



**TORONTO
WOLVERINES
CLUB HANDBOOK
AND RULES OF
OPERATION**

APRIL 2012



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SECTION 1: WOLVERINES' MISSION STATEMENT

To pursue the development of children, not solely as hockey players, but as people, sharing our core values of commitment, discipline, professionalism, work ethic, team work, sharing, growing, mutual respect, integrity, loyalty, and fun and to be the place to play hockey, because of what we stand for, because of what we offer to players, coaches and parents, and because we care.

SECTION 2: THESE RULES OF OPERATION

These Rules, which will be reviewed by the Club and its directors on an annual basis are intended to set out the current policies of the Club, which will be applicable to the Teams, its players, Team Officials, parents/guardians, volunteers, employees, chaperones or any other person who is in any way affiliated with the Club or any of its Teams 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.

SECTION 3: THE CLUB

3.1. The Club's legal status

Wolverines Hockey Club, which controls the Wolverines (the "Club") was incorporated as a non-share capital not-for-profit corporation by Letters Patent issued by the Province of Ontario 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 Officials' performance of their duties and responsibilities.

Club Directors have no direct responsibility for liaising or interacting with Team Officials and parents/guardian 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. The Club's Teams

Unless otherwise determined by the Club or the GTHL, the Club will register and operate 8 teams in each of the A and AA divisions of the GTHL, comprising the following: Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, and 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, through a selection committee 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 throughout the year and based on input from the parents of the players through an evaluation form, a copy of which is attached as Appendix E.
- (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 ice each week on a regularly scheduled basis. Any additional practice ice required is to be arranged by the Team at its own cost. The Club has the right to require any team that is not participating in either the league playoffs or the Clancy Tournament to return to the Club any practice ice provided by the Club following the completion of the team's last regular season game.
- (f) **Equipment, Gear and Clothing.** Subject to change from time to time, the Club provides each team with Club mandated equipment, gear and clothing including game sweaters, practice jerseys, socks, club jacket, and equipment bag. The Club must pre-approve all sponsorship cresting prior to placement. As a general rule, the Club prohibits sponsorship cresting of any kind on any Club provided equipment or apparel.
- (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.** There shall be no usage of any kind whatsoever of the Club name or logo by any person without the prior written approval of the Club. All logo'd merchandise must be purchased from suppliers approved by the Club.

3.5. Fund raising

(a) General

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.

(b) Club auction and dance event

The Club may hold a dinner dance on a date selected by the Club during each season. Unless otherwise agreed to by the Club, each Team will purchase tickets for such event in a number determined by the Club. Subject to the approval of the Club, Teams shall have the opportunity to raise funds through a Team auction to be held during the dinner dance. Teams, which take advantage of this option, must provide their own items for the auction. All proceeds raised by a Team from the auction shall be retained by it.



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 General Manager or 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. Communication 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) Communication between the Club and Team Officials

Unless otherwise dictated by circumstance 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.

(c) Communication between parents/guardians and the Club

The Club may schedule at least 2 separate meetings with team parents or guardians each year for the purpose of reviewing matters or issues relating to the Team. Notice of the location and time of each such meeting will be given by the Club at least 3 business days prior to the date fixed for such meeting. The first of such meetings will be held before the last day of November and the second of such meetings will be held before the last day of February in each year. Any parent/guardian who wishes to place a matter on the agenda for discussion at a meeting must give notice to the Club through the Team Manager or the Head Coach, at least 5 business days prior to the date of such meeting.

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 two **Assistant Coaches** appointed by the Head Coach, subject to Club approval,
- a **Trainer** appointed by the Head Coach, subject to Club approval, and
- a **Team Manager**, appointed by the Head Coach or parents/guardians representing a majority of the players on the team

(collectively, the "Team Officials").

Each request for appointment as a Team Official shall be accompanied by a resumé 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. **Coaches should not yell or scream at any person, but must demonstrate a high level of integrity and professionalism, as well as mutual respect applied equally to officials, coaches, parents, team-mates, and opponents alike. Coaches should pursue good sportsmanship above all else.**

(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. The Club may require the Head Coach or Manager to issue weekly reports to the GM of the Club.

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) Payments to Team Officials

Any person acting as in his or her capacity as Team Official may receive payment for his or her services and, in addition, may be reimbursed for reasonable expenses incurred in connection with the performance of such services.

Unless otherwise agreed to by parents/guardians representing at least a majority of the players on the team, the Team may not make any payments in respect of fees or reimbursements in excess of the amounts allowed for in the Preliminary Team Budget for such year.

