

CHBAMHA Code of Conduct and Discipline Policy

Cole Harbour Bel Ayr Minor Hockey Association Code of Conduct

The intent of the Code of Conduct is to ensure the environment in which minor hockey activities take place is as positive as possible for all participants. We strive to offer a hockey program for players, team officials (head coaches/assistant coaches/managers/safety representatives) and parents, which promotes fun and respect for all in a cooperative atmosphere. The CHBAMHA Executive, coaching staff and others involved in minor hockey are community volunteers working together to provide a meaningful recreational program for all players enrolled in the Association. All participants should have the opportunity to enjoy their involvement in the hockey program free from improper or inappropriate influences and criticism. The Association also recognizes the need to have guidelines for a standard of behaviour expected of all participants and appropriate measures to deal with those instances in which behaviour exhibited is not in the best interest of the CHBAMHA and all concerned. As a result of the above, the guidelines as stated below shall apply to all involved in the CHBAMHA hockey program. Our code of conduct is built upon the guiding principles of the Association and reflects the Hockey Canada and Hockey Nova Scotia philosophies. The Association's Code of Conduct also adheres to Hockey Canada mission statement:

“We dedicate ourselves to the advancement of amateur hockey for all individuals through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment”.

Rationale:

The “Code of Conduct” adopted by the CHBAMHA is understood to apply to all Association members. The basic objectives of the program are:

1. To foster and enhance mutual respect, understanding and the principles of good sportsmanship amongst all participants during minor hockey events.
2. To promote safety and respect, ensure fun, enjoyment, and good competition at any minor hockey event.
3. The elimination of behaviours and actions which detract from a positive environment in which minor hockey games should take place.
4. Zero tolerance of any forms of abuse and/or harassment before, during or after minor hockey events from any participants.

It is considered the responsibility of **all** participants to be accountable for any inappropriate situation(s) at any minor hockey event. The responsibility of acting should not fall onto Association volunteers or team officials alone. Participants are encouraged to use common sense, rationally evaluate the situation, and act accordingly. It is considered everyone's responsibility, including non-executive participants, to become involved in attaining the goals set out in a Code of Conduct. The burden of the Code of Conduct is put onto everyone's shoulders. The Code of Conduct includes a process to educate all participants indicating that they are as accountable as everyone else in preventing incidents and resolving incidents should they occur. Participant groups must learn not to "pass the puck".

Education:

1. Advertise zero tolerance of inappropriate behaviour at minor hockey events. This is done via the CHBAMHA website, team information notices, team meetings (e.g., set expectations at the start of each season)/
2. Educate participants. At pre-season registrations all participants should be given information to educate them that inappropriate behaviour at minor hockey events by either home and/or away participants will not be tolerated. It is everyone's responsibility to ensure appropriate behaviour at rinks.
3. Association registration forms. A brief outline of the expectations of every participant will be detailed on the forms. Every participant signing the registration form indicates agreement to abide by the program.
4. In pamphlet form provided to each family during the manager's initial meeting following team selection.

Guiding Principles:

- **We believe in a safe, inclusive and comfortable atmosphere in all aspects of our operations.**
- **We believe all participants should present themselves in a respectful and professional manner.**
- **We believe in a team-oriented game with strong individual skill development and we support Hockey Canada's coaching concepts at all levels.**
- **We believe in a strong work ethic and proper preparation**
- **We believe participants (including players, team officials and parents) must be respectful of each other both in what they say and do.**
- **We believe all participants must exhibit a focused and committed attitude in addition to their playing ability and skills.**

- **We believe players must be encouraged to have the confidence in their own ability.**
- **We believe participants must have respect for the officials regardless of the call.**
- **We believe coaching should be left to the coaching staff.**
- **We will respect social media policies and the privacy of player and family information**

Complaints and Sanctions:

1.1 All complaints, concerns or questions related to incidents that violate the CHBAMHA's Code of Conduct within a team setting must first be expressed to the team manager. We promote the "24 hour rule" prior to such action to ensure that communication is well thought out and to allow emotions to be controlled. The manager of the team is required to keep a note on file of the complaints, concerns or questions.

