

# ASSIST FUND

## MEMBER TRAINING GUIDE



**UPDATED 2024**



HOCKEY CANADA  
FOUNDATION  
FONDATION  
HOCKEY CANADA

**ASSIST FUND | FONDS D'AIDE**

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# MEMBER GUIDE

## ABOUT

*"Getting kids started in hockey helps them become more than better players. It teaches values and skills to be successful as teammates and Canadians."*

*-Donna Lampieri, Executive Director*

The Hockey Canada Foundation Assist Fund was created in response to the many families experiencing financial challenges. The goal of the Fund is to help Canadian youth access hockey and play the game they love.

The Assist Fund will provide up to \$500 per player in registration fee subsidies to approved applicants who are registered with a Hockey Canada-sanctioned association. For the 2024-25 season, the Assist Fund commits to providing \$1 million/2,000 assists to kids across Canada to help them access hockey.

Since 2020, the Hockey Canada Foundation Assist Fund has granted over 3.8 million dollars and has given over 8,558 assists.



# MEMBER GUIDE

## ASSIST FUND RECAP

Please see the table below for a breakdown of all funds granted across 13 Member Branches since the Assist Fund launch in 2020.

| Member                           | 2020                | 2021                | 2022                  | 2023                  | TOTAL FUNDS DISTRIBUTED | APPROVED APPLICATIONS |
|----------------------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| BC Hockey                        | 16,470.97           | 42,728.87           | 46,877.42             | 61,870.00             | \$167,947.26            | 375                   |
| Hockey Alberta                   | \$40,493.00         | \$162,844.97        | \$148,427.93          | \$204,977.23          | \$556,743.13            | 1200                  |
| Hockey Eastern Ontario           | \$20,248.00         | \$63,247.00         | \$71,495.00           | \$82,978.00           | \$237,968.00            | 507                   |
| Hockey Manitoba                  | \$13,810.00         | \$52,897.16         | \$69,989.20           | \$116,040.95          | \$252,737.31            | 552                   |
| Hockey New Brunswick             | \$50,830.00         | \$73,122.50         | \$86,462.94           | \$110,504.97          | \$320,920.41            | 728                   |
| Hockey Newfoundland And Labrador | \$7,181.00          | \$9,615.00          | \$15,695.50           | \$25,211.50           | \$57,703.00             | 133                   |
| Hockey North                     | \$1,895.00          | \$1,240.00          | \$930.00              | \$500.00              | \$1,598,584.11          | 15                    |
| Hockey Northwestern Ontario      | \$2,530.00          | \$7,650.00          | \$16,760.00           | \$23,220.00           | \$50,160.00             | 119                   |
| Hockey Nova Scotia               | \$62,184.53         | \$88,692.32         | \$100,787.85          | \$138,412.93          | \$390,077.63            | 844                   |
| Hockey P.E.I.                    | \$5,515.00          | \$17,970.00         | \$17,345.00           | \$26,342.00           | \$67,172.00             | 148                   |
| Hockey Québec                    | \$104,154.34        | \$68,700.53         | \$86,608.75           | \$139,178.17          | \$398,641.79            | 1073                  |
| Hockey Saskatchewan              | \$17,070.00         | \$37,063.98         | \$58,137.50           | \$60,154.99           | \$172,426.47            | 372                   |
| Ontario Hockey Federation        | \$83,129.52         | \$193,497.75        | \$338,903.24          | \$528,978.83          | \$1,144,509.34          | 2492                  |
| <b>TOTAL</b>                     | <b>\$425,511.36</b> | <b>\$819,270.08</b> | <b>\$1,058,420.33</b> | <b>\$1,518,369.57</b> | <b>\$3,821,571.34</b>   | <b>8558</b>           |

- *The Assist Fund has granted over \$3.8 million since its launch in 2020.*
- *The Assist Fund has provided over 8,558 assists since its launch in 2020.*
- *36% of assists are from Black, Indigenous and racialized communities.*



# MEMBER GUIDE

## HOW TO QUALIFY

Applications are submitted through the Spordle portal and require review to determine if applicant is eligible to receive funding. To qualify for an Assist, applicants must meet the following criteria:

1. **Financial qualification:** Applicants (as defined by the Canada Revenue Agency) who currently meet the LICO (low-income cutoff) as established by Stats Canada.
2. **Registration fee qualification:** Applicants must be registered with a Hockey Canada-sanctioned local hockey association (LHA) for the current season.

