

**POLICY: PERFORMANCE BOND AND VOLUNTEER HOUR
VERIFICATION POLICY**



Last Update: October 2022

Performance Bond

Each team registered with the RRA is required to pay an annual Equipment and Performance Bond of:

- \$500 for teams in U8 to U19 (all teams must pay full \$500 whether equipment is taken or not)
- \$1,000 for 18+ Open teams (\$750 for teams not utilizing any RRA equipment)

The bond is due at the time of equipment pickup. For 18+Open teams, \$250 is required upfront to obtain RRA equipment, with the balance due by October 15th.

This bond amount represents:

- \$250 refundable equipment deposit provided that all equipment is returned, cleaned, and in reasonable condition, as deemed by the Equipment Manager/Director of Equipment. Equipment return dates will be scheduled and after these dates, it will be the coach's responsibility to make arrangements to return the equipment.
- \$200 refundable performance bond provided that the team:
 - Has no outstanding fees due to Regina Ringette at the end of the season; and
 - Performs a **minimum of 30 verifiable hours of volunteer time** at any of the Regina Ringette hosted event including:
 - Evaluations – on-ice instructors or off-ice skill evaluators
 - Tournaments – jobs posted on volunteer schedule
 - Championship Weekend – jobs posted on volunteer schedule
 - Provincials hosted in Regina – jobs posted on the volunteer schedule
 - Other events may be added to this list at the discretion of the Board.
- \$50 non-refundable mini-net replacement and maintenance fee (U8/U10) or \$50 non-refundable shot-clock replacement and maintenance fee (U12+)
- \$500 refundable playing bond (18+Open) to cover the costs of ice and referees for any forfeited games.

The bond refund will occur upon confirmation that all equipment is returned*, after all fees due to the league are settled, and after the RRA Treasurer has completed a review of the team financial statements and volunteer hours. If all 30 volunteer hours are not complete and verifiable, the team will only be eligible for the equipment bond refund.

** Note that some goalies are issued goalie equipment before they are assigned to a team. Once they are assigned to a team, the equipment they have borrowed from the league becomes part of the team's equipment and is required to be returned to be eligible for the bond refund.*

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All 18+ Open teams registered outside of RRA but participating in the RRA league will pay a refundable playing bond of \$500 before they will be scheduled any games. This must be paid in full by October 15th. This \$500 refundable team bond is to cover the cost of ice and referees for any forfeited games.

Regina Ringette reserves the right to withhold all or part of the bond.

Volunteer Hour Verification

Regina Ringette requires that each team contribute a **minimum of 30 hours of verifiable volunteer time** to ensure the success of our association and the programs that we offer.

Verifiable volunteer hours are earned by volunteering for an event hosted by Regina Ringette including:

- Evaluations– on-ice instructors or off-ice skill evaluators
- Tournaments– jobs posted on volunteer schedule
- Championship Weekend – jobs posted on volunteer schedule
- Provincials hosted in Regina– jobs posted on volunteer schedule
- Other events may be added to this list at the discretion of the Board.

Each volunteer is responsible to get a Volunteer Tracking Form signed by a supervisor at the event when they show up to complete their volunteer time. This form can be found on the website under *About / Rules & Policies / Forms*.

The supervisor who signs the form should not be a family member or teammate of the volunteer in the case of a conflict, and an RRA Board Member should approve the time.

Any amendments to the hours noted on each line should be initialed by the supervisor.

Each form can be used for multiple events, by multiple volunteers, but must be for the same team.

At the end of the season, each team will be required to submit forms to the RRA Treasurer to verify at least 30 hours were completed. It is the responsibility of each team to ensure they can supply at least 30 verified hours. Pictures or scans may be submitted, but all forms must be clear and readable.

RRA will not validate hours at the end of the season to help a team reach their 30 hours.

If a team fails to verify the full 30 hours of volunteer time, they will not be eligible for the \$200 performance bond portion of the bond refund.

To run all the programs, tournaments, and events that Regina Ringette offers it takes much more than 30 hours per team. As such, we encourage all teams to complete more than 30 hours – then if a form is misplaced or no form was completed, your team will not have difficulty verifying the minimum requirement. We also encourage our members and parents to volunteer over and above the requirements with your team. We simply can't offer volunteer credits for every job we use volunteers for, because we are a volunteer run organization, and as such only offer volunteer hours for those noted above.

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We encourage teams to discuss this at the start of the season and implement a policy that requires each player/family complete two hours of volunteer time. If each player contributes a couple of hours, the burden is not on one or two families, and it should be easy for your team to complete the minimum required hours. If some players fail to fulfill their contribution, we suggest you withhold their portion of the \$200 bond that is refunded so that the families who have contributed are not penalized for those that did not. This should be agreed upon as a team at the parent's meeting at the beginning of the season before being implemented.

Volunteer forms should be submitted to the team's manager/treasurer and then submitted with the season-end financial report to the RRA Treasurer.