

# Southwest Hockey Volunteer Agreement

*Note – This Agreement does not apply to Mighty Mite families.*

I have received the attached volunteer policy and understand the commitment necessary to run a strong hockey program.

I understand that in order to complete Registration and before my child will be allowed to skate, each family is required to:

Provide a personal check made payable to SWHA in the amount of \$500.00 per player (with a maximum of \$1,000 per family). This check will be held as a deposit and WILL NOT BE CASHED unless the family does not satisfy its volunteer requirement (see attached hours) by the end of the season. Upon completion of the volunteer requirement, the deposit check will be voided and destroyed.

**OR**

I can select the Buy out Option and make a payment of \$500.00 per player (with a maximum of \$1,000 per family). This will then fulfill the requirement for the season. (Please note: Southwest Hockey does not intend for this policy to be a fundraiser fundraiser...we need and prefer your time helping us with our program!).

Signed (Parent or Guardian) \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Players' Name/s and Levels: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please detach and submit this front page with your registration forms and a check for the appropriate amount. This can be dropped off at in-person registration on Sat., Sept. 12 (1:00 – 5:00 pm at Parade Ice Arena) or, for families registering by mail or on-line, please print and send this form along with a check, payable to;

Southwest Hockey - 2009 Registration  
P.O. Box 24825  
Minneapolis, MN 55424-0825



## Southwest Hockey Association

### 2009-10 VOLUNTEER POLICY GUIDELINES

Southwest Hockey Association benefits from volunteer hours in three distinct ways:

1. **SWHA receives “People Power.” Examples are association committees, working tournaments, etc.**
2. **SWHA receives revenue in return for volunteer hours worked. Examples can be silent auctions, golf tournaments, fundraisers, etc.**
3. **The individual teams receive “People Power.” Examples are team managers, coaches, etc.**

#### 2009-10 Volunteer Requirement

The season begins May 1, 2009 and runs through April 30, 2010. You are responsible for reporting all volunteer hours worked to the Committee Head, Tournament Director, or Volunteer Coordinator.

Level of Oldest player	Tournament Fundraising Hours **	Non-Tournament/Non Team Hours*	Total
Mini-Mites	Volunteer basis	Volunteer basis	Volunteer basis
Per Player			
Mites 1, 2, & 3/ U8 Girls	6	3	9
Per Player			
Squirt & Above, U-10 and above***	9	3	12
Per Player			
Partial Exempt Positions see below for list of positions	6	3	9

\*Non-Tournament hours may include additional tournament hours.

\*\*NOTE – Shifts are typically three hours. However, your time may be increased due to delayed games or games which go into overtime. **You cannot leave a game in progress if you are a Minor Official (clock, book, penalty box doors, or goal judge). Leaving in these situations will result in no credit for the shift.** NOTE: the following opportunities to get Tournament Hours: Minneapolis Cup Thanksgiving Weekend Tournament (Nov. 27, 28 & 29) and MN Hockey Regional and State Tournaments held in late February and early to mid-March (dates and times to be announced). It is advised that you complete your hours if you are in town at Thanksgiving as shifts for end of the year tournaments will fill up fast. **Maximum Tournament hours per family will be 15 hours.**

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The following positions will fulfill all required volunteer hours (additional Tournament volunteerism is gratefully appreciated, but not required.)

- Rostered Upper Level Head Coach
- Tournament Coordinator
- Association President

The following positions will partially fulfill the required tournament volunteer hours:

- SWHA Board Member
- Tournament Treasurer
- Team Manager
- District Representative
- Director, Chairperson or Coordinator Position
- Rostered Upper Level Assistant Coach

It is your responsibility to seek volunteer opportunities! Visit <http://www.southwesthockey.org> or contact your team manager for assistance. The following are places where you can find volunteer opportunities:

- Website – <http://www.southwesthockey.org> & click on “SW Volunteer Opps”
- Team Manager
- E-mail Newsletter
- Event or Board committee chairperson

