

SECTION VIII

Work Hours

Work hours should be signed up for by claiming them through the DIBS program found under the MORE tab on the top bar of the Home page of our website, www.sheboyganlakershockey.com.

GUIDE LINES

1. Work hours are required by family not by skater. The number of work hours required is by the level of the oldest skater in the family.
2. A Work hour slips must be filled out to verify that you were here to do the shift. It cannot be verified by any family member. Please have verifying person **print** their name for easier recognition.
3. Work hour slips must be submitted within seven days of work performed.
4. Any excess hours in any category automatically counts as General work hours. We record hours in their respective categories for statistical reasons.
5. If you jump in to help cover someone's shift because they **did not show up** for their shift, please indicate this on the work hours slip by writing it somewhere on the form.
6. Once you have signed up for a shift, you are not allowed to remove your name if 4 days of less to the date assigned, unless you have a replacement to work for you. If no one covers for you, you are responsible for these hours.
7. Check online for any discrepancies of the hours worked within 15 days of the date.
8. If you worked without claiming the hours on DIBS, these hours cannot be added to your family's account until you have claimed a DIB and have gotten into the system.
9. Hours not completed will be invoiced at \$25.00 per hour at the end of the season.

MISSED WORK HOURS

This includes any hours that you have signed up for and any hours that have been assigned to you. Each member is responsible for finding their own replacement if they are unable to fulfill their work hours assignment. The penalty for missing work hours is as follows:

1st Miss - A letter will be sent to scheduled person and copies sent to the Board and work hour committee. The missed hours must be made up at **double** the hours missed.

2nd Miss - A letter will be sent to scheduled person and copies sent to the Board and work hour committee. The missed hours must be made up at **double** the hours missed and a flat fee of **\$25.00** will be assessed. Your child can not skate until fine is paid.

WORK HOURS BUY OUT

All work hours, except for Ice Bowling can be purchased for \$975.00.

WORK HOUR REQUIREMENTS

First Ice

No hours are required, but feel free to help if you would like to.

Mite only families

Must complete 25 hours for the season (June 1st – May 31st). These hours can be done in concessions, Public Skating and/or Tournaments. Ice Bowling hours are not required.

***MITE TEAMS WILL BE GIVEN 66 HRS TO DIVIDE BETWEEN COACHS
AND 1 TEAM MANAGER WILL GET 10HRS***

Traveling Teams (Squirts thru High School)

Must complete 45 hours for the season (June 1st – May 31st) broken down as follows

- 8 General Hours (includes equipment room, etc.)
- 16 Concessions Hours
- 7 Public Skate Hours (includes admissions, skate rental, ice guard and concessions during public skate.)
- 8 Tournament Hours (brat frying, food sales, etc.)
- 6 Ice Bowling Hours - REQUIRED

SQUIRT – HIGH SCHOOL COACHES (3 PER TEAM) AND TEAM MANAGERS (1 PER TEAM)

Must complete the following for their volunteer hours:

6 Concessions and/or Public Skate hours

6 Ice Bowling hours

CATEGORY DEFINITIONS

General Hours

General work hours are those hours not included in any of the other categories. Any work hours in excess of the hours needed in any category automatically count as General work hours.

Driving the ZAMBONI counts as ½ hour of general hours for each resurfacing. Any maintenance must be signed as okay to credit by the rink manager.

If you are on a board approved COMMITTEE at SBLA, you are entitled to 1 General hour per meeting, to be approved and handed in by the chairperson of that committee.

FACILITY hours qualify as General Work hours as approved by committee chairperson, rink manager, or a board member.

Ice Bowling Hours

Every family must do six (6) hours of Ice Bowling, regardless of number of work hours done in other categories.

Tournament / Special Event Hours

Credit will only be given in this category for qualifying events. Work hours that qualify will have SPECIAL EVENTS in its description.

Exemptions

Any family that completes a total of 75 hours or more can bring their hours before the board and may be exempt from individual category requirements (**excluding 6 hours Ice Bowling.**) This exemption must be documented and submitted to work hour's committee for credit to be applied.