

# River Valley Hockey Association - Volunteer Policy

(Approved November 2007, revised 11/08)

## 2007-2008 Volunteer Coordinator

Jeanette Jones, 651-465-7404, [cncactivity@hotmail.com](mailto:cncactivity@hotmail.com)

## 2008-2009 Board President

Aaron Kuenkel, 483-5881, [kuenkel@hockeymail.com](mailto:kuenkel@hockeymail.com)

The RVHA depends on the work of volunteers! Other than referees, there are no paid positions within the association. Every family must contribute on a regular basis to ensure the success of our organization and keep fees as low as possible. Volunteering is also a fantastic way to get to know others in the association and to understand better how the association works.

### Volunteer Requirement Summary

- Each family is required to work 20 hours per year for one player, maximum of 30 hours per year for two or more players
- The volunteer year runs from October 1<sup>st</sup> through September 31<sup>st</sup>.
- YOU are responsible for working your hours, submitting them to the Volunteer Coordinator, and checking volunteer reports to make sure that your work is being recorded correctly.
- You will be charged \$15 for each unearned hour. You may choose to buy-out of your requirement by paying \$15/hour upfront. Players will not be able to register the following season until hours are earned or fees are paid.

When submitting your hours, please include the following:

- Family name and player's name(s)
- Date
- Volunteer activity – what you did
- Total number of hours worked per person

Place information in the mailbox by the concession stand, or contact Jeanette at 651-465-7404 or [cncactivity@hotmail.com](mailto:cncactivity@hotmail.com).

Please keep a copy of your volunteer work for your records.

### BASIC VOLUNTEER REQUIREMENTS

Each family must contribute a minimum of 20 volunteer hours per year for one player, with a maximum requirement of 30 volunteer hours per year for two or more players. There is work to be done all year and it is the hope of the Board of Directors that families will contribute both during the season and during the summer. The hockey year begins October 1<sup>st</sup> and ends September 31<sup>st</sup>.

Nearly every activity that contributes to the success of the entire association can be counted toward your volunteer requirement. The only activities which do not count toward your volunteer requirement are personal fundraising efforts (e.g. when you go door-to-door selling candles or sell raffle tickets at work in order to meet your family's goal) and specific team fundraising efforts (some teams will hold a special event to raise money only for their team's activities). A sample list of activities that count toward your requirement is attached for your reference. If you have any questions about whether an activity counts toward your requirement or not, please contact the Volunteer Coordinator or a board member.

Every family is required to track their hours and fulfill their requirement. While some positions or jobs within the association (board member, coaching, etc.) require many more than 20 or 30 hours per year, everyone is still required to submit their hours to the Volunteer Coordinator.

Any family member who actively participates in volunteering for the association can count their hours toward your family's requirement. For example, it is common for entire families to come help clean up the Polk County Fairgrounds during the Fair. As long as the family member was actively cleaning the grounds, you may count their time.

### TRACKING VOLUNTEER HOURS

YOU are responsible for tracking your family's volunteer hours and for checking reports to make sure they are correct. You are encouraged to submit your hours to the Volunteer Coordinator on a regular basis – either each time you volunteer or on a weekly or monthly basis. Reporting hours on a regular basis helps ensure that work is being recorded accurately and allows us to clear up any discrepancies right away, rather than waiting for the end of the year.

### BUY-OUT OPTION

The RVHA is offering a buy-out option for those families who prefer not to volunteer or cannot meet their requirement. For each volunteer hour that is not earned, the family will be billed \$15.00. Remember, you are responsible for tracking and reporting your volunteer hours and for periodically reviewing the volunteer report to make sure it is correct. Players will not be allowed to register for the following season until all work hours are earned and/or paid.

### SPECIAL CIRCUMSTANCES

We realize that there are special circumstances within a few families that make it nearly impossible for them to meet the volunteer requirement and who cannot afford the buy-out option. There are a couple of options for these families.

Volunteer Waiver Request - As soon as possible at the beginning of the season, you may request that the RVHA Board waive your volunteer requirement. Please submit your request in writing to the Volunteer Coordinator and explain why you anticipate that you will have a very difficult time meeting the volunteer requirement. Again, this should be handled as early in the season as possible.

Work Sharing – There are other unique and creative ways that your family can meet their volunteer requirement, including having another family work for you. Perhaps you could drive another family's player to practices and games in exchange for them granting some of their volunteer hours to you. If you make a creative arrangement like this, please notify the Volunteer Coordinator as soon as possible near the beginning of the season. We will not accept a simple transfer of extra hours from one family to another just so they can meet the requirement – it must be prearranged.

### EXAMPLES OF WAYS TO FULFILL YOUR VOLUNTEER REQUIREMENT

The list is nearly endless. If you have any questions about whether an activity can count toward your volunteer requirement, please contact the Volunteer Coordinator or a board member.

- Become a board member or attend board meetings
- Become a Committee chair or sign up for a committee -- attend meetings and participate in planning and running events
- Work at our rink during games – sell concessions, work in the scorer's booth, operate one of the two penalty box doors, clean up trash from the grounds and locker rooms, be a Zamboni driver
- Maintenance – participate in the spring and fall rink clean-up events, pick up trash, mow the lawn in the summer, remove snow in the winter
- Flood the Rink – we can't operate without ice!!
- Become a Team Manager and help organize and communicate with your child's team
- Help with large events such as the Year-End Banquet, the Golf Tournament, parades, Polk County Fair clean-up, etc. We always need help coordinating, implementing, and communicating about these events.

There's always something to be done – we can work with your schedule and interests to find something that benefits everyone!