



HOCKEY NL

FINANCIAL POLICY

Rev. No.	Date	Description	Approved by:
1.0	November 2020	Original revision	Executive Committee



Policy Title	Financial Policy
Policy Group	Hockey NL
Policy Number	HOCKEYNL - 2
Accountable Division	Finance
Policy Owner	Vice President
1. Policy Statement	<p>Hockey NL financial policy is to establish guidelines for control of the administration of expenditures for HockeyNL in accordance with Hockey NL goals and objectives. It is to ensure that all financial matters of Hockey NL are addressed with care, integrity, and in the best interest of the organization. All employees, Board of Directors, Executive Committee and volunteers are expected to comply with highest standards of ethics in all their financial dealings on behalf of Hockey NL.</p> <p>This policy provides an accountability framework and guidelines for sound financial decision making and to ensure that Hockey NL accounts for and presents their basic financial statements according to Generally Accepted Accounting Standards (GAAP).</p>
2. Purpose	<p>The purpose of the financial policy is to clarify the roles, authority, and responsibilities for essential financial management activities and decisions for Hockey NL.</p> <p>Ensure all employees, Board of Directors and Executive Committee and volunteers have a clear and consistent understanding of the financial policy and procedures for Hockey NL and act in an ethical manner when dealing with finances of Hockey NL.</p> <p>To balance fiscal responsibility and administrative stewardship with the welfare of employees and volunteers.</p> <p>This policy will:</p> <ul style="list-style-type: none"> • protect the Hockey NL assets. • to ensure that accurate records of the organization's financial activities are kept and made available as required. • to clarify the standards and expectations required of all personnel. • to ensure compliance with applicable laws and reporting requirements.

<p>3. Guiding Principles</p>	<p>This policy is based on the following principles:</p> <ul style="list-style-type: none"> • Hockey NL funds are used prudently and responsibly with a focus on accountability and transparency. • To administer financial control of revenue and expenditure to ensure sufficient cashflow to meet immediate expenditure commitments in accordance with the agreed budget while ensuring Hockey NL observes the objectives and procedures governing the finances of Hockey NL. • Legitimate authorized expenses incurred during the course of Hockey NL business are reimbursed. • To reimburse travelers, for properly authorized travel, reasonable expenses incurred on Hockey NL business in accordance with Travel and Expense Policy. • To ensure the financial statements are prepared in line with the agreed format and accurately represents Hockey NL financial position and comply with regulatory and statutory requirements. • To have an adequate budget setting process in place, in line with the organization's needs and objectives to ensure Hockey NL manages the approved operational budget within prescribed limits, to effectively meet its statutory and legal requirements and to provide accurate, relevant and timely financial reporting. • The procurement of goods and services, processing invoices, and recording the accounts payable is done in an ethical manner and upholds the fundamentals of segregation of duties and utilizes best practices as it relates to conflicts of interest. • Directors, officers and employees of Hockey NL shall not have any personal or business interest that may conflict with their responsibilities to Hockey NL. In the event any matter comes before the board of directors for action concerning which an officer or director or any member of an officer or director's family has a personal or business interest, the officer or director shall fully disclose the same and shall not participate in any consideration of or decision related to the matter. The minutes shall reflect the disclosure and nonparticipation.
<p>4. Definitions and Terms</p>	<p>Fiscal Year: The fiscal year of Hockey NL is June 1 to May 31.</p> <p>Budget Template: The budget shall be in a format substantially consistent with the most recent budget form.</p> <p>Capital: Capital refers to the financial resources that businesses can use to fund their operations like cash, machinery, equipment, and other resources. These are the assets that allow the organization to operate effectively.</p> <p>Conflict of Interest: a conflict between the private interests and the official responsibilities of a person in a position of trust or authority.</p>

