



## Volunteer Policy

STMAYHA operates successfully because of our volunteers. In order to provide a quality program and to create a positive experience for our players, we need help from each registered family. All opportunities throughout the season are posted on STMAYHA's website. The 2025-26 Volunteer Policy is below. This policy is in effect from May 1, 2025 through April 30, 2026, aligning with STMAYHA's fiscal year.

Families must complete **12 hours/per player** association volunteer hours; this does not include team volunteer shifts.

- Families will have the option to buy out their volunteer hours at registration and will be charged **\$1,200 per player**. If association volunteer hours are bought out families are still responsible for team volunteer hours.
- Failure to meet requirements by the end of the fiscal year will result in **\$1,200 charged per player** to the credit card on file.
- In the instance volunteer hours are not completed and the credit card on file doesn't clear, a new credit card must be provided or the player will NOT be allowed to register for the upcoming season.
- Players that withdraw from hockey or are injured during the season will still face volunteer requirements. Circumstances are reviewed on a case-by-case basis which takes into account the date of player removal.
- Association volunteer shifts are unrelated to team volunteer shifts such as locker room, scoreboard, etc.; team volunteer shifts do not count towards association volunteer hours.
- **Please note:** Players or other children are not allowed to attend any volunteer shift, including gambling and regular shifts, without prior approval from the Volunteer Coordinator. Failure to obtain prior approval will result in forfeiture of the hours worked and a no-show fee charged.

## Gambling Shifts

These opportunities include, but are not limited to, assisting staff during Bingo and Meat Raffle events. Please note:

- Back-to-back shift volunteering is not allowed (ex. Meat Raffle at 5 pm and

then Bingo at 7 pm).

- Volunteers may at times be responsible for handling cash; any lost cash is to be replenished by the volunteer at the end of their shift.
- When you sign up to volunteer, you are responsible for the shift. If you are unable to make the shift for unforeseen reasons and the shift is within 7 days, you must email [gambling@stmayha.org](mailto:gambling@stmayha.org) to be removed from the shift. Canceling within 48 hours will result in no-show fees.

### **Regular Volunteer Shifts**

These opportunities include, but are not limited to, any volunteer shift posted to the STMAYHA website aside from gambling shifts. Some examples each year include helping with parades, tryouts, tournaments and fundraising events. If you sign up for one of these shifts and are unable to make it for an unforeseen reason within 7 days, you must email [volunteers@stmayh.org](mailto:volunteers@stmayh.org) to be removed from the shift. Canceling within 48 hours will result in no-show fees.

### **Additional Ways to Fulfill Volunteer Requirement**

- Travel coaches and team managers will receive volunteer credit for all players in their family. Teams will be allowed no more than one (1) head coach, three (3) assistant coaches and one (1) team manager (24hours) for volunteer credit exemption.
  - Co-managers may share volunteer hours. Scrimmage coordinators will not receive volunteer hours unless the team manager wants to split the hours received with them.
- Mite/8U coaches will receive credit for each Mite/8U skater they coach so long as they are coaching on the ice at least 75% of the scheduled ice time. The HOC will track Mite/8U coach attendance to ensure participation.
- Mite/8U team managers will receive volunteer credit for only the player whose team they manage so long as they complete the required minimum team tasks communicated by the Mite/8U Coordinator. Managers not completing the requirements will not receive credit hours.
- Mite/8U coaches and managers that have twins or multiple siblings on the same team will be given 12 hours credit for the first child and 6 hours of credit for the second child assuming they meet all requirements.
- Board Members and Coordinators fulfilling roles including but not limited to

Board of Directors, Support Coordinators, Special Committees (ex. Finance, Fundraising, HOC, Gambling), will receive credit for all players in their family.

- Donating goods or being a sponsor does not relinquish volunteer hours.

### **Active Military Exemption**

Players with active Military parent/guardian currently deployed will have volunteer hours for all players waived; must provide status verification to the Volunteer Coordinator.

### **Volunteer Hours “No Show”**

If you are signed up for a volunteer shift (Gambling or Regular) and do not complete that shift, for whatever reason, you will be charged (***canceling a volunteer shift within 48 hours will result in no-show fees***):

1. **1st offense - \$100**
2. **2nd offense - \$250**
3. **3rd offense - Credit card charged full amount of \$1,200**

### **Hardship**

On occasion, families experience hardship and are unable to fulfill their volunteer hour commitment. If you are concerned about fulfilling your volunteer hours, please contact the Executive Board of Directors at [execboard@stmayha.org](mailto:execboard@stmayha.org).

### **Volunteer Code of Conduct**

STMAYHA is a non-profit, volunteer led and run organization. One of our goals is to provide a safe and fun environment; we expect the same from all of our participants, including volunteers.

- Always conduct yourself in a manner that positively reflects on all participants and STMAYHA regardless of the opportunity or location to which you are fulfilling your hours.
- Respect the property of STMAYHA, the cities of Albertville and St. Michael, as well as our gambling partners.
- Take steps to prevent theft or damage whenever possible.
- STMAYHA has a zero-tolerance rule for drinking during volunteer shifts. If you are caught drinking during a shift, you will be asked to leave and will forfeit all volunteer hours and your credit card will be charged.