

Policy 21. Volunteers, Remuneration for Volunteers and High School Hours

Reviewed by: Ian McDonald

Current Policy

As a community based not for profit organization, DMHA depends on volunteers for its organization and operations. While it is expected that members will freely volunteer their time to the association as needed, it is recognized that this is not always the case.

In order to ensure sufficient volunteers for the operation of the association, parents/guardians of players are required to post a financial volunteer bond prior to the start of each season. The bond shall be in the form of a cheque post-dated for March 31 of the year following the year in which the season starts for family of registrants in order to guarantee that volunteer work will be completed. The bonds shall be maintained by the treasurer. The amount of the bond and any fee to opt out of the bond shall be established by the executive annually.

Bond cheques will be destroyed by the treasurer on or after March 31 if the requisite volunteer work has been completed for that season. If a parent/guardian or other member does not complete the required volunteer work in the season, then the bond cheque will be cashed and the funds deposited into the association's general account.

Parents/guardians are responsible for identifying available volunteer opportunities and for completing all of the volunteer work associated with the volunteer

Updated Policy

As a community based not for profit organization, DMHA depends on volunteers for its organization and operations. While it is expected that members will freely volunteer their time to the association as needed, it is recognized that this is not always the case.

To ensure sufficient volunteers for the operation of the association, parents/guardians of players are required to post a financial volunteer bond prior to the start of each season. The bond shall be in the form of a cheque post-dated for March 31 of the current hockey season in order to guarantee that volunteer work will be completed. The bonds shall be maintained by the treasurer. The amount of the bond and any fee to opt out of the bond shall be established by the executive annually.

Bond cheques will be destroyed by the treasurer on or after March 31 if the requisite volunteer work has been completed for that season. If a parent/guardian or other member does not complete the required volunteer work in the season, then the bond cheque will be cashed and the funds deposited into the association's general account.

Parents/guardians are responsible for identifying available volunteer opportunities and for completing the volunteer work that they sign up for. While the association will attempt to make available sufficient approved volunteer opportunities for all members, it will

opportunities chosen or available. While the association will attempt to make available sufficient approved volunteer opportunities for all members, it will not guarantee that a volunteer position will be available or available at a time/place convenient to the person. The bond coordinator will maintain a list of volunteer bond positions approved by the executive annually. That list shall include seven bond positions per team (five for bench staff and one each for the carriers of home and away jerseys)

Once a commitment has been made by an association member to complete a volunteer job, that commitment becomes mandatory. If the association member cannot meet this obligation due to extenuating circumstances, the/she must arrange for another association member to complete the work and the completion of the work will then be credited to the volunteer who actually worked unless otherwise communicated by that new volunteer. The failure to complete a commitment without fulfilling another approved volunteer role will result in forfeiture of the bond to the association.

The executive may provide an exception to this mandatory obligation based on a written request on a case by case basis when unusual circumstances warrant that exception.

The following are exempt from the obligation to perform volunteer work or post a volunteer bond, in recognition of their prior service to the association:

not guarantee that a volunteer position will be available or available at a time/place convenient to the person. The bond coordinator will maintain a list of volunteer bond positions approved by the executive annually. That list shall include seven bond positions per team (five for bench staff and one each for the carriers of home and away jerseys)

Once a commitment has been made by an association member to complete a volunteer job, that commitment becomes mandatory. If the association member cannot meet this obligation due to extenuating circumstances, he/she must arrange for another association member to complete the work and the completion of the work will then be credited to the volunteer who actually worked unless otherwise communicated by that new volunteer. The failure to complete a commitment without fulfilling another approved volunteer role will result in forfeiture of the bond to the association.

The executive may provide an exception to this mandatory obligation based on a written request on a case by case basis when unusual circumstances warrant that exception.

The following are exempt from the obligation to perform volunteer work or post a volunteer bond, in recognition of their prior service to the association:

- (a) Executive members and former executive members who have served on the executive for at least three (3) years are exempt from fundraising and

(a) Executive members and former executive members who have served on the executive for at least three (3) years are exempt from fundraising and volunteer/bond obligations (per membership vote at AGM).

