



LEASIDE HOCKEY ASSOCIATION CLUB HANDBOOK 2017-2018

Mission and Background

The Leaside Hockey Association (LHA) has been offering minor hockey programs to the youth of our community since 1952. Currently we offer hockey school, house league, Select and GTHL A and AA programs for players aged 4 to 18. We represent and serve approximately 1,350 players, their team staff and their families.

The LHA is a not-for-profit community organization governed by a Board of Directors elected annually by the members of the Association. The financial statements of the Association are audited on an annual basis and are presented to our members and the public each year at an Annual General Meeting. The goal of the Association is to be completely accessible to its members and fully accountable in every way.

Since 1997-98, the LHA has been franchised to operate teams in the GTHL known as the "Leaside Flames". In the first season, we iced four A teams. In the 2017-18 season, we will ice eight A teams and six AA teams. Combined with our Hockey School, House League and Select division, the LHA offers a hockey program second to none in the Toronto area.

In the time we have been competing in the GTHL our teams have been able to capture numerous Kraft Cups, symbolic of the Regular Season championship, and a number of GTHL championships, plus many division and tournament championships.

The objective of our GTHL Program is to develop our players' skills and to ice competitive teams. We believe that winning is a logical consequence of achieving our mission. We recognize that parents have a role to play in achieving our goals.

MISSION

The Leaside Hockey Association provides safe, recreational and competitive hockey programs for the youth of our community.

VISION

- ✓ To be a leading community based hockey organization that adopts and encourages best practices in all aspects of its programs.
- ✓ To provide safe and challenging hockey programs where children are able to realize their potential through appropriate levels of play.

- ✓ To develop and improve the hockey skills of the players on the team and ensure these skills are used for the overall benefit of the team.
- ✓ To promote participation on a fair and equitable basis for all players.
- ✓ To provide a positive environment that encourages respect and good behaviour among and by all team staff, players, parents and game officials.
- ✓ To ensure a high level of discipline both on and off the ice and to encourage a strong work ethic and consistency of effort without taking the fun out of the game.
- ✓ To promote the principles of team play, good sportsmanship and companionship to all of the players.
- ✓ To involve the parents in their child's development by maintaining open lines of communication among the players, the team staff and the Association.

VALUES

Integrity	Respect	Discipline	
Sportsmanship		Compassion	Community
	Diversity	Fairness	

The Community GTHL Program & The LHA

The foundation of all of the LHA programs is that they are community based and community operated. The foundation of the LHA is our community spirit and committed volunteer base - we could not offer our programs without it. Even at the GTHL level we endeavour to source a majority of the players with both the A and AA teams from our LHA feeder programs and Leaside and its neighbouring communities.

All of our Board members are volunteers and none of them receive compensation, directly or indirectly, for their involvement in the LHA.

The LHA purchases uniforms and sports apparel on an annual basis. Periodically these purchases are subject to a Request for Proposal process where competitive bids are sought. The LHA has awarded the contracts for apparel and uniforms to a small number of suppliers. The Board takes every step to ensure the process is fair, impartial and free from conflict of interests and that prices are competitive.

Officers & Directors

The LHA's Annual General Meeting will be held on May 3, 2017. At that time, all directors must be re-elected. The current directors are proposing the following slate of officers for the 2017-2018 year:

President - Grant Worden
Secretary - Barbara Boyd
Treasurer - TBD
VP GTHL - Bill Snider
GM GTHL - Jason Peel
VP Select - Susan Irving
GM Select - Kevin Cluett
VP House League & Hockey School – Marco DiBuono
Director, Web Strategy and Procurement – Marcus Dancer
Director, Ice Allocations – John Delyannis
Director TBD

Registrar – Nancy Johnston
Director of Hockey School – David Trombley
Referee-in-Chief – Andy Callan

