



# **TORONTO AEROS YOUTH HOCKEY CLUB**

## **OFFICIAL POLICY MANUAL 2016-2017**

COACHES ARE RESPONSIBLE TO DISTRIBUTE THIS OFFICAL POLICY MANUAL TO ALL PARENTS/GUARDIANS OF PLAYERS SELECTED TO THEIR TEAM. EACH PARENT/GUARDIAN MUST SIGN THAT THEY HAVE RECEIVED IT AND ARE RESPONSIBLE FOR READING AND ABIDING BY ITS POLICIES.

## Club Policies and Rules Of Operation

### **SECTION 1: MISSION STATEMENT**

Our mission is to prepare and develop our players for success throughout their minor hockey career and beyond, helping them to learn important life skills while ensuring that all children have an equal and fair opportunity to play hockey.

### **SECTION 2: THESE RULES OF OPERATION**

These rules of operation are intended to set out the current policies of the Club, which will be applicable to the Teams and its players during this period. While they are intended to be comprehensive, the rules and policies are not exhaustive and the Club reserves the right, in its discretion, to make such changes and additions from time to time as it deems appropriate.

### **SECTION 3: THE CLUB**

#### **3.1 Incorporation**

(a) The Toronto Aeros are the operating division of the Toronto Aeros Youth Hockey Club. The club is incorporated as a not-for-profit corporation operating in the province of Ontario. As a not-for-profit corporation the Club adheres to all Government regulations as well as the rules and by laws as set forth in the Greater Toronto Hockey League (GTHL).

#### **3.2 Club Directors and Officials**

The Club is governed by a Board of Directors, some of whom also act as Club Officials.

Club directors are primarily responsible for reviewing the general performance of the Club and its teams from time to time. This includes reviewing and approving:

- The Club's budget
- Significant Club operating policies
- The Club's Officials performance of their duties and responsibilities.

Club Directors have no direct responsibility for liaising or interacting with Team Officials and parents/guardians and do not deal directly with Team affairs.

Club Officials, including the General Manager, are responsible for administering the day to day operations of the Club and its Teams and all other matters in any way relating to the GTHL, its members, other hockey organizations and governing bodies.

#### **3.3 Teams Registered within the GTHL**

For the 2016-2017 season the Toronto Aeros have been granted 18 teams representing a slate of A , AA,

teams as follows:

**A level Teams:** Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget and Midget Junior.

**AA level Teams:** Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget and Midget Junior.

Under no circumstances will the Club be responsible for any obligations, financial or otherwise, incurred by a Team, unless such obligation is approved in writing and contained in a document signed by the President and at least one other authorized officer of the Club.

### **3.4 Club Organization**

(a) Powers: The directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into.

(b) As per GTHL rules and regulations, the Club has designated two signing officers. These officers, are the only club officials who may sign documentation with the League.

(c) The duties of the Secretary will be to attend all meetings; record all facts and minutes; give notice as required and be custodian of the seal of the Corporation.

(d) The duties of the Treasurer shall be to keep full and accurate accounts of all receipts and disbursements.

(e) The elected directors of the club can also serve as the officers and members of the Club.

The directors, who are appointed, shall receive no remuneration for acting as such other than their legitimate expenses incurred in the fulfillment of their duties. However, as allowed by law, our club will pay a director if he or she dedicates their time and commitment above and beyond that of a volunteer position, to ensure that our club is run in a professional efficient manner.

### **3.5 Club Colors & Equipment**

a) The Club may change its uniforms colours prior to any season at its sole discretion.

b) Every player is required to wear official club uniform.

c) Teams may not deviate from the official uniform. Teams may not introduce their own third sweater.

d) Every player is required to wear Navy helmets & Navy pants.

f) Club name and logo. The Club approves all uses of its name and, where the Club owns its logo, authorizing its use on materials, equipment, gear & clothing.

### **3.6 Registration Fees, Equipment Fees and Team Sponsorship**

From Minor Atom- Midget A & AA registration fees for the 2016-2017 season are based on 16 or more players per team.

Registration fees cover the cost of pro-style home and away uniforms, home and away game socks, hockey bag, hockey jacket, practice Jersey, team picture and also 1 hour of weekly practice (throughout the season) game ice (throughout the season), Player insurance, team registration with the GTHL.

Club Pants, Gloves, Helmets, Practice socks Track Suits, Turtle necks, toques and additional apparel are available only from an authorized club supplier. The club will inform each team which suppliers have been chosen in order to ensure uniformity and consistency with all teams within the club.

The club assumes no responsibility for delivery of any merchandise from any supplier. The teams must deal with the authorized supplier directly. The Club recommends that all teams place minimal deposits with suppliers until merchandise is delivered. Once merchandise is delivered teams must pay the supplier in full immediately.

If a club supplier goes out of business, into receivership or bankruptcy or closes down, the club is not responsible to reimburse any team, parent/guardian or player for money lost.

The Club has no ownership interest in any of the suppliers that we recommend.

The Club reserves the right to change authorized suppliers at its sole discretion.

