

**HILLCREST  
SPORTS  
GROUP**

**( HILLCREST CANADIENS )**

**POLICIES AND  
PROCEDURES**

**2021-2022 SEASON**

In this document, the Hillcrest Canadiens may also be referred to as “Hillcrest” or the “Club” or the “Organization”

These Policies and Procedures set out the current policies of the Hillcrest Sports Group which are applicable to its Teams, Team Officials, players/parents/guardians. While the Policies and Procedures are intended to be comprehensive, they are not exhaustive and Hillcrest Sports Group reserves the right, in its discretion, to make such changes and additions from time to time as it deems appropriate. When the policies are revised the footer will state the date of the revision. [www.hillcrestcanadiens.com](http://www.hillcrestcanadiens.com).

The Hillcrest Canadiens' History:

The Hillcrest Summits were formed in 1972 and the name changed to the Hillcrest Canadiens in August 2009 after permission was granted by the Montreal Canadiens and the National Hockey League Enterprises Canada L.P. (“NHLEC”) to use the name and logo. The Hillcrest Sports **Group** is an active member of the Greater Toronto Hockey League (“GTHL”) and is a successful and highly regarded AA & A organization, which takes great pride in its teams’ history and accomplishments.

The Hillcrest Canadiens form the GTHL component of the Hillcrest Sports **Group Inc.**

The **Group** operates as a not for profit organization with current up-to date filings and by-laws. The President, General Manager, Assistant General Manager and Treasurer are appointed positions.

### **Mission of the Hillcrest Sports Group**

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The Hillcrest Sports **Group** continues to mentor its coaches and develop its players in a team environment to the best of its ability and to enable the players to have a balance in their everyday lives and become fine outstanding young men and women in our society

### **Hillcrest Sports Group Website and E-Mail Addresses**

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The Hillcrest website is used as a form of communication with Team Officials, players, parents and the general public, [www.hillcrestcanadiens.com](http://www.hillcrestcanadiens.com). Team standings, scores and schedules can be found on the GTHL website: <http://www.gthlcanada.com>

Hillcrest Canadiens contacts are:

Andy Schiavone – President – The role of the Vice President is to oversee the budget and financials of the organization. To purchase practice ice for the teams (a minimum of an hour for each team ) and appoint Head Coaches.

andy.schiavone@[hillcrestcanadiens.com](mailto:andy.schiavone@hillcrestcanadiens.com)

Angelo Volpe - General Manager – responsible for the daily operations of the club, which includes but not limited to registration of the players and team officials, communication with coaches and managers. Working with suppliers to ensure all orders are placed and received in a timely manner. Communicate with GTHL staff.

[Avolpe96@gmail.com](mailto:Avolpe96@gmail.com)

### **List of Teams and Categories for 2021-2022**

Minor Atom A  
Atom A  
Minor Peewee A  
Peewee A  
Minor Bantam A  
Bantam A  
Minor Midget A  
Midget A

Minor Atom AA  
Atom AA  
Minor Bantam AA  
Bantam AA  
Minor Midget AA

### **Organization Logo**

**The Hillcrest Canadiens official name and logo must be used on all our approved apparel as per the agreement with the Montreal Canadiens and National Hockey League Enterprises Canada L.P. (“NHLEC”)**

The Hillcrest Organization will decide on the apparel used by the teams and the suppliers they contract the orders to.

The Hillcrest Organization will arrange for our approved suppliers to be present on sizing nights in May.

**No unauthorized use of our Group Logo will be permitted. Failure to adhere to this rule and policy will be considered a violation of the Group policy and the individuals will be dealt with accordingly.**

### **Team Accounts**

Each team must open a new bank account each year under "Hillcrest Canadiens and year and category" and the players' year of birth, (e.g.: "Hillcrest Canadiens 2001A"), with a minimum of three signing officers: There must be no fewer than three signing authorities on each team bank account; team cheques or withdrawals require signatures of at least two people (at least one of whom is a team parent who is not a Team Official or related to any Team Official).

There must be 2 signing officers on each cheque that is issued.

Each team must produce a preliminary budget (team wish list) at tryouts for parents/guardians to review, prior to the player and the parent/guardian signing a Player Registration Certificate.

Once the budget is finalized, each player's parent/guardian must sign the budget to formally acknowledge approval. A copy of the signed, approved budget must be submitted to the General Manager prior to the start of the season once the tryouts are over.

While the Organization will register all participants on-line in the Hockey Canada Registry system, a Player Registration Certificate must be signed by the player and the parent/guardian in order to register the player.

The Head Coach and the Financial Manager are ultimately responsible for the team account.

