



BRAINERD AMATEUR HOCKEY ASSOCIATION VOLUNTEER POLICY

BAHA is a non-profit organization that relies heavily on volunteers. The profits from the Concession Stand and Home Tournaments, which are both operated solely by volunteers, directly fund our hockey program. We appreciate the many hours contributed by our hockey families during the season. To make volunteer work more equitable for the entire association, the board has established a volunteer policy which includes families working MANDATORY hours in the concession stand or general volunteer pool, at their player(s) home tournament as well as other district, regional and state tournaments. The required number of volunteer hours can be found on the chart below.

The new volunteer policy, adopted by BAHA in 2018, consolidated the previous general volunteer pool and the concession stand requirements. Now families will have the choice to work their required volunteer hours either in the concession stand or general volunteer opportunities, or a combination of both and count towards their total required hours.

A volunteer deposit check is no longer required as of 2018. Families that do not fulfill their volunteer requirements will be invoiced for the unfulfilled hours at a rate of \$40 per hour. Families with incomplete hours or past due account balances will NOT be allowed to register their player(s) for any BAHA related events until the account is brought into good standing. BAHA has an on-line volunteer system called DIBS. You can use DIBS to view available shifts, sign up ("claim") and keep track of volunteer shifts. DIBS can be accessed by clicking on the DIBS Tab found on the BAHA website home page. You need to be registered for the current season to access the DIBS Volunteer system. More information on DIBS is available on the BAHA website.

<u>Players Age Level</u>	<u>Required Volunteer Hours</u>	<u>Home Tournament Shifts</u>
Bantam, PeeWee, Squirt	15 Hours per Player	Required Shifts - TBD
Girls 10U-15U	15 Hours per Player	Required Shifts - TBD
Mini-Mites, Mites & Girls 8U	15 Hours per Player	Jamboree Shifts - TBD
Family Maximum	20 Hours per Family	Required Amounts vary

FIRST YEAR OF HOCKEY

If this is your first year of hockey, you will not need to complete DIBS hours. This does not include new move in players but rather players who have not played hockey previously.

NO SHOW VOLUNTEER POLICY:

If you claim a volunteer shift in DIBS and cannot attend, you must provide notice at least 48 hours before the shift starts so BAHA can attempt to make that shift available to other members or make other plans accordingly. If you claim a DIBS shift, no matter what the volunteer shift is for, and you are a "No-Show" or miss the shift, BAHA will implement the following protocol. For each missed hour of the DIBS shift, those DIBS hours will not be credited, and the time will be added back to your required DIBS hours X2. For example, if you claim a 2-hour concession shift and no-show, you will be responsible for the missed or unfulfilled hours, and an additional 2 hours will be added to your total obligation. In addition, BAHA will invoice you \$40.00 for each missed hour during your DIBS shift.

How long do I have to complete my required hours? "The Volunteer Year" will coincide with the registration year, April through March.

EXEMPT MEMBERS FROM VOLUNTEER POOL REQUIREMENTS:

Travel Team Head Coach, Travel Team Assistant Coach (2 per team), Travel Team Manager (1 per team), BAHA Board Members and various committee members. 8U/Mini-Mite/Mite Coaches and Team Managers if required attendance is met.

HOME TOURNAMENT REQUIRED SHIFTS:

Most travel teams host a Home Tournament during the season. Tournament requirements are determined by the tournament's size and the number of families on your team. Typically, 5 to 7 shifts are required by each family during a tournament. These shifts are for the penalty box, concession stand, scoreboard/clock operator & scorebook/announcing. Tournament shifts will be posted on DIBS prior to the tournament. *Please Note* Assistant Coaches are allowed to choose their required shifts before the rest of the team to allow them to be available to help coach their team games. Team managers or the Tournament Director will notify the team when the shifts become available and verify that you have fulfilled your shifts. No substitutions for tournament shifts will be allowed unless approved by the team manager and volunteer coordinator before the tournament starts. Head Coaches and Team Managers are exempt from completing home tournament DIBS.

