

# MISSISSAUGA HORNETS HOCKEY ASSOCIATION

## RULES OF OPERATION

### MISSION STATEMENT

- (1) To provide a positive learning environment for both players and coaches.
- (2) Within this environment, to provide each team the necessary tools and support so that they can create the opportunity for all players to grow as individuals, as athletes, and together as a team.
- (3) To build on their successes not only by winning, but also by instilling a winning attitude.

### SECTION 1 - GOVERNANCE & SCOPE

#### 1.1 Incorporation

- The Mississauga Hornets AA Hockey Club was incorporated under the Ministry of Consumer and Commercial Relations of Ontario on March 14, 1995 as a Corporation without Share Capital and operates on a "not for profit basis" under the guidelines and rules and regulations of the Greater Toronto Hockey League (GTHL).

#### 1.2 Teams

- The Mississauga Hornets, unless otherwise decided by the Club's executive or the GTHL Board of Directors, will register 8 (eight) teams in the "AA" division of the GTHL each year and 1 (one) team in the "AAA" division of the GTHL. These teams will include Minor Atom "AA", Atom "AA", Minor Peewee "AA", Peewee "AA", Minor Bantam "AA", Bantam "AA", Minor Midget "AA" Midget "AA" and Under-21 "AAA". Additional Alternate Entry (AE) teams may supplement this contingent if the board so desires.

#### 1.3 Hockey Operations

- The day to day hockey operations of the Club will be presided over by the President.

#### 1.4 Registration Fees & Team Sponsorship

- Registration fees for the 2009-2010 Season will be \$820.00 per player. Registration fees cover the costs of 1 hour of practice ice from the week after Labour Day to the end of the regular season, hockey bag, home & away socks, plus practice jersey. In addition, it covers the costs of GTHL Insurance, GTHL registration fees, coaches and managers tracksuits and Jackets (if required), administration costs, website maintenance, pictures and banquet.

- There are no specific Sponsorship fees charged individual teams. Any sponsorship a team receives stays with that team in its entirety. Any joint fundraising between the club and teams are split on an agreed upon percentage.

- The executive may ask each registered team to sell a number of supplied tickets to organizational functions (i.e. golf tournament, dinner dance) in an effort to offset registration fees. It will be expected that each team will promote these events in a positive manner. These efforts will be explained to each individual team management in detail, prior to the season start.

#### 1.5 Bingo

- The Mississauga Hornets maintain a weekly bingo at the International Centre that helps to offset the above costs. From time to time, the individual team's management may be asked to assist at these bingo events. The proceeds of these bingo events are used to offset the overall costs of all the teams.

### SECTION 2 – TEAM OFFICIAL'S CODE

#### 2.1 Team Officials

- Team officials are defined as any GTHL carded team official that has been properly carded by the club and approved by the GTHL registrars. Each team is entitled to five (5) officials.

#### 2.2 Team Official's Responsibilities

- It is the responsibility of each carded team official to learn the Clubs policies and procedures. All policies and procedures are expected to be followed at all times. Failure to do so may result in the suspension or termination of those individuals found to be in contravention.

- The Head Coach is selected by the President or General Manager and is responsible for the selection of his staff members. Final approval to card all team officials is that of the Clubs executive.

- The club will communicate its business directly to the Head Coach or the team Manager only.

- All team officials are to attend a Speak Out course before their card will be registered with the GTHL. All team officials will in addition obtain the required level of professional endorsement as required by their position. (i.e. NCCP level, trainer's courses).

- All team officials will show respect for each player, parent at all times.

### SECTION 3 – PARENT/GUARDIAN CODE

#### 3.1 Parent/Guardian Responsibilities

- All parents and guardians shall adhere to the Clubs policies and procedures.

- Parents and Guardians have an obligation to remain positive and show respect towards all Team Officials, Club Officials and players at all times. Failure to do so may result in your child being accessed a suspension and/or removed from the team.

- Any disagreement will be dealt with as per the Club and GTHL policies and Procedures.

- Any parent in the opinion of the Club who has been found to have acted in such a manner that sheds a negative light on the organization may have his/her son suspended from the team for a length of time to be determined by the Executive.

## **SECTION 4 – PLAYER’S CODE**

### **4.1 Player’s Responsibilities**

- Players will show respect for all Club Officials and Team Officials at all times, abide by all team rules, and abide by all Club policies and procedures.

## **SECTION 5 – DRESS CODE**

### **5.1 Dress Code Description**

- The dress code outlines the standard of dress to which you and your team 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 a one game suspension. Continued dress code violations may result in removal and/or suspension from the team.