In accordance with GHTL Rules and Regulations, the Head Coach/Financial Manager must produce a financial statement to the parents of their team ( see GHTL for these dates ) with a final statement to be submitted to the parents at the end of the season when the account is closed. A copy of each financial statement MUST be filed with the Club's General Manager. Should the budget change from the original one signed by the parents, the revised budget must be signed again by each of the parents.

Any bank ATM card is to be used for deposits only (NO WITHDRAWALS). Cheques should be issued for all expenses paid out, including game sheets. This will ensure that proper paperwork is available should any questions arise concerning the budget(s), financial statements and allocation of team funds.

The Hillcrest Sports Group is not responsible for any misappropriation of team funds. The Manager and Head Coach are responsible for all team monies and ensure that all invoices are paid in a timely manner.

All team accounts must be closed at the end of the season with all money disbursed as set out by the team at the beginning of the season.

### **Team Fees**

The team fees are set out by the team Head Coach and Manager along with the approval from the team parents and the dates and terms for payment is set by each team not the Group. However, all payments from parents to the team are to be made on or before November 30th. There will be a charge of \$35.00 administration fee for NSF cheques.

### **Refund Policy**

There will be **NO REFUND of registration fees or team fees** when a release is requested by the player/parent/guardian.

There will be a pro-rated refund of registration fees and team fees with respect to any player who is released by the Organization or has a season ending injury. The refund will be calculated minus any expenses the Group and team has incurred up to the date of release. An administration fee of \$100.00 will also be deducted from any refunds.

Any Team Official that has instigated a release to a player, not first approved by the President or General Manager will have to reimburse to the player the team fees and registration fees from the offending team's funds. The refund will be pro-rated minus any expenses the Group and team has incurred up to the date of release.

Should the Organization be forced to fold a team, either by parents or by the GHTL, after the regular season has commenced, no player will be released unless all registration fees, team fees and equipment fees have been paid in full. Once all expenses connected with the folding of the team have been covered, including but not limited to practice ice, equipment costs, GHTL fines,

etc., then the process of releases will begin and refunds will be calculated and refunded only to those players that are paid in full.

### **Hillcrest Sports Group (Club) Registration Fees**

The registration fee is paid directly to the club. This fee includes, but is not limited to the following:

Home and away socks, individual and team pictures, Hockey Canada player insurance, 1 hour of practice per week (maximum 23 weeks ). Anything beyond the 23 weeks will be charged to the teams. GTHL team entry fees, practice jersey and practice socks and home and away socks, organization approved coaches certification fees, Team Official criminal record checks and operating and administration costs and expenses of the Organization Executives for the Club.

This registration fee does not include home and away jerseys, bags, additional ice over the hour organized by the organization (max 23 weeks), apparel or equipment. NSF cheques from parents or the teams are subject to a \$35.00 administration fee to the Organization.

### **Honorarium to Club Members or other related parties**

The honorarium made to group members or other related parties to be in accordance with the latest Government of Ontario guidelines relating to “NOT FOR PROFIT ORGANIZATION”. All such honorarium are disclosed in the Club’s Annual Financial Statement.

### **Hillcrest Sports Group Financial Statements**

The annual financial statements will be made available to any member who is registered during the season that they are requesting the financials for within 10 days of the request.

### **Parent/Guardian/Team Official Code of Conduct**

At least one parent/guardian of each player must complete the Respect in Sports for Parents. Parents/Guardians/Players and team officials are to sign a Code of Conduct before the season commences.

*Parents/Players/Team Officials must abide by the 24hour rule after an incident/issue/concern has arisen before contacting the Team Manager/Coach.*

*Should the Team Manager/Coach not resolve the issue/concerns the individuals may contact the General Manager in writing via email or fax with the details.*

*Once the issues/concerns are reviewed and if necessary the GM will set a meeting to discuss the issues/concerns within 7 business days of receiving the email or fax.*

As a Parent/Spectator/Team Official of the Hillcrest Sports Group (Hillcrest Canadiens) organization, I am to conduct myself accordingly with the rules set out by Hockey Canada, GTHL and the Hillcrest Sports Group (Hillcrest Canadiens).

I will abide by the 24hour rule prior to speaking, calling or emailing the team Manager or Head Coach when an issue arises regarding my child.

I am to respect the coaches, players, referees, volunteers, opposing parents/players/team officials and arena staff.

At all times, I am to conduct myself in a manner that will set a good example for other players, children, parents and other members of the Hillcrest Sports Group ( Hillcrest Canadiens ) and reframe from making negative comments concerning other players, parents or the coaching staff.

Should there be an issue with the referees or the opposing team players/parents/coaching staff, I am to discuss this with the team Manager, who will in turn send an email to the General Manager of the Hillcrest Sports Group (Hillcrest Canadiens). Once reviewed by the Hillcrest Sports Group, (Hillcrest Canadiens) if it is deemed necessary will forward the concern to the GTHL or speak with the opposing team's General Manager.

