



FINANCIAL POLICIES

All revisions are noted with **BOLD** text.

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1. SIGNING AUTHORITIES

- 1.1 The Signing Authorities shall be designated as the Chair of the Board, Secretary/Treasurer and Executive Director. All cheques or electronic payments issued by the OHF will require two signatures .

2. CREDIT CARDS

- 2.1 Credit cards shall be authorized for use by the Chair of the Board, Secretary/Treasurer, and the Executive Director. The Chair of the Board may also authorize at their discretion Credit Cards for Directors. Credit cards are to be used exclusively for OHF business related items. The OHF Executive Director will be named as the primary cardholder for the account. The OHF Primary Card (Executive Director) will hold a credit limit of **\$75,000**. The other Credit Cards will hold a credit limit of \$5,000.00 each.
- 2.2 All expenses resulting from the use of the credit cards shall be directed to the OHF Executive Director. All credit card expenditures will be reviewed monthly by the Executive Director. The Executive Director's credit card expenditures will be reviewed monthly by the Secretary Treasurer. Any items of a personal nature will be invoiced back to the individual for payment to the OHF.

3. OHF FISCAL YEAR

- 3.1 The OHF fiscal year end is April 30th.

4. AUDIT

- 4.1 An audit of the OHF accounting practices and financial documents will be conducted annually by an external accounting firm/auditor. This audit will commence following fiscal year end and will be presented to the OHF Board of Directors through the OHF appointed Audit Committee. The OHF Board of Directors will confirm the appointment of the accounting firm/auditor based upon the recommendation provided to the Board by the Audit Committee. The confirmation of appointment will take place at the OHF Annual General Meeting. Every fourth year, or earlier if necessary, the Audit Committee is required to evaluate the auditor's programs, procedures and costs. Such evaluation may require a request for quotation of services.

5. AUDIT COMMITTEE

- 5.1 The Audit Committee is established as a conduit between the OHF Board of Directors and the Auditors. Their role is a committee of the Board of Directors charged with overseeing the financial reporting and disclosure from the Auditors.
- 5.2 The Audit Committee will be comprised of three Directors from the OHF Board of Directors. The three Directors may not be members of the OHF Finance Committee or the Chair of the Board. Ideally, at least one member should have expertise in financial reporting.
- 5.3 The three Directors will be selected on a yearly basis at the first Board of Directors meeting following the AGM. The Audit Committee will stay in place until the next AGM.
- 5.4 Responsibilities
 - 5.4.1 Receive the audit engagement letter and take direct responsibility for appointing, compensating and overseeing the audit.

- 5.4.2 Review the draft annual audited financial statements and make recommendations to the Board of Directors.
- 5.4.3 Oversee performance of the audit as required including ensuring the auditors are receiving the cooperation of management.
- 5.4.4 Meet privately at least once annually with the external auditors
- 5.4.5 Ensure suggestions from the Auditors are considered by the Board of Directors.
- 5.4.6 Recommend Auditors to the Board of Directors.

6. OHF OPERATING BUDGET PREPARATION/APPROVAL PROCESS

- 6.1 It shall be the responsibility of the OHF Secretary/Treasurer and Executive Director to prepare and present the annual budget. The budget will integrate the Operational Plan to achieve the goals and objectives of the Strategic Plan.
- 6.2 The first draft of the budget will be completed in December. All staff and volunteers will be required to have their initial Operational Plans submitted to the Executive Director by December 1.
- 6.3 A second draft of the budget will be completed in February for review by the Finance Committee for Member feedback at the OHF Semi-Annual Meeting of the Members. All staff and volunteer Operational Plans must be finalized by January 31.
- 6.4 A final draft of the budget will be provided to the Board of Directors including the Operational Plan for approval by March 15.
- 6.5 Note that a separate budget and process is in place for the OHF Risk Management Fund. Please see section “Risk Management Fund” for further details.

7. STAFF MEMBER SALARIES

- 7.1 The OHF Personnel Committee will be responsible for making recommendations to the Finance Committee as to annual or special compensation budgets for consideration in the Finance Committee’s budget proposals to the Board; making recommendations to the Board, in consultation to the Finance Committee, as to compensation reviews for each office staff position, including Executive Director conducting annual appraisals and compensation reviews of office staff.

