

LEASIDE HOCKEY ASSOCIATION



LEASIDE FLAMES GTHL DIVISION



General Operating Procedures 2017 - 2018

Contact with GTHL and other Clubs:

- **All contact** with the GTHL and with others clubs must be through the LHA General Manager, Vice President or our club Administrators.
- The GTHL has a list of Leaside Flames representatives. The GTHL will only deal with those personnel. Individual team staff or parents should not contact the GTHL directly.

Signing – Registration Cards:

- All players must sign the provided player cards to confirm their commitment to the Leaside Flames.
- All cards are to be completed neatly in ink. A full signature is required. One parent must also sign the back of the card for it to be deemed completed. Birth certificates are required for all players not previously registered with the GTHL.
- Minimum player roster is fifteen but the LHA encourages teams to sign the maximum number of players. If you do not intend to roster 2 goalies, please discuss it with the Leaside VP, GTHL or GM, GTHL prior to finalizing that decision.
- Complete cards and return by May 10, 2017 at the latest according to these instructions. Please note that not all fields on the cards are marked correctly. For instance, the **hospitalization card number should read birth registration number**. The birth registration number starts with the year of the child's birth.
- When your cards are ready, **deliver** them to Nancy Johnston at 120 Glebemount Avenue, Toronto (east of East General and south of Mortimer on the west side of Glebemount)
- The sooner you are completed, the sooner your team will be registered.
- GTHL Staff Cards will not be issued to the teams until the player cards are completed, and the administrative package is completed and sent to Bill Snider. GTHL Staff Cards are generally not available until September.
- All carded team representatives must have completed the Harassment and Abuse course and have completed a Police Services Check. Anyone failing to complete either of these requirements will not be eligible to be carded. Each team must have a certified Head Coach, a Manager and a GTHL certified Trainer. The team cannot be registered until the team staff are properly certified and cards completed. We encourage each team to have two registered trainers as you must have a certified trainer on the bench for all games.

Leaside Content

It is strongly encouraged by the LHA that consideration be given to the promotion of players from within the Leaside organization. The foundation of our organization is our community and our

volunteers. This is always a difficult issue and requires good communication from the coaches at all levels within the organization. Do not allow players from Select or A level to show up to tryouts without knowing what your needs are. Explain the process to the parents, as some do not understand how the system works. If a family attends a tryout for your team and you do not have a position for their son or daughter, please communicate with them either face to face or at minimum, by a phone call. Do not leave players hanging. If you are not interested let them know after the first skate. This will allow them to tryout for another team if they chose to do so.

Permission to Skate Form:

- If a player was on a GTHL team last season they do not require a permission to skate form to try out for Leaside in the following year.
- A player from a team in the Lake Ontario Region (LOR) that wishes to tryout for Leaside does require a permission to skate form before they are able to do so, signed by their previous club. Players who reside outside of the Lake Ontario Region (the Lake Ontario Region includes the municipalities of Ajax, Brampton, Mississauga, Oakville, Pickering, Richmond Hill, Toronto, Markham, Vaughan) **are not permitted to tryout and/or register with any GTHL “A” or “AA” Team.** A player who resides outside of the Lake Ontario Region may only tryout and/or register with a GTHL “AAA” team if he/she has received all of the necessary OHF “AAA” waivers based on his/her residency. Then, and only then, may that player tryout and/or register with a GTHL “AAA” Team.
- Players leaving Leaside to tryout for another team in the LRO will also need a form signed by an authorized individual before they are able to do so.
- The form can be found on the GTHL website under about GTHL->Forms-> Lake Ontario Region Permission to Skate Form.

Cutting Players:

- Do not embarrass any player or parents in front of others.
- If possible, let the player and parent know areas for improvement and why the player is being cut.
- Do not procrastinate, especially on players previously signed.
- Treat others as you would want to be treated.

Releases - Players:

- November 15th is the deadline for releases.
- The General Manager is the only person authorized to release a player. A request for a release is to be made by the Head Coach to the GM directly. Players are not to be cut or told they have been released without the LHA’s approval.
- The LHA strongly discourages releases that will result in players not having a place to play for the season.
- Our philosophy is that signing a card to play for the Leaside Flames is a two-way commitment and therefore we expect players we sign to stay with us and we expect the coach to honour the commitment.
- Releases based on inability will be frowned upon. Releases for disruptive players, or extenuating circumstances are generally supported.

