

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

*April 17th, 2019 (revised)*  
Official Operation Manual

**TABLE OF CONTENTS**

The purpose of these rules / policies 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.

**It is the responsibility of the AMSC members to read the Avalanche Operation Manual and ask any questions if any issues or concerns arise.**

**INTRODUCTION:**

|                |          |                          |
|----------------|----------|--------------------------|
| <b>ARTICLE</b> | <b>1</b> | <b>MISSION STATEMENT</b> |
| <b>ARTICLE</b> | <b>2</b> | <b>DEFINITIONS</b>       |

**ORGANIZATION:**

|                |           |                                                     |
|----------------|-----------|-----------------------------------------------------|
| <b>ARTICLE</b> | <b>3</b>  | <b>AMSC RULES OF OPERATION/LEGAL STATUS/ADDRESS</b> |
| <b>ARTICLE</b> | <b>4</b>  | <b>DIRECTORS, OFFICERS AND CONTACT LIST</b>         |
| <b>ARTICLE</b> | <b>5</b>  | <b>AMSC RESPONSIBILITIES</b>                        |
| <b>ARTICLE</b> | <b>6</b>  | <b>AMSC NAME &amp; LOGO</b>                         |
| <b>ARTICLE</b> | <b>7</b>  | <b>GENERAL COMMUNICATION WITH AMSC OFFICIALS</b>    |
| <b>ARTICLE</b> | <b>8</b>  | <b>DECISIONS FROM AMSC</b>                          |
| <b>ARTICLE</b> | <b>9</b>  | <b>AMSC TEAMS</b>                                   |
| <b>ARTICLE</b> | <b>10</b> | <b>AMENDMENTS TO OPERATION MANUAL</b>               |
| <b>ARTICLE</b> | <b>11</b> | <b>AMSC TOURNAMENT</b>                              |
| <b>ARTICLE</b> | <b>12</b> | <b>AMSC WEB SITE</b>                                |
| <b>ARTICLE</b> | <b>13</b> | <b>AWARDS</b>                                       |
| <b>ARTICLE</b> | <b>14</b> | <b>TRYOUTS</b>                                      |

**COACHING STAFF:**

|                |           |                                                       |
|----------------|-----------|-------------------------------------------------------|
| <b>ARTICLE</b> | <b>15</b> | <b>COACHING STAFF</b>                                 |
| <b>ARTICLE</b> | <b>16</b> | <b>CRITERIA FOR APPOINTMENT OF COACHING STAFF</b>     |
| <b>ARTICLE</b> | <b>17</b> | <b>HEAD COACH'S RESPONSIBILITIES</b>                  |
| <b>ARTICLE</b> | <b>18</b> | <b>ASSISTANT COACHES' RESPONSIBILITIES</b>            |
| <b>ARTICLE</b> | <b>19</b> | <b>TRAINER'S RESPONSIBILITIES</b>                     |
| <b>ARTICLE</b> | <b>20</b> | <b>TEAM MANAGER'S RESPONSIBILITIES</b>                |
| <b>ARTICLE</b> | <b>21</b> | <b>PAYMENT TO MEMBERS OF THE COACHING STAFF</b>       |
| <b>ARTICLE</b> | <b>22</b> | <b>COACHING STAFF AND THEIR RELEASE TEAM AFFAIRS:</b> |
| <b>ARTICLE</b> | <b>23</b> | <b>SUPPLEMENTARY TEAM RULES</b>                       |
| <b>ARTICLE</b> | <b>24</b> | <b>TEAM MEETINGS</b>                                  |
| <b>ARTICLE</b> | <b>25</b> | <b>TEAM BANKING &amp; FINANCES</b>                    |
| <b>ARTICLE</b> | <b>26</b> | <b>ACCESS TO TEAM BANK ACCOUNT(S)</b>                 |
| <b>ARTICLE</b> | <b>27</b> | <b>TEAM RECEIPTS &amp; EXPENDITURES</b>               |
| <b>ARTICLE</b> | <b>28</b> | <b>TEAM BUDGETS</b>                                   |
| <b>ARTICLE</b> | <b>29</b> | <b>FINAL TEAM BUDGET</b>                              |

|                |    |                                    |
|----------------|----|------------------------------------|
| <b>ARTICLE</b> | 30 | <b>TEAM FINANCIAL SUMMARIES</b>    |
| <b>ARTICLE</b> | 31 | <b>USE OF TEAM SURPLUS FUNDS</b>   |
| <b>ARTICLE</b> | 32 | <b>DISPUTES OVER TEAM FINANCES</b> |
| <b>ARTICLE</b> | 33 | <b>TEAM PROGRAMS</b>               |

|                |    |                                   |
|----------------|----|-----------------------------------|
| <b>ARTICLE</b> | 34 | <b>PRACTICE ICE</b>               |
| <b>ARTICLE</b> | 35 | <b>TOURNAMENT</b>                 |
| <b>ARTICLE</b> | 36 | <b>MINIMUM PLAYER TEAM ROSTER</b> |
| <b>ARTICLE</b> | 37 | <b>TEAM/PLAYER SPONSORSHIP</b>    |
| <b>ARTICLE</b> | 38 | <b>TEAM/PLAYER FUNDRAISING</b>    |

#### **PLAYERS:**

|                |    |                                              |
|----------------|----|----------------------------------------------|
| <b>ARTICLE</b> | 39 | <b>PROPER DOCUMENTATION</b>                  |
| <b>ARTICLE</b> | 40 | <b>PLAYERS' CODE OF CONDUCT</b>              |
| <b>ARTICLE</b> | 41 | <b>PLAYERS' RESPONSIBILITIES</b>             |
| <b>ARTICLE</b> | 42 | <b>PLAYERS' CODE OF ETHICS</b>               |
| <b>ARTICLE</b> | 43 | <b>PLAYERS' EQUIPMENT RESPONSIBILITY</b>     |
| <b>ARTICLE</b> | 44 | <b>AMSC EQUIPMENT, GEAR, CLOTHING</b>        |
| <b>ARTICLE</b> | 45 | <b>RINK AND PLAYER LOCKER ROOM BEHAVIOUR</b> |
| <b>ARTICLE</b> | 46 | <b>PLAYER HOTEL BEHAVIOUR</b>                |
| <b>ARTICLE</b> | 47 | <b>PLAYER SUBSIDIES</b>                      |
| <b>ARTICLE</b> | 48 | <b>PLAYER INJURY</b>                         |
| <b>ARTICLE</b> | 49 | <b>PLAYER RELEASES</b>                       |
| <b>ARTICLE</b> | 50 | <b>PLAYER RELEASE AFTER NOVEMBER 15TH</b>    |

#### **MISCELLANEOUS:**

|                |    |                                                                       |
|----------------|----|-----------------------------------------------------------------------|
| <b>ARTICLE</b> | 51 | <b>SANCTIONS FOR BREACHING OBLIGATIONS TO (AMSC/TEAM)</b>             |
| <b>ARTICLE</b> | 52 | <b>ALLOCATION OF ICE TIME</b>                                         |
| <b>ARTICLE</b> | 53 | <b>PRIVATE LESSONS – PRESEASON/PARTICIPATION IN CAMPS</b>             |
| <b>ARTICLE</b> | 54 | <b>PRIVATE LESSONS – REGULAR SEASON/PARTICIPATION IN CAMPS</b>        |
| <b>ARTICLE</b> | 55 | <b>PLAYING &amp; PRACTICING WITH AFFILIATED TEAMS</b>                 |
| <b>ARTICLE</b> | 56 | <b>TEIR II AFFILIATION</b>                                            |
| <b>ARTICLE</b> | 57 | <b>PERMISSION TO SKATE FORMS (requirements)</b>                       |
| <b>ARTICLE</b> | 58 | <b>UNSANCTIONED EVENTS AND POLICIES</b>                               |
| <b>ARTICLE</b> | 59 | <b>HEAD COACH/MEMBERS OF THE COACHING STAFF WITH CHILDREN ON TEAM</b> |
| <b>ARTICLE</b> | 60 | <b>TEAMS WITH TWO SIBLINGS</b>                                        |
| <b>ARTICLE</b> | 61 | <b>RULES RELATING TO PARENTS/GUARDIANS</b>                            |
|                |    | <b>PARENTS/GUARDIANS/SPECTATORS CODE OF CONDUCT</b>                   |

#### **SANCTIONS:**

|                |    |                                               |
|----------------|----|-----------------------------------------------|
| <b>ARTICLE</b> | 62 | <b>DISPUTE RESOLUTION</b>                     |
| <b>ARTICLE</b> | 63 | <b>DISCIPLINARY HEARINGS</b>                  |
| <b>ARTICLE</b> | 64 | <b>GTHL DISCIPLINARY HEARINGS</b>             |
| <b>ARTICLE</b> | 65 | <b>STANDARDS FOR VARIOUS CODE OF CONDUCTS</b> |
| <b>ARTICLE</b> | 66 | <b>SANCTIONS FOR MISCONDUCTS</b>              |
| <b>ARTICLE</b> | 67 | <b>ZERO TOLERANCE FOR ALL</b>                 |

**GTHL:**

|                |    |                                                         |
|----------------|----|---------------------------------------------------------|
| <b>ARTICLE</b> | 68 | PAYMENT OF FEES TO <b>AMSC</b>                          |
| <b>ARTICLE</b> | 69 | <b>GTHL</b> REGISTRATION                                |
| <b>ARTICLE</b> | 70 | <b>GTHL</b> GATE PASSES                                 |
| <b>ARTICLE</b> | 71 | <b>AMSC</b> FORMS (upon request)                        |
| <b>ARTICLE</b> | 72 | <b>AMSC</b> DATES TO REMEMBER ( <b>Special Events</b> ) |
| <b>ARTICLE</b> | 73 | <b>TEAM'S</b> FINANCIAL STATEMENT FORM (4 required)     |
| <b>ARTICLE</b> | 74 | <b>PARENTS/COACHES/AMSC</b> APPEALS TO <b>GTHL/OHF</b>  |
| <b>ARTICLE</b> | 75 | RESERVED FOR LATER DATE                                 |

|                |    |                                        |
|----------------|----|----------------------------------------|
| <b>ARTICLE</b> | 76 | HOCKEY CANADA/GTHL ACTION BULLETINS    |
| <b>ARTICLE</b> | 77 | CONCLUSION/PURPOSE                     |
| <b>ARTICLE</b> | 78 | PRIVACY POLICY                         |
| <b>ARTICLE</b> | 79 | AVALANCHE FORMS/DRESSING ROOM POLICIES |

## COACHING SECTION

|                |           |                                             |
|----------------|-----------|---------------------------------------------|
| <b>ARTICLE</b> | 80        | COMPLAINT FORM DISPUTES                     |
| <b>ARTICLE</b> | 81        | HARASMENT GUIDE / AMENDMENTS                |
| <b>ARTICLE</b> | 82        | VSS SCREENING                               |
| <b>ARTICLE</b> | 83        | SCREENING PROCESS                           |
| <b>ARTICLE</b> | 84        | ASSIGNED POSITION 2018-19                   |
| <b>ARTICLE</b> | 85        | DAMAGE TO PROPERTY                          |
| <b>ARTICLE</b> | 86        | COACHES TEMPLATE                            |
| <b>ARTICLE</b> | 87        | COACHES APPLICATION & <b>AMSC</b> FORMS     |
| <b>ARTICLE</b> | 88        | WEB SITE                                    |
| <b>ARTICLE</b> | 89        | TEAM REBATE FORM                            |
| <b>ARTICLE</b> | 90        | COMPLAINT FORM                              |
| <b>ARTICLE</b> | 91        | SECOND APPEAL                               |
| <b>ARTICLE</b> | 92        | FUNDRAISING                                 |
| <b>ARTICLE</b> | 93        | SPONSORSHIP                                 |
| <b>ARTICLE</b> | 94        | PLAYER INJURY                               |
| <b>ARTICLE</b> | <b>95</b> | REGISTRATION FEE <b>AMSC</b> 2018-19 SEASON |
| <b>ARTICLE</b> | 96        | RESIDENCE FORM                              |
| <b>ARTICLE</b> | 97        | TEAM BUDGET                                 |
| <b>ARTICLE</b> | 98        | PLAYER RELEASE                              |
| <b>ARTICLE</b> | 99        | SUMMER CAMP                                 |
| <b>ARTICLE</b> | 100       | DEVELOPMENT                                 |
| <b>ARTICLE</b> | 101       | YEAR END TEAM RESERVE FUNDS                 |
| <b>ARTICLE</b> | 102       | PERMISSION TO ENTER TOURNAMENT              |
| <b>ARTICLE</b> | 103       | SECOND ICE REQUEST                          |
| <b>ARTICLE</b> | 104       | SELLING ICE                                 |
| <b>ARTICLE</b> | 105       | BUYING ADDITIONAL ICE                       |
| <b>ARTICLE</b> | 106       | TEAM EVENTS                                 |
| <b>ARTICLE</b> | 107       | YEAREND BUDGET                              |
| <b>ARTICLE</b> | 108       | EXHIBITION GAME                             |

|                |            |                           |
|----------------|------------|---------------------------|
| <b>ARTICLE</b> | 109        | MEDIA PUBLIC RELATION     |
| <b>ARTICLE</b> | 110        | PARTICIPATION FOLLOW UP   |
| <b>ARTICLE</b> | 111        | ORIENTATION AND TRAINING  |
| <b>ARTICLE</b> | 112        | INSURANCE RISK MANAGEMENT |
| <b>ARTICLE</b> | <b>113</b> | AMSC REFUND POLICY        |
| <b>ARTICLE</b> | 114        | YEAR END BANQUET          |
| <b>ARTICLE</b> | 115        | AMSC PLAYER ASSISTANCE    |
| <b>ARTICLE</b> | 116        | PLAYER INSURANCE          |

## 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

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**.

**Application** shall mean any person who wants to become a member of AMSC shall fill out the preset application form for review by the board of directors as a screening process

**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.

**Bank Account** meaning the **AMSC individual teams bank account** where teams do there deposits and pay bills, invoices, and make deposits through the regular season

**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**.

**Certification** shall mean the proper credentials required to be a **AMSC coaching staff, executive, volunteer as required by Hockey Canada, OHF, 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.

**Compensation** shall mean any member of AMSC or volunteer that puts time int the AMSC as required may be compensated for their time as determined by the AMSC board of directors.

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

**Discipline** meaning any issue or concern a AMSC member may have that requires a resolution

**Dressing Room Policy** meaning the rules and guidelines as set by the OHF/GTHL as in Article 79

**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. This includes the year end banquet tickets not paid for or cancelled

**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 behaviour 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 60% 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**. **GTHL** fines are paid by the team involved which caused these fines not **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.

References shall mean as defined in the application forms Article 83.4 within the operation manual for any coach or assistant coach or volunteer

**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.

Resolution means as set out in the discipline appeal process to acquire closure to any issue or concern a **AMSC** member has once all information is gathered and all input information is looked at with a final decision

Risk value meaning all **AMSC** members have some degree of risk when working with kids and some **AMSC** members need to be monitored closer then other pending the role they have with **AMSC**

**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.

Screening Policy shall mean as defined in the **ARTICLE 82** and **83** process of evaluating, orientation, supervision, followups, and risk value on **AMSC** members

**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. Guilty parties shall pay all **GTHL** fines is responsible not **AMSC**

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

Team budgets shall refer to the require number of budgets required by all AMSC teams to be submitted to AMSC to be looked at for irregularity. Team budgets to be submitted 5 times per year as per operation manual specifies.

**Team Dress Code** shall be the **Team** tracksuits and turtlenecks or a shirt and tie with black pants and dress shoes, or as set by the individual teams at the first parent meeting

**Team Fines** shall mean fines that are assessed by the **GTHL** and/or **AMSC** against the **Team** able by the team not AMSC

**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. Compensation will be left up to AMSC digression

**"Players come first"** shall mean no individual player on any AMSC team come first 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 teams best interest to achieve their season goals. See organizational polices regarding player releases. The game of hockey is a team sport and not an individual sport. No preferential treatment should be given to one player on any AMSC team ( medical reasons withstanding ) Teams shall make this clear at the first parent meeting after tryouts.

**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. Note to all **AMSC** members errors and omission are not intentional.