8. HOCKEY CANADA LEGACY TRUST FUND

- 8.1 Those Members who contributed to the HC Insurance Plan during the 1993/94 and 1994/95 seasons are entitled to receive their share of proceeds from their participation in the HC Legacy Trust Fund. Proceeds that are received by the OHF are to be redistributed to those Members. Distribution is based on the percentage of insurance participants for which premiums were collected and forwarded to the HC.
- 8.2 Percentages remain constant as follows:
 - 8.2.1 ALLIANCE 24%
 - 8.2.2 GTHL 35%
 - 8.2.3 NOHA 23%
 - 8.2.4 OHA 5%

9. COMMITTEE EXPENSES

- 9.1 OHF Committee Chairs are responsible for monitoring expenditures of their respective committees. To assist with this process, detailed financial statements will be provided by the OHF to Committee Chairs on a regular basis coinciding with the OHF Board Meetings. An explanation of excessive and unforeseen expenses must be reported to the OHF Board of Directors. Any motions coming forward from Committees that affect OHF Financial Budget must first be presented to the Finance Committee before being taken to the Board level.
- 9.2 All Committee Chairs for their Committees are required to prepare a suggested budget and Operational Plan in conjunction with their Staff Resource in accordance with the process established in Section 6. Individual committee budgets and Operational Plans will be reviewed and approved or amended as part of the budget review process.

10. REGISTRATION COMMITTEE

- 10.1 Registration Committee members are entitled to reimbursement for printer supplies consumed in course of OHF business. Reimbursement is limited to \$100 annually.

11. EXPENSE FORMS/APPROVAL PROCESS

- 11.1 Expense claims must be submitted to the OHF Office on a designated OHF expense claim form. Expense claims submitted after a two month period from which the expense was initially incurred will be reviewed. The OHF Executive Director, in conjunction with the Secretary/Treasurer, shall approve all expense claims. Payments may be issued either through direct deposit or via cheque based on the claimant's preference. Upon receipt of the expense claim form, claimants can expect to receive reimbursement no later than two weeks (for direct deposit) or four weeks (for cheques) thereafter.

12. HOCKEY CANADA INSURANCE/ASSESSMENT FEES

- 12.1 Hockey Canada will invoice the OHF for Insurance/Assessments fees based on the following payment schedule:
- | | |
|--------------|---|
| November 15: | First installment due for Insurance Fees |
| November 30: | First Installment due for Assessment Fees |
| December 15: | Second installment due for Insurance Fees |
| April 1: | Second installment due for Assessment Fees |
| April 30: | Final adjustments for Insurance/Assessment Fees due |
- 12.2 All payments of insurance to Hockey Canada will be made through the OHF. OHF will invoice the Members for Insurance/Assessment fees based on the following payment schedule:
- | | |
|--------------|--|
| November 1: | OHF to provide Members with invoice and breakdown of insurance/assessment fees due for First and Second installments |
| November 5: | First installment payment due to OHF from Members |
| November 20: | Second installment payment due to OHF from Members |

- April 1: OHF to provide Members with worksheet to be completed by the Member confirming registration numbers
 - April 20: Members to provide completed registration figures for insurance/assessment purposes to OHF office
 - April 25: OHF to provide Members with invoice and breakdown of insurance/assessment fees due to/from OHF for final adjustment
 - April 28: Final adjustment payment due to/from OHF
- 12.3 First and second installment figures will be estimated based on prior year registration numbers. Final adjustment numbers will be based on actual registration figures for the current season.
 - 12.4 Any organization not meeting the insurance deadlines as outlined above will have their voting privileges at the OHF Board Meeting suspended until the insurance premiums are paid.
 - 12.5 Sledge Hockey, Special Hockey International and Little NHL within the jurisdiction of the OHF is to be afforded associate partnership recognition, through the OHF, at a fee of \$31.71 per participant/player. This amount is to include Hockey Canada insurance coverage, Hockey Canada Assessment Fee and OHF Assessment Fee.

