

# **ETOBICOKE CANUCKS HOCKEY INCORPORATED**



## **RULES OF OPERATION**

April 1, 2009

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# **ETOBICOKE CANUCKS HOCKEY INCORPORATED**

## **RULES OF OPERATION**

### **SECTION 1: ETOBICOKE CANUCKS MISSION STATEMENT**

TO ENSURE THE CONTINUOUS GROWTH OF A STRONG ORGANIZATION THROUGH EQUAL OPPORTUNITY AND THE REWARDING EXPERIENCE OF PARTICIPATION IN MINOR HOCKEY FOR BOTH THE YOUTH AND THE ADULT IN OUR SURROUNDING COMMUNITIES.

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

These Rules are intended to set out the current policies of the ETOBICOKE CANUCKS (the “Club”), which will be applicable to the Teams and its players and shall be published annually. 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. Notice of any changes and/or additions will be given to Team Officials and, when appropriate, directly to parents/guardians on a timely basis.

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

#### **3.1 The Club’s legal status**

The **ETOBICOKE CANUCKS HOCKEY INCORPORATED** was incorporated as a non-share capital corporation by Letters Patent issued by the Province of Ontario on October 18, 1967 and operates under these Rules of Operation and the rules of the Greater Toronto Hockey League (the “GTHL”).

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

The Club is governed by a Board of Directors, some of whom also act as Club Officials. The name, position and date of appointment of these individuals are listed in Appendix A.

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, and
- The Club’s Officials’ performance of their duties and responsibilities.

In their capacity as Directors, Club Directors have no direct responsibilities for liaising or interacting with Team Officials and parents/guardians and do not deal directly with Team Officials.

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 The Club's Teams

Unless otherwise determined by the Club or the GTHL, the Club will register and operate 8 teams in the AA division of the GTHL, comprising the following: Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget (each referred to in these Rules as the "Team").

**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 signing officer of the Club.**

### 3.4 The Club's responsibilities

Subject to the overriding authority of the GTHL, the Club has exclusive control over its Teams and players registered with the organization for all periods sanctioned or mandated by the GTHL. In addition to the foregoing and to the other rights reserved below, the Club shall have primary responsibility for the following:

- (a) **Team Officials.** The Club appoints and, if necessary, replaces the Head Coach of each Team and approves the selection of other Team Officials. The Club monitors and evaluates the performance of all Team Officials.
- (b) **GTHL Registration.** The Club registers its players and Team Officials with the GTHL.
- (c) **Team Programs.** The Club develops programs of general application for its Teams.
- (d) **Tournaments.** The Club approves and processes tournament applications. If a conflict in scheduling between Teams arises, the final determination as to the application to be processed will be made by the Club in its absolute discretion.
- (e) **Practice Ice.** The Club provides each team with 1 hour of practice each week on a regularly scheduled basis. Any additional practice ice required is to be arranged by the Team at its own cost.
- (f) **Equipment, Gear and Clothing.** The Club provides each team with Club mandated equipment, gear and clothing including sweaters, practice jerseys, socks and equipment bags. The Club must approve all sponsorship cresting prior to placement.
- (g) **Disciplinary Hearings.** The Club's Officials accompany the Team Officials and player(s) to any disciplinary hearing mandated by the GTHL. The Club reserves the right to exclude any person(s) from a disciplinary hearing as it considers appropriate in its absolute discretion.
- (h) **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 and clothing.

### 3.5 Fund Raising

The Club's General Manager will review and approve all Team fund raising plans before they are implemented. The Team is solely responsible for the consequences of any such activities including the content of any written material used to further those activities. All fund raising efforts shall be conducted in compliance with all provincial and municipal laws, by-laws and regulations.

### **3.6 Who can make decisions on behalf of the Club.**

Unless specifically set out in these rules no decision, authorization or approval granted by a Club Official will be binding on the Club, unless it is in writing and signed by the President and at least one other authorized signing officer of the Club. A list of the signing officers is provided in Appendix A. For greater certainty, no decision or approval granted by the General Manager alone will be binding on the Club, except as expressly set out in these rules.