Each Team is responsible for a team sponsorship as mandated by the Club and said Team Sponsorship fees are payable to the club. Team sponsorship fees and portions of player registration fees cover your teams proportionate share of the following items: Club management fees, goods and services which are supplied by the Club include, but are not limited to the supply of the following; instructors, administrators, receptionist, club registrar, tournament sales staff, rental office space, utilities, telephone, internet, furniture and fixtures, computers, printing, photocopies, postage, couriers and office supplies, bookkeeper, accountant, bank fees, legal expenses, all Insurance which includes directors liability insurance, carded officials insurance, advertising, promotions, webmaster, website hosting and updates, tournament postings and updates, awards, tournament on line updates, cellular bills, GTHL expenses (ice subsidies to GTHL, CHA insurance surcharge), tournament applications, storage rentals, Xmas gifts and donations, sponsorships, achievement awards, club meeting room rentals.

### **3.7 Payment of registration fees to the Club shall be as follows:**

60% of the player registration fee shall be paid upon signing of player card. This amount shall be paid to the team to be given to the Club no later than May 1, 2016. The 40% per player or the balance is due in full no later than July 1, 2016 unless otherwise instructed by the Club, Parents should make cheques payable directly to their teams. Team Managers will deposit cheques into the Team Account and pay the organization with team cheques. All NSF cheques are subject to \$75.00 service fee. Team Managers are responsible for full accounting of team funds, for more details please see Section 14. No player will have his card registered to play until these fees have been paid in full. Uniforms will not be issued to teams

until all funds have been paid to the club.

Payment for Team Sponsorship fee is due September 1, 2016. This payment will be made by the Team to the Club directly.

Each Aero team is required to attend the Aeros Winter Challenge tournament. The tournament fee is payable October 1, 2016.

### **3.8 Summary Financial Statements**

Summary financial statements are filed with the GTHL at the conclusion of the financial year end.

### **3.9 GTHL Assessed Team Fines**

All teams are responsible to pay for their fines as billed by the GTHL. All teams are responsible for any and all damage done by their team to any GTHL game arena or any practice facility. If a team does not pay said fines, all players and coaches will be suspended at year end until fines are paid in full as per GTHL rules.

### **3.10 Tournaments**

(a) As per GTHL rules all teams may participate in up to 3 tournaments per year, excluding preseason early bird tournaments and Xmas tournaments (The Aero Winter Challenge tournament is counted as 1 of the 3 from the three tourney allotment.

Each Aero team is required to attend the Aeros Winter Challenge tournament on January 12-15, 2017.

(b)The Spring Classic Tournament in honour of Mark Woszczyzna is optional and at reduced Cost for Aero teams only.

### **3.11 Additional Players**

Teams that opt to sign more than 16 players will be billed the registration amount for each additional player. This includes registration and funds for uniforms. Players that sign after December 30, 2016 will pay a reduced fee as determined by the club.

### **3.12 Unpaid Player Fees**

a) The Club is NOT responsible to reimburse teams for player fees not paid to their team by any player on said team. The team is responsible to pay all fees due to the club on time. It is the team's responsibility to ensure proper financial planning (budgeting) and revenue generation. Each team is also responsible for collecting all fees from parents as they come due and securing team sponsorships.

b) As per GTHL rules at the conclusion of any given season, any player that still owes funds to the team or the club will be placed on the GTHL suspension list. Once funds have been collected the suspension will be lifted and these fees will be distributed to the team

### **3.13 GTHL Screening Policy**

(a) The Club policy on Screening is one in the same as the ***GTHL'S Screening Policy***. Please refer to the GTHL web site <http://www.gthlcanada.com>

(b) The Club has the right to investigate a matter brought to our attention. If the Club cannot resolve the matter or if it's a matter that we believe may be in violation to our policy, it will be turned over to the GTHL for investigation.

(c) Any party failing to cooperate with the investigation process may be subject to suspension from the Club.

(d) It is a requirement of all participants to cooperate fully with the investigative process.

### **3.14 Coaches certification, trainers certification, abuse and harassment training, Police Reference check**

All new carded team officials are required to submit to the club a Police Reference check prior to the start of the 2016-17 season, this is a mandatory requirement.

Police Reference check letters will be valid for 2 years only provided that you remain with our club. All team officials are responsible for the cost of acquiring their Police Reference check.

All coaches, trainers, managers and team officials must have proper NCCP accreditation. Coaches coaching Minor Atom-Pee wee may have Level 1 "Coach level" certification. Head Coaches coaching Minor Bantam and up must have Coaching Level 2 "Intermediate Level" prior to the start of every season. As per GTHL requirements Please refer to the GTHL web site <http://www.gthlcanada.com>

Every team must have a certified trainer. As per GTHL requirements Please refer to the GTHL web site <http://www.gthlcanada.com>

Every team may card up to five officials being: A Head Coach, One or Two Assistant Coaches, A Trainer and a Team Manager. All carded officials must take their abuse and harassment training course. Each team is responsible for all costs relating to these certification programs. As per GTHL requirements Please refer to the GTHL web site <http://www.gthlcanada.com>

## **SECTION 4 : TEAM OFFICIAL'S CODE TEAM MATTERS**

### **4.1 Definition of Team Officials**

Team officials are defined as any GTHL carded Team staff member that has been properly carded by the Club and the GTHL. Specifically they are to be known as the Head Coach, Assistant Coach(s), Trainer and Team Manager. Team officials shall not number more than five.