Dorchester Minor Hockey Association is a not for profit organization. Its executive members and personnel shall serve the organization without compensation, other than approved honorariums. Current executive members are entitled to receive one season's pass for entry to all DMHA games, including playdown/playoff games, each season and are exempt from the requirement to provide bond and fundraising cheques/payments in the season in which they serve. Executive members are also entitled to be reimbursed for actual expenses incurred to perform their duties, such as mileage to attend LMLL and/or Shamrock league meetings or as approved by the executive. The ice scheduler is exempt from paying registration fees for his/her children (up to two) in the season in which he/she serves as ice scheduler (per membership vote at AGM).

All approved bench staff (to a maximum of 5 per team), DMHA committee chairs, authorized DMHA personnel and executive members are entitled to a season's pass for entry to DMHA home games during the season in which they serve.

Bench staff volunteers are entitled to reimbursement for the cost of one approved and successfully completed

volunteer/bond obligations (per membership vote at AGM).

Dorchester Minor Hockey Association is a not-for-profit organization. Its executive members and personnel shall serve the organization without compensation, other than approved honorariums. Current executive members are exempt from the requirement to provide bond and fundraising cheques/payments in the season in which they serve. Executive members are also entitled to be reimbursed for actual expenses incurred to perform their duties, such as mileage to attend LMLL and/or Shamrock league meetings or as approved by the executive. The ice allocator is exempt from paying registration fees for his/her children (up to two) in the season in which he/she serves as ice allocator (per membership vote at AGM).

Bench staff volunteers are entitled to reimbursement for the cost of one approved and successfully completed course attended per year to obtain certification for the purpose of a rostered bench role with DMHA. Only currently rostered bench staff are entitled to reimbursement. Registered and approved on-ice volunteers may be reimbursed for the cost to take the Respect In Sport – Activity Leader course. Any other person who will use the certification for the benefit of DMHA during the current season may submit a request for reimbursement to the executive in writing review and decision.

course attended per year to obtain certification for the purpose of a rostered bench role with DMHA. Only currently rostered bench staff are entitled to reimbursement. Registered and approved on-ice volunteers may be reimbursed for the cost to take the Respect In Sport – Activity Leader course. Any other person who will use the certification for the benefit of DMHA during the current season may submit a request for reimbursement to the executive in writing review and decision.

A reimbursement process will be developed and publicized by the treasurer each year. Receipts are required before reimbursement will be provided.

DMHA will provide the sum of \$250 to any team that qualifies for and plays in the finals in OMHA playdowns to offset the team's associated expenses. DMHA will purchase a banner for any team who wins an OMHA Championship or is an OMHA finalist (36x30). Such banners shall be displayed at the arena as permitted by arena rules.

Time and gate personnel shall be comprised of student volunteers. The executive may approve an honorarium for such volunteers to acknowledge the time commitment required by these positions. No time or gate personnel shall be considered to be employees of DMHA.

On-ice volunteers must be registered members or registered players of Dorchester Minor Hockey Association, approved by the executive and listed on the DMHA on-ice volunteer list. A maximum of three (3) on-

A reimbursement process will be developed and publicized by the treasurer each year. Receipts are required before reimbursement will be provided.

Off-ice officials (time keepers and score keepers) shall be comprised of student volunteers **who are current members of the association**. The executive may approve an honorarium for such volunteers to acknowledge the time commitment required by these positions. **No off-ice officials are** employees of DMHA.

