

**BYLAWS & RULES, CONSTITUTION, POLICIES AND OPERATIONS FOR  
AVALANCHE MINOR SPORTS CORP.**

**2017-2018 SEASON**

*January 13, 2017 (revised)*

Official Manual

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The purpose of these rules is to enable the AMSC to operate its hockey program in a manner that's consistent with its mission, its bylaws, operation and regulations with common sense.

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## AMSC OPERATION MANUAL

### ARTICLE 1: MISSION STATEMENT / OBJECTIVES

- 1.1 To promote, improve and govern organized minor hockey for youths.
- 1.2 To promote a competitive hockey experience for youth hockey **Players** in an organized amateur hockey environment within the **GTHL/OHF** Jurisdiction.
- 1.3 To develop the skills and knowledge of those **Players**, members of the **Coaching Staff**, who participate in the league.
- 1.4 To develop sportsmanship through participation in minor hockey.

### ARTICLE 2: DEFINITIONS

- 2.1 The following are the definitions which shall be referred to within this document:

**Affiliated Teams** shall mean the **Team** that is used as a call up for the appropriate division.

**AMSC** shall be known as “**AVALANCHE MINOR SPORTS CORP.**” a member of the **GTHL** and it shall be referred to as **AMSC** herein.

**AMSC Banquet** is the banquet hosted by **AMSC** at the end of the **Hockey Season**.

**AMSC Discipline Committee** shall be the Discipline Committee of **AMSC** and shall consist of three (3) members, which include **Board Members**, **General Managers** and/or **Executives**.

**AMSC Discipline Hearing** shall mean the discipline hearing held by **AMSC**.

**AMSC Officials** shall mean the **Board of Directors** and the appointed Executives.

**AMSC Privacy Officer(s)** shall be the President and Vice President of **AMSC** as set out in **Article 78.2**.

**AMSC Privacy Policy** shall have the meaning as set out in **Article 78.1** and shall be followed according to the provisions of **Article 78**.

**AMSC Suspension** shall mean a suspension imposed by **AMSC** as governed by the **Operation Manual**.

**AMSC suspension(s)/dismissal(s)** shall be governed by the **Operation Manual**.

**AMSC Special Events** shall mean picture day, sizing days, banquet, fundraisers as set out in Article 72.

**AMSC'S Year End** shall mean the date of **AMSC'S Banquet**.

**Appropriate Records** shall be those records to be determined by the organization in a given fact situation.

**Assistant Coaches** shall mean the **Assistant Coach** or **Head Coach** of each **AMSC Team** as referred to in Article 17 & 18 herein.

**Board of Directors** shall mean the Board of Directors of **AMSC**.

**CANADA HOCKEY ASSOCIATION** shall be referred to as **CHA** herein and is the body that sets the rules/policies that govern minor hockey in Canada and is also known as **Hockey Canada**.

**Carded** shall refer to a **Player**/member of the **Coaching Staff** who has signed a **GTHL** card which has been registered with the **GTHL**.

**Chairperson** shall mean the person elected by the members of the **AMSC Discipline Committee**.

**Code of Conduct** shall mean the code of conduct contained in Article 40 herein.

**Code of Ethics** shall mean the code of ethics contained in Article 42 herein.

**Coaching Staff** shall mean **Head Coach, Assistant Coach (2), Trainer** and **Team Manager** as defined in Article 15.1 and shall not exceed 5 active persons.

**Complainant** shall mean any **Member** of **AMSC** who presents a complaint, issue or concern in writing to either/or the **Team/AMSC**.

**Executives of AMSC** shall mean the **Executives** of **AMSC** appointed by the Board of Directors as set out in ARTICLE 4 herein.

**Fresh Evidence** shall mean evidence that was not available at the time of the original **Discipline Hearing** and if had been available would have rendered a different result.

**Final Team Budget** shall mean the **Team** budget as approved by the **Coaching Staff** and the **Parents/Guardians**.

**Fundraising** shall mean the acquisition of funds for the benefit of the **Team** or **Player** in the form of an activity, to be used for the sole purpose of reducing the allocation of what the **Player** has to contribute to the **Team** budget or **AMSC** registration as contained in Article 38. **Fundraising** may be done on an individual basis or as a group.

**Game Officials** shall mean the Referees, Linesmen, Timekeeper and Gate persons.

**Game Sheet** shall mean the **Game Sheet** containing each **Player** in attendance and suspended **Players** in accordance with the **GTHL** handbook.

**General Managers** shall mean the **General Manager** for the A & AA categories of **AMSC**.

**The Greater Toronto Hockey League** shall be referred to as **GTHL** herein.

**GTHL Rules** shall mean the rules contained in the **GTHL** handbook and found on the **GTHL** web site.

**GTHL** suspension(s)/dismissal(s) shall be governed by the **GTHL** handbook/**GTHL** website/**OHF** website.

**Head Coach** shall mean the **Head Coach** of each **AMSC Team** as referred to in Article 15 and 17 herein.

**Head Injuries** shall mean all injuries to the head as defined by the **GTHL** handbook or contained on their web site.

**HELD BACK LIST** shall mean a player name is submitted to the **GTHL** league office to hold back his/her release including any coaching staff member for violation of **AMSC** rules, policies and or invoices not paid to the team or **AMSC**.

**Hockey Season** shall mean the **GTHL Hockey Season** commencing at midnight on the first day of the AAA tryouts in April of each and every year and ending with the **AMSC Banquet**.

**Hockey Canada “HC”** refers to Hockey Canada. (or such other name as the HC may in the future legally adopt);

**Locker Room Facilities** shall mean the locker rooms in arenas the behavior in which by **Players** is set out in Article 45 herein.

**"Letters Patent"** mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letter Patent.

**Logo** shall mean the official **AMSC** NHL logos.

**Majority Vote** shall constitute a **75%** agreement of those present at a **Team** vote. Voting shall be in person. There shall be no voting by proxy. All voting shall be done by secret ballot. Only 1 **Parent/Guardian** shall represent each **Player** and in the event of a fractional number, the number shall be rounded to the appropriate whole number. There shall be only one vote for each **Player**.

**Major Penalty(s)** shall mean any penalty given to a **Player**/member of the **Coaching Staff** that exceeds two minutes.

**Members of AMSC** shall mean any person who holds an official position within **AMSC**, **Players**, **Parents/Guardians**, or **Volunteers**.

**Mandatory Roster** shall be a minimum of 15 players as set out by the **GTHL** handbook. Special relief can be granted to a Team by the **GTHL** and shall be requested in writing.

**Medical Report** shall be the medical information required on a injured player. The form must be filled out by a medical practitioner and submitted to the league office with in the guidelines set by the **GTHL** rules. The medical form is called HOCKEY CANADA INJURY REPORT.

**Name** shall mean the legal name of **AMSC** with restrictions contained herein.

**The Ontario Hockey Federation** shall be referred to as **OHF** herein.

**Operation Manual** is the document contained herein which constitutes the Rules of Operation for **AMSC**.

**Organizational Fines** shall mean fines ascribed to **AMSC** by the **GTHL/OHF** and shall be in turn passed onto the applicable **Team** by **AMSC**.

**Parent/Guardian** shall mean the **Parent(s)** or **Guardian(s)** of each **Player**.

**Playing Hockey Season** shall mean the beginning of the hockey season as defined by the **GTHL** for each and every year and ends with the last **GTHL** regular scheduled game, playoff game and/or sanctioned **GTHL Tournament**.

**Practice Ice** is the ice provided to each **Team** by **AMSC** for the purpose and use of practicing which is covered by the registration fees and is one hour in length which includes flooding.

**Preliminary Team Budget** shall mean the first budget presented by the **Team** to **AMSC** for approval.

**Pre-Season** shall have the same meaning as defined by the **GTHL**.

**Properly Screened Adult** shall mean a person who has been approved, screened and on whom a security check has been made through the police through **AMSC** upon request.

**Player** shall mean a **Player** on any **AMSC Team** who is **Carded**.

**Player's Fundraising** shall mean monies raised by each **Player** through various methods of **Team** fundraising and shall be applied in accordance with Article 38.5.

**Player's Sponsor** shall mean an individual, partnership or corporation who sponsors a **Player** or **Team** in accordance with Article 37.

**Player Sponsorship Money** shall mean monies brought in by a **Player** or solicited from a **Player's Sponsor** which can be used by the **Team** in accordance with Article 37.7.

**Release** shall mean the letting go of a **Player** or member of the **Coaching Staff** and freeing that **Member** to pursue other **Teams** or coaching opportunities.

**Rules** shall mean the Rules of Operation that govern the daily operation of **AMSC** contained within this **Operation Manual** and the code of conduct governing the **Coaching Staff, Players, Parents/Guardians** and **Volunteers**.

**Sponsorship** shall mean the raising of funds through donations from individuals or corporations and shall be applied to either the allocation of what the **Player** has to contribute to the **Team** budget or **AMSC** registration and as contained in **Article 37**.

**Supplementary Meeting** is a secondary meeting held with regard to a previously raised issue or point that either could not be properly addressed in the initial meeting or required further review.

**Tampering/ illegal skate** shall mean to hold an illegal skate prior to the GTHL rules. Dates are specified by the GTHL in their rule book when a team can skate. This mean during the HOCKEY SEASON and prior and during to the tryouts.

**Team** shall mean one of **AMSC's Teams** as listed in **ARTICLE 9** herein.

**Team Dress Code** shall be the **Team** tracksuits and turtlenecks or a shirt and tie with black pants and dress shoes.

**Team Fines** shall mean fines that are assessed by the **GTHL** and/or **AMSC** against the **Team**.

**Team Functions** shall mean **Team** games, **Team** practices, **Team Tournaments**, meetings, banquets and parties during the **Hockey Season**.

**Team records** shall mean all records pertaining to that **Team** without limitation: financial records, **Player** records, residential information, equipment, purchase and distribution, **Team** purchases and distribution to the **Team**, contacts, **Tournament** lists, permission forms, appeals and fines, except for medical records.

**Team suspension(s)/dismissal(s)** shall be governed by the rules passed by each **Team** in writing on a majority vote and approved by **AMSC**.

**Team's Year End** shall mean the **AMSC Banquet**.

**Tournament** shall mean all hockey **Tournaments** sanctioned by the **GTHL/OHL/CHA/USA HOCKEY/AMSC** that the **Teams** are entered into.

**Trainer** shall mean the **Trainer** of each **AMSC Team** as referred to in Article 19 herein.

**Tryouts** shall have the meaning as referred to in Article 14 herein.

**Unsanctioned Events** shall mean those events that are not expressly sanctioned or approved by the **GTHL, OHF, CHA, USA HOCKEY** and **AMSC**.

**Unsanctioned Tournament** shall mean a **Tournament** that has not been expressly sanctioned or approved of by the **GTHL, OHF, CHA** and **AMSC**.

**Volunteers** shall mean an individual giving freely of his/her time to assist in the general operation of **AMSC** on either a full/part time basis as required.



**“Players come first”** shall mean no individual players come before the team’s goals and organizational policies. Players wishing to be released will not be released if the team roster is jeopardized to fall below the minimum requirements of the GTHL rules. The word **“Players”** does not mean any individual player but rather the entire team. See organizational policies regarding player releases. The game of hockey is a team sport and not an individual

**Year End** shall mean the **AMSC Banquet**.

**Zero Tolerance** shall have the same meaning as contained in the **GTHL** handbook.

- 2.2 Any discrepancy or interpretation of the definitions contained in Article 2.1 shall be subject to interpretation at the sole discretion of the **Board of Directors** of **AMSC** and their determination shall be final.

### **ARTICLE 3: AMSC RULES OF OPERATION/LEGAL STATUS/ADDRESS**

- 3.1 The rules shall be set by **AMSC** and are applicable to all **Teams, Coaching Staff, Parents, Guardians, Volunteers, Board of Directors & Executives**. **AMSC** reserves the right to make changes, updates and additions to the rules at its discretion. Any and all changes and/or additions will be notified to the **Team Officials** who will then notify **Players** and **Parents/Guardians** on a timely basis. It is the sole responsibility of each **Member of AMSC** to download from **AMSC**’s web site any updates and to familiarize themselves with all current copies of the **Operation Manual**. It’s the members of the Avalanche Minor Sports responsibility to down the latest copy of the operation manual for reference.
- 3.2 The **AMSC** was incorporated under the Ministry of Consumer and Business Services of Ontario on March 31st, 2005 and operates under the guidelines of its **Rules of Operation** and the rules of the **GTHL**.
- 3.3 The address of **AMSC** is: **P.O. Box 350 King City, Ontario L7B 1A6**.

### **ARTICLE 4: DIRECTORS AND EXECUTIVE/CONTACT LIST**

- 4.1(a) **AMSC** is governed by a **Board of Directors** and an **Executive**. Appointment of these positions was officially set on March 31st for the 2005-2006 Hockey Season. Some of members of the Board of Directors and Officers may also act as **Team Officials**. Any additions or changes to these positions will be notified through the individual **Team Managers, AMSC Officials** and **General Managers**. The **General Managers** are responsible for the administering of day-to day operations of the **AMSC**, including the administration of **AMSC** and **Team** rules, policies, codes of conduct & also the rules, policies, codes of conduct relating to the **GTHL, OHF & CHA**.

AMSC's **Executive** positions for 2017 – 2018 season are appointed by the President of AMSC and shall consist of: The appointed positions come with duties and responsibilities. The appointed **Executives** for the 2017-18 season have no power to suspend or discipline coaches, managers, trainers, players or other AMSC executives, parents/guardian's, volunteers. Unless approved by the **President of AMSC**. AMSC Executives must perform duties within the guidelines of the **AMSC 2107-18** operation manual.

**4.1 ( b ) 2017-18 AMSC Executive Board will not have the power to amend or alter the regulations, rules, policies of the operation AMSC manual. From time to time AMSC executives may fill any vacancy for the balance of the fascial year on approval and appointment of the President.**

- a) Board of Directors / Signing Officers
- b) President / Tournaments
- c) Vice-President / Team Budgets
- d) General Manager / Police Background Checks
- e) Administrator / Finance / Registration
- f) Public Relation / Club Operation Manual
- g) Social Media / Web Site
- h) "A" Representative
- i) "AA" Representative
- j) Development / Mentoring
- k) Equipment Manager / Ice Allocation / Events
- l) Discipline / "A" Representative
- m) Sponsorship / Fundraising

4.1 ( c ) Meetings shall be held at the call of the President as necessary or when a special meeting is required at the request of any of the **Board of Directors**.

4.1 ( d ) Any Bylaw may be amended, clarified or defined by **the President of AMSC**.

4.1 ( e ) Any costs, charges, expenses whatsoever that are sustained by any **AMSC Executives** must be approved by the **President of AMSC** and followed by receipt's before reimbursement can be approved.

4.1 ( f ) **AMSC Executives** shall have NO authority to approve payments of bills and expenses.

4.1 ( g ) Every **Director** and **Executive** of AMSC shall respect the confidentiality of matters brought to meetings as discussed.

4.2 ( a ) AMSC's **Board of Directors** and **Executive** are primarily responsible for reviewing the general performance of AMSC and its **Teams** from time to time. AMSC's **Board of Directors** and AMSC's **Officials** have no direct responsibility for liaising or interacting with members of the **Coaching Staff/Parents/Guardians** and do not deal directly in composing **Team** rules.

- 4.2 ( b ) The Board of Directors shall govern AMSC , its bylaws, rules, policies and operation manual and all applicable
- 4.2 ( c ) Any Executive of AMSC may resign his or her position by submitting a letter of resignation to the President of the AMSC.
- 4.2 ( d ) **Omissions and Errors**, the accidental omission and errors to its bylaws and operations by **the Board / President / and Executives** shall not be held responsible.
- 4.3 AMSC shall review, approve and distribute the following items/information:
- a) The **AMSC** budget and **Team** budgets
  - b) **AMSC** operating rules, policies, code of conducts
  - c) **AMSC** official's performance of his/her duties and responsibilities
  - d) Information sent from the **GTHL/OHF & CHA** to its members
  - e) Administering the day-to-day operations of **AMSC** and its **Teams** and all other matters in any way relating to the **GTHL**, its members and other hockey and governing bodies.
  - f) Making sure all **Team** documents are kept up to date, and information gets out to **Players, Parents/Guardians, Coaching Staff, Executives, Board of Directors** and **Volunteers**.
  - g) A representative designated by **AMSC** shall attend meetings, hearings, discipline issues and all other related-relevant hockey meetings.
- 4.4 AMSC's contact list is as follows:

**President**

Tony Iantorno -905-303-8558

[Tony.iantorno@sympatico.ca](mailto:Tony.iantorno@sympatico.ca)

**Vice-President**

Harvey Korman

416-816-9736

[harvey.korman@sympatico.ca](mailto:harvey.korman@sympatico.ca)

**General Manager**

Gianni Sasso

416-918-8269

[gsas@rogers.com](mailto:gsas@rogers.com)

**Administrator**

Amalia Iantorno  
 905-303-8558  
[amalia.iantorno@bell.net](mailto:amalia.iantorno@bell.net)

Equipment Manager  
 Anthony Iantorno  
 416-606-3655  
[anthony@avalancheminorsports.com](mailto:anthony@avalancheminorsports.com)

Discipline  
 CarmineRezza  
 416-277-1066  
[carm.rezza@rogers.com](mailto:carm.rezza@rogers.com)

## ARTICLE 5: AMSC'S RESPONSIBILITIES

- 5.1) Subject to the overriding authority of the **GTHL**, **AMSC** has exclusive control over its **Teams** and **Players** registered with **AMSC** for all periods sanctioned or mandated by the **GTHL**. In addition to the foregoing and to the other rights reserved below, **AMSC** shall have primary responsibility for the following: **Coaching Staff**, **GTHL** Registration, **Team** Programs, **Tournaments**, **Practice Ice**, Equipment, Disciplinary Hearings, **AMSC Name & Logo**, Web Sites, **Team** Fundraising approvals, **Team** Budgets approvals, hiring of members of the **Coaching Staff**, **AMSC Special Events**, Sponsorship Approvals, **Team** Photographs, monthly meetings and the conduct of its **Members** through the rules and policies **AMSC** sets out in its **Operation Manual**.

## ARTICLE 6: AMSC NAME AND LOGO

- 6.1 The **AMSC Name** and **Logo** has been approved by the NHLE lawyers. Permission has been given to the **AMSC** to use the **Name** and **Logo**. **AMSC** approves all uses of its **Name** and use of its **Logo**. Written permission is required for the use of the **Logo** by the **Team Officials** or the **Teams** from the **Board of Directors** of **AMSC** on materials, equipment, gear, clothing, banners, letterheads, sponsorship letters, and the **Team** web site.
- 6.2 No unauthorized use of the **AMSC Logo** is permitted. All items with the **AMSC Logo** must first be authorized in writing by **AMSC's Board of Directors** prior to its production or use. Failure to adhere to this will be considered a violation of copyright authority given to the **AMSC** and a contravention of **AMSC Rules** and policies.
- 6.3 Violating provision 6.2 or any other misuse of **AMSC Logo** may result in a suspension or dismissal of that member of the **Coaching Staff** by **AMSC**.

## ARTICLE 7: GENERAL COMMUNICATION WITH AMSC OFFICIALS

- 7.1 In general all issues and communication relating to the ordinary course of the **AMSC** management should be directed to the **General Managers** unless urgency or circumstances requires that another **AMSC Official** or **President** be contacted.
- 7.2 Communication between the **AMSC** and members of the **Coaching Staff**: Unless otherwise directed by circumstances or urgency all requests, notices or other matters requiring interaction between **AMSC** and a **Team** shall be communicated to or by the **Team's Head Coach** or **Team Manager**.
- 7.3 There shall be at least one scheduled meeting between the **Parents/Guardians** and **AMSC** during each **Hockey Season** for the purpose of reviewing matters or issues relating to the **Team**. This shall be done at the first **Team** meeting. The first **Team** meeting shall be held as set out in Article 24. The date of the first **Team** meeting is to be submitted to the **Board of Directors** by the **Coaching Staff** and is to be approved by the **Board of Directors**.

Notice of the location and time of each such meeting will be given by **AMSC** and/or **Coaching Staff** at least a minimum of 5 business days prior to the date fixed for such meeting. Any **Parent/Guardian** who wishes to place a matter on the agenda for discussion at that meeting must give notice to **AMSC** through the **Team Manager** or **Head Coach** at least a minimum of 3 business days prior to the date of such meeting taking place. An **AMSC** representative or **AMSC Official** can attend these meetings scheduled by the **Team**.

- 7.4 Any changes to rule 7.3 above must be given in writing by the President and one additional member of the **Board of Directors** prior to the meeting taking place.
- 7.5 Please refer to the **Team's** rules agreed upon by the **Team** as agreed to by a **Majority Vote** by the **Parents/Guardians** at the beginning of the **Hockey Season**. In the event of a discrepancy between the **Team** rules and the **Operation Manual**, the **Operation Manual** shall govern.
- 7.6 Unless the **Parent/Guardian** is invoking the dispute resolution and procedure set out by the **Operation Manual**, the **Parent/Guardian** should not communicate directly with **AMSC** or **AMSC Officials** outside of regularly scheduled **AMSC** meetings. Issues and concerns should be communicated through **Team** meetings by allowing an **AMSC Official** to attend.

## ARTICLE 8: DECISIONS FROM AMSC

8.1 Unless specifically set out in these rules no decision, authorization or approval is granted to **AMSC Officials, Coaching Staff, Players, Parents/Guardians** or other **Members** unless it is in writing and signed by the President and one other member of the **Board of Directors**. A list of these positions is provided in the **AMSC Operation Manual**. No decision made by or approval granted by the **General Managers** alone will be binding on **AMSC** unless approved by the President. Any decision or approval sent by e-mail must have originated from and been approved of by the President to be binding on **AMSC**.

## ARTICLE 9: AMSC TEAMS

9.1 Unless otherwise determined by **AMSC** or the **GTHL**, **AMSC** will register and operate 11 **Teams** during the 2017-2018 season. The breakdown of these **Teams** are as follows:

Minor Atom "A"	Minor Atom "AA"
Atom "A"	Atom "AA"
Minor Peewee "A"	
Peewee "A"	Minor Peewee "AA"
Minor Bantam "A"	Bantam "AA"
Bantam "A"	
Minor Midget "A"	Midget Jr. „AA"
Midget Jr. "A"	
Midget Sr "A"	

Each of the **Teams** will be guided by rules, polices & codes of conduct set by the **GTHL/OHF/CHA** and **AMSC**. **Teams** will also follow rules set by their own **Team** throughout the current hockey season. Disciplinary action will follow if rules are broken or not followed by **Players** & **Parents/Guardians** as set by the **Team**, **AMSC** or the **GTHL/OHF**.

## ARTICLE 10: AMENDMENTS TO OPERATION MANUEL

The **Executive** of **AMSC** may not from time to time pass any new policies to regulate matters of administration and procedures. Such policies and rules will only be passed by the **Board of Directors or President** of **AMSC** or the **Board of Directors**. The revised copy shall be posted on **AMSC** web site and dated with the revised date.

## ARTICLE 11: AMSC TOURNAMENT

- 11.1 **AMSC** shall run two **Tournaments**: Thanksgiving October Challenge and March Meltdown.
- 11.2 **Teams** have an obligation to attend **AMSC Tournaments**. Attendance at the **AMSC** Thanksgiving October Challenge Tournament is mandatory, while attendance at the March Meltdown **Tournament** is optional for those **Teams** not participating in playoffs.

- 11.3 **Teams** shall receive a discounted rate for entering either of the **AMSC Tournaments**. The **Board of Directors** will set the discounted fee.
- 11.4 Subsidized **Players** in a **Tournament** shall work in any of the two **Tournaments** to pay for the cost of that **Player's** reduced fees. The type of work to be performed shall be determined by the **Board of Directors**.

## ARTICLE 12: AMSC WEB SITE

- 12.1 The purpose of **AMSC's** web site is to inform the **Public** and **AMSC's Members** about **AMSC** events and to give the required exposure to **Teams** and **AMSC** and collect AND provide useful information to the **Teams**. The web site may also be used to raise funds for the operational costs of running the web site and for future operational costs attributable to **AMSC**. The current web site is [www.avalancheminorsports.com](http://www.avalancheminorsports.com).
- 12.2 Any participation by a **Team** and/or upgrades to **Team** information on the **AMSC** web site shall be approved by **AMSC**.
- 12.3 **AMSC** teams will use the **AMSC** web site as the only web site for team exposure. No other **individual** team web site will be allowed to operate. Each team will have their own customized space on the **AMSC** web site. The Web Master will be notified of all customization of team web space through **AMSC**.
- 12.4 **AMSC** teams must comply with what teams can and cannot post on the web site. Web site information that is offensive will not be posted.

## ARTICLE 13: AWARDS

**AMSC** recognizes individuals who have made contributions to Minor Hockey, Individual **Teams**, **Player's** Development and **AMSC's** goals. In doing so, special awards will be presented to those committed individuals for their contributions that have changed, helped or made a difference towards someone else.

- 13.1 Coach Of the Year Award shall go to a **Head Coach** who exemplifies Leadership, is a Teacher, a Mentor, a developer of players' skills and who shows Sportsmanship and commitment to the game of hockey throughout the season. Above all else a Coach of the Year shall be a **Coach** who plays fairly and with integrity and who coaches for the love of the game of hockey.
- 13.2 Volunteer of the Year shall be presented to an individual who shows commitment, appreciation and perseverance to move forward with **AMSC's** goals.
- 13.3 **Head Coaches'** acknowledgment shall be presented to each **Head Coach** in appreciation for his/her hard work and commitment in developing young athlete's skills, and making him/her a better person and good citizens.

