



East Hants Minor Hockey Association

Procurement Policy

1. Purpose

This Procurement Policy establishes the process by which East Hants Minor Hockey Association (the “Association”) authorizes, documents, and pays for the purchase of goods and services. Its purpose is to ensure that Association funds are spent responsibly, that spending authority is clearly assigned, and that purchases are properly documented and approved before they are made.

2. Scope

This policy applies to all purchases made on behalf of the Association, regardless of funding source (registration fees, fundraising, sponsorship, or other revenue), and to all individuals authorized to spend Association funds, including, but not limited to, Board members, team managers, treasurers, head & assistant-coaches, committee chairs, and all other volunteers.

3. Definitions

- “Board” means the full Board of Directors of the Association, acting collectively (e.g., by vote at a meeting or by written/electronic consent, per the Association’s bylaws).
- “Approving Executive Board Members” means the President or VP Admin, and the Treasurer as per Article 26 of our Bylaws.
- “Purchase” means any commitment of Association funds to acquire goods or services, including one-time purchases, recurring purchases, and reimbursements of out-of-pocket expenses.



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4. Purchase Authorization Thresholds

All purchases made on behalf of the Association must be authorized in advance, based on the total dollar value of the purchase (before applicable tax), as follows:

4.1 Purchases Under \$100

Purchases totalling less than \$100 require prior authorization from one (1) Approving Executive Board Member. Authorization may be given verbally or in writing (including email or text message), but written authorization is preferred and should be kept with the receipt.

4.2 Purchases of \$100 or More

Purchases totalling \$100 or more require prior authorization from one of the approving members of the Board. Board authorization means approval by a majority vote of the approving members of the Board, recorded in the minutes of a Board meeting, or approval by written/electronic consent in accordance with the Association's bylaws.

4.3 Splitting Purchases

Purchases may not be intentionally divided into smaller amounts for the purpose of avoiding Board authorization. Related purchases made for the same purpose or event are considered a single purchase for the purposes of this threshold.



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5. Requesting and Documenting Approval

Anyone seeking to make a purchase on behalf of the Association should:

- Determine the estimated total cost of the purchase, including tax and shipping.
- Request authorization from an Approved Executive Board Member.
- Retain proof of authorization (an email, meeting minutes, or a signed purchase request form) along with the receipt or invoice.
- Submit the receipt or invoice, along with proof of authorization, to the Treasurer within 30 days of purchase for payment or reimbursement.

6. Competitive Quotes

For purchases expected to exceed \$500, the requester should obtain at least two (2) written quotes from different vendors where practical, and provide these to the Board along with the purchase request. This helps ensure the Association receives fair value and is not required to accept the lowest quote if another option better serves the Association's needs.

7. Emergency Purchases

In situations where a delay in purchasing would put player safety, equipment integrity, or an ongoing event at risk (for example, urgent repair of arena equipment during a game), an approved Executive Board Member may authorize an emergency purchase without prior approval of all 3 approving members, regardless of amount. Any emergency purchase of \$100 or more must be reported to the approval Board Members, with an explanation, no later than the next Board meeting.

8. Reimbursement of Volunteers

Volunteers, coaches, and team managers who incur approved out-of-pocket expenses on behalf of the Association will be reimbursed upon submission of original receipts and proof of prior authorization. Reimbursement requests without prior authorization are not guaranteed to be honoured and are subject to Board review.



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9. Conflict of Interest

Board members and other authorized purchasers must disclose any personal, family, or financial interest in a vendor before requesting or approving a purchase from that vendor. A Board member with such an interest must not vote on, or otherwise participate in, the authorization of that purchase.

10. Prohibited Purchases

Association funds may not be used for personal expenses, gifts to individuals outside of Board-approved recognition/appreciation practices, or any purpose not reasonably connected to the operation of the Association, regardless of amount or approval.

11. Tournament Purchases

Purchases related to tournaments for which the total budget has been pre-approved by the Board of Directors are exempt from the requirements of this Procurement Policy, with the exception of this Section. Such purchases must still comply with the following :

1. Budget Adherence - All tournament-related purchases must remain within the Board-approved budget for that tournament. Any purchase exceeding the approved budget, or any material change in scope from what was approved, requires additional Board approval before the purchase is made.
2. Authorized Purchaser - Purchases must be made by the tournament chair, or another individual expressly authorized by the Board for that tournament.
3. Record-Keeping - All receipts, invoices, and supporting documents for tournament purchases must be retained and submitted to our Board's treasurer within 5 days of the purchase.
4. Reversion to General Policy - If actual or anticipated spending exceeds the Board-approved budget, all standard procurement policy requirements (e.g., competitive bidding, approval thresholds) apply to the excess amount.



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12. Record Keeping

The Treasurer is responsible for maintaining records of all purchases, including receipts, invoices, proof of authorization, and reimbursement requests, for a minimum of seven (7) years, or longer.

13. Policy Review

This policy will be reviewed by the Board at least once every year, or as needed, and may be amended by a majority vote of the Board.

Approval

This Procurement Policy was reviewed and approved by the Approved Executive Board Members of East Hants Minor Hockey Association on the date noted below.

President Signature: _____

Date: _____

VP Admin Signature : _____

Date: _____

Treasurer Signature: _____

Date: _____