

"PROMOTING POSITIVE BEHAVIOUR IN HOCKEY"





ALLIANCE HOCKEY

HARASSMENT, ABUSE & MISCONDUCT POLICIES & PROCEDURES

Updated: August 2018

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This document includes Policies and Procedures that parallel and in some cases enhance the Hockey Canada and Ontario Hockey Federation Harassment, Abuse and Misconduct Policies. All Minor Hockey ALLIANCE of Ontario (ALLIANCE Hockey) Member Associations are obligated to adhere to these Policies and Procedures as stated.

The policies contained herein have been approved by ALLIANCE Hockey. It shall be the obligation of all ALLIANCE Hockey Member Associations to adhere to these policies. The policies as contained herein are a minimum standard and may be enhanced by ALLIANCE Hockey Member Associations.

Introduction

Please refer to the following for more information:

- 1- Hockey Canada Policy on Harassment and Abuse – www.hockeycanada.ca
- 2- OHF Harassment, Abuse & Misconduct Policy Manual – www.ohf.on.ca
- 3- OHF Screening Policy Manual - www.ohf.on.ca
- 4- ALLIANCE Hockey Code of Conduct – www.alliancehockey.com
- 5- OHF Code of Conduct – www.ohf.on.ca
- 6- Hockey Canada Fair Play Means Safety for All Booklet – www.alliancehockey.com

1. POLICY STATEMENTS

- 1.1** It is the policy of ALLIANCE Hockey that there be no harassment, abuse or misconduct of any participant in any of its programs.
- 1.2** ALLIANCE Hockey expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within the ALLIANCE and each of the ALLIANCE Hockey Member Associations to take reasonable steps to safeguard the participants against harassment, abuse and misconduct.



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2. EFFECTIVE DATE

2.1 June, 2007

2.2 Revised March 2011, February 2012, August 2013, July 2014 and August 2018

3. ALLIANCE HOCKEY MEMBER ASSOCIATION REQUIREMENTS

3.1 ALLIANCE Hockey Member Associations are responsible for adopting and implementing a policy similar to, and consistent with this policy as a minimum standard.

4. DEFINITIONS

4.1 Legislation

[1] Child Protection Legislation – Ontario Child and Family Services Act (CFSA)

<http://www.canlii.org/en/on/laws/stat/rso-1990-c-c11/latest/rso-1990-c-c11.html>

<http://www.children.gov.on.ca/htdocs/English/topics/childrensaid/reportingabuse/index.aspx>

[2] Human Rights Legislation – the Canadian Human Rights Act or the Ontario Human Rights Code

<http://laws-lois.justice.gc.ca/eng/acts/h-6/>

<http://www.ohrc.on.ca/en/ontario-human-rights-code>

4.2 Child

In the Province of Ontario Child means a person between the age of 0 and 18 years.

4.3 Adult

Adult means a person who has reached the age of maturity. In the Province of Ontario this age is 18 years.

4.4 Bullying

Bullying describes behaviours that are similar to harassment, but occur between children that are not addressed under human rights laws. Bullying can be broken down into six categories:

4.4.1 Physical Bullying:

Hitting, shaking, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another person's property; used most often by boys.



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4.4.2 Verbal Bullying:

Name calling, hurtful teasing, humiliating or threatening someone, degrading behaviors; may happen over the phone, through text messaging or chat rooms, through social media sites, in notes or in person.

4.4.3 Relational Bullying:

Trying to cut off victims from social connection by convincing peers to exclude or reject a certain person, spreading rumours or giving the “silent treatment; used most often by girls. This may happen in person, over the phone, through electronic/social devices.

4.4.4 Discriminatory Bullying:

Discriminatory bullying targets people because of their sexual orientation, ethnicity, gender identity, skin colour, religion, weight, appearance, disability, nationality or other things that are perceived to make them “different”.

4.4.5 Reactive Bullying:

Engaging in bullying as well as provoking bullies to attack by taunting them.

4.4.6 Cyber Bullying:

Involves the use of information and communication technologies such as email, cell phones and text messaging, camera phones, instant messaging, social networking sites such as Facebook, Twitter, Instagram, Tumblr, Flickr, Myspace etc., defamatory personal websites (such as Network 54), or other forms of electronic information transfer to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others, threaten, harass, embarrass, socially exclude or damage reputations and friendships.

Bullying is not...

- Conflict between friends
- An argument between people of equal power
- Accidental
- Normal relational development challenges
- A “one-time” event (usually)
- Friendly teasing that all parties are enjoying
- Something people grow out of

Bullying is...

- Hurting behaviours based on oppression and “meanness”
- Based on power differentials
- Intentionally harmful
- Intense and long in duration



- Repeated over time (generally)
- Oppressive – isolates victims
- Caused by many factors and behavioural challenges

4.5 Harassment

Harassment is defined as conduct; gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on a prohibited ground of discrimination in the Ontario Human Rights Legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Types of behaviour which constitute harassment include, but are not limited to:

- Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, nationality, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions, based on a ground of discrimination, which undermine self-esteem or diminish performance.
- Practical jokes based on a ground of discrimination, which cause awkwardness or embarrassment, endanger a person's safety or negatively affects performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors, this is defined as abuse under the Child and Family Services Act).
- Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).
- Behaviours 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.

What is criminal harassment?

Criminal harassment—often known as stalking—involves following another person; monitoring them or someone close to them, or their home; contacting them repeatedly against their wishes or threatening them. For a charge of criminal harassment to be laid, the victim must have reason to fear for his/her safety (or the safety of someone else) and the perpetrator must know - or could reasonably be expected to know—that the victim is fearful (Family Violence in Canada, A Statistical Profile, 2001).

Criminal charges may also be laid in harassment cases if a person has been physically or sexually assaulted.

4.6 Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.



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4.6.1 Emotional Abuse

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs but it is not simply benching a player for disciplinary reasons, cutting a player from a team after tryouts, refusing to transfer a player, limiting ice time and yelling instructions from the bench.

4.6.2 Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

4.6.3 Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Some examples of neglect occurring in a sport environment are:

- *Inadequate Shelter/Unsafe Environments:* Failure to maintain equipment or facility; forcing athletes to participate without proper protective equipment.
- *Inadequate Clothing:* Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game.
- *Inadequate Supervision:* Leaving young athletes unsupervised in a facility or on a team trip (OHF Two Deep Policy).
- *Lack of Medical/Dental Care:* Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted.
- *Inadequate Education:* Encouraging athletes to not do homework, to not attend school, or to drop out.
- *Inadequate Rest:* Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time.
- *Inadequate Moral Guidance & Discipline:* Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornography to young athletes.

