

CHESTERMERE MINOR HOCKEY ASSOCIATION

POLICY and PROCEDURES

CMHA VOLUNTEER BOND POLICY





Table of Contents

- PURPOSE 3
- OVERVIEW 3
- BOND COMMITMENT 3
- VALUE OF VOLUNTEER BOND 4
- OPTING OUT 4
- PROCESS 4
- VOLUNTEER OPPORTUNITIES 5
- FREQUENTLY ASKED QUESTIONS 6
- APPENDIX 1: VOLUNTEER BOND TRACKING FORM EXAMPLE 7

PURPOSE

CMHA is a volunteer driven, not for profit association that relies on the contribution of our members to both maintain a minimum cost profile and generate a collective sense of community in our organization. The purpose of the Chestermere Minor Hockey Association (CMHA) Volunteer Bond Program is to encourage all Association members to become actively involved in the operation and success of the Association.

Volunteering benefits you, your family, and our hockey community.

- Volunteering can introduce you to new people.
- Can learn new skills or enhance your current skills.
- Our children will see how volunteering can make a difference.
- It can feel great to help others. You are supporting an activity that your child loves.

OVERVIEW

CMHA is run completely by volunteers. Many of our members are unaware of just how much volunteer work and fundraising is necessary to operate a quality hockey program. CMHA has a membership of approximately 500 players between the ages of 4 and 18 years old assigned to ~30 teams playing over 560 scheduled games. CMHA has no paid positions.

Participation in the Volunteer Bond Program is a **mandatory** component of registration with CMHA for U7 to U18. It in no way does it exclude families from volunteering with their player's team. The volunteer bond program is in place to encourage CMHA members to step forward and get involved. The time commitment is not unreasonable, and the help is beneficial and appreciated.

BOND COMMITMENT

During registration, the registrant will be required to agree to the terms and conditions of the CMHA Volunteer Bond.

Volunteer commitment will be calculated based on a 12-point system per family. A minimum of 12 hours of CMHA approved volunteer work is required to fulfill each family's Volunteer Bond obligations per season. Two (2) volunteer hours will be at association level, with the 10 remaining volunteer hours at team level or split between team and association levels. There are many opportunities to volunteer throughout the season. The greatest need for association volunteers is in the early part of the season.

Although not everyone has the hockey experience or skills to assist as an on-ice volunteer, there are many other roles that contribute greatly to the success of our association. Examples of these opportunities include fundraising initiatives such as Tournaments, helping with other community functions and events that CMHA is involved in throughout the year.

If 12 points are not achieved and verified by the end of the season, your bond cheque will be cashed.

VALUE OF VOLUNTEER BOND

The value of the Volunteer Bond is set at \$200.00 per family per season. It is the members responsibility to understand the Volunteer Bond Program and fulfill your family obligation.

OPTING OUT

Families choosing to opt out of the volunteer bond program may do so at the time of registration by submitting a cheque for \$200.00 with a current date and by checking the appropriate box on the Volunteer Bond Agreement. This cheque will be cashed by CMHA on April 1st.

PROCESS

- At the start of the season and once teams are formed, volunteer opportunities will be accepted by CMHA members.
- If a family opts out or does not fulfill their volunteer hours, the family will be required to provide their team manager/treasurer a post-dated cheque in the amount of \$200.00 payable to CMHA dated April 1 (at the end of the season). Volunteer Bond cheques are to be submitted no later than January 15th.
- Families who do not fulfill their total hours will have their cheques cashed. If a bond cheque is returned NSF, an additional administration fee of \$45.00 will be due. Players with a balance owing will not be permitted to register for the following season until the debt is cleared.
- Volunteer points/hours will be approved by CMHA. Only designated Event Coordinators, Team Managers, Treasurers, Coaches, and Fundraising organizers will be eligible to sign off on volunteer hours worked. All volunteer points/hours must be recorded and signed off on your bond tracking form (Appendix 1).
- It is the family's responsibility to keep track of their hours and when their total points have been achieved submit their bond tracking form to their team manager/treasurer. It is up to each family to ensure that they fulfill their volunteer obligation and to retain records of their approved hours by the end of the season.

