



RAIDERS HOCKEY CLUB VOLUNTEER POLICY

Raiders Hockey Club is a not-for-profit, volunteer-led organization. Without volunteers, our programs simply cannot run. Each member is required to volunteer in the RAIDERS HOCKEY CLUB approved volunteer role each season. There are many opportunities to volunteer throughout the season at both the association and team level which are listed in more detail below.

VOLUNTEER HOURS

There are two options for families to fulfill the RAIDERS HOCKEY CLUB volunteer commitment. Should a family have multiple players registered within the Club, the volunteer hours are accumulated by **family** not **players**.

Option 1

- Pay \$500 at registration time to opt out of volunteering

Option 2

- Complete 20 Volunteer Hours
 - 5 Association Hours
 - 15 Team Hours

VOLUNTEER BOND

The amount of the Volunteer Bond is \$500. RAIDERS HOCKEY CLUB will invoice member accounts for the value of the Volunteer Bond should the member fail to meet and report their Volunteer Hour obligation by March 30th of the current season.

As per RAIDERS HOCKEY CLUB By-Laws, members with outstanding fees are considered ineligible to participate in RAIDERS HOCKEY CLUB activities. As such, the Volunteer Bond invoice amount must be paid prior to participation in any further hockey activities, such as future registrations with RAIDERS HOCKEY CLUB.

VOLUNTEER BOND BUYOUT

Members who are unable to Volunteer during the season may choose to pay the full amount of the Volunteer Bond at registration. Any member that pays the buyout amount at registration will not be required to perform any volunteer duties for the season. It will be the responsibility of the family to notify the Head Coach and Manager of your designated team that you have opted out of Volunteering with both the Association and Team for the season. Volunteer Bond buyouts are final and may not be refunded.

VOLUNTEER BOND EXEMPTION

If you are unable to complete your volunteer hour commitments due to unforeseen hardship and would like further consideration, please submit a request for consideration in writing to the VP Off-Ice Operations at vpoff-ice@raidershc.ca. Please ensure you include background on why you are unable to meet these requirements, including why this was unforeseen for the majority of the season.





COLLECTED VOLUNTEER BONDS

All collected Volunteer Bond funds are non-refundable. Collected Volunteer Bonds go to the RAIDERS HOCKEY CLUB general funds. Should a team require a portion of the Volunteer Bond to cover a volunteer expense, a request may be made to the RAIDERS HOCKEY CLUB VP Off-Ice Operations at vpoff-ice@raidershc.ca. Included in this request must be details on the need for such a request, as well as the amount requested. All requests require Board of Director review and approval before any funds are released.

VOLUNTEER HOURS

20 Volunteer Hours - which can be a broken down as:

- 5 hours - Association Level volunteer opportunities
- 15 hours - Team Level volunteer opportunities

Please note, if, at the end of the season, a family has not completed the 20 volunteer total hour requirement, the following charges will be invoiced:

- If only the Association Volunteer hours are complete by the end of the season, you will be required to pay \$200.00
- If only the Team Volunteer hours are complete by the end of the season, you will be required to pay \$300.00
- If NO hours have been completed by the end of the season, you will be required to pay \$500.00

Team Managers are responsible for tracking volunteer hours for each family on their team. The Volunteer Coordinator will review all accumulated volunteer hours at the end of the season with the Team Manager and Head Coaches.

Once hours are reconciled, emails will be sent to those families who have not completed their volunteer requirements to notify them of the amount they will be invoiced.

RAIDERS HOCKEY CLUB APPROVED ASSOCIATION LEVEL VOLUNTEER ROLES

Volunteer hours may be accumulated through many approved volunteer positions throughout the season. Volunteer hours are valid for the current season only and may not be rolled over into future seasons. All volunteer hours must be completed and confirmed to RAIDERS HOCKEY CLUB by March 30th of the current season.

Below is a list of positions that are approved volunteer positions eligible to be assessed toward the \$500 volunteer bond.

These are year-long positions and may qualify for both Association & Team level requirements as determined by the Coordinator of Volunteers.

- **Board of Director**
- **Division Coordinator**
- **Association Coordinator**
 - Volunteer Coordinator





- Equipment Coordinator
- House League Coordinator
- Goalie Development Coordinator
- Player Development Coordinator
- Coach Development Head Coordinator
- Coach Coordinator
- Manger/Mentor Coordinator
- Community Liaison Coordinator
- Raid the Rink Tournament Coordinators (U9; U11; U13; U18)
- Stick it to Kids Cancer Tournament Coordinator (U15)
- Raiders Future Stars Tournament Coordinator (U7)
- Newsletter Coordinator
- Social Media Coordinator
- Photo Day Coordinator
- Association Fundraising/Sponsorship Coordinator
- **Association Tournament Committee Member**

Association Level Volunteer Opportunities:

(Hours are accumulated per hour worked)

- Welcome BBQ
- Casino
- Photo Day
- Evaluation Helpers (off & on ice support)
- Events as per assigned by the Volunteer Coordinator

RAIDERS HOCKEY CLUB APPROVED TEAM LEVEL VOLUNTEER HOURS

While these positions are team specific, their function is a direct representation of RAIDERS HOCKEY CLUB and, as such, are the only team positions that have been approved. A division specific Team Volunteer Role document will be sent to Managers at the beginning of the season to allocate families to the following roles (please note - each Division may have different roles or number of approved roles. These specific details will be listed on the Team Volunteer Role document.

- **Coaches** – amount dependent upon specific Division requirements
 - This position will cover BOTH volunteer hour requirements
- **Manager** – maximum 1 position per team
 - This position will cover BOTH volunteer hour requirements
- **Treasurer** – maximum 1 position per team
 - This position will cover the Team Volunteer hour requirements
- **Jersey Parent** – maximum 2 positions per team. REQUIRED: Players are NOT keep jerseys
 - This position will cover the Team Volunteer hour requirements
- **Tournament Coordinator** – maximum 1 position per team
 - This position will cover the Team Volunteer hour requirements
- **Fundraising Coordinator** - maximum 1 position per team
 - This position will cover the Team Volunteer hour requirements
- **Scorekeepers/Timekeepers** – maximum 6 positions per team
 - 1 hour logged per game





- This position will cover the Team Volunteer hour requirements once 10 hours have been accumulated
- **Team Building/Social Coordinator** – maximum 1 position per team
 - This position will cover the Team Volunteer hour requirements
- **Volunteer Coordinator** – maximum 1 position per team
 - This position will cover the Team Volunteer hour requirements
 - This position works with the Team Manager to track volunteer hours for each family

Any roles not listed above are NOT approved for use. Should the team consider an unlisted role to be essential to their team's success, the Team Manager may make a special request to the Volunteer Coordinator for the role to be considered and/or approved for that team's use. Please note - this also applies to designating more than one person to a role that has been designated as "1 position per team."

When designating team roles, **each family may only hold ONE position on a team.** For instance, if one family member is a Coach, a different family member may not also take on the role of Manager, Treasurer or Tournament Coordinator. Multi-family requests will not be considered or approved by the RAIDERS HOCKEY CLUB Board.

In unforeseen circumstances, team Managers may request, on behalf of a family, that team hours be allocated to association hours. These requests must go to the Volunteer Coordinator, who in conjunction with the VP Off-Ice Operations may approve or deny the request.

