



EMHA Volunteer Bond Policy

2018-2019

Purpose:

The purpose of the EMHA Volunteer Bond Program is to encourage all Association members to become actively involved in the operation and success of the Association.

Overview:

The Essa Minor Hockey Association (EMHA) has a membership of approximately 221 players between the ages of 4 and 17 years old assigned to 15 teams playing over 360 scheduled games. Many of our Association members are unaware of just how much volunteer work and fundraising is necessary to operate a quality hockey program. EMHA is run completely by volunteers. We have no paid positions.

Although not everyone has the hockey experience and skills to volunteer for on-ice roles, there are many other roles that contribute greatly to the success of our Association, including organizing tournaments, timekeeping, special committees/projects and fundraising opportunities like our Golf Tournament in September, Youth Dances, or our Hockey Day in Essa (HDIE) event held in January. The Volunteer Bond Program has been introduced to encourage Association members to step forward and get involved and to keep registration fees as low as possible. Without the help of volunteers, the cost to operate EMHA would be substantially higher. Every family with a registered player in EMHA must provide a post-dated cheque for the Volunteer Bond Program; that includes coaches, team staff and the members of the EMHA Executive.

- Bond is \$200 for everyone.
- All Bond cheques are postdated for September 30, 2018. If you have not completed your Bond by Feb 28, 2019 your cheque will be cashed.
- Novice and above are required to do 10 points and Timbit & Tyke are required to do 6 points.
- As a family with more than one child in hockey you will be required to complete the point allowance for your eldest child.
- If you are a member of the bench staff (Head Coach, Assistant Coach, Trainer) or team staff (Team Manager, away jerseys or home jerseys) or an Executive member, you have successfully fulfilled your Bond requirement by taking on one of these roles for the 2018-2019 season.
- A list of approved volunteer roles can be found on page 3.
- Please keep in mind you must be 14 years of age or older to participate in the completion of Bond points.
- Bond points are non-transferable.
- Additional opportunities for bond points will be posted on our website www.essaminorhockey.com throughout the year. If at any time you would like more information about Bond please contact Bond Director Nikki bond@essaminorhockey.com



Frequently Asked Questions:

Q. Why is there a bond?

A. The Bond Program encourages Association members to step forward and get involved.

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. Just complete the **Volunteer Bond Agreement** and select the appropriate box. The form is to acknowledge that you understand the Bond Program and members are given two choices – to either participate, or not participate in the Bond Program. By choosing to not participate in the Bond Program, you have given the EMHA permission to cash your bond cheque, in the amount of \$200, immediately.

Q. If I help out with my child's team do I have to complete more bond points?

A. The amount of points that you earn for helping with your child's team will be determined by the role you take on. Different roles are worth different points values. A list of roles/activities and their Bond Point Values will be posted on our website www.essaminorhockey.com in September. There is also a list of roles on **page 3**.

Q. How many points will I have to complete this year?

A. Timbits & Tyke = 6 points, Novice & all other levels of hockey = 10 points.

Q. Why do I have to complete bond hours?

A. Each season, Essa Minor Hockey operates special events like dances, tournaments and other fundraising activities. By doing special events this can help reduce the cost of hockey registration fees for your child. In turn, EMHA relies on the efforts of all families to ensure that these events are a great success. By working a few hours at the events, you are helping to keep registration costs down for your child.

Q. I don't want to give the Association a cheque for \$200 for the bond.

A. The Volunteer Bond is mandatory for all members to remain in good standings with the Association. Unfortunately, your family member(s) will not be able to skate until the Association receives a cheque. We will cash your Bond cheque if you chose to opt out or we will hold your cheque until you fulfill your Bond requirements if you chose to participate.

Q. If my child is in the Novice level or above and I only complete 6 of my 10 points, will you still cash my cheque?

A. Yes

Q. Can I work off my bond next year?

A. No, we need volunteers every season, we are working only for this year. Once this year closes March 30, 2019 and we move into the next season, you can begin to work off your bond before the next season starts.



Approved Volunteer Roles:

***Note:** Please be sure to print off the **Bond Hours Tracking Form** (found on page 6) and fill out after every event/role/activity that was volunteered for, followed by obtaining the appropriate signature from the Event Coordinator or Team Manager (for gate and timekeeping). Upon completion, submit the form to the Team Manager, so your Bond cheque can be returned to you at the end of the season. **It is up to each family to ensure that they fulfill their volunteer obligation and to retain records of their approved volunteer hours.**

<u>Event</u>	<u>Activity/Role</u>	<u>Bond</u>	<u>Contact</u>
Executive:	Various Roles/Positions	10	secretary@essaminorhockey.com
Benching Staff:	Head Coach	10	headcoach@essaminorhockey.com
	Assistant Coach	10	
	Trainer	10	
	Trainer-at-large	1/game	
Team Staff:	Team Manager	10	manager@essaminorhockey.com
	Home Jerseys	10	Contact your Team Manager for Jerseys
	Away Jerseys	10	
Games/Practices:	Gate Fees Collector	1/game	Contact your Team Manager
	Timekeeping	1/game	
	On-ice Helper	10/season	
Golf Tournament: In September	<u>Various Roles/Positions such as:</u>		
	Registration Desk	1/hr	risk@essaminorhockey.com
	Run Prize Table	1/hr	
	Run Specialty Hole(s) etc.	1/hr	
Youth Dances: (* Upcoming (5) - Sept, Oct, Nov, Feb & April)	<u>Various Roles/Positions such as:</u>		
	Door Fees Collector(s)	4/Dance	risk@essaminorhockey.com
	Canteen Server(s)		
	Door Monitor(s)		
Chaperons etc.			
Hockey Day in Essa (HDIE):	<u>Various Roles/Positions such as:</u>		
	Run Merchandise Tables	1/hr	risk@essaminorhockey.com
	On-Ice Help with Events etc.	1/hr	
Outside Disciplinary Committee:	Formed of 3 volunteers who examine alleged breaches of discipline within the Association	10	executive@essaminorhockey.com
Banquet Committee:	Need 3 Volunteers to plan and organize the end of year banquet	10	bond@essaminorhockey.com
Essa Tournaments:	Various Roles/Positions	1/hr	tournaments@essaminorhockey.com
Fundraising:	Various Roles/Positions	1/hr	fundraising@essaminorhockey.com
Santa Claus Parade:	Various Roles/Positons	4/Parade	ice@essaminorhockey.com