Any decision or approval sent by e-mail must be originated by each of the co-signers to be binding on the club.

### **3.7 Communications with Club Officials**

#### **(a) General**

All issues and communications relating to the ordinary course of Club management should be directed to the General Manager, unless urgency or circumstance requires that another Club Official be contacted.

#### **(b) Communications between the Club and Team Officials**

Unless otherwise dictated by circumstances or urgency, all requests, notices or other matters requiring interaction between the Club and a Team, shall be communicated to or by the Team's Head Coach or Team Manager.

## **SECTION 4: THE TEAMS**

### **4.1 Team Officials**

#### **(a) Who they are**

Each Team will have the following officials:

- a **Head Coach** appointed by the Club
- at least one **Assistant Coach** appointed by the Head Coach subject to Club approval. (GTHL rules allow for a maximum of 2 Assistant Coaches)
- a **Trainer** appointed by the Head Coach subject to Club approval, and
- a **Team Manager** appointed by the Head Coach subject to Club approval (the "Team Officials")

Each request for appointment as a Team Official shall be accompanied by a resume setting out, in reasonable detail, the qualifications and experience of the applicant.

#### **(b) Criteria for appointment**

Each Team Official must be a person of good character and reputation and possess such credentials (including those listed in Appendix B) and qualifications as the Club, in its discretion, believes necessary to reflect the image and values of the Club both within the GTHL and the hockey community at large.

**(c) Head Coach's responsibilities**

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 the Club from time to time, the Head Coach of each Team will be responsible for the content, scope and implementation of any programs established for the Team as well as the conduct of his or her players and Team Officials.

Where a Team is called upon to perform an action under the rules and policies set out in these Rules, such action shall be performed by the Head Coach or such other Team Official as he or she may designate with the approval of the Club.

**(d) Team Officials dress code**

All Team Officials who will be on the Team bench must wear an approved league jacket. All Team Officials are to wear a shirt & tie or turtleneck or other approved Club apparel and appropriate black pants. **Blue jeans are not permitted.** No Team shall be permitted to design or secure apparel other than approved by the Club.

**(e) Payments to Team Officials**

Any person acting as in his or her capacity as Team Official may **not** receive payment for his or her services, but may be reimbursed for reasonable expenses incurred in connection with the performance of such services.

**(f) GTHL passes provided**

The Club will provide a maximum of 5 arena passes to each Team for their Team Officials at no additional cost. Each Team may purchase one additional pass at the prevailing rate charged by the GTHL. (This is a Non-Bench Pass, arena entry only).

**(g) Team Officials are not employees or agents of the Club**

Although appointed or approved by the Club, neither Head Coach nor any other Team Official is or should be an employee of the Club. The Club is not responsible for acts of theft or embezzlement by any Team Official, nor is it responsible for any other of a Team Officials actions or omissions of any nature or kind, whatsoever and howsoever caused.

**(h) Treatment of player when parent/guardian acts as Team Official**

If a child of Team Official is a player on the team, the Head Coach shall cause such player to be treated in a manner consistent with the treatment accorded to other players of similar ability.

Any dispute regarding the treatment of such player shall be referred by the parent/guardian of such player to the Club's General Manager in accordance with Section 8 of these Rules. If the Club determines in its discretion that the treatment of such player is not in the best interest of the Team, The issue will be address with the Head Coach and other Team Officials involved.

## **4.2 Team meetings**

The Team Officials will meet with the parents/guardians at least 3 times each season. The first meeting should be held prior to the commencement of the season and the other meetings should be arranged whenever practicable to coincide with the delivery of the team's financial summaries referred to in section 5.5. The purpose of the meetings will be to review the matters of interest relating to the Team, including its financial affairs.

