

# BYHA Volunteer Policy

BYHA is a non-profit organization that relies heavily on volunteers to conduct the operations of the organization, off-set program costs, and meet district and regional obligations. The hundreds of hours contributed by volunteers each year make for a great hockey experience for our athletes. We greatly appreciate our hockey families, and those parents/guardians that have given and will give much more of their time than required. This policy has been developed to promote an equitable distribution of volunteer hours among our hockey families.

## Volunteer Requirements

- Families with **one skater** must contribute **14 hours** of volunteer time. Families with **two or more skaters** must contribute **17 hours** of volunteer time. **Of these, a minimum of 11 hours must be completed during a BYHA- hosted tournament.**
- **All volunteer hours may be completed as tournament hours.**
- There is no maximum number of hours a family can contribute in a given year. There is no roll-over of volunteer hours from year to year.

## Volunteer Hour Exemptions

Complete volunteer hour satisfaction will be obtained by holding the following positions:

- BYHA Board Member
- HOC Member
- Head Coach (see #3 below)
- Assistant Coach (see #1 and #3 below)
- Team Manager (see #4 below)
- BYHA Coordinator
- Mite or mini-mite coach (see #2 and #3 below)
- Tournament Directors (see #5 below)

1. Only two assistant coaches from each traveling team are fully exempt from volunteer hours. Current modules must be completed and all appropriate paperwork must be on file. Any assistant coaches beyond the exempt 2 will need to fulfill the required amount of tournament hours based on how many skaters they have in the program. Exemptions may not be transferred to additional assistant coaches if the head coach, exempt assistant coaches, or manager hold more than one of the exempt positions.
2. The Mite and Mini-mite levels may have up to the equivalent of three exempt coaches per team. Current modules must be completed and all appropriate paperwork must be on file.  
**Exemptions may be transferred to additional coaches if other coaches hold more than one exempt position.**
3. All BYHA coaches are required to attend at least one on-ice session or equipment pick-up session for the One Goal program. At least one session is required in order to receive coaching credit for volunteer hour exemption. Sessions are 90mn in length.
4. Mite and mini-mite managers may not split the position between two individuals. Travel team managers may split the position between two individuals; however, each must fulfill ½ their tournament hour requirements, unless one individual holds an additional exempt position. Minimum expectations of the position must be met in order to receive exemption credit.
5. No more than 2-3 tournament directors per tournament, dependent upon the length of the tournament. Tournament assistants may receive hours credit based on time.

### **Volunteer Deposit**

- **A volunteer deposit of \$500.00 for families with one skater and \$700.00 for families with 2 or more skaters must be submitted at registration.** Online registrations must submit this check, marked VOLUNTEER DEPOSIT with all players in the family listed by the last night of the on-site registration. Please post-date the volunteer deposit check **March 15, 2018.**
- NO PLAYER will be allowed on the ice if this check is not on file with the volunteer coordinator.
- Families completing volunteer hours will have the volunteer deposit check shredded upon the completion of the season. If a family wishes to have the voided check returned, a self-addressed stamped envelope must be submitted to the volunteer coordinator prior to completion of hours.
- **Families with incomplete hours will have their volunteer deposit cashed by April 30, 2018.**

### Withdrawal from BYHA

- The volunteer deposit check will be voided for any player withdrawing from BYHA based on the following dates and volunteer hour completion guidelines:
  - Prior to December 1.....No hours required.
  - Between December 1 and January 1.....50% hours required.
  - After January 1.....100% hours required.
  
- It is the duty of each family to notify the BYHA Registration Coordinator and Volunteer Coordinator in writing of withdrawal from BYHA and to confirm hours completed.

### Volunteer DIBS System

- **Only parents or legal guardians of BYHA players may fill volunteer shifts**, unless otherwise specified or with prior approval.
- Volunteer hours will be posted and tracked via the BYHA website on the DIBS page.
- Please keep all of your volunteering hours under one “skater” account (typically the oldest skater in the family). At the time of registration, it is critical that you choose the correct category of skater in order for accuracy in the DIBS system (e.g. first and only skater, first of many, etc.).
- It is the duty of each family to validate the accuracy of your account information, hours pending, and hours completed.
- Final approval of non-DIBS volunteer hours is at the discretion of the Volunteer Coordinator. Please notify the volunteer coordinator of any hours completed that are not originally listed in DIBS via writing. This will help ensure accurate documentation of hours in the DIBS system.
- Volunteer hours that do NOT count toward your annual requirement include:
  - Non-tournament game scorebook, penalty box, clock operator for travel teams

### Cancellation of Volunteer Hours

- If your family claimed hours and you need to cancel, you may do so without penalty via DIBS system up to 72 hours prior to the event.
- Without the required advance cancellation, you will be responsible for finding a replacement and notifying the Volunteer Coordinator, via phone or text, at 701-200-6569, or email, at erica\_zielin@yahoo.com.
- If your family is listed by a volunteer event coordinator as a “NO SHOW” for your shift, your family will be charged a **\$50/hour no-show fee**. This fee will be automatically charged to your BYHA account and you will be notified via email. Paying for missed volunteer hours does not reduce your required volunteer hours. At the end of the year, any remaining balance on your account (due to no-shows fees) will result in the volunteer deposit being forfeited.
- *BYHA recognizes that emergencies do occur, and contacting the volunteer coordinator or tournament coordinator to notify of last minute illnesses or accidents will be taken into account on an individual basis.*

### Donation of Volunteer Hours

- If your family has completed your required hours, or has a waived position, there is an option to complete hours for “donation” to another family.
- In order to donate hours:
  - 1) If the DONATING individual claims the dib: In the DIBS system, the donating individual claims the DIB under his/her skater, entering himself/herself as the fulfiller. Complete the **Volunteer Hours Donation** form **PRIOR** to the event and submit to the Volunteer Coordinator. This will help ensure accurate documentation of hours, as they will need to then be transferred to the receiving individual’s account.
  - 2) If the RECEIVING individual claims the dib: In the DIBS system, the receiving individual claims the dib under his/her skater, but enters the donating individual’s name as the fulfiller. This will allow the hours to automatically be credited to the receiving individual’s account upon completion of the DIBS. The **Volunteer Hours Donation** form must still be submitted, in order to identify these as volunteer hours, but does not have to be submitted prior to the event. It may be submitted the day of the event or up to one week after the event.