### **5.2 Coach’s Dress Code**

- All coaches shall be dressed in Mississauga Hornets jacket, dress pants, dress shoes or boots and Hornet mock turtleneck. Any alternate dress code must be approved by the executive.

### **5.3 Trainer’s Dress Code**

- All trainers shall be dressed as above or at their discretion in the Mississauga Hornets tracksuit with suitable boots or running shoes.

### **5.4 Player’s Dress Code**

- All teams will submit to the Hornets executive in writing a copy of a suitable dress code prior to the team’s first event after tryouts. This document shall be signed by all members of the team, and by at least one parent of each player. Included in said document will be an outline of any punishment to be enforced if the dress code policy is not adhered to.

## **SECTION 6 – REFUND POLICY**

### **6.1 Refund Policy (Before November 15)**

- If a player leaves a team for any reason on their own accord or is granted a release at their request no refund of registration and/or team funds will be given.
- If a player is released from a team by the Hornet coaching staff, after executive approval, that player will receive a pro-rated refund calculated as follows: A charge of \$75 will be charged for the registration of the card. In addition the total that was paid towards registration (minus the \$75 registration fee) will be divided by the total number of games in the regular season. This amount will then be multiplied by the number of games remaining to be played. The resultant amount will be the refund due. In addition the team will also charge a proportionate share of any expenses incurred by the team that can be verified in the team budget presented at tryouts. Once these calculations have been determined a cheque will be issued to the released players parents or guardian by the team. Any team or Club equipment or apparel that was purchased by the individual or by the team can be bought back by the team at the team option. The rebate for these items will be determined through mutual agreement between the player/team/parents. The coaching staff must notify the Club President or General Manager in writing, the last date the player is to have played and show the refund calculations prior to the pro-rated refund being authorized for release by the Club.

### **6.2 Refund Policy (After November 15)**

- If a player is successful in securing a release from the GTHL or leaves a team after November 15<sup>th</sup>, no refund of registration fee or team fee will be made.

## **SECTION 7 – PLAYER’S EQUIPMENT**

### **7.1 Player’s Equipment**

- All equipment supplied by the Hornets must be used unless a suitable explanation is provided in writing.
- Hockey Pants must be black and are not allowed to be cut in the inner thigh area for any reason. Pants with another team’s logo on them will not be allowed. Pants with zippers will not be allowed unless they have a tie down feature. Hornet pants and/or cover-ups are available for purchase.
- Socks with excessive holes must be replaced by the team. Practice socks are supplied and must be used in practices. Extra socks are available for purchase if required through out the year.
- Sweaters are purchased by the Players at cost and are retained by the players at the end of the year. Individual numbers can be chosen as long as it has not already been assigned to a returning player. Seniority will determine who keeps a number if there is a conflict. Particular numbers can be denied by either the team head coach or the Hornet executive. Damaged or lost team sweaters must be replaced by the team if they cannot be suitably repaired.
- Helmets are to be supplied by the player and must be black in colour. (except goaltenders)
- Gloves will be purchased by the player and can be any colour but black would be preferred.

## **SECTION 8 – ICE TIME**

### **8.1 Final Decisions Regarding Ice Time**

- The Head Coach has the final say on how much ice time a player is to receive in any game. Ice time policies

are to be formulated and addressed in the Team Rules under a separate section entitled: "Ice Time Policy".

### **8.2 Explanations Regarding Lost Ice Time**

- Any player denied significant ice time, must have that reason explained to them before they leave the dressing room at the conclusion of the game.

### **8.3 Procedures Regarding Lost Ice Time Complaints**

- Any parent or player who has issues regarding ice time that cannot be resolved at the team level may apply in writing to the Association Dispute Committee for final resolution. See section 10 for procedures.

## **SECTION 9 – USE OF AFFILIATED PLAYERS**

### **9.1 Affiliation**

- The following teams are affiliated to each other: Minor Atom AA to Atom AA, Atom AA to Minor Peewee AA, Minor Peewee AA to Peewee AA, Peewee AA to Minor Bantam AA, Minor Bantam AA to Bantam AA, Bantam AA to Minor Midget AA, Minor Midget AA to Midget AA, Midget AA to Under-21 AAA, Under-21 AAA to a specified Junior A team.

- In the case where we have an alternate entry team, that club may split the roster of the lower affiliate team by identifying those players on the affiliation form and by assigning them as affiliate players to one of the two higher affiliates.