4.6.4 Sexual Abuse

Sexual abuse is when a child is used by a child with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

4.6.4.1 Contact

- Touch and fondled in sexual areas



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- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with object or finger
- Sexually oriented hazing

4.6.4.2 Non-Contact

- Obscene calls/remarks on a computer, cell phone or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions or comments
- Indecent exposure
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate
- Forced to watch others masturbate

Duty to Report

Abuse and neglect are community problems requiring urgent attention. ALLIANCE Hockey is committed to help reduce and prevent the abuse and neglect of participants. ALLIANCE Hockey realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection legislation and following through as required.

The Province of Ontario has mandatory reporting laws regarding the abuse and neglect of children and youth, which are contained in Section 72 of the Child and Family Services Act (CFSA). Consequently, it is the policy of ALLIANCE Hockey that any ALLIANCE Hockey personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or ALLIANCE partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In Ontario a person is considered a child up to the age of eighteen.

Those involved with ALLIANCE Hockey in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the CFSA.

4.7 Hazing

Hazing is an initiation practice that may humiliate, demean, degrade or disgrace a person regardless of location or consent of the participant(s).



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4.8 Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the ALLIANCE Hockey Code of Conduct and that is not harassment, abuse or bullying.

4.9 Complaint

Any allegation, verbal or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the ALLIANCE Hockey.

4.10 ALLIANCE Hockey Personnel

ALLIANCE Hockey personnel include ALLIANCE Hockey office employees, council and committee chairs and members and any other personnel that may be identified by the ALLIANCE Hockey President.

4.11 Billet

Any community volunteer who applies or is requested by an ALLIANCE Hockey Member Association club, association team or league, to host a traveling player or players on his or her premises during periods when the player(s) will otherwise be unsupervised and outside of the care of parent(s), guardian(s), coach or other designated adult.

4.12 Orientation and Training Sessions

The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.

4.13 Speak Out Certification

All Coaches, Assistant Coaches, Trainers and Managers within the jurisdiction of ALLIANCE Hockey are required to be certified in the Speak Out/RIS Program.

4.14 Follow Up

Follow up in respect of a person's performance in his or her position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

5. SCREENING PROCESS

- 5.1 ALLIANCE Hockey will conduct the following 10-step screening process for ALLIANCE Hockey Personnel and that each Member Association and their members follow the same 10-step screening process within their respective jurisdictions. Steps 5.9 and 5.10.2 of the 10-step screening process are mandatory for all organizations within the jurisdiction of ALLIANCE Hockey.



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- 5.2 Volunteers and staff who do not meet the requirements or abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.
- 5.3 Position Design (Appendix D)
 - 5.3.1 Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.
- 5.4 Position Description (Appendix D)
 - 5.4.1 Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.
- 5.5 Application Form (Appendix E)
 - 5.5.1 Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, criminal record check) the application form will so indicate.
- 5.6 Formal Recruitment Process
 - 5.6.1 Post all staff and volunteer positions and indicate that screening is a part of the application process.
- 5.7 Conduct Interviews
 - 5.7.1 Conduct interviews for staff to ensure candidates meet the position requirements and fit in with the organization. Interviews for volunteer positions, for which the level of risk is determined to require interviews, will be conducted under the supervision of the President and Executive Director.
- 5.8 Reference Check
 - 5.8.1 Implement a standard reference check questionnaire and follow through with candidate's list of references.
- 5.9 Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS) (section 9)
 - 5.9.1 The following individuals who are associated with ALLIANCE Hockey and Member Associations, must adhere to the ALLIANCE Hockey Screening Policy:
 - members of the Executive Committee;
 - full time staff, part time staff, interns and volunteers;
 - team officials (including but not limited to head coaches, assistant coaches, trainers and managers);



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- on-ice officials; and
 - anyone else who, through their duties on behalf of ALLIANCE Hockey and Member Associations, may work with children.
- 5.9.1.1 ALLIANCE Hockey requires that a person identified in 5.9.1 submit a Criminal Record Check and a Vulnerable Sector Screening that has been completed in the six (6) months prior to submission. On-Ice Officials aged 17 and under will be required to provide a Criminal Record Check. On-Ice Officials aged 18 and over will be required to provide a Vulnerable Sector Screening Check. All On-Ice officials must adhere to this Policy.
- 5.9.1.2 Every three (3) years following the initial check, a person identified in 5.9.1 need only complete a need only complete a Criminal Records Check/Vulnerable Sector Screening Check. (Example: Year one CRC/VSS, year two CODF, year three CODF and year four CRC/VSS). If a person recertifies on-line, the CRC/VSS or CODF must be submitted directly to the OHF. If a person recertifies in class, the CRC/VSS or CODF must be handed in at the clinic in a sealed envelope with the person's name printed on the front.
- 5.9.1.3 Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration Form (CODF) or a notarized sworn document may also be used as an alternative to the Criminal Offence Declaration Form and a receipt from the local police station indicating that the process has been initiated for an updated CRC/VSS, which must be provided to the OHF when received.
- 5.9.1.2 All staff members and volunteers with the organization MUST complete a "Criminal Offence Declaration Form" (see Appendix I). Recommended completion is as follows:
- a. Full time staff – During the appraisal process
 - b. Part time staff/students/interns – At start of term and every year after.
 - c. High Performance Team Staff (where applicable) – At start of term and every year after as identified in 5.9.1.1 and 5.9.1.2.
 - d. On-ice officials – at the time of their clinic as identified in 5.9.1.1 and 5.9.1.2.
- 5.9.1.3 Any person identified in 5.9.1 that has been away from the organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.
- 5.9.1.4 Previous offences that may exclude a person's application for a position within ALLIANCE Hockey include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.
- 5.9.1.5 It is recommended that Billets used within ALLIANCE Hockey be properly screened by the Member Association or his or her club or league and in addition, complete a Criminal Record Check and Vulnerable Sector Screening.



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5.10 Orientation and Training Sessions

- 5.10.1 The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.
- 5.10.2 All team officials (including but not limited to head coaches, assistant coaches, managers and trainers) within the jurisdiction of ALLIANCE Hockey are required to be certified in the Speak Out Program/ Respect In Sport Activity Leader.

5.11 Supervise and Evaluate

- 5.11.1 The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in his or her position (Examples: Supervision may include an unscheduled observation of a coach or on-ice official during a practice or game; or evaluation may include an annual or interim staff appraisal).

