

2024-2025 BAHA/BCIC Volunteer Program

The Butte Amateur Hockey Association (BAHA) exists as a primarily volunteer organization. Support from BAHA youth hockey program families is necessary to administer programs, generate funding, and operate/maintain the Butte Community Ice Center (BCIC). The BCIC is one of the only non-profit volunteer run rinks operated by a hockey association in the state of Montana. While volunteering is essential to the success of not only the BCIC, but to BAHA as well. Volunteering helps keep our youth hockey registration fees one of the lowest in the state. We need your partnership to keep the organization running smoothly.

The 2024-2025 Volunteer Year will start on May 1, 2024, and end on April 30, 2025.

DIBS will be our primary volunteer tracking method. Each family is responsible for checking the DIBS page and “claiming” items. There are tips and detailed instructions on the volunteer tab of the website. For items you do not find on the DIBS, you may use the Google Form or email hours to volunteercoppercitykings@gmail.com There is a paper form/spreadsheet on the volunteer tab that you can use for your own tracking. Please submit all non-DIBS hours monthly.

Administration of the program is as follows:

1. Hours required for each family (regardless of number of skaters)

- a. Families who have a first-year hockey player Squirt-High School Age Groups are required to volunteer a minimum of 50 credits. Families who have a first-year hockey player Termite-Mite are required to volunteer a minimum of 40 credits. To familiarize new families with our operations, new families are requested to try jobs in several categories (concessions, scoreboard, outside BAHA related events, etc) around the rink.
- b. Families with returning skaters Squirt-High School are required to volunteer a minimum of 75 credits. Families with returning skaters Termite-Mite must volunteer a minimum of 50 credits.
- c. Families in only the Recreational Hockey program will be required to complete 20 hours.
- d. Returning skaters families with siblings must meet the higher age group requirement, families with skaters in the recreational and travel program must meet the travel requirements.
- e. All families will be required to complete half their credits by December 31st, with the remaining hours to be completed by April 30th.
 - Half Season Termite and Mite families will have 20/25 per half and those hours will be required in the half they are registering for.
 - Full Season Termite and Mite families will have a minimum of 20/25 in the first half.
 - Squirt-High School will have a minimum of 35 in the first half.
- f. Hours need to be submitted through our recording system no later than the last day of the month. If DIBS was not available for the job you completed, please upload your hours to the Google Form or email to volunteercoppercitykings@hotmail.com.
- g. All families are encouraged to work at least one Irish Game. Concessions income during Irish games is direct revenue to BAHA.

- h. At least 20 hours of each families volunteer time must be worked in the youth organization at Copper City Kings events. (Irish Concessions would be included in this 20 hours as that is CCK revenue)
- i. All families, regardless of buyout or not, are asked to work 4 hours at your home tournament. The age representative for the said home tournament will work with the Volunteer Coordinator to develop a volunteer schedule and determine shift lengths. Any family failing to complete their 4 hours will be billed \$20.00 per hour not completed, therefore you could be billed up to \$80. This requirement is not about the money. We NEED families to help us cover the tournaments as they are a large part of our income. This is for the kids.
- j. All Peewee, Bantam, and High School players are required to volunteer a minimum of 5 hours a season, these hours will count towards their family's 50 or 75-hour requirement. These hours are required even if a family chooses to buy out their hours as BAHA believes that hockey builds a player on and off the ice and volunteerism is one of the characteristics that builds a well-rounded player.
- k. If a family has a reason in which they would like the board to consider a different situation for their family they must submit a request in writing to the Board of Directors for consideration. Please see Section 5d on Alternative Plans.

2. Calculation of Hours

- a. The goal of our volunteer program is to ensure BCIC and all of its activities run smoothly. Generally, families will be given one credit hour toward their requirement for each hour worked. The following volunteer positions will be credited as described below:

One-hour of volunteering that is equal to one and a half (1.5) hours:

- Skilled trade work at the rink (i.e. plumber, electrician, etc.)
- Zam drivers(Zam drivers may coordinate with another parent for clean up if they choose)

One-hour volunteering is equal to one (1) hour:

- Working concessions at any game/tournament/open skate, etc;
- Irish games (Music, announcing, scoreboard, running the clock, penalty box, camera, raffle, tickets, concessions, medical);
- Team representative and manager roles;
- Outside BAHA events such as fundraising for the rink (Skate with Santa, Halloween Skate Night, 4th of July parade (decorating, driving, coordinating, walking), Cruise Night, etc;
- Scoreboard/penalty box/Running the Clock for games/tournaments;
- Cleaning the rink (Locker rooms, bathrooms, common areas, etc.);
- Ice rink installation;
- SafeSport locker room monitor:
 1. Must have SafeSport and Background Check (must speak to Age Group Director Prior to doing this)
 2. Maximum of 40 hours will be counted toward volunteer requirements

3. Maximum of 30 minutes per practice or game will be counted which is .5 hours. (15 minutes before and 15 minutes after)
- Raffle table at tournaments.

