



Ontario Minor Hockey Association
Patricia Hartley Administrators' Award
Application Guidelines and Form
2016



Ontario Minor Hockey Association
25 Brodie Drive, Unit 3
Richmond Hill, ON L4B 3K7
P: 905-780-6642 F: 905-780-0344
www.omha.net

About The 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 18th of the calendar year**. 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:

Ontario Minor Hockey Association
Attn: Patricia Hartley Administrators' Award
25 Brodie Drive, Unit 3
Richmond Hill, ON L4B 3K7
E-mail: omha@omha.net
F: (905) 780-0344

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 OMHA for the purposes of running its "Patricia Hartley Administrators' Award." The OMHA follows the ten (10) Canadian Standards Association principles identified in the federal PIPEDA.



Patricia Hartley Administrators' Award **Application 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 as many that apply) Executive Years _____ Other (please 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: _____



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About Patricia Hartley

Pat began working for the Ontario Minor Hockey Association in 1974 as the office secretary. The office at that time was situated in the basement of the then Secretary-Manager, Vern McCallum's home. Pat saw the OMHA through many changes: three office moves, three Secretary-Managers and the computer age!

After twenty years, Pat finally retired, only to be lured back for a final five years as a registration administrator. Pat didn't care what role she played with the OMHA, as long as she could help out. To her, it was all about the kids. Whenever Pat heard of a child who was interested in hockey, she would make sure to get that child a pin or some sort of hockey paraphernalia.

She vowed that she was only coming back to work for one year as she wanted to earn extra money for Christmas. However, Pat loved working at the OMHA and had made many friends and acquaintances over the years. She was also very thoughtful of her co-workers. If she heard someone mention a favourite delicacy, she would do her best to bring that food in the next day for the co-worker.

Pat retired two more times, each time coming back to work as a registration administrator. Pat became a grandmother in 1993 and again in 1996. Her granddaughters Alexandra and Olivia were the apples of her eye. She retired for good in 1999 and was to have looked after the girls two days a week, unfortunately, someone had other plans for her.

Pat would be very humbled and honoured by this award in her name and would have thought someone else was more deserving than she.