Team officials while appointed and/or approved by the club are not employees of the club. The club is not responsible for any Team Official's actions or omissions of any nature or kind.

### **4.2 Team Officials Duties**

(a) The duty of the Head Coach is to ensure the Club Mission Statement is being upheld. As such they are responsible for the day to day running of the Team. The Head Coach is appointed by the Club General Manager or Club President and is responsible for the appointing of all Team staff members. Final approval to card all Team Officials is that of the Clubs General Manager or President. The Head Coach reports directly to the Club General Manager.

(b) The duty of the Assistant Coach is to ensure the philosophy of the Head Coach is passed on and enforced with the players. Each team may card up to 2 Assistant Coaches.

(c) The duty of the Team Manager is to be a liaison between the Coaching Staff and the Team parents. The Team Manager shall take responsibility for developing the team budget in conjunction with the coaching staff communicating the budget to the parents and providing the parents and organization with a year-end budget statement. They will collect and deposit funds to the team account and disburse payments as required. As well, the teams Manager will complete and submit tournament approval forms to the Club GM and ensure payments are made for game sheets and that the roster is properly completed. The Manager will work closely with the Club GM ensuring that he is kept up-to-date on all issues that affect the Team.

(d) The duty of the trainer is to ensure each player is properly cared for in the event of an injury sustained while playing or practicing on the team and that those players do not return from injuries too soon. Trainers are responsible to ensure that players who have suffered serious injuries such as concussions do not resume practice or play unless the club has received written consent from a physician.

(e) Regarding head injuries and concussions the player will have to follow the 6 step return to play procedure as stated in the GTHL Policy before returning to play in any games. All 6 steps are list @ [www.gthlcanada.com](http://www.gthlcanada.com) under Policies. It is also mandatory that the player is cleared by his or her medical doctor and a clearance letter must be provided to the team trainer prior to any hockey activity with the team.

(f) All Team Officials are considered representatives of the Club and as such are expected to set a positive example both on and off the ice.

(g) It is the responsibility of the head coach to insure that all team officials participating in team practices must wear a CSA approved hockey helmet. This includes instructors hired by the team. As per GTHL requirements Please refer to the GTHL web site [www.gthlcanada.com/policies-and-forms](http://www.gthlcanada.com/policies-and-forms)

(h) Coaches and carded Team Officials agree NOT to sue parents or players for unpaid fees. The Club will follow GTHL procedures, rules and regulations that deal with player suspensions for unpaid fees.

(i) If a coach or parent is involved in a lawsuit where the Club must attain legal representation. The parties involved agree to pay all of Club's legal fees.

(j) Coaches will **NEVER** shower with players. Coaches who do not comply with this policy will be reported

to the authorities.

(k) Coaches cannot force players to fully undress and shower after games. If coaches mandate a shower rule, players may wear undergarments or bathing suits as they see fit.

(l) Coaches are not allowed to meet with an individual player alone in a team dressing room. Any meetings with players or parents should include at least one other carded club or team official.

(m) Female players (at their or their parents' discretion) may dress in a separate dressing room away from their male team mates. Females may enter the dressing room only when all male players are decent. This rule especially applies to players who reach or are nearing puberty. Parents, players and coaches are asked to use their discretion and common sense in this matter.

#### **4.3 Restriction on Team Officials Changing Clubs**

It is the intention of the Club to uphold GTHL regulation specifically that no carded official will be granted his/her release to be registered or to appear on the bench of another club at the immediate higher age division in the immediate following season.

#### **4.4 Sanctions Against Team Officials**

It is the responsibility of each Team Official to learn the Clubs policies and procedures. All policies and procedures are expected to be followed at all times. Failure to do so may result in suspension, the length of which will be determined by the Board, or termination for those individuals found to be in severe default.

### **SECTION 5: PARENT / GUARDIAN CODE PARENT / GUARDIAN MATTERS**

#### **5.1 Parent and Guardian Responsibilities**

a) Parents and guardians have an obligation to remain positive and show respect towards all Club Officials, Team Officials and all players at all times.

b) Any disagreement between a parent or guardian and the Club or a Team official shall be dealt with as per Club Dispute Resolution Process outlined in Section 12 of this document.

c) Under no circumstances are parents of our club allowed to verbally abuse or physically harass any player, referee, coach or fellow parent on one of our teams.

d) If any carded team official suspects physical or mental abuse of a child they are instructed to contact the Club GM or President and police immediately. Such abuse may include parents that drive children to and from arenas while under the influence of Alcohol or narcotics.

e) All parents agree to pay all registration and team fees in full and on time as outlined in this policy



manual.

f) Any parent who violates our Parent or Guardian Code may have their child suspended or they themselves may be banned from arenas which may include being banned from attending team games and/or practices.

g) The GTHL mandated that at least one parent/guardian of each player must enroll and complete the Respect in Sport (RIS) course prior to a participant being approved to the roster. This is a one time requirement, there is no expiry. If a parent/guardian has taken this course for another sport please advise your manager and there is no need to re-certify. Please provide your manager with a copy of the certificate and the other sport. <http://www.gthlcanada.com/article/respect-in-sport-program-roll-out>

### **5.2 Use of Affiliated Players**

It is understood and agreed that when your child joins the Club that they are in fact joining an organization and not just an individual team. For clarification purposes, this means that when your Childs participation is required by their affiliated team, the team directly above them, in either a practice or a game, that you make your child available, so long as that by doing so your child would not have practiced or played more than three days out of four.