I am in agreement to conducting myself in accordance with all the above points.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Player's Code of Conduct**

As a player and part of the Hillcrest Sports Group (Hillcrest Canadiens) I am to play in accordance with the rules and regulations set out by Hockey Canada, GTHL and the Hillcrest Sports Group (Hillcrest Canadiens).

I am to treat teammates, players on other teams, referees, parents, coaches, other Hillcrest Sports Group (Hillcrest Canadiens) volunteers and arena staff with respect and do all that is possible to **elevate the atmosphere** of the organization. If an issue is to arise, I will abide by the 24hour rule prior to discussing the issue with the team manager or Head Coach.

I realize that foul and/or abusive language is not acceptable and will be dealt with not only by the referees assessing penalties but also by the GTHL and the Hillcrest Sports Group (Hillcrest Canadiens) through suspensions/expulsions.

I will not dispute calls or verbally abuse the referees. If there is a dispute or a concern about the referees, opposing players and opposing team officials, I will bring it to the attention of my team manager or coach who will, in turn, bring it to the attention of the General Manager. Once reviewed by the Hillcrest Sports Group (Hillcrest Canadiens), if it is deemed necessary the concern/issue will be forwarded to the GTHL or the opposing team's General Manager.

I am to bring any concerns/disputes/questions to the attention of my team manager or coach.

At all times, on and off the ice, I am to conduct myself in a manner that will set a good example for other players, children, parents and other members of the Hillcrest Sports Group (Hillcrest Canadiens).

I am in agreement to conducting myself in accordance with all the above points.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Number of Players per Team:**

**The team is responsible to sign a minimum of 16 players by the start of the regular season in September.**

**Mandatory Team Equipment**

All teams must wear the Hillcrest Canadiens colors, for helmets, pants/shells, home and away jerseys & socks.

It is important that all players have the right size jerseys and socks. Therefore, prior to finalizing total equipment requirements, it is the responsibility of each team's coaching staff to ensure that each player has been sized keeping in mind that he / she is sized in May but does not start playing until September and has to continue with these items until end of April of the following year.

As players pay for their own equipment the players do not have to return any items to the club when they leave. Dress code is up to the coach of each team.

### **Club Apparel Available through our authorized suppliers**

Winter Jackets, Track Suits, Baseball Caps, Toques, T-Shirts, Pins, Sweat Shirts, Polo/Gold Shirts, Hoodies from our approved suppliers.

**NO PURCHASE OF APPAREL WILL BE APPROVED BY THE ORGANIZATION UNLESS THE PARENTS ON EACH TEAM HAVE AGREED AND SIGNED AN APPROVED BUDGET.**

Ordering of Hillcrest Sports Group apparel will be done through Majer Hockey.

The total amount due for apparel and equipment will be added to the team financial statement.

### **Hillcrest Sports Group Officials Commitment to Fairness**

The Club Officials regularly communicate with the coaches and managers to inform them either via email or meetings of any changes of rules and policies within the GTHL, Hockey Canada and Hillcrest. Any allegation of tampering that is brought to our attention will be dealt with through a committee resolution meeting or a GTHL hearing. Any fines incurred will be paid by the offending individual.

### **Responsibility of the President/Vice President**

Ensure that the teams have their one hour of weekly practise ice.

Along with the Treasurer be responsible for the finances of the club

Signing officer of the Organization

Attend hearings whenever possible

Attend team meetings when required

Responsible for ensuring that the HILLCREST SPORTS GROUP CONSTITUTION AND BY\_LAWS ARE FOLLOWED and administering any minor disciplinary action deemed necessary. For more serious situations an Executive Discipline Committee will be convened.

### **Responsibility of the General Manager**

Responsible for communicating with the coaches and managers

Responsible for the daily operation of the club

Enter all players and team official's cards into the HCR database

Attend GTHL hearings whenever possible

Attend meetings with teams and parents when necessary

Update website

Ensure all team officials are aware of all GTHL, OHF, Hockey, Canada and Club policies and rules and fines that may accompany any infractions (ie tampering, etc)

Forward all necessary and updated information to coaches and managers when new information arises from GTHL, Hockey Canada and Hillcrest

Communicate with the GTHL staff

A signing officer of the organization



## **Responsibility of the Assistant General Manager**

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When the President, Vice President or General Manager are absent, the Assistant General Manager will be acting on their behalf.

## **Treasurer**

Along with the President be responsible for the finances of the Organization  
A signing officer of the Organization

## **Operational Responsibilities**

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### **Organization**

The Organization's primary responsibility is to its players.

The Organization will do its best to provide coaching staffs that will teach and motivate the players so that they can play to the best of their ability.

