

Humber Valley Hockey Association



Select Club Handbook

Revised: November 18, 2016

Table of Contents

Section 1: Governance and Scope	3#
Section 2: Team Official Code	4#
Section 3: Parent and Guardian Code	5#
Section 4: Player Code.....	6#
Section 5: Dress Code.....	6#
Section 6: Refund Policy	7#
Section 7: Players Equipment.....	7#
Section 8: Ice Time	8#
Section 9: Complaint Procedures.....	8#
Section 10: Subsidization	8#
Section 11: Official Team Budgets.....	9#
Section 12: Payments to Team Officials	9#
Section 13: Team Bank Accounts.....	9#
Section 14: Team Budget/Financial Statements	9#
Section 15: Private Lessons	9#
Section 16: Coaches with Children on their Team	9#
Section 17: Team Meetings	10#
Section 18: Team Rules	10#
Section 19: Tryouts.....	10#
Section 20: Use of Club Logo	10#
Section 21: Affiliated Players.....	10#
Section 22: Disposition of end-of-season Team Surpluses	11#
Section 23: Player Matters.....	11#
Section 24: Player House League Obligations	11#

Section 1: Governance and Scope

1.1 Incorporation

The Humber Valley Sharks Hockey Association (HVHA) 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) and the North York Hockey League (NYHL).

1.2 Teams

HVHA unless otherwise decided by the HVHA's executive or the NYHL, will register teams in the Select divisions of the NYHL. These teams could include Tyke, Minor Novice, Novice, Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget Jr. and Midget Sr.

1.3 Team Hockey Operations

Each team is responsible for the on-ice operation of the team. These responsibilities, under the direction of the Head Coach include:

- Only allowing carded Humber Valley Coaches on the ice for any practice, with the exception of fully insured paid private instructors as outlined in the team budget
- Only allowing approved and carded Humber Valley coaches in the dressing room and on the bench for any game
- Requiring all on-ice Humber Valley coaches wear CSA approved Helmets during on-ice activities.
- Ensuring that the team has an approved trainer on staff as defined by GTHL/NYHL guidelines.

1.4 Registration Fees

Team Registration Fees (TRF) for each season will be determined prior to the start of the season and communicated to each team individually through a Fee Statement (FS). Fees will include NYHL registration costs, uniform (sweaters/socks), practice ice, Hockey Canada Insurance for players and team staff, tournament fees, administration costs and any other costs associated or paid by HVHA that will be reimbursed by the team. TRF's will also include possible operation expenses, and contribution to capital cost replacement reserve at HVHA. One FS covering all costs will be submitted to each team and it is the team's responsibility to collect the required portion of this fee from individual players on their teams. The fees are to be forwarded to the HVHA as instructed on each FS and by the required deadlines that will also be noted on the FS. All fees owing will be paid through team account cheques.

1.5 Ice Allocation

Primary practice ice is provided to each team and is contracted by HVHA and therefore cannot be sold or traded to any non-HVHA team. Any other ice that is provided under contract by HVHA is also not to be sold or traded to any non-HVHA team. All ice costs will be determined at the start of the season and will be communicated in the FS.

1.6 Financial Statements

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

Section 2: Team Official Code

2.1 Definition of Team Officials

HVHA and the GTHL/NYHL define Team Officials as any Team staff member that has been properly registered with the GTHL/NYHL.

2.2 Head Coach (HC) Responsibilities

The HC is appointed by the HVHA's VP Select who can rely on recommendations provided by other Executive members or a designated "Selection Committee to determine HC appointments. The HC 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 HVHA President.

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

All documents submitted with Registration cards must be submitted by e-mail attachments

The HC retains responsibility for all aspects of team activities including the approving team budgets and all expenditures.

The HC will appoint a designate (independent from the Head Coach) to act as Treasurer.

Any Tournament Travel Permits and or applications must be submitted to the HVHA Registrar six (6) weeks prior to the tournament.

