



## **RICHMOND JETS MINOR HOCKEY ASSOCIATION**

### **VOLUNTEER PROGRAM POLICY**

Volunteer Program Policy  
Approved: June 2022,  
Updated October 2023, Updated June 2024



# Richmond Jets Minor Hockey Association Bylaws & Policies

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## 1) Introduction:

In order to ensure the continued success of the many programs that Richmond Jets MHA runs each year, we have a mandatory Volunteer commitment for each family of a child registered with RJMHA (*with the exception of players in the U21 Division, due to RJMHA providing neither evaluations/tryouts, nor development/tournaments for the U21 Division*).

## 2) Volunteer Program Fee:

All members are expected to volunteer for at least five shifts or one full-time position over the course of the season or 8 shifts or one full-time position for families with 2 or more players.

If at the end of the year, it is determined by the volunteer committee that the hours have not been fully completed, the family will be contacted and be required to pay the volunteer fee of **\$200 per player or \$300 per family** (2 or more players), via invoice from the association or via ETransfer to our Treasurer - [treasurer@richmondjetsmha.com](mailto:treasurer@richmondjetsmha.com).

*Please note, if payment is not received in a timely manner, then the player will not be permitted to register for the next season until the outstanding balance is paid in full.*

### 2.1 OPT-OUT Fee Option Information:

2.1.1 For the 2024-2025 season, we are offering an **OPT-OUT option**. While we prefer that our families contribute through their volunteer hours, we also recognize that some families prefer to simply opt out and pay for their shifts to be covered.

2.1.2 Each family exercising the OPT-OUT option will pay a fee of **\$300 per player** via ETransfer to our Treasurer at [treasurer@richmondjetsmha.com](mailto:treasurer@richmondjetsmha.com). The increased amount is intended as a deterrent, as well as to fully cover the costs associated with the program. You will be marked off as "Exempt" and will not receive automated volunteer hour alerts from RJMHA, and your team manager/volunteer coordinator will be notified that you are exempt from volunteering for shifts related to the RJMHA Volunteer Policy.



## *Richmond Jets Minor Hockey Association Bylaws & Policies*

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- 2.1.3 This will allow that family to opt-out of volunteering on behalf of each player this fee is paid for.
- 2.1.4 In the case where a family has more than two players, only two fees (\$300 x 2), will be required to be paid to opt-out for all players in that family.
- 2.1.5 These funds will be used to pay for the staffing of the shifts for these players, as well as to fund operating costs to run the volunteer program. Any remainder will be reinvested into the Association programs.

### **3) Volunteer Requirements:**

- 3.1 Each family will need to volunteer a minimum of 8 hours (or 5 shifts) or commit to one full time position with their child's team or at the association level. Should you have fulfilled 5 volunteer shifts but are just short of the required 8 hours (ie. 5 tournament timekeeper shifts at 1.25 hours, equals 7.5 hours), the 5 shifts will qualify for your volunteer requirements. U21 aged players and parents are exempt from the volunteer requirements and fee.
- 3.2 Families with 2 or more children registered will need to complete **a minimum of 8 shifts or commit to one full time position with their child's team.** (Example – Joan has 3 children registered with RJMHA. She can meet her volunteer commitment by signing up for 8 shifts or by committing to an Assistant Coach position with her daughter's team).
- 3.3 Shift time will vary depending on the responsibilities but will generally be 1-1.5 hrs in length.
- 3.4 Families must complete **all assigned shifts** or complete the duties of the full-time position in order to meet the volunteer commitment. (Example – if Mark completes 4 shifts, but is unable to complete his 5<sup>th</sup> shift, the \$200 Volunteer fee will need to be paid in full.
- 3.5 Families are responsible for finding a replacement for a shift that they have signed-up for but are unable to cover. If a family is a no-show for any shift where they have signed up for a volunteer position, that no-show will result in the cheque being cashed if they do not make up the shift at another time.



