Lakeland Hawks Ice Association Hockey Volunteer Policy

The Lakeland Hawks Ice Association (LHIA) operates entirely on a volunteer basis. Our members keep the rink running each year, and this volunteer policy allows us to keep programs affordable.

All families are required to complete a set number of volunteer hours annually and are encouraged to help at additional fundraisers. It is the responsibility of each family to fulfill their required hours.

Families who do not complete their hours on time will receive an invoice **September 1st**, due by **October 1st**. If you need more time or have special circumstances, contact the Board for case-by-case consideration.

You will find all of the details regarding the required hours by level/age outlined below. At any point in the year please reach out to a board member with questions or concerns.

Required Hours By Level

Learn to Skate (LTS) / Learn to Play (LTP) Skater

- Families at the Learn to Play level are **not required** to perform volunteer service or participate in fundraisers.
- Participation in volunteer hours and fundraisers (cash raffle, tournaments, Beef-A-Rama, etc.) is **highly encouraged** to help families learn how LHIA operates

6U Mini Mite

- Families at the 6U Mini Mite level are **not required** to perform volunteer service or participate in fundraisers.
- Participation in volunteer hours and fundraisers (cash raffle, tournaments, Beef-A-Rama, etc.) is **highly encouraged** to help families learn how LHIA operates & help us keep these programs affordable.

8U Skater

- **20 volunteer hours** per year
- More than one skater (8U–14U): **40 volunteer hours** per year
- Any hours not completed will be invoiced at **$25/hr**

10U–14U Skater

- **40 volunteer hours** per year
- More than one skater (10U–14U): **50 volunteer hours** per year
- Any hours not completed will be invoiced at **$25/hr**

Hours may be earned through many duties; here are a few:

- Concessions
- Serving on a committee, volunteer role or board (see below for credited hours)
- Coaching
- Cleaning
- Fundraisers
- Team Parent
- Game functions i.e. Scorekeeper, Timekeeper, Penalty box
- Zamboni (must be approved by Rink Mgr)
- Donating items for fundraisers; # of hours credit determined by the Hockey Fundraising Rep or Volunteer Coordinator ($25 value of goods= ½ hour, max of 5 hours/year).

Additional Volunteer Requirements for ALL Members (8U-14U)

PARTICIPATE IN CASH CALENDAR RAFFLE (Jan-Feb)

- All members must sell **$200 in Cash Calendar Raffle tickets** (unsold tickets will be invoiced).LHIA will do our best to arrange for opportunities to sign up and sell your tickets in public.

COMPLETE 10 HOURS OF REQUIRED SHIFTS

These hours are part of the total amount of hours owed, regardless of any volunteer or board positions that are credited:

- 1 High School Game Concession Shift = 4 hours
- 1 Open Skate Shift = 2 hours
- Minimum of 4 hours in General Concession or Rink Cleaning

Volunteer Positions with Credited Hours

Hours Credited	Positions
10 hours	Equipment Manager, Safe Sport Director, Safety Director, Culture Education Liaison, Girls Committee, Grant Writer, Team Manager
20 hours	Hockey Board Members, Registrar, Referee Coordinator, Game Scheduler, Tournament Director, Volunteer Coordinator, Concession Manager, Hockey Fundraising Rep, Social Media Coordinator
30 hours	Head Coach, Assistant Coach (max 3 per team, set by Director of Hockey), Director of Hockey

All members in credited positions are still required to complete at least 10 hours toward the required shifts:

Example:

- You are a head coach (30 hrs credited) with one 10U skater @ LHIA
    - Total hours still needed: 10 hours (4 hrs General Cleaning + required HS Concession shift and/or Open Skate Shift)

Submitting Hours

- LHIA plans to use Crossbar for logging most of the volunteer opportunities this year.
- Duties NOT listed in Crossbar will be submitted through a google form.
    - Volunteer QR codes linking to a Google form will be posted at the rink and on our website under **Resources → Volunteer**. Scan the QR code and submit your hours within **24 hours** of completion.
    - The Volunteer Coordinator approves all logged hours.
    - Any disputes will be handled via the Google Form with the Volunteer Coordinator.
    - Families will receive updates throughout the season to track progress.

Volunteer Hour Timeline

LHIA hours begin **September 1** each year and end the following **August 31**. These dates may shift slightly for fundraisers.

Benchmarks:

- At least 5 hours by November 15
- At least 10 hours by December 25
- Complete all Cash Calendar Raffle sales by January 20
- At least 25 hours by February 1
- Complete all required hours by August 31

Excess hours do **not** roll over to the next year.
Families may also earn hours by donating raffle prizes during the season (Board approval required). $25 value of goods = ½ hour credit (max 5 hours per year).

Incomplete Hours

- Families who do not complete their total required hours and required shifts by **August 31** will be billed at **$25/hr,** which is due in full before the season starts (~second week of October).
- Contact the Volunteer Coordinator with any questions, conflicts, or special circumstances to discuss alternative arrangements.

Our goal is to **distribute rink responsibilities fairly** so that a small percentage of families are not doing all the work and to help us keep our ice fees affordable.

Volunteer Acknowledgement

I, _____ (parent/guardian), acknowledge I have read and understand the LHIA Volunteer

Policy. I agree to submit volunteer hours in a timely manner and understand that if my family does not fulfill the required volunteer hours and shifts by August 31, I will be invoiced at $25/hr. Payment is due prior to season start (~second week of October).

Player Name(s): _____ Team(s):_____

Parent Name: _____

Signature: _____ Date: _____