Past President – Tim McCutcheon

Our Programs, Registration Fees and Equipment

GTHL Program A & AA

- All teams supplied Tryout Ice by the LHA, teams permitted to bank tryout fees for team start-up funds.
- All teams supplied pre-season practice ice in early September.
- All teams supplied weekly practice ice for at least 26 weeks commencing in September. Practice time is one and one half hours. Ice is contracted at Canlan Vic Park, De La Salle College and other arenas.
- All teams provided GTHL registration fees and Hockey Canada accident and liability insurance.
- All teams will purchase Home and Away “pro” type top quality crested and numbered game jerseys, as needed, plus matching socks each season – from the LHA’s authorized provider.
- LHA’s GTHL Team Registration fee is estimated at \$24,500 for the 2017-18 season. The cost of ice rentals is expected to increase moderately, but the exact amount is not yet known. *(Teams prepare individual budgets which will require additional funds or fundraising. You will be notified at registration of the amount each player must pay, and the final team budget will be approved by the VP and GM GTHL.)*

Select Program

- Select program is in addition to the House League program. In order to be

- eligible to participate, all Select players must maintain their involvement in the house league program.
- One of the highlights of the year for our Select teams is their participation in the Leaside Select Tournament, which is usually held during the second weekend of February.
 - All teams supplied weekly practice ice for at least 26 weeks commencing in late September. Practice time is from one to one and one half hours. Ice is contracted at Canlan Vic Park, De La Salle College and other arenas.
 - All teams provided NYHL registration fees and Hockey Canada accident and liability insurance.
 - All teams will purchase Home and Away top quality crested and numbered game jerseys, as needed, plus matching socks each season - from the LHA's authorized provider.
 - In 2016-17 the LHA's Select Team Registration fee was \$18,000. We are expecting team fees may increase for 2017-18 as ice rental costs are increasing. This is in addition to House League registration fees. *(Teams prepare individual budgets which will require additional funds or fundraising. The final team budget will be approved by the VP and GM Select.)*

House League & Hockey School

- Hockey school instruction weekly for 26 weeks for players aged four, five, six and seven years.
- Players aged eight and above participate in one game per week plus playoffs for 26 weeks.
- Program is operated from Leaside Memorial Community Gardens.
- Periodically Board approves special participation of interested teams in tournaments and special house league events.
- All players provided GTHL registration fees and Hockey Canada accident and liability insurance.
- All players provided with numbered jerseys plus matching socks.

Dress Code

The GTHL Division has a dress code. Individual teams in the Select Division may institute a dress code as they see fit. The Purpose of the dress code is to create a Leaside Flames identity and ensure that players represent their Association and team in a neat and presentable fashion. "One offs" and team specific clothing and uniforms are not permitted. The LHA awards official apparel supplier status to companies offering sports apparel on a competitive bid basis. Only official suppliers are to be used for GTHL and Select apparel. Approval of the Board is required for any new items of apparel.

Dress code to be worn to GTHL games shall be determined by the staff of each team and shall be communicated to the players and their families before the start of the season. The LHA expects all Flames GTHL players, at a minimum, to have and use for all games a Flames equipment bag and a Flames team jacket. Pants in good condition or Flames track pants must be worn.

Affiliated Players

GTHL rules permit teams to make affiliations (for Call Ups) with teams within the LHA to ensure that for emergency purposes enough players are eligible to compete with the Leaside Flames teams. By November 15 each year team affiliation documents must be registered with the GTHL for GTHL teams. Our GTHL teams may choose to affiliate with any other Leaside Flames team, either GTHL or Select, that has players who are eligible to play in the category of the affiliated team (their "lower affiliate"). Affiliations must be approved by our VP GTHL. Once submitted, the affiliation cannot be changed that season. An affiliated player may play up to 10 times with his upper affiliate team during the season until his own team has completed its season, including Playoffs, then after that, an unlimited number of times. There are some special rules regarding goalies.

Select teams are affiliated automatically with the house league of the same age plus the Select team one year younger. A player may be brought up from the house league to play Select hockey an unlimited number of times throughout the season and play-offs. Select teams can call up a player from their chain affiliate an unlimited number of times until January 10. After that date, players from a chain affiliate may be used only five times. When used for the sixth time they must remain with the higher category and may not play any exhibition, tournament, or league games with the lower category for the balance of the season.