# Richmond Jets Minor Hockey Association Bylaws & Policies

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## 4) Volunteer Sign-up process

- 4.1 Sign-up for volunteer positions will use an online sign-up process. Simply select the time and shift type that you will be able to cover and provide your name, contact details and your child's information.
- 4.2 Sign-up lists for the tryouts and evaluations will be distributed around 2 weeks before the tryout/evaluation start date to the impacted division/groups first. For example, U18 rep families will get the first chance to sign up for times in their tryouts. Families of C/House players and Initiation (U6-U9) players will not receive their sign up schedules until the evaluation skates have been finalized in September.
- 4.3 Full time positions will be tracked separately through the Hockey Canada database and/or other internal tracking software used by the association.

## 5) Volunteer Roles and Shift Positions:

### 5.1 Full Time Positions

*Member of Board of Directors – Elected at the AGM in June of each year*

*Tournament Coordinators/Chairs – 6 tournaments*

*Volunteer Coordinator/Chair of Volunteer Committee*

*Rep and C Division Coach Coordinators & Committee Members*

*Division Managers (15) – Intro, U7 to U9, U11 – U21, A and C Divisions*

*Committee Members (up to 5 per committee + committee chairperson)*

*Sponsorship & Fundraising Coordinator*



# Richmond Jets Minor Hockey Association Bylaws & Policies

## 5.1 Full Time Positions

*Special & Community Events Coordinators – Opening Day, Try Hockey/Goalie Events, Pink T-Shirt Day, Buddy Check for Jesse, Volunteer Awards Night*

*PCAHA Volunteers (1 - 3) - PCAHA League Managers*

*Team Head Coach (must be on the RJMHA official Hockey Canada roster)*

*Team Assistant Coaches (up to 3 per team U11-U21; up to 5 per team U7-U9)*

*Team Certified Safety Persons (HCSP). \*1 dedicated per team or 2 if there are no bench staff that has HCSP certification. Must be on the official Hockey Canada team roster.*

*Team Manager (1 per team) (must be on RJMHA official Hockey Canada roster)*

*Team Treasurer (1 per team)*

*Team Volunteer Lead*

## 5.2 Shift/Credit Positions (Minimum 8 hours or 5 shifts)

*Evaluation/Tryout Timekeeper*

*Evaluation/Tryout Check In*

*Evaluation/Tryout Certified HCSP (Safety Person)*

*Evaluation/Tryout Jersey Collector/Clean-Up/Wash*

*Tournament Office Staff*



## Richmond Jets Minor Hockey Association Bylaws & Policies

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### 5.2 Shift/Credit Positions (Minimum 8 hours or 5 shifts)

*Tournament 50/50 Coordinator & Sales*

*Tournament Raffle Table*

*Tournament Timekeepers & Scorekeepers*

*First Shift Welcome Event Volunteers*

*Photo Day Volunteers, Salmon Festival Parade Volunteer (July 1st prior to current season), Volunteer Appreciation Event Volunteers*

*Rostered/Approved On-Ice Helpers with proper certifications*

*Equipment Swap Volunteers*

*Equipment Manager Assistant/Helper*

*PCAHA Events Volunteers – Final Four, C Championship Days*

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*\*\*Timekeeping & scorekeeping for regular team games does not qualify as shifts in the volunteer program.*

*If there is another volunteer role that you feel you could commit to that would help RJMHA, please contact either your Division Manager, Team Manager or our Volunteer Coordinator at: [volunteer@richmondjetsmha.com](mailto:volunteer@richmondjetsmha.com) to discuss.*



## *Richmond Jets Minor Hockey Association Bylaws & Policies*

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### **6) Volunteer Sign-up process:**

- 6.1 Sign-up for volunteer positions will use an **online sign-up process**. Simply select the time and shift type that you will be able to cover & provide your name, contact details and your child's information.
- 6.2 Priority for tournament shifts will be given first to RJMHA teams participating in the tournament.
- 6.3 Sign-up lists for the tryouts and evaluations will be distributed around 2 weeks before the rep tryouts and the C divisions evaluation start dates, to the impacted division/groups first in September. For example, U18 rep families will get the first chance to sign up for times at their tryouts and evaluations. Families of C/House players and Initiation (U7-U9) players will not receive their sign up schedules until the evaluation skates have been finalized.
- 6.4 Full time volunteer positions will be tracked separately through tracking software.