



ZONE FEE POLICY

Next Review Date – November 2010

Zone Fee – 2009: \$9,800.00

Hockey Canada Commitments	- \$7,300.00
Administration Costs	- \$2,500.00

An annual fee will be paid to the branch by each Zone (TSO) to cover the day to day operational costs of the branch office and its commitments to Hockey Canada. The requirements as stipulated by Hockey Canada directives (Table 3) and the actual costs from the prior full slate of travels (Tables 1 & 2) shall be reviewed and assembled in a written report by the Hockey North ED, and submitted to the Hockey North Board on a bi-annual basis for discussion at the regular March meeting in odd years. Zone Fee changes can be substantiated and proposed through a tabled motion at the Annual General Meeting of odd years if required.

SCOPE

The administration costs include but are not limited to conference calls, mail and freight, banking charges, marketing, advertising, meeting facilities, book keeping, travel agent fees, seminar-workshop costs and other incidental costs that arise from time to time.

The Hockey Canada commitments include travel to six regular national and regional meetings throughout the year for the following branch members, Hockey Canada branch officers, council members, executive director, HCOP – as directed by the Branch RIC, cost to be split three ways. Technical director HCSP Representative HC Speak Out Representative.

From time to time the branch board may identify an Observer to attend one of the functions as part of their board succession planning. The branch Technical director shall fill the Hockey Development Council seat for all Hockey Canada meetings requiring the branch Technical directors attendance.

All travel costs shall be covered for travel days, up to one day on either side of the scheduled meetings, hotels, and ground transportation. Meal per diems shall be covered by Hockey Canada as per their travel directive, otherwise the participant is responsible for their own meals. All travel arrangements shall be made either through the Hockey Canada travel manager (Linda Liepert) or by the participant

themselves, as approved by the branch president. Costs to the branch should be minimized.

All travel that can be arranged through our prime sponsor, Canadian North should be booked as far as possible in advance. If Hockey Canada is paying for the travel, reservations should be made and the Reference number forwarded on to Hockey Canada travel manager along with your request for other travel arranged by them.

Table 1.

HOCKEY NORTH ADMINISTRATION	
Annual conference call meetings - 10	\$500.00
Office charges, bank, mail, fax,	\$250.00
Marketing/Advertising	\$2,000.00
Website	\$500.00
Cargo/Shipping	\$1000.00
Annual General Mtg	\$750.00
Total	\$5,000.00

Table 2.

HOCKEY CANADA TRAVEL COSTS	
HC Annual General Meeting, Seven participants	\$3,900.00
HC Summer Board Meeting, two participants	\$1,080.00
HC Fall Council Meeting, Five participants	\$2,700.00
HC Semi Annual, Western Branch Presidents, Two participants	\$720.00
Western Branch Presidents Meeting, Two participants	\$2,720.00
Western Branch Presidents Facilities, (All Five Branch Participants)	\$480.00
HC Officiating Program – Summer Clinics (Note a)	\$3,000.00
Total	\$14,600.00

Table 3.

HOCKEY CANADA MEETING REQUIREMENTS					
Meeting	Days	Attendance	Flight	Hotel	Month
HC	5	P, ED, TD, MC, FC, SC, JC, Ob1, Ob2	HC * 7	Branch	May
Summer Board	3	P, ED	HC * 2	Branch	Sept.
Fall Council	2	TD, MC, FC, SC, JC,	HC*5	branch	Oct.
Semi Annual	2	P, ED,	HC*2	Branch	Nov.
Western Presidents Fall	1	P, ED	HC*2	Branch	Nov.
Western Presidents Winter	2	P, ED	Branch	Branch	Feb.

Note a – Approximate cost of this program is \$4,500.00 for registration and travel. This amount is divided three ways as an annual budget item. Only the two zone portions are reflected in the Table 2 for the purpose of adding this program to the zone fees.