2.3 Team Officials Responsibilities

It is the responsibility of each Team Official to learn HVHA's and NYHL'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 any other certification courses as required by the Club and/or the GTHL/NYHL before their card will be registered with the NYHL.

All Team Officials must submit a completed Volunteer Screening form that has been processed and cleared by the Toronto Police Services as per instructions on the HVHA Website. The Volunteer Screening is done through the Toronto Police Services.

The form and instructions are posted on the HVHA web site. Once cleared coaches submit the documentation by e-mail showing they are cleared to HVHA. The Fee for the Volunteer Screening is the responsibility of the team.

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.

2.4 Restriction on Team Officials Changing Clubs

It is the intention of the Club to uphold GTHL regulation 7.15 and NYHL Rule 6.6. 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.

Section 3: Parent and Guardian Code

3.1 Parent and Guardian Responsibilities

- a) Parents and guardians have an obligation to remain positive and show respect towards all HVHA Officials, Team Officials and all players at all times.
- b) Any disagreement between a parent or guardian and the Club or a Team official shall be dealt with as per Club Dispute Resolution Process outlined in Section 9 of this document.

3.2 Use of Affiliated Players

It is understood and agreed that when your child joins the Club that they are in fact joining an organization and not just an individual team. For clarification purposes, this means that when your child's participation is required by their affiliated team, in either a practice or a game that you make your child available if possible.

3.3 Family Vacations

Families must give the Head Coach a minimum of fifteen (15) days notice of their intention to take their child on a family vacation that would have them miss any game or practice, unless permission otherwise has been granted by the Head Coach in writing.

3.4 School Hockey

While the playing of school hockey is encouraged, your sons/daughter commitment to the Club must come first. Specifically, your child is not to play or practice in a school game or practice on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach in writing.

3.5 Hockey Schools and Other Hockey Development Programs

While participation in hockey schools and other hockey development programs is encouraged, they are not to be attended on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach in writing.

3.6 Sanctions against Parents or Legal Guardians

It is the responsibility of each Parent or Legal Guardian 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 your son's suspension from the Team, the length of which will be determined by the Board, or outright release for those individuals found to be in severe default.

Section 4: Player Code

4.1 Player's Responsibilities

Players are expected to abide by all NYHL, HVHA and Team rules.

4.2 Hockey School and Other Hockey Development Programs

While participation in hockey schools and other hockey development programs is encouraged, you are not to attend them on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach.

4.3 Returning From a Concussion

If you have received a concussion, either in a game or a practice, you may only return to play or practice with written permission from a medical Doctor. This permission is to be delivered in writing to the Humber Valley VP Select through the team manager.

http://gthl.uploads.s3.amazonaws.com/gthl_gthl/2014/06/12/RETURNTOPLAY.pdf

4.4 Sanctions and Suspensions Against Players

It is the responsibility of each player 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 your suspension from the Team, the length of which will be determined by the Board, or outright release for those individuals found to be in severe default.

Any player playing for a HVHA Select Team that is given a suspension during a Select game must serve the same amount in House League play as well. The reciprocal is also applied to this rule where by a House league suspension will also garner the same game suspension for Select hockey games.

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, and 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 club's 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. All bench staff will be asked to wear a jacket that has the Humber Valley Sharks logo present.

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.

Section 6: Refund Policy

6.1 Refund Policy up to Midnight November 15th

If registration fees 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 15th, that player shall receive a pro-rata rebate calculated as follows: A charge of fifty dollars (\$50.00) 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 President 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.

Any monies given to the team through sponsorship, donations or fund raising activities by the player or his/her parents/guardians is property of the team and any refunds of these monies due to the player leaving the team is up to the discretion of team staff.

6.2 Refund Policy after Midnight November 15th

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

6.3 Refund Responsibility

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

Section 7: Players Equipment

7.1 Players Equipment Policy

- a) All equipment 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.

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.

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 President and VP Select. 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 President or VP Select.

Upon the receipt of a written complaint, the President or VP select shall conduct a hearing into the matter within 7 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.

