



## LEASIDE HOCKEY ASSOCIATION CLUB HANDBOOK

### Part 1: Mission, Vision, Values, Code of Conduct

The Leaside Hockey Association (LHA) has been offering minor hockey programs to the youth of our community since 1952. Currently we offer Learn To Play, House League, CDS, Select, GTHL “AA” and “A” programs for players aged 4 to under 18 years of age as of December 31<sup>st</sup> of each current season. We represent and serve approximately 1,350 players, their team officials and staff, and their families.

The LHA is a volunteer-based, 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 prepared on an annual basis, reviewed/compiled by an independent Chartered Professional Accountants’ Firm, 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.

### MISSION

The Leaside Hockey Association provides 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 can 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 behavior among and by all team staff, players, parents/guardians, 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 while keeping fun in the game.
- √ To promote the principles of team play, good sportsmanship, and companionship to all the players.
- √ To involve the parents/guardians in their child’s development by maintaining open lines of communication among the players, the team staff, and the Association.

### VALUES

<i>Integrity</i>	<i>Respect</i>	<i>Discipline</i>
<i>Sportsmanship</i>	<i>Compassion</i>	<i>Community</i>
<i>Diversity</i>	<i>Fairness</i>	<i>Inclusion</i>

# **LEASIDE HOCKEY ASSOCIATION CLUB HANDBOOK**

## **CODE OF CONDUCT**

In furtherance of the Articles, Bylaws, 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, team officials, volunteers, officers, directors, contractors, employees, etc.) participating in LHA activities and/or all LHA members, players, families, friends, and supporters attending LHA events.

The Members of the Association, as defined in the Bylaws include:

- (a) all past presidents of the Corporation;
- (b) directors, Officers, or executives, both elected and appointed for the current hockey season;
- (c) adults who are 18 years of age or over including but not limited to the Corporation's registered coaches, managers, trainers, convenors, players, and/or contractors or other volunteers who are duly appointed and/or approved by a Director, in any Corporation program, including but not limited to, Learn To Play (LTP), House League (HL), CDS, Select, GTHL A, GTHL AA, and/or Seniors of GTHL hockey program for the current hockey season;
- (d) a parent or guardian for a registered player under the age of 18 with the Corporation and/or affiliated associations or leagues. For greater certainty, only one parent or guardian per household may be selected to represent a player, regardless of the number of parents or players in the household; and
- (e) such other persons as the Board may by ordinary resolution admit to membership.

For the purpose of this Handbook, the LHA Code of Conduct and all Policies governing the LHA, members shall also include all players.

### **I. Provisions Applicable to All Members**

1. Members and participants of the LHA shall always conduct themselves in a manner consistent with the Mission, Vision, and Values of the LHA, which include integrity, respect, discipline, sportsmanship, compassion, community, diversity, fairness, and inclusion.
2. Members and participants of the LHA shall conduct themselves at all times in a manner consistent with, and abide by, all Policies, Rules and Regulations, and Sanctions issued by the LHA's governing bodies, which include Hockey Canada (HC), the Ontario Hockey Federation (OHF) and the Greater Toronto Hockey League (GTHL) while participating in, or attending any of, the LHA's programs and/or events, including our Leaside Invitational Tournament (LIT).
3. During 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 or discriminatory language.
  - d. objectionable conduct.
4. Members of the LHA shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, discriminatory, homophobic, or sexist. Members shall also refrain from any behaviour which constitutes harassment or bullying.
5. All contact with leagues or governing bodies such as the GTHL, NYHL, CDS, or other Clubs and Associations must go through the GM, VP, and/or Coordinator of the appropriate program (AA, A, Select, CDS, HL).

