



NBHL Volunteer Program and Opportunities

The Northbrook Bluehawks Hockey League (NBHL) is a not-for-profit organization dedicated to providing the best competitive youth hockey program for our community and surrounding communities. The Club is largely run by parent volunteers. To maximize our success as a program, we need to involve more of our families to assist with various tasks and events run by the Club. This also builds our community by getting families involved from day one until their child ages out.

As our wonderful hockey program continues to grow, the volunteer hours have become taxing on those stepping up to help. Therefore, we need your help!

We are excited to continue the NBHL Volunteer Program. This program borrows much of the format and concepts from neighboring programs, as well as from some successful programs in other states.

Each Fall, families with one or more children in House and/or Travel programs will be required to complete volunteer hours throughout the year. There will also be an "Opt Out" option which is described below. Examples of volunteer opportunities are listed. The list is a work in progress and is not comprehensive or complete.

Volunteer Opportunities
Back to Hockey Bash
End of Season Party
Boo Hawk Skate
Trunk or Treat
Tryout Registration Table
Apparel Chair
Distribution of and Organization of Apparel
Social Media
Sponsorships for Travel and House
Ad Book
Website Manager
Wishbone - multiple assignments
Photography for Events
Team Photo Day

Parent Social Fundraiser
Community Public Relations and Recruitment - Schools, Community, Park District
Communications
House League Parent Coaches
Northbrook Days
4th of July Parade
Helping Hands
Try Hockey for Free Day
House Chair and Co-Chair
GBN Liason
Wolves Game Team Outing for Mites
Little Blackhawks Chair
Blackhawks Game Team Outing
Equipment Exchange
Hockey Promotions Coordinator
Flyer Creator
Create Your Own
Krolak Cup
NIHL Playoff Hosting Weekend
Fundraising
Golf Outing
Volunteer Hours Program Coordinator and Committee
Winter Coaches Game
House Games - Scoresheet and Clock
Clock Training
House Team Manager
Names on House Jerseys Coordinator

2024-2025 Volunteer System and Sign-Up

NBHL will utilize the Crossbar system to manage our volunteer opportunities. Each family will automatically be enrolled into the volunteer program when registering for the fall season. There will be a section in the registration where you will have the option to opt out of the required hours for a fee. This program is not intended to be a fundraiser. There is a lot of volunteer work and hours to be completed each year and this program is meant to spread the hours needed

among the entire program. Without more families volunteering, we will have to hire outside services to assist us.

If all of your hours are not completed by the end of March, your form of payment on file on Crossbar will be charged the Opt Out Fee in full. See FAQ section for more details on hours completed after March.

Available volunteer opportunities (and corresponding credit hours) will be posted on the Crossbar Volunteer page and updated throughout the season. Be sure to register as early as possible to secure your preferred opportunities. Each family is responsible for finding and selecting their own volunteer opportunities through the Crossbar system. We encourage you to check the page throughout the year for additional volunteer opportunities as they become available.

- There is a volunteer program committee, in charge of monitoring the program, that you can contact at volunteer@northbrookbluehawks.org with questions or concerns.
- If you sign up for a volunteer slot and you do not fulfill that requirement, your hours will be removed and you will have to sign up for a different slot.
- There are certain volunteer opportunities that offer 1.5-3x the hours required, i.e. 7am Hospitality room will be 2x (1 hour of work will count as 2 hours of volunteer time).
- Scoresheet, Scoreboard, Penalty Box and Music for your team throughout the regular season home games do NOT count towards hours, with the exception of House teams.
- If there is a volunteer opportunity that you would like to create, please send the details to volunteer@northbrookbluehawks.org. If it is approved, it will be added to the volunteer opportunity page.

*Mini Mites are exempt from this program.

*Extenuating circumstances will always be considered.

Requirements:

Travel Program:

8 hours/player

2nd player in family - 4 hours

3rd player in family - 2 hours

*2 hrs/player is required at Wishbone Tournament which is counted towards your total hours.

Opt-Out Option: \$400/player

House Program:

4 hours/player

2nd player in family - 2 hours

3rd player in family - Free

Opt-Out Option: \$100/player

Mix and Match:

1st travel player - 8 hours

2nd house player - 2 hours

Etc...

Opt-Out remains \$400/travel player and \$100/house player

FAQ Section:

WHO SHOULD I CONTACT FOR QUESTIONS?

Contact volunteer@northbrookbluehawks.org with any questions, concerns or help to find hours to complete.

Volunteer Committee Includes:

Jason Kray

Beth Spaniak

Aly Vanderplas

Tammi Anderson

NEED HELP GETTING YOUR HOURS?

Check Crossbar regularly for new volunteer opportunities. If you are still having trouble finding enough hours to meet your requirement, please contact the volunteer committee at volunteer@northbrookbluehawks.org for assistance. There's always a way to help!

WHAT IF MY HOURS AREN'T COMPLETED BY 3/31?

All hours must be completed by the end of the Spring season. Volunteer opportunities during the Spring season will be available for sign up on Crossbar before 3/31. If you do not show for those hours, your payment method on file will be charged at the end of the Spring season.

