



Greater Toronto Hockey League

Player Registration Manual

2017 - 2018

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Section 1

Player Registration Fee



Player Registration Fee

- The PRF fee can be paid in a single payment or in 5 installments.
- The collection method is through the Hockey Canada online payments portal as either a one-time payment or five separate equal installments - August 15, September 15, October 15, November 15, December 15.
- Payment methods accepted are Visa, Visa Debit, MasterCard, and cheque.
- The League will accept post-dated cheques provided they are delivered to the League Office prior to the due date and dated for the above noted deadlines.



Player Registration Fee

Fee Structure

- 1 player, no Parent Team Official: \$660 or 5 installments of \$139 (\$695) - U21/Juvenile fee is \$335
- 1 Player, 1 Parent Team Official: \$460 or 5 installments of \$99 (\$495)
- 2 siblings, no Parent Team Official: $\$660 + \$485 = \$1145$ or 5 installments of \$243 (\$1,215)
- 2 siblings, 1 Parent Team Official: $\$485 + \$460 = \$945$ or 5 installments of \$203 (\$1,015)
- 2 siblings (TWINS), 1 Parent Team Official: $\$485 + \$460 = \$945$ or 5 installments of \$203 (\$1,015)
- 2 siblings, 2 Parents are Team Officials (2 parents and 2 siblings on the same team or 1 parent + sibling on one team and other parent + sibling on the other team): $\$460 + \$460 = \$920$ or 5 installments of \$198 (\$990)
- 3 siblings, no Parent Team Official: $\$660 + \$485 + \$485 = \1630 or 5 installments of \$347 (\$1,735)
- 3 siblings, 1 Parent Team Official: $\$460 + \$485 + \$485 = \1430 or 5 installments of \$307 (\$1,535)
- 3 siblings (TWINS + 1), 1 Parent Team Official: $\$460 + \$485 + \$485 = \1430 or 5 installments of \$307 (\$1,535)
- 3 siblings, 2 Parent Team Official's (same as 2 siblings/2 Team Official parents with third sibling playing in the GTHL as well): $\$460 + \$460 + \$485 = \1405 or 5 installments of \$302 (\$1,510)



Section 2

Policies



Policies

- All players require a completed PRF Registration with payment submitted/payment plan selected as a condition of approval
- A Player who has not paid the PRF 15 days after outstanding payment notification has been issued will become ineligible to participate and is subject to paying the full PRF
- A Player who suffers a season-starting or season-ending injury would be refunded on a pro-rated basis after the submission of a medical report indicating such
- A Player who suffers a short term injury (they would be returning to play at some point during the season) is not eligible for a refund
- A Player who is suspended is not eligible for any refund
- A Player who is released from a team and does not re-sign with a GTHL Club prior to January 15 will be eligible for a pro-rated refund



Policies

- Refund requests will be processed beginning January 15; exception being payments submitted in error or as duplicate
- A Player who registers after the start of the regular season will be eligible for a pro-rated fee
- A Player who is entitled to a discount and paid the full amount for the PRF will be refunded accordingly
- A Player who is entitled to a discount and has paid in installments will have their last installment(s) adjusted accordingly
- A Team Official discount is only to be applied to a player whose parent is a Team Official on their roster and is registered and not released prior to November 15
- A Parent Team Official released prior to November 15 voids that player's eligibility for the discount and the player is subject to owing the full fee



Policies

- A Sibling discount can only be applied if a player's sibling(s) register prior to November 15
- A Sibling released prior to November 15 voids a player's eligibility for the discount and the player is subject to paying the full fee
- Multiple Discounts can be applied to an order with more than one player. (e.g. 1 Team Official Discount (-\$200) + 1 Sibling Discount (-\$175) = \$375 in savings)
- No more than one discount can be applied per player
- A request for a refund will only be considered if such request is submitted to the GTHL Office on or before April 15 of current playing season (e.g. for the 2017-18 season, the deadline is April 15, 2018).
- No refund requests for past seasons will be considered
- NSF Cheque Fee \$15.00
- If the account becomes delinquent at any point, all discounts would become void. Participants would be subject to full payment amount



Section 3

Payment Process



Payment Process


- The GTHL PRF is now available. You can find the link to register on the GTHL website here: www.GTHLCanada.com/player-registration-fee
- The following slides will assist you in this process.




