

# **Humber Valley Sharks**



## **GTHL Club Handbook**

Revised September 16, 2021

## **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 2021-2022 will include U9, U10, U11, U12, U13, U14, U15, U16, U17, U18 and U21

### **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 and Trainers 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 and trainers in the dressing room and on the bench for any game
- Requiring all on-ice Humber Valley coaches and any private trainers wear CSA approved Helmets.
- Each team requires a safety rep and will be responsible to follow all COVID 19 protocols
- Each team will have their players sign off on the GTHL commitment form

### **1.4 Team Jerseys**

Each Team will be invoiced for the home and away jerseys plus socks.

### **1.5 Registration Fees**

#### **A Teams**

Club Registration fee for the 2021-2022 season for the A teams is as follows;

Team Fee to Humber Valley is \$19,250.00.

Registration fees cover the cost of 1.5 hours of primary practice ice per week (October through the end of the regular season), Hockey Canada Insurance, GTHL Registration Fees (TBD), Administration costs and subsidy charges for Home Games.

## AA Teams

Club Registration fee for the 2021-2022 season for the AA teams is as follows;

Team Fee to Humber Valley is \$19,250.00.

Registration fees cover the cost of 1.5 hours of primary practice ice per week (October through the end of the regular season), Hockey Canada Insurance, GTHL Registration Fees (TBD), Administration costs and subsidy charges for Home Games.

### 1.6 Ice Allocation – Primary and Secondary Ice

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 Association team. Secondary ice is at the request of the team and is charged at **\$357.50 per hour (approximately)**. Teams will be invoiced for this cost. These ice cost will be included on your team invoice. **Any team who commits to HVHA sourced secondary ice must use it, regardless of the arena, day, or time.**

### 1.7 Try-out Ice

Each team is responsible to collect the cash for each of your tryouts. These costs will be included on your team invoice.

**Please Note: A payment Schedule will be released shortly that will detail all cost and will include dates when all payments are due by. All fees are to be paid to HUMBER VALLEY HOCKEY ASSOCIATION. These are to be paid using a team cheque only (no player, personal cheques or cash) and be sure to indicate your team age division on the bottom of the cheque.**

**Please mail your team cheques to Humber Valley Hockey Association, P.O. Box 40506, 5230 Dundas Street West, Toronto, Ontario M9B 6K8.**

### 1.8 Financial Statements

Financial statements are presented and available to all members at the Annual General Meeting of the Club, and are 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 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.
- 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 Head Coach or Team Manager is permitted as one signing officer on cheques. All others must be independent of the Coaching Staff. All transactions should be settled by cheque and not cash.

### **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 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

- Parents and guardians have an obligation to remain positive and show respect towards all club Officials, Team Officials and all players at all times.
- 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 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 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 November 15<sup>th</sup>**

- If a player is successful in securing a release from Humber Valley or the GTHL after November 15<sup>th</sup>, 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**

- 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.
- Each player must provide their own black hockey pants/shells, black helmet and black gloves. Hockey pants are not allowed to be cut in the inner thigh for any reason. No other team logo, other than the Humber Valley Sharks is allowed.
- 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 complaint can include an appeal for a release). 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.

## 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.
- The Head Coach of any GTHL team is 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

- 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.
- A GTHL player trying out with a GTHL team **does not require** a Permission to Skate.
- A GTHL player trying out with an OMHA team **requires** an OHF Permission to Skate
- 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.
- Please review the GTHL and Lower Lakes policy on this section (<http://www.gthlcanada.com/policies-and-forms#player-registration-and-transfer-forms>)

## 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.