

# Humber Valley Sharks



## Club Handbook

2010-2011

## **Section 1: Governance and Scope**

### **1.1 Incorporation**

The Humber Valley Sharks Hockey Club is incorporated as a Non-Share Capital Organization and operates on a not-for-profit basis under the rules of the Greater Toronto Hockey League (GTHL).

### **1.2 Teams**

The Club, unless otherwise decided by the Club's executive or the GTHL, will register nine teams in the AA, nine teams in the A divisions of the GTHL. These teams will include Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget Jr. and Midget.

### **1.3 Hockey Operations**

The day-to-day hockey operations of the Club will be presided over by the President and/or General Manager.

### **1.4 Registration Fees**

Club Registration fee for the 2010-2011 season is \$1200 per player, payable to the team in two (2) installments. The first installment of \$600 is due May 1, 2010 and the second installment of \$600 is due September 1, 2011. Registration fees cover the cost of 1.5 hours of practice ice per week (October through the end of the regular season), home and away game jerseys & socks (which the players may keep), Hockey Canada Insurance, GTHL Registration Fees, Administration costs, Legal and Accounting fees, Coach, Trainer, and "Speak Out" certification contributions, operation expenses, and contribution to capital cost replacement reserve.

### **1.5 Financial Statements**

Financial statements are presented and available to all members at the Annual General Meeting of the Club, and filed with the GTHL annually.

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## **Section 2: Team Official Code**

### **2.1 Definition of Team Officials**

The Club and the GTHL define Team Officials as any Team staff member that has been properly registered with the GTHL.

### **2.2 Head Coach Responsibilities**

The Head Coach is appointed by the Club's President and/or General Manager based on recommendations provided by the Club's "Coach Selection Committee".

The Head Coach is responsible for appointing team staff members consisting of a Manager, Trainer and Assistant Coaches, Total of (5). Final approval to card Team Officials resides with the Club's President and/or General Manager.

The Club will only communicate its business directly to the Head Coach or Manager.

The Head Coach retains responsibility for all aspects of team.

The Head Coach is responsible to approve team budget and to approve all expenditures

The Head Coach will appoint a designate (independent from the Head Coach) to act as Treasurer Tournament Travel Permits applications and fee must be submitted to the General Manger six (6) weeks prior to the tournament.

### **2.3 Treasurer Responsibilities**

The Treasurer is responsible for the collection, disbursement and accounting of all team funds, and the reporting to the Club and to the parents of Team Financial status three (3) times per season, Tryouts, November 15 and Year End.

Monthly bank statements and cancelled cheques to be mailed to the Team Treasurer

Minimum two (2) signatures required on all cheques. The Head Coach is permitted as one signing officer on cheques. All others must be independent of the Head Coach.

All transactions should be settled by cheque and not cash.

### **2.2 Team Officials Responsibilities**

It is the responsibility of each Team Official to learn the Club's Policies and Procedures. All Policies and Procedures are expected to be followed at all times. Failure to do so may result in suspension or termination of those individuals found to be in default.

All Team Officials are to attend a Speak Out course and such other certification courses as required by the Club and/or the GTHL before their card will be registered with the GTHL.

All Team Officials must submit a completed Volunteer Screening form that has been processed and cleared by the Toronto Police Services. The forms must be renewed every four years.

All Team Officials must show respect for each player, parent or guardian at all times.

All Team Officials are considered representatives of the Club and as such are expected to set a good example both on and off the ice.

### **2.3 Restriction on Team Officials Changing Clubs**

It is the intention of the Club to uphold GTHL regulation 7.15. Specifically, that no carded official will be granted his/her release to be registered or to appear on the bench of another GTHL club at the immediate higher age division in the immediate following season.

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## **Section 3: Parent and Guardian Code**

### **3.1 Parent and Guardian Responsibilities**

- a) All parents and guardians shall adhere to the Club's policies and procedures.
  - b) Parents and guardians have an obligation to remain positive and show respect towards all Club Officials, Team Officials, and all players at all times. Failure to do so may result in the removal of the parent's son/daughter from the Team and/or the parent(s) being banned from Club and GTHL arenas during practices and games.
  - c) Any disagreement will be dealt with as per Club and GTHL policies and procedures. Please see "Complaint Procedures" below.
  - d) Any parent who, in the opinion of the Club, is found to have acted in such a manner that sheds a negative light on the organization may have his/her child suspended from
  - e) Their team for a length to be determined by the President or the General Manager.
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## **Section 4: Player Code**

### **4.1 Player Responsibilities**

- a) Players will show respect for all Club and Team Officials, opposing players, parents, and team staffs, and game officials at all times.
  - b) Players will abide by all Team rules.
  - c) Players will abide by Club policies and procedures.
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## **Section 5: Dress Code**

### 5.1 Nature of Code

The dress code outlines the standard of dress to which players and teams are expected to adhere 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 infractions, may result in removal from the team, additional suspension time, or release from the team.

