



**COQUITLAM**  
**MINOR HOCKEY**

## **CMHA VOLUNTEER POLICY REVISED AUG 2024**

### **A) General**

1. All member families in CMHA must complete volunteering in the following 3 (three) tiers:

- For the Association
- For the Divisional Tournament, if that division is hosting
- For the Team

2. Definitions of what constitutes Association, Tournament, or Team volunteering tasks are subject to change, at the discretion of the Executive Board. Current definitions are posted to the website.

- Association volunteering is measured by participation, not specific hours.

3. Obligations:

- Association volunteering shifts will be determined by the Executive Board, and posted on the Association website, or otherwise communicated electronically.

- Tournament volunteering shifts are determined by the Tournament Committees, distributed to teams, and assigned by Team Managers.

- Team volunteering shifts are assigned by the Team Manager and/or Head Coach, or a designate on the Team.

4. Failure to fulfill the obligations of the:

- Association Volunteering Tier - will be governed by this "CMHA Volunteering Policy", and will result in a fee, by way of a deposit cheque (see points B1&2).

- If no cheque is provided, or the cheque is non-negotiable for any reason (ie. cannot be deposited), then there will be a charge equalling the Volunteer Amount added to the player's HCR profile. If there is more than one child in the family, the Volunteer Amount will be divided equally to each player's HCR profile.
- Tournament Volunteering Tier - will be governed by a separate "Tournament Volunteering Policy", and will result in a fine to the team.
  - Team Volunteering Tier - sanctions will be at the discretion of the Team. Sanctions might include an appeal to the Executive Board for freezes on player eligibility, fines in addition to those described above, or a holdback of Team Fee Refund.

## **B) Process for Association Volunteering**

1. There will be a required deposit amount set annually by the Executive Board and posted to the Association website.
  - If the outcome of executing the policy results in an increase of members "paying out" their obligations, the Executive Board has the power to increase the deposit. Families may NOT "opt-out".
2. Each family will submit 1 (one) deposit cheque in the required amount to the Manager of the Team of their oldest child registered in the Association. The deposit submitted is per family.
3. Volunteer participation must be registered by the families using the current Volunteering Tracking Process. Participation not registered via this process will not be credited or accounted for. There will be no other source of record keeping.
4. Any assessment of a fee cannot be appealed unless evidence is provided that the hours were registered within the current Volunteer Tracking Process.
5. If a position has a requirement to be rostered officially in the HCR, failure to become properly rostered will disqualify that volunteering from being eligible for the Association Volunteering Tier fulfillment.
6. Deposited fees will be used as follows:
  - To cover any costs associated with the program if any, and;
  - Any excess funds, after any costs incurred to run the volunteer program have been covered, will be utilized by the Association for operational costs as needed.