## **4.3 Sponsorship**

Teams are encouraged to solicit support from corporate sponsors in order to reduce the financial burden on parents/guardians. As consideration, the Team may grant sponsors the right to place their names and logos on equipment, gear and clothing used by the Team. To ensure consistency and quality, the General Manager must approve and arrange for all sponsorship crestring. With respect to team sweaters, only one sponsor patch shall be allowed above the numbers and the cost of this crestring shall be the responsibility of the Club.

The Team shall bear the cost of:

- player's names being placed below the numbers or in lieu of player's names a second sponsor's name may be placed below the numbers.
- a maximum of 4 sponsors may be placed on equipment bags, and
- crestring on clothing.

## **4.4 Supplementary Team rules**

The team may adopt policies and rules in addition to or in furtherance of the matters contained herein. No such policies or rules shall be effective unless approved by the Club and a copy provided to each of the Team players and one of their respective parents or guardians prior to each player signing the player's Registration Certificate. Such Team rules and policies may be amended or changed from time to time, with the approval of the Team's parents, so long as any amendments or changes to the Team rules or policies are confirmed in writing to each of its players, and the player's parents, prior to becoming effective. A copy of the Team rules and policies must be provided to the Club prior to the Team's first tryout. Once effective, any such policies or rules shall have the same effect as if embodied in these Rules of Operation.

# **SECTION 5: CLUB AND TEAM FINANCES**

## **5.1 Permitted use of funds**

The Club is a non-share capital corporation, and cannot have any shareholders who are entitled to profit from its operation. All monies earned by the Club must be used to meet its ongoing obligations or otherwise retained and applied for the purpose(s) set out in its Letters Patent. The monies may not directly or indirectly be paid out, loaned or otherwise distributed to its directors, officers or members or any person(s) not dealing at arm's length with any of them, unless specifically disclosed in the financial summaries of the Club, published at the Club's Annual Meeting held within 60 days following the end of each fiscal year.

Regardless of such disclosure, any such payments or distribution may not contravene applicable law(s) or the rules of the GTHL.

## **5.2 Team Bank Accounts**

Each Team shall maintain a bank account under the Team's name. The bank account may **not use** the name *Etobicoke Canucks* anywhere in its name.

A Team Official and one parent (not related to a Team Official) shall be required to sign all cheques and withdrawals from the Team bank account. The names of the authorized signing officers shall be provided to the Club upon request.

## **5.3 Team receipts and expenditures**

All revenues of whatever nature or kind belonging to the Team including team fees, sponsorship contributions, and proceeds derived from fund raising activities shall be deposited into the Team's bank account.

All expenses and disbursements owing or incurred by the Team shall be made only by cheque drawn on the Team bank account in accordance with subsection 5.2 of these Rules.

## **5.4 Team budgets**

### **(a) Club to provide Statement of Cost to each Team**

At least 30 days before the date fixed for the first Team tryout, the Club will provide each Team's Head Coach with a statement of Cost for the goods and services provided by the Club to the player for the year, including:

- GTHL registration fees and insurance levies
- ice costs, and
- equipment and gear.

The Statement of Cost will include a description of the services and goods to be provided set out in reasonable detail.

### **(b) Head Coach to submit Preliminary Team Budget**

Prior to the date fixed for the first Team tryout, each Team's Head Coach will submit a Preliminary Team Budget to the Club for approval. The Preliminary Team Budget must be prepared in accordance with the form set out in Appendix C and must include:

- proposed Team revenues including sources
- proposed Team expenses, and
- reasonably detailed explanatory notes for each budgeted item.

All having regard to the information available at the time of submittal.

### **(c) Club will provide the Preliminary Team Budget to parents/guardians.**

The approved Preliminary Team Budget will be provided to a parent/guardian of each proposed player prior to the signing of a Registration Certificate. The parent/guardian must acknowledge in writing that he or she has received a copy of the Preliminary Team Budget by submitting a signed

acknowledgement of Receipt to the Club concurrently with the delivery of the registration card for such player. The prescribed form of the acknowledgement is set out in Appendix D.

**(d) Changes to the Preliminary Budget**

No material changes, as determined by the Club, to the Preliminary Budget shall be permitted without the prior approval of the Club. Clerical errors are excepted from this requirement.

