

SOUTH KENT MINOR HOCKEY ASSOCIATION

Policies and Procedures

South Kent Minor Hockey Association

Policy Manual

Awards:

1. Various awards will be presented, annually, by the Board to those who contribute to SKMHA

Banners:

1. S.K.M.H.A. shall purchase banners to be hung in the arena for all S.K.M.H.A. Championship teams.

Bereavement / Illness Policy:

1. **Death of a Player / Volunteer of SKMHA or a Person in the Immediate Family of a Volunteer**

On behalf of SKMHA, the SKMHA Board will ensure that the appropriate expression of sympathy is sent in the event of a death of a player/volunteer or person in the immediate family of a volunteer (spouse, child or step-child, parent or step-parent, siblings). This could take the form of flowers to a survivor.

2. **Illness of a Player / Volunteer of SKMHA or a Person in the Immediate Family of a Volunteer**

In the time of hospitalization, (longer than overnight) or lengthy illness, the acknowledgement will be in the form of flowers, fruit baskets, etc. to the volunteer, player, spouse or children.

The maximum amount to be expended for each acknowledgement would be \$50.00 and may be amended from time to time by the Board.

The Board shall be responsible for the administration of this policy as it relates to volunteers or players. The directors shall be responsible for notifying the President of the XXXXMHA Board when such acknowledgements may be necessary. Further

acknowledgements from individual teams, if made, are to be done at the expense of the teams and are not to be made through SKMHA.

Training Clinics:

1. SKMHA will reimburse people who attend approved clinics on behalf of the Association after one year of service.

Coach/Manager Responsibility:

1. The coach/manager shall be responsible for the collection of all SKMHA equipment at season's end and for the return of it to proper lockers. Further, sweaters must be cleaned at yearend.
2. Collection of all travel fees and any other expenses incurred during the season

Code of Conduct:

Introduction to Code of Conduct

This code of conduct covers a wide range of activities and procedures. It does not cover every issue that may arise, but it sets out basic principles to guide all members of the association. All members must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. The Code should also be provided to and followed by every member of the association.

If a law conflicts with a policy in this Code, you must comply with the law. If you have any questions about conflicts, you should seek the advice of the executive on how to handle the situation. All members are responsible for understanding the legal and policy requirements that apply to their position and the reporting of suspected violations to the executive. Players are encouraged to discuss issues with their coaching staff or the convener of your division.

Those who violate the standards in this Code will be subject to disciplinary action, including possible removal. Furthermore, violations of this Code may also be violations of the law and may result in civil or criminal penalties. If you are in a situation which you believe may violate or lead to a violation of this Code, follow the procedures set out in Section 11 of this Code.

1) **Fair Play and Respect**

Respect refers to treating others as one would like to be treated. All players, coaches, staff and volunteers are expected to show respect for rules, officials, opponents and all others involved, both on and off the ice. Players are expected to compete and work hard, but

exhibit sportsmanship and fair play at all times. Any players whose actions, whether on-ice or off-ice, are deemed to be disrespectful or inappropriate, will be removed from the team immediately. Any situations or conflicts which arise will be dealt with by the coaching staff.

2) Abuse, Bullying, Harassment and Hazing

Abuse, bullying, harassment and hazing will not be tolerated and anyone engaging in these activities will be reprimanded. Abuse is when a young person (age defined by Provincial/Territorial Child Protection Acts) needs protection from a person they trust and/or dependent upon. Abuse can be emotional, physical or sexual. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him/her. Bullying can be physical, verbal or relational. Harassment is offensive behavior - emotional, physical and/or sexual - that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex/gender, disability, marital status, or pardoned conviction. Hazing is a degrading and humiliating initiation rite in which a player is forced to participate in order to be accepted. Players must report any causes of abuse, bullying, harassment or hazing to their team staff (coaches or trainer), who in turn must report it to the Vice President. If a player does not feel comfortable discussing an issue with their team staff, they are encouraged to discuss it with their parent who will assist in bringing it to the attention of South Kent Minor Hockey Association (XXXXMHA). This policy is enhanced by the policies and procedures found within Hockey Canada's policies on Bullying, Harassment and Abuse.

3) Alcohol

Underage drinking will not be tolerated. Any player caught with alcohol will be removed from the team immediately and will appear in front of the Discipline Committee. Any knowledge of alcohol consumption should be reported to program staff immediately.