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## **II. Provisions Applicable to Members who are Players**

Every LHA player agrees to:

1. Always demonstrate a strong commitment to the team by attending all practices, games, meetings, special events, and by playing to the best of their ability.
2. Always show respect to the Coaches and Team Officials / bench staff and remember that the Coaches are providing an opportunity to learn and play the game of hockey.
3. Respect the safety of other players by always playing the game within the rules.
4. Always respect the Game Officials and their decisions.
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 the player does not fulfill their 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 their child for the pure enjoyment of the game and the opportunity to learn the skills of the sport.
2. Appreciate the contribution of the many volunteers within the LHA who are giving their time and energy so all participants can experience and enjoy the game of hockey.
3. Respect the decisions of the Coaches, whether at practice, special events, or during a game.
4. Behave in a manner consistent 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 your child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal, or physical violence.
6. Remember that Game and Team Officials have difficult jobs. Never verbally abuse a Coach, Assistant, Manager, Trainer, or Game Official. Do not undermine their efforts by contradicting, interfering, or questioning their character, motivation, or judgment in public.
7. Acknowledge that parents/guardians remain responsible for the safety of their child during LHA activities. Parents are therefore reminded to act in a manner that will enhance the safety of their child and others.
8. Communicate concerns and attempt to resolve conflicts directly with the coaching staff before communicating with LHA Club Officials.

## **IV. Provisions Applicable to Team Officials**

Every LHA Coach, Assistant, Manager, Trainer, and other member of team management acknowledges that they are in a position of trust and authority and will:

1. Remember that players play to have fun and must be encouraged to have confidence in themselves.
2. Create a safe and inclusive environment in which all players can feel comfortable, develop, and excel.
3. Teach players to play fairly and to respect the rules, Game Officials, opponents, and teammates.
4. Ensure that all players receive equal instruction, support, constructive feedback, and appropriate, fair playing time.

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5. Be reasonable when setting expectations around participation at tournaments, games, and practices, remembering that players have other interests and obligations.
6. Remember that participants need a Coach they can respect.
7. Be generous with praise and set a good example.
8. Respect all participants and recognize that Team Officials are in a position of trust and power, and as such will do nothing to take advantage of or abuse it.
9. Strive to be a competent Coach or Team Official, well prepared and adequately skilled with all the necessary training and certification as required by the LHA and its governing bodies.
10. Not ridicule or yell at players for making mistakes or for performing poorly.
11. Not address players of an opposing team except to provide positive encouragement or congratulations.
12. Take reasonable steps to ensure that equipment and facilities are safe and appropriate to their players.
13. Cooperate with Game Officials and address them and coaches of opposing teams only in a civilized and respectful tone.
14. 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. Report all material issues and conflicts to the appropriate LHA Board Member (i.e., GM GTHL, VP Select/CDS or VP House League, as applicable).
15. Cooperate with other LHA Team Officials at all levels of a given birth year to ensure an appropriate distribution of skills and to facilitate appropriate player movement, thereby maximizing player/family satisfaction and the competitive performance of the LHA.
16. Respect the financial impact that hockey may have on families. Seek to gain commitment from families on the magnitude of the financial commitment to be made during the season as it relates to items like extra ice, outside coaching, and travel to tournaments. Communicate the team budget to families and provide a team budget during evaluations and two budget updates during the season. Where appropriate, work with the Board to help offset costs by accessing team sponsorship or financial assistance for families in need.

## **V. Social Media Guidelines Applicable to All Members**

The LHA recognizes the importance of participating in online interactions and wants to ensure that all Team Officials, players and their parents/guardians associated with the LHA receive guidance on how to participate in social media in a positive and responsible manner. All Team Officials, players and their parents/guardians are required to comply with the LHA's and the GTHL's Social Media Policies, available at [www.LeasideHockey.com/Policies](http://www.LeasideHockey.com/Policies) and at [www.gthlcanada.com/policies-and-forms/](http://www.gthlcanada.com/policies-and-forms/), when participating or engaging in communications and/or sharing content via any form of social media that can be linked to or in any way associated with the LHA.

Social media includes, but is not limited to, social networking sites (e.g. Facebook, Instagram, LinkedIn, Snapchat, TikTok, etc.); micro-blogging sites (e.g. X (Twitter), Tumblr, Reddit, etc.); online video and photo sharing communities (e.g. YouTube, Flickr, Vimeo, Tumblr, etc.); online discussion forums; website encyclopedias (e.g. Wikipedia, etc.); online user review forums (e.g. TripAdvisor, Yelp!, etc.); and personal or corporate blogs.

Following are guidelines to aid Team Officials, players and their parents/guardians associated with the LHA when using social media and to help protect the LHA's members, brand, and goodwill in the social space.