**(e) Final Team Budget to be submitted to Club and parents/guardians for approval**

The Head Coach will submit the Final Team Budget to the Club and a parent/guardian of each player prior to the commencement of the GTHL season. The Final Team Budget must be prepared in accordance with the form set out in Appendix C and must contain no material changes from the Preliminary Team Budget unless approval is first obtained from the Club and parents or guardians representing at least 75% of the players on the team. Changes, if any, shall be highlighted and appropriate explanations shall be provided. Clerical errors are excepted from this requirement.

**5.5 Team financial summaries**

The Team will provide to one parent/guardian of each Team player interim financial updates on September 15, November 15 and January 15 regarding the Team finances and the approved. Budget. Copies of these signed by the Team Manager and one parent with be filed with the Club. A copy of the Team’s financial summaries will be provided to one parent/guardian of each Team player no later than 30 days following the close of the period for which the summary is prepared.

**5.6 Use of surplus funds**

If there is a surplus of funds available to a Team at the close of the GTHL season in any year, such surplus shall be used in such a manner as the parents/guardians representing 75% of the players on the team reasonably determine.

If the Team fails to make such determination by April 15 of such year, the surplus funds shall be transferred to the Club immediately for safekeeping. Following receipt of substantially all the registration cards for the Team for the following season, the surplus will be returned to the Team as then reconstituted and shall be used to offset that season’s expenses.

**5.7 Disputes over Team finances**

Any complaint by a parent/guardian arising out of a Team budget or financial summary must be referred to the Club for resolution in accordance with the procedure set out in Section 8 of these Rules. The decision of the Club will be binding on all parties.

**SECTION 6: RULES RELATING TO PARENTS/GUARDIANS**

**6.1 Notices, approvals and authorizations**

Any notice given to or approval or authorization granted by a parent/guardian of a player shall be deemed for all purposes to have given to or granted by all of the parents/guardians of such player.

## **6.2 Payment of fees**

The parents/guardians responsible for each player shall make all payments required of each player on a timely basis in accordance with the rules prescribed for the Team. Failure to make such payments at the time or times prescribed may result in the suspension of the player until the team receives such payment.

## **6.3 Standard of conduct**

Parents/guardians are expected to conduct themselves generally in a manner which best exemplifies the standards and values of the Club. This means that parents/guardians must demonstrate respect, courtesy, and civility in all dealings relating to their child's involvement in the Club's hockey program, including dealings with

- the Club and any of its Teams
- other parents/guardians of players
- all players
- opposing teams
- game officials, and
- fans and spectators.

Provocative and inflammatory types of behaviour, including the use of profanity, threats and verbal or physical confrontation, will not be tolerated.

## **6.4 Sanctions for misconduct**

The Club reserves the right to discipline any parent/guardian who violates this standard of behaviour or whose actions, in the opinion of the Club, denigrate, damage or bring into dispute the image and reputation of the Club or its Team and Club. Such discipline may consist of prohibiting such parent/guardian from attending team functions, practices or games for such period as the Club, in its discretion, considers appropriate. Failure to abide by such sanctions may result in the suspension or release of the player for whom such parent/guardian is responsible.

## **6.5 Additional standards and sanctions imposed by the GTHL**

Parents/guardians should be aware of the standards of behaviour and possible sanctions for their breach mandated by the GTHL and contained in Section 12 of the GTHL Handbook.

# **SECTION 7: RULES RELATING TO PLAYERS**

## **7.1 Player's obligations**

Players shall:

- (a) represent their team with dignity at all reasonable times.
- (b) all players must wear an approved league jacket. Clothing identifying any Hockey League other than Etobicoke Canucks is not permitted. Players are to wear a shirt & tie or turtleneck sweater or other approved Club apparel with black pants. Caps and toques identifying any Hockey League other than Etobicoke Canucks are not permitted. This includes NHL teams.