Examples: Krolak Cup, End of Season Party, Spring Manager Duties, etc..

I'M A HOUSE PARENT/NEW TO THE PROGRAM AND AM CONCERNED ABOUT GETTING MY HOURS.

The opportunities listed for regular season house games (Scoresheet, Scoreboard and Music) should allow for more than enough hours for each family to easily complete their hours! There

are also program sponsored events such as the Boohawk skate, Try Hockey for Free days, Back to Hockey Party and End of Season Party that rely on volunteers. If you are still having trouble finding enough hours to meet your requirement, please contact the volunteer committee for assistance.

WHAT IS THE VOLUNTEER HOURS CANCELLATION POLICY?

NBHL requires any family to cancel a volunteer shift that they cannot work at least 2 days prior to the start of the shift • If a family cannot complete a volunteer shift and it is less than 2 days prior to the event the family must find a replacement and notify the volunteer coordinator • If a family does not cancel their shift OR find a replacement and that results in an unclaimed shift, the family will be given a no show (please see the no show policy) • If NBHL cancels your shift at least 2 days prior to the start of the shift, the family will need to find additional opportunities to complete their requirement.

WHAT IS THE NO SHOW POLICY?

If a family does not cancel their shift OR find a replacement and that results in an unclaimed volunteer shift, the family will be given a no show charge of \$30.

WHO CAN CLAIM A VOLUNTEER OPPORTUNITY?

Any family member age 21 and older may volunteer for any opportunity. Players are not allowed to complete your familys' hours, i.e. no Bluehawks running scoreboard/scoresheet.

WHERE WILL THE OPT-OUT FUNDS BE ALLOCATED?

To re-iterate, this program is NOT a fundraiser, but meant to drive involvement. The money collected from opting out or not completing your volunteer hours will be used to better the Northbrook Bluehawks Hockey League program. Funds will go towards ice time, coach salaries, equipment to better develop our players, etc.

CAN I GET A PARTIAL REFUND?

There are no partial refunds. If all hours are not completed, the full amount will be charged. The number of hours being required are attainable during the length of the regular season. If this is not the case for your family, please reach out to volunteer@northbrookbluehawks.org.

CAN A NON-PARENT VOLUNTEER?

No. Only player parents or legal guardians can volunteer. This means no siblings, relatives, neighbors, babysitters, etc.

DO OTHER ASSOCIATIONS CHARGE MORE FOR THEIR NO-SHOW FEES?

Yes. Some charge up to \$100/hr plus a flat \$100 assessment for each shift.

CAN I COMPLETE MORE THAN MY MINIMUM NUMBER OF REQUIRED VOLUNTEER HOURS?

Yes. Many families do this, and it is a very welcome contribution to the program and it's success.

IF TWO SHIFTS TAKE PLACE AT THE SAME TIME, CAN ONLY ONE FAMILY MEMBER SHOW UP AND GET CREDIT FOR BOTH SHIFTS?

No. There must be one family member for each shift, and one person cannot get credit for more than one shift at a time.

IF I SIGN UP FOR ONE SHIFT, CAN TWO FAMILY MEMBERS SHOW UP AND GET CREDIT FOR TWO SHIFTS?

No. You only get credit for each shift for which you sign up. You cannot have more people show up and get credit.

DO BOARD MEMBERS NEED TO COMPLETE VOLUNTEER SHIFTS?

No. Since they put in countless hours, they are exempt from the volunteer policy.

DO TEAM MANAGERS NEED TO COMPLETE VOLUNTEER HOURS?

No. They will receive full credit for their volunteer requirement by taking on this task.

HOW DO I LOOK UP MY HOURS?

- ☐ Click on Account (top left of the desktop site)
- ☐ Click on Participants from the menu that appears
- ☐ Click on your player
- ☐ Scroll down to see your Volunteer History

Note: if you have more than one player you must click on each of them to find your total hours earned and owed by taking the totals from each

WHO DO I TALK TO PRIOR TO MY VOLUNTEER SHIFT TO ENSURE I'M PREPARED?

If your volunteer registration has a CHAIR listed, that is your primary contact for your shift.

If you do not have a CHAIR listed, your primary contact is then the Volunteer Committee - email volunteer@northbrookbluehawks.org.

HOW DO I FIND VOLUNTEER OPPORTUNITIES?

Visit: <https://www.northbrookbluehawks.org/dashboard/volunteer> (all available opportunities will be viewable there)

If you need additional help, contact volunteer@northbrookbluehawks.org

HOW DO I REGISTER FOR A VOLUNTEER OPPORTUNITY?

- ☐ Visit: <https://www.northbrookbluehawks.org/dashboard/volunteer>
- ☐ Scroll through the list to find an opportunity that is not at 100% for staffing
- ☐ Click on the ""More Information"" button for that opportunity
- ☐ Review the roles, days, and times of the commitment
- ☐ Pick the day and time that works for you by clicking on a Green '+' sign
- ☐ Pick your name from the drop down or begin to type your name as it appears in the registration system

Note: You will put the adult's name, not the child's name for the volunteering opportunity