Payment Process

When you click on the link listed on the GTHL website you will be taken to the specific payment gateway for the GTHL. If you have used the payment process in the past you can simply log on using your user name and password and skip to page 15.

Payment Link: <https://registration.hockeycanada.ca/registration/?ID=1368>



GTHL



57 CARL HALL ROAD
TORONTO, ON, M3K 2B6
Khucaluk@ghlcanada.com

Login - Connexion | Help - Aide

WELCOME!
You must have an account with Hockey Canada's Online Registration system to be able to register your children into hockey with this association. If you have previously registered children online with Hockey Canada's system for any association, then you can proceed to login with your account below.

If you have not registered any participants in the past with this system, [click here to create an account.](#)

BIENVENUE!
Un compte avec le système d'inscription en ligne de Hockey Canada est requis pour pouvoir inscrire vos enfants au hockey avec cette association. Si vous avez précédemment inscrit des enfants avec ce système pour quelque association, vous pouvez ouvrir une session avec votre compte ci-dessous.

Si vous n'avez jamais inscrit quelqu'un auparavant avec ce système, [veuillez cliquer ici pour créer un compte.](#)

Sign in here - Ouvrez une session ici:

Email - Courriel:

Password - Mot de passe:

[Log In - Connexion](#)

[Forgot your password? - Vous avez oublié votre mot de passe?](#)



Payment Process

If you do not have a user name and password you can create an account following the process outlined here.

The screenshot shows the GTHL website's account creation process. At the top, there are logos for GTHL Canada and the Ontario Hockey Federation (OHF). The page title is "Account Creation". A green box contains the message: "You have indicated that you have never registered online using Hockey Canada's Online Registration system." Below this, a section titled "Please read the following information before continuing." lists three steps: "Step one: Set yourself up as a user", "Step two: Add participants to your cart", and "Step three: Check out". Each step includes a brief description of the process. At the bottom, there is a checkbox labeled "I have read the above steps and would like to create an account." which is checked. Below the checkbox are two buttons: "Continue" and "Cancel".

GTHL

57 CARL HALL ROAD
TORONTO, ON, M3K 2B6
ocostantino@gthlcanada.com

Login - Connexion | Help - Aide

Account Creation

You have indicated that you have never registered online using Hockey Canada's Online Registration system.

Please read the following information before continuing.

Step one: Set yourself up as a user
Your first step will be to create yourself a system account. This account is used to store your profile information and hockey registrations so that you will never have to re-enter data each time you register someone. You will be the user. You have not registered anybody for hockey at this time. If you are a parent/guardian, the profile information you provide on your account is YOUR information, not your child's information.

Step two: Add participants to your cart
Your next step will be to add people (called **participants**) to your shopping cart. **Participants** are the people that you want to register for hockey this season. At this time, participants in your shopping cart are not registered until you check out.



Step three: Check out
Once you (the user) have finished adding one or more participants to your cart, your final step is to proceed with reviewing, checking out, and arranging payments for the participants.
The participant is considered registered only after the check out process.

I have read the above steps and would like to create an account.

[Continue](#) [Cancel](#)



Payment Process

GTHL

57 CARL HALL ROAD
TORONTO, ON, M3K 2B6
ocostantino@gthlcanada.com

[Login - Connexion](#) [Help - Aide](#)

Account Creation

You can now create your account. Please fill in your login and profile information below. This is YOUR profile information and not your child's information.

Please enter your desired login information

Email: *

Confirm Email: *

Password: *

Confirm Password: *

Security Question: * Formulate a question that only you can answer

Security Answer: * Enter the answer to your security question

Please enter your profile information below.

Language: ▼

First Name: *

Last Name: *

You will now enter your address. Your address is required information. This address will be used to pre-fill address information for you when registering someone in hockey. You can always edit this address at any time on your account page.

Please select the type of address

- By City Address**
- By Rural Route or PO Box Address**

Home Phone *

Work Phone * Extension:

* Denotes required information

Please verify that all information is correct before clicking on the Submit button.