5. Scope of Application	<p>This policy applies to:</p> <ul style="list-style-type: none"> • Board of Directors • Executive Committee • Full time employees • Casual employees • Volunteers • Contractors who personal services are being contracted
6. Standards and Requirements	<p>BUDGETS</p> <ol style="list-style-type: none"> 1. Annually prior to March, Hockey NL's Finance Committee will hold a special meeting to review the current year's revenues and expenditures and to prepare a Budget for the following hockey fiscal year. 2. The Hockey NL Board of Directors, Executive Committee and/or anyone submitting a budget to utilize Hockey NL funds are required to prepare draft budgets for funding requirements for the next fiscal year by February 15 of the calendar year and are to be submitted to the Finance Committee for approval. 3. Budgets should be based on what monies are projected to be spent as well as a review of past expenditures to ensure budget is all encompassing. 4. All budgets submitted will be required to be submitted on most current Hockey NL budget template. 5. The Finance Committee will review all budgets submitted, make adjustments if required and develop a draft budget to be submitted to the Board of Directors. 6. The Board of Directors shall have the authority to adjust the Budget should Hockey Canada's fee structure change after the Budget has been approved. 7. For Capital budget expenditures, the Executive Director will present recommendations to the Finance Committee and they will review and make recommendations to the Board of Directors. 8. All those who submitted budgets that are approved are required to manage their expenditures within their approved budgets. 9. All those who submitted budgets will be required to review their actuals against their budgets on a quarterly basis and submit a report on actual versus budget variances. 10. All those requesting funds from Hockey NL must make those requests during the budget process. Any funds being requested that have not been approved through the budget process will require for formal written request to the Finance Committee for approval. No funds are to be committed unless prior approval from the Finance Committee has been obtained. <p>FINANCIAL STATEMENTS</p> <ol style="list-style-type: none"> 1. A financial statement shall be prepared and presented to the Board of Directors by the Finance Committee at each of the Board's quarterly meetings. 2. Hockey NL's Board of Directors shall review the appointment of the following year's Auditor of Hockey NL during the month of March, with their recommendation being presented during the annual general meeting.

	<ol style="list-style-type: none"> 3. The Auditor shall examine the financial procedures of Hockey NL upon appointment 4. The Auditor shall prepare an audited financial statement each May for presentation at Hockey NL's annual financial meeting. <p>FINANCE COMMITTEE MEETINGS</p> <ol style="list-style-type: none"> 1. Hockey NL's Finance Committee shall meet per Hockey NL's calendar of commitments. 2. The Finance Committee meetings shall be by conference call or in-house meeting at the discretion of the Finance Committee Chair and the Executive Director. 3. The Agenda will include: <ul style="list-style-type: none"> • Welcome • Previous Meeting Minutes • Financial Position • Profit and Loss Statement • Cheque log • Accounts Receivable • Budget Review • New Business <p>GOVERNMENT PROFILE SUBMISSION</p> <ol style="list-style-type: none"> 1. PROVINCIAL: Hockey NL's Executive Director shall complete annually the government profile submission. <p>OVERDUE/INTEREST CHARGES</p> <ul style="list-style-type: none"> • Hockey NL shall not reimburse for overdue or interest charges incurred. <p>ETRANSFERS/CHEQUES</p> <ul style="list-style-type: none"> • No outstanding monies owing to Hockey NL shall be paid in cash. • The only forms of payment for outstanding monies to Hockey NL will be by E-transfer to the designated generic email established by Hockey NL, by credit card or by money order. • No personal cheques will be accepted by Hockey NL. <p>BANK ACCOUNT</p> <ul style="list-style-type: none"> • Cash and bank transactions are to be properly authorized, controlled and monitored and are properly classified in the electronic accounting records. • The opening and closing of bank accounts will require approval from the Finance Committee and shall be signed by two (2) authorized Signing Authorities of Hockey NL. • All deposits shall be made within 15 days to ensure monies are available in timely manner to meet commitments.
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- A bank reconciliation shall be completed by the 10th of every month for the previous month in the electronic accounting program.
- All cheques written shall be accompanied with back up information to allow matching of cheques with information provided (i.e. invoice)
- No blank cheques will be given by Hockey NL for payment of any expenses.

