



FMMHA Volunteer Directive

All registrations with FMMHA require a 5 Hour volunteer commitment per child to the organization (Organization Commitment). Parents play a vital role in shaping the organizations in which their children are involved. This commitment enables FMMHA to provide additional coaching resources, more development and athletic growth opportunities, and participation within the hockey community. This not only allows both the athletes and parents to build long lasting friendships, but our volunteers are essential to providing well organized and attended events for our athletes.

With the participation and contribution of parent volunteers, we can operate effectively which in turn allows us to deliver special events and programming.

The funds received by the Volunteer Levey are managed by a designated person within FMMHA.

It is recognized that taking on a large role such as Board or Director consist of many additional hours therefore the following scale has been set up for members to claim hours:

Role	Hours Value
Board Member, Director,	All Hours required for family
Head Coach	All Hours required for family
Manager, Special Events Chair,	15 Hours/ 3 Players in family
Team Treasurer, Team Rep, Assistant Coach	5 Hours/ 1 Player in family

Volunteer Opportunities are available through the Season and shifts are set up in Hours. Some examples are:

- Evaluations (Data Entry, Sign In Tables, etc)
- Casino
- Minor Hockey Week
- Oil Sands Classic
- Equipment Sign Up Events
- Designated Team Timekeeper for a special Event (i.e Provincial Playdowns, hosted tournaments)

- Rink maintenance/ clean up
- Bottle pick up
- Misc. items/events that are designated and approved of by FMMHA and distributed by the Volunteer Director via a sign up. Such items and events to be at the discretion of the FMMHA Vice President of Operations.
- FMMHA may partner with any agency in Fort McMurray that supports our Association Philosophy to offer our support to their program in the form of volunteer hours, Organizations such as the AJHL Oil Barons dream home tickets , Shootout on the Snye officials , Native Provincials time keepers as examples. These will be treated as any minor hockey event and coordinated through the Volunteer Director.

Team commitments are expected and needed to ensure a team runs smoothly. However, Team Commitments do NOT count towards the Organizational (FMMHA) Volunteer Commitment; some examples that do NOT qualify for the Organizational Commitment are as follows:

- Game Timekeeper/Clock
- Team Meal Prep for tournaments/Travel teams
- Team Fundraising
- Team Trainer (unless registered as a coach)
- TeamSnap Manager
- First Aid/Safety (unless registered as a coach)

Note: as per Hockey Alberta rules; **only certified coaches** may help on the Ice with players. FMMHA will only grant rostered coaches their volunteer hours.

Questions related to roles that will or will not qualify for the Organizational (FMMHA) Volunteer Commitment should be directed to your respective Divisional Director and to the Volunteer Director at the beginning of the season in order to ensure parents have sufficient time to volunteer for **approved** roles and responsibilities.

To ensure that all volunteer roles are filled, the following directives have been set:

1) One family cannot sign up and take all the spots (2- 4 hour slots; mom signs up for one, dad signs up for the other and neither show up). Sign ups by family members **must** be for different time slots.

2) If you sign up and do not show up without providing 24 hours notice, you forfeit your volunteer levy for the season unless you are able to find someone else to take your place. In the event someone takes your place, it is **your** responsibility to notify the designated contact person for the specific event (if available) as well as the Volunteer Director with the person's name who will be filling in for you, as well as your child's name.

3) A person may work a shift for another parent / share hours. It is the responsibility of the parent(s) to ensure that credit is assigned to the rightful person. For greater clarification, it is

your responsibility to notify the designated contact person for the specific event (if available) as well as the Volunteer Director, with the person's name that will be filling in for you as well as your child's name.

4) Hours will NOT carry over from year to Year.

5) Volunteer Opportunities will be made available by way of email, utilizing communication tools such as Signup Genius, and may entail various formats.

6) Records such as signup genius will be utilized for tracking volunteer hours. However, volunteers will be required to sign a "sign in" sheet at all events for confirmation that volunteers were in attendance.

Disclaimer: It is highly recommended that parents sign up for volunteer opportunities as they are made available in order to ensure commitment hours are met. FMMHA will strive to ensure that enough volunteer opportunities are provided, but we cannot guarantee it in the case of unforeseen circumstances such as events being cancelled. It is recommended that parents contact the Volunteer Director for concerns regarding the availability of volunteer opportunities.

Process to track Volunteer Hours:

1. November 1 an export of all registered participants are exported from team snap and Volunteer Coordinator formats to create Master Volunteer List.
2. Nov 1 - Executive Board to Supply list of all Directors and Chairs for their areas to Volunteer Coordinator on Volunteer Tracking Template
3. Nov 1 - Division Directors to provide the volunteers who assisted with evaluations to Volunteer Coordinator on Volunteer Tracking Template
4. Nov 1 - Equipment Director to provide the volunteers who assisted with equipment handout to Volunteer Coordinator on Volunteer Tracking Template
5. Nov 15 - Division Directors to Provide all team officials (Coaches, Managers, Treasurer on Volunteer Tracking Template.
6. All Special Requests for Volunteers (Special Events, Casino's, Clean Ups) - will be requested by the Director or Chair to the Volunteer Director. All communications requesting Volunteers are to be done through the Volunteer Director. Each Chair needs to provide the volunteers who assisted with the event to the Volunteer Coordinator on Volunteer Tracking Template within 7 days.
7. March - an email will be sent to all parents who have completed their hours by Volunteer Coordinator.
8. March - an email is sent to all participants who opted to "buy out" to confirm their buyout.
9. March - an email is sent to any member who did not complete their hours and an invoice is issued.
10. April - Volunteer Director submits report to Hockey Operations Manager.

11. April/May - Hockey Operations Manager processes reports and updates members accounts.