### **5.3 School Hockey**

While the playing of school hockey is encouraged, your child's commitment to the Club must come first. Specifically, your son or daughter is not to play or practice in a school game or practice on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach in writing.

### **5.4 Sanctions Against Parents or Legal Guardians**

It is the responsibility of each Parent or Legal Guardian to learn the Clubs policies and procedures. All policies and procedures are expected to be followed at all times. Failure to do so may result in your Childs suspension from the team, the length of which will be determined by the Board, or outright release for those individuals found to be in severe default.

**5.5** Parents agree not to sue the Hockey Club for matters that may be settled or presented to the GTHL. If any issues or problems are not satisfactorily dealt with within the Club's resolution process parents may approach the GTHL. If they are not satisfied with the GTHL decision they may appeal the decision through the Ontario Hockey federation. Should a parent launch a lawsuit against the Club, the Parent hereby agrees to pay all of the Club's legal costs.

## **SECTION 6: PLAYER'S CODE PLAYER MATTERS**

### **6.1 Player's Responsibilities**

- a) Players are expected to abide by all Club and Team rules.
- b) Players are expected to be courteous at all times. Players must be aware that they represent the club. By representing the club they must insure that they always conduct themselves in a respectable manner.
- c) Player's must conduct themselves in a sportsmanlike manner both on and off the ice.
- d) Players agree to respect coaches, assistant coached, trainers, managers, fellow players and the referees.
- e) Players agree to respect the property of their teammates. They also agree to respect all rules and regulations relating to use of arena dressing rooms and other facilities that they may come in contact with while representing our club.
- f) Bullying other players or teasing players on your own team will not be tolerated.
- g) Racial slurs or bigotry will not be tolerated. Violations of this policy will be reported to the GTHL.
- h) Drug or alcohol usage will not be tolerated. Violations of this policy will be reported to the GTHL.
- i) Dressing Room Violence or Locker Boxing or Buckets and Gloves will not be tolerated. Violations of this policy will be reported to the GTHL.
- j) Players that do not adhere to our Club's Strict Player Policy Code may be suspended by the Head Coach or the Club. They may also face suspension by the GTHL

### **6.2 Use of Affiliated Players Club Matters**

It is understood and agreed that when you join the Club that you are in fact joining an organization and not just an individual team. For clarification purposes, this means that when your participation is required by your affiliated team, in either a practice or a game, that you make yourself available, so long as that by doing so you would not be practicing or playing more than three days out of four.

### **6.3 Returning From a Concussion or Other Serious Injury.**

Returning back from a concussion or Other Serious Injury the player will have to follow the 6 step return to play procedure as stated in the GTHL Policy. All 6 steps are list @ [www.gthlcanada.com](http://www.gthlcanada.com) under Policies. As well, medical clearance must be supplied to your team trainer prior to commencing the 6 steps..

### **6.4 Sanctions Against Players**

It is the responsibility of each player to learn the Clubs policies and procedures. All policies and procedures are expected to be followed at all times. Failure to do so may result in your suspension from the Team, the length of which will be determined by the Board, or outright release for those individuals found to be in severe default.

### **6.5 Team practice Ice**

a) The Club will issue each team their weekly practice ice time. The vast majority of our ice is rented through private facilities. If a team cannot use their practice time (due to GTHL games or tournaments) the Team may trade or sell that ice time and keep all funds received from such ice rentals. This rule does NOT apply to city ice.

b) If a team is unable to utilize a practice ice time scheduled on city ice the coach or team manager will notify the club's GM who will make a best efforts attempt to trade that ice time with another team from our club.

c) City of Toronto Ice can **NEVER** be sold. City Ice rentals must remain in the hands of Aero teams only.

d) All team officials and hired instructors must wear a helmet on the ice when conducting a team practice or skills development. Anyone found not adhering to this rule will be fined the first time \$100.00 and put on notice. If the individual has a second reoccurrence he or she will be suspended from the club, the length of the suspension will be determined at the sole discretion of the Club.

e) Parents or family members are not permitted to go on the ice during team practices or skills development as they are not insured from the club. If a parent or any family members are found or reported participating on the ice the head coach from the team will be issued a suspension, the length of the suspension will be determined at the sole discretion of the Club.

## **SECTION 7: DRESS CODE FOR PLAYERS AND TEAM OFFICIALS**

### **7.1 Coaches Dress Code**

All coaches shall be dressed in Club winter jacket, dress pants, dress shoes or boots. Coaches may wear suits and ties at their discretion. Such attire must be appropriate for bench duties.

### **7.2 Trainers Dress Code**

All Trainers shall be dressed in Club tracksuits with suitable boots or running shoes. The trainer shall also have his/her trainer's kit around their waist or beside them on the bench at all times while on the bench or on the ice.

### **7.3 Players Dress Code**

All players shall be dressed in Club winter jacket, dress pants, dress shoes or boots, dress shirt and tie

unless otherwise directed by the Team's head coach.