[I want to read the explanation again.](#)



Payment Process

Once you have created a user name and password or entered your user name and password you should click on "Register a Participant".

The screenshot displays the GTHL website interface. At the top, there is a navigation bar with the GTHL logo, contact information (57 CARL HALL ROAD, TORONTO, ON, M3K 2B6, Khucaluk@gthlcanada.com), and a user profile dropdown menu showing the name 'kevin.nucaluk@yahoo.com'. The main navigation menu includes links for Home, Register a Participant, Order History, Cart (0), My Account, Help, and Logout.

The 'Home' section contains a welcome message and instructions: 'Welcome to your home page! You'll find your Shopping Cart and your Registration History below. Your shopping cart contains all of your incomplete registrations. Your Registration History contains a list of persons you've registered in the past. To obtain a receipt for a completed registration, please click on "Order History" above.'

The 'My Shopping Cart' section shows an invoice number of 1908629 and a status of 'Active'. A message states: 'You do not have any registrations in your cart for this association.' A red arrow points to the 'Register a Participant' button located in the bottom right corner of this section.

The 'My Registration History' section features a 'Register a Participant' button and a link to 'Open Order History'.

The footer contains the text: 'Powered by Hockey Canada', 'Copyright © 2014', 'Version: 1.7.1.26492', and the Hockey Canada logo.



Payment Process

“Previous Registrations” can be used to register the same player that was registered last or search for your player by registering a new participant and when you locate his/her record click on “Register”. **Please use previous registration even if the player(s) were registered with a different club last season.**

Participant Selection

Your first step is to select the person (or participant) you would like to register. You can either:

- Register someone you've registered before in the past under "Previous Registrations" below
- Register a new person under "Register a new participant" below.

Previous Registrations

To register someone you've registered in the past, click on the "Register" button next to their name. If the "Register" button is not available, it means that either there are no registration packages available for that participant or they are outside of this association. Please contact the association for further assistance.

First Name	Last Name	Date of Birth	Gender	Association	Last Registration Date	Actions
BRIAN	●●●●●●●●	●●/●●/●●	●	GTHL	●●/●●/●●	Register

Register a new participant

To register someone new that you have not registered in the past, please enter their information below. **Only fill in the "Hockey ID" if you already know the participant's Hockey ID.** Please fill in their **FULL** name (without middle names), date of birth, gender, and language and click on "Register".

Hockey ID:

First Name: *

Last Name: *

Date of Birth: - ▾ - ▾ - ▾ *

Gender: - ▾ *

Language: ▾

Payment Process

The bottom area will then appear with the players name and last known association, you now need to hit "Register Now" to get to the next step.

Register a new participant

To register someone new that you have not registered in the past, please enter their information below. **Only fill in the "Hockey ID" if you already know the participant's Hockey ID.** Please fill in their **FULL** name (without middle names), date of birth, gender, and language and click on "Register".

Hockey ID:

First Name: *

Last Name: *

Date of Birth: *

Gender: *

Language:

* Denotes required information

[Register](#)

Match(es) found. Please click on the "Register Now" button to register that participant. If the button reads "Unavailable", please contact your association.

First Name	Last Name	Date of Birth	Last Registration Season	Hockey ID	Association	Branch	Action
KEVIN						ONTARIO HOCKEY FEDERATION	Register Now



Payment Process

To Register the player, click “Participants” and next.


Choose a registration type

Please choose the type of registration you would like for this participant.

Participants

[Back](#) [Next](#)

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Version: 1.9.5.19235





Payment Process

Select the age group your child is participating in (if it is a “Minor” division of one of the categories select the full category, for instance if your child plays Minor Atom select Atom) and click “Next”.

Division Selection

Please select the Division in which you would like to register this participant.

- Atom
- Bantam
- Juvenile
- Midget
- Pee wee

[Back](#)

[Next](#)



Payment Process

IMPORTANT!

If you are a Team Official of one of your children that play GTHL REP you will choose “*Player Registration - Parent Team Official*” for the player you are the team official of. Please note if you are a team official for more than one child, only one of them is eligible for the parent team official package.

