



Chippewa Youth Hockey Association Volunteer Hours Policy

Chippewa Youth Hockey Association (CYHA) as a volunteer organization, provides an affordable opportunity for kids to skate and exercise while having fun with others. As part of this foundation, we strive to make this an economical cost by operating with volunteers who are dedicated to skating including hockey and figure skating through the years. Operating a skating rink takes an enormous amount of time and resources which is entirely done by volunteers. With this, we encourage Members to join committees in areas that they enjoy and can be successful.

To operate and maintain the facilities, members are required each year to volunteer hours or pay a fee for those volunteer hours based on the level of their skater. This need for support by volunteering for programs, fundraising, and day to day operations is critical to the health and growth of our organization. We require 2 different categories of volunteering, which includes Volunteer Hours which are completed and tracked on a per skater/family basis and Team Responsibilities which are assigned per team. Additional details of each can be found below.

The following objectives of Volunteer Hours are:

- Minimize the burden of time of a small number to a broader base of volunteers
- To drive revenue for the rink and fulfill contract obligations (Ice Renters)
- To create an environment that encourages families to feel a sense of pride and ownership in CYHA programming and facilities

Volunteer Hours

The number of hours required is calculated per skater and is calculated based on the age-appropriate level that skater registered for that season. The maximum number of hours per family is 50 hours per season. Any unworked Volunteer Hours as of August 15th will be assessed \$50 per hour. Payable by registration the following year.

Club	Skating Level	Hours Required
Hockey	1 st Year Skater (All Ages)	3 hours
Hockey	Mighty Mites	10 Hours
Hockey	Mites	20 Hours
Hockey	Squirts & 10U Girls	25 Hours
Hockey	Peewees, Bantams & 12U/14U -Girls	30 Hours
Hockey	Bantam Eligible Freshman	No Hours Required
Hockey	High School	No Hours Required

Figure Skating	Learn to Skate (Years 1-2)	3 Hours
Figure Skating	Learn to Skate (Years 3-4)	10 Hours
Figure Skating	Learn to Skate (Years 5+)	20 Hours
Figure Skating	Jr Club	25 Hours
Figure Skating	Sr Club	30 Hours
Figure Skating	Collegiate	No Hours Required
Figure Skating	Adult Skater	No Hours Required

Examples that qualify for volunteer hours include (but are not limited to):

Activity	Hours
Team Rep / Manager (Must meet all certification requirements to be granted hours)	30
Coaching for CYHA (Must meet all certification requirements and approved by PDC to be granted hours)	30
Zamboni Driver	.5 hour per practice
Assisting with Learn to Skate / GOAL	Actual
Ice Maintenance	Actual
Pro Shop	Actual
State Tournament	Actual
Board Member	25
Board Approved Committee	Actual
Board Approved Organizational Committee	Actual
Board Approved Fundraising Events (Golf Outing, Beerfest, etc.)	Actual

Team Rink Operations Responsibilities

Each Member is also required to fulfill their Team Responsibilities for specific activities. These responsibilities are NOT applied towards Volunteer Hours. Team Responsibilities include (based on their assigned weeks or game/tournament schedule):

- Cleaning (assigned weeks)
- Concessions (during home games and tournaments)
- Open Skate (Concessions and Skate Rental)
- Home Games / Tournaments (Scoring, Announcing, Clock, Penalty Box, Zamboni, Pro Shop)
- Bingo
- Golf Outing Committee Representative (1 per team)
- Beerfest Committee Representative (1 per team)
- Zamboni Driver (at least 2 per team)
- Pro Shop (at least 1 per team)

The Team Rep / Manager will be responsible for identifying who will fill each role for the team at the beginning of each season and provide that information to the Team Manager Coordinator liaison for the Board. The Team Rep / Manager is also responsible for managing the Team Responsibilities work schedule for the team for the season. Any parent/guardian who does not work an assigned shift will be assessed a fee of \$100 (per missed shift) by the CYHA Board. Unpaid fees may result in additional penalties such as inability for the skater to participate in practices, games, tournaments, or other team events. Any appeals to assessed fees or penalties must be made to the CYHA President, in writing.

There are times where there are additional opportunities over and above the team requirements which are available for volunteer hour credit. These opportunities include:

- Zamboni
- Concessions
- Tournaments
- Pro Shop
- Bingo
- Cleaning

If hours are available for these activities, notification will be sent to the Association and signups will be available on a first come, first served basis.

Other opportunities will be sent via email when approved by the CYHA/CFSC Board. It is the responsibility of the CYHA/CFSC Member to verify the hours are approved for volunteer hours **prior** to working them to ensure credit is received. If prior approval is not received, credit for the hours is not guaranteed.

Tracking of Volunteer Hours

Volunteer hours worked are tracked on CYHA's website based on signing up for the volunteer hours available. It is the responsibility of the CYHA/CFSC Member to ensure their hours are correct throughout the season and to have any questions regarding their hours submitted and resolved by August 15th of each year. Any hours not recorded as of August 15th will be considered unworked and billed at the rate of \$50/hour. The volunteer hour year runs August 1st– July 30th. Hours do not carry over from year to year, and any hours worked more than the required hours are lost.

Exceptions to Policy

Any exceptions to this policy must be requested, in writing, to the CYHA President. Once received, the CYHA President will review and either make the decision or discuss with the Board at their discretion. The decision of the Board is final.

Frequently Asked Questions

What year does my volunteer assessment hours apply to?

Volunteer hours apply to the year that you are currently registered for. Even if your child will not return the following season for any reason, including moving up to high school, you are still required to fulfill the volunteer assessment hours for the current season. Failure to do so, you will be invoiced and not be allowed to play at the next level (high school for example).

I have completed my hours; can I continue to work and carry hours forward to next season?

Hours are only good within the year they are worked and do not carry over to the next year.

Who can do volunteer hours?

Volunteer hours are performed by parents and family members aged 14 and older (at the discretion of the Committee Chair, Event Coordinator, or as required by the type of event). Family members can include domestic partners, grandparents, aunts, and uncles.

Can I do volunteer hours for another family?

Yes, hours may be worked to help fill required work hours for another family, but they must declare that family prior to working those hours. However, active members of CYHA or CFSC may not transfer any of their already worked hours to another family.

Can I donate products or services to complete my volunteer hours?

The donation of products or services will not count toward volunteer hours. In rare situations, an exception may be made with prior board approval.

My skater was moved to a higher level. Which level of hours am I responsible for? Even if your skater was moved to a higher level, you are responsible for the hours based on the level your skater was initially registered at given their situation (first year skater for example).

I am receiving skating scholarship/financial assistance from CYHA. Do I have to do volunteer assessment hours?

Yes, you are still expected to complete volunteer hours obligation.

I want to learn to drive the Zamboni. Does this cover my work assessment? Zamboni drivers must be trained and approved by the Maintenance Committee to become eligible to cover their volunteer assessment hours. Drivers will be responsible to resurface before their assigned ice times. Drivers will receive .5 volunteer hours for practice they resurface for.

Revised By	Revised Date	Changes
Mike Patten	7/28/2026	Removed 'Buy Out' at registration, increased hours, increased fees for incomplete hours and missed shifts
Board Approved	7/28/2026	