### **9.2 Affiliated Players & Games**

- It is the responsibility of the affiliated team to provide players when called upon regardless if it conflicts with a practice. Any Head Coach who does not allow a player to be called up by the affiliated team may face disciplinary action.

### **9.3 Affiliated Players & Practices**

- Whenever possible and without conflicting with the player's games or practices it is highly recommended that affiliated players practice on a regular basis with the affiliated team. One forward line or two defensemen and a goalie are to be called up on a regular basis if at all possible.

## **SECTION 10 – COMPLAINT PROCEDURES**

### **10.1 Complaints Against the Club**

- Complaints against the club are to be made in writing and mailed to the attention of the "Complaint Resolution Committee", c/o Mississauga Hornets Hockey Club, 6995 Cadiz Cr., Mississauga, Ontario, L5N 1Y3. All complaints will receive a minimum of a written reply after a thorough investigation has been done.

### **10.2 Twenty Four (24) Hour Rule**

- To avoid emotional or angry outbursts and behavior 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, Guardian or player has observed the 24 hour period he/she is to first contact 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 General Manager at the corporate office. The team Manager will take the complaint to the appropriate team Official and a meeting will be set up to discuss the complaint with the appropriate parties. This meeting must be set up within 48 hours of receiving the written notice. If the issue cannot be resolved the parent, guardian or player may bring it to the attention of the Club General Manager.

### **10.3 Verbal, Mental, or Physical Abuse**

- If a parent or guardian believes their son/daughter has been subjected to verbal, mental or physical abuse by any Team Official, they are to notify the Club General Manager and to direct their complaint to the OHA for immediate investigation.

## **SECTION 11 – OFFICIAL TEAM BUDGETS**

### **11.1 Budget Approval**

- All team Budgets must first be presented to the Association President for approval prior to presentation to the team parents. A standard form will be supplied each team for this purpose and must be returned by April 1<sup>st</sup> for executive review. Once approved by the President and/or Executive, they can then be presented to the team parents before they sign their sons/daughters player card. Their approval and acceptance should be in writing.

### **11.2 Team Budget Limits**

- The amount that each team is allowed to budget is unlimited, provided the budget is passed by a majority of your team parents, in writing. The signature of each parent is required to demonstrate that the team budget was passed. In the course of the year if any change is made that would cause the budget to be increased in excess of 10% of the original budget, the new budget must again be approved by the majority of parents in writing.

### **11.3 Budget Surpluses**

- If a surplus is recorded on the final team Financial Statement it should be handled by a consensus of the team parents. If 75% of the parents wish that they be applied to the next season obligations this may be done. The alternative would be to refund an equal share to all parents.

## **SECTION 12 – PAYMENTS TO TEAM OFFICIALS**

### **12.1 Coaches & Assistants**

- No coach, trainer or team manager will be entitled to receive payment for their services as it pertains to

instruction or time unless said payment is approved by a majority of the parents at the initial budget meeting.

#### **12.2 Honorariums to Non Paid Team Officials**

- Any honorarium for non paid coaches is to be outlined and approved in the team's budget. Gas money for transportation to and from league games, practices, exhibitions and tournaments, hotel fees and daily honorariums are a legitimate expense for non-paid, non-parent coaches. A coach with a player on the team may not receive this honorarium. Gas money is to be calculated at \$ 0.42 per km and is to be submitted with verification at the beginning of each month to the team manager. Tournament hotel fees are to be set at a maximum of \$150 per night and tournament honorariums are to be set at \$50 per day.

### **SECTION 13 – TEAM BANK ACCOUNTS**

#### **13.1 Access to Team Bank Accounts**

- No one Team official shall have sole access to the team bank account. Signatures to the team bank account are to be the Team Manager, a designated Parent and a designated Coach. The manager plus one of the other signing authorities must sign all cheques.

#### **13.2 Team Bank Account Name**

- The Teams bank account cannot have the words “Mississauga Hornets” or “GTHL” in it. Alternatives like “1995 boys hockey” should be used.

### **SECTION 14 – FINANCIAL STATEMENTS**

#### **14.1 Financial Statements**

- Financial Statements are to be handed out to parents three times per year as follows: Prior to Season Start, December 15<sup>th</sup> and at your teams last function or as close to these dates as possible.

### **SECTION 15 – OFFICIAL WEBSITE**

#### **15.1 Official Website**

- The Mississauga Hornets official website is <http://www.mississaugahornetshockey.com>  
- Teams may not have their own website unless it is (a) approved by the General Manager and (b) it is linked to the Mississauga Hornets official web site.