If you are not a Team Official for GTHL Rep you will choose “Player Registration” for each child you register.

DO NOT USE ONE THEN THE OTHER!

Once you choose one path, you will always use that path to register your players.

Registration Package Selection

Please choose a registration Package below.

Name	Description	
Player Registration - Full Payment	Please use this package for all children in your family if you are NOT a team official on your child(ren)'s GTHL REP team. ALL DISCOUNTS WILL BE APPLIED AT CHECKOUT.	Select
Player Registration - Installments	Please use this package for all children in your family if you are NOT team official on your child(ren)'s GTHL REP team. ALL DISCOUNTS WILL BE APPLIED AT CHECKOUT.	Select
Player/Parent Team Official - Full Payment	Please ONLY use this package for registering players who have a parent/legal guardian as a team official of their team. All other registrations are regular player registrations. ALL DISCOUNTS ARE APPLIED AT CHECKOUT.	Select
Player/Parent Team Official - Installments	Please ONLY use this package for registering players who have a parent/legal guardian who is a team official on their team. All other registrations are regular player registrations. ALL DISCOUNTS ARE APPLIED AT CHECKOUT.	Select

Payment Process

Complete all the required information. Please note that **all discounts are applied AT CHECKOUT ONLY.**

Hit "Review"

Fees

Click the checkbox next to the optional fees to select them. Your total will then be adjusted.

Select	Fee Title	Amount
<input type="checkbox"/>	Player Registration	\$660.00

Your total is: 660.00

Click on "Review" below to review your registration prior to checking out.

[Back](#)

[Review](#)

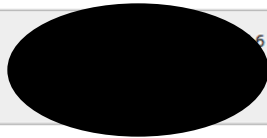
Payment Process

Again, **DISCOUNTS ARE ONLY APPLIED AT CHECKOUT**, if you have other players to register please click “Add to Cart” and register another person.

Please review your registration below and select "Checkout" or "Add to Cart" to continue. Or click the Back button to revise your registration.

Participant Summary

Physical Address
Player's Home Phone
Emergency Contact #1



Waiver Summary

GTHL Player Registration Fee Transaction Terms	YES
Hockey Canada Privacy Policy	YES

Fees

Fee Title	Amount
Player Registration	\$660.00
Your total is	\$660.00

Your total is: \$660.00

[Back](#) [Checkout](#) [Add to Cart](#) *

* If you would like to register someone else before checking out, click "Add to Cart" to confirm this registration and register another person.



Payment Process

Select your payment option “Credit Card” or “Cheque” and click “Next”. If you selected “Credit Card” you can now skip to page 19.

marketing@GTHLCanada.com [Home](#) [Register a Participant](#) [Order History](#) [Cart \(1\)](#) [My Account](#) [Help](#) [Logout](#)

Checkout

Please choose your method of payment below.

Cheque
 Credit Card

[Back](#) [Next](#)

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Version: 1.6.5.16775



Payment Process

If you selected "Cheque" as your payment option follow the directions on this page. You have now completed the on-line process.

Your transaction was successful. Thank you for your registration.

The following message was included with the selected registration package:

If you have chosen to pay by Cheque please note the following: 1) Please make the cheque payable to Greater Toronto Hockey League 2) Cheques and order receipts must be delivered to the GTHL office by August 15th. 57 Carl Hall Road Toronto, Ontario M3K 2B6 3) You have the option to either write a cheque for the entire amount \$665.00 or for the total fee on the order receipt

Invoice # [REDACTED]
Status: Completed

First Name	Last Name	Date of Birth	Gender	Association	Season	Registration Date	Division	Package	Net Total	Total	Actions
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	GTHL	2017-2018	04/27/2017	ADULT	PLAYER REGISTRATION - FULL PAYMENT	\$660.00	\$660.00	

[Print Receipt](#)



Payment Process


If you selected to pay by Credit Card choose whether you wish to pay in full go back and choose the Player Registration – Full Payment fee or pay later and click “Next”. This fee is only for installments and you should only be choosing “Pay Later” and next.

Checkout

Please choose a payment schedule option below for each of your registrations.

