Campbellford & District Minor Hockey Association

Policy Manual

2019-2020 Season

(September 1 to August 31)

Last Updated: May 1, 2019

*Note:* The Policy Manual Is a "living document" and may be updated at any time by the Board

of Directors.·Policies must be voted In by a two-third majority vote of all Directors.

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The Campbellford and District Minor Hockey Association may be referred to as CMHA. The Board of Directors of the CMHA may be referred to as the Board. The Ontario Minor Hockey Association may be referred to as the OMHA. The Canadian Hockey Association may be referred to as the CHA.

**POLICY MANUAL: Introduction**

**Preamble**

The Directors of the CMHA Board (1999-2000 season) made a purposeful decision to revamp the 'Constitution." It had become a "catchall" document for the past many years. The time had come to review our Constitution and figure out a way to sort through this cumbersome manuscript.

With the advise of our Association lawyer, Paul Smith, we recommended to the membership that the constitution be divided into three documents; Interpretation of Objects, By-laws and Policy Manual. Together they would form the CMHA operational Guide.

As an organization, members need to have a clear understanding of the purpose and values of the CMHA, how the organization is operated, how changes can occur, and specifics in regards to expectations of regular members and those of us involved at an organizational or coaching level.

The Board or Directors (often called the Executive) is the elected, governing body of the Association. It has the authority and responsibility to ensure that the organization can flourish and be successful in the future. It does need the correct instruments (to borrow a legal term) to make this happen. By restructuring of the Constitution into 3 new components, the Executive can be ready to respond to evolving circumstances.

Most often, the Associations policies will be the guide for the day-to-day operations of the CMHA. Many parts of the current Constitution have been transferred to this new policy manual; some have been rewritten, some haven't; others have been deleted and new ones have been created. However, everything currently contained in this document will be reviewed and changed as required. New policies will be developed. This will be an ongoing process.

**Purpose**

By establishing written policies, the Executive provides the membership, players, coaching staff, volunteers and officials with clear guidance on the expectations, standards, authority, and performance criteria of everyone involved with the CMHA. Everyone knows what is expected of them and can therefore be evaluated and held accountable.

In establishing written policies, the Executive leaves a legacy of its work and its progress for future Executive members to build upon. New members are able to read the policy manual and quickly come to grips with the framework, governance, and operational policies that guide the organization.

Policies are time-consuming to initially draft and approve. Well-written policies save valuable time in the long term. When they are properly recorded in a policy manual and communicated to new members, they provide the necessary foundation for continued growth and stability

The four distinct components of making policy are developing, establishing, implementing and evaluating.

Developing or formulating policy options and recommendations may be a function which the Executive undertakes itself or authorizes committees to do on its behalf. Committee terms of reference would dictate general responsibilities for policy development. On an annual basis, the Executive may also identify specific policy areas for a committee to consider or to address.

Establishing policy is an Executive responsibility. As the legal authority and entity for the CMHA, the governing Board of Directors (CMHA Executive) has ultimate responsibility for establishing or determining policy. The term "establishing" is preferred because it suggests that a formal process of serious thought and consideration has been given before a decision has been reached.

Implementing CMHA policy can be a function assigned to various groups within the CMHA; the Executive, individual directors, coaches, officials and committees. Each policy statement should clearly indicate who is responsible for its implementation.

Evaluating the policy may be a responsibility that is delegated to a committee. Monitoring the intended and unintended impact of policy is often an important committee responsibility that includes bringing forth recommendations to the Executive on needed policy changes

**Types of Policy\***

Four general purposes or types of policies emerge as being central in the work in volunteer organizations.

* Policy as a statement of belief/position/value.
* Policy as a method of risk management.
* Policy as a rule.
* Policy as an aid to program effectiveness.

