

Team Manager Volunteer Memo

Volunteer Policy

Our association operates solely on a volunteer basis. In order to provide quality programs and to create a positive, fun and quality environment for our players, we need help from every participating family. Our policy is for every family to commit to at least 14 hours of volunteer time for one player and 20 hours for two or more players in a family. The deposit check will be held and WILL NOT BE CASHED unless the family does not satisfy its volunteer requirement within the allotted timeframe. Upon completion of the volunteer requirement, the deposit check will be voided and destroyed.

Buyout

The volunteer form should be completed and returned to the team manager along with a check for \$750.00 per player. If a family has already completed their hours, please have the family make a screen shot of their DIBS Progress Bar reflecting 100% complete and the check does not need to be included.

If a family has 2 children but elects to buyout 1 child only, then 10 hours of volunteer time remain. The Volunteer Coordinators will manually credit their DIBS account to accurately reflect the 10 hours remaining.

Forms

The Team Manager needs to complete the following:

1. Roster-Coach/Assistant Coach Form- No nicknames. Fill in ALL volunteer hours for every coach and manager. If someone does not need hours please indicate "0". If hours are split, please indicate how many hours for each individual.
2. Collect all volunteer deposit forms and checks for EVERY PLAYER. Place all documents in the manila envelope provided, write your team name and level of play on the front, and return to volunteer coordinator mail slot upstairs at the Osseo Arena (in brown locked box), by November 15th.

Hours Allocated (parent coaches)

- Team Manager (House and Travel) = 20 volunteer hours
- Coaching staff house - 100 hours
- Coaching staff travel - 80 hours

Hours Allocated (paid coaching staff)

- Team Manager 20 volunteer hours
- Teams with one paid head coach and three paid assistant coaches will not be given coaching volunteer hours.
- If teams do not have three paid assistant coaches, 14 hours can be allocated to each assistant coach short of this standard (for a maximum of 28 hours). These

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coaches must be registered as coaches with the association and must be actively on the ice with the skaters coaching.

- Hours cannot be given to volunteers from the coaching budget for team support duties (ex. videotaping, stats, etc.). If hours are to be awarded for these duties, they need to come from the 20 hour manager budget.
- Exceptions may be made for paid coaches that have players in the association playing for another team and have dib hours to complete. Please email the volunteer coordinators with questions.

No Show Penalty

A no-show fee of \$50.00 will apply to any volunteer that is scheduled to work and does not show up. Players may be removed from the ice or not permitted to play until the no-show fee is paid or special arrangements have been made.

DIBS (On-line Volunteer System)

You must complete the current OMGHA Registration process to begin selecting volunteer opportunities. Once that account has been created, you can still assign tasks to any person in your family through that one account (use same login and password that was used to register your child). PLEASE include both email and phone number of the person fulfilling the dib. The same person may not fulfill two concurring/overlapping shifts. You will be asked to cancel one.

Features:

- OMGHA registration will automatically enroll you in DIBS as a 1 player or 2 player family unless you exercised a volunteer buyout
- Email reminders will be sent out one business day prior to your assignment
- Ability to select volunteer opportunities by date or category (concessions, tryouts, tournaments, etc.)
- Shows one month from today's date – set your own date range filtering by choosing dates using the built in calendar functionality

Volunteer Opportunities

We continue to add volunteer opportunities as we receive requests from Managers and Level Directors. If you do not see anything posted, try changing the dates to show more than one month out. If you still do not see opportunities, please check back throughout the season. OMGHA has a Facebook and Twitter account and will post volunteer opportunities through these accounts.

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Photography

The Team Manager will be responsible for selecting a date and time utilizing the online scheduling.

For questions, please contact Erika Kreye and/or Angie Passehl at VolCoordinator@omgha.com