

# Central Kentucky Hockey Association

## Volunteer Policy

Revised August, 2022

Central Kentucky Hockey Association is an organization that depends on volunteers to support quality hockey programs for our young athletes. The time, talent, and energy that each family contributes helps CKHA offset the cost of playing hockey while providing a better experience for all of our members. Without the contributions of our volunteers, CKHA simply could not exist. Please read the volunteer requirements carefully and keep in mind that the goal of the Volunteer Policy is to distribute the huge workload amongst all of the CKHA families, and the buyout option and billing for unfulfilled hours is not intended as a fundraiser. We full appreciate the commitment you have made to make CKHA a positive and enjoyable experience for our youth.

**ALL FAMILIES (SINGLE AND MULTI-PLAYER) ARE REQUIRED TO COMPLETE:**

### **8 VOLUNTEER HOURS (CREDITS)**

- The season volunteer period runs August 1 through June 30.
- It is your responsibility to seek volunteer opportunities or select the buyout option (during registration), described below.
- Policy applies to House League, Select, and Travel teams, not Learn To Play participants.

There are two types of volunteering:

1. **Volunteering to support Central Kentucky Hockey Association benefits all players throughout our program.** There will be a large number of opportunities posted throughout the season on the Volunteer page of the CKHA website. Those opportunities include, but are not limited to: Try Hockey for Free, Registration, team picture support, equipment room cleanup, tournament volunteers, etc. In addition, there are exempt positions available that will allow an individual to support CKHA throughout the year. Exempt roles include, but are not limited to:
  - Coaches
  - Team Managers
  - CKHA Board Members
  - Active Committee Members
2. **Volunteering on your son or daughter's team is a critical role to support the team.** Every family is expected to participate in supporting their player's team and be an active, supportive part of the team community. Because of this, for the most part, this type of volunteering does not count towards your family's volunteer hour commitment. Examples of supporting the team are: Running the clock, score keeping, working the penalty box, locker room monitor, etc. There are certain exceptions to this rule, and when applicable, those opportunities will be listed on the Volunteer section of the CKHA website.

**Where do I claim volunteer opportunities?**

Volunteer opportunities can be found at [www.centralkentuckyhockey.com](http://www.centralkentuckyhockey.com) under the Volunteer section. You may complete your family volunteer obligation by claiming any opportunity posted at any time throughout the season. It is each family responsibility to seek these opportunities out and claim hours to fulfill. If you have additional questions about claiming, fulfilling or viewing completed volunteer hours please email our volunteer coordinator at [volunteers@centralkentuckyhockey.com](mailto:volunteers@centralkentuckyhockey.com).

**Who can claim a volunteer opportunity?**

Any family member age 18 and older may volunteer for any opportunity. Most opportunities will require the volunteer to have an account on our website. If you do not already have an account, and wish to volunteer, please create an account. This will ensure that you are able to claim your volunteer role, ensure that we are able to communicate with you regarding that role, and ensure that your hours (credits) are credited toward your family.

**Volunteer Hours Buy Out Information:**

You have the option to buy out your volunteer hours if you so choose. During registration you will be asked to opt-in to volunteering or to buy-out your hours. If you choose to buy-out, you will be charged a one-time, \$300.00 buy-out fee.

**Volunteer Hours “No Show” Information:**

If a family has signed up for a volunteer opportunity and does not show up they will either be billed \$50.00 per hour that was missed or will need to complete double the hours they missed in addition to their requirement. The volunteer coordinator will work with the family to determine how they would like to handle the no show. Volunteer sessions will allow for a cancellation period. Cancellations within this period and with adequate notice will not be considered “no shows”. Exceptions due to unavoidable circumstances will be decided upon by the CKHA Board.

**End of Season Insufficient Volunteer Hours Information:**

The association will also bill, at the end of the season, for any incomplete volunteer hours. **Incomplete hours will be billed at \$37.50 per hour.** If you do not complete your volunteer hours or pay for the hours you did not do, you will NOT be allowed to register your player(s) for the upcoming season. If you complete a portion of the required hours you will be billed \$37.50 for each unfulfilled hour up to the maximum (\$300 per family). All unfilled hours must be cleared up prior to the start of the next season.

**Hardship Policy:**

On occasion, there are families that are experiencing a hardship and may be unable to fulfill their volunteer hour commitment. Volunteer hours are NOT to be shared or transferred from one family to another without CKHA Board approval. To get approval, please send a note explaining the circumstance to: [volunteers@centralkentuckyhockey.com](mailto:volunteers@centralkentuckyhockey.com) or **CKHA – Volunteer Coordinator, PO Box 23239, Lexington, KY 40523**