

Humber Valley Sharks



GTHL Club Handbook

2017-18
Revised April, 2017

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 teams in the AA, and in the A divisions of the GTHL. These teams in 2017-2018 will include Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget Jr. and Midget Senior.

1.3 Hockey Operations

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

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

1.4 Registration Fees

Teams that do not participate in the Holland Bloorview baseline concussion testing, player fees will be \$50 less per player than published below.

A Teams

Club Registration fee for the 2017-2018 season for the **A teams** is \$1,800 per player, **payable to the team.**

The fees are to be forwarded to the HVHA-GTHL, first instalment of \$900 x # of players due May 1, 2017 and the second instalment of \$900 x # of players is due September 1, 2017. These are to be paid using a team cheque, please do not send players cheques.

AA Teams

Club Registration fee for the 2017-2018 season for the **AA teams** is \$1,800 per player, **payable to the team.**

The fees are to be forwarded to the HVHA-GTHL, first instalment of \$900 x # of players due May 1, 2017 and the second instalment of \$900 x # of players is due September 1, 2017. These are to be paid using a team cheque, please do not send players cheques.

Registration fees cover the cost of 1.5 hours of primary practice ice per week (October through the end of the regular season), home and away game jerseys & socks, Hockey Canada Insurance, GTHL Registration Fees, Administration costs.

1.5 Ice Allocation

Primary ice provided is contracted by Humber Valley Hockey and therefore cannot be sold or traded to any non-Humber Valley Hockey Association team.

Secondary ice provided is contracted by Humber Valley Hockey and therefore cannot be sold or traded to any non-Humber Valley hockey team. Secondary ice is provided at the request of the team and is charged at \$ 295.00 per hour will be invoiced in September for the entire season.

1.6 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.

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

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 Treasurer and Team Manager are permitted as signing officer on cheques. All others must be independent of the Coaching Staff.

All transactions should be settled by cheque and not cash.

A Head Coach or Assistant Coach who is acting also as Manager, is not allowed to sign cheques.

2.4 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 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.

2.5 Restriction on Team Officials Changing Clubs

It is the intention of the Club to uphold GTHL regulation 7.15. Specifically, that no card-ed 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 Club 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, the team directly above them, in either a practice or a game, that you make your child available, so long as that by doing so your child would not have practiced or played more than three days out of four.

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 GTHL, Club and Team rules.

4.2 Use of Affiliated Players

It is understood and agreed that when you join the Club that you are in fact joining an organization and not just an individual team. For clarification purposes, this means that when your participation is required by your affiliated team, in either a practice or a game, that you make yourself available, so long as that by doing so you would not be practicing or playing more than three days out of four.

4.3 School Hockey

While playing of school hockey is encouraged, your son's commitment to the Club must come first. Specifically, you are 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.

4.4 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.

4.5 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 through the team manager.

<http://www.gthlcanada.com/gthl-concussion-policy/>

4.6 Sanctions 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.

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. 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 October 15th

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 October 15th, that player shall receive a pro-rata rebate calculated as follows: A charge of seventy-five dollars (\$75.00) 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 October 15th

If a player is successful in securing a release from Humber Valley or the GTHL after October 15th, 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.

Section 7: Players Equipment

- 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 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.

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.

10.3 Team Travel Subsidization

A team that is travelling to a Silver Stick or OHF Championship during the season can apply for sponsorship from the Club for up to 50% of the cost of the bus travel, this excluded driver's room cost and tip.

It is at the sole discretion of the VP/General Manager and Club President to approve such requests.

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.

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.

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.

Coaches of any GTHL team are not allowed to be a signatory of the team bank account.

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.

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 GTHL rules in section 8 regarding tryouts and tampering. Any HVHA GTHL 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 GTHL player trying out with a GTHL team **does not require** a Permission to Skate.

19.3 A GTHL 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 GTHL team does require a Permission to Skate.

19.5 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.

Section 20: Releases

The organizational policy regarding releases for all players is that outright releases at the conclusion of the season are granted unless a Protection letter was issued by March 31.

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 Vice-President or General Manager, for the duration of the tournament.

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.

Section 23: 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 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

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.

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.

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. This policy must be in line with any policies defined by The Club.