



VOLUNTEER BOND POLICY

NEW FOR 2020/2021 SEASON:

A. VOLUNTEER BOND

- i. To encourage all Association members to become actively involved in the operation of and the overall success of the Association.
- ii. Cochrane Minor Hockey is introducing a Volunteer Bond. We will require a \$150 for the first child registered with Cochrane Minor Hockey
- iii. The Volunteer Bond will be charged and taken date of registration if volunteer jobs equalling 20pts per family are not chosen.
- iv. The Board of Directors maintains that the Association is only as successful as its volunteers and wants to encourage its entire membership to be actively involved in the operation of the Association.

B. PURPOSE

To encourage all Association members to become actively involved in the operation of and the overall success of the Association.

C. OVERVIEW

- i. Many of our Association members are unaware of just how much volunteer work is necessary to operate and administer a Hockey Association.
- ii. This program is being introduced to encourage all Members to step forward and help. Time commitment is not unreasonable and the help is beneficial and appreciated.
- iii. Participation in the Volunteer Bond Program is a Mandatory component of registration with the association.

D. BOND AMOUNT

\$150 for the first child registered with Cochrane Minor Hockey, fee will be included in Registration Fees as voted in by the Board of Directors.

E. REPORTING RESPONSIBILITY

It is each family's own RESPONSIBILITY to meet the Volunteer Bond Program Commitment and ensure that they have fulfilled their volunteer requirements.

F. HOW TO FULFILL BOND REQUIREMENTS

- i. A minimum of 20 points of volunteering per family. The team's manager will be in charge of assigning positions on each team.

- ii. It is each family's own RESPONSIBILITY to meet the Volunteer Bond Program Commitment and ensure that their hours are reported to the Association accurately.

- iii. Examples of Volunteering Possibilities

When choosing volunteer positions this would apply to all players you have registered, once you have reached the 20pts the volunteer option will not show up with siblings registrations but it will be communicated what positions you signed up for to all teams you have players registered to.

G. VOLUNTEER JOB DESCRIPTIONS

- ❖ Scorekeeping – being available for a minimum of 4 home games throughout the season – 10pts
- ❖ Manager - looking after day to day operations of the team and communicating directly with Head Coach – 20pts
- ❖ Head Coach – 20pts
- ❖ Assistant Coach – 20pts
- ❖ Team Treasurer – responsible for team finances and bank account, reporting all finances to the team – 10pts
- ❖ Jersey Parent - responsible for cleaning and storing team jersey's throughout the season (this can be looked after by 2 parents' home jersey parent and away jersey parent – 10pts
- ❖ Evaluation Volunteer - assisting with sign table and may be contacted to help with organization of players – 5pts
- ❖ Tournament Volunteer – available to assist with home tournaments that your team may host, work raffle table, 50/50 etc. – 5pts
- ❖ AA Tournament Coordinator – each AA team is required to have 3 people to coordinate AA tournament historically scheduled in November – 10pts
- ❖ AA Tournament Volunteer – required to assist with raffle table, 50/50 and setup of tournament – 2pts
- ❖ Team Schedule Manager – responsible for ensuring all parents and players have up to date schedule at all time (team snap matches league and SLS website) – 5pts
- ❖ Team Data Entry Person – responsible for inputting all home game data into league site – 5pts
- ❖ Team Volunteer Coordinator – responsible for reporting and tracking team volunteers to CMHA – 20pts
- ❖ Equipment Pick-up and Drop-off person – responsible for picking up and dropping off equipment for team on dates specified – 5pts
- ❖ Board of Director Volunteer – 20pts
- ❖ Committee Volunteer – 5pts
- ❖ 50/50 Volunteer – responsible for engaging patrons at games to purchase online 50/50 tickets through raffle box, this can all be completed by using a smart device, i.e., iPhone, iPad, tablet – 5pts
- ❖ Social Coordinator – coordinator of all team social events – 5pts
- ❖ Hotel/Booking Coordinator - coordinator for all team hotel bookings throughout the season – 5pts

- ❖ Team Tournament Coordinator – responsible for applying to tournaments on behalf of the team and submitting team registrations – 5pts

H. FREQUENTLY ASKED QUESTIONS

1. **WHY?** To encourage all Association members to become actively involved in the operation of and the overall success of the Association
2. **HOW MUCH IS THE BOND?** \$150 for the first child registered with Cochrane Minor Hockey it will be included in Registration Fees
3. **HOW MANY POINTS DO I NEED TO VOLUNTEER?** A minimum of 20 Points per family.
4. **WHAT IF I DON'T WANT TO VOLUNTEER OR I AM TOO BUSY?** You can opt-out of selecting any volunteer positions and you will be charged the \$150 Volunteer Bond.
5. **5. WHO TRACKS MY HOURS?** Your team volunteer coordinator will track your hours, but it is your responsibility to meet the volunteer Bond Program Commitment and ensure that you have fulfilled your obligation.
6. **WHAT IF I PAID THE VOLUNTEER BOND UPON REGISTRATION BUT DO END UP VOLUNTEERING WITH MY TEAM?** Your Team volunteer coordinator can report this to CMH Administrator and a refund of the volunteer bond may be issued upon review.
7. **WHAT IF I SIGNED UP FOR POSITIONS BUT WAS NOT ABLE TO FULFILL MY DUTIES?** Your Volunteer Coordinator will report this to CMH Administrator and you will be invoiced \$150 Volunteer Bond.