



## RICHMOND JETS MINOR HOCKEY ASSOCIATION

### VOLUNTEER PROGRAM POLICY

Volunteer Program Policy

Approved: June 2022,

Updated October 2023, Updated June 2024, April 2025, **May 2026**



# Richmond Jets Minor Hockey Association Bylaws & Policies

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## 1) Introduction:

In order to ensure the continued success of the many programs that Richmond Jets MHA runs each year, we have a mandatory Volunteer commitment for each family of a child registered with RJMHA (*with the exception of players in the U21 Division, due to RJMHA providing neither evaluations/tryouts, nor development for the U21 Division*).

## 2) Volunteer Program Fee:

All members are expected to volunteer for at least **5 shifts** or one full-time position over the course of the season or **8 shifts** or one full-time position for families with 2 or more players.

If at the end of the year, it is determined by the Volunteer Committee that the credits have not been fully completed, the family will be contacted and be required to pay the volunteer fee of **\$200 per player or \$300 per family** (2 or more players), via invoice from the association or via E-Transfer to our Treasurer - [treasurer@richmondjetsmha.com](mailto:treasurer@richmondjetsmha.com). *\*Note - In the 2027 -28 season, the fee will increase to \$300 per player and \$350 per family.*

*Please note, if payment is not received in a timely manner, then the player will not be permitted to register for the next season until the outstanding balance is paid in full.*

### 2.1 Early OPT-OUT Fee Option Information:

2.1.1 While we prefer our families to contribute through their volunteer shifts, we also recognize that some families prefer to simply opt out early in the season and pay for their shifts to be covered.

2.1.2 Each family exercising the OPT-OUT option will pay a fee of **\$300 per player**. In the case where a family has more than two players, a maximum of two fees (**\$300 x 2 = \$600**), will be required to be paid to OPT-OUT for all players in that family. OPT-OUT fees can be paid via e-transfer to our Jets Treasurer at [treasurer@richmondjetsmha.com](mailto:treasurer@richmondjetsmha.com). Early **OPT-OUT deadline is Oct 31st of each season**.

2.1.3 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 automatic volunteer shift alerts from RJMHA.



## Richmond Jets Minor Hockey Association Bylaws & Policies

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2.1.4 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 funds will be reinvested into the Association programs.

### 3) Volunteer Requirements:

- 3.1 Each family will need to volunteer a minimum of **5 shifts** (or roughly 8 hours) 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. Some U18 games are 2 hours but will count as 1 shift.
- 3.2 Families with 2 or more children registered will need to complete a minimum of **8 shifts** (roughly 12 hours) 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 1-2 hrs in length. However, the volunteer requirements are **5 shifts** (1 player) or **8 shifts** (2+ players).
- 3.4 Families must complete **all assigned tournament 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 5<sup>th</sup> shift, the \$200 Volunteer fee will need to be paid in full).
- 3.5 Families are responsible for finding a replacement for their tournament shift that they have signed up for but are unable to cover. They must also email any last-minute changes to the tournament committee at [tournaments@richmondjetsmha.com](mailto:tournaments@richmondjetsmha.com). No volunteer credits will be added if they no-show to any of their volunteer shifts that they have signed up for.
- 3.6 **No-Show Policy:** If a family signs up for a tournament shift and fails to attend without arranging a replacement at least 24 hours in advance, they will incur a no-show penalty. The penalty will be two (2) additional shifts added to their family Sportshelper Portal.



## *Richmond Jets Minor Hockey Association Bylaws & Policies*

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In cases of illness, emergency, or other extenuating circumstances, families may appeal a no-show penalty or incomplete hours by contacting the Volunteer Committee within 7 days of the missed shift. Appeals will be reviewed on a case-by-case basis.

#### **4) Volunteer Sign-up Process:**

- 4.1 Sign up for Full time positions (Section 5.1). Please reach out to the volunteer committee for more information at [volunteer@richmondjetsmha.com](mailto:volunteer@richmondjetsmha.com)
- 4.2 Sign up for Full time Team positions (Section 5.2). Please reach out to the Division Manager of your player. Team managers will submit a list of team positions to their Division Manager once the teams are formed and will be tracked throughout the season.
- 4.3 Sign up for Shift/Credit positions (Section 5.3). Please reach out to the Volunteer Committee at [volunteer@richmondjetsmha.com](mailto:volunteer@richmondjetsmha.com)
- 4.4 Sign up for tournament shifts 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.
  - 4.4.1 Priority for tournament shifts will be given first to RJMHA teams participating in the tournament. A second email will then be sent to the rest of the association to fill any remaining shifts.
- 4.5 Sign up for 'A' Tryouts and 'C' Evaluations at the start of the season. These shifts will be handled by the 'A' Tryout coordinator and 'C' Division Managers. The completed shift lists will be forwarded to the Volunteer Committee to track.
- 4.6 Full time positions will be tracked separately through the Hockey Canada Rosters and/or other internal tracking software used by the association.