PAYROLL

- Employees of Hockey NL will be paid on a weekly basis through direct deposit.
- All appropriate deductions will be required to be managed through the payroll account.
- Time worked shall be reviewed by the Executive Director to ensure payroll is an accurate account of each employee's time worked. The Executive Director payroll shall be reviewed by the Chair of the Finance Committee.
- Overtime shall be approved by the Executive Director and Chair of the Finance Committee.
- A tax form from Revenue Canada shall be signed and kept on file by each employee indicating the tax allocations.
- All payroll remittances shall be completed within the timeframes outlined by Revenue Canada to avoid late charges.
- All T4s for employees and volunteers who Hockey NL in accordance with Revenue Canada are required to report taxable income or benefits are to be completed and issued no later than February 15 to all employees.
- When employees leave Hockey NL an appropriate Record of Employee (ROE) shall be completed and submitted to Employment Insurance within 15 days of termination.
- A record of all payroll files are to be kept as per Revenue Canada guidelines if required during an audit.

ADMINISTRATIVE CHARGE – Program Registration Refunds

- (a) There shall be a \$75.00 refund charge of registration fee to any participant who cancels their attendance more than fifteen (15) days prior to a Hockey NL sanctioned event or has been excused for injury or compassionate reasons.
- (b) There shall be no refund for a registration fee for any cancellation less than fifteen (15) days prior to the Hockey NL sanctioned event, unless injury or compassionate reason.
- (c) Individual cases the Executive Director may approve an additional refund due to extenuating, documented circumstances. All applications for noted refund must be made by way of appeal of above policy.

PURCHASING

1. A written request to purchase goods and/or services on behalf of Hockey NL will be required to be submitted and approved by the Executive Director prior to purchase.
2. The Executive Director will review each request for the purchase of goods and/or services and ensure it is within the approved budget.
3. For purchases of any goods and/or services over \$500, Hockey NL Executive Director shall ensure a minimum of 3 quotes are received.
4. The Executive Director will submit all quotes obtained to the Finance Committee for review and decision to move forward.
5. For the purchase of goods and/or services over \$5,000, a formal tender should be issued to the market with approved evaluation criteria to ensure best value for Hockey NL.
6. For the purchase of goods and/or services over \$5,000, the Finance Committee will make recommendation to Hockey NL Board of Directors for approval.
7. The Executive Director will verify that all goods and/or services have been received prior to payment of invoice from suppliers and valid the invoices match the purchase order number in terms of price, quantity and/or services rendered prior to payment and will prepare all documents for Finance Committee meetings.
8. The payment of all outstanding invoices is approved by the Finance Committee at their respective meetings.
9. All invoices that have been reviewed by the Executive Director will be subject to review by Hockey NL's Finance Committee and paid on approval from the Finance Committee. Invoices which require clarification will be reviewed at the meetings with further information, if required being solicited by the Finance Committee Chair and/or the Executive Director.
10. Invoices issued by Hockey NL must be paid within 30 days of the invoice date. Outstanding invoice payments to Hockey NL shall be subject to late payment charges at 2% per month.
11. The Executive Director will assign the valid accounting code to each purchase and/or invoice to ensure expenditure is recorded correctly in electronic accounting program.
12. All purchases of goods and/or services have to be paid directly by Hockey NL via cheque, on-line banking, e-transfer or by corporate credit card. No purchases of goods and/or services are to be completed on personal credit cards
13. Members of the Board of Directors, Executive Committee and employees who have a conflict of interest directly related to the purchasing of a particular good and/or service, should remove themselves from the process to ensure transparency.

INVENTORY

1. A written request to purchase inventory on behalf of Hockey NL will be required to be submitted and approved by the Executive Director and Chair

of the Finance Committee via the purchasing process and must be purchased from an approved supplier.

2. All inventory shall be catalogued and used for Hockey NL activities only. Once signed out, inventory becomes the responsibility of the signee who shall be responsible for lost or misplaced items.
3. Annually a physical inventory review will take place prior to the end of the fiscal year and a journal entry entered to adjust the inventory account in the electronic accounting system.
4. Only Hockey NL Executive members and employees are permitted to purchase inventory/apparel at cost price.
5. Assets should be depreciated as per Revenue Canada regulations and shown on the balance sheet.
6. Asset replacement will be reviewed by the Executive Director and Finance Committee and requests submitted to Board of Directors for approval. Assets should be replaced based on business need not book value.
7. Assets to be disposed shall be reviewed and approved by the Executive Director and Finance Committee.

