

DIBS – Volunteer Program

Sioux Falls Youth Hockey Association utilizes the DIBS Volunteer program thru SportsEngine. The DIBS program is available on our website siouxfallsflyers.com for parents to view volunteer opportunities, claim a task and record your completion!!

A DIB item is a specific volunteer shift that is available for SFYHA families to claim and complete. DIB items typically include a description, a time, date, credit hour value and location. Opportunities listed on DIBS include all SFYHA home game volunteer needs, selling programs at the Stampede home games, volunteering for Mite City League games as well as Intermediate City League games and Advanced City League games. One of the greatest needs for volunteers is the SFYHA hosted tournaments. Tournament & Jamboree dates Squirt Jamboree Nov 21, Squirts Dec 4-6, Bantams Jan 8-10, PeeWees Jan 29-31, Falls Freeze for Mites Feb 13-14, 2021 and SDAHA Varsity Tournament March 12-14.

How does a Volunteer claim and receive credit for a DIB Item?

- ❖ **Log in with username and password utilized when registering your player.**
- ❖ Select More+ and DIBS on the top right corner of our website menu bar. Click on your DIBS Session. The listing:

Single Player City League	12 hours	\$350 Volunteer Fee Deposit
City League Family with 2 or More Players	15 hours	\$350 Volunteer Fee Deposit
Single Player Travel Family	16 hours	\$400 Volunteer Fee Deposit
Travel Family with 2 or More Players	20 hours	\$400 Volunteer Fee Deposit
- ❖ You must register your player with SFYHA prior to claiming any DIBS items.
- ❖ Browse DIB items and claim responsibility for DIB item. Click on the Item task to view description and "CLAIM THIS DIB ITEM". By claiming a DIB Item, you are agreeing to volunteer for that shift. Please remember to utilize your players name as the Athlete. Parent name is listed in the Fulfiller tab. This will complete the Claim process. You will receive a reminder email one day prior to your scheduled event.
- ❖ Browsing DIBS items – you can select drop down filters using the **List View**
 - to set date or dates for volunteer activity
 - option to set specific location
 - sort by category (EX: Stampede Program Sales or Penalty Box Home)
 - sort by Status: All, Unclaimed, Claimed
 - Item sort: To sort the first column "Item", click on the blue Item bar
 - After determining your choice of filters, click "Filter DIB Items" on left hand side of screen.
 - Proceed with Claim Item process
- ❖ Calendar View is also available for browsing.
- ❖ After completion of the task, go to DIBS and open your claimed task or your Dashboard pull down menu from your log in. In the gray shaded area, click on "VERIFY COMPLETION". Request will be sent to Wendy Quam for approval of volunteer hours. Admin must grant completion of the item in order for you to receive hourly credit. This process has to be completed before your credit will show on your family dashboard.
- ❖ Families can view their account showing credits earned as well as credits claimed on your Dashboard.
- ❖ Sign Up Genius and other available volunteer organizational tools are not SFYHA approved systems. DIBS must be utilized for SFYHA Volunteer sign up and recording.

Many of you completed volunteer hours as board members, advisory council members, coaches, team coordinators or support personnel. Admin will assign and verify those tasks for you.

Volunteers serving as minor officials for games and admissions must to be 18 or older and wear masks.

This includes scoreboard operator, PA announcer, penalty boxes, scoring and admissions. Volunteers are encouraged to seek out opportunities beyond their own child's league.

Thank you for taking the time to serve as a SFYHA Volunteer! Your efforts help make for a successful program!

Wendy Quam, SFYHA Volunteer Coordinator
wendyquam@gmail.com

Cherry Hunter, Executive Assistant
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SFYHA Volunteer System

SFYHA Board of Directors has implemented the DIBS volunteer system based on credits. Each credit is equal to one volunteer hour. This system will be agreed upon with the participant registration each year.