- (c) where equipment is provided by the Club, use only such equipment and ensure that it (including sweaters and socks) is maintained in a proper state of repair and not altered in any manner. Wear game socks and jerseys only during games and not at practices.
- (d) always play to the best of their ability and within the spirit of true sportsmanship by:
- showing respect for the rules of the game, the game officials and their decisions, and their opponents
  - using their best efforts to maintain composure while on the ice, and
  - refraining from trash talking or making improper gestures, whether on or off the ice.
- (e) demonstrate respect for their teammates and treat them fairly and equally
- (f) demonstrate respect for their coaches and other Team Officials
- (f) make their commitment to the Team, its programs and its goals a major priority
- (g) attend all games and other events prescribed by the team in accordance with the rules established by the Head Coach from time to time, and
- (h) refrain from using alcohol and prohibited drugs.

The foregoing list of obligations is not exhaustive and may be supplemented by the Club or the Team from time to time upon giving the player and his or her parent/guardian reasonable notice.

## **7.2 Sanctions for breaching obligations**

The Club, in its discretion, reserves the right to restrict the ice time, suspend or release any player who is found by the Club to have breached any of the foregoing obligations.

## **7.3 Player injury**

Neither the Club nor the Team is responsible for any injury suffered by a player, whether on or off the ice and howsoever caused. The GTHL maintains insurance which may be applicable in certain events. Parents and guardians are urged to contact the GTHL for an explanation of such coverage.

## **7.4 Playing and practicing with Affiliated Teams**

The following teams are affiliated with each other:

- Minor Atom and Atom
- Atom and Minor Pee wee
- Minor Pee wee and Pee wee
- Pee wee and Minor Bantam
- Minor Bantam and Bantam
- Bantam and Minor Midget
- Minor Midget and Midget
- Midget and Under 21 (when applicable)

(the “Affiliated Teams”)

Whenever practicable, players should be made available to the Affiliated Team so long as it does not conflict with the player's primary responsibility to their own Team. The Head Coach (of the lower age category) will select the player(s) having regard to the reasonable requests of the Affiliated Team. All requests for affiliated players must first have the approval of the Head Coach (of the lower age category), or whomever he/she designates.

Whenever practicable, affiliated players should practice with their Affiliated Teams. The Head Coach of each Affiliated Team will jointly number and identify the players practicing from time to time.

## **7.5 Permission to skate**

### **(a) With other minor teams**

Permission to skate with other GTHL, OMHA or Alliance teams shall be granted at the discretion of the Club and shall only be binding if signed by the President or General Manager. The Club may require the player to attend one or more tryouts before granting such permission.

\* Note: “**minor**” in this instance means any level below Junior.  
i.e. Atom, Peewee, Bantam and Midget are determined as “minor” teams.

### **(b) With junior teams**

Permission to skate with Tier II, Jr.B or Jr.C teams shall be granted at the discretion of the Club and shall only be binding if signed by the President or General Manager. In the absence of special circumstances permission will not be granted for Minor Bantam and Bantam aged players. Permissions for graduating Minor Midgets and first year Midgets may be given upon completion of Club tryouts.

### **(c) Tier II Affiliation**

Notwithstanding that the Club may be affiliated with a Tier II team, no Minor Midget or Midget player shall be obligated to play for such team and, subject to compliance with the foregoing sections, may request a permission to skate for any Tier II, Jr.B or Jr.C team selected by him at his discretion.

## **7.6 Subsidies**

### **(a) Subsidy requests**

The Club may consider written requests to subsidize all or a portion of a player's registration fee. Such subsidy, if any, will require compelling circumstances and a clear demonstration of need and will only be granted to individuals who exemplify the standards and values of the Club.

### **(b) Repayment of subsidy**

If a subsidized player wishes to obtain a release prior to the end of a season, the Club may, as condition of granting such release, demand and obtain a repayment of the subsidy.

## **7.7 Releases**

### **(a) Circumstances in which a release may be granted**

Once a registration card is signed, the Club will not grant a release to a player except under compelling and unusual circumstances which necessitates the severing of such players relationship from the Team, having regard to the best interests of all concerned. The Club shall make the determination of the existence of such circumstances in its absolute discretion.

