



## TEMISKAMING SHORES MINOR HOCKEY ASSN.

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THIS POLICY APPLIES TO ALL MEMBERS REGISTERED WITH

THE NOHA AND OWHA WITHIN TSMHA

### VOLUNTEER POLICY

1. Purpose: To encourage all TSMHA members to become actively involved in the operation and success of the Association.
2. TSMHA encourages all association members to volunteer, as many volunteer hours and fundraising hours are necessary to operate a quality hockey program. Not everyone has the hockey experience and skills to volunteer for on-ice roles, but there are many other roles that contribute to the success of the Association including organizing approved tournaments, contributing to special committees/projects and fundraising activities. Members are required to pay a volunteer fee of \$120.00 per registered child plus \$40.00 per each additional child. Members can get their money back by volunteering a set amount of hours. This allows for members to get involved and keeps registration fees as low as possible.
3. Volunteer hours required:

#### **Volunteer Hours Breakdown in Blocks of Hours**

- 1 Player - 4 hours (please sign up for 2 blocks of 2 hours each)
- 2 Players - 6 hours (please sign up for 3 blocks of 2 hours each)
- 3 Players - 8 hours (please sign up for 4 blocks of 2 hours each)

#### **General Information**

Members are to sign up for their volunteer hours before December 31; after this date volunteer retainer cheques will be cashed.

Members can sign up for any available time slots. (They do not have to sign up for their player's level of play)

#### **Signup Information**

To secure a block of hours please email the administrators at [puckhounds@tsmha.ca](mailto:puckhounds@tsmha.ca)

In the email please indicate the following:

- name of the player you are volunteering for
- your name



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- your phone number
- the block of hours you would like to secur3

### **Volunteer Opportunities**

SHINNY HOCKEY

NOVICE ATOM TRAVEL TOURNAMENT

BANTAM HOUSE REP TOURNAMENT

NOVICE ATOM HOUSE TOURNAMENT

PEE WEE HOUSE REP TOURNAMENT

MIDGET HOUSE REP TOURNAMENT

TYKES FUN DAY

OTHERS

#### 4. Opting Out:

Families can opt out of volunteering. All families registering with the TSMHA will be required to provide a post-dated cheque dated Jan. 1<sup>st</sup> payable to TSMHA for volunteer fees at the time registration. Cheques will be returned to families at the time of completion of their volunteer hours. Members who do not register to fulfill their hours prior to Dec. 31 will have their cheques cashed. Volunteer hours will be tracked by TSMHA Administration. Only designated, approved members, leading events will be eligible to sign off and verify volunteer hours worked. A signed, written record of hours worked will be provided to volunteers upon request at the time of a volunteer activity. It is up to each family to ensure that they fulfill their volunteer obligation and to retain records of their approved volunteer hours.

#### 5. Approved Volunteer Roles:

- Executive Member (Vulnerable sector screening certificate required-police check)
- Event volunteers
- Approved Association Tournament Volunteers
- Tyke Fun Day volunteer
- Team Coach (Vulnerable sector screening certificate required -police check)
- Team Assistant Coach (Vulnerable sector screening certificate required -police check)
- Team Manager (Vulnerable sector screening certificate required-police check)
- Team Trainer (Vulnerable sector screening certificate required-police check)
- Looney Table Volunteer (see job description)
- Arena Door Volunteer (see job description)
- Car Draw Ticket Sales Volunteer (see job description)

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