



*Mississauga Terriers  
Hockey Club Inc.*

**Rules of Operation**

**Handbook**

**2017 – 2018**

## **Table of Contents**

### **1.0 General**

#### **1.1. Mission Statement**

#### **1.2. Rules of Operation**

#### **1.3. The Club Status**

##### **1.3.1. Legal Status**

##### **1.3.2. Bylaws**

##### **1.3.3. Directors and Officials and Members**

##### **1.3.4. The Teams**

#### **1.4. Registration Fee Schedule**

##### **1.4.1. Payment Policy**

##### **1.4.2. Refund Policy**

### **2.0 Team Code**

#### **2.1. Team Passes**

#### **2.2. Policies and Procedures**

#### **2.3. Team Staff**

#### **2.4. Communication**

#### **2.5. Certification**

#### **2.6. Conduct**

#### **2.7. GTHL Rules and Regulations**

### **3.0 Parent or Guardian Code**

#### **3.1. Policies and Procedures**

#### **3.2. Conduct**

#### **3.3. Disciplinary Action**

### **4.0 Player Code**

#### **4.1. Respect**

#### **4.2. Rules and Regulations**

#### **4.3. Policies and Procedures**

#### **4.4. Conduct**

#### **4.5. Disciplinary Action**

### **5.0 Dress Code**

#### **5.1. Nature of the Code**

#### **5.2. Club Jackets**

- 6.0 Volunteer Activities**
  - 6.1. Tournament Activities**
    - 6.1.1. Regular Season Tournaments**
    - 6.1.2. Mississauga Early Bird Tournament**
    - 6.1.3. Terry Terrier Tournament**
    - 6.1.4. Silver Stick and OHF Tournaments**
  - 6.2. Bingo Activities**
- 7.0 Other Activities and Benefits**
  - 7.1. Referee's Fees**
  - 7.2. Joe Schembri Scholarship**
  - 7.3 John Vella Volunteer Award**
  - 7.4. Goalie Instruction Assistance**
  - 7.5. Team and Individual Pictures**
  - 7.6. Year End Banquet**
  - 7.7 Halloween Dinner and Dance**
  - 7.8. Five Year Rings**
  - 7.9. Player Insurance**
- 8.0 Player's Equipment**
  - 8.1. Equipment Provided by the Terriers**
  - 8.2. Equipment Provided at Player's Expense**
  - 8.3. Terrier Selected Vendors**
  - 8.4. Equipment Return**
  - 8.5. Care and Maintenance of Team Equipment**
    - 8.5.1. Patches**
    - 8.5.2. Modifications**
    - 8.5.3. Placement of Patches**
    - 8.5.4. Sweater Bags**
    - 8.5.5. Equipment Responsibilities**
- 9.0 Club Logo**
- 10.0 Practice Ice**
- 11.0 Game Time Ice**
  - 11.1. Decisions**
- 12.0 Affiliated Player's**

- 13.0 Team Finances**
  - 13.1. Official Team Budgets**
    - 13.1.1. Budget Approval**
    - 13.1.2. Team Budget Limits**
    - 13.1.3. Fundraising, Donations and Sponsorships**
  - 13.2. Team Bank Accounts**
    - 13.2.1. Access to Team Bank Account**
    - 13.2.2. Financial Statements**
- 14.0 Payments to Club and Team Officials**
  - 14.1. Payments for Expenses to Club and Team Officials**
  - 14.2. Club and Team Suppliers**
- 15.0 Dispute Resolution Procedures**
  - 15.1. Complaints against the Team**
  - 15.2. Complaints against the Club**
- 16.0 Mississauga Terriers Official Website**
- 17.0 Team Meetings**
- 18.0 Team Rules**
- 19.0 Permissions to Skate (PTS) and Releases**
  - 19.1. PTS with GTHL Teams**
  - 19.2. PTS with Junior Teams**
  - 19.3. Releases**
    - 19.3.1 “Held Up” List**
    - 19.3.2 Player Releases**
    - 19.3.2 Coach and Team Staff Releases**
- 20.0 Appendices**

## **1.0 General**

### **1.1 Mission Statement**

In the 2017- 2018 hockey season, the Mississauga Terriers Hockey Club is proud to commemorate our 41st year in Minor Hockey. We continue to believe in hockey excellence. **“Moulding Our Future, One Player at a Time”** is a good way of summarizing our mission.

We believe our organization is about all the characteristics that are associated with excellence. As a Club, we stress fair play, sportsmanship and dedication. In return, we expect our team staff, parents, spectators and most of all our players, to display the same characteristics. The game of hockey requires a great deal of intelligence, athletic skill, mental toughness, physical strength and a competitive nature that knows how to win with humility and lose with dignity. Winning may seem important to many, but we don’t view winning as the only measure of a successful season. We view these other values and life lessons that come from participating in the game as our measure of success.

Our decisions will reflect the same common sense approach that has guided us since our inception in 1977. Our Philosophy is **“Do it for the Kids”**. We expect this philosophy will continue to permeate the entire organization for many years to come.

### **1.2 The Rules of Operation**

These Rules are intended to set out the current policies of the Club that 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. Notice of any changes and/or additions will be given to Team Officials and, when appropriate, directly to parents/guardians on a timely basis.