Applicants will receive an email within three to five business days of applying indicating if their application has been approved or declined.

## HOW TO APPLY

The Assist Fund portal for the 2024-25 season will open on August 1<sup>st</sup>. The Assist Fund will grant up to \$1 million for the 2024-25 season. Once this limit has been reached, the Assist Fund application portal will be closed and no further applications will be accepted for the remainder of the season. In addition, any applications which were submitted but were not assessed prior to the limit being reached will not be approved, regardless of whether they would have otherwise met HCF's eligibility criteria. Desired applicants may apply through our Spordle portal linked [here](#).

To apply, you will need to fill out an online form and provide a few documents to demonstrate your financial and registration fee qualifications. See photo samples below.

For **Financial Qualification**, please provide proof of total family annual income for that respective year. This could include your **Canada Child**

**Benefit (CCB), or last year's Notice of Assessment (NOA) Line 15,000 for income earning family members.**

**Summary**

| Line  | Description                              | \$ Final amount | CR/DR |
|-------|--|-----------------|-------|
| 15000 | Total income                             | 13,030          |       |
|       | Deductions from total income             | 520             |       |
| 23600 | Net income                               | 12,510          |       |
| 26000 | Taxable income                           | 12,510          |       |
| 30000 | Total federal non-refundable tax credits | 3,783           |       |
| 6150  | Total Ontario non-refundable tax credits | 428             |       |
| 42000 | Net federal tax                          | 0               |       |
| 42800 | Net Ontario tax                          | 78              |       |
| 43500 | Total payable                            | 78              |       |
| 43700 | Total income tax deducted                | 310.12          |       |
| 44900 | Climate action incentive                 | 231.00          |       |
| 48200 | Total credits                            | 541.12          |       |
|       | Total payable minus Total credits        | 463.12          | CR    |
|       | Balance from this assessment             | 463.12          | CR    |
|       | Direct deposit                           | 463.12          | CR    |

**Explanation of changes and other important information**  
 You elected to get your 2020 Ontario trillium benefit in one payment in June 2021. We will let you know in July 2022 if we accepted your election.  
 We will let you know in July if you qualify for the Ontario energy and property tax credit for July 2019 to June 2020. This credit is part of the Ontario trillium benefit.

**Government of Canada / Gouvernement du Canada**  
**Canada Revenue Agency**

**Notice of assessment**

**Notice Details**

**Address:** TENANT NAME  
 123 MAIN ST  
 MISSISSAUGA, ON L1X 2X2

**Social Insurance Number:** XXX XXX 123    **Tax Year:** 2020  
**Date issued:** Apr 14, 2020

**Access code:** SK355XXXX

We assessed your 2019 income tax and benefit returns to calculate your balance.  
 You have a refund of \$463.12.  
 We will deposit your refund into your bank account.  
 Thank you,  
 Bob Hamilton  
 Commissioner of Revenue.

**Account summary**  
 You have a refund in the amount shown below.  
 Refund: \$463.12

**Tax assessment**  
 We calculated your taxes using the amounts below. The following summary is based on the information we have or you gave us.  
 We may review your return later to verify income you reported or deductions or credits you claimed. For more information, go to canada.ca/taxes-reviews. Keep all your slips, receipts, and other supporting documents.

