



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 hockey school, house league, CDS, Select, and GTHL 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 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 and 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 without taking the fun out of 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

Integrity

Sportsmanship

Diversity

Respect

Compassion

Fairness

Discipline

Community

Inclusion

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, and employees) participating in LHA activities.

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

1. Each player 18 years of age or younger registered in the LHA's Hockey School, House League, or GTHL hockey program for the current hockey season;
2. The parent or guardian having signed the registration application form for each player under the age of 18 registered in the LHA's Hockey School, House League, or GTHL hockey program for the current hockey season;
3. 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
4. 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, respect, discipline, sportsmanship, compassion, community, diversity, fairness, and inclusion.
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; and
 - d. objectionable conduct.
3. In particular, 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.
4. 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 (GTHL, Select, CDS, HL).

II. Provisions Applicable to Members who are Players

Every LHA player agrees to:

1. Demonstrate a strong commitment to the team at all times by attending all practices, games, meetings, special events, and by playing to the best of their ability;
2. Show respect to the Coaches and bench staff at all times 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 playing the game within the rules at all times;
4. Respect the Game 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 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;
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 (ie. GM GTHL, VP Select, GM 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 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 social media guidelines 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. 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.

Below 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.

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 (GTHL, Select, CDS, HL).
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 (GTHL, Select, CDS, HL) division.
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.

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 should 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 (GTHL, Select, CDS, HL) for investigation and determination by way of a Discipline Committee in accordance with the guidelines

established by Hockey Canada and the Ontario Hockey Federation.



Leaside Hockey Association Club Handbook

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 entirely of volunteers, none of whom receives any compensation, directly or indirectly, for their involvement in the LHA. The LHA's Annual General Meeting is held in the spring each year. At that time, new Directors, and Directors whose terms have expired must be appointed or elected.

House League & Hockey School

- Hockey School consists of one-hour weekly hockey skills sessions for players aged four, five, six, and seven years that extend from approximately October through March.
- Hockey School is run in a safe and fun learning environment and players are instructed by a team of professional instructors. 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 aged eight to seventeen and consists of one House League game per week and weekly practices for players aged 8 to 14. Practices for players 8 to 11 are run by our team of professional instructors. Practices for players 12-14 are run by the parent volunteer coaching staff.
- The House League season plus playoffs runs from October through March.
- 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 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 October through April, or according to their League schedule.
- CDS/Select programs are an optional extension to the Hockey School and House League programs. To be eligible to participate, all CDS/Select players must be registered and participate regularly in these programs.
- Select team tryouts typically occur in the spring after the conclusion of the Select season. LHA Select tryouts are invigilated by a third party and typically involve an open tryout for the age group followed by an invitation for a limited number of players to try out for a specific team.
- CDS evaluations and team placement typically occur in the fall. At this time, players are assessed over a series of development skates and then placed on a team commensurate with their skill level. Every player that wants to play in the CDS league will be placed on a 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.
- Team Officials and any other skills coaches or trainers obtain and present to the LHA a clear Vulnerable Sector Screening from the Police.
- Teams prepare individual budgets that are reviewed and approved by the GM Select/CDS or VP Select. Teams may supplement their funding by seeking sponsorship or doing fundraising.
- Teams are charged a team fee by the LHA which covers tryout ice and third-party tryout instruction and invigilation, pre-season ice, weekly practice ice, registration fees 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.
- Teams from U7 to U15 will be supplied with an optional secondary one hour of practice ice which is a supplemental cost.
- CDS teams are each loaned 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 concluded. CDS and U10 and U11 teams may participate in a maximum of 4 tournaments total.
- One of the highlights of the year for our CDS/Select teams is their participation in the Leaside CDS/Select Tournament, which is usually held during first weekend of February. Run entirely by volunteers, the tournament depends on each CDS/Select team to fill its allotted schedule of volunteer shifts so Leaside teams can participate without paying fees. 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.
- The CDS season concludes in April with another highlight: the CDS Festival.

