



RICHMOND JETS MINOR HOCKEY ASSOCIATION

VOLUNTEER PROGRAM POLICY

1) Introduction:

- 1.1 In order to ensure the continued success of the many programs that Richmond Jets MHA runs each year, we are implementing a mandatory Volunteer commitment and deposit/fee for each family of a child registered with RJMHA (*with the exception of players in the Juvenile Division*, due to RJMHA providing neither evaluations/tryouts, nor development/tournaments for the Juvenile Division).

2) Deposit Information:

- 2.1 Each family participating in the program (who did not opt out at the beginning of the season – see section 2.4), will provide a **\$200 postdated deposit cheque per player to a cap of \$300 per family** - dated March 15, 2024 and made out to RJMHA. U21 - Juvenile aged players are exempt from the volunteer fee.
- 2.2 Cheques will be collected by your team manager or team volunteer coordinator once teams are formed at the start of the year.
- 2.3 If you are unable to provide a post-dated cheque, please let the team manager know and contact our Volunteer Coordinator: volunteer@richmondjetsmha.com to set up an alternate payment arrangement.
- 2.4 OPT-OUT Option Information:
 - 2.4.1 For the 2023-2024 season, we are offering an **OPT-OUT option**. While we prefer that our families contribute through their volunteer hours, we also recognize that some families prefer to simply opt out and pay for their shifts to be covered.
 - 2.4.2 Each family exercising the OPT-OUT option will pay a fee of **\$300 per player** that can be given to the division manager at the start of the year or dropped in the RJMHA mailbox. The increased amount is intended as a deterrent, as well as to fully cover the costs associated with the program. You will be marked off as “Exempt” and will not receive automated volunteer hour alerts from RJMHA, and your team manager/volunteer coordinator will be notified that you are exempt from volunteering for shifts related to the RJMHA Volunteer Policy
 - 2.4.3 This will allow that family to opt-out of volunteering on behalf of each player this fee is paid for.
 - 2.4.4 In the case where a family has more than two players, only two fees (\$300 x 2), will be required to be paid to opt-out for all players in that family.

- 2.4.5 These funds will be used to pay for the staffing of the shifts for these players, as well as to fund operating costs to run the volunteer program. Any remainder will be reinvested into the Association programs.

3) Volunteer Requirements:

- 3.1 Each family will need to volunteer a minimum of 8 hours (or 5 shifts) or commit to one full time position with their child's team or at the association level. Should you have fulfilled 5 volunteer shifts but are just short of the required 8 hours (ie. 5 tournament timekeeper shifts at 1.25 hours, equals 7.5 hours), the 5 shifts will qualify for your volunteer requirements. Juvenile aged players and parents are exempt from the volunteer requirements and fee.
- 3.2 Families with 2 or more children registered will need to complete **a minimum of 8 shifts or commit to one full time position with their child's team.** (Example – Joan has 3 children registered with RJMHA. She can meet her volunteer commitment by signing up for 8 shifts or by committing to an Assistant Coach position with her daughter's team).
- 3.3 Shift time will vary depending on the responsibilities but will generally be 1-1.5 hrs in length.
- 3.4 Families must complete **all assigned shifts** or complete the duties of the full-time position in order to meet the volunteer commitment. (Example – if Mark completes 4 shifts, but is unable to complete his 5th shift, his cheque will be cashed).
- 3.5 Families are responsible for finding a replacement for a shift that they have signed-up for but are unable to cover. If a family is a no-show for any shift where they have signed up for a volunteer position, that no-show will result in the cheque being cashed if they do not make up the shift at another time.

4) Volunteer Sign-up process

- 4.1 Sign-up for volunteer positions will use an online sign-up process. Simply select the time and shift type that you will be able to cover and provide your name, contact details and your child's information.
- 4.2 Sign-up lists for the tryouts and evaluations will be distributed around 2 weeks before the tryout/evaluation start date to the impacted division/groups first. For example, U18 rep families will get the first chance to signup for times in their tryouts. Families of C/House players and Initiation (U6-U9) players will not receive their signup schedules until the evaluation skates have been finalized in September.

- 4.3 Full time positions will be tracked separately through the Hockey Canada database and/or other internal tracking software used by the association.

5) Volunteer Roles and Shift Positions:

5.1 Full Time Positions

Member of Board of Directors – Elected at AGM in June of each year

Tournament Coordinators/Chairs – 6 tournaments

Volunteer Coordinator/Chair of Volunteer Committee

Rep and C Division Coach Coordinators & Committee Members

Division Managers (15) – Intro, U7 to U9, U11 – U21, A and C Divisions

Committee Members (up to 5 per committee + committee chairperson)

Sponsorship & Fundraising Coordinator

Special & Community Events Coordinator – Opening Day, Try Hockey Events, Pink T-Shirt Day, Buddy Check for Jesse

PCAHA Volunteers (1 - 3) - PCAHA League Managers

Team Head Coach (must be on RJMHA official Hockey Canada roster)

Team Assistant Coaches (up to 3 per team U11-U21; up to 5 per team U7-U9)

*Team HCSP (Safety Persons) *1 dedicated per team or 2 if there are no bench staff that has HCSP certification. Must be on official Hockey Canada team roster*

Team Manager (1 per team) (must be on RJMHA official Hockey Canada roster)

Team Treasurer (1 per team)

Team Volunteer and Social Coordinator

5.2 Shift/Credit Positions (Minimum 8 hours or 5 shifts)

Evaluation/Tryout Timekeeper

Evaluation/Tryout Check In

Evaluation/Tryout HCSP (Safety Person)

Evaluation/Tryout Jersey Collector/Clean-Up/Wash

Tournament Office Staff

Tournament 50/50 Coordinator & Sales

Tournament Raffle Table

Tournament Timekeepers & Scorekeepers

First Shift Welcome Event Volunteers

Photo Day Volunteers, Salmon Festival Parade Volunteer (for July 1st prior to current season), Volunteer Appreciation Event Volunteers

Rostered/Approved On-Ice Helpers

Equipment Swap

Equipment Manager Assistant/Helper

PCAHA Events Volunteers – Final Four, C Championship Days

***Timekeeping & scorekeeping for regular team games does not qualify as shifts in the volunteer program.*

*If there is another volunteer role that you feel you could commit to that would help RJMHA, please contact either your Division Manager, Team Manager or our Volunteer Coordinator at: **volunteer@richmondjetsmha.com** to discuss.*

6) Volunteer Sign-up process:

- 6.1 Sign-up for volunteer positions will use an **online sign-up process**. Simply select the time and shift type that you will be able to cover & provide your name, contact details and your child's information.
- 6.2 Priority for tournament shifts will be given first to RJMHA teams participating in the tournament.
- 6.3 Sign-up lists for the tryouts and evaluations will be distributed around 2 weeks before the rep tryouts and the C divisions evaluation start dates, to the impacted division/groups first in September. For example, U18 rep families will get the first chance to signup for times at their tryouts and evaluations. Families of C/House players and Initiation (U7-U9) players will not receive their signup schedules until the evaluation skates have been finalized.
- 6.4 Full time volunteer positions will be tracked separately through tracking software.