13. OHF ASSESSMENT, RISK MANAGEMENT AND COACH MENTORSHIP FUND FEES

- 13.1 OHF will invoice Members for OHF Assessment, Risk Management and Coach Mentorship Fund in conjunction with invoicing for Hockey Canada Insurance/Assessment. The OHF Assessment fee per participant will be established by the OHF Board of Directors based on the recommendation of the OHF Finance Committee. All OHF participants will be required to pay these fees. Those participants within the OWHA who participate on teams in Ontario that are west of the 85th meridian or lying east of and including the counties of Leeds, Lanark and Renfrew will not be required to pay the OHF assessment fee. Hockey Canada Adult Rec participants are exempt from Risk Management and Coach Mentorship fees.

14. OHF INVOICES TO MEMBER

- 14.1 Unless otherwise advised by the OHF, OHF invoices to Members, which are not in dispute, are to be paid within 60 days of receipt. Following this timeline, unpaid invoices shall be deemed as delinquent, and as per Board policy, interest of prime + 2% may be applied and Member may lose voting privileges until the account is paid. The offender shall be notified of such prior to any/all monthly meetings.
- 14.2 All Hockey Canada invoice payments will be directed through the OHF in accordance with the Hockey Canada payment structure. Payment of all administration invoices is due within 30 days of receipt of invoice. Technical materials ordered from Hockey Canada by the Members will be invoiced as per the payment policy of Hockey Canada.

15. RISK MANAGEMENT FUND

- 15.1 please note that the policies pertaining to the Risk Management Fund are established and maintained by the OHF Risk Management Committee)
- 15.2 Overview

- 15.2.1 The Risk Management Fund was established by the OHF to meet the requirement of Hockey Canada to oversee and provide funding for specific risk management endeavors within the jurisdiction of the OHF.
 - 15.2.2 The OHF collects \$1.00 per participant each season from 6 OHF Members (the OHL does not pay the OHF). As per the agreement Hockey Canada is sent 50% of the monies collected and the remainder is maintained in the OHF Fund.
 - 15.2.3 Monies are collected from OHF Members on two dates: November 5 and November 20. The amounts collected are based on the previous year's actual registration figures. Adjustments are made on April 30 when the final registration figures are collected.
- 15.3 Budget Preparation
- 15.3.1 The OHF Risk Management Committee is responsible to provide an annual budget for the OHF Risk Management Fund to the OHF Board of Directors for approval at the April Board Meeting. The Budget will be based on the current season's estimated registration figures. Adjustments will be made accordingly after April 30. Any monies remaining in the Fund prior to May 1 will be moved into the OHF Member accounts for their future use exclusively, and in accordance with the access criteria.
- 15.4 Responsibilities of OHF
- 15.4.1 The OHF will invoice Members for Risk Management Fund assessment in conjunction with invoicing for Hockey Canada Insurance/Assessment. Funds received by the OHF as a result of the Risk Management Program will be placed in a segregated account to be called the "Risk Management Fund". Such revenues when invested will have the accrued interest earned from the investment returned to the fund. The accrued interest will be credited to Member accounts based upon ending balances in Member accounts.
- 15.5 Contribution to OHF Operational Budget
- 15.5.1 The OHF Finance Committee will submit their recommendation to the Risk Management Committee for OHF Risk Management Fund contribution to the OHF Operational Budget. These funds are used for, but are not limited to, the salary contribution of the Risk Management Committee Staff Resource.
- 15.6 Directed Initiatives
- 15.6.1 On the occasion of the OHF Board of Directors, or any Committee or Council there within, proposing and/or approving a project or activity to be funded by the OHF Risk Management Fund, such proposal and/or approval will be subject to the OHF Risk Management Committee's review and authorization.
- 15.7 Access to Funds – December 1 to May 1
- 15.7.1 The OHF Risk Management Fund will be accessible by Members from December 1 to May 1. The amount of funds to be distributed from the Risk Management Fund to the Members will be based upon Member's percentage of registration within the OHF. Funding up to the allowable access amount is available between December 1 and May 1 based on the Member completing the required Request Form, meets the outlined criteria for access and submits the applicable documentation (i.e. receipts, invoices, etc.). Request for funds above the allowable amount must be presented to the OHF Risk Management Committee for approval. Remaining funds not accessed by a Member by May 1 will be held separately for future use by that Member only. An OHF Member shall have access to those funds held for its account at any

point during the current year but is only entitled to access the current year's contributions to the OHF Risk Management Fund from December 1 to May