The Organization will only register Team Officials that have obtained the required NCCP & HTCP certification required under GTHL Rules and Regulations.

The Organization is responsible and reserves the right to discipline Team Officials, parents, and players that are not in compliance with Hockey Canada/GTHL Rules and Regulations and Hillcrest Sports Group Policies and Procedures.

To the best of its ability, the Organization is responsible for providing the best possible facility for their teams and appropriate game times for its players and parents.

Overall management of the Hillcrest Sports Group will be the responsibility of the President

Players will not be released by the Organization should they owe money or equipment at the end of the season. All teams are to advise the General Manager by end of February of any player owing money.

The Organization is responsible for ensuring that all Team Officials are in possession of a valid and up to date Criminal Record Check as specified in the GTHL Speak Out, Policies and Procedures. The appointment of any Team Official will be revoked should this not be the case.

The Organization may add suspensions in addition to the minimum GTHL suspensions to players/parents/Team Officials for unbecoming/inappropriate behavior.

The Organization may discipline parents/players/team officials for unbecoming/inappropriate behavior.

The Organization will keep all team officials informed of all changing rules as set out by the OHF and GTHL via email.

Any allegations of tampering that is brought to the attention of the Organization will be investigated.

The club at any time may and can suspend the player/team official/parent for any reason that goes against GTHL, Hockey Canada or Hillcrest rules and policies. This includes a ban from watching their child play no matter the venue, should an official/parent/player be suspended, the club may and can add additional suspensions to the individuals after a meeting with the offending individuals.

## **Coaches and Team Officials Certification**

Must be fully certified as per GTHL, Hockey Canada and Hillcrest Sports Group Policies and Rules.

## **Dismissal of Team Officials**

Team Officials may be dismissed by the Organization for the following: (the Organization reserves the right to determine if the dismissal is in order without the consent of players and parents.)

**NON COMPLIANCE WITH OHF, HOCKEY CANADA AND HILLCREST SPORTS GROUP RULES.**

Misappropriation of team funds.

Failure to make play-offs for two consecutive years.

Failure to field a competitive team

Failure to secure assistant coaches/ trainer /manager to provide a good learning base for players.

Physical or verbal abuse of parents, Club or League officials.

Failure to obtain a valid Criminal Record Check.

Failure to abide by GTHL, Hockey Canada and Hillcrest Sports Group rules and policies.

## **Suspensions of Team Officials**

Team Officials may be suspended by the Organization for the following: (the Organization reserves the right to determine the length of any suspension)

**NON COMPLIANCE GTHL, OHF, HOCKEY CANADA AND HILLCREST SPORTS GROUP RULES.**

Corresponding directly with GTHL office without permission from GM or president.

Participating in tournaments, exhibition games, team functions without approval from the General Manager, the President or the GTHL.

Failure to supervise players at all times during team functions, practices and games.

Failure to give advance notice to players regarding suspensions and practices.

Failure to communicate with players/parents/Organization

Failure to produce a financial statement to the Organization and parents of team involved.

Failure to obey direct instructions from Club Officials (e.g. the General Manager or President).

Failure to abide by GTHL, Hockey Canada and Hillcrest Sports Group rules and policies.

## **Suspension of a player or parent**

The Organization has the authorization to suspend a player or a parent or ban a parent from watching their child play or attend a practice if a serious occurrence has transpired. The organizational has the authority to add on additional suspensions in addition to those received from the GTHL for serious occurrences.

## **Tryouts**

### **The Organization will be responsible for**

- a) Securing tryout ice for each team.
- b) Advertising on GTHL website and Hillcrest Sports Group website

### **The Team Officials of each team will be responsible for**

- a) Ensuring that they have a minimum of two (2) people at the sign-in table at least 45 minutes before their team's allotted try-out time.
- b) Collecting the registration fee from each player on behalf of the Organization; cheques to be made payable to the "HILLCREST SPORTS GROUP", not the team.
- c) Distributing and collecting all jerseys from players. Jerseys are the property of Hillcrest Sports Group
- d) After each try-out, providing a summary sheet of all players attending the tryout and fees collected.
- e) Have a preliminary budget to hand out to parents
- f) Hillcrest Policies are on the web site for individuals to download  
Website:[www.hillcrestcanadiens.com](http://www.hillcrestcanadiens.com)
- g) Each player who commits to play for a Hillcrest team and his/her parents/guardians are to sign the registration certificate during the tryouts.

## **Team Official's Responsibilities**

The Head Coach is to meet with the parents at the end of the tryouts to discuss the wish list budget so that parents can review and sign before May 31<sup>st</sup>. During the season the team officials are to have a least 2 meetings to discuss such items as changes to the budgets, tournaments, socials etc . Minutes of the meetings are to be forwarded to all parents whether they attended the meeting or were absent.

