

Red Deer Pond Hockey

Policies and Procedures Manual				
Document Title	Board Member Responsibilities, Expectations and Reimbursement Policy	Date	June 24, 2026	
Document Type	Policy and Procedures	Revision	0	

1.0 PURPOSE

This policy defines the expectations, duties and eligibility requirements for individuals serving on the Red Deer Pond Hockey (RDPH) Board of Directors and Board Standing Committees (collectively, “Board Members”).

This policy supports effective governance, accountability and responsible administration of Board Member participation, including eligibility for league fee reimbursement.

2.0 COMMENCEMENT DATE

This Policy is effective June 24, 2026, and supersedes all prior Board governance, expectations and Board Member reimbursement policies, whether written or implied.

3.0 APPLICATION OF POLICY

This policy applies to the following RDPH groups:

- Board of Directors and Board Standing Committee Members (“Board Members”)

4.0 RATIONALE

RDPH recognizes that Board Members contribute significant time and effort in support of the organization in a voluntary capacity. Board service is not remunerated.

In recognition of the administrative and volunteer commitment required to support Board operations, RDPH provides a structured league fee reimbursement program for eligible Board Members with registered family participants, subject to the conditions set out in this Policy and the RDPH Bylaws.

This approach supports volunteer engagement while maintaining transparency, consistency, and financial accountability within the organization.

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5.0 PROCEDURE

5.1 Board Responsibilities and Expectations

RDPH Board Members are expected to act in the best interests of RDPH and uphold the highest standards of governance, accountability, and integrity.

In fulfilling their role, Board Members are guided by the following responsibilities and expectations:

- Read, understand, and comply with the RDPH Board Code of Conduct at all times.
- Actively support and advance the mission, vision, and values of RDPH at both the Board and community levels.
- Serve as positive ambassadors for RDPH by promoting the organization and supporting its reputation and presence within the local community.
- Contribute to the development, approval, and oversight of RDPH's strategic direction and priorities.
- Exercise stewardship by helping ensure the organization's compliance with applicable legal, regulatory, and financial requirements.
- Actively and constructively participate in Board discussions, committee work and decision-making processes.
- Maintain the confidentiality of non-public Board information during and following Board service, including but not limited to sensitive member information, legal issues and organizational discussions, materials and decisions prior to official release.
- Act in a professional, respectful, and ethical manner at all times when representing the Board or RDPH.
- Conduct themselves ethically and transparently by promptly disclosing any real, potential or perceived conflicts of interest and refraining from discussion and voting where such conflicts exist.
- Respect the collective authority of the Board through public support of Board decisions once finalized and respecting the confidentiality of Board deliberations, regardless of individual positions expressed during discussion(s).
- Attend a minimum of 60% of all scheduled Board meetings following the Annual General Meeting (AGM) at which they are elected or appointed until the following AGM.

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- Attendance may occur virtually where approved by the Board and where circumstances reasonably prevent in-person attendance.
- Advanced notice should be provided by the Board Member to the President and/or Secretary if unable to attend a regularly scheduled meeting, preferably no less than one (1) day in advance, except where unforeseen or extraordinary circumstances prevent such notice.
- Attend a minimum of two (2) events hosted by or affiliated with RDPH each year, excluding RDPH games or practices, in support of organizational visibility and engagement.

Repeated failure to meet attendance or participation expectations may be reviewed by the Board and addressed in accordance with the bylaws.

5.2 Board Member League Fee Reimbursement

Board Members serve in a voluntary capacity and do not receive remuneration for their duties. Subject to eligibility requirements set out in this Policy and the RDPH Bylaws, Board Members in good standing may be eligible, at the discretion of the Board, to receive reimbursement of up to two (2) league registration fees per completed season for registered family participants.

Board Members are required to register their family participant for each RDPH season and comply with all league registration and payment procedures. Payment of annual registration fees is required to maintain good standing, as defined in the RDPH bylaws.

Eligibility Requirements:

To qualify for reimbursement, Board Members must:

- Serve continuously in their elected or appointed role from the AGM at which they are appointed until the conclusion of the following AGM;
- Maintain “good standing” as defined in the RDPH Bylaws;
- Satisfy attendance and participation requirements outlined in Section 5.1 of this Policy throughout the applicable season; and
- Complete the full season of service without resignation or removal from the Board.

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Reimbursement Process:

- Reimbursement is limited to eligible league registration fees and has no cash value beyond reimbursement of actual costs incurred;
- Reimbursement is not available for partial seasons or seasons not fully completed by the Board Member or the registered family participant;
- Reimbursement is processed at the conclusion of each completed season, subject to verification and approval;
- Reimbursement may not carry forward to subsequent seasons;
- Eligible Board Members must submit a completed Player Fee Reimbursement Form, approved by the President or Vice-President, and submitted to the Treasurer for processing.

The Board retains discretion, through the Treasurer and Board Executive, to interpret eligibility and approve reimbursement in accordance with this Policy and the RDPH Bylaws.

6.0 RESOURCES

6.1 RDPH Bylaws (reference: 4.05 Board Compensation)

6.2 Board Member - Player Fee Reimbursement Form

7.0 REVIEW AND REVISION HISTORY

Revision	Scope of Revision	Approved By	Date
0	Initial Procedure Development	BOD	June 24, 2026