



## HUDSON HOCKEY ASSOCIATION VOLUNTEER POLICY

### OVERVIEW

The Hudson Hockey Association (HHA) operates on a volunteer basis and relies on its members to keep the association operating smoothly and allows HHA to keep participation in its programs as affordable as possible. Each age level is assigned a minimum number of volunteer hours required for each skater at that level. **It is the responsibility of the members to fulfill their volunteer time commitment or financially reimburse the HHA for unfulfilled volunteer hours.** We all want our skater's to enjoy the most out of their hockey experience and this means that, as parents, we all need to contribute and volunteer to make their season a success.

HHA uses a volunteer tracking program for proper tracking of all volunteer hours. Volunteers sign up for a position on the program and then must sign-in on the Volunteer Check-in Book to receive their volunteer hours. This is the responsibility of the member to sign-up for their volunteer shifts and sign the check-in book to receive credit for hours volunteered. If the volunteering is through a project or tournament where there is a Committee Lead, it is the responsibility of the member to sign up for a position through the volunteer management system and check in with the Committee Leads to get full credit for volunteering for a special event or tournament. If you have any questions on this process, please contact the Volunteer Committee.

### GENERAL REQUIREMENTS

The volunteer time requirements are determined on the following:

1. For each skater, the family of the skater will be required to commit to the minimum hour requirements for that age level. The minimum volunteer requirements for each age level are:
  - Mites (Level 1) and Girls U6 - 5 hours (per skater)
  - Mites (Level 2 & 3) and Girls U8 - 25 hours (per skater)
  - Squirt, Peewee, Bantam, U16 - 30 hours (per skater)
  - Girls U10, Girls U12, Girls U15 - 30 hours (per skater)

- Girls U19 - 10 hours (per skater)
  - Jr. Gold (U16 & U18) - 10 hours (per skater)
2. All skaters are assigned a minimum number of hours listed above. If you have more than one skater, take the levels that they skate in and those hours are added together for your total hours (i.e. You have 2 skaters, 1 in Mites 3 and 1 in U12, total hours are 25 + 30 = 55 hours). There will be a family max of 60 volunteer hours, regardless of the number of skaters in HHA.
  3. Each family has the option to buy-out their volunteer hours at the end of the season, at a rate of \$50 per hour. The full buyout for each player by level is:
    - Mites (Level 1) and Girls U6 – \$250 per skater
    - Youth Mites (Level 2 & 3); Girls U8 - \$1250 per skater
    - Youth Squirt/Girls U10 - U15 - \$1500 per skater
    - U19 - \$500 per skater
    - Jr. Gold (U16 & U18) - \$500 per skater
  4. All hours must be fulfilled by June 30th of the current season. Unfulfilled volunteer hours will be invoiced at the end of the season at a rate of \$50 per hour.

#### VOLUNTEER TABULATION

The status of volunteer hours performed will be posted in the volunteer management system. It is each family's responsibility to track the status of their volunteer fulfillment to ensure that they have been credited the correct number of volunteer hours. Volunteer hour credits associated with coaching and team management will be posted at the end of the season.

On July 1<sup>st</sup> of each year, the number of hours worked during the proceeding season will be tallied and applied to the required hours for each family. If the number of hours worked is less than the number of hours required, the family will be assessed a fee of \$50.00 for each unfulfilled hour. HHA will invoice the family/charge the card on file for any volunteer hours not fulfilled by the required date. If the payment method is not valid the family will not be allowed to participate in HHA activities or ice rental until the fee has been paid in full.

Any excess hours from one season cannot be carried over into the following season.

#### TRANSFER OF HOURS BETWEEN FAMILIES

A limited number of volunteer hours can be transferred between member families. The maximum number of hours that can be **transferred to/accepted by** any one family is unlimited.

All transfer requests need to be submitted by June 30<sup>th</sup> of the current season to the Volunteer Coordinator (**[Volunteer@hudsonhockey.com](mailto:Volunteer@hudsonhockey.com)**) to receive credit.

### VOLUNTEER OPPORTUNITIES

Volunteer time credit may be accrued for time worked in the following capacities at the discretion of the committee chair. This will be detailed further at your first team meeting. Examples of volunteer opportunities:

#### **Arena Maintenance; Arena Maintenance Board Chair (AMB)**

- Carpentry, plumbing, electrical, painting
- General cleaning
- Take ice in/out, take boards up/down, painting lines on ice
- Dry floor maintenance
- Concession assistant

#### **Committee Chairs & Members**

- FOC
- Registration
- Jersey
- Communications
- Tournaments
- PCDC
- Tryouts

#### **Public or Open skating**

- Front Desk Role (entry fee collections, running the money collection box, depositing the money into the safe)
- On-ice monitor (ensures safe skating area, wears orange reflective vest)

#### **Dry floor events; (AMB)**

- Booth staffing
- Clean up

#### **Concessions:**

A minimum of 5 volunteer hours must be served in the concession stand per skater. If the family has more than one skater playing for HHA, a minimum of 10 volunteer hours must be served in the concession stand.

## **HHA's Try Hockey for Free events; Vice President in Support of Hockey Operations (VPSHO)**

### **Tournaments; (VPSHO)**

Home tournament volunteers will be credited for the hours worked while functioning as a minor game official or general tournament support. Those serving on the Tournament Committee, which is in charge of running all home tournaments, will be credited for family max of volunteer time.

\*\*\*It is HHA's expectation that ALL team(s) participating in HOME tournaments will provide the volunteers to support the tournament and fill all required volunteer positions. On average, six hours of volunteer time, per family, is required for their home tournament. Other members may volunteer for home tournaments, but it is the responsibility of the participating team(s) to ensure coverage for all open positions and shifts. **Each family is required to volunteer at least six hours per home tournament.** Examples of how to help include clock, music/announcer, penalty box, etc. If there are open positions or shifts during tournament time, the Team Manager of the participating team(s) will assign the open volunteer positions to family members of the skaters participating, regardless of minimum volunteer hours being met or not.

### **Miscellaneous Projects/Additional Volunteer Opportunities (Misc Departments)**

For all other tasks or special contributions, such as maintenance projects, special events, extraordinary contributions benefitting HHA, and special construction projects, volunteer time **must be pre-approved** by the Volunteer Coordinator or the VPSHO and reported to the Project Coordinator for the project.

The following positions will receive their family max for all skater's hours during the season. But must also still volunteer during their home tournaments. If more than one person shares a role, hours will be split accordingly.

**Equipment Manager**  
**Registrar**  
**HHA Webmaster**  
**Volunteer Coordinator**

**Locker room monitor**  
**Committee Chairpersons /**  
**Administrative Heads** *(subject to approval by VPSHO)*

### COACHING

1 Head Coach, 3 Assistant Coaches per team will receive their family maximum volunteer hours.

### TEAM MANAGEMENT

One Manager for each team will be credited with their family maximum skater hours. Should Manager duties be shared by more than one person, hours will be split appropriately.

### VOLUNTEER ROLES THAT DO NOT RECEIVE CREDIT FOR VOLUNTEER HOURS

There are several volunteer roles that do not receive credit to their required volunteer commitment. These include:

- **HHA Board members**
- **Clock operator, scorekeeper and minor official at non-tournament games during season**

The VPSHO has final determination of all volunteer credits.