4) Criticism

All team members should refrain from criticism of coaches, trainers, athletes, officials, and other staff and volunteers.

5) Dress Code

All team members are expected to adhere to the dress code established in cooperation with the coaching team staff.

6) Drugs

No player, official or coach shall take or condone illegal or performance enhancing drugs. Any knowledge of drug use shall be reported to the coaching staff immediately. Any staff member or player caught using drugs will be sent home immediately, and should be brought before the disciplinary committee.

7) Injuries

Players must inform their team trainer or coaches of all injuries. The team trainer, in conjunction with the coaching staff if necessary, will determine whether the player is fit to compete. Serious Injuries shall be reported to OMHA as per OMHA regulations. The team trainer will be responsible to make the proper report.

8) Dressing Room Requirements

- a) The dressing room is to be kept in a clean and organized manner from the time you enter the room to leaving it.
- b) Throwing of any objects (tape rolls, used tape wads, water bottles, etc.) is not permitted.
- c) Spitting on the floor is not permitted.
- d) Flush only the toilet paper products provided
- e) Food items and their wrappers should be disposed of in the trash can provided.
- f) Equipment and sweaters are to be hung in an orderly fashion to dry properly between practices and games.
- g) Do not enter another team's dressing room.
- h) Always have a coaching staff member(s) in the vicinity and in control of the on goings of the room. This means before games or practices as well as until everyone leaves after games and practices. As per OMHA code of conduct.

9) Compliance Procedure

All members must work to ensure prompt and consistent action against violations of this Code. However, in some situations it is difficult to know right from wrong. Since we cannot anticipate every situation that will arise it is important that we have a way to approach a new question or problem. These are the steps to keep in mind:

- a) Make sure you have all the facts. In order to reach the right solutions, we must be fully informed as possible.
- b) Ask yourself: what specifically am I being asked to do? Does it seem unethical or improper? This will enable to you focus on the specific question you are faced with and the alternatives you have. Use your judgement and common sense; if something seems improper or unethical, it probably is.
- c) Discuss the problem with a peer or member of the executive. This is the basic guideline for all situations. In many cases a peer may have experience or knowledge of the question and will appreciate being brought into the decision-making process. Remember that it is important to maintain the lines of confidentiality. If you are uncomfortable discussing the issue with a peer or member of the executive, go directly to the VP.
- d) You may report violations in confidence without fear of retaliation. If your situation requires that your identity be kept secret, your anonymity will be protected. The Association does not permit retaliation of any kind against its members for good faith reports of suspected violations.
- e) Always ask first, act later. If you are unsure of what to do in any situation, seek guidance before you act.

- f) All members of SKMHA are subject to the association's Code, which describes procedures for the internal reporting of violations of the Code. All members must comply with those reporting requirements and promote compliance with them by others. Failure to adhere to this code by any member will result in disciplinary action, up to and including termination, and being banned from any SKMHA events.

10) Disciplinary Action

Parent or Coach Action/Behaviour	Disciplinary Consequences
<p>1) Parent/coach verbally abuses (e.g. using profanity, harasses) other parents, coaches, referees, players or other adults with the intent of intimidating and/or undermining the adult's authority, etc.</p>	<p>1st Offence - up to five games (convener/discipline Chair's discretion); longer if deemed appropriate by SKMHA Discipline Committee</p> <p>2nd Offense - indefinite suspension and possible expulsion from association; to be determined by SKMHA Discipline Committee.</p>
<p>2) Parent/Coach physically abuses (e.g. - pushes, strikes) another parent, coach, referee, player or other adults with the intent of intimidating, injuring and/or undermining the adult's authority, etc.</p>	<p>Zero Tolerance - the incident will be immediately reported to the SKMHA. The parent or coach is suspended pending the outcome of a SKMHA hearing.</p>
<p>3) Parent/Coach is disrupting and continually ignores team rules regarding practice, game and dressing room code of conduct.</p> <p><u>Example:</u> Parent disrupts practice/game by yelling instructions to players on the ice that contradicts their coaches' instructions and distracts other parents or players from their</p>	<p>1st Offence - up to two games (coaches/convener discretion); longer if deemed appropriate by SKMHA Discipline committee.</p> <p>2nd Offense - two to five games (coaches/convener discretion); longer if deemed appropriate by coach/convener VP Travel/ VP House League</p> <p>3rd Offense - indefinite suspension and</p>

