

REQUEST FOR OMGHA BOARD ACTION

Meeting Date: June 14, 2010

Business Items: New Business

Agenda Item: Motion to Adopt Amendments to OMGHA Operations Handbook

Motion Request:

Chuck Sawicky moves to approve proposed amendments to the following sections of the OMGHA Operations Handbook and to incorporate the amendments therein:

Guidelines for Participation – Coaches, Paragraph 23 – Compensation

General Policy # 4 - Payment Policy

General Policy #8 – Registration Refund Policy

General Policy #9 - Volunteering

Description/Background: Upon review of the OMGHA Operations Handbook, certain amendments are necessary to alleviate regular changes to the handbook as budgets change from year to year. We are recommending amendments to the handbook to reflect changes in financial process or to take out references to specific numbers that change each year. The specific numbers are approved as a part of the annual budget process and are reflected in different parts of the website which will be referenced in the handbook. The current language and proposed amended language are below and are incorporated into this Motion:

23. **Compensation**
 - a) **Compensation for the non-parent head coach for the following levels:**
 - i. **Bantam/U15; \$5,000**
 - ii. **Peewees/U12; \$3,000**
 - iii. **Squirts/U10; \$1,500**
 - iv. **Jr. Gold A/U19A; \$2,000**
 - v. **Jr. Gold B/U16/U19B; \$1,000**
 - b) **Additionally, expense reimbursement for out of town hotel (defined as non-metro city) and a per diem daily expense for food and incidentals.**
 - c) **Non-parent assistant coaches are eligible for expense reimbursement for out of town hotel (defined as non-metro city) and a per diem daily expense for food and incidentals.**
 - d) **Each year the treasurer will determine the per diem rate and publish to team managers prior to the**

start of the season.

CHANGE TO →

23. COMPENSATION

Each year, the executive committee approves coaching compensation as part of the annual budget process.

While subject to change each year, coaches can potentially be compensated for:

- 1) Serving as a Non-Parent Head Coach or Non-Parent Assistant Coach
- 2) *Non-Parent Coaches Only* - Travel expenses for out of town tournaments (hotel and mileage)
- 3) *Non-Parent Coaches Only* - Daily expenses, food and incidentals for out of town tournaments
- 4) Coaching certification costs
- 5) Coaching apparel

Please refer to *OMGHA Financial Guidelines and Policies – Coaching Pay & Reimbursements* for current approved coaching compensation which is located at: <https://www.omgha.com/page/show/11654-omgha-coach-information>

4. PAYMENT POLICY

MONTHLY PAYMENTS

The subsidy amount, which is the additional amount of money above registration needed to play traveling hockey, will be set by the Treasurer with input from the Traveling Committees. Teams are allowed to increase the amount above the Treasurer level as deemed necessary by the Head Coach and Team Manager. The increase for each level should not exceed 30% of the OMGHA base expenses without approval by the team (parents/guardians) and respective Level Director(s). If the amount of additional money is greater, then approval by the team (parents/guardians) must be by vote, and agreed upon by super majority (76%). The vote will be administered by the Level Director(s), where all parties are represented, and votes are kept anonymous. Examples of team expenses where additional money would be needed include, but not limited to, the following: Referee cost for scrimmages, extra ice time at other rinks, team parties, meals at tournaments, EMT's, gate fees, team bus.

SQUIRTS, PEEWEES, BANTAMS & GIRLS

This amount will be divided into four (4) monthly payments. These payments may or may not be equal amounts. Each monthly subsidy is due to your team manager on the seventh of every month from November through February. Team managers will turn in their team's money to the Treasurer by the fifteenth (15th) of the month. Any player that is delinquent at this point in time will not be allowed to participate in any further team activities until past due amounts are paid.

JUNIOR GOLD

This amount will be divided into three (3) monthly payments. These payments may or may not be equal amounts. Upon registration three (3) checks are to be written, one (1) for registration that will be cashed immediately and two (2) to be postdated: December 1 and February 1. Each monthly subsidy is due to your team manager on the first of every month from December through February. Team managers will turn in their team's money to the Treasurer by the seventh (7th) of the month. Any player that is delinquent at this point in time will not be allowed to participate in any further team activities until they pay.