5.12 Follow Up

- 5.12.1 Follow up in respect of a person's performance in his or her position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

6. SCREENING ADMINISTRATION

6.1 ALLIANCE Responsibility

- 6.1.1 The ALLIANCE Executive Director (or designate) will maintain records of all ALLIANCE Personnel required to be certified in Speak Out or Respect in Sport Activity Leader. The Criminal Record Checks of staff and volunteers of ALLIANCE (as opposed to the ALLIANCE Members) who are required to submit such information will be directed to and maintained by the ALLIANCE Legal Counsel.
- 6.1.2 All personal records maintained by the ALLIANCE and ALLIANCE Legal Counsel will be obtained and secured in compliance with the ALLIANCE Privacy Policy.

6.2 OHF Member Responsibility

- 6.2.1 For the purposes of reporting to Hockey Canada and policy development, OHF Members are required to maintain records of all Speak Out or Respect in Sport Activity Leader certified personnel within their jurisdiction and provide relevant statistical information to the OHF at the conclusion of each season (number of training sessions, e-Learning participants (Respect in Sport Activity Leader) and number of certified participants, etc.).



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6.3 ALLIANCE Hockey Member Association Responsibility

- 6.3.1 It shall be the policy of ALLIANCE Hockey that all Member Associations must provide documentation of their Harassment / Abuse implementation efforts to the ALLIANCE on an annual basis by May 1st. This documentation will be provided on a check off form and signed by the Member Association President. Copies of these reports will be forwarded by ALLIANCE Hockey to the OHF upon the conclusion of each season. (Appendix G)

6.4 Supporting Documentation

- 6.4.1 An applicant will be required to fill out the Member Association Approved Consent for Criminal Record Search Form (where applicable) and pay the fee. It would be the responsibility of the Member Association to determine any reimbursements to the individual and to coordinate the fee charged by the police agency. Member Association should have the applicant return the form to the independent designated person within the Member Association. The independent designated person should have a "Professional Designation" such as: Police, Chiropractor, Notary Public, Engineer, Banker, Clergy, Doctor, Lawyer, Judge, Principal, Dentist or Professional Accountant. Member Association would establish a Review Committee made up of the list of individuals that have a "Professional Designation" to review the Criminal Records Checks when the police have identified a criminal conviction. Their duties would include comparing the offence to the specific job description and reference checks of that individual and determining the risk involved. If an individual transfers to another Member Association they would be required to provide a new Criminal Record Check and provide any previous Criminal Record Checks that they may have access to. It is the intent that volunteers of the Member Association not have access to other volunteers' Criminal Record Checks. By using independent people with Professional Designations this risk is minimized.

7. SAFEGUARDS

- 7.1 Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected: the more sensitive the information, the higher the level of security employed. Methods of protection and safeguards to be employed will include but in no way be limited to locked files, offices and storage areas, need to know access as well as technological measures such as passwords and encryption.



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8. MINIMUM REQUIREMENTS BASED ON POSITIONS

Board of Directors
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions
Full-time/Part-time Staff, Students/Interns
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Establishing a formal recruiting process, Conducting orientation and training sessions Using an application form Conducting interviews Following up on references Supervising and evaluating Follow up on program participants
Team Officials
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions Respect in Sport, Activity Leader Gender Identity and Expression Course
On-ice Officials
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening

9. ALLIANCE HOCKEY CRIMINAL RECORD CHECK

- 9.1 All individuals holding the title of team official (including but not limited to head coach, assistant coach, trainer, assistant trainer, manager), on-ice official and anyone else determined by the Risk Assessment Tool which (is contained in Appendix A of the OHF Screening Policy shall be subject to Criminal Record Checks, which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.
- 9.2 Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold any position with the OHF, a Member, hockey leagues, hockey Clubs and Minor/Female Hockey Associations.
- 9.3 Offences which deem the Individual ineligible to participate in any capacity:

Note: this is a reference only and not a complete list of applicable offences:
9.3.1 Any sexual assault



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- 9.3.2 Any sexual intercourse
 - 9.3.3 Any sexual exploitation
 - 9.3.4 Any invitation to sexual touching
 - 9.3.5 Any indecent acts and/or exposure
 - 9.3.6 Any making, distributing, possessing or sale of child pornography
 - 9.3.7 Any indictable criminal offences for child abuse
 - 9.3.8 Luring a child
 - 9.3.9 Voyeurism
 - 9.3.10 Any offence for trafficking and/or importing and/or possession for the purpose of trafficking of any drugs and/or narcotics
 - 9.3.11 Any production of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
 - 9.3.12 Any other indictable criminal code offences such as, murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosives substances offences, arson related offences, counterfeiting and conspiracy
- 9.4 Offences for which disqualification from participation is ten (10) years from the expiration of the penalty imposed by the courts. The participant is eligible to apply for a hearing after this time. Note this is a reference only and not a complete list of applicable offences:
- 9.4.1 Assault with a weapon
 - 9.4.2 Assault causing bodily harm
 - 9.4.3 Aggravated assault
 - 9.4.4 Any current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14
 - 9.4.5 Robbery
 - 9.4.6 Any other offences pertaining to violence, whether or not involving weapons.
 - 9.4.7 Any indictable criminal code offences related to impaired driving and/or care and control and/or drive over 80 milligrams
- 9.5 Offences for which disqualification from participation is three (3) years from the expiration of the penalty imposed by the courts, as determined by the Members, not the date of the charge or conviction. Note this is a reference only and not a complete list of applicable offences:
- 9.5.1 Assault
 - 9.5.2 Threatening
 - 9.5.3 Any possession of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
 - 9.5.4 Any theft and/or fraud and/or related offence (applicable to a person while in a Position of Trust of Finances)
 - 9.5.5 Any convictions pertaining to illegal substances, other than for manufacture, distribution and/or trafficking
 - 9.5.6 Any firearm related offences (other than use of firearm in the commission of an offence, see above)
 - 9.5.7 Any other indictable criminal code offences such as break and enter, mischief, resisting and



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obstructing offences, dangerous driving, flight from police offences, failure to remain offences, criminal harassment and breaching orders and failing to comply offences

- 9.6 Multiple (non-indictable) offences for impaired driving from alcohol and/or drugs.
 - 9.6.1 Any individual that has two or more offences within the previous ten (10) years is deemed ineligible.
 - 9.6.2 Once an individual has only one offence in the past ten (10) years they may at their option apply for a hearing to request reinstatement in accordance with paragraph 6.
 - 9.6.3 Offences will expire after ten (10) years from the expiration of the penalty imposed by the courts (i.e. 2015 impaired probation to 2016, expiration 2026)
- 9.7 Offences for which the individual has to abide by specific criteria as a participant.
 - 9.7.1 For a first offence related to Impaired Driving and/or care and control and/or drive over 80 milligrams resulting in a summary conviction, the individual may not drive any other participant to and from sanctioned activities while Driver's License is suspended.
 - 9.7.2 It is the obligation of any person subject to screening by virtue of this Policy to advise their organization's Professional designate responsible for screening of a charge or conviction under any offence listed in this Policy.
- 9.8 The Ontario Hockey Federation or its designate shall be responsible for the collection and retention of Criminal Record Checks and Vulnerable Sector Screening Check, which must be under the designates control and secured in a safe storage area.