REIMBURSEMENTS

1. Hockey NL shall not provide any reimbursement of membership or insurance fees to active members, associations, teams or leagues who pay membership fees and subsequently cease operation. Active being described as playing a league game.
2. Hockey NL shall consider reimbursement of membership and insurance fees should a player member participate in pre-season tryouts and participate in a pre-season exhibition game. Such reimbursement shall be solely dependent upon no injuries or Hockey Canada insurance claims being forthcoming from such pre-season tryouts and exhibition games.
3. Hockey NL will provide reimbursement of paid, but unused, insurance premiums for player and bench allocations provided Hockey Canada insurance premiums are invoiced on an "individual" rather than a "per team" basis.
4. Hockey NL shall withhold \$100 for reimbursement fees to cover administration services provided.
5. Hockey NL shall reimburse only those overpayments which exceed \$10.

SIGNING AUTHORITY

1. Hockey NL's Financial Policy dictates that there be four (4) persons with cheque signing authority and two (2) persons must sign each cheque as follows:
 - Hockey NL President
 - Executive Director
 - Chair of the Finance Committee
 - Appointed Finance Committee member (or someone independent of the Board and Executive Committee that is bonded and has a financial background to ensure things are ethical)

2. The Executive Director or the Chair of the Finance Committee must sign ALL cheques.
3. No person is able to sign any cheque being paid directly to them.
4. The Chair of the Finance Committee must sign all cheques in excess of \$1,500 except for monthly recurring expenses (ie. Rent, Receiver General), cheques directly payable to the Chair of the Finance Committee and cheques issued to transfer monies between the operating and investment accounts.
5. No person shall commit the Branch to agreements, licenses, contracts, leases or other legally enforceable obligations unless authorized to do so by the Executive Committee. Where the authority is not delegated, it will be an obligation of the person that entered into that agreement, license, contract, lease or other legally enforceable obligation and not an obligation of Hockey NL.
6. Where the authority is not delegated and orders are placed in the name of Hockey NL without an authorized purchase order or signature from two (2) Branch signing authorities it will be an obligation of the person placing the order and not an obligation of the Branch.

TRAVEL AND EXPENSES (EXPENSE CLAIMS)

1. All travel must be authorized by the President, Finance Committee Chair, Executive Director or their designate prior to the event.
2. Change to pre-authorized travel arrangements may occur due to revised work schedules or itinerary adjustments.
3. Where such changes impact pre-authorization, the Executive Director must be informed immediately for authorization who will seek approval from the Chair of the Finance Committee. The traveler is responsible for complying with the travel policy. Disregard for Branch policy or submitting fraudulent expense reports can result in disciplinary action up to and including termination.
4. It is the prerogative of Hockey NL to determine all aspects of travel undertaken and to select the mode, class of transportation and the accommodation to be used, subject to the provisions of this policy. If any changes are made by the individual traveler after travel is authorized and additional expenses are incurred, the individual will be required to account for the changes and may be held responsible for any extra costs.
5. Expenses will be reimbursed as outlined in the Hockey NL Travel and Expense Policy. A brief report on the trip is to accompany the expense account submitted.
6. Member Expense Payment for Scheduled Meetings – all members are required to submit Hockey NL Expense claim form for scheduled meetings to ensure payment.
7. Expense claim procedures for individual travel, refer to Hockey NL Travel and Expense Policy.
8. Hockey NL's Finance Committee, Executive Director have full responsibility and authority to question any item on any expense claim form submitted. Expense claim forms not properly completed will be returned to the sender.

9. Hockey NL's Executive Director will issue payment of submitted expense claims for all approved meetings within 30 days of the completion of the meeting.

INCIDENTAL EXPENSES

- Staff members may claim incidental expenses when traveling outside the Branch area while on Hockey NL business.
- Hockey NL Board Members may claim incidental expenses when traveling while on Hockey NL business.