15.7.2 Allowable access amounts will show current year and equity.

15.7.3 Important Dates:

November 5	Payment #1 to OHF
November 20	Payment #2 to OHF
December 1	Fund Access – Current Year
April 30	OHF Receipt of final registration figures
April 30	Unaccessed current amounts credited to Member

15.8 Adjustments

15.8.1 Adjustments will be made based on April 30 actual registration figures. Allowable access amount between Dec 1 and May 1 is based on percentage of prior year registration figures per Member. Based on the final registration figures allowable access amounts will change and adjustments will be made accordingly. Estimated allowable access amounts for subsequent season will be included in OHF AGM Risk Management Report.

15.8.2 All future budgets will be based on a zero balance.

15.9 Risk Management Fund – OHF Allotment

15.9.1 The allotment from Risk Management to the General Fund for Risk Management activities will be made in 12 equal monthly installments.

16. COACH MENTORSHIP FUND

16.1 Each year the OHF Development Council will determine those projects and programs that the OHF will conduct within the upcoming season. As per the requirements of OHF Council/Committees, Development Council will be responsible for preparing a suggested budget for the allocation of monies, for OHF use, from the Coach Mentorship Fund.

16.2 Amount of funds to be distributed from the Coach Mentorship Fund to the Members will be based upon Members' percentage of registration within the OHF. Fund distribution to individual Members will be provided based upon receipt of written submissions detailing the intended use of the funds. To be eligible for funding, the Member must also provide a written report that outlines their activities for the previous season. Deadline for submission of these reports to the OHF is February 28. Funds will be distributed annually but no earlier than the date of receipt of Hockey Canada Coach Mentorship funds.

16.3 Access to Funds

16.3.1 The OHF Coach Mentorship Fund will be accessible by Members after December 1. The amount of funds to be distributed from the Coach Mentorship Fund to the Members will be based upon Member's percentage of registration within the OHF. Funding up to the allowable access amount is available after December 1 based on the Member completing the required Request Form, meets the outlined criteria for access and submits the applicable documentation (i.e. receipts, invoices, etc.). Request for funds above the allowable amount must be presented to the OHF Office for approval. Remaining funds not accessed by a Member by May 1 will be held separately for future use by that Member only. An OHF

Member shall have access to those funds held for its account at any point during the current year but is only entitled to access the current year's contributions to the OHF Coach Mentorship Fund after December 1. New such revenues when invested will have the accrued interest earned from the investment returned to the fund. The accrued interest will be credited to Member accounts based upon ending balances in Member accounts.

17. CHAMPIONSHIPS

- 17.1 Unless decided otherwise by the OHF Board of Directors, the OHF will provide a grant of **\$4000.00** to each of the OHF Minor Hockey Championship Hosts in which payments would be made 60% in advance with the subsequent 40% forthcoming to that centre on completion of submitting a report as per OHF Championship Committee requirements.
- 17.2 The OHF will provide a grant of **\$5000.00** to each Host of a Regional Championship located in the OHF. Payments would be made 60% in advance with the subsequent 40% forthcoming to that centre on completion of submitting a report as per OHF Championship Committee requirements.
- 17.3 OHF will be responsible to provide necessary banners for OHF Championships.
- 17.4 Qualified teams who fail to attend the banquet and opening ceremonies of respective OHF Championships will be fined \$1,500.00 to be paid by the Member to the Host Committee.
- 17.5 Upon submitting a hosting bid for Regional championship, the prospective hosting group shall undertake, in writing, to obtain a letter of credit or other document acceptable to the OHF that will ensure all financial commitments and liabilities, which are the responsibility of the prospective host group, will be covered if its bid is approved. Where multiple groups are submitting bids, only the sanctioned bid submitted is required to secure the letter of credit or similar instrument or other acceptable document.
- 17.6 Every participating Member in a Regional or OHF Championship is required to have a representative of their Board in attendance for that particular event, failure of which will result in that Member being fined the amount of \$2,500.00 to be payable to the OHF within thirty (30) days.
- 17.7 Funds are provided to the OWHA in support of their Provincial Championships on a proportionate basis. Calculation is as follows:

$$\frac{\text{Total OHF \& Regional Championship Spend}}{(\text{OHF Participants} - \text{OWHA Participants})} * \text{OWHA Participants} = \text{OWHA Provincial Support}$$