#### **15.2 Team Webmasters**

- Each team will name a team “webmaster” no later than June 1. Webmasters are to contact the Mississauga Hornets Director of Communications at [info@mississagahornetshockey.com](mailto:info@mississagahornetshockey.com) for information on how to use the website. Each team is expected to fully utilize all functions of the website. The team's portion of the website is expected to be kept up-to-date on a weekly basis.

### **SECTION 16 – PRIVATE LESSONS**

#### **16.1 Private Lessons**

- No player shall be made to participate in “private lessons”, if a fee is to be charged. A “private lesson” is one that involves the payment indirectly or directly to a Team Official.

### **SECTION 17 – TEAM OFFICIALS WITH CHILDREN ON THE TEAM**

#### **17.1 Team Officials With Children On The Team**

- The Club policy allows for Team Officials to coach or manage their own child. However, if the Club General Manager determines that a Team Official's son/daughter is not of “caliber”, which will be the sole discretion of the General Manager, then the Team official will be asked to remove his son/daughter from the team. Should the Team official decide not to remove his son/daughter, both the Team official and son/daughter shall be removed. However, if the player is of “caliber”, the Club expects its Team Officials to keep the best interests of the Team in their minds at all times. Should the Club determine that they are not keeping the best interests of the Team in mind, as it relates to the playing time of the son/daughter, a warning, suspension or termination may result.

### **SECTION 18 – TEAM MEETINGS**

#### **18.1 Team Meetings**

- Teams are expected to hold a minimum of three Parental meetings each year and such meetings should coincide with the handing out of team budgets.

### **SECTION 19 – TEAM RULES**

#### **19.1 Team Rules**

- Individual Teams may have their own Team Rules, provided they do not over-ride the Club Rules of Operation. These Team Rules are to be presented to the General Manager prior to their presentation to the team parents. All Team Rules must be explained to the parents in detail, who must sign to signify compliance.

### **SECTION 20 – PERMISSION TO SKATE**

#### **20.1 Permission to Skate with other GTHL Teams**

- Permissions to Skate for other GTHL, OMHA or Alliance teams are provided at the discretion of the Head Coach and are only valid when signed by a Club Executive member.

## 20.2 Permission to Skate with Junior Clubs

- Permissions to Skate with Tier II, Jr. B, or Jr. C are only granted by a member of the Club Executive. Permissions to Skate for minor bantam or bantam aged players will not be given. Permissions to Skate for graduating Minor Midgets, Midgets or Juveniles aged players will be given upon the completion of the tryouts, which you are expected to attend, until their completion.

## SECTION 21 – RELEASES

### 21.1 Player Releases

- The organizational policy regarding releases for Minor Bantam to Juvenile aged players is that outright player releases at the conclusion of the season are not granted. However the Club Executive will, at their discretion, consider requests for releases under certain circumstances. The parties requesting releases are asked to put their reasons in writing and send them to the attention of the General Manager. Written requests for releases will be considered at that time and if a suitable reason is found, a release will be granted.

- No Team Official shall have the authority to provide a player, parent or guardian of a player with a written release or a verbal commitment to release a player, from their two year card.

## SECTION 22 – PROVINCIAL CHAMPIONSHIPS & OVERSEAS TOURNAMENTS

### 22.1 Provincial Championships & Overseas Tournaments

- Any team that attends a Provincial Championship or an Overseas Tournament shall book one room at the designated team hotel, at the organizations expense, for use by the General Manager or Designate, for the duration of the tournament.

## SECTION 23 – MISSISSAUGA HORNETS LOGO

### 23.1 Use of Club's Logo

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

## SECTION 24 – TIER II OR JUNIOR AFFILIATION

### 24.1 Tier II or Junior Affiliation

- From time to time the Club may enter into affiliation with a Tier II or Junior team of its choosing. If at the time of your player card signing the Club has entered into such an affiliation, you shall in no manner be bound to play for or try out for the Clubs affiliated Tier II or Junior team and may request, at the completion of the regularly scheduled GTHL tryouts, a permission to skate from the Club General Manager a Tier II for a Junior team of your choosing. If at the time of your player card signing, the Club has not entered into an affiliation with a Tier II or Junior team, then at the conclusion of the regularly scheduled GTHL tryouts, you may request a permission to skate from the Club general Manager for a Tier II or Junior team of your choosing. Further, if a player subsequently signs a card with a junior team, then, upon receipt of the agreed upon development fees, and if the players financial obligations to the Club are up to date, that player shall be free and clear of all obligations as it relates to the Club.



**MISSISSAUGA HORNETS HOCKEY ASSOCIATION**  
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