# Richmond Jets Minor Hockey Association Bylaws & Policies

## 5) Volunteer Roles and Shift Positions:

### 5.1 Full Time Positions

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

*Division Managers (13) – Intro, U7 to U9, U11 – U21, 'A' and 'C' Divisions (no stipend)*

*Competitive 'A' and Recreational 'C' Coach Coordinators & Committee Members*

*Volunteer Coordinator/Chair of Volunteer Committee*

*Committee Members (up to 5 per committee + committee chairperson, as approved by the Board)*

*Sponsorship & Fundraising Coordinator*

*PCAHA League Managers*

### 5.2 Full Time Team Positions - Rostered

*Team Head Coach (1 per team) - Mandatory, must be on the RJMHA official Hockey Canada Roster (HCR).*

*Team Manager (1 per team) - Mandatory, must be on the RJMHA official Hockey Canada Roster (HCR)*

*Team Hockey Canada Safety Person (HCSP) - Mandatory, minimum 1 per team, maximum/recommended 2 HCSP. If the team does not have a 2nd parent volunteer HCSP, an official on the team must carry HCSP certification (ie Assist Coach, Manager).*

*Team Assistant Coaches and/or any On Ice Helpers will complete the Roster of six (6) for all U11-U21 teams. See Special Conditions 5.2.2*



## Richmond Jets Minor Hockey Association Bylaws & Policies

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### 5.2.1 Full Time Team Positions - Not Rostered

*Team Treasurer Main (1 per team)*

*Team Volunteer Lead Coordinator*

### 5.2.2 Special Conditions

*All teams U11- U21 are strictly limited to rostering a maximum of six (6) Hockey Canada Rostered officials on their team. This should consist of 1 head coach, 2 assistant coaches, 1 team manager and 2 safety people.*

***Rostered On Ice helper volunteer hours must be applied by Feb 1 of each season as they are recorded per shift (not full-time position unless shifts are completed)***

*U7 and U9 - can have up to 3 Team Assistant Coaches and up to 3 Rostered On-Ice helpers to help with practice only. Maximum rostered officials on a U7 and U9 team = **9 (nine)**.*

***Please note: Richmond Jets does not permit any Parent/Coach/On-Ice helper to be on the ice without proper certification and being Hockey Canada Rostered.***

### 5.3 Per Shift or Credit Duties

*Special & Community Events Coordinators – Opening Day, Try Hockey/Goalie Events, Pink T-Shirt Day, Buddy Check for Jesse, First Shift welcome event volunteers*

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



## Richmond Jets Minor Hockey Association Bylaws & Policies

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*Rep & C Division Evaluation/Tryout - timekeeper, certified HCSP person, Jersey collector (wash and return)*

*Tournament - Office staff, 50/50 coordinator & sales, raffle table, timekeepers & scorekeepers*

*Equipment swap volunteers, equipment manager assistant/helper*

*PCAHA events volunteers - Final Four, C Championship days*

*Rostered/certified On-Ice Helpers*

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### 6. Communication & Reminders

- *Timekeeping & scorekeeping for regular team games does not qualify as shifts in the volunteer program.*
- *Any Rep Parent Coach that receives a stipend, do not qualify for volunteer hours*
- *Any Division Managers that receive a stipend, do not qualify for volunteer hours*
- *Deadline for Hockey Canada Roster additions (ie On-Ice Helpers) is Jan. 15 of each season*
- *Deadline to apply On-Ice Helper, Treasurer and Volunteer Lead credits is Feb 1 of each season*
- *Volunteer Deposits (\$250) will be added to the registration fees at the start of the season **for U18 graduating players only**. If volunteer requirements are completed at the end of the season, the graduating player will receive a refund of \$250.*

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](mailto:volunteer@richmondjetsmha.com) to discuss.