COURIER/PHOTOCOPYING

1. Provincial Deliveries: Hockey NL Executive Director will ensure that the courier system used does not exceed the average cost of shipping goods and/or materials via such a system. Clinic materials will be sent prepaid via ground courier to the respective Host Organizer and the Clinic Host shall be invoiced for all shipment charges. Special requests shall be sent collect via ground courier. Hockey NL employees will not accept collect shipping charges unless the shipment had been previously approved.
2. Out-of-Province Deliveries: A recognized courier system shall be used.
3. The Hockey NL office keeps all members regularly informed with pertinent Bulletins and it should not be necessary to duplicate these mailings. Other information items are available via the internet and electronic copies should be utilized when required. Every effort will be made to have information available electronically to reduce paper usage, mailing and cost while attempting to be environmentally responsible.

TELECOMMUNICATIONS

Hockey NL will pay an allowance to Executive Members for such services as follows:

- \$150.00 per month for the Female Chair, Senior Chair, Junior Chair and Past President.
- \$180 per month for the Vice President, Hockey Development Chair, Referee in Chief and Minor Chair.
- \$375 per month for the President, except as otherwise approved by the Executive Committee.

Payments will be made in advance quarterly.

FEES/FINES/HONORARIA

1. Please refer to Appendix A for a list of all fees including insurance fees and honoraria that have been approved by the Board of Directors for the upcoming hockey season.
2. After due communication with all Hockey NL Councils and Committees, criteria for increasing membership and other related fees are to be issued by HNL's Finance Committee and submitted to Hockey NL's Executive Committee for approval or rejection.
3. Insurance Rates shall be as set by Hockey Canada.
4. Members of the Executive Committee of Hockey NL shall be paid an annual honoraria. See Appendix A for list of Executive Committee and amounts.
5. Annual honoraria will be paid in quarterly installments at the end of each quarter.
6. Honoraria shall be reviewed annually prior to April 30 by the Finance Committee
7. Revenue collected by way of a fine imposed by Hockey NL is to be allocated in the following manner:
 - The funds shall be deposited in the Branch's general account
 - Any costs that may have resulted from the action that initiated the fine shall be paid out to the appropriate association/team (i.e. late withdrawal from Championships could result in the payment of ice costs incurred by the host association due to cancelled games)
 - The balance remaining from the fine shall be allocated to the Sundry Income Account.
 - On May 31 of each year, if the Branch is operating a net profit in the year the fine is imposed the remaining balance that was allocated to Sundry will be move to the Fine Account.
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NEW INITIATIVES

- All new initiatives must have written criteria and budgets approved by Hockey NL's Executive Committee. Supervision of revenues, expenditures and accountability will become the responsibility of the Executive Director and Chair of the Finance Committee.

TROPHIES AND AWARDS/TROPHY RETURNS

- Trophies and awards shall be purchased based on the need and cost outlined in the annual budget process at the most economical price available and as per the purchasing guidelines of this policy. Where appropriate, re-purposing of trophies not already being used shall be undertaken.
- A team which chooses to retain the trophy after presentation must post a bond or certified cheque for the amount of \$1,000 per trophy payable to Hockey NL.

- A team which chooses to retain the trophy immediately becomes responsible for ensuring that the trophy is properly maintained while in their possession and security of same guaranteed. Loss or damage while in possession of the trophy will result in necessary replacement or repair costs being deducted from the \$1,000 team deposit.
- A team retaining the trophy must ensure that the trophy is properly packaged and returned to the branch office on or before June 15 of the same year in which the championship was held. Upon receipt of the trophy and inspection of same, if in proper condition, the \$1,000 deposit will be returned immediately to the team concerned.
- If the trophy is not received by the Branch office by June 30, any necessary expenses incurred, as a result of action required to retrieve same will be deducted from the appropriate team's deposit payment.
- A team not wishing to retain the trophy must return the trophy to the Branch Representative immediately following presentation at the Championship game. Failure to do so will result in disciplinary action deemed necessary by the representative in attendance.
- The Host Branch Representative in attendance will be responsible for informing all participating teams of this trophy policy prior to the commencement of the championship.