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1. DO NOT post, shoot video, or take photos inside any dressing room or mode of transportation used by or in connection with the LHA without the prior written consent and approval from the VP/GM of the relevant division (AA, A, Select, CDS, HL, LTP).
2. DO NOT post video filmed of any GTHL, Select, CDS, or HL sanctioned practice or game, be it a regular season, playoff, tournament, or exhibition game, on the internet or any social media platform without the prior written consent of the VP/GM of the relevant division (AA, A, Select, CDS, HL, LTP).
3. DO NOT divulge secrets, confidential, proprietary, or personal and/or health information or status, whether concerning you or anyone else who is an LHA Team Official or player.
4. ALWAYS comply with all laws, including those relating to libel, copyright, trademark and data protection, and regulations, including those made or issued by Hockey Canada and the Ontario Hockey Federation.
5. ALWAYS remember that even in your private communications, your actions and/or words — in any media — may reflect on the LHA and may cause irreparable harm to the LHA and its members.
6. ALWAYS remain courteous and professional at all times.
7. Teams are prohibited from creating or maintaining Team based Social Media Accounts but may direct requests for posting significant accomplishments on the LHA's website and/or Social Media accounts by emailing [SocialMedia@LeasideHockey.com](mailto:SocialMedia@LeasideHockey.com).

Team Officials, players and their parents/guardians are reminded that they continue to act as representatives of the LHA, even outside the hockey arena, and must conduct themselves in accordance with these guidelines at all times to protect the LHA as well as its Team Officials and players from illegal, unauthorized, irresponsible, or abusive use of social media.

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 or GM of the relevant division (AA, A, Select, CDS, HL, LTP) for investigation and determination by way of a Committee or Panel in accordance with the guidelines established by Hockey Canada, the Ontario Hockey Federation, and the Greater Toronto Hockey League.

See **Dispute Resolution Procedures** in **Part 2: Program Delivery** of this Handbook for full details.



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### **Part 2: Program Delivery**

#### **The LHA Organization**

The LHA is proud to be a volunteer-based, not-for-profit organization offering a variety of hockey programs to the youth of our community. Every year, we are grateful to the over 300 individuals who give a considerable amount of their time so the tradition of hockey can continue in Leaside. Our Board of Directors is made up entirely of volunteers, none of whom receive any compensation, directly or indirectly, for their involvement in the LHA. The LHA's Annual General Meeting is held in late spring each year. At that time, new Directors, and Directors whose terms have expired but wish to remain for another term, must be (re)appointed and elected.

#### **House League & Learn To Play**

- Learn To Play consists of one-hour weekly hockey skills sessions for players aged four and five years old that runs from approximately September/October through March/April.
- Learn To Play is run in a safe and fun learning environment and players are instructed by a team of professional instructors at a higher instructor to player ratio than House League. The LHA Board of Directors awards the role of hockey school instructor to companies on a competitive bid basis. Parent and guardian satisfaction with the program is measured annually through a survey.
- House League is for players under seven to under eighteen years of age as of December 31<sup>st</sup> of each current season and consists of one House League game per week and one practice per week for U7 to U13 divisions. Practices for U7 to U10 divisions are run by our team of professional instructors. Practices for U11 to U13 divisions are run by the parent volunteer Team Officials coaching staff.
- House League including playoffs runs from approximately September/October through March/April.
- Both programs are operated primarily from Leaside Memorial Community Gardens.
- Periodically the Board approves special participation of interested teams in tournaments and special house league events.
- All players are provided GTHL, OHF and HC registration fees and Hockey Canada accident and liability insurance.
- All players are provided with numbered jerseys plus matching socks.

#### **CDS & Select Programs**

- The CDS and Select seasons run from approximately September/October through April, or according to their League schedule.
- CDS and Select programs are an optional extension to the House League program. To be eligible to participate, all CDS and Select players must be registered and participate regularly in House League events.
- Select Teams' player evaluations occur in the spring, after the conclusion of the HC season, in approximately May. LHA Select evaluations are invigilated by third parties (who are on-ice and off-ice) for player skill evaluation and involve a certain number of tryouts, depending on the age group.