Note OWHA Participants = OWHA Participants – HEO Participants – HNO Participants

18. OHF NATIONAL/INTERNATIONAL EVENTS SUPPORT

- 18.1 Monetary Support for National and International Events will be considered by the Board of Directors. Any submission for monetary support must be submitted jointly by the Host Organizing Committee (HOC) and the OHF Staff.
 - 18.1.1 The OHF will provide financial support to the each event ranging between \$10,000 to \$20,000.
 - 18.1.2 Included in any monetary support provided is a \$5,000 grant.
 - 18.1.3 The HOC is required to recognize the OHF in the Arena and at the Banquet (if applicable). As well as placing the OHF logo on the front of the event program in the capacity of event partner.
 - 18.1.4 Any cost of producing banners for recognition will be deducted out of the \$5,000.

18.2 Upon submitting a hosting bid for National and International championship, the prospective hosting group shall undertake, in writing, to obtain a letter of credit or other document acceptable to the OHF that will ensure all financial commitments and liabilities, which are the responsibility of the prospective host group, will be covered if its bid is approved. Where multiple groups are submitting bids, only the sanctioned bid submitted is required to secure the letter of credit or similar instrument or other acceptable document.

19. OHF TOUR & TOURNEY FEES

19.1 OHF Tour Fee Structure – Incoming & Outgoing

TYPE	HC Fee (Reg. D-3)	Actual Payment to HC	Actual Payment to OHF	Actual TOTAL Payment
IIHF Tours				
IIHF TOURS – Exhibition games (Incoming and Outgoing) – Application to HC 60 days prior to event	\$150.00	\$75.00	\$75.00	\$150.00
IIHF TOURS – Exhibition games (Incoming and Outgoing) – Application to HC 30 –59 days prior to the event	\$300.00	\$150.00	\$150.00	\$300.00
IIHF TOURS – Exhibition games (Incoming and Outgoing) – Application to HC 15 – 29 days prior to the event	\$500.00	\$250.00	\$250.00	\$500.00
IIHF TOURS – Exhibition games (Incoming and Outgoing) – Application to HC less than 15 days	Subject to the maximum fee of \$5,000.00 at the discretion of Hockey Canada			
International Tournament				
Sanction Fee (one per tournament) (HC reg. Q18c)	\$100.00	\$50.00	\$50.00	\$100.00
Number of International Teams at Tournaments (USA included)	\$50.00	\$25.00	\$25.00	\$50.00
Number of teams from other HC Members	\$10.00	\$5.00	\$5.00	\$10.00
Inter-Member Tournaments				
Sanctioned Inter-Member Tournaments (HC reg. Q18b)	\$50.00	\$25.00	\$25.00	\$50.00
Number of teams from outside of the OHF	\$10.00	\$5.00	\$5.00	\$10.00

19.2 The OHF will invoice Members at the end of the season for all fees regarding Tours.

20. HOCKEY CANADA PLAYER TRANSFER AND APPEAL FEES

20.1 Inter-member Transfers

20.1.1 Inter-member Transfer fee is \$100 – Member retains \$50

20.1.2 Players that qualify under Hockey Canada Regulation H8(b) shall not have to pay the Inter-member Transfer fee

20.1.3 Players registering on female teams which cannot advance to regional or national championships are not required to pay the Inter-member Transfer fee.

20.1.4 No Inter-member Transfer fee will be charged when a player transfers back to a Hockey Canada Member in which he had been registered for the two consecutive seasons prior to his transferring to another Hockey Canada Member for one full season. This exemption is not applicable to players transferred to USA Hockey and who are seeking transfer back to a Hockey Canada Member.

20.1.5 Inter-member Transfers involving Hockey Eastern Ontario or Hockey Northwestern Ontario will abide by the current Transfer Agreement.

20.2 Incoming USA Hockey Transfers

20.2.1 Incoming USA Transfer fee is \$150 – Member retains \$50

20.2.2 A player that wishes to return to Hockey Canada for consecutive seasons does not need to pay the fee provided that a renewal transfer is filled prior to August 1.

20.3 International Transfers

20.3.1 Total fee for an Incoming Transfer may be a maximum of \$2,400. Please note that in some cases the following components of the costs may not be required.

