

## WOODBURY AREA HOCKEY CLUB Volunteer Policy 2010-2011

### PLEASE READ CAREFULLY

WAHC is a nonprofit organization operated by volunteers. In order to keep our operation running and provide our kids with a fun and rewarding hockey experience, WAHC needs your help. The goal of the volunteer policy is to distribute the workload among all of the WAHC families. Failure to perform volunteer hours will prohibit family member(s) from participating in WAHC activities.

Each family in the WAHC is required to volunteer **8 hours** during the hockey season unless you have elected the buy out option at the time of registration. **If you only have a Termite, Girls Intro to Hockey, Jr. Gold or Girls U14 player you are exempt from the mandatory volunteer obligation.**

Opportunities to fulfill your volunteer requirement will be broadcast via club-wide emails throughout the season. Volunteer hours are not transferable from family to family nor can you accumulate hours from year to year. Running the clock, scoreboard, scorebook, or penalty box during non-tournament games, scrimmages or during the Mite Jamboree **DOES NOT** satisfy the volunteer requirement because these are team-related activities. Each family is obligated to share in the performance of these duties. *Please note that you cannot volunteer for tryouts if you have a skater participating at that level.* For example, Squirt parents cannot volunteer for Squirt tryouts, on or off ice. You can, however, volunteer for clinics.

At this time, we are asking that you do not sign up for more than your 8-hour commitment. We greatly appreciate those of you in the past that have stepped up to fulfill open volunteer hours to help run our Club activities. At this time, we would like to leave opportunity for everyone to volunteer.

**Volunteer Sign-up:** Sign-up for most volunteer hours are available online through the WAHC website. You will be notified via club-wide broadcast email when tournament and tryout volunteer opportunities are available. Miscellaneous volunteer opportunities will be posted through the DIBS system on the WAHC website throughout the season. Please refer to the Volunteer Page on the WAHC website for instructions on using the DIBS system.

**Tournaments:** Tournament sign-ups will be placed on the DIBS system one month prior to that tournament or as soon as the brackets are finalized. You will be notified via email as to what date and time sign-ups will be posted online. Below is a list of tournaments for this hockey season:

PeeWee, December 9-12, 2010  
Squirt, January 7-9, 2011  
Bantam, January 20-23, 2011  
Girls Sweetheart, February 10-13, 2011  
District Tournament, February 20-27, 2011

We encourage you to learn to run the clock and scorebook during your child's non-tournament games. They are the last slots to fill so it will provide you with more opportunities. It is fun to be able to watch a game as well.

**Volunteer Sign-in:** In order for you to get credit for your volunteer time, it is CRUCIAL that you sign-in for the time you volunteer. There will **always** be a sign-up sheet. For tournaments, the multipurpose room is where you report. For other events, you will be notified where the sign-in is located. It is your responsibility to always ask if you don't know where to sign-in. **You must sign-in to get credit for your time worked.**

**Accountability:** Once you have signed up for a tournament or event, you are responsible for that time slot. Please do not sign up until you are SURE the date and time will work for you. We depend a lot on our volunteers during these tournaments and events. Any no-show during one of our tournaments or events greatly inhibits our ability to properly run them. When a slot is not accounted for during a tournament or event, it puts a lot of pressure on tournament and event leaders to fill these slots at the last minute. **Any no shows during an event will be assessed \$100 per hour. Paying for missed volunteer hours DOES NOT reduce your hours toward your 8-hour requirement. You must give a 72-hour notice if you are unable to attend your slot.** If you need to reschedule, **you** will be responsible for getting your own subs. You will be given a list of overflow volunteers (if any) for that event and you can call from that list or find a friend to take your hours.

**Coach credits:** Head coaches get a credit for their 8 volunteer hours. They are also given 24 hours to assign to their staff. It is up to the head coach's discretion to assign the hours. For example, 2 assistant coaches and team manager can receive a full 8 hour credit toward their volunteer commitment. If there are more assistants, the head coach may assign allocated hourly credits. It is up to your head coach to report to Jen Bettencourt, the WAHC administrative assistant, how they have allocated their volunteer hours.

**Fees:** The buy out option of \$400 is ONLY available at the time of registration for a limited number of families. YOU CANNOT BE ELECTED ANY TIME DURING THE SEASON. **Any family not fulfilling their 8-hour requirement will be assessed \$100 per hour on a prorated basis.**