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- CDS player evaluations and team placement also occur in the spring, after the conclusion of the HC season. Players are assessed over a series of development skates and then placed on a team commensurate with their skill level. Our goal is to provide the opportunity for every player who wants to play in the CDS league to be placed on an appropriate skill level team.
- Team Officials for each team complete and keep up to date the requisite training to supervise and train players from a hockey skills and safety perspective, as per Hockey Canada guidelines.
- Team Officials and any other skills coaches, instructors or trainers must obtain a “Clear” or “Negative” Vulnerable Sector Check via the OHF’s process established April 1, 2024, and be registered on HCR. Details and updates to the process can be found on the [OHF website under Risk Management](#).
- Teams prepare individual team budgets that are reviewed and approved by the VP Select/CDS. An estimated player team fee is conferred on parents at evaluations and a final budget is presented to parents before the season begins for their approval and updated and provided to parents two more times during the season for approval. Teams may supplement their funding by seeking sponsorship or doing fundraising.
- Teams are charged a team fee by the LHA which covers evaluation ice and third-party evaluators instructors and invigilators, pre-season ice, weekly practice ice, HC/OHF/GTHL/NYHL registration fees (as applicable) and Hockey Canada accident and liability insurance, office support and e-services. Payment of this fee is to be made according to the schedule supplied by the LHA Treasurer.
- Select teams are charged a per player gate fee by the NYHL for all their competitive games, which is not included in the LHA Team Fee and must be paid in addition to LHA fees.
- Teams from U7 to U15 may be supplied with an optional secondary one hour of practice ice which is a supplemental cost.
- CDS teams are each loaned with two sets of goalie equipment for the season.
- Teams are permitted to participate in three in-season tournaments as well as tournaments in the pre-season, winter break, or, in the case of Select, after their playoff run finishes if the League season has not yet concluded. CDS and U10 and U11 teams may participate in a maximum of 4 tournaments total. Teams are not permitted to attend a tournament during the weekend of LHA House League Finals unless given special permission by the LHA Board. An approved permit is always required to attend a tournament.
- Select teams can use their 3 tournament weekend exemptions and 2 extra “flex” days to block off dates which are important to the team to not have any NYHL games, for example, for a team event, extra time off around the winter break, during Family Day weekend, etc. Additionally, the NYHL has provisions for requesting up to 2 days off for religious reasons during the playoffs provided the religious exemption is requested at least 5 weeks in advance.
- Select teams must request their tournament permits at least 5 weeks in advance. Select teams may only attend a local tournament within the GTA during the playoffs, which start around mid-February, and the tournament must work around the NYHL playoff game schedule.
- To secure a schedule exemption, CDS teams must request their fall tournament permits by the CDS fall cutoff date, usually at the beginning of November, and their winter tournament permits by the winter cutoff date, usually around mid-December.
- One of the highlights of the year for our CDS and Select teams is their participation in the Leaside Invitational Tournament (LIT), which is usually held during the first weekend of February. Run entirely by volunteers, the tournament depends on each CDS and Select team to fill its allotted schedule of volunteer shifts, as all Leaside teams participate. The Tournament's Organizing Committee, including the tournament chair/co-chairs, is formed annually, and has historically relied on heavy involvement from the U9 parent group. Where necessary, the group can be supplemented by parents from other age groups.

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- The CDS season concludes in April with another highlight: the CDS Festival.

