



Volunteer Policy

Updated: November 9, 2022

SECTION 1: Overview

1. The Hutchinson Hockey Association (HHA) is a volunteer-run organization. Volunteers are essential to sustaining a quality and affordable youth hockey program.
2. The goal of the Volunteer Policy is to distribute the workload among all the HHA families.
3. To sign up for available Volunteer hours (aka DIBS), please navigate to the [DIBS tab](#) from the HHA website. More info on the [Volunteer/DIBS page >](#)

SECTION 2: Requirements

1. Each returning family (defined as the parent or guardian signing off on registration of the player) must complete 15 hours per season.
2. All families registered as a Mite “New to hockey” must complete 7.5 hours for the first season.
3. Who can volunteer: any HHA family member that is at least 15 years of age with a working parent present in the concession stand, otherwise at least 18 years of age without a parent.
4. Each family will be billed \$35/ hour for any unworked hours during the season. Payment must be received before the player is allowed to continue skating through HHA.
5. Please refer all questions and inquiries to the Volunteer Coordinator.

SECTION 3: Volunteer Opportunities and Positions

1. Volunteer opportunities
 - a. Concession hours at the rink
 - b. Mites equipment distribution
 - c. Skate sharpening
 - d. District & Regional tournaments
 - e. Any additional opportunities approved by the President
2. Positions that qualify for Volunteer credit
 - a. 15 Hours – Board Members
 - b. 15 Hours – Team Travel Coaches (must attend 85% or more of games and practices)
 - c. 15 Hours – Travel Team Managers – 10 hours each for two Managers
 - d. 15 Hours – Rostered Mite Coaches (must attend 85% or more of games and practices)
 - e. 7.5 Hours – Non-rostered Mite Coaches (per level; must attend 75% or more of practices)
 - f. 5 Hours – Mite Managers – one per team
 - g. 15 Hours – Coach-in-Chief
 - h. 15 Hours – PDC Members
 - i. 15 Hours – Ice Scheduler
 - j. 15 Hours – Registrar – up to two people
 - k. 15 Hours – Volunteer Coordinator (DIBS system)
 - l. 15 hours – Team Manager Coordinator
 - m. 15 Hours – Concessions Coordinator (concession stocking and equipment) – up to two people
 - n. 15 Hours – Equipment Coordinator – up to two people
 - o. 10 Hours – Website Coordinator



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SECTION 4: Verifying Volunteer Hours

1. Hours are tracked when you sign up online using DIBS.
 - a. The Volunteer Coordinator may have an additional signup sheet during the event to verify your attendance. Volunteers are responsible for checking in and signing their name to verify completion of their recorded time.
 - b. Each member is responsible for ensuring the time is credited accurately.
2. The completion of the mandatory HHA volunteer hours is the sole responsibility of each family and NOT the HHA Board. HHA will not be sending periodic notification of hours completed throughout the year.
3. Volunteer hours worked in the concession stand may be transferred from one family to another with approval of the HHA President and the Volunteer Coordinator.
4. All awarded hours are subject to the satisfactory completion as determined by the HHA Board. Those who do not complete the duties of the position they volunteered for will not be awarded DIBS hours.