**Canada child benefit (CCB) and Ontario child benefit (OCB) notice**

**Information used to calculate your entitlement**  
 We used this information to determine the amount of your benefit:

| Description                        | Information       |
|------------------------------------|-------------------|
| 2017 family net income             | \$21,175          |
| Marital status                     | Single            |
| Province or territory of residence | Ontario           |
| Eligible children                  | CHILD(REN)'S NAME |

**For Registration Fee Qualification, please provide proof of Minor Hockey Association Registration or official quote from Minor Hockey Association you plan to register your kids. Once you have applied for an Assist, you can NOT switch your association.**

**Date:** 2022-06-27 15:18    **Invoice #:** 2022200113304

**Payment method:** Cheque

**Paid by:** [Redacted]    **Organization:** GLHA - OAKRIDGE  
 PO Box 28016 Oakridge  
 RPO  
 NGH SE1  
 London, ON, CA  
 oakridgehockey@gmail.com  
 +15196366644

| Item(s)  | Price    | QTY | Total    |
|--|----------|-----|----------|
| <b>Child name</b>  |          |     |          |
| Registration : U12<br>- HOUS. LEAG.<br>(2011)<br>Season :<br>2022-2023 | \$690.00 | x 1 | \$690.00 |
| <b>Sub total:</b>  |          |     | \$690.00 |
| <b>Taxes :</b>   |          |     | \$0.00   |
| <b>Total:</b>  |          |     | \$690.00 |

You will also need to disclose if you've applied for other funding.

# MEMBER GUIDE

## PAYMENT PROCESS

The Assist Fund is currently in the process of transitioning to a fully electronic payment system via Direct Deposit or E-Transfer. MHAs may input their Direct Deposit or E-Transfer information via the links below.

**E- Transfer:** <https://forms.office.com/r/C6qtydT3XH>

**Direct Deposit:** <https://forms.office.com/r/0b3aqNE6cB>

1. **Finance Manager** will pull Finance report indicating which MHAs need to be paid.
  - a. **If EFT/E-Transfer** information is available in payment processing system (NAV), payment is issued electronically.
  - b. **If EFT/E-Transfer** information has not been provided, payment is issued by **cheque and will be mailed to corresponding member**. See below for additional information.
2. **Finance Manager** issues EFT or E-Transfer payment. See schedule for set dates.
  - a. Payment will include label indicating it is from Hockey Canada Foundation Assist Fund.
  - b. An automated email remittance will be sent to the corresponding association and will include a statement with applicant names and approved funds.
3. **MHA Statements** are automatically e-mailed through Spordle to individual MHAs.

*If EFT or E-transfer information is not available, funds will be printed by cheque and mailed to corresponding Member.*

1. **Finance Manager** runs payment report from Spordle portal.
2. **Executive Director** approves payment report by e-mail.

3. **Finance Manager** issues cheques to be mailed to Member (cheques statements include applicant names and funds per applicant) and **Accounts Payable Coordinator** will print cheques.
4. **Accounts Payable Coordinator** will print AF Payment Cheques from Calgary Office.
5. Cheques need to be signed by **Finance Director**.
6. Signed cheques are prepared for mailing to Member Branch by **Office Coordinator**.
7. **MHA Statements** are automatically e-mailed through Spordle on set date.
8. **Finance Manager** reconciles all cheque payments to identify deposited/uncashed cheques by February 15 2025.
  - a. If any cheques have not been deposited, **Finance Manager** is to notify **HCF Coordinator** and **HCF Executive Director** by providing a reconciliation report which includes all uncashed cheques.
  - b. **HCF Executive Director** notifies the **Members' Executive Directors** and **METs** about uncashed cheques.



# MEMBER GUIDE

## COMMON QUESTIONS AND SCENARIOS

### 1. How does a parent receive the funding?

- a. If an applicant has already paid for registration, the MHA should refund the parent for the amount of the grant when they receive our statement.
- b. If an applicant informs the MHA they are applying for funding, the MHA should credit the account once the applicant receives approval.
- c. **PLEASE NOTE:** Confirmation from Hockey Canada should be treated as guaranteed funds. No child should be withheld from the ice and no parent should be withheld their refund once an Assist Fund application has been accepted.