### **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 mailing address of **AMSC** is: **P.O. Box 350 King City, Ontario L7B 1A6**.
- 3.4 **AMSC Game Ice**: All teams will be given one home game ice slot during the week, and one away game scheduled by the **GTHL**. All **AMSC** hockey games are scheduled by the **GTHL**, any changes to the above home and away games may vary depending on the **GTHL** office.
- 3.5 **AMSC 1st Practice Ice**: All teams will be given ONE mandatory practice during the week, all teams **MUST** have ONE practice slot given to them from **AMSC**. Teams will not be able to refuse their ONE practice slot given to them from the **AMSC**, which is included in the **AMSC** registration.
- 3.6 **AMSC 2nd Practice Ice**: If teams choose to have a second practice slot, teams will have to source their own ice contracts and make necessary payment arrangements with **Arena Management**. **AMSC** does not guarantee and/or source a second practice to teams.
- 3.7 **AMSC Team Apparel & Player Equipment**: All **AMSC** players are required to have black gloves/helmets and player hockey pants. Teams have an option to purchase player equipment with a **Avalanche** logo from a **AMSC** designated supplier. Team apparel is optional for all teams. If purchasing apparel it will have to go through a **AMSC** supplier. All team winter jackets and tracksuits will only be purchased

through a AMSC supplier. Teams can not purchase their own team apparel without the approval of the AMSC.

- 3.8 AMSC Annual Hockey Tournaments: Teams cannot elect which tournament they want to attend but teams **MUST** attend one AMSC hockey tournament during the hockey season. If one tournament folds or not offered then ALL AMSC teams are required to attend the other remaining hockey tournament which is mandatory for those **Teams** not participating in GTHL playoffs only. Teams in the GTHL Clancy and Founders tournament must attend the AMSC yearend March Meltdown tournament, these teams will get special consideration from the GTHL so there is no game conflicts with Clancy and Founders tournament.
- 3.9 AMSC Coaches and/or Hockey School Compensation: Teams with paid coaches and/or Hockey School will have to get the AMSC approval before the start of each season. Please submit a team budget which includes all coaches/hockey school compensation details for the season.
- 4.0 AMSC Fundraiser and/or Team Assessment Fees: AMSC to host one GOLF TOURNAMENT annually. AMSC teams are required to participate in the AMSC Golf fundraiser tournament. Each team will be required to commit between (8 golfers ). The actual amount of golfers requested will be determined once the Golf tickets are issued to the AMSC teams and announced at the first new coaches meeting what will be required. Sponsorship/proceeds collected will go to the AMSC charity foundation of choice.

**If a fundraiser is not elected for the season, AMSC will issue a Team Assessment fee to each team. The Assessment fee will be due before the start of each season.**

## ARTICLE 4: DIRECTORS AND EXECUTIVE INFO. / COACHES CONTACT LIST

4.1(a) **AMSC** is governed by a **Board of Directors**. The Appointed Executives of Avalanche Minor Sports is officially set on March 31st of every year for the following Hockey Season. Some of members of the Board of Directors and Executives 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 Manager** is 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** executives may have an overlap of duties, roles, responsibilities only because of help when required in resolving issues and concerns.

**AMSC Executive** positions for the hockey season are appointed by the President of **AMSC**. The appointed positions come with duties and responsibilities. The appointed **Executives** and/or volunteers do not have authority to suspend/ discipline coaches, managers, trainers, players or other **AMSC** executives, parents/guardian's, volunteers. All **AMSC** members if suspended / disciplined will receive in writing an explanation. Executives must perform duties within the guidelines of the **AMSC** operation manual / **GTHL** rules and policies / **OHF** rules and policies / Hockey Canada rules and policies.

4.1 (b) Any Discipline issues and concerns shall be directed to the discipline committee for review and resolution. Time frame may take awhile due to information gathering

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 AMSC Board of Directors approval**.

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 / Volunteers** 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.

## 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**. Unless given in writing by the **AMSC Board of Directors** the use of the **AMSC logo** is prohibited. Members of **AMSC** must get approval from the **President** for the use of the **AMSC logo**. **Logo not to be used on any letterhead material unless approved.**

## **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 / President** 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 7 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 7 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. Majority vote will be determined by each individual **AMSC** team in there team rules, Note: cannot be less than 60%
- 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

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 (2018-19) season

- 9.1 Unless otherwise determined by **AMSC** or the **GTHL**, **AMSC** will register and operate 13 **Teams** during the 2019-2020 season. The breakdown of these **Teams** are as follows:

|                   |                   |
|-------------------|-------------------|
| Minor Atom "A"    | Minor Atom "AA"   |
| Atom "A"          |                   |
| Minor Pee wee "A" |                   |
|                   | Pee wee "AA"      |
| Minor Bantam "A"  | Minor Bantam "AA" |
| Bantam "A"        |                   |
| Minor Midget "A"  | Midget Jr. AA"    |
| Midget Jr. "A"    |                   |
| Midget Sr "A"     |                   |

The following list of divisions may change pending the outcome at the GTHL tryouts, if the division can be filled and players can be recruited as per GTHL rules of forming a division.

Each of the **Teams** will be guided by rules, policies & 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 MANUAL

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. It's the responsibility of the **AMSC** members to read the operation manual and ask questions if they have any issues and or concerns. Omissions and errors of the operation manual are not intentional and once brought to the attention of **AMSC** updates will be included and **AMSC** members will be notified.



## ARTICLE 11: AMSC HOCKEY TOURNAMENTS / GOLF TOURNAMENT

- 11.1 **AMSC** hosts the **March Meltdown Hockey Tournament**: All teams are mandated to attend
- 11.2 **Teams** have an obligation to attend **AMSC Hockey Tournaments**. Attendance at the **AMSC** Hockey Tournament is mandatory. **Teams** participating in GTHL playoffs will be exempted from the March Meltdown, as per GTHL rules. Teams in the GTHL Clancy and Founders tournament must attend the AMSC year end March Meltdown tournament, these teams will get special consideration from the GTHL so there is no game conflicts with Clancy and Founders tournaments. Teams that get eliminated from GTHL playoffs, will be mandated to attend the March Meltdown Tournament.
- 11.3 The **Board of Directors** will set any discounted fee if there should be one but no guarantee.
- 11.4 Subsidized AMSC **Players** may be asked to volunteer time in any of the AMSC **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/President**.
- 11.5 AMSC to host one GOLF TOURNAMENT annually. AMSC teams are required to participate in the AMSC Golf fundraiser tournament. Each team will be required to commit between (8 golfers ). The actual amount of golfers requested will be determined once the Golf tickets are issued to the AMSC teams and announced at the first new coaches meeting what will be required. Sponsorship/proceeds collected will go to the AMSC charity foundation of choice.
- 11.6 All teams are mandated to pay the registration fee for the March Meltdown by Jan 1st. If teams are entered in the playoffs they will get their registration fee refunded one week before the start of the March Meltdown. All AMSC teams are mandated to participated in the annual AMSC March Meltdown. Teams should include the March Meltdown Tournament in their team budgets.

## 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). AMSC teams can post their sponsors on the AMSC web site at a cost to be determined through a meeting with the President of AMSC.
- 2. Any participation by a **Team** and/or upgrades to **Team** information on the **AMSC** web site shall be approved by **AMSC**.

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**.
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**.
- 13.6 Please note **AMSC** does not award all registered players at the **AMSC Banquet** with a participation award. Teams can elect to buy their own team trophies and distribute them at the yearend banquet.

## ARTICLE 14: TRYOUTS

- 14.1 The GTHL tryouts will always commence the 3rd Monday in April starting with the “AAA” for 7 days, followed by the “AA” **Tryouts** for 7 days and thereafter the “A” division’s **Tryouts** for 7 days. The Juvenile division can elect to go during the, AA, A tryout skates only. Tryouts will be posted on the GTHL web site and the AMSC web site for the public to view.
- 14.2 All **AMSC Teams** will be designated 7 consecutive days within the allocated time frame as issued by the **GTHL**. Teams must inform the organization how many tryouts they require, the minimum number of tryouts per team will be set at 2 tryouts. AMSC will determine if a team will be issued more than 2 tryouts pending how the team did last season and if recruiting players may become an issue at tryouts.
- 14.3 Any changes to **AMSC’s** designated **Tryout** schedule will be altered solely by **AMSC Board of Directors/President**. Arena location and time slots will be determined solely by AMSC.
- 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. Head Coaches of the individual teams have NO authority in folding a division. The sole person who can fold a division at tryouts will be determined by the AMSC board of directors only. Head Coaches **MUST** inform AMSC of any challenges they have during tryouts regarding recruiting players.
- 14.5 **AMSC** will not collect money all tryouts. The tryout fees will be the responsibility of the individual teams to collect money for players skating. Teams are required to collect greet players at tryouts. It is the sole responsibility of the team to collect the tryout fees and arrange a gate table ready for players to sign in. Teams will be invoiced for all tryouts scheduled to them by **AMSC** ( rate as per arena invoice AMSC receives).
- 14.6 Teams given tryout jerseys must return them, any missing jerseys will be invoiced to the team. Jerseys must be returned cleaned. Lost jerseys given to teams will be invoiced the replacement cost through invoice of AMSC price list of the current hockey season.
- 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 **CANNOT** run additional tryouts after the dates **AMSC** has advertised. Teams must follow the rules of the GTHL regarding tryouts. Additional skates must be advertised as a TEAM SKATE ONLY... GTHL rules and policies. Please contact AMSC for guidance.

## ARTICLE 15: AMSC 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. All new coaching staff are required to fill out a coaches application form and include references as per the form requests. New applicants shall be guided by the AMSC screening process.

15.3 The **Coaching Staff** must be certified as per **GTHL** rules and each member is responsible to keep his/her certification current. Additional certifications may arise during the hokey season as set by the GTHL league office which has nothing to do with the AMSC organization as to why the additional certification are required. Situations arise during the hockey season and clubs get informed of additional courses and will be passed onto teams.

15.4 Each prospective member of the **Coaching Staff** shall consent to a VSS background/police check only good for 3 years, to be 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. New coaches coming to the AMSC will be responsible to submit a fresh or new VSS background checks, VSS cannot be transferred form one club to another if older than 6 weeks for time taken/applied at the police station.

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**. The team manager has a vital role to the team functioning properly so please be sure your team manager is capable and has time to commit to his/her duties and roles.

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 written warning will be issued to the **Head Coach** and other members of the **Coaching Staff** involved. If such treatment continues, notwithstanding such written warning, the **Head Coach** or other member of the **Coaching Staff** involved may be suspended, replaced or dismissed. In such case a No release will be granted.
- 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**. **Team managers are responsible to fill out the GTHL event form to be submitted approved**
- 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 of Directors 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.
- 15.17 The head Coach is responsible for the team budgets to be submitted as requested by AMSC failure to submit team budgets may result in a suspension or dismissal for further coaching the team.
- 15.18 All teams fines must be paid by the team this includes these fines: GTHL, OHF, HOCKEY CANADA, AMSC, APPEALS, TRAVEL PERMITS, SHORT BENCH FINES, DEFAULTED GAMES, AND FORFEIT GAMES, EQUIPMENT INVOICES, ALL PRACTICE ICE, APPEALS TO THE OHF or any other item not mentioned within that has not been identified as a fineable item.
- 15.19 All AMCS carded coaching staff will NOT be granted a release at year end until the following team is registered with Hockey Canada and approved. This process may take as long as Mid September or Mid October. This decision is not appealable through the AMSC discipline committee.
- 15.20 Head coaches are responsible to make sure their coaching staff follows ALL AMSC rules and policies including GTHL. OHF and HOCKEY CANADA policies and rules.**  
**Failure to do so may result in a suspension or dismissal.**
- 15.21 Coaches and team staff** shall conduct themselves at all times in a manner consistent with the rules and policy of AMSC, which include integrity, sportsmanship, honesty, respect, compassion, and fairness.

## 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 VSS Police Background Check search upon request prior to approval of the position being granted for the season. Head coaches must complete all required certification programs as requested. All new applicants are subject to the **AMSC** screening policy and reference checks as per form supplied.
- 16.2 Each member of the coaching staff is required to take the “**respect in sports**” for activity leader 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 **AMSC** organization. Evaluation may occur more than once per season as a random selection of a **AMSC** team.
- 16.5 Coaches must fill out a coaching application form and follow the protocol of the form filled out.

## 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/GTHL/OHF/HOCKEY CANADA**. Failure to do so may result disciplinary action, suspension, or dismissal after a hearing is conducted to discuss reasoning's of failure to do so.
- 17.5 The **Head Coach** shall be responsible for all **Team** activities for the **Hockey Season** and inform team movement throughout the season via email to the **AMSC GM** or **President**.
- 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. Any damages to dressing rooms or in the arenas will be the responsibility of the team to pay the invoice.
- 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 60% of those present. A **Quorum** must be present for any **Team** meeting or vote to get a majority vote to be valid.
- 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. Abuse allegations will be directed to the local police to investigate and the GTHL office will also be notified to investigate.

- 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. Proper notice is required so proper replacement can be accommodated.
- 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 endeavour 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 scheduled 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.
- 17.46 Cooperate with officials and address them and coaches of opposing teams with respect.
- 17.47 Encourage fair and open communication with parents and players.
- 17.48 Respect all participants and **AMSC** coaches.
- 17.49 Head Coach should make himself aware of the follow GTHL links and make the other coaching staff aware how to conduct themselves, where particular forms are, current important GTHL policies to be aware of the following below...

#### TOURNAMENT GAME SHEET SUBMISSION

[http://gthl.uploads.s3.amazonaws.com/gthl\\_gthl/2013/10/30/SubmittingGameSheetsforTournamentandExhibitiongamesh.pdf](http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2013/10/30/SubmittingGameSheetsforTournamentandExhibitiongamesh.pdf)

#### EXHIBITION FORMS

<http://gthl.uploads.s3.amazonaws.com/app/uploads/gthl/2017/07/17102635/2017-2018-Exhibition-Game-Application.pdf>

#### GTHL COMPLIANT INTAKE FORM

[http://gthl.uploads.s3.amazonaws.com/gthl\\_gthl/2013/10/30/GTHLComplaintIntakeForm.pdf](http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2013/10/30/GTHLComplaintIntakeForm.pdf)

#### SOCIAL MEDIA POLICY

<http://gthl.uploads.s3.amazonaws.com/app/uploads/gthl/2016/06/20104033/Social-Media-Policy-FINAL.pdf>

#### DRESSING ROOM SUPERVISION

[http://gthl.uploads.s3.amazonaws.com/gthl\\_gthl/2015/11/04/OHFPolicyonDressingRoomSupervisionasamendedNov2014.pdf](http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2015/11/04/OHFPolicyonDressingRoomSupervisionasamendedNov2014.pdf)

#### DRESSING ROOMM POLICY

<http://gthl.uploads.s3.amazonaws.com/app/uploads/gthl/2016/10/13113530/GTHL-Dressing-Room-Policy-October-2016.pdf>

#### COACHING STAFF RESPONSIBILITY IN ARENAS

[http://gthl.uploads.s3.amazonaws.com/gthl\\_gthl/2016/01/12/Faxgthlcanada.com\\_20160111\\_121637.pdf](http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2016/01/12/Faxgthlcanada.com_20160111_121637.pdf)

#### HELMET POLICY

<http://gthl.uploads.s3.amazonaws.com/app/uploads/gthl/2016/06/16111602/Helmet-Policy-FINAL-May-2016.pdf>

#### GTHL APPEAL GUIDELINE

[http://gthl.uploads.s3.amazonaws.com/gthl\\_gthl/2015/11/04/GTHLAppealGuideFinalJune2015.pdf](http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2015/11/04/GTHLAppealGuideFinalJune2015.pdf)

#### VIDEO REVIEW POLICY

[http://gthl.uploads.s3.amazonaws.com/gthl\\_gthl/2015/07/23/GTHLPolicyonReviewofVideo-May2015\\_1437630109.pdf](http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2015/07/23/GTHLPolicyonReviewofVideo-May2015_1437630109.pdf)

## CONCUSSION AWARENESS

<http://www.gthlcanada.com/gthl-concussion-policy/>

- 17.50 AMSC coaching staff and head coach must attend any AMSC schedule meeting, if not able to attend any other coaching staff member shall attend in replacement of.

## 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 and certifications current.
- 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.
- 18.6. Assistant coach may be required to coach a scheduled game if the head coach is absent.
- 18.7. Assistant coaches may be asked to assist injured players only if the team trainer asks and is necessary.

