



MASON CITY YOUTH HOCKEY ASSOCIATION

Volunteer Program

Purpose

The Mason City Youth Hockey Association (MCYHA) is a volunteer-driven organization. The success of our programs depends on the commitment and involvement of our families. The Family Volunteer Program encourages participation beyond team-specific responsibilities while strengthening the association and enhancing the experience for every player. Volunteer service helps reduce operating costs, supports fundraising efforts, improves programs, and builds a stronger hockey community.

Annual Volunteer Requirement

Each MCYHA family must fulfill ONE of the following annual volunteer commitments:

Option 1 – Committee Membership

Serve as an active member of one MCYHA committee for the duration of the season. Committee members are expected to attend meetings, participate in planning, complete assigned tasks, and assist with committee-sponsored activities.

Examples of committees include:

- Finance
- Fundraising & Sponsorships
- Events/Tournaments/Engagement
- Facilities & Equipment
- Communications & Tech Committee
- Apparel & Branding

Option 2 – Level Representative

Serve as the Level Representative for one age division during the season. The Level Representative serves as the primary communication link between the MCYHA Board of Directors and the teams within their assigned level, helping ensure timely, accurate, and consistent communication throughout the season.

Responsibilities may include:

- Acting as the liaison between the Board of Directors and Team Managers.
- Communicating Board decisions, announcements, and policy updates to Team Managers.

- Bringing concerns, feedback, and recommendations from Team Managers and families back to the Board.
- Promoting positive communication and helping resolve concerns before they escalate.
- Assisting the Tournament Director with planning and coordinating the home tournament for their assigned level.
- Supporting coaches and Team Managers with operational questions.
- Helping ensure consistent implementation of association policies across all teams within the level.

Level Representatives are appointed annually by the MCYHA Board of Directors.

Option 3 – Team Manager

Serve as the Team Manager for a registered MCYHA team during the season. Team Managers are considered one of the association's most important volunteer leaders and are responsible for supporting coaches, players, families, and the Board by coordinating the administrative needs of their assigned team.

Responsibilities may include:

- Serving as the primary communication liaison between the coaching staff and team families.
- Coordinating team communications throughout the season.
- Assisting with hotel accommodations for away tournaments when applicable.
- Coordinating team meals and other team activities.
- Working with the team's Level Representative.
- Communicating with the Tournament Director regarding tournament logistics.
- Working with the Youth Director and Board members as needed.
- Assisting with scheduling team volunteer assignments.
- Ensuring families are aware of association policies, deadlines, and expectations.
- Supporting coaches so they can focus on player development.

Team Managers are appointed annually by the coaching staff and/or Board of Directors.

Option 4 – Coach

Serve as a rostered coach for an MCYHA team during the season. Coaches fulfill the Family Volunteer Program requirement by committing their time to player development, practices, games, and team leadership.

To qualify for this volunteer option, the coach must be officially rostered to a team on the USA Hockey roster and meet all USA Hockey and MCYHA coaching requirements.

Option 5 – Board Member

Serve as an active member of the MCYHA Board of Directors during the season. Board Members fulfill the Family Volunteer Program requirement through leadership, governance, committee involvement, planning, and ongoing support of association operations.

Option 6 – Volunteer Hours

Families who choose not to serve in one of the volunteer roles listed above must complete volunteer hours during the season. Volunteer hours must be completed by a parent/guardian and may not be completed by the player. (In addition to required parent responsibilities per team)

- 5 volunteer hours per player.
- Maximum of 10 volunteer hours per family regardless of the number of registered players.
- Volunteer hours must be completed through approved MCYHA activities.

Required Team Responsibilities

The Family Volunteer Program does not replace existing team obligations. Families remain responsible for all team-specific duties, including:

- Game-day volunteer assignments for their team.
- Tournament volunteer assignments for their team.
- Team manager requests.
- Locker room monitor assignments (when applicable).
- Any additional volunteer responsibilities established by their team.

Approved Volunteer Opportunities

A more comprehensive list of volunteer opportunities will be presented at the annual Parent Meeting. Opportunities may include:

- Apparel distribution.
- Fundraising distribution and events.
- Tournament set-up and tear-down.
- Beginning-of-season facility preparation.
- End-of-season cleaning and organization.
- Banquets and community events.
- Equipment organization and inventory.

- Learn to Skate and Learn to Play Hockey programs.
- Registration assistance, photography, social media, and other Board-approved projects.

Volunteer Tracking

Volunteer opportunities will be communicated throughout the season. Families are responsible for signing up, completing their commitments, and ensuring volunteer hours are properly recorded using the association's volunteer tracking process.

Volunteer Buy-Out Option

Families who are unable to fulfill the annual Family Volunteer Program requirements may elect to participate in the Volunteer Buy-Out Program.

- Volunteer Buy-Out Fee: \$500.00 per family per season, regardless of the number of registered players.
- Families must notify the association and submit payment by the registration payment deadline or another date established annually by the Board of Directors.
- Payment satisfies only the annual Family Volunteer Program requirement.

The Volunteer Buy-Out Fee does not replace or excuse team-specific responsibilities, including game-day duties, tournament assignments, team requests, or other required team volunteer obligations.

Funds collected through the Volunteer Buy-Out Program will support association operations. The MCYHA Board of Directors reserves the right to review and adjust the buy-out fee annually.

Failure to Complete Volunteer Requirements

Families who do not fulfill their annual volunteer commitment and do not elect the Volunteer Buy-Out Option may be subject to Board-determined consequences, including loss of eligibility for future scholarship assistance, additional volunteer obligations in future seasons, or other actions deemed appropriate. The Board may waive requirements in cases of extraordinary hardship.

Volunteer Philosophy

Every volunteer plays an important role in the success of MCYHA. By serving on committees or volunteering at association events, families directly support player development, strengthen the organization, and help provide a positive youth hockey experience for all participants.