<p>enjoyment of watching/playing the game.</p> <p>Parent/coach taunts opposing players, parents, coaches, or referees and/or disrupts any on/off ice-related activity.</p> <p>Parent voices (in an inappropriate public manner) dissatisfaction with team, players, coaches, etc; does not follow established process of raising concerns in a respectful manner through team manager, convener, etc.</p>	<p>possible expulsion from association; to be determined by SKMHA Discipline Committee.</p>
<p>4) Parent/coach under influence of an illegal substance or alcohol and acting inappropriately (see above for examples) during any team activity.</p>	<p>Zero Tolerance - indefinite suspension and possible expulsion from association; to be determined by SKMHA Discipline Committee.</p>

11) Executive Committee Members

In order to achieve the various goals of the SKMHA, which includes the creation and maintenance of a healthy and respectful working environment for its volunteers, all executive members agree to the following code of conduct:

- a) Adhere to the association's by-laws.
- b) Fulfill all work assignments using approved policy and procedure guidelines.
- c) Cooperate with fellow executive members and/or volunteers to improve the effectiveness of the services and/or programs provided.
- d) Work as a team member within the boundaries of the volunteer position assigned. Assist other members when required and treat all executives, association volunteers, parents, officials, etc., with respect.
- e) Respect the confidentiality of the association's records and the personal information of volunteers, parents, players, etc.
- f) Communicate with association members and the public with care, dignity and respect.
- g) Members must be dependable, prompt, honest, patient, flexible and trustworthy. If it is deemed that an executive member has violated any of the above codes, it is expected that fellow executive members will hold their peers accountable. In other words, personally address the issue with the individual in the hope of bringing about awareness and resolution. If in the opinion of the member, the issue is of such a serious nature that it should be escalated, the President should be notified. The President will decide if the incident warrants a more formal intervention.

If an SKMHA executive member participates in activities with interests conflicting with those of the SKMHA and his/her activities or conduct are detrimental to the interest of, or discredit to the SKMHA and its members, his/her office may be declared vacant by a simple majority vote of all members of the Executive.

Compensation:

1. The Board shall annually set the rate of compensation for score/time keepers and gate attendants.

Discipline Committee:

1. The Discipline Committee shall be comprised of all the Executive and Coaches Committee Chair for the current year.
2. The President shall chair the Discipline Committee.
3. The Discipline Committee shall go *in camera* to discuss discipline issues. No minutes shall be kept of discussions or motions made *in camera*.

Equipment:

1. The Equipment Convener is the only person authorized to order equipment, up to a value of \$200.00, without specific direction from the Board. Anything above \$200.00 requires 3 quotes to be obtained and board approval.
2. The Equipment Committee may dispose of any old and currently unused equipment at their discretion. Any monetary gain to be reinvested into the association's equipment.
3. All equipment shall remain in their respective lockers unless a game is being played. It is the responsibility of all coaches to take sweaters and equipment from lockers, distribute them to players, collect them after the game, and to return them to their lockers. The conveners will see that this is done and that lockers are not left unattended while unlocked.
 - a) Goalie equipment may be assigned to players by the coach and will be collected at yearend as authorized by the Equipment Convenor.
 - b) SKMHA owned goalie equipment shall not be loaned to players beyond the Pee Wee level.
4. No equipment will be lent outside of the SKMHA without the consent of the Equipment Committee, and only then with a deposit of no less than \$25.00.
 - a) Members may borrow goalie equipment for use while attending Goalie Clinics providing they make the customary security deposit.
5. Anyone found in possession of SKMHA equipment, which has not been issued to them by a coach or convener, shall come before the Discipline Committee of the Association.

Financial Signing Authority:

1. The President, Secretary and the Treasurer shall be the signing authorities for the Association. Any two of these signatures must be affixed to legal and financial documents of SKMHA

Game Admission:

1. The Board shall, annually, review and establish rates for Season's Passes (for regular season games only).

Gatekeeper:

1. A gatekeeper will be hired for each hockey season to be stationed at the entrance to the arena for every SKMHA home game.
2. Gatekeeper / Timekeeper coordinator will review and update assigning procedures and process for upcoming season at the August meeting.

Home Game Gate Passes:

1. Home Game Gate passes will be available for purchasing at the beginning of the season. These passes will not include playoff games or tournaments.
2. It is the responsibility of Board Members to make their presence known to the gatekeeper in the event that assistance (i.e. conflict resolution) is needed at the gate.