10. CRIMINAL RECORD CHECK HEARING PROCESS

- 10.1 Upon review of a registered participant's Criminal Record Check/Vulnerable Sector Screening submission to the Ontario Hockey Federation, if a registered participant is deemed ineligible as per Section 9 of the OHF Screening Policy, and therefore unable to participate as an official or volunteer in OHF/Hockey Canada programming, they will be notified of such ineligibility in the form of a letter from the OHF. The Member's (Executive Director) will be notified of this ineligibility electronically.
- 10.2 The term of this ineligibility is based on a specific offence contained within the submission and the time identified in Section 9 of the OHF Screening Policy.
- 10.3 The OHF Record Check Inspector will determine the eligibility for a hearing and will communicate this directly to the member.
- 10.4 If the registered participant is eligible they will be given the opportunity to forward a letter of consideration to the President of the OHF, requesting special dispensation from the application of the Section 9 of the Screening Policy.
- 10.5 Supporting documentation must be submitted to the OHF prior to the hearing date and at the participant's expense. Required documents, but not limited to:
 - 10.5.1 Police Reports (arrest report, general occurrence report, witness report, regarding the incident(s).



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- 10.5.2 Court Records (details of actual conviction)
 - 10.5.3 Probation orders
 - 10.5.4 Parole orders
 - 10.5.5 Release documents
- 10.6 If the participant is granted a hearing by the President, a hearing will be arranged and the participant will be sent notification of the date, time and location of the hearing. The fee for this hearing will be \$150.00 and payment is to be received prior to the hearing. At the conclusion of the hearing, the panel will render its decision in writing and forward to the OHF office. The office will inform the participant of the decision and the Member's (Executive Director) will be notified electronically.
- 10.7 In the event that the participant does not show for a hearing, the hearing will be dismissed, the participant will be notified and the ineligibility will remain in effect pending a new hearing at the expense of the member.
- 10.8 The participant would NOT be eligible to participate in any Branch/Member's sanctioned activity until such time as a decision is made through this hearing process.

11. RECEIVING A COMPLAINT

- 11.1 When there is a complaint of abuse (as defined in the Child Protection Act) of a child participant there will be no investigation by ALLIANCE Hockey, Member Association, or any member thereof. Any investigation will be left to the police or appropriate child protective agency.
- 11.2 If a complaint of abuse of a child participant results in a conviction, ALLIANCE Hockey and/or Member Association will exclude the individual convicted.
- 11.3 If a complaint of abuse of a child participant does not result in a conviction, ALLIANCE Hockey, Member Association or member thereof may nevertheless discipline the individual subject to the complaint.
- 11.4 Complaints of harassment, bullying or misconduct may be handled informally where possible or formally, but within a reasonable timeframe.
- 11.5 ALLIANCE Hockey, Member Association and any members thereof are not required to deal with all Complaints. ALLIANCE Hockey, Member Association or member thereof may decide not to deal with the complaint if it is of the opinion that it:
- 11.5.1 could be more appropriately dealt with under another policy, rule or Regulation;
 - 11.5.2 is frivolous, vexatious or made in bad faith;
 - 11.5.3 is not within the governing body's jurisdiction; or,
 - 11.5.4 is based on occurrences that are more than six months old.
- 11.6 Complaints of abuse, harassment, bullying or misconduct will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behaviour of the offending party which may include disciplinary action up to and including suspension or removal.



12. COMPLAINT ADMINISTRATION

12.1 ALLIANCE Responsibility:

- 12.1.1 If a Complaint is directed to the attention of ALLIANCE Hockey, all relevant information will be forwarded to the associated Member Association for follow up and/or investigation.
- 12.1.2 Upon notification of a Complaint, ALLIANCE Hockey will report the situation and all relevant information to the Ontario Hockey Federation who will notify the Hockey Canada Insurance Department in accordance with Hockey Canada guidelines.
- 12.1.3 If a Complaint is addressed to ALLIANCE Hockey but relates to an action within a Member Association, the ALLIANCE Hockey President will request the relevant Member Association to conduct an investigation within an agreed time frame. The Complaint will be referred to that Member Association to be dealt with in accordance with this policy and the Member Association policies.
- 12.1.4 All complaints must be filed on the ALLIANCE Hockey Complaint Intake Form (Appendix A)
- 12.1.5 ALLIANCE Hockey will provide an annual report to the OHF pertaining to complaints that meet the merits of the Respect in Sport Activity Leader Program on or before June 1 each year that will include: (a) The number of complaints of harassment, abuse, bullying and misconduct received, (b) the number of complaints of harassment, abuse, bullying and misconduct found to be with merit and those without merit, and (c) the number of Speak Out training sessions held, number of certified participants and the number of Respect In Sport Activity Leader certified participants for the season.

12.2 ALLIANCE Member Association Responsibility:

- 12.2.1 Member Associations shall designate one person or committee to accept complaints originating from within their organization. This person or committee will be identified to the Member Association Risk Management Committee at the beginning of each season.
- 12.2.2 All complaints must be filed on the ALLIANCE Hockey Complaint Intake Form (see Appendix A).
- 12.2.3 Upon receipt of a Complaint submitted to the Member Associations' designated person, the designated person shall forward a copy immediately to the ALLIANCE Hockey Executive Director (or designate).
- 12.2.4 It is the policy of ALLIANCE Hockey that any and all situations involving Harassment and Abuse must be reported to the ALLIANCE and subsequently to the OHF.



