









# Moorhead Youth Hockey Volunteer Policy

## 2011 – 2012 Season

Moorhead Youth Hockey Association is an organization run by its volunteers including Board members, coaches, coordinators, tournament workers and many others. Volunteers are absolutely essential to maintaining and growing the Moorhead Youth Hockey Association.

This policy sets forth the volunteer requirements for hockey families by age group. The matrix 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 number of Volunteer hours</u>
 <i>Rookies*</i>	<i>4 hours</i>
 <i>Mites</i>	<i>8 hours</i>
 <i>U-10</i>	<i>12 hours</i>
 <i>Squirts</i>	<i>12 hours</i>
 <i>U-12</i>	<i>12 hours</i>
 <i>Peewees</i>	<i>12 hours</i>
 <i>Bantams</i>	<i>12 hours</i>
 <i>Junior Gold</i>	<i>12 hours</i>

\*=first year Rookies are exempt

The following positions will fulfill ALL required volunteer hours:

Rostered head coach (head coach only is exempt)

Team Manager

MYHA Board Member

Hockey Committee Member

Team Volunteer Coordinator

Team Sponsor

Parent Coordinator

Active Committee Member

1. Membership

2. Fundraising

3. Tournaments

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

- ✚ **Coach** – (Head Coach Only) – 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** – Assist with the team volunteer process, ensuring that parents are actually working and properly recording the hours worked. Sign off on the hours worked by the parents on your team.
- ✚ **Fundraising** – help volunteer with the fundraising activities of Moorhead Youth Hockey
- ✚ **Registration – Membership** – Assisting with pre season registration process, work with membership directors to assist with various task including phone calls, paperwork etc...
- ✚ **Tournaments** – **AT LEAST ½ OF YOUR VOLUNTEER HOURS MUST BE SPENT WORKING YOUR HOME TOURNAMENT UNLESS YOU HAVE AN EXEMPT POSITION.** 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 clean up work during tournament, etcetera. At least one rookie and/or one mite team will be assigned to work every tournament that MYHA hosts during the hockey season. Each team will be assigned a certain number of hours to work during this tournament 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.
- ✚ **Committee work** – Assisting with and sitting on various committees formed throughout the hockey season. Examples would be in-house referees, volunteers, marketing, membership, tournaments, fundraising, etc...
- ✚ **MYHA Board Member** – run for and sit on the MYHA board of directors.
- ✚ **MYTEAM and Year End Banquets** – assist the membership committee with planning and carrying out the functions relating to the MYTEAM awards ceremony and the Rookie and Mite year end banquets.
- ✚ **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.**
- ✚ **Working the clock, penalty box, music, or announcing at home games for your travel teams are considered part of your duties in having a player in the travel program. These hours WILL NOT count toward total volunteer hours worked.**

## The process for fulfilling your volunteer hours is as follows.

- ✚ Each family will be responsible for making the decision of where they want to spend their volunteer time. Volunteering at tournaments is required for ½ your volunteer hour time.
- ✚ 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. **The volunteer coordinator will need to sign off on any hours you work.**
- ✚ Please discuss with your team manager or with the MYHA office what volunteer opportunities are available. It will be your responsibility to seek out opportunities that fit into your schedule.
- ✚ Team Volunteer Coordinators for each of the in-house and travel 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.
- ✚ 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.
- ✚ *A deposit of \$20 per required volunteer hour will be collected this year at the time of registration (please see matrix above to determine the number of hours your family is required to work). Your deposit check will be held by Moorhead Youth Hockey (not cashed) until your volunteer commitment has been fulfilled, or until the end of the hockey season. If your volunteer hours have not been met by the end of the hockey year (roughly mid March) you will be contacted and informed that we are going to be cashing your check, or if there is an outstanding balance on your account (for example if you owed 12 hours and worked 6, you would owe the difference of \$120).*
- ✚ Your children are reaping the rewards of an exceptional hockey program at MYHA. 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.

✚ The following chart details the tournament assignments for 2011-2012.

<b>Tournament / Team Volunteer Assignment</b>		
<b>DATES</b>	<b>TOURNAMENT / LEVEL</b>	<b>TEAM ASSIGNED TO VOLUNTEER</b>
Dec 2 - Dec 4, 2011	Bantam A - 8 Teams - 32 Games	Bantam A, Rookie 1, Mite 1, Squirt 1
Dec 9 - Dec 11, 2011	PeeWee A - 8 Teams - 32 Games PeeWee B1 – 8 Teams – 32 Games	PeeWee A, PeeWee B1, Rookie 2, Mite 2
Dec 17 - Dec 18, 2011	Bantam B2 - PeeWee B2 - 8 Teams Each - 24 Games	Bantam B2, PeeWee B2, Rookie 3, Mite 3
Dec 31 2011 – Jan 1, 2012	Junior Gold JG – 8 Teams – 24 Games	Junior Gold, Rookie 4, Mite 4, Squirt 2
Jan 14 - Jan 15, 2012	Squirt A - Squirt B1 - 8 Teams Each - 24 Games	Squirt A, Squirt B1, Rookie 5, Mite 5, Squirt 3
Jan 20 - Jan 22, 2012	Bantam B1 - 16 Teams - 32 Games	Bantam B1, Rookie 6, Mite 6, Squirt 4, Squirt 5
Jan 28 - Jan 29, 2012	10U - Squirt B2 - 8 Teams Each - 24 Games	10U, Squirt B2, Rookie 7, Mite 7, Squirt 6, Squirt 7
Feb 4 - Feb 5, 2012	12U - 8 Teams - 24 Games	12U, Rookie 8, Mite 8, Squirt 8

- ✚ This schedule is a guideline. If your assigned weekend does not work for your schedule, you can choose to work a different tournament. You must coordinate this through your team manager.
- ✚ This guideline is meant to spread the enormous workload evenly across all MYHA tournaments.
- ✚ Additional hours will need to be done for District, Regional, or State tournaments hosted by MYHA.

If you have any questions regarding the MYHA volunteer policy please contact your team representative, or board member Greg Krier 701-238-1771 **Tournaments@moorheadyouthhockey.com**