No release shall be binding on the Club unless it is in writing by the President or General Manager of the Club.

**(b) Team refunds where the release was granted prior to November 15**

This section does not apply to releases mandated by the GTHL on the application of the player.

If a player is released by the Club prior to November 15 in any year, The Team shall, within 15 days following the Club's granting the release, reimburse to the player a portion of the fees paid by such player to the Team, determined as follows:

1. Determine the total amount of fees paid by or for the account of the player (the "Initial Amount")
2. Calculate the "Preseason Expenses" already incurred by determining the player's allocable share of the cost of any preseason off-ice and on-ice training programs and preseason games.
3. 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.
4. Calculate the player's "Equipment and Gear Expenses" by determining the total cost of the equipment and gear provided to a player, provided that, with respect to equipment only, if the player returns such equipment to the team in appropriate condition the player will be credited with an amount equal to 60% of the original cost charged to the team for such equipment.
5. Deduct the player's incurred Preseason Expenses, Tournament Expenses and Equipment and Gear Expenses from the Initial Amount. This remaining amount represents the proportion of player fees dedicated to "In-season Fees".
6. Determine the "In-season Expenses" incurred by the player prior to his or her release by determining the proportion of the player's In-season Fees that is allocable to games played by the Team prior to the date of the release:

$$\text{In-season Fees} \times \frac{\text{\# of games played by the Team prior to release date}}{36 \text{ games per season}}$$

7. Determine whether the player is required to repay any subsidies granted by the Club or Team in accordance with paragraph 7.7(b) of these Rules.
8. Deduct the incurred In-season Expenses and any required repayment of subsidies from the In-season Fees to determine the net amount to be refunded to the player (the "Refund Amount").

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 the Club shall have no responsibility for any such payment. If a dispute arises regarding the amount of such reimbursement, it shall be referred to the Club for resolution in accordance with the process set out in section 8 of these Rules. The decision of the Club shall be final and binding on all parties.

**(c) Club refunds where the release was granted prior to November 15**

This section does not apply to releases mandated by the GTHL on the application of the player.

If a player is released by the Club prior to November 15 in any year, The Club shall, within 15 days following the Club's granting the release, reimburse to the player a portion of the fees paid by such player determined as follows:

1. Determine the total amount of fees paid by or for the account of the player (the "Initial Amount")
2. Determine the "In-season Expenses" incurred by the player prior to his or her release by determining the proportion of the player's In-season Fees that is allocable to games played by the Team prior to the date of the release:

$$\text{In-season Fees} \times \frac{\text{\# of games played by the Team prior to release date}}{36 \text{ games per season}}$$

3. Determine whether the player is required to repay any subsidies granted by the Club or Team in accordance with paragraph 7.7(b) of these Rules.
4. Calculate the player's "Winter Jacket Refund" by determining the total cost of the jacket provided to the player, provided that, with respect to jackets only, if the player returns such jacket to the Club in appropriate condition the player will be credited with an amount equal to 60% of the original cost charged to the player for such jacket.
5. Deduct the incurred In-season Expenses and any required repayment of subsidies from the Initial Amount and add the player's Winter Jacket Refund to determine the net amount to be refunded to the player (the "Refund Amount").

**(d) No refunds in any other circumstances**

If a release is mandated by the GTHL at any time or if a release is granted on or after November 16 in any year the released player shall have no entitlement to any repayment of his initial payment except in respect of equipment determined in the same manner as set out in subparagraph 7.7(b)(4.) of these Rules.

