



CHBAMHA VOLUNTEER POLICY

POSITIONING STATEMENT

CHBAMHA is a volunteer organization that administers the cost sharing of athletic programs to its members. We believe that for every member there should be a reasonable cost and an expectation to share in the volunteer workload in order to provide the best experiences for the children within our membership.

Increasingly it is becoming difficult/impossible to attract the volunteers we need in order for the programs to be administered. The result is that a small number of people are taking on workloads comparable to full time jobs. We regularly lose our volunteers because of being over committed (and underappreciated). Most importantly however, some CHBA initiatives are at risk of not being able to move forward as they have.

Commencing during the 2013-2014 season we implemented an initiative with the intention that the workload be shared over a larger group of members. We hope that with more volunteers existing, the initiative will no longer be in jeopardy of failing, allowing us to continue to improve on the things we do.

1. DEFINITIONS

- 1.1. CHBAMHA – Cole Harbour Bel-Ayr Minor Hockey Association
- 1.2. Volunteer Activity – Unless otherwise noted, all activities coordinated and administered by the CHBAMHA are Volunteer activities. This includes but is not limited to coaching, managing teams, organizing team events, coordinating programs, board positions
- 1.3. Volunteer Duty – is the minimum amount of Volunteer effort required by one Parent Member (per family). This may be a preapproved duty (as outlined in the foregoing) or as solicited by the CHBAMHA Manager Coordinator.
- 1.4. Volunteer Deposit – Every Member of the CHBAMHA will be responsible at the commencement of a season to provide a monetary deposit to the CHBAMHA Board of Directors which will be held until one Parent Member from each family perform a Volunteer Duty to the approval and satisfaction of the CHBAMHA Manager Coordinator.
- 1.5. Parent Member – Parent or Guardian of a player



CHBAMHA VOLUNTEER POLICY

- 1.6. Season – Commencing May 1st of a given year and terminating April 30st of the following year.

2.0 VOLUNTEER POLICY

One Parent Member per family will be required to provide cash or post-dated cheque in the amount of \$100.00 to the CHBAMHA. Parent Members who perform an approved volunteer duty during that season will have the deposit refunded or cheque returned. Monies collected from this initiative will be used to pay for services required to run specific programs as administered by the CHBAMHA Board of Directors.

- 2.1. Approved duties will be posted as required during the season by the CHBAMHA Manager Coordinator. At any time any member may solicit the CHBAMHA Board of Directors for contributions they wish to make, and the CHBAMHA Board has the ability to approve special Volunteer work at their discretion.
- 2.2. Should one Parent Member per family fail to complete an approved duty during the allowable period, CHBAMHA will retain their deposit
- 2.3. Should a Parent Member not provide a Volunteer deposit, CHBAMHA Board of Directors may withhold roster approval for those players from the Member Family for the remaining season and the upcoming season
- 2.4. Should a Parent Member not complete the Volunteer Duty to the satisfaction of the CHBAMHA Manager Coordinator during the given season and the volunteer deposit provided not be honoured (through bad cheque, cancelled cheque, or otherwise) at the completion of the same season, CHBAMHA Board of Directors has the authority to collect the Volunteer deposit from the Member Family's parental contribution
- 2.5. The CHBAMHA Board of Directors may require payment by the Member Family before allowing registration of any players from the family in the following season.

3.0 APPROVED VOLUNTEER DUTIES

The following is a non-exhaustive list of pre-approved Volunteer Duties. The CHBAMHA Manager Coordinator may approve additional activities at his/her discretion



CHBAMHA VOLUNTEER POLICY

- 3.1. **Team Duties/Activities** – the following is a list of approved Volunteer Activities to assist each team. Additional duties may be approved by the CHBAMHA Manager Coordinator as required.
 - 3.1.1. Coach/Assistant Coaches – Must be listed on the approved team roster
Manager – Max. one (1) listed on the approved team roster
 - 3.1.2. Treasurer – Max. one (1) - must be signing authority on team bank account
 - 3.1.3. Volunteer Coordinator – Max. one (1) – to record their team Parent member’s volunteer participation
 - 3.1.4. Team Jersey Handlers – Max. two (2) – Responsible for transportation, handling and proper maintenance of team jerseys
 - 3.1.5. Fundraising Coordinator – Max. one (1) – Responsible for organization and implementation of all team fundraisers
 - 3.1.6. Fundraising Leads – Max. one (1) per Fundraising event up to Max. five (5) – Responsible for organization and implementation of one Fundraising Event
 - 3.1.7. Half Ice Boards – Max. five (5) – Responsible for installing and removing half ice boards before and after Novice Games
 - 3.1.8. Time Clock Operator – Max. one (1) – Responsible for operation of game clock during Novice games only
 - 3.1.9. Game stats – Max. one (1) - Rec League only
 - 3.1.10. Media Coordinator – Max. one (1) – Responsible for initiating and maintaining team Facebook Page, correspondence with the CHBA Web/Communications Coordinator

- 3.2. **CHBAMHA Activities** – The following is a list of approved Volunteer Activities which are non-team specific. Additional duties may be approved by the CHBAMHA Manager Coordinator as required.
 - 3.2.1. Board of Directors (Elected Voting Members) – as outlined in the CHBAMHA Memorandum of Association and approved at the CHBAMHA Annual General Meeting. *Any member who serves on the CHBAMHA Board of Directors will receive credit for 2 years of volunteer service for each full year they sit on the CHBAMHA Board of Directors.*
 - 3.2.2. CHBAMHA Coordinator (Non-Elected/Non-Voting Member)
 - 3.2.2.1. Development Liaison Chairman – As approved by the CHBAMHA Board of Directors President
 - 3.2.2.2. Development Committee Member – As approved by the CHBAMHA Board of Directors President



CHBAMHA VOLUNTEER POLICY

- 3.2.2.3. Volunteer Coordinator – As approved by the CHBAMHA Board of Directors President
- 3.2.2.4. Director Assistant(s) – As approved by the CHBAMHA Board of Directors

- 3.3. **“Joe Tournament” Volunteer Activities** – the following is a list of approved Volunteer activities which are specific to the annual “Joe Tournament”. Additional duties may be approved by the CHBAMHA Manager Coordinator as required.
 - 3.3.1. Board of Directors (Voting Members) – as approved by the CHBAMHA Board of Directors
 - 3.3.2. Tournament Assistants – as required and approved by the Joe Tournament Board of Directors
- 3.4. **CHBAMHA Special Activities** – the CHBAMHA Manager Coordinator will, during the course of the season, solicit volunteers to assist with Special Events that will qualify for a member’s Volunteer Duty. These events will include (but not limited to) Development Weekend, Annual Awards Ceremony, Development Initiatives, Tryouts/Evaluations.

4.0 SPECIAL CIRCUMSTANCES

Should a family member not have the ability to complete a Volunteer Activity or provide the Volunteer Deposit in a given season, they may apply to the CHBAMHA Manager Coordinator for exceptions due to special circumstances.