It is not the LHA's policy to support calling from affiliated teams on a continuing basis or permanent basis unless there are extenuating circumstances such as a season ending injury.

The LHA does not support permanent call-ups, except in emergency situations, discussed below. If a GTHL team calls up a player from Select permanently, it is disruptive not only for the Select team but also the house league because the player would no longer be able to play house league. If this occurs early enough in the season, it can be accommodated by re-balancing but this becomes more problematic later in the season. House league re-balancing occurs at the beginning of November and so taking a player any time after the beginning of November is disruptive to the house league.

When a Flames GTHL team needs to call up a player(s) from the Select teams in accordance with League rules, the GTHL team manager or head coach should inform the Select team manager and head coach that they would like to ask the player in question to come out to a GTHL game or practice before speaking with the player. The Select manager / head coach should not unreasonably withhold his cooperation but is not required to automatically give his approval (e.g. the Select player should not miss a Select game and preferably not a Select practice unless it is an emergency, for an "A" call-up game or practice). An emergency situation is defined as:

- a) A situation where the GTHL roster would be below 15 players; or
- b) Any situation involving a goaltender.

Where an emergency situation results and a GTHL team finds it needs to call up a player on a permanent basis, if agreement is not reached between the GTHL and affiliate managers, the matter is referred to the LHA President, VP GTHL and VP Select.

Player Releases

Once registered a player is expected to fulfill his commitment to the LHA and Leaside Flames. There are times, however, when a player or team official will request a release. This must be done prior to November 15th. The VP GTHL is the only person authorized to grant a release. The LHA strongly discourages releases that will result in players not having a place to play for the remainder of the hockey season. The LHA believes that signing a registration certificate is a two-way commitment and therefore we expect players we sign to stay with us just as we expect coaches to honour this commitment. Releases based on ability are frowned upon. Releases for disruptive players or extenuating circumstances are generally supported.

Dispute Resolution Procedures

When any player registered in any program of the LHA feels aggrieved and the situation cannot be resolved at the team level they may seek remediation with the LHA Board. In order to do so the situation must be described in writing and submitted to the LHA President and Secretary. Upon receiving such notice the Secretary will, within seven days, convene a meeting of all parties involved and hear the dispute. A panel of at least three LHA Board members will be present. The President will strike the panel of Board members as he or she sees fit in the circumstances. The decision of the panel may be appealed to the whole Board at its next meeting upon written request.

Refund Policy

House League and Hockey School - Up to August 31, 2017, a refund of registration fees is available, less an administration fee of \$10.00. After August 31, 2017, no refund will be provided.

GTHL - When players withdraw from a GTHL team in accordance with the rules set out by the GTHL, the team will provide a partial refund of fees. Most costs associated with GTHL hockey are front loaded. For this reason the team will calculate the amount of money spent at the date the player withdraws as a percentage of the overall team budget inclusive of LHA registration. The ratio derived will define the spending ratio as at the date the player withdraws. The spending ratio will be deducted from 100% to determine the ratio of fees to be refunded. If, however, the player has failed to pay his fees in total, no refund will be made.

Select - When players withdraw from a Select team, the LHA and the team will provide a partial refund of fees. As with GTHL hockey, most costs of Select hockey are front loaded. Select teams will calculate refunds using the same spending ratio as stated above for GTHL teams.

Permission to Skate

In accordance with the OHF and GTHL rules the LHA requires Permission to Skate letters from all players wishing to try out with the Leaside Flames who were not registered with the GTHL the prior season.

The LHA's VP GTHL will issue Permission to Skate letters to its players who desire to tryout for a team outside of the GTHL.

Use of Club Name and Logo

The LHA permits each of its teams through the team officials to use the Club name and logo while conducting official business of the team provided it is made clear that the nature of the business is team centered. The LHA in no way authorizes team officials to make representations on behalf of the LHA, Leaside Flames GTHL Club or the LHA Board.