### 2. What happens if an applicant receives funding exceeding their registration cost?

If an applicant's funding exceeds their registration cost, or if they receive additional funding causing the grant to exceed registration cost, the MHA must notify the Assist Fund via email – [assistfund@hockeycanada.ca](mailto:assistfund@hockeycanada.ca). The MHA may then return the funds via e-transfer -[rsavoy@hockeycanada.ca](mailto:rsavoy@hockeycanada.ca).

### 3. Can a child switch MHAs?

Once a child is approved for an Assist, they may not change their MHA.

# MEMBER GUIDE

## FREQUENTLY ASKED QUESTIONS

### What is the Hockey Canada Foundation Assist Fund?

The Hockey Canada Foundation Assist Fund was created in 2020 to provide financial support to Canadian youth who want to play hockey and break barriers.

The fund will provide up to \$500 per youth player in registration fee subsidies for financially-qualified applicants registered with a sanctioned Hockey Canada association.

Canadians can also make a donation to the Assist Fund to support the game in their community. 100% of all donations will go to supporting access to hockey.

**APPLY OR DONATE TO THE ASSIST FUND.**

### Who qualifies for Hockey Canada Foundation Assist Fund?

**-Financial Qualification:** The Hockey Canada Foundation Assist Fund is open to applicants (as defined by the Canada Revenue Agency) who currently meet the LICO (low income cutoff) as established by Stats Canada.

**-Registration Fee Qualification:** Applicants must be registering a child with a Hockey Canada-sanctioned local hockey association (LHA) for the 2024-25 season.

**-Age:** U7-U18 – see chart [HERE](#).

### What is required to apply for the Hockey Canada Foundation Assist Fund?

To apply, you will need to fill out an online form and provide a few documents to demonstrate your financial and registration fee qualifications.

For **financial qualification**, please provide proof of total family annual income for that respective year. This could include your Canada Child Benefit (CCB), or last year's Notice of Assessment (NOA) Line 15,000 for income earning family members.

**Summary**

| Line  | Description                              | \$ Final amount | CRDR |
|-------|--|-----------------|------|
| 15000 | Total income                             | 13,030          |      |
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**Explanation of changes and other important information**  
 You needed to get your 2020 Ontario Child Benefit in one payment in June 2021. We will let you know in July 2020 if we accepted your function.  
 We will let you know in July if you qualify for the Ontario energy and property tax credit for July 2019 to June 2020. This credit is part of the Ontario trillium benefit.

Government of Canada / Gouvernement du Canada  
**Canada Revenue Agency** Logout

**Notice of assessment**

**Notice Details**

Address: TENANT NAME  
 123 MAIN ST  
 MISSISSAUGA, ON L1X 2S2  
 Social Insurance Number: XXX XXX 123 Tax Year: 2020  
 Date issued: Apr 14, 2020

Access code: 583583000

We assessed your 2019 income tax and benefit returns and calculated your balance.  
 You have a refund of \$463.12.  
 We will deposit your refund into your bank account.  
 Thank you,  
 Rick Hamilton  
 Commissioner of Revenue

**Account summary**  
 You have a refund in the amount shown below:  
 Refund: \$463.12

**Tax assessment**  
 We calculated your taxes using the amounts below. The following summary is based on the information we have or you gave us.  
 We may review your return later to verify income you reported or deductions or credits you claimed. For more information, go to canada.ca/taxes-revenue. Keep all your slips, receipts, and other supporting

**Canada child benefit (CCB) and Ontario child benefit (OCB) notice**

**Information used to calculate your entitlement**

We used this information to determine the amount of your benefit:

| Description                        | Information                                    |
|------------------------------------|--|
| 2017 family net income             | \$21,175                                       |
| Marital status                     | Single   |
| Province or territory of residence | Ontario  |
| Eligible children                  | <input type="text" value="CHILD(REN)'S NAME"/> |

For Registration Fee Qualification, please provide proof of Minor Hockey Association Registration or official quote from Minor Hockey Association you plan to register your kids.

