

Chippewa Youth Hockey Association Work Assessment Policy

(Effective Date Sept 1, 2010)

The Chippewa Youth Hockey Association (CYHA) is an all volunteer organization operating two ice arenas for ice-related activities. Membership includes CYHA and Chippewa Figure Skating Club (CFSC) members. In order to operate and maintain the facilities and the association, members are required to work a given number of hours or pay a fee each year. The required hours and fee are dependent on the age level your child participates at. The table below lists the requirements. This enables us to keep our prices low by working off part of the projected costs, but providing people with an opportunity to "buy out" if they so choose.

FAQ - (This FAQ will be updated as needed)

Level (age as of Dec. 31, Current Season)	Work hours Required by next registration	Fee
Beginner/Initiation Program	5 hours	
Mighty Mites (ages 5&6 Atom)	15 hours	\$150
Mite (ages 7 & 8)	50 hours	\$500
Squirt (ages 9 & 10)	50 hours	\$500
Peewee (ages 11 & 12)	50 hours	\$500
Bantam (ages 13 & 14)	50 hours	\$500
Girls: 12U, 14U, 16U	50 hours	\$500
CFSC Skate With Us (2 years or less)	5 hours	
CFSC Skate With Us (3 years or more)	15 hours	\$150
CFSC Junior Club	50 hours	\$500
CFSC Senior Club	50 hours	\$500

What can I do to complete my work assessment?

There are many activities available to participate in for completion of work assessment hours. They range from membership on a committee, assisting with a fundraising, facility maintenance to Zamboni drivers. The list below outlines some of these activities but is not an all encompassing list.

COMMITTEES

- | | |
|----------------------------------|----------------|
| Management | Concession |
| Maintenance | Equipment |
| Marketing/Promotions/Fundraising | Signs |
| Registration | Tournament |
| Strategic Planning | Hockey School |
| Referees | Figure Skating |
| Scheduling | Ice Bowling |
| Coaches | |

TASKS

- | | |
|-------------------------|-------------------------------------|
| Approved Zamboni Driver | Country Fest |
| Team Mom/Manager | Rock Fest |
| Coach | Other (write grants, plumbing, etc) |
| Northern WI State Fair | |

Events To Complete Work Assessment Hours

Event	Month	Person To Contact
Ice Bowl	April 1-2, 2011	Anita Kukuk.....720-4841
Country Fest	June	Kerri Smithberg.....726-1724
Rock Fest	July	Kerri Smithberg.....726-1724
Fair	July	Pam Kelly.....726-9143
Pancake Breakfast	Sept.	Michelle Mikula.....720-7053
New Rink	T/Th 6-9	Jason Dresel.....720-0473

Other Assessment Options:

Team Mom or Team Manager	Joni Gilles.....720-9924
Coaching	Don Loew.....726-9656
Scheduled Zamboni Driver	Bob Normand.....723-6529
Work Assessment	Anita Kukuk.....720-4841

What are the requirements to receive work assessment hours for coaching? How many hours will I receive?

In order to receive work assessment hour for coaching, the following requirements must be met:

- Certified to the proper level
- Has current coaching card
- Registered with USA Hockey
- Approved by CYHA Board of Directors
- Completes a USA Hockey/WAHA screening application
- Appears on the USA Hockey roster for the team being coached
- Applies by deadline set by Coaches Committee (November 1)

Work assessment hours will be granted as follows

Mites and above -

- Head Coach 30 hours, Assistant Coach 30 hours for work assessment
- Max of 3 coaches per team, exception 4 coaches at Mite level
- If a team has a coach that does not need hours, then only two coaches will be granted hours

Mighty Mites/Initiation Program/Beginners

- You must have all the coaching requirements
- Coaches get 15 hours work assessment
- Max of 1 coach for every 6 skaters
- All on ice adults must meet coaching requirements
- All on ice youth helpers must be 13-17 and attend Student Coaching clinic

What is the timeframe to perform/complete work assessment?

The CYHA work assessment year runs from current season registration to registration for next season.

What happens if I do not complete my work assessment?

If you do not complete your hours of work assessment you will be charged a work assessment fee at the next registration. Fees due for work assessment at registration are determined by the number of hours completed. If a family does not complete 50% of their hours they will pay the full amount of \$500 (\$150 for Mighty Mites). If they complete 50% or more they will pay \$10 for each hour they have not worked.

What year does my work assessment apply to?

Work assessment hours apply to the year that you registered for. An example, you registered as a mighty mite for the current season, you work 15 hours up until registration for next season. At registration next season, if your child moves up to mites then you work 50 hours from that registration to the next registration. If your child does not return for any reason (including graduation/moving up to high school level) the following year you are still required to fulfill the work assessment hours or you will be charged.

