



CREDIT VALLEY WOLVES

CLUB HANDBOOK

AND

RULES OF OPERATION



SECTION 1:	CREDIT VALLEY WOLVES' MISSION STATEMENT	4
SECTION 2:	RULES OF OPERATION	4
SECTION 3:	THE CLUB	4
3.1.	The Club's legal status	4
3.2.	Club Directors and Officials	4
3.3.	The Club's Teams	5
3.4.	The Club's responsibilities	5
3.5.	Fund Raising	6
3.6.	Who can make decisions on behalf of the Club	7
3.7.	Communication with Club Officials	7
3.8.	Expense Reimbursement Policy	8
3.9.	On Ice Volunteers	8
SECTION 4:	THE TEAMS	8
4.1.	Team Officials	8
4.2.	Team meetings	10
4.3.	Sponsorship	11
4.4.	Supplementary Team rules	11
SECTION 5:	CLUB AND TEAM FINANCES	11
5.1.	Permitted use of Club funds	11
5.2.	Team bank accounts	11
5.3.	Team receipts and expenditures	12
5.4.	Team budgets	12
5.5.	Team financial summaries	13
5.6.	Use of surplus funds	13
5.7.	Disputes over Team finances	13
SECTION 6:	RULES RELATING TO PARENTS/GUARDIANS	14
6.1.	Notices, approvals and authorizations	14
6.2.	Payment of fees	14
6.3.	Standard of conduct	14
6.4.	Sanctions for misconduct	14
6.5.	Additional standards and sanctions imposed by the MHL	15



CREDIT VALLEY WOLVES	CLUB HANDBOOK AND RULES OF OPERATION
SECTION 7: RULES RELATING TO PLAYERS	16
7.1. Players' obligations	16
7.2. Sanctions for breaching obligations	16
7.3. Player injury	17
7.4. Allocation of ice time	17
7.5. Playing and practicing with Affiliated Teams	17
7.6. Permission to skate	17
7.7. Subsidies	17
7.8. Releases	18
SECTION 8: DISPUTE RESOLUTION	20
APPENDIX A: Club Directors and Officers	21
APPENDIX B: Required Credentials for Team Officials	21
APPENDIX C: Form of Team Budgets	21
APPENDIX D: Form of Acknowledgement of Receipt	21



SECTION 1: CREDIT VALLEY WOLVES' MISSION STATEMENT

To encourage the development of children in a fun environment, not exclusively as hockey players, but as well-rounded people, while sharing our core values of commitment, discipline, professionalism, team work, mutual respect, and integrity. To be the place to play hockey because of our environment, values and what we offer to players, coaches, and parents, and because we care.

SECTION 2: 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 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, at its discretion, to make such changes and additions as it deems appropriate. Notice of any changes and/or additions will be given to Team Officials and, when appropriate, directly to parents/guardians on a timely basis.

SECTION 3: THE CLUB

3.1. The Club's legal status

The Credit Valley Minor Hockey Association, which controls the CREDIT VALLEY WOLVES (the "Club") is incorporated as a non-share capital corporation and operates under these Rules of Operation and the rules of the Mississauga Hockey League (the "MHL").

3.2. Club Directors and Officials

The Club is governed by a Board of Directors, some of whom also act as Team 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, with the exception of the Wolves "A" Director, have no direct responsibility for liaising or interacting with Team Officials and parents/guardian and typically do not deal directly with Team affairs.

Club Officials, including the Wolves "A" Director, 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 MHL, its members, other hockey organizations and governing bodies.

3.3. The Club's Teams

Unless otherwise determined by the Club or the MHL, the Club will register and operate nine teams in the A division of the MHL, 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"). The Club will operate a Super Six team and Gold teams at Minor Novice and Novice based on registration levels. The Club will also operate a house league program based on demand.

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 MHL, the Club has exclusive control over its Teams and players registered with the organization for all periods sanctioned or mandated by the MHL. 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. Completed surveys are to be forwarded on a confidential basis to the President.
- (b) **MHL Registration.** The Club registers its players and Team Officials with the MHL.
- (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 practice ice each week on a regularly scheduled basis as per MHL guidelines. Any additional practice ice required is to be arranged by the Team at its own cost.
- (f) **Equipment, Gear and Clothing.** The Club provides each team with Club mandated equipment including game sweaters, practice jerseys and socks. The Club must pre-approve all sponsorship cresting prior to placement. All apparel must be purchased directly through the Club. Any exception to this policy requires the prior written approval from the Club Executive.
- (g) **Disciplinary Hearings.** The Club's Officials accompany the Team Officials and player(s) to any disciplinary hearing mandated by the MHL. 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.

3.5. Fund raising

(a) General

The Club reserves the right to 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 an auction and dance on a date selected by the Club during each season, or in lieu thereof, a year-end award banquet. Unless otherwise agreed to by the Club, each Team may, but will not be required to, purchase tickets for such event. Subject to the approval of the Club, Teams shall have the opportunity to raise funds through a Team auction to be held during the 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 not be binding on the Club, unless it is in writing and signed by the President 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 Wolves "A" Director 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 Wolves "A" Director, 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.

