



POLICY #5: VOLUNTEER POLICY

VERSION: 3

EFFECTIVE DATE: August 1, 2021

YOUR Volunteer contribution is VITAL to the operation of VMHA!

1. Introduction

As a community based minor hockey organization, VMHA is almost entirely dependent on volunteer participation to run effectively at both the Team and Association levels.

No matter where your expertise and interests lie, or the level of commitment you are comfortable with, EVERYTHING helps and there are several ways you can volunteer to help make each season a success!

2. Team Staff

Team officials are essential to the success of the hockey season. They provide the foundation for team organization, communications, and support for players.

Rostered team officials:

- Head Coach
- Assistant Coaches
- Team Manager
- HCSP

Rep Teams only: Rep Team Treasurer

ALL team level positions will be tracked in [SportsHelper](#), and only persons assigned to those positions in SportsHelper will receive a MAXIMUM refund of their \$160 volunteer fee.

3. Association level events.

Each season several events are organized both on and off the ice. These include photo day, Hockey Day at VMHA and 3on3 tournament, December hockey tournament or other fundraising and community events.

To help make these events successful, volunteers are required in a variety of roles. Volunteer opportunities will be posted in [SportsHelper](#), and parents will be able to sign up through their parent portal.

Families who would like to opt out of volunteering and not receive task notifications can email the registrar.

4. Volunteer Hours

A \$160 per family, volunteer fee is collected each year at registration.

Each family will be required to volunteer for **4** hours to receive a full refund of their \$160 volunteer fee. However, as we know not all families can provide 4 hours of volunteer time. Accordingly, the volunteer fee refund will be prorated based on the number of hours provided (i.e. 2 hrs of volunteer time would qualify for a refund of \$80).

Additionally, there are opportunities for families to be eligible for INCREMENTAL credit (in addition to their 4-hour volunteer credit) Families who volunteer over the 4 hours, up to an additional 10 hours, will be eligible for a \$40/hr “**non-refundable credit**”. This credit will be applied to their Teamsnap account to be used towards future registrations.

Example: Bob volunteers as a Team Official and is eligible for a MAXIMUM refund of the \$160 volunteer fee he paid at registration. However, Bob ALSO volunteers at the VMHA hockey tournament for 4 hours. Bob would then also get an incremental (additional) \$160 “non-refundable credit” applied to his Teamsnap account to be used for future registrations.

If Bob decided to not return to VMHA for the following season, or did not register for any clinics/camps, the credit would be forfeited.

ALL volunteer tasks will be tracked via [SportsHelper](#), and only persons assigned to those tasks in SportsHelper will receive credit for the volunteer hours.

NOTE: Families who have not yet fulfilled their initial volunteer hours may be given priority for a task assignment.

5. Volunteer Fee Refunds and Volunteer Credits

Volunteer fee refunds and “**non-refundable volunteer credits**” will be processed twice during the season. One before winter break and one at the end of the season.

Parents are responsible for ensuring their volunteer hours are verified in SportsHelper and should advise the registrar of any discrepancies before March 31.

6. Version History

Version 3 – August 2021