13. INVESTIGATION

- 13.1** In order to remain impartial for the purpose of hearing appeals, ALLIANCE Hockey will not engage in investigations except: (a) where it is inappropriate for the Member Association to do so, or (b) if the initial investigation was conducted incorrectly as determined by the ALLIANCE, or (c) if the complaint is of one Member Association from another Member Association.
- 13.2** All investigations of harassment, bullying or misconduct will be conducted in accordance with the ALLIANCE Hockey Privacy Policy. Disclosure of any part of the final report will be provided at the discretion of the ALLIANCE Hockey President and where third party confidentiality is required the report may not be provided. Upon the final determination, a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.
- 13.3** When ALLIANCE Hockey is conducting an investigation, the report resulting from there will be received by the ALLIANCE Hockey Executive for review and determination.
- 13.4** The ALLIANCE will use an Independent Fact Finder to conduct an ALLIANCE Hockey initiated investigation.
- 13.5** Any decision for ALLIANCE Hockey to contact the police on the basis of the Investigation Report will be made by the ALLIANCE Hockey President.
- 13.6 ALLIANCE Member Association Responsibility:**
- 13.6.1** ALLIANCE Hockey Member Associations are required to oversee all investigations within their jurisdiction.
 - 13.6.2** Once directed to do so, an ALLIANCE Hockey Member Association may not cede its responsibility to:
 - 13.6.2.1** complete the investigation and;
 - 13.6.2.2** render a decision within the specified timeframe.
 - 13.6.3** The failure of an ALLIANCE Hockey Member Association to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the ALLIANCE Hockey President or ALLIANCE Hockey Executive Committee.
 - 13.6.4** ALLIANCE Hockey Member Associations are encouraged to employ the services of a professional investigation firm or suitably qualified individual (i.e. a retired police officer).
 - 13.6.5** ALLIANCE Hockey Member Associations must file a copy of the investigation report with the ALLIANCE Hockey Executive Director.



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14. INVESTIGATION DECISIONS

14.1 The following decisions resulting from any investigation may be made:

14.1.1 the complaint is with merit;

14.1.2 the complaint is without merit;

14.1.3 there is insufficient information to enable a conclusive decision to be made; or

14.1.4 the complaint is outside of the jurisdiction of the investigating body.

15. DISCIPLINE

15.1 Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within ALLIANCE Hockey and/or within any of the ALLIANCE Hockey Member Associations or member thereof found in violation of the Hockey Canada Policy on Harassment, Abuse and Bullying or the OHF Harassment, Abuse, Bullying and Misconduct Policy or the OHF Code of Conduct or the ALLIANCE Hockey Code of Conduct or the ALLIANCE Hockey Speak Out Policies and procedures may be disciplined up to and including dismissal and/or revocation of membership in accordance with the ALLIANCE Hockey Constitution, By-Laws and Regulations.

15.2 Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within ALLIANCE Hockey and/or any of the ALLIANCE Hockey Member Associations who knowingly brings a false complaint against an ALLIANCE Hockey participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the ALLIANCE Hockey Constitution, By-laws and Regulations.

15.3 Any athlete, coach, assistant coach, trainer, manager, official, director, officer, volunteer or employee or chaperone who is the subject of a complaint of harassment, abuse, bullying or misconduct may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the ALLIANCE Hockey President or other designate on a case by case basis in accordance with the ALLIANCE Hockey Constitution, By-laws and Regulations.

15.4 Any coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the ALLIANCE Hockey Constitution, By-Laws and Regulations.

16. SANCTIONS

a) When directing appropriate disciplinary sanctions, ALLIANCE Hockey and/or its Member Associations shall consider factors such as:



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- 1 - The nature and security of the harassment, bullying and misconduct information
- 2 - Whether the harassment, bullying and misconduct involved any physical contact
- 3 - Whether the harassment, bullying and misconduct was an isolated incident or part of an ongoing pattern
- 4 - The nature of the relationship between the complainant and the respondent
- 5 - The age of the complainant
- 6 - Whether the respondent has been involved in any previous harassment and bullying incidents.
- 7 - Whether the respondent admitted responsibility and expressed a willingness to change
- 8 - Whether the respondent retaliated against the complainant

b) In directing disciplinary sanctions, ALLIANCE Hockey and or its Member Associations may consider the following options, singly or in combination, depending on the nature and severity of the harassment, bullying and misconduct:

- 1 - Verbal apology
- 2 - Written apology
- 3 - Letter of reprimand from ALLIANCE Hockey
- 4 - A fine or Levy
- 5 - Referral to counseling
- 6 - Removal of certain privileges of membership or employment
- 7 - Temporary suspension with or without pay
- 8 - Termination of employment or contract
- 9 - Suspension of membership
- 10 - Expulsion from membership
- 11- Publication of the details of the sanction
- 12 - Any other sanction which ALLIANCE Hockey and or its Member Associations may deem appropriate

c) Failure to comply with a sanction as determined by ALLIANCE Hockey and/or its Member Associations shall result in automatic suspension of membership in ALLIANCE Hockey and/or its Member Associations, until such time as the sanction is fulfilled.

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

17. APPEALS

17.1 Except where otherwise provided, an appeal of any disciplinary matter will be regulated and heard in accordance with ALLIANCE Constitution; Article 19.

17.2 It is the policy of the ALLIANCE that the qualifications of the ALLIANCE Harassment and Abuse Appeal Members, may include but are not restricted to: Child Psychology, Mediation, Education, Law, Medicine, Hockey and who has attended a Hockey Canada Speak Out/RIS Activity Leader clinic.



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18. AMENDMENTS

- 18.1** Any amendments or changes in the Constitution, By-Laws, Regulations or Speak Out Policies and Procedures of Hockey Canada and or the Ontario Hockey Federation shall automatically amend or change the Constitution, By-Laws, Regulations or Speak Out Policies and Procedures of ALLIANCE Hockey in accordance therewith.
- 18.2** ALLIANCE Hockey Member Associations have the ability to enhance the ALLIANCE Hockey Speak Out Policies and Procedures. A copy of the ALLIANCE Hockey Member Association's Speak Out Policies and Procedures must be filed with the ALLIANCE Executive Director.



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19. APPENDIX A – COMPLAINT INTAKE FORM

Please note the following:

- Complaints of harassment, abuse, bullying or misconduct will not qualify a player for an automatic release.
- Definitions are provided.
- Substantiated allegations of harassment, abuse, bullying or misconduct will be considered for sanctions ranging in severity from: no further action to expulsion.
- ALLIANCE Hockey cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that ALLIANCE Hockey may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- Fax or email completed form to: (519) 273-2114 or tmartindale@alliancehockey.com.

Please complete the following:

1. **Person making the complaint:** Player Parent Volunteer Official Employee

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

2. **Person on whose behalf the complaint is made:** (to be completed if different from above)

First Name		Last Name	
Birth Date (day / month / year)			

3. **Name of person(s) against whom you are complaining:**

First Name		Last Name	
Title/Role		Name of Association/Club	
First Name		Last Name	
Title/Role		Name of Association/Club	

4. **When did the last incident occur? (date):** _____



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Please check the ground(s) that best describes your complaint:

A. Harassment (refer to Definitions)

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
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Based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability	<input type="checkbox"/> Colour
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Sex
<input type="checkbox"/> Marital status	<input type="checkbox"/> Family status	<input type="checkbox"/> Pardoned conviction	

B. Abuse (refer to Definitions)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
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Please note: Neither the OHF, nor any Member thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

C. Bullying (refer to Definitions)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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D. Hazing (refer to Definitions)

E. Misconduct (refer to Definitions)

Please note: Complaints of misconduct will generally be directed to the Member Association for formal or informal resolution according to that organization's constitution or policies.