**PLEASE NOTE:** Once you have applied for an assist, you can **NOT** switch your association.

**Date:** 2022-06-27 15:18 **Invoice #:** 2022200113304

**Payment method:** Cheque

**Paid by:** [Redacted] **Organization:**  
 GLHA - OAKRIDGE  
 PO Box 28016 Oakridge  
 RPO  
 N6H 5E1  
 London, ON, CA  
 oakridgehockey@gmail.com  
 +15196366644

| Item(s)  | Price    | QTY | Total    |
|--|----------|-----|----------|
| <b>Child name</b>  |          |     |          |
| Registration : U12<br>- HOUS. LEAG.<br>(2011)<br>Season :<br>2022-2023 | \$690.00 | x 1 | \$690.00 |
| <b>Sub total:</b>  |          |     | \$690.00 |
| <b>Taxes :</b>   |          |     | \$0.00   |
| <b>Total:</b>  |          |     | \$690.00 |

You will also need to disclose if you've applied for other funding.

**What does "Hockey Canada-sanctioned" mean?**

Hockey Canada-sanctioned includes all hockey programming offered by Hockey Canada, its Members, Local Hockey Associations, Partners, Hockey Canada Schools with

Residence, Hockey Canada Accredited Schools or any other organization under the auspices of Hockey Canada.

### **How much funding will applicants receive?**

Each approved applicant will receive up to \$500 per player in funding that will only go toward registration fees with a sanctioned Hockey Canada association.

### **When will applicants receive their funding?**

Funding for approved applicants will be sent to their Hockey Canada-sanctioned local hockey association (LHA), which will then apply the funds to the applicant's registration fees. Processing of requests and approvals should range from two to four weeks (subject to volume of requests). Disbursement of funds will vary by LHA – please contact your LHA directly.

### **How long is the Fund accepting applications for the 2024-25 season?**

The Hockey Canada Foundation Assist Fund will be open to receive applications starting August 1, 2024 and will remain opened until \$1 million of assists have been accepted. Only applications that are submitted with sufficient documentation will be processed and all applications will be assessed on a **first come, first served basis**. Once this limit has been reached, the Assist Fund application portal will be closed and no further applications will be accepted for the remainder of the season. In addition, any applications which were submitted but were not assessed prior to the limit being reached will not be approved, regardless of whether they would have otherwise met HCF's eligibility criteria.

### **How are funds being allocated?**

To ensure equity, we will allocate \$10,000 per Member. Funds will then be distributed on a **first come, first served** basis. The Hockey Canada Foundation works hard year-round with a goal to ensure funds are available to meet the demand from coast to coast.

### **Can I donate to the Assist Fund?**

Yes, please! When it's time to play, we all need an assist. More donations made to the Hockey Canada Foundation Assist Fund mean more young Canadians can enjoy the game they love.

**DONATE** TO THE HOCKEY CANADA FOUNDATION ASSIST FUND.

**How much of my donation goes to helping Canadians?**

Hockey Canada covers all costs associated with the administration of the Assist Fund so 100% of all donations made assist Canadian youth as they get back to playing hockey.

**Will I receive a tax receipt for my donation?**

A tax receipt will be issued for all personal donations of more than \$20.

**Who can I contact if I have further questions?**

For additional assistance, please contact [assistfund@hockeycanada.ca](mailto:assistfund@hockeycanada.ca).

**How many Canadians have received an Assist?**

Over the past four seasons, we have helped over 8,558 kids play hockey as approved Assist Fund applicants.