## **GTHL “AA” and “A” Programs**

- The GTHL AA and A season runs from approximately early September to the third week in April, or according to the GTHL League schedule.
- AA and A tryouts for the upcoming season are typically conducted in the spring immediately following the conclusion of the current GTHL season.
- All AA and A teams must roster 17 players (2 goalies and 15 skaters), a certified coach, a certified assistant coach, and a certified trainer. A team must receive approval from the GM GTHL to roster less than this number. Teams may roster up to a maximum of 19 players (2 goalies and 17 skaters).
- Team Officials for each team complete and keep up to date the requisite training to supervise and train players from a hockey skills and safety perspective.
- Team Officials and any other skills coaches, instructors or trainers must obtain a “Clear” or “Negative” Vulnerable Sector Check via the OHF’s process established April 1, 2024, and be registered on HCR. Details and updates to the process can be found on the [OHF website under Risk Management](#).
- Teams prepare individual team budgets, which include the amount each family will have to pay for their player to participate in the team, which are reviewed and approved by the GM GTHL. An estimated player team fee is conferred on parents at tryouts and a final budget is presented to parents before the season begins for their approval and updated and provided to parents two more times during the season for approval. Teams may supplement their funding by seeking sponsorship or doing fundraising.
- Teams are charged a team fee by the LHA which covers tryout ice, pre-season ice, weekly 1.5 hours of practice ice, HC/OHF/GTHL registration fees (as applicable) and Hockey Canada accident and liability insurance, office support and e-services. Payment of this fee is to be made according to the schedule provided by the LHA Treasurer.
- Teams are charged a player registration fee by the GTHL for all their competitive games, which is not included in the LHA Team Fee and must be paid in addition to LHA fees.
- Teams from U10 to U15 may be supplied with an optional secondary one hour of practice ice which is a supplemental cost.
- AA and A teams are permitted to bank tryout fees for team start-up funds.
- Teams are permitted to participate in three in-season tournaments as well as tournaments in the pre-season, winter break, or after their playoff run finishes if the League season has not concluded. U10 and U11 teams may participate in a maximum of 4 tournaments total. A permit is always required to attend a tournament.
- GTHL teams can use their 3 tournament exemptions to block off dates that are important to the team to not have any GTHL games, for example, for a team event, extra time off around the winter break, during Family Day weekend, etc. Additionally, the GTHL has provisions for requesting up to 2 days off for religious reasons during the playoffs provided the religious exemption is requested at least 5 weeks in advance.
- GTHL teams must request their tournament permits at least 7 weeks in advance. The exception to the 7-week rule is for preseason tournaments and an end-of-season tournament once a team is out of the playoffs. GTHL teams may not attend any tournaments during the last two weeks of the regular season which generally coincides with the last two weeks of February. The GTHL publishes a table of deadline dates to request a schedule exemption.



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## **Team Matters**

The LHA permits each of its GTHL, Select, and CDS 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 payments made or to be made to Team Officials or related parties.
- Ice Time Policy - The team must communicate its policy on ice time including any negative impact that may be caused by unexplained or excessive absences from scheduled team activities.
- Team Meetings - The anticipated frequency and timing of parent meetings with Team Officials must be communicated.

## **Player Obligation**

Players are expected to make a full commitment to team games and team activities planned throughout the season including those scheduled over school breaks and holidays. It is understood that from time to time the requirements of illness, 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.

## **Parent Obligation**

Hockey Canada, the OHF, and the GTHL require that at least one parent/guardian of all registered players complete the online Respect in Sport Parent (RIS) Program at the start of their hockey experience. Once complete, the RIS remains valid on the player's Hockey Canada profile.

The LHA encourages parents and/or guardians to volunteer and be an active part of their child's hockey experience. There are a wide range of opportunities to get involved including Team Officials, board members, convenors, tournament organizers, and on-ice or off-ice volunteers. Parents or guardians with limited available time are encouraged to consider making a financial donation or sponsoring a team to help the LHA try to offset costs and make hockey more available to a larger group of children.

## **Team Finances**

All AA, A, Select, and CDS teams to abide by the **GTHL Team Bank Account Policy** available at: [www.gthlcanada.com/policies-and-forms](http://www.gthlcanada.com/policies-and-forms) and which will be provided to all team managers via email and/or who may also request same from [Coordinator@LeasideHockey.com](mailto:Coordinator@LeasideHockey.com).

In conjunction with **GTHL Team Bank Account Policy**, teams must manage the Team's finances using a bank account specifically designated by the financial institution concerned as the account for the Team. Teams shall use the LHA-issued account name and letter authorizing the opening of the bank account. There must be a minimum of three signing authorities for each Team bank account, including at least one Team Official and at least two parent representatives unrelated to and independent of any Team Official or Club Official.

Teams are to use the team bank account for all team-related financial transactions including collection of team fees and distributions for team expenses. Use of personal bank accounts for team finances is not permitted, although reimbursements for minor expenses paid prior to having sufficient funds in the team bank account and in extenuating circumstances is permitted.