For each registration in your Shopping Cart, you can choose to pay the balance in full immediately or pay using a staggered payment schedule. Each schedule may require that you pay an initial amount immediately.

By selecting a staggered payment schedule, you agree to have your credit card charged automatically on the specified payment dates.


Registrations	Payment Schedule Options (Please Choose)
 PLAYER REGISTRATION - INSTALLMENTS \$695.00	<input type="radio"/> Pay in Full Now <input checked="" type="radio"/> Pay Later: <ul style="list-style-type: none">1. 15/08/2017: \$139.002. 15/09/2017: \$139.003. 15/10/2017: \$139.004. 15/11/2017: \$139.005. 15/12/2017: \$139.00

[Back](#)

[Next](#)

Payment Process

- Note the payment schedule if that option is chosen and the total amount due.
- Fill in your CC information below
- Wait for transaction to go through, the screen may sit for up to a minute

Invoice Number: 

Category: Registration (HC1373)

League: Greater Toronto Hockey League - GTHL

Total amount on this invoice: \$695.00 over 5 installments

	Installment#	Amount	Due Date (mm/dd/yyyy)	Status
✓	1	\$139.00	08/15/2017	Future Installment
✓	2	\$139.00	09/15/2017	Future Installment
✓	3	\$139.00	10/15/2017	Future Installment
✓	4	\$139.00	11/15/2017	Future Installment
✓	5	\$139.00	12/15/2017	Future Installment

Note: No immediate payment is required. Your first installment will be automatically processed on 08/15/2017

Although immediate payment is not required, you must enter your credit card details below and click the SUBMIT button to enable future installment payments. All installments will be charged to the credit card that you are about to enter on the dates indicated above.

Please ensure that the credit card you are about to use does not expire prior to the last scheduled installment date.

*** as an added security measure this software utilizes tokenization so that the credit card information you enter will not be stored.

A payment receipt will be emailed to you upon successful processing of each installment.

Payment Type: **Installment Plan**

Amount : **\$ 695.00**

Payment Process

- Online Registration is now complete, please print the receipt for your records and note the Invoice #

Your transaction was successful. Thank you for your registration.

The following message was included with the selected registration package:

If you have chosen to pay by Cheque please note the following: 1) Please make the cheque payable to Greater Toronto Hockey League 2) Cheques and order receipts must be delivered to the GTHL office by August 15th. 57 Carl Hall Road Toronto, Ontario M3K 2B6 3) You have the option to either write a cheque for the entire amount \$665.00 or for the total fee on the order receipt 4) or write five equal post dated cheques for \$140 dated: August 15th, September 15th, October 15th, November 15th, December 15th or five cheques for equal amounts for August 15th, September 15th, October 15th, November 15th, December 15th which total the discounted fee

Invoice # [REDACTED]
Status: Completed

First Name	Last Name	Date of Birth	Gender	Association	Season	Registration Date	Division	Package	Net Total	Total	Actions
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	GTHL	2017-2018	04/27/2017	ADULT	PLAYER REGISTRATION - INSTALLMENTS	\$695.00	\$695.00	

[Print Receipt](#)

Payment Process

Holland Bloorview Research

The Greater Toronto Hockey League (GTHL) has a comprehensive five-year collaboration with the Concussion Centre at Holland Bloorview Kids Rehabilitation Hospital, one of the first centres in the world dedicated exclusively to pediatric concussion and home to child and youth concussion experts. This initiative will enhance minor hockey player safety on and off the ice through the implementation of a first-of-its-kind integrated concussion strategy in minor hockey. To learn more visit <http://gthlcanada.com/concussions>.

This year with the GTHL Player Registration Fee you will have the option to donate \$3.00 to Holland Bloorview's Concussion Research and Education. You will be prompted with this prior to full checkout.

Checkout

The following fee adjustments are applicable to your transactions

1. [REDACTED] PLAYER REGISTRATION - INSTALLMENTS 695.00 April 27, 2017 - 12:21:00 PM

	Fee Name	Amount
<input type="checkbox"/>	Holland Bloorview Concussion Research	\$3.00

Total Fee: 695.00
Total of Adjustments: 0.00
Grand Total: 695.00



Section 4

Frequently Asked Questions (FAQ)



FAQs

1) How are the players on the games marked if they are ineligible?