20. APPENDIX B – RISK ASSESSMENT TOOL & RATING

RISK ASSESSMENT TOOL

The Risk Assessment Tool is not a scientific assessment, but is designed to help alert you to potential factors in a volunteer or staff position. No single check-list fits all situations so organizations are encouraged to adapt this tool to meet their specific needs and any local legal obligations.

8 QUESTIONS TO CONSIDER WHEN ASSESSING THE RISK LEVEL ASSOCIATED WITH EACH POSITION.

- 1) Does the person in this position serve people who may be vulnerable?
 - Children under the age of 18
 - Persons with communication or language boundaries
- 2) Does the person in this position have access to players?
 - Direct contact with players at the rink or away from the rink
 - Driving players in their vehicle within Hockey Canada's Speak Out/RIS Activity Leader parameters
- 3) Is the person in this position required to make physical contact with a player's body?
 - Demonstrating a skill
 - Touching the player
 - Contact with bodily fluids
- 4) Does the person in this position have access to property or equipment?
 - Personal equipment
 - Facility equipment
 - Organization equipment
- 5) Is the person in this position involved in making decisions about a player's future or movement within the system?
 - Perceived or actual position of authority
- 6) Does the person in this position have access to confidential information?
 - Personal documents or communications
- 7) Does the person in this position have access to money?
 - Personal funds
 - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
 - Perceived or actual position of authority
 - Enters into agreements on behalf of the organization

If you answered "Yes" to any question above, here are some suggested steps:

- ➡ Reference Check
- ➡ Criminal Record Check/Vulnerable Sector Check Requirement
- ➡ Regular supervision
- ➡ Participant evaluation of position
- ➡ Specific behaviour code is provided



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21. APPENDIX C – POSITION DESIGN AND DESCRIPTION

POSITION DESIGN:

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

Position Title	Be brief (2-3 words) but descriptive
Purpose of Position	A short sentence or two identifying key reasons for volunteer involvement, in relation to the organization's mission or goals.
Risk Level	Based on the Risk Assessment of the position, and used as the basis for what screening mechanisms will be required for this position.
Skills and Qualifications	Include the attitudes, knowledge, past experience, background, education and personal traits that are directly related to the ability of the applicant to meet the duties/activities/responsibilities.
Boundaries and Limitations	What is the person in this position not allowed to do? What is outside of the parameters of the position?
Vulnerability of Persons Served	Are the persons served by this position vulnerable and if so in what way?
Screening Requirements	List of applicable screening techniques for this position.
Supervision and Support	To whom is the person in this position directly responsible? How is the position supervised? What are the reporting and evaluation mechanisms?

POSITION DESCRIPTION:

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/ Responsibilities	Be specific about regular duties to be performed, duties performed on occasion, and any special equipment used. Do not list every step of every activity; this can be expanded on in the position training.
Time Commitment	Minimum number of hours, frequency, days and times and length of commitment.
Location	Where will the person in this position work? Is it off site, isolated or unsupervised?
Orientation and Training	Both initial and ongoing training, making clear what is required and what is optional.
Benefits	Include organization's commitment to the position, personal benefits, whether out of pocket expenses are covered by the organization.



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SAMPLE POSITION DESIGN AND DESCRIPTION: *House League Head Coach*

The following is a sample Head Coach position design and description:

Position Title:	House League Head Coach
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 15
Location:	Local Arena Facility, public setting
Purpose of Position:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year-end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> oversee all team activities manage the safety of the participants comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, ALLIANCE, OHF and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> Caring, friendly and patient attitude Ability to communicate with parents and children Must be certified in Speak Out! Or Respect in Sport, Activity Leader Must have Coach Level certification Criminal Record Check/Vulnerable Sector Screening Gender Identity & Expression Course
Boundaries & Limitations:	The Head Coach is bound by the ALLIANCE Code of Conduct and all rules, regulations, by laws, articles and policies of the ALLIANCE.
Orientation & Training:	All new coaches will be provided with an orientation prior to the start of the season.
Supervision & Support:	The Head Coach is responsible to the club, association, league President and Board of Directors.
Benefits:	All Head Coach positions are eligible for various volunteer awards



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22. APPENDIX D – SAMPLE APPLICATION FORM

APPLICATION TO WORK WITH A MINOR HOCKEY TEAM:

Team applying to – First Choice:

Division:	Category:
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Team applying to - Second Choice:

Division:	Category:
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Team presently with (if applicable):

Division:	Category:
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Contact Information

Name:					
Address:					
Home Ph:		Work Ph:		Mobile Ph:	
Preferred Email:					
Position you are applying for:					
Relevant certification or education:					
Years of relevant experience:					
Are you eligible to work in Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Please ensure you have attached your resume and at least 3 references (maximum one personal).

Screening

ALLIANCE Hockey and its Member Associations are committed to reducing harassment, abuse, bullying and misconduct in our programs. As a priority we are screening volunteers and staff to ensure the highest quality of personnel to support our programs and create a friendly and welcoming environment for our participants. Some positions require additional screening.

Please be advised that your position requires a Criminal Record Check and a Vulnerable Sector Check.



23. APPENDIX E – CRIMINAL RECORD CHECK/VULNERABLE SECTOR SCREENING DEFINITIONS

23.1 Criminal Record Check (CRC)

23.1.1 A Criminal Record Check is a search that is used to determine whether an individual has a criminal record. The search can be based on an individual's name and date of birth, or for much greater assurance, it can be based on fingerprints for positive identification.

23.1.2 A Criminal Record Check is performed against the national repository of criminal records maintained by the Royal Canadian Mounted Police (RCMP), which holds approximately 4.2 million records.

23.1.3 Checks are also in many cases performed against a Canadian police service's local records.

23.2 Vulnerable Sector Screening (VSS)

23.2.1 A VSS check is initiated by the local police in the jurisdiction where the individual lives.

23.2.2 A VSS check is designed to protect vulnerable participants from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

23.2.3 The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on an individual's name, gender and date of birth. If the gender and date of birth match to a pardoned sex offender record, the individual will be asked to provide fingerprints to confirm his or her identity. Be assured that:

23.2.3.1 This is not an accusation of criminality: fingerprints are used to confirm identity only.

23.2.3.2 Fingerprints will be destroyed after 90 days - when the check is complete. As with all civil checks, the RCMP does not keep fingerprints on file and they will not be searched for future purposes.