## 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 and keep injury records current to avoid future injuries to players.
- 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. Head Coach has no authority to force an injured player to play or overrule the trainers decision to sit the injured player.
- 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.
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.
- 19.16 The trainer shall follow the concussion protocol as set by the GTHL and return to play policy in regards to concussion protocol.

## 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**. **Failure to inform the arena operation manager may result in your team paying for damages not done by your team. Report all damages and unclean dressing rooms, players should not enter an unclean dressing room to avoid possible injury to others.**

- 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 first aid kits are returned at **Year End** if loaned out to the **Team** by **AMSC**. Failure to do so will result in "HELD BACK LIST"
- 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**. Follow the **AMSC** team budget submission 5 times a year. Preliminary at tryouts, pre-season, mid-November, January 1<sup>st</sup>, and year end.
- 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). All league fines will be the responsibility of the team to pay in full not AMSC. Unless all fines are paid NO releases shall be granted at year end for the entire coaching staff.**
- 20.29.** Team managers must assure AMSC that proper team records will be kept to avoid issues and concerns mainly team bank account so important.
- 20.30** The team manager shall assure at team meetings when a vote is required altho that particular vote is also recorded for future references. ( 60% ) is required for majority vote.

## **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 any coaching staff member of the that **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 suspension and discipline after the incident is brought to the **Board of Directors/President** for review unless agreed to in section ( 21.2 ) is approved by the parents of the team... meaning written agreement is required in writing between parents and compensated coaching staff member.
- 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 suspension. The coaching staff must also identify to the parents in writing the intent of being paid for his/her services. This compensation request must be received in writing to AMSC requesting this to the **AMSC Board/President** to be consider as such payment by the team to the coaching staff members. Services may include expenses, hotel accommodations for tournaments, gas money and team training. These payments must be included and shown on the teams budget.

- 21.3 **ALL Sponsorship & Fundraising Money** must be identified to **AMSC** as to where it will be allocated towards their teams. **AMSC** must be made aware if paid coaches will be paid through sponsorship funds, or parents out of pocket. Coaches must identify in their teams budgets, as to where and how they will be compensated throughout the year. **AMSC** must be notified and made aware of all compensated coaches throughout the season.
- 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 to be discussed for a resolution as set by **AMSC** discipline committee.
- 21.6 Any expenses to coaching staff must be identified in team rules what these payment will include and cover, during the hockey season. Copy of the team rules must be submitted to **AMSC**.

## **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 and approved roster is received. Coaches will be subject to the "HELD BACK LIST" NOT ABLE TO REGISTER WITH ANY OTHER OHF ORGANIZATION until these issues and concerns are resolved.
- 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. Team has 30 days after the last team function to submit a final team budget to be distributed to the families either in person or by email or by a team meeting. Parents can challenge the team budget on a majority vote passing on the team for an investigation to occur.

- 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 Teams 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, 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 this includes unpaid banquet tickets ordered but not paid for. 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. Subject to be on the "HELD BACK LIST"
- 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**. Unpaid invoices by a team or players is subject to be put on the "HELD BACK LIST "
- 22.8 Any Coaching Staff members **must fulfill all obligations** as set forth in the **AMSC** operation Manual before a release can be granted. There is no time limitation on this obligation to **AMSC**.

## 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**. Teams do not determine what a majority vote is on a vote taken: **AMSC** has set the 60% rule on majority vote. Teams required to keep track of all voting taken. Emails sent to parents on the team can be considered as a vote of acceptance unless a parent replies back they have an issue or concern but the parent must reply back to the email sent to voice their concern.

## ARTICLE 24: TEAM MEETINGS

- 24.1(a) The **Head Coach** will meet with the **Parents/Guardians** *at least* 3 times each season as a minimum. 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.
- 24.1 (b) As per GTHL rule 5.11 ([www.gthlcanada.com](http://www.gthlcanada.com) under INFORMATION), the Head Coach will meet with parents/guardians at least 3 times each season. The first meeting will be prior to the start of the season, the second meeting should be considered for mid-way of the season and the last meeting prior to end of the season. Each meeting will include the presentation of the team's financial summaries. The GTHL mandated meetings mentioned above, a notice of the meeting will be provided to the parents/guardians within a reasonable time frame prior to the meeting, the meeting will be held at a location convenient to the majority of the attendees and will be chaired by the Head Coach.
- 24.2 It is suggested that team meetings be held as follows if possible:  
After tryouts to go over what to expect for the season, guide of question is recommended prior to the November 15th **Player** release date (see **GTHL** handbook for player releases) prior to the Christmas break, to go over any question and discuss team going into playoffs prior to the end of regular season game
- 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 carded **Player** at least 3 days notice if possible 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.
- 24.7 The team coaching staff only gets 1 vote collectively and not individual. If a coaching staff is also a parent, their vote will be as set as a parent. ( 1 vote for the entire coaching staff and 1 vote as the parent of the carded player) . Team must pre-inform parents what majority vote for the team will be for the year as to be specified in the team rules at the first team meeting.

## **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** that includes **AMSC** invoices **GTHL** invoices and fines levied to the team.
- 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.

- 25.6 Teams cannot apply for a team ATM CARD to take money out of the team bank account. Teams, found to carry an ATM may be subject to disciplinary actions. AMSC must be notified.**

## **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**. Pre-season, November 15, January 1<sup>st</sup> and year end.
- 26.3 The Avalanche organization **shall / may reserve the right to freeze team accounts** if any problems arises during the hockey season until issues and concern are resolved.
- 26.4 The **Team** account at the **Team's Year End** must be dissolved to zero money in the account unless specified in the team rules. 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. The Team Bank Account must be closed 30 days after the last team function. All parents on the team shall be given a detailed account of the finances for the hockey season.
- 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.
- 26.7 Teams shall have the parent sign-off on all team budgets distributed for approval and majority vote shall be considered an approved team budget with NO appeal. Disputes can be directed to the GTHL for an appeal hearing at the cost of the person requesting the appeal.



## 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**. Keep proper records and receipts.
- 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. THE HEAD COACH IS RESPONSIBLE FOR ALL TEAM INTERACTIONS THROUGHOUT THE SEASON such as ( player development, finances, injuries, enforce team rules, proper coaching staff certifications and what is posted in the operation manual to be complete responsible for.
- 27.4 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 before the date fixed for the first **Team** Tryout. The preliminary **Team** budget must be prepared in accordance with forms supplied by **AMSC** as the example to be used as a standard team budget.

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

Team must identify if any coaching staff is being compensated and listed what the compensation amount is in accordance of GTHL policies. The budget shall be prepared in accordance with information available at the time of initial submission to **AMSC**.

Any complaint by a parent/guardian with the Team budget or financial summary must be referred to **AMSC** for resolution through a Team Official. A final decision of the Club will be binding.

- 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**
  - receipts shall be kept as reference of money spent and for parents to view if requested.
- 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. Team budgets that seem to be outrageous shall be asked to be re-done to be more in line to a reasonable team budget on approval of **AMSC** President.
- 28.5 **AMSC** shall receive a copy of the "Preliminary **Team** budget" and shall approve the said budget in writing prior by email 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. A signature by parents is required to put closure on the team year end budget for approval. **Final team budgets are due before the start of tryouts.** Article 29.1 over rules any other section in the operation manual that is in contrary of rule 29.1

## 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: 4 as a minimum. **AMSC** specifies the required 5. Please let **AMSC** know if your team will be issuing 4 or 5 team budgets which will cover these dates below.

- May 1st to September 30th
- October 1st to December 31st
- January 1st to March 31st ( or till the end of the **AMSC** year end banquet ) if it runs into April.
- Final year end statement (summary) submitted at **AMSC Year End Banquet** or shortly after

Note: teams must specify how surplus money at year end will be distributed in writing to all their parents to avoid issues and concerns or mis-understandings.

- 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. Refer to article 29.1 time limit when last team budget is due.

## 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**. Parents signature is required on this team vote.

## 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

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. **Teams** can consult with the **AMSC** mentor for guidance on running affective practices and game situations to avoid issues and concerns or parents and coaching staff and **AMSC** executives.

## 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. Some **Team** practices are held at the Canlan York home arena (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. Team manager shall keep track of any practice conflicts and sell, trade or swap team ice.

- 34.1** AMSC teams on occasion elect to buy their own first practice ice slot. Upon a team electing to do so shall receive a refund on the agreed refund cost of the 18 one hour practice ice slot at the Canlan ice Rate not by the rate of choice.

Please note and understand this section: you must call AMSC if not understanding this policy. The importance on how a rebate or refund operates. Teams must have fully paid registered players that have paid the *FULL REGISTRATION fee of \$1610*. Players that have received a good will or a reduced registration fee will be deducted from the refund or rebate portion the team should of received. Call AMSC if you require additional information and explanation.

## ARTICLE 35: TOURNAMENTS

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** an AMSC hockey Tournament held in the Fall and early Spring.

Teams may be denied to enter a tournament for these reasons:

- a) Teams has not paid for all player registration fees and or AMSC invoices
- b) Team has not paid for equipment ordered that has an outstanding invoice to be paid
- c) Team has not submitted a team budget as requested
- d) Only 2 AMSC teams will be allowed to enter tournament during the USA thanksgiving weekend, restrictions and to the AMSC USA weekend tournament.

## ARTICLE 36: MINIMUM PLAYER TEAM ROSTER

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. Failure to roster the minimum number of players as per GTHL rules and policies shall be invoiced by the GTHL a fee, this fee is to be paid by the parents of the team not by AMSC. Relief can be requested by the team to the GTHL to allow teams time to sign the additional players. Relief is the responsibility of the team to be requested in writing to AMSC.
2. Teams may be asked to carry a full roster of either 16 ,17, 18 or 19 players. Exception is the Juvenile division is 21 players as a maximum team roster. Juvenile division carries a higher fees for any forfeited games, defaulted games and folding the division at any portion of the season. These fees shall be the responsibility of the team to pay not AMSC.

## 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/AMSC 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 a fundraising event that can be either one of these hosted event:  
 a) Auction and Dance Event, b) Golf Tournament, dates to be determined by **AMSC** on a date selected by **AMSC** during each season. Unless otherwise agreed to by **AMSC**, each **Team** shall be obligated to purchase the required mandatory tickets. 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 used to pay for **AMSC** operational costs and Portions of these funds shall sponsor a charity of choice as set by **AMSC**. 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. Note not all team events can be sanctioned and insured by the GTHL league office. Teams may be responsible to carry own liability insurance. Teams are responsible to find their own insurance coverage.

38.7 Teams must get approval from 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: PLAYERS CODE OF CONDUCT

The Code of Conduct identifies the standard of behaviour, 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 behaviours, which are against **AMSC/GTHL** 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 or use discriminatory slurs.
- 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 play and skate.
- 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. If a call needs to be challenged I will do so through the league office.
- 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. If I cannot attend a team function or skate or game I will notify a member of the coaching staff with enough notice.

- 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. If there is damage in the dressing I will report the damages to the coaching staff so the arena is aware and the team won't be invoiced for those damages.
- 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 and possibly through dismissal from **AMSC** with no refund of registration fees. If this situation arise a discipline hearing will be scheduled.

#### **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. Coaching staff may be reduce ice time due to missing Games, and practices by not contacting the coaching staff.
- 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. Players must go through the concussion protocol before returning to play. Players who suspect of a concussion away from hockey must inform the coaching staff for your safety
- 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. Any damage a player may cause at arenas and banquet halls will be his/her responsibility to fix and repair or replace at the players/parent cost.
- 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.

Note: **Article 41 to be abided by the players in respect to the coaching staff and in additional to respect the team rules. Players will be held accountable to the coaching staff, the team and AMSC for not abiding to these responsibilities.**

- 41.13 **Players** are responsible for their own actions during the hockey season. Any damages caused by players will be invoiced to the Parent/Guardian. Regardless if it's 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.
- 41.15 **Player Releases**, upon a player signing the GTHL players card **AMSC** will not be granted a release to the player except under compelling and exceptional circumstances as determined by the **AMSC** and received in writing from the parent/Guardian.. **AMSC** will use at its own discretion a resolution. **ALL** releases may only be authorized by the President of the **AMSC** only. No **Team Official** are authorized to release a player verbally or in writing. This is all prior to November 15 of any hockey season does this apply to.
- 41.15 a) **Refunds where the player requests release.** There will be no refund where a player or his/her parent/guardian requests the release at any portion of the hockey season or once a player's card is signed. Requests can be emailed to the President of **AMSC** for consideration with no guarantees.
- 41.15 b) **Refunds when the Club initiates the release of a player.** **AMSC** will authorize a refund after taking into account the costs incurred by **AMSC** to the date of release. **Team Officials** will also

calculate and refund the players share of the unused costs once team budgets have been looked at for which the player is responsible for his/her portion.

- 41.15 **c) Releases after November 15.** There will be no releases approved by the Club after November 15. Parents need to submit an appeal to the league office ( GTHL ). AMSC is not authorized to give releases after November 15. If the GTHL grants a release to a player after November 16 there will be a NO refund policy to that player form AMSC registration fees paid to AMSC

## **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 / PERSONAL BELONGINGS**

- 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 face-mask 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.
- 43.6 Players are required to make sure they do not leave any valuable items in the dressing room. Lost or stolen items will be the players responsibility to replace at the players cost Not at the cost of AMSC.

#### **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**.

44.3 **AMSC** teams require written permission for the use of Avalanche LOGOS.

## **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 behaviour 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 behaviour 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**. Theft issues may be directed to the league office and or the local police.
- 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 behaviour. The **Coaching Staff** or **AMSC** may impose a suspension on a **Player** if deemed necessary for deliberately breaking the **Player's** locker room behaviour.
- 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** PeeWee 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. Coaches need to follow the dressing room policies.

## 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**. Subsidy forms are available to be filled out before consideration is made
- 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 faces Suspension or dismissal without a release until payment is made. All payments must be received by March 31st of every year.

## 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. Concussion Protocol need to be adhered to at all times if a concussion is suspected of a player.
- 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 Doctors 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.
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 all outstanding issues are cleared with **AMSC** and with and issues with the **GTHL**. This process may take as long as September to do so. Players will be put on a "HELD BACK LIST" till issues and concerns are resolved with good standings. Players will be notified by the **GTHL** office why they were put on a **HELD BACK LIST**.
- 49.6 Players invoices must be paid in full before a release can be considered or be put on a held back list. **AMSC** does not take promise to pay emails or verbal agreements. All issues must be resolved in full.
- 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** and ordered by player/parent
  - 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/TEAM** (subject to **Team** and **AMSC** rules)
  - loaned equipment fees must be paid in full and or equipment returned
  - lost, damaged or replacement fee's of equipment that was damaged or lost.
  - cost of removal of sponsorship **Name** and or **Player's Name** from back of game jerseys (see **Team** rules)
  - **AMSC** administration fees will be considered to process the release of player
  - Team fines issued by **AMSC** or the **GTHL** league office is the responsibility of the player's portion to be paid in full or the players release will be held back till payment is made in full.
- 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 Unless the **GTHL** grants special permission to the team to play with 14 skaters.

- 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 because of outstanding payments and invoice /fines/equipment to be made to **AMSC**.

## **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 invoices to 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**. The player that requested his/her release as approved by the GTHL after November 15 will be subject to either a NO REFUND OR PARTIAL REFUND pending AMSc review
- 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**

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 BREACHING COMMITMENT TO AMSC / TEAM**

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

PLAYERS' HAVING OUTSTANDING INVOICES TO PAY

PLAYERS NOT INFORMING COACHING STAFF NOT TO ATTEND GAMES OR PRACTICES

PLAYERS NOT PAYING AMS INVOICES

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. **Copies of the team rules should accompany all discipline meetings to better understand why ice time was reduced and if its stated in the team rules for parents to be aware of.**

## 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 Coaches are not to enforce all summer camps and training. As per GTHL rule. Parents have the option to attend summer ice, prior to the teams summer training camp. Reasoning being the increase cost to the team and player. This is not mandatory for players to attend. Coaches must identify these summer ice times to parents upon signing players and team first meetings.
- 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**. Any unpaid invoice as a result of off season development shall be the responsibility to the team to pay in full payment not AMSC responsibility.