(e) GTHL passes provided

The Club will provide a maximum of 5 arena passes to each Team for their Team Officials at no additional cost. Subject to GTHL rules, each Team may purchase one additional pass at the prevailing rate charged by the GTHL.

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

Although appointed or approved by the Club, neither the Head Coach nor any other Team Official is or should be construed to 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 Official's actions or omissions of any nature or kind, whatsoever and howsoever caused.

Team Officials are not agents of the Club and therefore have no authority to speak for, incur obligations, financial or otherwise, grant any approvals or accede to any requests on behalf of the Club.

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

If a child of a 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 interests of the Team, a warning will be issued to the Head Coach and other Team Officials involved. If such treatment continues, notwithstanding such warning, the Head Coach or other Team Official involved may be suspended or replaced.



4.2. Team meetings

The Head Coach 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 delivery of the team's financial summaries referred to in section 5.5, provided that the second of such meetings will be held before the last day of November and the third of such meetings will be held before the last day of February in each year. The purpose of the meetings will be to review the matters of interest relating to the Team, including its financial affairs.

Additional meetings may be held if requested by the Club, the Head Coach or parents or guardians representing at least 30% of the players.

Notice of the matters to be discussed at each meeting shall be given to one parent/guardian of each player at least 2 days prior to the date of the meeting. Meetings will be held at a location convenient to the majority of the attendees and will be chaired by the Head Coach. The Team Manager will provide to the Club minutes of all Team meetings no later than 5 days following each meeting.

4.3. Sponsorship

Teams are encouraged to solicit support from corporate sponsors in order to reduce the financial burden on parents/guardians. To ensure consistency and quality, the Club must pre-approve all sponsorship cresting. As a general rule, the Club prohibits sponsorship cresting of any kind on any Club provided equipment or apparel.

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. 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 Club 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.

Regardless of such disclosure, any such payments or distributions 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 with a bank satisfactory to the Club. Each Team bank account will have no less than 3 signing officers, including 1 Team Official and at least 2 parents who are unrelated to and independent from any Team Official or Club Official.

All cheques and withdrawals from the Team bank account shall require at least 2 signatures, including the signatures of at least 1 Team Official and 1 of the parents hereinbefore referred to. 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 without prior deduction immediately on receipt.

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, and provided all such expenses and disbursements are properly supported by receipts or invoices.

5.4. Team budgets

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

At least 45 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 Team for that year. Such goods and services will include, without limitation:

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



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

At least 30 days before 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) Preliminary Team Budget - details about payments to Team Officials

If the Team opts to pay its Team Officials in accordance with paragraph 4.1(d) of these Rules, the Preliminary Team Budget must also indicate the:

- amount of the payments and reimbursements to be made to Team Officials
- source of the funding from which the payments and reimbursements will be made, and
- basis on which such payments and reimbursements shall be made.

If the Team is responsible for only a portion of such payments or reimbursements, then only the amount for which the Team is responsible shall be set out in the Preliminary Team Budget and the liability of the Team shall be limited accordingly. The fact that an additional amount(s) may be paid or reimbursed and the source of such payments must be disclosed in the Preliminary Team Budget's explanatory notes, although the amount of such additional payment or reimbursement need not be disclosed.

(d) 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 the player's registration card.

The parent/guardian must acknowledge in writing that he or she has received a copy of the Preliminary Team Budget by submitting a signed Acknowledgment 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.



(e) Changes to the Preliminary Team Budget

No material changes to the Preliminary Team Budget shall be permitted without the prior approval of the Club. Clerical errors are an exception to this requirement.

(f) 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 a majority 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 produce the following separate financial summaries explaining the Team's financial status:

- Team interim financial updates to be distributed on September 15, November 15, and January 15 regarding the Team finances and approved budget, and
- Final, year-end statement of Team revenues/expenses within 4 weeks of the last Team event, which shall be signed by at least 2 of the signing officers referred to in Section 5.2, including 1 of the parents therein referred to.

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 manner as the parents/guardians representing a majority 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 funds 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 and/or guardians of such player.

6.2. Payment of fees

The parents/guardians responsible for each player shall make all payments required of such 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 such payment is received by the Team. As well, interest will be charged on all late payments at the rate of 2% per month on the outstanding balance.

6.3. Standard of conduct

Parents/guardians, coaches and anyone associated with the Club and/or the Teams 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,
- opposing teams,
- game officials, and
- fans and spectators.