**SECTION 8: Dispute resolution**

▪ **24 Hour Rule**

To avoid emotional and angry outbursts and behaviors, at both games and practices, the '24 Hour Rule' is in force for all parents, players and guardians. This requires you to wait a period of 24 hours before making your concerns known to the appropriate party. If a parent, player or guardian has observed the 24 hour rule, he/she is to first approach the Team Manager with their complaint in writing so that the facts of the complaint are properly set out and understood. A copy of this complaint is to be filed with the Club's General Manager. The Team Manager will take the complaint to the appropriate parties within 48 hours. If the issue cannot be settled, the parent, player or guardian may bring it to the attention of the Club General Manager. The following procedure shall apply in the event the Club is requested to resolve a dispute or complaint arising between the parent/guardian and the Team:

1. The request for such resolution shall be in writing and shall set out the issues(s) and arguments in reasonable detail.
2. A copy of such request shall be given to the Team and the Team shall have 5 days to deliver its written response to the parent/guardian and the Club setting out its position in reasonable detail. The Club may extend the time for such response if it believes, acting reasonably, that additional time is needed.

3. The Club shall cause a meeting to be held of all interested parties as soon as practicable after receiving the Team's response.
4. The parties shall attend such meeting in person without legal counsel or other representation.
5. The Club shall issue a statement in writing setting out its decision, including the reason(s) relied upon in reaching its decision, within 10 business days following such meeting. The decision shall be binding upon all interested parties.

## APPENDIX A

### Club Directors and Officers

#### Directors:

Elected April 1, 2008 for a two (2) year term.

	<u>First Elected</u>
Ron Bartucci	- December 15, 2004
Frank A. Cianfrini	- December 15, 2004
Elinor G. Gillespie	- May 21, 1986
Berkley R. Jones	- April 28, 1981
John Rigutto	- March 27, 2007

Elected Mar. 31/09 for a two (2) year term.

	<u>First Elected</u>
Ian E. Gillespie	- December 15, 2004
David M. Ongaro	- December 15, 2004
Dino Ferrazzo	- March 31, 2009
David H. Richards	- December 15, 2004
Tony Cappabianca	- March 27, 2007

<b>Signing Officers:</b>	Berkley R. Jones	-	President
	Elected December 15, 2004		
	David H. Richards	-	Vice-President
	Elected December 15, 2004		
	Elinor G. Gillespie	-	General Manager
	Elected July 8, 2000		
	Elinor G. Gillespie	-	Secretary-Treasurer
	Elected December 15, 2004		

## **APPENDIX B**

### **Required Credentials for the Team Officials**

#### **Head Coach**

- Minor Atom – Atom must have one of the following **CBH, D1-BH, IBH**
- Minor Pee wee – Pee wee must have one of the following **CH, CH, D1-H, D1-CBH, D1-BH, IBH, IH**
- Minor Bantam – Under 21 must have one of the following **IBH, IH, D1-H, D1-CBH, D1-BH**

#### **1<sup>st</sup>. Assistant Coach**

- Minor Atom – Under 21 must have **and** GTHL Speak Out Certification

#### **2<sup>nd</sup>. Assistant Coach**

- Minor Atom – Under 21 must have a coach's or trainers certificate **and** GTHL Speak Out Certification

#### **Manager**

- Minor Atom – Under 21 must have GTHL Speak Out Certification

#### **Trainer**

- Minor Atom – Under 21 must have Valid HTCP Level 1 certificate **and** GTHL Speak Out Certification

**All Team Officials must have a Criminal Record Search as required by the Hockey Canada, Ontario Hockey Federation and the Greater Toronto Hockey League.**

# APPENDIX C

## Preliminary Team Budget

Team \_\_\_\_\_

		Details/Comments
<b>Revenue</b>		
Sponsorship Contributions	0	
Family Commitments	0	
Fundraising Events	0	
Fundraising Events	0	
Fundraising Events	0	
Fundraising Events	0	
<b>Sub-total</b>	0	
<b>Expenses</b>		
Team jackets	0	
Clothing Accessories	0	
First Aid Supplies	0	
Practice Ice	0	
Tournament Fees	0	
Referee/Officials/Game Sheets	0	
Team Arena/Gate passes	0	
Speciality Skate Sessions	0	
Exhibition Games	0	
Signing Party	0	
Christmas Party	0	
Year end Party	0	
<b>Sub-total</b>	0	
<b>Excess Revenue/Expenses</b>	0	