## **Head Coaches**

Must be familiar with Hockey Canada, GTHL and Hillcrest Rules and Regulations.

Must verify eligibility regarding residency when signing players.

Must verify game sheets for suspensions after each game.

Must check with referee prior to leaving arena if the information on game sheet regarding is not clear.

Is responsible for players', staff and parents' conduct on and off the ice prior to, during and after games.

Ensure electronic game sheet is verified prior to the game ensuring all suspensions are recorded and all affiliated players ("APs" / call ups) are added to the game sheets.

Ensure removal from the game sheet of any player or Team Official not present for the game. Playing a suspended player or having a suspended Team Official on the bench

may result in a suspension to the Head Coach and further suspension to the player or Team Official (see GTHL Regulations 14.3 – 14.5).

Must verify the electronic game sheet. Should the Head Coach not be available for any game then the Team Official who is acting as Head Coach for that game is to verify the electronic game sheet.

Should a trainer not be present, **check all players' equipment to ensure it meets safety standards.**

All correspondence with the GTHL **MUST** be directed through the Club's General Manager.

Must attend all Organization meetings, or have a team representative attend

Must ensure that a member of the coaching staff or an assigned parent enters the dressing room to ensure that there are no damages, debris or any individual in the room prior to your team entering the dressing room.

Must ensure that there are 2 individuals at all times in the dressing room with the players from the time they first enter the room until they have all left the dressing room following the end of the game.

Must ensure that the team manager or individual assigned to open the door between floods at games is the first to enter the room, not the players. It should be noted that any damages to a dressing room or any other part of an arena will be charged back to the offending team(s). Any fines or charges incurred due to these damages will be added to the team statements.

Must not discuss releases with players/parents or guardians. All requests to release a player **MUST** go through the President or General Manager and address the reasons for the release request.

Must be available a minimum 45 minutes before and after game/practice.

Prepare team philosophy, strategies, organize practices with his staff prior to going on the ice.

Prepare and submit team rules at start of season and re-visit the rules at meetings, if and when necessary.

A Team Official of one team that is a parent on another team within the Organization will be regarded and treated as a Team Official of the Organization.

Coaches are not permitted to make promises/deals with a player/parents/guardians in order to secure their commitment.

Budgets are to be presented in writing to parents of the players prior to signing a Registration Certificate, updated budgets are to be forwarded to parents as per GTHL rules.

Payment of team officials are to be disclosed on the budgets to parents.

Attend GTHL hearings for issues concerning their own team whenever possible

Must not allow players on the ice for practices or games unless they are dressed in full equipment (including BNQ approved throat protectors).

Must sign a Coaches Code of Conduct at time of appointment.

Must report any unbecoming behavior by a player/parent/Team Official to President or General Manager. In such cases the Organization may elect to levy a suspension to the offending person.

Coaches may add suspensions above the minimum GTHL suspensions to a player or Team Official, provided that the President or G.M. has been notified in writing and this has been agreed upon.

The Head Coach must provide proof of liability insurance when the team hires a skill trainer or a hockey instructor who is not registered with the Organization.

Coaches must have players sign a code of conduct at the beginning of the season.

Coaches are not to hire any Skills Trainers or spend any monies until the parents have signed an approved the team budget.

### **Decisions Concerning Ice Time:**

#### **Regular season**

All players are to be played during all 3 periods of the game. The last 10 minutes of the 3rd period belongs to the Head Coach. Should a player not be played anytime during the first, second or third period, the player and parent/guardian must be advised of the reason prior to leaving the arena after the game has ended.

#### **Playoffs**

All players are to be played during the playoffs. The last 10 minutes of the game belongs to the Head Coach. Should a player not be played anytime during the first, second or third period, the player and parent/guardian must be advised of the reason prior to leaving the arena after the game has ended.

#### **Tournaments**

All players are to be played during the tournament unless there is a valid reason not to play a player. In a case where a player is not being played during any part of the tournament, the player and parent/guardian must be advised of the reason after the said game.

### **Manager's Responsibilities**

The Financial Manager along with the coach are responsible for the financial matters of the team

The Communication Manager is responsible for the communication matters of the team.

Financial Manager along with the coach ensures that a proper bank account is being used.

Managers must attend all Organization meetings when Head Coach is not available to attend.

Submit request to the General Manager for approval of tournaments, exhibition games.

Coaches, Trainers and Managers must provide parents and players with information relating to results from regular meetings with Organization, game changes, suspensions, and player list and a preliminary team budget and team financial statement three times per year through email.

Financial Manager to collect all players' registration fees.

Managers are responsible for organizing fundraising events for the team.