#### **7.4 Sanctions Against Dress Code Infractions**

If the General Manager or any Board members find that a carded Team Official or player is in violation of the Club policy regarding dress code, he may choose to warn the offender or suspend the offender for a period to be decided upon by the Board.

### **SECTION 8: CLUB REFUND POLICY:**

#### **8.1 Refund Policy Up To Midnight November 15<sup>th</sup>**

(a) If registration fees, sponsorships and additional monies have been paid to the Club and/or Team and that player is released by the **Team or Club's choice** prior to Midnight November 15 that player shall receive a pro-rata rebate from the team fees ONLY, the registration fee paid to the Club will not be refunded. All equipment provided by the Club shall remain the property of the player.

Calculated as follows: A charge of twenty five dollars (\$25.00) will be charged for each game, practice or off-ice training session that the Team held from the day of card signing to the day the release was granted, regardless of who may have run any of the sessions or if you were present or not. In addition, the team will also charge the player his/her proportionate share of any and all activities and expenses incurred by the team that can be verified in the team budget. All equipment provided by the Club shall remain the property of the player. Once these calculations have been made, a refund will be issued.

(b) If at any time after being registered or carded, **a parent, Legal Guardians or player** requests a release and is granted said release by the club or by the GTHL they will forfeit all fees, sponsorship and/or additional monies paid to the Team and/or Club. There will be no refund provided.

#### **8.2 Refund Policy after Midnight November 15<sup>th</sup>**

If a player is successful in securing a release from the Club and/or Team or the GTHL after November 15, they will forfeit all fees and sponsorship and/or additional monies paid to the Team and/or Club. There will be no refund provided.

#### **8.3 In the event of a Default of GTHL Games**

(a) Under no circumstances should a team ever default a game. If any particular teams' coaches believe that they will have difficulty fielding their team for any particular reason (i.e. religious holidays etc..) it is the responsibility of the head Coach and his coaching staff to use call ups (APS) to field his team so they may play each game and avoid any defaults.

(b) If a team defaults a GTHL game, the team is responsible for all costs and fines associated with that

default. The GTHL may suspend the coaching staff as per GTHL rules.

(c) If a team defaults a game, the Club reserves the right to fold that team. If the said team is folded by the club, the team automatically forfeits all payments made to the club. Parents, players and Coaching Staff acknowledge that No Refunds will be given back to the team or its members, parents/guardians & players.

#### **8.4 Folded Teams**

If the Club is forced to or decides to fold any team, assuming the team has not defaulted any GTHL games, the Club will deduct all expenses incurred from pre-tryouts to the official folding date. The Club agrees to refund the balance of funds remaining after expenses to the Team on a prorated basis. If there remains a shortfall or deficit, the Team and its members, parents/guardians and players will be responsible to reimburse the Club immediately for all costs associated with the folding of said team. The Club reserves the sole right to decide whether it is necessary to fold a team. The club will also not be responsible for ice contracts or any other contractual agreement made between the team and or its officials and or parents and any third party or supplier.

#### **8.5 Sponsorship Funds**

If a team is folded or disbands, the Club is not and will never be responsible to reimburse any sponsor, parent or guardian for Sponsorship fees given to that particular team.

If a parent is released by their request or by the decision of the Team, Club or GTHL all Sponsorship money brought to the team by the parent/guardian or player will remain with the team and will not be returned to the sponsor, player, parent or guardian. The Club is not and will never be responsible to reimburse any sponsor, parent or guardian for Sponsorship fees given to that particular team.

It is understood by all that sponsorship money raised for the benefit of any particular team shall remain with the team for the benefit of the team program and will not be returned to any sponsor, parent, guardian or player if any conflict within the team arises. The Club is not and will never be responsible to reimburse any sponsor, parent or guardian for Sponsorship fees given to that particular team.

The Club is not responsible or liable for collection, solicitation, handling or distribution of any Sponsorship funds raised by its teams from any sponsor for use by any specific team.

### **SECTION 9: EQUIPMENT PROVIDED BY THE CLUB**

a) All equipment provided by the Club must be used by the player, unless a suitable explanation is provided to the Club in writing, prior to its use.

- b) Damaged Team sweaters must be replaced by the Team at the team's expense.
- c) The club will provide each player with new jerseys. These jerseys will include a club crest or logo and a number. Players may choose whatever numbers they desire as long as it does not conflict with an existing team member's sweater number.
- d) Teams may add names to the back of their sweaters at their own cost. All names must be supplied by the authorized Club jersey supplier so that all teams look uniform.
- e) Teams may place sponsor patches on jerseys, bags, toques, T shirts, turtlenecks, jackets, fleece tops or track suits at their own cost. If the team so desires each sweater may have a different sponsor name. The club does not restrict sponsorship solely to home or away sweaters.
- f) Teams may not place sponsor crests on uniform (jersey) shoulders or the front of any game jersey without the approval of the Club.
- g) The club will not force players to buy extra equipment. If a team decides to buy club crested pants, gloves, helmets or other apparel they must use an authorized club supplier. The club assumes no responsibility for delivery of any merchandise from any supplier. The teams must deal with the authorized supplier directly. The Club recommends that all teams place minimal deposits with suppliers until merchandise is delivered. Once merchandise is delivered teams must pay the supplier in full immediately.