Releases - Coaches:

- GTHL rules prohibit coaches from moving to other organizations with the same aged players without a release from the current club.

- Should you or any members of your carded staff wish to move to another organization at the conclusion of the season at the A, AA or AAA level you will need a release from the Leaside Flames. See LHA Policy for details of the release.
- Should you wish to pursue coaching positions with another organization, please discuss first with your GM.
- If you are approached by other Clubs to coach, you must notify them to seek permission from your GM first before discussions can commence.
- The Leaside Flames do not have any obligation to release coaches as per the GTHL rules.
- Coaching positions for each season will be confirmed by mid February each year.
- If you do not plan on continuing, help with a succession plan is appreciated.

Additions:

- Deadline for signing import players is December 15th or as shown in GTHL calendar.
- Deadline for signing players is January 15th or as shown in GTHL calendar.

Call Ups:

- Affiliation is to be determined by each coaching staff prior to season start, in consultation with your VP/GM.
- The GTHL affiliate options are a GTHL team of lower category or younger age group or a Select team of same age or a younger age group. To encourage player development within the LHA, GTHL A teams at an age level where checking is not permitted should be affiliating with the Select team of the same age level. Older GTHL A teams may chose to affiliate with the Select team at their age level but are not required to.
- Call-ups are limited to 10 times per affiliated player throughout the regular season and playoffs or post season tourneys, except that once the team being called up from has completed its season, then call-ups are unlimited.
- Once your team declares its affiliate team, the identified team cannot be changed that season. Use of players from teams other than the affiliate team is against GTHL rules. Ensure that all affiliate players when used are properly identified on the game sheet. The designation AP is added beside the player's name.

Tournament applications and Suspension rules:

- GTHL requires five weeks lead-time for tournament approvals. There is no flexibility in this rule.
- The LHA requires an additional week for a total of six weeks prior to any tournament.
- Your team can only get three regular season tournament approvals. Pre-season and Christmas tournaments are excluded from this total but applications and approvals are still required for insurance purposes. No tournaments may be attended by any GTHL teams during the final week of the regular season or during the play-offs. If your team is eliminated from the play-offs, the team is free to arrange exhibition games and tournaments.
- Only three of our teams may enter tournaments on each of the Canadian and US Thanksgiving weekends. If you intend on going into tournaments on either of these weekends, please let us know as soon as possible to avoid disappointment. Your team can enter for only one of these noted weekends.
- We will have money on account with the GTHL to cover approval fees.
- Tournament permission is to be requested via email to LHA GTHL Coordinator, Tavia McLachlin. If the request is made to her within the time limits, she will submit the tournament request to the GTHL. Once approved by the GTHL, then she will return a copy to the team involved by email
- Please follow-up with Tavia to ensure that the tournament form has been received and is approved before you send in your money and to avoid disappointment.
- Fax or email all tournament and exhibition game sheets to Jennifer Crawford at the GTHL within

7 business days following the game or tournament. Her fax number is 416-636-2035. Her email is jcrawford@gthlcanada.com You must send in a completed Cover sheet with the game sheets, noting details of any suspensions served and/or received in the tournament.

- When suspensions are served or received in a tournament those game sheets must be submitted before the end of the 3rd business day following the tournament or before the next game to be played by the suspended player or team staff, whichever is earlier.
- Suspensions received in a tournament must be served at the tournament and if there are carry-over games, during the next GTHL league game(s).
- Match Penalties received in league play before a tournament prevent that player from participating in a tournament unless he has received a ruling from the GTHL on additional suspensions to be served prior to the start of the tournament. Please refer to the GTHL rule book for specific details.

Referees:

- Please use the GTHL referees for exhibition games and only LHA referees in emergencies. Some LHA referees are also GTHL referees so it is fine to use them.
- Exhibition game applications are required to be filed for all games.
- Send completed form to Linda Lord who will in turn notify the GTHL.
- Use GTHL game sheets (to be obtained by GM) and fax or email to GTHL office after game. The GTHL fax number is 416-636-2035 and email is jcrawford@gthlcanada.com.