### **1.3 The Club Status**

#### **1.3.1 The Club’s legal status**

The Mississauga Terriers Hockey Club (the “Club”) was incorporated as a non-share capital corporation (also referred to as a not-for-profit corporation) by Letters Patent issued by the Province of Ontario on December 13, 1979 as Ontario Corporation 433650. The Club operates under these Rules of Operation, its Bylaws and the rules of the Greater Toronto Hockey League (the “GTHL”).

### **1.3.2 The Club's Bylaws**

The Club operates its business based on Bylaws initially enacted on May 1, 1980 and amended as required on April 2, 2000, again on July 19, 2011 and on April 28, 2015.

### **1.3.3 Club Directors and Officials (as outlined in the Bylaws)**

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

The Club's Board of Directors is primarily responsible for establishing and monitoring the overall operational philosophy and direction of the organization. Club Directors are elected by the Club Officers for a one (1) year term and are provided with voting status for matters concerning the overall operational direction of the Club.

Club Officers are appointed by the Board of Directors for a one (1) year term, and are responsible for administering the day-to-day operations of the Club and its Teams in conjunction with the operating philosophies and mandates as set out by the Board of Directors and all other matters in any way relating to the GTHL, its members, other hockey organizations and governing bodies. Club Officers are provided with voting status on matters concerning the administrative day-to-day operation of the Club and its Teams.

Club Officers and their Affiliate Members must be approved by the Board of Directors. The role of an Affiliate Member (ie: bingo, event and tournament activities) is to assist in the administration of the organization as directed by the Club Officers. Affiliate Members have non-voting status and serve for a one (1) year term. Players, parents and coaching staff are deemed to be Associate Members and similar to Affiliates, do not have voting status.

### **1.3.4 The Club's Teams**

Unless otherwise determined by the Club or the GTHL, the Club will register and operate nine (9) teams in the AA division of the GTHL, comprising the following: Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget Junior and Midget Senior. Each referred to in these Rules as the "Team".

## 1.4 Registration Fee Schedule

### 1.4.1. Payment Policy

Players will be required to pay an annual Registration Fee as follows:

* Players (first or only player per family)	\$ 1350
* Goaltenders	\$ 1200
* Players (additional players per family)	\$ 900

Registration fee payments will be made to the Team Manager in two (2) equal installments. The first installment will be at the final tryout by May 15, 2017. The second installment will be a post-dated cheque dated no later than June 1, 2017.

If a parent or player is given fair warning to provide payment in full according to these installment dates, and elects to withhold payment, without a proper reason, then the General Manager and the head coach will decide a course of action, which may include suspension of playing privileges or removal from the team.

### 1.4.2. Registration Fee Refund Policy:

#### a) Up To Midnight November 15<sup>th</sup>

If registration fees have been paid to the Club and/or Team and that player is released or voluntarily leaves the team for any reason, any time up to and including midnight November 15th, that player shall receive a rebate based on the following criteria.

<u>Date</u>	<u>Voluntary Requests Release</u>	<u>Released by Team</u>
Prior to Sept. 1	75%	100%
Prior to October 1	25%	50%
Prior to November 15	25%	25%
After November 15	0%	0%

Rebates for Club Registration Fees will not be unreasonably withheld provided the player/parent has returned all items supplied by the Club in a condition acceptable to the Club. The coaching staff must notify the General Manager in writing, of the last date the player played. All team monies and sponsorship monies raised over and above the registration fee are not refundable. Details regarding team monies and sponsorship monies are covered in section 13.1.3.

## **b) After Midnight November 15th**

If a player is successful in securing a release from the GTHL after November 15, no refund of Club registration fee, sponsorship monies or team monies will be made.

## **2.0 Team Code**

### **2.1 Team Arena Passes**

Team arena passes have been removed due to the inception of the GTHL Player Registration Fee (PRF). Anyone may enter an arena, at no charge, to watch a game. That said, if a member of the team staff resides in Mississauga they must have completed a recent Mandatory FORM "A" Vulnerable Sector Police Records Search prior to being allowed on the bench. Likewise, team staff residing in Halton or Toronto will also be required to complete the appropriate Vulnerable Sector Police Records Search prior to being allowed on the bench. The Police Records search are renewable every three (3) years.

### **2.2 Policies and Procedures**

It is the responsibility of each Team Official to learn the Club's policies and procedures as outlined in these Rules and to pass them on to their respective parents, spectators and players. All policies and procedures are expected to be followed at all times. Failure to do so may result in suspension or termination of those individuals found to be in default

### **2.3 Team Staff**

Each Head Coach is appointed by the General Manager and is responsible for appointing Team Officials. Each team requires a Head Coach, two (2) Assistant Coaches, a Manager and a Trainer. The minimum requirement is a Head Coach, a Trainer and a Manager. Final approval to card all Team Officials is that of the General Manager. All carded team staff will undergo a recent MANDATORY Vulnerable Sector Police Records Search as described above.

### **2.4 Communication**

The Head Coach is responsible for the conduct of his team, including staff, players, parents, family and friends. The Club will communicate its business directly to the Head Coach and in some cases will include the team Manager.

### **2.5 Certification**

All Team Officials must be certified according to GTHL certification standards. No head coach, assistant coach, trainer or manager is allowed on the bench until he has completed all required courses. Each team must have a certified coach and trainer on the bench at all times.

