



MELBOURNE CRICKET CLUB HOCKEY SECTION INC

Volunteer Levy Policy

Purpose

This policy describes the purpose of the Volunteer Levy and provides an outline of the policies and practices MCC Hockey Section has developed to strengthen member involvement and ensure the sustainability of the club.

The Reason Behind the Volunteer Levy

Running a successful and expanding hockey club requires significant effort, and the club relies heavily on the contributions of its volunteer base, including the dedicated committee and sub-committee members. In addition, over the past 5 years the compliance requirements for sporting clubs and community organisations have increased significantly, further increasing the requirement for volunteer contribution.

To address the increasing demands and ensure the sustainability of club operations, the Volunteer Levy has been implemented. The Levy provides a financial incentive to members and parents to participate in the multiple activities it takes to administer the section.

Application of this Policy

This policy applies to all members registered in a winter competition, except casuals (5-game) and those playing U8 & U10 competitions. For Junior players, the volunteering duty can be fulfilled by a parent.

Amount of levy and time of payment

The amount of the volunteer levy, including any capping for multiple registrations, will be determined by the Committee prior to the start of each winter season. The amount will be notified to members along with winter registration fees. The levy will be added to player registration fees unless the player, or parent of a junior player, has been appointed to an "exempt role", which are detailed below.

The levy is payable at the same time and manner as winter registration fees.

In 2026 the volunteering levy is set at \$150 per adult premier league/reserves member, \$100 per other adult member and \$60 per junior member (<18 on 1 January), excluding U8 and U10 members and casual players (5-game), and capped at \$100 per family where there are two or more junior members.

Operation of the Volunteer levy:

The Volunteer levy is paid at the start of the year, unless a playing member is in an exempt role.

For those not in exempt roles, the member can choose to either

- Register as an inactive volunteer member
- Register as an active volunteer member

Inactive Volunteer:

If you do NOT wish to participate in volunteering at the club, you may opt-out during the registration process by choosing to be an “Inactive volunteer”. Your levy will be forfeited, and no credit will be available.

Active Volunteer:

Active Volunteers will be asked to complete a minimum volunteering contribution to qualify for a credit of the volunteer levy.

The minimum total volunteer time will be determined by the Committee prior to the start of each winter season and notified to members along with winter registration fees. Where a family has two or more junior members, the volunteering hours required will be capped as the same as for one junior member.

Volunteering hours undertaken will be tracked in a volunteer register and administered by the Volunteer Administrator.

In 2026 the volunteering hours required are set at 5 hours.

Volunteering hours can be undertaken in the following capacities:

- Participation in working bees;
- Providing canteen / bar assistance;
- Operating the BBQ at junior or senior home games;
- Undertaking administrative or significant tasks approved by the Committee;
- Organising of fundraising events;
- Event based volunteers at functions;
- Selling raffle tickets at Junior or Senior Presentation nights;
- Fundraising activities e.g. cake stalls;
- Hook in 2 Hockey coaches;
- Ball kid and tech bench duties;
- Other duties as agreed from the Committee from time to time and advised to the Volunteer Administrator.

Umpiring does not contribute to volunteer hours due to it being a paid position.

Qualifying for a Volunteering Levy Credit

Once you have completed the volunteering hours requirement, a credit equal to the volunteering levy paid will be issued at the end of the winter season and applied against either the senior or junior presentation night, the following year’s winter fees or, where neither is feasible, a cash refund will be issued by written request to the Chair and Treasurer, including bank account details, with any payment to be made before 31 October of that year.

Exempt Roles

The following roles at the club are deemed to fully meet the volunteering hours requirements and are NOT required to pay the volunteer levy OR to utilise the volunteer register.

- Club committee member;
- Section sub-committee member – Limit to 7 each – Deputy, Registration/Finance/Secretary, Coaching, Selection, Culture/Social, Operations, Other;
- Senior and Junior coaches and junior coaching assistants;
- Club Umpire Developer;
- Social Committee Chair;
- Elwood Booking Manager;
- Club Operations Manager;
- Volunteer Administrator;
- Communications Co-ordinator;
- Uniform Co-ordinator and assistants Mens (2), Women (2), Junior (2);
- Ball Kid Co-ordinator;
- Hooked-into Hockey Co-ordinator;
- School Coaching Co-ordinator;
- All Team Managers – Junior, Midweek and Senior;
- Club Statistician;
- New Player Welcome Co-ordinators;
- Other roles as agreed by the Committee from time to time.

During the registration process an option will be available to select “volunteer exempt” and the volunteering levy will not be applied. This option should only be selected if you have written confirmation from the Committee or your Section Chair that you have been confirmed for the exempt role.

Reviewing this policy

This policy will be reviewed annually as part of the club annual budgeting and planning processes and we undertake to seek views, comments and suggestions from members and volunteers involved in the Club.

Date: February 2026