20.3.2 IIHF Card (generally only for players 18 years of age or over) is \$800

20.3.3 Hockey Canada Application Fee is \$1000 – Member retains \$500

20.3.4 IIHF Fax approval fee (only if transfer approved by fax) is \$100

20.3.5 Former Federation Transfer Fee (some Federations may not charge or charge a reduced rate) is \$500

20.3.6 Hockey Canada fees and Hockey Canada Member fees [K.25 (a) ii] do not apply to girls and/or women playing female hockey

20.4 Hockey Canada Appeals

20.4.1 Hockey Canada Appeal Fee is \$300. This fee does not include the Inter-member Transfer, USA Hockey Transfer or International Transfer fee if a request for either is part of the Appeal.

21. OHF BURSARY FUND

21.1 A Bursary Program has been established by the OHF to provide financial assistance to qualified individuals. Selected recipients will each receive up to \$1,000 from a maximum of \$29,000 available. Candidates must meet the established criteria to be considered. Recipients will be selected by a

designated committee and approved by the OHF Board of Directors. Successful applications shall be announced in September. Payment of the bursary shall be made on November 1st upon receipt of proof of enrollment in post-secondary institution. Payment will be made directly to the recipient.

22. DONATIONS

- 22.1 In circumstances that involve the passing of a previous OHF Board of Director, their spouse, a Member Board of Director, their spouse or Life Member of a Member, a donation of up to \$150 will be made on behalf of the individual by the OHF.

23. OHF BOARD MEETING – SUBSIDIZED REPRESENTATIVES

- 23.1 **The following representatives that participate in OHF Board Meetings will be subsidized for their travel, meal and hotel accommodations:**
- 23.1.1 Chair of the Board.
 - 23.1.2 Directors.
 - 23.1.3 Committee Chairs that aren't Directors and are requested by the Chair of the Board to be in attendance.
 - 23.1.4 Secretary/Treasurer and Executive Director.
 - 23.1.5 OHF Staff (as required).
 - 23.1.6 Other attendees as authorized by the Chair of the Board.

24. OHF HOLIDAY SOCIAL – SUBSIDIZED REPRESENTATIVES

- 24.1 **The following representatives that attend the OHF Holiday Social will be subsidized for their travel, meal and hotel accommodations:**
- 24.1.1 Chair of the Board
 - 24.1.2 Directors
 - 24.1.3 Two (2) representatives per Member
 - 24.1.4 Committee Chairs that aren't Directors and are requested by the Chair of the Board to be in attendance.
 - 24.1.5 Secretary/Treasurer and Executive Director.
 - 24.1.6 All Committee Members **attending scheduled meetings**
 - 24.1.7 Member Executive Directors
 - 24.1.8 OHF Staff
 - 24.1.9 OHF Legal Counsel
 - 24.1.10 OHF Past Presidents
 - 24.1.11 OHF Life Members
- 24.2 **The following representatives that attend the OHF Holiday Social will be covered for any cost relating to the OHF Holiday Social but will not be subsidized for travel, meals and accommodations:**
- 24.2.1 **All Committee Member that do not have scheduled meetings**

24.2.2 Companions of all Holiday Social attendees

25. OHF COMMITTEE MEETINGS – SUBSIDIZED REPRESENTATIVES

- 25.1 **The following representatives that participate in OHF Committee Meeting will be subsidized for their travel, meal and hotel accommodations:**
- 25.2 A maximum number of representatives as set out in the Terms of Reference of each Committee
- 25.2.1 Committee Chair
 - 25.2.2 Chair of the Board or a Director if requested by the Chair of the Board
 - 25.2.3 OHF Staff
 - 25.2.4 Invited Guests