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Club Approval \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX D

Form of Acknowledgement of Receipt

MINOR MIDGET

09-10

	Player	Parent/Guardian <b>PLEASE PRINT</b>	Signature	Club Disclosure <b>Initial</b>	Club Handbook <b>Initial</b>	Team Rules <b>Initial</b>	Team Budget <b>Initial</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

# APPENDIX E

Team Signing Authority \_\_\_\_\_

Team \_\_\_\_\_

Banking Institution \_\_\_\_\_

Financial Statement

Account Number -----

	Original	Income	Expenditure	Variance	Details/Comments
	Budget	Monies Rec'd	Monies Paid	Income	
	01/04/2008	as of 15/11/08	as of 15/11/08	to Budget	
<b>Registration/Sponsor/Funding</b>					
Sponsorship Contributions	0	0.00	0.00	0	
Family Commitments	0	0.00	0.00	0	
Fundraising Events	0	0.00	0.00	0	
Misc. T.B.D.	0	0.00	0.00	0	
<b>Sub-Total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Equipment/Miscellaneous</b>					
Team jackets	0	0.00	0.00	0	
Equipment for Players	0	0.00	0.00	0	
Trophies/Plaques/Banners	0	0.00	0.00	0	
Clothing Accessories	0	0.00	0.00	0	
Gifts for players	0	0.00	0.00	0	
First Aid Supplies	0	0.00	0.00	0	
Misc. T.B.D.	0	0.00	0.00	0	
<b>Sub-Total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Hockey Operations</b>					
Tryout Ice	0	0.00	0.00	0	
Practice Ice	0	0.00	0.00	0	
Summer Program	0	0.00	0.00	0	
Speciality Skate Sessions	0	0.00	0.00	0	
Goalie Training	0	0.00	0.00	0	
Tournament Fees	0	0.00	0.00	0	
Referee/Officials/Game Sheets	0	0.00	0.00	0	
Team Arena/Gate passes	0	0.00	0.00	0	
Travel and Living (Tournaments)	0	0.00	0.00	0	
Exhibition Game	0	0.00	0.00	0	
<b>Sub-Total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Banking/Financial</b>					
Bank Charges	0	0.00	0.00	0	
Bank Interest	0	0.00	0.00	0	
Previous Years Funds	0	0.00	0.00	0	
Refunds (Misc.)	0	0.00	0.00	0	
Legal/Accounting Fees	0	0.00	0.00	0	
Misc. T.B.D.	0	0.00	0.00	0	
<b>Sub-Total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Events/Miscellaneous</b>					
Signing Party	0	0.00	0.00	0	
Christmas Party	0	0.00	0.00	0	
Year end Party	0	0.00	0.00	0	
Trophies/Plaques/Banners	0	0.00	0.00	0	
Team Gifts/Donations	0	0.00	0.00	0	
Misc. T.B.D.	0	0.00	0.00	0	
<b>Sub-Total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Grand Totals</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Excess/Shortfall</b>	<b>0.00</b>				

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX F

### Club Disclosure

The Etobicoke Canucks Hockey Incorporated (the “Club”) reimburses their Treasurer for Bookkeeping services.

## APPENDIX G

### Registration for 2009-10

Player will be required to pay the Club **\$1,000.00**

Goalies will be required to pay the Club **\$ 900.00**

and the Club shall supply:

- 1 hour of practice ice weekly for 24 weeks
- home and away game sweaters, White (home) sweaters to be returned to Club at season end
- home and away socks
- practice jersey
- equipment bag
- GTHL team affiliation
- GTHL (Hockey Canada) insurance
- year-end banquet
- team and individual pictures

**Club jackets** must be purchased from the Club.

#### “Flying Skate”

Melton and Leather **\$155.00**

All Leather **\$270.00**

#### “Stick/Rink”

Melton and Leather **\$155.00**

All Leather **\$275.00**