If a club supplier goes out of business or closes down, the club is not responsible to reimburse any team, parent/guardian or player for money lost. The Club has no ownership in any of the suppliers that we recommend.

h) Teams may opt to put sponsorship crests or player numbers on bags or jackets at their own expense. The club is not responsible to assist teams in collecting sponsorship artwork or crests. Teams that wish to screen items such as bags with logos may do so using an approved or authorized club sponsor. The Club will not get involved in this matter, all time and effort and costs remains the responsibility of each team.

## **SECTION 10: ICE TIME**

### **10.1 Final Decisions Concerning Ice Time**

The Head Coach has the final say on the ice time a player receives in any game.

### **10.2 24 Hour Rule**

a) Our club adheres to a strict 24 hour rule. Parents that may be upset with their child's playing time or other game related issues (excluding abuse) must wait 24 hours before contacting Carded team officials.

b) If after the 24 hour Cooling Period has elapsed and the player's parent or Guardian is still upset or concerned, he /she must first approach the team manager. The Team Manager will address any concerns

and relay them to the Head Coach who is expected to deal with the matters at hand.

c) If the Head Coaches response is not satisfactory the Player's Parent or guardian may discuss the matter with the club GM.

d) If the Club GM cannot satisfy the Parent or guardian's concerns the Parent may refer to our Dispute Resolution procedure.

## **SECTION 11: USE OF AFFILIATED PLAYERS (AP'S)**

### **11.1 Affiliated Players and Games**

Team affiliations will be submitted to the GTHL by October 1, 2016.

The Club reserves the right to change or alter the above team affiliations as per GTHL rules and deadlines. If teams in our Club prefer different affiliations the head coach of each team must contact the club GM immediately.

### **11.2 Affiliated Players/Practices & games**

The philosophy of the Club allows us to encourage your child to practice with their affiliated team. Call ups/APS are to be arranged between the head coaches of each team. Players cannot contact coaches above them and ask to be call ups without approval of their own Head Coach. Players who are suspended in league play as APS must serve their suspensions in their own age groups. Players cannot play for any other team other than the team that they are affiliated with.

Players can only be called up to play with their affiliated team for a total of **10 games** which includes tournament, exhibition and playoffs. If the player exceeds the 10 games the coach and player will be both issued a suspension from the Gthl. The game or games played over 10 will result as a defaulted 1-0 loss. The Team Manager or coach is responsible to keep a log of each player that is used as a call-up.

### **11.3 Procedure of Coaches Concerning The Use of Affiliated Players**

The affiliated team requesting the use of a player or players shall contact his affiliated team's head coach to request the use of such players. Before that request will be granted, the Head Coach must provide a compelling reason for the need for such player or players; further, with this request, the player or players requested must not be playing or practicing more than three times in four nights. If both criteria have been satisfied, the Head Coach of the Team below must honour the request that he direct the player or players to report to play or practice with their affiliated team. However, if the Head Coach of the Team below can provide a compelling reason as to why the player or players asked for should not be called up, replacement players will be sent. Any issues or problems that may arise due to injuries or suspensions that may not allow the use of call-ups must be cleared through the club GM or President.

## **SECTION 12: DISPUTE RESOLUTION PROCEDURES**

### **12.1 Complaints against the Club or Team**

(a) Complaints against the Team are to be presented in writing to the Team Manager, a copy of which is to be sent to the Club by the parent / guardian within 48 hours.

(b) Any complaint received by the Team Manager against the Team shall have 5 days to deliver a written response to the parent / guardian and the Club, setting out its position in reasonable detail. The Club may extend the time for a response if it believes, acting reasonably, that additional time is required.

(c) The Club shall then set a meeting with all parties attending without legal counsel or other representation.

(d) The Club will issue a written decision, including the reason of reaching the decision within 7 business days.

The decision shall be binding upon all interested parties.

## **SECTION 13: POLICY ON HARASSMENT, ABUSE BULLYING AND MISCONDUCT**

### **13.1 Investigation Process**

(a) The Club policy on Harassment, Abuse Bullying and Misconduct is one in the same as the **GTHL'S Policy on Harassment, Abuse Bullying and Misconduct**. Please refer to the GTHL web site <http://www.gthlcanada.com>

(b) The Club has the right to investigate a matter brought to our attention. If the Club cannot resolve the matter or if it's a matter that we believe may be in violation to our policy, it will be turned over to the GTHL for investigation.

(c) Any party failing to cooperate with the investigation process may be subject to suspension from the Club.

(d) It is a requirement of all participants to cooperate fully with the investigative process.

## **SECTION 14: FINANCIAL ASSISTANCE**

### **14.1 Requests for Financial Assistance**

The Club will consider written requests for financial assistance as it relates to player registration fees only. However any parent or guardian granted financial assistance by the Club will be required to volunteer their time to their team or the Club. All financial assistance must be matched by the Team.

The Club may sponsor, develop and/or subsidize players and/or programs that help children in lower



income areas of Ontario. Such sponsorship is at the sole discretion of the Club's board.