- 13.4 Team Manager's award shall be presented to the **Team Manager** for his/her extreme hard work in keeping the team finances in order, all the paperwork involved in running the team, paying invoices, booking **Tournaments**, hearing complaints and issues of parents, attending organizational meetings, keeping the **Team** informed of any information that concerns **Players**, games, practices, rules plus other duties that the **Coaching Staff** may have for him/her to do.
- 13.5 Five Year Award shall be presented to a **Player** who has been registered with the **AMSC** for 5 consecutive years. On the fifth year such players will be acknowledged at the **AMSC Banquet**.

Please note **AMSC** does not award all registered players at the **AMSC Banquet** with a participation award.

#### **ARTICLE 14: TRYOUTS**

- 14.1 The GTHL tryouts will always commence the 3rd Monday in April starting with the "AAA" for 5 days, followed by the "AA" **Tryouts** for 5 days and thereafter the "A" division's **Tryouts** for 5 days. The Juvenile division can elect to go during the AAA, AA, A.
- 14.2 All **AMSC Teams** will be designated 5 consecutive days within the allocated time frame as issued by the **GTHL**. Teams must inform the organization if they want less tryout dates.
- 14.3 Any changes to **AMSC's** designated **Tryout** schedule will be altered solely by **AMSC Board of Directors**.
- 14.4 **AMSC Teams** are requested to make their roster selections during the **Tryouts**. Failure to select the minimum roster (15) players as per **GTHL** rules may result in the division folding.
- 14.5 **AMSC** will collect the tryout fees for the first 2 scheduled dates. Teams are required to collect for the remaining scheduled dates. It is the responsibility to the team to collect the tryout fees and arrange a gate table ready for players to sign in. Teams will be invoiced for all remaining tryouts beyond the 2 scheduled of **AMSC** ( rate as per arena invoice ).
- 14.6 Teams given tryout jerseys must return them, any missing jerseys will be invoiced to the team. Jerseys must be returned cleaned.
- 14.7 Teams holding back tryout jerseys for a longer period of time after the scheduled dates will be invoiced a handling fee.
- 14.8 Teams may elect to have a paid instructor run the tryouts. **AMSC** must have the teams intent for the tryouts in writing for approval before the scheduled dates.



- 14.9 Teams **CAN NOT** run additional tryouts after the dates **AMSC** has advertised. Teams must follow the rules of the **GTHL** regarding tryouts

## **ARTICLE 15: COACHING STAFF**

- 15.1 The **Coaching Staff** shall consist of the following individuals for each **Hockey Season**:

One - **Team Head Coach** - appointed by **AMSC** with appropriate certification.

Two - Assistant **Coaches** - appointed by the **Head Coach** approved by **AMSC** with appropriate certification. **Teams** may have elect to only have one Assistant **Coach**.

One - **Trainer** - appointed by the **Head Coach** approved of by **AMSC** and with appropriate certification. Sometimes teams can elect to have a standby second Trainer.

One - **Team Manager** - appointed by the **Head Coach** approved of **AMSC** and with appropriate certification

- 15.2 Each individual when requesting to be considered for appointment on the **Coaching Staff** shall send to **AMSC** their resume setting out, in reasonable detail, their qualifications and experience.
- 15.3 The **Coaching Staff** must be certified as per **GTHL** rules and each member is responsible to keep his/her certification current.
- 15.4 Each prospective member of the **Coaching Staff** shall consent to a background/police check being done with his/her local police force and shall make arrangements to have such check done immediately upon acceptance as a member of the **Coaching Staff**. Failure to do so can mean immediate dismissal of the member of the **Coaching Staff**. Costs of such checks can be paid by the **Coaching Staff's Team budget**. All information collected pursuant to this Article shall be kept in the strictest of confidence in accordance with the Privacy Act.
- 15.5 **AMSC** shall appoint and if necessary replace the **Head Coach** of the **Team** and approve the selection of other members of the **Coaching Staff**. **AMSC** shall monitor and evaluates the performance of all members of the **Coaching Staff**.
- 15.6 Members of the **Coaching Staff** are "Not" employees, agents or representatives of **AMSC**. Although appointed or approved by **AMSC**, neither the **Head Coach** nor any other member of the **Coaching Staff** is or should be construed to be an employee, agent or representative

of **AMSC**. **AMSC** is not responsible for any acts of theft, loss of items; embezzlement or/any damages or/any other acts and/or omissions of any nature or kind howsoever caused by any member of the **Team, Player, Parent/Guardian** and/or **Coaching Staff**. Any **Team** function performed during or before the **Hockey Season** commences, shall be the responsibility of the **Team**.

- 15.7 **Players** and **Parents/Guardians** must seek resolution via the **GTHL/OHF**. Members of the **Coaching Staff** are not agents of **AMSC** and therefore have no legal authority to speak for or on behalf of **AMSC**, incur obligations for **AMSC**, financial or otherwise, grant and approval or accede to any requests on behalf of the **Player/Parents/Guardians** unless given written approval by the Board of Directors in writing specifying the details of such action taken or about to be taken.
- 15.8 **Players** whose **Parents/Guardians** act as a member of the **Coaching Staff** shall be treated by the **Head Coach** in a manner consistent with the treatment accorded to other **Players** of similar ability.
- 15.9 Any disputes regarding the treatment of any **Player** shall be referred by the **Parents/Guardians** of such **Player** to **AMSC's General Manager**. If **AMSC** determines in its discretion that the treatment of such **Player** is not in the best interest of the **Team**, a warning will be issued to the **Head Coach** and other members of the **Coaching Staff** involved. If such treatment continues, notwithstanding such warning, the **Head Coach** or other member of the **Coaching Staff** involved may be suspended or replaced.
- 15.10 Teams hosting any events during the hockey season must notify **AMSC**. **The event will be forwarded to the GTHL for approval. No event can take place without the approval in writing by AMSC to the team making the request.** This includes: dances, golf tournament, fundraising events, charity events, father son skates, team skates, Christmas parties, team meetings, etc. An **AMSC Event Form** will be filled out and submitted to **AMSC**.
- 15.11 Head Coaches or any member of the coaching staff will not be compensated for the following items prior to the start of the regular season: **travel time, gas money, mileage, phone bills, stationary, Xeroxing, advertising costs**, and or while forming a team prior the scheduled **GTHL** tryouts. Any such claim as indicated above or other claims will have to be put in writing to the Executive Board for approval first. Any such claim being submitted to their respective team without approval will be rejected immediately without the appeal process.
- 15.12 If a coaching staff member from **AMSC** is dismissed of his/her duties before, during or after Tryouts **must return ALL AMSC** paper work, documentations and equipment given to him/her. Failure to do so will result in being invoiced for the cost and or replacement cost of such equal value. Release will be held back until fulfilled his/her criteria.
- 15.13 No team coaching staff can advertise on behalf of **AMSC** and or the team they are coaching

until the such document is approved by **AMSC**.

- 15.14 Any Equipment loaned out to the team must be returned, failure to do so will result in being invoiced. All damages and lost equipment will also be invoiced to the team.
- 15.15 Head Coaches must communicated to the other assistant coaches and their team manager when he/she is not be able to attend: **a scheduled practice, scheduled game, approved team tournament**. Other arrangements must be put in place so there are enough coaching staff members running the team event, practice, game, or tournament. Failure to get enough coaching staff members must be identified to **AMSC** so other arrangements can be put in place and coverage is met without cause of proper supervision.
- 15.16 Head coach is accountable to the players and parents and **AMSC** for all commitments made for the hockey season. Failure to meet his/her obligations may result in dismissal and no release shall be granted until the Executive Board reviews the incident.

#### **ARTICLE 16: CRITERIA FOR APPOINTMENT OF COACHING STAFF**

- 16.1 Each member of the **Coaching Staff** must be a person of good character and reputation and possess such credentials (including those listed as qualifications indicated by **AMSC**) specified in the discretion of **AMSC** which it believes necessary to reflect the image and values of **AMSC** both within the **GTHL** and the hockey community at large. Members of the **Coaching Staff** may be asked by **AMSC** to complete a Police Background Check search upon request prior to approval of the position being granted for the season.
- 16.2 Each member of the coaching staff is required to take the “**respect in sports**” that is an online course provided by the **GTHL** league. Any Member of the Avalanche organization during the hockey season may be asked or required to take the respect in sports a second time if the Avalanche executive board deem it is necessary to do so.
- 16.3 A head coach may be asked to supply the **AMSC** referrals before he/she signs a coaches card.
- 16.4 The **Coaching Staff** will be notified upon his/her commitment that there will be evaluations done during the hockey season. Evaluations are necessary to make sure there is compliance in development of the team and practices are at an approved standard accepted by the Avalanche organization.

#### **ARTICLE 17: HEAD COACH’S RESPONSIBILITIES**

- 17.1 Subject to the limitations of the **Team** budget and compliance with all applicable rules, regulations and policies, including those stipulated herein or otherwise adopted by **AMSC** from time to time the **Head Coach** of each **Team** will be responsible for the content, scope

and implementation of programs established for the **Team** and by the **Team** and programs and policies and rules set by **AMSC**. The **Head Coach** is also responsible for the conduct of his/her **Players**, **Team Officials** and the **Parents/Guardians** of the **Players** throughout the season.

- 17.2 Where a **Team** is called upon to perform any act under the rules and policies set out in the **Operation Manual**, such action shall be performed by the **Head Coach** or such other members of the **Coaching Staff** as he/she may designate with the approval of **AMSC**.
- 17.3 The **Head Coach** must also supply **AMSC** with copies of: **Team** rules, **Team** policies, **Team** financial statements, completed **Games Sheets**, maintain proper forms, return equipment to **AMSC** and maintain fair ice play for **Players** (set by **Team** rules) and **Player** injury reports submitted to the **GTHL/OHF/AMSC**.
- 17.4 **THE HEAD COACH MUST FOLLOW ALL RULES SET BY AMSC.**
- 17.5 The **Head Coach** shall be responsible for all **Team** activities for the **Hockey Season**.
- 17.6 The **Head Coach** shall be responsible for the actions of the **Players** and **Parents/Guardians** during games, practices, **Team** meetings, **Team** events and while in the arena.
- 17.7 The **Head Coach** shall inform the **Team Manager**, **Players** and **Parents/Guardians** of any **Team** rule changes and **AMSC Rule** changes to the **Operation Manual** in writing. Changes to the **Team** rules must be signed off by **Parents/Guardians** and copies given to **AMSC General Managers**. Note: Any changes or additions to the **Team** rules must be voted on by the **Parents** with a **Majority Vote** to be in effect. **Majority Vote** shall be 75% of those present. A **Quorum** must be present for any **Team** meeting or vote.
- 17.8 The **Head Coach** shall inform the **Team Manager**, **Players** and **Parents/Guardians** of any changes to games, practices or **Team** meetings within a reasonable time. The **Head Coach** shall further inform the **Team** if a replacement **Head Coach** will be present to run the practices and/or games while the **Head Coach** is absent.
- 17.9 It is mandatory that the **Head Coach** attend all **AMSC** meetings or have one **Team** representative present in his/her place.
- 17.10 The **Head Coach** shall conduct him/herself in an appropriate manner on and off the ice at all games, practices, **Tournaments** and **Team Functions** and shall be bound by the **GTHL** rules.
- 17.11 The **Head Coach** shall promote and develop the **Player's** skills required to be competitive in rep hockey. The **Head Coach** may use alternate guides for player development such as the **HDCO** development program; or his/her own knowledge of hockey, his/her knowledge acquired at the **Head Coach** training/development programs and any guides supplied by **AMSC**. The **Head Coach** should inform the **General Managers** if the **Team** has entered a contract with a hockey school for **Player** development. Teams must get approval first from the organization before entering a player development skills program that's not listed above.

- 17.12 The **Head Coach** shall be responsible for the supervision or assignment of supervision of **Players** while at the arenas and maintain control over **Players** at all times, including at **Team Functions**, **AMSC** events, **Team Tournaments**, **Team** practices and **Team** games. **Players** out of control will have to be identified to the **Parents/Guardians**. Failure to supervise **Players** at all times during **Team Functions**, or any physical and/or verbal abuse of **Players** shall result in a discipline hearing being conducted to investigate any and all allegations being made. All accusations shall be established and proved using the threshold of beyond a reasonable doubt.
- 17.13 Any **Head Coach** who will be absent from games or practices must notify the **Team Manager** or other members of the **Coaching Staff** so that other arrangements can be made for the game or practice.
- 17.14 The **Head Coach** shall have proper up to-date certification skills as determined by the **GTHL/OHF**. Please refer to the **GTHL** handbook for levels required.
- 17.15 The **Head Coach** shall inform **AMSC** of any **Major Penalties** a **Player** receives. **Game Sheets** should be faxed to **AMSC General Managers**. The **Head Coach** shall follow-up with the **General Managers** if the **GTHL** has been informed and if there is a scheduled hearing. Future **Game Sheets** should reflect the **Player's** name who is serving a game suspension(s). It is the responsibility of the **Coaching Staff** to ensure that the suspended **Player(s)** shall know his/her suspensions(s), the nature of his/her suspension (code) and the length of the suspension.
- 17.16 The **Head Coach** shall inform **Team** members of any budget changes in writing and insure budgets are kept up to date for the **Parents/Guardians** as specified by the **GTHL**. The **Head Coach** shall keep copies of all receipts.
- 17.17 The **Head Coach** shall give a minimum of 4-**Team** budgets for the season. Failure to do so may result in dismissal or suspension of the **Head Coach**.
- 17.18 The **Head Coach** shall run his own **Tryouts**, sign **Players** and run the on ice drills. The **Team** is responsible for the last two scheduled tryouts and will be invoiced for them. The **Team Head Coach** may elect to assign the tryout drills or regular season development to an outside instructor. The cost will be paid by the **Team** and approved by the **Team** and **AMSC** only. Such approval shall be in writing from **AMSC**.
- 17.19 Any **Head Coach** found guilty of fraud concerning registration will be dismissed immediately. The **Head Coach** cannot strike deals with **Players** and **Parents/Guardians** regarding **AMSC** Registration fees. Any and all reduced **Player** registration fees must be approved by **AMSC** in writing first.
- 17.20 The **Head Coach** shall further be responsible to control his/her **Coaching Staff's** conduct throughout the year. He/she shall communicate with his/her **Coaching Staff** and inform them of any changes, hold regular Coach's meetings for the purpose of the development of the **Team**, set directions and goals for his/her **Team**.

- 17.21 The **Head Coach** shall not leave the **Players** alone in the dressing room or unattended. One member of the **Coaching Staff** shall be present at all times either in or outside the dressing room within steps of the door in case problems arise inside. If there is a discipline issue with any **Player** the **Team Officials** should have the **Parent/Guardian** present at all times to discuss the concerns.
- 17.22 Members of the **Coaching Staff** are not allowed to contact the **GTHL** Office directly. All contact for any purpose must be made through the **AMSC General Managers**.
- 17.23 The **Coaching Staff** will endeavor to provide each **Team Player** a fair amount of ice time. All Penalty Killing, Power Plays & last 5 minutes of the game will be determined by the **Head Coach** as to who goes on the ice. In a blow out situation the **Head Coach** must exercise proper fair ice procedures. Discretion may be exercised by the **Coaching Staff** but must follow **AMSC** rules. The **Coaching Staff** should be prepared to have an explanation given to the **Players** and **Parents/Guardians** in the event that ice time has been reduced.
- 17.24 The discipline of a **Player** during games & practices will be the responsibility of the **Coaching Staff**. It is understood that a **Head Coach** may bench a **Player** for disciplinary reasons; however, it is imperative that the **Player** and **Parents/Guardians** are informed of this action. If this is serious enough then the **AMSC General Manager** must be informed in writing. Members of the **Coaching Staff** may ask for a hearing regarding their concerns.
- 17.25 The **Coaching Staff** shall promote the interest and purpose of **AMSC** and conduct themselves in an appropriate manner. The **Head Coach** must uphold the integrity of **AMSC** at all times. Failure to do so may result in suspension or dismissal.
- 17.26 Signed **Player** cards must be returned to the **AMSC General Managers** for delivery to the **GTHL** Office. The **Head Coach** shall sign a minimum 16 **Players** to his/her **Team** as specified in the **Operation Manual**. **Teams** who elect to sign 15 **Players** will be invoiced \$400 for the additional **Player** not signed. **Teams** who fall short of the mandatory roster set by the **GTHL** will forfeit their **Team** and fold. The **Head Coach** must inform the **Player** in question that his release will be pending due to the **Team** falling short of the 15 **Player** requirement. Once the **Team** signs the replacement **Player** then a release can be granted to the **Player** desiring to be released.
- 17.27 The **Head Coach** is responsible for **AMSC** equipment throughout the year. The **Head Coach** must collect equipment and return it to **AMSC** at **Year End**. Lost or damaged equipment must be repaired or replaced before releases can be sent into the **GTHL** office. **Teams** must remove all sponsorship and/or name patches or the **Team** will be invoiced for the cost of removal of such patches. Releases will be held back for the **Coaching Staff** and **Players** until this matter is resolved.
- 17.28 The **Head Coach** should enforce the **Team Dress Code** with his/her **Players**. If any dress code other than the **Team Dress Code** is to be worn, this replacement dress code must first be approved by the **AMSC General Managers**.
- 17.29 The **Head Coach** and the **Coaching Staff** shall keep **AMSC** matters in the strictest of confidence along with **Player's** medical records. Sensitive issues and **AMSC** integrity

should be considered at all times. Failure to do so may result in dismissal and a no release policy shall be enforced until a discipline hearing is scheduled.

- 17.30 The **Head Coach** shall report serious injuries within 72 hours to the **GTHL** office. A proper injury form signed by a Doctor must accompany the call informing the **GTHL** of the injury. To resume play again a **Player** must provide **AMSC** with a release letter from the **Player's** doctor clearing that **Player**. Without such a letter the **Player** will not be permitted by **AMSC** to play or go onto the ice. All other serious injuries or medical conditions(s) must be identified to the **Coaching Staff**, prior to the start of a game, by the **Parents/Guardians**. It is the intention of the **Coaching Staff** to always look out for the best interest of the **Player's** health by not playing an injured player.
- 17.31 Head injuries must be taken seriously as required by the **GTHL/OHF** and procedures mandated by the **GTHL/OHF** shall be followed. **Parents/Guardians** insisting their child play will be refused until they can provide a doctor's note clearing the **Player** to play competitive hockey again.
- 17.32 The **Head Coach** must submit all **Team Budgets** and all **Game Sheets** to **AMSC General Managers** throughout the year as required by the **Operation Manual**.
- 17.33 The **Head Coach** must explain the practice drills in the dressing room before **Players** go on the ice. Ice is expensive and improper use of ice time will be considered as wasting **Team** ice, which is subject to a hearing through the **AMSC Discipline Committee**.
- 17.34 The **Head Coach** must motivate, teach, and apply fairness through consistency during the **Hockey Season**. Problems should be identified to the **Players**, **Parents/Guardians**, and **Coaching Staff**.
- 17.35 The **Head Coach** shall be accountable for the lack of **Player** development during the hockey season. The **Coaching Staff** should be using the **Hockey Canada** as a guide and any other guide **AMSC** has to develop the **Team**. This should be used in conjunction with **CHA's** development guidebook for **Coaches**. Head **Coaches** not using the **Hockey Canada** or **CHA's** development guidebook for **Coaches** as a development guide should inform **AMSC General Managers**.
- 17.36 The **Coaching Staff** shall consult with the **Team** before entering a **Tournament**. All entries in **Tournaments** must be approved by the **Parents/Guardians**, before proceeding to register in a **Tournament**. There must be a **Majority Vote** and **Quorum** to approve the **Team's** decision to enter into a **Tournament**. All **Parents/Guardians** shall sign off on a vote/decision once a **Majority Vote** has been taken. Avalanche Thanksgiving tournament is excluded ( mandatory for teams to enter ).
- 17.37 The **Head Coach** must submit to **AMSC** the year goals: which includes player development for the year and month goals. This process will be used an evaluation of the head **Coaches** obligation to the players and parents regarding development.

- 17.38 The **Head Coach** may be asked at anytime to submit a copy of the **Team** budget and bank statement to **AMSC** to insure that all records are correct and in order.
- 17.39 A **Head Coach** shall be dismissed from **AMSC** if found guilty of misappropriation of **Team** funds, failure to secure his/her **Coaching Staff**, non compliance with the **Operation Manual**, deviation from **GTHL** rules, fostering an illegal **Player** for games, not attending **AMSC** scheduled meetings, losing control of the **Team** and its **Players** through excessive game penalties throughout the year and not complying with the **Rules** as set out in the **Operation Manual**.
- 17.40 **Teams** who fail to maintain proper rosters to continue the **Hockey Season** will forfeit the **Team** and fold. Costs will be invoiced to the **Team Parents/Guardians**. Invoices must be paid by the **Team** in full before a release can be considered.
- 17.41 Any **Head Coach** found guilty of fraud concerning registration will be dismissed immediately. A **Head Coach** cannot strike deals with **Players** and **Parents/Guardians** regarding **AMSC** Registration fees. Any and all reduced **Player's** registration fees must be approved by **AMSC** in writing first.
- 17.42 The Head Coach must assure the dress room is never left unattended. Players must be Supervised either by the Head Coach, Assistant Coach, Trainer, Manager. There always must be **two coaching** staff members supervising the players or a couple of parents in rare occasions if the need calls for it.
- 17.43 The Head Coach is required to communicate any team issues, concerns to players /parents/assistant coaches may have via team meetings. A sufficient resolution must be made. Failure to make any kind of resolution will require a schedule Executive Board meeting. A written confirmation will be required for submission to **AMSC** by the coaching staff identifying the problem.
- 17.44 In regards to **Tampering** and **illegal skates**, any team/coaching staff found guilty of this shall be held responsible for any financial losses the **AMSC** encounters. The losses shall be passed on to the current team to be paid in full.
- 17.45 The coaching staff shall be required to follow the concussion protocol as set in the guidelines of the **GTHL** concussion Protocol and the return to play policies before a player is allowed to go back on the ice.

## **ARTICLE 18: ASSISTANT COACHES' RESPONSIBILITIES**

- 18.1 The **Assistant Coach** shall assist the **Head Coach** on ice and office.



- 18.2 The **Assistant Coach** shall make sure **Player's** questions are answered when asked.
- 18.3 The **Assistant Coach** shall conduct himself in a proper manner during games, practices and in the arenas.
- 18.4 The **Assistant Coach** shall keep his/her hockey knowledge current and up to date through attending additional hockey development courses and or seminars.
- 18.5 The **Assistant Coach** shall take the role of Head Coach when the Head Coach is not present for practices , games and team events.

## ARTICLE 19: TRAINER'S RESPONSIBILITIES

- 19.1 The **Trainer** shall acquire and maintain appropriate accreditation and such certification must be current and valid.
- 19.2 The **Trainer** shall attend to **Player's** injuries on and off ice.
- 19.3 The **Trainer** shall assist the **Head Coach** with on ice drills.
- 19.4 The **Trainer** shall inspect equipment and make appropriate recommendations to the **Parents/Guardians** with respect to the condition of the equipment.
- 19.5 The **Trainer** shall assist injured **Players** to the hospital with appropriate injury forms and if necessary and contact the **Parents/Guardians** with respect to the injury.
- 19.6 The **Trainer** shall carry his/her emergency kit with him/her at all times and shall maintain and keep the kit full of all required items.
- 19.7 The **Trainer** shall make sure there are no risk management issues with ice conditions prior to the start of a game. Any issues should be reported to the referee and indicated on the **Game Sheet** by the **Trainer/Game Official**.
- 19.8 The **Trainer** shall keep dressing rooms safe from any possible injury and also drug, tobacco and alcohol free. Any member of the **Coaching Staff** found to be in violation of Article 19.8 shall face immediate dismissal.
- 19.9 The **Trainer** may have a **Player** sit out a game or practice if in his/her discretion the **Player** needs to sit out due to the nature of his/her injury. After the game or practice the **Trainer** shall inform the **Parents/Guardians** of the incident.
- 19.10 The **Trainer** shall inform the **Head Coach** if he/she will not be attending a game or practice so other arrangements can be made for the **Team**.
- 19.11 The **Coaching Staff** is **not** allowed to administer any medication to any **Player** without the express written consent of the **Parents/Guardians**. Such written consent shall be kept on file by the **Team**. The **Trainer** will ask a **Player** and **Parents/Guardians** on the **Team** to

bring any medication required so as not to run into problems during games and practices. The **Coaching Staff** can only remind the **Parents/Guardians** not to forget the **Player's** required medication. In the event that a **Player** forgets to bring his/her medication the **Trainer** shall decide whether or not the **Player** shall play in the game or participate in a practice. A decision to not allow a **Player** to play in a game or to participate in a practice shall be conveyed to the **Parents/Guardians** by the **Trainer** and a record of the incident shall be kept in a **Team** file by the **Trainer** and shall remain confidential or be treated as confidential.