The Constitution, and to a lesser extent the By-Laws, provide general statements of purpose and values for the CMHA. These rarely change. Policy can expand upon these and become much more precise. The entire process of developing, establishing, implementing and evaluating policy is continuous. This is why a Policy Manual is a separate document; to allow for specificity and timely change,

Ian Davis, Director

A. Organization

1. Authority and Obligation

a) The By-Laws of the CMHA gives authority to the Board of Directors to create,

repeal and enforce policy for the Associations, its teams and its members.

The following subsections are taken from the CMHA By-Laws: Article 10.3

"Policy Manual"

I.The Policy Manual provides the framework, governance and operational policies that guide the organization.

II. The development of policy is an ongoing process. The Board has the authority to develop, establish, implement and evaluate policy so that the objectives of the CMHA may be carried out in a responsible and efficient manner.

III. Policies must be ratified by a 2/3 vote of all Directors; the result of which must be entered into the minutes of a meeting of the Board.

IV. Whenever practical, the Board will consult with the membership and knowledgeable persons in developing policies.

V. a) Policies shall not contradict the Interpretation of Objects or By-Laws.

b) As a member of the OMHA, the CMHA is obligated to abide by the rules, edicts and principles as determined and defined by the Ontario Minor Hockey Association. On occasion, the CMHA may develop policy that supports, clarifies and/or enhances rules and regulations of the OMHA. However, CMHA policies will not undermine nor eliminate OMHA rules and regulations.

2. OMHA Policies

a) When appropriate policies which are not established by the CMHA usually refers to the OMHA Manual of Operations for guidance and/or may refer to other Associations' policies.

3. Conflicts

a) No player will be allowed to register with the CMHA if threats of or actual legal action are undertaken against the Association or members of the Board of Directors by or for the immediate family of the player(s).

b) In keeping with OMHA policy, any legal action undertaken by a member of the Association against the Association will result in the immediate suspension of play by children of that immediate family. Further, all members of that immediate family will have their CMHA membership suspended.

These suspensions may be lifted at the conclusion of the legal action. Any registration fees paid by the involved player(s) will be refunded at a pro-rated amount.

4. Non-Elected Officials

a) Convenors

I. The Conveners of each Division shall be appointed by the Board of Direction for the Association.

II. Members of the Board of Directors; noticing a breach of the playing or other Association Rules while a player is taking part in a game, shall not communicate the offence to that player in person, but shall do so through the Coach of the player concerned.

b) Referee-In-Chief

I. The Board of Directors shall appoint a referee­ In-chief.

B. Coaching

Approved:

1. Selection of Coaching Staff

a) The Board or Directors shall appoint coaches. Consideration is given to those whom the Board determines are best qualified.

A panel of no fewer than three individuals independent from the Board, whom the Board deems to have respectable hockey credentials and knowledge will conduct the interviews and offer their recommendations for the Board to vote on.

b) Appointed coaches will recommend their assistant coach(s), trainer{s) and manager to the Board of Directors, however, the Board of Directors may agree, disagree or modify the coach's selection.

c) The coaching staff is "hired" by resolution of the Board.

d) It is the Manager's responsibility to notify the person looking after the ticket booth, timekeeper and referees or any exhibition games or cancellations.

e) Board of Directors will select coaches as early as reasonably possible for the upcoming season.

f) Appointed representative coaching staff will hold try-outs for all interested players in their division.

2. Coach Suspending Players

a) Any coach who advises any of his players that they will not be playing in any of the future games either in playoffs or during the regular season, unless there is cause such as an injury, etc., must be immediately reported to the Minor Hockey Board of Directors by the Convener.

3. Ending a Game Early

a) Any coach who sends any part of his team to the dressing room without reason before his game is completed will forfeit that game. The coach will also be subject to possible suspension as laid out in the OMHA Manual of Operations.

4. Appointing Coaching Staff

a) Members of the Board of Director and managers; shall approve Representative managers; and Coaches. Coaches are subject to all rules and regulations of the Ontario Minor Hockey Association and the Campbellford & District Minor Hockey Association, as are the Local League Coaches. They shall be replaced at any time, if considered expedient, by a majority ruling of the Board of Directors committee.

