



Volunteer Policy

Updated: June 2023

SECTION 1: Overview

1. The Hutchinson Hockey Association (HHA) is a volunteer-run organization. Volunteers are essential to sustaining a quality and affordable youth hockey program.
2. The goal of the Volunteer Policy is to distribute the workload among all the HHA families. Each family is required to work volunteer hours.
3. To sign up for available Volunteer hours (aka DIBS), please navigate to the [DIBS tab](#) from the HHA website. More info on the [Volunteer/DIBS page >](#)

SECTION 2: Requirements

1. Each returning family must complete 15 hours per season.
2. All first-year families must complete 7.5 hours for the first season.
3. Each family must pay \$35/ hour for any unworked hours during the season.
4. All families are required to provide a check to HHA in the amount of \$525 as a hold for any potentially unworked hours.
 - a. Payment will be collected at team meetings at the beginning of the season.
 - b. Checks will be shredded or returned to families who fulfill all their hours.
 - c. If you have worked some hours, you may provide a new check for unworked hours x \$35/hr.
 - d. Updated checks must be dropped off in the white box in the East arena by March 1st.
 - e. Applicable checks to be cashed on March 5th, or the following Monday if that lands on a weekend.
5. Who can volunteer: any HHA family member that is at least 15 years of age with a working parent present in the concession stand, otherwise at least 18 years of age without a parent.
6. Showing up for your volunteer hours is required. If you are unable to fulfill your scheduled volunteer shift, it is your responsibility to find a replacement and notify the DIBS Coordinator as soon as possible. All changes must be recorded prior to the start of the shift.
 - a. If a member does not fulfill a scheduled shift, a \$75.00 no show fee will be assessed.
 - b. No show fees must be paid by check to HHA and dropped off in the white box in the East arena.
 - c. Payment is to be made within 72 hours of a missed shift.
 - d. Extenuating circumstances may be waived at the Board's discretion.
7. Please refer all questions and inquiries to the Volunteer Coordinator.

SECTION 3: Volunteer Opportunities and Positions

1. Volunteer opportunities
 - a. Concession hours at the rink
 - b. Mites equipment distribution
 - c. Skate sharpening
 - d. District & Regional tournaments
 - e. Any additional opportunities approved by the President
2. Positions that qualify for Volunteer credit

- a. 15 Hours – Board Members
- b. 15 Hours – Team Travel Coaches (must attend 85% or more of games and practices, up to four coaches per team)
- c. 15 Hours – Travel Team Managers – 10 hours each for two Managers
- d. 15 Hours – Rostered Mite Coaches (must attend 85% or more of games and practices)
- e. 7.5 Hours – Non-rostered Mite Coaches (per level; must attend 75% or more of practices)
- f. 5 Hours – Mite Managers – one per team
- g. 15 Hours – Coach-in-Chief
- h. 15 Hours – PDC Members
- i. 15 Hours – Ice Scheduler – up to two people
- j. 15 Hours – Registrar – up to two people
- k. 15 Hours – Volunteer Coordinator (DIBS system)
- l. 15 Hours – Concessions Coordinator (concession stocking and equipment) – up to two people
- m. 15 Hours – Equipment Coordinator – up to two people
- n. 10 Hours – Website Coordinator

SECTION 4: Verifying Volunteer Hours

1. Hours are tracked when you sign up online using DIBS.
 - a. The Volunteer Coordinator may have an additional signup sheet during the event to verify your attendance. Volunteers are responsible for checking in and signing their name to verify completion of their recorded time.
 - b. Each member is responsible for ensuring the time is credited accurately.
2. The completion of the mandatory HHA volunteer hours is the sole responsibility of each family and NOT the HHA Board. HHA will not be sending periodic notification of hours completed throughout the year.
3. Volunteer hours worked in the concession stand may be transferred from one family to another with approval of the HHA President and the Volunteer Coordinator.
4. All awarded hours are subject to the satisfactory completion as determined by the HHA Board. Those who do not complete the duties of the position they volunteered for will not be awarded DIBS hours.

I have read and understand the Volunteer policy. If the parents/legal guardians do not to follow the Volunteer Policy, I/we understand that our player(s) will no longer be in good standing with HHA to participate in related events.

All parent(s)/legal guardian(s) must sign.

Parent(s)/legal guardian(s) of HHA player:

Signature: _____ Printed name: _____ Date _____

Signature: _____ Printed name: _____ Date _____

Player name: _____