- 19.12 The **Coaching Staff** shall make sure an emergency plan is in place to deal with injuries that occur at arenas, games and practices. The **Head Coach** may assign a **Team** committee to develop an emergency plan to deal with emergency situations that require medical help and hospitalization.
- 19.13 The **Trainer** shall not move or permit the injured **Player** to be moved off the ice by anyone if the nature of the injury is such that it cannot be determined. The movement of the **Player** off the ice shall be done in accordance with the Emergency Plan as set out in Article 19.12.
- 19.14 The **Trainer** shall maintain and keep in confidence a log of injuries for each individual **Player** and shall review the log with the members of the **Coaching Staff** on a monthly basis so that future injuries may be avoided.
- 19.15 The **Trainer** shall inform the GTHL league office of any injury a player may encounter during the hockey season. This is done through the **medical report** information that needs to be filled out by a medical practitioner.

## ARTICLE 20: TEAM MANAGER'S RESPONSIBILITIES

- 20.1 When appointing a **Team Manager**, the **Head Coach** shall look for an individual who is a good communicator, personable, approachable and most importantly shall be impartial at all times when communicating information to **Parents/Guardians**. The **Team Manager** is further expected to be a responsible, respected and capable person who shows leadership for his/her **Players** and fellow officials and support the **Coaching Staff** and **AMSC**. He/she shall deliver clear concise reports to the **Team** and **AMSC** and shall respect and enforce the rules of the **GTHL** and **AMSC**.
- 20.2 The **Team Manager** shall act as liaison between **AMSC** and the **Team**, and between the **Head Coach** and **Parents/Guardians**. All decisions/correspondence made by the **Team Manager** must be approved by the **Head Coach** at all times.
- 20.3 The **Team Manager** shall become acquainted and familiarize himself/herself with all the rules of the **Team**, **AMSC**, **GTHL**, **OHF** and **CHA**. He/she shall further be prepared to communicate these rules to the **Players** and **Parents/Guardians** when asked to do so.
- 20.4 The **Team Manager** shall inform the **Player**, **Parents/Guardians** and **AMSC General Managers** of any suspensions. The **Players** and **Parents/Guardians** are to be informed of

the type of suspension (code), nature of the suspension and the consequences. The **Team Manager** shall further familiarize himself/herself with the suspension codes and shall retrieve the **Game Sheet** after each game to verify the code given for a suspended **Player**. Any unclear codes shall be clarified with the **GTHL** through **AMSC General Managers**.

- 20.5 The **Team Manager** shall prohibit **Players** from playing if suspended and make sure a suspended **Player's Name** is removed from the roster and placed on the appropriate place on the **Game Sheet**.
- 20.6 The **Team Manager** shall assist the **Head Coach** when called upon.
- 20.7 The **Team Manager** shall ensure that the **Team** is properly attired to play before the start of each game. This shall include making sure that each **Player** is wearing all required equipment in particular safety equipment as specified by the **GTHL** rules and that each **Player** is dressed in the correct game attire.
- 20.8 The **Team Manager** shall ensure that the **Coaching Staff** are present at the game and that they should be eliminated from the **Game Sheet** if not present.
- 20.9 The **Team Manager** shall ensure that the dressing room is clean before and after games and practices. Any problems with the dressing rooms shall be brought to the attention of the arena management. Any issues with regard to arenas shall be conveyed to **AMSC** by the **Team Manager**.
- 20.10 The **Team Manager** shall ensure that all dressing rooms are open prior to the beginning of all games and practices, locked while the **Team** is on the ice for all games and practices and shall be reopened for penalized **Players** during games. In the event that an arena does not supply a lock for the change room, the **Team Manager** or **Trainer** shall have in their possession at all times a spare compatible combination/key lock.
- 20.11 Any and all stolen, lost or damaged items in the dressing room or immediately adjacent to the dressing room shall not be the responsibility of **AMSC**. **Players** and **Parents/Guardians** shall be responsible for all equipment and personal items unless provided otherwise by each **Team's** rules.
- 20.12 The **Team Manager** shall ensure that all equipment and sweaters are returned at **Year End** if loaned out to the **Team** by **AMSC**.
- 20.13 The **Team Manager** shall take steps to ensure that confrontation between **Team** members and other **Teams** after games are avoided and shall also inform the **Parents/Guardians** to avoid confrontation as well.
- 20.14 The **Team Manager** shall collect from each of the **Players** money to be paid to **AMSC** in a series of post-dated cheques and shall submit these cheques to **AMSC** upon receipt. The **Team Manager** shall identify if a **Player** requires an extension for payment and shall notify **AMSC** in writing of the reason for the extension request. Any extensions are to be approved by **AMSC**.

- 20.15 The **Team Manager** shall keep proper financial records and any and all other **Team** records but not injury records for the **Team**.
- 20.16 The **Team Manager** shall account for all money spent by the **Team**, in detailed budgets as set out in Article 28. The **Team Manager** shall keep **all** receipts for the **Team**, pay **Team** invoices and submit copies with all statements given to **Parents/Guardians** at **Year End** upon request.
- 20.17 The **Team Manager** shall further look after the **Team's** financial affairs and ensure that the **Team's** monies are not spent needlessly. Spending over \$500 is to be sanctioned by a **Majority Vote** of the **Parents/Guardians** with a **Quorum** present. Failure to obtain a **Majority Vote** will result in a suspension by **AMSC** to the **Team Manager** as determined through **AMSC Discipline Hearing**.
- 20.18 The **Team Manager** shall arrange **Team** fundraising throughout the year by setting up a fundraising committee as set out in Article 38.
- 20.19 The **Team Manager** shall inform **Parents/Guardians** of **Team** events, games, practices and any changes to schedules with enough time given to the parents. Two days notices is sufficient time in allowing the parents in make other arrangements so they can attend the last minute practices, games and events.
- 20.20 The **Team Manager** shall arrange the **Team's** second practice ice with guidance from the **Coaching Staff**. The **Team Manager** shall keep himself/herself informed of all ice conflicts. In the event of conflict with games and practices, the **Team Manager** shall to the best of his/her ability try to sell or exchange practice ice. The **Team Manager** shall use as one of his resources the **AMSC Ice Allocation Executive**.
- 20.21 The **Team Manager** shall make the **Players** and **Parents/Guardians** aware of the **Operational Manual** and changes to it and shall further confirm with **AMSC** that this has been done.
- 20.22 The **Team Manager** is to ensure the **Team** is properly managed through **Majority Votes** on **Team** issues and that the **Team** abides by **AMSC Rules** and policies in conducting **Team** meetings. All information given to **Parents/Guardians** is to be in writing.
- 20.23 The **Team Manager** shall arrange paperwork for discipline or appeal hearings with the **Team**, **AMSC**, **GTHL**, **OHF** or **CHA**.
- 20.24 The **Team Manager** shall ensure that the **Game Sheet** is filled out properly. Head Coach will take full responsibility for wrong games sheet information filled out.
- 20.25 The **Team Manager** shall book **Tournaments** and Hotels for **Tournaments** and shall be aware of the consequences of pulling out of a Tournament. The **Team Manager** shall inform **Parents/Guardians** of any games which fall during school time.

20.26 The **Team Manager** is responsible to identify any on ice or off ice event which would include events that are not part of regular games or practices, to **AMSC** which will in turn be forwarded to the **GTHL** for insurance purposes. In the event that the **Team Manager** fails to comply with this provision, all members of the **Coaching Staff** shall be jointly and severely liable and shall jointly or severely indemnify **AMSC** for any and all damages or liability. The members of the **Coaching Staff** shall further face the possibility of suspension.

20.27 Managers need to be aware of the following items:

**Teams** pay for the **Game Sheets** and the cost must be included in the **Team** budget

**Teams** pay for all additional ice time

**Teams** receive set discounts if any when entering **AMSC Tournaments**

**Teams** are responsible for **AMSC** equipment and all loaned equipment must be returned to **AMSC** by the end of the **Hockey Season**.

Be aware of **AMSC** meetings and ensure a representative from the **Team** attends

Be aware of **AMSC Special Events** and inform the coach , players and parents

**Teams** are responsible for any damages caused in the dressing rooms or arenas

**Teams** must keep accurate **Game Sheets** and copies of all **Games Sheets**

To **NOT allow** any player to continue playing if invoices are not paid and notify **AMSC**

**NOT** to distribute equipment to players and parents if not paid for or approved by the President with intentions of invoices will be paid or shall be disciplined accordingly.

**Enforce the voting rule results** when a vote takes place on the team for any event, majority rules as set by the teams rules. Keep and distribute team's rules to **AMSC** and the parents.

20.28. If a **Team Manager** or coaching staff is running illegal practices or tryouts may be suspended or dismissed if guilty of doing so. Any expenses the **AMSC** retains for such doings from Hockey Canada, OHF or **GTHL** shall be passed on the current team regardless before tryouts, during tryouts, preseason or postseason. **Fines are issued by the league office, (GTHL /OHF/HOCKEY CANADA).**

## **ARTICLE 21: PAYMENT TO MEMBERS OF THE COACHING STAFF**

21.1 No member of the **Coaching Staff** shall be paid a salary and be paid by the **Team funds** for any instructional services provided by that coaching staff member of the **Coaching Staff** who is and could be considered a qualified/certified instructor. Any member of the **Coaching Staff** found to have been paid for either coaching or providing such instructional services shall be subject to dismissal after the incident is brought to the **Board/President** for review.

21.2 The **Coaching Staff** members **must** apply in writing to the **Board/President** only with a full explanation why he/she should be paid for his/her services or compensated. Failure to do so may result in dismissal. The coaching staff must also identify to the parents in writing the intent of being paid for his/her services and that they are requesting this to the **AMSC Board/President** to be consider as such payment by the team to the coaching staff

members.

- 21.3 **NO sponsorship money & fundraising** money can be given to any Coaching Staff Members for services provided as a Head Coach or Assistant while on **AMSC**.
- 21.4 Parents may elect to attend any registered hockey school as defined in the GTHL rule book for additional skills and development programs as either as a whole or as individuals. **AMSC** must be notified the team is taking additional skills development with a registered hockey school.
- 21.5 Any coaching staff found to be in contrary of Article 21, will be brought forward to the **AMSC** discipline committee.

## **ARTICLE 22: COACHING STAFF AND THEIR RELEASES**

- 22.1 Members of the **Coaching Staff** shall be granted a release once the following has occurred: a) all **Team** records are finalized and correct; b) If all requirements are met as specified under **AMSC Operation Manual**. Failure to do so will result in withholding that member of the **Coaching Staff's** release until all requirements are met and completed to the satisfaction of **AMSC Board, President or General Managers** and **AMSC**.
- 22.2 A member of the **Coaching Staff** will not be granted a release unless the **Team** roster for his present category and division and the category and division immediately above is filled for the next season. **AMSC** policy is that **AMSC's** current **Team** of the new season must be registered with GTHL/Hockey Canada before last year's **Coaching Staff** can be granted releases. This process may include the summer months or the start of the hockey season or longer if necessary.
- 22.3 **No Avalanche coaching staff shall be released** until the Avalanche organization has registered the current team with the GTHL/Hockey Canada for the following hockey season.
- 22.4 Furthermore, no releases shall be provided to any member of the **Coaching Staff** until that **Team's** financial statements are in good order, all budgets have been handed in, all equipment collected and handed in, all equipment replaced if lost or stolen, all **Game Sheets** handed in, all invoices are paid in full, and next year's **Team** is first registered with Hockey Canada.
- 22.5 All releases for members of the **Coaching Staff** will be forwarded to the **GTHL** office and not the actual member of the **Coaching Staff**. If any coach wants to know his/her status should Contact the GTHL office directly or have their new General Manager of the new Hockey Organization contact the GTHL office directly. No email will be forwarded to a coaching staff member to give status of his/her release, this is the responsibility to the new General Manager.

- 22.6 **Teams** that fold during the season for whatever reason will be responsible for all remaining **Team** Invoices that **AMSC** contracted for that folding **Team**. This shall include but not be limited to responsibility for all game ice and practice ice purchased by **AMSC** or **Team** ice as a second ice slot, any **Tournament** the **Team** entered into which has a balance of fees to be paid, any equipment the **Team** purchased that has not been paid for and any and all other legal obligations entered into and contracted by the **Team**. Failure to comply with this Article shall result in no member of that particular **Team's Coaching Staff** being granted a **release at Year End**. **Players** and **Parents/Guardians** are responsible for the financial obligation they entered into with the **Team** and/or **AMSC** to ensure all financial commitments/obligations have been met. **Player** releases will also be withheld until these payments have been met. **All financial burdens will be the responsibility of the team that folded either before start of season or during the season.**
- 22.7 **The Team must fulfill all their financial commitments made to the following organizations/groups: AMSC, Suppliers, Arenas for Ice, Sponsors, GTHL/OHF for any outstanding fees owed, equipment ordered and not paid for, Tournaments entered into and not paid for in full, Team functions including but not limited to the rental of a banquet facility being booked but not paid for in full and any other outstanding Team balances or obligations that require payment. If any of the above have not been paid in full by the Team's Year End or there is any balance outstanding, the entire Coaching Staff & PLAYERS of that Team will be held back and not released at Year End until full payment has been met for ALL items outstanding.**

Article 22 shall apply to **Teams** folding before the season finishes or at **Year End** where balances are owed by the **Team** at the **Team's Year End**.

- 22.8 Any Coaching Staff members **must fulfill all obligations** as set forth in the **AMSC** operation Manual before a release can be granted.

## **ARTICLE 23: SUPPLEMENTARY TEAM RULES**

- 23.1 The **Team** may adopt policies and rules in addition to or further to those matters contained herein. No such policies or rules shall be effective unless approved by **AMSC** and a copy shall be provided to each of the **Team Players** and one of their respective **Parents/Guardians**. Once effective, any such policies or rules shall have the same effect as if embodied in these **Rules**. The **Parents/Guardians** must acknowledge that they have received a copy of the Supplementary **Team Rules** by submitting a signed Acknowledgment of Receipt to **AMSC** and copies shall be kept by the **Team**. All **Team** rule changes must be approved by a **Majority Vote** of the **Parents/Guardians**; such changes shall be dated and signed off on by all the **Parents/Guardians**.

## **ARTICLE 24: TEAM MEETINGS**

- 24.1 The **Head Coach** will meet with the **Parents/Guardians** *at least* 4 times each season. The first meeting should be held prior to the commencement of the season and the other meetings should be arranged whenever practicable to coincide with delivery of the **Team's** financial summaries. The purpose of the meetings will be to review all matters of interest relating to the **Team**, including its financial affairs.
- 24.2 It is suggested that **Team** meetings be held as follows if possible:  
 prior to season starting  
 prior to the November 15th **Player** release date (see **GTHL** handbook)  
 prior to the Christmas break  
 prior to the end of regular season games as listed on the **GTHL** web site  
 prior to the **AMSC** year end banquet
- 24.3 Additional meetings may be held if requested by **AMSC**, the **Head Coach**, the **Parents/Guardians** and/or the **Players** or Executives, or President to address issues and concerns to be resolved or to address complaints.
- 24.4 An **Executive** from **AMSC** may attend **Team** meetings with or without the approval of the **Coaching Staff**, **Parents/Guardians** and/or **Players**. **Must get approval of the President of AMSC.**
- 24.5 Notice of matters to be discussed at each meeting shall be given to one of the **Parents/Guardians** of each **Player** at least 2 days prior to the date of the meeting if possible or at the time of the meeting. Meetings will be held at a location convenient to the majority of attendees and will be chaired by the **Head Coach**. Copies of the agenda shall also be given to the **General Managers** of **AMSC**, to be used as reference only. Notice of such meetings can be sent to the **Parents/Guardians** by e-mail and the **Parents/Guardians** shall acknowledge receipt of the notice of the meeting by reply e-mail.
- 24.6 Approval of items tabled for a vote shall be decided upon by a **Majority Vote** with one vote per **Player** and no deferral of the vote. A **Supplementary Meeting** can be held to revisit any items voted on in the initial meeting but only on one occasion. Electronic emails can be considered as 1 vote for the family. Team rules will and can be set for a majority vote passes. **The team coaching staff only gets 1 vote collectively and not individual votes shall apply.**

## **ARTICLE 25: TEAM BANKING & FINANCES**

- 25.1 Each **Team** shall maintain a bank account under the **Team's Name** with a bank satisfactory to **AMSC** and shall open the bank account prior to the first **Team** meeting or within a month thereafter.
- 25.2 **Teams** shall have at least "Three" signing authorities for each **Team** bank account. The account will include at least one member of the **Coaching Staff** and at least two **Parents/Guardians** who are unrelated to and independent of any member of the **Coaching Staff** or **AMSC Officials**.



- 25.3 All checks and withdrawals from the **Team** bank account shall require at least the signature of the selected member of the **Coaching Staff** and "One" of the other "Two" **Parent/Guardian** representatives. Any alternative signing officers shall be designated to sign in writing and their names shall be provided to **AMSC** upon request by **AMSC**.
- 25.4 Any **Team** that folds during the season will be invoiced by **AMSC** the remaining cost of all contracts entered into by **AMSC** on behalf of the **Team** that has folded. **No releases will be granted until all invoices are paid.**
- 25.5 The **Team** must specify how surplus money will be divided at **Year End**. The **Head Coach** may elect to purchase **Team** trophies or spend money on a **Team** banquet only up to the amount of \$500.00 or if higher approved by the parents of the team. The balance of funds remain in the **Team** bank account shall be distributed to the **Parents/Guardians** or **Players** in accordance with their percentage contribution to the **Team** and by the voting that took place at the beginning of the year by the parents. This team rule must be specified before the start of the season as to avoid conflicts at year end.

## ARTICLE 26: ACCESS TO TEAM BANK ACCOUNTS

- 26.1 No one member of the **Coaching Staff** shall have sole access to the **Team** Bank Account. Signatures to the **Team** Bank account are to be as follows: **Team Manager**, plus two **Parents/Guardians** with a **Player** on the **Team**, for a total of three people. The **Team** account requires only two signatures to sign cheques or access the **Team** account. If any **Team** is found to have disobeyed the above policy the **Team Manager** will be immediately suspended and may be dismissed from **AMSC**.
- 26.2 Proper **Team** records shall be kept throughout the year. Statements are to be supplied to the **Parents** four times per season as specified within the **Operation Manual**. **The Team Manager** must keep all receipts.
- 26.3 The Avalanche organization shall / may reserve the right to freeze team accounts if any problems arises during the hockey season.
- 26.4 The **Team** account at the **Team's Year End** must be dissolved to zero money in the account. Copies of banking records are to be handed over to **AMSC** at the **Team's Year End**. No release shall be granted to the **Coaching Staff** if this is not abided by and followed. Copies shall be given to **Parents/Guardians** upon request.
- 26.5 **AMSC** upon request can ask the **Coaching Staff** or signing officers to look at the **Team's** accounting balance and expenditures. **Teams** shall keep all receipts for verification.
- 26.6 Teams may be asked to allow the **AMSC** access to their team banking account for purposes of where monies are being allocated during the hockey season. The President or Vice President are the only two persons allowed to access the team account.

## ARTICLE 27: TEAM RECEIPTS AND EXPENDITURES

- 27.1 All revenues of whatever nature or kind belonging to the **Team** including **Team** fees, sponsorship contributions, and proceeds derived from fundraising activities shall be deposited into the **Team's** bank account without prior deduction immediately UPON receipt.
- 27.2 All expenses and disbursements owing or incurred by the **Team** shall only be paid by cheque drawn on the **Team** bank account in accordance with these **Rules**.
- 27.3 All funds in the **Team** bank account shall be used for **Team** expenditures. Use of funds for personal expenditures shall constitute immediate dismissal of that member of the **Coaching Staff** with the possibility of further legal action being taken against that member by the **Team** and **AMSC**. Any costs incurred by the **Team** and **AMSC** to resolve this issue shall be paid by the member of the **Coaching Staff** who is liable for the said action.
- 27.3 The **Team** must keep copies of all receipts. One Master final **Year End** Budget should include copies of all receipts with statements attached and a copy of the **Year End** budget summary shall be given to one of the **Parents/Guardians** at **Year End** which will show a disbursement of all funds remaining. **Parents/Guardians** should also be given a copy of the last bank statement indicating a zero balance in the **Team's** bank account.

## ARTICLE 28: TEAM BUDGETS

- 28.1 Each **Team's Head Coach** shall submit the **Team's** Preliminary Budget to **AMSC** for approval at least 30 days before the date fixed for the first **Team** Tryout. The preliminary **Team** budget must be prepared in accordance with forms supplied by **AMSC**.

These forms shall include:

- proposed **Team** revenues which includes the sources received
- proposed **Team** expenses detailing where money was spent
- a reasonably detailed explanation with notes for each budgeted item

The budget shall be prepared in accordance with information available at the time of initial submission to **AMSC**.

- 28.2 The preliminary budget must include the following if the **Team** elects to pay any member of the **Coaching Staff**:
- a detailed accounting of the amount of the payment and reimbursements made to the member of the **Coaching Staff**
  - a detailed accounting of where the money came from, all sources of funding and disbursements
  - a detailed accounting of each payment and reimbursement made by the **Team**

- 28.3 Any **Team** that elects to pay a member of the **Coaching Staff** must pay that member by cheque and not by cash. If the **Team** is only responsible for a certain portion of those fees then it is only that portion of the fees or reimbursement that should be identified and recorded. The **Team** or **AMSC** shall not be held liable if payment cannot be attained at **Year End** to pay that member of the **Coaching Staff** to whom payment of fee or reimbursement is required.
- 28.4 **Team** budgets should be reasonable and attainable, a copy shall be given to **AMSC** for approval before handing it out to the team.
- 28.5 **AMSC** shall receive a copy of the "Preliminary **Team** budget" and shall approve the said budget in writing prior to handing it out to the **Parents/Guardians**.
- 28.6 No material changes to the preliminary **Team** Budget shall be permitted without prior approval by **AMSC**. (It is also understood that clerical errors are exempted from this requirement, but once found they shall be corrected.)
- 28.7 An approved hard copy preliminary **Team** budget will be provided to the **Parents/Guardians** of each proposed **Player** prior to and/or on the date of signing of the **Player's** registration card.
- 28.8 The **Parents/Guardians** must acknowledge in writing that he/she has received the preliminary **Team** budget and shall receive a copy of the signed acknowledgment

## ARTICLE 29: FINAL TEAM BUDGET

- 29.1 The **Final Team Budget** shall be submitted by the **Team Manager** for approval by **AMSC**. Prior to such approval by **AMSC** the **Parents/Guardians** representing at least 60% of the **Players** on the **Team** shall approve the **Final Team Budget**. Changes, if any shall be highlighted and appropriate explanations shall be provided. The **Final Team Budget** as approved shall be signed by the **Parents/Guardians** who were present and voted from the **Final Team Budget** at the **Team** meeting. (Clerical errors are exempted from this requirement.) **Parents/Guardians** shall receive a hard copy of the final **Team Budget**. Teams must get written approval that the teams account was in order as per Avalanche rules and policies at the season end.

## ARTICLE 30: TEAM FINANCIAL SUMMARIES

- 30.1 The **Team** will provide to **AMSC** and the **Parents/Guardians** 4 interim financial updates regarding the **Team's** finances and budget. Finances must be signed off by Parents.

The periods are:

- May 1st to September 30th
- October 1st to December 31st

- January 1st to March 31st
- Final year end statement (summary) submitted at **AMSC Year End Banquet**

- 30.2 Once approved by **AMSC** a copy of the **Team's** financial summaries will be provided to one **Parent/Guardian** of each **Team Player** no later than 15 days following the close of the **Team's Year End** or before the next **GTHL** scheduled tryouts. Copies of all receipts shall be made available upon request.

## **ARTICLE 31: USE OF TEAMS SURPLUS FUNDS**

- 31.1 If there is a surplus of **Team** funds available to a **Team** at the close of the **Hockey Season** in any year, such surplus shall be used in such manner as the **Parents/Guardians** representing 60% of the **Players** on the **Team** reasonably determined. If the **Team** fails to make such determination by April 15th (or last day before tryouts) of such year, the surplus funds shall be transferred to **AMSC** immediately for safekeeping, in trust, until a decision is made in writing. Once a decision is made by the **Parents/Guardians** the money will be released as set out in a letter to the **Parents/Guardians** and **AMSC** by the **Team**. **Teams** must make sure that monies held in the account are accurate and accounted for before funds can be transferred to **AMSC** for distribution to **Parents/Guardians**.

## **ARTICLE 32: DISPUTES OVER TEAM FINANCES**

- 32.1 Any complaints by a **Parent/Guardian** arising out of a **Team** budget or financial summary must be referred to **AMSC** for resolution in accordance with the procedure set out by the **Team** in its **Team** rules and compliance with **AMSC** rules and policies. The decision of **AMSC** will be binding on all parties set out herein. (see dispute resolution **ARTICLE 62**).

## **ARTICLE 33: TEAM PROGRAMS**

- 33.1 **AMSC** develops programs of general application for its **Teams** by working with the individual members of the **Coaching Staff** upon request. All **Teams** need either similar or different programs due to age differences and ability of **Players**. The coaching staff is given the Hockey Canada Manual to be used as a guideline to teach the skills required.

## **ARTICLE 34: PRACTICE ICE**

- 34.1 **AMSC** provides each **Team** with 1 hour of practice ice each week with a Maximum of 18 practices on a regular scheduled basis. Any additional practice ice required is to be arranged by the **Team** at its own cost. The **Team** has the option to receive more than 1 hour practice

time from **AMSC** but that additional time will be invoiced to the **Team** by **AMSC**. Additional **Year End Practice Ice** will also be invoiced to the **Team** by **AMSC**. Any amount of **Practice Ice** contracted by **AMSC** with the arena over and above the 18 weeks is the responsibility of the **Team** to either use or sell. Current **Team** practices are held at the Ice Gardens (located at York University). Conflicts in **Team** practice ice and games are the responsibility of the individual **Team** to sell its practice ice. No replacement practice ice will be given to **Teams** if scheduled games or **Tournament** games are played during **Team** practice times.