Insurance Claims:

1. Injury Report Forms must be completed and submitted to the appropriate Association as soon as possible after the injury incident occurs.
2. In compliance with O.M.H.A. policy, claim forms must be complete and submitted with receipt within 90 days of the injury.

Investment:

1. Any money held or invested by the Board must be in an insured Association account.

Manual of Operations:

1. The Media Relations Committee shall develop, maintain and circulate via Association website a copy of the Manual of Operations Booklet to members.

O.M.H.A. Equipment Regulations:

1. All players must follow O.M.H.A. equipment regulations

Player Release:

1. No player from the SKMHA residential catchment area will be released to play for a team in another community without authorization from the association President via and NRP or Permission to Skate Form.

Police Record Check:

1. All members of SKMHA who apply to or are elected to a position of trust in the association (including the Board of Directors, all coaching staff, etc.) shall submitted to and be cleared by a Police Record Check before assuming the position.
2. The South Kent Minor Hockey Association shall accept a completed Police Record Check from an individual providing it is four months or more recent.
3. SKMHA shall reimburse members for Police Record Checks submitted to the Professional Designate if the member is found to have a clear record.
4. Once accepted in a position of trust (following the initial Police Record Check) with the South Kent Minor Hockey Association as a coach, member of the coaching staff, or member of the Board of Directors, individuals shall be required to complete a Police Record Check every two years.
5. Once accepted to a position of trust, the member is obliged to inform the SKMHA Executive if she/he is charged, tried or convicted of any offense under the *Criminal Code* or under other provincial or federal statutes, providing the offense is relevant to the position of trust held by the individual.
6. The Coaches Application Form as well as any advertisements for coaching positions shall indicate that clearance by a Police Record Check is a requirement.

Reclassification:

1. Any request for a team reclassification must be presented in writing to the Board by the team coach or manager by August 1st.

Referees:

1. SKMHA will reimburse referees attending their first clinic after one year of service.

Registration:

1. The Board of Directors shall annually determine registration rates and dates.
2. All players must have paid or made arrangements for the payment of registration fees at time of registration.

Registration Assistance:

1. The Registrar and Treasurer shall jointly consider and process, in confidence, applications for registration assistance. (All For Kids)
2. Donations received by SKMHA to sponsor players will be used to cover the cost of registration only and not affiliation or tournament fees.

Registration Refunds:

1. All requests for refunds must be in writing to the Board of Directors.
2. Within the first 30-days of the season, "new players" will receive a full refund minus administrative costs.
 - a) Administration Costs shall include \$50.00 handling and \$25.00 insurance.
3. Within the first two sessions, participants in the Hockey Initiation Program will receive a full refund.
4. Any player who moves outside of SKMHA will have his/her registration fee reimbursed if requested. The amount refunded will be prorated on the amount of the season played.
5. Any player who, due to a non-hockey related injury on a doctor's instruction, is not allowed to continue to play hockey may receive a prorated refund. A letter from an attending physician must accompany the request for refund.

6. Refunds will be not granted after 30-days of the team season except as provided for in the SKMHA Bylaws.
7. All other requests will be dealt with on an individual basis by the Board of Directors in accordance with the prevailing SKMHA Bylaws.

Responsibility of Board:

1. It shall be the responsibility of SKMHA to ensure that all coaches and managers are aware of all rules concerning the coaching and managing of a minor hockey team. SKMHA will arrange to have a meeting of all coaches and managers at the beginning of the hockey season.

Return to Local League:

1. No travel team player will be allowed to return to the Local League without a "release" by his/her travel team coach and the consent of the convener. When released, the player will not be eligible for affiliation to the travel team.
2. All movement of players between Travel Teams and Local League teams shall be governed by O.M.H.A. regulations.

Team Recognition:

1. The Board of Directors shall, annually, determine how to recognize SKMHA teams that compete in final Provincial Play downs.
2. If requested, a bus will be provided by SKMHA for players and coaching staff for OMHA Play down Finals only.

Tournaments:

1. All teams entering tournaments will require the signature of the SKMHA President.
2. All South Kent MHA tournaments must be sanctioned by the OMHA.
3. All SKMHA Hockey teams must participate in SKMHA tournaments within their classification

President of SKMHA

Date: _____

Secretary of SKMHA

Date: _____