### 5.2 Player Dress Code

Each team may set their own dress code in keeping with the clubs general policy, and subject to prior approval of the Club.

### 5.3 Coach Dress Code

Coaches shall follow a dress code that is at least equal to or higher than the player's dress code, and shall be subject to prior approval of the Club.

### 5.4 Trainers Dress Code

All Trainers shall be dressed as per Coaches, or in Club tracksuits with suitable boots or running shoes. The trainer shall also have a complete trainer's kit accessible at all times while on the bench or on the ice.

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## **Section 6: Refund Policy**

### **6.1 Refund Policy Up To Midnight November 15<sup>th</sup>**

If registration fees, sponsorships and additional monies have been paid to the Club and/or Team and that player is released or leaves the team for any reason, any time up to and including midnight November 15<sup>th</sup>, that player shall receive a pro-rata rebate calculated as follows: A charge of twenty five dollars (\$25.00) will be charged for each game or practice or off-ice training session that the Team held from the day of card signing to the day the release was granted. In addition, the team will also charge the player his/her proportionate share of any and all activities and expenses incurred by the team that can be verified in the team budget presented at, or about, the time of card signing. These charges will be deducted from the total amount paid by the family. Once these calculations have been made and agreed upon, a cheque is to be made payable by the Team. Before the cheque is released, all items supplied by the Club must first be returned to the Team Manager. The coaching staff must notify the General Manager in writing of the last date the player is to have played or participated in a team event and show the refund calculations prior to the pro-rata refund being authorized for release by the Club.

### **6.2 Refund Policy after Midnight November 15<sup>th</sup>**

If a player is successful in securing a release from the GTHL after November 15, no refund of registration fee or sponsorship will be made.

### **6.3 Refund Responsibility**

If a player is released by a team, all refunds due are the responsibility of the Team.

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## **Section 7: Players Equipment**

- a) All gear provided by the Club must be used by the player, unless a suitable explanation is provided to and approved by the Club in writing, prior to its use.
  - b) Each player must provide their own black hockey pants and black helmet. Hockey pants are not allowed to be cut in the inner thigh for any reason.
  - c) The Team must replace socks with excessive holes.
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## **Section 8: Ice Time**

### **8.1 Final Decisions Concerning 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 addressed in the Team rules under a subheading 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**

If a parent or guardian is unhappy with a player’s ice time, and finds the Coach did not adhere to the Ice Time Policy as set out in their initial team meeting prior to card signing, they are to follow the Club’s Complaint Procedures, which can be found in Section 9.

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## **Section 9: Complaint Procedures**

### **9.1 Complaints against the Club**

#### **24 Hour Rule**

To avoid emotional or angry outbursts and behaviour at either games or practices, the “24 Hour Rule” will be in force for all parents, guardians and players. After an elapsed time of at least 24 hours, the parent, guardian or player may approach the Team Manager with their complaint. If the complaint can be considered serious or cannot be resolved to the mutual satisfaction of all parties, the complainant may put the complaint in writing in such a way that the facts are properly set out and can be understood by an objective third party. A copy of this complaint is to be filed with the Club President or General Manager. 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 within 48 hours. If the issue can still not be settled, the complaint may be brought to the Club President or General Manager.

Upon the receipt of a written complaint, the Club President or General Manager shall conduct a hearing into the matter within 5 days of the receipt of the complaint.

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

If a parent or guardian believes their son or daughter has been subjected to verbal, mental, or physical abuse by any Team Official they are to direct their complaint to the police for immediate investigation.

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## **Section 10: Subsidization**

### 10.1 Requests for Player Subsidization

The Club will consider written requests for subsidization of players. All Club subsidizations must be matched in kind by the Team.

### 10.2 Repayment of Subsidized Registration Fees

If a subsidized player decides to leave the Club prior to the end of the season, a pro-rata charge of registration fees used to date, will be calculated and billed to the parent or guardian and submitted to the GTHL.

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## **Section 11: Official Team Budgets**

### 11.1 Budget Review

All team budgets must first be presented to the Club Treasurer for review prior to presentation to team parents. Team Budgets are to be presented to the parents (of players under the age of 18) or players (if 18 or older) before the signing of player cards.

### 11.2 Team Budget Limits

The amount each team is allowed to budget is unlimited, subject to the approval of the Club. The signature of each parent is required to demonstrate the budget was provided in advance of signing the registration card.

### 11.3 Changes to Team Budget

Any significant change to the Team Budget, either increases or decreases of greater than 10% in the total amount of the budget, must first be approved by the Club Treasurer and then by a majority of the parents of the players or by the players themselves if over 18.

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## **Section 12: Payments to Team Officials**

Payments to any Team Official(s) must have prior approval of the Club, and must be specifically disclosed in the team budget provided to parents and/or players prior to signing of the registration card.

