



Huron-Bruce Minor Hockey Association

Gate & Admission Policy

2018 - 2019



Written: December 11 2018

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Each team is responsible for collecting Gate Admission for each of their home games throughout the season.

This HBMHA revenue is used to pay for weekly ice rentals, equipment, OMHA fees and insurance. It is an essential part of our Not For Profit Organization - collecting gate fees helps to keep registration costs low.

The Team Manager is responsible for creating a season schedule and assigning the Gate Keeper position to parents for each home game. **The Gate Keeper must be 18 years of age or older.** Youth volunteers **MUST** be chaperoned by an adult at all times and the adult volunteer is responsible for completing the Admission Float Sheet.

Each shift will begin at least 60 minutes prior to the puck drop.

The shift will end 30 minutes before end of game or when the next team's Gate Keeper arrives.

It should be a smooth transition from one team's Gate Keeper to the next. Please communicate with one another to fill out your **Admission Float Sheets**.

COLLECTION OF ADMISSION:

If you are the first game of the day, ask the Arena Staff to retrieve the cash box and signage when you arrive. Please set up the table near the main arena entrance. If you are unsure about where the admission table should be, please ask the Arena Operators for clarification. Consistency is important! The Admission Prices sign should be affixed to the front of the table.

Once set up, count the float and record the number of bills, coins and rolled coins on the Admission Float Sheet under STARTING FLOAT.

If you are taking over the gate, please communicate with the previous' teams Gate Keeper to determine the 'Starting Float'. They will have already counted it and removed their profit - please have them sign off YOUR Admission Float Sheet before leaving the table.

Admission Prices are as follows:

Single Admission

Adults	\$5
Students	\$3
Pre-School	FREE
Tyke Games	\$3

Season Passes

Single	\$80
Double (2 single passes)	\$120
Family	\$150

Please fill out the required fields in the **Admission Float Sheet**. It is very important that this sheet be filled out completely for tracking and auditing purposes. Each Gate Keeper will complete their own Admission Float Sheet and submit it with their game revenue at the end of shift.

Season Pass Sales

If a patron would like to purchase a season pass, please record the required information on the Season Pass spreadsheet (included in the Gate Keeper's folder). Once payment is received, please sign your name on the season pass, on the 'Authorization' line. Please fill out all of the Season Pass sales information on the **Admission Float Sheet** at the end of your shift.

Cheques can be made payable to Huron-Bruce Minor Hockey.

Referee Payment

The referees are paid out of the cash box after each game. The amount paid to referees is recorded on the Admission Float Sheet and the Refs are required to sign it when paid. Please refer to the Referee Payment sheet (included in the Gate Keeper's folder) for more information on mileage fees. Referees only receive mileage once per evening, so please communicate with the other volunteers. The First Game of the day will pay mileage!

End of Shift

When your shift is over, please fill out your *End of Shift Count* on the **Admission Float Sheet**. If you are handing the table off to the next Gate Keeper, please remove the profits and place in the envelope with your completed **Admission Float Sheet**. This envelope can be placed in the drop box, located in the Arena Operators office.

Before leaving the table, please enter the Starting Float Information on the Next Team's **Admission Float Sheet**. Only the TOTAL FLOAT amount is required (no need to fill out the number of bills and coin). Please enter your name under *Volunteer Information* and sign off.

If your team is the final game of the evening, please complete your *End of Shift Count* on the **Admission Float Sheet**. Remove the profits and place in the envelope with your completed **Admission Float Sheet**. Deposit the sealed envelope in the Drop Box and return the cash box with \$300 float to the Arena Operators.

The sealed envelope should have the home team name and date written on the front.

Please feel free to use the blank space on the back of the Admission Float Sheet to make note of any issues. The more info we have, the better we can serve the organization!

We thank you in advance for your assistance this season 😊

If you have any questions or concerns about the Gate or policy, please contact one of the Executive Members below:

Suzanne Nicholson, Gate Manager & Equipment Manager
Susanne Cutting, Gate Manager & Treasurer

519-525-3372
519-955-4164

Ripley
Lucknow

Huron-Bruce Minor Hockey – Admission Float Sheet

Date: _____ Game Time: _____ Arena: _____

Home Team (Division): _____ VS. _____

STARTING FLOAT			
_____	X	\$0.25	= _____
_____	X	\$1	= _____
_____	X	\$2	= _____
_____	X	\$5	= _____
_____	X	\$10	= _____
_____	X	\$20	= _____
_____	X	\$50	= _____
_____	X	\$100	= _____
TOTAL FLOAT			= _____

Volunteer Information	
Float Counted by: _____	_____
Signature: _____	_____
Confirmed by: _____	_____
Signature: _____	_____
Other Volunteers working:	

Starting float ONLY needs to be counted at the beginning of the evening – If the table is being handed off in preparation for the next game, please fill in the TOTAL FLOAT and indicate who counted it (previous volunteers' name.) They will be filling out their own Admission Float Sheet.

