

Ely Blue Line Club Volunteer Policy

The Ely Blue Line Club (EBLC) is made up of players, their families and community volunteers that work together to help support and operate our youth hockey association. Without the help from our EBLC families, our organization would not be able to operate, let alone be successful. In an effort to support our youth hockey players and the operation of our organization, we need your help. Through volunteering, we are able to support a great program for our children and may also meet some great people along the way!

***New this season

Each team will be responsible for running their own home games. Teams will coordinate to cover Time Clock, Gamesheet/Announcer, and Penalty Boxes. These duties do not count towards required volunteer shifts. High School Penalty Boxes and Goal Judges will still be counted towards requirements.

Each DIBS item will now be listed as 1 shift and no longer counted in hours. The majority of these shifts will have to be completed in concessions.

The Ely Blue Line is excited to host additional tournaments this year! We ask that you do your best to work some of your shifts during tournament weekends.

Volunteer Requirements

1. Each family is required to work a minimum of 16 shifts per family regardless of the number of registered kids they have in the program.
2. In lieu of the required 16 shifts, a donation of \$500.00 may be provided to the EBLC. The program really relies on the willingness of families to volunteer, please consider trying to volunteer before deciding that you really need to utilize the buyout.
3. Each family is required to submit 2 separate checks each for \$250.00 prior to or at the mandatory parent meeting. Jerseys will not be handed out until we receive both checks. These checks will not be cashed unless the required shifts are not met. See **When Required Shifts Are Not met**
4. In **addition** to the required 16 shifts, each family (unless a household member holds an exempt EBLC board position, is a team head coach or first assistant coach) must work one assigned high school hockey game concession shift and one assigned open skating concession shift. **These two shifts are mandatory, there is no buyout option and they do not count towards the minimum 16 shifts from the general requirement.** Any high school game concessions or open skate Concessions worked beyond your first two will count towards the minimum 16.

a. There will be an opportunity to select these two shifts early in the season. If not selected by the deadline date determined by the Volunteer Coordinator, shifts will be randomly assigned to those families who have not signed-up.

b. If you are unable to work either of these shifts (self-selected or assigned), you will be required to find your own replacement. Replacements must be arranged no later than 24 hours prior to the scheduled shift and you must inform the volunteer coordinator of any change to the existing schedule. Please contact the Volunteer Coordinator or a EBLC board member for extenuating circumstances.

5. Each family is responsible for working their shifts and checking volunteer reports to make sure that the work is being recorded correctly. Discrepancies should be reported to the Volunteer Coordinator.

6. If another family is donating volunteer shifts to your player, the Volunteer Coordinator must be notified ahead of time via email. If the donor has signed up under the receiving player's DIBS account, shifts will automatically be applied to the correct player. Shifts will not be applied retroactively, except in cases of emergencies and illness. Plan ahead and inform the Volunteer Coordinator prior to working for someone else or having someone work for you.

a. The receiving family should try to enter in the Volunteer information under their own DIBS account. This ensures the shift will be automatically credited to the correct player as soon as the shift is marked complete.

b. The donating family is asked NOT to enter the shifts under their DIBS account. If the receiving family is unable to enter your information in their account, notify the Volunteer Coordinator via email what shifts you wish to work and for who and they will enter it manually. This cuts down on administrative tasks and possible counting errors.

7. If you or your family are unable to work any of your scheduled volunteer shifts:

a. You may request a cancellation up to 7 days prior to the event.

b. A cancellation request CAN NOT be made for high school or open skate concession shifts. See **4.b**

c. Cancellation requests will not be approved less than 7 days prior to the event. You will be required to find your own replacement. Replacements must be arranged no later than 24 hours prior to the scheduled shift, with the exception of illness and emergencies, and you must inform the volunteer coordinator of any change to the existing schedule. Please contact the Volunteer Coordinator or a EBLC board member for extenuating circumstances.

d. If you are a no show for your shift, including the two mandatory shifts (see item 4), there will be a monetary penalty of \$50 the first offense, \$100 for the second and a full buyout (\$500) for the third. Please reach out to Volunteer Coordinator or your parent rep if you are struggling to find coverage. A no show for a shift is much harder on the other volunteers than if they are able to prepare ahead of time to be short-handed.

When Required Shifts Are Not Complete

1. All families must complete at least 8 volunteer shifts by January 30th to avoid payment.

a. If you have less than 8 volunteer shifts by January 30th, one of the two \$250.00 checks will be cashed on or after February 1st.

b. If 8 or more volunteer shifts have been completed by January 30th, one of the two \$250.00 checks will be destroyed.

2. All families must complete all 16 volunteer shifts or more PRIOR to the end of the year banquet.

a. If you have less than 16 volunteer shifts by the end of the year banquet, the second check of \$250.00 will be cashed as early as the next business day following the banquet.

b. If your family has completed ALL 16 volunteer shifts, either by working or having volunteer shifts donated, prior to the end of year banquet, the second check will be destroyed.

3. All families' accounts must be paid, have a payment plan in place and be in good standing to be able to register for the following season or to move on to post-season play for those families not returning the following season (Peewees/Bantams).

*If you are struggling to meet your required shifts on time, please contact the Volunteer Coordinator, your Parent Representative or a Blue Line Board member for help working out alternative solutions. **Do not wait until the end of the season to ask for help.** Many families are willing to donate their time to those who cannot complete their requirements, but you must ask!

*Learn-to-skate families are exempt from volunteer requirements but are encouraged to jump in and volunteer wherever needed. You will be the future of our youth hockey programs. All other youth hockey levels are required to fulfill their volunteer shifts.

*Please understand that these are minimum requirements. There may be times when more help is needed, and we ask that you consider helping when and where you can to create the best hockey experience for our kids as possible!

Parent/guardian signature: _____

Date: _____