

CCHA Volunteer Policy

2011/2012 Hockey Season

(UPDATED 7/2011)

Volunteers are greatly needed to make a hockey association run! Without volunteers contributing many hours, CCHA could simply not exist. We completely appreciate the work that everyone does to help make our children's hockey experience a positive and enjoyable one and making the CCHA program successful!

We have made some revisions to hopefully improve the process for everyone involved. In order to make your volunteer life easier, it is imperative that you utilize the on-line automated sign-up system.

EACH FAMILY SHOULD ONLY SET UP ONE VOLUNTEER PROFILE ONLINE. IF YOU SET UP MORE THAN ONE VOLUNTEER PROFILE PER FAMILY YOUR HOURS PERFORMED WILL NOT BE TRACKED CORRECTLY, AND IT MAY APPEAR THAT YOU HAVE NOT FULFILLED YOUR REQUIREMENT.

To ensure fairness in regards to the volunteer policy and deposit, please remember, NO PLAYER WILL TRYOUT WITHOUT A VOLUNTEER CHECK ON FILE-NO EXCEPTIONS WISHALL BE MADE!

MINIMUM REQUIRED HOURS

Upper Level Players: 15 hours

(U10, U12, U14, Squirts, Peewees and Bantams)

Non-Traveling Players: 7 hours

(U6, U8, Mites, Mini-Mites, Termites)

**Please note the maximum number of volunteer hours required by any family is 18.*

Examples 1:

# of	Upper Level /	# of volunteer
Players	Non-traveling	hours
1	Non-traveling	7 hours
1	Upper Level	15 hours
TOTAL		18 HOURS

Example 2:

# of	Upper Level /	# of volunteer
Players	Non-traveling	hours
1	Upper Level	15 hours
1	Upper Level	15 hours
TOTAL		18 HOURS

Example 3:

# of	Upper Level /	# of volunteer
Players	Non-traveling	hours
2	Non-traveling	14 hours
TOTAL		14 HOURS

Example 4:

# of	Upper Level /	# of volunteer
Players	Non-traveling	hours
3	Non-traveling	21 hours
TOTAL		18 HOURS

The following positions will be exempt from the volunteer policy.:

- All Board Members
- All Key Volunteers
- All Hockey Development/Operations Members
- All Active Fundraising Members
- District 6 Board Member

The following hours will be applied to the following positions:

Head/Assistant Coaches

Each **rostered** head coach will receive the number of volunteer hours needed to fulfill their family's requirement. Assistant coaches for the upper levels (U10, U12, U14, Squirts, Peewees, Bantam and Jr. Gold) will receive 15 volunteer hours. **The maximum volunteer hours given to any team (all upper levels) will be 60 volunteer hours, which equates to one head coach and three assistant coaches.** Please feel free to have as many rostered coaches on your team that would like to help out, but they **will not** receive any volunteer hours.

Each **rostered** head and assistant coaches for the lower levels (U6, U8, Mites, Mini-Mites, Termites) will receive 7 volunteer hours. **The maximum volunteer hours given to any team (all lower levels) will be 28 volunteer hours, which equates to one head coach and three assistant coaches.** Please feel free to have as many rostered coaches on your team that would like to help out but they **will not** receive any volunteer hours.

Traveling Team Managers/Treasurers/Scrimmage Managers

Upper Level (U10, U12, U14, Squirts, Peewees, Bantams and Jr. Gold) Managers will receive the following volunteer hours:

Position	Level	# of Volunteer Hours Credited
Team Manager	Bantam, Peewee, Squirt, U14, U12, U10	15 (or # needed to fulfill family requirement – max 18)
Team Manager	Mite 1, Mite 2, Mite 3, U6, U8	7 hours
Team Treasurer	Bantam, Peewee, U14, U12	15 hours
Team Treasurer	Squirt, U10	10 hours
Scrimmages	Bantam	15 hours
Scrimmages	Peewee, U14, U12	10 hours
Scrimmages	Squirt, U10	5 hours

Lower Level (U6, U8, Mites, Mini-Mites, Termites Managers) will receive 7 volunteer hours. **Only one manager per team will receive the 5 volunteer hours.**

The following activities are highly encouraged and definitely appreciated but **DO NOT** fill volunteer hours for the **association**: Organizing coaches' gifts, team parties, scrapbooks, team photographer, treat scheduling, locker room decorating, and sending announcements or thank you notes. **Working at league games or scrimmages does not earn volunteer hours.** These activities generate team spirit and vary from team to team.

VOLUNTEER ACTIVITIES GUIDELINES

All volunteer hours/activities need to be signed up through the CCHA website otherwise there is no assurance you will receive credit for any volunteer hours with the exception of the following:

- All Board Members
- All Key Volunteers (ie. Tournament Director, Concessions Coordinator, Board Member Assistant, Volunteer Coordinator, Hawk Award Coordinator, etc.)
- All Hockey Development/Operations Members
- All Active Fundraising Members
- All Head/Assistant Coaches
- District 6 Board Member
- Team Managers/Treasurers

If your volunteer hours/activities are not signed up on the CCHA website there is no guarantee that you will receive credit for these hours.

Examples of volunteer hours/activities on the website:

- All tournament hours (Thanksgiving, Districts, Brick City, Carver Cup, Mini-Mite Jamboree, etc.)
 - Rink set up
 - Running the clocks
 - Refereeing
 - Food sales
 - Rink clean up
 - Ticket sales
 - Running the scoreboard
 - Penalty box
 - Merchandise
 - Etc.
- Cookie sales distribution
- Assisting Photographer with Team Picture Day for the Association
- Tryout Hours

If you have a player trying out at a specific level then you may not work any of the volunteer hours scheduled for that level. – You will not receive credit for these hours.

- Concession (non ice credit hours)

When signing up for concession hours please make sure you are signing up for either “volunteer hours” or “ice credits” to avoid any confusion later. – *The Association will not be transferring ice credits hours for volunteer hours, etc.*

Failure to show up or find a replacement for a signed up shift will result in a \$25.00 fee and applied to your account.

VOLUNTEER DEPOSIT REQUIREMENT

Volunteer buyouts will be \$250 per player and with a \$500 maximum per family. To ensure fairness to all families a volunteer deposit will be required. This will be collected via check. The check will NOT be cashed UNLESS the volunteer hours are not fulfilled. No checks will be cashed until the end of the hockey season. **All volunteer checks, with the exception of those that will be cashed, will be destroyed at the end of the season.**
CHECKS WILL NOT BE MAILED BACK TO YOU AS IN PREVIOUS YEARS.

# of Players	Volunteer Deposit Amount
1	\$250
2	\$500
3	\$500
4	\$500