

Cambridge Minor Hockey Code of Conduct

Contents

Introduction

1. Fair Play and Respect
2. Abuse, Bullying, Harassment and Hazing
3. Alcohol
4. Criticism
5. Dress Code
6. Drugs
7. Gambling
8. Tobacco
9. Injuries
10. Dressing Room Requirements
11. Compliance Procedure
12. Disciplinary Action
13. Executive Committee Members
14. Coaching Staff

Forms

Executive Code of Conduct Sign-off

Athlete's Code of Conduct

Introduction

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 these 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 any 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 player 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. Any player who receives a match penalty will be removed immediately.

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 are 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 humiliating and degrading initiation rite in which a player is forced to participate in order to be accepted. Players must report any cases of abuse, bullying, harassment or hazing to their team staff (coaches or trainer), who in turn must report it to the VP. 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 them in bringing it to the attention of Cambridge Minor Hockey (CMH). 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. No staff member should consume alcohol with parents.

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 by the coaching team staff in conjunction with the executive.

6. Drugs

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

7. Gambling

Gambling of any type will not be allowed at any time.

8. Tobacco

Underage smoking or use of tobacco will not be tolerated. Any player caught with tobacco will be sent home immediately.

9. Injuries

Players must inform their team trainer or coaches of all injuries. The team trainer, in conjunction with coaching staff if necessary, will determine whether the player is fit to compete.

10. Dressing Room Requirements

1. The dressing room is to be kept in a clean and organized manner from the time you enter the room to leaving it.
2. Throwing of any objects (tape rolls, used tape wads, water bottles etc.) is not permitted.
3. Spitting on the floor is not permitted.
4. Flush only the toilet paper products provided.
5. Food items and their wrappers should be disposed of in the trash can provided.
6. Equipment and sweaters are to be hung in an orderly fashion to dry properly between practices and games.
7. Do not enter another team's dressing room.
8. Always have a Coaching staff member 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 practice.

11. 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 as fully informed as possible.
- (b) Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use your judgment and common sense; if something seems unethical or improper, it probably is.
- (c) Discuss the problem with a peer or a member of the executive. This is the basic guidance for all situations. In many cases, a peer may have experience or knowledgeable about 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 problem with a peer or member of the executive, go directly to the VP.
- (d) You may report violations in confidence and without fear of retaliation. If your situation requires that your identity be kept secret, your anonymity will be protected. The Company does not permit retaliation of any kind against 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 CMHA are subject to the associations 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.

12. Disciplinary Action

Parent or Coach Action/Behaviour	Disciplinary Consequences
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.	1 st Offence – up to <u>five</u> games (convener/Discipline Chair's discretion); longer if deemed appropriate by CMHA Discipline Committee 2 nd Offence – indefinite suspension and possible expulsion from association; to be determined by CMHA Discipline Committee
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.	Zero Tolerance - The incident will be immediately reported to the CMHA. The parent or coach is suspended pending the outcome of a CMHA hearing.
3. Parent/Coach is disruptive and <u>continually</u> ignores team rules regarding practice, game, and dressing room code of conduct. Example: 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 enjoyment of watching/playing the game Parent/coach taunts opposing players, parents, coaches, or referees and/or disrupts any on/off-ice related activity 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	1 st Offence – up to <u>two</u> games (coaches/convener discretion); longer if deemed appropriate by coach/convener & VP Travel / VP House League 2 nd Offence – <u>two to five</u> games (coaches/convener discretion); longer if deemed appropriate by coach/convener VP Travel / VP House League 3 rd Offence – indefinite suspension and possible expulsion from association; to be determined by CMHA Discipline Committee
4. Parent/coach under influence of an illegal substance or alcohol and acting inappropriately (see above for examples) during any team activity.	Zero Tolerance - indefinite suspension and possible expulsion from association; to be determined by CMHA Discipline Committee

13. Executive Committee Members

In order to achieve the various goals of the CMHA, 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:

1. Adhere to the association's by-laws.
2. Fulfill all work assignments using approved policy and procedure guidelines.
3. Cooperate with fellow executive members and/or volunteers to improve the effectiveness of the services and/or programs provided.
4. 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.
5. Respect the confidentiality of the association's records and the personal information of volunteers, parents, players, etc.

