

# PRIOR LAKE SAVAGE HOCKEY ASSOCIATION VOLUNTEER POLICY

To ensure the success of the Prior Lake Savage Hockey Association (PLSHA), families are required to volunteer each hockey season for each traveling player in the association.

The volunteer season will run from June 1st (prior to the season) through District and State Tournaments (in the following spring).

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**A deposit OR buyout check is mandatory for EVERY player regardless of volunteer exemptions.  
A player will NOT be allowed to tryout until the check is received.**

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## **VOLUNTEER DEPOSIT OPTION**

Families choosing to work their PLSHA/D6 hours are required to provide a \$600 deposit check per player to ensure their hours are completed. There is no family maximum and checks should be written per player.

Deposit checks will be collected at the time of check-in for tryouts. Checks should be post-dated, April 1 of the following year, and made payable to PLSHA. Make sure your player's name and level are in the memo.

The deposit check(s) **WILL BE DESTROYED** at the end of the season, if volunteer requirements have been met. The deposit check(s) **WILL BE CASHED** if the volunteer requirements are not fulfilled by the end of the current hockey season, or there are balances due.\*

## **VOLUNTEER BUYOUT OPTION**

Families that choose not to work their PLSHA/D6 hours can buy-out of the volunteer program for a fee of \$500 per player. There is no family maximum and checks should be written per player.

Buyout checks will be collected at the time of check-in for tryouts. Checks should be made payable to PLSHA. Make sure your player's name and level are in the memo. Buyout checks **WILL BE CASHED** at the season start.

The availability of a buyout option will be decided and adjusted on an annual basis and may be limited to the first 50 families, in the PLSHA.

*\*Final determination will be made by the PLSHA Board.*

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## **HOURS**

Parents or guardians of **ALL traveling boys & girls players** (*Squirt/10U Girls up to Bantam/15U Girls*) shall perform annual volunteer hours for each hockey season; a specified number of hours to the PLSHA/D6 **and** to their respective team(s).

Parents or guardians of **mite boys & girls players** (*levels 1-4*) shall perform annual volunteer hours for each hockey season; a specified number of hours to the PLSHA/D6 **and** to their respective team(s).

Parents or guardians of **traveling player(s) and/or mite player(s) or any combination of**, shall perform annual volunteer hours for each hockey season; a specified number of hours to the PLSHA/D6 **and** to their respective team(s).

- **PLSHA/D6** will be designated year-to-year by the Board based on needs and PLSHA commitments. PLSHA/D6 hours are volunteer duties that support the PLSHA and/or D6, at large. They will be assigned and tracked by DIBs and if necessary a report from the team Manager or team Volunteer Coordinator(s). Team managers will work with the tournament/volunteer coordinator to fill all positions.

Examples of PLSHA and D6 volunteer opportunities include:

- PLSHA/D6 hosted tournament(s) (i.e. runner/check in, penalty box, scorekeeping, clock, ticket sales, etc.)
  - Wishbone Classic: ( *appx. 130 total hrs needed* )
  - Laker Shoot Out: ( *appx. 112 total hrs needed* )
  - TBD Regionals ( *appx. 130 total hrs needed* ) - district playoffs ( *appx. total 45 hrs needed* )
- PLSHA related events (i.e set-up/clean up, silent auction, check-in, food, clock/box, supervisor)
  - Skate the Lake ( *appx. 120 total hrs needed* )
  - Mite Jamboree ( *appx. 175 total hrs needed* )
  - Dan Patch Days
  - Lake Front Days
- Assistance during tryouts ( *appx. 200 total hrs needed* )
- PLSHA Fundraising events
- Other PLSHA opportunities, TBD

- **Team hours** will be designated year-to-year by the team manager and/or assigned volunteer tracker. Team hours are volunteer duties specific to a player(s) team at regular scheduled district games/tournaments/practices, such as staffing the penalty box, scorekeeping/announcing, locker room monitoring, is expected and will be rotated in order to successfully operate the team(s). Volunteer hours that support respective player's team(s) will be assigned and tracked by team manager(s) and/or an assigned volunteer tracker.
  - **Junior Gold and Rookie Mite** parents are required to work hours as requested.
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## **VOLUNTEER COMPLIANCES**

- **Volunteer commitments** are to be worked by a parent or guardian of the player's family and are per player. You may not work hours for another player. Families are responsible for finding their own replacements for shifts that need to be changed. In addition, they must notify the appropriate person(s) of any shift changes.
- **No Show and Late Cancellations.** Please be responsible and show up to your scheduled shifts. If you are late and/or miss more than 2 shifts, your deposit check may be cashed.\*

*\*Final determination will be made by the PLSHA Board.*

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## **EXEMPTIONS**

The following person(s) are exempt from PLSHA/D6 hour **AND** any/all team hours.

- PLSHA Board Members: President/Youth Program Director, Vice President/D6 Rep, HDC, Treasurer, Vice President Administration, Equipment & Pictures Director, Girls Program Director, PLSHA Tournament/Events Director, Sponsorship/Recruiting Director, Sponsorship Director, Governance Director, and Mite Program Director

The following person(s) are exempt from **PLSHA/D6 hours**, but are still required to fulfill team(s) hours:

- Non-voting board chair persons and coordinators/committee chairs as determined by the PLSHA Board.
- Families who chose not to volunteer, and paid for the "buy out" option.
- Zamboni Drivers for Lakefront Park who worked a minimum of 10 hours in one hockey season

The following person(s) are exempt from **PLSHA and D6 hours** **AND** respective team hours:

- Per/by Team: 1 rostered head coach, 3 rostered assistant coaches, and 1 rostered team manager.

**Note 1:** In the event there are more than 4 rostered coaches on one team, the coaches must designate who will utilize the 4 exemptions. Team managers are to report the 4 designated coaches to the volunteer coordinator at the start of the season. No later than October 31<sup>st</sup>.

**Note 2:** If you are the parent of more than 1 player, but are not rostered as a coach or manager for your other player(s) team(s), your PLSHA/D6 hours for all your player(s) team(s) are covered by this exemption. However, you are still required to fulfill team hours for the player(s) team(s) you do not coach or manage.

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Please contact Jill Christopherson via email at [PLSHAvolcoord@yahoo.com](mailto:PLSHAvolcoord@yahoo.com) with any questions or concerns.