Schedule:

- Refer to the GTHL website at www.gthlcanada.com for all accurate schedule details and information. The GM will confirm any late changes to your schedule by e-mail, phone or fax. Please confirm receipt of changes with GM.
- Team statistics are to be confirmed periodically with each GM. Do not discard game sheets. We have had incidents where errors have been made at the GTHL office. Retain all game sheets until the conclusion of the season.

Suspensions:

- Teams are responsible for enforcing suspensions of their own players. If you are unsure of the penalty, seek clarification from the referee at the time of the infraction. Once the penalty is on the game sheet, it is almost impossible to overturn. If the game sheet is incorrect, have the referee correct it. Once the game sheet is filed, there is very little we can do to overturn the information on the game sheet. Suspensions are checked at the GTHL so do not play a suspended player, you will be caught!
- If you are unclear as the length and severity of the penalty, please read the GTHL Year Book and if unclear then contact the GM for clarification. The game in which the infraction occurs does not count as one of the suspended games. For instance, a two game suspension means two games in addition to the game in which the penalty occurred.
- Check the reverse side of the game sheet for penalty codes and appropriate suspensions. You should also refer to GTHL Year Book or web page.
- Match penalties will result in a referee report and notification to our GM by GTHL. Any suspension deemed appropriate for the circumstances can be levied.
- There are limited appeals of suspensions of four games or less. Without video evidence from the game there is really no chance of an appeal.
- Suspensions of three games or less are to be served immediately during the next three GTHL games.
- Match Penalty Suspensions require the player to miss all games until GTHL meets to discuss the penalty.
- Proper adult deportment is vital to our organization's success and credibility. Remember that

suspensions of team staff are serious. Verbal abuse of officials and opponents will not be tolerated.

- The LHA reviews serious penalties and may impose additional suspensions or other penalties.

Accident reports:

- An accident report must be completed any time outside medical assistance is sought.
- Player must be cleared by medical official before return to play.

VSS / Police Checks:

- LHA Registrar, Nancy Johnston coordinates the VSS checks for all new staff and for all team staff every 4 years.
- Nancy will contact your team and determine which staff require a VSS check for the current season.
- Those staff must complete the required forms in person with Nancy ASAP, or your team's registration will be delayed.

Dress Code:

- The purpose of the dress code is to create a Leaside Flames identity.
- "One-offs" and team specific clothing and uniforms are not permitted – only LHA authorized apparel providers may be used.
- 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 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.

Finances

- Each team will be levied a fee of **\$24,500.00** to be paid: **\$7,500** by **July 1**, a further **\$7,000** by **Sept. 1**, and the remaining **\$10,000** by **October 1**, 2017. Final numbers will be determined once ice costs and insurance premiums have been confirmed. This amount should not change, however, we reserve the right to change it once costs have been finalized.
- Each team must prepare a high level budget to be presented to the players/parents at the time of tryouts. You must identify the maximum total financial commitment each family will be expected to pay for the 2016-17 season. Once the team is finalized, your team must prepare a detailed budget and have the parents sign off on the budget. This is to be submitted to the LHA before your team will be registered. No exceptions will be permitted. Financial **updates** must be provided to all families within 10 business days of **Sept. 30** and **Jan. 31**.
- All tryout fees are to be banked by each team
- Teams who do not pay their LHA fees will risk having practice ice contracts cancelled
- Teams' LHA fees cover the following:
 - Team registration fees with GTHL
 - CHA insurance fees and CHA affiliation fees
 - Practice ice for 1 ½ hours per week from September - March (about twenty six weeks)
 - Pre-season and Tryout ice time
 - 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. Each team is encouraged to size the sweaters for two seasons.
 - GTHL Banquet and Awards
 - Tournament and exhibition game permissions

*Individual teams are responsible for items over and above these.

In addition to team fees, each GTHL player must pay a Player Registration Fee (PRF) 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.

Bill Snider
VP GTHL, Leaside Flames

Jason Peel
GM GTHL, Leaside Flames