid in full by April 30<sup>th</sup>. Any invoices not paid in full by April 30<sup>th</sup> will be subject to collections as well as refusal to register for the upcoming season.
- VIII. Shortage of Available Volunteer Hours** – if there is a shortage of volunteer hours available compared to the number of families in the association, the Board of Directors can approve tournament help as dibs opportunities. The president or designated representative will also determine if a temporary change of Dibs requirements is appropriate. Any temporary change to Dibs requirements will be communicated to all families via Hotwire.
- IX. Excess Available Volunteer Hours** –the possibility remains that the organization could find that a greater number of volunteer hours are required during a particular season. For this reason, additional Dibs may be required of every family.
- a) If additional hours are required, this will be communicated to all families via Hotwire or some other type of organization-wide messaging system.
  - b) Any additional required Dibs will be subject to the same expectations as the initial Dibs requirement (requirement to work or pay out).
  - c) If such an increase is necessary, AAHA will attempt to make this announcement prior to December 1 if at all possible.