Bond Program Process:

- Each family will be required to provide a post-dated cheque in the amount of \$200, payable to EMHA, dated September 30, 2018.
- Cheques will be collected at the time of registration.
- Cheques must be submitted to be able to go on the ice.
- If a Bond cheque is returned due to insufficient funds, an additional administration fee of **\$25.00** will be due.
- For every role/activity/event volunteered for, they must record it in the **Bond Hours Tracking Form** (a copy of the form is attached on **page 6** and on the EMHA website) and be sure to acquire the appropriate signature(s).
- Only designated, approved members leading the events, or volunteer role/activity, will be eligible to sign off and verify volunteer hours worked.
- Once a member has enough hours they will submit their Bond Hours Tracking Form(s) to their team manager (***Note: if you have more than one child in the Association, then submit to the team manager of the eldest child**).
- Bond cheques of the members that have successfully fulfilled their Bond requirements will be distributed to them by the team manager **at the end of the season**.
- **Volunteers who do not fulfill their hours will have their cheque cashed.**
- The Team Manager for each team will have the responsibility of filling the roles of timekeeper and gate fee collector for each game. After each game, it is also the team manager's responsibility to sign the Bond Hours Tracking Form for that member after they have finished the role/activity required for the game.

Opting Out:

Families choosing to opt out of the volunteer bond program must fill out the **Volunteer Bond Agreement** and select the appropriate box no later than **October 31, 2018**. The printable form can be found on **page 5** and on the EMHA website. Please print off the form, fill in the necessary information, sign and date. Submit the form to your child's team manager (***Note: if you have more than one child in the Association, then please submit to the team manager of the eldest child**). The team manager will submit the form to the Bond Director.

If at any time you have questions about the Bond Program please contact the Bond Director Nikki bond@essaminorhockey.com.

Thank you and we look forward to another successful season.

The Essa Minor Hockey Executive



EMHA Volunteer Bond Agreement

2018-2019

Player 1 Name: _____

Level of Minor Hockey: _____

Player 2 Name: _____

Level of Minor Hockey: _____

Player 3 Name: _____

Level of Minor Hockey: _____

To encourage all Association members to become actively involved in the operation and success of the Association.

Many of our Association members are unaware of just how much volunteer work and fundraising is necessary to operate and administer a quality hockey program. The Volunteer Bond Program has been introduced in 2018/2019 season to encourage Association members to step forward and help. The time commitment is not unreasonable and the help is beneficial and appreciated. Participation in the Bond Program is a mandatory component of registration with the Association and in any way, does not exclude families from volunteering with their player's team.

The value of the bond is \$200.00, per family and a minimum of 10 points (minimum of 6 points for Timbits & Tyke) of **Association Approved** volunteer work is necessary to fulfill each family's Bond obligations per season. Additional to the Bond Points, each player will be responsible to participate in the selling of the fundraiser product for the 2018-2019 season.

Each family must submit this Agreement and 1 cheque in the amount of \$200.00 post-dated September 30, 2018, (cheque submitted at time of registration). Families choosing to opt out of the Bond Program may check the appropriate box below and submit this form by no later than **October 31, 2018**.

It is each family's own responsibility to ensure they meet the Bond Program Commitment and report their points.

- I have read and fully understand that I am required to volunteer a minimum of 10 points (6 points for Timbits & Tyke) for the upcoming 2018/2019 season. I understand that I must also sell the fundraising product for this season (based on each player). I understand that it is my responsibility to book, work, and report my hours. My \$200.00 post-dated cheque dated September 30, 2018, submitted at the time of registration, will be cashed on the date of **February 28th, 2019** if I have not made any arrangements to fulfill my Bond requirements. (***Note: If you have not yet submitted a Bond cheque, please attach your Bond cheque with this agreement**)
- I choose to opt-out of the Bond Program and my cheque is to be cashed immediately in the amount of \$200.00

Parent or Guardian Name: (Print) _____

Date: _____

Signature: _____



EMHA Bond Hours Tracking Form 2018-2019

Parent(s) First and Last Name:	
Players Name, Level of Hockey and Team Manager: (e.g., John Smith, Timbits, Jane Doe) (*Note: List eldest to youngest if you have more than one child in the EMHA)	1.
	2.
	3.
	4.

	<u>Volunteer Role/Event/Activity</u>	<u># of Hours</u>	<u># of Bond Points Collected</u>	<u>Name of Event/Role/Activity Coordinator</u>	<u>Signature of Coordinator</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

Total # of Bond Points Collected for the 2018/2019 Season =