C. Teams

1. Try-outs and Team Selection

a)

1. A player may tryout for a higher division team if assessed by the coach as one of the top three players trying out after the second tryout session providing that player is not displacing an age appropriate player from CMHA.

If a player is not deemed to be one of the top three players trying out for the Representative team, they must return to the division appropriate to their age.

Player movement to an older age division in the Local League may occur on a player volunteer basis should the Board require additional players to field a team in an older division.

b)

The Representative coaching staff must provide a minimum of three ice times before releasing age appropriate players and must make the final roster within a timely manner as deemed by the association.

c) When representative coaching staff has determined their final roster, they must inform each child individually in a timely manner that provides feedback to the player, and prevents opportunity for ridicule amongst his/her peers. This may be done in person, via phone, letter or e-mail.

d) Any player who is injured at the start of or during tryouts and is unable to begin and/or complete the tryout may still be considered for a position on the desired team for up to 30 days after the formal tryout period has ended.

e) If a head coach has an injured player who will not be on the ice during tryouts, and wishes to roster this player on the the coach must inform all players and parents of this fact, either verbally or in writing.

2. Goalie Assignments

a) Normally, goalies will be signed according to the following:

i. Two teams, two goalies- Each goalie will roster with one team based on the Representative Coach’s selection,.i

ii. Two teams, three goalies- one goalie will roster with the representative team , two goalies will roster with the LL team.

b) One team, three goalies -two goalies sign with the team, one goalie will be put forth the the EOMHA for goalie relief.

3. Ice Rentals

~~a) Any on-ice activity held for, or by, the CMHA must be supervised by a signed member of a coaching staff or CMHA Board Member. If at all possible, a carded trainer should be In attendance.~~

a) Any on-ice activity held for, or by the CMHA must be supervised by a signed member of a coaching staff or CMHA board member. If at all possible, a carded trainer should be in attendance.

4. Additional Ice-time

a) Any additional ice-time that is to be covered through OMHA Insurance MUST be booked through the CMHA Ice Scheduler.

b) If a coach wishes to book additional ice privately they MUST inform their team that the individual renting the ice is assuming liability for any incidents and neither CMHA nor OMHA will provide insurance to cover any injury or issue that occurs.

Under Review:

5. Team Sizes

1. Team sizes will be determined by the Board and communicated to the coaches at the end of the second tryout skate. Team sizes will based on registration as of that date.

b) Players that register after the second tryout will be assigned to the Local League team. Registration may be denied should the Local League team exceed 15 skaters and a goalie.

6.

APs

1. Any player who is AP’d does so with the understanding that should the representative team require his/her services, s/he is required to play for the team for whom they are rostered in event of a conflict.

b) Out of courtesy a coach wishing to use an AP player in a game, must inform the coach with whom the player is rostered.

c) During playoffs the coach with whom the player is rostered may decline permission for the AP to play as an AP in a game, even if no conflict exists, if there is concern of injury or jeopardy to the player’s physical readiness for his/her rostered team’s game.

D. Players

Approved: None

Under Review:

1. Registration

a) Only those players on waivers who sign an AAA card in another Centre which is part of the Canadian Hockey Association or who have tried out for a team which is disbanded will be eligible for a full refund minus an administration fee to be determined at the discretion of the Board.

Completed registration shall consist of clearance on residency rule, proof of age, and payment of the registration fee. All registration documents will remain in the possession of the Registration Committee who will make them available from time to time to other Officials but who will maintain custody at all other times.

b) No player shall be allowed to practice or play until they have registered and

paid their registration fee in full, or made prior arrangements.

c) Team Officials may not allow a non-registered person to be on the ice with the team. Failure to comply may result in the suspension of the coach.

d) If the Board of Directors has any doubts as to the qualifications of any player, they have the authority to call upon such player or players, or the Division to which they belong, to prove to the satisfaction of the Board of Directors that such player(s) is properly qualified to take part in the competition under the jurisdiction of the League and falling such satisfactory proof, shall have the power to disqualify such player(s).

e) f) The Board of Directors may establish a date after which a late registration fee may be applied to the registration fee.