Managers must not allow their team to participate in tournaments or exhibition games without written approval from the G.M. or President and the GTHL

Manager should organize all out of town tournaments at least three (3) months in advance and provide parents and coaches all necessary maps, hotel locations and schedule of games, prior to team leaving for the tournaments.

The Organization understands that there is a lot of work involved in managing a team and does not discourage the use of two (2) individuals to manage team as long as only one manager is the contact person.

Address and attempt to resolve "concerns or issues" with parents, players and team staff. Should the issues require a Resolution Committee Meeting, then the President or G.M. must be advised in writing of the details about the issue and the attempt made to resolve the issues/concerns.

Managers/Coaches are not to hire Skills Trainers or spend any monies until the parents have signed and approved the team budget.

Budgets are to be presented in writing to parents of the players prior to signing a Registration Certificate, updated budgets are to be forwarded to parents as per GTHL rules.

Payment of team officials are to be disclosed on the budgets to parents.

All payments to the club are to be completed by November 15<sup>th</sup> as per team statements forwarded to the team managers every month.

The team account must have at least 3 signing officers, when issuing team cheques there must be 2 signatures, of which at least one of whom is a team parent who is NOT a team official or related to any team official.

Minutes of team meetings are to be forwarded to all parents.

### **Trainers Responsibilities**

Trainers must have a valid HTCP certification in order to be on the players' bench accordingly to the GTHL, Hockey Canada and Hillcrest Rules.

Trainers are responsible for checking all players' equipment to ensure safety standards, prior to each game.

Proper management of player injuries

Proper management of First Aid Kit and water bottles.

Complete injury reports when a player has been taken to the doctor or hospital from an arena.

Fax the reports to the GTHL and the Club General Manager.

Trainers are not to allow players on the ice for games or practices unless they are dressed in full equipment (including BNQ throat protectors).

If a player has been injured a return to play form must be received by the team trainers prior to returning to play or practice and signed by a family doctor or doctor who has been treating the player. The note must be faxed or emailed to the GTHL office. Proper protocol according with GTHL, Hockey Canada and Hillcrest rules must be followed prior to the player returning to practice or play.

### **Player Injury and Return to Play**

If a player has been injured a return to play form and an up to date note must be forwarded to the trainer/manager/Head Coach and the GTHL office, prior to returning to play or practice and signed by a family doctor or doctor who has been treating the player.

### **Team Officials on the Bench**

Are to have appropriate certification accordingly with Hockey Canada, GTHL and Hillcrest rules. No individual is allowed on the bench unless they are registered with the Hillcrest Sports Group. No team official from another organization is allowed on the bench unless he/she has been given permission in writing by the GTHL to both the General Manager of both the Hillcrest Sports Club and the other organization.

### **Financial Assistance**

This is a private matter to be discussed between the parents who are requesting financial assistance and the Organization.

### **Permission to Skate**

This is a matter to be discussed between the parent/guardian/player and the Organization for a request for a PTS during the season. As per GTHL rules at the end of the season the parent/guardian/player may request a PTS in writing to the General Manager.

### **School Hockey**

The Association does not have a policy on school hockey.

### **Regular Season Practice Ice**

For all teams, it is the goal of the Organization to supply one (1) hour of practice ice per week (maximum to 23 weeks). Anything over the 23 weeks will be paid for by the team.

The cost of the one hour of practice ice per week for each team will be the responsibility of the Organization. Any additional time if available will be distributed by the Organization at a cost to the teams.

Teams must obtain ice from the Organization first. If the Organization cannot fill their needs, the team will be given permission to seek and secure ice elsewhere.

Teams which are eliminated from the play-offs can continue to practice until the end of March, but consideration should be given to teams which are still participating in the play-offs.

Practice ice will not be available over the Christmas Holidays or on days when City of Toronto arenas are closed for holidays (i.e. Thanksgiving, New Year's Day and Easter).

To facilitate team planning, the Organization will, in the Fall of each year, supply the Manager of each team with a schedule indicating when their team may expect regular practices to occur. For the most part, this schedule will rarely change. However, it should be understood that this

schedule will only act as a guide and a team's actual practice ice in any given week may change on short notice to accommodate scheduling problems other teams are experiencing.