REGION AND STATE TOURNAMENT TEAMS

For OMGHA Traveling teams that qualify for the Region Tournaments and/or the State Tournament for their level, OMGHA will provide and fund ice time between the District Tournament and Region Tournament for Region Tournament bound teams, and practice time between the Region Tournament and State Tournament for OMGHA teams that qualify for their State Tournament. OMGHA will also pay the Region and State Tournament entrance fees for each team that qualifies for those tournaments.

In addition, OMGHA approves of the team purchasing a State Tournament jersey to use and keep for the State Tournament, if the team qualifies for State. The purchase must follow the team budget guidelines in the handbook under the MONTHLY PAYMENTS section. The Level Director will hold a confidential vote where $\frac{3}{4}$ of the team must support the purchase. The State Tournament jersey can be designed by the team, but must have the OMGHA logo on it and contain only the OMGHA colors.

YEAR END PAYMENTS/REFUNDS

After the season is completed the team's actual amount spent will be compared to the budgeted expenses. The excess or deficit will be spread amongst the number of players.

INJURY

If a child is injured during the course of the hockey season and will **NOT** be returning to the team during the same season, your remaining subsidy payments will be waived. All outstanding payments will be collected. This outstanding amount will include outstanding monthly payments and a prorated amount for the time your child played during the current month. If your child is injured during the course of the hockey season and will be returning to the team during the same season, your subsidy payments must continue to be paid. In addition, you will be responsible for any end of the year payments.

CHANGE TO →

4. PAYMENT POLICY

HOUSE REGISTRATION

During house registration, parents will be required to pay for the full season.

House fees are approved by the board each year as part of the annual budget process and are posted on the OMGHA website – under Registration: <https://www.omgha.com/page/show/13333-registration-info>

TRAVELING REGISTRATION

During traveling registration, parents have the option to pay in full or pay a registration fee, followed by 3 or 4 monthly payments depending on level. Monthly payments will be due on the 1st of each month. If a payment is missed and not paid by the 15th of the month, the player will not be allowed to participate in any further team activities until past due amounts are paid.

Depending on what team a player makes, a “roster fee” may be charged. This fee goes towards additional ice or tournaments that a specific team will get. The roster fee is due date will be specified by the team manager and likely occur at the first team meeting. Failure to pay a roster fee at the due date will result in the player not being allowed to participate in any further team activities until the fee is paid.

Traveling fees are approved by the board each year as part of the annual budget process and are posted on the OMGHA website – under Registration: <https://www.omgha.com/page/show/13333-registration-info>

TEAM FUNDS

A team may collect additional team funds that are generally used for referee cost for scrimmages, extra ice time at other rinks, team parties, meals at tournaments, team apparel, coach/manager gifts or team buses.

If there is a need for additional funds beyond board approved amounts (usually region or state tournament related), then approval by the team (parents/guardians) must be by vote, and agreed upon by super majority (76%). The vote will be administered by the Level Director(s), where all parties are represented, and votes are kept anonymous.

Team fund amounts are approved by the board each year as part of the annual budget process and are posted on the OMGHA website – under Registration: <https://www.omgha.com/page/show/13333-registration-info>

REGION AND STATE TOURNAMENT TEAMS

For OMGHA Traveling teams that qualify for the Region Tournaments and/or the State Tournament for their level, OMGHA will provide and fund ice time between the District Tournament and Region Tournament for Region Tournament bound teams, and practice time between the Region Tournament and State Tournament for OMGHA teams that qualify for their State Tournament.

OMGHA will also pay the Region and State Tournament entrance fees for each team that qualifies for those tournaments.

In addition, OMGHA approves of the team purchasing a State Tournament jersey to use and keep for the State

Tournament, if the team qualifies for State. The purchase must follow the team budget guidelines in the handbook under the TEAM FUNDS section. The Level Director will hold a confidential vote where ¾ of the team must support the purchase. The State Tournament jersey can be designed by the team, but must have the OMGHA logo on it and contain only the OMGHA colors.