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

- 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 / USE OF AFFILIATED PLAYERS

55.1 **AMSC MEMBERS** shall use when required the use of **Affiliated Players** within the AMSC organization. It is understood and agreed by all **AMSC** members that when you join the AMSC organization that you are a member of the AMSC organization and not just an individual team. For your clarification and purpose of this means that when your participation in games /practices /tournaments is required to help with an additional player or more than one player by your affiliated team that you make yourself available to help each other. Failure to help the affiliated team may result in disciplinary issues.

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: Affiliation Guidelines for teams to follow as set in the GTHL policies.

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**.
9. The team making a request to use an affiliated player must call the head coach of the affiliated team with respect. Coaches are not allowed to call players directly or call the players parent.



## 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/L.O.R 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** by **AMSC no earlier than April 16<sup>th</sup>** by the **President** or **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**. **Teams** may not enter any unsanctioned events during regular season play as per GTHL policies.
- 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, discriminatory slurs, cyber bullying, wrong use of social media as specified by the league office ( GTHL/OHF ).
- 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 excessively

Refusing to put team on the ice for league games or tournaments

Pulling a team off the ice when in league games or tournaments

A no show for tournament games scheduled by the tournament organizer

- 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 behaviour 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** also to include, volunteers /coaching staff and **AMSC** executives.
- 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 or legal representation.
- 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. Some complaints may require a second scheduled meeting to hear the remaining issues and complaints. We reserve the right to schedule a second meeting within 14 days of the initial scheduled meeting, to gather additional information.

- 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.  
in writing or by email to the Discipline Executive or the President or **AMSC**. Pending availability of the Discipline committee, such scheduled meeting may take longer to arrange.
- 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** and 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. Gathering additional information may take longer to come up with a resolution if the Discipline committee feels more information is required.
- 62.11 A final discussion by the **AMSC Discipline Committee** shall be made within 72 hours if possible once 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 a second appeal has a time restriction of 48 hours after receiving the first resolution. Old evidence shall not be permissible at the appeal hearing. Only **Fresh and New Evidence** may be submitted. All appeal resolutions are final with no right to additional 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. Neglecting to inform the **AMSC** discipline

committee there is conflict of interest at the appeal discovery, a new appeal date will be scheduled with a new discipline executive.

- 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. Dismissal of players comes with NO refunds, Dismissal of coaches comes with a NO release, Suspended coaches cannot be around the team during games or practices or be in attendance of team tournaments till AMSC feels the suspension is over. NO appeals will be rendered on these resolutions.

## **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. All discipline meeting shall be conduct in a civil matter or meeting can be cancelled for a later date once all heads have calmed down and respect to the process is honoured.

## **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 to gather information and inform all attending the GTHL appeal hearing what to expect.
- 64.2 Verbal, Mental or Physical Abuse. If a parent or guardian believes their son or daughter has been subjected to verbal, mental, or physical abuse by any Team Official they are to direct their complaint to the police for immediate investigation. AMSC has no guidance to the party in question or the expertise to resolve this issue as the complaint is received. This issue received will be advised to the complaint to bring the concern and issue to the police to investigate and the GTHL office.



## 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 behaviour, 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 behaviour 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.

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**. Player will receive in writing by the coaching staff reason why these sanctions have been administered to the player.
- 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 President** 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 Mid-March with time permitting 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**. At this

**point players will be refused a permission to skate form until in good standings. Players will be put on a HELD BACK LIST till all payment is received in full.**

- 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. <http://www.gthlcanada.com/player-registration-fee/>**  
**Players requiring assistance in these fees can do so in writing and contacting to GTHL for consideration with no guarantees.**

## **ARTICLE 71: AMSC FORMS ( found in section 86 )**

- 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**.

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 GTHL events, **AMSC Team** events or **AMSC** events or activities to remember:

TRYOUTS  
 SIZING PARTY  
 EQUIPMENT DISTRIBUTION  
 EARLY BIRD **TOURNAMENT**  
**GTHL** SEASON STARTS  
**AMSC** FALL TOURNAMENT  
**AMSC** ANNUAL DANCE  
**TEAM** PICTURES  
**PLAYER** RELEASE DATES  
 IMPORT **PLAYER** LAST DAY TO SIGN A PLAYERS CARD  
 GTHL CHRISTAMS BREAK  
 LAST DAY **TEAM** TO SIGN **PLAYER**  
 AFFILIATED **PLAYERS** RULE BEYOND JANUARY 15TH  
 SEASON ENDS  
 PLAYOFFS SCHEDULE  
 PLAYDOWNS BREAKDOWN  
 YEAR END **TOURNAMENT** TEAMS CAN ENTER  
**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 GOLF TOURNAMENT  
**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.**

| Description                          | Units | \$/Player         | Amount             | Actual           | Paid/<br>Received  | Outstanding |
|--------------------------------------|-------|-------------------|--------------------|------------------|--------------------|-------------|
| <b>Revenue</b>                       |       |                   |                    |                  |                    |             |
| Player Fee to Avalanche Minor Sports | 15    | <b>\$1,550.00</b> | \$23,250.00        | \$23,250.00      | \$23,250.00        | \$ -        |
| Player Fee to team                   | 15    | <b>\$2,750.00</b> | \$41,250.00        | \$41,250.00      | \$41,250.00        | \$ -        |
| Sub-total                            |       | <b>\$4,300.00</b> | <b>\$64,500.00</b> | <b>64,500.00</b> | <b>\$64,500.00</b> | \$ -        |
|                                      |       |                   |                    |                  |                    |             |
| <b>Other Revenue</b>                 |       |                   |                    |                  |                    | \$ -        |
| Sponsorship Received                 | 1     |                   | \$2,500.00         | \$3,500.00       | \$3,500.00         | \$ -        |
| Fundraising Event                    | 1     |                   | \$825.00           | \$825.00         | \$825.00           | \$ -        |
| Other Revenue Received               | 1     |                   | \$ -               |                  |                    | \$ -        |
| Sold Ice                             | 1     |                   | \$ -               | \$325.00         | \$325.00           | \$ -        |
| Sub-total                            |       |                   | <b>\$3,325.00</b>  | <b>4,650.00</b>  | <b>\$4,650.00</b>  | \$ -        |
| <b>Total Revenue</b>                 |       |                   | <b>\$67,825.00</b> | <b>69,150.00</b> | <b>\$69,150.00</b> | \$ -        |
|                                      |       |                   |                    |                  |                    |             |
| <b>Expenses</b>                      |       |                   |                    |                  |                    | \$ -        |
| Player Registration to AMSC          | 15    | \$1,550.00        | \$23,250.00        | \$23,250.00      | \$23,250.00        | \$ -        |
| Sub-total                            |       |                   | <b>\$23,250.00</b> | <b>23,250.00</b> | <b>\$23,250.00</b> | \$ -        |
|                                      |       |                   |                    |                  |                    |             |
| <b>Team Equipment</b>                |       |                   |                    |                  |                    | \$ -        |
| Purchase Special Home Jersey         | 15    |                   | \$ -               |                  |                    | \$ -        |
| Practice Jersey                      | 19    | \$30.00           | \$570.00           | \$404.00         | \$404.00           | \$ -        |
| Practice Socks                       | 16    | \$20.00           | \$320.00           |                  |                    | \$ -        |
| Jersey Name Patches home and away    | 32    | \$20.00           | \$640.00           | \$600.00         | \$600.00           | \$ -        |
| Equipment Bags with numbers          | 8     | \$100.00          | \$800.00           | \$699.00         | \$699.00           | \$ -        |
| Winter Jacket coach                  | 3     | \$140.00          | \$420.00           |                  |                    | \$ -        |
| Winter Jacket Players + #s           | 16    | \$140.00          | \$2,240.00         | \$2,058.00       | \$2,058.00         | \$ -        |
| Tracksuit - coaches                  | 1     | \$120.00          | \$120.00           | \$60.00          | \$60.00            | \$ -        |
| Tracksuit- kids with numbers         | 0     | \$94.00           | NOTHING ORDERED    |                  |                    | \$ -        |
| Winter Toques with numbers           | 0     | \$17.00           | NOTHING ORDERED    |                  |                    | \$ -        |

|                                                |    |            |                    |                    |                    |      |
|------------------------------------------------|----|------------|--------------------|--------------------|--------------------|------|
| Ball Cap                                       | 0  | \$18.00    | NOTHING ORDERED    |                    |                    | \$ - |
| Ball cap numbers                               | 0  | \$3.75     | NOTHING ORDERED    |                    |                    | \$ - |
| Ball caps for coaches                          | 0  | \$18.00    | NOTHING ORDERED    |                    |                    | \$ - |
| Sub-total                                      |    |            | <b>\$5,110.00</b>  | <b>3,821.00</b>    | <b>\$3,821.00</b>  | \$ - |
|                                                |    |            |                    |                    |                    |      |
| <b>Player Development</b>                      |    |            |                    |                    |                    | \$ - |
| Power skating instructor                       | 0  | \$110.00   | \$ -               |                    |                    | \$ - |
| Power Skating Instruction - Try-Outs           | 0  | \$110.00   | \$ -               |                    |                    | \$ - |
| Goaltender Instructor                          | 20 | \$100.00   | \$2,000.00         | \$770.00           | \$770.00           | \$ - |
| Summer Program                                 | 14 | \$750.00   | \$10,500.00        | \$8,161.62         | \$8,161.62         | \$ - |
| Sub-total                                      |    |            | <b>\$12,500.00</b> | <b>8,931.62</b>    | <b>\$8,931.62</b>  | \$ - |
|                                                |    |            |                    |                    |                    |      |
| <b>Ice Fees</b>                                |    |            |                    |                    |                    | \$ - |
| additional ice purchased during year           | 7  | \$635.65   | \$4,449.55         | \$4,449.55         | \$4,449.55         | \$ - |
| extra hourly cost above Canlan rate            | 18 | \$56.50    | \$1,017.00         | \$1,017.00         | \$1,017.00         | \$ - |
| Practice Ice exceeding 18 in registration fees | 10 | \$423.75   | \$4,237.50         | \$4,237.50         | \$4,237.50         | \$ - |
| Exhibition games                               | 2  | \$200.00   | \$400.00           |                    |                    | \$ - |
| additional ice during season                   | 0  | \$ -       | \$299.45           | \$299.45           | \$299.45           | \$ - |
| Sub-total                                      |    |            | <b>\$10,403.50</b> | <b>\$10,003.50</b> | <b>\$10,003.50</b> | \$ - |
|                                                |    |            |                    |                    |                    |      |
| <b>Tournaments</b>                             |    |            |                    |                    |                    | \$ - |
| Tournament                                     | 4  | \$1,300.00 | \$5,200.00         | \$3,725.00         | \$3,725.00         | \$ - |
| tournament permission                          | 4  | \$10.00    | \$30.00            | \$30.00            | \$30.00            | \$ - |
| Sub-total                                      |    |            | <b>\$5,230.00</b>  | <b>\$3,755.00</b>  | <b>\$3,755.00</b>  | \$ - |
|                                                |    |            |                    |                    |                    |      |
| <b>Other Expenses</b>                          |    |            |                    |                    |                    | \$ - |
| Social- Holiday Party Year end                 | 1  | \$1,000.00 | \$1,000.00         | \$1,500.00         | \$1,500.00         | \$ - |
| Away Tournament Dinner                         | 1  | \$1,000.00 | \$1,000.00         | \$274.50           | \$274.50           | \$ - |
| Equipment                                      | 1  | \$1,000.00 | \$1,000.00         | \$200.00           | \$200.00           | \$ - |
| Coaching Staff Certification                   | 1  | \$200.00   | \$200.00           | \$181.28           | \$181.28           | \$ - |
| Police Check                                   | 4  | \$45.00    | \$180.00           | \$88.33            | \$88.33            | \$ - |
| Volunteer Card                                 | 0  | \$170.00   | \$ -               |                    |                    | \$ - |

|                                          |                                                        |            |             |             |             |      |
|------------------------------------------|--------------------------------------------------------|------------|-------------|-------------|-------------|------|
| room for coaches at tournament Bqt. Tixs | 2                                                      | \$500.00   | \$1,000.00  | \$152.00    | \$152.00    | \$ - |
| Coaching Compensation                    | 0                                                      | \$1,000.00 | \$ -        |             |             | \$ - |
| Golf Tournament                          | 8                                                      | \$170.00   | \$1,440.00  | \$1,440.00  | \$1,440.00  | \$ - |
| GTHL Game Sheet Fees - Regular Season    | 36                                                     | \$66.50    | \$2,394.00  | \$2,394.00  | \$2,394.00  | \$ - |
| GTHL Game Sheet Fees - Playoffs          | 18                                                     | \$66.50    | \$1,197.00  | \$199.50    | \$199.50    | \$ - |
| Bank Account Service Charges             | 1                                                      | \$225.00   | \$225.00    | \$225.00    | \$225.00    | \$ - |
| Year end trophy                          | 0                                                      | \$7.50     | \$ -        |             |             | \$ - |
| sponsor bar                              | 32                                                     | \$12.00    | \$384.00    | \$380.00    | \$380.00    | \$ - |
| tracksuit sponsor logo                   | 0                                                      | \$15.00    | \$ -        |             |             | \$ - |
| Miscellaneous                            | 1                                                      | \$500.00   | \$500.00    | \$160.00    | \$160.00    | \$ - |
| Sponsor plaques                          | 4                                                      | \$35.00    | \$140.00    | \$30.00     | \$30.00     | \$ - |
| Picture upgrade                          | 16                                                     | \$12.00    | \$192.00    | \$200.00    | \$200.00    | \$ - |
| Sub-total                                |                                                        |            | \$10,852.00 | \$7,424.61  | \$7,424.61  | \$ - |
| Total Expenses                           |                                                        |            | \$67,345.50 | \$57,185.73 | \$57,185.73 | \$ - |
|                                          |                                                        |            |             |             |             |      |
| Surplus(+)/Shortfall (-)                 |                                                        |            | \$479.50    | \$11,964.27 |             |      |
| Payment Schedule                         |                                                        |            |             |             |             |      |
| Payable to: Avalanche Minor Sports Corp  | Payable to: Avalanche Minor Hockey 2001                |            |             |             |             |      |
| May 1st - \$600.00                       | May 15 - \$500.                                        |            |             |             |             |      |
| July 4 - \$600.00                        | June 1 - \$250     July 15 \$250    AND    Aug 1 \$250 |            |             |             |             |      |
| Sept. 5 - \$350.00                       |                                                        |            |             |             |             |      |
| TOTAL = \$1550 REGISTRATION FEE'S        | Sept 15- 50% of outstanding balance                    |            |             |             |             |      |
|                                          | Sept 30 - remaining balance                            |            |             |             |             |      |
| SUMMARY                                  |                                                        |            |             |             |             |      |

Notes for completion:

Details for each line item should be itemized on a separate page and cross referenced IF REQUIRED

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, keep all receipts**

List of **Teams** Signing Officers **to the team account**

**NAMES****PHONE NUMBERS**

- 1.
- 2.
- 3.

Head **Coaches Name:**

**Team Managers Name:**

Statement Prepared by:

Please list the bank the team is using: \_\_\_\_\_

**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.

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.

4. Please use this link below as a guide to the GTHL web site for the appeal process and guidance for parents.

link [http://gthl.uploads.s3.amazonaws.com/gthl\\_gthl/2015/11/04/GTHLAppealGuideFinalJune2015.pdf](http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2015/11/04/GTHLAppealGuideFinalJune2015.pdf)

**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."

Body Checking for the 2018 - 19 season: AS PER GTHL

MINOR ATOM "A" - MIDGET JR. "A" - NO BODY CHECKING ALLOWED

MINOR BANTAM "AA" - JUVENILE - BODY CHECKING IS ALLOWED

#### 76.1 (A) SUBSEQUENT PARENT INFO.

##### **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 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, safeguard discloses and disposes of the personal information of prospective members, its Members and Coaching Staff. The Policy describes how AMSC will strive to meet or and will ensure that it remains current with changing technologies. Once information is no longer required it will be discarded properly ( shredded ). This information may be used for various reasons from registration, to scheduling tournaments, and or medical reason if approved to be given to the team trainers. AMSC is committed to respect the privacy of individuals through the protection of personal information.

### 78.2 Accountability

AMSC shall designate the President as **AMSC Privacy Officer** and will report to the **Board of Directors** for compliance with the **AMSC Privacy Policy** to administer to the best of his/her ability and the guidelines of GTHL.

