



# *Windsor 'AAA' Zone*

## *Travel Guidelines*

The Travel Guidelines have been developed to detail additional rules and regulations, which must be observed for Windsor AAA Zone, representative teams. The guidelines are intended to maximize the safety and enjoyment of the travel hockey season. All team staff; parents and players are to familiarize themselves and abide by these important guidelines.

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## **1. GAMES**

All Windsor AAA Zone representative hockey teams will be restricted as to the total number of games they will be allowed to play over the season. This includes league, exhibition and tournament games. Tournaments will count for a total of three games.

Novice will be restricted to a maximum of 60 games.

All other teams are restricted to a total of seventy games.

## **2. PRACTICES**

Ice for team practices will be provided by mid-September. Teams will be allocated approximately 8 hours of practice time per month (two practices per week). Ice Fees for each team will be provided at registration. Full payment for Travel fees is October 15th.

Managers will collect the travel practice fees and present all cheques to the Windsor AAA Treasurer (it will be the responsibility of each manager to collect payments in the event of an NSF cheque).

Ice allocation after February 1<sup>st</sup> will be subject to change based on availability. Ice allocation may fluctuate due to the scheduling of Playdowns and Playoffs.

Time allotted for practice must be used for practicing. Any other activity (exhibition games) must be approved by the President.

Summer ice time and dry land training are optional for the players and can become mandatory after August 15th. Discretion is to be used if a player has finals in baseball, soccer, etc.

## **3. GAME OFFICIALS**

The cost of game officials (referees and timekeepers) will be covered by the Zone for a total of 20 home games. (See Financial Guidelines).

## **4. TOURNAMENTS**

Major and Minor Novice teams will be restricted to entering a maximum of four tournaments over the course of the season.

All other teams may enter five tournaments over the course of the season.

All tournaments must be approved by the Zone President.

## **5. PLAYER CERTIFICATES**

Completed player certificates for all players must be submitted to the Zone by September 9th. All teams will be affiliated under the Alliance guidelines.

## **6. PLAYER MOVEMENT**

The deadline for the movement of any player within the Zone and its affiliated centres is January 10.

The purpose of player movement is to help in the development of an individual player. The President and the affiliated centres Representative has the authority to permit the movement between "AAA" and "AA" players until the deadline set by the Alliance.

A player must tryout at his own age level or receive approval from the Zone Committee to tryout at a higher age level.

A maximum of four players may be brought up for assessment provided it does not disrupt the schedule of the team on which they are carded.

Only seventeen players can be dressed for a game (except for Midget). All other exceptions must be approved by the Zone Committee.

## **7. TRAVEL RESTRICTIONS**

Any travel outside Western Ontario, over and above league play, must be approved by the Zone and the Alliance in writing.

All Travel Permits must be submitted to the Zone and approved by the President.

## **8. CONDUCT**

All members of the zone are to conduct themselves in a manner that will reflect a positive image upon the Zone, the City of Windsor and the Town of LaSalle.

All teams are to have a standardized dress code.

## **9. INSURANCE**

All travel outside of southwestern Ontario and the metro Detroit area is subject to the approval by the Windsor AAA Zone. Travel arrangements must be detailed on the game tracking sheets referred to above and the Travel Permits must be submitted and approved by the President.

## 10. ALCOHOL

The consumption of alcohol on any team bus, train, or in any dressing room or arena parking lot by any Zone member is strictly prohibited. Any violations related to the consumption of alcohol may result in the immediate suspension of player(s), team officials and parents.

## 11. SOCIAL EVENTS

Notice of all team social events must be provided to the Zone, prior to the event and must be approved by the Zone Fundraising Director.

## 12. FINANCIAL REPORTING

Team financial reports must be submitted by following dates to the Windsor AAA Zone President and the Treasurer.

- a. July 31<sup>st</sup> (preliminary budget), except Midget Major (due no later than September 30<sup>th</sup>)
- b. September 1<sup>st</sup> (budget for the year)
- c. November 30<sup>th</sup>
- d. February 1<sup>st</sup>
- e. March 31<sup>st</sup> (final report)

## 13. FUNDRAISING

All teams will be expected to actively participate in Zone Fundraising events. Refer to Fundraising Guidelines.

## 14. FINANCIAL GUIDELINES

Each team must have a manager whose responsibilities will include the collection, disbursement and handling of all team funds. The Head Coach, Assistant Coaches and Trainer (and their spouses) shall not perform this function.

Each team is required to operate a bank account created by the AAA Zone to conduct the affairs of the team. The account will provide a good record of transactions and dates for planning and reporting purposes.

Personal banking accounts are not to be used to conduct the affairs of the team.

*This account must require two signatures for any cheque or withdrawals from the account.* The signing authorities must not be related but both must be directly involved with the team and approved by the team coaches and parents.

Cash transactions should be limited to such items as: referee payments, and miscellaneous team related supplies less than \$25.00.

All transactions should be substantiated with receipts. Team accounts are subject to audit by the Treasurer of the AAA Zone.