Coaches/Board Members Hours:

1.) Head Coaches

- a. Fulfills volunteer requirement (must attend minimum of 75% of all practices and games)
- b. Estimated hours must be reported monthly to the age rep/manager as this may assist in receiving grants.

2.) Assistant Coaches

- a. One (1) hour coaching is equivalent to 1 hour.
- b. Hours must be reported monthly to the age rep/manager.

3.) Board Members

- a. One (1) hour is equivalent to 1 hour.
- b. Board Members will receive automatic credit from the volunteer coordinator for board meetings they attend.

3. Donation of Hours:

Each family will be allowed to receive a maximum of five (5) donated hours per season by another BAHA member outside of their family. If you chose to donate 5 hours, you need to report that to the volunteer coordinator and let them know what family you are donating to.

4. Fees

- a. **Initial Buyout of the Volunteer Program:** Families have the option to buy out the volunteer program. The cost to buy-out will be \$1500.00 per season for returning skaters and \$1000 for families new to BAHA. **Payment must be made during registration.** If you do not pay the “buy out” during registration, it is assumed you will meet the full volunteer credits.
- b. **Payment for Remaining Credits at the End of the Season:** Families who have not met their required minimum credits by the end of the season will be able to buy any remaining unearned credits at the rate of \$20 per hour.
- c. **NOTE:** Skaters of families with remaining balances of any kind, will not be permitted to skate in any BAHA practices and games until all fees are paid in full. Families with remaining volunteer balances will also be required to make a deposit of \$250 for the upcoming volunteer season. This will be refunded when the volunteer requirement is met.
- d. **Invoicing:** Families that have not met their required minimum hours, after logged hours, and any possible donated hours by April 30th, 2023, will be invoiced for the balance of the rate of \$20.00 per hour. Families failing to complete the requirements by the end date specified above will be notified by their BAHA age group representative.
- e. **Insufficient Funds:** Families providing payment with insufficient funds shall be responsible for paying the full balance and any associated bank fees BAHA is charged. Skaters of families that do not pay the required fees will not be permitted to skate in any BAHA practices and games until all fees are paid in full.

- f. **Alternative plans:** Families with extenuating circumstances or providing professional services may request alternative plans. *All requests must be submitted to their BAHA age group representative, for consideration by the BAHA Board of Directors.* Families will be notified by their BAHA Board Age Group Representative of the board's decision after the next scheduled BAHA meeting.
- g. **Misrepresentation:** Knowingly misrepresenting the number of volunteer hours and/or activities performed will result in elimination from participation in Volunteer Program and forfeiture of any accrued hours. In addition, payment of \$1500 shall be made in full within 30 days of being notified of elimination from the program.
- h. **Documenting Hours:** BAHA Volunteer Programs hour requirements shall be tracked over the course of the youth hockey season by the Volunteer Program administrator appointed by the BAHA President and approved by the BAHA Board of Directors. Volunteer hours must be documented and credited to the family volunteer program hour requirements.
 - All hours must be reported through our Online Volunteer Reporting Form.
 - Documentation in this system can be typed in manually, or you can upload our 2023-2024 BAHA Volunteer Hour Tracking Form. There will no longer be rink sheets available.
 - You may only record people volunteering up to the number of sign-ups for each session. ie. If the volunteer program designates 2 sign-ups for concessions, only 2 people may claim hours worked.
 - The Volunteer Coordinator will send reports monthly of recorded and submitted hours. It is then the family's responsibility to discuss discrepancies with their Age Group Representative.
- i. **Job Limitations:** Each individual may only sign up for one job/shift at a time.
- j. **Interest and Collections:** If volunteer balances are invoiced, they will be due upon receipt. Sixty (60) days after being invoiced, they will begin accruing a late fee of 2% per month. Invoices that are six (6) months past due may be turned over to collections.

5. Volunteer Cancellation Policy

- a. Using Sign Up Genius, families sign up for shifts/be assigned shifts that accrue towards the required volunteer hours. Volunteers are able to cancel shifts more than five (5) days prior to the shift. If a shift is canceled within 5 (five) days or less, the volunteer must find a replacement for the shift and notify the volunteer coordinator. No-show shifts will be invoiced at \$20 per hour-payable immediately upon invoice.

The Volunteer Policy shall be monitored and periodically reviewed by the BAHA Board of Directors. Issues and questions concerning the volunteer program, should be directed to the BAHA Board of Directors through the BAHA Age Group Representative and/or the Volunteer Coordinator.