2. Registration Fees

a) The registration fee will be set annually by the Board of Directors.

b) The Treasurer is empowered to waive or modify registration fees for players; where circumstances warrant special consideration.

o) A fee will also be charged for those not wishing to work th canteen.

3. Players Moving to Town

a) A Player whose parents are moved to the Campbellford district before the hockey season will be permitted to play in the Division in which he is eligible.

If the move occurs after the season has began the player will only be added if OMHA rosters are still open. .

E. Competition

Approved: None.

Under Review:

1. Games and Practises.

a) Representative Coaches and Managers have Complete jurisdiction over players ice time during representative games but to the best of their ability, will give players fair Ice-time.

b) Seven (7) days prior to the commencement of league play-offs, the Conveners of each Division shall call a meeting of their Division Coaches to clarify rules and regulations for play-offs.

c) Play-off arrangements shall be subject to the approval of the Board of

Directors Committee.

2. Referees

a) Referee(s) shall be scheduled by the Referee-In-Chief played under the

jurisdiction of the Association.

b) All referees scheduled to games under the jurisdiction of the Association shall be on the Association's official list.

c) Every referee shall forward a written report of any unwarranted incidents during a game to the Group Convener within 24-hour completion or the game.

d) Age limits of the referees shall be left to the discretion of the CHA.

e) A board of Referees shall be organized by the Referee-In-Chief to assist him

in the performance of his duties.

f) It is the responsibility of the Referee-In-Chief to make certain that all appointees are thoroughly conversant with the official rulebook of the Ontario Minor Hockey Association. Also he or she will take all necessary steps to train anyone desirous of officiating in minor hockey games

g) No member of the Board of Directors shall, during the course of a game, attempt to overrule a referee's decision by drawing to the referee's attention that he does not agree with his decision affecting the game in progress.

5. Protests

a) The Board of Directors shall deal with all protests and matters of dispute under the jurisdiction of the Association. The Group Convener in writing within 48 hours after the game concerned (Sundays excluded) must receive all protests. A copy of the protest must at the same time be served to the team being protested against by the team that is protesting. Any team lodging a protest must present proof of the same at the next meeting after the protest has been lodged.

b) It shall be the responsibility of the Referee-In-Chief to make certain that all appointees are thoroughly knowledgeable with the official rulebook of the Ontario Minor Hockey Assaclatlan. Also, the Referee-In-Chief shall take necessary steps to train Interested Individuals In becoming game officials for minor hockey games.

F. Conduct

The CMHA endorses the Code of Conduct as explained in the OMHA Manual of Operations. However, the CMHA reserves the right to modify, change or add to the OMHA Code of Conduct and adapt it to its own environment. Normally, these changes will more precisely define the Code of Conduct.

1. Code of Conduct

As originally printed in the OMHA Manual of Operations 2019-2020. This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association (“OMHA”) members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in OMHA activities and events.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. OMHA members and participants shall at all times adhere to the OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.

Members and participants of the OMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, in accordance with the OMHA Code of Conduct Policies & Procedures, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its’ Member Association activities and events, both present and future.

2. Social Media Code of Conduct

For the purpose of this Social Media Policy, the policy will encompass public communications through all social media platforms that allow users to communicate online. The policy will be applicable to all members of the Ontario Minor Hockey Association Community, including local minor hockey association Directors and staff, teams, on-ice and off-ice officials, players, players’ family members and supporters. The OMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The OMHA also respects the right of all teams and association personnel to express their views publicly. The purpose of this policy is to educate the local minor hockey associations on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, the local minor hockey association and/or the OMHA.