## ARTICLE 35: TOURNAMENTS

- 35.1 **AMSC** approves and processes **Team Tournament** applications. If a conflict in scheduling between **Teams** arises, the final determination as to the application to be processed will be made by **AMSC** in its absolute discretion. **Teams** can be denied **Tournament** entry if it conflicts with regular season games and playoffs games. All **AMSC Teams** must attend the **AMSC** Fall Tournament held during the USA Thanksgiving weekend long weekend. Attendance at and participation in the **AMSC** March Meltdown Tournament is optional for all **Teams**.

## ARTICLE 36: MINIMUM PLAYER TEAM ROSTER

- 36.1 Each **Team** shall have a minimum of 15 **Players** to register the **Team** with the **GTHL**. **AMSC** mandates the signing of 16 **Players** to the **Team** as the minimum requirement for all **Team** rosters. If a **Team** elects to sign 15 **Players**, that **Team** shall be invoiced for the 16th **Player** not signed for the season (a \$400 fee). This fee is the responsibility of the **Team** to pay not the **Coaching Staff** through it team budget.
- 36.2 **Teams** may be asked to carry a full roster of either 16 ,17, 18 or 19 players. Exception is the Juvenile division.

## ARTICLE 37: TEAM/PLAYER SPONSORSHIP

- 37.1 **Teams** are encouraged to solicit support from corporate sponsorship in order to reduce the financial burden on **Parents/Guardians** and **Players**. As consideration, the **Team**, at its sole cost has the right to place the **Names** and/or **Logo** of **Team** sponsors on equipment, gear and clothing used by the **Team**. To ensure consistency and quality, the **General Managers** must approve all sponsorship cresting. With respect to **Team** jerseys, only 2 sponsorship patches shall be allowed, the location and size of which must be approved by the **General Managers**.
- 37.2 **Teams** must also follow the guidelines set by the **GTHL/OHF** in reference to **Team Sponsorships** with regard to **AMSC** equipment. There shall be for example no sponsorship from TOBACCO OR ALCOHOL companies or their affiliates.

- 37.3 **Teams** must have rules in place prior to the start of the season regarding such issues relating to how a **Parent's/Guardian's** or individual sponsorship money brought into the **Team** will be spent, used, distributed or used as registration money for that **Parent/Guardian/Player**. **Teams** also must make **Parents/Guardians** and **Players** aware of the surplus of sponsorship money at **Year End** and how it will be spent or distributed to the **Team**.
- 37.4 **Teams** will have the right to keep a "**Player's Name**" private when distribution of sponsorship money is used to pay **Player's** registration fees. A record must be kept indicating the amount of money used to subsidize **Player's** registration and recorded on each **Team** statement.
- 37.5 **Teams** are responsible to arrange their own sponsorship patches, cresting or silk screening on **Teams** equipment when a sponsor's **Name** is added. **Teams** may approach **AMSC** to have the equipment sent out by **AMSC**. Such cost set by the supplier will be invoiced to the **Team** by **AMSC**.
- 37.6 All **Teams** must identify all **Team** sponsorship in writing to **AMSC General Managers** throughout the year and amount donated to the **Team** in its financial statements.
- 37.7 **Player Sponsorship Money** may be brought in by a **Player** and can be used by that **Player** for **Team** purposes for which the **Player** may allocate up to 50% of the **Player Sponsorship Money** toward the **Player's AMSC Registration Fee** or up to 100% of that **Player's** allocation toward his/her portion of the **Team's** budget. The **Player** shall fill out the appropriate form contained in **Article 80**.

## **ARTICLE 38: TEAM/PLAYER FUNDRAISING**

- 38.1 **AMSC's General Managers** ("A" & "AA") will review and approve all **Team** fundraising plans prior to the fundraising event and before the plans are implemented. The **Team** is solely responsible for the consequences of such activities including the content of any written material used to further those activities. All fundraising efforts shall be conducted in compliance with all provincial and municipal laws, by-laws and regulations.
- 38.2 All **Team Functions** must also be reported to the **GTHL** office through the **AMSC General Managers** for insurance reasons, such as **Team** parties, **Team** meetings, and any **Team** event involving members of the **Coaching Staff, Parents/Guardians** and **Players**. Each **Team** is to contact **AMSC** Administrator who in turn will notify the **GTHL** Office.
- 38.3 **AMSC** may hold an Auction and Dance Event on a date selected by **AMSC** during each season. Unless otherwise agreed to by **AMSC**, each **Team** shall be obligated to purchase 20 tickets. Each **Team** shall have the opportunity to raise funds through a **Team** auction to be held during the dance. **Teams** who take advantage of this option must provide their own items for auction and rules pertaining to the auction rules. Unsold mandatory tickets will be

invoiced to the **Team**. Failure to pay the invoice may result in **AMSC** providing no releases to **Team Officials** and **Players** until all invoices are paid. The Avalanche organization may also hold a **Golf Tournament during the months of MAY to OCTOBER** of the current hockey season. **Each team will be responsible for a minimum of ( 6-8 golfers ) to attend. Additional information will be distributed to the coaching staff once a golf date gets confirmed, scheduled and cost involved on a per golfer player base.**

- 38.4 Portion of the proceeds raised from the **Team dance auction/golf tournament event** shall be distributed to the individual **Teams**. Ticket prices shall be set by **AMSC**. **AMSC** reserves the right to waive any fees associated with not selling the amount of tickets mandated to be sold by the **Team**. **Teams** who run their own **Team dance/event** must have the event Rules approved by **AMSC**. **Teams** must also make clear to the **Parents/Guardians** and guests the rules of the Dance/Auction or other team event teams may elect to host.
- 38.5 **Players** may fundraise for the **Team** and any or all of the funds collected through fundraising may be applied by the **Player** toward that **Player's** allocation of his/her portion of the **Team's** budget up to 50% or that **Player's** **AMSC** registration fee up to 50%. At the first **Team** meeting or confirmed at the second **Team** meeting, there shall be a **Majority Vote** of the **Team** specifying how the funds raised through fundraising by each **Player** or **Team** shall be allocated i.e. toward **AMSC Player** registration or allotment toward **Player's** portion or **Team** budget.
- 38.6 All team events **must be approved by AMSC and the GTHL**. Team events must be sanctioned and insured by the GTHL contact MICHELLE FATA for additional details 416-636-6845 for proper paper work to be filled out. Team movement must be tracked and identified to the GTHL league office for approval, movement may include insurance reasons for the GTHL league office to be aware of team movement.
- 38.7 Teams must contact the GTHL for ALL team functions. Teams failing to do so may not be insured in case of injury. Contact the **AMSC** general manager for more details ( Gianni Sasso ).

## **ARTICLE 39: PROPER DOCUMENTATION**

- 39.1 Members of the **Coaching Staff** shall keep proper **Team** records, proper injury reports, proper equipment purchases, proper **Game Sheet** records and an up to date **Team** contact lists.
- 39.2 **Teams** must produce all **Appropriate Records** regarding the **Team** when asked to do so by **Parents/Guardians**, members of the **Coaching Staff** and/or **AMSC**. Failure to comply shall result in the dismissal of the member of the **Coaching Staff** or suspension of the member of the **Coaching Staff** with no release to any member of the **Coaching Staff** granted at **Year End**.
- 39.3 **Teams** shall keep all receipts to verify expenditures of the **Team** and money distributed if asked to produce or only upon request of a **Parent/Guardian, Coaching Staff** or **AMSC**. Failure to do so may result in dismissal and/or suspension of members of the **Coaching Staff** with no release granted at **Year End**.

## ARTICLE 40: PLAYER'S CODE OF CONDUCT

The Code of Conduct identifies the standard of behavior, which is expected of all members, including **Players, Coaching Staff, Parents/Guardians**, Volunteers, fans, and others. We are committed to provide an environment in which all individuals are treated with respect. **Members** shall conduct themselves at all times in a responsible manner and refrain from comments or behaviors, which are against **AMSC** policies, and the **Rules** and Codes of Conduct listed within. The following is the **Player's Code of Conduct** for all **AMSC Players** set by **AMSC** and the **GTHL** in addition to the **Team's** Code of Conduct:

- 40.1 All **Players** shall have as their number one priority the ability to participate in the game of hockey with sportsmanship.
- 40.2 All **Players** should always conduct themselves so as to maintain the highest principles, integrity and dignity. I will never curse or use foul language.
- 40.3 **Players** shall always adhere to the rules established by the **GTHL/OHF/CHA** and **AMSC**.
- 40.4 **Players** shall accept the authority of all **Game Officials**. At no time is it appropriate to demonstrably question the decisions and actions of **Game Officials**, particularly on-ice officials.
- 40.5 **Players** shall accept the idea that an athlete's strong desire to compete and succeed is in no way compromised by respect for the **Operation Manual** and respect for all opponents. Acceptance of this concept is the very heart of sportsmanship and fair play.
- 40.6 **Players'** actions will never deliberately jeopardize the safety and well being of opponents, **Teammates, Game Officials**, or spectators.
- 40.7 **Players** shall understand that it is his/her responsibility to know and understand all rules that pertain to his/her participation in the game.
- 40.8 **Players** shall accept that their academic responsibilities shall supersede their athletic responsibilities.
- 40.9 **Players** will honestly report all injuries and medical conditions in a timely manner to the appropriate **AMSC** medical personnel or **Team Trainer**. A **Player** shall also bring a permission to skate letter from a qualified medical practitioner once that **Player** can return to the ice.
- 40.10 Player must not criticize their own teammates or others due to the lack of skills. Sportsmanship should be your first priority when playing the game of hockey.
- 40.11 It is understood that anyone who is a signed **Player** of **AMSC** will embrace the **Player's Code of Conduct**. Members of the **Coaching Staff** or **AMSC** may exercise a suspension to a **Player** if deemed necessary for deliberately breaking the **Player's Code of**



## **Conduct.**

- 40.12 I will respect my coaches at all times and listen carefully to their instructions.
- 40.13 I will support and respect my teammates and opponents at all times. I will not tease, ridicule, put down or make fun of any players on my team or the opposing team, at any time.
- 40.14 I understand that my behaviour reflects on my teammates, my coaches and the **AMSC**. I will always be on my best behaviour at games, practices, hotels and team events and **AMSC** events.
- 40.15 I will not complain about penalties or calls made by the officials and I will respect the referees at all times. I understand that they are in charge of enforcing the rules of ice hockey, and I will respect their opinions.
- 40.16 I will show good sportsmanship at all times, both when winning and losing.
- 40.17 I will be committed to developing as a hockey player. This includes attending practice, listening to my coach, and always giving my best effort.
- 40.18 I will arrive at practices and games on time and prepared. I understand that it is my responsibility to have all of my equipment packed and ready to play a game.
- 40.19 I will always leave the locker room clean and in good condition, both at my home rink and away.
- 40.20 I will never bring drugs, alcohol, tobacco products or weapons of any kind to **AMSC** games, practices, trips or other events.

I understand that by signing an **AMSC** players card I promise to uphold the Players Code of Conduct. I realize that violation of this Code of Conduct may result in loss of ice-time, suspension for part of or all of a game, or even ejection from the **AMSC** Program.

## **ARTICLE 41: PLAYER'S RESPONSIBILITIES**

- 41.1 **Players** are responsible for his/her equipment. Loss of any equipment is the **Player's** responsibility to replace not **AMSC** or the **Teams**.
- 41.2 **Players** are responsible for contacting the **Head Coach** or the **Team Manager** if he/she must miss practices or games, including **Tournaments** as soon as possible. A specific reason for missing the game, practice or **Tournament** must be given.
- 41.3 **Players** are required to uphold certain standards expected by **AMSC**. The **Head Coach** will inform the **Player** of the requirements he/she will need to follow.
- 41.4 **Players** are required to report all injuries that occur while participating in practices or games to the **Head Coach**. If the injury requires medical attention by a doctor an INJURY MEDICAL Form is to be completed. Once a qualified medical practitioner treats the injury,

the **Player** must obtain a letter from the qualified medical practitioner in order that the **Player** can return to playing hockey.

- 41.5 **Players** are responsible for being dressed and ready at least 20 minutes prior to game time.
  - 41.6 **Players** are expected to show proper respect for any ice facility in which the **Team** is playing.
  - 41.7 **Players** are expected to show respect for their **Teammates**, opponents, **Head Coaches**, and **Game Officials**.
  - 41.8 No **Player** shall deliberately cause any personal harm to any other **Player, Coaching Staff, Parents/Guardians, AMSC** or damage to any property of any other **Player, Coaching Staff, Parents/Guardians** or **AMSC**. **AMSC** shall investigate any action that has been called deliberate to determine whether or not such action was deliberate. Such investigation shall follow the same procedures as set out in Article 62.
  - 41.9 **Players** are expected to listen to and obey the **Head Coach's** instructions. If the **Player** has a question or concern, he/she should address it to the **Head Coach** after the practice, game or **Tournament**. If the **Player** is not satisfied with the response to the question or concern, Parental guidance should be sought.
  - 41.10 **Players** are expected to follow rules or policies that may be set forth by **Head Coaches** or by **AMSC**.
  - 41.11 **Players** and **Parents/Guardians** will be notified verbally or via e-mail by the **Team's Head Coach** of any disciplinary action against the **Player** by the **GTHL** or **AMSC** at the beginning of the season.
  - 41.12 **Players** of **AMSC** shall embrace the **Player's Responsibility** code set out in Article 41 herein. Members of the **Coaching Staff** or **AMSC** may impose a suspension on a **Player** if deemed necessary for deliberately breaking any section set out in Articles 40 and/or 41 herein.
- Article 41 to be can by the coaching staff in additional to the team rules. Players will be held accountable to the coaching staff, the team and AMSC.**
- 41.13 **Players** are responsible for their own actions during the hockey season. Any damages caused by players will be invoiced to the Parent/Gaurdian. Regardless in the arena or parking lot.
  - 41.14 **Players/ Parents / Coaches** must comply to the Concussion Protocol set by Hockey Canada/OHF/GTHL set in its distribution on when a player is suspected of a concussion and comply to the return to play protocol as set by the GTHL league office.

## **ARTICLE 42: PLAYER'S CODE OF ETHICS**

- 42.1 Each **Player** shall be positive about his/her hockey experience and accept responsibility for participation by following this **Player's Code of Ethics**.
- 42.2 Each **Player** shall encourage good sportsmanship from fellow **Players, Coaching Staff, Game Officials, and Parents/Guardians** at every game and practice by demonstrating good sportsmanship themselves.
- 42.3 Each **Player** shall attend every practice and game that he/she can, and will notify his/her **Head Coach** if he/she cannot. Each **Player** understands the importance of his/her attendance at every practice and game and that his/her absence will have a major impact on his/her **Team**.
- 42.4 Each **Player** shall do his/her best to listen to and learn from his/her **Head Coach** and ask questions of his/her **Head Coach** if not sure of any explanation given by him/her.
- 42.5 Each **Player** shall treat his/her **Head Coach**, other members of the **Coaching Staff**, other **Players, Game Officials**, and fans with respect regardless of race, sex, creed, or abilities just as he/she would expect to be treated.
- 42.6 Each **Player** shall have fun during his/her hockey experience and will alert **Parents/Guardians** or his/her **Head Coach** if it stops being fun.
- 42.7 Each **Player** shall play in an environment that is free of drugs, tobacco, and alcohol.
- 42.8 Each **Player** shall encourage his/her **Parents** to be involved with his/her **Team** or **AMSC** in some capacity because it is important to him/her.
- 42.9 Each **Player** shall do his/her very best in school. School comes first over hockey and each **Player** shall inform the **Coaching Staff** if there is a conflict with school.
- 42.10 Each **Player** shall remember that hockey is an opportunity to learn, be competitive, have fun and meet new friends.
- 42.11 Each **Player** shall adhere to the policies and rules of the **GTHL/OHF/CHA/AMSC** and his/her **Team** rules, policies and codes.
- 42.12 It is understood that every **Player** shall embrace the **Player's Code of Ethics**. The **Coaching Staff** or **AMSC** may exercise a suspension to a **Player** if deemed necessary if that **Player** deliberately breaks the **Player's Code of Ethics**.
- 42.13 **Players** shall learn **Teamwork**, sportsmanship and discipline.
- 42.14 **Players** shall work hard to improve his/her skills and shall practice. A **Player** cannot be good at hockey just by playing games.

- 42.15 **Players** shall learn the rules and play by those rules. **Players** shall try to know what he/she is talking about when he/she discusses aspects of the game with other people.

### **ARTICLE 43: PLAYERS' EQUIPMENT RESPONSIBILITIES**

- 43.1 **Players** shall wear **ALL** protective equipment, including mouth guards, to every practice/games.
- 43.2 **Players** shall wear at all times a helmet with a facemask while on the ice /practices/games.
- 43.3 **Players** shall be sure that all equipment straps are properly secured and equipment fits properly.
- 43.4 **Head Coaches** shall conduct periodic equipment checks. The finding of unsafe equipment will be communicated to the **Parents/Guardians** so that this equipment is immediately replaced.
- 43.5 All jewelry **MUST** be removed prior to practice/game.

### **ARTICLE 44: AMSC EQUIPMENT, GEAR, CLOTHING**

- 44.1 (a ) **AMSC** mandates the equipment and clothing for each **Team** and shall designate the approved supplier to each **Team** to purchase **AMSC** Equipment Gear and Clothing. Prices set by Suppliers may vary due to availability. Members of the **Coaching Staff** are given a preliminary price list at the **AMSC** sizing party. **Teams** going to outside suppliers not used by **AMSC** will have to be approved by the **Board of Directors** in writing. **AMSC** must approve all sponsorship cresting. Equipment **AMSC** supplies are as follows: Game Sweaters, Practice Jerseys, Socks, **Team** Jackets, Pants, Gloves, Turtlenecks, Mocks, Hats, Toques, Bags, Tracksuits, and first aid kits.
- 44.1 ( b ) **AMSC** will not distribute the Avalanche Logo or other logos to teams for the sole purpose of advertising, marketing, branding, including team purchased equipment not approved by **AMSC** for use of silk screening and embroidery usage or any other usage unless written permission is given by **AMSC**.
- 44.2 **AMSC** controls the location and colors of the **AMSC Logo** and its placement on all equipment used by **Players** and members of the **Coaching Staff**. All other use of **AMSC Logo**, including the use of the **Logo** on **Team Letterhead**, must be approved in writing by the President of **AMSC**.

### **ARTICLE 45: RINK AND PLAYER LOCKER ROOM BEHAVIOUR**

- 45.1 Under no circumstances shall any **Player** of any age be left unattended in any locker room (both home and away). **Players** shall be attended to by a **Head Coach**, **Team Manager**,

Parent or person whom the **Head Coach** or **Team Manager** so designates to supervise **Players** in the locker rooms.

- 45.2 The following behavior is prohibited in all **Locker Room Facilities** and arenas by all **Players**: Running, Horseplay and Rough-housing.
- 45.3 All **Players'** hockey sticks shall be either lined up along a wall or placed in a receptacle specifically designated for hockey sticks.
- 45.4 No **Player** shall throw snow/ice from skates, used tape, equipment or the personal belongings of any other **Player** at another **Player** in the locker room.
- 45.5 No **Player** shall misuse in any way the lavatory facilities.
- 45.6 No **Player** shall spit in the **Locker Room Facilities** or arena.
- 45.7 Swearing, using foul language, or being disrespectful during a game or practice by any **Player** shall result in disciplinary action.
- 45.8 Fighting by any **Player** during practice or during a game will result in disciplinary action.
- 45.9 **Players** shall wear full equipment at every practice.
- 45.10 **Head Coaches** do all of the **Head Coaching**. **Players** shall discuss with the **Head Coach** but he/she shall never argue with the **Head Coach**.
- 45.11 **Players** shall leave the ice immediately after practice and/or games as other **Teams** may be waiting for the ice.
- 45.12 **Players** shall keep all locker rooms free from debris including used hockey tape, wrappers, bottles, cups etc.
- 45.13 No **Player** shall pound, kick or misuse any lockers or benches or other locker room fixtures.
- 45.14 There shall be no behavior by any **Player** demonstrating a lack of respect for the personal belongings of others.
- 45.15 No **Player** shall destroy/damage in any manner the **Locker Room Facilities** or the personal belongings of others.
- 45.16 **Teams** will be held financially responsible for any damage to locker room facilities including but not limited to being held directly financially responsible for the loss, damage and/or destruction of another **Player's** personal belongings or equipment as a result of the inappropriate actions of individuals **Players** occupying locker room facilities both home and away.
- 45.17 Failure to adhere to the rules set out in Article 45 shall result in disciplinary action which may include, but is not limited to the suspension of any given **Player**.

- 45.18 In the event of an emergency in the **Locker Room Facilities**, the **Coaching Staff** must have a contact **Name** and number for the injured **Player** with them. The **Coaching Staff** should know where the closest emergency facility is and follow the **Emergency Plan** that has been developed by the **Team**.
- 45.19 **Players** shall keep floors clean and free from all litter. Failure to keep the locker room facilities clean may result in the loss of locker room privileges by that **Player** or **Players**.
- 45.20 **Players** and **Parents/Guardians** shall be responsible for being aware of and obeying all rink rules.
- 45.21 **Players** shall not use or possess tobacco, alcohol or drugs while in or around the **Arena** premises.
- 45.22 **Parents/Guardians** that have problems or questions about a **Head Coach** will direct those problems and questions to the **Team Manager** or **AMSC's Discipline Committee** and not the **Head Coach** himself/herself.
- 45.23 Theft of any nature or kind shall not be tolerated. Any type of theft shall result in suspension of the **Player** from the **Team**.
- 45.24 These are minimum requirements. Individual **Head Coaches** may wish to enforce stricter rules of conduct. It is understood that anyone who is a **Player** will embrace the **Players** locker room behavior. The **Coaching Staff** or **AMSC** may impose a suspension on a **Player** if deemed necessary for deliberately breaking the **Player's** locker room behavior.
- 45.25 It is the Dressing Room Policy of the **OHF** that **Players** of mixed genders from Atom and down may change in the same room at the same time in the presence of two properly screened adults as set forth in the '10 Steps' by the **OHF**. **Players** Pee Wee and higher may not change in the same room at the same time and it is the responsibility of the **Head Coach** to ensure all **Players** of all genders are involved in both pre-game and post-game activities.

## **ARTICLE 46: PLAYER HOTEL BEHAVIOUR**

- 46.1 Supervision of all **Players** regardless of age in all hotel rooms, pools and other hotel areas including restaurants is the sole responsibility of the **Parents/Guardians** of those **Players**.
- 46.2 Safety in hotels is of the utmost priority at all times.
- 46.3 **Parents/Guardians** shall know where their children are at all times, including siblings of **Players**.
- 46.4 **Parents/Guardians** shall not allow their children to roam hotels without an adult.
- 46.5 **Parents/Guardians** shall not allow their children in pools, saunas or exercise rooms unsupervised regardless of age or swimming ability. Most hotels do not provide lifeguards.

- 46.6 **Parents/Guardians** shall familiarize themselves with all individual hotel rules and communicate these rules to their children.
- 46.7 **Parents/Guardians** shall be considerate of other hotel guests. Do not allow your children to run in the hotel corridors, engage in horseplay or be loud or boisterous in any area of the hotel.
- 46.8 **Parents/Guardians** shall insure that a **Head Coach's** curfew is enforced.
- 46.9 **Parents/Guardians** shall be considerate of other youth hockey **Players** that may be staying in the hotel. They may have early morning games even if you do not.
- 46.10 **Players** shall represent **AMSC** in a positive way during their stay at a hotel.
- 46.11 **Head Coaches** are not baby sitters. Don't presume that the **Head Coach** of your child's **Team** should be acting to entertain and otherwise supervise and occupy your child during the course of your stay at the hotel. **Players** attending away games or **Tournaments** without **Parents/Guardians** must have a written letter signed and dated by the **Parents/Guardians** explaining to the **Coaching Staff** under who's supervision the **Player** is under while away and expectations that the **Player** must follow while under someone else's supervision.
- 46.12 **Parents/Guardians** shall be held directly and financially responsible for any damage to any hotel facility/property as a result of inappropriate actions of their child/siblings/guests of their children/friends or other adults staying at the hotel as part of the game/**Tournament**.
- 46.13 **AMSC** will not be held financially responsible for any damages incurred in hotels by the **Team**. The **Head Coach** reserves the right to impose appropriate disciplinary action as he/she sees fit as a result of a violation of these rules. Disciplinary action may include, but not be limited to, suspension of play. Any disciplinary action from the **Team** will be communicated to the **Players** and **Parents/Guardians**. The **Player** may in addition to such disciplinary action face further disciplinary action or dismissal from **AMSC** as deemed necessary.

## **ARTICLE 47: PLAYER SUBSIDIES**

- 47.1 **AMSC** may consider in very specific circumstances written requests to subsidize a portion of a **Player's** registration fee. Such subsidy, if any, will require compelling circumstances and clear demonstration of need and will only be granted to the individual(s) who exemplifies the standards and values of **AMSC**. **AMSC** may require the **Team** in question to match any subsidy to the **Player**.
- 47.2 If a subsidized **Player** wishes to obtain a release prior to the end of the season, **AMSC** may as a condition of granting such release, demand and obtain a repayment of the subsidy granted to the subsidized **Player**.
- 47.3 **Players** may go on scheduled payments to pay for registration fees. The schedule will be agreed upon by both **Parents/Guardians** and **AMSC** in writing. If payment has not been

committed to the player may face Suspension or dismissal without a release until payment is made.