6. Communicate with association members and the public with care, dignity and respect.
7. 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 hopes 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 a CMHA executive member participates in activities with interests conflicting with those of the CMHA and his/her activities or conduct are detrimental to the interest of, or a discredit to the CMHA and its members, his/her office may be declared vacant by a simple majority vote of all members of the Executive.”

14. Coaching Staff

Team Budgets, Expenditures.

1. The Vice President of Travel must approve all Representative team budgets to ensure revenue and expenditures are reasonable and just.
2. All excursions costing in excess of \$1,000. (One thousand dollars) budgeted expenditures must be approved by the Executive Directors and a statement of expenditure must be filed by the team within fifteen (15) days of the conclusion of the trip.
3. Parental approval is required with respect to the budget for team expenses. Parental approval shall be determined by a written ballot. The vote should be a blind ballot.

All Representative teams that become involved in fund raising, receive parental contributions and/or possess a bank account, must submit the following to the Vice President Travel:

- a) Initial budget to be approved as above.
- b) November 30th financial statements
- c) Yearend financial statement
- d) Monthly financial statements to the parents
- e) An audit throughout the year if requested by the Executive Directors

Travel mileage may be charged at a maximum of \$0.35 per kilometer covering all centres in excess of 30 kilometres one way. Mileage allowance will cover round trips with a maximum of two (2) vehicles permitted provided non-parent staff exceeds two (2) individuals.

Hotel Accommodations – Out of town tournaments not within reasonable driving distance to a maximum of two (2) rooms (based on four (4) non parent coaching/management staff) and two nights. This accommodation is allowable only if players in general are also staying over. Any additional accommodation will need approval of two-thirds (2/3) majority vote of parents and the Vice President Travel advised accordingly.

Meal Allowance – No meal allowance allowed.

FINANCES AND CONTROL THERE OF:

It is required that each rep team in the Association open a bank account in the name of the team at the beginning of each season. This account must have a minimum of two (2) signing officers and at least one (1) non-carded parent must be a signing Officer and also must sign each disbursement.

Parent Representative: The parent rep is chosen by the parents and not the coaching staff. It is done in a parent meeting through a blind ballot.

The ballots need to be kept if the team is audited in the future.

PHILOSOPHY FOR COACHES

1. While pursuing excellence in hockey, coaches will provide players with equal opportunity to improve their hockey skills and to play at a level commensurate with their abilities.
2. Coaches will provide active leadership in the promotion of good sportsmanship and good citizenship with their players and staff.
3. Coaches will supply to the parents and players a written list of rules and objectives concerning conduct of behaviour expected from each player. These rules will be applied equally to all players, both on and off the ice.
4. Coaches will not verbally or physically abuse any player or parent, at any time.
5. Coaches and their manager shall provide to the parents and players as soon as possible, a complete schedule of games and practices. Any change to the published schedule will be announced with as much notice as possible.
6. Coaches acknowledge that the child's education must be a priority and will endeavour to limit as much as possible, the need to remove children from school for practices or games.
7. Coaches will discipline in a fair and consistent manner, and explain the reason for the disciplinary action clearly. Every attempt should be made not to discipline or rebuke the player in front of other teammates.
8. The use of alcoholic beverages or illegal drugs by members of the coaching staff or players is strictly prohibited, prior to or during any CMHA related activities. Failure to abide by this rule will result in immediate suspension for time limit decided upon by the CMHA executive. Repeated infractions will result in the permanent suspension of the offending party.
9. All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or officials offending in this respect will be barred from further competition and also be assessed with the expense.