BENEFITS AND ALLOWANCES

- All benefits or allowances, such as automobile gifts or awards, insurances, loans, meals, etc. paid or given an employee or volunteer of Hockey NL, shall be reported in accordance with Canada Revenue Agency rules and regulations.
- Where benefits or allowances are obtained while an employee or volunteer are acting on behalf of Hockey NL, those benefits or allowances shall be transferred to Hockey NL.

ANNUAL REGISTRATION: Invoicing and Payments

- All minor associations, female teams, junior teams and senior teams will be initially invoiced based on the number of participants from the previous season.
- This will include team fees, player fees, coach/bench fees, affiliation fee, inter-branch transfer fee, and insurance fees.
- All minor associations, female teams, junior teams, and senior teams will be invoiced according to the following schedule:
 - a) September – Initial Registration Invoice
All associations, clubs and teams will be invoiced on their previous year's membership numbers.
 - b) November 30 – Due date for registration invoice
All associations, clubs and teams must ensure that all monies for all players, coaches, bench personnel and volunteers are registered and insured with Hockey NL and paid or they may lose their

competition privileges, at the discretion of the Hockey NL Executive Director.

c) February 11 – Reconciliation

The Hockey NL office will prepare a reconciliation by association/club or team of membership numbers and membership/insurance monies submitted and invoice or reimburse the associations/club or team for the balance outstanding/due with a deadline to submit payment on March 15.

INVESTMENTS

- Investments at the discretion of the Finance Committee may be made in any of the following investment categories:
 - i. Annuities, deposit administration contracts or other similar investments issued by an issuer authorized to carry on insurance business in Canada.
 - ii. Bonds, debentures, notes or other debt investments excluding mortgage loans and mortgage backed securities of government or corporations.
 - iii. Cash or money-market securities issued or guaranteed by the respected governments.
 - iv. Guaranteed investment contracts or equivalent financial investment of insurance companies, trust companies, banks or other eligible issuers.
 - v. Term deposits or similar investments issued by trust companies, banks, or other deposit-making institutions.
- All investments shall be reviewed annually by the Finance Committee to ensure investment strategy is in line with Hockey NL objectives.
- Any changes to the investment strategy shall be presented to the Finance Committee for review and approval.
- All transfer of funds to investments must be signed by two (2) Branch Signing Authorities.

INSURANCE AND RISK MANAGEMENT

- Hockey NL is to be protected against accidental loss or losses that, in the aggregate during any financial period, would significantly affect members, property, the budget or the ability of Hockey NL to continue to fulfill its responsibility to its members. In no event shall any loss of life or major personal injury to its members or members of the public be acceptable.
- Hockey NL will apply to risks of accidental loss the Risk Management process which includes a systematic and continuous identification of loss exposures, the analysis of these exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with financial resources provided for during any fiscal year.

7. Finance Committee	<p>The mandate, key duties and other pertinent details with respect to the Finance Committee are set out in the Terms of Reference for the Finance Committee. Additional Information with respect to the functions of the Finance Committee as a Standing Committee may be found in the general Terms of Reference for Standing Committees and the Constitution and By Laws of Hockey NL.</p>
8. Responsibilities	<p>Executive Director</p> <ul style="list-style-type: none"> • Prepare and submit capital budget for repairs/maintenance and capital assets to the Finance Committee. • Review purchasing requests submitted and ensure anything over \$500 has a minimum of three quotes. • Forward all quotes for purchases to the Finance Committee to review. • Review all invoices to ensure they match the purchase order and code to correct account in electronic accounting system. • Approve all business cellphone requests. • Attend quarterly finance committee meetings. • Complete annually the government profile submission. • Review payroll prior to disbursements to ensure accurate against time worked. • Approve overtime if required. • Review and approve refund requests. • Review and approve asset replacements and disposals. • Will be a signing authority for Hockey NL. • Will sign all cheques (excluding any directly payable to Executive Director) and ensure appropriate accompanies each cheque issued. • Approve all travel requests and any exceptions to travel booked. • Review and approve all courier expenditures. • Ensure payment of expenses in timely manner. • Provide any exceptions to travel policy and expenses to Finance Committee for review prior to payment. • Ensure timely payments of fees and registration owing to Hockey NL and approve any exceptions. <p>Chair of the Finance Committee</p> <ul style="list-style-type: none"> • Attend quarterly finance committee meetings. • Approve overtime if required. • Approve asset disposals. • Will sign all cheques (excluding any directly payable to the Chair). • Approve all travel requests and any exceptions to travel booked. <p>Finance Committee</p> <ul style="list-style-type: none"> • Review and provide recommendations on adjustments to members of Board of Directors, Executive Committee and/or any person submitting a budget for Hockey NL funds. • Review and approve all written funding requests that are outside of the approved budget.