## ARTICLE 48: PLAYER INJURY

- 48.1 Neither **AMSC**, nor the **Team** nor the **Coaching Staff** are responsible for any injury suffered by a **Player**, whether on or off the ice and howsoever caused including traveling to and from games and practices. The **GTHL** maintains insurance, which may be applicable in certain events. **Parents/Guardians** are urged to contact the **GTHL** for an explanation of such coverage (416-636-6845).
- 48.2 All hockey related injuries must be reported immediately to the **Head Coach** and recorded by the **Team Trainer**. A proper medical letter is required from a qualified medical practitioner before a **Player** will be allowed back on the ice. **Parents/Guardians** letters are not valid.
- 48.3 Injuries requiring medical care must have a proper medical form filled out as supplied by the **GTHL** medical injury report form located on their web site. The form must be filled out and signed by a medical doctor. Copies shall be given to the **GTHL/OHF/AMSC** and the **Team**.
- 48.4 A **Player** must inform the **Head Coach** when that **Player** is under a Doctor's care. This information shall be treated as confidential by **AMSC**. Any return to the ice must be preceded with a note from a qualified medical practitioner stating when the **Player** is able to play. Without this prior authorization **NO Player** shall be allowed to return to the ice by **AMSC** for games, practices or **Tournaments**.
- 48.5 All head injuries are to be treated as a serious injury and require that the appropriate injury forms be filled out. Please refer to the **GTHL** policy with regard to head injury and return to play as cited in Article 76.2.
- 48.6 Players/ Parents / Coaches must comply with the Concussion Protocol set by Hockey Canada/OHF/GTHL set in its distribution on when a player is suspected of a concussion and return to play protocol.

## ARTICLE 49: PLAYER RELEASES

- 49.1 **AMSC** will not grant a release to a **Player** once a registration card is signed except under compelling and unusual circumstances, which necessitates the severing of such **Players'**



relationship from the **Team**, having the best interests of all concerned. **AMSC** shall make the determination of the existence of such circumstances in its absolute discretion.

- 49.2 No release shall be binding on **AMSC** unless it is in writing signed by either the President and or the Vice President. Email will be accepted and proof of player releases.
- 49.3 Any **Player** who leaves the **Team** or **AMSC** of his/her own volition shall not be granted a registration refund or partial refund.
- 49.4 A released **Player** who brings sponsorship/fundraising money to the **Team** may not take those funds with him/her upon leaving the **Team**.
- 49.5 Players shall/may only be released at season end once next years teams are registered with the **GTHL**. This process may take as long as September to do so.
- 49.6 Players invoices must be paid in full before a release can be considered.
- 49.7 If a release was granted to a **Player** prior to November 15th the **Team** shall within 15 days following **AMSC**'s granting of such release, reimburse to the **Player** a portion of fees paid by such **Player** to **AMSC**. The amount to be reimbursed shall be determined by **AMSC** and the **Team** as follows:
  - A. The **Team** shall determine the total amount of fees paid by or on account of the **Player** requesting the release which has been paid to the **Team/AMSC** less the balance owed to the **Team** and/or **AMSC**. The difference will be the **Player's** refund.
  - B. The **Team** shall calculate the pre-season expenses already incurred by determining the **Player's** individual allocable share of the cost of any preseason off-ice and on-ice training programs and preseason games and pre-season and in-season **Tournaments** in which the **Player** participated. The **Team** refund policy may be determined by **Team** rules to be set out prior to the beginning of the season and confirmed by a **Majority Vote** of the **Team** and **AMSC**.
  - C. The **Team** shall calculate the **Tournament** expenses incurred by determining the **Player's** allocable share of the cost of preseason and in-season **Tournaments** in which the **Player** participated or as determined by the **Team** rules what is payable or agreed to by all **Parents**. **Team** refund policies shall be agreed to by a **Majority Vote** in order to be effective as a **Team** rule before the start of the season.
  - D. The **Team** shall calculate the **Player's** equipment and Gear Expenses. Loaned equipment to the **Player** by **AMSC** will have an associated fee for the use of equipment. Prior to a release being given, the **Player** shall pay all outstanding equipment and gear expenses.
  - E. Equipment paid for by the **Player** may not be returned to the **Team** or **AMSC** for a partial refund. **AMSC** and/or the **Team** will not recycle used **Players'** equipment.
  - F. If the **Player** returns loaned equipment to the **Team** and **AMSC** in appropriate condition the **Player** will be credited with a pro-rated amount for use of the equipment.

- G. The following expenses shall be deducted from the **Player** as IN SEASON EXPENSES:
- **Player** commitment fee (non refundable) see registration form **Parent/Guardian** signed at tryouts for explanation
  - **Team** pre-season expenses
  - all **Team** tournament fees pre-season and season **Tournament**
  - all equipment and gear expenses supplied by **Team/AMSC**
  - all games played (subject to **Team** and **AMSC** rules)
  - all practices attended (subject to **Team** & **AMSC** rules)
  - any **GTHL/OHF** fines assessed to the **Player** (subject to **Team** and **AMSC** rules)
  - loaned equipment fees
  - lost, damaged or replacement fee's of equipment
  - cost of removal of sponsorship **Name** and or **Player's Name** from back of game jerseys (see **Team** rules)
  - **AMSC** administration fees
  - Team fines issued by **AMSC** or the **GTHL** league office.

- H) Player **shall not** be released if the team they are playing for ( **signed players card** ) falls below the required number of player ( **team roster** ) required to fulfill the League office ( **GTHL** ) .. minimum required players to fulfill a team roster is 15 players.

- 49.8 This remaining amount represents the proportion of **Player's** fees dedicated to "IN SEASON FEES" to be paid or assessed by both the "**Team**" and "**AMSC**". The refund amount, if any, will be promptly reimbursed to the person(s) who made the payment on behalf of the **Player** on a pro rata basis. The obligation to make such payment belongs solely with the **Team** and **AMSC** shall have no responsibility for such payment. If dispute arise regarding the amount of such reimbursement, such disputes shall be referred to **AMSC's Discipline Committee** for resolution in accordance to **AMSC's Operation Manual**. The decision of **AMSC's discipline Committee** shall be final and binding on all parties.
- 49.9 If a release is mandated by the **GTHL** at any time or if a release is granted on or after November 16th in any year the released **Player** shall have no entitlement to any repayment of his/her initial registration payment and additional money paid except in respect of equipment determined in the same manner as set by **AMSC** and the **Team** on equipment and gear used or given to the released **Player** by the **Team** and/or **AMSC**.
- 49.10 A new policy is in effect with the **GTHL** league office **AMSC** players are release at year end . No release documentation is required or submitted to the league office. Player Releases are always pending violations of **AMSC** rules and policies. Player will be held back from being released on a "**HELD BACK LIST**" to be submitted to the **GTHL** office.

## ARTICLE 50: PLAYERS RELEASE AFTER NOVEMBER 15TH

- 50.1 **Players** cannot be released after the November 15th deadline (as per **GTHL RULES**). This rule can be verified in the **GTHL** handbook posted on the **GTHL** web site. **Players** need to appeal his/hers release through an appeal process through the **GTHL** office.
- 50.2 **Players** who elect not to play for the **Team** they signed with will not be refunded any portion of their registration fees.
- 50.3 **Players** are still responsible for their **Team's** outstanding bills up release date or the date he/she officially stopped playing for the **Team** whether or not that **Player** attended practices or games. This holds true whether or not the **Player** has been released, quits the **Team** or chooses to no longer play for the **Team**. A **Player** shall not be responsible for expenses incurred by the **Team** after that **Player** leaves the **Team**.
- 50.4 **Players** are still responsible to return any equipment loaned out to them either by the **Team** or **AMSC** before a release can be granted at **Year End**.
- 50.5 **Players** are still responsible to replace any lost, damaged or stolen equipment given to them for use either by the **Team** or **AMSC** before a release can be granted at **Year End**.
- 50.6 All sponsorship and fundraising money brought in by the **Player** and **Parents/Guardians** will not be reimbursed but rather such funds will remain with the **Team** they signed with.
- 50.7 **Players** released by the **GTHL** during the season will be pro-rated by **AMSC** and his/her **Team's** financial obligation will also be pro-rated to date by the **Team**.
- 50.8 Any additional costs incurred by the **Team** due to the **Player(s)** leaving shall be the responsibility of the remaining **Players**.
- 50.9 Player **shall not** be released after November 15<sup>th</sup> if the team they are playing for ( **signed players card** ) falls below the required number of player ( **team roster** ) required to fulfill the League office ( **GTHL** ) .. minimum required players to fulfill a team roster is 15 players. Once a replacement player is signed to replace the minimum roster requirements the player who requested a release shall be granted a release .. only if the **GTHL** league office accepts the application for player to be released. An appeal hearing may be required with the **GTHL** league office . Application must be submitted by the parents/guardian of the player to the **GTHL** league office ( 416-636-6845 ). Expenses for an appeal is the sole responsibility for the parent/guardian to be paid in full. No compensation will be given to the parent/guardian by **AMSC**.

## **ARTICLE 51: SANCTIONS FOR BREACHING OBLIGATIONS TO AMSC/TEAM**

- 51.1 **AMSC**, in its discretion, reserves the right to restrict the ice time, suspend or release any **Player** and also restrict a **Parent/Guardian** from attending games or practices who is found by **AMSC** to have breached any of the foregoing obligations, rules, codes, responsibilities and

conduct expected from **Players** and **Parents/Guardians**. These include but are not limited to the following:

51.2

**PLAYERS' EQUIPMENT RESPONSIBILITY**  
**PLAYERS' HOTEL BEHAVIOUR**  
**PLAYERS' DRESSING ROOM BEHAVIOUR**  
**PLAYERS' TEAM CODES**  
**PLAYERS' CODE OF ETHICS**  
**PLAYERS' CODE OF CONDUCT**  
**PLAYERS' RESPONSIBILITIES**  
**PLAYERS CYBER BULLING and SOCIAL MEDIA MISUSE**

NOTE: IN ADDITION TO THE ABOVE ALL **TEAM RULES** AND **TEAM PLAYER'S CODE OF CONDUCT** ARE TO BE FOLLOWED.

## **ARTICLE 52: ALLOCATION OF ICE TIME**

- 52.1 The **Head Coach** shall make all decisions regarding the amount of ice times afforded to a **Player** in the reasonable exercise of his/her discretion, having regard to the best interests of the **Team**.
- 52.2 Any **Player** denied reasonable ice time, or **Parents/Guardians** thereof, shall be entitled to request and obtain an explanation for such decisions without fear or threat of repercussion, provided such request is made in both a civil and appropriate manner. A scheduled meeting can be held at the request of the **Parents/Guardians** and or **Coaching Staff** to hear the details of why a **Player** is receiving reduced ice times.
- 52.3 The **Teams** will have a policy in place regarding **Player's** ice time and copies of such a policy shall be given to **AMSC** for approval. **Team** policies regarding ice time for **Players** can be over-ruled by **AMSC**.
- 52.4 If a **Player** is denied reasonable ice time on a continuous basis and is not satisfied with the explanation provided by the **Head Coach**. The **Player** may request that the issue be referred to the **Discipline Committee** for appeal. The decision made by **AMSC's Discipline Committee** will be final and binding on all parties.

NOTE: Reduced ice time shall go through the **Team Manager** first to be resolved if possible and then shall be followed up with a scheduled meeting with **AMSC General Manager/Discipline committee** to be investigated.

## **ARTICLE 53: PRIVATE LESSONS - PRESEASON/PARTICIPATION IN CAMPS**

- 53.1 No **Player** shall be made to participate in preseason private lessons, if a fee is to be charged. This includes any summer skate or practices. The **Parents/Guardians** have the right not to participate in these skates without any threat of releasing the **Player** from the **Team**. **Players** also will not be held responsible for any **Team** bills for the summer skate or private lessons the **Team** may take. If **Teams** are found guilty of such procedures, members of the **Coaching Staff** may face suspension or dismissal.
- 53.2 All such skates and consequences are required in writing and signed off by both **Parents/Guardians** and a member of the **Coaching Staff**. The **Coaching Staff** are not agents or representatives of **AMSC** when booking **Team** private lessons. **Teams** act on their own when booking these lessons. Pre-payment in full of any or all of these bills is the responsibility of the **Team**, **Player**, **Parents/Guardians** and not **AMSC**. Such an event is considered to be an **Unsanctioned Event** as defined by the **GTHL**.
- 53.3 **Teams**, **Players** and **Parents/Guardians** are responsible for any payment of the out-source of such private lessons during the pre-season or summer entered into by the **Team** on their behalf. **AMSC** will not be responsible for unpaid bills, invoices, contracts that may have been entered into by any **Team**. The **Team** must use a separate name and identity that is not connected directly/indirectly to **AMSC** when participating in such **Unsanctioned Events**.
- 53.4 No **Head Coach** shall be allowed to give private lessons in either the pre-season or regular season to any member of his/her **Team**.
- 53.5 In the event that the **Team** participates in a pre-season hockey/training camp, all **Players** are responsible for payment of his/her fees. In the event that a **Player** drops out of a hockey/training camp voluntarily/non voluntarily or for whatever reason be it prior to the commencement of the hockey/training camp or during the hockey/training camp that **Player** shall be responsible for payment of the balance of any registration fees owing to the **Team**, **AMSC**, or any other organization/individual by that **Player**.

#### **ARTICLE 54: PRIVATE LESSONS – REGULAR SEASON/PARTICIPATION IN CAMPS**

- 54.1 No **Player** shall be made to participate in private lessons during the regular season, if a fee is to be charged. A vote to determine whether or not private lessons will be part of the **Team's** development shall be held. All **Parents/Guardians** must be present for this vote and all must agree unanimously to the proposal. All such votes shall be done by secret ballot. If the **Team** contracts with any organization or individual to provide the private lessons to the **Team**, the **Team** shall be responsible for entering into a proper contract and for all expenses, insurances and liabilities. **AMSC** shall not be responsible for any of the above or any other arrangements made by the **Team**. It is the **Team's** responsibility to exercise due diligence when retaining an organization or individual.
- 54.2 A suggestion for each of the **Teams** is to only book or commit to a minimum of 4 to 6 sessions at a time in order to determine the quality of skill level of the hockey school, its integrity and its commitment to the **Team**.
- 54.3 In the event that the **Team** participates in a hockey/training camp during the regular **Hockey Season**, all **Players** are responsible for payment of his/her fees. In the event that a **Player**

drops out of a hockey/training camp voluntarily/non voluntarily or for whatever reason be it prior to the commencement of the hockey/training camp or during the hockey/training camp that **Player** shall be responsible for payment of the balance of any registration fees owing to the **Team**, **AMSC**, or any other organization/individual by that **Player**.

- 54.4 Teams must identify to AMSC the hockey school they are using for development and training. Hockey Schools must comply with the regulations/rules/policies of the GTHL.

## ARTICLE 55: PLAYING AND PRACTICING WITH AFFILIATED TEAMS DURING THE CURRENT HOCKEY SEASON

- 55.2 "A" **TEAMS AFFILIATIONS** . as per submission to the GTHL league office Due October 1<sup>st</sup>. Please refer to the information submitted . Coaching staff will receive a copy of the submission so Call ups can be utilized properly an in accordance to the GTHL submission.
- 55.3 "AA" **TEAMS AFFILIATIONS** .. as per submission to the GTHL league office Due October 1<sup>st</sup>. Please refer to the information submitted . Coaching staff will receive a copy of the submission so Call ups can be utilized properly an in accordance to the GTHL submission.

NOTE: 1. House league and select programs shall follow at a later date.

2. A **Team** can only affiliate with one other **Team**.
3. Affiliation forms are to be filled out and handed into the **GTHL** office by October 1<sup>st</sup> of each and every year.
4. **AMSC** decides the affiliations of **Teams** and not individual **Teams** themselves.
5. **Teams** are to check with the **Team** rules and policies regarding who takes preference when playing and practicing.
6. Whenever practicable **Players** shall be made available to the affiliated **Teams** so long as it does not conflict with the **Player's** primary responsibility to their own **Team**. The **Head Coach** of the Affiliated **Team** will select the **Player(s)** that he/she wants to be made available to him/her having regard to the reasonable requests of the **Team**.
7. **Teams** refusing affiliated **Players** to play will be referred to the **AMSC Discipline Committee**. Decisions made by **AMSC Discipline Committee** will be binding on all parties involved.
8. A **Head Coach** from the lower level **Team** cannot refuse a **Player** opportunity to play with the Affiliated **Team** when asked to play by that **Team's Head Coach**.

## ARTICLE 56: TIER II AFFILIATION

- 56.1 Notwithstanding that **AMSC** may be affiliated with a Tier II **Team**, no Minor Midget or Midget **Player** shall be obligated to play for such **Team** and subjected to compliance with the foregoing **ARTICLE**. **Players** may request permission to skate for any Tier II, Jr. B or JR. C **Team** selected by him/her at his/her discretion.

#### **ARTICLE 57: PERMISSION TO SKATE FORMS/LOR requirement and polices set by the OHF**

- 57.1 Permission to skate with other **GTHL**, **OMHA** or Alliance Minor **Teams** shall be granted at the discretion of **AMSC** and shall only be binding if signed by **AMSC** Officials (President or Vice President or **AMSC General Managers**). **AMSC** may require the **Player** to attend one or more tryouts before granting such permission to skate with another **Team**. All teams/players/ coaches/parents must follow the guidelines of the new LOR set by the OHF... download the information form the OHF website.
- 57.2 **Players** that are not in "Good Standing" with his/her **Team** or **AMSC** may be refused permission to skate with another **Team** until the **Player** takes all steps necessary to put himself/herself in "Good Standing" with his/her **Team** or **AMSC**.
- 57.3 All permission to skate forms will be issued to the **Player** and **Parents/Guardians** at the **Year End AMSC Banquet** by the **General Managers** (A & AA). Copies can also be printed from the AMSC web site: [www.avalancheminorsports.com](http://www.avalancheminorsports.com) ( permission forms )
- 57.4 A list and explanation of why **Players** are not in "GOOD STANDING" with the **Team** or **AMSC** will be submitted to the **GTHL** at mid-March. No releases shall be granted to those **Players** not in "Good Standing" until that **Player** takes all steps necessary to put himself/herself into "Good Standing".
- 57.5 Permission to skate with Tier II, JR.B or JR. C **Teams** shall be granted at the discretion of **AMSC** and shall be binding if signed by the President or Vice President or **AMSC General Managers**. In the absence of special circumstances, permissions will not be granted for Minor Bantam and Bantam aged **Players**. Permissions for granting Minor Midgets and first year Midgets may be given upon those **Players** completing **AMSC Tryouts**.

#### **ARTICLE 58: UNSANCTIONED and NON-SANCTIONED EVENTS AND POLICIES**

- 58.1 **Teams** who wish to participate in **Unsanctioned Events** do so under their own guidance. **AMSC** shall not provide any **Teams** with permission to enter any **Unsanctioned Tournament** or **Event** and **AMSC** shall not be legally responsible to provide any protection or coverage to its **Players**, **Parents/Guardians**, **Coaching Staff** or friends or relatives associated directly or indirectly with the **Team**.
- 58.2 **Teams** must not portray themselves as representatives, agents or employees of **AMSC** if they choose to attend any such **Unsanctioned Tournament** or **Event**. A **Team** who participates in an **Unsanctioned Tournament** or **Event** shall be considered to be a summer travel **Team** not connected to **AMSC**. Such **Teams** shall be responsible for their own

insurance coverage and all other expenses connected with the travel summer **Team**. **AMSC** shall not be responsible for any payments or liabilities incurred by this **Team**.

- 58.3 **AMSC** teams are not allowed to participate in unsanctioned / not sanctioned events during the hockey season as specified by the GTHL league office. Refer to the GTHL rule book found on the GTHL web site; [www.gthlcanada.com](http://www.gthlcanada.com). Subject to this in violation the team and or individuals may be subject of suspensions and or released for **AMSC**.

## **ARTICLE 59: HEAD COACH/MEMBERS OF COACHING STAFF WITH CHILDREN ON TEAMS**

- 59.1 **AMSC** shall allow for a member of the **Coaching Staff** to **Head Coach** his/her own child. However, if the **AMSC General Managers** determine that a **Head Coach's** son/daughter is not of "A Caliber", which said decision shall be at the sole discretion of **AMSC General Managers**, the **Head Coach** shall be asked to remove his son/daughter from the **Team** if his/her son or daughter is deemed to be not of "An Appropriate Caliber" by **AMSC's General Managers**. Should the **Head Coach** decide not to remove his son/daughter from the **Team**, then both **Head Coach** and the son/daughter shall be removed from the **Team**. However, if the child is of "An Appropriate Caliber" to play for the **Team**, **AMSC** expects its **Coaching Staff** to keep the best interest of the **Team** in mind at all times.
- 59.2 The same criteria and test set out in Article 59.1 shall apply to the sons/daughters of members of the **Coaching Staff**.
- 59.3 Should **AMSC** determine that members of the **Coaching Staff** are not keeping the best interests of the **Team** in mind, as it relates to the playing time of the son/daughter of a member of the **Coaching Staff**, **AMSC** shall issue a warning, suspension or termination to the member of the **Coaching Staff** as the case may be or to the **Head Coach** himself/herself.

## **ARTICLE 60: TEAMS WITH TWO OR MORE SIBLINGS**

- 60.1 A Family that has more than two **Players** playing with any **AMSC Team** shall receive a discount with regard to the registration fee as follows: 2-**Players** (both receive a \$50.00 discount each); 3- **Players** (all three receive a \$75 discount each).

## **ARTICLE 61: RULES RELATING TO PARENTS/GUARDIANS**

- 61.1 Notices, Approvals and Authorizations - Any notices given to or approvals or authorizations granted to a **Parent/Guardian** of a **Player** shall be deemed for all purposes to have given to or granted to all of the **Parents/Guardians** of such **Player**. Written copies of all **Team** notices, approvals or authorizations granted must be kept by the **Team Manager** for reference.



## **61.2 PARENTS/GUARDIAN/ SPECTATORS CODE OF CONDUCT**

### **PARENTS CODE OF CONDUCT**

#### **Hockey Parents Make The Difference**

Keep in mind that, above all, the motivating factor for most children who enter an organized youth sports program is their desire to have fun. This is particularly true with young children, many of whom are newcomers to the youth sports scene. With a supportive attitude and a fundamental understanding of the "basics" of hockey, everyone will come away from their youth sports experience with a positive feeling. In The Stands Parents can take the fun out of hockey by continually yelling or screaming from the stands. Parents should enjoy the game and applaud good plays for both teams. The stands are not a place from which parents should try to personally coach their kids. Kids often mirror the actions of their parents; if they see mom or dad losing their cool in the stands, they'll probably do the same on the ice.

#### **Car And Home**

Some parents not only spoil the fun for their kids at the ice rink, but also in the car, believing this is the perfect place for instruction. Parents should try to keep things in perspective. There's more to life than hockey, and the car and home are not places to coach. Parents need to remember that they are not the coach, and the most difficult kind of parent is the one who coaches against the real coach. It's unfair to put children in a position of having to decide who to listen to - their parents or the coach.

#### **At Practice**

Parents have to remember that if a child wants to improve, they have to practice - not just play. Even if a child is not the "star" player for a team, practice stresses the importance of teamwork, establishing goals, discipline and learning to control your emotions, all of which are important lessons children can use both in and away from sports. Parents also need to stress fair play and risk management to help eliminate injuries.

#### **Support Your Child**

There are many benefits that are derived from playing youth hockey. Boys and girls learn good sportsmanship and self-discipline. They learn to work together, how to sacrifice for the good of the team, how to enjoy winning and how to handle defeat. In the process, they also learn important lessons about physical fitness and personal health. The degree to which your child benefits from his or her youth hockey experience is as much your responsibility as it is theirs. In order for your child to get the most out of a youth hockey program, It is important for you to show support and offer encouragement while maintaining a genuine interest in the team.

#### **Always Be Positive**

Parents serve as role models for their children, who often look to adults for advice, direction and approval. Never lose sight of the fact that you are a role model, and strive to be a positive role

model. As a parent, one of the most important things you can do is show good sportsmanship at all times to coaches, referees, opponents and teammates. Remember that your children are PLAYING hockey. It is important to allow them to establish their own goals and play the game for themselves. Do not to impose your own standards or objectives on to you child.

### **Let The Coach Coach**

Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Avoid placing an exaggerated emphasis on winning. A recent survey indicated 72% of children would rather play for a losing team than ride the bench for a winner. The most important aspect of your child's youth hockey experience is for them to have fun while developing physical and emotional skills that will serve them in life. A healthy, risk-free environment that emphasizes the importance of fair play, sportsmanship, discipline and, most importantly, fun will be invaluable for your child as he or she continues to develop a positive self image..

### **Not ridiculing the Coaching Staff**

I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans. I will not undermine the coaches' authority by trying to be a coach instead of a parent.

I will provide support for coaches and officials working with the athletes to provide a positive experience for all. I understand that coaching is a difficult endeavour, and I will always give coaches the benefit of the doubt and treat them with respect.

I will never ridicule or yell at my child for making a mistake during practice or a game. I understand that making mistakes is a key part of learning.

