



BRAINERD AMATEUR HOCKEY ASSOCIATION
VOLUNTEER POLICY

BAHA is a non-profit organization that relies heavily on volunteers. The profits from the Concession Stand and Home Tournaments, which are both operated solely by volunteers, directly fund our hockey program. We appreciate the many hours contributed by our hockey families during the season. To make volunteer work more equitable for the entire association, the board has established a volunteer policy which includes families working MANDATORY hours in the concession stand or general volunteer pool, at their player(s) home tournament as well as other district, regional and state tournaments. The required amount of volunteer hours can be found on the chart below.

The new volunteer policy, adopted by BAHA in 2018, consolidated the previous general volunteer pool and the concession stand requirements. Now families will have the choice to work their required volunteer hours either in the concession stand or general volunteer opportunities, or a combination of both and count towards their total required hours.

A volunteer deposit check is no longer required as of 2018. Families that do not fulfill their volunteer requirements will be invoiced for the unfulfilled hours at a rate of \$40 per hour. Families with incomplete hours or past due account balances will be NOT be allowed to register their player(s) for any BAHA related events until the account is brought into good standing. BAHA has an on-line volunteer system called DIBS. You can use DIBS to view available shifts, sign up (“claim”) and keep track of volunteer shifts. DIBS can be accessed by clicking on the DIBS Tab found on the BAHA website home page. You need to be registered for the current season to access the DIBS Volunteer system. More information on DIBS is available on the BAHA website.

<u>Players Age Level</u>	<u>Required Volunteer Hours</u>	<u>Home Tournament Shifts</u>
Bantam, Peewee, Squirt	15 Hours Per Player	Required Shifts – TBD
Girls 8U-15U	15 Hours Per Player	Required Shifts – TBD
Mini-Mites, Mites & Girls 8U	15 Hours Per Player	Jamboree Shifts - TBD
Family Maximum	20 Hours Per FAMILY	Required amounts vary

How long do I have to complete my required hours?

~ “The Volunteer Year” will coincide with the registration year, July through June.

EXEMPT MEMBERS: Travel Team Head Coach, Travel Team Assistant Coach (2 per team), Travel Team Manager (1 per team), BAHA Board Members and various committee members.

HOME TOURNAMENT REQUIRED SHIFTS:

Most travel teams host a Home Tournament during the season. Tournament requirements are determined by the size of the tournament and the number of families on your team. Typically, 5 to 7 shifts are required by each family during a tournament. These shifts are for penalty box, concession stand, scoreboard/clock operator & scorebook/announcing. Tournament shifts will be posted on DIBS prior to the tournament. ***Please Note*** Assistant Coaches are allowed to choose their required shifts before the rest of the team to allow them to be available to help coach their team games. Team managers will notify the team when the shifts will become available and will also verify that you have fulfilled your shifts. No substitutions for tournaments shifts will be allowed unless approved by the team manager and volunteer coordinator prior to the start of the tournament.

****EXEMPT:** Head Coach of the participating team(s)

CONCESSION STAND OPPORTUNITIES:

Concession shifts occur generally from October to the end of February. The concession stand is open during most practices, high school hockey games, home tournaments, jamborees, and any unique opportunities as they arise. The concession stand is located on the second floor of the Essentia Health Sports Center on the main rink side. All available shifts will be posted on the BAHA website under "DIBS" There is a sign in sheet inside the concession stand to complete at the start and end of your shift. There are operating manuals and helpful instructions throughout the concession stand to help you during your shift. The concession manager is always willing to answer any questions you may have. If you are uncertain about what to do, we encourage you to contact the concession manager a couple of days prior to your shift.

GENERAL VOLUNTEER POOL OPPORTUNITIES:

General volunteer opportunities occur throughout the year. Details of preapproved volunteer opportunities along with the allotted hour(s) of credit will be communicated to families by email as the opportunities arise. Families will sign up on DIBS to claim the shift(s) and to receive credit.

General Volunteer Pool Opportunity Examples:

- * WarriorFest concert
- * Home Tournament Shifts (if we don't have a team in the tournament)
- * Fundraising Projects – various duties needed
- * Equipment Program Hand-out/Collection Dates etc.
- * Jaycees Fishing Extravaganza
- * Arena Projects
- * Specialty Trades or Skills for projects

- * Community Projects or events as defined by BAHA
- * Various other Projects

- * Miscellaneous opportunities throughout the year will become available and will be posted on Dibs

Don't wait until the end of the registration year to complete your volunteer requirements, shifts become available less frequently towards the end of the hockey season.

The following will not be considered volunteer opportunities:

Taking team photos, collection of stats, planning team parties, providing snacks etc.

If your TOTAL hours are not fulfilled by the end of the hockey season, the association will invoice you for the unfulfilled hours at a rate of \$40/hour. *Please note – Any member with a past due invoice or unfulfilled volunteer hours, will not be allowed to register their player(s) for any BAHA related events. * Bantam/15U families – BAHA will pursue all attempts to collect any balance due to BAHA. Please do your part and work your required hours and avoid the awkward collections process. Thank you in advance for your cooperation!

IMPORTANT NOTE: Every family is required to work these volunteer hours, regardless of other commitments made to the association. The only exemptions are listed in this policy.

BANTAM and 15U GIRLS REQUIRED HOURS:

BAHA has been fortunate over the years to be selected for the Cub Foods grocery bagging event, and BAHA is optimistically hopeful that we will again be selected to bag groceries. Because age requirements now mandate that the grocery bagging participants be age 13-18, all Bantam and 15U players will be required to work the grocery bagging event. The new age requirement has required BAHA to adopt a new policy on who is required to participate in this event. Additional information will be communicated by team manager(s) if/when BAHA is selected for this event. The revenue raised from this fundraiser has been allocated to purchase new jerseys or new equipment for the program.



Brainerd Amateur Hockey Association
2017-2018
Volunteer Agreement

I have received the attached volunteer policy and understand the commitment necessary to run a strong hockey program.

I understand that in order to complete registration and before my child will be allowed to skate, each family is required to complete and sign below and turn this page in to the volunteer coordinator.

Note for divorced, separated, step or blended families

While BAHA is very empathetic to your particular situation, we cannot keep track of which parent(s) have worked the various hours. The DIBS system and the player(s) account is connected to the parent that actually registered the player(s). It is the responsibility of the parent that registered the player(s) to make sure the volunteer hours and fundraising obligations are met. Please make those arrangements ahead of time between the player(s) parents prior to the start of the hockey season. Thank you in advance for your cooperation.

Date _____

Signed (Parent or Guardian) _____

Print Name _____

Players' Name/s and Age-levels: _____

Please read the attached policy, complete and mail this form or drop off at the arena in the BAHA file box. You can also email the completed form to: jim.brau@brainerdhockey.com

BAHA
C/O: Registration
P.O. Box 38
Brainerd, MN 56401