SOCIAL MEDIA GUIDELINES Anyone who participates in social media is held to the same standards as all other forms of media including radio, television and print. Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action. It should be recognized that social media is on the record and can be instantly published and available to the public and media. Everyone including Association and/or team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times. Language – The OMHA is proud to be an open, inclusive organization. Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated. Be mindful of privacy/confidentiality – Always lean on the side of caution when sharing the personal information of players, such as full names and contact information. We encourage our associations to share photos and videos but be aware of the content being shared. Respect – Any concerns or disputes involving a member organization and another team, referee, or the OMHA should not be dealt with online. Any references or examples of bullying, threats, drug abuse, exploitation and harassment will not be tolerated. Negative and derogatory comments involving any team, association, league, staff, volunteers, programs, stakeholders, players or any OMHA member are considered violations. Any retweets/shares could be considered endorsements – When sharing content created by a third party, you are endorsing that company as having a similar organizational message. Be mindful of the source you are sharing content from.

SOCIAL MEDIA VIOLATIONS The following are examples of conduct through social media that are considered violations of the OMHA Social Media Policy and may be subject to disciplinary action by the team, local minor hockey association, and/or OMHA. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member team, the Association or an individual. Divulging confidential information that may include, but is not limited to the following:

• Negative or derogatory comments about teams, local minor hockey associations, and/or OMHA programs, stakeholders, players or any member of another team.

• Any form of bullying, harassment, intimidation or threats against players or officials.

• Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:

* Drug use,
* Alcohol abuse,
* Public intoxication,
* Hazing
* Sexual exploitation, etc.
* Online activity that contradicts the current policies of the OMHA or any of its member Associations.
* Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the OMHA code of conduct.
* Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

DISCIPLINE All violations of this Policy will be addressed through the OMHA Code of Conduct Policies and Procedures.

SUMMARY When using social media, each member should assume at all times they are representing the OMHA and/or its member local minor hockey associations. All members of the OMHA should remember to use the same discretion as they do with other traditional forms of media.

3. Discipline

a) Playere, Officials, and Spectators are only allowed to take part in, or attend games on consideration that they observe the rules, regulations and by-laws of the Association. Every player and Team Official is required to observe such rules, regulations and by-laws.

b) Every team is responsible to the Board of Directors for the actions of its players and officials, and is required to take all necessary precautions to prevent spectators threatening or assaulting officials and players during or at the conclusion of the game. No official of any team, referee, linesman, or player shall bet on any game under the jurisdiction of the Association and on the contrary shall use every means in their power to prevent betting, objectionable language. In a case of a breach of these rules any player, official, or spectator may be removed from any game.

c) The Board of Directors shall have the power to deal with any player or member of any group in an official capacity, whose conduct is objectionable.

d) Any official, or player of a team or Convener of a division while in game or games of his group is/are in progress, who is found to have been drinking alcoholic beverages, marijuana, or drugs during or prior to the game is in progress, shall be immediately suspended by the Board of Directors, when brought to their attention. The member of the Board of Directors to whose attention the infraction has been brought must be assured himself that his suspension has taken place. The alleged offender may have the right within 48 hours after his suspension to request a hearing with the Board of Directors.

e) The contents of paragraph 14-section (d) shall apply to any CMHA team either at home or in an Arena away from home.

f) A player(s) shall show the utmost respect for arena property both at home and away. Players falling to do so shall be subject to suspension by the Board of Directors of the Association.

g) The Convener shall be deemed as the person in Charge during the course of his division operation, and shall have the power of discipline, or recommend suspension of anyone guilty of any infractions set forth in the Constitution, subject to the approval of the Board of Directors.

h) Prior to any disciplinary action being taken by any governing body of the Association, the party or parties concerned shall attend a hearing of the charges before the Board of Directors, prior to a decision being made.