The Club will reimburse the cost for all courses required by the GTHL for coaches, trainers and managers to be certified.



## **2.6 Conduct**

All Team Officials must show respect for each player and parent at all times. Team officials must also show respect and sportsmanship for game officials, opposing teams, and their support base. All Team Officials are considered representatives of the Club and as such are expected to set a good example both on and off the ice. If, in the opinion of the General Manager, a Team Official conducts him or herself in a manner detrimental to the Mississauga Terrier Code of Conduct, that Team official may be suspended for a period of time, based on the nature of such conduct. This code of conduct extends to on-line chat rooms and associated internet websites. All suspensions will be documented in writing by the General Manager. Failure to abide by any of these rules may result in further disciplinary action including suspension and/or expulsion from the Mississauga Terriers.

## **2.7 GTHL Rules and Regulations**

It is the responsibility of the Head Coach and his staff, to be aware of and to abide by the GTHL Rules and Regulations as provided in the then current GTHL Yearbook.

## **3.0 Parent or Guardian Code**

All references to parents will also include guardian where required.

### **3.1 Policies and Procedures**

All parents shall adhere to the Clubs policies and procedures as outlined in these Rules of Operation. Failure to make payments in full as requested by the Club and/or the Team, in the time allotted, may result in disciplinary action for either the parent and/or the player as determined by the General Manager.

### **3.2 Conduct**

Parents and other family members and spectators, Team Officials, Club Officials and players are expected to behave in a sportsmanlike manner at all times. Cheering during games should be directed towards our team in a positive manner. Negative or derogatory cheering directed towards our team staff or players, opposing teams (including players, staff and fans) and/or game officials will not be tolerated. We will not tolerate abusive, profane or discriminatory language that is directed at another person. This includes on-line internet chat rooms and associated internet websites. Any act of physical violence or threat of physical violence will not be tolerated. No one shall engage in any act that brings the Club and the GTHL into disrepute.

### **3.3 Disciplinary Action**

Failure to comply with the above rules may result in disciplinary action which may include a suspension of arena (game and practice) privileges and/or suspension of playing privileges for their son or daughter or removal from the team, as determined by the General Manager.

## **4.0 Player's Code**

### **4.1 Respect**

Players will show respect for all Club Officials, Team Officials, Game Officials, opposing players and coaching staff, and all spectators at all times.

### **4.2 Rules and Regulations**

Players will abide by all Team, Club and GTHL rules.

### **4.3 Policies and Procedures**

Players will abide by Club policies and procedures as outlined in these Rules of Operation.

### **4.4 Conduct**

Players are expected to behave in a sportsmanlike manner at all times. That includes both on and off ice behavior. When representing the Terriers in off-ice activities, every player must conduct themselves in a respectful manner. During games, all communications should be directed towards his/her own team in a positive manner. Negative or derogatory remarks directed towards team members, opposing teams (including players, staff and fans) and/or game officials will not be tolerated. We will not tolerate abusive, profane or discriminatory language that is directed at another person. We understand that emotions may run high as games are played, but it is the responsibility of each player to contain and control his/her emotions so he/she does not place the team in a position of playing shorthanded due to unnecessary and unwarranted suspensions. Poor decisions and poor behavior places the team and the Club in a negative state.

This code of conduct also applies to on-line internet chat rooms and associated internet websites. Any act of physical violence or threat of physical violence in person or on-line, or any act that would be deemed as abusive, will not be tolerated. No player shall engage in any act that brings the Club and the GTHL into disrepute.

### **4.5 Disciplinary Actions**

Failure to do so may result in disciplinary action which may include suspension of playing privileges or removal from the team, as determined by the General Manager.

## **5.0 Dress Code**

### **5.1 Nature of Code**

The dress code outlines the standard of dress to which teams are expected to adhere to while representing the Club in all league, playoff, tournament and exhibition games. Dress codes set a positive image for the organization. Failure to adhere to proper dress codes may result in disciplinary action. Continued dress code infractions, may result in suspensions or removal from the Team.

At a minimum, all Team Officials, executive and players are expected to wear the then current Terrier apparel (which includes hats and coats) when in the arenas and when representing the Club. Individual teams may require additional dress codes (IE: dress shirt and tie) in addition to these codes.

### **5.2 Club Jackets**

Newly carded members of the coaching staff (maximum 5 per team) will receive a Terriers winter jacket, at no cost. Newly carded coaching staff will be provided (on a loaned basis) winter and/or track suit jackets prior to tryouts to ensure Terrier uniformity at the tryouts.

Additional winter jackets will be available to other coaches and managers at cost and at team or individual expense.

A winter team jacket is available to all players and parents at cost or at a previously agreed upon price. Players are not required to purchase a new jacket every year, if the old jacket style remains the same and the quality of their current jacket is acceptable. The same jacket policy applies to returning coaches. The design of the winter jackets will be approved by the Equipment Manager and the General Manager of the Mississauga Terriers and must be the same for all teams.

Jacket sizing for players and others, will typically take place at tryouts or shortly thereafter. One half of the cost of the jacket is due at the sizing and the remainder is due upon delivery. The Team Manager will be responsible for managing all issues pertaining to the sizing of the jackets.

