



**Team Official Responsibilities**  
**(extracted from the AHA Bylaws and Constitution)**

- a. All team officials, i.e. coach, assistant coach, manager or trainer must be registered on the official G.T.H.L. registration forms and registered with the M.H.L. in order to obtain an official arena entry pass.
- b. No team official will be allowed on a team bench at a game for more than four (4) games per season if they have not registered on an official G.T.H.L. registration form. Failure to comply may result in the M.H.L. ruling the game forfeited.
- c. No team official under the age of sixteen (16) shall be registered with any team nor shall any team official be registered where the official's age is less than two (2) years greater than the team registered for
- d. No team official may leave the A.H.A. to go to another M.H.L. Association or another league in order to coach, manage or train a team of the next higher age group than he or she was with the previous season without the prior consent of the Board of Directors. This rule corresponds to and is enforced with that of the G.T.H.L.
- e. A maximum of five (5) team officials will be registered per team and only if one (1) of the officials is a registered trainer with a current qualification issued under the Hockey Trainers Certification Program. Any member of a team's coaching staff wishing to be registered as the team's trainer must produce a valid H.T.C.P. certification to the A.H.A. Registrar.
- f. The principal coach of each team must be certified under the National Coaches Certification Program ("N.C.C.P."). For "A" teams, the certification must be at the "Intermediate" Level; for House League teams from Pre- Tyke to Minor Novice, the certification must be at least at the "Initiation" level and for House League teams from Novice to Juvenile, the certification must be at the "Coach" level. Each " A" team must have as a member of its staff a trainer carrying a current Hockey Trainers Certification Program (H.T.C.P.) certification.
- g. It is incumbent on each coaching staff to ensure that it undertakes its allocated share of arena risk duty. Failure to do may result in disciplinary action and may prejudice the ability of a coaching staff to be allocated a team the following season.
- h. Team officials are expected to assist the Head Coach and Head Convenor as required at the annual "A" and house league try-outs each May and September respectively by helping out on or off the ice and/or in the evaluation of individual players.
- i. At least one official from each team is expected to attend the regular coaches' meetings and report back to the other team officials and parents and players as required.
- j. Similarly, each coaching staff is expected to support the Association's events such as any fund raising efforts, team picture day, annual dances



## APPLEWOOD HOCKEY ASSOCIATION



- k. All on-ice and off-ice volunteers, including non-coaching members of the Board of Directors, must be registered on the official M.H.L. Volunteer Registration Forms and registered with the M.H.L.
- l. No volunteer will be allowed on a team bench at a game for more than four (4) games per season if they have not been registered. Failure to comply may result in the M.H.L. ruling the game forfeited.
- m. The Association's crests, logos, colours, and any regalia used in connection with team uniforms, including the design thereof, jackets and sportswear must be as approved by the Board of Directors from time to time and, where applicable, as stipulated in the M.H.L. Rules and Regulations.
- n. Jacket and sportswear styles and colours and jacket and sportswear supplier(s) are as approved by the Board from time to time and as advised to parents and coaches by the Jackets and Sportswear Director. No jacket or sportswear styles and colours may be ordered from any other supplier by any Board member, any team, any parent, any coach or any player except as approved by the Board.
- o. No A.H.A. team playing in the M.H.L. may enter a tournament without first receiving the consent of the Tournament Director or the President on the official M.H.L. tournament entry form.
- p. Any team entering a tournament outside Canada **must** obtain the prior permission of the Board of Directors.
- q. Tournament entry forms must be submitted to the M.H.L. at least six (6) weeks prior to the tournament being entered in order that an exemption from any affected league game(s) may be obtained and such game(s) rescheduled. Only two (2) such exemptions will be permitted per team per season by the M.H.L. and no tournament entry will be considered by the M.H.L. if it would result in any play-off game being affected.
- r. Any team arranging an exhibition game against a team from another M.H.L. Association or another league must first obtain an official insurance number from the City of Mississauga Recreation and Parks Department. This number must be recorded on the official game sheet.
- s. Copies of official game sheets from tournaments and exhibition games must be submitted as soon as possible to the M.H.L. in order that any player infractions may be properly dealt with by the M.H.L. disciplinary procedures.
- t. Fund raising activities by individual teams, i.e. for a total amount in excess of \$500.00, and/or the opening of a bank account in the name of the team concerned regardless of amount, must receive the prior approval of the Board of Directors.
- u. All team bank account facilities can only be operated under two signatures one of which must be the team's treasurer. Both signatories must be team parents but cannot be from the same family or any member of the coaching staff or any relative thereof.
- v. Monies collected by a team by way of additional sponsorships, fund raising etc. belong to the entire team and are not to be attributable to any individual member or members of the team and any team funds remaining unused at the end of the season for which approval was given as per item "t" above must be distributed on a *pro rata* basis to the team members at the end of that season and must not be carried forward to the next season



## APPLEWOOD HOCKEY ASSOCIATION



- w. Where the Board has provided its approval in accordance with item “t” above, the team **must** submit a monthly statement of revenues and expenditures to the A.H.A. Treasurer. In addition, all books of account and bank records may be required to be submitted to the Audit Committee for review.
- x. In its fund raising efforts, no team may approach any of the Association's sponsors for funds.

**The team officials of any team which fails to observe any of the provisions of these pages will be subject to disciplinary action.**