Teams shall use the team email address provided by the LHA for all incoming e-transfers and are strongly encouraged to use the team email provided by the LHA for all communications.

Any surplus funds remaining in the Team's bank account at the end of the season must be returned to the parents as soon as practicable after the season ends, but in no case later than June 1<sup>st</sup> or be disclosed to the LHA Treasurer and Coordinator.

A team bank account must be closed at the end of the season. It cannot be carried over from season to season.

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## **Payment of Player Fees**

For AA and A teams, player fees may be paid in installments, as stipulated by each team. In addition to team fees, each AA or A player must pay a Player Registration Fee directly to the GTHL, via GTHL provided link, before the season starts.

For Select teams, player fees may be paid in installments, as stipulated by each team. In addition to team fees, each Select player must pay a Gate Fee to the team as set by the NYHL, which is then collected by the LHA and remitted to the NYHL on behalf of each team. All Select players must be registered in House League.

For CDS teams, player fees may be paid in installments, as stipulated by each team. All CDS players must be registered in House League.

For House League and Learn to Play, fees must be paid at the time of registration.

## **Refund Policy**

House League and Learn To Play – the LHA Refund Policy is published on the website and during HCR registration each hockey season prior to registration opening, found at [www.LeasideHockey.com/Policies](http://www.LeasideHockey.com/Policies).

AA, A, Select, and CDS - When players choose to withdraw from an AA, A, Select, or CDS team in accordance with the rules set out by the GTHL, the team will provide a partial refund of fees based on the percentage of team budget not yet obligated to fulfill contractual obligations and spent or expenses not yet incurred. If the player has failed to pay his fees in total, no refund will be made. Normally, when a withdrawal happens prior to November 15th, we encourage teams to refund as much as they can to the player, less expenses paid/committed. After November 15th, refunds are based on not costing other parents / the team more money to achieve what was budgeted. If a new player is found to take the spot, then whatever the new player pays shall be refunded to the departing player.

## **Apparel**

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 Board takes every step to ensure the process is fair, impartial, free from conflict of interest, and that prices are competitive. The name of the official supplier is provided to teams and posted on the LHA website. Only the official supplier is to be used for LHA apparel.

Approval of the Board is required for any new items of LHA apparel. The use of one official supplier ensures a consistent Leaside Flames brand and identity and it allows players to represent the LHA and their team in a neat and presentable fashion.

All AA, A, Select, and CDS players will wear LHA official uniforms in good condition and purchase Home and Away game jerseys and socks, as needed, from the LHA's authorized provider.

Team sponsorship bars for individual sponsors are to be supplied by the LHA's authorized provider and only secured below the number on the back of game jerseys. The fee to sponsor a team will vary and must be confirmed by the team manager and VP Sponsorship from year to year.

Since the LHA is mindful of keeping costs down for its players, teams should not require their players to purchase extra apparel other than game jerseys and socks, black helmet, black gloves and black pants. Any exceptions to official uniforms and apparel require Board approval.

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## **Use of Club Name and Logos**

Every LHA team is given permission to use the Club name while conducting official team-centered activities. The LHA in no way authorizes Team Officials or Members to make representations on behalf of the LHA, Leaside Flames AA, A, Select, or CDS Team, or the LHA Board. Use of the official LHA logos for team-centered activities, including purchases outside of our official apparel supplier, requires written approval from the Board, which may be requested via the LHA Coordinator.

## **Affiliated Players**

The Leagues in which our AA, A, Select, and CDS teams participate all have documented rules about using alternate players in a game when regular rostered players are absent or during other emergencies. Affiliation ensures that LHA teams have enough eligible players should additional players be needed. It is up to the Head Coach and Team Manager to understand and correctly apply the Affiliate Player rules for their League. Teams affiliate with teams of players from lower tiers and/or ages. Usually at the LHA, this means that within an age level, the AA team will affiliate with the A team, who in turn affiliates with the Select Red team, who then affiliates with the Select Gold team. Exceptions can be made for AA teams who play with body checking. House League players can also be affiliate players.

GTHL affiliations must be approved by our GM GTHL and registered with the GTHL by November 15, or the date specified. Once submitted, the affiliation cannot be changed that season.