#### **14.2 Repayment of Financial Assistance**

If a family that has received financial assistance decides to leave the Club prior to the end of the season, a pro-rata charge of registration fees used to date, will be calculated and billed to the family. The bill will be calculated as follows: \$5.00 for each day beginning September 1 and ending with the last date the player was with the Club. Club supplied equipment will be billed at the following rates; Two jerseys \$300.00; Club Jacket \$175; Club Bag \$75 plus taxes. No player will be granted his/her release by the Club before this money is repaid.

#### **SECTION 15: MANAGEMENT OF TEAM FINANCES.**

Each Team must provide financial disclosure and financial controls with respect to the funding of the Team's activities in accordance with this GTHL Rule 5.11. Pursuant to this Rule, each Team shall:

(a) Provide an estimated budget for the Team to each player (which for this purpose, where the player is under 18 years of age, shall include at least one of the player's parents or legal guardians) prior to or at the time he signs a Registration Certificate, which estimated budget shall be in reasonable detail and shall specify in reasonable detail the things (such as practice ice, tournaments, on-ice skills instructors, etc.) on which Team monies will be spent and how it is proposed that they will be paid for;

(b) Except for items that were clearly indicated as being reasonable estimates and subject to finalization, no material adjustment shall be made to such budget or to the program described in such estimated budget without the prior concurrence of the Team Officials and a majority of the parents of players;

(c) Provide interim financial updates on or about October, and January regarding the Team finances and the approved budget;

(d) Provide a final, year-end statement of Team revenues and expenses within one week of the last Team event for such Team;

(e) Require that there will be two or up to three signing authorities for each Team bank account including at least one Team Official(Manager) and at least one or two parents who are unrelated to and independent from any Team Official or Club Official;

(f) Require that at least two signatures be necessary for each Team cheque or withdrawal, including the signatures of at least one of the parent representatives referred to in (e) above;

(g) Require that any surplus funds remaining with the Team at the season-end from normal operations be dealt with in accordance with the Club's stated Policies.

### **15.1 ESTIMATED BUDGETS**

a) All estimated Team budgets for the upcoming season must first be presented to the Club for approval prior to presentation to Team parents. Once approval has been given by the Club, estimated Team budgets are then to be presented to the parents or guardians before they sign their Childs player card. Their approval and acceptance of the team budget is to be in writing.

b) Parents must sign official Club forms that acknowledge that they have read, approve and consent to both the Club Policies and the Team Budget.

c) If the team budget is to be materially increased during the season due to additional programs (i.e. off ice training, power skating, goalie development, video analysis), extra clothing or extra ice rentals etc... all parents must agree to the extra charges and sign off in writing or email. These changes must accompany a revised budget that must be submitted to each parent and a copy to the Club.

d) The club is not responsible and will not be held accountable for any additional team budget expenses authorized or unauthorized. All expenses are to be handled by the team's manager working in conjunction with parents and the Team's carded officials.

e) Officials that abuse the system will be reported to the GTHL at once. Such transgressions will be dealt with according to GTHL rules.

### **15.2 Team Budget Limits**

The amount each team is allowed to budget is at their own discretion and is not capped by the Club, but the Team Budget must be approved by the parents of each team prior to signing a GTHL player card.

## **SECTION 16: DISCLOSURE OF PAYMENTS TO TEAM OFFICIALS**

### **16.1 Payments to Team Officials**

(a) Payments to a Team Official by a single individual, individuals or corporations are allowed, so long as both the identification of the payer and the sums being paid is known by each to each parent. This disclosure is to be made in written form and signed by each parent indicating that they acknowledge and agree with such payments being made.

(b) Payments to a Team Official that involve the entire team must be approved by each team parent in writing. Team Managers are not to be paid. The coaches are to be paid as independent contractors contracted directly with the team, not the club. Coaches must submit monthly billing invoices to each team manager. The Club is not responsible for any unpaid invoices from coaches.

## **SECTION 17: TEAM BANK ACCOUNTS**

### **17.1 Access to Team Bank Account**

a) The team must open and maintain a TEAM BANK ACCOUNT. If requested, the Club GM will issue the team manager a letter authorizing your bank manager to open the team account. Please provide the club with the names of the designated signing officers. This bank account should be listed as follows:

Toronto Aeros along with your team's birth year and category.

b) The Club requires that there will be two or up to three signing authorities for each Team bank account including at least one Team Official (Manager) and at least one or two parents who are unrelated to and independent from any Team Official or Club Official;

c) the Club requires that at least two signatures be necessary for each Team cheque or withdrawal, including the signatures of at least one of the parent representatives referred to in (b) above;

d) Team Managers are responsible for handling all cheques, and monthly bank reconciliations.

e) All cheques must have 2 signatures, one of which must include the team manager.

f) After bank accounts are opened it is the responsibility of the Team Manager to supply the club with all banking details. This includes outlining name and address of bank, account number and full names of the three signing officers.

g) The Club is NOT responsible for any misappropriation of team funds. The manager is accountable for adhering to figures in the original budget given to parents prior to signing.

h) Teams that rent ice must ensure that the arenas understand that it is the carded team officials' personal responsibility to ensure all bills are paid. All teams must pay all their debts before the season ends. If the team has not honoured its commitments and team bills remain unpaid all players will be suspended until all debts are paid.

i) All team managers are responsible to keep accurate bank records. Teams should have all cancelled cheques, bank statements and revised budgets available when requested for review by the Club or the GTHL.

j) If any Team is found to have disregarded the above policies, those involved will be subject to disciplinary action by the Club and potentially the GTHL.

k) If team funds have been misappropriated or abused by the team officials the Club may refer the situation to the local police department.

l) Parents should make all cheques payable to their teams. Teams will issue cheques to the Club on behalf of the Team on or before payment due dates.

m) The Club shall never be held liable or responsible for use or misuse of any teams Sponsorship Funds or fees collected from parents or guardians for the use of any particular team.