## **6.0 Volunteer Activities**

### **6.1 Tournament Activities**

Each team will be required to provide volunteers for the Mississauga Early Bird in September and any other tournaments the Terriers may be involved with. Schedules and duties will be provided well in advance of this tournament to ensure we are represented properly and professionally. Failure to fulfill team volunteer duties may result in a team fine as determined by the General Manager. Students who are age eligible, wanting to acquire community service time are welcome and encouraged to volunteer for Terrier activities.

#### **6.1.1 Regular Season Tournaments**

All teams are allowed to enter a maximum of three (3) sanctioned tournaments per year, provided they submit the required tournament application forms in a timely manner and are given to the General Manager for approval and submission to the GTHL.

The three tournaments do not include sanctioned tournaments prior to the season (IE: Mississauga Early Bird), Christmas Tournaments or late season tournaments after a team is out of the playoffs. Only two Terrier teams are allowed to compete in tournaments in either Canada or the U.S., during the U.S. Thanksgiving holiday and the Canadian Thanksgiving holiday. The approval of this tournament will be granted by the General Manager and is based on a year to year rotating basis by age group.

#### **6.1.2 Mississauga Early Bird Tournament**

Each Terrier team will be automatically entered into the Mississauga Early Bird Tournament. Each team must allow for this expense (estimated at \$700) in their annual budget. The Club will subsidize the balance of the Early Bird Registration Fee.

The Terriers help organize the Early Bird Tournament. The other organizations in partnership with the Terriers are the Mississauga North Stars, the Mississauga Jets and the Mississauga Braves. As a result, each team that is entered in the tournament is required to provide a list of volunteers to assist in organizing and running the tournament. This tournament runs for one (1) week and occurs in early September.

#### **6.1.3 The Terry Terrier Tournament**

The Mississauga Terriers Hockey Club has decided to suspend Terry Terrier Tournament activities until further notice.

## **6.1.4 Silver Stick and OHF Tournaments**

The Club will pay the tournament registration fee for any team that qualifies through the regional play downs for the Silver Stick finals. The Club will also contribute to the costs incurred when a team qualifies for an OHF Championship. The amount will be determined based on costs such as travel, accommodations and recognition awards (ie: Championship Rings)

## **6.2 Bingo Activities**

Bingo is one of the major fundraising activities for the Mississauga Terriers Hockey Club. In lieu of parents having to volunteer for Terrier Bingos, each team will pay \$400 to the Club by September 1<sup>st</sup>. This payment will cover part of the cost of the expenses incurred by the Club, to add personnel to properly cover the increased workload at our Bingos.

## **7.0 Other Activities and Benefits**

### **7.1 Referee's Fees**

The Club will pay the cost of all referee's fees including playoffs. Referee's fees for the Clancy and Founders Cup year end tournaments will be the responsibility of the team. Failure to prepare and submit a budget and/or a financial statement to the Club or to the parents of the team, in a timely manner as outlined in section 13.2.2 of this document, will result in the withholding of referee's fees by the Club.

### **7.2 Joe Schembri Scholarship**

Each year the Club will select a Terrier player who is with the Bantam, Minor Midget, Midget Junior or Midget Senior team to be the recipient of the Joe Schembri Scholarship. The award will be for no less than \$2,000. Eligible players will receive an information package outlining application details, rules and policies pertaining to the Scholarship, in the January timeframe. Details of the information package may be found under separate cover from these Rules of Operation.

### **7.3 John Vella Volunteer of the Year Award**

In memory of John Vella, who was a Terrier Director from 1982 to 2009, and who passed away in February 2009, the Mississauga Terriers will select one outstanding volunteer every year, from the organization, who exemplifies the values and dedication that John exhibited during his tenure with the Terriers. The recipient may be chosen from the team coaching staff, Club affiliates or may be a team parent. The Directors of the Mississauga Terriers will determine the recipient and that recipient will be recognized in an appropriate manner for their contribution at the annual year end banquet.

## **7.4 Goalie Instruction Assistance**

Goalie instruction and its related costs will be the responsibility of each team.

## **7.5 Team and Individual Pictures**

The Club will provide team and individual photos to each player at no cost. The official team photographer will be assigned by the Club. The costs to provide a plaque with a team picture or a gift to each of the team sponsors will be the responsibility of that team.

## **7.6 Year End Banquet**

The Club will provide a year-end banquet (usually the first or second week of April) at no cost for the players and the team officials. Parents, friends and siblings over 12 years old will be charged \$20. Monies will be collected at the Banquet by the team managers and given to the Treasurer. All trophies (if applicable) and other gifts will be provided at the expense of the Club.

## **7.7 Halloween Dinner and Dance**

The Club will host an annual Halloween Dinner and Dance for all Team Officials and parents. Each team will be responsible for commitments for thirty-six (36) tickets at \$50 each for a total of \$1800, payable by September 30. This event acts as a fundraiser for the Club and for every team, because each Team gets to participate in a silent auction at the dance. All proceeds from the silent auction go directly to the Team involved.

## **7.8 Five (5) Year Rings and Life Time Terrier Player Awards**

The Club will provide a five-year, 10 carot gold ring to players, team officials, members, officers and directors at no cost, who have been carded with the organization for five consecutive years. At no time will these rings be made available to anyone within or outside the organization unless they have qualified as a 5 year member. A "Life Time Terriers Award" is an inscribed Gold Watch, and will be given to any player who has played with the Terriers for nine (9) consecutive years.

