



Squamish Minor Hockey Association Volunteer Deposit Program

The SMHA is a volunteer-run organisation, and as such, it depends on the volunteer assistance of its members to function successfully. Volunteers are essential to maintaining and developing our association. The more volunteers we have, the better our association becomes.

Overview of 2018/2019 Volunteer Deposit Policy:

- Every family is required to complete 10 volunteer hours unless they have paid the volunteer opt-out fee. It is important to note that we would prefer to have families complete a volunteer commitment and contribute to the success of the association than pay the opt-out fee.
- Each SMHA family is required to complete **10 VOLUNTEER HOURS PER SEASON**. If you have two players within the association you **DO NOT** need to fulfil 20 hours, although we will always welcome more help.
- There are no exemptions to the volunteer requirements.
- There is no maximum number of hours that a family can contribute in a given year.
- There is no roll-over of volunteer hours from year to year.
- Volunteer deposit cheques will be collected for **EVERY PLAYER (ONE PER FAMILY)** prior to their first skate or they will not be permitted on the ice.
- In the event that a family does not complete their volunteer commitments, the deposit cheque will be cashed. Any monies raised through the Volunteer Deposit Program will go back into our association to fund player development.
- A deposit cheque, posted dated to **MARCH 20TH 2019** will be required in the amount of \$100 for each player (one per family). Should the volunteer hours not be completed by **MARCH 15TH 2019**, the deposit cheques will be cashed.
- It is **YOUR RESPONSIBILITY** to track your volunteer hours and report them to your team volunteer manager, cc:ing the Volunteer Deposit Program Coordinator

Opportunities that count towards your volunteer hours:

- Executive board members
- Head coach
- Assistant coach
- On ice helper
- Team manager
- Team volunteer manager
- Team fundraising organiser
- Social media coordinator
- Communications coordinator
- Equipment manager
- Event organiser
- Hockey Canada Safety Person (HCSP)
- Ice Scheduler
- Referee Scheduler
- Referee In Chief
- Away Tournament Coordinator
- H Division Cross Ice Board Crew
- Coach Coordinator
- Evaluation Committee
- SMHA Gear Swap and BBQ
- 50/50 seller
- Raffle table and silent auction table
- Jersey laundry
- Time keeping
- Score keeping
- Team treasurer
- Ladies night out organising committee
- Year end banquet organising committee
- Association fundraisers
- Special events as communicated from the association

It is in the best interest of SMHA and its members to have you volunteer. If there is nothing listed that you are able to volunteer for and you have further suggestions, we would be delighted to hear from you.

Volunteer Deposit Program FAQs:

How do I find volunteer opportunities?

Many SMHA opportunities will be announced via email and involve a sign up process. There will also be opportunities available for each team that you can sign up for once your player has been placed on a team. Your team manager can help you find team and/or association volunteer opportunities.

Is the completion of course for qualifications considered part of the volunteer hours?

No. Once courses are completed such as Respect in Sport, Development 1 etc, only time spent in the role can be considered part of the volunteer hours.

Is being a referee considered a volunteer role?

No. Officiating games is considered a volunteer role as referees are paid for their time.

If I complete all my volunteer hours, when is my cheque returned?

After completing the minimum number of volunteer hours (10 hours per family), your deposit cheque will be returned by April 1st 2019.

What if my player has two households?

In the event that a player/s resides in two households, it is the responsibility of both parents/care givers to jointly fulfil the 10 hours of volunteer time.

How are the volunteer hours tracked?

The Volunteer Program Coordinator will track the hours for the entire association in collaboration with each team's Volunteer Manager. Please submit your tabulated volunteer job and hours on December 1st 2018 and March 1st 2019 to the Volunteer Program Coordinator cc:ing your team's Volunteer Manager.

Will I be contacted prior to my volunteer time as a reminder?

No, it is your responsibility to manage your volunteer hours.

Will I be contacted prior to my volunteer deposit cheque being cashed?

It is the sole responsibility of the family to ensure they have volunteered so their cheque is not cashed. Our hope is to have no cheques to deposit!

SMHA VOLUNTEER HOURS LOG 2018/2019

Name of Player:	
Team of Player:	
Volunteer Name:	

Volunteer Role	Date Completed	Number of Hours

Volunteer tracking to be submitted Dec 1st 2018 and March 1st 2019

Total volunteer hours to be completed by March 15th 2019

Cheque will be returned by April 1st 2019 once at least 10 hours of volunteer time is completed and this form is submitted