**Activity Guideline for Volunteering**

***The following are examples of activities that can be used for volunteer opportunities:***

**Tournament Hours**

Tournament Director, ticket taker, concessions, fundraising event at tourney (Chuck-a-Puck, Silent Auctions, etc.), , tournament merchandising, tournament planning, tournament decorations , scorekeeper, goal judge, time clock, and penalty box doors. Serving for three hours but leaving before the completion of games scheduled will result in non-complete tournament hours. ALWAYS WATCH THE WEBSITE TO SIGN UP AND OBTAIN YOUR HOURS. Note – two weeks prior to the tournament we will begin filling shifts with people that want to work extra shifts to obtain fee credits for their hockey. If you have not signed up, you may miss your chance to complete your hours.

**Non-tournament/Non Team Hours**

Committee Member (Association Board, Hockey Committee, Recruiting Committee, Business Committee, Spirit Committee, Tournament Committee), SKATE Coordinator (Educational Program established to promote the importance of school), SKATE level coordinators, Coaching Mighty Mites for the first month, Uniform distribution and collection, working at registration, tryouts, Equipment Swap, evaluations, pictures, fundraising events, year end banquet, rostered assistant coaches, and other activities as approved by the Executive Board. See something our association could do better and you think you (or a group of parents) could do a great job to improve? Step up and suggest your idea to a Board member!

Examples of assignments: Scorebook shift at tournament (3 hours – tournament), Equipment Swap (3 hours), Awards Evening Planning, Spiritwear Sales, Registration Level Coordinator, etc.

**Compensated Positions**

The following positions will first be offered to scholarship recipient parents to help offset some of the costs to play hockey. If we are unable to fill they will be open to any parents within the organization. Dollar amounts are credits only.

- Tournament director \$1,175
- Coordinating wreath sales \$200
- Registration Coordinator \$200
- Webmaster \$650
- Volunteer Coordinator \$650

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**Activities outside the Guidelines**

The following activities are highly encouraged and definitely appreciated, but do not fill volunteer hours for the association: Organizing coach gifts, team parties, scrapbooks, team photographer, treat scheduling, calling trees, locker room decorating, scorebook, running clock, compiling team stats, and sending announcements or thank you notes. These activities generate team spirit and vary from team to team. However, these activities are not revenue generating for the association or necessary for the operation of the association.

**Who can Volunteer**

Any family member age 21 and older may volunteer for any opportunity. Family members age 14+ who are players in SWHA may fulfill hours as: scorekeeper, timekeeper, and penalty box for any Squirt through Bantam and Girls U12+ game in our Thanksgiving Tournament. At Minnesota Regional and State Tournaments all volunteers must be 17 or older.

**Hardship Policy**

On occasion, there are families that are experiencing a hardship and are unable to fulfill their volunteer hour commitment. To transfer volunteer hours between families send a note to SWHA for approval in these situations.

**Buy out or insufficient hours**

You have the option to buy out your volunteer hours if you choose. You must submit your buy out payment with your registration form/payment.

NOTE- This in no way is intended to be a fundraiser. We would much more prefer volunteering of our membership than money.

Completing a portion of your required hours will not result in a 'pro rated' fee. Failure to show for a volunteer position will result in a penalty of \$50 for each incident reported. This is in addition to the maximum. Please keep in mind, the goal of the Volunteer policy is to distribute the huge workload of running a hockey program among all of the SWHA families.

**Hour Tracking**

Committee Leaders or Tournament Volunteer Coordinator will be responsible for tracking volunteer hours. Parents who have not reached their Tournament Volunteer hours will have an opportunity in early March to volunteer at the Minnesota Regional Tournaments or State Tournament hosted by the TC District (and typically held at Highland Arena). Our District will be hosting one Regional Tournament and two State Tournaments – dates and locations to be announced.

**Deposit**

A deposit check will be required at registration. This check WILL NOT BE CASHED unless the family does not meet their volunteer hour requirements by April 30, 2010.