## **7.9 Player Insurance**

All 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 for your review at the GTHL office.

## **8.0 Player's Equipment and Merchandise**

### **8.1 Equipment Provided at Terrier Expense**

All gear provided by the Terriers must be used by the player, unless a suitable explanation is provided to the Club in writing, prior to its use. Terrier equipment (including logos) may not be altered in any way, without the prior consent of the General Manager and the Equipment Manager. All Terrier merchandise must be approved by the Equipment Manager and the General Manager prior to purchase. At no time will a team be permitted to design and purchase their own Terrier merchandise without consent from the Equipment Manager or the General Manager. All equipment listed below will be "custom-fitted" and approved prior to purchase by the player's parent. The Terriers will provide the following equipment:

- a. Home and Away jerseys and socks including name patches. Each player may choose their own jersey number, from 1 – 99, or as approved by the Terriers. Players will keep both jerseys at year end.
- b. A practice jersey and practice socks. Players will keep these at year end.
- c. Equipment bag. Every bag will have a Terrier logo and the player's number on it or on an attached tag. If desired Roller bags are optional with the difference in cost to be borne by the player or team. New Terriers will be given a new bag while existing players may replace their bag based strictly on quality and condition as determined by the Equipment Manager..

### **8.2 Equipment Provided at Player Expense**

The following equipment must be purchased from a Terrier approved vendor, at the player's expense. Equipment selection, especially pants, must be from approved vendors only, to ensure quality and colour coordination. All equipment approved for purchase by the Terriers is CSA approved. .

- a. Gloves – Navy or Royal Blue. Players may use their existing Terrier gloves
- b. Pants or Cover Ups – Royal Blue - Different models of pants may be offered by Terrier vendors. Should a player want to use their own pants which may be a different colour than Terrier pants, the player will be required to purchase cover-ups from a Terrier vendor.
- c. Helmets – Royal Blue – Players may use their existing Terrier helmet

### **8.3 Terrier Selected Vendors**

All players and team managers will purchase Terrier equipment from our Terrier Selected Vendors. The quality of the equipment will be at a high standard (CSA Approved) for all concerned to ensure uniformity and proper protection. The Equipment Manager, team manager and vendors will schedule team and individual appointments as required to ensure timely delivery at a high level of customer care. The Terrier vendors will provide the equipment as listed below. For example, players can only purchase gloves from the selected vendor (West Star) as shown below. Without exception, those vendors are:

- a. Authentic Sports – Frank Russo – 416-460-5493
  - a. All Terrier merchandise including, winter and summer jackets, track suits, hoodies, t-shirts, golf shirts, mock turtle necks, hats, toques, etc.
  - b. Practice jerseys and socks
  
- b. West Star Athletics – Robin Tateyama – 905-820-9428
  - a. Home and away game jerseys and socks
  - b. Helmets
  - c. Gloves
  - d. Pants and goalie cover-ups

All other equipment, such as skates, sticks and under garments and other protective equipment may be purchased at vendors of your choice.



## **8.4 Equipment Return**

At the end of the season, all players will keep their game jerseys and socks, practice jerseys and socks. Equipment bags will only be replaced based on their quality and condition.

## **8.5 Care and Maintenance of Team Equipment**

### **8.5.1 Patches (GTHL Patches, Player's Names, Numbers and Sponsor Names)**

A maximum of two sponsor patches are allowed. The Equipment Manager must approve the location and size of the sponsor patch. The cost of GTHL patches, player's names and numbers will be the responsibility of the Club. Sponsor patches will be the responsibility of the team.

### **8.5.2. Modifications**

At no time may a sweater be modified or may patches be added or removed, without the approval of the Equipment Manager. Players are not allowed to alter other Terrier equipment such as helmets and gloves etc.

### **8.5.3. Placement of Patches**

If a team chooses to have two patches on a sweater, the player's name will be on the top patch (above the number) and the sponsor's name will be on the bottom (below the number). If a team chooses to have only one patch on a sweater, (either a player's name or a sponsor's name) it must be placed as a top patch. Only West Star has the authority to apply or alter patches.

### **8.5.4. Sweater Bags**

Players will be allowed to take their own jerseys home. Should the player show up to a game and forget their jersey at home, and there is no extra replacement jersey, then that player will not be allowed to play. The Terriers reserve the right to remind players and parents of their responsibilities when it relates to the care, cleanliness and quality of the player's jersey and other Terrier equipment.

Jerseys (and all equipment for that matter) must be laundered on a regular basis. Jerseys should be placed on plastic hangers and carried in a separate hanger bag to maintain their quality.

### **8.5.5. Responsibilities**

The Equipment Manager must handle all matters dealing with equipment and merchandise. Each Team Manager will be responsible for each team's equipment and merchandising needs.

- a) Equipment for the season will be available mid to late July.
- b) Terrier jerseys/socks/pants/gloves cannot be altered in any manner
- c) Game socks must not be worn at practices.

