

Waconia Hockey Association Volunteer Policy

The Waconia Hockey Association requires each family to fulfill a certain number of volunteer hours each year. These requirements are necessary for the function as well as the future of our association and therefore, it is critical that the members all share in the commitment to the success of our association.

Volunteer hours are required both at the WHA level (i.e., WHA-Level functions) and at the Team level (scorekeeping, running the clock, penalty box, year-end parties, etc.).

WHA-Level Volunteer Hours per Family

1 player: Competitive-Level Team—15 hours

1 player: IP-Level Team—7 hours

2 or more players: IP-Level Team(s)—14 hours max per family

Maximum Hours per Family: 18 hours

These hours can be fulfilled by a responsible adult and the player's siblings aged 15 or older.

WHA-Level Functions

- Carver County Fair
- District 6 Tournament
- Wine & Cheese Event
- Lake Waconia Triathlon
- Tryouts
- Others TBD by WHA Board
- Winter Fundraiser
- Golf Tournament

All of the above-referenced hours are considered WHA-Level functions. Penalty box, scorekeeper and clock operation during scrimmages and District 6 games are no longer considered WHA-Level functions. They are considered Team-Level functions and are discussed below. WHA is giving each team manager the flexibility to assign these duties, along with any other team duties that their team may need to make their hockey season a success.

Team-Level Volunteer Hours per Family

The WHA Board of Directors is allowing each team manager the flexibility to determine and/or assign these duties at their discretion. These duties include, but are not limited to, penalty box, scorekeeper, clock operations, etc. There is no limit on team volunteer requirements. Each team is essentially responsible for ensuring all team needs are adequately addressed. Failure to meet team volunteer requirements as determined by your team manager is addressed in the WHA Volunteer Non-Fulfillment Penalty as noted below.

Exempt From WHA Volunteer Hours

The following people are exempt from the annual WHA volunteer requirements:

Current WHA Board members	Registrar	IP coaches
Head coaches	IP managers (7-hour credit)	Competitive-team mgrs (1 per team)
HDC members (hour credit per hour attended)	Rostered assistant coaches (comp. level 3 max/team)*	Others TBD by the WHA Board

*Coaches must attend at least 80% of practices and games to qualify for the exemption and must be rostered and carry a valid Coaching Card.

Coaches and Board members are also exempt from team duties.

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Volunteer Checks

Team managers will collect a Volunteer Check from each family equal to the WHA Volunteer Hour Non-Fulfillment Penalty [see below; amount is dependent on the number and level(s) of players within each family] within one week after teams have been selected. If you have more than one player, the oldest players' manager will receive the non-fulfillment check. The non-fulfillment check requires your family to fulfill both WHA and team's/teams' volunteer requirements by April 30 following the end of the season.

It is our intention that the WHA-Level Functions will be tracked by a volunteer tracking tool on the WHA Web site and monitored by the WHA volunteer coordinator. Team managers will assign and track teams' duties and hand out a schedule according to the team's needs. You will be responsible for swapping any team dates/duties with other families and notifying the team manager of any changes. The Volunteer Checks will be returned or shredded if both WHA-Level Volunteer Hours *and* Team-Level Volunteer Hours have been completed by April 30 following the hockey season. It is at the discretion of the team manager whether or not you have fulfilled your team duties. In the event of an issue, the WHA volunteer coordinator will have the final say. If a family has any outstanding bills or penalties, the WHA will cash the Volunteer Check, deduct the outstanding bills or penalties from your Volunteer Check, and return the remaining balance. WHA will not pro-rate the non-fulfillment penalty.

WHA Volunteer Hour Non-Fulfillment Penalty

If a family does not fulfill all of its volunteer hours for the season by April 30, the family's volunteer check will be cashed.

- 1 player—Competitive-Level Team: \$600
- 1 player—IP-Level Team: \$300
- 2 or more players—IP-Level Teams: \$500
- Maximum: \$750 per family

Volunteer Buyout Options

If a family would rather not perform their WHA-level volunteer requirements, they may opt to choose the Volunteer Buyout Option and instead pay a fee within one week after teams have been selected.