G. CMHA GUIDELINE:Harassment and Abuse

Reproduced and reformatted from the OMHA Manual of Operations 2002.

For convenience, this policy uses the term “complainant” to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "Respondent" refers to the parson against whom a complaint is made.

Important Note: While the CMHA recognizes the formal and binding process the OMHA must follow when receiving and/or investigating a complaint, the CMHA reserves the right to adapt or modify sections of the OMHA guidelines for its own use. In particular, the CMHA reserves the right to establish its own time lines, process and range of sanctions for any matter that is under the jurisdiction and investigation of the CMHA.

1. Policy Statement

a) CMHA is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.

b) Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

2. Application and Scope

a) This policy applies to all categories of members in OMHA, as well as to all individuals participating in activities of or employed by CMHA, including, but not limited to, players, officials, convenors, committee members, team managers, trainers, administrators and employees.

b) This policy applies to harassment which may occur during the course of all CMHA business, activities and events, including but not limited to competitions, including practices, training camps, exhibitions, meetings and travel associated with these activities.

3. Definition of Harassment

a) Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

i. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.

ii. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.

iii. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.

iv. Unwanted or unnecessary physical contact including touching, patting or pinching.

v. Any form of hazing.

vi. Any form of physical assault or abuse.

vii. Any sexual offence.

viii. Behaviors such as those described above which are not directed towards indivIduals or groups but which have the effect of creating a negative or hostile environment.

4. Abuse and Neglect of Minors

a) When any person in authority has a reasonable belief that in the course of CMHA business, activities or events a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise the Executive Committee of having made this report.

b) CMHA shall take no further action until such time as the authorities and/or police have concluded their investigation.

c) The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

5. Confidentiality

a) CMHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, CMHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

6. Complaint

a) A person who experiences harassment, any person who witnesses harassment, or any peltion who believes that harassment has occurred is encouraged to make known that the behavior is unwelcome, offensive and contrary to the values of CMHA and this policy.

b) If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the matter should be reported to an official of CMHA. For the purposes of this policy, an "official" may be a member of the CMHA Executive Committee, a Convenor, the Executive Director, or the Chairperson of any CMHA Standing Committee.

c) Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity. In receiving the report of the incident, advising the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where it is appropriate.

d) If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to another CHMA official.

e) If an informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to CMHA.

7. Investigation

a) An official who receives a formal written complaint shall advise the President of CMHA, who shall appoint an individual to conduct an investigation of the complaint. For serious matters, the investigator should be experienced in harassment matters and investigation techniques, and may be an outside professional.

b) The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President.

c) Within SEVEN days of receiving the written report of the investigator, the President shall decide if the complaint should be dealt with directly, without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.

8. Referral of Complaint to Local Organization

a) Upon receiving a complaint involving a member, or members, of a local minor hockey organization which is a member of OMHA, the Executive Committee may direct that the complaint be handled by the local organization in accordance with its own procedures, or in accordance with procedures which OMHA may direct. Furthermore, CMHA shall monitor the complaint to ensure that is handled in an appropriate and timely manner. After a thorough internal investigation, the local minor hockey organization has the power to discipline, sanction and/or suspend any team player, team official, local executive member or employee for contravention of the OMHA Code of Conduct. All sanctions and/or suspensions assessed by the local minor hockey organization must be reported to their OMHA Regional Executive Member and the OMHA Executive Director to be kept on file.

9. Incidents Requiring Immediate Response

a) This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that in his or her view, constitutes a minor instance of harassment.

b) Harassment complaints arising during competitions may be dealt with immediately, if necessary, by an CMHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident in such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter In accordance with this policy.

c) In the event that an alleged offense is so serious so as to possibly jeopardize the safety of others, the Executive Committee of the CMHA may immediately remove the alleged offender from CMHA activities, pending an investigation of the complaint in accordance with this policy.

