

Park Rapids Amateur Hockey Association

Family Volunteer Policy

Park Rapids Amateur Hockey Association (PRAHA) is an organization run by its volunteers including Board members, coaches, managers, concession workers and many others. Volunteers are absolutely essential to maintaining and growing the Park Rapids Amateur Hockey Association and it is the intent of the Board of Directors to use this policy as a tool to help with this process. This volunteer policy will be implemented, with hour requirements set and recorded, in order to help to determine the amount of hours that are available over a season. This is entirely dependent on the participation of you, the members of PRAHA. Please let a board member know if there are any questions, or concerns, regarding this policy.

This policy sets forth the volunteer requirements for hockey families by age group. The table below outlines the required hours **PER FAMILY**. Please use the level at which your oldest child is playing:

<u>Level of oldest player</u>	<u>Minimum recommended number of Volunteer hours</u>
Mini-Mites*	5 hours
Mites	15 hours
U-10	30 hours
Squirts	30 hours
U-12/Peewees	30 hours
U-14/Bantams	30 hours
Girls Varsity	30 hours
Boys Varsity and JV	30 hours

* - First-year Mini-Mites are exempt

The following positions will fulfill ALL required volunteer hours:

- **PRAHA Board Member**
- **Hockey Development Committee Member**
- **Active Committee Member;**
some examples include:
 - **Budget/Finance**
 - **Fundraising**
 - **Tournaments**
- **Association Registrar**
- **Rostered Head Coach**
- **Rostered Assistant Coach (max of 3 per team)**
- **Team Manager**
- **Team Volunteer Coordinator**
- **Concessions Manager**
- **Equipment Manager**
- **Team Sponsor (\$500 or more)**

Here are some examples of the many opportunities you have to help fulfill your volunteer obligations:

Coach – Head or assistant – must be CEP certified to be considered a volunteer coach.

Team Manager – Assist the team with paperwork, communications, scheduling, off ice activities, fundraising. Essentially the team manager is the liaison for the team.

Team Volunteer Coordinator – Formerly known as “calling parent”. Assist with the team volunteer process, ensuring that parents are actually working and properly recording the hours worked on their time cards. Sign off on said time cards at end of each shift worked. Assist team manager in getting information from team manager, coaches and/or PRAHA to parents in timely manner.

Fundraising – helping in any way with the fundraising activities of Park Rapids Amateur Hockey Association

Registration – Assisting with preseason registration process, work with Association Registrar to assist with various task including phone calls, paperwork etc...

Tournaments – Numerous volunteers are needed to successfully host a home tournament. The areas of need for tournaments are Registration table, Concessions help, Scorebook, Time Clock, Penalty Box, Announcer, preparation or cleanup work during tournament, etc. Each team will be assigned a certain number of hours to work during these tournaments and you will be held responsible for these spots. There will be orientation sessions held at the start of the new hockey season to familiarize people with the time clock, keeping the scorebook, announcing and penalty box attendant duties.

Team Home Games – working the time clock, keeping the scorebook, announcing, goal judges, or working the penalty box, etc., at the home games of your team.

Varsity Gate – Work the admissions gate at varsity games. Collect money and count at end of game; turn in to Arena Office, or to the PR Area Schools designated representative, if in attendance. Parents of players on boys and girls varsity are exempt from this duty. It is required to be present ready to open gate one hour prior to scheduled game. Please observe schedule to determine if there is a JV game or not, and at what time the game starts.

Concessions – Operate and staff the concession stand during your team’s games and your team’s practices. PRAHA would like the concession stand open during practices at the mini-mite and mite levels; all other levels would be optional. There will be orientation sessions held at the start of the new hockey season to familiarize people with the operation of the concession stand. Youth teams will be assigned varsity games they are responsible for throughout the season.

Committee Work – Assisting with and sitting on various committees formed throughout the hockey season. Examples would be referees, volunteers, grievance, marketing, finance, tournaments, fundraising, etc...

PRAHA Board Member – run for and sit on the PRAHA board of directors.

Spaghetti Dinner Year End Banquet – assist the committee with planning and carrying out the functions relating to the Spaghetti Dinner/Silent Auction fundraiser.

This is not to be meant as an all-encompassing list. There are other opportunities to volunteer that are too numerous to mention. Please look for the opportunities as they present themselves.

The process for fulfilling your volunteer hours is as follows:

Volunteering opportunities will be discussed during the initial parent meetings at the beginning of each hockey season. During this meeting, expectations will be covered, as well as some of the opportunities available, in addition to a brief Q&A session where questions can be raised. There will be much information shared with the membership throughout the year. **Communication will be the key to making this successful.**

Each family will be responsible for making the decision of where they want to spend their volunteer time. Please discuss with your team manager, or with the arena office, or PRAHA board members, what volunteer opportunities are available. It will be your responsibility to seek out opportunities that fit into your schedule. **Working at games for levels other than yours will earn 1.5 hours per 1 hour worked.**

Volunteer Coordinators for each of the teams will be asked to help coordinate the volunteer efforts for the families of the kids on your team. A Board Member, or key committee member, will help with this coordination.

Accountability – Once you sign up for a slot, you are responsible to work that time slot. Other people working that particular function are counting on the people signed up and you need to show up to keep the event running smoothly. If you are not able to fulfill your commitment, please contact other team members to fill your shift or speak with your team volunteer coordinator. Please avoid making changes within three days of the event you have signed up for to alleviate as much confusion as possible.

An official PRAHA volunteer form will be required to be filled out each time you complete volunteer hours. This form is to be turned into your team’s volunteer coordinator, who will verify the time worked and initial the form. The forms will be collected and your time will be entered onto a spreadsheet tracking your progress, which will be viewable on the PRAHA website at www.prhockey.com. You must use this form in order to obtain credit for hours worked. There will be no exceptions to this.

*****Fee Schedule – A fee of \$10 will be assessed for each required volunteer hour that is not fulfilled. This fee will be invoiced following the season. (For example, if you were required to work 30 hours and worked 15, you would owe the difference of \$150.) *** Accumulating hours worked shall cycle from April 1st to March 31st of the following year. The volunteer hour requirement can be bought out for a sum of \$300, limited to the first ten payments received by the PRAHA Board at the post office box.**

Your children are reaping the rewards of an ever improving hockey program at PRAHA. This organization is run and sustained almost entirely by the volunteer efforts of its membership. The more volunteers this organization has, the better the Association becomes. Let’s all do our share to keep things equitable, so that 10% of the membership does not end up doing 90% of the work. Your participation is **KEY** to making PRAHA a success for our children.