AMSC’s Privacy Officer ( President ) will ensure that **AMSC** strives to protect personal information in its possession.

**AMSC** implements internal policies which will facilitate adherence to the Privacy Policies including but not limited to the following:

- 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.

### 78.3 Identifying Purposes

AMSC shall only collect information necessary to conduct its 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**. **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 through the team trainers in confidence to the medical person on site to the hospital for the well being of the player injured.

While participants are under no obligation whatsoever to supply this medical information only and may refuse to do so without penalty, **AMSC** will consider receipt of registration information as consent for its subsequent use in any emergency medical situation. **AMSC** will request individual permission for the use of any medical data it collected which is extraneous to that which has been identified above.

Parent or Guardian need to give permission to collect and fill these medical forms and kept with the trainer only.

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

- A participant's name, 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. kept by **AMSC** and or the team manager coaching staff for purpose of contacting or mailing information.
- To facilitate emergency contact information and to ensure compliance with **CHA** residency regulations, form are to be filled out at registration in the parents package.
- 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 kept by the team trainers
- To ensure **AMSC** activities are carried out in a safe and secure environment.
- Resumes to identify potential **Coaching Staff** candidates with references supplied
- Registration information to conduct research studies including but not necessarily limited to hockey demographic type research.
- team may use **TEAM SNAP** on their own will in informing players and parents/guardians of team activities, game, practices, tournament, players statistics and or additional information as set by the coaching staff at the first team meeting.

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 medical information. 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 held for a different length of time.

**AMSC** will endeavour 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** operational manual. **AMSC** will further endeavour 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 such as **PLAYER REGISTRATION PACKAGE**, **RESIDENCE INFORMATION**. The parent/guardian must ask questions if they have any issues or concerns to the team coaching staff.

All data collected by **AMSC** shall be maintained in the **AMSC** office.

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, 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, most of this information is in regards to the AMSC coaching staff so they can be contacted.

#### **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 2018-2019 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 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 14 business days if they require to be notified. AMSC should be made aware in writing by parent/guardian if they have any issues with the AMSC privacy policy so these issues and concern can be dealt with in a timely fashion.

#### **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. 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 honours and awards received for specific periods of time dependent upon necessity or destroyed accordingly when it is deemed appropriate. More specifically:

- Registration data will be retained for a 7 year period after an individual has left the **AMSC Teams** in case that individual chooses to return to **AMSC Teams** after leaving.

- Parental/Family information will be maintained for a similar 7 year period after a **Member** has left **AMSC**. Other personal information will be retained by **AMSC** for regulated timeframes as requested by legislation and or the GTHL/OHF 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. 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 operation manual or upon request by contacting **AMSC Privacy Officer**. 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 Board of Directors**.

## **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 to whom the information may have been disclosed to unintentionally

**AMSC** may request sufficient information to confirm your identity before releasing your personal information to you. Subject to applicable legislation, **AMSC** shall endeavour 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. **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**. 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**. **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. Dressing room policy can be further viewed on the GTHL web site: under Policies ( Hockey Canada co-ed dressing room policy ) and OHF dressing room policies.

### **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 once a discipline hearing is conducted if a reasonable answer is not provided.



## **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 VSS 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

This screening section identifies procedures which are recommended for implementation at the association level including, but not limited to officers, board of directors, conveners, committee members, coaches, assistant coaches, trainers, managers and any other team officials, on or off-ice game officials, executive directors, administrators, employees/staff, (paid or unpaid), and any other recognized volunteers.

The intent of this section is to act as a “guiding” resource in the screening decision making process, and to provide templates to be used by any league or association. It is not intended to take the place of existing Association policy and procedures. Officially issued : June 1998

## WHY SCREEN?

Any organization that provides programs to vulnerable people has an obligation to appropriately screen people who for them, including volunteers. Screening is not only the right thing to do; it is legally required under the principle of “Duty of Care.” **DUTY OF CARE** The concept of duty of care identifies the relationship that exists between two persons (e.g. two individuals, an individual and an organization) and establishes the obligations that one owes the other, in particular the obligation to exercise reasonable care with respect to the interests of the other, including protection from harm.

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, background checks has a cost associated**

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

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

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

Note (4): All team officials may/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: Head Coach, Manager, Trainer, Assistant Coach or Assistant Trainer, Volunteer 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:

The police will use the Canadian Police Information Centre system as well as their own data base to conduct a background search based on an individual name, gender, and date of birth. if the gender and data of birth match to a pardoned sex offender record, the individual will be asked to provide fingerprinting to confirm his or her identity.

### 83.1 a) Process of Screening ( 11 items )

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

### 83.2 DETERMINE THE LEVEL OF RISK

As a matter of policy, all positions within AMSC will be deemed as having a degree of risk when working with youth player. Therefore all positions with AMSC will be screened according to AMSC policy. When there is a doubt as to the degree of risk, a position will be categorized as “high risk.” Assessing any Risk will depend on the role. All volunteer positions will be designated as one of these “High Risk”, “Medium Risk”, or “Low Risk”.

**High Risk** positions need to meet any of the following criteria:

- The position requires to be alone and unsupervised with a participant.
- The position requires to develop a close, supportive relationship with a participant or group of participants.
- The position may include a time when the volunteer is left unsupervised on a regularly scheduled basis.
- The position may require driving of participants.

**Medium Risk** Volunteer positions are positions that meet any of the following criteria:

- The position requires a volunteer to give information to participants or potential participants with a minimum of supervision.
- The position requires a volunteer to act on behalf of the organization in an unsupervised setting.
- The position requires the volunteer to handle money or food with a minimum of supervision.
- The volunteer has access to the organization’s confidential files.

**Low Risk Volunteer positions are positions** that meet all of the following criteria

- The position does not require close contact with participants or the public.
- The position is supervised at all times.
- The position does not require the volunteer to handle money or foo

### 83.3 SCREENING PROCESS TO BE DISCUSSED

#### 1. Determine the Risk

The position requires a volunteer to be alone and unsupervised with a participant. The position requires a volunteer to develop a close, supportive relationship with a participant or group of participants. The position may include a time when the volunteer is left unsupervised on a regularly scheduled basis. The position may require driving of participants. The position requires the volunteer to handle money with a minimum of supervision.

#### 2. Job Description:

It is up-to-date and has been reviewed with Volunteer, has signed off on job description. All positions within AMSC must have a clear position description.

#### 3. Formal Recruiting Process

Volunteer has going through the formal recruiting 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 Form

Volunteer has completed an application form. A standard AMSC application form will be used for all positions within AMSC. Sample see below. Volunteer has completed an application form

#### 5. Interview

An interview has been conducted prior to the Volunteer being trusted with a position of authority or trust

#### 6. References

Volunteer's references have been given to AMSC to be called and followed up with

#### 7. Following up on references

AMSC calls the persons that have been given as references with a set of pre-determined questions

#### 8. Requesting/Requiring Criminal Record Checks/Vulnerable Persons Checks

Applicants will be responsible to do a VSS background check every 3 years. New applicants must get a recent background check done.

#### 9. Conducting orientation and training sessions

New applicants accepted in the role will go through an orientation process of training session

#### 10. Supervising and evaluating

All new applicants will go through an evaluation and monitoring period throughout the season

#### 11. Following-up on program participants

Periodical follow ups will take place and discussion when necessary with the applicants on their progress



### 83.4 APPLICATION FORM ( screening process will be involved ) of applicants

#### MINOR HOCKEY ASSOCIATION COACH APPLICATION 2018-2019 SEASON

Name: \_\_\_\_\_  
 (Given Name) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 (Surname) \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Employers Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Preferred Coaching Assignment:

First Choice: "A" "AA" "Under 21 " Second Choice: "A" "AA" "Under 21 "  
 Division: \_\_\_\_\_ Division: \_\_\_\_\_

Certifications: \_\_\_\_\_

Training \*NCCP (National Coaching Certification Program) \_\_\_\_\_

Year Completed \_\_\_\_\_  
 NCCP Theory 1 \_\_\_\_\_  
 NCCP Theory 2 \_\_\_\_\_  
 Initiation Program \_\_\_\_\_  
 Coach Level \_\_\_\_\_

Developmental 1 \_\_\_\_\_  
 Advanced Level 1 or 2 \_\_\_\_\_ HCSP \_\_\_\_\_ Speak Out \_\_\_\_\_  
 Checking Clinic \_\_\_\_\_

Coaching Association of Canada Passport # \_\_\_\_\_  
 (Please Attach Copies of your Coaching Certification)

Other Coaching Courses or Training

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Hockey Coaching Experience (List in order, starting with the most recent)

Year \_\_\_\_\_  
 Association \_\_\_\_\_  
 Team Name \_\_\_\_\_  
 Age Group \_\_\_\_\_  
 Position \_\_\_\_\_

Other Sports \_\_\_\_\_  
 Year \_\_\_\_\_  
 Sport Association \_\_\_\_\_  
 Age Group \_\_\_\_\_

### Playing Experience (Start with most recent)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 3 Coaching References

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

### Briefly describe your Coaching Philosophy

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Briefly describe your Season Plan, include your goals for the team, your thoughts on rules and discipline and overall player development philosophy as well as any other pertinent information other may want to know

---

---

---

---

---

---

---

---

|                                                                         |     |    |
|-------------------------------------------------------------------------|-----|----|
| Do you u have a child that wants to play on your team your applying for | YES | NO |
| Do you feel your child will make the team for which you are applying?   | YES | NO |

|                                                               |       |        |       |
|---------------------------------------------------------------|-------|--------|-------|
| In what portion of the team do you feel your child will rate? | Upper | Middle | Lower |
|---------------------------------------------------------------|-------|--------|-------|

If you are not certified at the required level, are you available to take a weekend course to attain the required level?    YES    NO

### **UNDERRTAKING**

1. I hereby consent to disclosure of the above information TO AMSC APPLICATION COMMITTEE.
2. I hereby acknowledge authority of Hockey Canada, Branch, District and Minor Hockey Association agree to carry out and abide their constitutions, bylaws, rules and regulations, including AMSC/OHF/GTHL
3. I hereby acknowledge that I have read and understand the coach's role as outlined in the Coaches Code of Conduct" attached to the forming part of this Coaching Application form.
4. I hereby agree to familiarize myself with the National Coaching Certification Program (NCCP) requirements for coaching minor hockey and ensure that I maintain the required level of certification.
5. By way of this application, I give permission to Minor Hockey Association to pursue a criminal record search on myself and understand that I will be subjected to screening as designated by my position.

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

Please remit your completed application to:

Avalanche Minor Sports  
131 Villandry Cres.  
Maple Ontario ( L6A 2P8 )

### **83.5 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.

An interview has been conducted prior to the Volunteer being trusted with a position of authority or trust

### **83.6 INTERVIEWS**

Interview's will be performed for all applications want to be a member of AMSC. The interviewers will be done AMSC executives with a standard number of questions to be asked. Purpose of the interview is to determine whether the person is qualified for the role they are applying for and determine the risk level. Other factors will include commitment to the role, background checks approval, orientation session, supervision, evaluation and guidance, making sure they are aware of ( AMSC , GTHL , OHF and Hockey Canada ) policies /rules. Discussions on the application form received.

### **83.7 REFERENCE CHECKS**

All volunteers applicants for AMSC Hockey organization will provide a minimum of two references, one of which must be verified by the AMSC committee.

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 for the role of the applicant 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 in writing, signature required.

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 point. New volunteer position will be monitored throughout the year as part of the evaluation and supervision.

Volunteer's references have been checked with any comments AMSC should be aware of.

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

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.

### 83.8 VSS BACKGROUND CHECKS

All applications must be accompanied with a Police Background check or demonstrate a police background check is in the process in compliance with the policies of the GTHL/OHF. Without a VSS background check the applicant will be refused as a member of AMSC. All ways in effect AMSC procedures to maintain confidentiality, including persons authorized to view results. If the VSS comes back Positive an explanation will be required to satisfaction of the AMSC board of directors.

### **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. Criminal Records Checks (CRC) has been performed and results have been received.

If the Volunteer's CRC has come back flagged a discussion will be held with AMSC Executive and the Volunteer to discuss the letter that came back.

Once the position of the volunteer has been cleared by the AMSC Executive for this position, or; has not been cleared by the AMSC Executive for this position the position will have to be declared vacant and look for

another suitable applicant.

During the SCREENING process PRIVACY PROTECTION will be taken as not to compromise the applicants personal information. The criminal record shall be kept on record by the AMSC board of directors and destroyed after 3 years Via a shredder.

### 83.9 Applications filled out

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.

### 83.10 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.

ORIENTATION AND TRAINING AMSC will determine and document orientation processes for all new team officials, volunteers, executives.

3. The positions accepted from the applicants will be asked to attend an orientation and training seminar. The purpose of the orientation and training seminar is to make sure all new applicants are aware of their role and responsibility and what to expect when issues and concerns arise during the year and how to handle them.

### 83.11 Supervision & Evaluation

AMSC will monitor all new positions throughout the hockey season. When necessary the person being supervised will be notified either in person verbally or by email with explanation what was observed and how issues and situation could have been handled differently as a guidance to increase knowledge.

Encouragement is always necessary for building confidence. An evaluation process will be kept on file and discussed with the person so there is no misunderstanding on what was observed. This process will be monitored as a minimum once a month.

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

A formal Supervision/Evaluation plan has been identified to all new applicants so they are aware they will be monitored for the role they accepted to make sure all policies and rules are abided by.

After 1 months ( if possible sooner or later )

After 3 months ( if possible sooner or later )

If needed additional monitoring may take place if AMSC feels it's necessary.

At year end with the applicant to go over the season.

#### 83.12 Recruitment Process

When the AMSC post notices for volunteer positions/coaching positions/executive positions, the advertisement will indicate that screening is part of the application process. Advertising will indicate there is a screening process in place. AMSC takes the personal safety of children entrusted in their care seriously and sends the message to undesirables need not bother to apply.

#### 83.13 FOLLOW UP WITH PARTICIPANTS

AMSC strongly encourages follow ups with additional future evaluations if necessary for all new team officials and volunteers and executives for the current hockey season. When necessary AMSC may conduct additional follow ups on a face to face meeting during the season to discuss any issues and concerns.

#### 84.0 Assigned positions for the 2018-19 season

- a) Board of Directors
- b) President
- c) Vice-President
- d) General Manager
- e) Administrator
- f) Public Relation
- g) Social Media
- h) "A" & "AA" Representative
- i) Development Mentoring
- j) Equipment Manager
- k) Discipline
- l) Sponsorship Fundraising
- m) Tournament Assigning of TimeKeepers for ( tournaments )
- n) Tournaments Volunteers
- o) Web Site maintenance
- p) Ice allocation
- q) Assistant Administration

Note: From time to time some roles within AMSC may be shared so the tasks can be completed in a timely manner and minimize delays.

**84. a Determine Risk Value as per AMSC interpretation**

|                           | LOW | MEDIUM | HIGH |
|---------------------------|-----|--------|------|
| Board of Directors        |     |        | X    |
| President                 |     |        | X    |
| Vice-President            |     |        | X    |
| General Manager           |     |        | X    |
| Administrator             |     |        | X    |
| Public Relation           |     | X      |      |
| Social Media              |     | X      |      |
| “A” & “AA” Representative |     |        | X    |
| Development               |     |        | X    |
| Equipment Manager         |     | X      |      |
| Discipline                |     |        | X    |
| Sponsorship / Fundraising |     | X      |      |
| Tournaments Officials     | X   |        |      |
| Tournaments Volunteers    |     | X      |      |
| Web Site maintenance      | X   |        |      |
| Ice allocation            | X   |        |      |
| Assistant Administration  | X   |        |      |
| TBA                       |     |        |      |

**84.b DESCRIPTION OF AMSC POSITIONS AND ROLES*****Board of Directors***

Shall have at any time the power to issue special By Laws, Regulations, Policies, Rules, to its' operational manual in conformance with the Greater Toronto Hockey League ("GTHL") , Ontario Hockey Federation ( OHF ). Shall have the authority in the day to day operation of AMSC. Shall have the authority at any time of overlooking the roles, duties, responsibilities, and AMSC Executives, Vice President, General Manager, and AMSC Administrator.