To ensure consistency and quality, the Equipment Manager must first approve all sponsorship cresting on all equipment. Purchases that involve the use of the Terriers name or logo must be approved by the Equipment Manager and only purchased from the Terrier Selected Vendors. For example, the General Manager or the Equipment Manager must first approve the purchase of caps, t-shirts, sweaters, tracksuits, etc. that use the Terriers logo. In order to ensure consistency, each team will acquire this additional Terrier apparel and merchandise, as described in the Terrier Apparel Brochure and from the Terrier Selected Vendor. No other apparel or merchandise supplier shall be used without the consent of the Equipment Manager.

One-off orders for merchandise for individual players or their families, will be directed to the team manager and included in group orders. Payment for such orders will be collected through the team manager. For example, when a parent purchases a hoodie, 2 T's and a toque, the team manager will be informed and the parent will make payment for the order to the team. The team in turn, will pay the Club and the Club will pay the vendor.

### **9.0 Club Logo**

The Mississauga Terriers Hockey Club owns the rights to the Club Logo. No individual or team or other organization shall use the Logo without the consent of the Mississauga Terriers. If consent is provided, the Logo shall not be altered in any way.

### **10.0 Practice Ice Time**

The Club will allocate at its own expense, approximately one and half (1 ½) hours per team per week. Practice times may vary to accommodate team requests and schedules. Additional practice ice times may be arranged by the teams or by the Club and will be at the expense of the team. Teams may not, unless authorized by the Club, sell their Terrier practice ice to other Terrier teams or teams from other Clubs. Should this occur, the monies received will be given to the Club. Should the Club arrange for additional practice ice, it may sell this ice to the Teams at cost. Teams may sell their team purchased ice to other teams from other Clubs, provided they realize the contract is in their name and they remain responsible and liable for any damages or incidents that take place. Teams must use their allocated and purchased practice ice times. Unused Terrier practice ice is not acceptable and teams may be required to pay a penalty to the Club for unused ice. Once a team has been eliminated from the playoffs, all Terrier assigned practice ice will be returned to the Club for re-assignment to teams in the playoffs.

## **11.0 Game Ice Time**

### **11.1 Decisions**

The Head Coach has the final say on how much ice time a player is to receive in any game. A variety of different situations, both on and off the ice, may dictate the amount of ice time a player receives. The General Manager and all members of the Club Executive have no say into the amount of ice time a player receives. The head coach will outline his ice time policy at the initial team meeting at tryouts and throughout the year.

## **12.0 Use of Affiliated Players (AP's)**

### **12.1 Affiliated Players and Games**

The following teams may be affiliated to each other: MHL Novice Gold or MHL Minor Atom A (TBD) to the Terriers Minor Atom team. This may apply to all age groups and will be decided prior to the season beginning. Terrier teams not affiliated with an MHL team, will affiliate with the teams above and below them. For example, Minor Atom to Atom; Atom to Minor Pee wee; Minor Pee wee to Pee wee; Pee wee to Minor Bantam; Minor Bantam to Bantam; Bantam to Minor Midget, Minor Midget to Midget Junior and Midget Junior to Midget Senior (if applicable).

We strongly encourage coaches to establish relationships with their affiliate team and use affiliated players. Players and Head Coaches will adhere to the Affiliated Player rules as outlined in the GTHL Yearbook, pertaining to call-ups throughout the season. Permission for call-ups will only be granted by the head coach of the younger team. Likewise, requests for call-ups will be the responsibility of the head coach of the older team. At no time will coaches and parents make call-up arrangements without the permission of the other coach.

## **13.0 Team Finances**

### **13.1 Official Team Budgets**

#### **13.1.1. Budget Approval**

All Team budgets must first be presented to the General Manager and Treasurer for approval prior to presentation to Team parents. Once approval has been given by the General Manager Team budgets are then to be presented to the parents prior to or at the time of signing their son/daughters player's registration card. The parent will confirm their approval and acceptance of the budget in writing by signing an Acknowledgement Form provided by the Club.

### **13.1.2. Team Budget Limits**

Each team must set a budget before the season begins. The budget must be presented to parents before any registration card is signed. Each parent must verify in writing that they have seen and accept the budget. It is also understood that during tryouts it is difficult to set a precise budget. Some factors, such as the amount of ice or the cost of ice, could change. If there are changes to the budget the parents must be made aware of these changes by September 15. These changes must be accepted by two-thirds of team parents. An appropriate annual budget to operate a team would be in the range of \$32,000 to \$40,000 (excluding Registration Fees). Beginning in 2016, the Club replaced the \$2000 GTHL Team Assessment fee, which was passed on to the teams, with a Terrier Administration Fee for the same amount. Other Club related budget considerations include \$400 for Bingo, \$1800 for the Annual Halloween Dance, and 50% of the team registration fee for the Mississauga Early Bird Tournament, or approximately \$700.

Any of these costs owing to the Club, may be applied to payments owing to the team from the Terriers (such as Referee Fees) to simplify the number of cheques moving between the teams and the Club. These fees will be due and payable by September 1<sup>st</sup> of that playing year.

### **13.1.3. Fundraising, Donations and Sponsorship Monies**

The General Manager and Treasurer must review all fundraising plans prior to implementation. All fundraising efforts must be in accordance with municipal by-laws and regulations. Some fundraising may require a City of Mississauga or Province of Ontario license. It is normal practice for Teams to require parents to raise funds either directly, or through team activities or through team sponsorships. All fundraising, be it direct from the parents, team activities or from corporate donations and/or corporate or personal sponsorship activities will be deemed as Team Monies. Team Monies must be itemized and accounted for, to all team parents and the Club per the financial reporting requirements of the Club.