VOLUNTEER OPPORTUNITIES

The list of volunteer opportunities below gives an example of the types of duties that will be available each season, although additional duties will become available throughout the year and will be posted on the CMHA website and shared via email through team managers.

Association Positions	Credit	Level
Member of the CMHA Board	Full	2 association and 10 team level
Tournament Chair or Co-Chair	Full	2 association and 10 team level
Head Coach	Full	2 association and 10 team level
Assistant Coach	Full	2 association and 10 team level
Trainer	Full	2 association and 10 team level
Team Manager / Team Co-Manager	Full	2 association and 10 team level
Team Treasurer	Full	2 association and 10 team level
CMHA Casino volunteer (one shift)	Full	2 association and 10 team level
Association Positions	Credit	Level
Additional association positions as they arise	1 point per hour worked	Association Level
Evaluations Volunteer	1 point per hour worked	Association Level
Jersey Distribution Equipment Helper	1 point per hour worked	Association Level
Jersey Return Equipment Helper	1 point per hour worked	Association Level
Committee Member	1 point per hour worked	Association Level
Country Fair Parade Float Volunteer	1 point per hour worked	Association Level
Tournament Volunteer	1 point per hour worked	Association Level
Association Events Volunteer	1 point per hour worked	Association Level
Awards Night Volunteer	1 point per hour worked	Association Level
Team Positions	Credit	Level
Jersey Parent	10 points	Team Level
Fundraising Coordinator	10 points	Team Level
Team Apparel Coordinator	10 points	Team Level
Data Entry Person	10 points	Team Level
Team Food Coordinator	10 points	Team Level
Team Tournament Coordinator	10 points	Team Level
Team Social/Events Coordinator	10 points	Team Level
Team Webmaster	10 points	Team Level
Time Keeper	1 point per hour worked	Team Level
Score Keeper	1 point per hour worked	Team Level
Game Music	1 point per hour worked	Team Level
Penalty Box Person	1 point per hour worked	Team Level

FREQUENTLY ASKED QUESTIONS

Q. Why is there a Volunteer Bond?

A. The Volunteer Bond Program has been introduced to encourage members to step forward and get involved.

Q. How much is the Volunteer Bond?

A. \$200.00 per family per season.

Q. How many hours do I need to put in?

A. A minimum of 12 hours per family is required. Of the 12 hours, a minimum of 2 hours to be volunteered at the CMHA level. The remaining 10 hours can be team level or CMHA level.

Q. I don't want to volunteer or I'm really busy, do I have to volunteer?

A. No. You can opt out of volunteering by authorizing the Association to process your bond.

Q. Is the Volunteer Bond mandatory?

A. The volunteer bond is mandatory for all members to remain in good standing with the association.

Q. Can I work off my bond for the next year

A. No, CMHA needs volunteers every season; we are working only for this season. Once this season closes (March 31st of the current season) and we move into the new season, you can begin to work off your bond before the season starts.

Questions??

If you have any other questions or concerns, please contact CMHA's Volunteer Bond Manager at bond@chestermereminorhockey.com.



Policy & Procedures

APPENDIX 1: VOLUNTEER BOND TRACKING FORM EXAMPLE



VOLUNTEER BOND TRACKING SHEET YYYY/YYYY

Team Name	CMHA UXX-X
Head Coach	
Manager	
Treasurer	

Player Name	Cheque Received	Team Hours Tracked (Manager/Treasurer to Initial as hours completed)										Association Hours		Completed (Signature)	Comments		
		1	2	3	4	5	6	7	8	9	10	1	2				
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x - Name of tracker	Head Coach
Player Name	n/a	x	x														Timekeeper
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x - Name of tracker	Managing another team
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x - Name of tracker	Board Member
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x - Name of tracker	Ass. Coach
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x				Jersey Parent
Player Name																	
Player Name																	
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x				Fundraising Coordinator
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x				Data Entry
Player Name																	
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x - Name of tracker	Treasurer
Player Name																	
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x - Name of tracker	Ass. Coach
Player Name	n/a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x - Name of tracker	Manager
Player Name																	

Effective From	Policy Version	Author	Approved By	Nature of Changes
September 1, 2021	1	CONFIRM	President	New
September 18, 2023	2	Board	President	Update to include mandatory association volunteer commitment, addition of tracking form.