**Special Powers of the Board of Directors...** The Board of Directors of AMSC shall have the power to set/change policy, roles, duties, responsibilities and manage the affairs of the AMSC and, without limiting the foregoing, shall have additional power(s) or special powers as per article 'G' or its by-laws

**Board of Directors have the Power to Amend Rules...** The Board is authorized to amend these Rules from time to time as is necessary to be consistent with and comply with the constitution, by-laws, rules, regulations or policies of AMSC, Such amendments shall not require ratification by the AMSC members. The Board of Directors of AMSC shall give its members prompt notice of any such amendments

Additional help may be required in updating by-laws of AMSC.

### **President / Tournaments**

**Special Powers of President of AMSC** The President of AMSC shall have special powers, at his discretion when any circumstances warrant(s), to suspend any player/parent or suspend and/or fine any AMSC Team Official, Executive or Volunteer, for any or all of the following **(i)** unsportsmanlike conduct; **(ii)** abusive, profane or discriminatory language to any player, parent, AMSC Executive, Board or Director, General Manager, Vice President, AMSC Administrator, Equipment Manager. **(iii)** conduct that brings the League or any Club, Division or Team into disrepute; whether this conduct occurs on or off the ice and whether this conduct occurs during or in relation to any exhibition, tournament, regular season, playoff game or during any related hockey activity.

Shall preside at meetings with the usual privileges of office. shall call meetings as deemed necessary shall assume direction or delegate supervision of all AMSC appointed executives, shall act as the sole signing officer AMSC unless otherwise stated by the Board of Directors, shall appoint AMSC Executive positions detailing their role and responsibility, shall assure the roles, duties, responsibilities of all AMSC Executives, Vice President, General Manager, Equipment Manager and AMSC Administrator(s) and are adhered to as per the duties assigned to them as specified in the AMSC Operational Manual, shall have the power in overlooking all of the assigned roles as specified in the AMSC bylaws within and the AMSC operation manual, shall and may assist any of the AMSC Executives, Vice President, General Manager, AMSC Administrator(s) or AMSC Volunteers of AMSC roles, duties, responsibilities, as specified in the bylaws and or AMSC Operation Manual and constitution. Shall identify the AMSC mission statements.

The President and is responsible for the day-to-day operations of the Club. A part of those responsibilities includes regularly reminding AMSC coaching staffs of any GTHL rule changes or notifications

Additional help may be required with discipline/screening process

### **The Vice-President:**

Shall perform the duties of the President in his or her absence and such duties as the President may decree. He or she shall co-ordinate all activities appointed by the AMSC President and or the AMSC Board of Directors and be responsible for those activities as appointed. Shall make sure all AMSC members and AMSC Executives adhere to the roles they have been appointed to and any special committees appointed. Attend AMSC meeting, GTHL meetings, AGM, and any other meetings that arise during the hockey season. Shall attend any AMSC discipline meetings that are scheduled and input in its resolution(s). Shall make sure AMSC team coaching staff, players, parents, executives, volunteers adhere to the rules of the AMSC operation manual, Attend any GTHL

seminar meeting appeal and the yearend annual general meeting of the GTHL. Overlooks the day to day operation of AMSC as appointed by the President of AMSC and or the AMSC Board of Directors. shall be responsible for the raising of funds for the AMSC through sponsors or other means as deemed necessary with the assistance of the President and General Manager of AMSC.

- (a) Make sure the Head Coach to submit Preliminary Team Budget. Each team must submit for approval a preliminary team budget to the President prior to the start of the GTHL try-outs of each season. Track all team budgets through out the regular season.

The Club will keep team budgets on file. The Preliminary Team Budget must be prepared in accordance with and include the following information: • Proposed Team revenues including sources • Proposed Team expenses • Reasonably detailed explanatory notes for each budget item All having regard to the information available at the time of submittal. Preliminary Estimated Team Budgets must be approved by the Club prior to it being submitted to parents at signing.

- (b) Club will provide the Preliminary Estimated Team Budget to parents/guardians The approved Preliminary Estimated Team Budget will be provided to a parent/guardian of each proposed player prior to the card signing. The parent/guardian must acknowledge in writing that he or she has received a copy of the Preliminary Estimated Team Budget by signing an Acknowledgement of Receipt to the Club concurrently with delivery of the registration card for such player.
- (c) Track any Changes to the Preliminary Estimated Team Budget No material changes to the Preliminary Estimated Team Budget shall be permitted without the prior approval of the Club.
- (d) Shall perform the duties of the President in his or her absence and such duties as the President may decree. He or she shall co-ordinate all activities of the Vice-Presidents and be responsible for the activities. The Team will produce 5 financial updates SUGGESTED within these specified dates: Pre-tryouts, September 1<sup>st</sup>, November 15<sup>th</sup>, January 1<sup>st</sup> and Year end.
- (e) Copies of the Team finances and the approved budget are to be kept on file. These must be produced in an in-person meeting format of all the parents/guardians to be signed off on or emailed to families. A copy of each financial update must be given to the “Club” following each meeting. A final year-end statement of Team revenues and expenses will be provided no later than four weeks after the last team event. A copy will be provided to each player if 18 years of age or older and/or at least one parent/guardian. The “Club” must be given a copy.
- (f) Verifies the Members of AMSC do a Police Background Checks. Shall be responsible for the operation of the Association’s GTHL Division. He may appoint or delegate authority to a Director(s) to assist him with his duties. Appointment of a Director(s) is subject to approval by the General membership and/or Governing Body; and shall be responsible for preparing the budget for the GTHL Division and ordering team uniforms as approved by the Governing Body.

(g) Shall be responsible for collecting all the team budgets for the GTHL Division ( A & AA ).

Additional help may be required with team budgets, certifications, screening, evaluations

### **General Manager**

The Vice President and General Manager, GTHL Division and those Directors appointed by him or her as provided above (the "GTHL Committee") shall have authority in appointing coaches to GTHL Division teams. All positions on GTHL teams are to be earned by the players themselves and only by the players themselves, in open try-outs.

The selection of team members shall be left to the sole and unfettered discretion of team coaches. Positions on these teams cannot be secured through the actions of the parents of the players or others by way of, for example, sponsoring teams, acting as team coaches or managers or by using their positions in the community or in business or within the Association itself (for instance, as a member of the Governing Body) to exert influence on the individuals who make player selection decisions. Any coach appointed by the GTHL Committee shall agree to commit to the Philosophy and Guiding Principles of the Avalanche Minor Sports.

1. The General Manager if necessary can replace the head Coach of any if not able to make a game.
2. Monitors and evaluates the performance of all Team Officials.
3. Monitors Complaints against the AMSC which need to be received in writing and or by email
4. Attend all GTHL appeal hearings and conference calls as deemed necessary.
5. Must be familiar with the AMSC dispute resolution and resolution guidelines and gathering of Information

Shall be responsible for the operation of the AMSC GTHL Division (A & AA). He may appoint or delegate duties/roles in assisting him with his duties and responsibilities with the help of other AMSC Executives.

Shall assure the duties/roles and responsibilities of the coaching staff are in compliance of AMSC operation manual.

Shall assure the duties/roles and responsibilities of AMSC Executives are in compliance of AMSC Operation Manual.

Shall have authority in appointing coaches to the GTHL Division ( A & AA ).

Shall assure the players of the GTHL teams are to be earned by the players themselves and only by the players themselves in open try-outs.

Shall assure the selection of the team assistant coaches, trainer & team manager to be left to the sole and unfettered discretion of team head coach.

Shall assure positions on these teams cannot be secured through the actions of the parents of the players or others by way of, for example, sponsoring teams, acting as team coaches or managers or by using their positions in the community or in business or within the AMSC Executives itself (for instance, as a member of the (Board of Directors) to exert influence on the individuals who make the player selection decisions.

Shall assure any appointed coach to any AMSC Division ( A & AA) shall agree to commit to the philosophy, roles, duties, conduct, responsibilities as set in the AMSC Operation Manual/GTHL Rule book/OHF Rules/ Hockey Canada rules. May appoint or delegate authority to AMSC Executive/Volunteer/Parent to assist him with his duties, such a person will have no additional role or responsibility unless approved by the Board of Directors. Shall organize the annual AMSC Golf Fundraiser Tournament with the assistance of the President and Vice President. Additional help may be required with help VSS, discipline, screening, evaluations

### **The Equipment Manager**

Must handle all matters dealing with equipment and merchandise. Each Team Manager will be responsible for each team's equipment needs. Teams are not allowed to purchase equipment outside sources unless granted permission in writing.

- a) Equipment for the season will be available mid to late September if no delays.
- b) AMSC requires sizes for jerseys/socks/.
- c) The AMSC pants/ cannot be altered in any manner must be black color.
- c) To ensure consistency and quality, the Equipment Manager must first approve all sponsorship cresting on all equipment. Purchases that involve the use of the Avalanche name or logo must be approved by the Equipment Manager and only purchased from the AMSC suppliers.
- d) AMSC requires consistency in team apparel. Each team can acquire additional merchandise, as described in the AMSC Apparel price list distributed to all teams.
- e) No other apparel or merchandise supplier shall be used without the consent of the Equipment Manager.
- f) All equipment Payment for orders will be the collected through the team manager. For example, when a parent purchases a tracksuit, the team manager will be informed and the parent of the cost and delivery date.
- g) Payment for equipment must be received in a reasonable time frame from the team ordered.

Shall be responsible in ordering team uniforms as approved by the Board of Directors of AMSC. Shall select suppliers for the equipment required for the hockey season,

Shall determine the cost of any apparel offered to players and parents of AMSC,

Shall use own discretion in the introductory of any new apparel to be offered to the members of AMSC,

Shall assist the AMSC administrator in the equipment invoices to be collected from players/parents/coaching staff/volunteers, shall inform the President of AMSC any delinquent outstanding payment of any outstanding equipment apparel invoices, make any adjustments as see fit during the hockey season in the increase of the equipment and apparel costs AMSC offers its AMSC members. Assures the AMSC coaching staff receives a copy of the equipment apparel price list. Shall suspend and or dismiss any AMSC player/parent/coach if invoice are not paid in a timely manner with approval of the AMSC President.

Shall assign a replacement/help required by any AMSC Executive/Board member to fulfill the duties of the AMSC Equipment Manager while out of town or asks for additional help.

Shall be responsible for the ordering of trophies, logo cresting.

Additional help may be required with, VSS, discipline, screening, evaluations, AMSC events, web site maintenance.

**Administrator / Finance / Registration**

Shall be responsible for the handling and recording of player registration, player transfers, team invoices, AMSC invoices, keep accurate account of the bookkeeping records, shall work in conjunction with the AMSC accountant to assure the year end financials are completed and copies are given to the GTHL league office.

Shall assure all registration fees are collected and if not identifies this to the AMSC President, shall be responsible for all player movement,

Shall keep a record of all team rosters and be responsible for the required registration of AMSC teams, players, AMSC coaches, and volunteers, shall advise AMSC teams of any outstanding invoices not paid,

Shall report to the President; shall keep an accurate record of all moneys received and disbursed;

Shall track parents respect in sports courses taken and identify who has not taken the course,

Shall track all VSC required as per Hockey Canada regulations, shall prepare an Annual Financial Report; and will obtain approval for any expenditure that is not included in the Annual Budget;

Shall keep record of all proceedings of the AMSC meetings,

Shall be responsible for notifying all AMSC Executives, Board of Directors, Coaches, parents, players, volunteers of any respective meetings. Shall appoint a replacement person while out of town or on vacation.

Shall be responsible to track team movement, player injuries, player transfers, player permission to skate forms required,

Shall make payment of monetary compensations to AMSC Executives and set in its bylaws and approved by the AMSC Board of Directors.

Shall keep and replenish any office stationary required for the day to day AMSC operations, shall keep record of team budgets on file,

Shall file for travel permits of AMSC teams,

Shall make on line tournament applications to the GTHL, shall respond to any emails received on the AMSC email account ( [info@avalancheminorsports.com](mailto:info@avalancheminorsports.com) ). The position of Administrator/Treasure/Secretary for AMSC will be a compensated position with an amount set to the discretion of the AMSC Board of Directors.

Shall keep record of all receipts collected and paid,

Shall make bank deposits and keep record of deposits made.

Shall assist the President of AMSC when required with additional and special committees as appointed

Shall be responsible for the control of personnel of the Association. These responsibilities include the handling and recording of player registration and team and Association officials and fee collection; shall be responsible for all player movement between Rep. and House League teams and shall keep a record of all

### **Public Relation**

**Public relations (PR)** shall manage the branding of AMSC. The **PR** position involves gaining understanding and support for your clients, as well as trying to influence opinion and behaviour. The **PR** role shall use all forms of media and communication to build, maintain and manage the reputation of AMSC.

Shall contribute in media releases of special events during the hockey season, such as tournaments, fundraising events and community involvement.

Shall conduct effective research awareness on issues and concerns that effect hockey players and post them on the AMSC web site for the Members of AMSC. The **PR** responsibility is not a discipline position.

Shall manage media relations, conduct effective research, engage in social media releases, plan events, manage and organize the branding reputation of AMSC and present them ethically and professionally.

Shall coordinating all public relations activity by increasing awareness and branding of AMSC

Continue involvement in planning and developing and implementing **PR** strategies

Shall managing the spread of information for the AMSC organization and the public through the media communication when necessary to gain additional exposure and branding of AMSC.

### **Social Media**

Shall maintain the AMSC Twitter Feed and Facebook page account for the members of AMSC

Shall post social media article of AMSC events for the members of AMSC and the general public

**When using the AMSC Twitter.** Account shall consider the audience your communicating with.  
Shall monitor AMSC followers.

Report any information that is twitted that does not meet AMSC standards and etiquette.

Shall inform other on how to use the Twitter account and Facebook accounts

Shall always consider the social standards of an AMSC towards the welfare and interests of the AMSC in which as not to harm or give bad exposure to the general public.

**Things to consider when using the AMSC social media.**

1. Pause before you post, be aware of what is posted .. such as photos, videos and information
2. Make sure people you encounter on social media are treated with dignity and respect.
3. PUT PEOPLE FIRST.... Treat each person with respect and dignity, think before you post
4. PRIORITIZE SAFETY.. do not use social media as a way to harass, demean others and bullying others
5. POST CAREFULLY . regardless keep in mind that everyone can see what is posted, do not post embarrassing information
6. PROTECT YOURSELF.. do not post hurtful rumours about others, be responsible what you post on how it affects others
7. DO NOT SPREAD RUMOURS.. this does not give you the right to post embarrassing information or rumours use etiquette

**AMSC Social media**

Was developed as a tool to communicate with others by sharing information such as photos, videos,

Generally, when using social media, it is a common assumption that all users are solely responsible for their content – including posts, comments, likes, shares, tweets, re-tweets, follows and favourites. As a general rule, nothing on social media is private. All comments and postings by a user are subject to public viewing. Be aware that any comment, image, photograph or video posted by a user could be redistributed or copied. Keep in mind all content posted on social media is subject to lawful requests made by governmental and judicial authorities.

- Refrain from giving legal advice or legal commentary
- Do not post any comments, photos, videos, etc. that suggest or encourage illegal activity
- Avoid violating any laws and regulations, including intellectual property (IP) rights and others regarding
  - content that you send or receive Never transmit any material in any manner that is disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libellous or is an invasion of another's privacy
  - Never transmit any material that is hateful or racially, ethnically or otherwise offensive
  - Avoid sending unsolicited or unauthorized advertising, promotional materials or any other form of solicitation
- Never upload any software that could breach AMSC WEB security, such as malware, viruses, key loggers, trojans, etc.

Note: The AMSC Board of Directors, Executives, and Volunteers shall not be held responsible or liable for any persons using the AMSC social media in a negative way as to harm others through wrongfully use.

### **“A” & “AA” Competitive Executive Representative**

The “A” & “AA” Executive Rep. responsibility is to address all general incoming questions regarding issues and concerns of players/parents/volunteers. There is a proper protocol involved when these issues and concerns are addressed.

- a) All Issues and concerns should first be dealt with at a team level involving the coaching staff/player/parent. All issues and concerns need to be given to the Competitive Executive Rep. in writing so AMSC has the proper documentations.
- b) The Competitive Executive Rep. shall ensure the incoming issues are addressed in a timely manner. ( within 10 days of receiving in writing a response shall be given)
- c) In general if these issues and concerns can’t be resolved then the next process is to contact the AMSC General Manager. Communication with the General Manager relating to these issues and concerns where a scheduled meeting will take place In a timely manner ( within 7 days ).
- d) Within 7 days of the General Manager receiving the issues and or concern in writing will be dealt with by the discipline committee comprised of AMSC Executives.
- e) Unless urgency or circumstances requires that the **President** be contacted to attend scheduled meetings for a quicker resolution. Within 5 days a resolution will be given in writing and emailed to the person/persons making the claim if possible.