10. Hearing

a) If the President of the CMHA decides that the complaint shall be dealt with by means of a hearing, he shall appoint three individuals to serve as a Panel, and shall appoint one of these persons to serve as the Chairperson of the Panel.

b) The Panel shall govern the hearing be such procedures as it may decide, provided that:

i. The Complainant and Respondent shall be given written of the day, time and place of the hearing.

ii. All parties shall receive a copy of the investigator's report.

iii. Both the Complainant and Respondent shall be present at the hearing.

iv. The Panel may request that witnesses to the incident be present or submit written evidence which is certified by a notary of public.

v. If at any point in the proceedings, the Complainant becomes reluctant to continue, it shall be at the sole discretion of the Executive Committee to continue the review of the complaint in accordance with this policy.

vi. After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the President, with a copy provided to both the Complainant and the Respondent. This report shall contain: A summary of the relevant facts; A determination as to whether the acts complained of constitute harassment as defined in this policy; Disciplinary action to be taken, if the acts constitute harassment; and, Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.

11. Sanctions

a) When directing appropriate disciplinary sanction, the Panel shall consider factors

such as:

i. The nature and security of the harassment

ii. Whether the harassment involved any physical contact.

iii. Whether the harassment was an isolated incident or part of an ongoing pattern.

iv. The nature of the relationship between the complainant and harasser.

v. The age or the Complainant.

vi. Whether the harasser had been involved in previous harassment

incidents.

vii. Whether the harasser admitted responsibility and expressed a willingness to change.

viii. Whether the harasser retaliated against the complainant .

b) In directing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

i. Verbal apology

ii. Written apology

iii. Letter of reprimand from CMHA

iv. A fine or levy

v. Referral to counseling

vi. Removal of certain privileges of membership or employment

vii. Temporary suspension with or without pay

viii. Termination of employment or contract

ix. Suspension of membership

x. Expulsion from membership

xi. Publication of the details of the sanction

xii. Any other sanction which the Panel may deem appropriate

o) Failure to comply with a sanction as determined by the pane shalt result in automatic suspension of membership in CMHA or in organizations affiliated with CMHA, until such time as the sanction is fulfilled.

d) Notwithstanding the procedures set out in this policy, any individual participating in CMHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall result in automatic suspension from participating in any activities of CMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by CMHA in accordance with this policy.

12. Appeals Procedure

a) Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel, in accordance with CMHA's Appeal Policy.

H. Local League

1. CMHA Local League teams will abide by all policies and regulations as laid out by the Local League

I. Travel, Awards, and Fundraising

1. Team Jackets

a) A representative team must win the All Ontario Championship in order to be eligible for club jackets. The CMHA will not be responsible for making all arrangements and any offer by any person or organization must be channelled through the CMHA

b) Any CMHA team that wishes to purchase team jackets must channel requests through the CMHA Board of Directors who will contribute 25% of the costs of said Jackets.

2. Fundraising

a) No Campbellford Minor Hockey team shall raise funds without the consent of the CMHA Board of Directors.

3. Bussing

a) If bussing is requested or required the Board of Directors will cover 1/3 of cost with team covering the remaining 2/3.

J. Equipment and Shared Purchases

1. Equipment

a) All players must wear C.S.A. approved helmets, facernasks, and neck guards as covered by the OMHA Manual of Operations. Goaltenders are required to wear CSA approved throat protection.

b) That all team managers of the CMHA team sign a listing of all equipment that his team uses. He or she will also be responsible for collecting team sweaters after each year.

2. Playing on non-CMHA teams

a) Any players playing an Novice, Peewee, Bantam hockey teams in the CMHA will not also play Junior Hockey.

while playing for any of the above Representative Teams.

The CMHA Board of Directors will back any decision by the coach and/or manager of the Juvenile team as to whether or not his players will play for the Junior Team.

b) Any players playing hockey in any other centre will not be eligible to play hockey with the CMHA.