INJURY

If a child is injured during the course of the hockey season and will NOT be returning to the team during the same season, your remaining player fees will be waived or a refund issued if paid in full at registration. All outstanding player fees will still be collected. This outstanding amount will include outstanding monthly payments and a prorated amount for the time your child played during the current month. If your player does return after having your payments waived, you will be expected to pay the waived amount back.

If your child is injured during the course of the hockey season and will be returning to the team during the same season, your player fees must continue to be paid.

If your player is injured and believed to be out for the year, contact the Treasurer to start the process.

8. REGISTRATION FEE REFUND POLICY

The following chart identifies the OMGHA Refund Fee Policy. To withdraw and request a refund, send an email to the registrar. Following that, the Assistant Treasurer, using the email date, will calculate a refund based on the chart below. The refund check will be mailed payable to the person and address used for registration. Refunds are processed as time allows during the season start-up process.

OMGHA Registration Fee Refund Policy				
<i>Team Level</i>	<i>Prior to Tryouts</i>	<i>During Tryouts</i>	<i>Once Team Events Begin</i>	<i>After December 1st</i>
Traveling: Bantam U14 Peewee U12 Squirts U10	Less 5% processing fee	No registration refund No candy bar refund No Refund of additional tryout fees	No registration refund No candy bar refund No Refund of additional tryout fees \$500 Penalty Less Additional team expenses	No registration refund No candy bar refund No Refund of additional tryout fees \$1000 Penalty Less Additional team expenses
House: Supermite Mite U8	Less 5% processing fee			No Refund
Jr Gold U16 U19		Less \$50 tryout fee Less 5% processing fee	Less \$50 tryout fee Less pro-rated fees Less 5% processing fee	No Refund
Other Items: 3 v 3 Camps Ect...	Less 5% processing fee and pro rated ice fees			

OMGHA personal fundraising vouchers follow the same timeline. The vouchers are refunded as reinstated vouchers.

In the rare event a team is not formed, a full refund will be provided.

OMGHA does not refund the USA Hockey and Minnesota Hockey registration fees.

CHANGE TO→

8. PLAYER FEE REFUND POLICY

To withdraw and request a refund, send an email to the Registrar. Following that, the Treasurer, using the email date, will calculate a refund based on the chart provided in the OMGHA Financial Guidelines & Policies - Refund Policy

which is located at: <https://www.omgha.com/page/show/13333-registration-info>

The refund will be issued to the credit/debit card or bank account used for registration. Refunds are processed as time allows during the season.

OMGHA personal fundraising vouchers follow the same timeline. The vouchers are refunded as reinstated vouchers. In the rare event a team is not formed, a full refund will be provided.

OMGHA does not refund the USA Hockey and Minnesota Hockey registration fees.

9. VOLUNTEERING

Our Association operates solely on a volunteer basis. In order to provide quality programs and to create a positive, fun and quality environment for our players, we need help from every participating family. As a result, each family in OMGHA is required to work a **MINIMUM OF 14 VOLUNTEER HOURS FOR A ONE PLAYER FAMILY AND 20 HOURS FOR TWO OR MORE PLAYERS** during the current hockey season. Families with more than two registered players will only be asked to work the volunteer hours with respect to the first two registered players.

Each registrant (family) will be required to:

Provide a personal check made payable to OMGHA in the amount of \$500.00 per player. This check will be held as a deposit and **WILL NOT BE CASHED** unless the family does not satisfy its volunteer requirement (minimum of 14 volunteer hours, maximum of 20 volunteer hours per family) by the end of the season. A second check made payable to OMGHA in the amount of \$500.00 will be collected for Traveling Teams for jerseys. This check will be held as a deposit and **WILL NOT BE CASHED** unless they fail to return their traveling hockey team jerseys. Upon completion of the volunteer requirement and the return of traveling jerseys at season end, the deposit check will be voided and destroyed by the OMGHA Treasurer or Volunteer Coordinator.

OR

Select the Buy Out Option when registering and make a payment of \$500.00 per player (maximum of \$1000.00 for two or more players per family). This will then fulfill the requirement for the season. Buyout families must still post a \$500/player jersey deposit for each traveling player.