I will remember that children learn by example. I will not be critical of, or embarrass any player.

I will refrain from the use of abusive or vulgar language , racial , ethnic or gender-related slurs at any time while in the hockey arena or AMAC /TEAM event or function

### **Show by Example**

Do not force your child to participate in a sport he does not want to play. Make it fun.

Encourage you child to play by the rules. Children learn best by example.

Don't embarrass your child by yelling at players, coaches or officials

Show positive attitude towards the game.

Know and study the rules of the game to be well informed.

Support the officials, any criticism of the officials only hurt the game.

Applaud a good effort in victory and defeat.

Recognize the importance of volunteer coaches.

Communicate with the coaching staff if you have a concern, parent or player.

### **SPECTATORS CODE OF CONDUCT**

Display good sportsmanship. Always respect players, coaches and officials.

Act appropriately: do not taunt or disturb other fans; enjoy the game together.

Cheer good plays of all participants; avoid booing opponents.

Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive. Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials. Do not lean over or pound on the glass; the glass surrounding

the ice surface is part of the playing area. Support the referees and coaches by trusting their judgement and integrity.

Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations. Respect locker rooms as private areas for players, coaches and officials. Be supportive after the game. Win or lose, recognize good effort, teamwork and sportsmanship.

### **CONDUCT SUBJECT TO DISCIPLINE**

*Examples of words or actions which shall constitute a violation of the Code include, but are not limited to the following:*

- Making physical contact with any player, coach, official, league representative, arena personnel or spectator;
- Taunting or threatening any player, coach, official, league representative, arena personnel or spectator;
- Going into the locker room / dressing room of an opposing team or obstructing their access to or exit from said room or arena;
- Going into the officials' locker room / dressing room or obstructing their access to or exit from said room or arena;
- Using profane and/or vulgar language or mannerisms;
- Going onto the ice surface;
- Throwing any object onto the ice surface, into the player area(s), or at another individual;
- Pounding or climbing on the glass;
- Defacing or damaging any property belonging to any individual, team, association or arena;
- Being involved in any activity that would warrant the summoning of law enforcement officials;
- Inciting any person(s) to become involved in any of the above-listed behaviours;
  - Any other conduct that is not conducive to creating and maintaining a safe and fun environment for youth hockey.

### **ARTICLE 62: DISPUTE RESOLUTION**

62.1 The **AMSC Discipline Committee** sets standards of behavior within the **Teams** of **AMSC** in conjunction with the help of its **Executives**. The **AMSC Discipline Committee** teaches

and promotes proper conduct of the **Members**. The following procedure shall apply in the event **AMSC** is requested to resolve a dispute or complaint arising between the **Parents/Guardians** of a **Player** and the **Team**.

- 62.2 The **AMSC Discipline Committee** shall keep proper records of complaints and the resolution of the said complaints. The **AMSC Discipline Committee** may inform the **GTHL** as required of any problems that the **GTHL** should be aware of.
- 62.3 The **AMSC Discipline Committee** shall work within the guidelines of the **GTHL/OHF** rules and regulations to render a decision if required or apply the rules or policies of **AMSC**.
- 62.4 The **AMSC Discipline Committee** shall appoint a **Chairperson** from among its three (3) members or more if required. All correspondence and/or communication between the **Complainant** and the **AMSC Discipline Committee** shall be addressed to the **Chairperson**. At the time the **Complainant** is bringing the complaint, the **Complainant** shall indicate to the **Chairperson** if he/she will be bringing any witnesses or other evidence/material.
- 62.5 The **AMSC Discipline Committee** shall be empowered to receive and investigate all complaints and concerns of its **Members**. The request for such resolution shall be in writing and shall set out the complaint and the issue(s) and arguments. The complaint should contain reasonable details so that the **AMSC Discipline Committee** may properly look into the matter. **Complainants** shall contain their complaints to a maximum of three separate issues at any given time. It shall be up to the **AMSC Discipline Committee** to determine within its discretion and time limitations if all or a portion of the issues being raised shall be heard in one given sitting.
- 62.6 The **AMSC Discipline Committee** shall insure that a copy of the **Player's** complaint be given to the **Team** and the **Team** shall have 7 days to deliver a response to the **Complainant** setting out the **Team's** position in reasonable detail. **AMSC** may extend the time for such response if it believes; acting reasonably, that additional time is required.
- 62.7 All parties to the complaint/investigation shall be advised of the time and location of the hearing. The hearing will be scheduled within 7 to 14 calendar days of receiving a complaint. Pending availability of the Discipline committee.
- 62.8 All parties to the complaint/investigation shall attend the **Disciplinary Hearing** in person without legal counsel or other representation. All Abuse allegations will be deferred to the league office ( **GTHL** ) to investigate and NOT by **AMSC**.
- 62.9 The **AMSC Discipline Committee** shall investigate the facts. Any decision rendered by **AMSC Discipline Committee** shall be in writing or by Phone by way of a resolution within 14 days of the discipline meeting held. The **AMSC Discipline Committee** shall consist of a minimum of two (2) members of the **Board of Directors or Executives** before a meeting can be scheduled, pending availability of Board Directors and or **Executives**.

- 62.10 The **AMSC Discipline Committee** may reserve the right of judgment pending further information required to proceed with the hearing or allegations/concerns. Proper information must be gathered to proceed with the discipline hearing can commence.
- 62.11 A final discussion by the **AMSC Discipline Committee** shall be made within 72 hours if possible of the hearing process having been completed and shall be given in writing or sent by e-mail to the **Complainant**. In some cases it may take longer due to more information required or the **AMSC Discipline Committee** requiring more time to liberate the issues presented.
- 62.12 The parties to the application shall be given the right to appeal the resolution through an appeal forum that requires additional information not heard at the original hearing to be presented. Old evidence shall not be permissible at the appeal hearing. Only **Fresh Evidence** may be submitted. All appeal resolutions are final with no right to a second appeal processes. The hearing of the appeal will be scheduled within 14 days of the request if possible for an appeal having been submitted to the executive of **AMSC**.
- 62.13 In all cases involving **Players, Coaching Staff, Executives, Volunteers** or helpers, **Parents/Guardians** shall be in attendance at the relevant **AMSC Discipline Hearing** or appeal if it is relevant to the presentation of information or additional information.
- 62.14 In the event that a member of the **AMSC Discipline Committee** has a conflict of interest in relation to any matter before the **AMSC Discipline Committee**, that member shall disqualify himself/herself from acting, thereby ensuring the impartiality of the committee.
- 62.15 All decisions of the **AMSC Discipline Committee** shall be final and binding. Decisions made by the **AMSC Discipline Committee** may require such remedies as suspensions or dismissal of the party in question.

## **ARTICLE 63: DISCIPLINARY HEARINGS**

- 63.1 **AMSC'S Discipline Committee** shall accompany any member of the **Coaching Staff/Parent/Guardian/Player** to **Discipline Hearing** at the location specified by **AMSC**. **AMSC** reserves the right to exclude any person(s) from a **Disciplinary Hearing** as it considers appropriate in its absolute discretion.

## **ARTICLE 64: GTHL DISCIPLINARY HEARINGS**

- 64.1 **AMSC's** Officials shall accompany the members of the **Coaching Staff** and **Player(s)** to any **Disciplinary Hearing** mandated by the **GTHL**. **AMSC** reserves the right to exclude any person(s) from a **Disciplinary Hearing** as it considers appropriate in its absolute discretion. The **GTHL** will be notified of excluded person(s). A Preliminary **AMSC Disciplinary Hearing** will be held prior to the **GTHL** hearings.

## ARTICLE 65: STANDARD OF VARIOUS CODES OF CONDUCT

65.1 **Players, Parents/Guardians** and Spectators/Fans are expected to conduct themselves generally in a manner best exemplifying the standards and values of **AMSC**. This means that **Players, Parents/Guardians**, spectators/fans must demonstrate respect, courtesy, and civility in all dealings relating to their child's involvement in **AMSC's** Hockey program, including dealings with:

- **AMSC** and any of its **Teams**
- other Volunteers/**Parents/Guardians** of **Players**
- opposing **Teams**
- fans and spectators
- **Game Officials**
- **GTHL** directors
- **Board of Directors** and **Officers/Executives**
- **Arena operations personal**

**Failure to do so may result in disciplinary action, which will be set and determined by the AMSC Disciplinary Committee.**

65.2 Provocative and inflammatory types of behavior, including the use of profanity, threats and verbal or physical confrontations will not be tolerated. The Code of Conduct is listed on **AMSC's** web site in greater detail. It is those policies and rules **AMSC** will enforce for all to follow or face possible suspension.

## ARTICLE 66: SANCTIONS FOR MISCONDUCT

66.1 **AMSC** reserves the right to discipline any **Players, Parents/Guardians** and spectators/fans who violate the standard of behavior as set out in the **Operation Manual** or whose action in the opinion of **AMSC**, denigrates, damages or brings into disrepute the image and reputation of **AMSC** or the members of the **Coaching Staff**. Such discipline may consist of prohibiting such **Players, Parents/Guardians** and/or spectators/fans from attending **Team** functions, practices or games for such period as **AMSC** deems necessary in its discretion, and/or considers appropriate. Failure to abide by such sanctions may result in the suspension or release of the **Player** for whom such **Parents/Guardians** are responsible. Prior to this **Player** returning to the practices and/or games, this said **Player** shall enter into an agreement with **AMSC** that sets out and addresses the concerns that **AMSC** had with regard to the conduct of this **Player** and/or his/her **Parents/Guardians** that were the subject of the suspension.

66.2 **Players** and **Parents/Guardians** should be aware of additional standards and sanctions that may be imposed by the **GTHL/OHF** for their breach as mandated in the **GTHL/OHF** handbooks.

66.3 Any and all rules contained in the **GTHL** handbook shall be followed by all **Members** and **Coaching Staff** and failure to do so will result in penalties being imposed by **AMSC** as contained in Article 66.1.

## ARTICLE 67: ZERO TOLERANCE FOR ALL

- 67.1 Inappropriate conduct by **Parents/Guardians** and other spectators has become an increasing problem for youth sports. To deal with this problem as effectively as possible, the **Board of Directors** and its **Executives** will be operating with its **Members** with a **Zero Tolerance Policy**. All **Members** will have to abide by the rules, policies and regulations of the **GTHL**, **OHF CHA** and **AMSC**.

## ARTICLE 68: PAYMENT OF FEES TO AMSC

- 68.1 The **Parents/Guardians** responsible for each **Player** shall make all payments required of such **Player** on a timely basis in accordance with the registration rules and **AMSC Operation Manual** as set out at the April **Tryouts** each year for all **AMSC Teams**. Failure to make such payments at the time or times prescribed may result in the suspension of that **Player** until such payment is received or a payment schedule is agreed to by the **Players**, **Parent/Guardian** and **AMSC**. A fee will be assessed to the **Parent/Guardians** for all NSF checks returned. Certified cheques may be required in the future from such **Parents/Guardians**.
- 68.2 It is also understood by the **Player** and **Parent/Guardian** that the set scheduled payment fees for the registration must be kept on a timely basis or that **Player** faces a suspension until payment is received. A **Disciplinary Hearing** will be scheduled to resolve this concern by **AMSC**. Team unpaid invoices and equipment not returned will put players on held back list of the **GTHL** until all is cleared and in good standing before a release can be granted.
- 68.3 While under an **AMSC Suspension** the **Player** will not be allowed to participate in **Team** functions, events, practices, games or **Tournaments** until payment is received by **AMSC**.
- 68.4 Any **Player(s)** who has his registration fee paid for by individual sponsorship or team sponsorship money, individual fundraising or team fundraising money must be identified by filling out and submitting the Sponsorship/Fundraising Form as set out by **AMSC** to **AMSC** and such form shall be kept in confidence by **AMSC**.
- 68.5 All **Players** are required to pay full registration fees. No **Player** shall be granted a reduced registration fee by any member of the **Coaching Staff**. Only **AMSC** shall grant such a reduction in writing and such written reductions shall set out the exception for which the **Player** in question was granted a reduced registration fee. **AMSC General Managers** shall sign the written exception. Arrangements can be made by the **Player** in question, for special payment cases, which must first be approved by **AMSC** in writing. The **Team** will be held responsible for all missing registration fees that should have been paid by the said **Player** unless written exception was given by **AMSC**. **AMSC** shall notify the **Team** of any arrears by the **Team** for any of their **Player(s)** on a monthly basis. The final notification shall come by March 1<sup>st</sup> and any arrear with respect to that **Player** shall not be forthcoming. As of March 15<sup>th</sup> copies of such arrears shall be identified and forwarded to the **GTHL**.

Any exceptions for payment of registration fees shall be kept in confidence by **AMSC** and members of the **Coaching Staff**.

- 68.6 A **Player(s)** serving a suspension either given to them by the **GTHL**, **AMSC** or the **Team** can be held responsible for any additional fees the **Team** encounters with regard to the **Player(s)** who is serving a suspension.

## **ARTICLE 69: GTHL REGISTRATION**

- 69.1 **AMSC** registers its **Players** and members of the **Coaching Staff** with the **GTHL**. The registration fee collected by **AMSC** shall be apportioned between the **GTHL** and **AMSC**.

## **ARTICLE 70: GTHL GATE FEES & the On Line Requirements**

- 70.1 **AMSC** will inform parents of their responsibility to pay the required Gate fees and set by the **GTHL**. Parents should be familiar with all aspects of the **GTHL** gate fee's. **Please log into the GTHL web site and additional information is posted on the parents responsibility on the additional player fee's they are responsible for the hockey season. Player who have not paid the fees will be subject not to start the season until cleared with the GTHL.**

## **ARTICLE 71: AMSC FORMS**

- 71.1 The following forms are available for use by the **Coaching Staff** on a need to use basis. Anyone requiring a copy of these forms should contact the **Team Manager** or **AMSC General Managers**. Some forms are not forms that can be used by **Players** and **Parents/Guardians**.

### **AVALANCHE FORMS** **AVALANCHE MINOR SPORTS FORMS**

<b>TEAM FORMS</b>
Team Sponsorship Form
Team Rebate Form
Team Budget Form
Team Summer Hockey Camp Form
Team Year End Reserve Form
Team Revised Budget Form
Team Permission Enter Tournament Form
Team Second Ice Request Form
Team Selling Allocated Practice Ice Form



Team Buying Additional Practice Ice Form
Team Event Form
Team Year End Final Statement Form
Team Exhibition Game Form
Team GTHL Appeal Form
Team Media/Public Relation Form
<b>COACH FORMS</b>
Coaching Application Form
Coach Appeal Form
Coach Second Appeal form
Coach Complaint Form
Coaching Staff Contact List Form
Coaching Staff Police Background Check Form
<b>PLAYER FORMS</b>
Player Fundraising /Tournament Form
Player Sponsorship Form
Player Injury Form
Player Registration Form
Player/Coach Release Form
Player Residency Form
Player Commitment Form
Player Development Form
<b>PARENT FORMS</b>
Parent Second Appeal Form
Parent Complaint Form
<b>ORGANIZATIONAL FORM</b>
Web Site Form
Team Rebate Funds Form

All **AMSC** Forms can be accessed through your **Team Manager** or **AMSC General Manager** upon request and will be available in the **Coaches'** Manual only as a hard copy.

## **ARTICLE 72: AMSC DATES TO REMEMBER (SPECIAL EVENTS)**

72.1 Listed below are dates that include **AMSC Team** events or **AMSC** events or activities to remember:

TRYOUTS  
 SIZING PARTY  
 EQUIPMENT DISTRIBUTION  
 EARLY BIRD **TOURNAMENT**  
**GTHL** SEASON STARTS  
**AMSC** THANKSGIVING TOURNAMENT  
**AMSC** ANNUAL DANCE  
**TEAM** PICTURES  
**PLAYER** RELEASE DATES  
 IMPORT **PLAYER** LAST DAY TO SIGN  
 CHRISTAMS BREAK  
**LAST DAY** **TEAM** TO SIGN **PLAYER**  
 AFFILIATED **PLAYERS** RULE BEYOUND JANUARY 15TH  
 SEASON ENDS  
 PLAYOFFS SCHEDULE  
 PLAYDOWNS BREAKDOWN  
 YEAR END **TOURNAMENT**  
**AMSC** MARCH MELTDOWN TOURNAMENT  
**AMSC** YEAR END BANQUET  
 EQUIPMENT COLLECTION  
**TEAMS** FINANCIAL STATEMENTS  
**PLAYER** RELEASES DATES  
**HEAD COACHES** RELEASE DATES  
**GTHL** ANNUAL YEAR END MEETING  
**GTHL** ANNUAL YEAR END DANCE  
**AMSC GOLF TOURNAMENT** DATE

- Details with regard to the specific dates and times can be obtained from each **Team Manager**.

- **ARTICLE 73: EXAMPLE OF A TEAM'S FINANCIAL STATEMENT FORM AMSC.** All team budget must be accompanied with parents signatures for approval with majority vote.

**TEAM NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **PREPARED BY:** \_\_\_\_\_

	<b>ORIGINAL ESTIMATED BUDGET</b>	<b>PRE-SEASON ACTUAL BUDGET</b>	<b>Details / Comments</b>
	<b>PREPARED AT TRYOUTS:</b>	<b>DATE REVISED</b>	

		SEPTEMBER:	
<b><u>REVENUES</u></b>  Sponsorship Fundraising Family Assessment Past year's surplus Assessments Donations Practice Ice Sales <b>Team</b> Dance Bank Interests (List Others)  Total Revenues			
<b><u>EXPENSES</u></b>  Equipment <b>Team</b> Jackets Trophies/Plaques/Banners Clothing/Accessories Gifts for <b>Players</b> <b>Team</b> Parties <b>Head Coaches</b> Expenses Additional Ice Purchased Photography First Aid Kits <b>Game Sheets</b> Referee Expenses Skills Camp Hockey Schools Extra Practice Ice Purchased Tournament Fees Exhibition Games Fees Specialty Skating Instruction Travel Expenses – <b>Tournament</b> <b>Team</b> Arena Gate Fees <b>Head Coaches/Trainer</b> Certification Banking Charges Postage <b>Player</b> Refunds Legal/Accounting Fees Gate Passes Travel and Living Expenses <b>Team Official</b> Salaries New Year Party Phone Bills			

Stationary Xeroxing Postal Fees (List Others)			
Total Expenses			

Notes for completion:

Details for each line item should be itemized on a separate page and cross referenced in the 'REF' column

When prices are unavailable, use best estimate and indicate as such in the supporting works

**Please attach receipts at final year end statement only for Parents if requested**

List of **Teams** Signing Officers **Names**:

**NAMES**

**PHONE NUMBERS**

- 1.
- 2.
- 3.

Head **Coaches Name**:

**Team Managers Name**:

Statement Prepared by:

#### **ARTICLE 74: PARENTS/COACHES/AMSC APPEALS TO GTHL/OHF**

74.1 **PARENTS/COACHES** applying for appeals to the **GTHL/OHF** will incur all costs relating to the appeal from their own sources.

74.2 **AMSC** requesting the appeal shall incur all costs relating to the appeal from their own sources.

74.3 **AMSC** shall have the sole right to determine if an appeal is warranted or to be heard by the **GTHL/OHF**. **AMSC** decisions are final and non appealable with respect to Article 74 herein.

#### **ARTICLE 75: RESERVED FOR LATER DATE**

#### **ARTICLE 76: HOCKEY CANADA/GTHL ACTION BULLETINS**

## 76.1 BODY CHECKING

What is it?

"Body checking is a tactic used by **Players** to gain control of the puck."

The **OHF** has received the permission of **Hockey Canada** to conduct a pilot research project on the effects of body checking at younger age levels (Atom) 9-10. Current **Hockey Canada** rules do not permit body checking in minor hockey until the Pee Wee (11-12 years old) age divisions. Minor Atom and Atom competitive (or Rep.) **Teams** will be permitted to body check, allowing **Hockey Canada** to monitor whether changes to the current rules are required. This Pilot Program will not affect any other Branch in **Hockey Canada**.

Who is involved?

The **OHF** envisions that all **Players** in rep. levels are eligible to participate in the Body Checking Pilot Program. Once all terms and conditions of the study have been completed with **Hockey Canada**, the **OHF** will notify all associations as soon as possible. The Research Study will NOT affect any **Teams** within the Ontario Women's Hockey Association and will not apply to any House League **Teams** within the Federation.

Why are we doing this?

To gather proper statistical data in order to make a proper determination as to whether there should be Body Checking at all levels of Minor Hockey in **Hockey Canada** and / or determine the age at which Body Checking should be introduced.

### Safety and Risk Management:

One of the primary reasons the **OHF** requested permission to conduct this Pilot Program on Body Checking was for the safety and well being of the **Players**. Many believe that the introduction of Body Checking at the early stages of a **Player's** experience will enhance the overall skill development of that **Player** in the long run and improve the overall safety of the **Player** throughout their hockey career. It is a documented fact that when Body Checking is introduced at the Pee Wee age group, the injury rate rapidly increases. There are many factors to this increase rate, with the differing size and maturity level seen as primary reasons.

The Pilot Program will measure these effects at the lower age groups of Minor Atom and Atom to determine their impact as **Players** enter traditional body checking age divisions.

### Inter-Branch Play:

This Pilot Program will NOT be in effect for situations when **OHF Teams** are playing other **Teams** from outside of the **OHF**. The Pilot Program will only apply to **OHF** competition. For example,

tournament play where **Teams** from the United States or other **Hockey Canada** Branches (including all west of Wawa, Kingston and east in Ontario) will NOT have body checking. Tournament organizers should be aware of this and advise all **Teams** prior to the tournament whether body checking will or will not be allowed.

### **Support Mechanisms:**

Since obtaining the approval to conduct the Body Checking Pilot Program, the **OHF** Development Council has been actively developing support mechanisms for those involved in the Pilot Program. These are highlighted as follows:

#### **Head Coaches:**

The **Head Coach** Committee has developed a Body Checking Seminar that will be mandatory for all Atom **Head Coaches** involved in the Pilot Program. This would help ensure that all **Head Coaches** involved receive the latest information and instruction on the proper **Head Coaching** techniques involving Body Checking. The seminar will involve the 4-step progression of Body Checking, which includes: position-angling, stick, body contact and body checking.

#### **Trainers:**

The **OHF Trainers** Committee will be reinforcing the concepts of safety and injury management that are currently taught in the HTCP to all **Trainers**. Special attention will be placed on the prevention of injuries in the Minor Atom and Atom age categories.

#### **Officials:**

The **OHF** Officials Committee will also be emphasizing the rules and / or rule changes to those Officials doing Minor Atom and Atom games. The **OHF** will also be adopting a “Zero Tolerance” policy on rule infractions that officials will be enforcing next season.

#### **Research Group:**

Research will be conducted by a consortium of researchers from across the province. Their purpose is to gather data and report the findings of the study. The OHF will be part of a steering committee to assist the researcher in their efforts. The OHF will also be responsible for any educational programs that will enhance the Pilot Program such as the Body Checking Seminar, **Trainers** and Officials programs.

Associations will also have some responsibility to provide data to the research group on an ongoing basis.

#### **Pilot Program Measurements:**

The **OHF** Pilot Program will measure a variety of areas which will include: Injury Rates, Penalties, Attitudes / Opinions, and Skill Development. The parameters of the study are being finalized with the **Hockey Canada** Research Committee at this time.

For clarification on any issue please contact the **OHF** Office at [info@ohf.on.ca](mailto:info@ohf.on.ca).

## **76.2 CHECKING TO THE HEAD - contact physically or with a stick to another Players head area**

Deliberate checks to the head have become a major problem in today's game. All head injuries, specifically concussions are on the rise. Concussions not only deprive **Players** of playing time, they end **Players** careers and can have long term affects away from the rink.

Checks to the head demonstrate a lack of respect and fair play and must be penalized. Any moderate or severe blow to the head must be penalized with a Minor Penalty and a Game Misconduct for Checking to the Head as concussions and other head injuries are having a major impact on the game. A Match penalty could also be assessed under this rule. These are aggressive ? under this rule. These are aggressive fouls and must be called at all occurrences during the hockey game, including shorthanded situations.

An infraction with minimal impact can be called a Minor penalty using the most appropriate penalty infraction (high stick, elbow, rough, crosscheck. Etc.) . DR. Tom Pashby, A leading proponent of increasing safety for all **Players**, cautions all those involved in the game that checks to the head have to be penalized "in all hockey, at all levels, whenever hockey is played." Dr. Pashby continues by emphasizing "many concussions occur because of contact to the head." . Deliberate contact to the head area is also responsible for serious dental and eye injuries, injuries that are preventable. Whether it is elbowing, high sticking, rough or cross checking, hits to the head are an intentional act of violence and must be treated with zero tolerance on the part of the official at all times.

We want to continue to work to eliminate any contact from behind, as the resulting injuries; especially head and neck injuries can be catastrophic. It is a dangerous to STOP. Strict application of this rule is needed to remove this foul from our game. The shared respect initiative calls for the participants in the game to respect one another. High hits and Slashing as noted above are clear examples of lack of respect for an opponent, and the resulting injuries are of major concern, and why officials need to continue to make the calls in this area.

## **ARTICLE 77: CONCLUSION/PURPOSE**

77.1 **AMSC** shall not be held responsible for any discrepancies contained herein. Interpretation of any Articles contained herein shall be left up to the sole discretion of **AMSC**. This **Operation Manual** is solely intended for the purpose of the betterment and integrity of hockey and as a guideline and for no malice, mal intent or undue or unjust intent towards any **Members of AMAC**.

