



Hawthorn Hockey Club – Volunteer Levy Policy

Great sporting clubs are built on the backs of their volunteers

Purpose of the Volunteer Levy

- Being a Community Sporting Club, Hawthorn Hockey Club (HHC or the Club) relies on volunteers to operate.
 - The purpose of the Volunteer Levy (the Levy) is to encourage all members to contribute to the operation of the Club through volunteering.
 - There are numerous tasks associated with the effective running of the Club; the Levy helps ensure the workload is shared fairly.
 - It is the intention of the Club that every participant completes their volunteer hours and is therefore eligible for a full refund of the Levy.
 - The Levy aims to support and strengthen a **culture of volunteering** within the Club.
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Levy Amount

- The Levy is determined by the Club Committee prior to the start of each season.
 - The Levy will be communicated at the commencement of each calendar year.
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Who the Levy Applies To

- The Levy applies to all playing members who register to participate in a **winter season competition**.
 - For junior players, parents/guardians may complete the volunteer hours on their behalf.
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Volunteer Requirement

- The minimum volunteer requirement is **5 hours per year**.
 - Hours must be completed in approved volunteer roles designated by the Club or section leadership.
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Levy Application and Refund Process

- The Levy is applied at the time winter fees are invoiced.
- Once the required volunteer hours are completed, members may submit a refund request via the Volunteer Levy refund form, found on the HHC website and TeamApp.

- The Levy will only be refunded after 30 June of the relevant season and only once the member is fully financial with the Club.
 - Members must complete the refund form email within 4 weeks of the end of the season to which it relates. Failure to do so will result in the Levy being treated as a **donation** to the Club.
 - The Levy may be invoiced and offset before payment upon application to the relevant Section President.
 - Due to administrative complexity, partial refunds will not be made.
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Exemptions

- HookIn2Hockey members are exempt from the Volunteer Levy, as the HookIn2Hockey programs do not participate in the winter competition.
 - Junior members registered to play in the U8, U10 and U12 competitions are exempt from the Volunteer Levy.
 - Paid roles—including umpiring and ball person duties—do **not** count as volunteering for the purposes of Volunteer Levy refund eligibility.
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Volunteer Levy FAQ

I only play midweek and do not attend the club at other times. How can I volunteer?

Contact your Section President as soon as possible to be assigned a task on your game night. There are also a myriad of volunteer opportunities which can be done from your home and do not require your attendance at the club.

I am a parent with no hockey skills. How can I volunteer?

Roles such as team manager, staffing the BBQ and bar are suitable non-hockey volunteering opportunities.

I am a parent with multiple player-children. Can I volunteer for all of them?

Yes. Volunteer hours can be earned and applied to multiple registered junior family members. Please note that each individual member still needs to do 5 hours of volunteering.

I do umpiring. Does that count as volunteering?

No. Umpires are paid, so umpiring does not count as volunteering.

I coach a team. Does that count as volunteering?

Yes. Coaching for a full season counts toward volunteer hours. (Thank you for coaching!)

I have volunteered more than 5 hours. Can I receive additional refunds?

No. The maximum refund is the Levy amount.

My child was a ball person. Does that count as volunteering?

No. Ball persons are paid, so being a ball person does not count as volunteering.

What happens if I do not apply for a refund within the required time frame for refunds?

The Levy will be considered a donation to the Club.

Can the Levy be offset before being paid?

Yes, with approval from the Section President.

Volunteer Qualifying Roles

The following roles within Hawthorn Hockey Club are considered to fully meet the requirements of the Volunteer Levy:

Club Committee positions
Team Coach (junior or senior)
Team Manager (junior or senior)
Umpire Co-ordinator
Social media co-ordinator
Special Rounds co-ordinator
Equipment co-ordinator
