



PATRICIA HARTLEY ADMINISTRATORS AWARD

Application Guidelines and Form – 2019



About the OMHA Patricia Hartley Administrators Award

Given in recognition of exemplary service in the field of sports administration. This award reflects the achievements of a local executive board member or volunteer staff person towards the efficient operations of an association and the betterment of hockey. Recipients of this award will be selected for outstanding leadership within their own association, commitment to their organization and overall involvement in minor hockey.

Eligibility

- Must be nominated by a local minor hockey association
- Must be a member in good standing of their local minor hockey association
- Must be a current un-paid volunteer
- Must have been involved in their association for a minimum of seven (7) years
- Must have held a volunteer administrative position of importance for a minimum of five (5) years
- Must have held one of these positions during the current season

How to Apply

1. Candidates must complete the attached application form and submit it to the OMHA by 5:00 pm on February 15th, 2019. Each application will be reviewed for a period of four to six weeks. Upon receiving the application, the OMHA will contact the applicant by mail with an acknowledgement letter. Each applicant will be contacted by the OMHA no later than seven weeks after the application is submitted. The successful applicant will be asked to attend the Ontario Minor Hockey Association Annual General Meeting for a presentation.
 2. Provide a minimum 250 word narrative illustrating why the nominee is deserving of this award.
 3. Provide details of volunteer contribution to the local association, minor hockey, community at large and the selection committee will evaluate term of service.
 4. Must be nominated by three (3) supporters, one of whom must be a current Member Association Executive.
- Only one nomination per centre.
 - Incomplete applications will not be accepted.

Please send complete applications to the following address:

E-mail: mitchell.machtinger@omha.net

or mail to:

**Ontario Minor Hockey Association
Attn: OMHA Patricia Hartley Administrators Award
25 Brodie Drive, Unit 3
Richmond Hill, ON L4B 3K7**

Privacy Statement: The OMHA is committed to comply with the *Personal Information Protection and Electronic Documents Act* (PIPEDA). In this regard, the OMHA will protect the privacy and security of all personal information disclosed to or collected or used by the OMHF for the purposes of running its "OMHA Patricia Hartley Administrators Award" The OMHA follows the ten (10) Canadian Standards Association principles identified in the federal PIPEDA.

OMHA PATRICIA HARTLEY ADMINISTRATORS AWARD NOMINATION FORM

NOMINEE PERSONAL INFORMATION

Name: _____
Address: _____
City: _____ Postal Code: _____
Phone (H): _____ Cell: _____
E-mail: _____

HOCKEY INVOLVEMENT

Current Organization: _____
Involved as: Secretary Years _____ Scheduler Years _____
(check all that apply) Executive Years _____ Other (specify) Years _____

HOCKEY ORGANIZATION SUPPORT

Nominated by three (3) supporters, one of whom must be a current Member Association Executive.

Name: _____
Position: _____
Phone (H): _____ Cell: _____
E-mail: _____

Name: _____
Position: _____
Phone (H): _____ Cell: _____
E-mail: _____

Name: _____
Position: _____
Phone (H): _____ Cell: _____
E-mail: _____

APPLICATION CHECKLIST

- One page letter outlining request
- Description of volunteer activity
- Three supporting signatures
- Other supporting documents included

I hereby submit this nomination for the Patricia Hartley Administrators' Award and declare that all information submitted is complete and true in every aspect and that I have answered all questions applicable to me on this form.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____