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

The Club has also adopted the GTHL's Speak Out policies and procedures, as updated on March 22, 2007, and as may be amended from time to time. Such policies are deemed to be incorporated herein by reference and every player, Team Official, parent, director, officer, volunteer, employee, and chaperone who is in any way affiliated with the Club or any of its Teams is obligated to adhere to and comply with such policies and procedures, as stated therein and those policies that are therein referred to. Failure to comply with such speak out policy or the code of conduct therein referred to may result in disciplinary action, as more fully provided in such speak out policy.

6.4. Sanctions for misconduct

The Club reserves the right to discipline any parent/guardian or coach who violates this standard of behaviour or whose actions, in the opinion of the Club, denigrate, damage or bring into disrepute the image and reputation of the Club or its Club and Team Officials. Such discipline may consist of prohibiting such parent/guardian and/or coach 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, or the termination of such coach as such.

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. Players' obligations

Players shall:

- (a) represent their team with dignity at all reasonable times;
- (b) 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;
- (c) demonstrate respect for their team mates and treat them fairly and equally;
- (d) demonstrate respect for their coaches and other Team Officials;
- (e) make their commitment to the Team, its programs and its goals a major priority;
- (f) attend all games and other events prescribed by the team in accordance with the rules established by the Head Coach from time to time;
- (g) where equipment is provided by the Club or Team, 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;
- (h) abide by the Team dress code at all reasonable times, which includes wearing game socks and jerseys only during games and not at practices; and
- (i) 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, through Hockey Canada maintains insurance, which may be applicable only in certain situations and only in Ontario. Parents and guardians are urged to contact the GTHL and Hockey Canada for an explanation of such coverage.



7.4. Allocation of ice time

The Head Coach shall make all decisions regarding the amount of ice time afforded to a player in the reasonable exercise of his or her discretion, having regard to the best interests of the Team.

Any player denied reasonable ice time, or parent/guardian thereof, shall be entitled to request and obtain an explanation for such decision, without fear or threat of repercussion, provided such request is made in both a civil and appropriate manner.

If a player is denied reasonable ice time on a continuous basis and is not satisfied with the explanation provided by the Head Coach, he or she may request that the issue be referred to the Club for determination in accordance with the procedure set out in section 8 of these Rules. The decision of the Club will be final and binding on all parties.

7.5. Playing and practicing with Affiliated Teams

The following teams are affiliated with each other (subject to change by the General Manager of the Club):

- Minor Atom and Atom
- Atom and Minor Peewee
- Minor Peewee and Peewee
- Peewee and Minor Bantam
- Minor Bantam and Bantam
- Bantam and Minor Midget
- Minor Midget and Midget, and
- Midget and affiliated junior team, if any

(collectively, the "Affiliated Teams").

Whenever practicable, players should be made available to the Affiliated Team so long as it does not conflict with the players' primary responsibility to their own Team. The Head Coach will select the player(s) having regard to the reasonable requests of the Affiliated Team.

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.



7.6. 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.

(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 permissions 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.

7.7. 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. The Club may require the Team in question to match any subsidy.

(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.



7.8. 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 player’s 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 signed by both the President and General Manager of the Club.

(b) 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 or where the player has requested a release.

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

1. Determine the total amount of Team 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.
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:

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



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) No refunds in any other circumstances

If a release is mandated by the GTHL or the player requests a release at any time, or if a release is granted on or after November 16 in any year (even if at the Team's insistence), the released player shall have no entitlement to any repayment of his initial payment.

SECTION 8: Dispute resolution

The following procedure shall apply in the event the Club is requested to resolve a dispute or complaint arising between the parent/guardian of a player and the Team:

1. The request for such resolution shall be in writing and shall set out the issue(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

APPENDIX B: Required Credentials for Team Officials

APPENDIX C: Form of Team Budgets

APPENDIX D: Form of Acknowledgement of Receipt

APPENDIX E: Team Official Evaluation Form



TORONTO WOLVERINES
CLUB HANDBOOK AND RULES OF OPERATION

APPENDIX A

Club Directors and Officers

Jeanette Lockart - General Manager



APPENDIX B

Required Credentials for Team Officials

Head Coach

- All coaches must have taken an abuse and harassment course and Speak Out Seminar
- For minor atom to Pee wee, coaching level I
- For minor bantam and up, intermediate level is required

Trainer

- Must be certified
- Must have taken an abuse and harassment course and Speak Out Seminar