	<ul style="list-style-type: none"> • Provide formal recommendations to the Board of Directors on purchasing decisions. • Approve all invoices submitted for payment. • Approve requests for replacement of lost, damaged or stolen cellphones. • Attend quarterly finance committee meetings. • Review and recommend asset replacements. <p>Board of Directors</p> <ul style="list-style-type: none"> • Review and approve operating budget for each fiscal year. • Approve any expenditures outlined in this policy that requires Board approval. • Review quarterly financial statements and ensure in line with Hockey NL objectives.
9. Supporting Documentation	

APPENDIX A – FEES

Membership Fees	
Minor Hockey Associations/Leagues	\$50
Junior Teams/Leagues	\$50
Senior Teams/Leagues	\$50
Membership Fee for those NOT attending the AGM	\$100

Registration Fees	
Minor Hockey Player	\$81
Minor Hockey Coach / Bench Staff	\$61
School Hockey Player (not registered in minor hockey)	\$81
School Hockey Coach / Bench Staff (not registered in minor hockey)	\$61
Junior Hockey Player Full Cage	\$95
Junior Hockey Coach / Bench Staff	\$80
Senior Hockey Player	\$111
Senior Hockey Coach / Bench Staff	\$80

Team / League Fees	
School Hockey Team	\$200
Junior Team	\$200
Senior A Team	\$200
Senior B Team	\$200

Tournament Fees	
Tournament Sanction Fee (per tournament)	\$50
Provincial Tournament Fee (per team)	\$750

Clinic Fees	
Coach 1 In Class	\$70
Coach 2 In Class	\$65
Development 1 In Class	\$105
Goaltending 1	\$44
HU Safety On Line Course	\$31
HU Coach ½ On Line Course	\$34
HU Checking On Line Course	\$17
HU Officiating On Line Course	\$22
Officiating All Levels In Class	\$30

Referee Registration Fees (Officials)	
Level 1	\$105
Level 2	\$105
Level 3	\$130
Level HP Branch	\$140
Level HP HC	\$140
New Officials	\$85

Maximum Allowable Game Fees for Provincial Championships	Referee	Linesman
Senior	\$120 \$60 Standby	\$70
Junior	\$85	\$55
High School	\$70	\$40
U18 AAA Major	\$80	\$50
U18 AA	\$70	\$45
U18	\$65	\$40
U15 AAA	\$65	\$40
U15	\$60	\$35
U13 AAA	\$60	\$35
U13	\$50	\$30
U11	\$35	\$25
Female		
Junior	\$55	\$35
U18 AAA	\$65	\$40
U18	\$60	\$40
U15 AAA	\$55	\$35
U15	\$50	\$30
U13 AAA	\$50	\$30
U13	\$40	\$25
U11	\$35	\$25

Administration Fees	
Inter-Branch Transfers (Canada)	\$100
Inter-Branch Transfers (IIHF)	See Hockey Canada Constitution

Course Conductor Maximum Honoraria	
Coach 1	\$175
Coach 2	\$175
Development 1: Part 1 MED Training	\$125
Development 1: Part 2 Online Facilitation	\$150
Development 1: Part 3 In Person Facilitation & Field Evaluation	\$300
Goaltending 1	\$175
Officials (1/2 day clinic)	\$100
Officials (full day clinic)	\$150
These honorariums do not include per diems and kilometric allowance	

Protest Fees	
Provincial Minor Tournaments	\$50
Provincial Junior Competition	\$100
Provincial Senior Competition	\$100

Appeal Fees	
Minor, Female, Junior, Senior	\$200