



Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	Split into Sections	0	January 2020	June 1, 2020
	Volunteer Hours increased to 8/family or \$400	1	June 2023	Sept 1, 2023

5.0 VOLUNTEER BOND POLICY

5.1 Purpose

- 5.1.1 Bow View is run exclusively by **VOLUNTEERS**. As our association continues to grow, a continued commitment from our members is necessary for our association to be able to operate effectively. The purpose of the volunteer bond program is to encourage more of our membership to become actively involved in making our association the best it can be.
- 5.1.2 The Bow View Board reserves the right to reduce the amount of Volunteer Bond hours during any season if unforeseen circumstances arise. Circumstances that are beyond the control of Bow View Ringette Association.

5.2 Volunteer Hours Required

- 5.2.1 Each family is required to volunteer a minimum of 8 hours of Bow View volunteer hours.

5.3 Overview

Every family will be required to provide Bow View with a Volunteer Bond. This bond is a commitment to provide service or money towards the operation and continued success of the organization.

- 5.3.1 As Bow View grows, a continued commitment from our Members is necessary for our association to operate effectively. The purpose of the volunteer bond program is to encourage our Members to be actively involved with its operation.
- 5.3.2 The Volunteer Bond is a commitment to provide service or money towards Bow View’s ongoing operation and continued success. **Each family shall provide a Volunteer Bond Agreement Form**, located on the Forms tab on our website, and a post-dated cheque made out to Bow View for April 1 of the following year in the amount set out in Policy 21.0 Rates and Fees and submit it at their youngest Player’s first ice time.
- 5.3.3 It is important that the cheque includes the first and last names of ALL Players in the family.
- 5.3.4 Players will not be allowed on the ice after team formations until Bow View receives their completed Volunteer Bond Agreement Form and a post-dated cheque for the Volunteer Bond.
- 5.3.5 Each family shall complete their approved volunteer bond hours, once complete their volunteer bond cheque will be destroyed. If a family wishes to have their cheque returned to them, they must submit a self-addressed stamped envelope with their cheque.
- 5.3.6 This is a mandatory program that will be enforced. In the event a family does not fulfill their volunteer bond commitment by April 1 of the current season, their cheque will be



cash. Those who have not complied with the policy will not be eligible to register for the following season until their volunteer bond commitment and any administrative fees are met through service or payment.

- 5.3.7 Although approved volunteer opportunities are intended to help run the association, all members are required to maintain their volunteer commitment to their Player's team throughout the year as well.
- 5.3.8 The Board of Directors welcomes new ideas for approved volunteer bond opportunities. Anyone is welcome to approach the Board of Directors with suggestions for new opportunities that will enhance the association.
- 5.3.9 September 1 of each year is the start of the volunteer bond program and any excess volunteer hours from the previous season cannot be carried over to the following season, without prior approval from the Board of Directors.

5.4 Opting Out

- 5.4.1 Families may choose to opt-out of the volunteer bond by indicating this choice on the Volunteer Bond Agreement Form. They must include a cheque dated for the current date (not post-dated). This cheque will be cashed within 45 days. This will exempt them from performing volunteer activities within the association (but not team volunteering). Please see Policy 21.0 Rates and Fees for Volunteer Bond cost.
- 5.4.2 If a family chooses to volunteer after they have opted out of the Volunteer Bond, they will not be refunded.
- 5.4.3 There will be an administration fee for returned cheques as stated in Policy 21.0 Rates and Fees.

5.5 Scheduling/ Reporting Responsibility

It is the sole responsibility of the family to seek out approved opportunities to ensure they fulfill their Volunteer Bond commitment. The Registrar will track the volunteer hours for the Association. Division Coordinators and volunteer coordinators will be present at events to track volunteers and record volunteer hours- please be sure to sign in for all volunteer roles. Throughout the season volunteer opportunities may be emailed to the Bow View membership. Families can also check the Bow View website for new opportunities. Volunteers will be taken on a first-come, first-serve basis.

5.6 List of approved roles for Volunteer Bond Hours

- 5.6.1 **Evaluations.** Evaluators for all divisions, evaluation on ice helpers, evaluations off-ice helpers, welcome desk helpers etc. The success of our evaluation process requires a large number of volunteers. Please consider volunteering for the various evaluation roles.
- 5.6.2 Bow View Roles during the year
 - Equipment Distribution (beginning of season)
 - Equipment Return (end of season)



- Bow View Social
- Picture Day
- Shot Clock Repair and scheduling
- Bow View Head Coach, Assistant Coach, Junior Coach and Team Manager
- Bow View and/or Ringette Calgary Casinos
- Tournament Volunteers

5.6.3 Bow View Committee Roles

- Tournament Committee
- Fundraising Committee
- Special Events Committee (Bow View Social)
- Goalie/Coach/Player Development Committee
- Annual Financial Review- qualified (2)

5.6.4 Bow View Coordinator Roles

- Division Representatives (AS-U19)
- Tournament Coordinator
- Social Media Coordinator
- Branding & Apparel Coordinator
- Team Manager Coordinator
- Culture & Recruitment Coordinator
- Photo Day Coordinator
- Shot Clock Coordinator
- Goalie Academy Coordinator
- Come Try Ringette Coordinator
- Jr. Coach Coordinator
- Casino Coordinator

5.6.5 Ringette Community Positions

- Ringette Calgary Board Positions
- Ringette Alberta Board Positions
- Esso Golden Ring Tournament Planning Committee
- Assistant Program Coordinator- Flex Ringette
- U12 Regional Championship Coordinator

5.6.6 Bow View Board Positions (usually filled at the Annual General Meeting)

- President
- VP Roles
- Director Roles