When a team needs to use an affiliate player in accordance with League rules, the head coach should inform the affiliate team head coach that they would like to ask the player in question to play with them before speaking with that player. The affiliate head coach should not unreasonably withhold co-operation but is not required to automatically give approval since a player's first obligation is to their own team.

Should a team need to use an affiliate player on a permanent basis due to an emergency situation and an agreement is not reached between the team and its affiliate, the matter is referred to the LHA President, GM GTHL, and VP Select/CDS.

The LHA recognizes that continued or permanent use of affiliate players can be disruptive to the other teams and the House League program. Therefore, it is not the LHA's policy to support calling-up from affiliated teams on a continuing or permanent basis unless there are extenuating circumstances such as, but not limited to, a season-ending injury.

## **Player Injury**

If a player is injured during a League hockey game, the team trainer should file an injury report with the League (GTHL, NYHL, CDS) and follow league protocols regarding appropriate return to play.

In instances of concussions or suspected concussions, trainers, parents, and players are expected to follow Hockey Canada's Return to Play protocols. Further, HC requires that all Team Officials, parents, guardians, and administrators review available education on concussion prevention and recognition annually.

## **Player Releases**

Once registered, a player is expected to fulfill their commitment to the LHA and Leaside Flames. The LHA believes that registering with one of our programs is a two-way commitment, and therefore we expect players to stay with us for the season, just as we expect coaches to honour this commitment.

There are times, however, when a player or Team Official will request that a player be released from a team. Releases must be done prior to November 15<sup>th</sup> and the GM 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. Releases based on skill are also discouraged. Releases for players who are disruptive or who have extenuating circumstances are generally supported.

# **LEASIDE HOCKEY ASSOCIATION CLUB HANDBOOK**

## **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, the Complainant shall:

### **EITHER**

(1) File a Complaint regarding Maltreatment, Harassment, Bullying, and/or Misconduct with SAFE SPORT REPORTING at [www.sportcomplaints.ca](http://www.sportcomplaints.ca).

- To help ensure that we are a safe space for raising concerns, Hockey Canada has established a new, fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming. This reporting mechanism is known as the Independent Third Party (ITP).
- The Independent Third Party (ITP) is a fully independent group appointed to administer all Hockey Canada maltreatment complaints in a procedurally fair manner. *The ITP may redirect complaints to provincial member associations or the Abuse-Free Sport and the Office of the Sport Integrity Commissioner depending on the jurisdiction or nature of the complaint.*

### **OR**

(2) Seek remediation with LHA personnel in the following manner:

- i. Discussing the situation with the appropriate Coordinator of the program.
- ii. If the situation cannot be resolved by the Coordinator, the Complainant shall then seek remediation with the VP or GM of their division/program.
- iii. Finally, if the situation cannot be resolved by the VP or GM, the Complainant may seek remediation with the LHA Board of Directors.
  - i. In order to seek remediation with the LHA Board of Directors, the situation must be described in writing and a request for a hearing must be submitted in writing by the Complainant to the LHA Secretary at [Secretary@LeasideHockey.com](mailto:Secretary@LeasideHockey.com).
  - ii. Upon receiving such notice, the Secretary will, within seven days, acknowledge receipt of the request.
  - iii. Furthermore, the Secretary will schedule a dispute hearing meeting for all parties involved and provide details to all parties once scheduled.
  - iv. The President will strike a panel of Board members as he or she sees fit in the circumstances to hold the hearing.
  - v. A panel of at least three LHA Board members will be present for the hearing.
  - vi. The results of the LHA panel will be provided to the Complainant.
  - vii. The results of the LHA panel may be appealed to the GTHL by the Complainant, as per GTHL Policy found at [www.gthlcanada.com/policies-and-forms](http://www.gthlcanada.com/policies-and-forms).

## **For Further information**

Should you have any questions about any LHA Policy, please visit [www.LeasideHockey.com/Policies](http://www.LeasideHockey.com/Policies) and/or ask your team manager, or the LHA Coordinator at [Coordinator@LeasideHockey.com](mailto:Coordinator@LeasideHockey.com), or to Members of the Board of Directors. All LHA contact information is posted on our website at [www.LeasideHockey.com](http://www.LeasideHockey.com).

Have a great hockey season!