Teams retain all Team Monies from parents, sponsorships, donations and fundraising activities and as such, all Team Monies, unlike Registration Fees, are not subject to refund, regardless if a player is released or leaves the Team voluntarily. Every team's annual budget is based on the amount of Team Monies collected. Therefore, all Team Monies have been accounted for and allocated solely for team related activities from the Tryout period to the end of the season. Regardless of whether a player leaves the team or not, these monies are spoken for, so a refund is not possible. Club fundraising (versus Team fundraising) is accomplished through our weekly Bingos, Club activities such as tournaments, dances and banquets and other events, which also serve as fundraising activities. Team coaches and managers are responsible for scheduling and monitoring attendance at these activities.

## **13.2. Team Bank Accounts**

### **13.2.1. Access to Team Bank Account**

No one Team Official shall have sole access to the Team bank account. Team bank accounts will be set up each year for each team. The Club will provide a cover letter to the bank on behalf of the team to endorse the opening of an account. Each team will require a minimum of two (2) signing officers, although three (3) is preferred. Signatures to the Team bank account and all cheques are to be a Team Official, and one (1) parent who is not related to the Team Official. All financial transactions in the account must be made by cheque to ensure proper record keeping. If any Team is found to have disobeyed the above policies, those involved will be immediately suspended and an investigation pertaining to the issue will be launched.

### **13.2.2. Financial Statements**

These statements are to first be approved by the General Manager and Treasurer. A financial reporting template (MS Excel) will be provided to each team by the Club, and will act as the official format to provide financial reporting. Financial statements are to be handed out to parents and filed with the Club three (3) times per year as follows:

- a) Prior to signing at tryouts, a team budget will be presented and approved
- b) On December 15, and at year end at your last team function.

Failure to prepare and submit a budget and/or a financial statement to the Club or to the parents of the team in a timely manner will result in the withholding of referee's fees from the Club

Any and all changes to the budget throughout the year must be communicated to the parents. At the end of the year, the team will create a "zero balance" in their bank account. Because all teams will experience player turnover, funds will not be carried over to the following year. As stated in 13.1.3 above, all monies collected by the team, whether they are deemed donations or sponsorship funding, are classified as team monies and are not classified as Club monies. It is the responsibility of the team to spend all monies raised on team activities. Any fines or penalties levied by the GTHL, such as Hearing fees, arena damage or too few players on the bench, that are the result of the actions of a team, will be the responsibility of that team and will covered by that team in their budget. If, for any reason, there are funds remaining at the end of the season, at the discretion of the team, the balance will be dispersed in a fair and equitable manner to the families no later than 3 weeks following the team's last game.

## **14.0 Payments to Club and Team Officials**

### **14.1. Payments for Expenses to Club and Team Officials**

Payments may be paid to Club Directors, Club Officers and Club Affiliates to cover expenses incurred such as gas money for transportation to and from Terrier activities. Club Officials may receive compensation for services rendered. Club Associates such as players, parents and coaches are not eligible for payment for services rendered. Team Officials may qualify for minor expense reimbursement, paid by the team, as approved by the team and the General Manager and Treasurer. The General Manager must be alerted to this reimbursement prior to the first team budget submission at tryouts.

### **14.2. Club and Team Suppliers**

As noted above in 8.4.5, the Club will contract with selected vendors for all equipment, apparel and merchandise suppliers. Each team will deal directly with the Equipment Manager and selected suppliers for all merchandising items. No Club or Team Official or relative will be allowed to profit from the provision of goods and services to the Club or Team unless it is clearly disclosed in writing to the parents and players at the initial team meeting.

## **15.0 Dispute Resolution Procedures**

### **15.1 Complaints against the Team**

To avoid emotional outbursts and unacceptable behavior at both games and practices, the “24 Hour Rule” is in force for all parents and players. This requires you to wait a period of 24 hours before making your concerns known to the appropriate party. If a parent, guardian or player has observed the 24 hour rule, he/she is to first approach the Head Coach 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 General Manager.

The Head Coach will set a meeting or conference call to discuss the dispute with the appropriate parties within 48 hours of receipt of the complaint in writing. If the issue cannot be settled, the Head Coach will bring it to the attention of the Club General Manager for resolution. If the General Manager cannot resolve the complaint, the General Manager will call a meeting of a Executive Committee of the Board of Directors to resolve the dispute. In all cases, proper hierarchical protocol will be adhered to. Direct contact with the GTHL or the Club’s General Manager by a parent or Team Official (other than the Head Coach or Team Manager) without following proper protocol is not allowed. Should someone make direct contact with anyone from the GTHL, they will be re-directed to the General Manager for review.

## **15.2. Complaints Against the Club**

Complaints against the Club are to be made in writing by email or mailed to the attention of the Mississauga Terriers General Manager at 4135 Tapestry Trail, Mississauga, Ontario, L4W 4E4. All disputes shall receive a minimum of a written reply within 48 hours of receipt.

