



Olds Minor Hockey Association:
Development Grant Policy and Procedure

Organization: Olds Minor Hockey Association (OMHA)

Policy Name: Development Grant Policy and Procedure

Date of Policy Adoption: October 7, 2025

Date of Policy Amendments: November 12, 2025

Policy Purpose:

The purpose of the Association's Development Grant Policy and Procedure is to establish guidelines for the allocation and use of development grants provided to Olds Minor Hockey teams. Grants are designed to foster team growth while ensuring funds are used appropriately for eligible expenses.

Applicable Hockey Canada Regulation(s): ☐ No ☐ Yes

Applicable Hockey Alberta Regulation(s): ☐ No ☐ Yes

Applicable Olds Minor Hockey Association Bylaw(s): ☐ No ☒ Yes

This policy is authorized under Article 3.7.a (i)(vi) of the Olds Minor Hockey Association Bylaws.

Olds Minor Hockey Association Policy:

Team Eligibility:

- All U7 through U18 teams registered with Olds Minor Hockey Association are eligible to receive development grants.



Olds Minor Hockey Association:
Development Grant Policy and Procedure

Development Grant Details:

Allocation:

- Each Olds Minor Hockey registered team is allotted a up to two hundred dollars (\$200) of development grant(s) per season.
- Teams may make multiple claims for reimbursement within the same season, however, the Board of Directors or designate will not consider requests to reimburse expenditures exceeding a total of two hundred dollars (\$200) per team per season.

Eligible Expenses:

- The development grant may be used for team-specific development activities that benefit the entire team for purposes such as, but not limited to:
 - Group training sessions (e.g. on-ice skills clinics, off-ice conditioning);
 - Team-building workshops or activities;
 - Additional ice time for team practice; and/or
 - Coaching fees for specialized team training.
- The Association's Board of Directors reserves the right to make a final determination on expense eligibility in circumstances it deems necessary.

Ineligible Expenses:

- The following expenses are not eligible for reimbursement:
 - Individual player equipment or personal expenses;
 - Team apparel (e.g. jerseys, socks);
 - Tournament or game expenses (e.g. travel, lodging, or meals); and/or
 - General team supplies (e.g. pucks, water bottles).



Olds Minor Hockey Association: Development Grant Policy and Procedure

Development Grant Restrictions:

- Development grants are non-transferable, and must be claimed and utilized within the hockey season grants are allocated.
- Unclaimed or unused funds do not carry forward to future hockey seasons and will automatically revert to the general Association budget.
- The availability of development grants in any given season is subject to the approval of the development grant program within the Association's annual operating budget.

Expense Reimbursement Process:

- Team Managers are to submit expense reimbursement claims through the designated online form available at www.oldsminorhockey.com, or by completing the "Development Grant Reimbursement Request Form".
- All requests for reimbursement must include proof of payment and a brief description of how the expense supported team development.
- Reimbursements will be processed within thirty (30) days of approved expense claims.
- Olds Minor Hockey reserves the right for the Treasurer to refuse requests for expense reimbursement that do not meet the requirements set out in the "Development Grant Policy and Procedure".
- Requests for reimbursement submitted after April 15 in any given season will no longer be eligible for reimbursement.

Policy Review:

- This policy will be reviewed annually by the Olds Minor Hockey Association Board of Directors.

Policy Oversight:

- The Treasurer is primarily responsible for the implementation of this policy, although there are policy accountabilities for all Association affiliates.



Olds Minor Hockey Association:
Development Grant Policy and Procedure

Operational Appendix:

Development Grant Reimbursement Request Form



Olds Minor Hockey Association:
Development Grant Policy and Procedure

DEVELOPMENT GRANT REIMBURSEMENT REQUEST FORM:

Please complete this form to request reimbursement for eligible team development expenses. The online version of this form on the Association website will automatically be sent to the Treasurer once you click "submit", or a printed version of this form may be emailed to: treasurer@oldsminorhockey.com. Please email all receipts to treasurer@oldsminorhockey.com. Requests for reimbursement submitted after April 15 in any given season will no longer be eligible for reimbursement.

Name of Team Requesting Reimbursement: _____

Name of Team Manager: _____

Please Indicate Which Category of Team Development The Expense Was For:

- ☐ Group Training Sessions
- ☐ Team-Building Workshops or Activities
- ☐ Additional Ice Time for Team Practice
- ☐ Coaching Fees for Specialized Team Training
- ☐ None of the Above

Please provide a brief description of how the expenses incurred were used for team-specific development activities that benefited the entire team:

Have you emailed your receipt(s) to treasurer@oldsminorhockey.com? Yes No

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Reimbursement Meets Policy: Yes No Route to Board for Decision

Reimbursement Amount Given: _____

Date Reimbursement Processed : _____

Refund Issued Via: CHQ or Electronic Transfer Refund Issued by: _____