If you choose the Buyout Option, your manager is to receive the buyout check for the WHA-Level Functions. If you have more than one player, the oldest players' manager will receive the WHA Buyout Check. The buyout checks will be cashed as soon as they are received. If you choose the Buyout Option, your family is still required to perform team-level duties; the WHA Buyout Option only relieves your family of the WHA-Level Functions.

Volunteer WHA Buyout Option—WHA-Level Functions

- 1 player—Competitive Team: \$500
- 1 player—IP-Level Team: \$250
- 2 or more players—IP-Level Teams: \$400
- Maximum: \$600/family

No-Show Policy

If a volunteer is unable to fill his/her shift, it's up to the volunteer to find a replacement for those shifts. It is up to the volunteer to contact their manager for team functions and the volunteer coordinator for

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WHA-Level functions. If you sign up for a shift and did not show up or find a replacement for that shift, a \$100 penalty per shift missed will be deducted from your volunteer check. Please show up 15 minutes ahead of your shift to check in.

Team Fundraising

Team fundraising is allowed as long as it does not interfere with the WHA fundraising efforts. Check with the WHA's marketing and fundraising coordinator before you begin your fundraiser.

Note: The WHA reserves the rights to change the fees, hour requirements or the approved functions based on the needs of the Association on an annual basis.

Volunteer Policy Questions & Answers

Q: Will the WHA keep my volunteer non-fulfillment check if either team duties or WHA-Level volunteer requirements are not met?

A: Yes. Team volunteer hours (TBD by team needs), along with your family determined WHA-Level Functions, must be completed by April 30 or your volunteer check will be cashed.

Q: If I choose the Buyout Option and have three players, how many checks do I write?

A: One. The oldest players' manager will receive the WHA-Level Buyout check.

Q: What if I have to cancel a shift I had signed up for?

A: It is up to you to find a replacement *and* notify your manager or the Volunteer Coordinator.

Q: What happens if I have a family emergency and cannot work a shift I had signed up for?

A: Call your manager or the Volunteer Coordinator and he/she will find a replacement for you. Call them as soon as possible.

Q: When does the volunteer season start?

A: The volunteer season starts May 1 and ends the following year on April 30.

Q: What if my volunteer requirement has not been met and there are no more opportunities left?

A: If **EVERY** available volunteer hour was fulfilled from May 1 through April 30 your check will not be cashed. However, if any volunteer hours went unfulfilled, your check will be cashed. It is your responsibility to make certain you meet your volunteer requirements by April 30 each year. If you see this as an issue, please contact the volunteer coordinator (currently Steve Nagy).

Q: Can I carry over volunteer hours into the next year?

A: No. May 1 starts the new volunteer season. Everyone starts with 0 hours.

Q: If two shifts take place at the same time, can only one family member show up and get credit for both shifts?

A: No. There must be one family member for each shift, and one person cannot get credit for more than one shift at a time.

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Q: If I sign up for one shift, can two family members show up and get credit for two shifts?

A: No. You only get credit for each individual shift for which you sign up. You cannot have more people show up and get credit.

Q: Can I have a family friend help fulfill my volunteer requirement?

A: Waconia Hockey Association members are responsible to ensure any volunteer shifts are filled by a qualified individual.

Q: Can I have my son/daughter help fulfill my volunteer commitment?

A: Yes. The volunteer must be a minimum of 15 years old to volunteer.

Q: Can I donate used equipment or donate items to the Wine & Cheese event and receive credit toward my volunteer commitment?

A: No. Donating items are encouraged and appreciated, but you will not receive credit toward your commitment.

Q: If our team has a fundraiser, does that count toward my WHA Volunteer commitment?

A: If your team has a fundraiser and the money you raise from that fundraiser goes toward your team, the hours will not count toward your WHA volunteer commitment. All Team fundraisers must be approved the WHA Marketing/Fundraising coordinator.

Q: Even though coaches get full volunteer credit, do they still need to register on the volunteer system?

A: Yes. We want to ensure that all credited hours are accounted for. Everyone needs to create a profile online including coaches, managers and board members.

Q: If I choose the Buyout Plan, do I have to contribute money toward the team's account for scrimmages, tournaments, etc.?

A: Yes. The Buyout only allows you to be relieved of WHA-Level volunteer duties.