Team Manager

- Must have taken an abuse and harassment course and Speak Out Seminar



APPENDIX C

**Form of Preliminary Team Budget
2009–2010 Preliminary Team Budget**

Expenses

Association Registration (\$*/player-17 players)	\$
2 nd Practice Ice (1.5 hrs-30 weeks w/instruction)	\$
Tournaments – [Number]	\$
Summer Ice/Mini-Camp	\$
Extra practice ice	\$
Apparel	\$
Game sheets	\$
Sponsorship recognition	\$
Team functions (player parties)	\$
Team Incentives Program (eg. gifts/player awards)	\$
Jersey Personalization	\$
Supplies (eg. pucks)	\$
Goalie Instruction	\$
Player Development/Skills Instruction	\$
Exhibition Games	\$
Additional Equipment (eg. gloves, helmet)	\$
Miscellaneous (e.g. equipment, bank charges, printing)	\$
Additional half hour practice ice	\$
Total	\$

Income

Parent Commitment - 17 players (\$* each)	\$
Total	\$
Difference (Expenses – Income)	(\$*)

The difference represents the amount of funds required to provide a program of the highest quality for our young athletes. We will need to raise this additional amount through our own teamwork. We can raise these funds through either sponsorships, fundraising or additional parent commitments.

[Signature of Head Coach]

Name of Head Coach - _____
[Please Print]

Date



APPENDIX D

**Form of Acknowledgement of Receipt
DISCLOSURE & CONSENT**

TO: Toronto Wolverines (the “Club”)

I, the undersigned, a parent/guardian of _____ (the “Player”), acknowledge the following:

1. I acknowledge receipt of a copy of the Club’s handbook containing the Club’s policies and procedures, as it appears on the Club’s website (the “Handbook”) and the Club’s fee schedule (the “Fee Schedule”) and the preliminary team budget (the “Budget”) outlining my financial commitment for the ensuing hockey season to both the Club and one of the Club’s teams (the “Team”) for which the Player is has been selected to play and has agreed to sign a playing card permitting the Player to play for the Team (the “Registration Certificate”);
2. I have read and understood the Handbook, the Fee Schedule, and the Budget in their entirety;
3. The Handbook, the Fee Schedule, and the Budget were provided to me prior to my signing, on behalf of the Player, the Registration Certificate;
4. I agree, on behalf of myself and the Player, with all policies and procedures in the Handbook, and furthermore that they are reasonable in all respects including, without limitation, all disciplinary provisions thereof, as they may apply to me, the Player and others, as applicable;
5. I fully intend to comply, and ensure that the Player fully complies, with the Handbook. I also fully intend to honour in full my financial commitment pursuant to the Fee Schedule and the Budget, and agree that all fees payable pursuant thereto are reasonable; and
6. I am signing the Registration Certificate voluntarily and have read and understood, and agree to, the Handbook, the Fee Schedule, and the Budget.

[Signature of Parent]

Name of Parent - _____

[Please Print]

Date



APPENDIX E

Team Official Evaluation Form – Page 1 of 2

Date: _____ **Division:** _____ **Team:** _____

Head Coach: _____ **Team Manager:** _____

Player's Name: _____

Parent's Name: _____

Phone Number: _____

1. Evaluate the degree to which you believe your child achieved the following (circle one):

	Very much	Somewhat	Not at all
My child had fun	1	2	3
My child learned the fundamental of the sport	1	2	3

2. Evaluate the degree to which you believe your child changed on the following characteristics (check off one):

	Improved/Increased	No Change	Declined/Decreased	Don't Know
Physical Fitness				
Learning to cooperate				
Self-confidence				
Desire to continue to play this sport				
Development of self reliance				
Learning specific skills of this sport				
Leadership skills				
Sportsmanship				



Appendix E

Team Official Evaluation Form -- Page 2 of 2

How did the coach do on the following items? (Circle one)

1=Excellent 2=Good 3=So-So 4=Weak 5=Poor 6=Don't Know

Treat your child fairly	1	2	3	4	5	6
Kept winning in perspective	1	2	3	4	5	6
Took safety precautions	1	2	3	4	5	6
Organized practices	1	2	3	4	5	6
Communicated with you	1	2	3	4	5	6
Was effective in teaching skills	1	2	3	4	5	6
Encouraged your child	1	2	3	4	5	6
Held your child's respect	1	2	3	4	5	6
Recognized your child as a unique individual	1	2	3	4	5	6

Please give any additional comments in the space below and on the back if necessary. Perhaps you have some constructive criticism or praise you want to offer.
