

MATTERS FOR INCLUSION IN CLUB HANDBOOK – Schedule B – As of June 2016

1. Governance and Scope

➤ Incorporation / Legal status

-Incorporated as a non-share corporation, operating as a non-profit organization, with current up-to-date government filings and by-laws. List the Officers and Directors and whether they are elected or appointed and for what term.

➤ Mission Statement

-Define the mission statement of the Club or Organization.

2. Club Officials and Responsibilities

➤ Responsibilities of the President and General Manager

-Describe the roles and responsibilities of the President and General Manager within the Club or Organization.

➤ Teams registered within the GTHL

-Describe the number and levels of teams registered in the GTHL.

➤ Registration fees

-Set out the Club or Organization's registration fee and what is included in this fee.

➤ Equipment provide by the Club and return policy

-State what equipment is provided by the Club or Organization and the policy for the use and return of equipment.

➤ Dress code

-Define the dress code, if one is required by the Club or Organization. (This may be defined at team level).

➤ Use of Affiliated players

-Set out the Club or Organization's policy on use of affiliated players.

➤ Complaint procedures

-Describe the process of complaint procedures within the Club or Organization.

➤ Financial assistance

-State if the Club or Organization provides any financial assistance, and describe the process to obtain that financial assistance.

➤ Releases

-Only the President and General Manager of the Club or Organization can grant Releases as set out in the GTHL Rule Book. Describe the process for a player to request a Release from the Club or Organization.

➤ Refund policy

-State the Club or Organization's refund policy.

➤ **Permission to Skate**

-State the Club or Organization's policy on Permission to Skate Forms.

➤ **Use of Club name and logo**

-State the Club or Organization's policy with respect to the use of its name and/or logo.

➤ **Disputes over Team Finances**

-Describe the Club or Organization's process for dispute resolution over team finances.

➤ **Payments to Club members or other Related Parties**

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-State the Club's intention of making payments to or for the benefit of Club members or other Related Parties (as defined by Rule 2.1), beyond reimbursement of reasonable expenses. State that all such payments are duly disclosed separately in the Club's annual financial statements described in Rule 5.6

➤ **Club Financial Statements.**

-State the annual financial statements of the Club, as described in Rule 5.6, are available to any participant of the Club, upon request. State the timing of delivery of the financial statements to the requesting participants, which shall not exceed 10 days.

➤ **Club Officials Commitment To Fairness**

-Statement of Club Officials commitment and responsibility to regularly inform their Team Officials of GTHL tampering rules, and their commitment to diligently investigating any allegation of tampering by any Team Officials in their organization that they become aware of.

3. Team Officials and Responsibilities

➤ **Definition**

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

➤ **Ice Time Policies**

-State the team policy on ice times.

➤ **Team Budgets and Financial Statements**

-Estimated team budgets are to be presented in writing to the players and parents prior to the signing of a Registration Certificate, with full disclosure of anticipated team fees for the year. Three interim financial updates and the final year-end statement are required to be published.

➤ **Payment of Team Officials**

-Disclosure of any payments made, or to be made, to any Team Official or related parties.

➤ **Team Bank Account**

-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).

➤ **Team Meetings**

-State the frequency of team meetings.

➤ **School Hockey**

-State the Team's policy with respect to players' participation in school hockey programs.

➤ **Code Of Conduct**

-State the Clubs expectation that all team officials will respect the League's code of conduct including honouring GTHL Rules against tampering.

4. Parent or Guardian Code of Conduct and Responsibility

➤ **Payment of Fees**

-State the payment terms of the team fees.

➤ **Standard Code of Conduct**

-State the team Code of Conduct that the Parents/Guardians must adhere to.

➤ **Sanction for Misconduct**

-State the sanction for any misconduct of the Parents/Guardians.

5. Players' Code of Conduct and Responsibility

➤ **Player's Obligation**

-Describe the player's obligation and responsibilities to the team.

➤ **Standard Code of Conduct**

-State the team Code of Conduct that the player must adhere to.

➤ **Player Injury**

-State the team policy if a player is injured and the policy for return to play.

➤ **Sanction for Misconduct**

-State the sanctions for player misconduct.