26. OHF ANNUAL GENERAL MEETING OF THE MEMBERS OR AWARDS GALA – SUBSIDIZED REPRESENTATIVES

- 26.1 **The following representatives that participate in OHF Annual General Meeting or Awards Gala will be subsidized for their travel, meal and hotel accommodations:**
- 26.1.1 Two (2) representatives per Member
 - 26.1.2 Committee Chairs as appointed by the Chair of the Board
 - 26.1.3 Guest speakers (as **required**)
 - 26.1.4 Chair of the Board, Directors Secretary/Treasurer and Executive Director
 - 26.1.5 Member Executive Directors
 - 26.1.6 OHF Office Staff (as required)
 - 26.1.7 OHF Referee-in-Chief
 - 26.1.8 OHF Appeals Committee Coordinator
 - 26.1.9 OHF Legal Counsel
 - 26.1.10 OHF Past Presidents
 - 26.1.11 OHF Life Members
 - 26.1.12 OHF Award Recipients
- 26.2 **The following representatives that attend the OHF Annual General Meeting of Members or Awards Gala will be covered for any cost relating to the OHF Annual General Meeting of Members or Awards Gala but will not be subsidized for travel, meals and accommodations:**
- 26.2.1 **All Committee Member that do not have scheduled meetings**
 - 26.2.2 **Additional attendees as determined by a Member**
 - 26.2.3 Companions of all Holiday Social attendees

27. MEMBERS MEETING – SUBSIDIZED REPRESENTATIVES

- 27.1 **The following representatives that participate in OHF Semi-Annual Meeting of Members and OHF Special Members Meeting will be subsidized for their travel, meal and hotel accommodations:**
- 27.1.1 Two (2) representatives per Member.

- 27.1.2 Chair of the Board.
- 27.1.3 Directors.
- 27.1.4 Committee Chairs that aren't Directors and are requested by the Chair of the Board to be in attendance.
- 27.1.5 Secretary/Treasurer and Executive Director.
- 27.1.6 OHF Staff (as required).
- 27.2 Other attendees as authorized by the Chair of the Board.

28. HOCKEY CANADA MEETINGS – SUBSIDIZED REPRESENTATIVES

- 28.1 **Expenses relating to Hockey Canada Meeting participation (travel, meals, hotel accommodation, etc.) will be subsidized for the following representatives:**
 - 28.1.1 Master Course Conductor's Seminar – one (1) delegate from each Member per session
 - 28.1.2 Summer Planning
 - 28.1.2.1 Chair of the Board and OHF Executive Director
 - 28.1.3 Annual General Meeting and Winter Congress
 - 28.1.3.1 Chair of the Board, and Executive Director.
 - 28.1.3.2 Depending on the structure of meeting, attendees requested by Hockey Canada and chosen by the Board of Directors.
 - 28.1.3.3 At the discretion of the Chair of the Board up to four additional Directors/Secretary-Treasurer/Staff/Referee-in-Chief as required.
 - 28.1.4 Spring Congress
 - 28.1.4.1 Chair of the Board, and Executive Director.
 - 28.1.4.2 Depending on the structure of meeting, attendees requested by Hockey Canada and chosen by the Board of Directors.
 - 28.1.5 At the discretion of the Chair of the Board up to four additional Directors/Secretary-Treasurer/Staff/Referee-in-Chief as required.
 - 28.1.6 Provincial, National and International Events – OHF Chair of the Board or Delegate
- 28.2 In addition, the OHF Board of Directors may approve other individuals to attend these meetings for the purpose of Federation business.

29. DIRECTORS – SUBSIDIZED ITEMS

- 29.1 Directors and the Secretary/Treasurer will be reimbursed for applicable expenses related to OHF official business. These items include:
 - 29.1.1 Travel
 - 29.1.2 Airline
 - 29.1.3 Bus
 - 29.1.4 Train

- 29.1.5 Shuttle Service or taxi
- 29.1.6 Drive your own car (as per OHF travel rate to allowable maximum)
- 29.1.7 Toll Fees
- 29.1.8 Parking Fees
- 29.1.9 Rental Cars
- 29.1.10 Hotel accommodations
- 29.2 Other Items:
 - 29.2.1 Hockey Canada AGM - Golf Tournament Registration fees
 - 29.2.2 Hockey Canada AGM - Registration and travel fees for spouses/companions
 - 29.2.3 OHF Holiday Social - expenses for spouses/companions to attend
 - 29.2.4 **Telephone Costs up to \$1000/year**
 - 29.2.5 High speed internet line fees
 - 29.2.6 Computer as provided by the OHF **or Computer Expenses – allowance of up to \$500/year**
 - 29.2.7 Office Supplies for business purposes (as needed)
- 29.3 All expenses must be submitted to the OHF Executive Director on an OHF Expense Report Form or be identified on summary of credit card usage.

