

Salmon Youth Hockey Association Volunteer Policy 2023-2024 Season

General Volunteer Policies

In General, the following policies regarding volunteer work will be adhered to:

1. The volunteer year will be from September 1, 2023 - August 31, 2024. Hours will need to be turned in and recorded prior to registration for the upcoming season (i.e., for the 2024-2025 hockey season, volunteer time will need to be turned in from September 1, 2023-August 31, 2024). The volunteer coordinator will work with the registrar, so hours completed are available at the time of registration.
2. NO ONE under the age of 12 years will be allowed to work in the concessions area. If the child needs to be with their parent during concessions, they are NOT allowed to handle food, drink, or money. ALL volunteers MUST wear gloves while working in the concessions. Children under the age of 12 will be allowed to help with cleaning duties to receive volunteer hours.
3. Age divisions will be held responsible for locker rooms, restrooms, benches, hallways, and lobbies on a "weekly" basis throughout the hockey season. Locker rooms are to be cleaned weekly (vacuuming, benches, and garbage). Restrooms need to be cleaned and stock weekly (mopped, wiped down, and stocked with toiletries). The benches located in the ice rink should be cleaned, and trash should be picked up. Garbage's will need to be emptied and changed. A portion of these duties will be covered by divisions per the pre and post tournament weekend guidelines.
4. Each division will be responsible to discuss volunteer responsibilities with their individual families at the beginning of the hockey season and follow through.

Volunteer Hours Policy

To ensure the success of the Salmon Youth Hockey Association (SYHA), the family of each player is required to fulfill a preset number of volunteer hours. League service and summer fundraisers are essential to our program's success. League service is volunteer time that replaces what SYHA would otherwise have to hire an employee to accomplish, thus keeping registration fees low. Additionally, summer fundraisers are important in keeping the registration fees low.

Base Registration Fees:

Termites and Mites: \$75

Squirts: \$400

Peewees, Bantams, U-19, and High School: \$475

Each family must complete one of the following age division appropriate options:

Termites and Mites:

Option 1: 10 volunteer hours - \$50 discount

Option 2: 0-9 volunteer hours - No Discount

Squirts, Peewees, Bantams, U-14/16/19, High School:

Option 1: 25 volunteer hours - \$300 discount

Option 2: 0-24 volunteer hours - No Discount

For families with multiple skaters, the division appropriate for your family will correspond with the oldest skater in your family. For example, if you have 1 mite and 1 squirt, your family's volunteer requirement would be 25 hours to receive the full discount for each skater.

Additionally, all **Bantam, High School, & U-14/16/19** will be required to volunteer a minimum of **2 hours** per season at the rink, but these hours may not be completed during a home tournament weekend. These hours will count toward their family's total volunteer hour requirements. If the 2 hour requirement is not met by the skater, the overall requirement is not met for the family.

First Year Members: As a new first year member of the SYHA, families will pay only the base registration fee.

Scholarship Program Players: For those players that apply for the SYHA Scholarship Program, all volunteer hours must be completed to be considered. If the required volunteer hours have not been met, the applicant will not be granted a SYHA Scholarship.

Calculation of Hours: Generally, families will be given one hour of credit toward their requirement for each hour worked.

revised 09/20/2023



In certain instances, the hours will vary. Please see the detailed Volunteer Opportunities PDF for variations. The following positions will receive full credit for the volunteer hour requirement for their time committed to the SYHA: Head Coaches, Assistant Coaches, Team Managers, Board Members, Snack Shack Manager, Ad/Sponsor Coordinator, Home Tournament Coordinator, Volunteer Coordinator, Safesport Coordinator, Web/Facebook Director, Fundraising Director, Equipment Room Manager, Team Snap/Communications Coordinator, and Coaches Rep.

Volunteer Opportunities: The volunteer opportunities that have been approved by the SYHA Board of Directors are listed in the Volunteer Opportunities PDF which can be found online at the SYHA website or posted at the rink. Only opportunities approved by the SYHA Board of Directors will be counted.

Documenting hours: SYHA volunteer hour requirements shall be tracked over the course of the volunteer year by the volunteer coordinator. **Volunteer hours must be documented, approved, and submitted by the team manager/rink manager/event coordinator (i.e. fundraising events) on a monthly basis to be credited to a family's requirements. Only report hours in ¼ increments. Once hours have been reported, START A NEW SHEET. IF A SHEET APPEARS TO BE A DUPLICATE, IT WILL NOT BE CONSIDERED. The Salmon-Youth Hockey Association has a Zero Tolerance Policy for not reporting volunteer hours. If the hours are not reported, by the due date they are not considered for the following years registration.** Whenever possible, hours should be documented on SYHA Volunteer Time Sheets, which can be found on the SYHA website. Families should provide the following information on the Volunteer Time Sheet regarding the volunteer work performed (no duplicate reporting):

- Name of person(s) performing the work
- Name of skater(s) that volunteer hours should be credited to
- Date Work was completed
- Description of work performed
- Number of hours each person worked

The SYHA Volunteer Policy shall be monitored and periodically review by the SYHA Board of Directors. Issues and questions concerning the volunteer policy should be directed to the SYHA Board of Directors though your appropriate age group team manager or the volunteer coordinator. Email for the volunteer coordinator is salmonhockeyvc@gmail.com.

I, _____, have read and understand the terms and conditions outlined in the SYHA Volunteer Policy. I am completing this form on behalf of the following SYHA youth hockey skater(s):

Print Skater's Name and age group

Print Skater's Name and age group

Print Skater's Name and age group

Signature

Date