**Communication with AMSC teams during the hockey season will be required to assure issues and concerns don’t escalate to bigger problems. AMSC teams will be contacted randomly.**

Executive Rep. will on occasion will be asking teams if there are any issues or concerns he should be made aware of. This can be done in person or by email.

Unless otherwise directed by the General Manager and or President due to unforeseen circumstances urgency may expedite all requests of issues and concerns. **Team’s Head Coach** or **Team Manager** will be notified if urgency is required so the issues and concern can be dealt with sooner if possible.

There shall be communication between **AMSC** General Manager and President on all issues and concerns either in person or by email during each **Hockey Season** for the purpose of reviewing matters or issues relating to the **Team**.

Notice of the location and time of each such meetings will be given by a **AMSC** executive and inform the **Coaches**. Executive Rep. may ask teams to supply the **Team’s** rules so a resolution can be agreed upon.

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. These Issues and concerns should be communicated through **proper protocol as specified above and allow the process to be fully completed.**



**The AMSC Competitive Rep.** can on occasion remind teams of such responsibilities and Commitments they agreed to upon becoming a head coach and or part of the coaching staff and or volunteer as set in the AMSC operation manual ( Responsibilities of the Coaching Staff ).

### **Development / Mentoring**

Development Mentoring role is to work with teams as called upon with issues of team development, team training, team camps. Other such roles are to provide upon request information on how to run certain practice drills and how to apply game situation in practices. Help teams prepare for playoffs if called upon to do so ( note there may be a cost associated with asking for additional help from the Development/mentoring). Other offerings are such running specialty clinics for coaches in the AMSC organization. Coaches value the importance of improving hockey skills and knowledge of the game for all members of the AMSC organization. Mentoring is just another way in looking at ways to improve AMSC members in skills required to be competitive. By developing players skills and coaches skills comes with confidence building. The role is providing further technical development for the coaches in the organization through scheduled seminars as needed. The coaches are eager to learn about all kinds of player development from skills to team play and specialty team systems. Seminars have included topics on: running successful tryouts, selection of drills for evaluation purposes, effective practice planning, progression of drills to teach individual and team tactic, break outs, power play, penalty killing, defensive team play and fore-check. In addition, Tony always makes it a point to invite me to the coaches meetings to assist coaches with any particular concerns they have during their season. AMSC never stops in ways to improve the skills of others and will always use all the coaching resources we can to assure teams are constantly improving and competing.

### **DISCIPLINE**

AMSC Board of directors elect a Discipline Executive. The **AMSC Discipline takes complaints on issues and concerns from AMSC members.** All standards of behavior within the **Teams of AMSC** in conjunction with the help of its **Executives** will investigate. 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** also to include, volunteers /coaching staff and AMSC executives.

The **AMSC Discipline Committee** shall keep proper records of complaints received 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.

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**. Any Abuse complaints will be directed to the Police to investigate.

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 a **Chairperson**. The **Complainant** shall indicate if they are bringing any witnesses or other evidence/material or legal representation.

The **AMSC Discipline Committee** shall be empowered to 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 submit 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. Some complaints may require a second scheduled meeting to hear the remaining issues and complaints. We reserve the right to schedule a second meeting within 14 days of the initial scheduled meeting, to gather additional information.

The **AMSC Discipline Committee** shall insure that a copy of the **Player's** complaint be given to the Coaching staff who 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.

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**.

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. Gathering additional information may take longer to come up with a resolution if the Discipline committee feels more information is required.

A final discussion by the **AMSC Discipline Committee** shall be made within 72 hours if possible once the hearing process having been completed and shall be given in writing or sent by e-mail to the **Complainant**. All decisions of the **AMSC Discipline Committee** shall be final and binding.

### **TOURNAMENT/ VOLUNTEERS**

Tournament volunteers shall be interviewed for the position when required by the Board of Directors. The position will require the person or persons to help during the tournaments as hosted by **AMSC**. Such help may include game sheet input, referee allocation of games, time keeper allocation of games, input player suspensions. Distribution of trophies for winners of the tournament. Signing in of officials to the tournament. This position is not limited to just Hockey but includes Golf Tournaments in making sure the golf tournament runs on time and taking score sheets, distributing prizing. Volunteers will be called upon when required for any **AMSC** event it hosts or any team event that requires additional help.

### **WEB SITE MAINTAINANCE**

**AMSC** will dedicate a third party to maintain the **AMSC** web site. Such maintenance may include any problems that may occur in accessing the **AMSC** web site, improvement of the **AMSC** web site, answering any question **AMSC** may have concerning the **AMSC** web site. Any upgrades to **AMSC** web site shall be discussed to keep web site current. Third party web site person shall work with an

**AMSC lesion ( President or a Board of Director ) to assure the requirements are met and the web site is accessible and current. The AMSC lesion will be elected by the AMSC Board of Directors.**

### **SPONSORSHIP/FUNDRAISING**

Role is for the raising of funds for the AMSC Association through sponsors or other means as deemed necessary. The Sponsorship / Fundraising Executive is not responsible to generate team funds, work on team events, or generate team sponsorship.

Portions of the funds generated through AMSC sponsorship and or Fundraising shall be used to pay for hardship cases unable to pay for hockey expenses of players. Special form need to be filled out and all enquiries shall be looked into and handled on a per case basis.

Other funds will be directed toward development, training, camps and special awards throughout the hockey season.

The AMSC President has power to limit the amount of funds directed to the above as not to exhaust the funds collected.

AMSC contributes to a charity of its choice with portions of the event funds being redirected to that charity.

Additional funds may also be directed to AMSC club or other AMSC affiliations with other hockey organizations as a affiliation fee is required.

The Sponsorship / Fundraising Executive cannot collect cash money donated, checks only.

The Sponsorship / Fundraising Executive needs to follow the ethics of AMSC as per the operation manual So rules/policies are adhered to.

### **Tournament Executive of Officials Assignment ( timekeepers ) if required**

Avalanche Minor Sports runs 2 hockey tournament per regular hockey season. The Tournament Assigning Executive Shall be responsible to assign the timekeepers.

The assignment of tournament game schedules may be farmed out to third party as AMSC needs to reduce time and possible errors in scheduling from work overload that comes with running tournaments.

Shall assure the timekeepers are scheduled properly for assigned games.

Shall assure timekeepers are replace if nay should not be available for scheduled games.

Shall replace timekeepers as issues and concerns arise during tournament play.

Shall report all incidents to the President and Tournament director so they can be rectified in a timely manner

### **Ice Allocation**

The ice allocation Executive shall have the role of person assigning ice to the AMSC teams.

Such ice include:

TRYOUT ICE

GAME ICE

FIRST AND SECOND PRACTICE ICE

EXHIBITION GAME ICE

EXHIBITION TIME KEEPERS

EXHIBITION REFS.

Ice allocation Executive cannot take cash money to pay for ice.

Ice allocation cannot sign off on any ice contracts. All ice contracts must be signed by the President of AMSC.

Shall help in selling team ice when necessary

Shall buy additional ice when conflicts deem necessary

Shall keep looking for cheaper ice facilities to reduce ice costs for teams.

Report and ice discrepancies that may arise during the hockey season

### **Assistant to the Administration**

Shall assist the AMSC Administrator with the following function as required:

1. Team Registration, of players to the Hockey Canada Portal
2. Tryouts, registration of players
3. Administration duties, in book keeping duties
4. Emailing. Coaches/Parent/Executives with information updates
5. Tournaments, registering teams as they attend the tournament on the first day of registration
6. Any light duties the Administrator assign during the busy period of the hockey season
7. Helps in issuing travel permits

Note: AMSC members must contact the ADMINISTRATOR for any and ALL issues and concerns Pertaining to the day to day operations of AMSC. The Administration Assistant will NOT Be available for issues that relate to AMSC rules/policies/discipline/equipment/appeals/ Travel permits/team budgets/team financials/GTHL questions/resolutions from meetings. Or nay other matter that is the sole responsibility of the AMSC Administrator.

#### 84.c REFERENCES

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

Required is, name, phone, email address and an okay to contact the reference persons.

Reference will be posted on the coaches application form. 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.

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

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.

#### 84.d ADDITIONAL INTERVIEW INFO.

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.

#### 84.e Additional Conducting Orientation and Training Sessions Information

4. 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.
5. Orientation sessions include the review of AMSC rules, policies and procedures. Which will determine if the volunteer is fit as a volunteer position.

#### 84.f Additional Supervision & Evaluation Information

AMSC will monitor all new positions throughout the hockey season. When necessary, the person being supervised will be notified either in person verbally or by email with explanation of what was observed and how issues and situation could have been handled differently as a guidance to increase knowledge. Encouragement is always necessary for building confidence. An evaluation process will be kept on file and discussed with the person so there is no misunderstanding on what was observed. This process will be monitored as a minimum once a month.

#### 84.g Additional VSS Police Background Checks information

All applications must be accompanied with a Police Background check or demonstrate a police background check is in the process in compliance with the policies of the GTHL/OHF. Without a VSS background check, the applicant will be refused as a member of AMSC. All ways in effect AMSC procedures to maintain confidentiality, including persons authorized to view results. If the VSS comes back Positive, an explanation will be required to satisfaction of the AMSC board of directors.

#### 84.h Additional Recruitment Process information

When the AMSC posts notices for volunteer positions/coaching positions/executive positions, the advertisement will indicate that screening is part of the application process. Advertising will indicate there is a screening process in place. AMSC takes the personal safety of children entrusted in their care seriously and sends the message to undesirables: need not bother to apply.

#### 84.i Additional Follow up Process information

AMSC coaching staff and/or an AMSC designated position shall be followed up in regards to performance of role taken that may be necessary to make sure the duties are carried out. If help is required, AMSC assigned executives will do the follow up to assure all questions are answered. This may take place in AMSC scheduled meetings and/or at year end.

## **85.0 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.

## **86:0 AMSC FORMS / COACHING STAFF APPLICATION**

### **1. QUALIFICATIONS AMSC IS LOOKING FOR IN APPLICATIONS RECEIVED**

Strong hockey background in playing, coaching, evaluating player skills

Strong interest and commitment to child/athlete development throughout the season

Ability to work with fellow coaching personnel. and other AMSC teams

Ability to communicate on and off-ice requirements to players and parents and AMSC executives

Available to meet time requirements in attending AMSC meetings, parent meeting, seminars, certifications

NCCP and Speak Out certified at the level indicated by Hockey Canada, Branch and Association requirements

### **2. JOB RESPONSIBILITIES**

Serve as the official spokesperson on behalf of the team.

Coordinate the delegation of responsibilities to the assistant coach and manager.

Plan on and off-ice activities in consultation with the assistant coach

Coordinate player evaluation and selection in conjunction with the Association development mentor.

Plan, implement and control pre-game preparation and communication with the team.

Design the practice plans in consultation with the assistant coach able to change on ice sessions when needed to Coach the team in all games and practices or make sure a call is made to the other coaching staff or AMSC when not attending game, practice, meetings, seminars and or GTHL appeals

Establish rules for the team and oversee the supervision of the players to be constant in rule application

Submit a yearend report which contains the following information – evaluation of players’

performance, evaluation of team’s performance, outline of practice plans and game strategy and

recommendations on how the program can be improved. Report to the association on a timely basis of any issues and concerns

### 3. **TIME COMMITMENT**

Weekly practices and/or games; usually approximately 2-3 hours in duration.

Weekly game/practice preparation; usually 1-2 hours in duration.

Tournaments (home and away), often Friday through to Sunday depending on schedule and wins versus losses To abide to the AMSC dressing room policies in making sure someone commits to make sure players are safe in the dressing room. Sometimes the dressing room commitment may involve trusted parents and coaching staff to supervise.

### 4. **TEAM RULES**

Able to set fair team rules for players and parents

To be fair in implementing team rules

Able to communicate team rules personally

### 5. **ACCONUTIBILITY**

Able to take full accountability on all issues and concerns the team may have

Able to communicate to parents issues and concerns and make AN+MSC aware

### 6. **CONDUCT**

Able to follow guidelines within the AMSC operation manual and abide by GTHL guidelines in regards to conduct in the arena and responsibility

### 7. **ORGANIZATION FORMS**

Applicable forms team may require

### 8. **TEAM BUDGET**

Additional information regarding the team budgets

### 9. **SPONSORSHIP FORMS**

Forms that identify where sponsorship money is allocated



**10. SURPLUS MONEY AT YEAR END**

Form that teams fill out specifying where the team surplus money get distributed

**11. DISCIPLINE FORMS**

Forms that coaching staff, players, parents can use to identify a discipline issue

NOTE: ALL FORMS REQUIRED HAVE A LOCATIONS WITHIN THE OPERATION MANUAL

**87.0 MINOR HOCKEY ASSOCIATION COACH STAFF APPLICATION 2018-2019 SEASON**

Name: \_\_\_\_\_  
 (Given Name) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 (Surname) \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Employers Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Preferred Coaching Assignment**

Level: "A" "AA" "AAA" Second Choice \_\_\_\_\_  
 (Please put 1 as your first choice and 2 for your second choice)

Division: \_\_\_\_\_

Certifications: \_\_\_\_\_

Training \*NCCP (National Coaching Certification Program) \_\_\_\_\_

Year Completed Location \_\_\_\_\_

NCCP Theory 1 \_\_\_\_\_

NCCP Theory 2 \_\_\_\_\_

Initiation Program \_\_\_\_\_

Coach Level or Coach Stream \_\_\_\_\_

Intermediate Level \_\_\_\_\_

Developmental 1 \_\_\_\_\_

Advanced Level 1 or 2 \_\_\_\_\_ HCSP \_\_\_\_\_

Speak Out \_\_\_\_\_ Checking Clinic \_\_\_\_\_

Coaching Association of Canada Passport # \_\_\_\_\_

(Please Attach Copies of your Coaching Certification)

Other Coaching Courses or Training

---



---

Hockey Coaching Experience (List in order, starting with the most recent)

Year Association and Team Name Age Group Position \_\_\_\_\_

---



---



---



---

Other Sports Year Sport Association \_\_\_\_\_

Age Group \_\_\_\_\_

Playing Experience (Start with most recent) \_\_\_\_\_

Year Association and Team Name \_\_\_\_\_

Age \_\_\_\_\_

3 References

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

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

Position: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

Briefly describe your Coaching Philosophy

---



---



---



---

Briefly describe your Season Plan Please include your goals for the team, your thoughts on rules and discipline and overall player development philosophy as well as any other pertinent information.

---



---



---



---



---



---



---



---

Sample Practice Plans (on a separate paper and attached to this application)

Please prepare a sample practice that is age appropriate for the team you are applying for.

If you are applying for teams in different age groups, prepare a sample plan for each of the age groups.

(If Yes, which division) \_\_\_\_\_

- Do you feel your child will make the team for which you are applying? Yes No
- In what portion of the team do you feel your child will rate? Upper Middle Lower
- Will you coach the team if an independent committee does not assess your child to make the team? Yes No
- Are you certified for the level for which you are applying? Yes No
- If you are not certified at the required level, are you available to take a weekend course to attain the required level? Yes No

#### Undertaking

1. I hereby consent to disclosure of the above information.
2. I hereby acknowledge the authority of Hockey Canada, Branch, District and Minor Hockey Association and agree to carry out and abide by their constitutions, bylaws, rules and regulations.
3. I hereby acknowledge that I have read and understand the coach's role as outlined in the Coaches Code of Conduct" attached to the forming part of this Coaching Application form.
4. I hereby agree to familiarize myself with the National Coaching Certification Program (NCCP) requirements for coaching minor hockey and ensure that I maintain the required level of certification.

5. By way of this application, I give permission to Minor Hockey Association to pursue a criminal record search on myself and understand that I will be subjected to screening as designated by my position.