HOME TOURNAMENT DIBS NO-SHOW POLICY:

No-shows for tournament DIBS negatively impact your child's team and the teams we host. We encourage everyone to sign up for their tournament DIBS expeditiously when prompted by our Tournament Director or Team Manager so they can find shifts that accommodate their availability. ** For each missing or no-show shift, a 1 game home tournament suspension will be assessed for the player in which the shift was claimed (or went unclaimed), and the account will be charged \$40/hour for the missed shift. If a shift cannot be completed due to extenuating circumstances, it is the member's responsibility to find a replacement for their home tournament DIBS shifts.

CONCESSION STAND OPPORTUNITIES:

Concession shifts generally occur from October to the end of February. The concession stand is open during most practices, high school hockey games, home tournaments, jamborees, and any unique opportunities as they arise. The concession stand is on the second floor of the Essentia Health Sports Center on the main rink side. All available shifts will be posted on the BAHA website under "DIBS" There is a sign in sheet inside the concession stand to complete at the start and end of your shift. There are operating manuals and helpful instructions throughout the concession stand to help you during your shift. The concession manager is always willing to answer any questions you may have. If you are uncertain about what to do, we encourage you to contact the concession manager a couple of days prior to your shift.

GENERAL VOLUNTEER POOL OPPORTUNITIES:

General volunteer opportunities occur throughout the year. Details of preapproved volunteer opportunities along with the allotted hour(s) of credit will be communicated to families by email as the opportunities arise. Families will sign up on DIBS to claim the shift(s) and to receive credit.

General Volunteer Pool Opportunity Examples:

- * Home Tournament Shifts (if we do not have a team in the tournament)
- * Fundraising Projects – various duties needed
- * Equipment Program Hand-out/Collection Dates etc.
- * Jaycees Fishing Extravaganza
- * Arena Projects
- * Specialty Trades or Skills for projects
- * Community Projects or events as defined by BAHA
- * Various other Projects
- * Miscellaneous opportunities throughout the year will become available and will be posted on Dibs

Don't wait until the end of the registration year to complete your volunteer requirements as shifts become available less frequently towards the end of the hockey season.

The following will not be considered volunteer opportunities: Taking team photos, collection of stats, planning team parties, providing snacks etc.

If your TOTAL hours are not fulfilled by the end of the hockey season, the association will invoice you for the unfulfilled hours at a rate of \$40/hour. *Please note – Any member with a past due invoice or unfulfilled volunteer hours, will not be allowed to register their player(s) for any BAHA related events. * Bantam/15U families – BAHA will pursue all attempts to collect any balance due to BAHA. Please do your part and work your required hours and avoid the awkward collections process. Thank you in advance for your cooperation!

IMPORTANT NOTE:

Every family is required to work these volunteer hours, regardless of other commitments made to the association. The only exemptions are listed in this policy.

BANTAM and 15U GIRLS REQUIRED HOURS:

BAHA has been fortunate over the years to be selected for the Cub Foods grocery bagging event, and BAHA is optimistically hopeful that we will again be selected to bag groceries. Because age requirements now mandate that the grocery bagging participants be age 13-18, all Bantam and 15U players will be required to work the grocery bagging event. The new age requirement has required BAHA to adopt a new policy on who is required to participate in this event. Additional information will be communicated by team manager(s) if/when BAHA is selected for this event. The revenue raised from this fundraiser has been allocated to purchase new jerseys or new equipment for the program.

Note for divorced, separated, step or blended families

While BAHA is empathetic to your situation, we cannot track which parent(s) have worked the various hours. The DIBS system and the player(s) account are connected to the parent that registered them. It is the parent's responsibility that registered the player(s) to ensure volunteer hours and fundraising obligations are met. Please make arrangements ahead of time between the player(s) parents prior to the start of the hockey season. Thank you in advance for your cooperation.