Team Finances & Disposition of End-of-Season Surpluses

All GTHL and Select teams must operate using a team bank account with no fewer than 3 signing officers, at least one of whom must be a parent who is not a team official. In addition to the initial team budget presented to all team families prior to signing a Registration Card, each team must provide its families with 2 interim financial updates (within 10 business days of September 30 and January 31) and a final year-end statement within 4 weeks of the last team event. It is LHA policy to permit its competitive GTHL and Select teams to carry forward from season to season a surplus equal to \$50 per player registered to that team. Any amounts in excess of this must be returned to the parents as soon as practical after the season ends but in no case later than June 1st.

Team Matters

The LHA permits each of its competitive GTHL and Select teams to determine generally

how it will operate during the season. Within this general rule teams must address with the parents and players the following matters:

Team Officials - List the team officials and their roles and responsibilities within the team.

Payment of Team Officials - Disclose any payments made or to be made to team officials or related parties.

Ice Time Policy - The team must communicate its policy on ice time.

Team Meetings - The anticipated frequency and timing of parent meetings with team officials must be communicated.

Payment of Fees

For GTHL teams, fee may be paid in installments, as stipulated by each team, but must be paid in full by September 30.

In addition to team fees, each GTHL player must pay a Player Registration Fee to the GTHL before the Season starts. This replaces the gate fees at league games that used to be paid by all players and others attending GTHL games aged 16 to 65.

For Select teams, fees may be paid in installments, as stipulated by each team, but must be paid in full by November 15.

For House League, fees must be paid at the time of registration.

Code of Conduct

Players and parents are required to abide by the LHA Conduct Code as stated below. Teams may implement codes of conduct over and above the LHA code and must communicate this to the players and parents, together with any sanctions.

The LHA Code of conduct is as follows:

In furtherance of the Articles, By-laws, Mission, Vision and Values of the Leaside Hockey Association (LHA), the following Code of Conduct has been adopted by the Association. This Code of Conduct applies to all LHA Members (including without limitation players, parents/guardians and coaches/team management, officials, volunteers, officers, directors and employees) participating in LHA activities.

The Members of the Association, as defined in the By-laws include:

- a) Each player 18 years of age or older registered in the Association's Hockey School, House League, Select or GTHL hockey program for the current hockey season;
- b) The parent or guardian having signed the registration application form for each player under the age of 18 registered in the Hockey School, House League, Select or GTHL hockey program for the current hockey season;

- c) Officers, Directors of the Association and duly appointed conveners, coaches, managers and trainers registered in one of the above programs for the current hockey season; and
- d) Such other persons as the Board of Directors may by resolution admit to membership.

I. Provisions Applicable to All Members:

- 1. Members and participants of the LHA shall conduct themselves at all times in a manner consistent with the Mission, Vision and Values of the LHA, which include integrity, sportsmanship, honesty, respect, compassion, and fairness.
- 2. During the course of all LHA activities and events, members shall avoid behaviour which brings the LHA or the sport of hockey into disrepute, including but not limited to:
 - a) use of alcohol by minors and abusive use of alcohol by other members;
 - b) use of non-medical drugs;
 - c) use of abusive language;
 - d) objectionable conduct.
- 3. In particular, Members of the LHA shall refrain from:
 - a. comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist;
 - b. behaviour, which constitutes harassment or abuse or bullying.
- 4. Every member, by participating as a player, by enrolling her/his child or guardian in programs of the LHA, or by acting as a coach or member of any team management agrees to act in accordance with the applicable provisions of this Code of Conduct and understands and accepts that any contravention may result in disciplinary action as determined by the Board, up to and including, suspension or revocation of membership and all associated rights and privileges. Players, coaches and members of team management will be asked to acknowledge the applicable provisions of this Code of Conduct as part of the selection process.

II. Provisions Applicable to Members who are Players:

Every LHA player agrees that she or he will:

- 1. Make a commitment to her/his team at all times by attending all practices, games, meetings, special events, and by playing to the best of her/his ability;
- 2. Respect her/his Coaches at all times and remember that her/his Coaches are providing her/him with the opportunity to learn and play the game of hockey;
- 3. Respect the safety of other players by playing the game within the rules at all times;

4. Respect the Officials and their decisions at all times;
5. Strive to act in accordance with the Mission, Vision and Values of the LHA, the provisions of the Code of Conduct applicable to all LHA Members and these specific provisions;
6. Accept such disciplinary action as may be imposed if she/he does not fulfill her/his obligations under this Code of Conduct.