## ARTICLE 78: PRIVACY POLICY

### 78.1 Purpose of The Policy

**AMSC Privacy Policy** follows and mirrors the way the **GTHL** collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, its **Members** and **Coaching Staff**, subject to all relevant federal and provincial legislative privacy requirements. **AMSC Privacy Policy** follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. **AMSC** will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

### 78.2 Accountability

**AMSC** shall designate the President and Vice President as **AMSC Privacy Officer(s)** and they are jointly accountable to the **Board of Directors** for compliance with the **AMSC Privacy Policy**. The Privacy Officer(s) will be responsible for **AMSC's** compliance with PIPEDA privacy principles and for responding to access requests in accordance with **AMSC Privacy Policy**.

The name(s) of the individual(s) listed as **AMSC Privacy Officer(s)** shall be made available upon request or by visiting **AMSC's** web site. In the case where neither of these individuals is available upon request, a delegate may act on their behalf. **AMSC's** Privacy Officer(s) will ensure that **AMSC** is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations who handle information on behalf of **AMSC** shall be contractually obligated to adhere to the standards of **AMSC Privacy Policy**. **AMSC** will implement internal policies which will facilitate adherence to the Privacy Policies including but not limited to the following:

- Security measures at all levels designed to protect personal information in its possession.
- Procedures designed to respond to complaints and/or inquiries
- Staff training in all facets of information management, including awareness of **AMSC's Privacy Policy** and subsequent policies and procedures developed in accordance with **AMSC Privacy Policy**.

### 78.3 Identifying Purposes

**AMSC** shall only collect information necessary to conduct hockey programming. Access to **AMSC Privacy Policy** and procedures will be readily available. Similarly, the process by which challenges may be made to the **AMSC's** compliance and/or adherence to the legislation in question shall be readily available. **AMSC** collects personal information for the purpose of providing hockey programming, which endeavours to meet the individual needs of each participant. **AMSC** recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested.

While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, **AMSC** will consider receipt of this information as consent



for its subsequent use in an emergency medical situation. **AMSC** will request individual permission for the use of any data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.

#### 78.4 **The Following Represents the Type of Personal Information Purpose of Collecting:**

A participant's name, gender, place of residence and date of birth.

Information to determine that the participant's geographical, division and level of play information are consistent with **GTHL**, **OHF** and **CHA** regulations.

Historical information concerning past teams played for.

To determine if any **CHA** transfer regulations apply.

A participant's skill and development level and feedback on programs, honours and awards received.

To measure the success of **AMSC** programs and maintain governance.

A participant's **Parents/Guardians** (if applicable).

name, address, telephone number(s), email addresses and fax.

To facilitate emergency contact information and to ensure compliance with **CHA** residency regulations.

Educational information to ensure all **CHA** residency regulations have been adhered to.

E-mail addresses and fax to facilitate membership communication.

Skill levels, ability, emergency contacts and health concerns

To ensure **AMSC** activities are carried out in a safe and secure environment.

Resumes to identify potential **Coaching Staff** candidates.

Registration information to conduct research studies including but not necessarily limited to hockey demographic type research.

To be made available to related organizations, Branches, associations, leagues and/or third party service providers.

Appeal Information.

To administer appeals and any related proceedings, and the Rules, Regulations and By Laws of the **GTHL**, **OHF**, **CHA** and **AMSC**.

The information will be collected via an oral and/or written agreement to allow the Individual submitting information an opportunity to opt-out of the use of personal information for third parties. All information is kept for the duration of seven years or as long as required to fulfill the purpose identified, unless permission is obtained from the member providing the information to hold it for a different length of time.

**AMSC** will endeavor to advise potential registration candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the **AMSC** web site. **AMSC** will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.

All data collected by **AMSC** shall be maintained in the **AMSC** office. The office is listed on the **AMSC** web site.

**AMSC** may also use information about user access to secure areas of the **AMSC** and/or **GTHL** web site. Such information provided during your use of the **AMSC** and or **GTHL** web site may include your name, address, e-mail address, age, sex and will be treated within the same parameters as other personal information collected by **AMSC**, **GTHL** and or **CHA** through other means. It will always remain the choice of the user to provide information in certain fields.

#### **78.5 Consent**

**AMSC** will use the personal information for the uses specified in **Article** 78.3 and 78.4. All **Members** have the ability to consent to the use of their personal information on a yearly basis. **Members** agree that the act of registering constitutes implied consent to such use of their personal information by the **AMSC**, **GTHL**, **OHF** and **CHA**. Beginning with the 2004-2005 season registration, **Members** will have the opportunity to choose whether information other than name, address, birth date, and information concerning registration, discipline, and honours and awards received may be kept for a longer period than otherwise mentioned. If **Members** at any time wish to withdraw their consent to the use of their information for any purposes, they may do so by contacting **AMSC Privacy Officer(s)** at any time, subject to legal or contractual restrictions, providing reasonable written notice. Previous consent will be removed from **AMSC** data base upon receipt of a written request and that request will be communicated to the **GTHL**, the **OHF** and **CHA** within 10 business days. **AMSC** may collect personal information without consent where reasonable to do so and where permitted by law.

#### **78.6 Limiting Collection**

**AMSC** shall only collect personal information in a fair and lawful manner as set forth in the **AMSC Privacy Policy** and **Operation Manual**. **AMSC** shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purposes. **AMSC** will not use any form of deception in gaining personal information from its **Members**.

#### **78.7 Limiting Use, Disclosure and Retention**

**AMSC**, the **GTHL** the **OHF** and **CHA** shall limit the use of personal information collected to purposes that are listed in **Article** 78.3 (Identifying Purposes) and 78.5 (Consent) and will not disclose the information for other purposes except as requested and permitted by applicable law. Prior to enlisting the services of third party organizations, **AMSC** will contractually commit those parties to treat the personal information of its **Members** in a manner consistent with **AMSC Privacy Policy** contained in the **Operation Manual**. **AMSC** may disclose the personal information of its **Members** to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena, warrant or any order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.

**AMSC** may at its discretion release personal information for the purposes of collecting debts which may be owed to the **GTHL/OHF**. **AMSC** shall retain documents concerning registration, performance activities, discipline, events and honors and awards received for specific periods of time dependant upon necessity or destroyed accordingly when it is deemed appropriate. More specifically:

- Registration data will be retained for a three year period after an individual has left the **AMSC Teams** in case that individual chooses to return to **AMSC Teams** after leaving; and
- Parental/Family information will be maintained for a similar three year period after a **Member** has left **AMSC**. Other personal information will be retained by **AMSC** for regulated timeframes as requested by legislation governing its operation and/or the information provided, after which time (unless consent is given to keep information for a longer period) the information will be destroyed in a secure manner. If there is no legislative requirement to retain other information it will be kept for a minimum of 24 months from the time it was provided.

## 78.8 Accuracy

**AMSC** shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner. **Members** will have the ability to view and review data provided on their application for membership at any time through **AMSC**. **AMSC** shall attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed. **AMSC** shall only update information if a request is made in writing.

## 78.9 Safeguards

Security safeguards will be implemented to ensure **Member** personal information is protected from theft as well as unauthorized use or access, disclosure, copying, or modification thereof.

All information collected by **AMSC** in accordance with **Article** 78.3 and 78.4 will be considered highly sensitive. Consequently, a high level of security will be practiced at all times. Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption. These measures will be subject to yearly reviews by **AMSC** and **AMSC Privacy Officer(s)** to ensure the best methods possible are being utilized to maximize effectiveness.

## 78.10 Openness

**AMSC** publicly discloses the methods by which personal information is handled. This information is readily available through **AMSC Privacy Policy**, on its web site or upon request by contacting **AMSC Privacy Officer(s)**. The information available includes:

- The name address and phone number of **AMSC Privacy Officer**;
- The forms (attached) to access your information or change your information; and
- A description of the type of personal information and our general uses thereof.

If any participant shall have a question regarding the personal information collected, the investigation may be initiated to **AMSC Privacy Officer(s)**, then directly to **AMSC**.

## 78.11 Individual Access

Subject to applicable legislation, upon request by the individual concerned **AMSC** shall disclose whether or not it actually holds personal information on an individual. **AMSC** shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed. **AMSC** may request sufficient information to confirm your identity before releasing your personal information to you. Subject to applicable legislation, **AMSC** shall endeavor to provide this information within 30

days of receipt of the request for information and only charge nominal fees for the purpose of satisfying its expenses incurred in the supply of requested information. This information shall be provided in an understandable format. **Members** may challenge the accuracy and completeness of the information through written request and any inaccurate information which may be so validated, shall be corrected and any third parties shall be notified of the corrections pursuant to **Article 78.5 (Consent)**.

#### **78.12 Challenging Compliance**

AMSC has established a set of procedures for the resolution of grievances in the administration of **AMSC Privacy Policy** set out herein. Prospective **Members** and staff may challenge AMSC's compliance with **AMSC Privacy Policy** by contacting the **AMSC Privacy Officer(s)**. Upon receipt of a complaint AMSC shall make available the complaint procedures which will be simple and easy to access. AMSC shall investigate all complaints made to it. If the complaint is deemed justified, AMSC shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future. All complaints shall be addressed to the **AMSC Privacy Officer(s)**. AMSC and GTHL policies and procedures must be adhered to in order to have the challenge dealt with in an appropriate and timely fashion.

### **ARTICLE 79: Two Deep Dressing Room Policy as set by the OHF.**

Avalanche Minor Sports fully supports the OHF "Two Deep Dressing Room Policy".

#### **79.1 Two Deep Dressing Room Policy:**

It will be the Policy of the Ontario Hockey Federation that, when any player under the age of 19 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person associated with the team.

In the situation of Juvenile or U21 hockey the coach may use an adult player over the age of 19 to be the second adult associated with the team.

#### **Sanctions:**

Any person found to be in violation of this policy will receive a warning for a first offence, a two week suspension for a second offence, and a one year suspension for a third offence.

#### **79.2 HOCKEY CANADA CO-ED DRESSING ROOM POLICY**

The following is the policy of Hockey Canada with respect to coed dressing in which the OHF will adhere to:

Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

**IMPORTANCE:**

1. Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.
2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
3. Hockey Canada allows co-ed dressing room situations to exist at the initiation Program, novice and atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
4. At the PeeWee (11 years old) level and above the following conditions will apply in all co-ed team environments:
  - Females and males will change in separate rooms
  - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
  - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
  - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
  - When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

**79.3 ADDITIONAL INFORMATION REGARDING .. DRESSING ROOM POLICY -  
EFFECTIVE SEPTEMBER 7<sup>TH</sup>, 2016 AS PER THE OHF.**

**[https://secure.pointstreaksites.com/files/uploaded\\_documents/3676/DRP\\_2016-09-08\\_OHF\\_Dressing\\_Room\\_Policy\\_vf.pdf](https://secure.pointstreaksites.com/files/uploaded_documents/3676/DRP_2016-09-08_OHF_Dressing_Room_Policy_vf.pdf)**

**DRESSING ROOM POLICY IMPLEMENTATION GUIDE – EFFECTIVE  
SEPTEMBER 7<sup>TH</sup>, 2016**

[https://secure.pointstreaksites.com/files/uploaded\\_documents/3676/DRI\\_2016-09-08\\_OHF\\_Dressing\\_Room\\_Implementation\\_vf.pdf](https://secure.pointstreaksites.com/files/uploaded_documents/3676/DRI_2016-09-08_OHF_Dressing_Room_Implementation_vf.pdf)

#### **79.4 Ontario Hockey Federation Policy on Dressing Room Supervision**

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

<https://e-registration.omha.net/OMHAPortal/download/OHFTwoDeepDressingRoomPolicy.pdf>

#### **Notes**

- 1 This policy does not apply to a participant and his/her parent or legal guardian.
- 2 This policy to include “tryouts”

- 1 Amended June 2013
- 2 Amended November 2014

#### **80.0 Complaint Handling Procedure / Dispute Resolution**

##### **a) Implementation**

- i) The reporting of unacceptable behaviour by a coach, player, parent, volunteer, Executive, of **AMSC**, official, or spectator, will be investigated. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event. All or any dispute resolutions shall be enforced via email or verbal agreement. The **President or the General Manager of AMSC** will be responsible for the implementation from the discipline scheduled meetings and hearings from the outcome of dispute resolution.

##### **b) Reporting Process**

- i) If an incident occurs which meets the definition of **unacceptable behaviour** and in the opinion of a coach, player, volunteer, Executive of **AMSC**, official, spectator, is serious enough to warrant a formal complaint, then a discipline meeting will be scheduled within 14 days of receiving the complaint in writing pending availability of the **Discipline Committee**.

- ii) The compliant incident report should be submitted to the **AMSC General Manager** either in writing or verbal and always followed up with an email with the full incident which should include a resolution expected if possible.

#### c) Responsibility

- i) It is the responsibility of the person making the complaint to assure he/she receives updates in writing from **AMSC**. The complainant can ask for follow-ups through the **General Manager of AMSC** up and including the day of the scheduled discipline hearing date. The Discipline committee will schedule a reasonable date acceptable to all who have been asked to attend the hearing.

#### d) Investigation Team

- i) The Investigation team will consist of up to a minimum of 2 members of **AMSC** as appointed by the **President AMSC** and or the **General Manager of AMSC** to ensure they conduct the investigation according to the objectives and rules of **AMSC** in gathering all pertaining information. The gathering of information may take time to gather.

#### e) Enforcement and Resolution

- i) Reports handled by the **Discipline committee** and **General Manager of AMSC**, and **President of AMSC** team after the investigation and information gathering of **AMSC** will be responsible to schedule a discipline hearing if necessary. The **President of AMSC** shall have the power to implement any resolution from the recommendations of the **Discipline committee** team that could include suspending any player(s), coach, official, **AMSC** Executive, Volunteer, Spectator, as he sees fit. Resolution(s) can be sent either by email or a verbally. Records shall be kept of the **discipline hearing and resolution** for no more than 2 years if necessary to do so.
- ii) Power to ban the offender from attending any **GTHL/ AMSC** scheduled games or event(s). The **President of AMSC** shall have the power to prevent any spectator, coach, parent or player from viewing or attending games and events of **GTHL/AMSC**.

#### f) Appeal Process

- i) Upon **AMSC** receiving a request for an appeal from the complainant from the **Disciplines Resolution** first initial resolution sent to the complainant and to hear the appeal related to any disciplinary resolution should be scheduled as quickly as is practical (within seven (7) days). The appeal must contain a clear and concise summary stating the grounds for the appeal. Notice of the appeal must be submitted, in writing, to the **President of AMSC and or the General Manager of AMSC** within (48 hours) from the date of first discipline

hearing resolution and notification was received by the complainant. If the appeal is denied by **AMSC** any further appeals by the complainant can be made directly to the GTHL league office...416-636-6845.

### **81.0 HARASSMENT, ABUSE, BULLYING AND MISCONDUCT POLICY**

All **AMSC Members** to include Board of Directors, AMSC Executives, Coaches, Players, Parents, Volunteers, Spectators, Officials, should be aware of the policies of the GTHL in regards to Harassment, Abuse, Bullying. More information can be read and viewed on the GTHL link below.

<http://gthl.uploads.s3.amazonaws.com/app/uploads/gthl/2013/10/22195124/GTHL-Harassment-Abuse-Bullying-Misconduct-Policy-FINAL.pdf>

Note: The AMSC Discipline committee, General Manager of AMSC, and President of AMSC shall determine the consequences of any of the following resolutions to include any or all (1). Suspension(s), or (2). dismissal or (3). banning to attend any GTHL function or (4). Event(s) of GTHL or (5). scheduled GTHL games and Tournaments, or (6) and AMSC events, if found guilty and shows breach of misconduct and behaviour and lack of respect of others. Such incidents can and may be referred to the GTHL league office for further investigations.

### **82.0 Screening Forms (additional GTHL information)**

<http://gthl.uploads.s3.amazonaws.com/app/uploads/gthl/2013/10/22195124/GTHL-Screening-Policy-FINAL.pdf>

Note (1): A complete Criminal Records Check/Local Police Check can do so through Hockey Canada. This is mandatory and an on-going protocol.

Note (2): The concern for safety of all participants is both a legal and moral obligation as referred to as duty of care. Duty of care is a legal principle that identifies the obligation of individuals and organizations to take reasonable measures to care for and protect their participants through ongoing screening process. A Police Record Check will be required for all persons applying for and undertaking a position of trust, as one element of the screening process.

Note (3): As a condition of being accepted to hold any of the following positions,

1. AMSC Executive
2. Head Coach
3. Manager(s)
4. Trainer(s)
5. Assistant Coach(s)



6. Assistant Trainer
7. On-Ice Volunteer(s)

Note (4): There are different Venerable sector forms applicants need to be aware of and the proper one needs to be submitted to the proper police district pending your residence will determine which form to fill out and submit. Some forms require the approval and signature of the President of AMSC, ALL FORMS NEED TO BE ORIGINALS EITHER IN LETTER OR LEGAL SIZE Please be sure the size you need to submit or get rejected. Links are below for more information.

Toronto ...

[http://www.torontopolice.on.ca/prcp/vulnerable\\_sector\\_screening\\_process.pdf](http://www.torontopolice.on.ca/prcp/vulnerable_sector_screening_process.pdf)  
<http://www.torontopolice.on.ca/prcp/process.php>

York Region...

<https://www.yrp.ca/en/services/vulnerable-sector-check.asp>

Durham...

[http://www.drps.ca/internet\\_explorer/over\\_the\\_counter/index.asp?Do\\_What=fetch&ID=5&Category\\_ID=3](http://www.drps.ca/internet_explorer/over_the_counter/index.asp?Do_What=fetch&ID=5&Category_ID=3)

Peel...

<https://www.peelpolice.ca/en/services/vulnerablesectorcheck.asp>

### **83.0 Screening Process and Policy**

Screening is an on-going process designed to identify any person (volunteer or staff) who may harm children or vulnerable persons. Volunteer screening serves two main purposes:

Note (1): to create and maintain a safe environment

Note (2): to ensure an appropriate match between volunteer and task

***Screening is not only the right thing to do; it is legally required under the principle of “Duty of Care.” – Hockey Canada Directive***

The Hockey Canada Board of Directors ratified the following recommendation in 2010:  
***Effective 2011-2012 all Minor Hockey Associations and leagues, under the direction of their Branches, are to have a documented screening process***  
[http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Safety/Speak-Out/Downloads/criminal\\_record\\_search\\_eng.pdf](http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Safety/Speak-Out/Downloads/criminal_record_search_eng.pdf)

Additional ready as per the Royal Canadian Mounted Police.  
<http://www.rcmp-grc.gc.ca/en/faqs-about-vulnerable-sector-checks>

Note (1): Applicants for all positions must complete and submit the “**Criminal Offence Declaration**” and the “**Screening Disclosure form**” as set out by Hockey Canada. The form to be submitted to **AMSC and kept on file.**

Note (2): Interviews for any position may be conducted at the discretion of the **AMSC**

Note (3): Any references provided in the application form will be contacted upon approval of applicant.

Note:4): Team officials must attend an **orientation and any training sessions** prescribed by **AMSC** which will take place at the first coaches meeting pre-tryouts.

Note (4): All team officials will be subject to Supervision and evaluation by the **AMSC** or a designated representatives of **AMSC**.

### **83.1 Addition to a Police Record Check / References**

Screening for the positions of Head Coach, Manager, Trainer, Assistant Coach or Assistant Trainer will include the following:

In accordance with a directive from Hockey Canada whereby the Hockey Canada Board of

Directors ratified the following recommendation stating that effective 2011-2012 all Minor Hockey Associations and leagues, under the direction of their Branches, are to have a documented screening process, the following policy and process will be implemented across all associations:

1. Determining the risk
2. Writing clear position descriptions
3. Establishing a formal recruiting process
4. Using an application form
5. Conducting interviews
6. Following up on references
7. Requesting/Requiring Criminal Record Checks/Vulnerable Persons Checks
8. Conducting orientation and training sessions
9. Supervising and evaluating
10. Following-up on program participants

#### 1. LEVEL OF RISK

As a matter of policy, all positions within AMSC will be deemed high risk, (excluding youth volunteers that fall under a separate youth volunteer policy); Therefore all positions with **AMSC** will be screened according to **AMSC** policy.

#### 2. POSITION DESCRIPTIONS

All positions within AMSC must have a clear position description. This description must be read and signed by anyone accepting a position.

#### 3. FORMAL RECRUITMENT PROCESS

All recruitment for any position within AMSC whether it is in print or electronic will indicate that screening is part of the application process.

#### 4. APPLICATION FORMS

A standard application form will be used for all positions within AMSC.

#### 5. CONDUCTING INTERVIEWS

The application form will request pertinent information for each position and will include a signature authorizing the associations to perform all aspects of screening including police record checks and or a vulnerable person's checks.

#### 6. INTERVIEWS

Interview's will be performed for all applications of the head coach.

#### 7. REFERENCE CHECKS

All volunteers within air associations will provide a minimum of two references, one of which must be **verified by the AMSC**.

#### 8 CRIMINAL RECORD CHECKS/VULNERABLE PERSONS CHECKS

**AMSC** must perform Criminal Record Checks and or a Vulnerable Persons Checks every three years. Checks must be reviewed by the AMSC.

## 9. ORIENTATION AND TRAINING

AMSC will determine and document orientation processes for all new team officials.

## 10. SUPERVISION AND EVALUATION

AMSC will have a documented supervision process that is on-going. It is encouraged to complete an initial evaluation for all new team officials and volunteers.

## 11. FOLLOW UP WITH PARTICIPANTS

AMSC strongly encourages follow ups with additional future evaluations for all new team officials and volunteers for the season they are a team official.

### 83.2 Orientation / Reference

Conducting reference checks can be one of the most important steps in the selection process. Since past performance is often the best indicator of future performance, references allow you to talk to others in order to determine if the applicant being considered is suited for the role.

Reference checks should clearly describe the person making application to AMSC.

Ask about the applicants skills and suitability as a head coach for AMSC.

Identify the level of trust that will be developed with children within the position “Would you be comfortable with “Sam” working alone with your child?

Could you comment on “Sam” and how you think he would fit this job?

Do more than one reference check if possible.

Get permission from individuals to contact former organizations or individuals.

It has been determined that the identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation. If the risk is great, it shall follow that the volunteer will be under close supervision. Frequent feedback in the first year is particularly important.

AMSC shall perform evaluations based on position descriptions at the mid-year of the coaches will be monitored throughout the year.

### 84.0 Interviewing Volunteers

1. AMSC conducts interviews to provide the opportunity for all volunteer applicants to speak to their background, skills, interests, and availability, and also to explore any doubts about the suitability of the applicant. The Interview Committee will be comprised of individuals selected by the President, and who do not have a “conflict of interest”. The information provided by the applicant will not be taken at face value. After the interview, the disclosed information will be verified through references.

2. Reference Checks By identifying the level of trust required in the position and asking specific questions, the applicant's suitability may be easier to determine. We may do more than one reference check.

### **85.0 Conducting orientation and training sessions**

1. AMSC provides orientation and training sessions for volunteer positions. Some positions (ie. Coach/trainer) require more detailed orientation. Volunteer may be asked to get certification training offered by Hockey Canada or the OHF.
2. Orientation sessions include the review of AMSC rules, policies and procedures. Which will determine if the volunteer is fit as a volunteer position.

### **86.0 Arena Protocol and Damage to Property**

Individual teams and players will be held responsible for damages to the Arena and on exterior arena property caused by any team or team members. Individual teams and players will also be held accountable for damages made to dressing rooms in the other community arenas.

Any player or team causing damage to the Arena or on exterior arena property will be suspended until such time as the damages are paid in full. Duration of suspension may extend beyond repayment time. AMSC has final decision on the length of the suspension.

**ARTICLE 87: AVALANCHE FORMS****AVALANCHE MINOR SPORTS****COACHING APPLICATION FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_

PHONE BUSINESS : \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COACHING LEVEL ATTAINED: \_\_\_\_\_

CERTIFICATE NO. \_\_\_\_\_

ABUSE NO.. \_\_\_\_\_

NO. OF YEARS COACHING \_\_\_\_\_

LAST ASSOCIATION

YOU COACHED: \_\_\_\_\_

AGE GROUPS &amp; CATEGORIES COACHED PAST THREE YEARS:

(A) AGE \_\_\_\_\_ CATEGORY: \_\_\_\_\_

(B) AGE \_\_\_\_\_ CATEGORY: \_\_\_\_\_

(C) AGE \_\_\_\_\_ CATEGORY: \_\_\_\_\_

# 1) POSITION APPLYING FOR (COACHING POSITION):

List your choices in order of preference for the upcoming season. Head Coach, Assistant, Trainer, Team Manager. Would except any other position: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Coaching Information required and please list your references.

## PLEASE LIST YOUR COACHING STAFF:

ASSISTANT COACH: \_\_\_\_\_

TRAINER: \_\_\_\_\_

MANAGER: \_\_\_\_\_

Please include phone number and or email address

REFERENCES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### IMPORTANT!!! PLEASE READ

We may also be contacting other people than those who have applied for this position who have shown additional interest. Additional Interviews may be held prior to a final decision is made. You will be notified either way of our selection. Please indicate if you want to be notified as well of our decision. \_\_\_\_\_

email address: \_\_\_\_\_

NOTE : All coaching staff are subject to a 'Police Background Check ' if you never applied for in the last 2 years.. Do You accept: \_\_\_\_\_.

