

RMMHA VOLUNTEER POLICY 2025-2026

A) General Requirements

1. Minimum Volunteer Commitment

Each family must complete at least 6 volunteer hours per season, split as follows:

- 4 hours per family for association level support (e.g., tournaments, evaluations, other events)
- 2 hours per athlete for team level support

2. Additional notes:

- At least 2 hours must be in scorekeeping and/or timekeeping (1 game = 1 hour, regardless of game length) at either team or association level
- Association level hours are per family, while team level hours are per player

Example: A family with 3 players must complete 4 association level hours and 6 team level hours (2 per player), with at least 2 of those hours being scorekeeping/timekeeping.

3. Volunteer Roles & Definitions

What counts as an association or team level hour is determined by the RMMHA Executive Board and may change. The latest definitions are available on the RMMHA website and on all sign-up links.

4. Assignment & Tracking

- Association hours are assigned by the Executive Board and tracked using SignUp
- Team hours are assigned by your Team Manager, Head Coach, or designate, and tracked using TeamSnap

5. Consequences for Incomplete Hours

- Missed association/team level hours: Subject to financial penalties (see Section B)
- Missed team level hours: Your team may impose its own additional consequences, including:
 - Requesting a freeze on player eligibility from the RMMHA Board
 - Additional fines

- Withholding Team Fee refunds
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B) Tracking & Deposits

1. Deposit Requirement

Each family must submit a deposit to their team manager once team formation is complete. The deposit amount is set annually by the Executive Board - for the 2025/2026 season the deposit is \$250/family. Families cannot opt out of volunteering by choosing to forfeit their deposit.

2. Submitting Your Deposit

Submit one cheque or bank draft per family to your team manager after teams have been created. See volunteer page for resources, if needed, on ordering cheques. If you do not submit your deposit to your team manager, you will be invoiced via TeamSnap for an equivalent, non-refundable amount and your athlete(s) will be held off the ice until this invoice has been paid.

3. Tracking Your Hours

All hours must be recorded by you using:

- SignUp (Association) - when you arrive for your volunteer activity, ensure you check in
- TeamSnap (Team)

If hours are not recorded in these systems, they will not be counted—no exceptions unless prior approval has been arranged with the Volunteer Coordinator.

4. Appeals

You can only appeal a volunteer penalty if you can show that your hours were properly logged in the official tracking platform.

5. What Happens to forfeited deposits?

Deposits that are cashed by RMMHA will be used to:

- Pay for volunteer tracking tools and admin costs
 - Support Association events and financial aid for families in need
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Questions?

Email the Volunteer Coordinator at volunteers@ridgemeanowshockey.com