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

Please remit your completed application to:

Avalanche Minor Sports  
131 Villandry Cres.  
Maple Ontario ( L6A 2P8)

### 88.0 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**

### 89.0 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:

90.0 "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 # 905-303-9978

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

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

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

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

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

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

---

COMPLAINT INFORMATION.:

91.0 "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: \_\_\_\_\_

### 92.0 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.



### 93.0 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.

|  |
|--|
|  |
|--|

### 94.0 PLAYERS INURY 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 : \_\_\_\_\_

### 95.0 Registration Fee's / Residency Form

## Avalanche Minor Sports Registration Fee 2019-2020

**Registration Fee: \$1690**

Home/Away Jersey  
Home/Away Socks  
18 Practices (1-hr at Canlan York )  
GTHL Games  
Player Team Pictures  
Player Year End Banquet  
Player Insurance  
GTHL Team Entry Fee  
CHA Fee

Please provide 3 postdated cheques. All cheques made payable to: ***"Avalanche Minor Sports"***

**First Payment: \$600 due May 10th**

**Second Payment: \$600 due July 4<sup>th</sup>**

**Third Payment: \$410 due September 7<sup>th</sup>**

**Note: All NSF checks will have an administration charge of \$25.00**

There is a **NO REFUND** policy if a player requests a release or quits after a player card is signed. The organization hosts a fundraiser event that may include either a Diner Dance Auction or Golf Tournament. I have been made aware and agree to the conditions above as notified to me upon signing a player's card. I also have seen and read the team's budget. I also have been informed of any summer training & development programs the team may have. I am also responsible to read the Avalanche Operation Manual that is posted on the Avalanche website: [www.avalancheminorsports.com](http://www.avalancheminorsports.com) Avalanche Minor Sports hosts a hockey Spring tournament. Avalanche teams must attend the Spring tournament called (March Meltdown).

**Note: All 3 postdated checks are required upon signing the player's commitment card (as indicated above). Delays in receiving all the postdated checks may result in delays in getting an approved team roster and delays in pre-season tournaments.**

**Player Name:** \_\_\_\_\_

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

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

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

96:0

*Player / Residence Form*

Upon signing a Hockey Canada registration card, you are required to submit your current address. 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 "resides". Residency is presumed to be where the player is legitimately living for the current registered hockey season, unless the player/parent /guardian shows proof that the "residency" has changed. The onus of proof to show "habitual residence" of a player rests entirely with the player's parent and/or guardian. For clarification of this rule you can call the OHF office or visit the OHF web site.

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

Division: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Note: Any additional concerns you may have will be addressed before the start of the season with your coaching staff or the organization. Players asking for a release once a player's card has been signed **will not** receive a refund. Due to unforeseen circumstances or long term injury the fees will be prorated for the year with administration cost associated. Written documentation required by the parents/guardian informing the organization that a release is required. All purchased/ordered equipment **cannot** be returned or refunded. Upon player being released from the Avalanche Organization the player must be in good standings. Once team equipment/organizational equipment is ordered, player/team will still be invoiced with no refunds.

*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.*

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

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

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

## 97.0 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 15<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:

|  |
|--|
|  |
|  |
|  |
|  |
|  |

**98.0 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 : \_\_\_\_\_

EXPLANATION 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: \_\_\_\_\_

### 99.0 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 cannot 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 ; \_\_\_\_\_

### 100.0 Player Supervision / 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: \_\_\_\_\_



**101.0 “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 : \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

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

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

**102.0 “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: \_\_\_\_\_

**103.0 “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 :

**104.0 “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:\_\_\_\_\_

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; \_\_\_\_\_

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

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: \_\_\_\_\_

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: \_\_\_\_\_

**108.0 “Team Exhibition Form”**

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: \_\_\_\_\_

**109.0 “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.

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

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

\_\_\_\_\_

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

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

Information to be listed in the paper:

Avalanche Executives are required to follow up with any complaints coming from AMSC participants. A report is required to give back to the General Manager of AMSC and kept on file.

This report will be used only if issues and concerns continue to arise with the Participant

The coaching staff must explain to the AMSC Executive the following:

1. Has the resolution agreed to been resolved form initial information gathered
2. Has the same issue and or concern re-appeared
3. keep record of his/her progress and have a follow up meeting with the parent and discipline committee

Players throughout the season will run into issues and concerns, these issues and concerns will be dealt with once received in writing by the parent. There is a time frame allowed to gather information through scheduled meetings. Sometimes meetings take longer to arrange due to conflicts. The coaching staff will make all efforts to comply with the investigation.

A resolution will be emailed to the Parent/Guardian after all information has been evaluated.

**Parents should be made aware that THIS FORM, this IS NOT TO BE CONSIDERED A WARNING for the sole purpose of A POSSIBLE RELEASE.**

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

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

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

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

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

Discipline Reference number# \_\_\_\_\_

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

AVALANCHE MINOR SPORTS

**111.0 Orientation and Training Form**

All New Avalanche Executives/Coaching Staff/Volunteers are required become orientated with Avalanche rules, policies and Procedures as per the Avalanche Operation Manual. It is the responsibility of the new Executive/Coaching Staff/Volunteer to become familiar with the rules.

A meeting will be scheduled with the new Executive/Coaching Staff/Volunteer so he/she can be orientated into the Avalanche organization.

Person Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

Contact Information : \_\_\_\_\_

Orientation on such issues as:

AVALANCHE OPERATION MANUAL \_\_\_\_\_

DISCIPLINE PROCEDURES \_\_\_\_\_

APPEALS/GTHL \_\_\_\_\_

TEAM BUDGETS \_\_\_\_\_

YEAR END RELEASES FOR AMSC MEMBERS \_\_\_\_\_

BANK ACCOUNTS \_\_\_\_\_

VSS CHECKS \_\_\_\_\_

CERTIFICATIONS REQUIRED \_\_\_\_\_

PRACTICES \_\_\_\_\_

GAMES \_\_\_\_\_

AVALANCHE REGISTRATION FEE'S \_\_\_\_\_

GOLF TOURNAMENT \_\_\_\_\_

AVALANCHE HOCKEY TOURNAMENTS \_\_\_\_\_

AVALANCHE MEDIA \_\_\_\_\_

AVALANCHE WEB SITE \_\_\_\_\_

REFERENCE CHECKS ( 2 REQUIRED ) \_\_\_\_\_

PERIODICAL EVALUATION IF REQUIRED \_\_\_\_\_

DISCIPLINE FOLLOW UPS \_\_\_\_\_

OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

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

## **ARTICLE 112.0: INSURANCE / RISK MANAGEMENT FORMS**

112.1 The GTHL Office needs to know team movement throughout the season.

- 112.2 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.
- 112.3 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.
- 112.4 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.
- 112.5 These forms can be downloaded form 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.

## **ARTICLE 113.0 AMSC REFUND POLICY**

### **113.1 AMSC PLAYER Registration Fee Refund Policy:**

- a) Midnight November 15th any player released from AMSC the registration fees paid to AMSC will have a NO refund policy.
- b) Player released upon the request of parent/guardian before midnight November 15th, that player shall receive a prorated rebate as set by AMSC Provided the player/parent has returned all items supplied by the Club and all invoice are in good standing and paid in full.

The coaching staff must notify the General Manager in writing, of the last date the player played.

- c) team money and sponsorship money raised over and above the registration fee are not refundable.

## **ARTICLE 114.0 AMSC YEAR END BANQUET / YEAREND AMSC AWARDS**

114.1 (a) AMSC will host a year end banquet anywhere between( mid March – mid April ) at no cost to registered players.

(b) Players must be in good standing to attend the year end banquet.

( c ) Only the head coach get a free ticket to the yearend banquet. Other team officials need to pay for their yearend banquet ticket.

(d) Parents/siblings attending the AMSC yearend banquet need to purchase a ticket to attend at a cost.

114.2 Players that have been with AMSC for 5 consecutive years will receive a special awards for their commitment to AMSC.

114.3 Other yearend awards are:

- a) Coach of the Year
- b) Volunteer of the year

114.4 AMSC does not supply player and coaching staff participation yearend awards.

## ARTICLE 115: AMSC PLAYERS ASSISTANCE INFORMATION

115.0 **Need assistance** with your fees? There is help out there. Players can research these different agency's. These programs helps financially disadvantaged kids get involved in organized sports and recreational activities. We understand the important life benefits that sports and recreation can have in the life of a child. Agency's listing below may of dropped these assistance programs since their introduction.

These programs are dedicated to helping families and their children overcome the financial hurdles which would otherwise allow their children to play a sport or recreation activity.

Players wanting to play sports should not be left on the sidelines and they should be given the opportunity to experience the positive benefits of organized sports.

115.1

**(a) Need assistance with your fees?**

**There is help out there.**



<http://jumpstart.canadiantire.ca/>

Canadian Tire Jumpstart Charities is a registered charity that helps financially disadvantaged families across Canada in times of need. The Jumpstart program helps financially disadvantaged kids get involved in organized sports and recreational activities.

Nationally in scope but locally in its focus, Canadian Tire Jumpstart delivers support to children through a Canada-wide network of over 310 local Chapters. The Program was developed in 2005 to address the ongoing need in our communities to make physical activity a priority in the lives of Canadian children.

We understand the important life benefits that sports and recreation can have in the life of a child. Participation in sports and recreation increases a child's chance of success in life through:

- A healthier lifestyle
- Increased self-esteem and confidence
- Opportunities to learn important leadership skills
- Improved school performance and future education expectations
- More positive relationships and strengthen support networks

115.2




# KIDS IN COMMUNITY SPORTS

<http://www.just4kicks.ca>

What is Just4kicks? Just4kicks (kids in community sports) is a registered Canadian charity dedicated to helping families and their children overcome the financial hurdles which would otherwise allow their children to play a sport or recreation activity.

Who are they going to help? Just4kicks will provide children between the ages of 5 and 18 that meet the requirements of becoming a recipient.

How are they going to help? Just4kicks will provide families funding for registration, equipment and transportation fees that are necessary for them to enroll and participate in their chosen organized sport or recreational activity within their community.

Just4kicks Application Form  just4kicks



115.3



<http://www.nhlpa.com/giving-back/goals-and-dreams/how-to-apply>

NHLPA Goals & Dreams Game-Changer Award provides grants of up to \$2,000 to children, families and communities facing unique economic or social challenges. All applicants to NHLPA Goals & Dreams programs will be notified of the status of their request. Our target review period timeline is six to eight weeks.

1. Applications are submitted online
2. Applications are reviewed by NHLPA Goals & Dreams staff
3. Official applications are sent to programs and individuals that meet our criteria and merit further consideration
4. NHLPA Goals & Dreams staff review official applications and may follow-up for additional information
5. The NHLPA Goals & Dreams Advisory Board provides final recommendations on approval, revision, deferral or rejection

We believe that no kid should be left on the sidelines and all should be given the opportunity to experience the positive benefits of organized sports. KidSport™ provides support to children in order to remove financial barriers that prevent them from playing organized sport.

115.4



[http://www.kidsportcanada.ca/index.php?page=ontario\\_welcome](http://www.kidsportcanada.ca/index.php?page=ontario_welcome)

In 2000, the KidSport program was launched in Ontario by Sport Alliance Ontario, a leading sport development agency in the province. Since that time, KidSport has assisted more than 16,500 under-resourced kids play a season of sport, by providing over \$3.2M in grants for registration and sports equipment. KidSport Ontario currently consists of 23 volunteer community chapters who assist in providing thousands of grants to kids in need each year.

- Children 18 years old and under qualify for KidSport funding
- If you are applying for hockey the grant can cover up to \$500 per child which is funded through the Hyundai Hockey Helpers program.
- Applications must be submitted 45 days prior to activity start date.
- Funds for registration fees will be provided to the family to distribute but will be issued and made payable directly to the sport club or retailer in the case of equipment purchase.


For more information, visit: <http://www.kidsportcanada.ca/ontario/>

Why Kidsport? By providing kids with an opportunity to participate in sport programs, KidSport encourages: •developing early physical activity habits that will help increase the probability that kids will remain active in adulthood •getting kids active in sport programs when they are young to develop a strong and healthy community for the future •helping to create these opportunities for sport participation and playing a significant role in supporting many under-represented families in Canada facing economic obstacles

Kidsport goals •The immediate goals that drive all KidSport Canada initiatives are:

- To acquire sustainable revenue to maintain KidSport Canada's day-to-day operations that, in turn, support our network of 11 provincial and territorial chapters.
- To generate sufficient long-term revenue to help subsidize the activities and grant applications of provincial and territorial chapters and over 175 community chapters.
- To increase awareness of the KidSport program in more communities with children and youth in need.
- To develop new alliances that will lead to increased financial support so that more children and youth are participating in organized sport.
- To continue creating accessible or no cost initiatives for children and youth with social, financial or physical literacy barriers.
- To become a catalyst for healthier and more active children and youth in Canada.

The KidSport Grant program provides funding for families in need to help cover registration or equipment costs .

For the KidSport grant application form.  [kidsport\\_ontario\\_application](#)

115.5



<https://hyundaihockey.ca>

There's nothing as Canadian as kids playing hockey. Unfortunately, too many kids don't get the chance because their families can't afford the cost of equipment and league fees. That means they're missing-out on the opportunity to develop valuable life skills taught by the game, like teamwork, sportsmanship, and that success comes from hard work. Hyundai Hockey Helpers was created to help deserving kids get in the game. Hyundai Hockey Helpers is in partnership with KidSport. Link for application through Hyundai Hockey Helpers <https://hyundaihockey.ca/apply-for-a-grant>

115.6




<http://www.hockeyfoundation.ca/financialrelief.asp>

In 2000 the Minor Hockey Foundation Ontario (MHF) was created to support minor hockey players in the Province of Ontario. This document will focus on the Financial Subsidy Program portion of the MHF. The Financial Subsidy Program provides financial subsidy to minor hockey players who are currently experiencing difficulty raising enough funds to participate in the game.

### **Eligibility**

The Minor Hockey Foundation Ontario Board reviews all applications and a member of the Board contacts the applicant to confirm whether their request will be approved. Donations to applications are not guaranteed. Each request will require a four to six week review period before the applicant will be contacted. All applicants must adhere to the following guidelines:

1. All requests can only be made for players aged five to seventeen years old;
2. No application will be considered unless all necessary documentation is received in full. The President of the local minor hockey association or governing body will be notified if there are any missing documents.
3. Any applicant will play one of four levels of hockey: House, Local, Select/Minor Development League and Representative.
4. Each grant will not exceed \$300. Financial assistance will vary depending on each case. Financial subsidy cheques will be issued to the applicant's local minor hockey association or governing body.

For application  Minor hockey financial subsidy program

115.7



The Grindstone Award Foundation is a charity that enables young female players to participate and improve their skill development in the sport of hockey. The intent is to provide support to communities across Canada and address the needs of players who have a desire to play, but are unable to for financial reasons. The Foundation provides grants to female players under the age of nineteen who have expressed a desire to pursue their goals in athletics. Our selection will be based on financial need and desire, not on hockey ability. It is the Foundation's intention that all grants will be awarded objectively in accordance with this criteria.

To apply, visit: <https://grindstoneaward.com/apply/>

115.8

### FINANCIAL ASSISTANCE

This page lists programs that may be available to assist children with registration fees for Minor Sports.



Families may be eligible for the **National Child Benefit Subsidy** offered through the YMCA. They offer a subsidy for children's registration fees for recreational activities for families residing in Grey County and earning less than \$40,000.

For more information:

- visit the [[YMCA Financial Assistance Web Site](#)]
- call Patricia Courtney, NCB Coordinator **519-376-0484** ext 277
- email [ncb@ymcaowensound.on.ca](mailto:ncb@ymcaowensound.on.ca)
- review the [[application](#)] for full program information.

115.9



NHLPA - Goals & Dreams [[Visit Website](#)]

Now in its second decade, the NHLPA Goals & Dreams fund will continue to evolve. By bringing smiles, equipment and the sport of hockey to deserving children worldwide, the program is a cornerstone of the NHLPA's efforts and an opportunity for its members to give something back to the game they love.

## 116.0 PLAYER INSURANCE

All AMSC registered players are covered with Accident and Liability insurance by the GTHL from September 1 of the playing year until August 31, for all GTHL sanctioned games and practices. A copy of the insurance policy is available upon request from the GTHL office for viewing.

### 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



Note : It Is the responsibility of all AMSC Members to Review, Read and ask questions in regards to the AMSC operation manual. Failure to do so may result in issues and concerns you may have. Any errors or omissions in the operation manual were not intentional and subject to AMSC interpretation to update these errors.

Thank You

Call me if there are any questions

416-572-5445 ( Tony Iantorno )