The organization will attempt to assign each team an affiliate team at the beginning of the regular season. Conflicts may occur due to GTHL rescheduled games or tournament games. It is the responsibility of any team which is experiencing a potential practice ice/game conflict of any nature, to notify the other Hillcrest Canadiens teams to try and trade or sell their ice, if that is not possible then advise the General Manager. **THE GENERAL MANAGER HAS THE AUTHORITY TO SWITCH PRACTICE ICE WITH OTHER HILLCREST CANADIENS TEAMS WITH PROPER NOTIFICATION.**

### **Team Officials and wearing Helmets**

Team Officials who are registered to be on the ice must wear a CSA approved helmet during practices. This is a GTHL rule. GTHL fines and suspensions will apply accordingly to the offending Team Official not wearing a helmet

### **Tournaments – Local and Out of Town Tournaments**

Any team entering a tournament must advise the General Manager at least 7 weeks prior to the tournament date by email or fax with the dates, the tournament name and place where the tournament is being held. The team must ensure that the time for travelling to and from the tournament destination is taken into account so that no regular season games are scheduled for any date during the team's absence at the tournament.

The General Manager will submit the request to the GTHL; once approved the written permission will be forwarded to the team Manager.

During the REGULAR SEASON teams may use their 3 exemptions any way they wish, e.g. for tournaments, for special holidays. Teams may not enter a tournament after Feb 2<sup>nd</sup>. or until eliminated from play-offs.

A team may not enter two (2) tournaments running at the same time.

Any team entering a tournament must have a minimum of twelve (12) players in uniform, and must provide a copy of the game sheets to the GTHL office within seven (7) business days of returning from the tournament.

Teams playing in GTHL play-off series **WILL NOT BE PERMITTED** to participate in any tournament (except OHF Championships).

Any team wishing to participate in out of town tournaments during the Canadian or American Thanksgiving weekends will have their application treated on a **FIRST COME FIRST SERVED** basis. Only **TWO (2)** teams will be given permission to attend on each of these weekends.

No team shall compete in any tournament unless that tournament has been granted a Sanction Permit by the appropriate governing body.

All teams participating in O.H.F. Championships are required to have fifteen (15) players registered.

No teams are allowed to participate in out of town tournaments that would coincide with the date that has been scheduled for the Organization's annual fundraising.



A player who receives a suspension in a tournament game may not participate in any league or playoff game until such suspension is served in full. Any Team Official who allows a player to participate in a game while under suspension will be automatically suspended until he /she appears before a Special Committee of the GTHL.

### **Exhibition Games**

Any team wishing to play an exhibition game must first notify the General Manager or President and call the Central Registry to inform them of the date, time and teams playing.

In the case of any team playing an exhibition game WITHOUT FIRST obtaining permission from the GTHL through the General Manager or President, the Team Official deemed responsible for the breach will be suspended indefinitely, pending a review by the GTHL.

**NOTE: REGULARLY SCHEDULED LEAGUE GAMES CANNOT BE CHANGED IN ORDER TO PLAY EXHIBITION GAMES.**

Teams are responsible for arranging all on-ice officials & timekeeper and payment for their services.

Teams **MUST** use official GTHL game sheets.

A copy of the game sheet must be forwarded to the GTHL office **within 7 business days** in order to comply with the GTHL regulations.

No player who receives a suspension in an exhibition game may participate in any league or playoff game until such suspension is served in full. Any Team Official who allows a player to participate in a game while under suspension will be automatically suspended until he /she appears before a Special Committee of the GTHL.

### **GTHL Hearings**

The Head Coach will make every attempt to be present at GTHL hearings regarding the following issues whenever possible.

- a) Player Releases
- b) Team Official Suspensions
- c) Player Suspensions

The team will be invoiced for the cost of hearings and any fines imposed by the GTHL.

The fines imposed on any Team Official for violating GTHL Rules and Regulations will be paid by the Team Official prior to the hearing.

### **Affiliate Team Call-Ups**

Teams are permitted to call up players from their affiliated team during the course of the season as permitted by GTHL Rules and Regulations.

The affiliate team's Head Coach must provide the opportunity to all his players that are capable to "play-up" and not the same one or two players.

The Head Coach requesting players must first consider giving his own players the extra ice time, provided the team has the minimum players required by the GTHL, before requesting players from the affiliate team.

The coach is permitted to request a "position" and not a specific player.

AFFILIATE TEAMS will be confirmed each year.

Read GTHL rules concerning call ups and import call ups and the number of games players can be called up too.

### **Signing Players/Commitments/Releases/Team(s) folding after the start of the season**

Minor Atom to Midget Sr. – GTHL Rules and Regulations apply

During and following tryouts each team's Head Coach is responsible for offering positions on the team to players that have been assessed throughout the tryout period which the team's coaching staff feel can contribute to the overall success of the team.

The coaching staff must understand that when they offer a position to a player, they have made a commitment to the said player for the duration of the hockey season. The coaching staff are responsible for fulfilling this commitment. However, there could be a situation that would lead a Head Coach to request the President or General Manager to RELEASE him or her from such commitment to a player prior to November 15th.