#### **SECTION 18: TEAM FINANCIAL STATEMENTS**

##### **18.1 Estimated Team Financial Statements**

Estimated Team financial statements are to be made available for review prior to card signing. Team parents or guardians must sign a declaration (club form) indicating they have reviewed and have agreed with the estimated Team Financial statement/budget.

##### **18.2 Financial Statements for Review**

Financial statements are to be handed out to parents two times per year as follows: September and January. It is the team manager's responsibility to ensure that copies of these statements are delivered to the parents and the Club as scheduled.

##### **18.3 Final Statements**

Are to be delivered within two weeks of the last scheduled team function, at which time any account balances will be returned to all families on an equal basis.

#### **SECTION 19: OFFICIAL CLUB WEBSITE**

##### **19.1 Official Club Website**

The Official website of the Club is [www.torontoaeros.ca](http://www.torontoaeros.ca)

Teams may not have their own websites without written consent of the Club's GM or President.

#### **SECTION 20 : CLUB TOURNAMENT**

***All teams are to participate in the Club's Toronto Aeros Winter Challenge tournament, unless there is a conflict and Club approval is granted. The Spring Classic in honour of Mark Woszczyzna is optional.***

#### **SECTION 21 : PRIVATE LESSONS**

Coaches cannot force players to attend their "own" hockey schools. Parents may send their children to a coach's hockey school if it's by their own choice free of manipulation or pressure.

## **SECTION 22: TEAM MEETINGS**

Teams are expected to hold a minimum of two Parental meetings that coincide with the handing out of team budgets.

## **SECTION 23: TEAM RULES**

Individual Teams may have their own Team rules, provided they do not override the Club Rules of Operation. These Team rules are to be presented to the General Manager or President prior to their presentation to your parents. Team parents or guardians must sign a declaration (club form) indicating they have reviewed and agree with the Team Rules.

## **SECTION 24: PERMISSIONS TO SKATE**

### ***22.1 Permissions to Skate with Other GTHL Teams***

Permissions to skate for other GTHL, OMHA or Alliance teams are provided at the discretion of the General Manager or President only and are only valid when signed by the Club General Manager or President.

### ***22.2 Permissions to Skate with Junior Teams***

Permissions to skate with Tier II, Jr. B or Jr. C may only be granted by the Club General Manager or President.

## **SECTION 25: USE OF CLUB LOGO**

No unauthorized use of the Club logo is permitted. All items with the Club logo must first be authorized in writing by the Club prior to its production. Failure to adhere to this will be considered a violation of Club policy and will be dealt with accordingly.

Teams may only use authorized suppliers. Team managers will be given the list of suppliers.

## **SECTION 26: CAPTAIN & ASSISTANT CAPTAINS**

- a) The choice of Captains lies solely with your team's coaches. Teams may dress a maximum of 1 C and 3 A's per game.
- b) The Club does not recognize tenure when it comes to Captains and Assistant Captains.
- c) Coaches may rescind C's and A's from players of letter as they see fit. The club always expects the coach to conduct himself and make decisions in the best interest of the player, the team and the Club.

## **SECTION 27: TEAM PROTESTS**

Teams that wish to protest games or suspensions are responsible to pay GTHL directly for costs associated with such protests. The Club is not responsible to reimburse teams for such fees.

#### **SECTION 28: TEAM FUNDING**

- a) Teams are responsible for their own funding.
- b) All funds raised by a particular team are to be used entirely by that particular team.
- c) The Club does not want and does not take any percentage of funds raised by the teams. All money raised by the team is the team's to keep.
- d) Teams may at their own discretion, use various forms of fundraising such as: bowling nights, Car Washes, team banquets, Casino Rama or Casino Niagara trips, entertainment book sales, yearbook sales. Banner sales, team calendar sales, bake sales etc..
- e) Teams may not do raffles without consent of the club. Raffles require special licenses from the Government.
- f) The Club assumes no responsibility for any funds raised and used by each team.
- g) If a team folds the club is not responsible for sponsorship fee reimbursement to sponsors, player, parents or guardians in any way.
- h) Once funds are received by a team they will remain the property of that particular team. If any player is released that player is **not entitled** to any refund of sponsorship that they may have brought to the team.

#### **SECTION 29: GTHL RULES AND REGULATIONS**

- a) All Teams must follow and abide by all GTHL rules and regulations without exception.
  - b) Contact with the GTHL must be done through the Club GM or President. Teams may not contact the GTHL directly with protests or questions or enquiries. All coaches and managers must follow proper procedure and direct correspondence through the Club. The Club GM or President will present your request to the League.
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