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### **Section 13: 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 one Team Official and two parents unrelated to any member of the team staff, and require two of the three signatures for any transaction. If any Team is found to have disobeyed the above policies, those involved will be immediately suspended.

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### **Section 14: Team Budget/Financial Statements**

Budgets and Financial statements are to be handed out to parents and Club Treasurer three (3) times per year as follows: 1) prior to Signing new players (Budget), 2) November 15, 3) Final Team Statement by Year End. The Treasurer shall have the option of reviewing these statements prior to release.

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### **Section 15: Private Lessons**

No player shall be made to participate in “private lessons” if a fee is to be charged.

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### **Section 16: Coaches with Children on their Team**

The Club policy allows for a Team Official to coach his/her own child.

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### **Section 17: Team Meetings**

Teams are expected to hold a minimum of three parent meetings that coincide with the handing out of team budgets/statements. Those meetings are to be held in the middle of November, the middle of January and at the end of the season.

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### **Section 18: Team Rules**

Individual Teams may have their own Team rules and policies, provided they do not override the Club Rules of Operation. These Team rules are to be presented to the General Manager prior to their presentation to the parents. All Team Rules must be explained to the parents in detail, who must sign to signify receipt.

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## **Section 19: Permission to Skate (Tryout)**

### **19.1 Permission to Skate with Other GTHL Teams**

For players from Minor Bantam and up require Permission to Skate for other GTHL, OMHA, or Alliance teams. Permission to Skate is provided at the discretion of the Head Coach and is only valid when signed by the Club President.

### **19.2 Permission to Skate with Junior Teams**

Permission to Skate with Tier II, Jr B or Jr C is only granted by the Club General Manager. Permission to Skate for Minor Bantam and Bantam aged players will not be given. Permission to Skate for graduating Minor Midgets and graduating first year Midgets will be given upon the completion of GTHL tryouts, which the player is expected to attend until their completion. Permission to Skate for second year Midgets will be granted upon request after the conclusion of the season.

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## **Section 20: Releases**

The organizational policy regarding releases for Minor Bantams and up is that outright releases at the conclusion of the season are not granted. However the Club President will, at their discretion, consider requests for releases under certain circumstances. The parties requesting releases are asked to put their reasons in writing and to send them to the attention of the Club President. Written requests for releases will be considered at that time and if a suitable reason is found, a release will be granted on the first GTHL tryout date.

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## **Section 21: Provincial and OHF Championships**

Teams attending the Provincial Championship shall book one suite at the designated team hotel, at the Club's expense, for use by the President or General Manager, for the duration of the tournament.

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## **Section 22: Releases for Protected Players**

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 protected player.

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## **Section 23: Use of Club Logo**

No unauthorized use of the Club logo is permitted. The President prior to its production must first authorize all items with the Club logo in writing. Failure to adhere to this will be considered a violation of copyright and will be dealt with accordingly.

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## **Section 24: Use of Affiliated Players**

Each team is affiliated with one lower team (in age and/or category) each season that the team may “call-up” affiliated players (AP) from. It is the responsibility of the team coach to inform the affiliated team’s coach of the intention to “call-up” a player. The affiliated team shall provide the player(s) requested (should the player(s) agree) unless there is a game conflict.

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## **Section 25: Tier II Affiliation**

From time to time the club may enter into affiliation with a Tier II team of its choosing. If, at the time of player card signing, the Club has entered into such an affiliation, the player shall in no manner be bound to play for or try out for, the Clubs affiliated Tier II team and may request, at the completion of the regularly scheduled GTHL try-outs, a Permission to Skate from the Club Treasurer for a Tier II, Jr B or Jr C team of their choosing. If, at the time of player card signing, the Club has not entered into an affiliation with a Tier II team, then at the conclusion of the regularly scheduled GTHL try-outs, the player may request a Permission to Skate from the Club Treasurer for a Tier II, Jr B or Jr C team of their choosing. Further, if a player subsequently signs a card with a junior team, then, upon receipt of the agreed upon development fees, that player shall be free and clear of all obligations as it relates to the Club.

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## **Section 26: Disposition of end-of-season Team Surpluses**

Each team shall provide a policy on “end-of-season” team surpluses to the Treasurer for approval prior to tryouts and include the approved policy in their “Team Rules and Policies” at tryouts.

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## **Section 27: Player Matters**

Each team shall prepare for the approval of the General Manager the following items:

### **27.1 Player’s Obligations**

Each team shall include in their team rules and policies, the player’s obligations and responsibilities to the team.

### **27.2 Standard Code of Conduct**

Each team shall include in their team rules and policies the team’s Code of Conduct that the player must adhere to and the sanctions reserved for any breach thereof.

### **27.3 Player Injury**

Each team shall include in their team rules and policies the team’s policy if a player is injured and the policy for return to play.