



Cochrane Minor Hockey Association (CMHA)

Policy Title: Team Commitment Policy - formerly known as the Volunteer Bond Policy

Effective Date: May 1, 2025

Website: www.cochraneminorhockey.com

1.0 Overview

Cochrane Minor Hockey is implementing an updated Team Commitment policy, formerly known as the Volunteer bond policy to cover additional team commitment requirements. The Volunteer bond will be applied during registration if a volunteer position has not been selected.

Recognizing that minor sports require 100% volunteer contributions to be successful, this policy aims to distribute the workload and enhance team dynamics. The bond underscores the importance of collective involvement, benefiting both individual players and the association.

2.0 Purpose

The Team Commitment Policy aims to inform parents of team commitment requirements and engage all members in the operation and success of the association's teams; by fostering a culture of volunteerism, we ensure the vitality and sustainability of Cochrane Minor Hockey.

3.0 Volunteer Bond Amount

The Volunteer Bond is set at \$500 for the first registered player with Cochrane Minor Hockey. This fee is added to registration if no volunteer position is chosen.

4.0 Family Commitment & Reporting Responsibility

It is the responsibility of each family to fulfill their Team Commitments as outlined in this policy. Failure to meet obligations will result in: volunteer bond being applied to those who fail to volunteer and CMHA board involvement with potential disciplinary action for those who fail to meet remaining team commitments pertaining to Cash Call and Fundraising. Failure to meet these requirements should be reported to office staff or the league representative director. If a parent has paid the Bond fee but during the season takes on a volunteer job(s) the Director for that stream should be notified by the team manager so that volunteer bonds can be reimbursed.



5.0 Volunteer Job Descriptions

Below are the volunteer job descriptions as well as the requirement by parents for their team commitment.

A. Required by CMHA & Hockey Alberta for team to proceed

- Head Coach- selected by CMHA board, is responsible for practice plans, fostering a positive team dynamic, responsible for accurate rosters for game days and ensuring player development and fun remains a focus.
- Assistant Coach- selected /coordinated with Head Coach and CMCHA board; contribute to the overall coaching and development of the team, support both head coach and players
- Manager - selected / coordinated between Head coach and CMHA board looking after day-to-day operations (coordinating volunteers, ensuring games are fully staffed if home team, keeping current with the league and meeting team obligations, keeping the families up with timely communication and managing any issues as they arise) of the team and communicating directly with Head Coach

B. Required by CMHA

- RAMP App Scorekeeper (home games)
- Music person (home games)
- Score Clock (home games)
- Penalty Door(s) (home games)
- Jersey Parent - responsible for cleaning and storing team jerseys throughout the season (this can be looked after by 2 parents' home jersey parent and away jersey parent
- Equipment Pick-up and Drop-off person – responsible for picking up and dropping off equipment for team on dates specified
- teams are required to understand and fulfill volunteer requirements as outlined by the league you're playing in.

C. Optional depending on team goals

- Team Treasurer – responsible for team finances and bank account, reporting all finances to the team
 - Social Coordinator – coordinator of all team social events, team builders etc
 - Hotel/Booking Coordinator - coordinator for all team hotel bookings throughout the season
 - Tournament Coordinator – responsible for applying to tournaments on behalf of the team and submitting team registrations
 - Fundraising Coordinator
-



6.0 Fulfilling Volunteer Obligations

There are several critical roles required to support a minor hockey team. The above roles are broken into 3 categories:

- A. **Required** by CMHA for a team to proceed, manager and Assistant coach roles are decided by CMHA and the Head Coach based on people who have signed up for these roles.
 - B. Is **required** by CMHA and the respective leagues we participate in (AEHL, CAHL, RHL, RMFL). Every family is to **equally share these roles. The only exempt** person from scorekeeping is the team manager who is not permitted to be in the box during games. Anyone paying the volunteer bond is fully exempt.
 - a. If you do not pay the volunteer bond and fail to perform these duties on behalf of your player, you will have the volunteer bond applied to your players RAMP account. This will need to be paid to be eligible to register for next season.
 - C. These are **Optional** depending on team goals and are the 'extras' that make the season more fun and exciting.
-

7.0 Exceptions to the Policy

Each year select teams have an opportunity to host or co-host (with another CMHA team) an optional home tournament. The amount of work associated with hosting a home tournament is incredible, therefore all families must equally share **ALL** volunteer responsibilities.

- The requirements for volunteer jobs shall be shared evenly with all team members and across all teams sharing tournament hosting duties (including coaches families and those who paid the bond)
-

8.0 Team Cash Call

Each year teams must balance the goals of their families with financial means to accomplish these goals. This includes things like; tournaments, team swag, team builders, dryland, year end activities etc.

Teams must host a confidential poll (supplied to managers during manager training) to determine the financial requirements of the season and set a fair and reasonable cash call to



pay for those commitments. Each family is obligated to honor the vote and pay cash call, if arrangements need to be made for a payment plan all managers & treasurers must support those needs.

9.0 Fundraising

Many teams may elect to utilize fundraising to help offset team costs or reimburse a portion of cash call back to families.

Included in the pre-season confidential poll (supplied to managers during training) will be an option to vote to fundraise or not and the number of fundraising events to be hosted. Again this commitment to the team must be met by each family.

Failure to comply with cash call and fundraising efforts will be reviewed by the CMHA executive with potential disciplinary action sanctioned against the family / player; including but not limited to suspension from play and team functions for player and suspension to parent for attendance of CMHA sanctioned events (practice and league games).