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24. APPENDIX F – HARASSMENT/ABUSE MONITORING FORM

ALLIANCE Hockey Member Association Harassment / Abuse Monitoring Form

ALLIANCE Hockey Policy: It shall be the policy of ALLIANCE Hockey that all Member Associations must provide documentation of their Harassment / Abuse implementation efforts to ALLIANCE Hockey on an annual basis. This documentation will be provided on a check off form and signed by the Member Association President. Copies of these reports will be forwarded by ALLIANCE Hockey to the OHF upon the conclusion of each season.

Please indicate the status of each of the 10 Steps of Screening for the prevention of Harassment / Abuse in your Association.

	Implemented	Working Towards
Job Designs	<input type="checkbox"/>	<input type="checkbox"/>
Job Applications	<input type="checkbox"/>	<input type="checkbox"/>
Application forms and Process	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment	<input type="checkbox"/>	<input type="checkbox"/>
Interviews	<input type="checkbox"/>	<input type="checkbox"/>
Reference Checks	<input type="checkbox"/>	<input type="checkbox"/>
Criminal Record Checks	<input type="checkbox"/>	<input type="checkbox"/>
Orientation and Training	<input type="checkbox"/>	<input type="checkbox"/>
Supervision / Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Participant Follow Up	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Explanations:

Local Association Name:

Local Association President:

Date:

Send completed form to: tmartindale@alliancehockey.com by May 1st of the current season.



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25. APPENDIX G – HARASSMENT/ABUSE POLICIES FOR ALLIANCE HOCKEY ON-ICE OFFICIALS

POLICIES AND DEFINITIONS

This appendix sets out the principles and practices of the Minor Hockey Alliance of Ontario (ALLIANCE Hockey) for on-ice officials with regard to abusive behaviour towards participants. Each Official within the Minor Hockey Alliance of Ontario is to comply with these policies. For the complete policy, please visit the ALLIANCE website at www.alliancehockey.com.

OFFICIALS:

One of the most prominent areas in hockey where abuse and harassment are evident is in the domain of officiating. For some reason, many people believe that the sport culture allows them to exhibit abusive or harassing behaviours towards officials. Where younger officials are involved, it is quickly learned that it is easier to try and ignore the maltreatment than to penalize it. To assign a penalty means further intimidation to the referee; to ignore the behaviour means the focus is on the game rather than on the official. The result is many young officials leave the officiating ranks. Carrying out their role becomes too painful!

When it comes to abuse and harassment during the competition, all officials need to make use of the playing rules and guidelines within hockey to deal with these occurrences. Support from Local Association administrators and supervisors will enhance this course of action. However abuse and harassment can occur in other relationships within the officiating community.

SUPERVISORS:

Supervisors have a profound impact on young officials. Their role is to not only coach the official but to also provide constructive criticism and evaluation of the official's performance. They have significant authority over future assignments and advancements.

Guidelines:

- Treat young officials with respect.
- Give feedback in a constructive manner, rather than an intimidating manner.
- Support the learner and the learning process.
- All Supervisors must follow the ALLIANCE Hockey Supervisor Manual Guidelines

ASSIGNORS:

Assignors are in the position of deciding which official will referee specific games. As a result, they have considerable power over young men and women who are wishing to work and gain experience.

Guidelines:

- Officials should be assigned according to their skills and the caliber of play.
- Assignors need to know the physical and emotional limitations of their officials.
- Assignors must never use their position to intimidate or demoralize an official.
- Officiating is usually a hobby and needs to be valued as such.

PEERS:

In many sports, officials work in teams. The concept of "team" must be utilized at all times.



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Guidelines:

- The role of officials is to ensure that the sport is played fairly and safely by both sides. Officiating is an apprenticeship that most often occurs during the actual competition.
- When there are concerns between officials, they need to be discussed in an appropriate place, such as the dressing room or office, not during the game.
- Officials need to encourage each other as often as possible throughout the competition.
- Harassment, Abuse and misconduct should be reported to the Association Referee-in-Chief.

DRESSING ROOMS/OFFICES:

Although the dressing rooms/offices for officials are usually quite small, it is important that an area be reserved for officials as they prepare for the upcoming competition.

Guidelines:

- Any inappropriate behaviour in the dressing room must be reported to the District Referee-in-Chief.
- When male and female officials work together, it is **never** appropriate to change or dress in the same space at the same time. One gender should dress first while the other waits outside the dressing room, then vice versa.
- Once both genders are fully dressed, they can share the room in preparation for the competition, but leave the door open.
- Only officials and their supervisor are allowed in the official's room.
- When supervisors are talking with one official the door should be left open.
- Officials are to use the two-deep system, i.e. always have a third person present.

DISCIPLINE:

There will be times when it is necessary to discipline an official.

Guidelines:

- All disciplinary action must be respectful of the person while addressing the inappropriate behaviour. It should never be abusive or harassing in nature.
- Ridicule is not an acceptable form of discipline.
- Association Referee-in-Chief is to follow the Disciplinary policy in the ALLIANCE Hockey manual.

DUTY TO REPORT:

It is the responsibility of an official to be aware of situations where players are being harassed or abused. If an official feels that a player is being harassed or abused they must report it. Please follow these procedures:

Guidelines:

- Write down as much information as possible. (The teams playing, the date, the rink, the period and time it occurred, the number and player's name, the name of the person committing the foul, if you do not know the name, state that you do not know the name but make sure the name of the team is noted and record the incident.)
- DO NOT WRITE THIS ON THE GAME SHEET.
- Send this report to the ALLIANCE Hockey Office.



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- Do not discuss this with anyone except your fellow officials of the game. Ask them for their input if they witnessed this incident. (Although we want this reported, you must be positive of your decision.) A person's name and reputation could be on the line.
- If you are not sure whether to write it up or not, contact the ALLIANCE Hockey Office for their advice.

Criminal Record Checks: Refer to Appendix 23

Eligibility to Officiate

There will be two ways to submit your record check:

1. If you are a first-time official attending a clinic or Officiating School, you would submit at the clinic or Officiating School in a sealed envelope, with your full name printed on front. If you do not have your CRC or VSS at the time of your clinic or Officiating School and have initiated the process please submit the **receipt** in a sealed envelope, with your name on the front at your clinic or Officiating School.
2. If recertifying, you must submit to the OHF prior to registering on line. If you do not have your CRC or VSS prior to registering for a recertification clinic and have initiated the process, please submit the **receipt** directly to the OHF office. This is a condition of being able to access the registration process.