Answer – They should either not be added to the roster, or scratched out if the Team uses pre-printed labels. If they are ineligible from prior to season start they will not be registered nor approved to the roster until fees are resolved and they become eligible.

2) When a player registers late (for example, in November) is the player allowed to play immediately/is there a grace period to clear the payment process?

Answer – No, the player will be ineligible until the player registration fee is paid and they are approved to a roster. Registrations after season-start are eligible for a pro-rated PRF. Please contact the GTHL Office for this.

3) Will the Hockey Canada online registration system accept both Credit and Debit cards?

Answer – It will only accept Visa, Visa Debit and MasterCard. The League Office will accept post dated Cheques.



FAQs

4) Can I pay by cheque and how?

Answer – The online registration will allow you to “check-out” by cheque. The cheque(s) must be forwarded along with the order receipt to the GTHL office immediately. Cheques should contain; payable to Greater Toronto Hockey League, correct deposit dates, and order number/player name in memo section. Inquiries about cheque payments should be forwarded to prfcheques@gthlcanada.com.

Cheques should be sent to or dropped off at the Greater Toronto Hockey League office:

Greater Toronto Hockey League

57 Carl Hall Rd.

Toronto, Ontario

M3K 2B6



FAQs

5) Is the player registration fee pro-rated after the start of the regular season?

Answer – A pro-rated fee will be calculated by the office on a per League game basis. All refund and pro-rated fee requests should be forwarded to the GTHL Coordinator, Registration.

6) How is a player informed that playing privileges have been removed? Is the Club and Team informed as well?

Answer - The League office will notify the parent/guardian directly and also inform the respective Club of any changes to a player's registration status.

7)How do we monitor the player's games if playing privileges have been removed?

Answer –If a player participates while ineligible, League Rules governing participation of an ineligible player will be imposed. This provision is covered in GTHL Regulation 14.4:
<http://www.gthlcanada.com/page/rulebook#suspensions>

8)Will families with applicable discounts have to pay the full amount up front?

Answer – No, discounts are applied at check-out upon submission of payment. If players are determined to have received a discount they are not eligible for, the player will become ineligible immediately upon notice until the full amount is paid.



FAQs

9) How are injuries defined for the purpose of determining if a player is entitled to a refund when injured?

Answer – A note from a Medical Doctor would be required. ONLY season-ending injuries or season-starting injuries will be eligible for refund.

10) If a payment date is missed, what are the consequences?

Answer – A player has 15 days after notification of an unsuccessful transaction to make a payment for the amount owing. After 15 days the full payment of the fee will be due and the player will be ineligible to participate until such time as payment is made. Furthermore, if the payment is not made within the 15 days, any discounts that were applied would become void.

11) Can a player receive more than one discount?

Answer – No, each player is only entitled to one discount – sibling or team official. Multiple players (siblings) can be on one order, but each player on the order is only entitled to a maximum of one discount.



FAQs

12) On Fee Structure:

a) What is the fee if there are two parents who are team officials on the same team and have one child playing on that team?

Answer - \$460 or 5 installments of \$99 (\$495)

b) What is the fee if there is one parent who is a team official and have two children playing on that team or one on that team and one on another GTHL team?

Answer - \$460 (discount for participant with a parent who is a Team Official) and \$485 (discount for a player who has a sibling registered in the League) or 5 installments of \$203 (\$1,015)

c) What is the fee if there are two parents who are team officials on the same team and they have two children playing on that team?

Answer - \$460 each (both children receive the discount for participant with a parent who is a Team Official) or 5 installments of \$198 (\$990)

d) What is the fee if there is a player on one team and their parent is a Team Official with another team?

Answer - \$660 or 5 installments of \$139 (\$695). The discount only applies if the parent is a Team Official on the team their child(ren) play on.

e) If twins are on the same team and the parent is a Team Official of that team, what is the discounted amount?

Answer – The first twin would receive the Team Official discount (-\$200), the second twin would receive the sibling discount (-\$175). In order to receive two Team Official discounts, both parents would need to be Team Officials of that same team.