Financial reports will be viewed by the Treasurer as per the schedule detailed in Financial Reporting. The report must detail money collected and distributed and money owing to the team as well as money payable by the team. A copy of the report signed by the manager is to be provided to the team Coaches and parents.

The head coach may, within reason, authorize disbursement of team funds if the expenses relate to the direct operation of the hockey program (e.g. tournament fees, Alliance fees, cost of game officials and cost of ice. It is required that the disbursements be made only on the knowledge and approval of the majority of the parents on the team. (player's parents/guardians will count as one vote. 17 players – 17 votes)

Over the course of the year the team will collect funds from the players on behalf of Zone. The funds are to be deposited into the TEAM ACCOUNT and paid to the Zone with one cheque to cover the full team. This includes items such as practice payments, socks, etc. This policy insures that all funds are deposited on a timely basis and provides easier accounting of funds for the team and Windsor AAA Zone.

Other general guidelines for the management of team finances are as follows:

Guidelines for management of team funds as directed by the President will prevail. Managers of team finances are accountable at all times to the Zone Board and players and parents of the team.

Although the coaches are responsible for how team funds are used, they are not directly involved in the team collection and distribution of funds. All cash receipts from fundraising should be verified by two people with any worksheets maintained for audit purposes.

Duplicate receipt books should be used for all receipts from players/parents for dues, fees, etc. The duplicate copies should be maintained for audit purposes.

Teams having financial difficulty should contact the Zone Treasurer immediately and an action plan to resolve the problems will be implemented.

Travel evaluation moneys are the property of the Windsor AAA Zone and will not be used as seed money. Requirements for early funds should be addressed to the President for submission to the Treasurer, Windsor AAA Zone.

Any conflicts involving team finances that cannot be resolved may result in the Windsor AAA Zone Committee taking over the team finances.

## **15. UNIFORM POLICY**

Players will be required to wear colours designated by the Zone. Players who come to a team from out of District shall comply with this mandatory policy by November 1.

Players who do not comply with this policy will not be allowed to participate in any game until properly attired.

Goalies helmets, pants and glove, please see the AAA Zone President.

It is prohibited to alter, change or add a number to the existing numbering system in each jersey collection associated with the Windsor AAA Zone. Team Jerseys are to be cleaned and maintained by the player's parents/guardians throughout the season.

The Managers must collect a \$300.00 jersey deposit from all players made out to Windsor AAA Zone and dated for March 31 year of season end. Jersey deposit must be collected by September 30th.

The team is responsible for the cleaning of ALL JERSEYS at season end at the designated location assigned by the Travel Committee.

## **16. PLAYER ROSTERS**

Novice, Atom and Bantam teams must carry seventeen (17) players, which include two (2) goalies.

Midget teams must carry a minimum of seventeen (17) players and a maximum of Nineteen (19) players, which include two (2) goalies.

All exceptions must be approved by the President.

## **17. COACH, TRAINER & TEAM VOLUNTEERS**

All teams must have a carded trainer and a carded coach on the bench at all times. This cannot be the same person. It is strongly recommended that each team have two carded coaches and two carded trainers on their staff in order to avoid problems with this rule, which will be enforced by the game officials.

Any person volunteering to hold any position, in any capacity with any team or committee belonging to the AAA Zone must fill out a "Volunteer Application" and submit it to the Board. All Team volunteers are subject to Board approval and must obtain Prevention Service (Speak out) and a Police Clearance.

Non-parental coaches staffs are entitled to the following when traveling outside of Essex County:

1. \$25.00 per diem – Managers can pay from petty cash and is to be receipted.
2. Gasoline – Fill up before travel at Coaches expense. Gas expended traveling to and from away games & tournaments including return fill up are to be paid by the team. Receipts are to be submitted, *(non-parental coaches are to travel together or with team members to help reduce costs)*.
3. Car Wash – If required. Receipt to be submitted.

## **18. GRIEVANCE PROCEDURE**

If a parent has a concern, and would like to speak to the coach, he or she must first contact the team's Parent Liason about their concern.

After a twenty-four hour waiting period, the Parent Liason will arrange a meeting between the parent and the coach. If the issue is not resolved to the satisfaction of all parties, it may be referred to the Director of Conflict Resolution.

The Director of Conflict Resolution may refer any matter to the Zone Board.

## **19. APPAREL**

Any apparel intended for wear by any AAA Zone team (including staff) must first receive approval from the AAA Zone Committee. See – Dress Code Policy

## **20. PARENT GUIDELINES**

Parents are to adhere to the following guidelines:

- Let the players play... Let the coaches' coach;
- Don't confuse your child by coaching from the stands;
- Support your child with positive encouragement;
- Stay away from the bench before, during and after the game;
- Rewarding your child for individual performance undermines team play;
- Do not to express your opinion of the coaches or players in front of your child;
- If you don't have anything positive or constructive to say, don't say anything at all;
- Abuse of coaches, game officials and volunteers of will not be tolerated. Any incident of such abuse may result in the immediate suspension of your child and expulsion from the arena.
- *Game playing time is at the discretion of the coaches, under the guidance of the Zone Board.*