Methods of submission are fax, scan or mail. If by fax or scan (PDF), and it is not deemed a true copy the original will be requested to be mailed. By Fax to 519-620-7476, by Scan to recordcheck@ohf.on.ca, or by Mail to address below (**no pictures will be accepted**).

When you receive your CRC/VSS document please forward directly to the OHF office:

Ontario Hockey Federation
Unit 9, 400 Sheldon Drive
Cambridge, Ontario
N1T 2H9
Attention: Criminal Record Check Inspector

Once submitted the On Ice Official is considered a member in good standing for the current officiating season, **unless deemed ineligible** through review of the CRC/VSS.

On Ice Officials under the age of 18 are required to submit a Criminal Record Check, (CRC). On Ice Officials 18 years of age and over are required to submit a Vulnerable Sector Screening Check (VSS).

The renewal period for your CRC/VSS will be every 3 years. (Example: Year one CRC/VSS, year two Criminal Offence Declaration Form, year three Criminal Offence Declaration Form and year four CRC/VSS.) All On Ice Officials must adhere to this Policy.

Criminal Offence Declaration Form (CODF)

This form is to be completed by officials who have a CRC/VSS on file and has not expired, and must be completed in full, signed, and submitted to the OHF office.



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Officials are encouraged to log onto their eHockey account to verify their expiration date under the CRC Tab on their profile.

The Member Partner for that individual's area will be notified that the official has complied with this requirement and is eligible or ineligible to officiate.

The OHF will be responsible for communicating to the Member Partner when information has been received and the participant's profile has been updated in the HCR. The Member Partner will be responsible to forward all pertinent cresting and officiating documents to the official.

ALLIANCE HOCKEY CRIMINAL RECORD CHECK POLICY

This policy is designed to identify any person who poses a risk to children, youth or other vulnerable persons.

Criminal Record Checks (CRC) are probably the most misunderstood element of screening. Too many people believe that doing a CRC means that the person has been screened, nothing could be further from the truth. A positive police record tells one thing - the individual has been convicted of a crime.

It is important to know if someone has been convicted of an abuse or harassment offense. CRC's do serve a purpose, particularly in the case of high risk positions, as it signals in a very public way that ALLIANCE Hockey is concerned about the safety of their young athletes and officials.



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26. APPENDIX H – CRIMINAL OFFENCE DECLARATION FORM

Print Name: _____

Date of Birth: _____
Month/Day/Year

Telephone Number: _____

Email Address: _____

Referee number: _____

Member: _____ Clinic Location: _____

Date: _____

Failure to execute this process will be in violation of the OHF Screening Policy, this will mean that the official will be considered to be not in good standing and may be subject to further discipline.

I, _____, hereby declare that:
Print Name

I have no convictions for offenses under the Criminal Code of Canada as specified in the OHF Screening Policy up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

I have no convictions for offenses in any other country up to and including the date of this declaration for which a pardon has not been issued or granted.

OR

I have the following convictions for offenses under the Criminal Code of Canada as specified in the OHF Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

I have the following convictions for offenses in another country up to and including the date of this declaration for which a pardon has not been issued or granted.

Supplementary Information, Including Outstanding Charges, Warrants and Orders.

DATE	LOCATION	CHARGE	DISPOSITION

Any questions can be directed to the OHF Office.

Signature of Applicant: _____ Date: _____



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27. APPENDIX I – CODE OF CONDUCT & FAIR PLAY CODES

ALLIANCE HOCKEY CODE OF CONDUCT

The Code of Conduct identifies the standard of behaviour that is expected of all ALLIANCE Hockey members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, referees, employees and others involved in ALLIANCE Hockey activities and events.

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

During the course of all ALLIANCE Hockey activities and events, members shall avoid behaviour which brings the ALLIANCE or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-prescription drugs and use of alcohol by minors.

ALLIANCE Hockey members and participants shall at all times adhere to the ALLIANCE's operational policies and procedures, to rules and regulations governing ALLIANCE events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the ALLIANCE.

Members and participants of ALLIANCE Hockey shall not engage in any activity or behaviour 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 ALLIANCE Hockey shall refrain from comments or behaviours which are disrespectful, offensive, abusive racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or misconduct will not be tolerated, and will be dealt with accordingly.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of ALLIANCE Hockey. Such action may result in the member losing the privileges which come with membership in the ALLIANCE, including the opportunity to participate in ALLIANCE Hockey activities and events, both present and future.



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ALLIANCE HOCKEY FAIR PLAY CODES

PLAYERS

- I will play hockey because I want to, not just because others or coaches want me to
- I will play by the rules of hockey, and in the spirit of the game
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody
- I will respect my opponents
- I will do my best to be a true team player
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important
- I will acknowledge all good plays/performances – those of my team and of my opponents
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Signature

Date



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COACHES

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- I will teach my players to play fairly and to respect the rules, officials and opponents
- I will ensure that all players get equal instruction and support
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves
- I will make sure that equipment and facilities are safe and match the players' ages and abilities
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
- I will obtain proper training and continue to upgrade my coaching skills
- I will work in cooperation with officials for the benefit of the game

Signature

Date



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PARENTS

- I will not force my child to participate in hockey
- I will remember that my child plays hockey for his or her enjoyment, not for mine
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard
- I will never ridicule or yell at my child for making a mistake or losing a game
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents
- I will never question the officials' judgment or honesty in public
- I will support all efforts to remove verbal and physical abuse from children's hockey games
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child

Signature

Date



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OFFICIALS

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules
- I will avoid or put an end to any situation that threatens the safety of the players
- I will maintain a healthy atmosphere and environment for competition
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators
- I will be consistent and objective in calling all infractions, regardless of my personal feeling toward a team or individual player
- I will handle all conflicts firmly but with dignity
- I accept my role as a teacher and role model for fair play, especially with young participants
- I will be open to discussion and contact with the players before and after the game
- I will remain open to constructive criticism and show respect and consideration for different points of view
- I will obtain proper training and continue to upgrade my officiating skills
- I will work in cooperation with coaches for the benefit of the game

Signature

Date



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SPECTATORS

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards
- I will respect the officials' decisions and I will encourage participants to do the same
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials
- I will show respect for my team's opponents, because without them there would be no game
- I will not use bad language, nor will I harass players, coaches, officials or other spectators
- I will leave the playing arena when requested to do so by a game official

Signature

Date



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LEAGUE ADMINISTRATORS

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified

Signature

Date



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28. APPENDIX J - LINKS TO RESOURCES

Cyberbullying Resources

<http://www.getcybersafe.gc.ca>

<http://www.needhelpnow.ca>

<http://www.prevnet.ca>

Tip Sheet on Cyberbullying

<http://www.opp.ca/ecms/files/250363910.6.pdf>