GTHL Program

- The GTHL season runs from approximately early September to the third week in April, or according to the GTHL League schedule.
- GTHL tryouts for the upcoming season are typically conducted in the spring immediately following the conclusion of the past GTHL season.
- All GTHL teams must roster 17 players (2 goalies and 15 skaters), a certified 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 or trainers obtain from and present to the LHA a clear Vulnerable Sector Screening from the Police.
- Teams prepare individual budgets that are reviewed and approved by the GM GTHL. Teams may supplement their funding by seeking sponsorship or doing fundraising.
- Teams will have available at tryouts an initial budget which includes the amount each family will have to pay.
- Teams are charged a team fee by the LHA which covers tryout ice, pre-season ice, weekly 1.5 hours of practice ice, GTHL registration fees 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 from U10 to U15 will be supplied with an optional secondary one hour of practice ice which is a supplemental cost.
- GTHL 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.

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 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 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, and tournament organizers. 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 GTHL, Select, and CDS teams must operate using an LHA-issued team bank account with no fewer than 2 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 for their acceptance and approval, each team must provide its families with a mid-season financial update in December/January and a final year-end statement within 2 weeks of the end of the League season for parent approval.

Teams are to use the team bank account provided by the LHA 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 are to use the team email provided by the LHA for all incoming e-transfers and strongly encouraged to use the team email provided by the LHA for all outgoing e-transfers.

It is LHA policy to permit GTHL, Select, and CDS teams to carry forward from season to season a surplus equal to \$50. Any amounts more than this must be returned to the parents as soon as practical after the season ends but in no case later than June 1st.

Payment of Player Fees

For GTHL teams, player fees may be paid in installments, as stipulated by each team. In addition to team fees, each GTHL player must pay a Player Registration Fee to the GTHL 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 as set by the NYHL.

For CDS teams, player fees may be paid in installments, as stipulated by each team.

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

Refund Policy

House League and Hockey School – the refund policy is published on the website for each season.

GTHL, Select, and CDS - When players withdraw from a GTHL, 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 spent or expenses not yet incurred. If the player has failed to pay his fees in total, no refund will be made.

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, and free from conflict of interests 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 identity and it allows players to represent the LHA and their team in a neat and presentable fashion.

All GTHL, Select, and CDS players will purchase Home and Away game jerseys, as needed, from the LHA's authorized provider, as well as new matching socks every season from the same 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 should 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.

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 to make representations on behalf of the LHA, Leaside Flames GTHL Club, 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 of the VP Sponsorship.

Affiliated Players

The Leagues in which our GTHL, 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, GM Select/CDS, and VP Select.

The LHA recognizes that continuing 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 from affiliated teams on a continuing or permanent basis unless there are extenuating circumstances such as a season-ending injury.

Permission to Skate and Imports

The Lake Ontario Region (LOR) boundary consists of the GTHL (Toronto, Markham, Mississauga and Vaughan) and the OMHA Centres of Oakville, Brampton, Richmond Hill, Markham, and Ajax/Pickering.

Players U10-U13 from the OMHA LOR Centres will only be permitted to attend a tryout for a GTHL Team if they have received a copy of a Release Form from their OMHA LOR Centre. They may try out for a GTHL Team in the division and category for which the release is issued.

Players U14-U18 are automatically released by their team at the completion of each season. In accordance with the OHF and GTHL rules, the LHA requires that a U14-U18 player from a team within the LOR who is changing Members (i.e. OMHA Player to GTHL Team) and wishes to try out for the Leaside Flames must obtain a Permission to Skate form signed by their previous Club.

Players who reside outside of the LOR are not permitted to try out or register with any GTHL "A" or "AA" Team.

The LHA's GM GTHL will issue Permission to Skate forms to its players who desire to try out for a team outside of the GTHL.

AA and A teams may register no more than three (3) imports.

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, Hockey Canada 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 15th 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.

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.

For Further information

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!