Our goal is to have a Volunteer Program:

- A) have 100% participation and encourages all to take ownership of our association and
- B) does not substantially increase the family cost exposure to hockey

VOLUNTEER PROGRAM:

1. The “Volunteer Program” is required number of SFYHA volunteer hours included with the participant registration application for Single Player Families and Families with 2 or More Players.
2. At Fall League Meetings, each family will sign a Volunteer Agreement with requirements and provide a Volunteer Fee deposit check applicable to their family player status. If a family does not provide a Volunteer Fee deposit check, the player(s) will not be allowed to participate with SFYHA until deposit check is on file with SFYHA Volunteer Coordinator. For families not meeting minimum requirements by March 31 (at season end), the deposit check will be cashed for payment April 1st. IF the deposit check is returned NSF, registration for the family members will not be accepted until the fee is paid.
3. No partial credit of hours will be awarded. Families are expected to complete the entire required hours of volunteer time or forfeit the Volunteer Fee deposit. There is no limit on hours for any volunteer.
4. SFYHA will post volunteer opportunities under DIBS on the SFYHA website. SFYHA may send email blasts or announcements identifying various opportunities. DIBS will list the appropriate needs of the association.
5. **SFYHA families will need to CLAIM volunteer tasks listed on DIBS. After completion of the volunteer task, members need to VERIFY COMPLETION for approval of volunteer hours.**
6. NO volunteer hours will be awarded for volunteer tasks not listed on DIBS. If you wish to have volunteer hour credit for items not listed on DIBS considered, please submit written request to the Volunteer Coordinator at least 2 weeks prior to the event. The request will be considered for denial or approval. Volunteer tasks should be actual workload needs of the association.

Families new to SFYHA are also required to earn volunteer hours.

The following is a list of volunteer positions and brief description of job duties. There may be additional ways to earn hours than what is listed but they must be approved by the Board as such opportunities become available.

<u>Positions/Job</u>	<u>Hour Credit</u>	<u>Description/Duties</u>
Board Member	Exempt	
Advisory Council	Exempt	Direct liaison between coach, parents, and the Board. Schedule pickup games and tournaments, DIBS uploads. (per age group or level)

Travel Team Coordinators	Exempt	Assist League Manager with communication, phone calls, DIBS and confirm minor officials & general helpers (per age group or level)
City League Team Coordinators	15 hours	Assist League Supervisor with communication, phone calls, DIBS and confirm minor officials & general helpers (per age group or level)
Support Personnel	Exempt	Equipment Manager, Scheduler, Webmaster, Spiritwear Sales, Volunteer Coordinator, Game Jersey Coordinator, Community Service
Head Coaches	Exempt	Serve as coach for team or age group
Assistant Coaches	Exempt	Assistant coaches that consistently help with practices/games per head coach & director discretion (per team)
Tournament Director	Exempt	Schedule, oversee, and direct age group or level tournaments (per age group / level / team)

The remaining tasks listed are credited in actual hours volunteered:

Off Ice Officials & Admission Workers	Penalty Box (one hr credit per game), Official Scorekeeper, PA Announcer, Admissions, Live Scoring, Croxice Panels (per game) <i>Must be at least 18 years old & wear masks</i>
Tournament Worker	Work during tournament
Committee Chairman	Chair any committee created by the BOD
Committee Member	Participate in any committee created by the BOD
End of Year Events	Help with set up and clean-up
Volunteer Events	Help at community events & SFYHA Projects other than those specifically listed
Stampede Program Sales	Sell programs during home Stampede Games
Assistant Equipment Manager	Work with Equipment Manager to complete tasks as needed regarding SFYHA equipment.
Assist with Spiritwear	Assist with Spiritwear sales at League Meetings, Fall Event & other dates (per hr)
Assist with Equipment	Assist with distribution/collection of rental gear at beginning/end of season

PreSeason Functions

Check in players for preseason Clinics & Camps. Assist with Game Jersey distribution, Let's Try Hockey, Skate-A-Thon

Fundraiser Option Delivery Days

Help unload & sort wreaths and frozen foods as well as help load items for SFYHA families during pick up

Atom Assistant

Assist the Atom League Supervisor as needed: distribute & sort jersey skins, place bumper dividers or panels on the ice.
Cannot be on the bench

- Volunteer Hour Credits are non-transferable and do not carry over from season to season.
- No Fundraiser Credit can be earned through Volunteer Hours.
- Forms for request for Waive of Volunteer Hours – partial or full – are available from SFYHA Executive Assistant
- Volunteers are encouraged to seek out opportunities beyond your child's team/league

Questions regarding the Volunteer Program or DIBS should be directed to Volunteer Program Coordinator, Wendy Quam via email at wendyquam@gmail.com.

Updated September 2020