REFEREE PAYMENT:

Referee Name (please Print)	Wage	Travel	=	TOTAL PAID	Ref Signature
Referee Name (please Print)	Wage	Travel	=	TOTAL PAID	Ref Signature
Referee Name (please Print)	Wage	Travel	=	TOTAL PAID	Ref Signature

END OF SHIFT			
_____	X	\$0.25	= _____
_____	X	\$1	= _____
_____	X	\$2	= _____
_____	X	\$5	= _____
_____	X	\$10	= _____
_____	X	\$20	= _____
_____	X	\$50	= _____
_____	X	\$100	= _____
TOTAL AMOUNT			= _____
Subtract Float			= -\$300.00
TOTAL PROFIT			= _____

Season Passes sold: _____ X _____ \$80	=	_____
2 for 1 Pass _____ X _____ \$120	=	_____
Family Pass _____ X _____ \$150	=	_____
TOTAL AMOUNT:		_____
Please remove TOTAL PROFIT amount from the cash box and deposit WITH THIS SHEET in a sealed envelope. On the front please write the Division / Team name and date.		
END OF SHIFT counted by:		

On behalf of Huron-Bruce Minor Hockey,
THANK YOU for volunteering! 😊

Referee Payments

Referee payments vary depending on the length of the game, the number of officials, and how far the referees travelled to get to the arena. Please refer to the official OMHA Regulation chart to determine the payment system for your game. If you are unsure, your bench staff and referees will be able to assist.

Below are guidelines based on REGULAR SEASON GAMES. Please note that the number of officials may increase for Playoff games. Again, ask your coach if clarification is needed.

Tyke	1 official	Bantam	2 officials or 3 officials
Novice	2 officials	Midget	2 officials or 3 officials
Atom	2 officials	Juvenile	3 officials (15/15/15)
Peewee	2 officials		

All on-ice officials must be at least 2 years older than the division age limit they are officiating. The Huron-Bruce Minor Hockey Referee Coordinator, Luke Cranston, is responsible for booking all referees. He will ensure in advance that all referees employed by HBMHA are properly carded and certified. If there are any questions or concerns regarding referees, please email huronbrucehockey@gmail.com

Mileage

Mileage will be paid at the rate of \$0.48 per kilometer each way.

Any person charging or accepting more than the above rates, will be subject to immediate sanction until their case has been dealt with by the OMHA board.

TO PAY THE REFEREES:

1. Determine the number of officials. If there is one or two referees, use the Two Official System Chart. If there are three referees, use the Three Official System Chart.
2. Determine the length of the game. The most likely official game length is highlighted, but confirm with the referees prior to filling out the Admission Float Sheet.
3. Using the appropriate chart and official game length, determine the base pay. Ask the referee if he / she is billing travel expenses and if so, where are they coming from. They should be able to tell you the distance in kilometers travelled – if not, Google their home address to the arena address. The distance travelled should be calculated in kilometers.
4. To determine Travel Pay, multiply the **round trip** distance by \$0.48. Please record this amount on the Admission Float Sheet under 'Travel'. **Referees are paid travel expenses only once per day. Travel should be paid on the FIRST game of the day only – please communicate with other gate keepers to ensure accuracy.**
5. Please ask the referees to sign the Admission Float Sheet upon receiving payment. Their information should be legible! They are paid in cash from the admission cash box. This expense is deducted PRIOR to doing your end of shift count.

OMHA REGULATION 18.5 – Rates

a) The following Minimum rates apply for all OMHA representative games in all series. Any overtime periods are included in the game lengths.

Two Official System

Game Lengths	10/10/10	10/10/15	10/15/15	15/15/15
Novice & Below	\$19.00	\$21.00	\$23.00	\$25.00
Atom	\$20.00	\$22.00	\$24.00	\$26.00
Peewee	\$23.00	\$25.00	\$27.00	\$29.00
Bantam	\$24.00	\$26.00	\$28.00	\$30.00
Midget	\$25.00	\$27.00	\$29.00	\$31.00
Juvenile	\$26.00	\$28.00	\$30.00	\$32.00

Three Official System

Game Lengths	10/10/10	10/10/15	10/15/15	15/15/15	15/15/20	15/20/20	20/20/20
Peewee & Below							
Referee	\$27.00	\$29.00	\$31.00	\$33.00	\$35.00	\$37.00	\$39.00
Linesman	\$21.00	\$23.00	\$25.00	\$27.00	\$29.00	\$31.00	\$33.00
Bantam, Midget & Juvenile							
Referee	\$31.00	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Linesman	\$23.00	\$25.00	\$27.00	\$29.00	\$31.00	\$33.00	\$35.00

Four Official System (reserved for select Bantam, Midget & Juvenile games only)

Game Lengths	15/15/15	15/15/20	15/20/20	20/20/20
Referee	\$37.00	\$39.00	\$41.00	\$43.00
Linesman	\$29.00	\$31.00	\$33.00	\$35.00

For more information on OMHA Official Regulations, please refer to the OMHA website, www.omha.net

If you have any questions or concerns regarding the referees, please contact HBMHA Referee Coordinator, Luke Cranston at lukester@tnt21.com