Volunteer opportunities are available in the following areas:

- Concession Stand
- OMGHA Tournaments
- Events/Activities (such as Registration, Tryouts, Mite Night)
- Other Areas - to be determined throughout the season.

Several roles within OMGHA will automatically satisfy the volunteer hour requirement due to the substantial time commitment required of members filling these roles. In addition to these roles receiving automatic completion of their volunteer requirements for the season, the following board positions will receive additional years benefit.

1. Voting Members – For every 1 year served in a voting board member position the board member will receive 1 year of volunteer hours waived (100%) to be used for each subsequent season after their completion of their term.
2. -Officers – All officer board member will receive lifetime exemption for all volunteer hours waived (100%) to be used for any subsequent season after their completion of their term. This benefit will be awarded retro to any officer having completed a minimum of two years of service on the OMGHA -Board of Directors as an officer.

Volunteer hours are provided by OMGHA to each team for distribution in the following manner:

- Head Coach (20 hours) – these hours are non-transferable to another team but may be split between Co-Head or Assistant Coaches.
- Assistant Coaches (14 hours) – these hours are non-transferable to another team and can be distributed in any manner between Assistant Coaches.
- Team Manager (14 - 20 hours) – House Manager = 14 hours, Traveling Manager (Squirt and above) = 20 hours. These hours are non-transferable to another team but may be split between multiple managers.

Any changes to this distribution or policy must be approved by OMGHA's Secretary

Volunteer Hours will be posted in DIBS (On-line Volunteer System). Families will be able to log into the DIBS system using their original login and password used to register their child and "claim" a volunteer position/opportunity. An e-mail reminder will be sent out one day prior to your assignment. DIBS will also track your hours and provide a toolbar tracking percentage complete.

IMPORTANT: A "No-Show" fee of \$50.00 will apply to any volunteer that is scheduled to work and then does not show up. The volunteer scheduled to work must find a team member or other OMGHA member to cover the hours to avoid the penalty fee. The fee is due and payable at the end of the day upon which the "no show" occurs. Players will be removed from the ice and not permitted to participate until the "no show" fee is paid, or special payment arrangements for payment are approved by the OMGHA Treasurer.

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Each registrant (family) will be required to:

Provide a personal check made payable to OMGHA in an amount of at least \$500. This amount is subject to change and will be communicated at the time of registration and will be available on the OMGHA website. This check will be held as a deposit and **WILL NOT BE CASHED** unless the family does not satisfy its volunteer requirement (minimum of 14 volunteer hours, maximum of 20 volunteer hours per family) by the end of the season. A second check made payable to OMGHA in the amount of \$500.00 will be collected for Traveling Teams for jerseys. This check will be held as a deposit and **WILL NOT BE CASHED** unless they fail to return their traveling hockey team jerseys. Upon completion of the volunteer requirement and the return of traveling jerseys at season end, the deposit checks will be voided and destroyed by the OMGHA Treasurer or Volunteer Coordinator.

OR

Select the Buy Out Option when registering and make a payment of at least \$500.00 per player (maximum of \$1000.00 for two or more players per family). This amount is subject to change and will be communicated at the time of registration and will be available on the OMGHA website. This will then fulfill the requirement for the season. Buyout families must still post a player jersey deposit for each traveling player.

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Volunteer hours are provided by OMGHA to Head Coaches, Assistant Coaches and Team Managers as set annually during the budget process. The number of hours distributed to coaches and managers will be communicated at the beginning of the season.

- Head Coach hours are non-transferable to another team but may be split between Co- Head or Assistant Coaches.
- Assistant Coaches hours are non-transferable to another team and can be distributed in any manner between Assistant Coaches.
- Team Manager hours are non-transferable to another team but may be split between multiple managers.

Any changes to this distribution or policy must be approved by OMGHA's Secretary

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IMPORTANT: A "No-Show" fee may apply to any volunteer that is scheduled to work and then does not show up. The amount of the No-Show fee will be set at the beginning of each season and communicated on the OMGHA website. A volunteer scheduled to work must find a team member or other OMGHA member to cover the hours to avoid the penalty fee. Players may be removed from the ice and not permitted to participate until the "no show" fee is paid, or special payment arrangements for payment are approved by the OMGHA Treasurer