30. NON-DIRECTOR COMMITTEE CHAIRS – SUBSIDIZED ITEMS

- 30.1 OHF Non-Director Committee Chairs will be reimbursed for applicable expenses related to OHF official business.
- 30.2 All expenses must be submitted to the OHF Executive Director on an OHF Expense Report Form or be identified on summary of credit card usage.

31. HOTEL RESERVATIONS

- 31.1 All hotel reservations for OHF meetings will be handled through the OHF Office. The OHF Office will distribute a meeting schedule and accommodation request to the appropriate delegates. Delegates must respond with their accommodation needs by the specified RSVP date. If an individual not assigned as a delegate to a meeting requires a room, that individual (or representative) should contact the OHF Office by the specified RSVP date to reserve a room. The OHF Office must be advised a minimum of two (2) business days prior to the check-in date of any changes or cancellations to their reservations. Failure to notify the OHF Office of cancellation will result in the delegate's Member being invoiced for any hotel charges that are incurred as a result.

32. OHF STAFF EXPENSES

- 32.1 OHF Staff will be reimbursed for applicable expenses related to OHF official business.
- 32.2 All expenses must be submitted to the OHF Executive Director, or, in the case of the Executive Director, to the OHF Secretary/Treasurer. Expenses are to be submitted on an OHF Expense Report Form or be identified on summary of credit card usage.

33. PER DIEM/TRAVEL ALLOWANCE RATES

33.1 Meals: **\$75**/day as follows:

33.1.1 Breakfast - **\$20**

33.1.2 Lunch - \$25

33.1.3 Dinner - \$30

33.2 Mileage rate is variable and will fluctuate as per mileage formulas outlined in Appendix A (attached). Mileage rate for travel from your home centre to meeting location(s) and return. Mileage rate not to exceed cost of airfare and related costs e.g. taxi to airport, etc.

33.3 Authorized travel shall be considered those events directly related to the official business of Hockey Canada and the OHF. These events include but are not limited to: OHF Board, Council and Committee meetings, OHF Member meetings, OHF Staff meetings, Hockey Canada Fall Planning, Fall Council, Semi-Annual and Annual General meetings.

34. OHF CLOTHING AND MERCHANDISE

34.1 The Federation may from time to time provide clothing or merchandise to volunteers and staff.

35. APPENDIX A: MILEAGE FORMULAS

35.1 Fixed Mileage Rate (FMR)

35.1.1 FMR calculated in cents divide by 100 for dollars

35.1.2 To be reviewed every two years (on even years e.g. 2010, 2012, etc.)

x = average cost of a \$40,000 car per year
 x = depreciation (based on 25000 km/year) + insurance (provincial average) +
 licence and registration + finance expense
 x = 5500 + 1800 + 120 + 1450
 x = 8870
 y = average kilometres per year
 y = 25000 km
 z = average kilometres per year for hockey
 z = 15000 km

$$\text{FMR} = \frac{(x)(z/y)(100)}{y} \quad \text{FMR} = \frac{(8870)(15000/25000)(100)}{25000} \quad \text{FMR} = 21.28$$

35.2 Variable Mileage Rate (VMR)

35.2.1 VMR calculated in cents divide by 100 to

a = price of gas per litre based on quarterly readings at:
 Shell Station
 209 Pinebush Road
 Cambridge, ON
 N1R 7H8
 Reading Dates are the 1st day of:
 February
 May
 August
 November
 b = average litres per tank
 b = 60 litres
 c = average kilometres per 60 litre tank
 c = based on Buick Lucerne attachment
 c = 480
 d = maintenance
 d = tires (every 60000 km) + regular maintenance and repairs
 d = $800/60000 + (25000 \cdot 2.90)/15000$
 d = 1.3 + 4.8
 d = 6.1

$$\text{VMR} = [(a - b)/c(100)] + d \quad \text{VMR} = [(1.20 - 60)/480(100)] + 6.1 \quad \text{VMR} = 21.1$$

$$\text{OHFMR} = \text{FMR} + \text{VMR} \quad \text{OHFMR} = 21.28 + 21.1 \quad \text{OHFMR} = 42.38$$