Section 10: Subsidization

10.1 Requests for Player Subsidization

The Club will consider written requests for subsidization of players on a one per team basis. Where possible it is expected that Teams will match the subsidization.

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.

Section 11: Official Team Budgets

11.1 Budget Review

All team budgets must first be presented to the VP Select 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) prior to the 1st game of the season.

11.2 Team Budget Limits

The amount each team is allowed to budget is unlimited, subject to the approval of HVHA. The signature of each parent is required to demonstrate the budget was provided prior to the start of the season.

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 initial budget, must first be approved by the VP Select and then by a majority of the parents of the players or by the players themselves if over 18.

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 the start of the season.

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 two individuals minimum with one Team Official and one parent unrelated to any member of the team staff, and each cheque shall require two signatures for any transaction. If any Team is found to have disobeyed the above policies, those involved will be immediately suspended.

Section 14: Team Budget/Financial Statements

Budgets and Financial statements are to be handed out to parents and VP Select twice per year as follows: 1) prior to first game of season (Budget), 2) Final Team Statement by Year End. The VP Select shall have the option of reviewing these statements prior to release.

Section 15: Private Lessons

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

Section 16: Coaches with Children on their Team

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

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.

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.

Section 19: Tryouts

19.1 All Humber Valley coaches and officials shall respect and abide by NYHL/GTHL rules regarding tryouts and tampering. Any HVHA team official found to be holding illegal skates will be immediately removed from the team and will be suspended pending a review by the HVHA Executive board.

19.2 A Select player trying out with a Select team does not require Permission to Skate.

19.3 A Select player trying out with an OMHA team requires an OHF Permission to Skate

19.4 An OMHA player from Brampton, Oakville, Pickering, Ajax or Richmond Hill or a Markham Waxer Player trying out with a NYHL team does require a Permission to Skate.

19.5 All players not chosen for a team after tryouts are completed will be informed in writing via letter or email by team staff.

Section 20: Use of Club Logo

No unauthorized use of the Club logo is permitted. The Vice-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.

Section 21: 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. Please refer to the NYHL Rules and Regulations for more specific details regarding use of AP players.

Section 22: Disposition of end-of-season Team Surpluses

Each team shall provide a policy on “end-of-season” team surpluses to the VP Select for approval prior to start of season and include the approved policy in their “Team Rules and Policies”. It is the obligation of Team staff to ensure that any surplus at the conclusion of the season is not to be carried over to any subsequent season and that all Team Bank Accounts are properly closed at the end of the season.

Section 23: Player Matters

Each team shall prepare for the approval of the VP Select the following items:

23.1 Player’s Obligations

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

23.2 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.

23.3 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. This policy must be in line with any policies defined by The Club and must also follow protocols as set in Section 17 (Player Injuries) of the NYHL Coaches’ Manual in regards to any injuries sustained during hockey activities.

No player shall participate in any on-ice team activity unless cleared by a medical physician after sustaining any suspected injury including concussions that were sustained during non-hockey activities.

Section 24: Player House League Obligations

24.1 House League Game Play

Select play is an extension of House League. All players registered for Select must also be registered for and participate in House League. It is mandatory that all players involved in Select hockey also play in their respective House League games as scheduled. Select players are exempt from playing House League games only when the Select team is involved in out of town tournaments.

Any games missed due to illness or legitimate personal obligations will be allowed without penalty. Any player that misses or refuses to participate in House League games may be subject to suspension from Select, to be determined by the Association upon review with affected House League coaches and Select team staff.

24.2 House League Suspensions

Any Select player that receives a suspension during House League hockey shall serve a concurrent suspension in Select and cannot play in Select games while the House League suspension is being served. Any Select player that receives a suspension during Select hockey shall serve a concurrent suspension in House League. It is the responsibility of the House League coach to notify the appropriate Convenor and the responsibility of the Select coach to notify HVHA (VP Select) of any suspensions received by players during games.