III. Provisions Applicable to Members who are Parents or Guardians:

Every parent or guardian of an LHA player will:

1. Enroll her/his child for the pure enjoyment of the game and the opportunity to learn the skills of the sport;
2. Recognize that at a hockey rink, her/his child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants;
3. Respect the decisions of the Coaches, whether at practice, special events, or during a game;
4. Strive to conduct herself/himself in a manner consistent with the Mission, Vision and Values of the LHA, the provisions of the Code of Conduct applicable to all LHA Members and these specific provisions when attending games, practices and special events and strive to be positive and encouraging to all players at all times;
5. Encourage her/his child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence;
6. Never verbally abuse a Coach, Assistant, Manager, Trainer, or Official and remember that they have difficult jobs and not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public;
7. Acknowledge that she/he remains responsible, as a parent, for the safety of her/his child while she/he is participating in LHA activities and will therefore do her/his part to protect and enhance the safety of her/his child and others;
8. Communicate concerns and attempt to resolve conflicts directly with the coaching staff before communicating with LHA officials.
9. At least one parent of every child enrolled in a Hockey Canada Program (House League, Select or GTHL) must complete the on-line Parent Respect In Sport course. This does not need to be taken every year and is only a one-time requirement.

IV. Provisions Applicable to Coaches and Team Management:

Every LHA Coach, Assistant, Manager, Trainer and other member of team management acknowledges that she/he is in a position of trust and authority and will:

1. Be reasonable when scheduling games and practices, remembering that players have other interest and obligations;
2. Teach players to play fairly and to respect the rules, Officials, opponents and teammates;
3. Remember that players play to have fun and must be encouraged to have confidence in themselves;
4. Ensure that all players receive equal instruction, support and appropriate, fair playing time;
5. Remember that participants need a Coach they can respect;
6. Be generous with praise and set a good example;
7. Respect all participants and recognize that she/he is in a position of trust and power, and she/he will do nothing to take advantage of or abuse it;
8. Do her/his best to be a competent Coach or team official, well prepared and adequately skilled and will obtain training and certification as required by the LHA;
9. Not ridicule or yell at players for making mistakes or for performing poorly;
10. Not address players of an opposing team except to provide positive encouragement or congratulations;
11. Take reasonable steps to ensure that equipment and facilities are safe and appropriate to their players;
12. Cooperate with Officials and address them and coaches of opposing teams only in a civilized and respectful tone;
13. Encourage fair and open communication with parents and players and proactively address and seek to resolve all issues and conflicts directly with parents and players and report all material issues and conflicts to the appropriate LHA VP (i.e. VP GTHL, VP Select or VP House League as applicable);
14. Cooperate with LHA team officials at all levels of a given birth year with a view to the best interests of all LHA players of the birth year.

Persons who reasonably believe that circumstances have occurred which may constitute conduct offensive to this Code of Conduct are asked to immediately speak with any director, officer or other recognized representative of the LHA. Where a matter cannot be resolved informally or is of a very serious nature, it may be reported directly to the VP Conduct and Discipline for investigation and determination by way of a Discipline Committee in accordance with the guidelines established by the Canadian Hockey Association (CHA) and the Ontario Hockey Federation (OHF).

Player Obligations - Players are expected to make a full commitment to team games and team activities planned throughout the season. It is understood that from time to time the requirements of school, family and religion may conflict with hockey events. At all times, advance notice of absences should be communicated by the player or the player's parents to team officials. Individual teams may implement their own standards and obligations in this regard.

Player Injury - In all instances when a player misses games or practices due to injury the approval of the attending physician must be given prior to return to play and a GTHL Return to Play form must be completed by the attending physician.

Should you have any questions about any LHA policies, please do not hesitate to ask your team manager, or you may contact the members of the Board by using the contact information on our website **www.lesidehockey.com**.

Have a great hockey season!

Grant Worden
President, 2017-2018