



Appleton Area Hockey Association (AAHA)

Policy

Volunteer Work Requirements

Approved by: AAHA Board of Directors on 2/20/18

Posted: 3/2/18

Effective Date: 3/31/18

Due for next review on or before: 5/31/20

Purpose - to provide our members with the processes related to member volunteer work and the annual family volunteer requirements. Volunteer hours are a requirement of active members of the association not including associate members and non-parent coaches.

Definitions:

Member privileges – voting rights for parent(s)/legal guardian(s) of the registered skater and participation by the skater in any AAHA activities.

No-Show – not showing up to a scheduled volunteer activity regardless of whether or not the volunteer calls the day of the activity to inform someone of their absence.

1 Dib = approximately 1 work hour

- I. **Required Work Hours** – each family is responsible to complete volunteer work hours each season. Hours (worked or owed) cannot be rolled over from one season to the next. The required number of hours for each family is based on the age of the OLDEST child playing hockey for AAHA.
 - a) Families whose oldest child is a mite – 10 credits plus 2 additional credits for each additional skater (example: 2 mite skaters = 12 credits due).
 - b) Families whose oldest child is Squirt/U10 age or older – 20 credits plus 2 additional credits for each additional skater (example: 3 skaters with the oldest skater being Squirt/U10 or older = 24 credits due).
- II. **Dibs via Sportsengine** – AAHA uses “Dibs” to offer and track volunteer opportunities and credits. AAHA’s Dibs pages can be found at aahahockey.com. You must be signed in to the sportsengine account that you used for registration to view AAHA’s Dibs opportunities. Dibs opportunities are added throughout the season. You are responsible for tracking your credit hours and making sure your hours are documented correctly on the Dibs site. Any inconsistencies should be brought to the attention of AAHA’s Dibs coordinator.
- III. **Opportunity to Buy-Out Volunteer Hours** – our organization depends on hundreds of volunteer hours each season to be successful. Families are encouraged to sign up for more than their required hours whenever possible. Some families prefer not to volunteer and some families may not have the time to volunteer. For this reason, a volunteer credit buy-out option is available. A charge of \$75.00 per credit can be paid in lieu of completing volunteer hours. Families choosing the buy-out option must be paid in full by January 15th of the current season. Member privileges will be revoked starting at midnight on January 16th until the account is brought current.



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- IV. **Appleton Ice Volunteer Hours** – you can earn up to half of your required hours by volunteering with Appleton Ice, Inc. Appleton Ice is a separate organization from AAHA, however, AAHA does have an obligation to complete volunteer hours for the rink(s) that serve our organization. If you complete any volunteer hours for Appleton Ice, fill out a “Volunteer Report Form” that is available on the “Volunteer Opportunities” page at appletonice.org and turn it in to AAHA’s Dibs coordinator.
- V. **Cancellation of Events/Dibs opportunities** – If AAHA cancels a scheduled event within 1 week of the event date, members who were signed up for volunteer credits related to that event can request to have the credits applied to their account.
- VI. **Donation of Dibs Hours** – you are allowed to “donate” five (5) of your completed Dibs credits to another AAHA family (or families) over the course of a season. Contact the Dibs coordinator to set up the donation of your Dibs credits.
- VII. **Dibs No-Shows** – any family who signs up for Dibs credits and then doesn’t show up for the scheduled volunteer hours:
 - a. The family account will be charged the \$75.00 per credit fee and this amount will be due within five (5) days of the date of the event. If the fee is not paid in full within five days, the player(s) associated with the account cannot participate in any AAHA activities until this fee is paid in full.
- VIII. **Deadline to have Dibs Completed, Scheduled, or Bought Out** – the deadline to have your Dibs scheduled or bought out is 11:59pm on January 15th for the current season. Starting midnight on January 16th, membership privileges will be revoked without exception for any family that has not claimed their required volunteer hours or paid the per-credit buy-out fee in full.
 - a) Families will be charged for no-shows and for cancellation of Dibs not rescheduled at the end of the season at a fee of \$75.00 per credit owed. Invoices for outstanding Dibs must be paid in full by April 30th. Any invoices not paid in full by April 30th will be subject to collections.
- IX. **Shortage of Available Volunteer Hours** – if there is a shortage of volunteer hours available compared to the number of families seeking/needing volunteer opportunities, the president or designated representative will determine if a temporary change of Dibs requirements is appropriate. Any temporary change to Dibs requirements will be communicated to all families via the organization-wide messaging system.
- X. **Excess Available Volunteer Hours** –the possibility remains that the organization could find that a greater number of volunteer hours are required during a particular season. For this reason, additional Dibs may be required of every family.
 - a) If additional hours are required, this will be communicated to all families via Hotwire or some other type of organization-wide messaging system.
 - b) Any additional required Dibs will be subject to the same expectations as the initial Dibs requirement (requirement to work or pay out).