3.8. Expense Reimbursement Policy

Credit Valley Minor Hockey Association will reimburse costs incurred by coaches and/or trainers for completion of courses that are pre-requisite to them undertaking their duties according to the following policies:

Trainers

Trainers who complete the trainers course prior to November 16th of the current season, will be reimbursed on November 16th of the current year upon request. Trainers who complete the trainers course after November 16th of the current season will be reimbursed upon request. A copy of the clinic receipt will be required.

Coaches



Coaches who complete coaches accreditation will be reimbursed on November 16th of the following season that the clinic was completed upon request. A copy of the clinic receipt will be required.

Note: Training related costs for coaches who request and are granted a release to coach in another organization prior to November 16th of the following season will not be reimbursed.

3.9. On Ice Volunteers

Any team wanting to register additional on ice volunteers, beyond the MHL's coaching staff regulations, will be responsible for any related costs charged to the Credit Valley Minor Hockey Association (e.g insurance etc.).

Any volunteer 18 years of age or older, must complete the "Speak Out" course and shall obtain a Police Check prior to being officially registered to their Team. Deadline - Nov 1 of each season. Updated Police Checks will be required every 5 years. This policy does not apply to registered MHL players under the age of 18 years old who are volunteering. All volunteers must be approved by the CVMHA registrar.

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 - as required by Hockey Canada, the Head Coach of all "A" teams must be CBET Development 1 (Revised Intermediate Level) level certified
- at least two **Assistant Coaches** appointed by the Head Coach, subject to Club approval
- a **Trainer** - all "A", Gold and House League Red teams, MUST have one Team Official qualified in the Hockey Canada Training Program (HTCP) as a trainer - appointed by the Head Coach, subject to Club approval
- 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 or other prescribed form 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 MHL and the hockey community at large. Coaches should not yell 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.

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

No person acting as in his or her capacity as Team Official may receive payment for his or her services and, in addition, but 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) MHL passes

House League and Gold teams are allowed up to five carded staff members. The fifth carded member must be a trainer. The MHL will only provide 4 free passes. A 5th arena pass is available at a cost of \$100.00 to the team.



"A" teams are allowed 5 carded staff members. This includes 4 staff members and 1 trainer with 5 arena passes.

(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 Wolves "A" Director 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.

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 MHL.

5.2. Team bank accounts

Each Team shall maintain a bank account 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 1 parent 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. 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) 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.

(b) 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.



(c) 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 excepted from this requirement.

(d) 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 MHL 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 November 15, and January 15 regarding the Team finances and approved budget
- 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 MHL 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.

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.

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 sole 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 MHL

Parents/guardians should be aware of the standards of behaviour and possible sanctions for their breach mandated by the MHL and contained in section 12 of the MHL 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; 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 MHL maintains insurance, which may be applicable in certain events. Parents and guardians are urged to contact the MHL 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. Ice time allocation will be consistent with MHL guidelines.

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

Affiliation with other teams will be as per MHL rules.

7.6. Permission to skate

(a) With other minor teams

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

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 the President or the Vice President of Operations of the Club.

(b) Refunds where the release was granted prior to November 15

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

House League Teams

All refund requests MUST be received in writing.

- 1) To August 15th - 80% of your registration fee is refunded.
- 2) From August 16th to September 1st - 65% of your registration fee is refunded.



3) From September 2nd to November 1st - 50% of your registration fee is refunded.

4) After November 1st no refund.

The Credit Valley Wolves Association reserves the right to adjust any refund upon review by our executive committee.

No administration fee shall be charged to 4 year old players prior to November 15th

No refund will be issued where a false statement is made on the Registration Form. i.e. false address submitted by a non-resident of Mississauga or registered with another association for the current season.

"A" Teams

The above will apply only if the team in question gives the player a release and any monies owed to the team as per the agreed team budget are paid in full. The calculation of the amount of refund for any player who requests a release shall be done so as to not result in additional costs being incurred by the remaining players on the team.

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.

The Credit Valley Wolves Association reserves the right to adjust any refund upon review by our executive committee.



(c) No refunds in any other circumstances

If a release is mandated by the MHL at any time or if a release is granted on or after November 16 in any year the released player shall have no entitlement to any repayment of his initial payment.

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



APPENDIX A

Club Directors and Officers

To be Confirmed at Annual General Meeting in May 5 2010.



APPENDIX B

Required Credentials for Team Officials

Head Coach

- The Head Coach must have CBET – Developmental 1 or equivalent

Trainer

- Must be certified

All Team Officials

- All team officials must have taken an abuse and harassment course and Speak Out Seminar and must have a police clearance (obtained within the last three years).



APPENDIX C

Form of Preliminary Team Budget
2010 – 2011 Preliminary Team Budget

Expenses

Association Registration (\$*/player)	\$
Association Team fees	\$
2 nd Practice Ice (1.5 hrs-30 weeks w/instruction)	\$
Tournaments – [Number]	\$
Summer Ice/Mini-Camp	\$
Extra practice ice	\$
Apparel	\$
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)	\$
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



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

TO: CREDIT VALLEY WOLVES (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 (the “Handbook”) 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 and the Budget in their entirety;
3. The Handbook 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 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 and the Budget.

[Signature of Parent]

Name of Parent - _____

[Please Print]

Date