## **16.0 The Mississauga Terriers Official Website and Media Programs**

The Official website of the Mississauga Terriers is: [www.mississaugaterriers.com](http://www.mississaugaterriers.com). Teams are strongly encouraged to utilize the website by providing pictures and stories on a regular basis. The Terriers may also provide information sharing via, Twitter, Instagram, Facebook and other social media vehicles. The Mississauga Terriers will abide by and enforce any rules and/or guidelines set forth by the GTHL as summarized in their published GTHL Social Media Policy.

## **17.0 Team Meetings**

Teams are expected to hold a minimum of two parent meetings per year. One must coincide with the distribution of the team budgets and these Rules of Operation at the time of signing at tryouts. The other will be at the discretion of the Head Coach, but should coincide with the delivery of the team budgets. Other team meetings involving players and parents are strongly encouraged throughout the year to promote open communication, camaraderie and team spirit.

## **18.0 Team Rules**

Individual Teams may have their own Team rules, provided they do not override the Club Rules of Operation as outlined in this document or in the Club's Bylaws. These Team rules are to be presented to and approved by the General Manager prior to their presentation to team parents. All Team Rules must be explained to the parents in detail. At all times, if there is a dispute regarding an interpretation of Team rules versus Club rules, the Club rules will prevail.

## **19.0. Permissions to Skate and Releases**

### **19.1. Permissions to Skate with Other GTHL and OMHA Teams**

Requirements for Permissions to Skate (PTS) and Releases for players going to or coming from other GTHL clubs or OMHA clubs such as Oakville and Brampton, that are considered as Lake Ontario Region (LOR), will strictly comply with the then current Ontario Hockey Federation (OHF) rules. Mississauga Hockey League (MHL) players, providing they live in Mississauga, do not require a PTS or a release if they are joining the GTHL for the first time.

PTS forms and Release forms must be signed by the General Manager (not the coach) of the club, (ie: MOHA, Brampton, Mississauga Terriers), and will only be issued once the GTHL distributes the HCR cards (typically in the first week of April).

## **19.2. Permissions to Skate with Junior Teams**

Permissions to skate with Tier II, Jr B or Jr C are only granted by the General Manager.

## **19.3. Releases**

### **19.3.1 “Held Up” List**

The Club will submit to the GTHL, prior to the designated time, a list of players to be “Held Up” for registering with another team in the following year, if their equipment has not been returned in a condition acceptable to the Equipment Manager, and/or if they have outstanding Team or Club fees that must be paid.

### **19.3.2. Player Releases**

See section 19.1 above.

### **19.3.3 Coach and Team Staff Releases**

All Team Staff must sign a MANDATORY GTHL Team Official Commitment Form which can be found under separate cover and will be distributed to all team staff prior to registering the team. When dealing with releases for Team Staff (Officials), the GTHL Rule 7.15 will apply. Rule 7.15 is outlined below and also forms part of the GTHL Team Official Commitment Form.

If coaches, trainers and/or team managers are coming from other GTHL teams, the MHL or the LOR (OMHA), they will require a release from their organization to coach with the Terriers. In this case, the same GTHL Rule 7.15 will apply.

Rule 7.15 states:

**Restriction on Team Officials Changing Clubs.** A person who is registered as a Team Official in one season may not, without the consent of the Club, Division or Affiliated Group with which such person is registered as a Team Official, be registered or appear on the bench in the immediately following season as a Team Official for a Team in the immediately higher age division of another Club, Division or Affiliated Group. In the case of Midget and Under 21AAA, this restriction also applies to Teams in the same age division. The consent of a Club, Division or Affiliated Group required by this Rule 7.15 must be provided in writing, signed by a Club Official or by an official of the Division or Affiliated Group to the email address of the League Office. A Club, Division or Affiliated Group may withhold its consent in its sole and absolute discretion, except that a Board or a Special Committee may grant relief from this Rule 7.15 in exceptional circumstances.”



## **Appendix A – Club Directors, Officers and Affiliates**

### **Club Directors**

Jack Brooks, Ken Wolff, John Debling, Mike Loschiavo, John O’Flaherty

### **Club Officers and Affiliates**

Jack Brooks (CEO/General Manager), Ken Wolff (President/Secretary), John O’Flaherty (VP Finance/Treasurer), John Debling (Vice President, Bingo and Co-Chair Schembri Scholarship), Mike Loschiavo (VP Early Bird Chair, Coaching Development, Equipment and Merchandise and Chair Schembri Scholarship ), Ray Heslop (Registrar), Piera Cappello (Events Manager and Early Bird), Lori Johnston (Bingo and Early Bird), Tyler Johnston, (Bingo and Early Bird), Kathi Melo (Bingo and Early Bird), Mariola Andruski (Bingo and Early Bird)

### **Club Director Contact Information**

CEO/General Manager	Jack Brooks	647-226-5355	<a href="mailto:jackbrooks33@yahoo.com">jackbrooks33@yahoo.com</a>
President/Secretary	Ken Wolff	905-828-9253	<a href="mailto:wolffk@sympatico.ca">wolffk@sympatico.ca</a>
VP Player Development	Mike Loschiavo	905-890-7092	m_loschiavo@rogers.com
Vice President	John Debling	416-742-4866	<a href="mailto:jd4866@rogers.com">jd4866@rogers.com</a>
VP/Treasurer	John O’Flaherty	905-827-4797	johnnyoflaherty@gmail.com