1.2 In the event that the concern cannot be resolved at the team level (takes into account incidents not related to a specific team), the complaint must be submitted in writing to a member of the CHBAMHA Executive.

Examples may regard, but are not limited to: the operation of the Association; unresolved conflicts with coaching staff, parents, game or practice incidents (not referee game decisions); member's actions which may constitute inappropriate behaviour, be contrary to the CHBAMHA's Code of Conduct Policy, or HNS's policies and bylaws as outlined in the HNS Constitution.

1.3 Written complaints received shall be included in the agenda of the next meeting of the executive, although the Executive prior to this meeting may, at the President's discretion, start investigation of the complaint. For issues of a serious nature, the President may call a special meeting of the Executive or Discipline Committee to ensure prompt resolution.

1.4 Discussion of complaints of a sensitive or personal nature at an executive meeting will NOT be open to the general membership and shall be kept confidential. Members of the Executive are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

1.5 If required, the President or Vice President will appoint a Disciplinary Committee, comprising of 3 Committee members, to review the complaints/infractions that are written and signed submissions.

The Discipline Committee will focus on areas of complaint that involve the following:
1. Violations to the CHBAMHA Code of Conduct, or violations to codes of conduct as defined by Hockey Nova Scotia and Hockey Canada; 2. Concerns that may be defined as abusive and involve officials (on-ice and off-ice), coaches, volunteers, players or other parents, fans, or community members; 3. Behaviours that may be defined or perceived to fall outside of the CHBAMHA Code of Conduct, for example, bullying, harassing etc.

Please note that issues related to player placement (tryouts/evaluations), ice-time, shift length or game/bench management by coaches and/or officials may not be entertained by the Discipline Committee.

1.6 Disciplinary measures can include restitution, apology, requirement to participate in educational courses (i.e. Speak Out), warnings, or coach/player/parent suspensions.

CHBAMHA uses a progressive discipline policy, in that penalties for breaches of this code of conduct that are more severe for repeat offences. In some cases, for example severe breaches, following the steps in the progressive discipline policy may not be warranted (e.g., going directly to a suspension).

1.7 An Appeal Committee, as outlined in the HNS Constitution, shall be convened by HNS to hear appeals from decisions rendered by the Disciplinary Committee when necessary.

1.8 All properly filed complaints shall receive a written reply.

1.9 The standard for decisions will be the “balance of probabilities” - this means that saying something is proven on a balance of probabilities means that it is **more likely than not to have occurred**. It means that it is probable, i.e., the probability that some event happens is more than 50%. So mathematically proof on a balance of probabilities is 50.1% likelihood of something having occurred.

Four Step CAP (Corrective Action Process)

Step One - The Association is made aware of an incident (in writing or reported verbally) that is in violation of the association's Guiding Principles and launches an investigation as per 1.3 inclusive of notification to the offender that the matter is under review and that they are encouraged to submit an account of the matter within 24 hours of notification. The Association will provide a ruling on the matter, document the incident and issue an official warning of where the individual is relative to the progressive disciplinary procedure and will request a written apology if deemed

necessary. **Failure to comply with any request from CHBAMHA or any further insubordination will result in an immediate progression to Step Two.**

Step Two - In the event that there is a progression or continuation of issues specific to the same individual (or family), the CHBAMHA will immediately request participation in a hearing before the Disciplinary Committee and the individual will be requested to have no further contact with the team (not permitted to be in the rink) until the hearing is completed. Step Two can include a variety of disciplinary measures as outlined in 1.6. Failure to appear as requested will result in a progression to Step Three.

Step Three - In the event that there is a need for an additional investigation involving the same individual or family and if it is determined that they are behaving in a manner contrary to the CHBAMHA's Code of Conduct, the individual could be suspended from any further contact with the association for a short term.

Step Four - In the event there is any further action required by CHBAMHA, the entire family (including the player) could be suspended from any further participation within the association. Reinstatement the following calendar year will be with the understanding that any new activity will automatically escalate to Step Two. Long term suspension could also occur in conjunction with Hockey Nova Scotia's Code of Conduct.