



## BOW RIVER BRUINS HOCKEY ASSOCIATION

### VOLUNTEER POLICY

#### Introduction

“Volunteering can be an exciting, growing, enjoyable experience. It is truly gratifying to serve a cause, practice one's ideals, work with people, solve problems, see benefits, and know one had a hand in them.” --Harriet Naylor

The Bow River Bruins Hockey Association (BRBHA) is a non-profit hockey association that relies on volunteers for its success. A tradition of excellence has been a signature feature of BRBHA in its delivery of a safe, fun and enjoyable hockey experience for players and their families. The following policy and each member's responsibilities serve to maintain this great tradition.

#### Volunteer Obligation

Parents/guardians of players are members of BRBHA, and all BRBHA members are required to volunteer in some capacity at the team and association level in an approved volunteer role. The expectation is that each member shall perform a minimum of 10 hours of volunteering in a season, with variations depending on the chosen role. Teams will coordinate volunteering opportunities to allow for members to meet this obligation. This volunteer obligation management is commonly included in the role of the Team Manager but may be assigned to a dedicated Team Volunteer Tracker.

#### Approved Volunteer Roles

##### 1) Team Level Roles

- \* Team Head Coach
- \* Team Assistant Coach
- \* Team Manager
- \* Team Treasurer
- \* Team Volunteer Tracker
- \* Team Safety Coordinator
- \* Other team positions: Jersey parents, Scorekeepers, Timekeepers, On-Ice Helpers, Social Coordinator, Tournament Coordinators, Fundraising Coordinators

##### 2) Association Level Roles

- \* Board of Directors
- \* Age Group Coordinators and Assistants
- \* Equipment Coordinator and Assistants
- \* Referee Coordinator and Assistants
- \* Legal Advisor
- \* Tournament Coordinator and Assistants
- \* Website Coordinator
- \* Social Coordinator and Assistants
- \* Volunteer Coordinator

- \* Long-Range Planning Committee Member
- \* Evaluations Committee Member
- \* Coach Selection Committee Member

### 3) Outside volunteer opportunities (Hockey Calgary)

#### Volunteer Bond

All members are required to post a “volunteer bond” by delivering a post-dated cheque to January 15 for every player registered payable to BRBHA in an amount of \$300.00. The post-dated cheque shall be provided at evaluations to a designated BRBHA cheque collector and held by the volunteer coordinator.

**No player shall join team skates until the \$300.00 volunteer commitment payment is received**

#### Team Volunteer Tracker

One member of each team shall be designated the “Team Volunteer Tracker”. This individual is responsible for monitoring and tracking the volunteer roles of each member throughout the season, including both team level volunteer positions, association level positions and evaluation volunteer positions. If a team does not have a Team Volunteer Tracker, the volunteer tracking responsibilities shall be carried out by the Team Manager.

#### Team Volunteer Tracking

The Team Volunteer Tracker is responsible for determining whether volunteer commitments have been met. The Team Volunteer Tracker, upon consultation with the Team Manager, shall use his or her reasonable discretion in determining whether a member has completed their volunteer obligations. The Team Volunteer Tracker is responsible for reporting volunteer performance to the BRBHA Volunteer Coordinator. Reporting of volunteer commitments will be conducted by mid-December, at which time the BRBHA Volunteer Coordinator will report to the BRBHA Board of Directors all members that have or have not met their volunteer obligations.

#### Exemptions

It is acknowledged extenuating circumstances can exist. If you are unable to complete your volunteer commitment and feel additional consideration should be warranted please submit a request for review in writing to the BRBHA Volunteer Coordinator for special consideration and/or Board of Director review.

#### Volunteer Bond Cheque Funds

Volunteer bond cheques will begin to be cashed on January 15th of the current hockey season for members determined to not being on track to meet their volunteer obligations by mid-December. All other members who have completed their volunteer obligations will have their cheques destroyed. All cheques cashed for not fulfilling volunteer commitments will be directed to the BRBHA legacy fund. Should a cheque be returned as NSF, a \$25 fee will be assessed.

### Volunteer Buyout

If a member chooses not to volunteer with the organization, they are entitled to pay a volunteer buy-out in an amount to be determined by the BRBHA board on an annual basis. This buy-out amount shall be paid by the member at the time of registration. Any member that pays the buy-out amount at the time of registration shall not be required to post the Volunteer Bond and shall not be required to perform volunteer duties for that season. The volunteer buyout amount for the current season will be \$300.00 and all funds will be directed to the BRBHA legacy fund.

### Contact

If you have any questions regarding this policy please contact the BRBHA Volunteer Coordinator at: [volunteers@bowriverhockey.ca](mailto:volunteers@bowriverhockey.ca)