On-ice volunteers must be registered members or registered players of Dorchester Minor Hockey Association, approved by the executive and listed on the DMHA on-ice volunteer list. A maximum of three (3) on-ice volunteers are permitted for each team. The team with which the volunteer helps shall pay any OMHA insurance premium fee for the volunteer if the person is not a registered player or rostered bench staff with DMHA. Payment of the premium fee must be made to DMHA before the volunteer is permitted on the ice, failing which the volunteer may not participate and/or the team will forfeit its ice times until payment is made. The team's head coach is responsible for the actions of any on-ice volunteer. **On-ice volunteer positions do not qualify for bond positions.**

Team officials shall utilize sound judgment when selecting any person, including a high school student or registered DMHA player, to be an on-ice helper. On-ice helpers must provide assistance to the team and team officials, recognizing that the team and its development and support are primary, while allowing the volunteer to gain

ice volunteers are permitted for each team. The team with which the volunteer helps shall pay any OMHA insurance premium fee for the volunteer if the person is not a registered player or rostered bench staff with DMHA. Payment of the premium fee must be made to DMHA before the volunteer is permitted on the ice, failing which the volunteer may not participate and/or the team will forfeit its ice times until payment is made. The team's head coach is at all times responsible for the actions of any on-ice volunteer.

Team officials shall utilize sound judgment when selecting any person, including a high school student or registered DMHA player, to be an on-ice helper. On-ice helpers must provide assistance to the team and team officials, recognizing that the team and its development and support are primary, while allowing the volunteer to gain knowledge and experience in a teaching/helping role. This shall not be used as an opportunity for volunteers to get extra ice time. They may only be demonstrators/helpers during practices and are not to partake in any scrimmages as a player would. Players that volunteer must be, at minimum, two age divisions higher than the team with which they are volunteering (ie. a Bantam may assist with an Atom team or below but not a Pee wee team).

Any on and off ice training must be led by certified coaches, trainers or other certified personal. All participants must wear appropriate safety equipment. All on-ice volunteers must comply with OMHA and Hockey Canada equipment requirements. Any players that

knowledge and experience in a teaching/helping role. This shall not be used as an opportunity for volunteers to get extra ice time. They may only be demonstrators/helpers during practices and are not to partake in any scrimmages as a player would. Players that volunteer must, at minimum, **have a birth year that is four years greater than the oldest birth year with which they are volunteering (ie. a player born in 2012 could assist with players born in 2016, but not players born in 2015).**

Any on and off ice training must be led by certified coaches, trainers or other certified personal. All participants must wear appropriate safety equipment. All on-ice volunteers must comply with OMHA and Hockey Canada equipment requirements. Any players that volunteer must wear full equipment unless they are 14 years of age **or older** and take an instructional role, in which case they will be required to wear the same equipment that all bench staff are required to wear. **On-ice Helpers** who are not registered team officials or registered DMHA players and who are 14 years of age or older are required to complete the Respect In Sport and Gender Identity and Expression programs **(if their age qualifies them) and a Police Record Check (if 18 or older).**

Dorchester Minor Hockey Association may provide volunteer opportunities for students attending high school to earn community involvement hours. All coaches, approved DMHA staff and executive members are permitted by the Dorchester Minor Hockey Association to sign off on high school volunteer hours if a

volunteer must wear full equipment unless they are more than 14 years of age and take an instructional role, in which case they will be required to wear the same equipment that all bench staff are required to wear. Volunteers who are not registered team officials or registered DMHA players and who are 14 years of age or older are required to complete the Respect In Sport and Gender Identity and Expression programs and submit an acceptable police record check.

Dorchester Minor Hockey Association may provide volunteer opportunities for students attending high school to earn community service hours. All coaches, approved DMHA staff and executive members are permitted by the Dorchester Minor Hockey Association to sign off on high school volunteer hours if a high school student was asked to and did volunteer with the association. Only hours that were supervised by the coach, approved DMHA staff and/or executive member, or their designate, may be signed off on. Unsupervised volunteer hours may be submitted to and approved by the executive in advance of the volunteer work being done. No person may sign off on his/her own child's volunteer hours.

high school student was asked to and did volunteer with the association. Only hours that were supervised by the coach, approved DMHA staff and/or executive member, or their designate, may be signed off on. Unsupervised volunteer hours may be submitted to and approved by the executive in advance of the volunteer work being done. No person may sign off on his/her own child's volunteer hours.

Board and Membership Feedback:

