



*Duffield Sports Club  
Policy & Rules  
Handbook*

*CURRENT SEASON*

*2021 - 2022*



# *Duffield Sports Club*

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## *Policy & Rules Handbook*



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### **Section 1: Introduction**

On behalf of the Duffield Board of Directors, we would like to welcome you and thank you for joining our club for the upcoming hockey season.

Duffield Sports Club was formed in 1957 (as a non profit organization) and provides a wide range of competitive levels of hockey ... GTHL "A & AA", House League and Select. The club is run by an elected (7) member board of directors who are responsible to the membership for all aspects of running the club. Duffield is based out of Downsview Arena (Jane & Wilson) and offers excellent programs on player development /coaching mentoring within a highly positive community based environment. The focus of the club has always been on the positive development of each player based on their own unique talent and skill level. The goal is to develop each player to the best of their ability in an environment that teaches: fair play, respect for the opposition, coaches and all officials, commitment, hard work, teamwork and most of all having fun.

Our organization is committed to offering an overall excellent hockey experience that is second to none and fully meets your needs. With this in mind, our organization prides itself on offering the following:

- 1) Positive, excellent coaching staffs that emphasize skills development, team building and creating a fun environment while creating a winning attitude.
- 2) One of the lowest registration's costs in the city. Our commitment has always been to make hockey as affordable as we can to all players.
- 3) Yearly club's events (i.e. dinner dance and club trip to watch a junior hockey game) to bolster club's community spirit. Due to COVID-19, all club events have been cancelled until further notice.

Over the years, Duffield's strength has always been the hundreds of volunteers (parents, coaches, sponsors, executives) which have dedicated their lives to better our community and provide our kids a safe, fun place to develop their athletic and life skills. As a club we could not have achieved our success to date without this level of commitment and support from all of the past and present Duffield members. As a group, we will continue to do everything possible to promote: respect, fair play, sportsmanship & most importantly fun among our young people and to assist them in the very difficult task of growing up to become good citizens.

Again, thank-you for joining the Duffield organization.... we wish you much success in the upcoming season.....Go Devils Go !!!!



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## **Section 2: Club Governance**

### **2.1 Mission Statement: Our mission is:**

- To provide positive development of each player based on their own unique talent and skill level
- To prepare our players to contribute responsibly to the game of hockey
- To develop our players sense of community and contributing to help others
- To encourage our players to realize their full potential

In order to achieve our goals we strive:

- To provide an advanced level of hockey training & development
- To teach: fair play, respect for the opposition, coaches and all officials, commitment, hard work, teamwork and most of all having fun
- To provide an environment in which players are treated as individuals
- To develop in our players' self-worth and respect for others



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## **2015/16 Board of Directors**

<u>Position</u>	<u>Name</u>	<u>Phone</u>
President	Frank Carbone	(416) 566-5477
Secretary/ Treasurer	John Maroney 95 Glen Long Ave. Toronto, Ont M6B 2M4	(416) 782-2955 Fax (416) 784-0302
Vice President /Registrar	Betty Ann Marchese	(905) 893-4281
GTHL GM	Brian Tavares	(416) 303-3656
House League Dir	Primo Rapini	(416) 450-6676
Select Director	Felix Guglielmi	(416) 433-0277
Directors	Richard Consentius	

### **2.3 Incorporation**

(a) The Duffield Sports Club. (Club) , was incorporated under the Ministry of Consumer and Business Services of Ontario in 1957 as a not-for-profit corporation and operates on a not-for-profit basis under the guidelines of its by-laws, Rules of Operation and within the rules of the Greater Toronto Hockey League (GTHL).

(b) As a not-for-profit organization, Duffield will prepare its budgets and run its operations with the intent that its annual revenues not exceed its annual expenses, other than to create and maintain such endowments, reserves and contingency funds as the Board, in its discretion and from time to time,



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considers necessary, appropriate or desirable and other than to ensure that the Club is able to meet its financial obligations as they become due. Furthermore, to the extent that in any financial year, the revenues of the Club exceed its expenses, such excess revenues shall be retained by the Club, shall not be distributed and shall be used the following financial year to pay expenses of the Club incurred in the furtherance of its purposes.

#### **2.4 Teams Registered within the GTHL**

The Club unless otherwise decided by the Clubs' executive or the GTHL will register fourteen to eighteen teams in the A & AA west division of the GTHL. These teams will include U10 (Minor Atom), U11 (Atom), U12 (Minor Peewee), U13 (Peewee), U14 (Minor Bantam), U15 (Bantam), U16 (Minor Midget), U17 (Midget Jr) & U18 (Midget Sr), U21 (Juvenile).

#### **2.5 Club Organization**

(a) Powers: The directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into.

(b) The directors, who are appointed, shall receive no remuneration for acting as such other than their legitimate expenses incurred in the fulfillment of their duties.

(c) The duties of the President shall be to preside at all meetings and to supervise the affairs and operations of the Corporation.

(d) The duties of the secretary will be to attend all meetings; record all facts and minutes; give notice as required and be custodian of the seal of the Corporation.

(e) The duties of the Treasurer shall be to keep full and accurate accounts of all receipts and disbursements.

(f) The duties of the General Manager will be that of the day-to-day running of the hockey operations on behalf of the Duffield Sports Club. Specifically, he/she shall make themselves available to all parents, players and Team officials and become involved in all matters and issues as they relate to the care and function of the Club.



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## **2.6 Summary Financial Statements**

Summary financial statements are filed with the GTHL at the conclusion of the financial year end.

## **Section 3: Club Registration Costs**

### **3.1 Registration Fees**

Duffield GTHL Registration fee for the CURRENT SEASON is \$1,600 per player. Registration fees cover the cost of one hour practice ice per week (September through the end of the regular season), GTHL registration & insurance, home and away Jerseys, home and away socks, year-end banquet, individual & team pictures & equipment bag.

Over and above the Duffield registration fee, individual teams are responsible (through sponsorship & fund raising) to fully cover the following expenses; GTHL games sheets, 2<sup>nd</sup> practice ice, tournaments, player apparel (jackets, track suits etc), individual instruction (i.e. power skating) and any team related expenses. Individual team budgets outlining these costs will be prepared and shared with all parents prior to signing with the organization.

**3.2** Payment of registration fees to the Club shall be as follows: \$800 upon signing of player card and one post dated cheque for balance \$800 dated Sept 1, of the current season. Payments are to be made directly to the individual team managers. No player will have his card registered to play until these fees have been paid in full. For the 2021-22 season, due to COVID-19, the full amount of \$1,600 will be collected at registration time/signing of the commitment form (before the start of the season).

Please Note: House league & Select registration cost will be finalized & published by August of the current season. For 2021-22, House League registration is \$500.

## **Section 4: Team Official's Code**

### **4.1 Definition of Team Officials**

Team officials are defined as any GTHL carded Team staff member that has



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been properly carded by the Club and the GTHL. Specifically, they are to be known as the Head Coach, Assistant Coach(s), Trainer and Team Manager. Team officials shall not number more than five.

### **4.2 Team Officials Duties**

(a) The duty of the Head Coach is to ensure the Club Mission Statement is being upheld. As such they are responsible for the day to day running of the Team. The Head Coach is appointed by the Duffield Board of Directors and is responsible for selecting of all Team staff members. Final approval to card all Team Officials is that of the Duffield General Manager. The Head Coach reports directly to the Club General Manager.

(b) The duty of the Assistant Coach is to ensure the philosophy of the Head Coach is passed on and enforced with the players.

(c) The duty of the Team Manger is to be a liaison between the Coaching Staff and the Team parents. The Team Manager shall also take responsibility for game sheets and tournament approval forms. The Team Manager shall also work closely with the Club GM ensuring that he/she is kept up-to-date on all issues that affect the Team.

(d) The duty of the trainer is to ensure each player is properly cared for in the event of an injury sustained while playing or practicing on the team and that those players do not return from injuries too soon.

(e) All Team Officials that participate with any on ice activities must wear CSA approved helmets....no exceptions.

(f) All Team Officials must show respect for each player, parent or guardian at all times.

(g) All Team Officials are considered representatives of Duffield and as such are expected to set a positive example both on and off the ice.

### **4.3 Restriction on Team Officials Changing Clubs**

It is the intention of the Club to uphold GTHL regulation 6.15 specifically that no carded official will be granted his/her release to be registered or to appear on the bench of another club at the immediate higher age division in the immediate following season.





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#### **4.4 Sanctions against Team Officials**

It is the responsibility of each Team Official to learn the Clubs policies and procedures. All policies and procedures are expected to be followed at all times. Failure to do so may result in suspension, the length of which will be

determined by the Board, or termination for those individuals found to be in severe default.

### **Section 5: Parent or Guardian Code**

#### **5.1 Parent and Guardian Responsibilities**

- a) Parents and guardians have an obligation to remain positive and show respect towards all Club Officials, Team Officials and all players at all times.
- b) Any disagreement between a parent or guardian and the Club or a Team official shall be dealt with as per Club Dispute Resolution Process outlined in Section 9 of this document.

#### **5.2 Use of Affiliated Players**

It is understood and agreed that when your child joins the Club that they are in fact joining an organization and not just an individual team. For clarification purposes, this means that when your child's participation is required by their affiliated team, the team directly above them, in either a practice or a game, that you make your child available, so long as that by doing so your child would not have practiced or played more than three days out of four.

#### **5.3 Family Vacations**

Families must give the Head Coach a minimum of fifteen (15) days notice of their intention to take their child on a family vacation that would have them miss any game or practice, unless permission otherwise has been granted by the Head Coach in writing.

#### **5.4 School Hockey**

While the playing of school hockey is encouraged, your sons/daughter commitment to the Club must come first. Specifically, your child is not to play or practice in a school game or practice on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach in writing.



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### **5.5 Hockey Schools and Other Hockey Development Programs**

While participation in hockey schools and other hockey development programs is encouraged, they are not to be attended on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach in writing.

### **5.6 Sanctions Against Parents or Legal Guardians**

It is the responsibility of each Parent or Legal Guardian to learn the Clubs policies and procedures. All policies and procedures are expected to be followed at all times. Failure to do so may result in your son's suspension from the Team, the length of which will be determined by the Board, or outright release for those individuals found to be in severe default.

## **Section 6: Player's Code**

### **6.1 Player's Responsibilities**

Players are expected to abide by all Hockey Canada, OHF, GTHL, Club and Team rules.

### **6.2 Use of Affiliated Players**

It is understood and agreed that when you join the Club that you are in fact joining an organization and not just an individual team. For clarification purposes, this means that when your participation is required by your affiliated team, in either a practice or a game, that you make yourself available, so long as that by doing so you would not be practicing or playing more than three days out of four.

### **6.3 School Hockey**

While playing of school hockey is encouraged, your son's commitment to the Club must come first. Specifically, you are not to play or practice in a school game or practice on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach.



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### **6.4 Hockey School and Other Hockey Development Programs**

While participation in hockey schools and other hockey development programs is encouraged, you are not to attend them on the day of a scheduled league game, unless permission otherwise has been granted by the Head Coach

### **6.5 Returning From a Concussion**

If you have received a concussion, either in a game or a practice, you may only return to play or practice with written permission from a medical Doctor. This permission is to be delivered in writing to the Duffield General Manager through the team manager.

### **6.6 Sanctions Against Players**

It is the responsibility of each player to learn the Clubs policies and procedures. All policies and procedures are expected to be followed at all times. Failure to do so may result in your suspension from the Team, the length of which will be determined by the Board, or outright release for those individuals found to be in severe default.

## **Section 7: Refund Policy:**

### **7.1 Club Originated Player Release - Refund Policy Up To Midnight November 15<sup>th</sup>**

If registration fees and additional monies have been paid to the Club and/or Team and that player is released or leaves the team based on the team/club originating the release, any time up to and including midnight November 15<sup>th</sup>, that player shall receive a pro-rata rebate calculated as follows: A charge of fifty dollars (\$50.00) will be charged for each practice or off-ice training session that the Team held from the day of card signing to the day the release was granted, regardless of who may have run any of the sessions or if you were present or not. In addition, the team will also charge the player his/her proportionate share of any and all activities and expenses incurred by the team that can be verified in the team budget. The cost for the GTHL player insurance will also be deducted from any refund total. GTHL player insurance will be specified by the GTHL at time of registration. For 2021-2 season, the cost is \$37.41



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## **7.2 Parent Originated Player Release – Refund Policy Up to Midnight November 15<sup>th</sup>**

If a release request is originated by the Parent and approved by the Club....No Refund will be applicable.

## **7.3 Refund Policy after Midnight November 15<sup>th</sup>**

If a player is successful in securing a release from the GTHL after November 15, **no refund of registration fee** will be provided. This includes GTHL, Houseleague & Select fees.

**7.4 Refund Request** – any refund request must be made in writing to the President of the Duffield Sports Club for consideration.

## **Section 8: Player Releases**

### **8.1 Player Movement.**

- Team staff under no circumstances are authorized to approve any player releases. For all age categories, any player releases must be approved the Duffield General Manager or President in writing.

## **Section 9: Dispute Resolution Procedures**

### **9.1 Complaints against the Club or Team**

(a) Complaints against the Team are to be presented in writing to the Team Manager, a copy of which is to be sent to the Club GM by the parent.

(b) Any complaint received by the Team Manager against the Team is to be discussed with the General Manager within 48 hours, unless such complaint is received on a weekend, at which time it shall be brought to the Clubs GMs attention on the first business day of the week. If a complaint is filed during a publicly recognized holiday, the complaint shall be brought to the Club GMs



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attention upon the first business day following the conclusion of such holiday. A complaint shall be deemed "officially received" once it has been received as per the above requirements. All complaints deemed not to require a face-to-face meeting will receive a minimum of a written reply within 72 hours of official receipt of such complaint. However upon review of the complaint, the GM may choose to facilitate a face-to-face meeting with all parties concerned, where possible, within five (5) days of official receipt of such complaint. Within 72 hours of the face-to-face meeting, the GM will provide in writing his decision and such decisions to be deemed delivered by email.

(c) Complaints against the Club are to be made in writing and mailed or delivered to the attention of the Club Treasurer John Maroney, 95 Glen Long Ave. Toronto, Ont. M6B-2M4.

(d) Any complaint received by the Club against the Club is to be discussed with the Board within 7 business days, at which time it shall be brought to the Clubs GMs attention on the first business day of the week. If a complaint is filed

during a publicly recognized holiday, the complaint shall be brought to the Club GMs attention upon the first business day following the conclusion of such holiday. A complaint shall be deemed "officially received" once it has been received as per the above requirements. All complaints deemed not to require a face-to-face meeting will receive a minimum of a written reply within 72 hours of official receipt of such complaint. However, upon review of the complaint, the Board may choose to facilitate a face-to-face meeting with all parties concerned, where possible, within five (5) days of official receipt of such complaint.

Within 72 hours of the face-to-face meeting, the Board will empower the GM will provide in writing his decision and such decision to be deemed delivered by email.

## **Section 10: Dress Code For Players and Team Officials**

### **10.1 Nature of Code**

The dress code outlines the standard of dress to which you and your team are expected to adhere to while representing the Club in all league, playoff,



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tournament and exhibition games. Dress codes set a positive image for the organization.

### **10.2 Coaches Dress Code**

All coaches shall be dressed in Club winter jacket, dress pants, dress shoes or boots, Club Turtleneck or Club sweater.

### **10.3 Trainers Dress Code**

All Trainers shall be dressed in Club tracksuits with suitable boots or running shoes.

### **10.4 Players Dress Code**

All players shall be dressed in Club winter jacket. Further dress code requirements (i.e. dress pants, dress shoes or boots etc) are left to the discretion of each team coaching staff.

### **10.5 Sanctions Against Dress Code Infractions**

If the General Manager finds that a carded Team Official or player is in violation of the Club policy regarding dress code, he may choose to warn the offender or suspend the offender for a period to be decided upon by the Board.

## **Section 11: Equipment Provided by the Club**

- a) Teams must ensure that only black helmets are used by every player at the start of the season.....no exceptions.
- b) Team will be allocated equipment for only the number of players they have signed. (i.e. 15 players ...you will only get 15 sweaters, socks & bags). Additional equipment will be provided as new players are signed.
- c) Any team request to purchase sweaters or bags must be approved by the Duffield board. Please contact Club GM if you would like to submit a request.
- d) All equipment provided by the Club must be used by the player, unless a suitable explanation is provided to the Club in writing, prior to its use.
- e) Socks with excessive holes must be replaced by the Team at their expense.
- f) Damaged Team sweaters must be replaced by the Team if they cannot be repaired.



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### **Section 12: Ice Time**

#### **12.1 Final Decisions Concerning Ice Time**

The Head Coach has the final say on the ice time a player receives in any game.

#### **12.2 Explanations Regarding Lost Ice Time**

Any player denied significant ice time must have that reason explained to them before they leave the dressing room at the conclusion of the game, unless circumstances prevent such explanation from being given.

**12.3** If a parent is concerned with their child's ice time... Please discuss your concern with the coaching staff. If the parent is not satisfied with the response, please use the Dispute Resolution Procedure referenced in section 9.

### **Section 13: Use of Affiliated Players (AP's)**

#### **13.1 Affiliated Players and Games**

The following teams are affiliated to each other: Minor Atom to Atom; Atom to

Minor Peewee; Minor Peewee to Peewee; Peewee to Minor Bantam; Minor Bantam to Bantam; Bantam to Minor Midget; and Minor Midget to Midget.

#### **13.2 Affiliated Players and Practices**

The philosophy of the Club is such that we encourage your child to practice with their affiliated team where requested or appropriate.

#### **13.3 Procedure of Coaches Concerning The Use of Affiliated Players**

The affiliated team requesting the use of a player or players shall contact the GM to request the use of such players. Before that request will be granted, the Head Coach must provide a compelling reason for the need for such player or players. Based on a valid reason, the GM will contact the Head Coach of the Team below and request that he direct the player or players to report to play or practice with their affiliated team. However, if the Head Coach of the Team below can provide a compelling reason as to why the player or players asked for should not be called up, replacement players will be sent.



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### **Section 14: Official Team Budgets**

#### **14.1 Estimated Budgets**

All estimated Team budgets must first be presented to the General Manager for approval prior to presentation to Team parents. Once approval has been given by the Club General Manager, estimated Team budgets are then to be presented to the parents or guardians before they sign their son's player card. Their approval and acceptance is to be in writing.

**14.2 Team Budget Limits** - The amount each team is allowed to budget (minimum & maximum) is completely open

### **Section 15: Disclosure of Payments to Team Officials**

#### **Payments to Team Officials**

Payments to a Team Official by a single individual, individuals or corporations are strictly prohibited. Any team official that accepts payment of any type will be suspended or terminated based on the severity of the action at the sole discretion of the Duffield Board of Directors.

**Duffield Sports Club is strictly a non-profit volunteer community based group..... It does not pay any of its directors or team officials.**

### **Section 16: Team Bank Accounts**

**16.1** Each team must open a yearly bank account under the team name (i.e. Duffield Atom A)

#### **16.2 Access to Team Bank Account**

No one Team official shall have sole access to the Team Bank account. Three signatures to the Team bank account must to be provided (i.e. Team Manager, the Head Coach & Duffield Treasurer). If any Team is found to have disobeyed the above policies, those involved will be immediately suspended.





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16.3 All accounts must be closed at the end of each season with a \$ 0 balance. Any remaining funds must be spent on the players or refunded proportionally to the parents.

### **Section 17: Team Financial Statements**

#### **17.1 Estimated Team Financial Statements**

Estimated Team financial statements are to be made available for review prior to card signing. Team parents or guardians must sign a declaration indicating they have reviewed and have agreed with the estimated Team Financial statement.

#### **17.2 Financial Statements for Review**

Financial statements are to be handed out to Duffield Club GM and parents two times per year as follows: December 15, & March 15.

**17.3** Final Statements are to be delivered within one month of the last scheduled team function, at which time any account balances will be returned on an equal basis.

### **Section 18: Private Lessons**

No player under any circumstances shall be made to participate in "private lessons," if a fee is to be charged. Any coaching staff that forces (directly or

indirectly) will be suspended or terminated at the discretion of the Duffield Board of Directors.

### **Section 19: Coaches with Children on their Team**

The Club policy allows for a Team Official to coach his own child. However, if the Club General Manager determines that a coach's son/daughter is not of A or AA caliber, which shall be at the sole discretion of the General Manager, then



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the coach, will be asked to remove his child from the team. Should the coach decide not to remove his child, both the coach and the child shall be removed. The Club expects its Team Officials to keep the best interest of the team in their minds at all times. Should the Club determine that they are not keeping the best interests of the Team in mind, a warning, suspension or termination may result.

### **Section 20: Team Meetings**

Teams are expected to hold a minimum of three Parental meetings that coincide with the handing out of team budgets. Those meetings are to be held prior to card signing, on or about September 15<sup>th</sup>, November 15 and January 15<sup>th</sup>

### **Section 21: Team Rules**

Individual Teams may have their own Team rules, provided they do not override the Club Rules of Operation. These Team rules are to be presented to the General Manager prior to their presentation to your parents. Team parents or guardians must sign a declaration indicating they have reviewed and agree with the Team Rules. This would include team discipline policy such as consequence of missing practices or tardiness.

### **Section 22: Permissions to Skate**

Permissions to Skate with Other GTHL Teams

Permissions to skate for OMHA or Alliance teams are provided at the discretion of the General Manager only and are only valid when signed by the Club General Manager.

### **Section 23: Use of Club Logo**

No unauthorized use of the Club logo is permitted. All items with the Club logo must first be authorized in writing by the General Manager prior to its production. Failure to adhere to this will be considered a violation of copyright and will be dealt with accordingly.

### **Section 24: Official Club Website**

The Official website of the Club is [www.duffieldhockey.ca](http://www.duffieldhockey.ca) Teams may not have



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their own websites. An individual team page will be created on the official Duffield site to help teams communicate or a link to your website.

**Section 25: Police Checks**

As per Hockey Canada/OHF/GTHL policy all coaches, managers, trainers must have completed and submitted a formal "police check" with Duffield. No team staff will be carded with the organization without the police check in place. This policy is to ensure maximum protection for our kids.