I have completed my hours, can I continue to work and carry hours forward to next season?

Once you have completed your hours certain events have been approved to carry over to next season for work assessment hours. These are Ice Bowl and tournaments. Ice Bowl is our largest fund raiser needing a number of workers to make it successful. Tournament hours that apply are those worked for a tournament other than the one for your own team. Your team tournament has priority and must be worked first. If other tournaments need additional help due to size of tournament or because we do not have a team to host you can work them and receive hours. The team hosting will provide workers to fill as much as they can. Open times can then be filled by volunteers from other teams.

Who can do work assessment?

Work assessment is performed by parents and family members age 16 and older (at the discretion of the Committee Chair, Event Coordinator, or as required by the type of event). Family members can include domestic partners, grandparents, aunts, and uncles. Youth skaters are encouraged to help in work assessment, but their hours will not be included in the 50 hour total.

Can I do work assessment for another family?

No, active members of CYHA or CFSC may not transfer any hours they have worked to another family.

How do I keep track of my work assessment hours?

Forms are available at the ice arena by the black drop box to fill out as you complete work assessment hours. The form should be filled out EVERYTIME you work, and signed by the committee chair person, or person responsible for supervising the activity that you participated in. The original should be dropped in the black box at the arena. It is YOUR responsibility to turn in a slip not the person in charge of the event. Work assessment forms must be turned in within 60 days of the event/activity to be credited.

Can I do all of my work assessment in one activity?

No, the maximum number of hours you can receive for any one activity is 30.

I worked my hours before registration, how do I receive credit so that I do not have to pay at registration?

Registration is held in late September each year. To receive full credit for work assessment prior to registration you need to turn in your work assessment forms by Sept 6th. The forms can be dropped off in the black lock box at the arena.

Can I sign up for a committee at registration and not pay the work assessment fee?

Families who have served responsibly on a committee at least one full year can receive credit for future work on that committee at registration. Families, who are new to a committee, must pay the work assessment fee and complete the 30 hour work assessment for that one activity plus an additional 20 hours elsewhere to be reimbursed.

I serve on a committee, what constitutes work assessment hours for that committee?

In order for your membership on a committee to count as work assessment, you must attend meetings held by the committee. You must be an active member of the committee by participating in any projects, taking responsibility for a committee activity, and supporting the other members with their responsibilities. Your participation will be approved/verified with the chairperson of the committee. Signing up for a committee does not constitute membership or meeting the work assessment requirement.

Can I donate products or services to complete my work assessment?

The donation of products which will be approved by the CYHA Board may count toward work assessment. Hours will be granted at a rate of one hour for each \$20 in product donated to a maximum of 30 hours. In lieu of work assessment hours you may request documentation for these products for tax purposes. The donation of services that affect the operation of the rink (i.e. plumbing, electrical, carpentry, legal services, accounting etc) without reimbursement would count toward work assessment.

I worked in the concession stand/score box/penalty box when our team had a game, does this count for work assessment? Does cleaning when my team has a cleaning week count?

Team responsibilities do not count toward work assessment hours. Each team handles the concession and scoring duties for their games, and their cleaning week as team duties. If another team requires help with their responsibilities such as when running a tournament, association members may volunteer to assist. Hours worked while assisting count toward work assessment.

I want to learn to drive the Zamboni. Does this cover my work assessment?

Zamboni drivers must be trained and approved by the Maintenance Committee to become eligible to cover their work assessment. Drivers who are assigned to a regular night during the week will receive work assessment credit. A minimum of 6 weeks (6 evenings) is required to fulfill the obligation. Drivers must submit a signed form to receive credit for work assessment hours. Driving the Zamboni for your team games and practices is a team responsibility, the same as scorekeeping, penalty box, or working the concession. If another team requires help with their responsibilities such as when running a tournament, approved drivers may volunteer to assist. Hours worked while assisting count toward work assessment.

I signed my child up for Beginners/Initiation Program/Mighty Mites and he/she was placed on an older team. Do I now have to pay \$500 or work 50 hours to cover my work assessment?

No, although your child is now been moved to an age appropriate team, your family is still treated as a Beginner/Initiation Program/Mighty Mites family for your first year.

I am receiving a skating scholarship/financial assistance from CYHA. Do I have to do work assessment?

Yes, you are still expected to complete the 50 hours of work for the assessment obligation. You are not required to pay the \$500 fee at registration. Depending on how your financial assistance is structured you may need to pay some or the entire fee if you do not complete the obligation.