RELEASES will be considered only by the General Manager or President under the following conditions:

1. A player who is a discipline problem.
2. A player who seriously disrupts the harmony of the team.
3. A player's parent who causes serious problems or disruptions to the team.
4. A player who has had promises made to him or his parents by the coaching staff and these promises have not been fulfilled.
5. A player who has been treated unfairly by one or more of the Team Officials of the team.
6. A player being released by the Organization.

The player and the player's parents must also be made aware that when they sign a Player Registration Certificate with a Hillcrest Canadiens team, they in turn are making a commitment to the Canadiens' team for the duration of the hockey season. The Organization, the coaching staff, the parents, and the player all have responsibilities which must be met throughout the hockey season.

RELEASES are the sole RESPONSIBILITY of the President or General Manager. **UNDER NO CIRCUMSTANCES DOES A TEAM OFFICIAL HAVE THE AUTHORITY TO AGREE TO A RELEASE OR TO RELEASE A PLAYER ON THEIR OWN ACCORD.**

When a parent or player requests a RELEASE, the Head Coach must inform them that the request must be referred to the General Manager. The Head Coach must obtain the reason in writing as to why the RELEASE is being requested and this information should be forwarded to the General Manager. No money will be refunded with respect to either team or registration fees if the player/parent requests the release.

The GTHL recognizes the President and General Manager as the only Cub Officials with SIGNING AUTHORITY for the Organization. Should a Head Coach release the player without the consent of the President or General Manager, the Organization will levy consequences to the Head Coach and possibly other Team Officials of the offending team. In addition, the team will be responsible to reimburse the player any team fees and including any registration fees paid to the Organization.

If a Head Coach decides to release a player with the consent of the President or General Manager, the team will be responsible for refunding the team fees and Organization fees on a

pro-rated basis. Any money that the player is to receive from the team must be forwarded with one week of the player's release.

Each team is responsible to carry the number of players assigned to it by the Organization, but at least fifteen (15) players as required by GTHL Rules and Regulations. Teams will be advised at the Coaches' meeting in April of each year prior to commencing the new season.

Player releases at the Club level are issued only up to and including November 15<sup>th</sup> of that season, with the approval of the General Manager or President providing that the team is at its minimum 15 player roster as per GTHL rules.

Players requesting a release after November 15<sup>th</sup> must contact the GTHL office.

Should Hillcrest fold a team after the start of the season, all players and Team Officials will remain part of the Club and will not be released until such time as all monies owing to the Club have been paid and all equipment belonging to the Club has been returned in good condition.

### **Sponsors/Sponsorships**

Each team is responsible for obtaining sponsorships and used accordingly to the Sponsors directions.

All sponsor money belong to the teams that have acquired the sponsors, not the Organization.

Sponsorship money is not to be added to the team budget until the money is in the team bank account.

### **Summer & Non-Sanctioned Tournaments**

The Organization will not approve and will not provide equipment to teams who wish to participate in any tournament in the months between May and the beginning of the regular season, with the exception of the Hillcrest Brian Steele Early Bird Tournament or other GTHL sanctioned Early Bird Tournaments.

Teams that participate in non-sanctioned (Hockey Canada/OHF Member Partner/GTHL) tournaments and exhibition games prior to the start of the regular season do so at their own risk and are not allowed to wear any Hillcrest uniform (i.e. jerseys, socks, helmets, pants/shells) for such tournaments and exhibition games.

### **Annual Dinner/Dance**

Teams will not be permitted to participate in out of town tournaments during this weekend. Teams will be able to participate in local tournaments as long as the tournament organizers schedule games that will not conflict with this event.

Each team will be invoiced at the start of the season to cover the cost of the event for 18 individuals on each team.

The Annual Dinner Dance is mandatory for all teams of the Hillcrest Sports Club.

### **Annual "BRIAN STEELE MEMORIAL" Tournament**

This tournament is held the week prior to the A & AA regular season commencing in September. The fees for the tournament will be added to the team statements.

## **Criminal Record Checks (Police Clearance)**

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In accordance with the GTHL Speak Out Policies and Procedures, all GTHL approved and rostered team officials must have a valid Police Clearance completed once every 3 years.

### **RESOLUTION COMMITTEE**

This committee has been set up to resolve issues, such as grievances, dispute of team financials, disciplinary issues, that at times may not be resolved with the team Head Coach or Team Manager.

Players/Coaches/Parents may request a meeting by e-mailing the General Manager with the details and reason for the request.

Within 7 business days of the initial request, the General Manager will inform all involved of the date, time and place of the meeting.

Details of why the meeting has been requested will be sent to the Resolution Committee to review prior to the meeting date.

The meeting will consist of the individual(s) requesting the meeting and 3 of the committee members.

Once the meeting has concluded the individuals will receive a written summary and resolution of the decision by email within 4 business days.