Please be sure this application is filled out in full, this is the first sign of your commitment to our organization (Avalanche Minor Sports). Signing this form indicates to us that you have committed to the Avalanche Minor Sports Hockey organization by accepting a coaching position. Signing with another organization may be subject to you getting a release form us.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*ALL APPLICATIONS MUST BE faxed TO: Tony Iantorno fax# 905-303-9978 :*

*e-mail address: tony.iantorno@sympatico.ca*

## AVALANCHE MINOR SPORTS

### “COACHING STAFF FORM”

This form is filled out TO IDENTIFY TO THE ORGAINZATION YOUR COACHING STAFF FOR upcoming hockey season: NAME, PHONE, EMAIL Please Fax form to: 905-303-9978.

TEAM: \_\_\_\_\_

DATE FILLED OUT: \_\_\_\_\_

HOME #: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HEAD COACH:

ASSIATNT COACH:

ASSISATNT COACH:

TRAINER:

MANAGER:-----



TEAM SIGNING OFFICER for banking

(require 3 names):

1. PHONE #.

2. PHONE #.

3. PHONE #.

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### AVALANCHE MINOR SPORTS

#### “POLICE BACKGROUND CHECKS

#### COACHING STAFF FORM”

This form is filled out to identify to the organization your coaching staff has done a police background check for the names listed below. Just indicate with a YES or NO

Please Fax form to: 905-303-9978.

TEAM: \_\_\_\_\_

DATE FILLED OUT: \_\_\_\_\_

HOME #: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

If there is a problem with any of the names below please call me so we can discuss. Indicate if a check was done last year.

HEAD COACH: background done:

ASSIATNT COACH: : background done:

ASSISATNT COACH: :	background done:
TRAINER: :	background done:
MANAGER: :	background done:
OTHER:	background done:

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## AVALANCHE MINOR SPORTS

### ORGANIZATIONAL WEB SITE FORM

This form is filled out to identify to the organization THAT YOUR TEAM WILL NOT BE running a separate team web site. All team information must be listed with the Avalanche Minor Sports web site. Space has been provided to accommodate teams with the information you require to list a web site with information that works for your team. Please Fax form to: 905-303-9978.

TEAM: \_\_\_\_\_

DATE FILLED OUT: \_\_\_\_\_

HOME #: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Please identify what you would like to see on your web site below.

YOU WILL BE CONTACTED TO DISCUSS FURTHER.

Avalanche Web Master: [Michello@yourccd.com](mailto:Michello@yourccd.com)

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## AVALANCHE MINOR SPORTS

### TEAM REBATE FORM

This form is filled out when the team has requested a rebate back due to: Equipment overpayment, registration fee, player release, etc. You will get a reply back via e-mail.

Please fax form back to: 905-303-9978

TEAM CONTACT \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_

PHONE BUSINESS : \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXPLAINTION REQUIRED:

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AVALANCHE MINOR SPORTS

“PARENTS COMPLAINT FORM”

This form is filled out in the event of a Parent has a complaint that's needs to be heard. The complaint information must be exact so a follow up can be scheduled. Please include your return fax #

Please Fax form to: 905-303-9978.

REQUEST BY: \_\_\_\_\_

TEAM: \_\_\_\_\_

DATE FILLED OUT: \_\_\_\_\_

HOME #: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COMPLAINT INFORMATION.:

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## AVALANCHE MINOR SPORTS

“PARENT SECOND APPEAL FORM”

This form is filled out in the event A PARENT has a complaint. The complaint WAS HEARD PREVIOUSLY BUT NOW THE Parent want to be heard again regarding any of the following issues: game officials, other parents, players, executive, GTHL.. All information must be completed before the complaint is scheduled FOR A HEARING. You will be notified of the hearing date. Fax form to: 905-303-9978.

Please include your return fax #.

REQUEST BY: \_\_\_\_\_

TEAM: \_\_\_\_\_

DATE FILLED OUT: \_\_\_\_\_

HOME #: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

My Complaint is regarding:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**AVALANCHE MINOR SPORTS  
PLAYERS FUNDRAISING FORM**

Players are required to fill this form to identify to the team and ORGANIZATION where the FUNDRAISING money HE/SHE has collected will be allocated. Player can reroute HIS/HER fundraising money towards HIS/HER registration fee or towards HIS/HERS team financial budget obligations.

Please note if FUNDRAISING money comes into the team via sponsorship/donation those monies will not be given back to the persons whom brought in those monies if a release was granted, person was dismissed or person quits the team. Player and team must abide by the rules as set out in the operational manual that governs PLAYER FUNDRAISING MONEY ALLOCATION.

Team name \_\_\_\_\_

Head Coaches Name \_\_\_\_\_

Coaches Phone # \_\_\_\_\_

NAME of PLAYER Doing the FUNDRAISING  
\_\_\_\_\_

AMOUNT OF MONEY PLAYER FUNDRAISED \_\_\_\_\_

ALLOCATION OF THIS MONEY WILL GO TOWARDS : \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

To avoid the allocation of fundraising money brought in to team by a player, the player must identify to the team where and if any reserve money should be allocated at year end. Once player signs off on the allocation of funds the decision can't be changed.

\_\_\_\_\_

\_\_\_\_\_

Note: Player can not take any portion of the reserve money he/she has brought into the team as a cash rebate at year end personally.

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### AVALANCHE MINOR SPORTS PLAYERS SPONSORSHIP FORM

Players are required to fill this form to identify to the team and ORGANIZATION where the SPONSORSHIP money HE/SHE has collected will be allocated. Player can reroute HIS/HER sponsorship money towards HIS/HER registration fee or towards HIS/HERS team financial budget obligations.

Please note if SPONSORSHIP money comes into the team via sponsorship/donation those monies will not be given back to the persons whom brought in those monies if a release was granted, person was dismissed or person quits the team. Player and team must abide by the rules as set out in the operational manual that governs PLAYER SPONSORSHIP MONEY ALLOCATION.

Team name \_\_\_\_\_

Head Coaches Name \_\_\_\_\_

Coaches Phone # \_\_\_\_\_

NAME OF PLAYER WHO BROUGHT IN SPONSORSHIP MONEY:

\_\_\_\_\_

AMOUNT OF SPONSORSHIP MONEY IS \_\_\_\_\_

ALLOCATION OF THIS MONEY WILL GO TOWARDS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To avoid the allocation of sponsorship money brought in to team by a player, the player must identify to the team where and if any reserve money should be allocated at year end. Once player signs off on the allocation of funds the decision can't be changed.

\_\_\_\_\_

\_\_\_\_\_

Note: Player can not take any portion of the reserve money he/she has brought into the team as a cash rebate at year end personally.

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## AVALANCHE MINOR SPORTS

### PLAYERS INJURY FORM

PLAYERS are required to fill this form out regarding a players injury. Team must make sure a players medical injury form is filled out by the players physician upon returning to play. The injured player must get clearance from their physician to resume playing hockey. Letter must be submitted to the team trainer and organization notified.

Team name \_\_\_\_\_

Head Coaches Name \_\_\_\_\_

Coaches Phone # \_\_\_\_\_

Injured Players Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Parents Name : \_\_\_\_\_

Nature of injury, brief explanation. The trainer will keep records of players injury in confidence.



Signature: \_\_\_\_\_

Date Returned to play : \_\_\_\_\_

Witnessed by : \_\_\_\_\_

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Avalanche Minor Sports

Player Registration Form 2017-2018

Registration fees \$1525 .. includes these items

Home Jersey

Away Jersey

Home Sock

Away Sock

18 Practices (at Canlan ice rate)

36 Games

Team Pictures

Player Year End Banquet

Player Insurance

GTHL Team Assessment

CHA FEES

**Total registration fee for the 2017-18 hockey season \$1525**

Note: Please provide post dated checks made payable to “Avalanche Minor Sports”. All “NSF” checks will have a administration fee charge to the parent/guardian at a cost of \$25.

**First Payment ..... \$600 due May 15<sup>th</sup> ... this fee is ( non-refundable )**

**Second Payment.... \$600 due June 30th**

**Third Payment.....\$350 due August 15th**

**The Avalanche Organization hosts two tournaments during the hockey season. Fall USA or CDN Thanksgiving Challenge and the March Meltdown. The October tournament is a mandatory tournament but the March Meltdown tournament is optional. The year end banquet is free for players only, parents are welcomed to attend through ticket purchases.**

**There is a no refund policy if a player requests a release or quits the team after a player signs a registration card. The organization may also host a Dinner Dance Auction and a Golf Tournament teams are required to have 6-8 golfers attend as an additional Organizational fundraiser in conjunction with the teams. Additional information concerning the Avalanche Minor Sports hockey organization can be found on the Avalanche web site:**

**[www.avalancheminorsports.com](http://www.avalancheminorsports.com)**

**Please access our web site to view and print our Avalanche operational manual which has our rules, policies and procedures.**

**Parent Guardian Signature:** \_\_\_\_\_

**Head Coach Witnessed:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**AVALANCHE MINOR SPORTS  
Team Budget Form**

The \_\_\_\_\_ team shall issue 5 budget statements During the hockey season.

\*\*\* PLEASE HAVE PARENT / GUARDIAN SIGN OFF ONCE  
THESE DATES HAVE BEEN DISCUSSED. AS PER OPERATIONAL MANUAL\*\*\*

PRIOR THE PLAYER SIGNS REGISTRATION CARD \_\_\_\_\_

BEFORE THE START OF THE SEASON FOR ANY CHANGES \_\_\_\_\_

NOVEMBER 13<sup>TH</sup> (BEFORE RELEASE DATE ) \_\_\_\_\_

JANUARY 1<sup>ST</sup> \_\_\_\_\_

YEAR END \_\_\_\_\_

Team money in the team account will be used in this manner if there is a reserve of money remaining at year end: the amount remaining in the account was to the amount of \_\_\_\_\_ the reserve money will be used for the following:

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## AVALANCHE MINOR SPORTS

### PLAYER REQUEST FOR RELEASE FORM

Head Coach is required to fill this form out regarding player request release from the team. Head Coach must give information as required before consideration is made to release the player. The organization is the only person who can only release players.

PLAYERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_

RELASIONSHIP TO PLAYER : \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

PLAYER BEING RELEASED FROM TEAM: \_\_\_\_\_

HEAD COACHES NAME : \_\_\_\_\_

HEAD COACHES PHONE # : \_\_\_\_\_

HEAD COACHES E-MAIL ADDRESS : \_\_\_\_\_

EXPLAINATION FOR RELEASING PLAY: \_\_\_\_\_

IF necessary a scheduled meeting can take place to gather additional information regarding this players release. Player/Parent will be notified of the scheduled meeting.

For the purpose of rebate of funds parent will be notified of breakdown if eligible.

Parents Signature: \_\_\_\_\_

Date requested : \_\_\_\_\_

Organizational Comment: \_\_\_\_\_

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## AVALANCHE MINOR SPORTS

### PLAYER RESIDENCE FORM

Players upon signing a CAHA players card are required to indicate their correct addresses. The OHF shall apply the residential qualifications rule to all signed players.

This regulation will be strictly enforced by the OHF. Residency is where a player “habitually resides”. Residency is presumed to be where the player was legitimately registered for hockey in the preceding season unless the player establishes with satisfactory proof that his/her “habitual residence” has changed.

The onus of proof to establish the “habitual residence” of a player rests entirely with the player/parent. For clarification of this rule you can call the OHF office, thanks.

I \_\_\_\_\_ as indicated below has established

with satisfactory proof my correct “ habitual residence”. For this team \_\_\_\_\_

The head coach name \_\_\_\_\_

My “Habitual Residence” address is:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

I am aware if the address given above is false I will take full responsibility for any consequences given to me by the GTHL/OHF/CHA bodies of hockey.

The Avalanche Minor Sports hockey club has not influenced me with the information I have given above.

Parent/Guardian Signature : \_\_\_\_\_

Witnessed by \_\_\_\_\_

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## AVALANCHE MINOR SPORTS

### PLAYER REGISTRATION COMMITMENT FORM

Welcome to the Avalanche Minor Sports Hockey Organization. Thanking you for choosing our organization to play for during the season. Please fill out the information below for our administration records.

HEAD COACHES NAME: \_\_\_\_\_

DIVISION \_\_\_\_\_

PLAYERS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

TEL # \_\_\_\_\_

ALTERNATE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

E-MAIL

ADDRESS : \_\_\_\_\_

I \_\_\_\_\_ have been made aware of the costs involved when playing for the Avalanche Minor Sports hockey organization. The

coaching staff also has made me aware of all information I require from the first team meeting that took place on: \_\_\_\_\_

Any information that has been left out will be my responsibility to get informed. Any concerns I have should be answered before the start of the season. I also have been made aware of my obligations to the team and the organization regarding the hockey season. In case I should be released I have been made aware of all my obligations. **Players asking** for their release will not get a refund, other circumstances will be pro-rated for the year.

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

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## AVALANCHE MINOR SPORTS

### TEAM SPONSORSHIP FORM

Teams are required to fill this form to identify the teams sponsors. The team also needs to indicate to the parent and organization how sponsorship money will be allocated. Please note if sponsorship money come into the team via a parent or coaching staff those monies will not be given back to the person whom brought in those monies if a release was granted or the person was dismissed from the organization.

Team name : \_\_\_\_\_

Head Coaches Name : \_\_\_\_\_

Coaches Phone # ; \_\_\_\_\_

THE SPONSORS OF THE TEAM ARE : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Please indicate the amount of money that was donated to the team.

ALLOCATION OF THIS MONEY WILL GO TOWARDS :

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THIS DONATION OF SPONSORSHIP MONEY THAT BECOMES A RESERVE FOR THE TEAM WILL BE ALLOCATED IN THIS MANNER

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## AVALANCHE MINOR SPORTS

### Team Summer Camps Form

Teams are required to identify to the Parents/Guardians and players what the team will be doing regarding summer ice or summer camps. Players are not required to attend the team summer camp, dry land training or summer ice as per Avalanche Minor Sports Operational Manual. Any such cost can not be invoiced to the player at year end since this is not a mandated event the AMSC endorses. Consent and agreement must be signed off by the parent and the obligations involved financially.

Our Current team intent regarding summer camps, dry land training and summer ice is:

The cost of the summer program is: \_\_\_\_\_ per player.

The player is required to pay this amount specified to the team. If the player decides to quit the team or drops out of the summer camp the player / parent / guardian will have to pay the remaining costs to the team.

Please note the parents/guardians obligation to the team once you have committed to the teams summer program.

Parent / Guardian Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by ; \_\_\_\_\_

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## AVALANCHE MINOR SPORTS

### Player Development Form

Teams are required to give a progress report on players that are “**struggling only**” during the season. This report will be used as a skills development report on the players in question.

The coaching staff must explain to the parent:

1. the players development
2. make recommendations to improve his/her skills
3. keep record of his/her progress

Players throughout the season will progress at different times and others will remain at a certain level. The coaching staff will make recommendations to the parent/guardian as to what is required or how the player can improve his or her skills. Parents/Guardians sometimes need to seek other avenues regarding the development of their child skill level ( possible hockey schools or hockey camps offered by independent registered development skills schools ).

Sole purpose is to develop and improve players skills so they can compete at a Rep. level and avoid any possible injury due to the lack of certain skills they have to compete.

**Parents should be made aware that THIS FORM, this IS NOT TO BE CONSIDERED A DISCIPLINARY FORM OR A WARNING FOR A POSSIBLE RELEASE IN THE FUTURE.**

TEAM: \_\_\_\_\_



HEAD COACH NAME : \_\_\_\_\_

COACH PHONE # : \_\_\_\_\_

PLAYERS NAME : \_\_\_\_\_

PARENT/GUARDIANS NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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## AVALANCHE MINOR SPORTS

### “Team Year End Reserve Form”

Teams are required to inform the parents what the teams intent is with any reserve money that is left in the teams account at year end. A decision is not necessary until the team meets and agrees with the decision. Please refer to the operation manual for more details and explanation.

Team Name: \_\_\_\_\_

Head Coach; \_\_\_\_\_

Decision made is : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **AVALANCHE MINOR SPORTS**

### **“Team Revised Budget Form”**

Please include any changes to the teams initial team budget. Copies to the team budget needs acceptance by the parents via a majority vote as indicated in the operational manual. If there is **NO** change to the team budget then this form not needed to be filled out.

Team Name : \_\_\_\_\_

Head Coach : \_\_\_\_\_

Phone # : \_\_\_\_\_

These are the changes to the initial team budget, please have the parent signoff on the revision.

Signature; \_\_\_\_\_

Date: \_\_\_\_\_

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### AVALANCHE MINOR SPORTS

#### “Team Permission Enter Tournament Form”

Teams are required to inform the Avalanche Minor Sports organization of the tournaments the team will be entering during the season. Please comply to the GTHL rules of entering tournament during the season.

Teams with outstanding invoices or balance not paid to the organization will not be granted to enter a tournament.

Team Name: \_\_\_\_\_

Head Coach : \_\_\_\_\_

Phone # : \_\_\_\_\_

E- Mail address : \_\_\_\_\_

Fax # team wants a copy sent to:

\_\_\_\_\_

Tournament teams will be entering are:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **AVALANCHE MINOR SPORTS**

#### **“Team Second Ice Request Form”**

Teams please indicate who requires second ice. Fill the information listed below. There is no guarantee that the organization will be successful in attaining second ice for you but we will assist you.

Team Name ; \_\_\_\_\_

Head Coach : \_\_\_\_\_

Phone # \_\_\_\_\_

E – mail address : \_\_\_\_\_

Team first choice is:

Teams second choice is :

Teams third choice is :

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### AVALANCHE MINOR SPORTS

#### “Team Selling Allocated Practice Ice Form”

Teams are required to inform the Avalanche Minor Sports Ice Allocation Executive of **“all ice movement”** the team has.

The organization needs to know who is on the Avalanche Ice Slots. Team selling ice must report the selling of that ice to the Avalanche Ice Executive ASAP when sold. Failure to do so may result in a suspension of the head coach with failure to inform and follow proper protocol of the organization. Previous years team failed to do so which resulted in dressing room damages reported to the Avalanche Hockey organization. Ice slots sold must be reported in the teams budget.

Team Name : \_\_\_\_\_

Coach Name ; \_\_\_\_\_

Phone : \_\_\_\_\_

E –mail address : \_\_\_\_\_

Day of slot selling:

Time of ice slot selling:

Price team received for ice slot:

Who purchased the Ice

Contact Name is

Signature: \_\_\_\_\_

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**AVALANCHE MINOR SPORTS**

**“Team Buying Additional  
Practice Ice Form”**

Teams are required to inform the Avalanche Minor Sports Ice Allocation Executive of **“all ice movement”** the team has.

The organization needs to know where teams are practicing during the season. Team buying ice must report the buying of ice to the Avalanche Ice Executive ASAP when purchased.

Failure to do so may result in a suspension of the head coach with failure to inform and follow proper protocol of the organization. Additional Ice slots purchased must be reported in the teams budget. The Ice allocation executive needs to know team movement so team can be monitored concerning player development.

Team Name : \_\_\_\_\_

Coach Name ; \_\_\_\_\_

Phone : \_\_\_\_\_

E –mail address : \_\_\_\_\_

Day of ice slot purchased: \_\_\_\_\_

Time of Ice purchased: \_\_\_\_\_

Price paid for the ice; \_\_\_\_\_

From whom ice was purchased; \_\_\_\_\_

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## **AVALANCHE MINOR SPORTS**

### **“Team Event Form”**

Team must report all team events to the Event Executive. The GTHL needs to know movement of teams during the hockey season ( insurance reason ). In accordance to the GTHL Insurance rules and sanctioned team events and gatherings. Not all events will be insured. The decision will be made by the GTHL to make in accordance to the risk factor involved with the event. Unless the event is sanctioned by the GTHL it can not be held, if injury occurs the liability will fall on the person who coordinated the event along with the coaching staff. The organization and its executives and board members assumes no liability.

Please have 1 - Copy given to the GM & Organization ( fax it to ( 905-303-9978) also  
1 - copy sent to the GTHL attention Michelle Fata. Fax # 416-636-2035 or [mfata@gthlcanada.com](mailto:mfata@gthlcanada.com)

The Avalanche Minor Sports organization also needs to know where teams are during the hockey season. Failure to inform the organization may result in a suspension of the Head Coach with failure to follow proper protocol of AMSC & GTHL and going against insurance liability regulations as set by the GTHL.

Team Name ; \_\_\_\_\_

Head Coach : \_\_\_\_\_

Phone : \_\_\_\_\_

E- mail ; \_\_\_\_\_

Please supply the organization all information in case we need to contact any member of the organization, also leave a phone number where we can call:

Reason for the function:

Parents signature sign off: \_\_\_\_\_

Date: \_\_\_\_\_

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### **AVALANCHE MINOR SPORTS**

#### **“Team Year End Final Statement Form”**

Teams are required to issue a year end statement to the parents. The year end statement must include all money in and all money out. Teams must identify where money was spent (please keep your receipts) if require to produce them.

Once the team has issued the final year end statement please fill out this form for Avalanche records. Parents need to sign off on the year end statement.

Team Name : \_\_\_\_\_

Coaches Name : \_\_\_\_\_

Date of final year statement issued  
was: \_\_\_\_\_

Please indicate if there were any problems the organization needs to know of.



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

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## AVALANCHE MINOR SPORTS

### “Team Exhibition Form”

Team requesting to play an exhibition game must go through the General Manager (Joey Galati).  
Call Joey at 416-986-3557.

Organization needs to know the following information:

Team Requesting Exhibition : \_\_\_\_\_

Person making request: \_\_\_\_\_

Phone # : \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Team your playing: \_\_\_\_\_

Arena Name : \_\_\_\_\_

Date : \_\_\_\_\_

Time ; \_\_\_\_\_

Refs have been notified: \_\_\_\_\_

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### **AVALANCHE MINOR SPORTS**

#### **“Team GTHL Appeal Form”**

Teams requesting an appeal hearing from the GTHL must give as much information possible to the Avalanche Minor Sport hockey organization. This information will be evaluated by the discipline committee before proceeding with the appeal. Team requesting the appeal will be invoiced the cost of the appeal. Please refer to the operation manual for details and explanation.

The Team / Parents / Players need to go through the Gm to request the appeal.

Team Name ; \_\_\_\_\_

Contact Person ; \_\_\_\_\_

Phone # : \_\_\_\_\_

Please give information related to the appeal request below.

Signature aware of the cost associated for the appeal: \_\_\_\_\_

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### AVALANCHE MINOR SPORTS

#### “Team Media Public Relation Form”

Teams requesting to have team information, team event , team success , team pictures and tournaments won listed in the newspaper can do so via the organizational Media public relation executive. Please give as much information as possible to the media executive or call Amit Das at 416-869-2009

Team Name: \_\_\_\_\_

Name of the event : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person name : \_\_\_\_\_

Phone # : \_\_\_\_\_

Information to be listed in the paper:

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## **ARTICLE 88: INSURANCE / RISK MANAGEMENT FORMS**

- 88.1 The GTHL Office needs to know team movement throughout the season.
- 88.2 What is team movement? Team movement means when a team is hosting an event that is related with the team the GTHL office needs to know ASAP so the event can be sanctioned and insured. Not informing the GTHL makes the event not sanctioned and any injury that occurs will not be covered through the GTHL insurance policies. The onus is left up to the Coaching Staff to assure this policy is strictly enforced to avoid liability. AMSC has made the Coaching Staff / Players / Parents / Guardians / Executives / Board Members and Volunteers aware where the liability lies if team events are not sanctioned.
- 88.3 If a team event is refused by the GTHL office the event can not be held. Receipt from the GTHL office is required. Verbal conformation from the GTHL is not to be considered approved. A written letter must be sent back to the team.
- 88.4 Any summer team event such as fundraisers, car washes, selling things for the purpose of generating money for the team, dry land training, summer camps, team meetings, dances, pool parties, BBQ's, sanctioned tournaments, special events where there is alcohol involved for the adults, team gatherings, father son skates, sizing parties, special instructors coming on the ice or dry land training, team ice rentals, year end banquets, Christmas Parties, Birthday Parties, team dances, organizational celebrations, GTHL Celebrations. The above are only a few examples, team must call Michelle Fata 416-636-6845 at the GTHL office for additional clarification.

88.5 These forms can be downloaded from the GTHL web site. Forms are listed below. Once the forms are filled out it must be faxed to the GTHL office  
Attention: Michelle Fata 416-636-2035.

#### Hockey Canada Injury Report Form

- Only Accident Report Forms received in the GTHL office within 90 days of the date of accident will be accepted.
- Forms must be completed in their entirety or the forms will be returned.
- Only original receipts and/or invoices are acceptable.

#### Facility & Ice Rental Insurance Certificate Request

- Ice Rental for game(s), practice(s) or tournament(s).
- Meeting or other facility room for team or club functions.

#### Dryland Training Program Insurance Certificate Request

- Any off-ice training activities or events where proof of insurance is required.

#### Dryland Training Instructor Insurance Info & Acknowledgement Form

- Must be accompanied by the Dryland Training Program ICR

#### Special Events or Fundraising Insurance Certificate Request

- All events other than regular games, practices, tournaments or meetings.
- Example: Year-end banquet, public relations or club promotional events.

#### Special Events with Alcohol Supplement Form

- Special events at which alcohol will be served or sold.
- Must be accompanied by the Special Events ICR

Thank You  
Call me if there are any questions  
416-572-5445 ( Tony Iantorno )